

Budget Memo
Council and Staff Budget Meeting
May 15, 2024



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Current Year Highlights

Currently our FY24 revenue numbers are behind budgeted amounts. At the end of April, we are approximately 9%, or \$462,000, behind projected sales tax revenue, with only \$2.8 million collected out of the \$5.5 million budgeted. We are also about \$400,000 less in sales tax than we were at this time last year. The biggest decrease is from the two companies we have Chapter 380 Sales Tax reimbursement agreements with. As such we do expect our Grants and Incentives line (01-12-5023) to come in about \$1,000,000 under budget.

Our property tax revenue is 99% collected, which is on pace for past years as well. Building Permits are up, which is largely attributed to two big projects at the schools. But we do see a trend moving upward in other projects as well.

Except for the Grants and Incentives Line item, the rest of our expense budget looks to be fairly close to budgeted. It may be a few percentage points below budget amounts. As such it does look like we will see a budget deficit for this current fiscal year of about \$500,000 - \$1,000,000. However, as noted in the audit for Fiscal Year 2023 that the City Council will receive on May 15, 2024, the fund balance for the General Fund is \$14,349,657. That is about 70% of our expenses for the fiscal year, not including transfers to CIP, or about 8.5 months of general fund operating expenses.

As we have such a strong fund balance, and the deficit looks to be small, staff is limiting expenses, but we have not implemented major budget reductions at this point.

Fiscal Year 2025

There are several things that we are keeping an eye on as we move into the next fiscal year.

Our certified estimate from the Harris Central Appraisal District has been delivered. They are estimating the 2024 Taxable Value for the city to be \$1,352,393,225. That is roughly a 1.9% increase from last year. That should be accurate within +/- 5%. A breakdown of the estimated changes is below.

Jersey Village 2024 Certified Estimate of Taxable Value



Major Property Category	2023 Taxable Value	Percent Change	Projected 2024 Taxable Value
Residential & Rural Improved	563,657,898	1.85%	574,085,569
Apartments	160,307,360	-7.75%	147,880,208
Commercial	347,911,998	5.65%	367,568,093
Vacant Land	24,062,559	-4.04%	23,090,812
Industrial	6,966,769	-3.33%	6,734,590
Utility	12,185,427	1.45%	12,362,433
Commercial Personal	205,414,631	4.53%	214,714,778
Industrial Personal	6,528,766	-8.76%	5,956,742
All Other Property	0	0.00%	0

Projected 2024 Taxable Value	1,327,035,408	1.91%	1,352,393,225
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Projected 2024 Taxable Value Range

Accuracy +/- 5%	1,284,773,564	To	1,420,012,887
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Due to this smaller increase, we are anticipating about \$200,000 in increased property tax revenue, assuming our O&M tax rate stays the same. As the citizens authorized bond funding in November 2023 and the City Council has issued bonds based upon that authorization the debt service rate for the city will need to increase next year. We are estimating that to be a 4-5 cent increase on the debt service tax rate. That would bring the approximate total tax rate to a minimum of 78.68 cents. That is a very rough number right now, as we have very limited data to work with now.

We are hopeful that sales tax will come in next year at the same amount as we budgeted for this year. That means the sales tax budget for next year will be flat compared to this year.

Overall, for next year we are anticipating a flat revenue budget for FY2025. That means there will be little, if any, new revenue to do new things with next year. While there are a lot of items that are being requested this coming year, very few of these items will make it into the final proposed budget that will go out in July.

Another big item to watch is the state legislature. There are several bills that are proposed that could impact the city from a revenue and policy standpoint. One such item is the Senate interim charge to look at property taxes and how the state can eliminate them.

Another bill we expect to be filed again is by our State Senator to not allow cities to require lot sizes larger than 1,400 square feet. Right now, our zoning code requires minimum lot sizes in our Residential Zone to be 10,000 square feet. Our minimum lot size for a Townhouse area, like is along Village Drive, is 2,000 square feet. Of note the bill, as previously written, would only impact cities. Deed restrictions imposed by a homeowner's association would not be impacted by this restriction.

Another piece of this legislation would limit setbacks. While it does not appear to limit the minimum size of a home, which we also have in our codes, it would limit the setbacks and maximum open space required. The legislation would also require us to allow, at a minimum, three full stories for a home. That appears to also eliminate our maximum height requirement.

If this bill were to be passed it is possible that we could see an influx of smaller lots and smaller homes. While that could possibly increase property value, it would also have an impact on our utilities and services.

Inflationary pressures continue to be a major concern. We have seen that impacting our budgets and capital improvements on several areas. Inflationary pressures are also a driver behind a lot of our cost increases.

The Comprehensive Plan has several projects in it that we will be looking to continue in the upcoming fiscal year. Several have limited budget impact but will take staff time. I would encourage everyone reading this document to take a look at the work that has been done to implement the Comprehensive Plan by reviewing the [2024 Implementation Progress Report](#).

This is the start of the budget season, and everything is still very much in flux for the upcoming budget year. Things may get added or removed from the budget between now and July. Please remember that we are very early in the planning stages. We welcome the opportunity to discuss the budget with the Council at this early stage in the process.

But at this point it must be stressed again that for FY2025 we are expecting a relatively flat revenue budget. As such any major new items are likely to not make it into the proposed budget that is submitted to Council. Keeping with a 3% merit pool increase, and a possible 5% health insurance increase, and a few other items that are needed, it is unlikely for many new items to make it into the proposed FY2025 budget.

The next few pages talk about some of the large impact areas that staff have been looking at for the upcoming fiscal year. After these large areas is the departmental breakdown of what's being looked at for the upcoming fiscal year.

Utility Rates

In 2023 we did a utility rate study, and the Council adopted new utility rates effective October 1, 2023. Since that time the City Council has also modified those rates by implementing a sewer cap at 12,000 gallons per month. That cap was expected to result in about \$600,000 in lost revenue for the utility fund.

As we now have six months of data with the new rates, we have looked at the rate structure as currently exists today to see what we might expect in revenue for the upcoming years. One of the biggest changes from the utility rate study last year is that we now have a much more thorough capital improvement plan for our utility plants and lift stations than we did last year.

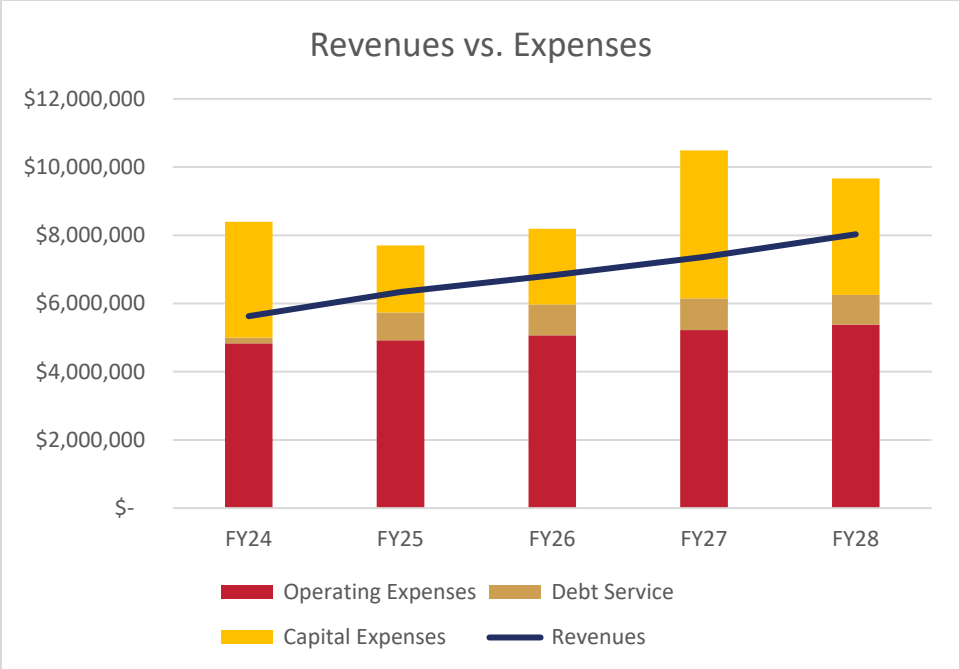
In March 2024 the City Council also adopted a Capital Improvement Plan for our Utility Fund. That plan looked at the water plants, wastewater plants, and lift stations. In addition to that we have the Water Master Plan and Wastewater Master Plan currently in development. For Fiscal Year 2025 through Fiscal Year 2033 that plan has capital improvements totaling more than \$45,500,000. Over the next four Fiscal Years (FY25-228) the capital improvements average just over \$3,000,000 each year.

As the Council will recall from the Plan, about \$25,000,000 of that \$45,500,000 is a wastewater treatment plant expansion. That expansion is heavily dependent on increased development. If development does not happen that expansion will not be necessary. However, the remaining \$20,500,000 are all projects we really do need to complete in approximately the timeframe listed in the plan.

We are also working on a water and wastewater master plan. Those plans are not expected to be complete until late 2024. It is unlikely any of the recommended actions from those plans will be implemented until the FY26 budget.

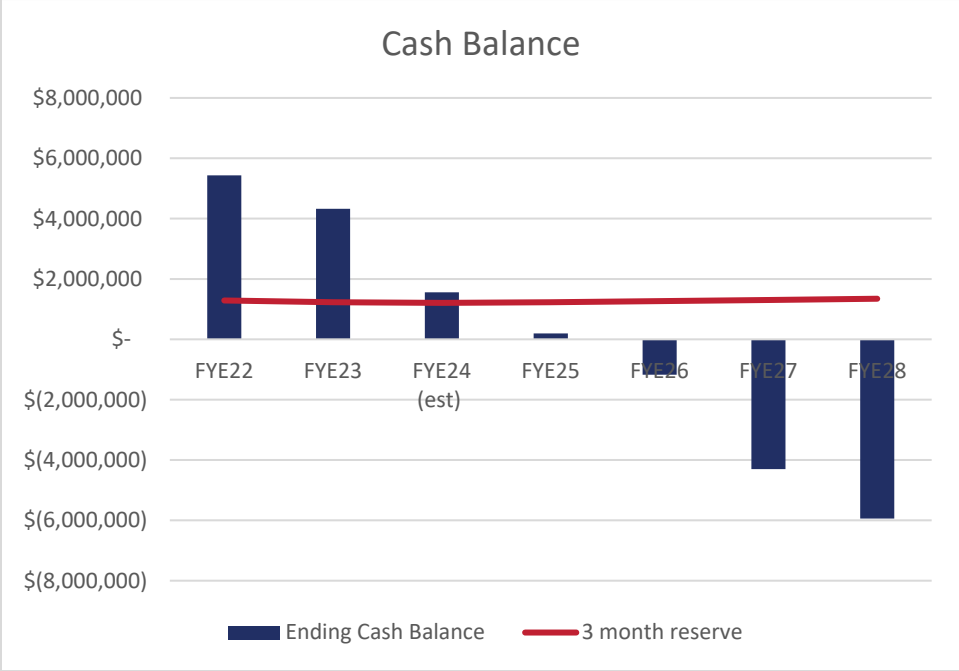
The biggest challenge we have is striking the balance between proactively repairing and replacing our infrastructure before things go wrong or stop working. There are many examples in the news about utility infrastructure that has been ignored for far too long and people not having access to safe drinking water. When wastewater infrastructure is ignored, it poses major health risks. Sewer lines collapsing, which happened in Jersey Village in 2023, are a costly venture to fix in an emergency situation.

