

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



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

Jersey Village City Council - Regular Meeting Agenda

Notice is hereby given of a Regular Meeting of the City Council of the City of Jersey Village to be held on Monday, March 26, 2018, 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 Mayor and a quorum of the City Council will be physically present at the meeting. Sheri Sheppard, Council Position No. 4, will participate in the meeting via videoconference call. 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. CITIZENS' COMMENTS

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

D. CITY MANAGER'S REPORT

1. Monthly Fund Balance Report, Enterprise Funds Report, Governmental Funds Report, Property Tax Collection Report – January 2018, General Fund Budget Projections as of February 2018, and Utility Fund Budget Projections – February 2018.
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 Report and Construction and Field Projects Update

7. Golf Course Monthly Report, Golf Course Financial Statement Report, Golf Course Budget Summary; Golf Course Social Media Summary Report, Parks and Recreation Departmental Report, and Carol Fox Park Playscape Rendering
8. Report from Code Enforcement
9. City Social Media Summary Report
10. Officer Introductions
11. Transparency Stars

E. CONSENT AGENDA

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

1. Consider approval of the Minutes for the Regular Session Meeting held on February 19, 2018 and the minutes for the Work Session Meeting held on March 8, 2018. *Lorri Coody, City Secretary*

F. REGULAR AGENDA

1. Consider Resolution No. 2018-11, reviewing and accepting the 2017 Comprehensive Annual Financial Report (CAFR). *Isabel Kato, Finance Director*
2. Consider Ordinance No. 2018-06, approving Revision No. 3 to the City's Personnel Policy to begin April 1, 2018; providing for severability; and providing for repeal.– *Trelena Collins, Human Resources Generalist*
3. Consider Ordinance No 2018-07, amending the City's General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 by transferring \$11,500 from 01-13-3055 to 01-13-4504 to cover costs associated with the NEOGOV Service for HR software; authorizing the City Manager to enter into a service agreement with NEOGOV; and providing for severability. *Trelena Collins, Human Resources Generalist*
4. Consider Resolution No. 2018-12, adopting a wellness plan for City employees. *Austin Bleess, City Manager*
5. Consider Resolution No. 2018-13, setting Saturday, May 19, 2018 at 9:00 a.m. as the date and time for the annual Council/Staff Budget Retreat. *Austin Bleess, City Manager*
6. Consider Resolution No. 2018-14, rescheduling the Monday, May 21, 2018, Regular City Council Meeting for Monday, May 14, 2018 at 7 PM. *Lorri Coody, City Secretary*
7. Consider Resolution No. 2018-15, authorizing the City to apply for a grant from the Texas Division of Emergency Management for a grant to reduce flooding risks. *Austin Bleess, City Manager*
8. Discuss and take appropriate action concerning the delivery of services for residential curbside collection of household trash and recyclables. *Kevin T. Hagerich, Director of Public Works*

9. Discuss and take appropriate action to eliminate the oil recycling station located in the rear parking lot of City Hall due to inappropriate dumping of hazardous materials. *Kevin T. Hagerich, Director of Public Works*
10. Discuss and take appropriate action concerning the proposal of Wallace & Marie Dillard Family Partnership Ltd. to donate to the City a 2.1157 AC / 92,161 SF parcel of land once it is developed as a multi-use location by The Great Age Movement. *Christian Somers, Building Official*
11. Consider Resolution No. 2018-16, accepting the Marketing Study as prepared by BrightBox. *Jason Alfaro, Director of Parks and Recreation*
12. Discuss and take appropriate action concerning the Golf Course Berm Project. *Austin Bleess, City Manager*

G. CLOSE THE REGULAR SESSION

Close the Regular Session to Convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.071 – Consult with Attorney, Section 551.072 – Deliberation Regarding Real Property, and Section 551.074 Personnel Matters.

H. EXECUTIVE SESSION

1. Consult with Attorney pursuant to the Texas Open Meetings Act Section 551.071, and Section 551.072, Deliberation Regarding Real Property, regarding proposed settlement offer for one Water Line Easement, being a 0.0395 acre tract of land being out of and a part of a called 0.8232 acre tract as described in the deed to Landmark Industries Energy, LLC recorded under Harris County File Number (H.C.C.F. NO.) 20110508349, located within the City of Jersey Village, Harris County, State of Texas. *Leah Hayes, City Attorney*
2. Pursuant to the Texas Open Meetings Act Section 551.074 - Personnel Matters, conduct an Executive Session in order to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the City Manager. *City Council*
3. Pursuant to the Texas Open Meetings Act Section 551.074 - Personnel Matters, conduct an Executive Session in order to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the City Secretary. *City Council*

I. ADJOURN EXECUTIVE SESSION

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

J. REGULAR SESSION CONTINUED

1. Discuss and take appropriate action on matters discussed in Executive Session, including consideration and possible action on Resolution No. 2018-17, approving a Settlement Agreement with Landmark Industries Energy, LLC for the acquisition of a water line easement across a 0.0395 acre tract of land (Parcel 724) as part of the 290 Water Line Project within the City of Jersey Village; and authorizing the City Manager to execute the settlement agreement and related documents; and making other findings related hereto. *Leah Hayes, City Attorney*

2. Discuss and take appropriate action concerning the setting of the City Manager's salary.
Justin Ray, Mayor
3. Discuss and take appropriate action concerning the setting of the City Secretary's salary.
Justin Ray, Mayor

K. MAYOR AND COUNCIL COMMENTS

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

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

L. 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: March 21, 2018 at 4:15 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.jerseyvillage.info.



B. INVOCATION AND PLEDGE OF ALLEGIANCE

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

C. CITIZENS' COMMENTS

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CITY OF JERSEY VILLAGE
MONTHLY PROJECTED FUND BALANCE BY FUND
FY 2017-2018

FUND:		OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
GENERAL													
Beginning Fund Balance *	**	\$17,485,949.68	\$17,485,949.68	\$17,485,949.68	\$17,485,949.68	\$17,485,949.68							
Revenues		\$725,226.73	\$692,274.94	\$2,064,455.37	\$3,322,711.74	\$2,012,826.33							
Expenditures		\$531,674.35	\$678,961.11	\$997,520.39	\$773,077.63	\$1,052,948.62							
Projected Fund Balance	**	\$17,679,502.06	\$17,692,815.89	\$18,759,750.87	\$21,309,384.98	\$22,269,262.69							
UTILITY													
Beginning Fund Balance	**	\$10,967,498.43	\$10,967,498.43	\$10,967,498.43	\$10,967,498.43	\$10,967,498.43							
Revenues		\$388,260.98	\$407,986.77	\$288,645.83	\$345,453.98	\$305,153.68							
Expenditures		\$51,283.36	\$260,232.49	\$368,042.58	\$284,920.34	\$127,012.06							
Projected Fund Balance	**	\$11,304,476.05	\$11,452,230.33	\$11,372,833.58	\$11,433,367.22	\$11,611,508.84							
DEBT SERVICE													
Beginning Fund Balance	**	\$441,734.60	\$441,734.60	\$441,734.60	\$441,734.60	\$441,734.60							
Revenues		\$355.41	\$28,516.83	\$595,777.05	\$958,854.36	\$518,165.69							
Expenditures		\$0.00	\$0.00	\$0.00	\$0.00	\$500.00							
Projected Fund Balance	**	\$442,090.01	\$470,606.84	\$1,066,383.89	\$2,023,238.25	\$2,540,903.94							
IMPACT FEE													
Beginning Fund Balance	**	\$322,754.87	\$322,754.87	\$322,754.87	\$322,754.87	\$322,754.87							
Revenues		\$42,698.76	\$4,638.43	\$20,404.30	\$4,779.94	\$913.74							
Expenditures		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							
Projected Fund Balance	**	\$365,453.63	\$370,092.06	\$390,496.36	\$395,276.30	\$396,190.04							
MOTEL TAX													
Beginning Fund Balance	**	\$681,709.16	\$681,709.16	\$681,709.16	\$681,709.16	\$681,709.16							
Revenues		\$35,181.44	\$12,861.71	\$6,098.68	\$18,437.09	\$23,794.57							
Expenditures		\$829.33	\$0.00	\$13,408.66	\$829.33	\$829.33							
Projected Fund Balance	**	\$716,061.27	\$728,922.98	\$721,613.00	\$739,220.76	\$762,186.00							
ASSET FORFEITURE													
Beginning Fund Balance	**	\$70,479.71	\$70,479.71	\$70,479.71	\$70,479.71	\$70,479.71							
Revenues		\$6,710.83	\$59.54	\$68.96	\$76.21	\$71.31							
Expenditures		\$0.00	\$1,169.10	\$4,819.00	\$0.00	\$14,033.93							
Projected Fund Balance	**	\$77,190.54	\$76,080.98	\$71,330.94	\$71,407.15	\$57,444.53							
CAPITAL REPLACEMENT													
Beginning Fund Balance	**	\$6,668,461.48	\$6,668,461.48	\$6,668,461.48	\$6,668,461.48	\$6,668,461.48							
Revenues		\$4,290.71	\$3,842.89	\$4,218.73	\$4,662.51	\$4,361.67							
Expenditures		\$610,322.05	\$52,571.62	\$68,664.90	\$0.00	\$126,737.85							
Projected Fund Balance	**	\$6,062,430.14	\$6,013,501.41	\$5,949,055.24	\$5,953,717.75	\$5,831,341.57							
TRAFFIC ENFORCEMENT													
Beginning Fund Balance	**	\$1,131,043.95	\$1,131,043.95	\$1,131,043.95	\$1,131,043.95	\$1,131,043.95							
Revenues		\$100.00	\$0.00	\$100.00	\$75.00	\$100.00							
Expenditures		\$19,563.09	\$22,296.76	\$30,265.17	\$21,338.62	\$19,373.80							
Projected Fund Balance	**	\$1,111,580.86	\$1,089,284.10	\$1,059,118.93	\$1,037,855.31	\$1,018,581.51							
CAPITAL IMPROVEMENTS													
Beginning Fund Balance	**	\$4,555,975.20	\$4,555,975.20	\$4,555,975.20	\$4,555,975.20	\$4,555,975.20							
Revenues		\$992.91	\$976.70	\$1,114.48	\$1,208.34	\$3,635.47							
Expenditures		\$0.00	\$1,128.00	\$448.64	\$0.00	\$2,119.23							
Projected Fund Balance	**	\$4,556,968.11	\$4,556,816.81	\$4,557,482.65	\$4,558,690.99	\$4,560,207.23							
GOLF COURSE													
Beginning Fund Balance	**	(\$3,801,836.28)	(\$3,801,836.28)	(\$3,801,836.28)	(\$3,801,836.28)	(\$3,801,836.28)							
Revenues		\$131,316.30	\$123,532.00	\$88,095.01	\$70,334.18	\$61,121.02							
Expenditures		\$91,475.87	\$98,103.98	\$132,061.49	\$110,155.22	\$102,555.93							
Projected Fund Balance	**	(\$3,761,995.85)	(\$3,736,567.83)	(\$3,780,534.31)	(\$3,820,355.35)	(\$3,861,790.26)							
COURT RESTRICTED FEE													
Beginning Fund Balance	**	\$147,902.77	\$147,902.77	\$147,902.77	\$147,902.77	\$147,902.77							
Revenues		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							
Expenditures		\$5,859.81	\$714.77	\$1,490.28	\$475.94	\$476.51							
Projected Fund Balance	**	\$142,042.96	\$141,328.19	\$139,837.91	\$139,837.91	\$138,885.46							
JV CRIME CONTROL													
Beginning Fund Balance	**	\$2,964,061.81	\$2,964,061.81	\$2,964,061.81	\$2,964,061.81	\$2,964,061.81							
Revenues		\$110,571.94	\$129,449.69	\$144,886.52	\$133,738.38	\$157,251.63							
Expenditures		\$0.00	\$0.00	\$0.00	\$293,987.14	\$0.00							
Projected Fund Balance	**	\$3,074,633.75	\$3,204,083.44	\$3,348,969.96	\$3,188,721.20	\$3,345,972.83							

* Beginning Fund Balance in this report for the General Fund is including the 150 days reserve totalling \$4,889,627

** Unaudited Fund Balance amounts

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

02 -UTILITY FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
BEGINNING FUND BALANCE	10,967,498.43		10,967,498.43			
FEES & CHARGES FOR SERVICE						
40-8541 WATER SERVICE	2,850,000.00	174,793.87	1,076,648.75	37.78	0.00	(1,773,351.25)
40-8542 SEWER SERVICE	1,350,000.00	118,796.83	605,933.41	44.88	0.00	(744,066.59)
40-8545 WATER AUTHORITY FEE	15,000.00	462.39	2,459.63	16.40	0.00	(12,540.37)
40-8546 CREDIT CARD FEES	3,000.00	715.18	3,678.66	122.62	0.00	678.66
TOTAL FEES & CHARGES FOR SERVICE	4,218,000.00	294,768.27	1,688,720.45	40.04	0.00	(2,529,279.55)
INTEREST EARNED						
40-9601 INTEREST EARNED	20,000.00	4,696.18	19,166.81	95.83	0.00	(833.19)
TOTAL INTEREST EARNED	20,000.00	4,696.18	19,166.81	95.83	0.00	(833.19)
INTERFUND ACTIVITY						
TOTAL						
MISCELLANEOUS REVENUE						
40-9840 PENALTIES & ADJUSTMENTS	25,000.00	2,738.54	15,010.55	60.04	0.00	(9,989.45)
40-9899 MISCELLANEOUS	25,000.00	2,950.69	12,603.43	50.41	0.00	(12,396.57)
TOTAL MISCELLANEOUS REVENUE	50,000.00	5,689.23	27,613.98	55.23	0.00	(22,386.02)
OTHER AGENCY REVENUES						
TOTAL						
*** TOTAL FUND REVENUES ***	4,288,000.00	305,153.68	1,735,501.24	40.47	0.00	(2,552,498.76)
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*** TOTAL AVAILABLE REVENUES ***	15,255,498.43		12,702,999.67			
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CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

02 -UTILITY FUND
45-WATER & SEWER
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
45-3001 SALARIES	194,900.00	14,239.46	117,347.01	60.21	0.00	77,552.99
45-3003 LONGEVITY	2,100.00	44.32	533.11	25.39	0.00	1,566.89
45-3007 OVERTIME	24,500.00	3,667.62	13,243.04	54.05	0.00	11,256.96
45-3010 INCENTIVES	0.00	16.15	16.15	0.00	0.00	(16.15)
45-3051 FICA/MEDICARE TAXES	17,000.00	1,315.56	10,295.48	60.56	0.00	6,704.52
45-3052 WORKMEN'S COMPENSATION	5,700.00	0.00	4,051.77	71.08	0.00	1,648.23
45-3053 EMPLOYMENT TAXES	5,400.00	0.00	0.00	0.00	0.00	5,400.00
45-3054 RETIREMENT	33,900.00	2,744.50	21,293.15	62.81	0.00	12,606.85
45-3055 HEALTH INSURANCE	70,823.00	4,043.96	21,623.04	30.53	0.00	49,199.96
45-3056 LIFE INS	500.00	25.52	133.98	26.80	0.00	366.02
45-3057 DENTAL	5,800.00	248.64	1,368.92	23.60	0.00	4,431.08
45-3058 LONG-TERM DISABILITY	900.00	0.00	232.69	25.85	0.00	667.31
TOTAL SALARIES, WAGES & BENEFIT	361,523.00	26,345.73	190,138.34	52.59	0.00	171,384.66
SUPPLIES						
45-3502 POSTAGE/FREIGHT/DEL. FEE	14,000.00	918.32	4,131.26	29.51	0.00	9,868.74
45-3503 OFFICE SUPPLIES	3,100.00	0.00	322.83	10.41	0.00	2,777.17
45-3504 WEARING APPAREL	2,000.00	0.00	580.65	29.03	0.00	1,419.35
45-3506 CHEMICALS	14,000.00	980.73	6,060.81	43.29	0.00	7,939.19
45-3510 BOOKS & PERIODICALS	600.00	0.00	0.00	0.00	0.00	600.00
45-3523 TOOLS/EQUIPMENT	2,000.00	0.00	977.88	48.89	0.00	1,022.12
45-3534 PARTS AND MATERIALS	1,200.00	0.00	0.00	0.00	0.00	1,200.00
45-3535 SHOP SUPPLIES	500.00	0.00	29.83	5.97	0.00	470.17
TOTAL SUPPLIES	37,400.00	1,899.05	12,103.26	32.36	0.00	25,296.74
MAINTENANCE--BLDGS, STRUC						
45-4001 BUILDINGS AND GROUNDS	4,000.00	26.63	200.73	5.02	0.00	3,799.27
45-4041 WATER SYSTEM MAINTENANCE	30,000.00	725.20	6,622.05	22.07	0.00	23,377.95
45-4042 SEWER SYSTEM MAINTENANCE	10,000.00	0.00	0.00	0.00	0.00	10,000.00
45-4043 WATER PLANTS MAINTENANCE	17,000.00	0.00	7,400.89	62.21	3,175.00	6,424.11
45-4044 LIFT STATIONS MAINTENANCE	16,000.00	650.00	1,961.46	12.26	0.00	14,038.54
45-4045 SEWER PLANT MAINTENANCE	45,000.00	0.00	9,266.26	92.04	32,153.80	3,579.94
TOTAL MAINTENANCE--BLDGS, STRUC	122,000.00	1,401.83	25,451.39	49.82	35,328.80	61,219.81
MAINTENANCE--EQUIPMENT						
45-4504 COMPUTER SOFTWARE	6,200.00	142.00	710.50	11.46	0.00	5,489.50
TOTAL MAINTENANCE--EQUIPMENT	6,200.00	142.00	710.50	11.46	0.00	5,489.50
SERVICES						
45-5012 PRINTING	1,800.00	149.00	745.00	41.39	0.00	1,055.00
45-5015 LAB TESTS	23,400.00	1,015.00	7,397.60	31.61	0.00	16,002.40
45-5017 UTILITIES	140,000.00	9,299.19	49,186.18	35.13	0.00	90,813.82
45-5019 W.O.B. DISPOSAL-O&M CONTR	500,000.00	816.12	118,960.89	23.79	0.00	381,039.11
45-5020 COMMUNICATIONS	9,511.00	438.32	2,271.69	23.88	0.00	7,239.31
45-5022 RENTAL OF EQUIPMENT	500.00	0.00	0.00	0.00	0.00	500.00
45-5025 PUBLIC NOTICES	800.00	0.00	0.00	0.00	0.00	800.00
45-5027 MEMBERSHIPS	1,000.00	119.00	119.00	11.90	0.00	881.00

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

02 -UTILITY FUND
45-WATER & SEWER
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
45-5029 TRAVEL/TRAINING	15,100.00	0.00	300.00	1.99	0.00	14,800.00
TOTAL SERVICES	692,111.00	11,836.63	178,980.36	25.86	0.00	513,130.64
SUNDRY						
45-5405 PERMITS, FEES, CREDIT CD FEES	20,400.00	426.23	20,362.55	99.82	0.00	37.45
45-5411 WATER-PURCHASED	1,609,000.00	84,960.59	423,304.26	26.31	0.00	1,185,695.74
45-5412 WATER AUTHORITY FEES	40,000.00	0.00	698.90	1.75	0.00	39,301.10
TOTAL SUNDRY	1,669,400.00	85,386.82	444,365.71	26.62	0.00	1,225,034.29
PROFESSIONAL SERVICES						
45-5501 AUDITS/CONTRACTS/STUDIES	10,000.00	0.00	577.50	5.78	0.00	9,422.50
45-5510 ENGINEERING SERVICES	150,000.00	0.00	19,500.00	1.00	(18,000.00)	148,500.00
45-5515 CONSULTANT SERVICES	260,000.00	0.00	821.02	0.00	(821.02)	260,000.00
TOTAL PROFESSIONAL SERVICES	420,000.00	0.00	20,898.52	0.49	(18,821.02)	417,922.50
OTHER SERVICES						
45-6001 INSURANCE-VEHICLES	9,800.00	0.00	9,413.80	96.06	0.00	386.20
45-6003 LIABILITY-FIRE & CASUALTY	9,000.00	0.00	8,092.98	89.92	0.00	907.02
TOTAL OTHER SERVICES	18,800.00	0.00	17,506.78	93.12	0.00	1,293.22
CAPITAL OUTLAY						
TOTAL						
CAPITAL IMPROVEMENTS						
TOTAL						
INTERFUND ACTIVITY						
45-9751 TRANSFER TO GENERAL FUND	550,000.00	0.00	0.00	0.00	0.00	550,000.00
45-9753 TRANSFER TO DEBT SERVICE FUND	91,530.00	0.00	0.00	0.00	0.00	91,530.00
45-9772 TECHNOLOGY USER FEE	750.00	0.00	0.00	0.00	0.00	750.00
45-9791 EQUIPMENT USER FEE	19,500.00	0.00	0.00	0.00	0.00	19,500.00
TOTAL INTERFUND ACTIVITY	661,780.00	0.00	0.00	0.00	0.00	661,780.00
TOTAL 45-WATER & SEWER	3,989,214.00	127,012.06	890,154.86	22.73	16,507.78	3,082,551.36
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FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

02 -UTILITY FUND
46-UTILITY CAPITAL PROJEC
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
CAPITAL IMPROVEMENTS						
46-7012 METER REPLACEMENT	250,000.00	0.00	194,400.97	77.76	0.00	55,599.03
46-7064 CASTLEBRIDGE WWTP	200,000.00	0.00	0.00	0.00	0.00	200,000.00
46-7072 WATER PLANT - SEATTLE	200,000.00	0.00	0.00	0.00	0.00	200,000.00
46-7080 AUTOCNTRL-SCADA	100,000.00	0.00	0.00	0.00	0.00	100,000.00
46-7084 PHILIPPINE LIFT STATION	20,000.00	0.00	0.00	0.00	0.00	20,000.00
46-7087 SEWER REHABILITATION	500,000.00	0.00	0.00	0.00	0.00	500,000.00
46-7091 WHITEOAK BAYOU REHABILITATION	596,000.00	0.00	0.00	0.00	0.00	596,000.00
46-7094 CASTLEBRIDGE CLARIFIER RE/LINE	100,000.00	0.00	6,935.00	0.00	(6,935.00)	100,000.00
46-7095 VILLAGE WATER PUMP UPGRADE	80,000.00	0.00	0.00	0.00	0.00	80,000.00
46-7096 VILLAGE - WATER PLANT	275,000.00	0.00	0.00	0.00	0.00	275,000.00
46-7101 LIGHTS PROJECT - WATER PLANTS	100,000.00	0.00	0.00	0.00	0.00	100,000.00
46-7107 SEATTLE WATER PLANT-CL2/CHLOR	100,000.00	0.00	0.00	0.00	0.00	100,000.00
46-7126 REHAB - REPAIR STORM WAT LINES	200,000.00	0.00	0.00	0.00	0.00	200,000.00
46-7127 CONGO MAINTENANCE	25,000.00	0.00	0.00	0.00	0.00	25,000.00
46-7128 VILLAGE WATER PLANT GENERATOR	150,000.00	0.00	0.00	0.00	0.00	150,000.00
TOTAL CAPITAL IMPROVEMENTS	2,896,000.00	0.00	201,335.97	6.71	(6,935.00)	2,701,599.03
TOTAL 46-UTILITY CAPITAL PROJEC	2,896,000.00	0.00	201,335.97	6.71	(6,935.00)	2,701,599.03

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

02 -UTILITY FUND
47-UTILITY DEBT SERVICE
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
OTHER SERVICES TOTAL						
DEBT SERVICE TOTAL						
TOTAL						
*** TOTAL EXPENSES ***	6,885,214.00	127,012.06	1,091,490.83	15.99	9,572.78	5,784,150.39
EXCESS OF REVENUES OVER EXPENDITURES	(2,597,214.00)	178,141.62	644,010.41	24.43-	(9,572.78)	(3,231,651.63)
*** PROJECTED FUND BALANCE ***	8,370,284.43		11,611,508.84			
*** END OF REPORT ***						

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

04 -IMPACT FEE FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
BEGINNING FUND BALANCE	322,754.87		322,754.87			
FEES & CHARGES FOR SERVICE						
43-8547 WATER DISTRIBUTION	50,000.00	20.48	51,383.28	102.77	0.00	1,383.28
43-8548 SEWER PLANT CAPACITY	25,000.00	0.00	18,213.30	72.85	0.00	(6,786.70)
43-8549 WATER PLANT CAPACITY	1,500.00	0.00	0.00	0.00	0.00	(1,500.00)
TOTAL FEES & CHARGES FOR SERVICE	76,500.00	20.48	69,596.58	90.98	0.00	(6,903.42)
INTEREST EARNED						
43-9601 INTEREST EARNED	2,000.00	893.26	3,838.59	191.93	0.00	1,838.59
TOTAL INTEREST EARNED	2,000.00	893.26	3,838.59	191.93	0.00	1,838.59
*** TOTAL FUND REVENUES ***	78,500.00	913.74	73,435.17	93.55	0.00	(5,064.83)
	=====	=====	=====	=====	=====	=====
*** TOTAL AVAILABLE REVENUES ***	401,254.87		396,190.04			
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CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

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

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

INTERFUND ACTIVITY						
TOTAL						
TOTAL	=====	=====	=====	=====	=====	=====
	=====	=====	=====	=====	=====	=====
EXCESS OF REVENUES OVER EXPENDITURES	78,500.00	913.74	73,435.17	93.55	0.00	5,064.83
	=====	=====	=====	=====	=====	=====
*** PROJECTED FUND BALANCE ***	401,254.87		396,190.04			
	=====		=====			

*** END OF REPORT ***

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

11 -GOLF COURSE FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
BEGINNING FUND BALANCE	(3,801,836.28)		(3,801,836.28)			
FEES & CHARGES FOR SERVIC						
80-8551 GREEN FEES	1,000,000.00	33,785.18	291,548.49	29.15	0.00	(708,451.51)
80-8553 RANGE FEES/CLUB RENTALS	90,000.00	4,335.16	28,619.65	31.80	0.00	(61,380.35)
80-8554 CLUB RENTALS	5,000.00	60.00	1,385.00	27.70	0.00	(3,615.00)
80-8555 TOURNAMENT GREENS FEES	190,000.00	6,489.84	50,934.03	26.81	0.00	(139,065.97)
80-8560 MISCELLANEOUS FEES	18,380.00	1,710.00	6,438.99	35.03	0.00	(11,941.01)
80-8567 MERCHANDISE	110,000.00	7,118.58	45,439.87	41.31	0.00	(64,560.13)
80-8568 SPECIAL ORDER MERCHANDISE	40,000.00	3,078.79	14,556.16	36.39	0.00	(25,443.84)
80-8572 CONCESSION FEES	42,000.00	2,170.15	16,622.53	39.58	0.00	(25,377.47)
80-8575 MEMBERSHIPS	0.00	1,747.32	5,883.91	0.00	0.00	5,883.91
80-8579 CASH OVER/UNDER	0.00	8.21	55.08	0.00	0.00	55.08
TOTAL FEES & CHARGES FOR SERVIC	1,495,380.00	60,503.23	461,483.71	30.86	0.00	(1,033,896.29)
INTEREST EARNED						
80-9601 INTEREST EARNED	2,400.00	617.79	2,914.80	121.45	0.00	514.80
TOTAL INTEREST EARNED	2,400.00	617.79	2,914.80	121.45	0.00	514.80
INTERFUND ACTIVITY						
80-9751 TRANSFER FROM GENERAL FUND	353,071.00	0.00	0.00	0.00	0.00	(353,071.00)
80-9752 TRANSFER FROM MOTEL TAX	50,000.00	0.00	0.00	0.00	0.00	(50,000.00)
TOTAL INTERFUND ACTIVITY	403,071.00	0.00	0.00	0.00	0.00	(403,071.00)
MISCELLANEOUS REVENUE						
80-9899 MISCELLANEOUS REVENUE	0.00	0.00	10,000.00	0.00	0.00	10,000.00
TOTAL MISCELLANEOUS REVENUE	0.00	0.00	10,000.00	0.00	0.00	10,000.00
OTHER AGENCY REVENUES						
TOTAL						
*** TOTAL FUND REVENUES ***	1,900,851.00	61,121.02	474,398.51	24.96	0.00	(1,426,452.49)
	=====	=====	=====	=====	=====	=====
*** TOTAL AVAILABLE REVENUES ***	(1,900,985.28)		(3,327,437.77)			
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CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

11 -GOLF COURSE FUND

81-CLUB HOUSE

DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
SALARIES, WAGES & BENEFIT						
81-3001 SALARIES AND WAGES	199,224.00	11,540.32	58,344.99	29.29	0.00	140,879.01
81-3002 WAGES	108,110.00	8,795.34	44,515.45	41.18	0.00	63,594.55
81-3003 LONGEVITY	776.00	44.32	213.59	27.52	0.00	562.41
81-3007 OVERTIME	1,000.00	0.00	129.57	12.96	0.00	870.43
81-3051 FICA/MEDICARE TAXES	23,829.00	1,527.85	8,562.70	35.93	0.00	15,266.30
81-3052 WORKMAN'S COMP	6,010.00	0.00	4,272.12	71.08	0.00	1,737.88
81-3053 UNEMPLOYMENT TAXES	8,100.00	0.00	48.77	0.60	0.00	8,051.23
81-3054 RETIREMENT	33,687.00	2,282.89	12,795.68	37.98	0.00	20,891.32
81-3055 INSURANCE	41,999.00	4,048.36	22,024.08	52.44	0.00	19,974.92
81-3056 LIFE INS	413.00	31.90	172.26	41.71	0.00	240.74
81-3057 DENTAL INSURANCE	2,703.00	286.28	1,408.60	52.11	0.00	1,294.40
81-3058 LONG-TERM DISABILITY	913.00	0.00	282.92	30.99	0.00	630.08
TOTAL SALARIES, WAGES & BENEFIT	426,764.00	28,557.26	152,770.73	35.80	0.00	273,993.27
COST OF SALES						
81-3401 MERCHANDISE	77,000.00	10,092.99	37,655.21	54.50	4,310.70	35,034.09
81-3415 RANGE BALLS	7,500.00	2,268.00	2,322.22	67.39	2,732.00	2,445.78
81-3416 RENTAL CLUBS	2,000.00	0.00	1,241.00	62.05	0.00	759.00
81-3419 SPECIAL ORDER MERCHANDISE	30,000.00	973.65	7,575.44	25.25	0.00	22,424.56
TOTAL COST OF SALES	116,500.00	13,334.64	48,793.87	47.93	7,042.70	60,663.43
SUPPLIES						
81-3502 POSTAGE/FREIGHT/DEL.FEE	500.00	28.88	125.63	25.13	0.00	374.37
81-3503 OFFICE SUPPLIES	6,000.00	150.72	1,490.02	24.83	0.00	4,509.98
81-3504 WEARING APPAREL	2,750.00	0.00	222.93	8.11	0.00	2,527.07
81-3523 TOOLS/EQUIPMENT	2,000.00	0.00	284.05	14.20	0.00	1,715.95
81-3529 REPAIR PARTS	250.00	0.00	0.00	0.00	0.00	250.00
81-3605 MISCELLANEOUS SERVICE FEES	6,750.00	0.00	63.00	0.93	0.00	6,687.00
TOTAL SUPPLIES	18,250.00	179.60	2,185.63	11.98	0.00	16,064.37
MAINTENANCE--BLDGS, STRUC						
TOTAL						
MAINTENANCE--EQUIPMENT						
81-4501 FURN, FIXTURE/EPT MAINTENANCE	1,200.00	0.00	11.65	0.97	0.00	1,188.35
81-4504 COMPUTER SOFTWARE	1,500.00	0.00	499.16	33.28	0.00	1,000.84
81-4506 CART MAINTENANCE	3,500.00	0.00	351.51	10.04	0.00	3,148.49
81-4520 EQUIPMENT MAINTENANCE/OUTSOURC	2,000.00	0.00	205.29	10.26	0.00	1,794.71
81-4599 MISCELLANEOUS EQUIPMENT	2,000.00	0.00	29.96	1.50	0.00	1,970.04
TOTAL MAINTENANCE--EQUIPMENT	10,200.00	0.00	1,097.57	10.76	0.00	9,102.43

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

11 -GOLF COURSE FUND
81-CLUB HOUSE
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SERVICES						
81-5012 PRINTING	2,500.00	0.00	97.97	3.92	0.00	2,402.03
81-5020 COMMUNICATIONS	7,500.00	567.17	2,440.81	32.54	0.00	5,059.19
81-5023 LEASE EQUIPMENT	1,000.00	0.00	500.00	50.00	0.00	500.00
81-5027 MEMBERSHIPS/SUBSCRIPTIONS	1,750.00	0.00	110.00	6.29	0.00	1,640.00
81-5029 TRAVEL/TRAINING	2,500.00	13.88	417.73	16.71	0.00	2,082.27
81-5043 ADVERTISING/PROMOTION	27,000.00	900.96	3,880.35	45.79	8,481.60	14,638.05
TOTAL SERVICES	42,250.00	1,482.01	7,446.86	37.70	8,481.60	26,321.54
SUNDRY						
81-5405 CREDIT CARD CHARGES	0.00	1,292.98	10,674.31	0.00	0.00	(10,674.31)
81-5410 SECURITY	2,000.00	0.00	543.85	27.19	0.00	1,456.15
81-5413 TOURNAMENT FEES EXPENSE	1,500.00	249.00	249.00	16.60	0.00	1,251.00
81-5421 EQUIPMENT LEASE DEBT	2,800.00	225.00	1,125.00	40.18	0.00	1,675.00
81-5498 MISCELLANEOUS EXPENSE	6,500.00	0.00	0.00	0.00	0.00	6,500.00
TOTAL SUNDRY	12,800.00	1,766.98	12,592.16	98.38	0.00	207.84
PROFESSIONAL SERVICES						
TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
OTHER SERVICES						
81-6003 LIABILITY-FIRE & CASUALTY INSR	0.00	0.00	19,782.84	0.00	0.00	(19,782.84)
TOTAL OTHER SERVICES	0.00	0.00	19,782.84	0.00	0.00	(19,782.84)
CAPITAL OUTLAY						
81-6571 OFFICE FURNITURE & EQUIPMENT	6,500.00	0.00	0.00	0.00	0.00	6,500.00
81-6574 COMPUTER SOFTWARE	0.00	1,505.00	13,675.00	0.00	0.00	(13,675.00)
TOTAL CAPITAL OUTLAY	6,500.00	1,505.00	13,675.00	210.38	0.00	(7,175.00)
CAPITAL IMPROVEMENTS						
TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
INTERFUND ACTIVITY						
81-9772 TECHNOLOGY USER FEE	3,500.00	0.00	0.00	0.00	0.00	3,500.00
81-9791 EQUIP USER FEE	67,025.00	0.00	0.00	0.00	0.00	67,025.00
TOTAL INTERFUND ACTIVITY	70,525.00	0.00	0.00	0.00	0.00	70,525.00
TOTAL 81-CLUB HOUSE	703,789.00	46,825.49	258,344.66	38.91	15,524.30	429,920.04
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CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

11 -GOLF COURSE FUND
82-COURSE MAINTENANCE
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
82-3001 SALARIES AND WAGES	223,154.00	17,190.91	85,833.83	38.46	0.00	137,320.17
82-3002 WAGES	63,940.00	1,500.42	7,699.10	12.04	0.00	56,240.90
82-3003 LONGEVITY	2,900.00	203.06	1,000.21	34.49	0.00	1,899.79
82-3007 OVERTIME	5,500.00	212.05	3,396.57	61.76	0.00	2,103.43
82-3051 FICA/MEDICARE TAXES	22,582.00	1,363.05	7,731.69	34.24	0.00	14,850.31
82-3052 WORKMAN'S COMP	6,214.00	0.00	4,417.14	71.08	0.00	1,796.86
82-3053 UNEMPLOYMENT TAXES	9,000.00	0.00	4.79	0.05	0.00	8,995.21
82-3054 RETIREMENT	41,184.00	2,908.01	16,445.55	39.93	0.00	24,738.45
82-3055 INSURANCE	109,825.00	8,016.00	40,405.12	36.79	0.00	69,419.88
82-3056 LIFE INS	700.00	44.66	223.30	31.90	0.00	476.70
82-3057 DENTAL	7,097.00	508.68	2,543.40	35.84	0.00	4,553.60
82-3058 LONG-TERM DISABILITY	1,188.00	0.00	336.64	28.34	0.00	851.36
TOTAL SALARIES, WAGES & BENEFIT	493,284.00	31,946.84	170,037.34	34.47	0.00	323,246.66
SUPPLIES						
82-3504 WEARING APPAREL	2,500.00	0.00	140.26	5.61	0.00	2,359.74
82-3514 FUEL & OIL	21,500.00	0.00	4,162.25	19.36	0.00	17,337.75
82-3523 TOOLS/EQUIPMENT	2,000.00	0.00	495.06	24.75	0.00	1,504.94
82-3535 GROUND/SHOP SUPPLIES	6,750.00	2,030.55	4,972.10	73.66	0.00	1,777.90
82-3536 LANDSCAPING MATERIALS	85,500.00	7,430.84	25,485.30	41.10	9,655.00	50,359.70
TOTAL SUPPLIES	118,250.00	9,461.39	35,254.97	37.98	9,655.00	73,340.03
MAINTENANCE--BLDGS, STRUC						
82-4041 WATER WELL MAINTENANCE	4,000.00	0.00	361.00	9.03	0.00	3,639.00
TOTAL MAINTENANCE--BLDGS, STRUC	4,000.00	0.00	361.00	9.03	0.00	3,639.00
MAINTENANCE--EQUIPMENT						
82-4505 IRRIGATION EQUIPMENT	8,750.00	1,282.19	6,864.98	78.46	0.00	1,885.02
82-4599 MISCELLANEOUS EQUIPMENT	3,000.00	0.00	138.60	4.62	0.00	2,861.40
TOTAL MAINTENANCE--EQUIPMENT	11,750.00	1,282.19	7,003.58	59.60	0.00	4,746.42
SERVICES						
82-5022 RENTAL EQUIPMENT	5,000.00	258.00	1,463.25	29.27	0.00	3,536.75
82-5027 MEMBERSHIPS/SUBSCRIPTIONS	1,000.00	0.00	0.00	0.00	0.00	1,000.00
82-5029 TRAVEL/TRAINING	3,000.00	0.00	2,268.69	75.62	0.00	731.31
82-5040 BUILDING MAINT-OUTSOURCING	6,000.00	0.00	0.00	0.00	0.00	6,000.00
TOTAL SERVICES	15,000.00	258.00	3,731.94	24.88	0.00	11,268.06
SUNDRY						
82-5405 PERMITS & FEES	1,000.00	0.00	0.00	0.00	0.00	1,000.00
82-5412 WATER AUTHORITY FEES	140,000.00	0.00	8,096.80	5.78	0.00	131,903.20
TOTAL SUNDRY	141,000.00	0.00	8,096.80	5.74	0.00	132,903.20

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

11 -GOLF COURSE FUND
82-COURSE MAINTENANCE
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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PROFESSIONAL SERVICES						
82-5508 SANITARY/TRASH SERVICES	5,000.00	90.25	384.84	7.70	0.00	4,615.16
TOTAL PROFESSIONAL SERVICES	5,000.00	90.25	384.84	7.70	0.00	4,615.16
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CAPITAL OUTLAY						
TOTAL						
<hr/>						
INTERFUND ACTIVITY						
82-9773 COMP. EQUIPMENT USER FEE	375.00	0.00	0.00	0.00	0.00	375.00
82-9791 EQUIPMENT USER FEE	84,579.00	0.00	0.00	0.00	0.00	84,579.00
TOTAL INTERFUND ACTIVITY	84,954.00	0.00	0.00	0.00	0.00	84,954.00
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TOTAL 82-COURSE MAINTENANCE	873,238.00	43,038.67	224,870.47	26.86	9,655.00	638,712.53
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CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

11 -GOLF COURSE FUND
83-BUILDING MAINTENANCE
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
SALARIES, WAGES & BENEFIT TOTAL						
SUPPLIES						
83-3517 JANITORIAL SUPPLIES	5,500.00	195.40	1,493.64	27.16	0.00	4,006.36
TOTAL SUPPLIES	5,500.00	195.40	1,493.64	27.16	0.00	4,006.36
MAINTENANCE--BLDGS, STRUC						
83-4001 BUILDINGS & GROUNDS	16,000.00	1,285.10	4,520.56	28.25	0.00	11,479.44
TOTAL MAINTENANCE--BLDGS, STRUC	16,000.00	1,285.10	4,520.56	28.25	0.00	11,479.44
MAINTENANCE--EQUIPMENT TOTAL						
SERVICES						
83-5017 UTILITIES	40,000.00	1,613.21	8,651.81	21.63	0.00	31,348.19
TOTAL SERVICES	40,000.00	1,613.21	8,651.81	21.63	0.00	31,348.19
TOTAL 83-BUILDING MAINTENANCE	61,500.00	3,093.71	14,666.01	23.85	0.00	46,833.99
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CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

11 -GOLF COURSE FUND
84-GC CONCESSIONS
DEPARTMENT EXPENDITURES

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

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

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<hr/>						
OTHER SERVICES						
TOTAL						
DEBT SERVICE						
TOTAL						
CAPITAL IMPROVEMENTS						
TOTAL						
TOTAL	=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<hr/>						
CAPITAL IMPROVEMENTS						
87-7010 CAPITAL IMPROVEMENT	160,600.00	3,000.00	3,000.00	10.27	13,500.00	144,100.00
TOTAL CAPITAL IMPROVEMENTS	160,600.00	3,000.00	3,000.00	10.27	13,500.00	144,100.00
INTERFUND ACTIVITY						
TOTAL						
TOTAL 87-GC CAPITAL IMPROVEMENT	160,600.00	3,000.00	3,000.00	10.27	13,500.00	144,100.00
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FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

11 -GOLF COURSE FUND
88-EQUIPMENT MAINTENANCE
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
SALARIES, WAGES & BENEFIT						
88-3001 SALARIES AND WAGES	43,234.00	3,400.00	17,232.73	39.86	0.00	26,001.27
88-3003 LONGEVITY	816.00	62.76	304.87	37.36	0.00	511.13
88-3007 OVERTIME	500.00	0.00	174.93	34.99	0.00	325.07
88-3051 FICA/MEDICARE TAXES	3,370.00	254.74	1,419.72	42.13	0.00	1,950.28
88-3052 WORKER'S COMP	931.00	0.00	661.80	71.08	0.00	269.20
88-3053 UNEMPLOYMENT TAXES	900.00	0.00	0.00	0.00	0.00	900.00
88-3054 RETIREMENT	6,832.00	527.02	2,965.90	43.41	0.00	3,866.10
88-3055 HEALTH INSURANCE	11,450.00	946.58	4,499.10	39.29	0.00	6,950.90
88-3056 LIFE INS	87.00	6.38	31.90	36.67	0.00	55.10
88-3057 DENTAL	1,144.00	86.68	433.40	37.88	0.00	710.60
88-3058 LONG TERM DISABILITY	185.00	0.00	60.68	32.80	0.00	124.32
TOTAL SALARIES, WAGES & BENEFIT	69,449.00	5,284.16	27,785.03	40.01	0.00	41,663.97
SUPPLIES						
88-3504 WEARING APPAREL	375.00	0.00	0.00	0.00	0.00	375.00
88-3514 FUEL & OIL	1,300.00	0.00	835.91	64.30	0.00	464.09
88-3523 TOOLS/EQUIPMENT	1,500.00	0.00	0.00	0.00	0.00	1,500.00
88-3529 REPAIR PARTS	23,000.00	857.70	3,201.06	13.92	0.00	19,798.94
88-3535 GROUND/SHOP SUPPLIES	6,000.00	456.20	1,649.35	27.49	0.00	4,350.65
TOTAL SUPPLIES	32,175.00	1,313.90	5,686.32	17.67	0.00	26,488.68
MAINTENANCE--EQUIPMENT						
TOTAL						
SERVICES						
88-5029 TRAVEL/TRAINING	100.00	0.00	0.00	0.00	0.00	100.00
TOTAL SERVICES	100.00	0.00	0.00	0.00	0.00	100.00
TOTAL 88-EQUIPMENT MAINTENANCE	101,724.00	6,598.06	33,471.35	32.90	0.00	68,252.65
*** TOTAL EXPENSES ***	1,900,851.00	102,555.93	534,352.49	30.15	38,679.30	1,327,819.21
EXCESS OF REVENUES OVER EXPENDITURES	0.00	(41,434.91)	(59,953.98)	0.00	(38,679.30)	98,633.28
*** PROJECTED FUND BALANCE ***	(3,801,836.28)		(3,861,790.26)			
*** END OF REPORT ***						

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
BEGINNING FUND BALANCE	12,596,322.68		12,596,322.68			
PROPERTY TAXES						
10-7101 CURRENT PROPERTY TAXES	5,600,000.00	1,289,630.19	5,296,305.75	94.58	0.00	(303,694.25)
10-7102 DELINQUENT PROPERTY TAXES	30,000.00	1,195.75	(57,450.64)	191.50-	0.00	(87,450.64)
10-7103 PENALTY, INTEREST & COSTS	25,000.00	1,912.80	9,663.54	38.65	0.00	(15,336.46)
TOTAL PROPERTY TAXES	5,655,000.00	1,292,738.74	5,248,518.65	92.81	0.00	(406,481.35)
OTHER TAXES						
10-7511 ELECTRIC FRANCHISE	360,000.00	30,158.83	150,847.47	41.90	0.00	(209,152.53)
10-7512 TELEPHONE FRANCHISE	110,000.00	25,743.28	52,631.44	47.85	0.00	(57,368.56)
10-7513 GAS FRANCHISE	30,000.00	7,394.78	13,510.32	45.03	0.00	(16,489.68)
10-7514 CABLE TV FRANCHISE	70,000.00	18,952.32	37,853.42	54.08	0.00	(32,146.58)
10-7515 TELECOMMUNICATION	30,000.00	7,311.04	15,165.28	50.55	0.00	(14,834.72)
10-7621 CITY SALES TAX	3,000,000.00	312,700.81	1,339,500.99	44.65	0.00	(1,660,499.01)
10-7622 SALES TX-RED. PROPERTY TX	1,500,000.00	156,350.42	669,750.54	44.65	0.00	(830,249.46)
10-7631 MIXED DRINK TAX	35,000.00	0.00	16,032.24	45.81	0.00	(18,967.76)
TOTAL OTHER TAXES	5,135,000.00	558,611.48	2,295,291.70	44.70	0.00	(2,839,708.30)
FINES WARRANTS & BONDS						
10-8001 FINES	950,000.00	78,452.31	398,624.28	41.96	0.00	(551,375.72)
10-8002 TIME PAYMENT FEE-GENERAL	10,700.00	1,062.60	3,904.50	36.49	0.00	(6,795.50)
10-8003 TIME PAYMENT FEE-COURT	0.00	265.66	976.15	0.00	0.00	976.15
10-8004 COURT TECHNOLOGY FEES	0.00	1,766.23	8,915.11	0.00	0.00	8,915.11
10-8005 COURT SECURITY FEE	0.00	1,321.21	6,662.29	0.00	0.00	6,662.29
10-8006 OMNI FEE	8,000.00	752.18	2,800.59	35.01	0.00	(5,199.41)
10-8007 CHILD SAFETY FEE	0.00	74.95	526.31	0.00	0.00	526.31
10-8008 JUDICIAL FEE	0.00	263.03	1,323.57	0.00	0.00	1,323.57
TOTAL FINES WARRANTS & BONDS	968,700.00	83,958.17	423,732.80	43.74	0.00	(544,967.20)
FEES & CHARGES FOR SERVIC						
10-8501 GARBAGE FEES/RESIDENTIAL	1,000.00	0.00	792.09	79.21	0.00	(207.91)
10-8503 POOL MEMBERSHIP FEES	10,000.00	0.00	0.00	0.00	0.00	(10,000.00)
10-8507 AMBULANCE SERVICE FEES	300,000.00	32,507.66	157,780.91	52.59	0.00	(142,219.09)
10-8509 PET TAGS	700.00	115.00	335.00	47.86	0.00	(365.00)
10-8510 POUND FEES	150.00	0.00	10.00	6.67	0.00	(140.00)
10-8511 JERSEY VILLAGE STICKERS	0.00	11.00	58.00	0.00	0.00	58.00
10-8512 RENTAL FEE	30,000.00	250.00	4,221.20	14.07	0.00	(25,778.80)
10-8513 CHILD SAFETY FEE-COUNTY	8,000.00	803.82	3,855.31	48.19	0.00	(4,144.69)
10-8514 FOOD & BEVERAGE FEES	1,000.00	100.00	625.00	62.50	0.00	(375.00)
10-8515 POLICE OFFICER FEE	0.00	0.00	1,120.00	0.00	0.00	1,120.00
10-8999 PLAN CHECKING AND PLAT REVIEW	20,000.00	362.50	4,928.17	24.64	0.00	(15,071.83)
TOTAL FEES & CHARGES FOR SERVIC	370,850.00	34,149.98	173,725.68	46.85	0.00	(197,124.32)

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
REVENUES

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

LICENSES & PERMITS						
10-9001 BUILDING PERMITS	100,000.00	1,657.50	32,031.43	32.03	0.00	(67,968.57)
10-9002 PLUMBING PERMITS	10,000.00	1,245.00	5,150.00	51.50	0.00	(4,850.00)
10-9003 ELECTRICAL PERMITS	15,000.00	1,962.00	7,698.00	51.32	0.00	(7,302.00)
10-9004 MECHANICAL PERMITS	8,000.00	595.00	3,768.50	47.11	0.00	(4,231.50)
10-9006 SIGN PERMITS	8,000.00	3,917.92	10,214.51	127.68	0.00	2,214.51
10-9007 LIQUOR LICENSES	3,500.00	0.00	5,560.00	158.86	0.00	2,060.00
10-9009 ELECTRICAL LICENSES	500.00	0.00	0.00	0.00	0.00	(500.00)
10-9012 BURGLAR/FIRE ALARM PERMIT	12,000.00	1,110.00	3,793.00	31.61	0.00	(8,207.00)
10-9013 FIRE MARSHAL PERM FEES	500.00	0.00	428.00	85.60	0.00	(72.00)
10-9014 POLITICAL SIGN PERMITS	100.00	0.00	0.00	0.00	0.00	(100.00)
10-9015 OPERATIONAL HARZADOUS PERM	100.00	0.00	0.00	0.00	0.00	(100.00)
10-9016 HOTEL/MOTEL LICENSE PERMITS	1,000.00	1,250.00	2,000.00	200.00	0.00	1,000.00
TOTAL LICENSES & PERMITS	158,700.00	11,737.42	70,643.44	44.51	0.00	(88,056.56)
INTEREST EARNED						
10-9601 INTEREST EARNED	90,000.00	24,041.57	95,576.99	106.20	0.00	5,576.99
TOTAL INTEREST EARNED	90,000.00	24,041.57	95,576.99	106.20	0.00	5,576.99
INTERFUND ACTIVITY						
10-9750 CRIME CONTROL DISTRICT REIMB.	1,224,757.00	0.00	293,987.14	24.00	0.00	(930,769.86)
10-9752 TRANSFER FROM UTLY FUND	550,000.00	0.00	0.00	0.00	0.00	(550,000.00)
10-9753 COURT SECURITY & TECH REIMB.	44,500.00	0.00	0.00	0.00	0.00	(44,500.00)
10-9754 TRANFER FROM MOTEL TAX FUND	17,000.00	0.00	0.00	0.00	0.00	(17,000.00)
TOTAL INTERFUND ACTIVITY	1,836,257.00	0.00	293,987.14	16.01	0.00	(1,542,269.86)
MISCELLANEOUS REVENUE						
10-9807 DONATIONS - POLICE DEPT.	0.00	0.00	500.00	0.00	0.00	500.00
10-9808 DONATION-CITY BEAUTIFICATION	0.00	0.00	500.00	0.00	0.00	500.00
10-9816 PROPERTY LIENS/ORD VIOLATION	0.00	25.00	25.00	0.00	0.00	25.00
10-9899 MISCELLANEOUS	100,000.00	5,430.01	25,089.19	25.09	0.00	(74,910.81)
TOTAL MISCELLANEOUS REVENUE	100,000.00	5,455.01	26,114.19	26.11	0.00	(73,885.81)
OTHER AGENCY REVENUES						
10-9904 FEMA	0.00	0.00	43,667.57	0.00	0.00	43,667.57
10-9905 FEDERAL & STATE GRANT	0.00	0.00	144,102.99	0.00	0.00	144,102.99
10-9906 LEOSE FUNDS - TRAINING GRANT	0.00	2,133.96	2,133.96	0.00	0.00	2,133.96
TOTAL OTHER AGENCY REVENUES	0.00	2,133.96	189,904.52	0.00	0.00	189,904.52
*** TOTAL FUND REVENUES ***	14,314,507.00	2,012,826.33	8,817,495.11	61.60	0.00	(5,497,011.89)
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*** TOTAL AVAILABLE REVENUES ***	26,910,829.68		21,413,817.79			
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FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
11-ADMINISTRATIVE SERVICE
DEPARTMENT EXPENDITURES

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

SALARIES, WAGES & BENEFIT						
11-3001 SALARIES	327,051.00	23,872.50	124,299.38	38.01	0.00	202,751.62
11-3002 WAGES	0.00	0.00	960.00	0.00	0.00	(960.00)
11-3003 LONGEVITY	1,200.00	33.24	167.39	13.95	0.00	1,032.61
11-3010 INCENTIVES	720.00	138.46	761.53	105.77	0.00	(41.53)
11-3020 EMPLOYEE AWARDS/BONUS	800.00	0.00	466.95	58.37	0.00	333.05
11-3051 FICA/MEDICARE TAXES	23,862.00	1,636.92	9,494.08	39.79	0.00	14,367.92
11-3052 WORKMEN'S COMPENSATION	11,487.00	0.00	8,165.37	71.08	0.00	3,321.63
11-3053 UNEMPLOYMENT COMPENSATION	3,600.00	0.00	15.86	0.44	0.00	3,584.14
11-3054 RETIREMENT	47,152.00	3,673.58	20,449.62	43.37	0.00	26,702.38
11-3055 HEALTH INSURANCE	61,439.00	3,266.96	16,839.40	27.41	0.00	44,599.60
11-3056 LIFE INS	261.00	19.14	95.70	36.67	0.00	165.30
11-3057 DENTAL INSURANCE	3,433.00	211.00	1,055.00	30.73	0.00	2,378.00
11-3058 LONG-TERM DISABILITY	1,277.00	0.00	358.88	28.10	0.00	918.12
TOTAL SALARIES, WAGES & BENEFIT	482,282.00	32,851.80	183,129.16	37.97	0.00	299,152.84
SUPPLIES						
11-3502 POSTAGE/FREIGHT/DEL. FEE	250.00	0.00	45.97	18.39	0.00	204.03
11-3503 OFFICE SUPPLIES	4,000.00	488.85	1,803.32	45.08	0.00	2,196.68
11-3510 BOOKS & PERIODICALS	300.00	0.00	48.50	16.17	0.00	251.50
11-3520 FOOD	7,000.00	230.24	3,572.60	51.04	0.00	3,427.40
TOTAL SUPPLIES	11,550.00	719.09	5,470.39	47.36	0.00	6,079.61
MAINTENANCE--EQUIPMENT						
11-4501 FURN., FIXT., & OFF. MACH.	3,000.00	0.00	0.00	0.00	0.00	3,000.00
TOTAL MAINTENANCE--EQUIPMENT	3,000.00	0.00	0.00	0.00	0.00	3,000.00
SERVICES						
11-5001 MAYOR & COUNCIL EXPENDITURES	4,000.00	0.00	15.68	0.39	0.00	3,984.32
11-5007 RECORDS MANAGEMENT	6,000.00	261.81	1,343.10	22.39	0.00	4,656.90
11-5012 PRINTING	250.00	0.00	52.10	20.84	0.00	197.90
11-5014 MEDICAL EXPENSES	5,000.00	652.00	2,104.00	42.08	0.00	2,896.00
11-5020 COMMUNICATIONS	4,600.00	92.30	1,055.20	22.94	0.00	3,544.80
11-5025 PUBLIC NOTICES	7,500.00	0.00	2,043.10	27.24	0.00	5,456.90
11-5026 CODIFICATIONS	5,500.00	0.00	1,647.92	29.96	0.00	3,852.08
11-5027 MEMBERSHIPS/SUBSCRIPTIONS	7,000.00	227.95	3,695.55	52.79	0.00	3,304.45
11-5029 TRAVEL/TRAINING	14,000.00	881.61	2,548.91	18.21	0.00	11,451.09
11-5030 CAR ALLOWANCE	6,600.00	0.00	0.00	0.00	0.00	6,600.00
11-5041 NEWSLETTER	10,500.00	445.00	1,780.00	16.95	0.00	8,720.00
TOTAL SERVICES	70,950.00	2,560.67	16,285.56	22.95	0.00	54,664.44

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
11-ADMINISTRATIVE SERVICE
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SUNDRY						
11-5401 ELECTION EXPENSE	7,000.00	0.00	0.00	0.00	0.00	7,000.00
TOTAL SUNDRY	7,000.00	0.00	0.00	0.00	0.00	7,000.00
PROFESSIONAL SERVICES						
11-5515 CONSULTANT SERVICES	10,000.00	0.00	0.00	0.00	0.00	10,000.00
TOTAL PROFESSIONAL SERVICES	10,000.00	0.00	0.00	0.00	0.00	10,000.00
OTHER SERVICES						
11-6005 NOTARY SURETY BONDS	300.00	0.00	0.00	0.00	0.00	300.00
TOTAL OTHER SERVICES	300.00	0.00	0.00	0.00	0.00	300.00
CAPITAL OUTLAY						
TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
INTERFUND ACTIVITY						
11-9772 TECHNOLOGY USER FEE	5,250.00	0.00	0.00	0.00	0.00	5,250.00
TOTAL INTERFUND ACTIVITY	5,250.00	0.00	0.00	0.00	0.00	5,250.00
TOTAL 11-ADMINISTRATIVE SERVICE	590,332.00	36,131.56	204,885.11	34.71	0.00	385,446.89
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CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
12-3052 WORKMEN'S COMPENSATION	300.00	0.00	213.25	71.08	0.00	86.75
TOTAL SALARIES, WAGES & BENEFIT	300.00	0.00	213.25	71.08	0.00	86.75
SERVICES						
12-5023 GRANTS AND INCENTIVES	1,453,668.00	283,055.53	283,055.53	19.47	0.00	1,170,612.47
TOTAL SERVICES	1,453,668.00	283,055.53	283,055.53	19.47	0.00	1,170,612.47
SUNDRY						
TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
PROFESSIONAL SERVICES						
12-5502 LEGAL FEES	125,000.00	91,204.00	96,229.51	76.98	0.00	28,770.49
12-5515 CONSULTANT SERVICES	10,000.00	0.00	0.00	0.00	0.00	10,000.00
TOTAL PROFESSIONAL SERVICES	135,000.00	91,204.00	96,229.51	71.28	0.00	38,770.49
OTHER SERVICES						
12-6001 AUTOMOBILE LIABILITY	39,231.00	0.00	37,655.20	95.98	0.00	1,575.80
12-6003 LIABILITY-FIRE & CASUALTY INSR	65,140.00	0.00	67,964.18	104.34	0.00	(2,824.18)
12-6005 SURETY BONDS	500.00	0.00	477.00	95.40	0.00	23.00
12-6007 INSURANCE/DEDUCTIBLE	0.00	0.00	(3,280.52)	0.00	0.00	3,280.52
TOTAL OTHER SERVICES	104,871.00	0.00	102,815.86	98.04	0.00	2,055.14
INTERFUND ACTIVITY						
12-9760 TRFR TO CAPITAL IMPROVEMENTS	3,750,000.00	0.00	0.00	0.00	0.00	3,750,000.00
12-9761 TRANSFER TO GOLF FUND	353,071.00	0.00	0.00	0.00	0.00	353,071.00
12-9772 TECHNOLOGY USER FEES	500.00	0.00	0.00	0.00	0.00	500.00
TOTAL INTERFUND ACTIVITY	4,103,571.00	0.00	0.00	0.00	0.00	4,103,571.00
TOTAL 12-LEGAL/OTHER SERVICES	5,797,410.00	374,259.53	482,314.15	8.32	0.00	5,315,095.85
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CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
13-INFO TECHNOLOGY
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
13-3001 SALARIES	186,256.00	10,885.58	54,101.56	29.05	0.00	132,154.44
13-3002 WAGES	9,579.00	480.00	2,205.00	23.02	0.00	7,374.00
13-3003 LONGEVITY	816.00	55.40	278.98	34.19	0.00	537.02
13-3007 OVERTIME	600.00	0.00	596.04	99.34	0.00	3.96
13-3051 FICA/MEDICARE TAXES	15,056.00	853.32	4,598.15	30.54	0.00	10,457.85
13-3052 WORKMEN'S COMPENSATION	397.00	0.00	282.20	71.08	0.00	114.80
13-3053 EMPLOYMENT TAXES	3,600.00	0.00	3.81	0.11	0.00	3,596.19
13-3054 RETIREMENT	29,040.00	1,679.26	9,287.32	31.98	0.00	19,752.68
13-3055 HEALTH INSURANCE	49,081.00	(682.88)	6,688.00	13.63	0.00	42,393.00
13-3056 LIFE INS	287.00	12.76	63.80	22.23	0.00	223.20
13-3057 DENTAL INSURANCE	2,138.00	124.32	621.60	29.07	0.00	1,516.40
13-3058 LONG-TERM DISABILITY	787.00	0.00	192.92	24.51	0.00	594.08
TOTAL SALARIES, WAGES & BENEFIT	297,637.00	13,407.76	78,919.38	26.52	0.00	218,717.62
SUPPLIES						
13-3502 POSTAGE/FREIGHT	500.00	0.00	0.00	0.00	0.00	500.00
13-3503 OFFICE SUPPLIES	250.00	0.00	0.00	0.00	0.00	250.00
13-3509 COMPUTER SUPPLIES	2,200.00	207.47	458.02	20.82	0.00	1,741.98
13-3510 BOOKS & PERIODICALS	100.00	0.00	0.00	0.00	0.00	100.00
TOTAL SUPPLIES	3,050.00	207.47	458.02	15.02	0.00	2,591.98
MAINTENANCE--EQUIPMENT						
13-4501 FURN. FIXTURES. OFF EQUIPMENT	7,437.00	569.78	2,595.66	84.32	3,675.00	1,166.34
13-4502 COMPUTER EQUIPMENT	9,500.00	97.28	1,983.38	2.56	(1,740.00)	9,256.62
13-4504 SOFTWARE MAINTENANCE	143,159.24	5,436.63	33,929.55	23.97	383.36	108,846.33
TOTAL MAINTENANCE--EQUIPMENT	160,096.24	6,103.69	38,508.59	25.50	2,318.36	119,269.29
SERVICES						
13-5020 COMMUNICATIONS	24,950.00	1,203.24	5,406.46	21.67	0.00	19,543.54
13-5027 MEMBERSHIPS/SUBSCRIPT	1,250.00	0.00	459.50	36.76	0.00	790.50
13-5029 TRAVEL/TRAINING	7,600.00	93.60	138.68	1.82	0.00	7,461.32
TOTAL SERVICES	33,800.00	1,296.84	6,004.64	17.77	0.00	27,795.36
PROFESSIONAL SERVICES						
13-5515 CONSULTANT SERVICES	53,400.00	592.50	592.50	1.11	0.00	52,807.50
TOTAL PROFESSIONAL SERVICES	53,400.00	592.50	592.50	1.11	0.00	52,807.50
CAPITAL OUTLAY						
13-6573 COMPUTER EQUIPMENT	11,850.00	0.00	0.00	0.00	0.00	11,850.00
TOTAL CAPITAL OUTLAY	11,850.00	0.00	0.00	0.00	0.00	11,850.00

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
13-INFO TECHNOLOGY
DEPARTMENT EXPENDITURES

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

INTERFUND ACTIVITY						
13-9740 COMPUTER CAPITAL USER FEE	50,000.00	0.00	0.00	0.00	0.00	50,000.00
13-9771 TECHNOLOGY PURCHASE CONTRIBUTI	15,975.00	0.00	0.00	0.00	0.00	15,975.00
13-9772 TECHNOLOGY USER FEE	46,667.00	0.00	0.00	0.00	0.00	46,667.00
TOTAL INTERFUND ACTIVITY	112,642.00	0.00	0.00	0.00	0.00	112,642.00
TOTAL 13-INFO TECHNOLOGY	672,475.24	21,608.26	124,483.13	18.86	2,318.36	545,673.75
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FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
14-PURCHASING
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SUPPLIES						
14-3502 POSTAGE/FREIGHT	13,000.00	1,510.85	4,996.03	38.43	0.00	8,003.97
14-3503 OFFICE SUPPLIES	5,000.00	95.00	344.74	6.89	0.00	4,655.26
TOTAL SUPPLIES	18,000.00	1,605.85	5,340.77	29.67	0.00	12,659.23
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MAINTENANCE--EQUIPMENT						
TOTAL						
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SERVICES						
14-5012 PRINTING	1,000.00	0.00	427.05	42.71	0.00	572.95
14-5022 RENTAL OF EQUIPMENT	2,600.00	0.00	612.00	23.54	0.00	1,988.00
TOTAL SERVICES	3,600.00	0.00	1,039.05	28.86	0.00	2,560.95
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PROFESSIONAL SERVICES						
TOTAL						
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CAPITAL OUTLAY						
TOTAL						
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TOTAL 14-PURCHASING	21,600.00	1,605.85	6,379.82	29.54	0.00	15,220.18
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CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
15-ACCOUNTING SERVICES
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
SALARIES, WAGES & BENEFIT						
15-3001 SALARIES	200,804.00	14,701.32	73,740.50	36.72	0.00	127,063.50
15-3003 LONGEVITY	1,200.00	88.62	434.92	36.24	0.00	765.08
15-3007 OVERTIME	2,000.00	0.00	451.37	22.57	0.00	1,548.63
15-3051 FICA/MEDICARE TAXES	15,606.00	1,011.52	5,598.10	35.87	0.00	10,007.90
15-3052 WORKMEN'S COMPENSATION	411.00	0.00	292.15	71.08	0.00	118.85
15-3053 EMPLOYMENT TAXES	2,700.00	0.00	0.00	0.00	0.00	2,700.00
15-3054 RETIREMENT	31,641.00	2,265.08	12,564.96	39.71	0.00	19,076.04
15-3055 HEALTH INSURANCE	36,224.00	2,731.46	13,444.30	37.11	0.00	22,779.70
15-3056 LIFE INS	261.00	19.14	95.70	36.67	0.00	165.30
15-3057 DENTAL INSURANCE	2,785.00	260.04	1,202.12	43.16	0.00	1,582.88
15-3058 LONG-TERM DISABILITY	857.00	0.00	257.88	30.09	0.00	599.12
TOTAL SALARIES, WAGES & BENEFIT	294,489.00	21,077.18	108,082.00	36.70	0.00	186,407.00
SUPPLIES						
15-3502 POSTAGE/FREIGHT/DEL.FEE	200.00	0.00	24.15	12.08	0.00	175.85
15-3503 OFFICE SUPPLIES	800.00	62.37	125.56	15.70	0.00	674.44
15-3510 BOOKS & PERIODICALS	50.00	0.00	50.00	100.00	0.00	0.00
TOTAL SUPPLIES	1,050.00	62.37	199.71	19.02	0.00	850.29
MAINTENANCE--EQUIPMENT						
15-4501 FURN.FIXT. & OFF.MACH.	150.00	0.00	49.96	33.31	0.00	100.04
TOTAL MAINTENANCE--EQUIPMENT	150.00	0.00	49.96	33.31	0.00	100.04
SERVICES						
15-5012 PRINTING	1,200.00	260.99	430.34	35.86	0.00	769.66
15-5020 COMMUNICATIONS	4,250.00	92.30	1,055.20	24.83	0.00	3,194.80
15-5027 MEMBERSHIPS	400.00	0.00	170.00	42.50	0.00	230.00
15-5029 TRAVEL/TRAINING	4,500.00	0.00	(218.31)	4.85-	0.00	4,718.31
TOTAL SERVICES	10,350.00	353.29	1,437.23	13.89	0.00	8,912.77
SUNDRY						
15-5405 PERMITS & FEES	550.00	0.00	0.00	0.00	0.00	550.00
TOTAL SUNDRY	550.00	0.00	0.00	0.00	0.00	550.00
PROFESSIONAL SERVICES						
15-5501 AUDITS/CONTRACTS/STUDIES	27,000.00	0.00	0.00	0.00	0.00	27,000.00
TOTAL PROFESSIONAL SERVICES	27,000.00	0.00	0.00	0.00	0.00	27,000.00
CAPITAL OUTLAY						
TOTAL						

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
15-ACCOUNTING SERVICES
DEPARTMENT EXPENDITURES

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

INTERFUND ACTIVITY						
15-9772 TECHNOLOGY USER FEE	1,700.00	0.00	0.00	0.00	0.00	1,700.00
TOTAL INTERFUND ACTIVITY	1,700.00	0.00	0.00	0.00	0.00	1,700.00
TOTAL 15-ACCOUNTING SERVICES	335,289.00	21,492.84	109,768.90	32.74	0.00	225,520.10
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FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
16-CUSTOMER SERVICE
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
SALARIES, WAGES & BENEFIT						
16-3001 SALARIES	34,891.00	2,672.80	13,301.26	38.12	0.00	21,589.74
16-3003 LONGEVITY	432.00	31.39	150.60	34.86	0.00	281.40
16-3007 OVERTIME	1,000.00	0.00	6.44	0.64	0.00	993.56
16-3010 INCENTIVES	1,080.00	83.08	418.37	38.74	0.00	661.63
16-3051 FICA/MEDICARE TAXES	2,861.00	189.12	1,022.88	35.75	0.00	1,838.12
16-3052 WORKMEN'S COMPENSATION	75.00	0.00	53.31	71.08	0.00	21.69
16-3053 EMPLOYMENT TAXES	900.00	0.00	0.00	0.00	0.00	900.00
16-3054 RETIREMENT	5,801.00	424.23	2,334.00	40.23	0.00	3,467.00
16-3055 HEALTH INSURANCE	19,559.00	1,244.98	6,569.58	33.59	0.00	12,989.42
16-3056 LIFE INS	87.00	6.38	31.90	36.67	0.00	55.10
16-3057 DENTAL INSURANCE	1,144.00	86.68	433.40	37.88	0.00	710.60
16-3058 LONG-TERM DISABILITY	153.00	0.00	47.92	31.32	0.00	105.08
TOTAL SALARIES, WAGES & BENEFIT	67,983.00	4,738.66	24,369.66	35.85	0.00	43,613.34
SUPPLIES						
16-3503 OFFICE SUPPLIES	600.00	20.22	109.96	18.33	0.00	490.04
TOTAL SUPPLIES	600.00	20.22	109.96	18.33	0.00	490.04
MAINTENANCE--EQUIPMENT						
16-4501 FURN., FIX, & OFF MACH EQ	400.00	0.00	0.00	0.00	0.00	400.00
TOTAL MAINTENANCE--EQUIPMENT	400.00	0.00	0.00	0.00	0.00	400.00
SERVICES						
16-5020 COMMUNICATIONS	4,000.00	0.00	590.39	14.76	0.00	3,409.61
16-5025 PUBLIC NOTICES	1,000.00	0.00	0.00	0.00	0.00	1,000.00
TOTAL SERVICES	5,000.00	0.00	590.39	11.81	0.00	4,409.61
PROFESSIONAL SERVICES						
16-5527 HARRIS CTY APPRAISAL DIST	66,000.00	14,466.00	29,060.00	44.03	0.00	36,940.00
16-5528 HARRIS CTY TAX OFFICE	7,000.00	(128.37)	5,606.49	80.09	0.00	1,393.51
TOTAL PROFESSIONAL SERVICES	73,000.00	14,337.63	34,666.49	47.49	0.00	38,333.51
OTHER SERVICES						
TOTAL						
CAPITAL OUTLAY						
TOTAL						
INTERFUND ACTIVITY						
16-9772 TECHNOLOGY USER FEE	250.00	0.00	0.00	0.00	0.00	250.00
TOTAL INTERFUND ACTIVITY	250.00	0.00	0.00	0.00	0.00	250.00
TOTAL 16-CUSTOMER SERVICE	147,233.00	19,096.51	59,736.50	40.57	0.00	87,496.50
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CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
19-MUNICIPAL COURT
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
19-3001 SALARIES	210,302.00	13,767.64	72,152.65	34.31	0.00	138,149.35
19-3003 LONGEVITY	1,104.00	81.24	395.66	35.84	0.00	708.34
19-3007 OVERTIME	5,000.00	125.74	390.24	7.80	0.00	4,609.76
19-3010 INCENTIVES	1,560.00	175.38	883.16	56.61	0.00	676.84
19-3051 FICA/MEDICARE TAXES	16,674.00	1,143.96	6,294.18	37.75	0.00	10,379.82
19-3052 WORKMEN'S COMPENSATION	439.00	0.00	312.06	71.08	0.00	126.94
19-3053 EMPLOYMENT TAXES	4,500.00	0.00	0.00	0.00	0.00	4,500.00
19-3054 RETIREMENT	33,807.00	2,343.88	13,145.62	38.88	0.00	20,661.38
19-3055 HEALTH INSURANCE	56,670.00	3,811.26	19,646.78	34.67	0.00	37,023.22
19-3056 LIFE INS	435.00	31.90	159.50	36.67	0.00	275.50
19-3057 DENTAL INSURANCE	3,132.00	237.24	1,186.20	37.87	0.00	1,945.80
19-3058 LONG-TERM DISABILITY	894.00	0.00	279.36	31.25	0.00	614.64
TOTAL SALARIES, WAGES & BENEFIT	334,517.00	21,718.24	114,845.41	34.33	0.00	219,671.59
SUPPLIES						
19-3503 OFFICE SUPPLIES	2,900.00	0.00	535.72	18.47	0.00	2,364.28
19-3510 BOOKS & PERIODICALS	500.00	0.00	0.00	0.00	0.00	500.00
19-3523 TOOLS/EQUIPMENT	100.00	0.00	0.00	0.00	0.00	100.00
TOTAL SUPPLIES	3,500.00	0.00	535.72	15.31	0.00	2,964.28
MAINTENANCE--EQUIPMENT						
19-4501 FURN., FIXT. & OFF. MACH.	500.00	0.00	0.00	0.00	0.00	500.00
TOTAL MAINTENANCE--EQUIPMENT	500.00	0.00	0.00	0.00	0.00	500.00
SERVICES						
19-5012 PRINTING	5,000.00	0.00	1,342.13	26.84	0.00	3,657.87
19-5020 COMMUNICATIONS	4,000.00	0.00	590.39	14.76	0.00	3,409.61
19-5027 MEMBERSHIPS	300.00	160.00	160.00	53.33	0.00	140.00
19-5029 TRAVEL/TRAINING	4,000.00	0.00	1,686.86	42.17	0.00	2,313.14
TOTAL SERVICES	13,300.00	160.00	3,779.38	28.42	0.00	9,520.62
SUNDRY						
19-5404 JURY EXPENSE	300.00	109.34	253.14	84.38	0.00	46.86
TOTAL SUNDRY	300.00	109.34	253.14	84.38	0.00	46.86
PROFESSIONAL SERVICES						
19-5505 JUDGES	55,000.00	4,500.00	16,725.00	30.41	0.00	38,275.00
19-5506 PROSECUTORS	35,000.00	3,600.00	13,500.00	38.57	0.00	21,500.00
19-5516 COLLECTION AGENCY FEES	2,000.00	188.50	699.50	34.98	0.00	1,300.50
19-5518 INTERPRETERS	500.00	0.00	0.00	0.00	0.00	500.00
TOTAL PROFESSIONAL SERVICES	92,500.00	8,288.50	30,924.50	33.43	0.00	61,575.50

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
19-MUNICIPAL COURT
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
OTHER SERVICES TOTAL						
CAPITAL OUTLAY TOTAL						
INTERFUND ACTIVITY TOTAL						
TOTAL 19-MUNICIPAL COURT	444,617.00	30,276.08	150,338.15	33.81	0.00	294,278.85

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND

21-POLICE

DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
21-3001 SALARIES	1,687,770.00	118,041.39	594,129.56	35.20	0.00	1,093,640.44
21-3003 LONGEVITY	6,576.00	409.83	2,020.43	30.72	0.00	4,555.57
21-3007 OVERTIME	60,000.00	276.63	26,444.12	44.07	0.00	33,555.88
21-3010 INCENTIVES	23,400.00	1,541.46	7,578.36	32.39	0.00	15,821.64
21-3014 S.T.E.P. PROGRAM	60,000.00	1,651.52	17,760.22	29.60	0.00	42,239.78
21-3051 FICA/MEDICARE TAXES	140,741.00	8,812.76	51,250.36	36.41	0.00	89,490.64
21-3052 WORKMEN'S COMPENSATION	37,440.00	0.00	26,613.70	71.08	0.00	10,826.30
21-3053 EMPLOYMENT TAXES	23,850.00	(10.65)	(14.20)	0.06-	0.00	23,864.20
21-3054 RETIREMENT	281,622.00	18,107.45	106,091.35	37.67	0.00	175,530.65
21-3055 HEALTH INSURANCE	320,273.00	20,871.02	103,817.07	32.42	0.00	216,455.93
21-3056 LIFE INS	2,219.00	160.94	744.81	33.57	0.00	1,474.19
21-3057 DENTAL INSURANCE	20,114.00	1,496.66	7,182.87	35.71	0.00	12,931.13
21-3058 LONG-TERM DISABILITY	7,122.00	(0.58)	2,120.93	29.78	0.00	5,001.07
TOTAL SALARIES, WAGES & BENEFIT	2,671,127.00	171,358.43	945,739.58	35.41	0.00	1,725,387.42
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SUPPLIES						
21-3502 POSTAGE/FREIGHT/DEL. FEE	100.00	0.00	7.60	7.60	0.00	92.40
21-3503 OFFICE SUPPLIES	7,000.00	550.30	3,425.46	48.94	0.00	3,574.54
21-3504 WEARING APPAREL	18,474.00	767.45	5,226.92	28.29	0.00	13,247.08
21-3505 CRIME PREVENTION SUPPLIES	2,000.00	0.00	160.00	8.00	0.00	1,840.00
21-3510 BOOKS AND PERIODICALS	2,500.00	0.00	1,668.00	66.72	0.00	832.00
21-3515 MEDICAL SUPPLIES	1,000.00	0.00	270.13	27.01	0.00	729.87
21-3519 AMMUNITION AND TARGETS	6,000.00	0.00	5,571.91	92.87	0.00	428.09
21-3520 FOOD	2,400.00	95.10	571.79	23.82	0.00	1,828.21
21-3523 TOOLS/EQUIPMENT	12,800.00	3,904.08	9,173.13	71.67	0.00	3,626.87
21-3534 PARTS AND MATERIALS	500.00	0.00	0.00	0.00	0.00	500.00
TOTAL SUPPLIES	52,774.00	5,316.93	26,074.94	49.41	0.00	26,699.06
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MAINTENANCE--EQUIPMENT						
21-4501 FURN. FIXT. & OFF. MACH.	5,597.00	0.00	583.63	130.43	6,716.37	(1,703.00)
21-4503 RADIO AND RADAR EQUIPMENT	2,500.00	0.00	0.00	0.00	0.00	2,500.00
21-4504 COMPUTER SOFTWARE	1,200.00	0.00	0.00	0.00	0.00	1,200.00
21-4510 VEHICLE CLEANING	2,000.00	33.00	128.50	6.43	0.00	1,871.50
21-4599 MISCELLANEOUS EQUIPMENT	10,000.00	79.85	252.30	2.52	0.00	9,747.70
TOTAL MAINTENANCE--EQUIPMENT	21,297.00	112.85	964.43	36.07	6,716.37	13,616.20
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SERVICES						
21-5012 PRINTING	2,000.00	32.49	67.47	3.37	0.00	1,932.53
21-5015 LAB TESTS	2,400.00	0.00	0.00	0.00	0.00	2,400.00
21-5020 COMMUNICATIONS	10,000.00	329.20	2,533.70	25.34	0.00	7,466.30
21-5022 RENTAL OF EQUIPMENT	30,000.00	690.00	2,778.00	28.11	5,655.00	21,567.00
21-5025 PUBLIC NOTICES	250.00	0.00	0.00	0.00	0.00	250.00
21-5027 MEMBERSHIPS	1,400.00	50.00	572.00	40.86	0.00	828.00
21-5029 TRAVEL/TRAINING	22,500.00	0.00	1,191.86	5.30	0.00	21,308.14
TOTAL SERVICES	68,550.00	1,101.69	7,143.03	18.67	5,655.00	55,751.97

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND

21-POLICE

DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<hr/>						
SUNDRY						
21-5402 JAIL EXPENSE	8,000.00	821.97	1,523.89	19.05	0.00	6,476.11
TOTAL SUNDRY	8,000.00	821.97	1,523.89	19.05	0.00	6,476.11
PROFESSIONAL SERVICES						
21-5515 CONSULTANT SERVICES	1,800.00	0.00	1,533.00	85.17	0.00	267.00
TOTAL PROFESSIONAL SERVICES	1,800.00	0.00	1,533.00	85.17	0.00	267.00
OTHER SERVICES						
21-6003 LIABILITY-FIRE & CASUALTY INSR	21,400.00	0.00	20,640.00	96.45	0.00	760.00
21-6005 NOTARY SURETY BONDS	340.00	0.00	0.00	0.00	0.00	340.00
TOTAL OTHER SERVICES	21,740.00	0.00	20,640.00	94.94	0.00	1,100.00
DEBT SERVICE						
TOTAL						
CAPITAL OUTLAY						
21-6572 SPECIAL EQUIPMENT-	3,500.00	2,887.40	3,151.40	90.04	0.00	348.60
TOTAL CAPITAL OUTLAY	3,500.00	2,887.40	3,151.40	90.04	0.00	348.60
INTERFUND ACTIVITY						
21-9772 TECHNOLOGY USER FEE	15,450.00	0.00	0.00	0.00	0.00	15,450.00
TOTAL INTERFUND ACTIVITY	15,450.00	0.00	0.00	0.00	0.00	15,450.00
TOTAL 21-POLICE	2,864,238.00	181,599.27	1,006,770.27	35.58	12,371.37	1,845,096.36
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CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
22- RED LIGHT CAMERA
DEPARTMENT EXPENDITURES

