

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, May 14, 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, may 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: Justin Ray, Mayor

C. ELECTION MATTERS

1. Discussion with possible action to consider [Ordinance No. 2018-08](#), canvassing the returns and declaring the results of the General Election held on May 05, 2018 for the purpose of electing three (3) City Council Members (Place 1, Place 4, and Place 5). *Justin Ray, Mayor*
2. [Issuance of Certificate](#) of Election to Newly Elected Officials. *Lorri Coody, City Secretary*
3. Administer Oath of Office to Elected and newly Appointed Officials. *Lorri Coody, City Secretary*
4. Recognition and Presentation of Service Award to Sheri Sheppard outgoing Council Member – Place 4, for her years of service to the City of Jersey Village. *Justin Ray, Mayor*

RECESS – Take recess in order that the newly elected members of Council may take their place at the Council dais.

D. PRESENTATIONS

1. Presentation of [Employee of the Month](#). *Justin Ray, Mayor*

E. 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.

F. CITY MANAGER'S REPORT

1. [Monthly Fund Balance Report](#), [Enterprise Funds Report](#), [Governmental Funds Report](#), [Property Tax Collection Report – March 2018](#), [General Fund Budget Projections](#) as of April 2018, and [Utility Fund Budget Projections](#) – April 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](#)
8. [Report from Code Enforcement](#)
9. [City Social Media Summary Report](#)

G. CONSENT AGENDA

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

1. Consider approval of the Minutes for the Regular Session Meeting held on [April 16, 2018](#). *Lorri Coody, City Secretary*
2. Consider [Resolution No. 2018-22](#), consenting to and approving the appointment of Bob Fry as the Harris County Municipalities Waste Disposal representative to the Gulf Coast Authority Board of Directors effective June 1, 2018 for the unexpired term that will end on August 31, 2019. *Lorri Coody, City Secretary*
3. Consider [Resolution No. 2018-23](#), receiving the Capital Improvements Advisory Committee's April 2018 Semiannual Progress Report. *Kevin T. Hagerich, Director of Public Works*
4. Consider [Resolution No. 2018-24](#), receiving the Planning and Zoning Commission's 2018 Annual Progress Report pertaining to the City's progress in implementing the Comprehensive Plan. *Debra Mergel, Planning and Zoning Commission Chairman*
5. Consider [Resolution No. 2018-25](#), authorizing the City Manager to engage Lemons Auctioneers, LLP and Online Pros to perform auctioneering services for the disposal of surplus equipment. – *Kevin T. Hagerich, Director of Public Works*

H. 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.

I. EXECUTIVE SESSION

1. Pursuant to the Texas Open Meeting Act Section 551.071- Consult with Attorney and Section 551.072 - Deliberation Regarding Real Property, consult with the City Attorney regarding Cause No. 1061305; *Jones Road Holding Ltd. vs. City of Jersey Village, Texas*; County Civil Court at Law No. 2, Harris County, Texas and Cause No. 1074704; *Jones Road Project Ltd. vs. City of Jersey Village, Texas*; County Civil Court at Law No. 3, Harris County, Texas. *City Attorney*

J. ADJOURN EXECUTIVE SESSION

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

K. REGULAR SESSION

1. Discuss and take appropriate action concerning items discussed in Executive Session regarding Cause No. 1061305; *Jones Road Holding Ltd. vs. City of Jersey Village, Texas*; County Civil Court at Law No. 2, Harris County, Texas and Cause No. 1074704; *Jones Road Project Ltd. vs. City of Jersey Village, Texas*; County Civil Court at Law No. 3, Harris County, Texas, including, without limitation, consideration and [approval of a proposed settlement](#) of the *Jones Road Project, Ltd.* case. *Justin Ray, Mayor*
2. Consider [Resolution No. 2018-26](#), electing a Mayor Pro Tem. *Justin Ray, Mayor*
3. Consider [Resolution No. 2018-27](#), assigning Council Members to serve as liaison to various city committees and boards. *Justin Ray, Mayor*
4. Consider [Ordinance No. 2018-09](#), receiving the Planning and Zoning Commission's Preliminary Report and calling a joint public hearing of the City Council and the Planning and Zoning Commission concerning the proposal to amend Chapter 14 of the Code of Ordinances of the City of Jersey Village, Texas by authorizing revision of the official zoning map so that property located at 8805 Jones Road/12511 Steepleway and 8805 Jones Road #A, and described as Tracts 1 and 1a, Block 1, Jones Road Plaza, shall be changed from zoning District F ("First Business District") to Zoning District J ("Third Business District"). *Debra Mergel, Planning and Zoning Commission Chairman*
5. Consider [Resolution No. 2018-28](#), appointing a Commissioner to fill the unexpired term ending September 30, 2019 for position one on the Planning and Zoning Commission and the Capital Improvements Advisory Committee. *Lorri Coody, City Secretary*
6. Consider [Ordinance No. 2018-10](#), amending the General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 in the amount not to exceed \$50,000 to increase line item 01-39-6516 (Parks and Landscaping Projects) from the General Fund Balance for the construction of the Dog Park. *Isabel Kato, Finance Director*

7. Discuss with possible action either a [contract extension with the audit firm](#) of Belt Harris Pechacek, LLLP or the preparation of an RFP for audit services for a period of three year. *Isabel Kato, Finance Director*
8. Consider [Ordinance No. 2018-11](#), amending the General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 by increasing line item 01-25-5516 (Collection Agency Fees) in the amount not to exceed \$53,000 to cover the cost of collection agency services. *Mark Bitz, Fire Chief*
9. Consider [Ordinance No. 2018-12](#), amending the General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 by increasing line item 01-25-3010 (Incentives) in the amount not to exceed \$6,000 to cover the cost of Fire Department Incentives. *Mark Bitz, Fire Chief*
10. Consider [Resolution No. 2018-29](#), authorizing the City to apply for a grant from the Firehouse Subs Public Safety Foundation. *Mark Bitz, Fire Chief*
11. Consider [Resolution No. 2018-30](#), authorizing the City Manager to execute an agreement with PGAL, Inc. for the design of a new Jersey Meadow Golf Course Club House. *Jason Alfaro, Director of Parks and Recreation*
12. Consider [Resolution No. 2018-31](#), authorizing the City Manager to engage Brooks & Sparks, Inc. to perform engineering services for the Jersey Meadows Golf Course Berm Project. *Kevin T. Hagerich, Director of Public Works*
13. Consider [Resolution No. 2018-32](#), authorizing the City Manager to engage Brooks & Sparks, Inc. to perform engineering services for the Jersey Meadows Golf Course Gray Water Project. *Kevin T. Hagerich, Director of Public Works*
14. Consider [Resolution No. 2018-21](#), accepting the resignation of Crime Control and Prevention District Board Member Sheri Sheppard, and appointing a new member to the Crime Control and Prevention District for the unexpired term ending August 31, 2018. *Lorri Coody, City Secretary*

L. MAYOR AND COUNCIL COMMENTS

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

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

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

M. 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: May 10, 2018 at 10:45 a.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: Justin Ray, Mayor.

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

AGENDA DATE: May 14, 2018

AGENDA ITEM: C1

AGENDA SUBJECT: Discussion with possible action to consider Ordinance No. 2018-08, canvassing the returns, receiving the results of the recount for City Council Place No. 4, and declaring the results of the General Election held on May 05, 2018 for the purpose of electing a three City Council Members (Place 1, Place 4, and Place 5).

Department/

Prepared By: Lorri Coody, City Secretary

Date Submitted: May 8, 2018

EXHIBITS: [Ordinance No. 2018-08](#)

BACKGROUND INFORMATION:

The canvass is an official meeting of the canvassing authority (city council) for the purpose of making the election results official. The duty to conduct the canvass is a mandatory, ministerial duty and not subject to the discretion of the governing body.

Pursuant to the Texas Election Code Section 67.004, the procedure for canvass is as follows:

1. The precinct returns shall be delivered sealed to the authority.
2. The authority shall open the returns and canvass them by:
 - a. preparing a tabulation stating for each candidate and for and against each measure:
 - i. the report of early voting votes by precinct;
 - ii. the total number of votes received; and
 - iii. the sum of the precinct totals.

A summary of this information is included for your review. Ordinance 2018-08 indicates the votes cast for each of the candidates.

Because a recount petition was received for the recount of early votes and election day votes cast for City Council Place No. 4, the results of the recount will be presented to City Council for the purpose of determining the new canvass and official returns. The candidate may not receive a certificate of election or qualify for office before the recount is completed and presented to City Council.

Once Ordinance No. 2018-08 has been approved and adopted declaring the returns official, a certificate of election will be presented to each of the elected candidates.

RECOMMENDED ACTION:

MOTION: To approve Ordinance No. 2018-08, canvassing the returns, receiving the results of the recount for City Council Place No. 4, and declaring the results of the General Election held on May 05, 2018 for the purpose of electing a three City Council Members (Place 1, Place 4, and Place 5).

ORDINANCE NO. 2018-08

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, CANVASSING THE RETURNS AND DECLARING THE RESULTS OF THE GENERAL ELECTION HELD ON MAY 05, 2018.

* * * * *

WHEREAS, a general municipal election was held in the City of Jersey Village, Texas, on May 05, 2018, for the purpose of electing three (3) council members; and

WHEREAS, said election was duly and legally held in conformity with the election laws of the State of Texas, and the results of said election have been verified and returned by the proper judges and clerks;

WHEREAS, it appears that a total of 968 votes were cast in such election;

WHEREAS, a recount petition was filed by candidate Simon Hughes on May 7, 2018 and approved on May 9, 2018, requesting a recount of early votes and election day votes casts for Councilmember Place No. 4; and

WHEREAS, a recount of early votes and election day votes casts for Councilmember Place No. 4 was conducted on May 14, 2018 and the report of the outcome of the recount was presented to City Council on May 14, 2018; **NOW THEREFORE**,

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

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

Section 2. The official canvass of the returns of the general election held on May 05, 2018, reflects that the following persons received the number of votes set opposite their names in the respective positions to be filled:

Council Member, Place 1

<u>Candidate</u>	<u>Votes Received</u>
Andrew Mitcham	<u>719</u>

Council Member, Place 4

<u>Candidate</u>	<u>Votes Received</u>
Simon Hughes	<u>481</u>
James Singleton	<u>484</u>

Council Member, Place 5**Candidate****Votes Received**

Gary Wubbenhorst

708

Section 3. The official canvass of the returns of the general election held on May 05, 2018 reflects that the following persons were duly elected to the respective positions shown:

Council Member, Place 1

Andrew Mitcham

Council Member, Place 4

James Singleton

Council Member, Place 5

Gary Wubbenhorst

Section 4. The official canvass of the recount of early votes and election day votes casts for Councilmember Place No. 4 held on May 14, 2018, reflects that the following persons were duly elected to the respective positions shown:

Council Member, Place 4

PASSED, APPROVED AND ADOPTED THIS 14th day of May 2018.

 Justin Ray, Mayor
ATTEST:

 Lorri Coody, City Secretary

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

AGENDA DATE: May 14, 2018

AGENDA ITEM: C2

AGENDA SUBJECT: Certificates of Election

Department/

Prepared By: Lorri Coody

Date Submitted: May 8, 2018

EXHIBITS:

BUDGETARY IMPACT:	Required Expenditure:	\$	0,000.00
	Amount Budgeted:	\$	0,000.00
	Appropriation Required:	\$	0,000.00

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

Section 67.016 of the Election Code outlines the process for preparation and distribution of the Certificate of Election. After the canvass is complete, the presiding officer of the local canvassing authority shall prepare a certificate of election for each candidate who is elected.

A certificate of election must contain:

- (1) The candidate's name;
- (2) The office to which the candidate is elected;
- (3) A statement of election to an unexpired term, if applicable;
- (4) The date of the election;
- (5) The signature of the officer preparing the certificate; and
- (6) Any seal used by the officer preparing the certificate to authenticate documents that the officer executes or certifies.

The authority preparing a certificate of election shall promptly deliver it to the person for whom it is prepared.

RECOMMENDED ACTION:

Deliver Certificates of Election to newly elected officials.

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

AGENDA DATE: May 14, 2018

AGENDA ITEM: D1

AGENDA SUBJECT: Presentation of Employee of the Month Award.

Department/Prepared By: Lorri Coody **Date Submitted:** May 1, 2018

EXHIBITS: [Employee of the Month Program
May 2018](#) – Employee of the Month

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

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

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

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

RECOMMENDED ACTION:

N/A



Employee of the Month Program

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

Criteria for Employee of the Month

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

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

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

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

Process

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

Awards

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

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



Employee of the Month Nomination Form

Name of Nominee: _____ Department: _____

Job Title: _____

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

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

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

Other information pertinent to the nomination

Nominated by: _____ Date: _____

Department: _____

Please submit completed form to your Department Head.



With great pride we announce that our May Employee of the Month is Robert Missall. His unyielding devotion to go above and beyond the call of duty has allowed him to excel in his role as Fire Captain for The City of Jersey Village.



Congratulations are in Order. Robert, *Thank You* for all that you do!

E. 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.

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 *	**	\$17,266,799.04	\$17,266,799.04	\$17,266,799.04	\$17,266,799.04	\$17,266,799.04	\$17,266,799.04	\$17,266,799.04					
Revenues		\$725,226.73	\$692,274.94	\$2,064,455.37	\$3,322,711.74	\$2,148,511.58	\$711,344.39	\$717,603.83					
Expenditures		\$531,674.35	\$678,961.11	\$997,520.39	\$773,077.63	\$1,052,948.62	\$701,843.86	\$719,775.24					
Projected Fund Balance	**	\$17,460,351.42	\$17,473,665.25	\$18,540,600.23	\$21,090,234.34	\$22,185,797.30	\$22,195,297.83	\$22,193,126.42					
UTILITY													
Beginning Fund Balance	**	\$10,935,325.76	\$10,935,325.76	\$10,935,325.76	\$10,935,325.76	\$10,935,325.76	\$10,935,325.76	\$10,935,325.76					
Revenues		\$388,260.98	\$407,986.77	\$288,645.83	\$345,563.46	\$302,834.66	\$328,220.09	\$357,627.30					
Expenditures		\$51,283.36	\$260,232.49	\$368,042.58	\$284,920.34	\$127,012.06	\$114,630.42	\$684,201.44					
Projected Fund Balance	**	\$11,272,303.38	\$11,420,057.66	\$11,340,660.91	\$11,401,304.03	\$11,577,126.63	\$11,790,716.30	\$11,464,142.16					
DEBT SERVICE													
Beginning Fund Balance	**	\$441,734.60	\$441,734.60	\$441,734.60	\$441,734.60	\$441,734.60	\$441,734.60	\$441,734.60					
Revenues		\$355.41	\$28,516.83	\$595,777.05	\$956,854.36	\$572,350.23	\$21,201.77	\$3,990.59					
Expenditures		\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$2,172,756.88	\$750.00					
Projected Fund Balance	**	\$442,090.01	\$470,606.84	\$1,066,383.89	\$2,023,238.25	\$2,595,088.48	\$443,533.37	\$446,773.96					
IMPACT FEE													
Beginning Fund Balance	**	\$322,754.87	\$322,754.87	\$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	\$16,828.58	\$5,120.54					
Expenditures		\$0.00	\$0.00	\$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	\$413,018.62	\$418,139.16					
MOTEL TAX													
Beginning Fund Balance	**	\$681,709.16	\$681,709.16	\$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	\$9,079.25	\$19,515.73					
Expenditures		\$829.33	\$0.00	\$13,408.66	\$829.33	\$829.33	\$15,329.33	\$829.33					
Projected Fund Balance	**	\$716,061.27	\$728,922.98	\$721,613.00	\$739,220.76	\$762,186.00	\$755,935.92	\$774,622.32					
ASSET FORFEITURE													
Beginning Fund Balance	**	\$70,479.71	\$70,479.71	\$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	\$1,302.37	\$84.10					
Expenditures		\$0.00	\$1,169.10	\$4,819.00	\$0.00	\$14,033.93	\$0.00	\$1,000.00					
Projected Fund Balance	**	\$77,190.54	\$76,080.98	\$71,330.94	\$71,407.15	\$57,444.53	\$58,746.90	\$57,831.00					
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	\$6,668,461.48	\$6,668,461.48					
Revenues		\$4,290.71	\$3,842.89	\$4,218.73	\$4,662.51	\$4,361.67	\$5,418.16	\$5,468.42					
Expenditures		\$610,322.05	\$52,571.62	\$68,664.90	\$0.00	\$126,737.85	\$13,465.59	\$164,248.64					
Projected Fund Balance	**	\$6,062,430.14	\$6,013,501.41	\$5,949,055.24	\$5,953,717.75	\$5,831,341.57	\$5,823,294.14	\$5,664,513.92					
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	\$1,131,043.95	\$1,131,043.95					
Revenues		\$100.00	\$0.00	\$100.00	\$75.00	\$100.00	\$0.00	\$0.00					
Expenditures		\$19,563.09	\$22,296.76	\$30,265.17	\$21,338.62	\$19,373.80	\$20,029.21	\$20,111.99					
Projected Fund Balance	**	\$1,111,580.86	\$1,089,284.10	\$1,059,118.93	\$1,037,855.31	\$1,018,581.51	\$998,552.30	\$978,440.31					
CAPITAL IMPROVEMENTS													
Beginning Fund Balance	**	\$4,636,723.95	\$4,636,723.95	\$4,636,723.95	\$4,636,723.95	\$4,636,723.95	\$4,636,723.95	\$4,636,723.95					
Revenues		\$992.91	\$976.70	\$1,114.48	\$1,208.34	\$3,635.47	\$5,413.29	\$5,803.90					
Expenditures		\$0.00	\$1,128.00	\$448.64	\$0.00	\$2,119.23	\$1,992.00	\$4,864.00					
Projected Fund Balance	**	\$4,637,716.86	\$4,637,565.56	\$4,638,231.40	\$4,639,439.74	\$4,640,955.98	\$4,644,377.27	\$4,645,317.17					
GOLF COURSE													
Beginning Fund Balance	**	(\$3,799,682.56)	(\$3,799,682.56)	(\$3,799,682.56)	(\$3,799,682.56)	(\$3,799,682.56)	(\$3,799,682.56)	(\$3,799,682.56)					
Revenues		\$131,316.30	\$123,532.00	\$88,095.01	\$70,334.18	\$61,121.02	\$138,092.02	\$155,904.65					
Expenditures		\$91,475.87	\$98,103.98	\$132,061.49	\$110,293.32	\$102,555.93	\$122,986.05	\$138,797.00					
Projected Fund Balance	**	(\$3,759,842.13)	(\$3,734,414.11)	(\$3,778,380.59)	(\$3,818,339.73)	(\$3,859,774.64)	(\$3,844,668.67)	(\$3,827,561.02)					
COURT RESTRICTED FEE													
Beginning Fund Balance	**	\$147,902.77	\$147,902.77	\$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	\$0.00	\$0.00					
Expenditures		\$5,859.81	\$714.77	\$1,490.28	\$475.94	\$476.51	\$200.00	\$1,240.44					
Projected Fund Balance	**	\$142,042.96	\$147,328.19	\$139,837.91	\$139,361.97	\$138,885.46	\$138,885.46	\$137,445.02					
JV CRIME CONTROL													
Beginning Fund Balance	**	\$2,938,606.65	\$2,938,606.65	\$2,938,606.65	\$2,938,606.65	\$2,938,606.65	\$2,938,606.65	\$2,938,606.65					
Revenues		\$110,571.94	\$129,449.69	\$144,886.52	\$133,738.38	\$157,251.63	\$117,012.50	\$107,871.88					
Expenditures		\$0.00	\$0.00	\$0.00	\$293,987.14	\$0.00	\$131,620.71	\$155,945.68					
Projected Fund Balance	**	\$3,049,178.59	\$3,178,628.28	\$3,323,514.80	\$3,163,266.04	\$3,320,517.67	\$3,305,909.46	\$3,257,835.66					

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

** Unaudited Fund Balance amounts

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2018

02 -UTILITY FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
BEGINNING FUND BALANCE	10,935,325.76		10,935,325.76			
FEES & CHARGES FOR SERVICE						
40-8541 WATER SERVICE	2,850,000.00	224,903.43	1,499,921.65	52.63	0.00	(1,350,078.35)
40-8542 SEWER SERVICE	1,350,000.00	119,914.24	841,143.07	62.31	0.00	(508,856.93)
40-8545 WATER AUTHORITY FEE	15,000.00	280.89	2,883.53	19.22	0.00	(12,116.47)
40-8546 CREDIT CARD FEES	3,000.00	641.73	4,939.01	164.63	0.00	1,939.01
TOTAL FEES & CHARGES FOR SERVICE	4,218,000.00	345,740.29	2,348,887.26	55.69	0.00	(1,869,112.74)
INTEREST EARNED						
40-9601 INTEREST EARNED	20,000.00	6,327.18	31,418.22	157.09	0.00	11,418.22
TOTAL INTEREST EARNED	20,000.00	6,327.18	31,418.22	157.09	0.00	11,418.22
INTERFUND ACTIVITY						
TOTAL						
MISCELLANEOUS REVENUE						
40-9840 PENALTIES & ADJUSTMENTS	25,000.00	1,853.81	19,034.06	76.14	0.00	(5,965.94)
40-9899 MISCELLANEOUS	25,000.00	3,706.02	19,799.55	79.20	0.00	(5,200.45)
TOTAL MISCELLANEOUS REVENUE	50,000.00	5,559.83	38,833.61	77.67	0.00	(11,166.39)
OTHER AGENCY REVENUES						
TOTAL						
*** TOTAL FUND REVENUES ***	4,288,000.00	357,627.30	2,419,139.09	56.42	0.00	(1,868,860.91)
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*** TOTAL AVAILABLE REVENUES ***	15,223,325.76		13,354,464.85			
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CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	15,685.06	148,608.10	76.25	0.00	46,291.90
45-3003 LONGEVITY	2,100.00	44.32	621.75	29.61	0.00	1,478.25
45-3007 OVERTIME	24,500.00	2,051.55	17,769.77	72.53	0.00	6,730.23
45-3010 INCENTIVES	0.00	32.30	80.75	0.00	0.00	(80.75)
45-3051 FICA/MEDICARE TAXES	17,000.00	1,309.33	12,937.97	76.11	0.00	4,062.03
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	919.03	919.03	17.02	0.00	4,480.97
45-3054 RETIREMENT	33,900.00	2,721.01	26,783.02	79.01	0.00	7,116.98
45-3055 HEALTH INSURANCE	70,823.00	4,043.96	25,667.00	36.24	0.00	45,156.00
45-3056 LIFE INS	500.00	25.52	159.50	31.90	0.00	340.50
45-3057 DENTAL	5,800.00	248.64	1,617.56	27.89	0.00	4,182.44
45-3058 LONG-TERM DISABILITY	900.00	0.00	359.94	39.99	0.00	540.06
TOTAL SALARIES, WAGES & BENEFIT	361,523.00	27,080.72	239,576.16	66.27	0.00	121,946.84
SUPPLIES						
45-3502 POSTAGE/FREIGHT/DEL. FEE	14,000.00	919.05	5,970.31	42.65	0.00	8,029.69
45-3503 OFFICE SUPPLIES	3,100.00	0.00	506.28	16.33	0.00	2,593.72
45-3504 WEARING APPAREL	2,000.00	472.54	1,177.76	58.89	0.00	822.24
45-3506 CHEMICALS	14,000.00	1,335.63	8,588.03	61.34	0.00	5,411.97
45-3510 BOOKS & PERIODICALS	600.00	0.00	0.00	0.00	0.00	600.00
45-3523 TOOLS/EQUIPMENT	2,000.00	112.98	1,187.80	59.39	0.00	812.20
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	100.27	20.05	0.00	399.73
TOTAL SUPPLIES	37,400.00	2,840.20	17,530.45	46.87	0.00	19,869.55
MAINTENANCE--BLDGS, STRUC						
45-4001 BUILDINGS AND GROUNDS	4,000.00	0.00	200.73	5.02	0.00	3,799.27
45-4041 WATER SYSTEM MAINTENANCE	30,000.00	728.23	8,129.13	27.10	0.00	21,870.87
45-4042 SEWER SYSTEM MAINTENANCE	10,000.00	570.00	570.00	5.70	0.00	9,430.00
45-4043 WATER PLANTS MAINTENANCE	17,000.00	1,583.32	9,036.89	71.83	3,175.00	4,788.11
45-4044 LIFT STATIONS MAINTENANCE	16,000.00	192.93	2,154.39	13.46	0.00	13,845.61
45-4045 SEWER PLANT MAINTENANCE	45,000.00	0.00	10,089.51	93.87	32,153.80	2,756.69
TOTAL MAINTENANCE--BLDGS, STRUC	122,000.00	3,074.48	30,180.65	53.70	35,328.80	56,490.55
MAINTENANCE--EQUIPMENT						
45-4504 COMPUTER SOFTWARE	6,200.00	142.00	4,896.46	78.98	0.00	1,303.54
TOTAL MAINTENANCE--EQUIPMENT	6,200.00	142.00	4,896.46	78.98	0.00	1,303.54
SERVICES						
45-5012 PRINTING	1,800.00	0.00	894.00	49.67	0.00	906.00
45-5015 LAB TESTS	23,400.00	992.00	9,327.60	39.86	0.00	14,072.40
45-5017 UTILITIES	140,000.00	7,529.65	67,344.73	48.10	0.00	72,655.27
45-5019 W.O.B. DISPOSAL-O&M CONTR	500,000.00	24,507.32	147,311.28	29.46	0.00	352,688.72
45-5020 COMMUNICATIONS	9,511.00	482.40	3,320.38	34.91	0.00	6,190.62
45-5022 RENTAL OF EQUIPMENT	500.00	0.00	0.00	0.00	0.00	500.00
45-5025 PUBLIC NOTICES	800.00	0.00	0.00	0.00	0.00	800.00
45-5027 MEMBERSHIPS	1,000.00	0.00	119.00	11.90	0.00	881.00

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	461.00	3.05	0.00	14,639.00
TOTAL SERVICES	692,111.00	33,511.37	228,777.99	33.06	0.00	463,333.01
SUNDRY						
45-5405 PERMITS, FEES, CREDIT CD FEES	20,400.00	1,732.83	22,489.14	110.24	0.00	(2,089.14)
45-5411 WATER-PURCHASED	1,609,000.00	132,578.66	620,824.49	38.58	0.00	988,175.51
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	134,311.49	644,012.53	38.58	0.00	1,025,387.47
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	8,700.00	28,200.00	6.80	(18,000.00)	139,800.00
45-5515 CONSULTANT SERVICES	260,000.00	0.00	821.02	0.00	(821.02)	260,000.00
TOTAL PROFESSIONAL SERVICES	420,000.00	8,700.00	29,598.52	2.57	(18,821.02)	409,222.50
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	209,660.26	1,212,079.54	30.80	16,507.78	2,760,626.68
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CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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
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CAPITAL IMPROVEMENTS						
46-7012 METER REPLACEMENT	250,000.00	1,954.55	198,721.52	79.49	0.00	51,278.48
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	472,586.63	472,586.63	79.29	0.00	123,413.37
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	474,541.18	678,243.15	23.18	(6,935.00)	2,224,691.85
TOTAL 46-UTILITY CAPITAL PROJEC	2,896,000.00	474,541.18	678,243.15	23.18	(6,935.00)	2,224,691.85
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CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	684,201.44	1,890,322.69	27.59	9,572.78	4,985,318.53
EXCESS OF REVENUES OVER EXPENDITURES	(2,597,214.00)	(326,574.14)	528,816.40	19.99-	(9,572.78)	(3,116,457.62)
*** PROJECTED FUND BALANCE ***	8,338,111.76		11,464,142.16			
*** END OF REPORT ***						

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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 SERVIC						
43-8547 WATER DISTRIBUTION	50,000.00	2,899.00	65,878.28	131.76	0.00	15,878.28
43-8548 SEWER PLANT CAPACITY	25,000.00	1,029.00	23,358.30	93.43	0.00	(1,641.70)
43-8549 WATER PLANT CAPACITY	1,500.00	0.00	0.00	0.00	0.00	(1,500.00)
TOTAL FEES & CHARGES FOR SERVIC	76,500.00	3,928.00	89,236.58	116.65	0.00	12,736.58
INTEREST EARNED						
43-9601 INTEREST EARNED	2,000.00	1,192.54	6,147.71	307.39	0.00	4,147.71
TOTAL INTEREST EARNED	2,000.00	1,192.54	6,147.71	307.39	0.00	4,147.71
*** TOTAL FUND REVENUES ***	78,500.00	5,120.54	95,384.29	121.51	0.00	16,884.29
	=====	=====	=====	=====	=====	=====
*** TOTAL AVAILABLE REVENUES ***	401,254.87		418,139.16			
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CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	5,120.54	95,384.29	121.51	0.00	(16,884.29)
	=====	=====	=====	=====	=====	=====
*** PROJECTED FUND BALANCE ***	401,254.87		418,139.16			
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*** END OF REPORT ***

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2018

11 -GOLF COURSE FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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BEGINNING FUND BALANCE	(3,799,682.56)		(3,799,682.56)			
FEES & CHARGES FOR SERVIC						
80-8551 GREEN FEES	1,000,000.00	105,483.65	489,436.44	48.94	0.00	(510,563.56)
80-8553 RANGE FEES/CLUB RENTALS	90,000.00	9,859.66	48,581.19	53.98	0.00	(41,418.81)
80-8554 CLUB RENTALS	5,000.00	524.66	2,329.66	46.59	0.00	(2,670.34)
80-8555 TOURNAMENT GREENS FEES	190,000.00	13,093.08	74,392.05	39.15	0.00	(115,607.95)
80-8560 MISCELLANEOUS FEES	18,380.00	1,151.86	9,255.85	50.36	0.00	(9,124.15)
80-8567 MERCHANDISE	110,000.00	12,942.93	70,246.56	63.86	0.00	(39,753.44)
80-8568 SPECIAL ORDER MERCHANDISE	40,000.00	3,152.69	22,977.73	57.44	0.00	(17,022.27)
80-8572 CONCESSION FEES	42,000.00	4,538.58	23,235.48	55.32	0.00	(18,764.52)
80-8575 MEMBERSHIPS	0.00	4,465.33	13,511.29	0.00	0.00	13,511.29
80-8579 CASH OVER/UNDER	0.00	4.80	68.06	0.00	0.00	68.06
TOTAL FEES & CHARGES FOR SERVIC	1,495,380.00	155,217.24	754,034.31	50.42	0.00	(741,345.69)
INTEREST EARNED						
80-9601 INTEREST EARNED	2,400.00	687.41	4,360.87	181.70	0.00	1,960.87
TOTAL INTEREST EARNED	2,400.00	687.41	4,360.87	181.70	0.00	1,960.87
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	155,904.65	768,395.18	40.42	0.00	(1,132,455.82)
	=====	=====	=====	=====	=====	=====
*** TOTAL AVAILABLE REVENUES ***	(1,898,831.56)		(3,031,287.38)			
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CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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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SALARIES, WAGES & BENEFIT						
81-3001 SALARIES AND WAGES	199,224.00	11,540.32	81,321.63	40.82	0.00	117,902.37
81-3002 WAGES	108,110.00	10,195.12	64,315.98	59.49	0.00	43,794.02
81-3003 LONGEVITY	776.00	51.68	315.11	40.61	0.00	460.89
81-3007 OVERTIME	1,000.00	39.00	168.57	16.86	0.00	831.43
81-3051 FICA/MEDICARE TAXES	23,829.00	1,638.50	11,783.51	49.45	0.00	12,045.49
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	951.28	1,000.05	12.35	0.00	7,099.95
81-3054 RETIREMENT	33,687.00	2,299.01	17,383.60	51.60	0.00	16,303.40
81-3055 INSURANCE	41,999.00	4,048.36	26,072.44	62.08	0.00	15,926.56
81-3056 LIFE INS	413.00	31.90	204.16	49.43	0.00	208.84
81-3057 DENTAL INSURANCE	2,703.00	286.28	1,694.88	62.70	0.00	1,008.12
81-3058 LONG-TERM DISABILITY	913.00	0.00	435.84	47.74	0.00	477.16
TOTAL SALARIES, WAGES & BENEFIT	426,764.00	31,081.45	208,967.89	48.97	0.00	217,796.11
COST OF SALES						
81-3401 MERCHANDISE	77,000.00	9,202.33	56,270.66	76.72	2,801.97	17,927.37
81-3415 RANGE BALLS	7,500.00	0.00	4,531.73	96.85	2,732.00	236.27
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	5,730.46	16,516.14	55.05	0.00	13,483.86
TOTAL COST OF SALES	116,500.00	14,932.79	78,559.53	72.18	5,533.97	32,406.50
SUPPLIES						
81-3502 POSTAGE/FREIGHT/DEL.FEE	500.00	132.40	258.03	51.61	0.00	241.97
81-3503 OFFICE SUPPLIES	6,000.00	80.52	2,121.21	35.35	0.00	3,878.79
81-3504 WEARING APPAREL	2,750.00	103.85	785.03	28.55	0.00	1,964.97
81-3523 TOOLS/EQUIPMENT	2,000.00	0.00	438.05	21.90	0.00	1,561.95
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	4,167.00	61.73	0.00	2,583.00
TOTAL SUPPLIES	18,250.00	316.77	7,769.32	42.57	0.00	10,480.68
MAINTENANCE--BLDGS, STRUC						
TOTAL						
MAINTENANCE--EQUIPMENT						
81-4501 FURN, FIXTURE/EPT MAINTENANCE	1,200.00	0.00	161.64	13.47	0.00	1,038.36
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	410.91	762.42	21.78	0.00	2,737.58
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	672.00	701.96	35.10	0.00	1,298.04
TOTAL MAINTENANCE--EQUIPMENT	10,200.00	1,082.91	2,330.47	22.85	0.00	7,869.53

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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

SERVICES						
81-5012 PRINTING	2,500.00	0.00	97.97	3.92	0.00	2,402.03
81-5020 COMMUNICATIONS	7,500.00	568.94	3,578.69	47.72	0.00	3,921.31
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	122.99	7.03	0.00	1,627.01
81-5029 TRAVEL/TRAINING	2,500.00	0.00	513.92	20.56	0.00	1,986.08
81-5043 ADVERTISING/PROMOTION	27,000.00	244.12	6,118.38	46.75	6,504.00	14,377.62
TOTAL SERVICES	42,250.00	813.06	10,931.95	41.27	6,504.00	24,814.05
SUNDRY						
81-5405 CREDIT CARD CHARGES	0.00	2,949.49	15,007.86	0.00	0.00	(15,007.86)
81-5410 SECURITY	2,000.00	0.00	1,070.70	53.54	0.00	929.30
81-5413 TOURNAMENT FEES EXPENSE	1,500.00	0.00	749.00	49.93	0.00	751.00
81-5421 EQUIPMENT LEASE DEBT	2,800.00	225.00	1,575.00	56.25	0.00	1,225.00
81-5498 MISCELLANEOUS EXPENSE	6,500.00	0.00	0.00	0.00	0.00	6,500.00
TOTAL SUNDRY	12,800.00	3,174.49	18,402.56	143.77	0.00	(5,602.56)
PROFESSIONAL SERVICES						
TOTAL						

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	77.03	5,007.18	1,492.82
81-6574 COMPUTER SOFTWARE	0.00	0.00	13,675.00	0.00	0.00	(13,675.00)
TOTAL CAPITAL OUTLAY	6,500.00	0.00	13,675.00	287.42	5,007.18	(12,182.18)
CAPITAL IMPROVEMENTS						
TOTAL						

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	51,401.47	360,419.56	53.63	17,045.15	326,324.29
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CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	17,445.30	120,278.81	53.90	0.00	102,875.19
82-3002 WAGES	63,940.00	3,323.17	13,230.11	20.69	0.00	50,709.89
82-3003 LONGEVITY	2,900.00	203.06	1,406.33	48.49	0.00	1,493.67
82-3007 OVERTIME	5,500.00	1,368.67	6,268.64	113.98	0.00	(768.64)
82-3051 FICA/MEDICARE TAXES	22,582.00	1,608.40	10,840.41	48.00	0.00	11,741.59
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	999.65	1,004.44	11.16	0.00	7,995.56
82-3054 RETIREMENT	41,184.00	3,400.19	23,028.87	55.92	0.00	18,155.13
82-3055 INSURANCE	109,825.00	8,016.00	48,421.12	44.09	0.00	61,403.88
82-3056 LIFE INS	700.00	44.66	267.96	38.28	0.00	432.04
82-3057 DENTAL	7,097.00	508.68	3,052.08	43.01	0.00	4,044.92
82-3058 LONG-TERM DISABILITY	1,188.00	0.00	504.96	42.51	0.00	683.04
TOTAL SALARIES, WAGES & BENEFIT	493,284.00	36,917.78	232,720.87	47.18	0.00	260,563.13
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	2,266.43	6,428.68	75.17	9,733.57	5,337.75
82-3523 TOOLS/EQUIPMENT	2,000.00	1,071.22	1,574.64	78.73	0.00	425.36
82-3535 GROUND/SHOP SUPPLIES	10,250.00	1,409.22	9,377.28	91.49	0.00	872.72
82-3536 LANDSCAPING MATERIALS	85,500.00	21,266.18	77,789.65	90.98	0.00	7,710.35
TOTAL SUPPLIES	121,750.00	26,013.05	95,310.51	86.28	9,733.57	16,705.92
MAINTENANCE--BLDGS, STRUC						
82-4041 WATER WELL MAINTENANCE	3,000.00	0.00	361.00	12.03	0.00	2,639.00
TOTAL MAINTENANCE--BLDGS, STRUC	3,000.00	0.00	361.00	12.03	0.00	2,639.00
MAINTENANCE--EQUIPMENT						
82-4505 IRRIGATION EQUIPMENT	13,250.00	1,369.85	10,658.29	80.44	0.00	2,591.71
82-4599 MISCELLANEOUS EQUIPMENT	3,000.00	671.38	930.25	31.01	0.00	2,069.75
TOTAL MAINTENANCE--EQUIPMENT	16,250.00	2,041.23	11,588.54	71.31	0.00	4,661.46
SERVICES						
82-5022 RENTAL EQUIPMENT	5,000.00	258.00	1,979.25	39.59	0.00	3,020.75
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	4,000.00	0.00	0.00	0.00	0.00	4,000.00
TOTAL SERVICES	13,000.00	258.00	4,247.94	32.68	0.00	8,752.06
SUNDRY						
82-5405 PERMITS & FEES	1,000.00	0.00	0.00	0.00	0.00	1,000.00
82-5412 WATER AUTHORITY FEES	136,500.00	0.00	8,096.80	5.93	0.00	128,403.20
TOTAL SUNDRY	137,500.00	0.00	8,096.80	5.89	0.00	129,403.20

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	3,500.00	90.25	565.34	16.15	0.00	2,934.66
TOTAL PROFESSIONAL SERVICES	3,500.00	90.25	565.34	16.15	0.00	2,934.66
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CAPITAL OUTLAY						
TOTAL						
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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	65,320.31	352,891.00	41.53	9,733.57	510,613.43
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CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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
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SALARIES, WAGES & BENEFIT TOTAL						
SUPPLIES						
83-3517 JANITORIAL SUPPLIES	5,500.00	506.37	2,154.06	39.16	0.00	3,345.94
TOTAL SUPPLIES	5,500.00	506.37	2,154.06	39.16	0.00	3,345.94
MAINTENANCE--BLDGS, STRUC						
83-4001 BUILDINGS & GROUNDS	16,000.00	363.06	5,543.57	34.65	0.00	10,456.43
TOTAL MAINTENANCE--BLDGS, STRUC	16,000.00	363.06	5,543.57	34.65	0.00	10,456.43
MAINTENANCE--EQUIPMENT						
83-4501 FURN.FIXTURES, OFF EQUIP	0.00	0.00	70.31	0.00	0.00	(70.31)
TOTAL MAINTENANCE--EQUIPMENT	0.00	0.00	70.31	0.00	0.00	(70.31)
SERVICES						
83-5017 UTILITIES	40,000.00	1,716.84	11,909.69	29.77	0.00	28,090.31
TOTAL SERVICES	40,000.00	1,716.84	11,909.69	29.77	0.00	28,090.31
TOTAL 83-BUILDING MAINTENANCE	61,500.00	2,586.27	19,677.63	32.00	0.00	41,822.37
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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: APRIL 30TH, 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

OTHER SERVICES						
TOTAL						
DEBT SERVICE						
TOTAL						
CAPITAL IMPROVEMENTS						
TOTAL						
TOTAL	=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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

CAPITAL IMPROVEMENTS						
87-7001 BUILDING/OFFICE IMPROVEMENT	0.00	2,300.00	2,300.00	0.00	0.00	(2,300.00)
87-7010 CAPITAL IMPROVEMENT	160,600.00	16,475.00	19,475.00	17.73	9,000.00	132,125.00
TOTAL CAPITAL IMPROVEMENTS	160,600.00	18,775.00	21,775.00	19.16	9,000.00	129,825.00
INTERFUND ACTIVITY						
TOTAL						
TOTAL 87-GC CAPITAL IMPROVEMENT	160,600.00	18,775.00	21,775.00	19.16	9,000.00	129,825.00
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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
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SALARIES, WAGES & BENEFIT						
88-3001 SALARIES AND WAGES	43,234.00	3,400.00	24,096.48	55.74	0.00	19,137.52
88-3003 LONGEVITY	816.00	62.76	430.39	52.74	0.00	385.61
88-3007 OVERTIME	500.00	243.47	596.95	119.39	0.00	(96.95)
88-3051 FICA/MEDICARE TAXES	3,370.00	273.35	1,966.33	58.35	0.00	1,403.67
88-3052 WORKER'S COMP	931.00	0.00	661.80	71.08	0.00	269.20
88-3053 UNEMPLOYMENT TAXES	900.00	161.32	161.32	17.92	0.00	738.68
88-3054 RETIREMENT	6,832.00	564.09	4,093.90	59.92	0.00	2,738.10
88-3055 HEALTH INSURANCE	11,450.00	946.58	5,445.68	47.56	0.00	6,004.32
88-3056 LIFE INS	87.00	6.38	38.28	44.00	0.00	48.72
88-3057 DENTAL	1,144.00	86.68	520.08	45.46	0.00	623.92
88-3058 LONG TERM DISABILITY	185.00	0.00	91.02	49.20	0.00	93.98
TOTAL SALARIES, WAGES & BENEFIT	69,449.00	5,744.63	38,102.23	54.86	0.00	31,346.77
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	54.60	95.51	6.37	0.00	1,404.49
88-3529 REPAIR PARTS	23,000.00	985.50	6,350.94	27.61	0.00	16,649.06
88-3535 GROUND/SHOP SUPPLIES	6,000.00	192.51	2,389.15	39.82	0.00	3,610.85
TOTAL SUPPLIES	32,175.00	1,232.61	9,671.51	30.06	0.00	22,503.49
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	6,977.24	47,773.74	46.96	0.00	53,950.26
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*** TOTAL EXPENSES ***	1,900,851.00	145,060.29	802,536.93	44.10	35,778.72	1,062,535.35
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EXCESS OF REVENUES OVER EXPENDITURES	0.00	10,844.36	(34,141.75)	0.00	(35,778.72)	69,920.47
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*** PROJECTED FUND BALANCE ***	(3,799,682.56)		(3,833,824.31)			
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*** END OF REPORT ***						

