

MINUTES OF THE SPECIAL WORK SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON MAY 15, 2021 AT 8:00 A.M AT THE CITY OF JERSEY VILLAGE CIVIC CENTER MEETING ROOM, 16327 LAKEVIEW DRIVE, JERSEY VILLAGE, TEXAS.

A. The meeting was called to order by Mayor Warren at 8:04 a.m. with the following present:

Mayor, Bobby Warren
Council Member, Drew Wasson
Council Member, Sheri Sheppard
Council Member, Michelle Mitcham
Council Member, James Singleton
Council Member, Gary Wubbenhorst

City Manager, Austin Bless
City Secretary, Lorri Coody

Staff in attendance: Mark Bitz, Fire Chief; Robert Basford, Director of Parks and Recreation; Isabel Kato, Director of Finance; Bob Blevins, IT Director; Harry Ward, Director of Public Works and Lt. Heath Hawley with the Police Department.

Kirk Riggs, Chief of Police, was not present at this meeting.

Council Member Drew Wasson was not present when the meeting was called to order, but joined the meeting in progress at 8:09 a.m.

Before calling Item B on the agenda, Mayor Warren called for Public Comments as follows:

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.

There were no public comments made at this meeting.

B. FY 2021-2022 COUNCIL/STAFF BUDGET RETREAT

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

City Manager, Austin Bless, began his presentation on the 2021-2022 budget overview with information on the following items:

- Mission Statement
- FY21 – Forecast
- Sales Tax Trend
- Taxable Assessed Valuations
- FY22 Time Line
- FY22 Budget
- FY22 Impacts to Revenues

Council engaged in discussion about golf course revenue and the possible effects of the berm project. It does not seem to be affecting golf course revenues.

Council Member Drew Wasson joined the meeting in progress at 8:09 a.m.

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2021

There was discussion about the downward slope in property tax valuations. The downward trend is due to business and not residential. Council also discussed the new budget calendar.

The American Rescue Plan was discussed and how those funds might be used for projects. There is a wide variety of projects for which these funds can be used. \$850,000 will be allocated for FY 2021-2022, which is about ½ of \$1.7M allocated for the City of Jersey Village.

The homestead and over 65 exemptions were discussed. We need to have something on the June agenda if City Council will make increases to the exemptions. Some members wanted to know the condition of the 2021-2022 budget in order to make a decision concerning increases. The ten-year plan was discussed in connection with moving forward on increasing exemptions. Most felt that the spreadsheet in connection with exemption is needed in order to make an informed decision. The spreadsheet will enable the Council to discuss real numbers in order to insure that reserve and capital expenditures are not affected. Once done it is permanent. The fiscal FY 2024 deficit is where the reserves are affected. It is possible to shuffle the street projects somewhat because of the American Rescue Plan funds. Some felt there is a direct correlation for every dollar in exemptions with revenues. The pros and cons of these exemptions were discussed. Most felt we need to understand revenues before we can make decisions about these exemptions. We also need to understand needed projects. The disabled exemption was also discussed. Raising the exemptions too high and the effects of it was discussed.

With no further discussion, City Manager Bless gave information on the various City Departments for the 2020-2021 Budget. What follows is the description of each along with any Council discussion.

Administration

2021-2022 Budget

- Looking at our use of interns and possible part time person – minimal impact

Administration Future Years

- On-going Annual Records Management Costs for implementation of City Records Plan, and digitization of them.
- Processing of on-going public information requests.
- Staffing issues and the potential needs to add more staff.
- Staff certifications/recertifications
- Express Vote Election Machine

Council engaged in discussion about our election process. Ms. Coody explained the process. The Council is very happy with how our elections are run.

Legal/Other Services

2021-2022 Budget

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2021

- Automobile insurance increases - \$10,000
- Marketing – had looked for that in FY20, will likely look for that in FY23

Council engaged in discussion about the marketing of Village Center, the Golf Course, etc. that Jersey Village is a good place to live.

There was discussion about how residents feel we have a PR problem. This issue was discussed by the Council. The actual budget for attorney's fees were discussed. Open records requests and the allocation of costs was discussed.