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

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

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
23-COMMUNICATIONS
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
23-3001 SALARIES	376,621.00	30,476.68	153,474.62	40.75	0.00	223,146.38
23-3002 WAGES	31,620.00	0.00	1,672.46	5.29	0.00	29,947.54
23-3003 LONGEVITY	1,392.00	49.85	245.34	17.63	0.00	1,146.66
23-3007 OVERTIME	50,000.00	5,050.20	22,170.66	44.34	0.00	27,829.34
23-3010 INCENTIVES	7,700.00	710.72	3,327.13	43.21	0.00	4,372.87
23-3051 FICA/MEDICARE TAXES	35,509.00	2,666.81	14,415.59	40.60	0.00	21,093.41
23-3052 WORKMEN'S COMPENSATION	935.00	0.00	664.63	71.08	0.00	270.37
23-3053 EMPLOYMENT TAXES	12,600.00	0.00	27.16	0.22	0.00	12,572.84
23-3054 RETIREMENT	66,402.00	5,301.68	28,791.55	43.36	0.00	37,610.45
23-3055 HEALTH INSURANCE	120,280.00	7,552.42	34,050.07	28.31	0.00	86,229.93
23-3056 LIFE INS	783.00	70.18	287.10	36.67	0.00	495.90
23-3057 DENTAL INSURANCE	7,362.00	497.28	2,087.20	28.35	0.00	5,274.80
23-3058 LONG-TERM DISABILITY	1,588.00	0.00	548.98	34.57	0.00	1,039.02
TOTAL SALARIES, WAGES & BENEFIT	712,792.00	52,375.82	261,762.49	36.72	0.00	451,029.51
SUPPLIES						
23-3502 POSTAGE	100.00	0.00	0.00	0.00	0.00	100.00
23-3503 OFFICE SUPPLIES	3,490.00	844.31	966.78	27.70	0.00	2,523.22
23-3504 WEARING APPAREL	2,500.00	0.00	447.00	17.88	0.00	2,053.00
23-3510 BOOKS AND PERIODICALS	200.00	0.00	0.00	0.00	0.00	200.00
23-3523 TOOLS/EQUIPMENT	2,400.00	145.73	1,250.89	52.12	0.00	1,149.11
TOTAL SUPPLIES	8,690.00	990.04	2,664.67	30.66	0.00	6,025.33
MAINTENANCE--EQUIPMENT						
23-4501 FURN.FIXT. & OFF.MACH.	6,800.00	0.00	2,094.94	30.81	0.00	4,705.06
23-4503 RADIO AND RADAR EQUIPMENT	1,250.00	0.00	0.00	0.00	0.00	1,250.00
23-4505 TELEPHONE MAINTENANCE	12,500.00	0.00	383.36	3.07	0.00	12,116.64
23-4599 MISCELLANEOUS EQUIPMENT	100.00	0.00	0.00	0.00	0.00	100.00
TOTAL MAINTENANCE--EQUIPMENT	20,650.00	0.00	2,478.30	12.00	0.00	18,171.70
SERVICES						
23-5012 PRINTING	100.00	0.00	0.00	0.00	0.00	100.00
23-5020 COMMUNICATIONS	4,500.00	61.30	852.69	18.95	0.00	3,647.31
23-5023 COMMUNICATIONS-EMERGY RSP. FEE	1,500.00	0.00	0.00	0.00	0.00	1,500.00
23-5024 RADIO USAGE FEES	2,000.00	89.00	445.00	22.25	0.00	1,555.00
23-5027 MEMBERSHIPS	1,000.00	0.00	331.00	33.10	0.00	669.00
23-5029 TRAVEL/TRAINING	4,000.00	265.00	385.00	9.63	0.00	3,615.00
TOTAL SERVICES	13,100.00	415.30	2,013.69	15.37	0.00	11,086.31

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
23-COMMUNICATIONS
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
PROFESSIONAL SERVICES TOTAL						
OTHER SERVICES						
23-6005 SURETY BONDS	600.00	0.00	0.00	0.00	0.00	600.00
TOTAL OTHER SERVICES	600.00	0.00	0.00	0.00	0.00	600.00
CAPITAL OUTLAY TOTAL						
INTERFUND ACTIVITY						
23-9772 TECHNOLOGY USER FEE	54,950.00	0.00	0.00	0.00	0.00	54,950.00
TOTAL INTERFUND ACTIVITY	54,950.00	0.00	0.00	0.00	0.00	54,950.00
TOTAL 23-COMMUNICATIONS	810,782.00	53,781.16	268,919.15	33.17	0.00	541,862.85
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CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
25-FIRE DEPARTMENT
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
25-3001 SALARIES	421,492.00	32,470.20	168,744.13	40.03	0.00	252,747.87
25-3002 WAGES	152,767.00	10,567.80	51,593.55	33.77	0.00	101,173.45
25-3003 LONGEVITY	2,688.00	195.70	975.84	36.30	0.00	1,712.16
25-3007 OVERTIME	40,000.00	2,880.99	20,397.26	50.99	0.00	19,602.74
25-3010 INCENTIVES	5,640.00	682.28	3,573.27	63.36	0.00	2,066.73
25-3051 FICA/MEDICARE TAXES	47,538.00	3,414.70	19,452.49	40.92	0.00	28,085.51
25-3052 WORKMEN'S COMPENSATION	18,422.00	0.00	13,095.02	71.08	0.00	5,326.98
25-3053 EMPLOYMENT TAXES	7,200.00	0.00	44.14	0.61	0.00	7,155.86
25-3054 RETIREMENT	72,220.00	5,495.92	32,198.98	44.58	0.00	40,021.02
25-3055 HEALTH INSURANCE	96,793.00	7,177.70	35,006.50	36.17	0.00	61,786.50
25-3056 LIFE INS	522.00	38.28	191.40	36.67	0.00	330.60
25-3057 DENTAL INSURANCE	6,218.00	471.04	2,355.20	37.88	0.00	3,862.80
25-3058 LONG-TERM DISABILITY	1,800.00	0.00	580.96	32.28	0.00	1,219.04
25-3059 FIREFIGHTERS' RETIREMENT	26,000.00	0.00	0.00	0.00	0.00	26,000.00
TOTAL SALARIES, WAGES & BENEFIT	899,300.00	63,394.61	348,208.74	38.72	0.00	551,091.26
SUPPLIES						
25-3502 SHIPPING/FREIGHT CHARGES	200.00	0.00	0.00	0.00	0.00	200.00
25-3503 OFFICE SUPPLIES	5,499.00	0.00	1,009.31	18.35	0.00	4,489.69
25-3504 WEARING APPAREL	46,350.00	6,390.45	11,693.90	47.72	10,424.00	24,232.10
25-3505 FIRE PREVENTION MATERIALS	2,900.00	0.00	0.00	0.00	0.00	2,900.00
25-3508 FILM AND CAMERA SUPPLIES	50.00	0.00	0.00	0.00	0.00	50.00
25-3510 BOOKS AND PERIODICALS	1,150.00	0.00	0.00	0.00	0.00	1,150.00
25-3515 MEDICAL SUPPLIES	19,000.00	1,189.23	7,155.54	37.66	0.00	11,844.46
25-3517 JANITORIAL SUPPLIES	1,400.00	128.94	193.14	13.80	0.00	1,206.86
25-3520 FOOD	8,999.00	222.22	1,643.82	18.27	0.00	7,355.18
25-3523 TOOLS/EQUIPMENT	52,000.00	80.00	19,741.94	59.55	11,222.00	21,036.06
25-3525 FEMA EQUIPMENT	0.00	0.00	585.00	0.00	0.00	(585.00)
TOTAL SUPPLIES	137,548.00	8,010.84	42,022.65	46.29	21,646.00	73,879.35
MAINTENANCE--EQUIPMENT						
25-4501 FURN, FIXT, & OFFICE EQPT.	4,700.00	240.38	1,054.91	50.87	1,336.03	2,309.06
25-4503 RADIO AND RADAR EQUIPMENT	2,500.00	0.00	0.00	0.00	0.00	2,500.00
25-4599 MAINTENANCE-MISC EQUIPMENT	34,749.00	6,034.80	7,696.52	22.15	0.00	27,052.48
TOTAL MAINTENANCE--EQUIPMENT	41,949.00	6,275.18	8,751.43	24.05	1,336.03	31,861.54
SERVICES						
25-5012 PRINTING	750.00	0.00	0.00	0.00	0.00	750.00
25-5014 MEDICAL EXPENSES	1,035.00	0.00	0.00	0.00	0.00	1,035.00
25-5020 COMMUNICATIONS	6,500.00	250.10	1,820.23	28.00	0.00	4,679.77
25-5024 RADIO USAGE FEES	15,000.00	1,062.50	5,312.50	35.42	0.00	9,687.50
25-5027 MEMBERSHIPS	3,115.00	30.00	1,695.44	54.43	0.00	1,419.56
25-5029 TRAVEL/TRAINING	15,000.00	(553.00)	17.26	0.12	0.00	14,982.74
TOTAL SERVICES	41,400.00	789.60	8,845.43	21.37	0.00	32,554.57

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
25-FIRE DEPARTMENT
DEPARTMENT EXPENDITURES

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

SUNDRY						
25-5405 LICENSES/PERMITS	999.00	0.00	0.00	0.00	0.00	999.00
TOTAL SUNDRY	999.00	0.00	0.00	0.00	0.00	999.00
PROFESSIONAL SERVICES						
25-5508 MEDICAL AND OTHER WASTE-DISP	900.00	51.65	264.09	29.34	0.00	635.91
25-5512 ACCIDENT INSURANCE	5,300.00	0.00	4,394.00	82.91	0.00	906.00
25-5516 COLLECTION AGENCY FEES	61,000.00	0.00	34,673.35	56.84	0.00	26,326.65
TOTAL PROFESSIONAL SERVICES	67,200.00	51.65	39,331.44	58.53	0.00	27,868.56
OTHER SERVICES						
TOTAL	-----	-----	-----	-----	-----	-----
CAPITAL OUTLAY						
TOTAL	-----	-----	-----	-----	-----	-----
INTERFUND ACTIVITY						
25-9772 TECHNOLOGY USER FEE	96,623.00	0.00	0.00	0.00	0.00	96,623.00
25-9781 EQUIP. PURCHASE CONTRIBUTION	19,600.00	0.00	0.00	0.00	0.00	19,600.00
25-9791 EQUIPMENT USER FEE	261,182.00	0.00	0.00	0.00	0.00	261,182.00
TOTAL INTERFUND ACTIVITY	377,405.00	0.00	0.00	0.00	0.00	377,405.00
TOTAL 25-FIRE DEPARTMENT	1,565,801.00	78,521.88	447,159.69	30.03	22,982.03	1,095,659.28
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FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND

30-PUBLIC WORKS

DEPARTMENT EXPENDITURES

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

SALARIES, WAGES & BENEFIT						
30-3001 SALARIES	142,492.00	11,042.00	55,613.71	39.03	0.00	86,878.29
30-3003 LONGEVITY	240.00	18.46	79.88	33.28	0.00	160.12
30-3007 OVERTIME	1,000.00	0.00	90.21	9.02	0.00	909.79
30-3051 FICA/MEDICARE TAXES	10,919.00	765.26	4,319.17	39.56	0.00	6,599.83
30-3052 WORKMEN'S COMPENSATION	2,632.00	0.00	1,870.92	71.08	0.00	761.08
30-3053 EMPLOYMENT TAXES	1,800.00	0.00	0.00	0.00	0.00	1,800.00
30-3054 RETIREMENT	22,138.00	1,753.64	9,753.67	44.06	0.00	12,384.33
30-3055 HEALTH INSURANCE	8,333.00	539.90	2,827.34	33.93	0.00	5,505.66
30-3056 LIFE INS	174.00	12.76	63.80	36.67	0.00	110.20
30-3057 DENTAL INSURANCE	994.00	37.64	225.84	22.72	0.00	768.16
30-3058 LONG-TERM DISABILITY	599.00	0.00	198.24	33.10	0.00	400.76
TOTAL SALARIES, WAGES & BENEFIT	191,321.00	14,169.66	75,042.78	39.22	0.00	116,278.22
SUPPLIES						
30-3502 POSTAGE/FREIGHT/DEL. FEE	100.00	0.00	0.00	0.00	0.00	100.00
30-3503 OFFICE SUPPLIES	1,200.00	56.47	193.81	16.15	0.00	1,006.19
30-3504 WEARING APPAREL	300.00	0.00	74.18	24.73	0.00	225.82
30-3510 BOOKS AND PERIODICALS	100.00	0.00	0.00	0.00	0.00	100.00
30-3520 FOOD	1,500.00	289.55	1,135.87	75.72	0.00	364.13
TOTAL SUPPLIES	3,200.00	346.02	1,403.86	43.87	0.00	1,796.14
MAINTENANCE--EQUIPMENT						
30-4501 FURNITURE AND EQUIPMENT	100.00	0.00	0.00	0.00	0.00	100.00
TOTAL MAINTENANCE--EQUIPMENT	100.00	0.00	0.00	0.00	0.00	100.00
SERVICES						
30-5012 PRINTING	400.00	0.00	0.00	0.00	0.00	400.00
30-5020 COMMUNICATIONS	4,900.00	0.00	590.34	12.05	0.00	4,309.66
30-5027 MEMBERSHIPS	350.00	0.00	0.00	0.00	0.00	350.00
30-5029 TRAVEL/TRAINING	2,000.00	35.00	1,101.33	55.07	0.00	898.67
30-5030 CAR ALLOWANCE	6,000.00	461.54	2,324.18	38.74	0.00	3,675.82
TOTAL SERVICES	13,650.00	496.54	4,015.85	29.42	0.00	9,634.15
PROFESSIONAL SERVICES						
30-5510 ENGINEERING SERVICES	10,000.00	1,122.00	8,341.00	83.41	0.00	1,659.00
30-5515 CONSULTANT SERVICES	10,000.00	0.00	4,567.50	45.68	0.00	5,432.50
TOTAL PROFESSIONAL SERVICES	20,000.00	1,122.00	12,908.50	64.54	0.00	7,091.50
OTHER SERVICES						
TOTAL						

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
30-PUBLIC WORKS
DEPARTMENT EXPENDITURES

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

CAPITAL OUTLAY						
TOTAL						
INTERFUND ACTIVITY						
30-9772 TECHNOLOGY USER FEE	1,000.00	0.00	0.00	0.00	0.00	1,000.00
TOTAL INTERFUND ACTIVITY	1,000.00	0.00	0.00	0.00	0.00	1,000.00
TOTAL 30-PUBLIC WORKS	229,271.00	16,134.22	93,370.99	40.73	0.00	135,900.01
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CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
31-COMMUNITY DEVELOPMENT
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
31-3001 SALARIES	268,503.00	20,352.20	97,188.67	36.20	0.00	171,314.33
31-3003 LONGEVITY	1,536.00	99.68	490.79	31.95	0.00	1,045.21
31-3007 OVERTIME	1,000.00	386.47	777.00	77.70	0.00	223.00
31-3010 INCENTIVES	480.00	36.92	185.92	38.73	0.00	294.08
31-3051 FICA/MEDICARE TAXES	20,771.00	1,529.71	7,769.52	37.41	0.00	13,001.48
31-3052 WORKMEN'S COMPENSATION	1,054.00	0.00	749.22	71.08	0.00	304.78
31-3053 EMPLOYMENT TAXES	4,500.00	0.00	12.79	0.28	0.00	4,487.21
31-3054 RETIREMENT	42,113.00	3,205.31	16,565.59	39.34	0.00	25,547.41
31-3055 HEALTH INSURANCE	75,181.00	5,051.84	24,383.64	32.43	0.00	50,797.36
31-3056 LIFE INS	435.00	31.90	153.12	35.20	0.00	281.88
31-3057 DENTAL INSURANCE	4,426.00	335.32	1,589.92	35.92	0.00	2,836.08
31-3058 LONG-TERM DISABILITY	1,136.00	0.00	334.32	29.43	0.00	801.68
TOTAL SALARIES, WAGES & BENEFIT	421,135.00	31,029.35	150,200.50	35.67	0.00	270,934.50
SUPPLIES						
31-3503 OFFICE SUPPLIES	2,000.00	285.00	1,039.09	51.95	0.00	960.91
31-3504 WEARING APPAREL	900.00	0.00	391.95	43.55	0.00	508.05
31-3510 BOOKS AND PERIODICALS	1,500.00	214.74	514.97	34.33	0.00	985.03
31-3521 ANIMAL SHELTER	6,500.00	198.89	714.75	11.00	0.00	5,785.25
31-3523 TOOLS/EQUIPMENT	200.00	0.00	179.86	89.93	0.00	20.14
TOTAL SUPPLIES	11,100.00	698.63	2,840.62	25.59	0.00	8,259.38
MAINTENANCE--EQUIPMENT						
TOTAL						
SERVICES						
31-5008 ABATEMENT/SUBSTANDARD PROPERTY	100.00	0.00	0.00	0.00	0.00	100.00
31-5012 PRINTING	600.00	0.00	52.10	8.68	0.00	547.90
31-5020 COMMUNICATIONS	6,000.00	184.60	1,519.93	25.33	0.00	4,480.07
31-5027 MEMBERSHIPS	900.00	305.00	405.00	45.00	0.00	495.00
31-5029 TRAVEL/TRAINING	10,000.00	1,308.38	1,952.38	19.52	0.00	8,047.62
TOTAL SERVICES	17,600.00	1,797.98	3,929.41	22.33	0.00	13,670.59
SUNDRY						
TOTAL						
PROFESSIONAL SERVICES						
31-5515 CONSULTANT	12,000.00	0.00	5,249.00	43.74	0.00	6,751.00
TOTAL PROFESSIONAL SERVICES	12,000.00	0.00	5,249.00	43.74	0.00	6,751.00

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
31-COMMUNITY DEVELOPMENT
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<hr/>						
CAPITAL OUTLAY						
31-6571 OFFICE FURNITURE & EQUIPMENT	1,000.00	0.00	0.00	0.00	0.00	1,000.00
TOTAL CAPITAL OUTLAY	1,000.00	0.00	0.00	0.00	0.00	1,000.00
INTERFUND ACTIVITY						
31-9772 TECHNOLOGY USER FEE	3,375.00	0.00	0.00	0.00	0.00	3,375.00
31-9791 EQUIPMENT USER FEE	6,000.00	0.00	0.00	0.00	0.00	6,000.00
TOTAL INTERFUND ACTIVITY	9,375.00	0.00	0.00	0.00	0.00	9,375.00
TOTAL 31-COMMUNITY DEVELOPMENT	472,210.00	33,525.96	162,219.53	34.35	0.00	309,990.47
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FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND

32-STREETS

DEPARTMENT EXPENDITURES

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

SALARIES, WAGES & BENEFIT						
32-3001 SALARIES	167,180.00	8,519.00	68,325.53	40.87	0.00	98,854.47
32-3003 LONGEVITY	2,544.00	147.70	866.95	34.08	0.00	1,677.05
32-3007 OVERTIME	5,000.00	0.00	21.64	0.43	0.00	4,978.36
32-3010 INCENTIVES	0.00	23.08	23.08	0.00	0.00	(23.08)
32-3051 FICA/MEDICARE TAXES	12,028.00	629.69	5,376.47	44.70	0.00	6,651.53
32-3052 WORKMEN'S COMPENSATION	7,425.00	0.00	5,277.96	71.08	0.00	2,147.04
32-3053 EMPLOYMENT TAXES	2,700.00	0.00	0.00	0.00	0.00	2,700.00
32-3054 RETIREMENT	24,385.00	1,332.40	9,418.31	38.62	0.00	14,966.69
32-3055 HEALTH INSURANCE	48,480.00	4,511.94	18,755.30	38.69	0.00	29,724.70
32-3056 LIFE INS	261.00	25.52	114.84	44.00	0.00	146.16
32-3057 DENTAL	3,555.00	248.64	1,157.92	32.57	0.00	2,397.08
32-3058 LONG-TERM DISABILITY	639.00	0.00	156.86	24.55	0.00	482.14
TOTAL SALARIES, WAGES & BENEFIT	274,197.00	15,437.97	109,494.86	39.93	0.00	164,702.14
SUPPLIES						
32-3504 WEARING APPAREL	1,000.00	0.00	115.80	11.58	0.00	884.20
32-3523 TOOLS/EQUIPMENT	1,000.00	0.00	54.72	5.47	0.00	945.28
32-3534 PARTS AND MATERIALS	99,750.00	48.75	48.75	0.05	0.00	99,701.25
TOTAL SUPPLIES	101,750.00	48.75	219.27	0.22	0.00	101,530.73
MAINTENANCE--BLDGS, STRUC						
32-4002 STREET SIGNS	10,000.00	25.00	108.20	1.08	0.00	9,891.80
32-4003 STREET MAINTENANCE MAT'L	25,000.00	0.00	1,387.32	5.55	0.00	23,612.68
32-4004 SIDEWALK REPLACEMENT	6,000.00	51.50	1,313.54	21.89	0.00	4,686.46
TOTAL MAINTENANCE--BLDGS, STRUC	41,000.00	76.50	2,809.06	6.85	0.00	38,190.94
MAINTENANCE--EQUIPMENT						
32-4598 ORNMNTL STREET LIGHT MAIN	1,000.00	0.00	0.00	0.00	0.00	1,000.00
TOTAL MAINTENANCE--EQUIPMENT	1,000.00	0.00	0.00	0.00	0.00	1,000.00
SERVICES						
32-5016 STREET LIGHTING	210,000.00	34,871.05	86,516.31	41.20	0.00	123,483.69
32-5020 COMMUNICATIONS	5,900.00	135.03	1,321.07	22.39	0.00	4,578.93
TOTAL SERVICES	215,900.00	35,006.08	87,837.38	40.68	0.00	128,062.62
PROFESSIONAL SERVICES						
32-5507 MOSQUITO SPRAYING	18,000.00	0.00	4,845.00	26.92	0.00	13,155.00
32-5515 CONSULTANT SERVICES	0.00	0.00	28,373.17	0.00	(27,664.61)	(708.56)
TOTAL PROFESSIONAL SERVICES	18,000.00	0.00	33,218.17	30.85	(27,664.61)	12,446.44

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
32-STREETS
DEPARTMENT EXPENDITURES

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

CAPITAL OUTLAY						
TOTAL						

INTERFUND ACTIVITY						
32-9772 TECHNOLOGY USER FEE	750.00	0.00	0.00	0.00	0.00	750.00
32-9791 EQUIPMENT USER FEE	7,000.00	0.00	0.00	0.00	0.00	7,000.00
TOTAL INTERFUND ACTIVITY	7,750.00	0.00	0.00	0.00	0.00	7,750.00

TOTAL 32-STREETS	659,597.00	50,569.30	233,578.74	31.22	(27,664.61)	453,682.87
	=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
33-BUILDING MAINTENANCE
DEPARTMENT EXPENDITURES

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

SALARIES, WAGES & BENEFIT						
33-3001 SALARIES	48,100.00	3,231.50	16,536.01	34.38	0.00	31,563.99
33-3003 LONGEVITY	700.00	0.00	68.03	9.72	0.00	631.97
33-3007 OVERTIME	5,000.00	412.02	1,718.24	34.36	0.00	3,281.76
33-3051 FICA/MEDICARE TAXES	4,149.00	263.89	1,404.18	33.84	0.00	2,744.82
33-3052 WORKMEN'S COMPENSATION	1,410.00	0.00	2,949.26	209.17	0.00	(1,539.26)
33-3053 EMPLOYMENT TAXES	900.00	0.00	6.62	0.74	0.00	893.38
33-3054 RETIREMENT	8,415.00	554.54	3,029.36	36.00	0.00	5,385.64
33-3055 HEALTH INSURANCE	22,853.00	946.58	6,151.82	26.92	0.00	16,701.18
33-3056 LIFE INS	100.00	6.38	31.90	31.90	0.00	68.10
33-3057 DENTAL	1,200.00	86.68	433.40	36.12	0.00	766.60
33-3058 LONG-TERM DISABILITY	236.00	0.00	52.88	22.41	0.00	183.12
TOTAL SALARIES, WAGES & BENEFIT	93,063.00	5,501.59	32,381.70	34.80	0.00	60,681.30
SUPPLIES						
33-3504 WEARING APPAREL	300.00	0.00	148.70	49.57	0.00	151.30
33-3517 JANITORIAL SUPPLIES	6,800.00	494.02	2,529.12	37.19	0.00	4,270.88
33-3523 TOOLS/EQUIPMENT	1,800.00	361.87	1,022.49	56.81	0.00	777.51
TOTAL SUPPLIES	8,900.00	855.89	3,700.31	41.58	0.00	5,199.69
MAINTENANCE--BLDGS, STRUC						
33-4001 MAINTENANCE-BLDG & GROUNDS	49,800.00	2,332.69	18,662.98	37.48	0.00	31,137.02
TOTAL MAINTENANCE--BLDGS, STRUC	49,800.00	2,332.69	18,662.98	37.48	0.00	31,137.02
SERVICES						
33-5017 UTILITIES	114,290.00	6,599.84	34,514.54	30.20	0.00	79,775.46
TOTAL SERVICES	114,290.00	6,599.84	34,514.54	30.20	0.00	79,775.46
PROFESSIONAL SERVICES						
33-5521 PEST CONTROL SERVICES	1,000.00	0.00	197.33	19.73	0.00	802.67
TOTAL PROFESSIONAL SERVICES	1,000.00	0.00	197.33	19.73	0.00	802.67
CAPITAL OUTLAY						
33-6580 BLDG & GROUND IMPROVEMENT	150,000.00	6,875.07	37,013.60	24.68	0.00	112,986.40
TOTAL CAPITAL OUTLAY	150,000.00	6,875.07	37,013.60	24.68	0.00	112,986.40
INTERFUND ACTIVITY						
33-9791 EQUIPMENT USER FEE	2,200.00	0.00	0.00	0.00	0.00	2,200.00
TOTAL INTERFUND ACTIVITY	2,200.00	0.00	0.00	0.00	0.00	2,200.00
TOTAL 33-BUILDING MAINTENANCE	419,253.00	22,165.08	126,470.46	30.17	0.00	292,782.54
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CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
35-SOLID WASTE
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
SALARIES, WAGES & BENEFIT TOTAL						
PROFESSIONAL SERVICES						
35-5508 SOLID WASTECOLLECTION SERVICES	340,489.00	26,486.89	106,078.63	31.15	0.00	234,410.37
35-5509 STORM CLEAN-UP-DEBRIS REMOVAL	2,900.00	0.00	0.00	0.00	0.00	2,900.00
35-5519 RECYCLING PROGRAM	93,179.00	7,625.52	30,502.08	32.73	0.00	62,676.92
TOTAL PROFESSIONAL SERVICES	436,568.00	34,112.41	136,580.71	31.29	0.00	299,987.29
TOTAL 35-SOLID WASTE	436,568.00	34,112.41	136,580.71	31.29	0.00	299,987.29
	=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
36-FLEET SERVICES
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
SALARIES, WAGES & BENEFIT						
36-3001 SALARIES	115,300.00	8,329.36	41,938.06	36.37	0.00	73,361.94
36-3003 LONGEVITY	1,000.00	66.46	334.67	33.47	0.00	665.33
36-3007 OVERTIME	5,000.00	0.00	94.22	1.88	0.00	4,905.78
36-3010 INCENTIVES	600.00	46.16	232.45	38.74	0.00	367.55
36-3051 FICA/MEDICARE TAXES	9,400.00	622.44	3,432.81	36.52	0.00	5,967.19
36-3052 WORKMEN'S COMPENSATION	2,300.00	0.00	1,634.92	71.08	0.00	665.08
36-3053 EMPLOYMENT TAXES	1,800.00	0.00	0.00	0.00	0.00	1,800.00
36-3054 RETIREMENT	18,900.00	1,291.20	7,188.77	38.04	0.00	11,711.23
36-3055 HEALTH INSURANCE	19,782.00	1,486.48	8,552.60	43.23	0.00	11,229.40
36-3056 LIFE INS	200.00	12.76	63.80	31.90	0.00	136.20
36-3057 DENTAL	1,700.00	124.32	621.60	36.56	0.00	1,078.40
36-3058 LONG-TERM DISABILITY	500.00	0.00	150.72	30.14	0.00	349.28
TOTAL SALARIES, WAGES & BENEFIT	176,482.00	11,979.18	64,244.62	36.40	0.00	112,237.38
SUPPLIES						
36-3503 OFFICE SUPPLIES	500.00	0.00	67.74	13.55	0.00	432.26
36-3504 WEARING APPAREL	900.00	0.00	436.72	48.52	0.00	463.28
36-3510 MANUALS AND PERIODICALS	1,000.00	0.00	991.95	99.20	0.00	8.05
36-3514 FUEL AND OIL	130,000.00	8,406.67	45,621.80	35.09	0.00	84,378.20
36-3523 TOOLS/EQUIPMENT	1,900.00	80.14	920.86	48.47	0.00	979.14
36-3529 VEHICLE REPAIR PARTS	40,200.00	3,004.73	14,814.17	36.85	0.00	25,385.83
36-3535 SHOP SUPPLIES	2,800.00	328.71	2,356.10	84.15	0.00	443.90
TOTAL SUPPLIES	177,300.00	11,820.25	65,209.34	36.78	0.00	112,090.66
MAINTENANCE--EQUIPMENT						
36-4520 AUTO REPAIR/OUTSOURCED	55,000.00	2,357.36	28,232.57	69.53	10,009.13	16,758.30
TOTAL MAINTENANCE--EQUIPMENT	55,000.00	2,357.36	28,232.57	69.53	10,009.13	16,758.30
SERVICES						
36-5020 COMMUNICATIONS	2,000.00	111.97	495.93	24.80	0.00	1,504.07
36-5027 MEMBERSHIP	700.00	529.00	529.00	75.57	0.00	171.00
36-5029 TRAVEL/TRAINING	2,300.00	514.00	514.00	22.35	0.00	1,786.00
TOTAL SERVICES	5,000.00	1,154.97	1,538.93	30.78	0.00	3,461.07
SUNDRY						
36-5405 LICENSES/PERMITS	750.00	109.75	420.69	56.09	0.00	329.31
TOTAL SUNDRY	750.00	109.75	420.69	56.09	0.00	329.31
OTHER SERVICES						
TOTAL						

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
36-FLEET SERVICES
DEPARTMENT EXPENDITURES

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

CAPITAL OUTLAY						
36-6572 SPECIAL EQUIPMENT	7,160.00	0.00	0.00	0.00	0.00	7,160.00
36-6574 COMPUTER SOFTWARE	1,650.00	0.00	0.00	0.00	0.00	1,650.00
TOTAL CAPITAL OUTLAY	8,810.00	0.00	0.00	0.00	0.00	8,810.00
INTERFUND ACTIVITY						
36-9772 TECHNOLOGY USER FEE	1,000.00	0.00	0.00	0.00	0.00	1,000.00
TOTAL INTERFUND ACTIVITY	1,000.00	0.00	0.00	0.00	0.00	1,000.00
TOTAL 36-FLEET SERVICES	424,342.00	27,421.51	159,646.15	39.98	10,009.13	254,686.72
	=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
39-PARKS & RECREATION
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
SALARIES, WAGES & BENEFIT						
39-3001 SALARIES	378,694.00	23,587.21	107,659.18	28.43	0.00	271,034.82
39-3002 WAGES	49,824.00	144.00	1,473.64	2.96	0.00	48,350.36
39-3003 LONGEVITY	3,824.00	221.52	1,293.97	33.84	0.00	2,530.03
39-3007 OVERTIME	1,800.00	16.03	88.64	4.92	0.00	1,711.36
39-3051 FICA/MEDICARE TAXES	33,210.00	1,708.72	8,457.88	25.47	0.00	24,752.12
39-3052 WORKMEN'S COMPENSATION	7,490.00	0.00	5,324.16	71.08	0.00	2,165.84
39-3053 EMPLOYMENT TAXES	10,800.00	0.00	33.43	0.31	0.00	10,766.57
39-3054 RETIREMENT	59,613.00	3,631.05	17,745.14	29.77	0.00	41,867.86
39-3055 HEALTH INSURANCE	120,489.00	9,735.18	41,157.66	34.16	0.00	79,331.34
39-3056 LIFE INS	787.00	51.04	223.30	28.37	0.00	563.70
39-3057 DENTAL	7,797.00	595.36	2,523.40	32.36	0.00	5,273.60
39-3058 LONG-TERM DISABILITY	1,687.00	0.00	244.18	14.47	0.00	1,442.82
TOTAL SALARIES, WAGES & BENEFIT	676,015.00	39,690.11	186,224.58	27.55	0.00	489,790.42
SUPPLIES						
39-3504 WEARING APPAREL	2,240.00	47.88	1,312.98	58.62	0.00	927.02
39-3506 CHEMICALS	1,000.00	0.00	313.06	31.31	0.00	686.94
39-3523 TOOLS/EQUIPMENT	7,300.00	394.96	727.27	9.96	0.00	6,572.73
39-3531 RECREATION & EVENTS	13,000.00	162.33	6,519.09	50.15	0.00	6,480.91
39-3534 EQUIP REPAIR PARTS	3,000.00	56.44	167.06	5.57	0.00	2,832.94
39-3536 LANDSCAPING MATERIALS	10,000.00	373.90	3,239.13	32.39	0.00	6,760.87
TOTAL SUPPLIES	36,540.00	1,035.51	12,278.59	33.60	0.00	24,261.41
MAINTENANCE--BLDGS, STRUC						
39-4007 POOL MAINTENANCE	18,750.00	324.18	3,706.63	70.33	9,480.00	5,563.37
39-4008 PARK MAINTENANCE	15,000.00	851.87	5,274.95	35.17	0.00	9,725.05
TOTAL MAINTENANCE--BLDGS, STRUC	33,750.00	1,176.05	8,981.58	54.70	9,480.00	15,288.42
MAINTENANCE--EQUIPMENT						
TOTAL						
SERVICES						
39-5020 COMMUNICATIONS	2,661.00	32.30	212.26	7.98	0.00	2,448.74
39-5029 TRAVEL/TRAINING	1,600.00	0.00	0.00	0.00	0.00	1,600.00
TOTAL SERVICES	4,261.00	32.30	212.26	4.98	0.00	4,048.74
CAPITAL OUTLAY						
39-6516 PARKS & LANDSCAPING PROJS	65,000.00	8,713.23	53,863.64	100.00	11,136.36	0.00
39-6598 MISCELLANEOUS EQUIPMENT	10,000.00	0.00	0.00	71.84	7,184.00	2,816.00
TOTAL CAPITAL OUTLAY	75,000.00	8,713.23	53,863.64	96.25	18,320.36	2,816.00

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

01 -GENERAL FUND
39-PARKS & RECREATION
DEPARTMENT EXPENDITURES

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

INTERFUND ACTIVITY						
39-9772 TECHNOLOGY USER FEE	625.00	0.00	0.00	0.00	0.00	625.00
39-9791 EQUIPMENT USER FEE	11,300.00	0.00	0.00	0.00	0.00	11,300.00
TOTAL INTERFUND ACTIVITY	11,925.00	0.00	0.00	0.00	0.00	11,925.00
TOTAL 39-PARKS & RECREATION	837,491.00	50,647.20	261,560.65	34.55	27,800.36	548,129.99
	=====	=====	=====	=====	=====	=====
*** TOTAL EXPENSES ***	16,728,509.24	1,052,948.62	4,034,182.10	24.40	47,816.64	12,646,510.50
	=====	=====	=====	=====	=====	=====
EXCESS OF REVENUES OVER EXPENDITURES	(2,414,002.24)	959,877.71	4,783,313.01	196.17-	(47,816.64)	(7,149,498.61)
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*** PROJECTED FUND BALANCE ***	10,182,320.44		17,379,635.69			
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*** END OF REPORT ***						

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

03 -DEBT SERVICE FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
BEGINNING FUND BALANCE	441,734.60		441,734.60			
PROPERTY TAXES						
50-7101 CURRENT PROPERTY TAXES	2,270,000.00	515,030.21	2,114,917.24	93.17	0.00	(155,082.76)
50-7102 DELINQUENT PROPERTY TAX	30,000.00	484.73	(23,013.63)	76.71-	0.00	(53,013.63)
50-7103 PENALTY, INTEREST, COSTS	15,000.00	787.43	3,842.28	25.62	0.00	(11,157.72)
TOTAL PROPERTY TAXES	2,315,000.00	516,302.37	2,095,745.89	90.53	0.00	(219,254.11)
INTEREST EARNED						
50-9601 INTEREST EARNED	2,500.00	1,863.32	3,923.45	156.94	0.00	1,423.45
TOTAL INTEREST EARNED	2,500.00	1,863.32	3,923.45	156.94	0.00	1,423.45
INTERFUND ACTIVITY						
50-9752 TRANSFER FROM UTILITY FUND	91,530.00	0.00	0.00	0.00	0.00	(91,530.00)
TOTAL INTERFUND ACTIVITY	91,530.00	0.00	0.00	0.00	0.00	(91,530.00)
*** TOTAL FUND REVENUES ***	2,409,030.00 =====	518,165.69 =====	2,099,669.34 =====	87.16 =====	0.00 =====	(309,360.66) =====
*** TOTAL AVAILABLE REVENUES ***	2,850,764.60 =====		2,541,403.94 =====			

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

03 -DEBT SERVICE FUND
51-DEBT SERVICE
DEPARTMENT EXPENDITURES

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

DEBT SERVICE						
51-6121 PRINCIPAL/DEBT SERVICE	1,925,000.00	0.00	0.00	0.00	0.00	1,925,000.00
51-6122 INTEREST/DEBT SERVICE	473,422.00	0.00	0.00	0.00	0.00	473,422.00
51-6123 MAINTENANCE FEE/DEBT SERVICE	9,000.00	500.00	500.00	5.56	0.00	8,500.00
TOTAL DEBT SERVICE	2,407,422.00	500.00	500.00	0.02	0.00	2,406,922.00
INTERFUND ACTIVITY						
TOTAL						
TOTAL 51-DEBT SERVICE	2,407,422.00	500.00	500.00	0.02	0.00	2,406,922.00
	=====	=====	=====	=====	=====	=====
*** TOTAL EXPENSES ***	2,407,422.00	500.00	500.00	0.02	0.00	2,406,922.00
	=====	=====	=====	=====	=====	=====
EXCESS OF REVENUES OVER EXPENDITURES	1,608.00	517,665.69	2,099,169.34	545.36	0.00	(2,097,561.34)
	=====	=====	=====	=====	=====	=====
*** PROJECTED FUND BALANCE ***	443,342.60		2,540,903.94			
	=====		=====			
*** END OF REPORT ***						

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

05 -MOTEL TAX FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
BEGINNING FUND BALANCE	681,709.16		681,709.16			
OTHER TAXES						
55-7635 MOTEL OCCUPANCY TAX	150,000.00	23,113.72	93,437.96	62.29	0.00	(56,562.04)
TOTAL OTHER TAXES	150,000.00	23,113.72	93,437.96	62.29	0.00	(56,562.04)
INTEREST EARNED						
55-9601 INTEREST EARNED	2,500.00	680.85	2,935.53	117.42	0.00	435.53
TOTAL INTEREST EARNED	2,500.00	680.85	2,935.53	117.42	0.00	435.53
*** TOTAL FUND REVENUES ***	152,500.00	23,794.57	96,373.49	63.20	0.00	(56,126.51)
	=====	=====	=====	=====	=====	=====
*** TOTAL AVAILABLE REVENUES ***	834,209.16		778,082.65			
	=====		=====			

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

05 -MOTEL TAX FUND
56-MOTEL TAX
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<hr/>						
SERVICES						
56-5043 GENERAL ADVERTISING	25,000.00	0.00	11,750.00	25.00	(5,500.00)	18,750.00
56-5044 ADVERTISING	32,500.00	829.33	4,146.65	12.76	0.00	28,353.35
TOTAL SERVICES	57,500.00	829.33	15,896.65	18.08	(5,500.00)	47,103.35
PROFESSIONAL SERVICES						
TOTAL						
CAPITAL OUTLAY						
TOTAL						
INTERFUND ACTIVITY						
56-9751 TRANSFER TO GENERAL FUND	17,000.00	0.00	0.00	0.00	0.00	17,000.00
56-9752 TRANSFER TO THE GOLF COURSE	50,000.00	0.00	0.00	0.00	0.00	50,000.00
56-9753 TRANSFER TO CAPITAL IMP FUND	350,000.00	0.00	0.00	0.00	0.00	350,000.00
TOTAL INTERFUND ACTIVITY	417,000.00	0.00	0.00	0.00	0.00	417,000.00
TOTAL 56-MOTEL TAX	474,500.00	829.33	15,896.65	2.19	(5,500.00)	464,103.35
	=====	=====	=====	=====	=====	=====
*** TOTAL EXPENSES ***	474,500.00	829.33	15,896.65	2.19	(5,500.00)	464,103.35
	=====	=====	=====	=====	=====	=====
EXCESS OF REVENUES OVER EXPENDITURES	(322,000.00)	22,965.24	80,476.84	26.70-	5,500.00	(407,976.84)
	=====	=====	=====	=====	=====	=====
*** PROJECTED FUND BALANCE ***	359,709.16		762,186.00			
	=====		=====			

*** END OF REPORT ***

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

10 -CAPITAL IMPROVEMENTS FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
BEGINNING FUND BALANCE	4,555,975.20		4,555,975.20			
INTEREST EARNED						
90-9601 INTEREST EARNED	20,000.00	3,635.47	7,927.90	39.64	0.00	(12,072.10)
TOTAL INTEREST EARNED	20,000.00	3,635.47	7,927.90	39.64	0.00	(12,072.10)
INTERFUND ACTIVITY						
90-9751 TRFR F/GENERAL FUND	3,750,000.00	0.00	0.00	0.00	0.00	(3,750,000.00)
90-9753 TRANSFER FROM MOTEL TAX FUND	350,000.00	0.00	0.00	0.00	0.00	(350,000.00)
TOTAL INTERFUND ACTIVITY	4,100,000.00	0.00	0.00	0.00	0.00	(4,100,000.00)
MISCELLANEOUS REVENUE						
TOTAL						
OTHER AGENCY REVENUES						
TOTAL						
*** TOTAL FUND REVENUES ***	4,120,000.00	3,635.47	7,927.90	0.19	0.00	(4,112,072.10)
	=====	=====	=====	=====	=====	=====
*** TOTAL AVAILABLE REVENUES ***	8,675,975.20		4,563,903.10			
	=====		=====			

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2018

10 -CAPITAL IMPROVEMENTS FUND
91-CAPITAL IMPROVEMENTS
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
SALARIES, WAGES & BENEFIT TOTAL						
CAPITAL OUTLAY TOTAL						
CAPITAL IMPROVEMENTS						
91-7013 LONG TERM RECOVERY	2,000,000.00	0.00	0.00	0.00	0.00	2,000,000.00
91-7105 PARK IMPROVEMENTS	50,000.00	1,663.23	1,663.23	3.33	0.00	48,336.77
91-7117 GOLF COURSE RECLAIM WATER	800,000.00	0.00	0.00	0.00	0.00	800,000.00
91-7120 290 EXPANSION	0.00	456.00	1,600.64	0.00	0.00	(1,600.64)
91-7121 BRIDGE REPAIR	0.00	0.00	432.00	0.00	0.00	(432.00)
91-7127 NEW TAYLOR BLDG CONSTRUCTION	1,400,000.00	0.00	0.00	0.00	0.00	1,400,000.00
91-7129 STREET LIGHTING REHABILITATION	22,000.00	0.00	0.00	0.00	0.00	22,000.00
91-7130 FACILITIES IMPROVEMENT	50,000.00	0.00	0.00	0.00	0.00	50,000.00
91-7131 GOLF COURSE CLUB HOUSE IMP	350,000.00	0.00	0.00	24.91	87,186.00	262,814.00
91-7132 SPLASH PAD	250,000.00	0.00	0.00	0.00	0.00	250,000.00
TOTAL CAPITAL IMPROVEMENTS	4,922,000.00	2,119.23	3,695.87	1.85	87,186.00	4,831,118.13
INTERFUND ACTIVITY TOTAL						
TOTAL 91-CAPITAL IMPROVEMENTS	4,922,000.00	2,119.23	3,695.87	1.85	87,186.00	4,831,118.13
*** TOTAL EXPENSES ***	4,922,000.00	2,119.23	3,695.87	1.85	87,186.00	4,831,118.13
EXCESS OF REVENUES OVER EXPENDITURES	(802,000.00)	1,516.24	4,232.03	10.34	(87,186.00)	(719,046.03)
*** PROJECTED FUND BALANCE ***	3,753,975.20		4,560,207.23			
*** END OF REPORT ***						

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

CITY OF JERSEY VILLAGE

PROPERTY TAX COLLECTION REPORT

JANUARY 2018

Tax Collection System
Distribution Report - PROPERTY TAX
For Deposit Dates: 01/01/2018 thru 01/31/2018

Jurisdiction 0070 JERSEY VILLAGE

Year	Levy	Penalty Interest	Attorney	Adjustment Amount	Net Collections	Commissions (Excludes Attorney)	Net Payable	Disbursed to Jurisdiction	Disbursed to Attorneys
2017	2,544,850.79	0.00	0.00	1,481.76	2,546,332.55	0.00	2,546,332.55	2,546,332.55	0.00
2016	(9,993.59)	530.07	311.42	0.00	(9,152.10)	0.00	(9,152.10)	(9,463.52)	311.42
2015	(5,209.04)	124.15	94.06	0.00	(4,990.83)	0.00	(4,990.83)	(5,084.89)	94.06
2014	406.69	18.00	11.12	0.00	435.81	0.00	435.81	424.69	11.12
2013	266.64	159.86	85.30	0.00	511.80	0.00	511.80	426.50	85.30
Total:	\$2,530,321.49	\$832.08	\$501.90	\$1,481.76	\$2,533,137.23	\$0.00	\$2,533,137.23	\$2,532,635.33	\$501.90

Tax Collection System
Distribution Report - SIT
For Deposit Dates: 01/01/2018 thru 01/31/2018

Jurisdiction 0070 JERSEY VILLAGE

Year	Levy	Penalty Interest	Attorney	Adjustment Amount	Net Collections	Commissions (Excludes Attorney)	Net Payable	Disbursed to Jurisdiction	Disbursed to Attorneys
2017	388,476.11	0.00	0.00	0.00	388,476.11	0.00	388,476.11	388,476.11	0.00
Total:	\$388,476.11	\$0.00	\$0.00	\$0.00	\$388,476.11	\$0.00	\$388,476.11	\$388,476.11	\$0.00

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TAX COLLECTION SYSTEM
TAX COLLECTOR MONTHLY REPORT
FROM 01/01/2018 TO 01/31/2018

PAGE: 1

JURISDICTION: 0070 City of Jersey Village

	TAX RATE	TAX LEVY	PAID ACCTS
	-----	-----	-----
YEAR 2017	00.742500	7,861,321.35	2,434
	-----	-----	-----

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
	-----	-----	-----	-----	-----	-----	-----	-----
2017	7,606,941.85	30,099.06	254,379.50	2,933,326.90	6,144,975.50	1,716,345.85	78.17	0.00
2016	74,570.70	12,380.86-	130,762.30-	9,993.59-	87,939.64-	31,748.04	56.50	0.00
2015	26,445.32	5,791.50-	8,336.42-	5,209.04-	1,199.45	16,909.45	6.62	0.00
2014	14,145.51	.00	446.77-	406.69	2,844.23	10,854.51	20.76	0.00
2013	10,782.57	.00	371.25-	266.64	1,478.02	8,933.30	14.20	0.00
2012	9,776.72	.00	0.00	0.00	265.16	9,511.56	2.71	0.00
2011	11,235.51	.00	0.00	0.00	9.01	11,226.50	.08	0.00
2010	14,186.58	.00	0.00	0.00	0.00	14,186.58		0.00
2009	20,944.45	.00	0.00	0.00	0.00	20,944.45		0.00
2008	8,059.33	.00	0.00	0.00	0.00	8,059.33		0.00
2007	4,701.58	.00	28.74-	0.00	28.74-	4,701.58	.62-	0.00
2006	2,451.84	.00	0.00	0.00	0.00	2,451.84		0.00
2005	2,174.50	.00	0.00	0.00	0.00	2,174.50		0.00
2004	1,359.66	.00	0.00	0.00	0.00	1,359.66		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
****	7,810,653.63	11,926.70	114,434.02	2,918,797.60	6,062,802.99	1,862,284.66		0.00

TAX COLLECTION SYSTEM
DEPOSIT DISTRIBUTION
REVERSALS DETAIL SCHEDULE
FROM: 01/01/2018 THRU 01/31/2018
JURISDICTION: 70 City of Jersey Village

INCLUDES AG ROLLBACK

YEAR DEPOSIT	ACCOUNT NUMBER	EFF YR/MO	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	ATTORNEY CAUSE /REV	REFUND AMOUNT	PAYMENT AMOUNT
2015 RF180112	114-532-000-0003	201511	5,791.50-	0.00	0.00	0.00 26	5,791.50	0.00
2015 RF180112	114-532-000-0003	201511	0.00	0.00	0.00	0.00 26	5,791.50-	5,791.50-
	2015 TOTAL		5,791.50-	0.00	0.00	0.00	0.00	5,791.50-
2016 M0130181	114-035-009-0009	201712	63.60-	0.00	14.63-	15.64-0	0.00	93.87-
2016 RF180116	114-532-000-0003	201612	0.00	0.00	0.00	0.00 14	11,868.56-	11,868.56-
2016 RF180116	114-532-000-0003	201612	11,868.56-	0.00	0.00	0.00 14	11,868.56	0.00
2016 RF180129	118-085-071-0041	201612	371.25-	0.00	0.00	0.00 15	371.25	0.00
2016 RF180129	118-085-071-0041	201612	0.00	0.00	0.00	0.00 15	371.25-	371.25-
2016 RF180129	122-482-003-0024	201612	168.11-	0.00	0.00	0.00 15	168.11	0.00
2016 RF180129	122-482-003-0024	201612	0.00	0.00	0.00	0.00 15	168.11-	168.11-
	2016 TOTAL		12,471.52-	0.00	14.63-	15.64-	0.00	12,501.79-
2017 RF180130	082-121-001-0011	201712	0.00	0.00	0.00	0.00 4	371.25-	371.25-
2017 RF180130	082-121-001-0011	201712	371.25-	0.00	0.00	0.00 4	371.25	0.00
2017 RF180130	107-438-000-0007	201712	371.25-	0.00	0.00	0.00 4	371.25	0.00
2017 RF180130	107-438-000-0007	201712	0.00	0.00	0.00	0.00 4	371.25-	371.25-
2017 RF180130	107-438-000-0020	201712	371.25-	0.00	0.00	0.00 4	371.25	0.00
2017 RF180130	107-438-000-0020	201712	0.00	0.00	0.00	0.00 4	371.25-	371.25-
2017 RF180130	107-448-003-0009	201712	0.00	0.00	0.00	0.00 4	371.25-	371.25-
2017 RF180130	107-448-003-0009	201712	371.25-	0.00	0.00	0.00 4	371.25	0.00
2017 DC0111182	112-884-000-0009	201712	4,392.84-	0.00	0.00	0.00 1	0.00	4,392.84-
2017 RF180130	118-085-071-0018	201712	419.36-	0.00	0.00	0.00 4	419.36	0.00
2017 RF180130	118-085-071-0018	201712	0.00	0.00	0.00	0.00 4	419.36-	419.36-
2017 RF180130	118-085-071-0041	201712	0.00	0.00	0.00	0.00 4	371.25-	371.25-
2017 RF180130	118-085-071-0041	201712	371.25-	0.00	0.00	0.00 4	371.25	0.00
2017 RF180130	118-085-072-0010	201801	243.59-	0.00	0.00	0.00 4	243.59	0.00
2017 RF180130	118-085-072-0010	201801	0.00	0.00	0.00	0.00 4	243.59-	243.59-
2017 RF180130	122-482-003-0024	201712	176.26-	0.00	0.00	0.00 4	176.26	0.00
2017 RF180130	122-482-003-0024	201712	0.00	0.00	0.00	0.00 4	176.26-	176.26-
2017 RF180130	127-250-006-0017	201712	0.00	0.00	0.00	0.00 4	95.47-	95.47-
2017 RF180130	127-250-006-0017	201712	95.47-	0.00	0.00	0.00 4	95.47	0.00
	2017 TOTAL		7,183.77-	0.00	0.00	0.00	0.00	7,183.77-
YEAR 2015								
	REFUNDS		5,791.50-	0.00	0.00	0.00	0.00	5,791.50-
	RETURNED ITEMS		0.00	0.00	0.00	0.00	0.00	0.00
	TRANSFERS/REVERSALS		0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL		5,791.50-	0.00	0.00	0.00	0.00	5,791.50-

TAX COLLECTION SYSTEM
DEPOSIT DISTRIBUTION
REVERSALS DETAIL SCHEDULE
FROM: 01/01/2018 THRU 01/31/2018
JURISDICTION: 70 City of Jersey Village

INCLUDES AG ROLLBACK

YEAR DEPOSIT	ACCOUNT NUMBER	EFF YR/MO	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	ATTORNEY CAUSE /REV	REFUND AMOUNT	PAYMENT AMOUNT
YEAR 2016								
	REFUNDS		12,407.92-	0.00	0.00	0.00	0.00	12,407.92-
	RETURNED ITEMS		0.00	0.00	0.00	0.00	0.00	0.00
	TRANSFERS/REVERSALS		63.60-	0.00	14.63-	15.64-	0.00	93.87-
	TOTAL		12,471.52-	0.00	14.63-	15.64-	0.00	12,501.79-
YEAR 2017								
	REFUNDS		2,790.93-	0.00	0.00	0.00	0.00	2,790.93-
	RETURNED ITEMS		4,392.84-	0.00	0.00	0.00	0.00	4,392.84-
	TRANSFERS/REVERSALS		0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL		7,183.77-	0.00	0.00	0.00	0.00	7,183.77-
ALL YEARS								
	REFUNDS		20,990.35-	0.00	0.00	0.00	0.00	20,990.35-
	RETURNED ITEMS		4,392.84-	0.00	0.00	0.00	0.00	4,392.84-
	TRANSFERS/REVERSALS		63.60-	0.00	14.63-	15.64-	0.00	93.87-
	TOTAL		25,446.79-	0.00	14.63-	15.64-	0.00	25,477.06-

TAX COLLECTION SYSTEM
DEPOSIT DISTRIBUTION
SUMMARY OF PAYMENTS AND REVERSALS
FROM: 01/01/2018 THRU 01/31/2018
JURISDICTION: 70 City of Jersey Village

INCLUDES AG ROLLBACK

YEAR DEPOSIT	ACCOUNT NUMBER	EFF YR/MO	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	ATTORNEY CAUSE /REV	REFUND AMOUNT	PAYMENT AMOUNT
	2013 TOTAL		266.64	0.00	159.86	85.30	0.00	511.80
	2014 TOTAL		406.69	0.00	18.00	11.12	0.00	435.81
	2015 TOTAL		582.46	0.00	124.15	94.06	0.00	800.67
	2016 TOTAL		2,477.93	0.00	544.70	327.06	0.00	3,349.69
	2017 TOTAL		2,940,510.67	0.00	0.00	0.00	0.00	2,940,510.67
	TOTAL PAYMENTS		2,944,244.39	0.00	846.71	517.54	0.00	2,945,608.64
	2015 TOTAL		5,791.50-	0.00	0.00	0.00	0.00	5,791.50-
	2016 TOTAL		12,471.52-	0.00	14.63-	15.64-	0.00	12,501.79-
	2017 TOTAL		7,183.77-	0.00	0.00	0.00	0.00	7,183.77-
	TOTAL REVERSALS		25,446.79-	0.00	14.63-	15.64-	0.00	25,477.06-
	TOTAL FOR UNIT		2,918,797.60	0.00	832.08	501.90	0.00	2,920,131.58

General Fund
For the period ended February 28, 2018

	Adopted Budget	Current Budget	YTD Actual	% of Actual compared to Budget	Projections
Revenue					
Property Taxes	5,655,000.00	5,655,000.00	5,248,518.65	92.81%	5,655,000.00
Electric Franchise Taxes	360,000.00	360,000.00	150,847.47	41.90%	360,000.00
Telephone Franchise	110,000.00	110,000.00	52,631.44	47.85%	110,000.00
Gas Franchise	30,000.00	30,000.00	13,510.32	45.03%	30,000.00
Cable TV Franchise	70,000.00	70,000.00	37,853.42	54.08%	70,000.00
Telecommunication	30,000.00	30,000.00	15,165.28	50.55%	30,000.00
City Sales Tax	3,000,000.00	3,000,000.00	1,339,500.99	44.65%	3,000,000.00
Sales TX-Reduce Property Taxes	1,500,000.00	1,500,000.00	669,750.54	44.65%	1,500,000.00
Mixed Drink Tax	35,000.00	35,000.00	16,032.24	45.81%	35,000.00
Fines Warrants & Bonds	968,700.00	968,700.00	423,732.80	43.74%	968,700.00
Fees & Charge for Services	370,850.00	370,850.00	173,725.68	46.85%	370,850.00
Licenses & Permits	158,700.00	158,700.00	70,643.44	44.51%	158,700.00
Interest Earned	90,000.00	90,000.00	95,576.99	106.20%	200,000.00
Interfund Activity	1,836,257.00	1,836,257.00	293,987.14	16.01%	1,836,257.00
Misc Revenue	100,000.00	100,000.00	26,114.19	26.11%	100,000.00
Other Agency Revenue	-	-	189,904.52	100.00%	190,000.00
Total Revenue	14,314,507.00	14,314,507.00	8,817,495.11	61.60%	14,614,507.00
Expenditures					
Administrative Service	590,332.00	590,332.00	204,885.11	34.71%	590,332.00
Legal/Other Services	5,797,410.00	5,797,410.00	482,314.15	8.32%	5,797,410.00
Info Technology	672,475.24	672,475.24	124,483.13	18.51%	672,475.24
Purchasing	21,600.00	21,600.00	6,379.82	29.54%	21,600.00
Accounting Services	335,289.00	335,289.00	109,768.90	32.74%	335,289.00
Customer Services	147,233.00	147,233.00	59,736.50	40.57%	147,233.00
Municipal Court	444,617.00	444,617.00	150,338.15	33.81%	444,617.00
Police Department	2,864,238.00	2,864,238.00	1,006,770.27	35.15%	2,684,238.00
Communications	810,782.00	810,782.00	268,919.15	33.17%	810,782.00
Fire Department	1,565,801.00	1,565,801.00	447,159.69	28.56%	1,565,801.00
Public Works	229,271.00	229,271.00	93,370.99	40.73%	229,271.00
Community Development	472,210.00	472,210.00	162,219.53	34.35%	472,210.00
Streets	659,597.00	659,597.00	233,578.74	35.41%	659,597.00
Building Maintenance	419,253.00	419,253.00	126,470.46	30.17%	419,253.00
Solid Waste	436,568.00	436,568.00	136,580.71	31.29%	436,568.00
Fleet Services	424,342.00	424,342.00	159,646.15	37.62%	424,342.00
Parks & Recreation	837,491.00	837,491.00	261,560.65	31.23%	837,491.00
Total Expenditures	16,728,509.24	16,728,509.24	4,034,182.10	24.12%	16,548,509.24

Utility Fund
For the period ended February 28, 2018

	Adopted Budget	Current Budget	YTD Actual	% of Actual compared to Budget	Projections
Revenue					
Fees & Charge for Services	4,218,000.00	4,218,000.00	1,688,720.45	40.04%	4,218,000.00
Interest Earned	20,000.00	20,000.00	19,166.81	95.83%	40,000.00
Interfund Activity	-	-	-		
Miscellaneous Revenue	50,000.00	50,000.00	27,613.98	55.23%	50,000.00
Other Agency Revenue	-	-	-		-
Total Revenue	4,288,000.00	4,288,000.00	1,735,501.24	40.47%	4,308,000.00
Expenditures					
Water & Sewer	3,989,214.00	3,989,214.00	890,154.86	22.31%	3,989,214.00
Utility Capital Projects	2,896,000.00	2,896,000.00	201,335.97	6.95%	2,896,000.00
	-	-	-		-
Total Expenditures	6,885,214.00	6,885,214.00	1,091,490.83	15.85%	6,885,214.00

<i>No</i>	<i>Last Name</i>	<i>First Name</i>	<i>Date Info Requested</i>	<i>Description of Info Requested</i>	<i>Department Routed</i>	<i>Date Fwd to Dept</i>	<i>Date Received from Dept</i>	<i>Date Requestor Contacted</i>	<i>Amt</i>	<i>Date of Pick-up or Mailing</i>	<i>Open</i>	<i>Complete</i>	<i>AG Opinion</i>	<i>PROCESS TIME</i>
1	Hays	John	10/9/2017	Documents available for 16422	10/9/2017	Ashley	10/11/2017	10/11/2017	\$0.00	10/11/2017 vial email	NO	YES		15 minutes accumulated time 15 minutes
2	Paetsch	Chandra V.	10/10/2017	2018 Election Questions	10/10/2017	Lorri	10/10/2017	10/10/2017	\$0.00	10/10/2017 via email	NO	YES		15 minutes accumulated time 15 minutes
3	Holbrook	Clayton	10/16/2017	Hazardous Materials or substances, above and below ground storage tanks, enviornmental liens and building permits for the property located at 8655 Jones Road	10/16/2017	Ashley and Mark Bitz	10/17/2017	10/17/2017	\$0.00	10/17/2017 via email	NO	YES		30 minutes accumulated time 30 minutes
4	Harwood	Aleisha	10/31/2017	Commerical and Residential Building Permits 10-01-2017 thru 10-31-2017, including new construction, additions and remodels, tneant improvements, swimming pools, electrical, and mechanical.	Ashley	10/31/2017	11/1/2017	11/1/2017	\$0.00	11/1/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
5	Sureshchandra	Suma	11/2/2017	Building Permits Issued from 10-01-2017 thru 10-31-2017 that cover residential construction valued over \$30,000, commercial construction valued over \$30,000 and all swimming pools. It would be ideal if each record contained the following information: - Permit Number - Construction Type (ie; Residential New, Commercial Remodel) - Permit Date - Job Value - Job Square Feet - Job Address - Owner Name - Owner Address - Owner Phone - Contractor Name - Contractor Address - Contractor Phone	Ashley	11/2/2017	11/2/2017	11/2/2017	\$0.00	11/02/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
6	Liollio	Titika	11/10/2017	All information and socuments pertaining to Permit 6127 - Info mailed. Requestor later requested a hard copy	Ashley	11/14/2014	11/14/2017	11/14/2017	\$0.90	11/14/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
7	Jones	Nicole	11/15/2017	Separate Structure in backyard at 10703 Karter Court, Houston, TX 77064	Ashley	11/15/2017	11/15/2017	11/15/2017	\$0.00	11/15/2017 via email - NO RECORDS	NO	YES		15 Minutes accumulated 15 minutes
8	Romero	Stephaine	11/17/2017	Trails at Corinthian Creek, 8655 Jones Road, 1160960000002 - I need any open zoning code violations, CO's for entire complex and any fire code violations.	Ashley and Mark	11/17/2017	11/20/2017	11/20/2017	\$0.00	11/20/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
9	Rubenstein	Irv	11/20/2017	All purchasing records from 2017-06-30 (yyyy-mm-dd) to curren	Isabel	11/20/2017	11/20/2017	11/20/2017	\$0.00	11/20/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
10	Kuzydym	Stephanie	11/20/2017	Spreadsheet showing all residential building permits issued for new residential construction -- including the estimated total cost and addresses -- from the City of Jersey Village Public Works between 2012 to present for the following zip codes: 77024, 77037, 77041, 77074, 77088, 77096, 77338, 77339, 77379.	Ashley	11/20/2017	11/27/2017	11/27/2017	\$0.00	11/27/2017 via email - NO RECORDS	NO	YES		15 Minutes accumulated 15 minutes
11	Tatom	Cathy	11/21/2017	Request for amts, type and date of all police vehcile purchases from 2008 to present	Eric and Isabel	11/21/2017	11/22/2017	11/22/2017	\$0.00	11/22/2017 via email	NO	YES		15 Minutes accumulated 15 minutes

12	Lopez	Brandon	11/27/2017	Any records of the following regarding the property located at 6223 West Sam Houston Parkway North, Houston, Texas 77041: Building code violations, fires, hazardous waste spills/violations, environmental health code violations, and air/water pollution report.	Lorri	11/27/2017	11/27/2017	11/27/2017	\$0.00	11/27/2017 via email - NOT IN CITY OF JV	NO	YES		15 Minutes accumulated 15 minutes
13	Scott	Deanne	11/28/2017	The permit submitted by ATT to lay underground cables across the Wyndham Lakes Subdivision. The time frame when the project is to be completed and who the project manager is for the project.	Ashley	11/28/2017	11/29/2017	11/29/2017	\$0.00	11/29/2017 via email - NO RECORDS	NO	YES		15 Minutes accumulated 15 minutes
14	Yi	Michelle	11/30/2017	Job Titles, Actual salaries, salary range, allowances, certificate pay for all your positions.	Trelena	11/30/2017	12/4/2017	12/4/2017	\$0.00	12/4/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
15	Harwood	Aleisha	12/4/2017	Commerical and Residential Building Permits 11-01-2017 thru 11-30-2017, including new construction, additions and remodels, tneant improvements, swimming pools, electrical, and mechanical.	Ashley	12/4/2017	12/4/2017	12/4/2017	\$0.00	12/4/2017 via email	NO	YES		15 Minutes accumulated 30 minutes
16	Sureshchandra	Suma	12/4/2017	Building Permits Issued from 11-01-2017 thru 11-30-2017 that cover residential construction valued over \$30,000, commercial construction valued over \$30,000 and all swimming pools. It would be ideal if each record contained the following information: - Permit Number - Construction Type (ie; Residential New, Commercial Remodel) - Permit Date - Job Value - Job Square Feet - Job Address - Owner Name - Owner Address - Owner Phone - Contractor Name - Contractor Address - Contractor Phone	Ashley	12/4/2017	12/4/2017	12/4/2017	\$0.00	12/4/2017 via email	NO	YES		15 Minutes accumulated 30 minutes
17	Nugyen	Phillip	12/7/2017	The latest elevation certificate (if there is one), for the address 8622 Wyndham Village Drive, Jersey Village, TX 77040.	Ashley	12/8/2017	12/8/2017	12/8/2017	\$0.00	12/08/2017 via mail NO RECORDS	NO	YES		15 Minutes accumulated 15 minutes
18	Wilson	Dave	12/8/2017	Information about the History of Jersey Village and its elected officials.	Lorri	12/8/2017	12/8/2017	12/8/2017	\$0.00	12/08/2017 via mail	NO	YES		15 Minutes accumulated 15 minutes
19	Linares	Samuel	12/11/2017	Permit and flood history for 15632 Ginger Lane	Ashley	12/11/2017	12/18/2017	12/18/2017	\$0.00	12/18/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
20	Cabrera	Baldemar	12/11/2017	Proof of Flood Records - 15632 Ginger Lane	Ashley	12/11/2017	12/20/2017	12/20/2017	\$0.00	12/20/2017 via US Mail	NO	YES		15 Minutes accumulated 15 minutes
21	Warren	Bobby	12/13/2017	All Campaign Finance forms filed from April 20, 2017 to current	Lorri	12/13/2017	12/13/2017	12/13/2017	\$0.00	12/13/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
22	Liston	Mary	12/15/2017	Permits issued for 17030 NW Freeway	Lorri	12/15/2017	12/18/2017	12/18/2017	\$0.00	12/18/2017 via email	NO	YES		15 Minutes accumulated 15 minutes

23	Romero	Stephanie	12/15/2017	8655 Jones Road - Copies of approved site plans, bariances, ordinances, special permits, conditional/special use permits, zoning cases and resolutions assoicated with property	Ashley	12/15/2017	12/20/2017	12/20/2017	\$0.00	12/20/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
24	Gorby	Ben	12/18/2017	WCA Recycling Contract	Lorri	12/18/2017	12/18/2017	12/18/2017	\$0.00	12/18/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
25	Harwood	Aleisha	1/2/2018	Commerical and Residential Building Permits 12-01-2017 thru 12-31-2017, including new construction, additions and remodels, tneant improvements, swimming pools, electrical, and mechanical.	Ashley	1/2/2018	1/2/2018	1/2/2018	\$0.00	01/02/2018 via email	NO	YES		15 Minutes accumulated 45 minutes
26	Cortes	Ricardo	1/2/2018	Building Permits and all work related documents related to 8229 Rio Grande Drive specifically, furnace, roof, A/C and water heater	Ashley	1/3/2018	1/3/2018	1/3/2018	\$3.60	01/03/2018 in person	NO	YES		15 Minutes accumulated 15 minutes
27	Sureshchandra	Suma	1/3/2018	Building Permits Issued from 11-01-2017 thru 11-30-2017 that cover residential construction valued over \$30,000, commercial construction valued over \$30,000 and all swimming pools. It would be ideal if each record contained the following information: - Permit Number - Construction Type (ie; Residential New, Commercial Remodel) - Permit Date - Job Value - Job Square Feet - Job Address - Owner Name - Owner Address - Owner Phone - Contractor Name - Contractor Address - Contractor Phone	Ashley	1/3/2018	1/3/2018	1/3/2018	\$0.00	01/03/2018 via email	NO	YES		15 Minutes accumulated 45 minutes
28	Tang	Chih	1/4/2018	Hydroquest Irrigation, Tex-Rain Irrigation, and Waterwise Irrigation - Need Permit and inspection records regarding irrigation installation at Jersey Village	Ashley	1/4/2018	1/11/2018	1/11/2018	\$0.00	01/11/2018 via email	NO	YES		15 Minutes accumulated 15 minutes
29	Overall	Leah	1/12/2018	Commerical and Residential Building Permits 04-01-2017 thru 12-31-2017, including new construction, additions and remodels, tneant improvements, swimming pools, electrical, and mechanical.	Ashley	1/12/2018	1/12/2018	1/12/2018	\$0.00	01/12/2018 via email	NO	YES		15 Minutes accumulated 15 minutes
30	Mauriello	Deborah	1/18/2018	Flood information - number of homes and maps of flooded area for Alicia 8-18-83, Frances 9-11-1998, Allison 6-9-2001, and Ike 9-13-2008	Ashley	1/25/2018	1/25/2018	1/25/2018	\$0.00	01/25/2018 via email	NO	YES		60 minutes accumulated 60 minutes
31	Ward	Laura	1/19/2018	I am requesting records of all unpaid/outstanding/not negotiated checks/warrants of all agencies/departments/divisions, etc., including, but not limited to, Auditor, Building and Safety, City/County Attorney's Office, Clerk's Office, Controller, Coroner, Mayor, Police Department, Public Works, Planning, Sheriff, Transportation, Treasurer, Water and Power, etc.	Lorri	1/19/2018	1/19/2018	1/19/2018	\$0.00	01/19/2018 via email	NO	YES		15 Minutes accumulated 15 minutes
32	Timothy	Michael	1/22/2018	Mayor's Contact Information	Lorri	1/22/2018	1/22/2018	1/22/2018	\$0.00	01/22/2018 via email	NO	YES		15 Minutes accumulated 15 minutes
33	Harwood	Aleisha	2/1/2018	Commerical and Residential Building Permits 01-01-2018 thru 01-31-2018, including new construction, additions and remodels, tneant improvements, swimming pools, electrical, and mechanical.	Ashley	2/1/2018	2/1/2018	2/1/2018	\$0.00	02/01/2018 via email	NO	YES		15 Minutes accumulated 60 minutes

34	Muresan	Gabriel	2/1/2018	Permit Applications for Self Storage	Ashley	2/1/2018	2/5/2018	2/5/2018	\$0.00	02/05/2018 via email	NO	YES		15 Minutes accumulated 15 minutes
35	Singleton	James	2/2/2018	2016 and 2017 EV and ED Combination Forms	Lorri	2/2/2018	2/5/2018	2/5/2018	\$0.00	02/05/2018 via email	NO	YES		30 Minutes accumulated 30 minutes
36	Sheppard	Matt	2/6/2018	any documents or information that you have for 15309 Mauna Loa Ln. Jersey Village, TX 77040. Any building permits, construction jobs, original builder's blueprints, property elevations, flood history, violations, basically any information that you have	Ashley	2/6/2018	2/7/2018	2/7/2018	\$0.00	02/07/2018 via email	NO	YES		30 Minutes accumulated 30 minutes
37	Neeley	Tim	2/7/2018	Economic Development Agreements, Chapter 380 Agreements, Tax Abatement Agreements, Economic Development Corporation Grant / Loan / Performance Agreements, Industrial District Agreements, TIRZ/TIF incentive related agreements, Public Improvement District Agreements / Creation Ordinances, and Any other incentive, grant, or loan agreement for economic development project approved between 4/1/2017 and 12/31/2017	Austin	2/7/2018	2/7/2018	2/7/2018	\$0.00	02/07/2018 via email - NO INFO	NO	YES		15 Minutes accumulated 15 minutes
38	Hughes	Simon	2/9/2018	2015, 2016 and 2017 EV and ED Combination Forms	Lorri	2/9/2018	2/9/2018	2/9/2018	\$0.00	02/09/2018 via email	NO	YES		30 Minutes accumulated 30 minutes
39	Ramons	Veronica	2/9/2018	Elevation Certificate -8313 Koester St, Jersey Village, TX 77040-2825, LT 25 BLK 51 , COUNTRY CLUB ESTATES SEC 4	Ashley	2/9/2018	2/9/2018	2/9/2018	\$0.00	2/9/2018 - NO INFO	NO	YES		15 Minutes accumulated 15 minutes
40	Beazley	Merrilee	2/14/2018	Listing of Vehicles in the RV Program	Lorri	2/14/2018	2/14/2018	2/14/2018	\$0.00	2/14/2018 - Hand Delivered	NO	YES		15 Minutes accumulated 15 minutes
41	Beazley	Merrilee	2/14/2018	Listing of lawsuits for the past 5 years. Who filed, Who Won, how much, and why was the lawsuit filed.	Lorri	2/14/2018	2/14/2018	2/14/2018	\$0.00	2/14/2018 Hand Delivered	NO	YES		30 Minutes accumulated 45 minutes
42	Beazley	Merrilee	2/14/2018	All complaints filed for Christian Somers and Gordon Gipson	Trelena	2/14/2018	2/19/2018	2/19/2018	\$0.00	2/19/2018 via US Mail	NO	YES		15 Minutes accumulated 60 minutes
43	Arrajj	Shawn	2/19/2018	Copy of all candidates - application for place on Ballot	Lorri	2/19/2018	2/19/2018	2/19/2018	\$0.00	2/19/2018 via email	NO	YES		15 Minutes accumulated 15 minutes
44	Haverty	Curtis	2/20/2018	Excel of active commercial accounts - names and addresses	Maria	2/20/2018	2/20/2018	2/20/2018	\$0.00	02/20/2018 via email	NO	YES		15 Minutes accumulated 15 minutes
45	Cockroft	James	2/20/2018	Gilbert Lozano disciplinary paperwork and dates of employ	Trelena	2/21/2018	2/21/2018	2/21/2018	\$0.00	02/21/2018 via email	NO	YES		15 Minutes accumulated 15 minutes

46	Copitzky	Michael	2/21/2018	a full and complete resume with certification dates of all relevant police department officer training requirements,scores,instructor comments,disciplinary actions,admonishments,suitability evaluations,length of local service,any prior law enforcement experiences in this or any other state,listings of all D.W.I. arrests and convictions,S.F.S.T. training manuals and score-sheets,inter and intra agency communications logs specifically made from 10/25/2017 through the entirety of 10/26/2017 and including any subsequent communications for the purposes of prosecuting the alleged crime,copies of the LAB 12 form submitted with the above referenced defendant's specimen sample for analysis and full disclosure of officer Bascus' employment shift schedule for the previous 30 days prior to and including 10/25/2017 along with any secondary job occupations,volunteer organizations in order to determine his individual credibility and suitability for the position of Texas Peace Officer	Trelena	2/21/2018	3/6/2018	3/6/2018	\$1.90 paid at front window	03/06/2018 hand delivered at front window	NO	YES		30 Minutes accumulated 30 minutes
47	Hughes	Simon	2/26/2018	The map with lots and street numbers. One electronically, and two printed at 34 x 44	Jim	2/26/2018	2/26/2018	2/26/2018	\$30.00	02/26/2018 via email for electronic copy	NO	YES		15 Minutes accumulated 45 minutes
48	Palmer	Andrew	2/27/2018	All Blue Prints (Original and As-Built) and all building permits for 58 Parkway Place	Ashley	2/27/2018	3/1/2018	3/1/2018	\$0.00	03/01/2018 via email	NO	YES		15 Minutes accumulated 15 minutes
49	Palmer	Andrew	2/27/2018	Lot Surveys on file for 58 Parkway Place, including easements	Ashley	2/27/2018	3/1/2018	03/01/2018 via letter	\$0.00	03/01/2018 Sent for AG Opinion	YES	NO	YES	45 Minutes accumulated 60 minutes
50	Ammerman	Erin	2/27/2018	Permit application #681 dated April 26, 1976 for 16310 Congo Lane, Jersey Village, Texas 77040	Ashley	2/27/2018	2/27/2018	2/27/2018	\$0.00	02/27/2018 - Requestor picked up at front desk	NO	YES		15 Minutes accumulated 15 minutes
51	Harwood	Aleisha	3/1/2018	Commerical and Residential Building Permits 02-01-2018 thru 02-28-2018, including new construction, additions and remodels, tneant improvements, swimming pools, electrical, and mechanical.	Ashley	3/1/2018	3/1/2018	3/1/2018	\$0.00	03/01/2018 via email	NO	YES		15 Minutes accumulated 75 minutes
52	Maloy	Mark	3/6/2018	Current Golf Course Analysis	Isabel	3/6/2018	3/7/2018	3/7/2018	\$0.00	03/07/2018 hand delivered	NO	YES		15 Minutes accumulated 15 minutes
53	Montoya	Fernando	3/8/2018	Property/Cadastral Survey for 15813 Elwood Drive - Cadastral surveying is the sub-field of surveying that specializes in the establishment and re-establishment of real property boundaries.	Ashley	3/9/2018	3/9/2018	3/9/2018	\$0.00	03/09/2018 via email	NO	YES		15 Minutes accumulated 15 minutes
54	Haverty	Curtis	3/8/2018	Residential Utility listing - Do Not Include Confidentials	Lorri	3/8/2018	3/8/2018	3/8/2018	\$0.00	03/08/2018 via email	NO	YES		15 Minutes accumulated 30 minutes
55	Cherry	Alana	3/9/2018	February Commercial Permit Report	Ashley	3/9/2018	3/9/2018	3/9/2018	\$0.00	03/09/2018 via email	NO	YES		15 Minutes accumulated 15 minutes
56	Hughes	Simon	3/12/2018	a copy of the Application, General Release, Form CFCP, and Form CTA, as well as any other materials filed by James Singleton in connection with his application for City Council Place 4	Lorri	3/12/2018	3/12/2018	3/12/2018	\$0.00	03/12/2018 via email	NO	YES		15 Minutes accumulated 60 minutes
57	Demien	Dick	3/12/2018	WCA Contract and last Invoice	Lorri	3/12/2018	3/12/2018	3/12/2018	\$0.00	3/12/2018 via email	NO	YES		15 Minutes accumulated 15 minutes
58	Weatherly	Matt	3/12/2018	Salary Schedules	Trelena	3/12/2018	3/12/2018	3/12/2018	\$0.00	3/12/2018 via email	NO	YES		15 Minutes accumulated 15 minutes

59	Downing	Kathryn	3/15/2018	Where did we purchase the electronic speed detectors and what is the cost to install and maintain	Kevin	3/16/2018	3/19/2018	3/19/2018	\$0.00	3/19/2018 via email	NO	YES		15 Minutes accumulated 15 minutes
60	Finch	Alexis	3/16/2018	Elevation Certificate for 15813 Elwood Drive, Jersey Village, Texas 77040	Ashley	3/16/2018	3/19/2018	3/19/2018	\$0.00	03/19/2018 via email - No Records	NO	YES		15 Minutes accumulated 15 minutes
61	Hughes	Simon	3/16/2018	PIR Listing for Budget Year 2017-2018	Lorri	3/16/2018	3/16/2018	3/16/2018	\$0.00	3/16/2018	NO	YES		15 Minutes accumulated 75 minutes

MONTHLY REPORT – February 2018

Jersey Village Fire Department

EMERGENCY RESPONSES

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Fire/County	15	6											21
Fire/ETJ	3	5											8
Fire/JV	43	24											67
EMS/County	0	2											2
EMS/ETJ	5	3											8
EMS/JV	76	70											146
TOTAL	142	110											252
Transports	55	48											103
Aid received	0	2											2
Aid given	6	1											7

FIRE INSPECTIONS CONDUCTED

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Inspections	54	52											106

PUBLIC EDUCATION PROGRAMS CONDUCTED

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Programs	8	12											20
Audience	225	156											381

FIRE INVESTIGATIONS CONDUCTED

Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	TOTAL
1	2											3

- We are still continuing Citizens Fire Academy which began January 11th and will run through April 24th. The class has 13 participants.
- February 27th The Jersey Village Preschool had their fire prevention of 37 participants
- The Fire Department is preparing for their Annual Banquet at the Berry Center for March 10th 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

FEBRUARY 2018								
Communication Division Monthly Report								
Date	CFS - PD	CFS - FD	911 Phone	License Plate	Driver's License	Criminal History	TCIC Messages	Day Total
1-Feb	69	5	24	53	41	12	6	210
2-Feb	56	0	15	37	32	2	5	147
3-Feb	39	3	16	35	56	3	0	152
4-Feb	33	4	21	24	49	8	5	144
5-Feb	42	8	32	38	35	7	1	163
6-Feb	51	1	15	43	31	3	2	146
7-Feb	49	0	11	38	31	4	12	145
8-Feb	61	3	23	42	29	3	1	162
9-Feb	75	9	36	68	58	8	4	258
10-Feb	55	5	15	36	44	6	1	162
11-Feb	54	6	12	39	46	3	0	160
12-Feb	58	1	17	48	43	4	1	172
13-Feb	63	1	20	33	24	2	8	151
14-Feb	60	2	21	46	27	2	0	158
15-Feb	65	0	18	49	50	6	0	188
16-Feb	53	7	23	42	59	6	0	190
17-Feb	60	1	19	43	50	1	2	176
18-Feb	71	4	16	48	54	3	0	196
19-Feb	80	4	23	57	32	7	0	203
20-Feb	60	5	22	40	31	2	0	160
21-Feb	63	6	27	52	30	3	0	181
22-Feb	96	5	24	74	62	4	1	266
23-Feb	58	9	34	50	46	4	0	201
24-Feb	46	3	7	32	41	6	0	135
25-Feb	49	5	24	34	35	3	0	150
26-Feb	68	6	24	42	41	2	1	184
27-Feb	63	3	13	55	54	5	1	194
28-Feb	63	2	13	55	53	3	4	193
								0
								0
								0
Totals	1660	108	565	1253	1184	122	55	4947

This month TCO Manny Losoya attended Cyber Crimes at GHC-911 and came back with some very interesting tools for us to be able to gather more information on suspects for the officers. TCO's Manny Losoya, Maria Aguirre and Amber Rozas attended the TCIC Full Access class that was put on by TCO Stacey Smith from Tomball PD. We were very fortunate she was able to come to our City and teach the class at no cost for us.

JERSEY VILLAGE POLICE DEPARTMENT

Criminal Investigation Division Report for February 2018

Sex Crimes/Child Cases (1):

1. Detectives are actively investigating a report of a child sex assault from the 16200 block of N. Tahoe.

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

Property Crimes/Burglaries and Thefts:

Robbery (0): no robberies were investigated this month.

Home / Business Burglaries (0): no structure burglaries were investigated this past month:

Vehicle Burglaries (0): no vehicle burglaries were investigated this month:

Criminal Mischief (1): The following Criminal Mischief investigations were conducted this past month:

1. In the 8500 block of Wyndham Village, damage to a brick wall was investigated. Detectives reviewed evidence of a suspect vehicle, but the suspect has not been identified as of this date.

Thefts (2): the following general thefts were investigated:

1. A theft of a purse from Sam's Club is under active investigation.
2. A theft-of-service case was investigated from a business in the 8100 block of Jones Road, whereby suspects left without paying for a meal. Surveillance video was reviewed, but the identity of the suspects have not been obtained as of this date.

Stolen Vehicles (1): the following stolen vehicle investigations were conducted this month:

1. A stolen vehicle reported from a motel in the 16800 block of Northwest Freeway was completed, and the investigator learned that the vehicle was repossessed, and thus unfounded.

Identity Theft/Fraud (2): the following fraud cases were investigated this month:

1. A fraud case from the 16000 block of Kube was investigated, but was deemed unfounded after the investigation was complete.

2. An identity theft case from the 16200 block of Tahoe was initiated, but the case was deemed unfounded.

Hit and Run Accidents (2): The following hit-and-run crashes were investigated this month:

1. A hit and run crash from the 12200 block of West Road was conducted, but the victim decided to not pursue the case and refused to cooperate.
2. A hit and run crash from the 17400 block of Northwest Freeway was completed, but the suspect could not be identified.