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2018

01 -GENERAL FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
BEGINNING FUND BALANCE	12,377,172.04		12,377,172.04			
PROPERTY TAXES						
10-7101 CURRENT PROPERTY TAXES	5,600,000.00	7,505.89	5,482,023.96	97.89	0.00	(117,976.04)
10-7102 DELINQUENT PROPERTY TAXES	30,000.00	67.74	(55,207.18)	184.02-	0.00	(85,207.18)
10-7103 PENALTY, INTEREST & COSTS	25,000.00	449.88	13,326.61	53.31	0.00	(11,673.39)
TOTAL PROPERTY TAXES	5,655,000.00	8,023.51	5,440,143.39	96.20	0.00	(214,856.61)
OTHER TAXES						
10-7511 ELECTRIC FRANCHISE	360,000.00	30,103.82	211,082.90	58.63	0.00	(148,917.10)
10-7512 TELEPHONE FRANCHISE	110,000.00	15,729.23	68,360.67	62.15	0.00	(41,639.33)
10-7513 GAS FRANCHISE	30,000.00	0.00	13,510.32	45.03	0.00	(16,489.68)
10-7514 CABLE TV FRANCHISE	70,000.00	0.00	37,853.42	54.08	0.00	(32,146.58)
10-7515 TELECOMMUNICATION	30,000.00	562.86	15,738.34	52.46	0.00	(14,261.66)
10-7621 CITY SALES TAX	3,000,000.00	210,741.80	1,779,952.34	59.33	0.00	(1,220,047.66)
10-7622 SALES TX-RED. PROPERTY TX	1,500,000.00	105,370.91	889,976.23	59.33	0.00	(610,023.77)
10-7631 MIXED DRINK TAX	35,000.00	8,327.31	24,359.55	69.60	0.00	(10,640.45)
TOTAL OTHER TAXES	5,135,000.00	370,835.93	3,040,833.77	59.22	0.00	(2,094,166.23)
FINES WARRANTS & BONDS						
10-8001 FINES	950,000.00	95,856.50	589,987.76	62.10	0.00	(360,012.24)
10-8002 TIME PAYMENT FEE-GENERAL	10,700.00	904.15	5,852.16	54.69	0.00	(4,847.84)
10-8003 TIME PAYMENT FEE-COURT	0.00	226.05	1,463.08	0.00	0.00	1,463.08
10-8004 COURT TECHNOLOGY FEES	0.00	1,925.66	13,188.68	0.00	0.00	13,188.68
10-8005 COURT SECURITY FEE	0.00	1,438.24	9,858.37	0.00	0.00	9,858.37
10-8006 OMNI FEE	8,000.00	655.78	4,255.14	53.19	0.00	(3,744.86)
10-8007 CHILD SAFETY FEE	0.00	89.76	824.31	0.00	0.00	824.31
10-8008 JUDICIAL FEE	0.00	287.05	1,960.96	0.00	0.00	1,960.96
TOTAL FINES WARRANTS & BONDS	968,700.00	101,383.19	627,390.46	64.77	0.00	(341,309.54)
FEES & CHARGES FOR SERVIC						
10-8501 GARBAGE FEES/RESIDENTIAL	1,000.00	258.86	1,201.96	120.20	0.00	201.96
10-8503 POOL MEMBERSHIP FEES	10,000.00	875.00	1,175.00	11.75	0.00	(8,825.00)
10-8507 AMBULANCE SERVICE FEES	300,000.00	30,540.58	195,772.23	65.26	0.00	(104,227.77)
10-8509 PET TAGS	700.00	95.00	540.00	77.14	0.00	(160.00)
10-8510 POUND FEES	150.00	0.00	10.00	6.67	0.00	(140.00)
10-8511 JERSEY VILLAGE STICKERS	0.00	27.00	96.00	0.00	0.00	96.00
10-8512 RENTAL FEE	30,000.00	500.00	5,531.20	18.44	0.00	(24,468.80)
10-8513 CHILD SAFETY FEE-COUNTY	8,000.00	902.48	5,522.28	69.03	0.00	(2,477.72)
10-8514 FOOD & BEVERAGE FEES	1,000.00	250.00	1,142.00	114.20	0.00	142.00
10-8515 POLICE OFFICER FEE	0.00	1,120.00	3,080.00	0.00	0.00	3,080.00
10-8999 PLAN CHECKING AND PLAT REVIEW	20,000.00	583.37	7,931.30	39.66	0.00	(12,068.70)
TOTAL FEES & CHARGES FOR SERVIC	370,850.00	35,152.29	222,001.97	59.86	0.00	(148,848.03)

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	5,074.05	40,915.78	40.92	0.00	(59,084.22)
10-9002 PLUMBING PERMITS	10,000.00	1,520.00	7,405.00	74.05	0.00	(2,595.00)
10-9003 ELECTRICAL PERMITS	15,000.00	1,318.00	10,305.00	68.70	0.00	(4,695.00)
10-9004 MECHANICAL PERMITS	8,000.00	472.00	5,125.50	64.07	0.00	(2,874.50)
10-9006 SIGN PERMITS	8,000.00	1,503.70	13,261.04	165.76	0.00	5,261.04
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	811.00	5,489.00	45.74	0.00	(6,511.00)
10-9013 FIRE MARSHAL PERM FEES	500.00	38.00	514.00	102.80	0.00	14.00
10-9014 POLITICAL SIGN PERMITS	100.00	0.00	0.00	0.00	0.00	(100.00)
10-9015 OPERATIONAL HARZADOUS PERM	100.00	0.00	0.00	0.00	0.00	(100.00)
10-9016 HOTEL/MOTEL LICENSE PERMITS	1,000.00	0.00	2,000.00	200.00	0.00	1,000.00
TOTAL LICENSES & PERMITS	158,700.00	10,736.75	90,575.32	57.07	0.00	(68,124.68)
INTEREST EARNED						
10-9601 INTEREST EARNED	90,000.00	32,294.46	157,834.12	175.37	0.00	67,834.12
TOTAL INTEREST EARNED	90,000.00	32,294.46	157,834.12	175.37	0.00	67,834.12
INTERFUND ACTIVITY						
10-9750 CRIME CONTROL DISTRICT REIMB.	1,224,757.00	155,945.68	581,553.53	47.48	0.00	(643,203.47)
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	155,945.68	581,553.53	31.67	0.00	(1,254,703.47)
MISCELLANEOUS REVENUE						
10-9805 DONATIONS--PARK	0.00	1,200.00	1,200.00	0.00	0.00	1,200.00
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	0.00	25.00	0.00	0.00	25.00
10-9899 MISCELLANEOUS	100,000.00	494.52	28,129.00	28.13	0.00	(71,871.00)
TOTAL MISCELLANEOUS REVENUE	100,000.00	1,694.52	30,354.00	30.35	0.00	(69,646.00)
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	1,737.50	145,840.49	0.00	0.00	145,840.49
10-9906 LEOSE FUNDS - TRAINING GRANT	0.00	(200.00)	1,933.96	0.00	0.00	1,933.96
TOTAL OTHER AGENCY REVENUES	0.00	1,537.50	191,442.02	0.00	0.00	191,442.02
*** TOTAL FUND REVENUES ***	14,314,507.00	717,603.83	10,382,128.58	72.53	0.00	(3,932,378.42)
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*** TOTAL AVAILABLE REVENUES ***	26,691,679.04		22,759,300.62			
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CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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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SALARIES, WAGES & BENEFIT						
11-3001 SALARIES	327,051.00	23,510.96	169,332.83	51.78	0.00	157,718.17
11-3002 WAGES	0.00	746.75	1,706.75	0.00	0.00	(1,706.75)
11-3003 LONGEVITY	1,200.00	36.94	239.42	19.95	0.00	960.58
11-3010 INCENTIVES	720.00	0.00	0.00	0.00	0.00	720.00
11-3020 EMPLOYEE AWARDS/BONUS	800.00	207.21	674.16	84.27	0.00	125.84
11-3051 FICA/MEDICARE TAXES	23,862.00	1,671.32	12,784.33	53.58	0.00	11,077.67
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	483.70	499.56	13.88	0.00	3,100.44
11-3054 RETIREMENT	47,152.00	0.00	24,123.48	51.16	0.00	23,028.52
11-3055 HEALTH INSURANCE	61,439.00	3,266.96	20,106.36	32.73	0.00	41,332.64
11-3056 LIFE INS	261.00	19.14	114.84	44.00	0.00	146.16
11-3057 DENTAL INSURANCE	3,433.00	211.00	1,266.00	36.88	0.00	2,167.00
11-3058 LONG-TERM DISABILITY	1,277.00	0.00	538.32	42.16	0.00	738.68
TOTAL SALARIES, WAGES & BENEFIT	482,282.00	30,153.98	239,551.42	49.67	0.00	242,730.58
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	369.37	2,496.39	62.41	0.00	1,503.61
11-3510 BOOKS & PERIODICALS	300.00	0.00	48.50	16.17	0.00	251.50
11-3520 FOOD	7,000.00	260.08	4,115.17	58.79	0.00	2,884.83
TOTAL SUPPLIES	11,550.00	629.45	6,706.03	58.06	0.00	4,843.97
MAINTENANCE--EQUIPMENT						
11-4501 FURN., FIXT., & OFF. MACH.	3,000.00	0.00	489.98	16.33	0.00	2,510.02
TOTAL MAINTENANCE--EQUIPMENT	3,000.00	0.00	489.98	16.33	0.00	2,510.02
SERVICES						
11-5001 MAYOR & COUNCIL EXPENDITURES	4,000.00	79.91	95.59	2.39	0.00	3,904.41
11-5007 RECORDS MANAGEMENT	6,000.00	247.93	2,629.25	43.82	0.00	3,370.75
11-5012 PRINTING	250.00	0.00	52.10	20.84	0.00	197.90
11-5014 MEDICAL EXPENSES	5,000.00	136.00	2,376.00	47.52	0.00	2,624.00
11-5020 COMMUNICATIONS	4,600.00	219.62	1,622.79	35.28	0.00	2,977.21
11-5025 PUBLIC NOTICES	7,500.00	609.80	2,924.96	39.00	0.00	4,575.04
11-5026 CODIFICATIONS	5,500.00	0.00	3,817.20	69.40	0.00	1,682.80
11-5027 MEMBERSHIPS/SUBSCRIPTIONS	7,000.00	50.95	3,748.50	53.55	0.00	3,251.50
11-5029 TRAVEL/TRAINING	14,000.00	1,069.50	3,618.41	25.85	0.00	10,381.59
11-5030 CAR ALLOWANCE	6,600.00	500.00	3,750.00	56.82	0.00	2,850.00
11-5041 NEWSLETTER	10,500.00	445.00	2,670.00	25.43	0.00	7,830.00
TOTAL SERVICES	70,950.00	3,358.71	27,304.80	38.48	0.00	43,645.20

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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

SUNDRY						
11-5401 ELECTION EXPENSE	7,000.00	2,063.55	2,669.23	38.13	0.00	4,330.77
TOTAL SUNDRY	7,000.00	2,063.55	2,669.23	38.13	0.00	4,330.77
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	-----	-----	-----	-----	-----	-----
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	36,205.69	276,721.46	46.88	0.00	313,610.54
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	0.00	283,055.53	19.47	0.00	1,170,612.47
TOTAL SERVICES	1,453,668.00	0.00	283,055.53	19.47	0.00	1,170,612.47
SUNDRY						
TOTAL						
PROFESSIONAL SERVICES						
12-5502 LEGAL FEES	125,000.00	8,072.96	106,994.26	85.60	0.00	18,005.74
12-5515 CONSULTANT SERVICES	10,000.00	0.00	0.00	0.00	0.00	10,000.00
TOTAL PROFESSIONAL SERVICES	135,000.00	8,072.96	106,994.26	79.26	0.00	28,005.74
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	8,072.96	493,078.90	8.51	0.00	5,304,331.10
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CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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
SALARIES, WAGES & BENEFIT						
13-3001 SALARIES	186,256.00	14,166.74	81,627.44	43.83	0.00	104,628.56
13-3002 WAGES	9,579.00	660.00	3,195.00	33.35	0.00	6,384.00
13-3003 LONGEVITY	816.00	55.40	389.78	47.77	0.00	426.22
13-3007 OVERTIME	600.00	0.00	596.04	99.34	0.00	3.96
13-3051 FICA/MEDICARE TAXES	15,056.00	1,091.31	6,697.31	44.48	0.00	8,358.69
13-3052 WORKMEN'S COMPENSATION	397.00	0.00	282.20	71.08	0.00	114.80
13-3053 EMPLOYMENT TAXES	3,600.00	386.96	390.77	10.85	0.00	3,209.23
13-3054 RETIREMENT	29,040.00	0.00	11,343.06	39.06	0.00	17,696.94
13-3055 HEALTH INSURANCE	37,581.00	4,043.96	10,731.96	28.56	0.00	26,849.04
13-3056 LIFE INS	287.00	25.52	89.32	31.12	0.00	197.68
13-3057 DENTAL INSURANCE	2,138.00	297.68	919.28	43.00	0.00	1,218.72
13-3058 LONG-TERM DISABILITY	787.00	0.00	304.08	38.64	0.00	482.92
TOTAL SALARIES, WAGES & BENEFIT	286,137.00	20,727.57	116,566.24	40.74	0.00	169,570.76
SUPPLIES						
13-3502 POSTAGE/FREIGHT	500.00	78.95	78.95	15.79	0.00	421.05
13-3503 OFFICE SUPPLIES	250.00	0.00	0.00	0.00	0.00	250.00
13-3509 COMPUTER SUPPLIES	2,200.00	80.34	774.25	35.19	0.00	1,425.75
13-3510 BOOKS & PERIODICALS	100.00	0.00	0.00	0.00	0.00	100.00
TOTAL SUPPLIES	3,050.00	159.29	853.20	27.97	0.00	2,196.80
MAINTENANCE--EQUIPMENT						
13-4501 FURN. FIXTURES. OFF EQUIPMENT	7,437.00	434.92	3,584.29	95.17	3,493.32	359.39
13-4502 COMPUTER EQUIPMENT	9,500.00	0.00	3,132.83	14.66	(1,740.00)	8,107.17
13-4504 SOFTWARE MAINTENANCE	154,659.24	706.00	49,958.48	48.89	25,660.10	79,040.66
TOTAL MAINTENANCE--EQUIPMENT	171,596.24	1,140.92	56,675.60	49.00	27,413.42	87,507.22
SERVICES						
13-5020 COMMUNICATIONS	24,950.00	1,315.34	8,171.94	32.75	0.00	16,778.06
13-5027 MEMBERSHIPS/SUBSCRIPT	1,250.00	86.64	546.14	43.69	0.00	703.86
13-5029 TRAVEL/TRAINING	7,600.00	2,246.25	2,834.93	37.30	0.00	4,765.07
TOTAL SERVICES	33,800.00	3,648.23	11,553.01	34.18	0.00	22,246.99
PROFESSIONAL SERVICES						
13-5515 CONSULTANT SERVICES	53,400.00	0.00	592.50	1.11	0.00	52,807.50
TOTAL PROFESSIONAL SERVICES	53,400.00	0.00	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

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	25,676.01	186,240.55	31.77	27,413.42	458,821.27
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	1,510.83	8,017.45	61.67	0.00	4,982.55
14-3503 OFFICE SUPPLIES	5,000.00	354.80	1,266.51	25.33	0.00	3,733.49
TOTAL SUPPLIES	18,000.00	1,865.63	9,283.96	51.58	0.00	8,716.04
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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	1,224.00	47.08	0.00	1,376.00
TOTAL SERVICES	3,600.00	0.00	1,651.05	45.86	0.00	1,948.95
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PROFESSIONAL SERVICES						
TOTAL						
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CAPITAL OUTLAY						
TOTAL						
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TOTAL 14-PURCHASING	21,600.00	1,865.63	10,935.01	50.63	0.00	10,664.99
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CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	14,800.73	103,328.99	51.46	0.00	97,475.01
15-3003 LONGEVITY	1,200.00	88.62	612.16	51.01	0.00	587.84
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	1,019.12	7,635.35	48.93	0.00	7,970.65
15-3052 WORKMEN'S COMPENSATION	411.00	0.00	292.15	71.08	0.00	118.85
15-3053 EMPLOYMENT TAXES	2,700.00	467.58	467.58	17.32	0.00	2,232.42
15-3054 RETIREMENT	31,641.00	0.00	14,843.20	46.91	0.00	16,797.80
15-3055 HEALTH INSURANCE	36,224.00	2,731.46	16,175.76	44.65	0.00	20,048.24
15-3056 LIFE INS	261.00	19.14	114.84	44.00	0.00	146.16
15-3057 DENTAL INSURANCE	2,785.00	260.04	1,462.16	52.50	0.00	1,322.84
15-3058 LONG-TERM DISABILITY	857.00	0.00	386.82	45.14	0.00	470.18
TOTAL SALARIES, WAGES & BENEFIT	294,489.00	19,386.69	145,770.38	49.50	0.00	148,718.62
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	11.39	136.95	17.12	0.00	663.05
15-3510 BOOKS & PERIODICALS	50.00	0.00	50.00	100.00	0.00	0.00
TOTAL SUPPLIES	1,050.00	11.39	211.10	20.10	0.00	838.90
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	0.00	430.34	35.86	0.00	769.66
15-5020 COMMUNICATIONS	4,250.00	219.62	1,622.78	38.18	0.00	2,627.22
15-5027 MEMBERSHIPS	400.00	0.00	170.00	42.50	0.00	230.00
15-5029 TRAVEL/TRAINING	4,500.00	160.40	(57.91)	1.29-	0.00	4,557.91
TOTAL SERVICES	10,350.00	380.02	2,165.21	20.92	0.00	8,184.79
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	25,550.00	94.63	0.00	1,450.00
TOTAL PROFESSIONAL SERVICES	27,000.00	0.00	25,550.00	94.63	0.00	1,450.00
CAPITAL OUTLAY						
TOTAL						

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	 19,778.10	 173,746.65	 51.82	 0.00	 161,542.35
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	2,737.43	18,750.69	53.74	0.00	16,140.31
16-3003 LONGEVITY	432.00	33.24	217.08	50.25	0.00	214.92
16-3007 OVERTIME	1,000.00	0.00	6.44	0.64	0.00	993.56
16-3010 INCENTIVES	1,080.00	83.08	584.53	54.12	0.00	495.47
16-3051 FICA/MEDICARE TAXES	2,861.00	194.21	1,409.35	49.26	0.00	1,451.65
16-3052 WORKMEN'S COMPENSATION	75.00	0.00	53.31	71.08	0.00	21.69
16-3053 EMPLOYMENT TAXES	900.00	128.99	128.99	14.33	0.00	771.01
16-3054 RETIREMENT	5,801.00	0.00	2,764.48	47.66	0.00	3,036.52
16-3055 HEALTH INSURANCE	19,559.00	1,244.98	7,814.56	39.95	0.00	11,744.44
16-3056 LIFE INS	87.00	6.38	38.28	44.00	0.00	48.72
16-3057 DENTAL INSURANCE	1,144.00	86.68	520.08	45.46	0.00	623.92
16-3058 LONG-TERM DISABILITY	153.00	0.00	71.88	46.98	0.00	81.12
TOTAL SALARIES, WAGES & BENEFIT	67,983.00	4,514.99	32,359.67	47.60	0.00	35,623.33
SUPPLIES						
16-3503 OFFICE SUPPLIES	600.00	20.07	130.03	21.67	0.00	469.97
TOTAL SUPPLIES	600.00	20.07	130.03	21.67	0.00	469.97
MAINTENANCE--EQUIPMENT						
16-4501 FURN., FIX, & OFF MACH EQ	400.00	0.00	295.98	74.00	0.00	104.02
TOTAL MAINTENANCE--EQUIPMENT	400.00	0.00	295.98	74.00	0.00	104.02
SERVICES						
16-5020 COMMUNICATIONS	4,000.00	127.32	973.37	24.33	0.00	3,026.63
16-5025 PUBLIC NOTICES	1,000.00	0.00	0.00	0.00	0.00	1,000.00
TOTAL SERVICES	5,000.00	127.32	973.37	19.47	0.00	4,026.63
PROFESSIONAL SERVICES						
16-5527 HARRIS CTY APPRAISAL DIST	66,000.00	0.00	29,060.00	44.03	0.00	36,940.00
16-5528 HARRIS CTY TAX OFFICE	7,000.00	0.00	5,606.49	80.09	0.00	1,393.51
TOTAL PROFESSIONAL SERVICES	73,000.00	0.00	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	4,662.38	68,425.54	46.47	0.00	78,807.46
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CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	12,481.96	98,961.94	47.06	0.00	111,340.06
19-3003 LONGEVITY	1,104.00	79.38	556.28	50.39	0.00	547.72
19-3007 OVERTIME	5,000.00	152.49	612.44	12.25	0.00	4,387.56
19-3010 INCENTIVES	1,560.00	175.38	1,233.92	79.10	0.00	326.08
19-3051 FICA/MEDICARE TAXES	16,674.00	1,051.43	8,528.11	51.15	0.00	8,145.89
19-3052 WORKMEN'S COMPENSATION	439.00	0.00	312.06	71.08	0.00	126.94
19-3053 EMPLOYMENT TAXES	4,500.00	741.68	741.68	16.48	0.00	3,758.32
19-3054 RETIREMENT	33,807.00	0.00	15,566.17	46.04	0.00	18,240.83
19-3055 HEALTH INSURANCE	56,670.00	3,811.26	23,458.04	41.39	0.00	33,211.96
19-3056 LIFE INS	435.00	31.90	191.40	44.00	0.00	243.60
19-3057 DENTAL INSURANCE	3,132.00	237.24	1,423.44	45.45	0.00	1,708.56
19-3058 LONG-TERM DISABILITY	894.00	0.00	419.04	46.87	0.00	474.96
TOTAL SALARIES, WAGES & BENEFIT	334,517.00	18,762.72	152,004.52	45.44	0.00	182,512.48
SUPPLIES						
19-3503 OFFICE SUPPLIES	2,900.00	174.85	710.57	24.50	0.00	2,189.43
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	174.85	710.57	20.30	0.00	2,789.43
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	838.84	2,268.16	45.36	0.00	2,731.84
19-5020 COMMUNICATIONS	4,000.00	127.31	973.35	24.33	0.00	3,026.65
19-5027 MEMBERSHIPS	300.00	0.00	160.00	53.33	0.00	140.00
19-5029 TRAVEL/TRAINING	4,000.00	0.00	1,733.80	43.35	0.00	2,266.20
TOTAL SERVICES	13,300.00	966.15	5,135.31	38.61	0.00	8,164.69
SUNDRY						
19-5404 JURY EXPENSE	300.00	(307.81)	0.00	0.00	0.00	300.00
TOTAL SUNDRY	300.00	(307.81)	0.00	0.00	0.00	300.00
PROFESSIONAL SERVICES						
19-5505 JUDGES	55,000.00	4,575.00	26,100.00	47.45	0.00	28,900.00
19-5506 PROSECUTORS	35,000.00	2,700.00	19,800.00	56.57	0.00	15,200.00
19-5516 COLLECTION AGENCY FEES	2,000.00	207.50	1,104.00	55.20	0.00	896.00
19-5518 INTERPRETERS	500.00	0.00	0.00	0.00	0.00	500.00
TOTAL PROFESSIONAL SERVICES	92,500.00	7,482.50	47,004.00	50.82	0.00	45,496.00

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	27,078.41	204,854.40	46.07	0.00	239,762.60

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	129,452.17	847,355.56	50.21	0.00	840,414.44
21-3003 LONGEVITY	6,576.00	417.21	2,854.84	43.41	0.00	3,721.16
21-3007 OVERTIME	60,000.00	5,313.64	33,281.52	55.47	0.00	26,718.48
21-3010 INCENTIVES	23,400.00	1,882.98	11,270.48	48.16	0.00	12,129.52
21-3014 S.T.E.P. PROGRAM	60,000.00	3,296.36	24,831.83	41.39	0.00	35,168.17
21-3051 FICA/MEDICARE TAXES	140,741.00	10,209.91	70,971.08	50.43	0.00	69,769.92
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	4,627.40	4,613.20	19.34	0.00	19,236.80
21-3054 RETIREMENT	281,622.00	(2,276.21)	123,300.66	43.78	0.00	158,321.34
21-3055 HEALTH INSURANCE	320,273.00	22,755.38	123,337.91	38.51	0.00	196,935.09
21-3056 LIFE INS	2,219.00	160.94	888.05	40.02	0.00	1,330.95
21-3057 DENTAL INSURANCE	20,114.00	1,594.74	8,582.83	42.67	0.00	11,531.17
21-3058 LONG-TERM DISABILITY	7,122.00	(0.58)	3,248.00	45.61	0.00	3,874.00
TOTAL SALARIES, WAGES & BENEFIT	2,671,127.00	177,433.94	1,281,149.66	47.96	0.00	1,389,977.34
SUPPLIES						
21-3502 POSTAGE/FREIGHT/DEL. FEE	100.00	0.00	16.65	16.65	0.00	83.35
21-3503 OFFICE SUPPLIES	7,000.00	241.92	4,093.61	58.48	0.00	2,906.39
21-3504 WEARING APPAREL	18,474.00	0.00	7,769.12	42.05	0.00	10,704.88
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	0.00	630.28	26.26	0.00	1,769.72
21-3523 TOOLS/EQUIPMENT	12,800.00	440.96	10,147.60	79.28	0.00	2,652.40
21-3534 PARTS AND MATERIALS	500.00	93.00	93.00	18.60	0.00	407.00
TOTAL SUPPLIES	52,774.00	775.88	30,420.30	57.64	0.00	22,353.70
MAINTENANCE--EQUIPMENT						
21-4501 FURN. FIXT. & OFF. MACH.	5,597.00	667.15	1,577.70	130.43	5,722.30	(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	57.75	235.75	11.79	0.00	1,764.25
21-4599 MISCELLANEOUS EQUIPMENT	10,000.00	89.85	377.00	3.77	0.00	9,623.00
TOTAL MAINTENANCE--EQUIPMENT	21,297.00	814.75	2,190.45	37.15	5,722.30	13,384.25
SERVICES						
21-5012 PRINTING	2,000.00	0.00	84.96	4.25	0.00	1,915.04
21-5015 LAB TESTS	2,400.00	0.00	0.00	0.00	0.00	2,400.00
21-5020 COMMUNICATIONS	10,000.00	530.45	3,927.18	39.27	0.00	6,072.82
21-5022 RENTAL OF EQUIPMENT	30,000.00	690.00	4,158.00	28.11	4,275.00	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	55.00	627.00	44.79	0.00	773.00
21-5029 TRAVEL/TRAINING	22,500.00	4,455.00	6,626.86	29.45	0.00	15,873.14
TOTAL SERVICES	68,550.00	5,730.45	15,424.00	28.74	4,275.00	48,851.00

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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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SUNDRY						
21-5402 JAIL EXPENSE	8,000.00	114.43	1,921.00	24.01	0.00	6,079.00
TOTAL SUNDRY	8,000.00	114.43	1,921.00	24.01	0.00	6,079.00
PROFESSIONAL SERVICES						
21-5515 CONSULTANT SERVICES	1,800.00	0.00	1,544.00	85.78	0.00	256.00
TOTAL PROFESSIONAL SERVICES	1,800.00	0.00	1,544.00	85.78	0.00	256.00
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	0.00	3,151.40	90.04	0.00	348.60
TOTAL CAPITAL OUTLAY	3,500.00	0.00	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	184,869.45	1,356,440.81	47.71	9,997.30	1,497,799.89
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CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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: APRIL 30TH, 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	31,635.14	215,631.24	57.25	0.00	160,989.76
23-3002 WAGES	31,620.00	0.00	1,672.46	5.29	0.00	29,947.54
23-3003 LONGEVITY	1,392.00	53.55	350.59	25.19	0.00	1,041.41
23-3007 OVERTIME	50,000.00	4,112.09	29,401.82	58.80	0.00	20,598.18
23-3010 INCENTIVES	7,700.00	687.64	4,725.49	61.37	0.00	2,974.51
23-3051 FICA/MEDICARE TAXES	35,509.00	2,682.18	19,620.39	55.25	0.00	15,888.61
23-3052 WORKMEN'S COMPENSATION	935.00	0.00	664.63	71.08	0.00	270.37
23-3053 EMPLOYMENT TAXES	12,600.00	1,515.60	1,542.76	12.24	0.00	11,057.24
23-3054 RETIREMENT	66,402.00	0.00	33,806.41	50.91	0.00	32,595.59
23-3055 HEALTH INSURANCE	120,280.00	7,012.52	41,062.59	34.14	0.00	79,217.41
23-3056 LIFE INS	783.00	63.80	350.90	44.81	0.00	432.10
23-3057 DENTAL INSURANCE	7,362.00	459.64	2,546.84	34.59	0.00	4,815.16
23-3058 LONG-TERM DISABILITY	1,588.00	0.00	822.79	51.81	0.00	765.21
TOTAL SALARIES, WAGES & BENEFIT	712,792.00	48,222.16	352,198.91	49.41	0.00	360,593.09
SUPPLIES						
23-3502 POSTAGE	100.00	0.00	0.00	0.00	0.00	100.00
23-3503 OFFICE SUPPLIES	3,490.00	0.00	1,059.60	30.36	0.00	2,430.40
23-3504 WEARING APPAREL	2,500.00	0.00	1,410.14	56.41	0.00	1,089.86
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	810.61	33.78	0.00	1,589.39
TOTAL SUPPLIES	8,690.00	145.73	3,280.35	37.75	0.00	5,409.65
MAINTENANCE--EQUIPMENT						
23-4501 FURN.FIXT. & OFF.MACH.	6,800.00	1,559.00	3,653.94	53.73	0.00	3,146.06
23-4503 RADIO AND RADAR EQUIPMENT	1,250.00	0.00	731.74	58.54	0.00	518.26
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	1,559.00	4,769.04	23.09	0.00	15,880.96
SERVICES						
23-5012 PRINTING	100.00	0.00	0.00	0.00	0.00	100.00
23-5020 COMMUNICATIONS	4,500.00	184.11	1,360.80	30.24	0.00	3,139.20
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	623.00	31.15	0.00	1,377.00
23-5027 MEMBERSHIPS	1,000.00	0.00	331.00	33.10	0.00	669.00
23-5029 TRAVEL/TRAINING	4,000.00	72.56	457.56	11.44	0.00	3,542.44
TOTAL SERVICES	13,100.00	345.67	2,772.36	21.16	0.00	10,327.64

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	441.85	441.85	73.64	0.00	158.15
TOTAL OTHER SERVICES	600.00	441.85	441.85	73.64	0.00	158.15
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	50,714.41	363,462.51	44.83	0.00	447,319.49

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	33,184.18	234,397.77	55.61	0.00	187,094.23
25-3002 WAGES	152,767.00	11,193.69	71,447.98	46.77	0.00	81,319.02
25-3003 LONGEVITY	2,688.00	203.10	1,378.34	51.28	0.00	1,309.66
25-3007 OVERTIME	40,000.00	3,510.88	29,178.06	72.95	0.00	10,821.94
25-3010 INCENTIVES	5,640.00	332.28	5,072.73	89.94	0.00	567.27
25-3051 FICA/MEDICARE TAXES	47,538.00	3,565.92	26,470.15	55.68	0.00	21,067.85
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	1,499.47	1,543.61	21.44	0.00	5,656.39
25-3054 RETIREMENT	72,220.00	0.00	38,058.95	52.70	0.00	34,161.05
25-3055 HEALTH INSURANCE	96,793.00	7,177.70	42,184.20	43.58	0.00	54,608.80
25-3056 LIFE INS	522.00	38.28	229.68	44.00	0.00	292.32
25-3057 DENTAL INSURANCE	6,218.00	471.04	2,826.24	45.45	0.00	3,391.76
25-3058 LONG-TERM DISABILITY	1,800.00	0.00	871.44	48.41	0.00	928.56
25-3059 FIREFIGHTERS' RETIREMENT	26,000.00	0.00	25,493.34	98.05	0.00	506.66
TOTAL SALARIES, WAGES & BENEFIT	899,300.00	61,176.54	492,247.51	54.74	0.00	407,052.49
SUPPLIES						
25-3502 SHIPPING/FREIGHT CHARGES	200.00	0.00	35.61	17.81	0.00	164.39
25-3503 OFFICE SUPPLIES	5,499.00	245.15	3,004.71	54.64	0.00	2,494.29
25-3504 WEARING APPAREL	46,350.00	133.47	13,963.83	52.62	10,424.00	21,962.17
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	177.72	15.45	0.00	972.28
25-3515 MEDICAL SUPPLIES	19,000.00	1,484.73	9,378.64	49.36	0.00	9,621.36
25-3517 JANITORIAL SUPPLIES	1,400.00	139.29	332.43	23.75	0.00	1,067.57
25-3520 FOOD	8,999.00	269.98	6,083.81	67.61	0.00	2,915.19
25-3523 TOOLS/EQUIPMENT	52,000.00	630.34	25,201.22	70.04	11,222.00	15,576.78
25-3525 FEMA EQUIPMENT	0.00	0.00	585.00	0.00	0.00	(585.00)
TOTAL SUPPLIES	137,548.00	2,902.96	58,762.97	58.46	21,646.00	57,139.03
MAINTENANCE--EQUIPMENT						
25-4501 FURN, FIXT, & OFFICE EQPT.	4,700.00	0.00	1,263.63	50.87	1,127.31	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	0.00	9,010.50	25.93	0.00	25,738.50
TOTAL MAINTENANCE--EQUIPMENT	41,949.00	0.00	10,274.13	27.18	1,127.31	30,547.56
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	377.40	2,703.36	41.59	0.00	3,796.64
25-5024 RADIO USAGE FEES	15,000.00	1,062.50	7,437.50	49.58	0.00	7,562.50
25-5027 MEMBERSHIPS	3,115.00	0.00	1,695.44	54.43	0.00	1,419.56
25-5029 TRAVEL/TRAINING	15,000.00	1,302.24	1,319.50	8.80	0.00	13,680.50
TOTAL SERVICES	41,400.00	2,742.14	13,155.80	31.78	0.00	28,244.20

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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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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	367.39	40.82	0.00	532.61
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	40,707.50	66.73	0.00	20,292.50
TOTAL PROFESSIONAL SERVICES	67,200.00	51.65	45,468.89	67.66	0.00	21,731.11
OTHER SERVICES						
TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
CAPITAL OUTLAY						
TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
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	66,873.29	619,909.30	41.04	22,773.31	923,118.39
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CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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
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SALARIES, WAGES & BENEFIT						
30-3001 SALARIES	142,492.00	11,042.00	77,697.71	54.53	0.00	64,794.29
30-3003 LONGEVITY	240.00	18.46	116.80	48.67	0.00	123.20
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	5,849.69	53.57	0.00	5,069.31
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	322.47	322.47	17.92	0.00	1,477.53
30-3054 RETIREMENT	22,138.00	0.00	11,507.31	51.98	0.00	10,630.69
30-3055 HEALTH INSURANCE	8,333.00	539.90	3,367.24	40.41	0.00	4,965.76
30-3056 LIFE INS	174.00	12.76	76.56	44.00	0.00	97.44
30-3057 DENTAL INSURANCE	994.00	37.64	263.48	26.51	0.00	730.52
30-3058 LONG-TERM DISABILITY	599.00	0.00	297.36	49.64	0.00	301.64
TOTAL SALARIES, WAGES & BENEFIT	191,321.00	12,738.49	101,459.75	53.03	0.00	89,861.25
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	52.54	372.66	31.06	0.00	827.34
30-3504 WEARING APPAREL	300.00	26.00	100.18	33.39	0.00	199.82
30-3510 BOOKS AND PERIODICALS	100.00	0.00	0.00	0.00	0.00	100.00
30-3520 FOOD	1,500.00	170.25	1,407.94	93.86	0.00	92.06
TOTAL SUPPLIES	3,200.00	248.79	1,880.78	58.77	0.00	1,319.22
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	127.30	973.27	19.86	0.00	3,926.73
30-5027 MEMBERSHIPS	350.00	0.00	0.00	0.00	0.00	350.00
30-5029 TRAVEL/TRAINING	2,000.00	0.00	1,101.33	55.07	0.00	898.67
30-5030 CAR ALLOWANCE	6,000.00	461.54	3,247.26	54.12	0.00	2,752.74
TOTAL SERVICES	13,650.00	588.84	5,321.86	38.99	0.00	8,328.14
PROFESSIONAL SERVICES						
30-5510 ENGINEERING SERVICES	10,000.00	0.00	8,341.00	83.41	0.00	1,659.00
30-5515 CONSULTANT SERVICES	10,000.00	1,007.00	7,497.00	74.97	0.00	2,503.00
TOTAL PROFESSIONAL SERVICES	20,000.00	1,007.00	15,838.00	79.19	0.00	4,162.00
OTHER SERVICES						
TOTAL						

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	14,583.12	124,500.39	54.30	0.00	104,770.61
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CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	20,545.15	138,086.02	51.43	0.00	130,416.98
31-3003 LONGEVITY	1,536.00	103.38	695.70	45.29	0.00	840.30
31-3007 OVERTIME	1,000.00	171.76	1,249.35	124.94	0.00	(249.35)
31-3010 INCENTIVES	480.00	36.92	259.76	54.12	0.00	220.24
31-3051 FICA/MEDICARE TAXES	20,771.00	1,528.33	10,821.13	52.10	0.00	9,949.87
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	790.05	802.84	17.84	0.00	3,697.16
31-3054 RETIREMENT	42,113.00	0.00	19,758.10	46.92	0.00	22,354.90
31-3055 HEALTH INSURANCE	75,181.00	5,051.84	29,435.48	39.15	0.00	45,745.52
31-3056 LIFE INS	435.00	31.90	185.02	42.53	0.00	249.98
31-3057 DENTAL INSURANCE	4,426.00	335.32	1,925.24	43.50	0.00	2,500.76
31-3058 LONG-TERM DISABILITY	1,136.00	0.00	517.90	45.59	0.00	618.10
TOTAL SALARIES, WAGES & BENEFIT	421,135.00	28,594.65	204,485.76	48.56	0.00	216,649.24
SUPPLIES						
31-3503 OFFICE SUPPLIES	2,500.00	201.17	1,958.20	78.33	0.00	541.80
31-3504 WEARING APPAREL	900.00	33.69	425.64	47.29	0.00	474.36
31-3510 BOOKS AND PERIODICALS	1,000.00	39.57	602.54	60.25	0.00	397.46
31-3521 ANIMAL SHELTER	6,500.00	50.00	764.75	11.77	0.00	5,735.25
31-3523 TOOLS/EQUIPMENT	200.00	0.00	179.86	89.93	0.00	20.14
TOTAL SUPPLIES	11,100.00	324.43	3,930.99	35.41	0.00	7,169.01
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	52.10	134.20	22.37	0.00	465.80
31-5020 COMMUNICATIONS	6,000.00	311.90	2,272.06	37.87	0.00	3,727.94
31-5027 MEMBERSHIPS	900.00	0.00	405.00	45.00	0.00	495.00
31-5029 TRAVEL/TRAINING	10,000.00	22.53	2,343.32	23.43	0.00	7,656.68
TOTAL SERVICES	17,600.00	386.53	5,154.58	29.29	0.00	12,445.42
SUNDRY						
TOTAL						
PROFESSIONAL SERVICES						
31-5515 CONSULTANT	12,000.00	0.00	6,259.00	52.16	0.00	5,741.00
TOTAL PROFESSIONAL SERVICES	12,000.00	0.00	6,259.00	52.16	0.00	5,741.00

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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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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	29,305.61	219,830.33	46.55	0.00	252,379.67
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	10,880.40	89,875.51	53.76	0.00	77,304.49
32-3003 LONGEVITY	2,544.00	151.38	1,167.87	45.91	0.00	1,376.13
32-3007 OVERTIME	5,000.00	669.51	691.15	13.82	0.00	4,308.85
32-3010 INCENTIVES	0.00	46.16	115.40	0.00	0.00	(115.40)
32-3051 FICA/MEDICARE TAXES	12,028.00	849.45	7,008.09	58.26	0.00	5,019.91
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	548.19	548.19	20.30	0.00	2,151.81
32-3054 RETIREMENT	24,385.00	0.00	11,081.85	45.45	0.00	13,303.15
32-3055 HEALTH INSURANCE	48,480.00	4,511.94	23,267.24	47.99	0.00	25,212.76
32-3056 LIFE INS	261.00	25.52	140.36	53.78	0.00	120.64
32-3057 DENTAL	3,555.00	248.64	1,406.56	39.57	0.00	2,148.44
32-3058 LONG-TERM DISABILITY	639.00	0.00	231.14	36.17	0.00	407.86
TOTAL SALARIES, WAGES & BENEFIT	274,197.00	17,931.19	140,811.32	51.35	0.00	133,385.68
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	0.00	239.65	0.24	0.00	99,510.35
TOTAL SUPPLIES	101,750.00	0.00	410.17	0.40	0.00	101,339.83
MAINTENANCE--BLDGS, STRUC						
32-4002 STREET SIGNS	10,000.00	0.00	108.20	1.08	0.00	9,891.80
32-4003 STREET MAINTENANCE MAT'L	25,000.00	860.29	2,636.11	10.54	0.00	22,363.89
32-4004 SIDEWALK REPLACEMENT	6,000.00	31.05	1,344.59	22.41	0.00	4,655.41
TOTAL MAINTENANCE--BLDGS, STRUC	41,000.00	891.34	4,088.90	9.97	0.00	36,911.10
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	17,458.55	121,433.44	57.83	0.00	88,566.56
32-5020 COMMUNICATIONS	5,900.00	264.11	1,977.62	33.52	0.00	3,922.38
TOTAL SERVICES	215,900.00	17,722.66	123,411.06	57.16	0.00	92,488.94
PROFESSIONAL SERVICES						
32-5507 MOSQUITO SPRAYING	18,000.00	1,425.00	6,270.00	34.83	0.00	11,730.00
32-5515 CONSULTANT SERVICES	0.00	0.00	29,177.16	0.00	(27,664.61)	(1,512.55)
TOTAL PROFESSIONAL SERVICES	18,000.00	1,425.00	35,447.16	43.24	(27,664.61)	10,217.45

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	37,970.19	304,168.61	41.92	(27,664.61)	383,093.00
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	3,178.73	22,946.24	47.71	0.00	25,153.76
33-3003 LONGEVITY	700.00	0.00	68.03	9.72	0.00	631.97
33-3007 OVERTIME	5,000.00	0.00	1,806.53	36.13	0.00	3,193.47
33-3051 FICA/MEDICARE TAXES	4,149.00	228.33	1,871.63	45.11	0.00	2,277.37
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	161.23	167.85	18.65	0.00	732.15
33-3054 RETIREMENT	8,415.00	0.00	3,534.63	42.00	0.00	4,880.37
33-3055 HEALTH INSURANCE	22,853.00	946.58	7,098.40	31.06	0.00	15,754.60
33-3056 LIFE INS	100.00	6.38	38.28	38.28	0.00	61.72
33-3057 DENTAL	1,200.00	86.68	520.08	43.34	0.00	679.92
33-3058 LONG-TERM DISABILITY	236.00	0.00	81.44	34.51	0.00	154.56
TOTAL SALARIES, WAGES & BENEFIT	93,063.00	4,607.93	41,082.37	44.14	0.00	51,980.63
SUPPLIES						
33-3504 WEARING APPAREL	300.00	0.00	148.70	49.57	0.00	151.30
33-3517 JANITORIAL SUPPLIES	6,800.00	572.25	3,469.45	51.02	0.00	3,330.55
33-3523 TOOLS/EQUIPMENT	1,800.00	52.87	1,411.21	78.40	0.00	388.79
TOTAL SUPPLIES	8,900.00	625.12	5,029.36	56.51	0.00	3,870.64
MAINTENANCE--BLDGS, STRUC						
33-4001 MAINTENANCE-BLDG & GROUNDS	49,800.00	1,886.14	31,519.86	63.29	0.00	18,280.14
TOTAL MAINTENANCE--BLDGS, STRUC	49,800.00	1,886.14	31,519.86	63.29	0.00	18,280.14
SERVICES						
33-5017 UTILITIES	114,290.00	6,397.12	46,557.48	40.74	0.00	67,732.52
TOTAL SERVICES	114,290.00	6,397.12	46,557.48	40.74	0.00	67,732.52
PROFESSIONAL SERVICES						
33-5521 PEST CONTROL SERVICES	1,000.00	0.00	404.52	40.45	0.00	595.48
TOTAL PROFESSIONAL SERVICES	1,000.00	0.00	404.52	40.45	0.00	595.48
CAPITAL OUTLAY						
33-6580 BLDG & GROUND IMPROVEMENT	150,000.00	36,525.00	78,788.60	52.53	0.00	71,211.40
TOTAL CAPITAL OUTLAY	150,000.00	36,525.00	78,788.60	52.53	0.00	71,211.40
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	50,041.31	203,382.19	48.51	0.00	215,870.81
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CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	26,282.00	159,013.26	46.70	0.00	181,475.74
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	45,753.12	49.10	0.00	47,425.88
TOTAL PROFESSIONAL SERVICES	436,568.00	33,907.52	204,766.38	46.90	0.00	231,801.62
TOTAL 35-SOLID WASTE	436,568.00	33,907.52	204,766.38	46.90	0.00	231,801.62
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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
<hr/>						
SALARIES, WAGES & BENEFIT						
36-3001 SALARIES	115,300.00	8,329.36	58,596.78	50.82	0.00	56,703.22
36-3003 LONGEVITY	1,000.00	68.30	469.43	46.94	0.00	530.57
36-3007 OVERTIME	5,000.00	118.26	298.95	5.98	0.00	4,701.05
36-3010 INCENTIVES	600.00	46.16	324.77	54.13	0.00	275.23
36-3051 FICA/MEDICARE TAXES	9,400.00	631.62	4,693.45	49.93	0.00	4,706.55
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	322.47	322.47	17.92	0.00	1,477.53
36-3054 RETIREMENT	18,900.00	0.00	8,493.13	44.94	0.00	10,406.87
36-3055 HEALTH INSURANCE	19,782.00	1,486.48	10,039.08	50.75	0.00	9,742.92
36-3056 LIFE INS	200.00	12.76	76.56	38.28	0.00	123.44
36-3057 DENTAL	1,700.00	124.32	745.92	43.88	0.00	954.08
36-3058 LONG-TERM DISABILITY	500.00	0.00	226.08	45.22	0.00	273.92
TOTAL SALARIES, WAGES & BENEFIT	176,482.00	11,139.73	85,921.54	48.69	0.00	90,560.46
SUPPLIES						
36-3503 OFFICE SUPPLIES	500.00	18.34	86.08	17.22	0.00	413.92
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	9,367.51	64,105.33	49.31	0.00	65,894.67
36-3523 TOOLS/EQUIPMENT	1,900.00	321.65	1,381.51	72.71	0.00	518.49
36-3529 VEHICLE REPAIR PARTS	40,200.00	1,332.75	18,791.34	46.74	0.00	21,408.66
36-3535 SHOP SUPPLIES	2,800.00	362.47	3,378.47	120.66	0.00	(578.47)
TOTAL SUPPLIES	177,300.00	11,402.72	89,171.40	50.29	0.00	88,128.60
MAINTENANCE--EQUIPMENT						
36-4520 AUTO REPAIR/OUTSOURCED	55,000.00	9,569.56	46,345.46	84.26	0.00	8,654.54
TOTAL MAINTENANCE--EQUIPMENT	55,000.00	9,569.56	46,345.46	84.26	0.00	8,654.54
SERVICES						
36-5020 COMMUNICATIONS	2,000.00	113.75	723.43	36.17	0.00	1,276.57
36-5027 MEMBERSHIP	700.00	0.00	529.00	75.57	0.00	171.00
36-5029 TRAVEL/TRAINING	2,300.00	655.62	1,980.62	86.11	0.00	319.38
TOTAL SERVICES	5,000.00	769.37	3,233.05	64.66	0.00	1,766.95
SUNDRY						
36-5405 LICENSES/PERMITS	750.00	7.50	476.66	63.55	0.00	273.34
TOTAL SUNDRY	750.00	7.50	476.66	63.55	0.00	273.34
OTHER SERVICES						
TOTAL						

