

Andrew Mitcham, Mayor
Drew Wasson, Council Position No. 1
Greg Holden, Council Position No. 2
Bobby Warren, Council Position No. 3
James Singleton, Council Position No. 4
Gary Wubbenhorst, Council Position No. 5



Austin Bleess, City Manager
Lorri Coody, City Secretary
Scott Bounds, 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, February 17, 2020, 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: Pulpit Minister, John Gooch, Jersey Village Church of Christ.

C. PRESENTATIONS

1. Presentation of Employee of the Month. *Austin Bleess, City Manager*

D. CITIZENS' COMMENTS

Any person who desires to address City Council regarding an item on the agenda will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the comment is on the agenda, the City staff and City Council Members are not allowed to discuss the subject. Each person is limited to five (5) minutes for comments to the City Council.

E. CITY MANAGER'S REPORT

1. Monthly Fund Balance Report, Enterprise Funds Report, Governmental Funds Report, Property Tax Collection Report – December 2019, General Fund Budget Projections as of January 2020, and Utility Fund Budget Projections – January 2020.
2. Fire Departmental Report and Communication Division's Monthly Report
3. Police Activity Report, Warrant Report, Investigations/Calls for Service Report, Staffing/Recruitment Report, and Police Open Records Requests
4. 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
5. Public Works Departmental Summary and Public Works Departmental Status Report
6. Golf Course Monthly Report, Golf Course Financial Statement Report, Golf Course Budget Summary, and Parks and Recreation Departmental Report
7. Report from Code Enforcement
8. 2019 Racial Profiling 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 January 20, 2020 and the Special Session Meeting held on January 30, 2020. *Lorri Coody, City Secretary*
2. Consider Resolution No. 2020-10, appointing Ernesto Rios as Interim Municipal Court Clerk of the City of Jersey Village for the unexpired term that began on January 1, 2020 and will expire December 31, 2021. *Isabel Kato, Finance Director*
3. Consider Resolution No. 2020-11, authorizing the City Manager to enter into an Interlocal Agreement with Harris County, Texas transferring the ownership of the 2017 grant funded grace accountability items known as Electronic Personal Accountability Systems (EPAS) from Harris County to the City of Jersey Village. *Mark Bitz, Fire Chief*
4. Receive the progress report from the Owners of the property located at 16884 NW FWY, Jersey Village, Texas concerning the progress on the performance of the permitted work required under Ordinance 2019-11, which found the structures on the Property to be substandard and a public nuisance; ordered JERSEY VILLAGE LODGING, LLC to abate the substandard and dangerous structures on the Property within 180 days; authorized the repair or demolition of the structures on the Property if the owners fail to abate the substandard and dangerous structures; authorized a lien against the Property for the costs of repair or demolition; and made other findings and provisions related thereto. *Christian Somers, Building Official*

G. REGULAR SESSION

1. Consider Resolution No. 2020-12, authorizing the City Manager to enter into an agreement with Jeffery S. Ward & Associates for FMA Program Home Elevation Grant Administration & Project Management Services. *Austin Bless, City Manager*
2. Consider Resolution No. 2020-13, selecting contractors to complete home elevation work in relation to the FY 2018 FEMA Flood Mitigation Assistance Grant. *Austin Bless, City Manager*
3. Consider Resolution No. 2020-14, authorizing the City Manager to execute a contract with Burditt Consultants, LLC for a Parks Master Plan. *Jason Alfaro, Director of Parks and Recreation*

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 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;
- Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

I. ADJOURN

CERTIFICATION

I, the undersigned authority, do hereby certify in accordance with the Texas Open Meeting Act, the Agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located at City Hall, 16327 Lakeview, Jersey Village, TX 77040, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: February 12, 2020 at 4:00 p.m. and remained so posted until said meeting was convened.



 Lorri Coody, TRCM
 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.jerseyvillagetx.com

"Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun."

"Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly."

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

B. INVOCATION AND PLEDGE OF ALLEGIANCE

1. Prayer and Pledge by: Pulpit Minister, John Gooch, Jersey Village Church of Christ.

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

AGENDA DATE: February 12, 2020

AGENDA ITEM: C1

AGENDA SUBJECT: Presentation of Employee of the Month Award for February 2020.

Department/Prepared By: Lorri Coody **Date Submitted:** February 12, 2020

EXHIBITS: [Employee of the Month Program](#)

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

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

The Employee of the Month Program was developed to encourage recognition of Jersey Village employees who show exemplary individual achievement, contribution, and performance in their jobs. These individuals consistently exhibit a positive and supportive attitude and make contributions beyond the usual expectations of their employment.

For more information about the program, please see the attached Employee of the Month Program document.

RECOMMENDED ACTION:

N/A



Employee of the Month Program

The Employee of the Month Program was developed to encourage recognition of Jersey Village employees who show exemplary individual achievement, contribution, and performance in their jobs. These individuals consistently exhibit a positive and supportive attitude and make contributions beyond the usual expectations of their employment.

Criteria for Employee of the Month

The following criteria will be used in selecting an Employee of the Month (EOM):

1. The nominee must be a full-time employee having worked a minimum of one (1) year and is not currently on probationary status at the time of nomination. Department Heads, part-time staff, and volunteers are not eligible.
2. Employees can receive the EOM recognition more than once; however, there must be a break of a minimum of two (2) years between awards.
3. The nominee must be approved by his/her supervisor prior to being named as the recipient of the award.
4. Nominations not selected as the EOM can be reconsidered up to one year from the date first received.

A Jersey Village employee who demonstrates the following will be eligible for the EOM award:

1. Employee must demonstrate a willingness to take initiative beyond regular job assignments, resulting in inspiring and supporting the performance and achievement of others.
2. Employee must demonstrate a high quality of work and a commitment to carrying out job responsibilities, be an asset to the department, and serves as a role model for others.
3. Employee must demonstrate the ability to work as a team member, be consistently dependable and punctual in reporting for duty, completes assignments on time and have a distinguished attendance record.

Process

1. Forms and criteria on the EOM program will be available from the City Manager or Department Heads.
2. Submit completed forms to the Department Head. Forms must be signed by the nominator or sent from the nominators email address. Nominations are accepted at any time, but must be submitted by the 25th of the month to be eligible for the award in the upcoming month.
3. The City Manager will go through nominations and select a winner based on the above criteria.

Awards

The EOM Program will provide awards to such employees by means that is fair, with equal consideration of all eligible staff.

In addition to the awards the Mayor and the Department Head will present the award to the employee at a City Council Meeting and the employee will be recognized on the city website, social media, and via other mediums.



Employee of the Month Nomination Form

Name of Nominee: _____ Department: _____

Job Title: _____

Please provide specific, detailed examples to support your nomination. The information you provide will be used by the City Manager to determine the recipient of this award. These activities should have occurred within the last 60 days. Please attach additional pages if needed.

Describe how the employee demonstrates a willingness to take initiative beyond regular job assignments, resulting in inspiring and supporting the performance and achievement of others.

Explain how the employee demonstrates a high quality of work and a commitment to carrying out job responsibilities, is an asset to the department, and serves as a role model for others.

Other information pertinent to the nomination

Nominated by: _____ Date: _____

Department: _____

Please submit completed form to your Department Head.

D. CITIZENS' COMMENTS

Any person who desires to address City Council regarding an item on the agenda will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the comment is on the agenda, the City staff and City Council Members are not allowed to discuss the subject. Each person is limited to five (5) minutes for comments to the City Council.



Jersey Village, TX

Fund Balance Report

As Of 01/31/2020

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
01 - GENERAL FUND	33,411.65	8,156,269.42	3,656,393.47	4,533,287.60
02 - UTILITY FUND	12,066,370.59	1,464,623.41	1,258,090.51	12,272,903.49
03 - DEBT SERVICE FUND	326,772.95	1,061,761.08	500.00	1,388,034.03
04 - IMPACT FEE FUND	501,216.21	48,353.38	0.00	549,569.59
05 - MOTEL TAX FUND	-61,210.73	36,475.33	3,800.00	-28,535.40
06 - ASSET FORFEITURE FUND	34,027.81	646.12	7,688.10	26,985.83
07 - CAPITAL REPLACEMENT	8,012,498.95	30,341.38	561,420.37	7,481,419.96
08 - TRAFFIC SAFETY FUND	584,627.67	0.00	300.00	584,327.67
10 - CAPITAL IMPROVEMENTS FUND	8,085,839.59	1,900,882.89	772,729.25	9,213,993.23
11 - GOLF COURSE FUND	-4,486,896.16	510,077.89	536,819.37	-4,513,637.64
12 - COURT RESTRICTED FEE FUND	62,799.28	0.00	8,497.22	54,302.06
50 - JV CRIME CONTROL	3,636,094.44	750,819.58	410,990.40	3,975,923.62
Report Total:	28,795,552.25	13,960,250.48	7,217,228.69	35,538,574.04

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020



Jersey Village, TX

Income Statement

Account Summary

For Fiscal: 2019-2020 Period Ending: 01/31/2020

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Fund: 02 - UTILITY FUND						
Department: 40 - 40						
Category: 85 - FEE & CHARGES FOR SERVICE						
02-40-8541	WATER SERVICE	3,000,000.00	3,000,000.00	202,944.80	896,432.60	2,103,567.40
02-40-8542	SEWER SERVICE	1,500,000.00	1,500,000.00	131,811.14	520,197.19	979,802.81
02-40-8543	WATER SERVICE-INCREASE	0.00	0.00	2.91	2.91	-2.91
02-40-8545	WATER AUTHORITY FEE	15,000.00	15,000.00	0.00	0.00	15,000.00
02-40-8546	CREDIT CARD FEES	5,000.00	5,000.00	0.00	15.38	4,984.62
Category: 85 - FEE & CHARGES FOR SERVICE Total:		4,520,000.00	4,520,000.00	334,758.85	1,416,648.08	3,103,351.92
Category: 96 - INTEREST EARNED						
02-40-9601	INTEREST EARNED	70,000.00	70,000.00	6,275.01	22,525.36	47,474.64
Category: 96 - INTEREST EARNED Total:		70,000.00	70,000.00	6,275.01	22,525.36	47,474.64
Category: 98 - MISCELLANEOUS REVENUE						
02-40-9802	SALE OF ASSETS	38,580.00	38,580.00	0.00	0.00	38,580.00
02-40-9840	PENALTIES & ADJUSTMENTS	30,000.00	30,000.00	3,188.61	18,433.54	11,566.46
02-40-9899	MISCELLANEOUS	30,000.00	30,000.00	2,091.15	7,016.43	22,983.57
Category: 98 - MISCELLANEOUS REVENUE Total:		98,580.00	98,580.00	5,279.76	25,449.97	73,130.03
Department: 40 - 40 Total:		4,688,580.00	4,688,580.00	346,313.62	1,464,623.41	3,223,956.59

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Department: 45 - WATER & SEWER						
Category: 30 - SALARIES, WAGES, & BENEFITS						
02-45-3001	SALARIES	208,582.00	208,582.00	15,556.16	68,162.87	140,419.13
02-45-3003	LONGEVITY	480.00	480.00	25.86	108.18	371.82
02-45-3007	OVERTIME	24,500.00	24,500.00	910.49	12,218.59	12,281.41
02-45-3010	INCENTIVES	720.00	720.00	143.06	465.27	254.73
02-45-3051	FICA/MEDICARE TAXES	17,923.00	17,923.00	1,304.54	5,975.36	11,947.64
02-45-3052	WORKMEN'S COMPENSATION	5,183.00	5,183.00	0.00	3,556.60	1,626.40
02-45-3053	EMPLOYMENT TAXES	875.00	875.00	21.05	38.25	836.75
02-45-3054	RETIREMENT	33,327.00	33,327.00	2,559.64	12,136.80	21,190.20
02-45-3055	HEALTH INSURANCE	58,942.00	58,942.00	3,968.96	20,132.54	38,809.46
02-45-3056	LIFE INS	351.00	351.00	400.55	146.25	204.75
02-45-3057	DENTAL	3,435.00	3,435.00	282.32	1,293.34	2,141.66
02-45-3058	LONG-TERM DISABILITY	869.00	869.00	133.69	269.05	599.95
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		355,187.00	355,187.00	25,306.32	124,503.10	230,683.90
Category: 35 - SUPPLIES						
02-45-3502	POSTAGE/FREIGHT/DEL. FEE	14,000.00	14,000.00	932.21	3,728.07	10,271.93
02-45-3503	OFFICE SUPPLIES	2,000.00	2,000.00	175.00	525.74	1,474.26
02-45-3504	WEARING APPAREL	2,000.00	2,000.00	0.00	1,621.83	378.17
02-45-3506	CHEMICALS	20,000.00	20,000.00	2,219.43	5,507.26	14,492.74
02-45-3510	BOOKS & PERIODICALS	600.00	600.00	0.00	0.00	600.00
02-45-3523	TOOLS/EQUIPMENT	4,000.00	4,000.00	0.00	367.64	3,632.36
02-45-3534	PARTS AND MATERIALS	1,200.00	1,200.00	7.99	240.18	959.82
02-45-3535	SHOP SUPPLIES	1,400.00	1,400.00	0.00	993.04	406.96
Category: 35 - SUPPLIES Total:		45,200.00	45,200.00	3,334.63	12,983.76	32,216.24
Category: 40 - MAINTENANCE--BLDGS, STRUC						
02-45-4001	BUILDINGS AND GROUNDS	3,000.00	3,000.00	0.00	221.00	2,779.00
02-45-4041	WATER SYSTEM MAINTENANCE	30,000.00	30,000.00	4,102.00	18,264.91	11,735.09
02-45-4042	SEWER SYSTEM MAINTENANCE	10,000.00	10,000.00	0.00	3,791.00	6,209.00
02-45-4043	WATER PLANTS MAINTENANCE	18,000.00	18,000.00	3,346.50	6,974.50	11,025.50
02-45-4044	LIFT STATIONS MAINTENANCE	36,000.00	36,000.00	3,421.88	7,181.25	28,818.75
02-45-4045	SEWER PLANT MAINTENANCE	45,000.00	45,000.00	975.95	12,495.79	32,504.21
Category: 40 - MAINTENANCE--BLDGS, STRUC Total:		142,000.00	142,000.00	11,846.33	48,928.45	93,071.55
Category: 45 - MAINTENANCE						
02-45-4504	COMPUTER SOFTWARE	7,400.00	7,400.00	0.00	920.70	6,479.30
Category: 45 - MAINTENANCE Total:		7,400.00	7,400.00	0.00	920.70	6,479.30
Category: 50 - SERVICES						
02-45-5012	PRINTING	1,800.00	1,800.00	0.00	0.00	1,800.00
02-45-5015	LAB TESTS	25,000.00	25,000.00	6,321.37	9,431.89	15,568.11
02-45-5017	UTILITIES	140,000.00	140,000.00	12,308.45	23,936.65	116,063.35
02-45-5019	W.O.B. DISPOSAL-O&M CONTR	350,000.00	350,000.00	20,427.06	121,935.46	228,064.54
02-45-5020	COMMUNICATIONS	7,000.00	7,000.00	607.98	1,510.23	5,489.77
02-45-5022	RENTAL OF EQUIPMENT	1,460.00	1,460.00	0.00	0.00	1,460.00
02-45-5025	PUBLIC NOTICES	800.00	800.00	0.00	0.00	800.00
02-45-5027	MEMBERSHIPS	1,000.00	1,000.00	0.00	40.00	960.00
02-45-5029	TRAVEL/TRAINING	13,000.00	13,000.00	138.00	521.26	12,478.74
Category: 50 - SERVICES Total:		540,060.00	540,060.00	39,802.86	157,375.49	382,684.51
Category: 54 - SUNDRY						
02-45-5405	PERMITS, FEES, CREDIT CD FEES	30,000.00	30,000.00	1,064.98	19,279.55	10,720.45
02-45-5411	WATER-PURCHASED	1,630,000.00	1,630,000.00	144,112.50	355,164.69	1,274,835.31
02-45-5412	WATER AUTHORITY FEES	40,000.00	40,000.00	49,530.25	132,424.60	-92,424.60
Category: 54 - SUNDRY Total:		1,700,000.00	1,700,000.00	194,707.73	506,868.84	1,193,131.16
Category: 55 - PROFESSIONAL SERVICES						
02-45-5501	AUDITS/CONTRACTS/STUDIES	10,000.00	10,000.00	0.00	0.00	10,000.00
02-45-5510	ENGINEERING SERVICES	110,000.00	110,000.00	0.00	0.00	110,000.00
02-45-5515	CONSULTANT SERVICES	260,000.00	260,000.00	1,300.00	9,360.00	250,640.00
Category: 55 - PROFESSIONAL SERVICES Total:		380,000.00	380,000.00	1,300.00	9,360.00	370,640.00

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Category: 60 - OTHER SERVICES						
02-45-6001	INSURANCE-VEHICLES	10,800.00	10,800.00	0.00	11,336.60	-536.60
02-45-6003	LIABILITY-FIRE & CASUALTY	10,000.00	10,000.00	0.00	7,715.97	2,284.03
	Category: 60 - OTHER SERVICES Total:	20,800.00	20,800.00	0.00	19,052.57	1,747.43
Category: 97 - INTERFUND ACTIVITY						
02-45-9751	TRANSFER TO GENERAL FUND	570,000.00	570,000.00	0.00	0.00	570,000.00
02-45-9753	TRANSFER TO DEBT SERVICE FUND	89,724.00	89,724.00	0.00	0.00	89,724.00
02-45-9755	TRANSFER TO CAPITAL IMP FUND	300,000.00	300,000.00	0.00	0.00	300,000.00
02-45-9772	TECHNOLOGY USER FEE	750.00	750.00	0.00	0.00	750.00
02-45-9781	EQUIPMENT PURCHASE CONTRIBUTIO	60,045.00	60,045.00	0.00	0.00	60,045.00
02-45-9791	EQUIPMENT USER FEE	32,000.00	32,000.00	0.00	0.00	32,000.00
	Category: 97 - INTERFUND ACTIVITY Total:	1,052,519.00	1,052,519.00	0.00	0.00	1,052,519.00
	Department: 45 - WATER & SEWER Total:	4,243,166.00	4,243,166.00	276,297.87	879,992.91	3,363,173.09

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Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 46 - UTILITY CAPITAL PROJECT						
Category: 70 - CAPITAL IMPROVEMENTS						
02-46-7064	CASTLEBRIDGE WWTP	0.00	0.00	0.00	281,240.78	-281,240.78
02-46-7072	SEATTLE - STRUCT REPAIR PAINT	0.00	0.00	0.00	33,800.00	-33,800.00
02-46-7080	AUTOCNTRL-SCADA	100,000.00	100,000.00	4,590.20	13,165.31	86,834.69
02-46-7087	SEWER REHABILITATION	500,000.00	500,000.00	0.00	0.00	500,000.00
02-46-7088	WEST ROAD WATER PLANT GST HPT RECOAT...	175,000.00	175,000.00	0.00	0.00	175,000.00
02-46-7091	WHITEOAK BAYOU REHABILITATION	380,000.00	380,000.00	0.00	0.00	380,000.00
02-46-7096	VILLAGE - STRUCT REPAIR PAINT	0.00	0.00	0.00	8,700.00	-8,700.00
02-46-7102	VILLAGE WATER PL - POWER PANNEL RETROF...	200,000.00	200,000.00	0.00	0.00	200,000.00
02-46-7107	SEATTLE WATER PLANT-CL2/CHLOR	75,000.00	75,000.00	4,802.35	26,021.51	48,978.49
02-46-7111	SEATTLE - WELL REPAIR	0.00	0.00	15,170.00	15,170.00	-15,170.00
02-46-7126	REHAB - REPAIR STORM WAT LINES	200,000.00	200,000.00	0.00	0.00	200,000.00
02-46-7128	VILLAGE WATER PLANT GENERATOR	25,000.00	25,000.00	0.00	0.00	25,000.00
Category: 70 - CAPITAL IMPROVEMENTS Total:		1,655,000.00	1,655,000.00	24,562.55	378,097.60	1,276,902.40
Department: 46 - UTILITY CAPITAL PROJECT Total:		1,655,000.00	1,655,000.00	24,562.55	378,097.60	1,276,902.40
Fund: 02 - UTILITY FUND Surplus (Deficit):		-1,209,586.00	-1,209,586.00	45,453.20	206,532.90	

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 04 - IMPACT FEE FUND					
Department: 43 - 43					
Category: 85 - FEE & CHARGES FOR SERVICE					
04-43-8547 WATER DISTRIBUTION	50,000.00	50,000.00	893.85	32,089.15	17,910.85
04-43-8548 SEWER PLANT CAPACITY	25,000.00	25,000.00	0.00	11,010.30	13,989.70
Category: 85 - FEE & CHARGES FOR SERVICE Total:	75,000.00	75,000.00	893.85	43,099.45	31,900.55
Category: 96 - INTEREST EARNED					
04-43-9601 INTEREST EARNED	20,000.00	20,000.00	1,318.70	5,253.93	14,746.07
Category: 96 - INTEREST EARNED Total:	20,000.00	20,000.00	1,318.70	5,253.93	14,746.07
Department: 43 - 43 Total:	95,000.00	95,000.00	2,212.55	48,353.38	46,646.62

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 45 - WATER & SEWER					
Category: 55 - PROFESSIONAL SERVICES					
04-45-5515 CONSULTANT SERVICES	80,000.00	80,000.00	0.00	0.00	80,000.00
Category: 55 - PROFESSIONAL SERVICES Total:	80,000.00	80,000.00	0.00	0.00	80,000.00
Department: 45 - WATER & SEWER Total:	80,000.00	80,000.00	0.00	0.00	80,000.00
Fund: 04 - IMPACT FEE FUND Surplus (Deficit):	15,000.00	15,000.00	2,212.55	48,353.38	

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 11 - GOLF COURSE FUND						
Department: 80 - 80						
Category: 85 - FEE & CHARGES FOR SERVICE						
11-80-8551	GREEN FEES	900,000.00	900,000.00	60,690.44	329,327.14	570,672.86
11-80-8553	RANGE FEES/CLUB RENTALS	95,000.00	95,000.00	7,972.55	41,114.77	53,885.23
11-80-8554	CLUB RENTALS	5,000.00	5,000.00	320.00	1,300.00	3,700.00
11-80-8555	TOURNAMENT GREENS FEES	110,000.00	110,000.00	8,154.89	38,988.41	71,011.59
11-80-8560	MISCELLANEOUS FEES	20,000.00	20,000.00	4,824.00	7,176.00	12,824.00
11-80-8567	MERCHANDISE	120,000.00	120,000.00	10,175.42	47,303.57	72,696.43
11-80-8568	SPECIAL ORDER MERCHANDISE	40,000.00	40,000.00	1,805.67	13,758.44	26,241.56
11-80-8572	CONCESSION FEES	40,000.00	40,000.00	4,009.88	14,450.17	25,549.83
11-80-8575	MEMBERSHIPS	32,000.00	32,000.00	4,072.75	15,421.76	16,578.24
11-80-8579	CASH OVER/UNDER	0.00	0.00	31.04	-82.90	82.90
Category: 85 - FEE & CHARGES FOR SERVICE Total:		1,362,000.00	1,362,000.00	102,056.64	508,757.36	853,242.64
Category: 96 - INTEREST EARNED						
11-80-9601	INTEREST EARNED	8,000.00	8,000.00	312.22	1,320.53	6,679.47
Category: 96 - INTEREST EARNED Total:		8,000.00	8,000.00	312.22	1,320.53	6,679.47
Category: 97 - INTERFUND ACTIVITY						
11-80-9751	TRANSFER FROM GENERAL FUND	663,978.80	663,978.80	0.00	0.00	663,978.80
Category: 97 - INTERFUND ACTIVITY Total:		663,978.80	663,978.80	0.00	0.00	663,978.80
Category: 98 - MISCELLANEOUS REVENUE						
11-80-9802	SALES OF FIXED ASSETS	25,000.00	25,000.00	0.00	0.00	25,000.00
Category: 98 - MISCELLANEOUS REVENUE Total:		25,000.00	25,000.00	0.00	0.00	25,000.00
Department: 80 - 80 Total:		2,058,978.80	2,058,978.80	102,368.86	510,077.89	1,548,900.91

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 81 - CLUB HOUSE						
Category: 30 - SALARIES, WAGES, & BENEFITS						
11-81-3001	SALARIES AND WAGES	200,636.00	200,636.00	14,183.25	68,803.82	131,832.18
11-81-3002	WAGES	134,940.00	134,940.00	9,236.63	38,069.53	96,870.47
11-81-3003	LONGEVITY	912.00	912.00	62.76	267.43	644.57
11-81-3007	OVERTIME	1,000.00	1,000.00	164.87	919.29	80.71
11-81-3051	FICA/MEDICARE TAXES	25,818.00	25,818.00	1,774.09	8,110.61	17,707.39
11-81-3052	WORKMAN'S COMP	5,913.00	5,913.00	0.00	4,057.53	1,855.47
11-81-3053	UNEMPLOYMENT TAXES	1,166.00	1,166.00	58.35	103.51	1,062.49
11-81-3054	RETIREMENT	31,642.00	31,642.00	2,235.48	10,321.06	21,320.94
11-81-3055	INSURANCE	39,913.00	39,913.00	2,313.21	11,440.68	28,472.32
11-81-3056	LIFE INS	281.00	281.00	245.57	117.00	164.00
11-81-3057	DENTAL INSURANCE	2,395.00	2,395.00	193.46	863.66	1,531.34
11-81-3058	LONG-TERM DISABILITY	847.00	847.00	126.08	253.80	593.20
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		445,463.00	445,463.00	30,593.75	143,327.92	302,135.08
Category: 34 - COST OF SALES						
11-81-3401	MERCHANDISE	110,000.00	110,000.00	8,487.24	35,465.47	74,534.53
11-81-3415	RANGE BALLS	8,190.00	8,190.00	0.00	1,194.13	6,995.87
11-81-3416	RENTAL CLUBS	2,000.00	2,000.00	6.98	6.98	1,993.02
11-81-3419	SPECIAL ORDER MERCHANDISE	28,000.00	28,000.00	4,561.16	10,237.27	17,762.73
Category: 34 - COST OF SALES Total:		148,190.00	148,190.00	13,055.38	46,903.85	101,286.15
Category: 35 - SUPPLIES						
11-81-3502	POSTAGE/FREIGHT/DEL.FEE	550.00	550.00	0.00	0.00	550.00
11-81-3503	OFFICE SUPPLIES	6,500.00	6,500.00	123.27	2,146.69	4,353.31
11-81-3504	WEARING APPAREL	2,000.00	2,000.00	104.42	469.51	1,530.49
11-81-3523	TOOLS/EQUIPMENT	1,500.00	1,500.00	27.65	104.40	1,395.60
11-81-3605	MISCELLANEOUS SERVICE FEES	7,000.00	7,000.00	36.75	36.75	6,963.25
Category: 35 - SUPPLIES Total:		17,550.00	17,550.00	292.09	2,757.35	14,792.65
Category: 45 - MAINTENANCE						
11-81-4501	FURN, FIXTURE/EPT MAINTENANCE	1,900.00	1,900.00	39.94	134.42	1,765.58
11-81-4504	COMPUTER SOFTWARE	1,000.00	1,000.00	0.00	0.00	1,000.00
11-81-4506	CART MAINTENANCE	3,500.00	3,500.00	29.95	65.94	3,434.06
11-81-4520	EQUIPMENT MAINTENANCE/OUTSOURC	1,000.00	1,000.00	0.00	0.00	1,000.00
11-81-4599	MISCELLANEOUS EQUIPMENT	1,500.00	1,500.00	0.00	645.95	854.05
Category: 45 - MAINTENANCE Total:		8,900.00	8,900.00	69.89	846.31	8,053.69
Category: 50 - SERVICES						
11-81-5012	PRINTING	3,500.00	3,500.00	872.10	1,223.15	2,276.85
11-81-5020	COMMUNICATIONS	6,500.00	6,500.00	606.99	1,447.39	5,052.61
11-81-5023	LEASE EQUIPMENT	2,000.00	2,000.00	0.00	0.00	2,000.00
11-81-5027	MEMBERSHIPS/SUBSCRIPTIONS	1,200.00	1,200.00	0.00	171.99	1,028.01
11-81-5029	TRAVEL/TRAINING	2,500.00	2,500.00	37.12	78.88	2,421.12
11-81-5043	ADVERTISING/PROMOTION	28,000.00	28,000.00	1,584.50	7,997.54	20,002.46
Category: 50 - SERVICES Total:		43,700.00	43,700.00	3,100.71	10,918.95	32,781.05
Category: 54 - SUNDRY						
11-81-5405	CREDIT CARD CHARGES	30,000.00	30,000.00	5,454.38	11,756.27	18,243.73
11-81-5410	SECURITY	2,500.00	2,500.00	0.00	915.93	1,584.07
11-81-5413	TOURNAMENT FEES EXPENSE	2,000.00	2,000.00	0.00	315.45	1,684.55
11-81-5421	EQUIPMENT LEASE DEBT	3,000.00	3,000.00	225.00	900.00	2,100.00
11-81-5498	MISCELLANEOUS EXPENSE	5,500.00	5,500.00	0.00	5,887.31	-387.31
Category: 54 - SUNDRY Total:		43,000.00	43,000.00	5,679.38	19,774.96	23,225.04
Category: 55 - PROFESSIONAL SERVICES						
11-81-5515	CONSULTANT FEES	3,500.00	3,500.00	0.00	0.00	3,500.00
Category: 55 - PROFESSIONAL SERVICES Total:		3,500.00	3,500.00	0.00	0.00	3,500.00
Category: 60 - OTHER SERVICES						
11-81-6003	LIABILITY-FIRE & CASUALTY INSR	20,200.00	20,200.00	0.00	18,861.26	1,338.74
Category: 60 - OTHER SERVICES Total:		20,200.00	20,200.00	0.00	18,861.26	1,338.74

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Category: 97 - INTERFUND ACTIVITY					
11-81-9772 TECHNOLOGY USER FEE	3,500.00	3,500.00	0.00	0.00	3,500.00
11-81-9791 EQUIP USER FEE	67,025.00	67,025.00	0.00	0.00	67,025.00
Category: 97 - INTERFUND ACTIVITY Total:	70,525.00	70,525.00	0.00	0.00	70,525.00
Department: 81 - CLUB HOUSE Total:	801,028.00	801,028.00	52,791.20	243,390.60	557,637.40

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

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For Fiscal: 2019-2020 Period Ending: 01/31/2020

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Department: 82 - COURSE MAINTENANCE						
Category: 30 - SALARIES, WAGES, & BENEFITS						
11-82-3001	SALARIES AND	321,152.00	321,152.00	24,517.55	102,819.61	218,332.39
11-82-3002	WAGES	29,450.00	29,450.00	1,215.00	2,877.71	26,572.29
11-82-3003	LONGEVITY	3,024.00	3,024.00	225.24	979.90	2,044.10
11-82-3007	OVERTIME	5,000.00	5,000.00	780.76	1,602.35	3,397.65
11-82-3051	FICA/MEDICARE TAXES	27,435.00	27,435.00	1,906.87	7,720.40	19,714.60
11-82-3052	WORKMAN'S COMP	6,947.00	6,947.00	0.00	4,767.06	2,179.94
11-82-3053	UNEMPLOYMENT TAXES	1,458.00	1,458.00	35.12	57.52	1,400.48
11-82-3054	RETIREMENT	47,410.00	47,410.00	3,634.54	15,528.45	31,881.55
11-82-3055	INSURANCE	109,746.00	109,746.00	6,970.52	34,536.73	75,209.27
11-82-3056	LIFE INS	562.00	562.00	698.92	222.30	339.70
11-82-3057	DENTAL	6,693.00	6,693.00	515.68	2,302.14	4,390.86
11-82-3058	LONG-TERM DISABILITY	1,362.00	1,362.00	199.90	380.22	981.78
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		560,239.00	560,239.00	40,700.10	173,794.39	386,444.61
Category: 35 - SUPPLIES						
11-82-3504	WEARING APPAREL	2,800.00	2,800.00	132.69	523.49	2,276.51
11-82-3514	FUEL & OIL	19,500.00	19,500.00	1,974.98	3,436.49	16,063.51
11-82-3523	TOOLS/EQUIPMENT	4,500.00	4,500.00	1,857.71	3,722.11	777.89
11-82-3535	GROUND/SHOP SUPPLIES	14,000.00	14,000.00	2,165.58	3,952.07	10,047.93
11-82-3536	LANDSCAPING MATERIALS	85,000.00	85,000.00	4,075.98	20,915.56	64,084.44
Category: 35 - SUPPLIES Total:		125,800.00	125,800.00	10,206.94	32,549.72	93,250.28
Category: 40 - MAINTENANCE--BLDGS, STRUC						
11-82-4041	WATER WELL MAINTENANCE	5,000.00	5,000.00	0.00	0.00	5,000.00
Category: 40 - MAINTENANCE--BLDGS, STRUC Total:		5,000.00	5,000.00	0.00	0.00	5,000.00
Category: 45 - MAINTENANCE						
11-82-4505	IRRIGATION EQUIPMENT	15,000.00	15,000.00	778.63	2,789.08	12,210.92
11-82-4599	MISCELLANEOUS EQUIPMENT	10,000.00	10,000.00	0.00	0.00	10,000.00
Category: 45 - MAINTENANCE Total:		25,000.00	25,000.00	778.63	2,789.08	22,210.92
Category: 50 - SERVICES						
11-82-5022	RENTAL EQUIPMENT	5,000.00	5,000.00	258.00	1,032.00	3,968.00
11-82-5027	MEMBERSHIPS/SUBSCRIPTIONS	1,000.00	1,000.00	0.00	0.00	1,000.00
11-82-5029	TRAVEL/TRAINING	2,800.00	2,800.00	60.50	164.64	2,635.36
Category: 50 - SERVICES Total:		8,800.00	8,800.00	318.50	1,196.64	7,603.36
Category: 54 - SUNDRY						
11-82-5405	PERMITS & FEES	1,000.00	1,000.00	0.00	0.00	1,000.00
11-82-5412	WATER AUTHORITY FEES	100,000.00	100,000.00	4,439.05	22,245.30	77,754.70
Category: 54 - SUNDRY Total:		101,000.00	101,000.00	4,439.05	22,245.30	78,754.70
Category: 55 - PROFESSIONAL SERVICES						
11-82-5508	SANITARY/TRASH SERVICES	3,500.00	3,500.00	101.15	404.60	3,095.40
Category: 55 - PROFESSIONAL SERVICES Total:		3,500.00	3,500.00	101.15	404.60	3,095.40
Category: 97 - INTERFUND ACTIVITY						
11-82-9773	COMP. EQUIPMENT USER FEE	400.00	400.00	0.00	0.00	400.00
11-82-9791	EQUIPMENT USER FEE	84,579.00	84,579.00	0.00	0.00	84,579.00
Category: 97 - INTERFUND ACTIVITY Total:		84,979.00	84,979.00	0.00	0.00	84,979.00
Department: 82 - COURSE MAINTENANCE Total:		914,318.00	914,318.00	56,544.37	232,979.73	681,338.27

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 83 - BUILDING MAINTENANCE					
Category: 35 - SUPPLIES					
11-83-3517 JANITORIAL SUPPLIES	5,500.00	5,500.00	87.88	681.43	4,818.57
Category: 35 - SUPPLIES Total:	5,500.00	5,500.00	87.88	681.43	4,818.57
Category: 40 - MAINTENANCE--BLDGS, STRUC					
11-83-4001 BUILDINGS & GROUNDS	15,000.00	15,000.00	1,189.90	6,203.52	8,796.48
Category: 40 - MAINTENANCE--BLDGS, STRUC Total:	15,000.00	15,000.00	1,189.90	6,203.52	8,796.48
Category: 45 - MAINTENANCE					
11-83-4501 FURN.FIXTURES, OFF EQUIP	5,000.00	5,000.00	81.15	81.15	4,918.85
Category: 45 - MAINTENANCE Total:	5,000.00	5,000.00	81.15	81.15	4,918.85
Category: 50 - SERVICES					
11-83-5017 UTILITIES	28,000.00	28,000.00	1,459.12	3,076.45	24,923.55
Category: 50 - SERVICES Total:	28,000.00	28,000.00	1,459.12	3,076.45	24,923.55
Department: 83 - BUILDING MAINTENANCE Total:	53,500.00	53,500.00	2,818.05	10,042.55	43,457.45

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

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For Fiscal: 2019-2020 Period Ending: 01/31/2020

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 87 - GC CAPITAL IMPROVEMENT					
Category: 70 - CAPITAL IMPROVEMENTS					
11-87-7010 CAPITAL IMPROVEMENT	151,000.00	151,000.00	7,569.91	22,112.68	128,887.32
Category: 70 - CAPITAL IMPROVEMENTS Total:	151,000.00	151,000.00	7,569.91	22,112.68	128,887.32
Department: 87 - GC CAPITAL IMPROVEMENT Total:	151,000.00	151,000.00	7,569.91	22,112.68	128,887.32

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

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For Fiscal: 2019-2020 Period Ending: 01/31/2020

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 88 - EQUIPMENT MAINTENANCE						
Category: 30 - SALARIES, WAGES, & BENEFITS						
11-88-3001	SALARIES AND WAGES	48,912.00	48,912.00	0.00	13,497.39	35,414.61
11-88-3003	LONGEVITY	912.00	912.00	0.00	130.55	781.45
11-88-3007	OVERTIME	500.00	500.00	0.00	52.68	447.32
11-88-3051	FICA/MEDICARE TAXES	3,850.00	3,850.00	0.00	1,021.20	2,828.80
11-88-3052	WORKER'S COMP	975.00	975.00	0.00	669.05	305.95
11-88-3053	UNEMPLOYMENT TAXES	145.80	145.80	0.00	2.47	143.33
11-88-3054	RETIREMENT	7,248.00	7,248.00	0.00	2,037.04	5,210.96
11-88-3055	HEALTH INSURANCE	11,959.00	11,959.00	-46.56	1,763.13	10,195.87
11-88-3056	LIFE INS	70.00	70.00	46.56	11.70	58.30
11-88-3057	DENTAL	1,040.00	1,040.00	0.00	175.29	864.71
11-88-3058	LONG TERM DISABILITY	211.00	211.00	0.00	15.73	195.27
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		75,822.80	75,822.80	0.00	19,376.23	56,446.57
Category: 35 - SUPPLIES						
11-88-3504	WEARING APPAREL	500.00	500.00	0.00	0.00	500.00
11-88-3514	FUEL & OIL	2,000.00	2,000.00	0.00	0.00	2,000.00
11-88-3523	TOOLS/EQUIPMENT	7,000.00	7,000.00	318.90	1,657.70	5,342.30
11-88-3529	REPAIR PARTS	22,000.00	22,000.00	2,412.42	7,104.12	14,895.88
11-88-3535	GROUND/SHOP SUPPLIES	4,000.00	4,000.00	0.00	155.76	3,844.24
Category: 35 - SUPPLIES Total:		35,500.00	35,500.00	2,731.32	8,917.58	26,582.42
Category: 50 - SERVICES						
11-88-5029	TRAVEL/TRAINING	500.00	500.00	0.00	0.00	500.00
Category: 50 - SERVICES Total:		500.00	500.00	0.00	0.00	500.00
Category: 97 - INTERFUND ACTIVITY						
11-88-9781	TRANSFER TO EQUIP PURCH CONT	27,310.00	27,310.00	0.00	0.00	27,310.00
Category: 97 - INTERFUND ACTIVITY Total:		27,310.00	27,310.00	0.00	0.00	27,310.00
Department: 88 - EQUIPMENT MAINTENANCE Total:		139,132.80	139,132.80	2,731.32	28,293.81	110,838.99
Fund: 11 - GOLF COURSE FUND Surplus (Deficit):		0.00	0.00	-20,085.99	-26,741.48	
Total Surplus (Deficit):		-1,194,586.00	-1,194,586.00	27,579.76	228,144.80	

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Group Summary

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 02 - UTILITY FUND					
Department: 40 - 40					
85 - FEE & CHARGES FOR SERVICE	4,520,000.00	4,520,000.00	334,758.85	1,416,648.08	3,103,351.92
96 - INTEREST EARNED	70,000.00	70,000.00	6,275.01	22,525.36	47,474.64
98 - MISCELLANEOUS REVENUE	98,580.00	98,580.00	5,279.76	25,449.97	73,130.03
Department: 40 - 40 Total:	4,688,580.00	4,688,580.00	346,313.62	1,464,623.41	3,223,956.59

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

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Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 45 - WATER & SEWER					
30 - SALARIES, WAGES, & BENEFITS	355,187.00	355,187.00	25,306.32	124,503.10	230,683.90
35 - SUPPLIES	45,200.00	45,200.00	3,334.63	12,983.76	32,216.24
40 - MAINTENANCE--BLDGS, STRUC	142,000.00	142,000.00	11,846.33	48,928.45	93,071.55
45 - MAINTENANCE	7,400.00	7,400.00	0.00	920.70	6,479.30
50 - SERVICES	540,060.00	540,060.00	39,802.86	157,375.49	382,684.51
54 - SUNDRY	1,700,000.00	1,700,000.00	194,707.73	506,868.84	1,193,131.16
55 - PROFESSIONAL SERVICES	380,000.00	380,000.00	1,300.00	9,360.00	370,640.00
60 - OTHER SERVICES	20,800.00	20,800.00	0.00	19,052.57	1,747.43
97 - INTERFUND ACTIVITY	1,052,519.00	1,052,519.00	0.00	0.00	1,052,519.00
Department: 45 - WATER & SEWER Total:	4,243,166.00	4,243,166.00	276,297.87	879,992.91	3,363,173.09

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 46 - UTILITY CAPITAL PROJECT					
70 - CAPITAL IMPROVEMENTS	1,655,000.00	1,655,000.00	24,562.55	378,097.60	1,276,902.40
Department: 46 - UTILITY CAPITAL PROJECT Total:	1,655,000.00	1,655,000.00	24,562.55	378,097.60	1,276,902.40
Fund: 02 - UTILITY FUND Surplus (Deficit):	-1,209,586.00	-1,209,586.00	45,453.20	206,532.90	-1,416,118.90
Fund: 04 - IMPACT FEE FUND					
Department: 43 - 43					
85 - FEE & CHARGES FOR SERVICE	75,000.00	75,000.00	893.85	43,099.45	31,900.55
96 - INTEREST EARNED	20,000.00	20,000.00	1,318.70	5,253.93	14,746.07
Department: 43 - 43 Total:	95,000.00	95,000.00	2,212.55	48,353.38	46,646.62

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 45 - WATER & SEWER					
55 - PROFESSIONAL SERVICES	80,000.00	80,000.00	0.00	0.00	80,000.00
Department: 45 - WATER & SEWER Total:	80,000.00	80,000.00	0.00	0.00	80,000.00
Fund: 04 - IMPACT FEE FUND Surplus (Deficit):	15,000.00	15,000.00	2,212.55	48,353.38	-33,353.38
Fund: 11 - GOLF COURSE FUND					
Department: 80 - 80					
85 - FEE & CHARGES FOR SERVICE	1,362,000.00	1,362,000.00	102,056.64	508,757.36	853,242.64
96 - INTEREST EARNED	8,000.00	8,000.00	312.22	1,320.53	6,679.47
97 - INTERFUND ACTIVITY	663,978.80	663,978.80	0.00	0.00	663,978.80
98 - MISCELLANEOUS REVENUE	25,000.00	25,000.00	0.00	0.00	25,000.00
Department: 80 - 80 Total:	2,058,978.80	2,058,978.80	102,368.86	510,077.89	1,548,900.91

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 81 - CLUB HOUSE					
30 - SALARIES, WAGES, & BENEFITS	445,463.00	445,463.00	30,593.75	143,327.92	302,135.08
34 - COST OF SALES	148,190.00	148,190.00	13,055.38	46,903.85	101,286.15
35 - SUPPLIES	17,550.00	17,550.00	292.09	2,757.35	14,792.65
45 - MAINTENANCE	8,900.00	8,900.00	69.89	846.31	8,053.69
50 - SERVICES	43,700.00	43,700.00	3,100.71	10,918.95	32,781.05
54 - SUNDRY	43,000.00	43,000.00	5,679.38	19,774.96	23,225.04
55 - PROFESSIONAL SERVICES	3,500.00	3,500.00	0.00	0.00	3,500.00
60 - OTHER SERVICES	20,200.00	20,200.00	0.00	18,861.26	1,338.74
97 - INTERFUND ACTIVITY	70,525.00	70,525.00	0.00	0.00	70,525.00
Department: 81 - CLUB HOUSE Total:	801,028.00	801,028.00	52,791.20	243,390.60	557,637.40

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 82 - COURSE MAINTENANCE					
30 - SALARIES, WAGES, & BENEFITS	560,239.00	560,239.00	40,700.10	173,794.39	386,444.61
35 - SUPPLIES	125,800.00	125,800.00	10,206.94	32,549.72	93,250.28
40 - MAINTENANCE--BLDGS, STRUC	5,000.00	5,000.00	0.00	0.00	5,000.00
45 - MAINTENANCE	25,000.00	25,000.00	778.63	2,789.08	22,210.92
50 - SERVICES	8,800.00	8,800.00	318.50	1,196.64	7,603.36
54 - SUNDRY	101,000.00	101,000.00	4,439.05	22,245.30	78,754.70
55 - PROFESSIONAL SERVICES	3,500.00	3,500.00	101.15	404.60	3,095.40
97 - INTERFUND ACTIVITY	84,979.00	84,979.00	0.00	0.00	84,979.00
Department: 82 - COURSE MAINTENANCE Total:	914,318.00	914,318.00	56,544.37	232,979.73	681,338.27

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 83 - BUILDING MAINTENANCE					
35 - SUPPLIES	5,500.00	5,500.00	87.88	681.43	4,818.57
40 - MAINTENANCE--BLDGS, STRUC	15,000.00	15,000.00	1,189.90	6,203.52	8,796.48
45 - MAINTENANCE	5,000.00	5,000.00	81.15	81.15	4,918.85
50 - SERVICES	28,000.00	28,000.00	1,459.12	3,076.45	24,923.55
Department: 83 - BUILDING MAINTENANCE Total:	53,500.00	53,500.00	2,818.05	10,042.55	43,457.45

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 87 - GC CAPITAL IMPROVEMENT					
70 - CAPITAL IMPROVEMENTS	151,000.00	151,000.00	7,569.91	22,112.68	128,887.32
Department: 87 - GC CAPITAL IMPROVEMENT Total:	151,000.00	151,000.00	7,569.91	22,112.68	128,887.32

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 88 - EQUIPMENT MAINTENANCE					
30 - SALARIES, WAGES, & BENEFITS	75,822.80	75,822.80	0.00	19,376.23	56,446.57
35 - SUPPLIES	35,500.00	35,500.00	2,731.32	8,917.58	26,582.42
50 - SERVICES	500.00	500.00	0.00	0.00	500.00
97 - INTERFUND ACTIVITY	27,310.00	27,310.00	0.00	0.00	27,310.00
Department: 88 - EQUIPMENT MAINTENANCE Total:	139,132.80	139,132.80	2,731.32	28,293.81	110,838.99
Fund: 11 - GOLF COURSE FUND Surplus (Deficit):	0.00	0.00	-20,085.99	-26,741.48	26,741.48
Total Surplus (Deficit):	-1,194,586.00	-1,194,586.00	27,579.76	228,144.80	

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
02 - UTILITY FUND	-1,209,586.00	-1,209,586.00	45,453.20	206,532.90	-1,416,118.90
04 - IMPACT FEE FUND	15,000.00	15,000.00	2,212.55	48,353.38	-33,353.38
11 - GOLF COURSE FUND	0.00	0.00	-20,085.99	-26,741.48	26,741.48
Total Surplus (Deficit):	-1,194,586.00	-1,194,586.00	27,579.76	228,144.80	

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020



Jersey Village, TX

Income Statement

Account Summary

For Fiscal: 2019-2020 Period Ending: 01/31/2020

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 01 - GENERAL FUND						
Department: 10 - 10						
Category: 72 - PROPERTY TAXES						
01-10-7201	CURRENT PROPERTY TAXES	6,314,000.00	6,314,000.00	3,436,540.83	4,703,859.13	1,610,140.87
01-10-7202	DELINQUENT PROPERTY TAXES	30,000.00	30,000.00	-225.37	-21,481.01	51,481.01
01-10-7203	PENALTY, INTEREST & COSTS	25,000.00	25,000.00	2,267.84	9,595.16	15,404.84
	Category: 72 - PROPERTY TAXES Total:	6,369,000.00	6,369,000.00	3,438,583.30	4,691,973.28	1,677,026.72
Category: 75 - OTHER TAXES						
01-10-7511	ELECTRIC FRANCHISE	360,000.00	360,000.00	30,259.17	118,884.36	241,115.64
01-10-7512	TELEPHONE FRANCHISE	89,000.00	89,000.00	14,437.38	37,931.24	51,068.76
01-10-7513	GAS FRANCHISE	40,000.00	40,000.00	0.00	5,993.49	34,006.51
01-10-7514	CABLE TV FRANCHISE	75,000.00	75,000.00	0.00	19,260.07	55,739.93
01-10-7515	TELECOMMUNICATION	30,000.00	30,000.00	656.88	4,386.07	25,613.93
01-10-7621	CITY SALES TAX	3,810,000.00	3,810,000.00	356,743.75	1,461,709.94	2,348,290.06
01-10-7622	SALES TX-RED. PROPERTY TX	1,905,000.00	1,905,000.00	178,371.87	730,854.98	1,174,145.02
01-10-7631	MIXED DRINK TAX	30,000.00	30,000.00	4,837.91	10,423.58	19,576.42
	Category: 75 - OTHER TAXES Total:	6,339,000.00	6,339,000.00	585,306.96	2,389,443.73	3,949,556.27
Category: 80 - FINES WARRANTS & BONDS						
01-10-8001	FINES	1,000,000.00	1,000,000.00	71,356.88	284,311.63	715,688.37
01-10-8002	TIME PAYMENT FEE-GENERAL	10,000.00	10,000.00	791.25	3,525.71	6,474.29
01-10-8003	TIME PAYMENT FEE-COURT	0.00	0.00	174.08	857.09	-857.09
01-10-8004	COURT TECHNOLOGY FEES	0.00	0.00	1,469.28	6,135.24	-6,135.24
01-10-8005	COURT SECURITY FEE	0.00	0.00	1,135.27	4,634.66	-4,634.66
01-10-8006	OMNI FEE	8,000.00	8,000.00	624.97	2,330.82	5,669.18
01-10-8007	CHILD SAFETY FEE	0.00	0.00	0.00	170.66	-170.66
01-10-8008	JUDICIAL FEE	0.00	0.00	205.01	902.16	-902.16
	Category: 80 - FINES WARRANTS & BONDS Total:	1,018,000.00	1,018,000.00	75,756.74	302,867.97	715,132.03
Category: 85 - FEE & CHARGES FOR SERVICE						
01-10-8501	GARBAGE FEES/RESIDENTIAL	1,000.00	1,000.00	0.00	0.00	1,000.00
01-10-8503	POOL MEMBERSHIP FEES	20,000.00	20,000.00	0.00	0.00	20,000.00
01-10-8504	SWIM LESSON	4,000.00	4,000.00	0.00	0.00	4,000.00
01-10-8505	POOL RENTALS	4,000.00	4,000.00	0.00	0.00	4,000.00
01-10-8506	REC PROGRAMS	1,000.00	1,000.00	95.00	895.00	105.00
01-10-8507	AMBULANCE SERVICE FEES	200,000.00	200,000.00	44,522.75	102,218.57	97,781.43
01-10-8509	PET TAGS	800.00	800.00	100.00	300.00	500.00
01-10-8510	POUND FEES	150.00	150.00	60.00	120.00	30.00
01-10-8511	JERSEY VILLAGE STICKERS	0.00	0.00	4.00	35.00	-35.00
01-10-8512	RENTAL FEE	40,000.00	40,000.00	350.00	760.00	39,240.00
01-10-8513	CHILD SAFETY FEE-COUNTY	8,000.00	8,000.00	792.60	3,050.18	4,949.82
01-10-8514	FOOD & BEVERAGE FEES	1,000.00	1,000.00	215.00	245.00	755.00
01-10-8516	FARMER'S MARKET FEES	7,200.00	7,200.00	515.00	1,710.00	5,490.00
01-10-8517	PARK RENTALS	750.00	750.00	50.00	225.00	525.00
01-10-8999	PLAN CHECKING AND PLAT REVIEW	25,000.00	25,000.00	703.84	25,950.16	-950.16
	Category: 85 - FEE & CHARGES FOR SERVICE Total:	312,900.00	312,900.00	47,408.19	135,508.91	177,391.09
Category: 90 - LICENSES & PERMITS						
01-10-9001	BUILDING PERMITS	100,000.00	100,000.00	6,375.82	28,793.10	71,206.90
01-10-9002	PLUMBING PERMITS	10,000.00	10,000.00	2,985.00	5,195.00	4,805.00
01-10-9003	ELECTRICAL PERMITS	18,000.00	18,000.00	210.00	4,510.00	13,490.00
01-10-9004	MECHANICAL PERMITS	8,000.00	8,000.00	245.00	1,789.00	6,211.00
01-10-9006	SIGN PERMITS	8,000.00	8,000.00	7,376.36	11,006.46	-3,006.46
01-10-9007	LIQUOR LICENSES	6,000.00	6,000.00	2,700.00	3,800.00	2,200.00
01-10-9009	ELECTRICAL LICENSES	500.00	500.00	0.00	0.00	500.00