Miscellaneous:

- Fifteen (15) new pieces of property and evidence were processed and submitted into the Property Room.
- Sixty-Five (65) destruction orders were submitted to the Harris County District Attorney's Office this past month for items to be removed from the Property Room.
- Detectives conducted a background investigation for a police officer applicant (Trevino).

Training Report:

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

<u>Date</u>	<u>Officer</u>	<u>Course</u>	<u>Hours</u>	<u>Notes</u>
2/13/2018	10 Officers	Response to Resistance Simulator Training	80	TMPA Hempstead
2/15/2018	Bryant	JIMS Software Training	4	Harris County
2/22/2018	Elassaad	Intermediate Crime Scene Search	32	Precinct 4
2/20/2018	3	New Law Update Course	12	Jersey Village Police Training
2/20/2018	2	Less Lethal Shotgun	8	Jersey Village Police Training
2/23/2018	Guzman	NCIC/TCIC Full Access Course	16	Jersey Village Police Training
		Total Training Hours for Month	152	

February 2018

	January 2018	February
Warrants Executed	338	400
Warrants Issued	601	511
Letters Mailed	208	243
Phone Calls	1,410	1363
Door Hangers	23	7
Arrests	0	2
Amount collected	\$57,864.11	\$94,503.26

283 Emails Sent (Reduces Letters Mailed Out)

4 Days Municipal Court Bailiff

1 Training Day

15 Total Days Warrants Worked

Jersey Village Police Department

Investigations / Calls-For-Service Report

December, 2018

MAJOR CRIME INDEX

TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Tots
VIOLENT CRIME:													
MURDER	0	0	0	0	0	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0	0
AGG. ASSAULT	1	1	0	0	0	0	0	0	0	0	0	0	2
PROPERTY CRIME:													
BURGLARY-RESIDENCE	1	0	0	0	0	0	0	0	0	0	0	0	1
BURGLARY-BUSINESS	6	0	1	0	0	0	0	0	0	0	0	0	7
ALL THEFTS:	10	5	0	0	0	0	0	0	0	0	0	0	15
<i>From Vehicles</i>	7	1	0	0	0	0	0	0	0	0	0	0	8
<i>From Coin Machines</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
AUTO THEFTS	3	2	0	0	0	0	0	0	0	0	0	0	5
MAJOR CRIMES:	21	8	1	0	0	0	0	0	0	0	0	0	30

ARRESTS: (Only Highest Classified Charge Counted Per Arrest)													
MUNICIPAL MISD.(C)	45	47	12	0	0	0	0	0	0	0	0	0	104
MISDEMEANORS (A&B)	14	22	4	0	0	0	0	0	0	0	0	0	40
<i>Misd. Narcotic Arrests</i>	5	7	1	0	0	0	0	0	0	0	0	0	13
ALL FELONIES	17	3	2	0	0	0	0	0	0	0	0	0	22
<i>Fel. Narcotic Arrests</i>	8	1	0	0	0	0	0	0	0	0	0	0	9
ARRESTS NOT BOOKED	30	42	5	0	0	0	0	0	0	0	0	0	77
TOTAL ARRESTS:	106	114	23	0	0	0	0	0	0	0	0	0	243

Jersey Village Police Department

Investigations / Calls-For-Service Report

December, 2018

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	129	123	17	0	0	0	0	0	0	0	0	0	269
Accident Minor FSGI	31	36	1	0	0	0	0	0	0	0	0	0	68
MISDEMEANOR CRIMINAL INVESTIGATIONS													
Assault	0	0	3	0	0	0	0	0	0	0	0	0	3
Criminal Mischief	10	9	2	0	0	0	0	0	0	0	0	0	21
Disturbance	33	29	9	0	0	0	0	0	0	0	0	0	71
Terroristic Threat	3	3	0	0	0	0	0	0	0	0	0	0	6
Tresspass	0	0	0	0	0	0	0	0	0	0	0	0	0
Harassment	1	7	0	0	0	0	0	0	0	0	0	0	8
Solicitor	5	6	9	0	0	0	0	0	0	0	0	0	20
City Ordinance Violation.	0	0	0	0	0	0	0	0	0	0	0	0	0
Warrant Service	43	51	7	0	0	0	0	0	0	0	0	0	101
POLICE ASSISTANCE													
911 Hang Up	0	0	0	0	0	0	0	0	0	0	0	0	0
Alarms	88	79	9	0	0	0	0	0	0	0	0	0	176
Welfare Check	45	41	12	0	0	0	0	0	0	0	0	0	98
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	16	6	0	0	0	0	0	0	0	0	0	0	22
Crime Prevention	36	19	5	0	0	0	0	0	0	0	0	0	60
Multiple Unit Response	0	1	0	0	0	0	0	0	0	0	0	0	1
MISCELLANEOUS POLICE INVESTIGATIONS													
Abandoned Vehicle	6	9	2	0	0	0	0	0	0	0	0	0	17
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	31	18	5	0	0	0	0	0	0	0	0	0	54
Information	0	0	0	0	0	0	0	0	0	0	0	0	0
Investigation	2	7	0	0	0	0	0	0	0	0	0	0	9

Jersey Village Police Department

Investigations / Calls-For-Service Report

December, 2018

Open Door/Window	7	14	1	0	0	0	0	0	0	0	0	0	22
Recovery - Vehicle	0	0	0	0	0	0	0	0	0	0	0	0	0
Suspicious Person/Vehicle	333	275	68	0	0	0	0	0	0	0	0	0	676
Traffic Hazard	19	17	10	0	0	0	0	0	0	0	0	0	46
Other Misc. Calls-For-Service	904	906	230	0	0	0	0	0	0	0	0	0	2040
Other CFS Totals:	1742	1655	390	0	0	0	0	0	0	0	0	0	3787
Maj.Crime & CFS Tots:	1763	1663	391	0	0	0	0	0	0	0	0	0	3817

Police Department Open Positions/Recruitment
February 2018

As of February 28, 2018, the Jersey Village Police Department is fully staffed.

50	MASON	MARTHA	1/31/2018	COPY OF REPORT AND PHOTOS OF CASE 18-1029		\$3.00	2/6/18 VIA PICKUP	NO	YES	NO	2 HRS 00 MIN ACCU 2 HRS 00 MIN
51	CHRONISTER	MARK	2/1/2018	16-5156 FINAL REPORT AND PHOTOS		\$3.00	2/2/18 VIA PICKUP	NO	YES	NO	2HRS 00 MIN ACCU 2HRS 00 MIN
52	LEXIS	NEXIS	2/2/2018	CITATIONS ISSUED IN JAN			2/2/18 VIA EMAIL	NO	YES	NO	2HRS 00 MIN ACCU 6HRS 00 MIN
53	CONTRERAS	MIGUEL	2/2/2018	COPY OF INVENTORY FOR ARREST 17-16720			2/5/18 VIA PU	NO	YES	NO	2 HRS 00 MIN ACCU 2 HRS 00 MIN
54	ANTONMATTEI-GOITI	SADI	2/5/2018	USER MAINTENANCE MAUNALS, TECH SPEC. DOC & ANY OTHER DOC PERTAINING TO EQUIPMENT USED BY THE PD TO CALCULATE SPEED OF M.V.			2/6/18 VIA CRRR 7017019000011887 3825	NO	YES	NO	2 HRS 00 MIN ACCU 2 HRS 00 MIN
55	LITTLE	SAM	2/6/2018	18-1228 PHOTOS OF ACCIDENT & WITNESS PHONE NUMBERS							
56	HAMANT	KALIDAS	2/14/2018	2 WEEKS TICKETS ISSUED			2/16/18 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCU 5 HRS 00 MIN
57	ALLEN	CANDI	2/20/2018	ACCIDENTS AT 290 & FM 529 / 1-6-16 THROUGH 2-3-16		N/A	2/21/18 VIA EMAIL	NO	YES		00 HRS 30 MIN
58	HAMANT	KALIDAS	2/22/2018	2 WEEKS TICKETS ISSUED							
59	LEXIS	NEXIS	3/1/2018	CITATION ISSUED FOR FEB							

**CITY OF JERSEY VILLAGE
MUNICIPAL COURT
COLLECTIONS**

	CITY PORTION			RESTRICTED FUND				STATE & OMNI & COLLECTIONS	
MONTH	CITY FINES	WARRANT COLLECTION	CITY PORTION OMNI FEES	COURT SEC. FUND	COURT TECH. FEE	JUDICIAL EFF. FEE	CHILD SAFETY	PORTION FEES	TOTAL COLLECTION
Jan	\$61,023.22	\$6,753.14	\$654.30	\$1,145.73	\$1,527.61	\$228.56	\$190.08	\$33,749.34	\$105,271.98
Feb	\$70,277.04	\$11,870.85	\$1,128.25	\$1,321.21	\$1,766.23	\$263.03	\$74.95	\$43,955.72	\$130,657.28
Mar									\$0.00
Apr									\$0.00
May									\$0.00
June									\$0.00
July									\$0.00
Aug									\$0.00
Sept									\$0.00
Oct									\$0.00
Nov									\$0.00
Dec									\$0.00
Totals	\$131,300.26	\$18,623.99	\$1,782.55	\$2,466.94	\$3,293.84	\$491.59	\$265.03	\$77,705.06	\$235,929.26

Municipal Courts
Activity Detail
September 1, 2011 to September 30, 2011

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 9/1/2011:							
<i>Active Cases</i>	18,673	82	0	268	1,746	85	20,854
<i>Inactive Cases</i>	11,592	30	0	125	1,652	32	13,431
Docket Adjustments	0	0	0	0	0	0	0
Cases Added:							
New Cases Filed	878	9	0	8	117	7	1,019
Cases Reactivated	0	0	0	0	0	0	0
All Other Cases Added	0	0	0	0	0	0	0
Total Cases on Docket	19,551	91	0	276	1,863	92	21,873
Dispositions:							
Dispositions Prior to Court Appearance or Trial:							
Uncontested Dispositions	219	0	0	6	14	1	240
Dismissed by Prosecution	82	0	0	0	8	1	91
Total Dispositions Prior to Court Appearance or Trial	301	0	0	6	22	2	331
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>	1	0	0	0	1	0	2
<i>By the Jury</i>	0	0	0	0	1	0	1
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	0	1	0	0	0	0	1
Total Dispositions at Court Appearance or Trial	1	1	0	0	2	0	4
Compliance Dismissals:							
After Driver Safety Course	45	---	---	---	---	---	45
After Deferred Disposition	30	0	0	0	0	0	30
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	106	---	---	---	---	---	106
All Other Transportation Code Dismissals	187	0	0	0	0	0	187
Total Compliance Dismissals	368	0	0	0	0	0	368
All Other Dispositions	173	3	0	2	25	2	205
Total Cases Disposed	843	4	0	8	49	4	908
Cases Placed on Inactive Status	325	0	0	5	48	2	380
Cases Pending 9/30/2011:							
<i>Active Cases</i>	18,383	87	0	263	1,766	86	20,585
<i>Inactive Cases</i>	11,917	30	0	130	1,700	34	13,811
Show Cause and Other Required Hearings Held	0	0	0	0	0	0	0
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 MARCH 26, 2018 REGULAR SESSION MEETING

Municipal Courts
Activity Detail
September 1, 2011 to September 30, 2011
100.0 Percent Reporting Rate
1 Reports Received Out of a Possible 1
Court: Jersey Village

CIVIL/ADMINISTRATIVE CASES	
	Total
Cases Pending 9/1/2011:	
<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 9/30/2011:	
<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.....	11
Non-Driving Alcoholic Beverage Code Cases Filed.....	4
Driving Under the Influence of Alcohol Cases Filed.....	0
Drug Paraphernalia Cases Filed.....	0
Tobacco Cases Filed.....	0
Truant Conduct Cases Filed.....	0
Education Code (Except Failure to Attend) Cases Filed.....	0
Violation of Local Daytime Curfew Ordinance Cases Filed.....	0
All Other Non-Traffic Fine-Only Cases Filed.....	0
Transfer to Juvenile Court:	
<i>Mandatory Transfer</i>	0
<i>Discretionary Transfer</i>	0
Accused of Contempt and Referred to Juvenile Court (Delinquent Conduct).....	0
Held in Contempt by Criminal Court (Fined or Denied Driving Privileges).....	0
Juvenile Statement Magistrate Warning:	
<i>Warnings Administered</i>	0
<i>Statements Certified</i>	0
Detention Hearings Held.....	0
Orders for Non-Secure Custody Issued.....	0
Parent Contributing to Nonattendance Cases Filed.....	0

Municipal Courts
Activity Detail
September 1, 2011 to September 30, 2011
100.0 Percent Reporting Rate
1 Reports Received Out of a Possible 1
Court: Jersey Village

ADDITIONAL ACTIVITY		
	Number Given	Number Requests for Counsel
Magistrate Warnings:		
Class C Misdemeanors	0	---
Class A and B Misdemeanors	0	0
Felonies	0	0
		Total
Arrest Warrants Issued:		
Class C Misdemeanors		493
Class A and B Misdemeanors		0
Felonies		0
Capiases Pro Fine Issued		88
Search Warrants Issued		0
Warrants for Fire, Health and Code Inspections Filed		0
Examining Trials Conducted		0
Emergency Mental Health Hearings Held		0
Magistrate's Orders for Emergency Protection Issued		0
Magistrate's Orders for Ignition Interlock Device Issued		0
All Other Magistrate's Orders Issued Requiring Conditions for Release on Bond		0
Driver's License Denial, Revocation or Suspension Hearings Held		0
Disposition of Stolen Property Hearings Held		0
Peace Bond Hearings Held		0
Cases in Which Fine and Court Costs Satisfied by Community Service:		
Partial Satisfaction		1
Full Satisfaction		0
Cases in Which Fine and Court Costs Satisfied by Jail Credit		24
Cases in Which Fine and Court Costs Waived for Indigency		0
Amount of Fines and Court Costs Waived for Indigency		\$ 0
Fines, Court Costs and Other Amounts Collected:		
Kept by City		\$ 67,040
Remitted to State		\$ 33,595
Total		\$ 100,635

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

CITY OF JERSEY VILLAGE
MUNICIPAL COURT
COURT ROOM ACTIVITIES

DATE	JUDGE/ PROSECUTOR	TOTAL CASES	NO SHOWED	% TO TOTAL	SHOWED	% TO TOTAL	PAYMENT PLAN	% TO TOTAL	DOCKET CLOSED	% TO TOTAL
<u>February 7, 2018</u> <u>AM Docket</u>	Judge Halick	350	168	48%	182	52%	32	18%	78	43%
	Brian/ Bret									
<u>February 7, 2018</u> <u>PM Docket</u>	Judge Halick	210	99	47%	111	53%	5	5%	41	37%
	Brian/Bret									
<u>February 14, 2018</u> <u>AM Docket</u>	Judge Brashear	158	3	2%	155	98%	9	6%	69	45%
	Brian									
<u>February 14, 2018</u> <u>PM Docket</u>	Judge Brashear	190	106	56%	84	44%	24	29%	38	45%
	Brian								.	
<u>February 21, 2018</u> <u>AM Docket</u>	Judge Byrnes	368	150	41%	218	59%	20	9%	89	41%
	Brian/Bret								.	
<u>February 21, 2018</u> <u>PM Docket</u>	Judge Byrnes	259	124	48%	135	52%	15	11%	55	41%
	Brian/Bret								.	
<u>February 28, 2018</u> <u>AM Docket</u>	Judge Brashear	20	0	0%	20	100%	3	15%	5	25%
	David									
<u>TOTAL</u>		1,555	650	42%	905	58%	108	12%	375	41%

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

CITY OF JERSEY VILLAGE
STOP SIGNS AND SPEEDING CITATIONS WITHIN THE RESIDENTIAL AREA
FOR THE MONTH OF FEBRUARY 2018

C0046684	-1	2/2/2018	CL	RAN STOP SIGN	CHARLES
C0046760	-1	2/7/2018	IA	RAN STOP SIGN - INTERSECTION	ARGENTINA
C0046791	-1	2/9/2018	IA	RAN STOP SIGN - INTERSECTION	7600 SOLOMON
C0046792	-1	2/9/2018	IA	RAN STOP SIGN - INTERSECTION	ARGENTINA
C0046794	-1	2/9/2018	AR	RAN STOP SIGN - INTERSECTION	7600 EQUADOR
C0046832	-1	2/12/2018	IA	RAN STOP SIGN - INTERSECTION	7600 SOLOMON
C0046849	-1	2/13/2018	IA	RAN STOP SIGN - INTERSECTION	7600 SOLOMON
C0046851	-1	2/13/2018	CD	RAN STOP SIGN - INTERSECTION	7600 SOLOMON
C0046853	-1	2/13/2018	IA	RAN STOP SIGN - INTERSECTION	VILLAGE GREEN
C0046854	-1	2/13/2018	IA	RAN STOP SIGN - INTERSECTION	VILLAGE GREEN
C0046855	-1	2/13/2018	IA	RAN STOP SIGN - INTERSECTION	VILLAGE
C0046856	-1	2/13/2018	CL	RAN STOP SIGN - INTERSECTION	VILLAGE GREEN
C0046858	-1	2/13/2018	PT	RAN STOP SIGN - INTERSECTION	VILLAGE
C0046859	-1	2/13/2018	IA	RAN STOP SIGN - INTERSECTION	ARGENTINA
C0046866	-1	2/14/2018	IA	RAN STOP SIGN - INTERSECTION	VILLAGE
C0046867	-1	2/14/2018	IA	RAN STOP SIGN - INTERSECTION	VILLAGE GREEN
C0046868	-1	2/14/2018	IA	RAN STOP SIGN - INTERSECTION	VILLAGE
C0046886	-1	2/15/2018	IA	RAN STOP SIGN - INTERSECTION	VILLAGE GREEN
C0046896	-1	2/15/2018	IA	RAN STOP SIGN - INTERSECTION	VILLAGE GREEN
C0046922	-1	2/17/2018	IA	RAN STOP SIGN - INTERSECTION	5301 CHICHESTER
C0046949	-1	2/19/2018	IA	RAN STOP SIGN - INTERSECTION	VILLAGE GREEN
C0046970	-1	2/20/2018	IA	RAN STOP SIGN - INTERSECTION	VILLAGE GREEN
C0047030	-1	2/23/2018	IA	RAN STOP SIGN - INTERSECTION	16600 VILLAGE
C0047066	-1	2/26/2018	IA	RAN STOP SIGN - INTERSECTION	16201 LAKEVIEW
C0047081	-1	2/27/2018	IA	RAN STOP SIGN - INTERSECTION	7600 SOLOMON
C0047089	-1	2/27/2018	IA	RAN STOP SIGN - INTERSECTION	7600 SOLOMON
C0047092	-1	2/27/2018	IA	RAN STOP SIGN - INTERSECTION	1200 TAYLOR
C0046730	-1	2/5/2018	CD	SPEEDING 40 MPH in a 25 MPH	15916 LAKEVIEW
C0046764	-1	2/7/2018	IA	SPEEDING 41 MPH in a 30 MPH	16200 JERSEY
C0046830	-1	2/12/2018	IA	SPEEDING 32 MPH in a 20 MPH	15500 CONGO
C0046891	-1	2/15/2018	IA	SPEEDING 32 MPH in a 25 MPH	16000 LAKEVIEW
C0046892	-1	2/15/2018	IA	SPEEDING 37 MPH in a 25 MPH	15900 LAKEVIEW
C0047098	-1	2/27/2018	IA	SPEEDING 37 MPH in a 25 MPH	7900 RIO GRANDE
C0046862	-1	2/14/2018	IA	SPEEDING IN SCHOOL ZONE 34 M	7600 SOLOMON
C0046885	-1	2/15/2018	IA	SPEEDING IN SCHOOL ZONE 31 M	7600 SOLOMON
C0046978	-1	2/21/2018	IA	SPEEDING IN SCHOOL ZONE 31 M	15500 CONGO
C0046980	-1	2/21/2018	IA	SPEEDING IN SCHOOL ZONE 31 M	15500 JERSEY

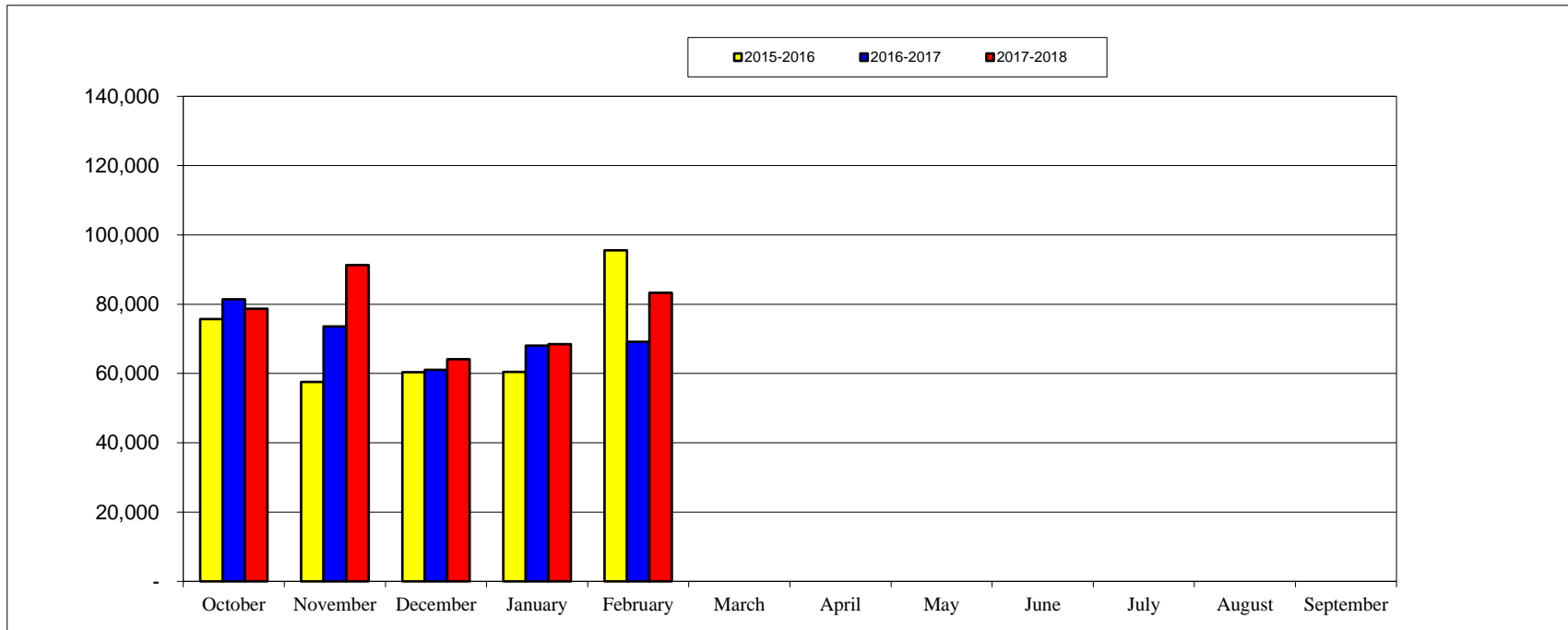
STOP SIGN : 27
 SPEEDING: 10
TOTAL: 37

JERSEY VILLAGE MUNICIPAL COURT ACTIVITY REPORT

GENERAL PROCEEDS

FY 2015, 2016, 2017

	2015-2016	2016-2017	2017-2018
October	75,707	81,429	78,666
November	57,537	73,598	91,263
December	60,389	61,011	64,109
January	60,478	68,006	68,431
February	95,587	69,140	83,276
March			
April			
May			
June			
July			
August			
September			
FY Total	\$ 349,699	\$ 353,185	\$ 385,745
Average Per Month	\$ 69,940	\$ 70,637	\$ 77,149



CITY OF JERSEY VILLAGE PUBLIC WORKS DEPARTMENT 2018 YEARLY REPORT												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	WATER											
WATER PLANT #1 SEATTLE	0	0										
WATER PLANT #2 VILLAGE	0	0.121										
WATER PLANT #3 WEST	0	0.14										
CITY OF HOUSTON (SEATTLE)	27.562	2.4206										
INTERCONNECT(529)	0.039	0.046										
TOTAL(Million Gallons)	27.601	2.7276										
MAX DAILY FLOW	1.502	1.626										
METER READS	3209	3216										
WATER OFF/ON	30	18										
METER ACCURACY TESTS	0	0										
MAIN BREAKS REPAIRED	1	0										
WATER LEAKS REPAIRED	17	14										
FIRE HYDRANTS SERVICED	0	0										
METER INSTALLATIONS	20	45										
SERVICE INSPECTIONS	0	0										
QUALITY	2	1										
PRESSURE	2	1										
SEWER COMPLAINTS	3	3										
	WHITE OAK BAYOU											
AVG. DAILY FLOW (EFFLUENT)	0.9704	*										
JV PORTION	0.2907	*										
% OF PLANT	36.1%	*										
	GARBAGE											
Residential Customers	2155	2159										
Complaints	3	1										
	COMMUNITY DEVELOPMENT											
Plans Checked	10	4										
Sign Plan Reviews	1	2										
Permits Issued	78	105										
Inspections (Permit)	273	171										
Insp (Site)	17	14										
Conferences	2	3										
Certificate of Occupancy (Residential)	1	2										
Certificate of Occupancy (Commercial)	1	0										
Street/Sidewalk Repairs (in yards)	0	0										
Sign repairs	0	0										
	CODE ENFORCEMENT											
Violation Letters	26	28										
Red tags for ordinance violations	48	36										
Conferences	28	26										
Signs picked up-bandit and ROW signs	19	29										
Animals picked up	5	5										
Animals taken to HC	0	0										
Traps Issued	4	3										
	FLEET											
Work Orders	71	34										
Preventative Maintenance	11	6										
Unscheduled Repairs	43	22										
New Vehicle Set ups	0	1										

* - unavailable at this time

To: Austin Bleess
City Manager

March 19, 2018

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

Subject: Construction / Field Projects Update

1. DOT Sound wall. Had meetings with TxDOT, HNTB, Centerpoint, City Reps and Frank Brooks to determine next courses of action. Sound Wall is being drafted. Follow-up meeting to take place March 28th, 2018.
2. Meter Replacement Phase III: Have over 100 installed thus far.
3. Have field crews checking street panels to consolidate a list for possible action.
4. Have field crews checking sidewalk panels to consolidate a list for possible action.
5. Will have berm information for the work session on March 26th, 2018.
6. Initial draft review of new Public Works building complete. Frank will provide an update. Visited building for sale/lease on Taylor Road. Working out estimates and discussion points.
7. TCEQ permit for Castlebridge Treatment Plant approved. Request for bid on upgrades / maintenance will be on the April council agenda
8. Will start testing water valves. Put together a list for those functioning properly and those that need attention in preparation for next years budget.

Jersey Meadow Golf Course
Monthly Report

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								11514.00
Tournament Rounds	555	369	275	317	262								1778.00
Range buckets	1,391	1,398	770	895	787								5241.00
Unearned Revenue			-24.63	967.27	-639.7								302.94
Star Memberships	1,083.00	1,075.00	1,177.43	886.16	1,747.32								5968.91
Green Fees	76,440.71	83,616.18	56,482.97	41,148.61	34,012.15								291700.62
Tournament Fees	15,749.55	10,763.90	8,833.94	9,282.22	6,489.84								51119.45
Range Fees	6,820.25	7,163.03	5,664.41	4,636.80	4,335.16								28619.65
Club Rental	150.00	555.00	430.00	230.00	60.00								1425.00
Sales of Merchandise	16,065.54	15,566.43	10,147.15	8,019.54	10,197.37								59996.03
Concession Fees	4,070.46	4,003.81	2,587.61	2,170.15	1,979.37								14811.40
Miscellaneous Fees	653.99	210.00	795.00	2,745.00	1,710.00								6113.99
Total Income	\$121,033.50	\$122,953.35	\$86,093.88	\$70,085.75	\$59,891.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	459755.05
Weather Totals	5W / 1RO	0	6W/4RO/1H	7W / 5RO&ICE	5W / 6RO								
Income Per Round	\$32.80	\$35.44	\$36.95	\$33.35	\$31.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	34.14
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	30459.00
Tournament Rounds	771	472	325	341	336	549	473	812	517	596	310	517	6019.00
Range buckets	1,783	1,256	968	632	991	1279	1412	1263	1155	1,295	956	1,286	14276.00
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	13952.00
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	798200.76
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	182578.59
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	76846.92
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	3658.86
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	132193.46
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	40093.84
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	12920.29
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	1260444.72
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
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	28822.00
Tournament Rounds	89	73	33		154	57	428	571	672	428	430	458	3393.00
Range buckets	1,045	528	626	857	1195	1224	1152	1354	1444	1,484	922	1,132	12963.00
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	34705.00
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	847050.24
Tournament Fees	3,507.47	3,480.00	1,600.50		5,307.31	2,457.42	13,699.36	17,393.71	19,728.37	13,160.39	12,453.56	13,837.02	106625.11
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	70511.29
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	82076.75
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	34909.12
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	22046.84
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	1197924.35
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

Jersey Meadow Golf Course
Monthly Report

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	29518.00
Tournament Rounds	282	72	9	82	88	122	86	427	282	24	150	40	1664.00
Range buckets	1,205	641	514	662	828	747	1054	570	828	1,119	1,022	1,038	10228.00
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	42670.00
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	861767.59
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	60675.67
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	62346.41
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	73733.07
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	33886.26
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	51968.06
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	1187047.06
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
FY 2013 - 2014													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	2,915	2,352	2,125	2,234	2,158	2914	3457	3175	3344	3,457	3,350	2,749	34230.00
Tournament Rounds	178	75	0	30	30	95	246	363	203	13	17	44	1294.00
Range buckets	1,088	698	720	912	900	842	1506	1307	1212	1,018	1,024	901	12128.00
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	52860.00
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	957797.56
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	47453.05
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	75225.65
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	78310.06
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	40031.86
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	78048.84
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	1329727.02
Weather Totals	6 rain	8 rain/1 closed	10 rain/1 closed	9 rain & freeze	12 weather days	8 rain/ice	2 rain	6 rain	6 rain	4 Rain	3 rain	7 rain	81/2
Income Per Round	\$35.28	\$33.85	\$33.51	\$33.28	\$36.12	\$36.09	\$38.26	\$36.89	\$36.53	\$36.42	\$36.72	\$35.66	35.94
FY 2012 - 2013													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	3,018	2,701	2,244	1,888	2,550	3,207	2,986	3,685	3,335	3,481	3,654	2,915	35664.00
Tournament Rounds	252	138	0	156	92	179	440	90	350	0	82	40	1819.00
Range buckets	1,225	1,124	943	806	1180	1569	1345	1471	1206	1,262	1,355	1,008	14494.00
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	56085.00
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	1011315.56
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	60896.30
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	79446.58
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	86074.62
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	42561.31
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	93116.79
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	1429496.16
Weather Totals	1 rain	2 rain/1 closed	6 rain/1 closed	11 rain	6 rain	1 rain	5 rain	3 rain/2 maint.	1 rain	8 rain	3 rain	4 rain	51/4
Income Per Round	\$37.47	\$36.91	\$37.32	\$35.29	\$37.51	\$36.45	\$38.63	\$36.42	\$36.60	\$36.11	\$36.05	\$34.71	36.64

Jersey Meadow Golf Course
Monthly Report

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	36050.00
Tournament Rounds	252	220	0	71	119	58	456	311	301	115	21	109	2033.00
Range buckets	1,348	1,116	979	1137	689	1472	1821	1605	1467	927	1,191	1,227	14979.00
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	52462.00
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	1004864.18
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	72689.32
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	74352.12
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	108227.13
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	44686.70
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	114724.21
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	1472005.66
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
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	36615.00
Tournament Rounds	294	68	20	22	77	176	468	193	273	0	30	63	1684.00
Range buckets	1,510	1,058	916	888	1274	1876	2048	1770	1257	1,472	1,083	1,135	16287.00
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	51112.50
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	1020167.07
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	60895.00
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	78123.61
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	81146.11
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	37683.93
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	88502.10
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	1417630.32
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	31671.00
Tournament Rounds	176	56	18	50	39	210	630	318	191	106	224	140	2158.00
Range buckets	774	1,042	403	577	732	1294	1704	1732	1117	743	1,176	1,028	12322.00
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	46230.00
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	861707.30
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	71759.32
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	62027.65
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	82027.31
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	28618.15
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	87517.46
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	1239887.19
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

Jersey Meadow Golf Course
Monthly Report

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	38359.00
Tournament Rounds	436	217	40	59	166	172	253	621	222	90	182	274	2732.00
Range buckets	1,473	1,336	896	1501	1283	1482	1808	2449	1747	1,442	1,568	1,234	18219.00
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	44750.00
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	1062406.25
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	99127.87
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	91748.90
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	90780.71
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	34121.91
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	110519.99
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	1533455.63
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
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	37690.00
Tournament Rounds	671	239	52	14	136	92	633	403	236	25	22		2523.00
Range buckets	1,319	1,048	1046	670	1139	1692	2003	1847	1599	1,598	1,235	1,143	16339.00
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	47250.00
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	1056147.69
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		84014.85
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	83944.04
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	88502.54
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	32553.65
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	87251.83
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	1479664.60
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-lke	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	32072.00
Tournament Rounds	831	241			78	167	365	163	506	17	83	354	2805.00
Range buckets	852	1,017	619	328	632	1329	1282	1032	828	573	963	1,334	10789.00
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	22100.00
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	896409.48
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	98182.11
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	54087.14
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	68577.24
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	24401.50
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	51959.01
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	1215716.48
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

Jersey Meadow Golf Course
Monthly Report

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	34289.00
Tournament Rounds	342	372	122	14	123	275	216	303	254	214	107	273	2615.00
Range Buckets	1,348	854	1,032	863	754	1,468	1,666	1,125	915	958	1,123	1,143	13249.00
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	14948.00
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	919462.19
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	83027.50
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	63872.42
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	71020.39
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	24816.34
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	44581.33
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	1221728.17
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
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	31082.00
Tournament Rounds	277	106	70	3	36	150	277	408	263	57	60	110	1817.00
Range buckets	0	665	1163	891	476	1101	1550	1293	1226	748	1,068	852	11033.00
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	16611.00
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	798205.32
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	64905.46
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	49488.91
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	69347.43
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	21738.50
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	37461.57
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	1057758.19
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	27274.00
Tournament Rounds	582	317	12	29	240	140	370	153	82	32	0	537	1912.00
Range buckets	1,247	1124	1015	614	512	903	1746	1431	576	0	0	0	9168.00
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	14677.00
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	629922.85
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	62986.07
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	31756.83
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	54852.74
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	22154.84
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	14418.57
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	830768.90
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

Jersey Meadow Golf Course
Monthly Report

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	37,057.00
Tournament Rounds	0	159	0	0	188	138	66	287	62	59	17	248	1,224.00
Range buckets	843	1,084	861	752	415	1,256	2,003	1,941	1,532	1,500	1,529	1,232	14,948.00
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
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	43,154.00
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	18,967.00
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	35,037.00
Tournament Rounds													
Range buckets				567	755	1,194	1,757	1,498	1,293	1,252	1,229	1,218	10,763.00
Green Fees/Cart Fees	100,532.00	59,091.00	57,691.00	42,849.85	53,215.20	55,637.91	108,176.93	93,704.77	79,608.10	86,599.86	76,676.57	82,458.86	896,242.05
Tournament Fees	19,585.00	7,087.00	6,235.00	0.00	0.00	4,107.87	9,607.00	14,018.50	332.64	792.00	2,186.00	4,023.02	67,974.03
Range Fees	6,702.00	3,778.00	3,198.00	2,365.14	3,229.47	5,533.59	7,552.85	6,458.97	5,754.22	5,431.94	4,280.78	3,776.78	58,061.74
Sales of Merchandise	19,858.00	4,548.00	5,884.00	3,055.92	2,960.74	8,316.70	9,143.74	7,896.28	7,636.53	6,951.08	8,554.69	6,491.01	91,296.69
Concession Fees	285.00	808.00	417.00	1,726.00	2,278.00	2,982.00	4,942.00	3,701.00	3,099.00	3,441.00	3,256.00	3,505.00	30,440.00
Miscellaneous Income	-571.00	3,254.00	2,407.00										
Total Income	\$146,391.00	\$78,566.00	\$75,832.00	\$49,996.91	\$61,683.41	\$76,578.07	\$139,422.52	\$125,779.52	\$96,430.49	\$103,215.88	\$94,954.04	\$100,254.67	1,144,014.51
Income Per Round	\$40.31	\$32.91	\$34.10	\$32.76	\$29.56	\$34.87	\$35.49	\$36.12	\$31.14	\$28.96	\$27.66	\$28.81	32.65
Notes: 1. October, November, December 2000 Golf Course under private management contract. City took over management January 1, 2001.													
2. Green Fees and Cart Fees combined into one fee beginning January 2002.													
3. Food and drinks contracted out to private vendor as of January 2001.													
4. Star Membership program began in January 2002.													
5. FY 2000 -2001 - records in Smith Systems Software, no printouts available and the software is offline.													
6. Concession Fees shown in time period of purchase, not when received.													
7. Income/Round: Income does not include Star Memberships; Rounds includes Rounds Played and Tournament Rounds.													
8. Miscellaneous Income includes: Cart fee, Handicap Service, Leagues, expired Gift Certificates, Miscellaneous merchandise and Junior Camp.													
9. As of April, 2016, Leagues are accounted for in Rounds played and in Green Fees.													
10. FY 2016-2017 - Line Item added: Club Rental.													
11. Abbreviations: W-weather RO-rain out CM-course maintenance TT-temporary tees H-holiday													
12. Miscellaneous Income changed to Miscellaneous Fees FY 2016-2017 per Finance.													

CITY OF JERSEY VILLAGE, TEXAS**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSET****GOLF COURSE FUND****February 31, 2018****Fiscal Year October 1, 2017 thru September 30, 2018****Unaudited**

	February 2018	FISCAL YEAR TO DATE
OPERATING REVENUES		
Charges for Services	60,503	461,483
Total Operating Revenue	<u>\$60,503</u>	<u>\$461,483</u>
OPERATING EXPENSES		
Personal services	65,788	350,593
Supplies	11,150	44,621
Repairs and Maintenance	2,567	12,983
Contractual Services	3,443	39,998
Other	19,607	86,158
Depreciation	27,902	139,510
Total Operating Expenses	<u>\$130,458</u>	<u>\$673,862</u>
Operating Income (Loss)	<u>(\$69,955)</u>	<u>(\$212,379)</u>
NON OPERATING REVENUES		
Interest and investment revenue	618	2,915
Miscellaneous Revenue	0	10,000
	<u>\$618</u>	<u>\$12,915</u>
Total non operating revenue (expenses)	\$618	\$12,915
Income (loss) before contributions and transfers		
Transfers In	0	0
Transfers out	0	0
Change in net assets	(\$69,337)	(\$199,464)
Total net assets beginning of the year		\$2,705,334 **
Total net assets end of the year**		\$2,505,870 **

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

Golf Course Fund
For the period ended February, 2018

	Adopted Budget	Current Budget	YTD Actual	% of Actual compared to Budget	Projections
Revenue					
Fees & Charge for Services	1,495,380.00	1,495,380.00	461,483.71	30.86%	1,495,380.00
Interest Earned	2,400.00	2,400.00	2,914.80	121.45%	6,500.00
Interfund Activity	403,071.00	403,071.00	-	0.00%	403,071.00
Miscellaneous Revenue	-	10,000.00	10,000.00	100.00%	10,000.00
Other Agency Revenue	-	-	-	0.00%	-
Total Revenue	1,900,851.00	1,910,851.00	474,398.51	24.83%	1,914,951.00
Expenditures					
Club House	703,789.00	703,789.00	258,344.66	36.71%	703,789.00
Course Maintenance	873,238.00	873,238.00	224,870.47	25.75%	873,238.00
Building Maintenance	61,500.00	61,500.00	14,666.01	23.85%	61,500.00
Capital Improvement	160,600.00	160,600.00	3,000.00	0.00%	160,600.00
Equipment Maintenance	101,724.00	101,724.00	33,471.35	32.90%	101,724.00
Total Expenditures	1,900,851.00	1,900,851.00	534,352.49	28.11%	1,900,851.00

Jersey Meadow Golf Course

Social Media Summary Report

March 2018

Statistics are for the month of February 2018

Facebook



Page Likes	New Likes	Posts	Page Reach	Page Engagement
422	15	66	10,457	625
New Reviews	Avg. Rating	Total Reviews	Total Rating	
2	2	36	3.8	

Twitter



Followers	New Followers	Tweets	Impressions	Profile Visits
32	0	25	0	0

Yelp



New Reviews	Avg. Rating	Total Reviews	Total Rating
0	0	7	3

Golf Advisors



New Reviews	Avg. Rating	Total Reviews	Total Rating
6	3	144	3.6

Trip Advisors



New Reviews	Avg. Rating	Total Reviews	Total Rating
0	0	5	4

Google



New Reviews	Avg. Rating	Total Reviews	Total Rating
7	4	66	3.9

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: March 16, 2018
SUBJECT: Parks and Recreation Department Update

Golf Course:

Financial Report - For the month of February, the course received \$34,012 in green fees, and \$6,489 in tournament fees. According to the monthly report the course had 1,589 rounds of golf and 262 rounds of tournament play. The average income received per round is \$31.76. There were five (5) weather days and six (6) rainout days. Merchandise sales for the month totaled \$10,197.

Maintenance Report – Staff has started to sod a few areas in the back 9. The areas that are being sodded are portions of the fairways directly off the cart paths. Sod that was placed on the front 9 is becoming established and is starting to grow in very well. The golf course staff has received multiple compliments about the new grass along the front nine where the sod is now growing. Staff has also started making the sign bases for our “cart path only” and “cart direction” signs. These signs should be placed on the course by the end of March or early April.

Supplemental Projects - The irrigation head moving project started during the month of February and has improved our water consumption tremendously. At the end of February roughly half of the irrigation heads were successfully relocated to the proper areas. Now that the irrigation heads are properly placed around the greens, the amount of time needed to run the system and the water consumption, is reduced to half of what we’ve previously used.

We have also secured enough proposals to move forward with our tree moving project in March. We plan on moving over 30 trees from our “tree orchard” that is located on site, and strategically place the trees throughout the golf course. The trees will be able to serve multiple purposes by allowing some to be part of the hazard on a hole, outline or “shape” the hole, and the remainder will serve as aesthetic purposes.

Parks and Recreation:

Parks - Staff has been continuing to trim trees throughout the medians and have re-mulched planter beds throughout the city. The water trailer for parks staff was received at the beginning of March. The water trailer will help staff water trees, more particularly the re-tension pond near the golf course and will be extremely useful during the summer months.

The pool water lines and restrooms have been fixed. The exposed water lines at the pool are now weatherproofed. Minor repairs have been made to playground equipment and all parking stops at the Clark Henry parking lot have been repainted.

I presented two topics at the Nueces County Landscape Conference during the month of February. One presentation was about Hurricane Preparedness – Protecting your Landscape, and the other was Tree Maintenance – Pruning Techniques.

Parks Projects – The splash pad consultants recently submitted renderings with a complete schematic of the splash pad that will be placed near the Clark Henry Pool and pavilion area. City staff will select colors for the equipment, and upon reviewing the plans, will submit the colors and approval back to the contractors.

The Calvin project is currently underway with the ordering of materials. The contractor will remove the old play structure, install the new play structure, and finish the project with fresh emulsified wood fiber (surfacing material). The project has a tentative start date of April 16th, with a projected one week completion.

The Dog Park design was submitted to the City Manager and Public Works Director for review. After discussions we agreed on one design for the park. The selected design was submitted to the Harris County Flood Control District during the week of March 12th. We have not received any feedback from the district about the design yet. Once we do receive approval from the flood control district our fence contractors are confident they can erect the fence within a three week time period.

Recreation – We have secured a one year music license with ASCAP that will allow us to broadcast music at any/all of our events throughout the city. March Farmer's Market went well, with over 45 vendors in attendance. The next recreation and events committee meeting will take place on April 9th at 5:30pm in the civic center meeting room.

The following is a schedule of events for the next two months:

Easter Egg Hunt is scheduled for Sunday, March 25th at 2:00pm at Carol Fox Park.

Spring Fling event is scheduled for Friday, April 27th from 6:30pm – 9:00pm at Clark Henry Park.

Note: Spring Fling date changed from 20th to 27th due to a conflicting schedule.

Facility Maintenance:

Staff continues to provide daily services for the buildings throughout the City. Staff has also been helping with early voting and regular voting requests. The following supplemental projects are currently underway and/or have been completed.

Police Department A/C Units – Are scheduled to be replaced on Wednesday, March 21st.

Civic Center lights has all been replaced – still waiting for a bid for a new electrical panel.

Proposal # 125-106918-2

**City of Jersey Village-Carol Fox
fun abounds**

Burke



x	Violation	Red Tag	Letter Mailed	Date	Abated Within Time Required
16218 Tahoe	Trailer (Box/Gooseneck/Utility) parked-stored		x	2/1/18	y
15801 Lakeview	Dog - At Large		x	2/1/18	y
15506 Lakeview	Tree clearance at street/sidewalk		x	2/1/18	y
15502 Mauna Loa	Tree clearance at street/sidewalk		x	2/1/18	y
8322 Achgill	Trash/Recycling/Yard Waste at curb too early	x		2/1/18	y
16006 Siungapore	Tree/Stump/Shurb - Dead to remove		x	2/2/18	n
15318 Colwyn	Vehicle - Blight/Junk		x	2/2/18	y
0 Jersey Dr	No Solicitors Permit	x		2/2/18	y
7806 Hamilton Cr	Trash/Recycling/Yard Waste at curb too early	x		2/5/18	y
7807 Hamilton Cr	Trash/Recycling/Yard Waste at curb too early	x		2/5/18	y
16202 Jersey Dr	Obstructing use of sidewalk	x		2/5/18	y
16122 Lakeview	Trash/Recycling/Yard Waste at curb too early	x		2/5/18	y
16306 Congo	Dog/Pet - Unregistered		x	2/6/18	y
15513 Mauna Loa	Vehicle parked on unpaved surface		x	2/6/18	y
15906 Jersey Dr	Residential Maintenance		x	2/6/18	y
15813 Elwood	Signs - General	x		2/12/18	y
0 Lewis	Dog - At Large		x	2/12/18	y
8318 Hanley	Dog/Pet - Unregistered		x	2/13/18	y
15801 Lakeview	Dog/Pet - Unregistered		x	2/13/18	n
27 Pebble Beach	Dog - Loud/Excessive Barking		x	2/13/18	y
15322 Clevedon	Blight		x	2/14/18	y
16121 Singapore	Pool holding stagnant water		x	2/14/18	y
15401 Ashburton	Trash/Recycling/Yard Waste at curb too late	x		2/14/18	y
16102 Lakeview	No roofing permit	x		2/14/18	y
15813 Elwood	Signs - General	x		2/15/18	y
14910 Lakeview	Trailer (Box/Gooseneck/Utility) parked-stored		x	2/15/18	y
15726 Lakeview	Trash/Recycling/Yard Waste at curb too early	x		2/15/18	y
15922 Lakeview	Trash/Recycling/Yard Waste at curb too early	x		2/15/18	y
7823 Equador	No building permit		x	2/16/18	y
15509 Shanghai	Trailer (Box/Gooseneck/Utility) parked-stored		x	2/16/18	y
15418 Lakeview	Trailer (Box/Gooseneck/Utility) parked-stored		x	2/16/18	y

x	Violation	Red Tag	Letter Mailed	Date	Abated Within Time Required
16221 Jersey Dr	Trailer (Box/Gooseneck/Utility) parked-stored	x		2/16/18	y
0 Singapore	No Solicitors Permit	x		2/19/18	y
8326 Hanley	Trash/Recycling/Yard Waste at curb too early	x		2/19/18	y
16318 Lakeview	Trash/Recycling/Yard Waste at curb too early	x		2/19/18	y
16214 Lakeview	Trash/Recycling/Yard Waste at curb too early		x	2/19/18	y
15705 Juneau	Trailer (Box/Gooseneck/Utility) parked-stored		x	2/20/18	y
15721 Juneau	RV - parked/stored over 7 days		x	2/20/18	n
8410 Achgill	Dog/Pet - Unregistered	x		2/20/18	y
15309 Leeds	Tree clearance at street/sidewalk		x	2/21/18	n
15314 Ashburton	Tree clearance at street/sidewalk		x	2/21/18	y
15402 Ashburton	Tree clearance at street/sidewalk		x	2/21/18	y
15517 Chichester	Trash cans visible		x	2/21/18	y
16109 St Helier	Residential Maintenance		x	2/22/18	y
8301 Jones	Signs - In City ROW	x		2/22/18	y
15902 Jersey	Trash/Recycling/Yard Waste at curb too late	x		2/22/18	y
15713 Lakeview	Residential Maintenance		x	2/23/18	y
16214 St Helier	Vehicle - Blight/Junk		x	2/23/18	y
2 Pinehurst Ct	Signs - In City ROW	x		2/23/18	y
15706 Lakeview	No building permit			2/23/18	y
16110 Lakeview	Trash/Recycling/Yard Waste at curb too early	x		2/26/18	y
16113 Lakeview	Trash/Recycling/Yard Waste at curb too early	x		2/26/18	y
15918 Jersey	Trash/Recycling/Yard Waste at curb too early	x		2/26/18	y
15302 Clevedon	Signs - In City ROW	x		2/26/18	y
15817 Jersey	Trash cans visible		x	2/27/18	y
15901 Jersey	Trash cans visible		x	2/27/18	y
15105 Lakeview	Signs - In City ROW	x		2/27/18	y
15617 Honolulu	Tree clearance at street/sidewalk	x		2/28/18	y
16237 Congo	Signs - General	x		2/28/18	y
8401 Hawaii	Trash/Recycling/Yard Waste at curb too early	x		2/28/18	y
15305 Mauna Loa	Trash/Recycling/Yard Waste at curb too early	x		2/28/18	y

City of Jersey Village

Social Media Summary Report

March 2018

Statistics are for the month of February 2018

Facebook



Page Likes	New Likes	Posts	Page Reach	Page Engagement
1,142	65	74	16,699	1,551

Twitter



Followers	New Followers	Tweets	Impressions	Profile Visits
183	7	61	6,545	53

Constant Contact



Campaigns	Emails	Open Rate	Click Through Rate
2	1,449	49%	23%
		Benchmark Open Rate	Benchmark Click Through Rate
		24%	10%

Nextdoor



Posts	Thanks
7	20

Benchmark metric is provided by Constant Contact comparing us to other Governmental users of their services

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

AGENDA DATE: March 26, 2018

AGENDA ITEM: City Manager's Report

AGENDA SUBJECT: Introduction of Peace Officers

Dept./Prepared By: Eric Foerster, Chief of Police

Date Submitted: March 9, 2018

EXHIBITS: [Dusty Bryant](#) Biography
[Frank Cobas](#) Biography
[Brent Zatzkin](#) Biography

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

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

See attached biographies for new officers joining Jersey Village Police Department.

RECOMMENDED ACTION:

N/A

Bio for Dusty Bryant

Dusty Bryant was born in Dallas, Texas. He graduated from Malakoff High School, and afterwards attended classes at Trinity Valley Community College. In 2005, Dusty successfully completed the Basic Peace Officer course through East Texas Police Academy and obtained his license from TX Commission on Law Enforcement. Dusty has over 12 years of law enforcement experience. He has worked mostly in small town police departments throughout the East Texas area, and even served as the Police Chief for Caney City Police Department. Dusty holds an Advanced Peace Officer license with TCOLE, as well as certifications for Police Instructor, and Mental Health Officer. Dusty joined Jersey Village Police Department on January 17, 2018.

Bio for Frank Cobas

Frank Cobas was born in Los Angeles, California. He graduated from Aldine High School, here in the Houston area. Shortly after graduating high school, Frank began working as a security officer. He continued to work with the security company for the next 15 years, gaining professional experience and eventually becoming General Manager. During his time with the security company, Frank also gained the desire to serve in law enforcement. In 2015, Frank successfully completed the Basic Peace Officer course through University of Houston-Downtown, and obtained his license from TX Commission on Law Enforcement. Frank spent 2 years working for Harris County Pct. 4, where he took advantage of all training opportunities. He joined Jersey Village Police Department on January 16, 2018.

Bio for Brent Zatzkin

Brent Zatzkin was born here in the Houston area. He graduated from Klein Oak High School. Brent has always had a strong desire to work in law enforcement and to serve his community. He began working for Jersey Village in February 2016 as a dispatcher in the Communications Department, where he handled incoming emergency calls for service. While serving as a dispatcher, Brent successfully completed the Basic Peace Officer course offered through Lone Star College, and received his license from TX Commission on Law Enforcement. In addition, Brent also knows sign language, which is a unique and valuable asset to our department. He joined Jersey Village Police Department on January 6, 2018.



Transparency Stars

The Texas Comptroller of Public Accounts
awards the **City of Jersey Village** the
Traditional Finances Star

for exemplary efforts in creating financial transparency around public services and spending decisions. The Transparency Stars program recognizes local governments across Texas that are striving to meet a high standard for financial transparency online. These efforts provide citizens with clear, consistent information about public spending in user-friendly formats.



March 12, 2018

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON FEBRUARY 19, 2018 AT 7:00 P.M. IN THE CIVIC CENTER, 16327 LAKEVIEW, JERSEY VILLAGE, TEXAS.

A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

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

Mayor, Justin Ray
Council Member, Andrew Mitcham
Council Member, Greg Holden
Council Member, Bobby Warren
Council Member, Gary Wubbenhorst

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

Council Member, Sheri Sheppard, was not present at this meeting.

Staff in attendance: Mark Bitz, Fire Chief; Eric Foerster, Chief of Police; Isabel Kato, Finance Director; and Jason Alfaro, Director of Parks and Recreation.

Kevin T. Hagerich, Director of Public Works, was not present at this meeting.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

1. Prayer and Pledge by: Pastor Steve Cranston, Champion Forest Baptist Church, Jersey Village.

C. CITIZENS' COMMENTS

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

Merrilee Beazley, 14910 Lakeview Drive, Jersey Village, Texas (713) 443-8091: Ms. Beazley spoke to City Council about amendments to the City Ordinance regarding the housing of recreational vehicles on residential lots. She also spoke to City Council about campaign signage.

D. CITY MANAGER'S REPORT

1. Monthly Fund Balance Report, Enterprise Funds Report, Governmental Funds Report, Property Tax Collection Report – December 2017, General Fund Budget Projections as of January 2018, and Utility Fund Budget Projections – January 2018.
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 Report and Construction and Field Projects Update
7. Golf Course Monthly Report, Golf Course Financial Statement Report, Golf Course Budget Summary; Golf Course Social Media Summary Report, and Parks and Recreation Departmental Report

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – February 19, 2018

8. Report from Code Enforcement
9. City Social Media Summary Report
10. 2017 Racial Profiling Report

E. CONSENT AGENDA

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

1. **Consider approval of the Minutes for the Regular Session Meeting held on January 15, 2018.**
2. **Consider Resolution No. 2018-05, authorizing the City Manager to enter into an Interlocal Agreement with Harris County, Texas to provide certain electronic personal accountability equipment.**

RESOLUTION NO. 2018-05

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 TO PROVIDE CERTAIN ELECTRONIC PERSONAL ACCOUNTABILITY EQUIPMENT.

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

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

Nays: None

The motion carried.

F. REGULAR AGENDA

1. **Consider Ordinance No. 2018-04, amending the Code of Ordinances of the City of Jersey Village, Texas at Chapter 66 Traffic and Vehicles, Article I. In General, Section 66-7 to prohibit certain left turns from Equador Street on weekdays between the hours 8:30 a.m. and 9:30 a.m., and 3:30 p.m. and 4:30 p.m.; providing for severability; providing for repeal; and providing a penalty as provided by Section 1-8 of the Code of Ordinances.**

Eric Foerster, Chief of Police, introduced the item. Background information is as follows:

A request was made from the school resource officer to place a “No Left Turn Sign” on Equador Street that prohibits making a left turn onto the second driveway in front of Post Elementary School at Congo Street on a weekday between the hours of 8:30 a.m. and 9:30

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a.m. and 3:30 p.m. and 4:30 p.m. The officer felt the signage was necessary to relieve school traffic congestion.

As a result of the request, site visit(s) were made and the signage prohibiting the left turn was deemed appropriate. Accordingly, a test sign was placed with favorable results.

This item is to request an amendment to the Code of Ordinances of the City of Jersey Village, Texas at Chapter 66 Traffic and Vehicles, Article I. In General, Section 66-7 to prohibit certain left turns from Equador Street on weekdays between the hours 8:30 a.m. and 9:30 a.m., and 3:30 p.m. and 4:30 p.m.; providing for severability; providing for repeal; and providing a penalty as provided by Section 1-8 of the Code of Ordinances.

Council engaged in discussion about the requested change, specifically about the location and placement of the sign. There was also discussion about the proposed language for the amendment and if the language was sufficient. Chief Foerster explained that in proposing the language, all scenarios involving the area were reviewed and as a result, the proposed language offers the best solution.

With no further discussion on the matter, Council Member Wubbenhorst moved to approve Ordinance No. 2018-04, amending the Code of Ordinances of the City of Jersey Village, Texas at Chapter 66 Traffic and Vehicles, Article I. In General, Section 66-7 to prohibit certain left turns from Equador Street on weekdays between the hours 8:30 a.m. and 9:30 a.m., and 3:30 p.m. and 4:30 p.m.; providing for severability; providing for repeal; and providing a penalty as provided by Section 1-8 of the Code of Ordinances. Council Member Mitcham seconded the motion. The vote follows:

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

Nays: None

The motion carried.

ORDINANCE NO. 2018-04

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE, TEXAS AT CHAPTER 66 TRAFFIC AND VEHICLES, ARTICLE I. IN GENERAL, SECTION 66-7 TO PROHIBIT CERTAIN LEFT TURNS FROM EQUADOR STREET ON WEEKDAYS BETWEEN THE HOURS 8:30 A.M. AND 9:30 A.M., AND 3:30 P.M. AND 4:30 P.M.; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL; AND PROVIDING A PENALTY AS PROVIDED BY SECTION 1-8 OF THE CODE OF ORDINANCES.

2. **Receive the Final Financing and Project Plan for the Tax Increment Reinvestment Zone Number 2 adopted by the Board of Directors on February 1, 2018.**

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Lorri Coody, City Secretary, introduced the item, explaining that the Board of Directors for the Tax Increment Reinvestment Zone Board Number 2 (TIRZ) is charged with preparing, approving, and submitting an adopted Financing and Project Plan for the TIRZ.

On February 1, 2018, the Board of Directors for the TIRZ adopted the Final Financing and Project Plan for the TIRZ and submits the adopted plan herein.

This item is for City Council to receive the TIRZ Board's Final Financing and Project Plan.

With limited discussion on the matter, the Mayor announced the receipt of the Final Financing and Project Plan adopted by the TIRZ Board on February 1, 2018.

3. Consider Ordinance No. 2018-05, approving the Final Financing Plan and Project Plan for the Tax Increment Reinvestment Zone Number 2.

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

On July 17, 2017, City Council passed Ordinance 2017-26, establishing the Tax Increment Reinvestment Zone Number Two (TIRZ) and creating a Board of Directors for the TIRZ. The Board of Directors is charged with preparing, approving, and submitting an adopted Financing and Project Plan for the TIRZ.

On February 1, 2018, the Board of Directors for the TIRZ adopted the Final Financing and Project Plan for the TIRZ and presented it to City Council on February 18, 2018 for consideration and approval.

There are a few changes from the preliminary plan that was adopted by Council in July.

The Method of Relocation statement has been changed. After consulting with our attorney relocation is only for people, not businesses or utilities. There are only four parcels in the Zone that are residential in nature. They are all located in the District D Transition Zone, which means they could stay. If people need to be relocated we have allocated \$2 million for that, and it would be done in accordance with the applicable requirements.

The calculation on TIRZ Values has been modified. Since we only have approximately \$18 million of the total TIRZ property values currently in our city limits, it drops the base value of the TIRZ. We are proposing those values to be added by annexation in 2019. Accordingly, that changes our projected annual assessed values and the incremental taxes collected. It increases the total amount by about \$11 million.

That has changed our proposed budget resulting in increases/decreases various lines in the budget on page 11 of the document. Additionally, more has been added into the infrastructure (water, sewer, streets, etc.).

The TOD Plan indicates the roads that are proposed in Map 4 would be owned by the city. The costs for those would be covered in our TIRZ budget. As noted on pages 10-11, I took the original costs and used an inflation factor of 4% to come up with the budget amounts

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in the preliminary budget. I have added some money to those numbers with the new budget. I think the budget is good, but of course you never truly know what the costs will be until the project is engineered and put out for bid.

Those are the main changes to the plan. Other changes were just small house keeping things.

This item is for City Council to consider and approve the Financing Plan and Project Plan for the Tax Increment Reinvestment Zone Number 2 presented by the Board of Directors.

Council engaged in discussion about the portions of the plan that reference annexation in 2019. There was concern about this proposal and what it could mean for the City. City Manager Bleess explained that currently there are no plans for annexation. This element was added to the plan as an option. The plan can always be amended at a later date. Council continued to discuss the annexation option. Some members were concerned about the need to provide city services to the area and the cost for same. City Attorney Hayes explained that under the annexation requirements, once the land is annexed into the City, the City has five (5) years to provide city services. In response to the concern, some members of the Council felt that this plan, as written, is merely a road map for developers and does not commit the City; however, others felt that having the annexation language does commit the City.

Council discussed that annexation would be contingent upon development of the property and the City Attorney explained that before annexation can take place, another process must be had that involves holding public hearings with proper notice.

Council then discussed the time frame for amending the plan. City Manager Bleess explained that the time line will be driven by development. There was also discussion about the “up-front” expenses of development and how that will be handled. City Manager Bleess explained that nothing will be done until we have a developer with a proposed plan. Once we have a developer with a plan, the infrastructure will be reviewed by City Council and a decision will be made on how to fund the project. Funding can either be a bidding process or a fund as you go approach or any other funding solution that the Council may approve.

The plan being received/approved tonight is a blue print for moving forward. It is similar to the Capital Improvements Plan process that lists projects two (2), three (3), or four (4) years out with changes to those time frames according to the needs of the City.

With no further discussion on the matter, Council Member Warren moved to approve Ordinance No. 2018-05, approving the Final Financing Plan and Project Plan for the Tax Increment Reinvestment Zone Number 2. Council Member Mitcham seconded the motion. The vote follows:

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

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Nays: None

The motion carried.

ORDINANCE NO. 2018-05

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, APPROVING THE FINAL FINANCING PLAN AND PROJECT PLAN FOR THE TAX INCREMENT REINVESTMENT ZONE NUMBER 2 .

- 4. Consider Resolution No. 2018-06, extending the current license agreement with SprintCom, Inc. for an additional 10-year term commencing June 15, 2018 and ending June 14, 2028 in order to allow SprintCom's antenna equipment to remain at the city's elevated water tower located at 15401 ½ Congo Lane.**

Austin Bleess, City Manager, introduced the item. Background information is as follows: On June 15, 1998, City Council approved an agreement that allowed SprintCom, Inc. to install (6) antennas on the elevated water tower located at 15401 ½ Congo Lane.

The June 15, 1998 agreement was for a ten (10) year term with the option of four (4) additional ten (10) year terms. Currently, the City is in its first additional ten (10) year term, which will expire on June 14, 2018.

The City has received a request from SprintCom, Inc., to extend its current agreement with the City in order for its existing antenna equipment to remain at the elevated water tower located at 15401 ½ Congo Lane. There have been no defaults by Sprint and no compensation issues; and

Should City Council approve this Resolution, SprintCom Inc. will be in its second 10-year renewal term of the initial contract with said renewal term to commence on June 15, 2018 and end on June 14, 2028.

With limited discussion on the matter, Council Member Warren moved to approve Resolution No. 2018-06, extending the current license agreement with SprintCom, Inc. for an additional 10-year term commencing June 15, 2018 and ending June 14, 2028 in order to allow SprintCom's antenna equipment to remain at the city's elevated water tower located at 15401 ½ Congo Lane. Council Member Holden seconded the motion. The vote follows:

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

Nays: None

The motion carried.

RESOLUTION NO. 2018-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, EXTENDING THE CURRENT LICENSE AGREEMENT WITH

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SPRINTCOM, INC. FOR AN ADDITIONAL 10-YEAR TERM COMMENCING JUNE 15, 2018 AND ENDING JUNE 14, 2028 IN ORDER TO ALLOW SPRINTCOM'S ANTENNA EQUIPMENT TO REMAIN AT THE CITY'S ELEVATED WATER TOWER LOCATED AT 15401 ½ CONGO LANE.

5. Consider Resolution No. 2018-07, receiving the Jersey Meadow Golf Course Clubhouse Assessment Report developed by Ray+Hollington Architects, Inc. for the purpose of determining the feasibility of clubhouse renovations.

Jason Alfaro, Director of Parks and Recreation, introduced the item. He told City Council that an assessment report for the Jersey Meadows Clubhouse was provided to the City by Ray+Hollington Architects, Inc. The consultants reviewed the current layout and infrastructure of the building and supplied a final report that details the feasibility of future clubhouse renovations.

This item is to receive the report. A discussion item follows this item on the agenda.

With limited discussion on the matter, Council Member Wubbenhorst moved to approve Resolution No. 2018-07, receiving the Jersey Meadow Golf Course Clubhouse Assessment Report developed by Ray+Hollington Architects, Inc. for the purpose of determining the feasibility of clubhouse renovations. Council Member Mitcham seconded the motion. The vote follows:

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

Nays: None

The motion carried.

RESOLUTION NO. 2018-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING THE GOLF COURSE CLUBHOUSE ASSESSMENT REPORT DEVELOPED BY RAY+HOLLINGTON ARCHITECTS, INC. FOR THE PURPOSE OF DETERMINING THE FEASIBILITY OF CLUBHOUSE RENOVATIONS.

6. Discuss and take appropriate action regarding next steps for the Jersey Meadow Golf Course Clubhouse.

Jason Alfaro, Director of Parks and Recreation, introduced the item. Background information is as follows: An assessment report for the Jersey Meadow Clubhouse was provided to the City by Ray + Hollington Architects, Inc. The consultants reviewed the current layout and infrastructure of the building and supplied a final report that details the feasibility of future clubhouse renovations. The recommended updates and improvements are totaling a cost of \$682,500.

Staff feels this number is high. The roof project they list at \$60,000, but the Council has already authorized roof work for \$40,000. Based upon the differences in these costs, staff

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feels the costs over all are high. We have not proceeded with the roof project yet, as the contractor had some delays and after receiving this full report we wanted to have a full discussion on it with Council.

City staff has contacted architects in the area and they have suggested a \$170-190 per square foot cost for a new building that is similar in nature. The above pricing per square foot is equivalent to building a new restaurant. The current building is roughly 6,000 square feet. A new building at the same square footage and at \$190 a square foot would cost roughly \$1,140,000. According to the Building Journal the median cost index of a 6,000 square foot restaurant in Houston is about \$140 per square foot, or \$840,000. Of course no firm number on construction costs can be given until the building has been designed and bids received for construction.

Staff feels we should have a discussion on whether or not the renovations, as proposed by the architect, are the most effective use of funds or if we should look at a possible new building.

The plan is to use Hotel Occupancy Tax for the remodel, and that could be used for a new building as well. As of the end of January we have \$739,220 in the fund. We project that by the end of the fiscal year we should have approximately \$780,000 in the fund. Based upon our increased collection rate and historical expenses we anticipate to net \$80,000 to \$100,000 each year moving forward.

Council engaged in discussion. Some members felt that more information was needed to make this type of a decision. For example, what is the purpose and can the renovation match the needs. Parks Director Alfaro explained that in renovating the club house, the plan is to also provide space for weddings, events, banquets, meetings, etc.

Council discussed the report. Most felt that the report was not very “glowing,” but felt that we own this golf course and we need to operate it in the best way possible. The club house structure has been in use for many years, and there are many issues with the structure. For example, the air conditioning lines run down the center of the building because there is no attic and there are many other issues as pointed out in the report.

It was the consensus of Council that it would be a waste of money to remodel this structure. The best alternative is to tear it down and rebuild. In connection with this discussion, the City Attorney explained the use of HOT funds for this project. She told Council that the project to build a new club house must have the ultimate goal of putting “heads in beds” when attendees use the facility in order to be funded with HOT funds. Therefore, in rebuilding the structure, it must accommodate venues that will bring in people that will need to stay the night in local hotels. Events like tournaments, trade shows, conferences, etc.

With this in mind, City Council discussed how the condition of the club house has deterred these type of events. All agreed that the club house should be torn down and rebuilt. Most

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felt that being able to use HOT funds, giving consideration for their limited purpose, is a good source of revenue for the project.

Council then engaged in the teardown/rebuild process for this site. Some pointed out that there may be a disruption in business for the golf course. Others pointed out that the grade level of the building could be raised with a teardown and rebuild as opposed to a renovation, which will be helpful when considering the golf course berm project. There was discussion about how improving the club house can provide opportunities to bring additional revenues to the golf course and improve the options for a better restaurant and food choices.

Council then discussed alternative methods that could achieve a simpler restoration. In these discussions, some pointed out that we need the club house to serve as a multi-purpose building in accordance with the desires of the community. While it is the desire of the community, it was felt that a multi-purpose building would draw in the special events/venues to accommodate putting “heads in beds.” A simple refurbish will not provide a multi-service facility that also serves as a club house and the refurbish will be quite expensive.

It was the consensus of Council to use HOT funds to rebuild the club house in a flexible manner that provides for a variety of uses. With this in mind, Council then discussed if there was a need at this point to put limits on what will be spent on the rebuild. In conjunction with same, Council discussed the size of the new building. Most felt that 6,000 sq. ft. is too small and perhaps 7,500 to 8,000 sq. ft. would be more suitable and there needs to be some parameters set for the rebuild.

With this in mind, it was the consensus of Council to conduct a work session meeting to discuss these details. Staff was instructed to check availability and schedule the work session meeting in the next three to four weeks. The topic for the meeting will be setting the scope/design criteria for a new Jersey Meadow Golf Course club house, to include the basic foot print, size, type of construction, amenities, etc.

With no further discussion on the matter, Mayor Ray called the next item on the agenda as follows:

7. Consider Resolution No. 2018-08, receiving the Gateways and Wayfinding Master Plan as prepared by Clark Condon.

Austin Bless, City Manager, introduced the item. He told City Council that in July 2017 the City Council approved a contract with Clark Condon for a Gateways and Wayfinding Master Plan. This was one of the identified projects in the 2016 Comprehensive Plan.

City staff, along with the Clark Condon team, met several times during the course of the study. We held a public meeting in December to gather citizen feedback, and last month the preliminary design was presented to the Council for selection.

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Tonight the full plan is being presented for Council approval and acceptance. This plan will assist us in planning out the next few years for changing our signage into a uniform plan throughout the city.

This item is to approve the Resolution accepting the Gateways and Wayfinding Master Plan.

With limited discussion on the matter, Council Member Warren moved to approve Resolution No. 2018-08, receiving the Gateways and Wayfinding Master Plan as prepared by Clark Condon. Council Member Mitcham seconded the motion. The vote follows:

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

Nays: None

The motion carried.

RESOLUTION NO. 2018-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING THE GATEWAYS AND WAYFINDING MASTER PLAN AS PREPARED BY CLARK CONDON.

8. Consider Resolution No. 2018-09, canceling the Monday, March 19, 2018, Regular City Council Meeting, and calling a Special Session City Council Meeting for an alternate date during the month of March.

Austin Bleess, City Manager, introduced the item. He told City Council that it has come to the attention of Staff that some of the Council Members will not be able to attend the March 19, 2018 City Council Meeting due to scheduling conflicts.

Accordingly, it is suggested that City Council consider canceling the March 19, 2018 City Council Meeting and calling a Special Session City Council Meeting for an alternate date during the month of March.

In selecting an alternate date for the Special Session Meeting, City Council should consider that a Work Session Meeting is also needed in order to consider the Golf Course Berm Project. Staff suggests that the Work Session be conducted prior to the Special Session City Council Meeting between 5:30 p.m. and 7:00 p.m.

In discussing this item, it was pointed out that the City Charter requires Council to hold at least one (1) regular session meeting each month. Accordingly, the Resolution should not cancel the meeting, rather reschedule it for another date.

With no further discussion on the matter, Council Member Mitcham moved to approve Resolution No. 2018-09, rescheduling the Monday, March 19, 2018, Regular City Council Meeting to March 26, 2018 at 7:00 p.m. Council Member Warren seconded the motion. The vote follows:

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

Nays: None

The motion carried.

RESOLUTION NO. 2018-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, RESCHEDULEING THE MONDAY, MARCH 19, 2018, REGULAR CITY COUNCIL MEETING FOR MARCH 26, 2018.

9. Discuss and take appropriate action regarding transparency matters and posting items to the City's website.

Bobby Warren, Council Member, introduced the item. Background information is as follows:

As the Council moves towards providing more information and more transparency of city operations on our website, we are looking for guidance from the City Council as to whether or not we should be making it a priority to achieve all of the transparency stars the State Comptroller has to offer.

The Economic Development Star is awarded for posting an economic development summary that includes a narrative overview as well as information on tax abatements granted in the most recently completed fiscal year. It requires information on Chapter 380 grants, such as the actual agreements, project goals, cost of the project and benefit to the city. Since the City has only one (1) Chapter 380 Agreement going back the last few years this star should be easy to obtain.

The Public Pensions Star is awarded for having posting a summary including information from the most recent actuarial valuation, as well as a narrative section with explanations (or links to explanations) of terminology for each and comparisons with GASB, Pension Review Board or other applicable benchmark as appropriate. As we are a member of TMRS this should be fairly easy to gather this information to post online.

The Contracts and Procurements Star is awarded for posting a summary, which includes spending on procurement and contracting activities, total number of publicly posted bidding and contracting opportunities opened, total number of closed bids/solicitations or contracts awarded, total dollar amount of bids received from invitations for bids or requests for proposals, and total dollar amount awarded from contracts.

This one could be a bit more difficult to go back and gather all of the information for the past three years. However, it is something we can try to do, and could begin to do for this fiscal year and moving forward.

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We already post all of the required information to meet the requirements for the Debt Obligations Transparency Star.

No transparency stars can be awarded until we have our budget in excel format and post that online. With our current software we cannot easily do that. It is a project that we have to convert it to Excel as time allows. Once that is posted we can apply to be awarded these transparency stars. So while it may take a while to officially receive the star, we could meet the spirit of the requirements in relatively short order, with the exception of the contracts and procurements star.

Council engaged in discussion about the program and the need for new financial software. City Manager Bleess explained that most of the transparency requirements are manually doable. There may be some issues with manually achieving the purchasing requirements, but the new software would have the capability to create better reports, and export it to excel for easy data manipulation. Additionally, newer software would enable digital building permit reviews, provide for online license applications, improve Accounts Payable, make HR easier and better to handle, and for the most part digitize a vast majority of City tasks. Staff feels that the most cost effective solution would be an upgrade of the existing INCODE software.

Most members felt that we should be as transparent as possible, making as much information available without having to change our methods while at the same time being cognizant of the costs, time, and effort, it takes to produce same. If it is too costly, both in time and in dollars, most members agreed that achieving a star under the Comptroller's program should not be the driver.

Council then discussed the benefits of transparency and moving forward with the program. City Manager Bleess explained that the financial software upgrade will help tremendously with many city activities and if receiving a transparency star is a by-product of the upgrade, it is good. He went on to say that this item is to discuss the transparency program to see if this is a goal that City Council wants Staff to work toward achieving over the course of the next few years.

It was the consensus of Council that Staff strives toward the spirit of the transparency program, making sure that it does not become an onerous task. There was no formal motion on the matter.

Mayor Ray announced that an Executive Session is not needed. Accordingly, he announced that items G, H, I and J will not be called.

G. CLOSE THE REGULAR SESSION

Close the Regular Session to Convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.071 – Consult with Attorney and Section 551.072 – Deliberation Regarding Real Property.

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THIS ITEM WAS NOT CALLED. NO ACTION TAKEN

H. EXECUTIVE SESSION

1. **Consult with Attorney pursuant to the Texas Open Meetings Act Section 551.071, and Section 551.072, Deliberation Regarding Real Property, regarding proposed agreement providing for dismissal of eminent domain proceedings against Joe Myers Dealership Properties and a possession and use agreement for a 5' Wide Sound Wall Easement and a 30' Temporary Construction Easement, out the J.M. Dement Survey, Abstract Number 228 and Thomas Hogan Survey, Abstract Number 326 and being out of and a part of Lot 1, Amending Plat of Wallace Acres, a subdivision recorded under Film Code Number 600188 of the Harris County Map Records (easement for sound reduction wall), located within the City of Jersey Village, Harris County, State of Texas.**

THIS ITEM WAS NOT CALLED. NO ACTION TAKEN

I. ADJOURN EXECUTIVE SESSION

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

THIS ITEM WAS NOT CALLED. NO ACTION TAKEN

J. REGULAR SESSION CONTINUED

1. **Consider Resolution No. 2018-10, approving a proposed agreement providing for dismissal of eminent domain proceedings against Joe Myers Dealership Properties, L.P. and a possession and use agreement for a 5' Wide Sound Wall Easement and a 30' Temporary Construction Easement, out the J.M. Dement Survey, Abstract Number 228 and Thomas Hogan Survey, Abstract Number 326 and being out of and a part of Lot 1, Amending Plat of Wallace Acres, a subdivision recorded under Film Code Number 600188 of the Harris County Map Records (easement for sound reduction wall), located within the City of Jersey Village, Harris County, State of Texas; and authorizing the City Attorney to execute the agreement and related documents.**

THIS ITEM WAS NOT CALLED. NO ACTION TAKEN

K. MAYOR AND COUNCIL COMMENTS

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

- Expressions of thanks, congratulations, or condolence;
- Information regarding holiday schedules;

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

There were no Council Comments.

L. ADJOURN

There being no further business on the Agenda the meeting was adjourned at 8:20 p.m.

Lorri Coody, City Secretary



MINUTES OF THE SPECIAL WORK SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON MARCH 8, 2018 AT 6:00 P.M AT THE JERSEY MEADOW GOLF COURSE CLUBHOUSE, 8502 RIO GRANDE STREET, JERSEY VILLAGE, TEXAS 77040.

A. The meeting was called to order by Mayor Ray at 6:00 p.m. with the following present:

Mayor, Justin Ray
 Council Member, Andrew Mitcham
 Council Member, Greg Holden
 Council Member, Bobby Warren
 Council Member, Sheri Sheppard
 Council Member, Gary Wubbenhorst

City Manager, Austin Bleess
 City Secretary, Lorri Coody

Council Member Sheri Sheppard was not present when the meeting was called to order, but joined the meeting in progress at 6:08 p.m.

Staff in attendance: Kevin T. Hagerich, Director of Public Works; Jason Alfaro, Director of Parks and Recreation; Matt Jones, Jersey Meadow Golf Course Golf Pro; Ben Johnson, Assistant Golf Professional; and Jennifer Johnson, Tournament Coordinator.

B. Discuss and take appropriate action regarding the scope/design criteria for the Jersey Meadow Golf Course Clubhouse and other City facilities.

City Manager, Austin Bleess, introduced the item. Background information is as follows: Since the Council meeting we have come up with a rough estimate of what we believe is needed in order to construct a new clubhouse in such a manner that is not only appealing for golf activities but also for wedding receptions, business meetings, tournaments, etc. The breakdown of these ideas/needs is listed below.

Additionally, we have gathered several sample layouts of clubhouse buildings to help guide the conversation for what Council would like to see in the new clubhouse. These samples have some great ideas for layouts, locker rooms, board rooms for meetings, etc.

This information will serve as a starting point for discussing layout ideas and what Council would like to see included in this project. Once we understand Council's ideas for design/layout the next step is to go out for an RFQ for design services to help plan the building in more specific detail.

When considering the scope/design of the golf course clubhouse project, it is important to not only consider it in the context of other building projects that the City currently has underway, but also in conjunction with projects being considered in the near future. For example, we are currently in the design phase for a new public works building, and the CIP for the upcoming budget year lists design work for a new city hall. Accordingly, it is prudent to include these projects in tonight's discussions in order to accurately assess the needs of the City and make the best overall decision to accomplish all tasks in the most efficient and effective manner.

In considering the public works building, we all agree that there are some major challenges with the Taylor Road site. This site is approximately 1.4 acres, and we are looking to build a 6,000 square foot facility on that location. The area consistently floods even during nominal

WORK SESSION MEETING OF THE CITY COUNCIL
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rain events, making it difficult to get to/from this location when it is raining. In addition to flooding concerns, all of the City's Parks and Recreation equipment is stored at the Taylor Road site and staff currently spends a lot of time moving equipment from Taylor Road to this side of US HWY 290 in order to maintain City property.

In considering the construction of a new City Hall, it is important to note that this project has been listed in the CIP for several years as needing to be replaced. The 2016 Comprehensive Plan stated the building is in poor condition, and noted several deficiencies. The plan recommends that City Hall should be replaced.

In an effort to accommodate all three projects in the most efficient and effective manner, we should look first at the option of combining City Hall with the Golf Course Clubhouse into one project. Staff believes that one state of the art building that is energy efficient, meets our needs, and serves two or more purposes will better serve the tax payers in the long run. In considering this combination, the golf course clubhouse area could be housed on the first floor, and the upper floors could house city offices and the city council chambers. It would likely need to be a three floor building.

In the option of combining the City Hall and Golf Course Clubhouse, the clubhouse banquet room could replace our existing civic center, eliminating it as a competing space, and providing the ability to host events such as weddings, conferences, or large public meetings. Additionally, the board room could be rented out for private meetings, smaller gatherings, and could also be used as the Executive Session room for the council. The City Council chambers could be properly sized and made into an efficient use of space.

Municipal office space could be located on the second and third floors of the building. Assuming a 9,000 sq. foot clubhouse, would mean approximately 18,000 sq. feet for city hall functions which would be enough room for city hall.

In combining the City Hall with the Golf Course Clubhouse, we could then consider moving the Public Works activities to and building a new facility for public works at the current City Hall location and forgo building a new construction at the Taylor Road location. The City Hall parcel is approximately 3.6 acres.

In this scenario, we would want the Public Works building to have a nice front façade so it fits the neighborhood and the other city buildings at this location. All of the trucks and parking would be housed to the rear of the building bordering the car lots. Given the noise levels that already occur with the collision center right behind City Hall, this should add no extra noise to the area. It would also not be operating on the weekends, or into the evening. Shrubs, fencing, and other means could be taken to address any visual concerns.

Moving public works to the current City Hall location would allow for all storage and equipment to be on this side of 290. The efficiencies of not having to move equipment back and forth every day would add up quickly. This move also eliminates flooding concerns.

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – March 8, 2018

Moving Public Works activities to the current City Hall location opens up the possibility of selling the Taylor Road property, and the proceeds from that sale could offset the construction costs of the public works building. We would also save some money on the construction of the building since we would not have to haul in as much fill and earth work would be less.

There are concerns about moving municipal court to the golf course and all of the extra traffic that it would generate in the area. This concern could be mitigated by building/incorporating the required space for Municipal Court with the new public works building. We estimate 3,000 – 4,000 sq. feet of space for Court operations. If a public works and court building were built new it could be done in an L-Shape building that would further limit sight from the street or neighbors of public works vehicles. There are several other options that could work as well to make sure aesthetically the public works facility would not be a detriment to the neighborhood areas.

In closing, this is an opportunity for the city to take a broader look at projects we have underway and projects that are upcoming. Looking at all of the possibilities that we have for this project will allow for us to make the best and most responsible decision.

Before engaging in discussion about the possibility of combining the Jersey Meadow Golf Course Clubhouse and a City Hall facility, Mayor Ray gave a brief overview of the events leading up to this work session meeting. He explained that during this past budget session, City Council approved the use of Hotel Occupancy Tax (HOT) Funds for a remodel of the golf course clubhouse because it is needed to improve operations. Only certain kinds of projects are eligible for funding by HOT funds and our City Attorney has approved the use of these funds in this instance. During the last City Council Meeting, City Council received a report prepared by Ray+Hollington Architects, Inc. concerning the golf course remodel project. The report proved that a remodel of the existing structure at the golf course was cost prohibitive. Therefore, City Council asked to have this work session meeting to discuss the options for the clubhouse rebuild as opposed to a remodel. Since the February City Council Meeting, Staff has come up with several options for City Council to discuss that involve combining current and future CIP projects.

In completing the overview from the Mayor, City Council discussed the option of combining the City Hall project with the Golf Course Clubhouse project and the relocation of the public works facility as explained in the City Manager's introduction of this item. Each Council Member presented their thoughts on the matter. After receiving this input and discussing same, it was the consensus of Council that these two facilities should not be combined and the public works facility should not be relocated to the current City Hall site.

Having reached this consensus, Mayor Ray guided the discussion toward the criteria for the clubhouse rebuild. In discussing same, it was pointed out that it is important to determine what the golfers need such as:

1. A Pro Shop and a check in area for the golfers;

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – March 8, 2018

2. A nice place for a meal; and
3. Locker rooms with restrooms.

Anything ancillary should be considered after these important features.

Council discussed the size of the proposed clubhouse. The current facility is 6,000 sq. ft. It was the consensus of Council that the rebuild should be at least 8,000 sq. ft.

Golf Pro, Matt Jones, stated that the clubhouse must accommodate large tournaments. He suggested a pavilion on the backside of the clubhouse. He said that he has seen this feature in many golf courses and it works well for large tournaments and is cost effective. He also told City Council that the clubhouse needs a private room to accommodate 12 to 20 people for a party or small business meeting. He felt that this could be accomplished by having a large room with the ability to divide it off into smaller, more private rooms. He felt that an 8,000 sq. ft. building with a pavilion will be sufficient to accommodate the golfing needs.

City Council discussed parking, which is currently a problem. Golf Pro Jones stated that with the rebuild, the building could be located closer to Holes 9 and 18, which would provide more space in the front of the building for additional parking.

Council discussed the size of the Pro Shop. Golf Pro Jones stated that the existing size is sufficient. It does not need to be any larger than the current set-up.

Council discussed meeting space. All members agreed with the need to provide a space for meetings. Some members felt that the rebuild should be a place for families to visit to play golf, enjoy the restaurant and should include a small area with a sandbox for young children.

In recapping the discussions, Mayor Ray listed the following criteria for the golf course clubhouse rebuild:

1. The building should be 8,000 sq. ft. in size;
2. It should include a large banquet room that can be divided into small meeting rooms;
3. The Pro Shop should be the same size as the existing set-up;
4. The restaurant should be a “real restaurant” with a nice kitchen and all the necessary equipment;
5. There should be an outdoor patio area, possibly with TV’s and a bar service, to accommodate tournament play;
6. There needs to be adequate parking;
7. The new facility should have locker rooms and restrooms;
8. It should provide office space for staff;
9. It should have a grand entrance with a porte cochère and a circle drive;
10. It should have an entry way with golf course memorabilia; and
11. It should include cart barn repairs.

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – March 8, 2018

Next, City Council discussed setting a budget for the new building. It was the consensus of City Council that there should be a budget of \$1.2 million to include furnishings. \$750,000 will be funded from HOT funds and \$500,000 from the General Fund.

City Manager Bleess stated that he had enough information to move forward. He explained that the next step will be going out for RFQ. The results will be presented at the April City Council Meeting.

C. ADJOURN

With no further discussion, the meeting was adjourned at 7:25 p.m.

Lorri Coody, City Secretary

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

AGENDA DATE: March 26, 2018

AGENDA ITEM: F01

AGENDA SUBJECT: Consider Resolution No. 2018-11, reviewing and accepting the 2017 Comprehensive Annual Financial Report (CAFR).

Department/Prepared By: Isabel Kato, Finance Director

Date Submitted: February 20, 2018

EXHIBITS: [Resolution No. 2018-11](#)
[Exhibit A](#) – 2017 CAFR
[Required Auditor Disclosure Letter](#)

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

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

The City of Jersey Village is required to publish each year a complete set of financial statements presented in conformity with Generally Accepted Accounting Principles (GAAP), and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. A representative from Belt Harris Pechacek LLLP will make a presentation based on the audit findings and the financial position of the City.

Staff respectfully requests that Council review and accept the 2017 CAFR.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2018-11, reviewing and accepting the 2017 Comprehensive Annual Financial Report (CAFR).

RESOLUTION NO. 2018-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, REVIEWING AND ACCEPTING THE 2017 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR).

* * * * *

WHEREAS, the City of Jersey Village is required to publish each year a complete set of financial statements presented in conformity with Generally Accepted Accounting Principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants; **NOW, THEREFORE**,

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

The 2017 Comprehensive Annual Financial Report, attached hereto as Exhibit "A" is reviewed and accepted.

PASSED AND APPROVED this the 26th day of March, 2018.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

Exhibit A

2017 Comprehensive Annual Financial Report



Jersey Village **Comprehensive Annual** **Financial Report**



For the Fiscal Year Ending September 30, 2017

***COMPREHENSIVE
ANNUAL FINANCIAL REPORT***

of the

CITY OF JERSEY VILLAGE, TEXAS

For the Year Ended
September 30, 2017

Officials Issuing Report:

**Austin Bleess
City Manager**

**Isabel Kato
Finance Director**

CITY OF JERSEY VILLAGE, TEXAS

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CITY OF JERSEY VILLAGE, TEXAS

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INTRODUCTORY SECTION



Jersey Village

Incorporated 1956

A Texas Star Community

March 26, 2018

Honorable Mayor and City Council
City of Jersey Village
16501 Jersey Drive
Jersey Village, Texas 77040

Dear Mayor and Members of City Council:

The City of Jersey Village, Texas (the “City”) is required to publish each year a complete set of financial statements presented in conformity with Generally Accepted Accounting Principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. Pursuant to that requirement, we hereby issue the Comprehensive Annual Financial Report (CAFR) of the City of Jersey Village for the fiscal year ending September 30, 2017.

This report consists of management’s representations concerning the finances of the City and deems the enclosed data to be accurate in all material respects and reported in a manner designed to present fairly the financial position and results of operations of all City activities and funds. Therefore, management assumes full responsibility for the completeness and reliability of all information presented in this report. The City also acknowledges all disclosures necessary to enable the reader to gain an understanding of the City’s financial activities that have been included.

The City’s financial statements have been audited by Belt Harris Pechacek, LLLP, a firm of licensed public accountants. The goal of the independent audit was to provide reasonable assurance that the financial statements of the City for the fiscal year ending September 30, 2017 are free from material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial presentation. The independent auditors concluded, based on the audit, that there was a reasonable basis for rendering an unmodified opinion that the financial statements for the year ending September 30, 2017 are fairly presented in conformity with GAAP. The independent auditors’ report is presented as the first component of the financial section of this report.

As required by GAAP, management has provided a narrative introduction, overview, and analysis to accompany the basic financial statement in the form of Management’s Discussion and Analysis (MD&A). The letter of transmittal is designed to complement the MD&A, and should be read in conjunction with it. The City’s MD&A can be found immediately following the report of the independent auditors.

Strategic Direction

The City's vision, mission, and strategy clearly define for the City staff and the community what issues are most important to Jersey Village.

Vision. The City of Jersey Village is to carry on the challenge of providing an excellent level of City services by looking toward the future with a focus on sustaining a superior quality of life.

Mission. The City of Jersey Village is committed to working with citizens to preserve a sense of community and enhance the quality of life by providing friendly, personalized services for the safety and well-being of our City, its natural resources, and environment in a fiscally responsible manner.

To accomplish our mission, we will commit to the following principles:

- **Fiscal Responsibility** – Continue fiscally sound local government practices through active budget controls and a focus on strategic planning within the community.
- **Public Safety** – Provide a safe and secure environment resulting from a partnership between Jersey Village residents and the Police and Fire Departments.
- **Flood Prevention and Mitigation** – The City will continue efforts to reduce flooding in the City and use its influence to encourage the Harris County Flood Control District to complete major flood mitigation programs affecting Jersey Village in a timely manner.
- **Emergency Preparedness** – Our Emergency Management plan is complete and all essential City staff members are in compliance with National Incident Management System standards.
- **Economic Development** – The City will focus economic development efforts on increasing the commercial tax base through the attraction of companies and the expansion of existing businesses.
- **Quality Public Infrastructure and Recreational Facilities** – Provide continual cost effective maintenance and upgrades of streets, municipal utilities, and other municipal owned facilities to meet the service and capacity requirements of the community.

Profile of the Government

The City, which was formed in 1956, is located 15 miles northwest of downtown Houston. As of September 30, 2017, the City had a land area of 3.58 square miles and an estimated population of approximately 7,900. The City is empowered to levy a property tax on both real and personal property located within its boundaries. The City also has the power by state statutes to extend its corporate limits by annexation, which is done periodically when deemed appropriate by the City Council.

The City has adopted a Council-Manager form of government. The Council is comprised of a Mayor and five Council members. The Mayor and Council members are all elected at large for a two-year term. Elections are staggered with the Mayor and two Council members elected together in odd years and the three remaining members in the following even year. The City Manager is appointed by the Council and is responsible for implementation of Council policy and all day-to-day operations of the City.

The City provides a full range of municipal services including public safety (police and fire protection), residential solid waste sanitation services, water and wastewater services, public improvements, repair and maintenance of infrastructure, recreational and community activities, and general administrative services. The City also owns and operates a public golf course. As an independent political subdivision of the State of Texas governed by an elected Mayor and Council, the City is considered a primary government.

In accordance with standards established by the Governmental Accounting Standards Board, the City reports all funds and account groups for which the City, as the primary government, is accountable. The Jersey Village Crime Control and Prevention District (the “District”) is considered to meet the criteria of a component unit and, therefore, has been included in the report as a discretely presented component unit. The District was created by the City under Chapter 363 of the Texas Local Government Code for the purpose of providing additional crime control and prevention to the City. The District held a required election on May 20, 2013 on the continuance of the District, which resulted in an overwhelming support to maintain the District for an additional ten years.

Local Economy

Houston’s area unemployment rate fell from 5.3 percent in 2016 to 4.1 percent for 2017. The Houston-The Woodlands-Sugar Land metro area created 46,000 jobs in 2017, which is a significant improvement from 2016 when the region created only 18,700 jobs. As of late summer 2017, the construction sector was on path to lose more than 10,000 jobs but the post-Hurricane Harvey boom helped reverse that trend. Unemployment trends are as follows:

	2017	2016	2015
United States	4.2%	4.7%	5.0%
Texas	3.9%	4.6%	4.7%
Jersey Village	4.1%	5.3%	4.6%

Long-term Financial Planning

Capital improvement projects are funded with general governmental revenues and proceeds of general obligation and certificates of obligation debt issues. The City annually adopts a Five-year Capital Improvement Plan and regularly prepares short-term improvement plans for water, wastewater, drainage, municipal facilities, and parks. These plans are prepared by staff and presented to the City Council for review and acceptance. The plans require funding sources to be identified for each project.

For the last several years, the policy of the City has been able to maintain its infrastructure base for streets, water and wastewater systems, and municipal facilities through an aggressive maintenance and improvement program. A portion of general fund revenues is allocated to the Capital Improvement Plan each year. Debt is issued when necessary to finance long-term capital improvements.

Major Initiatives

In August 2017, our region was impacted by Hurricane Harvey, which caused unprecedented and catastrophic flooding in southeastern Texas. Fortunately, the City’s damages were minimal during the storm. At this moment, the City plans to spur business activities and attract investment in the community with our Economic Development plan, specifically in the Jersey Crossing area. The City has done extensive work on a Market Feasibility Analysis for this area. In addition, the City is also willing to offer a mix of tax incentives to help with the development of this area.

Certificate of Achievement

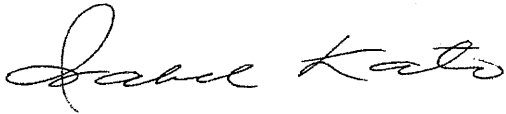
The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City for its CAFR for the year ended September 30, 2016. In order to be awarded a Certificate of Achievement, a governmental unit must publish an easily readable and efficiently organized CAFR, whose contents conform to program standards. Such CAFRs must satisfy both generally accepted accounting principles and applicable legal requirements. A Certificate of Achievement is valid for a period of one year only.

This is the eighteenth consecutive year that the City has received this prestigious award. We believe our current CAFR continues to conform to the Certificate of Achievement program requirements, and we are submitting it to the GFOA for compliance review.

Acknowledgements

The preparation of the CAFR was made possible by the dedicated service of the entire administration. We appreciate the efforts of everyone involved. In closing, without the leadership and support of the Jersey Village Council, preparation of this report would not have been possible.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Isabel Kato". The signature is fluid and cursive, with the first name "Isabel" written in a larger, more prominent script than the last name "Kato".

Isabel Kato
Director of Finance

CITY OF JERSEY VILLAGE, TEXAS

PRINCIPAL OFFICIALS

September 30, 2017

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

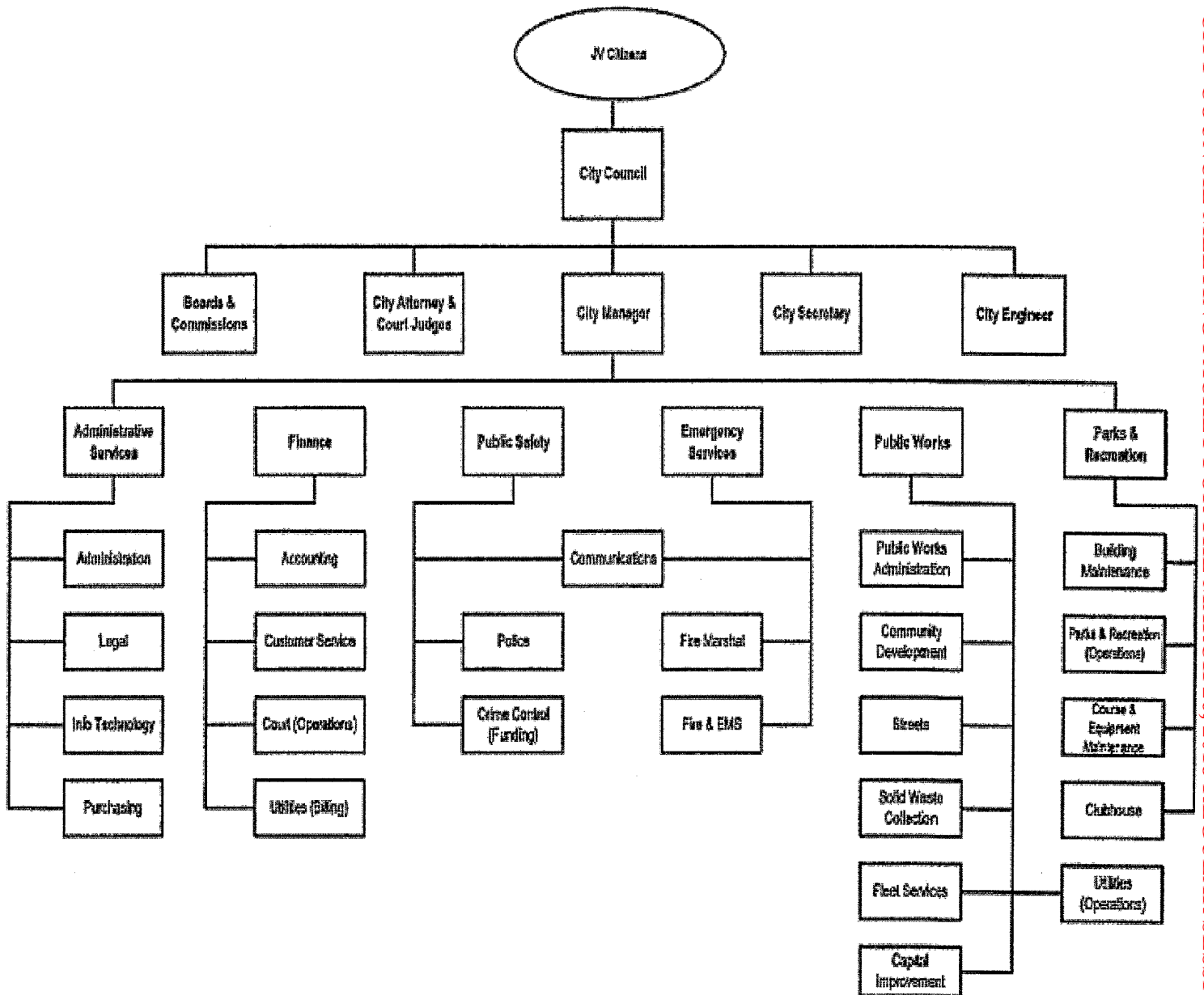
City Officials	Elective Position	Term Expires
Justin Ray	Mayor	05/2019
Andrew Mitcham	Council Member	05/2018
Greg Holden	Council Member	05/2019
Bobby Warren	Council Member	05/2019
Sheri Sheppard	Council Member	05/2018
Gary Wubbenhorst	Council Member	05/2018

Key Staff	Position
Austin Bleess	City Manager
Lorri Coody	City Secretary
Leah Hayes	City Attorney
Open Position	Parks and Recreation Director
Mark Bitz	Fire Chief
Isabel Kato	Finance Director
Charles E. Foerster	Police Chief
Kevin Hagerich	Director of Public Works

CITY OF JERSEY VILLAGE, TEXAS

ORGANIZATIONAL CHART

September 30, 2017



CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**City of Jersey Village
Texas**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

September 30, 2016

Christopher P. Morrell

Executive Director/CEO

FINANCIAL SECTION



INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor and
City Council Members of the
City of Jersey Village, Texas:

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Jersey Village, Texas (the "City") as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City as of September 30, 2017, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, budgetary comparison information, the schedule of changes in net pension liability and related ratios, and the schedule of contributions, identified as Required Supplementary Information on the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the Required Supplementary Information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The introductory section, combining statements and schedules, and statistical section are presented for purposes of additional analysis and are not required parts of the basic financial statements.

The combining statements and schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining statements and schedules are fairly stated in all material respects in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

BELT HARRIS PECHACEK, LLP

Belt Harris Pechacek, LLP
 Certified Public Accountants
 Houston, Texas
 March 26, 2018

***MANAGEMENT’S DISCUSSION
AND ANALYSIS***

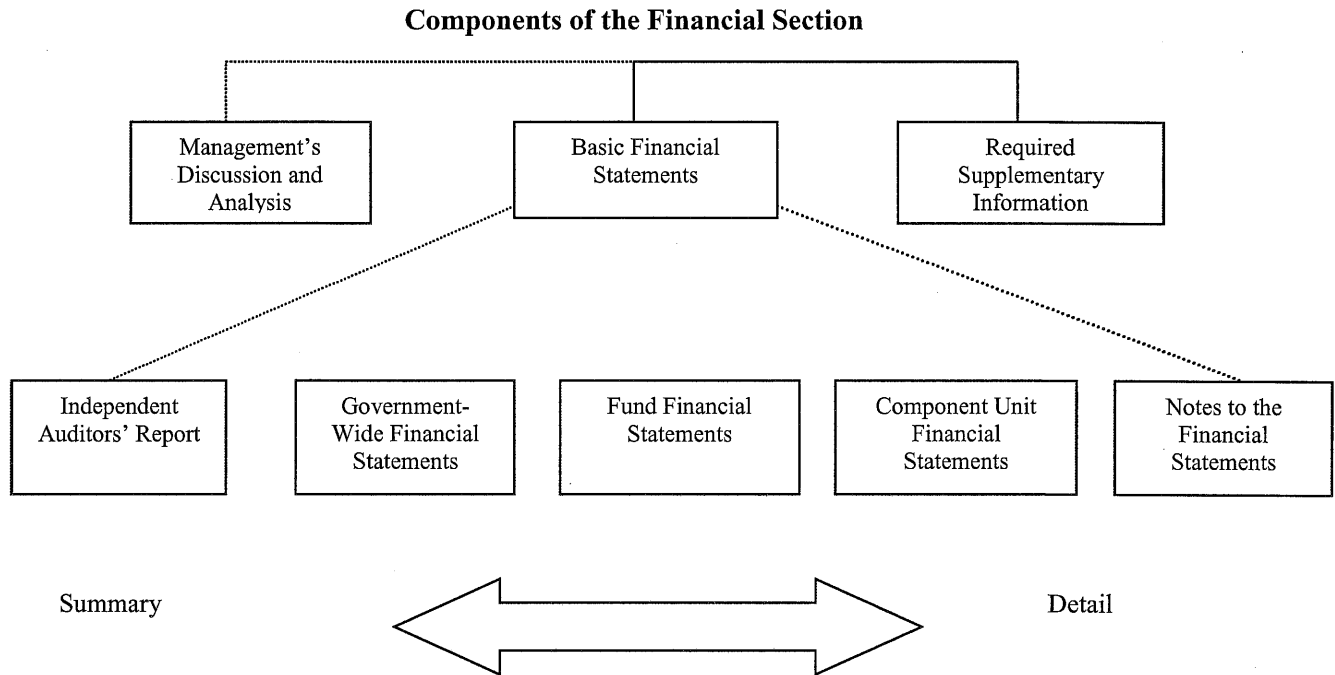
CITY OF JERSEY VILLAGE, TEXAS

MANAGEMENT'S DISCUSSION AND ANALYSIS

For the Year Ended September 30, 2017

The purpose of the Management's Discussion and Analysis (MD&A) is to give the readers an objective and easily readable analysis of the financial activities of the City of Jersey Village, Texas (the "City") for the year ending September 30, 2017. The analysis is based on currently known facts, decisions, or economic conditions. It presents short and long-term analysis of the City's activities, compares current year results with those of the prior year, and discusses the positive and negative aspects of that comparison. Please read the MD&A in conjunction with the transmittal letter at the front of this report and the City's financial statements, which follow this section.

THE STRUCTURE OF OUR ANNUAL REPORT



The City's basic financial statements include (1) government-wide financial statements, (2) individual fund financial statements, and (3) notes to the financial statements. This report also includes supplementary information intended to furnish additional detail to support the basic financial statements themselves.

Government-Wide Statements

The government-wide statements report information for the City as a whole. These statements include transactions and balances relating to all assets, including infrastructure capital assets. These statements are designed to provide information about cost of services, operating results, and financial position of the City as an economic entity. The Statement of Net Position and the Statement of Activities, which appear first in the City's financial statements, report information on the City's activities that enable the reader to understand the financial condition of the City. These statements are prepared using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account even if cash has not yet changed hands.

The Statement of Net Position presents information on all of the City's assets, liabilities, and deferred outflows/inflows of resources, with the difference reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating. Other nonfinancial factors, such as the City's property tax base and the condition of the City's infrastructure, need to be considered in order to assess the overall health of the City.

CITY OF JERSEY VILLAGE, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)
For the Year Ended September 30, 2017

The Statement of Activities presents information showing how the City's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows – the accrual method rather than modified accrual that is used in the fund level statements.

The Statement of Net Position and the Statement of Activities divide the City's financials into two classes of activities:

1. *Governmental Activities* – Most of the City's basic services are reported here including police and fire protection, municipal court, streets, drainage, leisure services, community development, and general administrative services. Interest payments on the City's debt are also reported here. Sales tax, property tax, franchise taxes, municipal court fines, and permit fees finance most of these activities.
2. *Business-Type Activities* – Services involving a fee for those services are reported here. These services include the City's water and sewer services, as well as its golf course.

The government-wide financial statements include not only the City itself (known as the primary government), but also the legally separate crime control and prevention district for which the City is financially accountable. Financial information on the component unit is reported separately from the financial information presented for the primary government itself.

The government-wide financial statements can be found after the MD&A.

FUND FINANCIAL STATEMENTS

Funds may be considered as operating companies of the parent corporation, which is the City. They are usually segregated for specific activities or objectives. The City uses fund accounting to ensure and demonstrate compliance with finance related legal reporting requirements. The two categories of City funds are governmental and proprietary.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the year. Such information may be useful in evaluating the City's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the City's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The City maintains seven individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, debt service, and capital projects fund, which are considered to be major funds. Although the City's traffic safety fund did not technically meet the criteria to be presented as a major fund, the

CITY OF JERSEY VILLAGE, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)
For the Year Ended September 30, 2017

City has elected to present the fund as a major fund. The City adopts an annual appropriated budget for its general fund, debt service fund, and select special revenue funds. Budgetary comparison schedules have been provided for these funds to demonstrate compliance with these budgets.

Proprietary Funds

The City maintains two types of proprietary funds: enterprise funds and internal service funds. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses enterprise funds to account for its water and wastewater utility services and the Jersey Meadow Municipal Golf Course. The proprietary fund financial statements provide separate information for the utility fund and the golf course fund. The basic proprietary fund financial statements can be found in the basic financial statements of this report.

The City also uses an internal service fund to account for its equipment replacement program. This internal service fund has been included within governmental activities in the government-wide financial statements.

Notes to Financial Statements

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes are the last section of the basic financial statements.

Other Information

In addition to basic financial statements, MD&A, and accompanying notes, this report also presents certain Required Supplementary Information (RSI). The RSI includes budgetary comparison schedules for the general fund and traffic safety fund and a schedule of changes in net pension liability and related ratios and a schedule of contributions for the Texas Municipal Retirement System. RSI can be found after the notes to the basic financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of the City's financial position. For the City, assets and deferred outflows of resources exceeded liabilities and deferred inflows by \$81,788,958 as of September 30, 2017. The largest portion of the City's net position, 65 percent, reflects its investments in capital assets (e.g., land, buildings, equipment, improvements, construction in progress, and infrastructure), less any debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the assets themselves cannot be used to liquidate these liabilities.

CITY OF JERSEY VILLAGE, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)
For the Year Ended September 30, 2017

Statement of Net Position:

The following table reflects the condensed Statement of Net Position:

	Governmental Activities		Business-Type Activities		Total Primary Government	
	2017	2016	2017	2016	2017	2016
Current and other assets	\$ 29,385,342	\$ 29,943,909	\$ 8,105,494	\$ 7,558,680	\$ 37,490,836	\$ 37,502,589
Capital assets, net	52,346,255	49,365,441	17,347,834	17,629,271	69,694,089	66,994,712
Total Assets	81,731,597	79,309,350	25,453,328	25,187,951	107,184,925	104,497,301
Deferred outflows - pensions	1,211,267	1,454,296	219,110	264,458	1,430,377	1,718,754
Deferred charge on refunding	556,333	622,384	-	-	556,333	622,384
Total Deferred Outflows of Resources	1,767,600	2,076,680	219,110	264,458	1,986,710	2,341,138
Long-term liabilities	24,838,044	26,691,264	754,383	745,485	25,592,427	27,436,749
Other liabilities	1,091,696	1,205,735	423,576	435,870	1,515,272	1,641,605
Total Liabilities	25,929,740	27,896,999	1,177,959	1,181,355	27,107,699	29,078,354
Deferred inflows - pensions	232,394	292,570	42,584	53,203	274,978	345,773
Total Deferred Inflows of Resources	232,394	292,570	42,584	53,203	274,978	345,773
Net Position:						
Net investment in capital						
assets	35,856,808	31,824,350	17,347,834	17,629,271	53,204,642	49,453,621
Restricted	2,549,847	2,830,414	-	-	2,549,847	2,830,414
Unrestricted	18,930,408	18,541,697	7,104,061	6,588,580	26,034,469	25,130,277
Total Net Position	\$ 57,337,063	\$ 53,196,461	\$ 24,451,895	\$ 24,217,851	\$ 81,788,958	\$ 77,414,312

A portion of the City's net position, \$2,549,847 or three percent, represents resources that are subject to external restriction on how they may be used. The remaining balance of unrestricted net position, \$26,034,469 or 32 percent, may be used to meet the City's ongoing obligation to citizens and creditors.

The City's total net position increased by \$4,374,646 during the current fiscal year, an increase of six percent in comparison to the prior year. This increase is largely the result of the City keeping expenses lower than revenue to assign money for capital projects.

CITY OF JERSEY VILLAGE, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)
For the Year Ended September 30, 2017

Statement of Activities:

The following table provides a summary of the City's changes in net position:

	Governmental Activities		Business-Type Activities		Total Primary Government	
	2017	2016	2017	2016	2017	2016
Revenues						
Program revenues:						
Charges for services	\$ 1,473,859	\$ 1,574,347	\$ 5,799,990	\$ 5,792,101	\$ 7,273,849	\$ 7,366,448
Operating grants and contributions	1,313,987	980,511	-	-	1,313,987	980,511
General revenues:						
Ad valorem taxes	8,047,479	8,216,808	-	-	8,047,479	8,216,808
Sales taxes	4,625,417	4,932,020	-	-	4,625,417	4,932,020
Franchise taxes	615,525	636,178	-	-	615,525	636,178
Other taxes	79,481	93,741	-	-	79,481	93,741
Investment earnings	185,333	76,726	36,434	15,285	221,767	92,011
Other revenues	156,624	168,790	-	-	156,624	168,790
Total Revenues	16,497,705	16,679,121	5,836,424	5,807,386	22,334,129	22,486,507
Expenses						
General government	3,683,493	1,529,880	-	-	3,683,493	1,529,880
Public safety	4,386,395	4,593,094	-	-	4,386,395	4,593,094
Public works	3,430,767	5,338,993	-	-	3,430,767	5,338,993
Parks and recreation	581,277	651,178	-	-	581,277	651,178
Interest and fiscal agent fees on long-term debt	491,413	648,442	-	-	491,413	648,442
Water and sewer systems	-	-	3,512,761	3,049,180	3,512,761	3,049,180
Golf course	-	-	1,873,377	1,743,055	1,873,377	1,743,055
Total Expenses	12,573,345	12,761,587	5,386,138	4,792,235	17,959,483	17,553,822
Increase in Net Position Before Transfers	3,924,360	3,917,534	450,286	1,015,151	4,374,646	4,932,685
Transfers	216,242	118,727	(216,242)	(118,727)	-	-
Change in Net Position	4,140,602	4,036,261	234,044	896,424	4,374,646	4,932,685
Beginning net position	53,196,461	49,160,200	24,217,851	23,321,427	77,414,312	72,481,627
Ending Net Position	\$ 57,337,063	\$ 53,196,461	\$ 24,451,895	\$ 24,217,851	\$ 81,788,958	\$ 77,414,312

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

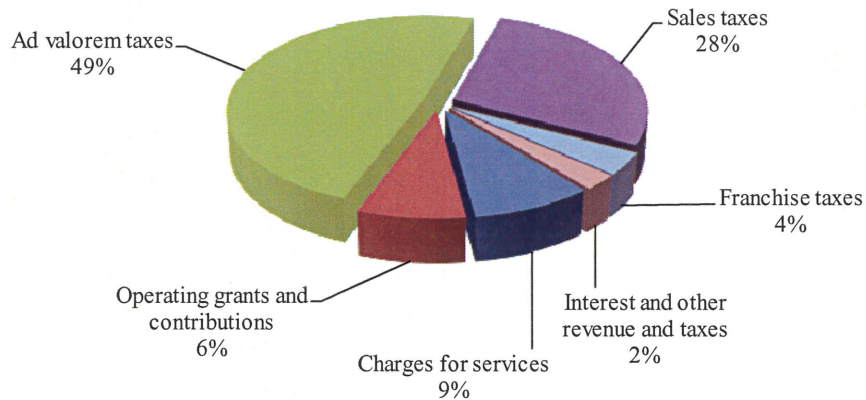
CITY OF JERSEY VILLAGE, TEXAS

MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

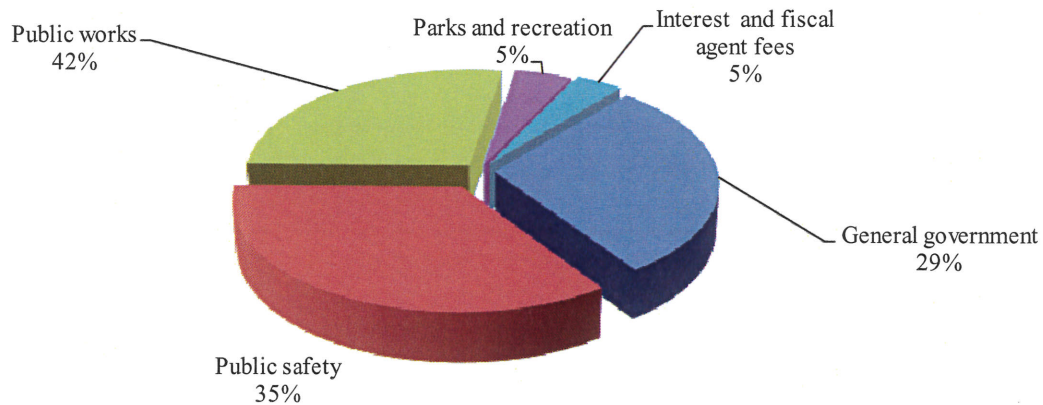
For the Year Ended September 30, 2017

Graphic presentations of selected data from the summary tables follow to assist in the analysis of the City's activities.

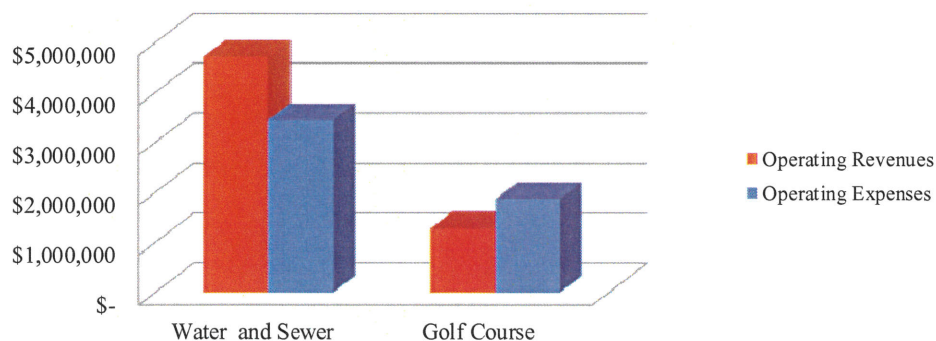
Governmental Revenues



Governmental Expenses



Business-Type Activities



CITY OF JERSEY VILLAGE, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)
For the Year Ended September 30, 2017

For the year ended September 30, 2017, revenues from governmental activities totaled \$16,497,705. Overall, governmental revenues increased from the prior year. The City's property tax revenue were comparable to prior year and decreased two percent. Operating grants and contributions increased 34 percent largely due to the City receiving a reimbursement from FEMA and the State of Texas. Sales tax revenues have increased throughout the years due to growth in economic development. Charges for services decreased two percent due to the removal of the red light's within the City for the Highway 290 construction.

For the year ended September 30, 2017, expenses for governmental activities totaled \$12,573,345, which is a slight decrease from the prior year due primarily to an overall decrease in construction-related expenses.

Operating revenues for business-type activities increased slightly from the prior year. Charges for services increased by \$7,889 from the prior year due to an increase in rates. Operating expenses for business-type activities increased by \$593,903 primarily due to an increase in flood control improvements.

FINANCIAL ANALYSIS OF THE CITY'S FUNDS

As noted earlier, fund accounting is used to demonstrate and ensure compliance with finance-related legal requirements.

Governmental Funds – The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unassigned fund balance may serve as a useful measure of the City's net resources available for spending at the end of the year.

The City's governmental funds reflect a combined fund balance of \$24,464,438. Of the total governmental fund balance, \$2,728 is nonspendable for prepaid items, \$6,219,795 is restricted for various purposes, \$966,776 is assigned by the City Council for capital projects, and \$17,275,139 is unassigned.

The general fund is the chief operating fund of the City. At the end of the current year, the unassigned fund balance of the general fund was \$17,275,139, while total fund balance reached \$17,354,845. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 153.4 percent of total general fund expenditures, while total fund balance represents 154.2 percent of that same amount. The general fund demonstrated an overall increase of \$2,847,397. This significant increase is due to the City's effort to save funds for emergency or to assign money for capital projects.

The debt service fund has a total fund balance of \$441,734, all of which is restricted for the payment of debt service. The net decrease in fund balance was \$14,304 due to slightly higher debt service payments than property tax revenues.

The capital projects fund balance decreased \$2,893,350 due to construction. Unspent bond proceeds in the amount of \$3,669,948 are restricted for capital outlay for the City's infrastructure. The remaining fund balance of \$966,776 is assigned for future capital projects.

The traffic safety fund experienced a decrease in fund balance of \$264,045 due to less revenue from fines.

CITY OF JERSEY VILLAGE, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)
For the Year Ended September 30, 2017

GENERAL FUND BUDGETARY HIGHLIGHTS

There had been a planned decrease in budgeted fund balance in the amount of \$629,069 in the general fund. However, the net increase in fund balance was \$2,847,397, resulting in a positive variance of \$3,476,466 from the amended budget.

Actual general fund revenues exceeded original and amended revenues by \$2,002,848 during fiscal year 2017. This net positive variance includes the positive variances of \$123,813 for fine revenues, \$1,740,417 from sales tax revenue, and \$130,420 from other revenues.

Actual expenditures were less than budgeted amounts by \$1,473,618 for the fiscal year. The greatest positive variance was in general government as a result of less payroll-related and legal expenses than expected.

CAPITAL ASSETS

At the end of fiscal year 2017, the City's governmental activities funds had invested \$52,346,255 in a variety of capital assets and infrastructure (net of accumulated depreciation). This represents a net increase of \$2,980,814.

Major capital asset events during the current year include the following:

- New land and infrastructure improvements in the amount of \$2,787,612
- Velocity Pumper Truck for the Fire Department of \$656,719
- Ford Ambulance in the amount of \$200,450
- New vehicles for the Police and Fire Departments of \$183,686

More detailed information about the City's capital assets is presented in note III. C. to the financial statements.

LONG-TERM DEBT

At the end of the current year, the City had total governmental activities long-term debt outstanding of \$19,885,000. Of this amount, \$13,320,000 was general obligation bonds and \$6,565,000 was certificates of obligation.

During the year, the City had an overall decrease in long-term debt of \$1,969,406.

More detailed information about the City's long-term liabilities is presented in note III. D. to the financial statements.

Current underlying ratings on debt issues are as follows.

	Moody's Investors Service	Standard and Poor's
Certificates of obligation	A3	AA
General obligation bonds	A2	AA+

CITY OF JERSEY VILLAGE, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)
For the Year Ended September 30, 2017

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

As the energy capital of the world and despite the challenges of 2016 due to the job losses in the energy industry, Houston still managed to have some job growth primarily in industries dependent on population growth mainly in public education, health care, leisure, and hospitality.

Revenues for fiscal year 2017-2018 are projected to stay flat in comparison to fiscal year 2016-2017. Expenses are projected to increase due to an aggressive Capital Improvement Plan for the City's infrastructure and the flood recovery plan with the purpose of reducing the impact of flooding in the City.

CONTACTING THE CITY'S FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the City's finances. Questions concerning this report or requests for additional financial information should be directed to Isabel Kato, Finance Director, 16501 Jersey Drive, Jersey Village, TX, 77040; telephone 713-466-2104; or for general City information, visit the City's website at www.jerseyvillage.info.

BASIC FINANCIAL STATEMENTS

CITY OF JERSEY VILLAGE, TEXAS

STATEMENT OF NET POSITION

September 30, 2017

	Primary Government			Component Unit
	Governmental Activities	Business-Type Activities	Total	Jersey Village Crime Control and Prevention District
<u>Assets</u>				
Cash and equity in pooled cash and investments	\$ 29,597,834	\$ 6,106,575	\$ 35,704,409	\$ 2,823,966
Receivables, net of allowances	1,173,096	441,409	1,614,505	235,142
Internal balances	(1,508,818)	1,508,818	-	-
Due from component unit	120,502	-	120,502	-
Inventory	-	48,692	48,692	-
Prepaid items	2,728	-	2,728	-
Capital assets:				
Nondepreciable capital assets	4,074,474	1,540,482	5,614,956	-
Depreciable capital assets, net	48,271,781	15,807,352	64,079,133	-
Total Assets	81,731,597	25,453,328	107,184,925	3,059,108
<u>Deferred Outflows of Resources</u>				
Deferred outflows - pensions	1,211,267	219,110	1,430,377	-
Deferred charge on refunding	556,333	-	556,333	-
Total Deferred Outflows of Resources	1,767,600	219,110	1,986,710	-
<u>Liabilities</u>				
Accounts payable and accrued liabilities	1,071,164	286,915	1,358,079	-
Customer deposits	-	127,715	127,715	-
Due to primary government	-	-	-	120,502
Accrued bond interest	20,532	-	20,532	-
Unearned revenue	-	8,946	8,946	-
Noncurrent liabilities:				
Due within one year	2,291,169	80,545	2,371,714	-
Due in more than one year	18,831,413	8,949	18,840,362	-
Net pension liability	3,715,462	664,889	4,380,351	-
Total Liabilities	25,929,740	1,177,959	27,107,699	120,502
<u>Deferred Inflows of Resources</u>				
Deferred inflows - pensions	232,394	42,584	274,978	-
<u>Net Position</u>				
Net investment in capital assets	35,856,808	17,347,834	53,204,642	-
Restricted for:				
Public communications	61,194	-	61,194	-
Debt service	441,734	-	441,734	-
Park improvements	7,166	-	7,166	-
Tourism	681,462	-	681,462	-
Public safety	1,210,389	-	1,210,389	-
Court technology	147,902	-	147,902	-
Crime control	-	-	-	2,938,606
Unrestricted	18,930,408	7,104,061	26,034,469	-
Total Net Position	\$ 57,337,063	\$ 24,451,895	\$ 81,788,958	\$ 2,938,606

See Notes to Financial Statements.

CITY OF JERSEY VILLAGE, TEXAS

STATEMENT OF ACTIVITIES

For the Year Ended September 30, 2017

Functions/Programs	Expenses	Program Revenues	
		Charges for Services	Operating Grants and Contributions
Primary Government			
Governmental Activities			
General government	\$ 3,683,493	\$ -	\$ -
Public safety	4,386,395	1,188,568	1,313,987
Public works	3,430,767	-	-
Parks and recreation	581,277	285,291	-
Interest on long-term debt	491,413	-	-
Total Governmental Activities	<u>12,573,345</u>	<u>1,473,859</u>	<u>1,313,987</u>
Business-Type Activities			
Utility	3,512,761	4,518,707	-
Golf course	1,873,377	1,281,283	-
Total Business-Type Activities	<u>5,386,138</u>	<u>5,799,990</u>	<u>-</u>
Total Primary Government	<u>\$ 17,959,483</u>	<u>\$ 7,273,849</u>	<u>\$ 1,313,987</u>
Component Unit			
Jersey Village Crime Control and Prevention District	\$ 1,168,930	\$ -	\$ -
General Revenues:			
Ad valorem taxes			
Sales taxes			
Franchise taxes			
Other taxes			
Investment earnings			
Other revenues			
Transfers			
Total General Revenues and Transfers			
Change in Net Position			
Beginning net position			
Ending Net Position			

See Notes to Financial Statements.

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

Net Revenue (Expense) and Changes in Net Position Primary Government			Component Unit
Governmental Activities	Business-Type Activities	Total	Jersey Village Crime Control and Prevention District
\$ (3,683,493)	\$ -	\$ (3,683,493)	\$ -
(1,883,840)	-	(1,883,840)	-
(3,430,767)	-	(3,430,767)	-
(295,986)	-	(295,986)	-
(491,413)	-	(491,413)	-
(9,785,499)	-	(9,785,499)	-
-	1,005,946	1,005,946	-
-	(592,094)	(592,094)	-
-	413,852	413,852	-
(9,785,499)	413,852	(9,371,647)	-
-	-	-	(1,168,930)
8,047,479	-	8,047,479	-
4,625,417	-	4,625,417	1,506,692
615,525	-	615,525	-
79,481	-	79,481	-
185,333	36,434	221,767	18,498
156,624	-	156,624	-
216,242	(216,242)	-	-
13,926,101	(179,808)	13,746,293	1,525,190
4,140,602	234,044	4,374,646	356,260
53,196,461	24,217,851	77,414,312	2,582,346
\$ 57,337,063	\$ 24,451,895	\$ 81,788,958	\$ 2,938,606

CITY OF JERSEY VILLAGE, TEXAS

BALANCE SHEET GOVERNMENTAL FUNDS

September 30, 2017

	General	Debt Service	Capital Projects	Traffic Safety
<u>Assets</u>				
Cash and equity in pooled cash and investments	\$ 17,684,427	\$ 440,150	\$ 4,645,801	\$ 1,132,501
Receivables, net	1,098,544	63,234	-	-
Prepaid items	259	-	-	-
Due from other funds	258	1,585	-	-
Due from component unit	85,495	-	-	-
Total Assets	\$ 18,868,983	\$ 504,969	\$ 4,645,801	\$ 1,132,501
<u>Liabilities:</u>				
Accounts payable and accrued liabilities	\$ 1,001,116	\$ -	\$ 9,077	\$ 1,457
Due to other funds	40,597	-	-	-
Total Liabilities	1,041,713	-	9,077	1,457
<u>Deferred Inflows of Resources</u>				
Unavailable revenue - ambulance	115,997	-	-	-
Unavailable revenue - property taxes	356,428	63,235	-	-
Total Deferred Inflows of Resources	472,425	63,235	-	-
<u>Fund Balances:</u>				
Nonspendable	259	-	-	-
Restricted:				
Debt service	-	441,734	-	-
Public communications	61,194	-	-	-
Park improvements	7,166	-	-	-
Tourism	-	-	-	-
Public safety	11,087	-	-	1,131,044
Court technology and security	-	-	-	-
Capital projects	-	-	3,669,948	-
Assigned:				
Capital projects	-	-	966,776	-
Unassigned	17,275,139	-	-	-
Total Fund Balances	17,354,845	441,734	4,636,724	1,131,044
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	\$ 18,868,983	\$ 504,969	\$ 4,645,801	\$ 1,132,501

<u>Nonmajor Governmental</u>	<u>Total Governmental Funds</u>
\$ 847,556	\$ 24,750,435
11,318	1,173,096
2,469	2,728
39,012	40,855
-	85,495
<u>\$ 900,355</u>	<u>\$ 26,052,609</u>

\$ 264	\$ 1,011,914
-	40,597
<u>264</u>	<u>1,052,511</u>

-	115,997
-	419,663
<u>-</u>	<u>535,660</u>

2,469	2,728
-	441,734
-	61,194
-	7,166
681,462	681,462
68,258	1,210,389
147,902	147,902
-	3,669,948
-	966,776
-	17,275,139
<u>900,091</u>	<u>24,464,438</u>
<u>\$ 900,355</u>	<u>\$ 26,052,609</u>

CITY OF JERSEY VILLAGE, TEXAS
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
September 30, 2017

Total fund balances for governmental funds \$ 24,464,438

Amounts reported for governmental activities in the Statement of Net Position are different, because:

Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds.

Capital assets, nondepreciable	4,074,474
Capital assets, net depreciable	46,030,522

Other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the funds.

535,660

Internal service funds are used by management to charge the costs of certain capital assets to individual funds. The assets and liabilities of the internal service fund are included in the governmental activities in the Statement of Net Position.

Current assets and liabilities, net of due to enterprise funds	3,314,080
Capital assets, net depreciable	2,241,259

Deferred outflows and deferred inflows related to the net pension liability are not reported in the governmental funds.

Deferred outflows	1,211,267
Deferred inflows	(232,394)

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.

Accrued interest payable	(20,532)
Net pension liability	(3,715,462)
Noncurrent liabilities due in one year	(2,291,169)
Noncurrent liabilities due in more than one year	(18,831,413)
Deferred charge on refunding	556,333

Net Position of Governmental Activities	\$ 57,337,063
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See Notes to Financial Statements.

CITY OF JERSEY VILLAGE, TEXAS

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES GOVERNMENTAL FUNDS

For the Year Ended September 30, 2017

	General	Debt Service	Capital Projects	Traffic Safety
<u>Revenues</u>				
Ad valorem taxes	\$ 5,761,307	\$ 2,286,236	\$ -	\$ -
Sales taxes	4,625,417	-	-	-
Franchise taxes	615,525	-	-	-
Other taxes	-	-	-	-
Permits, licenses, and fees	180,908	-	-	-
Fines and forfeitures	961,513	-	-	1,125
Charges for services	259,218	-	-	-
Intergovernmental	1,285,428	-	28,559	-
Investment earnings	125,703	3,825	21,091	-
Other revenue	150,420	-	-	-
Total Revenues	13,965,439	2,290,061	49,650	1,125
<u>Expenditures</u>				
Current:				
General government	3,496,524	-	-	-
Public safety	4,481,338	-	-	265,170
Public works	2,725,902	-	2,943,000	-
Parks and recreation	554,607	-	-	-
Debt Service:				
Principal	-	1,875,000	-	-
Interest and fiscal agent fees	-	521,778	-	-
Total Expenditures	11,258,371	2,396,778	2,943,000	265,170
Excess (Deficiency) of Revenues Over (Under) Expenditures	2,707,068	(106,717)	(2,893,350)	(264,045)
<u>Other Financing Sources (Uses)</u>				
Transfers in	486,500	92,413	-	-
Transfers (out)	(346,171)	-	-	-
Total Other Financing Sources (Uses)	140,329	92,413	-	-
Net Change in Fund Balances	2,847,397	(14,304)	(2,893,350)	(264,045)
Beginning fund balances	14,507,448	456,038	7,530,074	1,395,089
Ending Fund Balances	\$ 17,354,845	\$ 441,734	\$ 4,636,724	\$ 1,131,044

See Notes to Financial Statements.

<u>Nonmajor Governmental</u>	<u>Total Governmental Funds</u>
\$ -	\$ 8,047,543
-	4,625,417
-	615,525
79,481	79,481
-	180,908
45,022	1,007,660
-	259,218
-	1,313,987
4,420	155,039
6,204	156,624
<u>135,127</u>	<u>16,441,402</u>
56,856	3,553,380
82,656	4,829,164
-	5,668,902
-	554,607
-	1,875,000
-	521,778
<u>139,512</u>	<u>17,002,831</u>
<u>(4,385)</u>	<u>(561,429)</u>
-	578,913
<u>(16,500)</u>	<u>(362,671)</u>
<u>(16,500)</u>	<u>216,242</u>
(20,885)	(345,187)
920,976	24,809,625
<u>\$ 900,091</u>	<u>\$ 24,464,438</u>

CITY OF JERSEY VILLAGE, TEXAS
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE
STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2017

Amounts reported for governmental activities in the Statement of Activities are different because:

Net changes in fund balances - total governmental funds	\$ (345,187)
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.	
Capital asset expenditures	4,642,836
Depreciation expense	(1,662,022)
The issuance of long-term debt (e.g., bonds, leases, certificates of obligation) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities.	
Principal payments	1,875,000
Amortization of premiums, discounts, and deferred charges	28,355
Revenue in the Statement of Activities that does not provide current financial resources is not reported as revenue in the funds.	26,009
Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.	(77,442)
Pension activity reported in the Statement of Activities does not require the use of current financial resources and, therefore, is not reported in the governmental funds.	
Pension obligation	(36,734)
Deferred outflows - pensions	(243,029)
Deferred inflows - pensions	60,176
Internal service funds are used by management to charge the costs of certain capital assets to individual funds. The net revenue (expense) is reported with governmental activities.	(127,360)
Change in Net Position of Governmental Activities	\$ 4,140,602

See Notes to Financial Statements.

CITY OF JERSEY VILLAGE, TEXAS

STATEMENT OF NET POSITION (Page 1 of 2)

PROPRIETARY FUNDS

September 30, 2017

	Business-Type Activities - Enterprise Funds			Governmental Activities - Internal Service Funds
	Water and Sewer	Golf Course	Total Enterprise Funds	
<u>Assets</u>				
Current assets:				
Cash and equity in pooled cash and investments	\$ 5,355,491	\$ 751,084	\$ 6,106,575	\$ 4,847,399
Accounts receivable, net	441,409	-	441,409	-
Inventory	-	48,692	48,692	-
Due from component unit	-	-	-	35,007
 Total Current Assets	5,796,900	799,776	6,596,676	4,882,406
Noncurrent assets:				
Capital assets:				
Land	445,240	915,000	1,360,240	-
Construction in process	180,242	-	180,242	-
Buildings and improvements	810,754	6,274,848	7,085,602	-
Furniture and equipment	1,807,893	678,769	2,486,662	9,207,527
Water and sewer system	20,230,394	-	20,230,394	-
Less: accumulated depreciation	(8,165,792)	(5,829,514)	(13,995,306)	(6,966,268)
 Total Capital Assets (Net)	15,308,731	2,039,103	17,347,834	2,241,259
 Total Noncurrent Assets	15,308,731	2,039,103	17,347,834	2,241,259
 Total Assets	21,105,631	2,838,879	23,944,510	7,123,665
<u>Deferred Outflows of Resources</u>				
Deferred outflows - pensions	219,110	-	219,110	-
 Total Deferred Outflows of Resources	219,110	-	219,110	-

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

CITY OF JERSEY VILLAGE, TEXAS

STATEMENT OF NET POSITION (Page 2 of 2)

PROPRIETARY FUNDS

September 30, 2017

	<u>Business-Type Activities - Enterprise Funds</u>			<u>Governmental Activities - Internal Service Funds</u>
	<u>Water and Sewer</u>	<u>Golf Course</u>	<u>Total</u>	
<u>Liabilities</u>				
Current liabilities:				
Accounts payable and accrued liabilities	\$ 195,398	\$ 91,517	\$ 286,915	\$ 59,250
Customer deposits	127,346	369	127,715	-
Compensated absences	37,808	42,737	80,545	-
Unearned revenue	-	8,946	8,946	-
Due to other funds	258	-	258	-
Total Current Liabilities	<u>360,810</u>	<u>143,569</u>	<u>504,379</u>	<u>59,250</u>
Noncurrent liabilities:				
Compensated absences	4,201	4,748	8,949	-
Net pension liability	664,889	-	664,889	-
Total Noncurrent Liabilities	<u>669,090</u>	<u>4,748</u>	<u>673,838</u>	<u>-</u>
Total Liabilities	<u>1,029,900</u>	<u>148,317</u>	<u>1,178,217</u>	<u>59,250</u>
<u>Deferred Inflows of Resources</u>				
Deferred inflows - pensions	42,584	-	42,584	-
Total Deferred Inflows of Resources	<u>42,584</u>	<u>-</u>	<u>42,584</u>	<u>-</u>
<u>Net Position</u>				
Net investment in capital assets	15,308,731	2,039,103	17,347,834	2,241,259
Unrestricted	4,943,526	651,459	5,594,985	4,823,156
Total Net Position	<u>\$ 20,252,257</u>	<u>\$ 2,690,562</u>	<u>22,942,819</u>	<u>\$ 7,064,415</u>
Adjustment to reflect the consolidation of internal service fund activities related to enterprise funds.			<u>1,509,076</u>	
Total Net Position per Government-Wide Financial Statements.			<u>\$ 24,451,895</u>	

See Notes to Financial Statements.

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

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CITY OF JERSEY VILLAGE, TEXAS
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS

For the Year Ended September 30, 2017

	Business-Type Activities - Enterprise Funds			Governmental Activities - Internal Service Funds
	Water and Sewer	Golf Course	Total Enterprise Funds	
<u>Operating Revenues</u>				
Charges for sales and services	\$ 4,440,197	\$ 1,258,820	\$ 5,699,017	\$ 990,054
Insurance proceeds	-	-	-	18,275
Other revenues	78,510	22,463	100,973	190,007
Total Operating Revenues	4,518,707	1,281,283	5,799,990	1,198,336
<u>Operating Expenses</u>				
Costs of sales and services	2,333,049	645,944	2,978,993	131,095
Personnel	641,450	892,615	1,534,065	-
Depreciation	479,210	334,818	814,028	634,367
Total Operating Expenses	3,453,709	1,873,377	5,327,086	765,462
Operating Income (Loss)	1,064,998	(592,094)	472,904	432,874
<u>Nonoperating Revenues</u>				
Investment earnings	32,910	3,524	36,434	30,294
Total Nonoperating Revenues	32,910	3,524	36,434	30,294
Income (Loss) Before Transfers	1,097,908	(588,570)	509,338	463,168
Transfers in	-	346,171	346,171	-
Transfers (out)	(562,413)	-	(562,413)	-
Change in Net Position	535,495	(242,399)	293,096	463,168
Beginning net position	19,716,762	2,932,961		6,601,247
Ending Net Position	\$ 20,252,257	\$ 2,690,562		\$ 7,064,415
Adjustment to reflect the consolidation of internal service fund activities related to enterprise funds.			(59,052)	
Change in Net Position of Business-Type Activities			\$ 234,044	

See Notes to Financial Statements.

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

CITY OF JERSEY VILLAGE, TEXAS

STATEMENT OF CASH FLOWS

PROPRIETARY FUNDS (Page 1 of 2)

For the Year Ended September 30, 2017

	Business-Type Activities - Enterprise Funds			Governmental Activities - Internal Service Funds
	Water and Sewer	Golf Course	Total Enterprise Funds	
<u>Cash Flows from Operating Activities</u>				
Receipts from customers and users	\$ 4,477,944	\$ 1,284,363	\$ 5,762,307	\$ 1,163,329
Payments to suppliers	(2,351,452)	(647,300)	(2,998,752)	(114,446)
Payments to employees	(592,904)	(893,830)	(1,486,734)	-
Net Cash Provided (Used) by Operating Activities	1,533,588	(256,767)	1,276,821	1,048,883
<u>Cash Flows from Noncapital Financing Activities</u>				
Transfer to other funds	(562,413)	346,171	(216,242)	-
Net Cash Provided (Used) by Noncapital Financing Activities	(562,413)	346,171	(216,242)	-
<u>Cash Flows from Capital and Related Financing Activities</u>				
Acquisition and construction of capital assets	(468,415)	(64,176)	(532,591)	(1,283,947)
Net Cash (Used) by Capital and Related Financing Activities	(468,415)	(64,176)	(532,591)	(1,283,947)
<u>Cash Flows from Investing Activities</u>				
Interest received	32,910	3,524	36,434	30,294
Net Cash Provided by Investing Activities	32,910	3,524	36,434	30,294
Net Increase (Decrease) in Cash and Cash Equivalents	535,670	28,752	564,422	(204,770)
Beginning cash and cash equivalents	4,819,821	722,332	5,542,153	5,052,169
Ending Cash and Cash Equivalents	\$ 5,355,491	\$ 751,084	\$ 6,106,575	\$ 4,847,399

See Notes to Financial Statements.

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

CITY OF JERSEY VILLAGE, TEXAS

STATEMENT OF CASH FLOWS

PROPRIETARY FUNDS (Page 2 of 2)

For the Year Ended September 30, 2017

	Business-Type Activities - Enterprise Funds			Governmental Activities - Internal Service Funds
	Water and Sewer	Golf Course	Total Enterprise Funds	
Reconciliation of Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities				
Operating income (loss)	\$ 1,064,998	\$ (592,094)	\$ 472,904	\$ 432,874
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:				
Depreciation	479,210	334,818	814,028	634,367
Changes in Operating Assets and Liabilities:				
(Increase) Decrease in Current Assets:				
Accounts receivable	(40,763)	(939)	(41,702)	-
Deferred outflows - pensions	45,348	-	45,348	-
Due from component unit	-	-	-	(35,007)
Increase (Decrease) in Current Liabilities:				
Accounts payable and accrued liabilities	(18,661)	(1,356)	(20,017)	16,649
Customer deposits	3,704	-	3,704	-
Compensated absences	3,630	(1,215)	2,415	-
Net pension liability	6,483	-	6,483	-
Deferred inflows - pensions	(10,619)	4,019	(6,600)	-
Due to other funds	258	-	258	-
Net Cash Provided (Used) by Operating Activities	<u>\$ 1,533,588</u>	<u>\$ (256,767)</u>	<u>\$ 1,276,821</u>	<u>\$ 1,048,883</u>

See Notes to Financial Statements.

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

CITY OF JERSEY VILLAGE, TEXAS

NOTES TO FINANCIAL STATEMENTS

For the Year Ended September 30, 2017

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The City of Jersey Village, Texas (the “City”) was incorporated in 1956. The City has operated since 1986 under a “Home Rule Charter”, which provides for a Council-Manager form of government.

The City Council is the principal legislative body of the City. The City Manager is appointed by a majority vote of the City Council and is responsible to the City Council for the administration of all the affairs of the City. The City Manager is responsible for the appointment and removal of department directors and employees, supervision and control of all City departments, and preparation of the annual budget.

The City provides the following services: public safety to include police and fire services, municipal court, parks and recreation services, streets, drainage, water and sewer services, solid waste collection and disposal, community development, and general administration.

The City is an independent political subdivision of the State of Texas governed by an elected council and a mayor and is considered a primary government. As required by generally accepted accounting principles, these basic financial statements have been prepared based on considerations regarding the potential for inclusion of other entities, organizations, or functions as part of the City’s financial reporting entity. The Jersey Village Crime Control and Prevention District, although legally separate, is considered part of the reporting entity. No other entities have been included in the City’s reporting entity. Additionally, as the City is considered a primary government for financial reporting purposes, its activities are not considered a part of any other governmental or other type of reporting entity.

Considerations regarding the potential for inclusion of other entities, organizations, or functions in the City’s financial reporting entity are based on criteria prescribed by generally accepted accounting principles. These same criteria are evaluated in considering whether the City is a part of any other governmental or other type of reporting entity. The overriding elements associated with prescribed criteria considered in determining that the City’s financial reporting entity status is that of a primary government are that it has a separately elected governing body, it is legally separate, and it is fiscally independent of other state and local governments. Additionally, prescribed criteria under generally accepted accounting principles include considerations pertaining to organizations for which the primary government is financially accountable and considerations pertaining to organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity’s financial statements to be misleading or incomplete.

Discretely Presented Component Unit

Jersey Village Crime Control and Prevention District

The Jersey Village Crime Control and Prevention District (the “District”) has been included in the reporting entity as a discretely presented component unit. The District is a not-for-profit entity created to provide additional crime control and prevention to the City. The District’s Board of Directors is appointed by and serves at the discretion of City Council. The City has the ability to impose its will on the District because it may remove appointed members at will and it must approve the District’s budget and any necessary budget amendments. The District’s operations are reported in a single governmental fund. The District does not issue separate financial statements, as the financial activity reported at the government-wide level is the same as the fund level. A sales and use tax of one half of one percent is levied to fund the District’s budget.

CITY OF JERSEY VILLAGE, TEXAS

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended September 30, 2017

B. Government-Wide Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all activities of the primary government and its component units. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges to external customers for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

C. Basis of Presentation – Government-Wide Financial Statements

While separate government-wide and fund financial statements are presented, they are interrelated. The governmental activities column incorporates data from governmental funds and internal service funds, while business-type activities incorporate data from the City's enterprise funds. Separate financial statements are provided for governmental funds and proprietary funds.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments in lieu of taxes where the amounts are reasonably equivalent in value to the interfund services provided and other charges between the City's water and sewer functions and various other functions of the City. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

D. Basis of Presentation – Fund Financial Statements

The fund financial statements provide information about the City's funds. Separate statements for each fund category – governmental and proprietary – are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. All remaining governmental and enterprise funds are aggregated and reported as nonmajor funds.

The City reports the following governmental funds:

The *general fund* is used to account for all financial transactions not properly includable in other funds. The principal sources of revenues include local property taxes, sales and franchise taxes, licenses and permits, fines and forfeitures, and charges for services. Expenditures include general government, public safety, public works, public health, and parks and recreation. The general fund is always considered a major fund for reporting purposes.

The *debt service fund* is used to account for the payment of interest and principal on all general obligation bonds and other long-term debt of governmental funds. The primary source of revenue for debt service is local property taxes. The debt service fund is considered a major fund for reporting purposes.

The *special revenue funds* are used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The nonmajor special revenue funds include the hotel occupancy tax, asset forfeiture, and court security and technology fees funds. The traffic safety fund is considered a nonmajor fund but is included as a major fund for reporting purposes due to its significant cash balance.

CITY OF JERSEY VILLAGE, TEXAS

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended September 30, 2017

The *capital projects fund* is used to account for the expenditures of resources accumulated from the sale of bonds and related interests earnings for capital improvements. The capital projects fund is considered a major fund for reporting purposes.

The City reports the following enterprise funds:

The *utility enterprise fund* is used to account for the operations that provide water and wastewater collection, and wastewater treatment operations. The services are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses including depreciation) of providing goods or services to the general public on a continuing basis will be financed or recovered primarily through user charges. The water and sewer fund is considered a major fund for reporting purposes.

The *golf course fund* is used to account for the operations of the City's municipal golf course. This fund follows the same basis of accounting as the utility enterprise fund and is also considered a major fund for reporting purposes.

Additionally, the City reports the following fund type:

Internal service funds account for services provided to other departments or agencies of the government, or to other governments, on a cost reimbursement basis. The capital replacement fund is used to account for vehicle and equipment replacement.

During the course of operations, the City has activity between funds for various purposes. Any residual balances outstanding at year end are reported as due from/to other funds and advances to/from other funds. While these balances are reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Balances between the funds included in governmental activities (i.e., the governmental and internal service funds) are eliminated so that only the net amount is included as internal balances in the governmental activities column. Similarly, balances between the funds included in business-type activities (i.e., the enterprise funds) are eliminated so that only the net amount is included as internal balances in the business-type activities column.

Further, certain activity occurs during the year involving transfers of resources between funds. In fund financial statements, these amounts are reported at gross amounts as transfers in/out. While reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Transfers between the funds included in governmental activities are eliminated so that only the net amount is included as transfers in the governmental activities column. Similarly, balances between the funds included in business-type activities are eliminated so that only the net amount is included as internal balances in the business-type activities column.

E. Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as *current financial resources* or *economic resources*. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The government-wide and proprietary fund financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and

CITY OF JERSEY VILLAGE, TEXAS

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended September 30, 2017

similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds. Issuance of long-term debt and acquisitions under capital leases are reported as other financing sources.

Property taxes, sales taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Entitlements are recorded as revenues when all eligibility requirements are met, including any time requirements, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year end). Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year end). All other revenue items are considered to be measurable and available only when cash is received by the City.

F. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position/Fund Balance

1. Cash and Cash Equivalents

The City's cash and cash equivalents are considered to be cash on hand, demand deposits, balances in statewide investment pools (TexPool), and short-term investments with original maturities of three months or less from the date of acquisition. For the purpose of the statement of cash flows, the proprietary fund types consider temporary investments with maturity of three months or less when purchased to be cash equivalents.

The City maintains a pooled cash and investments account. Each fund whose monies are deposited in the pooled cash and investment account has equity therein, and interest earned on the investment of these monies is allocated based upon relative equity at the previous month end. Amounts on deposit in interest-bearing accounts and other investments are displayed on the combined balance sheet as "cash and equity in pooled cash and investments."

2. Investments

Investments, except for certain investment pools, commercial paper, money market funds, and investment contracts, are reported at fair value. The investment pools operate in accordance with appropriate state laws and regulations and are reported at amortized cost. Money market funds, which are short-term highly liquid debt instruments that may include U.S. Treasury and agency obligations and commercial paper that have a remaining maturity of one year or less upon acquisition, are reported at amortized cost. Investments in nonparticipating interest earning contracts, such as certificates of deposits, are reported at cost.

CITY OF JERSEY VILLAGE, TEXAS

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended September 30, 2017

The City has adopted a written investment policy regarding the investment of its funds as defined in the Public Funds Investment Act, Chapter 2256, Texas Government Code. In summary, the City is authorized to invest in the following:

- Direct obligations of the U.S. government
- Money market mutual funds that meet certain criteria
- Collateralized certificates of deposit and share certificates
- Statewide investment pools

3. Inventories and Prepaid Items

Inventories are valued at cost using the first in/first out (FIFO) method in the proprietary funds. The costs of governmental fund type inventories are recorded as expenditures when consumed rather than when purchased. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

4. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. In accordance with GASB Statement No. 34, infrastructure has been capitalized retroactively. Capital assets are defined by the City as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of five years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Interest costs incurred in connection with construction of enterprise fund capital assets are capitalized when the effects of capitalization materially impact the financial statements.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Property, plant, and equipment of the primary government, as well as the component unit, are depreciated using the straight-line method over the following estimated useful years:

<u>Asset Description</u>	<u>Estimated Useful Life</u>
Buildings	20 years
Improvements	20 years
Equipment	5 to 20 years
Water and sewer system	40 years
Infrastructure	75 years

5. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The City has four items that qualify for reporting in this category on the government-wide Statement of Net Position. A deferred

CITY OF JERSEY VILLAGE, TEXAS

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended September 30, 2017

charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt. Deferred charges have been recognized as a result of differences between the actuarial expectations and the actual economic experience and for the changes in actuarial assumptions related to the City's defined benefit pension plan. These amounts are deferred and amortized over the average of the expected service lives of pension plan members. A deferred charge has been recognized for employer pension plan contributions that were made subsequent to the measurement date through the end of the City's fiscal year. This amount is deferred and recognized as a reduction to the net pension liability during the measurement period in which the contributions were made.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The City has two items that qualify for reporting in this category in the government-wide Statement of Net Position. Deferred inflows of resources are recognized for the difference between the projected and actual investment earnings on the pension plan assets. This amount is deferred and amortized over a period of five years. Another deferral is recognized for the changes in proportion and difference between the employer's contributions and the proportionate share of contributions related to the City's defined benefit pension plan. This amount is deferred and amortized over the average of the expected service lives of pension plan members. At the fund level, the City has only one type of item, which arises only under a modified accrual basis of accounting, that qualifies for reporting in this category. Accordingly, the item, *unavailable revenue*, is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from ambulance fees and property taxes. These amounts are deferred and recognized as inflows of resources in the period that the amount becomes available.

6. Compensated Employee Absences

It is the City's policy to permit employees to accumulate earned but unused vacation, sick pay benefits, and compensatory time. Amounts accumulated, up to certain amounts, may be paid to employees upon termination of employment. The estimated amount of compensation for services provided that is expected to be liquidated with expendable, available financial resources is reported as an expenditure and a fund liability of the governmental or proprietary fund that will pay it when it matures or becomes due. The general fund, water and sewer fund, and golf course fund are used to liquidate the liability for compensated absences. Amounts of vested or accumulated vacation leave that are not expected to be liquidated with expendable, available financial resources are maintained separately and represent a reconciling item between the fund and government-wide presentations. Upon retirement from the City, an employee will receive compensation for unused sick leave hours. Vesting in unused sick leave hours ranges from 20 to 60 percent based on years of service with the City.

7. Long-Term Obligations

In the government-wide financial statements and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type Statement of Net Position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method, if material. Bonds payable are reported net of the applicable bond premium or discount.

CITY OF JERSEY VILLAGE, TEXAS

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended September 30, 2017

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

The property tax rate is allocated each year between the general and debt service funds. The full amount estimated to be required for debt service on general obligation debt is provided by the tax along with interest earned in the debt service fund. Though a portion of the general obligation debt was directly related to the purchase of water and sewer infrastructure, the debt service expenditures are included in the governmental fund financial statements, as they are expected to be paid from debt service tax revenues instead of water system revenues.

8. Net Position Flow Assumption

Sometimes the City will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the City's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

9. Fund Balance Flow Assumptions

Sometimes the City will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the City's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

10. Fund Balance Policies

Fund balances of governmental funds are reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The City itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

Amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact are classified as nonspendable fund balance. Amounts that are externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions are classified as restricted.

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the City's highest level of decision-making authority. The City Council is the highest level of decision-making authority for the City that can, by adoption of an ordinance prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance remains in place until a similar action is taken (the adoption of another ordinance) to remove or revise the limitation.

CITY OF JERSEY VILLAGE, TEXAS

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended September 30, 2017

Amounts in the assigned fund balance classification are intended to be used by the City for specific purposes but do not meet the criteria to be classified as committed. The City Council may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

11. Post Employment Healthcare Benefits

The City does not provide post employment healthcare benefits except those mandated by the Consolidated Omnibus Budget Reconciliation Act (COBRA). The requirements established by COBRA are fully funded by the employees who elect coverage under COBRA, and the City incurs no direct costs.

12. Estimates

The preparation of financial statements, in conformity with generally accepted accounting principles, requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

13. Pensions

For the purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Texas Municipal Retirement System (TMRS) and additions to/deductions from TMRS's fiduciary net position have been determined on the same basis as they are reported by TMRS. For this purpose, plan contributions are recognized in the period that compensation is reported for the employee, which is when contributions are legally due. Benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

G. Revenues and Expenditures/Expenses

1. Program Revenues

Amounts reported as *program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions (including special assessments) that are restricted to meeting the operational or capital requirements of a particular function or segment. All taxes, including those dedicated for specific purposes, and other internally dedicated resources are reported as general revenues rather than as program revenues.

2. Property Taxes

Property taxes are levied during October of each year and are due upon receipt of the City's tax bill. Taxes become delinquent, with an enforceable lien on property, on February 1 of the following year.

CITY OF JERSEY VILLAGE, TEXAS

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended September 30, 2017

3. Proprietary Funds Operating and Nonoperating Revenues and Expenses

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the enterprise fund and internal service fund are charges to customers for sales and services. The enterprise fund also recognizes as operating revenue the portion of tap fees intended to recover the cost of connecting new customers to the system. Operating expenses for the enterprise fund and internal service fund include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

II. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Annual budgets are adopted on a basis consistent with generally accepted accounting principles, except the capital projects fund, which adopts a project length budget. The original budget is adopted by the City Council prior to the beginning of the year. The legal level of control in the approved budget as defined by the charter is the department level in the general fund and all others are the fund level. The City Manager may transfer appropriations within a department without seeking the approval of City Council. Appropriations lapse at the end of the year, excluding capital project budgets. Supplemental budget appropriations were made for the year ended September 30, 2017. An annual budget is adopted for the discretely presented component unit, the Jersey Village Crime Control and Prevention District. The hotel occupancy tax fund, court security and technology fee fund, and asset forfeiture fund are all special revenue funds that have adopted budgets.

III. DETAILED NOTES ON ALL ACTIVITIES AND FUNDS

A. Deposits and Investments

As of September 30, 2017, the City had the following investments:

Investment Type	Fair Value	Weighted Average Maturity (Years)
TexPool	\$ 33,580,782	-
Total Fair Value	\$ 33,580,782	
Portfolio weighted average maturity		-

Interest rate risk. In accordance with its investment policy, the City manages its exposure to declines in fair values by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations and invest operating funds primarily in short-term securities.

Credit risk. State law and the City's investment policy limit investments to obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than "A" or its equivalent. Further, commercial paper must be rated not less than "A-1" or "P-1" or an equivalent rating by at least two nationally recognized credit rating agencies. As of September 30, 2017, the City's investments in TexPool were rated "AAAm" by Standard & Poor's. All other investments are guaranteed (either express or implied) by the full faith and credit of the United States government or the issuing U.S. agency.

Custodial credit risk – deposits. In the case of deposits, this is the risk that in the event of a bank failure, the City's deposits may not be returned to it. The City's investment policy requires funds on

CITY OF JERSEY VILLAGE, TEXAS

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended September 30, 2017

deposit at the depository bank to be collateralized by securities. As of September 30, 2017, the City's deposits were fully covered under the FDIC.

Custodial credit risk – investments. For an investment, this is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The City's investment policy requires that it will seek to keep safekeeping securities at financial institutions, avoiding physical possession. Further, all trades, where applicable, are executed by delivery versus payment to ensure that securities are deposited in the City's safekeeping account prior to the release of funds.

TexPool

TexPool was established as a trust company with the Treasurer of the State of Texas as trustee, segregated from all other trustees, investments, and activities of the trust company. The State Comptroller of Public Accounts exercises oversight responsibility over TexPool. Oversight includes the ability to significantly influence operations, designation of management, and accountability for fiscal matters. Additionally, the State Comptroller has established an advisory board composed of both participants in TexPool and other persons who do not have a business relationship with TexPool. The advisory board members review the investment policy and management fee structure. Finally, Standard & Poor's rates TexPool "AAAm". As a requirement to maintain the rating, weekly portfolio information must be submitted to Standard & Poor's, as well as to the office of the Comptroller of Public Accounts for review.

TexPool is an external investment pool measured at amortized cost. In order to meet the criteria to be recorded at amortized cost, the investment pool must transact at a stable net asset value per share and maintain certain maturity, quality, liquidity, and diversification requirements within the investment pool. TexPool transacts at a net asset value of \$1.00 per share, has weighted average maturities of 60 days or less, and weighted average lives of 120 days or less. Investments held are highly rated by nationally recognized statistical rating organizations, have no more than five percent of portfolio with one issuer (excluding U.S. government securities), and can meet reasonably foreseeable redemptions. TexPool has a redemption notice period of one day and may redeem daily. TexPool's authority may only impose restrictions on redemptions in the event of a general suspension of trading on major securities markets, general banking moratorium or national state of emergency that affects the TexPool's liquidity.

CITY OF JERSEY VILLAGE, TEXAS

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended September 30, 2017

B. Receivables

The following comprise receivable balances at year end:

	<u>General</u>	<u>Debt Service</u>	<u>Nonmajor</u>
Ad valorem taxes	\$ 765,252	\$ 64,525	\$ -
Other taxes	135,473	-	-
Intergovernmental	1,447	-	-
Other	551,005	-	11,318
Less allowance	(354,634)	(1,290)	-
Total	<u><u>\$ 1,098,543</u></u>	<u><u>\$ 63,235</u></u>	<u><u>\$ 11,318</u></u>

	<u>Water and Sewer</u>	<u>Component Unit</u>
Other taxes	\$ -	\$ 235,142
Accounts	594,066	-
Less allowance	(152,657)	-
Total	<u><u>\$ 441,409</u></u>	<u><u>\$ 235,142</u></u>

CITY OF JERSEY VILLAGE, TEXAS

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended September 30, 2017

C. Capital Assets

All capital assets constructed or paid for with funds of the component unit are titled in the City's name. Accordingly, component unit capital assets and construction in progress are recorded in the governmental activities totals.

A summary of changes in capital assets for governmental activities for the year end is as follows:

	Primary Government			Ending Balance
	Beginning Balance	Increases	(Decreases)	
Governmental Activities:				
Capital assets not being depreciated:				
Land	\$ 3,293,046	\$ 174,836	\$ -	\$ 3,467,882
Construction in progress	3,408,662	-	(2,802,070)	606,592
Total capital assets not being depreciated	6,701,708	174,836	(2,802,070)	4,074,474
Other capital assets:				
Buildings and improvements	8,580,097	377,320	-	8,957,417
Machinery and equipment	10,244,569	1,477,905	-	11,722,474
Infrastructure	45,040,743	5,414,845	-	50,455,588
Total other capital assets	63,865,409	7,270,070	-	71,135,479
Less accumulated depreciation for:				
Buildings and improvements	(3,747,089)	(242,384)	-	(3,989,473)
Machinery and equipment	(8,436,116)	(744,299)	-	(9,180,415)
Infrastructure	(9,018,471)	(675,339)	-	(9,693,810)
Total accumulated depreciation	(21,201,676)	(1,662,022)	-	(22,863,698)
Other capital assets, net	42,663,733	5,608,048	-	48,271,781
Governmental Activities Capital Assets, Net	\$ 49,365,441	\$ 5,782,884	\$ (2,802,070)	52,346,255
		Plus deferred charge on refunding		556,333
		Plus unspent bond proceeds		3,669,948
		Less associated debt		(20,715,728)
		Net Investment in Capital Assets		\$ 35,856,808

Depreciation was charged to governmental functions as follows:

General government	\$ 51,514
Public safety	169,648
Public works	739,749
Parks and recreation	66,744
Capital assets held by the City's internal service fund are charged to various functions based on their usage of the assets	634,367
Total Governmental Activities Depreciation Expense	\$ 1,662,022

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

CITY OF JERSEY VILLAGE, TEXAS

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended September 30, 2017

Construction in progress and remaining commitments under related construction contracts for general government construction projects at year end were as follows:

Project Description	Authorized Contract	Contract Expenditures	Remaining Commitment
Stormwater Detention Basin	\$ 500,000	\$ 500,000	\$ -
290 Expansion	1,538,539	106,592	1,431,947
Elwood Drive Project	219,391	-	219,391
Total	\$ 2,257,930	\$ 606,592	\$ 1,651,338

The following is a summary of changes in capital assets for business-type activities for the year ended September 30, 2017:

	Beginning Balance	Increases	(Decreases)	Ending Balance
Business-Type Activities:				
Capital assets not being depreciated:				
Land	\$ 1,360,240	\$ -	\$ -	\$ 1,360,240
Construction in progress	721,382	5,000	(546,140)	180,242
Total capital assets not being depreciated	2,081,622	5,000	(546,140)	1,540,482
Other capital assets:				
Buildings	6,859,777	225,825	-	7,085,602
Water and sewer system	19,684,254	546,140	-	20,230,394
Machinery and equipment	2,184,896	301,766	-	2,486,662
Total other capital assets	28,728,927	1,073,731	-	29,802,658
Less accumulated depreciation for:				
Buildings	(5,018,142)	(374,144)	-	(5,392,286)
Water and sewer system	(7,071,776)	(314,940)	-	(7,386,716)
Machinery and equipment	(1,091,360)	(124,944)	-	(1,216,304)
Total accumulated depreciation	(13,181,278)	(814,028)	-	(13,995,306)
Other capital assets, net	15,547,649	259,703	-	15,807,352
Business-Type Activities Capital Assets, Net	\$ 17,629,271	\$ 264,703	\$ (546,140)	\$ 17,347,834

Depreciation was charged to business-type functions as follows:

Water and sewer	\$ 479,210
Golf course	334,818
Total Business-Type Activities Depreciation Expense	\$ 814,028

CITY OF JERSEY VILLAGE, TEXAS

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended September 30, 2017

Construction in progress and remaining commitments under related construction contracts for enterprise fund projects at year end were as follows:

Project Description	Authorized Contract	Contract Expenditures	Remaining Commitment
Scada Project	\$ 187,570	\$ 180,242	\$ 7,328

D. Long-Term Debt

The following is a summary of changes in the City's total long-term liabilities for the year end. In general, the City uses the general and debt service funds to liquidate governmental long-term liabilities.

	Beginning Balance	Additions	Reductions	Ending Balance	Amounts Due Within One Year
Governmental Activities:					
Bonds, notes and other payables:					
General obligation bonds	\$ 14,440,000	\$ -	\$ 1,120,000	\$ 13,320,000	* \$ 1,145,000
Certificates of obligation	7,320,000	-	755,000	6,565,000	* 780,000
Premium on bonds	925,134	-	94,406	830,728	* -
	<u>22,685,134</u>	<u>-</u>	<u>1,969,406</u>	<u>20,715,728</u>	<u>1,925,000</u>
Other liabilities:					
Net pension liability	3,678,728	36,734	-	3,715,462	-
Compensated absences	327,402	119,906	40,454	406,854	366,169
Total Governmental Activities	<u>\$ 26,691,264</u>	<u>\$ 156,640</u>	<u>\$ 2,009,860</u>	<u>\$ 24,838,044</u>	<u>\$ 2,291,169</u>

Long-term debt due in more than one year \$ 22,546,875

*Debt associated with governmental activity capital assets \$ 20,715,728

	Beginning Balance	Additions	Reductions	Ending Balance	Amounts Due Within One Year
Business-Type Activities:					
Net pension liability	\$ 658,406	\$ 6,483	\$ -	\$ 664,889	\$ -
Compensated absences	87,080	10,302	8,370	89,012	80,545
Total Business-Type Activities	<u>\$ 745,486</u>	<u>\$ 16,785</u>	<u>\$ 8,370</u>	<u>\$ 753,901</u>	<u>\$ 80,545</u>

Long-term debt due in more than one year \$ 673,356

Long-term liabilities applicable to the City's governmental activities are not due and payable in the current period and, accordingly, are not reported as fund liabilities in the governmental funds. The governmental activities compensated absences are generally liquidated by the general fund. Interest on long-term debt is not accrued in governmental funds, but rather is recognized as an expenditure when due.