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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
<hr/>						
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	32,888.88	225,148.11	53.06	0.00	199,193.89
	=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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
<hr/>						
SALARIES, WAGES & BENEFIT						
39-3001 SALARIES	378,694.00	23,355.96	154,371.10	40.76	0.00	224,322.90
39-3002 WAGES	49,824.00	793.50	2,672.64	5.36	0.00	47,151.36
39-3003 LONGEVITY	3,824.00	221.52	1,737.01	45.42	0.00	2,086.99
39-3007 OVERTIME	1,800.00	275.94	434.17	24.12	0.00	1,365.83
39-3051 FICA/MEDICARE TAXES	33,210.00	1,773.74	11,959.92	36.01	0.00	21,250.08
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	1,096.30	1,129.73	10.46	0.00	9,670.27
39-3054 RETIREMENT	59,613.00	0.00	21,349.16	35.81	0.00	38,263.84
39-3055 HEALTH INSURANCE	120,489.00	8,253.10	49,410.76	41.01	0.00	71,078.24
39-3056 LIFE INS	787.00	44.66	267.96	34.05	0.00	519.04
39-3057 DENTAL	7,797.00	508.68	3,032.08	38.89	0.00	4,764.92
39-3058 LONG-TERM DISABILITY	1,687.00	0.00	436.20	25.86	0.00	1,250.80
TOTAL SALARIES, WAGES & BENEFIT	676,015.00	36,323.40	252,124.89	37.30	0.00	423,890.11
SUPPLIES						
39-3504 WEARING APPAREL	2,240.00	0.00	1,402.71	62.62	0.00	837.29
39-3506 CHEMICALS	2,500.00	238.94	1,425.08	57.00	0.00	1,074.92
39-3523 TOOLS/EQUIPMENT	5,800.00	349.88	1,466.37	25.28	0.00	4,333.63
39-3531 RECREATION & EVENTS	13,000.00	541.35	8,458.55	65.07	0.00	4,541.45
39-3534 EQUIP REPAIR PARTS	3,000.00	296.49	492.62	16.42	0.00	2,507.38
39-3536 LANDSCAPING MATERIALS	10,000.00	1,776.27	6,159.22	61.59	0.00	3,840.78
TOTAL SUPPLIES	36,540.00	3,202.93	19,404.55	53.10	0.00	17,135.45
MAINTENANCE--BLDGS, STRUC						
39-4007 POOL MAINTENANCE	18,750.00	2,187.69	5,988.04	73.44	7,782.50	4,979.46
39-4008 PARK MAINTENANCE	15,000.00	496.37	6,800.24	45.33	0.00	8,199.76
TOTAL MAINTENANCE--BLDGS, STRUC	33,750.00	2,684.06	12,788.28	60.95	7,782.50	13,179.22
MAINTENANCE--EQUIPMENT						
TOTAL						
SERVICES						
39-5020 COMMUNICATIONS	2,661.00	32.30	276.86	10.40	0.00	2,384.14
39-5029 TRAVEL/TRAINING	1,600.00	355.59	865.59	54.10	0.00	734.41
TOTAL SERVICES	4,261.00	387.89	1,142.45	26.81	0.00	3,118.55
CAPITAL OUTLAY						
39-6516 PARKS & LANDSCAPING PROJS	65,000.00	45,500.00	127,545.89	104.99	(59,305.14)	(3,240.75)
39-6598 MISCELLANEOUS EQUIPMENT	10,000.00	7,184.00	7,184.00	71.84	0.00	2,816.00
TOTAL CAPITAL OUTLAY	75,000.00	52,684.00	134,729.89	100.57	(59,305.14)	(424.75)

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	95,282.28	420,190.06	44.02	(51,522.64)	468,823.58
	=====	=====	=====	=====	=====	=====
*** TOTAL EXPENSES ***	16,728,509.24	719,775.24	5,455,801.20	32.50	(19,003.22)	11,291,711.26
	=====	=====	=====	=====	=====	=====
EXCESS OF REVENUES OVER EXPENDITURES	(2,414,002.24)	(2,171.41)	4,926,327.38	204.86-	19,003.22	(7,359,332.84)
	=====	=====	=====	=====	=====	=====
*** PROJECTED FUND BALANCE ***	9,963,169.80		17,303,499.42			
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*** END OF REPORT ***						

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	2,909.61	2,188,889.62	96.43	0.00	(81,110.38)
50-7102 DELINQUENT PROPERTY TAX	30,000.00	6.33	(22,153.50)	73.85-	0.00	(52,153.50)
50-7103 PENALTY, INTEREST, COSTS	15,000.00	165.26	5,283.32	35.22	0.00	(9,716.68)
TOTAL PROPERTY TAXES	2,315,000.00	3,081.20	2,172,019.44	93.82	0.00	(142,980.56)
INTEREST EARNED						
50-9601 INTEREST EARNED	2,500.00	909.39	7,026.80	281.07	0.00	4,526.80
TOTAL INTEREST EARNED	2,500.00	909.39	7,026.80	281.07	0.00	4,526.80
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	3,990.59	2,179,046.24	90.45	0.00	(229,983.76)
	=====	=====	=====	=====	=====	=====
*** TOTAL AVAILABLE REVENUES ***	2,850,764.60		2,620,780.84			
	=====		=====			

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	1,925,000.00	100.00	0.00	0.00
51-6122 INTEREST/DEBT SERVICE	473,422.00	0.00	247,756.88	52.33	0.00	225,665.12
51-6123 MAINTENANCE FEE/DEBT SERVICE	9,000.00	750.00	1,250.00	13.89	0.00	7,750.00
TOTAL DEBT SERVICE	2,407,422.00	750.00	2,174,006.88	90.30	0.00	233,415.12
INTERFUND ACTIVITY						
TOTAL						
TOTAL 51-DEBT SERVICE	2,407,422.00	750.00	2,174,006.88	90.30	0.00	233,415.12
	=====	=====	=====	=====	=====	=====
*** TOTAL EXPENSES ***	2,407,422.00	750.00	2,174,006.88	90.30	0.00	233,415.12
	=====	=====	=====	=====	=====	=====
EXCESS OF REVENUES OVER EXPENDITURES	1,608.00	3,240.59	5,039.36	313.39	0.00	(3,431.36)
	=====	=====	=====	=====	=====	=====
*** PROJECTED FUND BALANCE ***	443,342.60		446,773.96			
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*** END OF REPORT ***						

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	18,606.80	120,272.96	80.18	0.00 (29,727.04)
TOTAL OTHER TAXES	150,000.00	18,606.80	120,272.96	80.18	0.00 (29,727.04)
INTEREST EARNED						
55-9601 INTEREST EARNED	2,500.00	908.93	4,695.51	187.82	0.00	2,195.51
TOTAL INTEREST EARNED	2,500.00	908.93	4,695.51	187.82	0.00	2,195.51
*** TOTAL FUND REVENUES ***	152,500.00	19,515.73	124,968.47	81.95	0.00 (27,531.53)
	=====	=====	=====	=====	=====	=====
*** TOTAL AVAILABLE REVENUES ***	834,209.16		806,677.63			
	=====		=====			

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	18,000.00	50.00	(5,500.00)	12,500.00
56-5044 ADVERTISING	32,500.00	829.33	5,805.31	17.86	0.00	26,694.69
TOTAL SERVICES	57,500.00	829.33	23,805.31	31.84	(5,500.00)	39,194.69
PROFESSIONAL SERVICES						
56-5515 CONSULTANT SERVICES	0.00	0.00	8,250.00	0.00	(8,250.00)	0.00
TOTAL PROFESSIONAL SERVICES	0.00	0.00	8,250.00	0.00	(8,250.00)	0.00
CAPITAL OUTLAY						
TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
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	32,055.31	3.86	(13,750.00)	456,194.69
	=====	=====	=====	=====	=====	=====
*** TOTAL EXPENSES ***	474,500.00	829.33	32,055.31	3.86	(13,750.00)	456,194.69
	=====	=====	=====	=====	=====	=====
EXCESS OF REVENUES OVER EXPENDITURES	(322,000.00)	18,686.40	92,913.16	33.13-	13,750.00	(428,663.16)
	=====	=====	=====	=====	=====	=====
*** PROJECTED FUND BALANCE ***	359,709.16		774,622.32			
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*** END OF REPORT ***

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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	4,636,723.95		4,636,723.95			
INTEREST EARNED						
90-9601 INTEREST EARNED	20,000.00	5,803.90	19,145.09	95.73	0.00	(854.91)
TOTAL INTEREST EARNED	20,000.00	5,803.90	19,145.09	95.73	0.00	(854.91)
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	5,803.90	19,145.09	0.46	0.00	(4,100,854.91)
	=====	=====	=====	=====	=====	=====
*** TOTAL AVAILABLE REVENUES ***	8,756,723.95		4,655,869.04			
	=====		=====			

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 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
<hr/>						
SALARIES, WAGES & BENEFIT TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
CAPITAL OUTLAY TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
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	0.00	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	4,864.00	8,456.64	0.00	0.00	(8,456.64)
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	11.57	40,487.00	309,513.00
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	4,864.00	10,551.87	1.04	40,487.00	4,870,961.13
INTERFUND ACTIVITY TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL 91-CAPITAL IMPROVEMENTS	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	4,922,000.00	4,864.00	10,551.87	1.04	40,487.00	4,870,961.13
	=====	=====	=====	=====	=====	=====
*** TOTAL EXPENSES ***	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	4,922,000.00	4,864.00	10,551.87	1.04	40,487.00	4,870,961.13
	=====	=====	=====	=====	=====	=====
EXCESS OF REVENUES OVER EXPENDITURES	(802,000.00)	939.90	8,593.22	3.98	(40,487.00)	(770,106.22)
	=====	=====	=====	=====	=====	=====
*** PROJECTED FUND BALANCE ***	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	3,834,723.95		4,645,317.17			
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*** END OF REPORT ***						

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

CITY OF JERSEY VILLAGE

PROPERTY TAX COLLECTION

REPORT

MARCH 2018

Tax Collection System
Distribution Report - PROPERTY TAX
For Deposit Dates: 03/01/2018 thru 03/31/2018

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	63,070.15	3,802.41	0.00	0.00	66,872.56	0.00	66,872.56	66,872.56	0.00
2016	1,964.43	272.12	278.45	0.00	2,515.00	0.00	2,515.00	2,236.55	278.45
2015	299.27	105.99	81.05	0.00	486.31	0.00	486.31	405.26	81.05
2014	156.79	76.83	46.72	0.00	280.34	0.00	280.34	233.62	46.72
Total:	\$65,490.64	\$4,257.35	\$406.22	\$0.00	\$70,154.21	\$0.00	\$70,154.21	\$69,747.99	\$406.22

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TAX COLLECTION SYSTEM
TAX COLLECTOR MONTHLY REPORT
FROM 03/01/2018 TO 03/31/2018

INCLUDES AG ROLLBACK

PAGE: 1

JURISDICTION: 0070 City of Jersey Village

	TAX RATE	TAX LEVY	PAID ACCTS
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YEAR 2017	00.742500	7,862,948.44	2,869
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YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
2017	7,606,941.85	.00	256,006.59	63,070.15	7,669,060.99	193,887.45	97.53	0.00
2016	74,570.70	.00	130,289.30-	1,964.43	84,428.44-	28,709.84	51.53	0.00
2015	26,445.32	.00	8,336.42-	299.27	1,876.00	16,232.90	10.36	0.00
2014	14,145.51	.00	446.77-	156.79	3,018.42	10,680.32	22.03	0.00
2013	10,782.57	.00	371.25-	0.00	1,495.42	8,915.90	14.36	0.00
2012	9,776.72	.00	0.00	0.00	282.56	9,494.16	2.89	0.00
2011	11,235.51	.00	0.00	0.00	26.41	11,209.10	.24	0.00
2010	14,186.58	.00	0.00	0.00	17.40	14,169.18	.12	0.00
2009	20,944.45	.00	0.00	0.00	17.40	20,927.05	.08	0.00
2008	8,059.33	.00	0.00	0.00	17.40	8,041.93	.22	0.00
2007	4,701.58	.00	28.74-	0.00	11.34-	4,684.18	.24-	0.00
2006	2,451.84	.00	0.00	0.00	17.40	2,434.44	.71	0.00
2005	2,174.50	.00	0.00	0.00	15.82	2,158.68	.73	0.00
2004	1,359.66	.00	0.00	0.00	15.80	1,343.86	1.16	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	.00	116,534.11	65,490.64	7,591,421.24	335,766.50		0.00

TAX COLLECTION SYSTEM
DEPOSIT DISTRIBUTION
REVERSALS DETAIL SCHEDULE
FROM: 03/01/2018 THRU 03/31/2018
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
2016 01803018002R	220-906-010-0000	201801	282.02-	0.00	64.86-	69.38-0	0.00	416.26-
	2016 TOTAL		282.02-	0.00	64.86-	69.38-	0.00	416.26-
2017 ESC200314181	118-020-073-0051	201801	1,830.02	0.00	0.00	0.00 0	0.00	1,830.02
	2017 TOTAL		1,830.02	0.00	0.00	0.00	0.00	1,830.02
YEAR 2016								
	REFUNDS		0.00	0.00	0.00	0.00	0.00	0.00
	RETURNED ITEMS		0.00	0.00	0.00	0.00	0.00	0.00
	TRANSFERS/REVERSALS		282.02-	0.00	64.86-	69.38-	0.00	416.26-
	TOTAL		282.02-	0.00	64.86-	69.38-	0.00	416.26-
YEAR 2017								
	REFUNDS		1,830.02	0.00	0.00	0.00	0.00	1,830.02
	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		1,830.02	0.00	0.00	0.00	0.00	1,830.02
ALL YEARS								
	REFUNDS		1,830.02	0.00	0.00	0.00	0.00	1,830.02
	RETURNED ITEMS		0.00	0.00	0.00	0.00	0.00	0.00
	TRANSFERS/REVERSALS		282.02-	0.00	64.86-	69.38-	0.00	416.26-
	TOTAL		1,548.00	0.00	64.86-	69.38-	0.00	1,413.76

TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 SUMMARY OF PAYMENTS AND REVERSALS
 FROM: 03/01/2018 THRU 03/31/2018
 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
	2014 TOTAL		156.79	0.00	76.83	46.72	0.00	280.34
	2015 TOTAL		299.27	0.00	105.99	81.05	0.00	486.31
	2016 TOTAL		2,246.45	0.00	336.98	347.83	0.00	2,931.26
	2017 TOTAL		61,240.13	0.00	3,802.41	0.00	0.00	65,042.54
	TOTAL PAYMENTS		63,942.64	0.00	4,322.21	475.60	0.00	68,740.45
	2016 TOTAL		282.02-	0.00	64.86-	69.38-	0.00	416.26-
	2017 TOTAL		1,830.02	0.00	0.00	0.00	0.00	1,830.02
	TOTAL REVERSALS		1,548.00	0.00	64.86-	69.38-	0.00	1,413.76
	TOTAL FOR UNIT		65,490.64	0.00	4,257.35	406.22	0.00	70,154.21

General Fund
For the period ended April 30, 2018

	Adopted Budget	Current Budget	YTD Actual	% of Actual compared to Budget	Projections
Revenue					
Property Taxes	5,655,000.00	5,655,000.00	5,440,143.39	96.20%	5,655,000.00
Electric Franchise Taxes	360,000.00	360,000.00	211,082.90	58.63%	360,000.00
Telephone Franchise	110,000.00	110,000.00	68,360.67	62.15%	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	15,738.34	52.46%	30,000.00
City Sales Tax	3,000,000.00	3,000,000.00	1,779,952.34	59.33%	3,000,000.00
Sales TX-Reduce Property Taxes	1,500,000.00	1,500,000.00	889,976.23	59.33%	1,500,000.00
Mixed Drink Tax	35,000.00	35,000.00	24,359.55	69.60%	35,000.00
Fines Warrants & Bonds	968,700.00	968,700.00	627,390.46	64.77%	968,700.00
Fees & Charge for Services	370,850.00	370,850.00	222,001.97	59.86%	370,850.00
Licenses & Permits	158,700.00	158,700.00	90,575.32	57.07%	158,700.00
Interest Earned	90,000.00	90,000.00	157,834.12	175.37%	250,000.00
Interfund Activity	1,836,257.00	1,836,257.00	581,553.53	31.67%	1,836,257.00
Misc Revenue	100,000.00	100,000.00	30,354.00	30.35%	100,000.00
Other Agency Revenue	-	-	191,442.02	100.00%	190,000.00
Total Revenue	14,314,507.00	14,314,507.00	10,382,128.58	72.53%	14,664,507.00
Expenditures					
Administrative Service	590,332.00	590,332.00	276,721.46	46.88%	590,332.00
Legal/Other Services	5,797,410.00	5,797,410.00	493,078.90	8.51%	5,797,410.00
Info Technology	672,475.24	672,475.24	186,240.55	27.69%	672,475.24
Purchasing	21,600.00	21,600.00	10,935.01	50.63%	21,600.00
Accounting Services	335,289.00	335,289.00	173,746.65	51.82%	335,289.00
Customer Services	147,233.00	147,233.00	68,425.54	46.47%	147,233.00
Municipal Court	444,617.00	444,617.00	204,854.40	46.07%	444,617.00
Police Department	2,864,238.00	2,864,238.00	1,356,440.81	47.36%	2,684,238.00
Communications	810,782.00	810,782.00	363,462.51	44.83%	810,782.00
Fire Department	1,565,801.00	1,565,801.00	619,909.30	39.59%	1,565,801.00
Public Works	229,271.00	229,271.00	124,500.39	54.30%	229,271.00
Community Development	472,210.00	472,210.00	219,830.33	46.55%	472,210.00
Streets	659,597.00	659,597.00	304,168.61	46.11%	659,597.00
Building Maintenance	419,253.00	419,253.00	203,382.19	48.51%	419,253.00
Solid Waste	436,568.00	436,568.00	204,766.38	46.90%	436,568.00
Fleet Services	424,342.00	424,342.00	225,148.11	53.06%	424,342.00
Parks & Recreation	837,491.00	837,491.00	420,190.06	50.17%	837,491.00
Total Expenditures	16,728,509.24	16,728,509.24	5,455,801.20	32.61%	16,548,509.24

Utility Fund
For the period ended April 30, 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	2,348,887.26	55.69%	4,218,000.00
Interest Earned	20,000.00	20,000.00	31,418.22	157.09%	50,000.00
Interfund Activity	-	-	-		
Miscellaneous Revenue	50,000.00	50,000.00	38,833.61	77.67%	55,000.00
Other Agency Revenue	-	-	-		-
Total Revenue	4,288,000.00	4,288,000.00	2,419,139.09	56.42%	4,323,000.00
Expenditures					
Water & Sewer	3,989,214.00	3,989,214.00	1,212,079.54	30.38%	3,989,214.00
Utility Capital Projects	2,896,000.00	2,896,000.00	678,243.15	23.42%	2,896,000.00
	-	-	-		-
Total Expenditures	6,885,214.00	6,885,214.00	1,890,322.69	27.45%	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 current	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
62	Maloy	Mark	3/23/2018	A report for the City's portion of the sales tax revenue paid for golf course operations from 1999 to current	Isabel	3/23/2018	3/23/2018	3/26/2018	\$0.00	03/26/2018 via email	NO	YES		45 Minutes accumulated 75 minutes
63	Singleton	James	3/26/2018	Any building permits, construction jobs, original builder's blueprints, property elevations, flood history, violations, or any other information retained by the city related 16522 De Lozier St, Jersey Village, TX 77040.	Ashley	3/26/2018	3/27/2018	3/27/2018	\$0.00	03/27/2018 via email	NO	YES		15 Minutes accumulated 45 minutes
64	Robson	Chris	3/26/2018	Permits requested for 15802 Acapulco Dr. Jersey Village, TX 77040 for period 2016 thru 2017.	Ashley	3/26/2018	3/27/2018	3/27/2018	\$0.00	03/27/2018 via email	NO	YES		15 Minutes accumulated 15 minutes
65	Duphorne	Darin	3/29/2018	Consumtion History on Home located at 106 Windrose Court from inception to current	Maria	3/29/2018	4/3/2018	4/3/2018	\$0.00	04/03/2018 via email	NO	YES		15 Minutes accumulated 15 minutes
66	Blankenheim	Chris	4/2/2018	P&Z and TIRZ Board Applications	Lorri	4/2/2018	4/2/2018	4/2/2018	\$0.00	04/02/2018 via email	NO	YES		30 Minutes accumulated 30 minutes
67	Harwood	Aleisha	4/2/2018	Commerical and Residential Building Permits 03-01-2018 thru 03-31-2018, including new construction, additions and remodels, tneant improvements, swimming pools, electrical, and mechanical.	Ashley	4/3/2018	4/3/2018	4/3/2018	\$0.00	04/03/2018 via email	NO	YES		15 Minutes accumulated 90 minutes
68	Ziehe	Fred	4/9/2018	Electronic copy of James Singelton's Campain Finance Report filed last week	Lorri	4/9/2018	4/9/2018	4/9/2018	\$0.00	4/9/2018 via email	NO	YES		15 Minutes accumulated 15 minutes
69	Singleton	James	4/11/2018	James Singleton Personnel File	Trelena	4/11/2018	4/16/2018	4/16/2018	\$39.00	04/16/2018 in person	NO	YES		15 Minutes accumulated 75 minutes
70	Langford	Kathi	4/12/2018	28 Pebble Beach Court - Sprinkler System Layout	Ashley	4/12/2018	4/12/2018	4/12/2018	\$0.00	04/12/2018 via email	NO	YES		15 Minutes accumulated 15 minutes
71	Singleton	James	4/13/2018	Copy of Simon Hughes' 30 Day Campaign Finance Report	Lorri	4/13/2018	4/13/2018	4/13/2018	\$0.00	04/13/2018 via email	NO	YES		15 Minutes accumulated 60 minutes
72	Sedberry	James	4/13/2018	Floor Plan/Blue Print, Survery of Property, Sprinkler System Plan, Anything listing building material of home, and Any imporvements for property located at 28 Pebble Beach Court	Ashley	4/13/2018	4/20/2013	04/20 and 04/23/2018 Parital Response	\$61.60 pd 04/23/2018	04/23/2018 Sent for AG Opinion	YES	NO	YES	60 Minutes accumulated 60 minutes - Time to Process AG Submittal is not included as not allowed by law
73	Lawson	Stephanie	4/16/2018	Blue Prints for pool located at 16118 Congo Lane	Ashley	4/16/2018	4/20/2018	WITHDRAWN	\$0.00	WITHDRAWN	NO	YES		15 Minutes accumulated 15 minutes

74	Lawson	Stephanie	4/16/2018	Blue Prints for the home located at 8518 Windham Ct	Ashley	4/16/2018	4/20/2018	4/26/2018	\$52.06 Pd 04-26-18	Sent for AG Opinion on 04-26-18	YES	NO	YES	30 Minutes accumulated 30 minutes - Time to Process AG Submittal is not included as not allowed by law
75	Rubenstein	Irv	4/17/2018	All purchasing records from 2017-11-01 (yyyy-mm-dd) to current	Isabel	4/17/2018	4/17/2018	4/17/2018	\$0.00	04/17/2018 via email	NO	YES		15 Minutes accumulated 30 minutes
76	Kramer	Justin	4/20/2018	An electronic copy of any and all employees for year of 2017, (fiscal or calendar year). Each employee record should contain the employer name, employer zip code, year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. This data should be broken down by employer, employee and year.	Trelena	4/20/2018	4/25/2018	4/25/2018	\$0.00	04/25/2018 via email	NO	YES		15 Minutes accumulated 75 minutes
77	Warren	Bobby	4/20/2018	a copy of each e-mail received by the City of Jersey Village from the e-mail address simon@hugheslegal.com from January 1, 2014 through April 20, 2018. If any of the e-mails responsive to this request contain an attachment, please also provide a copy of each such attachment.	Bob, Lorri	4/20/2018	4/23/2018	4/23/2018	#####	4/23/2018 via email	NO	YES		8 hours accumulated 8 hours and 15 minutes
78	Singleton	James	4/24/2018	04-23-18 EV Combination Forms and Copy of the 2017-2018 PIR Request Listing	Lorri	4/24/2018	4/24/2018	4/24/2018	\$0.00	4/24/2018 via email	NO	YES		15 Minutes accumulated 75 minutes
79	Laufer	Joanna	4/24/2018	All historical records pertaining to building permit applications, development permit applications, all inspection reports, submitted blueprint/plans, approved blueprints/plans purchased permits, issued permits, issued certificates of compliance, etc. related to building permits and development permits for 15801 Seattle Street, Jersey Village, Texas 77040	Ashley	4/24/2018	4/24/2018	4/24/2018	\$0.00	4/24/2018 via email	NO	YES		30 Minutes accumulated 30 minutes
80	Hughes	Simon	4/24/2018	A copy of the grant applications (one for elevations and one for the Wall Street storm water improvements), together with any communications sent to or received from FEMA (or the entity to which the City applied) concerning the status of the grant request or funding. Please redact all personal information, to protect the privacy of any individuals involved, including specific addresses. Please also send a copy of all communications sent to any JV homeowners concerning home elevations or buyouts, including any responses the city received. Please redact all personal information, to protect the privacy of any individuals involved, including specific addresses. 04/30/2018 - Requestor Narrowed Scope to - Wall Street Grant Application	Austin and Akilah with Olson and Olson	4/24/2018	4/24/2018	04/26/2018 sent estimate ltr - Requestor responded 04/30/2018 - Narrowed Scope			NO		YES	
81	Duphorne	Darin	4/24/2018	Meter Reading at installation for the meter located at 106 Windrose Court	Maria	4/24/2018	4/24/2018	4/24/2018	\$0.00	04/24/2018 via email	NO	YES		15 Minutes accumulated 30 minutes
82	Singleton	James	4/24/2018	Recordings from the last two (2) TIRZ Meetings	Lorri	4/24/2018	4/24/2018	4/24/2018	\$0.00	04/24/2018 via email	NO	YES		15 Minutes accumulated 90 minutes
83	Singleton	James	4/25/2018	04-24-18 EV Combination Forms	Lorri	4/25/2018	4/25/2018	4/25/2018	\$0.00	04/25/2018 via email	NO	YES		15 Minutes accumulated 105 minutes

84	Beazley	Merrilee	4/25/2018	04-23-18 and 04-24-18 EV Combination Forms	Lorri	4/25/2018	4/25/2018	4/25/2018	\$1.40 pd 04-26-18	04/25/2018 hand delivered	NO	YES		15 Minutes accumulated 75 minutes
85	Beazley	Merrilee	4/26/2018	04-25-18 EV Combination Forms	Lorri	4/26/2018	4/26/2018	4/26/2018	\$0.80 PD 04-26-18	04/26/2018 hand delivered	NO	YES		15 Minutes accumulated 90 minutes
86	Wong	Luke	4/26/2018	a list of all residential properties in the City of Jersey Village that have had the water shut off any time between 03/01/2018 to 4/26/18.	Maria	4/26/2018	4/30/2018	5/5/2018	\$0.00	05/05/2018 via email	NO	YES		15 minutes accumulated 15 minutes
87	Ziehe	Fred	4/27/2018	Combination Forms from 4-26-2018	Lorri	4/27/2018	4/27/2018	4/27/2018	\$0.00	04/27/2018 via email	NO	YES		15 minutes accumulated 15 minutes
88	Singleton	James	4/27/2018	Combination Forms from 4/25/2018 and 4-26-2018	Lorri	4/27/2018	4/27/2018	4/27/2018	\$0.00	04/27/2018 via email	NO	YES		15 Minutes accumulated 120 minutes
89	Singleton	James	4/30/2018	Combination Forms from 4/27/2018 and 4-28-2018	Lorri	4/30/2018	4/30/2018	4/30/2018	\$0.00	04/30/2018 via email	NO	YES		15 Minutes accumulated 135 minutes
90	Ziehe	Fred	4/30/2018	1) The Vote Counts for Friday and Saturday, April 27 & 28? 2) A copy of James Singleton's campaign financial report filed last week. 3) Would you also please recap, as of Saturday, how many mail-in ballots were sent out and how many completed ballots have been returned as of Saturday?	Lorri	4/30/2018	4/30/2018	4/30/2018	\$0.00	04/30/2018 via email	NO	YES		15 minutes accumulated 30 minutes
91	Beazley	Merrilee	4/30/2018	Combination Forms from 04-26-2018, 4-27-2018 and 4-28-2018	Lorri	4/30/2018	4/30/2018	4/30/2018	\$1.80 pd 05-01-18	04/30/2018 via email and picked up in person	NO	YES		15 Minutes accumulated 105 minutes
92	Beckner	Amalia	4/30/2018	A LL personnel records, including ALL discip lina ry h istory a nd a ny and all complaints (sustained or dismissed) regarding Officer J. Boughter and Officer K. Dougherty	Trelena	4/30/2018	5/3/2018	5/3/2018	\$0.00	05/03/2018 via email	NO	YES		15 Minutes accumulated 15 minutes
93	Bridges	Bonnie	4/30/2018	Northeast Quadrant of North Eldridge Parkway and Castlebridge Drive, Jersey Village, Texas 77065 - Building Records, Health Code Citations, Current Zoning and any Zoning Violations, Environmental concerns,, and Fire Citations	Ashley/Mark	4/30/2018	5/3/2018	5/3/2018	\$0.00	05/03/2018 via email	NO	YES		15 Minutes accumulated 15 minutes
94	Singleton	James	5/1/2018	Combination Forms from 04/30/2018	Lorri	5/1/2018	5/1/2018	5/1/2018	\$0.00	05/01/2018 via email	NO	YES		15 Minutes accumulated 150 minutes
95	Ziehe	Fred	5/1/2018	Combination Forms from 04/30/2018 and Mail Ballot Return Count	Lorri	5/1/2018	5/1/2018	5/1/2018	\$0.00	05/01/2018 via email	NO	YES		15 minutes accumulated 45 minutes
96	Harwood	Aleisha	5/1/2018	Commerical and Residential Building Permits 04-01-2018 thru 04-30-2018, including new construction, additions and remodels, tneant improvements, swimming pools, electrical, and mechanical.	Ashley	5/1/2018	5/1/2018	5/1/2018	\$0.00	05/01/2018 via email	NO	YES		15 Minutes accumulated 105 minutes
97	Ziehe	Fred	5/1/2018	Early Voting by Mail Roster for those voters returning a voted ballot and Section 86.014 of the election code.	Lorri	4/30/2018	5/1/2018	5/1/2018	\$0.00	05/01/2018 via email	NO	YES		15 minutes accumulated 60 minutes
98	Singleton	James	5/1/2018	Early Voting by Mail Roster for those voters returning a voted ballot	Lorri	3/26/2018	5/1/2018	5/1/2018	\$0.00	05/01/2018 via email	NO	YES		15 Minutes accumulated 165 minutes
99	Ziehe	Fred	5/2/2018	Early Voting By Mail Roster as of 05/01/2018 and the Combination Forms from 05/01/2018	Lorri	5/2/2018	5/2/2018	5/2/2018	\$0.00	5/2/2018 via email	NO	YES		15 minutes accumulated 75 minutes
100	Singleton	James	5/2/2018	Combination Forms from 05/01/2018	Lorri	5/2/2018	5/2/2018	5/2/2018	\$0.00	05/02/2018 via email	NO	YES		15 Minutes accumulated 180 minutes

101	Beazley	Merrilee	5/2/2018	Combination Forms from 05/01/2018	Lorri	5/2/2018	5/2/2018	5/2/2018	\$1.80 paid 05-02-18	Picked up in person	NO	YES		15 Minutes accumulated 120 minutes
102	Beazley	Merrilee	5/2/2018	Combination Forms from 04/23,04/24, and 04/25/2018	Lorri	5/2/2018	5/2/2018	5/2/2018	\$2.20 pd 05-07-18	Picked up in person	NO	YES		15 Minutes accumulated 135 minutes
103	Whaley	Mark A.	5/3/2018	A copy of the Jersey Village Police Department – Chapter 8 – Use of Force and Investigation of Officer-Involved Critical Incidents.	Lorri	5/3/2018	5/3/2018	5/4/2018	\$0.00	05/04/2018 via US Mail	NO	YES		15 Minutes accumulated 15 minutes
104	Ziehe	Fred	5/4/2018	Early Voting By Mail Roster as of 05/03/2018	Lorri	5/4/2018	5/4/2018	5/4/2018	\$0.00	05/04/2018 via email	NO	YES		15 minutes accumulated 90 minutes
105	Ziehe	Fred	5/7/2018	Copies of the Roster of Mail-In Ballots received as of end of day Saturday, May 5, 2018; Roster of Election Day Voters on Saturday, May 5, 2018; and An electronic copy of the Mail In Ballot Applications for all the ballots mailed out for this election.	Lorri	5/7/2018	5/8/2018	5/8/2018	\$0.00	5/8/2018 via email	NO	YES		15 minutes accumulated 105 minutes
106	Ziehe	Fred	5/7/2018	Electronic Verison of the List of Registered Voter Book Used during the May 5, 2018 Election	Lorri	5/7/2018	REQ WITHDRAWN	REQ WITHDRAWN	\$0.00	REQ WITHDRAWN	no	yes		15 minutes accumulated 105 minutes
107	Ziehe	Fred	5/8/2018	Early Voting by Mail Roster of voters returning ballots through May 7, 2018	Lorri	5/8/2018	5/8/2018	5/8/2018	\$0.00	5/8/2018 via email	NO	YES		15 minutes accumulated 120 minutes
108	Beazley	Merrilee	5/7/2018	Combination Forms from May 5, 2018	Lorri	5/8/2018	5/8/2018	5/8/2018	\$2.40 PD 05-08-18	5/8/2018	NO	YES		15 Minutes accumulated 150 minutes
109	Ziehe	Fred	5/8/2018	Copies of the applications for voting by mail	Lorri	5/8/2018	5/9/2018	5/9/2018	\$30.00	5/9/2018 via email	NO	YES		120 minutes accumulated 240 minutes
110	Beazley	Merrilee	5/8/2018	List of current residents from water bill	Maria	5/9/2018	5/9/2018	5/9/2018	\$0.00	05/09/2018 via email	NO	YES		15 Minutes accumulated 165 minutes
111	Beazley	Merrilee	5/9/2018	Master Combindation Forms for EV and ED. Clerks helping with voter registration during Saturday Election	Lorri	5/9/2018	5/9/2018	5/9/2018	\$0.00	05/09/2018 via email	NO	YES		15 Minutes accumulated 180 minutes
112	Andrea	Lizcano	5/9/2018	a list of all residential properties in the City of Jersey Village that have had the water shut off any time between 04/01/2018 to 4/30/18.	Maria	5/9/2018	5/9/2018	5/9/2018	\$0.00	05/09/2018 via email	NO	YES		15 Minutes accumulated 15 minutes

MONTHLY REPORT – April 2018

Jersey Village Fire Department

EMERGENCY RESPONSES

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Fire/County	15	6	11	4									36
Fire/ETJ	3	5	1	1									10
Fire/JV	43	24	38	36									141
EMS/County	0	2	0	0									2
EMS/ETJ	5	3	8	1									17
EMS/JV	76	70	63	53									262
TOTAL	142	110	121	95									468
Transports	55	48	46	31									180
Aid received	0	2	0	0									2
Aid given	6	1	3	2									12

FIRE INSPECTIONS CONDUCTED

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Inspections	54	52	31	55									192

PUBLIC EDUCATION PROGRAMS CONDUCTED

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Programs	8	12	6	9									35
Audience	225	156	162	637									1180

FIRE INVESTIGATIONS CONDUCTED

Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	TOTAL
1	2	1	0									4

- We continued the Citizens Fire Academy, which began January 11th with 13 participants. They had their Field and Burn Day on April 14th. They also had their graduation day on April 24th, with a potluck dinner.
- April 17th, Captain Missall went to Post for their 4th grade fire safety class, of which 180 children participated.
- Chick-Fil-A came to the Station with 54 citizens and 10 employees to tour the Fire Department.
- The members were also invited to the ribbon cutting ceremony at the new Chick-Fil-A that took place April 24.
- 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

APRIL 2018								
Communication Division Monthly Report								
Date	CFS - PD	CFS - FD	911 Phone	License Plate	Driver's License	Criminal History	TCIC Messages	Day Total
1-Apr	57	4	12	40	57	3	0	173
2-Apr	69	4	25	50	50	3	1	202
3-Apr	68	2	20	55	35	1	2	183
4-Apr	63	5	17	52	37	1	4	179
5-Apr	46	1	21	31	29	0	0	128
6-Apr	61	5	29	42	48	3	4	192
7-Apr	57	3	15	41	54	4	4	178
8-Apr	41	1	18	33	37	2	0	132
9-Apr	54	1	13	42	46	2	0	158
10-Apr	85	1	13	72	60	2	2	235
11-Apr	57	1	13	52	29	1	0	153
12-Apr	84	4	24	61	30	0	3	206
13-Apr	56	4	19	48	41	3	0	171
14-Apr	61	3	19	41	60	2	0	186
15-Apr	45	3	17	33	44	1	2	145
16-Apr	80	4	33	64	43	9	3	236
17-Apr	78	2	18	61	43	0	0	202
18-Apr	57	4	17	40	34	1	7	160
19-Apr	65	5	23	52	46	2	12	205
20-Apr	56	3	20	49	53	2	0	183
21-Apr	40	6	17	34	37	0	0	134
22-Apr	54	0	4	46	60	0	0	164
23-Apr	74	4	27	52	44	2	0	203
24-Apr	69	2	22	58	43	2	4	200
25-Apr	68	5	14	48	50	1	4	190
26-Apr	85	5	27	63	49	1	0	230
27-Apr	84	7	23	46	54	1	0	215
28-Apr	76	2	33	62	62	1	0	236
29-Apr	62	4	22	45	55	0	0	188
30-Apr	93	5	17	78	54	2	1	250
								0
Totals	1945	100	592	1491	1384	52	53	5617

This month TCO Andy Trang resigned to go pursue his dream of becoming a police officer and started the academy with HPD. TCO Amber Rozas moved from part time to full time so the Dispatch Center continues to be full staffed. TCO Manny Losoya completed his 6 month probation and has been released from training. CS Rayne Herzog attended the TXAPCO/NENA Conference in Galveston and brought back great information for our dispatch center. We are proud to announce that TCO Theresa Regan received the TXNENA Silent Hero Award during the conference and was also acknowledged by Greater Harris County 911 during their monthly board meeting.

JERSEY VILLAGE POLICE DEPARTMENT

Criminal Investigation Division Report for April 2018

Sex Crimes/Child Cases (0): no new child crimes were investigated this month.

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

Property Crimes/Burglaries and Thefts:

Robbery (1): A robbery investigation is under active investigation from a business in the 7300 block of Senate.

Home / Business Burglaries (2): the following structure burglaries were investigated this past month:

1. A storage room burglary was investigated from the 7300 block of Senate. The investigation revealed that it was not a true burglary, with an employee of a tenant damaging the lock.
2. A burglary investigation was conducted at a business in the 17400 block of US 290. Detectives reviewed surveillance videos and distributed suspect vehicle information to other officers. Case is ongoing.

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

1. A vehicle burglary was investigated in the 17400 block of US 290, where a laptop was taken. Detectives obtain high-definition photographs of the suspect vehicle, which have been distributed to other officers.
2. From the 16200 block of Dillard, where a bag of gym clothes was taken from a vehicle. No leads have been developed.
3. From the Sam's Club parking lot, where the victim waited numerous days to make the initial report and has since refused to return voice mail messages from the investigators. Case is cleared exceptionally.
4. From the 12600 block of Seattle Slew, where tools were taken from a vehicle. No video or other forensic evidence were obtained and no leads were developed.

Criminal Mischief (2): The following Criminal Mischief investigations were conducted this past month:

1. A window to a business was damaged in the 12100 block of West Road. The suspect was captured on video, and detectives created flyers and submitted the flyers to other officers and to all surrounding apartment complexes in an attempt to identify the suspect.
2. A door lock to a vehicle was damaged in the 16000 block of Lakeview. No suspects have been identified as of this date.

Thefts (7): the following general thefts were investigated:

1. A theft of plants from the 200 block of Castlegate is under active investigation and detectives have identified a suspect.
2. A second theft of plants from the 200 block of Castlegate is under active investigation, and detectives have identified a suspect.
3. A theft of two packages from the 16200 block of Seattle was investigated. Surveillance video from neighbors was obtained and photographs of the suspects distributed to staff at Jersey Village High School to help identify the high school – aged suspect.
4. Two (2) cases of fuel theft were investigated from the 8200 block of Jones Road. Detectives reviewed surveillance video identifying the suspect, and distributed photographs to nearby hotels to help identify the suspect.
5. A theft of tires from the 7400 block of Security Way is under active investigation
6. The theft of two concrete saws from the 17100 block of US 290 was investigated and a suspect identified. The case will be referred to the Harris County District Attorney's Office for prosecution.

Stolen Vehicles (0): no stolen vehicle investigations were conducted this month:

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

1. A credit card abuse case from the 15600 block of Ginger is under active investigation
2. A credit card abuse case investigated from the 8600 block of Jones road, was found to have occurred in another jurisdiction, and was referred to that agency.

Hit and Run Accidents (0): no new hit-and-run crashes were investigated this month:

Miscellaneous:

- Sixty-four (64) new pieces of property and evidence were processed and submitted into the Property Room.
- Zero (0) destruction orders were submitted to the Harris County District Attorney's Office this past month for items to be removed from the Property Room.
- Chief Foerster investigated the theft of water from a fire hydrant on Jersey Meadows, near the golf course.
- A property room spot-audit was conducted on April 3, 2018, with no issues being noted.
- All serialized department-issued property was inventoried and documented into the CRIMES database.