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
01-10-9010	ANTENNA ANNUAL FEES	0.00	0.00	4,221.48	4,221.48	-4,221.48
01-10-9012	BURGLAR/FIRE ALARM PERMIT	12,000.00	12,000.00	935.00	1,474.00	10,526.00
01-10-9013	FIRE MARSHAL PERM FEES	500.00	500.00	124.00	202.00	298.00
01-10-9015	OPERATIONAL HARZADOUS PERM	100.00	100.00	0.00	0.00	100.00
01-10-9016	HOTEL/MOTEL LICENSE PERMITS	1,000.00	1,000.00	0.00	500.00	500.00
Category: 90 - LICENSES & PERMITS Total:		164,100.00	164,100.00	25,172.66	61,491.04	102,608.96
Category: 96 - INTEREST EARNED						
01-10-9601	INTEREST EARNED	350,000.00	350,000.00	13,924.06	55,450.44	294,549.56
Category: 96 - INTEREST EARNED Total:		350,000.00	350,000.00	13,924.06	55,450.44	294,549.56
Category: 97 - INTERFUND ACTIVITY						
01-10-9750	CRIME CONTROL DISTRICT REIMB.	1,342,587.00	1,342,587.00	410,990.40	410,990.40	931,596.60
01-10-9752	TRANSFER FROM UTLY FUND	570,000.00	570,000.00	0.00	0.00	570,000.00
01-10-9753	COURT SECURITY & TECH REIMB.	47,400.00	47,400.00	0.00	0.00	47,400.00
01-10-9754	TRANSFER FROM MOTEL TAX FUND	18,000.00	18,000.00	0.00	0.00	18,000.00
Category: 97 - INTERFUND ACTIVITY Total:		1,977,987.00	1,977,987.00	410,990.40	410,990.40	1,566,996.60
Category: 98 - MISCELLANEOUS REVENUE						
01-10-9802	SALE OF ASSETS	191,165.00	191,165.00	0.00	25,050.00	166,115.00
01-10-9805	DONATIONS--PARK	0.00	0.00	1,000.00	1,300.00	-1,300.00
01-10-9807	DONATIONS - POLICE DEPT.	0.00	0.00	100.00	350.00	-350.00
01-10-9808	DONATION-CITY BEAUTIFICATION	0.00	0.00	1,800.00	1,800.00	-1,800.00
01-10-9899	MISCELLANEOUS	50,000.00	50,000.00	998.92	7,604.96	42,395.04
Category: 98 - MISCELLANEOUS REVENUE Total:		241,165.00	241,165.00	3,898.92	36,104.96	205,060.04
Category: 99 - OTHER AGENCY REVENUES						
01-10-9903	FEMA EMS GRANTS	0.00	0.00	0.00	13,927.50	-13,927.50
01-10-9904	FEMA	0.00	0.00	29,045.15	29,045.15	-29,045.15
01-10-9905	AMBULANCE FEES STATE GRANT	200,000.00	200,000.00	0.00	29,466.04	170,533.96
Category: 99 - OTHER AGENCY REVENUES Total:		200,000.00	200,000.00	29,045.15	72,438.69	127,561.31
Department: 10 - 10 Total:		16,972,152.00	16,972,152.00	4,630,086.38	8,156,269.42	8,815,882.58

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 11 - ADMINISTRATIVE SERVICE						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-11-3001	SALARIES	376,938.00	376,938.00	27,691.02	128,766.16	248,171.84
01-11-3002	WAGES	27,040.00	27,040.00	318.00	474.00	26,566.00
01-11-3003	LONGEVITY	864.00	864.00	55.38	247.23	616.77
01-11-3010	INCENTIVES	6,800.00	6,800.00	138.46	618.13	6,181.87
01-11-3020	EMPLOYEE AWARDS/BONUS	6,700.00	6,700.00	33.00	578.00	6,122.00
01-11-3051	FICA/MEDICARE TAXES	31,988.00	31,988.00	1,945.99	6,803.60	25,184.40
01-11-3052	WORKMEN'S COMPENSATION	11,627.00	11,627.00	0.00	7,970.26	3,656.74
01-11-3053	UNEMPLOYMENT COMPENSATION	583.00	583.00	29.72	50.04	532.96
01-11-3054	RETIREMENT	56,328.00	56,328.00	4,255.60	19,449.73	36,878.27
01-11-3055	HEALTH INSURANCE	39,325.00	39,325.00	2,651.05	13,138.87	26,186.13
01-11-3056	LIFE INS	211.00	211.00	263.23	87.75	123.25
01-11-3057	DENTAL INSURANCE	2,532.00	2,532.00	213.22	951.88	1,580.12
01-11-3058	LONG-TERM DISABILITY	1,622.00	1,622.00	180.70	364.45	1,257.55
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		562,558.00	562,558.00	37,775.37	179,500.10	383,057.90
Category: 35 - SUPPLIES						
01-11-3502	POSTAGE/FREIGHT/DEL. FEE	150.00	150.00	0.00	0.00	150.00
01-11-3503	OFFICE SUPPLIES	4,000.00	4,000.00	0.00	50.00	3,950.00
01-11-3510	BOOKS & PERIODICALS	200.00	200.00	0.00	125.00	75.00
01-11-3520	FOOD	10,000.00	10,000.00	18.98	533.28	9,466.72
Category: 35 - SUPPLIES Total:		14,350.00	14,350.00	18.98	708.28	13,641.72
Category: 45 - MAINTENANCE						
01-11-4501	FURN.,FIXT.,& OFF. MACH.	2,000.00	2,000.00	0.00	0.00	2,000.00
Category: 45 - MAINTENANCE Total:		2,000.00	2,000.00	0.00	0.00	2,000.00
Category: 50 - SERVICES						
01-11-5001	MAYOR & COUNCIL EXPENDITURES	4,000.00	4,000.00	0.00	50.00	3,950.00
01-11-5007	RECORDS MANAGEMENT	7,000.00	7,000.00	0.00	524.88	6,475.12
01-11-5012	PRINTING	250.00	250.00	173.30	173.30	76.70
01-11-5014	MEDICAL EXPENSES	10,000.00	10,000.00	2,549.00	3,460.00	6,540.00
01-11-5020	COMMUNICATIONS	3,600.00	3,600.00	85.72	396.11	3,203.89
01-11-5025	NEWSPAPER NOTICES	9,000.00	9,000.00	0.00	325.09	8,674.91
01-11-5026	CODIFICATIONS	7,400.00	7,400.00	0.00	1,003.96	6,396.04
01-11-5027	MEMBERSHIPS/SUBSCRIPTIONS	6,000.00	6,000.00	2,099.00	3,047.46	2,952.54
01-11-5028	TEXAS LEGISLATIVE SERVICES	0.00	1.00	0.00	0.00	1.00
01-11-5029	TRAVEL/TRAINING	19,000.00	19,000.00	0.00	1,617.56	17,382.44
01-11-5030	CAR ALLOWANCE	6,500.00	6,500.00	2,000.00	2,250.00	4,250.00
01-11-5041	NEWSLETTER	9,500.00	9,500.00	0.00	930.00	8,570.00
Category: 50 - SERVICES Total:		82,250.00	82,251.00	6,907.02	13,778.36	68,472.64
Category: 54 - SUNDRY						
01-11-5401	ELECTION EXPENSE	7,000.00	7,000.00	0.00	0.00	7,000.00
Category: 54 - SUNDRY Total:		7,000.00	7,000.00	0.00	0.00	7,000.00
Category: 60 - OTHER SERVICES						
01-11-6005	NOTARY SURETY BONDS	300.00	300.00	0.00	0.00	300.00
Category: 60 - OTHER SERVICES Total:		300.00	300.00	0.00	0.00	300.00
Category: 97 - INTERFUND ACTIVITY						
01-11-9772	TECHNOLOGY USER FEE	4,250.00	4,250.00	0.00	0.00	4,250.00
Category: 97 - INTERFUND ACTIVITY Total:		4,250.00	4,250.00	0.00	0.00	4,250.00
Department: 11 - ADMINISTRATIVE SERVICE Total:		672,708.00	672,709.00	44,701.37	193,986.74	478,722.26

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Department: 12 - LEGAL/OTHER SERVICES						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-12-3052	WORKMEN'S COMPENSATION	250.00	250.00	0.00	205.86	44.14
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		250.00	250.00	0.00	205.86	44.14
Category: 50 - SERVICES						
01-12-5023	GRANTS AND INCENTIVES	2,172,000.00	2,172,000.00	0.00	0.00	2,172,000.00
Category: 50 - SERVICES Total:		2,172,000.00	2,172,000.00	0.00	0.00	2,172,000.00
Category: 55 - PROFESSIONAL SERVICES						
01-12-5502	LEGAL FEES	125,000.00	125,000.00	7,290.93	30,974.17	94,025.83
01-12-5515	CONSULTANT SERVICES	35,000.00	35,000.00	0.00	4,050.00	30,950.00
Category: 55 - PROFESSIONAL SERVICES Total:		160,000.00	160,000.00	7,290.93	35,024.17	124,975.83
Category: 60 - OTHER SERVICES						
01-12-6001	AUTOMOBILE LIABILITY	38,531.00	38,531.00	0.00	45,346.40	-6,815.40
01-12-6003	LIABILITY-FIRE & CASUALTY INSR	69,140.00	69,140.00	0.00	65,435.77	3,704.23
01-12-6005	SURETY BONDS	500.00	500.00	0.00	577.00	-77.00
01-12-6007	INSURANCE/DEDUCTIBLE	0.00	0.00	0.00	-3,276.02	3,276.02
Category: 60 - OTHER SERVICES Total:		108,171.00	108,171.00	0.00	108,083.15	87.85
Category: 97 - INTERFUND ACTIVITY						
01-12-9760	TRFR TO CAPITAL IMPROVEMENTS	5,423,765.00	5,423,765.00	0.00	0.00	5,423,765.00
01-12-9761	TRANSFER TO GOLF FUND	663,978.80	663,978.80	0.00	0.00	663,978.80
01-12-9772	TECHNOLOGY USER FEES	500.00	500.00	0.00	0.00	500.00
Category: 97 - INTERFUND ACTIVITY Total:		6,088,243.80	6,088,243.80	0.00	0.00	6,088,243.80
Department: 12 - LEGAL/OTHER SERVICES Total:		8,528,664.80	8,528,664.80	7,290.93	143,313.18	8,385,351.62

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Department: 13 - INFO TECHNOLOGY						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-13-3001	SALARIES	218,311.00	218,311.00	17,054.87	74,495.06	143,815.94
01-13-3002	WAGES	10,230.00	10,230.00	352.00	2,240.86	7,989.14
01-13-3003	LONGEVITY	1,104.00	1,104.00	73.86	316.86	787.14
01-13-3010	INCENTIVES	1,200.00	1,200.00	0.00	0.00	1,200.00
01-13-3051	FICA/MEDICARE TAXES	17,660.00	17,660.00	1,286.20	5,666.83	11,993.17
01-13-3052	WORKMEN'S COMPENSATION	449.00	449.00	0.00	308.11	140.89
01-13-3053	EMPLOYMENT TAXES	583.00	583.00	22.32	34.44	548.56
01-13-3054	RETIREMENT	31,774.00	31,774.00	2,439.13	11,047.55	20,726.45
01-13-3055	HEALTH INSURANCE	32,952.00	32,952.00	1,843.00	9,334.23	23,617.77
01-13-3056	LIFE INS	211.00	211.00	190.36	87.75	123.25
01-13-3057	DENTAL INSURANCE	2,532.00	2,532.00	213.22	951.87	1,580.13
01-13-3058	LONG-TERM DISABILITY	927.00	927.00	126.57	254.81	672.19
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		317,933.00	317,933.00	23,601.53	104,738.37	213,194.63
Category: 35 - SUPPLIES						
01-13-3502	POSTAGE/FREIGHT	500.00	500.00	0.00	14.50	485.50
01-13-3503	OFFICE SUPPLIES	250.00	250.00	0.00	0.00	250.00
01-13-3509	COMPUTER SUPPLIES	2,200.00	2,200.00	0.00	3.54	2,196.46
01-13-3510	BOOKS & PERIODICALS	100.00	100.00	0.00	0.00	100.00
Category: 35 - SUPPLIES Total:		3,050.00	3,050.00	0.00	18.04	3,031.96
Category: 45 - MAINTENANCE						
01-13-4501	FURN. FIXTURES. OFF EQUIPMENT	6,314.00	6,314.00	465.15	1,847.33	4,466.67
01-13-4502	COMPUTER EQUIPMENT	9,500.00	9,500.00	975.00	1,242.87	8,257.13
01-13-4504	SOFTWARE MAINTENANCE	200,555.00	200,555.00	9,590.13	43,507.90	157,047.10
Category: 45 - MAINTENANCE Total:		216,369.00	216,369.00	11,030.28	46,598.10	169,770.90
Category: 50 - SERVICES						
01-13-5020	COMMUNICATIONS	24,000.00	24,000.00	1,766.89	5,406.84	18,593.16
01-13-5027	MEMBERSHIPS/SUBSCRIPT	1,450.00	1,450.00	0.00	368.50	1,081.50
01-13-5029	TRAVEL/TRAINING	7,600.00	7,600.00	0.00	5,528.00	2,072.00
Category: 50 - SERVICES Total:		33,050.00	33,050.00	1,766.89	11,303.34	21,746.66
Category: 55 - PROFESSIONAL SERVICES						
01-13-5515	CONSULTANT SERVICES	48,800.00	48,800.00	8,642.00	10,289.00	38,511.00
Category: 55 - PROFESSIONAL SERVICES Total:		48,800.00	48,800.00	8,642.00	10,289.00	38,511.00
Category: 65 - CAPITAL OUTLAY						
01-13-6574	COMPUTER SOFTWARE	0.00	0.00	4,228.84	8,275.34	-8,275.34
Category: 65 - CAPITAL OUTLAY Total:		0.00	0.00	4,228.84	8,275.34	-8,275.34
Category: 97 - INTERFUND ACTIVITY						
01-13-9772	TECHNOLOGY USER FEE	48,842.00	48,842.00	0.00	0.00	48,842.00
Category: 97 - INTERFUND ACTIVITY Total:		48,842.00	48,842.00	0.00	0.00	48,842.00
Department: 13 - INFO TECHNOLOGY Total:		668,044.00	668,044.00	49,269.54	181,222.19	486,821.81

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 14 - PURCHASING						
Category: 35 - SUPPLIES						
01-14-3502	POSTAGE/FREIGHT	13,000.00	13,000.00	1,545.70	5,678.46	7,321.54
01-14-3503	OFFICE SUPPLIES	5,000.00	5,000.00	0.00	528.00	4,472.00
	Category: 35 - SUPPLIES Total:	18,000.00	18,000.00	1,545.70	6,206.46	11,793.54
Category: 50 - SERVICES						
01-14-5012	PRINTING	1,000.00	1,000.00	0.00	0.00	1,000.00
01-14-5022	RENTAL OF EQUIPMENT	2,600.00	2,600.00	0.00	0.00	2,600.00
	Category: 50 - SERVICES Total:	3,600.00	3,600.00	0.00	0.00	3,600.00
	Department: 14 - PURCHASING Total:	21,600.00	21,600.00	1,545.70	6,206.46	15,393.54

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 15 - ACCOUNTING SERVICES						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-15-3001	SALARIES	227,352.00	227,352.00	17,752.76	77,716.81	149,635.19
01-15-3003	LONGEVITY	1,488.00	1,488.00	110.78	480.02	1,007.98
01-15-3007	OVERTIME	2,900.00	2,900.00	269.10	1,055.32	1,844.68
01-15-3010	INCENTIVES	600.00	600.00	46.16	206.07	393.93
01-15-3051	FICA/MEDICARE TAXES	17,552.00	17,552.00	1,332.67	5,722.29	11,829.71
01-15-3052	WORKMEN'S COMPENSATION	446.00	446.00	0.00	306.05	139.95
01-15-3053	EMPLOYMENT TAXES	437.00	437.00	21.04	32.11	404.89
01-15-3054	RETIREMENT	33,045.00	33,045.00	2,588.67	11,720.05	21,324.95
01-15-3055	HEALTH INSURANCE	32,256.00	32,256.00	2,175.85	10,779.73	21,476.27
01-15-3056	LIFE INS	211.00	211.00	222.31	87.75	123.25
01-15-3057	DENTAL INSURANCE	2,532.00	2,532.00	213.22	951.88	1,580.12
01-15-3058	LONG-TERM DISABILITY	964.00	964.00	129.69	261.15	702.85
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		319,783.00	319,783.00	24,862.25	109,319.23	210,463.77
Category: 35 - SUPPLIES						
01-15-3502	POSTAGE/FREIGHT/DEL.FEE	200.00	200.00	0.00	0.00	200.00
01-15-3503	OFFICE SUPPLIES	700.00	700.00	0.00	427.08	272.92
01-15-3510	BOOKS & PERIODICALS	50.00	50.00	0.00	0.00	50.00
Category: 35 - SUPPLIES Total:		950.00	950.00	0.00	427.08	522.92
Category: 45 - MAINTENANCE						
01-15-4501	FURN.FIXT. & OFF.MACH.	150.00	150.00	0.00	0.00	150.00
Category: 45 - MAINTENANCE Total:		150.00	150.00	0.00	0.00	150.00
Category: 50 - SERVICES						
01-15-5012	PRINTING	1,200.00	1,200.00	0.00	0.00	1,200.00
01-15-5020	COMMUNICATIONS	3,000.00	3,000.00	85.71	396.08	2,603.92
01-15-5027	MEMBERSHIPS	400.00	400.00	0.00	45.00	355.00
01-15-5029	TRAVEL/TRAINING	3,500.00	3,500.00	0.00	0.00	3,500.00
Category: 50 - SERVICES Total:		8,100.00	8,100.00	85.71	441.08	7,658.92
Category: 54 - SUNDRY						
01-15-5405	PERMITS & FEES	550.00	550.00	0.00	0.00	550.00
Category: 54 - SUNDRY Total:		550.00	550.00	0.00	0.00	550.00
Category: 55 - PROFESSIONAL SERVICES						
01-15-5501	AUDITS/CONTRACTS/STUDIES	27,000.00	27,000.00	0.00	757.04	26,242.96
Category: 55 - PROFESSIONAL SERVICES Total:		27,000.00	27,000.00	0.00	757.04	26,242.96
Category: 97 - INTERFUND ACTIVITY						
01-15-9772	TECHNOLOGY USER FEE	1,700.00	1,700.00	0.00	0.00	1,700.00
Category: 97 - INTERFUND ACTIVITY Total:		1,700.00	1,700.00	0.00	0.00	1,700.00
Department: 15 - ACCOUNTING SERVICES Total:		358,233.00	358,233.00	24,947.96	110,944.43	247,288.57

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 16 - CUSTOMER SERVICE						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-16-3001	SALARIES	37,011.00	37,011.00	2,793.60	12,471.43	24,539.57
01-16-3003	LONGEVITY	528.00	528.00	36.92	164.82	363.18
01-16-3007	OVERTIME	100.00	100.00	0.00	0.00	100.00
01-16-3010	INCENTIVES	1,080.00	1,080.00	83.08	370.89	709.11
01-16-3051	FICA/MEDICARE TAXES	2,962.00	2,962.00	198.14	888.64	2,073.36
01-16-3052	WORKMEN'S COMPENSATION	75.00	75.00	0.00	51.47	23.53
01-16-3053	EMPLOYMENT TAXES	146.00	146.00	3.44	5.24	140.76
01-16-3054	RETIREMENT	5,577.00	5,577.00	414.90	1,917.85	3,659.15
01-16-3055	HEALTH INSURANCE	13,335.00	13,335.00	898.94	4,455.34	8,879.66
01-16-3056	LIFE INS	70.00	70.00	89.05	29.25	40.75
01-16-3057	DENTAL INSURANCE	452.00	452.00	89.24	398.39	53.61
01-16-3058	LONG-TERM DISABILITY	162.00	162.00	24.08	48.46	113.54
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		61,498.00	61,498.00	4,631.39	20,801.78	40,696.22
Category: 35 - SUPPLIES						
01-16-3503	OFFICE SUPPLIES	500.00	500.00	0.00	2.92	497.08
Category: 35 - SUPPLIES Total:		500.00	500.00	0.00	2.92	497.08
Category: 45 - MAINTENANCE						
01-16-4501	FURN., FIX, & OFF MACH EQ	400.00	400.00	0.00	0.00	400.00
Category: 45 - MAINTENANCE Total:		400.00	400.00	0.00	0.00	400.00
Category: 50 - SERVICES						
01-16-5020	COMMUNICATIONS	3,000.00	3,000.00	85.71	349.92	2,650.08
Category: 50 - SERVICES Total:		3,000.00	3,000.00	85.71	349.92	2,650.08
Category: 55 - PROFESSIONAL SERVICES						
01-16-5527	HARRIS CTY APPRAISAL DIST	61,000.00	61,000.00	0.00	13,974.00	47,026.00
01-16-5528	HARRIS CTY TAX OFFICE	7,000.00	7,000.00	0.00	4,511.13	2,488.87
Category: 55 - PROFESSIONAL SERVICES Total:		68,000.00	68,000.00	0.00	18,485.13	49,514.87
Category: 97 - INTERFUND ACTIVITY						
01-16-9772	TECHNOLOGY USER FEE	250.00	250.00	0.00	0.00	250.00
Category: 97 - INTERFUND ACTIVITY Total:		250.00	250.00	0.00	0.00	250.00
Department: 16 - CUSTOMER SERVICE Total:		133,648.00	133,648.00	4,717.10	39,639.75	94,008.25

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 19 - MUNICIPAL COURT						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-19-3001	SALARIES	232,641.00	232,641.00	16,996.66	61,888.76	170,752.24
01-19-3003	LONGEVITY	960.00	960.00	66.48	294.94	665.06
01-19-3007	OVERTIME	5,000.00	5,000.00	1,753.40	2,716.24	2,283.76
01-19-3010	INCENTIVES	2,760.00	2,760.00	258.48	1,040.18	1,719.82
01-19-3051	FICA/MEDICARE TAXES	18,464.00	18,464.00	1,507.47	5,215.38	13,248.62
01-19-3052	WORKMEN'S COMPENSATION	469.00	469.00	0.00	321.83	147.17
01-19-3053	EMPLOYMENT TAXES	583.00	583.00	28.73	37.87	545.13
01-19-3054	RETIREMENT	34,762.00	34,762.00	2,894.30	10,430.90	24,331.10
01-19-3055	HEALTH INSURANCE	51,284.00	51,284.00	3,005.07	14,827.24	36,456.76
01-19-3056	LIFE INS	281.00	281.00	294.30	98.92	182.08
01-19-3057	DENTAL INSURANCE	2,984.00	2,984.00	213.22	951.88	2,032.12
01-19-3058	LONG-TERM DISABILITY	895.00	895.00	133.64	238.02	656.98
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		351,083.00	351,083.00	27,151.75	98,062.16	253,020.84
Category: 35 - SUPPLIES						
01-19-3503	OFFICE SUPPLIES	2,000.00	2,000.00	0.00	396.18	1,603.82
01-19-3510	BOOKS & PERIODICALS	200.00	200.00	0.00	0.00	200.00
01-19-3523	TOOLS/EQUIPMENT	100.00	100.00	0.00	0.00	100.00
Category: 35 - SUPPLIES Total:		2,300.00	2,300.00	0.00	396.18	1,903.82
Category: 45 - MAINTENANCE						
01-19-4501	FURN., FIXT. & OFF. MACH.	500.00	500.00	0.00	0.00	500.00
Category: 45 - MAINTENANCE Total:		500.00	500.00	0.00	0.00	500.00
Category: 50 - SERVICES						
01-19-5012	PRINTING	4,000.00	4,000.00	0.00	0.00	4,000.00
01-19-5020	COMMUNICATIONS	2,000.00	2,000.00	85.70	349.91	1,650.09
01-19-5027	MEMBERSHIPS	300.00	300.00	0.00	220.00	80.00
01-19-5029	TRAVEL/TRAINING	3,500.00	3,500.00	0.00	50.00	3,450.00
Category: 50 - SERVICES Total:		9,800.00	9,800.00	85.70	619.91	9,180.09
Category: 54 - SUNDRY						
01-19-5404	JURY EXPENSE	800.00	800.00	0.00	0.00	800.00
01-19-5405	CREDIT CARD FEES	0.00	0.00	0.00	100.00	-100.00
Category: 54 - SUNDRY Total:		800.00	800.00	0.00	100.00	700.00
Category: 55 - PROFESSIONAL SERVICES						
01-19-5505	JUDGES	55,000.00	55,000.00	2,975.00	9,475.00	45,525.00
01-19-5506	PROSECUTORS	35,000.00	35,000.00	1,200.00	4,200.00	30,800.00
01-19-5516	COLLECTION AGENCY FEES	2,950.00	2,950.00	0.00	277.50	2,672.50
01-19-5518	INTERPRETERS	500.00	500.00	0.00	0.00	500.00
Category: 55 - PROFESSIONAL SERVICES Total:		93,450.00	93,450.00	4,175.00	13,952.50	79,497.50
Department: 19 - MUNICIPAL COURT Total:		457,933.00	457,933.00	31,412.45	113,130.75	344,802.25

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 21 - POLICE						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-21-3001	SALARIES	2,092,614.00	2,049,974.00	133,245.09	661,489.60	1,388,484.40
01-21-3003	LONGEVITY	8,496.00	8,496.00	468.92	2,249.80	6,246.20
01-21-3007	OVERTIME	82,000.00	82,000.00	16,306.90	45,330.68	36,669.32
01-21-3010	INCENTIVES	35,759.00	35,759.00	2,196.81	10,765.21	24,993.79
01-21-3014	S.T.E.P. PROGRAM	100,000.00	100,000.00	5,235.99	32,630.41	67,369.59
01-21-3051	FICA/MEDICARE TAXES	177,393.00	174,193.00	11,559.30	55,323.86	118,869.14
01-21-3052	WORKMEN'S COMPENSATION	44,631.00	44,631.00	0.00	28,453.48	16,177.52
01-21-3053	EMPLOYMENT TAXES	4,520.00	4,520.00	205.49	317.88	4,202.12
01-21-3054	RETIREMENT	330,518.00	324,518.00	22,197.17	109,831.35	214,686.65
01-21-3055	HEALTH INSURANCE	346,627.00	346,627.00	19,032.42	98,995.15	247,631.85
01-21-3056	LIFE INS	2,106.00	2,106.00	2,031.56	801.96	1,304.04
01-21-3057	DENTAL INSURANCE	22,966.00	22,966.00	1,532.38	7,361.83	15,604.17
01-21-3058	LONG-TERM DISABILITY	8,882.00	8,882.00	1,030.25	2,144.07	6,737.93
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		3,256,512.00	3,204,672.00	215,042.28	1,055,695.28	2,148,976.72
Category: 35 - SUPPLIES						
01-21-3502	POSTAGE/FREIGHT/DEL. FEE	100.00	100.00	0.00	70.15	29.85
01-21-3503	OFFICE SUPPLIES	7,900.00	7,900.00	240.00	2,940.97	4,959.03
01-21-3504	WEARING APPAREL	18,474.00	18,474.00	1,244.65	4,585.57	13,888.43
01-21-3505	CRIME PREVENTION SUPPLIES	2,000.00	2,000.00	0.00	0.00	2,000.00
01-21-3510	BOOKS AND PERIODICALS	2,550.00	2,550.00	0.00	1,718.00	832.00
01-21-3515	MEDICAL SUPPLIES	2,000.00	2,000.00	0.00	263.00	1,737.00
01-21-3519	AMMUNITION AND TARGETS	6,000.00	6,000.00	0.00	4,279.34	1,720.66
01-21-3520	FOOD	2,400.00	2,400.00	0.00	323.94	2,076.06
01-21-3523	TOOLS/EQUIPMENT	15,000.00	15,000.00	0.00	3,291.99	11,708.01
01-21-3534	PARTS AND MATERIALS	500.00	500.00	0.00	0.00	500.00
Category: 35 - SUPPLIES Total:		56,924.00	56,924.00	1,484.65	17,472.96	39,451.04
Category: 45 - MAINTENANCE						
01-21-4501	FURN. FIXT. & OFF. MACH.	5,597.00	5,597.00	187.10	813.15	4,783.85
01-21-4503	RADIO AND RADAR EQUIPMENT	2,500.00	2,500.00	0.00	0.00	2,500.00
01-21-4510	VEHICLE CLEANING	2,000.00	2,000.00	79.00	95.00	1,905.00
01-21-4599	MISCELLANEOUS EQUIPMENT	12,400.00	12,400.00	0.00	450.20	11,949.80
Category: 45 - MAINTENANCE Total:		22,497.00	22,497.00	266.10	1,358.35	21,138.65
Category: 50 - SERVICES						
01-21-5012	PRINTING	2,000.00	2,000.00	32.55	207.29	1,792.71
01-21-5015	LAB TESTS	2,400.00	2,400.00	-333.04	-1,011.04	3,411.04
01-21-5020	COMMUNICATIONS	8,000.00	8,000.00	222.86	1,148.91	6,851.09
01-21-5022	RENTAL OF EQUIPMENT	20,000.00	20,000.00	702.75	2,108.25	17,891.75
01-21-5025	PUBLIC NOTICES	250.00	250.00	0.00	0.00	250.00
01-21-5027	MEMBERSHIPS	1,400.00	1,400.00	0.00	40.00	1,360.00
01-21-5029	TRAVEL/TRAINING	20,000.00	20,000.00	1,032.80	3,269.84	16,730.16
Category: 50 - SERVICES Total:		54,050.00	54,050.00	1,657.92	5,763.25	48,286.75
Category: 54 - SUNDRY						
01-21-5402	JAIL EXPENSE	4,000.00	4,000.00	129.39	638.08	3,361.92
Category: 54 - SUNDRY Total:		4,000.00	4,000.00	129.39	638.08	3,361.92
Category: 55 - PROFESSIONAL SERVICES						
01-21-5515	CONSULTANT SERVICES	1,800.00	53,640.00	12,474.00	35,057.22	18,582.78
Category: 55 - PROFESSIONAL SERVICES Total:		1,800.00	53,640.00	12,474.00	35,057.22	18,582.78
Category: 60 - OTHER SERVICES						
01-21-6003	LIABILITY-FIRE & CASUALTY INSR	21,400.00	21,400.00	0.00	14,528.00	6,872.00
01-21-6005	NOTARY SURETY BONDS	340.00	340.00	0.00	0.00	340.00
Category: 60 - OTHER SERVICES Total:		21,740.00	21,740.00	0.00	14,528.00	7,212.00
Category: 65 - CAPITAL OUTLAY						
01-21-6572	SPECIAL EQUIPMENT-	39,972.56	39,972.56	0.00	25,372.56	14,600.00
Category: 65 - CAPITAL OUTLAY Total:		39,972.56	39,972.56	0.00	25,372.56	14,600.00

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Category: 97 - INTERFUND ACTIVITY					
01-21-9772 TECHNOLOGY USER FEE	16,000.00	16,000.00	0.00	0.00	16,000.00
Category: 97 - INTERFUND ACTIVITY Total:	16,000.00	16,000.00	0.00	0.00	16,000.00
Department: 21 - POLICE Total:	3,473,495.56	3,473,495.56	231,054.34	1,155,885.70	2,317,609.86

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 23 - COMMUNICATIONS						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-23-3001	SALARIES	420,218.00	420,218.00	33,355.60	141,553.27	278,664.73
01-23-3002	WAGES	30,750.00	30,750.00	0.00	0.00	30,750.00
01-23-3003	LONGEVITY	1,440.00	1,440.00	84.92	357.24	1,082.76
01-23-3007	OVERTIME	50,000.00	50,000.00	4,902.16	22,222.44	27,777.56
01-23-3010	INCENTIVES	8,639.00	8,639.00	719.94	3,022.17	5,616.83
01-23-3051	FICA/MEDICARE TAXES	39,259.00	39,259.00	2,858.19	12,183.21	27,075.79
01-23-3052	WORKMEN'S COMPENSATION	982.00	982.00	0.00	673.85	308.15
01-23-3053	EMPLOYMENT TAXES	1,895.00	1,895.00	48.07	81.48	1,813.52
01-23-3054	RETIREMENT	69,175.00	69,175.00	5,569.10	24,665.93	44,509.07
01-23-3055	HEALTH INSURANCE	84,236.00	84,236.00	6,098.62	30,082.41	54,153.59
01-23-3056	LIFE INS	632.00	632.00	596.61	250.49	381.51
01-23-3057	DENTAL INSURANCE	5,064.00	5,064.00	461.18	2,058.84	3,005.16
01-23-3058	LONG-TERM DISABILITY	1,807.00	1,807.00	260.28	523.70	1,283.30
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		714,097.00	714,097.00	54,954.67	237,675.03	476,421.97
Category: 35 - SUPPLIES						
01-23-3502	POSTAGE	100.00	100.00	0.00	0.00	100.00
01-23-3503	OFFICE SUPPLIES	6,390.00	6,390.00	147.74	147.74	6,242.26
01-23-3504	WEARING APPAREL	3,475.00	3,475.00	0.00	773.00	2,702.00
01-23-3510	BOOKS AND PERIODICALS	400.00	400.00	0.00	0.00	400.00
01-23-3523	TOOLS/EQUIPMENT	3,000.00	3,000.00	304.57	611.11	2,388.89
Category: 35 - SUPPLIES Total:		13,365.00	13,365.00	452.31	1,531.85	11,833.15
Category: 45 - MAINTENANCE						
01-23-4501	FURN.FIXT. & OFF.MACH.	6,800.00	6,800.00	0.00	0.00	6,800.00
01-23-4503	RADIO AND RADAR EQUIPMENT	1,250.00	1,250.00	0.00	0.00	1,250.00
01-23-4505	TELEPHONE MAINTENANCE	13,400.00	13,400.00	0.00	0.00	13,400.00
01-23-4599	MISCELLANEOUS EQUIPMENT	600.00	600.00	0.00	83.48	516.52
Category: 45 - MAINTENANCE Total:		22,050.00	22,050.00	0.00	83.48	21,966.52
Category: 50 - SERVICES						
01-23-5012	PRINTING	100.00	100.00	0.00	42.63	57.37
01-23-5020	COMMUNICATIONS	3,000.00	3,000.00	133.02	557.13	2,442.87
01-23-5024	RADIO USAGE FEES	2,000.00	2,000.00	89.00	267.00	1,733.00
01-23-5027	MEMBERSHIPS	1,200.00	1,200.00	0.00	521.00	679.00
01-23-5029	TRAVEL/TRAINING	6,000.00	6,000.00	0.00	1,343.19	4,656.81
Category: 50 - SERVICES Total:		12,300.00	12,300.00	222.02	2,730.95	9,569.05
Category: 60 - OTHER SERVICES						
01-23-6005	SURETY BONDS	600.00	600.00	0.00	0.00	600.00
Category: 60 - OTHER SERVICES Total:		600.00	600.00	0.00	0.00	600.00
Category: 97 - INTERFUND ACTIVITY						
01-23-9772	TECHNOLOGY USER FEE	54,950.00	54,950.00	0.00	0.00	54,950.00
Category: 97 - INTERFUND ACTIVITY Total:		54,950.00	54,950.00	0.00	0.00	54,950.00
Department: 23 - COMMUNICATIONS Total:		817,362.00	817,362.00	55,629.00	242,021.31	575,340.69

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 25 - FIRE DEPARTMENT						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-25-3001	SALARIES	581,864.00	581,864.00	42,865.06	209,045.28	372,818.72
01-25-3002	WAGES	57,751.00	57,751.00	3,579.91	18,161.91	39,589.09
01-25-3003	LONGEVITY	3,264.00	3,264.00	217.86	1,034.69	2,229.31
01-25-3007	OVERTIME	40,000.00	40,000.00	14,989.26	30,280.07	9,719.93
01-25-3009	VOLUNTEERS STIPEND	44,000.00	44,000.00	2,446.00	9,712.79	34,287.21
01-25-3010	INCENTIVES	8,280.00	8,280.00	406.12	2,132.79	6,147.21
01-25-3051	FICA/MEDICARE TAXES	56,240.00	56,240.00	4,733.41	19,788.30	36,451.70
01-25-3052	WORKMEN'S COMPENSATION	29,010.00	29,010.00	0.00	19,906.80	9,103.20
01-25-3053	EMPLOYMENT TAXES	1,604.00	1,604.00	95.53	149.60	1,454.40
01-25-3054	RETIREMENT	90,795.00	90,795.00	8,327.30	35,737.37	55,057.63
01-25-3055	HEALTH INSURANCE	127,396.00	127,396.00	6,956.60	36,707.25	90,688.75
01-25-3056	LIFE INS	561.00	561.00	699.57	210.60	350.40
01-25-3057	DENTAL INSURANCE	7,732.00	7,732.00	515.68	2,549.31	5,182.69
01-25-3058	LONG-TERM DISABILITY	2,480.00	2,480.00	320.90	655.08	1,824.92
01-25-3059	FIREFIGHTERS' RETIREMENT	26,000.00	26,000.00	0.00	21,120.00	4,880.00
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		1,076,977.00	1,076,977.00	86,153.20	407,191.84	669,785.16
Category: 35 - SUPPLIES						
01-25-3502	SHIPPING/FREIGHT CHARGES	500.00	500.00	0.00	0.00	500.00
01-25-3503	OFFICE SUPPLIES	6,999.00	6,999.00	98.03	472.45	6,526.55
01-25-3504	WEARING APPAREL	46,350.00	46,350.00	288.98	1,862.59	44,487.41
01-25-3505	FIRE PREVENTION MATERIALS	2,900.00	2,900.00	199.96	199.96	2,700.04
01-25-3508	FILM AND CAMERA SUPPLIES	50.00	50.00	0.00	0.00	50.00
01-25-3510	BOOKS AND PERIODICALS	1,150.00	1,150.00	0.00	0.00	1,150.00
01-25-3515	MEDICAL SUPPLIES	24,000.00	24,000.00	3,301.72	10,974.00	13,026.00
01-25-3517	JANITORIAL SUPPLIES	1,400.00	1,400.00	0.00	27.96	1,372.04
01-25-3520	FOOD	8,999.00	8,999.00	62.55	1,062.75	7,936.25
01-25-3523	TOOLS/EQUIPMENT	61,000.00	61,000.00	10,972.39	18,166.06	42,833.94
Category: 35 - SUPPLIES Total:		153,348.00	153,348.00	14,923.63	32,765.77	120,582.23
Category: 45 - MAINTENANCE						
01-25-4501	FURN, FIXT, & OFFICE EQPT.	4,700.00	4,700.00	123.15	678.34	4,021.66
01-25-4503	RADIO AND RADAR EQUIPMENT	2,500.00	2,500.00	0.00	2,500.00	0.00
01-25-4599	MAINTENANCE-MISC EQUIPMENT	34,749.00	34,749.00	1,261.60	2,902.86	31,846.14
Category: 45 - MAINTENANCE Total:		41,949.00	41,949.00	1,384.75	6,081.20	35,867.80
Category: 50 - SERVICES						
01-25-5012	PRINTING	750.00	750.00	0.00	105.00	645.00
01-25-5014	MEDICAL EXPENSES	30,035.00	30,035.00	0.00	0.00	30,035.00
01-25-5020	COMMUNICATIONS	5,000.00	5,000.00	130.85	509.46	4,490.54
01-25-5024	RADIO USAGE FEES	15,000.00	15,000.00	1,062.50	5,112.00	9,888.00
01-25-5027	MEMBERSHIPS	3,115.00	3,115.00	0.00	2,225.00	890.00
01-25-5029	TRAVEL/TRAINING	20,000.00	20,000.00	0.00	1,079.50	18,920.50
Category: 50 - SERVICES Total:		73,900.00	73,900.00	1,193.35	9,030.96	64,869.04
Category: 54 - SUNDRY						
01-25-5405	LICENSES/PERMITS	1,299.00	1,299.00	0.00	0.00	1,299.00
Category: 54 - SUNDRY Total:		1,299.00	1,299.00	0.00	0.00	1,299.00
Category: 55 - PROFESSIONAL SERVICES						
01-25-5508	MEDICAL AND OTHER WASTE-DISP	1,300.00	1,300.00	54.09	211.48	1,088.52
01-25-5512	ACCIDENT INSURANCE	5,300.00	5,300.00	0.00	0.00	5,300.00
01-25-5516	COLLECTION AGENCY FEES	121,000.00	121,000.00	5,170.59	11,088.97	109,911.03
Category: 55 - PROFESSIONAL SERVICES Total:		127,600.00	127,600.00	5,224.68	11,300.45	116,299.55
Category: 97 - INTERFUND ACTIVITY						
01-25-9772	TECHNOLOGY USER FEE	96,623.00	96,623.00	0.00	0.00	96,623.00
01-25-9781	EQUIP. PURCHASE CONTRIBUTION	45,215.00	45,215.00	0.00	0.00	45,215.00
01-25-9791	EQUIPMENT USER FEE	338,581.00	338,581.00	0.00	0.00	338,581.00
Category: 97 - INTERFUND ACTIVITY Total:		480,419.00	480,419.00	0.00	0.00	480,419.00
Department: 25 - FIRE DEPARTMENT Total:		1,955,492.00	1,955,492.00	108,879.61	466,370.22	1,489,121.78

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 30 - PUBLIC WORKS						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-30-3001	SALARIES	167,508.00	167,508.00	12,224.12	54,571.96	112,936.04
01-30-3003	LONGEVITY	240.00	240.00	16.61	67.74	172.26
01-30-3007	OVERTIME	1,000.00	1,000.00	0.00	0.00	1,000.00
01-30-3051	FICA/MEDICARE TAXES	12,909.00	12,909.00	920.25	4,107.74	8,801.26
01-30-3052	WORKMEN'S COMPENSATION	2,807.00	2,807.00	0.00	1,926.18	880.82
01-30-3053	EMPLOYMENT TAXES	292.00	292.00	23.34	27.05	264.95
01-30-3054	RETIREMENT	24,304.00	24,304.00	1,743.08	8,056.26	16,247.74
01-30-3055	HEALTH INSURANCE	25,990.00	25,990.00	943.06	4,658.93	21,331.07
01-30-3056	LIFE INS	140.00	140.00	102.31	59.03	80.97
01-30-3057	DENTAL INSURANCE	1,492.00	1,492.00	69.48	310.18	1,181.82
01-30-3058	LONG-TERM DISABILITY	709.00	709.00	99.64	200.56	508.44
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		237,391.00	237,391.00	16,141.89	73,985.63	163,405.37
Category: 35 - SUPPLIES						
01-30-3502	POSTAGE/FREIGHT/DEL. FEE	100.00	100.00	0.00	9.95	90.05
01-30-3503	OFFICE SUPPLIES	1,500.00	1,500.00	0.00	43.26	1,456.74
01-30-3504	WEARING APPAREL	500.00	500.00	0.00	114.00	386.00
01-30-3510	BOOKS AND PERIODICALS	100.00	100.00	0.00	0.00	100.00
01-30-3520	FOOD	2,500.00	2,500.00	148.01	421.87	2,078.13
Category: 35 - SUPPLIES Total:		4,700.00	4,700.00	148.01	589.08	4,110.92
Category: 45 - MAINTENANCE						
01-30-4501	FURNITURE AND EQUIPMENT	100.00	100.00	0.00	0.00	100.00
Category: 45 - MAINTENANCE Total:		100.00	100.00	0.00	0.00	100.00
Category: 50 - SERVICES						
01-30-5012	PRINTING	300.00	300.00	0.00	52.10	247.90
01-30-5020	COMMUNICATIONS	2,000.00	2,000.00	85.70	349.89	1,650.11
01-30-5027	MEMBERSHIPS	350.00	350.00	0.00	0.00	350.00
01-30-5029	TRAVEL/TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00
Category: 50 - SERVICES Total:		4,650.00	4,650.00	85.70	401.99	4,248.01
Category: 55 - PROFESSIONAL SERVICES						
01-30-5510	ENGINEERING SERVICES	10,000.00	10,000.00	0.00	0.00	10,000.00
01-30-5515	CONSULTANT SERVICES	10,000.00	10,000.00	2,200.00	4,975.00	5,025.00
Category: 55 - PROFESSIONAL SERVICES Total:		20,000.00	20,000.00	2,200.00	4,975.00	15,025.00
Category: 97 - INTERFUND ACTIVITY						
01-30-9772	TECHNOLOGY USER FEE	1,250.00	1,250.00	0.00	0.00	1,250.00
01-30-9781	EQUIPMENT PURCHASE CONTRIBUTIO	40,800.00	40,800.00	0.00	0.00	40,800.00
Category: 97 - INTERFUND ACTIVITY Total:		42,050.00	42,050.00	0.00	0.00	42,050.00
Department: 30 - PUBLIC WORKS Total:		308,891.00	308,891.00	18,575.60	79,951.70	228,939.30

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 31 - COMMUNITY DEVELOPMENT						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-31-3001	SALARIES	292,211.00	292,211.00	17,821.20	79,426.93	212,784.07
01-31-3003	LONGEVITY	1,824.00	1,824.00	129.20	564.04	1,259.96
01-31-3007	OVERTIME	1,000.00	1,000.00	182.30	911.50	88.50
01-31-3010	INCENTIVES	480.00	480.00	36.92	164.82	315.18
01-31-3051	FICA/MEDICARE TAXES	22,607.00	22,607.00	1,326.84	5,929.99	16,677.01
01-31-3052	WORKMEN'S COMPENSATION	1,100.00	1,100.00	0.00	754.83	345.17
01-31-3053	EMPLOYMENT TAXES	729.00	729.00	21.37	32.76	696.24
01-31-3054	RETIREMENT	42,562.00	42,562.00	2,600.48	12,013.56	30,548.44
01-31-3055	HEALTH INSURANCE	58,942.00	58,942.00	2,693.15	13,340.44	45,601.56
01-31-3056	LIFE INS	351.00	351.00	278.51	117.00	234.00
01-31-3057	DENTAL INSURANCE	3,435.00	3,435.00	193.46	863.66	2,571.34
01-31-3058	LONG-TERM DISABILITY	1,237.00	1,237.00	151.48	304.78	932.22
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		426,478.00	426,478.00	25,434.91	114,424.31	312,053.69
Category: 35 - SUPPLIES						
01-31-3503	OFFICE SUPPLIES	3,500.00	3,500.00	219.04	1,010.52	2,489.48
01-31-3504	WEARING APPAREL	900.00	900.00	0.00	161.00	739.00
01-31-3510	BOOKS AND PERIODICALS	1,900.00	1,900.00	0.00	0.00	1,900.00
01-31-3521	ANIMAL SHELTER	6,000.00	6,000.00	0.00	0.00	6,000.00
01-31-3523	TOOLS/EQUIPMENT	300.00	300.00	0.00	0.00	300.00
Category: 35 - SUPPLIES Total:		12,600.00	12,600.00	219.04	1,171.52	11,428.48
Category: 50 - SERVICES						
01-31-5008	ABATEMENT/SUBSTANDARD PROPERTY	100.00	100.00	0.00	0.00	100.00
01-31-5012	PRINTING	600.00	600.00	265.00	291.05	308.95
01-31-5020	COMMUNICATIONS	4,500.00	4,500.00	178.00	761.94	3,738.06
01-31-5027	MEMBERSHIPS	900.00	900.00	0.00	225.00	675.00
01-31-5029	TRAVEL/TRAINING	10,000.00	10,000.00	41.15	391.15	9,608.85
Category: 50 - SERVICES Total:		16,100.00	16,100.00	484.15	1,669.14	14,430.86
Category: 55 - PROFESSIONAL SERVICES						
01-31-5515	CONSULTANT	12,000.00	12,000.00	3,455.00	11,053.50	946.50
Category: 55 - PROFESSIONAL SERVICES Total:		12,000.00	12,000.00	3,455.00	11,053.50	946.50
Category: 65 - CAPITAL OUTLAY						
01-31-6571	OFFICE FURNITURE & EQUIPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00
Category: 65 - CAPITAL OUTLAY Total:		1,000.00	1,000.00	0.00	0.00	1,000.00
Category: 97 - INTERFUND ACTIVITY						
01-31-9772	TECHNOLOGY USER FEE	4,500.00	4,500.00	0.00	0.00	4,500.00
Category: 97 - INTERFUND ACTIVITY Total:		4,500.00	4,500.00	0.00	0.00	4,500.00
Department: 31 - COMMUNITY DEVELOPMENT Total:		472,678.00	472,678.00	29,593.10	128,318.47	344,359.53

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 32 - STREETS						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-32-3001	SALARIES	139,763.00	139,763.00	11,442.45	49,542.62	90,220.38
01-32-3003	LONGEVITY	1,440.00	1,440.00	99.70	445.09	994.91
01-32-3007	OVERTIME	5,000.00	5,000.00	233.06	4,065.90	934.10
01-32-3051	FICA/MEDICARE TAXES	11,184.00	11,184.00	894.07	3,856.22	7,327.78
01-32-3052	WORKMEN'S COMPENSATION	5,658.00	5,658.00	0.00	3,882.55	1,775.45
01-32-3053	EMPLOYMENT TAXES	437.00	437.00	20.63	30.69	406.31
01-32-3054	RETIREMENT	21,057.00	21,057.00	1,834.71	8,137.02	12,919.98
01-32-3055	HEALTH INSURANCE	51,392.00	51,392.00	3,427.36	16,685.19	34,706.81
01-32-3056	LIFE INS	211.00	211.00	373.59	94.13	116.87
01-32-3057	DENTAL	3,120.00	3,120.00	268.10	1,163.89	1,956.11
01-32-3058	LONG-TERM DISABILITY	593.00	593.00	93.28	187.63	405.37
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		239,855.00	239,855.00	18,686.95	88,090.93	151,764.07
Category: 35 - SUPPLIES						
01-32-3504	WEARING APPAREL	1,600.00	1,600.00	163.28	584.78	1,015.22
01-32-3523	TOOLS/EQUIPMENT	2,700.00	2,700.00	409.56	502.47	2,197.53
01-32-3534	PARTS AND MATERIALS	98,300.00	98,300.00	3,893.81	9,269.12	89,030.88
Category: 35 - SUPPLIES Total:		102,600.00	102,600.00	4,466.65	10,356.37	92,243.63
Category: 40 - MAINTENANCE--BLDGS, STRUC						
01-32-4002	STREET SIGNS	10,000.00	10,000.00	86.48	86.48	9,913.52
01-32-4003	STREET MAINTENANCE MAT'L	25,000.00	25,000.00	0.00	212.00	24,788.00
01-32-4004	SIDEWALK REPLACEMENT	6,000.00	6,000.00	8,132.74	8,132.74	-2,132.74
Category: 40 - MAINTENANCE--BLDGS, STRUC Total:		41,000.00	41,000.00	8,219.22	8,431.22	32,568.78
Category: 45 - MAINTENANCE						
01-32-4598	ORNMENTAL STREET LIGHT MAIN	1,000.00	1,000.00	0.00	0.00	1,000.00
Category: 45 - MAINTENANCE Total:		1,000.00	1,000.00	0.00	0.00	1,000.00
Category: 50 - SERVICES						
01-32-5016	STREET LIGHTING	195,000.00	195,000.00	15,375.50	30,800.72	164,199.28
01-32-5020	COMMUNICATIONS	5,900.00	5,900.00	241.08	710.03	5,189.97
01-32-5022	RENTAL OF EQUIPMENT	960.00	960.00	0.00	0.00	960.00
Category: 50 - SERVICES Total:		201,860.00	201,860.00	15,616.58	31,510.75	170,349.25
Category: 55 - PROFESSIONAL SERVICES						
01-32-5507	MOSQUITO SPRAYING	16,000.00	16,000.00	0.00	1,140.00	14,860.00
01-32-5515	CONSULTANT SERVICES	10,000.00	10,000.00	0.00	0.00	10,000.00
Category: 55 - PROFESSIONAL SERVICES Total:		26,000.00	26,000.00	0.00	1,140.00	24,860.00
Category: 97 - INTERFUND ACTIVITY						
01-32-9772	TECHNOLOGY USER FEE	625.00	625.00	0.00	0.00	625.00
01-32-9781	EQUIPMENT PURCHASE CONTRIBUTIO	88,130.00	88,130.00	0.00	12,543.96	75,586.04
01-32-9791	EQUIPMENT USER FEE	25,000.00	25,000.00	0.00	0.00	25,000.00
Category: 97 - INTERFUND ACTIVITY Total:		113,755.00	113,755.00	0.00	12,543.96	101,211.04
Department: 32 - STREETS Total:		726,070.00	726,070.00	46,989.40	152,073.23	573,996.77

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Department: 33 - BUILDING MAINTENANCE						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-33-3001	SALARIES	52,935.00	52,935.00	4,118.14	18,107.75	34,827.25
01-33-3002	WAGES	24,000.00	24,000.00	1,044.00	1,920.00	22,080.00
01-33-3003	LONGEVITY	0.00	0.00	3.70	16.52	-16.52
01-33-3007	OVERTIME	5,000.00	5,000.00	0.00	0.00	5,000.00
01-33-3051	FICA/MEDICARE TAXES	6,268.00	6,268.00	386.41	1,494.18	4,773.82
01-33-3052	WORKMEN'S COMPENSATION	1,382.00	1,382.00	0.00	952.45	429.55
01-33-3053	EMPLOYMENT TAXES	146.00	146.00	6.93	9.60	136.40
01-33-3054	RETIREMENT	8,344.00	8,344.00	586.96	2,671.92	5,672.08
01-33-3055	HEALTH INSURANCE	6,962.00	6,962.00	470.51	2,328.44	4,633.56
01-33-3056	LIFE INS	70.00	70.00	52.17	29.25	40.75
01-33-3057	DENTAL	452.00	452.00	89.24	398.39	53.61
01-33-3058	LONG-TERM DISABILITY	243.00	243.00	31.26	62.94	180.06
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		105,802.00	105,802.00	6,789.32	27,991.44	77,810.56
Category: 35 - SUPPLIES						
01-33-3504	WEARING APPAREL	1,000.00	1,000.00	0.00	0.00	1,000.00
01-33-3517	JANITORIAL SUPPLIES	8,500.00	8,500.00	0.00	1,620.37	6,879.63
01-33-3523	TOOLS/EQUIPMENT	1,500.00	1,500.00	0.00	1,153.04	346.96
Category: 35 - SUPPLIES Total:		11,000.00	11,000.00	0.00	2,773.41	8,226.59
Category: 40 - MAINTENANCE--BLDGS, STRUC						
01-33-4001	MAINTENANCE-BLDG & GROUNDS	33,000.00	33,000.00	4,828.20	12,199.34	20,800.66
Category: 40 - MAINTENANCE--BLDGS, STRUC Total:		33,000.00	33,000.00	4,828.20	12,199.34	20,800.66
Category: 50 - SERVICES						
01-33-5017	UTILITIES	105,000.00	105,000.00	5,724.86	11,875.37	93,124.63
01-33-5029	TRAVEL AND TRAINING	1,500.00	1,500.00	0.00	0.00	1,500.00
01-33-5040	BUILDING MAINT-OUTSOURCING	14,000.00	14,000.00	0.00	1,915.00	12,085.00
Category: 50 - SERVICES Total:		120,500.00	120,500.00	5,724.86	13,790.37	106,709.63
Category: 55 - PROFESSIONAL SERVICES						
01-33-5521	PEST CONTROL SERVICES	2,000.00	2,000.00	0.00	207.19	1,792.81
Category: 55 - PROFESSIONAL SERVICES Total:		2,000.00	2,000.00	0.00	207.19	1,792.81
Category: 65 - CAPITAL OUTLAY						
01-33-6580	BLDG & GROUND IMPROVEMENT	65,500.00	65,500.00	0.00	0.00	65,500.00
Category: 65 - CAPITAL OUTLAY Total:		65,500.00	65,500.00	0.00	0.00	65,500.00
Category: 97 - INTERFUND ACTIVITY						
01-33-9781	EQUIPMENT PURCHASE CONTRIBUTIO	29,310.00	29,310.00	0.00	0.00	29,310.00
Category: 97 - INTERFUND ACTIVITY Total:		29,310.00	29,310.00	0.00	0.00	29,310.00
Department: 33 - BUILDING MAINTENANCE Total:		367,112.00	367,112.00	17,342.38	56,961.75	310,150.25