IT Department

IT Accomplishments

- Microsoft SharePoint / OneDrive
- Support COVID-19 Remote Work From Home
- Zoom Meetings / Webinars
- PD WatchGuard
- Network Vulnerability Assessment

IT Supplemental Status

- Promotion System Administrator – Complete
- Software Maintenance Changes - Complete
- Communication Changes - Complete
- Update PD / EOC Audio/Video – In Progress
- Satellite Phone for EOC – In Progress
- Technology Replacement – In Progress
- Additional Advances Authentication – In Progress
- Digital Time Clocks – In Progress
- Permit/Code Enforcement/Inspection – In Progress
- Digital Signature – DocuSign – In Progress

2021-2022 Budget

- Additional IT Specialist or Contract Services ~ \$70,000
- Software Maintenance Increases - \$19,297
- Technology Replacement – \$199,200 plus \$54,000 in new request
- MS EA Renewal – New 3 Year Agreement ~10% or \$3,500
- Azure Active Directory Premium P2 ~\$15,000/year
- Augment Digital Signatures - \$4,000
- Upgrade Taylor St Security Camera System - \$4,000
- Improve Remote Support Access - \$6,000
- Improve Council Streaming to You Tube ~ \$3,500
- Fiber cable Loop From new city hall to golf course and fire/police station ~ \$100,000

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2021

- Redundant Telephone Line Connection ~ \$7,000/yr
- Security / Event Management (SIEM) Log

IT Department – Future Years

- Improve Remote Access / MDM / BYOD More Prevalent
- New Buildings potential for unforeseen impacts
- Customer Contact
- Code Enforcement
- Cloud
- Fire Department Vehicle Computers
- Increased Video Data Requirements
- Third server for our Virtual System

Council engaged in discussion about the extension of the fiber line from the police department to the Golf Course Clubhouse. It is needed because the connection to the Golf Course goes down frequently and causes problems with processing business. The Golf Course is at a standstill at that point. The extension down Jones Road to the New City Hall was also discussed. Bob Blevins, IT Director, explained the need for both as well as the redundant telephone line. The best time to install the redundant telephone line was discussed.

The fiber loop was discussed and the conduit that is currently being installed was discussed. Mr. Blevins explained how this loop will work. It is a single path running all the way through the golf course.

Backup capabilities for City data were discussed. Mr. Blevins explained that we do backup our data. In connection with the recent Colonial Pipeline breach, the City's security was discussed. Mr. Blevins felt that we are doing all we can, but explained that every entity is just one-step away from a breach. We all need to be careful and practice security awareness. Mr. Blevins explained that we run crowd control software that provides threat detection. We also have different antivirus systems with intrusion detection in place. One of the biggest risks we have is Office 365.

Finance / Municipal Court

2021-2022 Budget

- No major issues for current fiscal year
- Modified a position to be an Accounting Manager position
 - Due to a retirement and planning for the future
- Overall no major changes for next FY

Council engaged in discussion about the open finance position. Ms. Kato, Finance Director stated that the position has been filled.

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2021

Police Department**2021-2022 Budget - CCPD Fund**

Item	Cost	Funding Source	Line Item	Status
<i>(1) Additional Officer</i>	90,854.00	CCPD	27-5523 / 21-3001	Position filled
<i>Evidence Technician (part-time)</i>	39,577.00	CCPD	27-5523 / 21-3001	Position filled
<i>12-hr Shift Adjustment</i>	62,000.00	CCPD	27-5523 / 21-3001	01-21-3001 Available Balance = \$1,167,344.19
<i>STEP Program</i>	20,000.00	CCPD	27-5523 / 21-3014	01-21-3014 Available Balance = \$81,141.69
<i>LEADS Online</i>	1,300.00	CCPD	27-3510 / 21-3510	Upgrade installed, Invoice paid 10/9/20
<i>CRIMES</i>	1,500.00	CCPD	27-4504 / IT-13	Invoice paid 1/15/21
<i>Property Room</i>	4,500.00	CCPD	27-4599 / 21-4599	Controlled access installed (card reader)
<i>Uniforms</i>	11,000.00	CCPD	27-3504 / 21-3504	New Officers are fully outfitted
<i>Ammo & Targets</i>	4,000.00	CCPD	27-3505 / 21-3519	Ammo on order with CTC Gunworks PO 08383
<i>Tasers & Training Supplies</i>	7,200.00	CCPD	27-3523 / 21-3523	Taser cartridges ordered
<i>Body Armor/Vests</i>	13,000.00	CCPD	27-3523 / 21-3523	Officers are being fitted
<i>Protective Gear</i>	42,280.00	CCPD	27-3523 / 21-3523	All items received except helmets (August)
<i>Leadership Training</i>	4,000.00	CCPD	27-5029 / 21-5029	Keele scheduled for LEMIT in August, Hawley attending LEEDA
<i>Training Room AV Equipment</i>	6,000.00	CCPD	27-6572 / 21-6572	Coordinating with IT and getting quotes
<i>Flock Cameras (4)</i>	8,000.00	CCPD	27-6572 / 21-6572	Cameras installed, Invoice paid 12/31/20
<i>Patrol Tahoes (2)</i>	99,150.00	CCPD	27-9781 / 07-72-6580	Units on order with Caldwell Country PO 08351
<i>Total</i>	\$414,361.00			