Using the utility rates as the stand today here is a chart showing the forecast operating costs, capital expenses, debt service, and revenues for the utility fund through FY28.



The capital expenses that are in this are the ones related to the Utility CIP. The projects for the upcoming fiscal year are included later in this report. The full Utility Fund CIP report is available to the public on our website here: <https://www.jerseyvillagetx.com/page/city.plansandstudies>

With this revenue and the expected expenses, we have a projected cash flow that looks like this:



It must be stated that we would not allow the utility fund to go into the negative. We would also not want our cash balance to dip below the three-month reserve. To avoid going in the negative or below our reserve levels we would have to delay some of these capital improvements a year or more or find alternative sources of funding such as bonds or grants.

Right new water rates will increase 10% and sewer rates will increase 10% effective October 1, 2024. That is the volume rates, there is no change in the base fee. Those increases are reflected in the graphs above. As noted in the graph above, if we do all the projects in the Utility CIP for next year, we would be about \$1,000,000 below our three-month reserve. Increasing those rates by another 10% each is about \$540,000.

A discussion with Council as to how they would like to proceed with these items, and long-term financing of them, needs to be occur during this budget process.

Jersey Meadow Drive Extension

At the April 2024 City Council meeting the Council held discussion based on the recommendation from the Golf Course Advisory Committee. The recommendation was to close the golf course bridge to vehicle (cars and trucks) traffic but to leave it open for golf carts, pedestrians, and bikers. The Council took no action on the recommendation but directed the city manager to investigate the feasibility of extending Jersey Meadow Drive, or alternatives to that.

For this analysis, I used the bid price received for the Congo Lane rehabilitation project. Congo Lane is approximately 2,862 linear feet. At the bid price that was awarded the for Congo Lane that project is approximately \$1,030 per linear foot. When a bridge was discussed over Equador near the pool that estimated cost from an engineer was about \$1,000,000 per 100 feet of bridge. For the sake of this discussion, I am using those costs for the estimates. Since this project is at least 2 years from construction I'm adding a 10% inflationary factor to those numbers. Engineering/Survey/Geo Technical costs are estimated at \$500,000 and the third-party inspector costs are estimated at \$100,000.

Extending Jersey Meadow Drive Straight Across Detention Pond

This proposal would remove vehicular traffic from the golf course parking lot.

We expect this to be approximately 1,750 feet long with approximately 200 feet of that being a bridge. This would require a lot of coordination with flood control as it would get over their property. That would also mean approval by the county engineering department, which could take an extremely long time. Using numbers based on the cost of street reconstruction we would estimate the cost of the street portion to be \$1,751,500, and the bridge would cost approximately \$2,200,000. Factoring a 15% contingency as well and the total cost for this option is approximately \$5,234,000.

There are a few other benefits to doing the road this way. We could tap into the water that is already close to the end of Jersey Meadow Drive and provide a water loop to the Wyndham Village neighborhood.

This would also allow for a second access point to/from that neighborhood. Right now, there is only one bridge that serves that neighborhood. If something were to happen to that bridge there would be no easy access for the residents, or emergency vehicles, to that area.

One downside of this is there would be another access point into the city. Back in 2023 when a possible bridge connecting Equador street was discussed providing an extra access point to the city was something many residents were concerned about. If we build a public street, it is always open. Whereas because the current set up is in a parking lot the gate could be closed at night.

Extending Jersey Meadow would also have long-term costs for the city as all of that would have to be replaced in 40 years. That long-term cost is not something that should be ignored in this discussion, especially as we face a long list of existing projects. Typically, but certainly not always, when a new street is added, it is done to support some type of new development or expansion of the tax base. That would not be the case with this new infrastructure.

Opening the new street continuously would likely lead to increased traffic on Rio Grande. Given that Rio Grande has a width of only about 27 feet, the problems currently observed with traffic due to street parking could intensify with additional traffic flow.

Follow Existing Right of Way

Another option will be to follow the current existing right of way across the bayou. This would route the traffic through the parking lot still. This would not accomplish the ultimate goal of keeping non-course related traffic out of the golf course.

This would be about 1,750 feet in total again, however about 300 feet of that would be bridge. The total estimated cost for the street is just under \$1,640,000 and the bridge cost is \$3,300,000. With the other soft costs discussed earlier and a 15% contingency the total cost is just under \$6,370,000.

This option would keep the project majority on city land or right away. That would limit the need for extensive county review and approval. This could mean we could keep a gate that could be closed as it would go through the parking lot. This could potentially mitigate the concern of having another access point to the city.

Doing this option would also have long-term costs for the city as all of that would have to be replaced in 40 years. That long-term cost is not something that should be ignored in this discussion, especially as we face a long list of existing projects. Typically, when a new street is added it is done to support some type of new development or expansion of the tax base. That would not be the case with this new infrastructure.

Alternatives of extending Jersey Meadow Drive

Some alternatives to not extending Jersey Meadow Drive, and keeping the bridge closed to vehicular traffic as recommended by the Golf Course Committee, would include routing traffic down Village Drive to Village Green and/or US 290 or extending Rio Grande.

Extend Rio Grande

Rio Grande Drive could be connected from where it currently ends at Wyndham Parkway up to the city limits at Winchester Country. This would be approximately 620 feet of new road, which would have a construction cost of approximately \$640,000. Engineering and inspection for this is estimated at \$300,000. The total project cost would be close to \$1,000,000.

This would increase traffic on Rio Grande and would also open a new access point to the city. It would open another access point for vehicles going to Winchester Country, which may not be popular with the residents there. As many residents in Jersey Village seem interested in getting another access point to Jones Road directly, this may not solve the problem they are looking to have fixed either.

Expand Village Drive

If the bridge remains closed, one concern that has been voiced is that traffic can get backed up on Village Drive. This is mainly due to cars parking on Village Drive and the fact that currently Village Drive is approximately 27 feet wide. Village Drive was installed in 1983. It is not anticipated to replace that street for another ten plus years. When that street is redone, it could be expanded to 33 feet which would allow for two cars to pass at the same time. This would alleviate the issue of traffic not being able to pass when cars are parked on one side of the street and there is oncoming traffic. A new street would cost about \$2,840,000. That is from Rio Grande to US 290.

Make Village Drive No Parking

We could look at making Village Drive no parking on both sides of the street. This would allow for traffic to flow more easily. However, given the driveway lengths on the street and limited spaces for residents and their guests to park this would not be popular with the residents on the street.

Make Two Dedicated Right Turn Lanes on Village Green to Jones Road

One concern that we have heard as it relates to this whole discussion is that traffic gets backed up on Village Green Drive. If we were to create two dedicated right-turn lanes from Village Green to Jones Road, we could facilitate the movement of traffic much more quickly and efficiently. Village Green is approximately 40 feet wide.

This cost would be relatively low, as it would mainly require new paint. This project could possibly be done quickly, but we would have to work with the County on this project as it turns on to their road. Getting their concurrence to this could take a while.

This alternative alone likely would not solve the problem. One of the other alternatives would likely need to be implemented as well.

Concerns Related To All Options

One of the most frequent concerns that staff receive, and one common concern of residents on social media platforms is vehicles speeding.

Several times residents have been to City Council meetings over the years asking for speed bumps, speed humps, or something similar, to help reduce the speed of traffic. There are a lot of scholarly articles and U.S. DOT research¹ that shows wider streets leads to higher speeds of vehicular traffic. Any option that widens roads will likely lead to higher speeds. While in some cases wider roads are necessary to accommodate larger traffic (like school buses, etc.) this could have an impact that is not desired.

Another concern that residents have is crime and safety. During the discussion about possibly adding a vehicular bridge across the bayou at Equador Street the main concern that was shared by residents was safety of the community and giving criminals another access point to the city. The Equador bridge would have kept a lot of the school traffic off residential streets and given the school traffic an easier way to get in and out. It also would have alleviated a lot of the backup of traffic along some of our major

¹ <https://highways.dot.gov/safety/speed-management>
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corridors. However, the safety concern led the city council to declare the Equador Bridge would not be built. Extending Jersey Meadow or Rio Grande would have the same concerns as the Equador Bridge.

It is also worth pointing out again that almost all these possible projects would also have long-term costs for the city as all of that would have to be replaced in 40 years. That long-term cost is not something that should be ignored in this discussion, especially as we are facing a long list of existing projects. Typically, when a new street is added, it is done to support some type of new development or expansion of the tax base. That would not be the case with this new infrastructure. Widening the current infrastructure also adds long-term costs and comes with other potential traffic concerns.

If the City Council is interested in exploring one or more of these options staff will focus our attention on that direction. It may also mean the bond committee would need to become involved as to a possible bond referendum on the option if bonds would be necessary.

Communications Staff Person

There has been interest shown by some City Councilors to have a communications person for the city. Human Resources has done a salary survey for a communications person. The limited responses that we received show an average mid-point salary, which is typically where we put our minimum starting salary, to be \$68,600. When benefits are factored in the total cost for this position in year one would be about \$103,000.

We are currently using an intern to assist with some of our communications efforts. If there are specific goals for a communications position, or problems the Council is looking to solve with this position, we can attempt to achieve those goals or solve those problems with continued use of interns. The Council defining some SMART goals (Specific, Measurable, Achievable, Relevant, and Time-Bound) around what they would like to see with this would be helpful.

Administrative Services

The staff in this department include the City Manager, Assistant City Manager, City Secretary, Human Resources Manager, and Project Manager. As a reminder the Assistant City Manager and Project Manager position were created in May of 2022 as part of a reorganization that reclassified positions without adding to the overall staffing numbers of the city.

Potential Budget Troubles

The Memberships/Subscriptions line (11-5027), and possibly Travel/Training (11-5029) will need relatively small adjustments before the end of the year.

Fiscal Year 2025 Impacts and Requests

The Membership/Subscriptions and Travel/Training lines mentioned above will need to be budgeted slightly higher for next year.

If the City Council calls a bond election for November 2024 that would carry extra costs. The November 2023 bond election cost about \$23,000. Having to run our own election this May 2024 we have had some extra costs as well. The City Council may want to consider moving to a November election cycle during the next Charter Review that will occur in 2024. The total estimated cost for elections next fiscal year is \$44,000.

Our Human Resources Manager is going to start schooling for an advanced degree. We would look to add \$5,250, the IRS Maximum, for tuition reimbursement for her.

Facilitated Council-Staff Retreat

The upcoming 2025 City Council elections will introduce changes to our elected officials, including the election of a new mayor and potentially new council members. This transition represents an opportunity for us to align our vision and set clear, strategic goals that will guide our collective efforts over the coming term. To maximize this opportunity, it is proposed that we engage a professional facilitator to conduct a facilitated conversation at a council staff retreat shortly after the elections.

A facilitated retreat will provide a structured and productive environment where new and returning council members, along with key staff, can engage in meaningful discussions about our city's future. The facilitator will help us explore our roles, set achievable and impactful goals, and foster a spirit of teamwork and mutual respect among all participants. This is not only beneficial for aligning our strategic objectives but also crucial for building a collaborative atmosphere essential for effective governance.

The timing of this retreat, following the induction of new council members, is ideal as it will allow the incoming leadership to immediately contribute to and influence our strategic direction, ensuring that their fresh perspectives and mandates from the electorate are integrated into our planning processes. The timing would also likely line up well with the adoption of our new Comprehensive Plan which should be adopted early 2025. This proactive approach will help to ensure that the entire council is unified in its commitment to the city's long-term success and well-being.

Investing in a facilitated council retreat will provide significant returns by enhancing our strategic planning capabilities and strengthening our governance structures. It will lay the groundwork for a fruitful tenure, marked by collaboration and a shared commitment to the prosperity of Jersey Village. The estimated cost for this is between \$5,000 and \$10,000.

Future Fiscal Years

Budget Issues looking three to five years out.

- On-going Annual Records Management Costs for implementation of City Records Plan, and digitization of them.
- Processing of on-going public information requests.
- Staffing issues and the potential need to add more staff.
- Prepare Agenda and Minutes for City Council and eleven (11) other City Boards.
- Maintenance of staff certifications
- Conducting the future Elections

Legal/Other Services

The Legal/Other Services Department is where we pay our legal fees from, and long with our various liability and property/casualty insurances.

All interfund activities are also accounted for in this fund.

Fiscal Year 2025 Impacts and Requests

The grants and incentives line should be sufficient for the upcoming fiscal year. As we are budgeting a flat sales tax line for next year, we will budget a flat expense line for this.

Our automobile insurance rates (12-6001) are scheduled to go up 7%. For the current fiscal year our original estimates were high and even with this increase in rate our budgetary amount will decrease by about \$6,000.

For our Liability-Fire and Casualty Insurance line (12-6003) we are anticipating a 15% increase in the rate. This includes the increased costs associated with replacement costs as well. However, we are also anticipating the replacement costs to have gone up as well, which will further increase our rates.

Workers' comp rates are expected to stay the same, although individual department experience modifiers will impact the individual departments. These lines will increase based upon the estimated wages for the year.

This department is where we budget for transfers to other funds. For FY 25 staff does not recommend a transfer to TIRZ 3. We should see new homes being built in the next 12 months. Given we will have a flat budget for revenue, and interest rates have slowed home construction, it may be best to hold off one year on this.

We are going to have a consultant help us with the Comprehensive Plan. These costs will be paid out of this account. We will also have grant funds to cover these costs 100%.

Future Fiscal Years

Grants and Incentives will need to increase if we have more Chapter 380 agreements. Currently we are not in talks with anyone about them, but the Community Development Manager is regularly reaching out to companies.

Information Technology

The pace of technology has changed rapidly over the last 5 months. With Abram on board as our Director of Innovation and Technology he has been working hard on trying to implement some of these exciting new technologies. We are only scratching the surface of these technologies and as we implement them more in the years ahead this will impact the department.

The staff in this department include the Director of Technology and Innovation, the Systems Administrator, and an Endpoint Technician.

The IT Department utilizes a Technology Replacement Fund, which provides funding for future technology. This plan ensures that the city technology does not become stagnate and provides product consistency. New systems are purchased with a service plan that covers the life of the unit. This fixes the cost over the life of the asset, reduces annual expenditures, and flattens the IT budget.

Areas of Concern

There are no major concerns for this current fiscal year.

Status of Current Projects

- Vendor Access Portal: In Progress – setup is complete, adding vendors.
- Redundant Internet Source: In progress – waiting for club house completion.
- Policies, Procedures, Documentation: Ongoing
- Office 365 Backups: Completed.
- Phone Service Migration: Completed
- Automation:
 - HR – Employee Reviews, Employee Onboarding, Employee Offboarding
 - IT – Account Creation, Maintenance Scheduling
 - Project Backlog: Public Works, Community Development, Golf, Finance

Fiscal Year 2025 Impacts and Requests

There are several items that are under consideration for next year that would improve processes and procedures for staff. These items would be new software requests.

- Several Departments - MyGov code enforcement, work order, and asset management modules: \$13,500/year, \$4,250 setup
- Dispatch - Reverse 911: \$10,000
- Dispatch - PowerPhone: \$59,000

PowerPhone is a comprehensive telecommunications service designed to enhance the capabilities of emergency dispatch centers. It offers a range of tools and technologies that assist dispatchers in managing calls more effectively and efficiently. By integrating features such as call handling protocols, real-time data access, and advanced communication systems, PowerPhone helps dispatchers assess situations quickly, make informed decisions, and dispatch the appropriate emergency services. This not only streamlines the response process but also ensures that each caller receives a tailored response based on the specific details of their emergency, thereby improving overall public safety and satisfaction.

We have about \$38,250 in new and estimated software license increases. This is not adding new products, just the annual increases for what we already use.

Our Microsoft Contract is coming up as well. We will be looking to add some Co-Pilot licenses, which would be about \$7,200 for 20 people. We are also investigating moving from Office 365 to Microsoft 365. We are awaiting a price/feature comparison from them so we can evaluate this further.

To establish our city as a forefront leader in municipal innovation, we are looking to introduce strategic initiatives aimed at integrating artificial intelligence, automation, and emerging technologies into our routine operations. These initiatives are designed to enhance our capacity for project implementation and foster a culture of proactive innovation among city staff. Central to these efforts would be the creation of a new position, the Power Platform Developer. With a salary of \$72,000 per year plus an estimated \$45,000 in benefits, this role would tackle automation-ready projects, expedite the integration of new technologies identified by our task forces, and manage upcoming initiatives such as chatbots.

Additionally, we propose two supporting initiatives: the formation of an Automation and Innovation Taskforce (A/I Taskforce) and a new Incentive Program. The A/I Taskforce, requiring an allocation of \$3,000, will consist of departmental experts tasked with identifying and evaluating new technologies to ensure we harness the most effective tools for innovation. The Incentive Program, with a budget of \$1,000, aims to launch a rewards system for employees who provide innovative automation suggestions, offering perks ranging from public recognition to professional development opportunities. These initiatives will only be necessary if the Power Platform Developer position is filled, as this role is essential for addressing the existing backlog of projects and driving the adoption of advanced technological solutions.

The new position would be necessary for us to be able to implement this new task force and incentive program.

Future Fiscal Years

As part of our long-term strategic planning for technological enhancements in city operations, several key initiatives have been identified for implementation over the next 2-5 years. These efforts are essential to keep our city at the forefront of technological advancement and to ensure continued improvement in the efficiency and security of municipal services.

In the coming years, one of our primary goals is to position the city to qualify for and successfully secure state IT grants. This funding will be crucial for supporting the planned upgrades and the integration of new technologies across various city services. We will continue to explore opportunities to leverage artificial intelligence (AI) to enhance these services, focusing on increasing both operational efficiency and service effectiveness.

A significant part of our technological enhancement strategy involves upgrades to our security camera system. We plan to integrate the system with advanced flock and access control systems, and to replace outdated cameras as many are now out of warranty and considered obsolete. These upgrades will ensure that our surveillance capabilities are up-to-date and provide a high level of security for city facilities.

In preparation for future needs, we will begin testing Windows 12, anticipating the end-of-life (EOL) phase-out of Windows 10. This proactive approach in updating our operating systems will help maintain our network's security and functionality. Additionally, the implementation of Zero Trust Network Access (ZTNA) will further secure our IT environment by ensuring strict access controls and authentication measures are in place.

Lastly, a major transition planned is the migration from our local Active Directory to Azure. This move aims to enhance our data management capabilities and improve operational resilience and scalability by adopting cloud technologies. These planned initiatives are designed with a vision to significantly enhance our technological infrastructure, ensuring sustainable and efficient city operations in the years to come.

Finance Department

There are three divisions within the Finance Department. They are Accounting, Customer Service, and Municipal Court.

The Mission of the Accounting Division is to manage the City's finances through its accounting services in a professional manner.

The Accounting Division has the primary duties of budget control, financial reporting, auditing, cash management, utility billing and maintenance of fixed assets records.

The Director of Finance is charged with satisfying its mission by providing general supervision of the divisions and Municipal Court, develops the CAFR and assists the City Manager with development of the City's annual budget. The other team members in the accounting division are the Accounting Manager and the Utility/Accounting Clerk.

The Mission of the Customer Service Division is to provide prompt, accurate services to the public in a friendly, respectful, and courteous manner, to act as a central collection point for all monies received by the city, and to ensure that utility is billed timely and accurately.

Our Cashier is the only person in this division. Their primary duties include being the first point of contact for most of the public dealing with the city. The division is responsible for utility payment collection, fee collections, complaint handling, and the telephone console operations.

The Mission of the Municipal Court is to provide a fair, impartial, and timely adjudication of misdemeanor offenses committed and filed with the city. This division includes the Court Administrator and 2 Court Clerk positions. The Municipal Judge and Prosecutors are also paid in this department, but they are not full-time employees.

The Municipal Court is responsible for the prosecution of Class C misdemeanors. Judges are appointed by the City Council. The Municipal Court activity includes monthly and quarterly reports to the city and the State on traffic and class C misdemeanor offenses.

Areas of Concern

An area of concern within the current year's budget pertains to the Harris County Appraisal District (HCAD) line item, which necessitates a budget increase to accommodate the costs associated with a new legislative mandate. This mandate requires a county-wide election to elect three individuals to the HCAD's Board of Directors. For the City of Jersey Village, this translates to a projected budget increase of \$9,000 for the fiscal year 2023-2024.

Fiscal Year 2025 Impacts and Requests

For the upcoming fiscal year, two specific budget adjustments are proposed to meet new regulatory requirements:

1. Customer Service Line Item 01-16-5527 - Harris County Appraisal District: An additional \$10,000 is required for the customer service budget to cover the expenses related to the mandated election of three members to the Harris County Appraisal District (HCAD) board. This increase is necessary due to

legislative changes enacted by Senate Bill 2 (SB 2), which requires these positions to be filled through an electoral process.

2. Municipal Court Line Item 01-19-5518 - Interpreters: There is a proposed increase of \$15,000 for the municipal court budget to provide interpreters. This adjustment is in response to new requirements from the Department of Justice, which mandate the use of interpreters during court proceedings to ensure fair and effective communication for non-English speaking participants.

Future Fiscal Years

We are well positioned for the future years in this department. With the implementation of the new technology, we have moved to a paper-lite department for Court and Finance. As we can move more things digitally this will also help us.

Staffing is currently adequate but will be monitored as the city grows.

Further legislative changes could have major implications for us.

Police Department

The Police has 32 full time employees budgeted that is broken down by the following:

- 1 Chief of Police
- 2 Lieutenants (1 Patrol, 1 Administrative/CID)
- 2 Detectives
- 5 Sergeants (4 Patrol, 1 Detective)
- 4 Patrol Corporals
- 1 Administrative/Bailiff Officer
- 14 Officers
- 1 Records Clerk
- 1 Administrative Secretary
- 1 Evidence Technician (this position is currently combined with Administrative Secretary)

Areas of Concern

The biggest area of concern for the Police Department is the increase in violent crime in Harris County. The County has seen a large increase in crime, and we are seeing the impacts of that here in Jersey Village. We frequently arrest people in stolen vehicles, and other crimes, that are out on bond for other crimes they have committed. The low bonds, or no bonds, that allow people out of jail are leading to the increase in crime that we are seeing.

As this crime continues to rise all around us, we continue to deal with the fallout of the judicial and county policies that make it difficult to effectively handle criminals.

Status of Current Projects

- Cameras have not been purchased. Working with IT and logistics, the possibility of fiber being run to site locations.
- Vehicles purchased arrived and in the process of upfitting.
- Staffing currently have 1 vacancy.

Fiscal Year 2025 Impacts and Requests

As part of our ongoing commitment to community engagement and public safety, our budget plan outlines several strategic objectives to enhance policing initiatives and crime reduction efforts over the next fiscal year.

1 Community Policing Initiatives

The first objective focuses on the development and implementation of a Community Officer Program. This program will allocate dedicated officers to specific community areas to foster trust and gather valuable intelligence on local concerns. The officers will act as liaisons between the police force and the community, working closely with residents to understand and address their unique challenges effectively.

Additionally, we will establish regular Community Meetings under the same strategic objective. These meetings will serve as platforms for direct dialogue between community members and the police force,

where residents can voice their safety concerns, receive crime prevention tips, and offer feedback on police services. These engagements are designed to strengthen community relations and enhance the responsiveness of police services to the needs of the citizens.

2 Crime Reduction Goals

Under this objective, we aim to implement targeted patrols and surveillance in high-risk areas, particularly the retail areas along Highway 290 and hotels known for drug-related activities. This focused approach will help in curtailing crime rates in locations that are most susceptible to unlawful activities.

We will also employ data-driven policing strategies to identify and address specific crime trends, especially those related to property crimes and traffic collisions. By leveraging statistical data and analytical tools, the police force can better understand crime patterns and deploy resources more strategically to mitigate these issues.

3 Training Enhancement

Enhancing our training programs is crucial for equipping our officers with the necessary skills to handle complex situations. Comprehensive training on mental health issues is planned, including the development of a Crisis Intervention Team (CIT). This team will specialize in managing incidents involving mental health crises, ensuring that such situations are handled with empathy and professionalism.

Furthermore, we will conduct regular active shooter and scenario-based training exercises. These exercises are designed to prepare officers for various high-risk situations, ensuring they have the tactical skills and psychological readiness to respond effectively under pressure.

4 Adaptation to City Growth

In anticipation of the city's expansion and the introduction of a new entertainment district and baseball stadium, Strategic Objective 4.0 focuses on adapting our services and infrastructure to meet the expected increases in population, traffic flow, and community engagement. This strategic approach is essential for maintaining the quality of life and safety as the city continues to grow and attract more residents and visitors.

This objective emphasizes the need to ensure that sufficient resources are in place to effectively handle the projected rise in population and the increased demand on transportation networks and public services that will accompany the development of the city's new entertainment district and baseball stadium. By planning ahead, we aim to seamlessly integrate these changes without disrupting the current urban fabric.

Collaborative efforts with city planners and key stakeholders are crucial in designing and implementing comprehensive safety measures throughout the entertainment district. This objective involves a multidisciplinary approach to public safety, ensuring that both the physical design of the district and the operational strategies contribute to a secure environment for both residents and visitors.

These initiatives represent a holistic approach to law enforcement and public safety, aiming to create a safer environment for all community members while fostering a transparent and cooperative relationship between the police force and the public.

For budget-related impacts we anticipate only a few major changes to the Police Department Budget.

Radio and Radar Line (21-4503)

We are requesting funding in the amount of \$16,329 to replace our current fleet of LIDAR devices. These devices are crucial for our operations but are currently out of warranty and outdated, with expired calibration certifications. The requested amount will cover the purchase of 6 new LIDAR devices along with their respective cases.

Additionally, the initially allocated \$12,500 will be redirected to cover the costs of necessary repairs for body-worn and in-car WatchGuard cameras. This reallocation is critical to maintain the operational integrity and ensure the expected 5-year lifespan of these cameras, which are vital for our daily law enforcement activities. This funding will allow our department to continue to uphold the highest standards of service and safety.

Outsourced Fleet

We are requesting an adjustment to the vehicle maintenance budget for the 2023-2024 fiscal year. Initially, this line item was a new inclusion in our budget and was estimated without precise historical data, as maintenance was previously managed by the City of Jersey Village Fleet Department.

Upon transitioning to a department-managed maintenance plan, a detailed six-month cost analysis has been conducted, revealing that our monthly expenses are averaging \$6,800. This updated figure indicates a need for an adjusted budget to align more closely with the actual costs observed during this period.

Given this new insight and the essential nature of maintaining our fleet to the highest standards, an increase in the budget allocation is needed to ensure that our vehicles remain in optimal condition for safe and effective use.

Rental of Equipment (21-5022)

This request would enhance our operational communication capabilities by increasing the equipment rental budget by \$8,500. This increase will primarily fund the addition of 16 radios to the Harris County Towers, with a monthly cost of \$43.00 per radio. To offset part of this cost, \$2,000 will be reallocated from the Communications budget.

This enhancement is particularly critical for our Criminal Investigations Division (CID) and administrative personnel, who frequently operate beyond the city limits of Jersey Village. Our officers' duties often require them to travel extensively across and beyond Harris County, necessitating reliable radio coverage to ensure their safety and effectiveness in the field.

A recent incident underscored the urgency of this upgrade. Detectives on a follow-up investigation on Houston's East Side experienced significant communication challenges due to inadequate radio connectivity with the Cy Fair Radio Towers, which are located predominantly in the western part of the county. This incident highlighted the limitations of our current setup and the potential risks to officer safety and operational integrity.

Historically, Jersey Village utilized the Harris County Towers before transitioning to the Cy Fair system as a cost-saving measure. However, to maintain high standards of officer safety and ensure uninterrupted

communication for our personnel—especially those operating outside conventional boundaries—it is imperative to reintegrate additional radios into the Harris County network. This strategic enhancement will bolster our communication capabilities while continuing to manage departmental expenses judiciously.

Maintenance (21-5030)

This request proposes an increase in the budget for Line 21-5030 Maintenance, driven by the need for new software acquisitions and the strategic reallocation of funds for enhanced operational continuity and budget restructuring. The additional funds are earmarked for the following key investments:

1. Tyler Analytics Software (\$13,500): This module is pivotal to our crime and accident reduction strategy. By leveraging real-time data, Tyler Analytics will significantly enhance our ability to strategically allocate resources, informing patrol patterns and resource deployment. Additionally, the inclusion of a citizen portal will increase transparency, allowing community members to view real-time crime and safety information.
2. Flock 911 Platform (\$18,000): The adoption of Flock’s new 911 call platform will revolutionize our real-time response capabilities. This system enables officers to listen to 911 calls as they are being dispatched, equipping them with immediate information which aids in safer and more effective response strategies. Furthermore, the platform’s capability to integrate caller-provided images and videos directly into the Flock dashboard will greatly enhance coordination and response execution.
3. Relocation of Flock Cameras (\$3,500): The relocation fee for Flock cameras is set at \$500 per unit. After a comprehensive evaluation of their current placements and the identification of several critical blind spots, relocating these cameras to strategically chosen locations will considerably bolster our ability to solve crimes and proactively identify vehicles involved in criminal activities.

These enhancements are essential for maintaining the highest standards of public safety and operational efficiency within our community.

Overtime (21-3007)

We also need an increase in our overtime budget. Recent enhancements to employee benefits, including the addition of holidays, increased vacation accrual, and extended maternity and paternity leaves, have significantly increased the frequency of officer absences. These absences necessitate additional staffing to maintain our mandated levels of service.

Simultaneously, our community is hosting larger city events more frequently, such as Founders Day and the 4th of July celebrations, which substantially increase the demand for police presence and thereby elevate our overtime requirements. The combination of heightened event activity and the enhanced employee benefits has placed an unforeseen strain on our current overtime budget.

Furthermore, salary adjustments stemming from recent compensation surveys have indirectly increased the cost of overtime. Given the unpredictable nature of police work and the necessity for continuous 24/7 coverage, it is crucial that our overtime budget reflects these changes to ensure we can uphold public safety standards effectively, comply with labor laws, and respond proactively to the needs of the community.

An adjustment to this budget line is critical not only for maintaining service levels but also for ensuring the safety and security of both our officers and the public during peak times and events. This funding is vital for our department to continue to provide the high standard of public safety that our community expects and deserves.

Fleet Replacement Schedule

In light of the current challenges in acquiring new vehicles, primarily due to significant delays in availability, our department is considering a strategic shift from a one-year vehicle replacement schedule to a two-year schedule. This adjustment is influenced by the extended wait times for new cars, which have been impacted by broader supply chain issues affecting the automotive industry. The situation necessitates a reevaluation of our vehicle replacement strategy to ensure continuity and efficiency in our fleet management without compromising the operational readiness of our services.

Having implemented a one-year replacement schedule previously, we have gathered valuable data and insights regarding the cost-effectiveness and benefits of such a frequency. By transitioning to a two-year schedule, we aim to assess the differences in maintenance costs, vehicle performance, and overall lifecycle benefits. This change is expected to provide a more sustainable approach to fleet management, potentially reducing short-term replacement costs and allowing for a more strategic allocation of resources. This trial will help determine if extending the replacement interval proves advantageous, taking into account the operational demands and the longevity of the vehicles under the rigors of police work.

Future Fiscal Years

Implement the Texas Police Chief Staffing Model

Utilizing this model will assist us in ensuring we keep our departmental staffing levels where officers uncommitted time is above 60%. Our goal of keeping uncommitted or discretionary time over 60% allows officers to be proactive when not responding to calls for service. In order to get the most accurate percentage, it would be best to be fully staffed, however, we will use this model to calculate our current patrol percentage. One of our main objectives as a police agency is to make sure our response times stay low, and we do not become an agency that is 911 driven. When officers are going from call to call, they cannot provide quality customer service and meet the expectations of our residence. Agencies that are 911 driven tend to experience officer burn out after a few years.

Executive Leadership Training

To include the Law Enforcement Management Institute of Texas (LEMIT), Institute for Law Enforcement Administration (IELA), FBI National Academy (FBINA) and Police Executive Research Forum (PERF). These are some of the most prestigious leadership programs throughout the country, that will assist our command staff in broadening their leadership skills.

Communications

The Communications Department consists of 9 full-time dispatchers, and 1 full-time dispatch supervisor. A new dispatch position to cover peak hours was approved for FY24. That position is still in the interview stage.

Current Fiscal Year Projects

The new position we are still trying to fill. As of late April, we are doing interviews.

Areas of Concern

The overtime line for Communications may go over budget.

Fiscal Year 2025 Impacts and Requests

The Communications Department has outlined several key initiatives aimed at enhancing operational efficiency and public safety communication services. These proposals, detailed below, are essential for the upcoming fiscal period:

1. Recording System Renewal:

- Background: The Equature recording system, crucial for logging all police, fire, dispatch radio traffic, and incoming calls on emergency and non-emergency lines, is due for renewal. The proposal includes a 10-year price lock with the first-year costing \$11,139.95 and subsequent years at \$8,139.95.
- Budget Line-item Impact: Computer Replacement Budget.

2. Dispatch Software Enhancement:

- Background: Currently, our dispatch software, which lacks flexibility and incurs additional training costs, is only available at two stations. The need to equip another station and update the software to a more adaptable and cost-effective system is critical.
- Solution: Allocate funds to purchase new call-taking software that accommodates deviations in protocols and includes online training, reducing external costs.
- Budget Line-item Impact: Computer Replacement Budget.

3. Reverse 911 System:

- Background: The absence of a reverse 911 system has hindered our ability to promptly notify citizens in emergencies.
- Solution: Funding is requested to acquire a comprehensive online system capable of sending emergency notifications via call or text.
- Budget Line-item Impact: Computer Replacement Budget.

4. Interpretation Services:

- Background: The need for effective interpretation services is paramount, given the limitations of our current provider, Language Line.
- Solution: Propose funding for a new interpretation service that includes in-person options.
- Budget Line-item Impact: Computer Replacement Budget.

5. Public Education Materials:

- Background: Currently sourced from the fire department's budget, public education materials for dispatch require a dedicated funding stream.
- Solution: Establish a new line item for dispatch to independently manage and purchase public education materials.
- Budget Line-item Impact: 1-23-3505 Prevention.

6. Food Budget for Dispatch:

- Background: Dispatch currently shares a food budget with the fire department.
- Solution: Create a dedicated food line item for dispatch to ensure proper allocation of resources.
- Budget Line-item Impact: 1-23-3520 Food.

7. Part-time Dispatchers:

- Background: Reductions in the wage budget have removed the flexibility to hire part-time staff, which is crucial for covering shifts during absences.
- Solution: Request additional funds to reintroduce part-time positions to assist with coverage, which will also help in managing overtime costs.
- Budget Line-item Impact: 1-23-3002 Wages.

Each of these goals is designed to address specific needs identified through operational assessments and feedback, aiming to enhance service delivery while managing costs effectively.

Future Fiscal Year

In the coming 2-5 years we will need to replace our radios. This is something we are budgeting for in the Equipment Replacement Plan. We are evaluating the costs to ensure we are setting enough aside each year.

We also may need to consider having three dispatchers on at all times.

There will also be new technology for 911 that we will need to consider. This will have budgetary implications.

Fire Department

The Fire Department has 18 full time staff, 7 part time staff, and 14 volunteers. That breakdown is as follows:

- 21 Fulltime Fire Staff
 - 1 - Chief/ Fire Marshal / Emergency Management Coordinator / 911 / LEPC
 - 1 – Assistant Chief/Assistant Fire Marshal / Assistant Emergency Management Coordinator
 - 1 - Fire Inspectors
 - 3 - Captain / Paramedics
 - 15 – Fulltime Firefighters (EMT to Paramedic)
- 5 Part time staff
- 8 Volunteers
 - 1– Fire & EMS
 - 2 – EMS Only
 - 3 – Fire Only
 - 2 – Support member

The Department has the following apparatus:

2 Fire Trucks	1 Chief Vehicle
1 Rescue Truck	1 Rescue Boat
2 Ambulance Units	1 Parade Antique Truck
1 Command Vehicle	1 High Water Truck
2 Inspectors Vehicles	1 UTV
1 Mobile Command Investigation Trailer	2 Utility Trailers
1 Utility Truck	1 Blocking Apparatus

Current Fiscal Year Projects

Some of the projects for the Fire Department of the year included:

- Restroom remodel – Still in progress
- Fire Fighting Gear – On order.
- Conex Boxes – We are not confident we can use this without having this on site.
- Gates and Fences – Has been canceled.
- Blocking Truck – Waiting for Equipment to arrive at upfitter.
- Utility Vehicle – We are looking to continue utilizing this vehicle and moving it into our fleet.

Areas of Concern

Some areas of concern for this year’s budget include the following.

1. Overtime Budget: Currently, there is \$52,000 remaining in the overtime budget. This figure is largely attributable to the implementation of our parental leave policy, which has increased the demand for overtime coverage significantly. The policy, while beneficial for employee welfare, has necessitated increased financial allocation to ensure that all shifts are adequately covered during such leaves.

2. Training Budget: Our training expenses this year were partially offset by support from SETRAC (Southeast Texas Regional Advisory Council), which covered certain training programs. However, there is a potential obligation to repay these funds, which could impact our training budget. Close monitoring and possibly seeking alternative funding or budget adjustments may be required to address this potential financial liability.

3. Building Maintenance Budget: This year, unexpected expenditures were incurred in the building maintenance budget, notably the replacement of an A/C unit. Such unforeseen costs have strained the budget, underscoring the need for a contingency plan in building maintenance to accommodate similar emergencies in the future.

4. Staffing Concerns: At both the command and general levels, staffing concerns continue to present challenges. Addressing these concerns is critical for maintaining operational efficiency and ensuring effective service delivery. Strategic hiring and possibly restructuring may be required to resolve ongoing staffing issues. However, we must balance that with our budgetary limitations.

5. Part-time Wages Budget: The budget allocated for part-time wages has been entirely expended, primarily due to increased utilization related to parental leave. This has depleted resources meant to provide flexibility in workforce management, highlighting the need for a review of funding allocations to part-time staffing to better accommodate parental leave impacts.

Accreditation- We are working to become a best practice accredited agency. This process has been over several years. One of the main objectives is to make sure we meet the accrediting body best practice policies. We are reviewing and updating these policies. It will take several years to complete this.

Training is an important part of the fire service. We have required training in all disciplines and finding time to do all the training is difficult. We need to do several live burns a year for TCFP. Coordinating staff to leave the city while on or off duty is difficult.

Fiscal Year 2025 Impacts and Requests

There are several items we are looking at for the next fiscal year.

1. Part-Time Wages (1-25-3002): Due to a reduction in the part-time wages line-item last year and an increase in salaries, we have experienced a shortfall. To help offset our overtime budgets, we propose an increase in this budget line item. This adjustment will help us maintain essential staffing levels and ensure our operational readiness.

2. Full-Time Staffing (1-25-3001): Our call volume and response needs are growing, necessitating additional full-time personnel. We propose to add new positions to our team if we do not secure a FEMA grant intended for this purpose. This proactive step will address our staffing needs and maintain high service standards.

3. Training Enhancements (1-25-5029): With our department's expansion and the increasing desire of our staff for advanced training, particularly in EMS and paramedic certification, we need to enhance our

training budget. This funding will allow more firefighters to attain higher certifications and bring valuable skills back to our department, enhancing our capability to handle diverse emergency situations.

4. Overtime Adjustments (1-25-3007): The utilization of the overtime budget has exceeded expectations, largely due to parental leave taken by our firefighters. To better manage future demands and anticipated leave policies, we propose a reevaluation and possible increase of the overtime budget to ensure that we can continue to provide uninterrupted services.

5. Medical Stretchers for Ambulance (1-25-9781 Equipment Contribution): Our current stretchers, over 10 years old, are increasingly requiring costly maintenance. We propose purchasing new stretchers with modern features and warranties, which will reduce the need for expensive maintenance contracts and ensure reliability in medical emergencies.

6. Equipment for New Fire Apparatus (1-25-3523 Tools and Equipment): With new fire trucks scheduled for delivery in 2025, additional equipment, specifically lower pressure hoses, is required. These hoses will reduce the risk of injury to our personnel and minimize mechanical wear on the apparatus, contributing to safer and more effective firefighting operations.

7. Plastic Storage for New Equipment (1-25-3523 Tools and Equipment): The arrival of new fire trucks necessitates custom-made heavy-duty plastic storage units for equipment. This funding will allow us to outfit the new apparatus with tailored storage solutions, enhancing organization and accessibility of critical tools and equipment.

8. Fourth Cardiac Monitor (Computer Replacement): The addition of a new fire apparatus and the expansion of our personnel require an additional cardiac monitor to equip the second large apparatus. This monitor is crucial for providing advanced life support on the scene and will enhance our medical response capabilities.

9. Lucas Device: To improve our emergency medical services, we propose the purchase of an additional Lucas Device. This mechanical CPR device provides consistent, effective compressions during cardiac arrests. Having one on each ambulance will significantly enhance our ability to serve the community, especially during simultaneous emergencies.

These budget requests are designed to strategically address current gaps and future needs within the Fire Department, ensuring that we continue to provide exemplary service to our community while adapting to its evolving demands.

Future Fiscal Years

Span of Control – As we add more staff, we need to ensure the span of control stays within appropriate numbers. We will look at establishing a rank structure to add Command level personnel and Engine Lt's.

Succession Planning- It is important to make sure the future of the departments continues to have the right people in place. At some point, people will retire. It is the goal of the department to have every division within our organization with the right people with the skills to perform in future roles.

Other future considerations include:

- Cancer prevention initiatives- #1 cause of firefighter deaths

- Fire department staffing
- Station improvements
- Blocking truck for freeway during rain events and non-busy times
- Vehicle replacement plan (adjustments as needed)
- Radio replacement
- Zetron station systems
- Best practice accredited
- Rebranding

Public Works and Utilities

This section covers Department 30 (Public Works), Department 32 (Streets), Department 35 (Solid Waste) and Department 45 in Fund 2 (Utilities).

Staffing in these areas includes the Public Works Manager, Street Supervisor, 3 Infrastructure Technicians, a Water and Wastewater Supervisor, and 3 Utility Operators.

Current Fiscal Year Projects

- Philippine Lift Station Rehab: Construction Began 4/4 completion set for 9/1/24.
- Lift Station SCADA upgrade: 50% Complete
- Seattle WTP Booster Pumps: Complete
- Automated Meter Reading: Complete
- Rio-Wall-Crawford-Tahoe Sanitary Rehab: Construction May-June.
- Sanitary Sewer Inspections: Quiddity Preparing CCTV Bid Package: Set to Commence June/July
- Storm Water Inspections: Rio Grande from Village down crossing Jersey continuing on Lakeview to Acapulco. Police Department to Carlsbad then north and south remain.
- Valve Assessment, Hydrant Assessment and Rehab: Assessment complete: repair hopeful for years end, depending on budget
- Congo Street Rehab: Council Awarded the contract in April. Construction to begin June 1.
- Australia & Solomon: Gauge Engineering in Design Phase
- Seattle & Singapore: Westwood Engineering in Design Phase
- West Water Plant Generator ATS: PO ISSUED Waiting installation upon material arrival.
- Transducers: 50% Complete
- White Oak Bayou Headworks/Non-Pot: Proposal Accepted March 2024 Bid results April
- Street Panels: Complete: Lakeview, Delozier, St John. Lifted: Lakeview/Carlsbad, Wyndham Ct, and Hawaii
- Sidewalks: Complete: Animal Hospital, Village Green, Jones
- Lead and Copper: Completion in September

Areas of Concern

- Sidewalk Infrastructure
- Street panel Infrastructure – for streets not expected to be replaced in the next 10 years.
- Presence of voids – with the drought last year there has been a lot of earth shifting
- Inflation – the costs of all our projects are increasing.
- We have historically been reactive, and we are trying to become more proactive.

Fiscal Year 2025 Impacts and Requests

Based upon the CPI for garbage removal services, that our trash removal contract is based upon, we're estimating a 4-7% increase in our trash costs.

These four items have historically been budgeted in the CIP Fund but are being mentioned here as they fall in this department.

- Street Panel Repairs: \$400,000
- Sidewalk Repairs: \$125,000
- Stormwater Rehab: \$200,000
- Decorative Street Lights: \$300,000

Additional Projects to consider:

- Philippine St void investigation and repair: \$100,000
- Decorative Street Signs Upgrade \$225,000
- Digital Speed Sign upgrade: \$50,000
- Ground Penetrating Radar citywide: \$335,000.

The membership fee in Public Works will need to be increased to cover the Association assessments and dues of the building. This will be approximately \$3,000.

For the utilities side we are seeking the following:

Several significant infrastructure projects are slated for funding in the upcoming budget, aimed at enhancing the efficiency and reliability of our city's water treatment and distribution systems:

1. Castlebridge Wastewater Treatment Plant (\$589,000): This allocation is targeted for critical upgrades including the replacement of blowers 1 & 2, installation of pre-aeration diffusers, onsite lift station repairs, and mud valve replacement. These improvements are vital to ensure the continuous and effective treatment of wastewater, enhancing the plant's overall operational resilience.

2. West Road Water Plant (\$380,000): Investments at this facility include the base repair of the hydrotank, internal and external recoating of the hydrotank, recoating of ground storage tank #1, and the repair and recoating of booster pump #2 and its associated piping. These enhancements will help to maintain the integrity and functionality of the water storage and pumping systems, thus ensuring a reliable water supply to the community.

3. Village Drive Water Plant (\$15,000): Funds have been earmarked for the recoating and repair of booster pump #1. This project is essential to maintain the pump's efficiency and extend its operational life, thereby supporting the plant's ability to meet the water demand effectively.

4. Seattle Water Treatment Plant (\$272,000): The budget includes recoating the interior and exterior of ground storage tank #2 and various valve repairs. These updates are crucial for maintaining the quality of stored water and ensuring smooth operational processes within the plant.

5. Lift Stations (\$413,000): Significant upgrades are planned for two key lift stations—Tahoe and Hillcrest. At the Tahoe Lift Station, the wet well will be rehabilitated, pumps and valves will be repaired or replaced, and odor control systems will be installed. The Hillcrest Lift Station will undergo slab repairs. These improvements are critical to ensure the efficient transport and management of wastewater within the city's sewer system.

6. Access Control for All Sites (\$15,000): To enhance security across all utility sites, coded gate entry systems will be installed. This measure will secure critical infrastructure and limit access to authorized personnel only.

7. My360 Software (\$15,000): Funding is also proposed for the My360 software, a public portal that allows residents to monitor their water usage. This tool is part of our commitment to promoting water conservation and providing residents with the resources to manage their water consumption effectively.

8. Sanitary inspection: Funding will supplement the remaining scope of the CCTV project that carries over from this current fiscal year to inspect and clean all lines.

9. Lift Station Portable Generator: This would be a cost share for a portable generator. Grants have been submitted. We are waiting to hear about the award. We are not sure when the award may come, but this project likely will not be completed until next fiscal year.

10. Water Valve & Hydrant Repair: Staff investigated and identified all faulty valves and hydrants this fiscal year and this request is to finish off the remainder of the valves remaining as a rollover project.

Each of these projects is designed to address specific needs within the water management system, ensuring sustainable, efficient, and secure water services for our community.

Future Fiscal Years

As we look toward the future development and sustainability of our city's infrastructure over the next 2-5 years, several strategic initiatives are planned under the Water and Wastewater Capital Improvement Plan (CIP) along with other vital operational enhancements:

1. White Oak Bayou Wastewater Treatment Plant Rehabilitation: Scheduled for the coming years, this project focuses on upgrading and rehabilitating the White Oak Bayou Wastewater Treatment Plant. This initiative is essential for boosting the plant's capacity and efficiency, preparing it to meet the escalating demands of our growing community while adhering to evolving environmental regulations.

2. Execution of Water and Wastewater Master Plan: The ongoing implementation of the Water and Wastewater Master Plan remains a key priority. This plan is structured to progressively upgrade and expand our water and wastewater systems, ensuring the sustainable management of our water resources and enhanced service provision throughout the city.

3. Exploration of a New Surface Water Facility or Converting Existing Infrastructure: Over the next several years, we will evaluate the feasibility and potential benefits of establishing a new surface water facility or converting existing structures to bolster our water supply systems. This strategic consideration aims to secure our long-term water supply needs and fortify our resilience against possible water shortages.

4. Potential ETJ (Extraterritorial Jurisdiction) Annexation - Impact Study Implications: If there is any annexation this would have project implications. Some of these costs can be covered by bond funds that were previously authorized.

5. Relocation of Public Works Operations to a Central Location: To enhance operational efficiency and service response across the city, a proposal to relocate Public Works operations to a more centrally located facility is being considered. This strategic move is expected to streamline operations, reduce maintenance and emergency response times, and potentially decrease operational costs.

These forward-looking initiatives are designed to substantially invest in and improve our city's infrastructure and operational effectiveness, ensuring that we continue to deliver high-quality water services, enhance our wastewater treatment facilities, and plan proactively for the anticipated growth and development needs of our community over the next few years.

Community Development

This department has the Community Development Manager, Code Enforcement/Animal Control Officer, and Permit Clerk.

Current Fiscal Year Projects

This fiscal year has seen several noteworthy achievements within our department that highlight our commitment to excellence and innovation in serving our community.

Firstly, we were honored to be awarded a CRS (Community Rating System) Class 5 rating. This prestigious recognition is a testament to our proactive and effective management of community floodplain programs. Achieving a Class 5 rating not only reflects the high standards and dedication of our team but also translates into significant flood insurance premium reductions for our residents, underscoring our commitment to both safety and financial benefits for the community.

Jersey Village's achievement is notable not just on a local scale but also nationally and within the state of Texas. As of October 2023, out of 1,505 communities participating in the CRS program nationwide, only 208 have attained a Class 5 rating or higher. Within Texas, of the 71 CRS-participating communities, only 7 have reached such a high classification. This places Jersey Village in an elite group of cities leading the way in effective floodplain management practices.

Additionally, we successfully underwent a comprehensive 5-year CAV (Community Assistance Visit) audit by the Texas Water Board. This audit assessed our adherence to regulations and our capability in managing the area's water resources. Successfully passing this audit demonstrates our department's ongoing commitment to maintaining the highest standards of water management and regulatory compliance, ensuring the sustainable use and protection of our water resources for the future.

Lastly, we implemented a new online portal for sign renewals, significantly streamlining the process and improving user experience. This portal has made it easier for businesses and residents to comply with local regulations, facilitating a smoother and more efficient interaction with city services. This enhancement not only improves operational efficiency but also supports local businesses by reducing the bureaucratic overhead associated with sign renewals.

Each of these accomplishments reflects our department's dedication to enhancing service delivery, embracing technology, and maintaining rigorous standards to benefit our community.

Areas of Concern

One area of concern here is the travel/training budget. There are several initiatives that we are working on that have required a bit more travel.

The attendance of our Community Development Manager at the ICSC (International Council of Shopping Centers) annual conference is of paramount importance as we strive to attract more retail to our area. This conference serves as a crucial platform for networking with industry leaders, gaining insights into the latest trends in retail development, and discovering new and innovative strategies to attract businesses. By participating, our Community Development Manager will have the opportunity to meet potential retail partners and learn about successful retail attraction strategies from other municipalities. The knowledge and connections gained from this event are invaluable in shaping our local economic

development initiatives to create a more vibrant retail environment that meets the needs of our community and enhances our local economy.

Fiscal Year 2025 Impacts and Requests

For the next fiscal year, our department has identified several key areas requiring budgetary attention to enhance our operational capabilities and community engagement initiatives. Below are the outlined requests:

1. Digital Cameras for Code Enforcement and Communications (\$1,000): We are requesting funds to purchase two new digital cameras for our code enforcement and communications teams. These cameras are essential tools for documenting compliance and non-compliance with city regulations, and for producing high-quality communications materials. The investment in these cameras will aid in maintaining the integrity of our enforcement efforts and in enhancing the quality of our public communications.

2. Advertising (\$8,000): Recognizing the importance of effective community outreach and promotion, we propose allocating \$8,000 towards advertising. This funding will be used to enhance our marketing efforts for city events, programs, and public notices, ensuring that our initiatives reach a broad audience. This expense is eligible for Hotel Occupancy Tax (HOT) Funds, which will be utilized to maximize the impact of our advertising strategies without straining the general fund.

3. Jersey Village Restaurant Week (\$10,000): To promote local dining and enhance economic activity within our community, we propose the inaugural Jersey Village Restaurant Week. An allocation of \$10,000 will cover the event's promotional activities, aiming to attract both residents and visitors to participate and enjoy the best of what our local restaurants have to offer. This initiative is also eligible for HOT Funds, aligning with our goals to boost tourism and local business patronage.

4. Increase in Travel and Training Budget (\$5,000): To keep our staff at the forefront of industry standards and innovations, an increase of \$5,000 in the travel and training budget is requested. Investing in our staff growth and networking not only enhances their capabilities but also directly benefits our community through improved service delivery and attraction/retention of businesses.

5. MyGov Software Expansion (\$17,671): To improve our capabilities in managing work orders and assets, and code issues we propose the expansion of the MyGov software, which will now include facilities and public works. This system expansion will cost \$17,671 initially, with ongoing costs of \$13,440 annually. This investment will streamline operations within our facilities and public works departments, fostering better management of city assets and more efficient handling of work orders.

6. Placer.ai Subscription (\$15,000): We are seeking to acquire a subscription to Placer.ai, an advanced data analytics platform that will benefit both economic development initiatives as well as our Parks and Recreation Department. This tool will provide valuable insights into customer and visitor demographics, park usage patterns, and consumer behavior enabling more targeted programming and improvements.

7. Updated Marketing Video/Clips for social media (\$10,000): To leverage the recent enhancements at our new clubhouse and to boost our online presence, we propose the creation of updated marketing videos and clips for social media. This project, with a budget of \$10,000, will focus on producing high-

quality visual content that highlights the features of the new facility. This initiative is eligible for HOT Funds and is aimed at attracting more visitors and promoting community engagement through vibrant and appealing social media content.

8. If a communications position is created it would be housed in this department and report to the Community Development Manager.

These budget requests are designed to equip our department with the necessary tools and resources to continue providing exceptional service and to foster economic growth and community engagement in the upcoming fiscal year.

Future Fiscal Years

Looking ahead to the next 2-5 fiscal years, our city has laid out several forward-thinking initiatives designed to enhance community development, beautification, and economic growth:

1. Collaboration with Real Estate Brokers and Developers: One of our primary objectives is to work closely with real estate brokers and developers to encourage the redevelopment of key areas within our city. This strategy aims to revitalize underutilized spaces, attract new businesses, and increase residential options, thereby fostering a vibrant urban environment and stimulating economic growth.

2. Public Art Strategy Implementation: To enhance city beautification, we plan to develop and implement a comprehensive public art strategy. This initiative will not only enrich the aesthetic appeal of our community spaces but also foster a sense of identity and pride among residents. Public art will be strategically placed in parks, along city streets, and in other public areas to enhance the visual landscape and create culturally enriching experiences for both residents and visitors.

3. Marketing and Brand Establishment for “Visit Jersey Village”: To boost tourism and local commerce, we will focus on marketing and establishing the brand of “Visit Jersey Village.” This campaign will highlight the unique attributes of our city, promote local attractions, and position Jersey Village as a desirable destination for both short visits and extended stays. The branding initiative will include a mix of digital and traditional marketing strategies to reach a broad audience.

4. Mixed-Use Development: We are actively working towards the mixed-use development project.

5. Consultant for Community Rating System (CRS): To improve our city’s rating under the Community Rating System, we will engage a consultant specializing in CRS. This expertise will guide our efforts to enhance local floodplain management practices and policies, potentially leading to lower flood insurance premiums for our residents while increasing community resilience against flooding.

6. Consulting Fees for Building Official Services: Recognizing the complexity and regulatory requirements of our expanding infrastructure, we will allocate funds for consulting fees for building official services. This will ensure that all construction complies with the latest building codes and standards, maintaining safety and quality in new developments and renovations.

These planned initiatives represent our commitment to sustainable growth, community enhancement, and economic vitality. Each project and strategy is carefully designed to bring long-term benefits to Jersey Village, fostering a thriving, dynamic city for future generations.

Fleet

For this fiscal year we are testing not doing fleet in house. This has worked out well for us so far. The costs of outsourcing are still less than the fleet maintenance staff. Since most of our vehicles are always under warranty, we don't have the amount or types of work that we used to have when we had a fleet replacement schedule that was not as good as it is today.

Fiscal Year 2025 Impacts and Requests

There are no major impacts for this department. We will reduce some areas as we are confident now that we will not be bringing fleet back in house.

This will also mean we will sell some of the assets that we had for the department that are no longer needed.

Future Fiscal Years

Lead time and prices for new vehicles will be areas to watch in future years.

Parks and Recreation

The Parks and Recreation Department has three main divisions which are: Parks (Department 39) Recreation (Department 38), Building Maintenance (Department 33), and Jersey Meadows Golf Course (Fund 11).

The following staff are in each Department.

Recreation – Department 38

- Recreation and Events Supervisor
- Pool
 - Pool Manager/Asst. Pool Manager – 3 PT/Seasonal
 - Seasonal Staff – 16 PT/Seasonal

Parks – Department 39

- Administrative Assistant
- Parks Supervisor
- Parks and Recreation Manager
- Parks Maintenance – 5 Full Time

Building Maintenance – Department 33

- Building Maintenance Manager – 1 Full Time
- Building Custodian -1

Golf Course – Fund 11

- Golf Course:
 - Golf Pro/Assist. Golf Pro/Pro Shop: 6 Full Time
 - Maintenance/Grounds/Mechanic: 9 Full Time
 - Part Time Employees – 36 consisting of:
 - Pro Shop
 - Grounds Maintenance
 - Cart Attendants
 - Starters & Marshals

Current Fiscal Year Projects

Some of the FY 2022 projects that have been our focus this year include:

Golf Course

- Golf Course Clubhouse: Building A Complete Building B anticipated August 1, 2024.
- GOLF CART FLEET: Complete
- Hole 14 Lake Renovation: Complete

Parks

- NEW Parks and Recreation Manager & Recreation Events Supervisor: Isaac Recinos & Alec Harris

- Carol Fox Play Structure: currently In Schematic Design Phase working towards a final. Community meeting held; Stakeholder input gathered.
- Clark Henry Fields: currently In Construction Document Phase
- Shade for Carol Fox Sand: Ordered: Pending Carol Fox Feedback: targeting late summer install.
- Carol Fox MINI CITY: Final Piece arriving in June
- Carol Fox Wall Mural: Painting to commence June 20

Facilities

- NEW Facilities Tech and Building Custodian: Joey Schroeder & Gloria Hale
- Access Control: Hardwire door Install Complete: Waiting on wireless for Transition EST May.

Areas of Concern

- Recreation
 - Aging Pool facility: Pools from 2023 and earlier that have been built that are like ours with small upgrades were \$6,000,000.
- Parks
 - Tree maintenance backlog
 - Carol Fox community-built playground and sidewalks – all this needs to be replaced soon.
 - Maintenance Facility
- Golf Course
 - Greens
 - Irrigation mains
 - Maintenance Facility

Fiscal Year 2025 Impacts and Requests

Carol Fox Playground Structure is a big request for this fiscal year. There was money set aside in FY2024, with the final amount requested for FY2025 so the playground structure can be built. This is a total of \$930,000.

The multi-use fields at Clark Henry Park are currently under design. The total construction costs for the project are estimated to be approximately \$1,050,000.

Next year we will also be evaluating the Parks Master Plan with the Parks and Rec Committee to set the goals and projects for the remaining 5 years of the plan.

For the upcoming fiscal year, several key budgetary allocations are proposed to enhance the amenities and functionality of Jersey Meadow Golf Club, ensuring that it continues to offer a premier golfing experience.

1. Irrigation Lake Improvements (\$350,000): A significant investment of \$350,000 is planned for comprehensive improvements to the golf course's irrigation lake. This project will include erosion control measures and the installation of a bulkhead to protect the lake's perimeter on the west side. Additionally, the installation of a new pump station cover and aesthetic enhancements such as fountains are included. These improvements are crucial for maintaining the lake's health and functionality, which

is essential for the overall irrigation system of the golf course. It will also improve the aesthetics for the new restaurant and outdoor patio seating.

2. Practice Putting Green Expansion (\$56,000): To better serve our golfing community, we propose a \$56,000 expansion of the practice putting green. This expansion will provide more space for golfers to practice and warm up before rounds, enhancing the overall user experience and accommodating a greater number of guests.

3. Flower Bed Maintenance Contract (\$28,000): Recognizing the importance of aesthetics on the overall ambiance of the golf course, we would like to enter into a maintenance contract estimated at \$28,000 specifically for the upkeep of our flower beds. This contract will ensure that all landscaping remains pristine and inviting throughout the year, contributing to the beautiful and well-maintained appearance of the facility.

4. Greens Covers (\$40,000): To protect our greens during inclement weather and colder months, we are allocating \$40,000 for the purchase of high-quality greens covers. These covers will help maintain the health and playability of the greens, reducing maintenance costs and keeping the course in top condition year-round.

5. Driving Range Lighting (\$120,000): An investment of \$120,000 is requested for the installation of lighting at the driving range. This improvement will extend usable hours into the evening, increasing revenue and providing a return on investment (ROI) through heightened usage rates and extended service hours.

6. Maintenance Fence Behind Hole 1 (\$10,000): We are requesting \$10,000 to construct a maintenance fence behind hole 1. This fence will enhance safety and aesthetics by concealing maintenance equipment and operational areas from the view of golfers and guests.

7. Golf Course Greens Consideration: Lastly, we are exploring further considerations for enhancing the golf course greens. Details and specific budget allocations are being evaluated to ensure that any investments in the greens are effective and meet the high standards expected by our golfers. As of right now we do not have a good budget number, but we are working to refine that for the July budget meetings.

These proposed enhancements and investments are designed to significantly improve the functionality, aesthetics, and overall experience of our golf course, making it a destination of choice for both residents and visitors.

We have several budgetary requests for the next fiscal year aimed at enhancing our community services and facilities. These requests encompass a range of activities and necessary improvements that aim to meet the growing needs of our city and its residents.

1. Janitorial Supplies (\$16,000): We request an increase of \$16,000 for janitorial supplies to accommodate the rising usage at the Convention Center, due to an increase in staff, higher voter turnout, and the popularity of events like the farmer's market. This enhancement will ensure that our facilities remain clean and sanitary, providing a pleasant experience for all attendees.

2. Founders Day Enhancements (\$9,000): To enhance the Founders Day celebration, we propose an additional \$9,000 to cover increased costs associated with fireworks, restroom trailers, and rides. These enhancements are expected to draw larger crowds and improve the overall event experience, making it a memorable occasion for the community.

3. Fall Frolic Haunted House (\$6,000): We are planning to host a Haunted House at the Fall Frolic event, with a budget of \$6,000. This attraction is anticipated to bring in partial returns on investment through ticket sales, contributing to the event's overall success and entertainment value.

4. July 4th Celebration (\$8,000): An allocation of \$8,000 is requested for our July 4th celebration, with additional funding potentially covered by Hotel Occupancy Tax (HOT) funds for music and entertainment costs totaling \$9,000. This investment will enhance the patriotic festivities and attract more visitors to our celebration.

5. Concert in the Park (\$3,000): To continue our popular Concert in the Park series, we propose a budget of \$3,000. These concerts provide an excellent opportunity for community gathering and entertainment, enhancing the quality of life for our residents.

6. JMNT Pavilion (\$425,000): For the construction of the JMNT Pavilion, we request \$425,000, with \$125,000 already budgeted previously. This significant investment is expected to generate a return on investment by hosting various events and rental opportunities, significantly enhancing our community's recreational and event offerings.

7. Christmas Lights for Fire, PD, CH (\$30,000): To spread holiday cheer and beautify our public spaces, we propose a budget of \$30,000 to install Christmas lights at the Fire Department, Police Department, and City Hall. This festive decoration will enhance the seasonal ambiance and attract visitors to our city facilities.

8. BOOM Trailer (\$30,000): We propose to invest in a BOOM Trailer for multiple departmental uses, with a budget of \$30,000. This trailer is expected to be used at least 30 times, providing a strong return on investment through its versatility and functionality across various city events and operations.

9. Adding Air Conditioners to the VERP: We also seek to enhance the comfort of the VERP (Vehicle Equipment Replacement Plan) by adding air conditioners. This improvement will make the space more usable in warmer months, increasing its functionality for volunteers and events.

Each of these budget requests is designed to address specific community needs and opportunities, aiming to enhance public services, community engagement, and the aesthetic appeal of our city. These investments will contribute significantly to the livability and attractiveness of our community, fostering pride and enjoyment among residents and visitors alike.

Future Fiscal Years

Some general areas of concern for the future include the following:

- Aging Facilities:
 - The golf course maintenance facility is continuously deteriorating and has aged beyond its lifespan. It is imperative that we begin to consider a new work location, potentially one that could be co-located with the parks team and maybe the public works team. An

idea has been presented to consider a new maintenance facility near the golf course pump station (old tennis courts) for both GC Maintenance and Parks to use. This would allow them to share resources (golf course mechanic, equipment, general lawn maintenance repairs/supplies) while also providing a central location for our staff, reducing mobilization costs. Estimated 12,000-15,000 Sq. Ft. While the cost was previously estimated to be \$1,500,000, that number has likely doubled since then.

- A new pool and pool facility which was discussed earlier in this document.
- Expansion of Golf Course Division & 2030 Vision
 - The Golf Club Maintenance Standard has increased as well as the number of rounds played per month. Our course condition is beginning to experience additional impact that will require additional attention, preventative care, and therefore additional staff. One specific project is to replace all the greens. Another project would be to replace the aging cart paths.
- Town Center
 - With the construction of the new city hall and town center this could likely introduce more landscaping, parkland, irrigation, and facility responsibility in the department. This will require additional staff in the parks and potentially the facilities department along with some capital purchases (additional Parks vehicle and landscaping equipment).

Two – Five Year Outlook

Over the next 2-5 fiscal years, our city is poised to undertake a series of transformative initiatives that will enhance recreational facilities, streamline operations, and improve community spaces, reflecting our commitment to growth and quality of life.

1. **New Pool Operations:** Should we move forward with the construction of a new community pool; we will develop comprehensive operational plans to ensure efficient management and excellent service delivery. This new facility will offer enhanced recreational options for residents of all ages, featuring modern amenities and programming to support swimming, water safety education, and fitness activities.

2. **Event Rebranding:** To keep our community events vibrant and engaging, we plan to rebrand our city-sponsored events. This will involve refreshing themes, marketing strategies, and participant engagement tactics to increase attendance and enhance the overall event experience. Rebranding will help maintain the relevance of our events in a changing cultural landscape and attract a broader demographic.

3. **Park Lighting:** To increase safety and extend the usability of our parks into the evening hours, we will install new, energy-efficient lighting throughout our park systems. Enhanced lighting will not only improve visibility but also contribute to the security of the parks, making them accessible and enjoyable for families and residents during evening and night hours.

4. **Central Maintenance Facility Combined with Public Works (PW):** We are considering the development of a central maintenance facility that would consolidate various maintenance functions with public works, parks, and golf course. This facility would streamline operations, reduce operational costs, and improve service delivery by centralizing equipment, staff, and resources. Estimated 12,000-15,000 Sq. Ft. While the cost was previously estimated to be \$1,500,000, that number has likely doubled since then.

5. Jersey Meadow Nature Trail Pavilion: Plans are underway to continue the development of the JMNT Pavilion, which promises to be a versatile venue for community gatherings, events, and recreational activities. This pavilion will enhance our community's infrastructure and provide a new hub for civic and social engagement.

6. Golf Course Greens Renovation: To ensure our golf course remains competitive and well-maintained, we plan to undertake a comprehensive renovation of the greens. This project will improve the playability and aesthetic appeal of the golf course, which is essential for providing a high-quality golfing experience to residents and visitors alike.

7. Golf Course Cart Path: Alongside greens renovations, we will also upgrade the golf cart paths. This improvement will enhance the accessibility and navigability of the course, providing a smoother and more enjoyable experience for all players.

8. Pump Station Erosion Control: We will address the erosion issues at our pump stations by implementing erosion control measures. These initiatives will protect our infrastructure from weather-related damage and ensure the longevity and efficiency of our water management systems.

Each of these projects reflects our strategic vision for the city's development, focusing on improving community facilities, enhancing recreational opportunities, and optimizing city operations for the benefit of all residents.

Capital Improvement Plan

Maintaining a comprehensive and solid Capital Improvement is vital for the continued health of our community. While we try to implement a Pay As You Go method for CIP items the last few years of inflation have proven to be very tough to do for some projects.

While these are the areas staff has identified that we should look at for CIP, the Comprehensive Plan identifies several areas that need to be addressed over the next few years. If the Council feels one of these areas should be looked at instead of or in addition to the areas identified by staff, we welcome that discussion.

For the upcoming year we have the following projects tentatively scheduled for the moment. This will likely change based upon need, fiscal impacts, and other issues before we get to the final budget proposal in July.

Several of the Utility Projects are from the Capital Improvement Plan that the City Council received back in March 2024.

Improvement	Year		Life	2025
	Installed	Rehab	Expectancy	
Seattle St. Water Plant (No. 1)				
Ground Storage Tank No. 2	2001			
Recoating (Interior)			12	\$ 80,000
Recoating (Exterior)		Unknown	12	\$ 75,000
Replacement			40	
Miscellaneous Repair Items				\$ 20,000
SEATTLE WATER PLANT TOTAL:				\$175,000
				2025
Construction Cost				\$175,000
Contingencies (20%)				\$ 35,000
Inflation (4% Per Year)				\$ 17,000
Engineering				\$ 45,000
TOTAL PROJECT COST				\$272,000

Village Dr. Water Plant (No. 2)		1978		
Booster Pumps No. 4 (500 gpm)	1979			
Recoat			12	\$ 1,000
Repair			7	\$ 8,000
Replacement			15	
Generator	2022			
Replace Generator			25	\$275,000
Recoat Fuel Tank and Panel Replacements			12	

VILLAGE WATER PLANT TOTAL:				\$284,000
				2025
Construction Cost				\$284,000
Contingencies (20%)				\$ 57,000
Inflation (4% Per Year)				\$ 28,000
Engineering				\$-
TOTAL PROJECT COST				\$369,000
West Rd Water Plant (No. 3)		1984		
Water Well No. 3 (1,500 GPM)	1984			
Rework		Unknown	15	
Replacement			50	
Ground Storage Tank No. 1	1984			
Recoating (Interior)		Unknown	12	\$ 80,000
Recoating (Exterior)		Unknown	12	\$ 75,000
Replacement			40	
Miscellaneous Repair Items			-	\$ 20,000
Hydropneumatic Tank No. 1	1984			
Recoating (Interior)		Unknown	12	\$ 20,000
Recoating (Exterior)		Unknown	12	\$ 20,000
Replacement			35	
Miscellaneous Repair Items				
Booster Pumps No. 2 (750 gpm)				
Recoat	1984		12	\$ 1,000
Repair			7	\$ 8,000
Replacement			15	
Booster Pump Piping				
Recoat			12	\$ 20,000
Replace			35	
WEST WATER PLANT TOTAL:				\$244,000
				2025
Construction Cost				\$244,000
Contingencies (20%)				\$ 49,000
Inflation (4% Per Year)				\$ 24,000
Engineering				\$ 63,000
TOTAL PROJECT COST				\$380,000
				2025
TOTAL WATER PLANT COSTS				\$1,021,000

STREET AND DRAINAGE IMPROVEMENTS			
4	FL	Elevations FY22 Grant	\$ 210,000
5	FL	Elevations FY23 Grant	\$ 40,000
	FL	Flood Mitigation Study	\$ 220,000
		Total for Street and Drainage Improvements	\$ 470,000
GENERAL COMMUNITY IMPROVEMENTS			
	FD	Fence and Gates around FD and PD	\$ 120,000
17	Gen	Facility Improvements	\$ 50,000
20	Gen	City Comprehensive Plan	\$ 200,000
24	PD	New Roof at Police Department	\$ 115,000
GENERAL COMMUNITY IMPROVEMENTS			
27	PR	WIFI for pool and parks	\$ 20,000
28	PR	Park Improvements	\$ 50,000
35	PR	PMP JM Nature Trail Site Furnishings & Water Fountain	\$ 300,000
39	PR	PMP Clark Henry Baseball field	\$ 395,000
40	PR	PMP Clark Henry Open Field Improvements	\$ 400,000
42	PR	New Playground Structure for Carol Fox Park	\$ 280,000
44	PR	Improvements to pocket parks/green space throughout city	\$ 100,000
51	PR	Additional Christmas decorations CH/PD/FD	\$ 30,000
52	PW	Street Panels Replacement (2)	\$ 125,000
53	PW	Side walk replacements and additions	\$ 500,000
54	PW	Decorative Street Lights	\$ 300,000
55	PW	Rehabilitation/Repair Storm Water Lines	\$ 200,000
57	PW	Decorative Street Signs	\$ 225,000
58	PW	Digital Street Signs	\$ 50,000
59	PW	ground penetrating radar	\$ 335,000
		Total General Community Improvements	\$ 3,795,000
		Total General Fund Costs	\$ 4,265,000

As we wrap up this memo it is important to reiterate once again that these are the things that have been requested. As we get into the July budget meetings many of these items will likely be reprioritized to future fiscal years due to budget constraints.

If there are other projects the Council has questions or wants to discuss, staff welcomes that opportunity.