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Department: 35 - SOLID WASTE						
Category: 55 - PROFESSIONAL SERVICES						
01-35-5508	SOLID WASTECOLLECTION SERVICES	364,324.00	364,324.00	27,482.46	82,506.36	281,817.64
01-35-5509	STORM CLEAN-UP-DEBRIS REMOVAL	2,900.00	2,900.00	0.00	0.00	2,900.00
01-35-5519	RECYCLING PROGRAM	99,702.00	99,702.00	7,625.52	22,876.56	76,825.44
Category: 55 - PROFESSIONAL SERVICES Total:		466,926.00	466,926.00	35,107.98	105,382.92	361,543.08
Department: 35 - SOLID WASTE Total:		466,926.00	466,926.00	35,107.98	105,382.92	361,543.08

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 36 - FLEET SERVICES						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-36-3001	SALARIES	117,614.00	117,614.00	12,057.69	42,426.17	75,187.83
01-36-3003	LONGEVITY	1,152.00	1,152.00	81.22	362.59	789.41
01-36-3007	OVERTIME	5,000.00	5,000.00	351.55	1,731.49	3,268.51
01-36-3010	INCENTIVES	600.00	600.00	46.16	206.07	393.93
01-36-3051	FICA/MEDICARE TAXES	9,514.00	9,514.00	934.87	3,313.58	6,200.42
01-36-3052	WORKMEN'S COMPENSATION	2,246.00	2,246.00	0.00	1,541.22	704.78
01-36-3053	EMPLOYMENT TAXES	292.00	292.00	14.76	20.60	271.40
01-36-3054	RETIREMENT	17,912.00	17,912.00	1,791.13	6,605.62	11,306.38
01-36-3055	HEALTH INSURANCE	18,920.00	18,920.00	1,276.91	6,324.38	12,595.62
01-36-3056	LIFE INS	140.00	140.00	133.26	58.50	81.50
01-36-3057	DENTAL	1,492.00	1,492.00	123.98	553.48	938.52
01-36-3058	LONG-TERM DISABILITY	485.00	485.00	75.87	152.48	332.52
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		175,367.00	175,367.00	16,887.40	63,296.18	112,070.82
Category: 35 - SUPPLIES						
01-36-3503	OFFICE SUPPLIES	1,200.00	1,200.00	0.00	110.16	1,089.84
01-36-3504	WEARING APPAREL	600.00	600.00	0.00	129.56	470.44
01-36-3510	MANUALS AND PERIODICALS	1,000.00	1,000.00	0.00	0.00	1,000.00
01-36-3514	FUEL AND OIL	135,000.00	135,000.00	8,076.32	31,642.81	103,357.19
01-36-3523	TOOLS/EQUIPMENT	54,400.00	54,400.00	49,555.45	49,611.41	4,788.59
01-36-3529	VEHICLE REPAIR PARTS	40,000.00	40,000.00	2,965.63	9,697.82	30,302.18
01-36-3535	SHOP SUPPLIES	5,000.00	5,000.00	434.69	894.60	4,105.40
Category: 35 - SUPPLIES Total:		237,200.00	237,200.00	61,032.09	92,086.36	145,113.64
Category: 45 - MAINTENANCE						
01-36-4520	AUTO REPAIR/OUTSOURCED	65,000.00	65,000.00	4,215.43	14,994.57	50,005.43
Category: 45 - MAINTENANCE Total:		65,000.00	65,000.00	4,215.43	14,994.57	50,005.43
Category: 50 - SERVICES						
01-36-5020	COMMUNICATIONS	1,500.00	1,500.00	196.92	498.29	1,001.71
01-36-5022	RENTAL EQUIPMENT	360.00	360.00	0.00	0.00	360.00
01-36-5027	MEMBERSHIP	750.00	750.00	0.00	0.00	750.00
01-36-5029	TRAVEL/TRAINING	7,800.00	7,800.00	0.00	84.21	7,715.79
Category: 50 - SERVICES Total:		10,410.00	10,410.00	196.92	582.50	9,827.50
Category: 54 - SUNDRY						
01-36-5405	LICENSES/PERMITS	850.00	850.00	150.75	181.14	668.86
Category: 54 - SUNDRY Total:		850.00	850.00	150.75	181.14	668.86
Category: 65 - CAPITAL OUTLAY						
01-36-6572	SPECIAL EQUIPMENT	7,000.00	7,000.00	0.00	892.02	6,107.98
01-36-6574	COMPUTER SOFTWARE	3,200.00	3,200.00	0.00	0.00	3,200.00
Category: 65 - CAPITAL OUTLAY Total:		10,200.00	10,200.00	0.00	892.02	9,307.98
Category: 97 - INTERFUND ACTIVITY						
01-36-9772	TECHNOLOGY USER FEE	1,000.00	1,000.00	0.00	0.00	1,000.00
01-36-9781	EQUIP. PURCHASE CONTRIBUTION	54,620.00	54,620.00	0.00	0.00	54,620.00
Category: 97 - INTERFUND ACTIVITY Total:		55,620.00	55,620.00	0.00	0.00	55,620.00
Department: 36 - FLEET SERVICES Total:		554,647.00	554,647.00	82,482.59	172,032.77	382,614.23

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

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Department: 39 - PARKS & RECREATION						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-39-3001	SALARIES	461,227.00	461,227.00	35,092.90	159,931.74	301,295.26
01-39-3002	WAGES	59,000.00	59,000.00	420.00	4,468.93	54,531.07
01-39-3003	LONGEVITY	3,600.00	3,600.00	260.33	1,204.04	2,395.96
01-39-3007	OVERTIME	1,800.00	1,800.00	51.33	1,293.44	506.56
01-39-3051	FICA/MEDICARE TAXES	40,210.00	40,210.00	2,571.46	11,989.94	28,220.06
01-39-3052	WORKMEN'S COMPENSATION	8,326.00	8,326.00	0.00	5,713.34	2,612.66
01-39-3053	EMPLOYMENT TAXES	2,358.00	2,358.00	62.07	143.87	2,214.13
01-39-3054	RETIREMENT	67,206.00	67,206.00	5,041.60	23,970.79	43,235.21
01-39-3055	HEALTH INSURANCE	141,428.00	141,428.00	8,250.51	41,958.50	99,469.50
01-39-3056	LIFE INS	632.00	632.00	815.31	264.31	367.69
01-39-3057	DENTAL	8,184.00	8,184.00	604.92	2,770.02	5,413.98
01-39-3058	LONG-TERM DISABILITY	1,952.00	1,952.00	260.97	525.67	1,426.33
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		795,923.00	795,923.00	53,431.40	254,234.59	541,688.41
Category: 35 - SUPPLIES						
01-39-3504	WEARING APPAREL	3,000.00	3,000.00	0.00	1,195.05	1,804.95
01-39-3506	CHEMICALS	3,000.00	3,000.00	1,180.36	1,799.63	1,200.37
01-39-3523	TOOLS/EQUIPMENT	3,900.00	3,900.00	12.98	2,846.79	1,053.21
01-39-3531	RECREATION & EVENTS	25,000.00	25,000.00	5,520.04	18,780.42	6,219.58
01-39-3534	EQUIP REPAIR PARTS	7,000.00	7,000.00	297.58	1,622.34	5,377.66
01-39-3536	LANDSCAPING MATERIALS	8,700.00	8,700.00	318.20	4,318.96	4,381.04
Category: 35 - SUPPLIES Total:		50,600.00	50,600.00	7,329.16	30,563.19	20,036.81
Category: 40 - MAINTENANCE--BLDGS, STRUC						
01-39-4007	POOL MAINTENANCE	18,400.00	18,400.00	0.00	2,705.17	15,694.83
01-39-4008	PARK MAINTENANCE	14,700.00	14,700.00	291.46	1,439.44	13,260.56
Category: 40 - MAINTENANCE--BLDGS, STRUC Total:		33,100.00	33,100.00	291.46	4,144.61	28,955.39
Category: 50 - SERVICES						
01-39-5012	PRINTING	1,800.00	1,800.00	340.47	583.73	1,216.27
01-39-5020	COMMUNICATIONS	2,500.00	2,500.00	85.70	377.91	2,122.09
01-39-5022	EQUIPMENT RENTAL	1,000.00	1,000.00	0.00	0.00	1,000.00
01-39-5029	TRAVEL/TRAINING	3,500.00	3,500.00	-128.50	957.87	2,542.13
Category: 50 - SERVICES Total:		8,800.00	8,800.00	297.67	1,919.51	6,880.49
Category: 65 - CAPITAL OUTLAY						
01-39-6516	PARKS & LANDSCAPING PROJS	88,000.00	88,000.00	0.00	9,300.00	78,700.00
01-39-6598	MISCELLANEOUS EQUIPMENT	10,000.00	10,000.00	8,790.00	8,790.00	1,210.00
Category: 65 - CAPITAL OUTLAY Total:		98,000.00	98,000.00	8,790.00	18,090.00	79,910.00
Category: 97 - INTERFUND ACTIVITY						
01-39-9772	TECHNOLOGY USER FEE	875.00	875.00	0.00	0.00	875.00
01-39-9781	EQUIP. PURCHASE CONTRIBUTION	31,035.00	31,035.00	0.00	0.00	31,035.00
01-39-9791	EQUIPMENT USER FEE	13,600.00	13,600.00	0.00	0.00	13,600.00
Category: 97 - INTERFUND ACTIVITY Total:		45,510.00	45,510.00	0.00	0.00	45,510.00
Department: 39 - PARKS & RECREATION Total:		1,031,933.00	1,031,933.00	70,139.69	308,951.90	722,981.10
Fund: 01 - GENERAL FUND Surplus (Deficit):		-4,043,285.36	-4,043,286.36	3,770,407.64	4,499,875.95	

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Fund: 03 - DEBT SERVICE FUND						
Department: 50 - 50						
Category: 72 - PROPERTY TAXES						
03-50-7201	CURRENT PROPERTY TAXES	1,421,000.00	1,421,000.00	772,924.28	1,058,074.49	362,925.51
03-50-7202	DELINQUENT PROPERTY TAX	30,000.00	30,000.00	330.74	-2,273.26	32,273.26
03-50-7203	PENALTY, INTEREST, COSTS	15,000.00	15,000.00	902.47	3,984.66	11,015.34
	Category: 72 - PROPERTY TAXES Total:	1,466,000.00	1,466,000.00	774,157.49	1,059,785.89	406,214.11
Category: 96 - INTEREST EARNED						
03-50-9601	INTEREST EARNED	10,000.00	10,000.00	619.83	1,975.19	8,024.81
	Category: 96 - INTEREST EARNED Total:	10,000.00	10,000.00	619.83	1,975.19	8,024.81
Category: 97 - INTERFUND ACTIVITY						
03-50-9752	TRANSFER FROM UTILITY FUND	89,724.00	89,724.00	0.00	0.00	89,724.00
	Category: 97 - INTERFUND ACTIVITY Total:	89,724.00	89,724.00	0.00	0.00	89,724.00
	Department: 50 - 50 Total:	1,565,724.00	1,565,724.00	774,777.32	1,061,761.08	503,962.92

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 51 - DEBT SERVICE						
Category: 61 - DEBT SERVICE						
03-51-6121	PRINCIPAL/DEBT SERVICE	1,210,000.00	1,210,000.00	0.00	0.00	1,210,000.00
03-51-6122	INTEREST/DEBT SERVICE	307,025.00	307,025.00	0.00	0.00	307,025.00
03-51-6123	MAINTENANCE FEE/DEBT SERVICE	9,000.00	9,000.00	500.00	500.00	8,500.00
	Category: 61 - DEBT SERVICE Total:	1,526,025.00	1,526,025.00	500.00	500.00	1,525,525.00
	Department: 51 - DEBT SERVICE Total:	1,526,025.00	1,526,025.00	500.00	500.00	1,525,525.00
	Fund: 03 - DEBT SERVICE FUND Surplus (Deficit):	39,699.00	39,699.00	774,277.32	1,061,261.08	

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 05 - MOTEL TAX FUND					
Department: 55 - 55					
Category: 75 - OTHER TAXES					
05-55-7635 MOTEL OCCUPANCY TAX	150,000.00	150,000.00	18,693.02	35,105.58	114,894.42
Category: 75 - OTHER TAXES Total:	150,000.00	150,000.00	18,693.02	35,105.58	114,894.42
Category: 96 - INTEREST EARNED					
05-55-9601 INTEREST EARNED	9,000.00	9,000.00	323.90	1,369.75	7,630.25
Category: 96 - INTEREST EARNED Total:	9,000.00	9,000.00	323.90	1,369.75	7,630.25
Department: 55 - 55 Total:	159,000.00	159,000.00	19,016.92	36,475.33	122,524.67

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 56 - MOTEL TAX					
Category: 50 - SERVICES					
05-56-5043 GENERAL ADVERTISING	5,000.00	5,000.00	0.00	0.00	5,000.00
05-56-5044 ADVERTISING	34,900.00	34,900.00	950.00	3,800.00	31,100.00
Category: 50 - SERVICES Total:	39,900.00	39,900.00	950.00	3,800.00	36,100.00
Category: 97 - INTERFUND ACTIVITY					
05-56-9751 TRANSFER TO GENERAL FUND	18,000.00	18,000.00	0.00	0.00	18,000.00
Category: 97 - INTERFUND ACTIVITY Total:	18,000.00	18,000.00	0.00	0.00	18,000.00
Department: 56 - MOTEL TAX Total:	57,900.00	57,900.00	950.00	3,800.00	54,100.00
Fund: 05 - MOTEL TAX FUND Surplus (Deficit):	101,100.00	101,100.00	18,066.92	32,675.33	

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Fund: 10 - CAPITAL IMPROVEMENTS FUND						
Department: 90 - 90						
Category: 96 - INTEREST EARNED						
10-90-9601	INTEREST EARNED	80,000.00	80,000.00	12,097.62	45,516.25	34,483.75
Category: 96 - INTEREST EARNED Total:		80,000.00	80,000.00	12,097.62	45,516.25	34,483.75
Category: 97 - INTERFUND ACTIVITY						
10-90-9751	TRFR F/GENERAL FUND	5,423,765.00	5,423,765.00	0.00	0.00	5,423,765.00
10-90-9755	TRANSFER FROM UTILITY FUND	300,000.00	300,000.00	0.00	0.00	300,000.00
Category: 97 - INTERFUND ACTIVITY Total:		5,723,765.00	5,723,765.00	0.00	0.00	5,723,765.00
Category: 99 - OTHER AGENCY REVENUES						
10-90-9905	FY 17 - FEMA GRANT HOME ELEV	3,355,448.00	3,355,448.00	0.00	1,855,366.64	1,500,081.36
Category: 99 - OTHER AGENCY REVENUES Total:		3,355,448.00	3,355,448.00	0.00	1,855,366.64	1,500,081.36
Department: 90 - 90 Total:		9,159,213.00	9,159,213.00	12,097.62	1,900,882.89	7,258,330.11

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 91 - CAPITAL IMPROVEMENTS						
Category: 70 - CAPITAL IMPROVEMENTS						
10-91-7012	E 127 IMPROVEMENTS	1,400,000.00	1,400,000.00	0.00	0.00	1,400,000.00
10-91-7014	FY 17 -HOME ELEV GRANT ADM SER	600,000.00	600,000.00	355,367.09	368,107.09	231,892.91
10-91-7070	WIFI FOR POOL AND PARKS	35,000.00	35,000.00	0.00	0.00	35,000.00
10-91-7072	WALL STREET PROJECT	1,565,400.00	1,565,400.00	0.00	0.00	1,565,400.00
10-91-7079	SHADE STRUCT FOR TWO PLAYSCAPES	40,000.00	40,000.00	0.00	0.00	40,000.00
10-91-7088	PAINT EMS BAY FLOOR AND WALLS	22,000.00	22,000.00	0.00	21,200.00	800.00
10-91-7095	FIRE STATION REMODEL	13,000.00	13,000.00	0.00	0.00	13,000.00
10-91-7103	NEW CITY HALL - CONSTRUCTION	8,000,000.00	8,000,000.00	0.00	0.00	8,000,000.00
10-91-7105	PARK IMPROVEMENTS	50,000.00	50,000.00	0.00	1,800.00	48,200.00
10-91-7107	PARK MASTER PLAN	70,000.00	70,000.00	0.00	0.00	70,000.00
10-91-7117	GOLF COURSE RECLAIM WATER	0.00	0.00	24,300.00	24,300.00	-24,300.00
10-91-7118	BAY DOOR REPAIR FIRE DEPARTMENT	50,000.00	50,000.00	0.00	0.00	50,000.00
10-91-7127	NEW TAYLOR BLDG CONSTRUCTION	282,901.00	282,901.00	186,955.71	193,055.71	89,845.29
10-91-7130	FACILITIES IMPROVEMENT	50,000.00	50,000.00	7,352.00	15,700.49	34,299.51
10-91-7131	GOLF COURSE CONVENTION CENTER	830,000.00	830,000.00	0.00	91.01	829,908.99
10-91-7134	STREET PANELS REPLACEMENT (2)	105,000.00	105,000.00	3,210.10	3,210.10	101,789.90
10-91-7135	CITY HALL ENG/ARCHITECT	0.00	0.00	7,540.18	98,401.05	-98,401.05
10-91-7136	GATEWAY ENTRANCE	1,000,000.00	1,000,000.00	39,927.47	46,863.80	953,136.20
	Category: 70 - CAPITAL IMPROVEMENTS Total:	14,113,301.00	14,113,301.00	624,652.55	772,729.25	13,340,571.75
	Department: 91 - CAPITAL IMPROVEMENTS Total:	14,113,301.00	14,113,301.00	624,652.55	772,729.25	13,340,571.75
	Fund: 10 - CAPITAL IMPROVEMENTS FUND Surplus (Deficit):	-4,954,088.00	-4,954,088.00	-612,554.93	1,128,153.64	
	Total Surplus (Deficit):	-8,856,574.36	-8,856,575.36	3,950,196.95	6,721,966.00	

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For Fiscal: 2019-2020 Period Ending: 01/31/2020

Group Summary

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 01 - GENERAL FUND					
Department: 10 - 10					
72 - PROPERTY TAXES	6,369,000.00	6,369,000.00	3,438,583.30	4,691,973.28	1,677,026.72
75 - OTHER TAXES	6,339,000.00	6,339,000.00	585,306.96	2,389,443.73	3,949,556.27
80 - FINES WARRANTS & BONDS	1,018,000.00	1,018,000.00	75,756.74	302,867.97	715,132.03
85 - FEE & CHARGES FOR SERVICE	312,900.00	312,900.00	47,408.19	135,508.91	177,391.09
90 - LICENSES & PERMITS	164,100.00	164,100.00	25,172.66	61,491.04	102,608.96
96 - INTEREST EARNED	350,000.00	350,000.00	13,924.06	55,450.44	294,549.56
97 - INTERFUND ACTIVITY	1,977,987.00	1,977,987.00	410,990.40	410,990.40	1,566,996.60
98 - MISCELLANEOUS REVENUE	241,165.00	241,165.00	3,898.92	36,104.96	205,060.04
99 - OTHER AGENCY REVENUES	200,000.00	200,000.00	29,045.15	72,438.69	127,561.31
Department: 10 - 10 Total:	16,972,152.00	16,972,152.00	4,630,086.38	8,156,269.42	8,815,882.58

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For Fiscal: 2019-2020 Period Ending: 01/31/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 11 - ADMINISTRATIVE SERVICE					
30 - SALARIES, WAGES, & BENEFITS	562,558.00	562,558.00	37,775.37	179,500.10	383,057.90
35 - SUPPLIES	14,350.00	14,350.00	18.98	708.28	13,641.72
45 - MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00
50 - SERVICES	82,250.00	82,251.00	6,907.02	13,778.36	68,472.64
54 - SUNDRY	7,000.00	7,000.00	0.00	0.00	7,000.00
60 - OTHER SERVICES	300.00	300.00	0.00	0.00	300.00
97 - INTERFUND ACTIVITY	4,250.00	4,250.00	0.00	0.00	4,250.00
Department: 11 - ADMINISTRATIVE SERVICE Total:	672,708.00	672,709.00	44,701.37	193,986.74	478,722.26

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For Fiscal: 2019-2020 Period Ending: 01/31/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 12 - LEGAL/OTHER SERVICES					
30 - SALARIES, WAGES, & BENEFITS	250.00	250.00	0.00	205.86	44.14
50 - SERVICES	2,172,000.00	2,172,000.00	0.00	0.00	2,172,000.00
55 - PROFESSIONAL SERVICES	160,000.00	160,000.00	7,290.93	35,024.17	124,975.83
60 - OTHER SERVICES	108,171.00	108,171.00	0.00	108,083.15	87.85
97 - INTERFUND ACTIVITY	6,088,243.80	6,088,243.80	0.00	0.00	6,088,243.80
Department: 12 - LEGAL/OTHER SERVICES Total:	8,528,664.80	8,528,664.80	7,290.93	143,313.18	8,385,351.62

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Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 13 - INFO TECHNOLOGY					
30 - SALARIES, WAGES, & BENEFITS	317,933.00	317,933.00	23,601.53	104,738.37	213,194.63
35 - SUPPLIES	3,050.00	3,050.00	0.00	18.04	3,031.96
45 - MAINTENANCE	216,369.00	216,369.00	11,030.28	46,598.10	169,770.90
50 - SERVICES	33,050.00	33,050.00	1,766.89	11,303.34	21,746.66
55 - PROFESSIONAL SERVICES	48,800.00	48,800.00	8,642.00	10,289.00	38,511.00
65 - CAPITAL OUTLAY	0.00	0.00	4,228.84	8,275.34	-8,275.34
97 - INTERFUND ACTIVITY	48,842.00	48,842.00	0.00	0.00	48,842.00
Department: 13 - INFO TECHNOLOGY Total:	668,044.00	668,044.00	49,269.54	181,222.19	486,821.81

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Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 14 - PURCHASING					
35 - SUPPLIES	18,000.00	18,000.00	1,545.70	6,206.46	11,793.54
50 - SERVICES	3,600.00	3,600.00	0.00	0.00	3,600.00
Department: 14 - PURCHASING Total:	21,600.00	21,600.00	1,545.70	6,206.46	15,393.54

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Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 15 - ACCOUNTING SERVICES					
30 - SALARIES, WAGES, & BENEFITS	319,783.00	319,783.00	24,862.25	109,319.23	210,463.77
35 - SUPPLIES	950.00	950.00	0.00	427.08	522.92
45 - MAINTENANCE	150.00	150.00	0.00	0.00	150.00
50 - SERVICES	8,100.00	8,100.00	85.71	441.08	7,658.92
54 - SUNDRY	550.00	550.00	0.00	0.00	550.00
55 - PROFESSIONAL SERVICES	27,000.00	27,000.00	0.00	757.04	26,242.96
97 - INTERFUND ACTIVITY	1,700.00	1,700.00	0.00	0.00	1,700.00
Department: 15 - ACCOUNTING SERVICES Total:	358,233.00	358,233.00	24,947.96	110,944.43	247,288.57

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Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 16 - CUSTOMER SERVICE					
30 - SALARIES, WAGES, & BENEFITS	61,498.00	61,498.00	4,631.39	20,801.78	40,696.22
35 - SUPPLIES	500.00	500.00	0.00	2.92	497.08
45 - MAINTENANCE	400.00	400.00	0.00	0.00	400.00
50 - SERVICES	3,000.00	3,000.00	85.71	349.92	2,650.08
55 - PROFESSIONAL SERVICES	68,000.00	68,000.00	0.00	18,485.13	49,514.87
97 - INTERFUND ACTIVITY	250.00	250.00	0.00	0.00	250.00
Department: 16 - CUSTOMER SERVICE Total:	133,648.00	133,648.00	4,717.10	39,639.75	94,008.25

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For Fiscal: 2019-2020 Period Ending: 01/31/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 19 - MUNICIPAL COURT					
30 - SALARIES, WAGES, & BENEFITS	351,083.00	351,083.00	27,151.75	98,062.16	253,020.84
35 - SUPPLIES	2,300.00	2,300.00	0.00	396.18	1,903.82
45 - MAINTENANCE	500.00	500.00	0.00	0.00	500.00
50 - SERVICES	9,800.00	9,800.00	85.70	619.91	9,180.09
54 - SUNDRY	800.00	800.00	0.00	100.00	700.00
55 - PROFESSIONAL SERVICES	93,450.00	93,450.00	4,175.00	13,952.50	79,497.50
Department: 19 - MUNICIPAL COURT Total:	457,933.00	457,933.00	31,412.45	113,130.75	344,802.25

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Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 21 - POLICE					
30 - SALARIES, WAGES, & BENEFITS	3,256,512.00	3,204,672.00	215,042.28	1,055,695.28	2,148,976.72
35 - SUPPLIES	56,924.00	56,924.00	1,484.65	17,472.96	39,451.04
45 - MAINTENANCE	22,497.00	22,497.00	266.10	1,358.35	21,138.65
50 - SERVICES	54,050.00	54,050.00	1,657.92	5,763.25	48,286.75
54 - SUNDRY	4,000.00	4,000.00	129.39	638.08	3,361.92
55 - PROFESSIONAL SERVICES	1,800.00	53,640.00	12,474.00	35,057.22	18,582.78
60 - OTHER SERVICES	21,740.00	21,740.00	0.00	14,528.00	7,212.00
65 - CAPITAL OUTLAY	39,972.56	39,972.56	0.00	25,372.56	14,600.00
97 - INTERFUND ACTIVITY	16,000.00	16,000.00	0.00	0.00	16,000.00
Department: 21 - POLICE Total:	3,473,495.56	3,473,495.56	231,054.34	1,155,885.70	2,317,609.86

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Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 23 - COMMUNICATIONS					
30 - SALARIES, WAGES, & BENEFITS	714,097.00	714,097.00	54,954.67	237,675.03	476,421.97
35 - SUPPLIES	13,365.00	13,365.00	452.31	1,531.85	11,833.15
45 - MAINTENANCE	22,050.00	22,050.00	0.00	83.48	21,966.52
50 - SERVICES	12,300.00	12,300.00	222.02	2,730.95	9,569.05
60 - OTHER SERVICES	600.00	600.00	0.00	0.00	600.00
97 - INTERFUND ACTIVITY	54,950.00	54,950.00	0.00	0.00	54,950.00
Department: 23 - COMMUNICATIONS Total:	817,362.00	817,362.00	55,629.00	242,021.31	575,340.69

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Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 25 - FIRE DEPARTMENT					
30 - SALARIES, WAGES, & BENEFITS	1,076,977.00	1,076,977.00	86,153.20	407,191.84	669,785.16
35 - SUPPLIES	153,348.00	153,348.00	14,923.63	32,765.77	120,582.23
45 - MAINTENANCE	41,949.00	41,949.00	1,384.75	6,081.20	35,867.80
50 - SERVICES	73,900.00	73,900.00	1,193.35	9,030.96	64,869.04
54 - SUNDRY	1,299.00	1,299.00	0.00	0.00	1,299.00
55 - PROFESSIONAL SERVICES	127,600.00	127,600.00	5,224.68	11,300.45	116,299.55
97 - INTERFUND ACTIVITY	480,419.00	480,419.00	0.00	0.00	480,419.00
Department: 25 - FIRE DEPARTMENT Total:	1,955,492.00	1,955,492.00	108,879.61	466,370.22	1,489,121.78

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Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 30 - PUBLIC WORKS					
30 - SALARIES, WAGES, & BENEFITS	237,391.00	237,391.00	16,141.89	73,985.63	163,405.37
35 - SUPPLIES	4,700.00	4,700.00	148.01	589.08	4,110.92
45 - MAINTENANCE	100.00	100.00	0.00	0.00	100.00
50 - SERVICES	4,650.00	4,650.00	85.70	401.99	4,248.01
55 - PROFESSIONAL SERVICES	20,000.00	20,000.00	2,200.00	4,975.00	15,025.00
97 - INTERFUND ACTIVITY	42,050.00	42,050.00	0.00	0.00	42,050.00
Department: 30 - PUBLIC WORKS Total:	308,891.00	308,891.00	18,575.60	79,951.70	228,939.30

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Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 31 - COMMUNITY DEVELOPMENT					
30 - SALARIES, WAGES, & BENEFITS	426,478.00	426,478.00	25,434.91	114,424.31	312,053.69
35 - SUPPLIES	12,600.00	12,600.00	219.04	1,171.52	11,428.48
50 - SERVICES	16,100.00	16,100.00	484.15	1,669.14	14,430.86
55 - PROFESSIONAL SERVICES	12,000.00	12,000.00	3,455.00	11,053.50	946.50
65 - CAPITAL OUTLAY	1,000.00	1,000.00	0.00	0.00	1,000.00
97 - INTERFUND ACTIVITY	4,500.00	4,500.00	0.00	0.00	4,500.00
Department: 31 - COMMUNITY DEVELOPMENT Total:	472,678.00	472,678.00	29,593.10	128,318.47	344,359.53

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Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 32 - STREETS					
30 - SALARIES, WAGES, & BENEFITS	239,855.00	239,855.00	18,686.95	88,090.93	151,764.07
35 - SUPPLIES	102,600.00	102,600.00	4,466.65	10,356.37	92,243.63
40 - MAINTENANCE--BLDGS, STRUC	41,000.00	41,000.00	8,219.22	8,431.22	32,568.78
45 - MAINTENANCE	1,000.00	1,000.00	0.00	0.00	1,000.00
50 - SERVICES	201,860.00	201,860.00	15,616.58	31,510.75	170,349.25
55 - PROFESSIONAL SERVICES	26,000.00	26,000.00	0.00	1,140.00	24,860.00
97 - INTERFUND ACTIVITY	113,755.00	113,755.00	0.00	12,543.96	101,211.04
Department: 32 - STREETS Total:	726,070.00	726,070.00	46,989.40	152,073.23	573,996.77

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Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 33 - BUILDING MAINTENANCE					
30 - SALARIES, WAGES, & BENEFITS	105,802.00	105,802.00	6,789.32	27,991.44	77,810.56
35 - SUPPLIES	11,000.00	11,000.00	0.00	2,773.41	8,226.59
40 - MAINTENANCE--BLDGS, STRUC	33,000.00	33,000.00	4,828.20	12,199.34	20,800.66
50 - SERVICES	120,500.00	120,500.00	5,724.86	13,790.37	106,709.63
55 - PROFESSIONAL SERVICES	2,000.00	2,000.00	0.00	207.19	1,792.81
65 - CAPITAL OUTLAY	65,500.00	65,500.00	0.00	0.00	65,500.00
97 - INTERFUND ACTIVITY	29,310.00	29,310.00	0.00	0.00	29,310.00
Department: 33 - BUILDING MAINTENANCE Total:	367,112.00	367,112.00	17,342.38	56,961.75	310,150.25

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Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 35 - SOLID WASTE					
55 - PROFESSIONAL SERVICES	466,926.00	466,926.00	35,107.98	105,382.92	361,543.08
Department: 35 - SOLID WASTE Total:	466,926.00	466,926.00	35,107.98	105,382.92	361,543.08

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Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 36 - FLEET SERVICES					
30 - SALARIES, WAGES, & BENEFITS	175,367.00	175,367.00	16,887.40	63,296.18	112,070.82
35 - SUPPLIES	237,200.00	237,200.00	61,032.09	92,086.36	145,113.64
45 - MAINTENANCE	65,000.00	65,000.00	4,215.43	14,994.57	50,005.43
50 - SERVICES	10,410.00	10,410.00	196.92	582.50	9,827.50
54 - SUNDRY	850.00	850.00	150.75	181.14	668.86
65 - CAPITAL OUTLAY	10,200.00	10,200.00	0.00	892.02	9,307.98
97 - INTERFUND ACTIVITY	55,620.00	55,620.00	0.00	0.00	55,620.00
Department: 36 - FLEET SERVICES Total:	554,647.00	554,647.00	82,482.59	172,032.77	382,614.23

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 39 - PARKS & RECREATION					
30 - SALARIES, WAGES, & BENEFITS	795,923.00	795,923.00	53,431.40	254,234.59	541,688.41
35 - SUPPLIES	50,600.00	50,600.00	7,329.16	30,563.19	20,036.81
40 - MAINTENANCE--BLDGS, STRUC	33,100.00	33,100.00	291.46	4,144.61	28,955.39
50 - SERVICES	8,800.00	8,800.00	297.67	1,919.51	6,880.49
65 - CAPITAL OUTLAY	98,000.00	98,000.00	8,790.00	18,090.00	79,910.00
97 - INTERFUND ACTIVITY	45,510.00	45,510.00	0.00	0.00	45,510.00
Department: 39 - PARKS & RECREATION Total:	1,031,933.00	1,031,933.00	70,139.69	308,951.90	722,981.10
Fund: 01 - GENERAL FUND Surplus (Deficit):	-4,043,285.36	-4,043,286.36	3,770,407.64	4,499,875.95	-8,543,162.31
Fund: 03 - DEBT SERVICE FUND					
Department: 50 - 50					
72 - PROPERTY TAXES	1,466,000.00	1,466,000.00	774,157.49	1,059,785.89	406,214.11
96 - INTEREST EARNED	10,000.00	10,000.00	619.83	1,975.19	8,024.81
97 - INTERFUND ACTIVITY	89,724.00	89,724.00	0.00	0.00	89,724.00
Department: 50 - 50 Total:	1,565,724.00	1,565,724.00	774,777.32	1,061,761.08	503,962.92

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 51 - DEBT SERVICE					
61 - DEBT SERVICE	1,526,025.00	1,526,025.00	500.00	500.00	1,525,525.00
Department: 51 - DEBT SERVICE Total:	1,526,025.00	1,526,025.00	500.00	500.00	1,525,525.00
Fund: 03 - DEBT SERVICE FUND Surplus (Deficit):	39,699.00	39,699.00	774,277.32	1,061,261.08	-1,021,562.08
Fund: 05 - MOTEL TAX FUND					
Department: 55 - 55					
75 - OTHER TAXES	150,000.00	150,000.00	18,693.02	35,105.58	114,894.42
96 - INTEREST EARNED	9,000.00	9,000.00	323.90	1,369.75	7,630.25
Department: 55 - 55 Total:	159,000.00	159,000.00	19,016.92	36,475.33	122,524.67

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 56 - MOTEL TAX					
50 - SERVICES	39,900.00	39,900.00	950.00	3,800.00	36,100.00
97 - INTERFUND ACTIVITY	18,000.00	18,000.00	0.00	0.00	18,000.00
Department: 56 - MOTEL TAX Total:	57,900.00	57,900.00	950.00	3,800.00	54,100.00
Fund: 05 - MOTEL TAX FUND Surplus (Deficit):	101,100.00	101,100.00	18,066.92	32,675.33	68,424.67
Fund: 10 - CAPITAL IMPROVEMENTS FUND					
Department: 90 - 90					
96 - INTEREST EARNED	80,000.00	80,000.00	12,097.62	45,516.25	34,483.75
97 - INTERFUND ACTIVITY	5,723,765.00	5,723,765.00	0.00	0.00	5,723,765.00
99 - OTHER AGENCY REVENUES	3,355,448.00	3,355,448.00	0.00	1,855,366.64	1,500,081.36
Department: 90 - 90 Total:	9,159,213.00	9,159,213.00	12,097.62	1,900,882.89	7,258,330.11

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Income Statement

For Fiscal: 2019-2020 Period Ending: 01/31/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 91 - CAPITAL IMPROVEMENTS					
70 - CAPITAL IMPROVEMENTS	14,113,301.00	14,113,301.00	624,652.55	772,729.25	13,340,571.75
Department: 91 - CAPITAL IMPROVEMENTS Total:	14,113,301.00	14,113,301.00	624,652.55	772,729.25	13,340,571.75
Fund: 10 - CAPITAL IMPROVEMENTS FUND Surplus (Deficit):	-4,954,088.00	-4,954,088.00	-612,554.93	1,128,153.64	-6,082,241.64
Total Surplus (Deficit):	-8,856,574.36	-8,856,575.36	3,950,196.95	6,721,966.00	

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Fund Summary

Fund	Original	Current	MTD Activity	YTD Activity	Budget
	Total Budget	Total Budget			Remaining
01 - GENERAL FUND	-4,043,285.36	-4,043,286.36	3,770,407.64	4,499,875.95	-8,543,162.31
03 - DEBT SERVICE FUND	39,699.00	39,699.00	774,277.32	1,061,261.08	-1,021,562.08
05 - MOTEL TAX FUND	101,100.00	101,100.00	18,066.92	32,675.33	68,424.67
10 - CAPITAL IMPROVEMENTS ...	-4,954,088.00	-4,954,088.00	-612,554.93	1,128,153.64	-6,082,241.64
Total Surplus (Deficit):	-8,856,574.36	-8,856,575.36	3,950,196.95	6,721,966.00	

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

CITY OF JERSEY VILLAGE

PROPERTY TAX COLLECTION

REPORT

DECEMBER 2019

TAX COLLECTION SYSTEM
 TAX COLLECTOR MONTHLY REPORT
 FROM 12/01/2019 TO 12/31/2019

INCLUDES AG ROLLBACK

JURISDICTION: 0070 City of Jersey Village

YEAR	TAX RATE	TAX LEVY	PAID ACCTS
2019	00.742500	7,810,562.29	1,645

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
2019	7,618,318.54	39,718.97	192,243.75	2,409,481.99	2,739,519.29	5,071,043.00	35.07	0.00
2018	71,567.55	226.47-	24,763.24-	2,371.03	3,640.88	43,163.43	7.78	0.00
2017	26,681.30	.00	2,180.90-	278.17	2,526.57	21,973.83	10.31	0.00
2016	18,538.64	.00	2,247.53	110.28	4,121.34	16,664.83	19.83	0.00
2015	12,588.35	.00	211.75-	0.00	1,149.42	11,227.18	9.29	0.00
2014	10,998.45	.00	0.00	0.00	1,223.93	9,774.52	11.13	0.00
2013	9,317.09	.00	0.00	0.00	873.12	8,443.97	9.37	0.00
2012	9,494.16	.00	0.00	0.00	1,127.63	8,366.53	11.88	0.00
2011	11,209.10	.00	0.00	0.00	1,127.63	10,081.47	10.06	0.00
2010	14,169.18	.00	0.00	0.00	1,276.13	12,893.05	9.01	0.00
2009	20,869.36	.00	0.00	0.00	743.50	20,125.86	3.56	0.00
2008	6,483.29	.00	0.00	0.00	0.00	6,483.29		0.00
2007	3,156.59	.00	0.00	0.00	0.00	3,156.59		0.00
2006	2,335.76	.00	0.00	0.00	0.00	2,335.76		0.00
2005	1,938.93	.00	0.00	0.00	0.00	1,938.93		0.00
2004	1,343.86	.00	0.00	0.00	0.00	1,343.86		0.00
2003	611.89	.00	0.00	0.00	0.00	611.89		0.00
2002	636.52	.00	0.00	0.00	0.00	636.52		0.00
2001	589.88	.00	0.00	0.00	0.00	589.88		0.00
2000	870.75	.00	0.00	0.00	0.00	870.75		0.00
1999	153.99	.00	0.00	0.00	0.00	153.99		0.00
1998	14.48	.00	0.00	0.00	0.00	14.48		0.00
****	7,841,887.66	39,492.50	167,335.39	2,412,241.47	2,757,329.44	5,251,893.61		0.00
CURR	7,618,318.54	39,718.97	192,243.75	2,409,481.99	2,739,519.29	5,071,043.00		0.00
DELO	223,569.12	226.47-	24,908.36-	2,759.48	17,810.15	180,850.61		0.00

TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 REVERSALS DETAIL SCHEDULE
 FROM: 12/01/2019 THRU 12/31/2019
 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 CAT
2018	C1231191	201912	15.80-	0.00	3.63-	3.89-0	0.00	23.32-TR
2018	RF191211	201812	226.47-	0.00	0.00	0.00 13	226.47	0.00 RF
2018	RF191211	201812	0.00	0.00	0.00	0.00 13	226.47-	226.47-RF
	2018 TOTAL		242.27-	0.00	3.63-	3.89-	0.00	249.79-
2019	C1231191	201912	2,398.81-	0.00	0.00	0.00 0	0.00	2,398.81-TR
2019	RF191219	201911	0.00	0.00	0.00	0.00 3	768.18-	768.18-RF
2019	RF191219	201911	768.18-	0.00	0.00	0.00 3	768.18	0.00 RF
2019	RF191219	201911	556.87-	0.00	0.00	0.00 3	556.87	0.00 RF
2019	RF191219	201911	0.00	0.00	0.00	0.00 3	556.87-	556.87-RF
2019	D1205191	201911	7,844.38-	0.00	0.00	0.00 0	0.00	7,844.38-RI
2019	RF191219	201912	556.88-	0.00	0.00	0.00 3	556.88	0.00 RF
2019	RF191219	201912	0.00	0.00	0.00	0.00 3	556.88-	556.88-RF
2019	RF191219	201912	556.88-	0.00	0.00	0.00 3	556.88	0.00 RF
2019	RF191219	201912	0.00	0.00	0.00	0.00 3	556.88-	556.88-RF
	2019 TOTAL		12,682.00-	0.00	0.00	0.00	0.00	12,682.00-
YEAR 2018								
	REFUNDS		226.47-	0.00	0.00	0.00	0.00	226.47-
	RETURNED ITEMS		0.00	0.00	0.00	0.00	0.00	0.00
	TRANSFERS/REVERSALS		15.80-	0.00	3.63-	3.89-	0.00	23.32-
	TOTAL		242.27-	0.00	3.63-	3.89-	0.00	249.79-
YEAR 2019								
	REFUNDS		2,438.81-	0.00	0.00	0.00	0.00	2,438.81-
	RETURNED ITEMS		7,844.38-	0.00	0.00	0.00	0.00	7,844.38-
	TRANSFERS/REVERSALS		2,398.81-	0.00	0.00	0.00	0.00	2,398.81-
	TOTAL		12,682.00-	0.00	0.00	0.00	0.00	12,682.00-
ALL YEARS								
	REFUNDS		2,665.28-	0.00	0.00	0.00	0.00	2,665.28-
	RETURNED ITEMS		7,844.38-	0.00	0.00	0.00	0.00	7,844.38-
	TRANSFERS/REVERSALS		2,414.61-	0.00	3.63-	3.89-	0.00	2,422.13-
	TOTAL		12,924.27-	0.00	3.63-	3.89-	0.00	12,931.79-

TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 SUMMARY OF PAYMENTS AND REVERSALS
 FROM: 12/01/2019 THRU 12/31/2019
 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
	2016 TOTAL		110.28	0.00	14.34	24.92	0.00	149.54
	2017 TOTAL		278.17	0.00	91.22	73.88	0.00	443.27
	2018 TOTAL		2,613.30	0.00	299.41	125.37	0.00	3,038.08
	2019 TOTAL		2,422,163.99	0.00	0.00	0.00	0.00	2,422,163.99
	TOTAL PAYMENTS		2,425,165.74	0.00	404.97	224.17	0.00	2,425,794.88
	2018 TOTAL		242.27-	0.00	3.63-	3.89-	0.00	249.79-
	2019 TOTAL		12,682.00-	0.00	0.00	0.00	0.00	12,682.00-
	TOTAL REVERSALS		12,924.27-	0.00	3.63-	3.89-	0.00	12,931.79-
	TOTAL FOR UNIT		2,412,241.47	0.00	401.34	220.28	0.00	2,412,863.09

Tax Collection System
Distribution Report - PROPERTY TAX
For Deposit Dates: 12/01/2019 thru 12/31/2019

Jurisdiction 0070 JERSEY VILLAGE

Year	Levy	Penalty Interest	Attorney	Adjustment Amount	Net Collections	Commissions (Excludes Attorney)	Net Payable	Disbursed to Jurisdiction	Disbursed to Attorneys
2019	2,409,481.99	0.00	0.00	0.00	2,409,481.99	(3,821.90)	2,405,660.09	2,405,660.09	0.00
2018	2,371.03	295.78	121.48	0.00	2,788.29	(12.63)	2,775.66	2,654.18	121.48
2017	278.17	91.22	73.88	0.00	443.27	(1.84)	441.43	367.55	73.88
2016	110.28	14.34	24.92	0.00	149.54	(0.62)	148.92	124.00	24.92
Total:	\$2,412,241.47	\$401.34	\$220.28	\$0.00	\$2,412,863.09	(\$3,836.99)	\$2,409,026.10	\$2,408,805.82	\$220.28

General Fund
For the period ended January 31, 2020

Revenue	Adopted Budget	Current Budget	YTD Actual	% of Actual compared to Budget	Projections
Property Taxes	6,369,000.00	6,369,000.00	4,691,973.28	73.67%	6,369,000.00
Electric Franchise Taxes	360,000.00	360,000.00	118,884.36	33.02%	360,000.00
Telephone Franchise	89,000.00	89,000.00	37,931.24	42.62%	89,000.00
Gas Franchise	40,000.00	40,000.00	5,993.49	14.98%	40,000.00
Cable TV Franchise	75,000.00	75,000.00	19,260.07	25.68%	75,000.00
Telecommunication	30,000.00	30,000.00	4,386.07	14.62%	30,000.00
City Sales Tax	3,810,000.00	3,810,000.00	1,461,709.94	38.37%	3,810,000.00
Sales TX-Reduce Property Taxes	1,905,000.00	1,905,000.00	730,854.98	38.37%	1,905,000.00
Mixed Drink Tax	30,000.00	30,000.00	10,423.58	34.75%	30,000.00
Fines Warrants & Bonds *	1,018,000.00	1,018,000.00	302,867.97	29.75%	1,018,000.00
Fees & Charge for Services	312,900.00	312,900.00	135,508.91	43.31%	312,900.00
Licenses & Permits	164,100.00	164,100.00	61,491.04	37.47%	164,100.00
Interest Earned	350,000.00	350,000.00	55,450.44	15.84%	350,000.00
Interfund Activity	1,977,987.00	1,977,987.00	410,990.40	20.78%	1,977,987.00
Misc Revenue	241,165.00	241,165.00	36,104.96	14.97%	241,165.00
Other Agency Revenue	200,000.00	200,000.00	72,438.69	36.22%	200,000.00
Total Revenue	<u>16,972,152.00</u>	<u>16,972,152.00</u>	<u>8,156,269.42</u>	<u>48.06%</u>	<u>16,972,152.00</u>
Expenditures					
Administrative Service	672,708.00	672,708.00	193,986.74	28.84%	672,708.00
Legal/Other Services	8,528,664.80	8,528,664.80	143,313.18	1.68%	8,528,664.80
Info Technology	668,044.00	668,044.00	181,222.19	27.13%	668,044.00
Purchasing	21,600.00	21,600.00	6,206.46	28.73%	21,600.00
Accounting Services	358,233.00	358,233.00	110,944.43	30.97%	358,233.00
Customer Services	133,648.00	133,648.00	39,639.75	29.66%	133,648.00
Municipal Court	457,933.00	457,933.00	113,130.75	24.70%	457,933.00
Police Department	3,473,495.56	3,473,495.56	1,155,885.70	33.28%	3,473,495.56
Communications	817,362.00	817,362.00	242,021.31	29.61%	817,362.00
Fire Department	1,955,492.00	1,955,492.00	466,370.22	23.85%	1,955,492.00
Public Works	308,891.00	308,891.00	79,951.70	25.88%	308,891.00
Community Development	472,678.00	472,678.00	128,318.47	27.15%	472,678.00
Streets	726,070.00	726,070.00	152,073.23	20.94%	726,070.00
Building Maintenance	367,112.00	367,112.00	56,961.75	15.52%	367,112.00
Solid Waste	466,926.00	466,926.00	105,382.92	22.57%	466,926.00
Fleet Services	554,647.00	554,647.00	172,032.77	31.02%	554,647.00
Parks & Recreation	1,031,933.00	1,031,933.00	308,951.90	29.94%	1,031,933.00
Total Expenditures	<u>21,015,437.36</u>	<u>21,015,437.36</u>	<u>3,656,393.47</u>	<u>17.40%</u>	<u>21,015,437.36</u>

* Part of the fines revenue collections is transfer to Court Security and Technology Fund

Utility Fund
For the period ended January 31, 2020

	Adopted Budget	Current Budget	YTD Actual	% of Actual compared to Budget	Projections
Revenue					
Fees & Charge for Services	4,520,000.00	4,520,000.00	1,416,648.08	31.34%	4,520,000.00
Interest Earned	70,000.00	70,000.00	22,525.36	32.18%	70,000.00
Interfund Activity	-	-	-		-
Miscellaneous Revenue	98,580.00	98,580.00	25,449.97	25.82%	98,580.00
Other Agency Revenue	-	-	-		-
Total Revenue	4,688,580.00	4,688,580.00	1,464,623.41	31.24%	4,688,580.00
Expenditures					
Water & Sewer	4,243,166.00	4,243,166.00	879,992.91	20.74%	4,243,166.00
Utility Capital Projects	1,655,000.00	1,655,000.00	378,097.60	22.85%	1,655,000.00
	-	-	-		-
Total Expenditures	5,898,166.00	5,898,166.00	1,258,090.51	21.33%	5,898,166.00

MONTHLY REPORT – January 2020 Jersey Village Fire Department

EMERGENCY RESPONSES

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Fire/County	8												38
Fire/ETJ	5												5
Fire/JV	44												44
EMS/County	41												41
EMS/ETJ	0												0
EMS/JV	71												71
TOTAL	169												169
Transports	45												45
Aid received	5												5
Aid given	5												5

FIRE INSPECTIONS CONDUCTED

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Inspections	66												66

PUBLIC EDUCATION PROGRAMS CONDUCTED

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Programs	9												9
Audience	126												126

FIRE INVESTIGATIONS CONDUCTED

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

- Citizens Fire Academy began January 9th and will run through April 21st. The class has 9 participants.
- We have had our Ladders, Hose tested per NFPA standards.
- Our command staff for the 2019 year started in January and is as followed:
 - Chief Mark Bitz
 - Asst. Chief Frank Maher
 - Captain Bill Sheppard
 - Captain Nic Arteaga
 - Captain Ron Moore
 - Captain Chris Dedear
 - Captain Rob Missall
 - Captain Trent Herrod
 - Lt. Christopher Conn
 - Lt. Buddy Wimberely
- The Fire Department is preparing for their Annual Banquet at the Hilton Garden Inn on February 22nd at 6 p.m.
- We continue to give Girl Scout and preschool 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**

JANUARY 2020

Communication Division Monthly Report

Date	CFS - PD	CFS - FD	911 Phone	10 Digit	License Plate	Driver's License	Criminal History	TCIC Messages	Day Total
1-Jan	37	6	18	113	23	28	0	9	234
2-Jan	25	1	14	107	17	28	1	0	193
3-Jan	74	6	17	158	57	43	3	11	369
4-Jan	47	5	21	153	38	39	1	0	304
5-Jan	38	7	16	164	33	37	2	0	297
6-Jan	48	9	25	173	40	29	3	2	329
7-Jan	52	3	22	193	44	42	4	3	363
8-Jan	45	3	21	144	42	28	2	1	286
9-Jan	50	4	9	155	39	40	0	1	298
10-Jan	47	2	13	148	33	25	1	4	273
11-Jan	45	1	28	85	35	38	0	0	232
12-Jan	34	6	19	27	26	33	0	0	145
13-Jan	44	4	26	166	33	32	0	4	309
14-Jan	53	4	19	208	46	43	4	5	382
15-Jan	35	1	18	157	30	45	2	5	293
16-Jan	64	1	9	149	55	57	4	9	348
17-Jan	54	5	19	169	43	29	1	2	322
18-Jan	55	2	11	103	53	54	1	3	282
19-Jan	30	4	12	71	30	30	1	1	179
20-Jan	57	4	19	151	46	39	1	6	323
21-Jan	49	4	10	172	36	39	6	10	326
22-Jan	50	6	43	191	44	38	1	1	374
23-Jan	36	11	13	155	30	29	0	7	281
24-Jan	43	3	18	138	37	22	0	0	261
25-Jan	40	4	13	90	33	37	2	1	220
26-Jan	24	1	7	124	20	27	2	0	205
27-Jan	47	5	19	178	45	40	3	5	342
28-Jan	64	8	70	178	59	50	2	0	431
29-Jan	33	5	48	168	34	34	2	3	327
30-Jan	37	2	16	126	34	34	0	8	257
31-Jan	88	4	20	145	84	70	8	4	423
Totals	1445	131	633	4459	1219	1159	57	105	9208

No major incidents to report this month.

JERSEY VILLAGE POLICE DEPARTMENT

Criminal Investigation Division Report for January 2020

Sex Crimes/Child Cases (0): No new sex crime/child cases this month.

Assault Cases (1): 15300 block of Ashburton, Detectives investigated a suicide by firearm. A letter to the family was located and no foul play is suspected. Investigation is pending autopsy and toxicology report.