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>
4/5/2018	14	Eyewitness Identification Class	112	Jersey Village Police Training
4/11/2018	7	Patrol Rifle Training	112	Jersey Village Police Training
4/18/2018	Zatzkin	SFST Full Course	24	TMPA
4/19/2018	14	Eyewitness Identification Class	112	Jersey Village Police Training
4/20/2018	Holley	Intoxilyzer Class	32	Fondren Forensics
4/25/2018	8	Shotgun Course	64	Jersey Village Police Training
4/25/2018	Lopez/Limerick	Destruction Order Training	2	Harris County District Attorney
		Total Training Hours for Month	458	

April 2018

	March 2018	April 2018
Warrants Executed	504	483
Warrants Issued	225	1,096
Letters Mailed	232	273
Phone Calls	1,636	1,403
Door Hangers	15	25
Arrests	3	2
Amount collected	\$107,201.44	\$90,339.67

261 Emails Sent (Reduces Letters Mailed Out)

3 1/2 Days Municipal Court Bailiff

1 Day Training Day

1 Sick Day (Dr. Appointment)

15 1/2 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	4	0	0	0	0	0	0	0	0	4
AGG. ASSAULT	1	1	0	1	0	0	0	0	0	0	0	0	3
PROPERTY CRIME:													
BURGLARY-RESIDENCE	1	0	0	0	0	0	0	0	0	0	0	0	1
BURGLARY-BUSINESS	6	0	3	2	0	0	0	0	0	0	0	0	11
ALL THEFTS:	10	5	9	8	0	0	0	0	0	0	0	0	32
<i>From Vehicles</i>	7	1	6	3	0	0	0	0	0	0	0	0	17
<i>From Coin Machines</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
AUTO THEFTS	3	2	2	0	0	0	0	0	0	0	0	0	7
MAJOR CRIMES:	21	8	14	15	0	0	0	0	0	0	0	0	58

ARRESTS: (Only Highest Classified Charge Counted Per Arrest)													
MUNICIPAL MISD.(C)	45	47	58	64	0	0	0	0	0	0	0	0	214
MISDEMEANORS (A&B)	14	22	16	12	0	0	0	0	0	0	0	0	64
<i>Misd. Narcotic Arrests</i>	5	7	6	3	0	0	0	0	0	0	0	0	21
ALL FELONIES	17	3	7	11	0	0	0	0	0	0	0	0	38
<i>Fel. Narcotic Arrests</i>	8	1	2	5	0	0	0	0	0	0	0	0	16
ARRESTS NOT BOOKED	26	41	45	3	0	0	0	0	0	0	0	0	115
TOTAL ARRESTS:	102	113	126	90	0	0	0	0	0	0	0	0	431

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	108	104	2	0	0	0	0	0	0	0	466
Accident Minor FSGI	31	36	48	24	1	0	0	0	0	0	0	0	140
MISDEMEANOR CRIMINAL INVESTIGATIONS													
Assault	0	0	6	2	0	0	0	0	0	0	0	0	8
Criminal Mischief	10	9	6	3	0	0	0	0	0	0	0	0	28
Disturbance	33	29	51	41	0	0	0	0	0	0	0	0	154
Terroristic Threat	3	3	6	1	0	0	0	0	0	0	0	0	13
Tresspass	0	0	0	0	0	0	0	0	0	0	0	0	0
Harassment	1	7	2	1	0	0	0	0	0	0	0	0	11
Solicitor	5	6	12	2	0	0	0	0	0	0	0	0	25
City Ordinance Violation.	0	0	0	0	0	0	0	0	0	0	0	0	0
Warrant Service	43	51	62	76	0	0	0	0	0	0	0	0	232
POLICE ASSISTANCE													
911 Hang Up	0	0	0	0	0	0	0	0	0	0	0	0	0
Alarms	88	79	97	74	10	0	0	0	0	0	0	0	348
Welfare Check	45	41	46	38	2	0	0	0	0	0	0	0	172
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	19	8	0	0	0	0	0	0	0	0	49
Crime Prevention	36	19	14	21	0	0	0	0	0	0	0	0	90
Multiple Unit Response	0	1	0	0	0	0	0	0	0	0	0	0	1
MISCELLANEOUS POLICE INVESTIGATIONS													
Abandoned Vehicle	6	9	10	5	0	0	0	0	0	0	0	0	30
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	14	20	0	0	0	0	0	0	0	0	83
Information	0	0	0	0	0	0	0	0	0	0	0	0	0
Investigation	2	7	8	6	0	0	0	0	0	0	0	0	23

Jersey Village Police Department

Investigations / Calls-For-Service Report

December, 2018

Open Door/Window	7	14	9	12	1	0	0	0	0	0	0	0	43
Recovery - Vehicle	0	0	0	0	0	0	0	0	0	0	0	0	0
Suspicious Person/Vehicle	333	275	299	297	6	0	0	0	0	0	0	0	1210
Traffic Hazard	19	17	45	39	1	0	0	0	0	0	0	0	121
Other Misc. Calls-For-Service	904	906	1014	896	16	0	0	0	0	0	0	0	3736
Other CFS Totals:	1742	1655	1876	1670	39	0	0	0	0	0	0	0	6982
Maj.Crime & CFS Tots:	1763	1663	1890	1685	39	0	0	0	0	0	0	0	7040

Police Department Open Positions/Recruitment

April 2018

As of April 30, 2018, The Jersey Village Police Department is accepting applications for the following positions:

- Patrol Sergeant
- Police Officer

The Police Department is currently in the process of reviewing job applications and interviewing qualified candidates.

No	Last Name	First Name	Req Date	Description of Info Requested	Date Requestor Contacted	Amt	Date of Pick-up or Mailing	Open	Complete	AG Opinion	PROCESS TIME
1	OLIVIERI LLC	GONZALEZ	10/2/2017	REPORT OF ARREST ON CRISTIAN MADRID DOB 11/6/95			10/3/17 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCUM. 2 HRS 00 MIN
2	CAMPOS	PAMELA	10/3/2017	COPY OF ARREST 02-2766			10/3/17 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCUM. 2 HRS 00 MIN
3	FOGLE	WAYNE	10/3/2017	VIOLENT CRIMES FOR AREA AROUND 18540 NW FREEWAY FROM 9/1/16- 8/31/17			10/10/17 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCUM. 2 HRS 00 MIN
4	ALEJANDRE	ANTONIO	10/3/2017	17-18486 COPIES OF CFS, 911 CALL, PHOTOS FOR LISTED REPORT		\$6.00	10/11/17 VIA CCCR MAIL	NO	YES	NO	2 HRS 00 MIN ACCUM. 2 HRS 00 MIN
5	BORG	VICTOR	10/9/2017	CFS FOR 15510 CONGO LANE FROM 1/1/17-PRESENT			10/9/17 VIA PU	NO	YES	NO	00 HRS 10 MIN ACCUM. 00 HRS 10 MIN
6	LEMIEUX	TRACEY	10/9/2017	CFS FOR MOTEL 6 FOR MONTH OF SEPT.			10/11/17 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCUM. 00 HRS 30 MIN
7	KUZYDYM	STEPHANIE	10/10/2017	COY OF FULL BOOKING ROSTER AND RELEASE FROM AUG 26-AUG 30.			10/11/17 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCUM. 2 HRS 00 MIN
8	KALIDAS	HAMANT	10/10/2017	2 WEEKS TICKETS ISSUED			10/16/17 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCUM. 00 HRS 30 MIN
9	TEXAS EDUCATION	AGENCY	10/10/2017	ARREST REPORT ON SCHLEIDER, MICHAEL DOB 11/17/87			10/16/19 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCUM. 2 HRS 00 MIN
10	STERLING	RODNEY	10/12/2017	COPY OF FSGI REPORT 17-20651			10/12/17 VIA PU	NO	YES	NO	00 HRS 20 MIN ACCUM. 00 HRS 20 MIN
11	HAMANT	KALIDAS	10/22/2017	2 WEEKS TICKETS ISSUED			10/26/17 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCUM. 1 HRS 00 MIN
12	LEMIEUX	TRACEY	10/21/2017	MOTEL 6 CFS JULY-AUGUST 2017			10/25/17 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCUM. 1 HRS 00 MIN
13	QUACH	TU-ANH	10/23/2017	COPY OF 911, CALL SLIP, CFS, SCENE PHOTOS, WITNESS STATEMENT FOR ACCIDNET 17-21226	11/3/17 SENT TO AG 11/21/17 WITHHOLD PER AG LETTER. 1/12/18 PER AG OPINION RECVD. WITHHOLD VIDEO					YES	2 HRS 00 MIN ACCUM. 2 HRS 00 MIN
14	WELLS	FELICIA	10/25/2017	17-21784 COPIES OF ENTIRE REPORT	11/3/17 SENT TO AG 2/14/18 WITHHOLD					YES	2 HRS 00 MIN ACCUM. 2 HRS 00 MIN
15	LORANCE	& THOMPSON	11/3/2017	17-16513 COMPLETE COPY OF ANYTHING TO DO WITH THE ACCIDENT OCCURRED 8/8/17 @ 01:52			11/14/17 RELEASABLE PAPERWORK	NO	YES 11/22	NO	4 HRS 00 MIN ACCUM. 4 HRS 00 MIN
16	HAMANT	KALIDAS	11/3/2017	2 WEEKS TICKETS ISSUED			11/10/17 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCUM. 1 HRS 30 MIN
17	LEXIS	NEXIS	11/3/2017	ALL TICKETS ISSUED IN AUG, SEPT & OCT 2017			11/3/17 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCUM. 2 HRS 00 MIN
18	AMMONS LAW	GROUP	11/7/2017	EXTENSIVE PAPERWOR ON ACCIDENT 15-5557			11/10/17 VIA MAIL CCCR	NO	YES	NO	2 HRS 00 MIN ACCUM. 2 HRS 00 MIN
19	HAMANT	KALIDAS	11/16/2017	2 WEEKS TICKETS ISSUED			11/22/17 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCUM. 2 HRS 00 MIN
20	LAYSON	BRITTNEY	11/16/2017	17-23037 ALL PAPERWORK TO THIS CASE			11/16/17 VAI PU	NO	YES	NO	00 HRS 45 MIN ACCUM. 00 HRS 45 MIN
21	KAPIDUACH	ECHARRY	11/16/2017	DASH CAM FOR 17-20197	11/22 SENT TO AG 2/13/18 WITHHOLD		COPY OF AG LETTER VIA EMAIL	NO		YES	
22	CLINE	TIMOTHY	11/16/2017	COPY OF EVERYTHING IN CASE 17-22139			11/22/17 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCUM. 2 HRS 00 MIN
23	NEWTON	CHERIE	11/16/2017	COPY OF COMPLETE REPORT 17-23385			11/22/17 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCUM. 2 HRS 00 MIN
24	CARIAS	CRISTINA	11/21/2017	COplete COPY OF 17-23935 INCLUDING CDS			11/22/17 VIA PU	NO	YES	NO	2 HRS 00 MIN ACCUM. 2 HRS 00 MIN
25	HAMANT	KALIDAS	11/28/2017	2 WEEKS TICKETS ISSUED			12/7/17 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCUM. 2 HRS 30 MIN
26	MCCLIMON	CAROLNIE	11/28/2017	6/21/16 16225 ST. HELIER YETTER VS YETTER			12/1/17 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCUM. 2 HRS 00 MIN
27	LARA	MARISOL	11/29/2017	17-24285 COPY OF REPORT FROM CPL MONG			12/1/17 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCUM. 2 HRS 00 MIN

28	LATER	NED	12/1/2017	17-18424 COPY OF ENTIRE REPORT INCLUDING CDS	12/13 SENT TO AG OFFICE 1/12/18 PER AG OPINION TO WITHHOLD THE VIDEO						
29	LEXIS	NEXIS	12/5/2017	CITATION ISSUED IN NOVEMBER			12/13/17 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCUM 4 HRS 00 MIN
30	LAYTON	CHRISTINE	12/11/2017	COPY OF REPORT 17-23966 INCLUDING PHOTOS			12/13/17 VIA PU	NO	YES	NO	2 HRS 00 MIN ACCUM 2 HRS 00 MIN
31	CHAPMAN	CORENE	12/11/2017	COPY OF REPORT 17-23966 INCLUDING PHOTOS			12/13/17 VIA PU	NO	YES	NO	2 HRS 00 MIN ACCUM 2 HRS 00 MIN
32	URRABAZO	JOSEPH	12/12/2017	COPY OF REPROT 17-17584 INCLUDING FRAUD REPORT TURNED IN			12/13/17 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCUM 2 HRS 00 MIN
33	HAMANT	KALIDAS	12/13/2017	2 WEEKS TICKETS ISSUED			12/21/17 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCU 3 HRS 00 MIN
34	GROFF	ELIZABETH	12/15/2017	JVPD 17-20650 ON 10/5/17 ACCIDENT RECONSTRUCTION, WITNESS STATEMENTS, FIELD NOTES, PHOTOGRAPHS, VIDEO AND ANY OTHER DOCUMENTATION	12/19/17 SENT TO AG 3/12/18 WITHHOLD		12/19/17 SENT ACCIDENT AND AG LETTER VIA EMAIL	NO			
35	SETEAR	JENNIFER	12/15/2017	CRIMES REPORTED FOR THE YEAR OF 2017 FOR ADDRESS BELOW, POROMENADE 1 & II, TRAILS AT CORINTIAN CREEK, TRAILS @ ROCK CREEK			12/15/17 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCU 2 HRS 00 MIN
36	JUAREZ	STEPHANY	12/15/2017	JVPD 10-9688 CERTIFIED COPY OF REPORT			12/15/17 VIA PU	NO	YES	NO	00 HRS 30 MIN ACCU 00 HRS 30 MIN
37	LAYTON	CHRISTINE	12/18/2017	SUPPLEMENTS 1 & 2 FOR CASE NUMBER 17-23966			12/19/17 VIA EMAIL	NO	YES	NO	00 HRS 20 MIN ACCU 20 HRS 20 MIN
38	MALDONADO	DAISY	12/19/2017	COPY OF 17-23935 INCLUDING PHOTOS	12/22/17 SENT TO AG 1/19/18 WITHHOLD						
39	WONG	MARGRET	12/21/2017	ARRSET REPORT FOR CRUZ, CESAR ROMEO DOB 3/3/76 JVPD 09-6754			12/22/17 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCU 2 HRS 00 MIN
40	HAMANT	KALIDAS	12/28/2017	2 WEEKS TICKETS ISSUED			1/4/18 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCU 3 HRS 30 MIN
41	SHELLIST	MCALISTER	1/3/2018	SOP on VEHICLE INVENTORY, IMPOUND SEARCH PROCEDURES			1/8/18 VIA FAX	NO	YES	NO	00 HRS 30 MIN ACCU 3 HRS 30 MIN
42	TOWNSEND	NELL	1/3/2018	2 YEARS CFS FOR PROMENADE APT.			1/8/18 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCU 2 HRS 00 MIN
43	LEXIS	NEXIS	1/5/2018	CITATION ISSUED IN DECEMBER			1/8/18 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCU 4 HRS 00 MIN
44	GIBBS	DARIUS	1/8/2018	COPY OF 17-4590 W/CD OF PHOTOS			1/9/18 VIA PU	NO	YES	NO	2 HRS 00 MIN ACCU 2 HRS 00 MIN
45	HAMANT	KALIDAS	1/10/2018	2 WEEKS TICKETS ISSUED			1/19/18 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCU 4 HRS 00 MIN
46	HPAREKH	HARDIK	1/22/2018	COPY OF ARERST REPORT 17-16558			1/22/18 VIA PU	NO	YES	NO	00 HRS 30 MIN ACCU 00 HRS 30 MIN
47	HERZ	SHARON	1/23/2018	NEED REPORT W/ SWAN MARIE PACE			1/25/18 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCU 2 HR 00 MIN
48	HAMANT	KALIDAS	1/24/2018	2 WEEKS TICKETS ISSUED			1/31/18 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCU 4 HRS 30 MIN
49	GUERKA	ELIZABETH	1/26/2018	COPY OF REPORT 17-11470 W/CD OF PHOTOS TAKEN, ALSO CFS FOR ADDRESS 16114 ACAPULCO ON 6/3 & 6/4 2017	1/31/2018	\$3.00		no	yes	no	2HRS 00 MIN ACCU 2HRS 00 MIN
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	NTONMATTEI-GOTT	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	NO	00 HRS 30 MIN
58	HAMANT	KALIDAS	2/22/2018	2 WEEKS TICKETS ISSUED			3/2/18 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCU 5 HRS 30 2 HRS 00 MIN
59	LEXIS	NEXIS	3/1/2018	CITATION ISSUED FOR FEB			3/2/18 VIA EMAIL	NO	YES	NO	ACCU 8 HRS 00 MIN
60	MCCLAIN	BREE	3/12/2018	COPY OF CASE NUMBER 18-3998		\$3.00	3/21/18 VIA PU	NO	YES	NO	2 HRS 00 MIN ACCU 2 HRS 00 MIN
61	HAMANT	KALIDAS	3/22/2018	2 WEEKS TICKETS ISSUED			3/27/18 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCU 6 HRS 00 MIN
62	MCCLAIN	BREE	3/27/2018	3 YEARS OF REPORTS INVOLVING MASON ORZECZOWSKI, AND CFS FOR 15610 SINGAPORE LN			3/29/18 VIA EMAIL & PICK UP	NO	YES	NO	2 HRS 00 MIN ACCU 4 HRS 00 MIN
63	HUYNH	LAW FIRM	3/27/2018	17-24985 COPIES OF ALL DOCUMENTS FOR THIS ACCIDENT, INCLUDING 911 & WITNESS STATEMENTS			4/11/18 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCU 2 HRS 00 MIN
64	RUCKER	LAW FIRM	4/2/2018	DWI COBAN VIDEO OF ARREST ON MENDEZ, CHRISTOPHER MICHAEL DOB 8/24/83 ARREST ON 3/7/18		\$6.00	4/11/18 VIA CCCCR MAIL 7017019000011887 3917	NO	YES	NO	2 HRS 00 MIN ACCU 2 HRS 00 MIN
65	LEXIS	NEXIS	4/3/2018	CITATIONS ISSUED FOR MARCH			4/11/18 VIA EMAIL	NO	YES	MO	2 HRS 00 MIN ACCU 10 HRS 00 MIN
66	ABRIL		4/4/2018	COMPLETE COPY OF REPORT 18-5030 INCLUDING CD'S		\$3.00	4/11/18 VIA PU	NO	YES	NO	2 HRS 00 MIN ACCU 2 HRS 00 MIN
67	HAMANT	KALIDAS	4/5/2018	2 WEEKS TICKETS ISSUED			4/11/18 VIA PU	NO	YES	NO	00 HRS 30 MIN ACCU 6 HRS 30 MIN
68	STUART-LIPPMAN	LAW FIRM	4/10/2018	17-4590 INFO ON REPORT OPEN/CLOSED?			4/11/18 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCU 00 HRS 30 MIN
69	HAMANT	KALIDAS	4/17/2018	2 WEEKS TICKETS ISSUED			4/25/18 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCU 7 HRS 00 MIN
70	FUENTES	LAW FIRM	4/19/2018	ACCIDENT 18-2693 DASH CAM, 911 AND ANY OTHER PHOTO CD			4/26/18 VIA MAIL CCCR 7017 0190 0001 1887 3955	NO	YES	NO	2 HRS 00 MIN ACCU 2 HRS 00 MIN
71	VARNAO	TAMARA	4/23/2018	18-4453 OR OF VEHICLE BEING DAMANGED IN PKLOT			4/25/18 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCU 00 HRS 30 MIN
72	ADLER	JIM	5/1/2018	16-17443 COPY OF PHOTOS, DASH CAM, AUDIO, 911, WITNESS STATEMENTS, CALL SLIP & CRASH REPORT							
73	BENNETT	RONNIE	5/2/2018	COPY OF ARREST REPORT 18-6936							
74	WALTERS	BRADLEY	5/2/2018	COPY OF COBAN/SFST VIDEOS FOR ARREST OF RAMIREZ, DEANNA JVPD 10-3671	5/2/18 CLARIFICATIONS						
75	HAMANT	KALIDAS	5/2/2018	2 WEEKS TICKETS ISSUED							
76	LEXIS	NEXIS	5/2/2018	CITATIONS ISSUED FOR APRIL 2018							
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**CITY OF JERSEY VILLAGE
MUNICIPAL COURT
COLLECTIONS**

	CITY PORTION			RESTRICTED FUND				STATE & OMNI & COLLECTIONS	
MONTH	CITY	WARRANT	CITY PORTION	COURT	COURT	JUDICIAL	CHILD	PORTION	TOTAL
	FINES	COLLECTION	OMNI FEES	SEC. FUND	TECH. FEE	EFF. FEE	SAFETY	FEES	COLLECTION
Jan	\$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	\$87,991.59	\$11,973.14	\$1,198.18	\$1,757.84	\$2,347.91	\$350.34	\$208.24	\$55,695.78	\$161,523.02
Apr	\$81,320.55	\$10,596.22	\$985.48	\$1,438.24	\$1,925.66	\$287.05	\$89.76	\$44,800.19	\$141,443.15
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	\$300,612.40	\$41,193.35	\$3,966.21	\$5,663.02	\$7,567.41	\$1,128.98	\$563.03	\$178,201.03	\$538,895.43

Municipal Courts
Activity Detail
April 1, 2018 to April 30, 2018

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 4/1/2018:							
<i>Active Cases</i>	10,358	70	0	158	1,181	136	11,903
<i>Inactive Cases</i>	16,378	24	0	127	4,488	39	21,056
Docket Adjustments	0	0	0	0	0	0	0
Cases Added:							
New Cases Filed	929	1	0	6	189	3	1,128
Cases Reactivated	343	0	0	3	122	0	468
All Other Cases Added	0	0	0	0	0	0	0
Total Cases on Docket	11,630	71	0	167	1,492	139	13,499
Dispositions:							
Dispositions Prior to Court Appearance or Trial:							
Uncontested Dispositions	251	0	0	3	60	2	316
Dismissed by Prosecution	267	1	0	4	72	8	352
Total Dispositions Prior to Court Appearance or Trial	518	1	0	7	132	10	668
Dispositions at Court Appearance or Trial:							
Convictions:							
<i>Guilty Plea or Nolo Contendere</i>	2	0	0	0	0	0	2
<i>By the Court</i>	0	0	0	0	0	0	0
<i>By the Jury</i>	1	0	0	0	0	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	21	0	0	1	7	0	29
Total Dispositions at Court Appearance or Trial	24	0	0	1	7	0	32
Compliance Dismissals:							
After Driver Safety Course	55	---	---	---	---	---	55
After Deferred Disposition	84	0	0	1	2	4	91
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	21	---	---	---	---	---	21
All Other Transportation Code Dismissals	100	0	0	0	0	1	101
Total Compliance Dismissals	260	0	0	1	2	5	268
All Other Dispositions	0	0	0	0	3	0	3
Total Cases Disposed	802	1	0	9	144	15	971
Cases Placed on Inactive Status	650	2	0	15	354	5	1,026
Cases Pending 4/30/2018:							
<i>Active Cases</i>	10,178	68	0	143	994	119	11,502
<i>Inactive Cases</i>	16,685	26	0	139	4,720	44	21,614
Show Cause and Other Required Hearings Held	133	1	0	2	31	0	167
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 CITY COUNCIL MEETING ON MAY 14, 2018

Municipal Courts
Activity Detail
April 1, 2018 to April 30, 2018
100.0 Percent Reporting Rate
1 Reports Received Out of a Possible 1
Court: Jersey Village

CIVIL/ADMINISTRATIVE CASES	
	Total
Cases Pending 4/1/2018:	
<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 4/30/2018:	
<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.....	7
Non-Driving Alcoholic Beverage Code Cases Filed.....	0
Driving Under the Influence of Alcohol Cases Filed.....	0
Drug Paraphernalia Cases Filed.....	0
Tobacco Cases Filed.....	0
Truant Conduct Cases Filed.....	0
Education Code (Except Failure to Attend) Cases Filed.....	0
Violation of Local Daytime Curfew Ordinance Cases Filed.....	0
All Other Non-Traffic Fine-Only Cases Filed.....	2
Transfer to Juvenile Court:	
<i>Mandatory Transfer</i>	0
<i>Discretionary Transfer</i>	0
Accused of Contempt and Referred to Juvenile Court (Delinquent Conduct).....	0
Held in Contempt by Criminal Court (Fined or Denied Driving Privileges).....	0
Juvenile Statement Magistrate Warning:	
<i>Warnings Administered</i>	0
<i>Statements Certified</i>	0
Detention Hearings Held.....	0
Orders for Non-Secure Custody Issued.....	0
Parent Contributing to Nonattendance Cases Filed.....	0

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

Municipal Courts
Activity Detail
April 1, 2018 to April 30, 2018
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		996
Class A and B Misdemeanors		0
Felonies		0
Capiases Pro Fine Issued		100
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		0
Full Satisfaction		0
Cases in Which Fine and Court Costs Satisfied by Jail Credit		50
Cases in Which Fine and Court Costs Waived for Indigency		4
Amount of Fines and Court Costs Waived for Indigency		\$ 1,091
Fines, Court Costs and Other Amounts Collected:		
Kept by City		\$ 96,017
Remitted to State		\$ 36,658
Total		\$ 132,675

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

CITY OF JERSEY VILLAGE
MUNICIPAL COURT
COURT ROOM ACTIVITIES

DATE	JUDGE/ PROSECUTOR	TOTAL CASES	NO SHOWED	% TO TOTAL	SHOWED TOTAL	% TO TOTAL	PAYMENT PLAN	% TO TOTAL	DOCKET CLOSED	% TO TOTAL
<u>April 4, 2018</u> <u>AM Docket</u>	Judge Halick	334	124	37%	210	63%	30	14%	104	50%
	Brian/ Bret									
<u>April 4, 2018</u> <u>PM Docket</u>	Judge Halick	188	78	41%	110	59%	12	11%	33	30%
	Brian/Bret									
<u>April 11, 2018</u> <u>AM Docket</u>	Judge Brashear	143	9	6%	134	94%	4	3%	67	50%
	Brian									
<u>April 11, 2018</u> <u>PM Docket</u>	Judge Brashear	172	85	49%	87	51%	36	41%	34	39%
	Brian									
<u>April 18, 2018</u> <u>AM Docket</u>	Judge Byrnes	319	67	21%	252	79%	21	8%	142	56%
	Brian									
<u>April 18, 2018</u> <u>PM Docket</u>	Judge Byrnes	195	78	40%	117	60%	12	10%	41	35%
	Brian									
<u>April 25, 2018</u> <u>AM Docket</u>	Judge Brashear	35	6	17%	29	83%	0	0%	20	69%
	David									
<u>TOTAL</u>		1,386	447	32%	939	68%	115	12%	441	47%

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

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

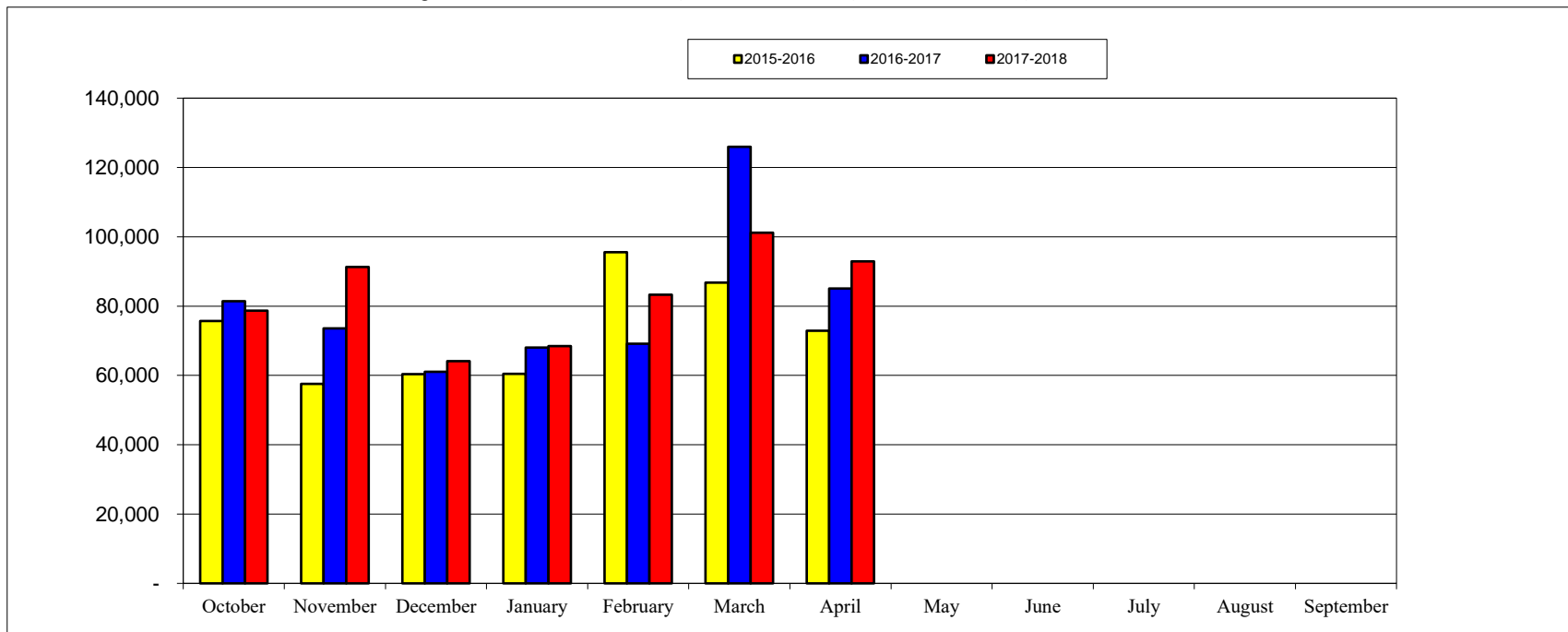
C0047736	-1	4/10/2018	IA	RAN STOP SIGN	CHARLES
C0047768	-1	4/11/2018	IA	RAN STOP SIGN	CARLSBAD
C0047849	-2	4/15/2018	IA	RAN STOP SIGN	JERSEY
C0047979	-1	4/21/2018	IA	RAN STOP SIGN	CHARLES
C0047991	-1	4/22/2018	IA	RAN STOP SIGN	VILLAGE
C0047992	-1	4/22/2018	IA	RAN STOP SIGN	VILLAGE
C0047996	-1	4/22/2018	CL	RAN STOP SIGN	VILLAGE GREEN
C0048036	-1	4/24/2018	IA	RAN STOP SIGN	VILLAGE
C0048132	-2	4/28/2018	IA	RAN STOP SIGN	8100 RIO GRANDE
C0047638	-1	4/3/2018	AR	RAN STOP SIGN - INTERSECTION	7600 SOLOMON
C0047645	-1	4/3/2018	CD	RAN STOP SIGN - INTERSECTION	15799 AUSTRALIA
C0047818	-1	4/13/2018	IA	RAN STOP SIGN - INTERSECTION	7600 SOLOMON
C0047819	-1	4/13/2018	D1	RAN STOP SIGN - INTERSECTION	7600 SOLOMON
C0047947	-1	4/20/2018	IA	RAN STOP SIGN - INTERSECTION	7600 SOLOMON
C0048019	-1	4/23/2018	IA	RAN STOP SIGN - INTERSECTION	VILLAGE
C0048050	-1	4/25/2018	CD	RAN STOP SIGN - INTERSECTION	16200 WALL
C0048051	-1	4/25/2018	IA	RAN STOP SIGN - INTERSECTION	16200 WALL
C0048052	-1	4/25/2018	IA	RAN STOP SIGN - INTERSECTION	16200 WALL
C0048055	-1	4/25/2018	CD	RAN STOP SIGN - INTERSECTION	RIO GRANDE
C0048145	-1	4/29/2018	IA	RAN STOP SIGN - INTERSECTION	15600 LAKEVIEW
C0047665	-3	4/4/2018	IA	SPEEDING 45 MPH in a 30 MPH	JERSEY MEADOW
C0047723	-1	4/9/2018	PT	SPEEDING 39 MPH in a 25 MPH	7900 RIO GRANDE
C0047745	-1	4/10/2018	IA	SPEEDING 40 MPH in a 30 MPH	15400 JERSEY
C0048171	-1	4/30/2018	IA	SPEEDING 37 MPH in a 25 MPH	RIO GRANDE
C0047662	-1	4/4/2018	IA	SPEEDING IN SCHOOL ZONE 30 M	15700 CONGO
C0047735	-1	4/10/2018	CD	SPEEDING IN SCHOOL ZONE 30 M	15700 CONGO
C0047876	-1	4/16/2018	IA	SPEEDING IN SCHOOL ZONE 30 M	15700 CONGO
C0047877	-1	4/16/2018	IA	SPEEDING IN SCHOOL ZONE 30 M	15700 CONGO
C0048104	-1	4/27/2018	IA	SPEEDING IN SCHOOL ZONE 35 M	7600 SOLOMON
STOP SIGN :	20				
SPEEDING:	9				
TOTAL:	29				

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	86,734	125,944	101,163
April	72,872	85,083	92,902
May			
June			
July			
August			
September			
FY Total	\$ 509,305	\$ 564,213	\$ 579,810
Average Per Month	\$ 72,758	\$ 80,602	\$ 82,830



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	0	0								
WATER PLANT #2 VILLAGE	0	0.121	0	0.25								
WATER PLANT #3 WEST	0	0.14	0	1.29								
CITY OF HOUSTON (SEATTLE)	27.562	2.4206	33.466	44.342								
INTERCONNECT(529)	0.039	0.046	0.065	0.033								
TOTAL(Million Gallons)	27.601	2.7276	33.466	44.529								
MAX DAILY FLOW	1.502	1.626	1.629	1.869								
METER READS	3209	3216	3226	3239								
WATER OFF/ON	30	18	15	18								
METER ACCURACY TESTS	0	0	0	0								
MAIN BREAKS REPAIRED	1	0	0	0								
WATER LEAKS REPAIRED	17	14	29	15								
FIRE HYDRANTS SERVICED	0	0	0	0								
METER INSTALLATIONS	20	45	99	90								
SERVICE INSPECTIONS	0	0	0	0								
QUALITY	2	1	0	2								
PRESSURE	2	1	0	0								
SEWER COMPLAINTS	3	3	1	1								
	WHITE OAK BAYOU											
AVG. DAILY FLOW (EFFLUENT)	0.9704	1.1194	0.8911	*								
JV PORTION	0.2907	0.4521	0.3269	*								
% OF PLANT	36.1%	41.2%	28.5%	*								
	GARBAGE											
Residential Customers	2155	2159	2160	2166								
Complaints	3	1	4	5								
	COMMUNITY DEVELOPMENT											
Plans Checked	10	4	12	18								
Sign Plan Reviews	1	2	1	3								
Permits Issued	78	105	89	113								
Inspections (Permit)	273	171	251	277								
Insp (Site)	17	14	26	23								
Conferences	2	3	8	3								
Certificate of Occupancy (Residential)	1	2	3	4								
Certificate of Occupancy (Commercial)	1	0	2	1								
Street/Sidewalk Repairs (in yards)	0	0	0	0								
Sign repairs	0	0	0	1								
	CODE ENFORCEMENT											
Violation Letters	26	28	35	38								
Red tags for ordinance violations	48	36	43	43								
Conferences	28	26	25	31								
Signs picked up-bandit and ROW signs	19	29	46	20								
Animals picked up	5	5	2	2								
Animals taken to HC	0	0	0	0								
Traps Issued	4	3	3	2								
	FLEET											
Work Orders	71	34	30	47								
Preventative Maintenance	11	6	8	5								
Unscheduled Repairs	43	22	15	29								
New Vehicle Set ups	0	1	0	0								

* - unavailable at this time

To: Austin Bleess
City Manager

May 8, 2018

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

Subject: Construction / Field Projects Update

1. DOT Sound wall. Had designer complete a field visit. Had a meeting as to what actions are next. Moving forward.
2. Meter Replacement Phase III: Completed book 5 and have started on book 6.
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. Received a draft berm map for the golf course, primarily using the cart path. Sent flood control a draft showing where we would like to use their easement which reduces our costs. Received cost estimates.
6. Initial draft review of new Public Works building complete. Visited building for sale/lease on Taylor Road. Working out estimates the broker is out of state this week.
7. TCEQ permit for Castlebridge Treatment Plant approved. Requests for bids are out.
8. Will start testing water valves. Put together a list for those functioning properly and those that need attention in preparation for next year's budget.
9. Received cost estimates for the berm project.

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	3470	3759						18743.00
Tournament Rounds	555	369	275	317	262	374	449						2601.00
Range buckets	1,391	1,398	770	895	787	1696	1884						8821.00
Unearned Revenue			-24.63	967.27	-639.7	-367.01	-218.17						-282.24
Star Memberships	1,083.00	1,075.00	1,177.43	886.16	1,747.32	3,162.05	4,582.19						13713.15
Green Fees	76,440.71	83,616.18	56,482.97	41,148.61	34,012.15	92,628.33	105,731.34						490060.29
Tournament Fees	15,749.55	10,763.90	8,833.94	9,282.22	6,489.84	10,364.94	13,093.08						74577.47
Range Fees	6,820.25	7,163.03	5,664.41	4,636.80	4,335.16	10,101.88	9,859.66						48581.19
Club Rental	150.00	555.00	430.00	230.00	60.00	420.00	524.66						2369.66
Sales of Merchandise	16,065.54	15,566.43	10,147.15	8,019.54	10,197.37	17,132.64	16,095.62						93224.29
Concession Fees	4,070.46	4,003.81	2,587.61	2,170.15	1,979.37	4,541.22	4,790.23						24142.85
Miscellaneous Fees	653.99	210.00	795.00	2,745.00	1,710.00	1,665.00	1,035.00						8813.99
Total Income	\$121,033.50	\$122,953.35	\$86,093.88	\$70,085.75	\$59,891.51	\$139,649.05	\$155,493.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	755482.89
Weather Totals	5W / 1RO	0	6W/4RO/1H	7W / 5RO&ICE	5W / 6RO	1W/1RO/2CM	1 CM						
Income Per Round	\$32.80	\$35.44	\$36.95	\$33.35	\$31.76	\$35.60	\$35.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	34.75
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
							10 TT				Harvey		10 TT
Income Per Round	\$35.08	\$35.94	\$33.95	\$34.64	\$36.55	\$32.91	\$34.57	\$33.71	\$33.83	\$34.61	\$32.64	\$32.21	34.17
FY 2015 - 2016													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	2,839	2,010	1,964	2,015	2,397	2,561	2,433	2,911	2,591	3,012	1,874	2,215	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
April 30, 2018
Fiscal Year October 1, 2017 thru September 30, 2018
Unaudited

	April 2018	FISCAL YEAR TO DATE
OPERATING REVENUES		
Charges for Services	155,217	754,034
Total Operating Revenue	<u>\$155,217</u>	<u>\$754,034</u>
OPERATING EXPENSES		
Personal services	67,481	473,528
Supplies	28,069	114,905
Repairs and Maintenance	3,487	19,894
Contractual Services	2,878	47,438
Other	36,882	140,509
Depreciation	27,902	195,314
Total Operating Expenses	<u>\$166,699</u>	<u>\$991,588</u>
Operating Income (Loss)	<u>(\$11,482)</u>	<u>(\$237,553)</u>
NON OPERATING REVENUES		
Interest and investment revenue	687	4,361
Miscellaneous Revenue	0	10,000
	<u>\$687</u>	<u>\$14,361</u>
Total non operating revenue (expenses)	\$687	\$14,361
Income (loss) before contributions and transfers		
Transfers In	0	0
Transfers out	0	0
Change in net assets	(\$10,795)	(\$223,192)
Total net assets beginning of the year		\$2,690,562
Total net assets end of the year**		\$2,467,370 **

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

Golf Course Fund
For the period ended April 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	754,034.31	50.42%	1,495,380.00
Interest Earned	2,400.00	2,400.00	4,360.87	181.70%	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	768,395.18	40.21%	1,914,951.00
Expenditures					
Club House	703,789.00	703,789.00	358,120.55	50.88%	703,789.00
Course Maintenance	873,238.00	873,238.00	349,490.81	40.02%	873,238.00
Building Maintenance	61,500.00	61,500.00	19,677.63	32.00%	61,500.00
Capital Improvement	160,600.00	160,600.00	21,775.00	0.00%	160,600.00
Equipment Maintenance	101,724.00	101,724.00	47,209.65	46.41%	101,724.00
Total Expenditures	1,900,851.00	1,900,851.00	796,273.64	41.89%	1,900,851.00

Jersey Meadow Golf Course

Social Media Summary Report

April 2018

Statistics are for the month of March 2018

Facebook



Page Likes	New Likes	Posts	Page Reach	Page Engagement
434	13	72	15,657	1,348
New Reviews	Avg. Rating	Total Reviews	Total Rating	
0	0	36	3.8	

Twitter



Followers	New Followers	Tweets	Impressions	Profile Visits
33	1	9	1,405	31

Yelp



New Reviews	Avg. Rating	Total Reviews	Total Rating
1	5	8	3.5

Golf Advisors



New Reviews	Avg. Rating	Total Reviews	Total Rating
3	3	147	3.5

Trip Advisors



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

Google



New Reviews	Avg. Rating	Total Reviews	Total Rating
1	5	67	4

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: May 8, 2018
SUBJECT: Parks and Recreation Department Update

Golf Course:

Financial Report - For the month of April, the course received \$105,731 in green fees, and \$13,093 in tournament fees. According to the monthly report the course had 3,759 rounds of golf and 449 rounds of tournament play. The average income received per round is \$35.91. There was one (1) day the course was closed for maintenance. Merchandise sales for the month totaled \$16,095.

Maintenance Report – Staff continued to create “walking paths” throughout the course from the cart paths to the green(s). This was accomplished by placing mulch on worn out (heavily traveled foot traffic) areas directly off the cart path towards the greens, creating a safer walking surface while enhancing the aesthetics of the area.

Through the transition period of warmer weather our greens are starting to grow in slowly. We took soil samples of a few greens and sent the samples to get tested. The samples came back showing high levels of nematodes in our soil. Staff immediately took action by applying a pesticide to all green throughout the course. Since that time staff has collected additional soil samples and will send them to the lab to be tested. We would like to know how effective the pesticides were in mitigating the nematodes. We have also been applying fertilizer to the greens in order to help them grow in stronger and healthier. This week we will aerify the greens and apply a fertilizer in an effort to speed up the growth of the grass. All course staff is continuing to monitor the greens.

The clubhouse design contract has been submitted to the City and will be provided at the upcoming City Council meeting. We look forward to the council’s discussion and approval in order to continue to move forward with the design contract.

Supplemental Projects – The paver project has been completed for all of the hole markers at the beginning of each hole.

We planted over 24 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. The tree moving process started on April 10th and was completed within a few days. Staff is

doing a great job in watering the trees and keeping them alive as we move closer to the summer months. With the tree moving project the contractor left some fairly deep ruts throughout the course (mostly in the rough areas), and staff will be smoothing those out very soon.

Parks and Recreation:

Parks - Staff has re-mulched planter beds and installed seasonal color throughout the city. They have also been very busy with minor maintenance items. With the help of Public Works the entire pool parking lot at Clark Henry has been completely re-striped, parking stops have been repainted, and the fire lane was repainted. The wrought iron perimeter fencing was not secured to a few columns, leaving large areas of possible entry to the pool. We have since fixed the fence and there are no more loose posts or open areas within the fence. We are still trying to repair the restrooms at Clark Henry Park pavilion. Half of the toilets are now working at the pavilion and by the end of this month I plan to have the lines completely open and functional, unless there are unforeseen issues. Once the restrooms are fully functional, we will order new fixtures to be placed in the restrooms. We also placed a large order of park amenities (benches, picnic tables, trash containers, etc.) for the parks system. The items should be here within the next week or two.

Parks Projects – The Dog Park design was approved by the Harris County Flood Control District. The fence contractors should be receiving line locates this week in anticipation of work to begin the following week. There is a budget amendment that will be presented at the upcoming council meeting to cover the cost of the Dog Park. The funds were not allocated from last year's budget to the current budget.

The Splash Pad surveyor was on location this week. The contractors received the permit to begin construction at the end of April/early May. The project is still expected to be completed by the end of the month.

Recreation – The Spring Fling event was a huge success. We had a great turnout at the event and had multiple compliments about the event. We will have a post event meeting tonight to discuss the event and upcoming events.

The recreation and events committee will continue the Fourth of July parade and celebration as we have in years past. We are also planning for three Summer Movies in the Park events with the first movie taking place on June 9th. The movie in June will have a dog theme to go with the movie, as the dog park should be opened around the same time.

May Farmer's Market went very well, with roughly 50 vendors in attendance. We plan on expanding the market to include an additional 14 vendors.

Facility Maintenance:

Two a/c units were replaced at the Civic Center in April. We are continuing to receive quotes for supplemental projects.