CITY OF JERSEY VILLAGE, TEXAS

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended September 30, 2017

Long-term debt at year end was comprised of the following debt issues:

Description	Interest Rates	Balance
Governmental Activities		
General Obligation Bonds		
Series 2007	4.25-6.25%	\$ 305,000
Series 2012	2.00-4.00%	6,305,000
Series 2016	2.00-3.00%	6,710,000
Total General Obligation Bonds		13,320,000
Certificates of Obligation		
Series 2015	5.00-7.00%	6,565,000
Total Certificates of Obligation		6,565,000
Total Governmental Activities Long-Term Debt		\$ 19,885,000

The annual requirements to amortize bond and certificate debt issues outstanding at year end were as follows:

Year Ending Sep. 30	Governmental Activities		
	Principal	Interest	Total
2018	\$ 1,925,000	\$ 473,422	\$ 2,398,422
2019	1,970,000	432,420	2,402,420
2020	2,015,000	389,690	2,404,690
2021	2,060,000	341,410	2,401,410
2022	2,110,000	290,220	2,400,220
2023-2027	9,805,000	634,935	10,439,935
Total	\$ 19,885,000	\$ 2,562,097	\$ 22,447,097

The City issues a variety of long-term debt instruments in order to acquire and/or construct major capital facilities (streets, drainage, public safety, water, and wastewater) and equipment for general government and enterprise fund activities. These instruments include general obligation bonds and certificates of obligation. Future ad valorem tax revenues, water and sewer system revenues, or liens on property and equipment secure these debt obligations.

General obligation bonds are direct obligations of the City for which its full faith and credit are pledged. Repayment of general obligation bonds is from taxes levied on all taxable property located within the City. The City is not obligated in any manner for special assessment debt.

Federal Arbitrage

The Tax Reform Act of 1986 instituted certain arbitrage restrictions consisting of complex regulations with respect to issuance of tax-exempt bonds after August 31, 1986. Arbitrage regulations deal with the investment of tax-exempt bond proceeds at an interest yield greater than the interest yield paid to bondholders. Generally, all interest paid to bondholders can be retroactively rendered taxable if applicable rebates are not reported and paid to the Internal Revenue Service (IRS) at least every five years for applicable bond issues. Accordingly, there is the risk that if such calculations are not performed, or not performed correctly, it could result in a substantial liability to the City. The City

CITY OF JERSEY VILLAGE, TEXAS

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended September 30, 2017

has engaged an arbitrage consultant to perform the calculations in accordance with IRS rules and regulations.

E. Interfund Transactions

The composition of interfund balances as of year end was as follows:

Receivable Fund	Payable Fund	Amounts
General	Water and sewer	\$ 258
Debt service	General	1,585
Nonmajor	General	39,012
	Total	\$ 40,855

Amounts recorded as “due to/from” are considered to be temporary loans and will be repaid during the following year.

Transfers between the primary government funds during the year were as follows:

Transfer In	Transfer Out	Amounts
General	Water and sewer	\$ 470,000
General	Nonmajor	16,500
Debt service	Water and sewer	92,413
Golf course	General	346,171
	Total	\$ 925,084

Transfers to the general fund from the water and sewer fund were subsidies for administrative expenditures. Transfers to the capital projects fund from the general fund were for capital projects. Other amounts transferred between funds related to amounts collected by the nonmajor governmental funds for various governmental expenditures.

F. Fund Equity

As of September 30, 2017, \$900,091 of the City’s total fund balance is restricted by enabling legislation.

IV. OTHER INFORMATION

A. Risk Management

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the City participates along with 2,617 other entities in the Texas Municipal League’s Intergovernmental Risk Pools (the “Pool”). The Pool purchases commercial insurance at group rates for participants in the Pool. The City has no additional risk or responsibility to the Pool, outside of the payment of insurance premiums. The City has not significantly reduced insurance coverage or had settlements which exceeded coverage amounts for the past three years.

CITY OF JERSEY VILLAGE, TEXAS

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended September 30, 2017

B. Contingent Liabilities

Amounts received or receivable from granting agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amounts of expenditures that may be disallowed by the grantor cannot be determined at this time although the City expects such amounts, if any, to be immaterial.

Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported. Claim liabilities are calculated considering the effects of inflation, recent claim settlement trends, including frequency and amount of payouts, and other economic and social factors. No claim liabilities are reported at year end.

C. Pension Plans

Texas Municipal Retirement System

Plan Description

The City participates as one of 872 plans in the nontraditional, joint contributory, hybrid defined benefit pension plan administered by the Texas Municipal Retirement System (TMRS). TMRS is an agency created by the State of Texas and administered in accordance with the TMRS Act, Subtitle G, Title 8, Texas Government Code (the "TMRS Act") as an agent multiple-employer retirement system for municipal employees in the State of Texas. The TMRS Act places the general administration and management of TMRS with a six-member Board of Trustees (the "Board"). Although the Governor, with the advice and consent of the Senate, appoints the Board, TMRS is not fiscally dependent on the State of Texas. TMRS's defined benefit pension plan is a tax-qualified plan under Section 401(a) of the Internal Revenue Code. TMRS issues a publicly available comprehensive annual financial report (CAFR) that can be obtained at www.tmr.com.

All eligible employees of the City are required to participate in TMRS.

Benefits Provided

TMRS provides retirement, disability, and death benefits. Benefit provisions are adopted by the governing body of the City, within the options available in the state statutes governing TMRS.

At retirement, the benefit is calculated as if the sum of the employee's contributions, with interest, and the City-financed monetary credits, with interest, were used to purchase an annuity. Members may choose to receive their retirement benefit in one of seven payments options. Members may also choose to receive a portion of their benefit as a partial lump sum distribution in an amount equal to 12, 24, or 36 monthly payments, which cannot exceed 75 percent of the member's deposits and interest.

CITY OF JERSEY VILLAGE, TEXAS

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended September 30, 2017

The plan provisions are adopted by the governing body of the City, within the options available in the state statutes governing TMRS. Plan provisions for the City were as follows:

	2017	2016
Employee deposit rate	7.00%	7.00%
Matching ratio (City to employee)	2 to 1	2 to 1
Years required for vesting	5	5
Service requirement eligibility (expressed as age/yrs of service)	60/5, 0/20	60/5, 0/20
Updated service credit	100% Repeating, Transfers	100% Repeating, Transfers
Annuity increase (to retirees)	70% of CPI Repeating	70% of CPI Repeating

Employees Covered by Benefit Terms

At the December 31, 2016 valuation and measurement date, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	49
Inactive employees entitled to, but not yet receiving, benefits	76
Active employees	94
Total	219

Contributions

The contribution rates for employees in TMRS are either five percent, six percent, or seven percent of employee gross earnings, and the City-matching percentages are either 100 percent, 150 percent, or 200 percent, both as adopted by the governing body of the City. Under the state law governing TMRS, the contribution rate for each city is determined annually by the actuary, using the Entry Age Normal (EAN) actuarial cost method. The actuarially determined rate is the estimated amount necessary to finance the cost of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability.

Employees for the City were required to contribute seven percent of their annual gross earnings during the fiscal year. The contribution rates for the City were 14.98 percent and 15.23 percent in calendar years 2016 and 2017, respectively. The City's contributions to TMRS for the fiscal year ended September 30, 2017 were \$754,213, which were equal to the required contributions.

Net Pension Liability

The City's Net Pension Liability (NPL) was measured as of December 31, 2016 and the Total Pension Liability (TPL) used to calculate the NPL was determined by an actuarial valuation as of that date.

Actuarial Assumptions

The TPL in the December 31, 2016 actuarial valuation was determined using the following actuarial assumptions:

Inflation	2.50% per year
Overall payroll growth	3.00% per year
Investment rate of return	6.75%, net of pension plan investment expense, including inflation

CITY OF JERSEY VILLAGE, TEXAS

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended September 30, 2017

Salary increases were based on a service-related table. Mortality rates for active members, retirees, and beneficiaries were based on the gender-distinct RP2000 Combined Healthy Mortality Tables with Blue Collar Adjustment, with male rates multiplied by 109 percent and female rates multiplied by 103 percent. The rates are projected on a fully generational basis by scale BB to account for future mortality improvements. For disabled annuitants, the gender-distinct RP2000 Combined Healthy Mortality Tables with Blue Collar Adjustment are used with male rates multiplied by 109 percent and female rates multiplied by 103 percent with a three-year set-forward for both males and females. In addition, a three percent minimum mortality rate is applied to reflect the impairment for younger members who become disabled. The rates are projected on a fully generational basis by scale BB to account for future mortality improvements subject to the three percent floor.

Actuarial assumptions used in the December 31, 2016 valuation were based on the results of actuarial experience studies. The experience study in TMRS was for the period December 31, 2010 through December 31, 2014. Healthy post-retirement mortality rates and annuity purchase rates were updated based on a Mortality Experience Investigation Study covering 2009 through 2011, and dated December 31, 2013. These assumptions were first used in the December 31, 2013 valuation, along with a change to the EAN actuarial cost method. Assumptions are reviewed annually. Plan assets are managed on a total return basis with an emphasis on both capital appreciation, as well as the production of income, in order to satisfy the short-term and long-term funding needs of TMRS.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. In determining their best estimate of a recommended investment return assumption under the various alternative asset allocation portfolios, the actuary focused on the area between (1) arithmetic mean (aggressive) without an adjustment for time (conservative) and (2) the geometric mean (conservative) with an adjustment for time (aggressive).

The target allocation and best estimates of real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return (Arithmetic)
Domestic Equity	17.50%	4.55%
International Equity	17.50%	6.10%
Core Fixed Income	10.00%	1.00%
Non-Core Fixed Income	20.00%	4.15%
Real Return	10.00%	4.15%
Real Estate	10.00%	4.75%
Absolute Return	10.00%	4.00%
Private Equity	5.00%	7.75%
Total	100.00%	

CITY OF JERSEY VILLAGE, TEXAS

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended September 30, 2017

Discount Rate

The discount rate used to measure the TPL was 6.75 percent. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rates specified in statute. Based on that assumption, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the TPL.

Changes in the NPL

	Increase (Decrease)		
	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability
	(A)	(B)	(A) - (B)
Changes for the year:			
Service cost	\$ 872,680	\$ -	\$ 872,680
Interest	1,410,647	-	1,410,647
Change in current period benefits	-	-	-
Difference between expected and actual experience	(59,041)	-	(59,041)
Changes in assumptions	-	-	-
Contributions - employer	-	730,340	(730,340)
Contributions - employee	-	343,575	(343,575)
Net investment income	-	1,120,508	(1,120,508)
Benefit payments, including refunds of employee contributions	(949,496)	(949,496)	-
Administrative expense	-	(12,670)	12,670
Other changes	-	(685)	685
Net Changes	1,274,790	1,231,573	43,217
Balance at December 31, 2015	20,936,882	16,599,748	4,337,134
Balance at December 31, 2016	\$ 22,211,672	\$ 17,831,321	\$ 4,380,351

Sensitivity of the NPL to Changes in the Discount Rate

The following presents the NPL of the City, calculated using the discount rate of 6.75 percent, as well as what the City's NPL would be if it were calculated using a discount rate that is one percentage point lower (5.75%) or one percentage point higher (7.75%) than the current rate:

	1% Decrease in Discount Rate (5.75%)	Discount Rate (6.75%)	1% Increase in Discount Rate (7.75%)
City's Net Pension Liability	\$ 7,699,388	\$ 4,380,351	\$ 1,698,187

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in a separately-issued TMRS financial report. That report may be obtained on the Internet at www.tmr.com.

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

CITY OF JERSEY VILLAGE, TEXAS

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended September 30, 2017

Pension Expense and Deferred Outflows/Deferred Inflows of Resources Related to Pensions

For the fiscal year ended September 30, 2017, the City recognized pension expense of \$376,999.

At September 30, 2017, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ -	\$ 274,978
Changes in actuarial assumptions	106,795	-
Difference between projected and actual investment earnings	758,983	-
Contributions subsequent to the measurement date	564,599	-
Total	\$ 1,430,377	\$ 274,978

\$564,599 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability for the fiscal year ending September 30, 2018. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Fiscal Year Ended September 30:	Pension Expense
2017	\$ 182,388
2018	193,028
2019	219,888
2020	(4,504)
2021	-
Thereafter	-
Total	\$ 590,800

D. Other Post Employment Benefits

TMRS Supplemental Death Benefit Fund

Plan Description

The City also participates in the cost sharing multiple-employer defined benefit group-term life insurance plan operated by TMRS known as the Supplemental Death Benefits Fund (SDBF). The City elected, by ordinance, to provide group-term life insurance coverage to both current and retired employees. The City may terminate coverage under and discontinue participation in the SDBF by adopting an ordinance before November 1 of any year to be effective the following January 1.

The death benefit for active employees provides a lump-sum payment approximately equal to the employee's annual salary (calculated based on the employee's actual earnings for the 12-month period preceding the month of death); retired employees are insured for \$7,500; this coverage is an "other post employment benefit," or OPEB. For the year ended September 30, 2017, the City offered the supplemental death benefit to both active and retired employees.

CITY OF JERSEY VILLAGE, TEXAS

NOTES TO FINANCIAL STATEMENTS (Continued)

For the Year Ended September 30, 2017

Contributions

The City contributes to the SDBF at a contractually required rate as determined by an annual actuarial valuation. The rate is equal to the cost of providing one-year term life insurance. The funding policy for the SDBF program is to assure that adequate resources are available to meet all death benefit payments for the upcoming year; the intent is not to pre-fund retiree term life insurance during employees' entire careers.

The City's contributions to the TMRS SDBF, for the fiscal years ended September 30, 2017, 2016, and 2015 were \$1,485, \$1,349, and \$940, respectively. The City's contribution rates for the past three years are shown below:

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Annual Req. Contrib. (Rate)	0.03%	0.03%	0.02%
Actual Contribution Made	0.03%	0.03%	0.02%
Percentage of ARC Contrib.	100.00%	100.00%	100.00%

E. Economic Agreement

Chapter 380 Economic Development Program Agreement

On June 2, 2015, the City entered into a chapter 380 economic development program agreement with Southwest Developers, LLC. (the "Developer"). Chapter 380 of the Texas Local Government Code provides statutory authority establishing and administering the Economic Development Program (the "Program"), including making loans and grants of money. The City administers a program of grants including to the Developer for a limited time in amounts equal to a portion of City sales tax relating to certain property that would promote local economic development and stimulate business and commercial activity within the City. The Developer will provide development services for the City including finding a suitable third party to locate a retail sales center (the "Retail Sales Center") in the City and assistance with identifying a location for the Retail Sales Center, and has applied to the City under its Program for financial assistance to locate such Retail Sales Center in the City.

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF JERSEY VILLAGE, TEXAS
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND (Page 1 of 2)
For the Year Ended September 30, 2017

	Original Budget Amounts	Final Budget Amounts	Actual Amounts	Variance with Final Budget Positive (Negative)
<u>Revenues</u>				
Taxes:				
Ad valorem	\$ 5,927,843	\$ 5,927,843	\$ 5,761,307	\$ (166,536)
Sales	2,885,000	2,885,000	4,625,417	1,740,417
Franchise	600,000	600,000	615,525	15,525
Permits, licenses, and fees	103,700	103,700	180,908	77,208
Charges for services	368,950	368,950	259,218	(109,732)
Fines	837,700	837,700	961,513	123,813
Investment earnings	45,000	45,000	125,703	80,703
Intergovernmental	1,091,898	1,174,398	1,285,428	111,030
Other revenues	20,000	20,000	150,420	130,420
Total Revenues	11,880,091	11,962,591	13,965,439	2,002,848
<u>Expenditures</u>				
General government:				
Administration	645,950	725,900	535,090	190,810
Legal	248,300	2,058,300	1,741,485	316,815
Information technology	468,225	468,225	434,105	34,120
Purchasing	21,000	21,000	17,727	3,273
Finance	301,650	301,650	288,479	13,171
Customer service	143,200	143,200	129,256	13,944
Court	372,239	372,239	350,382	21,857
Total General Government	2,200,564	4,090,514	3,496,524	593,990
Public safety:				
Police	2,484,926	2,509,676	2,286,901	222,775
Dispatch	729,594	737,784	624,994	112,790
Fire	1,614,972	1,614,972	1,569,443	45,529
Total Public Safety	4,829,492	4,862,432	4,481,338	381,094
Public works:				
Public works administration	224,850	224,850	220,717	4,133
Community development	448,675	448,675	418,201	30,474
Streets	1,146,746	1,172,246	954,853	217,393
Building and grounds	363,650	363,650	357,472	6,178
Sanitation	426,061	426,061	398,573	27,488
Fleet services	380,860	400,860	376,086	24,774
Total Public Works	2,990,842	3,036,342	2,725,902	310,440
Parks and recreation	742,701	742,701	554,607	188,094
Total Expenditures	10,763,599	12,731,989	11,258,371	1,473,618
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,116,492	(769,398)	2,707,068	3,476,466

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

CITY OF JERSEY VILLAGE, TEXAS
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL

GENERAL FUND (Page 2 of 2)

For the Year Ended September 30, 2017

	Original Budget Amounts	Final Budget Amounts	Actual Amounts	Variance with Final Budget Positive (Negative)
Other Financing Sources (Uses)				
Transfers in	\$ 486,500	\$ 486,500	\$ 486,500	\$ -
Transfers (out)	(346,171)	(346,171)	(346,171)	-
Total Other Financing Sources	<u>140,329</u>	<u>140,329</u>	<u>140,329</u>	<u>-</u>
Net Change in Fund Balance	<u>\$ 1,256,821</u>	<u>\$ (629,069)</u>	<u>2,847,397</u>	<u>\$ 3,476,466</u>
Beginning fund balance			<u>14,507,448</u>	
Ending Fund Balance			<u>\$ 17,354,845</u>	

Notes to Required Supplementary Information:

1. Annual budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).

CITY OF JERSEY VILLAGE, TEXAS
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
TRAFFIC SAFETY FUND

For the Year Ended September 30, 2017

	Original and Final Budget Amounts	Actual Amounts	Variance with Final Budget Positive (Negative)
<u>Revenues</u>			
Fines	\$ 4,525	\$ 1,125	\$ (3,400)
Total Revenues	<u>4,525</u>	<u>1,125</u>	<u>(3,400)</u>
<u>Expenditures</u>			
Public safety	292,091	265,170	26,921
Total Expenditures	<u>292,091</u>	<u>265,170</u>	<u>26,921</u>
Net Change in Fund Balance	<u>\$ (287,566)</u>	<u>(264,045)</u>	<u>\$ 23,521</u>
Beginning fund balance		<u>1,395,089</u>	
Ending Fund Balance		<u>\$ 1,131,044</u>	

Notes to Required Supplementary Information:

1. Annual budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).

CITY OF JERSEY VILLAGE, TEXAS
SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS
TEXAS MUNICIPAL RETIREMENT SYSTEM
For the Year Ended September 30, 2017

	Measurement Year*		
	2016	2015	2014
Total Pension Liability			
Service cost	\$ 872,680	\$ 850,095	\$ 812,970
Interest (on the total pension liability)	1,410,647	1,369,339	1,315,698
Changes of benefit terms	-	-	-
Difference between expected and actual experience	(59,041)	(105,426)	(448,345)
Change of assumptions	-	198,859	-
Benefit payments, including refunds of employee contributions	(949,496)	(1,025,857)	(839,314)
Net Change in Total Pension Liability	<u>1,274,790</u>	<u>1,287,010</u>	<u>841,009</u>
Beginning total pension liability	<u>20,936,882</u>	<u>19,649,872</u>	<u>18,808,863</u>
Ending Total Pension Liability	<u>\$ 22,211,672</u>	<u>\$ 20,936,882</u>	<u>\$ 19,649,872</u>
Plan Fiduciary Net Position			
Contributions - employer	\$ 730,340	\$ 741,645	\$ 679,660
Contributions - employee	343,575	340,427	337,066
Net investment income	1,120,508	24,391	885,763
Benefit payments, including refunds of employee contributions	(949,496)	(1,025,857)	(839,314)
Administrative expense	(12,670)	(14,861)	(9,246)
Other	(684)	(734)	(760)
Net Change in Plan Fiduciary Net Position	<u>1,231,573</u>	<u>65,012</u>	<u>1,053,169</u>
Beginning plan fiduciary net position	<u>16,599,748</u>	<u>16,534,736</u>	<u>15,481,567</u>
Ending Plan Fiduciary Net Position	<u>\$ 17,831,321</u>	<u>\$ 16,599,748</u>	<u>\$ 16,534,736</u>
Net Pension Liability	<u>\$ 4,380,351</u>	<u>\$ 4,337,134</u>	<u>\$ 3,115,136</u>
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	80.28%	79.28%	84.15%
Covered Employee Payroll	\$ 4,908,210	\$ 4,863,246	\$ 4,815,231
Net Pension Liability as a Percentage of Covered Employee Payroll	89.25%	89.18%	64.69%

*Only three of ten years of information is currently available. The City will build this schedule over the next seven-year period.

CITY OF JERSEY VILLAGE, TEXAS

SCHEDULE OF CONTRIBUTIONS TEXAS MUNICIPAL RETIREMENT SYSTEM

For the Year Ended September 30, 2017

	Fiscal Year*		
	2017	2016	2015
Actuarially determined contribution	\$ 754,213	\$ 737,720	\$ 704,979
Contributions in relation to the actuarially determined contribution	754,213	737,720	704,979
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered employee payroll	<u>\$ 4,952,460</u>	<u>\$ 4,925,673</u>	<u>\$ 4,700,957</u>
Contributions as a percentage of covered employee payroll	15.23%	14.98%	15.00%

*Only three of ten years of information is currently available. The City will build this schedule over the next seven-year

Notes to Required Supplementary Information:

1. Valuation Date:

Actuarially determined contribution rates are calculated as of December 31 and become effective in January, 13 months later.

2. Methods and Assumptions Used to Determine Contribution Rates:

Actuarial cost method	Entry age normal
Amortization method	Level percentage of payroll, closed
Remaining amortization period	29 years
Asset valuation method	10 year smoothed market; 15% soft corridor
Inflation	2.5%
Salary increases	3.50% to 10.5% including inflation
Investment rate of return	6.75%
Retirement age	Experience-based table of rates that are specific to the City's plan of benefits. Last updated for the 2015 valuation pursuant to an experience study of the period 2010-2014.
Mortality	RP2000 Combined Mortality Table with Blue Collar Adjustment with male rates multiplied by 109% and female rates multiplied by 103% and projected on a fully generational basis with scale BB.

3. Other Information:

There were no benefit changes during the year.

***COMBINING STATEMENTS
AND SCHEDULES***

CITY OF JERSEY VILLAGE, TEXAS
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
DEBT SERVICE FUND

For the Year Ended September 30, 2017

	Original and Final Budget Amounts	Actual Amounts	Variance with Final Budget Positive (Negative)
<u>Revenues</u>			
Ad valorem taxes	\$ 2,376,782	\$ 2,286,236	\$ (90,546)
Investment earnings	1,300	3,825	2,525
Total Revenues	<u>2,378,082</u>	<u>2,290,061</u>	<u>(88,021)</u>
<u>Expenditures</u>			
Debt service:			
Principal	1,875,000	1,875,000	-
Interest and fiscal agent fees	528,778	521,778	7,000
Total Expenditures	<u>2,403,778</u>	<u>2,396,778</u>	<u>7,000</u>
(Deficiency) of Revenues			
(Under) Expenditures	<u>(25,696)</u>	<u>(106,717)</u>	<u>(81,021)</u>
<u>Other Financing Sources (Uses)</u>			
Transfers in	92,413	92,413	-
Total Other Financing Sources	<u>92,413</u>	<u>92,413</u>	<u>-</u>
Net Change in Fund Balance	<u>\$ 66,717</u>	<u>(14,304)</u>	<u>\$ (81,021)</u>
Beginning fund balance		456,038	
Ending Fund Balance		<u>\$ 441,734</u>	

CITY OF JERSEY VILLAGE, TEXAS

NONMAJOR GOVERNMENTAL FUNDS

September 30, 2017

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for and report specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

Hotel Occupancy Tax Fund

This fund is used to account for activities related to the collection of the City's hotel occupancy tax.

Court Security and Technology Fees Fund

This fund accounts for activities related to collection of security and technology fees collected in the court department.

Asset Forfeiture Fund

This fund is used to account for assets forfeited or seized by the police department.

CITY OF JERSEY VILLAGE, TEXAS

COMBINING BALANCE SHEET NONMAJOR GOVERNMENTAL FUNDS

September 30, 2017

	Special Revenue Funds			Total Nonmajor Governmental Funds
	Hotel Occupancy Tax	Court Security and Technology Fees	Asset Forfeiture	
<u>Assets</u>				
Current assets:				
Cash and equity in pooled cash and investments	\$ 670,144	\$ 109,154	\$ 68,258	\$ 847,556
Receivables, net	11,318	-	-	11,318
Prepaid items	248	-	2,221	2,469
Due from other funds	-	39,012	-	39,012
Total Assets	\$ 681,710	\$ 148,166	\$ 70,479	\$ 900,355
<u>Liabilities and Fund Balance</u>				
<u>Liabilities</u>				
Accounts payable	\$ -	\$ 264	\$ -	\$ 264
Total Liabilities	-	264	-	264
<u>Fund Balances</u>				
Nonspendable	248	-	2,221	2,469
Restricted:				
Tourism	681,462	-	-	681,462
Public safety	-	-	68,258	68,258
Court technology	-	147,902	-	147,902
Total Fund Balances	681,710	147,902	70,479	900,091
Total Liabilities and Fund Balances	\$ 681,710	\$ 148,166	\$ 70,479	\$ 900,355

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

CITY OF JERSEY VILLAGE, TEXAS
COMBINING STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
For the Year Ended September 30, 2017

	Special Revenue Funds			Total Nonmajor Governmental Funds
	Hotel Occupancy Tax	Court Security and Technology Fees	Asset Forfeiture	
Revenues				
Occupancy tax	\$ 79,481	\$ -	\$ -	\$ 79,481
Fines	-	45,022	-	45,022
Investment earnings	3,945	-	475	4,420
Other revenue	-	-	6,204	6,204
Total Revenues	83,426	45,022	6,679	135,127
Expenditures				
Current:				
General government	56,856	-	-	56,856
Public safety	-	58,110	24,546	82,656
Total Expenditures	56,856	58,110	24,546	139,512
Excess (Deficiency) of Revenues Over (Under) Expenditures	26,570	(13,088)	(17,867)	(4,385)
Other Financing Sources (Uses)				
Transfer (out)	(16,500)	-	-	(16,500)
Total Other Financing (Uses)	(16,500)	-	-	(16,500)
Net Change in Fund Balances	10,070	(13,088)	(17,867)	(20,885)
Beginning fund balances	671,640	160,990	88,346	920,976
Ending Fund Balances	\$ 681,710	\$ 147,902	\$ 70,479	\$ 900,091

CITY OF JERSEY VILLAGE, TEXAS
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
NONMAJOR SPECIAL REVENUE FUNDS
For the Year Ended September 30, 2017

Hotel Occupancy Tax			
	Original and Final Budget Amounts	Actual Amounts	Variance with Final Budget Positive (Negative)
Revenues			
Occupancy tax	\$ 74,154	\$ 79,481	\$ 5,327
Investment earnings	1,561	3,945	2,384
Total Revenues	75,715	83,426	7,711
Expenditures			
General government	62,500	56,856	5,644
Total Expenditures	62,500	56,856	5,644
Excess of Revenues Over Expenditures	13,215	26,570	13,355
Other Financing Sources (Uses)			
Transfers (out)	(16,500)	(16,500)	-
Net Change in Fund Balance	\$ (3,285)	10,070	\$ 13,355
Beginning fund balance		671,640	
Ending Fund Balance		\$ 681,710	

CITY OF JERSEY VILLAGE, TEXAS
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
NONMAJOR SPECIAL REVENUE FUNDS
For the Year Ended September 30, 2017

Court Security and Technology Fees			
	Original and Final Budget Amounts	Actual Amounts	Variance with Final Budget Positive (Negative)
<u>Revenues</u>			
Fines	\$ 41,300	\$ 45,022	\$ 3,722
<u>Expenditures</u>			
Public safety	65,200	58,110	7,090
Net Change in Fund Balance	\$ (23,900)	(13,088)	\$ 10,812
Beginning fund balance		160,990	
Ending Fund Balance		\$ 147,902	

CITY OF JERSEY VILLAGE, TEXAS
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
NONMAJOR SPECIAL REVENUE FUNDS
For the Year Ended September 30, 2017

	Asset Forfeiture		
	Original and Final Budget Amounts	Actual Amounts	Variance with Final Budget Positive (Negative)
<u>Revenues</u>			
Investment earnings	\$ 207	\$ 475	\$ 268
Other revenue	636	6,204	5,568
Total Revenues	843	6,679	5,836
<u>Expenditures</u>			
Public safety	4,000	24,546	(20,546)
Total Expenditures	4,000	24,546	(20,546)
Net Change in Fund Balance	\$ (3,157)	(17,867)	\$ (14,710)
Beginning fund balance		88,346	
Ending Fund Balance		\$ 70,479	

STATISTICAL SECTION

This part of the City's comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and Required Supplementary Information says about the City's overall financial health.

Contents	Page
Financial Trends	92
<i>These schedules contain trend information to help the reader understand how the City's financial performance and well-being have changed over time.</i>	
Revenue Capacity	102
<i>These schedules contain information to help the reader assess the City's most significant local revenue source, property tax.</i>	
Debt Capacity	112
<i>These schedules present information to help the reader assess the affordability of the City's current levels of outstanding debt and the City's ability to issue additional debt in the future.</i>	
Demographic and Economic Information	121
<i>These schedules offer demographic and economic indicators to help the reader understand the environment within which the City's financial activities take place.</i>	
Operating Information	125
<i>These schedules contain service and infrastructure data to help the reader understand how the information in the City's financial report relates to the services the City provides and the activities it performs.</i>	

CITY OF JERSEY VILLAGE, TEXAS

NET POSITION BY COMPONENT

Last Ten Years

	Fiscal Year			
	2008	2009	2010	2011
Governmental Activities				
Net investment in capital assets	\$ 14,251,751	\$ 11,219,378	\$ 21,384,544	\$ 25,644,695
Restricted	1,359,131	7,455,122	6,751,632	1,706,438
Unrestricted	8,462,478	9,504,411	4,825,409	8,906,717
Total Governmental Activities Net Position	<u>\$ 24,073,360</u>	<u>\$ 28,178,911</u>	<u>\$ 32,961,585</u>	<u>\$ 36,257,850</u>
Business-Type Activities				
Net investment in capital assets	\$ 17,233,210	\$ 16,805,161	\$ 17,831,127	\$ 17,991,847
Restricted	742,993	715,000	-	-
Unrestricted	3,314,011	4,026,306	3,806,361	4,282,824
Total Business-Type Activities Net Position	<u>\$ 21,290,214</u>	<u>\$ 21,546,467</u>	<u>\$ 21,637,488</u>	<u>\$ 22,274,671</u>
Primary Government				
Net investment in capital assets	\$ 31,484,961	\$ 28,024,539	\$ 39,215,671	\$ 43,636,542
Restricted	2,102,124	8,170,122	6,751,632	1,706,438
Unrestricted	11,776,489	13,530,717	8,631,770	13,189,541
Total Primary Government Net Position	<u>\$ 45,363,574</u>	<u>\$ 49,725,378</u>	<u>\$ 54,599,073</u>	<u>\$ 58,532,521</u>

Fiscal Year					
2012	2013	2014	2015	2016	2017
\$ 23,205,799	\$ 29,072,714	\$ 30,316,564	\$ 31,654,577	\$ 31,824,350	\$ 35,856,808
7,298,473	3,646,658	3,329,342	2,930,096	2,830,414	2,549,847
8,025,517	10,085,847	-	14,575,527	18,541,697	18,930,408
<u>\$ 38,529,789</u>	<u>\$ 42,805,219</u>	<u>\$ 33,645,906</u>	<u>\$ 49,160,200</u>	<u>\$ 53,196,461</u>	<u>\$ 57,337,063</u>
\$ 18,085,993	\$ 17,746,030	\$ 17,205,752	\$ 17,000,490	\$ 17,629,271	\$ 17,347,834
-	-	-	-	-	-
4,422,826	5,297,596	18,541,697	6,320,937	6,588,580	7,104,061
<u>\$ 22,508,819</u>	<u>\$ 23,043,626</u>	<u>\$ 35,747,449</u>	<u>\$ 23,321,427</u>	<u>\$ 24,217,851</u>	<u>\$ 24,451,895</u>
\$ 41,291,792	\$ 46,818,744	\$ 47,522,316	\$ 48,655,067	\$ 49,453,621	\$ 53,204,642
7,298,473	3,646,658	3,329,342	2,930,096	2,830,414	2,549,847
12,448,343	15,383,443	18,541,697	20,896,464	25,130,277	26,034,469
<u>\$ 61,038,608</u>	<u>\$ 65,848,845</u>	<u>\$ 69,393,355</u>	<u>\$ 72,481,627</u>	<u>\$ 77,414,312</u>	<u>\$ 81,788,958</u>

CITY OF JERSEY VILLAGE, TEXAS

CHANGES IN NET POSITION

Last Ten Years

	Fiscal Year			
	2008	2009	2010	2011
Expenses				
Governmental activities				
General government	\$ 1,864,463	\$ 2,211,902	\$ 2,046,283	\$ 1,852,750
Public safety	3,691,280	4,421,088	5,136,312	5,038,540
Public works	2,653,961	2,069,991	2,391,025	2,460,625
Parks and recreation	541,244	476,072	525,477	197,711
Interest and fiscal agent fees on long-term debt	1,344,921	1,283,271	1,220,035	1,025,458
Total Governmental Activities Expenses	10,095,869	10,462,324	11,319,132	10,575,084
Business-type activities				
Water and sewer	1,952,219	2,572,957	2,092,496	2,798,185
Golf course	1,558,274	1,563,335	1,628,516	1,740,698
Total Business-Type Activities Expenses	3,510,493	4,136,292	3,721,012	4,538,883
Total Primary Government Expenses	\$ 13,606,362	\$ 14,598,616	\$ 15,040,144	\$ 15,113,967
Program Revenues				
Governmental activities				
Charges for services				
Public safety	\$ 1,287,420	\$ 1,689,556	\$ 2,324,301	\$ 2,405,134
Public works	477,912	-	-	-
Parks and recreation	11,954	745,629	296,557	333,423
Operating grants and contributions	1,299,724	1,111,357	3,439,600	1,118,822
Total Governmental Activities Program Revenues	3,077,010	3,546,542	6,060,458	3,857,379
Business-type activities				
Charges for services				
Water and sewer	2,956,434	3,250,244	2,983,242	4,194,006
Golf course	1,477,667	1,528,458	1,243,653	1,414,004
Total Business-Type Activities Program Revenues	4,434,101	4,778,702	4,226,895	5,608,010
Total Primary Government Program Revenues	\$ 7,511,111	\$ 8,325,244	\$ 10,287,353	\$ 9,465,389
Net (Expense)/Revenue				
Governmental activities	\$ (7,018,859)	\$ (6,915,782)	\$ (5,258,674)	\$ (6,717,705)
Business-type activities	923,608	642,410	505,883	1,069,127
Total Primary Government Net Expense	\$ (6,095,251)	\$ (6,273,372)	\$ (4,752,791)	\$ (5,648,578)

Fiscal Year					
2012	2013	2014	2015	2016	2017
\$ 1,979,509	\$ 1,744,782	\$ 1,741,875	\$ 1,683,153	\$ 1,529,880	\$ 3,683,493
5,221,610	5,029,549	4,840,944	5,075,686	4,593,094	4,386,395
2,929,708	2,399,621	2,447,946	2,916,512	5,338,993	3,430,767
163,273	158,351	225,551	119,532	651,178	581,277
850,924	797,826	703,579	719,422	648,442	491,413
<u>11,145,024</u>	<u>10,130,129</u>	<u>9,959,895</u>	<u>10,514,305</u>	<u>12,761,587</u>	<u>12,573,345</u>
3,040,413	2,838,464	2,612,155	2,571,317	3,049,180	3,512,761
1,649,470	1,662,206	1,716,718	1,775,044	1,743,055	1,873,377
4,689,883	4,500,670	4,328,873	4,346,361	4,792,235	5,386,138
<u>\$ 15,834,907</u>	<u>\$ 14,630,799</u>	<u>\$ 14,288,768</u>	<u>\$ 14,860,666</u>	<u>\$ 17,553,822</u>	<u>\$ 17,959,483</u>
\$ 3,090,178	\$ 2,881,707	\$ 1,431,320	\$ 1,100,279	\$ 1,111,375	\$ 1,188,568
-	-	-	-	-	-
212,593	272,562	363,058	509,817	462,972	285,291
609,286	750,143	1,063,628	1,897,233	980,511	1,313,987
<u>3,912,057</u>	<u>3,904,412</u>	<u>2,858,006</u>	<u>3,507,329</u>	<u>2,554,858</u>	<u>2,787,846</u>
3,894,131	4,092,417	4,000,806	4,150,845	4,595,167	4,518,707
1,466,549	1,435,975	1,333,700	1,187,249	1,196,934	1,281,283
5,360,680	5,528,392	5,334,506	5,338,094	5,792,101	5,799,990
<u>\$ 9,272,737</u>	<u>\$ 9,432,804</u>	<u>\$ 8,192,512</u>	<u>\$ 8,845,423</u>	<u>\$ 8,346,959</u>	<u>\$ 8,587,836</u>
\$ (7,232,967)	\$ (6,225,717)	\$ (7,101,889)	\$ (7,006,976)	\$ (10,206,729)	\$ (9,785,499)
670,797	1,027,722	1,005,633	991,733	999,866	413,852
<u>\$ (6,562,170)</u>	<u>\$ (5,197,995)</u>	<u>\$ (6,096,256)</u>	<u>\$ (6,015,243)</u>	<u>\$ (9,206,863)</u>	<u>\$ (9,371,647)</u>

CITY OF JERSEY VILLAGE, TEXAS

CHANGES IN NET POSITION (Continued)

Last Ten Years

		Fiscal Year			
		2008	2009	2010	2011
General Revenues and Other					
Changes in Net Position					
Governmental activities					
Taxes					
Ad valorem	\$	5,677,399	\$ 6,100,687	\$ 6,198,169	\$ 6,099,750
Sales taxes		2,449,404	2,532,587	2,411,159	2,565,651
Franchise and local taxes		589,850	845,980	699,172	667,970
Investment earnings		597,233	134,912	36,792	23,718
Other revenues		83,664	358,393	275,580	222,280
Transfers		379,913	1,048,773	420,476	434,601
Total Governmental Activities		<u>9,777,463</u>	<u>11,021,332</u>	<u>10,041,348</u>	<u>10,013,970</u>
Business-type activities					
Investment earnings		95,730	19,186	5,614	2,657
Transfers		(379,913)	(405,343)	(420,476)	(434,601)
Total Business-Type Activities		<u>(284,183)</u>	<u>(386,157)</u>	<u>(414,862)</u>	<u>(431,944)</u>
Total Primary Government	\$	<u>9,493,280</u>	<u>\$ 10,635,175</u>	<u>\$ 9,626,486</u>	<u>\$ 9,582,026</u>
Change in Net Position					
Governmental activities	\$	2,758,604	\$ 4,105,550	\$ 4,782,674	\$ 3,296,265
Business-type activities		639,425	256,253	91,021	637,183
Total Primary Government	\$	<u>3,398,029</u>	<u>\$ 4,361,803</u>	<u>\$ 4,873,695</u>	<u>\$ 3,933,448</u>

Fiscal Year					
2012	2013	2014	2015	2016	2017
\$ 5,511,884	\$ 6,146,643	\$ 6,269,652	\$ 6,899,774	\$ 8,216,808	\$ 8,047,479
3,035,624	2,998,515	3,282,372	3,333,531	4,932,020	4,625,417
666,253	673,888	674,027	635,236	636,178	615,525
20,768	17,834	6,346	14,733	76,726	185,333
134,121	169,946	258,962	173,688	262,531	236,105
438,718	494,321	1,188,206	110,781	118,727	216,242
<u>9,807,368</u>	<u>10,501,147</u>	<u>11,679,565</u>	<u>11,167,743</u>	<u>14,242,990</u>	<u>13,926,101</u>
2,069	1,406	1,037	2,295	15,285	36,434
<u>(438,718)</u>	<u>(494,321)</u>	<u>(1,188,206)</u>	<u>(110,781)</u>	<u>(118,727)</u>	<u>(216,242)</u>
<u>(436,649)</u>	<u>(492,915)</u>	<u>(1,187,169)</u>	<u>(108,486)</u>	<u>(103,442)</u>	<u>(179,808)</u>
<u>\$ 9,370,719</u>	<u>\$ 10,008,232</u>	<u>\$ 10,492,396</u>	<u>\$ 11,059,257</u>	<u>\$ 14,139,548</u>	<u>\$ 13,746,293</u>
\$ 2,574,401	\$ 4,275,430	\$ 4,577,676	\$ 4,160,767	\$ 4,036,261	\$ 4,140,602
234,148	534,807	(181,536)	883,247	896,424	234,044
<u>\$ 2,808,549</u>	<u>\$ 4,810,237</u>	<u>\$ 4,396,140</u>	<u>\$ 5,044,014</u>	<u>\$ 4,932,685</u>	<u>\$ 4,374,646</u>

CITY OF JERSEY VILLAGE, TEXAS

FUND BALANCES, GOVERNMENTAL FUNDS

Last Ten Years

		Fiscal Year			
		2008	2009	2010	2011
General Fund					
Nonspendable	\$	-	\$ -	\$ -	\$ -
Restricted		12,331	16,586	15,720	19,192
Unassigned		7,256,287	8,543,619	9,646,412	10,779,487
Total General Fund	\$	7,268,618	\$ 8,560,205	\$ 9,662,132	\$ 10,798,679
All Other Governmental Funds					
Nonspendable	\$	-	\$ -	\$ -	\$ -
Restricted					
Capital project funds		6,499,379	5,039,980	6,732,339	4,918,996
Debt service funds		545,424	-	-	399,560
Special revenue funds		850,542	1,851,811	-	1,005,618
Assigned					
Capital projects		-	-	-	-
Total All Other Governmental Funds	\$	7,895,345	\$ 6,891,791	\$ 6,732,339	\$ 6,324,174

Fiscal Year					
2012	2013	2014	2015	2016	2017
\$ -	\$ -	\$ 674	\$ -	\$ 4,853	\$ 259
24,297	24,875	31,012	39,109	61,587	79,447
5,770,244	7,886,398	10,018,365	12,697,557	14,441,008	17,275,139
<u>\$ 5,794,541</u>	<u>\$ 7,911,273</u>	<u>\$ 10,050,051</u>	<u>\$ 12,736,666</u>	<u>\$ 14,507,448</u>	<u>\$ 17,354,845</u>
\$ -	\$ -	\$ 2,221	\$ 2,221	\$ 3,276	\$ 2,469
4,204,651	5,001	-	7,549,019	4,521,659	3,669,948
450,332	474,716	500,482	463,977	456,038	441,734
2,579,531	3,141,766	2,793,875	2,554,137	2,312,789	2,028,666
-	-	1,116,824	840,778	3,008,415	966,776
<u>\$ 7,234,514</u>	<u>\$ 3,621,483</u>	<u>\$ 4,413,402</u>	<u>\$ 11,410,132</u>	<u>\$ 10,302,177</u>	<u>\$ 7,109,593</u>

CITY OF JERSEY VILLAGE, TEXAS
CHANGES IN FUND BALANCES, GOVERNMENTAL FUNDS
Last Ten Years

	Fiscal Year			
	2008	2009	2010	2011
Revenues				
Taxes	\$ 8,757,923	\$ 9,463,752	\$ 9,285,086	\$ 9,354,873
Permits, licenses, and fees	271,512	88,842	84,507	99,301
Charges for services	438,649	745,629	296,557	333,423
Fines and forfeitures	1,177,649	1,634,636	2,239,794	2,305,833
Investment earnings	554,243	122,740	32,674	20,454
Intergovernmental	1,293,711	1,111,357	3,439,600	1,118,822
Other revenues	94,028	358,393	275,580	172,696
Total Revenues	12,587,715	13,525,349	15,653,798	13,405,402
Expenditures				
General government	1,748,173	1,738,804	1,913,068	1,779,389
Public safety	3,586,666	4,823,774	4,931,600	5,202,586
Public works	2,313,402	2,069,319	2,400,831	2,888,384
Parks and recreation	510,991	476,072	570,739	534,455
Capital outlay	4,039,793	2,678,869	2,977,118	3,515,027
Debt service				
Principal	920,054	947,732	701,317	689,520
Interest and fiscal fees	1,617,322	1,503,400	1,637,126	1,538,227
Paid to escrow for current bond refunding	-	-	-	-
Total Expenditures	14,736,401	14,237,970	15,131,799	16,147,588
Excess (Deficiency) of Revenues Over (Under) Expenditures	(2,148,686)	(712,621)	521,999	(2,742,186)
Other Financing Sources (Uses)				
Sale of capital assets	-	-	-	-
Transfers in	379,913	1,837,602	1,477,311	721,956
Transfers out	-	(788,829)	(1,056,835)	(287,355)
Proceeds paid to escrow	-	-	-	-
Issuance of debt	-	-	-	-
Premium on debt issued	-	-	-	-
Total Other Financing Sources	379,913	1,048,773	420,476	434,601
Net Change in Fund Balances	\$ (1,768,773)	\$ 336,152	\$ 942,475	\$ (2,307,585)
Debt service as a percentage of noncapital expenditures	24.69%	22.00%	19.92%	20.75%

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

Fiscal Year					
2012	2013	2014	2015	2016	2017
\$ 9,596,403	\$ 9,861,843	\$ 10,389,401	\$ 11,007,424	\$ 13,878,811	\$ 13,367,966
131,129	133,471	131,473	172,065	203,454	180,908
212,593	272,562	363,058	509,817	397,070	259,218
2,959,049	2,748,236	1,299,847	928,214	907,921	1,007,660
17,212	14,235	5,041	12,526	63,057	155,039
609,286	750,143	1,063,628	1,897,233	980,511	1,313,987
58,474	112,545	181,063	62,786	168,790	156,624
<u>13,584,146</u>	<u>13,893,035</u>	<u>13,433,511</u>	<u>14,590,065</u>	<u>16,599,614</u>	<u>16,441,402</u>
1,771,567	1,711,971	1,765,524	1,911,015	3,513,200	3,553,380
4,975,131	5,270,514	4,876,359	4,856,290	4,560,262	4,829,164
5,303,688	6,171,265	2,323,893	3,760,747	4,867,383	5,668,902
530,295	552,260	556,575	587,791	623,509	554,607
264,013	13,425	-	-	-	-
1,235,000	1,405,000	1,495,000	1,050,000	1,765,000	1,875,000
1,032,575	759,220	673,669	577,906	782,639	521,778
135,000	-	-	-	-	-
<u>15,247,269</u>	<u>15,883,655</u>	<u>11,691,020</u>	<u>12,743,749</u>	<u>16,111,993</u>	<u>17,002,831</u>
(1,663,123)	(1,990,620)	1,742,491	1,846,316	487,621	(561,429)
6,615	-	-	-	-	-
7,353,718	560,397	2,025,025	625,341	2,029,632	578,913
(6,915,000)	(66,076)	(836,819)	(514,560)	(1,910,905)	(362,671)
(9,382,129)	-	-	-	(7,281,990)	-
9,050,000	-	-	8,000,000	6,710,000	-
492,088	-	-	-	628,469	-
<u>605,292</u>	<u>494,321</u>	<u>1,188,206</u>	<u>8,110,781</u>	<u>175,206</u>	<u>216,242</u>
<u>\$ (1,057,831)</u>	<u>\$ (1,496,299)</u>	<u>\$ 2,930,697</u>	<u>\$ 9,957,097</u>	<u>\$ 662,827</u>	<u>\$ (345,187)</u>
19.30%	21.94%	19.97%	14.87%	19.45%	19.39%

CITY OF JERSEY VILLAGE, TEXAS
TAX REVENUES BY SOURCE, GOVERNMENTAL ACTIVITIES

Last Ten Years
(modified accrual basis of accounting)

Function	Fiscal Year			
	2008	2009	2010	2011
Ad valorem	\$ 5,718,669	\$ 6,255,115	\$ 6,174,755	\$ 6,071,668
Sales	2,449,404	2,449,404	2,411,159	2,565,651
Franchise fee	589,850	759,233	632,605	667,970
Other	96,062	86,747	66,567	49,584
Totals	\$ 8,232,278	\$ 8,853,985	\$ 9,550,499	\$ 9,285,086

Fiscal Year					
2012	2013	2014	2015	2016	2017
\$ 5,825,494	\$ 6,132,039	\$ 6,355,103	\$ 6,927,755	\$ 8,216,872	\$ 8,047,543
3,035,624	2,998,515	3,282,372	3,333,531	4,932,020	4,625,417
666,253	673,888	674,027	635,236	636,178	615,525
69,032	57,401	77,899	110,902	93,741	79,481
<u>\$ 9,596,403</u>	<u>\$ 9,596,403</u>	<u>\$ 9,861,843</u>	<u>\$ 11,007,424</u>	<u>\$ 13,878,811</u>	<u>\$ 13,367,966</u>

CITY OF JERSEY VILLAGE, TEXAS
ASSESSED VALUE AND ACTUAL VALUE OF TAXABLE PROPERTY
Last Ten Years

	Fiscal Year			
	2008	2009	2010	2011
Residential property	\$ 470,984,691	\$ 498,590,180	\$ 479,135,881	\$ 491,005,824
Commercial property	194,398,424	193,175,025	214,657,268	190,621,214
Other	236,256,520	275,272,631	277,213,850	307,527,234
Less: Tax exempt property	(141,801,005)	(147,797,468)	(149,634,733)	(161,632,749)
Total Taxable Assessed Value (1)	\$ 759,838,630	\$ 819,240,368	\$ 821,372,266	\$ 827,521,523
Total Direct Tax Rate	\$ 0.67500	\$ 0.74250	\$ 0.74250	\$ 0.74250

Source: Harris County Certified / Uncertified Tax Roll

(1) Property is assessed at actual value, therefore, the assessed values are equal to actual value.
Tax rates are per \$100 of assessed value.

Fiscal Year					
2012	2013	2014	2015	2016	2017
\$ 491,833,349	\$ 496,740,074	\$ 520,849,850	\$ 556,078,428	\$ 609,105,279	\$ 657,487,846
195,666,311	204,473,889	224,196,999	242,011,499	254,969,262	268,838,386
254,734,037	252,948,984	284,337,338	279,381,642	436,409,458	378,991,944
(161,049,212)	(138,212,692)	(176,397,106)	(149,483,522)	(187,496,940)	(202,797,027)
\$ 781,184,485	\$ 815,950,255	\$ 852,987,081	\$ 927,988,047	\$ 1,112,987,059	\$ 1,102,521,149
\$ 0.74250	\$ 0.74250	\$ 0.74250	\$ 0.74250	\$ 0.74250	\$ 0.74250

CITY OF JERSEY VILLAGE, TEXAS
PROPERTY TAX RATES - DIRECT AND OVERLAPPING GOVERNMENTS
 Last Ten Years

	Fiscal Year			
	2008	2009	2010	2011
City of Jersey Village by fund:				
General	\$ 0.45000	\$ 0.46810	\$ 0.46000	\$ 0.48160
Debt service	0.29250	0.27440	0.28250	0.26091
Total Direct Rates	\$ 0.74250	\$ 0.74250	\$ 0.74250	\$ 0.74250
Cypress-Fairbanks Independent School District	\$ 1.32400	\$ 1.35000	\$ 1.43000	\$ 1.43000
Harris County	0.39239	0.38923	0.38805	0.39117
Harris County Flood Control District	0.03106	0.03086	0.02923	0.02809
Port of Houston Authority	0.01437	0.01773	0.02054	0.01856
Harris County Hospital District	0.19216	0.19216	0.19216	0.19216
Harris County Department of Education	0.00585	0.00584	0.00658	0.00658
Total Direct and Overlapping Rates (1)	\$ 2.70233	\$ 2.72832	\$ 2.80906	\$ 2.80906

Tax rates are per \$100 of assessed valuation
 Source: Harris County Appraisal District

(1) Overlapping rates are those of local and county governments that apply within the City of Jersey Village.

Fiscal Year					
2012	2013	2014	2015	2016	2017
\$ 0.46259	\$ 0.48566	\$ 0.49415	\$ 0.58252	\$ 0.52635	\$ 0.53148
0.27991	0.25684	0.24835	0.15998	0.21615	0.21102
\$ 0.74250	\$ 0.74250	\$ 0.74250	\$ 0.74250	\$ 0.74250	\$ 0.74250
\$ 1.43000	\$ 1.45000	\$ 1.45000	\$ 1.44000	\$ 1.44000	\$ 1.44000
0.40021	0.40021	0.41455	0.41731	0.41923	0.41656
0.02809	0.02809	0.02827	0.02736	0.02733	0.02829
0.01952	0.01952	0.01716	0.01531	0.01342	0.01334
0.18216	0.18216	0.17000	0.17000	0.17000	0.17179
0.00662	0.00662	0.00636	0.00600	0.00520	0.00520
\$ 2.80910	\$ 2.82910	\$ 2.82884	\$ 2.81848	\$ 2.81768	\$ 2.81768

CITY OF JERSEY VILLAGE, TEXAS

PRINCIPAL PROPERTY TAXPAYERS

Current Year and Ten Years Ago

Property Taxpayer	2017			2007		
	Taxable Assessed Value	Rank	% of Taxable Assessed Value	Taxable Assessed Value	Rank	% of Taxable Assessed Value
Trails Corinthian Creek LTD	\$ 64,333,424	1	5.84%	\$ 15,231,404	6	2.3%
Prologis	62,758,659	2	5.69%	25,501,435	4	3.8%
Joe Myers Dealership*	53,914,417	3	4.89%	43,504,984	2	6.6%
AROP Promenade Jersey Vil LLC	45,449,284	4	4.12%	36,537,330	3	5.5%
Gordon NW Village LP	22,783,128	5	2.07%	N/A	-	N/A
Sonic-LS Chevrolet LP	19,297,094	6	1.75%	11,340,129	8	1.7%
Car Son LMC LP	13,324,082	7	1.21%	13,559,868	7	2.0%
Ean Holdings LLC ***	12,282,635	8	1.11%	N/A	-	N/A
G E T Enterprises LLC	10,348,681	9	0.94%	N/A	-	N/A
PS LPT Properties Investors	8,144,629	10	0.74%	N/A	-	N/A
Goodman Manufacturing Corp.	N/A	-	N/A	67,804,273	1	10.2%
Beeler Sanders V LTD**	N/A	-	N/A	18,687,103	5	2.8%
Baceline Value Fund I	N/A	-	N/A	11,000,000	9	1.7%
National Oilwell Varco	N/A	-	N/A	7,627,150	10	1.2%
Subtotal	312,636,033		28.36%	250,793,676		37.8%
Other Taxpayers	789,885,116		71.64%	412,186,108		62.2%
Total	\$ 1,102,521,149		100.00%	\$ 662,979,784		100.0%

Source: Harris County Tax Assessor-Collector's records.

* Joe Myers Dealership includes Joe Myers Ford and Toyota

**Beeler Sanders V LTD sold part of their holdings to form Steeplechase LP/AROP Promenade

CITY OF JERSEY VILLAGE, TEXAS

PROPERTY TAX LEVIES AND COLLECTIONS

Last Ten Years

	Fiscal Year			
	2008	2009	2010	2011
Tax levy	\$ 5,621,390	\$ 5,543,419	\$ 6,123,716	\$ 6,144,347
Current tax collected*	5,573,598	5,487,298	6,038,759	6,060,483
Percentage of current tax collections	99.15%	98.99%	98.61%	98.64%
Net collections and refunds in subsequent years**	33,364	38,457	54,740	60,003
Total Tax Collections	\$ 5,606,962	\$ 5,525,755	\$ 6,093,499	\$ 6,120,486
Total collections as a percentage of current levy	99.74%	99.68%	99.51%	99.61%

Source: Harris County Tax Assessor-Collector

* Collected within the year of the levy.

** Collected or refunded in subsequent years of the levy.

Fiscal Year					
2012	2013	2014	2015	2016	2017
\$ 5,800,295	\$ 6,058,430	\$ 6,306,997	\$ 6,890,311	\$ 8,263,929	8,185,070
5,746,879	6,014,066	6,288,377	6,837,787	7,792,590	7,731,341
99.08%	99.27%	99.70%	99.24%	94.30%	94.46%
38,280	29,923	-	23,621	(32,391)	(102,441)
<u>\$ 5,785,159</u>	<u>\$ 6,043,989</u>	<u>\$ 6,288,377</u>	<u>\$ 6,861,408</u>	<u>\$ 7,760,199</u>	<u>7,628,900</u>
99.74%	99.76%	99.70%	99.58%	93.90%	93.21%

CITY OF JERSEY VILLAGE, TEXAS

RATIOS OF OUTSTANDING DEBT BY TYPE

Last Ten Years

		Fiscal Year			
		2008	2009	2010	2011
Primary Government					
Governmental Activities:					
General obligation bonds	\$	16,684,496	\$ 16,126,764	\$ 15,657,447	\$ 15,280,000
Certificates of obligation		6,390,000	6,000,000	5,770,000	5,525,000
Capital leases		53,153	460,975	385,529	305,666
Premium on bonds		-	118,100	225,171	225,171
Subtotal		23,127,649	22,705,839	22,038,147	21,335,837
Business-Type Activities:					
Revenue bonds		800,000	700,000	-	-
Total Primary Government	\$	23,927,649	23,405,839	22,038,147	21,335,837
 Personal Income					
	\$	365,365,000	\$ 400,472,100	\$ 368,768,400	\$ 311,825,640
 Debt as a Percentage of Personal Income					
		6.55%	5.84%	5.98%	6.84%
 Population					
		7,300	7,350	7,600	7,620
 Debt Per Capita					
	\$	3,278	\$ 3,184	\$ 2,900	\$ 2,800

Note: Details regarding the City's outstanding debt can be found in the notes to the financial statements.

Fiscal Year					
2012	2013	2014	2015	2016	2017
\$ 18,900,000	\$ 17,770,000	\$ 16,570,000	\$ 15,830,000	\$ 14,440,000	\$ 13,320,000
880,000	605,000	310,000	8,000,000	7,320,000	6,565,000
229,511	777,534	396,073	-	-	-
634,591	586,559	538,527	490,495	925,134	830,728
20,644,102	19,739,093	17,814,600	24,320,495	22,685,134	20,715,728
-	-	-	-	-	-
\$ 20,644,102	\$ 19,739,093	\$ 17,814,600	\$ 24,320,495	\$ 22,685,134	\$ 20,715,728
\$ 346,330,800	\$ 346,330,800	\$ 347,500,000	\$ 348,000,000	\$ 349,000,000	\$ 378,195,480
5.96%	5.70%	5.13%	6.99%	6.50%	5.48%
7,650	7,650	7,675	7,720	7,900	7,995
\$ 2,699	\$ 2,580	\$ 2,321	\$ 3,150	\$ 2,872	\$ 2,591

CITY OF JERSEY VILLAGE, TEXAS
RATIOS OF GENERAL BONDED DEBT OUTSTANDING
 Last Ten Years

	Fiscal Year			
	2008	2009	2010	2011
Net Taxable Assessed Value				
All property	\$ 759,838,630	\$ 819,240,368	\$ 821,372,266	\$ 827,521,523
Net Bonded Debt				
Gross bonded debt	\$ 23,127,649	\$ 22,587,739	\$ 21,812,976	\$ 21,110,666
Less debt service funds	(545,424)	(405,076)	(413,552)	(426,947)
Net Bonded Debt	\$ 22,582,225	\$ 22,182,663	\$ 21,399,424	\$ 20,683,719
Ratio of Net Bonded Debt To Assessed Value	2.97%	2.71%	2.61%	2.50%
Population	7,254	7,300	7,350	7,620
Net Bonded Debt Per Capita	\$ 3,113	\$ 3,039	\$ 2,911	\$ 2,714

Fiscal Year					
2012	2013	2014	2015	2016	2017
\$ 781,184,485	\$ 815,950,255	\$ 852,987,081	\$ 927,988,047	\$ 1,112,987,059	\$ 1,102,521,149
\$ 20,009,511 (450,332)	\$ 19,152,534 (474,716)	\$ 17,276,073 (500,482)	\$ 23,830,000 (463,978)	\$ 22,685,134 (456,038)	\$ 20,715,728 (441,734)
\$ 19,559,179	\$ 18,677,818	\$ 16,775,591	\$ 23,366,022	\$ 22,229,096	\$ 20,273,994
2.50%	2.29%	1.97%	2.52%	2.00%	1.84%
7,650	7,650	7,675	7,720	7,900	7,995
\$ 2,557	\$ 2,442	\$ 2,186	\$ 3,027	\$ 2,814	\$ 2,536

CITY OF JERSEY VILLAGE, TEXAS
DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT
For the Year Ended September 30, 2017

Governmental Unit	Net Bonded Debt Outstanding	Estimated Percentage Applicable (1)	Estimated Share of Overlapping Debt
Debt Repaid with Property Taxes			
Cypress-Fairbanks Independent School District	\$ 2,675,810,167	1.440%	\$ 38,799,247
Harris County	\$ 2,644,446,361	0.417%	10,962,552
Harris County Department of Education	\$ 23,795,042	0.006%	14,277
Lone Star College District	\$ 614,915,000	0.116%	713,301
Harris County Flood Control District	\$ 656,895,000	0.274%	289,410
Harris County Toll Road	\$ 1,991,614,000	0.300%	5,974,842
Port of Houston Authority	\$ 697,123,000	0.153%	1,196,263
Subtotal, overlapping debt			57,949,893
City Direct Debt	\$ 20,715,728	100.000%	20,715,728
Total Direct and Overlapping Debt			<u>\$ 78,665,621</u>

Source: Various governmental units mentioned above

(1) Estimated Percentage Applicable obtained from Municipal Advisory Council of Texas.

CITY OF JERSEY VILLAGE, TEXAS

PLEDGED-REVENUE COVERAGE

Last Ten Years

	Fiscal Year			
	2008	2009	2010	2011
Gross Revenues (1)	\$ 2,990,360	\$ 3,266,384	\$ 2,980,427	\$ 4,228,053
Operating Expenses (2)	\$ 2,044,401	\$ 2,310,652	\$ 1,844,384	\$ 2,630,168
Net Revenues Available for Debt Service	\$ 945,959	\$ 955,732	\$ 1,136,043	\$ 1,597,885
Debt Service Requirements (3)				
Principal	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
Interest	43,750	37,625	37,625	-
Total	<u>\$ 143,750</u>	<u>\$ 137,625</u>	<u>\$ 137,625</u>	<u>\$ -</u>
Coverage	6.80	6.58	6.94	-

(1) Total revenues including interest, excluding tap fees

(2) Total operating expenses less depreciation

(3) Includes revenue bonds only

CITY COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

Fiscal Year						
2012	2013	2014	2015	2016	2017	
\$ 3,895,964	\$ 4,093,684	\$ 4,001,738	\$ 4,152,908	\$ 4,595,167	\$ 4,518,707	
\$ 2,750,154	\$ 2,608,672	\$ 2,356,645	\$ 2,728,013	\$ 2,655,492	\$ 2,974,499	
\$ 1,145,810	\$ 1,485,012	\$ 1,645,093	\$ 1,424,895	\$ 1,939,675	\$ 1,544,208	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
-	-	-	-	-	-	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
-	-	-	-	-	-	

CITY OF JERSEY VILLAGE, TEXAS

DEMOGRAPHIC AND ECONOMIC STATISTICS

Fiscal Year Ended Sep. 30	Population (1)	Personal Income (4)	Per Capita Personal Income	Median Age	School Enrollment (2)	Unemployment Rate (3)
2008	7,300	\$ 365,365,000	\$ 50,505	39.0	4,100	5.1%
2009	7,350	\$ 400,472,100	\$ 54,486	38.0	3,865	8.2%
2010	7,600	\$ 368,768,400	\$ 48,259	37.8	4,177	8.2%
2011	7,620	\$ 311,825,640	\$ 40,922	37.8	4,232	8.1%
2012	7,650	\$ 346,330,800	\$ 45,272	32.7	4,300	6.9%
2013	7,650	\$ 346,330,800	\$ 45,272	37.8	4,400	6.2%
2014	7,675	\$ 347,500,000	\$ 45,277	37.8	4,500	5.0%
2015	7,720	\$ 348,000,000	\$ 45,078	39.0	4,500	4.9%
2016	7,900	\$ 349,000,000	\$ 46,000	43.6	4,600	4.9%
2017	7,995	\$ 378,195,480	\$ 47,304	44.7	4,700	4.1%

Data sources:

- (1) Bureau of the Census
- (2) The school enrollment reflects enrollment in schools located within the City limits.
- (3) Texas Workforce Commission
- (4) Personal income is available on www.clrsearch.com/Jersey-Village-Demographics/TX.

CITY OF JERSEY VILLAGE, TEXAS

PRINCIPAL EMPLOYERS

Current Year and Ten Years Ago

Employer	2017			2007		
	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
Jersey Village High School	345	1	9.10%	310	1	10.19%
Joe Myers Toyota	219	2	6.60%	204	4	6.60%
Foundry Methodist	218	3	6.00%	142	6	4.50%
Sonic-LS Chevrolet	189	4	5.30%	180	5	5.93%
Joe Myers Ford	185	5	5.10%	223	2	7.20%
Sam's East, Inc.	174	6	4.90%	210	3	7.00%
City of Jersey Village	138	7	4.20%	123	7	3.90%
Post Elementary School	120	8	6.60%	108	8	3.56%
Jersey Village Baptist Church	68	9	3.50%	19	10	0.50%
Joe Myers Mazda	52	10	1.30%	67	9	2.00%
Total	1,708		52.60%	750		51.38%

Source: Personnel department of each employer above

CITY OF JERSEY VILLAGE, TEXAS
FULL-TIME EQUIVALENT CITY GOVERNMENT EMPLOYEES BY FUNCTION
 Last Ten Years

	Fiscal Year									
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
<u>General Fund:</u>										
Administrative										
City Council *	6	6	6	6	6	6	6	6	6	6
Administration	3	3	3	3	3	3	3	3	3	2
Information Technology	2	2	2	2	2	2	2	2	2	2
Municipal Court	4	4	4	4	4	4	4	4	4	4
City Secretary	1	1	1	1	1	1	1	1	1	1
Finance	4	4	4	4	4	4	4	4	4	4
Public Safety										
Police	26	30	30	30	28	30	30	30	30	28
Fire	4	4	4	4	6	6	6	6	6	6
Communications	7	8	8	8	7	7	7	7	7	7
Public Works										
Public Works Administration	2	2	2	2	2	2	2	2	2	2
Streets	3	3	3	3	3	3	3	3	3	3
Community Development	4	4	4	4	4	4	4	4	4	5
Fleet Services	2	2	2	2	2	2	2	2	2	2
Parks and Recreation										
Parks	7	8	8	8	7	8	8	8	8	8
General Fund Total	75	81	81	81	79	82	82	82	82	80
<u>Enterprise Fund:</u>										
Utilities	5	5	5	5	5	5	5	5	5	5
Golf Course	10	10	10	10	10	10	10	10	10	10
Enterprise Fund Total	15	15	15	15	15	15	15	15	15	15
<u>Special Revenue Fund:</u>										
Police	-	2	2	2	2	2	1	1	0	0
Special Revenue Fund Total	-	2	2	2	2	2	1	1	-	-
Total City Positions	90	98	98	98	96	99	98	98	97	95

NOTES:

* City Council members are not full-time employees.

Around 20-35 temporary and seasonal employees are hired during the summer months as pool personnel and front desk personnel. This count is not reflected above.

On-call firefighters (9) are not included.

CITY OF JERSEY VILLAGE, TEXAS

OPERATING INDICATORS BY FUNCTION

Last Ten Years

Function/Program	Fiscal Year			
	2008	2009	2010	2011
Police				
Physical arrests	758	768	684	272
Parking violations	136	70	13	67
Traffic violations	15,504	14,783	7,057	6,871
Fire				
Calls for service	1,042	1,055	1,065	1,138
Water				
Service calls	1,575	1,629	1,422	1,699
Water main breaks	2	5	1	31
Average daily consumption (thousands of gallons)	1134	1137	1136	1758
Total consumption (thousands of gallons)	335	385	415	642
Peak daily consumption (thousands of gallons)	1.7	1.7	2.4	3.3
Sewer				
Average daily sewage treatment (thousands of gallons)	0.2	0.2	0.2	0.2
Peak daily consumption (thousands of gallons)	0.6	0.7	0.6	0.4

Source: Various City departments

* Information is unavailable.

Fiscal Year					
2012	2013	2014	2015	2016	2017
814	1153	778	849	1034	919
82	30	20	47	32	26
11,074	11,489	9,553	9,702	11,687	7,455
1,634	1,615	1,216	1,123	1,188	1,312
1,634	1,716	2,014	211	1,641	2,295
15	12	4	2	4	6
1368	1478	1285	1285	1265	1194
499	540	469	469	462	466
3.9	3.6	4.9	4.9	3.2	1.8
0.2	0.2	0.3	0.3	0.3	0.3
0.5	0.5	0.5	0.8	0.8	0.8

CITY OF JERSEY VILLAGE, TEXAS

CAPITAL ASSET STATISTICS BY FUNCTION

Last Ten Years

Function/Program	Fiscal Year			
	2008	2009	2010	2011
Police				
Stations	1	1	1	1
Patrol units	17	16	16	16
Fire				
Stations	1	1	1	1
Volunteers	29	30	37	32
Other public works				
Streets (miles - centerlines)	28.8	28.8	28.8	29.6
Streetlights	47	47	47	47
Traffic signals	11	11	11	11
Parks and recreation				
Parks	4	4	4	4
Parks acreage	12.1	12.1	12.1	12.1
Swimming pools	1	1	1	1
Water				
Water wells	4	4	4	4
Water mains (miles)	35.8	35.8	35.8	36.6
Fire hydrants	455	455	455	466
Storage capacity (thousands of gallons)	2,550.0	2,550.0	2,550.0	2,550.0
Sewer				
Sanitary sewers (miles)	35.2	35.2	35.2	36.2
Storm sewers (miles)	20.7	20.7	20.7	21.7
Treatment capacity (thousands of gallons)	800.0	800.0	800.0	800.0

Source: Various City departments

Fiscal Year					
2012	2013	2014	2015	2016	2017
1	1	1	1	1	1
16	16	27	27	27	27
1	1	1	1	1	1
33	33	40	43	34	31
29.6	29.6	29.6	29.6	29.6	29.6
47	47	47	47	47	47
11	11	11	11	11	11
4	4	4	4	4	4
12.1	12.1	12.1	12.1	12.1	12.1
1	1	1	1	1	1
4	4	4	4	4	4
36.6	36.6	36.6	36.6	35.8	35.8
468	468	468	468	455	455
2,550.0	2,550.0	2,550.0	2,550.0	2,550.0	2,550.0
36.2	36.2	36.2	36.2	35.2	35.2
21.7	21.7	21.7	21.7	20.7	20.7
800.0	800.0	800.0	800.0	800.0	800.0



16501 Jersey Dr.
Jersey Village, Texas 77040
www.jerseyvillage.info



Required Auditor Disclosure Letter

March 26, 2018

To the Honorable Mayor and
City Council Members of the
City of Jersey Village, Texas:

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Jersey Village, Texas (the "City"), for the year ended September 30, 2017. Professional standards require that we provide the City Council (the "governing body") with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit.

I. Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated August 11, 2015, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with the governing body's oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve the governing body or management of its responsibilities.

II. Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to the governing body in our engagement letter dated August 11, 2015.

III. Significant Audit Findings

1. *Qualitative Aspects of Accounting Practices*

- A. Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in the notes to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

- B. Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of the useful lives of capital assets is based on industry standards relating to capital assets. We evaluated the key factors and assumptions used to develop the useful lives of capital assets in determining that they are reasonable in relation to the financial statements taken as a whole.

Estimates are used in the calculation of the pension liability and the required annual contribution. The Texas Municipal Retirement System (TMRS) hires a licensed actuary to make key assumptions and to perform calculations, as well as an independent auditor to review those assumptions and calculations. We evaluated the reasonableness of the employee data provided by the City to TMRS.

- C. The financial statement disclosures are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of long-term debt in the financial statements is significant to financial statement users because it discloses the City's long-term financial obligations.

2. Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

3. Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The attached schedule summarizes both material and immaterial misstatements detected as a result of our audit procedures.

4. Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor report. We are pleased to report that no such disagreements arose during the course of our audit.

5. Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 26, 2018.

6. Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the City’s financial statements or a determination of the type of auditors’ opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

7. Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

IV. Other Matters

We applied certain limited procedures to the Required Supplementary Information (RSI), as identified on the table of contents, which supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on supplementary information, as identified on the table of contents, which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory and statistical sections, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

V. Restrictions on Use

This information is intended solely for the use of the Mayor, City Council, and management and is not intended to be, and should not be, used by anyone other than these specified parties.

BELT HARRIS PECHACEK, LLLP

Belt Harris Pechacek, LLLP
Certified Public Accountants
Houston, Texas

Client: City of Jersey Village, Texas
Engagement: 4.1 - Jersey Village 09/30/17
Period Ending: 9/30/2017
Trial Balance: 2.2.01 - TB
Workpaper: 2.5.06 - Adjusting Journal Entries Report

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries JE # 1				
To update restricted fund balance at year end				
01-0-2100	UNASSIGN PRIOR YR FUND BALANCE	J.02	5,732.00	
01-0-2223	RESTRICTED-DONATIONS/POLICE			35.00
01-0-2224	RESTRICTED-DONATIONS PARKS			652.00
01-0-2227	RESTRICTED-CITY BEAUTIFICATION			2,387.00
01-0-2228	RESTRICTED-LEOSE			2,658.00
Total			5,732.00	5,732.00
Adjusting Journal Entries JE # 2				
To adjust retainage payable at year end.				
10-0-1230	RETAINAGE PAYABLE	E.06	80,748.75	
10-91-7123	ELWOOD STREET REPAIR			80,748.75
Total			80,748.75	80,748.75
Adjusting Journal Entries JE # 3				
To adjust sales tax receivable and revenue to current year balances.				
01-10-7621	CITY SALES TAX	C.02	48,403.62	
01-10-7622	SALES TX-RED. PROPERTY TX		24,407.04	
50-10-7623	SALES TX-CRIME CONTROL		25,455.16	
01-0-0100	SALES TAX RECEIVABLE			72,810.66
50-0-0100	SALES TAX RECEIVABLE			25,455.16
Total			98,265.82	98,265.82
Adjusting Journal Entries JE # 4				
To adjust property tax receivables at year end to report.				
01-0-0107	P & I RECEIVABLE	C.01	736.86	
01-0-0114	A/R PROP. TAXES		36,844.39	
01-0-1301	DEFERRED REVENUE		209,384.42	
03-0-0114	A/R TAXES		13,741.89	
01-0-0118	ALLOWANCE-PROPERTY TAXES			736.89
01-0-1701	DEF REV-UNCOLL. TAXES			246,228.81
03-0-0118	ALLOWANCE- PROPERTY TAXES			274.84
03-0-1301	DEFERRED REVENUE			13,467.02
Total			260,707.56	260,707.56
Adjusting Journal Entries JE # 5				
GASB 68 AJE#1: To reverse deferred outflows of resources - contributions after the measurement date.				
02-45-3500	Pension Expense	F.05	83,199.62	
02-0-0351	DEFERRED OUTFLOWS			83,199.62
Total			83,199.62	83,199.62
Adjusting Journal Entries JE # 6				
GASB 68 AJE#2: To adjust current year amortization of prior year deferred items.				
02-0-0600	Deferred Inflow	F.05	17,429.74	
02-45-3500	Pension Expense		29,403.58	
02-0-0355	DEFERRED OUTFLOWS - DIFFERENCE IN ASSUMPTIONS			6,904.66
02-0-0400	DEFERRED OUTFLOWS - DIFFERENCE IN PROJECTED AND ACTUAL			39,928.66
Total			46,833.32	46,833.32
Adjusting Journal Entries JE # 7				
GASB 68 AJE#3: To recognize beginning balances for new deferred items in current year.				
02-0-1800	NET PENSION LIABILITY	F.05	8,859.69	
02-0-0400	DEFERRED OUTFLOWS - DIFFERENCE IN PROJECTED AND ACTUAL			3.75
02-0-0600	Deferred Inflow			8,855.94
Total			8,859.69	8,859.69
Adjusting Journal Entries JE # 8				
GASB 68 AJE#4: To recognize pension expense and current year amortizations.				
02-0-0400	DEFERRED OUTFLOWS - DIFFERENCE IN PROJECTED AND ACTUAL EARNINGS	F.05	0.75	
02-0-0600	Deferred Inflow		2,045.25	
02-45-3500	Pension Expense		13,295.93	
02-0-1800	NET PENSION LIABILITY			15,341.93

Client: City of Jersey Village, Texas
Engagement: 4.1 - Jersey Village 09/30/17
Period Ending: 9/30/2017
Trial Balance: 2.2.01 - TB
Workpaper: 2.5.06 - Adjusting Journal Entries Report

Account	Description	W/P Ref	Debit	Credit
Total			15,341.93	15,341.93
Adjusting Journal Entries JE # 9		F.05		
GASB 68 AJE#5: To recognize deferred outflows - contributions after measurement date for current fiscal year end.				
02-0-0351	DEFERRED OUTFLOWS		84,687.83	
02-45-3500	Pension Expense			84,687.83
Total			84,687.83	84,687.83
Adjusting Journal Entries JE # 10		TB		
To correct miscellaneous liabilities and incentive liabilities - move to correct account				
01-0-1012	MISCELLANEOUS LIABILITIES		299,625.76	
01-0-1018	INCENTIVE LIABILITIES		363,543.14	
01-0-1012	MISCELLANEOUS LIABILITIES			363,543.14
01-0-1018	INCENTIVE LIABILITIES			299,625.76
Total			663,168.90	663,168.90
Adjusting Journal Entries JE # 11		F.04		
To adjust compensated absences activity in the enterprise fund.				
02-45-7080	MISC.		3,147.37	
11-0-1011	ACCRUED VAC, SICK, HOLIDAY PAY		1,215.36	
02-0-1011	ACCRUED COMP/VAC PAYABLE			3,147.37
11-81-5498	MISCELLANEOUS EXPENSE			1,215.36
Total			4,362.73	4,362.73
Adjusting Journal Entries JE # 12		C.09		
To update the ambulance receivable and allowance for current year				
01-0-0102	AMBULANCE FEES RECEIVABLE		587.91	
01-10-8507	AMBULANCE SERVICE FEES		140,607.98	
01-0-0116	ALLOWANCE-AMBURLANCE AR			141,195.89
Total			141,195.89	141,195.89
Adjusting Journal Entries JE # 13		H.01		
To adjust fixed capital assets to correct accounts.				
02-0-0321	INFRASTRUCTURE		546,140.00	
02-0-0325	CONSTRUCTION IN PROGRESS			546,140.00
Total			546,140.00	546,140.00
Adjusting Journal Entries JE # 14		G.01		
To adjust inventory to actual.				
11-0-0151	INVENTORY-MERCHANDISE		938.36	
11-80-8567	MERCHANDISE			938.36
Total			938.36	938.36
Adjusting Journal Entries JE # 15		J.02		
To correct prior year fund balance				
01-10-9899	MISCELLANEOUS		20,691.00	
02-0-2110	FUND BALANCE-DEPRECIATION		12,186.00	
01-0-2100	UNASSIGN PRIOR YR FUND BALANCE			20,691.00
02-40-9899	MISCELLANEOUS			12,186.00
Total			32,877.00	32,877.00
Adjusting Journal Entries JE # 16		2.4.01		
To move insurance proceeds to correct account				
07-72-6580	VEHICLES		18,275.00	
07-71-9815	INSURANCE PROCEEDS/GRANTS			18,275.00
Total			18,275.00	18,275.00
Adjusting Journal Entries JE # 17		F.05		
Adjusting entry to record prior year deferred outflows and inflows				
02-0-0355	DEFERRED OUTFLOWS - DIFFERENCE IN ASSUMPTIONS		23,514.89	
02-0-0400	DEFERRED OUTFLOWS - DIFFERENCE IN PROJECTED AND ACTUAL EARNINGS		157,743.79	
02-0-0351	DEFERRED OUTFLOWS			181,258.68
Total			181,258.68	181,258.68

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

AGENDA DATE: March 26, 2018

AGENDA ITEM: F02

AGENDA SUBJECT: Consider Ordinance No. 2018-06, approving Revision No. 3 to the City's Personnel Policy to begin April 1, 2018; providing for severability; and providing for repeal.

Dept./Prepared By: HR/ Trelena Collins **Date Submitted:** March 20, 2018

EXHIBITS: [Ordinance No. 2018-06](#)
[Exhibit A](#) – Revision No. 3 - Personnel Policy

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

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

The personnel policy was adopted January 1, 1998, first amended March 19, 2001 and again September 19, 2011.

In an effort to reflect good practice, the personnel policy should adapt to changing circumstances. Revisions of the personnel policy can be found throughout.

Honorable mention changes include, but are not limited to, the following:

- Chapter VIII – Emergency Management Staffing
 - We are incorporating the separate emergency management staffing policy into the personnel policy, rather than having it be stand alone. We are proposing changes in how exempt employees will be paid in an emergency situation. We are basing this on how other cities in our pay.
- Chapter IX, Section 11 – FMLA
 - This section has been substantially re-written to better reflect current FMLA guidelines.
- CHAPTER X, Section 10 - Weapon-Free Workplace Policy
- CHAPTER X, Section 12 - Harassment Prohibited
 - We are creating this section and basing it on the policies that have been approved by the US Department of Justice so that we are following best practices.
- CHAPTER X, Section 19 - Computer Use
- CHAPTER X, Section 20 - Mother-Friendly Worksite Policy
 - This is in response to recent changes in Texas State Law.

Supplementary changes not categorized as substantial.

RECOMMENDED ACTION:

MOTION: To approve Ordinance No. 2018-06, approving revision No. 3 to the City's Personnel Policy to begin April 1, 2018.

ORDINANCE NO. 2018-06**AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, APPROVING REVISION NO. 3 TO THE CITY'S PERSONNEL POLICY TO BEGIN APRIL 1, 2018; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR REPEAL.**

WHEREAS, the City of Jersey Village's Personnel Policy was initially adopted January 1, 1998, first amended March 19, 2001 and again September 19, 2011; and

WHEREAS, with the addition and changes to the following policies reflecting: Emergency Management Staffing, FMLA, Weapon-Free Workplace Policy, Harassment Prohibited, Computer Use, and Mother-Friendly Worksite Policy; and

WHEREAS, all changes have been reviewed and approved by the city attorney, and are reflected in revision no. 3 of the City of Jersey Village's Personnel Policy which is attached hereto as "Exhibit A" and made a part hereof; **NOW THEREFORE**,

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

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

Section 2. Personnel Policy Revisions. The changes made by Revision No. 3 to the City's Personnel Policy are hereby approved; and more specifically detailed in "Exhibit A" which is attached hereto and made a part hereof.

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

Section 4. Repeal. All other ordinances or parts of ordinances in conflict or inconsistent herewith are, to the extent of such conflict or inconsistency, hereby repealed.

PASSED, APPROVED AND ADOPTED this the 26th day of March, 2018.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary



APPROVED
MARCH 26, 2018

City of Jersey Village Personnel Policy

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CHAPTER I - Introduction

Section 1 - Objectives

These policies are designed to bring a high degree of understanding, cooperation, efficiency and unity for all employees of the City of Jersey Village through the systematic, uniform application of modern personnel practices. The objectives of the City's Personnel Policy, are:

- a. To promote and increase productivity, efficiency, responsiveness to the public and economy in the City service;
- b. To provide fair and equal opportunity for qualified persons to enter and progress in the City service in a manner based on merit and fitness as ascertained through fair and practical personnel management methods;
- c. To maintain recruitment, tenure and advancement practices to enhance the attractiveness of a City career and encourage each employee to give his/her best effort to the job and the public;
- d. To develop and maintain a consistent, up-to-date employee classification and compensation plan;
- e. To develop high morale among City employees by fostering good working relationships and, by providing uniform personnel policies, consideration of employees needs and desires;
- f. To retain employees on the basis of the adequacy of their performance, correct inadequate performance, and separate employees whose inadequate performance cannot be corrected; and
- g. To assure that employees are protected against coercion for partisan political purposes and are prohibited from using their position with the City for the purpose of interfering with or affecting the results of any kind of official election.

Section 2 - Equal Employment Opportunity Policy

The City of Jersey Village is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. The City of Jersey Village prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. The City of Jersey Village conforms to the spirit as well as to the letter of all applicable laws and regulations. Any employee discriminated against shall report such conduct to his or her immediate supervisor, department head, Human Resources, or City Manager, and may appeal in accordance with the procedures specified in Chapter XII.

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between The City of Jersey Village and its employees, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies

Section 3 - Applicability

These rules apply to all City employees except where inconsistent with statute, charter, or City ordinance. A person on retainer or under contract is not considered to be a City employee in the absence of a specific agreement to that effect. Volunteers are not considered as employees for the purpose of this policy. Nothing in those rules shall be construed to limit the power of the City Manager or department heads to issue and enforce reasonable personnel rules not in conflict with the state statutes or these rules. Nothing in these rules shall be construed as an employment contract. Nothing contained in these policies shall create an entitlement to, or property interest in continued employment with the City.

Section 4 - Dissemination

All City employees shall be furnished a copy of the personnel policy at the time of initial employment, and each department shall keep at least one copy available for reference by its employees.

Section 5 - Division of Responsibility

With exception of matters reserved to the City Council by the charter, the general and final authority for personnel management rests with the City Manager, who may delegate authority as necessary and proper.

The Human Resources Department is delegated the authority for recommending, administering, and interpreting personnel policies and procedures as they apply to all departments and employees, subject to discretionary review and approval by the City Manager. The Human Resources Department shall advise management in all areas of personnel administration, including but not limited to employee-management relations, training and career development, and employee health, safety, and morale.

Department heads and supervisory personnel are responsible for enforcing the provisions of these policies and for cooperating with the City Manager and Human Resources Department on all related matters pertinent to their organizational units. Department heads may, with the approval of the City Manager, adopt supplemental personnel policies, procedures, and work rules not in conflict with these policies.

The City shall make every effort to thoroughly acquaint employees with the materials in these personnel policies and any subsequent revisions. Employees are encouraged to submit suggestions for changes and improvements in personnel policies and procedures.

Section 6 - Employee Safety Review Board

The City Manager shall establish a Safety Review Board to:

- a. Review accidents involving City equipment or on the job employee injuries; and
- b. Consider ideas and make recommendations to the City Manager for an improved safety program for the City.

See also: City of Jersey Village Safety Procedures Manual.

CHAPTER II - Method of Filling Vacancies

Section 1 - Vacancy Identification

Department heads shall notify the Human Resources Department when vacancies occur or are imminent in the manner prescribed by the Human Resources Department.

Section 2 - Announcement of Vacancies

Human Resources shall publicly announce by appropriate means all vacancies to be filled in the City service by other than demotion, transfer, temporary promotion, or reinstatement and shall maintain a list of current announced vacancies for public inspection.

Each job announcement, insofar as practicable, shall specify the title, salary, and nature of the job; the required minimum qualifications; whether competition is open to the general public or restricted to City employees; the type of selection procedure to be utilized; and the deadline for and method of application. Each announcement shall contain a statement confirming the City commitment to a policy of equal employment opportunity.

As a current employee, in order to be considered for a promotion, lateral transfer or voluntary demotion into another department or within your own department, you must complete and submit an application for the position to the Human Resources Department. All hiring and salary decisions are on a case-by-case basis.

The three personnel action types involved in this process are defined below:

- Lateral transfer - a change of department or position with no change in pay
- Promotion – a change to a higher classification with an increase in pay or change of department with an increase in pay
- Demotion – a change to a lower classification. This may also include a reduction in pay.
- Promotion – a change to a higher classification. This may also include an increase in pay.

Section 3 - Promotion Policy

A promotion is the assignment of an employee from a position in one class or department to a position in another class or department having a higher maximum salary. It is City policy to promote from within the service whenever possible. Applications for any particular job may be limited to qualified City employees. Opportunities for promotion across organizational lines shall be maximized.

Section 4 - Temporary Promotions

The City Manager may authorize a temporary promotion to ensure the proper performance of City functions if a position is vacant or its regular incumbent is absent. Temporary promotions shall not be used to circumvent normal selection procedures. The employees involved shall not acquire any status or rights in the classes to which temporarily promoted except as provided above. Nothing

in these rules shall be construed to prevent the temporary or intermittent assignment of some higher level duties to an employee without additional compensation. The employee involved shall receive additional compensation shall be paid only in cases of formal temporary promotion effected in accordance with this section in accordance with Chapter VII - Compensation.

Section 5 - Transfers

A transfer is an assignment of an employee from one position to another, not involving promotion or demotion. A transfer may occur for administrative convenience or upon the request of the employee. Transfer may be made administratively or in conjunction with an announced selection process.

Intradepartmental transfers within the same class may be approved by the department head. Interdepartmental transfers and transfers between classes must be approved by the affected department heads and the Human Resources Department. Approval of transfer shall signify certification that the employee is qualified to perform the duties of the position to which the transfer is contemplated.

Section 6 - Nondisciplinary Demotions

A demotion is the assignment of an employee from a position in one class to a position in another class having a lower maximum salary. With the approval of the City Manager and if the employee is qualified to perform the duties of the lower level position, an employee may be administratively demoted at his/her own request or as an alternative to being laid off. Demotions of this nature shall not be considered disciplinary actions or disqualify the employees involved from consideration for later advancement. Demotions effected as alternatives to layoffs may be fully or partially rescinded at any time.

Section 7 - Applications

Applications for employment, promotion, transfer, reinstatement, and other personnel actions shall be submitted as prescribed by the Human Resources Department. Only applications officially received in the prescribed manner shall be considered. Information submitted in connection with applications for City employment is subject to verification. The Human Resources Department may require supplemental information relevant to an applicant's qualifications as appropriate.

Section 8 - Evaluation

The Human Resources Department shall determine the most appropriate means of evaluating applications against job requirements to identify the best qualified applicants. Interviews, medical examinations, background checks, performance tests, written tests, and/or other screening procedures may be used as appropriate. Applicants shall be required to provide any job-related information and undergo any job-related examinations necessary to demonstrate compliance with prescribed minimum qualification requirements for the positions involved. For positions which require certain physical capabilities, successful applicants shall be required to undergo medical

examinations to determine the applicants' ability to satisfy the physical requirements of the position with or without reasonable accommodations.

Section 9 - Disqualification

An applicant shall be disqualified from consideration if he/she:

- a. does not possess the qualifications necessary for performance of the duties of the position involved;
- b. has made a false statement of material fact on the application form or supplements;
- c. has committed or attempted to commit a fraudulent act at any stage of the selection process;
- d. is an alien not legally permitted to work;
- e. is below the minimum employable age prescribed by law; or
- f. has established an unsatisfactory employment record of such nature as to demonstrate unsuitability for the position for which he/she has applied.

An applicant may be disqualified from consideration upon other reasonable grounds relating to job requirements.

Section 10 - Referral and Selection

The Human Resources Department shall develop standard operating procedures for the referral of applicants to departments for final selection. The procedures shall provide for selecting officials to report the disposition of all referred applications and the reasons therefore.

CHAPTER III - Appointment

Section 1 - Authority

Department Directors may appoint employees, subject to approval by the City Manager. Appointments shall be reflected on approved employee payroll status forms.

Section 2 - Basis

Appointments shall be made based on the qualifications of applicants as ascertained through fair and practical selection methods.

Section 3 - Type

Appointments shall be designated permanent or temporary. Permanent appointments shall ordinarily be of indefinite duration and may be made to full-time or part-time positions. All permanent appointments are subject to the policies covering probation. Temporary appointments may be made to full-time or part-time positions requiring continuous, seasonal, or intermittent performance.

Section 4 - Emergency Temporary Appointments

Whenever an emergency exists which requires the services of personnel who are not otherwise available, such personnel may be immediately appointed for a period not to exceed 30 working days without regard to normal recruitment and selection requirements. Emergency temporary appointments shall not be renewable.

Section 5 - Nepotism

No employee may directly or indirectly supervise or be supervised by an employee who is a member of his/her immediate family or by any other person related to the employee within the third degree by consanguinity or second degree by affinity. For purposes of this policy, "immediate family" includes spouse, parent, stepparent, parent-in-law, child, stepchild, brother, sister, stepbrother, stepsister, brother-in-law, sister-in-law, grandparent, grandchild, aunt, uncle, first cousin, and any other person living in the same household as the employee.

The City Manager may apply the nepotism prohibition in the case of other organizational and/or personal relationships when, in the sole opinion of the City Manager, failure to do so may be detrimental to the City.

Section 6 - Residence

There shall be no absolute residence requirement for City employment except as may be provided by law. Employees likely to be called to work in cases of emergency may be required to reside within reasonable commuting ranges of their places of work.

Section 7 - Medical Examination

A person selected for initial appointment or reinstatement to certain job classifications as designated by the City Manager shall undergo a medical examination at City expense in a manner prescribed by the Human Resources Department. Employment shall be contingent upon successful completion of the medical examination in relation to the requirements for the position involved, and to determine whether the applicant satisfies the requirements of the position with or without reasonable accommodation. The City Manager shall be the final authority in determining medical suitability for employment based on information provided by medical personnel. The City Manager may waive or modify the medical examination requirement for any or all part-time positions or for reinstatements following short breaks in service.

With approval of the City Manager, a department head may require that a current employee undergo a medical examination at the City's expense, to determine whether such employee is able to satisfy the requirements of the employee's current position; or to determine if such employee is able to satisfy the requirements of a position of promotion; and to determine whether the employee, in either case, can satisfy such requirements with or without reasonable accommodation.

Section 8 - Verification of Identity and Work Authorization

The Human Resources Department shall verify, by examining existing documents, the work authorization and identity of all individuals prior to appointment. A copy of those documents shall be made a part of the employee's permanent file.

CHAPTER IV - Probation

Section 1 - Probationary Period

Every person initially appointed to the City service under a permanent appointment shall be required to successfully complete a probationary period of six months. Every person promoted or demoted in the City service shall be required to successfully complete a probationary period of six months. Successful completion of the probationary period, or any extension thereof, shall not create an entitlement to, or property interest in, continued employment with the City.

If circumstances so warrant and with the approval of the City Manager, initial or promotional probation may be extended for a specified period not to exceed six additional months.

Section 2 - Purpose

Department heads and supervisors shall use the probationary period to closely observe and evaluate the work and fitness of employees and to encourage adjustment to their jobs and the City service. Only those employees who meet acceptable standards during the probationary period shall be retained in their positions.

Section 3 - Failure of Probation

An employee shall fail probation when, in the judgment of the department head, the employee's fitness and/or quality of work are not such as to merit continuation on the job. Failure of probation (initial or promotional) may occur at any time within the probationary period and shall not be considered part of the disciplinary process.

A promoted employee who fails probation may, at the City Manager's discretion, be returned to his/her former type of job or to any other type of job for which he/she is qualified. The employee shall be eligible for consideration for later advancement.

Department heads shall ensure documentation of all cases of failure of probation as well as counseling and other efforts to help employees during the probationary period. Employees who fail the probationary period may appeal to the department head and then, if necessary, to the City Manager in accordance with the established appeal procedures.

Section 4 - Appeal of Failure of Probation

An employee failing probation shall have no right of appeal except on the grounds of discrimination prohibited either by these rules or by law. A written notice of dismissal must be given to the employee which describes the reasons for failure of probation. The employee may appeal through the established appeal procedures.

CHAPTER V - Performance Evaluation

Section 1 - Performance Evaluation Report

The work performance of each permanent employee shall be evaluated in accordance with procedures developed by the City Manager. Evaluations for employees on probation shall be conducted at the midpoint and upon completion of the probationary period and shall be conducted annually for other employees. Additional evaluations may be conducted if requested by the department head and approved by the City Manager. The Department Head shall maintain a schedule for performance evaluations and shall send the completed evaluation to Human Resources within the month that it is due .

Section 2 - Purpose

The performance evaluation is designed to help supervisors and employees measure how well work is being performed and to provide a tool for management decisions regarding training, assignment, promotion, and retention of employees.

Section 3 - Counseling

Employees shall be provided copies of their performance evaluation reports. Evaluators shall individually discuss the reports with the employees and shall counsel them regarding their careers and any improvements in performance which appear desirable or necessary. The performance evaluation report shall include spaces for employees comments and acknowledgement of receipt.

Section 4 - Reconsideration

Employees dissatisfied with their performance evaluations may seek reconsideration by using the established appeal procedures.

CHAPTER VI - Classification

Section 1 - Plan Preparation and Maintenance

Subject to approval of the City Council, the City Manager shall prepare and administer a classification plan based on an analysis of the duties and responsibilities of positions. Positions shall be allocated to appropriate classes based on objective factors. A position not allocated to a class of salary range is an open salaried position.

Section 2 - Official Titles

Official class titles shall be used in all personnel matters. Working or functional titles may be otherwise used as appropriate.

Section 3 - Job Descriptions

Job descriptions are established so that an employee will have an understanding of what the employee's duties are to be and what is expected.

Section 4 - Review of Salary Ranges

Approved salary ranges will remain in effect for a job position until the duties and requirements of the job undergo a sufficient change to merit re-evaluation. The City Manager, with approval of City Council, may authorize reclassification of a job position.

Section 5 - Effect of Reclassification

An employee in a position that is reclassified from one salary range to another shall be entitled to continue to serve in the position with unimpaired status if the duties and responsibilities of the position are not significantly changed or if the employee substantially meets the qualifications prescribed for the new class.

CHAPTER VII - Compensation

Section 1 - Basis

The City Manager shall prepare and administer a comprehensive compensation plan for City employees subject City Council approval. Employees shall be paid salaries or wages in accordance with the compensation plan, which may include one or more salary schedules. In positioning classes on salary schedules, consideration shall be given to prevailing rates of pay among public and private employers; the duties, responsibilities, and qualifications required of employees in the classes; and other relevant factors.

Section 2 - Administration of Range/ Salary Schedules

The compensation plan of the City of Jersey Village consists of wage schedules and a grouping of the City positions according to type of work, difficulty and responsibilities. The salary schedule is a list of all job titles and their corresponding range of pay rates. These ranges of pay rates distinguish each job grouping by a minimum entry level salary and a maximum salary level. Pay ranges are set according to current market standards. The Human Resources Department is responsible for continuous maintenance and administration of the salary plan. Any revisions or additions to the salary plan will be recommended to the City Manager by the Human Resources Department.

In order to keep the salary plan current, uniform and equitable, the Human Resources Department will conduct, at least annually, analyses of prevailing salaries for similar positions in the area, taking into consideration all variables which may be pertinent in establishing salaries or recommending changes to the existing salary plan.

Section 3 - Overtime Pay

Employees who are not exempt from the overtime provisions of the Fair Labor Standards Act shall be paid overtime pay as follows:

- a. Regular Employees: Overtime, when ordered, shall be allocated as evenly as possible among all employees qualified to do the work. Employees will work overtime only at the discretion of their supervisor or Department Director. Overtime pay shall be paid only when an employee actually works more than forty hours in one (1) work week. Shift Fire Fighters will receive overtime when working more than one hundred and six (106) hours in a two week period. Overtime shall be compensated by pay at one and one-half (1.5) times the employee's regular hourly pay rate.
- b. Certain Administrative Employees: Exempt employees (executive, administrative, supervisory, and professional status employees) do not receive any compensation for overtime. They are expected to work as many hours as necessary to complete their work.

- c. Open Salaried Employees: Exempt employees who are in open salaried positions do not receive any compensation for overtime. They are expected to work as many hours as necessary to complete their work.

Section 4 – Shift Differential

The Shift Differential Policy allows for extra compensation to non-exempt employees who are scheduled on a regular or rotating basis to work during the night shift.

Night hours will be compensated at an additional \$1.00 per hour. Overtime hours will be compensated at an additional \$1.50 per hour.

Employees will receive shift differential pay only during hours worked. Shift differential pay is not applied to any accrual leave usage. Shift differential will only be added to holidays if the employee works the holiday.

Any questions regarding the eligibility for Shift Differential should be directed to your Human Resources Department.

Section 5 - Compensatory Time

Employees who are entitled to overtime pay under Section 3 of this Article may, at the discretion of the department head, be given compensatory time off in lieu of overtime pay as follows:

- a. Regular Employees: An employee qualified to receive extra pay for overtime may, with approval of the Department Director, elect to receive compensatory time off in lieu of extra pay. All compensatory time will be accrued at a rate of time and one-half; provided, however, compensatory time cannot be accrued unless the person actually works more than forty (40) hours in one work week.
- b. Certain Administrative Employees: Exempt employees do not receive any compensation for overtime. They are expected to work as many hours as necessary to complete their work.
- c. Open Salaried Employees: Exempt employees who are in open salaried positions may not accrue compensatory time.
- d. Limitation on Compensatory Time: The maximum amount of compensatory time that any employee may accrue and accumulate is forty (40) hours. If an employee has accrued a balance of forty (40) hours compensatory time, overtime must be paid in cash. Compensatory time leave shall be authorized within a reasonable time. Use of all compensatory time must be approved in advance by the Department Director. Accrued balances of compensatory time at the termination of employment, shall be paid at the employee's final regular pay rate.

Section 6 - Standby Pay

When non-exempt employees are required to be on standby status, they shall be paid on a set basis as determined by the City Manager.

Section 7 – Callout Pay

Callout pay is pay for reporting to work outside normal shift on an emergency basis. A non-exempt employee will be paid the minimum of two (2) hours or actual hours worked if it exceeds two (2) hours. This applies if the employee is called into work outside his/her regular assigned work schedule for a non-routine, emergency situation.

Section 8 - Insurance and Retirement

Eligible employees shall receive insurance and retirement benefits as prescribed in the applicable programs. All employees working more than 1,000 hours per year must participate in a mandatory retirement plan through the Texas Municipal Retirement System.

Long-Term Disability Insurance - The City has arranged for its employees to be protected against loss of income due to medical disability by providing a long-term salary indemnity insurance program. The long-term disability plan is offered at no cost to the employee. Details of the plan may be obtained from the City Secretary.

If the City's insurance carrier approves the employee for long-term disability, the employee's service with the City will be terminated.

Upon termination, the City will pay the contribution for continuation of health insurance benefits (COBRA) for the employee only during the disability period until the employee becomes eligible for Medicare under Social Security or the expiration of eighteen months from termination, whichever first occurs.

Only regular, full-time employees are eligible for long-term disability insurance.

Section 9 - Longevity Pay

All permanent employees shall accumulate longevity pay at the rate of \$4.00 per month for each completed year of service up to a maximum of 25 years.

Section 10 - Clothing

Employees in positions designated by the City Manager shall be provided with uniforms or clothing allowances.

Section 11 - Vehicles

Employees in positions designated by the City Manager shall be provided with City vehicles or vehicle allowances.

Section 12 - Service Awards

Employees will receive a service award after five years of continuous service with the City and for every five years of continuous service thereafter. Employees retiring after twenty-five or more years of continuous service will receive a suitable award for their loyalty and exemplary contributions to the City. The City Manager is authorized to establish a schedule of awards which will serve as an attachment to this document.

Section 13 - Vehicle Allowances

It is sometimes necessary and/or serves the City's convenience for City employees to use their own vehicles to provide transportation in lieu of using a city vehicle. The City Manager or City Council may authorize designated staff members to receive a vehicle allowance due to position, daily use of vehicle for city business or special requirements.

Vehicle allowances carry over from year to year unless rescinded by the City Manager. Vehicle allowances automatically terminate when an employee vacates that position.

The employee is responsible for proper maintenance and upkeep of the vehicle. The vehicle must be kept clean and represent a good standard of care. The employee is responsible for maintaining at least the State minimum liability limits on their vehicle and provide current proof of insurance with the City's personnel officer. Employees must have a valid Texas driver's license and all vehicles on city business must have a current Texas license and a safety inspection sticker.

Section 14 - Educational Incentive Pay

Changes in an individual's pay rate may be made based on the individual's attainment of any required licenses, registrations or certifications for a given position according to an adopted incentive pay schedule in the budget. This does not apply to open salaried employees.

Section 15 – Direct Deposit

All employees are required to enroll in the city's direct deposit program.

Chapter VIII – Emergency Management Staffing

Section 1 - Emergency Operations Staffing

a. Scope

This Chapter applies to all City of Jersey Village employees.

b. Purpose

During disasters and other emergencies, the City of Jersey Village ensures the safety of its citizens, the security of facilities, releases non-essential personnel when appropriate, and essential personnel from disaster/emergency duties after emergency status has ended.

c. Policy

Should inclement weather or other emergency conditions arise, the City may suspend normal operations in order to meet extraordinary needs. Each emergency situation is unique and while this policy is intended for overall guidance, the City administration reserves the right to evaluate this policy and issue specific procedures as dictated by the circumstances of the emergency.

d. Procedure

1. Emergency Status

The City of Jersey Village assumes emergency status when the Mayor or his designee(s) suspend normal operations.

2. Emergency Workers

Every City employee shall have one of the following classifications; however, in the event of an emergency, all employees can be classified essential depending on the needs of the City. Therefore, employees not at work are responsible for contacting their supervisor immediately regarding assignments, and to stay abreast of the situation by monitoring radio/television for instructions or by calling the City E.O.C. at (713) 466-2153 as to when to report to work.

“E1” – ESSENTIAL employees are those with specific emergency related or vital responsibilities who remain in the City on the job during an emergency.

“E2” – RESERVE ESSENTIAL employees are those who report to or remain on the job preceding an emergency for the preparatory phase and are subject to being re-designated as needed by their department.

“E3” – RE-ENTRY ESSENTIAL employees are those who must return to supplement or relieve emergency classification “E1” employees when roads are accessible.

“N” – NONESSENTIAL employees are those whose presence is not essential in carrying out the Emergency Plan, but cannot leave their positions until released by their supervisor and must return to work as usual under normal operations after emergency status has ended.

**** Department Heads are responsible for appointing individual emergency status to each employee, with confirmation by the City Manager.**

3. When the Mayor officially declares an emergency, or upon notification from the City Manager, “E1” and “E2” employees must report to or remain at work.
4. When the Mayor officially declares an emergency, or upon notification from the City Manager, “E1” or “E2” employees on pre-scheduled leave may be required to report to work.
5. Employees released from work should not expect to use any City buildings or sites as a shelter for themselves or their dependents during an emergency, but follow instructions as issued by the City’s Emergency Management Office.
6. After normal operations resume, any employee who worked during an emergency will be paid for any applicable time in accordance with the provisions off the City’s Rules and Regulations.

e. Leaving Work

Supervisors will release their “N” and “E3” employees from their jobs following notice of an official emergency. Employees will be paid on emergency paid administrative leave.

f. Monitoring Emergency Status

On an annual basis, the Office of the City Manager will inform all City of Jersey Village department heads of the local and regional media stations covering the emergency.

Department heads will instruct their employees to listen to the stations identified by the City Manager’s Office in order to follow the emergency’s status.

During periods of emergency staffing, the City Manager will issue the recall notice to the media and will provide the same information to the E.O.C. telephone personnel. Employees staying outside media areas covering the emergency must call the E.O.C. at (713) 466-2153 or the employee’s department to obtain current emergency status.

g. Returning to Work

When roads are accessible, “E3” employees must return to work immediately. If you are a shift worker, you must contact your supervisor to find out if you should come in ahead of your scheduled time to relieve someone who worked through the emergency.

The City Manager or his designee(s) will determine when normal operations are to resume. When normal operations resume, “N” employees must report to work on their regularly scheduled shifts.

h. Failing to report

“E1” and “E2” employees must report to or remain at work in an emergency. Failure of an employee to comply with these requirements may result in disciplinary action (including termination).

“E3” and “N” employees who, without prior supervisory approval, fail to report to work in accordance with 5.b above may result in disciplinary action (including termination).

Section 2 – Pay Provisions For “E1” and “E2” Employees

1. Use of Leave Balances/Accruals or Leave Without Pay:

- a. Employees will be allowed to secure their families and property as scheduled by the Department Director, or designee, and to use vacation or personal leave, if any, or leave without pay if paid leave is exhausted, for that purpose.
- b. Non-exempt employees may request the use of earned compensatory time, if any, to cover authorized work time missed due to an emergency.

2. Non-exempt employees:

- a. All actual hours worked by non-exempt employees over 40 hours in the established 7-day work period shall be compensated at the overtime rate of one and one-half the employee’s hourly rate. The employee shall have the option of choosing to be paid the overtime or be granted compensatory time.
- b. Unless notified in advance, non-exempt City employees who do not have an approved waiver will be required to report to work during a civil disturbance, hurricane, tornado, earthquake, flood, ice storm, fire, chemical accident including a hazardous material spill, possible public exposure to hazardous conditions, or other disasters which threaten the safety of Jersey Village’s citizens.
- c. Non-exempt employees who report under these circumstances, and who are subsequently released from duty due to emergency conditions, shall be paid:

- a. minimum of three (3) hours at the regular rate of pay, or for the number of actual hours worked, whichever is greater, and
- b. allowed to use accrued vacation, available personal leave, compensatory time if any, or leave without pay, if paid leave is exhausted, to cover work hours missed during that work period.

3. Exempt Employees:

Upon activation of this plan by the Mayor or designee, exempt employees whose presence is essential and who work during the emergency period shall be compensated for all hours worked in excess of their normal work hours during the Emergency Period. The rate of pay for such additional hours worked shall be equivalent to the exempt employee's hourly rate.

CHAPTER IX - Leave

Section 1 - Holidays

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day following Thanksgiving, Christmas Day, two (2) floating holidays to be designated each year at the discretion of the City Manager, one personal holiday, and such other holidays as may be declared by the City Council shall be observed as official holidays for City employees in accordance with the following policies:

- a. As many employees as possible shall be given each holiday off consistent with the maintenance of essential City functions.
- b. Full-time permanent employees shall be entitled to paid holidays.
- c. Part-time permanent employees and temporary employees shall not be entitled to paid holidays.
- d. Department heads shall ensure that eligible employees working unusual schedules or on shifts receive benefits for the full number of holidays.
- e. If the holiday falls on a Saturday, the preceding Friday shall be observed, and if a holiday falls on a Sunday, the following Monday shall be observed.
- f. An employee in a non-pay status on the holiday or on the scheduled work day immediately preceding or following shall not receive pay for the holiday.
- g. Employees desiring to observe religious holidays not coinciding with official holidays may be given time off without pay or, at the discretion of the supervisor, may use accumulated vacation leave or compensatory time.
- h. If a non-exempt employee is required to work on a holiday, the employee shall be granted holiday premium pay at 1-1/2 times the regular hourly rate in addition to the regular hourly rate of pay. Compensatory time off in lieu of holiday premium pay may be arranged with approval of the department head.
- i. The personal holiday may be taken anytime during the calendar year, at the approval of the Department Director and will not be carried forward to the next year.
- j. Appointment or separation on a holiday. The appointment or separation of an employee shall not occur on a holiday except when the employee works that day.
- k. If an employee is absent with pay on approved sick leave on a City designated holiday, the holiday leave will not be charged against the employee's sick leave balance.

Shift Fire Fighters

- a. Texas State Law recognizes September 11 as a holiday for paid fire fighters. The city will allow the fire fighter to utilize one of the two floating holidays on September 11 if they so desire.
- b. Fire fighters will earn 12 hours of Holiday pay on Holidays they are not scheduled to work.
- c. Firefighters scheduled to work on a given holiday will earn holiday pay for the time they are at work during the holiday (ex. If the firefighter is required to be at work at 6 a.m. on Memorial Day, the holiday time period for that shift will end at midnight that same day. The fire fighter will earn 18 hours of holiday pay. If the firefighter works the day before the holiday, they will earn 12 hours of holiday pay, but will only receive 6 hours at time and one half).

Section 2 - Vacations

Each permanent full-time employee shall earn vacation leave as follows:

Years of service	Vacation Per Year	Monthly Accrual
0-5	10 days (79.97 hours)	6.66 hours.833 days
6-15	15 days (120 hours)	10 hours 1.25 days
16 +	20 days (159.96 hours)	13.33hours 1.67 days

Shift Fire Fighters will earn vacation leave as follows:

Years of service	Vacation Per Year	Monthly Accrual
0-5	4.665 days (111.96 hours)	9.33 hours 1.16 days
6-15	7 days (168 hours)	14 hours 1.75 days
16 +	9.33 days (223.92 hours)	18.66 hours 2.33 days

* Calculated on a 24 hour shift.

Vacation leave shall be administered according to the following rules:

- a. At the discretion of the department head, only full-time permanent employees who have completed at least six (6) months of employment may use accumulated vacation leave provided that the employee has successfully completed the probationary period.
- b. Vacation leave will continue to accrue for not more than twelve weeks of approved leave under the Family Medical Leave Act (FMLA). An employee on leave without pay for more than one-half of the standard number of paid days for the month does not accrue vacation leave.
- c. Vacation leave may be taken in four (4) hour increments with proper supervisory approvals.
- d. Employees shall be encouraged, and required, to use a substantial portion of their vacation leave each year. An employee may carry over no more than 160 hours of accrued vacation leave except in extenuating circumstances as determined by the City Manager.
- e. Department Heads shall schedule or approve vacations giving due consideration to the needs of services and the interests of the employees.
- f. Vacation leave shall be charged only for time during which the employee would ordinarily have worked. City holidays will not be charged against vacation leave.
- g. Employees being laterally transferred, promoted, or demoted shall retain accrued vacation leave.
- h. Vacation leave shall not be advanced to employees.
- i. Employees with at least one (1) year of continuous service who are separated for any reason shall be paid for any accrued vacation leave.
- j. Vacation leave credits are not transferable between employees.
- k. Additional compensation in lieu of vacation time is prohibited.
- l. A full-time employee who enters the service of the City before the 16th day of the month or who leaves the employment of the City after the 15th day of the month will accrue vacation leave for the month.

Section 3 - Sick Leave

Regular full-time employees shall be allowed sick leave with full pay in accordance with the following rules:

- a. A regular, full-time employee shall earn twelve (12) days of sick leave per year at the rate of eight (8) hours per month. A full-time employee who enters the service of the City before the 16th day of the month or who leaves the employment of the City after the 15th will accrue sick leave for that month.

- b. A regular, full-time Shift Fire fighter shall earn (6) 24 hour days of sick leave per year at the rate of 12 hours per month. A full-time employee who enters the service of the City before the 16th day of the month or who leaves the employment of the City after the 15th will accrue sick leave for that month.
- c. Regular part-time and temporary employees shall not accrue sick leave.
- d. Sick leave will continue to accrue for not more than twelve weeks of approved leave under the Family Medical Leave Act (FMLA). An employee on leave without pay for more than one-half of the standard number of paid days for the month does not accrue sick leave.
- e. Accumulation of sick leave credits for use during employment shall be unlimited. Sick leave credits will not be restored upon rehire.
- f. Sick leave may be taken in increments equivalent to one (1) hour of work because of personal illness, pregnancy, illness of a member of the immediate family resident in the Employee's household, injury, legal quarantine, or routine health care appointments which cannot reasonably be scheduled outside of working hours.
- g. An employee shall notify his immediate supervisor or the Director prior to the time set for beginning work in order to receive compensation for sick leave.
- h. The Department Head may require verification by a doctor of the nature of the illness or injury and the necessity for absence from work.
- i. The Department Head may require an employee to submit to an examination by the City's doctor, at the City's expense, to confirm the necessity for the employee's absence from work. An employee absent from duty on sick leave must notify the supervisor as soon as the employee knows that he or she will be absent. The Department Head may require an employee absent from work on sick leave to report the employee's continued absence at such intervals as the Department Head may require. The Department Head may require an employee absent from work on sick leave to furnish a doctor's statement of the prognosis and estimated date of return to work.
- j. Accrued vacation leave may be used to supplement sick leave. Pay shall be discontinued when authorized leave is exhausted.
- k. An employee who becomes ill or injured during a vacation may, with proper documentation, request that the vacation be terminated and the time of the illness or injury be charged to sick leave.
- l. Employees with five (5) years of continuous service who are separated for any reason including disability or retirement shall be paid for any accrued sick leave as follows:

Sick Leave Accrued	Amount Paid at Termination
Up to 480 hours	20%
Over 480 hours but less than 1200 hours	40%
Over 1200 hours	60%

- m. Sick leave credits are not transferable between employees.

Section 4 - Injury Leave

An employee injured on the job shall receive worker's compensation and injury leave benefits under terms and conditions as prescribed in applicable programs. The employee must, at first opportunity, make a written report of said accident to the supervisor who shall forward it to Human Resources. If an employee is injured on the job, workers' compensation insurance pays medical costs, may pay income benefits to replace part of wages lost and pays death benefits to legal beneficiaries. If an employee is injured on the job and provides a doctor's statement describing the condition in detail, stating the inability to work, the City will continue the salary for eight calendar days. If at the end of that period, the employee is still unable to report back to work, then the employee may be entitled to worker's compensation income benefits as determined by the Texas Workers' Compensation Commission. A weekly workers' compensation payment may be received and a supplemental salary from the City which together will equal 100 percent of the employees regular rate of pay for up to six (6) months or until the employee returns to work, whichever comes first. Absence during this period will be carried as injury leave and will not be charged to sick leave, vacation or other accrued credits.

An employee absent on injury leave shall continue to accrue sick leave and vacation leave and shall be entitled to all other benefits during the period in which salary is supplemented. At the end of this period an employee may use accrued benefits, if so desired, to receive full salary. Once benefits are exhausted, the employee will not accrue benefits.

Section 5 - Military Leave

Military leave shall be granted in accordance with applicable State and Federal Laws. Employees preparing to take authorized military leave shall furnish their department heads with copies of military orders or other appropriate certification.

Section 6 - Bereavement Leave

Department heads may grant a permanent employee up to three (3) working days of paid bereavement leave in the event of a death within the employee's immediate family. For purposes of this policy, "immediate family" includes spouse, parent, stepparent, parent-in-law, child, stepchild, brother, sister, stepbrother, stepsister, brother-in-law, sister-in-law, grandparent, grandchild, aunt, uncle, first cousin,

and any other person living in the same household as the employee. Bereavement leave shall not be charged against vacation or sick leave.

Employees may be granted up to four (4) consecutive hours of paid bereavement leave for the express purpose of attending the funeral of a fellow employee, friend or relative not considered a part of the employee's immediate family. No employee will be entitled to more than eight (8) hours of paid bereavement leave during any calendar year for the purpose of attending the funeral of a fellow employee, friend or relative not considered part of the employee's immediate family. If additional time is needed, the employee may utilize accrued vacation, comp time, holiday leave or sick time.

Temporary employees may be granted unpaid bereavement leave in the above circumstances.

The City may require verification of the circumstances surrounding any use of bereavement leave.

Section 7 - Administrative Absence With Pay

Employees shall be granted sufficient administrative absence with pay, when necessary, in order to vote in an official election. Employees called for jury service shall be granted administrative absence with pay during such service and shall retain fees paid by the courts. Employees excused or released from jury service during working hours shall report to their work stations in accordance with departmental instructions with a jury slip from court.

With the approval of the City Manager, a department head may grant an employee administrative absence with pay for purposes of attending a professional conference, convention, training activity, or civic function or meeting or for purposes of coordinating with governmental and/or private agencies and entities in the interest of the City.

All employees in the City service shall be entitled to necessary time off with pay for the purpose of taking qualifying or promotional examinations for other positions within the City service. The amount of time allowed for this activity shall be limited as prescribed by the City Manager.

Section 8 - Authorized Leave Without Pay

In circumstances not falling within other provisions of these policies, the City Manager may authorize an employee to take leave without pay under such terms and conditions as may be mutually agreeable.

Benefits shall not accrue for any month during which an employee on leave without pay is in pay status for less than half the standard number of paid days for his/her type of job. An employee returning to work after leave without pay which extends for more than three months shall be given an adjusted anniversary date for merit increase purposes. An employee on leave without pay who desires to continue insurance and/or retirement coverage must arrange to make any payments required for such coverage.

Section 9 - Absence Without Leave

An employee failing to report for duty or remain at work as scheduled without proper notification, authorization, or excuse shall be considered absent without leave and shall not be in pay status for the time involved. Being absent without leave constitutes abandonment of duties, which may result in dismissal. Absence without leave for three (3) consecutive days constitutes a voluntary resignation.

Section 10 - Bad Weather Policy

All employees are expected to make an effort to arrive at work each day prior to commencement of the work day, regardless of weather conditions. On such bad weather days, the employee shall contact his/her department head immediately to advise the department head of the employee's decision to arrive at a later time or request vacation time, earned comp time or a floating holiday. However, if the driving conditions are so bad that they would constitute a danger to life and property, the employee may elect to come in later than usual when conditions may be somewhat improved. The employee may also request to use a day of vacation, sick or compensatory time in order to take the entire day off with pay.

If city offices are closed due to bad weather, employees will be compensated for the hours city offices are closed under regular paid status.

Section 11- Family Medical Leave Act

The City of Jersey Village will provide Family and Medical Leave to its eligible employees. The City posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act in the break rooms of each municipal building.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, you must contact Human Resources.

A. General Provisions

Under this policy, the city will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

B. Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- 1) The employee must have worked for the City for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week; and
- 2) The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

C. Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a spouse, child or parent with a serious health condition (described below).
- 4) The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the City's sick leave policy are encouraged to consult with the Human Resource Manager.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the City may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

- 5) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service.

The qualifying exigency must be one of the following:

- a. short-notice deployment;
- b. military events and activities;
- c. child care and school activities;
- d. financial and legal arrangements;
- e. counseling;
- f. rest and recuperation;
- g. post-deployment activities; or
- h. additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this

provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

In order to care for a covered service member, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered service member.

a) A “son or daughter of a covered service member” means the covered service member's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered service member stood in loco parentis, and who is of any age.

b) A “parent of a covered service member” means a covered service member's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents “in law.”

c) Under the FMLA, a “spouse” means a husband or wife, including those in same-sex marriages, which were made legal in all 50 United States as of June 26, 2015.

d) The “next of kin of a covered service member” is the nearest blood relative, other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member 's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin. For example, if a covered service member has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered service member's next of kin. Alternatively, where a covered service member has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered service member next of kin. An employer is permitted to require an employee to provide

confirmation of covered family relationship to the covered service member pursuant to § 825.122(k).

“Covered active duty” means:

(a) “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.

(b) (2) Covered active duty or call to covered active duty status in the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee’s 12-week maximum of FMLA leave in a 12-month period.

- 6) Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take care of leave to care for that service member.

Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term “covered service member” means:

(a) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

(b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

The term “serious injury or illness means:

(a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

(b) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating.

(c) Outpatient status, with respect to a covered service member, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

D. Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The City will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the City will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the City will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If spouses both work for the City and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the spouses may only take a combined total of 12 weeks of leave. If spouses both work for the City and each wishes to take leave to care for a covered injured or ill service member, the spouses may only take a combined total of 26 weeks of leave.

E. Employee Status and Benefits During Leave

While an employee is on leave, the City will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the City will require the employee to reimburse the City the amount it paid for the employee's health insurance premium during the leave period.

F. Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The City may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

G. Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of the child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal or family leave prior to being eligible for unpaid leave. Sick and vacation leave do not accrue during an unpaid leave period.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the City's sick leave policy) prior to being eligible for unpaid leave.

H. Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the City and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the City before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

I. Certification for the Employee's Serious Health Condition

The City will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

The City may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The City will not use the employee's direct supervisor for this contact. Before the City makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the City will obtain the employee's permission for clarification of individually identifiable health information.

The City has the right to ask for a second opinion if it has reason to doubt the certification. The City will pay for the employee to get a certification from a second doctor, which the City will select. The City may deny FMLA leave to an employee who refuses to release relevant medical

records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third doctor. The City and the employee will mutually select the third doctor, and the City will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

J. Certification for the Family Member's Serious Health Condition

The City will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

The City may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The City will not use the employee's direct supervisor for this contact. Before the City makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the City will obtain the employee's family member's permission for clarification of individually identifiable health information.

The City has the right to ask for a second opinion if it has reason to doubt the certification. The City will pay for the employee's family member to get a certification from a second doctor, which the City will select. The City may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third doctor. The City and the employee will mutually select the third doctor, and the City will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

K. Certification of Qualifying Exigency for Military Family Leave

The City will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

L. Certification for Serious Injury or Illness of Covered Service member for Military Family Leave

The City will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered service member.

M. Recertification

The City may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days unless circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the City may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The City may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

N. Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the HR manager. Within five business days after the employee has provided this notice, the HR manager will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the City's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

O. Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the HR manager will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

P. Intent to Return to Work From FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the City may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Section 12 – Americans With Disabilities Act

To ensure compliance with the Americans with Disabilities Act (ADA) and Americans with Disabilities Act as Amended (ADAAA), the City offers equal employment opportunity to qualified individuals and strictly prohibits discrimination against qualified individuals on the basis of disability.

The City may provide reasonable accommodation to the known physical or mental impairments of an otherwise qualified individual with a disability if such reasonable accommodation will enable the individual to perform the essential functions of the position. The City's obligation under this policy is limited to providing reasonable accommodations that will not result in undue hardship to the City.

Any employee seeking a reasonable accommodation for a disability that affects the employee's ability to perform the essential functions of the position shall make a written application on a form provided by Human Resources.

Employees who have a complaint involving potential violations of the Americans with Disabilities Act or ADAAA, including but not limited to harassment, discrimination, or failure to provide a reasonable accommodation, must immediately contact the immediate Supervisor, Human Resources, the City Manager or designee.

CHAPTER X - Conduct

Section 1 – Attendance Records

Employees are expected to be at their work stations and ready to work at their scheduled start time. Employees are required to record the number of hours worked each day, as well as the time they arrived to work, the time they left for and returned from lunch, and the time(s) they left for and returned from any unpaid break during the work day. Department heads shall establish work schedules and maintain daily employee attendance records.

Section 2 – Adjustment to Work Hours

In order to assure the continuity of City services, it may be necessary for Department Directors to establish other operating hours for their departments. Work hours and work shifts must be arranged to provide continuous service to the public. Employees are expected to cooperate when asked to work overtime or a different schedule. Acceptance of work with the City includes the employee's acknowledgement that changing shifts or work schedules may be required, and indicates that the employee will be available to do such work.

Section 3 - Attendance and Punctuality

To maintain a safe and productive work environment, the City expects employees to be reliable and punctual in reporting to work. Excessive absenteeism and tardiness are disruptive and place a burden on the City and on co-workers. Either may lead to disciplinary action, up to and including termination of employment. In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, the employee must personally notify the supervisor by phone, text or e-mail as soon as possible in advance of the anticipated tardiness or absence in accordance with departmental procedures. An employee who does not personally reach the supervisor by phone must leave a detailed message with the information described above.

In most instances, an employee who fails to properly notify the supervisor in advance of an absence or tardiness will be subject to disciplinary action up to and including termination. An employee who fails to notify the City of an absence of three days or more may be presumed to have voluntarily resigned employment.

Section 4 - Work Standards

It is the duty of each employee to maintain high standards of productivity, cooperation, efficiency, and economy in his/her work for the City. Department heads shall organize and direct the work of their departments to achieve these objectives. If work habits, attitude, production, and/or personal conduct of an employee fall below appropriate standards, supervisors should point out the deficiencies at the time they are observed. Counseling and warning the employee in sufficient time for improvement shall ordinarily precede formal disciplinary action, but nothing can and shall prevent immediate formal action as provided elsewhere in these policies whenever the interest of the City requires.

Section 5 - Political Activity

Except as may be otherwise provided by law, the following restrictions on political activity shall apply to City employees:

- a. Employees shall refrain from using their positions as city employees for or against any candidate for public office in any jurisdiction or any referendum or petition on a public issue in any jurisdiction.
- b. Employees shall not circulate campaign literature for or against any candidate for City elective office or be in any way concerned with soliciting or receiving any related subscription, contribution, or political service for or against any candidate for City elective office.
- c. Employees shall not use working hours or City property to solicit or receive any subscription, contribution, or political service or to circulate campaign literature for or against any candidate for public office in any jurisdiction or any referendum or petition on a public issue in any jurisdiction.
- d. Employees shall not in any manner contribute money, labor, time, or other valuable thing to any person for purposes related to the campaign of any person for City office.
- e. No employee may seek or hold an appointive or elective City office of public trust, partisan office in any jurisdiction, or any other office where service would constitute a conflict of interest with City employment, with or without remuneration. If an employee decides to seek or assume such office, he/she shall resign from the City service or shall be dismissed for failure to do so.

Section 6 - Solicitation

Solicitation of funds or anything of value for any purpose whatsoever shall be permitted of or by City employees on the job only with approval of the department head. No employee may be required to make any contribution or may be penalized in any way in connection with his/her employment based on the response to a solicitation.

Section 7 - Outside Employment

An employee shall not engage in outside employment, including self-employment, where such activity would constitute a conflict of interest or would adversely affect the employee's performance in the City service. Outside employment must be reported to the department head and City Manager. If an employee's outside employment begins to interfere with the effective performance of assigned City duties, the employee shall be required to terminate the outside employment or to resign from the City service.

Section 8 - Acceptance of Gifts

An employee shall not accept a gift or other benefit from (i) a person subject to regulation, inspection, or investigation by the City; (ii) a person in the custody of the City; or (iii) a person with whom the City does business. The prohibitions in this section shall not apply (i) to a gift or other benefit conferred on account of kinship or a personal relationship independent from the employee's position with the City or (ii) to food or entertainment accepted as a guest.

Section 9 – Alcohol and Illegal Drugs

An employee may not possess, distribute, or use illegal drugs at any time or place, whether on or off duty.

An employee may not drink, possess or distribute, or be under the influence of alcohol on duty.

An employee that is charged with, indicted for, or convicted of a criminal offense involving alcohol or illegal drugs must report such charge, indictment, or conviction to the Department Head within five (5) days of the date the charge, indictment, or conviction occurs.

The City Manager may require an employee to submit to clinical drug or alcohol testing if it appears that the employee is using, or is under the influence of, drugs or alcohol while on duty. The City Manager will set the time and place for testing.

Violation of this policy is serious misconduct. An employee violating it will be subject to disciplinary action including discharge. An addition to or in place of other disciplinary action, the City Manager may require an employee to participate in an approved drug or alcohol counseling or rehabilitation program.

If the violation involves illegal drugs, the City Manager may require the employee to participate, at the employee's expense, in a clinical drug testing program and to furnish proof that the employee is not using illegal drugs.

Section 10 - Weapon-Free Workplace Policy

To ensure that The City of Jersey Village maintains a workplace safe and free of violence for all employees, the city prohibits the possession or use of dangerous weapons while on duty, in city vehicles and other city motor-driven equipment, or in the City's offices with the sole exception of law enforcement personnel who have been authorized to carry a weapon.

All City of Jersey Village employees are subject to this provision, including contract workers and temporary employees, with the exclusion of law enforcement, inside of city buildings. A license to carry the weapon does not supersede city policy. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.

"Dangerous weapons" include firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

Section 11 - Tobacco- Free Workplace Policy

It is the policy of the City of Jersey Village to maintain a tobacco-free workplace, except for certain designated areas within which the use of tobacco products is permitted. This applies to all owned or leased buildings which includes, but is not limited to, City Hall, City Hall Annex, Police Service Building, Fire Department, fire station apparatus bays, Maintenance Garage, Golf Course and other similar buildings and grounds. This policy will also apply to the exterior area surrounding City owned or controlled public buildings, public grounds, and interior of City owned or controlled (leased or rented) vehicles.

All prospective new hires are to be informed of this policy and its required compliance. Compliance with this policy is a condition of employment. Violations of this policy will subject an employee to disciplinary action, up to and including termination. Self-help materials and smoking cessation classes or referrals to sources of assistance are available to employees. "Tobacco Products" shall mean any substance containing tobacco leaf, including, but not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, or dipping tobacco.

Employees are expected to treat each other with mutual respect in all matters relating to smoking/nonsmoking issues. This policy provides a tobacco-free work environment and does not dictate personal choice outside the work environment.

Section 12 - Harassment Prohibited

Harassment of employees is prohibited. The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion, national origin, citizenship, age, or handicap. "Harassment" also includes sexual advances, requests for sexual favors, unwelcome or offensive touching, and other verbal, graphic, or physical conduct of a sexual nature. All supervisors and employees are required to participate in training on harassment, complaint reporting procedures, investigation of complaints, and resolution of complaints.

VIOLATION OF THIS POLICY WILL SUBJECT AN EMPLOYEE TO DISCIPLINARY ACTION, UP TO AND INCLUDING IMMEDIATE DISCHARGE.

Any employee who believes he/she has been or is being subjected to offensive remarks or slurs or is being harassed in any other way by another employee, supervisor, manager, customer or vendor, should make his/her feelings known to his/her supervisor immediately. If, after notifying the supervisor of the harassment and if not satisfied with the results, the employee should then contact the City Manager. If the harasser is the supervisor, the employee should immediately personally contact the department head or, the City Manager, as appropriate. An employee will not be penalized in any way for reporting such conduct.

Management will promptly investigate all complaints of harassment. However, do not assume that the supervisor, department head, or City Manager is aware of the problem. It is the employee's responsibility to bring your complaints and concerns to Management's attention so that they may be promptly resolved.

Section 13 – Sexual Harassment

It is the intent of the City of Jersey Village to provide a work environment that is free from discrimination or harassment. Therefore, it is the policy of the City that sexual and verbal harassment is unacceptable conduct in the workplace and will not be tolerated from any source, including supervisors, co-workers and non-employees. Employees are encouraged to assist the City with its goal of maintaining a workplace free of sexual and verbal harassment and with its commitment to deal seriously with allegations of sexual and verbal harassment when they arise.

Employee's are prohibited from engaging in any conduct to sexually harass another employee, and for any supervisory employee to permit any act of sexual harassment in the workplace by anyone, whether or not an employee.

The following conduct is considered sexual harassment under state and federal laws:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b. submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual Harassment is described as:

- a. Physical assaults of a sexual nature such as:
 - 1. Rape, sexual battery, molestation or attempts to commit these assaults; and
 - 2. intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another employee's body.
- b. Unwanted sexual advances, propositions or other sexual comments, such as:
 - 1. sexually-oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his/her presence is unwelcome;
 - 2. Preferential treatment or promise of preferential treatment to an employee for submitting or attempting to solicit any employee to engage in sexual activity for compensation or reward; and
 - 3. subjecting or threatening to subject, an employee to unwelcome sexual

attention or conduct or making performance of an employee's job more difficult because of that employee's sex.

- c. Sexual or discriminatory displays or publications anywhere in the organization by employees such as:
 - 1. displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic, or bringing into the work environment or possessing any such material to read, display or view at work.
 - 2. Reading or otherwise publicizing in the work environment material that are in any way sexually demeaning or pornographic; and
 - 3. Displaying signs or other material purporting to segregate an employee by sex in any area of the workplace (other than restrooms and similar semi-private lockers/ changing rooms.)

Procedures to Report Sexual Harassment

Any employee who believes he or she has been harassed should take the following steps to resolve the problem:

- a. If an employee finds someone's behavior offensive, they may attempt to resolve the behavior by calmly but firmly informing the individual that they find the behavior offensive and requesting that the behavior cease.
- b. If the harassment continues and/or the employee does not feel comfortable discussing the behavior with the individual(s) involved, or if they believe some employment consequence may result from his/her confrontation with the individual whose behavior offends them, they should register a complaint orally or in writing with any supervisor, the Human Resources Department or with the City Manager.

Any supervisory or management level employee who receives an oral or written complaint of sexual harassment from an employee must report the complaint to the City's Human Resources Department within five (5) business days of receiving such a complaint. Any supervisory employees who fail to meet this requirement may be subject to discipline.

Any supervisory or management level employee with actual knowledge of what he or she believes is conduct that has or may contribute to a sexually hostile work environment must report his or her knowledge of this conduct to the City's Human Resources Department within five (5) business days of obtaining such knowledge. Any supervisory or management level employees who fail to meet this requirement will be subject to discipline.

Within twenty (20) days of the Human Resources Department's receipt of a complaint of sexual harassment or receipt of information from a supervisor about sexual harassment, the Human Resources Department shall inform the alleged victim of harassment that the allegations of sexual harassment will be promptly investigated.

An independent investigator who is not an employee of the City and who has expertise in investigating harassment complaints will investigate all complaints of sexual harassment promptly and objectively.

During the course of a sexual harassment investigation, the person who is the alleged victim of sexual harassment is not required to meet with the alleged sexual harasser, work with the alleged sexual harasser, or discuss the allegations of harassment in the presence of the alleged sexual harasser.

The City will provide the results of sexual harassment investigations to the alleged victim of harassment in writing as soon as possible, but in no event later than thirty (30) workdays after the commencement of the investigation, unless a written explanation is provided to the alleged victim as to the reason(s) that the investigation could not be completed within thirty (30) workdays.

Confirmed instances of verbal or sexual harassment will be dealt with by utilizing whatever disciplinary action the City deems appropriate, up to and including termination.

For this harassment policy “supervisory employee,” “supervisor” and “management level employee” are defined to include: (a) any employee who possesses the authority to direct the work activities of at least one other employee and (b) any employee who has the authority to hire, fire, promote, transfer, or discipline another employee.

If an employee does not want to make the sexual harassment report internally, the employee may make the complaint to the Texas Workforce Commission, Civil Rights Division, which is located at the 1215 Guadalupe St, Austin, TX 78701, telephone number 512-463-2642 or 888-452-4778 (in Texas only). Any complaint must be filed with the Commission within 180 days of the act of harassment.

Any employee who opposes conduct he or she believes in good faith violates Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e, et seq., as amended which includes but is not limited to reporting, complaining about or filing a claim concerning sexual harassment with the City, filing an EEOC or Texas Workforce Commission charge, and/or participating in any manner in an investigation or proceeding or hearing under Title VII, shall not be subjected to retaliation.

Section 14 - Uniforms

Employees who are furnished uniforms by the City are authorized to wear their uniforms during normal working hours and while traveling back and forth from their homes to their workplaces ONLY. City uniforms will not be worn while engaging in other employment or during off-duty hours. However, uniformed police and fire personnel will be required to follow the policies established by their respective departments with regard to the wearing of uniforms. Employees in City uniforms are not permitted to drink alcoholic or intoxicating beverages in public. Uniforms are the property of the City and must be returned in good condition to the City upon separation of employment.

Section 15 - Dress and Appearance Code

Some departments of the City have specific dress and appearance codes as established by the department head for their department members which the employee will be required to follow. These regulations may include the wearing of safety apparel and special apparatus. All dress and appearance requirements are job related. Employees from all departments are expected to dress in a manner that is appropriate for their position. Employees working directly with the public should be clean, well-groomed and neatly dressed in order to make a good impression while representing the City of Jersey Village.

Section 16 - Driving and Operating City Vehicles

All employees driving City-owned vehicles will be required by law to hold a valid Texas Operators license. The employee is responsible for maintaining at least the State minimum liability limits on their personal vehicles and provide current proof of insurance to the Personnel Department. City vehicles are to be used only for authorized purposes consistent with City policies and procedures and are not to be taken home or used for trips of a personal nature. An employee that has an accident while operating a City vehicle shall immediately notify their supervisor, the Police Department, and Personnel Department.

Section 17 - Use of Telephones

Telephones in City offices, shops, etc., are for City business. Personal calls are discouraged and should be held to a minimum. No personal collect and long distance calls may be charged to the City.

Section 18 – Confidentiality

Employment with Jersey Village carries with it a responsibility for honorable and ethical work. Ethical work means we do not use business information or circumstances for personal gain. In the course of business, staff may be exposed to confidential information regarding those we serve or supervise or with whom we work. No confidential information regarding income, health, or other circumstance is to be shared for any reason other than necessary business purposes. Employees are responsible for checking with their supervisors, prior to sharing information, to determine whether or not it is confidential.

All confidential information should be maintained by all employees in a manner which ensures its privacy and safety.

A break of confidentiality may cause an employee or citizen serious stress or other difficulties. It is every employee's job to rigorously respect all employees' and citizens' rights to privacy. Therefore, any break of confidentiality will result in disciplinary action up to and including termination. This confidential policy applies to social media and any and all confidential information cannot be shared on social media.

If an employee overhears or observes another employee sharing or discussing confidential information in an inappropriate area, the Human Resources department should be contacted. Human Resources is responsible for investigating the allegations.

Section 19 - Computer Use

The use of Computers, Networks and related technologies owned by and in place at the City of Jersey Village shall be governed by the City as outlined below and in the Use of Electronic Systems and Tools Policy.

City owned computer systems are provided to facilitate the effective and efficient conduct of City business. City owned computer systems are authorized for access to the city networks, other city computer systems, access to the Internet and other electronic communication systems as outlined and approved in city policies.

All electronic systems, hardware, software, temporary or permanent files and any related systems or devices are the property of the City of Jersey Village. Employees should not expect privacy in the use of City computers. Documents, including email, that are created electronically are subject to the provisions of the Texas Local Governments Records Act and the Texas Open Records Act.

Only personnel with a business need will be setup with a computer user account. Not all user accounts will have an associated email account.

All computer users and/or potentially all employees shall take routine Security Awareness Training from KnowBe4 (or a similar type solution) when notified that a training class has been made available. The City has the right to use Phishing Campaigns as part of the user Security Awareness Training. This Security Awareness Training is to inform and educate them on cyber risk. Employees are instructed to not open any suspicious emails or click on unknown links they may encounter. They can, without opening, the email simply delete the email and then delete it from their Deleted Items folder. They are to be instructed to contact the IT Department if they receive suspicious email or witness suspicious behavior on their computer systems.

The use of personally owned Computers, Cell Phones, Smart Phones or Tablets on the City Network is prohibited by Jersey Village policy. In addition, the use of City owned Cell Phones, Smart Phones and Limited Feature Operating System Tablet Devices are also prohibited access to the City Network. The City does allow for email access for exempt employees only from personally owned or City Owned devices from outside the city network by using approved email access methods like Outlook Web Access. Personally owned or City Owned Cell Phones, Smart Phones or Tables that access the city email by use of an APP, must first agree to the use of a Mobile Device Management (MDM) system to allow IT the ability to wipe the Email App from the device if deemed necessary.

Section 20 - Mother-Friendly Worksite Policy

Flexibility in Work Schedules and Program Accessibility

The City of Jersey Village (City) will provide working mothers with a reasonable amount of unpaid break time to breastfeed or express breast milk during the workday for up to one year after the birth of a child. Employees may use their normal meal or rest break time to breastfeed or express breast milk. If more time is needed beyond the normal breaks provided, please reach out to your supervisor to arrange additional lactation breaks throughout the day.

This policy specifically prohibits:

- Adverse employment actions of any kind as a result of time used for lactation.
- Acts of discrimination or retaliation against lactating mothers or those who may become lactating mothers.
- Disapproving comments or criticisms of staff who use time for lactation.
- Jokes, comments, or ridicule that may result in embarrassment for a lactating mother or other staff.

Private Room

The City will provide a private space, other than a bathroom, for lactating mothers to express milk. The space will include access to a nearby source of running water and a sink and a hygienic storage alternative (e.g., refrigeration or the employee's own cooler with an ice pack) for the mother's milk. In field locations with limited space options, the site supervisor must work with the lactating mother to identify feasible space and coordinate priority use of that space.

Employee Responsibilities

- Employees who wish to express milk during the workday shall coordinate with their supervisors as needed so they can work together to satisfy the needs of both the employee and the City.
- Employees must provide their own equipment and supplies for milk expression. Employees must keep their equipment in a safe place. The City will not replace any equipment that is lost or stolen.
- Breastfeeding mothers must provide their own containers to store breast milk. The employee must label all breast milk with their name and date. All expressed breast milk must be taken home each night.
- Employees who wish to breastfeed or express milk during the workday must coordinate break times with their supervisor.
- Employees must keep the room clean and sanitary for the next user.

Breastfeeding in Public Space

In accordance with Texas Health and Safety Code § 165.002, City of Jersey Village recognizes that a mother is entitled to breastfeed her baby in any location in which the mother is authorized to be. Mothers opting for more privacy may use designated private rooms for breastfeeding.

Employees may make complaints with regard to violation of this policy to the City Manager.

CHAPTER XI - Disciplinary Action

Section 1 - Grounds

Employment with the City is for no fixed or definite term. All employment by the City has been and continues to be at-will, except for those positions that may have a written contract approved by the City Council. That means that both the employee and/or the City have the right to terminate employment at any time, with or without notice, and with or without cause. This Personnel Policy does not constitute a contract of employment. Nothing in this policy is intended to alter the continuing at-will status of employment with the City. Nothing contained in a City Ordinance or Resolution constitutes a contract of employment, and the City has the right to change the content of City Ordinances or Resolutions related to employment matters at any time, with or without notice, and with or without cause.

The Department Head and/or Human Resources in conjunction with the City Manager; has the authority to enter the disciplinary action procedure at any of the levels outlined in this section.

Section 2 – Documentation

Department heads shall submit documentation of any disciplinary actions and the surrounding circumstances to the Human Resources Department for inclusion in the official personnel files of the employee involved.

Section 3 - Termination for Excessive Written Reprimands

An employee receiving three (3) written reprimands in a 12-month period may be discharged.

Section 4 - Suspension

In the interest of good discipline, an employee may be suspended without pay for up to 30 calendar days in one (1) calendar year. A written notice of suspension must be given to the employee which describes the deficiency or infraction involved and which states the likely consequence of further unsatisfactory performance and/or conduct. The suspension shall be permanently noted in the employee's official personnel file.

When an employee is under investigation for a crime or official misconduct or is awaiting hearing or trial in a criminal matter, he or she may be suspended without pay for the duration of the proceedings when such suspension would be in the best interest of the City and the public. If the investigation or proceedings clear the employee, he or she may be eligible for reinstatement under such terms and conditions as may be specified by the City Manager.

Section 5 - Reduction in Pay

In the interest of good discipline, an employee's pay may be reduced within range. A written notice of reduction must be given to the employee which describes the deficiency or infraction involved and which states the likely consequences of further unsatisfactory performance and/or conduct.

The reduction shall be permanently noted in the employee's official personnel file, but the employee shall not be disqualified from consideration for later pay increases.

Section 6 - Demotion

In the interest of good discipline, an employee may be demoted. A written notice of demotion must be given to the employee which describes the deficiency or infraction involved and which states the likely consequences of further unsatisfactory performance and/or conduct. The demotion shall be permanently noted in the employee's official personnel file, but the employee shall not be disqualified from consideration for later advancement.

Section 7 - Dismissal

In the interest of good discipline, an employee may be dismissed from the City service. A written notice of dismissal must be given to the employee.

CHAPTER XII - Employee Appeals

Section 1 - Grounds

Employees dissatisfied with specific working conditions, their performance evaluations, their position classifications, failure of probation (either initial or promotional), or any other term or condition of employment may appeal to management.

Section 2 - Appeal Procedures

Employees are encouraged to informally take any job-related complaints or problems to their immediate supervisors. Following informal discussions, an employee remaining dissatisfied with a matter subject to appeal procedures may submit a written appeal to his/her immediate supervisor or, in the case of failure of probation, directly to the department head.

This appeal must be filed within five (5) calendar days after the occurrence of the event or after the employee becomes aware of the event giving rise to the appeal, except that an employee's discharge must be appealed in writing within five (5) working days of the employee's actual or constructive receipt of written notification of his/her discharge.

The initial recipient of an appeal shall forward a copy to the Human Resources Department, who shall participate in the processing of the appeal when necessary to clarify or interpret policy. It shall be the responsibility of the immediate supervisor to study the appeal and attempt to resolve it within three (3) working days. Further discussions with the employee shall be encouraged.

If the appeal cannot satisfactorily be resolved within the time limit, the immediate supervisor shall refer it with comments and/or recommendations to the next higher level of supervision and so on up to the City Manager if necessary. Supervisors and employees should make every effort to resolve appeals at the lowest possible level. Employees shall be kept informed of the status of their appeals.

If a person in the supervisory chain fails to resolve or refer an appeal within three working days, the employee may present the appeal directly to the next higher level of supervision within five working days. Each person in the supervisory chain shall ensure that the employee presenting an appeal is not subject to reprisal and that the processing of the appeal is conducted in the most objective manner possible, with maximum confidentiality.

CHAPTER XIII - Nondisciplinary Separation

Section 1 - Resignation

An employee desiring to leave the City service in good standing should submit his/her resignation in writing at least 10 working days in advance. The City Manager may waive any portion of the notice period.

All Department Heads shall be required to give a minimum 20 working day notice.

An employee who does not submit a written resignation in accordance with the required notice or does not uphold the resignation at –hand is ineligible for re-hire.

Section 2 - Layoff

An employee may be laid off because of changes in duties of the organization or for lack of work or funds. Whenever possible, an employee laid off from one City department shall be transferred to a suitable position elsewhere. Whenever possible, at least two weeks' notice shall be given an employee prior to layoff.

Layoffs shall be carried out on the basis of demonstrated job performance with the most proficient employees being retained the longest period. Seniority within the City service may be used to determine the order of layoff among employees with substantially equivalent records of job performance, with the most senior employees being retained the longest. Temporary employees shall be laid off before permanent employees performing similar duties, and part-time employees shall be laid off before full-time employees performing similar duties. Probationary employees shall be laid off before employee performing similar duties who have completed their probationary periods. Layoffs shall not be considered disciplinary actions.

Section 3 - Incapacity

An employee may be separated for incapacity for medical reasons when the employee no longer meets the standards of fitness required for the position. A finding of incapacity shall be made through individual medical determination by a competent authority as prescribed by the Human Resources Department. Separation for incapacity shall not be considered disciplinary action and shall not operate to deny an employee the use of any accrued illness, injury, disability, or other benefits. An employee is entitled to request a “reasonable accommodation” prior to the determination of separation for incapacity.

Section 4 - Retirement

Eligible employees may be separated by retirement in accordance with the applicable programs.

CHAPTER XIV - Reinstatement

Section 1 - After Separation

A person who is separated in good standing may be reinstated, with loss of seniority, to his/her former type of position within three months following separation, provided the person remains qualified to perform the duties of the position. Such reinstatement must be approved by the City Manager.

Section 2 - After Layoff

A person who was laid off, including a temporary employee separated upon completed of duties, may be routinely recalled to work at any time provided the person remains qualified to perform the duties of the position.

Section 3 - Veterans

Employees who left the City service to enter on duty with the Armed Forces of the United States shall be eligible for reinstatement in accordance with applicable State and Federal laws.

Section 4 - Re-employment

Former employees not eligible for reinstatement under specific provisions of this chapter may be considered for employment as members of the general public. Provisions governing restoration of sick leave credits shall not apply.

CHAPTER XV - Personnel Files and Reports

Section 1 - Personnel Files

The Human Resources Department shall maintain the official personnel files for all City employees. Unless otherwise provided by law, personnel files and information shall be confidential and may not be used or divulged for purposes not connected with the City personnel management system except with the permission of the employee involved. Nothing herein shall prevent the compilation and use of impersonal statistical information. An employee shall have the right of inspection of his/her official personnel file under procedures prescribed by the Human Resources Department.

Section 2 - Status Changes

Department heads shall report changes in the official and personal status of their employees in accordance with procedures developed by the Human Resources Department.

Section 3 - Personnel Reports

The Human Resources Department shall prepare such rosters, narrative reports, statistical summaries, and other reports as are necessary or desirable to provide useful information to management.

Section 4 - Application Forms

All persons seeking employment in the City service shall complete employment application forms approved by the City Manager. Application forms shall require background information concerning training, experience, and other pertinent job-related matters. All applications must be signed. The Human Resources Department may require proof of statement or claims on an application as he/she deems appropriate. Employment application forms shall only require information necessary to process the applications, directly related to job requirements, required for pre-employment investigation purposes, or necessary to evaluate the effectiveness of the City equal employment opportunity program. Certain race/ethnic/sex information may be obtained for statistical and program evaluation purposes but shall not be used in the selection process.

Section 5 - Exit Interviews

Exit interviews with Human Resources are normally scheduled for outgoing employees after the supervisors receive notices of resignation or intent to retire and for employees whose termination is initiated by the City. The purpose of this interview is to review eligibility for benefit continuation, to ensure that all necessary forms are completed, to collect any City property that may still be in the employee's possession (keys, etc.) and to provide employees with an opportunity to discuss their job-related experiences. Such discussions enable the City to identify conditions which may contribute to termination and to formalize the reason for termination for unemployment compensation purposes. Pertinent comments made by terminating employees will be discussed

with appropriate management personnel in order to improve and update our policies and procedures.

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

AGENDA DATE: March 26, 2018

AGENDA ITEM: F03

AGENDA SUBJECT: Consider Ordinance No 2018-07, amending the City's General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 by transferring \$11,500 from 01-13-3055 to 01-13-4504 to cover costs associated with the NEOGOV Service for HR software; authorizing the City Manager to enter into a service agreement with NEOGOV; and providing for severability.

Department/Prepared By: IT /Bob Blevins

Date Submitted: March 14, 2018

EXHIBITS: [Ordinance No. 2018-07](#)
[Exhibit A](#) - Budget Transfer / Amendment Request Form
[Exhibit B](#) - NEOGOV Justification
[Exhibit C](#) - NEOGOV Service Agreement

BUDGETARY IMPACT:	Required Expenditure:	\$11,500
	Amount Budgeted:	\$
	Appropriation Required:	\$

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

A great deal of the HR procedures, including hiring and onboarding, are manual paper based processes. NEOGOV, the market leader in on-demand human resources software for the public sector, provides software to automate, manage and retain HR information as outlined in Exhibit B. This is a request to Transfer an existing \$11,500 in funds from the General Fund 01-13-3055 to 01-13-4504 to cover the associated cost for this Fiscal Year. There will be an annual recurring cost estimated to be \$8,000.

RECOMMENDED ACTION:

MOTION: To approve Ordinance No. 2018-07, amending the City's General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 by transferring \$11,500 from 01-13-3055 to 01-13-4504 to cover costs associated with the NEOGOV Service for HR software; authorizing the City Manager to enter into a service agreement with NEOGOV; and providing for severability.

ORDINANCE NO. 2018-07

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE CITY'S GENERAL FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30, 2018 BY TRANSFERRING \$11,500 FROM 01-13-3055 TO 01-13-4504 TO COVER COSTS ASSOCIATED WITH THE NEOGOV SERVICE FOR HR SOFTWARE; AUTHORIZING THE CITY MANAGER TO ENTER INTO A SERVICE AGREEMENT WITH NEOGOV; AND PROVIDING FOR SEVERABILITY.

WHEREAS, subsequent to the adoption of the annual budget for the City of Jersey Village for the fiscal year beginning October 1, 2017, and ending September 30, 2018, the City has sustained unanticipated expenditure changes; and

WHEREAS, the City Manager has recommended that such budget be amended to reflect such expenditures in accordance with Budgetary Transfer Amendment Request Form attached hereto and made a part hereof as "Exhibit A"; and

WHEREAS, NEOGOV is the market and technology leader in on-demand human resources software for the public sector; and

WHEREAS, this software will automate HR processes as outlined in Exhibit B; and

WHEREAS, the City Council finds and determines that this year's budget should be amended as recommended by the City Manager and the annual ongoing \$8,000 cost associated with NEOGOV should be approved; **NOW THEREFORE**,

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

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

Section 2. The annual budget of the City of Jersey Village, Texas for the fiscal year beginning October 1, 2017, and ending September 30, 2018, is hereby amended by increasing the appropriations to the account contained therein as provided in the attached:

- Exhibit A – Budget Amendment Form General Fund by transferring \$11,500 from 01-13-3055 to 01-13-4504.

Section 3. The City Manager is authorized to execute a Service Agreement with NEOGOV in substantially the form as attached Exhibit C.

Section 4. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as

a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Jersey Village, Texas declares that it would have passed each and every part of the same notwithstanding the omission of any such part of this declared to be invalid or unconstitutional, or whether there be one or more parts.

PASSED AND APPROVED this 26th day of March 2018.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

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

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

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
<u>01-13-3055</u>	<u>01-13-4504</u>	<u>\$11,500</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

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

<u>From the fund balance of:</u>	<u>To Line Item</u>	<u>Amount</u>
<input type="checkbox"/> General Fund	<u> </u>	<u> </u>
<input type="checkbox"/> Utility Fund	<u> </u>	<u> </u>
<input type="checkbox"/> Capital Improvements Fund	<u> </u>	<u> </u>
<input type="checkbox"/> Other <u> </u>	<u> </u>	<u> </u>

Justification

This budget amendment is necessary to cover cost associated with entering into a Service Agreement for automating HR processes with NEOGOV, a technology leader in on-demand human resources software for the public sector.

Requested by: B. Blum Date 3/14/18
 Finance: Sufficient Funds, ☒ Exist ☐ Do Not Exist: Paula L. Blum Date 3/14/18
 City Manager: Approved / Not Approved: Ant Blum Date 3/14/18

NeoGov Justification

Currently, The City of Jersey Village manages all factors of Human Resources manually. A great deal of procedures, including hiring and onboarding, are completed on paper and physically stored within the department. Below is a glimpse of some of the manual procedures the HR department abides by:

Applications

Applications are currently filled out by completing a .pdf packet. The completed application is then emailed and/or faxed to the Human Resources Department for review and filtering. The applications that are received are sent one by one to each department head/hiring manager for said position. All applications are printed and filed away for future use. Applications for employment must be retained for a minimum of 2 years, per the Records Manual Policy.

Applicant Tracking and Review

Present day there is not an effective procedure in place for applicant tracking. At most, the only information that HR is able to produce about any applicant is a date of application. HR is unable to produce information on the stopping point of any candidate in the hiring process or the reason any particular candidate was not chosen for a job. This method makes it difficult to do the required compliance checks with equal opportunity act.

The below example shines light to our current applicant and/or resume review process:

- In December of 2017, Jersey Village posted a PC Technician job to the JV Website, TML, and Indeed.com
 - Approximately 300 applicants submitted for the job.
 - Out of 300 applications, 250 of those applicants did not submit a Jersey Village job application despite direction to do so on the posting
 - Out of the 50 applicants who did submit both a resume and JV job application, only 25% of those applicants had little to any IT experience. HR screened each applicant to see if they met the educational and background requirements for the job.
 - Out of the approximate 12 candidates left, 75% of those were out of our salary range
 - This left JV with slim pickings for a possible candidate. HR then went on to go through each incomplete submission that was received without a job application and prompt those who had not initially followed appropriate protocol to re-submit by returning their resume and job application.
 - All 300 submissions were sent over one by one to the IT department head by HR. This seems like the click of a few buttons, but can be tedious and overwhelming on both the sending and receiving end.

Job Postings

At this time, we use various avenues for posting jobs. They can include, but are not limited to, Jersey Village website, TML Career Center, Indeed.com, etc. This avenue, although it has met the basic needs in

the past, can be maximized by expanding our audience. Additionally, websites like Indeed.com, Career Builder, and Zip Recruiter do not always produce the best candidates, as there are limited checkpoints to assure the quality of the candidates who submit to a posting.

New Hire Process

Once a candidate has been hired, the new employee meets with HR, usually on their first day, to complete procedural paperwork. Currently, a 127 page new hire packet is printed, per new hire. In addition to this packet, other voluntary benefit paperwork and medical benefits informationals are provided to the employee. HR is tasked with creating two separate files for each employee.

- Personnel file – this file contains all employee personal information, inclusive of but not limited to, all signed administrative policies, W4 and direct deposit, reprimands and/or certificates, status change forms, and background checks where applicable
- Benefits file – this file contains all benefits related paperwork, inclusive of but not limited to, benefit elections, TMRS enrollment, LTD enrollment, and any other voluntary benefit enrollments or changes

If an employee is not prepared on day one with all supplemental documentation to complete their onboarding process, HR manually creates reminders to reach out to the employee to assure all documentation is received in a timely manner.

During the onboarding process, HR goes through all of the procedural paperwork and obtains all signatures from the employee during that time. The I-9 is also completed in this stage.

Everyday Activities

W4

- If an employee needs to make a change to their W4 they must come in and physically submit an updated W4 to HR.

Open Enrollment

The benefits that the city will reap from the acquisition of Neo Gov are laid out below:

The two components that we are looking to obtain are (1) Insight and (2) Onboard

Insight

Insight automates the entire hiring and selection process from requisition to hire and is tailored for the unique needs of public sector organizations.

➤ *Advanced Screening*

Reduce application review and screen time with Insight's auto-scoring applicant tracking software. Produce weighted scores and rankings by combining online tests, screening protocols, performance exams, and situational tests.

- ✓ Pre-screen applicants automatically, as they apply

- ✓ Create and manage screening questions bank
- ✓ Utilize education and experience scoring
- ✓ Deploy panel interview scoring

➤ ***Online Job Application and Career Portal***

List open positions on The City of Jersey Village website while maintaining its look and feel. Accept online job applications and ask job-specific supplemental questions. Track traffic and advertising sources and do away with the time and effort spent posting jobs and processing applications.

- ✓ Accept online job applications
- ✓ Post jobs to our career website
- ✓ Configure job application templates
- ✓ Ask job specific supplemental questions
- ✓ Deploy applicant self-service portal

➤ ***Applicant Tracking***

Quickly manage all applicant and recruiting data throughout the applicant selection process. Enhance applicant and staff experience by eliminating paper and reducing holdups. Generate email notifications, maintain applicant history, track applicant skills, and more.

- ✓ Track applicants by step by step
- ✓ Generate e-mail and hard copy notifications
- ✓ Maintain detailed applicant history
- ✓ Track applicant skills
- ✓ Capture applicant notes, dispositions, and attachments
- ✓ Applicant can check status and if invited for an interview they can self-schedule interviews online

➤ ***Reports and Dashboards***

Optimize our processes, visualize and analyze data, and fully grasp the impact of our HR initiatives. With Insight we have more than 90 standard reports, advanced ad-hoc reporting, and the dashboards we need to make the job more efficient.

➤ ***Eligible Lists and Online Referrals***

Generate and manage our weighted eligible list, including configurable scoring rules and additional points processing to rank and refer applicants.

- ✓ Eligible list weighted and ranked scores
- ✓ Online certification of applicants to hiring managers

Onboard

Onboard enables new hires to become more productive from their first day on the job by streamlining new hire paper work, processes and training. All of the on-boarding items can be done by the applicant on their own, before their first day on the job. This will save them and Human Resources time when they first report to work.

- New hires complete I9 and W4 forms online in minutes. Employees can sign forms using a mouse, allowing them to complete their new hire checklist online prior to day one.
- With Onboard, we can assign forms to specific employees, groups, and departments. Set up our required fields and approval routing, and we are done.
- Signatures look just like wet signatures because employees can use their hand and mouse to sign any online form. Additionally, new employees have their own access accounts with unique credentials for strengthened authentication and security.
- Configure our new hire portal with interactive social collaboration, questions and answers, documents, trainings, and videos. Communicate our organization's mission and values, and relevant training information to new hires while they are going through the onboarding process.

GovernmentJobs.com Unlimited Postings

Listed among the top ten on all major search engines - MSN, Live.com, Yahoo!, Google and Ask.com - Governmentjobs.com is the most visible government specific online job board. This site has more than 20 million subscribers and more than 1.6 million hits per month. When we post with Governmentjobs.com, our ad is guaranteed to be seen by hundreds of thousands of individuals interested in a career in the public sector.

The Neogov software can streamline our hiring and onboarding process. It can alleviate lost time, extra labor, chance of human error, bring us up to speed with current HR industry standards, and make things easier to maintain. The software will also help in the protection of pertinent documents by moving them from tangible files to e-files. We lessen the chance of also losing files due to natural disasters as well. Employees will be more empowered by having access to update their own addresses and submit updated W4s. Once we upgrade to the new financial software, Incode 10, Neogov and Incode will automatically integrate and the data will be transferred from Neogov to Incode. The integration will make it even easier to onboard new hires. In addition, we will be giving our job postings more exposure by being a part of a public sector focused job board.

Trelena Collins
HR Generalist
City of Jersey Village

ONLINE SERVICES AGREEMENT

THIS ONLINE SERVICES AGREEMENT (this “Agreement”) is made and entered into as of this **27th** day of **March, 2018** (the “Effective Date”), by and between **GovernmentJobs.com, Inc.**, a California corporation doing business as NEOGOV (“NEOGOV”), with offices at 300 Continental Blvd., Suite 565, El Segundo, California 90245, and [City of Jersey-Village, Texas] a public entity acting by and through its duly appointed representative (“Customer”).

1. **Provision of Online Services.**

(a) **Services.** Subject to the terms and conditions set forth herein, Customer hereby engages NEOGOV, and NEOGOV hereby agrees, to provide Customer with, and/or access to, the services (the “Services”) described in this Agreement and in the order form attached hereto as Exhibit A (the “Order Form”). Customer hereby acknowledges and agrees that NEOGOV’s provision and performance of, and Customer’s access to, the Services is dependent and conditioned upon Customer’s full performance of its duties, obligations and responsibilities hereunder.

(b) **Change Orders.** Either party may initiate a change to any part of the Order Form by delivering a written change order request to the other party. The receiving party shall notify the party making such request, in writing within ten (10) business days of such receiving party’s receipt of such change order request, of such receiving party’s acceptance or rejection of the proposed changes. If the receiving party fails to respond within such ten (10) business day period, such receiving party shall be deemed to have rejected such proposed changes. If the receiving party approves such change order, the parties shall agree on the estimate of time to complete the changes, associated costs, an impact analysis indicating ramifications or impacts to the overall project, a modification of any affected Fees, Services or deliverables, and any other relevant details related to such change order.

2. **Customer Responsibilities.** In connection with the performance of this Agreement and the provision of the Services, Customer shall be responsible for the following:

(a) **Compliance with Laws.** Customer shall be responsible for ensuring that Customer’s use of the Services and the performance of Customer’s other obligations hereunder comply with all applicable rules, regulations, laws, code and ordinances.

(b) **Customer Data and Website.** Customer shall be solely responsible for (i) the accuracy and completeness of all records, databases, data and information provided, submitted or uploaded by Customer or its users in connection with this Agreement or use of the Services (“Customer Data”), (ii) the content, quality, performance, and all other aspects of the goods or services and the information or other content contained in or provided through Customer’s website, and (iii) making and keeping copies of all Customer Data. Except set forth in Section 9(c)(ii), NEOGOV shall have no obligation to provide or make available to Customer, and Customer shall have no right to receive, a copy of the Customer Data or any associated data files in any format.

(c) **Acceptable Use.** Customer shall not: (i) provide system passwords or other log-in information for the Services to any third party except those specifically authorized to access the Services in this Agreement; (ii) share non-public NEOGOV system features or content with any third party; (iii) access the Services in order to build, assist, or facilitate the assembly of a competitive product or service, to build a product using similar ideas, features, functions or graphics of the Services, or to copy any ideas, features, functions or graphics of the Services; (iv) reverse engineer, decompile, disassemble or otherwise attempt to discover or directly access the source code or any underlying ideas or algorithms of any portions of the Services or any underlying software or component thereof; or (v) modify, create derivative works from, distribute, publicly display, publicly perform, or sublicense the Services except as expressly permitted by this Agreement. In the event that NEOGOV suspects any breach of the requirements provided in this Section 2(c), including by way of users of Customer’s system, NEOGOV may suspend Customer’s access to the Services for the reasonable time required to confirm or deny suspicion, in addition to other lawful remedies as required.

(d) Unauthorized Access. Customer will take reasonable steps to prevent unauthorized access to the Services, including, without limitation, by protecting its passwords and other log-in information for the Services. Customer will notify NEOGOV immediately of any known or suspected unauthorized use of the Services or breach of its security and will use best efforts to stop any such breach.

(e) Customer Equipment. Other than the Services provided by NEOGOV, Customer is responsible for all other services, equipment and facilities (including, without limitation, all hardware, telecommunications equipment, connectivity, cabling and software) required to access the Services. Customer shall be responsible for procuring all licenses of third party software necessary for Customer's use of the Services.

3. Maintenance and Support Services.

(a) Maintenance. NEOGOV maintains NEOGOV's hardware/software infrastructure for the Services and is responsible for maintaining the NEOGOV server operation, software delivery, and security for the Services. Preventive system maintenance is conducted by NEOGOV from time to time and is addressed in a variety of methods including scalable architecture and infrastructure, log checking, performance maintenance, and other preventative tasks. Customer is not responsible for NEOGOV system maintenance.

(b) Modification. NEOGOV may periodically modify the features, components and functionality of the Services. NEOGOV shall have no liability for, or any obligations to, investments in or modifications to Customer's hardware, systems or other software which may be necessary to use or access the Services due to a modification of the Services provided by NEOGOV.

(c) Support. Phone support for the Services is available to Customer between the hours of 6:00AM and 6:00PM, Pacific Time, Monday through Friday, excluding NEOGOV holidays. Online support for the Services is available 24 hours a day, seven days a week. Both phone and online case receipts are confirmed immediately. The length of time for a resolution of any problem is fully dependent on the type of case (i.e., High/Medium/Low priority, question, enhancement request). High priority issues such as "system down" will be addressed immediately and resolved as soon as possible. All other issues are reviewed internally by NEOGOV, and then will be discussed and reviewed with Customer to identify priority and a resolution timeline.

(d) Updates and Upgrades. During the Term, NEOGOV will make all Updates and Upgrades to the Services accessible to Customer at no additional expense to Customer. Upgrades are automatic and available upon Customer's next login to the Services following an Update or Upgrade. NEOGOV shall have no obligation to provide, at no additional expense to Customer, major product enhancements and/or new features that NEOGOV markets separately to other customers for an additional fee; provided, that, NEOGOV may, in its sole discretion, elect to provide such enhancements or features to Customer on a case-by-case basis at no cost. NEOGOV shall have no liability for, or any obligations to, investments in or modifications to in Customer's hardware, systems or other software which may be necessary to use or access the Services due to an Update or Upgrade. For the purposes hereof, (i) "Update" means any update, bug fix, patch or correction of the Services or underlying NEOGOV software that NEOGOV makes generally available to its third-party customers of the same module, excluding Upgrades, and (ii) "Upgrade" means any update of the Services or underlying NEOGOV software such as bug fixes, platform updates, and major product enhancements and/or new features that NEOGOV makes commercially available and does not market separately to other customers on a custom, exclusive basis for a separate fee.

(e) Training. NEOGOV will provide Customer with access to the online training materials. All NEOGOV provided training materials will be provided online, unless otherwise set forth in the Order Form.

(f) Limitations. This Agreement does not obligate NEOGOV to render any maintenance or support services that are not expressly required to be provided by NEOGOV in this Agreement, including, but not limited to, training, data conversion, and program modification and enhancement.

4. **Ownership and Protection.**

(a) **Customer Data.** As between NEOGOV and Customer, Customer shall exclusively own all right, title and interest in and to all Customer Data and all intellectual property and proprietary rights anywhere in the world (“Proprietary Rights”) therein. Other than as set forth in Section 4(c), NEOGOV shall (i) acquire no rights in any Customer Data, and (ii) process Customer Data only to provide the Services or as otherwise instructed by Customer, or as may be required or permitted by applicable law.

(b) **NEOGOV Intellectual Property.** As between NEOGOV and Customer, NEOGOV shall exclusively own all right, title and interest in and to all Services (including any Update or Upgrade thereto), NEOGOV’s products, system, any software (including any source code or object code) or documentation related thereto, any trademarks, service marks, logos and other distinctive brand features of NEOGOV and all Proprietary Rights embodied therein (collectively, the “NEOGOV Intellectual Property”).

(c) **Customer Grant to Use Certain Customer Data.** Customer hereby grants to NEOGOV a perpetual, irrevocable, non-exclusive, royalty-free, fully transferable, worldwide license to download, use, reproduce, archive, adapt, combine with other data, edit and re-format, generate, store, disclose, create derivative works of, sell and exploit (commercially or otherwise) any and all Customer Data that does not constitute personally identifiable information for any purpose, including, without limitation, to provide the Services to Customer and its users and to analyze use of, and develop improvements to, the Services.

(d) **Reservation of Rights.** This Agreement does not convey or transfer title or ownership of the NEOGOV Intellectual Property to Customer or any of its users. Except as expressly set forth in Section 4(e), this Agreement does not grant Customer any licenses or other rights with respect to any of the NEOGOV Intellectual Property. All rights not expressly granted herein are reserved by NEOGOV.

(e) **NEOGOV License Grant.** NEOGOV’s approved logos and trademarks (the “Approved Marks”), including the “powered by” logo, will appear on the “employment opportunities”, “job description” and other NEOGOV hosted pages. NEOGOV hereby grants to Customer a limited, revocable, non-exclusive, non-transferable, non-sublicensable license during the Term to use and reproduce the Approved Marks solely for purposes set forth in this Section 4(e). All uses of the Approved Marks shall conform to NEOGOV’s standard guidelines and requirements for use of the Approved Marks.

(f) **Privacy.** NEOGOV will have no responsibility or liability for the accuracy of the Customer Data. Customer shall comply with all applicable laws and regulations relating to (i) the privacy of users of the Services, including, without limitation, providing appropriate notices to and obtaining appropriate consents from any individuals to whom Customer Data relates; and (ii) the use, collection, retention, storage, security, disclosure, transfer, disposal, and other processing of any Customer Data (including any personally identifiable information). Without limiting the generality of the foregoing, in using the Services or any other NEOGOV Intellectual Property, Customer will not disclose or provide to NEOGOV any personally identifiable information of any other person or entity.

5. **Representations, Warranties and Disclaimers.**

(a) **Authority.** Each party represents and warrants to the other party that (i) it has full power and authority under all relevant laws and regulations and is duly authorized to enter into this Agreement; and (ii) to its knowledge, the execution, delivery and performance of this Agreement by such party does not conflict with any agreement, instrument or understanding, oral or written, to which it is a party or by which it may be bound, nor violate any law or regulation of any court, governmental body or administrative or other agency having jurisdiction over it.

(b) **Service Performance Warranty.** NEOGOV warrants that it will perform the Services in a manner consistent with industry standards reasonably applicable to the performance thereof.

(c) **No Other Warranty.** EXCEPT FOR THE EXPRESS WARRANTIES SET FORTH IN THIS SECTION 5, THE SERVICES ARE PROVIDED ON AN “AS IS” BASIS, AND CUSTOMER’S USE OF THE SERVICES IS AT ITS OWN RISK. NEOGOV DOES NOT MAKE, AND HEREBY DISCLAIMS, ANY AND ALL OTHER EXPRESS AND/OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NONINFRINGEMENT AND TITLE, AND ANY WARRANTIES ARISING FROM A COURSE OF DEALING, USAGE, OR TRADE PRACTICE. NEOGOV DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED, ERROR-FREE, OR COMPLETELY SECURE, OR THAT ANY ERROR WILL BE CORRECTED.

(d) **Disclaimer of Actions Caused by and/or Under the Control of Third Parties.** NEOGOV DOES NOT AND CANNOT CONTROL THE FLOW OF DATA TO OR FROM THE NEOGOV SYSTEM AND OTHER PORTIONS OF THE INTERNET. SUCH FLOW DEPENDS IN LARGE PART ON THE PERFORMANCE OF INTERNET SERVICES PROVIDED OR CONTROLLED BY THIRD PARTIES. AT TIMES, ACTIONS OR INACTIONS OF SUCH THIRD PARTIES CAN IMPAIR OR DISRUPT CUSTOMER’S CONNECTIONS TO THE INTERNET (OR PORTIONS THEREOF). ALTHOUGH NEOGOV WILL USE COMMERCIAL REASONABLE EFFORTS TO TAKE ALL ACTIONS IT DEEMS APPROPRIATE TO REMEDY AND AVOID SUCH EVENTS, NEOGOV CANNOT GUARANTEE THAT SUCH EVENTS WILL NOT OCCUR. ACCORDINGLY, NEOGOV DISCLAIMS ANY AND ALL LIABILITY RESULTING FROM OR RELATED TO SUCH EVENTS.

6. **Publicity.** Following the mutual execution and delivery of this Agreement, each party hereto may advertise, disclose and publish its relationship with the other party under this Agreement. NEOGOV may display Customer’s name and logo in connection with such advertisement, disclosure and publishing.

7. **Nondisclosure.** Through exercise of each party’s rights under this Agreement, each party may be exposed to the other party’s technical, financial, business, marketing, planning, and other information and data, in written, oral, electronic, magnetic, photographic and/or other forms, including, but not limited to (a) oral and written communications of one party with the officers and staff of the other party which are marked or identified as confidential or secret or similarly marked or identified, (b) other communications which a reasonable person would recognize from the surrounding facts and circumstances to be confidential or secret and (c) trade secrets (collectively, “Confidential Information”). In recognition of the other party’s need to protect its legitimate business interests, each party hereby covenants and agrees that it shall regard and treat each item of information or data constituting Confidential Information of the other party as strictly confidential and wholly owned by such other party and that it will not, (x) without the express prior written consent of the other party (y) except as permitted or authorized herein or (z) except as required by law including the Public Information Act of the State of Texas, redistribute, market, publish, disclose or divulge to any other person, firm or entity, or use or modify for use, directly or indirectly in any way for any person or entity: (i) any of the other party’s Confidential Information during the Term and for a period of three (3) years thereafter or, if later, from the last date Services (including any warranty work) are performed by the disclosing party hereunder; and (ii) any of the other party’s trade secrets at any time during which such information shall constitute a trade secret under applicable law. In association with NEOGOV’s concern for the protection of trade secrets, Confidential Information, and fair market competition, Customer acknowledges all photos, “screen captures”, videos, or related media of NEOGOV products, pages, and related documentation shall be approved by NEOGOV prior to any publicly accessible disclosure of such media.

8. **Liability Limitations.**

(a) **TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL NEOGOV HAVE ANY LIABILITY TO CUSTOMER OR TO ANY OTHER PERSON OR ENTITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, CUSTOMER’S USE OR, OR INABILITY TO USE, THE SERVICES, UNDER ANY CIRCUMSTANCE, CAUSE OF ACTION OR THEORY OF LIABILITY, OR DUE TO ANY EVENT WHATSOEVER, FOR ANY CONSEQUENTIAL, INDIRECT, INCIDENTAL, SPECIAL, OR EXEMPLARY DAMAGES OF ANY KIND, NEOGOV**

INCLUDING, WITHOUT LIMITATION, LOSS OF BUSINESS OPPORTUNITY OR PROFIT, LOSS OF USE, LOSS OF GOODWILL OR BUSINESS STOPPAGE, EVEN IF NEOGOV KNEW OR SHOULD HAVE KNOWN OF THE POSSIBILITY OF SUCH DAMAGES.

(b) WITHOUT LIMITATION OF SECTION 8(A), EXCEPT FOR DAMAGES ARISING OUT OF NEOGOV'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, THE TOTAL LIABILITY OF NEOGOV FOR ANY AND ALL CLAIMS AGAINST NEOGOV UNDER THIS AGREEMENT SHALL NOT EXCEED THE TOTAL FEES PAID BY CUSTOMER TO NEOGOV UNDER THIS AGREEMENT DURING THE INITIAL TERM. THE FOREGOING LIMITATION OF LIABILITY IS CUMULATIVE WITH ALL PAYMENTS FOR CLAIMS OR DAMAGES IN CONNECTION WITH THIS AGREEMENT BEING AGGREGATED TO DETERMINE SATISFACTION OF THE LIMIT. THE EXISTENCE OF ONE OR MORE CLAIMS WILL NOT ENLARGE THE LIMIT. THE PARTIES ACKNOWLEDGE AND AGREE THAT THIS LIMITATION OF LIABILITY IS AN ESSENTIAL ELEMENT OF THE BASIS OF THE BARGAIN BETWEEN THE PARTIES AND SHALL APPLY NOTWITHSTANDING THE FAILURE OF THE ESSENTIAL PURPOSE OF ANY LIMITED REMEDY. EACH PARTY ACKNOWLEDGES THAT THIS LIMITATION OF LIABILITY REFLECTS AN INFORMED, VOLUNTARY ALLOCATION BETWEEN THE PARTIES OF THE RISKS (KNOWN AND UNKNOWN) THAT MAY EXIST IN CONNECTION WITH THIS AGREEMENT AND HAS BEEN TAKEN INTO ACCOUNT AND REFLECTED IN DETERMINING THE CONSIDERATION TO BE GIVEN BY EACH PARTY UNDER THIS AGREEMENT AND IN THE DECISION BY EACH PARTY TO ENTER INTO THIS AGREEMENT.

9. Term and Termination.

(a) Term. This Agreement shall commence on the Effective Date and remain in effect for the initial term set forth on the Order Form, unless terminated earlier in accordance with this Agreement (the "Initial Term"). Thereafter, this Agreement shall automatically renew for successive twelve (12) month terms (each a "Renewal Term") and together with the Initial Term, collectively, the "Term") unless a party delivers to the other party, at least ninety (90) days prior to the expiration of the Initial Term or the applicable Renewal Term, written notice of such party's intention to not renew this Agreement, or unless terminated earlier in accordance with this Agreement.

(b) Termination.

(i) Termination by NEOGOV. NEOGOV may suspend the Services or terminate this Agreement immediately in the event of any of the following: (A) Customer fails to pay any amount then due under this Agreement and such failure is not cured within five (5) days following NEOGOV's written notice thereof; (B) Customer is in material breach of this Agreement and such breach is not cured within thirty (30) days following NEOGOV's written notice thereof; or (C) the Services provided hereunder become illegal or contrary to any applicable law, rule, regulation, public policy.

(ii) Termination by Customer. Customer may terminate this Agreement immediately if NEOGOV is in material breach of this Agreement and such breach is not cured within thirty (30) days following Customer's written notice thereof.

(c) Effect of Termination.

(i) Generally. Upon expiration or any termination of this Agreement, Customer shall cease all use and refrain from all further use of the Services and other NEOGOV Intellectual Property. Additionally, Customer shall be obligated to pay, as of the effective date of such expiration or termination, all amounts owing to NEOGOV under this Agreement.

(ii) Customer Data. Upon expiration or any termination of this Agreement, Customer may elect to receive either associated data files from the NEOGOV system or read-only access to such files as set forth NEOGOV

below.

(A) Delivery of Insight Data Files. Upon expiration or termination of this Agreement, in the event that Customer elects to receive Insight data files from the NEOGOV system, NEOGOV shall provide Customer with a dedicated data file in .CSV format, or provide a proprietary and confidential delete of data. Such data files will be comprised of Customer's standard data contained in NEOGOV's Insight Enterprise (IN) system. The structure of the relational database will be specific to the Customer's data and will not be representative of the proprietary NEOGOV database. NEOGOV retains the right to purge such data files from NEOGOV's systems without consent from, or notice to, the Customer after ninety (90) days after the date of expiration or termination of this Agreement.

(B) Read-Only Access. In the event that Customer elects to maintain read-only access to such associated data files, Customer shall deliver to NEOGOV written notice of such election within ninety (90) days of the date of expiration or termination date of this Agreement. As consideration for such access, Customer agrees to pay NEOGOV an upfront payment equal to ten (10%) of annual recurring Fee in effect at the time of the expiration or termination of this Agreement. Customer agrees that such access to the NEOGOV system shall be limited to the functionality included at time of the expiration or termination of this Agreement. Customer may only elect to maintain read-only access to such data files if Customer has paid all outstanding amounts owed to NEOGOV under this Agreement.

(d) Survival. Sections 2, 4(a) through 4(d), 4(f), 5, 6, 7, 8, 9(c), 9(d), 12 and 13 shall survive the termination or expiration of this Agreement.

10. Payments.

(a) Payment Terms. Customer shall pay NEOGOV the applicable fees set forth in the Order Form (collectively, the "**Fees**") within the applicable time periods set forth in the Order Form. NEOGOV may invoice all Fees due under this Agreement in one invoice for each invoice period. The parties agree that all invoices shall be delivered to the stated "Bill To" party on the Order Form.

(b) Taxes. Customer will pay all taxes, duties and levies imposed by all federal, state and local authorities (including, without limitation, export, sales, use, excise, and value-added taxes) based on the transactions or payments under this Agreement, except those taxes imposed or based on NEOGOV's net income or those exempt by applicable state law. Customer shall provide NEOGOV with a certificate or other evidence of such exemption with ten (10) days of NEOGOV's request therefor.

(c) Fee Increases. NEOGOV may, in its sole discretion, increase the Fees for any Renewal Term. NEOGOV shall provide Customer with written notice of any such Fee increase at least one hundred twenty (120) days' prior to the commencement of such Renewal Term.

11. Force Majeure. NEOGOV shall not be liable for any damages, costs, expenses or other consequences incurred by Customer or by any other person or entity as a result of delay in or inability to deliver any Services due to circumstances or events beyond NEOGOV's reasonable control, including, without limitation: (a) acts of God; (b) changes in or in the interpretation of any law, rule, regulation or ordinance; (c) strikes, lockouts or other labor problems; (d) transportation delays; (e) unavailability of supplies or materials; (f) fire or explosion; (g) riot, military action or usurped power; or (h) actions or failures to act on the part of a governmental authority.

12. Piggyback Clause. It is understood and agreed by Customer and NEOGOV that any governmental entity may purchase the services specified herein in accordance with the prices, terms, and conditions of this Agreement. It is also understood and agreed that each local entity will establish its own contract with NEOGOV, be invoiced therefrom and make its own payments to NEOGOV in accordance with the terms of the contract established between

the new governmental entity and NEOGOV. It is also hereby mutually understood and agreed that Customer is not a legally bound party to any contractual Agreement made between NEOGOV and any entity other than Customer.

13. **Miscellaneous.**

(a) **Assignment.** This Agreement may not be assigned by either party without the express written approval of the other party and any attempt at assignment in violation of this Section 13(a) shall be null and void.

(b) **Entire Agreement; Amendment.** This Agreement and the Order Form constitute the entire agreement between the parties with respect to the subject matter hereof and supersede all prior or contemporaneous oral and written statements of any kind whatsoever made by the parties with respect to such subject matter. This Agreement may not be modified or amended (and no rights hereunder may be waived) except through a written instrument signed by the party to be bound.

(c) **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without giving effect to conflict of law rules.

(d) **Severability.** If any provision of this Agreement is held to be illegal or unenforceable, such provision shall be limited or eliminated to the minimum extent necessary so that the remainder of this Agreement will continue in full force and effect and enforceable.

(e) **Independent Contractor; Third Party Agreements.** NEOGOV is and shall be deemed to be an independent contractor of Customer and nothing contained herein shall be deemed to constitute a partnership between or a joint venture by the parties hereto, or constitute either party the employee or agent of the other. Customer acknowledges that nothing in this Agreement gives Customer the right to bind or commit NEOGOV to any agreements with any third parties. This Agreement is not for the benefit of any third party and shall not be deemed to give any right or remedy to any such party whether referred to herein or not.

(f) **Notices.** All notices or other communications required or permitted hereunder shall be in writing and shall be deemed to have been duly given either when personally delivered, one (1) business day following delivery by recognized overnight courier or electronic mail, or three (3) business days following deposit in the U.S. mail, registered or certified, postage prepaid, return receipt requested. All such communications shall be sent to (i) Customer at the address set forth in the Order Form and (ii) NEOGOV at the address set forth in the introductory paragraph hereof. Notice of change of address shall be given by written notice in the manner detailed in this Section 13(f).

(g) **Waiver.** The waiver, express or implied, by either party of any breach of this Agreement by the other party will not waive any subsequent breach by such party of the same or a different kind.

(h) **Attorneys' Fees.** Should either party hereto initiate a legal or administrative action or proceeding (an "Action") to enforce any of the terms or conditions of this Agreement, the prevailing party shall be entitled to recover from the losing party all reasonable costs of the Action, including without limitation attorneys' fees and costs.

(i) **Conflict.** In the event of a conflict between the body of this Agreement and the Order Form, the terms of the body of this Agreement shall control.

(j) **Counterparts.** This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which taken together shall constitute one and the same instrument. Delivery of a copy of this Agreement bearing an original signature by facsimile transmission, by electronic mail or by any other electronic means will have the same effect as physical delivery of the paper document bearing the original signature.

[Signature Page Follows]

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IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective duly authorized officers as of the Effective Date.

Customer: The City of Jersey Village

Signature: _____

Print Name: Austin Bleess

Title: City Manager

Date: March 27, 2018

NEOGOV: **GovernmentJobs.com, Inc.**, a California corporation

Signature: _____

Print Name: _____

Title: _____

Date: _____

Bill To:

City of Jersey-Village (TX)	Attn: Austin Bleess Email: ableess@ci.jersey-village.tx.us Phone: (713) 466-2109
<u>Quote Date: 2/14/18</u> <u>Valid From: 2/14/18</u> <u>Valid To: 3/28/18</u> <u>Requested Service Date:</u>	<u>Revision:</u> <u>1</u> <u>Order Number:</u> <u>Initial Term:</u> <u>12 Months</u>

Order Summary

Annual Recurring Fees

Line	Description ¹	Initial Annual Recurring Fee ²
1.	Insight Enterprise Edition (IN)	
	IN Subscription	<u>\$3,694.00</u>
2.	GovernmentJobs.com Job Posting Subscription (GJC)	
	GJC Subscription- Discounted from \$900	<u>\$750.00</u>
3.	Perform (PE)	
	PE Subscription	<u>N/A</u>
4.	Onboard (ON)	
	ON Subscription	<u>\$3,232.00</u>
5.	Learning Management System (LMS)	
	LMS Subscription	<u>N/A</u>
6.	NEOGOV Integrations	
	Integration Maintenance	<u>N/A</u>
	Sub Total:	<u>\$7,676.00</u>

Non-Recurring Fees

Line	Description ¹	Non-Recurring Fees
	NEOGOV Services	
6.	Insight (IN)	
	Setup and Implementation- Discounted from \$1500	<u>\$900.00</u>
	Training - Discounted from \$1500	<u>\$900.00</u>
7.	Perform (PE)	
	Setup and Implementation	<u>N/A</u>
	Training	<u>N/A</u>
8.	Onboard (ON)	
	Setup and Implementation	<u>\$1,000.00</u>
	Training	<u>\$1,000.00</u>
	Onboard form building as Professional Service ²	<u>N/A</u>
9.	Learning Management System (LMS)	
	Setup and Implementation	<u>N/A</u>
	Training	<u>N/A</u>
10.	NEOGOV Integrations	
	Setup and Configuration	<u>N/A</u>
Sub Total:		\$3,800.00
Order Total:		<u>\$11,476.00</u>

¹Items designated as Not Applicable, N/A or NA on the Order Form are not included in the Services. Customer may request a quote for these items at their discretion throughout the Term.

² The annual recurring Fees for a Renewal Term are subject to increase pursuant to the Agreement.

1. Description of Services.

(a) Insight Enterprise (IN). Insight Enterprise (IN) is designed to address five major areas of human resource activities including recruitment, selection, applicant tracking, reporting and analysis, and HR automation. As described below, Insight Enterprise (IN) enables agencies to post class specifications online, post job announcements on Customer websites, accept online applications, conduct applicant tracking including EEO and other statistical analysis, create email/hardcopy applicant notices, complete item analysis, create/route/and approve requisitions and hire actions online, and certify eligible lists electronically. A subscription to Insight Enterprise (IN) will include the following:

(i) Recruitment

- Online job application
- Online job announcements and descriptions
- Automatic online job interest cards

- Recruitment and examination planning
- (ii) Selection
 - Configurable supplemental questions
 - Define unique scoring plans
 - Test analysis and pass-point setting
 - Score, rank, and refer applicants
- (iii) Applicant Tracking
 - Email and hardcopy notifications
 - EEO Data collection and reports
 - Track applicants by step/hurdle
 - Schedule written, oral, and other exams
 - Candidate self-service portal for scheduling and application status
- (iv) Reporting and Analysis
 - 90 standard system reports
 - Ad hoc reporting tool
- (v) HR Automation
 - Automatically route job requisitions and hire actions for approval
 - Automatically score and pass/fail applicants based on scoring plans
 - Automatically email users when there are candidates sent to them for review
 - Automatically email jobseeker job interest card notices for jobs posted on the main job openings page
- (vi) Training
 - NEOGOV will create a Customer-specific training environment for Insight Enterprise (IN), which is used by Customer during training and afterwards to train in prior to moving into production.
 - Customer will have full access to the demo/training environment setup for Insight Enterprise (IN).
 - NEOGOV training is available online (web-based, pre-built, content) unless otherwise proposed as included in the Order Form.
 - NEOGOV's pre-built, online training consists of a series of web courses as well as a series of hands-on exercise designed to introduce the standard features and functions and may be used as reference material by the staff following training to conduct day-to-day activities. The pre-built, online training includes exercises that are designed to be flexible enough to allow Customer led training sessions internally to introduce user-specific requirements and processes for staff to learn the system as closely as possible to the customer's actual recruitment processes after go-live.

NEOGOV will provide the URLs for the Career Pages, which the Customer will use to advertise on their website. Customer will need to change the IP addresses for the following three Customer website links (NEOGOV will provide the new link addresses):

- Job openings
- Promotional job openings
- Transfer Job openings
- Class Specifications
- Job Interest Cards

Furthermore, Customer may export data from and to Insight Enterprise (IN) to integrate with other systems. As part
NEOGOV

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of each such integration, NEOGOV shall:

- Conduct project scope, review integration plan, discuss timeline, and set schedule for required meetings.
- Provide Integration Worksheets and/or guides.

Specifications regarding for cost, additional NEOGOV integrations can be made available to Customer, including:

- Configure New Hire Export Interface
- Configure Position Control Import Interface
- Class Spec Interface
- Employee Integration

(b) GovernmentJobs.com Job Posting Subscription. A subscription to GovernmentJobs.com Job Posting Subscription will include the following functionality:

- Enables organizations to advertise their job postings created in Insight on the GovernmentJobs.com website.
- May add an unlimited number of postings

Note: Jobs advertised on the promotional and transfer webpages are not advertised on GovernmentJobs.com as these are typically for internal employees.

(c) Perform (PE). Perform (PE) is designed to address the major areas of human resource activities centered around employee performance management. As described below, Perform (PE) includes built-in workflow for business processes, configurable tasks, performance evaluations and reports. A subscription to Perform (PE) will include the following:

- Configurable Performance Evaluations
- Ability to build Library of Goals, Competencies, and Writing Assistants
- Shareable Competency Content
- Development Plans
- Configurable Process Workflows
- Scored and Non-scored Rating Scales
- Log of Performance Observations throughout the year
- Peer Reviews & Multi-rater capability
- Configurable Email Notifications
- Automatic Evaluation Creation
- Ability to perform actions in bulk for Employees & Evaluations

(d) Onboard (ON). Onboard (ON) is designed to facilitate the onboarding process for new hires. As described below, NEOGOV maintains standard forms as part of the annual subscription. Agencies shall maintain any custom forms created by Customer. A subscription to Onboard (ON) will include the following functionality:

- Electronic Employee File
- Federal I9 and W4 forms
- Task Manager
- Employee data upload
- Build your own Onboarding forms*

*Onboard (ON) includes Federal I9 standard forms that are updated annually and Federal W4 forms updated every 2-4 years. Additional forms or form maintenance is available from NEOGOV at the following cost.

- Background forms \$295 per form
- Dynamic Forms \$195 per form
- Updates to existing forms \$200 an hour

(e) Learning (LMS). Learning (LMS) is designed to provide a seamless experience for organizations to train and develop employees. LMS addresses the critical need of organizations to ensure completion of required trainings. By tracking both in-person and online training in one central place, organizations can improve employee performance and safety and reduce risk and liability claims. A subscription to Learning (LMS) will including the following:

- Create, schedule, enroll learners in, and track completion of online and in-person, classroom trainings
- Ability to upload course content files
- Certificates after course completion
- Learner transcripts & class rosters
- Course catalog with configurable categories for learners to browse
- Centralized dashboard that displays all required and elective trainings (online and in-person) that employees can take
- Over 700 'off-the-shelf' online courses related to:
 - o Health & Safety,
 - o Employment Practices and Liability,
 - o Human Capital
 - o Cyber Security and Privacy,
 - o Law Enforcement,
 - o Higher Ed/Campus Safety & Compliance,
 - o Safe Driving, and
 - o Parks & Recreation (including Child Safety courses)
 - o Computer/IT Skills
- Setup and Implementation
 - o The following activities will be conducted as a part of the Services:
 - NEOGOV will work with Customer staff to understand the existing processes, as well as other workforce business practices, where applicable.
 - NEOGOV will establish Customer's production environment.
 - All NEOGOV products will be implemented off-site. Customer may integrate NEOGOV solutions with other systems using standard NEOGOV integration tools, web services and/or flat files. The specifications and scope must be defined prior to agreeing to a timeline or price.
 - Initial LMS will be built on the FirstNet Learning platform. Based on the functionality utilized by Customer, NEOGOV will migrate Customer to updated LMS platform at a future date agreed upon by both NEOGOV and Customer.
- Training
 - o NEOGOV training is available online (web-based, pre-built, content) unless otherwise proposed as included in the Order Form.
 - o NEOGOV's pre-built, online training consists of a series of tutorials to introduce the standard features and functions and may be used as reference material by the staff conducting day-to-day activities.

(f) NEOGOV Integrations. NEOGOV offers Standard Integrations as well as platform APIs for third party system integration(s). A subscription to Standard Integrations includes the following:

- Conduct project scope, review integration plan, discuss timeline, and set schedule for required meetings
- Annual maintenance by NEOGOV
- Employee import and export
- Department division position import and export

Note: NEOGOV APIs are to be configured directly by Customer staff using NEOGOV documentation. If required, professional services may be included by NEOGOV to help define and validate scope, business requirements, NEOGOV

timelines, and associated costs (if applicable).

- (g) NEOGOV Implementation. The following activities will be conducted as a part of the Services:
- Customer to review the project kick-off tutorial for information on the project timeline, deliverables, and establish project expectations.
 - NEOGOV will work with Customer staff to understand the existing processes as well as other workforce business practices where applicable.
 - NEOGOV will establish Customer's production environment.
 - All NEOGOV products will be implemented off-site. Customer may integrate NEOGOV solutions with other systems using standard NEOGOV integration tools, export data from Insight Enterprise (IN) using web services and/or flat files to integrate with other systems, but the specifications and scope must be defined prior to agreeing to a timeline or price.
 - Following NEOGOV product rollout, NEOGOV and Customer will conduct two (2) post go-live conference call(s) (if scheduled) to ensure that the rollout was completed successfully and that any production questions are addressed promptly.

2. Fees. Customer shall pay the Fees set forth in this Order Form as follows:

(a) Annual Recurring Fees. Customer shall pay all annual recurring Fees (including for any NEOGOV Integrations) for the Initial Term within thirty (30) days of the date of Customer's execution and delivery of this Order Form, subject to the Texas Prompt Payment Act. Customer shall pay all annual recurring Fees (including for any NEOGOV Integrations) for any Renewal Term within thirty (30) days of Customer's receipt of NEOGOV's invoice therefor, subject to the Texas Prompt Payment Act. The annual recurring Fees for a Renewal Term are subject to increase pursuant to the Agreement.

(b) Training Fees. Customer shall pay all training Fees within thirty (30) days of the date of Customer's execution and delivery of this this Order Form, subject to the Texas Prompt Payment Act.

(c) Setup and Implementation. Customer shall pay all setup and implementation Fees within thirty (30) days of the date of Customer's execution and delivery of this Order Form.

(d) Other Fees. Any other Fees owed by Customer to NEOGOV pursuant to this Agreement shall be paid by Customer within thirty (30) days of Customer's receipt of NEOGOV's invoice therefor, subject to the Texas Prompt Payment Act.

3. Miscellaneous.

(a) Online Services Agreement. This Order Form is an attachment to and part of that certain Online Services Agreement (the "Agreement") by and between NEOGOV and Customer. Terms not defined in this Order Form shall have the meanings set forth in the Agreement. THERE ARE SIGNIFICANT ADDITIONAL TERMS AND CONDITIONS, WARRANTY DISCLAIMERS AND LIABILITY LIMITATIONS CONTAINED IN THE AGREEMENT. CUSTOMER HEREBY ACKNOWLEDGES AND AGREES THAT IT HAS READ THE AGREEMENT IN ITS ENTIRETY AND AGREE TO BE BOUND BY ITS PROVISIONS.

(b) Effectiveness. Neither Customer nor NEOGOV will be bound by this Order Form until this Order Form has been signed by authorized representatives of both parties.

(c) Modifications. This Order Form may not be modified or amended except through a written instrument signed by the party to be bound.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties have caused this Order Form to be executed by their respective duly authorized officers as of the date set forth below.

<u>Customer:</u> The City of Jersey Village		<u>NEOGOV:</u> GovernmentJobs.com, Inc.	
Signature:	_____	Signature:	_____
Print Name:	Austin Bleess	Print Name:	_____
Title:	City Manager	Title:	_____
Date:	March 27, 2018	Date:	_____

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

AGENDA DATE: March 26, 2018

AGENDA ITEM: F04

AGENDA SUBJECT: Consider Resolution No. 2018-12, adopting a wellness plan for City employees.

Department/Prepared By: Austin Bleess, City Manager **Date Submitted:** March 15, 2018

EXHIBITS: [Resolution 2018-12](#)
[Exhibit A](#) – City Wellness Plan

BUDGETARY IMPACT: None **CITY MANAGER APPROVAL:** AB

BACKGROUND INFORMATION:

Staff is requesting the City Council approve a formal Employee Wellness Plan for all City Employees. There are several benefits that can be realized from a wellness program which include a reduction in sick leave, a reduction in absenteeism, a reduction in injuries both workplace and non-workplace, a reduction in health care costs, improvement in employee morale and improvement in productivity.

The employee wellness program can be implemented with little costs to the city. The majority of the educational materials and support networks that are being proposed are free for the city to use from our health insurance company. We are proposing to provide free swim passes for employees only during the pool season as another way for the employees to exercise.

Our health insurance already offers a Healthy Initiative Incentive Program that provides a \$150 check to employees if they complete the program. We have a dismal rate of usage of this program, which is less than 10%. There are various things that are required for employees to do in order to participate in this program. The blood screenings, and body measurement checks are offered for free to all employees at City Hall once a year (for 2018 it is scheduled on 26) and they can do it for free with their primary care physician as well. Depending on an employees' age and risk factors there may be things they need to go to their primary care physician for, but the costs of that visit are all covered 100% by our health insurance. Doing these preventative screenings is key to catching health problems early and correcting them today before they become a more expensive health insurance claim in the future.

One of the things that the Affordable Care Act allows employers to do is to provide incentives that reward for participation in the wellness program. The reward must not exceed 30% of the cost of employee-only health insurance coverage. As such we are proposing, as part of this plan, a Health Initiative health insurance rate. In order to qualify for this rate an employee must complete the Healthy Initiative Incentive Program that is offered through our health insurance provider and provide proof of successful completion to Human Resources.

The Health Initiative rate would be 5% of the employee only health insurance coverage cost, which is what it currently is today. The standard rate of health insurance for an employee who does not complete the incentive program would be 25%.

In talking with other communities and tying health insurance rates to these types of screenings is the best way to get employees to participate in them.

RECOMMENDED ACTION: To approve the Jersey Village Wellness Plan.

MOTION: To approve Resolution No. 2018-12, adopting a wellness plan for City employees.

RESOLUTION NO. 2018-12**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, ADOPTING A WELLNESS PLAN FOR CITY EMPLOYEES.**

WHEREAS, the City Council desires to implement an Employee Wellness Plan that will provide a foundation for the development of activities and adaptation of work environments to support the health and well-being of City employees; and

WHEREAS, the workplace is an ideal environment in which to promote and support the good health and well-being of City Employees, which can produce positive benefits for their families, thereby resulting in better health for employee families and the community; **NOW THEREFORE**,

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

THAT, the City Council supports employee wellness initiatives and hereby approves implementation of the Jersey Village Employee Wellness Plan as outlined in the attached Exhibit A.

PASSED AND APPROVED this the 26th day of March, A.D., 2018.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

City of Jersey Village

Employee Wellness Plan

Purpose

To establish opportunities to encourage the development of lifestyles that maintain and enhance the state of overall well-being of employees. The City recognizes that good nutrition and regular physical activity is vital to an employee's health. It is the City's policy to encourage health, well-being and exercise through a Wellness Program designed to ensure a healthy work environment for all City employees. All employees are encouraged to participate in the Wellness Programs.

The following are benefits that can be directly realized from a Wellness Program:

- Reduction in sick leave
- Reduction in absenteeism
- Reduction in injury
- Reduction in health care costs
- Improvement in workplace morale
- Improvement in productivity

Goals of the Plan are to:

1. Maintain a wellness committee infrastructure that includes department representatives to introduce wellness programs that are available to all City departments.
2. Raise awareness among employees regarding the importance of lifestyle behaviors that promote good health and provide information on how to make changes to reduce their risk for chronic diseases.
3. Implement activities and workplace environments that promote and components of a healthy lifestyle.
4. Solicit ongoing employee feedback in planning and implementing programs that meet the needs and the interests of employees.

Program Administration/Staffing

The City Manager fully supports the wellness Program and desires to achieve and maintain a working environment that promotes good health. The City of Jersey Village Wellness Committee will be comprised of the following:

- One Member from the Fire Department
- One Member from the Police Department
- One Member from Public Works
- One Member from Finance
- One Member from Human Resources
- A Chairperson from any City Department

Wellness Committee Objectives

The Committee will plan activities to encourage health lifestyles. Such activities may include health fair, pedometer program, flu shot clinics, biometric screenings, healthy cooking guides, golf tournaments, lunch time walks, weight loss programs, and others. The committee will also be responsible for researching information and discussing ideas regarding health and well-being that will be beneficial to employees.

The committee will also work to improve employee levels of physical activity promoting utilization of breaks and lunch periods for physical activity; notifying employees of the availability of fitness opportunities; and other recreational activities that may be available.

The committee will assist the research of avenues to apply for grants/funding that will help benefit the Wellness Program.

Plan Guidelines

Wellness Program Incentives

As part of the incentives for the Wellness Program employees will be given free annual memberships, upon request, to the Jersey Village City Pool. Spouses and other family members must pay separately.

All employees have access to the exercise equipment located in the fire department for their use at no cost to them.

Health Assessments

All staff will be strongly encouraged to participate in the online Healthy Initiative Incentive Program that is offered through the city's health insurance provider. The health insurance provider offers a monetary incentive for successful completion of this assessment.

Starting in 2019 the city will also offer a Healthy Initiative Health Insurance Rate. The rate will be 20% lower than the standard health insurance rate for the employee portion of the health insurance. To be eligible for this Healthy Initiative Health Insurance Rate an employee must complete all of the necessary steps of the Healthy Initiative Incentive Program as offered by the city's health insurance provider and provide proof of completion to Human Resources.

For example:

	Employee Only Coverage Cost			
	Annual Plan Cost	Employee Annual Cost	Total Employee Annual Contribution	Employee Bi-weekly Cost
Health Initiative Rate	\$ 6,819.84	\$ 340.99	5.00%	\$ 13.12
Standard Rate	\$ 6,819.84	\$ 1,704.96	25.00%	\$ 65.58

Increasing Physical Activity

The City encourages participation in activities and events that include opportunities for physical activity by identifying physical activity opportunities, providing encouragement from department leadership to engage in physical activity, and providing activity space.

The City encourages participation in activities and events that includes physical activity. To help identify physical activity opportunities, you are encouraged to seek assistance from departmental leadership who can help to provide assistance in identifying the necessary space to conduct physical activity.

Some examples of this include providing maps with walking routes and the organization of walking groups and other group activities. If available, space may be made available for wellness activities. The use of city facilities will not interfere with the intended purpose of the facilities.

Healthy Eating

The foods we choose to eat are one of the major determinants of our health and well-being. Small changes in eating habits can lead to a healthier lifestyle. The City will provide educational materials for health eating habits and tips.

Supporting Tobacco Prevention and Cessation

Educational materials will be made available regarding the consequences of both smoking and smokeless tobacco use and strategies for avoiding use by employees and families.

Human Resources will make information available on tobacco cessation resources and benefits available through the City Health Plan and the Texas QuitLine.

Managing Chronic Disease

Through the city health insurance plan employees have access to preventative screenings and medical services. Participation in the Health Assessments such as the Healthy Initiative Incentive Program provides employees with information about their personal indicators of chronic disease such as high blood pressure, high cholesterol, high blood glucose, and their Body Mass Index.

The City encourages employees with chronic conditions to seek regular treatment and monitoring by specialists.

Reducing and Managing Stress

The City recognizes the importance of stress reduction for its employees. Departments are encouraged to facilitate or provide stress management training for managers and supervisors to improve supervisory skills and reduce conflict and stress in the work place. Training may also be offered to employees who want to improve their time management and stress reduction skills. Management and employees are encouraged to take advantage of resources offered.

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

AGENDA DATE: March 26, 2018

AGENDA ITEM: F05

AGENDA SUBJECT: Consider Resolution No. 2018-13, setting Saturday, May 19, 2018 at 9:00 a.m. as the date and time for the annual Council/Staff Budget Retreat.

Department/Prepared By: Lorri Coody, City Secretary

Date Submitted: February 27, 2018

EXHIBITS: [Resolution No. 2018-13](#)

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

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

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

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

This item is to set Saturday, May 19, 2018 at 9:00 a.m. as the date and time for the annual Council/Staff Budget Retreat.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2018-13, setting Saturday, May 19, 2018 at 9:00 a.m. as the date and time for the annual Council/Staff Budget Retreat.

RESOLUTION NO. 2018-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, SETTING SATURDAY, MAY 19, 2018 AT 9:00 A.M. AS THE DATE AND TIME FOR THE ANNUAL COUNCIL/STAFF BUDGET RETREAT.

* * * * *

WHEREAS, every year, after the May Election, Staff meets with Council in a retreat setting to discuss the financial condition of the city.

WHEREAS, during this retreat, in addition to receiving information about the overall condition of the City, Council receives information about the accomplishments achieved since the last retreat; supplemental requests being made for the upcoming budget year; short-term concerns for the City with a review of both short and long-term incentives; and departmental presentations; **NOW THEREFORE**,

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

That the annual Council/Staff Budget Retreat be conducted on Saturday, May 19, 2018 at 9:00 a.m.

PASSED AND APPROVED this the 26th day of March, 2018.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

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

AGENDA DATE: March 26, 2018

AGENDA ITEM: F06

AGENDA SUBJECT: Consider Resolution No. 2018-14, rescheduling the Monday, May 21, 2018, Regular City Council Meeting for Monday, May 14, 2018 at 7 PM.

Department/Prepared By: Lorri Coody, City Secretary

Date Submitted: February 27, 2018

EXHIBITS: [Resolution No. 2018-14](#)

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

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

The General Election for the City of Jersey Village is May 5, 2018. Upon completion of the General Election, the local canvassing authority (City Council) must conduct an official canvass of the precinct returns in order to declare the returns official. The duty to conduct the canvass is a mandatory, ministerial duty and not subject to the discretion of the governing body.

Section 67.003 of the Texas Election Code sets the time frame in which the City Council must conduct its official canvass at not later than the 11th day after Election Day. With this in mind, and taking into consideration the traditions of this City concerning the official canvass and the swearing in ceremony for newly elected officials, it is recommended that the official canvass be conducted on May 14, 2018.

Accordingly, it is suggested that City Council consider rescheduling the May 21, 2018 Regular Session City Council Meeting for May 14, 2018 in order to conduct the official canvass and swearing in ceremony of newly elected officials in accordance with the City's traditions.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2018-14, rescheduling the Monday, May 21, 2018, Regular City Council Meeting for Monday, May 14, 2018 at 7 PM.

RESOLUTION NO. 2018-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, RESCHEDULING THE MONDAY, MAY 21, 2018, REGULAR CITY COUNCIL MEETING FOR MONDAY, MAY 14, 2018 AT 7 PM.

WHEREAS, while Council meets in Regular Session on the 3rd Monday of each month to conduct City business, it is suggested that City Council consider rescheduling the May 21, 2018 City Council Regular Session Meeting for May 14, 2018 in order to timely conduct the official canvass and swearing in ceremony of newly elected officials in accordance with the City's traditions; **NOW THEREFORE**,

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

Section 1: That the City Council of the City of Jersey Village, Texas, hereby reschedules the May 21, 2018 Regular Session City Council Meeting to be conducted on Monday, May 14, 2018 at 7:00 p.m. in the Civic Center, 16327 Lakeview Drive, Jersey Village, Texas.

Section 2: This Resolution shall take effect immediately from and after its passage by the City Council of the City of Jersey Village.

PASSED AND APPROVED this the **26th** day of **March, 2018**.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

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

AGENDA DATE: March 26, 2018

AGENDA ITEM: F07

AGENDA SUBJECT: Consider Resolution No. 2018-15, authorizing the City to apply for a grant from the Texas Division of Emergency Management for a grant to reduce flooding risks.

Department/Prepared By: Austin Bleess, City Manager **Date Submitted:** March 15, 2018

EXHIBITS: [Resolution No. 2018-15](#)

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

BACKGROUND INFORMATION:

As part of the disaster recovery funds from Hurricane Harvey, FEMA is funding a Hazard Mitigation Grant Program (HMGP), which is being administered by the State of Texas through the Texas Division of Emergency Management (TDEM). This program is a mitigation grant with a single mission to provide financial assistance to eligible applicants to prevent or reduce future losses to lives and property through the identification and funding of cost-effective mitigation measures and to minimize the costs of future disaster response and recovery.

There are several types of projects that are eligible to apply for funding under this funding announcement. The state has prioritized funding for non-localized flood risk reduction projects (large-scale, regional, hydraulically linked), and localized drainage and flood risk reduction projects to include retention ponds, storm sewer improvement.

Based upon the notice of funding opportunity and the stated funding priorities the City submitted a Notice of Intent to apply for grant funds for two projects.

The first project is to improve the localized drainage in the Wall Street neighborhood to reduce the risk of flooding. This is a project that the Council has set aside engineering costs for in this fiscal year.

The second project we submitted for is the berm project. This project would also be considered a localized drainage and flood risk reduction project.

On February 27 the state informed us we are an eligible applicant and our projects may be eligible for funding under this program. They have invited us to submit a full application which is due by June 30, 2018.

The funding could be up to 75% of the project costs for each project, or a total of \$4,709,178. Total project costs are estimated at \$6,278,904 for both projects. That means the city would need to fund the remaining 25% of the project which is \$1,569,726.

Tonight we are requesting the City Council to approve the following resolution authorizing the City Manager to submit the applications to the state and committing to funding the 25% cost share of the projects.

RECOMMENDED ACTION:

MOTION: To approve Resolution 2018-15, authorizing the City Manager to submit the grant application to TDEM for the Berm and Wall Street Neighborhood Projects and committing to funding the necessary project cost share.

RESOLUTION NO. 2018-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY TO APPLY FOR A GRANT FROM THE TEXAS DIVISION OF EMERGENCY MANAGEMENT FOR A GRANT TO REDUCE FLOODING RISKS.

WHEREAS, the Jersey Village City Council finds it in the best interest of the citizens of the City of Jersey Village that the City submit and accept granting from the Texas Division of Emergency Management for flood mitigation projects; and

WHEREAS, the City of Jersey Village will apply for funds to complete the Wall Street Neighborhood Storm Sewer Improvement Project and the Berm Project to reduce localized flooding, **NOW THEREFORE**;

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

Section 1. The City Council authorizes the submission of applications for the Hurricane Harvey DR-4332 Hazard Mitigation Grant Program for the Wall Street Neighborhood Storm Sewer Improvement Project and the Berm Project to reduce localized flooding.

Section 2. The City Council authorizes the City Manager, the authorized official, to execute all documents in regard to the requested funds, which includes the power to apply for, accept, reject, alter, or terminate the grant.

Section 3. The City Council assures the City of Jersey Village will comply with all rules set by this funding program.

Section 4. The City Council assures the City of Jersey Village will fund the local share requirement of the projects.

PASSED AND APPROVED this 26th day of **March A.D., 2018.**

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

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

AGENDA DATE: March 26, 2018

AGENDA ITEM: F08

AGENDA SUBJECT: Discuss and take appropriate action concerning the delivery of services for residential curbside collection of household trash and recyclables.

Department/Prepared By: Kevin Hagerich, Public Works **Date Submitted:** March 1, 2018

EXHIBITS: 2015 Waste Corporation of Texas, L.P. [\(WCA\) Contract](#)

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

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

Our current contract for residential curbside collection of household trash and recyclables is with Waste Corporation of Texas, L.P. This contract began on October 1, 2015, and will end on September 30, 2018.

Since this contract will expire on September 30, 2018, this item is to discuss the Council's wishes for moving forward with the delivery of services for residential curbside collection of household trash and recyclables. Following are two (2) possible avenues for moving forward:

1. Authorize the City Manager to negotiate a new contract with WCA for residential curbside collection of household trash and recyclables; or
2. Direct Staff to go out for bid for these services.

In considering these two (2) options, the City Attorney has directed that the City is not required to competitively bid waste collection services. Accordingly, Staff recommends authorizing the City Manager to negotiate a new contract with WCA for these services.

WCA has been the City's vendor for these services for the past nine (9) years. During this time, they have provided the City with exceptional service and their follow-up on complaints and/or other issues has been excellent.

RECOMMENDED ACTION:

Discuss and take appropriate action concerning city services for residential curbside collection of household trash and recyclables.

RESIDENTIAL SOLID WASTE COLLECTION CONTRACT

THIS CONTRACT, entered into this **1st DAY OF OCTOBER, 2015**, by and between **The City of Jersey Village**, hereinafter referred to as Customer, and Waste Corporation of Texas, LP., hereinafter referred to as WCA.

In consideration of the covenants and agreements set out and the payments provided for, WCA and Customer, agree as follows:

1. CONTRACT AMOUNT

WCA will be paid **\$11.58** per residential connection per month for curbside collection of household trash and **\$3.50** per residential connection per month for collection of recyclables utilizing WCA-issued 65-gallon recycle carts.

2. PAYMENT

A. For services defined in this Contract, WCA shall invoice Customer on a monthly basis. Customer shall be obligated to make full payment to WCA within thirty (30) days of receipt of WCA's invoice.

B. **Except as otherwise provided by this Contract, the rate of compensation shall remain effective for a period of one (1) year.** The rate of compensation shall thereafter be automatically adjusted once each year on the anniversary date of this Contract, and continuing through any and all renewal terms, by 100% of the increase of the most recently published Consumer Price Index-All Urban Consumers, Series UD: CUSR0000SEHG02 Garbage and Trash Collection, published by the United States Department of Labor, Bureau of Labor Statistics. In the event the U.S. Department of Labor, Bureau of Labor Statistics ceases to publish the CPI, the Customer and WCA hereto agree to substitute another equally authoritative measure of change in the purchasing power of the U.S. dollar as may then be available so as to carry out the intent of this provision.

C. If any Customer requests same day collection by WCA on a day that differs from such Customer's regularly scheduled trash pick-up day, Customer shall be charged and obligated to pay an additional charge of \$25.00, which shall be included in such Customer's next invoice.

3. GRANT OF EXCLUSIVE AUTHORITY

Customer will not contract with any other entity for the purpose of collection and disposal of solid waste, garbage, refuse, trash, rubbish and recycling within the boundaries of the Customer or any tracts, territories or areas hereafter annexed to, or acquired by the Customer.

4. TERM

A. The initial term of the Contract shall be for a **three (3) year period** beginning upon the effective date of the Contract. At the end of the initial term WCA shall contact The City of Jersey Village within sixty (60) days advance written notice of the ending of original contract date. Customer shall have the right to terminate this contract if Customer, in its sole discretion, determines that WCA is not complying with the terms of this Contract. In the event WCA does not perform according to the terms of the Contract, Customer shall have the right to cancel the Contract, provided Customer shall have first given WCA thirty (30) days' written notice of WCA's non-performance. Any such written notice shall be served by certified or registered mail, return receipt requested. If, after the expiration of such thirty day cure period, Customer determines that WCA is still not complying with the terms of this Contract, Customer shall have the right in its sole discretion to terminate this Contract, to be effective thirty days after written notice of its intent to terminate.

B. In addition to the above, WCA may petition the Customer at any time for additional rate and price adjustments at reasonable times on the basis of unusual changes in its cost of operations, such as revised laws, ordinances or regulations; changes in location of disposal sites or changes in disposal charges; and increase in the number of residential units, such as city growth or annexation. Any such rate adjustment must be pre-approved in writing by Customer, in its sole discretion, before becoming effective, and shall not be unreasonably withheld.

5. RIGHT OF ASSIGNMENT

This Contract, as well as the rights hereunder, may be assigned by WCA, as well as any and all successors at its option but only with prior written approval of the Customer.

6. WORK SPECIFICATIONS

A. On each regularly scheduled collection day, **Tuesday and Friday**, WCA will collect residential refuse located curbside. Tree, shrub and brush trimmings must be bundled in lengths no greater than 4-feet and weighing less than 40-pounds and branches with a maximum diameter of 3-inches, and placed at the curb alongside the cart. As part of normal collection WCA does not pick up dirt, rocks, bricks, concrete or any materials or items deemed hazardous materials or waste generated by a private contractor. Bulky waste (refrigerators and freezers must be drained of Freon and have a bill to validate such service was performed) will be picked up either scheduled day and must also be located at the curb. For special collection other than normal amounts of residential refuse, yard trimmings or bulk items, if notified in advance WCA will meet with the resident prior to collection day to negotiate a price, which will be paid by the resident directly. If a resident does not notify WCA of such a special pick up before their scheduled day, then WCA will leave a notice for the resident to contact WCA during normal office hours before their next scheduled pick up day.

B. Please place trash at the curb by **7:00am** on each **Tuesday and Friday**.

C. All permanent trash containers, after being emptied by WCA, will be returned to their point of origin in the same condition in which they were taken, normal wear and tear expected.

D. WCA shall clean up any spillage that occurs during the collection process; provided, however, that if gasoline, motor oil, cooking oil, paint, or any other liquid items in a garbage container are not seen by WCA personnel resulting in spillage that causes a stain, WCA shall not be responsible.

7. RECYCLING

- A. WCA will provide curbside collection service for the collection of recyclable materials from each residential unit one (1) time per week on **Wednesday**.
- B. Recycling container is to be placed at curbside by **7:00am** on collection day.
- C. WCA will provide each residential unit with one (1) plastic 65-gallon recycling cart to remain the property of WCA.
- D. WCA will collect all recyclables that are placed within the provided recycling container, as well as additional recyclables placed next to the cart in another recycling container, a recycling plastic bin, a paper bag or a corrugated cardboard box. Current items being collected are paper (including newspaper, magazines, phone books, catalogs, junk mail, envelopes, file folders, computer paper, construction paper, colored paper, corrugated cardboard boxes [flattened and bundled], cereal and soda/beer boxes, gift boxes, wrapping paper), containers including glass bottles, glass jars, aluminum cans, aluminum foil, plastic bottles/jugs/buckets #1 through #7 (excluding Styrofoam), metal food cans, metal pots and pans, scrap metal like nails, screws and gutters and copper. In the event that the market price for any one (1) or all of the commodities designated to be collected drop to the point that such materials can no longer be sold or processed, WCA will remove that item(s) from the list of those items to be recycled and notify the residents of such changes.

8. OPERATION

- A. Hours of Operation: Collection of refuse will not start before 7:00 a.m. or continue after 6:00 p.m. on the same day. Exceptions would be due to unusual circumstances.
- B. Holidays: If the scheduled collection day falls on any of the following holidays the normal service will be resumed the following scheduled pick up day. Holidays are: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
- C. Complaints: All complaints will be made to WCA. If a resident is missed due to WCA's negligence, WCA will pick up said resident within twenty-four (24) of such notice.
- D. Office: WCA can be reached at 281-368-8397 any time during normal office hours from 8:00 a.m. to 5:00 p.m. Monday thru Friday. The office is located at 8515 Highway 6 South, Houston, Texas 77083.

9. FORCE MAJEURE

The performance of this Agreement may be suspended and the obligations hereunder excused in the event and during the period that such performance is prevented by a cause or causes beyond reasonable control of Customer or WCA. Such causes shall include, but not be limited to, acts of God, acts of war, riot, fire, explosion, accident, flood or sabotage; fuel shortages, lack of power or raw materials; judicial or governmental laws, regulations (provided that neither Customer or WCA shall be required to settle a labor dispute against its own best judgment). Collection of debris and waste generated by a force majeure are not included under the terms and conditions of this Agreement. In the event of such circumstance, WCA and the Customer may negotiate collection and rates for such debris and waste.

10. INDEMNIFICATION

TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, WCA AGREES TO PROTECT, DEFEND, INDEMNIFY AND HOLD CUSTOMER, ITS OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS HARMLESS FROM AND AGAINST ALL CLAIMS, DEMANDS, CAUSES OF ACTION, SUITS, JUDGMENTS, PENALTIES, LIABILITIES, DEBTS, OR DAMAGES, INCLUDING ALL COSTS, EXPENSES AND ATTORNEYS' FEES THEREOF, OF ANY NATURE, KIND OR DESCRIPTION, RESULTING FROM THE PERFORMANCE OF ITS DUTIES UNDER THE TERMS OF THIS CONTRACT, INCLUDING BUT NOT LIMITED TO, PERSONNEL FURNISHED BY WCA OR ITS SUPPLIERS AND SUBCONTRACTORS OF ANY TIER ON ACCOUNT OF BODILY INJURY, DEATH OR DAMAGE TO OR LOSS OF PROPERTY IN ANY WAY OCCURRING, INCIDENT TO, ARISING OUT OF, OR IN CONNECTION WITH THE WORK PERFORMED OR TO BE PERFORMED BY WCA HEREUNDER OR OCCURRING, INCIDENT TO, ARISING OUT OF, OR IN CONNECTION WITH THE PRESENCE OF WCA, ITS PERSONNEL, AGENTS, SUPPLIERS AND SUBCONTRACTORS (AND THEIR RESPECTIVE PERSONNEL) IN THE ASSOCIATION, ALL (1) REGARDLESS OF WHETHER OR NOT CUSTOMER, ITS DIRECTORS OR AGENTS ARE NEGLIGENT IN WHOLE OR IN PART, AND EVEN WHEN CAUSED BY THE JOINT, CONCURRENT OR SOLE FAULT OR NEGLIGENCE OF CUSTOMER, ITS OFFICERS, DIRECTORS, EMPLOYEES OR AGENTS, AND (2) REGARDLESS OF WHETHER OR NOT WCA, ITS OFFICERS, DIRECTORS, EMPLOYEES OR AGENTS ARE NEGLIGENT IN WHOLE OR IN PART AND WHEN CAUSED BY THE JOINT, CONCURRENT OR SOLE FAULT OR NEGLIGENCE OF WCA, ITS OFFICERS, DIRECTORS, EMPLOYEES OR AGENTS.

11. LICENSES

WCA will, at its expense, obtain all licenses and permits necessary for the performance of WCA's services as set forth by the contract.

12. INSURANCE

WCA shall maintain at its sole cost and expense not less than the insurance coverage set forth:

A. Workers Compensation:

- \$1,000,000 Bodily Injury (Each Accident)
- \$1,000,000 Bodily Injury By Disease (Policy Limit)
- \$1,000,000 Bodily Injury By Disease (Each Employee)

B. General Liability:

- \$2,000,000 General Aggregate
- \$2,000,000 Products/Completed Operations Aggregate
- \$1,000,000 Personal & Advertising Injury
- \$1,000,000 Each Occurrence

C. Automobile Liability:

- \$1,000,000 Bodily Injury and Property Damage
- \$100,000 Personal Injury Protection - Each Person

D. Commercial Umbrella Coverage

- \$1,000,000 Each Occurrence
- \$1,000,000 Aggregate

13. NOTICE

All notices given or required under this Contract shall be given in writing and shall be given either by hand delivery or by depositing such notice in the United States first-class mail, postage prepaid, by certified or registered mail, return receipt requested, enclosed in an envelope addressed to the WCA or Customer to be notified at the following address, or at such other address WCA or Customer shall from time to time designate in writing:

Notice delivered in accordance with this paragraph shall be deemed delivered upon delivery, if delivered by hand, and three business days after deposit in a domestic United States depository box, if delivered by mail.

If notice to WCA is necessary:

Waste Corporation of Texas
Atten: Robin Gribble
8515 Highway 6 S.
Houston, Texas 77083

If notice to Customer is necessary:

City of Jersey Village
Atten: City Manager
16501 Jersey Drive
Jersey Village, Texas 77040

14. INDEPENDENT CONTRACTOR

WCA and Customer agree that WCA is an independent contractor and has sole responsibility for the method, manner and supervision of the services that WCA is obligated to render under the terms of this Contract.

15. SEVERABILITY

If any provision of this Contract shall, for any reason, be held in violation of any applicable law and/or unenforceable, then the invalidity of such specified provision herein shall not be held to invalidate any other provision herein, all of which such other provisions shall remain in full force and effect.

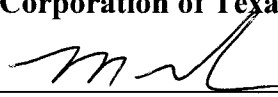
16. APPLICABLE LAW

This Contract is being executed and delivered and is intended to be performed in the State of Texas, and the laws of such State shall govern the validity, construction, enforcement and interpretation of this Contract, unless otherwise specified herein.

17. MODIFICATION

This Contract embodies the entire agreement between the Customer and WCA and supersedes all prior agreements and understandings and may be amended or supplemented only by an instrument in writing executed by the Customer or WCA against whom enforcement is sought.

Waste Corporation of Texas, L.P.

By: 

Title: RVP

Printed Name: Matt Graham

Date: 5-3-15

City of Jersey Village

By: 

Title: City Manager

Printed Name: Mike Castro

Date: 4/6/15

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

AGENDA DATE: March 26, 2018

AGENDA ITEM: F09

AGENDA SUBJECT: Discuss and take appropriate action to eliminate the oil recycling station located in the rear parking lot of City Hall due to inappropriate dumping of hazardous materials.

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

Date Submitted: March 19, 2018

EXHIBITS: N/A

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

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

Staff is requesting that City Council eliminate the oil recycling station located in the rear parking lot of City Hall. Several years ago, when recycling oil was an issue, a station was constructed and Public Works personnel dropped the collected oil off at a recycling center. This recycle center has since closed as many places have become available that provide this service at no charge.

With the oil recycling stations initial purpose no longer needed, the oil recycling station located at City Hall has become a depository for hazardous materials such as paint, lacquer and the like. Consequently, over the years, City Staff has been collecting and storing these hazardous materials resulting in hundreds of cans requiring disposal.

This item is to discuss the elimination of the recycling center. Should City Council approve its removal, Staff will get proposals for the destruction of the currently stored hazardous materials and bring same back to City Council at a later date for approval and appropriation of the needed funds.

RECOMMENDED ACTION:

MOTION: To eliminate the oil recycling station located in the rear parking lot of City Hall due to inappropriate dumping of hazardous materials.

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

AGENDA DATE: March 26, 2018

AGENDA ITEM: F10

AGENDA SUBJECT: Discuss and take appropriate action concerning the proposal of Wallace & Marie Dillard Family Partnership Ltd. to donate to the City a 2.1157 AC / 92,161 SF parcel of land once it is developed as a multi-use location by The Great Age Movement.

Dept./Prepared By: Christian L. Somers, Building Official **Date Submitted:** March 15, 2018

EXHIBITS: [Senior Park – Conceptual Design](#)
Dillard Park – [Google Map](#)
[HCAD Profile](#) of the Property
[Video](#) – ActionFit Adult Fitness

BACKGROUND INFORMATION:

The property in question is 2.1157 AC / 92,161 SF parcel identified on the HCAD website as No. 124-133-004-0003 for LT 3 BLK 1 (DETENTION AREA) WALLACE ACRES PAR R/P @ 0 Dillard Dr. (technically west of 16200 Dillard Dr.)

The proposal is for the property to be donated to the city by the Wallace & Marie Dillard Family Partnership Ltd. after being developed as a multi-use location by same with the assistance of The Great Age Movement.

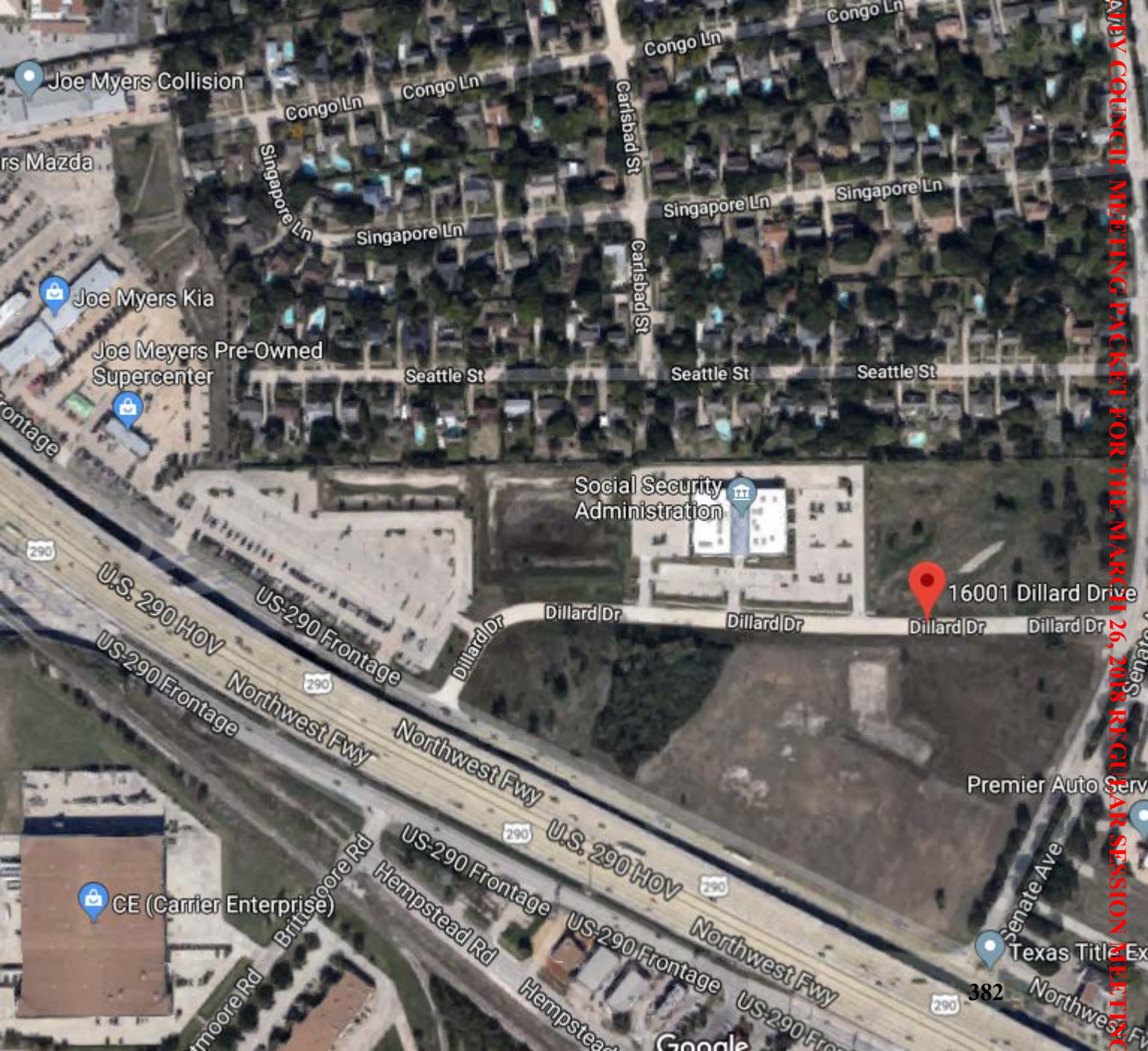
The Greater Age Movement is a 501(c) (3) nonprofit organization founded in 2016, whose goal is to build senior playgrounds throughout the Greater Houston Metropolitan area in public parks and provide volunteer programs that promote health, learning, and socialization. They will continue donation drives to support equipment upkeep, replacement and site maintenance.

Conceptually, the proposal will entail converting the detention basin to a retention basin / wetland area, installing docks / quays extending out from the shore into the new body of water with platforms devoted to stretching, yoga and meditation, construction of a covered pavilion, exercise equipment placed around the littoral property -- with a pathway circumnavigating the basin – and some parking spaces.

This item is consider the proposal and whether to direct city staff to proceed with negotiating terms for a privately financed multi-use development, contingent on the City's being donated the property upon completion of the project as designed, and with the City's acceptance. The design and agreement will be subject to city council consideration in the future, if it comes to fruition.

RECOMMENDED ACTION:

Discuss and take appropriate action concerning the proposal of Wallace & Marie Dillard Family Partnership Ltd. to donate to the City a 2.1157 AC / 92,161 SF parcel of land once it is developed as a multi-use location by The Great Age Movement.



JOE MYERS COUNCIL MEETING PACKET FOR THE MARCH 26, 2018 REGULAR SESSION MEETING

HARRIS COUNTY APPRAISAL DISTRICT
REAL PROPERTY ACCOUNT INFORMATION
1241330040003

Tax Year: 2018



Owner and Property Information									
Owner Name & Mailing Address: WALLACE & MARIE DILLARD FAMILY PARTNERSHIP LTD 16060 DILLARD DR STE 200 JERSEY VILLAGE TX 77040-2082				Legal Description: LT 3 BLK 1 (DETENTION AREA) WALLACE ACRES PAR R/P Property Address: 0 DILLARD DR HOUSTON TX 77040					
State Class Code	Land Use Code	Building Class	Total Units	Land Area	Building Area	Net Rentable Area	Neighborhood	Map Facet	Key Map®
C2 -- Real, Vacant Commercial	8000 -- Land Neighborhood General Assignment		0	92,161 SF	0	0	9153.02	4962C	409Q

Value Status Information

Value Status	Shared CAD
All Values Pending	No

Exemptions and Jurisdictions

Exemption Type	Districts	Jurisdictions	Exemption Value	ARB Status	2017 Rate	2018 Rate
None	004	CYPRESS-FAIRBANKS ISD	Pending	Pending	1.440000	
	040	HARRIS COUNTY	Pending	Pending	0.418010	
	041	HARRIS CO FLOOD CNTRL	Pending	Pending	0.028310	
	042	PORT OF HOUSTON AUTHY	Pending	Pending	0.012560	
	043	HARRIS CO HOSP DIST	Pending	Pending	0.171100	
	044	HARRIS CO EDUC DEPT	Pending	Pending	0.005195	
	045	LONE STAR COLLEGE SYS	Pending	Pending	0.107800	
	070	JERSEY VILLAGE	Pending	Pending	0.742500	

Texas law prohibits us from displaying residential photographs, sketches, floor plans, or information indicating the age of a property owner on our website. You can inspect this information or get a copy at [HCAD's information center at 13013 NW Freeway.](#)

Valuations

Value as of January 1, 2017			Value as of January 1, 2018		
	Market	Appraised		Market	Appraised
Land	138,242		Land		
Improvement	0		Improvement		
Total	138,242	138,242	Total	Pending	Pending

Land

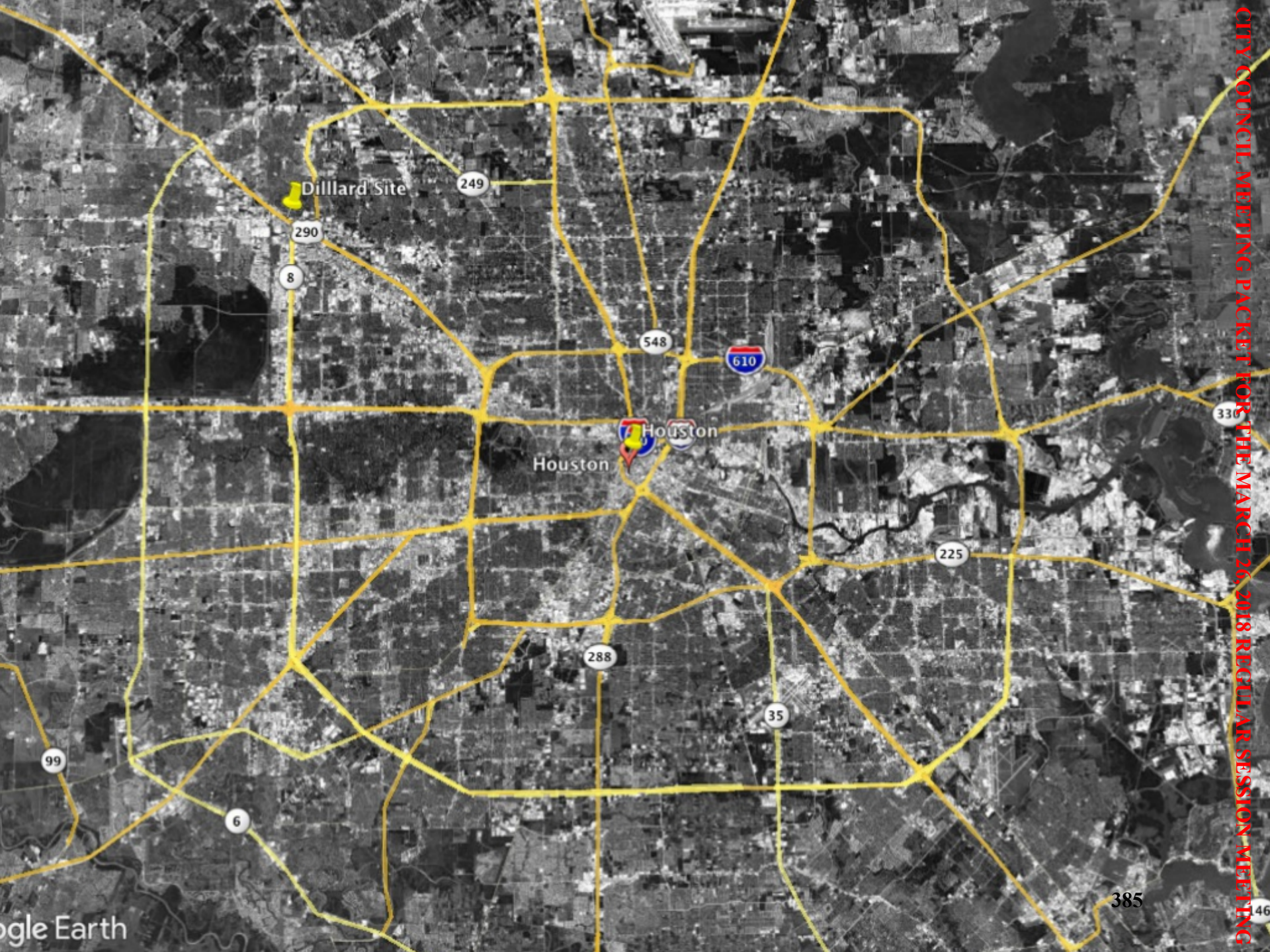
Market Value Land												
Line	Description	Site Code	Unit Type	Units	Size Factor	Site Factor	Appr O/R Factor	Appr O/R Reason	Total Adj	Unit Price	Adj Unit Price	Value
1	8000 -- Land Neighborhood General Assignment	4500	SF	92,161	1.00	0.25	1.00	--	0.25	Pending	Pending	Pending

Building

Vacant (No Building Data)

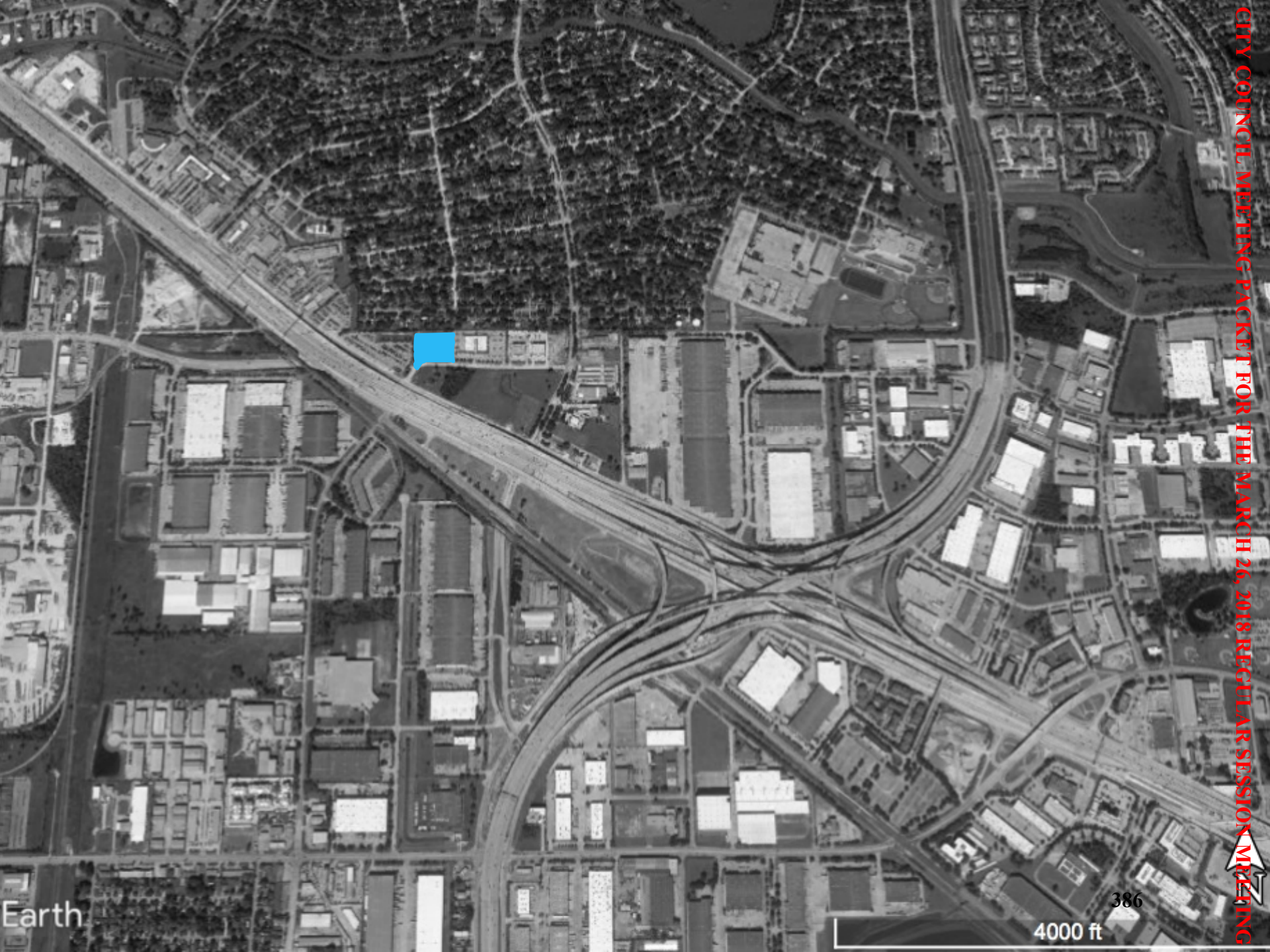


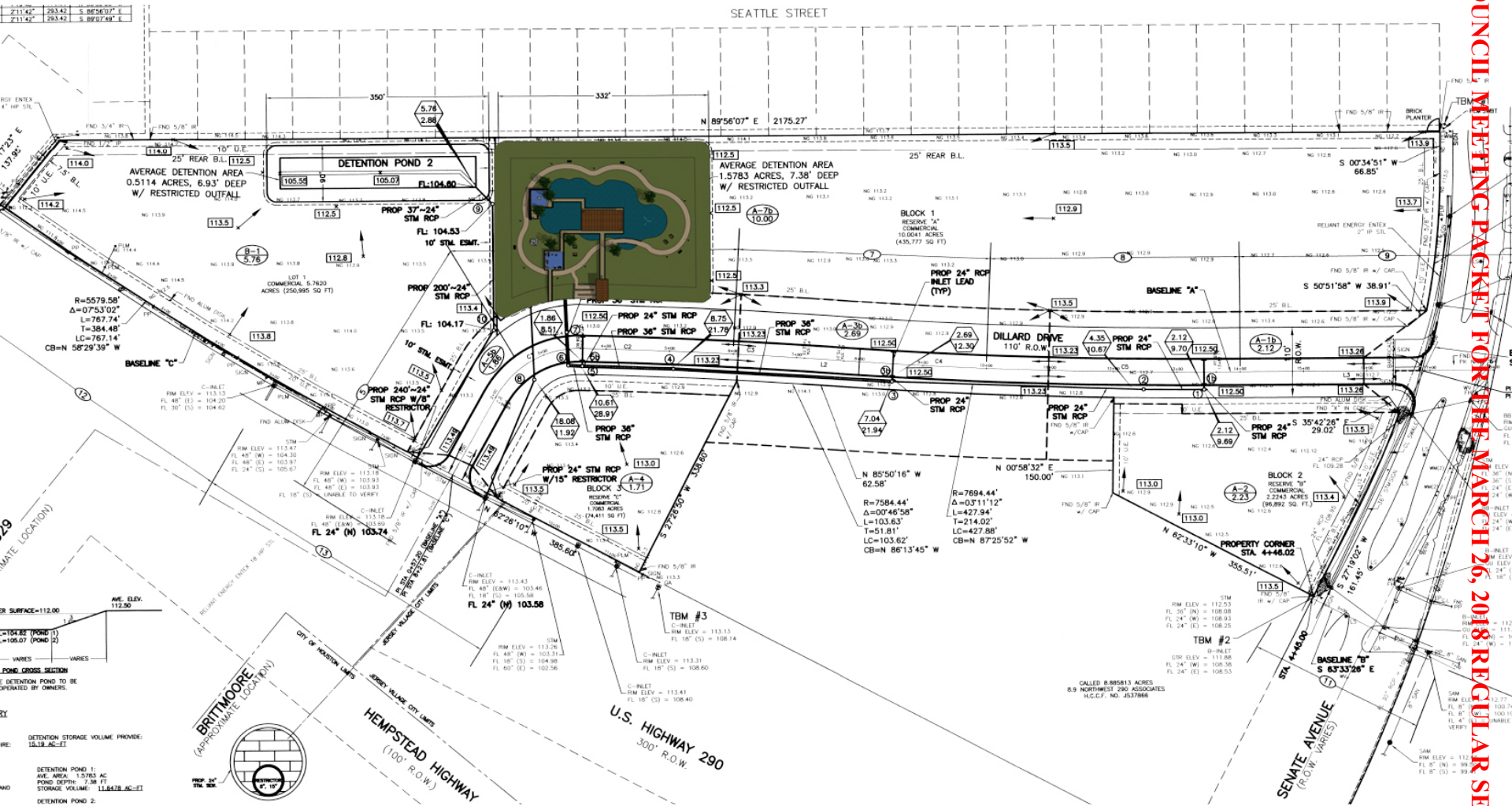
Senior Park Concept Design



Dillard Site

Houston



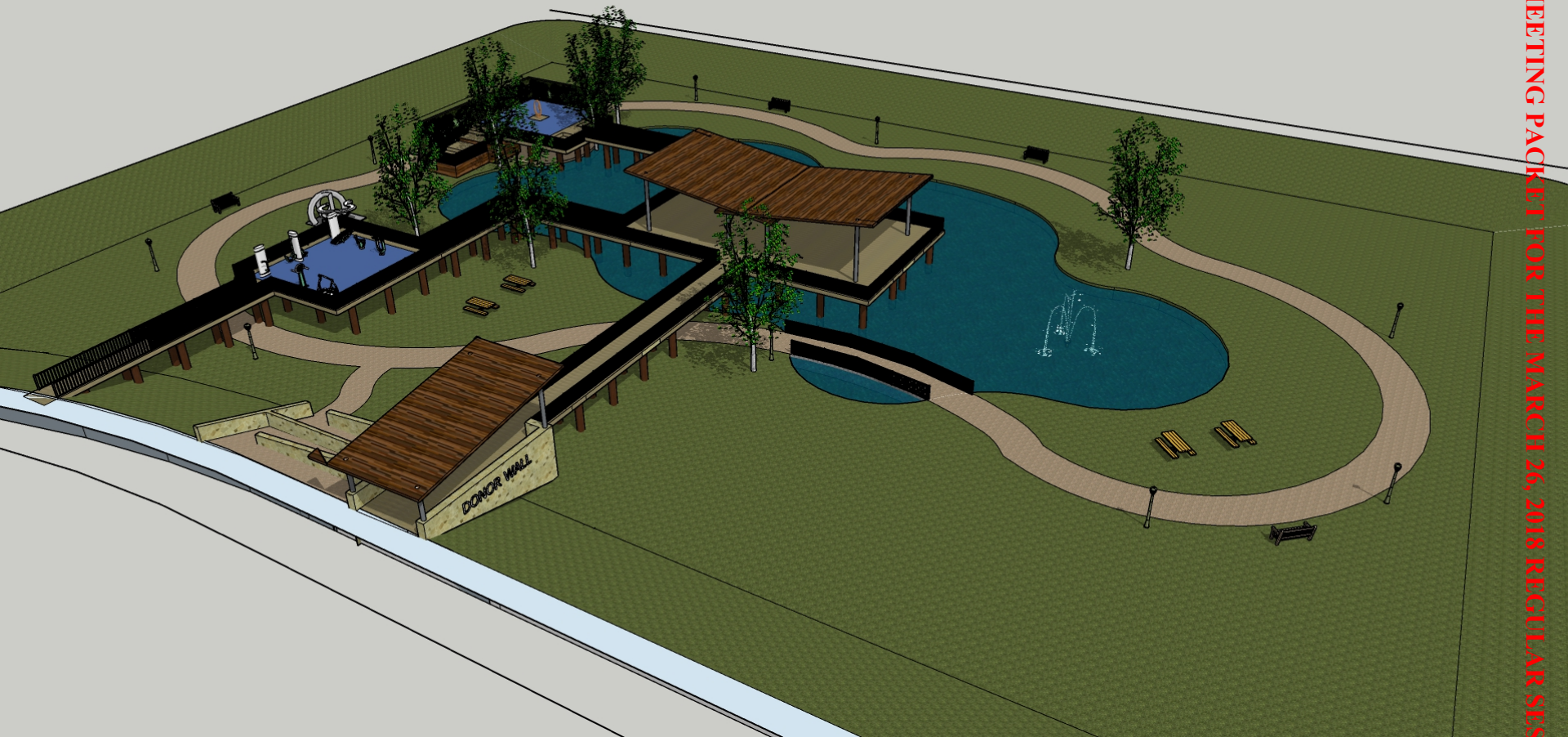


Site Plan

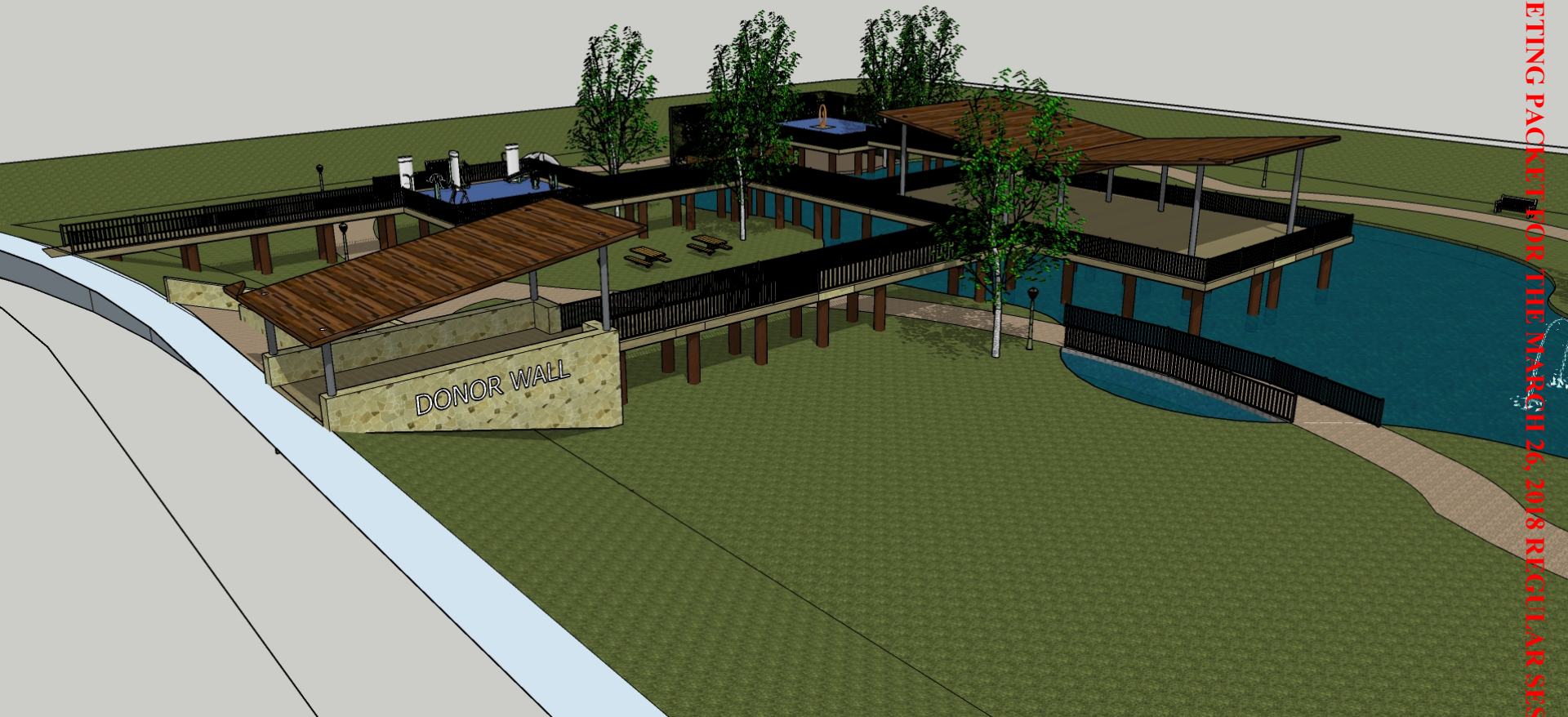
Park Elements

- Trails
- Pavilion with bathrooms
- Senior Playground
- Art & Meditation Garden
- Open field (lawn bowling, mini golf, bocce ball)
- Green patch & algae pond
- Dog park? (future)





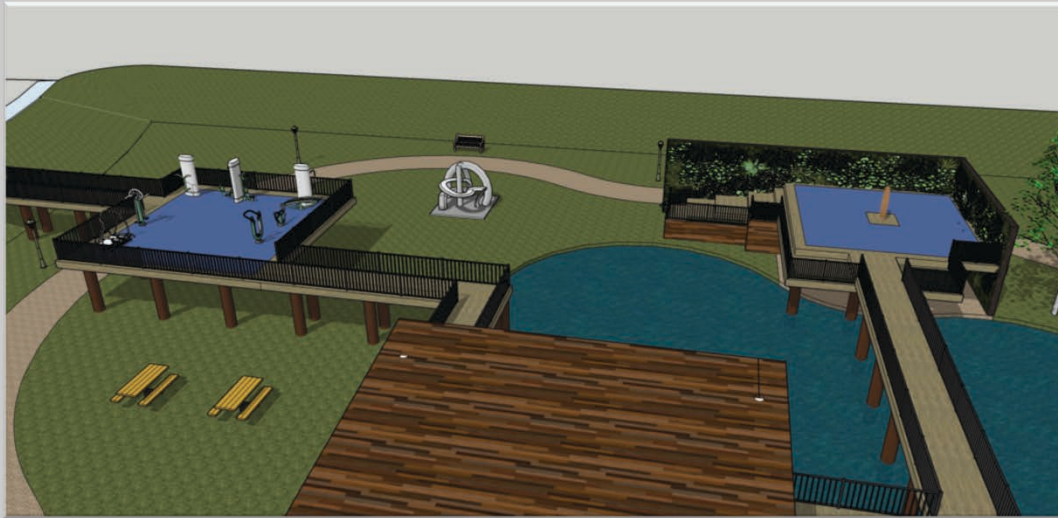
Overall Perspective



Perspective 2

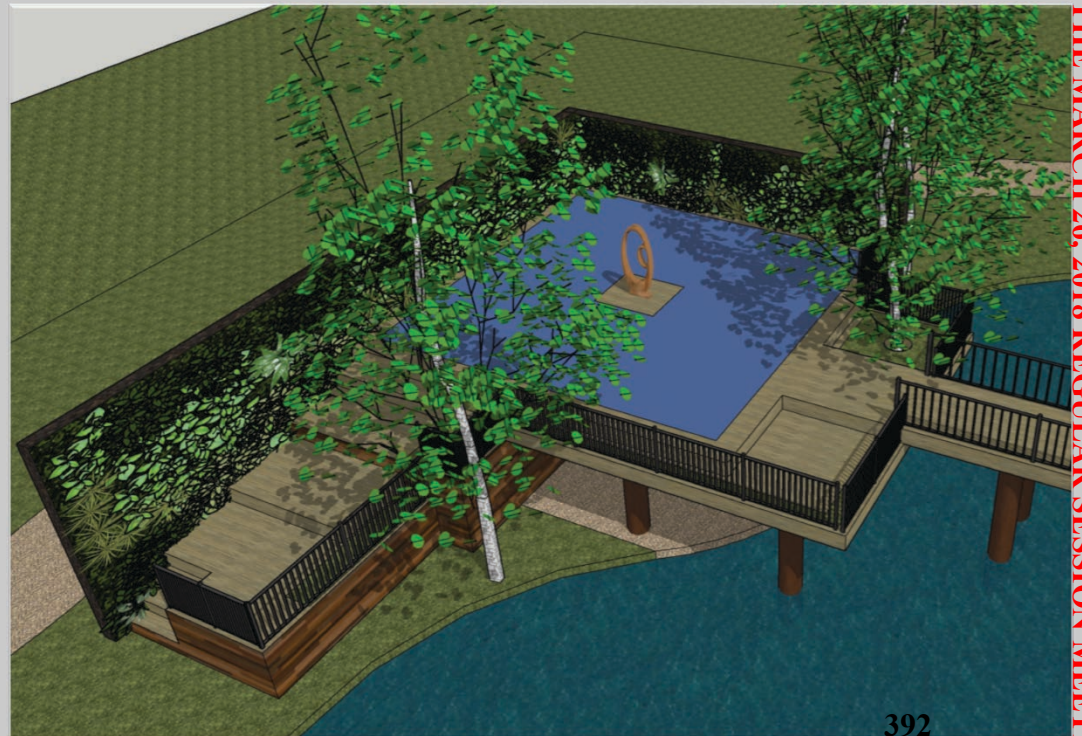


Perspective 3



Senior Playground

Art and Meditation Garden



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

AGENDA DATE: March 26, 2018

AGENDA ITEM: F11

AGENDA SUBJECT: Consider Resolution No. 2018-16, accepting the Marketing Study as prepared by BrightBox.

Dept./Prepared By: Parks and Recreation, Jason Alfaro **Date Submitted:** March 19, 2018

EXHIBITS: [Resolution No. 2018-16](#)
 [Exhibit A](#) - BrightBox Marketing Study

BUDGETARY IMPACT: N/A

BACKGROUND INFORMATION:

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

The Parks & Recreation Department received a proposal from BrightBox in the amount of \$13,750.00. On June 19, 2017 the City Council approved staff to execute a contract with BrightBox to develop a marketing plan for the Jersey Meadow Golf Course. The project included city staff and the Golf Course Advisory Board's participation.

On February 19, 2018 during a regularly scheduled City Council meeting the Council accepted the Jersey Meadow Clubhouse assessment report. After discussing the findings of the report, City Council unanimously decided to discuss options of designs for a new clubhouse facility. On March 8, 2018 City Council held a workshop to discuss options for the new facility, and directed staff to prepare a request for proposal for the design of a new clubhouse facility.

Since we are moving toward a complete rebuild of the golf course facility we feel that the BrightBox marketing plan correlates well with the rebuild concept. City staff has asked BrightBox consultants to conduct a short presentation to City Council on their findings and recommendations.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2018-16, accepting the Marketing Study as prepared by BrightBox.

RESOLUTION NO. 2018-16**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING THE GOLF COURSE MARKETING PLAN AS DEVELOPED BY BRIGHTBOX.**

WHEREAS, the 2016 Comprehensive plan placed a high priority on creating a marketing study for the Jersey Meadow clubhouse; and

WHEREAS, the City Council contracted with BrightBox to develop a Market Study for the Jersey Meadow Golf Course; and

WHEREAS, the City has now been presented with the Jersey Meadow Golf Course Marketing study; **NOW THEREFORE**,

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

The Jersey Meadow Golf Course Marketing Study as developed by BrightBox is hereby received, and a copy of which is attached hereto and made a part hereof as "Exhibit A."

PASSED AND APPROVED this 26th day of **March**, A.D., **2018**.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

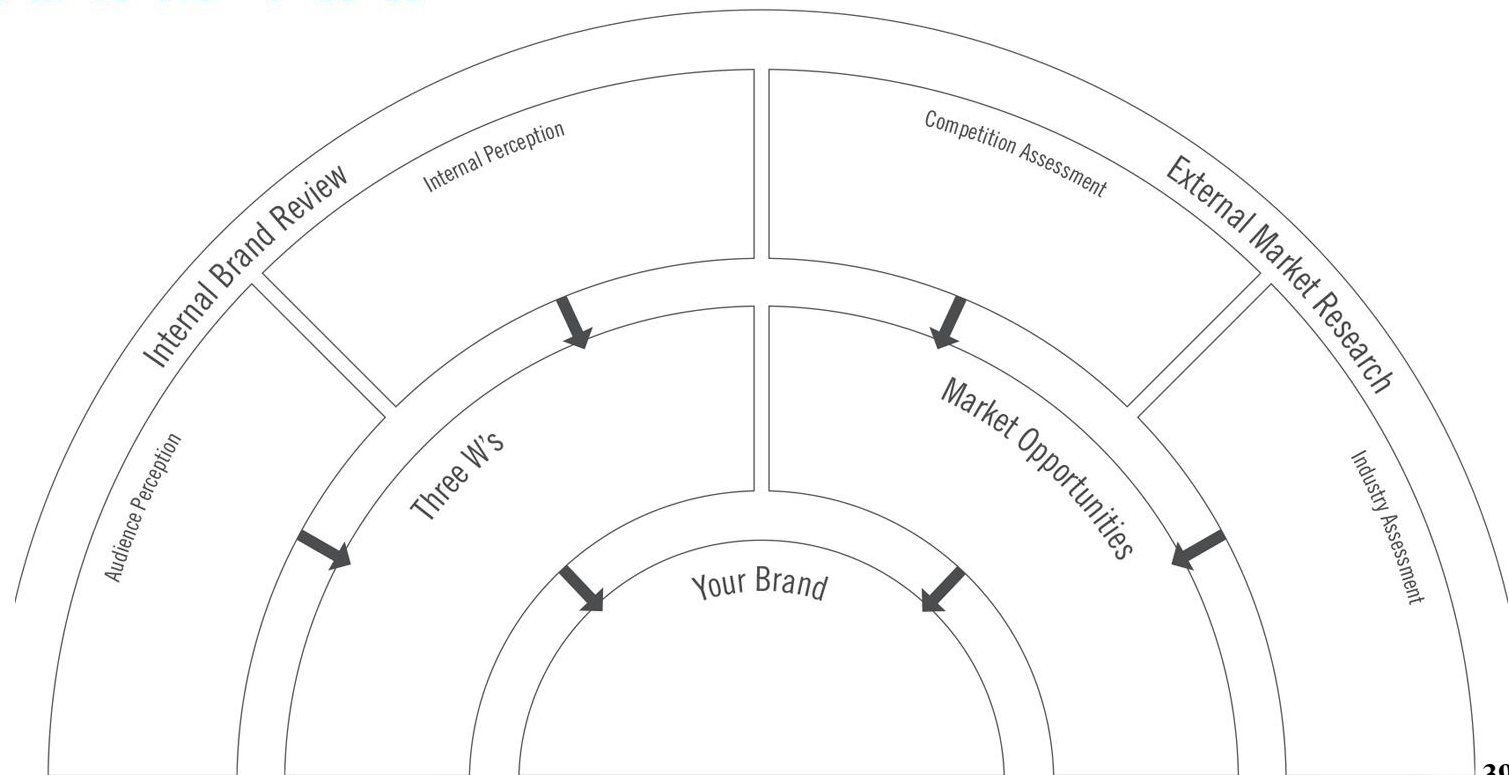
EXHIBIT A

Jersey Meadow Golf Course Marketing Study

Brand Presentation

Jersey Meadow Golf

THE BRAND MAP





The Brand Map™ Deliverables

The following presentation includes the internal and external analysis that supports your brand strategy.

Deliverables:

- Market Positioning
- Naming & Messaging
- Your Three W's
- Brand Creative



Internal Brand Review:

Internal Perception
Audience Perception



Client Description

The **Brand Mapping**™ uncovered the following phrases and themes to describe the client's offering:

- World Class Traditional Golf Course
- Lifestyle / Experiential
- Family/Kid Friendly
- Service Minded
- Great Location
- Value



Products & Services

Products at Launch:

- Green Fees
- Cart Rental
- ProShop
- Coaching
- Practice Facility
- Club House
 - Lounge
 - Dining
 - Events



Previous Customer Perception

- Previous customer perception is typical of a community golf course. Fair course with fair pricing. Low expectations and not too memorable.
Fair price, Fair greens, Slow play.
- Our job is to create a new perception and rebrand of the course including educating the community of all the upcoming upgrades and improvements.

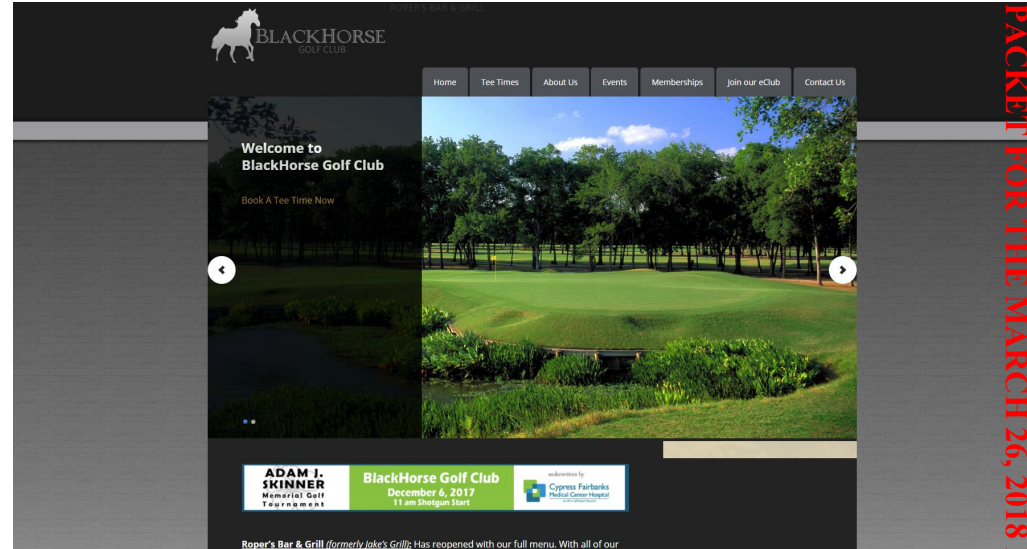


External Market Research: Competitive Assessment



BlackHorse Golf Course

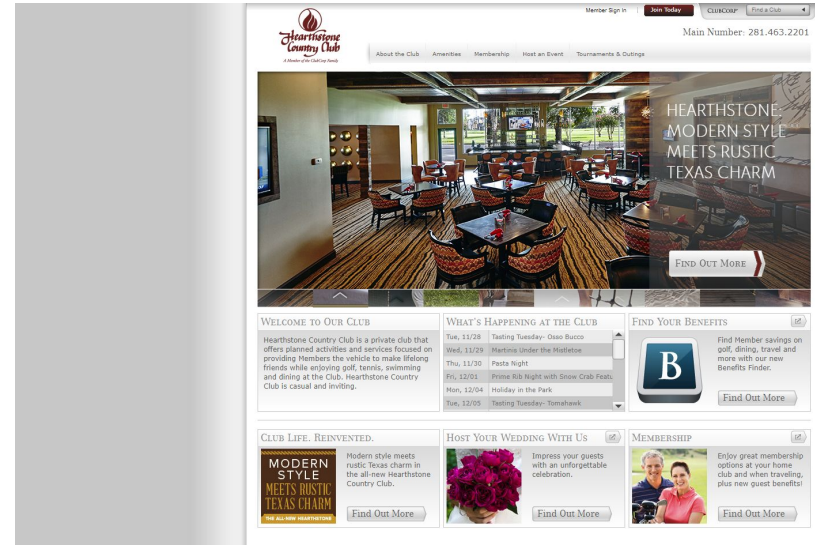
- Location: 12205 Fry Road Cypress, TX. 77433
- Products: Unlimited play golf memberships (Individual, family and corporate packages), Ropers Bar & Grill, teaching center & Golf shop
- Newly remodeled club house and change in grill name
- Ranch feel and family friendly
- 36 Holes





Hearthstone Country Club

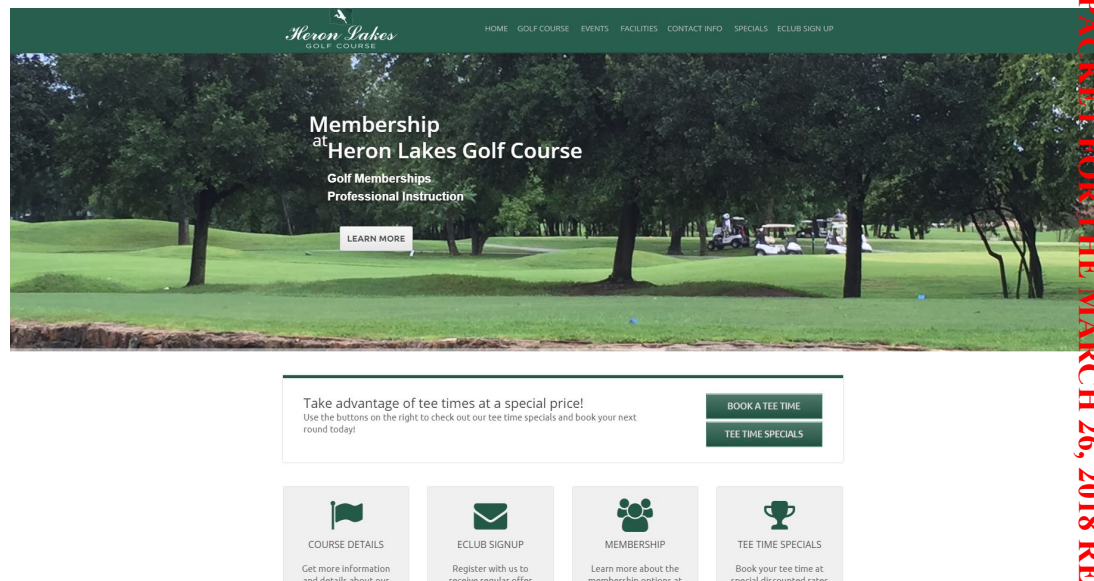
- Location: 7615 Ameswood Road, Houston, TX 77095
- Products: Clubhouse with bar and grill, memberships, professional service staff, lessons and clinics, ProShop, seasonal activity specials & party venue space
- Community center with fitness classes, wine tasting and a host of special events
- Decor is modern with a Texas rustic feel
- 27 Holes





Heron Lakes Golf Course

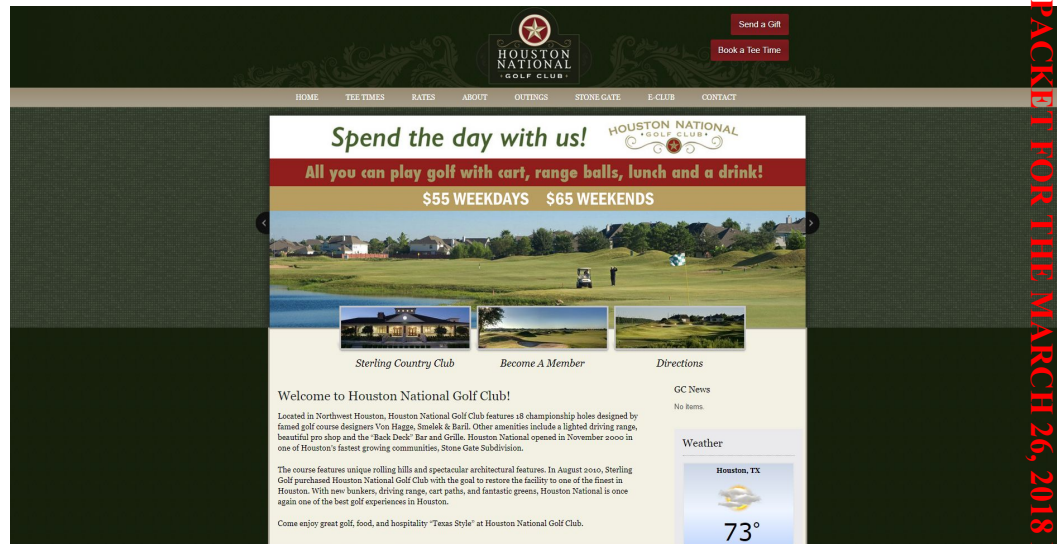
- Location: 7910 North Sam Houston Pkwy W, Houston, TX 77064
- Products: memberships, ProShop Stay and Play & Practice facility
- Stay and Play partner Staybridge Suites and provides discounts to the guest
- 18 Holes





Houston National Golf Club

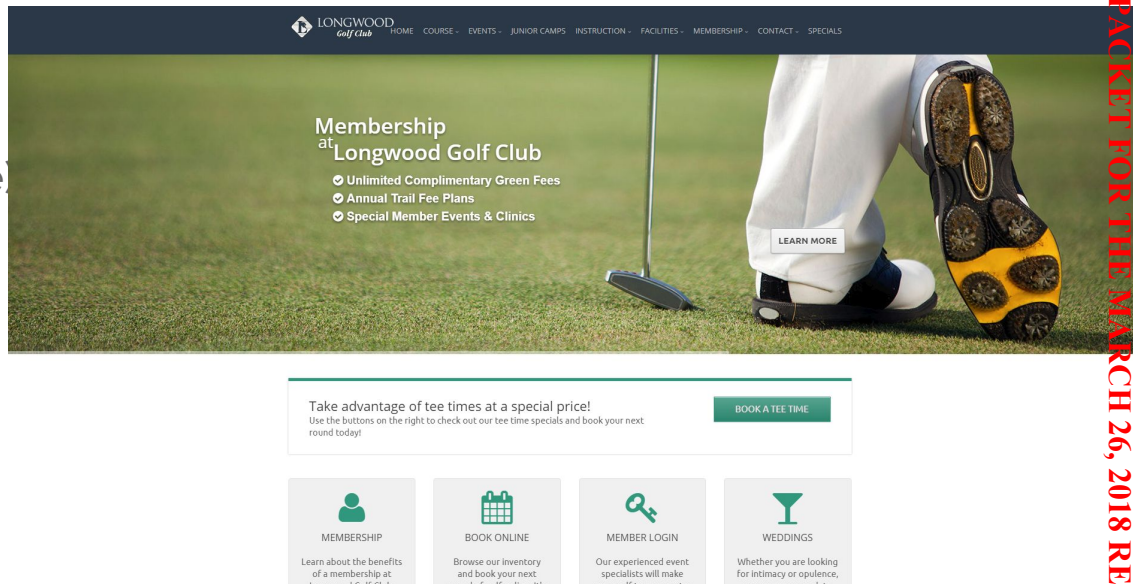
- Location: 16500 Houston National Blvd, Houston, TX 77095
- Products: Memberships with week day and weekend specials, lighted driving range, Sterling Country Club, ProShop & Bar and Grill
- Designed by golf course designers Von Hagge, Smelek & Baril
- Banquet facilities for up to 250 guest
- 18 holes





Longwood Golf Club

- Location: 13300 Longwood Trace Dr, Cypress, TX 77429
- Products: Memberships (individual, family & corporate), Wedding venue, lessons, outside patio & Corporate meeting space
- Designed by former touring pro Keith Fergus and University of Houston golf coach Harry Yewens
- Special events and tournaments
- 27 Holes





Competitor Summary

Your Competitors:

- Well maintained courses with prices to match.
- Some of the bigger brands are not very inviting.
- Lack consistent messaging and unique market positioning.
- Have relied on word of mouth for their leading traffic driver.
- Have weak branding and marketing.



External Market Research: Needs, Weakness, Saturation



Market Needs

Variety

No one wants to play at the same course every time. The market demands variety in quality courses.

Engagement

The growing youth segment of the market is in constant need of experience and engagement.



Industry Weaknesses

Communication

- This industry is one that lets the product (the course) does the marketing for you. Very little communication or differentiation is ever done from a branding and marketing standpoint.
- This makes them terrible at communicating their difference as a product offering. *"If you like our course we'd love to have you."*



“Me Too” Courses

- The industry by nature is very “me too”. Meaning they offer golf and leave the creative extras out.
- What sets you apart from the competition. You're leaving it all in the hand of the course rather than a holistic golf experience.



Market Opportunities:

Unique Market Segment
Brand Platform



Unique Market Segment

Experience Driven by Service

If you have a world class course it will be amongst the other great courses in Houston. So to rise above and stand out in this crowded market you need to rely on the attributes around the game and not just the course itself.

You're not just here to give them a cart and let them swing away. You give context to their enjoyment. You enhance their appreciation of the game by consistently offering them something new to explore. A level of service that is unforgettable.

And that makes you different from every other course in Houston.



Your Brand:

Naming

Creative



Naming Standards

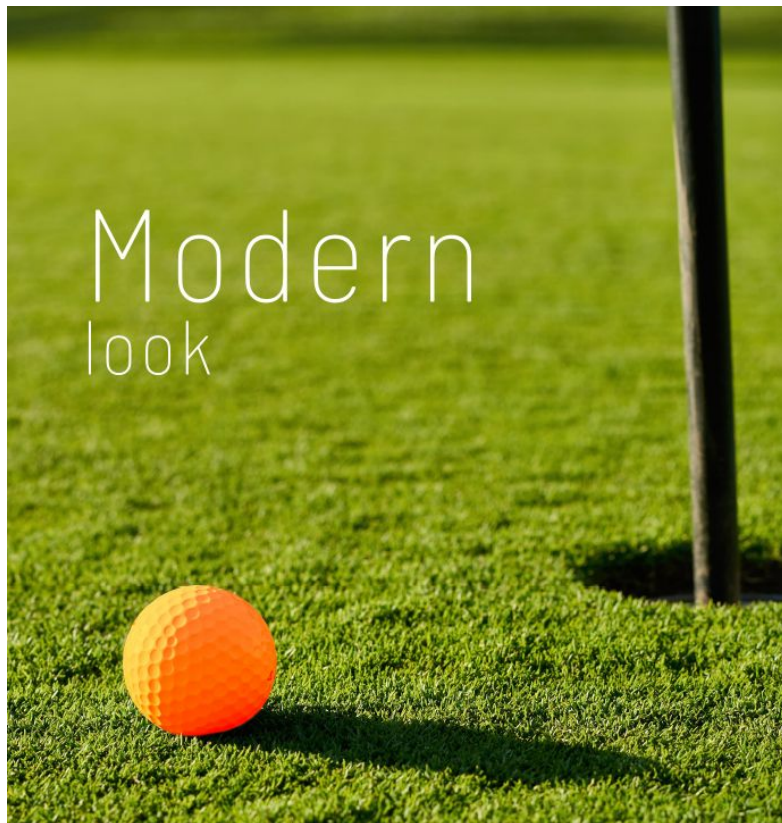
A powerful company (or product) name is:

- **Unique** - One of a kind in the market
- **Memorable** - Stays in the mind far beyond the bottom of the glass
- **Substantial** - Able to match various campaign taglines, imagery, prizes, games, and collateral. It should speak to your category and your slogan
- **Adaptable** - Flexible to visual, spoken, and written versions, and combinations thereof
- **Finger-Friendly** - Easy to type
- **Ear-Friendly** - Easy to hear



There is a history about this course that can not be ignored. From the layout and configuration of the greens to its home in the center of Jersey Village. Much like in the sport of Golf we believe that this history should be celebrated. While our plans for the future are bigger than our achievements in the past we don't want to lose sight of where this course came from.

Combining the latest in cutting edge technology and service with the proud history of Golf and Jersey Village.





Your Name

Village Links



Brand Voice





Your Three W's:

Who You Are

What You Do

Who You Do It For



The Three W's

Who You Are

- Village Links

What You Do

- Provide a world class golfing experience for the local community at a reasonable price.

Who You Do It For

- Those looking for fast, friendly play with fantastic greens.



Creative:

Color & Font

Logo & Corp. ID

Website Design

Go-To-Market Visuals



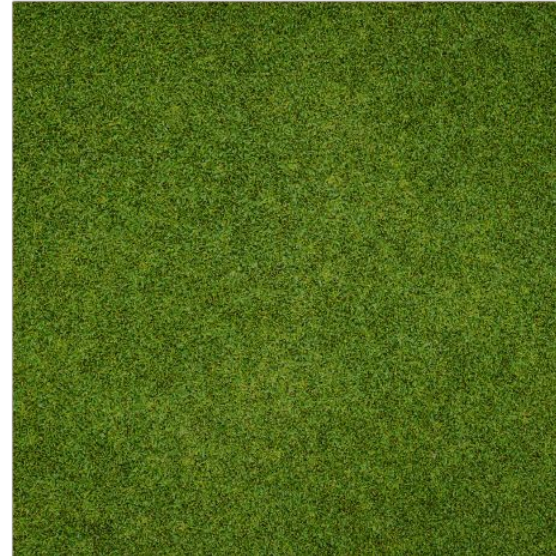
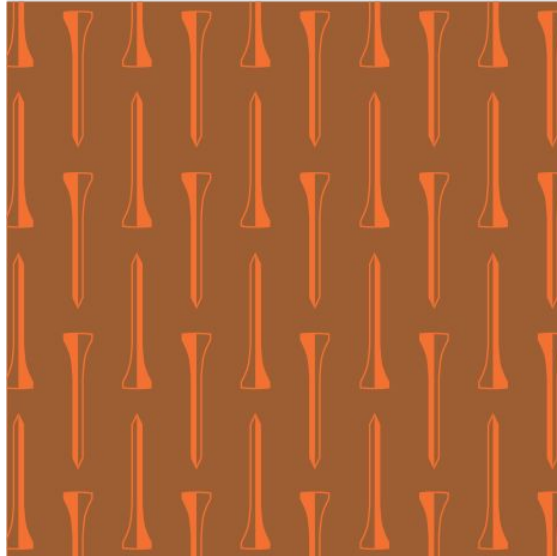
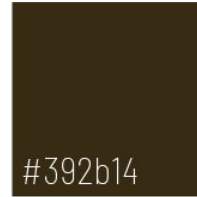
Visual Considerations

The look of a brand is as important as the name itself. Below are a few things we keep in mind when evaluating *the look of a brand*:

- Are you visually credible?
- Can you pull an emotional reaction from your audience?
- Is it capable of evolving over time?
- Does it have depth?



Color Palette





EB Garamond

Barlow Semi Condensed

A B C D E F G H I J K L M N
O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z

A B C D E F G H I J K L M N
O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z



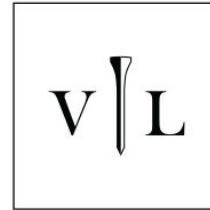
VILLAGE LINKS



Logo Variations

V|L

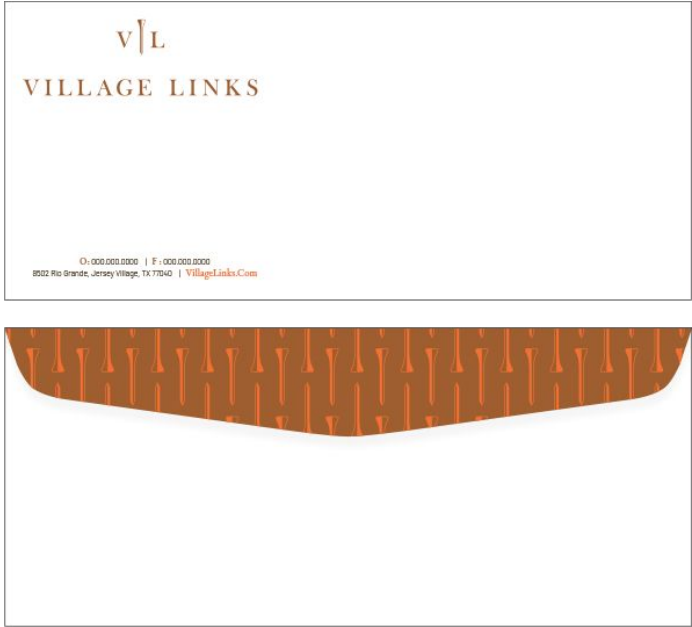
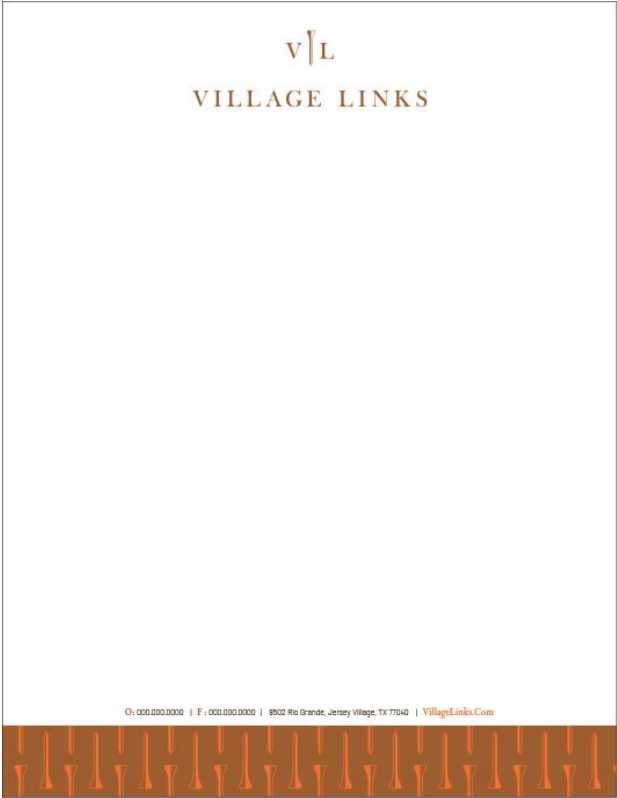
VILLAGE LINKS



V|L VILLAGE
LINKS

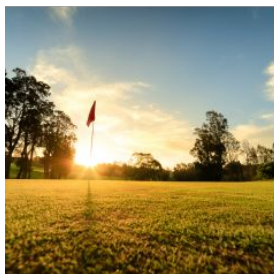
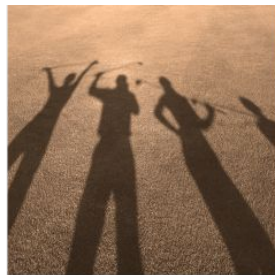


Corporate ID





Theme



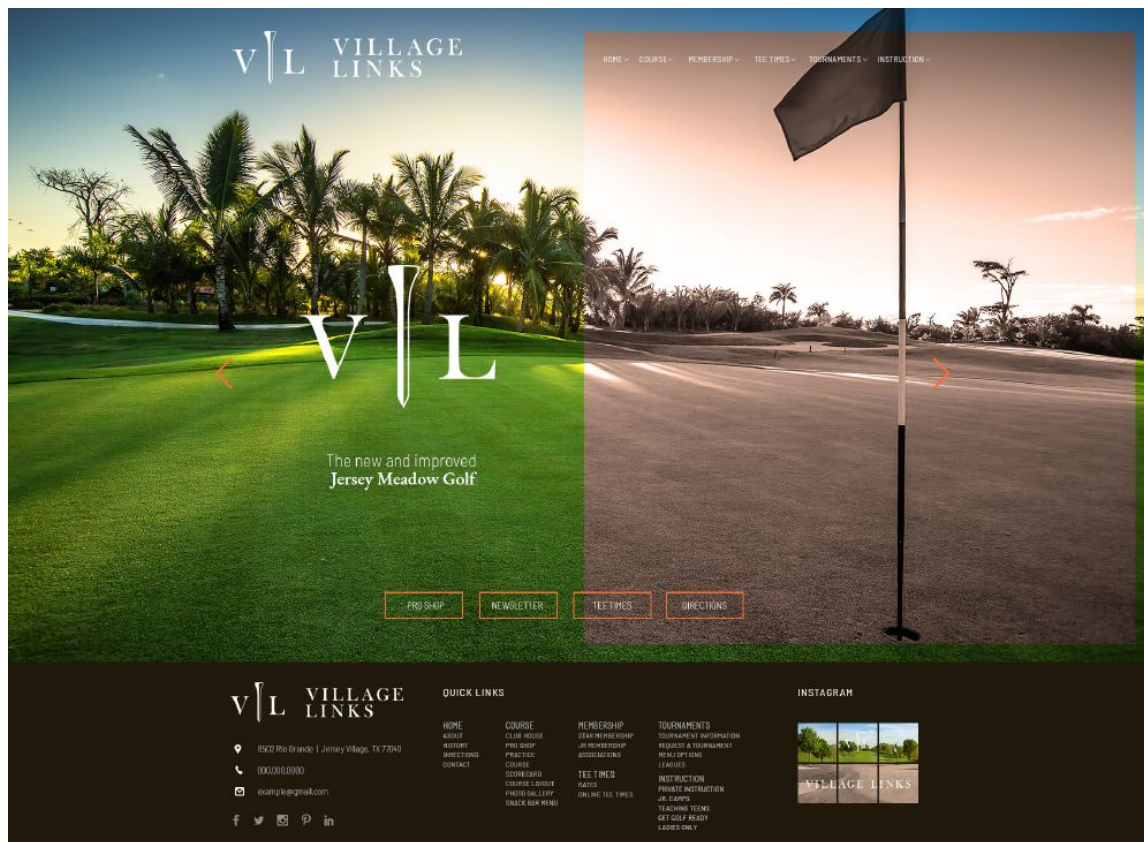


Theme





Website



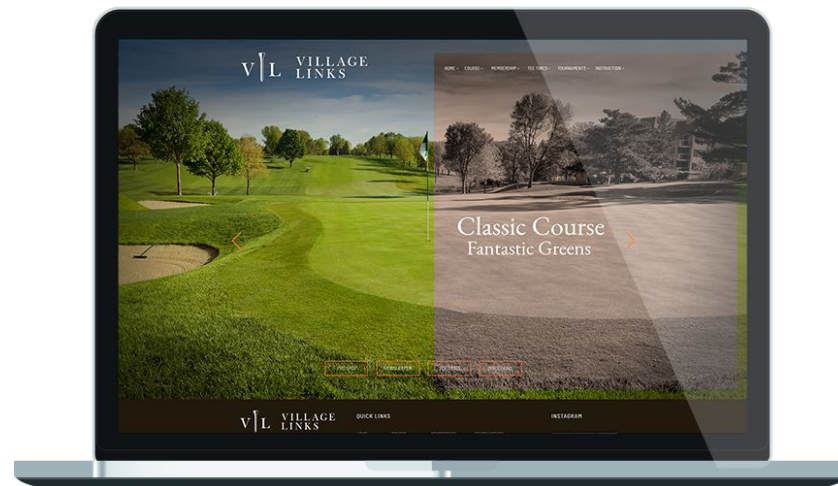
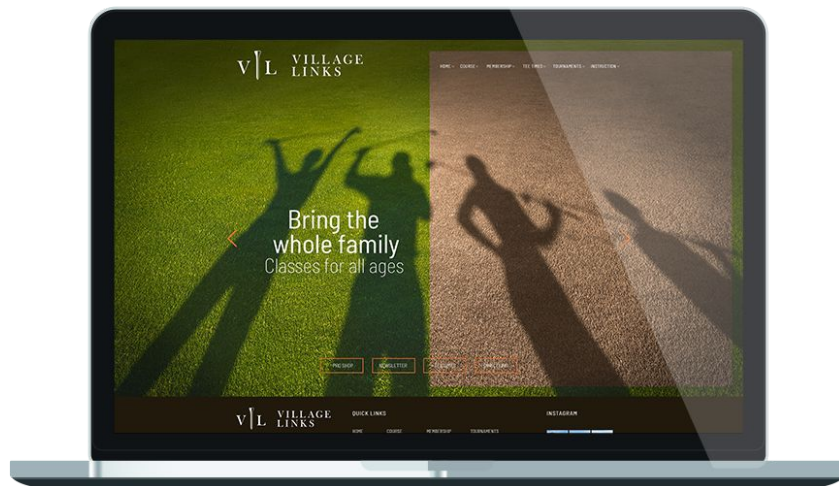


Website





Website





Literature

Men's Golf Association

PLAYS SATURDAY MORNINGS
TWICE A MONTH.

VARIETY OF EVENTS (FLIGHTED).

ALL SKILL LEVELS WELCOME.

10% OFF ALL MERCHANDISE.
(EXCLUDING SALE ITEMS)

©: 000.000.0000 | F: 000.000.0000
8502 Rio Grande, Jersey Village, TX 77040 | VillageLinks.Com

V | L

MULTI DAY EVENTS:

Club Championship Event
Ryder Cup Event
Masters Event



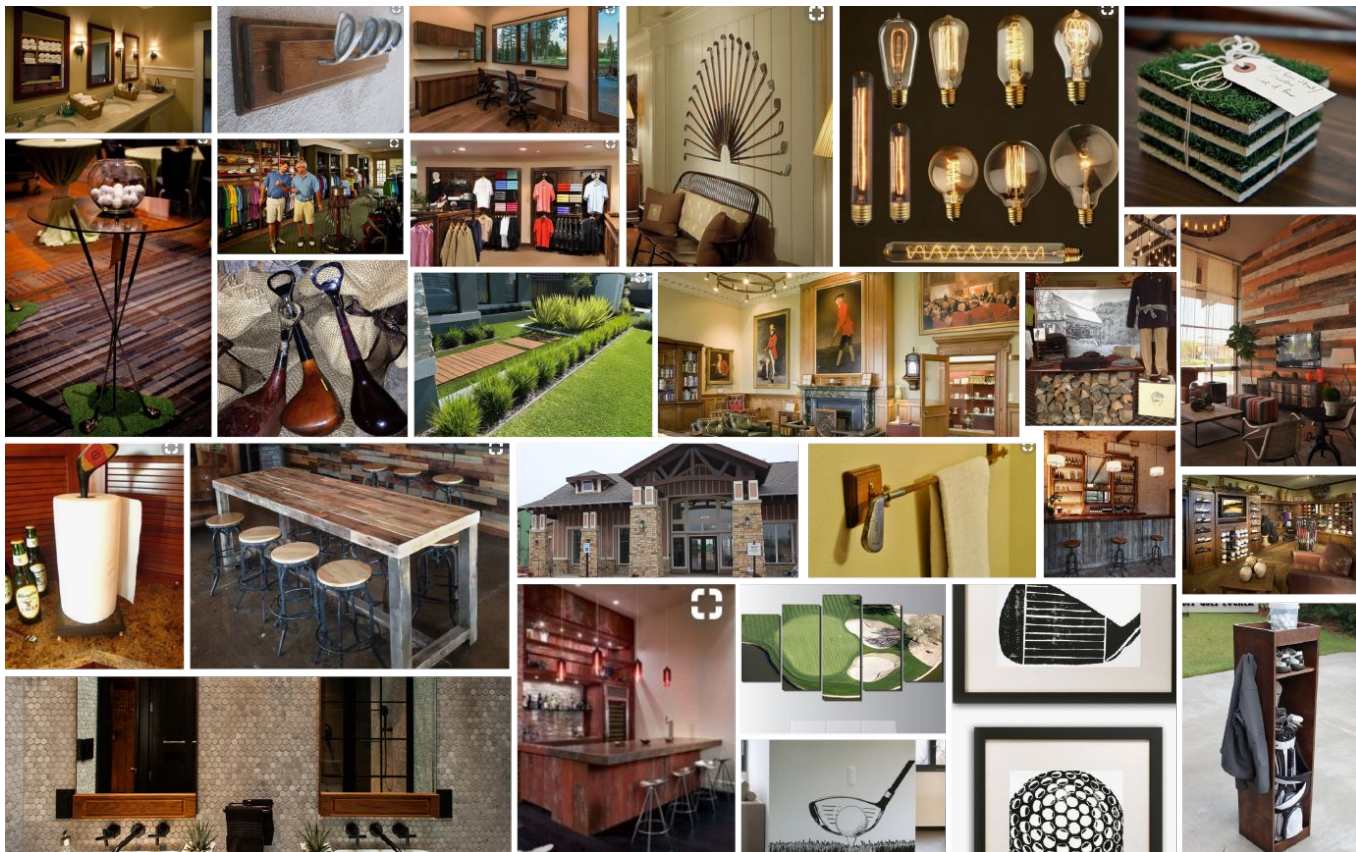


Pro Shop





Facility Renovation Inspiration





Questions?

Thank you.

BrightBox

www.BrightBoxOnline.com

ideas@BrightBoxOnline.com

281.252.0979

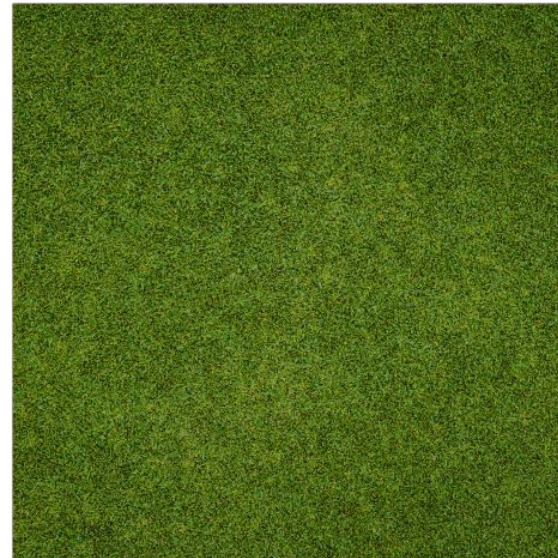
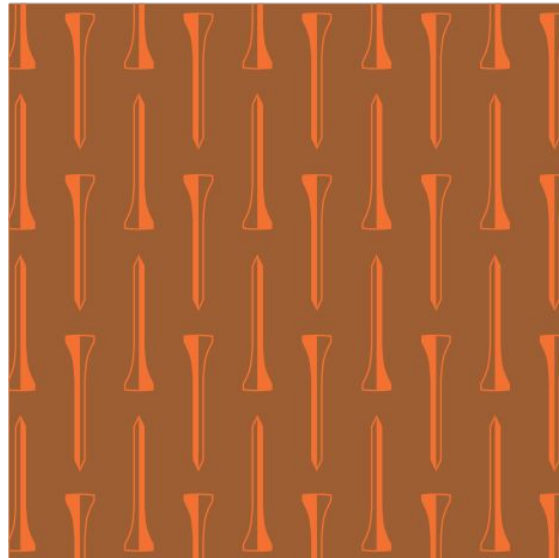
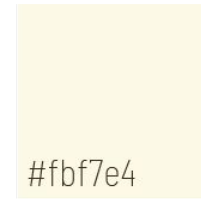
5250 N. Sam Houston Pkwy West

Suite 850

Houston, TX 77086



Traditional





BIG CASLON MEDIUM

Helvetica Neue

A B C D E F G H I J K L M N
O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z

A B C D E F G H I J K L M N
O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z



JERSEY MEADOW



Traditional



JERSEY MEADOW





Links:

A **links** is the oldest style of golf course, first developed in Scotland. The word "links" comes via the Scots language from the Old English word hlinc : "rising ground, ridge"[1] and refers to an area of coastal sand dunes and sometimes to open parkland.



Industry Landscape

Current Golf Industry Stats

- Current revenue: \$13 billion
- Annual growth from 2012 - 2017: 6.0%
- Businesses: 57,317
- Employment: 175,357

Drivers of Growth

- Easy access for clients
- Provision of appropriate facilities
- Having a good technical knowledge of the product

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

AGENDA DATE: March 26, 2018

AGENDA ITEM: F12

AGENDA SUBJECT: Discuss and take action appropriate action concerning the Golf Course Berm Project.

Department/Prepared By: Austin Bleess, City Manager **Date Submitted:** March 15, 2018

EXHIBITS:

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

CITY MANAGER APPROVAL: AB

BACKGROUND INFORMATION:

This agenda item is being placed so the City Council can discuss and take any necessary action that may result from our work session meeting held on March 26, 2018 at 5:30 p.m.

RECOMMENDED ACTION:

MOTION:

G. CLOSE THE REGULAR SESSION

Close the Regular Session to Convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.071 – Consult with Attorney, Section 551.072 – Deliberation Regarding Real Property, and Section 551.074 Personnel Matters.

H. EXECUTIVE SESSION

1. Consult with Attorney pursuant to the Texas Open Meetings Act Section 551.071, and Section 551.072, Deliberation Regarding Real Property, regarding proposed settlement offer for one Water Line Easement, being a 0.0395 acre tract of land being out of and a part of a called 0.8232 acre tract as described in the deed to Landmark Industries Energy, LLC recorded under Harris County File Number (H.C.C.F. NO.) 20110508349, located within the City of Jersey Village, Harris County, State of Texas. *Leah Hayes, City Attorney*
2. Pursuant to the Texas Open Meetings Act Section 551.074 - Personnel Matters, conduct an Executive Session in order to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the City Manager. *City Council*
3. Pursuant to the Texas Open Meetings Act Section 551.074 - Personnel Matters, conduct an Executive Session in order to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the City Secretary. *City Council*

I. ADJOURN EXECUTIVE SESSION

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

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

AGENDA DATE: March 26, 2018

AGENDA ITEM: J01

AGENDA SUBJECT: Discuss and take appropriate action on matters discussed in Executive Session, including consideration and possible action on Resolution No. 2018-17, approving a Settlement Agreement with Landmark Industries Energy, LLC for the acquisition of a water line easement across a 0.0395 acre tract of land (Parcel 724) as part of the 290 Water Line Project within the City of Jersey Village; and authorizing the City Manager to execute the settlement agreement and related documents; and making other findings related hereto.

Department/Prepared By: Lorri Coody, City Secretary **Date Submitted:** March 20, 2018

EXHIBITS: [Resolution No. 2018-17](#)
[Exhibit A](#) to Resolution - Settlement Agreement
Landmark Industries Energy, LLC – Parcel 724 - [Location Map](#)

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

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

Parcel 724 is a portion of property owned by Landmark Industries Energy, LLC within Jersey Village. The City has proposed to construct a 12-inch water line through a 10-foot wide water line easement along a portion of parcel 724. The city's estimate of fair market value for the 0.0395 acre easement is \$17,210. Special Commissioners determined the value to be \$18,931; and this amount was deposited into the registry of the County Court Number 2 of Harris County, Texas on November 12, 2015.

This item is to consider approval of the settlement agreement discussed in Executive Session.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2018-17, approving a Settlement Agreement with Landmark Industries Energy, LLC for the acquisition of a water line easement across a 0.0395 acre tract of land (Parcel 724) as part of the 290 Water Line Project within the City of Jersey Village; and authorizing the City Manager to execute the settlement agreement and related documents; and making other findings related hereto.

RESOLUTION NO. 2018-17

A RESOLUTION OF THE CITY OF JERSEY VILLAGE, TEXAS, APPROVING A SETTLEMENT AGREEMENT WITH LANDMARK INDUSTRIES ENERGY, LLC FOR THE ACQUISITION OF A WATER LINE EASEMENT ACROSS A 0.0395 ACRE TRACT OF LAND (PARCEL 724) AS PART OF THE 290 WATER LINE PROJECT WITHIN THE CITY OF JERSEY VILLAGE; AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SETTLEMENT AGREEMENT AND RELATED DOCUMENTS; AND MAKING OTHER FINDINGS RELATED HERETO.

* * * * *

WHEREAS, the City Council of the City of Jersey Village, Texas (the “City”) has determined that public necessity requires the acquisition of a water line easement across a certain 0.0395 acre tract of land belonging to Landmark Industries Energy, LLC, as part of the City’s 290 Water Line Project; and

WHEREAS, the City Council finds that it is in the best interest of the health, safety, and welfare of the citizens of the City to acquire the necessary rights to a water line easement pursuant to the terms and conditions contained in the Settlement Agreement attached hereto as Exhibit “A;” **NOW THEREFORE,**

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

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

Section 2. The City hereby approves the acquisition of the water line easement and sewer line easement from Landmark Industries Energy, LLC as part of the City’s 290 Water Line and Sewer Line Project pursuant to the terms and conditions set forth in the Settlement Agreement attached hereto as Exhibit “A” and incorporated herein by this reference and authorizes the City Manager to execute the Settlement Agreement and related documents.

PASSED, APPROVED, AND RESOLVED this the 26th day of March, 2018.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

**Exhibit A to the Resolution
Settlement Agreement – Parcel 724**

CAUSE NO. 1065821

CITY OF JERSEY VILLAGE, TEXAS	§	CONDEMNATION PROCEEDING FILED
	§	
V.	§	
	§	IN COUNTY COURT AT LAW NO. 2
	§	
LANDMARK INDUSTRIES	§	
ENERGY, LLC	§	OF HARRIS COUNTY, TEXAS

**SETTLEMENT AGREEMENT AND
RELEASE OF ALL CLAIMS**

THIS SETTLEMENT AGREEMENT AND RELEASE OF ALL CLAIMS (the "Agreement") is made and entered into by and between the City of Jersey Village, Texas ("Jersey Village") and Landmark Industries Energy, LLC, a Texas limited liability company ("Landmark "), all collectively referred to as the "Parties."

WHEREAS, Jersey Village is a home-rule municipal corporation organized and operating under the laws of the State of Texas, and having the right of eminent domain and power of condemnation; and

WHEREAS, Jersey Village seeks to acquire a water line easement within that certain a 0.0395 acre (1,721 square foot) tract of land located in the John M. Dement Survey, Abstract Number 228, City of Jersey Village, Harris County, Texas and said 0.0395 acre tract of land being out of and a part of a called 0.8232 acre tract as described in the deed to Landmark Industries Energy, LLC recorded under Harris County Clerk's File Number 20110508349, for the 290 Water Line Project in the City of Jersey Village, Texas, such tract being more particularly described in the metes and bounds description attached hereto as "Exhibit A," and incorporated herein for all purposes (the "Property"); and

WHEREAS, the Parties desire to enter into an agreement for Jersey Village to acquire the Property in accordance with the terms and conditions contained herein.

NOW, THEREFORE, for and in consideration of the mutual promises set forth herein, the Parties have agreed to the following terms:

1. Subject to the terms and conditions herein, Landmark hereby agrees to convey to the City a non-exclusive easement in the Tract for the limited purpose of construction, operation, maintenance, inspection, replacement and removal of one public water line not to exceed twelve (12") inches or less in nominal diameter together with below-ground appurtenances (collectively the "Line") pursuant to the Dedication of Easement attached hereto as Exhibit "B" ("Easement"). Landmark, Landmark's heirs, successors and assigns shall have the right to construct, reconstruct or maintain streets, roads or drives, road ditches, drainage ditches at such place or places as Landmark may from time to time hereafter select for public or private use. City shall, at the time of construction, install the Line by boring to a depth of at least forty-eight inches (48") below the surface of the ground and thereafter shall not alter or change the Line such that it would permanently remain at a lesser depth.

2. Jersey Village agrees to pay to the Landmark the total sum of \$22,373.00.

3. Subject to the conditions and limitations herein, Landmark reserves the right (i) to grant additional easements and rights of way across (but not along) the Easement to such other persons or entities and for such purposes as Landmark may desire, including the right to dedicate private and public roads across (but not along) the Easement, (ii) to construct or locate upon or across the surface of the Easement landscaping, irrigation systems, paved parking areas together with associated curbs, fences, private lighting, private electrical lines, jogging trails, sidewalks, and signage, and (iii) to construct or locate across (but not along) the Easement public and private roads and streets, underground water mains, storm water lines, sanitary sewer lines, and other utilities. The uses of and improvements permitted on the Easement, as specified in clauses (i) through (iii) above or as otherwise approved by the City

pursuant to the terms of this Easement Agreement, are referred to herein as the "Permitted Encroachments." In all cases in which Landmark exercises rights specified in clauses (i) through (iii) above, Landmark shall grant, dedicate, or construct the Permitted Encroachments only in such a manner that: the Line is not endangered, obstructed, damaged, or interfered with; access to the Easement and the Line is not interfered with; the grade of the Easement is not changed and cover over the Line is not reduced below forty-eight inches (48"); the Line is left with proper, sufficient, and permanent support; and use of the Easement for the purposes set forth herein is not unreasonably interfered with. Landmark shall be required to submit construction plans to the City at least two (2) months prior to the commencement of construction of any Permitted Encroachments, and the City shall have one (1) month to review said plans and submit to Landmark construction requirements, if any, for the protection of the Line within the Easement or which are otherwise deemed necessary to avoid unreasonable interference with the City's exercise of the rights granted herein. If so submitted by the City, Landmark shall incorporate any such requirements in its plans for construction of the Permitted Encroachments and shall construct the Permitted Encroachments in a manner consistent with such requirements.

4. City agrees to comply in all material respect at its sole cost, with all applicable federal, state and local laws, rules, and regulations which are applicable to City's activities hereunder, including without limitation, the construction, use, operation, maintenance, repair and service of City's Line.

5. Within a reasonable time following completion of the construction of the water line, and thereafter following any repair, removal, replacement or maintenance work conducted thereon, City shall, to the fullest extent reasonably practicable, (i) repair all damage to the area affected that is directly caused by its activities and restore the same to substantially its prior

condition, and (ii) clean up and restore the surface to the condition that existed immediately prior to the City's activities in the Easement.

6. Each Party to this Agreement is acting voluntarily and on its or his own free will, and that it is in no way relying upon any promise, warranty, representation, or agreement of any kind whatsoever, made directly or indirectly, by any agent, employee, or attorney of the other Party.

7. Each Party shall be responsible for all attorney's fees and related costs and expenses incurred on its behalf.

8. This Agreement shall be deemed to have been jointly prepared by all Parties hereto, and no ambiguity of this Agreement shall be construed against any Party based upon the identity of the author of this Agreement or any portion thereof.

9. This Agreement shall be governed, construed, interpreted, and the rights of the Parties determined, in accordance with the laws of the State of Texas.

10. The statements and representations contained herein are to be considered contractual in nature and not merely recitations of fact.

11. In the event any one or more of the provisions of this Agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, such invalidity shall not affect any other provision herein.

12. All references herein in the singular shall be construed to include the plural where applicable, the masculine to include the feminine and neuter genders, and all covenants, agreements, and obligations herein assumed by the Parties shall be deemed to be joint and several covenants, agreements, and obligations of the several persons named herein.

13. This Agreement shall be binding on each and every Party to this Agreement, and their successors, officers, directors, employees, assigns, heirs, executors, administrators, agents,

legal representatives, and any of the companies or entities associated with them as owners, subsidiaries, or any other related capacity with respect to any and all of the claims that each Party may have, or has brought against the other Party.

14. Each of the signatories signing this Agreement represents and warrants that it is authorized to execute this Agreement and bind its or his principals to the terms and provisions hereof. Each Party warrants that any action required to be taken in order for this Agreement to be binding on it has been duly and properly taken prior to the execution of this Agreement.

15. This Agreement shall be binding on and inure to the benefit of the successors and assigns of the Parties hereto.

16. The representations, warranties, covenants, and agreements set forth herein shall survive the execution hereof.

17. This Agreement may be executed in multiple counterparts, each which taken together shall constitute one and the same instrument. The Parties agree that this Agreement contains the entire understanding of the Parties and that no prior agreements, representations, warranties, or understandings, whether written or oral, will be enforceable.

18. Each Party shall bear its own attorney's fees and costs. The Parties agree that the settlement date shall be the date of the execution of this Agreement.

19. Each Party hereto acknowledges that it has read and understands the effect of the above and foregoing mutual Agreement, and executes same of its own free will and accord for the purposes and consideration set forth.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective this ____ day of _____, 2018.

CITY OF JERSEY VILLAGE, TEXAS

By: _____
Austin Bleess, City Manager

ATTEST:

Lorri Coody, City Secretary

**LANDMARK INDUSTRIES ENERGY LLC, A
TEXAS LIMITED LIABILITY COMPANY**

By: KEITH Van Mazer

Name: [Signature]

Title: Vice President

ACKNOWLEDGMENTS

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day personally appeared Austin Bleess, City Manager of the City of Jersey Village, Texas, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, in the capacity therein stated, and as the act and deed of the City.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this _____ day of _____, 2018.

Notary Public In and For the State of Texas

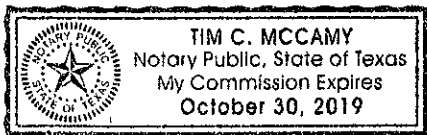
(SEAL)

My Commission Expires: _____

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day personally appeared, Vice President, Landmark Industries Energy, LLC, a TX limited liability company, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

March 20th ~~April~~ GIVEN UNDER MY HAND AND SEAL OF OFFICE on this 20th day of _____, 2018.



(SEAL)

Tim McCamy
Notary Public In and For the State of TEXAS

My Commission Expires: 10-30-19

Exhibit "A"

PARCEL 724 10 FOOT WIDE WATER LINE EASEMENT

0.0395 ACRE
1,721 SQUARE FEET
JOHN M. DEMENT SURVEY
ABSTRACT NO. 228
CITY OF JERSEY VILLAGE
HARRIS COUNTY, TEXAS

FIELD NOTE DESCRIPTION of a 0.0395 acre (1,721 square foot) tract of land located in the John M. Dement Survey, Abstract Number 228, City of Jersey Village, Harris County, Texas and said 0.0395 acre tract of land being out of and a part of a called 0.8232 acre tract as described in the deed to Landmark Industries Energy, LLC recorded under Harris County Clerk's File Number (H.C.C.F. No.) 20110508349, said 0.0395 acre tract being more particularly described by metes and bounds as follows: (The bearings described herein are oriented to the Texas Coordinate System, South Central Zone, NAD 1983.)

BEGINNING at an aluminum disk stamped "Texas Department of Transportation ROW Monument" marking the southerly end of a cut-back line of the intersection of the easterly Right-Of-Way (R.O.W.) line of Jones Road (based on a width of 100 feet), and the proposed northeasterly R.O.W. line of U.S. Highway 290 (Northwest Freeway) (based on a variable width) and the most southerly west corner of the herein described tract;

THENCE, North 27 degrees 19 minutes 43 seconds West, along the said cut-back line, a distance of 23.32 feet, to a "x" cut in concrete set marking the northerly west corner of the herein described tract;

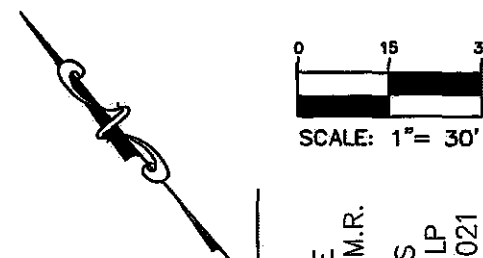
THENCE, South 52 degrees 43 minutes 07 seconds East, departing said cut-back line over and across the said called 0.8232 acre tract, a distance of 182.58 feet, to a 5/8-inch iron rod with orange plastic cap stamped "West Belt Surveying Inc" set in the southeasterly line of the said called 0.8232 acre tract common with the northwesterly line of a called 16.04 acre tract as described in the deed to Gordon NW Village LP recorded under H.C.C.F. No. 20130129021 and Reserve "A", Northwest Village a subdivision plat recorded under Volume 297, Page 79 of the Harris County Map Records, marking the most easterly corner of the herein described tract;

THENCE, South 37 degrees 04 minutes 19 seconds West, along the said common line a distance of 10.00 feet, to a 5/8-inch iron rod with orange plastic cap stamped "West Belt Surveying Inc" set in the said common line and the proposed northeasterly R.O.W. line of aforesaid U.S. Highway 290 marking the most southerly corner of the herein described tract;

THENCE, North 52 degrees 43 minutes 07 seconds West, departing the said common line along the proposed northeasterly R.O.W. line of said U.S. Highway 290, a distance of 161.55 feet, to the POINT OF BEGINNING and containing a computed area of 0.0395 acre (1,721 square feet) of land as depicted on the 10' Wide Water Line Easement Exhibit dated: November 14, 2014, prepared by West Belt Surveying, Inc., Project No. S537-0010B.

SURVEYOR'S NOTES:

1. THE BEARINGS SHOWN HEREON ARE BASED ON THE TEXAS COORDINATE SYSTEM, SOUTH CENTRAL ZONE, NAD 83.
2. THERE IS A METES & BOUNDS DESCRIPTION OF THE 0.0395 ACRE TRACT SHOWN HEREON, DATED: NOVEMBER 14, 2014, THAT ACCOMPANIES THIS EXHIBIT.
3. ALL SET 5/8" I.R. HAVE ORANGE PLASTIC CAPS STAMPED "WEST BELT SURVEYING INC".



CALLED 0.8232 ACRE
 LANDMARK INDUSTRIES ENERGY, LLC
 H.C.C.F. NO. 20110508349

JONES ROAD
(100' R.O.W.)

- 10' W.L.E.
(H.C.C.F. NO. K388646)

POINT OF
BEGINNING

U.S. HWY. 290
(NORTHWEST FREEWAY)
(R.O.W. VARIES)

S 52°43'07" E 182.58'

0.0395 ACRE (1,721 SQ. FT.)

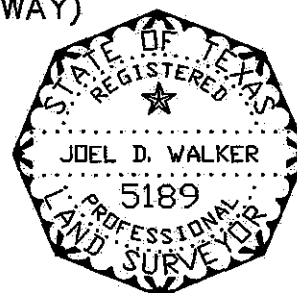
N 52°43'07" W 161.55'

RESERVE "A"
NORTHWEST VILLAGE
VOL. 297, PG. 79 H.C.M.R.
CALLED 16.04 ACRES
GORDON NW VILLAGE LP
H.C.C.F. NO. 20130129021

PARCEL 725
PROPOSED
WATER LINE
EASEMENT

MONUMENT TABLE	
MON.	DESCRIPTION
M1	5/8" I.R. SET W/ CAP "WEST BELT SURVEYING INC"
M2	"X" CUT IN CONCRETE SET
M3	ALUMINUM DISK FND. STAMPED "TEXAS DEPARTMENT OF TRANSPORTATION ROW MONUMENT"

LINE TABLE		
LINE	LENGTH	BEARING
L1	23.32	N27°19'43"W
L2	10.00	S37°04'19"W



TO: CITY OF JERSEY VILLAGE

THIS SURVEY SUBSTANTIALLY COMPLIES WITH THE CURRENT TEXAS SOCIETY OF PROFESSIONAL SURVEYORS STANDARDS AND SPECIFICATIONS FOR A CATEGORY 1B, CONDITION II SURVEY AND THE CURRENT MINIMUM REQUIREMENTS OF THE PROFESSIONAL LAND SURVEYING ACT.

11/14/14 Joel D. Walker
DATE JOEL D. WALKER, R.P.L.S.
TEXAS REGISTRATION NO. 5189

NO.	DATE	REVISIONS

SCALE: 1" = 30'

DRAWN BY: KMR/KMH

PROJECT NO. S537-0010B

DATE: NOVEMBER 14, 2014

PARCEL 724
0.0395 ACRE (1,721 SQ. FT.)
10' WATER LINE EASEMENT
OUT OF THE
JOHN M. DEMENT SURVEY, A-228
CITY OF JERSEY VILLAGE
HARRIS COUNTY, TEXAS

WEST  BELT
SURVEYING, INC.

21020 PARK ROW **PHONE: (281) 599-8288**
KATY, TEXAS 77440 **FAX: (281) 492-6026**
CERTIFIED FIRM NO. 10073800

EXHIBIT B

DEDICATION OF EASEMENT

THE STATE OF TEXAS	§	
	§	KNOW ALL MEN BY THESE PRESENTS
COUNTY OF HARRIS	§	

That Landmark Industries Energy, LLC, a Texas limited liability company hereinafter referred to as "Grantor," for and in consideration of the sum of ten dollars (\$10.00) and other good and valuable consideration paid to Grantor by The City of Jersey Village, Texas, hereinafter called "Grantee," the receipt and sufficiency of which are hereby acknowledged and confessed, has GRANTED, SOLD, and CONVEYED, and by these presents does hereby GRANT, SELL, and CONVEY unto the Grantee, its successors, assigns, and legal representatives, a perpetual non-exclusive easement for public utility purposes, including the right to construct, operate, maintain, inspect, replace, and remove said public utilities along, across, over, and under that certain tract or parcel of land in Harris County, Texas, described by metes and bounds in Exhibit "A" attached hereto, and described by survey plat in Exhibit "B" attached hereto, both Exhibits being incorporated herein by this reference for all purposes.

The Grantee may do and perform all acts necessary to construct, operate, maintain, inspect, replace, and remove said public utilities along, across, over, and under said easement, and operate thereon all necessary machinery and equipment, and Grantee shall have the right to cut, trim, and remove trees, brush, or shrubbery, or weeds, or to remove improvements, which may encroach upon, burden, or interfere with the easement herein granted. Grantor retains, reserves, and shall continue to enjoy the use of the easement area for any and all purposes, which do not interfere with or prevent the use by Grantee of the easement, rights, and privileges

granted herein, subject to all applicable laws and regulations of the State of Texas or its political subdivisions, including Grantee. The rights retained by Grantor include, as applicable, the right to construct or locate upon or across the surface of the easement area landscaping (but not trees), irrigation systems, paved parking areas together with associated curbs, fences, private lighting, private electrical lines, jogging trails, sidewalks, signage and public and private roads and streets. Moreover, within a reasonable time following completion of the construction of the line or lines, and thereafter following any repair or maintenance work thereon, Grantee shall, to the fullest extent reasonably practicable, (i) repair all damage to the area affected directly caused by its activities and restore same to substantially its prior condition, and (ii) clean up and restore the surface to the condition that existed immediately prior to the Grantee's activities in the easement.

The easement and the rights and privileges herein granted shall be perpetual and Grantor covenants that Grantor will not convey any other easement, or any other right, within or conflicting with the area of the easement herein granted. This instrument shall be binding upon the successors, assigns, legal representatives, heirs, executors, and administrators of both the Grantor and the Grantee.

TO HAVE AND TO HOLD the above described easement unto the said Grantee, its successors, assigns, and legal representatives. Grantor hereby binds Grantor and Grantor's heirs, executors, administrators, successors, and assigns to Grantee and its successors, assigns, and legal representatives, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

EXECUTED this _____ day of _____, 2018

GRANTOR:

By: _____

Name: _____

Title: _____

ADDRESS OF GRANTEE:

The City of Jersey Village
16501 Jersey Drive
Jersey Village, TX 77040-1999

Attachments: Exhibit "A" -Metes and Bounds
Exhibit "B" - Utility Easement, Survey Plat

Parcel # 724

ACKNOWLEDGEMENT

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this _____ day of _____, 2018.

Notary Public In and For the State of Texas

My Commission Expires: _____

(SEAL)

ADDRESS OF GRANTEE:

The City of Jersey Village
16501 Jersey Drive
Jersey Village, TX 77040-1999

Attachments: Exhibit "A" -Metes and Bounds
Exhibit "B" - Utility Easement, Survey Plat

Parcel # 724

Parcel 724 - Exhibit A

PARCEL 724 10 FOOT WIDE WATER LINE EASEMENT

0.0395 ACRE
1,721 SQUARE FEET
JOHN M. DEMENT SURVEY
ABSTRACT NO. 228
CITY OF JERSEY VILLAGE
HARRIS COUNTY, TEXAS

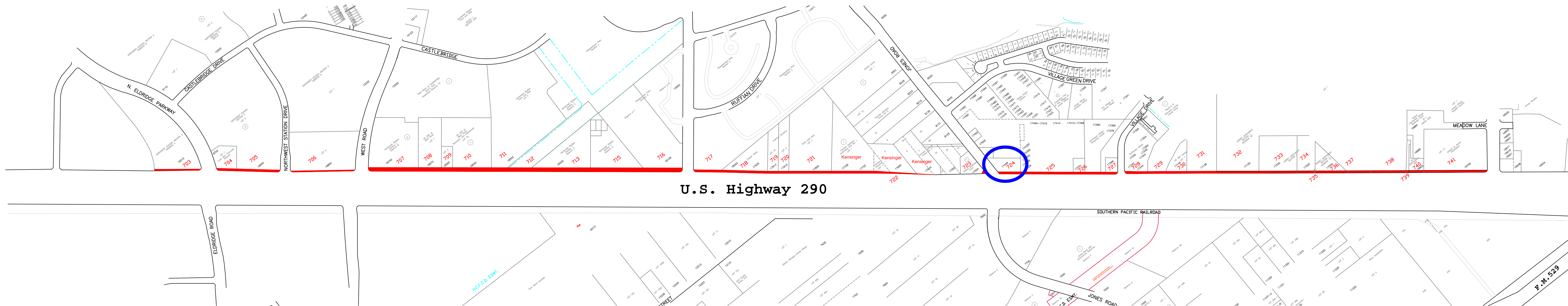
FIELD NOTE DESCRIPTION of a 0.0395 acre (1,721 square foot) tract of land located in the John M. Dement Survey, Abstract Number 228, City of Jersey Village, Harris County, Texas and said 0.0395 acre tract of land being out of and a part of a called 0.8232 acre tract as described in the deed to Landmark Industries Energy, LLC recorded under Harris County Clerk's File Number (H.C.C.F. No.) 20110508349, said 0.0395 acre tract being more particularly described by metes and bounds as follows: (The bearings described herein are oriented to the Texas Coordinate System, South Central Zone, NAD 1983.)

BEGINNING at an aluminum disk stamped "Texas Department of Transportation ROW Monument" marking the southerly end of a cut-back line of the intersection of the easterly Right-Of-Way (R.O.W.) line of Jones Road (based on a width of 100 feet), and the proposed northeasterly R.O.W. line of U.S. Highway 290 (Northwest Freeway) (based on a variable width) and the most southerly west corner of the herein described tract;

THENCE, North 27 degrees 19 minutes 43 seconds West, along the said cut-back line, a distance of 23.32 feet, to a "x" cut in concrete set marking the northerly west corner of the herein described tract;

THENCE, South 52 degrees 43 minutes 07 seconds East, departing said cut-back line over and across the said called 0.8232 acre tract, a distance of 182.58 feet, to a 5/8-inch iron rod with orange plastic cap stamped "West Belt Surveying Inc" set in the southeasterly line of the said called 0.8232 acre tract common with the northwesterly line of a called 16.04 acre tract as described in the deed to Gordon NW Village LP recorded under H.C.C.F. No. 20130129021 and Reserve "A", Northwest Village a subdivision plat recorded under Volume 297, Page 79 of the Harris County Map Records, marking the most easterly corner of the herein described tract;

THENCE, South 37 degrees 04 minutes 19 seconds West, along the said common line a distance of 10.00 feet, to a 5/8-inch iron rod with orange plastic cap stamped "West Belt Surveying Inc" set in the said common line and the proposed northeasterly R.O.W. line of aforesaid U.S. Highway 290 marking the most southerly corner of the herein described tract;



U.S. Highway 290

PROPERTY OWNERS

703	Joe Myers Dealership	713	SB Ventures LLC	726	BS Thunder	736	Paramount Credit Inc.
704	Car Son L.P.	715	J & M Leasing Inc.	727	Cabrera Brothers	737	H L & P
705	Car Son Star L.P.	716	PS LPT Properties	728	Harwin Gessner Investment	738	Jersey Village Baptist Church
706	Car Son LMC L.P.	717	AROP Promenade	729	Harris County Flood Control	739	Motel 6 Operating LP
707	Group 1 Realty Inc.	718	Kensinger Properties	730	Ganesh Shriom Investments Inc.	740	Federico Garza & Martha Garza
708	JJM Holdings, LTD.	719	Kensinger Properties	731	United Rentals Realty	741	Joe Myers Dealership Property, L.P.
709	GRM Food Services Limited	721	Anne M. Vaughn	732	Pappas		
710	Energy Capital Credit Union	722	Fairview Gardens Annex	733	River Oaks Emergency Center		
711	Metro	<u>724</u>	<u>Landmark Industries</u>	734	Jersey Village Baptist Church		
712	Harris County Flood Control	725	Gordon NW Village LP	735	City of Jersey Village		

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

AGENDA DATE: March 26, 2018

AGENDA ITEM: J02

AGENDA SUBJECT: Discuss and take appropriate action concerning the setting of the City Manager's salary.

Dept./Prepared By: Lorri Coody, City Secretary **Date Submitted:** March 21, 2018

EXHIBITS:

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

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

After conducting the City Manager's Evaluation in Executive Session, this item is to set the percent by which the City Manager's salary shall be increased for budget year 2018-2019.

Should City Council desire to increase the City Manager's salary, a suggested motion is provided below.

RECOMMENDED ACTION:

MOTION: I move to increase the City Manager's Salary by _____% for budget year 2018-2019.

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

AGENDA DATE: March 26, 2018

AGENDA ITEM: J03

AGENDA SUBJECT: Discuss and take appropriate action concerning the setting of the City Secretary's salary.

Dept./Prepared By: Lorri Coody, City Secretary **Date Submitted:** March 21, 2018

EXHIBITS:

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

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

After conducting the City Secretary's Evaluation in Executive Session, this item is to set the City Secretary's compensation for budget year 2018-2019.

Should City Council desire to increase the City Secretary's compensation, a suggested motion is provided below.

RECOMMENDED ACTION:

MOTION: I move to set the City Secretary's compensation for budget year 2018-2019 at _____.

K. MAYOR AND COUNCIL COMMENTS

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

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