Property Crimes/Burglaries and Thefts:

Robbery (1): Aggravated Robbery occurred at Dollar General. Thanks to leads from Flock license plate cameras, **Detectives were able to locate the suspect vehicle in less than 24 hours and identify the suspect/driver. Criminal charges are pending.**

Home/Business Burglaries (2): The following burglaries were investigated this past month.

1. A storage unit at Public Storage had forced entry and was investigated by Detectives. **A suspect was apprehended by Detectives in a sting operation clearing multiple Public Storage burglaries.**
2. A second storage unit at Public Storage had forced entry and was investigated by Detectives. **A suspect was by apprehended by Detectives in a sting operation and charges filed for theft. Evidence found cleared multiple Public Storage burglaries over the past months.**

Vehicle Burglaries (2): The following vehicle burglaries were investigated this past month.

1. Vehicle burglary occurred at 12600 Block Steepleway. Victim had two firearms stolen from his truck toolbox. This case is under investigation.
2. At Carol Fox Park, a vehicle was burglarized and the driver's wallet was stolen. Case is currently under investigation.

Criminal Mischief (0): No new criminal mischief investigations this month.

Thefts (15): The following thefts were investigated this past month

1. 8600 Jones, diapers were shoplifted from CVS. The suspect vehicle was not able to be identified by CVS employees.
2. 17300 block US 290, a catalytic convertor was stolen from a commercial van parked in the parking lot. No suspect has been identified.
3. 15700 block Seattle, resident reported that someone stole a watch and ring hidden in a bedroom closet. No forced entry to home. Investigation is ongoing.
4. Joe Myers Toyota reported a missing/stolen truck that was taken in on trade. Both vehicle keys are still in their possession and the vehicle was first noticed missing several weeks ago. Case was closed due to a lack of leads.

5. Sam's Club reported several Roomba vacuum robots and WiFi security camera systems were shoplifted by a male suspect. Suspect vehicle was reported stolen out of Houston.
6. Sam's Club reported the same suspect from prior theft of Roombas and WiFi security systems returned a few days later and stole more of the same items. Sam's Club staff recognized the suspect upon entering the store, but waited to call police until after he left with more stolen items. Suspect was gone upon police arrival and investigation is ongoing.
7. 12600 block of Steepleway a bicycle was stolen from a patio. No suspect identified.
8. 17300 block of US 290 two cases of beer was shoplifted by a suspect at a Shell station.
Suspect was identified and charges are pending. (see below)
9. 8200 Block of Jones, an auto theft was reported. **The reportee was later found to be the suspect from the beer theft at the Shell station, just a few minutes earlier. Auto theft was cleared as unfounded and "to be" charges are pending on the suspect for the theft.**
10. 12100 block West Road, a vehicle was stolen by a suspect when a driver left his vehicle running, unlocked, with keys in it and entered the Shell station. Investigation is ongoing.
11. 12600 block Steepleway, a Toyota Corolla had its wheels and tires stolen during the night. Case is under investigation.
12. 12400 block Castlebridge a Chevrolet Tahoe had its wheels and tires stolen during the night. Case is under investigation.
13. 8600 block of Jones, a Dodge Pickup had its wheels and tires stolen during the night. The case is under investigation.
14. 7400 block of Security Way, 16 truck/tractor batteries were stolen. **Detectives have identified the suspect vehicle and its owner.** Investigation is ongoing.
15. 17300 block of US 290, a truck rental business reported an auto theft by a customer retaining a rented truck past the return date. Business manager was unable to locate the required proof of return/demand letter, sent to the customer, required to file theft charges.

Identity Theft/Fraud (3):

1. Joe Myers Ford parts department was contacted by a suspect who targeted multiple dealerships across the greater Houston/Metro area, ordered auto parts COD, then paid with forged checks. **Detectives conducted a sting operation with Meadows Place PD, arrested the suspect buying the parts from Joe Myers, and filed charges for felony forgery of financial instrument.**
2. Resident had a suspect impersonate them and used a forged driver's license to withdraw money from local bank. Detectives found the suspect vehicle used plates stolen out of state, obtained footage of the suspect and an accomplice, and are continuing to pursue leads.
3. Resident had an ex dating partner use the victim's identifying information to add themselves to multiple credit accounts. Suspect then charged a large amount of items to several of the victim's accounts. Investigation is ongoing.

Hit and Run Crashes (0): No new Hit and Run investigations this month

Miscellaneous:

- **Detectives assisted the Chicago Police Department in an aggravated sexual assault case, by obtaining a DNA buccal swab sample from a local individual.**

- **Forty nine (49) new pieces of property/evidence were processed and submitted to the property room**
- **Eleven (11) items were taken to the lab for processing**
- **One (1) item was returned to owner from property/evidence**
- **Six (6) items were returned from processing at the lab**

Training Report:

Below is a summary of training given to our officers the past month.

<u>Date</u>	<u>Officer</u>	<u>Course</u>	<u>Hours</u>	<u>Notes</u>
1-16-20	D. Limerick	Internet Crimes Against Children	6	Houston CAC
1-16-20	A. Lopez	Internet Crimes Against Children	6	Houston CAC
1-17-20	D. Keele	ALERT Level I Train the Trainer	40	San Marcos
1-31-20	J. Taylor	Crisis Intervention Training	40	Pasadena

JANUARY 2020 (INCODE 9)

Total Records:	213
Total Violators:	125
Total Amount Collected:	\$52,155.20
Payments:	\$38,998.72
Bonds Applies/Forfeitures:	\$2,262.80
Non-Cash:	\$10,893.68

Total Bonds Posted: \$52.90-

TRAFFIC FINES	\$8,711.03	01 10-8001
WARRANT FEE	\$5,744.73	01 10-8001
Indigent Defense Fee	\$200.62	01 0-1213
MUNICIPAL COURT SECURITY	\$300.92	01 10-8005
TFC	\$56.44	01 10-8001
TRUANCY PREVENTION FUND	\$169.18	01 0-1213
Judicial Fee City	\$60.19	01 10-8008
STATE JURY FEE	\$401.22	01 0-1213
COURT TECHNOLOGY FEE	\$405.22	01 10-8004
CONSOLIDATED COURT FEES	\$4,077.00	01 0-1213
Judicial Fee State	\$541.64	01 0-1214
STATE TRAFFIC FEE	\$100.00	01 0-1213
OMNIBASE STATE FEE-DPS	\$2,164.87	01 0-1226
OMNIBASE FEE	\$691.46	01 0-1227
OMNIBASE CITY	\$456.97	01 10-8006
FINE	\$4,218.14	01 10-8001
TIME PAYMENT - LOCAL FEE	\$240.32	01 10-8002
JUDICIAL EFFICIENCY FEE	\$60.70	01 10-8003
SPECIAL EXPENSE FEE	\$4,140.86	01 10-8001
TIME PAYMENT - STATE FEES	\$292.22	01 0-1220
COLLECTION AGENCY FEE	\$7,309.52	01 0-1223
ARREST FEE	\$362.34	01 10-8001
STATE TRAFFIC FEE	\$504.40	01 0-1213
Civil Justice Fee Court	\$0.16	01 10-8001
Civil Justice Fee State	\$1.47	01 0-1213
DSC ADMIN FEE (1)	\$9.90	01 10-8001
FUGITIVE APPREHENSION	\$5.00	01 0-1213
CONSOLIDATED COURT COSTS	\$17.00	01 0-1213
CORRECTIONAL MGMT 09/01/01	\$0.50	01 0-1213
COMP TO VICTIMS OF CRIME FUND	\$15.00	01 0-1213
JUV CRIME & DELINQUENCY 9/1/01	\$0.50	01 0-1213
JUD CT&PERS TRNG FUND 1999	\$2.00	01 0-1213



Warrant Payment Report

CITY OF JERSEY VILLAGE

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Warrant Payment Totals For 01/01/2020 - 01/31/2020

Payment Activity Totals:			
Payments	\$16,400.98	Transaction Total	817
Bonds Applied/Forfeit	\$0.00		
Bonds Posted	\$0.00		
<hr/>			
Total Collected	\$16,400.98		
Pending Bond	\$0.00		
Pending Payments	\$0.00		
<hr/>			
Total Collected	\$16,400.98		
Non-Cash Amt:	\$1,897.35		

Payment Activity Totals By Fees:			
(1)	\$30.00	01-10-8001	3
AR-ARREST FEE	\$5.00		1
AR-ARREST FEE	\$141.61	01-10-8001	28
FEES	\$413.80		16
FEES	\$1,782.42	01-0-1213	37
CJFC-Civil Justice Fee Court	\$0.04		4
CJFC-Civil Justice Fee Court	\$0.13	01-10-8001	9
CJFS-Civil Justice Fee State	\$0.36		4
CJFS-Civil Justice Fee State	\$1.11	01-0-1213	9
FEE	\$289.10		10
FEE	\$3,840.33	01-0-1223	40
(1)	\$9.90	01-10-8001	1
FINE-Fine	\$38.96		2
FINE-Fine	\$1,362.70	01-10-8001	11
IDF-Indigent Defense Fee	\$25.80		14
IDF-Indigent Defense Fee	\$92.45	01-0-1213	34
JFCI-Judicial Fee City	\$7.74		14
JFCI-Judicial Fee City	\$27.73	01-10-8008	34
JFCT2-Judicial Fee State	\$69.68		14
JFCT2-Judicial Fee State	\$249.62	01-0-1214	34
FEE	\$3.00	01-10-8005	1
SE-SPECIAL EXPENSE FEE	\$904.50	01-10-8001	7
SECURITY	\$24.30		12
SECURITY	\$135.63	01-10-8005	38
FEE	\$36.74		11
FEE	\$180.67	01-0-1213	37
FEE	\$120.00	01-0-1213	4
FEE	\$50.00	01-0-1213	1
TECH-COURT TECHNOLOGY FEE	\$35.62		10
TECH-COURT TECHNOLOGY FEE	\$184.91	01-10-8004	38
TFC-TFC	\$15.00	01-10-8001	5
TITLE7-TRAFFIC FINES	\$294.71		5
TITLE7-TRAFFIC FINES	\$4,208.93	01-10-8001	29
DPS	\$60.00		3
DPS	\$1,000.00	01-0-1226	38
FEE	\$18.00		3
FEE	\$296.90	01-0-1227	38
TLFTA3-OMNIBASE CITY	\$12.00		3
TLFTA3-OMNIBASE CITY	\$192.00	01-10-8006	37
FEE	\$35.00		14
FEE	\$77.50	01-10-8003	17
TPF-TRUANCY PREVENTION FUND	\$19.82		11
TPF-TRUANCY PREVENTION FUND	\$73.82	01-0-1213	27
FEE	\$140.00		14
FEE	\$310.00	01-10-8002	17
TPRF-Time Payment Reimbursement Fee	\$15.00	01-10-8002	1
FEES	\$170.68		14
FEES	\$383.18	01-0-1220	17

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020



Warrant Payment Report

CITY OF JERSEY VILLAGE

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Warrant Payment Totals For 01/01/2020 - 01/31/2020

WRNTFE-WARRANT FEE	\$200.00		4
WRNTFE-WARRANT FEE	\$2,609.29	01-10-8001	42
Report Total	\$18,298.33		817
Payment Activity Totals By Transaction Type:			
Non-cash Credit	\$1,897.35	01-0-1213	183
Payment	\$16,400.98	01-0-1213	634
Report Total	\$18,298.33		817

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Jersey Village Police Department

Investigations / Calls-For-Service Report

December, 2020

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	1	0	0	0	0	0	0	0	0	0	0	0	1
AGG. ASSAULT	1	0	0	0	0	0	0	0	0	0	0	0	1
PROPERTY CRIME:													
BURGLARY-RESIDENCE	0	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY-BUSINESS	5	0	0	0	0	0	0	0	0	0	0	0	5
ALL THEFTS:	18	1	0	0	0	0	0	0	0	0	0	0	19
<i>From Vehicles</i>	5	0	0	0	0	0	0	0	0	0	0	0	5
<i>From Coin Machines</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
AUTO THEFTS	4	0	0	0	0	0	0	0	0	0	0	0	4
MAJOR CRIMES:	29	1	0	30									

ARRESTS: (Only Highest Classified Charge Counted Per Arrest)													
MUNICIPAL MISD.(C)	21	1	0	0	0	0	0	0	0	0	0	0	0
MISDEMEANORS (A&B)	10	2	0	0	0	0	0	0	0	0	0	0	12
<i>Misd. Narcotic Arrests</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
ALL FELONIES	6	1	0	0	0	0	0	0	0	0	0	0	7
<i>Fel. Narcotic Arrests</i>	3	0	0	0	0	0	0	0	0	0	0	0	3
ARRESTS NOT BOOKED	40	3	0	0	0	0	0	0	0	0	0	0	43
TOTAL ARRESTS:	77	7	0	84									

Jersey Village Police Department

Investigations / Calls-For-Service Report

December, 2020

OTHER CALLS FOR SERVICE

TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Tots
ACCIDENTS:													
Accident Major	0	0	0	0	0	0	0	0	0	0	0	0	0
Accident Major Auto-Ped	0	0	0	0	0	0	0	0	0	0	0	0	0
Accident Major FSRA	0	0	0	0	0	0	0	0	0	0	0	0	0
Accident Minor	80	13	0	0	0	0	0	0	0	0	0	0	93
Accident Minor FSGI	23	6	0	0	0	0	0	0	0	0	0	0	29
MISDEMEANOR CRIMINAL INVESTIGATIONS													
Assault	0	0	0	0	0	0	0	0	0	0	0	0	0
Criminal Mischief	7	0	0	0	0	0	0	0	0	0	0	0	7
Disturbance	50	0	0	0	0	0	0	0	0	0	0	0	50
Terroristic Threat	1	0	0	0	0	0	0	0	0	0	0	0	1
Trespass	0	0	0	0	0	0	0	0	0	0	0	0	0
Harassment	1	0	0	0	0	0	0	0	0	0	0	0	1
Solicitor	11	0	0	0	0	0	0	0	0	0	0	0	11
City Ordinance Violation.	0	0	0	0	0	0	0	0	0	0	0	0	0
Warrant Service	17	0	0	0	0	0	0	0	0	0	0	0	17
POLICE ASSISTANCE													
911 Hang Up	0	0	0	0	0	0	0	0	0	0	0	0	0
Alarms	0	0	0	0	0	0	0	0	0	0	0	0	0
Welfare Check	25	7	0	0	0	0	0	0	0	0	0	0	32
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	5	2	0	0	0	0	0	0	0	0	0	0	7
Crime Prevention	12	4	0	0	0	0	0	0	0	0	0	0	16
Multiple Unit Response	0	0	0	0	0	0	0	0	0	0	0	0	0
MISCELLANEOUS POLICE INVESTIGATIONS													
Abandoned Vehicle	5	0	0	0	0	0	0	0	0	0	0	0	5
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	29	9	0	0	0	0	0	0	0	0	0	0	38
Information	0	0	0	0	0	0	0	0	0	0	0	0	0
Investigation	1	0	0	0	0	0	0	0	0	0	0	0	1

Jersey Village Police Department Investigations / Calls-For-Service Report

December, 2020

Open Door/Window	5	2	0	0	0	0	0	0	0	0	0	0	0	7
Recovery - Vehicle	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Suspicious Person/Vehicle	245	36	0	0	0	0	0	0	0	0	0	0	0	281
Traffic Hazard	37	1	0	0	0	0	0	0	0	0	0	0	0	38
Other Misc. Calls-For-Service	842	121	0	0	0	0	0	0	0	0	0	0	0	963
Other CFS Totals:	1396	201	0	1597										
Maj.Crime & CFS Tots:	1425	202	0	1627										

Police Department Open Positions/Recruitment

January 2020

As of January 31, 2020 the Jersey Village Police Department is accepting applications for the following positions:

- Patrol Officer (3 open positions)

The Police Department is currently interviewing qualified candidates.

No	Last Name	First Name	Req Date	Description of Info Requested	Date Requestor Contacted	Amt	Date of Pick-up or Mailing	Open	Completed	AG Opinion	PROCESS TIME
1	WHITE	KALEN	10/1/2019	COPY OF PAPER REPORT 19-17723	10/7 SENT TO AG OFFICE 11/21 called AG they are still working on it 11/27 RECEIVED AG RULING TO WITHHOLD REPORT.			YES	NO	YES	2 HRS 00 MIN ACCUM 2 HRS 00 MIN
2	MANOR	JV	10/1/2019	COPY OF CFS FOR 12400 APT 176 FOR THE LAST 3 MONTHS			10/7/19 VIA EMAIL	YES	NO	YES	00 HRS 10 MIN ACCUM 00 HRS 10 MIN
3	LEXUS	NEXUS	10/1/19	LAST MONTH OF CITATION ISSUED			10/7/19 VIA EMAIL	YES	NO	NO	00 HRS 30 MIN ACCUM 00 HRS 30 MIN
4	NAMBO	MICHELLE	10/2/2019	COPY OF COBAN VIDEO FROM ACCIDENT OCCURRED ON 9/8/19 CASE # 19-16795	CRRR7017 1000 00010008 5460		10/7/19 VIA MAIL	NO	YES	NO	2 HRS 00 MIN ACCUM 2 HRS 00 MIN
5	LIBERTY	MUTUAL INS.	10/3/2019	COPY OF ALARM PERMITS FOR 16884 NW FREEWAY			10/3/19 VIA EMAIL TO LORRI	NO	YES	NO	00 HRS 10 MIN ACCUM 00 HRS 10 MIN
6	ORNELAS	CRESCENXCIANO	10/4/2019	ARREST REPORT FROM 1986-1987 B TO H		\$53.48	10/10/19 VIA PU	NO	YES	NO	2 HRS 00 MIN ACCUM 2 HRS 00 MIN
7	BASSETT	FIRM	10/8/2019	ANY AND ALL INFORMTION OR RECORDS RELATED TO ROBERT P. RUCOBA.	PER LT. DOOLEY NOT ACTIVE CASE		10/10/19 VIA EMAIL	YES	YES	NO	2 HRS 00 MIN ACCUM 2 HRS 00 MIN
8	BASSETT	FIRM	10/8/2019	CFS & INCIDENT REPORTS & CRIMINAL ACTIVITY FOR 12500 CASTLEBRIDGE & 8605 RED PHEASANT CT.	10/9 SENT EMAIL REQUESTING CLARIFICATION ON DATES TO SEARCH PD CHECK# 21627	\$70.80	10/28/19 VIA EMAIL	NO	YES	NO	3 HRS 40 MIN ACCUM 5 HRS 40 MIN
9	SULLO	SULLO	10/9/2019	LAST 2 WEEKS OF CITATIONS ISSUED			10/11/19 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCUM 00 HRS 30 MIN
10	PRIETO, LUCIE	BACKGROUND RESEARCH	10/9/2019	COPY OF 14-5020 OFFENSE REPORT W/MCCLURE, RODJNI LISTED IN REPORT			10/10/19 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCUM 2 HRS 00 MIN
11	ZAMORA	LESLIE	10/9/2019	COPY OF ALL REPORTS FOR 16325 JERSEY HOLLOW FROM 1/1/2017- PRESENT DATE			10/11/19 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCUM 2 HRS 00 MIN
12	MANOR	JV	10/11/2019	DETAILED COPY OF REPORT OR CFS FOR 12400 CASTLEGATE ON 10/8/19			10/11/19 VIA EMAIL	NO	YES	NO	00 HRS 10 MIN ACCUM 00 HRS 20 MIN
13	SULLO	SULLO	10/16/2019	LAST 2 WEEKS OF CITATIONS ISSUED			10/23/19 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCUM 1 HRS 00 MIN
14	CARLSON	LAW FIRM	10/18./19	19-18939 COPY OF 911 & ACCIDENT REPORT			10/28/19 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCUM 2 HRS 00 MIN

15	BEVERLY	BRITTANY	10/18/2019	COPY OF OFFENSE REPORT THAT OCCURRED ON 9/23/19 W/ALEXANDER, JOHN WILLIAM DOB 8/13/68 "HARRASSMENT" OR ANY OTHER DOCUMENTATION YOU HAVE WITH THIS MALE LISTED. 19-17861	10/23 SENT CLARIFICATION EMAIL TO REQUESTOR 10/24 REQUESTOR WITHDREW REQUEST		*****	*****	*****	*****	*****
16	BALL	BRANDON	10/18/19	COPY OF JV 'INVENTORY SEARCH POLICY' & COPY OF POLICY THAT DISCUSSES WHEN A JV OFFICER HAS TO ARREST SOMEONE WHO HAS A WARRANT FROM A DIFFERENT AGENCY			10/23/19 VIA EMAIL	NO	YES	NO	2 HRS 30 MIN ACCUM 2 HRS 30 MIN
17	FALKE	CATHLEEN	10/22/2019	19-18895 COPY OF OFFENSE REPORT	10/23/19 SENT TO AG FOR OPINION 11/21/19 AG RULED TO WITHHOLD INFO		11/21/19 SENT COPY OF AG LETTER TO REQUESTOR	YES	NO	YES	2 HRS 30 MIN ACCUM 2 HRS 30 MIN
18	SULLO	SULLO	10/31/2019	LAST 2 WEEKS OF CITATIONS ISSUED			11/6/19 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCUM 1 HRS 30 MIN
19	LEXUS	NEXUS	11/1/2019	LAST MONTH OF CITATION ISSUED			11/6/19 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCUM 1 HRS 00 MIN
20	SHANNON	LANG	11/4/2019	COPY OF 19-19777 FRAUD REPORT	11/18 SENT TO AG FOR OPINION						2 HRS 00 MIN ACCUM 2 HRS 00 MIN
21	NASH	JUSTIN	11/6/2019	COPY OF C0056116 TRAFFIC STOP VIDEO	11/18 SENT TO AG FOR OPINION						2 HRS 00 MIN ACCUM 2 HRS 00 MIN
22	SULLO	SULLO	11/13/2019	LAST 2 WEEKS OF CITATIONS ISSUED			11/21/19 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCUM 2 HRS 00 MIN
23	JACKSON	LIZABETH KATILY	11/13/2019	COPY OF 17-18772			11/19/19 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCUM 2 HRS 00 MIN
24	TAYLOR	KARA	11/19/2019	COPY OF COPLETE REPORT INCLUDING WTNESS STATEMENTS FROM 19-18839	11/26 SENT TO AG FOR OPINION						2 HRS 00 MIN ACCUM 2 HRS 00 MIN
25	DISCOVERY	RESOURCES	11/21/2019	COPY OF REPORT 18-16079	11/26 SENT TO AG FOR OPINION 12/26 PER AG WITHHOLD DOCUMENTS		12/26/19 SENT BY EMAIL COPY OF AG RULING & REDACTED CRIS REPORT	YES	YES	YES	4 HRS 00 MIN ACCUM 4 HRS 00 MIN
26	GALICIA	JESUS	11/21/19	COPY OF MY ARREST (TRAFFIC ARREST) FROM 2009-2012			11/26/19 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCUM 00 HRS 30 MIN
27	SULLO	SULLO	11/27/2019	LAST 2 WEEKS OF CITATIONS ISSUED			12/4/19 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCUM 2 HRS 30 MIN
28	BERNARD	JULIA	12/2/2019	19-21532 COPY OF CFS @ STATION ON 11/28/19 @ 1300			12/10/19 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCUM 00 HRS 30 MIN

29	LEXUS	NEXUS	12/3/2019	LAST MONTH OF CITATION ISSUED			12/4/19 VIA EAMIL	NO	YES	NO	00 HRS 30 MIN ACCUM 1 HRS 30 MIN
30	BEAZLEY	MARY	12/9/2019	THEFT FROM CITY EMPLOYEE MS. PARKER @ THE GOLF COURSE 15-16734	12/17 COST ESTIMATION EMAILED TO REQUESTOR 12/18 GO WITH REQUEST PD ON 12/23/19		1/7/2020 VIA EMAIL	NO	YES	NO	4 HRS 00 MIN ACCUM 4 HRS 00 MIN
31	KUJAWA	CHRISTINE	12/10/2019	CFS FOR 65 CHERRY HILLS FROM 1/1/2012 TO PRESENT DATE			12/17/19 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCUM 2 HRS 00 MIN
32	SULLO	SULLO	12/11/2019	LAST 2 WEEKS OF CITATIONS ISSUED			12/17/19 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCUM 3 HRS 00 MIN
33	SULLO	SULLO	12/18/2019	LAST 2 WEEKS OF CITATIONS ISSUED			12/27/19 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCUM 3 HRS 30 MIN
34	GARCIA	LORENA	12/30/2019	COPY OF FULL REPORT 19-18811 INCLUDING PICTURES & OTHER EVIDENCE	1/7/2020 SENT TO AG OFFICE, M EMAILED COPY OF AG LETTER TO REQUESTOR			YES	NO	YES	2 HRS 00 MIN ACCUM 2 HRS 00 MIN
35	SULLO	SULLO	12/31/2019	LAST 2 WEEKS OF CITATIONS ISSUED			1/8/2020 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCUM 4 HRS 00 MIN
36	HACKETT	COREY	12/30/2019	COPY OF ARREST REPORT FROM 2/27/2016 ARREST FOR FAIL TO ID FUGITIVE, OR GIVING FALS INFO			1/8/2020 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCUM 2 HRS 00 MIN
37	HOLT	BROOKE	1/7/2020	CRIME STATS FOR APT. COMPLEX IN THE CITY LIMITS FOR THE LAST 2 YEARS			1/72020 VIA PU	NO	YES	NO	00 HRS 30 MIN ACCUM 00 HRS 30 MIN
38	LEXUS	NEXUS	1/4/2020	LAST MONTH OF CITATION ISSUED			1/8/2020 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCUM 2 HRS 00 MIN
39	BOONE	LARA	1/14/2020	CRIMES STATISTIC FROM 2019	NOT IN OUR JURISDICTIONAL AREA		1/15/2020 VIA EMAIL	XX	XX	XX	XX
40	LATISHA	MORGAN	1/15/2020	ARREST ON 1.20.2019 18-1042 COPY OF COBAN, AUDIO AND OFFENSE REPORT	1/16/2020 SENT COST ESTIMATOR TO REQUESTOR 1/20/2020 REQUEST GAVE GO AHEAD AND PULL BOX		1/22/20220	NO	YES	NO	2 HRS 00 MIN ACCUM 2 HRS 00 MIN
41	SULLO	SULLO	1/15/2020	LAST 2 WEEKS OF CITATIONS ISSUED			1/22/2020	NO	YES	NO	00 HRS 30 MIN ACCUM 4 HRS 30 MIN
42	TYLER	URVEZANT	1/15/2020	COPY OF ARREST REPORTS FOR DOB 11/191992 TX DL 33982491			1/15/2020 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCUM 2 HRS 00 MIN
43	GRAY	LINDA	1/24/2020	CFS 19-23141			1/24/2020 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCUM 00 HRS 30 MIN
44	BEAZLEY	MARY	1/29/2020	ANY REPORT WITH CURT BEASLEY							

45	SULLO	SULLO	1/29/2020	LAST 2 WEEKS OF CITATIONS ISSUED			2/3/2020 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCUM 5 HRS 00 MIM
46	MARTINEZ	JUDITH M	1/31/2020	COPY OF OR 19-22925 THEFT OF TRAILER & LIST OF ALL THEFTS OF TRAILERS FROM PUBLIC STORAGE IN THE LAST YEAR							

**CITY OF JERSEY VILLAGE
MUNICIPAL COURT
COLLECTIONS 2020**

MONTH	CITY PORTION			RESTRICTED FUND				STATE & OMNI & COLLECTIONS	TOTAL COLLECTION
	CITY FINES	WARRANT COLLECTION	CITY PORTION OMNI FEES	COURT SEC. FUND	COURT TECH. FEE	JUDICIAL EFF. FEE	CHILD SAFETY	PORTION FEES	
Jan	\$58,837.58	\$9,473.94	\$660.97	\$1,186.12	\$1,539.29	\$217.46	\$0.00	\$42,492.50	\$114,407.86
Feb									
Mar									
Apr									
May									
June									
July									
Aug									
Sept									
Oct									
Nov									
Dec									
Totals	\$58,837.58	\$9,473.94	\$660.97	\$1,186.12	\$1,539.29	\$217.46	\$0.00	\$42,492.50	\$114,407.86

Municipal Courts
Activity Detail
December 1, 2019 to December 31, 2019

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 12/1/2019:							
<i>Active Cases</i>	9,491	63	0	91	758	117	10,520
<i>Inactive Cases</i>	19,418	41	0	166	6,428	52	26,105
Docket Adjustments	0	0	0	0	0	0	0
Cases Added:							
New Cases Filed	836	0	0	2	98	1	937
Cases Reactivated	207	1	0	0	80	0	288
All Other Cases Added	0	0	0	0	0	0	0
Total Cases on Docket	10,534	64	0	93	936	118	11,745
Dispositions:							
Dispositions Prior to Court Appearance or Trial:							
Uncontested Dispositions	201	2	0	1	40	0	244
Dismissed by Prosecution	112	0	0	0	17	3	132
Total Dispositions Prior to Court Appearance or Trial	313	2	0	1	57	3	376
Dispositions at Court Appearance or Trial:							
Convictions:							
<i>Guilty Plea or Nolo Contendere</i>	0	0	0	0	0	0	0
<i>By the Court</i>	6	0	0	0	3	0	9
<i>By the Jury</i>	2	0	0	0	0	0	2
Acquittals:							
<i>By the Court</i>	0	0	0	0	0	0	0
<i>By the Jury</i>	0	0	0	0	0	0	0
Dismissed by Prosecution	20	1	0	0	6	0	27
Total Dispositions at Court Appearance or Trial	28	1	0	0	9	0	38
Compliance Dismissals:							
After Driver Safety Course	39	---	---	---	---	---	39
After Deferred Disposition	68	0	0	1	1	0	70
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	13	---	---	---	---	---	13
All Other Transportation Code Dismissals	125	0	0	1	0	0	126
Total Compliance Dismissals	245	0	0	2	1	0	248
All Other Dispositions	0	0	0	0	0	0	0
Total Cases Disposed	586	3	0	3	67	3	662
Cases Placed on Inactive Status	426	0	0	3	122	1	552
Cases Pending 12/31/2019:							
<i>Active Cases</i>	9,522	61	0	87	747	114	10,531
<i>Inactive Cases</i>	19,637	40	0	169	6,470	53	26,369
Show Cause and Other Required Hearings Held	71	0	0	1	17	0	89
Cases Appealed:							
After Trial	0	0	0	0	0	0	0
Without Trial	0	0	0	0	0	0	0

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

**Municipal Courts
Activity Detail
December 1, 2019 to December 31, 2019**

**100.0 Percent Reporting Rate
1 Reports Received Out of a Possible 1**

Court: Jersey Village

CIVIL/ADMINISTRATIVE CASES	
	Total
Cases Pending 12/1/2019:	
<i>Active Cases</i>	0
<i>Inactive Cases</i>	0
Docket Adjustments	0
Cases Added:	
New Cases Filed	0
Cases Reactivated	0
All Other Cases Added	0
Total Cases on Docket	0
Dispositions:	
Uncontested Civil Fines or Penalties	0
Default Judgments	0
Agreed Judgments	0
Trial/Hearing by Judge/Hearing Officer	0
Trial by Jury	0
Dismissed for Want of Prosecution	0
All Other Dispositions	0
Total Cases Disposed	0
Cases Placed on Inactive Status	0
Cases Pending 12/31/2019:	
<i>Active Cases</i>	0
<i>Inactive Cases</i>	0
Cases Appealed:	
After Trial	0
Without Trial	0
JUVENILE/MINOR ACTIVITY	
	Total
Transportation Code Cases Filed.....	0
Non-Driving Alcoholic Beverage Code Cases Filed.....	0
Driving Under the Influence of Alcohol Cases Filed.....	0
Drug Paraphernalia Cases Filed.....	0
Tobacco Cases Filed.....	0
Truant Conduct Cases Filed.....	0
Education Code (Except Failure to Attend) Cases Filed.....	0
Violation of Local Daytime Curfew Ordinance Cases Filed.....	0
All Other Non-Traffic Fine-Only Cases Filed.....	0
Transfer to Juvenile Court:	
<i>Mandatory Transfer</i>	0
<i>Discretionary Transfer</i>	0
Accused of Contempt and Referred to Juvenile Court (Delinquent Conduct).....	0
Held in Contempt by Criminal Court (Fined or Denied Driving Privileges).....	0
Juvenile Statement Magistrate Warning:	
<i>Warnings Administered</i>	0
<i>Statements Certified</i>	0
Detention Hearings Held.....	0
Orders for Non-Secure Custody Issued.....	0
Parent Contributing to Nonattendance Cases Filed.....	0

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

**Municipal Courts
Activity Detail
December 1, 2019 to December 31, 2019**

**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:		
<i>Class C Misdemeanors</i>	0	--
<i>Class A and B Misdemeanors</i>	0	0
<i>Felonies</i>	0	0
		Total
Arrest Warrants Issued:		
<i>Class C Misdemeanors</i>		531
<i>Class A and B Misdemeanors</i>		0
<i>Felonies</i>		0
Capiases Pro Fine Issued		0
Search Warrants Issued		0
Warrants for Fire, Health and Code Inspections Filed		0
Examining Trials Conducted		0
Emergency Mental Health Hearings Held		0
Magistrate's Orders for Emergency Protection Issued		0
Magistrate's Orders for Ignition Interlock Device Issued		0
All Other Magistrate's Orders Issued Requiring Conditions for Release on Bond		0
Driver's License Denial, Revocation or Suspension Hearings Held		0
Disposition of Stolen Property Hearings Held		0
Peace Bond Hearings Held		0
Cases in Which Fine and Court Costs Satisfied by Community Service:		
<i>Partial Satisfaction</i>		4
<i>Full Satisfaction</i>		11
Cases in Which Fine and Court Costs Satisfied by Jail Credit		7
Cases in Which Fine and Court Costs Waived for Indigency		2
Amount of Fines and Court Costs Waived for Indigency		\$ 928
Fines, Court Costs and Other Amounts Collected:		
<i>Kept by City</i>		\$ 69,079
<i>Remitted to State</i>		\$ 27,216
<i>Total</i>		\$ 96,295

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

CITY OF JERSEY VILLAGE
MUNICIPAL COURT
COURT ROOM ACTIVITIES

<u>DATE</u>	<u>JUDGE/ PROSECUTOR</u>	<u>TOTAL CASES</u>	<u>NO</u>	<u>% TO</u>	<u>SHOWED</u>	<u>% TO</u>	<u>PAYMENT</u>	<u>% TO</u>	<u>DOCKET</u>	<u>% TO</u>
			<u>SHOWED</u>	<u>TOTAL</u>	<u>TOTAL</u>	<u>TOTAL</u>	<u>PLAN</u>	<u>TOTAL</u>	<u>CLOSED</u>	<u>TOTAL</u>
<u>December 11, 2019</u> <u>AM/PM Docket</u>	JUDGE HALICK	553	319	58%	234	42%	35	15%	85	36%
	BRET KISLUK									
<u>December 18, 2019</u> <u>AM/PM Docket</u>	JUDGE CHANCIA	214	27	13%	187	87%	18	10%	108	58%
	LANCE LONG									
<u>December 25, 2019</u> <u>AM/PM Docket</u> <u>no dockets</u> <u>scheduled for the 25th</u>	JUDGE BRASHEAR									
	Lance Long									
<u>TOTAL</u>		767	346	45%	421	55%	53	13%	193	46%

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

RIO GRANDE DR -N C0058336-1	01/08/2020	SPEEDING
RUFFIAN DR -N C0058339-1	01/08/2020	RAN STOP SIGN - INTERSECTION
SEATTLE SLEW DR -N C0058468-1	01/19/2020	RAN STOP SIGN
SENATE AVE -N C0058414-1	01/16/2020	RAN STOP SIGN
Steeple Way Blvd -N C0058585-1	01/29/2020	RAN STOP SIGN
Village Dr -N C0058555-1	01/28/2020	RAN STOP SIGN - INTERSECTION
WYNDHAM LAKE BLVD -N C0058243-1	12/31/2019	RAN STOP SIGN - INTERSECTION
The 11501 block of WEST ROAD -N C0058288-1	01/04/2020	SPEEDING
C0058290-1	01/04/2020	SPEEDING
C0058405-1	01/14/2020	SPEEDING
C0058406-1	01/14/2020	SPEEDING
C0058446-1	01/17/2020	SPEEDING
The 12400 block of CASTLEBRIDGE LN -N C0058349-1	01/09/2020	SPEEDING
The 12500 block of CASTLEBRIDGE DR -N C0058490-1	01/21/2020	SPEEDING
The 12500 block of STEEPLEPARK DR -N C0058370-3	01/11/2020	SPEEDING
The 15300 block of Jersey Dr -N C0058590-1	01/30/2020	SPEEDING IN SCHOOL ZONE
The 16300 block of DILLARD DR -N C0058320-1	01/07/2020	RAN STOP SIGN - INTERSECTION
The 16600 block of RIO GRANDE DR -N C0058357-1	01/09/2020	RAN STOP SIGN - INTERSECTION
The 7400 block of Security Way -N C0058498-1	01/22/2020	RAN STOP SIGN - INTERSECTION
C0058312-1	01/07/2020	SPEEDING

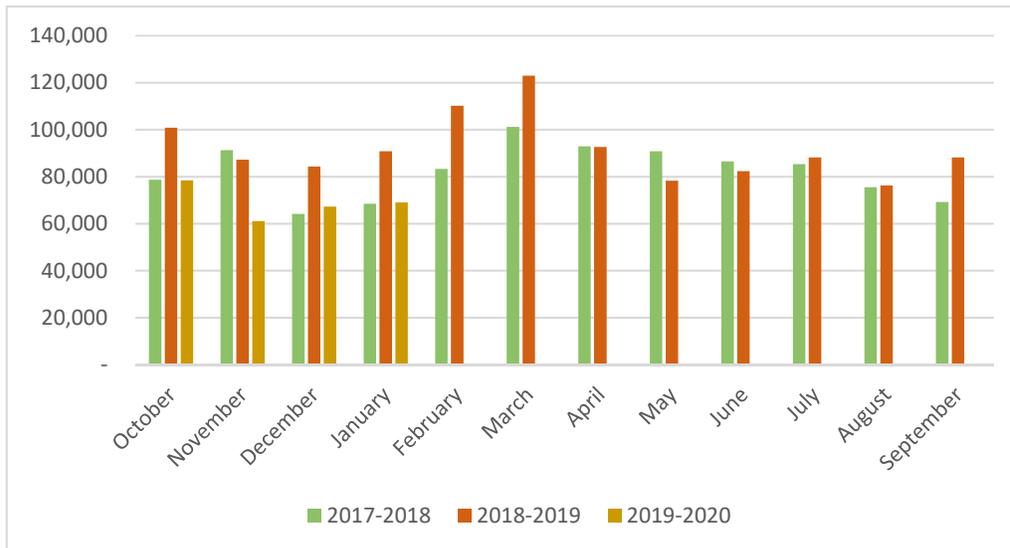
JERSEY VILLAGE MUNICIPAL COURT ACTIVITY REPORT

GENERAL PROCEEDS

FY 2017, 2018, 2019

	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
October	78,666	100,832	78,416
November	91,263	87,251	61,065
December	64,109	84,302	67,241
January	68,431	90,781	68,972
February	83,276	110,193	
March	101,163	122,971	
April	92,902	92,606	
May	90,836	78,291	
June	86,467	82,371	
July	85,337	88,193	
August	75,503	76,274	
September	69,179	88,185	
FY Total	\$ 987,132	\$ 1,102,249	\$ 275,695

Average Per Month \$ 82,261 \$ 91,854 \$ 68,924



**CITY OF JERSEY VILLAGE PUBLIC WORKS DEPARTMENT
2020 YEARLY REPORT**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
WATER												
WATER PLANT #1 SEATTLE	0											
WATER PLANT #2 VILLAGE	0											
WATER PLANT #3 WEST	12.792											
CITY OF HOUSTON (SEATTLE)	16.478											
INTERCONNECT(529)	0.29											
TOTAL(Million Gallons)	29.299											
MAX DAILY FLOW	0.737											
METER READS	3293											
WATER OFF/ON	16											
METER ACCURACY TESTS	0											
MAIN BREAKS REPAIRED	1											
WATER LEAKS REPAIRED	12											
FIRE HYDRANTS SERVICED	2											
METER INSTALLATIONS	1											
SERVICE INSPECTIONS	0											
QUALITY												
QUALITY	0											
PRESSURE	1											
SEWER COMPLAINTS	2											
WHITE OAK BAYOU												
AVG. DAILY FLOW (EFFLUENT)	*											
JV PORTION	*											
% OF PLANT	*											
GARBAGE												
Residential Customers	2194											
Complaints	3											
COMMUNITY DEVELOPMENT												
Plans Checked	27											
Sign Plan Reviews	1											
Permits Issued	127											
Inspections (Permit)	128											
Insp (Site)	102											
Conferences	10											
Certificate of Occupancy (Residential)	1											
Certificate of Occupancy (Commercial)	0											
STREET/SIDEWALK REPAIRS												
Street/Sidewalk Repairs (in yards)	42											
Sign repairs	3											
CODE ENFORCEMENT												
Violation Letters	21											
Red tags for ordinance violations	42											

Conferences	*											
Signs picked up-bandit and ROW signs	53											
Animals picked up	3											
Animals taken to HC	0											
Traps Issued	0											
FLEET												
Work Orders	50											
Preventative Maintenance	10											
Unscheduled Repairs	20											
New Vehicle Set ups	8											

* - unavailable at this time



CITY OF JERSEY VILLAGE, TEXAS

16327 Lakeview Drive, Jersey Village, TX 77040

713-466-2100 (office) 713-466-2140 (fax)

Status Report for week of 12/30/2019

- Senate Sidewalk repair – demo for \$6K, we will build it. We will check it up to Acapulco and double check both sides of Senate for issues.
- Brandon – He handles most of the AMR billing, He also handles work orders allowing Barry to sweep. He also is well skilled at concrete and rebar work (Panel and sidewalk repairs). He can install and repair leaks related to water meters. We want to still hold him to getting a “D” license but we are considering limiting it to Collection and Distribution, rather than plants. Derrick, Brandon and I will discuss further w/ Trelena and Austin.
- New trucks being delivered.
- Street panels, 3rd panel identified for repair after Rio Grande (right side)
- I talked to Bob on the need for a battery for the AMR laptop.
- Striping for streets, we have our pricing (in L.F.) Expect to commence after the New Year, when the schedule is approved.
- Valve inventory (50% done). Identified a plumber who will be on-call if a break occurs during valve exercising.
- Submitting as-builts to TCEQ review.
- Submitted TCEQ violation response prior to deadline of 12/26.
- Valves are being installed into WWTP.
- Reviewing permit submissions for Kia, Level 3, post elementary, city hall. On Kia, I am questioning the detention ponds since there is no outflow from the pond. Engineer said “good question”...
- Dogcatcher issue – who do you want to be responsible for dogs, PW? I spoke to Rayne and she offered officers to assist w/ feeding, water, etc. The small pitbull rec’d care from a puppy organization who treated him for a skin issue. This was due to Barry and his wife’s assistance in finding them. With Danielle’s help they raised \$600 to help him.
- In speaking w/ Jason we are going to walk the 5K run route to ensure safety for running and help identify alternatives to parking in front of people’s houses, perhaps in the way of “overflow” parking.
- Plants/Utilities are moving ahead as planned. We are looking at the year 2020 to stabilize our plants. Also looking to commence the Gray Water project since plans should be out of TCEQ review soon.
- Jose is on vacation. David had a death in the family. Alberto’s PIP date is approaching.
- “I also requested the complaint letters along with Christian Sommers personnel file. I requested the same with Gordon Gibson. Apparently no one has sent in a complaint letter, which I find very hard to believe. Christian and Gordon had amazing annual reviews.” M. Beazley
- AED’s - Jones Carter (New Year rates) - Water Rates and Impact Fees

Public Works Status Report for Week of January 6, 2020

Water issues at David Weekley Homes are building. One complaint came in a month or so ago and we investigated and flushed. More reports are now coming in and they are likely related to the addition of groundwater to the mixture we are sending through the City. Our inspections including this area are fine for safety purposes. Reports are now coming in from the HOA President and some neighbors that there is an odor and some discoloration of the water lately. The issue we see is that this water line is literally the end of the line, it dead ends. If the water isn't used it becomes stagnant in the pipes. One of the differences that the residents may be noticing is that water in this area used to be poorly chlorinated where now it is chlorinated. This can cause some minor reactions when it encounters rubber/plastic piping materials, perhaps enough to cause the homeowner to notice that something changed and they can smell the difference.

So we have several solutions to consider.

- 1) Manually flush the water system to ensure fresh and not stagnant water. This takes hours and would need to be done daily. (No cost, just time/labor)
- 2) Install 2 automatic flushers at the beginning and end of the water line serving the area. (\$12K)
- 3) Engineer a better solution because this system appears to be poorly designed, hence the complaints. (Cost TBD)

We have already taken steps based on the TCEQ violations we received in September, 2019. These steps commenced in the November-December timeframe.

- 1) We have increased the sampling for testing from 3 locations throughout the City to 5 locations.
- 2) We have changed the 5 locations from fixed locations to roving locations so we can get results from more locations.
- 3) We have increased our testing from quarterly to monthly.

Fleet

- We receive 6 pickup trucks, Fleet will be working on putting this vehicles in service as soon as possible.
- We have been buying the lights and equipment for the new vehicles, we will continue to do so.
- We have been talking with Siddons Martin, to ensure the vehicles for PD get built right and on time.
- The contractor have been making some progress on the new Public Works Building in Taylor Rd.
- Also we found another water leak at the IT room, issue was reported to Facility Maintenance.

Streets/Bridges/Drainage/Collection/Distribution

- Service orders- Leaks, meter installs, cut ons. Cut offs
- Senate Ave. sidewalk demolition phase 1, Street panel Demolition phase 2 Rio Grande/ Koester
- Meter install - 6" meter JV HIGH SCHOOL & POST ELEMENTARY. Set them up with instructions on the procedures and process needed to make the swap
- Walk guys thru email and IT Security training, Get set up with SID# to start NIMS training
- Mark waterlines for contractors CENTERPOINT & COMCAST

Plants/Utilities

- Replace corroded exhaust fan from the C12 room located @ the WWTP. (TCEQ Requirement)
- Working with R&B construction for clarifier #2 brush installations (manipulating inflow)
- Working with NTS and Samsara with Tahoe, Rio Grande SCADA installations. (others to follow)
- Coordinating directional flushing in preparation for quarterly samples
- Replacing compressor located at Philippines Lift station
- Finish monthly reports, and will submit to Envirodyne and AECOM (EPA Requirements)
- Daily operations
- Wiring at Philippines is so fragile that electrician contractor got shocked accidentally yesterday.

Mathew Corrigan passed his C Wastewater, so he now possesses a C Water and a C Wastewater. We will submit another incentive raise for him.

Public Works Status Report for Week of January 13, 2020

New, Long-Term Initiative – Ward is finding that the city has very little information available in the way of **engineering specifications**. We will begin modifying and adopting Harris County’s engineering specifications to help guide us as we move more aggressively into construction activities for repair and maintenance. The first specification was introduced to the Streets staff on Friday, 1/10.

Ward has completed NIMS 100, 200, 700, 800 and is now signed up for NIMS 300 and 3 days of training on 2/11-2/13 and NIMS 400 on 4/14-4/15. Jesus, Mathew are scheduled for upcoming exams, Derrick and Brandon are scheduled for upcoming exams.

Staff movement, as of 1/15/20.

Fleet

- Jose is working with Urban Construction on the placement of the electrical outlets for the shop area on the new building, apparently the specs and electrical requirements I have sent the architects when we first designed the building never made it to the contractor.
- The new trucks we received have been added to our insurance. Will continue to work on getting the new vehicles in service as soon as possible.
- We have been working on installing the emergency lights and up-fitter switches on the new vehicles. The switches takes some time to install but will help with the resale value of the truck. (See Pictures) We have installed the switches in 3 trucks already.
- The new golf course truck will be going in service today (see Pictures)

Streets/Bridges/Drainage/Collection/Distribution

- Derrick informed me that the neighboring business across from the new PW bldg. was broken recently. They crashed thru the fence, stole some trucks, went down the street a couple doors, broke into another business and stole some trailers. I informed Bob Blevins and JV police, Offr. Aguirre and although this is not JV jurisdiction, Aguirre said they would contact Harris Cty to inform them.
- Service orders, meter install, cut offs, cut on/off
- Meeting with striping company A1 Striping, New meter install, Develop Street Sweeping schedule
- Moving old equipment for auction/ Fleet
- Working on Senate sidewalk activities as weather permits.
- Will also include 16110 Capri, Ms. Hughes, on the schedule as we do Senate.

Plants/Utilities

- Working with R&B Contractors with the installation of the brushes for clarifier #1
- Coordinating the SCADA installation for Rio Grande Lift station
- Initiating electrical logistics with Weisinger for water plant #2 start up
- Re- introducing Bird Nest, data collection software, to the Operations Team for wastewater
- Gathering SDS forms for the facilities (Haz-Com), Reevaluate my wastewater operation process scheme
- Daily operations
- West Rd. Plant is undergoing a gen-set full load scenarios in the event of a catastrophic event, (NTS). Only licensed electricians can do this.

Code Enforcement/Permitting

- Preparing for Council consent agenda
- Routine (and troublesome) code enforcement, Super 7, etc.
- Permitting

Public Works Status Report for Week of January 20, 2020

New, Short-Term Initiative – An area at the golf course has been used for dumping and has become a priority due to unsafe fire hazard conditions. This will cost up to \$20K and will be split by Parks and PW.

We will be posting 2 vacant positions and will provide HR with a draft of job descriptions.

The 290 lift station went down yesterday. A breaker failed and it is under repair.

The road to the lift station is in serious disrepair. It is estimated at about 250 yards long and needs to be stabilized soon or we will have issues accessing the station. Considering a gravel base to be added as a surface course.



Fleet

- We have been working on outfitting the new vehicles. 2 vehicles were put in service last week, and 3 are waiting on toolboxes and a utility camper shell.
- Fleet has been working with the FD to get their truck built. I will have 2 graphics companies schedule to stop by this week to give us a quote on the new truck graphics.
- This year the process of outfitting the vehicles is going better than anticipated. We should be done with the vehicles we have received by the end of next week.
- We are still waiting on 2 more pickups and 2 Malibu.
- Fleet has also been doing business as usual, and we have been handling the work orders as they come in.
- The new building is very close from being completed. (see Pictures below)
- We need to follow up with Frank to see what we are going to do about the shop equipment. I have already send him a quote twice, and **have not heard back** from him.



Streets/Bridges/Drainage/Collection/Distribution

- Service orders/ 16029 Meter install (complete), Cut offs and cut ons
- Met with two stripping companies last week. Showed them our City and the scope of work needing to be done. Expecting proposals this week from both companies.
- Met with two concrete construction companies last week showed them our City and the scope of work needing to be done. Got one proposal and expecting the other one this week.
- Will start demolition at 16129 Capri. Sidewalk project. The Clevedon panel is planned for the same timeframe., Golf course debris clearing project is underway, Billing at the end of the week.
- Report from Chief Bitz that flashing speed signs are not synchronized w/ same specs. IT does not handle this, although did assist in the past w/ Roscoe.

Plants/Utilities

- Accident last Friday, stem break, CL2 escape. Mathew was wearing goggles, used new SCBA immediately, refused medical treatment. Roy put on Hazmat gear and turned the break off. We will expedite an eye-wash station. Will send incident report to HR.
- This week we plan to complete the preliminary data requirements for:
 - Water Loss Audit

- Water Conservation Annual Report
- Survey
- Tier 2
- CCR
- Coinciding with the above. Current projects:
 - Continue coordinating and communicate with Samsara and NTS for SCADA install
 - Strategically coordinate Directional flushing throughout the city
 - District residuals
 - Daily Operations

Code Enforcement/Permitting

- Gateway Signage – Jason and Dennis are working on it.
- SWPP/MS4
 - Illicit storm Drain discharges, LoJV:
 - 114 & 115 Cherry Hills, 1/16/2020 am (CLS +) Illicit discharges from both locations into street gutters and conveyed to SW inlets, a violation of TCEQ MS4 bylaws.
 - Golf course maintenance driveway at Rio Grande St.: Will only get worse with Gateway Signage project and removal of debris and dumpsters, etc.
 - 16007 Kevindale Ct. (Lee): Ongoing issues with the pool contractor.
 - 2 Oakmont Ct. (Giral): Trash containment issues. Most abated, but now we need the orange fencing addressed.
 - 8714 Jones Rd. (Himan): Construction entrance issues. Down to North driveway as of this morning.
 - 17300 Jersey Meadow (Brass Thimble): Trash containment issues. Most abated, save for a few areas.
- Home elevations update:
 - Elevated: 15602 Lakeview Dr. (P3); 15606 (P3: Yaklin), 15610 (P3: Brooks) and 15626 Jersey Dr. (P3: Razmandi) – though construction documents yet to be reviewed for 15606 and 15626 Jersey Dr.
 - Next: 15629 Elwood Dr. (Excello: Garcia); 15907 Jersey Dr. (P3: Gex)
- 16021 Wall St. (“FEMA lot”): Met with Cherry Demolition last week. They’ll demo the concrete that was placed without inspection + the other broken section, form-up, obtain inspection, when approved place the concrete, then fix grade and re-sod ROW. They stated that they would no longer remove driveway skirts. I told them they needed to since that’s what HCFCD requires and to leave in place would facilitate illegal dumping.
- Light Pollution – Mr. Gant reported, Ward inspected. See pictures.



Pictures of new PW Building



- Pedestrian Bridge – will check w/ Frank on his past findings and ensure HC has report if needed.



CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Public Works Status Report for Week of January 27, 2020

New, Short-Term Initiative – An area at the golf course has been used for dumping and has become a priority due to unsafe fire hazard conditions. This will cost up to \$20K and will be split by Parks and PW. New “No Dumping” signs are being installed.

We will be posting 1 position to replace David Yerena in Utilities; he transferred to the Fleet Department replacing Albert Rosales.

We are commencing our work on the Water Rates and Impact Fees for 2020 with Jones/Carter. We expect their proposal for the work this week.

We have the WOB WWTP Committee meeting today.