2021-2021 Budget

- Crime Scene Evidence Technician - \$89,200
- Guardian Early Warning Agreement - \$1,600
- Guardian Background Services Agreement - \$1,000
- Ballistic Vest - \$5,000
- Floor Mats – \$2,500
- Axon Taser - \$1,700
- Phone Bill/Cell Phone Allowance - \$2,000
- Membership Dues - \$1,200
- TPCA Recognition Program - \$11,250
- Flock Annual Contract - \$104,000
- Remodel Evidence Room - \$39,000
- Washer/Dryer for Jail - \$2,000

Police Department – Future Years

- Body Worn Cameras-Completed
- Hire a Full-Time Evidence/Crime Scene Technician-2021
- Establish Jersey Village Police and Clergy Partnership Program-2021
- Implement the Texas Police Chief Staffing Model-2021
- Implement a Departmental Wellness Program-2021
- Bike Patrol Unit-2021
- Become a TPCA Best Practices Recognized Agency-2022
- Create DPS Commercial Motor Vehicle Enforcement Program-2023

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2021

- Implement a Property Identification Program-2023
- Executive Leadership Training for Supervisors, i.e. LEMIT, ILEA or FBINA-2021-2025

Council engaged in discussion about the Guardian background check system. This system was explained by Lt. Hawley. The flock camera system was discussed and how helpful this system has been for the police department.

Council engaged in discussion about tuition assistance. Lt. Hawley explained the need for this assistance. Council also discussed the bike patrol program. Lt. Hawley explained that this is an attempt to go back to old school policing of walking the beat, but using bikes instead. It enables Officers to get to remote areas. It was also mentioned it will be a good tool for policing events.

The annual cost of the Flock Cameras as well as how this system works was discussed. TCPA best practices was discussed. The full time evidence person was discussed. It was felt that this is a needed position given the amount of evidence.

Fire Department

Fire Department Accomplishments

- Completed Kitchen/Dayroom Remodel
- Hired Fulltime Firefighters
- Added One Additional Fire Inspector
- Started Pre-Plan/Hydrant Program in Fire Marshal's Office
- Agreement with Tyler Technologies for New Cad/Fire Inspection Program
- COVID19

Fire Department Supplemental Status

- Hired Fulltime Staff
- We did not use the CIP funding for the Walls/Admin Office. This funding is coming from our general fund budget and currently is in progress
- The bay door replacement. Looking back, not sure what the plan was for replacing doors at this low dollar amount. Different thought with this.

Fire Department Money Savings / Project Status

- Kitchen Remodel in house - Completed
- Adding 6 bedrooms to second floor – in Progress
- Will add new workout flooring to workout area
- Will add walls and two office spaces to admin offices
- Will replace all carpet with tile flooring
- Training room relocated to second floor – In Progress
- Establish a permanent dispatch backup center in the fire station

Operational Concerns

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2021

- Volunteer response
- Aging Volunteers
- Overlapping Calls
- Non Multiple Apparatus Response
- Mutual Aid Response (To and From)

2021-2022 Budget

- New Furniture for Fire Department Administrative Offices (Maybe)
- New CAB computers for radio system. Current no longer serviced after December 31st
- Staffing
- Village Center
- Grant Approval or not

2021-2022 Possible Budget Items

- Conex containers x 2= Storage of training props and for training
- High Water Truck Tires
- Additional Tornado Sirens - \$39,000 Each
- Fencing and gates around city buildings - \$80,000
- Window and door protection around city buildings – Waiting on quotes
- Covered parking

Fire Department Future

- Fire Department Staffing (Based on current staffing, Volunteer Response, Aging Staff and looking out to the future Village Center Project)
- Replacement of all SCBA, Masks and Bottles (AFG Grant First 2021)
- Station Improvements (CIP or not)
- Gear Washer and Dryer (Cancer Initiative) \$12,000
- Second Army Truck (Blocking Truck for Freeway during rain events and non-busy times)
- Implementation of computers in vehicles that integrates with CAD
- Vehicle Replacement Plan (Large Apparatus)

Council engaged in discussion about the four full time firefighters hired this fiscal year. The kitchen and bedroom remodels were discussed and the amount of dollars saved by this work being done in-house. Chief Bitz explained the logistics of these remodels.

The age of volunteers was discussed and the effects of this on the department. Volunteer participation has decreased from 38 down to 24 in 2021. The problem is that there are volunteers on the books that do not actually participate. We average between 9 and 12 firefighters that are active.

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2021

The grant applications were discussed. These grants help fund the department. Village Center and the need for a station was discussed. Chief Bitz explained that the department will first use the Opti Gone system to adjust the lights in order to make calls on that side of US HWY 290. The ISO ratings were discussed. Engines must be within a certain radius and have a certain time response for ISO ratings. We are in ISO2, which is the best we can be. Our only issue will be the tower truck, which cannot meet the requirements of the ISO2. It might be that we will be moved to an ISO3 during the next review. Reviews are conducted every four years. We are presently up for review. It has been delayed due to COVID.

The needs and requirements of the Tower Truck were discussed. It must be staffed and the need is dependent upon the height of the buildings in the coverage area. The cost of \$1.2 to \$1.4M for this truck was discussed.

A short recess was taken at 9:28 a.m. The meeting was reconvened at 9:38 a.m.

Public Works Department

Public Works

- Staff doing more projects in house
 - Street panel and side walk repairs done partially in house
- Expand allocation for street panels to include sidewalks, crosswalk painting, etc.
- Overtime is an issue due to utility companies hitting our water/sewer lines while doing repair work
- For sidewalks we are looking to do \$100,000 in sidewalk work for the upcoming year.
- For Streets we are looking to add \$5,000 to street maintenance materials. This is things like patching potholes, etc.
- We are looking at the possibility of Special Projects position to help manage all of the projects that are going on in the city.
- Based upon the CPI for garbage removal services, that our trash removal contract is based upon, we're estimating a 5% increase in our trash
- At the water plant we are looking at performing required rehabilitation work on the Elevated Storage Tank (\$500,000) on Congo.
- We are looking to increase two of our trucks from 1500's to 2500's to have the towing capability for our trailers. We expect this to also increase the resale value of the trucks, and it would be a net zero change to the budget.
- We have had a large amount of expenses due to water and sewer main breaks. These line items may need to be increased for next year to accommodate the increase, if we determine the number of breaks is on the rise.
- We have had resident requests for more speed-reading signs to be installed on Jersey Drive and Lakeview. Each of those signs would be about \$8,000.
- For Community Development we currently are using a third party building official. In the limited time we have been utilizing this it has been working well. We will

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2021

budget for a building official in FY22, but we may not fill the position if contracting this out works well.

- We may need to increase our consultant services line by about \$15,000 to allow for Community Rating Services (CRS) and Certified Floodplain Manager (CFM) services.
- As we enter year for the net cost actuals are tracking fairly close with these. Out of the last seven vehicles we sold at auction we have netted about \$10,000.
- That means we have made \$10,000 more than we spent, after driving the vehicles for 1 year.

Council engaged in discussion about sidewalk repairs. There was also discussion about the project to install missing sidewalks. Public Works Director Ward explained the sidewalk program and how the repair schedule is determined. Council also discussed a retention pond path around the lake sometime in the future. The complaint level on Wall Street was discussed. Director Ward explained the complaints he got were about traffic control and signage, which has recently been handled. He mentioned that the contractor will make some changes to signage to address needs. We have flaggers at three different locations. Director Ward is also making sure that safety measures are taken, such as the wearing of hard hats.

Council also discussed the daily construction time line. It is 7 am to 7 pm. Director Ward explained an issue that was had the other day about an unsafe condition that needed to be addressed and it ran over the time schedule for the project. The time line for completion is February of next year. The scope of the work and the area being affected was discussed for the Wall Street Project. Additional information can be found on the website.

There was discussion about the total percentage of sidewalk repairs that have been completed. Director Ward stated that 90% of the really bad sidewalks have been repaired. We are now moving to those repairs for sidewalks that are not presenting real safety issues. The list is constantly being reviewed and is updated with homeowner input. MyCivic is a software program being used and is very helpful in improving communications about these issues. The MyCivic program was discussed and how this system works. Residents are encouraged to log issues with this system as it increases productivity. Some members felt that perhaps our phone tree could be amended to provide information about using the MyCivic application to report issues.