Address	Violation	Red Tag	Letter Mailed	Date	Abated Within Time Required
16241 Seattle	Trash/Recycling/Yard Waste at curb too late	x		4/2/18	y
15301 Ashburton	Dog - Loud/Excessive Barking		x	4/2/18	y
15413 Lakeview	Trash/Recycling/Yard Waste at curb too early	x		4/2/18	y
15501 Lakeview	Trash/Recycling/Yard Waste at curb too early	x		4/2/18	y
16241 Seattle	Blight		x	4/3/18	y
16001 Singapore	Dog/Pet - Unregistered		x	4/3/18	y
15901 Elwood	Trash/Recycling/Yard Waste at curb too early	x		4/3/18	y
5 Augusta Ct	Vehicle - Blight/Junk		x	4/4/18	y
88 Cherry Hills	Tree clearance at street/sidewalk		x	4/4/18	n
16206 Lakeview	Signs - In City ROW	x		4/4/18	y
16214 Lakeview	Trash/Recycling/Yard Waste at curb too early	x		4/4/18	y
15801 Lakeview	Signs - In City ROW	x		4/5/18	y
13 Peachtree	Obstructing use of sidewalk	x		4/5/18	y
16413 Delozier	Signs - In City ROW	x		4/5/18	y
15706 Lakeview	Vehicle - Blight/Junk		x	4/5/18	y
7902 Argentina	Yard/Lot Maintenance	x		4/6/18	y
101 Windcrest	Obstructing use of sidewalk	x		4/6/18	y
119 Cherry Hills	No fence permit	x		4/6/18	y
16129 Wall	Signs - General	x		4/6/18	y
15629 Elwood	Trash/Recycling/Yard Waste at curb too early	x		4/9/18	y
15605 Elwood	Trash/Recycling/Yard Waste at curb too early	x		4/9/18	y
16433 Smith	Signs - General	x		4/9/18	y
16321 Smith	Signs - In City ROW	x		4/9/18	y
15402 Mauna Loa	Dog/Pet - Unregistered		x	4/10/18	n
16109 St Helier	Vehicle - Blight/Junk		x	4/10/18	y
2 Augusta Ct	Tree clearance at street/sidewalk		x	4/10/18	y
7831 Zilonis	Yard/Lot Maintenance	x		4/10/18	y
101 Windcrest	Obstructing use of sidewalk		x	4/11/18	y
16210 Jersey	Tree clearance at street/sidewalk		x	4/11/18	y
15406 Shanghai	Vehicle parked on unpaved surface		x	4/11/18	y
114 Watercress	Signs - In City ROW	x		4/11/18	y

Address	Violation	Red Tag	Letter Mailed	Date	Abated Within Time Required
16313 Capri	Yard/Lot Maintenance		x	4/12/18	y
16022 Wall	Vehicle - Blight/Junk		x	4/12/18	n
16114 Seattle	Vehicle - Blight/Junk		x	4/12/18	y
16202 Acapulco	Vehicle on street in excess of 24 hrs	x		4/12/18	y
16210 Jersey	Vehicle - Blight/Junk		x	4/13/18	p
15502 Lakeview	Yard/Lot Maintenance		x	4/13/18	y
15526 Jersey	Yard/Lot Maintenance	x		4/13/18	y
7802 Hamilton Cr	Vehicle on street in excess of 24 hrs	x		4/16/18	y
15701 Sierra	Trash/Recycling/Yard Waste at curb too early	x		4/16/18	y
8101 Rio Grande	RV - parked/stored over 7 days		x	4/17/18	y
16214 Tahoe	Trailer (Box/Gooseneck/Utility) parked-stored		x	4/17/18	y
16130 Jersey	Yard/Lot Maintenance	x		4/17/18	n
15801 Tahoe	Yard/Lot Maintenance		x	4/17/18	y
16218 Tahoe	Vehicle parked on unpaved surface		x	4/18/18	y
16021 Lakeview	Residential Maintenance		x	4/18/18	y
16102 Congo	Vehicle on street in excess of 24 hrs	x		4/18/18	y
18 Cherry Hills	Dog/Pet - Unregistered		x	4/19/18	y
16130 Jersey	Yard/Lot Maintenance		x	4/19/18	n
40 Pebble Beach	Trash/Recycling/Yard Waste at curb too early	x		4/19/18	y
15717 Sierra	Signs - General	x		4/20/18	y
15714 Sierra	No Dumpster permit	x		4/20/18	y
7819 Equador	Vehicle on street in excess of 24 hrs	x		4/20/18	y
88 Cherry Hills	Tree clearance at street/sidewalk		x	4/23/18	y
16117 Congo	Trash/Recycling/Yard Waste at curb too early	x		4/23/18	y
16118 Congo	Trash/Recycling/Yard Waste at curb too early	x		4/23/18	y
15402 Mauna Loa	Dog/Pet - Unregistered		x	4/24/18	y
16114 Seattle	Vehicle - Blight/Junk		x	4/24/18	y
78 Cherry Hills	Tree clearance at street/sidewalk		x	4/24/18	y
16117 Congo	Vehicle on street in excess of 24 hrs	x		4/24/18	y
0 Wyndham Lake	No fence permit	x		4/25/18	y
0 West Rd	Yard/Lot Maintenance	x		4/25/18	n

Address	Violation	Red Tag	Letter Mailed	Date	Abated Within Time Required
15313 Colwyn	Vehicle - Blight/Junk		x	4/25/18	y
76 Cherry Hills	Trash/Recycling/Yard Waste at curb too early	x		4/25/18	y
15425 Glamorgan	Vehicle on street in excess of 24 hrs	x		4/26/18	y
28 Pebble Beach	Trash/Recycling/Yard Waste at curb too late	x		4/26/18	y
6 Spyglass	Trash/Recycling/Yard Waste at curb too early	x		4/26/18	y
1 Spyglass	Trash/Recycling/Yard Waste at curb too early	x		4/26/18	y
9 Epernay	No roofing permit	x		4/27/18	y
15801 Singapore	Trailer (Box/Gooseneck/Utility) parked-stored		x	4/27/18	y
8318 Hanley	Trailer (Box/Gooseneck/Utility) parked-stored		x	4/27/18	p
16113 Lakeview	Signs - In City ROW	x		4/27/18	y
15502 Lakeview	Yard/Lot Maintenance		x	4/30/18	y
16118 Congo	Trash/Recycling/Yard Waste at curb too early	x		4/30/18	y
16117 Congo	Trash/Recycling/Yard Waste at curb too early	x		4/30/18	y

City of Jersey Village

Social Media Summary Report

May 2018

Statistics are for the month of April 2018

Facebook



Current Year				
Page Likes	New Likes	Posts	Page Reach	Page Engagement
1,188	30	61	14,705	2,324
Prior Year				
		36	7,534	648

Twitter



Followers	New Followers	Tweets	Impressions	Profile Visits
193	6	53	6,147	104
Prior Year				
		34	659	32

Constant Contact



Campaigns	Emails	Open Rate	Click Through Rate
1	737	46%	12%
Prior Year			
0	0	0	0%
		Benchmark	Benchmark Click Through Rate
		Open Rate	
		23%	10%

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

Nextdoor



Posts	Thanks	Impressions
9	34	4263

YouTube



Live Views	Recorded Views	Subscribers
0	73	9

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON APRIL 16, 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, Sheri Sheppard
Council Member, Gary Wubbenhorst

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

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

B. INVOCATION AND PLEDGE OF ALLEGIANCE

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

C. PRESENTATIONS

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

Stefanie Otto, Commander of the Jeremy E. Ray American Legion Post #324, along with Mayor Ray, presented the Police Department Employee of the First Quarter award to Officer Blake McElhaney.

2. **Presentation of the Employee of the Month Award.**

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

Mayor Justin Ray presented this month's employee of the month award to Gordon Gibson.

D. CITIZENS' COMMENTS

Citizens who have signed a card and wish to speak to the City Council will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the 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.

Bill Schuster, 8 Peach Tree Court, Jersey Village, Texas (832) 594-1310: Mr. Schuster spoke to City Council about cut-through traffic. He is opposed to cutting off the golf course as a solution as it will affect the number of golfers visiting the course. He also opposes the "no left turn" item on the agenda as it will negatively affect the residents. He feels that the solution to the problem is to issue permits for residents to "cut-through" the golf course for a fee of \$10.

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – April 16, 2018

Michael Stembridge, 15422 Jersey Drive, Jersey Village, Texas (713) 983-8647: Mr. Stembridge thanked City Council for all the work that they have been doing concerning flood mitigation, including the master plans and the coordination with other governmental entities. He told City Council that he supports Council Member Warren's "no left turn" idea even though it will impact his life. Nevertheless, he is prepared to make the sacrifice to alleviate the cut-through traffic. He would like the measure approved. He also likes the idea of a toll and would like to see a study conducted in order to see if tolls could be coordinated with the "no left turn" idea in order to curtail cut-through traffic.

Jonathan Brothers, 15718 Lakeview Drive, Jersey Village, Texas (512) 799-5985: Mr. Brothers does not support the "no left turn" solution for cut-through traffic. He told City Council that this change will drastically affect his life as he travels the route in question daily. He also feels that it is not the best time to be making these decisions concerning cut-through traffic given the US HWY 290 expansion work. He feels that Council needs to find a solution to improve the flow of cut-through traffic rather than trying to find a solution to make it harder.

Todd Running, 16509 Cornwell, Jersey Village, Texas (713) 410-5920: Mr. Running applauded the Council for trying to find a solution for cut-through traffic, but he opposes the "no left turn" solution before City Council tonight. He feels that drivers will just find another route. The "no left turn" solution presents an enforcement problem and only harms JV residents. He would like a traffic study done to count the number of cut-through cars. He also pointed out that when school is out, the traffic pattern will change. He feels that coordinating the traffic signals on Jones Road will help the problem.

Jeff Caldwell, 16218 Jersey Drive, Jersey Village, Texas (832) 606-4430: Mr. Caldwell thanked City Council for acknowledging that there is a cut-through traffic problem. He objects to the plan before City Council for "no left turn" signage. He believes that any steps taken to manipulate or change the traffic patterns will just move the traffic to another route. He believes that the traffic problem begins with Senate Avenue and feels that City Council needs to find a solution for this street. Additionally, he does not believe that the cut-through traffic will go away once US HWY 290 construction is complete.

Darin Duphorne, 106 Windrose Court, Jersey Village, Texas (832) 860-3846: Mr. Duphorne told City Council that he moved here six (6) months ago and enjoys the Village. He is excited about having a two exit commute, but with the US HWY 290 construction, he uses the cut-through route to get around the City. He would like City Council to recognize the constraints that a "no left turn" solution will put on residents.

Jim Fields, 16413 Saint Helier, Jersey Village, Texas (713) 466-0804: Mr. Fields recommends that the City visit with other cities that have experienced cut-through traffic such as the City of Bellaire or the City of West University Place. Nonetheless, he feels that any solution now would be premature with the US HWY 290 construction still underway. Mr. Fields supports the building of a new golf course clubhouse. He thanked City Manager Bleess and Fire Chief Bitz for working with him to resolve Code Enforcement issues. He thanked City Council for the new playground

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – April 16, 2018

equipment at Carol Fox Park. He told City Council of a concern he has with the City Pool and life guards for adult swimmers and he closed with wanting changes to the City's junk car ordinance.

Deborah Finlay, 30 Cherry Hills, Jersey Village, Texas (713) 816-2088: Ms. Finlay spoke to City Council about her request to them a few months back about implementing a zoning change along Jones Road for the property that abuts the Lakes of Jersey Village neighborhood. She wanted the revision to take place before any building took place on the property in question. Nonetheless, she reported to City Council that no changes were made and now the City has had several inquiries into development of this property. She is disappointed. She explained that there is a difference in the setback requirements for residents living in Zone A and for those living in Zone C. She feels that those residents living in Zone C are not being treated fairly. She wants to know if anything can be done at this point to prevent the development of the property in question.

Mark Maloy, 7803 Hamilton Circle, Jersey Village, Texas (713) 553-8625: Mr. Maloy believes that the 120 acre golf course only benefits golfers. He wants this area to be made available to all residents with free access like all of the other parks in Jersey Village. He wants the golf course land area to be built out for flood detention that can also be used as a park. He wants to know how much the City will pay on the golf course for items not supported by golf course revenues. He went on to explain the prior dollars spent and the future dollars to be spent on the golf course and golf course related projects.

Simon Hughes, 15409 Lakeview Drive, Jersey Village, Texas (281) 380-9001: Mr. Hughes is not opposed to the golf course. He pointed out that the golf course is an amenity with a big green space and the clubhouse will be used by all residents. He feels that the clubhouse could be expanded to serve as a community center with restaurants. He would like to capitalize on the plan in place to build a clubhouse from the HOT funds by earmarking HOT funds to pay the debt service for any improvements. He would like the clubhouse constructed in such a way so that there is space available for restaurants to lease the property and supply all the equipment. He pointed out that as long as golf course revenues exceed expenses on a consistent basis the city needs to keep the golf course.

E. CITY MANAGER'S REPORT

City Manager, Austin Bleess gave his report as follows:

1. **Monthly Fund Balance Report, Enterprise Funds Report, Governmental Funds Report, Property Tax Collection Report – February 2018, General Fund Budget Projections as of March 2018, Utility Fund Budget Projections – March 2018, and Quarterly Investment Report – March 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**

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – April 16, 2018

5. **Municipal Court Collection Report, Municipal Court Activity Report, Municipal Court Courtroom Activity Report, Speeding and Stop Sign Citations within Residential Areas Report, and Court Proceeds Comparison Report**
6. **Public Works Departmental Report and Construction and Field Projects Update**
7. **Golf Course Monthly Report, Golf Course Financial Statement Report, Golf Course Budget Summary; Golf Course Social Media Summary Report, and Parks and Recreation Departmental Report**
8. **Report from Code Enforcement**
9. **City Social Media Summary Report**

F. CONSENT AGENDA

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

1. **Consider approval of the Minutes for the Regular Session Meeting held on March 26, 2018 and the minutes for the Work Session Meeting held on March 26, 2018.**

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

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

Nays: None

The motion carried.

G. REGULAR AGENDA

1. **Consider Resolution No. 2018-18, finding that CenterPoint Energy Houston Electric, LLC's Application for Approval to Amend its Distribution Cost Recovery Factor pursuant to 16 Tex. Admin. Code § 25.243 to increase distribution rates within the City should be denied; finding that the City's reasonable rate case expenses shall be reimbursed by the Company; finding that the meeting at which this Resolution is passed is open to the public as required by law; requiring notice of this Resolution to the Company and legal counsel.**

Austin Bleess, City Manager, introduced the item. He told City Council that the City of Jersey Village, Texas is an electric utility customer of CenterPoint Energy Houston Electric, and a regulatory authority with an interest in the rates and charges of CenterPoint. Additionally, the City is a member of the Gulf Coast Coalition of Cities (GCCC), a coalition of similarly situated cities served by CenterPoint that have joined together to efficiently and cost effectively review and respond to electric issues affecting rates charged in the CenterPoint's service area.

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – April 16, 2018

On April 4, 2018, CenterPoint filed an Application for Approval to amend its Distribution Cost Recovery Factor (“DCRF”) Pursuant to 16 Tex. Admin. Code § 25.243 to Increase Distribution Rates with each of the cities in their service area. In the filing, the Company is proposing an adjustment to reflect changes in the federal income tax rate resulting from the Tax Cuts and Jobs Act of 2017. As a result of that adjustment, the Company is proposing a Total DCRF Revenue Requirement of \$82,620,101 to be effective on September 1, 2018. The resulting Total DCRF Revenue Requirement sought by the Company constitutes a \$7 million decrease to the currently approved total distribution revenue requirement that is scheduled to go into effect on September 1, 2018.

GCCC is coordinating its review of CenterPoint’s DCRF filing with designated attorneys and consultants to resolve issues in the Company’s application; and recommends, at this time, that GCCC members deny the DCRF.

With limited discussion on the item, Council Member Mitcham moved to approve Resolution No. 2018-18, finding that CenterPoint Energy Houston Electric, LLC’s Application for Approval to Amend its Distribution Cost Recovery Factor pursuant to 16 Tex. Admin. Code § 25.243 to increase distribution rates within the City should be denied; finding that the City’s reasonable rate case expenses shall be reimbursed by the Company; finding that the meeting at which this Resolution is passed is open to the public as required by law; requiring notice of this Resolution to the Company and legal counsel. Council Member Sheppard seconded the motion. The vote follows:

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

Nays: None

The motion carried.

RESOLUTION NO. 2018-18

A RESOLUTION OF THE CITY OF JERSEY VILLAGE, TEXAS FINDING THAT CENTERPOINT ENERGY HOUSTON ELECTRIC, LLC’S APPLICATION FOR APPROVAL TO AMEND ITS DISTRIBUTION COST RECOVERY FACTOR PURSUANT TO 16 TEX. ADMIN. CODE § 25.243 TO INCREASE DISTRIBUTION RATES WITHIN THE CITY SHOULD BE DENIED; FINDING THAT THE CITY’S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL.

2. **Consider Resolution No. 2018-19, appointing a Commissioner to fill the unexpired term ending September 30, 2018 for position six on the Planning and Zoning Commission and the Capital Improvements Advisory Committee.**

Lorri Coody, City Secretary, introduced the item. Background information is as follows:

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – April 16, 2018

The Planning and Zoning Commission is a seven member Commission appointed by the Mayor with approval of the Council. Each member shall be a resident of the city and shall be appointed to serve a term of two years. P&Z members also serve on the Capital Improvements Advisory Committee. Should a vacancy occur, the Mayor, with approval of the Council, shall appoint a person to complete the unexpired term for the vacant position.

Effective March 28, 2018, Joyce Berube, who served in position six for this Commission, tendered her resignation. Her resignation is attached. Mrs. Berube has served on the Commission since her appointment in June of 2012.

In order to prepare for this item, a notice was placed on the City's website and on the City's Facebook Page.

The applications of those qualified candidates who have expressed interest in serving on this Commission are attached for Council's review.

After discussion concerning the requirements of members to serve, Council discussed the applications submitted for consideration.

With no further discussion on the matter, Council Member Warren moved to appoint Ty Camp to fill the unexpired term ending September 30, 2018 for position six on the Planning and Zoning Commission and the Capital Improvements Advisory Committee. Council Member Mitcham seconded the motion. The vote follows:

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

Nays: Council Member Sheppard

The motion carried.

RESOLUTION NO. 2018-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPOINTING A COMMISSIONER TO FILL THE UNEXPIRED TERM ENDING SEPTEMBER 30, 2018 FOR POSITION SIX ON THE PLANNING AND ZONING COMMISSION AND THE CAPITAL IMPROVEMENTS ADVISORY COMMITTEE.

3. Consider Resolution No. 2018-20, authorizing the City Manager to negotiate an agreement with PGAL, Inc. for design of a new Jersey Meadow Golf Course Club House.

Jason Alfaro, Director of Parks and Recreation, introduced the item. Background information is as follows:

On February 19, 2018 during a regularly scheduled city council meeting the council accepted the Jersey Meadow Clubhouse assessment report. After discussing the findings

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – April 16, 2018

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.

The Request for Qualification (RFQ) was posted on the city website and emailed directly to 30 firms on March 14, 2018. Nine responses to the RFQ were timely received and a team of city staff consisting of City Manager, Austin Bleess; Public Works Director, Kevin Hagerich; Golf Manager, Matt Jones; and Parks and Recreation Director, Jason Alfaro were assembled to review and rank the responses. Eight of the nine responses were Texas based firms, with one firm located in Oklahoma. All of the firms had relative experience including recreational buildings, clubhouses, and event centers. One firm put prices to do the work into their response, which was expressly prohibited in the RFQ and so they were not scored.

After careful review and discussions with the review team PGAL was unanimously selected as the firm to negotiate terms for work related to the golf course clubhouse. Their experience working with cities of buildings of all types, including clubhouses, along with their team of in house staff and outside consultants where the main positives that were discussed by the group.

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

	PGAL	IBI Group	Turner Duran	GSB	Studio RED	EDI	Method	Burditt	Identify
AVG	89	84.75	81	76.75	76.5	76.5	76.25	75	DNQ
Median	93.5	84.5	81	81.5	80.5	80.5	75	76	DNQ

Tonight we are recommending Council authorize the City Manager to negotiate terms for a contract to have PGAL do the design work of the clubhouse. That contract would come back to the Council for approval, hopefully at the May Council meeting.

Council engaged in discussion about PGAL's proposal. There was concern that the examples provided in the proposal exceed the project scope that we are anticipating. There was concern that PGAL may not be aware of the constraints for this project. City Manager Bleess explained that the RFQ included our costs and constraints, making all proposers aware of same.

There was also concern for some members that PGAL may not have experience in municipal golf courses of our size. City Manager Bleess stated that PGAL does have municipal golf course experience, but is not sure of the size of courses for their experience. Other members of the Council felt that PGAL's experience will bring some good ideas and designs to Jersey Village.

With no further discussion on the matter, Council Member Warren moved to approve Resolution No. 2018-20, authorizing the City Manager to negotiate an agreement with

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – April 16, 2018

PGAL, Inc. for design of a new Jersey Meadow Golf Course Club House. Council Member Mitcham seconded the motion. The vote follows:

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

Nays: None

The motion carried.

RESOLUTION NO. 2018-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AN AGREEMENT WITH PGAL, INC. FOR THE DESIGN OF A NEW JERSEY MEADOW GOLF COURSE CLUB HOUSE.

4. Discuss and take appropriate action concerning a possible “No Left Turn” Ordinance for Rio Grande onto Village Drive and Senate Avenue onto Wall Street.

Bobby Warren, Council Member, introduced the item. He began by thanking everyone who came out in order to provide their input regarding the cut through traffic mitigation proposal. Many citizens have also provided their input via e-mail and in posts on Nextdoor. The feedback has been very helpful in better understanding the potential impact this proposal may have on everyone.

By way of background information, Council Member Warren told the Council that a citizen contacted him early last week with an idea for curtailing the cut through traffic that has become particularly problematic over the last several months. He stated that while we all know that cut through traffic has been a problem in this city for years, he thinks anecdotally it appears to have become worse since work began on the 290 feeder inside Jersey Village.

He told Council that the proposal on tonight’s agenda is to install two signs. One would prohibit northbound traffic on Senate from making a left turn onto Wall Street between the hours of 4:00pm and 6:00pm Monday through Friday. The second would prohibit northbound traffic on Rio Grande from making a left turn onto Village Drive during that same time period. As he pointed out to the citizen who made the proposal, he told Council that these signs would likely result in cut through traffic being funneled further down Rio Grande to the golf course. Accordingly, Council Member Warren added a third element to this proposal, which is to close off vehicular traffic to the golf course bridge during those same hours: 4:00pm to 6:00pm Monday through Friday. The bridge would remain open for golf course and pedestrian traffic in order to minimize impact of the closure on the golf course operations.

These restrictions, of course, are intended to be temporary. Council Member Warren believes that once construction on 290 in Jersey Village is complete, the restrictions can be removed and the City can return to the status quo. The City has been told by the Texas Department of Transportation that construction in Jersey Village should end by

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – April 16, 2018

Thanksgiving of this year. However, Council Member Warren is concerned, based on TxDOT's track record that they will miss the mark and the City will be saddled with extraordinary cut through traffic into next year.

If this council is going to pursue any changes in an effort to curtail cut through traffic, Council Member Warren believes that any such proposal should meet four basic criteria:

- 1) The solution must solve more problems than it creates.
- 2) The solution must be one that the Jersey Village Police Department can reasonably enforce.
- 3) The solution must be relatively easy and low cost to implement, both in terms of capital investments and staff time.
- 4) The solution must be easily modified and reversible to allow for city council and city staff to gauge the effectiveness of the solution and make changes as needed.

After giving it considerable thought, this solution was the only one proposed to date which appears to meet all of these requirements. After conferring with the city manager and after soliciting input from our city staff, including our Police Chief and our Director of Public Works, all came to the conclusion that this was a solution that was worth discussing with city council. Accordingly, Council Member Warren told City Council that this is the first proposal that he has brought before council despite the fact that he has discussed many different proposals in the past with city staff and our citizens. While it might appear to some citizens that this discussion is only now beginning, that could not be further from the truth.

He explained that his goal in asking for this item to be placed on the agenda tonight was not to advocate specifically for this solution. Instead, the goal is to start with a workable solution in order to spark a discussion among members of council and the community on how to resolve the problem. Through this continued dialog, Council will either reach a solution which is workable, or conclude that the status quo is the best we can hope for at this time. But we owe it to citizens to work through this problem as a council before reaching one of those conclusions.

Council engaged in discussion. Some felt that the solution to place signs to control the flow of traffic will be ineffective in that the traffic will merely find an alternate route, thus the signs will be a minor inconvenience and not a big enough deterrent.

Council discussed the golf course cut-through. This issue has been previously discussed by Council and at that time Council decided to wait until the US HWY 290 construction was complete before making a decision. Some members still believe it is not a good time to make a decision and would like to wait until US HWY 290 construction is complete.

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – April 16, 2018

There was discussion of the traffic study that was previously conducted for the City. Much money and time was spent on this study, including two (2) town hall meetings that produced recommendations for cut-through traffic.

City Council discussed safety. Some felt that the traffic is becoming an issue with police and fire response times. They asked for input from the Chief of Police and the Fire Chief.

Police Chief Foerster told City Council that the traffic is somewhat of an issue but at this time it is still manageable for his department. He told City Council that the cut-through traffic is not affected by police enforcement. From 2008 to 2015, 6,453 tickets were written for traffic violations in the City. These numbers increased during the period of 2016 to 2018 wherein 13,000 tickets were written for traffic violations, yet we still have the cut-through traffic issues. Police cannot mitigate traffic flow. Currently, there are only three (3) to four (4) officers per shift. If there is an accident requiring police presence, this leaves only one (1) officer for patrol.

Chief Bitz told Council that the cut-through traffic is a problem for his department and it does affect response times. When the traffic is backed up, travelling down Rio Grande to Jones, is impossible. A response time of five (5) to eight (8) minutes is normal. Currently, response times can be anywhere from eight (8) to twelve (12) minutes.

Council wondered if the fire trucks can be strategically placed throughout the city in order to improve upon response times. Chief Bitz explained that this cannot be done because he does not have enough staff/volunteers to handle the response.

Council discussed traffic in general. It seems to be a problem everywhere. More and more people are moving to this area and the surrounding areas. With this influx, traffic will continue to be a problem that is complicated by traffic apps that re-route traffic.

Council wondered about the effectiveness of the “No Left Turn” signs. Chief Foerster told them that the signs are not effective and we may need to look at other ways to mitigate flow.

Council discussed the pros and cons of the solution before them. They briefly discussed the use of permits for residents in conjunction with the signs. The City Attorney cautioned against this practice citing a pending lawsuit on this issue.

Mayor Ray stated that two (2) years ago the City conducted a traffic study concerning speed and cut-through traffic. Based upon the results of the study, the consultants stated that we will see a reduction in cut-through traffic with the completion of US HWY 290. There is a concern with a solution that shuts down City streets since it will cause issues with the residents getting to and from their homes. Also, there is a chance that drivers will disregard the signs or the traffic will shift to another area of the City. It is the City Council’s responsibility to monitor the cut-through traffic upon the completion of US HWY 290.

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – April 16, 2018

Council engaged in discussion about permitting parking in the streets during certain hours in order to affect/obstruct traffic flow.

With no further discussion on this matter, Mayor Ray called for a motion. Having no motion on the matter, no action was taken on this item.

H. MAYOR AND COUNCIL COMMENTS

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

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

Council Member Wubbenhorst: Council Member Wubbenhorst offered his best regards to Joyce Berube and thanked her for her service to the City.

Council Member Sheppard: Council Member Sheppard also thanked Joyce Berube for her service to the City.

Council Member Mitcham: Council Member Mitcham thanked everyone for coming out to the meeting, for their comments, for their emails and for good conversation about the traffic issues. He also thanked Joyce Berube for her service to the City.

Council Member Holden: Council Member Holden thanked Joyce Berube for her service to the City, stating that she has been an integral part of the City for many years.

Council Member Warren: Council Member Warren thanked Joyce Berube and Council Member Sheppard for their service.

Mayor Ray: Mayor Ray thanked Joyce Berube for her service. He thanked City Staff and thanked everyone for coming to the meeting.

L. ADJOURN

There being no further business on the Agenda the meeting was adjourned at 8:40 p.m.

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – April 16, 2018

Lorri Coody, City Secretary



DRAFT

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

AGENDA DATE: May 14, 2018

AGENDA SUBJECT: Consider Resolution No. 2018-22, consenting to and approving the appointment of Bob Fry as the Harris County Municipalities Waste Disposal representative to the Gulf Coast Authority Board of Directors effective June 1, 2018 for the unexpired term that will end on August 31, 2019.

Department/ Lorri Coody, City Secretary
Prepared By:

Date Submitted: April 20, 2018

EXHIBITS: [Resolution No. 2018-22](#)
[Letter from Tom S. Ramsey](#)

BUDGETARY IMPACT:	Required Expenditure:	\$	0,000.00
	Amount Budgeted:	\$	0,000.00
	Appropriation Required:	\$	0,000.00

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

The City of Jersey Village is a member of the Municipalities Waste Disposal Council (MWDC) and the MWDC appoints one Representative to the Gulf Coast Authority. A letter from Tom S. Ramsey, is attached explaining the appointment process.

Accordingly, this item is to consent to and approve the appointment of Bob Fry as the Harris County Municipalities Waste Disposal representative to the Gulf Coast Authority Board of Directors effective June 1, 2018 for the unexpired term that will end on August 31, 2019.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2018-22, consenting to and approving the appointment of Bob Fry as the Harris County Municipalities Waste Disposal representative to the Gulf Coast Authority Board of Directors effective June 1, 2018 for the unexpired term that will end on August 31, 2019.

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

RESOLUTION NO. 2018-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, CONSENTING TO AND APPROVING THE APPOINTMENT OF BOB FRY AS THE HARRIS COUNTY MUNICIPALITIES WASTE DISPOSAL REPRESENTATIVE TO THE GULF COAST AUTHORITY BOARD OF DIRECTORS EFFECTIVE JUNE 1, 2018 FOR THE UNEXPIRED TERM THAT WILL END ON AUGUST 31, 2019.

* * * * *

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

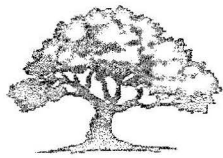
That the City Council for the City of Jersey Village hereby consents to and approves the appointment of Bob Fry as the Harris County Municipalities Waste Disposal representative to the Gulf Coast Authority Board of Directors effective June 1, 2018 for the unexpired term that will end on August 31, 2019.

PASSED AND APPROVED this the **14th** day of **May, 2018**.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary



April 19, 2018

City Secretary's Office

RE: Notice of Recommendation of Appointment of Bob Fry to Gulf Coast Authority Board

Dear City Secretary:

Pursuant to the enabling statute of the Gulf Coast Authority ("GCA"), the Municipalities Waste Disposal Council ("MWDC"), of which your City is a member, appoints one Representative to the Board. Within the past month or so, the MWDC selected Mr. Jim Griffin as the new MWDC representative to the GCA Board. However, after Mr. Griffin's appointment was finalized, it was determined that he did not live within the boundaries of the GCA and consequently was ineligible to serve as the representative. Therefore, I come before you again with my recommendation that Bob Fry be selected as the MWDC's representative to the GCA Board. Mr. Fry is active in the community, a former mayor of West University Place, and has resided in West University Place since 1986 making him eligible to serve on the Board of GCA.

In order to make the appointment of Mr. Fry effective under the GCA enabling statute, we need your City's Mayor to consent to the appointment. Please have your Mayor sign the attached Consent Form and email the executed Consent Form to Spring Valley Village City Secretary Roxanne Benitez at rbenitez@springvalleytx.com on or before Friday, May 4, 2018.

I appreciate your consideration of this appointment request and your patience throughout this whole process. Should you have any questions, please do not hesitate to contact me by cell phone at (713) 805-3824 or by email at mayor@springvalleytx.com or Ms. Benitez by phone at (832) 910-8576 or by email at rbenitez@springvalleytx.com.

Sincerely,

Tom S. Ramsey
Mayor

**CONSENT TO AND APPROVAL OF THE APPOINTMENT OF A DIRECTOR TO
TO THE GULF COAST AUTHORITY BOARD OF DIRECTORS BY
THE MUNICIPALITIES WASTE DISPOSAL COUNCIL OF HARRIS COUNTY.**

Municipality Name: _____

As Mayor of _____, a municipality the city hall of which is located in Harris County, I hereby consent to and approve of the appointment of Mr. Bob Fry, a qualified property tax paying elector of Harris County, as a director to the Gulf Coast Authority Board of Directors effective June 1, 2018 to fill an unexpired two year term of director ending August 31, 2019.

Signature

Printed Name

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/she 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)

NOTE: The appointment shall become effective June 1, 2018 if a majority of the members of the Municipalities Waste Disposal Council of Harris County consent in writing to this appointment before an officer of the state authorized to take oaths and return this form prior to June 1, 2018.

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

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

AGENDA DATE: May 14, 2018

AGENDA ITEM: G03

AGENDA SUBJECT: Consider Resolution No. 2018-23, receiving the Capital Improvements Advisory Committee's April 2018 Semiannual Progress Report.

Department/Prepared By: Lorri Coody, City Secretary **Date Submitted:** April 25, 2018

EXHIBITS: [Resolution No. 2018-23](#)
[Exhibit A](#) – CIAC Semiannual Progress Report

BACKGROUND INFORMATION:

The Capital Improvements Advisory Committee (CIAC) met on April 24, 2018 to discuss the growth rate, capital improvement projects completed, and impact fees collected and to review the capital improvements projects identified in the Capital Improvements Plan in order to compile their April Semiannual Report covering the first six (6) months of fiscal year 2017-2018.

This item is to receive the April 2018 Semiannual Progress Report prepared at the April 24, 2018 CIAC Meeting.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2018-23, receiving the Capital Improvements Advisory Committee's April 2018 Semiannual Progress Report.

RESOLUTION NO. 2018-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING THE CAPITAL IMPROVEMENTS ADVISORY COMMITTEE’S APRIL 2018 SEMIANNUAL PROGRESS REPORT.

* * * * *

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

THAT, the Capital Improvements Advisory Committee’s April 2018 Semiannual Progress Report is hereby received. The report is attached hereto as “Exhibit A.”

PASSED AND APPROVED this the 14th day of May, 2018.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

EXHIBIT A TO THE RESOLUTION

CITY OF JERSEY VILLAGE
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE

SEMIANNUAL PROGRESS REPORT
April 24, 2018



**CITY OF JERSEY VILLAGE
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE
SEMIANNUAL PROGRESS REPORT
April 24, 2018**

The Capital Improvements Advisory Committee has met in order to review current land use assumptions, capital improvements plan and impact fees imposed, in accordance with Chapter 395 of the Texas Local Government Code.

Background:

On November 8, 2017, the City of Jersey Village Capital Improvements Advisory Committee met and prepared a semi-annual progress report, recommending to City Council that the impact fee structure was sufficient to support the proposed Water and Wastewater Impact Fees Eligible Projects listed in the Capital Improvements Plan and it was not necessary to conduct an Impact Fee Study to reevaluate the City's impact fee structure at this time. On November 20, 2017, City Council received and approved the report.

Progress:

During the first six months of FY 2017-2018, a total of eleven (11) new home construction permits and one (1) new commercial construction permits were issued with permit fees totaling \$85,237.60 as shown in the Project Payment Report attached hereto and made a part hereof as Exhibit A.

As of March 31, 2018, the City's Impact Fee Fund has a Trial Balance of \$966,804.01 as reflected in the Trial Balance Report attached here to and made a part hereof as Exhibit B.

Impact Fee Eligible Projects Identified in the Capital Improvements Plan:

The following is a listing of both Water and Wastewater Impact Fee Eligible Projects identified in the Capital Improvements Plan for future projected growth:

Water:

1. Hwy 290 8" & 12" Water Line (\$605,900) - COMPLETED
2. FM 529 8" & 12" Water Line (\$847,400)
3. Charles Road 8" & 12" Water Line Loop (\$903,900)
4. Wright Road 12" Water Line (\$884,600)
5. Fairview Street 12" Water Line (\$1,514,600)
6. Harms Road 12" Water Line (\$1,711,200)
7. Proposed Water Facility #4 (\$5,645,700)
8. Musgrove Lane 8" & 12" Water Line (\$393,300)
9. Taylor Road 8" Water Line Extension (\$103,500)
10. City of Houston Interconnect No. 2 (\$1,145,400)

Wastewater:

1. Charles Road 8" Wastewater Line (\$565,800)
2. Wright Road 10" Wastewater Line (\$162,900)
3. Fairview Street 10" Wastewater Line (\$792,200)
4. Harms Road 10" Wastewater Line (\$775,600)
5. Proposed Lift Station #1 & 12" Force Main (\$791,700)
6. Charles Road Area 8" Wastewater Line (\$317,400)
7. Taylor Road 8", 10" & 12" Wastewater Line (\$897,000)
8. Jones Road Area 8" Wastewater Line (\$162,900) - COMPLETED

Recommendations:

After duly considering all the information before it, the Capital Improvements Advisory Committee recommends to Council that:

xx The current impact fee structure is sufficient to support the proposed Water and Wastewater Impact Fees Eligible Projects listed in the Capital Improvements Plan and it is not necessary to conduct and Impact Fee Study to reevaluate the City's impact fee structure at this time.

_____ The current impact fee structure is not sufficient to support the proposed Water and Wastewater Impact Fees Eligible Projects listed in the Capital Improvements Plan and it is necessary that the City hire a consultant to conduct and Impact Fee Study to reevaluate the City's impact fee structure.

Signed and approved this the 24th day of April, 2018.

s/Debra Mergel, Chairman

ATTEST:

s/Lorri Coody, City Secretary



PROJECT	PAY DATE	ISSUED TO	PROPERTY	TOTAL PAID	COMMENT
0000005446	10/13/2017	JR PERMITS	17430 NORTHWEST FREEWAY	42,029.60CR	
0000006091	12/21/2017	GOETZ CONSTRUCTION INC	16007 KEVINDALE	3,928.00CR	
0000006092	1/23/2018	RIGHTMER CUSTOM HOMES	8614 ARGENTINA	3,928.00CR	
0000006270	11/21/2017	DAVID WEEKLEY	152 CASTLEGATE	3,928.00CR	
0000006300	12/07/2017	DAVID WEEKLEY	108 CASTLEGATE	3,928.00CR	
0000006301	12/07/2017	DAVID WEEKLEY HOMES	137 SADDLE	3,928.00CR	
0000006302	12/07/2017	DAVID WEEKLEY	120 CASTLEGATE	3,928.00CR	
0000006303	12/07/2017	DAVID WEEKLEY	142 SADDLE	3,928.00CR	
0000006511	3/01/2018	DAVID WEEKLEY	100 CASTLEGATE	3,928.00CR	
0000006575	3/28/2018	DAVID WEEKLEY HOMES	116 CASTLEGATE	3,928.00CR	
0000006576	3/28/2018	DAVID WEEKLEY HOMES	115 CASTLEGATE	3,928.00CR	
0000006577	3/28/2018	DAVID WEEKLEY HOMES	162 SADDLE	3,928.00CR	
TOTAL ALL PROJECTS:				12	85,237.60CR

** SEGMENT CODE TOTALS **

SEGMENT CODE	DESCRIPTION	TOTAL PAID
BLD-COM	COMMERCIAL BUILDING	42,029.60CR
BLD-RES	RESIDENTIAL BUILDING	43,208.00CR
TOTAL		85,237.60CR

** FEE CODE TOTALS **

FEE CODE	DESCRIPTION	TOTAL PAYMENTS	TOTAL PAID
IMPACT WST	IMPACT WASTE 3/4 SERVICE UNIT	11	11,319.00CR
IMPACT WTR	IMPACT WATER 3/4 SERVICE UNIT	11	31,889.00CR
IMPACT05	IMPACT WATER 2 IN. SERVICE UNI	1	31,019.30CR
IMPACT06	IMPACT WASTE 2 IN. SERVICE UNI	2	11,010.30CR
		TOTAL	85,237.60CR

** GENERAL LEDGER DISTRIBUTION **

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
04 -0-0001	CASH	85,237.60
04 -43-8547	WATER DISTRIBUTION	62,908.30CR
04 -43-8548	SEWER PLANT CAPACITY	22,329.30CR

SELECTION CRITERIA

REPORT SELECTION

PROJECT RANGE FROM: THROUGH ZZZZZZZZZZ
PROJECT STATUS: Opened, Completed
SEGMENT CODE: Include: BLD-COM, BLD-RES
FEE CODE: Include: IMPACT WST, IMPACT WTR, IMPACT01, IMPACT02, IMPACT03, IMPACT04, IMPACT05, IMPACT06

PAYMENT SELECTION: DATE RANGE FROM: 10/01/2017 THROUGH 4/01/2018

PRINT OPTIONS

SECURITIES ONLY: NO
INCLUDE SECURITIES: NO
SEGMENT DETAIL: NO
INCLUDE REVERSE PAYMENTS: NO
REPORT SEQUENCE: PROJECT
COMMENT CODE:

END OF REPORT

TRIAL BALANCE

AS OF: MARCH 31ST, 2018

04 -IMPACT FEE FUND

ACCOUNT	*** MONTH TO DATE ***		*** YEAR TO DATE ***	
	DEBITS	CREDITS	DEBITS	CREDITS
ASSETS				
0-0001 CASH	15,712.00		98,229.25	
0-0005 CASH INVESTED	1,116.58		868,574.76	
LIABILITIES & FUND BALANCE				
0-2100 PRIOR YEAR FUND BALANCE	0.00			322,754.87
0-2104 RESERVED WATER CAPACITY	0.00			216,370.91
0-2105 RESERVED W/W CAPACITY	0.00			337,414.48
REVENUES (CONT)				
43-8547 WATER DISTRIBUTION		11,596.00		62,979.28
43-8548 SEWER PLANT CAPACITY		4,116.00		22,329.30
43-9601 INTEREST EARNED		1,116.58		4,955.17
EXPENSES (CONT)				
TOTALS:	(16,828.58)	16,828.58	(966,804.01)	966,804.01

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

AGENDA DATE: May 14, 2018

AGENDA ITEM: G04

AGENDA SUBJECT: Consider Resolution No. 2018-24, receiving the Planning and Zoning Commission's 2018 Annual Progress Report pertaining to the City's progress in implementing the Comprehensive Plan.

Department/Prepared By: Lorri Coody, City Secretary **Date Submitted:** April 25, 2018

EXHIBITS: [Resolution No. 2018-24](#)
[Exhibit A](#) – 2018 Annual Progress Report

BACKGROUND INFORMATION:

The Planning and Zoning Commission (P&Z) met on April 24, 2018 to discuss and review of the City's progress in implementing the Comprehensive Plan and to prepare their Annual Progress Report for presentation to City Council on May 14, 2018. The review included the following:

1. The City's progress in implementing the Plan;
2. Changes in conditions that form the basis of the Plan;
3. Community support for the Plan's goals, strategies, and actions; and
4. Changes in State laws.

This item is to receive the 2018 Annual Progress Report prepared at the April 24, 2018 P&Z Meeting.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2018-24, receiving the Planning and Zoning Commission's 2018 Annual Progress Report pertaining to the City's progress in implementing the Comprehensive Plan.

RESOLUTION NO. 2018-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING THE PLANNING AND ZONING COMMISSION'S 2018 ANNUAL PROGRESS REPORT PERTAINING TO THE CITY'S PROGRESS IN IMPLEMENTING THE COMPREHENSIVE PLAN.

* * * * *

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

THAT, the Planning and Zoning Commission's 2018 Annual Progress Report pertaining to the City's progress in implementing the Comprehensive Plan is hereby received. The report is attached hereto as "Exhibit A."

PASSED AND APPROVED this the 14th day of May, 2018.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

**EXHIBIT A TO RESOLUTION
PLANNING AND ZONING COMMISSION'S
2018 ANNUAL PROGRESS REPORT
PERTAINING TO THE CITY'S PROGRESS
IN IMPLEMENTING THE COMPREHENSIVE PLAN**



CITY OF JERSEY VILLAGE PLANNING & ZONING COMMISSION 2018 ANNUAL COMPREHENSIVE PLAN PROGRESS REPORT

On February 15, 2016, City Council approved Ordinance No. 2016-04, which adopted the City's 2016 Comprehensive Plan. As part of the Plan, the Planning and Zoning Commission is charged with preparing an Annual Progress Report for submittal and presentation to the City Council.

On April 24, 2018, the Planning and Zoning Commission conducted the 2018 annual review of the Comprehensive Plan and reports the following:

The City's Progress in implementing the Plan: In determining Plan's implementation progress, the Commission reviewed the Implementation Matrix. This matrix outlines the Plan's priority and general recommendations, along with budget assumptions, and suggested time frames for completing action items. The review produced a list of the progress made by the City on several action items undertaken during budget year 2017-2018. The list is attached to and made a part of this report as "Exhibit A."