Fleet

- The new building is very close from being completed, Jose changed a 4’ gate to 8’ to accommodate industrial equipment.
- We are working on getting all the vehicles in service.
- The Facility Maintenance Truck is in service, One Street Department Truck is in Service, Both Water Department Trucks are in service.
- We will continue to work on getting all the new vehicles in service, and keep up with the regular work load and work orders.
- On Friday we received, another 3 vehicles (1) Malibu, (2) 2500 PU. We are still waiting for 1 more Malibu.
- On Friday, We had a meeting with Trazzo Design and with Chief Maher to get a quote on the graphics for the FD truck. I’m still waiting for another 2 vendors to come and gives us a quote.
- We had two vehicles accident last week (PD) and one this week (PD).
- The graphics for the new PD vehicles has been revised and approved. Should have more information on ETA this week.
- I will be dropping off Unit 21-1905T to the body shop to get repaired ASAP.
- The Taylor Rd. building is very close of being completed, we are working on the last details. (see Pic)



Streets/Bridges/Drainage/Collection/Distribution

This week, Streets will continue standard operations comprising:

- Service orders/ 16029 Meter install (complete), Cut offs and cut ons
- Met with two stripping companies last week. Showed them our City and the scope of work needing to be done. Received proposals this week from both companies, evaluating.
- Met with two concrete construction companies last week showed them our City and the scope of work needing to be done. Got one proposal and expecting the other one this week.
- Will start demolition at 16129 Capri. sidewalk project. The Clevedon panel is planned for the same timeframe. Unfortunately, too much rain postponed these projects back 1 week.
- Golf course debris clearing project is underway
- Billing re-reads on-going this week.

- Install new No Dumping signs.

Plants/Utilities

This week, Utilities will continue the preliminary data requirements for:

- Water Loss Audit, Water Conservation Annual Report, Survey, Tier 2, CCR

Coinciding with the above. Current projects:

- Calibrate and Install automatic hydrant flushers in grid D
- Install eyewash station at the WWTP
- Continue coordinating and communicate with Samsara and NTS for L/S SCADA install
- Strategically coordinate Directional flushing throughout the city
- District residuals, Daily Operations, replacing blower which failed at West Plant.

Additional note:

- Because we are adding SCADA to our lift stations, the current installed Verbatim alarms are not needed at these locations. We can remove the unused alarms and install them at other facilities. This saves the City \$10K each, we can reuse 3 for a **total savings of \$30K.**
- On February 3, 2020 Roy is scheduled to attend a class (Effective Instructional Techniques Instructor1), this is a week long course and it's held in Austin Texas. This compliments Roy's license and will allow him to bring safety courses under the City's umbrella.

Code Enforcement/Permitting

- Gateway Signage – once we've addressing determined. Jason and Dennis are working on "it."
- SWPP/MS4
 - Illicit storm Drain discharges, LoJV:
 - 114 & 115 Cherry Hills, 1/16/2020 am (CLS +) Illicit discharges from both locations into street gutters and conveyed to SW inlets, a violation of TCEQ MS4 bylaws. No response to Gordon's notifications?
 - Golf course maintenance driveway at Rio Grande St.: Has gotten worse even without Gateway Signage project and removal of debris and dumpsters, etc.
 - 16007 Kevindale Ct. (Lee): Ongoing issues with the pool contractor handled with Roel's participation.
- Home elevations update:
 - Elevated: 15602 Lakeview Dr. (P3); 15606 (P3: Yaklin), 15610 (P3: Brooks) and 15626 Jersey Dr. (P3: Razmandi) – though construction documents yet to be reviewed for 15606 and 15626 Jersey Dr. Footing inspections scheduled for yesterday, but they've only approved plans for 15602 Lakeview Dr. and 15610 Jersey Dr. – and didn't have on hand "during construction" Elevation Certificates.
 - Next: 15629 Elwood Dr. (Excello: Garcia); 15902 Jersey Dr. (P3: Gex)
- 16021 Wall St. ("FEMA lot"): Repairs...soon
- Ward reviewing 2 sets of plans for Kia and Comcast

Jersey Meadow Golf Course
Monthly Report

FY 2019-2020	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	2822	2566	3505	2388									11281.00
Tournament Rounds	447	418	203	289									865.00
Range buckets	1508	1433	1478	1209									2941.00
Unearned Revenue	400.91	-317.89	-2154.02	888.22									-1182.78
Star Memberships	5,042.78	2,178.46	4,127.77	4,402.75									15751.76
Green Fees	80,370.21	78,523.77	110,211.22	60,955.71									330060.91
Tournament Fees	13,053.96	12,342.40	5,437.16	8,154.89									38988.41
Range Fees	10,699.65	8,606.44	13,836.14	7,972.55									41114.78
Club Rental	300.00	320.00	360.00	320.00									1300.00
Sales of Merchandise	16,110.06	14,074.31	18,896.41	11,981.09									61061.87
Concession Fees	3,716.48	3,343.51	3,615.00	3,134.23									13809.22
Miscellaneous Fees	424.00	1,253.00	675.00	4,824.00									7176.00
Total Income	130,118.05	120,324.00	155,004.68	102,633.44									508080.17
Weather Totals	4W/2RO/1CM	1W/5RO/1CM/1H	1W/1RO/1H	W13/5RO/0CM									6W/8RO/2CM/2H
Income Per Round	\$38.14	\$39.70	\$43.66	\$40.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.63
Fy 2018-2019	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	2389	2319	2117	1993	1873	3241	4169	3196	3346	4392	3809	2770	35614
Tournament Rounds	582	393	299	257	297	367	526	636	682	304	304	331	4978
Range buckets	1265	955	970	1031	1046	1284	1368	1181	1591	1606	1544	1351	15192
Unearned Revenue	-1472.95	-1668.62	-3443.07	1,430.45	60.48	-134.21	504.86	-1359.80	(2,370.72)	-229.23	-201.60	-865.64	(9,750.05)
Star Memberships	2,094.31	1,601.02	3,748.62	2,358.88	1,996.45	6,057.91	5,552.78	3,475.34	2,823.76	4,319.36	4588.93	4294.91	42,912.27
Green Fees	65,328.60	52,816.14	68,371.79	42,809.31	44,185.56	85,369.39	103,277.89	88751.10	96,727.91	121,034.15	104445.40	77863.67	950,980.91
Tournament Fees	17,318.04	11,240.60	7,232.24	6,767.13	7,847.31	11,481.95	16,021.51	17097.50	21,215.16	8,816.48	9044.27	10591.82	144,674.01
Range Fees	6,576.03	4,475.29	9,669.19	5,207.18	6,205.01	7,889.27	7,087.90	5831.73	7,207.86	9,019.33	8733.55	7613.81	85,516.15
Club Rental	624.66	325.00	200.00	300.00	240.00	220.00	500.00	480.00	660.00	440.00	260.00	280.00	4,529.66
Sales of Merchandise	15,603.17	12,923.62	11,727.68	7,095.43	14,064.14	14,104.40	20,214.49	19090.89	21,910.22	18,239.02	22489.56	16744.87	194,207.49
Concession Fees	4,576.77	3,087.86	2,869.59	2,652.55	2,637.97	4,628.91	4,886.33	4433.14	4,587.18	4,734.94	4221.99	3379.30	46,696.53
Miscellaneous Fees	1,236.00	258.00	723.00	2,475.00	1,538.94	3,071.00	1,389.00	670.00	1,019.00	570.00	605.00	590.00	14,144.94
Total Income	\$111,884.63	85,058.91	101,099.04	71,095.93	78,775.86	132,688.62	159,434.76	138,469.90	153,780.37	166,944.05	154,187.10	120,492.74	\$1,473,911.91
Weather Totals	7W / 3RO	11W/4RO/1H	11W/2RO/1H	15W/3RO	10W/3RO	5W	7W	6W/1RO/1CM	6W/2RO	2W/1CM	4W	5W/3RO/1CM	89W/21RO3CM/2H
Income Per Round	\$37.45	\$31.39	\$41.72	\$29.91	\$35.35	\$35.13	\$32.67	\$35.58	\$38.07	\$34.68	\$36.42	\$37.75	\$35.49
FY 2017 - 2018	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	3,102	3,070	2,024	1,729	1,589	3470	3759	3530	3086	3,189	3,797	2,067	34,412
Tournament Rounds	555	369	275	317	262	374	449	585	491	307	319	228	4,531
Range buckets	1,391	1,398	770	895	787	1696	1884	1508	1322	1,280	1,359	852	15,142
Unearned Revenue			-24.63	967.27	-639.7	-367.01	-218.17	-1096.72	-349.85	-1530.91	-278.61	-431.73	-3970.06
Star Memberships	1,083.00	1,075.00	1,177.43	886.16	1,747.32	3,162.05	4,582.19	2,639.33	3,504.48	3,017.77	3,433.05	1038.59	27,346
Green Fees	76,440.71	83,616.18	56,482.97	41,148.61	34,012.15	92,628.33	105,731.34	97,318.89	89,853.79	88,257.01	94,600.16	54,390.33	914,480
Tournament Fees	15,749.55	10,763.90	8,833.94	9,282.22	6,489.84	10,364.94	13,093.08	16,466.79	15,368.94	9,305.25	9,077.39	7,464.76	132,261
Range Fees	6,820.25	7,163.03	5,664.41	4,636.80	4,335.16	10,101.88	9,859.66	9,101.61	7,509.12	7,112.74	7,161.08	4,782.61	84,248
Club Rental	150.00	555.00	430.00	230.00	60.00	420.00	524.66	280.00	460.00	475.52	380.00	200.00	4,165
Sales of Merchandise	16,065.54	15,566.43	10,147.15	8,019.54	10,197.37	17,132.64	16,095.62	18,707.26	14,255.38	15,682.44	14,648.24	9,488.43	166,006
Concession Fees	4,070.46	4,003.81	2,587.61	2,170.15	1,979.37	4,541.22	4,790.23	5,333.66	4,121.71	3,529.24	4,120.95	2,579.58	43,828
Miscellaneous Fees	653.99	210.00	795.00	2,745.00	1,710.00	1,665.00	1,035.00	690.00	490.00	480.00	525.00	190.00	11,189
Total Income	\$121,033.50	\$122,953.35	\$86,093.88	\$70,085.75	\$59,891.51	\$139,649.05	\$155,493.61	\$149,440.82	\$135,213.57	\$126,329.06	\$133,667.26	\$79,702.57	\$1,383,523.99
Weather Totals	5W / 1RO	0	6W/4RO/1H	7W/5RO&ICE	5W / 6RO	IW/RO/2CM	1 CM	4 W	3W / 3 RO	7W / 1 RO	4W / 1RO	16W / 6 RO	58W/28RO/3CM/1H
Income Per Round	\$32.80	\$35.44	\$36.95	\$33.35	\$31.76	\$35.60	\$35.91	\$35.94	\$36.92	\$35.71	\$31.71	\$34.46	\$34.82

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	2,881	2,835	2,057	3,166	30,459
Tournament Rounds	771	472	325	341	336	549	473	812	517	596	310	517	6,019
Range buckets	1,783	1,256	968	632	991	1,279	1,412	1,263	1,155	1,295	956	1,286	14,276
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	1,219.00	800.00	620.00	555.00	13,952
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	74,742.39	73,059.53	53,137.49	79,790.70	798,201
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	15,155.20	19,660.62	8,650.70	16,188.44	182,579
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	6,139.70	6,290.14	5,154.24	7,231.26	76,847
Club Rental	340.00	260.00	100.00	125.00	275.00	150.00	475.00	450.00	470.00	425.00	375.00	213.86	3,659
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	14,895.60	13,280.56	7,315.30	11,177.14	132,193
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	3,209.21	5,744.57	2,244.09	3,790.50	40,094
Miscellaneous Fees	60.00	722.47	219.00	5,601.50	1,621.00	1,773.00	1,123.32	540.00	345.00	300.00	390.00	225.00	12,920
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	\$116,176.10	\$119,560.42	\$77,886.82	\$119,171.90	\$1,260,444.72
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	4W/1CM/2RO	4W/1RO/2CM	6W / 5RO	4W/2RO	46W/28RO/8CM/2H
							10 TT				Harvey		10 TT
Income Per Round	\$35.08	\$35.94	\$33.95	\$34.64	\$36.55	\$32.91	\$34.57	\$33.71	\$33.83	\$34.61	\$32.64	\$32.21	\$34.17
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	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	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	2,914	3,457	3,175	3,344	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	1,506	1,307	1,212	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	8 1/2
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	3,207	2,986	3,685	3,335	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	1,180	1,569	1,345	1,471	1,206	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	5 1/4
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	3,094	3,742	3,759	3,335	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	1,137	689	1,472	1,821	1,605	1,467	927	1,191	1,227	14,979
Star Memberships	3,450.00	2,850.00	3,420.00	4,720.00	3,215.00	5,015.00	6,740.00	5,690.00	4,950.00	3,890.00	4,847.00	3,675.00	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	2,534.00	2,366.00	2,179.00	2,297.00	3,312.00	3,522.00	3,690.00	3,179.00	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	1,274	1,876	2,048	1,770	1,257	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	2,733	3,109	3,650	3,115	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	1,294	1,704	1,732	1,117	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	3,064	3,454	4,292	3,705	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	3,294	3,571	3,931	3,740	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	1,046	670	1,139	1,692	2,003	1,847	1,599	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	2,933	3,492	3,239	2,647	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	1,329	1,282	1,032	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

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

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	1163	891	476	1101	1550	1293	1226	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	1124	1015	614	512	903	1746	1431	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	1084	861	752	415	1256	2003	1941	1532	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

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

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	3,632	2,387	2,224	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. FY 2016-2017 - Miscellaneous Income changed to Miscellaneous Fees per Finance.													



Jersey Village, TX

Golf Course Monthly Financial Statements

Group Summary

For Fiscal: 2019-2020 Period Ending: 01/31/2020

Categor...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 11 - GOLF COURSE FUND						
Department: 80 - 80						
85 - FEE & CHARGES FOR SERVICE	1,362,000.00	1,362,000.00	102,056.64	508,757.36	-853,242.64	37.35 %
96 - INTEREST EARNED	8,000.00	8,000.00	312.22	1,320.53	-6,679.47	16.51 %
97 - INTERFUND ACTIVITY	663,978.80	663,978.80	0.00	0.00	-663,978.80	0.00 %
98 - MISCELLANEOUS REVENUE	25,000.00	25,000.00	0.00	0.00	-25,000.00	0.00 %
Department: 80 - 80 Total:	2,058,978.80	2,058,978.80	102,368.86	510,077.89	-1,548,900.91	24.77 %
Department: 81 - CLUB HOUSE						
30 - SALARIES, WAGES, & BENEFITS	445,463.00	445,463.00	30,593.75	143,327.92	302,135.08	32.18 %
34 - COST OF SALES	148,190.00	148,190.00	13,055.38	46,903.85	101,286.15	31.65 %
35 - SUPPLIES	17,550.00	17,550.00	292.09	2,757.35	14,792.65	15.71 %
45 - MAINTENANCE	8,900.00	8,900.00	69.89	846.31	8,053.69	9.51 %
50 - SERVICES	43,700.00	43,700.00	3,100.71	10,918.95	32,781.05	24.99 %
54 - SUNDRY	43,000.00	43,000.00	5,679.38	19,774.96	23,225.04	45.99 %
55 - PROFESSIONAL SERVICES	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
60 - OTHER SERVICES	20,200.00	20,200.00	0.00	18,861.26	1,338.74	93.37 %
97 - INTERFUND ACTIVITY	70,525.00	70,525.00	0.00	0.00	70,525.00	0.00 %
Department: 81 - CLUB HOUSE Total:	801,028.00	801,028.00	52,791.20	243,390.60	557,637.40	30.38 %
Department: 82 - COURSE MAINTENANCE						
30 - SALARIES, WAGES, & BENEFITS	560,239.00	560,239.00	40,700.10	173,794.39	386,444.61	31.02 %
35 - SUPPLIES	125,800.00	125,800.00	10,206.94	32,549.72	93,250.28	25.87 %
40 - MAINTENANCE--BLDGS, STRUC	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
45 - MAINTENANCE	25,000.00	25,000.00	778.63	2,789.08	22,210.92	11.16 %
50 - SERVICES	8,800.00	8,800.00	318.50	1,196.64	7,603.36	13.60 %
54 - SUNDRY	101,000.00	101,000.00	4,439.05	22,245.30	78,754.70	22.03 %
55 - PROFESSIONAL SERVICES	3,500.00	3,500.00	101.15	404.60	3,095.40	11.56 %
97 - INTERFUND ACTIVITY	84,979.00	84,979.00	0.00	0.00	84,979.00	0.00 %
Department: 82 - COURSE MAINTENANCE Total:	914,318.00	914,318.00	56,544.37	232,979.73	681,338.27	25.48 %
Department: 83 - BUILDING MAINTENANCE						
35 - SUPPLIES	5,500.00	5,500.00	87.88	681.43	4,818.57	12.39 %
40 - MAINTENANCE--BLDGS, STRUC	15,000.00	15,000.00	1,189.90	6,203.52	8,796.48	41.36 %
45 - MAINTENANCE	5,000.00	5,000.00	81.15	81.15	4,918.85	1.62 %
50 - SERVICES	28,000.00	28,000.00	1,459.12	3,076.45	24,923.55	10.99 %
Department: 83 - BUILDING MAINTENANCE Total:	53,500.00	53,500.00	2,818.05	10,042.55	43,457.45	18.77 %
Department: 87 - GC CAPITAL IMPROVEMENT						
70 - CAPITAL IMPROVEMENTS	151,000.00	151,000.00	7,569.91	22,112.68	128,887.32	14.64 %
Department: 87 - GC CAPITAL IMPROVEMENT Total:	151,000.00	151,000.00	7,569.91	22,112.68	128,887.32	14.64 %
Department: 88 - EQUIPMENT MAINTENANCE						
30 - SALARIES, WAGES, & BENEFITS	75,822.80	75,822.80	0.00	19,376.23	56,446.57	25.55 %
35 - SUPPLIES	35,500.00	35,500.00	2,731.32	8,917.58	26,582.42	25.12 %
50 - SERVICES	500.00	500.00	0.00	0.00	500.00	0.00 %
97 - INTERFUND ACTIVITY	27,310.00	27,310.00	0.00	0.00	27,310.00	0.00 %
Department: 88 - EQUIPMENT MAINTENANCE Total:	139,132.80	139,132.80	2,731.32	28,293.81	110,838.99	20.34 %
Fund: 11 - GOLF COURSE FUND Surplus (Deficit):	0.00	0.00	-20,085.99	-26,741.48	-26,741.48	0.00 %
Report Surplus (Deficit):	0.00	0.00	-20,085.99	-26,741.48	-26,741.48	0.00 %

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
11 - GOLF COURSE FUND	0.00	0.00	-20,085.99	-26,741.48	-26,741.48
Report Surplus (Deficit):	0.00	0.00	-20,085.99	-26,741.48	-26,741.48

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

Golf Course Fund
For the period ended January 31, 2020

	Adopted Budget	Current Budget	YTD Actual	% of Actual compared to Budget	Projections
Revenue					
Fees & Charge for Services	1,362,000.00	1,362,000.00	508,757.36	37.35%	1,362,000.00
Interest Earned	8,000.00	8,000.00	1,320.53	16.51%	8,000.00
Interfund Activity	663,978.80	663,978.80	-	0.00%	663,978.80
Miscellaneous Revenue	25,000.00	25,000.00	-	100.00%	25,000.00
Other Agency Revenue	-	-	-	0.00%	-
Total Revenue	2,058,978.80	2,058,978.80	510,077.89	24.77%	2,058,978.80
Expenditures					
Club House	801,028.00	801,028.00	243,390.60	30.38%	801,028.00
Course Maintenance	914,318.00	914,318.00	232,979.73	25.48%	914,318.00
Building Maintenance	53,500.00	53,500.00	10,042.55	18.77%	53,500.00
Capital Improvement	151,000.00	151,000.00	22,112.68	0.00%	151,000.00
Equipment Maintenance	139,132.80	139,132.80	28,293.81	20.34%	139,132.80
Total Expenditures	2,058,978.80	2,058,978.80	536,819.37	26.07%	2,058,978.80

City of Jersey Village
Parks and Recreation Department

TO: Mayor and City Council
CC: Austin Bleess, City Manager
FROM: Jason Alfaro, Parks & Recreation Director
DATE: February 11, 2020
SUBJECT: Parks and Recreation Department Update

Golf Course:

Financial Report - For the month of January, the course received \$60,955 in green fees, and \$8,154 in tournament fees. According to the monthly report, the course had 2,388 rounds of golf and 289 rounds of tournament play. The average income received per round was \$40.76. There were thirteen (13) days that weather affected play and five (5) that were rain out days. Merchandise sales for the month totaled \$11,981.

Clubhouse/Maintenance Report – The new World Handicap System, formally known as GHIN officially went in to effect on January 6th. Our junior winter camps continues to have good participating and our junior memberships are continuing to increase with about 50 members. We have members that range from our immediate surround areas to the Memorial/River Oaks and Tomball and Spring/Klein areas. We had a great turnout to our first adult bingo night at the clubhouse with about 200 individuals attending the event.

Golf maintenance staff continue to focus on detailed work at the course and supplemental projects. Many of our sand traps are being renovated by removing the old sand, installing new drainage systems and/or cleaning out the existing lines, and installing new sand. Multiple trees have been planted along the course and some have been transplanted from our on-site tree nursery. Maintenance staff has also continued to clean up around the shop and has been clearing the fence lines of vegetation. Staff has also been cleaning up the old tennis court area with help from the Public Works Department and will continue to remove the tree debris until the area is cleared. General turf management practices are continuing with mowing, herbicide applications, and spot spraying the course for poa-annua.

Parks, Recreation, and Facilities:

Parks – The removal of the old marquee signs are underway. The contractor will remove the old signs and start forming the bases for the new digital signs. Once the bases and electricity is ran to the new concrete pads, the digital signs will be installed. Their schedule shows the new signs beings installed towards the end of the month. The TPAR (Tyler Parks and Recreation) module through our Incode system has commenced. This new system will offer online registration/memberships to any parks and recreation program/event. Users will be able to see a program calendar, or calendar of events that will show availability to a facility for rent, a class or program to register for, or the obtain membership

passes. Staff is currently inputting program information and spreadsheets into the TPAR system. The system is scheduled to go live towards the beginning of March. We are still working with Collaborate and PGAL on the golf course clubhouse. We hope to have a solid plan in the next month or so to present to council for discussion. We have secured proposals for various projects in the parks and are continuing to repair and update park amenities (signs, benches, trash containers, etc.) as needed.

Recreation – Recreation staff has finished the final draft of our very first parks and recreation activity guide. The guide will be distributed to every address in Jersey Village and will contain information on quality of life activities taking place in the city during the summer. The guide has been sent to our publisher and they will be distributing the guide during the week of the 17th. Recreation staff is continuing to plan our spring events which include concerts in the park and painting activities and programs in the civic center. This year we collaborated with i9 Sports to provide youth leagues at Clark Henry Park and registration has commenced. We received i9's schedule and have posted information on our social media pages and website pertaining to league registration.

Facility Maintenance:

Our facility maintenance division has been busy with building maintenance requests and projects. We are continuing to secure quotes for our supplemental projects and typical maintenance repair items. Majority of the time has been dedicated to work order requests and preventative maintenance items. We continue to replace fixtures and outdated or worn items, with new LED and high efficiency use items as they go out.

Address	Violation	Red Tag	Letter Mailed	Date	Abated Within Time Required
16214 St Helier	Trash cans visible		x	12/2/19	y
16222 St Helier	Trash cans visible		X	12/2/19	Y
16325 Smith	Trash/Recycling/Yard Waste at curb too early	x		12/2/19	y
16121 Lakeview	Trailer (Box/Gooseneck/Utility) parked-stored		x	12/2/20	y
15701 Acapulco	Trash cans visible		x	12/3/19	y
15909 Acapulco	Fence Maint. Required		x	12/3/19	n
16405 Wall	Trailer (Box/Gooseneck/Utility) parked-stored		x	12/3/19	y
16105 Lakeview	RV - parked/stored over 7 days		x	12/3/19	y
16222 St Helier	Trash/Recycling/Yard Waste at curb too early	x		12/4/19	y
16521 Cornwall	Trash/Recycling/Yard Waste at curb too early	x		12/4/19	y
8317 Rio Grande	RV - parked/stored over 7 days		x	12/4/19	y
16325 Wall	Vehicle on street in excess of 24 hrs	x		12/4/19	y
7914 Argentina	Signs - In City ROW	x		12/5/19	y
15614 Jersey	Trash/Recycling/Yard Waste at curb too early	x		12/5/19	y
16109 St Helier	Trash/Recycling/Yard Waste at curb too early	x		12/5/19	y
0 Chichester	No Solicitors Permit	x		12/5/19	y
15505 Shanghai	Tree/Stump/Shurb - Dead to remove		x	12/6/19	y
16105 Lakeview	RV - parked/stored over 7 days		x	12/6/19	y
15506 Chichester	Trailer (Box/Gooseneck/Utility) parked-stored		x	12/6/19	y
15301 Mauna Loa	RV - parked/stored over 7 days		x	12/9/19	y
9 Augusta Ct	Trash/Recycling/Yard Waste at curb too early	x		12/9/19	y
16217 Smith	Trash/Recycling/Yard Waste at curb too early	x		12/9/19	y
0 Pebble Beach	Trash/Recycling/Yard Waste at curb too late	x		12/9/19	y
16006 Singapore	Fence Maint. Required		x	12/10/19	y
15610 Lakeview	Trailer (Box/Gooseneck/Utility) parked-stored		x	12/10/19	y
16401 Wall	No fence permit	x		12/10/19	y
26 Cherry Hills	No Dumpster permit	x		12/10/19	y
15309 Leeds	Vehicle - Blight/Junk		x	12/11/19	y
15713 Sierra	Dog/Pet - Unregistered		x	12/11/19	y
15705 Singapore	No plumbing permit	x		12/11/19	y
16237 Seattle	Vehicle parked on unpaved surface		x	12/12/19	y

Address	Violation	Red Tag	Letter Mailed	Date	Abated Within Time Required
16110 Jersey	Trash cans visible		x	12/12/19	y
16109 Congo	Dog - At Large	x		12/12/19	y
15717 Acapulco	Trash cans visible		x	12/12/19	y
15714 Seattle	Dog - At Large	x		12/12/19	y
17356 NW Freeway	Trash enclosure maintenance		x	12/13/19	y
16109 Congo	Dog/Pet - Unregistered		x	12/13/19	y
35 Cherry Hills	Signs - In City ROW	x		12/13/19	y
16013 Seattle	Trash/Recycling/Yard Waste at curb too early	x		12/16/19	y
16206 Singapore	Trash/Recycling/Yard Waste at curb too early	x		12/16/19	y
16305 Congo	Trash/Recycling/Yard Waste at curb too late	x		12/16/19	y
16233 Congo	Trash/Recycling/Yard Waste at curb too late	x		12/16/19	y
15917 Singapore	Dog - At Large	x		12/17/19	y
15906 Singapore	Signs - In City ROW	x		12/17/19	y
0 Village	Yard/Lot Maintenance		x	12/17/19	y
15909 Acapulco	Fence Maint. Required		x 2nd	12/17/19	y
15702 Ginger	Dog - At Large	x		12/18/19	y
15713 Sierra	Address not visible		x	12/18/19	y
15605 Congo	No siding permit	x		12/18/19	y
15609 Congo	Trash/Recycling/Yard Waste at curb too early	x		12/18/19	y
17800 NW Freeway	Illegal dumping		x	12/19/19	y
16421 Smith	Dog/Pet - Unregistered		x	12/19/19	n
15701 Acapulco	Address not visible		x	12/19/19	n
16206 Congo	Trash/Recycling/Yard Waste at curb too early	x		12/19/19	y

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

AGENDA DATE: February 17, 2020

AGENDA ITEM: City Manager's Report

AGENDA SUBJECT: TCOLE Racial Profiling – Full Report 2019

Department/Prepared By: Kirk Riggs, Interim Chief of Police

Date Submitted: January 28, 2020

EXHIBITS: [Letter to City Council](#) regarding Texas Racial Profiling Law
TCOLE Racial Profiling – [2019 Report](#)

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

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

This Racial Profiling Report is required, by law, to be submitted to City Council each year before March 1. The same report is submitted to TCOLE to meet mandated reporting requirements and is now filed electronically.

RECOMMENDED ACTION:

No action is required.



JERSEY VILLAGE POLICE DEPARTMENT

16401 Lakeview Dr.
Jersey Village, Texas 77040-1999
(713)466-5824 / Fax (713)466-0784

Incorporated 1956 A Texas Star Community

Jersey Village City Council
16501 Jersey Drive
Jersey Village, Texas 77040-1999

1/27/2020

Dear Members of the City Council,

In 2001, the Texas legislature, in an attempt to address the issue of racial profiling in policing, enacted the Texas Racial Profiling Law. Since 2001, the Jersey Village Police Department, in accordance with the law, has collected and reported traffic-related contact data for the purpose of identifying and addressing (if necessary) areas of concern regarding racial profiling practices. During the past legislative session, the Racial Profiling Law was modified and new requirements are now in place. These new requirements have been met and are being addressed in this report.

The findings in this report serve as evidence of the Jersey Village Police Department's commitment to comply with the Texas Racial Profiling Law. This report is now filed electronically and this is a copy of what has been reported to TCOLE.

A careful review of our Racial Profiling Report for 2019 does not highlight any significant changes from the previous years. There are also no significant changes in the reporting numbers or anything to indicate a troubled area that needs review.

Thank you,

Kirk Riggs, Interim Chief of Police

Agency Name: Jersey Village Police Department
 Reporting Date: Jan 1, 2019 - Dec 31, 2019
 TCOLE Agency Number: 201213
 Chief Administrator: Kirk Riggs
 Agency Contact Information:
 Phone: 713-466-5824
 Email: kriggs@jerseyvillagetx.com
 Mailing Address: 16401 Lakeview Dr., Jersey Village, TX 77040

Agency Racial Profiling Information

Total stops:

9,542

1. Gender - CCP 2.133(b)(1)(a) - Total: 9,536

3,285	1.1 Female	(34.4%)
6,251	1.2 Male	(65.6%)

2. Race or ethnicity - CCP 2.132(a)(3), 2.132(b)(6)(A), 2.133(b)(1)(B) - Total: 9,542

3,093	2.1 Black	(32.4%)
525	2.2 Asian/Pacific Islander	(5.5%)
2,928	2.3 White	(30.7%)
2,954	2.4 Hispanic/Latino	(31.0%)
42	2.5 Alaska Native/American Indian	(.4%)

3. Was race or ethnicity known prior to stop? - CCP 2.132(b)(6)(C) - Total: 9,542

111	3.1 Yes	(1.2%)
9,431	3.2 No	(98.8%)

4. Reason for stop - CCP 2.132(b)(6)(F), 2.133(b)(2) - Total: 9,542

269	4.1 Violation of law	(2.8%)
210	4.2 Pre existing knowledge	(2.2%)
3,397	4.3 Moving traffic violation	(35.6%)
5,666	4.4 Vehicle traffic violation	(59.4%)

5. Street address or approximate location of the stop - CCP 2.132(b)(6)(E), 2.133(b)(7) - Total: 9,542

6,542	5.1 City street	(68.6%)
2,929	5.2 US highway	(30.7%)
7	5.3 County road	(.1%)
-	5.4 State highway	(.0%)
64	5.5 Private property or other	(.7%)

6. Was a search conducted? - CCP 2.132(b)(6)(B), 2.133(b)(3) - Total: 9,542

232	6.1 Yes	(2.4%)
9,310	6.2 No	(97.6%)

7. Reason for Search - Total: 232

38	7.1 Consent - CCP 2.132(b)(6)(B), 2.133(b)(3)	(16.4%)
3	7.2 Contraband in plain view - CCP 2.133(b)(5)(A)	(1.3%)
141	7.3 Probable cause - CCP 2.133(b)(5)(B)	(60.8%)
9	7.4 Inventory - CCP 2.133(b)(5)(C)	(3.9%)
41	7.5 Incident to arrest - CCP 2.133(b)(5)(C)	(17.7%)

8. Was Contraband discovered? - CCP 2.133(b)(4) - Total: 9,542

69	8.1 Yes	(.7%)
9,473	8.2 No	(99.3%)

9. Description of contraband - CCP 2.133(b)(4) - Total: 69

54	9.1 Drugs	(78.3%)
-	9.2 Currency	(.0%)
5	9.3 Weapons	(7.2%)
5	9.4 Alcohol	(7.2%)
1	9.5 Stolen property	(1.4%)
4	9.6 Other	(5.8%)

10. Result of the stop - Total: 9,538

3,182	10.1 Verbal warning - CCP 2.133(b)(8)	(33.4%)
42	10.2 Written warning - CCP 2.133(b)(8)	(.4%)
6,203	10.3 Citation - CCP 2.133(b)(8)	(65.0%)
1	10.4 Written warning and arrest	(.0%)
110	10.5 Citation and Arrest	(1.2%)
4	10.6 Arrest - CCP 2.133(b)(6)	(.0%)

115	Arrest Total
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11. Arrest based on - CCP 2.133(b)(6) - Total: 115

34	11.1 Violation of Penal Code	(29.6%)
21	11.2 Violation of Traffic Law	(18.3%)
1	11.3 Violation of City Ordinance	(.9%)
59	11.4 Outstanding Warrant	(51.3%)

12. Was physical force resulting in bodily injury used during stop? - CCP 2.132(b)(6)(D), 2.133(b)(9) - Total: 9,542

18	12.1 Yes	(.7%)
9,524	12.2 No	(99.3%)

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON JANUARY 20, 2020 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 Mitcham at 7:00 p.m. with the following present:

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

City Manager, Austin Bless
City Secretary, Lorri Coody
City Attorney, Justin Pruitt

Staff in attendance: Mark Bitz, Fire Chief; Isabel Kato, Finance Director; Kirk Riggs, Interim Chief of Police; Christian Somers, Building Official; Jason Alfaro, Director of Parks and Recreation; and Harry Ward, Director of Public Works.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

- 1. Prayer by: Jeremy E. Ray American Legion Post 324 Chaplain.**
- 2. Pledge by: Stefanie Otto, Commander, Jeremy E. Ray American Legion Post 324.**

C. PRESENTATIONS

- 1. Presentation of Police Department Employee of the Fourth Quarter and the 2019 Employee of the Year Award – by Stefanie Otto, Commander of the Jeremy E. Ray American Legion Post 324.**

Stefanie Otto, Commander of the Jeremy E. Ray American Legion Post #324, along with Mayor Mitcham, presented the Police Department Employee of the Fourth Quarter award to Officer Jason Coble and the 2019 Employee of the year award to Officer Dusty Bryant.

- 2. Presentation of Employee of the Month.** *Austin Bless, City Manager*

The Employee of the Month Program was developed to encourage recognition of Jersey Village employees who show exemplary individual achievement, contribution, and performance in their jobs. These individuals consistently exhibit a positive and supportive attitude and make contributions beyond the usual expectations of their employment.

City Manager Austin Bless presented the January employee of the month award to Dusty Bryant.

D. CITIZENS' COMMENTS

Any person who desires to address City Council regarding an item on the agenda will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the comment is on the agenda, the City staff and City Council Members are not allowed to discuss the subject. Each person is limited to five (5) minutes for comments to the City Council.

Mark Maloy, 7803 Hamilton Circle, Jersey Village, Texas (713) 553-8625 – Mr. Maloy spoke to City Council about the amount of money that has been accumulated by the City over the course

REGULAR MEETING OF THE CITY COUNCIL
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of several years and is now being spent on various projects without resident input. He gave information on the various planned City projects and the estimated cost for each as follows: the City Hall Project at \$8M; the Golf Course Gray Water Project at \$1M; the Golf Course Clubhouse Project at \$2.4M; the Public Works Building at \$1.5M; the purchase of 23.4 acres of land on the South side of US HWY 290 at \$5.25M; and the purchase of 10 acres of land on the South side of US HWY 290 for \$2.9M. He stated that all of these projects are made possible because the City Council, for years, has set the tax rate higher than what it costs to run the City, resulting in a stockpile of funds. He then gave information on prior elections that were brought to the voters. He complained that these projects were funded with bond monies and when the projects were completed, the left over bond monies were spent on projects that were not voted on by the residents. He also gave information about how the tax exemptions are not set to the maximum limits allowed by state law.

Merrilee Beazley, 14910 Lakeview Drive, Jersey Village, Texas (346) 332-6074: Ms. Beazley spoke to City Council about the number of strange emails she has been receiving. She provided copies of these emails to Council. She read one of the emails from E. Foerster to A. Bless aloud. She explained that she got this email as a result of a PIR Request.

Michael Stembridge, 15422 Jersey Drive, Jersey Village, Texas (713) 983-8647: Mr. Stembridge spoke to City Council about the home elevations program. He wants his home either elevated or rebuilt. He lives just beyond the floodway but part of his home is in the floodway. He is requesting help to mitigate flooding.

Ron Dooley, Houston, Texas: Mr. Dooley spoke to City Council about his employment for the past eight (8) years with the Jersey Village Police Department. He has recently retired from the Department, but wanted City Council to know that he is very grateful for the opportunity to have served the residents of this community. During his service, he has witnessed officers working crimes, working flood events, and carrying out amazing acts of bravery. He is thankful to have worked for this department.

Susan Edwards, 16001 Jersey Drive, Jersey Village, Texas (713) 466-4383: Ms. Edwards voiced her concerns about Carol Fox Park being used as a dog park. She stated that she has seen many dogs inside the park off leash. While she has not witnessed the dogs causing any problems, she is concerned about the dogs running loose.

Bill Edwards, 16001 Jersey Drive, Jersey Village, Texas (713) 466-4383: Mr. Edwards told City Council that in creating the City's Parks Master Plan he would like to include citizen input and a chance for residents to participate in the process.

E. CITY MANAGER'S REPORT

City Manager Bless gave the following monthly report. Council Member Warren pointed out that the City's golf course has had the best month ever in December of 2019.

- 1. Monthly Fund Balance Report, Enterprise Funds Report, Governmental Funds Report, Property Tax Collection Report – November 2019, General Fund Budget**

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Projections as of December 2019, Utility Fund Budget Projections – December 2019, and Quarterly Investment Report – December 2019.

- 2. Open Records Requests – Non-Police**
- 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 Summary and Public Works Departmental Status Report**
- 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**

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 December 16, 2019.**
- 2. Consider Ordinance No. 2020-01, ordering a general election to be held on May 02, 2020, for the purpose of electing three (3) councilmembers (Place 1, Place 4, and Place 5); providing for ballots; designating the time and place of holding such election; providing appointment of election officials and their compensation; providing for notices; providing for publication; providing for a runoff election if required; providing a severability clause; providing an effective date.**

ORDINANCE NO. 2020-01

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, ORDERING A GENERAL ELECTION TO BE HELD ON MAY 02, 2020, FOR THE PURPOSE OF ELECTING THREE (3) COUNCILMEMBERS (PLACE 1, PLACE 4 AND PLACE 5); PROVIDING FOR BALLOTS; DESIGNATING THE TIME AND PLACE OF HOLDING SUCH ELECTION; PROVIDING APPOINTMENT OF ELECTION OFFICIALS AND THEIR COMPENSATION; PROVIDING FOR NOTICES; PROVIDING FOR PUBLICATION; PROVIDING FOR A RUNOFF ELECTION IF REQUIRED; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE.

REGULAR MEETING OF THE CITY COUNCIL
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- 3. Consider Resolution No. 2020-01, designating the Fire Chief as Acting City Manager during temporary absences or disabilities of the City Manager.**

RESOLUTION NO. 2020-01

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

- 4. Consider Resolution No. 2020-02, appointing an Emergency Management Coordinator and an Assistant Emergency Management Coordinator for the City of Jersey Village.**

RESOLUTION NO. 2020-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPOINTING AN EMERGENCY MANAGEMENT COORDINATOR AND AN ASSISTANT EMERGENCY MANAGEMENT COORDINATOR.

- 5. Consider Resolution No. 2020-03, consenting to and approving the appointment of Christopher G. Canonico as the Harris County Municipalities Waste Disposal representative to the Gulf Coast Authority Board of Directors effective January 31, 2020 for the unexpired term that will end on January 31, 2022.**

RESOLUTION NO. 2020-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, CONSENTING TO AND APPROVING THE APPOINTMENT OF CHRISTOPHER G. CANONICO AS THE HARRIS COUNTY MUNICIPALITIES WASTE DISPOSAL REPRESENTATIVE TO THE GULF COAST AUTHORITY BOARD OF DIRECTORS EFFECTIVE JANUARY 31, 2020 FOR THE UNEXPIRED TERM THAT WILL END ON JANUARY 31, 2022.

- 6. Consider Resolution No. 2020-04, rescheduling the Monday, May 18, 2020, Regular City Council Meeting for Monday, May 11, 2020 at 7 PM and rescheduling the Monday, October 19, 2020, Regular City Council Meeting for Monday, October 12, 2020 at 7 PM.**

RESOLUTION NO. 2020-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, RESCHEDULING THE MONDAY, MAY 18, 2020, REGULAR CITY COUNCIL MEETING FOR MONDAY, MAY 11, 2020 AT 7 PM AND RESCHEDULING THE MONDAY, OCTOBER 19, 2020, REGULAR CITY COUNCIL MEETING FOR MONDAY, OCTOBER 12, 2020 AT 7 PM.

- 7. Receive the progress report from the Owners of the property located at 16884 NW FWY, Jersey Village, Texas concerning the progress on the performance of the**

REGULAR MEETING OF THE CITY COUNCIL
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permitted work required under Ordinance 2019-11, which found the structures on the Property to be substandard and a public nuisance; ordered JERSEY VILLAGE LODGING, LLC to abate the substandard and dangerous structures on the Property within 180 days; authorized the repair or demolition of the structures on the Property if the owners fail to abate the substandard and dangerous structures; authorized a lien against the Property for the costs of repair or demolition; and made other findings and provisions related thereto.

Council Member Warren moved to approve items 1 through 7 on the consent agenda. Council Member Wubbenhorst seconded the motion. The vote follows:

Ayes: Council Members Wasson, Holden, Warren, Singleton, and Wubbenhorst

Nays: None

The motion carried.

G. REGULAR SESSION

1. Consider Resolution No. 2020-05, receiving and approving the Fiscal Year 2019 Annual Report for Tax Increment Reinvestment Zone Number 2.

Austin Bless, City Manager, introduced the item. Background information is as follows: The Tax Increment Financing Act requires all cities or counties that designate a tax increment reinvestment zone to file an annual report with the Comptroller's office and the chief executive officer of each taxing unit that levies property taxes on real property in a reinvestment zone. The report must include:

- the amount and source of revenue in the tax increment fund established for the zone;
- the amount and purpose of expenditures from the fund;
- the amount of principal and interest due on outstanding bonded indebtedness;
- the tax increment base and current captured appraised value retained by the zone; and
- the captured appraised value shared by the municipality or county and other taxing units, the total amount of tax increments received, and any additional information necessary to demonstrate compliance with the tax increment financing plan adopted by the governing body of the municipality or county.

The TIRZ district actually saw a decrease in valuation last year as 9 out of the 27 parcels currently within the TIRZ district that are taxed by the city saw a decrease in valuation. As such the city saw no revenue to the TIRZ fund. The City also did not spend any money out of the TIRZ fund. That is a quick summary of the report.

The TIRZ Board met on January 20, 2020 and reviewed this report. They are recommending the City Council receive and approve this report.

With limited discussion on the matter, Council Member Wubbenhorst moved to approve Resolution No. 2020-05, receiving and approving the Fiscal Year 2019 Annual Report for

REGULAR MEETING OF THE CITY COUNCIL
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Tax Increment Reinvestment Zone Number 2. Council Member Singleton seconded the motion. The vote follows:

Ayes: Council Members Wasson, Holden, Warren, Singleton, and Wubbenhorst

Nays: None

The motion carried.

RESOLUTION NO. 2020-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING AND APPROVING THE FISCAL YEAR 2019 ANNUAL REPORT FOR TAX INCREMEMNT REINVESTMENT ZONE NUMBER 2.

2. Consider Resolution No. 2020-06, authorizing the City to apply for a grant from the Assistance to Fire Grant Program.

Mark Bitz, Fire Chief, introduced the item. Background information is as follows: The Federal Assistance to Fire Fighter Grant process for 2019 is soon to open. Although they have not announced an actual opening date or the funding amount, we anticipate the applications process to open within the next several months. The funding amount will be significant enough for us to request funding. Jersey Village Fire Department is planning to request funding for Self Contained Breathing Apparatus (SCBA) under the new NFPA 2018 standards. We will be requesting just under \$336,000 dollars to purchase this equipment. The City would be responsible for 5% of that amount if awarded funds.

The current SCBA, purchased in 2010, was purchased with AFG grant funds. The current SCBA we own and use are from the 2007 NFPA Standards for breathing apparatus. It is recommended by NFPA that fire departments use SCBA that are no more than two design standards for SCBA. With the adoptions of the 2018 NFPA Standards, Jersey Village is now more than two standards beyond what is acceptable practice.

We are confident we can prevail in this endeavor and receive an award for funding for this equipment.

It is staff's recommendation that Council permit the Fire Department to apply for federal funding through the Assistance to Fire Fighter Grant Program.

With limited discussion on the matter, Council Member Wubbenhorst moved to approve Resolution No. 2020-06, authorizing the City to apply for a grant from the Assistance to Fire Grant Program. Council Member Warren seconded the motion. The vote follows:

Ayes: Council Members Wasson, Holden, Warren, Singleton, and Wubbenhorst

Nays: None

The motion carried.

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – JANUARY 20, 2020

RESOLUTION NO. 2020-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY TO APPLY FOR A GRANT FROM THE ASSISTANCE TO FIRE GRANT PROGRAM.

3. **Consider Resolution No. 2020-07, authorizing the City Manager to negotiate an agreement with Burditt Land | Place to compose a new Parks Master Plan for the Jersey Village Parks and Recreation Department.**

Jason Alfaro, Director of Parks and Recreation, introduced the item. Background information is as follows: City Council allocated funds this fiscal year to complete a Master Parks Plan that will help guide the department for the next eight to ten years. This plan will be heavily driven by the community with many opportunities for community input, and will give us a roadmap of what the community is wanting in their parks and recreation system.

The Parks Master Plan Request for Proposal was posted on the city website and emailed directly to ten (10) consulting firms on Friday, November 15, 2019. Four proposals were timely received, and a team of city staff consisting of City Manager, Austin Bleess; Parks and Recreation Director, Jason Alfaro; Golf Manager, Matt Jones; Recreation and Events Coordinator, Josh Rodrigue; and Parks and Recreation Administrative Assistant, Terry Brunskill were assembled to review and rank the proposals. Three of the four proposals were Texas based firms, with one firm located in Colorado. All of the firms had relative experience with Master Parks Plans including community development, conceptual park renderings, and parks and recreation planning and design.

After careful review and discussions with the review team, Burditt Land | Place was selected as the firm to negotiate terms for work related to the Master Parks Plan. Their experience working with cities of relative size, their understanding and approach to the city’s needs, along with their team of in house staff and consultants were the main positives that were discussed by the group.

The average and median results of the rankings are below. Ratings are out of 100.

	GreenPlay LLC.	Burditt	Clark Condon	MHS Planning and Design
Average Points Scored	74.8	87.4	79.4	76.8
Median	73	88	79	76

City staff recommends that Council authorize the City Manager to negotiate terms for a contract to have Burditt Land | Place compose a Master Parks Plan for the City of Jersey Village’s Parks and Recreation Department. This contract would come back to Council for approval, hopefully at the February Council meeting.

It is recommended that Council authorize the City Manager to negotiate terms of the contract for services outlined in the RFP with Burditt Land | Place.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

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City Council engaged in discussion about the preparation process for this Plan. Council wanted to ensure that the process included an opportunity for residents to participate in the process and the opportunity for residents to contribute their input. Parks Director Alfaro explained that the process will provide multiple opportunities for resident input and participation. The number and content of these meetings will be a part of the contract negotiations. Council wanted the most opportunities for input from residents throughout the entire process.

With no more discussion on the matter, Council Member Warren moved to approve Resolution No. 2020-07, authorizing the City Manager to negotiate an agreement with Burditt Land | Place to compose a new Parks Master Plan for the Jersey Village Parks and Recreation Department. Council Member Holden seconded the motion. The vote follows:

Ayes: Council Members Wasson, Holden, Warren, Singleton, and Wubbenhorst

Nays: None

The motion carried.

RESOLUTION NO. 2020-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AN AGREEMENT WITH BURDITT LAND | PLACE TO COMPOSE A NEW PARKS MASTER PLAN FOR THE JERSEY VILLAGE PARKS AND RECREATION DEPARTMENT.

- 4. Consider Ordinance No. 2020-02, adopting a fourteen-day work period for full time law enforcement personnel; providing for a maximum work hour standard of 86 hours in a fourteen-day work period for such employees; providing a savings clause; and providing an effective date.**

Kirk Riggs, Interim Chief of Police, introduced the item. Background information is as follows: Work schedules based on 12-hour shifts have been popular in the law enforcement community for several years now, and for several positive reasons. Officers expressed wanting to go to a 12-hour schedule to supervisory staff and me when I arrived in November. Officer feedback for this change was important in our consideration for the change. In both personal interviews and survey results, a solid majority, over 80%, of the officers preferred the 12-hour shifts.

The plan is based on a 14-day work schedule. There are four teams of officers, two teams on day shift and two teams on night shift. When one team is on duty, the other team is off.

An example of one team's 14-day schedule is to work Wednesday and Thursday, off Friday, Saturday and Sunday, work Monday and Tuesday, off Wednesday and Thursday and work Friday, Saturday and Sunday, where it repeats in this ongoing cycle.

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Officers are not scheduled for any more than three days in a row before having days off, which occurs only once in the two-week period. Most workdays are no more than two consecutive days before having days off. All officers have every other weekend off, a unique incentive for newer officers.

Benefits of implementing 12-hour shifts:

- **Officer Safety:** With more officers on patrol shift, the ability for officers to back each other up on high or unknown risks calls is more likely.
- **Recruiting and Retaining Officers:** The 12-hour schedule will attract officers from other agencies who are on 8-hour shifts. JVPD will be one of the few departments in the Houston area offering 12-hour shifts.
- **Community Safety:** The benefits to the community range from increased response time for calls for service to higher visibility and the ability to be more proactive.

Officers have been discouraged by not being allowed time off and mandatory overtime due to minimum coverages under the 8-hour shifts. 12-hour shifts allow more officers to utilize earned vacation or compensation time with less chance of staff shortages on the shifts when someone calls in sick or is on vacation.

Officers can maximize their time off with the 12-hour schedule. For example, officers would need to use only 24 hours (the equivalent of three-8-hour days) of vacation and can receive seven days off in the schedule due to coinciding with days off.

Because each team member has the same days off and regularly works together with the same supervisors on 12-hour shifts there is the potential for better teamwork and the consistent measuring of performance by supervisors, compared to 8-hour shift dynamics. In an effort to reduce fatigue there will be enough flexibility with staffing that we will adopt an abbreviated workday, where an officer will work an 8 hours shift before or after their weekend off.

In order to move to 12 hour shifts the personnel policy needs to be amended to allow for this. We are proposing to add the following language to our personnel policy as it relates to Overtime pay:

The City has established a work period in compliance with the limited exemption provided in Section 207(k) of the Fair Labor Standards Act. For non-exempt law enforcement personnel, the work period shall be a 14-day period. Law Enforcement Personnel will receive overtime when working more than eighty-six (86) hours in a two-week period.

If Council approves this change, we anticipate moving to a 12-hour shift in February.

Council engaged in discussion about the proposed change and the amount of input received from Staff concerning their desires. Chief Riggs explained that 25 employees voted for the change and 4 voted against the change. In other words, 80% are in favor of the change.

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Chief Riggs stated that since the vote, some of those opposing it have since come on board and support the change. Chief Riggs explained his experience with this type of schedule and the benefits of same. Some members of the Council were concerned with imposing adverse conditions upon Staff. Others supported the change and the benefits of such a program, including providing more time for officers to spend with family. The change does not cost anything extra, yet provides a great benefit.

With no more discussion on the matter, Council Member Wubbenhorst moved to approve Ordinance No. 2020-02, adopting a fourteen-day work period for full time law enforcement personnel; providing for a maximum work hour standard of 86 hours in a fourteen-day work period for such employees; providing a savings clause; and providing an effective date. Council Member Warren seconded the motion. The vote follows:

Ayes: Council Members Wasson, Holden, Warren, Singleton, and Wubbenhorst

Nays: None

The motion carried.

ORDINANCE NO. 2020-02

AN ORDINANCE ADOPTING A FOURTEEN-DAY WORK PERIOD FOR FULL TIME LAW ENFORCEMENT PERSONNEL; PROVIDING FOR A MAXIMUM WORK HOUR STANDARD OF 86 HOURS IN A FOURTEEN-DAY WORK PERIOD FOR SUCH EMPLOYEES; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

5. Consider Resolution No. 2020-08, authorizing the City Manager to enter into an agreement with Collaborate Special Projects LLC for the construction of a new City Hall.

After the Mayor called the item, Council Member Singleton stated that he felt any action on this item would be premature since Collaborate has not yet purchased the land that is the subject of this item and more information is needed. Accordingly, he motioned to table the item until more information is available. Council Member Wubbenhorst seconded the motion. The vote follows:

Ayes: Council Members Wasson, Holden, Warren, Singleton, and Wubbenhorst

Nays: None

The motion carried.

RESOLUTION NO. 2020-08 - TABLED

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH COLLABORATE SPECIAL PROJECTS LLC FOR THE CONSTRUCTION OF A NEW CITY HALL.

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6. Discuss and take appropriate action concerning the appointment process for the Comprehensive Plan Update Committee (CPUC).

Bobby Warren, Council Member, introduced the item. Background information is as follows: Section 14-23 of the City's Code of Ordinances calls for the appointment of a Comprehensive Plan Update Committee (CPUC) every four years, beginning in July 2020.