Council then discussed any requirements for a GIS Systems. The requirement, as explained by City Manager Bless, is that if you have a GIS System, you must publish your maps. The benefits of having a GIS System were discussed. Director Ward explained that the GIS has limited benefits because the City is not growing and to develop the GIS system is costly and therefore the benefits do not outweigh the cost. He explained that the software currently in use provides all the data and maintenance of the data that is needed.

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2021

The cost of garbage collection services was discussed. The CPI is calculated from June to June. Next year increase will be about 5%, which is based upon the numbers from last June until March of 2021. This figure includes recycling. Recycling was discussed. Some wondered if recycling does anything for the environment given that China no longer accepts recycling. The cost of recycling was discussed. It is about \$16.50 per household for both garbage and recycling collection. Some felt we should review these costs. Some felt that cardboard and plastic might be the most reproduced by recycling. Others felt we should contact WCA about what happens to our recycling.

Speed reading signs were discussed. The installation of two were discussed. Some wondered if some of the current signs could be moved into these areas as opposed to purchasing new ones. These machines do not log data. The cost of these machines were discussed. It was pointed out that this method was the least expensive method of controlling speed in the residential areas. The use of the speed trailer was discussed. Data shows that most traffic in the city moves in the 85th percentile and is within the posted speed limit. Cut through traffic was discussed. It has been reduced given that US HWY 290 construction is complete.

There was discussion about flood insurance costs. There have been complaints about these costs from new homeowners who do not know the process for keeping these costs under control and in line with what former owners paid. City Manager Bless explained that the best way to address this is to educate realtors on the process.

The Fleet Resale Program was discussed. The increase over cost of \$10,000 was discussed. The benefits of this program was discussed. All vehicles are purchase off the State contracts and then sold after one year for a profit.

Parks and Recreation

Parks and Recreation Division Project Status

- Parks Master Plan: Adopted March 15, 2021
- Calvin III Shade: Complete
- Gateway Phase 1: Complete
 - Phase 2: In Progress (Austin)
- Wi-Fi for Pool house: In Progress
- Dump Trailer Purchase: Completed (again)
- Pool Deck Resurfacing: Complete
- Diving Board: Complete
- Clark Henry Play Structure: In Progress
- Sand Volleyball Court Renovation: Complete

Golf Course Project Status

- Completed Projects

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2021

- Turn food booth
- Starter booth
- 10th tee box beautification
- Driving range net
- Tree Project
- Upcoming Projects
 - Hole 14 lake refurbishment Phase 1 water feature installation, Tee Box
 - Golf Course Berm

Building Maintenance Project Status

- Completed Projects
 - Pool House Remodel
 - Dog Kennel Remediation
 - City Hall Restoration
 - Waterline repairs (PW, P&R, Pool, City Hall)
- Pending Projects
 - 10-91- Facilities Improvement: Cloud Based Lock System \$63,543

FY 2021-22 Staffing Adjustments

- 11-82: Eliminating the two part time positions and creating an additional FT GC Maintenance position

Future Potential Staffing Adjustments

- 01-39: Addition of two-three additional maintenance positions with the addition of the Village Center
- 01-33: Consideration of one FT Building Custodian and one PT Building Custodian with the addition of City Hall

2021-2022 Parks and Recreation Supplementals

- Rock Wall Pool Amenity: \$50,000 CIP
- Pool house Restroom Fixtures: \$15,000 CIP
- Fireworks: \$10,000 Line Item Supplemental
- Replacement of 2 Dixie Choppers (both were due in previous years) : \$24,000

Golf Course 2021-2022 Supplementals

- Golf Course 11-87-7010 Capital Outlay: From \$26,000 to \$63,125
 - Tree Moving/Replacement: \$5,000
 - Drainage Improvements: \$5,000
 - Lake Improvements/Beautification: \$5,000
 - Range machine upgrade: \$1,500

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2021

- Cart Path Repair \$5,000
- Top Dressing Project (Sand): \$30,000
- Golf Course CIP: \$172,500
 - Rio Grande Ornamental Fence: \$91,000 (Lowest of 2 bids: Griffin Fence Estimate Pending, if it comes it lower I will update you)
 - Driving Range Nets for new addition: \$60,000
 - New Tee Signs and Tee Markers: \$21,500
- Golf Course VERP: Replace: \$83,000 New: \$140,000
 - Replace 1988 Kubota and 1992 Kubota: \$68,000
 - Replace 2004 John Deere Bunker Rake: \$15,000
 - New Fraise Mower: \$37,000 Deep verti-cutting machine for complex hitting areas.
 - New beverage cart: \$9,500 ours is currently broken and beyond its lifespan.
 - New Top Dressing Machine: \$38,500 this is a package deal with the sand supplemental
 - New Dredge Pump: \$30,000 This will dredge our lakes resulting in better drainage and clearer water. Outsourcing our lake dredging will cost over \$200,000.
 - New Aerator/Rotary: \$25,000 Tabled from last year, still desired. This will alleviate compaction without disruption
- Golf Course Line Item Increase: \$72,500
 - 11-81-3415 Range Balls: From \$8,000 to \$12,500: More balls/baskets for the new matt stations and will cycle out one more time.
 - 11-81-5405 Sundry: From \$40,000 to \$70,000: Based on trends and increased Revenue and CC charges.
 - 11-82-3506 Chemicals: From \$6,000 to \$22,000: To begin to clean up our lakes and aquatic issues
 - 11-82-3533 Fertilizers: From \$28,000 to \$50,000: To 1) provide a more aggressive fertility program and 2) add an additional fertility application with herbicide and insecticide and 3) battle the poa annua

Building Maintenance 2021-2022 Supplementals

- Building Maintenance:
 - Cloud Based Facility Lock System: \$63,543 (if we don't do it this year)
 - LED Lighting at Police Department: \$20,000 Can be done in phases but will reduce energy and maintenance
 - Fencing at A/C condenser units: \$5,000
 - Roof Repairs at Civic Center: \$15,000 Replaces roof screws and seals
- Building Maintenance Line Item Increase:
 - 01-33-4011 City Hall: From \$7,000 to \$12,000: Increase in works orders and maintenance to the aging facility
 - 01-33-4021 Police Department: From \$10,000 to \$15,000: Based on trends and increased work orders due to septic system.

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2021

- 01-33-6580 Building and Grounds: From \$65,500 to \$75,000: To include new Public Works Facility

Areas of Concern

- Aging Facilities:
 - The parks facility is continuously deteriorating and has aged beyond its lifespan. It is imperative that we begin to consider a new work location for the parks team. An idea has been presented to consider a new maintenance facility near the old tennis courts for both GC Maintenance and Parks to use. This would allow them to share resources (mechanic, equipment, general lawn maintenance repairs/supplies) while also providing a central location for our staff reducing mobilization costs. Estimated 12,000-15,000 Sq. Ft. and \$1,500,000.
- Expansion of Golf Course Division & 2030 Vision
 - Golf Course Clubhouse & Convention Center: as we increase our standard of play as well as our total rounds played it is imperative we begin to consider this facility once more. This could range anywhere from a clubhouse and restaurant to a clubhouse and convention center that could hold public and private events.
 - The Golf Club Maintenance Standard has increased as well as the number of rounds played per month. Our course condition is beginning to experience additional impact that will require additional attention, preventative care and therefore additional staff.
- Village Center
 - With the construction of the new city hall and village center this will introduce more landscaping, parkland, irrigation and facility responsibility on the department. This will require additional staff in the parks and potentially the facilities department along with some capital purchases (additional Parks vehicle and landscaping equipment).

Two to Three Year Outlook

- Parks Master Plan Execution
- 20 minute city contribution
- Resurfacing pool surface
- Changing pool filter matter (DE sand)
- Chemical room remodel
- Replacement of wood sandbox levy at Carol Fox Park with concrete
- Clubhouse and Convention Center
- Village Center – Parks/Trails/Connectivity/Landscaping
- Preventative and Proactive Maintenance
- Golf Course and Parks Maintenance Facility

Three to Five Year Outlook

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2021

- Parks Master Plan Execution
- Golf Course Convention Events Coordinator
- Recreation Program Coordinator: Expansion of programs, addition of sports programs
- Inclusion of Village Center in events and programming
- Increased Partnership with Schools to hopefully utilize their facilities for programming and events as needed
- Consider the planning and replacement of the community built playground. An angel playground would be the ideal solution.

Council engaged in discussion about the cost of fireworks. It is \$200 to \$250 a minute out of season as opposed to during July 4. The City is looking at doing shows as part of Founders Day each year. Shows are typically 10 to 12 minutes.

The dying of water at the Golf Course was discussed. Director Basford explained how this works and the benefits of same. Replacement of the Golf Course fence was discussed. Drainage was also discussed especially in connection with the berm construction project. It was discussed how correcting the drainage issues at the course was made possible through the berm project. There was also discussion about the greens. Director Basford stated that the greens are not “dead” and the fairways are healthy. There are some areas in the greens that are not as healthy, but they are coming back. Some felt that our course is much better than others nearby. We do not need to replace the greens.

The funding of the vehicle replacement program was discussed. New vehicles/machines are covered by the golf course fund and not the golf course replacement fund. The calculation for funding of the replacement fund was discussed.

Replacement of the pro shop was discussed. Some felt with the course making a profit, the pro shop should be replaced. Some wondered if a replacement program could be established for the pro shop. Most agreed that we need to use golf course profits toward improving the course. This led to discussion about “ear marking” capital improvement project funds instead of accumulating large fund balances so it is more clear to residents how funds are being allocated. The concept of a facility replacement fund for the golf course was discussed further. The various practices to save revenues for future projects were discussed. It was discussed that perhaps any end of year surpluses from the golf course could be applied to a fund for future use of building a pro shop.

Costs for wage rates on the building of a new clubhouse were discussed. City Manager Bless explained that wage rates are required for all State projects. These rates are required. This requirement negatively affects project cost.

The golf course clubhouse was discussed. It is currently in the CIP three years out. This time period will need to be looked into further when we review the 10 Year Capital Improvements Project Plan.

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2021

The HOT Fund was discussed. \$500,000 of these funds have been earmarked for the construction of a new golf course convention center.

Discussion was had about replacing the community build program at Carol Fox Park. There was also discussion about the pool. Some wondered if we could heat the pool to expand the pool use beyond the current three-month cycle. Director Basford explained that his department has reviewed pool operations to include expanding the pool season. Heating the pool was discussed and the pros and cons of same. Uncovered pools were discussed in terms of a heating system. Some felt that heating a pool is mostly done on indoor pools. Some felt that heated outdoor pools are mostly for competitive activities. In connection with expanding the pool season, the need and availability of lifeguards was discussed. There was also discussion for the need of an additional shade structure for the pool.

There was also discussion about having a covered area at the dog park. Director Basford stated that in the master plan there is a picnic area listed that will provide some shade.

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2021

10 Year Capital Improvements for Parks



10 Year Capital Improvements Plan

The street replacement program was reviewed and discussed. The listing of streets was discussed.

Council reviewed the 10 Year Capital Improvements Plan and the placement of various projects within the plan. Engineering work was discussed. Director Ward and staff are performing some of this work, which saves the City monies.

The placement of E127 was discussed. Changes were made to reallocate \$200,000 in year one for the design of the E127 with the remaining \$1.2M in year two for construction.

The Seattle plant was discussed. It is down and will be capped. Televising sewer lines, including storm sewers, was discussed and perhaps purchasing cameras to do our own televising would be beneficial since currently only 10% is done every other year. Therefore, it will take some 20 years to complete the whole city.

There was discussion about the fund balance. Currently the general fund is a little over \$8M. The plan is to allocate funds towards projects in the CIP, so there may be a balance of funds within the CIP that have been allocated but not used.

The street replacement program was discussed. Some residents want the decorative lighting added to their streets, but if those streets are not on the list they are not set for decorative lighting. Replacing all streets with decorative lighting was discussed. Streets

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2021

on the listing were discussed. Streets are rated according to need for repair, but the ratings were done quite some time ago. There was discussion about Senate Ave. This is a County Road. It will not be replaced for some time. It was discussed if the City could take over this roadway, but the cost may be prohibitive.

Projects for budget year 2021-2022 were reviewed and how these projects are funded. Finance Director Kato explained the funding. Some will be funded from the General Fund, some from the CCPD Fund, and some from the Golf Course Fund. Fund Accounting was discussed and explained by Finance Director Kato.

The Fire Department roof replacement project was discussed. Some wondered about the need for this replacement. Chief Bitz told the Council that the roof has leaked for years. Attempts at repairs have been made five (5) times. It is time for replacement.

There was discussion about the balance of any funds in the CIP that have been allocated but not spent.

In closing the presentation, there was discussion about the “stink” produced by the sewage plant near the day care. City Manager Bleess stated that this plant is not owned by the City. It is owned by the White Oak Bayou Joint-Powers Board, which we are only a 40% participating member. City Manager Bleess explained that this could be approached at the next meeting, but it is a very costly project. Some members wanted to pursue this as a City project. Accordingly the cost of this project is needed. Director Ward stated that a well-operated plant should not smell. He stated that there are some projects underway that may eliminate the smell. He went on to explain that the lift station pumps located nearby, which are owned by Jersey Village, are not operating correctly and may be responsible for some of the smell. The pump for the lift station is currently scheduled for replacement. Once installed it will reduce odor. The composition of the White Oak Bayou Joint Powers Board was discussed. These meetings are public and meeting are held the third Tuesday of every month here at City Hall. After discussion, it was the consensus of Council that this issue be revisited once the White Oak Bayou Joint Powers Board completes its projects.

The stink at the pool was discussed. Director Basford stated it was from a manhole issue causing the stink. The issue has been addressed. It is hopeful that the fix will address the smell at the pool.

There was also discussion about having a large city garden. Director Basford stated that this is in the plans for recreation and events in the City.

Founders Day may be held annually as opposed to every five years.

There was discussion about the Golf Course Clubhouse work underway in year one of the CIP instead of addressing this in year two or three. Some felt that at some point we will know if there are any cost savings in the CIP that could be allocated to beginning this project. There was discussion about changing the design of the building that may be helpful in bringing costs within a manageable range. After recent value engineering, the cost is now at about \$5M. With the

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2021

recent spike in material costs the costs will be somewhere near \$6.5M. With this in mind, the earliest to begin construction on this facility will be toward the end of 2022.

Finance Director Kato told the Council that there will be a small surplus of some \$200,000 at the end of this year. She went on to explain that there are a few outstanding debts. The City's financial advisors have explained that we can refinance the two debts and add some debt to finance some of these wanted projects. This option was discussed. Ms. Kato went on to explain what happens when debt is paid off and the City is left with no debt. She explained that it skews the tax calculations. Taking on debt was discussed by the Council. Having debt helps with the City's credit rating. If our fund balance drops it also will affect the credit rating. The City currently has an "AA" rating. Ms. Kato will check with our financial advisors if we have no debt how much, if any, this will affect our credit rating. The historic lows of interest rates was discussed and if this is a good time for refinancing debt. Certificates of Obligation versus Bonds was discussed. The Council asked for figures in terms of cost for refinancing this debt. Calling a bond election was also discussed.

Village Center was discussed. There is a bit to learn. It is volatile so the plan moving forward is to bring all parties into one room to discuss the plans for moving the project forward.

The Golf Course Clubhouse was discussed and the best way to move forward with this project. At the latest this is set for year 2 in the CIP. Perhaps overages from the Berm and Wall Street Projects can be used to begin this project sooner. It can be revisited at the budget meetings in July.

In June the tax exemptions will be included on the City Council agenda for discussion.

Council Member Wasson gave comments about this being his 3rd year. He is impressed with the vision and forecasting by Staff. He reviewed the accomplishments and noted that City Staff works hard. He thanked Staff for their hard work, stating that your work makes our work easier. He closed by stating that the three to five year outlook helps with decisions for City Council.

Council Member Wubbenhorst also thanked Staff, stating that this process is very efficient. It is laid out well. He went on to say that he is financially conservative and is worried about the Village Center at this point. He is concerned with the cost of materials and how this will affect how residents feel about this project. He is concerned about City Hall being over there without a successful project. He is beginning to question our partner and wants them to take on some of the risk. He went on to say that the City is in good shape. We are doing a lot and can afford to do a lot. He closed by say that there are always two kinds of residents, those that want different projects and those that do not.

Council Member Singleton stated that we have a fantastic Staff. The responsiveness given to citizens is great. The delegation of authority is necessary and great to see. He wants to see more residents use the MyCivic app to log complaints. He appreciates the planning for this meeting. The organization makes it go smoother. Planning for five to ten years out is very helpful. The realization that it is not a revenue thing but a service thing is a good practice. He likes the idea of using best practices. When this happens he can use it to point residents to these practices.

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2021

Council Member Mitcham says she is still learning. She welcomes tips. The newly elected officials training is in July and she will attend. She thanked everyone for helping to answer her questions.

Council Member Sheppard thanked Staff as well. The process has come a long way since 2012. It is exciting to see progress and forward movement. She likes that projects are not being delayed to future years. She appreciates the improvements being made.

Mayor Warren stated this is the fifth budget cycle. It gets better every year. The process of having a wide view that works toward the details equals success. The review process is very helpful. All is possible because of the hard work of Staff. Their preparation helps. Going to a 10 year CIP has added success and the ability to adjust funding for future projects. He is excited to attend the budget meetings in July. Thank you everyone for your hard work.

ADJOURN

With no further discussion, the meeting was adjourned at 12:27 p.m.

Lorri Coody, City Secretary