Changes in conditions that form the basis of the Plan and Community support for the Plan's goals, strategies, and actions: The Plan's implementation progress has been affected by the April 18, 2016 flooding event where in some 230 homes were flooded, prompting City Council to order a Long-Term Flood Recovery Study. The study is now complete. There were four (4) projects outlined in the Long Term Flood Recovery Study. They are as follows:

1. Wall Street Drainage
2. Golf Course Berm
3. Widening and Deepening White Oak Bayou
4. Elevation of Homes

The Commission finds that it is expected that these recommended projects may be implemented in the coming years and will affect the City's ability to take on other projects listed in the Comprehensive Plan. Nonetheless, for budget year 2018-2019, the Commission recommends that the projects detailed in attached "Exhibit B" be considered as action items for budget year 2018-2019.

Demographic Data: Updates to relevant demographic data regarding the economy of the City are attached to and made a part of this report as "Exhibit C."

Changes in State laws: Finally, there have been no changes in the law that will affect our Comprehensive Plan.

Respectfully submitted, this 24th day of April 2018.

ATTEST:

S/Debra Mergel, Chairman

S/Lorri Coody, City Secretary



**CITY OF JERSEY VILLAGE
MEMORANDUM**

TO: AUSTIN BLEESS, CITY MANAGER
FROM: KEVIN T. HAGERICH, DIRECTOR OF PUBLIC WORKS
SUBJECT: STAFF UPDATE REPORT FOR FY 2017-2018
DATE: APRIL 12, 2018

COMPREHENSIVE PLAN PROJECTS UNDERWAY, ONGOING OR COMPLETE

Future Land Use Recommendations

Description: Promote aesthetically pleasing designs for retail and commercial land uses that are located at major intersections as destinations in their own right, but also as corridor framing uses.

Status: The Gateway and Wayfinding Master Plan provided aesthetic designs for the community. This has been communicated to all businesses and commercial land owners within the city in March of 2018.

Description: Establish a zoning overlay district for the Highway 290 corridor.

Status: Tentative completion date of August 2018.

Description: Conduct a full cost of service and revenue generation analysis for annexation of the extraterritorial jurisdiction (ETJ).

Status: In Progress. Tentative completion date of May 2018.

Transportation & Circulation Recommendations

Description: Conduct a corridor pedestrian mobility study to identify specific corridor deficiencies and prioritize potential improvements.

Status: A map of the city has been completed showing all sidewalks, and where they are lacking. This will be addressed during the upcoming FY19 budget cycle.

Description: Prioritize sidewalk improvement areas based upon propensity to generate pedestrian traffic, with safe routes to schools and safe routes to transit of highest priority.

Status: A map of the city has been completed showing all sidewalks, and where they are lacking. This will be addressed during the upcoming FY19 budget cycle.

Economic Development Recommendations

Description: Establish a 380 grant program to reimburse a portion of the costs associated with updating building facades and landscaping to new standards.

Status: Chapter 380 guidelines have been established and approved by the Council in June 2017.

Description: Consider the creation of a Tax Increment Reinvestment Zone (TIRZ) as a financing mechanism for upgraded public improvements in partnership with redeveloping properties.

Status: A TIRZ was created for Jersey Village Crossing in July 2017.

Description: Encourage development of desired office, retail, service, and entertainment venues through the use of tax abatement, TIRZ, or 380 agreements.

Status: This is underway as the City is actively recruiting developers for the Jersey Village Crossing. We are also making owners of retail and office space aware of our incentives to aid in their attraction of new tenants.

Description: Develop and implement an expanded Marketing Plan for the Jersey Meadow Golf Course.

Status: Marketing plan has been completed. Some aspects have been implemented, other pieces are pending due to the clubhouse discussions.

Description: Assemble a package detailing the Jersey Village development process and available incentives.

Status: This is in progress. Austin and Christian are working on this.

Parks, Recreation & Open Space Recommendations

Description: Explore potential environmental education programs with CFISD centered around the bayous and water quality.

Status: Education regarding bayous and water quality is distributed through the City's ongoing MS4 program as required by the TCEQ.

Community Character Recommendations

Description: Prepare a landscape master plan for the design of City corridors and entrances with a consistent, identifiable character.

Status: This was completed and approved by the Council in February 2018.

Description: Explore strategic public/private partnerships with local businesses to encourage beautification efforts of their properties.

Status: We are encouraging efforts to achieve this.

Description: Review code enforcement procedures for their effectiveness, and make necessary changes.

Status: Ongoing

Description: Educate citizens on code enforcement requirements. Communicate status reporting of violations and corrections to the community.

Status: Code Corner is a regular part of the JV Star. We are also putting that information out via social media monthly.

Description: Information shared could be related to general types of violations, clearance rates, average time to contact, etc.

Status: This is a part of the City Council packet every month. We are also looking at other ways to communicate this out. Highlights are published on social media.

Description: Conduct a wayfinding signage master plan to explore potential thematic signs unique to the City to include street signs, directional, and facility signs.

Status: This was completed and approved by the Council in February 2018.

**CITY OF JERSEY VILLAGE
MEMORANDUM**

TO: AUSTIN BLEESS, CITY MANAGER
FROM: KEVIN T. HAGERICH, DIRECTOR OF PUBLIC WORKS
SUBJECT: PROPOSED COMPREHENSIVE PLAN ACTIVITIES FOR FY2019
DATE: APRIL 12, 2018

PROPOSED PROJECTS FOR FY19

Future Land Use Regulations:

- Review existing development codes to identify incompatibility with the vision and desired uses (higher quality restaurants, services, and entertainment).

Transportation & Circulation Recommendations

- Explore TxDOT funding opportunities for multi-modal transportation alternatives.
- Perform analysis to determine viability of Jersey Meadows extension.
- Prioritize sidewalk improvement areas based upon propensity to generate pedestrian traffic, with safe routes to schools and safe routes to transit of highest priority.

Parks and Recreation:

- Update the 2007 parks and open space master plan, and include a trails master plan to recommend potential trail routes and expansion with potential funding options.

Community Character Recommendations

- Prepare a visual assessment survey of City corridors to identify problem areas that negatively impact community character and identify remedies/action plans available to address concerns.
- Partner with Trees for Houston or other organizations that can provide assistance in planting trees.
- Consider a more stringent tree preservation ordinance to protect existing tree resources.

Population					
Year	Jersey Village		Compound Annual Growth Rate	Harris County	
	Population	Percent Change		Population	Percent Change
1980	966	-	7.1%	2,409,547	-
1990	4,826	399.6%		2,818,199	17.0%
2000	6,880	42.6%		3,400,578	20.7%
2010	7,620	10.8%		4,092,459	20.3%
*Est. 2012	7,785	2.2%	-	4,253,963	3.9%
*Est. 2015	7,877	1.2%		4,538,028	6.7%
**Est. 2016	7,871	-0.1%		4,617,041	1.7%
Source: U.S. Census 1980, 1990, 2000, 2010; *Source: Census estimat, ** ACS 5-Year Populaton Estimate					
Age Distribution					
Age Group	2000		2010		Difference
	Number	Percent	Number	Percent	Percent
Young (0-14)	1,209	17.57%	1,121	14.71%	-2.86%
High School (15-19)	464	6.74%	427	5.60%	-1.14%
College, New Family (20-24)	446	6.48%	544	7.14%	0.66%
Prime Labor Force (25-44)	2,175	31.61%	1,986	26.06%	-5.55%
Older Labor Force (45-64)	2,063	29.99%	2,424	31.81%	1.83%
Elderly (65+)	523	7.60%	1,118	14.67%	7.07%
Total	6,880	100.00%	7,620	100.00%	-
Median age	37.8		41.8		
Source: U.S. Census 2000, 2010					
Census Bureau does not estimate these numbers					

Jersey Village - 2016 Est.					
Male			Female		
Age	Population	Percent	Age	Population	Percent
Under 5 years	74	1.9%	Under 5 years	196	4.9%
5 to 9 years	279	7.2%	5 to 9 years	120	3.0%
10 to 14 years	163	4.2%	10 to 14 years	172	4.3%
15 to 19 years	112	2.9%	15 to 19 years	264	6.6%
20 to 24 years	294	7.6%	20 to 24 years	132	3.3%
25 to 29 years	321	8.3%	25 to 29 years	420	10.5%
30 to 34 years	391	10.1%	30 to 34 years	132	3.3%
35 to 39 years	166	4.3%	35 to 39 years	292	7.3%
40 to 44 years	190	4.9%	40 to 44 years	292	7.3%
45 to 49 years	244	6.3%	45 to 49 years	140	3.5%
50 to 54 years	255	6.6%	50 to 54 years	208	5.2%
55 to 59 years	457	11.8%	55 to 59 years	476	11.9%
60 to 64 years	275	7.1%	60 to 64 years	340	8.5%
65 to 69 years	209	5.4%	65 to 69 years	300	7.5%
70 to 74 years	170	4.4%	70 to 74 years	264	6.6%
75 to 79 years	104	2.7%	75 to 79 years	124	3.1%
80 to 84 years	97	2.5%	80 to 84 years	80	2.0%
85+ years	74	1.9%	85+ years	44	1.1%
Race/Ethnicity	2000		2010		Percentage Difference
	Number	Percent	Number	Percent	
Caucasian	5,960	86.6%	5,813	76.3%	-10.3%
African-American	280	4.1%	631	8.3%	4.2%
American Indian & Alaska Native	15	0.2%	29	0.4%	0.2%
Asian	350	5.1%	663	8.7%	3.6%
Native Hawaiian & Other Pacific Islander	4	0.1%	0	0.0%	-0.1%
Some Other Race	167	2.4%	320	4.2%	1.8%
Two or More Races	104	1.5%	164	2.2%	0.6%
Total	6,880	-	7,620	-	-
Hispanic Origin	499	7.3%	1,109	14.6%	7.3%
Source: U.S. Census 2000, 2010					
Census Bureau does not estimate these numbers					

Household Type	2000		2010		Percentage Difference	2015		2016	
	Number	Percent	Number	Percent		Number	Percent	Number	Percent
Family Households	1,943	68.4%	2,134	63.2%	-5.26%	1,882	59.7%	2,092	58.8%
With Own Children Under 18 Years	825	29.0%	764	22.6%	-6.44%	555	17.6%	623	17.5%
Married Couple Family	1,693	59.6%	1,766	52.3%	-7.35%	1,573	49.9%	1,751	49.2%
With Own Children Under 18 years	669	23.6%	570	16.9%	-6.69%		N/R		N/R
Female Householder, No Husband Present	176	6.2%	268	7.9%	1.73%	195	6.2%	192	5.4%
With Own Children Und	116	4.1%	148	4.4%	0.30%		N/R		N/R
Non-Family Households	897	31.6%	1,245	36.8%	5.26%	1,271	40.3%	1,466	41.2%
Householder Living Alone	704	24.8%	1,069	31.6%	6.85%	1,129	35.8%	1,338	37.6%
65 Years and Over	72	2.5%	299	8.8%	6.31%	363	11.5%	416	11.7%
Total Households	2,840		3,379				3,153	3,558	
Average Household Size	2.42		2.25			Not Estimated		Not Estimated	
Source: U.S. Census 2000, 2010, 2015 Estimate. 2016 Estimate									

Household Income

Household Income												
Income Level		1999		2012		Percentage Difference	2015		Percentage Difference	2016		Percentage Difference
		Number	Percent	Number	Percent		Number	Percent		Number	Percent	
Less than \$10,000		68	2.4%	78	2.4%	0.0%	149	4.2%	1.9%	128	3.6%	-0.6%
\$10,000 to \$14,999		84	2.9%	111	3.4%	0.4%	123	3.5%	0.1%	137	3.9%	0.3%
\$15,000 to \$24,999		173	6.0%	264	8.0%	1.9%	290	8.3%	0.3%	254	7.1%	-1.1%
\$25,000 to \$34,999		241	8.4%	223	6.7%	-1.7%	211	6.0%	-0.7%	165	4.6%	-1.4%
\$35,000 to \$49,999		407	14.2%	373	11.3%	-2.9%	581	16.5%	5.3%	622	17.5%	0.9%
\$50,000 to \$74,999		603	21.0%	709	21.4%	0.4%	699	19.9%	-1.5%	716	20.1%	0.2%
\$75,000 to \$99,999		473	16.5%	528	15.9%	-0.5%	421	12.0%	-4.0%	383	10.8%	-1.2%
\$100,000 to \$149,999		493	17.2%	440	13.3%	-3.9%	314	8.9%	-4.3%	421	11.8%	2.9%
\$150,000 to \$199,999		219	7.6%	329	9.9%	2.3%	269	7.7%	-2.3%	264	7.4%	-0.2%
\$200,000 or more		108	3.8%	257	7.8%	4.0%	456	13.0%	5.2%	468	13.2%	0.2%
Total Households		2,869	100.0%	3,312	100.0%	-	3,513	100.0%		3,558	100.0%	
Median Household Income (Dollars)		\$68,431.00		\$93,430.00		\$24,999.00	\$65,280.00			\$65,345.00		
Source: U.S. Census 2000; 2008-2012 American Community Survey 5-Year Estimates, *Bureau of Labor Statistics Website, Inflation Calculator link, \$1.00 in 1999 was worth \$1.38 in 2012 and worth \$1.42 in 2015, and \$1.44 in 2016.												

Housing Types

Units in Structure	2000				2012			
	Jersey Village		Texas		Jersey Village		Texas	
Total housing units	3,087		8,123,262		3,548		9,961,513	
1-unit, detached	1,754	56.8%	5,171,892	63.7%	1,932	54.5%	6,542,607	65.7%
1-unit, attached	34	1.1%	249,018	3.1%	42	1.2%	263,514	2.6%
2 units	21	0.7%	170,679	2.1%	32	0.9%	198,542	2.0%
3 or 4 units	119	3.9%	272,988	3.4%	72	2.0%	314,623	3.2%
5 to 9 units	199	6.4%	356,073	4.4%	288	8.1%	485,357	4.9%
10 to 19 units	401	13.0%	351,859	4.3%	604	17.0%	642,531	6.5%
20 or more units	550	17.8%	819,101	10.1%	565	15.9%	760,009	7.6%
Mobile home	9	0.3%	731,652	9.0%	13	0.4%	754,330	7.6%

2015				2016			
Jersey Village		Texas		Jersey Village		Texas	
3,722		10,305,607		3,808		10,441,643	
2,167	58.2%	6,729,990	65.3%	2,146	56.4%	6,814,608	65.3%
47	1.3%	276,365	2.7%	66	1.7%	280,210	2.7%
0	0.0%	198,621	1.9%	0	0.0%	198,910	1.9%
102	2.7%	333,227	3.2%	141	3.7%	337,978	3.2%
363	9.8%	499,237	4.8%	459	12.1%	502,562	4.8%
461	12.4%	651,199	6.3%	425	11.2%	661,573	6.3%
575	15.4%	839,106	8.1%	562	14.8%	866,780	8.3%
7	0.2%	761,116	7.4%	9	0.2%	762,848	7.3%

House Values (Owner-Occupied)	2012				2015				2016			
	Jersey Village		Texas		Jersey Village		Texas		Jersey Village		Texas	
Owner-Occupied Units	1,870		5,609,007		2,028		5,693,770		1,987		5,747,458	
Less than \$50,000	0	0.0%	696,888	12.4%	8	0.4%	674,508	11.8%	11	0.6%	651,147	11.3%
\$50,000 to \$99,999	66	3.5%	1,361,239	24.3%	55	2.7%	1,296,992	22.8%	40	2.0%	1,241,499	21.6%
\$100,000 to \$149,999	231	12.4%	1,238,795	22.1%	277	13.7%	1,175,058	20.6%	211	10.6%	1,133,895	19.7%
\$150,000 to \$199,999	719	38.4%	895,978	16.0%	619	30.5%	907,977	15.9%	604	30.4%	917,067	16.0%
\$200,000 to \$299,999	678	36.3%	758,661	13.5%	770	38.0%	839,526	14.7%	739	37.2%	896,804	15.6%
\$300,000 to \$499,999	162	8.7%	436,502	7.8%	237	11.7%	531,883	9.3%	298	15.0%	603,389	10.5%
\$500,000 to \$999,999	14	0.7%	167,999	3.0%	41	2.0%	206,852	3.6%	64	3.2%	235,890	4.1%
\$1,000,000 or more	0	0.0%	52,945	0.9%	21	1.0%	60,974	1.1%	20	1.0%	67,767	1.2%
Median (dollars)	194,300		128,000		205,300		136,000		216,600		142,700	

Source: U.S. Census 2000, 2008-2012 American Community Survey 5-Year Estimates, 2015 Estimates

Year House Constructed				
2105			2016	
Total Housing Units	3,772	-	3,808	-
2014 or Later	0	0.0%	9	0.2%
2010 to 2013	48	1.3%	58	1.5%
2000 to 2009	667	17.7%	686	18.0%
1990 to 1999	1,022	27.1%	1,105	29.0%
1980 to 1989	696	18.5%	732	19.2%
1970 to 1979	1,030	27.3%	866	22.7%
1960 to 1969	157	4.2%	199	5.2%
1950 to 1959	88	2.3%	111	2.9%
1940 to 1949	14	0.4%	33	0.9%
1939 or earlier	0	0.0%	9	0.2%
Source: Census 2015 Estimate, 2016 Estimates				

Year Householder Moved into Unit				
2015			2016	
Occupied housing units	3,513	-	3,558	-
Moved in 2015 or Later	70	2.0%	299	8.4%
Moved in 2010 to 2014	1,209	34.4%	1,175	33.0%
Moved in 2000 to 2009	1,324	37.7%	1,240	34.9%
Moved in 1990 to 1999	399	11.4%	341	9.6%
Moved in 1980 to 1989	162	4.6%	177	5.0%
Moved in 1979 or earlier	349	9.9%	326	9.2%
<i>Source: Census 2015 Estimate, 2016 Estimates</i>				

Educational Attainment	2000		2012		2015		2016	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Population 25 years and over	4,840		5,776		5,994		6,065	
No High School	85	1.8%	53	0.9%	100	1.7%	114	1.9%
Some High School	278	5.7%	218	3.8%	215	3.6%	216	3.6%
High School Graduate	759	15.7%	1,244	21.5%	1,376	23.0%	1,426	23.5%
Some College	1,303	26.9%	1,607	27.8%	1,426	23.8%	1,522	25.1%
Associate's	304	6.3%	346	6.0%	575	9.6%	465	7.7%
Bachelor's	1,408	29.1%	1,385	24.0%	1,386	23.1%	1,460	24.1%
Graduate	703	14.5%	923	16.0%	916	15.3%	862	14.2%
Percent High School Graduate or Higher	92.5%		95.3%		94.7%		94.6%	
Percent Bachelor's Degree or Higher	43.6%		40.0%		38.4%		38.3%	
Source: 2000 Census, 2008-2012 American Community Survey 5-Year Estimates, 2015 Census Estimate, 2016 Estimate								

Employment Industry	2000		2012		2015		2016	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Agriculture, forestry, fishing and hunting, and mining	136	3.3%	189	4.5%	256	6.0%	302	7.4%
Construction	205	4.9%	398	9.4%	313	7.3%	380	9.3%
Manufacturing	504	12.0%	660	15.5%	518	12.1%	463	11.4%
Wholesale trade	425	10.2%	152	3.6%	300	7.0%	260	6.4%
Retail trade	454	10.9%	402	9.5%	335	7.8%	356	8.7%
Transportation and warehousing, and utilities	275	6.6%	178	4.2%	197	4.6%	178	4.4%
Information	158	3.8%	151	3.6%	132	3.1%	10	0.2%
Finance and insurance, and real estate and rental and leasing	304	7.3%	396	9.3%	316	7.4%	328	8.1%
Professional, scientific, and management, and administrative and waste management services	590	14.1%	515	12.1%	561	13.1%	504	12.4%
Educational services, and health care and social assistance	750	17.9%	763	18.0%	767	18.0%	727	17.9%
Arts, entertainment, and recreation, and accommodation and food services	136	3.3%	221	5.2%	368	8.6%	307	7.5%
Other services, except public administration	95	2.3%	75	1.8%	142	3.3%	186	4.6%
Public administration	151	3.6%	147	3.5%	63	1.5%	70	1.7%
Total Employment:	4,183	100.0%	4,247	100.0%	4,268	100.0%	4,071	100.0%
<i>Source: 2000 Census; 2008-2012 American Community Survey 5-Year Estimates; 2015 Census Estimate, 2016 Census Estimate</i>								

Occupation	2000				2012			
	Jersey Village		Texas		Jersey Village		Texas	
Civilian employed ages 16 and over	4,183		9,234,372		4,247		11,440,956	
Management, business, science, and arts occupations	2,205	52.7%	3,078,757	33.3%	2,128	50.1%	3,919,380	34.3%
Service occupations	317	7.6%	1,351,270	14.6%	339	8.0%	2,003,418	17.5%
Sales and office occupations	1,262	30.2%	2,515,596	27.2%	1,027	24.2%	2,880,468	25.2%
Natural resources, construction, and maintenance	164	3.9%	1,069,839	11.6%	420	9.9%	1,282,484	11.2%
Production, transportation, and material moving	235	5.6%	1,218,910	13.2%	333	7.8%	1,355,206	11.8%

Occupation	2015				2016			
	Jersey Village		Texas		Jersey Village		Texas	
Civilian employed ages 16 and over	4,268		12,094,262		4,071		12,371,392	
Management, business, science, and arts occupations	2,013	47.2%	4,246,418	35.1%	1,976	48.5%	4,382,313	35.4%
Service occupations	374	8.8%	2,137,635	17.7%	340	8.4%	2,185,662	17.7%
Sales and office occupations	1,106	25.9%	2,950,995	24.4%	1,049	25.8%	2,988,311	24.2%
Natural resources, construction, and maintenance	406	9.5%	1,314,287	10.9%	418	10.3%	1,342,559	10.9%
Production, transportation, and material moving	369	8.6%	1,444,927	11.9%	288	7.1%	1,472,547	11.9%
Sources: 2000 Census, 2008-2012 American Community Survey 5-Year Estimates, 2015 Census								

	2012				2015				2016			
Employment Status	Jersey Village		Texas		Jersey Village		Texas		Jersey Village		Texas	
	Percentage	Total	Percentage	Total	Percentage	Total	Percentage	Total	Percentage	Total	Percentage	Total
Population 16 years and over	-	6,597	-	19,110,058	-	6,816	-	20,241,168	-	6,805	-	20,599,223
In labor force	67.2%	4,430	65.4%	12,507,191	66.5%	4,530	64.7%	13,101,788	64.2%	4,367	64.6%	13,312,277
Civilian labor force	67.0%	4,422	64.9%	12,401,364	66.2%	4,510	64.3%	13,006,330	63.3%	4,310	64.2%	13,219,523
Employed	64.4%	4,247	59.9%	11,440,956	62.6%	4,268	59.8%	12,094,262	59.8%	4,071	60.1%	12,371,392
Unemployed	2.7%	175	5.0%	960,408	3.6%	242	4.5%	912,068	3.5%	239	4.1%	848,131
Armed Forces	0.1%	8	0.6%	105,827	0.3%	20	0.5%	95,458	0.8%	57	0.5%	92,754
Not in labor force	32.8%	2,167	34.6%	6,602,867	33.5%	2,286	35.3%	7,139,380	35.8%	2,438	35.4%	7,286,946
Females 16 years and over	-	4,422	-	9,714,241	-	3,491	-	10,283,420	-	3,478	-	10,464,813
In labor force	41.9%	1,853	58.5%	5,683,277	55.7%	1,945	57.9%	5,951,284	54.2%	1,884	57.8%	6,047,825
Civilian labor force	41.9%	1,853	58.3%	5,666,279	55.7%	1,945	57.7%	5,937,407	54.2%	1,884	57.7%	6,034,288
Employed	40.0%	1,768	53.8%	5,224,259	52.1%	1,819	53.5%	5,505,407	49.4%	1,719	53.8%	5,631,426
Source: 2008-2012 American Community Survey 5-Year Estimates, 2015 Estimate												

	2012		2015		2016	
Travel Time to Work	Jersey Village	Texas	Jersey Village	Texas	Jersey Village	Texas
Less than 10 minutes	4.1%	13.3%	6.3%	12.7%	6.3%	12.4%
10 to 14 minutes	12.3%	14.4%	14.7%	13.9%	14.5%	13.7%
15 to 19 minutes	15.0%	16.1%	15.4%	15.9%	13.9%	15.8%
20 to 24 minutes	19.0%	14.8%	16.1%	14.7%	13.7%	14.6%
25 to 29 minutes	5.3%	5.8%	2.7%	5.8%	4.5%	5.9%
30 to 34 minutes	21.7%	14.9%	19.3%	15.0%	18.7%	14.9%
35 to 44 minutes	6.9%	6.1%	8.6%	6.2%	9.7%	6.4%
45 to 59 minutes	8.2%	7.6%	8.4%	8.1%	9.1%	8.3%
60 or more minutes	7.6%	7.0%	8.4%	7.6%	9.7%	7.9%
Mean travel time to work (m)	26.9	24.9	26.8	25.6	28.4	25.9
Source: 2008-2012 American Community Survey 5-Year Estimates, 2015 Census Estimate, 2016 Census Estimate						

Means of Transportation to Work	2012	2015	2016
Workers 16 years and over	4,237	4246	4111
Car, truck, or van -- drove alone	86.5%	3716	3716
Car, truck, or van -- carpooled	6.4%	285	285
Public transportation (excluding taxicab)	2.5%	84	84
Walked	1.2%	35	35
Other means	1.5%	16	16
Worked at home	1.9%	110	110
Source: 2008-2012 American Community Survey 5-Year			

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

AGENDA DATE: May 14, 2018

AGENDA ITEM: G05

AGENDA SUBJECT: Consider Resolution No. 2018-25, authorizing the City Manager to engage Lemons Auctioneers, LLP and Online Pros to perform auctioneering services for the disposal of surplus equipment.

Department/ Public Works

Prepared By: Kevin T. Hagerich

Date Submitted: April 30, 2018

EXHIBITS: [Resolution No. 2018-25](#)
[Exhibit A](#) – Lemons Auctioneers, LLP - Contract

BUDGETARY IMPACT:	Required Expenditure:	\$	00,000.00
	Amount Budgeted:	\$	00,000.00
	Appropriation Required:	\$	00,000.00

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

City staff has been using services provided by Lemons Auctioneers to dispose of vehicles and equipment that has met its useful lifespan via an online auction process. The City's current contract with Lemons expired on January 4, 2018. Staff is recommending that City Council approve a new contract that will allow the City to continue to use the online auction process.

This item is to authorize the City Manager to contract with Lemons Auctioneers to perform auctioneering services to dispose of surplus equipment.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2018-25, authorizing the City Manager to engage Lemons Auctioneers, LLP and Online Pros to perform auctioneering services for the disposal of surplus equipment.

RESOLUTION NO. 2018-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENGAGE LEMONS AUCTIONEERS, LLP AND ONLINE PROS TO PERFORM AUCTIONEERING SERVICES FOR THE DISPOSAL OF SURPLUS EQUIPMENT.

WHEREAS, the City has received a proposal from Lemons Auctioneers, LLP and Online Pros, to perform the auction of vehicles and equipment that have been designated as surplus; and

WHEREAS, the City has determined that the proposal should be accepted; **NOW THEREFORE**,

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

Section 1: The City Manager is authorized to execute on behalf of the City of Jersey Village all necessary documents with Lemons Auctioneers, LLP and Online Pros, which is attached hereto as “Exhibit A”, for the provision of auctioneering services for the disposal of surplus equipment.

PASSED AND APPROVED this 14th day of May, 2018.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

ONLINE AUCTION CONTRACT SELLER CONDUCTS ASSET TRACKING

This Online Auction Contract (the "Contract") is made and entered into this 27th day of April 2018 and will conclude on the 26th day of April 2019, between the City of Jersey Village, Texas (the "Seller") and Lemons Auctioneers, LLP and Online Pros, (the "Auctioneer").

WITNESSETH:

Seller hereby employs Auctioneer to sell the surplus assets designated by Seller at an online auction at Seller's appointed auction locations.

AUCTIONEER AGREES TO SELL SURPLUS ASSETS DESIGNATED BY SELLER (THE MERCHANDISE") UPON THE TERMS AND CONDITIONS SET FORTH BELOW:

1. The merchandise shall be sold online on an appointed day, date, and time, and shall be available for preview on an appointed day, date, and time and place. All merchandise shall be sold "AS IS" and "WHERE IS" to the highest bidder, and without warranty except for warranty of title to the merchandise, and shall be auctioned WITHOUT MINIMUMS, RESERVES, OR CONFIRMATIONS, unless otherwise agreed to in writing by Seller and Auctioneer. Seller warrants and represents to Auctioneer that Seller has good title to the merchandise and that all such merchandise is free of any liens, claims or encumbrances.
2. The Seller agrees to grant Auctioneer the exclusive right to market and sell the merchandise appointed for auction by Seller. The Seller may add additional merchandise to each auction at any time. Accordingly, the property cannot be withdrawn from the sale by the Seller for any reason without the consent of the Auctioneer in writing or by email. The Seller may not attempt to sell, transfer, destroy, or alter the merchandise during the auction process.
3. Seller shall pay Auctioneer an auction sales fee equal to ten percent (10%) of the gross proceeds of the sale of all merchandise. Auctioneer will charge the buyer a buyer's premium equal to thirteen percent (13%) of the gross purchase price of each item purchased by such buyer.
4. Auctioneer agrees to promote the sale of the merchandise by mass e-mail, web analytics, auction zip, and multiple promotional internet websites or use of personal contacts. The type of promotion to be used shall be determined by Auctioneer in its sole discretion. All newspaper advertising shall be discussed between Seller and Auctioneer before any such placement at Sellers expense. Auctioneer will place an ad in the local newspaper not to exceed \$300.00 at Sellers discretion at least 10 days prior to the online auction closing. Auctioneer shall also place Seller's listing on Auctioneer's Website at www.lemonsauctioneers.com or www.onlinepros.com.
5. Seller shall be responsible for placing all merchandise in the assigned auction areas. Seller shall supply experienced staff to conduct asset tracking and take digital photographs of all merchandise prior to the date of the online auction, conduct online auction services, and supervise with all auction removal.

6. Auctioneer may, at its discretion, display photos or descriptions of the merchandise on a third-party website to market and sell the merchandise. Auctioneer will watermark all photos placed on the internet for marketing purposes to defer fraudulent misuse of photographs.
7. Seller assumes all risk of loss. Auctioneer shall not be responsible, under any circumstances, for any loss, theft, or damage to the merchandise, either at its present location or at the appointed auction locations, whether before, during, or after said auction.
8. Seller shall provide Auctioneer with all information pertaining to the merchandise, but not be limited to a written description, current condition, use, salvage, parts missing, damaged, current title to all titled vehicles, and any available manuals or reports.
9. Sellers name, or designated business name as noted in the Agreement, will be publicized on Auctioneer's website, on any marketing material, third party websites, to promote the sale merchandise.
10. Auctioneer may display Sellers logo on Auctioneers website, third party websites, and any marketing material to promote the sale merchandise.
11. Auctioneer shall approve all online bidders, manage the online auction for ten (10) consecutive days, receive, manage and disburse all payments, and coordinate with Seller regarding all pickups and checkouts.
12. Proceeds shall be payable by cash, credit or debit card, Cashier's Check, Money Order, or wire transfer. Auctioneer shall also offer the option of making payments in cash at its offices located at 18810 Juerger Road, Tomball, Texas. Seller shall not be charged a fee for sales that are paid through Auctioneer's Nexlix Transax Credit Card Gateway. Auctioneer will not be responsible for buyer's who default on payment, however, Auctioneer shall make diligent attempts to collect all monies due to Seller from the proceeds of the auction. If monies are not collected on an item sold by auction, Auctioneer will contact Seller and discuss the option of relisting said merchandise or Seller may remove and dispose of merchandise as Seller sees fit. Bidders that do not pay for their purchases during the stated deadline may be permanently banned from future online auctions.
13. Seller understands that if the scheduled auction is canceled by Seller, the uncollected advertising shall be reimbursed to Auctioneer, upon presentation to Seller of Auctioneer's valid invoices.
14. Auctioneer shall not be responsible for removal of any auction items. Auctioneer will assist with the communication between Buyers and Seller during the removal process. Auctioneer will not be responsible for any verbal or written agreement between the Buyer and Seller during the online auction process.
15. Seller understands that Auctioneer shall deposit all auction proceeds into an Escrow Account located at Woodforest National Bank in Tomball, Texas. Auctioneer is licensed and regulated by the Texas Department of Licensing and Regulation. A license issued by said Department does not imply approval or endorsement of Auctioneer by the State of Texas. If there are unresolved complaints, they can be made by mail to the Texas Department of Licensing and

Regulation, P.O. Box 12157, Austin, Texas 78711, or by calling (800) 803-9202.

16. The proceeds from the auction shall be delivered to Seller not later than fifteen (15) banking days, contingent to Auctioneer receiving final online payment and finalization of the removal process. Auctioneer's auction sales fee and approved newspaper advertising fees shall be deducted from the gross proceeds of the auction.

17. Auctioneer shall remit to the Texas Comptroller of Public Accounts all sales taxes collected from purchasers that are due and payable to the State of Texas. Auctioneer shall account for noncollection of sales tax to persons or entities holding valid tax exemption or resale certificates. A copy of Auctioneer's sales tax number is available upon request.

18. Auctioneer shall furnish to Seller an itemized statement of all auction proceeds. Such statement shall include the lot number and description of all merchandise, the amount collected, and a final accounting of all transactions.

19. Auctioneer shall be responsible for all vehicle and bus title transfers and documentation at Seller's discretion. Auctioneer shall charge the purchaser of each vehicle a \$20.00 title preparation fee for each unit purchased. Auctioneer will submit to the Texas Department of Motor Vehicles current buyer information for all titled vehicles.

20. Auctioneer shall issue all Bills of Sale upon request.

21. Merchandise removal shall be on appointed days, dates, and times as stated on the online auction timeline. If merchandise is not removed by the designated date, the ownership of the merchandise will revert to the Seller and the Seller may dispose of or resale the item/lots at their discretion. The default buyer's account will be suspended, and no refund will be available per Seller's instruction. Auctioneer will not be responsible for the lot/items not removed during the stated deadline. Seller may charge a \$10.00 per day per lot/item late removal fee if noted on the Seller's online auction in Special Instructions.

22. This Contract may be terminated by either party upon written notice to the other party given not less than thirty (30) days prior to the auction date.

23. All notice required or permitted to be given to Seller or Auctioneer pursuant to this Contract shall be in writing and sent by certified mail, return receipt requested to the address shown below each party's signature or by email. Any party may change its address for notice in the manner provided above.

24. Seller represents and warrants to Auctioneer that: (a) Seller has the right, power and authority to appoint the merchandise for sale and to enter into this Agreement and to perform all obligations, the merchandise is, and, until sold, shall remain free and clear of all liens, encumbrances or claims of third parties of any kind whatsoever; (b) good title will pass to the buyer upon sale; (c) there are no restrictions on Auctioneer to reproduce photographs of the merchandise and (d) the information the Seller has provided to Auctioneer in the Agreement is true and correct.

25. The Seller has read and understands the terms and conditions of this agreement. Both parties acknowledge that they have carefully read this Agreement, understand the contents thereof, and sign this Agreement as their own free act and deed. It is understood by Seller that, upon execution of this Contract, Auctioneer shall commence to perform all services set out herein.

THE FOLLOWING INDIVIDUALS SHALL BE RESPONSIBLE FOR REPRESENTING SELLER:

CITY OF JERSEY VILLAGE

By: X

Name: Austin Bleess

Title: City Manager

Address: 16327 Lakeview Dr.

Jersey Village, Texas 77040

Date: X

THE FOLLOWING INDIVIDUALS SHALL BE RESPONSIBLE FOR REPRESENTING AUCTIONEER:

LEMONS AUCTIONEER, LLP, AND ONLINE PROS

By: 

By: 

Name: Lori Lemons – Campbell, CAI, GPPA Name: Jackie Lemons-Shillingburg, CAI, AMM

Title: Co-Owner/General Manager #7341 Title: Co-Owner/Operations Manager #12437

Address: 18810 Juergen Road Address: 18810 Juergen Road

Tomball, Texas 77377 Tomball, Texas 77377

Date: 4/27/18 Date: 4-27-2018

H. 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.

I. EXECUTIVE SESSION

1. Pursuant to the Texas Open Meeting Act Section 551.071- Consult with Attorney and Section 551.072 - Deliberation Regarding Real Property, consult with the City Attorney regarding Cause No. 1061305; *Jones Road Holding Ltd. vs. City of Jersey Village, Texas*; County Civil Court at Law No. 2, Harris County, Texas and Cause No. 1074704; *Jones Road Project Ltd. vs. City of Jersey Village, Texas*; County Civil Court at Law No. 3, Harris County, Texas. *City Attorney*

J. 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: May 14, 2018 **AGENDA ITEM:** K01

AGENDA SUBJECT: Discuss and take appropriate action concerning items discussed in Executive Session regarding Cause No. 1061305; *Jones Road Holding Ltd. vs. City of Jersey Village, Texas*; County Civil Court at Law No. 2, Harris County, Texas and Cause No. 1074704; *Jones Road Project Ltd. vs. City of Jersey Village, Texas*; County Civil Court at Law No. 3, Harris County, Texas, including, without limitation, consideration and approval of a proposed settlement of the *Jones Road Project, Ltd.* case.

Department/Prepared By: Lorri Coody, City Secretary **Date Submitted:** May 5, 2018

EXHIBITS: None

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

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

The City Council has heretofore met in Executive Session to discuss with the City Attorney the following item:

- II. Discuss and take appropriate action concerning items discussed in Executive Session regarding Cause No. 1061305; *Jones Road Holding Ltd. vs. City of Jersey Village, Texas*; County Civil Court at Law No. 2, Harris County, Texas and Cause No. 1074704; *Jones Road Project Ltd. vs. City of Jersey Village, Texas*; County Civil Court at Law No. 3, Harris County, Texas, including, without limitation, consideration and approval of a proposed settlement of the *Jones Road Project, Ltd.* case.

This item is to consider action, if any, on the items discussed in Executive Session.

RECOMMENDED ACTION:

MOTION: Discuss and take appropriate action concerning items discussed in Executive Session regarding Cause No. 1061305; *Jones Road Holding Ltd. vs. City of Jersey Village, Texas*; County Civil Court at Law No. 2, Harris County, Texas and Cause No. 1074704; *Jones Road Project Ltd. vs. City of Jersey Village, Texas*; County Civil Court at Law No. 3, Harris County, Texas, including, without limitation, consideration and approval of a proposed settlement of the *Jones Road Project, Ltd.* case.

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

AGENDA DATE: May 14, 2018

AGENDA ITEM: K02

AGENDA SUBJECT: Consider Resolution 2018-26, electing a Mayor Pro Tem.

Department/

Prepared By: Lorri Coody

Date Submitted: April 20, 2018

EXHIBITS: [Resolution No. 2018-26](#)

BUDGETARY IMPACT:	Required Expenditure:	\$	0,000.00
	Amount Budgeted:	\$	0,000.00
	Appropriation Required:	\$	0,000.00

CITY MANAGER APPROVAL: NMC

BACKGROUND INFORMATION:

According to Article II, Sec. 2.05 of the City Charter, Council shall, at its first meeting following the general municipal election, elect one of its members as mayor pro tem.

The mayor pro tem shall act as mayor during the absence or disability of the mayor and shall have power to perform every act the mayor could perform; provided, however, that the mayor pro tem shall be entitled to vote upon all matters considered by the council.

If the mayor and the mayor pro tem are absent from a meeting, the council shall elect an attending member to preside over such meeting.

RECOMMENDED ACTION:

MOTION: To approve Resolution 2018-26, electing _____ as Mayor Pro Tem.

RESOLUTION NO. 2018-26

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

WHEREAS, the City Council shall, at its first meeting following the general municipal election,
elect one of its members as mayor pro tem, and;

WHEREAS, City Council has nominated and approved the election of a mayor pro tem, now therefore;

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

THAT, _____, is elected as the Mayor Pro tem for the City Council for
the City of Jersey Village for a term of one year at the pleasure of Council.

PASSED AND APPROVED this the **14th** day of **May, 2018**.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

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

AGENDA DATE: May 14, 2018

AGENDA ITEM: K03

AGENDA SUBJECT: Discuss and take appropriate action regarding Council Liaison Assignments.

Department/Prepared By: Lorri Coody, City Secretary **Date Submitted:** May 8, 2017

EXHIBITS: [Resolution No. 2018-27](#)
[Exhibit A](#) - Council Liaison Appointments

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

CITY MANAGER APPROVAL: AB

BACKGROUND INFORMATION:

City Council members serve as liaisons to all city boards and committees. In this capacity, council members primarily serve to represent the desires of council to the board.

There are no established procedures for assigning liaison positions. With the recent election, the Recreation and Events Committee does not have a liaison. This agenda item has been placed to allow Council Members to fill the vacant position, and adjust other positions as desired.

Current assignments are:

Planning and Zoning Commission and
Capital Improvements Advisory Committee
Building Board of Adjustment and Appeals
Recreation and Events Committee
Golf Course Advisory Committee
Board of Adjustment
TIRZ

Andrew Mitcham
Bobby Warren
Sheri Sheppard
Greg Holden
Gary Wubbenhorst
Bobby Warren

RECOMMENDED ACTION:

MOTION: Approval of Resolution 2018-27, assigning Council Members to serve as liaison to various city committees and boards.

RESOLUTION NO. 2018-27

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPOINTING COUNCIL LIAISONS TO VARIOUS BOARDS AND COMMITTEES.

WHEREAS, Section 9.12 of the City of Jersey Village Charter authorizes the establishment of such boards, agencies, and commissions deemed necessary for the conduct of the city's business, and;

WHEREAS, the City Council of Jersey Village has caused to be created the Planning and Zoning Commission, the Capital Improvements Advisory Committee, the Building Board of Adjustment, the Zoning Board of Adjustment, the Golf Course Committee, and the Recreation and Events Committee, and;

WHEREAS, it has been the longstanding practice of Council Members to serve as liaisons for each of the aforementioned boards, agencies, or commissions, **NOW THEREFORE**;

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

THAT, the following Council Members are appointed to serve as Council Liaison to various boards and committees as detailed in the attached Exhibit A.

PASSED AND APPROVED this the **14th** day of **May, 2018**.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

City of Jersey Village – May 14, 2018
City Council Liaison Assignments
Exhibit A

Planning and Zoning Commission and
Capital Improvements Advisory Committee

Building Board of Adjustment and Appeals

Recreation and Events Committee

Golf Course Advisory Committee

Board of Adjustment

TIRZ Board Zone No. 2

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

AGENDA DATE: May 14, 2018

AGENDA ITEM: K04

AGENDA SUBJECT: Consider Ordinance No. 2018-09, receiving the Planning and Zoning Commission's Preliminary Report and calling a joint public hearing of the City Council and the Planning and Zoning Commission concerning the proposal to amend Chapter 14 of the Code of Ordinances of the City of Jersey Village, Texas by authorizing revision of the official zoning map so that property located at 8805 Jones Road/12511 Steepleway and 8805 Jones Road #A, and described as Tracts 1 and 1a, Block 1, Jones Road Plaza, shall be changed from zoning District F ("First Business District") to Zoning District J ("Third Business District").

Department/Prepared By: Lorri Coody, City Secretary **Date Submitted:** April 25, 2018

EXHIBITS: [Ordinance No. 2018-09](#)
[Exhibit A](#) - Planning and Zoning Commission's Preliminary Report

BACKGROUND INFORMATION:

The City has received a request for a zoning change. The application has been filed by John "Jake" Ashmore on behalf of Jones Road Investments, LLC and Triangular Realty II LLC. The application seeks to change the zoning on the property located at 8805 Jones Road/12551 Steepleway and 8805 Jones Road #A, and described as Tracts 1 and 1A, Block 1, Jones Road Plaza from District F Zoning to District J Zoning.

On April 24, 2018, the Planning and Zoning Commission met to review Mr. Ashmore's request to change the zoning on the subject property from District F Zoning to District J Zoning and to prepare a preliminary report containing its findings.

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

RECOMMENDED P&Z ACTION:

MOTION: To approve Ordinance No. 2018-09, receiving the Planning and Zoning Commission's Preliminary Report and calling a joint public hearing of the City Council and the Planning and Zoning Commission concerning the proposal to amend Chapter 14 of the Code of Ordinances of the City of Jersey Village, Texas by authorizing revision of the official zoning map so that property located at 8805 Jones Road/12551 Steepleway and 8805 Jones Road #A, and described as Tracts 1 and 1A, Block 1, Jones Road Plaza, shall be changed from zoning District F ("First Business District") to Zoning District J ("Third Business District").