To comply with this provision, Council must appoint a Comprehensive Plan Update Committee. The Committee shall:

1. Inquire into the progress and implementation of the Comprehensive Plan;
2. Evaluate any changes in conditions that form the basis of the Comprehensive Plan;
3. Evaluate community support for the Comprehensive Plan's goals, strategies, and actions; and
4. Recommend changes to the Comprehensive Plan to the Planning and Zoning Commission, who in turn shall make a final recommendation to City Council.

The Committee shall consist of seven regular members and three alternate members. Three regular members of the Committee shall be current members of the City Planning and Zoning Commission. The term of service of the Committee is to be six months or longer if extended by the Council.

Current Members serving on the Planning and Zoning Commission are:

Rick Faircloth, Chairman	Courtney Standlee, Commissioner
Debra Mergel, Vice Chairman	Ty Camp, Commissioner
Joseph Paul, Commissioner	Jennifer McCrea, Commissioner
Barbara Freeman, Commissioner	

The Council also shall appoint a Council Member to serve as Council Liaison to the Committee. The Council Liaison shall serve as an ex-officio member of the Committee and shall have no voting privileges. The Secretary for this Committee is the Public Works Director.

Council Member Warren told the Council that typical committee appointments involve a review of applications submitted by interested residents and then a vote by City Council. However, due to the importance of this committee, he believes that a different process is needed and suggested that the process not only include the submission of an application but also require applicants to make a three (3) to five (5) minute presentation as to why they would like to serve on the committee and their qualifications.

Council discussed that a more diverse committee is needed for this process. There was discussion that the initial CPAC committee was very diverse and the resulting end product was very good. Some members were concerned that requiring an oral presentation before

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City Council may discourage some residents from applying, and suggested that the setting/meeting be held in a smaller less intimidating environment.

It was agreed that the Comprehensive Plan Update will most likely have one (1) or two (2) town hall meetings.

With the desires of Council stated, City Manager Bless stated that Staff will begin accepting applications in April.

Mayor Mitcham called the next items out of order stating that an Executive Session was not needed. Therefore items I, J, and K were not called

I. RECESS THE REGULAR SESSION

Recess the Regular Session to Convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.087 - Economic Development Negotiations.

NOT CALLED.

J. EXECUTIVE SESSION

- 1. Pursuant to the Texas Open Meetings Act, Section 551.087, conduct deliberations regarding Economic Development Negotiations to locate a Retail Service Center within Jersey Village.**

NOT CONDUCTED

K. ADJOURN EXECUTIVE SESSION

Adjourn the Executive Session, stating the date and time the Executive Session ended and Reconvene the Regular Session.

NOT CALLED

L. RECONVENE THE REGULAR SESSION

- 1. Consider Resolution No. 2020-09, authorizing the City Manager to enter into a Chapter 380 Economic Development Agreement with Gordon NW Village, LP.**

After calling the item, Mayor Mitcham gave an overview of the benefits of Chapter 380 Agreements.

With limited discussion on the matter, Council Member Wubbenhorst moved to approve Resolution No. 2020-09, authorizing the City Manager to enter into a Chapter 380 Economic Development Agreement with Gordon NW Village, LP. Council Member Wasson seconded the motion. The vote follows:

Ayes: Council Members Wasson, Holden, Warren, Singleton, and Wubbenhorst

REGULAR MEETING OF THE CITY COUNCIL
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Nays: None

The motion carried.

RESOLUTION NO. 2020-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH GORDON NW VILLAGE LP, RELATING TO THE PROVISION OF DEVELOPMENT SERVICES WITHIN THE CITY.

Mayor Mitcham resumed the regular order of the agenda and called the next item as follows:

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 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;
- 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 Singleton: Council Member Singleton had no comments.

Council Member Wasson: Council Member Wasson had no comments.

Council Member Holden: Council Member Holden had no comments.

Council Member Warren: Council Member Warren had not comments.

Mayor Mitcham: Mayor Mitcham announced that the first round of home elevations is underway. This is a great step for the City in terms of flood mitigation and is part of the Long Term Flood Recovery Plan. It is great to see that some families are having their homes removed from the flood zone. He stated that the City has applied for additional grants to elevate homes. The first grant request was for 17 homes. The second grant request was for 4 homes, and the third grant request was for 31 homes. The Mayor stated that he is happy about the work being done by the Jersey Village Police Department in keeping our City safe. He mentioned that the gateway project is

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – JANUARY 20, 2020

underway and signs are going up at the entrances of the City. This project was part of the Comprehensive Plan.

In completing his statements, Mayor Mitcham recognized the following Council Members who had comments as follows:

Council Member Holden: Council Member Holden stated that he has served on City Council for fourteen (14) years, attending many, many meetings. He stated that of all the meetings, tonight's meeting stands out with the worse display of self-discernment and lack of respect. He stated that attendees need to be more respectful. Those who have acted inappropriately ought to be embarrassed.

Council Member Singleton: Council Member Singleton announced that the City has met with FEMA and is making progress on the Golf Course Berm and the improvements to Wall Street Drainage. These projects were part of the Comprehensive Plan as well.

M. ADJOURN

There being no further business on the Agenda the meeting was adjourned at 8:03 p.m.



Lorri Coody, City Secretary

MINUTES OF THE SPECIAL SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON JANUARY 30, 2020 AT 6:00 P.M. AT THE CITY OF JERSEY VILLAGE CIVIC CENTER, 16327 LAKEVIEW DRIVE, JERSEY VILLAGE, TEXAS 77040.

A quorum of the members of the Jersey Village City Council met on Thursday, January 30, 2020, at 6:00 p.m. at the City of Jersey Village Civic Center, 16327 Lakeview Drive, Jersey Village, Texas 77040 for the purpose of attending the Jersey Village Senior Outreach Membership Dinner.

The following members attended the meeting:

Mayor, Andrew Mitcham
Council Member, Drew Wasson;
Council Member, Bobby Warren;
Council Member, James Singleton; and
Council Member, Gary Wubbenhorst.

Council Member, Greg Holden was not in attendance.

No official business for the City of Jersey Village was conducted at this meeting.

Lorri Coody, City Secretary



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

AGENDA DATE: February 17, 2020

AGENDA ITEM: G02

AGENDA SUBJECT: Appointment of Ernesto Rios as Interim Municipal Court Clerk

Department/Prepared By: Administration/Isabel Kato

Date Submitted: January 20, 2020

EXHIBITS: [Resolution No. 2020-10](#)

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

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

Section 5.07 of the Charter calls for the appointment of a municipal court clerk for a term of two years to run concurrently with the term of judge(s). Humberto Ramirez has resigned his position as the City of Jersey Village Municipal Court Clerk. Accordingly, Staff respectfully requests that Ernesto Rios be appointed to serve as Interim Municipal Court Clerk for the unexpired term that began on January 1, 2020 and will end on December 31, 2021.

RECOMMENDED ACTION:

Motion: To approve Resolution No. 2020-10, appointing Ernesto Rios as Interim Municipal Court Clerk of the City of Jersey Village for the unexpired term that began on January 1, 2020 and will expire December 31, 2021.

RESOLUTION NO. 2020-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPOINTING ERNESTO RIOS AS INTERIM MUNICIPAL COURT CLERK OF THE CITY OF JERSEY VILLAGE.

WHEREAS, Humberto Ramirez has resigned his position as Municipal Court Clerk effective January 17, 2020; and

WHEREAS, Section 5.07 of the City of Jersey Village Charter provides for the appointment of a Municipal Clerk; **NOW THEREFORE**,

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

That Ernesto Rios is hereby appointed and recognized as Interim Municipal Court Clerk of the City of Jersey Village effective January 20, 2020 for the term of office that began on January 1, 2020 and will expire December 31, 2021, a term that runs concurrently with that of the Municipal Court Judges.

That the City Secretary shall send the required notices to the Texas Judicial Council in accordance with Section 29.013 of the Government Code.

PASSED AND APPROVED this the 17th day of February A.D., 2020.

Andrew Mitcham, Mayor

ATTEST:

Lorri Coody, City Secretary



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

AGENDA DATE: February 17, 2020

AGENDA ITEM: F03

AGENDA SUBJECT: Consider Resolution No. 2020-11, authorizing the City Manager to enter into an Interlocal Agreement with Harris County, Texas transferring the ownership of the 2017 grant funded grace accountability items known as Electronic Personal Accountability Systems (EPAS) from Harris County to the City of Jersey Village.

Department/Prepared By: M. Bitz, Fire Chief **Date Submitted:** February 5, 2020

EXHIBITS: [Resolution No. 2020-11](#)
[EX A](#) – Harris County Interlocal Agreement

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

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

The City of Jersey Village is a recipient of grant funded items issued to us by Harris County. Specifically, the items in question are identified as Grace Accountability which is an Electronic Personal Accountability System (EPAS) for firefighters when they are wearing protective clothing and enter into a Hazardous to Health zone. This system helps to signal firefighters and is capable of identifying if the firefighter is moving.

This equipment was first sought after by a group called UASI (Urban Area Security Initiative). This group is in existence to seek federal grant funds for necessary safety equipment and provide that equipment to public safety groups in a 13 county wide area around Houston. The City of Jersey Village is one of the cities within this region that will receive support from UASI through the areas lead governmental agency (Harris County).

The purpose of the attached agreement is to say the City of Jersey Village is in possession of UASI funded equipment issued by Harris County. This agreement establishes that the city of Jersey Village will take ownership of this equipment and will now be the sole responsible party for this equipment.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2020-11, authorizing the City Manager to enter into an Interlocal Agreement with Harris County, Texas transferring the ownership of the 2017 grant funded grace accountability items known as Electronic Personal Accountability Systems (EPAS) from Harris County to the City of Jersey Village.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

RESOLUTION NO. 2020-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH HARRIS COUNTY, TEXAS TRANSFERRING THE OWNERSHIP OF THE 2017 GRANT FUNDED GRACE ACCOUNTABILITY ITEMS KNOWN AS ELECTRONIC PERSONAL ACCOUNTABILITY SYSTEMS (EPAS) FROM HARRIS COUNTY TO THE CITY OF JERSEY VILLAGE.

WHEREAS, Harris County has heretofore issued to the City of Jersey Village some of its 2017 grant funded Grace Accountability items known as Electronic Personal Accountability Systems (EPAS) for use by Jersey Village firefighters; and

WHEREAS, Harris County now desires to transfer ownership of these 2017 Grace Accountability Items to the City; and

WHEREAS, the City Council desires to accept ownership of these 2017 Grace Accountability Items which are more specifically outlined in the Interlocal Agreement attached as Exhibit "A;"
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.

Section 2. The City Manager is authorized to execute on behalf of the City of Jersey Village all necessary contract documents with Harris County, Texas in substantially the form as attached Exhibit "A" in order to transfer the ownership of the 2017 grant funded grace accountability items known as Electronic Personal Accountability Systems (EPAS) from Harris County to the City of Jersey Village.

PASSED AND APPROVED this the 17th day of February, A.D., 2020.

ATTEST:

Andrew Mitcham, Mayor

Lorri Coody, City Secretary



Exhibit A

Interlocal Agreement between Harris County and the City of Jersey Village

INTERLOCAL AGREEMENT BETWEEN HARRIS COUNTY AND
THE CITY OF JERSEY VILLAGE

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This Interlocal Agreement is made and entered into by and between Harris County (“Harris County”), a body corporate and politic under the laws of the State of Texas, acting through its governing body the Harris County Commissioners Court, and the City of Jersey Village (the “City”), acting on behalf of Jersey Village Fire Department. Harris County and the City are referred to herein collectively as the “Parties” and individually as a “Party.”

Recitals

The County desires to donate safety devices (“the Equipment”) to the City and the City wants to accept the donation.

Terms

I.

The City understands and agrees that Harris County is donating the Equipment “as-is, with all faults” and that Harris County makes no representations or warranties as to the Equipment except that Harris County has the legal right to donate the equipment and FEMA approval is unnecessary as the fair market value is under \$5,000. A list of the equipment with serial numbers is attached hereto as Exhibit A and incorporated herein by reference.

II.

The City shall be fully responsible for the transfer or filing of any and all required documents necessary to affect the transfer of ownership from Harris County to the City. The City understands and agrees that the transfer of the Equipment is an outright donation by Harris County. Any fees or costs incurred in the transfer of the Equipment are in no sense a purchase price.

III.

With its acceptance of the Equipment, the City assumes full responsibility for the Equipment, and acceptance shall act as a release by the City of any and all liability that Harris County may be subject to under any state or federal laws.

IV.

To facilitate the donation of the Equipment, the Parties may communicate through the following persons:

Jersey Village Fire Department: 16327 Lakeview Dr., Houston, TX 77040

Harris County: Harris County Fire Marshal’s Office, 2318 Atascocita Road, Humble, TX 77396

V.

EXECUTION

Multiple Counterparts: This Agreement may be executed in several counterparts. Each counterpart is deemed an original. All counterparts together constitute one and the same instrument. Each Party warrants that the undersigned is a duly authorized representative with the power to execute this Agreement.

THE CITY OF JERSEY VILLAGE

HARRIS COUNTY

By _____

Name: Austin Bleess
Title: City Manager
Date: February 18, 2020

By: _____

LINA HIDALGO
COUNTY JUDGE

APPROVED AS TO FORM:
VINCE RYAN
COUNTY ATTORNEY

By: _____

DeAnne A. Lin
Assistant County Attorney
CAO File No.: 19GEN0166

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

EXHIBIT A

List of Equipment with Serial Numbers

(follows behind)

DEPARTMENT ISSUED	ITEM	MODEL	ASSET ID	SERIAL NUMBER	NOTES
JERSEY VILLAGE F.D.	WATCH DOG UNIT		P144823-001-015	A00901095	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P144823-003-298	8120680	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P144823-003-299	8120685	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P144823-003-300	8120825	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P144823-003-301	8120826	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P144823-003-302	8120827	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P144823-003-303	8120828	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P144823-003-304	8120829	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P144823-003-305	8120830	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P144823-003-306	8120831	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P144823-003-307	8120832	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P144823-003-308	8120833	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P144823-003-309	8120834	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P144823-003-310	8120835	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P144823-003-311	8120836	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P144823-003-312	8120837	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P144823-003-313	8120838	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P144823-003-314	8120839	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P144823-003-315	8120840	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P144823-003-316	8120841	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P144823-003-317	8120842	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P144823-003-318	8120843	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P144823-003-319	8120844	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P144823-003-320	8120847	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P144823-003-321	8120849	
JERSEY VILLAGE F.D.	MICRO-REPEATER		P144823-005-006	8111349	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P202490-003-418	12060502H	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P202490-003-419	12060507H	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P202490-003-420	12050336H	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P202490-003-421	12050346H	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P202490-003-422	12050279H	
JERSEY VILLAGE F.D.	T-PASS-4 DEVICE		P202490-003-423	12050305H	
JERSEY VILLAGE F.D.	MICRO-REPEATER		P202490-004-008	12060389	

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

ORDER OF COMMISSIONERS COURT
Authorizing an Interlocal Agreement with the City of Jersey Village

The Commissioners Court of Harris County, Texas, met in regular session at its regular term at the Harris County Administration Building in the City of Houston, Texas, on _____, with all members present except _____.

A quorum was present. Among other business, the following was transacted:

ORDER AUTHORIZING EXECUTION OF AN INTERLOCAL AGREEMENT
WITH THE CITY OF JERSEY VILLAGE

Commissioner _____ introduced an order and moved that Commissioners Court adopt the order. Commissioner _____ seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

	Yes	No	Abstain
Judge Lina Hidalgo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Rodney Ellis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Adrian Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Steve Radack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. R. Jack Cagle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The County Judge thereupon announced that the motion had duly and lawfully carried and that the order had been duly and lawfully adopted. The order adopted follows:

IT IS ORDERED that:

1. The Harris County Judge is authorized to execute on behalf of Harris County an Interlocal Agreement between Harris County and the City of Jersey Village for the Harris County Fire Marshal's Office to donate safety devices to the City of Jersey Village. The Interlocal Agreement is incorporated by reference and made a part of this order for all intents and purposes as thought set out in full word for word.
2. All Harris County officials and employees are authorized to do any and all things necessary or convenient to accomplish the purposes of this order.

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

AGENDA DATE: February 17, 2020 **AGENDA ITEM:** F03

AGENDA SUBJECT: A progress report for the property located at 16884 NW FWY, Jersey Village, Texas concerning the progress on the performance of the permitted work required under Ordinance 2019-11, which found the structures on the Property to be substandard and a public nuisance; ordered JERSEY VILLAGE LODGING, LLC to abate the substandard and dangerous structures on the Property within 180 days; authorized the repair or demolition of the structures on the Property if the owners fail to abate the substandard and dangerous structures; authorized a lien against the Property for the costs of repair or demolition; and made other findings and provisions related thereto.

Dept/Prepared By: Christian Somers, Building Official **Date Submitted:** January 21, 2020

EXHIBITS: [Ordinance 2019-11](#)
 [Owner's Status Update – 2020-02-10](#)

BACKGROUND INFORMATION:

On May 13, 2019, City Council approved Ordinance No. 2019-11, which found the structures on the Property located at 16884 NW FWY to be substandard and a public nuisance and ordered JERSEY VILLAGE LODGING, LLC to abate the substandard and dangerous structures on the Property within 180 days. Since May 13, 2019, Council has received progress reports on compliance with Ordinance No. 2019-11 on June 17, 2019, July 15, 2019, August 19, 2019, September 16, 2019, October 14, 2019, November 18, 2019, December 16, 2020, and January 20, 2020.

Since the report made to City Council on January 20, 2020, the following progress has been made on the project:

- The Hotel Taxes have been paid but the water bill is \$1,572.22 past due as of February 11;
- Roofing work has commenced on Building One;
- Guest Room Packaged Terminal Air Units' condensate line work has been performed within Building One,
- Electrical work has been performed within Building One, minus the business office;
- Plumbing work has commenced within Building One, minus re-piping;
- Structural and framing balcony and columns, new restrooms' walls in business office area and damaged nominal lumber framing in guest rooms of Building One are all underway;
- Through Monday & Tuesday, February 10 & 11, 2020, partial electrical, mechanical and framing inspections were scheduled and were inspected by the Building Official for Building One. All three partial inspections were disapproved twice.
- Building One, when ready for occupancy, will not technically be ready for occupancy without reconstruction at Building Four being completed, it being the location of "housekeeping" operations.

This item is to receive the ninth progress report and take any action deemed appropriate.

RECOMMENDED ACTION:

This item is to assess a progress report for the property located at 16884 NW FWY, Jersey Village, Texas concerning the progress on the performance of the permitted work required under Ordinance 2019-11, which found the structures on the Property to be substandard and a public nuisance; ordered JERSEY VILLAGE LODGING, LLC to abate the substandard and dangerous structures on the Property within 180 days; authorized the repair or demolition of the structures on the Property if the owners fail to abate the substandard and dangerous structures; authorized a lien against the Property for the costs of repair or demolition; and made other findings and provisions related thereto.

ORDINANCE NO. 2019-11

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, FINDING THE STRUCTURES AT 16884 NW FWY, JERSEY VILLAGE, TEXAS 77040, (RES B1, NORTHWEST VILLAGE BUSINESS PARK, R/P), THE “PROPERTY”, TO BE SUBSTANDARD AND A PUBLIC NUISANCE; ORDERING JERSEY VILLAGE LODGING, LLC OR THE TRUE OWNERS OF THE PROPERTY TO ABATE THE SUBSTANDARD AND DANGEROUS STRUCTURES ON THE PROPERTY; AUTHORIZING THE CITY TO DEMOLISH THE STRUCTURES ON THE PROPERTY IF OWNER FAILS TO ABATE THE SUBSTANDARD AND DANGEROUS STRUCTURES ON THE PROPERTY; AUTHORIZING THE CITY TO ASSESS A LIEN AGAINST THE PROPERTY FOR THE COSTS OF THE DEMOLITION; AND MAKING OTHER FINDINGS AND PROVISIONS RELATED THERETO.

WHEREAS, the Building Official of the City of Jersey Village reported that the buildings and structures at 16884 NW FWY, also known as RES B1, Northwest Village Business Park. R/P, Jersey Village, (the “Property”), which are located within the City, are substandard and a public nuisance; and

WHEREAS, the City provided notice to Jersey Village Lodging, LLC, Chan Patel, Northwest Village Business Park R/P, and Super 7 Inn Jersey Village Lodging LLC that the Property was substandard and public nuisance, and that a public hearing would be held on May 13, 2019; and

WHEREAS, in accordance with Chapter 34 of the Code of Ordinances of the City of Jersey Village (the “Code”), the City Council conducted a public hearing on May 13, 2019, so that the owner or the owner’s representatives of the Property may appear and show cause 1) why such buildings or structures should not be declared to be substandard and 2) why the owner should not be ordered to repair, vacate or demolish the buildings or structures on the Property; and

WHEREAS, City Council finds all proper notices of the hearing were sent consistent with the Code to the persons asserting or likely to have an ownership in the Property; and

WHEREAS, based upon the evidence presented, the City Council finds that the Property and the structures on the Property are substandard; and

WHEREAS, City Council finds that the conditions of the structures on the Property constitute a nuisance and are a hazard to the health, safety, and welfare of the citizens of Jersey Village and likely to endanger persons and property; and

WHEREAS, City Council finds that the Property is in violation of the City’s Code and ordinances;

NOW THEREFORE,

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

Section 1. The above-referenced recitals are incorporated herein as if set forth in full for all purposes.

Section 2. Jersey Village Lodging, LLC appeared before City Council and represented that it owns the Property. Owner requested more than thirty (30) days to repair the Property and to abate the nuisances associated with the Property. Having heard the comments of Owner and others, City Council finds, permits and orders the following:

A. The Property is dilapidated, substandard and unfit for human habitation, and a hazard to the public health, safety and welfare.

B. Within ten (10) days [by MAY 23, 2019], the Owner shall vacate the Property and secure the Property by fencing approved by the Building Official; and the building shall remain vacated and secured until a certificate of occupancy is issued by the Building Official.

C. The buildings on the Property shall be repaired by the Owner within one-hundred eighty (180) days [by NOVEMBER 9, 2019].

D. The Owner, lienholders, and mortgagees of the Property shall secure the Property in a reasonable manner from unauthorized entry while the work is being performed, as determined by the Building Official.

E. No work shall be performed by Owner on the Property until a permit is issued consistent with the Code by the Building Official, and all work shall be consistent with the Code.

F. The Owner shall provide to the Building Official the following plans, reports and specifications:

1) a written mold assessment by a licensed professional engineer or mold assessor of the interior spaces of the buildings intended for occupancy on the Property by JUNE 13, 2019;

2) a written asbestos survey/ screening by a licensed professional engineer by JUNE 13, 2019;

3) a written roof inspection report by a licensed professional engineer or experienced roof inspector by JUNE 13, 2019; and

4) complete construction documents and a plan of action for the construction / required repairs for the Property, including details for each motel room intended for human occupancy; the manager's apartment, the office/business/lobby guest area, the laundry areas, storage rooms, mechanical rooms, linen/washing rooms, breakrooms and similar work areas, and the pool area by JULY 15, 2019.

G. The Owner shall submit all applications for the permits necessary to repair the Property by JULY 15, 2019.

H. The Owner shall start work on any permit issued for the repair of Property within ten (10) days of the issuance of the permit(s).

I. The Owner shall report to the City Council the progress on the performance of the permitted work on the first regular meeting of the City Council for each month until the permitted work is complete.

J. No person may occupy the structures on the Property until a final inspection and certificate of occupancy are issued; provided, however, the Building Official may permit temporary certificates of occupancy for separate buildings.

Section 3.

A. If the Owner, lien holders, or mortgagees of the Property fail to repair, remove or demolish the substandard structures on the Property as provided above, then the City may demolish the structures on the Property, including cleaning and grading the Property, and place a lien on the Property for the expenses incurred by the City in such work in accordance with the Code and state law.

B. If the Owner violates the terms of this Ordinance, the City may seek administrative penalties not to exceed \$1,000 per day.

Section 4. The City Secretary shall file a copy of this order with the City and shall publish the caption of this Ordinance in the City’s official newspaper within 10 days of the date of this Ordinance.

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 circumstances 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.

Section 6. All ordinances or parts inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

Section 7. This ordinance shall be in full force and effect from and after its passage.

PASSED AND APPROVED this 13th day of May, 2019.

s/Andrew Mitcham, Mayor

ATTEST:

s/Lorri Coody, City Secretary



Lorri Coody

From: Kathlyn Hufstetler <khufstetler@patelgaines.com>
Sent: Monday, February 10, 2020 1:46 PM
To: Lorri Coody
Cc: Lance H. "Luke" Beshara
Subject: Re: Next Progress Report Meeting - February 17, 2020 at 7 PM

Hi Lorri,

Hope you had a good weekend; it is my understanding that the above-referenced matter has been placed on the consent agenda for the February city council meeting. As such, we would like to provide the following update.

As it pertains to Building 1, the roof has been replaced and we anticipate having several inspections take place this week and next, beginning with the electrical inspection which has been scheduled for tomorrow, February 11, 2020. In addition, new water lines are currently being installed and are to be inspected within the coming week, along with the inspections for the HVAC and framing. We anticipate the inspections going smoothly and once they have taken place and are "passed", we will be proceeding with the sheetrock, painting of the rooms, door and lock replacements and installation of the FF&E items. These items cannot be completed because the electric and water line inspections have to be completed before we cover up the work with sheetrock.

In regard to Building 2, the electrical work/installation is anticipated to be complete by March, with completion of the plumbing and HVAC to follow. Buildings 3 and 4 will follow suit shortly thereafter.

Lastly, the security fencing remains in place and will be re-arranged, as needed, to fit the needs of the various buildings and work that is being completed.

Please let us know if you have any questions.

Sincerely,



Kathlyn Hufstetler

Senior Associate Attorney
(346) 358 - 9068 | office
(956) 789 - 8296 | mobile
khufstetler@patelgaines.com

San Antonio

2030 N Loop 1604 W, Suite 200
San Antonio, Texas 78248
(210) 460 - 7787 | office
(210) 460 - 7797 | fax

Dallas / Fort Worth

221 West Exchange Ave., Suite 206A
Fort Worth, Texas 76164
(817) 394 - 4844 | office
(817) 394 - 4344 | fax

Houston

5433 Westheimer Rd., Suite 604
Houston, Texas 77056
(346) 358 - 9068 | office
(210) 460 - 7797 | fax

AS SEEN IN:

FORTUNE



TEXAS LAWYER



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From: Lorri Coody <lcoody@jerseyvillagetx.com>
Date: Tuesday, January 21, 2020 at 1:39 PM
To: "Lance H. "Luke" Beshara" <lbeshara@patelgaines.com>, Kathlyn Hufstetler <khufstetler@patelgaines.com>
Cc: Harry Ward <Hward@jerseyvillagetx.com>, Christian Somers <csomers@jerseyvillagetx.com>
Subject: Next Progress Report Meeting - February 17, 2020 at 7 PM

Lance/Kathlyn:

This email is to let you know that the next progress report from the Owners of the property located at 16884 NW FWY, Jersey Village, Texas concerning the progress on the performance of the permitted work required under Ordinance 2019-11, which found the structures on the Property to be substandard and a public nuisance; ordered JERSEY VILLAGE LODGING, LLC to abate the substandard and dangerous structures on the Property within 180 days; authorized the repair or demolition of the structures on the Property if the owners fail to abate the substandard and dangerous structures; authorized a lien against the Property for the costs of repair or demolition; and made other findings and provisions related thereto will be had on **February 17, 2020 at 7:00 p.m.**

The item will again be placed upon the Consent Agenda. If you want to include your update of activities from January 21 to February 17, please send me your write-up no later than Tuesday, February 11, 2020.

I wanted to let you know that the City did receive payment for the HOT Taxes. We received it late yesterday afternoon.

If you have any questions, please let me know. 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@jerseyvillagetx.com*

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

AGENDA DATE: February 17, 2020 **AGENDA ITEM:** G01

AGENDA SUBJECT: Consider Resolution No. 2020-12, authorizing the City Manager to enter into an agreement with Jeffery S. Ward & Associates for FMA Program Home Elevation Grant Administration & Project Management Services.

Department/Prepared By: Austin Bless, City Manager **Date Submitted:** February 10, 2020

EXHIBITS: [Resolution No. 2020-12](#)
[Exhibit A](#) – Jeffery S. Ward & Associates Agreement

BUDGETARY IMPACT:	Required Expenditure:	\$62,400
	Amount Budgeted:	\$117,034
	Appropriation Required:	\$

CITY MANAGER APPROVAL: AB

BACKGROUND INFORMATION:

As part of the home elevation grant funds were included in the grant to pay for a third party grant administrator. As we are anticipating final award notification on the grant within the next few months we have gone out to RFQ for the grant administration.

We received two qualified proposals, one from Jeffery S. Ward & Associates Inc. and one from IBTS.

I have reviewed the proposal, as has Jason Alfaro and Mark Bitz. We have ranked the proposals, and the rankings are as follows:

	Jeffery S Ward & Assoc.	IBTS
Average	92	88

Based on these rankings we recommend working with Jeffery S. Ward and Assoc..

They have clearly demonstrated their expertise and ability to manage all aspects of the grant. The duties they will be responsible for as part of the grant administration include:

General Grant Administration

- Fully administer all aspects of grant according to the contractual agreement with TWDB and the Flood Mitigation Assistance Grant Agreement with FEMA
- Report to local officials on the grant process
- Prepare required reports to the State
- Prepare requests for payment from the City to the property owners or contractor (as determined).

- Prepare requests for reimbursement from the City to the State
- Assist the City in evaluating options for procurement of qualified contractors in accordance with 2 CFR Part 200 and State of Texas procurement standards
- Assist the City in developing an agreement between the City and the Homeowners that passes along the relevant terms of the grant. This agreement will also establish Homeowner obligations that must be followed during the elevation of their home
- Coordination of inspection, structure requirement, and bid/contract process for elevation contractor procurement
- Coordinate and facilitate meetings with Homeowners to outline the project's scope of work requirements. Work closely with the Homeowners throughout the duration of the project and respond to their questions in a timely manner
- Prepare reconciliation with State on all grant funds
- Prepare all reports and forms required for grant closeout
- Participate in any review or audit of grant by TWDB, FEMA or their assignee, and address any questions, findings, or deficiencies noted

Per Parcel Project Management Services for Elevation projects

- Meet with Homeowners to overview / explain the process and detail the owner's and elevation contractor's responsibilities
- Provide an overview of the budget the Homeowners must stay within for their individual elevation. This data will come from the grant award documents
- Manage budget to ensure that all 18 homes are completed within the available Federal funding
- Assist the City in ensuring that the elevation contract specifications meet the FEMA grant requirements
- Develop process to ensure that construction is performed in compliance with engineering specifications.
- Ensure that professional engineer reviews all construction specifications
- Solicit elevation contractors in accordance with Federal and State procurement standards
- Provide list of qualified elevation contractors and describe the process for selection, review and approval
- Ensure Homeowner selects among the qualified contractors in the manner and method prescribed and supports the selection
- Prepare and present mitigation offer. Review details of mitigation offer and have offer signed by Homeowner
- Prepare and present Homeowner/City agreement for elevation. This agreement will provide the details of the Homeowner responsibility for hiring the elevation contractor and will have language indemnifying the City and their contractors from liability associated with the physical elevation. Have Homeowner sign the agreement
- Submit owner signed agreement to City for review and signature

- Facilitate payments to contractors from the City
- Meet with each Homeowner and review and concur with Elevation Contractor. Confirm bid is within grant limits and detail any/all costs that will not be reimbursable under the grant.
- Review work schedules and specifications to ensure that the elevation is completed in a timely manner and in compliance with the terms of the Grant. If problems are encountered, the Contractor will seek resolution from the City and the State.
- Facilitate the establishment and recordation of FEMA required post elevation deed restrictions.

Based upon the grant funding for this portion of the project, and the extensive work this outside company will do it seems like a valuable use of funds to use this company.

We would not enter into any contract until the grant has been officially awarded. The grant amount is \$761,016 and our cost share is \$117,034 for a total project cost of \$878,050.

RECOMMENDED ACTION:

To approve Resolution 2020-12 authorizing the city manager to enter into a contract with Jeffery S. Ward and Associates in substantially the form presented.

RECOMMENDED MOTION:

To approve Resolution 2020-12 authorizing the city manager to enter into a contract with Jeffery S. Ward and Associates in substantially the form presented.

RESOLUTION NO. 2020-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT FOR FMA PROGRAM HOME ELEVATION GRANT ADMINISTRATION & PROJECT MANAGEMENT SERVICES

WHEREAS, the Jersey Village City Council has applied to FEMA for home elevations under the FMA Grant Program; and

WHEREAS, the City is anticipating a final award notice for this grant and desires to have an outside agency administer this grant and provide project management services; and

WHEREAS, the City has sought qualified contractors in accordance with 2 CFR Part 200 and State of Texas procurement standards; **NOW THEREFORE**,

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

Section 1. The City Council authorizes the City Manager to enter into a contract for FMA Program Home Elevation Grant Administration & Project Management Services with Jeffery S Ward & Associates Inc in substantially the form attached to this document in Exhibit A.

PASSED AND APPROVED this 17th day of **February**, A.D., 2020.

Andrew Mitcham, Mayor

ATTEST:

Lorri Coody, City Secretary



Exhibit A to the Resolution

Elevation Project Management Services Agreement

with Jeffery S. Ward & Associates

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

I. General Information and Terms.

Contractor's Name and Address: Jeffrey S. Ward & Assoc., PO Box 4356 Leesburg, VA 20177

Description of Services: FEMA FMA Elevation Grant Administration and Project Management Services

Maximum Contract Amount: \$62,400

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

JEFFREY S. WARD AND ASSOCIATES INC:

By: _____
Austin Bleess, City Manager

By: _____
Jeffrey S. Ward, President

Date: _____

Date: _____

III. Standard Contractual Provisions.

A. Contractor's Services. The Contractor will provide to the City the scope of services fully described in Section V Attachment _____ 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.

P. Boycott Prohibition. Contractor must provide a written verification that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

Q. Conflict Disclosures. Contractor must make all required conflict disclosures under Chapter 176 of the Texas Local Government Code and Chapter 2252 of the Texas Government Code.

IV. Additional Terms or Conditions.

A. Contractor agrees to comply with all City Codes and state and federal laws.

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

A. Additional Contract Documents:

**ELEVATION PROJECT MANAGEMENT SERVICES AGREEMENT
PURSUANT TO RFQ 20-XXX**

THIS AGREEMENT is made and entered into by and between City of Jersey Village, (hereinafter "City"), a body corporate and politic under the laws of the State of Texas, and Jeffrey S. Ward and Associates Inc (hereinafter "Contractor"), a company authorized to conduct business in the State of Texas.

WITNESSETH

WHEREAS, City desires that Contractor provide FMA Program Home Elevation Grant Administration & Project Management Services, (hereinafter "Services") pursuant to the City's Request for Qualifications with a due date of February 4, 2020; and

WHEREAS, Contractor represents that it is qualified and desires to perform such services.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth below, the parties agree as follows:

AGREEMENT

The term of this agreement shall be concurrent with the agreement between TWDB and the City of Jersey Village.

Section 1. Scope of Services

Contractor shall render Services that meet or exceed the minimum requirements of the above referenced RFQ.

Section 2. Personnel

- A. Contractor represents that it presently has, or is able to obtain, adequate qualified personnel in its employment for the timely performance of the Scope of Services required under this Agreement and that Contractor shall furnish and maintain, at its own expense, adequate and sufficient personnel, in the opinion of City, to perform the Scope of Services when and as required and without delays.

- B. All employees of Contractor shall have such knowledge and experience as will enable them to perform the duties assigned to them. Any employee of Contractor who, in the opinion of City, is incompetent or by his conduct becomes detrimental to the project shall, upon request of City, immediately be removed from association with the project.

Section 3. Compensation and Payment

- A. Contractor's fees shall be calculated at the rates set forth in the attached Exhibit B. The Maximum Compensation for the performance of Services within the Scope of Services is \$62,400. In no case shall the amount paid by City under this Agreement exceed the Maximum Compensation without an approved change order.
- B. All performance of the Scope of Services by Contractor including any changes in the Scope of Services and revision of work satisfactorily performed will be performed only when approved in advance and authorized by City.
- C. City will pay Contractor based on the following procedures: Upon completion of the tasks identified in the Scope of Services, Contractor shall submit to City invoices showing the amounts due for services performed in a form acceptable to City. City shall review such invoices and approve them within 30 calendar days with such modifications as are consistent with this Agreement and forward same to the Auditor for processing. City shall pay each such approved invoice within thirty (30) calendar days. City reserves the right to withhold payment pending verification of satisfactory work performed.

Section 4. Time of Performance

The time for performance of the Scope of Services by Contractor shall begin with receipt of the Notice to Proceed from City and end no later than two years from the execution of this contract. Contractor shall complete the tasks described in the Scope of Services within this time or within such additional time as may be extended by the City.

Section 5. Modifications and Waivers

- A. The parties may not amend or waive this Agreement, except by a written agreement executed by both parties.
- B. No failure or delay in exercising any right or remedy or requiring the satisfaction of any condition under this Agreement, and no course of dealing between the parties, operates as a waiver or estoppel of any right, remedy, or condition.
- C. The rights and remedies of the parties set forth in this Agreement are not exclusive of, but are cumulative to, any rights or remedies now or subsequently existing at law, in equity, or by statute.

Section 6. Termination

- A. Termination for Convenience: City may terminate this Agreement at any time upon thirty (30) days written notice issued by the City Manager.
- B. Termination for Default
 - 1. City may terminate the whole or any part of this Agreement for cause in the following circumstances:
 - a. If Contractor fails to perform services within the time specified in the Scope of Services or any extension thereof granted by the City in writing;
 - b. If Contractor materially breaches any of the covenants or terms and conditions set forth in this Agreement or fails to perform any of the other provisions of this Agreement or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and in any of these circumstances does not cure such breach or failure to City's reasonable satisfaction within a period of ten (10) calendar days after receipt of notice from City specifying such breach or failure.
 - 2. If, after termination, it is determined by City that for any reason whatsoever that Contractor was not in default, or that the default was excusable, services may continue in

accordance with the terms and conditions of this Agreement or the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the City in accordance with Section 7A above.

c. Upon termination of this Agreement, City shall compensate Contractor in accordance with Section 3, above, for those services which were provided under this Agreement prior to its termination and which have not been previously invoiced to City. Contractor's final invoice for said services will be presented to and paid by City in the same manner set forth in Section 3 above.

D. If City terminates this Agreement as provided in this Section, no fees of any type, other than fees due and payable at the Termination Date, shall thereafter be paid to Contractor.

Section 7. Ownership and Reuse of Documents

All documents, data, reports, research, graphic presentation materials, etc., developed by Contractor as a part of its work under this Agreement, shall become the property of City upon completion of this Agreement, or in the event of termination or cancellation thereof, at the time of payment under Section 3 for work performed. Contractor shall promptly furnish all such data and material to City on request.

Section 8. Inspection of Books and Records

Contractor will permit City, or any duly authorized agent of City, to inspect and examine the books and records of Contractor for the purpose of verifying the amount of work performed under the Scope of Services. City's right to inspect survives the termination of this Agreement for a period of four years.

Section 9. Insurance

Prior to commencement of the Services, Contractor shall furnish City with properly executed certificates of insurance which shall evidence all insurance required and provide that such insurance shall not be canceled, except on 30 days' prior written notice to City. Contractor shall provide certified copies of insurance endorsements and/ or policies if requested by City. Contractor shall maintain such insurance coverage from the time Services commence until Services are completed and provide replacement certificates, policies and/or endorsements for any such insurance expiring prior to completion of Services. Contractor shall obtain such insurance written on an Occurrence form from such companies having Bests rating of A/VII or better, licensed or approved to transact business in the State of Texas, and shall obtain such insurance of the following types and minimum limits:

1. Employers' Liability insurance with limits of not less than \$1,000,000 per injury by accident, \$1,000,000 per injury by disease, and

- \$1,000,000 per bodily injury by disease.
2. Commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the annual aggregate. Policy shall cover liability for bodily injury, personal injury, and property damage and products/completed operations arising out of the business operations of the policyholder.
 3. Business Automobile Liability coverage applying to owned, non-owned and hired automobiles with limits not less than \$1,000,000 each occurrence combined single limit for Bodily Injury and Property Damage combined.
- B. City shall be named as additional insured to all required coverage except Professional Liability (if required). All Liability policies written on behalf of Contractor shall contain a waiver of subrogation in favor of City.
- C. If required coverage is written on a claims-made basis, Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of the Contract and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of 2 years beginning from the time the work under this Contract is completed.
- D. Contractor shall not commence any portion of the work under this Contract until it has obtained the insurance required herein and certificates of such insurance have been filed with and approved by City of Jersey Village.
- E. No cancellation of or changes to the certificates, or the policies, may be made without thirty (30) days prior, written notification to City of Jersey Village.
- F. Approval of the insurance by City of Jersey Village shall not relieve or decrease the liability of the Contractor.

Section 10. Indemnity

- A. CONTRACTOR SHALL SAVE HARMLESS CITY FROM AND AGAINST ALL CLAIMS, LIABILITY, AND EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES, ARISING FROM ACTIVITIES OF CONTRACTOR, ITS AGENTS, SERVANTS OR EMPLOYEES, PERFORMED UNDER THIS AGREEMENT THAT RESULT FROM THE NEGLIGENT ACT, ERROR, OR OMISSION OF CONTRACTOR OR ANY OF CONTRACTOR'S AGENTS,**

SERVANTS OR EMPLOYEES.

- B.** Contractor shall timely report all such matters to City and shall, upon the receipt of any such claim, demand, suit, action, proceeding, lien or judgment, not later than the fifteenth day of each month; provide City with a written report on each such matter, setting forth the status of each matter, the schedule or planned proceedings with respect to each matter and the cooperation or assistance, if any, of City required by Contractor in the defense of each matter.
- C.** Contractor's duty to defend, indemnify and hold City harmless shall be absolute. It shall not abate or end by reason of the expiration or termination of any contract unless otherwise agreed by City in writing. The provisions of this section shall survive the termination of the contract and shall remain in full force and effect with respect to all such matters no matter when they arise.
- D.** In the event of any dispute between the parties as to whether a claim, demand, suit, action, proceeding, lien or judgment appears to have been caused by or appears to have arisen out of or in connection with acts or omissions of Contractor, Contractor shall never-the-less fully defend such claim, demand, suit, action, proceeding, lien or judgment until and unless there is a determination by a court of competent jurisdiction that the acts and omissions of Contractor are not at issue in the matter.
- E.** Contractor 's indemnification shall cover, and Contractor agrees to indemnify City, in the event City is found to have been negligent for having selected Contractor to perform the work described in this request.
- F.** The provision by Contractor of insurance shall not limit the liability of Contractor under an agreement.
- G.** Contractor shall cause all trade contractors and any other contractor who may have a contract to perform construction or installation work in the area where work will be performed under this request, to agree to indemnify City and to hold it harmless from all claims for bodily injury and property damage that arise may from said Contractor 's operations. Such provisions shall be in form satisfactory to City.
- H.** Loss Deduction Clause - City shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The

payment of deductibles shall be the sole responsibility of Contractor and/or trade contractor providing such insurance.

Section 11. Confidential and Proprietary Information

- A. Contractor acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire information that is confidential to City. Any and all information of any form obtained by Contractor or its employees or agents from City in the performance of this Agreement shall be deemed to be confidential information of City ("Confidential Information"). Any reports or other documents or items (including software) that result from the use of the Confidential Information by Contractor shall be treated with respect to confidentiality in the same manner as the Confidential Information. Confidential Information shall be deemed not to include information that (a) is or becomes (other than by disclosure by Contractor) publicly known or is contained in a publicly available document; (b) is rightfully in Contractor's possession without the obligation of nondisclosure prior to the time of its disclosure under this Agreement; or (c) is independently developed by employees or agents of Contractor who can be shown to have had no access to the Confidential Information.
- B. Contractor agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Contractor uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than the provision of Services to City hereunder, and to advise each of its employees and agents of their obligations to keep Confidential Information confidential. Contractor shall use its best efforts to assist City in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limitation of the foregoing, Contractor shall advise City immediately in the event Contractor learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Agreement and Contractor will at its expense cooperate with City in seeking injunctive or other equitable relief in the name of County or Contractor against any such person. Contractor agrees that, except as directed by City, Contractor will not at any time during or after the term of this Agreement disclose, directly or indirectly, any Confidential Information to any person, and that upon termination of this Agreement or at

City's request, Contractor will promptly turn over to City all documents, papers, and other matter in Contractor's possession which embody Confidential Information.

- C. Contractor acknowledges that a breach of this Section, including disclosure of any Confidential Information, or disclosure of other information that, at law or in equity, ought to remain confidential, will give rise to irreparable injury to City that is inadequately compensable in damages. Accordingly, City may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies that may be available. Contractor acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate business interest of City and are reasonable in scope and content.
- D. Contractor in providing all services hereunder agrees to abide by the provisions of any applicable Federal or State Data Privacy Act.
- E. Contractor expressly acknowledges that City is subject to the Texas Public Information Act, TEX. GOV'T CODE ANN. §§ 552.001 et seq., as amended, and notwithstanding any provision in the Agreement to the contrary, City will make any information related to the Agreement, or otherwise, available to third parties in accordance with the Texas Public Information Act. Any proprietary or confidential information marked as such provided to City by Consultant shall not be disclosed to any third party, except as directed by the Texas Attorney General in response to a request for such under the Texas Public Information Act, which provides for notice to the owner of such marked information and the opportunity for the owner of such information to notify the Attorney General of the reasons why such information should not be disclosed. The terms and conditions of the Agreement are not proprietary or confidential information.

Section 12. Independent Contractor

- A. In the performance of work or services hereunder, Contractor shall be deemed an independent contractor, and any of its agents, employees, officers, or volunteers performing work required hereunder shall be deemed solely as employees of contractor or, where permitted, of its subcontractors.
- B. Contractor and its agents, employees, officers, or volunteers shall not, by

performing work pursuant to this Agreement, be deemed to be employees, agents, or servants of City and shall not be entitled to any of the privileges or benefits of City employment.

Section 13. Notices

- A. Each party giving any notice or making any request, demand, or other communication (each, a "Notice") pursuant to this Agreement shall do so in writing and shall use one of the following methods of delivery, each of which, for purposes of this Agreement, is a writing: personal delivery, registered or certified mail (in each case, return receipt requested and postage prepaid), or nationally recognized overnight courier (with all fees prepaid).
- B. Each party giving a Notice shall address the Notice to the receiving party at the address listed below or to another address designated by a party in a Notice pursuant to this Section:

To the City: City of Jersey Village
 Attn: City Manager
 16327 Lakeview Dr
 Jersey Village, TX 77040
 ableess@jerseyvillagetx.com

To the Contractor: Jeffrey S. Ward and Associates INC
 Attn: Jeff Ward
 PO Box 4356
 Leesburg, VA 20177
 Jswa1@outlook.com

- C. Notice is effective only if the party giving or making the Notice has complied with subsections 14(A) and 14(8) and if the addressee has received the Notice. A Notice is deemed received as follows:
 - 1. If the Notice is delivered in person or sent by registered or certified mail or a nationally recognized overnight courier, upon receipt as indicated by the date on the signed receipt.
 - 2. If the addressee rejects or otherwise refuses to accept the Notice, or if the Notice cannot be delivered because of a change in address for which no Notice was given, then upon the rejection, refusal, or inability to deliver.

Section 14. Compliance with Laws

Contractor shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this Agreement, including, without limitation, Worker's Compensation laws, minimum and maximum salary and wage statutes and regulations, licensing laws and regulations. When required by City, Contractor shall furnish City with certification of compliance with said laws, statutes, ordinances, rules, regulations, orders, and decrees above specified.

Section 15. Assignment and Delegation

- A. Neither party may assign any of its rights under this Agreement, except with the prior written consent of the other party. That party shall not unreasonably withhold its consent. All assignments of rights by Contractor are prohibited under this subsection, whether they are voluntarily or involuntarily, without first obtaining written consent from City.
- B. Neither party may delegate any performance under this Agreement.
- C. Any purported assignment of rights or delegation of performance in violation of this Section is void.

Section 16. Applicable Law

The laws of the State of Texas govern all disputes arising out of or relating to this Agreement. The parties hereto acknowledge that venue is proper in City of Jersey Village, Texas, for all legal actions or proceedings arising out of or relating to this Agreement and waive the right to sue or be sued elsewhere. Nothing in the Agreement shall be construed to waive the City's sovereign immunity.

Section 17. Successors and Assigns

City and Contractor bind themselves and their successors, executors, administrators and assigns to the other party of this Agreement and to the successors, executors, administrators and assigns of the other party, in respect to all covenants of this Agreement.

Section 18. Third Party Beneficiaries

This Agreement does not confer any enforceable rights or remedies upon any person other than the parties.

Section 19. Severability

If any provision of this Agreement is determined to be invalid, illegal, or unenforceable, the remaining provisions remain in full force, if the essential terms and conditions of this Agreement for each party remain valid, binding, and enforceable.

Section 20. Publicity

Contact with citizens of City of Jersey Village, media outlets, or governmental agencies shall be the sole responsibility of City. Under no circumstances whatsoever, shall Contractor release any material or information developed or received in the performance of the Services hereunder without the express written permission of City, except where required to do so by law.

Section 2. Captions

The section captions used in this Agreement are for convenience of reference only and do not affect the interpretation or construction of this Agreement.

Section 22. Entire Agreement

This Agreement contains the entire Agreement among the parties and supersedes all other negotiations and agreements, whether written or oral.

In addition to the primary agreement, there are four Exhibits:

Exhibit A – Original Request for Qualifications (RFQ) - incorporated by reference

Exhibit B – Response from Contractor to RFQ

Exhibit C – Scope of Work and Cost of Services

Exhibit D – Standard TWDB subcontractor Clauses.

Section 23. Conflict

In the event there is a conflict, the following have priority with regard to the conflict: first: this document titled " REQUEST FOR QUALIFICATIONS: FMA PROGRAM HOME ELEVATION GRANT ADMINISTRATION & PROJECT MANAGEMENT SERVICES".

Section 24. Execution

IN WITNESS WHEREOF, the parties hereto have signed or have caused their respective names to be signed to multiple counterparts to be effective on the

CITY OF JERSEY VILLAGE

CONTRACTOR

Austin Bless, City Manager

Jeffrey S. Ward, President

Exhibit A: RFQ (Incorporated by Reference)



CITY OF JERSEY VILLAGE, TEXAS

16501 Jersey Drive, Jersey Village, TX 77040
713-466-2109 (office) 713-466-2177 (fax)

City of Jersey Village solicits qualifications for projects funded through the Flood Mitigation Assistance Grant Program, administrated by the Texas Water Development Board (TWDB):

REQUEST FOR QUALIFICATIONS: FMA PROGRAM HOME ELEVATION GRANT ADMINISTRATION & PROJECT MANAGEMENT SERVICES

Respondents are required to submit one electronic copy on a USB Flash Drive, and one hard copy of the statement of qualifications to Lorri Coody, City Secretary, 16327 Lakeview Drive, Jersey Village, TX 77040 on or before the due date stipulated below. All packages must be clearly marked “**TWDB - FMA PROGRAM HOME ELEVATION GRANT ADMINISTRATION & PROJECT MANAGEMENT SERVICES**”. Respondent's name and return address should be prominently displayed on the envelope.

The City will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver any package by the below referenced deadline. Late submissions shall not be accepted. The selection of the successful respondent(s) shall be at the City’s discretion and shall be made in a prompt manner after the receipt and evaluation of all RFQ responses.

The City invites qualified respondents to submit responses in accordance with the requirements stated within this RFQ no later than 2pm on February 4, 2020. Interested firms may secure the solicitation package and all other pertinent information by visiting www.jerseyvillagetx.com and scrolling down to “The Latest News” and Clicking on “RFQ TWDB - FMA PROGRAM HOME ELEVATION GRANT ADMINISTRATION & PROJECT MANAGEMENT SERVICES”.

The City of Jersey Village encourages all Disadvantaged Business Enterprise (DBE) vendors to participate in all invitations to bid; including all HUB, women and minority owned businesses.

The City of Jersey Village reserves the right to reject any and all submissions, to waive any and all irregularities in any submission, and to make awards in the best interest of the City.

Upon satisfactory completion of contractual terms (e.g., goods delivered in promised condition, services rendered as agreed, etc.), Respondent is to be paid via City of Jersey Village’s normal accounts payable process.

POSTED TO CITY WEBSITE: JANUARY 8, 2020 AT 8:30 A.M.



CITY OF JERSEY VILLAGE, TEXAS

16501 Jersey Drive, Jersey Village, TX 77040
713-466-2109 (office) 713-466-2177 (fax)

CITY OF JERSEY VILLAGE REQUEST FOR QUALIFICATIONS GRANT ADMINISTRATION AND PROJECT MANAGEMENT SERVICES

OPENING DATE: Tuesday, February 4, 2020 @ 2:00PM

Sealed Requests for Qualifications (RFQ), subject to the proposal documents hereto attached, for GRANT ADMINISTRATION AND PROJECT MANAGEMENT SERVICES are being accepted.

Legal Name of Contracting Company

Federal I.D.# (Company or Corporation)

Social Security # (Individual)

Telephone Number

Email Address

Contact Person

Title

Complete Mailing Address

City & State

Zip

Complete Street Address City & State Zip

INTRODUCTION

Jersey Village, Texas (City) is soliciting for professional grant administration and project management services required to undertake a Home Elevation, Flood Mitigation Assistance Grant Project by the State of Texas, Texas Water Development Board (TWBD) through a Federal grant by the U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA).

The REQUEST FOR QUALIFICATIONS is for your convenience in offering the referenced products and/or services for the City of Jersey Village.

In accordance with 2 CFR Part 200, Section 200.320 (d)(4) contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered. Other factors include track record of successes at other counties or cities, identification and understanding of the City's needs and requirements.

Jersey Village is appreciative of the time and effort you expended to submit an offer.

BACKGROUND

The City is located in Northwest Harris County, Texas, at the corner of Beltway 8 and US 290. It has an estimated population of 8,000. The City is organized with a City Manager-Council form of government.

SCOPE OF SERVICES

Jersey Village is seeking to enter into a professional services contract with a competent consulting firm or individual to administer its Flood Mitigation Assistance Grant Project awarded through the Texas Water Development Board.

PROJECT DESCRIPTION

The purpose of this grant is to mitigate flooding by elevating 4 properties in Jersey Village to base flood elevation plus 18".

TWDB Contract Number - TBD

FEMA approval date — TBD

TWBD approval date — TBD

Contract effective date — TBD

TWBD contract executed — TBD

Project completion date — TBD

Total project costs - \$ \$878,050.00

SCOPE OF WORK

The firm hired shall ensure the City's contractual obligations are met in accordance with Federal and State law. Including but not limited to:

General Grant Administration

- Fully administer all aspects of grant according to the contractual agreement with TWDB and the Flood Mitigation Assistance Grant Agreement with FEMA
- Report to local officials on the grant process
- Prepare required reports to the State
- Prepare requests for payment from the City to the property owners or contractor (as determined).
- Prepare requests for reimbursement from the City to the State
- Assist the City in evaluating options for procurement of qualified contractors in accordance with 2 CFR Part 200 and State of Texas procurement standards
- Assist the City in developing an agreement between the City and the Homeowners that passes along the relevant terms of the grant. This agreement will also establish Homeowner obligations that must be followed during the elevation of their home
- Coordination of inspection, structure requirement, and bid/contract process for elevation contractor procurement
- Coordinate and facilitate meetings with Homeowners to outline the project's scope of work requirements. Work closely with the Homeowners throughout the duration of the project and respond to their questions in a timely manner
- Prepare reconciliation with State on all grant funds
- Prepare all reports and forms required for grant closeout
- Participate in any review or audit of grant by TWDB, FEMA or their assignee, and address any questions, findings, or deficiencies noted

Per Parcel Project Management Services for Elevation projects

- Meet with Homeowners to overview / explain the process and detail the owner's and elevation contractor's responsibilities
- Provide an overview of the budget the Homeowners must stay within for their individual elevation. This data will come from the grant award documents
- Manage budget to ensure that all 4 homes are completed within the available Federal funding
- Assist the City in ensuring that the elevation contract specifications meet the FEMA grant requirements
- Develop process to ensure that construction is performed in compliance with engineering specifications.
- Ensure that professional engineer reviews all construction specifications

- Solicit elevation contractors in accordance with Federal and State procurement standards
- Provide list of qualified elevation contractors and describe the process for selection, review and approval
- Ensure Homeowner selects among the qualified contractors in the manner and method prescribed and supports the selection
- Prepare and present mitigation offer. Review details of mitigation offer and have offer signed by Homeowner
- Prepare and present Homeowner/City agreement for elevation. This agreement will provide the details of the Homeowner responsibility for hiring the elevation contractor and will have language indemnifying the City and their contractors from liability associated with the physical elevation. Have Homeowner sign the agreement
- Submit owner signed agreement to City for review and signature
- Facilitate payments to contractors from the City
- Meet with each Homeowner and review and concur with Elevation Contractor. Confirm bid is within grant limits and detail any/all costs that will not be reimbursable under the grant.
- Review work schedules and specifications to ensure that the elevation is completed in a timely manner and in compliance with the terms of the Grant. If problems are encountered, the Contractor will seek resolution from the City and the State.
- Facilitate the establishment and recordation of FEMA required post elevation deed restrictions.

Ancillary services that may be necessary to satisfactorily complete the above-listed scope of work categories include: ongoing document preparation, ongoing coordination of grant and local match funds, creation and submittal of grant payment requests to state agency, technical assistance and advice, coordination and liaison services, assistance with project modifications and amendments, real property acquisition assistance and advice. Rates for any additional services must be specified in the proposed cost of services.

STATEMENT OF QUALIFICATIONS

We are seeking to contract with a competent firm with experience in grant administration and project management services. Specifically, we are seeking those persons or firms with the following experience:

1. Management of all aspects of Flood Mitigation Assistance Grant Programs
2. Adherence to Federal standards as outlined in 2 CFR Part 200

PROPOSED COST OF SERVICES

The cost for grant administration and project management services must be included in the proposal submission.

Please note that cost is not the sole basis for selection of a service provider, see Evaluation Criteria below.

EVALUATION CRITERIA

The proposals received will be evaluated and ranked according to the following criteria for grant management services:

Criteria	<u>Maximum Points</u>
Experience	40
Work Performance	20
Performance Capacity	20
Proposed Cost	20
Total	100

PROPOSAL SUBMISSIONS

DEADLINE

Proposals must be received at 16327 Lakeview Drive, Jersey Village, TX 77040 prior to 2:00 pm on Tuesday, February 4, 2020. Proposals will be received and publicly acknowledged at 2:00 pm or soon thereafter. *Late proposals will not be accepted under any circumstances!*

SUBMITTAL

Completed proposal, must be in a sealed envelope clearly marked with "Bid Number 2018-05 RFQ ELEVATION GRANT ADMINISTRATION AND PROJECT MANAGEMENT SERVICES" written in the lower left-hand corner of the envelope containing the proposal.

PROCUREMENT SCHEDULE

Requests For Qualification (RFQ) will be available on January 8, 2020. Proposal submission deadline is 2:00 p.m. on February 4, 2020.

RFQ Issued	January 8, 2020
RFQ Submission Deadline	February 4, 2020 at 2:00 pm
Evaluation of RFQ's	February 6, 2020
Award of Contract (tentative)	February 17, 2020

ADDRESS

Sealed proposals may be hand-delivered or mailed to City Secretary, City of Jersey Village, 16327 Lakeview Drive, Jersey Village, Texas 77040.

METHODS

All proposals must be returned in a sealed envelope with the proposal name clearly marked on the outside. If a delivery service is used, the proposal name must be clearly marked on the outside of the delivery service, envelope. Facsimile and electronic mail transmittals are not acceptable.

WITHDRAWAL OR ALTERATIONS OF PROPOSAL

Proposals may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by vendor guaranteeing authenticity. After the official opening, proposals may not be amended, altered or withdrawn without the recommendation of the Jersey Village Grant Administrator and the approval of the City Council.

NO OFFER

Please indicate on your "NO OFFER" response any area/concern that may have influenced your decision to indicate "NO OFFER."

PROPOSAL OPENING

Proposals will be received and publicly acknowledged at the location, date and time stated above. Vendors, their representatives, and interested persons may be present. The proposals shall be reviewed and acknowledged only so as to avoid disclosure of the contents to competing vendors and kept confidential during negotiations. However, all proposals shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposal and identified by vendor as such.

TAX EXEMPT STATUS

The City is exempt from Federal Excise and State Sales Tax. Therefore, tax must not be included in this proposal.

AWARD

It is anticipated that awards will be made February 17, 2020. Proposals submitted must be binding for not less than ninety (90) days after the date received.

PROPOSAL REQUIREMENTS

COMPLETED PROPOSAL

A completed proposal means an original containing the following:

- Vendor Identification
- Proposal Submission
- Acknowledgement and Certification Regarding Debarment, Suspension and other Ineligibility
- Contract
- Conflict of Interest Affidavit
- Conflict of Interest Questionnaire

LEGIBILITY

Proposals must be legible and of a quality that can be reproduced.

LATE PROPOSALS

Proposals received after submission deadline will not be opened and will be considered void and unacceptable. City of Jersey Village is not responsible for lateness of mail, courier service, etc.

DOCUMENTATION

Vendor shall provide with this proposal response, all documentation required by this proposal. Failure to provide this information may result in rejection of the proposal.

MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE VENDORS

A vendor must affirmatively demonstrate their responsibility. A vendor must also meet the following minimum requirements:

1. Have adequate financial resources, or the ability to obtain such resources as required,
2. Be able to comply with the required or proposed delivery schedule,
3. Be able to comply with all Federal, state, and local laws, rules, regulations, ordinances and orders regarding this request,
4. Have a satisfactory record of performance,
5. Have a satisfactory record of integrity and ethics,
6. Assign only qualified personnel to perform services required under this contract, and
7. Be otherwise qualified and eligible to receive an award.

Jersey Village may request representation and other information sufficient to determine vendor's ability to meet these minimum standards listed above.

RESPONSE PREPARATION COSTS

The City will not pay any cost incurred by any vendor in the proposal preparation, printing, demonstration, or negotiation process. All costs shall be borne by the proposing vendors with exception of costs associated with any City personnel visits to vendor offices or other client sites.

SELECTION OF CONSULTANTS

The City shall review all material submitted, and if required, schedule presentations or interviews with prospective consultants in order to select the most qualified. The City is an Equal Opportunity Employer and reserve the rights to reject any and all proposals, extend the RFQ deadline and to waive formalities in our selection.

AWARD

CONTRACT

This Proposal, and accompanying documents, and any negotiated terms, when properly accepted by Jersey Village, shall constitute a contract equally binding between the successful vendor and City if Jersey Village. The successful vendor may be required to sign an additional agreement containing terms necessary to ensure compliance with the proposal. No different or additional terms will become part of this contract with the exception of a Change Order.

CHANGE ORDERS

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract must be made in writing and signed by both parties.

EVALUATION CRITERIA

Criteria utilized by Jersey Village for determining the best acceptable vendor includes, but is not limited to:

- Vendor meeting the City's specifications
- Vendor's experience, skill, ability, business judgment, financial capacity, integrity, honesty

- Vendor's previous performance, reputation, promptness,
- Minority businesses and women's business enterprises (and labor surplus area firms if City is designated) consideration,
- Any factor which could reasonably be asserted as being relevant to successful performance.

EXCEPTIONS / SUBSTITUTIONS

All proposals meeting the intent of this request for proposal will be considered for award. Vendors taking exception to the specifications, or offering substitutions, shall state these exceptions in the section provided or by attachment as part of the proposal. The absence of such a list shall indicate that the vendor has not taken exceptions and City shall hold the vendor responsible to perform in strict accordance with the specifications of the RFQ. Jersey Village City Council reserves the right to accept any, all, or none of the exception(s) / substitution(s) deemed to be in the best interest of the City.

REJECTION / ACCEPTANCE

It is understood that the City Council of Jersey Village, Texas, reserves the right to accept or reject any or all proposals for any or all materials and / or services covered in this proposal request. Additionally, it is understood that the City may waive discrepancies or defects in the proposal or to accept such Proposal, City shall deem to be in the best interest of Jersey Village. Receipt of any proposal shall under no circumstances obligate Jersey Village to accept the lowest dollar proposal.

ADDITIONAL INFORMATION

The City may request additional information to further clarify, explain or validate the contents of any response in this RFQ. All information must be submitted to the City in writing within three (3) business days of the City's request.

CONTRACT ADMINISTRATION

Under this contract, Austin Bless, City Manager, shall be the contract administrator with designated responsibility to ensure compliance with contract requirements, such as but not limited to, acceptance, inspection, and delivery. The contract administrator will serve as liaison between the Jersey Village City Council and the successful vendor. In order to ensure fair and objective evaluation, all questions related to this RFQ should be addressed to the person named above.

NEGOTIATIONS

City of Jersey Village reserves the right to negotiate the contract in accordance with Local Government Code §262 for requests for proposals.

CONTRACT AWARD

The award of this contract shall be made to the responsible vendor whose proposal is determined to be the best evaluated vendor resulting from negotiation, taking into consideration the relative importance of price and the other evaluation factors set forth in the request for proposals

FUNDING

Funding for this contract is provided by the State of Texas, Texas Water Development Board through a Federal grant by the U.S. Department of Homeland Security, Federal Emergency Management Agency. Funding for this contract is dependent on the availability of these funds.

Successful Vendor herein acknowledges and agrees that this contract does not create a debt against the City of Jersey Village, the State or Texas, or the Texas Water Development Board, and that this contract is subject to the appropriation of funds by City of Jersey Village, Texas.

TERMS AND CONDITIONS

CONFLICT OF INTEREST

No public official shall have interest in this contract in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitled C, Chapter 171, including, but not limited to, Local Government Code §171.002 and §171.003.

Further, the Vendor represents and warrants that the Vendor has no actual or potential conflicts of interest in providing the deliverables required by this contract to the City. Vendor represents that the provision of services under this contract will not create an appearance of impropriety. The Vendor also represents and warrants that, during the term of this contract, the Vendor will immediately notify the City, in writing, of any potential conflict of interest that could adversely affect the City creating the appearance of a conflict of interest.

The Vendor represents and warrants that neither the Vendor nor any person or entity that will participate financially in this contract has received compensation from the City, or any agency of the State of Texas for participation in the preparation of specifications for this contract. The Vendor represents and warrants that he has not given, offered to give, and does not intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to any public servant in connection with this contract.

DISCLOSURE REQUIREMENTS

All prospective vendors shall complete the conflict of interest questionnaire and submit it with their proposal in accordance with Local Government Code §176.004. (The Texas Legislature passed House Bill 914 during the 2005 Legislative Session which requires the conflict of interest questionnaire to be completed. This can be referenced under Local Government Code, Chapter 176. Disclosure of Certain Relationships with Local Government Officers; Providing Public Access to Certain Information.)

ETHICS

The vendor shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, official or agent of the City of Jersey Village.

INSURANCE/BOND

If selected, Vendor is required to submit proof of insurance. Professional insurance (liability or other appropriate product) is required from an insurer qualified to do business in Texas. Respondents shall submit a certificate of insurance evidencing such coverage

TERMINATION OF CONTRACT

This contract shall remain in effect until: 1) contract expires, 2) delivery/completion and acceptance of products and / or services ordered or 3) terminated by either party with thirty (30) days written notice prior to any cancellation. The successful vendor must state therein the reasons for such cancellation. In the event the contract is cancelled, the City reserves the right to award to the next best proposal, as it deems to be in the best interest of the City.

TERMINATION FOR DEFAULT

Jersey Village reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default of this contract. Non-

Performance of the vendor shall be a basis for termination of the contract by the City. Jersey Village reserves the right to terminate the contract immediately in the event the successful vendor fails to: 1) meet delivery or completion schedules, or 2) otherwise perform in accordance with these specifications. Breach of contract or default authorizes the City to award the proposal to another vendor, purchase elsewhere and charge the full increase in cost and handling to the defaulting successful vendor. The City shall not pay for any commodities / services that are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

FORCE MAJURE

Neither party shall be responsible for delays caused by "Acts of God", non-city governmental processes, national emergency or any other causes beyond their reasonable control. Upon the discovery of such an event, the affected party shall notify the other and arrange a meeting to propose a program for a solution to the problem, and if necessary, to establish an estimated period of time of suspension or extension of the work.

COMPLIANCE WITH LAWS

The successful vendor shall comply with all applicable Federal, state and local laws and regulations.

EQUAL EMPLOYMENT OPPORTUNITY

The successful vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Vendor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

The Vendor will, in all solicitations or advertisements for employees placed by or on behalf of the Vendor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

The Vendor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.

In the event of the Vendor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or Federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by the rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES. AND LABOR SURPLUS AREA FIRMS

The Vendor must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Affirmative steps must include:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- If subcontracts are to be let, to take the affirmative steps listed in above paragraphs.

DAVIS-BACON ACT

Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 31463148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

COPELAND "ANTI-KICKBACK" ACT

The Vendor must comply with the Copeland "Anti- Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub recipient is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The Vendor must report all suspected or reported violations.

CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

The Vendor must comply with the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). All contracts awarded in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to

construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

DRUG FREE WORKPLACE

During the performance of this contract, the Vendor agrees to (i) provide a drug-free workplace for the Vendor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Vendor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Vendor that the Vendor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a Vendor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

CLEAN AIR ACT

The Vendor agrees to comply with the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 12511387), as amended—Contracts and Subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

DEBARMENT AND SUSPENSION

Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

BYRD ANTI-LOBBYING AMENDMENT

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

PUBLIC INFORMATION ACT

The Vendor acknowledges and agrees that all documents, in any media, generated in the performance of work conducted under this contract are subject to public disclosure under the Public Information Act, Government Code, Chapter 552. The Vendor shall produce all documents upon request of the City within two (2) business days when the documents are required to comply with a request for information under the Public Information Act.

ACCURATE AND TIMELY RECORD KEEPING

The Vendor warrants and represents that he will keep timely, accurate and honest books and record relating to the work performed and the payments received under this contract according to generally accepted accounting standards. Further, the Vendor agrees that he will create such books and records at or about the time the transaction reflected in the books and records occurs.

RIGHT TO AUDIT

The Vendor and its subcontractors shall maintain all financial accounting documents and records, including copies of all invoices and receipts for expenditures, relating to the work under this contract. The Vendor shall make such documents and records available for examination and audit by the City or any other authorized entity of the State of Texas. The Vendor's financial accounting documents and records shall be kept and maintained in accordance with generally accepted accounting principles and for a minimum of seven years following the completion of the Vendor. By executing this contract, the Vendor accepts the authority of the Texas State Auditor's Office to conduct audits and investigations in connection with all state funds received pursuant to this contract. The Vendor shall comply with directives from the Texas State Auditor and shall cooperate in any such investigation or audit. The Vendor agrees to provide the Texas State Auditor with access to any information the Texas State Auditor considers relevant to the investigation or audit. The contractor also agrees to include a provision in any subcontract related to this contract that requires the subcontractor to submit to audits and investigation by the State Auditor's Office in connection with all state funds received pursuant to the subcontract.

The Vendor shall make such documents and records available for examination and audit by the Federal government and records shall be kept and maintained in accordance with generally accepted accounting principles and for a minimum of seven years following the submission of the final Federal Financial Report.

TRAVEL

In accordance with the TWDB contract, all travel expenses must show names, dates, work locations, time periods at work locations, itemization of and receipts for subsistence expenses of each employee, limited, however, to travel expenses authorized for state employees by the General Appropriations Act, Tex. Leg. Regular Session, 2013, Article IX, Part 5, as amended or superseded. Mileage reimbursement must include names, dates, and points of travel of individuals. All expenses must for reason for expense with Itemized receipts to evidence the amount incurred (Note: non-itemized credit card receipts will not be accepted).

INVOICING

Invoices shall be sent directly to the City of Jersey Village. Payments will be processed within thirty (30) days after receipt of invoice or items, whichever is later. Invoices must show tasks that were performed, time period the work was performed, the percent and cost of each task completed.

PAYMENT

Payment shall be made by check from the City upon satisfactory completion and acceptance of items and submission of a valid invoice. Payments shall be made in accordance with the State of Texas Prompt Payment Act, Vernon's Texas Codes Annotated, Government Code Title 10, Subtitled F, Chapter 2251. Successful vendor is required to pay subcontractors within ten (10) days after the successful vendor receives payment from the City.

VENUE

This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Jersey Village, Texas.

ASSIGNMENT OF CONTRACT

The successful vendor shall not assign, sell, transfer, subcontract, or convey this contract, in whole or in part, without the prior written consent of the City of Jersey Village City Council.

SILENCE OF SPECIFICATIONS

The apparent silence of these specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of these specifications shall be made on the basis of this statement

HOLD HARMLESS AGREEMENT

Vendor shall indemnify and hold City of Jersey Village harmless from all claims for personal injury, death and / or property damage arising from any cause whatsoever, resulting directly or indirectly from contractor's performance. Contractor shall procure and maintain, with respect to the subject matter of this proposal, appropriate insurance coverage including, as a minimum, public liability and property damage with adequate limits to cover contractor's liability as may arise directly or indirectly from work performed under terms of this proposal. Certification of such coverage must be provided to the City upon request.

WAIVER OF SUBROGATION

By virtue of acceptance of this contract, both contractor and insurance carrier waive any and all rights whatsoever with regard to subrogation against Jersey Village as an indirect party to any suit arising out of personal or property damages, resulting from contractor's performance under this agreement.

Questions On RFQ

All questions on this RFQ must be submitted in writing to Austin Bleess, City Manager, via email to ableess@jerseyvillagetx.com no later than Friday, January 24, 2020 at 5pm. All questions will be answered, and the responses posted online at www.jerseyvillagetx.com by 5pm on Tuesday, January 28, 2020.

ADDENDA

Acknowledgement of the addenda, if any were issued to change the original RFQ as a result of questions or other reason, must be included.

PROPOSAL SUBMISSION / INFORMATION FROM VENDOR

The RFQ received from the vendor should include each of the following sections in the numbered order as noted below. If additional sections are needed by the vendor to highlight their services or provide additional information, such sections are to be added after the required sections.

Instructions: Please answer the questions listed below. Pre-printed product literature regarding your services is acceptable but not required.

Section 1 - Vendor Information

Please include the following information on the primary contact representative:

- Name
- Address
- Title
- Telephone Number
- FAX Number
- E-mail address

Please indicate if this person has the binding authority to enter into contracts.

Section 2 — Solution Framework Summary

Please provide a summary of your solution for the grant administration and project management services.

Section 3 — Proposal Narrative with Task and Time Line

The City places a premium on the respondent's approach to the project and the ability to present a scope of services that will ensure successful and timely completion of the project.

The narrative should be clear, concise and complete.

Include a detailed time line in the proposal; including start date and task outline.

Be clear in the proposal, what responsibilities will be assumed by the vendor and what responsibilities will be required of the City.

If any section leaves out what you consider crucial or valuable information, please include it in your proposal.

Section 4 — Profile / History

Provide a brief history and profile of your company. How many years has the company actively provided grant administration and project management services to local governments?

Include additional information such as:

1. When it was founded.
2. Type of legal entity (i.e. corporation, partnership, etc.).
3. Names of owners, if privately owned.
4. A Statement substantiating the resources of the proposing entity and the ability to carry out the scope of work requested within the timeline.

Section 5 - Client Base

Proposals should list client base for similar projects. Contact information should be supplied.

Provide the dates for each project and whether an extension of time was requested and/or approved.

The City places a premium on the number of successful projects that the respondent has undertaken that are similar to the City's current project.

Please list any and all audit findings that resulted from the administration of these programs.

Section 6 - Resumes of Personnel Assigned to Project

Respondents must provide a listing of the personnel to be assigned to the project, including organizational structure and each person's area of responsibility. Resumes for each professional assigned to this project are also required. Vendors must have sufficient and qualified staff immediately available to contract solicitations and to enter into and manage any components targeted by the RFQ.

Section 7 — Proposed Cost of Services

Include proposed fee structure including billing rates, hourly rates, reimbursable expenses, etc. Include proposed cost by Scope of Work category for grant administration and project management services. Preferences will be given to firm fixed pricing.

CITY OF JERSEY VILLAGE RESERVES THE RIGHT TO ACCEPT OR REJECT IN PART OR IN WHOLE ANY PROPOSALS SUBMITTED, AND TO WAIVE ANY TECHNICALITIES FOR THE BEST INTEREST OF THE CITY.

DO NOT SIGN OR SUBMIT WITHOUT READING ENTIRE DOCUMENT.

Standard Contract for General Services

The following is a Standard Contract with the City of Jersey Village for example purposes only.

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

I. General Information and Terms.

Contractor's Name and Address:

Description of Services:

Maximum Contract Amount:

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: _____

Standard Contract with the City of Jersey Village for example purposes only.

III. Standard Contractual Provisions.

A. Contractor's Services. The Contractor will provide to the City the scope of services fully described in Section V Attachment _____ 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.

P. Boycott Prohibition. Contractor must provide a written verification that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

Standard Contract with the City of Jersey Village for example purposes only.

Q. Conflict Disclosures. Contractor must make all required conflict disclosures under Chapter 176 of the Texas Local Government Code and Chapter 2252 of the Texas Government Code.

IV. Additional Terms or Conditions.

A. Contractor agrees to comply with all City Codes and state and federal laws.

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

A. Additional Contract Documents:

**ELEVATION PROJECT MANAGEMENT SERVICES AGREEMENT
PURSUANT TO RFQ 20-XXX**

THIS AGREEMENT is made and entered into by and between City of Jersey Village, (hereinafter "City"), a body corporate and politic under the laws of the State of Texas, and _____(hereinafter "Contractor"), a company authorized to conduct business in the State of Texas.

WITNESSETH

WHEREAS, City desires that Contractor provide FMA Program Home Elevation Grant Administration & Project Management Services, (hereinafter "Services") pursuant to the City's Request for Qualifications with a due date of February 4, 2020; and

WHEREAS, Contractor represents that it is qualified and desires to perform such services.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth below, the parties agree as follows:

AGREEMENT

The term of this agreement shall be concurrent with the agreement between TWDB and the City of Jersey Village.

Section 1. Scope of Services

Contractor shall render Services that meet or exceed the minimum requirements of the above referenced RFQ.

Section 2. Personnel

- A. Contractor represents that it presently has, or is able to obtain, adequate qualified personnel in its employment for the timely performance of the Scope of Services required under this Agreement and that Contractor shall furnish and maintain, at its own expense, adequate and sufficient personnel, in the opinion of City, to perform the Scope of Services when and as required and without delays.

Standard Contract with the City of Jersey Village for example purposes only.

- B. All employees of Contractor shall have such knowledge and experience as will enable them to perform the duties assigned to them. Any employee of Contractor who, in the opinion of City, is incompetent or by his conduct becomes detrimental to the project shall, upon request of City, immediately be removed from association with the project.

Section 3. Compensation and Payment

- A. Contractor's fees shall be calculated at the rates set forth in the attached Exhibit B. The Maximum Compensation for the performance of Services within the Scope of Services is \$_____. In no case shall the amount paid by City under this Agreement exceed the Maximum Compensation without an approved change order.
- B. All performance of the Scope of Services by Contractor including any changes in the Scope of Services and revision of work satisfactorily performed will be performed only when approved in advance and authorized by City.
- C. City will pay Contractor based on the following procedures: Upon completion of the tasks identified in the Scope of Services, Contractor shall submit to City invoices showing the amounts due for services performed in a form acceptable to City. City shall review such invoices and approve them within 30 calendar days with such modifications as are consistent with this Agreement and forward same to the Auditor for processing. City shall pay each such approved invoice within thirty (30) calendar days. City reserves the right to withhold payment pending verification of satisfactory work performed.

Section 4. Time of Performance

The time for performance of the Scope of Services by Contractor shall begin with receipt of the Notice to Proceed from City and end no later than two years from the execution of this contract. Contractor shall complete the tasks described in the Scope of Services within this time or within such additional time as may be extended by the City.

Section 5. Modifications and Waivers

Standard Contract with the City of Jersey Village for example purposes only.

- A. The parties may not amend or waive this Agreement, except by a written agreement executed by both parties.
- B. No failure or delay in exercising any right or remedy or requiring the satisfaction of any condition under this Agreement, and no course of dealing between the parties, operates as a waiver or estoppel of any right, remedy, or condition.
- C. The rights and remedies of the parties set forth in this Agreement are not exclusive of, but are cumulative to, any rights or remedies now or subsequently existing at law, in equity, or by statute.

Section 6. Termination

- A. Termination for Convenience: City may terminate this Agreement at any time upon thirty (30) days written notice issued by the City Manager.
- B. Termination for Default
 - 1. City may terminate the whole or any part of this Agreement for cause in the following circumstances:
 - a. If Contractor fails to perform services within the time specified in the Scope of Services or any extension thereof granted by the City in writing;
 - b. If Contractor materially breaches any of the covenants or terms and conditions set forth in this Agreement or fails to perform any of the other provisions of this Agreement or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and in any of these circumstances does not cure such breach or failure to City's reasonable satisfaction within a period of ten (10) calendar days after receipt of notice from City specifying such breach or failure.
 - 2. If, after termination, it is determined by City that for any reason whatsoever that Contractor was not in default, or that the default was excusable, services may continue in

accordance with the terms and conditions of this Agreement or the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the City in accordance with Section 7A above.

c. Upon termination of this Agreement, City shall compensate Contractor in accordance with Section 3, above, for those services which were provided under this Agreement prior to its termination and which have not been previously invoiced to City. Contractor’s final invoice for said services will be presented to and paid by City in the same manner set forth in Section 3 above.

D. If City terminates this Agreement as provided in this Section, no fees of any type, other than fees due and payable at the Termination Date, shall thereafter be paid to Contractor.

Section 7. Ownership and Reuse of Documents

All documents, data, reports, research, graphic presentation materials, etc., developed by Contractor as a part of its work under this Agreement, shall become the property of City upon completion of this Agreement, or in the event of termination or cancellation thereof, at the time of payment under Section 3 for work performed. Contractor shall promptly furnish all such data and material to City on request.

Section 8. Inspection of Books and Records

Contractor will permit City, or any duly authorized agent of City, to inspect and examine the books and records of Contractor for the purpose of verifying the amount of work performed under the Scope of Services. City's right to inspect survives the termination of this Agreement for a period of four years.

Section 9. Insurance

Prior to commencement of the Services, Contractor shall furnish City with properly executed certificates of insurance which shall evidence all insurance required and provide that such insurance shall not be canceled, except on 30 days’ prior written notice to City. Contractor shall provide certified copies of insurance endorsements and/ or policies if requested by City. Contractor shall maintain such insurance coverage from the time Services commence until Services are completed and provide replacement certificates, policies and/or endorsements for any such insurance expiring prior to completion of Services. Contractor shall obtain such insurance written on an Occurrence form from such companies having Bests rating of A/VII or better, licensed or approved to transact business in the State of Texas, and shall obtain such insurance of the following types and minimum limits:

- 1. Employers' Liability insurance with limits of not less than \$1,000,000 per injury by accident, \$1,000,000 per injury by disease, and

- \$1,000,000 per bodily injury by disease.
2. Commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the annual aggregate. Policy shall cover liability for bodily injury, personal injury, and property damage and products/completed operations arising out of the business operations of the policyholder.
 3. Business Automobile Liability coverage applying to owned, non-owned and hired automobiles with limits not less than \$1,000,000 each occurrence combined single limit for Bodily Injury and Property Damage combined.
- B. City shall be named as additional insured to all required coverage except Professional Liability (if required). All Liability policies written on behalf of Contractor shall contain a waiver of subrogation in favor of City.
- C. If required coverage is written on a claims-made basis, Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of the Contract and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of 2 years beginning from the time the work under this Contract is completed.
- D. Contractor shall not commence any portion of the work under this Contract until it has obtained the insurance required herein and certificates of such insurance have been filed with and approved by City of Jersey Village.
- E. No cancellation of or changes to the certificates, or the policies, may be made without thirty (30) days prior, written notification to City of Jersey Village.
- F. Approval of the insurance by City of Jersey Village shall not relieve or decrease the liability of the Contractor.

Section 10. Indemnity

- A. CONTRACTOR SHALL SAVE HARMLESS CITY FROM AND AGAINST ALL CLAIMS, LIABILITY, AND EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES, ARISING FROM ACTIVITIES OF CONTRACTOR, ITS AGENTS, SERVANTS OR EMPLOYEES, PERFORMED UNDER THIS AGREEMENT THAT RESULT FROM THE NEGLIGENT ACT, ERROR, OR OMISSION OF CONTRACTOR OR ANY OF CONTRACTOR'S AGENTS,**

SERVANTS OR
EMPLOYEES.

- B.** Contractor shall timely report all such matters to City and shall, upon the receipt of any such claim, demand, suit, action, proceeding, lien or judgment, not later than the fifteenth day of each month; provide City with a written report on each such matter, setting forth the status of each matter, the schedule or planned proceedings with respect to each matter and the cooperation or assistance, if any, of City required by Contractor in the defense of each matter.
- C.** Contractor's duty to defend, indemnify and hold City harmless shall be absolute. It shall not abate or end by reason of the expiration or termination of any contract unless otherwise agreed by City in writing. The provisions of this section shall survive the termination of the contract and shall remain in full force and effect with respect to all such matters no matter when they arise.
- D.** In the event of any dispute between the parties as to whether a claim, demand, suit, action, proceeding, lien or judgment appears to have been caused by or appears to have arisen out of or in connection with acts or omissions of Contractor, Contractor shall never-the-less fully defend such claim, demand, suit, action, proceeding, lien or judgment until and unless there is a determination by a court of competent jurisdiction that the acts and omissions of Contractor are not at issue in the matter.
- E.** Contractor 's indemnification shall cover, and Contractor agrees to indemnify City, in the event City is found to have been negligent for having selected Contractor to perform the work described in this request.
- F.** The provision by Contractor of insurance shall not limit the liability of Contractor under an agreement.
- G.** Contractor shall cause all trade contractors and any other contractor who may have a contract to perform construction or installation work in the area where work will be performed under this request, to agree to indemnify City and to hold it harmless from all claims for bodily injury and property damage that arise may from said Contractor 's operations. Such provisions shall be in form satisfactory to City.
- H.** Loss Deduction Clause - City shall be exempt from, and in no way liable for, any

sums of money which may represent a deductible in any insurance policy. The payment of deductibles shall be the sole responsibility of Contractor and/or trade contractor providing such insurance.

Section 11. Confidential and Proprietary Information

- A. Contractor acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire information that is confidential to City. Any and all information of any form obtained by Contractor or its employees or agents from City in the performance of this Agreement shall be deemed to be confidential information of City ("Confidential Information"). Any reports or other documents or items (including software) that result from the use of the Confidential Information by Contractor shall be treated with respect to confidentiality in the same manner as the Confidential Information. Confidential Information shall be deemed not to include information that (a) is or becomes (other than by disclosure by Contractor) publicly known or is contained in a publicly available document; (b) is rightfully in Contractor's possession without the obligation of nondisclosure prior to the time of its disclosure under this Agreement; or (c) is independently developed by employees or agents of Contractor who can be shown to have had no access to the Confidential Information.
- B. Contractor agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Contractor uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than the provision of Services to City hereunder, and to advise each of its employees and agents of their obligations to keep Confidential Information confidential. Contractor shall use its best efforts to assist City in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limitation of the foregoing, Contractor shall advise City immediately in the event Contractor learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Agreement and Contractor will at its expense cooperate with City in seeking injunctive or other equitable relief in the name of County or Contractor against any such person. Contractor agrees that, except as directed by City, Contractor will not at any time during or after the term of this Agreement disclose, directly or indirectly, any Confidential

Information to any person, and that upon termination of this Agreement or at City's request, Contractor will promptly turn over to City all documents, papers, and other matter in Contractor's possession which embody Confidential Information.

- C. Contractor acknowledges that a breach of this Section, including disclosure of any Confidential Information, or disclosure of other information that, at law or in equity, ought to remain confidential, will give rise to irreparable injury to City that is inadequately compensable in damages. Accordingly, City may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies that may be available. Contractor acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate business interest of City and are reasonable in scope and content.
- D. Contractor in providing all services hereunder agrees to abide by the provisions of any applicable Federal or State Data Privacy Act.
- E. Contractor expressly acknowledges that City is subject to the Texas Public Information Act, TEX. GOV'T CODE ANN. §§ 552.001 et seq., as amended, and notwithstanding any provision in the Agreement to the contrary, City will make any information related to the Agreement, or otherwise, available to third parties in accordance with the Texas Public Information Act. Any proprietary or confidential information marked as such provided to City by Consultant shall not be disclosed to any third party, except as directed by the Texas Attorney General in response to a request for such under the Texas Public Information Act, which provides for notice to the owner of such marked information and the opportunity for the owner of such information to notify the Attorney General of the reasons why such information should not be disclosed. The terms and conditions of the Agreement are not proprietary or confidential information.

Section 12. Independent Contractor

- A. In the performance of work or services hereunder, Contractor shall be deemed an independent contractor, and any of its agents, employees, officers, or volunteers performing work required hereunder shall be deemed solely as employees of contractor or, where permitted, of its subcontractors.

- B. Contractor and its agents, employees, officers, or volunteers shall not, by performing work pursuant to this Agreement, be deemed to be employees, agents, or servants of City and shall not be entitled to any of the privileges or benefits of City employment.

Section 13. Notices

- A. Each party giving any notice or making any request, demand, or other communication (each, a "Notice") pursuant to this Agreement shall do so in writing and shall use one of the following methods of delivery, each of which, for purposes of this Agreement, is a writing: personal delivery, registered or certified mail (in each case, return receipt requested and postage prepaid), or nationally recognized overnight courier (with all fees prepaid).
- B. Each party giving a Notice shall address the Notice to the receiving party at the address listed below or to another address designated by a party in a Notice pursuant to this Section:

To the City: City of Jersey Village
 Attn: City Manager
 16327 Lakeview Dr
 Jersey Village, TX 77040
 ableess@jerseyvillagetx.com

To the Contractor:

- C. Notice is effective only if the party giving or making the Notice has complied with subsections 14(A) and 14(8) and if the addressee has received the Notice. A Notice is deemed received as follows:
 - 1. If the Notice is delivered in person or sent by registered or certified mail or a nationally recognized overnight courier, upon receipt as indicated by the date on the signed receipt.
 - 2. If the addressee rejects or otherwise refuses to accept the Notice, or if the Notice cannot be delivered because of a change in address for which no Notice was given,

then upon the rejection, refusal, or inability to deliver.

Section 14. Compliance with Laws

Contractor shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this Agreement, including, without limitation, Worker's Compensation laws, minimum and maximum salary and wage statutes and regulations, licensing laws and regulations. When required by City, Contractor shall furnish City with certification of compliance with said laws, statutes, ordinances, rules, regulations, orders, and decrees above specified.

Section 15. Assignment and Delegation

- A. Neither party may assign any of its rights under this Agreement, except with the prior written consent of the other party. That party shall not unreasonably withhold its consent. All assignments of rights by Contractor are prohibited under this subsection, whether they are voluntarily or involuntarily, without first obtaining written consent from City.
- B. Neither party may delegate any performance under this Agreement.
- C. Any purported assignment of rights or delegation of performance in violation of this Section is void.

Section 16. Applicable Law

The laws of the State of Texas govern all disputes arising out of or relating to this Agreement. The parties hereto acknowledge that venue is proper in City of Jersey Village, Texas, for all legal actions or proceedings arising out of or relating to this Agreement and waive the right to sue or be sued elsewhere. Nothing in the Agreement shall be construed to waive the City's sovereign immunity.

Section 17. Successors and Assigns

City and Contractor bind themselves and their successors, executors, administrators and assigns to the other party of this Agreement and to the successors, executors, administrators and assigns of the other party, in respect to all covenants of this Agreement.

Section 18. Third Party Beneficiaries

Standard Contract with the City of Jersey Village for example purposes only.

This Agreement does not confer any enforceable rights or remedies upon any person other than the parties.

Section 19. Severability

If any provision of this Agreement is determined to be invalid, illegal, or unenforceable, the remaining provisions remain in full force, if the essential terms and conditions of this Agreement for each party remain valid, binding, and enforceable.

Section 20. Publicity

Contact with citizens of City of Jersey Village, media outlets, or governmental agencies shall be the sole responsibility of City. Under no circumstances whatsoever, shall Contractor release any material or information developed or received in the performance of the Services hereunder without the express written permission of City, except where required to do so by law.

Section 2. Captions

The section captions used in this Agreement are for convenience of reference only and do not affect the interpretation or construction of this Agreement.

Section 22. Entire Agreement

This Agreement contains the entire Agreement among the parties and supersedes all other negotiations and agreements, whether written or oral.

In addition to the primary agreement, there are four Exhibits:

Exhibit A – Original Request for Qualifications (RFQ) - incorporated by reference

Exhibit B – Response from Contractor to RFQ

Exhibit C – Scope of Work and Cost of Services

Exhibit D – Standard TWDB subcontractor Clauses.

Section 23. Conflict

In the event there is a conflict, the following have priority with regard to the conflict: first: this document titled " REQUEST FOR QUALIFICATIONS: FMA PROGRAM HOME ELEVATION GRANT ADMINISTRATION & PROJECT MANAGEMENT SERVICES".

Standard Contract with the City of Jersey Village for example purposes only.

Section 24. Execution

IN WITNESS WHEREOF, the parties hereto have signed or have caused their respective names to be signed to multiple counterparts to be effective on the

CITY OF JERSEY VILLAGE

CONTRACTOR

Austin Bless, City Manager

Authorized Agent - Signature

Authorized Agent – Printed Name

Exhibit B – Response from Contractor to RFQ



COPY

JSW & Associates, Inc.
Hazard Mitigation Consultants

PROPOSAL FOR
FMA Program Home Elevation
Grant Administration & Project
Management Services

SUBMITTED BY
Jeffrey S. Ward & Associates, Inc.
P.O. Box 4356
Leesburg, Virginia 20177
Phone: (703) 777-7076
Email: jswa1@outlook.com

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SECTION 1: VENDOR INFORMATION

Company Name and Address:

Jeffrey S. Ward, & Associates, Inc.
19355 Wrenbury Lane, Leesburg, VA 20175

Contact Information:

Jeffrey S. Ward, President
Direct: 703-472-2363
Cell: 703-472-2363
Fax: 866-635-6583
Email: jswa1@outlook.com

As the President of Jeffrey S. Ward & Associates, Inc., Jeff Ward has the has the binding authority to enter into contracts

SECTION 2: SOLUTION FRAMEWORK SUMMARY

Jeffrey S. Ward & Associates, Inc. (JSWA) is uniquely qualified to assist The City of Jersey Village in the administration and project management of this awarded grant. JSWA is not only the grant administrator and project manager for over 100 ongoing elevations in the State of Texas but is also the Technical Assistant to the Texas Water Development Board (TWDB) for the FEMA FMA programs. JSWA has in-depth experience, in all aspects of the Scope as defined in the City's Elevation Grant application and in RFQ 2018-05. JSWA has a strong and trustworthy relationship with the City's Grant Administrator, TWDB and the TWDB program managers that will be overseeing this grant's implementation. JSWA has been the project manager and grant administrator for over \$850M in FEMA grant funded mitigation projects.

Over the past several years, JSWA has developed a scope of work and implementation plan that mirrors the scope in the above referenced RFQ. This scope of work has been developed and revised based on a combination of best practices and lessons learned during actual grant administration and implementation, always with an eye on protection of the homeowners, the City, and to ensure adherence to FEMA, State, and City grant requirements and procurement regulations. This is the scope of work that is currently being followed in the implementation of the ongoing elevation programs in various communities in Texas.

Whenever an item of eligibility or compliance has come in to question, JSWA facilitates the State and FEMA's review and concurrence to ensure grant eligibility.

SECTION 3: PROPOSAL NARATIVE (w/Task and Time Line)

As stated in the prior section, JSWA has developed a scope of work and implementation plan that mirrors the above referenced RFQ scope. This scope of work has been developed and revised based on a combination of best practices and lessons learned during actual grant administration and implementation, always with an eye on protection of the homeowners, the City, and to ensure adherence to FEMA, State, and City grant requirements and procurement regulations. If JSWA is the successful proposer, the following approach will be followed.

While JSWA proposes to be the primary lead and homeowner point of contact for this grant, the elevation is still a permitted construction activity. In our experience, it is best to allow the permitting and inspection process for the City to be the primary approval process for the elevation "construction", while the program manager ensures grant compliance and adherence to schedule, scope, and budget.

General Grant Administration

- Administer all aspects of the grant according to the contractual agreement with TWDB and the Flood Mitigation Assistance Grant Agreement with FEMA
- Report to local officials on the grant process
- Prepare required reports to the State
- Prepare requests for payment from the City to the property owners or contractor
- Prepare requests for reimbursement from the City to the State
- Assist the City in evaluating options for procurement of qualified contractors in accordance with 2 CFR Part 200 and State of Texas procurement standards
- Assist the City in developing an agreement between the City and the Homeowners that passes along the relevant terms of the grant. This agreement will also establish Homeowner obligations that must be followed during the elevation of their home
- Coordination of inspection, structure requirement, and bid/contract process for elevation contractor procurement
- Coordinate and facilitate meetings with Homeowners to outline the project's scope of work requirements. Work closely with the Homeowners throughout the duration of the project and respond to their questions in a timely manner
- Prepare reconciliation with State on all grant funds
- Prepare all reports and forms required for grant closeout
- Participate in any review or audit of the grant by TWDB, FEMA or their assignee, and address any questions, findings, or deficiencies noted

Per Parcel Project Management Services for Elevation projects

- Meet with Homeowners to overview and explain the process and detail the Homeowner's and elevation contractor's responsibilities
- Provide an overview of the budget the Homeowners must stay within for their individual elevation. This data will come from the grant award documents
- Manage the budget to ensure all homes are completed within available Federal funding
- Assist the City in ensuring that the elevation contract specifications meet the FEMA grant requirements
- Develop a process to ensure that construction is performed in compliance with engineering specifications (especially homes not located within City limits)
- Ensure that a professional engineer reviews all construction specifications. Note, Professional Engineer is provided and paid for by the elevation contractor as part other total elevation contract amount bid and accepted by the homeowner and the City.
- Ensure Homeowner selects among the qualified contractors in the manner and method prescribed and supports the selection
- Prepare and present mitigation offer. Review details of mitigation offer and have offer signed by Homeowner
- Prepare and present Homeowner/City agreement for elevation. This agreement will provide the details of the Homeowner responsibility for hiring the elevation contractor and will have language indemnifying the City and their contractors from liability associated with the physical elevation. Have Homeowner sign the agreement
- Submit owner signed agreement to City for review and signature
- For those Homeowners that have a local cost share, collect this cost share at the time of execution of the agreement between City and Homeowner. Ensure these funds are deposited with the City in escrow accounts
- Facilitate payments to contractors from the City
- Meet with each Homeowner and review and concur with Elevation Contractor. Confirm bid is within grant limits and detail any/all costs that will not be reimbursable under the grant.
- Review work schedules and specifications to ensure that the elevation is completed in a timely manner and in compliance with the terms of the grant. If problems are encountered, the Contractor will seek resolution from the City and the State.
- This element requires the submittal of a schedule for completion for elevation as part of the bid and resultant contract for elevation. JSWA will closely monitor this schedule and include progress reviews in the below mentioned weekly reports.
- Facilitate the establishment and recordation of FEMA required post elevation deed restrictions.

3.1 TIMELINE

The grant has a period of performance in excessive of the proposed timeline shown below. However, the sooner these homes are elevated, the better for the Homeowners, the City, the State, and the NFIP. We have found the most successful way to implement these multi-home elevation projects is in stages (or rounds) of homes, typically 9 homes per stage. Since there are only four homes on this grant, the best process would be to elevate all four homes as one round.

See proposed work schedule/timeline below

Jersey Village Home Elevations														
ACTIVITY	START	DURATION	MONTHS											
	Month	Months	1	2	3	4	5	6	7	8	9	10	11	12
Grant Award	1	1	█											
ID/Procure Eligible Elevation Contractors	1	2	█	█										
Kick Meeting with Homeowners	1	1	█											
Homeowners Obtain Quotes	2	1		█										
Agreement between City and homeowner	3	1			█	█	█	█	█	█	█	█	█	█
Homeowner Selects Contractor	3	1			█	█	█	█	█	█	█	█	█	█
Advance request on Contract to TWDB (round 1)	3	2			█	█								
Advance received for Round 1 of homes	4	1				█								
NTP for Round 1	5	1					█							
Elevation of Round 1 homes	5	6						█	█	█	█	█	█	█
Grant Administration	1	12	█	█	█	█	█	█	█	█	█	█	█	█
Grant Closeout	11	1											█	

SECTION 4: PROFILE AND HISTORY

4.1 Profile

I. Name and address of business entity submitting the proposal

Jeffrey S. Ward, & Associates, Inc.

19355 Wrenbury Lane

Leesburg, VA 20175

II. Type of business entity:

Subchapter S. Corporation

III. Place of incorporation:

State of Florida, Founded January, 2002

IV. Name of Owner:

Jeffrey S. Ward, President and CEO

V. By submission of this proposal, Jeff Ward, President, hereby assures the City that Jeffrey S. Ward & Associates, Inc., has the resources and the ability to carry out the scope of work requested within the timeline.

4.1 Background

Jeffrey S. Ward & Associates, Inc. is highly experienced in all aspects of FEMA mitigation programs Grant Administration and Project Management. In addition to hands on FEMA mitigation grant administration and project management experience, JSWA has a very strong knowledge of and strong working relationship with both TWDB (the grant administrator) and FEMA Region VI, the awarding agency. The importance of having consultants with this kind of experience and relationships cannot be overstated. Our firm is a small business but has the appropriate numbers of experienced staff to complete all elements required by the City of Nassau Bay relative to this RFQ, on schedule and within budget. Mr. Ward will be principal in charge and overall project manager and will serve as overall technical lead. Although the staff of JSWA, is not especially large, (a) we are highly experienced and efficient; (b) we have a proven track record of completing large

and very complex projects on time and on budget, and; (c) we have an array of other technical resources available if we need them.

Primary services for this work will be conducted at JSWA's Virginia location. JSWA is committed to client service, and (as described in the Project Understanding and Methodology section above) anticipates on-site meetings, as well as visits and consultation with City staff and contractors. JSWA will have a local POC that will visit homes being elevated on a regular basis. JSWA and its team members are also available at the City's discretion for interim conference calls, onsite visits as needed, and other consultation. Our team has been very successful in administering and overseeing FEMA mitigation Grant Programs, and this is due in large part to our focus on communication and Homeowner/client service, in addition to technical skills and a deep understanding of FEMA and State of Texas requirements.

JSWA has been successful in the preparation of successful (awarded) applications for Hazard Mitigation Assistance (HMA), to include: Hazard Mitigation Grant Program, Flood Mitigation Assistance (FMA) project grants, FMA planning grants, and Pre-Disaster Mitigation (PDM) project grants, PDM planning grants, and Severe Repetitive Loss (SRL) applications. These applications have resulted in over \$800M of grant awards. In addition, JSWA is the Project/Grant Implementation Manager for the majority of the above-mentioned awards. A table overviewing these projects for which JSWA was responsible for application development and, in most cases, grant administration and project management, is included below.

Table 1: Mitigation Projects by Number of Homes

Jurisdiction	Number of Homes	Funding Source
Paterson	50	CDBG and HMGP, Green Acres
Wayne, NJ	290	SRL
Wayne, NJ	10	CDBG
City of Pearland	104	HMGP
City of Friendswood	148	HMGP
HCFC	2,500	HMGP, FMA, PDM, Local, SRL
Jefferson County DD6	60	HMGP and FMA
Liberty County	110	HMPG
Cameron County	40	HMGP
Travis County	200	HMGP, FMA, PDM, USACE
Hardin County	12	HMGP
City of Pasadena	44	PDM
City of Beaumont	35	FMA and SRL
City of Vidor	12	HMGP
Greenville SC	150	Local and PDM
City of El Paso	140	HMGP and local
Jefferson County TX	104	HMGP
Orange County	36	HMGP
City of Galveston TX	65	HMGP
Galveston County, TX	800	HMGP
Pohatcong, NJ	2	HMGP
Total	4,912	

Notes:

- HMGP: Hazard Mitigation Grant Program
- FMA: Flood Mitigation Assistance
- RFC: Repetitive Flood Claims
- PDM: Pre-Disaster Mitigation
- TWDB: Texas Water Development Board (Engineering Study Grant)
- USACE: United States Army Corp of Engineers
- CDBG: Community Development Block Grant
- SRL: Severe Repetitive Loss

Table 2: Mitigation Projects by Federal Funds

Jurisdiction	Federal Share	Funding	Project Type	Support Provided
Cameron County, TX	\$1,000,000	HMGP	Buyout	App Dev/Project Management/Grant Admin
Hardin County, TX	\$1,000,000	HMGP	Buyout	App Dev/Project Management/Grant Admin
City of Beaumont, TX	\$15,400,000	HMGP/SRL	Structural/ Buyout	App Dev/Project Management/Grant Admin
Jefferson County DD6, TX	\$125,000,000	FMA/HMGP	Structural/ Buyout	App Dev/Project Management/Grant Admin
City of Friendswood, TX	\$17,440,000	HMGP/TWDB	Buyouts/Eng Study Grant	App Dev/B/C Dev on alts.
Harris County Flood Control District, TX	\$223,795,027	FMA/PDM/ SRL	Buyout	App Dev/Project Management/Grant Admin
Jersey Village, TX	\$3,200,000	PDM	Elevation	App Dev
Liberty County, TX	\$7,000,000	HMGP	Buyout	App Dev/Project Management/Grant Admin
City of Pasadena, TX	\$15,358,208	PD/HMGP/SRL	Buyout	App Dev/Project Management/Grant Admin
City of Pearland, TX	\$27,716,417	HMGP/RFC	Buyouts	App Dev/Project Management/Grant Admin
Travis County, TX	\$7,000,000	HMGP/PDM/ USACE	Buyout	App Dev/Project Management/Grant Admin
City of Vidor, TX	\$1,575,000	HMGP/ TWDB	Buyouts/Eng Study Grant	App Dev/B/C/Project Mgmt.
Jefferson Parish LA	\$23,000,000	FMA/HMGP	Elevation/Mit Recon	App Dev
University of Miami, FL	\$12,000,000	PDM	Structural	B/C Development
NFCH – FL	\$1,000,000	HMGP	Wind Retrofit	B/C Development
Pohatcong Township, NJ	\$ 750,000	HMGP	Buyout	App Dev
State of New Jersey	\$ 130,000	HMGP	Plan Development	App Dev/Project Management/Grant Admin

Jurisdiction	Federal Share	Funding	Project Type	Support Provided
SNND, TX	\$5,040,000	FMA	Structural	App Dev/Project Management/Grant Admin
Jefferson County DD7, TX	\$36,500,000	HMGP	Structural	App Dev/Project Management/Grant Admin
Jefferson County, TX	\$18,000,000	HMGP	Buyout	App Dev/Project Management/Grant Admin
City of Galveston, TX	\$20,000,000	HMGP	Buyout	App Dev/Project Management/Grant Admin
City of Euless, TX	\$ 200,000	SRL	Buyout	App Dev/Project Management/Grant Admin
City of Mansfield, TX	\$3,000,000	FMA/SRL	Buyout	App Dev/Project Management/Grant Admin
Galveston County, TX	\$151,300,000	HMGP/SRL	Buyout /Elevations	App Dev/Project Management/Grant Admin
Orange County, TX	\$3,433,431	HMGP	Buyout	App Dev/Project Management/Grant Admin
TX Med Center	\$2,300,000	HMGP	Shutters/Generator	App Dev/Project Management/Grant Admin
Wayne Township, NJ	\$66,300,000	FMA and CDBG	Buyout	App Dev/Project Management/Grant Admin
Santa Rosa Island Authority	\$6,500,000	FMA/SRL	Elevations and Mit/Recon	App Dev/Project Management/Grant Admin
City of League City, Texas	\$3,000,000	SRL	Elevations and Mit/Recon	App Dev/Project Management/Grant Admin
Brazoria County Drainage District 4	\$5,000,000	FMA	Structural	App Dev/Project Management/ Admin
Nassau Bay, Texas	\$6,600,000	FMA/SRL	Elevation	App Dev/Project Management/Grant Admin
Little Falls, NJ	\$10,300,000	FMA	Buyout	App Dev/Project Management/Grant Admin

Jurisdiction	Federal Share	Funding	Project Type	Support Provided
Guadalupe County, TX	\$17,600,000	FMA	Elevations	App Dev
City of Houston, TX	\$14,800,000	FMA	Elevations and Mit/Recon	App Dev
Total	\$852,238,084			

SECTION 5: CLIENT BASE

Client Name: Nassau Bay, Texas

Abstract: Grant Administrator and Project Manager for two grants elevating over 40 homes, \$10M FEMA grant administered by the Texas Water Development Board (Ongoing – No Extension Requested)

Point of Contact: Jason Reynolds, City Manager
1800 Space Park Dr #200, Nassau Bay, Texas 77058
281-336-6299, Jason.Reynolds@nassaubay.com

Client Name: Guadalupe County Texas

Abstract: Grant Administrator and Project Manager for two grants elevating over 60homes, \$18M FEMA grant administered by the Texas Water Development Board (Ongoing – No Extension Requested)

Point of Contact: Shelly Reed Coleman, Director, Environmental Health
2506 N. Guadalupe, Seguin, Texas 78155
830-303-8858, shelly.coleman@co.guadalupe.tx.us

Client Name: League City, Texas

Abstract: Grant Administrator and Project Manager of 10 home elevations, \$3M FEMA grant administered by the Texas Water Development Board (Complete)

Point of Contact: Rhonda J. Lee, CGFO, Senior Accountant, Finance
City of League City
300 W. Walker St., League City, Texas 77573
281-554-1353 – Direct, Rhonda.Lee@leaguecity.com

Client Name: Galveston County, Texas

Abstract: Homeowner Liaison and Subject Matter Expert for over 100 home elevations, \$30M FEMA grant administered by the Texas Water Development Board (Complete)

Point of Contact: James Gentile, Galveston County Housing & Economic Development
722 Moody St. Ave. 6th Fl., Galveston, TX. 77550
Office 409-770-5369, james.gentile@co.galveston.tx.us

Client Name: Santa Rosa Island Authority (SRIA), Pensacola Beach, Florida

Abstract: Grant Administrator and Project Manager of 17 home elevations and 9 home mitigation reconstruction, \$10M FEMA grant administered by the FL Office of Emergency Management (Ongoing – No Extension Requested – near complete)

Point of Contact: Paolo Ghio
Santa Rosa Island Authority
P.O. Drawer 1208 Pensacola Beach, FL 32561
850-932-2257, Paolo_Ghio@sria-fla.com

Client Name: Township of Wayne, New Jersey

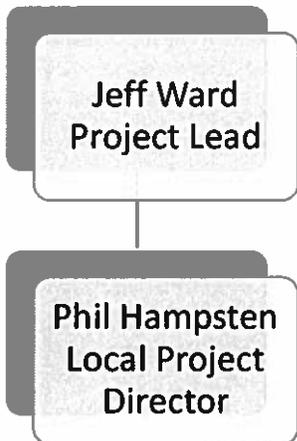
Abstract: Grant Administrator and Project Manager over 300 home acquisition and demolition, \$75M FEMA grant administered by the New Jersey Office of Emergency Management (three grants – one closed 2012 to 2014, and two ongoing – no extension requested).

Point of Contact: Neal Bellet MPA, RPPO, QPA. Business Administrator
Township of Wayne, 973-694-1800 ext. 3202
belletn@waynetownship.com



SECTION 6: RESUMES OF PERSONNEL ASSIGNED TO PROJECT

The figure below is the basic staffing table, showing individuals who are available to support this project if we are selected, and gives a general sense of their qualifications and experience. Resumes are only provided for key personal Jeff Ward and Phil Hampsten.



JWSA Proposed Staffing Chart										
Position	Name	Highest Degree	License/Affiliation	Project Management	Grant Administration (Reimbursement and Reporting)	Elevation Project Management	Elevation Contractor Support/Oversight	2 CFR Part 200 Knowledge/Support	Interface with TWDB	Homeowner Liaison
Project Management										
Principle/Project Director	Jeff Ward	MBA	CFM	✓	✓	✓	✓	✓	✓	✓
QA Officer/Grant Admin	Kristen Thatcher	MBA	CFM		✓			✓		
Grant Admin	Dan Ward	BA	CFM		✓					
Key Professionals										
Principle/Project Director	Jeff Ward		CFM	✓	✓	✓	✓	✓	✓	✓
Asst. Project Manager	Phil Hampsten		PMP	✓	✓	✓	✓	✓	✓	✓

JEFFREY S. WARD

President, Jeffrey S. Ward & Associates, Inc.,

Summary

Mr. Ward is an experienced project manager of large, complex mitigation projects, funded under federal, state, and local programs. He is a proven facilitator of Federal Emergency Management Agency (FEMA) mitigation plans for cities, counties, districts, and states. Mr. Ward has an unparalleled track record of successful mitigation project identification, grant application development, and grant implementation including Flood Mitigation Assistance (FMA), Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM), and Severe Repetitive Loss (SRL), and Repetitive Flood Claims (RFC). Additionally, he is a flood-damaged property acquisition, demolition, and elevation expert; a Certified Floodplain Manager; and a nationally recognized expert in FEMA's Benefit Cost Analysis software. A buyout expert, he authored an online course on managing a Buyout Program approved by the Association of State Floodplain Managers (ASFPM).

Relevant Experience

President, Jeffrey S. Ward & Associates, Inc., September 2001 to present

Mr. Ward has assisted communities throughout the country in the acquisition and demolition of more than 4,900 flood-damaged and flood-prone structures funded under HMGP, FMA, SRL, PDM, and RFC. His work has ensured that flood victims get treated fairly and equitably throughout the acquisition process. Many of these projects have included relocation assistance.

Overview of accomplishments:

- Assisting communities in Texas, Florida, Louisiana, New Jersey, and South Carolina with the preparation of successful (awarded) applications for Hazard Mitigation Grant Program (HMGP) project grants, Flood Mitigation Assistance (FMA) project grants, FMA planning grants, and Pre-Disaster Mitigation (PDM) project grants, PDM planning grants, and Engineering Study Grants. These applications have resulted in over \$850M of grant awards. Mr. Ward served as project/grant implementer for the majority of the above-mentioned awards.
- Oversight of demolition process, from demolition bid through completion, for home acquisitions that required demolition.
- Filing Increased Cost of Compliance (ICC) claims (over 700 claims filed - \$5 million in paid claims).
- Participated on client's mitigation planning committees to evaluate mitigation projects and recommending funding opportunities.

Unique understanding and experience with Harris County and Southeast Texas regional flood mitigation issues:

- Served as acquisition consultant for Travis County, Texas for all involuntary and voluntary acquisitions. His team assisted Travis County with the acquisition and demolition of over 200 flood-prone structures throughout the County. These acquisitions have been a mix of voluntary (FEMA and County-funded) and involuntary (U.S. Army Corps of Engineers [USACE]-funded) projects. All voluntary acquisitions included providing supplemental housing assistance to over 100 low income and minority

homeowner. All involuntary acquisitions included strict adherence to URA benefits for over 100 participants, both primary owner occupants and tenants.

- Co-authored Harris County Flood Control District's (HCFCD, TX) voluntary and non-voluntary acquisitions policies and procedures manuals.
- Acquisition counselor for HCFCD voluntary acquisitions after Tropical Storm Allison.
- Completed an acquisition program in three colonias for structures damaged in flood events. This included bi-lingual outreach; bi-lingual offer presentation and negotiations; and providing relocation assistance to minority, disadvantaged flood victims. All flood victims received supplemental housing benefits.
- Served as acquisition consultant for the City of El Paso, Texas for all involuntary and voluntary acquisitions. These acquisitions included both voluntary and involuntary acquisitions. All voluntary acquisitions included provided URA supplemental housing assistance to over 100 low income and minority homeowner. At the completion of the voluntary program, the City hired JSWA to acquire over 30 parcels using TXDOT funds, all of which required strict adherence to URA guidelines. A full-time interpreter supported these acquisition projects.
- Served as acquisition consultant for several communities following Hurricane Ike and assisted in the acquisition of over 1,200 flood damaged properties. All of these acquisitions included duplication of benefits. Duplication of benefits in these cases were more complicated than most due to the fact that many flood victims received flood insurance payments, repair grants, and TWIA insurance payments.
- Provided support to Texas Water Development Board (TWDB) in outreach to communities that have eligible SRL Properties and completed BCAs in support of application development.
 - Provided application development, administration, Project Management, and Benefit Cost Analysis for three TWDB-funded Flood protection planning grants totally over \$1M in total project costs (\$500,000 in State funding). These studies identified viable mitigation alternatives that were funded by FEMA and implemented.
 - More than \$100M in FEMA mitigation funds were obtained for alternatives identified in these studies.
- Served as mitigation consultant to the Texas Medical Center and over 50-member facilities.
- Acquisition consultant (under contract) for Travis County, Texas as well as Wayne, New Jersey and Greenville County, South Carolina.
- Lead mitigation consultant to Jefferson County Drainage District No. Six (DD6). JSWA has been DD6' mitigation consultant for the past ten years. JSWA has been successful in obtaining over \$125M in FEMA funds for drainage projects. Many of these projects required the acquisition of Right-of-Way and easements for location or expansion of drainage structures. JSWA provides direct support the District's attorney and Board of Director's for Right-of-Way acquisition, all of which required adherence to URA guidelines.

Specialized expertise and leadership in the field

- Author of an Association of State Floodplain Manager (ASFPM)-approved on-line course on managing a Buyout Program. The course is available nationwide as Continuing Education Credits (CEC) toward maintaining a CFM designation.
- Expert in FEMA's full and limited data module Benefit Cost Analysis (BCA) Software. Completed individual BCA runs on more than 100,000 structures for a variety of mitigation projects (detention basins, channelization, bridge raising, home elevations, home acquisition/demolition, and wind retrofitting).
- Provides in-depth analysis, data validation, and data correction/update of FEMA's National Flood Insurance Program (NFIP) databases (Repetitive Loss, Paid Claims, and Policies in Force). This effort includes the identification of properties that have been mitigated and providing required updates to FEMA/NFIP.

Education, Certifications/Licenses, and Specialized Training

- Certified Floodplain Manager (CFM), 2002
- MBA, Georgetown University, 2000
- Lockheed Martin Program Management Development Program, 1997
- Process Patent Inventor while at Lockheed Martin – (Patent No. 6,873,964)
- BS, Business Management and Finance, Salisbury State University, 1984

PHIL HAMPSTEN

President, Hampsten Consulting, LLC

Hampsten Consulting, LLC

02/2016 – present

- Provides grant management, hazard mitigation, project management activities for communities and organizations involved in disaster recovery and mitigation. Also, provides project oversight for organizations in various industries and government sectors.
- Hampsten Consulting, in a partnership with Jeff Ward and Associates is assisting performing project management activities in Guadalupe County for two ongoing elevation grant programs, as well as ongoing elevation programs in the City of Nassau Bay. These programs combined total more than 100 homes.
- Hampsten Consulting, in a partnership with Wendorf, Beward, & Partners has been awarded all post Hurricane Harvey FEMA and HUD's CDBG-DR housing and infrastructure application and grant/program management activities for Orange County Texas.

State of Texas

01/2009 – 08/2016

Sr. Project Manager – Enterprise & Customer Support Services; Health and Human Services Commission

- Provide planning, prioritizing, and governing of ECSS related projects including collaborating within HHSC and other HHS agencies to ensure a standard project management framework is utilized for projects.
- Major duties include planning, supporting, developing, and implementing major projects and initiatives and acting as a liaison with other HHS agencies and internal programs to gather requirements, and assist with the delivery of IT technology services.
- ECSS project management covers enterprise IT projects for 5 State agencies, 55,000+ employees, and 1,400+locations.

Project Manager – Coastal Resiliency & Recovery; Texas General Land Office

- Program Manager overseeing \$10,000,000 in coastal planning studies including Storm Surge Suppression study for the Gulf Coast Community Protection and Recovery District.
- Program Oversight Manager for \$1.2 billion CDBG disaster recovery infrastructure program.
- Provide outreach to elected officials, counties, and communities and assistance in maintaining compliance with local, state, and federal regulations.
- Leader in the development of the division's PMO and IT Maintenance Review Team
- Speaker at the 2015 National Hurricane Conference; "State of Texas Hurricane Response and Planning"

Compliance History Specialist – Texas Commission on Environmental Quality

- Applied the compliance history rule (30 TAC § 60) to more than 200,000 regulated entities, and handled appeals to compliance history ratings.
- Primary lead on the rulemaking team from HB2694 (Sunset Bill) and member of the 30 TAC § 70 rulemaking team.
- Voting member of two Change Control Boards and selected as the representative of the Office of Compliance and Enforcement in the development of the division's Information Strategy Plan.

IRM Architects and Construction Managers

10/2006 – 09/2008

- Manager of Construction Management Division
- Managed all bidding and construction activities, including day-to-day liaison with clients, lenders, engineers, inspectors, trade contractors, and city and state officials.
- Maintained all financial records and bookkeeping for more than \$2.5 million in annual construction activities.

EDUCATION

Texas State University; BA in Public Relations. GPA 3.85 (May '06)
 Blue Key National Honor Society at Lamar University

CERTIFICATIONS

- Project Management Professional (PMP) by the Project Management Institute

VOLUNTEER WORK

- Site Based Planning Committee; Forest North Elementary RRISD 2016-present
- Church Council Chairman
Covenant United Methodist Church (CUMC) 2014-2016
- Executive Committee Chairman of CUMC 2014-2016
- Staff-Parish Relations Committee Chairman of CUMC 2013
- Watch D.O.G.S.
Forest North Elementary RRISD 2013-2015
- Director of BMF Cooks, Inc. 501(c)3 2007-2011

SECTION 7: PROPOSED COST OF SERVICES

Per Parcel Project Management Services for Elevation projects

Project Management will be billed on a per parcel basis at \$6,500 per parcel. 50% of this fee will be billed when Notice to Proceed (NTP) is given to contractors on a home by home basis, and the remaining will be billed when completion certificate is issued. No per parcel project management fee will be charged for a given home if the owner of that home does not proceed with elevation. This cost category is therefore, not to exceed \$26,000.00

Grant Administration

The Contractor will assist the City in accounting for and requesting reimbursement for these incurred administrative expenses. The following table overviews the general elements of grant administration for which the contractor will be responsible.

Oversee schedule, scope, and budget.				
Hours	Rate	Total	Year	Position
40	\$ 160.00	\$ 6,400.00	2020	Consultant/SR PM
40	\$ 130.00	\$ 5,200.00	2020	Consultant/SME
		\$ 11,600.00		
financial reporting, performance reporting - both City's requirements of the consultant and their requirements as a				
40	\$ 160.00	\$ 6,400.00	2020	Consultant/SR PM
40	\$ 130.00	\$ 5,200.00	2020	Consultant/SME
		\$ 11,600.00		
Facilitating the draws and reimbursement process.				
40	\$ 160.00	\$ 6,400.00	2020	Consultant/SR PM
40	\$ 130.00	\$ 5,200.00	2020	Consultant/SME
		\$ 11,600.00		
Assist with Grant closeout.				
10	\$ 160.00	\$ 1,600.00	2020	Consultant/SR PM
Total		\$ 36,400.00		

The total (NTE) proposed by JSWA for both Grant Administration and Project Management is \$242,280.00



JSWA, Inc.
Mitigation and Buyout Consultants

PO Box 4356
Leesburg, VA 20177

(W) 703-777-7076 (F) 866-635-6582
Jswa1@outlook.com

January 22, 2020

Two requirements of the RFQ were a Conflict of Interest Questionnaire and a Conflict of Interest Affidavit. If selected, JSWA will complete and sign whatever form(s) necessary regarding Conflict of Interest, but as no form(s) were provided in the RFQ, none are included with this response. In the meantime, by way of signature on this document Jeff Ward, President of JSWA (VENDOR) represents and warrants the following:

No public official shall have interest in this contract in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitled C, Chapter 171, including, but not limited to, Local Government Code §171.002 and §171.003.

Further, the Vendor represents and warrants that the Vendor has no actual or potential conflicts of interest in providing the deliverables required by this contract to the City. Vendor represents that the provision of services under this contract will not create an appearance of impropriety. The Vendor also represents and warrants that, during the term of this contract, the Vendor will immediately notify the City, in writing, of any potential conflict of interest that could adversely affect the City creating the appearance of a conflict of interest.

The Vendor represents and warrants that neither the Vendor nor any person or entity that will participate financially in this contract has received compensation from the City, or any agency of the State of Texas for participation in the preparation of specifications for this contract. The Vendor represents and warrants that he has not given, offered to give, and does not intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to any public servant in connection with this contract.

Sincerely,

Jeffrey S. Ward

Jeffrey S. Ward & Associates, Inc.
DUNS: 173635199 CAGE Code: 7LAM8
Status: Active
Expiration Date: 01/07/2021
Purpose of Registration: All Awards

14401 Bookcliff Ct
Purcellville, VA, 20132-1769 ,
UNITED STATES

Entity Overview

Entity Registration Summary

DUNS: 173635199
Name: Jeffrey S. Ward & Associates, Inc.
Business Type: Business or Organization
Last Updated By: Jeff Ward
Registration Status: Active
Activation Date: 01/08/2020
Expiration Date: 01/07/2021

Exclusion Summary

Active Exclusion Records? No

**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name Jeffrey S. Ward & Associates, Inc.

Date 1/22/20

By Jeff Ward, President

Name and Title of Authorized Representative



Signature of Authorized Representative

From: [Jeff Ward](#)
To: [Austin Bleess](#)
Subject: RE: Request for Additional Information
Date: Thursday, February 6, 2020 8:48:51 AM
Attachments: [JSWA RFQ Jersey Village Home Elevations RFQ 2018-05 - corrected summary NTE on page 20.pdf](#)

I am hereby verifying the total NTE is \$62,400 as opposed to \$242,280 – the per parcel bid (\$6,500 per parcel for a total of \$26,000) and the total grant administration of \$36,400 were/are correct. The error was in the summary of cost listed at the bottom of page 20. Correct on the attached.

Thank you for your review and consideration.

Sincerely,

Jeff Ward
President
JSWA, Inc.
P.O. Box 4356
Leesburg, VA 20177
832-602-3008 (Work Cell)
703-777-7076 (Office)

From: Austin Bleess <ableess@jerseyvillagetx.com>
Sent: Thursday, February 6, 2020 9:40 AM
To: Jeff Ward <jswa1@outlook.com>
Subject: Request for Additional Information

Good morning Jeff,

Pursuant to the RFQ the city recently issued, I am sending this request for additional information. Can you please clarify in writing the Proposed Cost of Service that you provided?

The Per Parcel Project Management is \$26,000. The Grant Administration has a total cost of \$36,400. That totals \$62,400. However, the NTE proposed price listed is \$242,280. Can you please clarify if the NTE price is accurate or if the NTE price should be \$62,400.

Thank you,

Warm Regards,
Austin Bleess, MPA, ICMA-CM
City Manager | Jersey Village, Texas
(p) (713) 466-2109 | (f) (713) 466-2177
www.jerseyvillagetx.com
Find us on [Facebook](#) and [Twitter](#).

SECTION 7: PROPOSED COST OF SERVICES

Per Parcel Project Management Services for Elevation projects

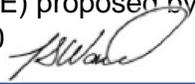
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Grant Administration

The Contractor will assist the City in accounting for and requesting reimbursement for these incurred administrative expenses. The following table overviews the general elements of grant administration for which the contractor will be responsible.

Oversee schedule, scope, and budget.				
Hours	Rate	Total	Year	Position
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Facilitating the draws and reimbursement process.				
40	\$ 160.00	\$ 6,400.00	2020	Consultant/SR PM
40	\$ 130.00	\$ 5,200.00	2020	Consultant/SME
		\$ 11,600.00		
Assist with Grant closeout.				
10	\$ 160.00	\$ 1,600.00	2020	Consultant/SR PM
Total		\$ 36,400.00		

The total (NTE) proposed by JSWA for both Grant Administration and Project Management is \$62,400.00



corrected by Jeff Ward on 2/6/20

Exhibit C – Scope of Work and Cost of Services

Scope of Work

General Grant Administration

- Administer all aspects of the grant according to the contractual agreement with TWDB and the Flood Mitigation Assistance Grant Agreement with FEMA
- Report to local officials on the grant process
- Prepare required reports to the State
- Prepare requests for payment from the City to the property owners or contractor
- Prepare requests for reimbursement from the City to the State
- Assist the City in evaluating options for procurement of qualified contractors in accordance with 2 CFR Part 200 and State of Texas procurement standards
- Assist the City in developing an agreement between the City and the Homeowners that passes along the relevant terms of the grant. This agreement will also establish Homeowner obligations that must be followed during the elevation of their home
- Coordination of inspection, structure requirement, and bid/contract process for elevation contractor procurement
- Coordinate and facilitate meetings with Homeowners to outline the project's scope of work requirements. Work closely with the Homeowners throughout the duration of the project and respond to their questions in a timely manner
- Prepare reconciliation with State on all grant funds
- Prepare all reports and forms required for grant closeout
- Participate in any review or audit of the grant by TWDB, FEMA or their assignee, and address any questions, findings, or deficiencies noted

Per Parcel Project Management Services for Elevation projects

- Meet with Homeowners to overview and explain the process and detail the Homeowner's and elevation contractor's responsibilities
- Provide an overview of the budget the Homeowners must stay within for their individual elevation. This data will come from the grant award documents
- Manage the budget to ensure all homes are completed within available Federal funding
- Assist the City in ensuring that the elevation contract specifications meet the FEMA grant requirements
- Develop a process to ensure that construction is performed in compliance with engineering specifications (especially homes not located within City limits)
- Ensure that a professional engineer reviews all construction specifications. Note, Professional Engineer is provided and paid for by the elevation contractor as part other total elevation contract amount bid and accepted by the homeowner and the City.
- Ensure Homeowner selects among the qualified contractors in the manner and method prescribed and supports the selection

- Prepare and present mitigation offer. Review details of mitigation offer and have offer signed by Homeowner
- Prepare and present Homeowner/City agreement for elevation. This agreement will provide the details of the Homeowner responsibility for hiring the elevation contractor and will have language indemnifying the City and their contractors from liability associated with the physical elevation. Have Homeowner sign the agreement
- Submit owner signed agreement to City for review and signature
- For those Homeowners that have a local cost share, collect this cost share at the time of execution of the agreement between City and Homeowner. Ensure these funds are deposited with the City in escrow accounts
- Facilitate payments to contractors from the City
- Meet with each Homeowner and review and concur with Elevation Contractor. Confirm bid is within grant limits and detail any/all costs that will not be reimbursable under the grant.
- Review work schedules and specifications to ensure that the elevation is completed in a timely manner and in compliance with the terms of the grant. If problems are encountered, the Contractor will seek resolution from the City and the State.
- This element requires the submittal of a schedule for completion for elevation as part of the bid and resultant contract for elevation. JSWA will closely monitor this schedule and include progress reviews in the below mentioned weekly reports.
- Facilitate the establishment and recordation of FEMA required post elevation deed restrictions.

Cost of Services

(On Next Pages)

SECTION 7: PROPOSED COST OF SERVICES

Per Parcel Project Management Services for Elevation projects

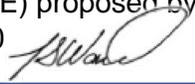
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Grant Administration

The Contractor will assist the City in accounting for and requesting reimbursement for these incurred administrative expenses. The following table overviews the general elements of grant administration for which the contractor will be responsible.

Oversee schedule, scope, and budget.				
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		\$ 11,600.00		
Assist with Grant closeout.				
10	\$ 160.00	\$ 1,600.00	2020	Consultant/SR PM
Total		\$ 36,400.00		

The total (NTE) proposed by JSWA for both Grant Administration and Project Management is \$62,400.00



corrected by Jeff Ward on 2/6/20

Exhibit D - TWDB Standard Required Clauses

For the following Four TWDB required clauses, “Contract” refers to the Agreement between the City and Jeffrey S. Ward and Associates Inc, “Subcontractor” Refers to Jeffrey S. Ward and Associates Inc, and “Contractor” refers to City of Jersey Village

State Auditor Clause

By executing this Contract, the SUBCONTRACTOR accepts the authority of the State Auditor's Office, under direction of the legislative audit committee, to conduct audits and investigations in connection with any and all state funds received pursuant to this contract.

The SUBCONTRACTOR shall comply with and cooperate in any such investigation or audit. The SUBCONTRACTOR agrees to provide the State Auditor with access to any information the State Auditor considers relevant to the investigation or audit. The SUBCONTRACTOR also agrees to include a provision in any subcontract related to this contract that requires the SUBCONTRACTOR to submit to audits and investigation by the State Auditor's Office in connection with any and all state funds received pursuant to the subcontract.

Financial Records Clause

The SUBCONTRACTOR(S) and its contracted parties shall maintain satisfactory financial accounting documents and records, including copies of invoices and receipts, and shall make them available for examination and audit by the EXECUTIVE ADMINISTRATOR of the TWDB. Accounting by the SUBCONTRACTOR(S) and its contracted parties shall be in a manner consistent with generally accepted accounting principles,

Ownership Clause

The TWDB shall have unlimited rights to technical or other data resulting directly from the performance of services under this CONTRACT. It is agreed that all reports, drafts of reports, or other material, data, drawings, computer programs and codes associated with this CONTRACT and developed by the SUBCONTRACTOR(S) or its contracted parties pursuant to this CONTRACT shall become the joint property of the SUBCONTRACTOR(S) and the TWDB.

These materials shall not be copyrighted or patented by the SUBCONTRACTOR(S) or by any consultants involved in this CONTRACT unless the EXECUTIVE ADMINISTRATOR of the TWDB approves in writing the right to establish copyright or patent; provided, however, that copyrighting or patenting by the SUBCONTRACTOR(S) or its SUB- SUBCONTRACTOR(S) will in no way limit the TWDB 's access to or right to request and receive or distribute data and information obtained or developed pursuant to this CONTRACT.

Any material subject to a TWDB copyright and produced by the SUBCONTRACTOR(S) or TWDB pursuant to this CONTRACT may be printed by the SUBCONTRACTOR(S) or the TWDB at their own cost and distributed by either at their discretion. The SUBCONTRACTOR(S) may otherwise utilize such material provided under this CONTRACT as it deems necessary and appropriate, including the right to publish and distribute the materials or any parts thereof under its own name, provided that any TWDB copyright is appropriately noted on the printed materials.

No Debt Against The State Clause

For the purpose of this CONTRACT, the SUBCONTRACTOR(S) will be considered an independent SUBCONTRACTOR and therefore solely responsible for liability resulting from negligent acts or omissions. The SUBCONTRACTOR(S) shall obtain all necessary insurance, in the judgment of the SUBCONTRACTOR(S), to protect themselves, the CONTRACTOR, the TWDB, and employees and officials of the TWDB from liability arising out of this CONTRACT. The SUBCONTRACTOR(S) shall indemnify and hold the TWDB and the State of Texas harmless, to the extent the SUBCONTRACTOR(S) may do so in accordance with state law, from any and all losses, damages, liability, or claims therefore, on account of personal injury, death, or property damage of any nature whatsoever caused by the SUBCONTRACTOR (S), arising out of the activities under this CONTRACT. The SUBCONTRACTOR(S) shall be solely and entirely responsible for procuring all appropriate licenses and permits, which may be required by any competent authority for the SUBCONTRACTOR(S) to perform the subject work.

Licenses, Permit and Insurance Clause

For the purpose of this CONTRACT, the SUBCONTRACTOR(S) will be considered an independent SUBCONTRACTOR and therefore solely responsible for liability resulting from negligent acts or omissions. The SUBCONTRACTOR(S) shall obtain all necessary insurance, in the judgment of the SUBCONTRACTOR(S), to protect themselves, the CONTRACTOR, the TWDB, and employees and officials of the TWDB from liability arising out of this CONTRACT.

The SUBCONTRACTOR(S) shall indemnify and hold the TWDB and the State of Texas harmless, to the extent the SUBCONTRACTOR(S) may do so in accordance with state law, from any and all losses, damages, liability, or claims therefore, on account of personal injury, death, or property damage of any nature whatsoever caused by the SUBCONTRACTOR(S), arising out of the activities under this CONTRACT.

The SUBCONTRACTOR (S) shall be solely and entirely responsible for procuring all appropriate licenses and permits, which may be required by any competent authority for the SUBCONTRACTOR (S) to perform the subject work.

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

AGENDA DATE: February 17, 2020

AGENDA ITEM: G02

AGENDA SUBJECT: Consider Resolution No. 2020-13, selecting contractors to complete home elevation work in relation to the FY 2018 FEMA Flood Mitigation Assistance Grant.

Department/Prepared By: Austin Bleess, City Manager **Date Submitted:** February 11, 2020

EXHIBITS: [Resolution No. 2020-13](#)

BUDGETARY IMPACT:

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

CITY MANAGER APPROVAL: AB

BACKGROUND INFORMATION:

City staff has gone out for RFQ for Home Elevation Contractors to complete the work for elevating 4 homes utilizing the grant funding the city is anticipating. We received responses from 4 different contractors.

All of the responses were judged on the following categories:

Item:	Scoring. Percentage
Qualifications of firm	35%
Demonstrated ability to perform building elevation services as requested in the Scope of Services	40%
Ability to efficiently provide building elevation services at project sites within Jersey Village	25%
Total	100%

The team that reviewed these proposals included Mark Bitz, Christian Somers, and Harry Ward. Here is a summary of the rankings:

Company	Total	Average	Median
Arkitektura	270	90	96
Ducky Johnson	274	91	89
Excello	287	96	95
Planet Three	292	97	98

Given there are only 4 homes to be elevated in this round, two companies are sufficient to select to do the work. The top two contractors have extensive experience in elevating homes, and doing so according to the grant standards set out by FEMA and TWDB, including work for Jersey Village as part of the FY18 FMA Home Elevations.

The companies would contract directly with the homeowners to do the work, the city would not be involved with that contract. This list simply narrows down the companies that can do the work, making sure it stays a manageable project for the city.

The City will be hosting a meeting with the grant administrator, the selected contractors, and the homeowners after the final grant award to explain the process, and to allow the contractors and homeowners a chance to meet.

RECOMMENDED ACTION:

To approve Resolution 2020-13, selecting the three contractors to do work under the grants received as part of the FY2018 FEMA Flood Mitigation Assistance Grant.

RECOMMENDED MOTION:

To approve Resolution 2020-13, selecting contractors to complete home elevation work in relation to the FY 2018 FEMA Flood Mitigation Assistance Grant.

RESOLUTION NO. 2020-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, SELECTING CONTRACTORS TO COMPLETE HOME ELEVATION WORK IN RELATION TO THE FY2018 FEMA FLOOD MITIGATION ASSISTANCE GRANT

WHEREAS, the Jersey Village City Council has applied to and been awarded funds under the FY2018 FEMA Flood Mitigation Assistance Grant for home elevations; and

WHEREAS, the City has sought qualified contractors in accordance with 2 CFR Part 200 and State of Texas procurement standards; and

WHEREAS, the City has published an RFQ for Home Elevation Services and reviewed the responses against a set matrix; and

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

Section 1. The City Council approves the firms Byrdson Services LLC dba Excello Homes, Planet Three Consulting Corp dba Planet Three Elevation to complete the work related to home elevations for the FY2018 FEMA Flood Mitigation Assistance Grant.

PASSED AND APPROVED this 17th day of **February**, A.D., 2020.

Andrew Mitcham, Mayor

ATTEST:

Lorri Coody, City Secretary



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

AGENDA DATE: February 17, 2020

AGENDA ITEM: G03

AGENDA SUBJECT: Consider Resolution No. 2020-14, authorizing the City Manager to execute a contract with Burditt Consultants, LLC for a Parks Master Plan.

Dept./Prepared By: Parks and Recreation, Jason Alfaro **Date Submitted:** February 11, 2020

EXHIBITS: [Resolution No. 2020-14](#)
 [EX A](#) - Burditt Consultants, LLC – Standard Contract for General Services

BUDGETARY IMPACT: \$66,000

BACKGROUND INFORMATION:

City Council allocated \$70,000 this fiscal year to complete a parks master plan to guide the department for the next eight to ten years. On January 20, 2020 City Council approved Resolution 2020-07, authorizing the City Manager to negotiate a contract with Burditt Land | Place to gather information and create the city’s parks master plan.

The contract outlines the amount and type of meetings that will take place in order to gather community input. The team will conduct the following stakeholder engagements:

1. Conduct one (1) Public Workshop.
2. Host a booth at one (1) City-sponsored event such as Spring Fling, Farmer’s Market, etc. to gather input from residents attending the event.
3. Attend (4) City Staff/Official Meetings. This may include Parks Board, City Council, or other parties as directed by the City Project Manager.
4. Host one (1) Open House event to present draft recommendations.

Involving the public early in the process will allow the consultants to gather the needs and wants of the community so they can incorporate that information into the plan. The recreation and events committee will act as the steering committee during this process and citizen comment and engagement will be encouraged. This would allow for community input throughout the entire process. The project would take roughly 6 months to complete if work commenced in March, pending the approval of the contract execution. A few key elements that will emerge from this plan will be recommended improvements to the parks, programming changes, opportunities for expanded quality of life programs, partnership opportunities, recommendations to ordinances and policies, and parks conceptual renderings.

City staff recommends that City Council authorize the City Manager to execute a contract with Burditt Land | Place to create a Parks Master Plan for the City of Jersey Village’s Parks and Recreation Department.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2020-14, authorizing the City Manager to execute a contract with Burditt Consultants, LLC for a Parks Master Plan.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON FEBRUARY 17, 2020

RESOLUTION NO. 2020-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH BURDITT CONSULTANTS, LLC FOR A PARKS MASTER PLAN.

WHEREAS, City Council has allocated \$70,000 this fiscal year to complete a Parks Master Plan to guide the Parks and Recreation Department for the next eight to ten years; and

WHEREAS, on January 20, 2020, City Council approved Resolution 2020-07, authorizing the City Manager to negotiate a contract with Burditt Consultants LLC to gather information and create the City's Parks Master Plan; and

WHEREAS, the City Manager has negotiated a contract with Burditt Land | Place for a Parks Master Plan; and

WHEREAS, the next step in the process is for City Council to authorize the City Manager to execute a contract with Burditt Consultants, LLC for a Parks Master Plan for the City; **NOW THEREFORE**,

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

That the City Manager is authorized to execute a contract on behalf of the City of Jersey Village with Burditt Consultants, LLC for a Parks Master Plan., in substantially the form attached.

PASSED AND APPROVED this 12th day of **February**, A.D., 2020.

Andrew Mitcham, Mayor

ATTEST:

Lorri Coody, City Secretary



Exhibit A

Burditt Consultants, LLC Standard Contract for General Services Parks Master Plan

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

I. General Information and Terms.

Contractor's Name and Address: Burditt Consultants LLC, 310 Longmire, Conroe, Texas 77304

Description of Services: Professional Planning Services – Parks Master Plan

Maximum Contract Amount: Sixty-Six Thousand Dollars (\$66, 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: _____

.con
Date

III. Standard Contractual Provisions.

A. Contractor's Services. The Contractor will provide to the City the scope of services fully described in Section V Attachment 'Exhibit A' 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.

P. Boycott Prohibition. Contractor must provide a written verification that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

Q. Conflict Disclosures. Contractor must make all required conflict disclosures under Chapter 176 of the Texas Local Government Code and Chapter 2252 of the Texas Government Code.

IV. Additional Terms or Conditions.

A. Contractor agrees to comply with all City Codes and state and federal laws.

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

A. Contractor's Additional Contract Documents:

Exhibit A

Scope of Services

UNDERSTANDING OF WORK

The City of Jersey Village is a robust community that prides itself on providing excellent services in all areas of governance. The parks, programs, and facilities in Jersey Village are a key factor in ensuring a high quality of life in the community, and the City recognizes a need to develop a comprehensive master plan to capture the community's vision for the parks and recreation system moving forward.

In addition to being a visionary document that identifies the community's demand for parks, programs and amenities, the document must also provide recommendations for improvements and additions to the parks system along with conceptual renderings and opinions of probable cost for capital improvement planning and budgeting. The following scope of services seeks to address the City's master plan goals with a comprehensive assessment of existing parks, facilities, and programs, robust stakeholder involvement, and plan development.

TASK 1 – PROJECT INITIATION

ACTIVITIES:

Establish project understanding and objectives with City's Project Manager and the Consultant Team:

1. Define objectives;
2. Confirm schedule;
3. Identify all team members (including City staff, officials, administration, boards, committees and stakeholders) and roles;
4. Identify decision makers, milestones and target deliverables;
5. Identify base information to be examined by team and arrange with staff to obtain;
6. Identify critical community information to identify relevant issues that affect the physical planning for the project (including identification of facilities and programs to be considered).

Additional tasks to be completed in Task 1:

1. Review relevant existing planning documents to formulate understanding of prior planning and requirements and/or new data to be collected or created.
2. Review and analyze codes, Comprehensive Plan and zoning regulations, compile planning and design criteria critical to the development of the Master Plan;

Mail: 310 Longmire Road
P. O. Box 1424
Conroe, Texas 77305 Conroe, Texas 77304

www.burditt.com

Houston 281-447-2111
Conroe 936-756-3041
Fax 936-539-3240

3. Inventory existing City-owned park, recreation and open space facilities and properties and those of other entities public and private;
4. Provide general condition assessment of existing indoor and outdoor recreation facilities, including appearance, maintenance, and functional limitations. A general tour of the golf course facilities will be conducted to gather input from Golf Course Staff regarding goals and needs for the facilities as appropriate within the context of the Master Plan.

KEY DELIVERABLES:

- Project Kickoff Memo,
- Identification of Data Required to Develop Master Plan
- Opportunities and Constraints/Site or Facility Evaluation Commencement

PREREQUISITES:

- Receipt of authorization by City.
- City shall identify a Project Manager to be Consultant's point of contact for all matters.
- City will provide copies of prior studies and documents relative to polices, regulations, standards, criteria, etc. as may be pertinent to the assigned work.

TASK 2 – STAKEHOLDER INVOLVEMENT STRATEGIES

ACTIVITIES:

Burditt will, in cooperation with City's Project Manager, develop a Stakeholder Involvement Plan to engage all Team and City identified audiences. The purpose of this task is the following:

1. To reaffirm the goals and objectives for public and City involvement and determine the means and methods by which they will be reached;
2. Prepare a Stakeholder Involvement Plan that establishes audiences, meeting dates and locations, and how the public will be notified or invited to participate;
3. Establish Workshop dates for City personnel and officials (and invitees) to gain consensus for vision direction, various departmental and elected official input including Planning, Police, Fire, Public Works, and other Departmental Staff as appropriate;
4. Develop evaluation criteria that will become the basis for inclusion in the final document.

Additional tasks to be completed in Task 2:

1. Assist in identification of potential focus groups;
2. Provide assistance in the development of online survey;
3. Provide content and assistance for use in web oriented media;
4. Assist in preparation of content for public relations efforts;
5. Conduct information-gathering and specific input with County and School District staff;
6. Finalize goals statement and process for the project;
7. Interview decision-makers and the project Committee as appropriate.

KEY DELIVERABLES:

- Develop the Stakeholder Involvement Plan
- Goals and Evaluation Criteria.

PREREQUISITES:

- Availability of base information and participating Parks Board and staff

TASK 3 – WORKSHOPS AND PUBLIC INPUT MEETINGS

ACTIVITIES:

Burditt will, based on the approved Stakeholder Involvement Plan (established in Task 2), facilitate planned events to identify Community Vision and also to seek City Administration, Staff, Elected Officials, Boards, and other City invited participants to offer input regarding a variety of departmental or citywide issues.

The Burditt team will conduct stakeholder engagement strategies including:

1. Conduct one (1) Public Workshop
2. Host a booth at one (1) City-sponsored event such as Spring Fling, Farmer's Market, etc. to gather input from residents attending the event.
3. Attend (4) City Staff/Official Meetings. This may include Parks Board, City Council, or other parties as directed by the City Project Manager.
4. Host one (1) Open House event to present draft recommendations.

Meetings are intended to achieve the following outcomes:

1. Assist the City in guiding government officials and staff in establishing consistent, effective and high quality community engagement;
2. Ensure meaningful, timely and sufficient City and Community participation in all phases of the plan update;

3. Allow the public and community interests to recommend projects and issues for government consideration;
4. Involve the public early in identification of issues and opportunities for city policies, programs, projects, design and concept development;
5. Build a framework for long-term, collaborative working relationships with community partners and stakeholders;
6. Create processes that respect a range of values and interests as well as offer historically excluded individuals and groups authentic inclusion in process, activities and policy making;
7. Create transparency of public decision-making processes ensuring citizen trust in accessible, open, and understandable receipt of information;
8. Promote accountability of both City leaders and staff by ensuring meaningful public involvement in the work of City government.

Additional tasks to be completed include:

1. Allow for departments to collaborate along with elected officials and provide opportunities for close tracking of the process and providing thoughtful and meaningful input into the final product.
2. Develop and conduct an online recreation survey to identify residents' preferences and needs for parks and recreation facilities and programs.

KEY DELIVERABLES:

- Prepare graphic design for workshop/public meeting invitations (PDF format).
- Facilitate all Internal Workshops and Public Meetings;
- Conduct Online Survey and analyze results;
- Prepare Narrative Report of Public Meetings and Online Survey.

PREREQUISITES:

- Availability of participating City Project Manager, and internal workshop participants

TASK 4 – DEVELOP PRIORITIZATION OF NEEDS

ACTIVITIES:

Burditt will, based on the Public Input Summary and Demand Analysis, develop the following:

1. Conduct prioritization process incorporating results from previous analysis of all phases;
2. Written narrative summarizing results documenting the process followed by project team, public and City participants;

3. Obtain approval of priorities from Staff, Council, and, if deemed appropriate, other identified Stakeholders.

KEY DELIVERABLES:

- Prepare written narrative summarizing results and identification of Prioritized Needs for inclusion in Parks Master Plan.

PREREQUISITES:

- Appropriate input from City Project Manager, Staff, Council, Boards, and internal workshop participants.

TASK 5 – PRELIMINARY DRAFT DOCUMENT PREPARATION – TEN (10) YEAR ACTION PLAN

ACTIVITIES:

Based on evaluation of City and Community input, departmental input, facility evaluation, prior Draft Plan review, and edited version with deletions of extraneous data, Burditt will begin revisions and create additional content of narrative, supporting graphics, and budgets. This will include supplements or edits to the plan to include the following:

1. Land Acquisition;
2. Programming changes or additions;
3. Improvements to facilities- renovations;
4. New facilities;
5. Research existing non-City owned properties that may be considered for acquisition and use by the City for future recreational purposes;
6. Opportunities for natural resource/wildlife habitat-based recreation (trails, education, etc.);
7. Opportunities for historical based recreation;
8. Results of Area Market Assessment of non-City recreation providers;
9. Interlocal, joint participation use with other public agencies; Houston-Galveston Area Council of Governments, Texas Parks and Wildlife (TPWD), Texas Recreation and Parks Society (TRAPS);
10. Joint participation use with private recreation providers;
11. Recommend new or revised ordinances to facilitate master plan implementation (if applicable). Policies recommendations may include consideration of measures to protect, manage, and enhance Urban Forests and Open Space within the City;
12. Consider and Document Existing Plans, Studies, Land Use;
13. Consider the City Workshop and Stakeholder Input;

14. Consider survey data as available (if conducted);
15. Provide written narrative summarizing master plan recommendations, using charts, graphs, tables, photos (sketches, renderings);
16. Seek / obtain input of staff, advisory boards, stakeholders, City Council @ 50% and 95% completion;
17. Develop Implementation Strategies;
18. Create Actionable Item Hierarchy with dated goals and accomplishments to be used by City for monitoring progress.

Additional tasks to be completed include:

1. Prepare Budget and Expenditure Plan with level of magnitude costs and recommendations for renovation and improvements to existing facilities;
2. Identify funding sources (public/private) and other agencies and recreation providers;
3. Projected expenditure forecast.

Applicable sections and/or components of the plan will be submitted to respective department staff for review and comment prior to compilation and submittal as a preliminary document for City review and edit. Burditt will develop a draft version for review by City Project Manager and entire City Team.

KEY DELIVERABLES:

- Preliminary Parks Master Plan

PREREQUISITES:

- Review and approval of Preliminary Parks Master Pan sections by appropriate departmental staff or City Project Manager.

TASK 6 – CONCEPTUAL DESIGNS & PRELIMINARY STATEMENTS OF PROBABLE COSTS

ACTIVITIES:

The planning process will result in the determination of various community recreation needs which may include the renovation or additions to existing parks or new construction of recreational facilities. Burditt will create conceptual drawings that respond to Plan recommendations for renovations, additions, or new construction. Each concept will include Opinions of Probable Costs (OPCs) to aid decision makers with capital improvements budgets and planning.

KEY DELIVERABLES:

- Early Conceptual Design of a variety of Park renovations or new construction
- Park Renderings
- Opinions of Probable Costs

PREREQUISITES:

- Review and approval of by appropriate departmental staff or City Project Manager.

TASK 7 – FINAL PARK MASTER PLAN DOCUMENT, COUNCIL ADOPTION AND APPROVAL

ACTIVITIES:

Burditt will further refine the Preliminary Draft Document by incorporating comments, revisions and edits recommended by the City.

1. Create 10 year Action Plan/Expenditure Plan;
2. Finalize written narrative and supporting documentation to reflect revisions;
3. Plan shall, as feasible under the basic scope described be formatted to accommodate submittal for Awards as may be available from Texas Recreation and Parks Society (TRAPS), American Planning Association (APA), National Parks and Recreation Association (NRPA).

Additional tasks related to Adoption and Approval

1. The Final Master Plan Document will be created in electronic format and will be provided when adopted by City Council or prior to adoption if previously authorized by City's Project Manager;
2. Burditt Team will attend Council Meeting and/or Workshop in preparation for adoption;
3. Model document for compliance with TPWD regarding all grant eligibility (indoor/outdoor/trails).

KEY DELIVERABLES:

- Final Parks Master Plan (also suitable for Web Publishing)
- Electronic Copies of the Final Parks Master Plan Document (printing costs for final plans will be invoiced at cost plus 10%). The quantity of print copies will be at the direction of the City Project Manager.

BASIC SERVICES FEE PROPOSAL:

BASIC SERVICES

Basic Services include all detailed and quoted components found in the Scope of Services included. These services shall be invoiced as a lump sum based

upon a percentage of completion throughout the project assignment. Increases in project scope as directed by Parks and Recreation Department shall be provided upon mutual agreement and execution of amendment to the Professional Service Agreement or other appropriate document.

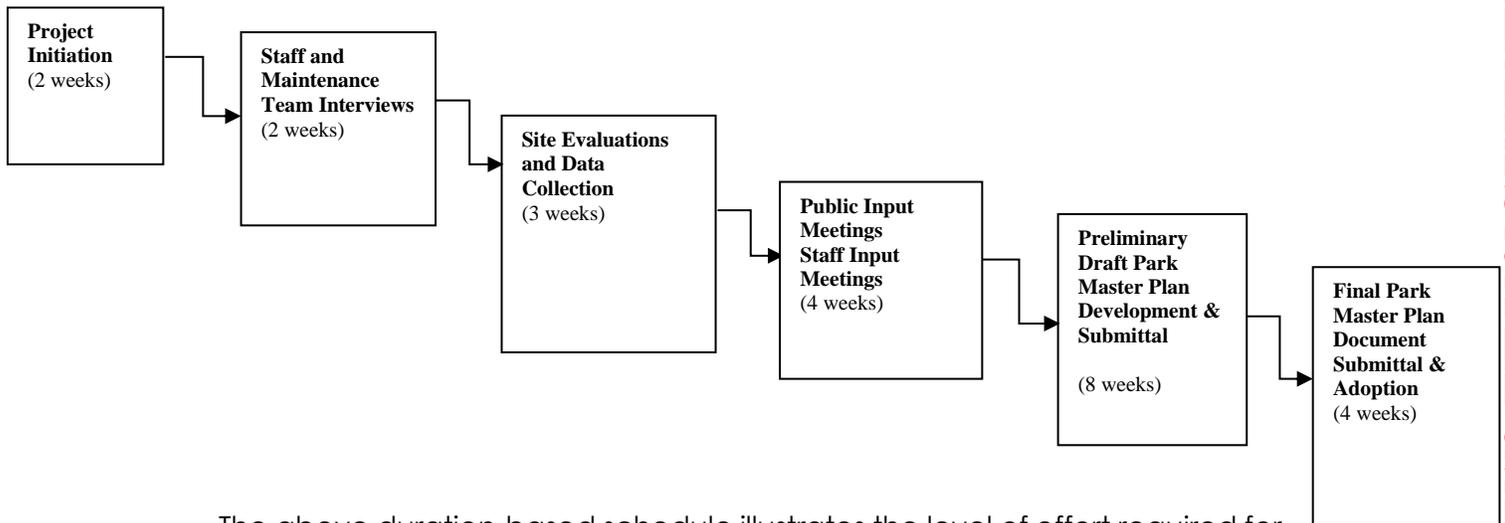
Based on the proposed Scope of Work and general program currently understood, we propose the following lump sum fees:

BASIC SERVICES \$ 66,000

REIMBURSABLE EXPENSES:

Burditt will limit reimbursable expenses to printing costs associated with issuance of final deliverable master plan documents at cost plus 10%. Travel, administrative and other expenses will not be charged to the Client as they are contemplated in the lump sum compensation amounts.

PROJECT SCHEDULE:



The above duration-based schedule illustrates the level of effort required for each phase. Some tasks may run currently currently. We have identified a preliminary project timeline of March 2020 through August 2020 (5-6 Months) to conduct Data Collection, Assessment & Analysis, Stakeholder Involvement Plan, Staff/Parks Board/Public Workshops/Meetings, Conceptual Design, Preliminary Master Plan Draft, Final Master Plan for Adoption.

While we believe this timeframe is generally appropriate, City input or schedule may dictate potential adjustments to the schedule. Upon project initiation, together we will develop a revised schedule reflecting the actual milestones, meeting dates, etc.

TERMS AND CONDITIONS

ADDITIONAL SERVICES

Additional assignments outside the scope of work will be invoiced at the Burditt established hourly rates. Additional assignments include, but are not limited to, any changes due to revisions in the original scope of work, base data relating to this matter, any additional meetings or services and any such services requested by Client. Additional services will be provided, with prior authorization from Client.

PAYMENT OF FEES

For the scope of services stated herein, Client agrees to pay Consultant the compensation stated in this Agreement. Consultant agrees to submit invoices monthly for services rendered. Invoices shall be forwarded upon completion or monthly, based upon the percentage of completion. Invoices are due and payable, in Conroe, Texas, within 30 days of receipt. Any invoice payment due past 30 days will be subject to interest at the rate of the lesser of (i) one and one half percent (1 1/2%) per month or (ii) the maximum rate allowed by law.

STANDARD OF CARE

The standard of care for all professional services performed or furnished by Consultant under this Agreement will be the skill and care used by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with Consultant's services.

RISK ALLOCATION

Burditt Consultants, LLC agrees to carry out and perform the services herein agreed to in a professional and competent manner. In recognition of the relative risks, rewards, and benefits of the project both to the Client and Burditt, the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, Burditt's total liability to the Client, for any and all claims, losses, expenses, damages or claim expenses arising out of this agreement, from any cause or causes, shall not exceed the total amount of Burditt's fee or other amount agreed upon when added under Special Conditions. Such causes include, but are not limited to, Burditt's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

USE OF ELECTRONIC MEDIA

Copies of documents that may be relied upon by Client are limited to the printed copies (also known as hard copies) that are signed or sealed by Consultant. Files in electronic media format or text, data, graphic or other types that are furnished by Consultant to Client are only for convenience of Client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. When transferring documents in electronic media format, Consultant makes no representations to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems or computer hardware differing from those in use by Consultant at the beginning of this assignment.

HAZARDOUS ENVIRONMENTAL CONDITIONS

It is acknowledged by both parties that Consultant's scope of services does not include any services related to the presence at the site of asbestos, PCBs, petroleum, hazardous waste or radioactive materials. Client acknowledges that Consulting is performing professional services for Client and Consultant is not and shall not be required to become an "arranger," "operator," "generator" or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA).

STATEMENT OF PROBABLE COSTS

When included in Consultant's scope of service, statements, opinions or estimates of probable construction cost are prepared on the basis of Consultant's experience and qualifications and represent Consultant's judgment as a professional general familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment or services furnished by others, over contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from Consultant's opinions or estimates of probable construction cost.

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2020 HOURLY RATES

HOURLY RATES APPLY ONLY TO ADDITIONAL SERVICES OR FOR REQUESTS MADE OUTSIDE OF BASIC SERVICES. Hourly Basis Rates for Professional Services not covered under Basic Services and requested by Owner shall be at the following rates:

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Principal	\$180
Program Manager	\$175
Project Manager	\$160
Project Architect/Landscape Architect	\$145
Senior Planner	\$145
Senior Urban Forester	\$145
Wetland Scientist	\$135
Natural Resource Planner	\$135
Licensed Irrigator	\$135
Geographic Information Systems (GIS) Planner	\$130
Planning Associate	\$120
Architecture/Landscape Architecture Associate	\$110
Natural Resource/Forester Associate	\$110
CAD Designer II	\$ 90
CAD Designer I	\$ 80
Administrative Assistant II	\$ 70
Administrative Assistant I	\$ 55

Invoices are prepared monthly with payments due 30 days of receipt. Interest at the rate of 1 ½ % per month will be charged on all accounts not paid by the 30th day following the billing date. Reimbursable expenses and necessary sub-consultants not currently required by project and approved by Owner shall be invoiced at cost plus ten percent (10%).

H. MAYOR AND COUNCIL COMMENTS

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

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