ORDINANCE NO. 2018-09

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING THE PLANNING AND ZONING COMMISSION'S PRELIMINARY REPORT AND CALLING A JOINT PUBLIC HEARING OF THE CITY COUNCIL AND THE PLANNING AND ZONING COMMISSION CONCERNING THE PROPOSAL TO AMEND CHAPTER 14 OF THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE, TEXAS BY AUTHORIZING REVISION OF THE OFFICIAL ZONING MAP SO THAT PROPERTY LOCATED AT 8805 JONES ROAD/12551 STEEPLEWAY AND 8805 JONES ROAD #A, AND DESCRIBED AS TRACTS 1 AND 1A, BLOCK 1, JONES ROAD PLAZA, SHALL BE CHANGED FROM ZONING DISTRICT F ("FIRST BUSINESS DISTRICT") TO ZONING DISTRICT J ("THIRD BUSINESS DISTRICT").

WHEREAS, on April 24, 2018, the Planning and Zoning Commission met to review John "Jake" Ashmore's request to change the zoning on the property located at 8805 Jones Road/12551 Steepleway and 8805 Jones Road #A, and described as Tracts 1 and 1A, Block 1, Jones Road Plaza from District F Zoning to District J Zoning; and

WHEREAS, as a result of the discussions had surrounding said request fully described above, the Planning and Zoning Commission submits its preliminarily report to City Council on May 14, 2018 and asks that it be received; and

WHEREAS, the City Council desires to call a joint public hearing with the Commission on the proposal to change the zoning on the property located at 8805 Jones Road/12551 Steepleway and 8805 Jones Road #A, and described as Tracts 1 and 1A, Block 1, Jones Road Plaza from District F Zoning to District J Zoning; **NOW THEREFORE**,

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

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

Section 2. The Planning and Zoning Commission's Preliminary Report as it relates to John "Jake" Ashmore's request to change the zoning on the property located at 8805 Jones Road/12551 Steepleway and 8805 Jones Road #A, and described as Tracts 1 and 1A, Block 1, Jones Road Plaza from District F Zoning to District J Zoning, is hereby received. The complete and correct copy of the Preliminary Report is attached hereto as "Exhibit A" and fully incorporated for all purposes.

Section 3. The City Council and the Planning and Zoning Commission of the City of Jersey Village, Texas will conduct a Joint Public Hearing at 7:00 p.m., June 18, 2018, at the Civic Center Auditorium, 16327 Lakeview, Jersey Village, Texas on the proposal to amend Chapter 14 of the Code of Ordinances of the City of Jersey Village, Texas by authorizing revision of the official zoning map so that property located at 8805 Jones Road/12551 Steepleway and 8805 Jones Road #A, and described as Tracts 1 and 1A, Block 1, Jones Road Plaza, shall be changed from Zoning District F ("First Business District") to Zoning District J ("Third Business District").

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

PASSED, APPROVED, AND ADOPTED this 14th day of May 2018.

ATTEST:

Justin Ray, Mayor

Lorri Coody, City Secretary



CITY OF JERSEY VILLAGE – PLANNING & ZONING COMMISSION PRELIMINARY REPORT – ZONING CHANGE

The Planning and Zoning Commission has met in order to review the request of John “Jake” Ashmore, filed on behalf of Jones Road Investments, LLC and Triangular Realty II LLC, requesting a zoning amendment change from District F to District J for the property located at 8805 Jones Road/12551 Steepleway and 8805 Jones Road #A, and described as Tracts 1 and 1A, Block 1, Jones Road Plaza, in the City of Jersey Village, Texas.

After review and discussion, the Commissioners preliminarily propose that Chapter 14 of the Code of Ordinances of the City of Jersey Village, Texas be amended by authorizing revision of the official zoning map as set out in Section 14-82 so that property located at 8805 Jones Road/12551 Steepleway and 8805 Jones Road #A, and described as Tracts 1 and 1A, Block 1, Jones Road Plaza, shall be changed from Zoning District F (“First Business District”) to Zoning District J (“Third Business District”).

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

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

Respectfully submitted, this 24th day of April 2018.

s/Debra Mergel, Chairman

ATTEST:

s/Lorri Coody, City Secretary



EXHIBIT A
TO THE
PLANNING AND ZONING
COMMISSION'S
PRELIMINARY REPORT
APRIL 24, 2018

PROPOSED ORDINANCE NO. 2018-xx

AN ORDINANCE AMENDING CHAPTER 14 OF THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE, TEXAS, THE JERSEY VILLAGE DEVELOPMENT CODE, BY AUTHORIZING REVISION OF THE OFFICIAL ZONING MAP AS SET OUT IN SECTION 14-82 SO THAT PROPERTY LOCATED AT 8805 JONES ROAD/12551 STEEPLEWAY AND 8805 JONES ROAD #A, AND DESCRIBED AS TRACTS 1 AND 1A, BLOCK 1, JONES ROAD PLAZA, SHALL BE CHANGED FROM ZONING DISTRICT F (“FIRST BUSINESS DISTRICT”) TO ZONING DISTRICT J (“THIRD BUSINESS DISTRICT”); CONTAINING OTHER FINDINGS AND PROVISIONS RELATING TO THE SUBJECT; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR REPEAL; PROVIDING A PENALTY AS PROVIDED BY SECTION 1-8 OF THE CODE; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

WHEREAS, the City Council of the City of Jersey Village, Texas, determines it in the best interest of the health, safety, and welfare of the citizens of the City to amend the Zoning Ordinance; and

WHEREAS, the Planning & Zoning Commission has issued its report and has recommended amendment to the Zoning Ordinance by authorizing revision of the Official Zoning Map as set out in Section 14-82 relating to the change of the zoning designation of the property located at 8805 Jones Rd./12551 Steepleway and 8805 Jones Rd. #A, and described as Tracts 1 and 1A, Block 1, Jones Road Plaza from District F (“First Business District”) to District J (“Third Business District”); and

WHEREAS, the Planning & Zoning Commission and City Council have conducted, in the time and manner required by law, a joint public hearing on such amendment to the zoning ordinance and find that the adoption of this ordinance is in the best interest of the citizens of Jersey Village; **NOW THEREFORE**,

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

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

Section 2. The property located at 8805 Jones Road/12551 Steepleway and 8805 Jones Road #A, and described as Tracts 1 and 1A, Block 1, Jones Road Plaza is rezoned from District F (“First Business District”) to District J (“Third Business District”).

Section 3. The Official Zoning District Map of the City shall be revised and amended to show the change in zoning classification of the property with the appropriate references thereon to the number and effective date of this ordinance.

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, 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.

Section 5. **Penalty.** Any person who shall violate any provision of this Ordinance shall be guilty of a misdemeanor and subject to a fine as provided in Section 1-8.

Section 6. **Effective Date.** This ordinance shall be in full force and effect from and after its passage.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2018.

ATTEST: _____
Justin Ray, Mayor

Lorri Coody, City Secretary

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

AGENDA DATE: May 14, 2018

AGENDA ITEM: K05

AGENDA SUBJECT: Consider Resolution No. 2018-28, appointing a Commissioner to fill the unexpired term ending September 30, 2019 for position one on the Planning and Zoning Commission and the Capital Improvements Advisory Committee.

Department/Prepared By: Lorri Coody

Date Submitted: April 24, 2018

EXHIBITS: [Resolution No. 2018-28](#)
Christine Layton – [Resignation Email](#)
Application of [Andrea Grimm](#)
Application of [David M. Dennis](#)
Application of [Jennifer McCrea](#)
Application of [Jon Peterson](#)
Application of [Courtney Standlee](#)

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

The Planning and Zoning Commission is a seven member Commission appointed by the Mayor with approval of the Council. Each member shall be a resident of the city and shall be appointed to serve a term of two years. P&Z members also serve on the Capital Improvements Advisory Committee. Should a vacancy occur, the Mayor, with approval of the Council, shall appoint a person to complete the unexpired term for the vacant position.

Effective April 23, 2018, Christine Layton, who served in position one for this Commission, tendered her resignation. Her resignation is attached. Mrs. Layton has served on the Commission since her appointment in October 2017.

In order to prepare for this item, a notice was placed on the City's website and on the City's Facebook Page.

The applications of those qualified candidates who have expressed interest in serving on this Commission are attached for Council's review.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2018-28, appointing a Commissioner to fill the unexpired term ending September 30, 2019 for position one on the Planning and Zoning Commission and the Capital Improvements Advisory Committee.

RESOLUTION NO. 2018-28

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPOINTING A COMMISSIONER TO FILL THE UNEXPIRED TERM ENDING SEPTEMBER 30, 2019 FOR POSITION ONE ON THE PLANNING AND ZONING COMMISSION AND THE CAPITAL IMPROVEMENTS ADVISORY COMMITTEE.

WHEREAS, the City Council of the City of Jersey Village appoints members to the Planning and Zoning Commission for two year terms, and;

WHEREAS, the Planning and Zoning Commission is a seven member Board consisting of members who shall be residents of the City; and

WHEREAS, the City's Planning and Zoning Commission shall act as the Capital Improvements Advisory Committee as provided by Section 395.058 of the Local Government Code;

WHEREAS, Position One is open on the Planning and Zoning Commission, requiring appointment for the unexpired term which began on October 1, 2017 and will expire on September 30, 2019; and

WHEREAS, qualified applicants have submitted applications for this positions; **NOW THEREFORE**,

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

THAT, the _____ is appointed to serve on the Planning and Zoning Commission and the Capital Improvements Advisory Committee, Place One, for the unexpired term which began on October 1, 2017 and will expire on September 30, 2019.

PASSED AND APPROVED this the **14th** day of **May, 2018**.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

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

AGENDA DATE: May 14, 2018

AGENDA ITEM: K06

AGENDA SUBJECT: Consider Ordinance No. 2018-10, amending the General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 in the amount not to exceed \$50,000 to increase line item 01-39-6516 (Parks and Landscaping Projects) from the General Fund Balance for the construction of the Dog Park.

Department/Prepared by: Isabel Kato

Date Submitted: April 20, 2018

EXHIBITS: [Ordinance 2018-10](#)
[Exhibit A](#) – Budget Amendment Form

BUDGETARY IMPACT:	Required Expenditure:	\$ 50,000
	Amount Budgeted:	\$ 0
	Appropriation Required:	\$ 50,000

CITY MANAGER APPROVAL: ab

BACKGROUND INFORMATION:

During the budget process for Fiscal Year 2016-2017, due to the request of many residents City Council approved the construction of a dog park. The amount approved by City Council was \$50,000; this line item was part of our Operating Budget. Unfortunately, after the approval and adoption of the 2016-2017 operating budget, our previous Parks Director resigned and we never initiated this project. Since these funds were never expended, the amount budgeted rolled into the General fund balance.

With this Agenda item, staff is respectfully requesting the re- appropriation of \$50,000 from fund balance into line item 01-39-6516 for the construction of the Dog Park.

RECOMMENDED ACTION:

MOTION: To approve Ordinance No. 2018-10, amending the General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 in the amount not to exceed \$50,000 to increase line item 01-39-6516 (Parks and Landscaping Projects) from the General Fund Balance for the construction of the Dog Park.

ORDINANCE NO. 2018-10

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE GENERAL FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30, 2018 BY INCREASING LINE ITEM 01-39-6516 (PARKS & LANDSCAPING PROJETS) IN THE AMOUNT NOT TO EXCEED \$50,000 FOR THE CONSTRUCTION OF A DOG PARK.

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 expenditure changes; and

WHEREAS, the City Manager has recommended that such budget be amended to reflect such revenues and expenditures in accordance with Exhibit A attached hereto and made a part hereof; and

WHEREAS, the City Council finds and determines that the budget should be amended as recommended by the City Manager; **NOW THEREFORE**,

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

Section 1. The recitals contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted.

Section 2. The annual budget of the City of Jersey Village, Texas for the fiscal year beginning October 1, 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 from General Fund by increasing line item 01-39-6516 (parks and landscaping projects) in the amount not to exceed \$50,000.

Section 3. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Jersey Village, Texas declares that it would have passed each and every part of the same notwithstanding the omission of any such part of this declared to be invalid or unconstitutional, or whether there be one or more parts.

PASSED AND APPROVED this 14th day of May, 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>
_____	_____	_____
_____	_____	_____

- ☒ I request the following amendment to the current budget to increase the overall budget by the amount designated below: **Only one item per form.**

<u>From the fund balance of:</u>	<u>To Line Item</u>	<u>Amount</u>
<input checked="" type="checkbox"/> General Fund	01-39-6516__	\$50,000 ____
<input type="checkbox"/> Utility Fund	_____	_____
<input type="checkbox"/> Capital Improvements Fund	_____	_____
<input type="checkbox"/> Other _____	_____	_____

Justification

During the budget process for Fiscal Year 2016-2017, due to the request of many residents City Council approved the construction of a dog park. The amount approved by City Council was \$50,000; this line item was part of our Operating Budget. Unfortunately, after the approval and adoption of the 2016-2017 operating budget, our previous Parks Director resigned and we never initiated this project. Since these funds were never expended, the amount budgeted rolled into fund balance.

Requested by: David Lot Date 4-20-18

Finance: Sufficient Funds ☒ Exist o Do Not Exist: David Lot Date 4-20-18

City Manager: Approved / Not Approved: Anthony Blum Date 4-21-18

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

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

AGENDA DATE: May 14, 2018

AGENDA ITEM: K07

AGENDA SUBJECT: Discuss with possible action either a contract extension with the audit firm of Belt Harris Pechacek, LLLP or the preparation of an RFP for audit services for a period of three year.

Department/Prepared By: Isabel Kato

Date Submitted: April 25, 2018

EXHIBITS: [Engagement Letter Belt Harris Pechacek](#)

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

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

The contract between the City of Jersey Village and the audit firm of Belt Harris Pechacek, LLLP has expired. They have offered to extend their relationship with the City of Jersey Village for additional three years starting with fiscal year 2017-2018 end of the year audit. Belt Harris Pechacek, LLLP has been the external auditors for the City of Jersey Village since September 2009.

RECOMMENDED ACTION:

Due to the personal service nature of this agreement and the amount of time that this firm had audited the city books, staff is respectfully requesting from City Council the extension of the contract with our current auditors Belt Harris Pechacek, LLLP for audit services for a three-year period.



Engagement Letter - Single Audit

April 18, 2018

The Honorable Justin Ray, Mayor
City of Jersey Village
16327 Lakeview Drive
Jersey Village, Texas 77040-1999

We are pleased to confirm our understanding of the services we are to provide for the City of Jersey Village, Texas (the "City") for the years ended September 30, 2018, 2019, and 2020.

Audit Services

We will audit 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, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City as of and for the years ended September 30, 2018, 2019, and 2020.

The component unit will be audited as part of the audit of the financial statements of the City as noted below:

1. Jersey Village Crime Control and Prevention District: Discretely Presented, No Separate Financial Statements

Limited Procedures

Accounting standards generally accepted in the United States of America provide for certain Required Supplementary Information (RSI), such as Management's Discussion and Analysis (MD&A), to supplement the City's 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. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist 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 will 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. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedule(s)
3. Net Pension Liability and Contribution Schedule(s)

In Relation Opinion

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditors' report on the financial statements:

1. Combining Statement(s) and Schedule(s)
2. Schedule of Expenditures of Federal Awards

Unaudited Information

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditors' report will not provide an opinion or any assurance on that other information:

2. Statistical Section
3. Introductory Section

In connection with the engagement, we will perform services unrelated to our attest function. The additional services we will provide include:

1. **Preparation of Documents**
We will assist in preparing the financial statements and related notes of the City in conformity with U.S. generally accepted accounting principles based on information provided by the City.
2. **Advisory Services**
We will provide routine advisory services through phone calls, conferences, or otherwise, in connection with incidental matters arising during the year. We encourage open lines of communication throughout the year as part of our services.
3. **Correspondence**
We will handle all normal correspondence from grantor, regulatory, or oversight agencies related to the audit.
4. **Professional Proofing**
To ensure documents issued in connection with the audit engagement are professional in appearance, we will submit both client-prepared information, as well as documents created entirely by the auditor, to an independent professional proofreader for a cover-to-cover inspection. This review will include consistent formatting, grammar, logic, and any other items that may detract from the document. This process is over and above technical reviews performed.
5. **Printing and Binding**
All final hard copy documents will be printed on a 1200 dpi or better resolution copier and bright white report paper. Reports will be bound with GBC-brand plastic combs with 30 mil oversized covers. We will manually inspect each page from one document and spot check remaining reports for printing errors. Our reports will be centered, properly aligned, and free of smudges and other detracting elements.
6. **Electronic Adobe Searchable PDF**
In addition to providing hard copy documents, we will also provide all final documents in electronic image files in Adobe PDF format, suitable for posting in electronic agenda packages, posting on websites, or transmitting by email to regulatory agencies.
7. **Client Portal - Auditbox**
We will provide the City access to our proprietary AuditBox online site to provide a central repository where both the City's personnel and audit team members can see documents being exchanged during the process to eliminate duplicate requests from audit team members. Both the City's documents, as well as final audit documents, will be hosted on the site providing an archive of information that new personnel may access in subsequent years, if information is needed regarding what was provided for a prior year

audit or a copy of audit documents issued.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contract, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review prior to the beginning of our audit fieldwork.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, on which we have been engaged to report, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with the preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on---

1. Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

2. Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to management and members of the governing body of the City. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Audit Procedures-General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. 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 will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial

institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures-Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and

confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Belt Harris Pechacek, LLLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Belt Harris Pechacek, LLLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the oversight agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Fees for our services are based on the actual time spent at our standard hourly rates, plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The time estimates used to project our fees are based on anticipated cooperation from your personnel and management fulfilling its responsibility, as discussed previously. Our time budget for this engagement does not include addressing matters related to management's responsibilities, such as modifications to the City's financial information, additional procedures related to alleged noncompliance with laws and regulations and similar improprieties, the City's lack of preparation for the audit, and similar matters. Such time requirements have not been included in the estimate and will be billed in addition to the fees quoted at our standard hourly rates and actual costs incurred, including legal consultations, if necessary. We will notify the appropriate party when such conditions are encountered, such as identifying schedules not prepared, out-of-balance accounts, alleged violations, etc. When possible, we will provide management with options for alleviating the condition. If it appears the item(s) will not be addressed by the City, we may perform procedures to address incidental matters to facilitate timely completion of the audit. To the extent possible, we will obtain approval before performing additional work for matters considered significant to the original proposed fee. Due to the nature of our work, such approval may not always be possible (i.e., we may be legally compelled by subpoena or similar request to expend additional time and incur other expenses to handle matters arising from this engagement).

As customary in the industry, the price quoted is an estimate. In accordance with rules of the State Board of Public Accountancy, we cannot be bound to provide the audit for the amount estimated. However, in practice, we honor our fee quotes unless adverse conditions such as those described above are encountered.

Fee Estimates

	2018	2019	2020
City Audit - All Inclusive	\$ 25,285	\$ 25,730	\$ 26,180

* A single audit is required when federal funds over \$750,000 are expended. Our fees are based on the number of major programs (programs over \$750,000).

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Generally, 40 percent will be billed and payable upon completion of interim audit procedures (normally one to four months before year end) and 60 percent after a draft of the financial statements is issued. Accordingly, the fee will be split 40/60 between

budget years. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.

It is the mutual goal of the City and our firm to issue the audit report by March 1st. In order to meet this goal, the City would need to fulfill its obligations as identified in the section Management Responsibility, principally

providing accurate closing records 60 days prior to the issuance date and responding to additional requests in a timely manner. It is understood that unexpected circumstances, which may include natural or manmade disasters, change in or absence of City personnel, fraud, noncompliance with laws and regulations, or correction of City records would likely extend the audit process beyond 60 days. If the audit process is delayed we will give the City the option of issuing the audit "as is" which would include a modification to the standard audit opinion. Alternatively, we will provide a time estimate to complete the audit, which normally involves correction of the auditees accounting records on the client's behalf.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2015 peer review accompanies this letter.

Foreign Terrorists Organizations

Pursuant to Chapter 2252, Texas Government Code, we represent and certify that, at the time of execution of this letter, neither we nor any wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of the same (i) engages in business with Iran, Sudan, or any foreign terrorist organization as described in Chapters 806 or 807 of the Texas Government Code or Subchapter F of Chapter 2252 of the Texas Government Code or (ii) is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code. The term 'foreign terrorist organization' in this paragraph has the meaning assigned to such term in Section 2252.151 of the Texas Government Code.

Required Non-Appropriation Clause

Notwithstanding anything contained in this engagement to the contrary, in the event no funds or insufficient funds are appropriated and budgeted or are otherwise unavailable in any fiscal period for fees due under this engagement agreement, the City will immediately notify us in writing of such occurrence and this agreement shall terminate on the last day of the fiscal period for which appropriations have been received or made.

Authorization of CPA's Disclosure

Any client certified public accountant involved with assisting us shall not be prohibited from disclosure of information required to be made available by the standards of the public accounting profession in reporting on the examination of financial statements. Management understands and provides permission to staff certificate or registration holders as required under the Rules of Professional Conduct, Texas Administrative Code, Title 22, Part 22, Chapter 501, Subchapter C, Section 501.75.

City of Jersey Village, Texas
Engagement Letter
Page 9 of 9

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Belt Harris Pechacek, LLP
Certified Public Accountants

Authorized by:



Michael Brotherton, CPA
Partner

RESPONSE:

This letter correctly sets forth the understanding of
City of Jersey Village, Texas.

The Honorable Justin Ray, Mayor

Date

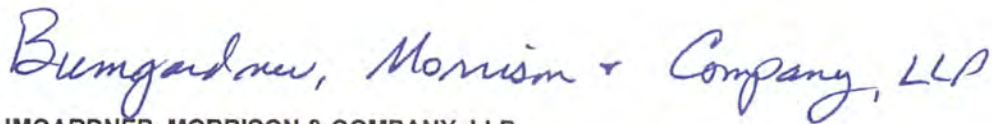
System Review Report

To the Partners of Belt Harris Pechacek, LLLP
and the Peer Review Committee of the
Texas Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Belt Harris Pechacek, LLLP (the firm) in effect for the year ended June 30, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Belt Harris Pechacek, LLLP in effect for the year ended June 30, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. Belt Harris Pechacek, LLLP has received a peer review rating of *pass*.



BUMGARDNER, MORRISON & COMPANY, LLP
October 22, 2015

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

AGENDA DATE: May 14, 2018 **AGENDA ITEM:** K08

AGENDA SUBJECT: Consider Ordinance No. 2018-11, amending the General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 by increasing line item 01-25-5516 (Collection Agency Fees) in the amount not to exceed \$53,000 to cover the cost of collection agency services.

Department/Prepared By: Fire / M. Bitz **Date Submitted:** May 1, 2018

EXHIBITS: [Ordinance 2018-11](#)
[EX A](#) – Budget Amendment Form

BUDGETARY IMPACT:	Required Expenditure:	\$113,000
	Amount Budgeted:	\$60,000
	Appropriation Required:	\$53,000

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

This year we budgeted \$60,000 dollars for collection agency fees. Our billing company is doing such a great job in collecting revenue for medical billing; we will nearly double the amount of collection before the end of the fiscal year is complete. We anticipate \$800,000 in collected revenue. We will need to pay our billing company their 14% fee for the additional revenue. We estimate this to be an additional \$53,000 dollar expenditure for line item 25-5516.

It is staff's recommendation that council adopt the ordinance amending the budget.

RECOMMENDED ACTION:

MOTION: To approve Ordinance No. 2018-11, amending the General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 by increasing line item 01-25-5516 (Collection Agency Fees) in the amount not to exceed \$53,000 to cover the cost of collection agency services.

ORDINANCE NO. 2018-11

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE GENERAL FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30, 2018 BY INCREASING LINE ITEM 01-25-5516 (COLLECTION AGENCY FEES) IN THE AMOUNT NOT TO EXCEED \$53,000 TO COVER THE COST OF COLLECTION AGENCY SERVICES.

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 expenditure changes; and

WHEREAS, the City Manager has recommended that such budget be amended to reflect such revenues and expenditures in accordance with Exhibit A attached hereto and made a part hereof; and

WHEREAS, the City Council finds and determines that the budget should be amended as recommended by the City Manager; **NOW THEREFORE**,

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

Section 1. The recitals contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted.

Section 2. The annual budget of the City of Jersey Village, Texas for the fiscal year beginning October 1, 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 from General Fund by increasing line item 01-25-5516 (Collection Agency Fees) in the amount not to exceed \$53,000.

Section 3. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Jersey Village, Texas declares that it would have passed each and every part of the same notwithstanding the omission of any such part of this declared to be invalid or unconstitutional, or whether there be one or more parts.

PASSED AND APPROVED this 14th day of May 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>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- ☒ I request the following amendment to the current budget to increase the overall budget by the amount designated below: **Only one item per form.**

<u>From the fund balance of:</u>	<u>To Line Item</u>	<u>Amount</u>
<input checked="" type="checkbox"/> General Fund	<u>01-25-5516</u>	<u>\$53,000.00</u>
<input type="checkbox"/> Utility Fund	_____	_____
<input type="checkbox"/> Capital Improvements Fund	_____	_____
<input type="checkbox"/> Other _____	_____	_____

Justification

Ambulance revenues continue to exceed our predictions. Expenditures for the collection agency is expected to be approximately \$53,000 higher than the budgeted amount of \$60,000. We must add funds to the line item to pay the collection agency for their services. What this means is our billing company is estimating a total collection this fiscal year around \$800,000 instead of the \$430,000 originally anticipated.

City Council Agenda request date 05/14/2018.

Requested by: _____

Finance: Sufficient Funds, ☒ Exist ☐ Do Not Exist: _____ Date 5/1/18

City Manager: Approved Not Approved _____ Date 5/1/18

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

AGENDA DATE: May 14, 2018 **AGENDA ITEM:** K09

AGENDA SUBJECT: Consider Ordinance No. 2018-12, amending the General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 by increasing line item 01-25-3010 (Incentives) in the amount not to exceed \$6,000 to cover the cost of Fire Department Incentives.

Department/Prepared By: Fire / M. Bitz **Date Submitted:** May 1, 2018

EXHIBITS: [Ordinance 2018-12](#)
[EX A](#) – Budget Amendment Form

BUDGETARY IMPACT:	Required Expenditure:	\$11,640
	Amount Budgeted:	\$5,640
	Appropriation Required:	\$6,000

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

This year, fire department personnel completed certain certification levels and have met the requirements to receive incentives for reaching the higher level of certification. This occurred after the city budget was already approved for our current budget years. This unscheduled increase will cause this line item to go over budget unless we add funds to it. The amount of \$6,000 is what will be needed to finish out the remaining years payroll for incentive pay.

It is staff's recommendation that council adopt the ordinance amending the budget.

RECOMMENDED ACTION:

MOTION: To approve Ordinance No. 2018-12, amending the General Fund Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 by increasing line item 01-25-3010 (Incentives) in the amount not to exceed \$6,000 to cover the cost of Fire Department Incentives.

ORDINANCE NO. 2018-12

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE GENERAL FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30, 2018 BY INCREASING LINE ITEM 01-25-3010 (INCENTIVES) IN THE AMOUNT NOT TO EXCEED \$6,000 TO COVER THE COST FOR FIRE DEPARTMENT INCENTIVES.

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 expenditure changes; and

WHEREAS, the City Manager has recommended that such budget be amended to reflect such revenues and expenditures in accordance with Exhibit A attached hereto and made a part hereof; and

WHEREAS, the City Council finds and determines that the budget should be amended as recommended by the City Manager; **NOW THEREFORE**,

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

Section 1. The recitals contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted.

Section 2. The annual budget of the City of Jersey Village, Texas for the fiscal year beginning October 1, 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 from General Fund by increasing line item 01-25-3010 (Incentives) in the amount not to exceed \$6,000.

Section 3. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Jersey Village, Texas declares that it would have passed each and every part of the same notwithstanding the omission of any such part of this declared to be invalid or unconstitutional, or whether there be one or more parts.

PASSED AND APPROVED this 14th day of May 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>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- ☒ I request the following amendment to the current budget to increase the overall budget by the amount designated below: **Only one item per form.**

<u>From the fund balance of:</u>		<u>To Line Item</u>	<u>Amount</u>
<input checked="" type="checkbox"/> General Fund		01-25-3010	\$6,000.00
<input type="checkbox"/> Utility Fund		_____	_____
<input type="checkbox"/> Capital Improvements Fund		_____	_____
<input type="checkbox"/> Other _____		_____	_____

Justification

This year, fire department personnel completed certain certification levels and have met the requirements to receive incentives for reaching the higher level of certification. This occurred after the city budget was already approved for our current budget years. This unscheduled increase will cause this line item to go over budget unless we add funds to it. The amount of \$6,000 is what will be needed to finish out the remaining years payroll for incentive pay.

City Council Agenda request date 05/14/2018.

Requested by: _____

Finance: Sufficient Funds ☒ Exist ☐ Do Not Exist: _____ Date 5/01/18

City Manager: Approved / Not Approved: _____ Date 5/1/18

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

AGENDA DATE: May 14, 2018

AGENDA ITEM: K10

AGENDA SUBJECT: Consider Resolution No. 2018-29, authorizing the City to apply for a grant from the Firehouse Subs Public Safety Foundation.

Department/Prepared By: Fire / M. Bitz

Date Submitted: May 1, 2018

EXHIBITS: [Resolution No. 2018-29](#)

BUDGETARY IMPACT:	Required Expenditure:	\$20,000
	Amount Budgeted:	\$0
	Appropriation Required	\$0

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

Firehouse Subs is a nationwide company, which serves food to patrons. As part of their outreach program, Firehouse Subs has a grant program through their foundation to support local fire departments. Fire departments all over the country apply for funding to purchase lifesaving equipment.

We are looking to purchase a piece of equipment to help serve our community during events like parades, fun runs and the farmers market etc. Mobility for fire apparatus can become a challenge, providing little access points for fire apparatus and ambulance units. We are seeking a \$20,000 grant from Firehouse Subs to purchase a mobile medical golf cart. This equipment will have the capability of transporting a patient from areas our ambulance cannot get to and bring the patient to the ambulance for treatment. This mobile golf cart can hold a stretcher and ems equipment along with medical personnel.

It is staff's recommendation that council adopt the resolution authorizing the grant application through Firehouse Subs.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2018-29, authorizing the City to apply for a grant from the Firehouse Subs Public Safety Foundation.

RESOLUTION NO. 2018-29

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY TO APPLY FOR A GRANT FROM THE FIREHOSUE SUBS PUBLIC SAFETY FOUNDATION.

WHEREAS, the Jersey Village City Council finds it in the best interest of the citizens of the City of Jersey Village that the Fire Department submit and accept granting from the Firehouse Subs Public Safety Foundation.

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

- Section 1.** The City Council authorizes the Jersey Village Fire Department to submit application for granting of Equipment related to safety of EMS Personnel and Fire Fighters from the Firehouse Subs Public Safety Foundation.
- Section 2.** The City Council assures the awarded funds will be returned in full in the event of loss or misuse of the funds.
- Section 3.** The City Council authorizes the Fire Chief, 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 4.** The City Council assures the City of Jersey Village will comply with other rules set by the Firehouse Subs Public Safety Foundation.

PASSED AND APPROVED this 14TH day of May 2018.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

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

AGENDA DATE: May 14, 2018

AGENDA ITEM: K11

AGENDA SUBJECT: Consider Resolution No. 2018-30, authorizing the City Manager to execute an agreement with PGAL, Inc. for the design of a new Jersey Meadow Golf Course Club House.

Department/Prepared By: Parks and Recreation, Jason Alfaro

Date Submitted: May 8, 2018

EXHIBITS: [Resolution 2018-30](#)
 [Exhibit A](#) - PGAL, Inc. Contract
 [PGAL, Inc. Proposal](#)

BUDGETARY IMPACT: \$189,800 from the Hotel Motel Tax Funds

BACKGROUND INFORMATION:

On March 8, 2018 the City Council held a workshop to discuss options for a new clubhouse facility, and directed staff to prepare a request for proposal for the design of a new facility. The request for proposal was posted on the city website and emailed directly to 30 firms on March 14, 2018. Nine proposals were received in response to the request for proposal and a team of city staff reviewed and ranked the proposals. After careful review and discussion with the review team PGAL, Inc. was unanimously selected as the firm to negotiate terms for work related to the golf course clubhouse.

On April 16, 2018 the City Council approved Resolution Number 2018-xx authorizing the City Manager to negotiate an agreement with PGAL, Inc. for design of a new, Jersey Meadow Golf Course Club House. During that time city staff has met with Mr. Paul Bonnette, Principal of PGAL, Inc., and have discussed basic necessities of the new clubhouse. Mr. Bonnette submitted a contract to city staff and the legal department has reviewed.

RECOMMENDED ACTION:

Motion to approve Resolution No. 2018-30, authorizing the City Manager to execute a contract with PGAL, Inc. for the design of the new, Jersey Meadow Golf Course Club House.

RESOLUTION NO. 2018-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH PGAL, INC. FOR THE DESIGN OF A NEW JERSEY MEADOW GOLF COURSE CLUB HOUSE.

WHEREAS, on April 16, 2018, City Council authorized staff to negotiate a contract with PGAL, Inc. for the design of a new Jersey Meadow Golf Course Club House in Jersey Village; and

WHEREAS, the City has received a contract from PGAL, Inc. for services related to the design of a new Jersey Meadow Golf Course Club house for the City of Jersey Village; **NOW THEREFORE**,

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

That the City Manager is authorized to execute a contract on behalf of the City of Jersey Village with PGAL, Inc., for services related to the design of a new, Jersey Meadow Club House for the City of Jersey Village in substantially to form as attached Exhibit A.

PASSED AND APPROVED this the **14th** day of **May**, A.D., **2018**.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

EXHIBIT A

PGAL, INC. – CONTRACT



AIA[®] Document B101[™] – 2017

Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the 14th day of May in the year 2018
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

The City of Jersey Village
16372 Lakeview Dr.
Jersey Village, Texas 77040

and the Architect:
(Name, legal status, address and other information)

PGAL, Inc.
3131 Briarpark Dr., Suite 200
Houston, Texas 77042

for the following Project:
(Name, location and detailed description)

The City of Jersey Village Jersey Meadow Golf Course Clubhouse
8502 Rio Grande
Jersey Village, Texas 77040

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

CITY COUNCIL MEETING PACKET FOR THE CITY COUNCIL MEETING ON MAY 14, 2018

Init.

PB /

TABLE OF ARTICLES

1	INITIAL INFORMATION
2	ARCHITECT'S RESPONSIBILITIES
3	SCOPE OF ARCHITECT'S BASIC SERVICES
4	SUPPLEMENTAL AND ADDITIONAL SERVICES
5	OWNER'S RESPONSIBILITIES
6	COST OF THE WORK
7	COPYRIGHTS AND LICENSES
8	CLAIMS AND DISPUTES
9	TERMINATION OR SUSPENSION
10	MISCELLANEOUS PROVISIONS
11	COMPENSATION
12	SPECIAL TERMS AND CONDITIONS
13	SCOPE OF THE AGREEMENT

(Paragraph deleted)

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1.1 The Owner's program for the Project:

(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

The City of Jersey Village is anticipating the need for a new golf course clubhouse to provide an appropriately sized, aesthetically pleasing and useful venue for the community. The City anticipates an approximately 8,000 GSF building with a preliminary estimated construction cost of approximately \$1,200,000 to include lobby, pro shop, office space, merchandise display, conference room, storage, public restrooms, locker rooms, a commercial grade kitchen, bar, informal dining room, and banquet room for up to 250 people. An outside covered deck for 200 + people shall also be provided. PGAL will determine the exact program of spaces, anticipated budget and schedule as part of the initial programming meetings and schematic design phase for the project.

§ 1.1.2 The Project's physical characteristics:

(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

The new golf course clubhouse will be approximately 8,000 sq. ft. of enclosed space with a large outdoor deck seating at least 200 people. The expected location will be near the existing clubhouse. The Owner will provide a current survey of the area proposed for the building. PGAL will provide a geotechnical report as part of the initial design stages once the exact building location has been determined.

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:
(Provide total and, if known, a line item breakdown.)

The current estimated construction budget is \$1,200,000.00

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

Schematic Design – approximately 1 month
Design Development – approximately 1 month
Construction Documents – approximately 2 months

.2 Construction commencement date:

Approximately 5 months from commencement of design.

.3 Substantial Completion date or dates:

Approximately 8 months from commencement of construction.

.4 Other milestone dates:

N/A

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:
(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)

Competitive Sealed Proposal

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:
(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

N/A

§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™–2017, Sustainable Projects Exhibit, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E204–2017 is incorporated into this agreement, the Owner and Architect shall incorporate the completed E204–2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:
(List name, address, and other contact information.)

Mr. Jason Alfaro
Parks and Recreation Director
City of Jersey Village,
16327 Lakeview Dr
Jersey Village, Texas 77040

§ 1.1.8 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:
(List name, address, and other contact information.)

§ 1.1.9 The Owner shall retain the following consultants and contractors:
(List name, legal status, address, and other contact information.)

.1 Surveyor:

(Paragraphs deleted)

To be determined by Owner

§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:
(List name, address, and other contact information.)

Paul D. Bonnette, AIA
Principal
PGAL, Inc.
3131 Briarpark Dr., Suite 200
Houston, Texas 77042

§ 1.1.11 The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:
(List name, legal status, address, and other contact information.)

§ 1.1.11.1 Consultants retained under Basic Services:

.1 Structural Engineer:

Integrity Structural Corp.
12777 Jones Rd., Suite 388
Houston, Texas 77070

.2 Mechanical Electrical and Plumbing Engineer:

Infrastructure Associates
6117 Richmond Ave., Suite 200
Houston, Texas 77057

.3 Telecommunications, Security and Audio Visual Design:

Infrastructure Associates
6117 Richmond Ave., Suite 200
Houston, Texas 77057

.4 Landscape Architect:

Kudela & Weinheimer
7155 Old Katy Rd.,
Houston, Texas 77024

.5 Foodservice Designer:

Init.

Worrell Design Group
10705 Briar Forest Dr.
Houston, Texas 77042

.1 Geotechnical Engineer:

Intertek PSI
3730 Dacoma St.
Houston, Texas 77092

§ 1.1.11.2 Consultants retained under Supplemental Services:

N/A

§ 1.1.12 Other Initial Information on which the Agreement is based:

N/A

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties may use AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™-2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. The Architect makes no warranty, express or implied, as to its professional services rendered under this Agreement.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance until termination of this Agreement

§ 2.5.1 Commercial General Liability with policy limits of not less than One Million Dollars (\$ 1,000,000.00) for each occurrence and Two Million Dollars (\$ 2,000,000.00) in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than One Million Dollars (\$ 1,000,000.00) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability with policy limits not less than One Million Dollars (\$ 1,000,000.00) each accident, One Million Dollars (\$ 1,000,000.00) each employee, and One Million Dollars (\$ 1,000,000.00) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than Five Million Dollars (\$ 5,000,000.00) per claim and Five Million Dollars (\$ 5,000,000.00) in the aggregate. Such coverage is written on a claims-made basis with defense costs and expenses "within limits" (i.e. declining limits policy). The Architect agrees to maintain this insurance for a period of at least four (4) years after Substantial Completion of the Project, provided that such coverage is reasonably available at commercially affordable premiums.

§ 2.5.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

§ 2.5.9 To the fullest extent permitted by law and without voiding or impairing the coverage afforded by the insurance required hereunder, Architect, on its own behalf and Owner, on its own behalf, hereby waive against each other, all rights of recovery, whether under subrogation or otherwise, for loss, damage and/or liability to the extent covered by the insurance policies required to be maintained by either Architect or Owner hereunder. It shall be required that all such insurance policies shall contain an express written waiver of all rights of recovery, whether under subrogation or otherwise. A waiver of subrogation shall be effective as to any individual or entity even if such individual or entity (a) would otherwise have a duty of indemnification, contractual or otherwise, (b) did not pay the insurance premium directly or indirectly, and (c) whether or not such individual or entity has an insurable interest in the property damaged.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Owner and Architect are aware that many factors outside the Architect's control may affect the Architect's ability to complete the services to be provided under this Agreement. The architect will perform these services with reasonable diligence and expediency consistent with sound professional practices. Owner agrees that the Architect is not responsible for damages arising directly or indirectly from any delays for causes beyond the Architect's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters; fires, riots, war or other emergencies or acts of God; failure of any government agency to act in a timely manner; failure of performance by the Owner or the Owner's contractors or consultants; or discovery of any hazardous substances or differing site conditions.

§ 3.1.5 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

§ 3.1.6 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.7 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.1.8 The Architect shall review laws, codes, and regulations applicable to the Architect's services. The Architect shall respond in the design of the Project to requirements imposed by governmental authorities having jurisdiction over the Project. The Architect shall comply with applicable laws, codes and regulations in effect as of the date of submission to building authorities. Design changes made necessary by newly enacted laws, codes and regulations after this date shall entitle the Architect to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement. In addition, the Architect shall be entitled to rely reasonably on interpretations and approvals given by government officials with responsibility for enforcing such laws, codes, and regulations and shall not be responsible for changes made by such officials to interpretations or approvals previously given.

§ 3.1.9 The Owner acknowledges and agrees that the Americans with Disabilities Act (ADA) requirements may be subject to different interpretations, legal or otherwise, that the Architect cannot, and does not guarantee compliance, and that the Architect's application and use of the technical requirements of the ADA Accessibility guidelines, current as of the day of this agreement, in preparing the Architect's services is a matter of professional judgment. The Architect's services shall be limited to the application and incorporation of the technical requirements of the ADA Accessibility Guidelines, current as of the date of this agreement into the Project, pursuant to the applicable standard of care. In addition, the Architect shall be entitled to rely reasonably on written interpretations and specific approvals regarding the disability requirements given by government officials with responsibility for enforcing such ADA Requirements.

§ 3.1.10 Existing Conditions. To the extent that any portion of this project involves the remodeling, rehabilitation of or tie-in with an existing structure, the Owner shall furnish, at the Owner's expense, all information, requirements, reports, data, and instructions required by this Agreement. The Architect may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof, subject to the limitations contained within such documentation, in addition to its own visual observation of the existing structure. The Architect cannot be held responsible for errors in reports or existing conditions in documents or reports that were not prepared by Architect or its consultants, which cannot be visually/physically verified. The Architect shall notify the Owner of any materially significant assumption it is making within its design which conflicts from information provided by the Owner. Furthermore, to the extent that any portion of this project involves the remodeling, rehabilitation of or tie-in with an existing structure, and there is any concern about mold, moisture or mildew, the Owner shall authorize Architect to retain moisture and mold consultant(s) as additional services as may be reasonably required for the discovery, evaluation and remediation of existing water intrusion, moisture and/or mold conditions.

§ 3.1.11 Fast – Track Schedule. If so elected to be employed by the Owner: In consideration of the benefits to the Owner of employing the fast track process (in which some of the Architect's design services overlap the construction work and are out of sequence with the traditional project delivery method), and in recognition of the inherent risks of fast tracking to the Architect, the Owner recognizes that there may be design changes and modification of portions of the Work already constructed due to the Owner's decision to employ the fast track process. The Owner agrees to compensate the Architect for all additional Services required to modify, the Construction Documents and coordinate them in order to meet the Owner's program requirements because of the Owner's decision to construct the Project in a fast track manner.

§ 3.1.12 The parties agree that this Agreement does not establish a joint venture, employment or agency relationship. Nothing contained in this Agreement or any action by Architect **shall be construed to** impose a fiduciary duty on Architect **or** create a fiduciary relationship between **Architect and** the Owner or between Architect and any third party.

§ 3.2 Schematic Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

§ 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

§ 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect upon the Owner's specific written request at that time, may assist the Owner in the development and preparation of procurement information and the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.5 Procurement Phase Services

§ 3.5.1 General

Upon the specific request of the Owner, the Architect shall assist the Owner in establishing a list of prospective contractors.

§ 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 Upon the specific request of the Owner at that time, the Architect may assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,

§ 3.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

(Paragraphs deleted)

§ 3.6 Construction Phase Services

§ 3.6.1 General

§ 3.6.1.1 The Architect shall provide Construction Phase services as set forth below and in the Contract for Construction executed by the Contractor and the Owner. The Contractor's responsibilities shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement. Furthermore, in the event of any conflict between the terms and conditions of this Agreement and the terms and conditions of the Contract for Construction, the terms and conditions of this Agreement shall govern and control

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Construction Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect recommend the issuance of the final Certificate for Payment.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Construction Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Construction Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to recommend that the Owner reject Work that does not conform to the Construction Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to recommend that the Owner require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Construction Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

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§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Construction Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Construction Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Construction Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Construction Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 Submittals

§ 3.6.4.1 The Owner shall require that the Contractor review and approve any submittal prior to submitting the same to the Architect. The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Construction Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Construction Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information. The Contractor may, after exercising due diligence to locate required information, request from the Architect clarification or interpretation of the requirements of the Construction Documents. The Architect shall, with reasonable promptness, respond to such Contractor's requests for clarification or interpretation.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Construction Documents.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall Review and comment upon and, upon the Owner's specific request, prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Construction Documents.

§ 3.6.6.2 The Architect's inspections under this Section 3.6.6 shall be conducted with the Owner to check conformance of the Work with the requirements of the Construction Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise

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specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)

Supplemental Services	Responsibility (Architect, Owner, or not provided)
§ 4.1.1.1 Programming	Architect
§ 4.1.1.2 Multiple preliminary designs	Architect
§ 4.1.1.3 Measured drawings	Architect
§ 4.1.1.4 Existing facilities surveys	Owner
§ 4.1.1.5 Site evaluation and planning	Architect
§ 4.1.1.6 Building Information Model management responsibilities	Architect
§ 4.1.1.7 Development of Building Information Models for post construction use	Architect
§ 4.1.1.8 Civil engineering	Architect
§ 4.1.1.9 Landscape design	Architect
§ 4.1.1.10 Architectural interior design	Architect
§ 4.1.1.11 Value analysis	Architect
§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	Not provided
§ 4.1.1.13 On-site project representation	Not provided
§ 4.1.1.14 Conformed documents for construction	Architect
§ 4.1.1.15 As-designed record drawings	Architect
§ 4.1.1.16 As-constructed record drawings	Architect (based on Contractor's markups)
§ 4.1.1.17 Post-occupancy evaluation	Not provided
§ 4.1.1.18 Facility support services	Not provided
§ 4.1.1.19 Tenant-related services	Not provided
§ 4.1.1.20 Architect's coordination of the Owner's consultants	Not provided
§ 4.1.1.21 Telecommunications/data design	Architect
§ 4.1.1.22 Security evaluation and planning	Architect
§ 4.1.1.23 Commissioning	Not provided
§ 4.1.1.24 Sustainable Project Services pursuant to Section 4.1.3	Not provided
§ 4.1.1.25 Fast-track design services	Not provided
§ 4.1.1.26 Multiple bid packages	Not provided
§ 4.1.1.27 Historic preservation	Not provided
§ 4.1.1.28 Furniture, furnishings, and equipment design	Not provided
§ 4.1.1.29 Other services provided by specialty Consultants	Foodservice Design
§ 4.1.1.30 Other Supplemental Services	

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§ 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)

N/A

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)

N/A

§ 4.1.3 If the Owner identified a Sustainable Objective in Article I, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™–2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

§ 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;

(Paragraph deleted)

- .8 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .9 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two (2) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Sixteen (16) visits to the site by the Architect during construction
- .3 One (1) inspection for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 One (1) inspection for any portion of the Work to determine final completion.

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within Fourteen (14) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

(Paragraph deleted)

§ 5.7 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. While the Architect shall coordinate its own work with that of the professional services of all consultants on the Project whether retained by the Owner or Architect, this coordination shall not absolve or release contractors or other design professionals from complying with their respective standards of care. The Architect is not responsible for errors and omissions of consultants it does not retain. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, shall be prepared by the Owner, the Owner's cost estimator or the Contractor. If requested by the Owner, the Architect may review and comment upon such evaluations and estimates of the Owner's budget and/or estimates of the Cost of the Work. The Architect's review and comment represent the Architect's judgment as a design professional. It is recognized,

however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Owner, the Owner's cost estimator or the Contractor shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to recommend design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Owner's, the Owner's cost estimator's or the Contractor's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Contractor or cost estimator shall provide such an estimate.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, upon the Owner's further request, the Architect may make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect and Contractor in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

§ 6.8 Value Engineering and/or Owner Directed Changes. If the Owner retains the services of a Value Engineer (VE) (whether it be a cost estimator, the contractor or otherwise) to review the Construction Documents prepared by the Architect, it shall be at the Owner's sole expense and shall be performed in a timely manner so as not to delay the orderly progress of the Architect's services. The Owner shall promptly notify the Architect of the identity of the VE and shall define the VE's scope of services and responsibilities for the Architect. All recommendations of the VE and all Owner Requested Changes shall be given to the Architect for review, and adequate time will be provided for the Architect to respond to these recommendations. If the Architect objects to any recommendations made by the VE and/or any Owner Requested Changes, it shall so state in writing to the Owner, along with the reasons for objecting. If the Owner requires the incorporation of changes in the Construction Documents to which the Architect has objected, the Owner agrees, to the fullest extent permitted by law, to waive all claims against the Architect and to indemnify and hold harmless the Architect from any damages, liabilities or costs, including reasonable attorneys' fees and costs of defense, which arise in connection with or as a result of the incorporation of such design changes required by the Owner. In addition, the Architect shall be compensated for services necessary to incorporate recommended value engineering changes and owner requested changes into reports, drawings, specifications, bidding or other documents.

§ 6.9 No fixed limit of Construction Cost has currently been established as a condition of this Agreement by the furnishing, proposal or establishment of a Project budget. However, if a fixed limit of Construction Cost is established and/or in the process of further establishing a Project Budget or estimated cost of construction, the Contractor shall review and price out the Plans and Specifications at **70% Design Development** and then again at **30% Construction Documents** so to advise the Owner and Architect of any adjustments to the preliminary estimate of Construction Cost. If the estimated Cost of Construction exceeds the Project Budget or Estimated Cost of Construction at these two (2) benchmarks, the Owner may direct the Architect to make revisions necessary to bring the Project into compliance with the Budget at no additional cost to the Owner. However, if the Owner has approved both the Design and the Estimate at these two (2) benchmarks, further revisions to the design and documentation for elements of the Project which had previously been approved by the Owner, necessary to bring the Project into compliance with the budget, will be provided as additional services. Lastly, if the Architect introduces a new element to the design and documentation that had not been previously approved by the Owner, and this new element must be deleted or revised to conform to the previously approved budget, the Architect shall make such revisions at no additional cost to the Owner.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a revocable, nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 The Instruments of Services are for use on this Project only. The Owner shall not reuse the Instruments of Service for any other project without the prior written consent of Architect. If the Instruments of Service are used on any other project or are modified without the prior written consent of Architect, the Owner shall defend, indemnify and hold harmless Architect from all claims and damages arising out of or purported to arise out of the modification or the use of the Instruments of Service on the other second project. Further, all ownership rights and/or license rights to the Construction Documents, Instruments of Service or Project Documents are granted solely to Owner. In the event the Owner uses or modifies the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses or modifications. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity arising from the Owner's use or modification of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if there has been a determination that the Owner rightfully terminated this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner and the Architect each binds itself, its successors, assigns and legal representatives to the other party hereto and to the successors, assignees and legal representatives of such party in respect to all covenants, agreements and obligations contained in the Agreement. The Owner may transfer, sell or assign these rights to any third party with the Architect's prior consent. The Owner's right to transfer, sell, or assign these rights to any third

party, including any future owner of the Project, shall be conditioned upon acceptance of the terms and conditions herein by the new owner unless the new owner is an entity which is related to the Owner.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

§ 7.6 If the Architect is terminated or is not allowed to complete all the services called for by this Agreement through no fault of its own or through an assignment of this Agreement to a Purchaser, the Architect shall not be held responsible for the accuracy, completeness or constructability of the Instruments of Service prepared by the Architect if used, changed or completed by the Owner or by another party. Furthermore, if the Owner **decides to complete the project through the use of another design professional and uses the Instruments of Service**, Owner agrees to the following conditions:

If during the Design Phases: (i) Architect will remove its name from the Instruments of Service; (ii) Owner waives all claims against Architect related to the use of the Instruments of Service or in any way connected with the Project; (iii) Owner will defend, indemnify and hold harmless the Architect for any claims, liabilities or damages arising out of or related to the use of the Instruments of Service or in any way connected with the Project; and (iv) all invoices due the Architect must be paid in full.

If during the Construction Phase: (i) Owner waives all claims against Architect related to the use of the Instruments of Service or in any way connected with the Project except to the extent caused by Architect's sole negligence or willful misconduct; (ii) Owner will defend, indemnify and hold harmless the Architect for any claims, liabilities or damages arising out of or related to the use of the Instruments of Service or in any way connected with the Project except to the extent caused by Architect's negligence or willful misconduct; and (iii) all invoices due the Architect must be paid in full.

§ 7.7 The Architect's Instruments of Service hereunder are the printed hardcopy drawings and specifications issued for the Project, whereas, the electronic media, including CAD files, are tools for preparation. In the event of a conflict, however, the printed copies take precedence over the electronic media. The Architect shall retain ownership of the electronic media. The Owner is granted a license for its use, but only in the operation and maintenance of the Project. Use of the materials for modification, extension, or expansion of this Project or any other Project by any entity other than the Architect shall not be allowed. Because the data stored in the electronic media form can be altered, either intentionally, un-intentionally, by transcription, machine error, environment factors, or by operations, it is agreed that the Owner shall indemnify, defend, save harmless the Architect, its Officers, Employees and Consultants from and against any and all claims, liabilities, damages, losses and costs, including but not limited to costs of defense, arising out of changes or modification of the data in electronic media form in the Owner's possession or released to others by the Owner and for any use of the electronic media drawings and specifications outside the license granted by the provision.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. Consequential damages include, but are not limited to, loss of use and loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may

have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:
(Check the appropriate box.)

- ☐ Arbitration pursuant to Section 8.3 of this Agreement
- ☒ Litigation in a court of competent jurisdiction
- ☐ Other: (Specify)

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

(Paragraphs deleted)

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven (7) days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted. Should the Owner fail to cure the breach following a suspension, Architect may terminate this Agreement upon an additional seven (7) days' notice.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven (7) days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than thirty (30) days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7

(Paragraphs deleted)

Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 9.8 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.8.

(Paragraph deleted)

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2017, General Conditions of the Contract for Construction. However, in the event of any conflict between the terms and conditions of this Agreement and the A201, the terms and conditions of this Agreement shall govern and control.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project or an Owner-related entity if the lender or Owner-related entity agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment. The

Architect shall execute such consents reasonably required to facilitate such assignment; provided that such consents do not increase the Architect's contractual or legal obligations or risks, or adversely affect the availability or cost of its professional or general liability insurance. The Owner may also assign this Agreement to any other person or entity ("Purchaser") with the Architect's prior written consent, such consent not to be unreasonably withheld. If the Architect objects to any such proposed assignment, and/or this Agreement or Architect's services are terminated as a result of such an assignment, the Purchaser may nevertheless enjoy the benefits of the license of the Architect's Instruments of Service subject to the requirements of Section 7.4 above.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement. Architect shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might increase the Architect's risk or the availability or cost of its professional or general liability insurance. As used herein, the word "certify" and/or "certificates" shall mean an expression of the Architect's professional opinion to the best of its information, knowledge and belief, and does not constitute a warranty or guarantee by the Architect.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect. The Architect's services under this Agreement are being performed solely for the Owner's benefit, and no other party or entity shall have any claim against the Architect because of this Agreement or the performance or nonperformance of services hereunder.

§ 10.6 The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site. In the event the Architect or any other party encounters any hazardous materials, or should it become known to the Architect that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of the Architect's services, the Architect may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the Owner retains appropriate consultants or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations. Architect shall not be responsible for locating or abating any hazardous materials.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement. These provisions shall not apply to information in whatever form that is in the public domain, or was previously known to and/or generated by the Architect.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

§ 10.10 Indemnification.

A. To the fullest extent permitted by law, the Architect hereby agrees as follows:

.1 with regard to the professional services performed and to be performed hereunder by or through the Architect, Architect agrees, to the fullest extent permitted by law, to indemnify and hold the Owner harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the proportionate extent that Claims are caused by Architect's negligent services or willful misconduct. The Architect shall not have an upfront duty to defend the Owner but shall reimburse reasonable defense fees and costs to the extent a Claim is determined to have been caused by the negligence or willful misconduct of Architect, or as the parties otherwise agree in settlement. The indemnity obligations provided under this section shall only apply to the extent such Claims are determined by a court of competent jurisdiction or arbitrator to have been caused by the negligence or willful misconduct of Architect. These indemnity obligations shall not apply to the extent said Claims arise out of, pertain to, or relate to the negligence of Owner or Owner's other agents, other servants, or other independent contractors, including the contractor, subcontractors of contractor or other consultants of Owner, or others who are directly responsible to Owner, or for defects in design or construction furnished by those persons; and

.2 with regard to any acts or omissions of the Architect in connection with this Agreement which do not comprise professional services, the Architect further agrees to indemnify, defend and hold harmless the Owner from and against any and all claims, demand actions, causes of action, losses, liabilities, costs, reasonable attorneys' fees and litigation expenses, and specifically including claims of negligence and breach of contract (all of the foregoing being hereinafter individually and collectively called "claims") provided that any such claim is attributable to bodily injury, death, or property damage suffered or incurred by, or asserted against, the Indemnified Parties to the extent, but only to the extent, that the claims are the result of any negligent act or omission by the Architect, its consultants or subconsultants or anyone for whom the Architect is responsible under this agreement, excluding, however, bodily injury, death or property damage arising out of the rendering or failure to render any professional services by the Architect (which is covered by Section 10.10.A.1 above).

B. The Owner agrees, to the fullest extent permitted by law, to indemnify and hold Architect harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by the Owner's willful misconduct or negligent acts, errors or omissions and those of his or her contractors, subcontractors or consultants or anyone for whom the Owner is legally liable.

C. Neither Owner nor Architect shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or willful misconduct.

§ 10.11 Limitation of Liability. In recognition of the relative risks and benefits of the Project to both the Owner and the Architect, the risks have been allocated such that the Owner agrees, to the fullest extent permitted by law, to limit the liability of the Architect to the Owner for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Architect to the Owner shall not exceed the Architect's insurance coverage available at the time of settlement or judgment. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, except for acts of willful misconduct or unless otherwise prohibited by law.

§ 10.12 Sole Remedy. It is intended by the parties to this Agreement that the Owner's obligations and Architect's services in connection with the Project shall not subject the Owner's or the Architect's individual shareholders, employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, the Owner and Architect agree that as the sole and exclusive remedy against the other, any claim, demand or suit shall be directed and/or asserted only against the business entities that are the parties to this Agreement and not against any of the Owner's or Architect's individual shareholders, employees, officers or directors except for acts of willful misconduct or as otherwise prohibited by law.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum
(Insert amount)

\$189,800.00

- .2
(Paragraphs deleted)

Other

(Describe the method of compensation)

Reimbursable expenses not-to-exceed \$3,000.00

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

N/A

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

N/A

§ 11.4

(Paragraphs deleted)

When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	Fifteen	percent (15	%)
Design Development Phase	Twenty	percent (20	%)
Construction Documents Phase	Fourty	percent (40	%)
Procurement Phase	Five	percent (5	%)
Construction Phase	Twenty	percent (20	%)
Total Basic Compensation	one hundred	percent (100	%)

(Table deleted)

(Paragraph deleted)

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. *(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

See attachment A

(Table deleted)

§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,
- .12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus Ten percent (10 %) of the expenses incurred.

§ 11.9

(Paragraphs deleted)

Payments to the Architect

(Paragraphs deleted)

§ 11.9.1 Progress Payments

§ 11.9.1.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Insert rate of monthly or annual interest agreed upon.)

Eight percent (8 %) per annum

§ 11.9.1.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.9.1.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

(Include other terms and conditions applicable to this Agreement.)

N/A

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

.1 AIA Document B101™-2017, Standard Form Agreement Between Owner and Architect
(Paragraphs deleted)

.2 Exhibits:

(Check the appropriate box for any exhibits incorporated into this Agreement.)

[] AIA Document E204™-2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204-2017 incorporated into this agreement.)

[X] Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)

Exhibit A: PGAL Hourly Rate Schedule

.3 Other documents:

(List other documents, if any, forming part of the Agreement.)

N/A

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

Austin Bleess City Manager
(Printed name and title)


ARCHITECT (Signature)

Paul D. Bonnette, AIA Principal
(Printed name, title, and license number, if required)



May 4, 2018

Mr. Austin Bleess
City Manager
City of Jersey Village
16327 Lakeview
Jersey Village, TX 77040
Voice: (713) 466-2109
Email: ableess@ci.jersey-village.tx.us

RE: Scope of Services and Fee Proposal
City of Jersey Village Jersey Meadow Golf Course Clubhouse

Dear Mr. Bleess:

The office of PGAL is pleased to present this scope of work and fee proposal for the design of the City of Jersey Village Jersey Meadow Golf Course Clubhouse. This will include providing A/E services for schematic design, design development, construction documentation, bidding and construction administration. These services will be provided by our PGAL team and our consultants as follows:

Architecture, & Project Management	PGAL
Civil Engineering	PGAL
Landscape Architecture	Kudela & Weinheimer
Structural Engineering	Integrity Structural
MEP Engineering	Infrastructure Associates
Telecommunications, Security and AV Consultant	Infrastructure Associates
Foodservice Design	Worrell Design Group
Geotechnical Engineering	Intertek - PSI

PROJECT UNDERSTANDING

The City of Jersey Village is anticipating the need for a new golf course clubhouse to provide an appropriately sized, aesthetically pleasing and useful venue for the community. The City anticipates an approximately 8,000 GSF building with a preliminary estimated construction cost of approximately \$1,200,000 to include lobby, pro shop, office space, merchandise display, conference room, storage, public restrooms, locker rooms, a commercial grade kitchen, bar, informal dining room, and banquet room for up to 250 people. An outside covered deck for 200 + people shall also be provided.

The scope of work anticipated includes the following:

PRELIMINARY DESIGN

KICK-OFF/VISIONING SESSION WITH STAKEHOLDERS

- Key team members will be introduced and individual roles and responsibilities outlined. It will be an orientation session to introduce the consultant team to the stakeholders that will be involved in this project and for your team to be introduced to us.
- Lines of communication will be established and contact information collected for a project directory of names and phone numbers to be distributed. This will assure open and effective communications.
- Jersey Village staff and stakeholders will explain in more detail their overall goals and objectives for the project.
- The team establishes milestone dates for all review meetings and deliverables throughout the phase. This allows everyone to better prepare for each meeting and reduce conflicts.
- Budget and schedule goals from City will be established.

NEEDS ASSESSMENT AND DATA GATHERING

- Tour and collect data on existing facilities
- Interview staff and distribute questionnaires, to identify needs, goals, processes and priorities for each of the functional areas of the project
- Review current functional components, adjacency requirements, security needs, circulation, flow of operations, and individual area requirements
- Review growth, flexibility, and increased efficiency expectations.

ANALYZE DATA, SPACE STANDARDS AND PROGRAM REQUIREMENTS

- Collect and analyze interview and questionnaire results
- Collect existing and/or establish new space standards
- Benchmark against other facilities
- Separate people and staff areas from other areas (technology, maintenance, etc.) and define current and future space requirements
- Evaluate staff efficiencies
- Develop program requirements
- Develop room data sheets for each space in the program to define the use and equipment to be used in each space

EVALUATE POTENTIAL SITE

- Develop an understanding of the proposed site/review site surveys and compile existing physical statistics.
- Thoroughly evaluate the new site for vehicle and pedestrian access, storm water capacity, traffic flow and impact, as well visitor and staff parking requirements to position the facility optimally on the site and offer the City multiple options based on anticipated impact of the new facility.

DEVELOP BLOCKING SCENARIOS

- During this process, the PGAL team will develop concept bubble diagrams to study appropriate adjacencies and of the spaces.
- Department's locations will be studied and proposed in terms of public access, offices, security and internal hierarchies.
- Evaluate single-story versus two-story solutions.
- Test program using space planning exercises with the users.

CONCEPT DESIGN

- Develop concept design options for the project including site plan, floor plans, building elevations, and renderings depicting the proposed concept.

DEVELOP PROJECT SCHEDULE AND BUDGETS

- Resources and funding sources will be reviewed and budget guidelines established.
- Project schedule requirements and limitations will be identified.
- Develop a comprehensive project budget for the entire project including the cost of each site plan and building configuration option to assist City Council in the decision-making process.

COUNCIL PRESENTATION

- Prepare and present final program document with project narrative overview explaining the project scope and goals.
- Include descriptions of department and functional spaces.
- An overall numerical summary of the project identifying all individual requirements at a department or staff position level.
- Adjacency diagrams with graphic depictions of the special relationships of all program elements.
- Concept design of the project including site plan, floor plans, elevations, and rendering.
- Project budget showing entire project cost.
- Schedule for the project.

Anticipated deliverables during this initial phase of work includes the following:

- Facility program for planned 5, 10 and 20-year planning horizons.
- Existing site and building analysis.
- Site planning of buildings, parking, outdoor areas and landscaping
- Facility planning of programmed department needs for visitor, community and administrative spaces.
- Conceptual project budgets for building and site options.
- Schedule for final design and construction phases.
- Final report and/or workshop to be presented to City Council.
- Geotechnical Report

FINAL DESIGN

In the final design phase of the work PGAL and the A/E team will complete the construction documents for bidding/pricing and provide construction administration services through the completion of the project. Our consultants for the project will provide geotechnical engineering, civil engineering, structural engineering, mechanical electrical and plumbing engineering, A/V consulting, security consulting, telecommunications system consulting, landscape design and foodservice design. We have also included basic MEP commissioning based on the requirements of the 2015 IECC as part of the basic services scope of work. It is anticipated that documentation will be provided for the buildout of all spaces in the building, and that the project will be bid out by a Design Bid Build delivery method. The City will be providing the survey for the project.

CONSTRUCTION ADMINISTRATION

During construction, PGAL and our consultants will provide Construction Administration Services, which include responding to requests for information (RFIs), reviewing submittals, attending on-site project meetings, making periodic site observations, and reviewing contractor pay applications and change proposals. We will also perform a final site observation and create a punch list of items to be finalized. We and our consultants will be available for on-site meetings and construction observation at key points in construction, for the initial concrete slab pour, wall and ceiling cover up observations, and preconstruction / pre-installation meetings.

COMPENSATION

As requested, we have provided a lump sum fee:

• Schematic Design (15%)	\$ 28,470
• Design Development (20%)	\$ 37,960
• Construction Documents (40%)	\$ 75,920
• Bid/Negotiating (5%)	\$ 9,490
• Construction Administration (20%)	\$ 37,960
• Total (100%)	\$ 189,800

Reimbursable expenses, including printing, deliveries and mileage, will be billed at cost plus 10% for an estimated not-to-exceed \$3,000. Site surveying and consultants other than those listed, if required, will be considered additional services. Upon commencement of the project, PGAL will invoice monthly based on a percentage of project completion. Payments are due within thirty (30) days of receipt of invoice.

Mr. Austin Bleess
City of Jersey Village Jersey Meadow Golf Course Clubhouse
May 4, 2018
Page 5

We are prepared to complete the scope of work within your required schedule. The schedule will commence upon acceptance of this proposal or execution of a contract.

We hope this proposal meets with your expectations for the scope of services and proposed deliverables. Thank you again for the opportunity to serve the City of Jersey Village. Please contact me at 713-968-9358 should you have any questions or comments regarding this proposal.

Sincerely,



Paul D. Bonnette, AIA
Principal

CC: Jason Alfaro – City of Jersey Village
Accounting, File – PGAL

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

AGENDA DATE: May 14, 2018

AGENDA ITEM: K12

AGENDA SUBJECT: Consider Resolution No. 2018-31, authorizing the City Manager to engage Brooks & Sparks, Inc. to perform engineering services for the Jersey Meadows Golf Course Berm Project.

Department/ Public Works

Prepared By: Kevin T. Hagerich

Date Submitted: May 8, 2018

EXHIBITS: [Resolution No. 2018-31](#)
[Exhibit A](#) – Brooks & Sparks Agreement for Consulting Services

BUDGETARY IMPACT:	Required Expenditure:	\$	00,000.00
	Amount Budgeted:	\$	00,000.00
	Appropriation Required:	\$	00,000.00

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

In the Jersey Village Long-term Flood Recovery Plan study conducted last year, Dannenbaum Engineering was contracted to determine several possible solutions to alleviate the chronic flooding issues occurring in the City of Jersey Village. The construction of a Berm at the Jersey Meadows Golf Course was one of the recommendations.

This project has been approved to be funded through the Capital Improvement Program.

This item is to authorize the City Manager to contract with Brooks & Sparks, Inc. to perform engineering services for the Jersey Meadows Golf Course Berm Project.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2018-31, authorizing the City Manager to engage Brooks & Sparks, Inc. to perform engineering services for the Jersey Meadows Golf Course Berm Project.

RESOLUTION NO. 2018-31

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENGAGE BROOKS & SPARKS, INC. TO PERFORM ENGINEERING SERVICES FOR THE JERSEY MEADOWS GOLF CLUB BERM PROJECT.

WHEREAS, the City has received a proposal from Brooks & Sparks, Inc., to perform engineering services for the Jersey Meadows Golf Club Berm Project; and

WHEREAS, the City has determined that the proposal should be accepted; **NOW THEREFORE**,

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

Section 1: The City Manager is authorized to execute on behalf of the City of Jersey Village all necessary documents with Brooks & Sparks, Inc., which is attached hereto as “Exhibit A”, for the provision of engineering services for the Jersey Meadows Golf Club Berm Project.

PASSED AND APPROVED this 14th day of May, 2018.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

May 8, 2018

Mr. Kevin Hagerich – Director of Public Works
City of Jersey Village
16501 Jersey Street
Houston, Texas 77040

Re: Proposal for Engineering Services – Golf Course Detention Project for the City of Jersey Village - Project No. 537-0091

Dear Kevin:

Brooks & Sparks, Inc. is pleased to submit this proposal to provide engineering services for the Golf Course Detention Project for the City of Jersey Village.

The services to be provided will include the following items of work:

Basic Services

The Basic Services consist of the acquisition of existing utility information, preparation of construction plans and specifications, and securing public bids for the project. The Basic Services are described as follows:

Design Phase

1. Acquire all pertinent plans, data, and information from the Harris County Flood Control District and Jersey Village needed for the completion of the project.
2. Coordinate with a registered surveyor for any additional topographic information within the project area. Surveyor shall update utility and topographic information which would pertain to the design and construction of the project.
3. Coordinate geotechnical investigation once the location and details for the structures are determined. The City of Jersey Village shall pay for the geotechnical investigation.
4. Prepare detailed contract documents, plans and specifications for the new additions and upgrades to the plant.
5. Prepare final cost estimate for construction.

Bid Phase

1. Assist the City of Jersey Village in the advertisement of the Project for bid. City of Jersey Village will secure and pay for the Bid Advertisement.

P.O. Box 218761 • HOUSTON, TX 77281-8761
281-578-9595 • FAX: 281-578-9686

EXHIBIT A

2. Conduct a Prebid Conference and issue addenda to the Bid Documents if necessary. Assist the City in the opening of the bids and provide a bid tabulation for the City's review.
3. Review bids and recommend the award of contract.

Construction Phase

1. Assist in the preparation of formal Contract Documents.
2. Conduct Preconstruction Conferences and issue Notice to Proceed.
3. Make periodic visits to the site (as distinguished from the continuous services of a resident Project Representative) to observe the progress and quality of the executed work and to determine in general if the work is proceeding in accordance with the Contract Documents. In performing these services, Brooks & Sparks, Inc. cannot guarantee the performance of the contractor, nor be responsible for the actual supervision of construction operations or for the safety measures that the contractor takes or should take.
4. Review samples, catalog data, schedules, shop drawings, laboratory, shop and mill tests of material and equipment and other data which the contractor submits. Obtain and review monthly and final estimates for payments to contractors.
5. Conduct, in company with City representatives, a final inspection of the Project for compliance with the Contract Documents, and submit recommendations concerning project status, as it may affect final payment to the contractors.

Special Services

Special services are to be provided based on a lump sum basis and include professional surveying services and geotechnical engineering. The Special Services for this project are detailed as follows:

1. Topographic surveying in addition to that which has already been performed will be necessary. The surveyor shall provide utility and topographic information which would pertain to the design and construction of the project. We will recommend WestBelt Surveying, Inc., a professional surveyor to the City of Jersey Village. The City shall contract with and pay for the surveying services.
2. Geotechnical services will be necessary for the berm design and subgrade preparation. We will recommend a professional geotechnical engineer to the City of Jersey Village. The City shall contract with and pay for the geotechnical investigation.

Additional Services

Additional services will be considered outside the scope of the lump sum fee for the scope of services as described above. Brooks & Sparks, Inc. will perform additional engineering services based on the attached hourly billing rate schedule. Reimbursable expenses will be charged at the Engineer's cost plus 10%. The following items are considered additional services and are not part of the lump sum fee or special services.

1. Platting, ROW and Easement Acquisitions - It is not anticipated that Platting, ROW or easement acquisitions will be required for the construction of the work. Therefore, these items are not included in the Scope of Services. Should these services be needed, they can be provided as additional services.
2. Costs associated with permit fees, bid advertisements or public notices are not included in the above costs. Should those services be necessary, the associated engineering services will be considered additional services.

Compensation

We can perform the Basic Services for \$82,000 in accordance with the following breakdown of the cost per task:

Basic Services		
Design Phase	\$ 69,000	lump sum basis
Bid Phase	3,000	lump sum basis
Construction Phase	<u>10,000</u>	lump sum basis
	\$ 82,000	

Should you be in agreement with the above scope of services, please execute the attached agreement and return one copy to us for our files. We appreciate the opportunity to present this proposal and assist the City of Jersey Village on this project.

If you should have any questions or require additional information, please call.

Sincerely,



Frank E. Brooks, P.E.
Principal

FEB/feb
Enclosure

AGREEMENT FOR CONSULTING SERVICES

This Agreement is made effective this ____ day of _____, 2018, by and between Brooks & Sparks, Inc. (hereinafter called the "Consultant"), and the City of Jersey Village (hereinafter called the "Client").

The Client has requested services of the Consultant in relation to:

Engineering Services for the Golf Course Detention Project for the City of Jersey Village
In Accordance With the Proposal Letter Dated May 8, 2018
(Hereinafter called the "Project").

Therefore, the Client and Consultant agree as follows:

After execution copy of this Agreement, the Consultant will provide the Client with services as defined in this agreement and proceed with the work as expeditiously as practical, inform the Client of any schedule changes and provide the Client with copies of the final product.

The Client will place at the Consultant's disposal all available information pertinent to the Project including previous drawings, reports and any other relative data and will arrange for and provide access to the Consultant, without liability of any nature to the Consultant except for Consultant's own negligence, to enter upon public and private lands as required for the Consultant to perform his work under this Agreement.

Payments for services of the Consultant will be based on a fixed price of eighty-two thousand dollars (\$82,000) for Basic Services as described in our proposal letter dated May 8, 2018. Additional Services will be billed hourly in accordance with the attached Exhibit A, Hourly Rate Schedule. Invoices will be submitted monthly and will reflect the percentage of the project completed at the date of the invoice. Payments for Basic Services, special services, additional services and reimbursable expenses shall be made by the Client within thirty (30) days after receipt of Consultant's invoice. Reimbursable expenses shall mean the Consultant's cost of reproduction of reports, drawings and similar Project related items.

Consultant will maintain insurance to protect both Consultant and the Client from claims under Workmen's Compensation, negligent acts of Consultant's employees, and claims due to errors, omissions or negligence in the performance of professional services for the Project.

All documents, including but not limited to original drawings, estimates, specifications, field notes and data are and shall remain the property of the Consultant. The Client shall obtain a set of reproducible as built drawings once the project is completed.

Termination of this Agreement prior to completion must be made in writing and may be made by either party. If this agreement is terminated by the Client, the Consultant will be paid for services performed to the date of termination. If this agreement is terminated by the Consultant, the Consultant will be paid for services performed on the completed portions of the project which are usable to the Client.


This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement may be modified or amended if the amendment is made in writing and is executed by both parties. This Agreement shall be governed by the laws of the State of Texas.

CLIENT:
City of Jersey Village

CONSULTANT:
Brooks & Sparks, Inc.

Name

Date



Frank E. Brooks, P.E.
Principal

5-8-18

Date

HOURLY BILLING RATES

January 1, 2018

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Principal	\$185.00
Associate Principal	\$165.00
Sr. Associate	\$145.00
Associate	\$135.00
Sr. Project Manager	\$130.00
Project Manager	\$120.00
Design Engineer	\$110.00
Assistant Project Manager/Sr. Project Coordinator	\$100.00
Project Coordinator	\$ 95.00
Engineering Technician/Construction Inspector	\$ 85.00
Cadd Technician	\$ 80.00
Clerical	\$ 50.00

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

AGENDA DATE: May 14, 2018

AGENDA ITEM: K13

AGENDA SUBJECT: Consider Resolution No. 2018-32, authorizing the City Manager to engage Brooks & Sparks, Inc. to perform engineering services for the Jersey Meadows Golf Course Gray Water Project.

Department/ Public Works

Prepared By: Kevin T. Hagerich

Date Submitted: May 8, 2018

EXHIBITS: [Resolution No. 2018-32](#)
[Exhibit A](#) – Brooks and Sparks Agreement for Consulting Services

BUDGETARY IMPACT:	Required Expenditure:	\$	00,000.00
	Amount Budgeted:	\$	00,000.00
	Appropriation Required:	\$	00,000.00

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

In the Jersey Village Long-term Flood Recovery Plan study conducted last year, Dannenbaum Engineering was contracted to determine several possible solutions to alleviate the chronic flooding issues occurring in the City of Jersey Village. Designing a tertiary treatment facility and transporting gray water to the golf course for irrigation purposes at Castlebridge Wastewater Treatment Plant was one of the recommendations.

This project has been approved to be funded through the Capital Improvement Program.

This item is to authorize the City Manager to contract with Brooks & Sparks, Inc. to perform engineering services for the Jersey Meadows Golf Course Gray Water Project.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2018-32, authorizing the City Manager to engage Brooks & Sparks, Inc. to perform engineering services for the Jersey Meadows Golf Course Gray Water Project.

RESOLUTION NO. 2018-32

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENGAGE BROOKS & SPARKS, INC. TO PERFORM ENGINEERING SERVICES FOR THE JERSEY MEADOWS GOLF CLUB GRAY WATER PROJECT.

WHEREAS, the City has received a proposal from Brooks & Sparks, Inc., to perform engineering services for the Jersey Meadows Golf Club Gray Water Project; and

WHEREAS, the City has determined that the proposal should be accepted; **NOW THEREFORE**,

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

Section 1: The City Manager is authorized to execute on behalf of the City of Jersey Village all necessary documents with Brooks & Sparks, Inc., which is attached hereto as “Exhibit A”, for the provision of engineering services for the Jersey Meadows Golf Club Gray Water Project.

PASSED AND APPROVED this 14th day of May, 2018.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

May 8, 2018

Mr. Kevin Hagerich – Director of Public Works
City of Jersey Village
16501 Jersey Street
Houston, Texas 77040

Re: Proposal for Engineering Services – Grey Water Project for the Castlebridge Wastewater Treatment Plant
Project No. 537-0090

Dear Kevin:

Brooks & Sparks, Inc. is pleased to submit this proposal to provide engineering services for the Grey Water project for the Castlebridge Wastewater Treatment Plant.

The services to be provided will include the following items of work:

Basic Services

The Basic Services consist of the acquisition of existing utility information, preparation of construction plans and specifications, and securing public bids for the project. The Basic Services are described as follows:

Design Phase and Permit Application

1. Acquire all pertinent plans, data, and information from the Harris County Flood Control District and Jersey Village needed for the completion of the project.
2. Prepare an application to TCEQ for a permit amendment for a effluent reuse permit amendment.
3. Coordinate with a registered surveyor for any additional topographic information within the project area. Surveyor shall update utility and topographic information which would pertain to the design and construction of the project.
4. Coordinate geotechnical investigation once the location and details for the structures are determined. The City of Jersey Village shall pay for the geotechnical investigation.
5. Prepare detailed contract documents, plans and specifications for the new additions and upgrades to the plant.
6. Submit the plans and supporting documentation to TCEQ for review and approval. The TCEQ review may take up to four months.
7. Prepare final cost estimate for construction.

Bid Phase

1. Assist the City of Jersey Village in the advertisement of the Project for bid. City of Jersey Village will secure and pay for the Bid Advertisement.
2. Conduct a Prebid Conference and issue addenda to the Bid Documents if necessary. Assist the City in the opening of the bids and provide a bid tabulation for the City's review.
3. Review bids and recommend the award of contract.

Construction Phase

1. Assist in the preparation of formal Contract Documents.
2. Conduct Preconstruction Conferences and issue Notice to Proceed.
3. Make periodic visits to the site (as distinguished from the continuous services of a resident Project Representative) to observe the progress and quality of the executed work and to determine in general if the work is proceeding in accordance with the Contract Documents. In performing these services, Brooks & Sparks, Inc. cannot guarantee the performance of the contractor, nor be responsible for the actual supervision of construction operations or for the safety measures that the contractor takes or should take.
4. Review samples, catalog data, schedules, shop drawings, laboratory, shop and mill tests of material and equipment and other data which the contractor submits. Obtain and review monthly and final estimates for payments to contractors.
5. Conduct, in company with City representatives, a final inspection of the Project for compliance with the Contract Documents, and submit recommendations concerning project status, as it may affect final payment to the contractors.

Special Services

Special services are to be provided based on a lump sum basis and include professional surveying services and geotechnical engineering. The Special Services for this project are detailed as follows:

1. Topographic surveying of the site and the forcemain route will be necessary. The surveyor shall provide utility and topographic information which would pertain to the design and construction of the project. We will recommend WestBelt Surveying, Inc., a professional surveyor to the City of Jersey Village. The City shall contract with and pay for the surveying services.
2. Geotechnical services will be necessary for the structural design, subgrade preparation. We will recommend a professional geotechnical engineer to the City of Jersey Village shall contract with and pay for the geotechnical investigation.

Additional Services

Additional services will be considered outside the scope of the lump sum fee for the scope of services as described above. Brooks & Sparks, Inc. will perform additional engineering services based on the attached hourly billing rate schedule. Reimbursable expenses will be charged at the Engineer's cost plus 10%. The following items are considered additional services and are not part of the lump sum fee or special services.

1. Platting, ROW and Easement Acquisitions - It is not anticipated that Platting, ROW or easement acquisitions will be required for the construction of the work. Therefore, these items are not included in the Scope of Services. Should these services be needed, they can be provided as additional services.
2. Costs associated with permit fees, bid advertisements or public notices are not included in the above costs. Should those services be necessary, the associated engineering services will be considered additional services.

Compensation

We can perform the Basic Services for \$99,000 in accordance with the following breakdown of the cost per task:

Basic Services		
Design Phase	\$ 85,500	lump sum basis
Bid Phase	3,000	lump sum basis
Construction Phase	<u>10,500</u>	lump sum basis
	\$ 99,000	

Should you be in agreement with the above scope of services, please execute the attached agreement and return one copy to us for our files. We appreciate the opportunity to present this proposal and assist the City of Jersey Village on this project.

If you should have any questions or require additional information, please call.

Sincerely,



Frank E. Brooks, P.E.
Principal

FEB/feb
Enclosure

AGREEMENT FOR CONSULTING SERVICES

This Agreement is made effective this ____ day of _____, 2018, by and between Brooks & Sparks, Inc. (hereinafter called the "Consultant"), and the City of Jersey Village (hereinafter called the "Client").

The Client has requested services of the Consultant in relation to:

Engineering Services for the Grey Water Project for the Castlebridge Wastewater Treatment Plant
In Accordance With the Proposal Letter Dated May 8, 2018
(Hereinafter called the "Project").

Therefore, the Client and Consultant agree as follows:

After execution copy of this Agreement, the Consultant will provide the Client with services as defined in this agreement and proceed with the work as expeditiously as practical, inform the Client of any schedule changes and provide the Client with copies of the final product.

The Client will place at the Consultant's disposal all available information pertinent to the Project including previous drawings, reports and any other relative data and will arrange for and provide access to the Consultant, without liability of any nature to the Consultant except for Consultant's own negligence, to enter upon public and private lands as required for the Consultant to perform his work under this Agreement.

Payments for services of the Consultant will be based on a fixed price of ninety-nine thousand dollars (\$99,000) for basic and special services as described in our proposal letter dated May 8, 2018. Additional Services will be billed hourly in accordance with the attached Exhibit A, Hourly Rate Schedule. Invoices will be submitted monthly and will reflect the percentage of the project completed at the date of the invoice. Payments for Basic Services, special services, additional services and reimbursable expenses shall be made by the Client within thirty (30) days after receipt of Consultant's invoice. Reimbursable expenses shall mean the Consultant's cost of reproduction of reports, drawings and similar Project related items.

Consultant will maintain insurance to protect both Consultant and the Client from claims under Workmen's Compensation, negligent acts of Consultant's employees, and claims due to errors, omissions or negligence in the performance of professional services for the Project.

All documents, including but not limited to original drawings, estimates, specifications, field notes and data are and shall remain the property of the Consultant. The Client shall obtain a set of reproducible as built drawings once the project is completed.

Termination of this Agreement prior to completion must be made in writing and may be made by either party. If this agreement is terminated by the Client, the Consultant will be paid for services performed to the date of termination. If this agreement is terminated by the Consultant, the Consultant will be paid for services performed on the completed portions of the project which are usable to the Client.

This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement may be modified or amended if the amendment is made in writing and is executed by both parties. This Agreement shall be governed by the laws of the State of Texas.

CLIENT:
City of Jersey Village

Name

Date

CONSULTANT:
Brooks & Sparks, Inc.



Frank E. Brooks, P.E.
Principal

5-8-18

Date

HOURLY BILLING RATES

January 1, 2018

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Principal	\$185.00
Associate Principal	\$165.00
Sr. Associate	\$145.00
Associate	\$135.00
Sr. Project Manager	\$130.00
Project Manager	\$120.00
Design Engineer	\$110.00
Assistant Project Manager/Sr. Project Coordinator	\$100.00
Project Coordinator	\$ 95.00
Engineering Technician/Construction Inspector	\$ 85.00
Cadd Technician	\$ 80.00
Clerical	\$ 50.00

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

AGENDA DATE: May 14, 2018

AGENDA ITEM: K14

AGENDA SUBJECT: Consider Resolution No. 2018-21, accepting the resignation of Crime Control and Prevention District Board Member Sheri Sheppard, and appointing a new member to the Crime Control and Prevention District for the unexpired term ending August 31, 2018.

Department/Prepared By: Lorri Coody

Date Submitted: May 7, 2018

EXHIBITS: [Resolution No. 2018-21](#)
[Resignation](#) of Sheri Sheppard

BUDGETARY IMPACT: none

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

The Jersey Village Crime Control and Prevention District ("District"), organized and existing under Chapter 363, Texas Local Government Code, is governed by a board of directors of seven members appointed by the City Council for terms of two years.

The current members of the board of directors and the termination dates of their terms of office are Greg Holden, August 31, 2019; Justin Ray, August 31, 2019; Bobby Warren, August 31, 2019; Gary Wubbenhorst, August 31, 2018; Sheri Sheppard, August 31, 2018; Andrew Mitcham, August 31, 2018; and J. Lane DuBois-Freeman, August 31, 2018.

Sheri Sheppard has resigned as member of the board of directors. _____ is a newly elected Council Member.

RECOMMENDED ACTION:

Motion: To accept the resignation of Crime Control and Prevention District Board Member Sheri Sheppard, and approve Resolution No. 2018-21, appointing _____ as a Director of the Crime Control and Prevention District for the unexpired term ending August 31, 2018.

RESOLUTION NO. 2018-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, ACCEPTING RESIGNATION OF SHERI SHEPPARD DIRECTOR OF THE JERSEY VILLAGE CRIME CONTROL DISTRICT AND APPOINTING REPLACEMENT.

WHEREAS, the Jersey Village Crime Control and Prevention District (“District”), organized and existing under Chapter 363, Texas Local Government Code, is governed by a board of directors of seven members appointed by the City Council for terms of two years; and,

WHEREAS, The current members of the board of directors and the termination dates of their terms of office are Greg Holden, August 31, 2019; Justin Ray, August 31, 2019; C. J. Harper, August 31, 2019; Gary Wubbenhorst, August 31, 2018; Sheri Sheppard, August 31, 2018; Andrew Mitcham, August 31, 2018; and J. Lane DuBois-Freeman, August 31, 2018; and

WHEREAS, Sheri Sheppard has resigned as a member of the board of directors; **NOW THEREFORE**,

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

Section 1. The recitals set forth in the preamble to this Resolution are hereby approved, ratified and confirmed.

Section 2. The resignation of Sheri Sheppard as a member of the District’s board of directors is hereby accepted.

Section 3. _____ is hereby appointed as a Director of the Crime Control and Prevention District for the unexpired term ending August 31, 2018.

PASSED AND APPROVED this 14th day of May 2018.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary