

Bobby Warren, Mayor  
Drew Wasson, Council Position No. 1  
Sheri Sheppard, Council Position No. 2  
Michelle Mitcham, Council Position No. 3  
James Singleton, Council Position No. 4  
Jennifer McCrea, Council Position No. 5



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

## Jersey Village City Council - Regular Meeting Agenda

Notice is hereby given of a Regular Meeting of the City Council of the City of Jersey Village to be held on Monday, April 22, 2024, at 7:00 p.m. at the Civic Center Auditorium, 16327 Lakeview Drive, Jersey Village, Texas, for the purpose of considering the following agenda items. All agenda items are subject to action. A quorum of the City Council will be physically present at the meeting; however, some Council Members may participate in the meeting via videoconference call. The City Council reserves the right to meet in closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

### **A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

### **B. INVOCATION, PLEDGE OF ALLEGIANCE**

1. Prayer and Pledge by: Stefanie Otto, Commander of the Jeremy E. Ray American Legion Post 324.

### **C. PRESENTATIONS**

1. Presentation of Police Department Employee of the 2024 First Quarter Award by Stefanie Otto, Commander of the Jeremy E. Ray American Legion Post 324. *Michelle Mitcham, Mayor Pro tem and Commander Stefanie Otto*
2. Presentation of Employee of the Month Award for April 2024. *Austin Bless, City Manager*

### **D. CITIZENS' COMMENTS**

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

### **E. CITY MANAGER'S REPORT**

1. Monthly Fund Balance Report, Enterprise Funds Report, Governmental Funds Report, Property Tax Collection Report, General Fund Budget Projections, Utility Fund Budget Projections, and Quarterly Investment Report.
2. Fire Departmental Report and Communication Division's Monthly Report
3. Police Department Monthly Activity Report, Staffing/Recruitment Report, and Police Open Records Requests

4. Municipal Court Collection Report, Municipal Court Activity Report, Municipal Court Courtroom Activity Report, Speeding and Stop Sign Citations within Residential Areas Report, and Court Proceeds Comparison Report
5. Public Works Departmental Status Report
6. Golf Course Monthly Report, Golf Course Financial Statement Report, Golf Course Budget Summary, and Parks and Recreation Departmental Report
7. Code Enforcement Report

#### F. CONSENT AGENDA

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

1. Consider approval of the Minutes for the Regular Session Meeting held on March 18, 2024. *Lorri Coody, City Secretary*
2. Consider Resolution 2024-28, amending the Purchasing Policy for the City of Jersey Village. *Austin Bless, City Manager*
3. Consider Resolution 2024-29, proclaiming April as Fair Housing Month in connection with the City of Jersey Village, Texas participation in federally funded Community Development Block Grant (CDBG) projects. *Austin Bless, City Manager*
4. Consider Resolution No. 2024-30, authorizing the Jersey Village Chief of Police, Danny Keele, to enter into Agreement with the United States Department of Justice, Drug Enforcement Administration concerning the use and abuse of controlled substances under the provisions of 21 U.S.C. § 873. *Danny Keele, Chief of Police*
5. Consider Ordinance 2024-10, adopting a Water Conservation Plan for the City of Jersey Village; amending the Code of Ordinances of the City of Jersey Village, Chapter 70, Utilities, by amending Article VI., *Water Conservation Plan*; providing a severability clause; providing a penalty as provided by Section 1-8 of the Code; and providing an effective date. *Robert Basford, Assistant City Manager*
6. Consider Ordinance 2024-11, adopting a Drought Contingency Plan for the City of Jersey Village; amending the Code of Ordinances of the City of Jersey Village, Chapter 70, Utilities, by amending Article V., *Drought Contingency Plan*; providing a severability clause; providing a penalty as provided by Section 1-8 of the Code; and providing an effective date. *Robert Basford, Assistant City Manager*
7. Consider Resolution 2024-31, authorizing the City Manager to enter into a contract with Westwood Professional Services for the design and construction management of the Seattle Street and Singapore Lane Reconstruction Projects. *Austin Bless, City Manager*
8. Consider Ordinance 2024-12, approving the request of the Board of Directors of the Crime Control and Prevention District to amend the 2023-2024 Crime Control and Prevention District's Budget in the amount of \$262,002.19, and authorizing the purchase of new police radios and accessory equipment from the Crime Control and Prevention District Fund. *Danny Keele, Chief of Police*

9. Consider Resolution 2024-32, receiving the Planning and Zoning Commission’s 2024 Annual Progress Report pertaining to the City’s progress in implementing the Comprehensive Plan. *Lorri Coody, City Secretary*
10. Consider Resolution 2024-33, receiving the Capital Improvements Advisory Committee’s April 2024 Semiannual Progress Report. *Lorri Coody, City Secretary*
11. Consider Resolution 2024-34, authorizing the City Manager or designee to negotiate and execute an Interlocal Agreement with Harris County regarding the transfer of certain emergency services equipment. *Mark Bitz, Fire Chief*
12. Discuss and take appropriate action concerning the progress being made by the Owners of the property located at 15830 NW FWY, Jersey Village, Texas to correct the substandard structure at this location. *Miesha Johnson, Community Development Manager*
13. Consider Resolution 2024-35, authorizing the City Manager to enter into an agreement with Burditt for Clark Henry Park Multi-Use Diamond Field design, construction documents, bidding and construction phase services. *Robert Basford, Assistant City Manager*

#### **G. REGULAR AGENDA**

1. Consider Resolution 2024-36, awarding the bid and authorizing the City Manager to enter into a contract with Environmental Allies for the Congo Lane Subdivision Drainage Improvements Project. *Robert Basford, Assistant City Attorney*
2. Consider Resolution 2024-37, closing the Jersey Meadow Golf Club Bridge to vehicular traffic. *Robert Basford, Assistant City Attorney*

#### **H. MAYOR AND COUNCIL COMMENTS**

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

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

#### **I. ADJOURN**

#### **CERTIFICATION**

I, the undersigned authority, do hereby certify in accordance with the Texas Open Meeting Act, the Agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located at City Hall, 16327 Lakeview, Jersey Village, TX 77040, a place convenient and readily accessible to

the general public at all times, and said Notice was posted on April 18, 2024, at 1:00 p.m. and remained so posted until said meeting was convened.

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Lorri Coody, TRMC, City Secretary

In compliance with the Americans with Disabilities Act, the City of Jersey Village will provide for reasonable accommodations for persons attending City Council meetings. Request for accommodation must be made to the City Secretary by calling 713 466-2102 forty-eight (48) hours prior to the meetings. Agendas are posted on the Internet Website at [www.jerseyvillage.info](http://www.jerseyvillage.info).

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

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



**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**B. INVOCATION, PLEDGE OF ALLEGIANCE**

1. Prayer and Pledge by: Stefanie Otto, Commander of the Jeremy E. Ray American Legion Post 324.

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

**AGENDA DATE:** April 22, 2024

**AGENDA ITEM:** C1

**AGENDA SUBJECT:** Presentation of Police Department Employee of the 2024 First Quarter Award – by Stefanie Otto, Commander of the Jeremy E. Ray American Legion Post 324.

**Department/Prepared By:** Lorri Coody **Date Submitted:** April 17, 2024

**EXHIBITS:**

<b>BUDGETARY IMPACT:</b>	Required Expenditure:	\$
	Amount Budgeted:	\$
	Appropriation Required:	\$

**CITY MANAGER APPROVAL:**

**BACKGROUND INFORMATION:**

American Legion Post No. 324 initiated a quarterly program in 2008 to recognize and honor Jersey Village Police Department employees for performance above and beyond the call of duty.

The presentations being made at this meeting are for the Employee of the 2024 First Quarter Award.

**RECOMMENDED ACTION:**

N/A

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

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

**AGENDA DATE:** April 22, 2024

**AGENDA ITEM:** C2

**AGENDA SUBJECT:** Presentation of Employee of the Month Award for April 2024.

**Department/Prepared By:** Lorri Coody

**Date Submitted:** April 17, 2024

**EXHIBITS:** Employee of the Month Program  
April 2024 – Employee of the Month – Michael Fontaine

<b>BUDGETARY IMPACT:</b>	Required Expenditure:	\$
	Amount Budgeted:	\$
	Appropriation Required:	\$

**CITY MANAGER APPROVAL:**

**BACKGROUND INFORMATION:**

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

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

**RECOMMENDED ACTION:**

N/A

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**



# Employee of the Month Program

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

## Criteria for Employee of the Month

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

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

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

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

## Process

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

## Awards

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

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





# Employee of the Month Nomination Form

Name of Nominee: \_\_\_\_\_ Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

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

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

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

Other information pertinent to the nomination

Nominated by: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Please submit completed form to your Department Head.



# April 2024 Employee Of The Month

Our April 2024 Employee of the Month is Michael Fontaine. Michael is a Utility Operator II, and has been with the city since May of 2023.

We're thrilled to spotlight Mike as our April 2024 Employee of the Month, a well-deserved recognition of his exceptional dedication and invaluable contributions to our department. Mike exemplifies the very best of our workforce with his unwavering commitment to excellence, whether he's skillfully replacing a meter box, clearing debris with efficiency, or applying his deep knowledge of chemistry to enhance our water facilities' operations. His willingness to go above and beyond in every aspect of his work sets a benchmark for dedication.

In managing the intricate responsibilities of the utility division, Mike has consistently surpassed expectations. His tenure is distinguished by an eagerness to expand his skill set, moving adeptly from water plant responsibilities to challenging fieldwork. Mike's swift and competent handling of emergency situations, paired with his commitment to maintaining clear and open lines of communication, solidifies his reputation as both a reliable professional and a cornerstone of our team.

Notably, Mike's perseverance and steadfast dedication, even in the face of personal challenges, are truly inspiring. His ability to maintain a high level of professionalism and continue contributing significantly to our team's success, despite these hurdles, is commendable. His positive attitude and tireless work ethic not only enhance our department's capabilities but also inspire those around him.

Mike's story is a shining example of the positive impact one individual can have on a team and an organization as a whole. As we celebrate his achievements, let's take a moment to acknowledge the hard work, resilience, and team spirit that Mike brings to our workplace every day. Congratulations, Mike, on being named Employee of the Month. Your dedication not only contributes to our success but also fosters a culture of excellence and cooperation within our department.

**D. CITIZENS' COMMENTS**

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



Jersey Village, TX

# Fund Balance Report

As Of 03/31/2024

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
01 - GENERAL FUND	7,334,342.04	12,016,012.00	8,283,429.65	11,066,924.39
02 - UTILITY FUND	10,958,047.03	2,724,548.24	3,165,734.50	10,516,860.77
03 - DEBT SERVICE FUND	337,650.73	1,324,604.14	1,460,450.00	201,804.87
04 - IMPACT FEE FUND	639,797.95	23,937.38	81,478.30	582,257.03
05 - MOTEL TAX FUND	60,912.22	56,653.73	11,664.00	105,901.95
06 - ASSET FORFEITURE FUND	13,517.87	494.05	8,461.05	5,550.87
07 - CAPITAL REPLACEMENT	9,758,072.39	175,042.84	1,652,421.50	8,280,693.73
10 - CAPITAL IMPROVEMENTS FUND	3,643,169.04	27,256.05	6,729,478.50	-3,059,053.41
11 - GOLF COURSE FUND	-5,058,692.63	1,204,420.17	1,004,916.97	-4,859,189.43
12 - COURT RESTRICTED FEE FUND	65,996.98	0.00	6,693.33	59,303.65
13 - CDBG - GRANT	-923,767.48	53,888.33	0.00	-869,879.15
14 - TIRZ - 2	-42,000.00	0.00	0.00	-42,000.00
15 - TIRZ -3	252,899.45	121,574.62	384,268.50	-9,794.43
49 - JV FIRE CONTROL PREV & EMERGENCY MEDICAL SERV	1,438,856.99	1,275,666.58	0.00	2,714,523.57
50 - JV CRIME CONTROL	5,741,871.67	1,326,336.07	0.00	7,068,207.74
<b>Report Total:</b>	<b>34,220,674.25</b>	<b>20,330,434.20</b>	<b>22,788,996.30</b>	<b>31,762,112.15</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



Jersey Village, TX

# Income Statement Account Summary

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 02 - UTILITY FUND</b>					
<b>Department: 40 - REVENUES</b>					
<b>Category: 85 - FEE &amp; CHARGES FOR SERVICE</b>					
<a href="#">02-40-8541</a> WATER SERVICE	3,652,283.00	3,652,283.00	246,261.75	1,604,389.22	2,047,893.78
<a href="#">02-40-8542</a> SEWER SERVICE	2,081,606.00	2,081,606.00	158,548.03	1,043,879.15	1,037,726.85
<a href="#">02-40-8543</a> METER FEES	0.00	0.00	1,200.00	4,020.00	-4,020.00
<b>Category: 85 - FEE &amp; CHARGES FOR SERVICE Total:</b>	<b>5,733,889.00</b>	<b>5,733,889.00</b>	<b>406,009.78</b>	<b>2,652,288.37</b>	<b>3,081,600.63</b>
<b>Category: 96 - INTEREST EARNED</b>					
<a href="#">02-40-9601</a> INTEREST EARNED	144,000.00	144,000.00	0.00	45,201.91	98,798.09
<b>Category: 96 - INTEREST EARNED Total:</b>	<b>144,000.00</b>	<b>144,000.00</b>	<b>0.00</b>	<b>45,201.91</b>	<b>98,798.09</b>
<b>Category: 98 - MISCELLANEOUS REVENUE</b>					
<a href="#">02-40-9840</a> PENALTIES & ADJUSTMENTS	30,000.00	30,000.00	2,699.66	21,140.18	8,859.82
<a href="#">02-40-9899</a> MISCELLANEOUS	30,000.00	30,000.00	842.44	5,917.78	24,082.22
<b>Category: 98 - MISCELLANEOUS REVENUE Total:</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>3,542.10</b>	<b>27,057.96</b>	<b>32,942.04</b>
<b>Department: 40 - REVENUES Total:</b>	<b>5,937,889.00</b>	<b>5,937,889.00</b>	<b>409,551.88</b>	<b>2,724,548.24</b>	<b>3,213,340.76</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

Income Statement

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<b>Department: 45 - WATER &amp; SEWER</b>						
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS</b>						
<a href="#">02-45-3001</a>	SALARIES	241,641.83	241,641.83	29,702.71	99,271.47	142,370.36
<a href="#">02-45-3003</a>	LONGEVITY	120.06	120.06	11.55	33.66	86.40
<a href="#">02-45-3007</a>	OVERTIME	30,000.00	30,000.00	1,359.07	9,888.31	20,111.69
<a href="#">02-45-3010</a>	INCENTIVES	0.00	0.00	373.83	815.55	-815.55
<a href="#">02-45-3051</a>	FICA/MEDICARE TAXES	19,105.80	19,105.80	2,392.74	8,377.42	10,728.38
<a href="#">02-45-3052</a>	WORKMEN'S COMPENSATION	9,500.00	9,500.00	0.00	8,113.51	1,386.49
<a href="#">02-45-3053</a>	UNEMPLOYMENT INSURANCE	271.76	271.76	72.93	178.44	93.32
<a href="#">02-45-3054</a>	RETIREMENT	41,099.51	41,099.51	5,037.81	17,295.66	23,803.85
<a href="#">02-45-3055</a>	HEALTH INSURANCE	34,172.32	34,172.32	2,957.22	9,247.18	24,925.14
<a href="#">02-45-3056</a>	LIFE INS	281.84	281.84	32.52	110.33	171.51
<a href="#">02-45-3057</a>	DENTAL	1,952.08	1,952.08	225.24	764.20	1,187.88
<a href="#">02-45-3058</a>	LONG-TERM DISABILITY	1,184.05	1,184.05	77.52	259.10	924.95
<a href="#">02-45-3060</a>	VISION INSURANCE	428.48	428.48	47.97	166.27	262.21
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS Total:</b>		<b>379,757.73</b>	<b>379,757.73</b>	<b>42,291.11</b>	<b>154,521.10</b>	<b>225,236.63</b>
<b>Category: 35 - SUPPLIES</b>						
<a href="#">02-45-3502</a>	POSTAGE/FREIGHT/DEL. FEE	13,000.00	13,000.00	2,060.81	11,178.73	1,821.27
<a href="#">02-45-3503</a>	OFFICE SUPPLIES	2,000.00	2,000.00	388.00	2,233.15	-233.15
<a href="#">02-45-3504</a>	WEARING APPAREL	5,000.00	5,000.00	144.99	771.63	4,228.37
<a href="#">02-45-3506</a>	CHEMICALS	39,110.00	39,110.00	2,740.90	19,198.91	19,911.09
<a href="#">02-45-3510</a>	BOOKS & PERIODICALS	600.00	600.00	0.00	0.00	600.00
<a href="#">02-45-3520</a>	FOOD	2,400.00	2,400.00	291.68	596.97	1,803.03
<a href="#">02-45-3523</a>	TOOLS/EQUIPMENT	5,000.00	5,000.00	0.00	849.87	4,150.13
<a href="#">02-45-3534</a>	PARTS AND MATERIALS	20,000.00	20,000.00	287.22	17,689.71	2,310.29
<a href="#">02-45-3535</a>	SHOP SUPPLIES	2,000.00	2,000.00	0.00	1,883.48	116.52
<b>Category: 35 - SUPPLIES Total:</b>		<b>89,110.00</b>	<b>89,110.00</b>	<b>5,913.60</b>	<b>54,402.45</b>	<b>34,707.55</b>
<b>Category: 40 - MAINTENANCE--BLDGS, STRUC</b>						
<a href="#">02-45-4001</a>	BUILDINGS AND GROUNDS	6,000.00	6,000.00	500.00	11,579.52	-5,579.52
<a href="#">02-45-4041</a>	WATER SYSTEM MAINTENANCE	100,000.00	100,000.00	9,015.95	200,263.22	-100,263.22
<a href="#">02-45-4042</a>	SEWER SYSTEM MAINTENANCE	50,000.00	50,000.00	4,059.00	25,374.74	24,625.26
<a href="#">02-45-4043</a>	WATER PLANTS MAINTENANCE	65,000.00	65,000.00	20,648.67	53,030.39	11,969.61
<a href="#">02-45-4044</a>	LIFT STATIONS MAINTENANCE	54,000.00	54,000.00	2,876.20	28,449.01	25,550.99
<a href="#">02-45-4045</a>	SEWER PLANT MAINTENANCE	80,000.00	80,000.00	7,014.37	96,475.92	-16,475.92
<b>Category: 40 - MAINTENANCE--BLDGS, STRUC Total:</b>		<b>355,000.00</b>	<b>355,000.00</b>	<b>44,114.19</b>	<b>415,172.80</b>	<b>-60,172.80</b>
<b>Category: 45 - MAINTENANCE</b>						
<a href="#">02-45-4504</a>	COMPUTER SOFTWARE	7,400.00	7,400.00	0.00	3,033.00	4,367.00
<a href="#">02-45-4520</a>	AUTO TOWING/STORAGE OUTSOURCIN	2,000.00	2,000.00	0.00	0.00	2,000.00
<b>Category: 45 - MAINTENANCE Total:</b>		<b>9,400.00</b>	<b>9,400.00</b>	<b>0.00</b>	<b>3,033.00</b>	<b>6,367.00</b>
<b>Category: 50 - SERVICES</b>						
<a href="#">02-45-5012</a>	PRINTING	1,800.00	1,800.00	55.10	354.98	1,445.02
<a href="#">02-45-5015</a>	LAB TESTS	35,000.00	35,000.00	190.79	14,994.25	20,005.75
<a href="#">02-45-5017</a>	UTILITIES	142,500.00	142,500.00	16,672.33	98,339.51	44,160.49
<a href="#">02-45-5019</a>	W.O.B. DISPOSAL-O&M CONTR	350,000.00	350,000.00	49,215.27	193,072.48	156,927.52
<a href="#">02-45-5020</a>	COMMUNICATIONS	7,000.00	7,000.00	292.49	2,976.89	4,023.11
<a href="#">02-45-5022</a>	RENTAL OF EQUIPMENT	1,500.00	1,500.00	0.00	957.07	542.93
<a href="#">02-45-5027</a>	MEMBERSHIPS	1,000.00	1,000.00	0.00	0.00	1,000.00
<a href="#">02-45-5029</a>	TRAVEL/TRAINING	10,000.00	10,000.00	0.00	-195.25	10,195.25
<b>Category: 50 - SERVICES Total:</b>		<b>548,800.00</b>	<b>548,800.00</b>	<b>66,425.98</b>	<b>310,499.93</b>	<b>238,300.07</b>
<b>Category: 54 - SUNDRY</b>						
<a href="#">02-45-5405</a>	PERMITS, FEES, CREDIT CD FEES	53,000.00	53,000.00	222.00	17,289.57	35,710.43
<a href="#">02-45-5411</a>	HOUSTON WATER - PURCHASED	1,800,000.00	1,800,000.00	99,742.50	715,590.21	1,084,409.79
<a href="#">02-45-5412</a>	NHCRWA WATER PURCHASED	450,000.00	450,000.00	0.00	242,059.22	207,940.78
<b>Category: 54 - SUNDRY Total:</b>		<b>2,303,000.00</b>	<b>2,303,000.00</b>	<b>99,964.50</b>	<b>974,939.00</b>	<b>1,328,061.00</b>
<b>Category: 55 - PROFESSIONAL SERVICES</b>						
<a href="#">02-45-5501</a>	AUDITS/CONTRACTS/STUDIES	10,000.00	10,000.00	0.00	0.00	10,000.00
<a href="#">02-45-5510</a>	ENGINEERING SERVICES	100,000.00	100,000.00	0.00	-9,813.90	109,813.90

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<a href="#">02-45-5515</a> CONSULTANT SERVICES	100,000.00	100,000.00	3,081.52	37,968.16	62,031.84
<b>Category: 55 - PROFESSIONAL SERVICES Total:</b>	<b>210,000.00</b>	<b>210,000.00</b>	<b>3,081.52</b>	<b>28,154.26</b>	<b>181,845.74</b>
<b>Category: 60 - OTHER SERVICES</b>					
<a href="#">02-45-6001</a> INSURANCE-VEHICLES	12,360.00	12,360.00	0.00	15,003.02	-2,643.02
<a href="#">02-45-6003</a> LIABILITY-FIRE & CASUALTY	11,700.00	11,700.00	90.00	12,624.54	-924.54
<b>Category: 60 - OTHER SERVICES Total:</b>	<b>24,060.00</b>	<b>24,060.00</b>	<b>90.00</b>	<b>27,627.56</b>	<b>-3,567.56</b>
<b>Category: 97 - INTERFUND ACTIVITY</b>					
<a href="#">02-45-9751</a> TRANSFER TO GENERAL FUND	630,000.00	630,000.00	0.00	0.00	630,000.00
<a href="#">02-45-9753</a> TRANSFER TO DEBT SERVICE FUND	169,686.00	169,686.00	0.00	0.00	169,686.00
<a href="#">02-45-9772</a> TECHNOLOGY USER FEE	1,500.00	1,500.00	0.00	0.00	1,500.00
<a href="#">02-45-9791</a> EQUIPMENT USER FEE	169,153.82	169,153.82	0.00	0.00	169,153.82
<b>Category: 97 - INTERFUND ACTIVITY Total:</b>	<b>970,339.82</b>	<b>970,339.82</b>	<b>0.00</b>	<b>0.00</b>	<b>970,339.82</b>
<b>Department: 45 - WATER &amp; SEWER Total:</b>	<b>4,889,467.55</b>	<b>4,889,467.55</b>	<b>261,880.90</b>	<b>1,968,350.10</b>	<b>2,921,117.45</b>

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<b>Department: 46 - UTILITY CAPITAL PROJECT</b>						
<b>Category: 70 - CAPITAL IMPROVEMENTS</b>						
<a href="#">02-46-7019</a>	AUTOMATED METER READING	0.00	0.00	0.00	66,591.27	-66,591.27
<a href="#">02-46-7020</a>	SEATTLE BOOSTER PUMP REPLACEMENT	0.00	0.00	0.00	78,735.72	-78,735.72
<a href="#">02-46-7032</a>	Sanitary Sewer Lines Inspections	250,000.00	250,000.00	0.00	0.00	250,000.00
<a href="#">02-46-7080</a>	AUTOCNTRL-SCADA	180,000.00	180,000.00	2,313.75	2,313.75	177,686.25
<a href="#">02-46-7087</a>	SEWER REHABILITATION	250,000.00	250,000.00	0.00	0.00	250,000.00
<a href="#">02-46-7091</a>	WOB Sewer Plant Rehabilitation	980,000.00	980,000.00	0.00	882,280.00	97,720.00
<a href="#">02-46-7100</a>	WATER PLANT - WEST ROAD	30,000.00	30,000.00	0.00	0.00	30,000.00
<a href="#">02-46-7130</a>	LIFT STATION REHABILITATION REPAIR	2,100,000.00	2,100,000.00	0.00	1,398.22	2,098,601.78
<a href="#">02-46-7132</a>	CASTLEBRIDGE DIFUSERS	0.00	0.00	0.00	54,835.00	-54,835.00
<a href="#">02-46-7135</a>	WATER VALVE, EXERCISE, REPAIR	200,000.00	200,000.00	37,524.00	92,728.50	107,271.50
<a href="#">02-46-7136</a>	Transducers	50,000.00	50,000.00	1,689.39	18,501.94	31,498.06
<b>Category: 70 - CAPITAL IMPROVEMENTS Total:</b>		<b>4,040,000.00</b>	<b>4,040,000.00</b>	<b>41,527.14</b>	<b>1,197,384.40</b>	<b>2,842,615.60</b>
<b>Department: 46 - UTILITY CAPITAL PROJECT Total:</b>		<b>4,040,000.00</b>	<b>4,040,000.00</b>	<b>41,527.14</b>	<b>1,197,384.40</b>	<b>2,842,615.60</b>
<b>Fund: 02 - UTILITY FUND Surplus (Deficit):</b>		<b>-2,991,578.55</b>	<b>-2,991,578.55</b>	<b>106,143.84</b>	<b>-441,186.26</b>	

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 04 - IMPACT FEE FUND</b>					
<b>Department: 43 - REVENUES</b>					
<b>Category: 85 - FEE &amp; CHARGES FOR SERVICE</b>					
<a href="#">04-43-8547</a> WATER DISTRIBUTION	50,000.00	50,000.00	0.00	63.00	49,937.00
<a href="#">04-43-8548</a> SEWER PLANT CAPACITY	25,000.00	25,000.00	0.00	21.00	24,979.00
<b>Category: 85 - FEE &amp; CHARGES FOR SERVICE Total:</b>	<b>75,000.00</b>	<b>75,000.00</b>	<b>0.00</b>	<b>84.00</b>	<b>74,916.00</b>
<b>Category: 96 - INTEREST EARNED</b>					
<a href="#">04-43-9601</a> INTEREST EARNED	48,000.00	48,000.00	0.00	23,853.38	24,146.62
<b>Category: 96 - INTEREST EARNED Total:</b>	<b>48,000.00</b>	<b>48,000.00</b>	<b>0.00</b>	<b>23,853.38</b>	<b>24,146.62</b>
<b>Department: 43 - REVENUES Total:</b>	<b>123,000.00</b>	<b>123,000.00</b>	<b>0.00</b>	<b>23,937.38</b>	<b>99,062.62</b>

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 45 - WATER & SEWER					
Category: 55 - PROFESSIONAL SERVICES					
<a href="#">04-45-5515</a> CONSULTANT SERVICES	70,000.00	368,000.00	0.00	81,478.30	286,521.70
Category: 55 - PROFESSIONAL SERVICES Total:	70,000.00	368,000.00	0.00	81,478.30	286,521.70
Department: 45 - WATER & SEWER Total:	70,000.00	368,000.00	0.00	81,478.30	286,521.70
Fund: 04 - IMPACT FEE FUND Surplus (Deficit):	53,000.00	-245,000.00	0.00	-57,540.92	

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 11 - GOLF COURSE FUND</b>						
<b>Department: 80 - REVENUES</b>						
<b>Category: 85 - FEE &amp; CHARGES FOR SERVICE</b>						
<a href="#">11-80-8551</a>	GREEN FEES	1,625,000.00	1,625,000.00	153,712.92	779,406.17	845,593.83
<a href="#">11-80-8553</a>	RANGE FEES	215,000.00	215,000.00	24,546.96	107,830.49	107,169.51
<a href="#">11-80-8554</a>	CLUB RENTALS	7,500.00	7,500.00	1,400.00	6,131.00	1,369.00
<a href="#">11-80-8555</a>	TOURNAMENT GREENS FEES	155,000.00	155,000.00	25,996.85	110,105.27	44,894.73
<a href="#">11-80-8556</a>	SIMULATOR RENTAL	5,000.00	5,000.00	0.00	0.00	5,000.00
<a href="#">11-80-8557</a>	SIMULATOR EVENT RENTAL	10,000.00	10,000.00	0.00	0.00	10,000.00
<a href="#">11-80-8560</a>	MISCELLANEOUS FEES	26,000.00	26,000.00	4,172.00	15,404.50	10,595.50
<a href="#">11-80-8567</a>	MERCHANDISE	210,000.00	210,000.00	15,443.57	98,372.84	111,627.16
<a href="#">11-80-8568</a>	SPECIAL ORDER MERCHANDISE	35,000.00	35,000.00	1,032.39	26,306.61	8,693.39
<a href="#">11-80-8572</a>	CONCESSION FEES	63,000.00	63,000.00	1,218.16	27,595.50	35,404.50
<a href="#">11-80-8575</a>	MEMBERSHIPS	50,000.00	50,000.00	4,478.00	24,724.00	25,276.00
<a href="#">11-80-8579</a>	CASH OVER/UNDER	0.00	0.00	77.64	455.11	-455.11
<b>Category: 85 - FEE &amp; CHARGES FOR SERVICE Total:</b>		<b>2,401,500.00</b>	<b>2,401,500.00</b>	<b>232,078.49</b>	<b>1,196,331.49</b>	<b>1,205,168.51</b>
<b>Category: 96 - INTEREST EARNED</b>						
<a href="#">11-80-9601</a>	INTEREST EARNED	2,800.00	2,800.00	0.00	6,158.93	-3,358.93
<b>Category: 96 - INTEREST EARNED Total:</b>		<b>2,800.00</b>	<b>2,800.00</b>	<b>0.00</b>	<b>6,158.93</b>	<b>-3,358.93</b>
<b>Category: 98 - MISCELLANEOUS REVENUE</b>						
<a href="#">11-80-9899</a>	MISCELLANEOUS REVENUE	0.00	0.00	804.27	1,929.75	-1,929.75
<b>Category: 98 - MISCELLANEOUS REVENUE Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>804.27</b>	<b>1,929.75</b>	<b>-1,929.75</b>
<b>Department: 80 - REVENUES Total:</b>		<b>2,404,300.00</b>	<b>2,404,300.00</b>	<b>232,882.76</b>	<b>1,204,420.17</b>	<b>1,199,879.83</b>

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<b>Department: 81 - CLUB HOUSE</b>						
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS</b>						
<a href="#">11-81-3001</a>	SALARIES	343,634.27	343,634.27	43,442.97	173,679.74	169,954.53
<a href="#">11-81-3002</a>	WAGES	181,000.00	181,000.00	22,361.50	90,550.35	90,449.65
<a href="#">11-81-3003</a>	LONGEVITY	1,980.16	1,980.16	249.23	1,060.55	919.61
<a href="#">11-81-3007</a>	OVERTIME	3,000.00	3,000.00	0.00	117.55	2,882.45
<a href="#">11-81-3010</a>	INCENTIVES	0.00	0.00	138.46	4,364.51	-4,364.51
<a href="#">11-81-3051</a>	FICA/MEDICARE TAXES	38,293.84	38,293.84	4,822.04	19,784.35	18,509.49
<a href="#">11-81-3052</a>	WORKMEN'S COMPENSATION	7,000.00	7,000.00	0.00	5,876.94	1,123.06
<a href="#">11-81-3053</a>	UNEMPLOYMENT INSURANCE	530.62	530.62	171.33	410.37	120.25
<a href="#">11-81-3054</a>	RETIREMENT	59,305.27	59,305.27	6,948.60	27,701.46	31,603.81
<a href="#">11-81-3055</a>	INSURANCE	70,315.01	70,315.01	8,088.15	34,221.85	36,093.16
<a href="#">11-81-3056</a>	LIFE INS	423.86	423.86	48.81	207.25	216.61
<a href="#">11-81-3057</a>	DENTAL INSURANCE	5,242.38	5,242.38	561.93	2,373.53	2,868.85
<a href="#">11-81-3058</a>	LONG-TERM DISABILITY	1,656.10	1,656.10	110.07	444.02	1,212.08
<a href="#">11-81-3060</a>	VISION INSURANCE	655.24	655.24	75.42	320.16	335.08
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS Total:</b>		<b>713,036.75</b>	<b>713,036.75</b>	<b>87,018.51</b>	<b>361,112.63</b>	<b>351,924.12</b>
<b>Category: 34 - COST OF SALES</b>						
<a href="#">11-81-3401</a>	MERCHANDISE	150,000.00	150,000.00	9,859.93	39,460.10	110,539.90
<a href="#">11-81-3415</a>	RANGE BALLS	15,000.00	15,000.00	197.89	5,250.51	9,749.49
<a href="#">11-81-3416</a>	RENTAL CLUBS	2,500.00	2,500.00	0.00	1,400.74	1,099.26
<a href="#">11-81-3419</a>	SPECIAL ORDER MERCHANDISE	20,000.00	20,000.00	704.23	13,296.65	6,703.35
<b>Category: 34 - COST OF SALES Total:</b>		<b>187,500.00</b>	<b>187,500.00</b>	<b>10,762.05</b>	<b>59,408.00</b>	<b>128,092.00</b>
<b>Category: 35 - SUPPLIES</b>						
<a href="#">11-81-3502</a>	POSTAGE/FREIGHT/DEL.FEE	600.00	600.00	0.00	202.29	397.71
<a href="#">11-81-3503</a>	OFFICE SUPPLIES	5,000.00	5,000.00	60.54	1,812.07	3,187.93
<a href="#">11-81-3504</a>	WEARING APPAREL	2,000.00	2,000.00	0.00	959.54	1,040.46
<a href="#">11-81-3510</a>	BOOKS & PERIODICALS	500.00	500.00	0.00	0.00	500.00
<a href="#">11-81-3523</a>	TOOLS/EQUIPMENT	1,000.00	1,000.00	0.00	436.07	563.93
<a href="#">11-81-3605</a>	MISCELLANEOUS SERVICE FEES	7,000.00	7,000.00	5,096.00	5,356.00	1,644.00
<b>Category: 35 - SUPPLIES Total:</b>		<b>16,100.00</b>	<b>16,100.00</b>	<b>5,156.54</b>	<b>8,765.97</b>	<b>7,334.03</b>
<b>Category: 45 - MAINTENANCE</b>						
<a href="#">11-81-4504</a>	COMPUTER SOFTWARE	750.00	750.00	0.00	0.00	750.00
<a href="#">11-81-4506</a>	CART MAINTENANCE	0.00	0.00	2,402.85	10,688.03	-10,688.03
<a href="#">11-81-4520</a>	EQUIPMENT MAINTENANCE/OUTSOURC	750.00	750.00	0.00	0.00	750.00
<a href="#">11-81-4599</a>	MISCELLANEOUS EQUIPMENT	1,200.00	1,200.00	0.00	159.98	1,040.02
<b>Category: 45 - MAINTENANCE Total:</b>		<b>2,700.00</b>	<b>2,700.00</b>	<b>2,402.85</b>	<b>10,848.01</b>	<b>-8,148.01</b>
<b>Category: 50 - SERVICES</b>						
<a href="#">11-81-5012</a>	PRINTING	3,500.00	3,500.00	0.00	940.00	2,560.00
<a href="#">11-81-5020</a>	COMMUNICATIONS	11,240.10	11,240.10	643.84	5,727.96	5,512.14
<a href="#">11-81-5023</a>	LEASE EQUIPMENT	3,250.00	3,250.00	500.00	6,647.20	-3,397.20
<a href="#">11-81-5027</a>	MEMBERSHIPS/SUBSCRIPTIONS	1,000.00	1,000.00	0.00	183.18	816.82
<a href="#">11-81-5029</a>	TRAVEL/TRAINING	2,000.00	2,000.00	90.00	553.44	1,446.56
<a href="#">11-81-5043</a>	ADVERTISING/PROMOTION	16,500.00	16,500.00	6,288.24	9,799.39	6,700.61
<b>Category: 50 - SERVICES Total:</b>		<b>37,490.10</b>	<b>37,490.10</b>	<b>7,522.08</b>	<b>23,851.17</b>	<b>13,638.93</b>
<b>Category: 54 - SUNDRY</b>						
<a href="#">11-81-5405</a>	CREDIT CARD CHARGES	70,000.00	70,000.00	5,742.50	29,741.33	40,258.67
<a href="#">11-81-5410</a>	SECURITY	2,600.00	2,600.00	0.00	537.97	2,062.03
<a href="#">11-81-5413</a>	TOURNAMENT FEES EXPENSE	1,800.00	1,800.00	0.00	600.00	1,200.00
<a href="#">11-81-5498</a>	MISCELLANEOUS EXPENSE	3,000.00	3,000.00	0.00	1,321.05	1,678.95
<b>Category: 54 - SUNDRY Total:</b>		<b>77,400.00</b>	<b>77,400.00</b>	<b>5,742.50</b>	<b>32,200.35</b>	<b>45,199.65</b>
<b>Category: 55 - PROFESSIONAL SERVICES</b>						
<a href="#">11-81-5515</a>	CONSULTANT FEES	3,500.00	3,500.00	0.00	0.00	3,500.00
<b>Category: 55 - PROFESSIONAL SERVICES Total:</b>		<b>3,500.00</b>	<b>3,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,500.00</b>
<b>Category: 60 - OTHER SERVICES</b>						
<a href="#">11-81-6003</a>	LIABILITY-FIRE & CASUALTY INSR	26,000.00	26,000.00	220.00	30,860.00	-4,860.00
<b>Category: 60 - OTHER SERVICES Total:</b>		<b>26,000.00</b>	<b>26,000.00</b>	<b>220.00</b>	<b>30,860.00</b>	<b>-4,860.00</b>

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<b>Category: 97 - INTERFUND ACTIVITY</b>					
<a href="#">11-81-9772</a> TECHNOLOGY USER FEE	4,525.00	4,525.00	0.00	0.00	4,525.00
<b>Category: 97 - INTERFUND ACTIVITY Total:</b>	<b>4,525.00</b>	<b>4,525.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,525.00</b>
<b>Department: 81 - CLUB HOUSE Total:</b>	<b>1,068,251.85</b>	<b>1,068,251.85</b>	<b>118,824.53</b>	<b>527,046.13</b>	<b>541,205.72</b>

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<b>Department: 82 - COURSE MAINTENANCE</b>						
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS</b>						
<a href="#">11-82-3001</a>	SALARIES AND	369,868.21	369,868.21	36,669.79	154,313.50	215,554.71
<a href="#">11-82-3002</a>	WAGES	0.00	0.00	2,592.00	10,429.71	-10,429.71
<a href="#">11-82-3003</a>	LONGEVITY	540.02	540.02	90.00	361.96	178.06
<a href="#">11-82-3007</a>	OVERTIME	5,000.00	5,000.00	184.80	525.94	4,474.06
<a href="#">11-82-3051</a>	FICA/MEDICARE TAXES	27,161.67	27,161.67	2,917.17	12,220.80	14,940.87
<a href="#">11-82-3052</a>	WORKMEN'S COMPENSATION	6,947.00	6,947.00	0.00	7,346.27	-399.27
<a href="#">11-82-3053</a>	UNEMPLOYMENT INSURANCE	374.41	374.41	63.33	224.12	150.29
<a href="#">11-82-3054</a>	RETIREMENT	62,969.42	62,969.42	5,918.52	24,374.92	38,594.50
<a href="#">11-82-3055</a>	INSURANCE	108,946.67	108,946.67	9,991.44	41,868.83	67,077.84
<a href="#">11-82-3056</a>	LIFE INS	562.58	562.58	56.88	238.35	324.23
<a href="#">11-82-3057</a>	DENTAL	5,691.40	5,691.40	485.94	2,036.32	3,655.08
<a href="#">11-82-3058</a>	LONG-TERM DISABILITY	1,545.28	1,545.28	92.98	393.57	1,151.71
<a href="#">11-82-3060</a>	VISION INSURANCE	970.02	970.02	94.41	395.63	574.39
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS Total:</b>		<b>590,576.68</b>	<b>590,576.68</b>	<b>59,157.26</b>	<b>254,729.92</b>	<b>335,846.76</b>
<b>Category: 35 - SUPPLIES</b>						
<a href="#">11-82-3503</a>	OFFICE SUPPLIES	500.00	500.00	12.99	346.07	153.93
<a href="#">11-82-3504</a>	WEARING APPAREL	2,200.00	2,200.00	0.00	2,288.98	-88.98
<a href="#">11-82-3506</a>	CHEMICALS	1,000.00	1,000.00	7,378.93	36,907.73	-35,907.73
<a href="#">11-82-3514</a>	FUEL & OIL	19,000.00	19,000.00	2,448.26	8,307.06	10,692.94
<a href="#">11-82-3520</a>	FOOD/WATER	750.00	750.00	0.00	127.39	622.61
<a href="#">11-82-3523</a>	TOOLS/EQUIPMENT	4,500.00	4,500.00	0.00	2,942.62	1,557.38
<a href="#">11-82-3526</a>	MINOR EQUIPMENT	3,500.00	3,500.00	0.00	39.98	3,460.02
<a href="#">11-82-3527</a>	AGGREGATES	6,000.00	6,000.00	750.48	4,563.80	1,436.20
<a href="#">11-82-3529</a>	REPAIR PARTS	0.00	0.00	33.75	201.12	-201.12
<a href="#">11-82-3530</a>	PESTICIDES	63,000.00	63,000.00	1,258.00	9,872.29	53,127.71
<a href="#">11-82-3533</a>	FERTILIZERS	50,000.00	50,000.00	9,811.88	34,909.67	15,090.33
<a href="#">11-82-3535</a>	GROUND/SHOP SUPPLIES	5,000.00	5,000.00	149.99	1,555.84	3,444.16
<a href="#">11-82-3536</a>	LANDSCAPING MATERIALS	8,000.00	8,000.00	0.00	4,322.00	3,678.00
<a href="#">11-82-3538</a>	COURSE SUPPLIES	4,000.00	4,000.00	0.00	3,044.80	955.20
<a href="#">11-82-3539</a>	GOLF COURSE ACCESSORIES	4,500.00	4,500.00	88.00	3,010.74	1,489.26
<a href="#">11-82-3542</a>	FIRST AID	750.00	750.00	0.00	0.00	750.00
<b>Category: 35 - SUPPLIES Total:</b>		<b>172,700.00</b>	<b>172,700.00</b>	<b>21,932.28</b>	<b>112,440.09</b>	<b>60,259.91</b>
<b>Category: 40 - MAINTENANCE--BLDGS, STRUC</b>						
<a href="#">11-82-4041</a>	WATER WELL MAINTENANCE	2,500.00	2,500.00	0.00	0.00	2,500.00
<a href="#">11-82-4046</a>	PARKING LOT MAINTENANCE	1,500.00	1,500.00	0.00	0.00	1,500.00
<b>Category: 40 - MAINTENANCE--BLDGS, STRUC Total:</b>		<b>4,000.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,000.00</b>
<b>Category: 45 - MAINTENANCE</b>						
<a href="#">11-82-4505</a>	IRRIGATION EQUIPMENT	9,500.00	9,500.00	674.42	8,559.78	940.22
<a href="#">11-82-4520</a>	GROUNDS OUTSOURCED	12,000.00	12,000.00	0.00	832.50	11,167.50
<a href="#">11-82-4599</a>	MISCELLANEOUS EQUIPMENT	2,000.00	2,000.00	0.00	0.00	2,000.00
<b>Category: 45 - MAINTENANCE Total:</b>		<b>23,500.00</b>	<b>23,500.00</b>	<b>674.42</b>	<b>9,392.28</b>	<b>14,107.72</b>
<b>Category: 50 - SERVICES</b>						
<a href="#">11-82-5022</a>	RENTAL EQUIPMENT	2,000.00	2,000.00	258.00	516.00	1,484.00
<a href="#">11-82-5027</a>	MEMBERSHIPS/SUBSCRIPTIONS	1,280.00	1,280.00	0.00	33.20	1,246.80
<a href="#">11-82-5029</a>	TRAVEL/TRAINING	5,000.00	5,000.00	0.00	2,904.38	2,095.62
<b>Category: 50 - SERVICES Total:</b>		<b>8,280.00</b>	<b>8,280.00</b>	<b>258.00</b>	<b>3,453.58</b>	<b>4,826.42</b>
<b>Category: 54 - SUNDRY</b>						
<a href="#">11-82-5405</a>	PERMITS & FEES	500.00	500.00	0.00	0.00	500.00
<a href="#">11-82-5412</a>	WATER AUTHORITY FEES	10,000.00	10,000.00	0.00	0.00	10,000.00
<b>Category: 54 - SUNDRY Total:</b>		<b>10,500.00</b>	<b>10,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,500.00</b>
<b>Category: 55 - PROFESSIONAL SERVICES</b>						
<a href="#">11-82-5508</a>	SANITARY/TRASH SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00
<a href="#">11-82-5530</a>	PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00
<b>Category: 55 - PROFESSIONAL SERVICES Total:</b>		<b>3,000.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

Income Statement

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Category: 97 - INTERFUND ACTIVITY</b>					
<a href="#">11-82-9772</a> TECHNOLOGY USER FEE	700.00	700.00	0.00	0.00	700.00
<a href="#">11-82-9773</a> COMP. EQUIPMENT USER FEE	375.00	375.00	0.00	0.00	375.00
<b>Category: 97 - INTERFUND ACTIVITY Total:</b>	<b>1,075.00</b>	<b>1,075.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,075.00</b>
<b>Department: 82 - COURSE MAINTENANCE Total:</b>	<b>813,631.68</b>	<b>813,631.68</b>	<b>82,021.96</b>	<b>380,015.87</b>	<b>433,615.81</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

Income Statement

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 83 - BUILDING MAINTENANCE</b>						
<b>Category: 35 - SUPPLIES</b>						
<a href="#">11-83-3517</a>	JANITORIAL SUPPLIES	5,500.00	5,500.00	354.40	3,219.44	2,280.56
<a href="#">11-83-3523</a>	TOOLS/EQUIPMENT	600.00	600.00	0.00	259.77	340.23
	<b>Category: 35 - SUPPLIES Total:</b>	<b>6,100.00</b>	<b>6,100.00</b>	<b>354.40</b>	<b>3,479.21</b>	<b>2,620.79</b>
<b>Category: 40 - MAINTENANCE--BLDGS, STRUC</b>						
<a href="#">11-83-4001</a>	BUILDINGS & GROUNDS	10,000.00	10,000.00	0.00	2,407.47	7,592.53
	<b>Category: 40 - MAINTENANCE--BLDGS, STRUC Total:</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>2,407.47</b>	<b>7,592.53</b>
<b>Category: 50 - SERVICES</b>						
<a href="#">11-83-5017</a>	UTILITIES	25,000.00	25,000.00	3,092.80	16,584.97	8,415.03
	<b>Category: 50 - SERVICES Total:</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>3,092.80</b>	<b>16,584.97</b>	<b>8,415.03</b>
<b>Category: 55 - PROFESSIONAL SERVICES</b>						
<a href="#">11-83-5531</a>	PEST CONTROL SERVICES	1,000.00	1,000.00	0.00	267.00	733.00
	<b>Category: 55 - PROFESSIONAL SERVICES Total:</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>267.00</b>	<b>733.00</b>
	<b>Department: 83 - BUILDING MAINTENANCE Total:</b>	<b>42,100.00</b>	<b>42,100.00</b>	<b>3,447.20</b>	<b>22,738.65</b>	<b>19,361.35</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
<b>Department: 87 - GC CAPITAL IMPROVEMENT</b>					
<b>Category: 70 - CAPITAL IMPROVEMENTS</b>					
<a href="#">11-87-7010</a> CAPITAL IMPROVEMENT	32,000.00	32,000.00	4,075.00	18,025.00	13,975.00
<b>Category: 70 - CAPITAL IMPROVEMENTS Total:</b>	<b>32,000.00</b>	<b>32,000.00</b>	<b>4,075.00</b>	<b>18,025.00</b>	<b>13,975.00</b>
<b>Department: 87 - GC CAPITAL IMPROVEMENT Total:</b>	<b>32,000.00</b>	<b>32,000.00</b>	<b>4,075.00</b>	<b>18,025.00</b>	<b>13,975.00</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

Income Statement

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<b>Department: 88 - EQUIPMENT MAINTENANCE</b>						
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS</b>						
<a href="#">11-88-3001</a>	SALARIES AND WAGES	51,374.75	51,374.75	5,779.18	24,550.46	26,824.29
<a href="#">11-88-3003</a>	LONGEVITY	600.08	600.08	76.14	319.06	281.02
<a href="#">11-88-3007</a>	OVERTIME	1,000.00	1,000.00	309.78	823.49	176.51
<a href="#">11-88-3051</a>	FICA/MEDICARE TAXES	3,971.60	3,971.60	467.66	1,948.86	2,022.74
<a href="#">11-88-3052</a>	WORKMEN'S COMPENSATION	975.00	975.00	0.00	1,469.26	-494.26
<a href="#">11-88-3053</a>	UNEMPLOYMENT INSURANCE	52.97	52.97	7.02	34.68	18.29
<a href="#">11-88-3054</a>	RETIREMENT	8,835.72	8,835.72	987.65	4,034.98	4,800.74
<a href="#">11-88-3055</a>	HEALTH INSURANCE	8,543.08	8,543.08	985.74	4,130.72	4,412.36
<a href="#">11-88-3056</a>	LIFE INS	70.46	70.46	8.13	34.07	36.39
<a href="#">11-88-3057</a>	DENTAL	488.02	488.02	56.31	235.97	252.05
<a href="#">11-88-3058</a>	LONG TERM DISABILITY	251.74	251.74	15.09	64.10	187.64
<a href="#">11-88-3060</a>	VISION INSURANCE	107.12	107.12	12.36	51.79	55.33
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS Total:</b>		<b>76,270.54</b>	<b>76,270.54</b>	<b>8,705.06</b>	<b>37,697.44</b>	<b>38,573.10</b>
<b>Category: 35 - SUPPLIES</b>						
<a href="#">11-88-3504</a>	WEARING APPAREL	500.00	500.00	0.00	0.00	500.00
<a href="#">11-88-3514</a>	FUEL & OIL	1,700.00	1,700.00	0.00	810.17	889.83
<a href="#">11-88-3523</a>	TOOLS/EQUIPMENT	3,500.00	3,500.00	207.39	527.24	2,972.76
<a href="#">11-88-3526</a>	MINOR EQUIPMENT	500.00	500.00	0.00	154.05	345.95
<a href="#">11-88-3529</a>	REPAIR PARTS	20,000.00	20,000.00	9,260.81	16,570.81	3,429.19
<a href="#">11-88-3535</a>	GROUND/SHOP SUPPLIES	2,200.00	2,200.00	687.11	1,319.11	880.89
<a href="#">11-88-3542</a>	FIRST AID	250.00	250.00	0.00	0.00	250.00
<b>Category: 35 - SUPPLIES Total:</b>		<b>28,650.00</b>	<b>28,650.00</b>	<b>10,155.31</b>	<b>19,381.38</b>	<b>9,268.62</b>
<b>Category: 45 - MAINTENANCE</b>						
<a href="#">11-88-4506</a>	CART MAINTENANCE	8,000.00	8,000.00	0.00	12.50	7,987.50
<a href="#">11-88-4599</a>	MISC EQUIPMENT MAINT.	5,000.00	5,000.00	0.00	0.00	5,000.00
<b>Category: 45 - MAINTENANCE Total:</b>		<b>13,000.00</b>	<b>13,000.00</b>	<b>0.00</b>	<b>12.50</b>	<b>12,987.50</b>
<b>Category: 50 - SERVICES</b>						
<a href="#">11-88-5029</a>	TRAVEL/TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00
<b>Category: 50 - SERVICES Total:</b>		<b>1,000.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>
<b>Category: 97 - INTERFUND ACTIVITY</b>						
<a href="#">11-88-9791</a>	EQUIPMENT USER FEE	330,000.00	330,000.00	0.00	0.00	330,000.00
<b>Category: 97 - INTERFUND ACTIVITY Total:</b>		<b>330,000.00</b>	<b>330,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>330,000.00</b>
<b>Department: 88 - EQUIPMENT MAINTENANCE Total:</b>		<b>448,920.54</b>	<b>448,920.54</b>	<b>18,860.37</b>	<b>57,091.32</b>	<b>391,829.22</b>
<b>Fund: 11 - GOLF COURSE FUND Surplus (Deficit):</b>		<b>-604.07</b>	<b>-604.07</b>	<b>5,653.70</b>	<b>199,503.20</b>	
<b>Total Surplus (Deficit):</b>		<b>-2,939,182.62</b>	<b>-3,237,182.62</b>	<b>111,797.54</b>	<b>-299,223.98</b>	

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

Income Statement

For Fiscal: 2023-2024 Period Ending: 03/31/2024

Group Summary

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 02 - UTILITY FUND</b>					
<b>Department: 40 - REVENUES</b>					
85 - FEE & CHARGES FOR SERVICE	5,733,889.00	5,733,889.00	406,009.78	2,652,288.37	3,081,600.63
96 - INTEREST EARNED	144,000.00	144,000.00	0.00	45,201.91	98,798.09
98 - MISCELLANEOUS REVENUE	60,000.00	60,000.00	3,542.10	27,057.96	32,942.04
<b>Department: 40 - REVENUES Total:</b>	<b>5,937,889.00</b>	<b>5,937,889.00</b>	<b>409,551.88</b>	<b>2,724,548.24</b>	<b>3,213,340.76</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 45 - WATER &amp; SEWER</b>					
30 - SALARIES, WAGES, & BENEFITS	379,757.73	379,757.73	42,291.11	154,521.10	225,236.63
35 - SUPPLIES	89,110.00	89,110.00	5,913.60	54,402.45	34,707.55
40 - MAINTENANCE--BLDGS, STRUC	355,000.00	355,000.00	44,114.19	415,172.80	-60,172.80
45 - MAINTENANCE	9,400.00	9,400.00	0.00	3,033.00	6,367.00
50 - SERVICES	548,800.00	548,800.00	66,425.98	310,499.93	238,300.07
54 - SUNDRY	2,303,000.00	2,303,000.00	99,964.50	974,939.00	1,328,061.00
55 - PROFESSIONAL SERVICES	210,000.00	210,000.00	3,081.52	28,154.26	181,845.74
60 - OTHER SERVICES	24,060.00	24,060.00	90.00	27,627.56	-3,567.56
97 - INTERFUND ACTIVITY	970,339.82	970,339.82	0.00	0.00	970,339.82
<b>Department: 45 - WATER &amp; SEWER Total:</b>	<b>4,889,467.55</b>	<b>4,889,467.55</b>	<b>261,880.90</b>	<b>1,968,350.10</b>	<b>2,921,117.45</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 46 - UTILITY CAPITAL PROJECT</b>					
70 - CAPITAL IMPROVEMENTS	4,040,000.00	4,040,000.00	41,527.14	1,197,384.40	2,842,615.60
<b>Department: 46 - UTILITY CAPITAL PROJECT Total:</b>	<b>4,040,000.00</b>	<b>4,040,000.00</b>	<b>41,527.14</b>	<b>1,197,384.40</b>	<b>2,842,615.60</b>
<b>Fund: 02 - UTILITY FUND Surplus (Deficit):</b>	<b>-2,991,578.55</b>	<b>-2,991,578.55</b>	<b>106,143.84</b>	<b>-441,186.26</b>	<b>-2,550,392.29</b>
<b>Fund: 04 - IMPACT FEE FUND</b>					
<b>Department: 43 - REVENUES</b>					
85 - FEE & CHARGES FOR SERVICE	75,000.00	75,000.00	0.00	84.00	74,916.00
96 - INTEREST EARNED	48,000.00	48,000.00	0.00	23,853.38	24,146.62
<b>Department: 43 - REVENUES Total:</b>	<b>123,000.00</b>	<b>123,000.00</b>	<b>0.00</b>	<b>23,937.38</b>	<b>99,062.62</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

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Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 45 - WATER &amp; SEWER</b>					
55 - PROFESSIONAL SERVICES	70,000.00	368,000.00	0.00	81,478.30	286,521.70
<b>Department: 45 - WATER &amp; SEWER Total:</b>	<b>70,000.00</b>	<b>368,000.00</b>	<b>0.00</b>	<b>81,478.30</b>	<b>286,521.70</b>
<b>Fund: 04 - IMPACT FEE FUND Surplus (Deficit):</b>	<b>53,000.00</b>	<b>-245,000.00</b>	<b>0.00</b>	<b>-57,540.92</b>	<b>-187,459.08</b>
<b>Fund: 11 - GOLF COURSE FUND</b>					
<b>Department: 80 - REVENUES</b>					
85 - FEE & CHARGES FOR SERVICE	2,401,500.00	2,401,500.00	232,078.49	1,196,331.49	1,205,168.51
96 - INTEREST EARNED	2,800.00	2,800.00	0.00	6,158.93	-3,358.93
98 - MISCELLANEOUS REVENUE	0.00	0.00	804.27	1,929.75	-1,929.75
<b>Department: 80 - REVENUES Total:</b>	<b>2,404,300.00</b>	<b>2,404,300.00</b>	<b>232,882.76</b>	<b>1,204,420.17</b>	<b>1,199,879.83</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

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<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
<b>Department: 81 - CLUB HOUSE</b>					
30 - SALARIES, WAGES, & BENEFITS	713,036.75	713,036.75	87,018.51	361,112.63	351,924.12
34 - COST OF SALES	187,500.00	187,500.00	10,762.05	59,408.00	128,092.00
35 - SUPPLIES	16,100.00	16,100.00	5,156.54	8,765.97	7,334.03
45 - MAINTENANCE	2,700.00	2,700.00	2,402.85	10,848.01	-8,148.01
50 - SERVICES	37,490.10	37,490.10	7,522.08	23,851.17	13,638.93
54 - SUNDRY	77,400.00	77,400.00	5,742.50	32,200.35	45,199.65
55 - PROFESSIONAL SERVICES	3,500.00	3,500.00	0.00	0.00	3,500.00
60 - OTHER SERVICES	26,000.00	26,000.00	220.00	30,860.00	-4,860.00
97 - INTERFUND ACTIVITY	4,525.00	4,525.00	0.00	0.00	4,525.00
<b>Department: 81 - CLUB HOUSE Total:</b>	<b>1,068,251.85</b>	<b>1,068,251.85</b>	<b>118,824.53</b>	<b>527,046.13</b>	<b>541,205.72</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

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Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 82 - COURSE MAINTENANCE</b>					
30 - SALARIES, WAGES, & BENEFITS	590,576.68	590,576.68	59,157.26	254,729.92	335,846.76
35 - SUPPLIES	172,700.00	172,700.00	21,932.28	112,440.09	60,259.91
40 - MAINTENANCE--BLDGS, STRUC	4,000.00	4,000.00	0.00	0.00	4,000.00
45 - MAINTENANCE	23,500.00	23,500.00	674.42	9,392.28	14,107.72
50 - SERVICES	8,280.00	8,280.00	258.00	3,453.58	4,826.42
54 - SUNDRY	10,500.00	10,500.00	0.00	0.00	10,500.00
55 - PROFESSIONAL SERVICES	3,000.00	3,000.00	0.00	0.00	3,000.00
97 - INTERFUND ACTIVITY	1,075.00	1,075.00	0.00	0.00	1,075.00
<b>Department: 82 - COURSE MAINTENANCE Total:</b>	<b>813,631.68</b>	<b>813,631.68</b>	<b>82,021.96</b>	<b>380,015.87</b>	<b>433,615.81</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**



**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
<b>Department: 83 - BUILDING MAINTENANCE</b>					
35 - SUPPLIES	6,100.00	6,100.00	354.40	3,479.21	2,620.79
40 - MAINTENANCE--BLDGS, STRUC	10,000.00	10,000.00	0.00	2,407.47	7,592.53
50 - SERVICES	25,000.00	25,000.00	3,092.80	16,584.97	8,415.03
55 - PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	267.00	733.00
<b>Department: 83 - BUILDING MAINTENANCE Total:</b>	<b>42,100.00</b>	<b>42,100.00</b>	<b>3,447.20</b>	<b>22,738.65</b>	<b>19,361.35</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
<b>Department: 87 - GC CAPITAL IMPROVEMENT</b>					
70 - CAPITAL IMPROVEMENTS	32,000.00	32,000.00	4,075.00	18,025.00	13,975.00
<b>Department: 87 - GC CAPITAL IMPROVEMENT Total:</b>	<b>32,000.00</b>	<b>32,000.00</b>	<b>4,075.00</b>	<b>18,025.00</b>	<b>13,975.00</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
<b>Department: 88 - EQUIPMENT MAINTENANCE</b>					
30 - SALARIES, WAGES, & BENEFITS	76,270.54	76,270.54	8,705.06	37,697.44	38,573.10
35 - SUPPLIES	28,650.00	28,650.00	10,155.31	19,381.38	9,268.62
45 - MAINTENANCE	13,000.00	13,000.00	0.00	12.50	12,987.50
50 - SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00
97 - INTERFUND ACTIVITY	330,000.00	330,000.00	0.00	0.00	330,000.00
<b>Department: 88 - EQUIPMENT MAINTENANCE Total:</b>	<b>448,920.54</b>	<b>448,920.54</b>	<b>18,860.37</b>	<b>57,091.32</b>	<b>391,829.22</b>
<b>Fund: 11 - GOLF COURSE FUND Surplus (Deficit):</b>	<b>-604.07</b>	<b>-604.07</b>	<b>5,653.70</b>	<b>199,503.20</b>	<b>-200,107.27</b>
<b>Total Surplus (Deficit):</b>	<b>-2,939,182.62</b>	<b>-3,237,182.62</b>	<b>111,797.54</b>	<b>-299,223.98</b>	

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
02 - UTILITY FUND	-2,991,578.55	-2,991,578.55	106,143.84	-441,186.26	-2,550,392.29
04 - IMPACT FEE FUND	53,000.00	-245,000.00	0.00	-57,540.92	-187,459.08
11 - GOLF COURSE FUND	-604.07	-604.07	5,653.70	199,503.20	-200,107.27
<b>Total Surplus (Deficit):</b>	<b>-2,939,182.62</b>	<b>-3,237,182.62</b>	<b>111,797.54</b>	<b>-299,223.98</b>	

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



Jersey Village, TX

# Income Statement Account Summary

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<b>Fund: 01 - GENERAL FUND</b>						
<b>Department: 10 - REVENUES</b>						
<b>Category: 72 - PROPERTY TAXES</b>						
<a href="#">01-10-7201</a>	CURRENT PROPERTY TAXES	8,438,956.00	8,438,956.00	82,647.75	8,405,164.07	33,791.93
<a href="#">01-10-7202</a>	DELINQUENT PROPERTY TAXES	30,000.00	30,000.00	754.31	-165,581.00	195,581.00
<a href="#">01-10-7203</a>	PENALTY, INTEREST & COSTS	25,000.00	25,000.00	7,067.25	27,468.56	-2,468.56
	<b>Category: 72 - PROPERTY TAXES Total:</b>	<b>8,493,956.00</b>	<b>8,493,956.00</b>	<b>90,469.31</b>	<b>8,267,051.63</b>	<b>226,904.37</b>
<b>Category: 75 - OTHER TAXES</b>						
<a href="#">01-10-7511</a>	ELECTRIC FRANCHISE	365,000.00	365,000.00	30,310.22	152,873.13	212,126.87
<a href="#">01-10-7512</a>	TELEPHONE FRANCHISE	12,000.00	12,000.00	0.00	5,109.40	6,890.60
<a href="#">01-10-7513</a>	GAS FRANCHISE	45,000.00	45,000.00	0.00	18,682.95	26,317.05
<a href="#">01-10-7514</a>	CABLE TV FRANCHISE	79,000.00	79,000.00	0.00	29,472.70	49,527.30
<a href="#">01-10-7515</a>	TELECOMMUNICATION	14,000.00	14,000.00	7.80	7,655.66	6,344.34
<a href="#">01-10-7621</a>	SALES TAX	5,550,000.00	5,550,000.00	279,978.25	2,404,790.39	3,145,209.61
<a href="#">01-10-7631</a>	MIXED DRINK TAX	32,000.00	32,000.00	2,768.50	19,288.66	12,711.34
	<b>Category: 75 - OTHER TAXES Total:</b>	<b>6,097,000.00</b>	<b>6,097,000.00</b>	<b>313,064.77</b>	<b>2,637,872.89</b>	<b>3,459,127.11</b>
<b>Category: 80 - FINES WARRANTS &amp; BONDS</b>						
<a href="#">01-10-8001</a>	FINES	840,000.00	840,000.00	61,664.90	340,342.11	499,657.89
<a href="#">01-10-8002</a>	TIME PAYMENT FEE-GENERAL	4,000.00	4,000.00	488.90	2,497.50	1,502.50
<a href="#">01-10-8003</a>	TIME PAYMENT FEE-COURT	0.00	0.00	27.50	110.00	-110.00
<a href="#">01-10-8004</a>	COURT TECHNOLOGY FEES	0.00	0.00	1,347.82	7,692.89	-7,692.89
<a href="#">01-10-8005</a>	COURT SECURITY FEE	0.00	0.00	1,559.94	8,947.59	-8,947.59
<a href="#">01-10-8006</a>	OMNI FEE	4,000.00	4,000.00	328.00	1,515.42	2,484.58
<a href="#">01-10-8007</a>	CHILD SAFETY FEE	0.00	0.00	0.00	25.00	-25.00
<a href="#">01-10-8008</a>	JUDICIAL FEE	0.00	0.00	58.33	315.57	-315.57
	<b>Category: 80 - FINES WARRANTS &amp; BONDS Total:</b>	<b>848,000.00</b>	<b>848,000.00</b>	<b>65,475.39</b>	<b>361,446.08</b>	<b>486,553.92</b>
<b>Category: 85 - FEE &amp; CHARGES FOR SERVICE</b>						
<a href="#">01-10-8501</a>	GARBAGE FEES/RESIDENTIAL	100.00	100.00	0.00	0.00	100.00
<a href="#">01-10-8503</a>	POOL MEMBERSHIP FEES	23,000.00	23,000.00	0.00	0.00	23,000.00
<a href="#">01-10-8504</a>	SWIM LESSON	6,000.00	6,000.00	1,200.00	1,200.00	4,800.00
<a href="#">01-10-8505</a>	POOL RENTALS	2,000.00	2,000.00	0.00	0.00	2,000.00
<a href="#">01-10-8506</a>	REC PROGRAMS	8,000.00	8,000.00	1,269.76	6,146.32	1,853.68
<a href="#">01-10-8507</a>	AMBULANCE SERVICE FEES	280,000.00	280,000.00	27,056.04	150,497.01	129,502.99
<a href="#">01-10-8509</a>	PET TAGS	500.00	500.00	40.00	165.00	335.00
<a href="#">01-10-8510</a>	COIN OPERATOR FEES	187.00	187.00	0.00	150.00	37.00
<a href="#">01-10-8511</a>	JERSEY VILLAGE STICKERS	20.00	20.00	1.00	49.00	-29.00
<a href="#">01-10-8512</a>	RENTAL FEE	40,000.00	40,000.00	420.00	1,850.01	38,149.99
<a href="#">01-10-8513</a>	CHILD SAFETY FEE-COUNTY	9,000.00	9,000.00	711.86	4,081.52	4,918.48
<a href="#">01-10-8514</a>	FOOD & BEVERAGE FEES	500.00	500.00	0.00	144.03	355.97
<a href="#">01-10-8515</a>	POLICE OFFICER FEE	200.00	200.00	0.00	280.00	-80.00
<a href="#">01-10-8516</a>	FARMER'S MARKET FEES	2,500.00	2,500.00	300.00	1,545.06	954.94
<a href="#">01-10-8517</a>	PARK RENTALS	8,000.00	8,000.00	735.00	3,560.00	4,440.00
<a href="#">01-10-8519</a>	FOUNDER'S DAY	13,000.00	13,000.00	1,420.00	1,580.00	11,420.00
<a href="#">01-10-8580</a>	ANTENNA ANNUAL FEES	4,400.00	4,400.00	0.00	4,569.45	-169.45
	<b>Category: 85 - FEE &amp; CHARGES FOR SERVICE Total:</b>	<b>397,407.00</b>	<b>397,407.00</b>	<b>33,153.66</b>	<b>175,817.40</b>	<b>221,589.60</b>
<b>Category: 90 - LICENSES &amp; PERMITS</b>						
<a href="#">01-10-9001</a>	BUILDING PERMITS	125,000.00	125,000.00	21,815.54	146,085.47	-21,085.47
<a href="#">01-10-9002</a>	PLUMBING PERMITS	15,000.00	15,000.00	640.50	5,187.50	9,812.50
<a href="#">01-10-9003</a>	ELECTRICAL PERMITS	13,000.00	13,000.00	682.50	4,232.00	8,768.00
<a href="#">01-10-9004</a>	MECHANICAL PERMITS	8,000.00	8,000.00	252.00	1,254.75	6,745.25
<a href="#">01-10-9006</a>	SIGN PERMITS	14,000.00	14,000.00	173.71	10,268.82	3,731.18
<a href="#">01-10-9007</a>	LIQUOR LICENSES	8,000.00	8,000.00	1,460.00	6,095.00	1,905.00

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

Income Statement

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<a href="#">01-10-9011</a>	PLANNING & ZONING APPLICATION FEES	2,000.00	2,000.00	0.00	0.00	2,000.00
<a href="#">01-10-9012</a>	BURGLAR/FIRE ALARM PERMIT	4,000.00	4,000.00	573.01	1,738.03	2,261.97
<a href="#">01-10-9013</a>	FIRE MARSHAL PERM FEES	2,000.00	2,000.00	0.00	487.00	1,513.00
<a href="#">01-10-9016</a>	HOTEL/MOTEL LICENSE PERMITS	1,000.00	1,000.00	550.00	1,100.00	-100.00
<a href="#">01-10-9017</a>	PLAN CHECKING AND PLAN REVIEW	40,000.00	40,000.00	4,706.05	41,118.27	-1,118.27
	<b>Category: 90 - LICENSES &amp; PERMITS Total:</b>	<b>232,000.00</b>	<b>232,000.00</b>	<b>30,853.31</b>	<b>217,566.84</b>	<b>14,433.16</b>
	<b>Category: 96 - INTEREST EARNED</b>					
<a href="#">01-10-9601</a>	INTEREST EARNED	800,000.00	800,000.00	6,652.65	334,353.57	465,646.43
	<b>Category: 96 - INTEREST EARNED Total:</b>	<b>800,000.00</b>	<b>800,000.00</b>	<b>6,652.65</b>	<b>334,353.57</b>	<b>465,646.43</b>
	<b>Category: 97 - INTERFUND ACTIVITY</b>					
<a href="#">01-10-9750</a>	CRIME CONTROL DISTRICT REIMB.	2,712,625.00	2,712,625.00	0.00	0.00	2,712,625.00
<a href="#">01-10-9752</a>	TRANSFER FROM UTLY FUND	630,000.00	630,000.00	0.00	0.00	630,000.00
<a href="#">01-10-9754</a>	TRANFER FROM MOTEL TAX FUND	26,900.00	26,900.00	0.00	0.00	26,900.00
<a href="#">01-10-9755</a>	FIRE CONTROL PREV & EMERG REIMB	2,212,990.00	2,212,990.00	0.00	0.00	2,212,990.00
	<b>Category: 97 - INTERFUND ACTIVITY Total:</b>	<b>5,582,515.00</b>	<b>5,582,515.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,582,515.00</b>
	<b>Category: 98 - MISCELLANEOUS REVENUE</b>					
<a href="#">01-10-9899</a>	MISCELLANEOUS	70,000.00	70,000.00	2,094.55	14,509.73	55,490.27
	<b>Category: 98 - MISCELLANEOUS REVENUE Total:</b>	<b>70,000.00</b>	<b>70,000.00</b>	<b>2,094.55</b>	<b>14,509.73</b>	<b>55,490.27</b>
	<b>Category: 99 - OTHER AGENCY REVENUES</b>					
<a href="#">01-10-9905</a>	AMBULANCE FEES STATE GRANT	300,000.00	300,000.00	0.00	0.00	300,000.00
<a href="#">01-10-9906</a>	LEOSE FUNDS - TRAINING GRANT	0.00	0.00	4,051.60	7,393.86	-7,393.86
	<b>Category: 99 - OTHER AGENCY REVENUES Total:</b>	<b>300,000.00</b>	<b>300,000.00</b>	<b>4,051.60</b>	<b>7,393.86</b>	<b>292,606.14</b>
	<b>Department: 10 - REVENUES Total:</b>	<b>22,820,878.00</b>	<b>22,820,878.00</b>	<b>545,815.24</b>	<b>12,016,012.00</b>	<b>10,804,866.00</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

Income Statement

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<b>Department: 11 - ADMINISTRATIVE SERVICE</b>						
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS</b>						
<a href="#">01-11-3001</a>	SALARIES	744,936.31	744,936.31	93,400.77	396,920.49	348,015.82
<a href="#">01-11-3002</a>	WAGES	21,424.00	21,424.00	4,720.00	4,720.00	16,704.00
<a href="#">01-11-3003</a>	LONGEVITY	1,500.46	1,500.46	210.02	836.48	663.98
<a href="#">01-11-3010</a>	INCENTIVES	1,799.98	1,799.98	207.69	870.32	929.66
<a href="#">01-11-3020</a>	EMPLOYEE AWARDS/BONUS	11,500.00	11,500.00	109.88	8,386.88	3,113.12
<a href="#">01-11-3051</a>	FICA/MEDICARE TAXES	53,872.38	53,872.38	7,358.06	27,654.57	26,217.81
<a href="#">01-11-3052</a>	WORKMEN'S COMPENSATION	1,000.00	1,000.00	0.00	699.44	300.56
<a href="#">01-11-3053</a>	UNEMPLOYMENT INSURANCE	776.15	776.15	107.77	467.80	308.35
<a href="#">01-11-3054</a>	RETIREMENT	129,121.19	129,121.19	15,594.70	63,338.06	65,783.13
<a href="#">01-11-3055</a>	HEALTH INSURANCE	77,373.66	77,373.66	8,927.73	37,411.44	39,962.22
<a href="#">01-11-3056</a>	LIFE INS	352.30	352.30	48.78	204.41	147.89
<a href="#">01-11-3057</a>	DENTAL INSURANCE	5,499.78	5,499.78	579.27	2,427.42	3,072.36
<a href="#">01-11-3058</a>	LONG-TERM DISABILITY	2,330.45	2,330.45	252.98	1,047.91	1,282.54
<a href="#">01-11-3060</a>	VISION INSURANCE	545.74	545.74	64.44	270.03	275.71
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS Total:</b>		<b>1,052,032.40</b>	<b>1,052,032.40</b>	<b>131,582.09</b>	<b>545,255.25</b>	<b>506,777.15</b>
<b>Category: 35 - SUPPLIES</b>						
<a href="#">01-11-3502</a>	POSTAGE/FREIGHT/DEL. FEE	150.00	150.00	0.00	0.00	150.00
<a href="#">01-11-3503</a>	OFFICE SUPPLIES	4,000.00	4,000.00	35.07	1,868.12	2,131.88
<a href="#">01-11-3504</a>	WEARING APPAREL	500.00	500.00	0.00	126.96	373.04
<a href="#">01-11-3510</a>	BOOKS & PERIODICALS	200.00	200.00	0.00	40.00	160.00
<a href="#">01-11-3520</a>	FOOD	14,000.00	14,000.00	0.00	3,626.34	10,373.66
<b>Category: 35 - SUPPLIES Total:</b>		<b>18,850.00</b>	<b>18,850.00</b>	<b>35.07</b>	<b>5,661.42</b>	<b>13,188.58</b>
<b>Category: 45 - MAINTENANCE</b>						
<a href="#">01-11-4501</a>	FURN.,FIXT.,& OFF. MACH.	2,000.00	2,000.00	0.00	0.00	2,000.00
<b>Category: 45 - MAINTENANCE Total:</b>		<b>2,000.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>
<b>Category: 50 - SERVICES</b>						
<a href="#">01-11-5001</a>	MAYOR & COUNCIL EXPENDITURES	4,000.00	4,000.00	46.00	464.76	3,535.24
<a href="#">01-11-5007</a>	RECORDS MANAGEMENT	8,000.00	8,000.00	0.00	1,255.26	6,744.74
<a href="#">01-11-5012</a>	PRINTING	250.00	250.00	55.10	55.10	194.90
<a href="#">01-11-5014</a>	MEDICAL EXPENSES	10,000.00	10,000.00	415.00	2,719.00	7,281.00
<a href="#">01-11-5020</a>	COMMUNICATIONS	8,399.60	8,399.60	493.95	2,133.88	6,265.72
<a href="#">01-11-5025</a>	NEWSPAPER NOTICES	6,500.00	6,500.00	0.00	981.76	5,518.24
<a href="#">01-11-5026</a>	CODIFICATIONS	7,400.00	7,400.00	0.00	5,427.00	1,973.00
<a href="#">01-11-5027</a>	MEMBERSHIPS/SUBSCRIPTIONS	8,000.00	8,000.00	553.82	6,461.83	1,538.17
<a href="#">01-11-5028</a>	TEXAS LEGISLATIVE SERVICES	1.00	1.00	0.00	0.00	1.00
<a href="#">01-11-5029</a>	TRAVEL/TRAINING	18,000.00	18,000.00	-174.09	4,605.19	13,394.81
<a href="#">01-11-5030</a>	CAR ALLOWANCE	6,500.00	6,500.00	3,250.00	3,392.86	3,107.14
<a href="#">01-11-5041</a>	NEWSLETTER	18,000.00	18,000.00	1,449.00	8,694.00	9,306.00
<a href="#">01-11-5044</a>	ADVERTISING	5,000.00	5,000.00	0.00	1,324.66	3,675.34
<b>Category: 50 - SERVICES Total:</b>		<b>100,050.60</b>	<b>100,050.60</b>	<b>6,088.78</b>	<b>37,515.30</b>	<b>62,535.30</b>
<b>Category: 54 - SUNDRY</b>						
<a href="#">01-11-5401</a>	ELECTION EXPENSE	35,000.00	35,000.00	-1,536.56	24,082.05	10,917.95
<b>Category: 54 - SUNDRY Total:</b>		<b>35,000.00</b>	<b>35,000.00</b>	<b>-1,536.56</b>	<b>24,082.05</b>	<b>10,917.95</b>
<b>Category: 60 - OTHER SERVICES</b>						
<a href="#">01-11-6005</a>	NOTARY SURETY BONDS	300.00	300.00	0.00	0.00	300.00
<b>Category: 60 - OTHER SERVICES Total:</b>		<b>300.00</b>	<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</b>
<b>Category: 97 - INTERFUND ACTIVITY</b>						
<a href="#">01-11-9772</a>	TECHNOLOGY USER FEE	7,780.00	7,780.00	0.00	0.00	7,780.00
<b>Category: 97 - INTERFUND ACTIVITY Total:</b>		<b>7,780.00</b>	<b>7,780.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,780.00</b>
<b>Department: 11 - ADMINISTRATIVE SERVICE Total:</b>		<b>1,216,013.00</b>	<b>1,216,013.00</b>	<b>136,169.38</b>	<b>612,514.02</b>	<b>603,498.98</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

Income Statement

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 12 - LEGAL/OTHER SERVICES</b>					
<b>Category: 50 - SERVICES</b>					
<a href="#">01-12-5023</a> GRANTS AND INCENTIVES	2,730,000.00	2,730,000.00	0.00	503,373.67	2,226,626.33
<b>Category: 50 - SERVICES Total:</b>	<b>2,730,000.00</b>	<b>2,730,000.00</b>	<b>0.00</b>	<b>503,373.67</b>	<b>2,226,626.33</b>
<b>Category: 55 - PROFESSIONAL SERVICES</b>					
<a href="#">01-12-5502</a> LEGAL FEES	105,000.00	105,000.00	0.00	19,763.10	85,236.90
<a href="#">01-12-5515</a> CONSULTANT SERVICES	10,000.00	10,000.00	0.00	5,000.00	5,000.00
<b>Category: 55 - PROFESSIONAL SERVICES Total:</b>	<b>115,000.00</b>	<b>115,000.00</b>	<b>0.00</b>	<b>24,763.10</b>	<b>90,236.90</b>
<b>Category: 60 - OTHER SERVICES</b>					
<a href="#">01-12-6001</a> AUTOMOBILE LIABILITY	68,566.00	68,566.00	0.00	60,012.06	8,553.94
<a href="#">01-12-6003</a> LIABILITY-FIRE & CASUALTY INSR	103,000.00	103,000.00	690.00	105,174.33	-2,174.33
<a href="#">01-12-6005</a> SURETY BONDS	566.00	566.00	0.00	565.46	0.54
<b>Category: 60 - OTHER SERVICES Total:</b>	<b>172,132.00</b>	<b>172,132.00</b>	<b>690.00</b>	<b>165,751.85</b>	<b>6,380.15</b>
<b>Category: 97 - INTERFUND ACTIVITY</b>					
<a href="#">01-12-9760</a> TRANSFER TO CAPITAL IMPROVEMENTS	9,281,348.00	9,281,348.00	0.00	0.00	9,281,348.00
<a href="#">01-12-9763</a> TRANSFER TO TIRZ 3	100,000.00	100,000.00	0.00	0.00	100,000.00
<a href="#">01-12-9772</a> TECHNOLOGY USER FEES	550.00	550.00	0.00	0.00	550.00
<b>Category: 97 - INTERFUND ACTIVITY Total:</b>	<b>9,381,898.00</b>	<b>9,381,898.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,381,898.00</b>
<b>Department: 12 - LEGAL/OTHER SERVICES Total:</b>	<b>12,399,030.00</b>	<b>12,399,030.00</b>	<b>690.00</b>	<b>693,888.62</b>	<b>11,705,141.38</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



Income Statement

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<b>Department: 13 - INFO TECHNOLOGY</b>						
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS</b>						
<a href="#">01-13-3001</a>	SALARIES	279,137.59	279,137.59	31,638.79	131,999.92	147,137.67
<a href="#">01-13-3003</a>	LONGEVITY	360.10	360.10	55.38	232.07	128.03
<a href="#">01-13-3007</a>	OVERTIME	0.00	0.00	0.00	209.22	-209.22
<a href="#">01-13-3010</a>	INCENTIVES	7,000.00	7,000.00	438.46	1,687.89	5,312.11
<a href="#">01-13-3051</a>	FICA/MEDICARE TAXES	20,882.86	20,882.86	2,392.95	9,987.65	10,895.21
<a href="#">01-13-3052</a>	WORKMEN'S COMPENSATION	540.00	540.00	0.00	419.66	120.34
<a href="#">01-13-3053</a>	UNEMPLOYMENT INSURANCE	279.53	279.53	32.51	162.70	116.83
<a href="#">01-13-3054</a>	RETIREMENT	47,926.89	47,926.89	5,204.21	21,298.27	26,628.62
<a href="#">01-13-3055</a>	HEALTH INSURANCE	31,114.98	31,114.98	3,590.19	15,044.61	16,070.37
<a href="#">01-13-3056</a>	LIFE INS	211.38	211.38	24.39	102.21	109.17
<a href="#">01-13-3057</a>	DENTAL INSURANCE	2,993.90	2,993.90	317.79	1,331.70	1,662.20
<a href="#">01-13-3058</a>	LONG-TERM DISABILITY	1,202.87	1,202.87	83.49	348.35	854.52
<a href="#">01-13-3060</a>	VISION INSURANCE	413.92	413.92	47.76	200.13	213.79
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS Total:</b>		<b>392,064.02</b>	<b>392,064.02</b>	<b>43,825.92</b>	<b>183,024.38</b>	<b>209,039.64</b>
<b>Category: 35 - SUPPLIES</b>						
<a href="#">01-13-3502</a>	POSTAGE/FREIGHT	500.00	500.00	0.00	0.00	500.00
<a href="#">01-13-3503</a>	OFFICE SUPPLIES	250.00	250.00	0.00	47.53	202.47
<a href="#">01-13-3504</a>	WEARING APPAREL	400.00	400.00	155.00	400.97	-0.97
<a href="#">01-13-3509</a>	COMPUTER SUPPLIES	2,200.00	2,200.00	0.00	205.90	1,994.10
<a href="#">01-13-3510</a>	BOOKS & PERIODICALS	100.00	100.00	0.00	0.00	100.00
<b>Category: 35 - SUPPLIES Total:</b>		<b>3,450.00</b>	<b>3,450.00</b>	<b>155.00</b>	<b>654.40</b>	<b>2,795.60</b>
<b>Category: 45 - MAINTENANCE</b>						
<a href="#">01-13-4501</a>	FURN. FIXTURES. OFF EQUIPMENT	6,314.00	6,314.00	949.30	3,869.82	2,444.18
<a href="#">01-13-4502</a>	COMPUTER EQUIPMENT	9,500.00	9,500.00	511.60	3,032.50	6,467.50
<a href="#">01-13-4504</a>	SOFTWARE MAINTENANCE	466,000.00	466,000.00	17,982.10	87,945.18	378,054.82
<b>Category: 45 - MAINTENANCE Total:</b>		<b>481,814.00</b>	<b>481,814.00</b>	<b>19,443.00</b>	<b>94,847.50</b>	<b>386,966.50</b>
<b>Category: 50 - SERVICES</b>						
<a href="#">01-13-5020</a>	COMMUNICATIONS	50,145.19	50,145.19	4,496.32	19,802.44	30,342.75
<a href="#">01-13-5027</a>	MEMBERSHIPS/SUBSCRIPT	1,450.00	1,450.00	0.00	1,357.48	92.52
<a href="#">01-13-5029</a>	TRAVEL/TRAINING	7,600.00	7,600.00	0.00	500.00	7,100.00
<b>Category: 50 - SERVICES Total:</b>		<b>59,195.19</b>	<b>59,195.19</b>	<b>4,496.32</b>	<b>21,659.92</b>	<b>37,535.27</b>
<b>Category: 55 - PROFESSIONAL SERVICES</b>						
<a href="#">01-13-5515</a>	CONSULTANT SERVICES	60,000.00	60,000.00	0.00	3,694.00	56,306.00
<b>Category: 55 - PROFESSIONAL SERVICES Total:</b>		<b>60,000.00</b>	<b>60,000.00</b>	<b>0.00</b>	<b>3,694.00</b>	<b>56,306.00</b>
<b>Category: 65 - CAPITAL OUTLAY</b>						
<a href="#">01-13-6573</a>	COMPUTER EQUIPMENT	4,000.00	4,000.00	96.89	2,080.37	1,919.63
<a href="#">01-13-6574</a>	COMPUTER SOFTWARE	0.00	0.00	0.00	21.28	-21.28
<b>Category: 65 - CAPITAL OUTLAY Total:</b>		<b>4,000.00</b>	<b>4,000.00</b>	<b>96.89</b>	<b>2,101.65</b>	<b>1,898.35</b>
<b>Category: 97 - INTERFUND ACTIVITY</b>						
<a href="#">01-13-9772</a>	TECHNOLOGY USER FEE	86,240.00	86,240.00	0.00	0.00	86,240.00
<b>Category: 97 - INTERFUND ACTIVITY Total:</b>		<b>86,240.00</b>	<b>86,240.00</b>	<b>0.00</b>	<b>0.00</b>	<b>86,240.00</b>
<b>Department: 13 - INFO TECHNOLOGY Total:</b>		<b>1,086,763.21</b>	<b>1,086,763.21</b>	<b>68,017.13</b>	<b>305,981.85</b>	<b>780,781.36</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 14 - PURCHASING</b>						
<b>Category: 35 - SUPPLIES</b>						
<a href="#">01-14-3502</a>	POSTAGE/FREIGHT	21,000.00	21,000.00	3,134.94	10,174.94	10,825.06
<a href="#">01-14-3503</a>	OFFICE SUPPLIES	3,000.00	3,000.00	146.99	1,487.62	1,512.38
	<b>Category: 35 - SUPPLIES Total:</b>	<b>24,000.00</b>	<b>24,000.00</b>	<b>3,281.93</b>	<b>11,662.56</b>	<b>12,337.44</b>
<b>Category: 50 - SERVICES</b>						
<a href="#">01-14-5022</a>	RENTAL OF EQUIPMENT	2,675.00	2,675.00	0.00	1,336.50	1,338.50
	<b>Category: 50 - SERVICES Total:</b>	<b>2,675.00</b>	<b>2,675.00</b>	<b>0.00</b>	<b>1,336.50</b>	<b>1,338.50</b>
	<b>Department: 14 - PURCHASING Total:</b>	<b>26,675.00</b>	<b>26,675.00</b>	<b>3,281.93</b>	<b>12,999.06</b>	<b>13,675.94</b>

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<b>Department: 15 - ACCOUNTING SERVICES</b>						
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS</b>						
<a href="#">01-15-3001</a>	SALARIES	315,840.91	315,840.91	25,246.87	105,335.76	210,505.15
<a href="#">01-15-3003</a>	LONGEVITY	1,140.10	1,140.10	124.62	516.28	623.82
<a href="#">01-15-3007</a>	OVERTIME	2,900.00	2,900.00	0.00	120.83	2,779.17
<a href="#">01-15-3010</a>	INCENTIVES	600.08	600.08	0.00	0.00	600.08
<a href="#">01-15-3051</a>	FICA/MEDICARE TAXES	23,673.03	23,673.03	1,915.86	8,003.94	15,669.09
<a href="#">01-15-3052</a>	WORKMEN'S COMPENSATION	550.00	550.00	0.00	419.66	130.34
<a href="#">01-15-3053</a>	UNEMPLOYMENT INSURANCE	320.48	320.48	25.79	124.05	196.43
<a href="#">01-15-3054</a>	RETIREMENT	54,192.78	54,192.78	4,064.52	16,647.72	37,545.06
<a href="#">01-15-3055</a>	HEALTH INSURANCE	31,114.98	31,114.98	1,971.48	8,261.44	22,853.54
<a href="#">01-15-3056</a>	LIFE INS	211.38	211.38	16.26	68.14	143.24
<a href="#">01-15-3057</a>	DENTAL INSURANCE	2,505.88	2,505.88	187.05	783.83	1,722.05
<a href="#">01-15-3058</a>	LONG-TERM DISABILITY	1,212.71	1,212.71	65.91	275.06	937.65
<a href="#">01-15-3060</a>	VISION INSURANCE	237.12	237.12	22.02	92.27	144.85
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS Total:</b>		<b>434,499.45</b>	<b>434,499.45</b>	<b>33,640.38</b>	<b>140,648.98</b>	<b>293,850.47</b>
<b>Category: 35 - SUPPLIES</b>						
<a href="#">01-15-3502</a>	POSTAGE/FREIGHT/DEL.FEE	200.00	200.00	0.00	0.00	200.00
<a href="#">01-15-3503</a>	OFFICE SUPPLIES	700.00	700.00	0.00	563.90	136.10
<a href="#">01-15-3510</a>	BOOKS & PERIODICALS	50.00	50.00	0.00	0.00	50.00
<a href="#">01-15-3520</a>	FOOD	3,400.00	3,400.00	57.65	2,098.69	1,301.31
<b>Category: 35 - SUPPLIES Total:</b>		<b>4,350.00</b>	<b>4,350.00</b>	<b>57.65</b>	<b>2,662.59</b>	<b>1,687.41</b>
<b>Category: 45 - MAINTENANCE</b>						
<a href="#">01-15-4501</a>	FURN.FIXT. & OFF.MACH.	500.00	500.00	0.00	0.00	500.00
<b>Category: 45 - MAINTENANCE Total:</b>		<b>500.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>
<b>Category: 50 - SERVICES</b>						
<a href="#">01-15-5012</a>	PRINTING	1,200.00	1,200.00	0.00	0.00	1,200.00
<a href="#">01-15-5020</a>	COMMUNICATIONS	2,299.90	2,299.90	138.24	735.81	1,564.09
<a href="#">01-15-5027</a>	MEMBERSHIPS	400.00	400.00	0.00	93.18	306.82
<a href="#">01-15-5029</a>	TRAVEL/TRAINING	4,000.00	4,000.00	0.00	730.00	3,270.00
<b>Category: 50 - SERVICES Total:</b>		<b>7,899.90</b>	<b>7,899.90</b>	<b>138.24</b>	<b>1,558.99</b>	<b>6,340.91</b>
<b>Category: 54 - SUNDRY</b>						
<a href="#">01-15-5405</a>	PERMITS & FEES	1,000.00	1,000.00	0.00	345.00	655.00
<b>Category: 54 - SUNDRY Total:</b>		<b>1,000.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>345.00</b>	<b>655.00</b>
<b>Category: 55 - PROFESSIONAL SERVICES</b>						
<a href="#">01-15-5501</a>	AUDITS/CONTRACTS/STUDIES	50,000.00	50,000.00	80.59	-9,237.13	59,237.13
<b>Category: 55 - PROFESSIONAL SERVICES Total:</b>		<b>50,000.00</b>	<b>50,000.00</b>	<b>80.59</b>	<b>-9,237.13</b>	<b>59,237.13</b>
<b>Category: 97 - INTERFUND ACTIVITY</b>						
<a href="#">01-15-9772</a>	TECHNOLOGY USER FEE	2,775.00	2,775.00	0.00	0.00	2,775.00
<b>Category: 97 - INTERFUND ACTIVITY Total:</b>		<b>2,775.00</b>	<b>2,775.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,775.00</b>
<b>Department: 15 - ACCOUNTING SERVICES Total:</b>		<b>501,024.35</b>	<b>501,024.35</b>	<b>33,916.86</b>	<b>135,978.43</b>	<b>365,045.92</b>

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<b>Department: 16 - CUSTOMER SERVICE</b>						
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS</b>						
<a href="#">01-16-3001</a>	SALARIES	49,639.41	49,639.41	5,728.81	23,309.50	26,329.91
<a href="#">01-16-3003</a>	LONGEVITY	840.06	840.06	103.86	415.42	424.64
<a href="#">01-16-3007</a>	OVERTIME	100.00	100.00	0.00	0.00	100.00
<a href="#">01-16-3010</a>	INCENTIVES	479.96	479.96	124.62	522.22	-42.26
<a href="#">01-16-3051</a>	FICA/MEDICARE TAXES	3,557.72	3,557.72	421.11	1,709.83	1,847.89
<a href="#">01-16-3052</a>	WORKMEN'S COMPENSATION	175.00	175.00	0.00	139.89	35.11
<a href="#">01-16-3053</a>	UNEMPLOYMENT INSURANCE	51.06	51.06	1.29	9.01	42.05
<a href="#">01-16-3054</a>	RETIREMENT	8,663.10	8,663.10	954.36	3,809.05	4,854.05
<a href="#">01-16-3055</a>	HEALTH INSURANCE	15,953.08	15,953.08	1,840.74	7,713.58	8,239.50
<a href="#">01-16-3056</a>	LIFE INS	70.46	70.46	8.13	34.07	36.39
<a href="#">01-16-3057</a>	DENTAL INSURANCE	1,252.94	1,252.94	0.00	0.00	1,252.94
<a href="#">01-16-3058</a>	LONG-TERM DISABILITY	243.23	243.23	14.95	60.85	182.38
<a href="#">01-16-3060</a>	VISION INSURANCE	83.72	83.72	9.66	40.48	43.24
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS Total:</b>		<b>81,109.74</b>	<b>81,109.74</b>	<b>9,207.53</b>	<b>37,763.90</b>	<b>43,345.84</b>
<b>Category: 35 - SUPPLIES</b>						
<a href="#">01-16-3503</a>	OFFICE SUPPLIES	500.00	500.00	0.00	126.89	373.11
<b>Category: 35 - SUPPLIES Total:</b>		<b>500.00</b>	<b>500.00</b>	<b>0.00</b>	<b>126.89</b>	<b>373.11</b>
<b>Category: 45 - MAINTENANCE</b>						
<a href="#">01-16-4501</a>	FURN., FIX, & OFF MACH EQ	400.00	400.00	0.00	0.00	400.00
<b>Category: 45 - MAINTENANCE Total:</b>		<b>400.00</b>	<b>400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400.00</b>
<b>Category: 50 - SERVICES</b>						
<a href="#">01-16-5020</a>	COMMUNICATIONS	1,100.00	1,100.00	59.42	473.88	626.12
<b>Category: 50 - SERVICES Total:</b>		<b>1,100.00</b>	<b>1,100.00</b>	<b>59.42</b>	<b>473.88</b>	<b>626.12</b>
<b>Category: 55 - PROFESSIONAL SERVICES</b>						
<a href="#">01-16-5527</a>	HARRIS CTY APPRAISAL DIST	66,500.00	66,500.00	21,642.00	40,954.00	25,546.00
<a href="#">01-16-5528</a>	HARRIS CTY TAX OFFICE	7,000.00	7,000.00	0.00	5,856.48	1,143.52
<b>Category: 55 - PROFESSIONAL SERVICES Total:</b>		<b>73,500.00</b>	<b>73,500.00</b>	<b>21,642.00</b>	<b>46,810.48</b>	<b>26,689.52</b>
<b>Category: 97 - INTERFUND ACTIVITY</b>						
<a href="#">01-16-9772</a>	TECHNOLOGY USER FEE	437.50	437.50	0.00	0.00	437.50
<b>Category: 97 - INTERFUND ACTIVITY Total:</b>		<b>437.50</b>	<b>437.50</b>	<b>0.00</b>	<b>0.00</b>	<b>437.50</b>
<b>Department: 16 - CUSTOMER SERVICE Total:</b>		<b>157,047.24</b>	<b>157,047.24</b>	<b>30,908.95</b>	<b>85,175.15</b>	<b>71,872.09</b>

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<b>Department: 19 - MUNICIPAL COURT</b>						
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS</b>						
<a href="#">01-19-3001</a>	SALARIES	184,343.88	184,343.88	19,912.37	81,604.36	102,739.52
<a href="#">01-19-3003</a>	LONGEVITY	1,439.88	1,439.88	173.07	723.93	715.95
<a href="#">01-19-3007</a>	OVERTIME	5,000.00	5,000.00	0.00	0.00	5,000.00
<a href="#">01-19-3010</a>	INCENTIVES	600.08	600.08	69.24	290.15	309.93
<a href="#">01-19-3051</a>	FICA/MEDICARE TAXES	14,111.15	14,111.15	1,562.82	6,485.71	7,625.44
<a href="#">01-19-3052</a>	WORKMEN'S COMPENSATION	469.00	469.00	0.00	419.66	49.34
<a href="#">01-19-3053</a>	UNEMPLOYMENT INSURANCE	191.39	191.39	14.52	81.15	110.24
<a href="#">01-19-3054</a>	RETIREMENT	31,685.26	31,685.26	3,429.03	13,958.01	17,727.25
<a href="#">01-19-3055</a>	HEALTH INSURANCE	45,791.20	45,791.20	7,757.31	32,506.83	13,284.37
<a href="#">01-19-3056</a>	LIFE INS	281.84	281.84	24.39	102.21	179.63
<a href="#">01-19-3057</a>	DENTAL INSURANCE	3,481.92	3,481.92	392.22	1,643.59	1,838.33
<a href="#">01-19-3058</a>	LONG-TERM DISABILITY	903.28	903.28	55.23	229.28	674.00
<a href="#">01-19-3060</a>	VISION INSURANCE	462.02	462.02	38.25	160.28	301.74
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS Total:</b>		<b>288,760.90</b>	<b>288,760.90</b>	<b>33,428.45</b>	<b>138,205.16</b>	<b>150,555.74</b>
<b>Category: 35 - SUPPLIES</b>						
<a href="#">01-19-3503</a>	OFFICE SUPPLIES	2,000.00	2,000.00	98.89	471.07	1,528.93
<a href="#">01-19-3510</a>	BOOKS & PERIODICALS	200.00	200.00	0.00	210.35	-10.35
<a href="#">01-19-3523</a>	TOOLS/EQUIPMENT	100.00	100.00	0.00	0.00	100.00
<b>Category: 35 - SUPPLIES Total:</b>		<b>2,300.00</b>	<b>2,300.00</b>	<b>98.89</b>	<b>681.42</b>	<b>1,618.58</b>
<b>Category: 45 - MAINTENANCE</b>						
<a href="#">01-19-4501</a>	FURN., FIXT. & OFF. MACH.	500.00	500.00	0.00	0.00	500.00
<b>Category: 45 - MAINTENANCE Total:</b>		<b>500.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>
<b>Category: 50 - SERVICES</b>						
<a href="#">01-19-5012</a>	PRINTING	2,000.00	2,000.00	0.00	0.00	2,000.00
<a href="#">01-19-5020</a>	COMMUNICATIONS	1,100.00	1,100.00	212.10	827.47	272.53
<a href="#">01-19-5027</a>	MEMBERSHIPS	300.00	300.00	0.00	55.00	245.00
<a href="#">01-19-5029</a>	TRAVEL/TRAINING	3,500.00	3,500.00	141.90	441.90	3,058.10
<b>Category: 50 - SERVICES Total:</b>		<b>6,900.00</b>	<b>6,900.00</b>	<b>354.00</b>	<b>1,324.37</b>	<b>5,575.63</b>
<b>Category: 54 - SUNDRY</b>						
<a href="#">01-19-5404</a>	JURY EXPENSE	800.00	800.00	0.00	0.00	800.00
<b>Category: 54 - SUNDRY Total:</b>		<b>800.00</b>	<b>800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>800.00</b>
<b>Category: 55 - PROFESSIONAL SERVICES</b>						
<a href="#">01-19-5505</a>	JUDGES	41,000.00	41,000.00	0.00	8,525.00	32,475.00
<a href="#">01-19-5506</a>	PROSECUTORS	33,000.00	33,000.00	0.00	15,900.00	17,100.00
<a href="#">01-19-5516</a>	COLLECTION AGENCY FEES	3,950.00	3,950.00	0.00	876.50	3,073.50
<a href="#">01-19-5518</a>	INTERPRETERS	3,000.00	3,000.00	0.00	1,371.18	1,628.82
<b>Category: 55 - PROFESSIONAL SERVICES Total:</b>		<b>80,950.00</b>	<b>80,950.00</b>	<b>0.00</b>	<b>26,672.68</b>	<b>54,277.32</b>
<b>Department: 19 - MUNICIPAL COURT Total:</b>		<b>380,210.90</b>	<b>380,210.90</b>	<b>33,881.34</b>	<b>166,883.63</b>	<b>213,327.27</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<b>Department: 21 - POLICE</b>						
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS</b>						
<a href="#">01-21-3001</a>	SALARIES	2,883,963.92	2,883,963.92	310,045.92	1,337,795.96	1,546,167.96
<a href="#">01-21-3003</a>	LONGEVITY	8,880.04	8,880.04	844.67	3,455.16	5,424.88
<a href="#">01-21-3007</a>	OVERTIME	110,000.00	110,000.00	25,795.54	123,322.85	-13,322.85
<a href="#">01-21-3010</a>	INCENTIVES	43,798.54	43,798.54	8,719.13	40,059.43	3,739.11
<a href="#">01-21-3014</a>	S.T.E.P. PROGRAM	90,000.00	90,000.00	2,905.24	20,395.76	69,604.24
<a href="#">01-21-3051</a>	FICA/MEDICARE TAXES	222,188.02	222,188.02	25,963.52	113,456.94	108,731.08
<a href="#">01-21-3052</a>	WORKMEN'S COMPENSATION	50,000.00	50,000.00	0.00	44,310.52	5,689.48
<a href="#">01-21-3053</a>	UNEMPLOYMENT INSURANCE	3,136.65	3,136.65	284.79	1,532.80	1,603.85
<a href="#">01-21-3054</a>	RETIREMENT	499,535.19	499,535.19	55,828.93	239,593.46	259,941.73
<a href="#">01-21-3055</a>	HEALTH INSURANCE	445,105.70	445,105.70	44,741.07	199,254.93	245,850.77
<a href="#">01-21-3056</a>	LIFE INS	2,254.72	2,254.72	215.61	951.69	1,303.03
<a href="#">01-21-3057</a>	DENTAL INSURANCE	29,385.20	29,385.20	2,897.67	12,912.12	16,473.08
<a href="#">01-21-3058</a>	LONG-TERM DISABILITY	12,948.19	12,948.19	752.48	3,318.93	9,629.26
<a href="#">01-21-3060</a>	VISION INSURANCE	3,675.10	3,675.10	375.73	1,653.59	2,021.51
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS Total:</b>		<b>4,404,871.27</b>	<b>4,404,871.27</b>	<b>479,370.30</b>	<b>2,142,014.14</b>	<b>2,262,857.13</b>
<b>Category: 35 - SUPPLIES</b>						
<a href="#">01-21-3502</a>	POSTAGE/FREIGHT/DEL. FEE	1,000.00	1,000.00	0.00	106.22	893.78
<a href="#">01-21-3503</a>	OFFICE SUPPLIES	10,000.00	10,000.00	1,193.71	3,598.27	6,401.73
<a href="#">01-21-3504</a>	WEARING APPAREL	29,474.00	29,474.00	772.93	14,673.56	14,800.44
<a href="#">01-21-3505</a>	CRIME PREVENTION SUPPLIES	5,000.00	5,000.00	0.00	2,594.62	2,405.38
<a href="#">01-21-3508</a>	CRIME SCENE SUPPLIES	8,000.00	8,000.00	0.00	7,161.30	838.70
<a href="#">01-21-3510</a>	BOOKS AND PERIODICALS	6,450.00	6,450.00	0.00	5,849.13	600.87
<a href="#">01-21-3515</a>	MEDICAL SUPPLIES	2,000.00	2,000.00	0.00	1,839.68	160.32
<a href="#">01-21-3519</a>	AMMUNITION AND TARGETS	10,000.00	10,000.00	1,115.04	6,619.84	3,380.16
<a href="#">01-21-3520</a>	FOOD	4,800.00	4,800.00	191.98	3,147.17	1,652.83
<a href="#">01-21-3523</a>	TOOLS/EQUIPMENT	16,700.00	16,700.00	824.98	8,164.42	8,535.58
<a href="#">01-21-3534</a>	PARTS AND MATERIALS	500.00	500.00	0.00	0.00	500.00
<b>Category: 35 - SUPPLIES Total:</b>		<b>93,924.00</b>	<b>93,924.00</b>	<b>4,098.64</b>	<b>53,754.21</b>	<b>40,169.79</b>
<b>Category: 45 - MAINTENANCE</b>						
<a href="#">01-21-4501</a>	FURN. FIXT. & OFF. MACH.	5,597.00	5,597.00	633.56	2,843.11	2,753.89
<a href="#">01-21-4503</a>	RADIO AND RADAR EQUIPMENT	12,500.00	12,500.00	2,590.00	2,684.96	9,815.04
<a href="#">01-21-4510</a>	VEHICLE CLEANING	3,000.00	3,000.00	-400.90	2,272.35	727.65
<a href="#">01-21-4520</a>	AUTO REPAIR/OUTSOURCED	50,000.00	50,000.00	1,448.59	23,590.16	26,409.84
<a href="#">01-21-4599</a>	MISCELLANEOUS EQUIPMENT	1,300.00	1,300.00	-792.00	284.85	1,015.15
<b>Category: 45 - MAINTENANCE Total:</b>		<b>72,397.00</b>	<b>72,397.00</b>	<b>3,479.25</b>	<b>31,675.43</b>	<b>40,721.57</b>
<b>Category: 50 - SERVICES</b>						
<a href="#">01-21-5012</a>	PRINTING	2,000.00	2,000.00	489.47	1,989.08	10.92
<a href="#">01-21-5015</a>	LAB TESTS	2,400.00	2,400.00	0.00	0.00	2,400.00
<a href="#">01-21-5020</a>	COMMUNICATIONS	19,799.72	19,799.72	1,514.56	6,322.01	13,477.71
<a href="#">01-21-5022</a>	RENTAL OF EQUIPMENT	10,000.00	10,000.00	685.00	3,875.00	6,125.00
<a href="#">01-21-5027</a>	MEMBERSHIPS	2,600.00	2,600.00	0.00	807.16	1,792.84
<a href="#">01-21-5029</a>	TRAVEL/TRAINING	53,250.00	53,250.00	2,124.65	34,784.84	18,465.16
<a href="#">01-21-5030</a>	MAINTENANCE AGREEMENT	157,150.00	157,150.00	3,400.00	7,095.00	150,055.00
<b>Category: 50 - SERVICES Total:</b>		<b>247,199.72</b>	<b>247,199.72</b>	<b>8,213.68</b>	<b>54,873.09</b>	<b>192,326.63</b>
<b>Category: 54 - SUNDRY</b>						
<a href="#">01-21-5402</a>	JAIL EXPENSE	3,000.00	3,000.00	0.00	257.55	2,742.45
<b>Category: 54 - SUNDRY Total:</b>		<b>3,000.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>257.55</b>	<b>2,742.45</b>
<b>Category: 55 - PROFESSIONAL SERVICES</b>						
<a href="#">01-21-5515</a>	CONSULTANT SERVICES	1,800.00	1,800.00	0.00	1,544.00	256.00
<b>Category: 55 - PROFESSIONAL SERVICES Total:</b>		<b>1,800.00</b>	<b>1,800.00</b>	<b>0.00</b>	<b>1,544.00</b>	<b>256.00</b>
<b>Category: 60 - OTHER SERVICES</b>						
<a href="#">01-21-6003</a>	LIABILITY-FIRE & CASUALTY INSR	25,000.00	25,000.00	0.00	24,890.04	109.96
<a href="#">01-21-6005</a>	NOTARY SURETY BONDS	340.00	340.00	0.00	0.00	340.00
<b>Category: 60 - OTHER SERVICES Total:</b>		<b>25,340.00</b>	<b>25,340.00</b>	<b>0.00</b>	<b>24,890.04</b>	<b>449.96</b>

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Category: 65 - CAPITAL OUTLAY</b>					
<a href="#">01-21-6572</a> SPECIAL EQUIPMENT-	115,000.00	115,000.00	0.00	0.00	115,000.00
<a href="#">01-21-6574</a> COMPUTER SOFTWARE	0.00	0.00	0.00	1,779.00	-1,779.00
<b>Category: 65 - CAPITAL OUTLAY Total:</b>	<b>115,000.00</b>	<b>115,000.00</b>	<b>0.00</b>	<b>1,779.00</b>	<b>113,221.00</b>
<b>Category: 97 - INTERFUND ACTIVITY</b>					
<a href="#">01-21-9772</a> TECHNOLOGY USER FEE	1,987.50	1,987.50	0.00	0.00	1,987.50
<b>Category: 97 - INTERFUND ACTIVITY Total:</b>	<b>1,987.50</b>	<b>1,987.50</b>	<b>0.00</b>	<b>0.00</b>	<b>1,987.50</b>
<b>Department: 21 - POLICE Total:</b>	<b>4,965,519.49</b>	<b>4,965,519.49</b>	<b>495,161.87</b>	<b>2,310,787.46</b>	<b>2,654,732.03</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<b>Department: 23 - COMMUNICATIONS</b>						
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS</b>						
<a href="#">01-23-3001</a>	SALARIES	610,976.85	610,976.85	62,960.64	249,820.99	361,155.86
<a href="#">01-23-3003</a>	LONGEVITY	2,759.90	2,759.90	297.72	1,224.16	1,535.74
<a href="#">01-23-3007</a>	OVERTIME	94,000.00	94,000.00	11,847.99	50,521.74	43,478.26
<a href="#">01-23-3010</a>	INCENTIVES	9,359.74	9,359.74	1,924.59	7,563.78	1,795.96
<a href="#">01-23-3051</a>	FICA/MEDICARE TAXES	48,434.86	48,434.86	5,707.30	22,914.48	25,520.38
<a href="#">01-23-3052</a>	WORKMEN'S COMPENSATION	1,800.00	1,800.00	0.00	1,258.98	541.02
<a href="#">01-23-3053</a>	UNEMPLOYMENT INSURANCE	717.10	717.10	72.79	385.89	331.21
<a href="#">01-23-3054</a>	RETIREMENT	106,028.43	106,028.43	12,340.34	48,643.10	57,385.33
<a href="#">01-23-3055</a>	HEALTH INSURANCE	130,593.06	130,593.06	10,507.26	43,782.44	86,810.62
<a href="#">01-23-3056</a>	LIFE INS	634.14	634.14	69.48	260.93	373.21
<a href="#">01-23-3057</a>	DENTAL INSURANCE	8,216.78	8,216.78	666.12	2,636.71	5,580.07
<a href="#">01-23-3058</a>	LONG-TERM DISABILITY	2,735.75	2,735.75	172.31	672.84	2,062.91
<a href="#">01-23-3060</a>	VISION INSURANCE	1,136.46	1,136.46	106.13	423.56	712.90
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS Total:</b>		<b>1,017,393.07</b>	<b>1,017,393.07</b>	<b>106,672.67</b>	<b>430,109.60</b>	<b>587,283.47</b>
<b>Category: 35 - SUPPLIES</b>						
<a href="#">01-23-3502</a>	POSTAGE	100.00	100.00	0.00	0.00	100.00
<a href="#">01-23-3503</a>	OFFICE SUPPLIES	6,390.00	6,390.00	0.00	2,764.10	3,625.90
<a href="#">01-23-3504</a>	WEARING APPAREL	3,475.00	3,475.00	0.00	1,205.00	2,270.00
<a href="#">01-23-3510</a>	BOOKS AND PERIODICALS	400.00	400.00	0.00	0.00	400.00
<a href="#">01-23-3523</a>	TOOLS/EQUIPMENT	3,000.00	3,000.00	0.00	186.16	2,813.84
<b>Category: 35 - SUPPLIES Total:</b>		<b>13,365.00</b>	<b>13,365.00</b>	<b>0.00</b>	<b>4,155.26</b>	<b>9,209.74</b>
<b>Category: 45 - MAINTENANCE</b>						
<a href="#">01-23-4501</a>	FURN.FIXT. & OFF.MACH.	6,800.00	6,800.00	0.00	0.00	6,800.00
<a href="#">01-23-4503</a>	RADIO AND RADAR EQUIPMENT	1,250.00	1,250.00	0.00	225.00	1,025.00
<a href="#">01-23-4505</a>	TELEPHONE MAINTENANCE	13,400.00	13,400.00	0.00	0.00	13,400.00
<a href="#">01-23-4599</a>	MISCELLANEOUS EQUIPMENT	1,000.00	1,000.00	546.51	551.98	448.02
<b>Category: 45 - MAINTENANCE Total:</b>		<b>22,450.00</b>	<b>22,450.00</b>	<b>546.51</b>	<b>776.98</b>	<b>21,673.02</b>
<b>Category: 50 - SERVICES</b>						
<a href="#">01-23-5012</a>	PRINTING	100.00	100.00	0.00	0.00	100.00
<a href="#">01-23-5020</a>	COMMUNICATIONS	3,600.08	3,600.08	219.64	987.50	2,612.58
<a href="#">01-23-5024</a>	RADIO USAGE FEES	2,000.00	2,000.00	89.00	445.00	1,555.00
<a href="#">01-23-5027</a>	MEMBERSHIPS	1,200.00	1,200.00	0.00	590.15	609.85
<a href="#">01-23-5029</a>	TRAVEL/TRAINING	10,000.00	10,000.00	93.00	305.50	9,694.50
<b>Category: 50 - SERVICES Total:</b>		<b>16,900.08</b>	<b>16,900.08</b>	<b>401.64</b>	<b>2,328.15</b>	<b>14,571.93</b>
<b>Category: 60 - OTHER SERVICES</b>						
<a href="#">01-23-6005</a>	SURETY BONDS	600.00	600.00	0.00	0.00	600.00
<b>Category: 60 - OTHER SERVICES Total:</b>		<b>600.00</b>	<b>600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>600.00</b>
<b>Category: 97 - INTERFUND ACTIVITY</b>						
<a href="#">01-23-9772</a>	TECHNOLOGY USER FEE	53,100.00	53,100.00	0.00	0.00	53,100.00
<b>Category: 97 - INTERFUND ACTIVITY Total:</b>		<b>53,100.00</b>	<b>53,100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>53,100.00</b>
<b>Department: 23 - COMMUNICATIONS Total:</b>		<b>1,123,808.15</b>	<b>1,123,808.15</b>	<b>107,620.82</b>	<b>437,369.99</b>	<b>686,438.16</b>

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<b>Department: 25 - FIRE DEPARTMENT</b>						
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS</b>						
<a href="#">01-25-3001</a>	SALARIES	1,756,560.21	1,756,560.21	201,505.98	861,709.47	894,850.74
<a href="#">01-25-3002</a>	WAGES	45,000.00	45,000.00	13,187.19	41,533.26	3,466.74
<a href="#">01-25-3003</a>	LONGEVITY	4,260.36	4,260.36	602.37	2,512.39	1,747.97
<a href="#">01-25-3007</a>	OVERTIME	276,000.00	276,000.00	43,911.99	223,756.74	52,243.26
<a href="#">01-25-3010</a>	INCENTIVES	89,439.80	89,439.80	6,212.20	23,192.54	66,247.26
<a href="#">01-25-3051</a>	FICA/MEDICARE TAXES	148,618.04	148,618.04	19,930.93	86,630.63	61,987.41
<a href="#">01-25-3052</a>	WORKMEN'S COMPENSATION	32,000.00	32,000.00	0.00	22,701.82	9,298.18
<a href="#">01-25-3053</a>	UNEMPLOYMENT INSURANCE	2,171.21	2,171.21	312.68	1,370.22	800.99
<a href="#">01-25-3054</a>	RETIREMENT	303,535.61	303,535.61	40,429.83	174,605.46	128,930.15
<a href="#">01-25-3055</a>	HEALTH INSURANCE	281,764.55	281,764.55	33,198.31	137,219.94	144,544.61
<a href="#">01-25-3056</a>	LIFE INS	1,362.90	1,362.90	157.33	646.53	716.37
<a href="#">01-25-3057</a>	DENTAL INSURANCE	18,660.68	18,660.68	2,076.61	8,574.95	10,085.73
<a href="#">01-25-3058</a>	LONG-TERM DISABILITY	7,803.94	7,803.94	505.40	2,154.30	5,649.64
<a href="#">01-25-3059</a>	FIREFIGHTERS' RETIREMENT	26,000.00	26,000.00	14,573.00	14,573.00	11,427.00
<a href="#">01-25-3060</a>	VISION INSURANCE	2,395.50	2,395.50	276.54	1,139.54	1,255.96
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS Total:</b>		<b>2,995,572.80</b>	<b>2,995,572.80</b>	<b>376,880.36</b>	<b>1,602,320.79</b>	<b>1,393,252.01</b>
<b>Category: 35 - SUPPLIES</b>						
<a href="#">01-25-3502</a>	SHIPPING/FREIGHT CHARGES	500.00	500.00	0.00	14.83	485.17
<a href="#">01-25-3503</a>	OFFICE SUPPLIES	6,999.00	6,999.00	0.00	932.30	6,066.70
<a href="#">01-25-3504</a>	WEARING APPAREL	162,350.00	162,350.00	6,296.39	41,420.26	120,929.74
<a href="#">01-25-3505</a>	FIRE PREVENTION MATERIALS	2,900.00	2,900.00	0.00	2,513.00	387.00
<a href="#">01-25-3510</a>	BOOKS AND PERIODICALS	1,150.00	1,150.00	0.00	0.00	1,150.00
<a href="#">01-25-3515</a>	MEDICAL SUPPLIES	40,000.00	40,000.00	1,557.29	20,654.59	19,345.41
<a href="#">01-25-3517</a>	JANITORIAL SUPPLIES	1,400.00	1,400.00	0.00	638.60	761.40
<a href="#">01-25-3520</a>	FOOD	11,900.00	11,900.00	269.66	3,388.45	8,511.55
<a href="#">01-25-3523</a>	TOOLS/EQUIPMENT	69,000.00	69,000.00	2,548.24	21,649.74	47,350.26
<a href="#">01-25-3524</a>	FEMA SUPPLIES	5,000.00	5,000.00	0.00	0.00	5,000.00
<a href="#">01-25-3525</a>	FEMA EQUIPMENT	5,000.00	5,000.00	0.00	0.00	5,000.00
<b>Category: 35 - SUPPLIES Total:</b>		<b>306,199.00</b>	<b>306,199.00</b>	<b>10,671.58</b>	<b>91,211.77</b>	<b>214,987.23</b>
<b>Category: 45 - MAINTENANCE</b>						
<a href="#">01-25-4501</a>	FURN, FIXT, & OFFICE EQPT.	10,700.00	10,700.00	258.40	1,457.35	9,242.65
<a href="#">01-25-4503</a>	RADIO AND RADAR EQUIPMENT	2,500.00	2,500.00	0.00	0.00	2,500.00
<a href="#">01-25-4520</a>	AUTO REPAIR/OUTSOURCED	75,000.00	75,000.00	3,761.64	5,784.35	69,215.65
<a href="#">01-25-4599</a>	MAINTENANCE-MISC EQUIPMENT	45,749.00	45,749.00	14,376.46	22,101.85	23,647.15
<b>Category: 45 - MAINTENANCE Total:</b>		<b>133,949.00</b>	<b>133,949.00</b>	<b>18,396.50</b>	<b>29,343.55</b>	<b>104,605.45</b>
<b>Category: 50 - SERVICES</b>						
<a href="#">01-25-5012</a>	PRINTING	750.00	750.00	0.00	0.00	750.00
<a href="#">01-25-5014</a>	MEDICAL EXPENSES	31,000.00	31,000.00	28,000.00	28,000.00	3,000.00
<a href="#">01-25-5020</a>	COMMUNICATIONS	14,843.04	14,843.04	732.40	3,910.44	10,932.60
<a href="#">01-25-5024</a>	RADIO USAGE FEES	15,900.00	15,900.00	1,112.50	5,562.50	10,337.50
<a href="#">01-25-5027</a>	MEMBERSHIPS	7,115.00	7,115.00	0.00	1,048.16	6,066.84
<a href="#">01-25-5029</a>	TRAVEL/TRAINING	22,525.00	22,525.00	2,829.38	11,414.27	11,110.73
<b>Category: 50 - SERVICES Total:</b>		<b>92,133.04</b>	<b>92,133.04</b>	<b>32,674.28</b>	<b>49,935.37</b>	<b>42,197.67</b>
<b>Category: 54 - SUNDRY</b>						
<a href="#">01-25-5405</a>	LICENSES/PERMITS	1,299.00	1,299.00	0.00	0.00	1,299.00
<b>Category: 54 - SUNDRY Total:</b>		<b>1,299.00</b>	<b>1,299.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,299.00</b>
<b>Category: 55 - PROFESSIONAL SERVICES</b>						
<a href="#">01-25-5508</a>	MEDICAL AND OTHER WASTE-DISP	1,800.00	1,800.00	130.54	317.02	1,482.98
<a href="#">01-25-5512</a>	ACCIDENT INSURANCE	5,300.00	5,300.00	0.00	0.00	5,300.00
<a href="#">01-25-5516</a>	COLLECTION AGENCY FEES	81,200.00	81,200.00	5,376.19	19,700.37	61,499.63
<b>Category: 55 - PROFESSIONAL SERVICES Total:</b>		<b>88,300.00</b>	<b>88,300.00</b>	<b>5,506.73</b>	<b>20,017.39</b>	<b>68,282.61</b>
<b>Category: 65 - CAPITAL OUTLAY</b>						
<a href="#">01-25-6574</a>	COMPUTER SOFTWARE	0.00	0.00	0.00	1,193.82	-1,193.82
<b>Category: 65 - CAPITAL OUTLAY Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,193.82</b>	<b>-1,193.82</b>
<b>Department: 25 - FIRE DEPARTMENT Total:</b>		<b>3,617,452.84</b>	<b>3,617,452.84</b>	<b>444,129.45</b>	<b>1,794,022.69</b>	<b>1,823,430.15</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

Income Statement

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<b>Department: 30 - PUBLIC WORKS</b>						
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS</b>						
<a href="#">01-30-3001</a>	SALARIES	98,398.56	98,398.56	11,022.99	45,789.77	52,608.79
<a href="#">01-30-3003</a>	LONGEVITY	479.96	479.96	62.31	245.93	234.03
<a href="#">01-30-3051</a>	FICA/MEDICARE TAXES	7,561.81	7,561.81	844.05	3,505.05	4,056.76
<a href="#">01-30-3052</a>	WORKMEN'S COMPENSATION	350.00	350.00	0.00	139.89	210.11
<a href="#">01-30-3053</a>	UNEMPLOYMENT INSURANCE	99.30	99.30	11.22	55.62	43.68
<a href="#">01-30-3054</a>	RETIREMENT	17,084.71	17,084.71	1,798.05	7,322.34	9,762.37
<a href="#">01-30-3055</a>	HEALTH INSURANCE	8,575.63	8,575.63	985.74	4,130.72	4,444.91
<a href="#">01-30-3056</a>	LIFE INS	70.74	70.74	8.13	34.07	36.67
<a href="#">01-30-3057</a>	DENTAL INSURANCE	489.88	489.88	56.31	235.97	253.91
<a href="#">01-30-3058</a>	LONG-TERM DISABILITY	471.83	471.83	29.13	121.02	350.81
<a href="#">01-30-3060</a>	VISION INSURANCE	107.52	107.52	12.36	51.79	55.73
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS Total:</b>		<b>133,689.94</b>	<b>133,689.94</b>	<b>14,830.29</b>	<b>61,632.17</b>	<b>72,057.77</b>
<b>Category: 35 - SUPPLIES</b>						
<a href="#">01-30-3502</a>	POSTAGE/FREIGHT/DEL. FEE	100.00	100.00	0.00	8.86	91.14
<a href="#">01-30-3503</a>	OFFICE SUPPLIES	3,000.00	3,000.00	0.00	1,167.15	1,832.85
<a href="#">01-30-3504</a>	WEARING APPAREL	250.00	250.00	0.00	313.97	-63.97
<a href="#">01-30-3510</a>	BOOKS AND PERIODICALS	100.00	100.00	0.00	0.00	100.00
<a href="#">01-30-3520</a>	FOOD	2,500.00	2,500.00	0.00	1,531.52	968.48
<b>Category: 35 - SUPPLIES Total:</b>		<b>5,950.00</b>	<b>5,950.00</b>	<b>0.00</b>	<b>3,021.50</b>	<b>2,928.50</b>
<b>Category: 50 - SERVICES</b>						
<a href="#">01-30-5012</a>	PRINTING	300.00	300.00	0.00	130.74	169.26
<a href="#">01-30-5020</a>	COMMUNICATIONS	2,819.80	2,819.80	532.32	2,729.99	89.81
<a href="#">01-30-5027</a>	MEMBERSHIPS	8,000.00	8,000.00	686.00	7,342.68	657.32
<a href="#">01-30-5029</a>	TRAVEL/TRAINING	4,000.00	4,000.00	0.00	120.00	3,880.00
<b>Category: 50 - SERVICES Total:</b>		<b>15,119.80</b>	<b>15,119.80</b>	<b>1,218.32</b>	<b>10,323.41</b>	<b>4,796.39</b>
<b>Category: 55 - PROFESSIONAL SERVICES</b>						
<a href="#">01-30-5515</a>	CONSULTANT SERVICES	70,000.00	70,000.00	0.00	26,098.75	43,901.25
<b>Category: 55 - PROFESSIONAL SERVICES Total:</b>		<b>70,000.00</b>	<b>70,000.00</b>	<b>0.00</b>	<b>26,098.75</b>	<b>43,901.25</b>
<b>Category: 65 - CAPITAL OUTLAY</b>						
<a href="#">01-30-6574</a>	COMPUTER SOFTWARE	1,600.00	1,600.00	0.00	0.00	1,600.00
<b>Category: 65 - CAPITAL OUTLAY Total:</b>		<b>1,600.00</b>	<b>1,600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,600.00</b>
<b>Category: 97 - INTERFUND ACTIVITY</b>						
<a href="#">01-30-9772</a>	TECHNOLOGY USER FEE	1,975.00	1,975.00	0.00	0.00	1,975.00
<a href="#">01-30-9791</a>	EQUIPMENT USER FEE	8,752.00	8,752.00	0.00	0.00	8,752.00
<b>Category: 97 - INTERFUND ACTIVITY Total:</b>		<b>10,727.00</b>	<b>10,727.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,727.00</b>
<b>Department: 30 - PUBLIC WORKS Total:</b>		<b>237,086.74</b>	<b>237,086.74</b>	<b>16,048.61</b>	<b>101,075.83</b>	<b>136,010.91</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

Income Statement

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<b>Department: 31 - COMMUNITY DEVELOPMENT</b>						
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS</b>						
<a href="#">01-31-3001</a>	SALARIES	200,822.68	200,822.68	18,841.08	91,712.98	109,109.70
<a href="#">01-31-3002</a>	WAGES	0.00	0.00	-2,400.00	0.00	0.00
<a href="#">01-31-3003</a>	LONGEVITY	360.10	360.10	41.55	218.33	141.77
<a href="#">01-31-3007</a>	OVERTIME	1,000.00	1,000.00	0.00	0.00	1,000.00
<a href="#">01-31-3010</a>	INCENTIVES	479.96	479.96	597.68	2,651.80	-2,171.84
<a href="#">01-31-3051</a>	FICA/MEDICARE TAXES	14,732.54	14,732.54	1,540.79	7,215.11	7,517.43
<a href="#">01-31-3052</a>	WORKMEN'S COMPENSATION	1,100.00	1,100.00	0.00	449.73	650.27
<a href="#">01-31-3053</a>	UNEMPLOYMENT INSURANCE	202.66	202.66	33.32	103.42	99.24
<a href="#">01-31-3054</a>	RETIREMENT	34,690.64	34,690.64	3,142.92	15,015.06	19,675.58
<a href="#">01-31-3055</a>	HEALTH INSURANCE	45,467.50	45,467.50	3,590.19	20,328.23	25,139.27
<a href="#">01-31-3056</a>	LIFE INS	94.90	94.90	14.96	49.90	45.00
<a href="#">01-31-3057</a>	DENTAL INSURANCE	2,993.90	2,993.90	205.82	1,219.73	1,774.17
<a href="#">01-31-3058</a>	LONG-TERM DISABILITY	991.67	991.67	49.54	242.01	749.66
<a href="#">01-31-3060</a>	VISION INSURANCE	367.64	367.64	34.18	169.52	198.12
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS Total:</b>		<b>303,304.19</b>	<b>303,304.19</b>	<b>25,692.03</b>	<b>139,375.82</b>	<b>163,928.37</b>
<b>Category: 35 - SUPPLIES</b>						
<a href="#">01-31-3503</a>	OFFICE SUPPLIES	3,000.00	3,000.00	15.95	1,098.92	1,901.08
<a href="#">01-31-3504</a>	WEARING APPAREL	750.00	750.00	118.25	414.15	335.85
<a href="#">01-31-3510</a>	BOOKS AND PERIODICALS	700.00	700.00	0.00	0.00	700.00
<a href="#">01-31-3521</a>	ANIMAL CONTROL	5,000.00	5,000.00	0.00	0.00	5,000.00
<a href="#">01-31-3523</a>	TOOLS/EQUIPMENT	300.00	300.00	0.00	0.00	300.00
<b>Category: 35 - SUPPLIES Total:</b>		<b>9,750.00</b>	<b>9,750.00</b>	<b>134.20</b>	<b>1,513.07</b>	<b>8,236.93</b>
<b>Category: 45 - MAINTENANCE</b>						
<a href="#">01-31-4501</a>	MAINT.-FURNITURE AND EQUIP.	0.00	0.00	0.00	526.47	-526.47
<b>Category: 45 - MAINTENANCE Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>526.47</b>	<b>-526.47</b>
<b>Category: 50 - SERVICES</b>						
<a href="#">01-31-5008</a>	ABATEMENT/SUBSTANDARD PROPERTY	100.00	100.00	190.40	190.40	-90.40
<a href="#">01-31-5012</a>	PRINTING	600.00	600.00	55.10	90.20	509.80
<a href="#">01-31-5020</a>	COMMUNICATIONS	3,599.80	3,599.80	308.67	1,719.12	1,880.68
<a href="#">01-31-5027</a>	MEMBERSHIPS	900.00	900.00	0.00	297.18	602.82
<a href="#">01-31-5029</a>	TRAVEL/TRAINING	4,500.00	4,500.00	439.27	4,074.45	425.55
<b>Category: 50 - SERVICES Total:</b>		<b>9,699.80</b>	<b>9,699.80</b>	<b>993.44</b>	<b>6,371.35</b>	<b>3,328.45</b>
<b>Category: 55 - PROFESSIONAL SERVICES</b>						
<a href="#">01-31-5515</a>	CONSULTANT	150,000.00	150,000.00	8,458.38	70,556.75	79,443.25
<b>Category: 55 - PROFESSIONAL SERVICES Total:</b>		<b>150,000.00</b>	<b>150,000.00</b>	<b>8,458.38</b>	<b>70,556.75</b>	<b>79,443.25</b>
<b>Category: 65 - CAPITAL OUTLAY</b>						
<a href="#">01-31-6571</a>	OFFICE FURNITURE & EQUIPMENT	600.00	600.00	0.00	0.00	600.00
<b>Category: 65 - CAPITAL OUTLAY Total:</b>		<b>600.00</b>	<b>600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>600.00</b>
<b>Category: 97 - INTERFUND ACTIVITY</b>						
<a href="#">01-31-9772</a>	TECHNOLOGY USER FEE	2,725.00	2,725.00	0.00	0.00	2,725.00
<b>Category: 97 - INTERFUND ACTIVITY Total:</b>		<b>2,725.00</b>	<b>2,725.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,725.00</b>
<b>Department: 31 - COMMUNITY DEVELOPMENT Total:</b>		<b>476,078.99</b>	<b>476,078.99</b>	<b>35,278.05</b>	<b>218,343.46</b>	<b>257,735.53</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

Income Statement

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<b>Department: 32 - STREETS</b>						
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS</b>						
<a href="#">01-32-3001</a>	SALARIES	225,016.27	225,016.27	26,039.20	87,315.82	137,700.45
<a href="#">01-32-3003</a>	LONGEVITY	1,920.36	1,920.36	62.31	360.39	1,559.97
<a href="#">01-32-3007</a>	OVERTIME	15,000.00	15,000.00	0.00	326.54	14,673.46
<a href="#">01-32-3010</a>	INCENTIVES	959.92	959.92	55.38	232.07	727.85
<a href="#">01-32-3051</a>	FICA/MEDICARE TAXES	16,136.80	16,136.80	1,894.27	6,334.98	9,801.82
<a href="#">01-32-3052</a>	WORKMEN'S COMPENSATION	5,602.00	5,602.00	0.00	5,367.83	234.17
<a href="#">01-32-3053</a>	UNEMPLOYMENT INSURANCE	242.91	242.91	71.84	151.00	91.91
<a href="#">01-32-3054</a>	RETIREMENT	38,742.41	38,742.41	4,190.33	13,879.16	24,863.25
<a href="#">01-32-3055</a>	HEALTH INSURANCE	83,668.78	83,668.78	6,285.93	23,314.17	60,354.61
<a href="#">01-32-3056</a>	LIFE INS	281.84	281.84	32.52	96.79	185.05
<a href="#">01-32-3057</a>	DENTAL	4,246.84	4,246.84	374.10	1,145.30	3,101.54
<a href="#">01-32-3058</a>	LONG-TERM DISABILITY	1,102.57	1,102.57	67.97	210.38	892.19
<a href="#">01-32-3060</a>	VISION INSURANCE	567.32	567.32	52.08	170.49	396.83
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS Total:</b>		<b>393,488.02</b>	<b>393,488.02</b>	<b>39,125.93</b>	<b>138,904.92</b>	<b>254,583.10</b>
<b>Category: 35 - SUPPLIES</b>						
<a href="#">01-32-3504</a>	WEARING APPAREL	3,000.00	3,000.00	129.99	2,558.00	442.00
<a href="#">01-32-3523</a>	TOOLS/EQUIPMENT	4,000.00	4,000.00	1,849.99	2,078.19	1,921.81
<a href="#">01-32-3534</a>	PARTS AND MATERIALS	50,000.00	50,000.00	3,693.72	13,634.31	36,365.69
<b>Category: 35 - SUPPLIES Total:</b>		<b>57,000.00</b>	<b>57,000.00</b>	<b>5,673.70</b>	<b>18,270.50</b>	<b>38,729.50</b>
<b>Category: 40 - MAINTENANCE--BLDGS, STRUC</b>						
<a href="#">01-32-4002</a>	STREET SIGNS	10,000.00	10,000.00	1,732.08	8,166.64	1,833.36
<a href="#">01-32-4003</a>	STREET MAINTENANCE MAT'L	30,000.00	30,000.00	0.00	32,995.85	-2,995.85
<a href="#">01-32-4004</a>	SIDEWALK REPLACEMENT	25,000.00	25,000.00	0.00	13,400.00	11,600.00
<b>Category: 40 - MAINTENANCE--BLDGS, STRUC Total:</b>		<b>65,000.00</b>	<b>65,000.00</b>	<b>1,732.08</b>	<b>54,562.49</b>	<b>10,437.51</b>
<b>Category: 45 - MAINTENANCE</b>						
<a href="#">01-32-4503</a>	RADIO/RADAR EQUIPMENT	800.00	800.00	0.00	0.00	800.00
<a href="#">01-32-4598</a>	ORNMNTL STREET LIGHT MAIN	3,000.00	3,000.00	0.00	0.00	3,000.00
<b>Category: 45 - MAINTENANCE Total:</b>		<b>3,800.00</b>	<b>3,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,800.00</b>
<b>Category: 50 - SERVICES</b>						
<a href="#">01-32-5016</a>	STREET LIGHTING	185,000.00	185,000.00	13,634.14	97,190.41	87,809.59
<a href="#">01-32-5020</a>	COMMUNICATIONS	1,900.00	1,900.00	184.43	1,559.18	340.82
<a href="#">01-32-5022</a>	RENTAL OF EQUIPMENT	3,000.00	3,000.00	0.00	0.00	3,000.00
<a href="#">01-32-5029</a>	TRAVEL/TRAINING	5,000.00	5,000.00	-420.00	295.05	4,704.95
<b>Category: 50 - SERVICES Total:</b>		<b>194,900.00</b>	<b>194,900.00</b>	<b>13,398.57</b>	<b>99,044.64</b>	<b>95,855.36</b>
<b>Category: 55 - PROFESSIONAL SERVICES</b>						
<a href="#">01-32-5507</a>	MOSQUITO SPRAYING	16,000.00	16,000.00	0.00	3,445.00	12,555.00
<a href="#">01-32-5515</a>	CONSULTANT SERVICES	5,000.00	5,000.00	875.00	1,985.00	3,015.00
<b>Category: 55 - PROFESSIONAL SERVICES Total:</b>		<b>21,000.00</b>	<b>21,000.00</b>	<b>875.00</b>	<b>5,430.00</b>	<b>15,570.00</b>
<b>Category: 97 - INTERFUND ACTIVITY</b>						
<a href="#">01-32-9772</a>	TECHNOLOGY USER FEE	875.00	875.00	0.00	0.00	875.00
<a href="#">01-32-9791</a>	EQUIPMENT USER FEE	80,873.47	80,873.47	0.00	0.00	80,873.47
<b>Category: 97 - INTERFUND ACTIVITY Total:</b>		<b>81,748.47</b>	<b>81,748.47</b>	<b>0.00</b>	<b>0.00</b>	<b>81,748.47</b>
<b>Department: 32 - STREETS Total:</b>		<b>816,936.49</b>	<b>816,936.49</b>	<b>60,805.28</b>	<b>316,212.55</b>	<b>500,723.94</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

Income Statement

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<b>Department: 33 - BUILDING MAINTENANCE</b>						
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS</b>						
<a href="#">01-33-3001</a>	SALARIES	97,179.26	97,179.26	17,505.60	59,958.08	37,221.18
<a href="#">01-33-3002</a>	WAGES	0.00	0.00	0.00	9,624.72	-9,624.72
<a href="#">01-33-3007</a>	OVERTIME	2,000.00	2,000.00	0.00	74.71	1,925.29
<a href="#">01-33-3051</a>	FICA/MEDICARE TAXES	4,258.93	4,258.93	1,339.17	5,328.78	-1,069.85
<a href="#">01-33-3052</a>	WORKMEN'S COMPENSATION	1,889.00	1,889.00	0.00	1,894.95	-5.95
<a href="#">01-33-3053</a>	UNEMPLOYMENT INSURANCE	61.09	61.09	26.44	102.28	-41.19
<a href="#">01-33-3054</a>	RETIREMENT	16,520.48	16,520.48	2,812.17	10,867.78	5,652.70
<a href="#">01-33-3055</a>	HEALTH INSURANCE	45,143.80	44,783.80	0.00	0.00	44,783.80
<a href="#">01-33-3056</a>	LIFE INS	140.92	140.92	16.26	65.04	75.88
<a href="#">01-33-3057</a>	DENTAL	2,505.88	2,505.88	112.62	450.48	2,055.40
<a href="#">01-33-3058</a>	LONG-TERM DISABILITY	476.18	476.18	45.81	180.12	296.06
<a href="#">01-33-3060</a>	VISION INSURANCE	306.80	306.80	24.72	98.88	207.92
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS Total:</b>		<b>170,482.34</b>	<b>170,122.34</b>	<b>21,882.79</b>	<b>88,645.82</b>	<b>81,476.52</b>
<b>Category: 35 - SUPPLIES</b>						
<a href="#">01-33-3504</a>	WEARING APPAREL	750.00	750.00	0.00	1,065.92	-315.92
<a href="#">01-33-3517</a>	JANITORIAL SUPPLIES	10,000.00	10,000.00	0.00	13,762.34	-3,762.34
<a href="#">01-33-3520</a>	FOOD	500.00	500.00	0.00	262.98	237.02
<a href="#">01-33-3523</a>	TOOLS/EQUIPMENT	1,000.00	1,000.00	0.00	2,125.84	-1,125.84
<a href="#">01-33-3540</a>	POWERED EQUIPMENT	1,500.00	1,500.00	0.00	782.75	717.25
<a href="#">01-33-3541</a>	SAFETY PRODUCTS	750.00	750.00	0.00	0.00	750.00
<a href="#">01-33-3542</a>	FIRST AID	250.00	250.00	0.00	0.00	250.00
<a href="#">01-33-3543</a>	SECURITY SUPPLIES	7,000.00	7,000.00	0.00	585.23	6,414.77
<b>Category: 35 - SUPPLIES Total:</b>		<b>21,750.00</b>	<b>21,750.00</b>	<b>0.00</b>	<b>18,585.06</b>	<b>3,164.94</b>
<b>Category: 40 - MAINTENANCE--BLDGS, STRUC</b>						
<a href="#">01-33-4001</a>	MAINTENANCE-BLDG & GROUNDS	6,000.00	6,000.00	0.00	2,709.34	3,290.66
<a href="#">01-33-4011</a>	CITY HALL/CIVIC CENTER BUILDING MAINT...	13,500.00	13,500.00	4,914.90	12,107.93	1,392.07
<a href="#">01-33-4021</a>	POLICE DEPARTMENT BUILDING MAINTEN...	13,000.00	13,000.00	0.00	2,730.57	10,269.43
<a href="#">01-33-4025</a>	FIRE DEPARTMENT BUILDING MAINTENAN...	13,000.00	13,000.00	8,242.15	13,000.00	0.00
<a href="#">01-33-4030</a>	PUBLIC WORKS BULDING MAINTENANCE	7,000.00	7,000.00	496.65	3,158.65	3,841.35
<b>Category: 40 - MAINTENANCE--BLDGS, STRUC Total:</b>		<b>52,500.00</b>	<b>52,500.00</b>	<b>13,653.70</b>	<b>33,706.49</b>	<b>18,793.51</b>
<b>Category: 45 - MAINTENANCE</b>						
<a href="#">01-33-4501</a>	FURN.,FIXT.,& OFF. MACH.	3,000.00	3,000.00	-593.00	3,280.90	-280.90
<b>Category: 45 - MAINTENANCE Total:</b>		<b>3,000.00</b>	<b>3,000.00</b>	<b>-593.00</b>	<b>3,280.90</b>	<b>-280.90</b>
<b>Category: 50 - SERVICES</b>						
<a href="#">01-33-5017</a>	UTILITIES	105,000.00	105,000.00	7,995.73	56,690.92	48,309.08
<a href="#">01-33-5020</a>	COMMUNICATIONS	0.00	360.00	48.45	96.90	263.10
<a href="#">01-33-5029</a>	TRAVEL/TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00
<a href="#">01-33-5040</a>	BUILDING MAINT-OUTSOURCING	2,000.00	2,000.00	0.00	0.00	2,000.00
<b>Category: 50 - SERVICES Total:</b>		<b>108,000.00</b>	<b>108,360.00</b>	<b>8,044.18</b>	<b>56,787.82</b>	<b>51,572.18</b>
<b>Category: 55 - PROFESSIONAL SERVICES</b>						
<a href="#">01-33-5521</a>	PEST CONTROL SERVICES	4,000.00	4,000.00	0.00	766.48	3,233.52
<a href="#">01-33-5530</a>	PROFESSIONAL SERVICES	6,000.00	6,000.00	0.00	2,015.00	3,985.00
<b>Category: 55 - PROFESSIONAL SERVICES Total:</b>		<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>2,781.48</b>	<b>7,218.52</b>
<b>Category: 65 - CAPITAL OUTLAY</b>						
<a href="#">01-33-6580</a>	BLDG & GROUND IMPROVEMENT	70,000.00	70,000.00	685.03	60,188.00	9,812.00
<a href="#">01-33-6598</a>	FURN. & EQUIPMENT	0.00	0.00	0.00	1,105.00	-1,105.00
<b>Category: 65 - CAPITAL OUTLAY Total:</b>		<b>70,000.00</b>	<b>70,000.00</b>	<b>685.03</b>	<b>61,293.00</b>	<b>8,707.00</b>
<b>Category: 97 - INTERFUND ACTIVITY</b>						
<a href="#">01-33-9772</a>	TECHNOLOGY USER FEE	425.00	425.00	0.00	0.00	425.00
<a href="#">01-33-9791</a>	EQUIPMENT USER FEE	6,964.00	6,964.00	0.00	0.00	6,964.00
<b>Category: 97 - INTERFUND ACTIVITY Total:</b>		<b>7,389.00</b>	<b>7,389.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,389.00</b>
<b>Department: 33 - BUILDING MAINTENANCE Total:</b>		<b>443,121.34</b>	<b>443,121.34</b>	<b>43,672.70</b>	<b>265,080.57</b>	<b>178,040.77</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

Income Statement

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 35 - SOLID WASTE</b>					
<b>Category: 55 - PROFESSIONAL SERVICES</b>					
<a href="#">01-35-5508</a> SOLID WASTECOLLECTION SERVICES	428,406.00	428,406.00	33,380.86	198,904.22	229,501.78
<a href="#">01-35-5509</a> STORM CLEAN-UP-DEBRIS REMOVAL	2,900.00	2,900.00	0.00	0.00	2,900.00
<a href="#">01-35-5519</a> RECYCLING PROGRAM	111,656.00	111,656.00	8,992.56	53,293.20	58,362.80
<b>Category: 55 - PROFESSIONAL SERVICES Total:</b>	<b>542,962.00</b>	<b>542,962.00</b>	<b>42,373.42</b>	<b>252,197.42</b>	<b>290,764.58</b>
<b>Department: 35 - SOLID WASTE Total:</b>	<b>542,962.00</b>	<b>542,962.00</b>	<b>42,373.42</b>	<b>252,197.42</b>	<b>290,764.58</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

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For Fiscal: 2023-2024 Period Ending: 03/31/2024

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 36 - FLEET SERVICES</b>					
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS</b>					
<a href="#">01-36-3052</a> WORKMEN'S COMPENSATION	0.00	0.00	0.00	2,635.17	-2,635.17
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,635.17</b>	<b>-2,635.17</b>
<b>Category: 35 - SUPPLIES</b>					
<a href="#">01-36-3514</a> FUEL AND OIL	169,000.00	169,000.00	10,551.90	56,403.27	112,596.73
<b>Category: 35 - SUPPLIES Total:</b>	<b>169,000.00</b>	<b>169,000.00</b>	<b>10,551.90</b>	<b>56,403.27</b>	<b>112,596.73</b>
<b>Category: 45 - MAINTENANCE</b>					
<a href="#">01-36-4520</a> AUTO REPAIR/OUTSOURCED	50,000.00	50,000.00	618.11	11,996.51	38,003.49
<b>Category: 45 - MAINTENANCE Total:</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>618.11</b>	<b>11,996.51</b>	<b>38,003.49</b>
<b>Category: 50 - SERVICES</b>					
<a href="#">01-36-5020</a> COMMUNICATIONS	1,500.00	1,500.00	36.93	477.68	1,022.32
<b>Category: 50 - SERVICES Total:</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>36.93</b>	<b>477.68</b>	<b>1,022.32</b>
<b>Category: 54 - SUNDRY</b>					
<a href="#">01-36-5405</a> LICENSES/PERMITS	3,500.00	3,500.00	35.75	1,839.91	1,660.09
<b>Category: 54 - SUNDRY Total:</b>	<b>3,500.00</b>	<b>3,500.00</b>	<b>35.75</b>	<b>1,839.91</b>	<b>1,660.09</b>
<b>Category: 65 - CAPITAL OUTLAY</b>					
<a href="#">01-36-6574</a> COMPUTER SOFTWARE	13,700.00	13,700.00	0.00	4,942.95	8,757.05
<b>Category: 65 - CAPITAL OUTLAY Total:</b>	<b>13,700.00</b>	<b>13,700.00</b>	<b>0.00</b>	<b>4,942.95</b>	<b>8,757.05</b>
<b>Category: 97 - INTERFUND ACTIVITY</b>					
<a href="#">01-36-9772</a> TECHNOLOGY USER FEE	1,050.00	1,050.00	0.00	0.00	1,050.00
<b>Category: 97 - INTERFUND ACTIVITY Total:</b>	<b>1,050.00</b>	<b>1,050.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,050.00</b>
<b>Department: 36 - FLEET SERVICES Total:</b>	<b>238,750.00</b>	<b>238,750.00</b>	<b>11,242.69</b>	<b>78,295.49</b>	<b>160,454.51</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

Income Statement

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<b>Department: 38 - RECREATION</b>						
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS</b>						
<a href="#">01-38-3001</a>	SALARIES	74,024.20	74,024.20	5,528.32	26,793.43	47,230.77
<a href="#">01-38-3002</a>	WAGES	100,000.00	100,000.00	0.00	2,085.75	97,914.25
<a href="#">01-38-3003</a>	LONGEVITY	120.00	120.00	0.00	29.04	90.96
<a href="#">01-38-3010</a>	INCENTIVES	600.08	600.08	392.32	636.31	-36.23
<a href="#">01-38-3051</a>	FICA/MEDICARE TAXES	13,333.54	13,333.54	452.87	2,250.98	11,082.56
<a href="#">01-38-3052</a>	WORKMEN'S COMPENSATION	1,000.00	1,000.00	0.00	0.00	1,000.00
<a href="#">01-38-3053</a>	UNEMPLOYMENT INSURANCE	174.74	174.74	46.96	77.00	97.74
<a href="#">01-38-3054</a>	RETIREMENT	12,788.12	12,788.12	963.28	4,332.97	8,455.15
<a href="#">01-38-3055</a>	HEALTH INSURANCE	8,543.08	8,543.08	11.04	2,276.18	6,266.90
<a href="#">01-38-3056</a>	LIFE INS	70.46	70.46	5.48	24.16	46.30
<a href="#">01-38-3057</a>	DENTAL	488.02	488.02	38.17	167.60	320.42
<a href="#">01-38-3058</a>	LONG-TERM DISABILITY	365.07	365.07	14.85	69.77	295.30
<a href="#">01-38-3060</a>	VISION INSURANCE	107.12	107.12	8.39	36.75	70.37
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS Total:</b>		<b>211,614.43</b>	<b>211,614.43</b>	<b>7,461.68</b>	<b>38,779.94</b>	<b>172,834.49</b>
<b>Category: 35 - SUPPLIES</b>						
<a href="#">01-38-3503</a>	OFFICE SUPPLIES	500.00	500.00	11.89	31.86	468.14
<a href="#">01-38-3504</a>	WEARING APPAREL	3,500.00	3,500.00	0.00	1,035.00	2,465.00
<a href="#">01-38-3506</a>	CHEMICALS	500.00	500.00	0.00	0.00	500.00
<a href="#">01-38-3517</a>	JANITORIAL SUPPLIES	400.00	400.00	0.00	0.00	400.00
<a href="#">01-38-3523</a>	TOOLS/EQUIPMENT	250.00	250.00	0.00	216.49	33.51
<a href="#">01-38-3526</a>	MINOR EQUIPMENT	250.00	250.00	0.00	0.00	250.00
<a href="#">01-38-3531</a>	RECREATION & EVENTS	3,000.00	3,000.00	0.00	2,695.53	304.47
<a href="#">01-38-3532</a>	RECREATION AWARDS/PRIZES	2,500.00	2,500.00	0.00	1,609.56	890.44
<a href="#">01-38-3542</a>	FIRST AID	250.00	250.00	0.00	0.00	250.00
<a href="#">01-38-3547</a>	POOL SUPPLIES	5,000.00	5,000.00	450.00	586.23	4,413.77
<b>Category: 35 - SUPPLIES Total:</b>		<b>16,150.00</b>	<b>16,150.00</b>	<b>461.89</b>	<b>6,174.67</b>	<b>9,975.33</b>
<b>Category: 45 - MAINTENANCE</b>						
<a href="#">01-38-4512</a>	EQUIPMENT MAINTENANCE	1,000.00	1,000.00	0.00	0.00	1,000.00
<b>Category: 45 - MAINTENANCE Total:</b>		<b>1,000.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>
<b>Category: 50 - SERVICES</b>						
<a href="#">01-38-5012</a>	PRINTING	8,500.00	8,500.00	3,619.74	2,869.74	5,630.26
<a href="#">01-38-5020</a>	COMMUNICATIONS	1,359.96	1,359.96	129.23	368.56	991.40
<a href="#">01-38-5022</a>	EQUIPMENT RENTAL	500.00	500.00	0.00	0.00	500.00
<a href="#">01-38-5027</a>	MEMBERSHIPS/SUBSCRIPTIONS	850.00	850.00	38.85	691.32	158.68
<a href="#">01-38-5029</a>	TRAVEL/TRAINING	4,500.00	4,500.00	611.89	3,445.86	1,054.14
<a href="#">01-38-5043</a>	GENERAL ADVERTISING	5,000.00	5,000.00	0.00	2,209.52	2,790.48
<a href="#">01-38-5046</a>	FOUNDER'S DAY	50,000.00	50,000.00	0.00	122.89	49,877.11
<a href="#">01-38-5047</a>	EGG HUNTS	2,000.00	2,000.00	0.00	0.00	2,000.00
<a href="#">01-38-5048</a>	FOURTH OF JULY	12,000.00	12,000.00	0.00	5,058.49	6,941.51
<a href="#">01-38-5049</a>	FALL FROLIC	3,000.00	3,000.00	0.00	2,917.51	82.49
<a href="#">01-38-5050</a>	HOLIDAY IN THE VILLAGE	7,000.00	7,000.00	0.00	5,472.42	1,527.58
<a href="#">01-38-5051</a>	FOOD TRUCK RALLY	3,000.00	3,000.00	0.00	3,000.00	0.00
<a href="#">01-38-5052</a>	CONCERT SERIES	8,000.00	8,000.00	3,750.00	7,961.29	38.71
<a href="#">01-38-5053</a>	MOVIE SERIES	2,000.00	2,000.00	0.00	1,505.00	495.00
<a href="#">01-38-5054</a>	POOL EVENTS	1,500.00	1,500.00	0.00	0.00	1,500.00
<a href="#">01-38-5055</a>	RECREATIONAL ACTIVITIES	5,000.00	5,000.00	-1,694.88	1,541.71	3,458.29
<b>Category: 50 - SERVICES Total:</b>		<b>114,209.96</b>	<b>114,209.96</b>	<b>6,454.83</b>	<b>37,164.31</b>	<b>77,045.65</b>
<b>Category: 55 - PROFESSIONAL SERVICES</b>						
<a href="#">01-38-5530</a>	PROFESSIONAL SERVICES	21,500.00	21,500.00	11,500.00	12,677.25	8,822.75
<b>Category: 55 - PROFESSIONAL SERVICES Total:</b>		<b>21,500.00</b>	<b>21,500.00</b>	<b>11,500.00</b>	<b>12,677.25</b>	<b>8,822.75</b>
<b>Category: 65 - CAPITAL OUTLAY</b>						
<a href="#">01-38-6598</a>	MISCELLANEOUS EQUIPMENT	0.00	0.00	0.00	3,860.00	-3,860.00
<b>Category: 65 - CAPITAL OUTLAY Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,860.00</b>	<b>-3,860.00</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Category: 97 - INTERFUND ACTIVITY</b>					
<a href="#">01-38-9772</a> TECHNOLOGY USER FEE	1,100.00	1,100.00	0.00	0.00	1,100.00
<b>Category: 97 - INTERFUND ACTIVITY Total:</b>	<b>1,100.00</b>	<b>1,100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,100.00</b>
<b>Department: 38 - RECREATION Total:</b>	<b>365,574.39</b>	<b>365,574.39</b>	<b>25,878.40</b>	<b>98,656.17</b>	<b>266,918.22</b>

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<b>Department: 39 - PARKS</b>						
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS</b>						
<a href="#">01-39-3001</a>	SALARIES	452,544.44	452,544.44	52,841.31	191,154.12	261,390.32
<a href="#">01-39-3003</a>	LONGEVITY	1,080.04	1,080.04	290.79	1,182.25	-102.21
<a href="#">01-39-3007</a>	OVERTIME	3,000.00	3,000.00	227.59	2,365.45	634.55
<a href="#">01-39-3010</a>	INCENTIVES	600.08	600.08	415.38	1,809.87	-1,209.79
<a href="#">01-39-3051</a>	FICA/MEDICARE TAXES	33,245.78	33,245.78	3,949.18	14,359.79	18,885.99
<a href="#">01-39-3052</a>	WORKMEN'S COMPENSATION	7,500.00	7,500.00	0.00	6,383.58	1,116.42
<a href="#">01-39-3053</a>	UNEMPLOYMENT INSURANCE	458.60	458.60	50.86	221.09	237.51
<a href="#">01-39-3054</a>	RETIREMENT	77,932.17	77,932.17	8,641.36	31,031.91	46,900.26
<a href="#">01-39-3055</a>	HEALTH INSURANCE	130,269.36	130,269.36	13,492.62	54,310.58	75,958.78
<a href="#">01-39-3056</a>	LIFE INS	563.68	563.68	64.98	253.81	309.87
<a href="#">01-39-3057</a>	DENTAL	7,728.76	7,728.76	822.00	3,317.15	4,411.61
<a href="#">01-39-3058</a>	LONG-TERM DISABILITY	2,226.27	2,226.27	138.17	501.64	1,724.63
<a href="#">01-39-3060</a>	VISION INSURANCE	1,029.34	1,029.34	92.88	361.33	668.01
<b>Category: 30 - SALARIES, WAGES, &amp; BENEFITS Total:</b>		<b>718,178.52</b>	<b>718,178.52</b>	<b>81,027.12</b>	<b>307,252.57</b>	<b>410,925.95</b>
<b>Category: 35 - SUPPLIES</b>						
<a href="#">01-39-3503</a>	OFFICE SUPPLIES	250.00	250.00	0.00	330.08	-80.08
<a href="#">01-39-3504</a>	WEARING APPAREL	5,000.00	5,000.00	0.00	3,750.75	1,249.25
<a href="#">01-39-3506</a>	CHEMICALS	12,000.00	12,000.00	179.54	955.37	11,044.63
<a href="#">01-39-3517</a>	JANITORIAL SUPPLIES	2,000.00	2,000.00	0.00	15.00	1,985.00
<a href="#">01-39-3520</a>	FOOD	3,400.00	3,400.00	349.93	4,322.79	-922.79
<a href="#">01-39-3523</a>	TOOLS/EQUIPMENT	2,000.00	2,000.00	0.00	1,277.86	722.14
<a href="#">01-39-3526</a>	MINOR EQUIPMENT	3,000.00	3,000.00	29.98	3,426.36	-426.36
<a href="#">01-39-3534</a>	EQUIP REPAIR PARTS	7,000.00	7,000.00	276.27	2,274.40	4,725.60
<a href="#">01-39-3536</a>	LANDSCAPING MATERIALS	17,000.00	17,000.00	1,175.35	14,533.87	2,466.13
<a href="#">01-39-3542</a>	FIRST AID	500.00	500.00	0.00	0.00	500.00
<a href="#">01-39-3544</a>	IRRIGATION SUPPLIES	5,000.00	5,000.00	321.71	1,909.83	3,090.17
<a href="#">01-39-3545</a>	POOL JANITORIAL SUPPLIES	2,000.00	2,000.00	0.00	0.00	2,000.00
<a href="#">01-39-3546</a>	SPLASH PAD CHEMICALS	3,000.00	3,000.00	0.00	0.00	3,000.00
<a href="#">01-39-3547</a>	POOL CHEMICALS	16,000.00	16,000.00	0.00	2,717.00	13,283.00
<b>Category: 35 - SUPPLIES Total:</b>		<b>78,150.00</b>	<b>78,150.00</b>	<b>2,332.78</b>	<b>35,513.31</b>	<b>42,636.69</b>
<b>Category: 40 - MAINTENANCE--BLDGS, STRUC</b>						
<a href="#">01-39-4007</a>	POOL MAINTENANCE	17,000.00	17,000.00	5,215.93	8,960.93	8,039.07
<a href="#">01-39-4008</a>	PARK MAINTENANCE	3,000.00	3,000.00	0.00	2,010.47	989.53
<a href="#">01-39-4031</a>	SPLASH PAD MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00
<a href="#">01-39-4032</a>	CAROL FOX PARK	6,000.00	6,000.00	668.00	5,014.39	985.61
<a href="#">01-39-4033</a>	CLARK HENRY PARK	7,000.00	7,000.00	0.00	56.50	6,943.50
<a href="#">01-39-4034</a>	PHILLIPINE PARK	1,500.00	1,500.00	0.00	1,852.55	-352.55
<a href="#">01-39-4035</a>	DOG PARK	3,000.00	3,000.00	473.16	731.16	2,268.84
<a href="#">01-39-4036</a>	OPEN GREEN SPACE/POCKET PARKS	1,000.00	1,000.00	0.00	0.00	1,000.00
<a href="#">01-39-4037</a>	HIKE AND BIKE TRAILS	3,000.00	3,000.00	0.00	0.00	3,000.00
<a href="#">01-39-4038</a>	TREE MAINTENANCE AND TREE CITY USA	5,000.00	5,000.00	0.00	259.29	4,740.71
<a href="#">01-39-4039</a>	MARQUEES - MAINT	5,000.00	5,000.00	0.00	0.00	5,000.00
<b>Category: 40 - MAINTENANCE--BLDGS, STRUC Total:</b>		<b>53,500.00</b>	<b>53,500.00</b>	<b>6,357.09</b>	<b>18,885.29</b>	<b>34,614.71</b>
<b>Category: 45 - MAINTENANCE</b>						
<a href="#">01-39-4511</a>	VEHICLE MAINTENANCE	1,000.00	1,000.00	0.00	0.00	1,000.00
<a href="#">01-39-4512</a>	EQUIPMENT MAINTENANCE	3,000.00	3,000.00	0.00	380.31	2,619.69
<b>Category: 45 - MAINTENANCE Total:</b>		<b>4,000.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>380.31</b>	<b>3,619.69</b>
<b>Category: 50 - SERVICES</b>						
<a href="#">01-39-5012</a>	PRINTING	750.00	750.00	0.00	0.00	750.00
<a href="#">01-39-5020</a>	COMMUNICATIONS	5,620.04	5,620.04	373.30	1,430.32	4,189.72
<a href="#">01-39-5022</a>	EQUIPMENT RENTAL	2,000.00	2,000.00	0.00	1,354.51	645.49
<a href="#">01-39-5027</a>	MEMBERSHIPS/SUBSCRIPTIONS	750.00	750.00	100.00	233.18	516.82
<a href="#">01-39-5029</a>	TRAVEL/TRAINING	5,000.00	5,000.00	60.58	2,929.88	2,070.12
<b>Category: 50 - SERVICES Total:</b>		<b>14,120.04</b>	<b>14,120.04</b>	<b>533.88</b>	<b>5,947.89</b>	<b>8,172.15</b>
<b>Category: 55 - PROFESSIONAL SERVICES</b>						
<a href="#">01-39-5529</a>	CONTRACTUAL SERVICES	3,500.00	3,500.00	0.00	0.00	3,500.00

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<a href="#">01-39-5530</a> PROFESSIONAL SERVICES	2,000.00	2,000.00	400.00	400.00	1,600.00
<b>Category: 55 - PROFESSIONAL SERVICES Total:</b>	<b>5,500.00</b>	<b>5,500.00</b>	<b>400.00</b>	<b>400.00</b>	<b>5,100.00</b>
<b>Category: 65 - CAPITAL OUTLAY</b>					
<a href="#">01-39-6516</a> PARKS & LANDSCAPING PROJS	40,000.00	40,000.00	0.00	12,658.64	27,341.36
<a href="#">01-39-6598</a> MISCELLANEOUS EQUIPMENT	12,000.00	12,000.00	1,650.00	16,929.25	-4,929.25
<b>Category: 65 - CAPITAL OUTLAY Total:</b>	<b>52,000.00</b>	<b>52,000.00</b>	<b>1,650.00</b>	<b>29,587.89</b>	<b>22,412.11</b>
<b>Category: 97 - INTERFUND ACTIVITY</b>					
<a href="#">01-39-9772</a> TECHNOLOGY USER FEE	2,075.00	2,075.00	0.00	0.00	2,075.00
<a href="#">01-39-9791</a> EQUIPMENT USER FEE	132,311.00	132,311.00	0.00	0.00	132,311.00
<b>Category: 97 - INTERFUND ACTIVITY Total:</b>	<b>134,386.00</b>	<b>134,386.00</b>	<b>0.00</b>	<b>0.00</b>	<b>134,386.00</b>
<b>Department: 39 - PARKS Total:</b>	<b>1,059,834.56</b>	<b>1,059,834.56</b>	<b>92,300.87</b>	<b>397,967.26</b>	<b>661,867.30</b>
<b>Fund: 01 - GENERAL FUND Surplus (Deficit):</b>	<b>-6,833,010.69</b>	<b>-6,833,010.69</b>	<b>-1,135,562.51</b>	<b>3,732,582.35</b>	

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<b>Fund: 03 - DEBT SERVICE FUND</b>						
<b>Department: 50 - REVENUES</b>						
<b>Category: 72 - PROPERTY TAXES</b>						
<a href="#">03-50-7201</a>	CURRENT PROPERTY TAXES	1,347,194.00	1,347,194.00	13,043.98	1,341,438.52	5,755.48
<a href="#">03-50-7202</a>	DELINQUENT PROPERTY TAX	30,000.00	30,000.00	253.12	-32,337.33	62,337.33
<a href="#">03-50-7203</a>	PENALTY, INTEREST, COSTS	15,000.00	15,000.00	1,050.78	3,791.96	11,208.04
	<b>Category: 72 - PROPERTY TAXES Total:</b>	<b>1,392,194.00</b>	<b>1,392,194.00</b>	<b>14,347.88</b>	<b>1,312,893.15</b>	<b>79,300.85</b>
<b>Category: 96 - INTEREST EARNED</b>						
<a href="#">03-50-9601</a>	INTEREST EARNED	14,000.00	14,000.00	0.00	11,710.99	2,289.01
	<b>Category: 96 - INTEREST EARNED Total:</b>	<b>14,000.00</b>	<b>14,000.00</b>	<b>0.00</b>	<b>11,710.99</b>	<b>2,289.01</b>
<b>Category: 97 - INTERFUND ACTIVITY</b>						
<a href="#">03-50-9752</a>	TRANSFER FROM UTILITY FUND	169,686.00	169,686.00	0.00	0.00	169,686.00
	<b>Category: 97 - INTERFUND ACTIVITY Total:</b>	<b>169,686.00</b>	<b>169,686.00</b>	<b>0.00</b>	<b>0.00</b>	<b>169,686.00</b>
	<b>Department: 50 - REVENUES Total:</b>	<b>1,575,880.00</b>	<b>1,575,880.00</b>	<b>14,347.88</b>	<b>1,324,604.14</b>	<b>251,275.86</b>

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 51 - DEBT SERVICE</b>					
<b>Category: 61 - DEBT SERVICE</b>					
<a href="#">03-51-6121</a> PRINCIPAL/DEBT SERVICE	1,370,000.00	1,370,000.00	1,370,000.00	1,370,000.00	0.00
<a href="#">03-51-6122</a> INTEREST/DEBT SERVICE	157,200.00	157,200.00	88,875.00	88,875.00	68,325.00
<a href="#">03-51-6123</a> MAINTENANCE FEE/DEBT SERVICE	9,000.00	9,000.00	750.00	1,575.00	7,425.00
<b>Category: 61 - DEBT SERVICE Total:</b>	<b>1,536,200.00</b>	<b>1,536,200.00</b>	<b>1,459,625.00</b>	<b>1,460,450.00</b>	<b>75,750.00</b>
<b>Department: 51 - DEBT SERVICE Total:</b>	<b>1,536,200.00</b>	<b>1,536,200.00</b>	<b>1,459,625.00</b>	<b>1,460,450.00</b>	<b>75,750.00</b>
<b>Fund: 03 - DEBT SERVICE FUND Surplus (Deficit):</b>	<b>39,680.00</b>	<b>39,680.00</b>	<b>-1,445,277.12</b>	<b>-135,845.86</b>	

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 05 - MOTEL TAX FUND</b>					
<b>Department: 55 - REVENUES</b>					
<b>Category: 75 - OTHER TAXES</b>					
<a href="#">05-55-7635</a>					
MOTEL OCCUPANCY TAX	170,000.00	170,000.00	4,502.11	56,254.75	113,745.25
<b>Category: 75 - OTHER TAXES Total:</b>	<b>170,000.00</b>	<b>170,000.00</b>	<b>4,502.11</b>	<b>56,254.75</b>	<b>113,745.25</b>
<b>Category: 96 - INTEREST EARNED</b>					
<a href="#">05-55-9601</a>					
INTEREST EARNED	12,000.00	12,000.00	0.00	398.98	11,601.02
<b>Category: 96 - INTEREST EARNED Total:</b>	<b>12,000.00</b>	<b>12,000.00</b>	<b>0.00</b>	<b>398.98</b>	<b>11,601.02</b>
<b>Department: 55 - REVENUES Total:</b>	<b>182,000.00</b>	<b>182,000.00</b>	<b>4,502.11</b>	<b>56,653.73</b>	<b>125,346.27</b>

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 56 - MOTEL TAX</b>					
<b>Category: 50 - SERVICES</b>					
<a href="#">05-56-5040</a> ARTS	10,000.00	10,000.00	1,750.00	1,750.00	8,250.00
<a href="#">05-56-5043</a> GENERAL ADVERTISING	8,000.00	8,000.00	0.00	5,535.00	2,465.00
<a href="#">05-56-5044</a> ADVERTISING	12,000.00	12,000.00	732.25	4,379.00	7,621.00
<b>Category: 50 - SERVICES Total:</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>2,482.25</b>	<b>11,664.00</b>	<b>18,336.00</b>
<b>Category: 97 - INTERFUND ACTIVITY</b>					
<a href="#">05-56-9751</a> TRANSFER TO GENERAL FUND	26,900.00	26,900.00	0.00	0.00	26,900.00
<a href="#">05-56-9753</a> TRANSFER TO CAPITAL IMP FUND	125,100.00	125,100.00	0.00	0.00	125,100.00
<b>Category: 97 - INTERFUND ACTIVITY Total:</b>	<b>152,000.00</b>	<b>152,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>152,000.00</b>
<b>Department: 56 - MOTEL TAX Total:</b>	<b>182,000.00</b>	<b>182,000.00</b>	<b>2,482.25</b>	<b>11,664.00</b>	<b>170,336.00</b>
<b>Fund: 05 - MOTEL TAX FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>2,019.86</b>	<b>44,989.73</b>	

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<b>Fund: 10 - CAPITAL IMPROVEMENTS FUND</b>						
<b>Department: 90 - REVENUES</b>						
<b>Category: 96 - INTEREST EARNED</b>						
<a href="#">10-90-9601</a>	INTEREST EARNED	84,000.00	84,000.00	0.00	27,256.05	56,743.95
	<b>Category: 96 - INTEREST EARNED Total:</b>	<b>84,000.00</b>	<b>84,000.00</b>	<b>0.00</b>	<b>27,256.05</b>	<b>56,743.95</b>
<b>Category: 97 - INTERFUND ACTIVITY</b>						
<a href="#">10-90-9751</a>	TRFR F/GENERAL FUND	9,281,348.00	9,281,348.00	0.00	0.00	9,281,348.00
<a href="#">10-90-9753</a>	TRANSFER FROM MOTEL TAX FUND	125,100.00	125,100.00	0.00	0.00	125,100.00
	<b>Category: 97 - INTERFUND ACTIVITY Total:</b>	<b>9,406,448.00</b>	<b>9,406,448.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,406,448.00</b>
<b>Category: 99 - OTHER AGENCY REVENUES</b>						
<a href="#">10-90-9907</a>	FY 20 - HOME ELEVATION	4,573,586.00	4,573,586.00	0.00	0.00	4,573,586.00
	<b>Category: 99 - OTHER AGENCY REVENUES Total:</b>	<b>4,573,586.00</b>	<b>4,573,586.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,573,586.00</b>
	<b>Department: 90 - REVENUES Total:</b>	<b>14,064,034.00</b>	<b>14,064,034.00</b>	<b>0.00</b>	<b>27,256.05</b>	<b>14,036,777.95</b>

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<b>Department: 91 - EXPENSE</b>						
<b>Category: 70 - CAPITAL IMPROVEMENTS</b>						
<a href="#">10-91-7012</a>	E 127 IMPROVEMENTS	300,000.00	300,000.00	0.00	26,069.87	273,930.13
<a href="#">10-91-7016</a>	ELEVATIONS FY 20 GRANT	4,927,770.00	4,927,770.00	3,880.00	1,097,822.39	3,829,947.61
<a href="#">10-91-7032</a>	REHAB/REPAIR STORM WATER LINES	200,000.00	200,000.00	0.00	0.00	200,000.00
<a href="#">10-91-7056</a>	CAROL FOX PARK SANDBOX RENOV	55,000.00	55,000.00	3,750.00	3,750.00	51,250.00
<a href="#">10-91-7066</a>	PLAYGROUND STRUCTURE CAROL FOX	150,000.00	150,000.00	0.00	0.00	150,000.00
<a href="#">10-91-7067</a>	CLARK HENRY BASEBALL FIELD	255,000.00	255,000.00	0.00	0.00	255,000.00
<a href="#">10-91-7095</a>	FIRE STATION REMODEL	550,000.00	550,000.00	8,097.46	8,097.46	541,902.54
<a href="#">10-91-7105</a>	PARK IMPROVEMENTS	50,000.00	50,000.00	0.00	7,070.70	42,929.30
<a href="#">10-91-7127</a>	NEW TAYLOR BLDG CONSTRUCTION	0.00	0.00	0.00	0.00	0.00
<a href="#">10-91-7130</a>	FACILITIES IMPROVEMENT	96,000.00	96,000.00	0.00	50,508.50	45,491.50
<a href="#">10-91-7131</a>	GOLF COURSE CONVENTION CENTER	8,500,000.00	8,500,000.00	859,612.37	5,169,320.98	3,330,679.02
<a href="#">10-91-7134</a>	STREET PANELS REPLACEMENT (2)	125,000.00	125,000.00	0.00	131,048.60	-6,048.60
<a href="#">10-91-7137</a>	SIDEWALK REPL & ADD	150,000.00	150,000.00	0.00	32,597.00	117,403.00
<a href="#">10-91-7139</a>	FY 23 STREET PROJECT	0.00	0.00	12,084.00	13,644.00	-13,644.00
<a href="#">10-91-7143</a>	PMP JERSEY MEADOW NATURE TRAIL & F...	125,000.00	125,000.00	0.00	0.00	125,000.00
<a href="#">10-91-7148</a>	DECORATIVE STREET LIGHTS	250,000.00	250,000.00	0.00	189,549.00	60,451.00
<b>Category: 70 - CAPITAL IMPROVEMENTS Total:</b>		<b>15,733,770.00</b>	<b>15,733,770.00</b>	<b>887,423.83</b>	<b>6,729,478.50</b>	<b>9,004,291.50</b>
<b>Department: 91 - EXPENSE Total:</b>		<b>15,733,770.00</b>	<b>15,733,770.00</b>	<b>887,423.83</b>	<b>6,729,478.50</b>	<b>9,004,291.50</b>
<b>Fund: 10 - CAPITAL IMPROVEMENTS FUND Surplus (Deficit):</b>		<b>-1,669,736.00</b>	<b>-1,669,736.00</b>	<b>-887,423.83</b>	<b>-6,702,222.45</b>	
<b>Total Surplus (Deficit):</b>		<b>-8,463,066.69</b>	<b>-8,463,066.69</b>	<b>-3,466,243.60</b>	<b>-3,060,496.23</b>	

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Group Summary

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 01 - GENERAL FUND</b>					
<b>Department: 10 - REVENUES</b>					
72 - PROPERTY TAXES	8,493,956.00	8,493,956.00	90,469.31	8,267,051.63	226,904.37
75 - OTHER TAXES	6,097,000.00	6,097,000.00	313,064.77	2,637,872.89	3,459,127.11
80 - FINES WARRANTS & BONDS	848,000.00	848,000.00	65,475.39	361,446.08	486,553.92
85 - FEE & CHARGES FOR SERVICE	397,407.00	397,407.00	33,153.66	175,817.40	221,589.60
90 - LICENSES & PERMITS	232,000.00	232,000.00	30,853.31	217,566.84	14,433.16
96 - INTEREST EARNED	800,000.00	800,000.00	6,652.65	334,353.57	465,646.43
97 - INTERFUND ACTIVITY	5,582,515.00	5,582,515.00	0.00	0.00	5,582,515.00
98 - MISCELLANEOUS REVENUE	70,000.00	70,000.00	2,094.55	14,509.73	55,490.27
99 - OTHER AGENCY REVENUES	300,000.00	300,000.00	4,051.60	7,393.86	292,606.14
<b>Department: 10 - REVENUES Total:</b>	<b>22,820,878.00</b>	<b>22,820,878.00</b>	<b>545,815.24</b>	<b>12,016,012.00</b>	<b>10,804,866.00</b>

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Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 11 - ADMINISTRATIVE SERVICE</b>					
30 - SALARIES, WAGES, & BENEFITS	1,052,032.40	1,052,032.40	131,582.09	545,255.25	506,777.15
35 - SUPPLIES	18,850.00	18,850.00	35.07	5,661.42	13,188.58
45 - MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00
50 - SERVICES	100,050.60	100,050.60	6,088.78	37,515.30	62,535.30
54 - SUNDRY	35,000.00	35,000.00	-1,536.56	24,082.05	10,917.95
60 - OTHER SERVICES	300.00	300.00	0.00	0.00	300.00
97 - INTERFUND ACTIVITY	7,780.00	7,780.00	0.00	0.00	7,780.00
<b>Department: 11 - ADMINISTRATIVE SERVICE Total:</b>	<b>1,216,013.00</b>	<b>1,216,013.00</b>	<b>136,169.38</b>	<b>612,514.02</b>	<b>603,498.98</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
<b>Department: 12 - LEGAL/OTHER SERVICES</b>					
50 - SERVICES	2,730,000.00	2,730,000.00	0.00	503,373.67	2,226,626.33
55 - PROFESSIONAL SERVICES	115,000.00	115,000.00	0.00	24,763.10	90,236.90
60 - OTHER SERVICES	172,132.00	172,132.00	690.00	165,751.85	6,380.15
97 - INTERFUND ACTIVITY	9,381,898.00	9,381,898.00	0.00	0.00	9,381,898.00
<b>Department: 12 - LEGAL/OTHER SERVICES Total:</b>	<b>12,399,030.00</b>	<b>12,399,030.00</b>	<b>690.00</b>	<b>693,888.62</b>	<b>11,705,141.38</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 13 - INFO TECHNOLOGY</b>					
30 - SALARIES, WAGES, & BENEFITS	392,064.02	392,064.02	43,825.92	183,024.38	209,039.64
35 - SUPPLIES	3,450.00	3,450.00	155.00	654.40	2,795.60
45 - MAINTENANCE	481,814.00	481,814.00	19,443.00	94,847.50	386,966.50
50 - SERVICES	59,195.19	59,195.19	4,496.32	21,659.92	37,535.27
55 - PROFESSIONAL SERVICES	60,000.00	60,000.00	0.00	3,694.00	56,306.00
65 - CAPITAL OUTLAY	4,000.00	4,000.00	96.89	2,101.65	1,898.35
97 - INTERFUND ACTIVITY	86,240.00	86,240.00	0.00	0.00	86,240.00
<b>Department: 13 - INFO TECHNOLOGY Total:</b>	<b>1,086,763.21</b>	<b>1,086,763.21</b>	<b>68,017.13</b>	<b>305,981.85</b>	<b>780,781.36</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
<b>Department: 14 - PURCHASING</b>					
35 - SUPPLIES	24,000.00	24,000.00	3,281.93	11,662.56	12,337.44
50 - SERVICES	2,675.00	2,675.00	0.00	1,336.50	1,338.50
<b>Department: 14 - PURCHASING Total:</b>	<b>26,675.00</b>	<b>26,675.00</b>	<b>3,281.93</b>	<b>12,999.06</b>	<b>13,675.94</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 15 - ACCOUNTING SERVICES</b>					
30 - SALARIES, WAGES, & BENEFITS	434,499.45	434,499.45	33,640.38	140,648.98	293,850.47
35 - SUPPLIES	4,350.00	4,350.00	57.65	2,662.59	1,687.41
45 - MAINTENANCE	500.00	500.00	0.00	0.00	500.00
50 - SERVICES	7,899.90	7,899.90	138.24	1,558.99	6,340.91
54 - SUNDRY	1,000.00	1,000.00	0.00	345.00	655.00
55 - PROFESSIONAL SERVICES	50,000.00	50,000.00	80.59	-9,237.13	59,237.13
97 - INTERFUND ACTIVITY	2,775.00	2,775.00	0.00	0.00	2,775.00
<b>Department: 15 - ACCOUNTING SERVICES Total:</b>	<b>501,024.35</b>	<b>501,024.35</b>	<b>33,916.86</b>	<b>135,978.43</b>	<b>365,045.92</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
<b>Department: 16 - CUSTOMER SERVICE</b>					
30 - SALARIES, WAGES, & BENEFITS	81,109.74	81,109.74	9,207.53	37,763.90	43,345.84
35 - SUPPLIES	500.00	500.00	0.00	126.89	373.11
45 - MAINTENANCE	400.00	400.00	0.00	0.00	400.00
50 - SERVICES	1,100.00	1,100.00	59.42	473.88	626.12
55 - PROFESSIONAL SERVICES	73,500.00	73,500.00	21,642.00	46,810.48	26,689.52
97 - INTERFUND ACTIVITY	437.50	437.50	0.00	0.00	437.50
<b>Department: 16 - CUSTOMER SERVICE Total:</b>	<b>157,047.24</b>	<b>157,047.24</b>	<b>30,908.95</b>	<b>85,175.15</b>	<b>71,872.09</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**



**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
<b>Department: 19 - MUNICIPAL COURT</b>					
30 - SALARIES, WAGES, & BENEFITS	288,760.90	288,760.90	33,428.45	138,205.16	150,555.74
35 - SUPPLIES	2,300.00	2,300.00	98.89	681.42	1,618.58
45 - MAINTENANCE	500.00	500.00	0.00	0.00	500.00
50 - SERVICES	6,900.00	6,900.00	354.00	1,324.37	5,575.63
54 - SUNDRY	800.00	800.00	0.00	0.00	800.00
55 - PROFESSIONAL SERVICES	80,950.00	80,950.00	0.00	26,672.68	54,277.32
<b>Department: 19 - MUNICIPAL COURT Total:</b>	<b>380,210.90</b>	<b>380,210.90</b>	<b>33,881.34</b>	<b>166,883.63</b>	<b>213,327.27</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 21 - POLICE</b>					
30 - SALARIES, WAGES, & BENEFITS	4,404,871.27	4,404,871.27	479,370.30	2,142,014.14	2,262,857.13
35 - SUPPLIES	93,924.00	93,924.00	4,098.64	53,754.21	40,169.79
45 - MAINTENANCE	72,397.00	72,397.00	3,479.25	31,675.43	40,721.57
50 - SERVICES	247,199.72	247,199.72	8,213.68	54,873.09	192,326.63
54 - SUNDRY	3,000.00	3,000.00	0.00	257.55	2,742.45
55 - PROFESSIONAL SERVICES	1,800.00	1,800.00	0.00	1,544.00	256.00
60 - OTHER SERVICES	25,340.00	25,340.00	0.00	24,890.04	449.96
65 - CAPITAL OUTLAY	115,000.00	115,000.00	0.00	1,779.00	113,221.00
97 - INTERFUND ACTIVITY	1,987.50	1,987.50	0.00	0.00	1,987.50
<b>Department: 21 - POLICE Total:</b>	<b>4,965,519.49</b>	<b>4,965,519.49</b>	<b>495,161.87</b>	<b>2,310,787.46</b>	<b>2,654,732.03</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
<b>Department: 23 - COMMUNICATIONS</b>					
30 - SALARIES, WAGES, & BENEFITS	1,017,393.07	1,017,393.07	106,672.67	430,109.60	587,283.47
35 - SUPPLIES	13,365.00	13,365.00	0.00	4,155.26	9,209.74
45 - MAINTENANCE	22,450.00	22,450.00	546.51	776.98	21,673.02
50 - SERVICES	16,900.08	16,900.08	401.64	2,328.15	14,571.93
60 - OTHER SERVICES	600.00	600.00	0.00	0.00	600.00
97 - INTERFUND ACTIVITY	53,100.00	53,100.00	0.00	0.00	53,100.00
<b>Department: 23 - COMMUNICATIONS Total:</b>	<b>1,123,808.15</b>	<b>1,123,808.15</b>	<b>107,620.82</b>	<b>437,369.99</b>	<b>686,438.16</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
<b>Department: 25 - FIRE DEPARTMENT</b>					
30 - SALARIES, WAGES, & BENEFITS	2,995,572.80	2,995,572.80	376,880.36	1,602,320.79	1,393,252.01
35 - SUPPLIES	306,199.00	306,199.00	10,671.58	91,211.77	214,987.23
45 - MAINTENANCE	133,949.00	133,949.00	18,396.50	29,343.55	104,605.45
50 - SERVICES	92,133.04	92,133.04	32,674.28	49,935.37	42,197.67
54 - SUNDRY	1,299.00	1,299.00	0.00	0.00	1,299.00
55 - PROFESSIONAL SERVICES	88,300.00	88,300.00	5,506.73	20,017.39	68,282.61
65 - CAPITAL OUTLAY	0.00	0.00	0.00	1,193.82	-1,193.82
<b>Department: 25 - FIRE DEPARTMENT Total:</b>	<b>3,617,452.84</b>	<b>3,617,452.84</b>	<b>444,129.45</b>	<b>1,794,022.69</b>	<b>1,823,430.15</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
<b>Department: 30 - PUBLIC WORKS</b>					
30 - SALARIES, WAGES, & BENEFITS	133,689.94	133,689.94	14,830.29	61,632.17	72,057.77
35 - SUPPLIES	5,950.00	5,950.00	0.00	3,021.50	2,928.50
50 - SERVICES	15,119.80	15,119.80	1,218.32	10,323.41	4,796.39
55 - PROFESSIONAL SERVICES	70,000.00	70,000.00	0.00	26,098.75	43,901.25
65 - CAPITAL OUTLAY	1,600.00	1,600.00	0.00	0.00	1,600.00
97 - INTERFUND ACTIVITY	10,727.00	10,727.00	0.00	0.00	10,727.00
<b>Department: 30 - PUBLIC WORKS Total:</b>	<b>237,086.74</b>	<b>237,086.74</b>	<b>16,048.61</b>	<b>101,075.83</b>	<b>136,010.91</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 31 - COMMUNITY DEVELOPMENT</b>					
30 - SALARIES, WAGES, & BENEFITS	303,304.19	303,304.19	25,692.03	139,375.82	163,928.37
35 - SUPPLIES	9,750.00	9,750.00	134.20	1,513.07	8,236.93
45 - MAINTENANCE	0.00	0.00	0.00	526.47	-526.47
50 - SERVICES	9,699.80	9,699.80	993.44	6,371.35	3,328.45
55 - PROFESSIONAL SERVICES	150,000.00	150,000.00	8,458.38	70,556.75	79,443.25
65 - CAPITAL OUTLAY	600.00	600.00	0.00	0.00	600.00
97 - INTERFUND ACTIVITY	2,725.00	2,725.00	0.00	0.00	2,725.00
<b>Department: 31 - COMMUNITY DEVELOPMENT Total:</b>	<b>476,078.99</b>	<b>476,078.99</b>	<b>35,278.05</b>	<b>218,343.46</b>	<b>257,735.53</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 32 - STREETS</b>					
30 - SALARIES, WAGES, & BENEFITS	393,488.02	393,488.02	39,125.93	138,904.92	254,583.10
35 - SUPPLIES	57,000.00	57,000.00	5,673.70	18,270.50	38,729.50
40 - MAINTENANCE--BLDGS, STRUC	65,000.00	65,000.00	1,732.08	54,562.49	10,437.51
45 - MAINTENANCE	3,800.00	3,800.00	0.00	0.00	3,800.00
50 - SERVICES	194,900.00	194,900.00	13,398.57	99,044.64	95,855.36
55 - PROFESSIONAL SERVICES	21,000.00	21,000.00	875.00	5,430.00	15,570.00
97 - INTERFUND ACTIVITY	81,748.47	81,748.47	0.00	0.00	81,748.47
<b>Department: 32 - STREETS Total:</b>	<b>816,936.49</b>	<b>816,936.49</b>	<b>60,805.28</b>	<b>316,212.55</b>	<b>500,723.94</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 33 - BUILDING MAINTENANCE</b>					
30 - SALARIES, WAGES, & BENEFITS	170,482.34	170,122.34	21,882.79	88,645.82	81,476.52
35 - SUPPLIES	21,750.00	21,750.00	0.00	18,585.06	3,164.94
40 - MAINTENANCE--BLDGS, STRUC	52,500.00	52,500.00	13,653.70	33,706.49	18,793.51
45 - MAINTENANCE	3,000.00	3,000.00	-593.00	3,280.90	-280.90
50 - SERVICES	108,000.00	108,360.00	8,044.18	56,787.82	51,572.18
55 - PROFESSIONAL SERVICES	10,000.00	10,000.00	0.00	2,781.48	7,218.52
65 - CAPITAL OUTLAY	70,000.00	70,000.00	685.03	61,293.00	8,707.00
97 - INTERFUND ACTIVITY	7,389.00	7,389.00	0.00	0.00	7,389.00
<b>Department: 33 - BUILDING MAINTENANCE Total:</b>	<b>443,121.34</b>	<b>443,121.34</b>	<b>43,672.70</b>	<b>265,080.57</b>	<b>178,040.77</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**



**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
<b>Department: 35 - SOLID WASTE</b>					
55 - PROFESSIONAL SERVICES	542,962.00	542,962.00	42,373.42	252,197.42	290,764.58
<b>Department: 35 - SOLID WASTE Total:</b>	<b>542,962.00</b>	<b>542,962.00</b>	<b>42,373.42</b>	<b>252,197.42</b>	<b>290,764.58</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 36 - FLEET SERVICES</b>					
30 - SALARIES, WAGES, & BENEFITS	0.00	0.00	0.00	2,635.17	-2,635.17
35 - SUPPLIES	169,000.00	169,000.00	10,551.90	56,403.27	112,596.73
45 - MAINTENANCE	50,000.00	50,000.00	618.11	11,996.51	38,003.49
50 - SERVICES	1,500.00	1,500.00	36.93	477.68	1,022.32
54 - SUNDRY	3,500.00	3,500.00	35.75	1,839.91	1,660.09
65 - CAPITAL OUTLAY	13,700.00	13,700.00	0.00	4,942.95	8,757.05
97 - INTERFUND ACTIVITY	1,050.00	1,050.00	0.00	0.00	1,050.00
<b>Department: 36 - FLEET SERVICES Total:</b>	<b>238,750.00</b>	<b>238,750.00</b>	<b>11,242.69</b>	<b>78,295.49</b>	<b>160,454.51</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
<b>Department: 38 - RECREATION</b>					
30 - SALARIES, WAGES, & BENEFITS	211,614.43	211,614.43	7,461.68	38,779.94	172,834.49
35 - SUPPLIES	16,150.00	16,150.00	461.89	6,174.67	9,975.33
45 - MAINTENANCE	1,000.00	1,000.00	0.00	0.00	1,000.00
50 - SERVICES	114,209.96	114,209.96	6,454.83	37,164.31	77,045.65
55 - PROFESSIONAL SERVICES	21,500.00	21,500.00	11,500.00	12,677.25	8,822.75
65 - CAPITAL OUTLAY	0.00	0.00	0.00	3,860.00	-3,860.00
97 - INTERFUND ACTIVITY	1,100.00	1,100.00	0.00	0.00	1,100.00
<b>Department: 38 - RECREATION Total:</b>	<b>365,574.39</b>	<b>365,574.39</b>	<b>25,878.40</b>	<b>98,656.17</b>	<b>266,918.22</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 39 - PARKS</b>					
30 - SALARIES, WAGES, & BENEFITS	718,178.52	718,178.52	81,027.12	307,252.57	410,925.95
35 - SUPPLIES	78,150.00	78,150.00	2,332.78	35,513.31	42,636.69
40 - MAINTENANCE--BLDGS, STRUC	53,500.00	53,500.00	6,357.09	18,885.29	34,614.71
45 - MAINTENANCE	4,000.00	4,000.00	0.00	380.31	3,619.69
50 - SERVICES	14,120.04	14,120.04	533.88	5,947.89	8,172.15
55 - PROFESSIONAL SERVICES	5,500.00	5,500.00	400.00	400.00	5,100.00
65 - CAPITAL OUTLAY	52,000.00	52,000.00	1,650.00	29,587.89	22,412.11
97 - INTERFUND ACTIVITY	134,386.00	134,386.00	0.00	0.00	134,386.00
<b>Department: 39 - PARKS Total:</b>	<b>1,059,834.56</b>	<b>1,059,834.56</b>	<b>92,300.87</b>	<b>397,967.26</b>	<b>661,867.30</b>
<b>Fund: 01 - GENERAL FUND Surplus (Deficit):</b>	<b>-6,833,010.69</b>	<b>-6,833,010.69</b>	<b>-1,135,562.51</b>	<b>3,732,582.35</b>	<b>-10,565,593.04</b>
<b>Fund: 03 - DEBT SERVICE FUND</b>					
<b>Department: 50 - REVENUES</b>					
72 - PROPERTY TAXES	1,392,194.00	1,392,194.00	14,347.88	1,312,893.15	79,300.85
96 - INTEREST EARNED	14,000.00	14,000.00	0.00	11,710.99	2,289.01
97 - INTERFUND ACTIVITY	169,686.00	169,686.00	0.00	0.00	169,686.00
<b>Department: 50 - REVENUES Total:</b>	<b>1,575,880.00</b>	<b>1,575,880.00</b>	<b>14,347.88</b>	<b>1,324,604.14</b>	<b>251,275.86</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 51 - DEBT SERVICE</b>					
61 - DEBT SERVICE	1,536,200.00	1,536,200.00	1,459,625.00	1,460,450.00	75,750.00
<b>Department: 51 - DEBT SERVICE Total:</b>	<b>1,536,200.00</b>	<b>1,536,200.00</b>	<b>1,459,625.00</b>	<b>1,460,450.00</b>	<b>75,750.00</b>
<b>Fund: 03 - DEBT SERVICE FUND Surplus (Deficit):</b>	<b>39,680.00</b>	<b>39,680.00</b>	<b>-1,445,277.12</b>	<b>-135,845.86</b>	<b>175,525.86</b>
<b>Fund: 05 - MOTEL TAX FUND</b>					
<b>Department: 55 - REVENUES</b>					
75 - OTHER TAXES	170,000.00	170,000.00	4,502.11	56,254.75	113,745.25
96 - INTEREST EARNED	12,000.00	12,000.00	0.00	398.98	11,601.02
<b>Department: 55 - REVENUES Total:</b>	<b>182,000.00</b>	<b>182,000.00</b>	<b>4,502.11</b>	<b>56,653.73</b>	<b>125,346.27</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 56 - MOTEL TAX</b>					
50 - SERVICES	30,000.00	30,000.00	2,482.25	11,664.00	18,336.00
97 - INTERFUND ACTIVITY	152,000.00	152,000.00	0.00	0.00	152,000.00
<b>Department: 56 - MOTEL TAX Total:</b>	<b>182,000.00</b>	<b>182,000.00</b>	<b>2,482.25</b>	<b>11,664.00</b>	<b>170,336.00</b>
<b>Fund: 05 - MOTEL TAX FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>2,019.86</b>	<b>44,989.73</b>	<b>-44,989.73</b>
<b>Fund: 10 - CAPITAL IMPROVEMENTS FUND</b>					
<b>Department: 90 - REVENUES</b>					
96 - INTEREST EARNED	84,000.00	84,000.00	0.00	27,256.05	56,743.95
97 - INTERFUND ACTIVITY	9,406,448.00	9,406,448.00	0.00	0.00	9,406,448.00
99 - OTHER AGENCY REVENUES	4,573,586.00	4,573,586.00	0.00	0.00	4,573,586.00
<b>Department: 90 - REVENUES Total:</b>	<b>14,064,034.00</b>	<b>14,064,034.00</b>	<b>0.00</b>	<b>27,256.05</b>	<b>14,036,777.95</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**Income Statement**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
<b>Department: 91 - EXPENSE</b>					
70 - CAPITAL IMPROVEMENTS	15,733,770.00	15,733,770.00	887,423.83	6,729,478.50	9,004,291.50
<b>Department: 91 - EXPENSE Total:</b>	<b>15,733,770.00</b>	<b>15,733,770.00</b>	<b>887,423.83</b>	<b>6,729,478.50</b>	<b>9,004,291.50</b>
<b>Fund: 10 - CAPITAL IMPROVEMENTS FUND Surplus (Deficit):</b>	<b>-1,669,736.00</b>	<b>-1,669,736.00</b>	<b>-887,423.83</b>	<b>-6,702,222.45</b>	<b>5,032,486.45</b>
<b>Total Surplus (Deficit):</b>	<b>-8,463,066.69</b>	<b>-8,463,066.69</b>	<b>-3,466,243.60</b>	<b>-3,060,496.23</b>	

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
01 - GENERAL FUND	-6,833,010.69	-6,833,010.69	-1,135,562.51	3,732,582.35	-10,565,593.04
03 - DEBT SERVICE FUND	39,680.00	39,680.00	-1,445,277.12	-135,845.86	175,525.86
05 - MOTEL TAX FUND	0.00	0.00	2,019.86	44,989.73	-44,989.73
10 - CAPITAL IMPROVEMENT...	-1,669,736.00	-1,669,736.00	-887,423.83	-6,702,222.45	5,032,486.45
<b>Total Surplus (Deficit):</b>	<b>-8,463,066.69</b>	<b>-8,463,066.69</b>	<b>-3,466,243.60</b>	<b>-3,060,496.23</b>	

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



# CITY OF JERSEY VILLAGE

## PROPERTY TAX COLLECTIONS REPORT

FEBRUARY 2024

**Tax Collection System**  
**Distribution Report - PROPERTY TAX**  
**For Deposit Dates: 02/01/2024 thru 02/29/2024**

**Jurisdiction 0070 JERSEY VILLAGE**

Year	Levy	Penalty Interest	Attorney	Adjustment Amount	Net Collections	Commissions (Excludes Attorney)	Net Payable	Disbursed to Jurisdiction	Disbursed to Attorneys
2023	2,148,875.00	6,327.10	0.00	545.43	2,155,747.53	0.00	2,155,747.53	2,155,747.53	0.00
2022	(9,993.73)	580.21	593.83	0.00	(8,819.69)	0.00	(8,819.69)	(9,413.52)	593.83
2021	(517.53)	83.24	61.64	0.00	(372.65)	0.00	(372.65)	(434.29)	61.64
2020	7.13	3.49	2.12	0.00	12.74	0.00	12.74	10.62	2.12
2019	68.30	13.94	0.00	0.00	82.24	0.00	82.24	82.24	0.00
Total:	\$2,138,439.17	\$7,007.98	\$657.59	\$545.43	\$2,146,650.17	\$0.00	\$2,146,650.17	\$2,145,992.58	\$657.59

TAX COLLECTION SYSTEM  
 TAX COLLECTOR MONTHLY REPORT  
 FROM 02/01/2024 TO 02/29/2024

INCLUDES AG ROLLBACK

JURISDICTION: 0070 City of Jersey Village

YEAR	TAX RATE	TAX LEVY	PAID ACCTS
	-----	-----	-----
2023	00.742500	9,970,064.58	2,927
	-----	-----	-----

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
	-----	-----	-----	-----	-----	-----	-----	-----
2023	9,591,841.96	21,052.65-	378,222.62	2,148,875.00	9,679,851.93	290,212.65	97.09	0.00
2022	86,911.52	11,370.10-	148,711.79-	9,993.73-	100,003.58-	38,203.31	61.82	0.00
2021	61,851.47	742.50-	104,563.51-	517.53-	100,621.02-	57,908.98	35.58	0.00
2020	57,059.10	.00	25,366.42-	7.13	13,016.60	18,676.08	41.07	0.00
2019	18,447.50	.00	8,871.02-	68.30	6,085.97-	15,662.45	63.55-	0.00
2018	20,525.28	.00	11.26	0.00	1,233.58	19,302.96	6.01	0.00
2017	13,180.23	.00	0.00	0.00	523.64	12,656.59	3.97	0.00
2016	9,135.55	.00	449.08	0.00	0.00	9,584.63		0.00
2015	8,331.98	.00	0.00	0.00	0.00	8,331.98		0.00
2014	8,458.86	.00	0.00	0.00	0.00	8,458.86		0.00
2013	7,711.70	.00	0.00	0.00	0.00	7,711.70		0.00
2012	7,027.61	.00	0.00	0.00	0.00	7,027.61		0.00
2011	5,891.56	.00	0.00	0.00	0.00	5,891.56		0.00
2010	4,289.59	.00	0.00	0.00	0.00	4,289.59		0.00
2009	5,453.54	.00	0.00	0.00	0.00	5,453.54		0.00
2008	2,474.69	.00	0.00	0.00	0.00	2,474.69		0.00
2007	2,578.18	.00	0.00	0.00	0.00	2,578.18		0.00
2006	2,086.72	.00	0.00	0.00	0.00	2,086.72		0.00
2005	1,705.11	.00	0.00	0.00	0.00	1,705.11		0.00
2004	1,110.04	.00	0.00	0.00	0.00	1,110.04		0.00
2003	378.07	.00	0.00	0.00	0.00	378.07		0.00
2002	89.57	.00	0.00	0.00	0.00	89.57		0.00
****	9,916,539.83	33,165.25-	91,170.22	2,138,439.17	9,487,915.18	519,794.87		0.00
CURR	9,591,841.96	21,052.65-	378,222.62	2,148,875.00	9,679,851.93	290,212.65		0.00
DELO	324,697.87	12,112.60-	287,052.40-	10,435.83-	191,936.75-	229,582.22		0.00

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

TAX COLLECTION SYSTEM  
 DEPOSIT DISTRIBUTION  
 REVERSALS DETAIL SCHEDULE  
 FROM: 02/01/2024 THRU 02/29/2024  
 JURISDICTION: 70 City of Jersey Village

YEAR DEPOSIT	ACCOUNT NUMBER	EFF YR/MO	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	ATTORNEY CAUSE /REV	REFUND AMOUNT	PAYMENT AMOUNT CAT
2021 RF240212	105-864-000-0007	202201	742.50-	0.00	0.00	0.00 28	742.50	0.00 RF
2021 RF240212	105-864-000-0007	202201	0.00	0.00	0.00	0.00 28	742.50-	742.50-RF
2021 TOTAL			742.50-	0.00	0.00	0.00	0.00	742.50-
2022 RF240226	082-127-000-0021	202301	610.53-	0.00	0.00	0.00 18	610.53	0.00 RF
2022 RF240226	082-127-000-0021	202301	0.00	0.00	0.00	0.00 18	610.53-	610.53-RF
2022 RF240213	105-864-000-0007	202301	742.50-	0.00	0.00	0.00 17	742.50	0.00 RF
2022 RF240213	105-864-000-0007	202301	0.00	0.00	0.00	0.00 17	742.50-	742.50-RF
2022 RF240213	107-452-000-0025	202310	0.00	0.00	0.00	0.00 17	1,127.29-	1,127.29-RF
2022 RF240213	107-452-000-0025	202310	1,127.29-	0.00	0.00	0.00 17	1,127.29	0.00 RF
2022 RF240213	115-942-002-0003	202301	4,621.02-	0.00	0.00	0.00 17	4,621.02	0.00 RF
2022 RF240213	115-942-002-0003	202301	0.00	0.00	0.00	0.00 17	4,621.02-	4,621.02-RF
2022 RF240213	116-476-000-0001	202212	0.00	0.00	0.00	0.00 17	2,552.02-	2,552.02-RF
2022 RF240213	116-476-000-0001	202212	2,552.02-	0.00	0.00	0.00 17	2,552.02	0.00 RF
2022 RF240213	122-482-002-0072	202212	1,289.16-	0.00	0.00	0.00 17	1,289.16	0.00 RF
2022 RF240213	122-482-002-0072	202212	0.00	0.00	0.00	0.00 17	1,289.16-	1,289.16-RF
2022 RF240226	126-105-001-0001	202301	726.45-	0.00	0.00	0.00 18	726.45	0.00 RF
2022 RF240226	126-105-001-0001	202301	0.00	0.00	0.00	0.00 18	726.45-	726.45-RF
2022 RF240213	126-105-001-0003	202301	0.00	0.00	0.00	0.00 17	965.76-	965.76-RF
2022 RF240213	126-105-001-0003	202301	965.76-	0.00	0.00	0.00 17	965.76	0.00 RF
2022 RF240213	223-376-700-0000	202302	2.31	0.00	0.00	0.00 17	0.00	2.31 RF
2022 TOTAL			12,632.42-	0.00	0.00	0.00	0.00	12,632.42-
2023 RF240228	082-108-000-0030	202311	0.00	0.00	0.00	0.00 5	62.45-	62.45-RF
2023 RF240228	082-108-000-0030	202311	62.45-	0.00	0.00	0.00 5	62.45	0.00 RF
2023 RF240222	082-111-000-0026	202401	0.00	0.00	0.00	0.00 0	339.50-	339.50-RF
2023 RF240222	082-111-000-0026	202401	339.50-	0.00	0.00	0.00 0	339.50	0.00 RF
2023 RF240222	082-115-000-0002	202312	0.00	0.00	0.00	0.00 0	183.78-	183.78-RF
2023 RF240222	082-115-000-0002	202312	183.78-	0.00	0.00	0.00 0	183.78	0.00 RF
2023 RF240222	082-115-000-0002	202311	0.00	0.00	0.00	0.00 0	183.78-	183.78-RF
2023 RF240222	082-115-000-0002	202311	183.78-	0.00	0.00	0.00 0	183.78	0.00 RF
2023 RF240222	082-115-000-0002	202401	183.79-	0.00	0.00	0.00 0	183.79	0.00 RF
2023 RF240222	082-115-000-0002	202401	0.00	0.00	0.00	0.00 0	183.79-	183.79-RF
2023 RF240222	082-115-000-0002	202402	183.02-	0.00	0.76-	0.00 0	183.78	0.00 RF
2023 RF240222	082-115-000-0002	202402	0.00	0.00	0.00	0.00 0	183.78-	183.78-RF
2023 RF240214	082-120-000-0026	202401	0.00	0.00	0.00	0.00 4	1,941.79-	1,941.79-RF
2023 RF240214	082-120-000-0026	202401	1,941.79-	0.00	0.00	0.00 4	1,941.79	0.00 RF
2023 RF240228	082-127-000-0021	202312	0.00	0.00	0.00	0.00 5	1,090.68-	1,090.68-RF
2023 RF240228	082-127-000-0021	202312	1,090.68-	0.00	0.00	0.00 5	1,090.68	0.00 RF
2023 RF240214	082-128-000-0005	202312	0.00	0.00	0.00	0.00 4	412.02-	412.02-RF
2023 RF240214	082-128-000-0005	202312	412.02-	0.00	0.00	0.00 4	412.02	0.00 RF

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

TAX COLLECTION SYSTEM  
 DEPOSIT DISTRIBUTION  
 REVERSALS DETAIL SCHEDULE  
 FROM: 02/01/2024 THRU 02/29/2024  
 JURISDICTION: 70 City of Jersey Village

YEAR DEPOSIT	ACCOUNT NUMBER	EFF YR/MO	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	ATTORNEY CAUSE /REV	REFUND AMOUNT	PAYMENT AMOUNT CAT
2023 RF240222	082-140-000-0022	202401	344.21-	0.00	0.00	0.00 0	344.21	0.00 RF
2023 RF240222	082-140-000-0022	202401	0.00	0.00	0.00	0.00 0	344.21-	344.21-RF
2023 RF240222	082-140-000-0022	202401	160.44-	0.00	0.00	0.00 0	160.44	0.00 RF
2023 RF240222	082-140-000-0022	202401	0.00	0.00	0.00	0.00 0	160.44-	160.44-RF
2023 RF240222	104-762-000-0027	202401	0.00	0.00	0.00	0.00 0	176.17-	176.17-RF
2023 RF240222	104-762-000-0027	202401	176.17-	0.00	0.00	0.00 0	176.17	0.00 RF
2023 RF240228	105-863-000-0001	202312	0.00	0.00	0.00	0.00 5	448.47-	448.47-RF
2023 RF240228	105-863-000-0001	202312	448.47-	0.00	0.00	0.00 5	448.47	0.00 RF
2023 C0207242	105-863-000-0010	202401	3,431.58-	0.00	0.00	0.00 0	0.00	3,431.58-RI
2023 RF240214	105-864-000-0007	202401	839.03-	0.00	0.00	0.00 4	839.03	0.00 RF
2023 RF240214	105-864-000-0007	202401	0.00	0.00	0.00	0.00 4	839.03-	839.03-RF
2023 RF240228	105-864-000-0026	202312	0.00	0.00	0.00	0.00 5	512.33-	512.33-RF
2023 RF240228	105-864-000-0026	202312	512.33-	0.00	0.00	0.00 5	512.33	0.00 RF
2023 RF240222	105-868-000-0029	202401	0.00	0.00	0.00	0.00 0	165.82-	165.82-RF
2023 RF240222	105-868-000-0029	202401	165.82-	0.00	0.00	0.00 0	165.82	0.00 RF
2023 RF240222	105-868-000-0029	202312	0.00	0.00	0.00	0.00 0	82.91-	82.91-RF
2023 RF240222	105-868-000-0029	202312	82.91-	0.00	0.00	0.00 0	82.91	0.00 RF
2023 RF240222	105-871-000-0038	202312	87.92-	0.00	0.00	0.00 0	87.92	0.00 RF
2023 RF240222	105-871-000-0038	202312	0.00	0.00	0.00	0.00 0	87.92-	87.92-RF
2023 RF240222	105-871-000-0038	202401	0.00	0.00	0.00	0.00 0	136.27-	136.27-RF
2023 RF240222	105-871-000-0038	202401	136.27-	0.00	0.00	0.00 0	136.27	0.00 RF
2023 RF240214	107-442-000-0037	202312	1,151.62-	0.00	0.00	0.00 4	1,151.62	0.00 RF
2023 RF240214	107-442-000-0037	202312	0.00	0.00	0.00	0.00 4	1,151.62-	1,151.62-RF
2023 RF240214	107-444-000-0012	202312	0.00	0.00	0.00	0.00 4	555.07-	555.07-RF
2023 RF240214	107-444-000-0012	202312	555.07-	0.00	0.00	0.00 4	555.07	0.00 RF
2023 RF240228	107-446-000-0018	202312	509.28-	0.00	0.00	0.00 5	509.28	0.00 RF
2023 RF240228	107-446-000-0018	202312	0.00	0.00	0.00	0.00 5	509.28-	509.28-RF
2023 RF240222	107-448-002-0030	202401	0.00	0.00	0.00	0.00 3	690.49-	690.49-RF
2023 RF240222	107-448-002-0030	202401	690.49-	0.00	0.00	0.00 3	690.49	0.00 RF
2023 RF240222	107-448-003-0014	202312	917.46-	0.00	0.00	0.00 0	917.46	0.00 RF
2023 RF240222	107-448-003-0014	202312	0.00	0.00	0.00	0.00 0	917.46-	917.46-RF
2023 RF240228	107-448-003-0015	202312	666.08-	0.00	0.00	0.00 5	666.08	0.00 RF
2023 RF240228	107-448-003-0015	202312	0.00	0.00	0.00	0.00 5	666.08-	666.08-RF
2023 RF240214	107-448-004-0003	202312	839.02-	0.00	0.00	0.00 4	839.02	0.00 RF
2023 RF240214	107-448-004-0003	202312	0.00	0.00	0.00	0.00 4	839.02-	839.02-RF
2023 RF240222	107-448-005-0016	202401	664.90-	0.00	0.00	0.00 0	664.90	0.00 RF
2023 RF240222	107-448-005-0016	202401	0.00	0.00	0.00	0.00 0	664.90-	664.90-RF
2023 RF240214	107-452-000-0025	202401	0.00	0.00	0.00	0.00 4	1,251.89-	1,251.89-RF
2023 RF240214	107-452-000-0025	202401	1,251.89-	0.00	0.00	0.00 4	1,251.89	0.00 RF
2023 RF240222	107-452-000-0048	202401	0.00	0.00	0.00	0.00 0	199.86-	199.86-RF
2023 RF240222	107-452-000-0048	202401	199.86-	0.00	0.00	0.00 0	199.86	0.00 RF
2023 RF240222	107-452-000-0048	202312	0.00	0.00	0.00	0.00 0	199.86-	199.86-RF
2023 RF240222	107-452-000-0048	202312	199.86-	0.00	0.00	0.00 0	199.86	0.00 RF
2023 RF240228	112-884-000-0003	202312	1,541.88-	0.00	0.00	0.00 5	1,541.88	0.00 RF
2023 RF240228	112-884-000-0003	202312	0.00	0.00	0.00	0.00 5	1,541.88-	1,541.88-RF

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

TAX COLLECTION SYSTEM  
 DEPOSIT DISTRIBUTION  
 REVERSALS DETAIL SCHEDULE  
 FROM: 02/01/2024 THRU 02/29/2024  
 JURISDICTION: 70 City of Jersey Village

YEAR DEPOSIT	ACCOUNT NUMBER	EFF YR/MO	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	ATTORNEY CAUSE /REV	REFUND AMOUNT	PAYMENT AMOUNT CAT	
2023	RF240214	114-035-000-0003	202401	3,665.82-	0.00	0.00	0.00 4	3,665.82	0.00 RF
2023	RF240214	114-035-000-0003	202401	0.00	0.00	0.00	0.00 4	3,665.82-	3,665.82-RF
2023	RF240214	118-020-073-0017	202401	852.74-	0.00	0.00	0.00 4	852.74	0.00 RF
2023	RF240214	118-020-073-0017	202401	0.00	0.00	0.00	0.00 4	852.74-	852.74-RF
2023	RF240222	118-020-073-0026	202401	0.00	0.00	0.00	0.00 0	215.33-	215.33-RF
2023	RF240222	118-020-073-0026	202401	215.33-	0.00	0.00	0.00 0	215.33	0.00 RF
2023	RF240222	118-020-073-0041	202401	0.00	0.00	0.00	0.00 0	277.54-	277.54-RF
2023	RF240222	118-020-073-0041	202401	277.54-	0.00	0.00	0.00 0	277.54	0.00 RF
2023	RF240222	118-020-073-0068	202401	0.00	0.00	0.00	0.00 0	173.96-	173.96-RF
2023	RF240222	118-020-073-0068	202401	173.96-	0.00	0.00	0.00 0	173.96	0.00 RF
2023	RF240228	118-085-071-0014	202401	2,007.09-	0.00	0.00	0.00 5	2,007.09	0.00 RF
2023	RF240228	118-085-071-0014	202401	0.00	0.00	0.00	0.00 5	2,007.09-	2,007.09-RF
2023	RF240222	118-085-072-0041	202312	602.72-	0.00	0.00	0.00 0	602.72	0.00 RF
2023	RF240222	118-085-072-0041	202312	0.00	0.00	0.00	0.00 0	602.72-	602.72-RF
2023	RF240214	118-387-001-0001	202401	0.00	0.00	0.00	0.00 4	1,119.67-	1,119.67-RF
2023	RF240214	118-387-001-0001	202401	1,119.67-	0.00	0.00	0.00 4	1,119.67	0.00 RF
2023	RF240228	121-523-001-0001	202401	5,120.15-	0.00	0.00	0.00 5	5,120.15	0.00 RF
2023	RF240228	121-523-001-0001	202401	0.00	0.00	0.00	0.00 5	5,120.15-	5,120.15-RF
2023	RF240214	122-482-002-0072	202312	1,439.34-	0.00	0.00	0.00 4	1,439.34	0.00 RF
2023	RF240214	122-482-002-0072	202312	0.00	0.00	0.00	0.00 4	1,439.34-	1,439.34-RF
2023	RF240222	122-482-004-0044	202401	0.00	0.00	0.00	0.00 0	515.00-	515.00-RF
2023	RF240222	122-482-004-0044	202401	515.00-	0.00	0.00	0.00 0	515.00	0.00 RF
2023	RF240222	122-482-004-0045	202401	0.00	0.00	0.00	0.00 0	468.45-	468.45-RF
2023	RF240222	122-482-004-0045	202401	468.45-	0.00	0.00	0.00 0	468.45	0.00 RF
2023	RF240214	128-540-002-0001	202401	0.00	0.00	0.00	0.00 4	0.02-	0.02-RF
2023	RF240214	128-540-002-0001	202401	0.02-	0.00	0.00	0.00 4	0.02	0.00 RF
2023	RF240214	131-160-002-0002	202312	0.00	0.00	0.00	0.00 4	391.99-	391.99-RF
2023	RF240214	131-160-002-0002	202312	391.99-	0.00	0.00	0.00 4	391.99	0.00 RF
2023	P0223241	210-221-850-0000	202402	7,502.24-	0.00	525.16-	0.00 0	0.00	8,027.40-TR
2023 TOTAL				44,505.43-	0.00	525.92-	0.00	0.00	45,031.35-
YEAR 2021									
REFUNDS				742.50-	0.00	0.00	0.00	0.00	742.50-
RETURNED ITEMS				0.00	0.00	0.00	0.00	0.00	0.00
TRANSFERS/REVERSALS				0.00	0.00	0.00	0.00	0.00	0.00
TOTAL				742.50-	0.00	0.00	0.00	0.00	742.50-
YEAR 2022									
REFUNDS				12,632.42-	0.00	0.00	0.00	0.00	12,632.42-
RETURNED ITEMS				0.00	0.00	0.00	0.00	0.00	0.00
TRANSFERS/REVERSALS				0.00	0.00	0.00	0.00	0.00	0.00
TOTAL				12,632.42-	0.00	0.00	0.00	0.00	12,632.42-

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

TAX COLLECTION SYSTEM  
 DEPOSIT DISTRIBUTION  
 REVERSALS DETAIL SCHEDULE  
 FROM: 02/01/2024 THRU 02/29/2024  
 JURISDICTION: 70 City of Jersey Village

YEAR DEPOSIT	ACCOUNT NUMBER	EFF YR/MO	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	ATTORNEY CAUSE /REV	REFUND AMOUNT	PAYMENT AMOUNT CAT
YEAR 2023								
	REFUNDS		33,571.61-	0.00	0.76-	0.00	0.00	33,572.37-
	RETURNED ITEMS		3,431.58-	0.00	0.00	0.00	0.00	3,431.58-
	TRANSFERS/REVERSALS		7,502.24-	0.00	525.16-	0.00	0.00	8,027.40-
	TOTAL		44,505.43-	0.00	525.92-	0.00	0.00	45,031.35-
ALL YEARS								
	REFUNDS		46,946.53-	0.00	0.76-	0.00	0.00	46,947.29-
	RETURNED ITEMS		3,431.58-	0.00	0.00	0.00	0.00	3,431.58-
	TRANSFERS/REVERSALS		7,502.24-	0.00	525.16-	0.00	0.00	8,027.40-
	TOTAL		57,880.35-	0.00	525.92-	0.00	0.00	58,406.27-

TAX COLLECTION SYSTEM  
 DEPOSIT DISTRIBUTION  
 SUMMARY OF PAYMENTS AND REVERSALS  
 FROM: 02/01/2024 THRU 02/29/2024  
 JURISDICTION: 70 City of Jersey Village

YEAR DEPOSIT	ACCOUNT NUMBER	EFF YR/MO	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	ATTORNEY CAUSE /REV	REFUND AMOUNT	PAYMENT AMOUNT
2019 TOTAL			68.30	0.00	13.94	0.00	0.00	82.24
2020 TOTAL			7.13	0.00	3.49	2.12	0.00	12.74
2021 TOTAL			224.97	0.00	83.24	61.64	0.00	369.85
2022 TOTAL			2,638.69	0.00	580.21	593.83	0.00	3,812.73
2023 TOTAL			2,193,380.43	0.00	6,853.02	0.00	0.00	2,200,233.45
TOTAL PAYMENTS			2,196,319.52	0.00	7,533.90	657.59	0.00	2,204,511.01
2021 TOTAL			742.50-	0.00	0.00	0.00	0.00	742.50-
2022 TOTAL			12,632.42-	0.00	0.00	0.00	0.00	12,632.42-
2023 TOTAL			44,505.43-	0.00	525.92-	0.00	0.00	45,031.35-
TOTAL REVERSALS			57,880.35-	0.00	525.92-	0.00	0.00	58,406.27-
TOTAL FOR UNIT			2,138,439.17	0.00	7,007.98	657.59	0.00	2,146,104.74



**General Fund**  
**For the period ended March 31, 2024**

	Adopted Budget	Current Budget	YTD Actual	% of Actual compared to Budget	Projections
<b>Revenue</b>					
Property Taxes	8,493,956.00	8,493,956.00	8,267,051.63	97.33%	8,493,956.00
Electric Franchise Taxes	365,000.00	365,000.00	152,873.13	41.88%	365,000.00
Telephone Franchise	12,000.00	12,000.00	5,109.40	42.58%	12,000.00
Gas Franchise	45,000.00	45,000.00	18,682.95	41.52%	45,000.00
Cable TV Franchise	79,000.00	79,000.00	29,472.70	37.31%	79,000.00
Telecommunication	14,000.00	14,000.00	7,655.66	54.68%	14,000.00
City Sales Tax	5,550,000.00	5,550,000.00	2,404,790.39	43.33%	5,550,000.00
Mixed Drink Tax	32,000.00	32,000.00	19,288.66	60.28%	32,000.00
Fines Warrants & Bonds **	848,000.00	848,000.00	361,446.08	42.62%	848,000.00
Fees & Charge for Services	397,407.00	397,407.00	175,817.40	44.24%	397,407.00
Licenses & Permits	232,000.00	232,000.00	217,566.84	93.78%	232,000.00
Interest Earned	800,000.00	800,000.00	334,353.57	41.79%	800,000.00
Interfund Activity	5,582,515.00	5,582,515.00	0.00	0.00%	5,582,515.00
Misc Revenue	70,000.00	70,000.00	14,509.73	20.73%	70,000.00
Other Agency Revenue	300,000.00	300,000.00	7,393.86	2.46%	300,000.00
Total Revenue	22,820,878.00	22,820,878.00	12,016,012.00	52.65%	22,820,878.00
<b>Expenditures</b>					
Administrative Service	1,216,013.00	1,216,013.00	612,514.02	50.37%	1,216,013.00
Legal/Other Services	12,399,030.00	12,399,030.00	693,888.62	5.60%	12,399,030.00
Info Technology	1,086,763.21	1,086,763.21	305,981.85	28.16%	1,086,763.21
Purchasing	26,675.00	26,675.00	12,999.06	48.73%	26,675.00
Accounting Services	501,024.35	501,024.35	135,978.43	27.14%	501,024.35
Customer Services	157,047.24	157,047.24	85,175.15	54.24%	157,047.24
Municipal Court	380,210.90	380,210.90	166,883.63	43.89%	380,210.90

Police Department	4,965,519.49	4,965,519.49	2,310,787.46	46.54%	4,965,519.49
Communications	1,123,808.15	1,123,808.15	437,369.99	38.92%	1,123,808.15
Fire Department	3,617,452.84	3,617,452.84	1,794,022.69	49.59%	3,617,452.84
Public Works	237,076.74	237,076.74	101,075.83	42.63%	237,076.74
Community Development	476,078.99	476,078.99	218,343.46	45.86%	476,078.99
Streets	816,936.49	816,936.49	316,212.55	38.71%	816,936.49
Building Maintenance	443,121.34	443,121.34	265,080.57	59.82%	443,121.34
Solid Waste	542,962.00	542,962.00	252,197.42	46.45%	542,962.00
Fleet Services	238,750.00	238,750.00	78,295.49	32.79%	238,750.00
Recreation	365,574.39	365,574.39	98,656.17	26.99%	365,574.39
Parks	1,059,834.56	1,059,834.56	397,967.26	37.55%	1,059,834.56
Total Expenditures	<u>29,653,878.69</u>	<u>29,653,878.69</u>	<u>8,283,429.65</u>	<u>27.93%</u>	<u>29,653,878.69</u>

\*\* Part of the collection is transfer to the Court Technology/Security Fund

**Utility Fund**  
**For the period ended Fmarch 31, 2024**

	Adopted Budget	Current Budget	YTD Actual	% of Actual compared to Budget	Projections
<b>Revenue</b>					
Fees & Charge for Services	5,733,889.00	5,733,889.00	2,652,288.37	46.26%	5,733,889.00
Interest Earned	144,000.00	144,000.00	45,201.91	31.39%	144,000.00
Interfund Activity	-	-			0
Miscellaneous Revenue	60,000.00	60,000.00	27,057.96	45.10%	60,000.00
Other Agency Revenue	-	-	-	0.00%	-
Total Revenue	<u>5,937,889.00</u>	<u>5,937,889.00</u>	<u>2,724,548.24</u>	<u>89.78%</u>	<u>5,937,889.00</u>
<b>Expenditures</b>					
Water & Sewer	4,889,467.55	4,889,467.55	1,968,350.10	40.26%	4,889,467.55
Utility Capital Projects	4,040,000.00	4,040,000.00	1,197,384.40	29.64%	4,040,000.00
Total Expenditures	<u>8,929,467.55</u>	<u>8,929,467.55</u>	<u>3,165,734.50</u>	<u>35.45%</u>	<u>8,929,467.55</u>

**JERSEY VILLAGE CITY COUNCIL MEMORANDUM**

TO: Jersey Village City Council  
From: Isabel Kato, Director of Finance  
Date: April 15, 2024  
Subject: Investment Report-Quarter Ended March 31, 2024

In accordance with the Public Funds Investment Act, Chapter 2256.023 of the Government Code, the Investment Officer shall prepare and submit to City Council a quarterly report of investment transactions of all funds for the preceding period.

Funds of the City are invested in two portfolios, which utilize specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolios. The two portfolios are Operating Depository Account Government Money Market Funds, and TexPool. All these is in accordance with instructions from City Council and City policy and are invested to earn the maximum rate of return within the policies imposed by its safety.

Enclosed are details of the City investment transactions for Quarter Ended March 31, 2024. This information shows that on the TexPool portfolio, the beginning market value as of December 31, 2023 was \$18,485,323 and the ending market value on March 31, 2024 was \$21,289,410. Also included are spreadsheets showing the TexPool portfolio’s book value additions of \$6,818,470 and book value withdrawals of \$4,014,653 for the quarter by fund as well as the TexPool portfolio’s book value and market value by fund.

The book value and market value for the beginning and end of the reporting period are as follows:

	<u>BOOK VALUE</u>	<u>MARKET VALUE</u>
December 31, 2023	\$18,485,323	\$18,485,385
March 31, 2024	\$21,289,410	\$21,288,416

The Tex Pool money market fund has an AAAM rating by Standard & Poor’s. The Net Asset Value (N.A.V.) for the quarter was at all times within the range specified by the Public Funds Investment Act. The N.A.V. at the beginning and end of the reporting period is as follows:

	<u>NET ASSET VALUE (N.A.V.)</u>
December 31, 2023	1
March 31, 2024	.99995

The Weighted Average Maturity of the TexPool Portfolio as of March 31, 2024 using SEC Rule 2a-7 was 38 days. The Weighted Average Maturity of the TexPool Portfolio as of March 31, 2024 using the final maturity of any floating rate instruments held was 90 days. The total interest distributed for the quarter to TexPool participants was \$163,885,815. TexPool has a current invested balance of \$35,460,238,861 and the management fee collected during the quarter was \$1,271,209 which is currently at 0.0450% of TexPool’s invested balance.

The City of Jersey Village has focused on preserving the safety of the investment portfolios while trying to keep a balance between maintaining adequate liquidity for ongoing operations and the ability to earn more interest. The City continues to invest in TexPool. In addition, the City is investing in the Wells Fargo Government Money Market Sweet Account. This product focuses primarily on preserving capital

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

and maintaining a high level of liquidity by actively managing a diversified portfolio of short-term U.S. government debt and repurchase agreements collateralized by U.S. government obligations, which will likely generate higher yields than a portfolio that invests exclusively in U.S. Treasury debt.

The City investment policy requires that bank deposits be fully collateralized with Obligations, including letters of credit of the United States or its agencies and instrumentalities. The total interest earned on the City investments for the quarter was \$303,727. The interest earned by Portfolio is listed in the spreadsheet.

“I certify that the investments of the City of Jersey Village shown on this report are in compliance with the Public Funds Investment Act and the City’s investment policy.”

Signed   
Investment Officer

**QUARTERLY INVESTMENT REPORT**

**TEXPOOL SUMMARY OF INVESTMENTS  
QUARTER ENDING MARCH 31, 2024**

FUND	BEGINNING BALANCE	DEPOSITS	WITHDRAWALS	ENDING BALANCE
GENERAL	\$ 10,959,318	\$ 6,114,638	\$ 2,914,653	\$ 14,159,303
UTILITY	\$ 1,773,266	\$ 23,664	\$ -	\$ 1,796,930
DEBT	\$ 373,405	\$ 609,091	\$ 500,000	\$ 482,496
IMPACT	\$ 1,074,651	\$ 14,341	\$ -	\$ 1,088,992
MOTEL	\$ 17,978	\$ 240	\$ -	\$ 18,218
ASSET FORFEITURE	\$ 22,254	\$ 297	\$ -	\$ 22,551
CAPITAL REPLACEMENT	\$ 2,806,381	\$ 37,012	\$ 600,000	\$ 2,243,393
CAPITAL IMPROVEMENT	\$ 1,180,593	\$ 15,755	\$ -	\$ 1,196,347
GOLF COURSE	\$ 277,478	\$ 3,703	\$ -	\$ 281,181
 TOTAL	 \$ 18,485,323	 \$ 6,818,740	 \$ 4,014,653	 \$ 21,289,410

**INVESTMENT BY FUND IN TEXPOOL  
QUARTER ENDING MARCH 31, 2024**

FUND	BOOK VALUE	MARKET VALUE
GENERAL	\$ 14,159,303	\$ 14,158,642
UTILITY	\$ 1,796,930	\$ 1,796,846
DEBT	\$ 482,496	\$ 482,473
IMPACT	\$ 1,088,992	\$ 1,088,941
MOTEL	\$ 18,218	\$ 18,217
ASSET FORFEITURE	\$ 22,551	\$ 22,550
CAPITAL REPLACEMENT	\$ 2,243,393	\$ 2,243,288
CAPITAL IMPROVEMENT	\$ 1,196,347	\$ 1,196,291
GOLF COURSE	\$ 281,181	\$ 281,168
 TOTAL	 \$ 21,289,410	 \$ 21,288,416

**TEX POOL MARCH AVERAGE YIELD 5.32%**

Net Asset Value .99995

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

**TEXPOOL FUNDS INVESTMENT PORTFOLIO  
QUARTER ENDING MARCH 31, 2024**

FUND	BOOK VALUE	MARKET VALUE
<u>CITY OF JERSEY VILLAGE</u>		
UNINVESTED BALANCE	\$ 0	\$ 0
RECEIVABLE FOR INVESTMENTS SOLD	\$ -	\$ -
ACCRUAL OF INTEREST INCOME	\$ 70,636	\$ 70,633
INTEREST /MANAGEMENT FEE PAYABLE	\$ (98,393.90)	\$ (98,389)
PAYABLE FOR INVESTMENTS PURCHASED	\$ (1,036,723)	\$ (1,036,674)
ACCRUED EXPENSES & TAXES	\$ (96)	\$ (96)
US TREASURY INFLATION PROT SECURITIES	\$ -	\$ -
REPURCHASE AGREEMENTS	\$ 5,392,698	\$ 5,392,447
COMMERCIAL PAPER	\$ -	\$ -
MUTUAL FUND INVESTMENTS	\$ 1,120,950	\$ 1,120,897
GOVERNMENT SECURITIES	\$ 6,477,280	\$ 6,476,978
US TREASURY INFLATION PROT SECURITIES	\$ -	\$ -
US TREASURY BILLS	\$ 8,315,584.06	\$ 8,315,196
US TREASURY NOTES	\$ 1,047,473	\$ 1,047,425
TOTAL	<u>\$ 21,289,410</u>	<u>\$ 21,288,416</u>
 <u>TEXPOOL</u>		
UNINVESTED BALANCE	759	759
RECEIVABLE FOR INVESTMENTS SOLD	-	-
ACCRUAL OF INTEREST INCOME	117,653,864	117,653,864
INTEREST /MANAGEMENT FEE PAYABLE	(163,887,637)	(163,887,637)
PAYABLE FOR INVESTMENTS PURCHASED	(1,726,794,444)	(1,726,794,444)
ACCRUED EXPENSES & TAXES	(159,877)	(159,877)
US TREASURY INFLATION PROT SECURITIES	-	-
REPURCHASE AGREEMENTS	8,982,230,000	8,982,230,000
COMMERCIAL PAPER	-	-
MUTUAL FUND INVESTMENTS	1,867,085,200	1,867,085,200
GOVERNMENT SECURITIES	10,788,739,539	10,786,419,729
US TREASURY INFLATION PROT SECURITIES	-	-
US TREASURY BILLS	13,850,670,317	13,850,508,422
US TREASURY NOTES	1,744,701,140	1,745,527,854
TOTAL	<u>35,460,238,861</u>	<u>35,458,583,870</u>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

**WELLS FARGO GOVERNMENT MONEY MARKET SUMMARY  
QUARTER ENDING MARCH 31, 2024**

FUND	BEGINNING BALANCE	SHARES PURCHASED	SHARES REDEEMED	ENDING BALANCE
DEPOSITORY	\$ 1,518,655	\$ 10,471,720	\$ 10,407,078	\$ 1,583,296
<b>TOTAL</b>	<b>\$ 1,518,655</b>	<b>\$ 10,471,720</b>	<b>\$ 10,407,078</b>	<b>\$ 1,583,296</b>

**WELLS FARGO GOVERNMENT MONEY MARKET  
QUARTER ENDING MARCH 31, 2024**

FUND	BOOK VALUE	MARKET VALUE
DEPOSITORY	\$ 1,583,296	\$ 1,583,296
<b>TOTAL</b>	<b>\$ 1,583,296</b>	<b>\$ 1,583,296</b>
<b>DEPOSITORY ANNUALIZED YIELD</b>	<b>5.1900%</b>	
<b>INTEREST EARNED BY PORTFOLIO</b>		
TEXPOOL	\$ 280,949	
DEPOSITORY	\$ 22,778	
<b>TOTAL INTEREST INCOME FOR QUARTER</b>	<b>\$ 303,727</b>	

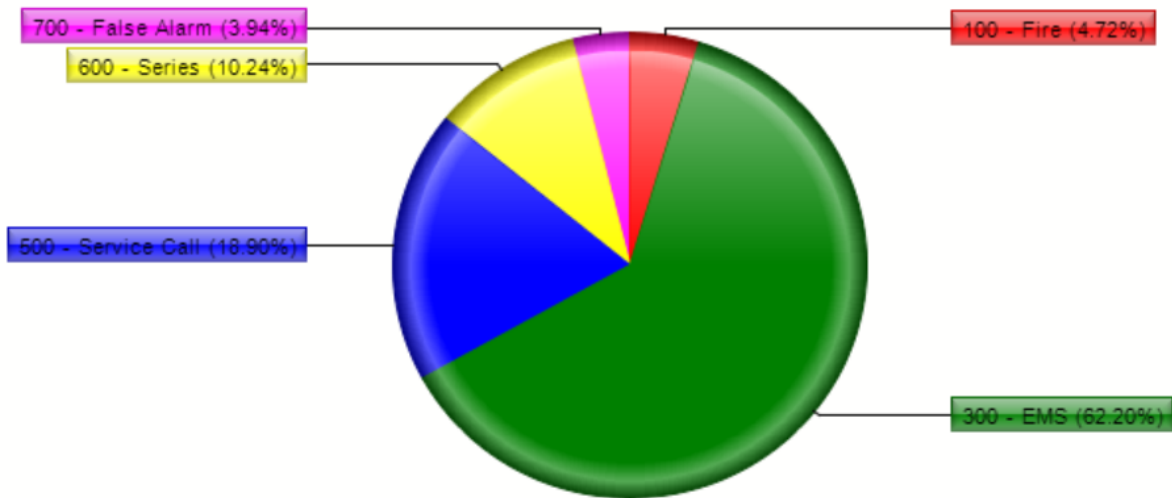
CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



## Jersey Village Fire Department Monthly Activity Report March 2024

### Fire Incident Type Breakdown

Incident Type Group	Count
100 - Fire	6
300 - EMS	79
500 - Service Call	24
600 - Series	13
700 - False Alarm	5
	<b>127</b>



### Responses by Unit

Apparatus Name	2024-03-01	Total
<b>ENGINE 101</b>	72	72
<b>MEDIC 101</b>	72	72
<b>INSPECTOR 101</b>	2	2
<b>RESCUE 101</b>	6	6
<b>MEDIC 102</b>	6	6
<b>CHIEF 1</b>	1	1
<b>SQUAD 101</b>	7	7
	<b>166</b>	<b>166</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

### Action by Apparatus

Apparatus Action Taken 1	ENGINE 101	MEDIC 101	SQUAD 101	CHIEF 1	RESCUE 101	MEDIC 102	INSPECTOR 101	
Provide manpower	7	1	3	1	0	1	0	13
Provide first aid & check for injuries	4	11	0	0	0	0	0	15
Transport person	0	38	0	0	0	3	0	41
Assist physically disabled	6	2	0	0	0	0	0	8
Control traffic	15	0	1	0	5	0	0	21
Provide basic life support (BLS)	8	9	1	0	0	1	0	19
Investigate	7	3	0	0	0	0	2	12
Cancelled en route	12	2	0	0	0	0	0	14
Provide advanced life support (ALS)	3	4	0	0	0	0	0	7
Standby	1	0	0	0	1	0	0	2
Remove hazard	1	0	0	0	0	0	0	1
Assistance, other	3	2	1	0	0	0	0	6
Provide equipment	0	0	0	0	0	1	0	1
Extinguishment by fire service personnel	1	0	0	0	0	0	0	1
Search	2	0	0	0	0	0	0	2
Restore fire alarm system	1	0	1	0	0	0	0	2
Salvage & overhaul	1	0	0	0	0	0	0	1
	72	72	7	1	6	6	2	166

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

### Calls by Incident Type

Incident Type Details	2024-03-01	Total
321 - EMS call, excluding vehicle accident with injury	57	<b>57</b>
510 - Person in distress, other	22	<b>22</b>
651 - Smoke scare, odor of smoke	2	<b>2</b>
745 - Alarm system activation, no fire - unintentional	4	<b>4</b>
324 - Motor vehicle accident with no injuries.	15	<b>15</b>
322 - Motor vehicle accident with injuries	6	<b>6</b>
735 - Alarm system sounded due to malfunction	1	<b>1</b>
111 - Building fire	5	<b>5</b>
611 - Dispatched & canceled en route	11	<b>11</b>
131 - Passenger vehicle fire	1	<b>1</b>
552 - Police matter	1	<b>1</b>
531 - Smoke or odor removal	1	<b>1</b>
311 - Medical assist, assist EMS crew	1	<b>1</b>
<b>Total</b>	<b>127</b>	<b>127</b>

### Total Calls by Shift

Shift	2024-03-01	Total
B Shift	45	<b>45</b>
C Shift	44	<b>44</b>
A Shift	38	<b>38</b>
<b>Total</b>	<b>127</b>	<b>127</b>

### Automatic/Mutual Aid

Aid Given Or Received	Incident Number	NFIRS Number	Alarm Date	Aid Given Or Received Code	Aided Agency Name	Aiding Agency Name	Report Writer Last Name
Automatic aid given							
	2024-00000346	0000361	3/7/2024 11:34:49 PM	4	Cy-Fair FD		Missall
Mutual aid given							
	2024-00000335	0000351	3/6/2024 4:41:29 AM	3	Cy-Fair FD		Rodriguez
	2024-00000366	0000382	3/11/2024 6:56:01 AM	3	Cy-Fair FD		Jones
	2024-00000446	0000461	3/27/2024 10:21:17 PM	3	Cy-Fair FD		CLARK
	2024-00000382	0000398	3/15/2024 4:18:42 PM	3	Cy-Fair FD		Jones

## MARCH 2024

### Communication Division Monthly Report

Date	CFS - PD	CFS - FD	CFS - FMO	911 Phone	10 Digit	License Plate	Driver's License	Criminal History	TCIC Messages	Day Total
1-Mar	59	6	0	27	106	53	63	3	12	329
2-Mar	75	0	W	13	77	57	72	4	5	303
3-Mar	48	2	W	15	77	27	28	3	0	200
4-Mar	44	2	3	15	69	32	30	2	2	199
5-Mar	74	6	4	24	83	61	52	0	5	309
6-Mar	49	7	0	16	137	26	33	3	14	285
7-Mar	57	5	1	13	115	36	48	4	13	292
8-Mar	92	8	1	18	79	67	76	2	14	357
9-Mar	58	7	W	14	52	31	54	5	3	224
10-Mar	38	2	W	17	66	25	30	0	5	183
11-Mar	62	5	0	20	132	30	35	2	5	291
12-Mar	73	6	11	22	119	48	56	2	7	344
13-Mar	70	4	3	21	93	34	41	0	30	296
14-Mar	51	2	0	15	136	27	35	2	29	297
15-Mar	76	5	0	20	80	23	36	2	9	251
16-Mar	79	6	W	16	78	29	52	1	19	280
17-Mar	35	6	W	23	76	16	11	1	1	169
18-Mar	65	6	0	12	50	29	33	0	4	199
19-Mar	66	5	0	22	106	35	41	5	1	281
20-Mar	59	6	8	21	111	25	29	2	2	263
21-Mar	54	10	0	27	103	27	32	1	0	254
22-Mar	75	5	2	17	145	46	55	0	1	346
23-Mar	49	0	W	13	79	28	34	1	11	215
24-Mar	51	5	W	19	69	31	49	1	6	231
25-Mar	52	4	0	19	65	19	37	3	12	211
26-Mar	58	4	1	34	120	37	41	0	6	301
27-Mar	58	4	0	13	100	24	37	2	1	239
28-Mar	64	1	0	16	92	37	41	2	1	254
29-Mar	65	1	0	9	70	35	34	4	4	222
30-Mar	59	2	W	23	62	28	37	0	0	211
31-Mar	63	5	W	16	76	25	35	1	1	222
<b>Totals</b>	<b>1878</b>	<b>137</b>	<b>34</b>	<b>570</b>	<b>2823</b>	<b>1048</b>	<b>1287</b>	<b>58</b>	<b>223</b>	<b>8058</b>
<b>Annual Totals</b>	<b>6010</b>	<b>450</b>	<b>157</b>	<b>1677</b>	<b>7948</b>	<b>3343</b>	<b>3864</b>	<b>118</b>	<b>584</b>	<b>24151</b>

This month, ECS Amber Rozas and CS Rayne Herzog started testing dispatchers for the open position. CS Rayne Herzog with the help of Records Custodian Debra Smith and CTO/Alt TAC Theresa Tevy completed the TCIC/TLETS audit conducted by DPS Austin.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

**Police Department**  
**Monthly Activity Report**  
**March-2024**

<b>ACTIVITY</b>	<b>CURRENT MONTH MARCH</b>	<b>PREVIOUS MONTH FEBRUARY</b>	<b>YTD 2024</b>	<b>TOTAL 2023</b>
-----------------	--------------------------------	------------------------------------	---------------------	-----------------------

**OFFENSES**

Homicide / Manslaughter	0	0	0	1
Sexual Assault	0	0	1	4
Robbery	0	1	2	11
Aggravated Assault	2	0	2	27
Burglary Hab/ Building	1	0	2	18
Burglary Motor Vehicle	6	9	16	59
Theft of Motor Vehicle	4	5	10	41
Thefts All Other	11	8	38	186
D.W.I.	7	5	15	37
<b>TOTAL</b>	<b>31</b>	<b>28</b>	<b>86</b>	<b>384</b>

**PATROL STATISTICS**

Calls for Service	644	541	1789	7531
Traffic Stops	473	565	1617	9884
Citations	237	668	1642	14342
Warnings	319	302	916	3965
Accidents	68	61	172	940
House Watches	184	237	624	6770
Crime Preventions	553	550	1927	3061
Case Reports	94	66	213	794
Arrest	29	34	86	367

**ADDITIONAL STATISTICS**

Flock Hits	43	14	84	357
Flock Recovery	8	6	20	123
Drone Flights	1	3	7	42
Firearms Siezed	4	7	12	65
Narcotics Items Siezed	14	12	35	243
Reports to CID	26	25	76	308

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

**Police Department Open Positions/Recruitment**

**March 2024**

As of March 31, 2024, the Jersey Village Police Department has the following job openings:

- Patrol Officer (3 open positions)

The Police Department has continued recruiting efforts, and is reviewing applications for qualified applicants.



# Record Request Search Result



Agency: JVPD

## 3b PD Open Records Request 3/2024

Print Date/Time: 4/8/2024 10:37

Agency #: TX1011200

Request Number	Requested Date	Requestor	Status	Type	Due Date	Time Spent	Unit of Time
2024-00000087	03/26/2024	Sullo and Sullo	Completed	Citations Issued	04/09/2024	30	Minutes
2024-00000086	03/25/2024	HEARNE, DESTINI	Completed	Police Report	04/08/2024	30	Minutes
2024-00000085	03/20/2024	DE LA ROSA, VALENTINA	Completed	Police Report	04/03/2024	30	Minutes
2024-00000084	03/18/2024	CUSTARD INSURANCE ADJUSTERS INC.	In Progress	Body/Dash Camera	04/01/2024		
2024-00000083	03/18/2024	MARSHALL, BLAKE NICOLAS	Completed	Police Report	04/01/2024	30	Minutes
2024-00000082	03/11/2024	Sullo and Sullo	Completed	Citations Issued	03/25/2024	30	Minutes
2024-00000081	03/08/2024	BORDAYO, BENJAMIN M	Completed	Calls for Service Slips	03/29/2024	1	Hour(s)
2024-00000080	03/05/2024	GARDUNO, CYNTHIA ANN	Completed	Location History CFS's	03/19/2024	30	Minutes
2024-00000079	03/04/2024	ADAMS LAW FIRM	Completed	Body/Dash Camera	03/18/2024	2	Hour(s)
2024-00000078	03/04/2024	Lexis Nexis	Completed	Citations Issued	03/18/2024	30	Minutes
<b>Total Records</b>							<b>10</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

**CITY OF JERSEY VILLAGE  
MUNICIPAL COURT  
COLLECTIONS 2024**

	CITY PORTION			RESTRICTED FUND				STATE & OMNI & COLLECTIONS	
MONTH	CITY FINES	WARRANT COLLECTION	CITY PORTION OMNI FEES	COURT SEC. FUND	COURT TECH. FEE	JUDICIAL EFF. FEE	CHILD SAFETY	PORTION FEES	TOTAL COLLECTION
Jan	\$45,755.21	\$2,265.92	\$254.08	\$1,263.90	\$1,084.48	\$42.90	\$0.00	\$26,532.21	\$77,198.70
Feb	\$55,419.76	\$4,332.90	\$356.00	\$1,432.50	\$1,267.90	\$61.40	\$0.00	\$33,223.04	\$96,093.50
Mar	\$57,545.66	\$4,635.64	\$328.00	\$1,559.94	\$1,347.82	\$58.33	\$0.00	\$34,601.38	\$100,076.77
Apr									
May									
June									
July									
Aug									
Sept									
Oct									
Nov									
Dec									
<b>Totals</b>	<b>\$158,720.63</b>	<b>\$11,234.46</b>	<b>\$938.08</b>	<b>\$4,256.34</b>	<b>\$3,700.20</b>	<b>\$162.63</b>	<b>\$0.00</b>	<b>\$94,356.63</b>	<b>\$273,368.97</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



# Municipal Courts Activity Detail

March 1, 2024 to March 31, 2024

**100.0 Percent Reporting Rate**  
**1 Reports Received Out of a Possible 1**  
**Court: Jersey Village**

CRIMINAL CASES							
	Traffic Misdemeanors			Non-Traffic Misdemeanors			
	Non-Parking	Parking	City Ordinance	Penal Code	Other State Law	City Ordinance	Total
<b>Cases Pending 3/1/2024:</b>							
<i>Active Cases</i>	24,926	341	0	163	1,814	213	27,477
<i>Inactive Cases</i>	16,647	33	0	150	4,986	53	21,869
Docket Adjustments	0	0	0	0	0	0	0
<b>Cases Added:</b>							
New Cases Filed	346	1	0	1	39	7	394
Cases Reactivated	75	0	0	1	34	1	111
All Other Cases Added	0	0	0	0	0	0	0
<b>Total Cases on Docket</b>	<b>25,347</b>	<b>342</b>	<b>0</b>	<b>165</b>	<b>1,887</b>	<b>221</b>	<b>27,862</b>
<b>Dispositions:</b>							
Dispositions Prior to Court Appearance or Trial:							
Uncontested Dispositions	183	0	0	2	28	2	215
Dismissed by Prosecution	111	2	0	2	6	1	122
Total Dispositions Prior to Court Appearance or Trial	294	2	0	4	34	3	337
Dispositions at Court Appearance or Trial:							
Convictions:							
<i>Guilty Plea or Nolo Contendere</i>	0	0	0	0	0	0	0
<i>By the Court</i>	6	0	0	0	2	0	8
<i>By the Jury</i>	0	0	0	0	0	0	0
Acquittals:							
<i>By the Court</i>	0	0	0	0	0	0	0
<i>By the Jury</i>	0	0	0	0	0	0	0
Dismissed by Prosecution	9	0	0	0	2	0	11
Total Dispositions at Court Appearance or Trial	15	0	0	0	4	0	19
Compliance Dismissals:							
After Driver Safety Course	29	---	---	---	---	---	29
After Deferred Disposition	71	1	0	3	1	0	76
After Teen Court	0	0	0	0	0	0	0
After Tobacco Awareness Course	---	---	---	---	0	---	0
After Treatment for Chemical Dependency	---	---	---	0	0	---	0
After Proof of Financial Responsibility	12	---	---	---	---	---	12
All Other Transportation Code Dismissals	51	0	0	0	1	0	52
Total Compliance Dismissals	163	1	0	3	2	0	169
All Other Dispositions	0	0	0	0	1	0	1
<b>Total Cases Disposed</b>	<b>472</b>	<b>3</b>	<b>0</b>	<b>7</b>	<b>41</b>	<b>3</b>	<b>526</b>
<b>Cases Placed on Inactive Status</b>	<b>98</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>48</b>	<b>5</b>	<b>151</b>
<b>Cases Pending 3/31/2024:</b>							
<i>Active Cases</i>	24,777	339	0	158	1,798	213	27,285
<i>Inactive Cases</i>	16,670	33	0	149	5,000	57	21,909
Show Cause and Other Required Hearings Held	0	0	0	0	0	0	0
<b>Cases Appealed:</b>							
After Trial	0	0	0	0	0	0	0
Without Trial	0	0	0	0	0	0	0

CITY COUNCIL MEETING PACKETS FOR THE MEETING TO BE HELD ON APRIL 25, 2024

**Municipal Courts**  
**Activity Detail**  
**March 1, 2024 to March 31, 2024**  
**100.0 Percent Reporting Rate**  
**1 Reports Received Out of a Possible 1**  
**Court: Jersey Village**

CIVIL/ADMINISTRATIVE CASES	
	<b>Total</b>
<b>Cases Pending 3/1/2024:</b>	
<i>Active Cases</i>	
<i>Inactive Cases</i>	
Docket Adjustments	
<b>Cases Added:</b>	
New Cases Filed	
Cases Reactivated	
All Other Cases Added	
<b>Total Cases on Docket</b>	
<b>Dispositions:</b>	
Uncontested Civil Fines or Penalties	
Default Judgments	
Agreed Judgments	
Trial/Hearing by Judge/Hearing Officer	
Trial by Jury	
Dismissed for Want of Prosecution	
All Other Dispositions	
<b>Total Cases Disposed</b>	
<b>Cases Placed on Inactive Status</b>	
<b>Cases Pending 3/31/2024:</b>	
<i>Active Cases</i>	
<i>Inactive Cases</i>	
<b>Cases Appealed:</b>	
After Trial	
Without Trial	
JUVENILE/MINOR ACTIVITY	
	<b>Total</b>
Transportation Code Cases Filed.....	
Non-Driving Alcoholic Beverage Code Cases Filed.....	
Driving Under the Influence of Alcohol Cases Filed.....	
Drug Paraphernalia Cases Filed.....	
Tobacco Cases Filed.....	
Truant Conduct Cases Filed.....	
Education Code (Except Failure to Attend) Cases Filed.....	
Violation of Local Daytime Curfew Ordinance Cases Filed.....	
All Other Non-Traffic Fine-Only Cases Filed.....	
Transfer to Juvenile Court:	
<i>Mandatory Transfer</i> .....	
<i>Discretionary Transfer</i> .....	
Accused of Contempt and Referred to Juvenile Court (Delinquent Conduct).....	0
Held in Contempt by Criminal Court (Fined or Denied Driving Privileges).....	0
Juvenile Statement Magistrate Warning:	
<i>Warnings Administered</i> .....	0
<i>Statements Certified</i> .....	0
Detention Hearings Held.....	0
Orders for Non-Secure Custody Issued.....	0
Parent Contributing to Nonattendance Cases Filed.....	0

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

**Municipal Courts**  
**Activity Detail**  
**March 1, 2024 to March 31, 2024**  
**100.0 Percent Reporting Rate**  
**1 Reports Received Out of a Possible 1**  
**Court: Jersey Village**

ADDITIONAL ACTIVITY		
	Number Given	Number Requests for Counsel
Magistrate Warnings:		
<i>Class C Misdemeanors</i> .....	0	
<i>Class A and B Misdemeanors</i> .....	0	
<i>Felonies</i> .....	0	
		<b>Total</b>
Arrest Warrants Issued:		
<i>Class C Misdemeanors</i> .....		
<i>Class A and B Misdemeanors</i> .....		
<i>Felonies</i> .....		
Capiases Pro Fine Issued.....		
Search Warrants Issued.....		
Warrants for Fire, Health and Code Inspections Filed .....		
Examining Trials Conducted .....		
Emergency Mental Health Hearings Held .....		
Magistrate's Orders for Emergency Protection Issued .....		
Magistrate's Orders for Ignition Interlock Device Issued .....		
All Other Magistrate's Orders Issued Requiring Conditions for Release on Bond .....		
Driver's License Denial, Revocation or Suspension Hearings Held.....		
Disposition of Stolen Property Hearings Held.....		
Peace Bond Hearings Held.....		
Cases in Which Fine and Court Costs Satisfied by Community Service:		
<i>Partial Satisfaction</i> .....		
<i>Full Satisfaction</i> .....		
Cases in Which Fine and Court Costs Satisfied by Jail Credit .....		
Cases in Which Fine and Court Costs Waived for Indigency.....		
Amount of Fines and Court Costs Waived for Indigency .....		\$
Fines, Court Costs and Other Amounts Collected:		
<i>Kept by City</i> .....		\$ 96,089
<i>Remitted to State</i> .....		\$ 3,983
<i>Total</i> .....		\$ 100,072

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

**CITY OF JERSEY VILLAGE  
MUNICIPAL COURT  
COURT ROOM ACTIVITIES**

<u>DATE</u>	<u>JUDGE/ PROSECUTOR</u>	<u>TOTAL CASES</u>	<u>NO</u>	<u>% TO</u>	<u>SHOWED</u>	<u>% TO</u>	<u>PAYMENT</u>	<u>% TO</u>	<u>DOCKET</u>	<u>% TO</u>
			<u>SHOWED</u>	<u>TOTAL</u>	<u>TOTAL</u>	<u>TOTAL</u>	<u>PLAN</u>	<u>TOTAL</u>	<u>CLOSED</u>	<u>TOTAL</u>
<u>March 6, 2024</u> <u>AM Docket</u>	Judge Kisluk	141	18	13%	123	87%	42	34%	48	39%
	McCorvey/Dolan									
<u>March 6, 2024</u> <u>PM Docket</u>	Judge Kisluk	145	33	23%	112	77%	36	32%	34	30%
	McCorvey/Dolan									
<u>March 20, 2024</u> <u>AM Docket</u>	Judge Harris	127	12	9%	115	91%	33	29%	50	43%
	McCorvey/Dolan									
<u>March 20, 2024</u> <u>PM Docket</u>	Judge Harris	92	11	12%	81	88%	21	26%	32	40%
	McCorvey/Dolan									
<u>March 27, 2024</u> <u>AM Docket</u>	Judge Chancia	5	0	0%	5	100%	1	20%	0	0%
	McCorvey/Dolan									
<u>TOTAL</u>		<b>510</b>	<b>74</b>	<b>15%</b>	<b>436</b>	<b>85%</b>	<b>133</b>	<b>31%</b>	<b>164</b>	<b>38%</b>



# Location Listing

CITY OF JERSEY VILLAGE

4/5/2024

## Location Listing By Location

Location Details For Dates From 03/01/2024 To 03/31/2024

Citation #	Location
<b>Ran Stop Sign</b>	<b>3</b>
E0018584	Senate Ave and Seattle St
E0018602	Senate Ave and Wall St
E0015447	15400 Block Lakeview Dr
<b>Speeding</b>	<b>4</b>
E0017703	15500 Block Shanghai St
E0018106	16200 Block De Lozier St
E0018106	16300 Block Lakeview Dr
E0016751	16383 Block Lakeview Dr
<b>Report Totals</b>	<b>7</b>

**JERSEY VILLAGE MUNICIPAL COURT ACTIVITY REPORT**

**GENERAL PROCEEDS**

**FY 2022, 2023, 2024**

	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
October	55,655	70,423	75,304
November	43,670	47,705	52,124
December	34,579	41,546	45,394
January	35,361	54,620	48,275
February	48,662	67,147	60,109
March	62,459	85,617	62,509
April	42,666	55,981	
May	35,582	58,396	
June	50,183	48,653	
July	44,123	64,601	
August	54,708	56,347	
September	51,053	56,794	
<b>FY Total</b>	<b>\$ 558,701</b>	<b>\$ 707,829</b>	<b>\$ 343,715</b>

Average Per Month     \$    46,558    \$    58,986    \$    57,286



CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



## Public Works Status Report – March 2024

### **CIP Project Progress –**

- Philippine lift station rehab- no update; contractor is planning to mobilize early April.
- CCTV– project kick off meeting was held this month.
- Australia & Solomon– project kick off meeting was held this month.
- Congo Lane – bid opening occurred this week; contract award to be placed on April council agenda.
- 2024 Sanitary Improvements– pre-construction meeting to be held next month.

### **Streets –**

- Continued daily painting of hydrant curbs citywide, enhancing visibility for emergency services.
- Conducted daily cleaning of inlets and curbsides, preventing blockages and ensuring proper drainage.
- Implemented daily removal of bandit signs citywide to uphold community aesthetics and safety.
- Reported Jones Road and Village Green turn lane manhole issue to precinct 3, leading to reinforcement of the metal plate. Contractor scheduled to begin permanent repair measures on Monday 4/1.
- Responded to work orders and calls for service.

### **Utilities –**

- Meter reading completed in accordance with utility billing schedule.
- Division hours were modified, two members of the utility staff will now be present during city hall business hours enhancing service to utility customers.
- Staff coordinated repair of 2” line on Village Green near Jones Road and are coordinating repair of hydrants as needed.
- Staff conducted regular monthly reports, plant operations and responded to incoming calls for service.

### **Fleet –**

- Fleet work orders are being outsourced under the direction of the various city departments with city-issued vehicles.
- Two fleet vehicles were sold on the online auction.

Jersey Meadow Golf Course  
Monthly Report

<b>FY 2023-2024</b>	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	3180	3018	3388	2001	2867	3616							18070
Tournament Rounds	568	471	407	347	466	669							2928
Range buckets	1728	1719	2047	1266	1674	2566							11000
Unearned Revenue	1,301.69	2,623.00	8,415.01	10,007.07	6,510.73	17,186.75							46,044.25
All Memberships	2,362.00	2,746.00	1,801.00	5,326.00	7,961.00	4,478.00							24,674.00
Green Fees	132,343.05	127,127.34	158,966.88	89,616.61	117,906.36	153,712.92							779,673.16
Tournament Fees	23,528.02	16,529.72	16,567.16	11,641.68	15,841.84	25,971.93							110,080.35
Range Fees	16,906.25	16,433.10	23,923.16	10,206.07	15,714.95	24,547.05							107,730.58
Club Rental	840.00	1075.00	1,295.00	1,020.00	501.00	1,400.00							6,131.00
Sales of Merchandise	20,282.74	15,410.33	31,061.71	13,669.23	27,779.48	16,475.96							124,679.45
Concession Fees	6,342.55	5,162.27	5,021.42	2,746.04	3,417.56	4,349.94							27,039.78
Miscellaneous Fees	762.50	820.00	1,095.00	6,120.00	2,435.00	4,172.00							15,404.50
<b>Total Income</b>	<b>204,668.80</b>	<b>187,926.76</b>	<b>248,146.34</b>	<b>150,352.70</b>	<b>198,067.92</b>	<b>252,294.55</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,241,457.07</b>
Weather Totals	1RO/4WD/2CM	1RO/3WD/1CM/1H	1RO/1WD/1CM/1H	6RO/5WD/2CM	1RO/2WD/2CM	1RO/2WD/2CM							11RO/17WD/10CM/2H
Income Per Round	\$53.63	\$52.32	\$62.70	\$57.50	\$55.08	\$53.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.75
<b>FY 2022-2023</b>													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	3525	2396	3043	2687	3141	3686	3805	3863	4334	4511	3457	3090	41538
Tournament Rounds	682	366	247	311	299	718	643	668	393	209	370	415	5321
Range buckets	2573	1634	1788	1753	2063	2351	2464	2471	2207	2024	1089	1750	24167
Unearned Revenue	1,112.70	1,808.63	2,089.79	320.02	5,242.79	1,010.24	3,556.28	1,196.52	4,271.05	2,422.57	3,804.05	3,107.62	29,942.26
All Memberships	2,135.00	2,663.00	2,708.00	4,720.00	5,174.00	4,092.00	5,352.00	5,163.00	6,264.00	3,117.00	2,205.00	9,162.00	52,755.00
Green Fees	132,827.83	85,068.15	114,137.60	100,838.30	114,018.33	133,583.65	150,038.12	142,255.19	162,288.10	173,052.23	127,240.58	126,459.64	1,561,807.72
Tournament Fees	27,603.64	18,633.12	8,610.20	11,713.18	8,728.88	29,476.65	24,806.13	27,846.52	15,530.92	7,226.92	10,638.80	15,773.00	206,587.96
Range Fees	21,149.70	12,968.55	16,290.93	15,615.13	19,292.54	21,296.22	22,857.86	22,393.52	20,051.46	20,323.75	8,824.11	16,261.35	217,325.12
Club Rental	1,155.00	560.00	840.00	700.00	525.00	1,175.00	945.00	1,510.00	665.00	1,275.00	1,070.00	700.00	11,120.00
Sales of Merchandise	21,801.26	14,114.20	23,038.21	14,016.70	18,125.68	24,085.27	25,060.51	24,741.47	33,039.05	26,249.43	24,629.40	20,525.33	269,426.51
Concession Fees	7,376.22	4,725.66	4,660.36	4,660.10	4,674.17	7,290.75	7,154.99	6,990.82	7,614.92	6,925.69	4,333.40	4,978.02	71,385.10
Miscellaneous Fees	1,185.00	510.00	1,330.00	4,908.00	2,010.00	5,690.00	1,290.00	1,230.00	2,095.00	3,114.00	1,412.50	635.00	25,409.50
<b>Total Income</b>	<b>216,346.35</b>	<b>141,051.31</b>	<b>173,705.09</b>	<b>157,491.43</b>	<b>177,791.39</b>	<b>227,699.78</b>	<b>241,060.89</b>	<b>233,327.04</b>	<b>251,819.50</b>	<b>243,706.59</b>	<b>184,157.84</b>	<b>197,601.96</b>	<b>2,445,759.17</b>
Weather Totals	2W/2CM	4RO/6WD/1CM/1H	3RO/5WD/1CM/1H	8RO/7WD/	2RO/12WD/1CM	1WD/1CM	2RO/2WD/2CM	3RO/2WD/2CM	2CM	2CM	2CM	2CM	22RO/37W/18CM/2H
Income Per Round	\$50.65	\$49.45	\$51.34	\$50.85	\$48.66	\$50.54	\$52.19	\$50.09	\$51.04	\$50.46	\$46.55	\$52.88	\$50.43
<b>FY 2021-2022</b>													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	2397	2623	3906	2991	2480	3650	4267	4246	4035	4380	3415	3471	41861
Tournament Rounds	372	478	179	385	360	528	803	437	397	264	320	447	4970
Range buckets	1585	1715	1766	1750	1590	2184	2801	1915	2014	1976	1721	2070	23087
Unearned Revenue	(556.33)	514.85	-5949.83	1,720.67	1612.93	-274.22	-575.20	58.13	538.58	-4,859.49	344.70	356.80	-7068.41
All Memberships	2,549.04	1,542.74	5,865.67	3,997.46	3,767.58	3,141.31	3,663.03	1,891.30	7,780.17	2,813.16	4,790.16	6,829.74	48,631.36
Green Fees	65,544.86	78,370.08	124,320.31	100,457.95	81,773.18	126,316.61	153,285.75	153,551.91	145,932.85	171,330.00	124,186.22	126,516.95	1,451,586.67

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



Jersey Meadow Golf Course  
Monthly Report

Tournament Fees	10,948.44	13,288.54	4,891.74	12,613.60	12,335.54	18,762.63	35,021.54	14,233.05	13,847.52	8,068.96	10,794.64	16,131.63	170,937.83
Range Fees	14,489.57	14,786.57	16,660.55	13,857.89	14,225.30	19,619.82	22,168.32	16,538.79	16,676.60	17,234.86	13,717.04	17,789.95	197,765.26
Club Rental	570.00	550.00	750.00	470.00	575.00	1,065.00	1,245.00	1,405.00	765.00	1,180.00	700.00	805.00	10,080.00
Sales of Merchandise	17,121.81	19,125.27	28,937.12	16,692.98	12,081.97	24,827.62	22,286.23	34,034.97	30,282.60	29,456.16	24,641.63	24,047.00	283,535.36
Concession Fees	4,234.29	4,478.32	4,472.80	3,616.67	3,428.00	5,717.07	7,183.73	6,065.59	6,009.66	6,473.69	5,195.28	6,061.12	62,936.22
Miscellaneous Fees	745.00	572.50	1,227.50	4,620.00	2,122.50	3,080.00	1,090.00	797.50	945.00	1,382.50	1,135.00	1,085.00	18,802.50
<b>Total Income</b>	<b>115,646.68</b>	<b>133,228.87</b>	<b>181,175.86</b>	<b>158,047.22</b>	<b>131,922.00</b>	<b>202,255.84</b>	<b>245,368.40</b>	<b>228,576.24</b>	<b>222,777.98</b>	<b>233,079.84</b>	<b>185,504.67</b>	<b>199,623.19</b>	<b>2,237,206.79</b>
Weather Totals	3RO/5W	3RO/3W/1H	1RO/4WD/1H	4RO/5WD	3RO/9W	2RO/3WD/1CM	3WD/1CM	2WD/3CM	2CM	2CM	6W/2CM	2W/2CM	16RO/48WD/2H/15CM
Income Per Round	\$41.05	\$42.30	\$44.37	\$45.12	\$44.56	\$47.72	\$47.79	\$48.39	\$48.39	\$50.63	\$48.29	\$49.12	\$46.88
<b>FY 2020-2021</b>													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	4199	3833	3206	3215	2280	3783	4087	2324	3072	2821	2836	2533	38189
Tournament Rounds	432	411	259	331	305	440	529	124	203	191	291	190	3706
Range buckets	2502	2139	1223	1788	1486	2241	2466	1307	1502	1498	1382	1258	20792
Unearned Revenue	(1,828.70)	-1677.03	-4123.64	2,577.07	2064.97	-958.42	206.90	-92.10	575.09	-127.91	-155.38	-27.46	-3566.61
Star Memberships	2,377.46	2,736.33	5,954.76	7,521.62	1,915.74	4,635.35	3,159.33	1,995.45	4,803.60	3,233.89	3,180.76	6,454.90	47,969.19
Green Fees	141,058.90	124,752.60	109,221.89	105,315.36	71,692.37	119,546.11	121,128.32	62,875.00	80,447.99	80,645.70	81,404.77	71,499.41	1,169,588.42
Tournament Fees	13,045.47	13,882.26	8,298.51	10,179.60	9,200.71	14,142.00	18,269.46	2,903.42	4,212.42	4,527.46	8,223.60	4,834.56	111,519.47
Range Fees	17,672.31	16,345.86	11,579.13	15,033.71	11,146.53	19,095.87	20,049.84	13,537.90	12,704.06	14,081.06	11,890.88	12,542.44	175,679.59
Club Rental	390.00	400.00	200.00	225.00	275.00	648.00	680.00	468.75	500.00	495.00	605.00	450.00	5,336.75
Sales of Merchandise	17,709.62	19,202.56	24,247.44	13,485.64	14,168.19	24,726.37	26,656.07	13,570.96	18,020.66	18,184.21	18,934.56	14,113.44	223,019.72
Concession Fees	6,097.49	4,843.35	3,944.58	3,819.87	2,830.15	5,123.29	5,450.52	3,378.74	4,157.36	3,740.46	3,714.91	3,334.53	50,435.25
Miscellaneous Fees	2,450.00	2,530.00	3,888.25	4,914.50	2,224.50	3,717.50	1,762.50	407.50	937.50	785.70	960.51	515.00	25,093.46
<b>Total Income</b>	<b>198,972.55</b>	<b>182,815.93</b>	<b>163,210.92</b>	<b>163,072.37</b>	<b>115,518.16</b>	<b>190,676.07</b>	<b>197,362.94</b>	<b>99,045.62</b>	<b>126,358.68</b>	<b>125,565.57</b>	<b>128,759.61</b>	<b>113,716.82</b>	<b>1,805,075.24</b>
Weather Totals	1RO/1CM	2RO/2W/1H	4RO/4W/1H	4RO/9W	7RO/7W	5W/1CM	1RO/4W/1CM	5RO/9W/5CM	3RO/5W	1RO/13W/	5WD	3RO/7W/	31RO/70W/8CM/2H
Income Per Round	\$42.85	\$42.83	\$46.57	\$43.14	\$43.15	\$44.28	\$42.03	\$39.68	\$36.94	\$40.66	\$40.21	\$39.40	\$42.03
<b>FY 2019-2020</b>													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	2822	2566	3505	2388	2490	2854	119	4916	4325	4935	4516	4202	39638
Tournament Rounds	447	418	203	289	384	159	0	148	354	252	314	330	3298
Range buckets	1508	1433	1478	1209	1581	1335	0	2205	1892	2053	2105	2245	19044
Unearned Revenue	400.91	-317.89	-2154.02	888.22	2151.38	-869.36		-1196.43	(2,268.55)	-886.59	-1067.16	-2251.51	-7571.00
Star Memberships	5,042.78	2,178.46	4,127.77	4,402.75	3,400.19	8,901.18		7,176.37	6,040.07	4,346.20	3,191.19	5,543.08	54,350.04
Green Fees	80,370.21	78,523.77	110,211.22	60,955.71	72,572.18	82,188.50	2,954.35	163,982.17	138,989.99	157,398.71	147,675.64	137,051.64	1,232,874.09
Tournament Fees	13,053.96	12,342.40	5,437.16	8,154.89	10,871.77	4,486.89		3,982.41	10,281.47	7,587.12	8,601.62	10,372.60	95,172.29
Range Fees	10,699.65	8,606.44	13,836.14	7,972.55	10,145.66	10,230.65		15,918.29	13,079.70	15,253.98	15,050.54	17,622.61	138,416.21
Club Rental	300.00	320.00	360.00	320.00	575.00	545.00			505.00	350.00	525.00	400.00	4,200.00
Sales of Merchandise	16,110.06	14,074.31	18,896.41	11,981.09	13,269.78	11,835.19	224.37	21,452.21	22,601.63	23,408.83	20,116.55	24,693.77	198,664.20
Concession Fees	3,716.48	3,343.51	3,615.00	3,134.23	3,516.51	3,098.47	94.01	5299.63	4,980.36	5,047.86	5,384.34	5,803.02	47,033.42
Miscellaneous Fees	424.00	1,253.00	675.00	4,824.00	2,533.00	2,230.00	60.00	900.00	940.00	2,467.50	3,445.00	2,735.00	22,486.50
<b>Total Income</b>	<b>130,118.05</b>	<b>120,324.00</b>	<b>155,004.68</b>	<b>102,633.44</b>	<b>119,035.47</b>	<b>122,646.52</b>	<b>3,332.73</b>	<b>217,514.65</b>	<b>195,149.67</b>	<b>214,973.61</b>	<b>202,922.72</b>	<b>201,970.21</b>	<b>1,785,625.75</b>
Weather Totals	4W/2RO/1CM	1W/5RO/1CM/1H	1W/1RO/1H	13W/5RO/0CM	5W/6RO/1CM	5W/1CM/7CVD-19	27 CVD-19	1W/2RO/1CM	1W/3RO/1M	4W/1RO/1M	3W/2RO/1M	1W/3RO/1H	39W/29RO/8CM/4H/34CV

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

Jersey Meadow Golf Course  
Monthly Report

Income Per Round	\$38.14	\$39.70	\$41.27	\$36.36	\$39.49	\$38.04	\$28.01	\$41.77	\$40.90	\$40.78	\$41.57	\$43.84	\$40.50
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Jersey Meadow Golf Course  
Monthly Report

<b>Fy 2018-2019</b>														
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals	
Rounds played	2389	2319	2117	1993	1873	3241	4169	3196	3346	4392	3809	2770	35614	
Tournament Rounds	582	393	299	257	297	367	526	636	682	304	304	331	4978	
Range buckets	1265	955	970	1031	1046	1284	1368	1181	1591	1606	1544	1351	15192	
Unearned Revenue	-1472.95	-1668.62	-3443.07	1,430.45	60.48	-134.21	504.86	-1359.80	(2,370.72)	-229.23	-201.60	-865.64	(9,750.05)	
Star Memberships	2,094.31	1,601.02	3,748.62	2,358.88	1,996.45	6,057.91	5,552.78	3475.34	2,823.76	4,319.36	4588.93	4294.91	42,912.27	
Green Fees	65,328.60	52,816.14	68,371.79	42,809.31	44,185.56	85,369.39	103,277.89	88751.10	96,727.91	121,034.15	104445.40	77863.67	950,980.91	
Tournament Fees	17,318.04	11,240.60	7,232.24	6,767.13	7,847.31	11,481.95	16,021.51	17097.50	21,215.16	8,816.48	9044.27	10591.82	144,674.01	
Range Fees	6,576.03	4,475.29	9,669.19	5,207.18	6,205.01	7,889.27	7,087.90	5831.73	7,207.86	9,019.33	8733.55	7613.81	85,516.15	
Club Rental	624.66	325.00	200.00	300.00	240.00	220.00	500.00	480.00	660.00	440.00	260.00	280.00	4,529.66	
Sales of Merchandise	15,603.17	12,923.62	11,727.68	7,095.43	14,064.14	14,104.40	20,214.49	19090.89	21,910.22	18,239.02	22489.56	16744.87	194,207.49	
Concession Fees	4,576.77	3,087.86	2,869.59	2,652.55	2,637.97	4,628.91	4,886.33	4433.14	4,587.18	4,734.94	4221.99	3379.30	46,696.53	
Miscellaneous Fees	1,236.00	258.00	723.00	2,475.00	1,538.94	3,071.00	1,389.00	670.00	1,019.00	570.00	605.00	590.00	14,144.94	
<b>Total Income</b>	<b>\$111,884.63</b>	<b>85,058.91</b>	<b>101,099.04</b>	<b>71,095.93</b>	<b>78,775.86</b>	<b>132,688.62</b>	<b>159,434.76</b>	<b>138,469.90</b>	<b>153,780.37</b>	<b>166,944.05</b>	<b>154,187.10</b>	<b>120,492.74</b>	<b>\$1,473,911.91</b>	
Weather Totals	7W / 3RO	11W/4RO/1H	11W/2RO/1H	15W/3RO	10W/3RO	5W	7W	6W/1RO/1CM	6W/2RO	2W/1CM	4W	5W/3RO/1CM	89W/21RO3CM/2H	
Income Per Round	\$37.45	\$31.39	\$41.72	\$29.91	\$35.35	\$35.13	\$32.67	\$35.58	\$38.07	\$34.68	\$36.42	\$37.75	\$35.49	
<b>FY 2017 - 2018</b>														
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals	
Rounds played	3,102	3,070	2,024	1,729	1,589	3470	3759	3530	3086	3,189	3,797	2,067	34,412	
Tournament Rounds	555	369	275	317	262	374	449	585	491	307	319	228	4,531	
Range buckets	1,391	1,398	770	895	787	1696	1884	1508	1322	1,280	1,359	852	15,142	
Unearned Revenue			-24.63	967.27	-639.7	-367.01	-218.17	-1096.72	-349.85	-1530.91	-278.61	-431.73	-3970.06	
Star Memberships	1,083.00	1,075.00	1,177.43	886.16	1,747.32	3,162.05	4,582.19	2,639.33	3,504.48	3,017.77	3,433.05	1038.59	27,346	
Green Fees	76,440.71	83,616.18	56,482.97	41,148.61	34,012.15	92,628.33	105,731.34	97,318.89	89,853.79	88,257.01	94,600.16	54,390.33	914,480	
Tournament Fees	15,749.55	10,763.90	8,833.94	9,282.22	6,489.84	10,364.94	13,093.08	16,466.79	15,368.94	9,305.25	9,077.39	7,464.76	132,261	
Range Fees	6,820.25	7,163.03	5,664.41	4,636.80	4,335.16	10,101.88	9,859.66	9,101.61	7,509.12	7,112.74	7,161.08	4,782.61	84,248	
Club Rental	150.00	555.00	430.00	230.00	60.00	420.00	524.66	280.00	460.00	475.52	380.00	200.00	4,165	
Sales of Merchandise	16,065.54	15,566.43	10,147.15	8,019.54	10,197.37	17,132.64	16,095.62	18,707.26	14,255.38	15,682.44	14,648.24	9,488.43	166,006	
Concession Fees	4,070.46	4,003.81	2,587.61	2,170.15	1,979.37	4,541.22	4,790.23	5,333.66	4,121.71	3,529.24	4,120.95	2,579.58	43,828	
Miscellaneous Fees	653.99	210.00	795.00	2,745.00	1,710.00	1,665.00	1,035.00	690.00	490.00	480.00	525.00	190.00	11,189	
<b>Total Income</b>	<b>\$121,033.50</b>	<b>\$122,953.35</b>	<b>\$86,093.88</b>	<b>\$70,085.75</b>	<b>\$59,891.51</b>	<b>\$139,649.05</b>	<b>\$155,493.61</b>	<b>\$149,440.82</b>	<b>\$135,213.57</b>	<b>\$126,329.06</b>	<b>\$133,667.26</b>	<b>\$79,702.57</b>	<b>\$1,383,523.99</b>	
Weather Totals	5W / 1RO	0	6W/4RO/1H	7W/5RO&ICE	5W / 6RO	IW/IRO/2CM	1 CM	4 W	3W / 3 RO	7W / 1 RO	4W / 1RO	16W / 6 RO	58W/28RO/3CM/1H	
Income Per Round	\$32.80	\$35.44	\$36.95	\$33.35	\$31.76	\$35.60	\$35.91	\$35.94	\$36.92	\$35.71	\$31.71	\$34.46	\$34.82	

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

Jersey Meadow Golf Course  
Monthly Report

<b>FY 2016 - 2017</b>													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	2,521	2,355	1,972	1,584	2,223	2,331	3,281	3,253	2,881	2,835	2,057	3,166	30,459
Tournament Rounds	771	472	325	341	336	549	473	812	517	596	310	517	6,019
Range buckets	1,783	1,256	968	632	991	1279	1412	1263	1155	1,295	956	1,286	14,276
Star Memberships	2,235.00	1,570.00	25.00	1,029.00	1,510.00	1,024.00	2,221.00	1,144.00	1,219.00	800.00	620.00	555.00	13,952
Green Fees	71,022.49	65,681.11	50,027.42	38,520.25	61,122.97	55,752.79	88,247.62	87,096.00	74,742.39	73,059.53	53,137.49	79,790.70	798,201
Tournament Fees	23,727.00	15,666.88	9,089.41	9,620.52	9,547.76	15,065.14	15,118.67	25,088.25	15,155.20	19,660.62	8,650.70	16,188.44	182,579
Range Fees	8,258.92	6,360.11	4,774.40	4,514.09	6,347.68	6,640.74	7,981.02	7,154.62	6,139.70	6,290.14	5,154.24	7,231.26	76,847
Club Rental	340.00	260.00	100.00	125.00	275.00	150.00	475.00	450.00	470.00	425.00	375.00	213.86	3,659
Sales of Merchandise	8,480.22	10,003.82	11,483.44	6,450.19	12,081.93	12,342.40	12,562.48	12,120.38	14,895.60	13,280.56	7,315.30	11,177.14	132,193
Concession Fees	3,607.96	2,907.70	2,282.52	1,852.88	2,529.79	3,058.07	4,267.45	4,599.10	3,209.21	5,744.57	2,244.09	3,790.50	40,094
Miscellaneous Fees	60.00	722.47	219.00	5,601.50	1,621.00	1,773.00	1,123.32	540.00	345.00	300.00	390.00	225.00	12,920
<b>Total Income</b>	<b>\$117,731.59</b>	<b>\$103,172.09</b>	<b>\$78,001.19</b>	<b>\$67,713.43</b>	<b>\$95,036.13</b>	<b>\$95,806.14</b>	<b>\$131,996.56</b>	<b>\$138,192.35</b>	<b>\$116,176.10</b>	<b>\$119,560.42</b>	<b>\$77,886.82</b>	<b>\$119,171.90</b>	<b>\$1,260,444.72</b>
Weather Totals	2 W	5 W/1CM/1H	4 W/2RO/1H	3 W/7RO	6W/1CM/1RO	3W/5RO/1CM	2W/1CM/3RO	3W/1CM	4W/1CM/2RO	4W/1RO/2CM	6W / 5RO	4W/2RO	46W/28RO/8CM/2H
<b>Income Per Round</b>	<b>\$35.08</b>	<b>\$35.94</b>	<b>\$33.95</b>	<b>\$34.64</b>	<b>\$36.55</b>	<b>\$32.91</b>	<b>\$34.57</b>	<b>\$33.71</b>	<b>\$33.83</b>	<b>\$34.61</b>	<b>\$32.64</b>	<b>\$32.21</b>	<b>\$34.17</b>
<b>FY 2015 - 2016</b>													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	2,839	2,010	1,964	2,015	2,397	2,561	2,433	2,911	2,591	3,012	1,874	2,215	28,822
Tournament Rounds	89	73	33		154	57	428	571	672	428	430	458	3,393
Range buckets	1,045	528	626	857	1195	1224	1152	1354	1444	1,484	922	1,132	12,963
Star Memberships	2,320.00	1,840.00	2,160.00	2,720.00	3,200.00	2,880.00	3,120.00	3,195.00	4,105.00	4,720.00	1,680.00	2,765.00	34,705
Green Fees	81,461.98	58,415.91	56,870.74	61,260.67	71,371.18	78,811.81	77,316.60	88,465.87	74,355.72	88,449.72	49,618.51	60,651.53	847,050
Tournament Fees	3,507.47	3,480.00	1,600.50		5,307.31	2,457.42	13,699.36	17,393.71	19,728.37	13,160.39	12,453.56	13,837.02	106,625
Range Fees	6,099.17	3,205.02	3,985.47	4,891.36	7,045.93	6,953.50	7,080.21	6,496.23	6,269.88	7,647.03	4,584.13	6,253.36	70,511
Sales of Merchandise	5,520.79	4,143.21	4,484.56	3,588.10	4,733.45	7,385.19	7,318.89	7,988.63	10,044.66	11,428.74	8,048.85	7,391.68	82,077
Concession Fees	3,615.16	2,390.07	2,115.33	2,117.89	2,454.64	2,951.94	3,371.51	4,035.94	3,650.00	3,548.87	2,127.83	2,529.94	34,909
Miscellaneous Income	3,946.41	1,958.57	2,801.66	1,458.15	3,350.88	2,642.18	797.99	75.00	625.00	4,181.00	165.00	45.00	22,047
<b>Total Income</b>	<b>\$106,470.98</b>	<b>\$75,432.78</b>	<b>\$74,018.26</b>	<b>\$76,036.17</b>	<b>\$97,463.39</b>	<b>\$104,082.04</b>	<b>\$112,704.56</b>	<b>\$127,650.38</b>	<b>\$118,778.63</b>	<b>\$133,135.75</b>	<b>\$78,677.88</b>	<b>\$93,473.53</b>	<b>\$1,197,924.35</b>
Weather Totals	5 rain	7 rain/1 closed	8 rain/1 closed	6 rain	3 rain	5 rain	6 rain/2 closed	1 A/1 RO/5 rain	1 RO/ 6 rain	2 rain	2 RO / 12 rain	5 rain	74 R / 1 A / 4 closed
<b>Income Per Round</b>	<b>\$35.57</b>	<b>\$35.33</b>	<b>\$35.98</b>	<b>\$36.39</b>	<b>\$36.95</b>	<b>\$38.66</b>	<b>\$38.30</b>	<b>\$35.74</b>	<b>\$35.14</b>	<b>\$37.33</b>	<b>\$33.42</b>	<b>\$33.94</b>	<b>\$36.11</b>
<b>FY 2014 - 2015</b>													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	3,309	2,227	1,938	1,741	1,857	2,353	2,787	2,175	2,559	3,101	2,683	2,788	29,518
Tournament Rounds	282	72	9	82	88	122	86	427	282	24	150	40	1,664
Range buckets	1,205	641	514	662	828	747	1054	570	828	1,119	1,022	1,038	10,228
Star Memberships	2,800.00	1,440.00	2,480.00	3,200.00	3,280.00	3,760.00	4,560.00	4,160.00	5,040.00	5,280.00	3,040.00	3,630.00	42,670
Green Fees	93,432.44	65,090.39	52,482.91	50,493.14	55,649.84	67,830.42	82,135.12	69,453.93	73,951.39	89,770.24	79,091.67	82,386.10	861,768
Tournament Fees	11,123.00	2,937.00	387.00	3,529.00	3,129.71	4,620.00	4,300.00	13,300.96	8,646.00	1,212.00	5,491.00	2,000.00	60,676
Range Fees	7,330.62	3,963.32	3,113.21	3,748.13	5,169.54	4,715.30	6,622.06	3,757.32	5,067.31	6,489.92	5,983.85	6,385.83	62,346
Sales of Merchandise	7,737.66	6,531.42	5,201.81	3,940.79	3,821.79	5,315.21	6,723.45	6,429.09	7,312.73	6,651.59	6,020.07	8,047.46	73,733
Concession Fees	5,320.35	2,303.14	1,699.47	1,673.08	2,006.87	2,573.29	3,161.08	3,508.66	2,945.26	3,050.58	2,780.99	2,863.49	33,886

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Miscellaneous Income	6,978.24	1,694.18	3,203.26	2,857.26	3,025.80	2,979.57	3,634.69	3,312.38	5,031.37	9,249.57	3,373.41	6,628.33	51,968
<b>Total Income</b>	<b>\$134,722.31</b>	<b>\$83,959.45</b>	<b>\$68,567.66</b>	<b>\$69,441.40</b>	<b>\$76,083.55</b>	<b>\$91,793.79</b>	<b>\$111,136.40</b>	<b>\$103,922.34</b>	<b>\$107,994.06</b>	<b>\$121,703.90</b>	<b>\$105,780.99</b>	<b>\$111,941.21</b>	<b>\$1,187,047.06</b>
Weather Totals	3 rain	8 rain/1 closed	8 rain/1 closed	15 weather days	8 weather days	9 rain	8 rain	14 rain	7 rain	1 rain	4 rain	8 rain	93/2
<b>Income Per Round</b>	<b>\$36.74</b>	<b>\$35.89</b>	<b>\$33.94</b>	<b>\$36.34</b>	<b>\$37.43</b>	<b>\$35.57</b>	<b>\$37.10</b>	<b>\$38.34</b>	<b>\$36.24</b>	<b>\$37.26</b>	<b>\$36.27</b>	<b>\$38.30</b>	<b>\$36.70</b>

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FY 2013 - 2014													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	2,915	2,352	2,125	2,234	2,158	2,914	3,457	3,175	3,344	3,457	3,350	2,749	34,230
Tournament Rounds	178	75	0	30	30	95	246	363	203	13	17	44	1,294
Range buckets	1,088	698	720	912	900	842	1,506	1,307	1,212	1,018	1,024	901	12,128
Star Memberships	3,120.00	4,390.00	3,330.00	6,640.00	3,840.00	5,120.00	4,240.00	4,710.00	7,310.00	3,440.00	3,440.00	3,280.00	52,860
Green Fees	78,645.99	63,957.07	54,503.69	59,507.83	61,185.05	83,182.58	100,859.16	89,579.55	95,691.73	97,238.07	97,159.65	76,287.19	957,798
Tournament Fees	6,989.00	2,680.43	0.00	1,316.00	1,209.00	2,534.96	9,242.34	12,779.32	7,574.00	585.00	765.00	1,778.00	47,453
Range Fees	6,647.62	4,336.49	4,162.33	5,026.01	5,483.68	5,532.44	9,420.71	8,235.84	7,269.11	6,702.15	6,660.53	5,748.74	75,226
Sales of Merchandise	6,732.73	4,941.18	4,868.91	3,557.24	4,717.04	7,505.23	9,270.66	8,478.68	7,672.13	7,363.93	7,248.10	5,954.23	78,310
Concession Fees	4,015.08	2,590.27	1,934.64	2,341.60	2,520.77	3,237.75	4,575.36	4,251.76	4,177.83	3,535.74	3,767.37	3,083.69	40,032
Miscellaneous Income	6,106.08	3,660.45	5,745.04	3,590.43	3,913.54	6,608.67	8,326.80	7,177.72	7,189.39	10,967.77	8,019.90	6,743.05	78,049
<b>Total Income</b>	<b>\$112,256.50</b>	<b>\$86,555.89</b>	<b>\$74,544.61</b>	<b>\$81,979.11</b>	<b>\$82,869.08</b>	<b>\$113,721.63</b>	<b>\$145,935.03</b>	<b>\$135,212.87</b>	<b>\$136,884.19</b>	<b>\$129,832.66</b>	<b>\$127,060.55</b>	<b>\$102,874.90</b>	<b>\$1,329,727.02</b>
Weather Totals	6 rain	8 rain/1 closed	10 rain/1 closed	9 rain & freeze	12 weather days	8 rain/ice	2 rain	6 rain	6 rain	4 Rain	3 rain	7 rain	81/2
<b>Income Per Round</b>	<b>\$35.28</b>	<b>\$33.85</b>	<b>\$33.51</b>	<b>\$33.28</b>	<b>\$36.12</b>	<b>\$36.09</b>	<b>\$38.26</b>	<b>\$36.89</b>	<b>\$36.53</b>	<b>\$36.42</b>	<b>\$36.72</b>	<b>\$35.66</b>	<b>\$35.94</b>
FY 2012 - 2013													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	3,018	2,701	2,244	1,888	2,550	3,207	2,986	3,685	3,335	3,481	3,654	2,915	35,664
Tournament Rounds	252	138	0	156	92	179	440	90	350	0	82	40	1,819
Range buckets	1,225	1,124	943	806	1,180	1,569	1,345	1,471	1,206	1,262	1,355	1,008	14,494
Star Memberships	4,350.00	4,050.00	4,230.00	4,880.00	3,660.00	6,850.00	4,510.00	5,280.00	6,030.00	4,150.00	4,640.00	3,455.00	56,085
Green Fees	86,691.45	77,195.74	66,045.80	50,321.20	74,964.54	94,102.73	89,278.09	100,813.49	94,131.86	98,224.36	100,669.60	78,876.70	1,011,316
Tournament Fees	8,655.62	5,338.38	0.00	4,745.00	2,760.00	2,766.50	15,348.30	3,910.50	12,267.00	0.00	3,755.00	1,350.00	60,896
Range Fees	5,976.93	5,252.15	4,365.00	4,511.84	6,538.66	8,935.26	7,721.35	8,554.73	7,279.42	6,721.38	7,694.45	5,895.41	79,447
Sales of Merchandise	8,211.11	6,279.45	5,291.47	5,096.26	7,156.90	6,303.31	7,527.24	9,687.40	8,406.51	7,139.90	8,140.62	6,834.45	86,075
Concession Fees	4,346.28	3,229.36	2,428.81	2,219.61	2,973.60	3,707.31	4,715.23	4,243.94	4,231.43	3,478.68	3,953.92	3,033.14	42,561
Miscellaneous Income	8,632.04	7,495.90	5,620.06	5,243.28	4,711.82	7,607.33	7,745.64	10,292.53	8,570.49	10,133.72	10,472.34	6,591.64	93,117
<b>Total Income</b>	<b>\$126,863.43</b>	<b>\$108,840.98</b>	<b>\$87,981.14</b>	<b>\$77,017.19</b>	<b>\$102,765.52</b>	<b>\$130,272.44</b>	<b>\$136,845.85</b>	<b>\$142,782.59</b>	<b>\$140,916.71</b>	<b>\$129,848.04</b>	<b>\$139,325.93</b>	<b>\$106,036.34</b>	<b>\$1,429,496.16</b>
Weather Totals	1 rain	2 rain/1 closed	6 rain/1 closed	11 rain	6 rain	1 rain	5 rain	3 rain/2 maint.	1 rain	8 rain	3 rain	4 rain	51/4
<b>Income Per Round</b>	<b>\$37.47</b>	<b>\$36.91</b>	<b>\$37.32</b>	<b>\$35.29</b>	<b>\$37.51</b>	<b>\$36.45</b>	<b>\$38.63</b>	<b>\$36.42</b>	<b>\$36.60</b>	<b>\$36.11</b>	<b>\$36.05</b>	<b>\$34.71</b>	<b>\$36.64</b>
FY 2011 - 2012													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	3,197	2,584	2,384	2,523	1,930	3,094	3,742	3,759	3,335	3,037	3,316	3,149	36,050
Tournament Rounds	252	220	0	71	119	58	456	311	301	115	21	109	2,033
Range buckets	1,348	1,116	979	1,137	689	1,472	1,821	1,605	1,467	927	1,191	1,227	14,979
Star Memberships	3,450.00	2,850.00	3,420.00	4,720.00	3,215.00	5,015.00	6,740.00	5,690.00	4,950.00	3,890.00	4,847.00	3,675.00	52,462
Green Fees	86,961.06	75,789.86	66,383.52	70,031.71	49,635.21	86,204.47	109,812.57	101,462.44	96,117.30	84,902.59	89,724.88	87,838.57	1,004,864
Tournament Fees	6,976.00	8,911.01	0.00	2,125.00	3,870.00	2,446.00	16,031.00	12,603.07	10,326.00	4,672.24	882.00	3,847.00	72,689
Range Fees	6,802.86	5,318.24	4,844.98	5,507.43	3,280.61	7,335.68	9,617.08	7,870.86	7,048.26	5,095.15	5,629.80	6,001.17	74,352
Sales of Merchandise	7,610.47	6,144.44	8,357.47	5,799.85	5,647.97	8,602.16	13,579.42	15,595.32	11,351.62	9,054.05	8,974.84	7,509.52	108,227

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Concession Fees	3,829.49	2,640.15	2,549.98	2,739.64	1,954.47	3,838.73	5,659.13	5,245.18	4,728.65	3,673.72	3,812.72	4,014.84	44,687
Miscellaneous Income	7,053.00	6,609.23	8,529.79	7,177.18	8,492.85	9,448.03	10,858.82	11,964.72	14,350.84	8,464.58	10,883.66	10,891.51	114,724
<b>Total Income</b>	<b>\$122,682.88</b>	<b>\$108,262.93</b>	<b>\$94,085.74</b>	<b>\$98,100.81</b>	<b>\$76,096.11</b>	<b>\$122,890.07</b>	<b>\$172,298.02</b>	<b>\$160,431.59</b>	<b>\$148,872.67</b>	<b>\$119,752.33</b>	<b>\$124,754.90</b>	<b>\$123,777.61</b>	<b>\$1,472,005.66</b>
Weather Totals	1 rain	4 rain/1 closed	7 rain/1 closed	6 rain	8 rain	8 rain	3 rain	2 rain/2 maint.	4 rain	10 rain	3 rain	6 rain	62/4
<b>Income Per Round</b>	<b>\$34.57</b>	<b>\$37.59</b>	<b>\$38.03</b>	<b>\$36.00</b>	<b>\$35.57</b>	<b>\$37.40</b>	<b>\$39.44</b>	<b>\$38.02</b>	<b>\$39.58</b>	<b>\$36.76</b>	<b>\$35.93</b>	<b>\$36.86</b>	<b>\$37.27</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

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FY 2010 - 2011													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	3,643	2,534.00	2,366.00	2,179.00	2,297.00	3,312.00	3,522.00	3,690.00	3,179.00	3,526	3,029	3,338	36,615
Tournament Rounds	294	68	20	22	77	176	468	193	273	0	30	63	1,684
Range buckets	1,510	1,058	916	888	1274	1876	2048	1770	1257	1,472	1,083	1,135	16,287
Star Memberships	3075.00	2952.50	3835.00	2320.00	3520.00	3860.00	6380.00	6930.00	5710.00	4695.00	4460.00	3375.00	51,113
Green Fees	101,562.24	67,761.92	64,035.46	61,557.60	65,186.16	91,510.28	102,436.44	105,157.54	88,722.13	100,567.92	79,639.48	92,029.90	1,020,167
Tournament Fees	9,094.00	2,664.00	600.00	880.00	2,545.00	6,039.00	17,102.50	7,620.00	9,933.00	0.00	1,330.50	3,087.00	60,895
Range Fees	7,443.85	5,011.14	4,410.23	4,189.24	5,695.23	8,978.85	10,252.89	8,390.40	6,227.00	6,703.44	5,361.79	5,459.55	78,124
Sales of Merchandise	6,734.53	4,917.85	6,226.12	4,002.56	4,432.63	7,361.35	9,508.45	9,991.97	8,419.59	7,303.99	6,060.27	6,186.80	81,146
Concession Fees	3,581.73	1,901.35	1,982.47	1,769.18	1,796.90	3,822.67	4,904.61	4,531.72	3,851.24	3,425.06	2,734.75	3,382.25	37,684
Miscellaneous Income	7,687.65	5,445.04	6,054.75	3,064.49	3,199.22	6,996.28	8,449.28	10,103.68	13,433.44	8,449.96	7,207.17	8,411.14	88,502
<b>Total Income</b>	<b>\$139,179.00</b>	<b>\$90,653.80</b>	<b>\$87,144.03</b>	<b>\$77,783.07</b>	<b>\$86,375.14</b>	<b>\$128,568.43</b>	<b>\$159,034.17</b>	<b>\$152,725.31</b>	<b>\$136,296.40</b>	<b>\$131,145.37</b>	<b>\$106,793.96</b>	<b>\$121,931.64</b>	<b>\$1,417,630.32</b>
Weather Totals	0 rain	5 rain/1 closed	6 rain/2 closed	16 rain	7 rain/freeze	3 rain/close	0 rain	1 rain	1 rain	5 rain	0 rain	4 rain	48/3
<b>Income Per Round</b>	<b>\$34.57</b>	<b>\$33.71</b>	<b>\$34.92</b>	<b>\$34.29</b>	<b>\$34.90</b>	<b>\$35.75</b>	<b>\$38.26</b>	<b>\$37.55</b>	<b>\$37.83</b>	<b>\$35.86</b>	<b>\$33.45</b>	<b>\$34.86</b>	<b>\$35.68</b>
FY 2009 - 2010													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	2,787	2,676	1,560	1,793	1,627	2,733	3,109	3,650	3,115	2,694	3,108	2,819	31,671
Tournament Rounds	176	56	18	50	39	210	630	318	191	106	224	140	2,158
Range buckets	774	1,042	403	577	732	1294	1704	1732	1117	743	1,176	1,028	12,322
Star Memberships	2700.00	2850.00	2325.00	2960.00	3035.00	4750.00	5025.00	5805.00	5885.00	3555.00	4535.00	2805.00	46,230
Green Fees	78,163.14	72,799.20	43,991.37	47,155.91	42,930.20	71,732.46	84,216.76	101,977.53	83,465.56	76,115.18	82,571.47	76,588.52	861,707
Tournament Fees	6,126.00	2,824.80	444.78	2,135.00	1,642.00	6,486.04	21,182.46	11,408.00	6,786.00	2,475.00	5,375.00	4,874.24	71,759
Range Fees	4,345.85	5,197.37	1,815.11	2,687.57	3,608.29	6,477.58	8,578.17	9,026.51	5,391.05	3,714.83	6,032.45	5,152.87	62,028
Sales of Merchandise	4,941.78	5,032.06	5,025.00	5,026.29	3,846.26	7,538.45	10,722.17	10,200.46	7,924.24	7,138.28	8,416.68	6,215.64	82,027
Concession Fees	2,803.45	2,170.75	1,164.27	1,396.99	1,314.78	2,360.74	3,573.23	3,373.94	2,942.60	2,415.79	2,542.38	2,559.23	28,618
Miscellaneous Income	4,127.54	5,618.95	4,115.81	4,023.44	3,989.91	7,178.92	8,167.90	10,002.32	14,955.42	7,893.33	9,647.04	7,796.88	87,517
<b>Total Income</b>	<b>\$103,207.76</b>	<b>\$96,493.13</b>	<b>\$58,881.34</b>	<b>\$65,385.20</b>	<b>\$60,366.44</b>	<b>\$106,524.19</b>	<b>\$141,465.69</b>	<b>\$151,793.76</b>	<b>\$127,349.87</b>	<b>\$103,307.41</b>	<b>\$119,120.02</b>	<b>\$105,992.38</b>	<b>\$1,239,887.19</b>
Weather Totals	12 rain	4 rain/1 closed	16rain/1 closed	12 rain&freeze	9 rain	5 rain	5 rain	3 rain	6 rain	14 rain	3 rain	7 rain	96/2
<b>Income Per Round</b>	<b>\$33.92</b>	<b>\$34.28</b>	<b>\$35.84</b>	<b>\$33.87</b>	<b>\$34.41</b>	<b>\$34.58</b>	<b>\$36.49</b>	<b>\$36.79</b>	<b>\$36.74</b>	<b>\$35.63</b>	<b>\$34.39</b>	<b>\$34.87</b>	<b>\$35.29</b>
FY 2008 - 2009													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	3,073	2,824	2,263	2,903	2,765	3,064	3,454	4,292	3,705	3,492	3,553	2,971	38,359
Tournament Rounds	436	217	40	59	166	172	253	621	222	90	182	274	2,732
Range buckets	1,473	1,336	896	1501	1283	1482	1808	2449	1747	1,442	1,568	1,234	18,219
Star Memberships	3,675.00	2,175.00	2,850.00	3,300.00	3,375.00	2,625.00	4,725.00	5,600.00	4,875.00	4,275.00	3,900.00	3,375.00	44,750
Green Fees	85,378.23	81,782.92	63,107.88	85,114.72	75,556.66	83,037.88	98,381.09	118,199.30	101,442.89	92,519.10	97,926.16	79,959.42	1,062,406
Tournament Fees	16,915.15	8,620.00	1,734.00	1,618.25	5,782.56	5,966.00	7,105.22	24,132.78	9,199.52	3,574.37	3,384.00	11,096.02	99,128
Range Fees	7,543.82	6,492.82	4,726.70	7,260.72	6,467.39	7,234.18	9,423.98	12,183.42	8,925.09	7,124.29	8,068.39	6,298.10	91,749
Sales of Merchandise	7,680.45	5,845.06	5,749.02	6,175.08	7,378.24	7,647.01	8,649.23	9,469.04	9,003.92	7,768.97	8,691.51	6,723.18	90,781

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



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Concession Fees	3,646.01	2,257.19	1,771.73	2,303.93	2,331.45	2,416.99	3,417.68	4,094.73	3,271.77	3,054.93	2,968.04	2,587.46	34,122
Miscellaneous Income	9,671.94	7,325.63	7,825.08	7,667.00	9,325.27	6,641.10	7,269.75	10,287.23	14,040.61	12,834.43	10,524.28	7,107.67	110,520
<b>Total Income</b>	<b>\$134,510.60</b>	<b>\$114,498.62</b>	<b>\$87,764.41</b>	<b>\$113,439.70</b>	<b>\$110,216.57</b>	<b>\$115,568.16</b>	<b>\$138,971.95</b>	<b>\$183,966.50</b>	<b>\$150,758.80</b>	<b>\$131,151.09</b>	<b>\$135,462.38</b>	<b>\$117,146.85</b>	<b>\$1,533,455.63</b>
Weather Totals	4 rain	3 rain/1 closed	5 rain/1 closed	3 rain	4 rain	9 rain	5 rain	0 rain	1 rain	4 rain	3 rain	7 rain	48/2
<b>Income Per Round</b>	<b>\$37.29</b>	<b>\$36.94</b>	<b>\$36.87</b>	<b>\$37.18</b>	<b>\$36.45</b>	<b>\$34.90</b>	<b>\$36.21</b>	<b>\$36.31</b>	<b>\$37.15</b>	<b>\$35.42</b>	<b>\$35.22</b>	<b>\$35.06</b>	<b>\$36.23</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

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FY 2007 - 2008													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	3,192	2,480	2,736	2,093	2,660	3,294	3,571	3,931	3,740	3,937	3,454	2,602	37,690
Tournament Rounds	671	239	52	14	136	92	633	403	236	25	22		2,523
Range buckets	1,319	1,048	1046	670	1139	1692	2003	1847	1599	1,598	1,235	1,143	16,339
Star Memberships	1,125.00	1,550.00	1,725.00	2,325.00	3,450.00	7,350.00	3,300.00	5,100.00	6,125.00	7,275.00	4,725.00	3,200.00	47,250
Green Fees	85,660.56	66,972.27	79,060.69	60,368.18	75,060.02	96,735.43	98,765.00	112,642.50	104,126.56	105,197.39	97,231.84	74,327.25	1,056,148
Tournament Fees	20,010.12	8,577.00	1,944.01	626.00	4,597.00	3,000.95	19,915.27	14,606.25	8,681.00	808.25	1,249.00		84,015
Range Fees	6,998.33	5,620.11	5,594.84	3,316.53	5,701.59	8,831.93	10,254.45	10,181.57	8,019.81	7,948.89	6,211.84	5,264.15	83,944
Sales of Merchandise	6,323.97	6,795.17	7,157.44	4,211.03	5,220.90	8,454.32	8,533.52	10,289.47	9,891.12	8,167.06	8,573.44	4,885.10	88,503
Concession Fees	2,720.64	2,116.80	1,881.42	1,429.58	2,044.44	2,845.78	3,576.02	4,247.24	3,361.53	3,120.31	3,078.02	2,131.87	32,554
Miscellaneous Income	3,649.17	3,294.29	2,554.38	2,735.65	4,626.10	4,846.64	11,084.79	12,245.83	14,991.62	10,154.55	10,227.21	6,841.60	87,252
<b>Total Income</b>	<b>\$126,487.79</b>	<b>\$94,925.64</b>	<b>\$99,917.78</b>	<b>\$75,011.97</b>	<b>\$100,700.05</b>	<b>\$132,065.05</b>	<b>\$155,429.05</b>	<b>\$169,312.86</b>	<b>\$155,196.64</b>	<b>\$142,671.45</b>	<b>\$131,296.35</b>	<b>\$96,649.97</b>	<b>\$1,479,664.60</b>
Weather Totals	4 rain	4 rain/1 closed	5 rain/1 closed	9 rain	5 rain	5 rain	1 rain	2 rain	8 rain	6 rain	10 rain	6 closed-like	65/2
<b>Income Per Round</b>	<b>\$32.45</b>	<b>\$34.34</b>	<b>\$35.22</b>	<b>\$34.50</b>	<b>\$34.78</b>	<b>\$36.83</b>	<b>\$36.19</b>	<b>\$37.89</b>	<b>\$37.49</b>	<b>\$34.17</b>	<b>\$36.41</b>	<b>\$35.91</b>	<b>\$35.62</b>
FY 2006 - 2007													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	2,568	2,743	2,148	1,634	2,112	2,933	3,492	3,239	2,647	2,625	2,954	2,977	32,072
Tournament Rounds	831	241			78	167	365	163	506	17	83	354	2,805
Range buckets	852	1,017	619	328	632	1329	1282	1032	828	573	963	1,334	10,789
Star Memberships	825.00	1,125.00	900.00	1,200.00	2,025.00	2,550.00	2,025.00	2,025.00	2,700.00	1,925.00	1,950.00	2,850.00	22,100
Green Fees	75,052.08	77,054.99	61,958.41	46,047.63	56,727.00	82,002.01	99,339.96	89,832.90	74,158.69	70,256.48	77,765.35	86,213.98	896,409
Tournament Fees	26,126.45	8,229.66			2,340.00	5,984.52	12,937.27	5,764.00	18,891.57	544.00	2,336.64	15,028.00	98,182
Range Fees	4,486.00	5,059.11	2,966.69	1,641.14	3,305.97	6,574.96	6,450.73	5,493.95	4,170.50	2,964.69	4,660.35	6,313.05	54,087
Sales of Merchandise	5,756.99	6,144.51	4,545.42	2,018.11	4,485.95	7,001.69	6,762.30	7,439.75	7,492.20	5,128.58	6,279.02	5,522.72	68,577
Concession Fees	2,753.47	1,831.77	849.49	837.97	1,471.62	2,361.81	3,116.86	2,325.47	2,603.71	1,741.09	2,161.42	2,346.82	24,402
Miscellaneous Income	2,861.56	2,584.60	3,755.19	2,290.00	2,423.00	3,468.25	5,474.79	5,195.82	5,667.66	9,645.66	4,445.60	4,146.88	51,959
<b>Total Income</b>	<b>\$117,861.55</b>	<b>\$102,029.64</b>	<b>\$74,975.20</b>	<b>\$54,034.85</b>	<b>\$72,778.54</b>	<b>\$109,943.24</b>	<b>\$136,106.91</b>	<b>\$118,076.89</b>	<b>\$115,684.33</b>	<b>\$92,205.50</b>	<b>\$99,598.38</b>	<b>\$122,421.45</b>	<b>\$1,215,716.48</b>
Weather Totals				15 rain/cold	6 rain/cold	5 rain	3 rain	9 rain	12 rain	15 rain	4 rain	1 rain	
<b>Income Per Round</b>	<b>\$34.43</b>	<b>\$33.82</b>	<b>\$34.49</b>	<b>\$32.33</b>	<b>\$32.31</b>	<b>\$34.64</b>	<b>\$34.76</b>	<b>\$34.11</b>	<b>\$35.83</b>	<b>\$34.17</b>	<b>\$32.15</b>	<b>\$35.90</b>	<b>\$34.22</b>
FY 2005 - 2006													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	3,071	2,326	2,455	2,571	2,094	3,000	3,817	3,241	2,760	2,838	3,056	3,060	34,289
Tournament Rounds	342	372	122	14	123	275	216	303	254	214	107	273	2,615
Range Buckets	1,348	854	1,032	863	754	1,468	1,666	1,125	915	958	1,123	1,143	13,249
Star Memberships	825.00	750.00	525.00	1,950.00	975.00	1,500.00	1,598.00	945.00	1,785.00	2,250.00	750.00	1,095.00	14,948
Green Fees	83,308.78	64,013.19	68,822.00	67,352.18	54,583.70	78,298.53	106,519.47	83,888.84	74,680.30	78,797.17	77,376.73	81,821.30	919,462
Tournament Fees	11,166.20	11,292.59	4,058.00	623.00	5,168.84	8,581.15	7,073.12	8,324.82	6,950.00	5,527.00	3,878.00	10,384.78	83,028
Range Fees	6,370.11	4,580.34	5,192.32	4,300.89	3,572.44	6,376.90	7,462.75	5,430.79	4,506.92	4,860.93	5,547.94	5,670.09	63,872
Sales of Merchandise	6,352.08	4,710.74	5,973.00	5,587.32	4,895.17	5,634.42	7,388.88	6,373.86	6,177.10	5,357.32	6,436.83	6,133.67	71,020
Concession Fees	2,790.10	1,842.23	1,655.27	1,581.45	1,144.16	1,846.17	2,892.01	2,455.09	2,292.43	1,865.99	2,056.32	2,395.12	24,816

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Miscellaneous Income	1,592.00	3,000.28	1,843.00	1,676.00	1,660.18	1,954.00	6,361.74	8,579.88	5,424.63	5,062.01	4,973.97	2,453.64	44,581
<b>Total Income</b>	<b>\$112,404.27</b>	<b>\$90,189.37</b>	<b>\$88,068.59</b>	<b>\$83,070.84</b>	<b>\$71,999.49</b>	<b>\$104,191.17</b>	<b>\$139,295.97</b>	<b>\$115,998.28</b>	<b>\$101,816.38</b>	<b>\$103,720.42</b>	<b>\$101,019.79</b>	<b>\$109,953.60</b>	<b>\$1,221,728.17</b>
Weather Totals													
<b>Income Per Round</b>	<b>\$32.69</b>	<b>\$33.15</b>	<b>\$33.97</b>	<b>\$31.38</b>	<b>\$32.04</b>	<b>\$31.36</b>	<b>\$34.14</b>	<b>\$32.46</b>	<b>\$33.19</b>	<b>\$33.25</b>	<b>\$31.70</b>	<b>\$32.66</b>	<b>\$32.70</b>

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FY 2004 - 2005													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	3,118	2,006	2,531	2,293	1,589	2,474	3,064	2,758	2,956	2,912	2,893	2,488	31,082
Tournament Rounds	277	106	70	3	36	150	277	408	263	57	60	110	1,817
Range buckets	0	665	1163	891	476	1101	1550	1293	1226	748	1,068	852	11,033
Star Memberships	480.00	0.00	675.00	2,181.00	675.00	2,100.00	2,850.00	1,950.00	1,725.00	1,500.00	1,425.00	1,050.00	16,611
Green Fees	74,189.66	51,783.51	62,571.20	59,311.24	41,562.60	66,557.58	85,036.07	71,311.04	74,745.97	77,384.45	71,587.00	62,165.00	798,205
Tournament Fees	12,244.20	4,070.00	2,690.00	350.00	1,362.23	4,532.00	8,260.76	13,663.66	9,030.60	2,289.01	2,365.00	4,048.00	64,905
Range Fees	360.00	2,817.98	3,872.64	3,668.49	2,028.03	4,701.63	6,928.84	6,292.07	6,066.74	3,544.83	4,894.00	4,313.66	49,489
Sales of Merchandise	4,790.63	2,674.76	6,274.93	4,686.93	3,987.02	5,930.59	8,513.16	6,768.94	6,379.57	8,554.90	6,392.00	4,394.00	69,347
Concession Fees	2,886.22	3,589.83			916.00	1,535.00	2,196.04	2,163.80	2,638.75	2,088.86	2,074.00	1,650.00	21,739
Miscellaneous Income	180.00	60.00	1,401.00	930.00	727.00	1,408.00	2,183.09	2,724.00	6,716.64	3,941.67	4,276.00	12,914.17	37,462
<b>Total Income</b>	<b>\$95,130.71</b>	<b>\$64,996.08</b>	<b>\$77,484.77</b>	<b>\$71,127.66</b>	<b>\$51,257.88</b>	<b>\$86,764.80</b>	<b>\$115,967.96</b>	<b>\$104,873.51</b>	<b>\$107,303.27</b>	<b>\$99,303.72</b>	<b>\$93,013.00</b>	<b>\$90,534.83</b>	<b>\$1,057,758.19</b>
Weather Totals						10 R; 20 S	2R; 28 S	3R; 28S	30S; No R	12R; 19 S	7R; 25 S	4R; 26S	
<b>Income Per Round</b>	<b>\$27.88</b>	<b>\$30.77</b>	<b>\$29.53</b>	<b>\$30.03</b>	<b>\$31.13</b>	<b>\$32.27</b>	<b>\$33.86</b>	<b>\$32.51</b>	<b>\$32.80</b>	<b>\$32.94</b>	<b>\$31.02</b>	<b>\$34.44</b>	<b>\$31.65</b>
FY 2003 - 2004													
	October	November	December	January	February	March	April	May	June	July	August	September	Totals
Rounds played	2,838	2,605	2,735	2,186	1,829	2,824	3,261	3,203	1,952	0	0	3,841	27,274
Tournament Rounds	582	317	12	29	240	140	370	153	82	32	0	537	1,912
Range buckets	1,247	1124	1015	614	512	903	1746	1431	576	0	0	0	9,168
Star Memberships	880.00	485.00	617.00	2,840.00	1,620.00	2,485.00	2,810.00	1,670.00	50.00	0.00	0.00	1,220.00	\$14,677.00
Green Fees	70,103.87	65,595.91	64,691.42	52,796.04	43,975.88	66,495.18	81,103.98	82,362.52	25,167.00	0.00	0.00	77,631.05	629,922.85
Tournament Fees	18,430.40	10,762.40	464.40	1,015.00	2,747.00	3,595.00	3,718.50	5,235.00	2,912.21	2,956.16	0.00	11,150.00	62,986.07
Range Fees	4,026.35	3,865.34	3,230.29	2,270.18	1,911.88	3,048.27	6,152.89	5,249.27	1,827.36	0.00	0.00	175.00	31,756.83
Sales of Merchandise	5,129.89	4,224.64	7,198.84	4,165.57	4,035.75	5,954.69	7,510.77	5,908.66	4,261.91	424.55	0.00	6,037.47	54,852.74
Concession Fees	2,013.15	3,492.29	2,560.00	1,977.00	1,731.20	1,740.36	2,485.45	2,965.09	3,108.38	0.00	0.00	81.92	22,154.84
Miscellaneous Income	2,240.00	1,920.00	1,323.00	1,275.00	1,640.00	840.82	499.00	953.00	3,285.75	250.00	0.00	192.00	14,418.57
<b>Total Income</b>	<b>\$102,823.66</b>	<b>\$90,345.58</b>	<b>\$80,084.95</b>	<b>\$66,338.79</b>	<b>\$57,661.71</b>	<b>\$84,159.32</b>	<b>\$104,280.59</b>	<b>\$104,343.54</b>	<b>\$40,612.61</b>	<b>\$3,630.71</b>	<b>\$0.00</b>	<b>\$96,487.44</b>	<b>\$830,768.90</b>
<b>Income Per Round</b>	<b>\$29.81</b>	<b>\$30.75</b>	<b>\$28.93</b>	<b>\$28.67</b>	<b>\$27.09</b>	<b>\$27.56</b>	<b>\$27.95</b>	<b>\$30.59</b>	<b>\$19.94</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21.76</b>	<b>\$27.96</b>
FY 2002 - 2003													
	October	November	December	January	February	March	April	May	June	July	August	September	Totals
Rounds played	2,637	3,056	2,275	2,460	1,777	3,199	3,900	4,354	3,915	3,647	3,280	2,557	37,057
Tournament Rounds	0	159	0	0	188	138	66	287	62	59	17	248	1,224
Range buckets	843	1084	861	752	415	1256	2003	1941	1532	1,500	1,529	1,232	14,948
Star Memberships	400.00	300.00	1,115.00	7,465.00	3,578.00	4,420.00	5,205.00	3,990.00	2,610.00	1,895.00	1,790.00	805.00	\$33,573.00
Green Fees	59,060.50	83,865.33	59,280.09	57,262.20	41,843.58	76,659.46	100,788.23	107,607.15	95,050.74	82,944.99	78,205.60	59,952.70	902,520.57
Tournament Fees	10,519.97	5,164.20	0.00	0.00	2,598.97	4,602.65	1,840.00	10,473.00	1,550.00	2,130.00	595.00	8,425.00	47,898.79
Range Fees	2,136.97	3,105.58	2,242.99	2,007.38	990.85	3,100.81	5,061.68	4,843.09	3,583.54	3,625.44	5,109.22	3,918.18	39,725.73
Sales of Merchandise	4,852.77	5,794.15	4,434.45	2,578.44	2,578.83	5,989.11	6,515.03	7,535.29	5,503.11	5,638.05	5,540.26	3,653.07	60,612.56
Concession Fees	3,692.00	3,146.00	2,056.00	2,079.00	1,494.00	2,970.00	2,969.95	3,999.34	5,224.34	3,331.06	3,097.78	2,473.09	36,532.56
Miscellaneous Income	1,650.00	1,860.00	2,265.00	1,419.00	1,695.00	2,130.00	2,550.00	2,805.00	6,380.00	6,588.00	2,295.00	2,160.00	33,797.00
<b>Total Income</b>	<b>\$82,312.21</b>	<b>\$103,235.26</b>	<b>\$71,393.53</b>	<b>\$72,811.02</b>	<b>\$54,779.23</b>	<b>\$99,872.03</b>	<b>\$124,929.89</b>	<b>\$141,252.87</b>	<b>\$119,901.73</b>	<b>\$106,152.54</b>	<b>\$96,632.86</b>	<b>\$81,387.04</b>	<b>\$1,154,660.21</b>

Jersey Meadow Golf Course  
Monthly Report

<b>Income Per Round</b>	\$31.06	\$32.02	\$30.89	\$26.56	\$26.06	\$28.60	\$30.19	\$29.58	\$29.49	\$28.13	\$28.77	\$28.73	\$29.29
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Jersey Meadow Golf Course  
Monthly Report

FY 2001 - 2002													
	October	November	December	January	February	March	April	May	June	July	August	September	Totals
Rounds played	3,203	3,061	2,774	2,800	2,969	3,734	4,385	4,735	4,182	4,139	3,580	3,592	43,154
Tournament Rounds													
Range buckets	1,388	1,374	844	1,261	1,316	1,897	2,131	2,143	1,818	1,813	1,506	1,476	18,967
Star Memberships				3,075.00	1,650.00	2,275.00	1,725.00	1,125.00	725.00	550.00	775.00	950.00	\$12,850.00
Green Fees/Cart Fees	72,224.98	77,087.14	65,224.37	68,447.62	70,028.61	91,055.04	111,535.50	119,348.59	104,195.50	104,907.23	89,569.50	79,854.95	1,053,479.03
Tournament Fees	17,967.54	10,416.85	1,552.00	0.00	3,741.00	2,498.00	12,004.42	6,740.00	2,220.70	0.00	1,919.00	17,433.92	76,493.43
Range Fees	3,924.83	3,699.12	2,181.79	3,236.49	3,508.36	4,850.70	5,791.90	5,805.72	4,675.54	4,822.48	4,043.98	3,696.75	50,237.66
Sales of Merchandise	7,501.72	7,470.10	8,574.76	4,093.24	4,597.56	8,690.81	7,429.96	7,877.93	8,103.63	5,589.34	5,526.70	4,663.97	80,119.72
Concession Fees	4,471.00	3,728.00	2,457.00	850.00	4,046.00	3,656.00	4,778.00	4,932.00	4,636.00	4,331.00	3,382.00	2,992.00	44,259.00
Miscellaneous Income					3,348.03	10.00		2,115.00	5,080.00	1,880.00	1,860.00	3,030.00	17,323.03
<b>Total Income</b>	<b>\$106,090.07</b>	<b>\$102,401.21</b>	<b>\$79,989.92</b>	<b>\$75,777.35</b>	<b>\$90,919.56</b>	<b>\$113,035.55</b>	<b>\$143,264.78</b>	<b>\$147,944.24</b>	<b>\$129,636.37</b>	<b>\$122,080.05</b>	<b>\$107,076.18</b>	<b>\$112,621.59</b>	<b>\$1,334,761.87</b>
<b>Income Per Round</b>	<b>\$33.12</b>	<b>\$33.45</b>	<b>\$28.84</b>	<b>\$27.37</b>	<b>\$30.07</b>	<b>\$29.66</b>	<b>\$32.28</b>	<b>\$31.01</b>	<b>\$30.83</b>	<b>\$29.36</b>	<b>\$29.69</b>	<b>\$31.09</b>	<b>\$30.63</b>
FY 2000 - 2001													
	October	November	December	January	February	March	April	May	June	July	August	September	Totals
Rounds played	3,632	2,387	2,224	1,526	2,087	2,196	3,929	3,482	3,097	3,564	3,433	3,480	35,037
Tournament Rounds													
Range buckets				567	755	1,194	1,757	1,498	1,293	1,252	1,229	1,218	10,763
Green Fees/Cart Fees	100,532.00	59,091.00	57,691.00	42,849.85	53,215.20	55,637.91	108,176.93	93,704.77	79,608.10	86,599.86	76,676.57	82,458.86	\$896,242.05
Tournament Fees	19,585.00	7,087.00	6,235.00	0.00	0.00	4,107.87	9,607.00	14,018.50	332.64	792.00	2,186.00	4,023.02	67,974.03
Range Fees	6,702.00	3,778.00	3,198.00	2,365.14	3,229.47	5,533.59	7,552.85	6,458.97	5,754.22	5,431.94	4,280.78	3,776.78	58,061.74
Sales of Merchandise	19,858.00	4,548.00	5,884.00	3,055.92	2,960.74	8,316.70	9,143.74	7,896.28	7,636.53	6,951.08	8,554.69	6,491.01	91,296.69
Concession Fees	285.00	808.00	417.00	1,726.00	2,278.00	2,982.00	4,942.00	3,701.00	3,099.00	3,441.00	3,256.00	3,505.00	30,440.00
Miscellaneous Income	-571.00	3,254.00	2,407.00										
<b>Total Income</b>	<b>\$146,391.00</b>	<b>\$78,566.00</b>	<b>\$75,832.00</b>	<b>\$49,996.91</b>	<b>\$61,683.41</b>	<b>\$76,578.07</b>	<b>\$139,422.52</b>	<b>\$125,779.52</b>	<b>\$96,430.49</b>	<b>\$103,215.88</b>	<b>\$94,954.04</b>	<b>\$100,254.67</b>	<b>\$1,144,014.51</b>
<b>Income Per Round</b>	<b>\$40.31</b>	<b>\$32.91</b>	<b>\$34.10</b>	<b>\$32.76</b>	<b>\$29.56</b>	<b>\$34.87</b>	<b>\$35.49</b>	<b>\$36.12</b>	<b>\$31.14</b>	<b>\$28.96</b>	<b>\$27.66</b>	<b>\$28.81</b>	<b>\$32.65</b>
Notes: 1. October, November, December 2000 Golf Course under private management contract. City took over management January 1, 2001.													
2. Green Fees and Cart Fees combined into one fee beginning January 2002.													
3. Food and drinks contracted out to private vendor as of January 2001.													
4. Star Membership program began in January 2002.													
5. FY 2000 -2001 - records in Smith Systems Software, no printouts available and the software is offline.													
6. Concession Fees shown in time period of purchase, not when received.													
7. Income/Round: Income does not include Star Memberships; Rounds includes Rounds Played and Tournament Rounds.													
8. Miscellaneous Income includes: Cart fee, Handicap Service, Leagues, expired Gift Certificates, Miscellaneous merchandise and Junior Camp.													
9. As of April, 2016, Leagues are accounted for in Rounds played and in Green Fees.													
10. FY 2016-2017 - Line Item added: Club Rental.													
11. Abbreviations: W-weather RO-rain out CM-course maintenance TT-temporary tees H-holiday CV-COVID-19													
12. FY 2016-2017 - Miscellaneous Income changed to Miscellaneous Fees per Finance.													

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



Jersey Village, TX

# Golf Course Monthly Financial Statements

## Group Summary

For Fiscal: 2023-2024 Period Ending: 03/31/2024

Category...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 11 - GOLF COURSE FUND</b>						
<b>Department: 80 - REVENUES</b>						
85 - FEE & CHARGES FOR SERVICE	2,401,500.00	2,401,500.00	232,078.49	1,196,331.49	-1,205,168.51	49.82%
96 - INTEREST EARNED	2,800.00	2,800.00	0.00	6,158.93	3,358.93	219.96%
98 - MISCELLANEOUS REVENUE	0.00	0.00	804.27	1,929.75	1,929.75	0.00%
<b>Department: 80 - REVENUES Total:</b>	<b>2,404,300.00</b>	<b>2,404,300.00</b>	<b>232,882.76</b>	<b>1,204,420.17</b>	<b>-1,199,879.83</b>	<b>50.09%</b>
<b>Department: 81 - CLUB HOUSE</b>						
30 - SALARIES, WAGES, & BENEFITS	713,036.75	713,036.75	87,018.51	361,112.63	351,924.12	50.64%
34 - COST OF SALES	187,500.00	187,500.00	10,762.05	59,408.00	128,092.00	31.68%
35 - SUPPLIES	16,100.00	16,100.00	5,156.54	8,765.97	7,334.03	54.43%
45 - MAINTENANCE	2,700.00	2,700.00	2,402.85	10,848.01	-8,148.01	401.78%
50 - SERVICES	37,490.10	37,490.10	7,522.08	23,851.17	13,638.93	63.62%
54 - SUNDRY	77,400.00	77,400.00	5,742.50	32,200.35	45,199.65	41.60%
55 - PROFESSIONAL SERVICES	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00%
60 - OTHER SERVICES	26,000.00	26,000.00	220.00	30,860.00	-4,860.00	118.69%
97 - INTERFUND ACTIVITY	4,525.00	4,525.00	0.00	0.00	4,525.00	0.00%
<b>Department: 81 - CLUB HOUSE Total:</b>	<b>1,068,251.85</b>	<b>1,068,251.85</b>	<b>118,824.53</b>	<b>527,046.13</b>	<b>541,205.72</b>	<b>49.34%</b>
<b>Department: 82 - COURSE MAINTENANCE</b>						
30 - SALARIES, WAGES, & BENEFITS	590,576.68	590,576.68	59,157.26	254,729.92	335,846.76	43.13%
35 - SUPPLIES	172,700.00	172,700.00	21,932.28	112,440.09	60,259.91	65.11%
40 - MAINTENANCE--BLDGS, STRUC	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00%
45 - MAINTENANCE	23,500.00	23,500.00	674.42	9,392.28	14,107.72	39.97%
50 - SERVICES	8,280.00	8,280.00	258.00	3,453.58	4,826.42	41.91%
54 - SUNDRY	10,500.00	10,500.00	0.00	0.00	10,500.00	0.00%
55 - PROFESSIONAL SERVICES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00%
97 - INTERFUND ACTIVITY	1,075.00	1,075.00	0.00	0.00	1,075.00	0.00%
<b>Department: 82 - COURSE MAINTENANCE Total:</b>	<b>813,631.68</b>	<b>813,631.68</b>	<b>82,021.96</b>	<b>380,015.87</b>	<b>433,615.81</b>	<b>46.71%</b>
<b>Department: 83 - BUILDING MAINTENANCE</b>						
35 - SUPPLIES	6,100.00	6,100.00	354.40	3,479.21	2,620.79	57.04%
40 - MAINTENANCE--BLDGS, STRUC	10,000.00	10,000.00	0.00	2,407.47	7,592.53	24.07%
50 - SERVICES	25,000.00	25,000.00	3,092.80	16,584.97	8,415.03	66.33%
55 - PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	267.00	733.00	26.70%
<b>Department: 83 - BUILDING MAINTENANCE Total:</b>	<b>42,100.00</b>	<b>42,100.00</b>	<b>3,447.20</b>	<b>22,738.65</b>	<b>19,361.35</b>	<b>54.01%</b>
<b>Department: 87 - GC CAPITAL IMPROVEMENT</b>						
70 - CAPITAL IMPROVEMENTS	32,000.00	32,000.00	4,075.00	18,025.00	13,975.00	56.33%
<b>Department: 87 - GC CAPITAL IMPROVEMENT Total:</b>	<b>32,000.00</b>	<b>32,000.00</b>	<b>4,075.00</b>	<b>18,025.00</b>	<b>13,975.00</b>	<b>56.33%</b>
<b>Department: 88 - EQUIPMENT MAINTENANCE</b>						
30 - SALARIES, WAGES, & BENEFITS	76,270.54	76,270.54	8,705.06	37,697.44	38,573.10	49.43%
35 - SUPPLIES	28,650.00	28,650.00	10,155.31	19,381.38	9,268.62	67.55%
45 - MAINTENANCE	13,000.00	13,000.00	0.00	12.50	12,987.50	0.10%
50 - SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00%
97 - INTERFUND ACTIVITY	330,000.00	330,000.00	0.00	0.00	330,000.00	0.00%
<b>Department: 88 - EQUIPMENT MAINTENANCE Total:</b>	<b>448,920.54</b>	<b>448,920.54</b>	<b>18,860.37</b>	<b>57,091.32</b>	<b>391,829.22</b>	<b>12.72%</b>
<b>Fund: 11 - GOLF COURSE FUND Surplus (Deficit):</b>	<b>-604.07</b>	<b>-604.07</b>	<b>5,653.70</b>	<b>199,503.20</b>	<b>200,107.27</b>	<b>33,026.50%</b>
<b>Report Surplus (Deficit):</b>	<b>-604.07</b>	<b>-604.07</b>	<b>5,653.70</b>	<b>199,503.20</b>	<b>200,107.27</b>	<b>33,026.50%</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING OF THE BOARD OF DIRECTORS APRIL 23, 2024

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
11 - GOLF COURSE FUND	-604.07	-604.07	5,653.70	199,503.20	200,107.27
<b>Report Surplus (Deficit):</b>	<b>-604.07</b>	<b>-604.07</b>	<b>5,653.70</b>	<b>199,503.20</b>	<b>200,107.27</b>

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**



**Golf Course Fund**  
**For the period ended March 31, 2024**

	Adopted Budget	Current Budget	YTD Actual	% of Actual compared to Budget	Projections
<b>Revenue</b>					
Fees & Charge for Services	2,401,500.00	2,401,500.00	1,196,331.49	49.82%	2,418,000.00
Interest Earned	2,800.00	2,800.00	6,158.93	219.96%	10,000.00
Interfund Activity	-	-	-	0.00%	-
Misc Revenue	-	-	1,929.75	100.00%	-
Total Revenue	<u>2,404,300.00</u>	<u>2,404,300.00</u>	<u>1,204,420.17</u>	<u>50.09%</u>	<u>2,428,000.00</u>
<b>Expenditures</b>					
Club House	1,068,251.85	1,068,251.85	527,046.13	49.34%	1,068,251.85
Course Maintenance	813,631.68	813,631.68	380,015.87	46.71%	813,631.68
Building Maintenance	42,100.00	42,100.00	22,738.65	54.01%	42,100.00
Capital Improvement	32,000.00	32,000.00	18,025.00	56.33%	32,000.00
Equipment Maintenance	448,920.54	448,920.54	57,091.32	12.72%	448,920.54
Total Expenditures	<u>2,404,904.07</u>	<u>2,404,904.07</u>	<u>1,004,916.97</u>	<u>93.55%</u>	<u>2,404,904.07</u>



# Jersey Village Parks & Recreation

To: Mayor Warren and City Council

CC: Austin Bless, City Manager

From: Robert Basford, Assistant City Manager

Date: April 13, 2024

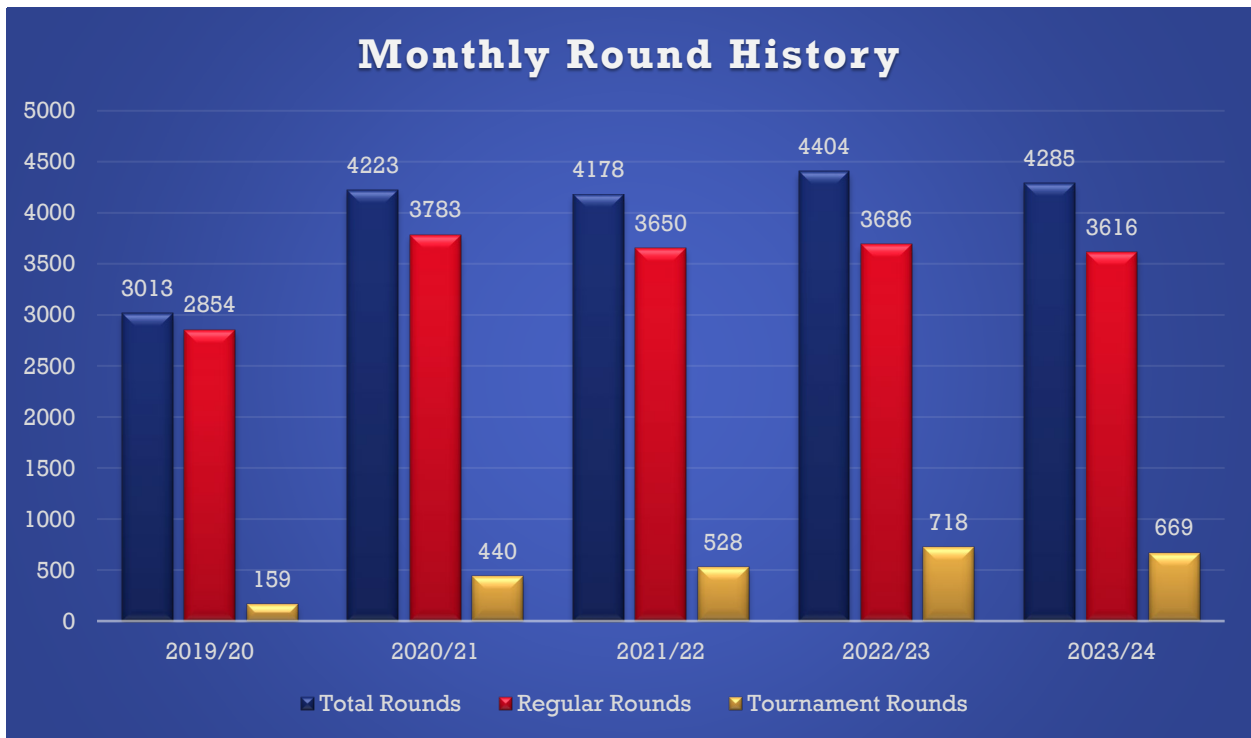
Subject: Parks & Recreation Monthly Update: March 2024

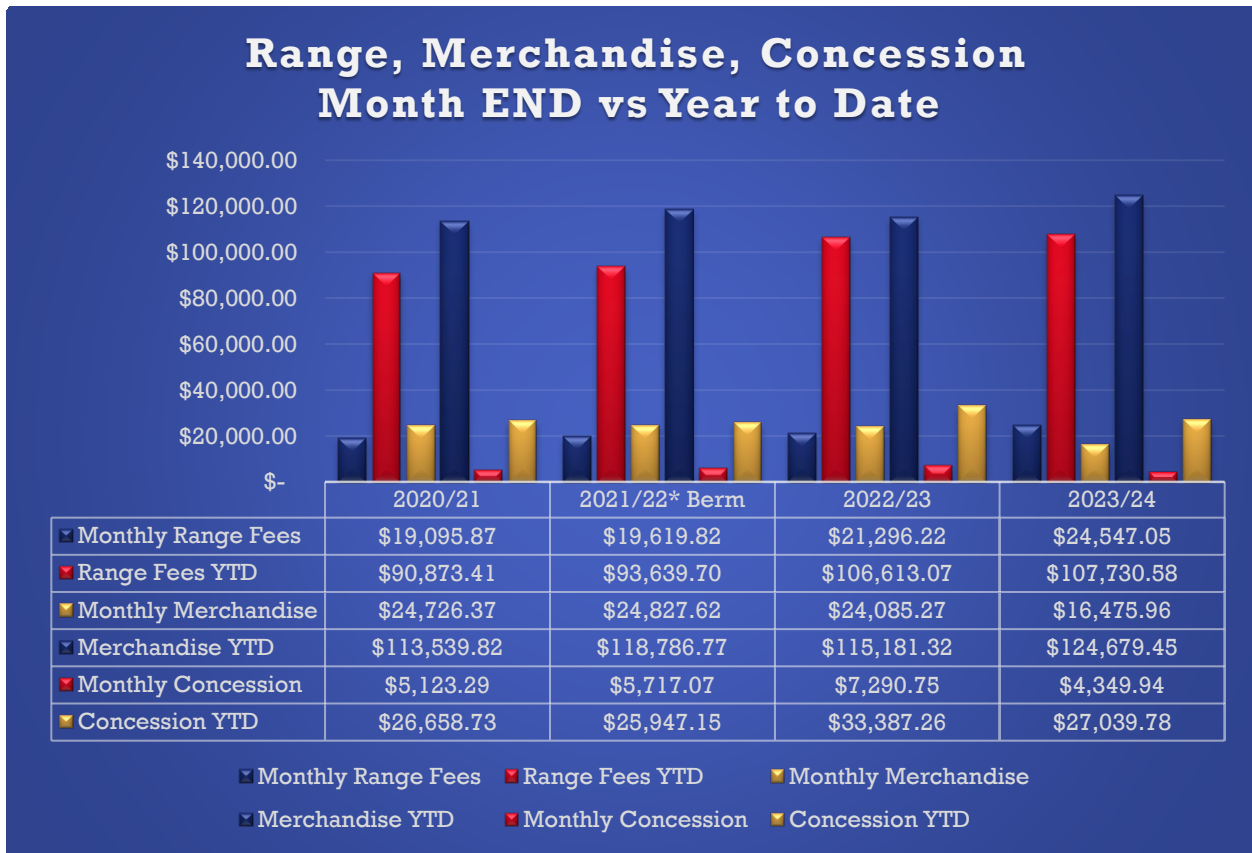
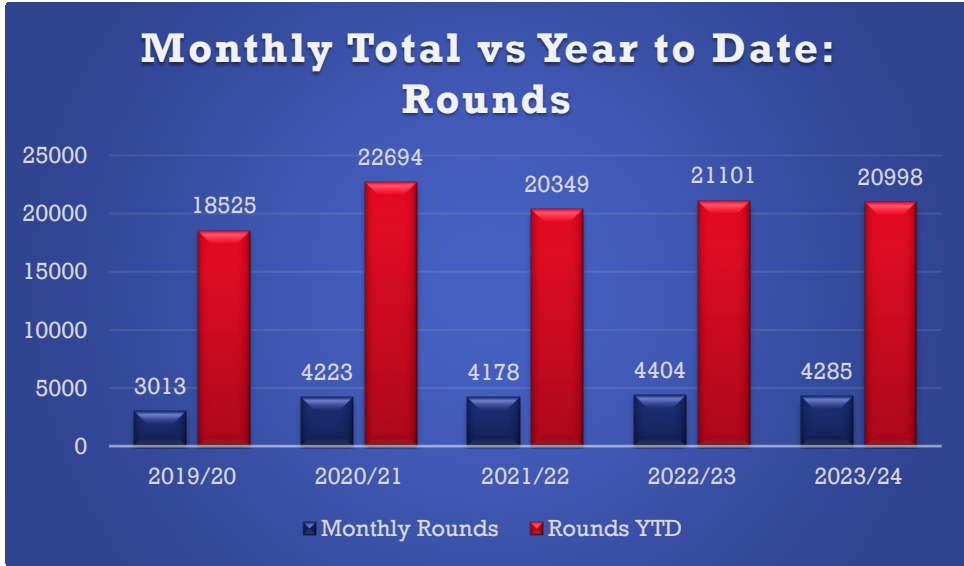
CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

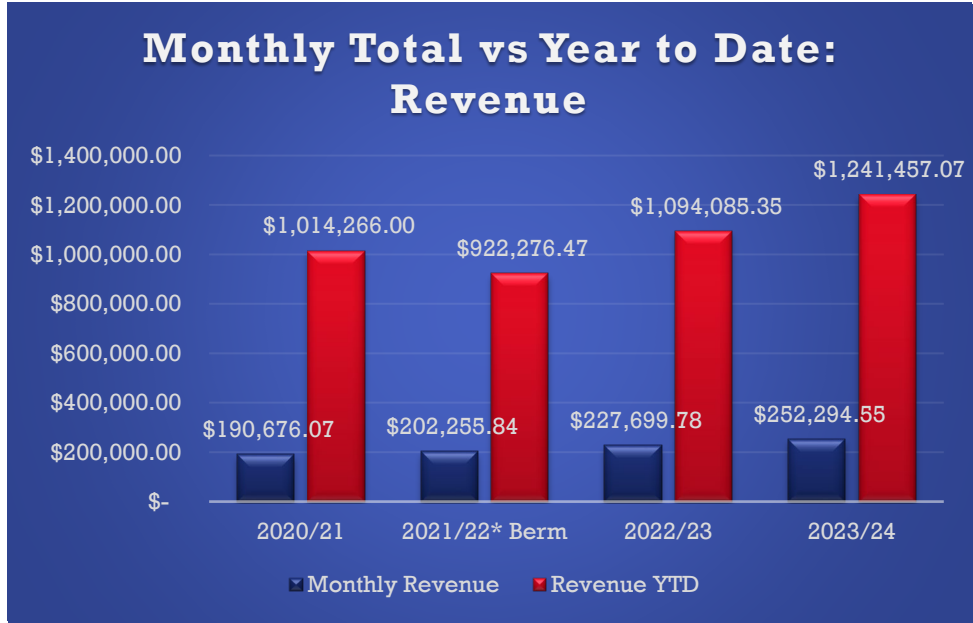
## Jersey Meadow Golf Club

### Financial Report (Monthly and Year to Date)

The month of March produced the highest revenue to date, beating the previous record by nearly \$25,000 with a total revenue of \$252,294.55. The course produced \$153,712.92 in green fees and \$25,971.93 in tournament fees. The course hosted 3616 regular rounds and 669 rounds of tournament play. Merchandise Sales totaled \$16,475.96. At the midpoint of the year, we are on pace to exceed revenue expectations and require no transfer.







## Parks & Recreation

### Recreation

- Recreation division had a new staff member join this month. This month I helped him get situated with the pool and the department’s day-to-day action items.
- This month I was able to receive my upgraded r.24 LGI certification. The Red Cross recently upgraded their curriculum which voided my old certification that was set to expire December of this year. However, this month I was able to find an r.24 class and certify for the next two years.
- This month our department hosted the Concert at the Park event featuring Music & food. The event went well overall. It was genuinely a community event.
- Staff spent this month finalizing details related to our Founders Day event upcoming on April 13th. This involved checking in with Food Vendors, Mechanical Ride company and our Fireworks vendor to ensure all things are lined up for April.
- Our final budgets for parks, recreation and facilities were presented to the Assistant City Manager for final discussions related to any open-ended budget questions our division had. Happy to say our department’s budget was 95% complete before our meeting.
- Attended the Carol Fox Park meeting on March 27th. The purpose of this meeting was to present concepts to the public of what Carol Fox Park could be. The designs for the park were made and presented by Kimley-Horn. Overall, the meeting went well and our residents provided vital feedback.
- Successfully was able to help 13 lifeguards move through the hiring process. On April 8th we will have their orientation day. This is exciting news as we are a month ahead of schedule.
- Coordinated the Easter Egg hunt with our lifeguards and the Jersey Village Woman’s group. Eggs were placed at Carol Fox Park and Clark Henry Park.
- Met with the JV Stars to talk about NWAL training dates as well as, the upcoming Swim Season and expectations going into 2024.

- Created the online rental system on Amilia for the golf course Simulators.
- Met with Golf Course and Assistant City Manager (ACM) related to online rentals for the golf course simulators.

## Events

- Got an in depth introduction to Parks and Recreation goals and initiatives, including how the department wants to grow, the budget, and past event history
- Checked systems at Clark Henry Pool, scheduled various contractors and worked to ensure projects were completed in a timely manner and at a high quality
  - Main pump
  - Water from main with public works
  - Chlorinator pumps
  - Mapping out a maintenance schedule to meet opening
- Drained the pool and cleaned some of it by hand with a pressure washer
- Worked with a student volunteer who needed hours for a college class to remove a significant portion of the leaves from our pool, for several days of the week. We also cleaned out the smaller pump room. Continued working with Progressive to make sure the pool is ready to go, and made sure that repair work being done (inset ladders, breaker work, chlorinator pump work is being seen to and scheduled)
- Attended an FUA meeting with JV Stars President to go over expectations, swim meet dates, and reservations for the pool, as well as confirmed starting dates for practice.
- Attended a meeting with JVSU to go over the potential of plans regarding the Golf Club House.
- Worked with both Supreme Care ER and NRG as potential sponsors for various events. Will continue to work with them or will look elsewhere depending on their responses.
- Created and submitted all social media posts for upcoming events and programs through the end of March
- Managed setup and operations at Concert at the Park, 3/23 12pm-9:30pm
- Did a performance review of Concert at the Park, met with Robert, Isaac, and Sebastian to discuss concerns, potential improvements, and successes
- Worked with Paul Richard electric to get a new grounding and wiring for the main outdoor pool pump. It is now better grounded, and the wiring is insulated.
- Worked with Progressive pool techs to identify solutions to 4 issues
  - Acid feeder with splash pad
  - Chlorinator pump function for outdoor pool
  - Pressure issue with outdoor splash pad
  - ORP and pH sensor functions
    - Corrected these issues 3/26; new acid feeder parts, new solenoid valve, new sensors
    - More work was needed on the electrical panel and Paul Richard electric replaced part of the chlorinator pump for the outdoor pool
- Finished pool cleaning with Affinity Pool Service. Completed another superchlorination and acid input and scrubbed remaining debris. Pool is blue and looking good
- Had a lunch meeting with John Cao (NAA athletics) to discuss new marketing strategies and timelines for athletic leagues for summer 2024
- Updated and publicized new Yoga program with Jackie Rowan. Signups are live, calendar adjusted.
- Bought necessary pool supplies, including new padlock, ring buoys, gloves, and PPE

- Met with Rachel Beazley and Pool Manager/LG Christin to discuss how the swimming portion of the Youth Triathlon would work
- Continued work on developing proposals for new JV programs including outdoor education activities, a holistic health program targeting retirees, CPR training and Junior LG training, and potential grant programs to fund recreation activities
  - Cost (both to the City of JV and potential participants)
  - Locations
  - Goals
  - Potential partners
  - Timelines
  - Equipment and training needs
- Processed refunds for March rentals to Carol Fox Park pavilion through 3/28

## Parks

### Activities Undertaken by Parks Supervisor and Crew

**Stump Removal Initiative:** The Parks Supervisor diligently allocated resources toward the ongoing project of stump removal citywide. This essential endeavor aims to enhance the aesthetic appeal and safety of our public spaces. Emphasis remains on expeditiously addressing stump removal following tree removal operations.

### Maintenance at Clark Henry Park:

**Bathroom Maintenance:** Parks crew personnel dedicated efforts to refurbishing amenities at Clark Henry Park. This included meticulously removing dried paint from the women's bathroom sink and promptly rectifying a malfunctioning door lock in the men's bathroom, liaising with facilities teams to ensure swift resolution.

**Fence Restoration:** Proactive steps were taken to bolster infrastructure integrity with the repair and reinstallation of a fence segment within Clark Henry Park, showcasing our commitment to maintaining quality park facilities.

### Infrastructure Enhancements:

**Event Tent Installation:** Under the supervision of the Parks Supervisor, the crew successfully installed a new event tent at the golf course. This versatile addition will serve multiple purposes, facilitating city events and accommodating tournament needs at the golf course, thereby enhancing community engagement and recreational opportunities.

### Infrastructure Maintenance:

**Power Pole Security:** Attention to detail was demonstrated through the installation of securing screws on the power pole door at Clark Henry Park, ensuring operational safety and longevity of park amenities.

**Irrigation System Repairs:** Our dedicated crew addressed irrigation system malfunctions at key locations across the city. This included fixing a malfunctioning irrigation head in the marquee flower bed at Jersey and Lakeview, resolving a leak at the water meter supplying Senate Esplanade, and rectifying a leak on the large dog park side, safeguarding the vitality of our green spaces.

#### Park Beautification Efforts:

**Rubbish and Brush Removal:** In line with our commitment to maintaining pristine park environments, dedicated cleanup activities were conducted at each park. Crew members meticulously cleared rubbish and dead brush from tree lines and fence perimeters, enhancing the overall aesthetic appeal and safety of our parks for the enjoyment of residents and visitors alike.

## Facilities

#### City Hall and Civic Center Maintenance Activities

##### HVAC and Facility Upkeep:

- Continued servicing of AC systems at City Hall, including the installation of a new drip pan and drain line by the Police Department (PD) to improve drainage.
- Replacement of all filters at the PD and remediation of restroom P-traps to address backups.
- Comprehensive cleaning and organization of mechanical rooms, with the installation of shelving for improved efficiency.
- Transfer of stored paint from the PD to the garage area, accompanied by meticulous documentation for future reference.
- Resolution of latch issues on the janitorial closet door and replacement of lights and emergency ballast in the CID room at PD.
- Enhancement of security measures through the addition of a lock to the evidence room door.

##### Structural and Facility Enhancements:

- Removal of railing at the bay door to facilitate the removal of voting machines, along with the replacement of an emergency exit sign in the hallway.
- Patching of wall holes resulting from the removal of door pockets, replacement of wax rings and tank seals in lobby restrooms, and installation of door stoppers as needed.

##### Roofing and Electrical Maintenance:

- Identification and resolution of a roof leak over Maria's office, involving shingle peeling, patching with sealant and underlayment, and replacement of lobby lights with new fixtures.
- Installation of new electrical conduit between fixtures and replacement of faucets in restrooms as required.
- Repair of backflow issues behind the Civic Center due to deteriorated seals.

##### Golf Course Maintenance:

- Completion of AC system setup at the golf maintenance shop, including flushing the system, charging with Freon, and successful test runs.
- Troubleshooting and repair of water heater issues at the golf maintenance facility, including element replacement and voltage assessment.
- Installation of a new lock and deadbolt for the evidence room at the PD, as well as addressing fruit fly issues in the women's restroom.
- Maintenance and repair of restroom locks at the park, addressing jammed locks and installation of new deadbolts.
- Investigation and adjustment of the golf course main entrance electric gate for proper functionality, including communication with the manufacturer for technical support.

Pool Area Maintenance:

- Replacement of the water fountain inside the pool area, addressing broken supply lines and drainage issues near the pump house.
- Replacement of emergency exit lights at City Hall and repair of trip hazards in park walkways.
- Installation of a new photo cell for park lights and replacement of exterior lights at City Hall and the Civic Center.



March 2024 Code Enforcement Report

ID	Status	Source	Resolved Date	Type	Sub-Type	Address	Notes
2000136	resolved	iOS	4/2/2024	Code Issue	Other	16534 Delozier St Jersey Village 77040	Utility trailer in public view
1999045	resolved	In-person	4/10/2024	Code Issue	Tall grass and weeds	8630 Jones Rd Jersey Village	HG
1999042	assigned	In-person	--	Code Issue	Trees over Street/Sidewalk	15334 Welwyn Dr. Jersey Village	Overhanging tree branches
1999020	assigned	In-person	--	Code Issue	Tall grass and weeds	8513 Kari Ct Jersey Village	HG
1999017	resolved	In-person	4/10/2024	Code Issue	Tall grass and weeds	16033 Kevindale Ct Jersey Village	HG
1999008	assigned	In-person	--	Code Issue	Tall grass and weeds	16430 Koester St. Jersey Village	HG
1998995	assigned	In-person	--	Code Issue	Tall grass and weeds	16226 Koester St Jersey Village	HG (vacant lot next to 16226 Koester St.)
1998982	resolved	In-person	4/1/2024	Code Issue	Tall grass and weeds	15601 Yampa Ln Jersey Village	HG /weeds and seasonal lighting
1998446	assigned	In-person	--	Code Issue	Tall grass and weeds	18340 Northwest FWY Jersey Village	HG - vacant lot before Bobcat
1998408	resolved	In-person	4/10/2024	Code Issue	Tall grass and weeds	18550 Northwest Fwy Jersey Village	Vacant lot before Popeye's on Northwest FWY
1998397	assigned	In-person	--	Code Issue	Tall grass and weeds	17800 Northwest Fwy Jersey Village	HG
1998321	assigned	In-person	--	Code Issue	Other	15622 Jersey Dr Jersey Village	TJ & No visible house number
1998300	resolved	In-person	4/10/2024	Code Issue	Other	15306 Lakeview Dr Jersey Village	Boat in driveway and no visible house number
1998249	resolved	In-person	4/3/2024	Code Issue	Tall grass and weeds	15905 Juneau Ln Jersey Village	HG
1998223	assigned	In-person	--	Code Issue	Other	15413 Jersey Dr Jersey Village	JV & HG

1998142	resolved	Android	4/1/2024	Code Issue	Tall grass and weeds	8313 Koester Street Jersey Village 77040	tall grass due to ordinance 2011-25
1998120	resolved	In-person	4/10/2024	Code Issue	Other	15614 Seattle St. Jersey Village	JV and seasonal lights
1998036	assigned	In-person	--	Code Issue	Other	8101 Senate Ave Jersey Village	tree branches
1996357	assigned	In-person	--	Code Issue	Tall grass and weeds	16021 Wall St. Jersey Village	HG
1995409	resolved	iOS	3/27/2024	Code Issue	Other	16534 Delozier St Jersey Village 77040	Boat visible from public street
1994185	resolved	WEB RAI	4/10/2024	Code Issue	Other		Dear Code Enforcement Officer,I am contacting you as Ms Lorri Coody suggested. She seems to indicate that the closing of our apartment swimming pool may be at the whim of the manager or
1993177	assigned	WEB RAI	--	Code Issue	Other	15805 tahoe dr Jersey Village	Excessive garbage piled at 15805 Tahoe private residence by bridge. Piled up throughout weekend and during week, not on garbage days.
1991035	assigned	Android	--	Code Issue	Other	16222 Saint Helier Street Jersey Village 77040	Loud music. It sounds like a live band. I can hear it outside 6 houses down and in every room of my house close by. It happens most Saturday afternoons.
1990370	assigned	In-person	--	Code Issue	Tall grass and weeds	16552 Village DR Jersey Village	HG & TJ in backyard
1990276	resolved	In-person	3/22/2024	Code Issue	Tall grass and weeds	12472 Castlebridge Dr Houston 77065	Vacant lot at intersection of Saville & Castlebridge
1989232	resolved	iOS	3/27/2024	Code Issue	Other	16405 Jersey Dr Jersey Village 77040	Storage items on driveway

1988983	resolved	iOS	3/22/2024	Code Issue	Other	16304 Smith St Jersey Village 77040	The beagle dog at 16305 Smith Street has been barking nonstop for hours upon hours upon hours .. everyday this week. Please advise owners accordingly. Thank you.
1988801	assigned	In-person	--	Code Issue	Tall grass and weeds	7815 Zilonis Ct. Jersey Village	
1988776	resolved	In-person	4/10/2024	Code Issue	Tall grass and weeds	15421 Leeds Ln Jersey Village	HG/ Overgrown shrubs/ Fence
1988723	resolved	In-person	3/22/2024	Code Issue	Tall grass and weeds	16301 Jersey Dr. Jersey Village	HG
1988717	resolved	In-person	3/22/2024	Code Issue	Tall grass and weeds	16229 Jersey Dr. Jersey Village	HG
1988467	assigned	In-person	--	Code Issue	Tall grass and weeds Other	15421 Leeds St Jersey Village	HG/ Fence / Overgrown shrubs
1988345	resolved	In-person	3/21/2024	Code Issue	Other	16245 Seattle St. Jersey Village	Seasonal lights on home
1988329	resolved	Phone Voicemail	3/21/2024	Code Issue	Other	16308 Smith St. Jersey Village	Unregistered dogs.
1988299	resolved	Email	3/22/2024	Code Issue	Other	15509 Lakeview Dr. Jersey Village	Possible JV
1988274	resolved	In-person	3/21/2024	Code Issue	Tall grass and weeds	15826 Ginger LN Jersey Village	HG/Weeds
1988119	resolved	In-person	3/21/2024	Code Issue	Other	16009 Jersey Dr. Jersey Village	seasonal lights
1988099	resolved	Email	3/21/2024	Code Issue	Other	16433 Smith St. Jersey Village	Overgrown landscaping
1987992	resolved	Phone Voicemail	3/21/2024	Code Issue	Tall grass and weeds	16313 Jersey Dr. Jersey Village	HG / TJ
1987978	canceled	Phone Voicemail	--	Code Issue	Tall grass and weeds	16313 Jersey Jersey Village	HG / TJ

1987780	resolved	In-person	4/10/2024	Code Issue	Tall grass and weeds	16509 De Lozier Jersey Village	High grass and weeds
1987771	resolved	In-person	3/27/2024	Code Issue	Tall grass and weeds	16429 Cornwall Jersey Village	High grass and weeds
1986774	assigned	In-person	--	Code Issue	Tall grass and weeds	15810 Jersey Dr. Jersey Village	vacant lot with high grass
1986724	assigned	Phone Voicemail	--	Code Issue	Other	16322 Jersey Dr. Jersey Village	Possible junk vehicle and utility trailer in driveway.
1986071	resolved	In-person	3/22/2024	Code Issue	Other	16202 Singapore Jersey Village	Watercraft parked on the street
1985777	resolved	CMS RAI	3/26/2024	Code Issue	Other	16001 Seattle St Jersey Village	Overhanging cable / phone wire
1983086	resolved	iOS	3/22/2024	Code Issue	Other	15800 15898 Tahoe Dr Jersey Village 77040	Collecting trash bags on the street for weeks. They are landscaping contractors.
1982653	assigned	iOS	--	Code Issue	Tall grass and weeds	15502 Chichester Ln Jersey Village 77040	Over grown grass & weeds, dead shrubs in yard
1982474	resolved	iOS	3/19/2024	Code Issue	Other	15810 Acapulco Dr Jersey Village 77040	Golf cart parked on unpaved surface.
1982467	resolved	iOS	3/19/2024	Code Issue	Other	15810 Acapulco Dr Jersey Village 77040	
1982464	resolved	iOS	3/19/2024	Code Issue	Other	15810 Acapulco Dr Houston 77040	Golf cart parked on unpaved surface.
1981826	resolved	WEB RAI	3/22/2024	Code Issue	Other	16506 De Lozier Jersey Village	This same property, 16506 De Lozier, constantly violates the city ordinance about not putting out trash before 5 pm the day of pickup. Trash is currently out there at 10:35am on Monday, March 18.
1975932	resolved	iOS	3/20/2024	Code Issue	Other	16529 Delozier St Jersey Village 77040	Commercial trailer parked in driveway since March 10.

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON MARCH 18, 2024, AT 7:00 P.M. IN THE CIVIC CENTER, 16327 LAKEVIEW, JERSEY VILLAGE, TEXAS.

**A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

The meeting was called to order by Mayor Warren at 7:04 p.m. with the following present:

- |                                  |                              |
|----------------------------------|------------------------------|
| Mayor, Bobby Warren              | City Manager, Austin Bless   |
| Council Member, Drew Wasson      | City Secretary, Lorri Coody  |
| Council Member, Sheri Sheppard   | City Attorney, Justin Pruitt |
| Council Member, Michelle Mitcham |                              |
| Council Member, James Singleton  |                              |
| Council Member, Jennifer McCrea  |                              |

Staff in attendance: Robert Basford, Assistant City Manager; Isabel Kato, Finance Director; Danny Keele, Chief of Police; Mark Bitz, Fire Chief; Abram Syphrett, Director of Innovation; Laura Capps, Human Resource Manager; and Miesha Johnson, Economic Development Manager.

**B. INVOCATION, PLEDGE OF ALLEGIANCE**

Prayer and Pledge by: Dr. Averri LeMalle (CFJV Campus Pastor)

**C. PRESENTATIONS**

1. Presentation of Employee of the Month Award for March 2024 - Kevin Sullivan. *Austin Bless, City Manager*

**D. CITIZENS' COMMENTS**

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

**Jim Fields, 16412 Saint Helier, Jersey Village, Texas (713) 206-1184** – Mr. Fields spoke to City Council. He thanked the City Council for the sidewalk between Foundry Church and Village Drive. It promotes safety. The City Manager’s Report is part of the agenda. He spoke to the stop signs being installed. He hopes all signage that was taken down is replaced. He spoke to the Golf Course Revenues. He stated that some monies that were added as revenues should be deleted. He also spoke to the item on the agenda concerning bonds. He is encouraging City Council to vote against this item as he believes that we have the money on hand to fund these projects. He spoke to Code Enforcement issues. He stated that there are many abandoned vehicles in the City that need to be addressed. He went on to explain the problems with these vehicles. He still would like City Council to hold the TIRZ2 discussions in public as opposed to Executive Session. He closed with questions about the 2024 Bond Committee. Mayor Warren explained what the purpose of the bond committee. Council Member Singleton thanked Mr. Fields for his comments on the sidewalk as he endorsed this project.

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**Doris Michalak, 16002 Kevindale, Jersey Village, Texas (713) 553-4048** - Ms. Michalak invited all to a Crime Stoppers Presentation on April 9, 2024, at 7 PM. It is sponsored by JVSO. She stated it will be a great opportunity and would like all to attend.

**Michael Stembridge, 15422 Jersey Drive, Jersey Village, Texas (832) 880-3809** – Mr. Stembridge spoke to City Council about his demeanor the last time he spoke to City Council. He apologized for his actions at that time. He went on to say that he is endorsing James Fields. He believes that his dissention plays a big part in our democracy. Mr. Fields supports a reduction in the City property tax, and he believes it is time for a change.

**Rick Faircloth, 16010 Lakeview Drive, Jersey Village, Texas (713) 466-8065** – Mr. Faircloth spoke to City Council. He thanked the Public Works Department for their hard work. While raking leaves at his home, one of the Public Works Department employees stopped by to inquire if they were okay. He stated that Jordan, with Public Works, is very pleasant and she is a great employee. He also spoke to the bridge at the golf course. He stated that the bridge has a weight capacity limit and believes that there should be two full stop signs on each side of the bridge once it is reopened to promote safety. Or perhaps, a sign should be considered that states only one vehicle at a time on the bridge.

**Kimberly Henao 15601 Singapore Lane, Jersey Village, Texas (832) 689-9878** – Ms. Henao gave her 30<sup>th</sup> installment concerning the history of Jersey Village from 1999.

#### **E. CITY MANAGER’S REPORT**

City Manager Bless gave the following monthly report. He also told City Council that Little Meadow Kitchen & Cocktails will be opening the first part of April. There was limited discussion about water usage and irrigation meters. Some questions from residents concerned the \$15 fee for irrigation and why it is necessary, and if the irrigation is not being used, can the charge be stopped. City Manager Bless answered the questions, stating that when away, residents should call in and ask that the charge be stopped during non-usage. There was also discussion about the usage rates. City Manager explained that state law does require lock rates. The \$15 per month fee was discussed and some wondered why it is necessary. City Manager Bless explained that the rate is needed and is justifiable in order to pay for system expenses.

There was a question about code enforcement and permits. If a resident buys a permit but cannot complete a project and the permit expires in order to start again, they will need to purchase another permit and so on. City Attorney Pruitt explained that such a complaint would need to come to City Council.

1. Monthly Fund Balance Report, Enterprise Funds Report, Governmental Funds Report, Property Tax Collection Report, General Fund Budget Projections, and Utility Fund Budget Projections.
2. Fire Departmental Report and Communication Division’s Monthly Report
3. Police Department Monthly Activity Report, Staffing/Recruitment Report, and Police Open Records Requests

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4. Municipal Court Collection Report, Municipal Court Activity Report, Municipal Court Courtroom Activity Report, Speeding and Stop Sign Citations within Residential Areas Report, and Court Proceeds Comparison Report
5. Public Works Departmental Status Report
6. Golf Course Monthly Report, Golf Course Financial Statement Report, Golf Course Budget Summary, and Parks and Recreation Departmental Report
7. Code Enforcement Report

**F. CONSENT AGENDA**

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

Each Consent Agenda item appears below with background information. Items 8, 9, and 11 were pulled from the Consent Agenda for further discussion. Accordingly, Items 8, 9, and 11 contain discussion information as well as Council's vote, if applicable. The vote for Items 1 through 7 and 10 are found at the end of the Consent Agenda.

1. **Consider approval of the Minutes for the Regular Session Meeting held on February 12, 2024.**
2. **Consider Resolution No. 2024-14, setting the schedule for Regular City Council Meetings for the period beginning June 2024 and ending May 2025 in order to make the Council's meetings more accessible to the public and to accommodate conflicts with City holidays, the city election cycle, and local school schedules.**

**BACKGROUND INFORMATION:**

The City's Charter requires the following concerning meetings of the Council:

**“Sec. 2.09. - Meetings of the council.** There shall be at least one regular meeting of the council each month. All meetings shall be public, except where permitted by law to be closed in whole or part to the public, and shall be held at the city hall or other public place in the city. Special meetings may be called at any time by the city secretary upon request of the mayor, the city manager or three members of the council.”

In connection with this Section of the Charter, the Council traditionally has met on the third Monday of each month. However, for the following reasons, it may be prudent for the Council to consider setting a schedule for future meeting dates in order to accommodate conflicts with conducting its meetings on the third Monday of each month:

1. An increasing desire that Council meetings accommodate the local school schedule.
2. Conflicts with City holidays that fall on the third Monday of the month;
3. Conflicts with the city election cycle wherein the canvass date must be no later than the 11<sup>th</sup> day following Election Day (1<sup>st</sup> Saturday of the month; and

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In light of these reasons, City Staff makes the following suggestions for the Council’s Meeting schedule beginning in June 2024 and ending in May 2025 with all meetings beginning at 7 PM:

June 17, 2024 – 3 <sup>rd</sup> Monday	December 16, 2024 – 3 <sup>rd</sup> Monday
July 15, 2024 – 3 <sup>rd</sup> Monday	January 13, 2025 – 2 <sup>nd</sup> Monday
August 19, 2024 – 3 <sup>rd</sup> Monday	February 10, 2025 – 2 <sup>nd</sup> Monday
September 16, 2024 – 3 <sup>rd</sup> Monday	March 17, 2025 – 3 <sup>rd</sup> Monday
October 14, 2024 – 2 <sup>nd</sup> Monday	April 14, 2025 – 2 <sup>nd</sup> Monday
November 18, 2024 – 3 <sup>rd</sup> Monday	May 14, 2025 – Wednesday

RESOLUTION NO. 2024-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, SETTING THE SCHEDULE FOR REGULAR CITY COUNCIL MEETINGS FOR THE PERIOD BEGINNING JUNE 2024 AND ENDING MAY 2025 IN ORDER TO MAKE THE COUNCIL’S MEETINGS MORE ACCESSIBLE TO THE PUBLIC AND TO ACCOMMODATE CONFLICTS WITH CITY HOLIDAYS, THE CITY ELECTION CYCLE, AND LOCAL SCHOOL SCHEDULES.

3. **Consider Resolution No. 2024-15, appointing a Director to fill the unexpired term ending December 31, 2025, for position three (3) on the City of Jersey Village Tax Increment Reinvestment Zone No. 3 (TIRZ No. 3).**

**BACKGROUND INFORMATION:**

The Tax Increment Reinvestment Zone No. 3 Board consists of nine (9) Directors, to include a member from the State Senate and House of Representatives as well as a member from each taxing unit located within the TIRZ3 District.

In order to serve on the TIRZ No. 3 Board, with the exception of the State Senator and State House Representative members, all other Board members shall be at least eighteen (18) years of age and own real property in TIRZ No. 3 or be an employee or agent of a person that owns real property in TIRZ No. 3. Any Board member who ceases to possess such qualifications shall automatically be deemed to have vacated their membership on the Board.

Position three (3) on this Board has been vacant since late last year. Given the special residency requirements of having to live within the District to serve on this Board, applications are sparse. Recently, Christopher Kendrick has shown interest in appointment. His application is included in the meeting packet.

This item is to appoint a Director to fill the unexpired term ending December 31, 2025, for position three (3) on the City of Jersey Village Tax Increment Reinvestment Zone No. 3 (TIRZ No. 3).

RESOLUTION NO. 2024-15

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



REGULAR MEETING OF THE CITY COUNCIL  
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A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPOINTING A DIRECTOR TO FILL THE UNEXPIRED TERM ENDING DECEMBER 31, 2025, FOR POSITION THREE ON THE CITY OF JERSEY VILLAGE TAX INCREMENT REINVESTMENT ZONE NO. 3 (TIRZ NO. 3).

4. **Consider Resolution No. 2024-16, authorizing the City Manager to execute an extension of the residential solid waste collection and disposal contract with WCA Waste Systems, Inc. DBA GFL Environmental for an additional three (3) year period, beginning October 1, 2024.**

**BACKGROUND INFORMATION:**

On October 1, 2021, the City's Residential Solid Waste Collection Contract with WCA Waste Systems, Inc. DBA GFL Environmental automatically renewed for the First Renewal Term, following the expiration of the Initial Term on September 30, 2021. The First Renewal Term extended the contract by three (3) years and is scheduled to automatically renew on October 1, 2024. Alternatively, the contract can be terminated through a Notice of Non-Renewal issued no less than thirty (30) days prior to the conclusion of the current renewal term. The current rates stand at \$14.62 per residential connection per month for curbside collection of household trash and \$4.21 per residential connection per month for recyclables collection. These rates are subject to an annual adjustment based on 100% of the CPI. Presently, WCA serves 2,136 households in Jersey Village.

City staff recently contacted several municipalities to inquire about recent waste bidding activities. Some cities have gone out to bid, and their rates are currently at \$23.45 or higher per home. This reflects a significant increase compared to our current rates. Meanwhile, the municipalities that have not recently engaged in bidding are paying rates similar to ours. Last year, a neighboring municipality went out to bid, and GFL was the sole bidder. This scenario appears to be somewhat common in our region.

Staffing from GFL Government Contracts have demonstrated a willingness to collaborate with the City to ensure that all services are fulfilled, and there have been no significant issues throughout the First Renewal Term. Based on the accommodations and services that GFL has provided over the past three years, City staff recommends extending the existing contract for a Second Renewal Term.

Additionally with the upcoming Christmas and New Year holidays both falling on Wednesdays, GFL has indicated they can reschedule recycling services between the holidays to prevent a lapse in service for two consecutive weeks.

The proposed Second Renewal Term will extend from October 1, 2024, to September 30, 2027, marking the final consecutive renewal under the current contract terms.

**RESOLUTION NO. 2024-16**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN EXTENSION OF

REGULAR MEETING OF THE CITY COUNCIL  
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THE CONTRACT FOR RESIDENTIAL SOLID WASTE COLLECTION AND DISPOSAL WITH WCA WASTE SYSTEMS, INC., DBA GFL ENVIRONMENTAL FOR AN ADDITIONAL THREE (3) YEAR PERIOD BEGINNING OCTOBER 1, 2024.

5. **Consider Resolution No. 2024-17, establishing a committee with the mission of analyzing the feasibility of seeking an election for the issuance of General Obligation Bonds for various city related projects; and establishing the methodology for the formation and termination of such committee; and providing operating procedures and parameters; and providing an effective date.**

**BACKGROUND INFORMATION:**

The City Council wants citizen input to create a General Obligation bond proposal for the purposes of completing public infrastructure and facilities, to include a city pool and park options.

As such, this item is to create a Bond Committee and establish operating procedures and parameters for said Committee.

**RESOLUTION NO. 2024-17**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, ESTABLISHING A COMMITTEE WITH THE MISSION OF ANALYZING THE FEASIBILITY OF SEEKING AN ELECTION FOR THE ISSUANCE OF GENERAL OBLIGATION BONDS FOR VARIOUS CITY RELATED PROJECTS; AND ESTABLISHING THE METHODOLOGY FOR THE FORMATION AND TERMINATION OF SUCH COMMITTEE; AND PROVIDING OPERATING PROCEDURES AND PARAMETERS; AND PROVIDING AN EFFECTIVE DATE.

6. **Consider Resolution No. 2024-18, authorizing the City Manager to enter into an Interlocal Agreement with Harris County for a Mass Prophylaxis Closed Point of Dispensing (“Closed Pod”) to dispense medications and supplies to identified Jersey Village employees, contractors, and their immediate family members during a catastrophic incident or other communicable threat.**

**BACKGROUND INFORMATION:**

Harris County Public Health (“HCPH”), participates in the Strategic National Stockpile (“SNS”), which includes medications and medical supplies. Harris County desires to collaborate with Jersey Village to enhance Harris County’s ability to respond to a catastrophic incident or other communicable threat by entering into an agreement for a mass prophylaxis closed point of dispensing (“Closed Pod”) to dispense medications and supplies to identified Jersey Village employees, contractors and their immediate family members. This will be for all first responders and essential E1 personnel that could potentially be called to stay and activate in the city during a catastrophic incident. This stockpile of medicine and supplies will also be given to all first responder and E1 personnel’s immediate family members as will be identified by the city.

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RESOLUTION NO. 2024-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH HARRIS COUNTY FOR A MASS PROPHYLAXIS CLOSED POINT OF DISPENSING (“CLOSED POD”) TO DISPENSE MEDICATIONS AND SUPPLIES TO IDENTIFIED JERSEY VILLAGE EMPLOYEES, CONTRACTORS, AND THEIR IMMEDIATE FAMILY MEMBERS DURING A CATASTROPHIC INCIDENT OR OTHER COMMUNICABLE THREAT.

7. **Consider Resolution No. 2024-19, authorizing the Application for US Department of Transportation Safe Streets and Roads for All Planning Grant.**

**BACKGROUND INFORMATION:**

This item is seeking approval to apply for a grant from the United States Department of Transportation to fund the study and creation of an Action Plan. This grant would be a part of the Safe Streets and Roads for All (SS\$A) program through the USDOT.

The goal of an Action Plan is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries in a community.

A successful Action Plan includes the following eight key components:

- |   |                                    |
|---|------------------------------------|
| 1. Leadership commitment and goal setting | 5. Equity                          |
| 2. Planning structure                     | 6. Policy and process changes      |
| 3. Safety analysis                        | 7. Strategy and project selections |
| 4. Engagement and collaboration           | 8. Progress and Transparency       |

One of the biggest pieces of this plan is the safety analysis. This is an analysis of existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across the city. It includes an analysis of locations where there are crashes and the severity of the crashes, as well as contributing factors and crash types by relevant road users (motorists, people walking, transit users, etc.). Analysis of systemic and specific safety needs is also performed, as needed (e.g., high-risk road features, specific safety needs of relevant road users, public health approaches, analysis of the built environment, demographic, and structural issues, etc.). To the extent practical, the analysis should include all roadways within the jurisdiction, without regard for ownership. Based on the analysis performed, a geospatial identification of higher-risk locations is developed (a High-Injury Network or equivalent).

Of course, with any plan, the “what” that comes out of it is the biggest piece. What this plan would deliver is an identification of a comprehensive set of projects and strategies, shaped by data, the best available evidence and noteworthy practices, as well as stakeholder input and equity considerations, that will address the safety problems described in the Action Plan. These strategies and countermeasures focus on a Safe System Approach, effective interventions, and consider multidisciplinary activities. To the extent practical, data limitations are identified and mitigated. Once identified, the list

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of projects and strategies is prioritized in a list that provides time ranges for when the strategies and countermeasures will be deployed (e.g., short-, mid-, and long-term timeframes). The list should include specific projects and strategies, or descriptions of programs of projects and strategies, and explains prioritization criteria used. The list should contain interventions focused on infrastructure, behavioral, and/or operational safety.

By coming up with this plan the city could apply for future grant funding to help implement the plan. Things that staff believe could be future items include grants to finish out the sidewalk system throughout the city and possible roadway improvements. This could also mean more trail connections to trails that already exist in the county along the bayous. It is not likely that trails would be added to the bayou behind homes, as the sidewalk connectivity would be a bigger focus area.

The anticipated cost for this study is \$125,000. There is a \$25,000 cost share that the city would have to do. This could come from the traffic safety fund if we were to get awarded this grant.

RESOLUTION NO. 2024-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING APPLICATIONS FOR THE US DEPARTMENT OF TRANSPORTATION SAFE STREETS AND ROADS FOR ALL PLANNING GRANT.

8. **Consider Resolution No. 2024-20, accepting the proposal of group benefit consultant services and authorizing the City Manager to enter into an agreement with HUB International for Group Benefit Consultant Services for medical, dental, vision, life insurance, employee assistance program, and long-term disability.**

**BACKGROUND INFORMATION:**

In order to remain competitive with employee Group Benefits, the City recently solicited sealed proposals from qualified vendors for Group Benefit Consultant Services for medical, dental, vision, life insurance, employee assistance program, and long-term disability.

Currently, the City is with the TX Health Pool for these services. However, due to concerns regarding the future of the TX Health Benefits Pool and recent fluctuations in rates, the City opted to solicit sealed proposals from qualified vendors. Last year, a similar process was undertaken, resulting in a Request for Proposal (RFP) for benefit consultants and health care vendors, prompted by similar concerns regarding the TX Health Benefits Pool's stability. Despite challenges faced by TX Health, they offered a 5% rate decrease, contrasting with widespread rate increases for other pool members, raising questions about the Pool's reliability.

The Request for Proposal (RFP) was posted on our website and Bidnet Direct on January 31, 2024. Advertisements were run in the Houston Chronicle on January 31, 2024, and February 7, 2024. The proposal opening was February 21, 2024.

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The following companies responded to the RFP:

US Beacon
HUB International
Gallagher Benefit Services
McGriff Insurance Services

Staff members have reviewed the responses in accordance with the following requirements outlined in the RFP:

1. Experience and Qualifications (30 points)
2. Proposed Services (30 points)
3. Completion Time Schedule and other Project Commitments (10 points)
4. Price or cost (30 points)

Based on the above criteria; each company average score is as follows:

Average					
Max Points	Max Points	HUB	Gallagher	McGriff	US Beacon
Experience and Qualifications	30	30	30	30	N/A
Proposed Services	30	29.5	29.5	29	N/A
Schedule	10	10	10	10	N/A
Price	30	30	16.5	22	N/A
Totals		99.5	86	91	N/A

Based upon the review of Staff, it is recommended that the proposal received from HUB International be accepted and that the City Manager be authorized to negotiate the terms of an agreement for Group Benefit Consultant Services for medical, dental, vision, life insurance, employee assistance program, and long-term disability.

The initial cost for HUB International to oversee the RFP process for our 2024-2025 benefits is \$3000.00. Following this, their services will be provided at a flat rate of \$33,000 per year, effective October 1, 2024.

Council engaged in discussion. Some wondered about the discounted rate of \$3,000. Human Resource Manager, Laura Capps, explained that the \$3,000 fee is to pay the consultant to prepare an RFP for group benefits. Once that is done, the rate will be \$33,000 beginning October 1, 2024.

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Ms. Capps checked with what other Cities are doing. She stated that HUB is well known throughout other cities.

With no further discussions on the matter, Council Member Wasson moved to approve Resolution No. 2024-20, accepting the proposal of group benefit consultant services and authorizing the City Manager to enter into an agreement with HUB International for Group Benefit Consultant Services for medical, dental, vision, life insurance, employee assistance program, and long-term disability. Council Member Singleton seconded the motion. The vote follows:

Ayes: Council Members Wasson, Sheppard, Mitcham, Singleton, and McCrea

Nays: None

The motion carried.

RESOLUTION NO. 2024-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, ACCEPTING THE PROPOSAL OF GROUP BENEFIT CONSULTING SERVICES AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH HUB INTERNATIONAL FOR GROUP BENEFIT CONSULTANT SERVICES FOR MEDICAL, DENTAL, VISION, LIFE INSURANCE, EMPLOYEE ASSISTANCE PROGRAM, AND LONG-TERM DISABILITY.

- 9. Consider Resolution No. 2024-21, authorizing the City Manager to enter into a contract with Quiddity Engineering, LLC for the design, public bidding, and project management of the 2024 Sanitary Sewer Cleaning and Televising Project.**

**BACKGROUND INFORMATION:**

During the 2023 Bond Election, residents endorsed a funding allocation of \$3.7 million for water and sewer improvements. These enhancements primarily target the rehabilitation of sanitary piping aged 40 years or older. Prior to replacement, CCTV inspections are commonly conducted to assess the condition of underground piping. This agenda request pertains to the televising and cleaning of all sanitary sewer lines installed from the pre-1970s through the 2020s, totaling 188,190 linear feet.

City staff proposes the engagement of Quiddity Engineering, LLC to oversee the design, bidding, and project management of the 2024 Sanitary Sewer Cleaning and Televising project. Quiddity Engineering, LLC has maintained a substantial partnership with the City of Jersey Village since 2008. Their team employs a meticulous and collaborative process in conceptual design, focusing on utility reconstruction. They were also one of the five firms that were shortlisted for this type of work after the RFQ was sent out for Engineering services.

The total cost for the contract with Quiddity is expected to be \$189,000.

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City Council engaged in discussion. Some members gave information about what can happen without this maintenance. Accordingly, this service is needed. Mr. Basford explained that the project will be paid for with bond funds and other budgeted funds.

With no further discussion on the matter, Council Member Wasson moved to approve Resolution No. 2024-21, authorizing the City Manager to enter into a contract with Quiddity Engineering, LLC for the design, public bidding, and project management of the 2024 Sanitary Sewer Cleaning and Televising Project. Council Member Sheppard second the motion. The vote follows:

Ayes: Council Members Wasson, Sheppard, Mitcham, Singleton, and McCrea

Nays: None

The motion carried.

RESOLUTION NO. 2024-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH QUIDDITY ENGINEERING, LLC FOR THE DESIGN, PUBLIC BIDDING, AND PROJECT MANAGEMENT OF THE 2024 SANITARY SEWER CLEANING AND TELEVISIONING PROJECT.

- 10. Consider Resolution No. 2024-22, suspending the April 10, 2024 effective date of CenterPoint Energy Houston Electric, LLC’s requested rate change to permit the City time to study the request and to establish reasonable rates; approving continued cooperation with the Gulf Coast Coalition of Cities; hiring Lloyd Gosselink Attorneys and Consulting Services to negotiate with the company and direct any necessary litigation and appeals; requiring reimbursement of cities’ rate case expenses; finding that the meeting at which this resolution is passed is open to the public as required by law; requiring notice of this resolution to the company and legal counsel for the Gulf Coast Coalition of Cities.**

**BACKGROUND INFORMATION:**

CenterPoint Energy Houston Electric, LLC (“CenterPoint” or “Company”) filed an application on March 6, 2024, with cities retaining original jurisdiction seeking to increase system-wide transmission and distribution rates by \$60 million per year. The Company asks the City to approve an increase of \$17 million in retail transmission and distribution rates (an increase of about 1%) and \$43 million in wholesale transmission rates (an increase of about 6.6%). According to CenterPoint, the impact on an average residential customer would be an increase of about \$1.25 per month.

The resolution suspends the April 10, 2024, effective date of the Company’s rate increase for the maximum period permitted by law to allow the City, working in conjunction with other members of GCCC served by CenterPoint to evaluate the filing, determine whether

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the filing complies with law, and if lawful, to determine what further strategy, including settlement, to pursue.

The law provides that a rate request made by an electric utility cannot become effective until at least 35 days following the filing of the application to change rates. The law permits the City to suspend the rate change for 90 days after the date the rate change would otherwise be effective. If the City fails to take some action regarding the filing before the effective date, CenterPoint’s rate request is deemed approved.

The city is a member of a coalition of political subdivisions in the Greater Houston area known as the Gulf Coast Coalition of Cities (“GCCC”). GCCC has been in existence since the early 1990s. The GCCC represents the interests of its members on gas and electric utility matters before the Public Utility Commission of Texas, the Railroad Commission of Texas, the Electric Reliability Council of Texas, and the courts. For the past 20 years, GCCC has protected the authority of municipalities over monopoly electric and natural gas providers and has defended the interests of the residential and small commercial customers within the cities. Cities are often the only consumer advocates that work to keep utility rates reasonable. The work undertaken by GCCC has saved ratepayers millions of dollars in unreasonable charges. GCCC has previously approved the hiring of Lloyd Gosselink Rochelle & Townsend, P.C. and consultants to intervene in matters related to the electric utility rate case filings, representing GCCC members’ interests.

Current members include the following 44 cities: Alvin, Brazos Country, Brookshire, Bunker Hill Village, Clear Lake Shores, Deer Park, Dickinson, Fairchilds, Friendswood, Fulshear, Galveston, Hedwig Village, Hilshire Village, Hunters Creek, Iowa Colony, Jersey Village, Jones Creek, Kemah, La Marque, Lake Jackson, Manvel, Missouri City, Mont Belvieu, Morgan’s Point, Nassau Bay, Oyster Creek, Pattison, Piney Point Village, Pleak, Prairie View, Rosenberg, Santa Fe, Seabrook, Sealy, Simonton, South Houston, Spring Valley Village, Stafford, Sugar Land, Taylor Lake Village, Texas City, Tiki Island, Webster, and Weston Lakes.

The purpose of the Resolution is to deny the DCRF application proposed by CenterPoint.

**Explanation of “Be It Resolved” Paragraphs:**

1. This paragraph finds that the Company’s application is unreasonable and should be denied.
2. This section states that the Company’s current rates shall not be changed.
3. The Company will reimburse the cities for their reasonable rate case expenses. Legal counsel and consultants approved by the Cities will submit monthly invoices that will be forwarded to CenterPoint for reimbursement.
4. This section recites that the Resolution was passed at a meeting that was open to the public and that the consideration of the Resolution was properly noticed.
5. This section provides CenterPoint and counsel for the cities will be notified of the City’s action by sending a copy of the approved and signed Resolution to counsel.



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RESOLUTION NO. 2024-22

RESOLUTION OF THE CITY OF JERSEY VILLAGE, TEXAS SUSPENDING THE APRIL 10, 2024 EFFECTIVE DATE OF CENTERPOINT ENERGY HOUSTON ELECTRIC, LLC'S REQUESTED RATE CHANGE TO PERMIT THE CITY TIME TO STUDY THE REQUEST AND TO ESTABLISH REASONABLE RATES; APPROVING CONTINUED COOPERATION WITH THE GULF COAST COALITION OF CITIES; HIRING LLOYD GOSSELINK ATTORNEYS AND CONSULTING SERVICES TO NEGOTIATE WITH THE COMPANY AND DIRECT ANY NECESSARY LITIGATION AND APPEALS; REQUIRING REIMBURSEMENT OF CITIES' RATE CASE EXPENSES; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL FOR THE GULF COAST COALITION OF CITIES.

- 11. Consider Resolution No. 2024-23, authorizing the City Manager to enter into a contract with Gauge Engineering, LLC for the design and construction management of the Solomon Street and Australia Street Reconstruction Projects.**

**BACKGROUND INFORMATION:**

As part of the 2023 Bond Election, residents approved funding allocating \$15.5 million for five (5) street reconstruction projects. Solomon Street and Australia Street were among the identified streets designated for replacement within the bond proposal, attributed to their aging infrastructure and current state of deterioration.

City staff proposes engaging Gauge Engineering, LLC to oversee the design, bidding, and construction management of the Solomon Street and Australia Street projects. Staff estimates the total cost for this engagement and construction of the project to be \$6,370,327.00. This estimate includes provisions for inflation and potential change orders.

This agenda request pertains to the design and management of the Solomon Street and Australia Street Reconstruction Projects. The cost for this design contract is \$481,664.50.

Gauge Engineering, LLC, is a full-service civil consulting firm specializing in providing comprehensive engineering, planning, design, and construction management services for public agencies. With a focus on delivering high-quality solutions, Gauge Engineering offers expertise in various core services crucial for infrastructure projects including:

- **Roadway Planning and Design:** Gauge Engineering has a proven track record in roadway planning and design, ensuring efficient and safe transportation systems tailored to the needs of communities.
- **Drainage Analysis and Design:** The firm excels in conducting thorough drainage analysis and designing effective drainage systems to mitigate flooding and ensure proper water management in urban environments.

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- Utility Engineering and Coordination: Gauge Engineering possesses extensive experience in utility engineering and coordination, facilitating the integration of utilities with infrastructure projects to minimize disruptions and optimize efficiency.

With a commitment to providing tailored solutions for public agencies, Gauge Engineering is equipped to undertake the design of the Solomon and Australia projects, ensuring their successful completion and long-term sustainability.

Council engaged in discussion about the length of time for the design portion of this project. City Manager Bleess stated the project should take 10 to 11 months. We will aim for construction to start in the summer of 2025, hoping to complete same before school starts in the fall.

With no further discussion on the matter, Council Member Wasson moved to approve Resolution No. 2024-23, authorizing the City Manager to enter into a contract with Gauge Engineering, LLC for the design and construction management of the Solomon Street and Australia Street Reconstruction Projects. Council Member McCrea second the motion. The vote follows:

Ayes: Council Members Wasson, Sheppard, Mitcham, Singleton, and McCrea

Nays: None

The motion carried.

RESOLUTION NO. 2024-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH GAUGE ENGINEERING, LLC FOR THE DESIGN SERVICES AND CONSTRUCTION MANAGEMENT FOR THE SOLOMON STREET AND AUSTRALIA STREET RECONSTRUCTION PROJECTS.

Items 8, 9, and 11 were removed from the consent agenda. The discussion and vote for the removed items can be found under the appropriate Consent Agenda item. The vote for the remaining items NOT removed from the Consent Agenda is as follows:

Council Member Singleton moved to approve Items 1 thru 7 and 10 on the Consent Agenda. Council McCrea Member seconded the motion. The vote follows:

Ayes: Council Members Wasson, Sheppard, Mitcham, Singleton, and McCrea

Nays: None

The motion carried.

**G. REGULAR AGENDA**

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- 1. Consideration and approval of Ordinance 2024-10, authorizing and ordering the issuance of the City of Jersey Village, Texas General Obligation Bonds, Series 2024; prescribing the terms and form thereof; making other provisions regarding such bonds, including use of proceeds thereof, and matters incident thereto.**

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

The City of Jersey Village, Texas, acting through its City Council, is authorized by the Constitution and laws of the State of Texas, particularly Chapter 1331, Texas Government Code, as amended, to issue bonds to construct or purchase permanent improvements inside the municipal boundaries, including public buildings, waterworks, or sewers.

The issuance of the bonds herein authorized was approved by the voters of the City at an election held for such purpose on November 7, 2023, which was called by the City Council, and which authorized the issuance of (i) \$15,855,000 in bonds for constructing, acquiring, improving, renovating, expanding, developing and equipping water, sewer and drainage projects, and all matters incident or necessary thereto (“Proposition B”) and (ii) \$18,045,000 in bonds for constructing, acquiring, improving, renovating, expanding, developing and equipping street, road and bridge projects, and all matters incident or necessary thereto (“Proposition C”).

During the Council meeting in January Councilor Mitcham brought up a discussion point about bonding for the full amount of the road and bridge amount authorized and possibly doing a bridge. The Council could put that full amount into the ordinance here tonight. The amounts in the bond authorization can be used for only the types of things authorized. The amounts discussed in January were \$12,855,959 that would be debt service fund, and \$12,884,851 that would be utility fund. The Council could choose to bond for the full amount authorized by the voters, which amounts are noted in the paragraph above.

This item is to consider an Ordinance that authorizes and orders the issuance of General Obligation Bonds attributable to the bonds authorized by Propositions A and Propositions B. Council needs to decide the final amount to be issued for each proposition.

Financial Advisor, John Robuck, gave a presentation concerning the issuance of these bonds that included the following:

- Current Market, Fixed Rates of Interest
- Final Deb Service Requirements
- Final Source and Uses of Funds
- Schedule of Events

Council engaged in discussion concerning the bonds. Questions were asked of Mr. Robuck to which he responded accordingly.

With no further discussion on the matter, Council Member Singleton moved to approve Ordinance 2024-10, authorizing and ordering the issuance of the City of Jersey Village, Texas General Obligation Bonds, Series 2024; prescribing the terms and form thereof;

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making other provisions regarding such bonds, including use of proceeds thereof, and matters incident thereto. Council Member Mitcham seconded the motion. The vote follows:

Ayes: Council Members Wasson, Sheppard, Mitcham, Singleton, and McCrea

Nays: None

The motion carried.

ORDINANCE NO. 2024-10

AN ORDINANCE AUTHORIZING AND ORDERING THE ISSUANCE OF CITY OF JERSEY VILLAGE, TEXAS GENERAL OBLIGATION BONDS, SERIES 2024; PRESCRIBING THE TERMS AND FORM THEREOF; MAKING OTHER PROVISIONS REGARDING SUCH BONDS, INCLUDING USE OF THE PROCEEDS THEREOF, AND MATTERS INCIDENT THERETO.

**2. Consider Resolution No. 2024-24, reviewing and accepting the 2024 Utility Fund Capital Improvements Plan & Inspection Reports.**

Robert Basford, Assistant City Manager, introduced the item. Background information is as follows:

The second piece of work that Quiddity Engineering LLC did for the City, in conjunction with the Impact Fee Study was a review of our water plants, water distribution, wastewater plant, wastewater collection system, and lift stations to give us a solid Capital Improvement Plan to move forward with over the next 10 years for our facilities. As part of this plan Quiddity spent several hours over the course of a few days with city staff meticulously going through the water and wastewater plants. These final reports are here tonight for the Council to review with Quiddity and to formally receive the reports.

These reports will be at the heart of the budgeting process over the next several fiscal years. It will guide us in how we maintain our water and sewer infrastructure for the safety and benefit of our residents. It will also be utilized to help forecast future utility rate needs, and future funding requests to help us pay for the projects that are here.

This item is to request the Council's acceptance of these reports as presented by Quiddity Engineering, LLC ensuring that the Capital Improvements Plan remains a dynamic and responsive tool, effectively addressing the evolving needs of our community.

Council engaged in discussion about the reports. Some members felt that this report was needed and well prepared. The Consultant was asked about the accuracy of the report. The Consultant explained the report process, stating that the city's equipment and facilities were reviewed in depth. City Manager Bless explained that the consultants spent days at the facilities and with Staff. They documented everything and were very thorough. City Council would like to have this report posted on the City website. Mayor Warren encouraged residents to review this report to understand the cost needed to make repairs

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and maintain our facilities over the next ten (10) years. It was explained that having this information helps the Council plan for these repairs as they are needed.

With no further discussion on the matter, Council Member Singleton moved to approve Resolution No. 2024-24, reviewing and accepting the 2024 Utility Fund Capital Improvements Plan & Inspection Reports. Council Member Mitcham seconded the motion. The vote follows:

Ayes: Council Members Wasson, Sheppard, Mitcham, Singleton, and McCrea

Nays: None

The motion carried.

RESOLUTION NO. 2024-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, REVIEWING AND ACCEPTING THE 2024 UTILITY FUND CAPITAL IMPROVEMENTS PLAN REPORT.

**3. Consider Resolution No. 2024-25, appointing members to serve on the City of Jersey Village 2024 Bond Committee.**

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

City Council has heretofore created a 2024 Bond Committee (Committee) to develop a General Obligation bond proposal for the purposes of completing public infrastructure and facilities, to include a city pool and park options.

The Committee shall consist of seven (7) members.

The Committee shall be charged with analyzing the feasibility of recommending to the City Council that they call an election for the purpose of passing General Obligation Bond authorizations. Such analysis shall include examining what projects shall be recommended for placement before the voters for consideration as well as recommending bond amounts and an issuance timing schedule.

This item is to appoint Committee Members to serve on the 2024 Bond Committee. The following individuals have submitted applications seeking appointment:

Aaron M. Guerrero	Beverly Petersen	Gary Habegger
Jennifer Withner	Lyle Henkel	Peter Johnston
Rick Faircloth	Sean Willis	Susan Edwards
Krista N. Guerrero	Edward Lock	Curtis Haverty
Charles Daniels		

Council engaged in discussion concerning the appointment of members to this Board. The qualifications of applicants were discussed.

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With no further discussion on the matter, Council Member McCrea moved to approve Resolution No. 2024-25, appointing the following members to serve on the City of Jersey Village 2024 Bond Committee.

Jennifer Withner	Beverly Petersen	Sean Willis
Krista N. Guerrero	Edward Lock	Curtis Haverty
Susan Edwards		

Council Member Wasson seconded the motion. The vote follows:

Ayes: Council Members Wasson, Sheppard, Mitcham, Singleton, and McCrea

Nays: None

The motion carried.

RESOLUTION NO. 2024-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPOINTING MEMBERS TO SERVE ON THE CITY OF JERSEY VILLAGE 2024 BOND COMMITTEE.

**4. Discuss and take appropriate action concerning the appointment process for the 2024 Comprehensive Plan Update Committee (CPUC).**

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

The City's Comprehensive Plan is the guiding document that helps leaders, over the course of 15-20 years, make improvements that ensure that the City remains a desirable place to live, where property values increase, and the quality of life remains strong. The Plan presents a vision for the future, with long-range goals and objectives for all activities that affect the local government. The City's 2020 Comprehensive Plan was approved by City Council on February 22, 2021.

The Comprehensive Planning Update Committee is responsible for:

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

A provision in the Comprehensive Plan requires that City Council appoint a Comprehensive Planning Update Committee at least every four years. Accordingly, the next Committee appointments are to be made in July of 2024.

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The Committee consists of seven regular members and three alternate members. Three regular members of the Committee shall be current members of the City’s Planning and Zoning Commission.

As part of the first committee appointments made back in July of 2020, City Council conducted interviews with interested applicants. City Council requested that prospective applicants be prepared to deliver a three-to-five-minute presentation concerning their qualifications for appointment, in addition to providing an explanation of why they desire to serve on this Committee.

This agenda item it to determine Council’s desire concerning the need for an interview process of interested applicants. Should interviews be needed, Council will need to set a date and time for same. The last interviews were conducted at a Special Meeting.

Additionally, Council will need to set the process for selecting the three (3) members of the P&Z to serve on this Committee.

Once the process is decided, City Staff will move forward with gathering applications from interested applicants.

Council engaged in discussion about appointing members. It was the consensus of City Council that this is an important document as it is a road map for the City. Most members agreed that the interview process is needed.

Staff will get some dates together and send an email to City Council to select a date for the interview process.

**5. Consider Resolution No. 2024-26, awarding the bid and authorizing the City Manager to enter into a contract with C&A Construction, LLC for the 2024 Sanitary Sewer Improvements Project.**

Robert Basford, Assistant City Manager, introduced the item. Background information is as follows:

On March 6, 2024, City staff received bid documents for the removal and replacement of existing sanitary manholes, resetting of existing 15” sanitary sewer, CIPP lining of existing 24” sanitary sewer RCP, pavement restoration, and restoration of disturbed areas at identified sections along Rio Grande Street, Wall Street, Crawford Street and Tahoe Drive. Two (2) responsive bids were received for the project;

Bidder	Base Bid
C&A Construction, LLC	\$ 796,893.44
AR Turnkey Construction Co., Inc.	\$ 982,875.00

The scope of work, at minimum, will include the following activities:

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- Mobilization, site preparation, tree, mailbox, and existing pavement protection, traffic control.
- Remove and dispose of existing curb, concrete sidewalk, concrete pavement, existing 24” RCP, existing sanitary sewer manhole, and sawcut existing concrete pavement.
- Install 24” ASTM C-76 CLIII RCP, reset existing 15” polypropylene sanitary sewer, install Type-C sanitary sewer manhole, and install 24” CIPP liner.
- Set up temporary sewage bypass pump system, clean and dewater existing sanitary sewer lines, televise sanitary sewer pipe, and televise sanitary sewer pipe post construction.
- Install concrete curb, sidewalk, driveway and pavement, utilize portland cement stabilized subgrade.

City staff and consulting engineering firm, PEA Group, worked together to ensure bidding was conducted in compliance with all applicable federal, state and local standards.

C&A Construction, LLC submitted the lowest responsible bid for the project. C&A Construction, LLC is a credible company that comes with a recommendation from the consulting Engineering Firm, PEA Group.

The cost to perform the sanitary sewer improvements will be paid through approved bond funding. Total cost presented includes alternative extras of \$94,320 that will be evaluated during construction to determine if they are needed.

Council engaged in discussion about the bids and the project. Some wondered if any personal property from residents will be affected. City Manager Bleess stated that it will affect grass in front of homes. Council wants to make sure that grass is replaced with grass and not green spray. Council also requested that good communication with residents be had concerning this project.

With no further discussion on the matter, Council Member Singleton moved to approve Resolution No. 2024-26, awarding the bid and authorizing the City Manager to enter into a contract with C&A Construction, LLC for the 2024 Sanitary Sewer Improvements Project. Council Member McCrea seconded the motion. The vote follows:

Ayes: Council Members Wasson, Sheppard, Mitcham, Singleton, and McCrea

Nays: None

The motion carried.

RESOLUTION NO. 2024-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AWARDING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH C&A CONSTRUCTION, LLC FOR THE 2024 SANITARY SEWER IMPROVEMENTS PROJECT.



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6. **Discuss and take appropriate action concerning a progress report from the Owners of the property located at 15830 NW FWY, Jersey Village, Texas concerning the progress on the performance of the work required under Ordinance 2024-01, which found the structures on the Property to be substandard and a public nuisance; ordered SPEEDY STOP FOOD STORES, LTD or the true owners of the property to abate the substandard and dangerous structures on the Property; authorizing the City to demolish the structure on the property if owner fails to abate the substandard and dangerous structure on the property; authorizing the City to assess a lien against the property for the costs of the demolition; and making other findings and provisions related thereto.**

Background information is as follows: On January 22, 2024, the City Council conducted a public hearing pursuant to Section 34-253 of the Code, so that the owner or the owner's representatives for the property located at 15830 NW FWY, Jersey Village, Texas may appear and show cause 1) why such buildings or structures should not be declared to be substandard and 2) why the owner should not be ordered to repair, vacate or demolish the buildings or structures.

After that hearing, City Council passed ordinance 2024-01, finding the structure at 15830 NW FWY, Jersey Village, Texas 77040 to be substandard and a public nuisance.

In its basic form, the Ordinance provided that the owner of the property fence the property within 10 days from January 22, 2024, secure the building and demolish the interior within 30 days, and submit a request for permits within 45 days. The Ordinance also required the owner to file a progress report with the City Secretary no later than February 6, 2024.

The report was timely filed and submitted to the City Council on February 12. At that time, City Council received the report and a consensus found that the owner was in compliance with the requirements of the Ordinance.

This item is for the Owner to appear before the Council and present the second status report. The deadline for filing that report with the City Secretary was March 8, 2024.

Mayor Warren called upon the City Building Official. He stated that everything is moving forward with the project of cleaning up the property. The owner has done the cleanup and has submitted plans for the interior work. Accordingly, they are in compliance with the directives of the Ordinance. There were questions if the Fire Department will be part of the inspection process. Chief Bitz stated that they will be a part of the inspections. The Building Official explained the inspection process. Most of the inspections will be done by the Building Official.

Council engaged in discussion about the future time frame for reporting. Inaction on the project was a major concern. It was the consensus of Council that the City Secretary communicate with the Owner of the property to prepare a progress report for moving forward at each council meeting.

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – March 18, 2024

**H. MAYOR AND COUNCIL COMMENTS**

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

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

**Council Member McCrea**: Council Member McCrea had no comments.

**Council Member Singleton**: Council Member Singleton congratulated Kevin Sullivan on his award for employee of the month.

**Council Member Wasson**: Council Member Wasson also congratulated Kevin Sullivan on his award for employee of the month. He wished all a Happy Spring and Happy Easter. He encouraged all to check the City calendar for events around the City.

**Council Member Sheppard**: Council Member Sheppard encouraged all to come to Founders Day and the concert in the park this Saturday.

**Council Member Mitcham**: Council Member Mitcham appreciates all the applications and interest in the special Boards and Committees. It is great to have this interest.

**Mayor Warren**: Mayor Warren also congratulated Kevin Sullivan on his award for employee of the month and is thankful for all the applicants for the Bond Committee.

**I. RECESS THE REGULAR SESSION**

Given that the Executive Session was not needed, Mayor Warren did NOT convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.087 Deliberation Regarding Economic Development Negotiations, Sections 551.072 – Deliberations about Real Property, and 551.071 – Consultations with Attorney.

**J. EXECUTIVE SESSION**

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – March 18, 2024

1. Pursuant to the Texas Open Meeting Act Section 551.087 Deliberation Regarding Economic Development Negotiations, Section 551.072 Deliberations about Real Property, and Section 551.071 Consultations with Attorney a closed meeting to deliberate information from a business prospect that the City seeks to locate in Jersey Village TIRZ Number 2 and economic development negotiations, including the possible purchase, exchange or value of real property, related thereto.
2. Pursuant to the Texas Open Meeting Act Section 551.072 Deliberations about Real Property, and Section 551.071 Consultations with Attorney, a closed meeting to deliberate the potential and possible purchase, exchange, sale, or value of real property, located within TIRZ 3.

**K. ADJOURN EXECUTIVE SESSION AND RECONVENE REGULAR SESSION**

This item was not needed as the Council did not convene into Executive Session.

**L. RECONVENE REGULAR SESSION**

1. Discuss and take appropriate action on items discussed in the Executive Session regarding information from a business prospect that the City seeks to locate in Jersey Village TIRZ Number 2 and economic development negotiations, including the possible purchase, exchange, or value of real property, related thereto.

No action was taken on this item. No discussion was had.

2. Consider Resolution 2024-27, approving the sale of land in Tax Increment Reinvestment Zone Number 3 and authorizing the City Manager to sign any necessary documents to complete the sale.

City Manager Bless introduced the item. He explained that bids on the lot at 15513 Jersey Drive were opened on March 7. We received 1 bid on the lot from Murillo Alves for 65,000.00.

With limited discussion on the matter, Council Member Singleton moved to approve Resolution 2024-27, approving the sale of land in Tax Increment Reinvestment Zone Number 3 to Murillo Alves for \$65,000, and authorizing the City Manager to sign any necessary documents to complete the sale. Council Member Mitcham seconded the motion. The vote follows:

Ayes: Council Members Wasson, Sheppard, Mitcham, Singleton, and McCrea

Nays: None

The motion carried.

RESOLUTION NO. 2024-27

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPROVING THE SALE OF LAND IN TAX INCREMENT

REGULAR MEETING OF THE CITY COUNCIL  
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REINVESTMENT ZONE NUMBER 3 AND AUTHORIZING THE CITY MANAGER  
TO SIGN ANY NECESSARY DOCUMENTS TO COMPLETE THE SALE.

**M. ADJOURN**

There being no further business on the agenda the meeting was adjourned at 8:37 p.m.



\_\_\_\_\_  
Lorri Coody, TRMC, City Secretary

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

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

**AGENDA DATE:** April 22, 2024

**AGENDA ITEM:** F2

**AGENDA SUBJECT:** Consider Resolution No. 2024-28, amending the Purchasing Policy for the City of Jersey Village.

**Department/Prepared By:** Austin Bless, City Manager   **Date Submitted:** March 25, 2024

**EXHIBITS:** Resolution No. 2024-28  
EXA – Purchasing Policy

<b>BUDGETARY IMPACT:</b>	Required Expenditure:	\$
	Amount Budgeted:	\$
	Appropriation Required:	\$

**CITY MANAGER APPROVAL:** AB

**BACKGROUND INFORMATION:**

Bac in 2022 the Texas General Land Office (GLO) requested the city update our purchasing policy to include two items that we have to follow per federal law for any purchasing that utilizes federal funding. These are things we already do, as we are required to do it as part of the grant fund utilization. During their review our grant application for the Comprehensive Plan update grant that was submitted earlier this year they found a typo in their language they had previously submitted to the city. On page four of the policy in the Federal Awards section it cited the 2 Code of Federal Regulations (CFR) 200.18 to CFR 200.327. It should have read as 2 CFR 200.318 to 2 CFR 200.327.

That is the only change in the policy that is being presented here tonight. The GLO requires that Council adopt this change for our grant to continue through their review process.

**RECOMMENDED ACTION:**

**Motion:** To approve Resolution No. 2024-28, amending the Purchasing Policy for the City of Jersey Village.

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**RESOLUTION NO. 2024-28**

**A RESOLUTION OF THE CITY OF JERSEY VILLAGE, TEXAS, REVIEWING AND APPROVING THE CITY OF JERSEY VILLAGE PURCHASING PROCEDURES IN COMPLIANCE WITH THE TEXAS GOVERNMENT CODE CHAPTER 252 PURCHASING AND CONTRACTING AUTHORITY OF MUNICIPALITIES.**

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

That the City of Jersey Village Purchasing Procedures, a copy of which is attached hereto as “Exhibit A” and made a part hereof, is hereby reviewed and approved in compliance with the Texas Government Code, Purchasing and Contracting Authority of Municipalities Chapter 252.

**PASSED AND APPROVED** this the 22<sup>nd</sup> day of April A.D., 2024.

\_\_\_\_\_  
Michelle Mitcham, Mayor Pro tem

**ATTEST:**

\_\_\_\_\_  
Lorri Coody, City Secretary



**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

CITY OF JERSEY VILLAGE ADMINISTRATIVE PROCEDURES		
<b>SUBJECT: Purchasing Procedures</b>	<b>ORIGINAL EFFECTIVE DATE: 12/20/93</b>	<b>REVISED DATE: 4/22/2024</b>
<b>APPROVED:</b>		

**INTRODUCTION**

**Public purchasing** is the process of acquiring all goods and services by a public entity that is necessary to provide the public with the services they require.

**Public purchasing** has several goals:

- To purchase the proper good or service to suit the City’s needs.
- To obtain the best possible price for the good or service.
- To have the good or service available where and when it is needed.
- To assure a continuing supply of needed goods and services.
- To guard against any misappropriation of the City.

**Public purchasing** must also assure:

- Responsible bidders are given a fair opportunity to compete for the government’s business. This is done partially by the statutory requirements for competitive bids and proposals, and partially by the City’s own purchasing procedures.
- Safeguarding of public funds. To insure that the best value is received for the public dollar.
- Public spending is not used to enrich elected officials or government employees, or to confer favors on favored constituents.

The efficiency and effectiveness of any program depends on good, sound principles of management. Purchasing is not different. There are common, basic principles of purchasing that can be applied to any purchasing program to make it operate to the best advantage of any government.

Whenever there is a question, see **Chapter 252, Texas Local Government Code** for details.

## **ETHICAL STANDARDS**

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the City of Jersey Village procurement operation.

To achieve the purpose of these procedures, it is essential that those doing business with the City of Jersey Village also observe the ethical standards prescribed here.

1. It shall be a breach of ethics to attempt to realize personal gain through public employment with the City of Jersey Village by any conduct inconsistent with the proper discharge of the employee's duties.
2. It shall be a breach of ethics to attempt to influence any public employee of the City of Jersey Village to breach the standards of ethical conduct set forth in these procedures.
3. It shall be a breach of ethics for any employee of the City of Jersey Village to participate directly or indirectly in procurement when the employee of the City of Jersey Village knows that:
  - the employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
  - a business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
  - any other person, business or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.
4. **Gratuities.** It shall be a breach of ethics to offer, give or agree to give any employee or former employee of the City of Jersey Village, or for any employee or former employee of the City of Jersey Village to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering or advice, investigation, auditing, or in any other advisory capacity in any preceding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract of subcontract, or to any solicitation or proposal therefore pending before this government.



5. Kickbacks. It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the City of Jersey Village, or any person associated therewith, as an inducement for the award of a subcontract or order.
6. Contract Clause. The prohibition against gratuities and kickbacks prescribed above shall be conspicuously set forth in every purchasing contract and solicitation for purchase.
7. Confidentiality. It shall be a breach of ethics for any employee or former employee of the City of Jersey Village to knowingly use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.

Much of what is written in these Purchasing Procedures is governed by statutory requirements of local, state or federal origin. The requirements of the statutes have been incorporated into our internal system. Circumvention or disregard of these procedures and/or policies may result in disciplinary action or termination.

### **AUDITING**

Auditing is the process of examining information (such as data and original documents), operations (such as workflow, physical layout and documents in use), requirements (such as laws, procedures, policies), staff (such as personnel and level of training) and results of operations (such as reports of operations, results of statistical tests and counts) to determine the mathematical accuracy, legality, propriety, efficiency, and effectiveness of operations. It is a process of determining whether all transactions are properly recorded in the accounts and appropriately reported to management, and whether the office is operating to the best advantage.

Internal (or management) audits will be done periodically by Finance of the purchases made by the City. Internal audits are typically concerned with increased efficiency and effectiveness in the purchasing process.

Certain objectives should be followed in purchasing to ensure that:

1. All transactions are properly authorized.
2. All ordering procedures are correctly followed.
3. Competitive bidding and proposal statutes are complied with.
4. Purchases should be sales tax free.
5. All other purchasing statutes are followed completely.
6. Materials, supplies, services and capital assets purchased are received and recorded by the appropriate department.
7. Materials, supplies and capital assets received are properly safeguarded and accounted for.
8. Operations conform to prescribed procedures and policies.

9. Operations are being conducted in the most efficient and effective manner.
10. Sufficient funds must be appropriated before the obligation is incurred.

**Davis-Bacon Labor Standards Compliance**

To ensure compliance with General Wage Decision and the Davis-Bacon Labor Standards provisions, the City will perform bi-weekly spot checks of contractor’s certified payrolls for all workers on CDBG construction projects to ensure that employee wage rates and classifications are in compliance with Title I of the Housing and Community Development Act of 1974. The City will also review any corrected payrolls to ensure that discrepancies are addressed accordingly and in a timely manner. In addition, contractors will be required to make additional payments, if needed, and documented on a supplemental correction payroll, within 30 days of written notice.

**Purchases That Utilize Federal Funding**

All procurements made by the City of Jersey Village involving the expenditures of Federal Funds will be conducted in accordance with the procedures set forth by this Policy. This Policy is in accord with all applicable Federal, State, and local government statutes and regulations, including the Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards, 2 CFR 200.318 to 2 CFR 200.327. It is the policy of the City of Jersey Village to conduct all procurements in the highest ethical manner, and in accordance with all applicable laws and regulations. To the extent required by law and regulation, and to the maximum extent practical, the City will conduct all procurement transactions in a manner providing full and open competition, consistent with the standards set forth by 2 CFR 200.319. Subject to specified cost thresholds and documented delegation of authority, all procurements will be reviewed by the City Manager and Finance Director to ensure compliance with this Policy. Additionally, the City will review the current 2 CFR 200 contract provision and incorporate it into construction contracts, as applicable.

**TYPES OF PURCHASES**

There are several different types of purchases. They are as follows:

**Non-Stocked Items**

These items are not stocked or warehoused by the City. They may or may not be a standardized item, but are not in such constant demand as to be considered a supply or other stocked item. These items are procured by either bids or negotiated price quotes, according to the statutory or local requirement.

**Stocked or Warehoused Items**

These items are in such constant usage by the City that they are stocked routinely. These items are usually purchased on annual contracts with provisions to replenish stocks as needed. These items should be standardized to the maximum extent possible. Commonly used office products will be maintained in a central location managed by the designated department.

## **Emergency**

Emergency purchases are made to meet a critical, unforeseen need to the City. Because the City's ability to serve the public would be impaired if purchases are not made immediately, emergency purchases are exempt from standard purchasing procedures.

## **Sole Source**

Sole source purchases are goods and services available from only one supplier. There may be just one vendor because of patents or copyrights or simply because the vendor is the only one which supplies the good or service. These purchases are exempt from the standard bidding requirement. Departments may be required to certify that only one supplier is available. It is a violation of this policy and may lead to disciplinary action to state a vendor is sole source when other sources are available.

## **Services**

The City purchases a variety of services. The services are usually obtained through contracts or agreements.

## **PURCHASING PROCEDURES**

When a department recognizes the need for a commodity, it should first check existing stock to see if the item is available. If the commodity is a stock item, the department may utilize the item. If the item is not maintained in stock, the department should begin the purchasing procedure.

Bid pricing and bidding limits are established to ensure that sizable purchases are subjected to fair competition among available, responsible vendors. But even though certain purchases are exempt for some reason from the statutory or local ordinance requirements for bids, the department shall maintain adequate controls over purchases to insure compliance with these procedures. Procedures are put in place to ensure that the user is not splitting orders to escape the bidding requirements. A periodic internal audit will be done to ensure all procedures are being followed.

State Law and City policy requires seeking competitive pricing or bids for the item or service to be purchased. The procedures for obtaining the competitive bids are categorized by level of expenditure.

**The five categories by order of magnitude of expenditure are defined below.**

### **Competitive Bidding**

It is the policy of the City of Jersey Village to use competitive principles in awarding all public contracts of any amount with very limited exceptions. This includes the purchase and lease of goods, the purchase of services, and construction projects. These competitive principles will apply to all departments and divisions of the city. Competitive bidding

means letting the available vendors compete with each other to provide goods and/or services.

Competitive bidding ensures that public monies are spent properly, legally, and for public projects only, and that the best possible value is received for the money. Secondly, it gives those qualified and responsible vendors who desire to do business with the City a fair and equitable opportunity to do so.

### **Formal Bids**

Formal competitive bidding and competitive proposals are required by statute for purchases amounting to \$50,000 or more. Insurance must be competitively bid for expenditures of more than \$50,000. Items over \$50,000 that are purchased through statewide contracts are exempt from the bidding requirements as authorized by state statute.

All formal bids for goods, services, or contractual needs will be initiated through the requesting department.

The formal bid procedure typically takes at least 4 weeks before a bid is awarded. Bids shall be completed using a digital service, such as CivCast. The initiating department will be responsible for vendor solicitation prior to the bid opening and vendor notification after the bids are considered and approved by the City Council. All legal advertising will be through the City Secretary's office.

After receipt, the City Secretary will keep the bids and related information in the central files. A copy will be furnished to the department.

In formally bidding out a purchase, the following general requirements apply:

- The bids are to be advertised, based on the specifications and conditions of purchase developed by the department. All formal bids shall be submitted digitally for processing. The City Secretary will be responsible for advertising of the bid request.
- Bids are received until a certain future date and hour set out in the specifications. After that date and time, no further bids are accepted.
- The bids are opened at the specified date and hour, and submitted to City Council. Generally the lowest and best responsible bid is accepted, but only one bid may be accepted. If no bid is found to be acceptable, the entire bidding process must be repeated.

Bids may be subject to bonding requirements: where there is a question of applicability, request confirmation from the City Attorney. This is to ensure that if the bidder attempts to withdraw after his bid is accepted, the City will not suffer loss.

### **Competitive Proposals**

Competitive proposals are similar to competitive bids, but are limited in scope by Texas statutes. They can only be used for procurements of high-technology products or services. The definition of “high technology” is somewhat vague. Purchasers should keep abreast of recent developments in this area.

- The specification is written using performance standards rather than the description of the good or service. The specification also lists the factors by which the proposal will be judged, and the weight to be given to each factor.
- Vendors submit proposals of their own design for a system to satisfy the requirement set forth in the proposal. Proposals may incorporate entirely different hardware or services to accomplish the same performance.
- After proposals are received, the government may enter into negotiations with as many vendors as have submitted feasible proposals in order to arrive at the best possible proposal for each vendor.

### **Informal Bids**

Purchases of items or services costing less than \$50,000 are not required to go through the formal bid process. However, all purchases should undergo a competitive process to insure the best and lowest price possible to the city.

### **Purchases \$50,000 and Over**

Purchases of \$50,000 or more are formally bid out as described earlier. Upon award of the bid to the lowest, best responsible bidder by Council the initiating department shall input and submit a Purchase Requisition to Finance for issuance of a purchase order. Receipt of the goods or services shall only occur after issuance of the purchase order.

### **Purchases Between \$10,000 and \$49,999**

When a purchase falls below formal bid limits, but costs between \$10,000 and \$49,999, the following procedures shall apply:

- a) Written request for price quotations shall be sent to at least three vendors; wherever possible, requests for quotations should be sent to five or more vendors. Where a list of vendors is maintained, the list should be rotated so that, over time, all vendors are contacted an approximate equal number of times.
- b) The request for price quotations will be on a Quote sheet (see Exhibit 9302-1). It should contain at least the following information.
  - 1) name and address of vendor;

- 2) description of item;
  - 3) quantity required;
  - 4) last date quotations accepted;
  - 5) approximate date delivery is required; and,
  - 6) terms and conditions of purchase.
- c) The standard form should request certain specific information, such as:
- 1) total or unit price, as specified;
  - 2) the date through which quoted price will be effective;
  - 3) an estimate of shipping cost if applicable; and
- d) The request for price quotations should require that the quoted price would be honored during the stated period.

All contracts (purchases for expenditures involving \$10,000 or more) must be expressly approved in advance by the City Council, and accompanied by the required Texas Ethics Commission Form 1295 if:

- a) the expenditure is not specifically budgeted,
- b) the City proposes to award the bid to other than the low bidder meeting specifications, or
- c) less than three bids are received and the vendor(s) is not a sole source supplier.

**Purchases Costing between \$3,000 and \$9,999**

Where a purchase costs \$3,000 or more but less than \$9,999, the following procedures shall apply:

- a) Written or telephone requests for price quotations are made to at least three vendors. The list of vendors should be rotated so that all vendors are contacted an approximate equal number of times.
- b) For telephone price quotations, certain information should be provided to the vendor, including at least the following:
  - 1) description of item;
  - 2) number of items required;
  - 3) date delivery required, as accurately as possible; and,
  - 4) the terms and conditions of purchase.
- c) Whether a written or telephoned price quotation is received, certain specific information should be obtained, and recorded in writing, such as:

- 1) the name and address of the vendor;
  - 2) total of unit price, as specified;
  - 3) date through which quoted price will be effective;
  - 4) name of representative giving the quote; and,
  - 5) the specific product offered, if not already stated.
- d) After receipt of the quotes, a Quote Sheet shall be completed (see Exhibit 9302-1). The department will then complete the purchase order requisition process as described in the section below. The purchase requisition shall specify the lowest, best responsible quote for the item to be purchased.

### **Purchases Under \$3,000**

Purchases under \$3,000 are to be made by authorized individuals using charge accounts at selected vendors. The charge receipt shall be signed and returned immediately to the department for completion. The department shall immediately approve the purchase and transmit the charge receipt to Finance as described in the accounts payable procedures to complete the purchasing process. Where a department wishes to maintain an accurate day-to-day account of its expenditures, funds should be encumbered through the purchase order system.

### **Purchases \$50 and Under**

If the item is \$50 or under, it may be purchased using p-cards or petty cash funds. Petty cash procurement is used for the purchase of small quantity general supply items. The major advantage of a petty cash purchase is the immediate payment to the vendor. The vendor's original sales receipt is attached to a petty cash voucher and given to the petty cash custodian for reimbursement.

### **THE PURCHASE ORDER PROCESS**

Requisitioning is formally requesting that a purchase order be issued. The Purchase Order authorizes a purchase to be made. The purchase order issuance process begins with requesting (requisitioning) the purchase order. Each department shall make requisitions for its purchasing needs. The requisition process includes a system of authorization and safeguards so that improper or illegal purchasing is difficult both to initiate and to conceal.

The requisition process shall be through an electronic process. The electronic purchase requisition system originates in the Financial Software. Each department is responsible for completing the electronic purchase order process. Preparation must be done far enough ahead of the date that the goods/services are needed to allow adequate time for following the procedures established in these procedures.

All requests shall be processed within five working days. If a request is to be held (for budget transfers, vendor quotation forms to be sent out, etc.) or cannot be processed within a five day period, the initiating department will be notified immediately. When additional

funds are needed the requesting department will submit a budget transfer/amendment for the required funds.

Upon completion of the data input, the initiating department will scan and/or convert the backup documents into a “pdf” file and attach the documents to the Purchase Order in the content management system of the financial software.

**Approval Authorization:**

There are three levels of approval provided for issuance of a purchase order. Department directors are authorized to approve purchase orders for their departments without further approvals up to a defined level. The next level of approval is the department director and the finance director. Finally, for purchase orders over a specified level, the purchase order must be approved by the department director, the finance director and the city manager.

The levels required for the various approvals are as follows:

<b>APPROVAL LEVEL</b>	<b>UP TO</b>	<b>IF OVER BUDGET</b>
Department	\$3,000 or greater	\$500.00 or greater
Finance	\$5,000 or greater	\$500.00 or greater
City Manager	\$10,000 or greater	\$2,000.00 or greater

It is the responsibility of the department directors, the finance director and the city manager to check the Financial Software program on a daily basis, after 2:00 p.m. to approve the purchase orders.

The Purchase Order will be approved by the Finance Director (verifying availability of funds) and the City Manager (approving the purchase) in the financial software. The approved copy of the Purchase Order will be sent by the accounting specialist to the vendor. This will confirm the purchase of the item(s).

Upon receipt of the purchased item(s) a Payment Authorization Form shall be issued by the receiving department, authorizing payment for the purchased item(s) and noting the purchase order number and that the payment will be a closeout of the P.O. Items purchased through purchase orders may receive partial payments. Where this occurs, the purchase order number and the notation that the payment is a partial payment must be made on the payment authorization.

**EXCEPTIONS TO THE PURCHASING CYCLE**

As with any set of guidelines there will be exceptions. This section will deal primarily with those more common exceptions to the normal purchasing cycle with the understanding that the exceptions will only apply when there is a legitimate and obvious need. Following is a list of the most common exceptions to the normal purchasing cycle:



1. emergency situations;
2. purchasing under blanket or open P.O.;
3. training and seminars/memberships, subscriptions, registrations and publications;
4. media advertising;
5. contracting for personal/or professional services;
6. maintenance contracts and construction contracts.

### **Emergency Situations**

An emergency is commonly described as an unforeseen situation, which adversely and unduly affects the life, health, or convenience of the citizens of Jersey Village; or, a circumstance that would cause a loss to the City (such as an inordinate amount of down time). If an emergency arises during normal work hours, the affected director or the director's authorized representative shall:

1. notify the City Manager and/or Finance Director of the situation;
2. the department will immediately initiate the purchase order requisition process;
3. as soon as possible, all related paperwork, i.e. invoices, parking slips, or any backup relating to the purchase will be forwarded to Finance for the files.

If an emergency should arise after regular hours, the department director or the director's authorized representative may proceed with the emergency acquisition on the next regular day of business, the department will issue a confirming requisition, a brief explanation of the purchase will be forwarded to Finance. When a purchase order number is issued the user department will forward that number to the appropriate vendor.

### **Purchasing Under Blanket Order or Open Purchase Order**

Often a department will do business with a single source vendor several times in a short span i.e. and for the same item (Municipal Garage with an auto parts supplier). The City may desire to take advantage of any quantity discounts or to fix the price of the items over the purchasing period. In this instance it is more practical to issue a blanket purchase order or open purchase order number to the vendor than to process each individual purchase. Caution should be exercised in utilizing the open purchase order to assure that departments do not exceed budgeted amounts or duplicate purchases. Periodic checking should be done to verify low prices.

Blanket purchase orders shall cover specific items (i.e. 16" radial tires) and a maximum quantity to be purchased over the lifetime of the purchase order (i.e. 100 16" radial tires). The City may purchase less than the actual quantity authorized but not more.

### **Training, Seminars, Memberships, Subscriptions, Registrations, and Publications**

A purchase order is not required for expenses incurred in connection with training and seminars, memberships, subscriptions, registrations and publications. However, departments are responsible for maintaining budget allowances. The City Manager must approve all expenditures for training and seminars according to the established policy.

### **Legal Advertising**

A purchase order is not required for legal advertising expenses. A copy of the publication shall be attached to the invoice and sent to Finance for processing.

### **Contracting for Personal/Professional Services**

A Purchase Order will be required for all personal/professional service contracts. Contracting for professional services (engineering consultant, rate analyst, etc.) will be the responsibility of the department seeking such services. Any goods or services consumed in conjunction with a contracted professional service must be acquired through normal purchase procedures. It shall be the responsibility of the contracting department to notify Finance of the closing or expiration of the contract.

### **Maintenance Contracts and Construction Contracts**

A purchase order will be required for maintenance and construction contracts such as computer maintenance and engineering contracts. Contracting for maintenance and construction services will be the responsibility of the department seeking such services. It shall be the responsibility of the contracting department to notify Finance of the closing or expiration of the contract.

### **SUPPLY AGREEMENTS**

The purpose of a supply agreement is to contract the acquisition of commodities, as they are needed from a chosen vendor at a fixed price for a specified period of time. These agreements are formally bid and vendors are approved by City Council. These contracts eliminate the necessity of bidding commodities each time they are needed while allowing the City quantitative purchasing at optimum prices.

Bid data is compiled by listing items and estimated quantities to be utilized over a specific period of time. Quantities are to be estimates only and vendors are advised that actual purchases may vary 25 percent, more or less, than estimated quantities. Purchase orders will be issued for each individual purchase.

There are provisions in the contract for vendors to follow if the increased cost of an item to the vendor exceeds the selling price contracted to the City. Documentation is to be provided before a line item or lot can be re-bid.

Contracts will be awarded on per item, per lot, or all or none basis; decision for award will be at the discretion of the director whose department will be utilizing the commodities. The

contract should also contain a termination clause applicable to both parties; thirty days written notice of intent to cancel is required to conclude the contract.

### **MAINTENANCE CONTRACTS AND SERVICE AGREEMENTS**

Where feasible, the City may enter into yearly contractual agreements with selected vendors for various maintenance services. These contracts may include, but not be limited to, office machine maintenance, cleaning services, pest control, and equipment rental agreements. Negotiation of these contracts and agreements is the responsibility of the responsible department head. A digital copy of the agreement shall be provided to the City Secretary for the permanent records.

### **RECEIVING MERCHANDISE/SERVICES**

When receiving ordered goods, the responsible department will conduct an initial inspection of the merchandise to determine its condition. A comparison is made of the goods received against the product specifications as established by the City. Once determination has been made that the article(s) received are to the Purchase Order specifications, the items are then placed in use and a Receiving Report forwarded to Finance to complete the purchasing process.

#### **Damaged or Defective Merchandise**

If the merchandise is damaged or defective, the division performing the inspection should notify the Vendor. Arrangements should then be made for return and/or replacement of the merchandise. Payment should not be authorized for damaged or defective merchandise. Finance should be notified of the problem and a "hold" placed on the purchase order.

#### **Incomplete/Partial Orders**

In the event an order is incomplete, an inquiry should be made for scheduled shipment of the remaining order. Authorization for payment of a partial order is accomplished by signing the ticket indicating the purchase order number, date, vendor and items received and then forwarding this information along with a payment authorization, specifically noting a partial payment of a purchase order to Finance for processing.

### **VOIDING A PURCHASE ORDER**

A purchase order may be voided through the use of the Purchase Requisition Form. The initiating department shall complete a Purchase Requisition Form as if it were requesting a purchase order; the information being taken from the open purchase order. In the description (justification) section of the form the initiating department will request that the purchase order be voided and the reason for voiding the purchase order. The form will be forwarded to finance and the city manager's office for approval. Once all approvals are obtained finance will void the purchase order.

**FIXED ASSETS**

A fixed asset is categorized by two factors: (1) whether the initial cost of the item is \$5,000 or more, and (2) if the anticipated useful life exceeds one year. Examples of fixed assets include office machines, furniture, vehicles and equipment (clothing items are excluded from fixed assets). All inquiries should be forwarded to Finance. Where a purchase meets the definition of a fixed asset, the user department will complete a Fixed Asset Inventory Processing Form in a method that is prescribed by the Finance Department.

**INSPECTION OF GOODS**

The inspection of ordered goods will be accomplished at one of three locations, depending upon the nature of the commodity ordered.

**At the Department**

The ordering department will be responsible for inspecting, upon delivery, all normal stock items and general use goods ordered. Any discrepancies (damages, improper specifications, etc.) noted upon initial inspection will be reported in writing to the freight carrier and/or the originating vendor. The ordering department must be aware of arrival for inspection purposes.

**At the Vendor's Location**

Special order items involving technical specifications and a substantial investment may require inspection at the point of origin. Such items include: rolling stock, heavy equipment, fabricated machinery, etc. Pre-delivery inspections will be conducted by an authorized representative of the requesting department.

**At the Job Site**

Inspections at the job site will be used to insure compliance with specifications and to determine that the ordered goods will actually perform and function for which they were purchased. Examples of goods and materials that will require on the job inspections are concrete, asphalt, pre-coated stone, and specialized equipment which has passed pre-delivery inspection.

**TESTING**

Two basic formats of testing should be performed on products: pre-testing, and post-purchase testing.

The first, pre-testing, will utilize value analysis and research and development methodology. This procedure will involve conducting practical in-house field tests on new product samples supplied by various manufacturers for the purpose of determining useful life versus total cost. Departments will be selected from time to time to participate in field tests on new products with the necessary instructions on how to monitor and maintain the test climate. Results of

the tests will be analyzed to determine the economic feasibility of purchasing that particular product based on cost and performance.

The second method of testing, post-purchase, will be employed after a particular item has been purchased. This method will be applied to high-cost capital goods whose normal life cycle exceeds one year. The purpose of testing and monitoring after the purchase is to gather enough data on which to base future purchases. If the performance of a product over its life is rated at an unacceptable level, it will be documented as such by test data and not be considered for purchase in the future. This method of testing will be particularly applicable to motorized and heavy equipment. Test data will be obtained from operating records as maintained by the department and repair facilities.

### **PROPERTY SALVAGE AND DISPOSAL**

Many items may outlive their usefulness and become unserviceable or obsolete. If it is found that the item is no longer serviceable to the City it shall be reported to the employee charged with maintaining the inventory of fixed assets for ultimate disposal. A Fixed Asset Inventory Processing Form must be filled out by the user department and the item transferred to the designated department for storage and ultimate disposal by the most advantageous (to the city) method.

Upon approval by the City Manager, surplus materials and equipment may be disposed of in one of the following methods:

1. public auction;
2. trade-in on new equipment;
3. sealed bids;
4. destruction as unsalvageable;
5. donation to non-profit organization or
6. negotiated price by Council.

### **SPECIFICATIONS**

All well-written specifications are the product of concentrated group effort and are worth preserving. They represent the fruits of lengthy deliberation and study, combined with past experiences, and are essential to any efficient purchasing program.

#### **Specification Definition**

A specification is a concise description of a good or service an entity seeks to buy, and the requirements the vendor must meet in order to be considered for the award. A specification may include requirements for testing, inspection or preparing an item for delivery, or preparing or installing it for use. The specification is the total description of the purchase.

#### **Specification Purpose**

The purpose of any specification is to provide purchasing personnel with clear guides to purchasing, and to provide vendors with firm criteria of minimum product or service acceptability. A good specification has four characteristics:

1. **It sets the minimum acceptability of the good or service.** The term minimum acceptability is key, since the vendor must know the minimum standard to determine what to provide. Too high a standard means tax dollars will be wasted. Too low a standard, and the good or service will not meet the expectations of the user.
2. **It should promote competitive bidding.** The maximum number of responsible vendors should be able to bid to the specification. Restrictive specifications decrease competition.
3. **It should contain provisions for reasonable tests and inspections for acceptability of the good or service.** The methods and timing of testing and inspecting must be indicated in the specification. Tests should refer to nationally recognized practices and standards, whenever possible.
4. **It should provide for an equitable award to the lowest responsible bidder.** The buyer obtains goods or services that will perform to expectations, and the vendor is able to provide the goods or services at an equitable agreed price.

### **Who Prepares the Specifications?**

Specifications may be obtained from a number of sources. In-house personnel, usually in the using division, often prepare the specific standards although outside agencies may also be used.

### **Where to Obtain Specifications**

Often it will be necessary for the user department to write its own specifications. However it is a good idea to first try to obtain existing specifications. Specifications may be obtained from the vendors and other governmental units. Further, Appendix A to this document provides a list of sources for assistance in developing specifications.

### **Specification Types**

There are a number of types of specifications that are commonly used. The names may vary by the source describing them, but the following are the most commonly used terms. A single specification may be a combination of two or more of these types, especially the first two.

### **Design Specifications**

Detailed descriptions of a good or service, including such things as details of construction or production, dimensions, chemical composition, physical properties, materials, ingredients and all other details needed for the provider to produce an item of minimum acceptability. Design

specifications are usually required for construction projects and custom produced items and for many services.

### **Performance Specifications**

Where the goods and/or services are described in terms of required performance. They may include such details as required power, strength of material, test methods and standards of acceptability and recommended practices.

### **Combination Specifications**

Combines elements of both design and performance specifications. Some features of each are included to allow a vendor to use ingenuity to meet the performance needs of the government and also to require certain necessary design characteristics. This is probably the most common type of specification.

### **Brand-Name Specifications**

Lists a good or service by brand name, model and other identifying specifics, in order to limit the bidding to a single preferred product. Since this type of specification discourages competition, it should not be used unless the item is the only one which will satisfy the government's requirement. This type specification is useful for purchasing replacement parts where only the brand name item will work.

### **Brand Name or Equal Specifications**

Similar to brand name specifications, except that products equal to the characteristics of the named brand are specified as acceptable.

### **Qualified Products List Specifications**

Based on a list of products, identified by manufacturers' name and model numbers, which are the only items that will be acceptable. These are used when quality is such a critical factor and testing so lengthy or expensive that the government wants to stay with proven products.

### **Standard Specifications**

Using a single specification for one or more goods/services that are ordered on a recurring basis and that have the same general purpose saves time in the long run. The same specification is used each time an order is placed or bids are advertised. Examples are office supplies, paper, janitorial supplies and copier service contracts. Standardized specifications will usually be more complete and detailed than one-time specifications.

### **Specifications Writing**

The following steps should be followed in writing a specification.

- Step 1. Determine that an acceptable specification is not available and a new one must be written or an old one must be revised.
- Step 2. Gather data for the specification. Sources are:
- a) using department - Determine their needs and requirements
  - b) vendors and manufacturers
  - c) trade associations for that commodity, service or product
  - d) other local government, state, federal and Canadian specifications and standards
  - e) private or public standards-writing organizations, such as:
    - 1) ASTM-American Society for Testing and Materials  
1916 Race Street, Philadelphia, Pennsylvania 19103
    - 2) SAE - Society of Automotive Engineers
    - 3) ASHRAE-American Society of Heating, Refrigeration and Air-Conditioning Engineers
    - 4) Many, many others. Contact the vendor for the commodity or a trade association for the commodity for information.
- Step 3. Analyze and evaluate the data based on requirements.
- Step 4. Decide on parameters for the item of service and set minimum levels of acceptance so that the items purchased will meet the needs of the City.
- Step 5. Write the proposed specification. Use a standard format for all specifications to ensure uniform preparation, and to promote easier understanding by users of the specification.
- Step 6. Where applicable, and especially for standardized specifications, circulate the specification to:
- a) all potential users
  - b) vendors on the vendor list that supply the item of service

Request their comments. You should strongly suggest that vendors submit comments promptly, since the final specification will be binding on all vendors. Users should comment on unsatisfactory aspects of the specification to avoid protests later.

- Step 7. Analyze and evaluate comments on the proposed specification:
- a) tabulate recommended changes
  - b) evaluate the affect on proposed specification
  - c) discuss with users

## **STANDARDIZATION**



## Purpose

Standards are used in the writing of specifications, as well as in drawing plans for construction and manufacture. They are necessary to provide a universally recognized reference to measures for quality, quantity, size and so forth.

## Definition

A standard, as defined in Webster's New Collegiate Dictionary, is "something set up and established by authority as a rule for the measure of quantity, weight, extent, value or quality." A standard may be expressed in weight, length, composition, purity, diameter or a combination of these and other measures and description.

## Authority

Standards are established by authority. Therefore, they must be set up by a recognized body of authority in the particular field of use. These are such organizations as the Air Conditioning and Refrigeration Institute, and the Underwriters Laboratory, Inc. Standards setting organizations may also be governmental organizations, such as the National Bureau of Standards, which acts as the official setter of standards in the United States.

Most governments buy large quantities of several goods and services, such as office supplies, maintenance supplies, automobiles supplies and so on. In many governments, the individual departments buy these items on their own, whatever kind and brand they want, as they need them. However, it's almost always much more efficient and cheaper to consolidate these individual purchases and buy standardized items using standard specifications.

## Value

Standardization enables you to get the best value for your dollars. It allows you to establish a City wide standard quality for needed items, while taking advantage of economies of scale (larger purchases for lower cost), fewer items to service, and increased purchasing efficiency (fewer orders to place). Many routinely needed items can be purchased on annual contracts at a great savings to the City.

## Planning Ahead

Setting standards and developing a standardization program requires a sincere effort by all concerned. Purchasing must, together with user departments and input from suppliers, decide on the requirements for items to be included in the standardization program. Then, of course, all purchases of the standardized items must be made from that specification only.

Here are the steps in establishing a standardization program.

- Step 1. **Determine the good or service to be standardized.** Products are selected based on the criteria.

- Step 2. **Develop selection criteria.** Few governments will select a product based solely on its being the highest quality on the market. Criteria should include minimum acceptable quality, availability, cost, service requirements, availability of service, cost of service and others. Remember that the item selected should be as compatible as possible with those in use.
- Step 3. **If required, develop a standard specification for the good or service.** A standard specification will accomplish the goals mentioned above, while allowing the department making the purchase to proceed in a routine way to procure the items.
- Step 4. **If products are to be procured from a qualified products list, evaluate the products.** Use consumer reports, experience of users and actual testing. Use whatever means that will allow you to make the best decision possible about which product(s) to select as the standard.
- Step 5. **Purchase all items on the list of standardized products from the specifications developed.** Exceptions should only be on an emergency basis with full justification.

### SAMPLE SPECIFICATION FORMAT

#### Specification for good or service

##### 1.0 Scope and Intent

1.1 Scope: Explain title and summarize the applicable

1.2 Intent: State use of the item and using department.

##### 2.0 Definitions and Applicable Documents

2.1 Definitions: Define technical and critical terms where necessary.

2.2 Applicable Documents: List and reference all documents referred to in this specification, including title, edition or issue number, year of publication and publisher or originating organization. If necessary, state where the document(s) can be located.

##### 3.0 Requirements

- 3.1 Performance Requirements and Characteristics: List all functional needs and performance requirements. Include work related needs which the item must achieve.
- 3.2 Design Features and Requirements: List all design requirements, including materials, manufacturing standards and directions, dimensions, physical characteristics of all kinds, and workmanship standards.
- 3.3 Other Requirements: List any requirements not covered in the first two sections.
- 4.0 **Quality Assurance**
- 4.1 Test Requirements: List any testing requirements including sampling, inspection, laboratory certifications and other quality control requirements.
- 4.2 Remedies and Penalties: List all remedies available to the government for non-compliance with specifications. Detail penalties on the provider for failure to perform or comply.

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

**AGENDA DATE:** April 22, 2024

**AGENDA ITEM:** F3

**AGENDA SUBJECT:** Consider Resolution 2024-29, proclaiming April as Fair Housing Month in connection with the City of Jersey Village, Texas participation in federally funded Community Development Block Grant (CDBG) projects.

**Department/Prepared By:** Austin Bless, City Manager **Date Submitted:** March 25, 2024

**EXHIBITS:** Resolution No. 2024-29

**BACKGROUND INFORMATION:**

The City has applied for grant funds for the Comprehensive Plan Project from CDBG-MIT. As part of this the City is required to conduct at least one activity during the contract period of the CDBG contract, to affirmatively further fair housing.

One of those things we can do is approve a resolution proclaiming April as Fair Housing Month. The attached Resolution does that for the requirements of the grant.

**RECOMMENDED ACTION:**

Motion: To approve Resolution 2024-29, proclaiming April as Fair Housing Month in connection with the City of Jersey Village, Texas participation in federally funded Community Development Block Grant (CDBG) projects.

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**RESOLUTION NO. 2024-29**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, PROCLAIMING APRIL AS FAIR HOUSING MONTH.**

**WHEREAS**, Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, for fair housing in the United States; and

**WHEREAS**, The principle of Fair Housing is not only national law and national policy, but a fundamental human concept and entitlement for all Americans; and

**WHEREAS**, The National Fair Housing Law, during the month of April provides an opportunity for all Americans to recognize that complete success in the goal of equal housing opportunity can only be accomplished with the help and cooperation of all Americans.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS AS FOLLOWS:**

**Section 1.** The City Council of the City of Jersey Village proclaims April as Fair Housing Month in the City of Jersey Village and hereby urges all the citizens of this locality to become aware of and support the Fair Housing law.

**PASSED AND APPROVED** this 22<sup>nd</sup> day of **April**, A.D., **2024**.

\_\_\_\_\_  
Michelle Mitcham, Mayor Pro tem

**ATTEST:**

\_\_\_\_\_  
Lorri Coody, City Secretary



**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

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

**AGENDA DATE:** April 10, 2024,

**AGENDA ITEM:** F4

**AGENDA SUBJECT:** Consider Resolution No. 2024-30, authorizing the Jersey Village Chief of Police, Danny Keele, to enter into Agreement with the United States Department of Justice, Drug Enforcement Administration concerning the use and abuse of controlled substances under the provisions of 21 U.S.C. § 873.

**Dept./Prepared By:** Danny Keele, Chief of Police **Date Submitted:** March 28, 2024

**EXHIBITS:** Resolution No. 2024-30

<b>BUDGETARY IMPACT:</b>	Required Expenditure:	\$ 0
	Amount Budgeted:	\$
	Appropriation Required:	\$

**CITY MANAGER APPROVAL:**

**BACKGROUND INFORMATION:**

On September 1, 2023, House Bill 6 came into effect, reclassifying all fentanyl-related overdose deaths as homicides. In 2022, the Jersey Village Police Department was tasked with investigating four fatalities that were ultimately linked to fentanyl overdoses. These investigations require extensive resources, including prolonged surveillance, execution of search warrants, informant cooperation, and undercover operations, to effectively prosecute offenders.

Recognizing the complexity and severity of narcotics-related cases, the Jersey Village Police Department seeks to collaborate with the Drug Enforcement Administration (DEA) through a formal agreement. This partnership will provide crucial resources and expertise necessary for addressing such cases, particularly those involving fentanyl-related fatalities, within Jersey Village.

The Houston, Texas, area grapples with a persistent issue of narcotics and dangerous drug trafficking, significantly impacting public health and welfare. To combat this illegal activity, it is proposed to enter into an agreement with the United States Department of Justice, DEA.

As part of the agreement, the Houston Task Force will perform the following activities and duties:

- a) disrupt the illicit drug traffic in the area by immobilizing targeted violators and trafficking organizations;
- b) provide necessary funds and equipment to support the activities of the DEA Special Agents and parent agency officer assigned to the Task Force
- c) gather and report intelligence data relating to trafficking in narcotics and dangerous drugs; and
- a) conduct undercover operations where appropriate and engage in other traditional methods of investigation in order that the Task Force's activities will result in effective prosecution before the courts of the United States and the State of Texas.

To accomplish the objectives of the Houston Task Force, the Jersey Village Police Department agrees to detail one experienced officer to the Houston Task Force for a period of not less than two years. During this period of assignment, the Jersey Village Police Department officer:

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

- a) Will be under the direct supervision and control of DEA supervisory personnel assigned to the Task Force;
- b) shall adhere to DEA policies and procedures. Failure to adhere to DEA policies and procedures shall be grounds for dismissal from the Task Force; and
- c) shall be deputized as Task Force Officer(s) of DEA pursuant to 21 U.S.C. Section 878.

During previous budget meetings with City Council, the former police chief discussed the potential advantages of participating in the Houston Task Force. One notable advantage of this collaboration is the prospect of asset forfeiture. Successful investigations frequently lead to the confiscation of assets obtained through unlawful means. These forfeited assets can subsequently be redirected to finance additional investigations, purchase equipment, and reinforce community safety initiatives. Consequently, this contributes to a safer and more secure environment for all residents. It is important to note that the Jersey Village Police Department would be entitled to a percentage of all seized assets resulting from investigations in which the Task Force Officer participated.

This partnership not only enhances law enforcement effectiveness but also demonstrates a commitment to safeguarding public health and welfare. Assigning a Jersey Village Police Department officer within the Task Force is a proactive measure that aligns with the department's mission to protect and serve the community.

**RECOMMENDED ACTION:**

**MOTION:** To approve Resolution No. 2024-30, authorizing the Jersey Village Chief of Police, Danny Keele, to enter into Agreement with the United States Department of Justice, Drug Enforcement Administration concerning the use and abuse of controlled substances under the provisions of 21 U.S.C. § 873.

**RESOLUTION NO. 2024-30**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE JERSEY VILLAGE CHIEF OF POLICE, DANNY KEELE, TO ENTER INTO AGREEMENT WITH THE UNITED STATES DEPARTMENT OF JUSTICE, DRUG ENFORCEMENT ADMINISTRATION CONCERNING THE USE AND ABUSE OF CONTROLLED SUBSTANCES UNDER THE PROVISIONS OF 21 U.S.C. § 873.**

**WHEREAS**, trafficking in narcotics and dangerous drugs exists in the Houston, Texas, area; and

**WHEREAS**, this illegal activity has a substantial and detrimental effect on the health and general welfare of the people of Texas; and

**WHEREAS**, the Jersey Village Police Department desires to enter into an Agreement with the United States Department of Justice, Drug Enforcement Administration concerning the use and abuse of controlled substances under the provisions of 21 U.S.C. § 873 in order to address illegal trafficking activities; and

**WHEREAS**, it is the desire of the City Council of the City of Jersey Village to approve this agreement; **NOW THEREFORE**,

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

**Section 1.** The City Council authorizes the Jersey Village Chief of Police, Danny Keele, to enter into Agreement with the United States Department of Justice, Drug Enforcement Administration concerning the use and abuse of controlled substances under the provisions of 21 U.S.C. § 873 in substantially the form attached to this document in Exhibit A.

**PASSED AND APPROVED** this **22nd** day of **April**, A.D., **2024**.

\_\_\_\_\_  
Michelle Mitcham, Mayor Pro tem

**ATTEST:**

\_\_\_\_\_  
Lorri Coody, City Secretary



CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



## PROVISIONAL STATE AND LOCAL TASK FORCE AGREEMENT

This agreement is made this 11<sup>th</sup> day of March 2024, between the United States Department of Justice, Drug Enforcement Administration (hereinafter "DEA"), and the Jersey Village Police Department (hereinafter "parent agency"), ORI Number TX1011200. The DEA is authorized to enter into this cooperative agreement concerning the use and abuse of controlled substances under the provisions of 21 U.S.C. § 873.

Whereas there is evidence that trafficking in narcotics and dangerous drugs exists in the Houston, Texas, area and that such illegal activity has a substantial and detrimental effect on the health and general welfare of the people of Texas, the parties hereto agree to the following:

1. The Houston Task Force will perform the activities and duties described below:
  - a. disrupt the illicit drug traffic in the area by immobilizing targeted violators and trafficking organizations;
  - b. gather and report intelligence data relating to trafficking in narcotics and dangerous drugs; and
  - c. conduct undercover operations where appropriate and engage in other traditional methods of investigation in order that the Task Force's activities will result in effective prosecution before the courts of the United States and the State of Texas.
2. To accomplish the objectives of the Houston Task Force, the parent agency agrees to detail two experienced officer(s) to the Houston Task Force for a period of not less than two years. During this period of assignment, the parent agency officer(s) will be under the direct supervision and control of DEA supervisory personnel assigned to the Task Force.
3. The parent agency officer(s) assigned to the Task Force shall adhere to DEA policies and procedures. Failure to adhere to DEA policies and procedures shall be grounds for dismissal from the Task Force.
4. The parent agency officer(s) assigned to the Task Force shall be deputized as Task Force Officer(s) of DEA pursuant to 21 U.S.C. Section 878.
5. To accomplish the objectives of the Houston Task Force, DEA will assign 18 Special Agents to the Task Force. DEA will also, subject to the availability of annually appropriated funds or any continuing resolution thereof, provide necessary funds and equipment to support the activities of the DEA Special Agents and parent agency officer(s) assigned to the Task Force. This support will include: office space, office supplies, travel funds, funds for the purchase of evidence and information, investigative equipment, training, and other support items.
6. The parent agency shall comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, as amended, and all

requirements imposed by or pursuant to the regulations of the United States Department of Justice implementing those laws, 28 C.F.R. Part 42, Subparts C, F, G, H and I.

7. The term of this agreement shall be effective from the date in paragraph number one until September 30, 2026. This agreement may be terminated by either party on thirty days' advance written notice. DEA's support to the Task Force is subject to the availability of funds on a fiscal year basis (October 1 through September 30 of the next year). Billing for all outstanding obligations must be received by DEA within 60 days of the end of each fiscal year or within 60 days of the date of termination of this agreement. DEA will be responsible only for obligations incurred during the term of this agreement.

For the Drug Enforcement Administration:

\_\_\_\_\_  
Daniel C. Comeaux  
Special Agent in Charge

Date: \_\_\_\_\_

For the Jersey Village Police Department:

\_\_\_\_\_  
Danny Keele  
Chief of Police

Date: \_\_\_\_\_

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

**AGENDA DATE:** April 22, 2024

**AGENDA ITEM:** F5

**AGENDA SUBJECT:** Consider Ordinance No. 2024-10, adopting a Water Conservation Plan for the City of Jersey Village; amending the Code of Ordinances of the City of Jersey Village, Chapter 70, Utilities, by amending Article VI., *Water Conservation Plan*; providing a severability clause; providing a penalty as provided by Section 1-8 of the Code; and providing an effective date.

**Department/Prepared By:** Public Works

**Date Submitted:** April 3, 2024

**EXHIBITS:** Ordinance No. 2024-10  
Exhibit A – Water Conservation Plan

**BACKGROUND INFORMATION:**

The City of Jersey Village is mandated by the Texas Water Development Board (TWDB) to maintain an updated Water Conservation Plan, a requirement applicable to municipalities with over 3,300-meter connections, with revisions needed every five years.

In accordance with the Texas Water Code, retail public water suppliers exceeding 3,300 connections must fulfill the following obligations:

1. Annual Water Loss Audit: Conduct and submit a water loss audit annually, addressing key areas such as distribution line losses, meter inaccuracies, deficiencies in accounting practices, and theft of service.
2. Annual Reporting to TWDB: Report annually to the TWDB, outlining the progress in implementing the current water conservation plan.
3. Five-Year Update: Develop and submit an updated water conservation plan to the TWDB every five years.

The water audit evaluates various aspects of water loss to ensure efficient water management. It delves into distribution line losses, meter accuracy, accounting practices, and theft prevention. The City’s utility profile furnishes historical data on water usage, encompassing both residential and commercial sectors. The Public Works Department has diligently formulated a comprehensive Water Conservation Plan based on this profile. This plan outlines specific conservation goals, incorporates best management practices, and outlines methods the City will implement over the next five-year period.

The purpose of this agenda item is to seek approval for the adoption of the updated Water Conservation Plan. Simultaneously, we propose amendments to the Code of Ordinances to delineate the rules and regulations governing the plan. This proactive approach aligns with regulatory requirements and ensures sustainable and responsible water management practices for the City of Jersey Village.

**RECOMMENDED ACTION:**

**MOTION:** To approve Ordinance No. 2024-10, adopting a Water Conservation Plan for the City of Jersey Village; amending the Code of Ordinances of the City of Jersey Village, Chapter 70, Utilities, by amending Article VI., *Water Conservation Plan*; providing a severability clause; providing a penalty as provided by Section 1-8 of the Code; and providing an effective date.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

**ORDINANCE NO. 2024-10**

**AN ORDINANCE ADOPTING A WATER CONSERVATION PLAN FOR THE CITY OF JERSEY VILLAGE; AMENDING THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE, CHAPTER 70, UTILITIES, BY AMENDING ARTICLE VI., WATER CONSERVATION PLAN; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY AS PROVIDED BY SECTION 1-8 OF THE CODE; AND PROVIDING AN EFFECTIVE DATE.**

\*\*\*\*\*

**WHEREAS**, the City Council of the City of Jersey Village recognizes that the amount of water available to its utility customers is limited and subject to depletion during periods of extended drought; and

**WHEREAS**, in the best interest of its utility customers, City Council is authorized to adopt ordinances it deems are necessary and expedient to preserve and conserve its water resources to prepare for drought; and

**WHEREAS**, City Council desires to comply with the rules of the Texas Water Development Board, and adopt a Water Conservation Plan; NOW THEREFORE,

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

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

**Section 2.** The Water Conservation Plan, attached hereto as “Exhibit A” is hereby adopted as the official policy of the City of Jersey Village.

**Section 3.** The Code of Ordinances of the City of Jersey Village is amended by deleting from Chapter 70, Article VI, Section 70-201 the language shown below in struckthrough (deleted) and by adding thereto the language shown below as underscored and boldfaced (**added**), with the new Section 70-201 to read as follows:

**Sec. 70-201. Adoption of Water Conservation Plan.**

The City of Jersey Village Water Conservation Plan, dated April ~~2019~~ 2024, is hereby adopted for the city and is incorporated by reference herein. A true and correct copy of the City of Jersey Village Water Conservation Plan shall be filed and maintained in the office of the city secretary and available for public viewing during normal business hours.

**Section 4. Severability.** In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Jersey Village, declares that it would have passed each and every part of the

same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

**Section 5. Penalty.** Any person who shall willfully, intentionally, or with criminal negligence violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$2,000. Each day of violation shall constitute a separate offense.

**Section 6. Effective Date.**

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

**PASSED, APPROVED, AND ADOPTED** this 22<sup>nd</sup> day of April 2024.

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Michelle Mitcham, Mayor Pro tem

**ATTEST:**

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Lorri Coody, City Secretary



**CITY OF JERSEY VILLAGE, TEXAS**  
**WATER CONSERVATION PLAN**



**APRIL, 2024 - 2029**

Name of Water Supplier: City of Jersey Village

Address: 16327 Lakeview Dr., Jersey Village, TX 77040

Telephone Number: 713-466-2100 Fax: (713) 466-2177

Water Right No.(s): N/A

Regional Water Planning Group: Region H

Water Conservation Coordinator (or person responsible for implementing conservation program): Austin Bless, City Manager

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

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## Introduction

In June 2000, the City of Jersey Village entered into a water supply contract with the City of Houston for distribution of water for domestic and commercial purposes. Per the agreement, the City of Houston arranged to include Jersey Village in its Ground Water Reduction Plan in accordance with the rules and regulations of the Harris-Galveston Coastal Subsidence District. Jersey Village also implemented a Drought Contingency Plan via Ordinance 2000-25.

Jersey Village's water and wastewater systems are City-owned, serving residential and commercial sites across approximately 3.3 square miles. To combat drought and conserve resources, Jersey Village aims to enact a Water Conservation Plan alongside its Drought Contingency Plan, targeting reduced water consumption and minimized water loss over the coming years.

## Utility Profile

### I. POPULATION AND CUSTOMER DATA

#### A. *Population and Service Area Data*

- Service area size (in square miles): 3.36  
(Copy of service-area map attached)
- Current population of service area: 7,959
- Current population served for:
  - a. Water 7,959
  - b. Wastewater 7,959



Population served for previous five years:

Projected population for service area:

<i>Year</i>	<i>Population</i>
2023	7959
2022	7959
2021	7950
2020	7921
2019	7921

<i>Year</i>	<i>Population</i>
2030	8,028
2040	8,179
2050	8,344
2060	8,525
2070	8,274

- Population information obtained from the United States Census Bureau. Projected population size obtained from the City’s Capital Improvement Plan and Impact Fee Study 2023 Update.
- The City anticipates growth in the form of new development and redevelopment in the area south of Highway 290. This area is partially served by the City in the form of water, wastewater, and stormwater. Growth and development projections are formulated based on land use type in areas undeveloped or anticipated for redevelopment.

*B. Customer Data*

1. Quantified 5-year and 10-year goals for water savings:

	<i>Historic 5-year Average</i>	<i>Baseline</i>	<i>5-year goal for year 2029</i>	<i>10-year goal for year 2034</i>
Total GPCD	154	154	152	150
Residential GPCD	135	135	134	134
Water Loss GPCD	19	19	23	23
Water Loss Percentage	13%	13%	13%	13%

**Notes:**

Total GPCD = (Total Gallons in System ÷ Permanent Population) ÷ 365

Residential GPCD = (Gallons Used for Residential Use ÷ Residential Population) ÷ 365

Water Loss GPCD = (Total Water Loss ÷ Permanent Population) ÷ 365  
 Water Loss Percentage = (Total Water Loss ÷ Total Gallons in System) x 100; or (Water Loss GPCD ÷ Total GPCD) x 100

2. Current number of active connections. Check whether multi-family service is counted as  
 Residential or  Commercial

<i>Treated Water Users</i>	<i>Metered</i>	<i>Non-Metered</i>	<i>Totals</i>
Residential	3022		3022
Single-Family	2267		2267
Multi-Family	755		755
Commercial	262		262
Industrial/Mining			
Institutional	63		63
Agriculture	0		0
Other/Wholesale			

3. List the number of new connections per year for most recent three years.

Year	2020	2021	2022
<i>Treated Water Users</i>			
Residential			
Single-Family		1	2
Multi-Family			
Commercial	5	7	6
Industrial/Mining	0	0	0
Institutional/Public			
Agriculture/Irrigation			
Other/Wholesale	0	0	0

4. List of annual water use for the five highest volume customers.

<i>Customer</i>	<i>Use (1,000 gal/year)</i>	<i>Treated or Raw Water</i>
Trails at Corinthian Creek	18728	Treated
Trails at Rock Creek	13285	Treated
Prologis	9811	Treated
Kessler Jersey Village	8692	Treated
Kessler Jersey Village	5733	Treated

**II. WATER USE DATA FOR SERVICE AREA**

*A. Water Accounting Data*

1. List the amount of water use for the previous five years (in 1,000 gallons).

Indicate whether this is  diverted or  treated water.

<i>Year</i>	2023	2022	2021	2020	2019
<i>Month</i>					
January	24533	28708	24454	25432	19726
February	22122	26793	28686	24467	22181
March	23658	21223	20061	24678	20823
April	28854	32092	27719	27754	28633
May	28945	37238	28848	32037	32875
June	39917	46574	29679	41592	36318
July	43775	58124	25573	41265	38549
August	60233	48654	36014	42404	49301
September	56348	34506	35002	42913	40360
October	34937	47723	29953	37161	38254
November	32018	26566	24906	33484	22820
December	21786	22429	25041	21307	25938
<b>Totals</b>	417126	430630	335936	394494	375778

- Meters are located at the point where purchased water and pumped water enters the water treatment plant. Utility is a blend of both groundwater and purchased surface water from the City of Houston.

Amount of water (in 1,000 gallons) delivered/sold as recorded by the following account types for the past five years.

<i>Year</i>	2023	2022	2021	2020	2019
<i>Account Types</i>					
Residential					
Single-Family	184482	184589	138272	170496	160433
Multi-Family	58258	58291	43665	53841	50663
Commercial	105592	102222	100335	107469	113351
Industrial/Mining	0	0	0	0	0
Institutional/Public	21860	34235	22568	15757	11310
Agriculture/Irrigation	46934	51293	31096	46928	40017
Other/Wholesale	0	0	0	0	0

2. List the previous records for water loss for the past five years (the difference between water diverted or treated and water delivered or sold).

<i>Year</i>	<i>Amount (gallons)</i>	<i>Percent %</i>
2023	133,274,000	24
2022	85,458,000	17
2021	54,193,000	14
2020	56,409,400	13
2019	91,858,000	20

*B. Projected Water Demands*

1. The projected water and wastewater service unit demands are projected at 250 GPD (gallons per day) and 200 GPD respectively. These projected water and wastewater demands correlate to the City of Houston Impact Fee Service Unit Equivalent Table dated August 26, 2019. The Service Unit Equivalents are calculated based on the type of development and approximate total number of service units necessary for the new development. The table below presents the water and wastewater SUs for the City's future water and wastewater systems.

<i>Systems</i>	<i>2028 Projected Demands (gpd)</i>	<i>2028 Projected SUs</i>	<i>2033 Projected Demands (gpd)</i>	<i>2033 Projected SUs</i>	<i>Total 10- Year Demands (gpd)</i>	<i>Total 10- Year SUs</i>
Water	272,628	1,091	797,582	3,190	1,070,210	4,281
Wastewater	218,102	1,091	638,065	3,190	856,167	4,281

**III. WATER SUPPLY SYSTEM DATA**

*A. Water Supply Sources*

<i>Water Type</i>	<i>Source</i>	<i>Amount Authorized</i>
Surface Water	City of Houston Purchase Contract	1.5 MGD
Groundwater	City-owned wells (2)	1.470 MGD
Other	Harris County MUD 168	As Needed/ Emergency Basis

*B. Treatment and Distribution System (if providing treated water)*

1. Design daily capacity of system (MGD): 2.220 MGD
2. Storage capacity (MGD):
  - a. Elevated 750,000 MGD
  - b. Ground 1.720 MGD
3. If surface water, do you recycle filter backwash to the head of the plant?
 

Yes     No    If yes, approximate amount (MGD): N/A

  - o Not applicable, utility system is groundwater under the influence of purchased surface water provided through a contract with the City of Houston.

**IV. WASTEWATER SYSTEM DATA**

*A. Wastewater System Data*

1. Design capacity of wastewater treatment plant(s) (MGD):
  - o 800,000 MGD at Castlebridge WWTP (owned and maintained by the City)

- 812,600 MGD at White Oak Bayou WWTP (City is 40.63% owner of a total 2.0 MGD wwtp).
- 2. Treated effluent is used for  on-site irrigation,  off-site irrigation, for  plant wash-down, and/or for  chlorination/dechlorination.
- 3. Briefly describe the wastewater system(s) of the area serviced by the water utility. Describe how treated wastewater is disposed. Where applicable, identify treatment plant(s) with the TCEQ name and number, the operator, owner, and the receiving stream if wastewater is discharged.
- The effluent point of discharge is located approximately 1,000 feet west of Beltway 8, into White Oak Bayou.
- White Oak Bayou WWTP NPDES permit number is TCEQ - TPDES WQ0011538001, Issued 8/30/2017, Expires 4/3/2028.
- Castlebridge WWTP permit number is TCEQ - TPDES WQ0012681001 Issued 10/17/2017, Expires 1/13/2027.

*B. Wastewater Data for Service Area*

1. Percent of water service area served by wastewater system: 100%
2. Monthly volume treated for previous five years (in 1,000 gallons):

<i>Year</i>	2023	2022	2021	2020	2019
<i>Month</i>					
January	4407	3700	3737	4773	5197
February	6330	3449	2692	3572	6584
March	4407	3615	3234	3662	3730
April	3468	3074	3310	3819	4242
May	4350	3124	4659	3875	5253
June	3920	2925	4204	4922	4202
July	3893	2938	4028	4105	3982
August	3807	3660	3772	3504	4680
September	4544	3719	4022	4533	4470
October	4084	3475	4202	3586	6130
November	4569	3660	3678	3458	4760
December	4996	3632	3883	3674	6466
<b>Totals</b>	52775	40971	45421	47483	59696

## Water Conservation

The City of Jersey Village is committed to implementing proactive water conservation measures to safeguard its water resources and enhance long-term sustainability. By fostering a culture of conservation and collaboration, the City aims to achieve its conservation goals while ensuring a reliable and resilient water supply for its utility customers.

This comprehensive water conservation plan reflects the City's dedication to responsible stewardship of its water resources.

### A. *Record Management System*

In compliance with the State of Texas retention rate for utility billing records, the City of Jersey Village has implemented a comprehensive record management system tailored to manage water sales and usage data effectively. The system is designed to classify water usage into detailed categories, including various sectors such as residential (single and multi-family) and commercial, in accordance with the most precise level of water use data available.

#### *Components of the Record Management System:*

- The record management system categorizes water sales and usage data into specific sectors to facilitate accurate tracking and analysis.
- The system adheres to the retention rates mandated by the State of Texas for utility billing records, ensuring compliance with legal requirements and best practices.
- The system captures detailed information on water consumption patterns, allowing for in-depth analysis and informed decision-making regarding water conservation initiatives.
- The system also captures water usage data from commercial establishments, enabling the identification of trends and opportunities for conservation efforts within the commercial sector.
- The system enables the generation of comprehensive reports and analyses, providing valuable insights into water consumption trends and patterns across different sectors.

The City continuously enhances its record management system to align with evolving industry standards and regulatory requirements. Through ongoing monitoring and evaluation, the City strives to optimize water conservation efforts and promote sustainable water usage practices.

### B. *Specific, Quantified 5 & 10-Year Targets*

The City is committed to implementing strategic water-saving initiatives. Recognizing the importance of responsible water management, we have established specific quantified targets aimed at reducing water consumption and minimizing water loss within our community.

#### Reduction in Total Gallons Used per Person per Day:

- Our objective is to achieve a 1.6% decrease in total gallons used per person per day over a 5-year period.
- Looking ahead, our long-term goal is to achieve a 3.2% decrease in total gallons used per person per day over a ten-year period.



- Over the next decade, our conservation program aims to educate and empower residents to adopt water-saving practices and utilize efficient water management techniques.

Peak Demand Reduction:

- We aim to target a 3% reduction in peak water demand over the next five years. By strategically managing peak demand periods, we can optimize our water distribution system and minimize strain on our infrastructure during periods of high usage.

Water Loss Program Goals:

- In alignment with our water consumption reduction targets, we have set goals for our water loss programs to enhance efficiency and minimize wastage within our distribution network. Through proactive leak detection and infrastructure maintenance initiatives, we aim to reduce water loss by 10% over the next five years, ensuring the optimal utilization of our water resources.

*C. Measuring and Accounting for Diversions*

The City utilizes Neptune water meters which typically have an accuracy rating of plus or minus 1 to 2 percent under normal operating conditions. This means that the meter's measurements can deviate by up to 1 to 2 percent from the actual flow rate of water passing through it. However, accuracy may vary depending on factors such as installation, maintenance, and calibration.

The City employs third-party testing services to conduct accuracy bench testing. If a meter fails to meet the standards outlined by the American Water Works Association, it will be replaced in accordance with City policy.

*D. Universal Metering*

The City implements universal water metering across all utility customers, utilizing Neptune meters to accurately monitor water usage. This includes accounts utilized by the municipality for city facilities and public use, ensuring comprehensive tracking of water consumption. From 2018-2019, all meters underwent replacement as part of a systematic meter replacement program. If a meter is discovered to be inaccurate as per American Water Works Association standards, it undergoes testing and is replaced in accordance with City policy. Additionally, any non-functioning components of the meter are promptly replaced by utility personnel to maintain optimal meter functionality and precise water usage measurement.

*E. Measures to Determine and Control Water Loss*

The Public Works Department employs the following strategies to detect and control water loss:

Regular Inspection during Meter Readings and Maintenance

- Utility employees conduct thorough inspections for leaks while reading meters and performing routine maintenance tasks throughout the City.
- Inspections are carried out systematically to ensure comprehensive coverage of all areas prone to water loss.

Prompt Response to Major Leaks

- Major leaks are swiftly identified and reported by City employees or utility customers.
- The City strives to ensure that major leaks are repaired expeditiously to minimize water loss and prevent potential damage to infrastructure.

Utilization of Advanced Leak Detection Technology

- Advanced leak detection tools and methods, such as Ground Penetrating Radar, are employed in areas with a higher risk of water loss, enhancing the accuracy and efficiency of leak detection efforts.
- The City allocates annual funds within the Capital Improvement Plan specifically for Ground Penetrating Radar (GPR) usage. GPR employs electromagnetic waves to detect alterations in subsurface materials, aiding in the identification of buried leaks.

Focus on High-Risk Areas

- Utility personnel focus on target areas with porous soils and historical records of water loss incidents.
- Special attention is given to vulnerable locations prone to leaks, ensuring proactive detection and prevention measures are in place.

Regular Training and Awareness Programs

- The Department of Public Works conducts on-going training programs for utility employees to enhance their skills in leak detection and water loss control.
- Awareness campaigns are conducted among utility customers to encourage timely reporting of leaks through the City service order mobile application.

Continuous Monitoring and Evaluation

- Regular monitoring of water distribution systems and metering data is conducted to identify trends and patterns indicative of potential water loss.
- Personnel conduct periodic evaluations of the effectiveness of water loss control measures, with adjustments made as necessary to optimize outcomes and minimize wastage.

*F. Continuing Public Education & Information*

Over the next five years, the City will embark on an extensive community education campaign to promote water conservation awareness and encourage behavioral changes among residents. Educational programs, workshops, and outreach events will be organized to impart knowledge about water-saving techniques and the importance of responsible water usage.

Promotion of "Water My Yard" Program

- Our primary focus is to engage the public through educational initiatives, with a particular emphasis on promoting the "Water My Yard" program. Our goal is to increase subscribers to the program by 15% over the next 5 years, encouraging utility customers to adopt water-efficient landscaping practices and optimize outdoor water usage.

Distribution of Conservation Kits

- We aim to collaborate with the Harris-Galveston Subsidence District to provide conservation kits to residents, containing water-saving devices and educational materials. These kits will empower residents to implement simple yet effective measures to conserve water in their homes and gardens.

Public Outreach and Education

- To raise awareness about water conservation practices, we will conduct workshops, seminars, and educational campaigns throughout the community. Utilizing social media platforms, newsletters, and community events, we will disseminate valuable information and engage residents in meaningful conversations about water conservation.

Community Partnership

- We recognize the importance of partnerships in driving collective action towards water conservation goals. Therefore, we aim to foster collaborations with local businesses, schools, and civic organizations to amplify our outreach efforts and reach a wider audience. Encouraging participation in community-based conservation projects will empower utility customers to contribute to water conservation efforts on a broader scale.

*G. Non-Promotional Water Rate Structure*

The City conducted a utility rate study in June 2023 to ensure that the existing rate structure remains sufficient to support the needs of the utility fund and the City over the coming years.

The study was tailored to coincide with the City's current 10-year Capital Improvement Plan and implemented adjustments to the rate structure. The goal of the adjusted rate structure is to reflect the costs associated with providing essential services and maintaining the infrastructure, while mitigating excessive water usage.

*H. Enforcement Procedure and Plan Adoption*

Enforcement mechanisms will be established through the passage of relevant City Ordinances. Non-compliance with the mandatory provisions outlined in the City's Drought Contingency Plan may lead to penalties and/or temporary interruption of water service. The City Manager holds authority to enforce these provisions and may suspend water service in cases of repeated violations. Penalties must be settled prior to the restoration of water service. Any violations observed by City personnel will be promptly reported to the City Manager. The initiation of the program will commence with the adoption of the Water Conservation Plan by Resolution through the City of Jersey Village City Council.

*I. Coordination with the Regional Water Planning Group(s)*

The City of Jersey Village will engage in coordination efforts with the Texas Water Development Board Region H Planning Group to maintain alignment with regional water plans. This coordination involves regular communication and collaboration between City officials and the planning group to ensure consistency in water management strategies. By actively participating in discussions, sharing data, and adhering to the guidelines established by the Texas Water Development Board, the City aims to contribute to the sustainable and efficient utilization of water resources while addressing the needs of the local community within the broader regional context.

#### *J. Plan Review and Update*

The City of Jersey Village reviews and updates its water conservation plan every five years in alignment with the Texas Water Development Board Region H Planning Group. This coordinated effort ensures that the City's water conservation strategies remain current and responsive to evolving regional needs and priorities.

## **VI. ADDITIONAL REQUIREMENTS FOR LARGE SUPPLIERS**

#### *A. Leak Detection and Repair*

The City has successfully executed multiple significant water line replacement projects spanning a decade, addressing areas with frequent main breaks attributed to line degradation and ground shifting. Approximately 6.6 miles of water distribution lines have been replaced, mitigating ongoing issues. To further enhance the leak detection and repair efforts, the City is developing a comprehensive 10-year street replacement schedule, ensuring that all identified streets receive new water lines.

In addition to planning for water line replacement, the City will implement the following strategies to enhance the detection and repair of leaks:

- Collect data on water flow rates, pressure, and other relevant parameters.
- Utilize SCADA (Supervisory Control and Data Acquisition) systems or IoT (Internet of Things) devices for real-time monitoring.
- Develop algorithms to analyze data and detect anomalies such as sudden drops in pressure or unexpected changes in flow rates.
- Implement machine learning algorithms to identify patterns associated with leaks and abnormal water usage.
- Utilize Geographic Information Systems (GIS) to map the water distribution network and identify vulnerable areas prone to leaks.
- Overlay data on topography, soil composition, and infrastructure age to pinpoint potential leak locations.
- Explore the use of remote sensing technologies such as satellite imagery and aerial surveys to detect water leaks and assess the condition of pipelines.
- Integrate utility customer water usage data to correlate changes in consumption patterns with potential leaks or anomalies in the distribution system.
- Provide utility customers with tools and resources to report leaks and monitor their own water usage.

- Implement predictive maintenance strategies based on historical data and predictive analytics to proactively identify and address potential issues before they escalate into major leaks.
- Establish protocols for responding to leak detection alerts promptly.
- Prioritize repairs based on the severity of the leak, potential impact on water loss, and criticality of the affected infrastructure.
- Develop methodologies for quantifying water loss throughout the distribution system.
- Implement water balance calculations to account for water input, usage, and losses, including leakage and unaccounted for usage.
- Track the effectiveness of the leak detection program through performance metrics such as leak detection rate, repair response time, and reduction in water loss.
- Generate regular reports and dashboards to communicate progress and outcomes to stakeholders, including regulatory agencies and the public.
- Continuously evaluate and refine the leak detection program based on feedback, lessons learned, and advancements in technology and best practices.
- Foster a culture of collaboration and innovation among stakeholders to drive ongoing improvements in water management and conservation efforts.

#### *B. Contract Requirements*

In June of 2000, the City of Jersey Village entered into a water supply contract with the City of Houston, establishing provisions for the distribution and utilization of water for domestic and commercial purposes. Before this agreement, the City of Jersey Village sourced water from wells within Regulatory Area Three of the Harris-Galveston Coastal Subsidence District. This district allowed collaborative efforts for a regional groundwater reduction plan.

As part of the contract, the City of Houston included Jersey Village in its Groundwater Reduction Plan, complying with the regulations of the Harris-Galveston Coastal Subsidence District. Notably, when the contract comes up for renewal in 2040, the City of Jersey Village commits to adhering to any water conservation measures specified within the agreement.

In response to this collaboration, the City of Jersey Village City Council ratified Ordinance 2000-25 in August of 2000, endorsing a Drought Contingency Plan as a proactive measure.

## **VII. ADDITIONAL CONSERVATION STRATEGIES**

1. Adoption of ordinances, plumbing codes, and/or rules requiring water conserving plumbing fixtures to be installed in new structures and existing structures undergoing substantial modification or addition;
  - The City of Jersey Village has adopted water-saving plumbing codes for both new construction projects and the replacement of plumbing in existing structures. These codes, recommended by the Texas Water Development Board, advocate for readily available technologies that do not entail additional costs compared to conventional fixtures. Entities have the flexibility to tailor water-conserving plumbing codes to their specific needs, in addition to adhering to the 2018 International Plumbing Codes and 2018 International Residential Codes, which are already in place.

- The City will encourage all new construction or substantial modification to use water saving plumbing fixtures, e.g. low flow toilets, shower heads, and faucets. Owners of existing structures will be encouraged to retrofit with water saving devices.
2. A program for reuse and/or recycling of wastewater and/or graywater;
    - The City of Jersey Village is actively engaged in implementing a water reuse program. Reclaimed water finds suitable applications for various domestic, industrial, and irrigation needs where direct human contact is limited. Specifically, the City has made modifications to utilize reclaimed water for irrigation purposes on its golf course. The quality of the city's effluent water will undergo testing to assess the necessity for additional treatment. The direct use of reclaimed water falls under regulation by the Texas Commission on Environmental Quality (TCEQ) under Chapter 210 of the Texas Administrative Code and Safe Drinking Water Act Standards. Any use of reclaimed water requires approval from the TCEQ, ensuring compliance with all design guidelines for reclaimed water systems. As part of this initiative, the city has installed new greywater lines for the distribution of reclaimed water. Through these measures, the City aims to reduce the demand on its distribution system for irrigation purposes, potentially saving an estimated one million gallons of water.
  3. A program for pressure control and/or reduction in the distribution system and/or for customer connections;
    - Conduct a comprehensive assessment of the distribution system to identify areas with high pressure and potential for pressure control or reduction.
    - Gather data on pressure levels across different sections of the distribution network using pressure gauges and monitoring devices.
    - Analyze pressure data to determine areas where pressure exceeds recommended levels and where pressure reduction measures are necessary.
    - Identify strategic locations within the distribution system where pressure control devices such as pressure reducing valves (PRVs) can be installed.
    - Install PRVs at identified control points to regulate pressure and reduce it to optimal levels for customer connections.
    - Calibrate newly installed PRVs and conduct thorough testing to ensure they effectively control pressure within desired parameters.
    - Implement a routine monitoring program to continuously monitor pressure levels at customer connections and adjust PRVs as needed to maintain optimal pressure.
    - Educate customers about the importance of pressure control and reduction in the distribution system, as well as the potential benefits for their plumbing systems.
    - Implement leak detection programs to identify and repair leaks in the distribution system promptly, as leaks can contribute to high pressure and system inefficiencies.
    - Periodically review the pressure control and reduction plan to assess its effectiveness and identify opportunities for further optimization or expansion to additional areas of the distribution network.
  4. A program and/or ordinance(s) for landscape water management;

- Implementing conservation practices in park irrigation and exercising careful water usage in the operation and maintenance of park facilities can effectively decrease water demands. The City of Jersey Village has developed a conservation plan tailored to each of its parks. This comprehensive plan includes a written procedure for the efficient operation and maintenance of park irrigation systems. The Parks and Recreation Department will oversee the implementation of a watering schedule designed to use only the necessary amount of water to sustain the health of the turf and landscaping appropriate for each park's use. Additionally, the plan mandates the replacement of all manually controlled or quick-couple irrigation systems with automatic irrigation systems and controllers.
5. A method for monitoring the effectiveness and efficiency of the water conservation plan;
- Gather data on water consumption, water loss, and other relevant metrics throughout the implementation of the water conservation plan.
  - Establish baseline measurements for key indicators such as average water consumption per capita, water loss rates, and overall water usage.
  - Introduce and execute various water conservation strategies outlined in the plan, such as public education campaigns, infrastructure upgrades, and policy changes.
  - Continuously monitor water consumption patterns, water loss rates, and other relevant metrics on a regular basis, such as monthly or quarterly.
  - Compare current data with baseline measurements to evaluate the effectiveness of implemented conservation measures.
  - Identify areas where the plan is not achieving desired results and make necessary adjustments or improvements to enhance effectiveness.
  - Seek feedback from stakeholders, residents, and relevant departments to gauge satisfaction with conservation efforts and identify areas for improvement.
  - Conduct periodic reviews of the water conservation plan to assess long-term effectiveness and identify opportunities for further optimization.
  - Prepare regular reports summarizing findings and progress towards conservation goals to stakeholders, City officials, and the public.
  - Use monitoring data and feedback to inform future iterations of the water conservation plan, ensuring ongoing improvement in efficiency and effectiveness over time.

End of document.

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

**AGENDA DATE:** April 22, 2024

**AGENDA ITEM:** F6

**AGENDA SUBJECT:** Consider Ordinance No. 2024-11, adopting a Drought Contingency Plan for the City of Jersey Village; amending the Code of Ordinances of the City of Jersey Village, Chapter 70, Utilities, by amending Article V., *Drought Contingency Plan*; providing a severability clause; providing a penalty as provided by Section 1-8 of the Code; and providing an effective date.

**Department/Prepared By:** Public Works

**Date Submitted:** April 8, 2024

**EXHIBITS:** Ordinance No. 2024-11  
Exhibit A – Drought Contingency Plan

**BUDGETARY IMPACT:**

Required Expenditure:	\$ N/A
Amount Budgeted:	\$ N/A
Appropriation Required:	\$ N/A

**CITY MANAGER APPROVAL:**

**BACKGROUND INFORMATION:**

The City of Jersey Village introduced its first drought contingency plan with Ordinance 2000-25, a significant move for water resource management. However, this plan has only had minor tweaks since its introduction. With the city's changing needs and the goal of improved water management, staff are now working to revise the plan.

Public involvement was a key part of the revision process, using email, social media, the city website, and the March JV Start newsletter to gather community feedback. Even though there was a great push for public feedback, especially after having to enter the plan last year, only five people provided feedback on the plan. But that feedback did help shape the proposed updates to the drought contingency plan. These updates aim to improve the plan’s effectiveness and clarity in addressing water shortages.

There are proposed changes for the triggering events for the plan. Phase One would be triggered when the city reaches the production capacity of 90% or more for 3 consecutive days. Phase Two would be triggered when the city reaches the production capacity of 95% or more for 2 consecutive days.

The following table offers a concise comparison of the current drought contingency plan and the suggested revisions, highlighting the main changes for each phase.

<b>Phase</b>	<b>Current Plan</b>	<b>Proposed Plan</b>
Phase One	Mandatory watering restrictions Only water 2 days per week	Voluntary watering restrictions Only water 2 days per week
Phase Two	- Mandatory watering restrictions Only water 1 day per week	Voluntary watering restrictions Only water 2 days per week
Phase Three	Only water 1 day per week	Designated watering days clarified, Only water 1 day per week Clarified watering for golf course
Phase Four	No watering days allowed	No watering days allowed Clarified watering for golf course

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



The proposed revisions include updates to Phase One and Phase Two of water shortage conditions, incorporating the duration of these conditions into the plan. Notably, Phase One is proposed to shift from a mandatory to a voluntary stage, allowing for greater flexibility by permitting two voluntary watering days per week.

Conversely, Phase Two proposes clarified measures by mandating water use restrictions, albeit still permitting two watering days per week, as opposed to the previous allowance of only one day per week.

Furthermore, Phases Three and Four have been revised to provide clearer guidance on mandatory water use restrictions. Phase Three also specifically designates one watering day per week to streamline water usage during critical stages of shortage.

These proposed changes aim to ensure the drought contingency plan remains relevant and effective in addressing the city's current and future water management needs, while also promoting community involvement and understanding.

**RECOMMENDED ACTION:**

**MOTION:** To approve Ordinance No. 2024-11, adopting a Drought Contingency Plan for the City of Jersey Village; amending the Code of Ordinances of the City of Jersey Village, Chapter 70, Utilities, by amending Article V., Drought Contingency Plan; providing a severability clause; providing a penalty as provided by Section 1-8 of the Code; and providing an effective date.

**ORDINANCE NO. 2024-11**

**AN ORDINANCE ADOPTING A DROUGHT CONTINGENCY PLAN FOR THE CITY OF JERSEY VILLAGE; AMENDING THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE, CHAPTER 70, UTILITIES, BY AMENDING ARTICLE V., DROUGHT CONTINGENCY PLAN; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY AS PROVIDED BY SECTION 1-8 OF THE CODE; AND PROVIDING AN EFFECTIVE DATE.**

\*\*\*\*\*

**WHEREAS**, the City Council of the City of Jersey Village recognizes the evolving needs of the city and the importance of proactive water management; and

**WHEREAS**, the City seeks to update the existing Drought Contingency plan; and

**WHEREAS**, City Council desires to ensure the drought contingency plan remains relevant and effective in addressing the city’s current and future water management needs while also promoting community involvement and understanding; **NOW THEREFORE**,

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

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

**Section 2.** The Drought Contingency Plan, attached hereto as “Exhibit A” is hereby adopted as the official policy of the City of Jersey Village.

**Section 3.** The Code of Ordinances of the City of Jersey Village is amended by deleting from Chapter 70, Article VI, Section 70-161 through Section 70-171 the language shown below in struckthrough (deleted) and by adding thereto the language shown below as underscored and boldfaced (**added**), with the new Section 70-161 through Section 70-171 to read as follows:

Sec. 70-162. – Public Involvement.

~~Opportunity for the public to provide input into the preparation of the plan was provided by the city by means of a public meeting. Specifically a public hearing was held on Monday, April 17, 2000, to receive comment and input from the public.~~

**Opportunity for the public to provide input into the revision of the plan was provided by the city through various channels including email, social media, the city website, and the March 2024 edition of the JV Star newsletter. Additionally, public comments were solicited during the City Council meeting held on March 18, 2024.**

Sec. 70-163. – Public Education.

- b) On a monthly basis the Jersey Village **city** publishes a newsletter called, the “Jersey Village Star.” Outlines of the plan shall be provided as an insert to this publication. Residents shall be notified of the initiation of the plan and the initiation or termination of drought response stages by publication in the “Jersey Village Star” and/or by a door hanger or leaflet delivered to each single-family residence and all commercial and multi-family facilities.

Sec. 70-164. – Coordination with Regional Water Planning Groups.

The service area of the city is located within the regional water district H and **the** city has provided a copy of this plan to district H.

Sec. 70-168. – Triggering criteria for initiation and termination of drought response stages.

*Phase 1—Mild water shortage conditions.*

- a. *Requirements for initiation.* Customers shall conserve water and adhere to the prescribed restrictions on certain water uses, defined in section 70-167, when:
  1. Water production reaches 90 percent of the safe production capacity of the city **for three consecutive days.**
  2. Pursuant to requirements specified in the city wholesale water purchase contract with the City of Houston, notification is received requesting initiation of Phase 1 of the Drought Contingency Plan.
  3. The static water level in the city well(s) is equal to or less than 50 feet above the pump level.
  4. Total daily water demand equals or exceeds 90 percent of the production capacity for three consecutive days or 95 percent of the production capacity on a single day.
- b. *Requirements for termination.* Phase 1 of the plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of five consecutive days.

*(2) Phase 2—Moderate water shortage conditions.*

- a. *Requirements for initiation.* Customers shall be required to comply with the requirements and restrictions on certain nonessential water uses provided in section 70-167 when:
  1. Water production capacity reaches 95 percent of the safe water production capacity of the city **for two consecutive days.**
  2. Pursuant to requirements specified in the city wholesale water purchase contract with the City of Houston, notification is received requesting initiation of Phase 2 of the Drought Contingency Plan.
  3. The static water level in the city well(s) is equal to or less than 50 feet above the pump level.
  4. Total daily water demand equals or exceeds 95 percent of the production capacity for three consecutive days or 100 percent of the production capacity on a single day.
- b. *Requirements for termination.* Phase 2 of the plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of three consecutive days. Upon termination of Phase 2, Phase 1 becomes operative.

*(3) Phase 3—Severe water shortage conditions.*

- a. *Requirements for initiation.* Customers shall be required to comply with the requirements and restrictions on certain nonessential water uses for Phase 3 of this plan when:
  1. Water production reaches 100 percent of the safe water production capacity of the city.
  2. Pursuant to requirements specified in the city wholesale water purchase contract with the City of Houston, notification is received requesting initiation of Phase 3 of the Drought Contingency Plan.

3. The static water level in the city well(s) is equal to or less than 50 feet above the pump level.
  4. Total daily water demand equals or exceeds 100 percent of the production capacity for three consecutive days or 105 percent of the production capacity on a single day.
- b. *Requirements for termination.* Phase 3 of the plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of three consecutive days. Upon termination of Phase 3, Phase 2 becomes operative.
- (4) *Phase 4—Emergency water shortage conditions.*
- a. *Requirements for initiation.* Customers shall be required to comply with the requirements and restrictions for Phase 4 of this plan when the city manager, or his/her designee, determines that a water supply emergency exists based on:
    1. Major water line breaks, or pump or system failures occur, which cause unprecedented loss of capability to provide water service; or
    2. Natural or man-made contamination of the water supply source(s).
  - b. *Requirements for termination.* Phase 4 of the plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of five consecutive days. Upon termination of Phase 4, Phase 3 becomes operative.

Sec. 70-169. – Drought response phases.

The city manager, or his/her designee, shall monitor water supply and/or demand conditions on a daily basis and, in accordance with the triggering criteria set forth in section 70-167 of the plan, shall determine that a mild, moderate, severe, or emergency condition exists and shall implement the following actions upon publication of notice in a newspaper of general circulation:

- (1) *Phase 1— Mild water shortage conditions.*
  - a. *Goal.* Achieve a ~~mandatory~~ **voluntary** reduction in water production below the 90 percent production capacity of the city.
  - b. *Supply management measures.* The city shall discontinue the monthly flushing of water mains, unless in response to a customer water quality complaint. Irrigation of all public landscaping areas shall comply with the odd/even address requirements that the public are being asked to meet.
  - c. ~~*Mandatory water use restrictions.*~~ ***Voluntary water use restrictions.***
    1. Water customers shall limit the irrigation of landscaped areas to Mondays and Thursdays for customers with a street address ending in an even number (0, 2, 4, 6 or 8), and Tuesdays and Fridays for water customers with a street address ending in an odd number (1, 3, 5, 7 or 9), and to irrigate landscapes only between the hours of midnight and 9:00 a.m. and 7:00 p.m. to midnight on designated watering days.
    2. All operations of the city shall adhere to water use restrictions prescribed for Phase 1 of the plan.
- (2) *Phase 2— Moderate water shortage conditions.*
  - a. *Goal.* Achieve a five percent reduction in water production.
  - b. *Supply management measures.* The city shall discontinue the monthly flushing of water mains, unless in response to a customer water quality complaint. Irrigation of all public landscaping areas shall comply with the odd/even address requirements that the public are being asked to meet.

- c. ~~Water use restrictions.~~ **Mandatory water use restrictions.** Under threat of penalty for violation, the following water use restrictions shall apply to all persons:
1. Irrigation of landscaped areas with hose-end sprinklers or automatic irrigation systems shall be limited to Mondays **and Thursdays** for customers with a street address ending in an even number (0, 2, 4, 6 or 8), and **Tuesdays and** Fridays for water customers with a street address ending in an odd number (1, 3, 5, 7 or 9), and irrigation of landscaped areas is further limited to the hours of 12:00 midnight until 9:00 a.m. and between 7:00 p.m. and 12:00 midnight on designated watering days. However, irrigation of landscaped areas is permitted at anytime if it is by means of a hand-held hose, a faucet filled bucket or watering can of five gallons or less, or drip irrigation system.
  2. Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle is prohibited except on designated watering days between the hours of 12:00 midnight and 9:00 a.m. and between 7:00 p.m. and 12:00 midnight. Such washing, when allowed, shall be done with a hand-held bucket or a hand-held hose equipped with a positive shutoff nozzle for quick rises. Vehicle washing may be done at any time on the immediate premises of a commercial car wash or commercial service station. Further, such washing may be exempted from these regulations if the health, safety, and welfare of the public is contingent upon frequent vehicle cleansing, such as garbage trucks and vehicles used to transport food and perishables. Furthermore the use of water for the watering of foundations will be exempted if a soaker hose is utilized.
  3. Use of water to fill, refill, or add to any indoor or outdoor swimming pools, wading pools, or Jacuzzi-type pools is prohibited except on designated watering days between the hours of 12:00 midnight and 9:00 a.m. and between 7:00 p.m. and 12:00 midnight.
  4. Operation of any ornamental fountain or pond for aesthetic or scenic purposes is prohibited except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system.
  5. Use of water from hydrants shall be limited to fire fighting, related activities, or other activities necessary to maintain public health, safety, and welfare, except that use of water from designated fire hydrants for construction purposes may be allowed under special permit from the city.
  6. Use of water for the irrigation of golf course greens, tees, and fairways is prohibited except on ~~designated watering days~~ **Mondays, Wednesdays, and Fridays** between the hours 12:00 midnight and 9:00 a.m. and between 7:00 p.m. and 12:00 midnight. However, if the golf course utilizes a water source other than that provided by the city, the facility shall not be subject to these regulations.
  7. The following uses of water are defined as nonessential and are prohibited:
    - (a) Wash down of any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas;
    - (b) Use of water to wash down buildings or structures for purposes other than immediate fire protection;
    - (c) Use of water for dust control;
    - (d) Flushing gutters or permitting water to run or accumulate in any gutter or street; and
    - (e) Failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s).

- (3) *Phase 3—Severe water shortage conditions.*
- a. *Goal.* Achieve a ten percent reduction in water production.
  - b. *Supply management measures.* All use of outdoor watering shall be prohibited by city personnel.
  - c. *Water use restrictions. Mandatory water use restrictions.* All requirements of Phase 2 shall remain in effect during Phase 3 except:
    1. Irrigation of landscaped areas shall be limited to ~~designated watering days~~ **Mondays for customers with a street address ending in an even number (0, 2, 4, 6 or 8), and Fridays for customers with a street address ending in an odd number (1, 3, 5, 7 or 9)** between the hours of 12:00 midnight and 9:00 a.m. and between 7:00 p.m. and 12:00 midnight and shall be by means of hand-held hoses, hand-held buckets, drip irrigation, only. The use of hose-end sprinklers or permanently installed automatic sprinkler system is prohibited at all times. Furthermore the use of water for the watering of foundations will be exempted if a soaker hose is utilized. Furthermore the use of water for the watering of foundations will be exempted if a soaker hose is utilized.
    2. The watering of golf course ~~tees~~ **fairways** is prohibited unless the golf course utilizes a water source other than that provided by the city.
    3. The use of water for construction purposes from designated fire hydrants under special permit is to be discontinued.
- (4) *Phase 4—Critical water shortage conditions.*
- a. *Goal.* Achieve a 15 percent reduction in water production.
  - b. *Supply management measures.* All use of outdoor watering shall be prohibited by city personnel.
  - c. *Water use restrictions. Mandatory water use restrictions.* All requirements of Phase 2 and 3 shall remain in effect during Phase 4 except:
    1. Irrigation of landscaped areas is absolutely prohibited.
    2. Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle is absolutely prohibited.
    3. The filling, refilling, or adding of water to swimming pools, wading pools, and Jacuzzi-type pools is prohibited.
    4. Operation of any ornamental fountain or pond for aesthetic or scenic purposes is prohibited except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system.
    5. No applications for new, additional, expanded, or increased-in-size water service connections, meters, service lines, pipeline extensions, mains, or water service facilities of any kind shall be allowed or approved.
    - 6. The watering of golf course ~~tees~~ is prohibited unless the golf course utilizes a water source other than that provided by the city.**

**Section 4. Severability.** In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Jersey Village, declares that it would have passed each and every part of the

same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

**Section 5. Penalty.** Any person who shall willfully, intentionally, or with criminal negligence violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$2,000. Each day of violation shall constitute a separate offense.

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

**PASSED, APPROVED, AND ADOPTED** this 22<sup>nd</sup> day of April 2024.

\_\_\_\_\_  
Michelle Mitcham, Mayor Pro tem

**ATTEST:**

\_\_\_\_\_  
Lorri Coody, City Secretary



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

**AGENDA DATE:** April 22, 2024

**AGENDA ITEM:** F7

**AGENDA SUBJECT:** Consider Resolution No. 2024-31, authorizing the City Manager to enter into a contract with Westwood Professional Services for the design and construction management of the Seattle Street and Singapore Lane Reconstruction Projects.

**Department/Prepared By:** Public Works

**Date Submitted:** April 10, 2024

**EXHIBITS:** Resolution No. 2024-31  
EX A – Westwood Professional Services Contract  
Project Level of Effort Document  
Project Scope Document

<b>BUDGETARY IMPACT:</b>	Required Expenditure:	\$ 534,566.00
	Amount Budgeted:	\$
	Appropriation Required:	\$

**BACKGROUND INFORMATION:**

As part of the 2023 Bond Election, residents approved funding allocating \$15.5 million for five (5) street reconstruction projects. Seattle Street and Singapore Lane were among the identified streets designated for replacement within the bond proposal, attributed to their aging infrastructure and current state of deterioration.

City staff proposes engaging Westwood Professional Services to oversee the design, bidding, and construction management of the Solomon Street and Australia Street projects. The total cost for this engagement and construction of the project to be \$4,924,156.00. This estimate includes provisions for inflation and potential change orders.

This agenda request pertains to the design and management of the Seattle Street and Singapore Lane Projects. The cost for this design contract is \$534,566.00.

Westwood Professional Services, the proposed firm for managing the design and construction of the Seattle Street and Singapore Lane projects, is a full service, multi-discipline professional engineering firm providing services to public and private clients throughout the United States.

Westwood offers the following benefits for the City of Jersey Village:

- Depth and availability in team and resources to ensure the project is completed on time and within budget.
- Experts in government and regulatory collaboration, various external funding resources and standard PS&E processing procedures.
- Standardized QA/QC processes to ensure project compliance and expedite the overall review process.
- Proactive and responsive communication, keeping all parties engaged and ensuring issues are addressed promptly.

Westwood is available to commence services immediately upon the receipt of Notice-to-Proceed from the City. Their commitment is based on their critical evaluation of the current workload of existing and anticipated projects scheduled.

**RECOMMENDED ACTION:**

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



**MOTION:** To approve Resolution No. 2024-31, authorizing the City Manager to enter into a contract with Westwood Professional Services for the design and construction management of the Seattle Street and Singapore Lane Reconstruction Projects.

**RESOLUTION NO. 2024-31**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH WESTWOOD PROFESSIONAL SERVICES FOR THE DESIGN SERVICES AND CONSTRUCTION MANAGEMENT FOR THE SEATTLE STREET AND SINGAPORE LANE RECONSTRUCTION PROJECTS.**

**WHEREAS**, the City of Jersey Village desires to have an outside engineering firm complete the design and construction management for the Seattle Street and Singapore Lane Reconstruction Projects; and

**WHEREAS**, Westwood Professional Services is qualified to provide professional services due to their extensive experience performing similar engineering projects for multiple municipal entities throughout Texas; **NOW THEREFORE**,

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

**Section 1:** The City Council authorizes the City Manager to enter into a contract for Design Services and Construction Management for the Seattle Street and Singapore Lane Reconstruction Projects with Westwood Professional Services in substantially the form attached to this document in Exhibit A.

**PASSED AND APPROVED** this 22<sup>nd</sup> day of April 2024.

\_\_\_\_\_  
Michelle Mitcham, Mayor Pro tem

**ATTEST:**

\_\_\_\_\_  
Lorri Coody, City Secretary



## GENERAL SERVICES CONTRACT

This General Services Contract (the “Contract”) is made by and between the City of Jersey Village, a State of Texas home rule municipal corporation (the “City”), and Westwood Professional Services, Inc., (the “Contractor”) (with each being a “Party”, and together, the “Parties”), and shall be in full force and effect on the date of execution by the authorized representatives of the Parties below (the “Effective Date”).

### **SECTION 1. Summary of the Services.**

#### **Description of Services:**

Scope of services includes providing plans, specifications, and estimates (PS&E) for the reconstruction of Seattle Street and Singapore Lane.

The project includes the design of the replacement of the waterlines, sanitary sewers, storm sewers, roadway paving, sidewalks, and associated appurtenances.

**Effective Date: Upon the signature of both parties**

**Termination Date: Upon completion of the work**

### **SECTION 2. Services and Payment.**

Contractor will furnish the Services to the City in accordance with the terms and conditions specified in this Contract. The Contractor will bill the City for the Services provided at intervals of at least thirty (30) days, except for the final billing. The City shall pay the Contractor for the Services in accordance with the terms of this Contract, but all payments to be made by the City to Contractor, including the time of payment and the payment of interest on overdue amounts, are subject to the applicable provisions of Chapter 2251 of the Government Code.

### **SECTION 3. Termination for Convenience.**

The City may terminate this Contract during at any time for the City’s own convenience, where the Contractor is not in default, by giving written notice to Contractor. If the City terminated this Contract under this paragraph, then the City will pay the Contractor for the portion of the Services rendered in accordance with this Contract up to the date of termination.

### **SECTION 4. Termination for Default.**

Either Party may terminate this Contract as provided in this paragraph if the other Party is in default to any term of this Contract. The Party alleging the default will give the other Party notice of the default in writing citing the terms of the Contract that have been breached and what action the defaulting Party must take to cure the default. If the Party in default fails to cure the default as specified in the notice within thirty (30) days, then the Party giving the notice of the default may terminate this Contract by written notice to the other Party, specifying the date of termination. Termination of the Contract under this paragraph does not affect the right of either Party to seek remedies for breach of the Contract as allowed by law, including any damages or costs suffered by either Party.

### **SECTION 5. Multi-Year Contracts and Funding.**

If this Contract extends beyond the City’s fiscal year in which it becomes effective, or provides for the City to make any payment during any of the City’s fiscal years following the City’s fiscal

year in which this Contract becomes effective, and the City fails to appropriate funds to make any required Contract payment for that successive fiscal year, and there are no funds from the City's sale of debt instruments to make the required payment, then this Contract automatically terminates at the beginning of the first (1<sup>st</sup>) day of the City's successive fiscal year of the Contract for which the City has not appropriated funds or otherwise provided for funds to make a required payment under this Contract.

**SECTION 6. Liability and Indemnity.**

TO THE EXTENT ALLOWED BY LAW, ANY PROVISION OF ANY ATTACHED DOCUMENT THAT IS MADE A PART OF THIS CONTRACT THAT LIMITS THE CONTRACTOR'S LIABILITY TO THE CITY OR RELEASES THE CONTRACTOR FROM LIABILITY TO THE CITY FOR ACTUAL OR COMPENSATORY DAMAGES, LOSS, OR COSTS ARISING FROM THE PERFORMANCE OF THIS CONTRACT, OR THAT PROVIDES FOR CONTRACTUAL INDEMNITY OF EITHER PARTY, IS NOT APPLICABLE OR EFFECTIVE UNDER THIS CONTRACT. EXCEPT WHERE ANY ATTACHED DOCUMENT THAT IS MADE A PART OF THIS CONTRACT PROVIDED BY THE CITY PROVIDES OTHERWISE, EACH PARTY IS RESPONSIBLE FOR DEFENDING AGAINST, AND LIABLE FOR, PAYING ANY CLAIM, SUIT, OR JUDGMENT FOR DAMAGES, LOSS, OR COSTS ARISING FROM THAT PARTY'S NEGLIGENT ACTS OR OMISSIONS IN THE PERFORMANCE OF THIS CONTRACT IN ACCORDANCE WITH APPLICABLE LAW. THIS PROVISION DOES NOT AFFECT THE RIGHT OF EITHER PARTY WHO IS SUED BY A THIRD PARTY OF ACTS OR OMISSIONS ARISING FROM THIS CONTRACT TO BRING IN THE OTHER PARTY AS A THIRD-PARTY DEFENDANT AS ALLOWED BY LAW.

**SECTION 7. Assignment.**

The Contractor shall not assign this Contract without the prior written consent of the City.

**SECTION 8. Law Governing and Venue.**

This Contract is governed by the law of the State of Texas and a lawsuit may only be prosecuted on this Contract in a court of competent jurisdiction located in, or having jurisdiction in, Harris County, Texas.

**SECTION 9. Entire Contract.**

This Contract represents the entire Contract between the Parties and supersedes all prior negotiations, representations, or contracts, either written or oral. This Contract may be amended only by written instrument signed by the Parties.

**SECTION 10. Independent Contractor.**

The Contractor shall perform the work under this Contract as an independent contractor and not as an employee of the City. The City has no right to supervise, direct, or control the Contractor or the Contractor's officers or employees in the means, methods, or details of the Services The Parties agree that the work performed under this Contract is not inherently dangerous, that the Contractor will perform the work in a workmanlike manner, and that the Contractor will take proper care and precautions to insure the safety of the Contractor's officers and employees.

**SECTION 11. Dispute Resolution Procedures.**

The Parties desire an expeditious means to resolve any disputes that may arise between them regarding this Contract. If either Party disputes any matter relating to this Contract, then the Parties agree to try in good faith, before bringing any legal action, to settle the dispute by submitting the

matter to mediation before a third party who will be selected by agreement of the Parties. The Parties will each pay one-half (½) of the mediator's fees.

**SECTION 12. Attorney's Fees.**

Should the City bring suit against the Contractor for breach of contract or for any other cause relating to this Contract, then the City shall be entitled to seek an award of attorney's fees or other costs relating to the suit.

**SECTION 13. Severability.**

If a court finds or rules that any part of this Contract is invalid or unlawful, then the remainder of this Contract continues to be binding on the Parties.

**SECTION 14. Work Product.**

Any work product generated as a result of this Contract shall be the property of the City.

**SECTION 15. Compliance with SWMP.**

The Contractor acknowledges that it is aware of the Storm Water Management Program (the "SWMP") developed by the City in compliance with the Texas Pollutant Discharge Elimination System General Permit No. TXR040000 (the "General Permit") issued by the Texas Commission on Environmental Quality. For all maintenance and construction activities, such as but not limited to, mowing, painting, general upkeep, and other maintenance-related activities on City-owned facilities which include buildings, amenities, parks, golf courses, detention ponds, and City-owned and operated public infrastructure such as water distribution, treatment, wastewater collection, and storm sewer systems, the Contractor will comply with all SWMP requirements. The Contractor agrees to comply with all applicable stormwater control measures, good housekeeping practices, and facility-specific stormwater management operating procedures described in Part II, Section B.5.(b)(2)-(6) of the General Permit, a copy of which is on file with the City. These procedures include: i) informing or training appropriate employees in implementing pollution prevention and good housekeeping practices; ii) waste disposal removed in accordance with 30 TAC Chapters 330 and 335; iii) identifying pollutants of concern that could be discharged from operation and maintenance activities and, if needed, developing and implementing pollution prevention measures to reduce these potential pollutants; iv) performing visual inspection of pollution prevention measures, as applicable; and, v) maintaining structural controls during the Contractor's work, as warranted.

**SECTION 16. Disclosure of Interested Parties.**

As required by Section 2252.908, Texas Government Code, if this Contract requires an action or vote by the City before the Contract may be signed, or has a value of at least one million dollars (\$1,000,000), then the City may not enter into such Contract unless the Contractor submits a disclosure of interested parties to the City at the time the Contractor submits the signed Contract to the City. The Contractor agrees to submit such disclosure as required by Section 2252.908 of the Texas Government Code on the form 1295, prescribed by the Texas Ethics Commission, unless the Contractor is a publicly traded entity or a wholly owned subsidiary of same, in which case no disclosure is required. The Contractor agrees to access the Texas Ethics Commission website and complete the form 1295, receive a confirmation number and a PDF version of the completed form 1295, execute and notarize a hard copy version of the completed form 1295, and submit it, along with the confirmation number, to the City.

**SECTION 17. No Boycott of Israel.**

As required by Chapter 2270, Texas Government Code, the Contractor hereby verifies that it does not boycott Israel and will not boycott Israel through the term of this Contract. For purposes of this verification, “Boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli controlled territory, but does not include an action made for ordinary business purposes. This Section 16 applies only to contracts with a value of one hundred thousand dollars (\$100,000) or more that are to be paid wholly or partly from public funds of the City, between the City and any company with ten (10) or more full time employees. Furthermore, this Section 16 does not apply if the Contractor is a sole proprietorship

**SECTION 18. No Business with Foreign Terrorist Organization.**

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

**SECTION 19. Additional Contract Documents.**

The following specified documents attached to this Contract are hereby made a part of this Contract. Any provision contained in any of the Contractor’s Additional Contract Documents specified below that conflicts with this Contract or the General Services Contract Rider (the “Rider”) is not applicable, and the terms of this Contract and the Rider shall govern.

**A. Contractor’s Additional Contract Documents:**

- Exhibit A – Westwood Professional Services Proposal;

**B. City’s Additional Contract Documents:**

- General Services Contract Rider;

**SIGNATURES**

**For: CITY**

**For: CONTRACTOR**

\_\_\_\_\_  
Name [Signature]

\_\_\_\_\_  
Name [Signature]

Austin Bless  
\_\_\_\_\_  
Name [Printed]

\_\_\_\_\_  
\_\_\_\_\_  
Name [Printed]

City Manager  
\_\_\_\_\_  
Title Date

\_\_\_\_\_  
\_\_\_\_\_  
Title Date

**CITY OF JERSEY VILLAGE – GENERAL SERVICES CONTRACT RIDER**

**SECTION 1. Application.**

This General Services Contract Rider applies to, is a part of, and takes precedence over any conflicting provision in or attachment to the Contract (the “Contract”) between the City of Jersey Village, Texas (the “City”) and Westwood Professional Services, Inc., (the “Vendor”) (with the City and the Vendor being the “Parties”, and each a “Party”), which is attached herein.

**SECTION 2. Payment Provisions.**

The City’s payments under the Contract, including the time of payment and the payment of interest on overdue amounts, are subject to Chapter 2251, Texas Government Code.

**SECTION 3. Multiyear Contracts.**

If the City Council of the City (the “Council”) does not appropriate funds to make any payment for a fiscal year after the City’s fiscal year in which the Contract becomes effective, and there are no proceeds available for payment from the sale of bonds or other debt instruments, then the Contract automatically terminates at the beginning of the first (1<sup>st</sup>) day of the successive fiscal year. (Section 5, Article XI, Texas Constitution)

**SECTION 4. Liability and Indemnity.**

Any provision of the Contract is void and unenforceable if it: (i) limits or releases either party from liability that would exist by law in the absence of the provision; (ii) creates liability for either Party that would not exist by law in the absence of the provision; or, (iii) waives or limits either Party’s rights, defenses, remedies, or immunities that would exist by law in the absence of the provision. (Section 5, Article XI, Texas Constitution)

**SECTION 5. Confidentiality.**

Any provision in the Contract that attempts to prevent the City’s disclosure of information that is subject to public disclosure under Federal or Texas law, applicable regulation, or court or administrative decision or ruling, is invalid. (Chapter 552, Texas Government Code)

**SECTION 6. Tax Exemption.**

The City is not liable to the Vendor for any Federal, State, or local taxes for which the City is not liable by law, including State and local sales and use taxes (Section 151.309 and Title 3, Texas Tax Code) and Federal excise tax (Subtitle D of the Internal Revenue Code). Accordingly, those taxes may not be added to any item.

**SECTION 7. Contractual Limitations Period.**

Any limitations period in the Contract that does not run against the City by law or that is shorter than two (2) years is void. (Sections 16.061 and 16.070, Texas Civil Practice and Remedies Code)

**SECTION 8. Governing Law and Venue.**

Texas law governs the Contract and any lawsuit on the Contract must be filed in a court that has jurisdiction in Harris County, Texas.

**SECTION 9. Special Conditions.**

A. As required by Section 2252.908, Texas Government Code, if the Contract requires an

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

action or vote by the Council before the Contract may be signed, or has a value of at least one million dollars (\$1,000,000), then the City may not enter into the Contract unless the Vendor submits a disclosure of interested parties to the City at the time the Vendor submits the signed Contract to the City. The Vendor agrees to submit such disclosure as required by Section 2252.908 of the Texas Government Code on the form 1295, prescribed by the Texas Ethics Commission, unless the Vendor is a publicly traded entity or a wholly owned subsidiary of same, in which case no disclosure is required.

**B.** As required by Chapter 2270, Texas Government Code, the Vendor hereby verifies that it does not boycott Israel and will not boycott Israel through the term of the Contract. For purposes of this verification, “Boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli controlled territory, but does not include an action made for ordinary business purposes. This Section 9B applies only to contracts with a value of one hundred thousand dollars (\$100,000) or more that are to be paid wholly or partly from public funds of the City, between the City and any company with ten (10) or more full time employees.

**C.** As required by Chapter 2252, Texas Government Code, the Vendor certifies that, at the time of execution of the Contract neither the Vendor, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same: (i) engages in business with Iran, Sudan, or any foreign terrorist organization as described in Chapter 806 or 807 of the Texas Government Code, or Subchapter F of Chapter 2252 of the Texas Government Code; or, (ii) is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code. The term “foreign terrorist organization” in this paragraph has the meaning assigned to such term in Section 2252.151 of the Texas Government Code.

**FOR THE CITY OF JERSEY VILLAGE:**

**FOR THE VENDOR:**

\_\_\_\_\_  
Name [Signature]

\_\_\_\_\_  
Name [Signature]

Austin Bleess  
\_\_\_\_\_  
Name [Printed]

\_\_\_\_\_  
Name [Printed]

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Westwood

April 9, 2024  
WPS No.: R0052431.00

**Mr. Tim Nguyen, EIT**  
**CITY OF JERSEY VILLAGE DEPARTMENT OF PUBLIC WORKS**  
16327 Lakeview Drive  
Jersey Village, Texas 77040

Re: Professional Civil Engineering Services  
**Seattle Street and Singapore Lane Reconstruction**  
Jersey Village, Texas

Dear Mr. Nguyen:

**Westwood Professional Services, Inc.** is pleased to submit this proposal to provide professional civil engineering services relating to the referenced project. It is our understanding the project consists of plans, specifications, and estimates (PSE) for the design of Seattle Street from Senate Avenue to Solomon Street and Singapore Lane from Senate Avenue to Solomon Street. Design plans will include replacement of water mains, storm sewer, roadway paving, sidewalks, and necessary appurtenances.

Based on our preliminary discussions and the information received to date, our perception of the project is described in the attached documents:

- Exhibit A – Engineering Scope of Services;
- Exhibit B – Fee Schedule

**Westwood Professional Services, Inc. is pleased to have this opportunity to submit this proposal and look forward to working with you on this project.** If you have any questions or would like any additional information, please do not hesitate to call us at your convenience.

Sincerely,

Mark L. Miller, P.E.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

**EXHIBIT ‘A’ – ENGINEERING SERVICES**

**SEATTLE STREET AND SINGAPORE LANE RECONSTRUCTION**

**PROJECT DESCRIPTION:**

The project consists of plans, specifications, and estimates (PSE) for the design of Seattle Street from Senate Avenue to Solomon Street and Singapore Lane from Senate Avenue to Solomon Street. Design plans will include replacement of water mains, storm sewer, roadway paving, sidewalks, and necessary appurtenances. Roadway design aspects include two lanes, five-foot sidewalks on both streets, driveway replacements up to the Right-of-Way, storm sewers, water main replacements, new street lights, and tree preservation.

The Engineer shall provide the necessary engineering and technical services for the completion of surveying, geotechnical investigation, and preparation of plans, specifications, and estimates for the project.

Design services related to the design and plan production for this project will be performed in accordance with the 2023 Regulations of Harris County, Texas for the Approval and Acceptance of Infrastructure.

Below is a more complete description of services to be provided throughout the project:

**BASIC DESIGN SERVICES:**

**1. PROJECT ADMINISTRATION AND COORDINATION**

**1.03 General Sheets**

All general sheets including Title Sheet, Index of Sheets, Overall Project Layout, General Notes and Quantity Summary will be prepared in accordance with City of Jersey Village requirements.

**1.04 Design Review Meeting**

Westwood and Client to meet after each design deliverable to review project progress and discuss any design modifications.

**1.05 Prepare Meeting Minutes**

Westwood shall keep meeting minutes and project updates on all decisions made regarding the project design and timeline. All project notes shall be sent to Client.

**1.06 Project Schedule**

Westwood to track and maintain work schedule to ensure project delivery is on time and any delays noted and schedule updated. Westwood will develop a construction timeline to be implemented by contractor during construction.

## **2. SURVEYING**

### **2.01 Establish Horizontal and Vertical Control Monuments**

Horizontal and vertical control points will be established at a minimum of 800 feet or as appropriate in project limits.

### **2.02 Identify ROW Limits and Prepare Abstract Control Map**

ROW limits will be identified in the field and utilizing available data for entire project limits.

### **2.03 Topographic, Utility, and Tree Survey**

Topographic survey (TSPS Cat. 6, Condition I) will be collected for entire project limits for entire limits of ROW. Topo cross section points will be taken at each property corner, property midpoint, and all key driveway and sidewalk points. All visible utilities and appurtenances, 811 markings, and identified utilities from existing plans will be surveyed. All trees greater than 2” caliper will be surveyed.

### **2.04 SUE Survey**

SUE Quality Level C and D markings will be identified and surveyed based on available data and markings in the field.

### **DELIVERABLES:**

3D surface will be delivered in .dwg format.

## **3. GEOTECHNICAL INVESTIGATION**

### **3.01 Field Borings, Lab Work and Report**

A geotechnical investigation will be conducted to prepare a design and report of findings. Field exploration and borings will be included for 8 locations at 20-feet in depth per location. Soil samples will be collected and tested in the lab to determine soil design parameters. The anticipated tests include moisture content, hand penetrometer, torvane, unconfined compression, unit weight, liquid and plastic limit tests, and hydrometer in accordance with ASTM.

### **3.02 Traffic Control Plan**

A traffic control plan will be provided in order to complete field work. The City will be notified of any lane closures necessary for equipment and drilling operations.

## **4. ROADWAY DESIGN**

### **4.01 Typical Sections**

Existing and Proposed typical roadway sections will be provided.

### **4.02 Horizontal Roadway Alignments**

Horizontal roadway geometry will be provided with tangent and curve data on an alignment data sheet.

### **4.03 Roadway Plan and Profiles**

Roadway plan and profile will be developed to show existing and proposed features and improvements. Plan view will show all roadway design elements including street paving, curb, sidewalk, mailbox landings all designed to ADA and accessibility design guidelines and standards.

Plan View elements shall include:

- Horizontal Alignment
- Pavement Edges, Lane Widths, Curb, Sidewalk, Concrete Landings
- Cross Slopes and Transitions
- Traffic Directional Arrows
- Existing and Proposed ROW (if necessary)
- Proposed Storm Sewer System, Curb Inlets, Manholes
- Existing and Proposed Utilities
- Water Main Design
- Street Lighting

Profile View elements shall include:

- Existing Ground Profile
- Existing ROW profiles
- Proposed profile grade at Left and Right curb
- Proposed Storm Sewer Profile
- Water Main Profiles

#### **4.04 Street Cross Sections**

Street Cross Sections will be provided every 50’ and at driveway locations. Cross sections will be provided on 11x17 sheets.

#### **4.05 Driveway Summary Sheet**

Driveway Summary Sheet will identify location, size, and type of proposed driveway to be reconstructed. Driveways will typically be reconstructed up to the ROW. Any driveway penetrations will be identified.

### **5. DRAINAGE DESIGN**

#### **5.01 Establish Drainage Discharge**

##### **5.01.01 Drainage Area Map**

Existing and proposed conditions drainage area maps will be provided including off-site drainage areas contributing to the project limits, including peak discharge rates to outfalls. Drainage areas, contours, floodplain limits (if applicable), and proposed improvements will be shown on drainage area maps.

##### **5.01.02 Model Hydrology**

Project site location and proposed storm sewer system will be modeled and analyzed to ensure flood events are handled within the storm sewer system and downstream impacts are minimized.

##### **5.01.03 Calculate Design Discharges**

Storm sewer calculations and creation of calculation sheets to convey results of storm sewer design.

#### **5.02 Design Storm Drain Facilities**

##### **5.02.01 Roadways and Storm Drain System**

Storm drain lateral sheets will be provided to tie inlets to trunkline. Storm drain details will be provided from City of Jersey Village and Harris County details. Storm sewer lateral sheets will show all other underground details.

## **6. WATER MAIN DESIGN**

### **6.01 Water Main Plan and Profiles**

Prepare plans in accordance with applicable City of Jersey Village requirements and specifications. Water main standard details will be provided for construction documents. Water main will be shown on roadway plan and profile sheets. All water main appurtenances will be shown in plan and profile views as applicable.

## **8. UTILITY DESIGN AND COORDINATION**

### **8.01 Utility Basemap**

Utility basemap will be provided as a basis for utility coordination, relocation, and design to identify all utilities and minimize impacts in design and construction.

### **8.02 Utility Coordination**

Westwood will identify and coordinate with franchise utility owners to ensure no conflicts or coordinate relocation process with utility owners to minimize impacts to project schedule.

## **9. TRAFFIC CONTROL PLAN**

### **9.01 Construction Phasing Typical Sections**

Typical roadway sections will be provided to illustrate construction phasing and lane configurations during construction activities. Typical sections will identify roadway and underground improvements.

### **9.02 Construction Phasing and Sequence of Work**

Construction phasing will be developed on plan sheets identifying areas of work, detour routes, and a general sequence of work the contractor shall follow to complete construction of project improvements.

## **10. OTHER PLANS**

### **10.01 Tree Preservation Site Evaluation/ Plan**

A site assessment will be conducted to evaluate impacts of proposed construction and the feasibility of preserving each tree effected by design and construction improvements. Construction activity adjacent to each tree will be evaluated to determine impacts on long term tree survival and integrity. A preservation plan will be completed to determine treatment for each tree. A treatment schedule will be provided for each tree and identify the recommended treatment.

### **10.02 Pavement Marking and Signing Plan**

Drawings and details will be prepared for all regulatory signs and pavement markings. All plans shall follow Jersey Village and Harris County design standards. A summary of signs sheet will be provided. The sheets will detail all proposed signs, pavement markings, and channelizing devices.

### **10.03 SW3P Plan**

Storm Water Pollution Prevention Plan and narrative will be produced in accordance with City of Jersey Village and Harris County standard details showing all necessary pollution prevention to the stormwater system during construction activities.

#### **10.04 Details and Specifications**

Construction standard details and specifications will be provided in the design plans at 90% and 100% design submittals. Project manual will be prepared with all necessary front end documents and specifications.

### **11. COST ESTIMATING**

#### **11.01 Prepare Cost Estimate**

A construction cost estimate will be prepared for all design deliverables. The cost estimate will include all costs for construction within project limits. Current bid tabs from local agencies including City of Jersey Village will be utilized to develop cost estimates.

### **12. SUBSURFACE UTILITY ENGINEERING**

#### **12.01 SUE Level B Investigation**

Subsurface Utility data will be provided to a Level B standard per ASCE guidance. Level B SUE will provide the design team adequate information to understand where the existing utilities are in relation to proposed design elements. SUE Level B will minimize schedule impacts by identifying ownership and horizontal location of underground utilities.

#### **BID PHASE:**

### **1. BID PHASE**

#### **1.01 Submit 100% Plans**

Final design plans will be submitted with engineers stamp and signature.

#### **1.02 Final Project Specifications Book**

Final design plans and project manual containing necessary front-end documents and all specifications will be submitted to City. Each specification will be reviewed for project specific needs and ensured to meet the design intent for the project.

#### **1.03 Finalize Constructability Issues**

Westwood will finalize any final comments from City regarding constructability of project.

#### **1.04 Review Utility Conflict Report and Address Pending Items**

Westwood will finalize utility conflict matrix and address any pending items not resolved with franchise utility owners.

#### **1.05 Attend 100% Review Meeting**

Westwood will attend final review meeting with City staff.

#### **1.06 Assist the City in Preparing Advertising Documents**

Westwood will prepare legal notice for advertising and have advertisement placed on CivCast as requested by City.

#### **1.07 Distribute Plans and Specification to Contractors and Plan Rooms**

Westwood will distribute bidding documents to City. Electronic copies will be available for contractors and City staff as requested.

#### **1.08 Attend Pre-bid Meeting**

Westwood will attend and assist the City in conducting the pre-bid meeting and assist with answering any design related questions.

**EXHIBIT A** to Agreement between the City of Jersey Village, Texas (“Client”) and Westwood Professional Services, Inc., (“Westwood”) for Consulting Services

**1.09 Respond to Contractor Questions**

Westwood will monitor and answer any contractor questions during the bidding process.

**1.10 Prepare and Distribute Necessary Addenda**

Westwood will provide any necessary project addenda to CivCast.

**1.11 Prepare Bid Tabulation and Letter of Recommendation**

Westwood will prepare all contractors bid tabulations and prepare letter of recommendation to the best low bid contractor. Contractor bids will be reviewed for unbalanced bid items, errors, contractor financial stability and past performance.

**CONSTRUCTION PHASE:**

**2. CONSTRUCTION MANAGEMENT**

**2.04 Respond to RFIs**

Westwood will review and log all project RFIs from contractor. Westwood will promptly respond to contractor to avoid project delays.

**2.05 Project Site Visits and Reports**

Westwood will visit project site twice per month and report on project updates.

**2.06 Participate in Construction Progress Meetings and Prepare Minutes**

Westwood will attend construction progress meetings with City and contractor. Westwood will provide meeting minutes.

**2.07 Final Walkthrough and Punchlist**

Westwood will attend project walkthrough with contractor and City to identify any punchlist items prior to project completion. Westwood will provide punchlist to be completed by contractor.

**3. CONSTRUCTION MATERIALS TESTING**

**3.01 Construction Materials Testing**

Project materials will be evaluated and tested to ensure proper materials specifications are being met for all construction activities including paving, subgrade, concrete flatwork, and grading.

**PROJECT CLOSEOUT:**

**2. PROJECT CLOSEOUT**

**2.01 Prepare Record Drawings**

Westwood will prepare and submit record drawings to the City within 30 days of receipt of contractor’s as built drawings.

**2.02 Final Warranty Inspection**

Westwood will perform one site visit to determine any warranty issues for contractor. Site visit will be performed prior to end of warranty timeframe.

END OF EXHIBIT ‘A’

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

**EXHIBIT B** to Agreement between the City of Jersey Village, Texas (“Client”) and Westwood Professional Services, Inc., (“Westwood”) for Consulting Services

**EXHIBIT ‘B’ – COMPENSATION AND METHOD OF PAYMENT**

**SEATTLE STREET AND SINGAPORE LANE RECONSTRUCTION**

**COMPENSATION:**

For all professional services included in EXHIBIT ‘B’, Engineering Services Scope of Services, Westwood shall be compensated a lump sum fee of \$534,566.00 as summarized below. The total lump sum fee shall be considered full compensation for the services described in EXHIBIT ‘B’, including all labor materials, supplies, and equipment necessary to deliver the services.

**Basic Services**

A. 30% Design	\$ 247,646.00
B. 90% Design	\$ 111,990.00
C. 100% Design	\$ 81,280.00
D. Bid Phase	\$ 24,570.00
E. Construction Phase	\$ 63,280.00
F. Project Closeout	\$ 5,800.00

**TOTAL** **\$534,566.00**

**METHOD OF PAYMENT:**

Westwood shall be paid monthly payments as described in Article 3 of the AGREEMENT. The cumulative sum of such monthly partial fee payments shall not exceed the total current project budget including all approved Amendments. Each invoice shall be verified as to its accuracy and compliance with the terms of this Agreement by an officer of Westwood.

END OF EXHIBIT ‘B’

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



**EXHIBIT C** to Agreement between the City of Jersey Village, Texas (“Client”) and Westwood Professional Services, Inc., (“Westwood”) for Consulting Services

**EXHIBIT ‘C’ – PROJECT SCHEDULE**

**SEATTLE STREET AND SINGAPORE LANE RECONSTRUCTION**

**PROJECT SCHEDULE:**

Westwood anticipates the following project schedule. Schedule dates may be changed with approval of City staff. All deliverable dates will be agreed upon prior to moving forward to the following design deliverable. Westwood will attempt to expedite as many tasks as possible during project schedule.

Notice to Proceed (NTP)	-
Survey and Geotech Field Work	60 Days from NTP
30% Design	90 Days from Completion of Field Work
90% Design	60 Days from Receiving 30% Comments from City
Final Design	45 Days from Receiving 60% Comments from City
Bid Phase	60 Days from Submitting Final Plans

END OF EXHIBIT ‘C’

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

City of Jersey Village - Public Works/CIP Department  
**PROJECT WORK PLAN AND FEE PROPOSAL BREAKDOWN**  
 Project: Seattle and Singapore Street Improvements  
 Prime Consultant: Westwood Professional Services  
 Subconsultant: Rios Group, Landtech, Geotech, Koehl Urban Forestry  
 Proposal Date: 3/5/2024  
 Prepared By: Mark Miller, PE

TASK CODE AND DESCRIPTION	PRINCIPAL	PROJECT MANAGER	PROJECT ENGINEER (PE)	GRADUATE ENGINEER (EIT)	DESIGNER	ADMIN	SUBTOTAL TASK HOURS	SUBTOTAL FEE	LANDTECH SUBCONSULTANT	GEOTECH SUBCONSULTANT	KOehl URBAN FORESTRY SUBCONSULTANT	RIOS GROUP SUBCONSULTANT	TOTAL FEE
<b>30% DESIGN</b>													
01. Project Administration and Coordination													
01.010. Preparation / Scoping Meeting													
01.020. Complete Streets Assessment													
01.030. General Sheets - Index, Summaries / Quantities, Notes	2	4	8	16	16		46	\$7,560.00					\$ 7,560.00
01.040. Design Review Meeting	2	4	2			4	6	\$1,860.00					\$ 1,860.00
01.050. Prepare Meeting Minutes							6	\$740.00					\$ 740.00
01.060. Project Schedule (Includes Construction)	2		8	8			18	\$3,160.00					\$ 3,160.00
02. Surveying (Right-of-Way, Topographic, Utility & SUE Survey)													
02.010. Establish Horizontal and Vertical Control Monuments									\$12,920.00				\$ 12,920.00
02.020. Identify ROW Limits & Prepare Abstract Control Map									\$3,170.00				\$ 3,170.00
02.030. Cat.6. Cont. I Topographic, Utility, & Tree Survey									\$4,000.00				\$ 4,000.00
02.040. SUE Survey									\$23,000.00				\$ 23,000.00
									\$2750.00				\$ 2,750.00
03. Geotechnical Investigation													
03.010. Field Borings, Lab Work and Report									\$37,286.00				\$ 37,286.00
03.020. Traffic Control Plan									\$34,646.00				\$ 34,646.00
									\$2,640.00				\$ 2,640.00
04. Roadway Design													
04.010. Typical Sections - Existing and Proposed		2	4	16	16		38	\$41,850.00					\$ 41,850.00
04.020. Horizontal Roadway Alignments		4	4	4	4		16	\$5,800.00					\$ 5,800.00
04.030. Roadway Plan & Profiles (Including standard details)	2	8	40	40	40		136	\$2,860.00					\$ 2,860.00
04.040. Street Cross Sections		4	8	16	16		38	\$4,460.00					\$ 4,460.00
04.050. Driveway Summary Sheet		2	4	16	16		38	\$5,860.00					\$ 5,860.00
05. Drainage Design													
05.010. Establish Drainage Discharge									\$54,440.00				\$ 54,440.00
05.010.010. Drainage Area Map		2	8	8	8		26	\$4,280.00					\$ 4,280.00
05.010.020. Model Hydrology (Pre-Project and Post-Project)		4	16	16	16		52	\$6,560.00					\$ 6,560.00
05.010.030. Calculate Design Discharges		2	8	8	8		26	\$4,280.00					\$ 4,280.00
05.020. Design Storm Drain Facilities (Plan and Profile)													
05.020.010. Roadways and Storm Drain System	4		32	40	32		108	\$17,320.00					\$ 17,320.00
06. Water Main Design													
06.010. Water Main Plan & Profiles (including standard details)		8	16	32	32		88	\$14,080.00					\$ 14,080.00
07. Pavement Design and Geotech Engineering Coordination													
07.010. Design Pavement Sections													
08. Utility Coordination / Management													
08.010. Utility Basemap		2	4	8	8		10	\$6,600.00					\$ 6,600.00
08.020. Utility Coordination	2	4	8	8	4	8	30	\$1,800.00					\$ 1,800.00
09. Traffic Control Plan													
09.010. Construction Phasing Typical Sections		2	8	8	8		26	\$15,160.00					\$ 15,160.00
09.020. Construction Phasing and Sequence of Work		2	24	24	24		74	\$4,280.00					\$ 4,280.00
10. Other Plans													
10.010. Tree Preservation Site Evaluation									\$1,200.00				\$ 1,200.00
10.020. Pavement Marking and Signing Plan	2		8	24	24		58	\$6,840.00					\$ 6,840.00
10.030. SW3P Plan													
10.030.010. SW3P Narrative		2	8	8	8		18	\$3,160.00					\$ 3,160.00
10.030.020. SW3P Layouts		4	8	24	24		60	\$9,320.00					\$ 9,320.00
11. Cost Estimating													
11.010. Prepare Cost Estimate	2	4	8	12	12		38	\$6,420.00					\$ 6,420.00
12. Subsurface Utility Engineering													
12.010. SUE Level B Investigation									\$22,000.00				\$ 22,000.00
									\$22,000.00				\$ 22,000.00
<b>BASE BID FEE</b>													
		\$ 260,000	\$ 240,000	\$ 190,000	\$ 145,000	\$ 140,000	900.00	\$13,320.00					\$ 13,320.00
													\$ 247,646.00

TASK CODE AND DESCRIPTION	PRINCIPAL	PROJECT MANAGER	PROJECT ENGINEER (PE)	GRADUATE ENGINEER (EIT)	DESIGNER	ADMIN	SUBTOTAL TASK HOURS	SUBTOTAL FEE	LANDTECH SUBCONSULTANT	GEO TECH SUBCONSULTANT	KOEHL URBAN FORESTRY SUBCONSULTANT	RIOS GROUP SUBCONSULTANT	TOTAL FEE
<b>90% DESIGN</b>													
01. Project Management and General Items													
01.01.01. General Sheets - Index, Summaries / Quantities, Notes								\$2,600.00					\$ 2,600.00
01.02.01. Design Review Meeting	2	4	2				8	\$1,860.00					\$ 1,860.00
01.03.01. Prepare Meeting Minutes						4	6	\$740.00					\$ 740.00
01.04.01. Project Schedule (Includes Construction)													\$ 21,960.00
<b>04. Roadway Design</b>													
04.01.01. Typical Sections - Existing and Proposed													\$ 13,120.00
04.02.01. Horizontal Roadway Alignments													\$ 5,950.00
04.03.01. Roadway Plan & Profiles	4	4	16	32	32		64	\$13,120.00					\$ 13,120.00
04.04.01. Street Cross Sections	4	4	5	16	8		33	\$5,350.00					\$ 5,350.00
04.05.01. Driveway Summary Sheet	2	2	4	8	8		22	\$3,520.00					\$ 3,520.00
<b>05. Drainage Design</b>													
05.01.01. Establish Drainage Discharge													\$ 23,120.00
05.01.01.01. Drainage Area Map	2	2	4	4			10	\$1,820.00					\$ 1,820.00
05.01.01.02. Model Hydrology (Pre-Project and Post-Project)	2	2	4	16	16		38	\$5,800.00					\$ 5,800.00
05.01.01.03. Calculate Design Discharges	2	2	4	4	4		14	\$2,380.00					\$ 2,380.00
05.02.01. Design Storm Drain Facilities (Plan and Profile)													\$ 13,120.00
05.02.01.01. Roadways and Storm Drain System	4	4	16	32	32		64	\$13,120.00					\$ 13,120.00
<b>06. Water Main Design</b>													
06.01.01. Water Main Plan & Profiles (including standard details)	4	4	4	40	40		88	\$13,120.00					\$ 13,120.00
<b>07. Utility Coordination / Management</b>													
07.01.01. Utility Basemap	2	2	4	4			10	\$5,540.00					\$ 5,540.00
07.02.01. Utility Coordination	2	2	4	8	8		22	\$3,720.00					\$ 3,720.00
<b>08. Traffic Control Plan</b>													
08.01.01. Construction Phasing Typical Sections	2	2	4	4	4		14	\$5,940.00					\$ 5,940.00
08.02.01. Construction Phasing and Sequence of Work	2	2	8	16	16		42	\$5,560.00					\$ 5,560.00
<b>09. Other Plans</b>													
09.01.01. Tree Preservation Plan								\$25,960.00	\$4,200.00				\$ 33,160.00
09.02.01. Pavement Marking and Striping Plan	2	2	4	8	8		22	\$3,520.00					\$ 3,520.00
09.03.01. SW3P Plan													\$ 2,800.00
09.03.01.01. SW3P Narrative	4	4	8	24	24		16	\$2,280.00					\$ 2,280.00
09.03.01.02. SW3P Layouts	2	2	8	24	24		95	\$6,840.00					\$ 6,840.00
09.04.01. Details and Specifications													\$ 8,840.00
09.05.01.01. Special Details	2	2	8	24	24		59	\$8,840.00					\$ 8,840.00
09.05.01.02. List of Governing Specifications	2	2	8	24	24		34	\$5,480.00					\$ 5,480.00
<b>10. Cost Estimating</b>													
10.01.01. Prepare Cost Estimate	2	2	4	8	8		22	\$3,520.00					\$ 3,520.00
<b>100% DESIGN</b>													
<b>01. Project Management and General Items</b>													
01.01.01. General Sheets - Index, Summaries / Quantities, Notes								\$5,200.00					\$ 5,200.00
01.02.01. Design Review Meeting	2	2	2	2	2		4	\$1,430.00					\$ 1,430.00
01.03.01. Prepare Meeting Minutes								\$1,380.00					\$ 1,380.00
01.04.01. Project Schedule (Includes Construction)	2	2	4	4	4		8	\$740.00					\$ 740.00
<b>02. Roadway Design</b>													
02.01.01. Typical Sections - Existing and Proposed								\$16,400.00					\$ 16,400.00
02.02.01. Horizontal Roadway Alignments													\$ -
02.03.01. Roadway Plan & Profiles	2	4	16	24	24		70	\$11,360.00					\$ 11,360.00
02.04.01. Street Cross Sections	2	2	4	8	8		22	\$3,520.00					\$ 3,520.00
02.05.01. Driveway Summary Sheet	2	2	4	8	8		22	\$3,520.00					\$ 3,520.00
<b>04. Drainage Design</b>													
04.01.01. Establish Drainage Discharge								\$15,960.00					\$ 15,960.00
04.01.01.01. Drainage Area Map	4	4	4	4	4		16	\$2,860.00					\$ 2,860.00
04.01.01.02. Model Hydrology (Pre-Project and Post-Project)								\$760.00					\$ 760.00
04.02.01. Calculate Design Discharges													\$ 12,360.00
04.02.01.01. Design Storm Drain Facilities (Plan and Profile)	4	4	24	24	24		76	\$12,360.00					\$ 12,360.00
<b>05. Water Main Design</b>													
05.01.01. Water Main Plan & Profiles (including standard details)	4	4	4	24	24		56	\$8,560.00					\$ 8,560.00

TASK CODE AND DESCRIPTION	PRINCIPAL	PROJECT MANAGER	PROJECT ENGINEER (PE)	GRADUATE ENGINEER (EIT)	DESIGNER	ADMIN	SUBTOTAL TASK HOURS	SUBTOTAL FEE	LANDTECH SUBCONSULTANT	GEO TECH SUBCONSULTANT	KOEHL URBAN FORESTRY SUBCONSULTANT	RIOS GROUP SUBCONSULTANT	TOTAL FEE
06. Utility Coordination / Management													
06.010. Utility Basemap													
06.020. Utility Coordination	2	4	8					\$3,720.00					\$ 3,720.00
07. Traffic Control Plan													
07.010. Construction Phasing Typical Sections													
07.020. Construction Phasing and Sequence of Work	2							\$1,480.00					\$ 1,480.00
07.030. Detour and Barricade Plans	2							\$5,800.00					\$ 5,800.00
08. Other Plans								\$1,040.00					\$ 1,040.00
08.010. Tree Preservation Plan								\$10,580.00			\$1,800.00		\$ 12,380.00
08.020. Pavement Marking and Signing Plan	2							\$2,380.00			\$1,800.00		\$ 4,180.00
08.030. SW3P Plan													
08.030.010. SW3P Narrative								\$380.00					\$ 380.00
08.030.020. SW3P Layout	2							\$2,380.00					\$ 2,380.00
08.040. Details and Specifications													
08.040.010. Special Details	2							\$5,040.00					\$ 5,040.00
08.040.020. List of Governing Specifications	2							\$2,400.00					\$ 2,400.00
09. Cost Estimating													
09.010. Prepare Cost Estimate	2							\$1,440.00					\$ 1,440.00
<b>BID PHASE</b>													
01. Bid Phase								\$24,570.00					\$ 24,570.00
01.010. Submit 100% Plans	2							\$860.00					\$ 860.00
01.020. Final Project Specifications Book	8							\$5,260.00					\$ 5,260.00
01.030. Finalize Constructability Issues	4							\$2,800.00					\$ 2,800.00
01.040. Review Utility Conflict Report and Address Pending Items	4							\$2,820.00					\$ 2,820.00
01.050. Attend 100% Review Meeting	2							\$1,380.00					\$ 1,380.00
01.060. Assist the City in Preparing Advertising Documents								\$1,700.00					\$ 1,700.00
01.070. Distribute Plans and Specifications to Contractors and Plan Rooms	2							\$890.00					\$ 890.00
01.080. Attend Pre-Bid Meeting	2							\$1,480.00					\$ 1,480.00
01.090. Respond to Contractor Questions	2							\$2,820.00					\$ 2,820.00
01.100. Prepare and Distribute Necessary Addenda	4							\$2,380.00					\$ 2,380.00
01.110. Prepare Bid Fabrication and Letter of Recommendation	4							\$2,380.00					\$ 2,380.00
<b>CONSTRUCTION PHASE</b>													
02. Construction Management								\$51,260.00					\$ 51,260.00
02.010. Review Contractor Pay Estimates													
02.020. Review / Approve / Approve Change Orders													
02.030. Review Shop Drawings													
02.040. Respond to RFIs	4							\$9,320.00					\$ 9,320.00
02.050. Project Site Visits and Reports (Minimum Two Per Month)	8							\$9,780.00					\$ 9,780.00
02.060. Participate in Construction Progress Meetings and Prepare Meeting Minutes	20							\$7,700.00					\$ 7,700.00
02.070. Final Walkthrough and Punchlist Review	4							\$4,480.00					\$ 4,480.00
03. Construction Materials Testing													
03.010. Construction Materials Testing								\$32,000.00					\$ 32,000.00
<b>PROJECT CLOSEOUT</b>													
01. Drainage Design													
01.010. Regulatory Coordination													
02. Project Closeout													
02.010. Prepare Record Drawings								\$5,800.00					\$ 5,800.00
02.020. Final Warranty Inspection	4							\$2,000.00					\$ 2,000.00
<b>TOTAL HOURS</b>	48	202	533	862	694	54	2443						
<b>SUBTOTAL</b>	\$ 12,480.00	\$ 62,880.00	\$ 101,270.00	\$ 124,990.00	\$ 97,160.00	\$ 4,860.00		\$ 32,920.00	\$ 69,286.00	\$ 7,200.00	\$ 22,000.00	\$ 553,566.00	
<b>TOTAL BASE BID FEE</b>													

City of Jersey Village - Public Works/CIP Department  
 PROJECT WORK PLAN AND FEE PROPOSAL BREAKDOWN  
 Project: Seattle and Singapore Street Improvements  
 Prime Consultant: Westwood Professional Services  
 Subconsultant: Rios Group, Landtech, Geotech, Koehl Urban Forestry  
 Proposal Date: 3/5/2024  
 Prepared By: Mark Miller, PE

TASK CODE AND DESCRIPTION	PRINCIPAL	PROJECT MANAGER	PROJECT ENGINEER (PE)	GRADUATE ENGINEER (EIT)	DESIGNER	ADMIN	SUBTOTAL TASK HOURS	SUBTOTAL FEE	LANDTECH SUBCONSULTANT	GEOTECH SUBCONSULTANT	KOEHL URBAN FORESTRY SUBCONSULTANT	RIOS GROUP SUBCONSULTANT	TOTAL FEE
	\$ 260.00	\$ 240.00	\$ 190.00	\$ 145.00	\$ 140.00	\$ 90.00							
<b>BASE BID FEE</b>													
<b>30% DESIGN</b>													<b>\$247,646.00</b>
<b>01. Project Administration and Coordination</b>								<b>\$13,320.00</b>					<b>\$ 13,320.00</b>
01.010. Preparation / Scoping Meeting													
01.020. Complete Streets Assessment													
01.030. General Sheets - Index, Summaries / Quantities, Notes	2	4	8	16	16		46	\$7,560.00					\$ 7,560.00
01.040. Design Review Meeting	2	4	2				8	\$1,860.00					\$ 1,860.00
01.050. Prepare Meeting Minutes			2			4	6	\$740.00					\$ 740.00
01.060. Project Schedule (Includes Construction)		2	8	8			18	\$3,160.00					\$ 3,160.00
<b>02. Surveying (Right-of-Way, Topographic, Utility &amp; SUE Survey)</b>									<b>\$32,920.00</b>				<b>\$ 32,920.00</b>
02.010. Establish Horizontal and Vertical Control Monuments									\$3,170.00				\$ 3,170.00
02.020. Identify ROW Limits & Prepare Abstract Control Map									\$4,000.00				\$ 4,000.00
02.030. Cat.6, Cond. I Topographic, Utility, & Tree Survey									\$23,000.00				\$ 23,000.00
02.040. SUE Survey									\$2750.00				\$ 2,750.00
<b>03. Geotechnical Investigation</b>										<b>\$37,286.00</b>			<b>\$ 37,286.00</b>
03.010. Field Borings, Lab Work and Report										\$34,646.00			\$ 34,646.00
03.020. Traffic Control Plan										\$2,640.00			\$ 2,640.00
<b>04. Roadway Design</b>								<b>\$41,820.00</b>					<b>\$ 41,820.00</b>
04.010. Typical Sections - Existing and Proposed		2	4	16	16		38	\$5,800.00					\$ 5,800.00
04.020. Horizontal Roadway Alignments		4	4	4	4		16	\$2,860.00					\$ 2,860.00
04.030. Roadway Plan & Profiles (including standard details)	2	8	40	40	40		130	\$21,440.00					\$ 21,440.00
04.040. Street Cross Sections		4	8	16	8		36	\$5,920.00					\$ 5,920.00
04.050. Driveway Summary Sheet		2	4	16	16		38	\$5,800.00					\$ 5,800.00
<b>05. Drainage Design</b>								<b>\$34,440.00</b>					<b>\$ 34,440.00</b>
05.010. Establish Drainage Discharge													
05.010.010. Drainage Area Map		2	8	8	8		26	\$4,280.00					\$ 4,280.00
05.010.020. Model Hydrology (Pre-Project and Post-Project)		4	16	16	16		52	\$8,560.00					\$ 8,560.00
05.010.030. Calculate Design Discharges		2	8	8	8		26	\$4,280.00					\$ 4,280.00
05.020. Design Storm Drain Facilities (Plan and Profile)													
05.020.010. Roadways and Storm Drain System		4	32	40	32		108	\$17,320.00					\$ 17,320.00
<b>06. Water Main Design</b>								<b>\$14,080.00</b>					<b>\$ 14,080.00</b>
06.010. Water Main Plan & Profiles (including standard details)		8	16	32	32		88	\$14,080.00					\$ 14,080.00
<b>07. Pavement Design and Geotech Engineering Coordination</b>													
07.010. Design Pavement Section(s)													
<b>08. Utility Coordination / Management</b>								<b>\$6,680.00</b>					<b>\$ 6,680.00</b>
08.010. Utility Basemap		2	4		4		10	\$1,800.00					\$ 1,800.00
08.020. Utility Coordination	2	4	8	8		8	30	\$4,880.00					\$ 4,880.00
<b>09. Traffic Control Plan</b>								<b>\$16,160.00</b>					<b>\$ 16,160.00</b>
09.010. Construction Phasing Typical Sections		2	8	8	8		26	\$4,280.00					\$ 4,280.00
09.020. Construction Phasing and Sequence of Work		2	24	24	24		74	\$11,880.00					\$ 11,880.00
<b>10. Other Plans</b>								<b>\$21,320.00</b>			<b>\$1,200.00</b>		<b>\$ 22,520.00</b>
10.010. Tree Preservation Site Evaluation											\$1,200.00		\$ 1,200.00
10.020. Pavement Marking and Signing Plan		2	8	24	24		58	\$8,840.00					\$ 8,840.00
10.030. SW3P Plan													
10.030.010. SW3P Narrative		2	8	8			18	\$3,160.00					\$ 3,160.00
10.030.020. SW3P Layouts		4	8	24	24		60	\$9,320.00					\$ 9,320.00
<b>11. Cost Estimating</b>								<b>\$6,420.00</b>					<b>\$ 6,420.00</b>
11.010. Prepare Cost Estimate	2	4	8	12	12		38	\$6,420.00					\$ 6,420.00
<b>12. Subsurface Utility Engineering</b>												<b>\$22,000.00</b>	<b>\$ 22,000.00</b>
12.010. SUE Level B Investigation												\$22,000.00	\$ 22,000.00

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

TASK CODE AND DESCRIPTION	PRINCIPAL	PROJECT MANAGER	PROJECT ENGINEER (PE)	GRADUATE ENGINEER (EIT)	DESIGNER	ADMIN	SUBTOTAL TASK HOURS	SUBTOTAL FEE	LANDTECH SUBCONSULTANT	GEOTECH SUBCONSULTANT	KOEHL URBAN FORESTRY SUBCONSULTANT	RIOS GROUP SUBCONSULTANT	TOTAL FEE
	\$ 260.00	\$ 240.00	\$ 190.00	\$ 145.00	\$ 140.00	\$ 90.00							
<b>90% DESIGN</b>													<b>\$111,990.00</b>
01. Project Management and General Items								<b>\$2,600.00</b>					<b>\$ 2,600.00</b>
01.010. General Sheets - Index, Summaries / Quantities, Notes													\$ 1,860.00
01.020. Design Review Meeting	2	4	2				8	\$1,860.00					\$ 1,860.00
01.030. Prepare Meeting Minutes			2			4	6	\$740.00					\$ 740.00
01.040. Project Schedule (Includes Construction)													
04. Roadway Design								<b>\$21,990.00</b>					<b>\$ 21,990.00</b>
04.010. Typical Sections - Existing and Proposed													
04.020. Horizontal Roadway Alignments													
04.030. Roadway Plan & Profiles		4	16	32	32		84	\$13,120.00					\$ 13,120.00
04.040. Street Cross Sections		4	5	16	8		33	\$5,350.00					\$ 5,350.00
04.050. Driveway Summary Sheet		2	4	8	8		22	\$3,520.00					\$ 3,520.00
05. Drainage Design								<b>\$23,120.00</b>					<b>\$ 23,120.00</b>
05.010. Establish Drainage Discharge													
05.010.010. Drainage Area Map		2	4	4			10	\$1,820.00					\$ 1,820.00
05.010.020. Model Hydrology (Pre-Project and Post-Project)		2	4	16	16		38	\$5,800.00					\$ 5,800.00
05.010.030. Calculate Design Discharges		2	4	4	4		14	\$2,380.00					\$ 2,380.00
05.020. Design Storm Drain Facilities (Plan and Profile)													
05.020.010. Roadways and Storm Drain System		4	16	32	32		84	\$13,120.00					\$ 13,120.00
06. Water Main Design								<b>\$13,120.00</b>					<b>\$ 13,120.00</b>
06.010. Water Main Plan & Profiles (including standard details)		4	4	40	40		88	\$13,120.00					\$ 13,120.00
07. Utility Coordination / Management								<b>\$5,540.00</b>					<b>\$ 5,540.00</b>
07.010. Utility Basemap		2	4	4	4		10	\$1,820.00					\$ 1,820.00
07.020. Utility Coordination	2	4	8			8	22	\$3,720.00					\$ 3,720.00
08. Traffic Control Plan								<b>\$8,940.00</b>					<b>\$ 8,940.00</b>
08.010. Construction Phasing Typical Sections		2	4	4	4		14	\$2,380.00					\$ 2,380.00
08.020. Construction Phasing and Sequence of Work		2	8	16	16		42	\$6,560.00					\$ 6,560.00
09. Other Plans								<b>\$28,960.00</b>			<b>\$4,200.00</b>		<b>\$ 33,160.00</b>
09.010. Tree Preservation Plan											\$4,200.00		\$ 4,200.00
09.020. Pavement Marking and Signing Plan		2	4	8	8		22	\$3,520.00					\$ 3,520.00
09.030. SW3P Plan													
09.030.010. SW3P Narrative			4	8		4	16	\$2,280.00					\$ 2,280.00
09.030.020. SW3P Layouts		2	8	24	24		58	\$8,840.00					\$ 8,840.00
09.040. Details and Specifications													
09.090.010. Special Details		2	8	24	24		58	\$8,840.00					\$ 8,840.00
09.090.020. List of Governing Specifications		2	8	24			34	\$5,480.00					\$ 5,480.00
10. Cost Estimating								<b>\$3,520.00</b>					<b>\$ 3,520.00</b>
10.010. Prepare Cost Estimate		2	4	8	8		22	\$3,520.00					\$ 3,520.00
<b>100% DESIGN</b>													<b>\$56,740.00</b>
01. Project Management and General Items								<b>\$5,370.00</b>					<b>\$ 5,370.00</b>
01.010. General Sheets - Index, Summaries / Quantities, Notes		2	2	2	2		4	\$1,430.00					\$ 1,430.00
01.020. Design Review Meeting	2	2	2				4	\$1,380.00					\$ 1,380.00
01.030. Prepare Meeting Minutes			2			4	6	\$740.00					\$ 740.00
01.040. Project Schedule (Includes Construction)		2	4	4			8	\$1,820.00					\$ 1,820.00
02. Roadway Design								<b>\$18,400.00</b>					<b>\$ 18,400.00</b>
02.010. Typical Sections - Existing and Proposed													
02.020. Horizontal Roadway Alignments													
02.030. Roadway Plan & Profiles	2	4	16	24	24		70	\$11,360.00					\$ 11,360.00
02.040. Street Cross Sections		2	4	8	8		22	\$3,520.00					\$ 3,520.00
02.050. Driveway Summary Sheet		2	4	8	8		22	\$3,520.00					\$ 3,520.00
04. Drainage Design								<b>\$15,980.00</b>					<b>\$ 15,980.00</b>
04.010. Establish Drainage Discharge													
04.010.010. Drainage Area Map													
04.010.020. Model Hydrology (Pre-Project and Post-Project)		4	4	4	4		16	\$2,860.00					\$ 2,860.00
04.010.030. Calculate Design Discharges			4				4	\$760.00					\$ 760.00
04.020. Design Storm Drain Facilities (Plan and Profile)													
04.020.010. Roadways and Storm Drain System		4	24	24	24		76	\$12,360.00					\$ 12,360.00
05. Water Main Design								<b>\$8,560.00</b>					<b>\$ 8,560.00</b>
05.010. Water Main Plan & Profiles (including standard details)		4	4	24	24		56	\$8,560.00					\$ 8,560.00

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

TASK CODE AND DESCRIPTION	PRINCIPAL	PROJECT MANAGER	PROJECT ENGINEER (PE)	GRADUATE ENGINEER (EIT)	DESIGNER	ADMIN	SUBTOTAL TASK HOURS	SUBTOTAL FEE	LANDTECH SUBCONSULTANT	GEOTECH SUBCONSULTANT	KOEHL URBAN FORESTRY SUBCONSULTANT	RIOS GROUP SUBCONSULTANT	TOTAL FEE
	\$ 260.00	\$ 240.00	\$ 190.00	\$ 145.00	\$ 140.00	\$ 90.00							
<b>06. Utility Coordination / Management</b>								<b>\$4,870.00</b>					<b>\$ 4,870.00</b>
06.010. Utility Basemap		2	2	2			6	\$1,150.00					\$ 1,150.00
06.020. Utility Coordination	2	4	8			8	22	\$3,720.00					\$ 3,720.00
<b>07. Traffic Control Plan</b>								<b>\$14,280.00</b>					<b>\$ 14,280.00</b>
07.010. Construction Phasing Typical Sections		2	2	4			8	\$1,440.00					\$ 1,440.00
07.020. Construction Phasing and Sequence of Work		2	4	16	16		38	\$5,800.00					\$ 5,800.00
07.030. Detour and Barricade Plans		4	8	16	16		44	\$7,040.00					\$ 7,040.00
<b>08. Other Plans</b>								<b>\$10,580.00</b>			<b>\$1,800.00</b>		<b>\$ 12,380.00</b>
08.010. Tree Preservation Plan											\$1,800.00		\$ 1,800.00
08.020. Pavement Marking and Signing Plan		2	4	4	4		14	\$2,380.00					\$ 2,380.00
08.030. SW3P Plan		2											\$ -
08.030.010. SW3P Narrative			2				2	\$380.00					\$ 380.00
08.030.020. SW3P Layouts		2	4	4	4		14	\$2,380.00					\$ 2,380.00
08.040. Details and Specifications													\$ -
08.040.010. Special Details			4	8	8		20	\$3,040.00					\$ 3,040.00
08.040.020. List of Governing Specifications		2	4	8			14	\$2,400.00					\$ 2,400.00
<b>09. Cost Estimating</b>								<b>\$1,440.00</b>					<b>\$ 1,440.00</b>
09.010. Prepare Cost Estimate		2	2	4			8	\$1,440.00					\$ 1,440.00
<b>BID PHASE</b>													<b>\$24,570.00</b>
<b>01. Bid Phase</b>								<b>\$24,570.00</b>					<b>\$ 24,570.00</b>
01.010. Submit 100% Plans		2	2				4	\$860.00					\$ 860.00
01.020. Final Project Specifications Book	2	8	8	4		8	30	\$5,260.00					\$ 5,260.00
01.030. Finalize Constructability Issues	2	4	4		4		14	\$2,800.00					\$ 2,800.00
01.040. Review Utility Conflict Report and Address Pending Items	2	4	4	4			14	\$2,820.00					\$ 2,820.00
01.050. Attend 100% Review Meeting	2	2	2				6	\$1,380.00					\$ 1,380.00
01.060. Assist the City in Preparing Advertising Documents			4	4		4	12	\$1,700.00					\$ 1,700.00
01.070. Distribute Plans and Specifications to Contractors and Plan Rooms			2	2		2	6	\$850.00					\$ 850.00
01.080. Attend Pre-Bid Meeting	2	4					6	\$1,480.00					\$ 1,480.00
01.090. Respond to Contractor Questions	2	4	4	4			14	\$2,820.00					\$ 2,820.00
01.100. Prepare and Distribute Necessary Addenda		4	4	4			12	\$2,300.00					\$ 2,300.00
01.110. Prepare Bid Tabulation and Letter of Recommendation		4	4	4			12	\$2,300.00					\$ 2,300.00
<b>CONSTRUCTION PHASE</b>													<b>\$63,280.00</b>
<b>02. Construction Management</b>								<b>\$31,280.00</b>					<b>\$ 31,280.00</b>
02.010. Review Contractor Pay Estimates													
02.020. Review / Negotiate Change Orders													
02.030. Review Shop Drawings													
02.040. Respond to RFI's		4	8	24	24		60	\$9,320.00					\$ 9,320.00
02.050. Project Site Visits and Reports (Minimum Two Per Month)	8	20		20			48	\$9,780.00					\$ 9,780.00
02.060. Participate in Construction Progress Meetings and Prepare Meeting Minutes		20		20			40	\$7,700.00					\$ 7,700.00
02.070. Final Walkthrough and Punchlist Review	4	8	8				20	\$4,480.00					\$ 4,480.00
<b>03. Construction Materials Testing</b>										<b>\$32,000.00</b>			<b>\$ 32,000.00</b>
03.010. Construction Materials Testing										\$32,000.00			\$ 32,000.00
<b>PROJECT CLOSEOUT</b>													<b>\$5,800.00</b>
<b>01. Drainage Design</b>													
01.010. Regulatory Coordination													
<b>02. Project Closeout</b>								<b>\$5,800.00</b>					<b>\$ 5,800.00</b>
02.010. Prepare Record Drawings			8	8	8		24	\$3,800.00					\$ 3,800.00
02.020. Final Warranty Inspection	4	4					8	\$2,000.00					\$ 2,000.00
<b>TOTAL HOURS</b>	48	262	533	862	694	54	<b>2443</b>						
<b>SUBTOTAL</b>	\$ 12,480.00	\$ 62,880.00	\$ 101,270.00	\$ 124,990.00	\$ 97,160.00	\$ 4,860.00			\$ 32,920.00	\$ 69,286.00	\$ 7,200.00	\$ 22,000.00	
<b>TOTAL BASE BID FEE</b>													<b>\$534,566.00</b>

# Westwood

April 9, 2024  
WPS No.: R0052431.00

**Mr. Tim Nguyen, EIT**  
**CITY OF JERSEY VILLAGE DEPARTMENT OF PUBLIC WORKS**  
16327 Lakeview Drive  
Jersey Village, Texas 77040

Re: Professional Civil Engineering Services  
**Seattle Street and Singapore Lane Reconstruction**  
Jersey Village, Texas

Dear Mr. Nguyen:

**Westwood Professional Services, Inc.** is pleased to submit this proposal to provide professional civil engineering services relating to the referenced project. It is our understanding the project consists of plans, specifications, and estimates (PSE) for the design of Seattle Street from Senate Avenue to Solomon Street and Singapore Lane from Senate Avenue to Solomon Street. Design plans will include replacement of water mains, storm sewer, roadway paving, sidewalks, and necessary appurtenances.

Based on our preliminary discussions and the information received to date, our perception of the project is described in the attached documents:

- Exhibit A – Engineering Scope of Services;
- Exhibit B – Fee Schedule

**Westwood Professional Services, Inc. is pleased to have this opportunity to submit this proposal and look forward to working with you on this project.** If you have any questions or would like any additional information, please do not hesitate to call us at your convenience.

Sincerely,

Mark L. Miller, P.E.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



**EXHIBIT ‘A’ – ENGINEERING SERVICES**

**SEATTLE STREET AND SINGAPORE LANE RECONSTRUCTION**

**PROJECT DESCRIPTION:**

The project consists of plans, specifications, and estimates (PSE) for the design of Seattle Street from Senate Avenue to Solomon Street and Singapore Lane from Senate Avenue to Solomon Street. Design plans will include replacement of water mains, storm sewer, roadway paving, sidewalks, and necessary appurtenances. Roadway design aspects include two lanes, five-foot sidewalks on both streets, driveway replacements up to the Right-of-Way, storm sewers, water main replacements, new street lights, and tree preservation.

The Engineer shall provide the necessary engineering and technical services for the completion of surveying, geotechnical investigation, and preparation of plans, specifications, and estimates for the project.

Design services related to the design and plan production for this project will be performed in accordance with the 2023 Regulations of Harris County, Texas for the Approval and Acceptance of Infrastructure.

Below is a more complete description of services to be provided throughout the project:

**BASIC DESIGN SERVICES:**

**1. PROJECT ADMINISTRATION AND COORDINATION**

**1.03 General Sheets**

All general sheets including Title Sheet, Index of Sheets, Overall Project Layout, General Notes and Quantity Summary will be prepared in accordance with City of Jersey Village requirements.

**1.04 Design Review Meeting**

Westwood and Client to meet after each design deliverable to review project progress and discuss any design modifications.

**1.05 Prepare Meeting Minutes**

Westwood shall keep meeting minutes and project updates on all decisions made regarding the project design and timeline. All project notes shall be sent to Client.

**1.06 Project Schedule**

Westwood to track and maintain work schedule to ensure project delivery is on time and any delays noted and schedule updated. Westwood will develop a construction timeline to be implemented by contractor during construction.

## **2. SURVEYING**

### **2.01 Establish Horizontal and Vertical Control Monuments**

Horizontal and vertical control points will be established at a minimum of 800 feet or as appropriate in project limits.

### **2.02 Identify ROW Limits and Prepare Abstract Control Map**

ROW limits will be identified in the field and utilizing available data for entire project limits.

### **2.03 Topographic, Utility, and Tree Survey**

Topographic survey (TSPS Cat. 6, Condition I) will be collected for entire project limits for entire limits of ROW. Topo cross section points will be taken at each property corner, property midpoint, and all key driveway and sidewalk points. All visible utilities and appurtenances, 811 markings, and identified utilities from existing plans will be surveyed. All trees greater than 2” caliper will be surveyed.

### **2.04 SUE Survey**

SUE Quality Level C and D markings will be identified and surveyed based on available data and markings in the field.

### **DELIVERABLES:**

3D surface will be delivered in .dwg format.

## **3. GEOTECHNICAL INVESTIGATION**

### **3.01 Field Borings, Lab Work and Report**

A geotechnical investigation will be conducted to prepare a design and report of findings. Field exploration and borings will be included for 8 locations at 20-feet in depth per location. Soil samples will be collected and tested in the lab to determine soil design parameters. The anticipated tests include moisture content, hand penetrometer, torvane, unconfined compression, unit weight, liquid and plastic limit tests, and hydrometer in accordance with ASTM.

### **3.02 Traffic Control Plan**

A traffic control plan will be provided in order to complete field work. The City will be notified of any lane closures necessary for equipment and drilling operations.

## **4. ROADWAY DESIGN**

### **4.01 Typical Sections**

Existing and Proposed typical roadway sections will be provided.

### **4.02 Horizontal Roadway Alignments**

Horizontal roadway geometry will be provided with tangent and curve data on an alignment data sheet.

### **4.03 Roadway Plan and Profiles**

Roadway plan and profile will be developed to show existing and proposed features and improvements. Plan view will show all roadway design elements including street paving, curb, sidewalk, mailbox landings all designed to ADA and accessibility design guidelines and standards.

Plan View elements shall include:

- Horizontal Alignment
- Pavement Edges, Lane Widths, Curb, Sidewalk, Concrete Landings
- Cross Slopes and Transitions
- Traffic Directional Arrows
- Existing and Proposed ROW (if necessary)
- Proposed Storm Sewer System, Curb Inlets, Manholes
- Existing and Proposed Utilities
- Water Main Design
- Street Lighting

Profile View elements shall include:

- Existing Ground Profile
- Existing ROW profiles
- Proposed profile grade at Left and Right curb
- Proposed Storm Sewer Profile
- Water Main Profiles

#### **4.04 Street Cross Sections**

Street Cross Sections will be provided every 50’ and at driveway locations. Cross sections will be provided on 11x17 sheets.

#### **4.05 Driveway Summary Sheet**

Driveway Summary Sheet will identify location, size, and type of proposed driveway to be reconstructed. Driveways will typically be reconstructed up to the ROW. Any driveway penetrations will be identified.

### **5. DRAINAGE DESIGN**

#### **5.01 Establish Drainage Discharge**

##### **5.01.01 Drainage Area Map**

Existing and proposed conditions drainage area maps will be provided including off-site drainage areas contributing to the project limits, including peak discharge rates to outfalls. Drainage areas, contours, floodplain limits (if applicable), and proposed improvements will be shown on drainage area maps.

##### **5.01.02 Model Hydrology**

Project site location and proposed storm sewer system will be modeled and analyzed to ensure flood events are handled within the storm sewer system and downstream impacts are minimized.

##### **5.01.03 Calculate Design Discharges**

Storm sewer calculations and creation of calculation sheets to convey results of storm sewer design.

#### **5.02 Design Storm Drain Facilities**

##### **5.02.01 Roadways and Storm Drain System**

Storm drain lateral sheets will be provided to tie inlets to trunkline. Storm drain details will be provided from City of Jersey Village and Harris County details. Storm sewer lateral sheets will show all other underground details.

## **6. WATER MAIN DESIGN**

### **6.01 Water Main Plan and Profiles**

Prepare plans in accordance with applicable City of Jersey Village requirements and specifications. Water main standard details will be provided for construction documents. Water main will be shown on roadway plan and profile sheets. All water main appurtenances will be shown in plan and profile views as applicable.

## **8. UTILITY DESIGN AND COORDINATION**

### **8.01 Utility Basemap**

Utility basemap will be provided as a basis for utility coordination, relocation, and design to identify all utilities and minimize impacts in design and construction.

### **8.02 Utility Coordination**

Westwood will identify and coordinate with franchise utility owners to ensure no conflicts or coordinate relocation process with utility owners to minimize impacts to project schedule.

## **9. TRAFFIC CONTROL PLAN**

### **9.01 Construction Phasing Typical Sections**

Typical roadway sections will be provided to illustrate construction phasing and lane configurations during construction activities. Typical sections will identify roadway and underground improvements.

### **9.02 Construction Phasing and Sequence of Work**

Construction phasing will be developed on plan sheets identifying areas of work, detour routes, and a general sequence of work the contractor shall follow to complete construction of project improvements.

## **10. OTHER PLANS**

### **10.01 Tree Preservation Site Evaluation/ Plan**

A site assessment will be conducted to evaluate impacts of proposed construction and the feasibility of preserving each tree effected by design and construction improvements. Construction activity adjacent to each tree will be evaluated to determine impacts on long term tree survival and integrity. A preservation plan will be completed to determine treatment for each tree. A treatment schedule will be provided for each tree and identify the recommended treatment.

### **10.02 Pavement Marking and Signing Plan**

Drawings and details will be prepared for all regulatory signs and pavement markings. All plans shall follow Jersey Village and Harris County design standards. A summary of signs sheet will be provided. The sheets will detail all proposed signs, pavement markings, and channelizing devices.

### **10.03 SW3P Plan**

Storm Water Pollution Prevention Plan and narrative will be produced in accordance with City of Jersey Village and Harris County standard details showing all necessary pollution prevention to the stormwater system during construction activities.

**EXHIBIT A** to Agreement between the City of Jersey Village, Texas (“Client”) and Westwood Professional Services, Inc., (“Westwood”) for Consulting Services

#### **10.04 Details and Specifications**

Construction standard details and specifications will be provided in the design plans at 90% and 100% design submittals. Project manual will be prepared with all necessary front end documents and specifications.

### **11. COST ESTIMATING**

#### **11.01 Prepare Cost Estimate**

A construction cost estimate will be prepared for all design deliverables. The cost estimate will include all costs for construction within project limits. Current bid tabs from local agencies including City of Jersey Village will be utilized to develop cost estimates.

### **12. SUBSURFACE UTILITY ENGINEERING**

#### **12.01 SUE Level B Investigation**

Subsurface Utility data will be provided to a Level B standard per ASCE guidance. Level B SUE will provide the design team adequate information to understand where the existing utilities are in relation to proposed design elements. SUE Level B will minimize schedule impacts by identifying ownership and horizontal location of underground utilities.

#### **BID PHASE:**

### **1. BID PHASE**

#### **1.01 Submit 100% Plans**

Final design plans will be submitted with engineers stamp and signature.

#### **1.02 Final Project Specifications Book**

Final design plans and project manual containing necessary front-end documents and all specifications will be submitted to City. Each specification will be reviewed for project specific needs and ensured to meet the design intent for the project.

#### **1.03 Finalize Constructability Issues**

Westwood will finalize any final comments from City regarding constructability of project.

#### **1.04 Review Utility Conflict Report and Address Pending Items**

Westwood will finalize utility conflict matrix and address any pending items not resolved with franchise utility owners.

#### **1.05 Attend 100% Review Meeting**

Westwood will attend final review meeting with City staff.

#### **1.06 Assist the City in Preparing Advertising Documents**

Westwood will prepare legal notice for advertising and have advertisement placed on CivCast as requested by City.

#### **1.07 Distribute Plans and Specification to Contractors and Plan Rooms**

Westwood will distribute bidding documents to City. Electronic copies will be available for contractors and City staff as requested.

#### **1.08 Attend Pre-bid Meeting**

Westwood will attend and assist the City in conducting the pre-bid meeting and assist with answering any design related questions.

**EXHIBIT A** to Agreement between the City of Jersey Village, Texas (“Client”) and Westwood Professional Services, Inc., (“Westwood”) for Consulting Services

**1.09 Respond to Contractor Questions**

Westwood will monitor and answer any contractor questions during the bidding process.

**1.10 Prepare and Distribute Necessary Addenda**

Westwood will provide any necessary project addenda to CivCast.

**1.11 Prepare Bid Tabulation and Letter of Recommendation**

Westwood will prepare all contractors bid tabulations and prepare letter of recommendation to the best low bid contractor. Contractor bids will be reviewed for unbalanced bid items, errors, contractor financial stability and past performance.

**CONSTRUCTION PHASE:**

**2. CONSTRUCTION MANAGEMENT**

**2.04 Respond to RFIs**

Westwood will review and log all project RFIs from contractor. Westwood will promptly respond to contractor to avoid project delays.

**2.05 Project Site Visits and Reports**

Westwood will visit project site twice per month and report on project updates.

**2.06 Participate in Construction Progress Meetings and Prepare Minutes**

Westwood will attend construction progress meetings with City and contractor. Westwood will provide meeting minutes.

**2.07 Final Walkthrough and Punchlist**

Westwood will attend project walkthrough with contractor and City to identify any punchlist items prior to project completion. Westwood will provide punchlist to be completed by contractor.

**3. CONSTRUCTION MATERIALS TESTING**

**3.01 Construction Materials Testing**

Project materials will be evaluated and tested to ensure proper materials specifications are being met for all construction activities including paving, subgrade, concrete flatwork, and grading.

**PROJECT CLOSEOUT:**

**2. PROJECT CLOSEOUT**

**2.01 Prepare Record Drawings**

Westwood will prepare and submit record drawings to the City within 30 days of receipt of contractor’s as built drawings.

**2.02 Final Warranty Inspection**

Westwood will perform one site visit to determine any warranty issues for contractor. Site visit will be performed prior to end of warranty timeframe.

END OF EXHIBIT ‘A’

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

**EXHIBIT B** to Agreement between the City of Jersey Village, Texas (“Client”) and Westwood Professional Services, Inc., (“Westwood”) for Consulting Services

**EXHIBIT ‘B’ – COMPENSATION AND METHOD OF PAYMENT**

**SEATTLE STREET AND SINGAPORE LANE RECONSTRUCTION**

**COMPENSATION:**

For all professional services included in EXHIBIT ‘B’, Engineering Services Scope of Services, Westwood shall be compensated a lump sum fee of \$534,566.00 as summarized below. The total lump sum fee shall be considered full compensation for the services described in EXHIBIT ‘B’, including all labor materials, supplies, and equipment necessary to deliver the services.

**Basic Services**

A. 30% Design	\$ 247,646.00
B. 90% Design	\$ 111,990.00
C. 100% Design	\$ 81,280.00
D. Bid Phase	\$ 24,570.00
E. Construction Phase	\$ 63,280.00
F. Project Closeout	\$ 5,800.00

**TOTAL**

**\$534,566.00**

**METHOD OF PAYMENT:**

Westwood shall be paid monthly payments as described in Article 3 of the AGREEMENT. The cumulative sum of such monthly partial fee payments shall not exceed the total current project budget including all approved Amendments. Each invoice shall be verified as to its accuracy and compliance with the terms of this Agreement by an officer of Westwood.

END OF EXHIBIT ‘B’

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

**EXHIBIT C** to Agreement between the City of Jersey Village, Texas (“Client”) and Westwood Professional Services, Inc., (“Westwood”) for Consulting Services

**EXHIBIT ‘C’ – PROJECT SCHEDULE**

**SEATTLE STREET AND SINGAPORE LANE RECONSTRUCTION**

**PROJECT SCHEDULE:**

Westwood anticipates the following project schedule. Schedule dates may be changed with approval of City staff. All deliverable dates will be agreed upon prior to moving forward to the following design deliverable. Westwood will attempt to expedite as many tasks as possible during project schedule.

Notice to Proceed (NTP)	-
Survey and Geotech Field Work	60 Days from NTP
30% Design	90 Days from Completion of Field Work
90% Design	60 Days from Receiving 30% Comments from City
Final Design	45 Days from Receiving 60% Comments from City
Bid Phase	60 Days from Submitting Final Plans

END OF EXHIBIT ‘C’

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



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

**AGENDA DATE:** April 22, 2024

**AGENDA ITEM:** F8

**AGENDA SUBJECT:** Consider Ordinance No. 2024-xx, approving the request of the Board of Directors of the Crime Control and Prevention District to amend the 2023-2024 Crime Control and Prevention District’s Budget in the amount of \$262,002.19, and authorizing the purchase of new police radios and accessory equipment from the Crime Control and Prevention District Fund.

**Dept./Prepared By:** Danny Keele, Chief of Police

**Date Submitted:** April 22, 2024

**EXHIBITS:** Ordinance 2024-xx

Exhibit A – Draft Resolution 2024-01 from the CCPD

Exhibit B – Transfer to the Capital Replacement Revenue Fund

Exhibit C – Transfer to the Capital Replacement Equipment Fund

<b>BUDGETARY IMPACT:</b>	Required Expenditure:	\$ 262,002.19
	Amount Budgeted:	\$0
	Appropriation Required:	\$262,002.19

**BACKGROUND INFORMATION:** The Jersey Village Police Department is requesting \$262,002.19 from the CCPD budget to purchase new police radios and accessory equipment to include earpieces and portable radio cases. New police radios and accessory equipment is essential to uphold the highest standards of safety and protection for our citizens. Effective and reliable police radio communication is a critical lifeline that ensures the safety of our officers in the field and provides a crucial layer of liability protection for our city.

Our current police radios were purchased in 2012 for the amount of \$220,998.00. These radios have surpassed their operational lifespan. According to the manufacturer these radios were designed and expected to serve effectively for a period of five to seven years. These devices have doubled the manufacturer’s recommended time frame. Due to the age of the radios, there has been an increase in repairs along with issues related to the radios’ efficiency and reliability. The warranty coverage has expired, and the department has experienced a notable increase in maintenance costs along with the radios being out of service for extended periods of time for repairs.

Uninterrupted radio communication can be the difference between life and death for police officers and our community. The reliability of our current radios presents a risk for our officers’ safety. This risk increases liability concerns for the City. The proposed upgrade to new radios is a necessary step towards enhancing our operational capabilities and addressing the safety and liability concerns associated with the age of our old radios.

The inquiry into purchasing new radios began during the 2023-2024 budget planning process. At that time, the Department began researching multiple radio manufacturers. Each radio manufacturer had its own set of unique benefits and concerns. A decision was made at that time to be diligent in our efforts to ensure all options were explored before requesting funding for an expenditure of this magnitude.

In an attempt to be fiscally responsible, the request for the purchase comes mid-year in an attempt to save money. The Houston-Galveston Area Council (H-GAC) Buy Board has announced a price increase of approximately 9.45%, which is set to take effect in June 2024. By securing the purchase of new radios and accessory equipment before this deadline, the City stands to avoid this cost increase. This request for funding to upgrade our police radios is driven by the need to maintain the highest levels of public safety, officer safety, and fiscal responsibility.

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

Included with the agenda item you will find the quote from Northwest Communications, an HGAC Buy Board Member, for \$254,744.80 representing the cost of the new radios. This quote also includes the cost should the City wait until after June 2024 to purchase these same radios at a significant increase.

Also included in the request is the cost for radio earpieces from N-ear at \$5,212.19 and the cost of the portable radio cases at \$2045.20 from Zero9 Holsters. The addition of the accessory equipment brings the total cost to \$262,002.19.

*A draft of Resolution 2024-01 of the expected findings of the CCPD is included in the Council Packet for review.*

**RECOMMENDED ACTION:**

**MOTION:** Approve Ordinance No. 2024-xx, approving the request of the Board of Directors of the Crime Control and Prevention District to amend the 2023-2024 Crime Control and Prevention District's Budget in the amount of \$262,002.19, and authorizing the purchase of new police radios and accessory equipment from the Crime Control and Prevention District Fund.

ORDINANCE NO. 2024-12

**AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, APPROVING THE REQUEST OF THE BOARD OF DIRECTORS OF THE CRIME CONTROL AND PREVENTION DISTRICT TO AMEND THE 2023-2024 CRIME CONTROL AND PREVENTION DISTRICT'S BUDGET IN THE AMOUNT OF \$262,002.19; AUTHORIZING THE PURCHASE OF NEW POLICE RADIOS AND ACCESSORY EQUIPMENT FROM THE CRIME CONTROL AND PREVENTION DISTRICT FUND; AMENDING THE CAPITAL REPLACEMENT ANNUAL BUDGET OF THE CITY OF JERSEY VILLAGE, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024 TO REFLECT THESE CHANGES; AND PROVIDING FOR SEVERABILITY.**

**WHEREAS**, the Directors of the City of Jersey Village Crime Control and Prevention District have heretofore met to consider an amendment to the District's fiscal year budget beginning October 1, 2023, and ending September 30, 2024, in the amount of \$262,002.19 in order to authorize the funding associated with purchasing new police radios from the Crime Control and Prevention District Fund; and

**WHEREAS**, subsequent to the adoption of the annual budget for the Jersey Village Crime Control and Prevention District for the fiscal year beginning October 1, 2023, and ending September 30, 2024, the District had not anticipated this expenditure changes; and

**WHEREAS**, the Board of Directors of the Crime Control and Prevention District has recommended that such budget be amended to reflect such revenues and expenditures in accordance with their approved Resolution No. 2024-01 attached hereto and made a part hereof as "Exhibit A"; and

**WHEREAS**, the City Council finds and determines that the budget should be amended as recommended by the Board of Directors of the District and that such amendment to the budget is necessary; **NOW THEREFORE**,

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

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

**Section 2.** The Capital Replacement fund annual budget of the City of Jersey Village, Texas for the fiscal year beginning October 1, 2023, and ending September 30, 2024, is hereby amended in accordance with the Crime Control and Prevention District's Resolution No. 2024-01 in the amount of \$262,002.19 by increasing the appropriations as outlined in "Exhibit B" and "Exhibit C" attached hereto and made a part hereof.

Accordingly, the annual budget of the City of Jersey Village, Texas for the fiscal year beginning October 1, 2023, and ending September 30, 2024, is hereby amended by increasing the appropriations to the accounts contained herein as provided in the attached:

- Exhibit B – Budget Amendment Form, from CCPD fund balance to Crime Control Purchase Contribution line item 07-71-9758 to increase Capital Replacement fund balance in the amount of \$262,002.19.

- Exhibit C - Budget Amendment Form, from Capital Replacement fund balance to line item 07-72-6578 to cover the expenditures related to the cost associated with purchase of new radios and accessories in the amount of \$262,002.19.

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

**PASSED AND APPROVED** this 22nd day of April 2024.

**ATTEST:**

\_\_\_\_\_  
Michelle Mitcham, Mayor Pro tem

\_\_\_\_\_  
Lorri Coody, City Secretary



**RESOLUTION NO. 2024-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE JERSEY VILLAGE CRIME CONTROL AND PREVENTION DISTRICT, AMENDING THE BUDGET OF SUCH DISTRICT FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024, IN THE AMOUNT OF \$262,002.19; AND AUTHORIZING THE PURCHASE OF NEW POLICE RADIOS AND ACCESSORY EQUIPMENT FROM THE CRIME CONTROL AND PREVENTION DISTRICT FUND.**

**WHEREAS**, the City has received notice from the Houston-Galveston Area Council (H-GAC) Buy Board of a price increase of approximately 9.45% for radios purchased from the program after June 2024; and

**WHEREAS**, the Jersey Village Police Department’s (the Department) current radios have exceeded their life span and are experiencing the need of constant repairs; and

**WHEREAS**, the Department had intended to request new radios during the 2024-2025 budget period; and

**WHEREAS**, given the cost increase beginning in June 2024 and in an effort to be fiscally responsible the Department is making a request to purchase the radios and accessory equipment during the 2023-2024 budget and as such have received quotes from Northwest Communications, an HGAC Buy Board Member for the radios and from N-ear and Zero9 Holsters for the accessory equipment; and

**WHEREAS**, subsequent to the adoption of the annual budget for the Jersey Village Crime Control and Prevention District for the fiscal year beginning October 1, 2023, and ending September 30, 2024, the District had not anticipated this expenditure change; and

**WHEREAS**, the City Manager recommends that such budget be amended to reflect such purchases and expenditures in accordance with Budgetary Transfer Amendment Request Forms attached hereto and made a part hereof as “Exhibit A”; and

**WHEREAS**, the District Board of Directors finds and determines that the budget should be amended as recommended by the City Manager in order to purchase new radios and accessory equipment; **NOW THEREFORE**,

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE JERSEY VILLAGE CRIME CONTROL AND PREVENTION DISTRICT THAT:**

The annual budget of the Jersey Village Crime Control and Prevention District for the fiscal year beginning October 1, 2023, and ending September 30, 2024, is hereby amended in the amount of \$262,002.19 by increasing the appropriations to the accounts contained therein as provided in “Exhibit A”, attached hereto and made a part hereof subject to approval of the City Council of the City of Jersey Village.

**PASSED AND APPROVED** this 22nd day of April 2024.

**ATTEST:**

s/Michelle Mitcham, Vice President

s/Lorri Coody, Secretary



**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**



# CITY OF JERSEY VILLAGE, TEXAS

16501 Jersey Drive, Jersey Village, TX 77040

## BUDGET TRANSFER / AMENDMENT REQUEST FORM

I request the following budget transfer between line item within the same division:

From Line Item	To Line Item	Amount

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

From the fund balance of:	<u>To Line Item</u>	<u>Amount</u>
<input type="checkbox"/> General Fund	_____	_____
<input type="checkbox"/> Utility Fund	_____	_____
<input type="checkbox"/> Capital Improvements Fund	_____	_____
<input checked="" type="checkbox"/> Other CCPD	<u>50-27-9781</u>	<u>262,002.19</u>

### Justification

This budget amendment is necessary for the purchase of new police radios and accessory equipment to include earpieces and portable radios cases.

Requested by: Danny Keele, Chief of Police

Signed: Danny Keele, Chief of Police Date 04-11-2024

Finance: Sufficient Funds <input checked="" type="checkbox"/> Exist <input type="checkbox"/> Do Not Exist  Signed: <u>Asab Kato</u>  Date: <u>04-11-2024</u>	City Manager: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved  Signed: <u>Austin Bless</u>  Date: <u>April 11, 2024</u>
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Exhibit A

Northwest Communications Quote 04.09

Item	Description	Qty	Price Per Unit	H-GAC '21 Price	Total	Price Per Unit	H-GAC '24 Price	Total
P O R T A B L E S	VP6430, 7/800 MHz, M2, BK	34	\$2,460.00	\$1,968.00	\$66,912.00	\$2,830.00	\$2,264.00	\$76,976.00
	7/800 MHz 1/4 Wave (Stubby)	34	\$28.20	\$22.56	\$767.04	\$30.50	\$24.40	\$829.60
	Li-Ion 3900 mAh (L11 High Capacity)	34	\$203.00	\$162.40	\$5,521.60	\$219.25	\$175.40	\$5,963.60
	P25 Conventional	34	\$380.00	\$304.00	\$10,336.00	\$415.00	\$332.00	\$11,288.00
	P25 Phase 1 Trunking	34	\$135.00	\$108.00	\$3,672.00	\$145.00	\$116.00	\$3,944.00
	P25 Phase 2 TDMA	34	\$435.00	\$348.00	\$11,832.00	\$475.00	\$380.00	\$12,920.00
	1024 Ch	34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Multi Key DES-OFB	34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Multi Key AES	34	\$515.00	\$412.00	\$14,008.00	\$560.00	\$448.00	\$15,232.00
	ARC4 (ADP Compatible)	34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Bluetooth	34	\$110.00	\$88.00	\$2,992.00	\$120.00	\$96.00	\$3,264.00
	P25 Authentication	34	\$110.00	\$88.00	\$2,992.00	\$120.00	\$96.00	\$3,264.00
	OTAP (Over-the-Air Programming)	34	\$215.00	\$172.00	\$5,848.00	\$235.00	\$188.00	\$6,392.00
	GPS	34	\$110.00	\$88.00	\$2,992.00	\$120.00	\$96.00	\$3,264.00
Instant Recording Replay	34	\$110.00	\$88.00	\$2,992.00	\$120.00	\$96.00	\$3,264.00	
Voice Recording (included)	34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3 Year Warranty	34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Bluetooth Mic w/Earphone, REVO NC2	34	\$490.00	\$392.00	\$13,328.00	\$490.00	\$392.00	\$13,328.00	
<b>Subtotal</b>		<b>34</b>	<b>\$5,301.20</b>	<b>\$4,240.96</b>	<b>\$144,192.64</b>	<b>\$5,879.75</b>	<b>\$4,703.80</b>	<b>\$159,929.20</b>
M O B I L E	VM6000, 7/800 MHz	18	\$2,340.00	\$1,872.00	\$33,696.00	\$2,690.00	\$2,152.00	\$38,736.00
	7/800 MHz	18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Mobile	18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	KCH-20 Single Remote	18	\$700.00	\$560.00	\$10,080.00	\$729.70	\$583.76	\$10,507.68
	17 ft	18	\$85.50	\$68.40	\$1,231.20	\$85.50	\$68.40	\$1,231.20
	N/A	18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	KMC-65M Standard Mic	18	\$63.50	\$50.80	\$914.40	\$63.50	\$50.80	\$914.40
	Standard Deck DC Cable	18	\$65.70	\$52.56	\$946.08	\$65.70	\$52.56	\$946.08
	Standard Deck Mounting Bracket	18	\$17.20	\$13.76	\$247.68	\$17.20	\$13.76	\$247.68
	Remote Kit	18	\$110.00	\$88.00	\$1,584.00	\$170.00	\$136.00	\$2,448.00
	GPS Antenna	18	\$50.80	\$40.64	\$731.52	\$50.80	\$40.64	\$731.52
	USB Micro B Extension Cable	18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Ignition Sense Cable	18	\$16.70	\$13.36	\$240.48	\$16.70	\$13.36	\$240.48
	Connect external speaker to radio	18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
KES-5 high power speaker	18	\$73.00	\$58.40	\$1,051.20	\$73.00	\$58.40	\$1,051.20	
KAP-2 HA/PA Relay	18	\$76.70	\$61.36	\$1,104.48	\$0.00	\$0.00	\$0.00	
Analog FM	18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
P25 CAI AMBE+2	18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Analog Conventional	18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
P25 Conventional	18	\$380.00	\$304.00	\$5,472.00	\$415.00	\$332.00	\$5,976.00	
P25 Phase 1 Trunking	18	\$135.00	\$108.00	\$1,944.00	\$145.00	\$116.00	\$2,088.00	
P25 Phase 2 TDMA	18	\$435.00	\$348.00	\$6,264.00	\$475.00	\$380.00	\$6,840.00	
1024 Ch	18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Multi Key DES-OFB	18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Multi Key AES	18	\$515.00	\$412.00	\$7,416.00	\$560.00	\$448.00	\$8,064.00	
ARC4 (ADP Compatible)	18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Conventional Voting Scan	18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TrueVoice Noise Cancellation	18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Bluetooth	18	\$110.00	\$88.00	\$1,584.00	\$120.00	\$96.00	\$1,728.00	
P25 Authentication	18	\$110.00	\$88.00	\$1,584.00	\$120.00	\$96.00	\$1,728.00	
OTAP (Over-the-Air Programming)	18	\$215.00	\$172.00	\$3,096.00	\$235.00	\$188.00	\$3,384.00	
GPS	18	\$110.00	\$88.00	\$1,584.00	\$120.00	\$96.00	\$1,728.00	
Instant Recording Replay	18	\$110.00	\$88.00	\$1,584.00	\$120.00	\$96.00	\$1,728.00	
Voice Recording (included)	18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3 Year Warranty	18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Subtotal</b>		<b>18</b>	<b>\$5,719.10</b>	<b>\$4,575.28</b>	<b>\$82,355.04</b>	<b>\$6,272.10</b>	<b>\$5,017.68</b>	<b>\$90,318.24</b>
A C C Y	2-YR EXTENDED WARRANTY, VIKING	52	\$205.00	\$164.00	\$8,528.00	\$205.00	\$164.00	\$8,528.00
	CHARGER, SINGLE BAY RAPID RATE, VP-T	34	\$97.30	\$77.84	\$2,646.56	\$97.30	\$77.84	\$2,646.56
	VEHICULAR CHARGER W/CLIP	6	\$338.80	\$271.04	\$1,626.24	\$338.80	\$271.04	\$1,626.24
	CLIP, KVC-23 CHARGER	6	\$8.00	\$6.40	\$38.40	\$8.00	\$6.40	\$38.40
	CHARGER, SIX UNIT RAPID RATE, VP-T	1	\$623.80	\$659.04	\$659.04	\$623.80	\$659.04	\$659.04
	LI-ION BATTERY, 3400MAH, NON IS, VP-T	68	\$218.70	\$174.96	\$11,897.28	\$219.25	\$175.40	\$11,927.20
	BELT LOOP, NYLON 2", VP-H/VP-T	34	\$27.00	\$21.60	\$734.40	\$27.00	\$21.60	\$734.40
NYLON CASE POLICE, VP6000	34	\$76.00	\$60.80	\$2,067.20	\$76.00	\$60.80	\$2,067.20	
<b>Subtotal</b>				<b>\$28,197.12</b>			<b>\$28,227.04</b>	
<b>Total:</b>			<b>JUNE '23</b>	<b>\$254,744.80</b>	<b>JUNE '24</b>	<b>\$278,474.48</b>		

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

**From:**  
 N-ear  
 4821 N Grady Ave  
 Tampa, FL 33614  
 (877)-290-4599  
 support@n-ear.com

Quote Number      Quote-5145  
 Quote Date        April 8, 2024  
 Valid Until        May 8, 2024

<b>Total</b>	<b>\$5,212.19</b>
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<b>Billing address</b>	<b>Shipping address</b>
Danny Keele	Danny Keele
Jersey Village PD	Jersey Village PD
16401 Lakeview Dr.	16401 Lakeview Dr.
Jersey Village, TX	Jersey Village, TX
77040	77040

Hrs/Qty	Service	Rate/Price	Sub Total
30	N•ear 360™ Original Braided Fiber Cloth™ Single Ear Earpiece SKU: RO-360+22-3.5-L pa_left-right-ear: left-ear pa_earpiece-length: 22-inches-long pa_connector: 3-5mm-right-angle-pin	\$164.99	\$4,949.70
5	N•ear 360™ Original Braided Fiber Cloth™ Single Ear Earpiece SKU: RO-360+22-3.5-R pa_left-right-ear: right-ear pa_earpiece-length: 22-inches-long pa_connector: 3-5mm-right-angle-pin	\$164.99	\$824.95

<b>Subtotal:</b>	\$5,774.65
<b>Discount:</b>	-\$577.46
<b>Shipping:</b>	\$15.00 via Shipping
<b>Total:</b>	\$5,212.19

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



# Quote



Quote #D3517    Order #D3517    Order Date April 9, 2024    Issue Date April 9, 2024

**Supplier**  
 Zero9 Holsters  
 49300 Cooper Foster Park  
 Amherst, Ohio  
 44001  
 ☎ 4405086460

**Bill To**  
 Kim Murphy  
 Jersey Village TX PD  
 16401 Lakeview Drive  
 Jersey Village, Texas  
 United States - 77040  
 ✉ kmurphy@jerseyvillagetx.com  
 ☎ +17134662119

**Ship To**  
 Kim Murphy  
 Jersey Village TX PD  
 16401 Lakeview Drive  
 Jersey Village, Texas  
 United States - 77040  
 ✉ kmurphy@jerseyvillagetx.com  
 ☎ +17134662119

Item	Unit Price	Qty.	Total
# Portable Radio Case - Viking VP6000 Series (L2 & L3) / Basketweave (+\$5) / Tek-Lok SKU: Z9-5023-BW-TEK	USD 57.95	35	USD 2,028.25
		SHIPPING	USD 16.95
Note		SUBTOTAL	USD 2,045.20
Quote		TAX	USD 0.00
		TOTAL	USD 2,045.20

Total Paid	USD 0.00	Amount Due	USD 2,045.20
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Thank you for your business. All credit card transactions are subject to a 3% processing fee. Please use the supplier address above for all remittances.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



# CITY OF JERSEY VILLAGE, TEXAS

16501 Jersey Drive, Jersey Village, TX 77040

## BUDGET TRANSFER / AMENDMENT REQUEST FORM

I request the following budget transfer between line item within the same division:

From Line Item	To Line Item	Amount

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

From the fund balance of:	To Line Item	Amount
<input type="checkbox"/> General Fund	_____	_____
<input type="checkbox"/> Utility Fund	_____	_____
<input type="checkbox"/> Capital Improvements Fund	_____	_____
<input checked="" type="checkbox"/> Other <u>Capital Replacement</u>	<u>07-71-9758</u>	<u>262,002.19</u>

### Justification

This budget amendment is necessary for the purchase of new police radios and accessory equipment to include earpieces and portable radios cases.

Requested by: Danny Keele, Chief of Police

Signed: Danny Keele, Chief of Police Date 04-11-2024

Finance: Sufficient Funds <input checked="" type="checkbox"/> Exist <input type="checkbox"/> Do Not Exist  Signed: <u>Asab Kato</u>  Date: <u>04-11-2024</u>	City Manager: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved  Signed: <u>Austi Bless</u>  Date: <u>April 11, 2024</u>
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CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



# CITY OF JERSEY VILLAGE, TEXAS

16501 Jersey Drive, Jersey Village, TX 77040

## BUDGET TRANSFER / AMENDMENT REQUEST FORM

I request the following budget transfer between line item within the same division:

From Line Item	To Line Item	Amount

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

From the fund balance of:	To Line Item	Amount
<input type="checkbox"/> General Fund	_____	_____
<input type="checkbox"/> Utility Fund	_____	_____
<input type="checkbox"/> Capital Improvements Fund	_____	_____
<input checked="" type="checkbox"/> Other <u>Capital Replacement</u>	<u>07-72-6582</u>	<u>262,002.19</u>

### Justification

This budget amendment is necessary for the purchase of new police radios and accessory equipment to include earpieces and portable radios cases.

Requested by: Danny Keele, Chief of Police

Signed: Danny Keele, Chief of Police Date 04-11-2024

Finance: Sufficient Funds <input checked="" type="checkbox"/> Exist <input type="checkbox"/> Do Not Exist  Signed: <u>Isab Kato</u>  Date: <u>04-11-2024</u>	City Manager: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved  Signed: <u>Austi Bless</u>  Date: <u>April 11, 2024</u>
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CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

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

**AGENDA DATE:** April 22, 2024

**AGENDA ITEM:** F9

**AGENDA SUBJECT:** Consider Resolution No. 2024-32, receiving the Planning and Zoning Commission’s 2024 Annual Progress Report pertaining to the City’s progress in implementing the Comprehensive Plan.

**Department/Prepared By:** Lorri Coody, City Secretary **Date Submitted:** April 11, 2024

**EXHIBITS:** Resolution No. 2024-32  
Exhibit A – 2024 Annual Progress Report

**BACKGROUND INFORMATION:**

The Planning and Zoning Commission (P&Z) met on April 10, 2024, to discuss and review of the City’s progress in implementing the Comprehensive Plan and to prepare their Annual Progress Report for presentation to City Council on April 22, 2024. The review included the following:

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

This item is to receive the 2024 Annual Progress Report prepared at the April 10, 2024, P&Z Meeting.

**RECOMMENDED ACTION:**

**MOTION:** To approve Resolution No. 2024-32, receiving the Planning and Zoning Commission’s 2024 Annual Progress Report pertaining to the City’s progress in implementing the Comprehensive Plan.

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**RESOLUTION NO. 2024-32**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING THE PLANNING AND ZONING COMMISSION'S 2024 ANNUAL PROGRESS REPORT PERTAINING TO THE CITY'S PROGRESS IN IMPLEMENTING THE COMPREHENSIVE PLAN.**

\* \* \* \* \*

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

**THAT,** the Planning and Zoning Commission's 2024 Annual Progress Report pertaining to the City's progress in implementing the Comprehensive Plan is hereby received. The report is attached hereto as "Exhibit A."

**PASSED AND APPROVED** this the 22nd day of April, 2024.

\_\_\_\_\_  
Michelle Mitcham, Mayor Pro tem

**ATTEST:**

\_\_\_\_\_  
Lorri Coody, City Secretary



**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**EXHIBIT A**

**CITY OF JERSEY VILLAGE  
PLANNING & ZONING COMMISSION  
2024 ANNUAL COMPREHENSIVE PLAN PROGRESS REPORT**



## CITY OF JERSEY VILLAGE PLANNING & ZONING COMMISSION 2024 ANNUAL COMPREHENSIVE PLAN PROGRESS REPORT

On February 22, 2021, City Council approved Ordinance No. 2021-05, which adopted the Jersey Village Comprehensive Plan 2020 Update. As part of the Plan, the Planning and Zoning Commission is charged with preparing an Annual Progress Report for submittal and presentation to the City Council.

On April 10, 2024, the Planning and Zoning Commission conducted the 2024 annual review of the Comprehensive Plan and reports the following:

**The City’s Progress in implementing the Plan:** In determining Plan’s implementation progress, the Commission reviewed the Implementation Progress Report, made a part of this report as “Exhibit A”. This report outlines the Plan’s recommendations and suggested time frames for completing action items. The report also outlines the timeframe for items to be worked in future fiscal years.

There are no major changes in conditions forming the basis of the Plan’s goals, strategies, and actions.

The Commission finds that recommended projects and the timelines as presented in the Implementation Progress Report are sufficient and feasible given budget parameters and recommends implementation of the plan in accordance with the report.

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

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

Respectfully submitted, this 10th day of April 2024.

s/Rick Faircloth, Chairman

ATTEST:

s/Lorri Coody, City Secretary



CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

## Recap of Comprehensive Plan 2020 Update Implementation

This recap is being provided with information as of March 2024.

### Future Land Use Recommendations

#### Establish a zoning overlay district for the Highway 290 corridor.

Staff and our consultants looked at a zoning overlay district for the corridor. It was determined that an overlay district was not the best option. A complete overhaul of the codes was done and the underlying goal of this item was met in May 2023.

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

This was completed in May 2023.

#### Compile all relevant demographic data regarding the economy of the City and update at least annually.

This is done annually in July.

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

A cost benefit analysis was done on this for an area along Charles Road and Wright Road, south of Charles Road. Many property owners expressed interest in receiving city water and sewer, however there very few property owners that returned the petition for annexation so they could receive water and sewer.

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

Annually the city sends out communications to business owners encouraging the use of similar types of flowers and plants to what is recommended in our Branding Standards Plan.

#### Consider mixed use development, combining residential and nonresidential uses.

This was done as part of the update to our zoning ordinances, which was completed in May 2023.

#### Promote redevelopment and land use patterns that reduce the number and length of auto trips and support walking and bicycling. Encourage friendly, walkable environments within key destination areas of the community by offering incentives to developers such as reduced parking requirements.

This was done as part of the update to our zoning ordinances. Parking requirements were reduced, and walkable environments are being encouraged. The city is also finishing sidewalk extensions leading to businesses to help encourage this as well.



## Public Services, Utilities and Flood Mitigation Infrastructure

### Ensure a fire service rating equivalent to the city's current rating is maintained.

This is an ongoing item. The City continues to maintain a ISO rating of 2.

### Continue positive working relationship with Harris County Flood Control.

The City maintains a positive working relationship with HCFCD. City Manager Bleess is in regular communication with HCFCD on projects that would impact the City.

### Continue to implement the Long-Term Flood Recovery Plan.

Since 2017 there have been about 165 homes that have been identified for potential elevation. Since that time 78 of the homes have been awarded grant funding for home elevations, 6 have been mitigated as part of TIRZ 3, 2 others were purchased by FEMA through HCFCD, and 3 others were mitigated by the individual property owners. That leaves 76 homes that remain to be mitigated as of today. However, of that number several homeowners have opted not to have their property mitigated.

The Preliminary Engineering Report (PER) for the E127 Project is expected to be completed in March 2024. The preliminary costs of construction are now about \$13,000,000. City staff and Engineers will look at some alternatives to see if things could be done differently or more cost effective to bring the cost down. City staff is also evaluating other grant opportunities that could be utilized to fund some portions of the project as well.

The City continues to implement the Long-Term Flood Recovery Plan. As of this writing the City Manager has submitted one grant request for the FY23 FMA Home Elevations for 2 homes.

## Transportation and Circulation Recommendations

### Develop neighborhood pedestrian connections through a trail system. Acquire/secure land needed for initial paths of trail system. Utilize existing bayous and conveyance channels to help expand the trail system if necessary.

City staff is working with Harris County, Harris County Flood Control District, and CenterPoint Energy to increase pedestrian connections to other existing trails outside of the City limits.

### Explore TxDOT funding opportunities for multi-modal transportation alternatives.

City staff monitors funding opportunities.

As of March 2024 the City Manager is applying for a Safe Streets For All Action Planning Grant to help develop the plan that would allow us to apply for construction grants on future projects.

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

Some areas of deficiencies have been addressed, including along Jones Road and Village Drive. Staff will continue to evaluate these improvements with future funding opportunities.

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

For FY22 and FY23 the City Council allocated \$225,000 each year for sidewalk replacement. Maps that are updated regularly [can be found on our website](#) showing what has been repaired so far and what is scheduled to be repaired.

Create an enhanced pedestrian environment along key entry roadways and those with adjacent residential development to encourage walking to local retail and service destinations, especially along Jones Road, Jersey Meadows Drive, and Castlebridge Drive.

Sidewalks along Jones Road have been completed from the Foundry Church to Village Green Drive. Further increases in extensions along the west side of Jones Road are being evaluated. The other areas are currently being evaluated and will be budgeted in future fiscal years.

Encourage the County to connect Taylor Road west of the extraterritorial jurisdiction (ETJ) to provide better access for future development.

The City Manager annually reaches out to our County Commissioners Office on this topic. This connection likely would not be done until there is more density in the area between North Eldridge Parkway and Jones Road.

## Economic Development Recommendations

Consider creation of a municipal management district (MMD) to fund corridor enhancements and on-going maintenance.

Staff has looked into this. It is another level of government that the property owners would have to buy into. The logistics of this are fairly straight forward, but there has been little interest shown from the business community in this.

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

The Community Development Manager reaches out to realtors and property owners approximately every 6 weeks to remind them of the opportunities that exist and the tools the City has to help these types of developments.

Identify and target underserved retail market segments.

Annually the Community Development Manager gets a report about the retail leakage. That information is shared with local property owners and is used to help target market segments that could do well in Jersey Village. She also actively targets retail market segments as well.

Prepare marketing materials highlighting the assets and advantages of Jersey Village.

A marketing video was made in the fall of 2023. Further marketing materials will be made when the construction project for the Club House is completed.

### Establish working relationships with commercial brokerages.

The Community Development Manager reaches out to commercial brokerages that have locations in and around Jersey Village, or is listing property in Jersey Village, every 6 weeks. This has resulted in productive meetings and good working relationships with them.

### Develop and implement an expanded Marketing Plan for the Jersey Meadow Golf Club.

In Fiscal Year 2023 the Golf Course had its best year ever, and even turned a profit for the year. In Fiscal Year 2024 the Golf Course is projected to be profitable again. With the completion of the new Club House coming in summer 2024 this makes marketing the course even easier.

Staff feels this goal has been accomplished.

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

The Community Development Manager has information on the incentives offered by the city. A package detailing the development process is currently being updated to reflect our new permitting system and process that was implemented in the second half of 2021. A full package of this information has been available to the public and business community since April 2022.

### Establish a business-owners council as a resource learning about the needs of businesses and communicating the City's goals to the business community.

The Community Development Manager has begun meeting with business owners and establishing relationships that will allow us to better identify the most effective method of establishing a business-owners council. We will begin the process of establishing a business-owners council in FY24.

### Procure an Economic Development Consultant to be considered by city management and the City Council.

The City budgeted for, and hired, a Community Development Manager to handle economic development. This goal is achieved.

### Identify potential redevelopment sites and create proposal packages to incentivize developers.

This is a mid-term project. It is not anticipated to be looked at until FY25.

### Review current processes encountered by business expansions and relocations to reduce inefficiencies and make it easier for businesses.

In 2021 City Staff overhauled our permitting system. Now anyone can submit plans online, and track their progress through the review process online as well.

Due to voluntary staffing changes, the City has contracted with a local firm to do our building plan review and inspections. This has led to greater resources being available to the city and businesses and decreased the response times for plan reviews, permitting, and inspections.

This goal is achieved.

## Parks, Recreation, and Open Space Recommendations

### Implementation of the projects identified in the 2020 Parks Master Plan.

The high priority projects of the 2020 Parks Master Plan have been included in the CIP Budget for FY 2022 and are being planned for the next several years. This project status, as well as the status of other city projects, can be found on our City Project page: <https://www.jerseyvillagetx.com/page/city.projects>

The Parks and Recreation Manager is working on grant opportunities to help fund these projects to reduce the overall burden on the city budget. The City Manager is also working with Congressman Hunt to see if we can get Congressional Funding for some of these projects.

### Explore future funding potential to acquire additional park space based on parks and open space master plan.

This is a mid-term project. It is not anticipated to be looked at until 2025.

### Review underutilized open spaces and convert to local pocket parks.

This is a mid-term project. It is not anticipated to be looked at until 2024.

### Review and consider additional park improvements, such as outdoor exercise equipment and improved volleyball courts.

In late 2021 the Parks Supervisor improved the volleyball court by completely redoing it and improving the drainage. New park improvements such as a climbing structure were added in 2021, and a zipline was added in 2022. Excise equipment is being considered for future years.

Carol Fox Park is starting the process to replace the community built playground. Clark Henry Park is also slated to get field improvements in FY2025.

### Update City's pool facility with new equipment, slides and buildings.

In 2021 the pool house was remodeled to allow for better customer access and experiences. New bathroom furnishings were installed ahead of the 2022 pool season. New pool amenities such as a rock wall and diving board have recently been added as well.

A new pool is being considered for future years. The cost of a pool similar to what we have today with similar features would be about \$6,000,000.

### Explore potential community volunteer opportunities to support the parks and recreation program.

The Parks and Rec Committee was expanded in 2021 to include alternate members. This allows more people to be a part of the committee and volunteer. This committee also actively recruits non-committee members to volunteer with the city at various events throughout the city. Volunteers are also moving forward with a Community Garden with a potential location off of Equador street across the bayou from Clark Henry Park.

### Encourage league sports for youth and adults.

Parks and Recreation has created sporting leagues for adults such as kickball and volleyball, based on demand. The Department has worked with I-9 sports to bring youth baseball and soccer to Jersey Village. Currently the Department is in the process of finding a new company for youth sports and

exploring opportunities to work with outside agencies to increase youth sporting leagues, include e-sports.

**Coordinate with HCFCF on future trail connectivity along White Oak Bayou.**

Trail connectivity is being investigated by City Staff and HCFCF. It is not anticipated that trails would be added to the bayou behind residential homes in Jersey Village. When the E100 work is completed residents can connect to the HCFCF trail system from Clark Henry Park and go all the way to Downtown on the trail system. Further connection of existing sidewalks in the city to trails outside of the city is the main consideration at this point in time. The E127 Project would contain a trail from Rio Grande to Jones Road.

## Community Character Recommendations

**Construct Phase 2 of the Gateway and Marquee Sign Projects to highlight the entrance to the City.**

This project has been completed.

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

City staff communicates with property owners the character recommendations from the Wayfinding and Gateways Master Plan. Further partnerships, including funding opportunities, will be looked at for future fiscal years.

**Review code enforcement procedures for their effectiveness, and make necessary changes. Potentially adopt the International Property Maintenance Code.**

Some codes were modified as part of the whole code ordinance update. Our new Code Enforcement Officer will evaluate the IPMC for possible recommendations.

**Prepare a visual assessment survey of City corridors to identify problem areas that negatively impact community character and identify remedies/action plans available to address concerns.**

Visual site assessment survey templates are being gathered. City staff will look at doing these surveys in 2024. Staff is looking at soliciting citizen assistance in doing these surveys to gain feedback and input from residents.

**Consider a more stringent tree preservation ordinance to protect existing tree resources.**

Planning and Zoning looked at potential tree ordinance changes. They made minor tweaks to the ordinance. City staff has a recommended list of types of trees and works with Texas Parks and Wildlife and Texas A&M AgriLife Extension to maintain that list of trees.

This goal has been achieved.

**Promote increasing the canopy along streets, parks, and open spaces.**

This is a mid-term goal and is not anticipated to be looked at until FY25.

**Reduce visual clutter by reducing the number of billboards and encouraging utilities be located underground.**

City staff encourages utilities to be located underground. However fiscal restraints make this option not always feasible for utility companies. City staff is considering opportunities to reduce the number of billboards. However, there is no way to force these them to be moved.

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

Code enforcement violations and their tracking can be found live, real time on our website.

<https://www.jerseyvillagetx.com/page/city.reportissue>

**Actively pursue the elimination of blighted conditions and properties.**

Code enforcement is actively working on blighted properties. In 2023 one on Acapulco Dr has been demolished with a new home scheduled to be built on it. There are other properties that have been submitted to Municipal Court.

## Community Facility Recommendations

**Construct new facilities for City Hall and Golf Course Club House.**

The new Club House should be open in mid-April, with the convention center space being completed by Fall 2024.

There is no new City Hall in the immediate future. Although there is still a possibility this could occur as part of a development along Jones Road, or a stand alone project some place else.

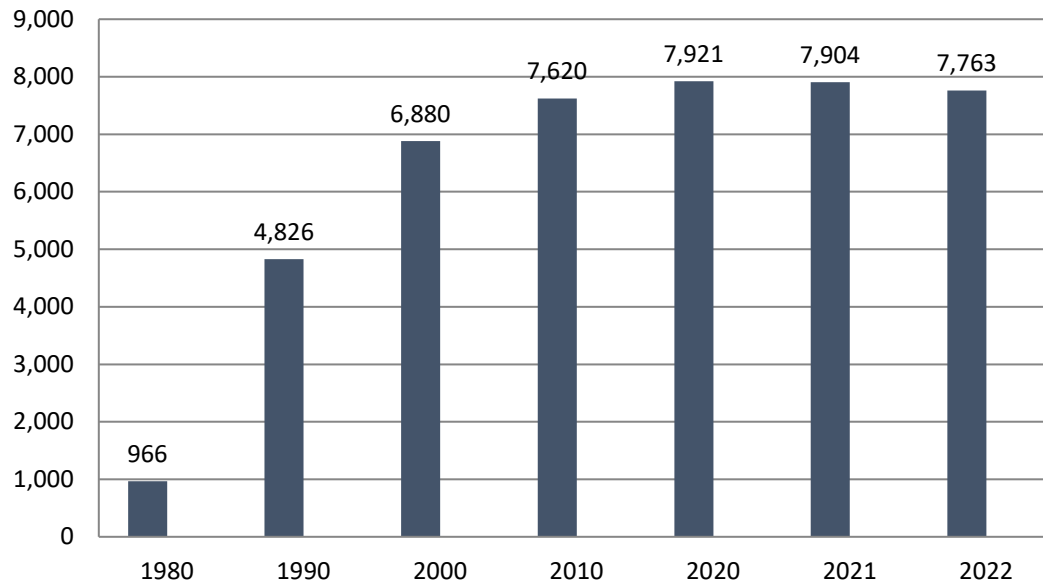
**Update and maintain existing public facilities to maximize usefulness.**

City staff continually works to keep city facilities well maintained. This was done via some remodeling to the Fire Station in 2022 and 2024. The Police Department had a remodel during 2023.

Population

Year	Jersey Village		Harris County	
	Population	Percent Change	Population	Percent Change
1980	966	-	2,409,547	-
1990	4,826	399.6%	2,818,199	17.0%
2000	6,880	42.6%	3,400,578	20.7%
2010	7,620	10.8%	4,092,459	20.3%
2020	7,921	4.0%	4,731,145	15.6%
2021	7,904	-0.2%	4,735,287	0.1%
2022	7,763	-1.8%	4,780,913	1.0%

Source: U.S. Census 1980, 1990, 2000, 2020; ,2021 ACS, 2022 ACS





Race & Ethnicity

Race/Ethnicity	2000		2010		2020		2022		Percentage Difference
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	
Caucasian	5,960	86.6%	5,813	76.3%	6,107	77.3%	5,144	66.3%	-11.0%
African-American	280	4.1%	631	8.3%	701	8.9%	857	11.0%	0.6%
American Indian & Alaska Native	15	0.2%	29	0.4%	0	0.0%	0	0.0%	-0.4%
Asian	350	5.1%	663	8.7%	555	7.0%	714	9.2%	-1.7%
Native Hawaiian & Other Pacific Islander	4	0.1%	0	0.0%	0	0.0%	0	0.0%	0.0%
Some Other Race	167	2.4%	320	4.2%	243	3.1%	281	3.6%	-1.1%
Two or More Races	104	1.5%	164	2.2%	294	3.7%	767	9.9%	1.6%
Total	6,880	-	7,620	-	7,900	-	7763	-	-
Hispanic Origin	499	7.3%	1,109	14.6%	1,641	20.8%	1888		6.2%

*Source: U.S. Census 2000, 2010, 2020, 2022 ACS*

Household Type

Household Type	2000		2010		Percentage Difference	2020		2022	
	Number	Percent	Number	Percent		Number	Percent	Number	Percent
Family Households	1,943	68.4%	2,134	63.2%	-5.26%	2,217	70.3%	2,147	64.0%
With Own Children Under 18 Years	825	29.0%	764	22.6%	-6.44%	652	20.7%	750	22.3%
Married Couple Family	1,693	59.6%	1,766	52.3%	-7.35%	1,955	62.0%	1,786	53.2%
With Own Children Under 18 years	669	23.6%	570	16.9%	-6.69%	541	17.2%	583	17.4%
Female Householder, No Husband Present	176	6.2%	268	7.9%	1.73%	167	5.3%	205	6.1%
With Own Children Under 18 Years	116	4.1%	148	4.4%	0.30%	81	2.6%	91	2.7%
Non-Family Households	897	31.6%	1,245	36.8%	5.26%	1,449	40.3%	1,209	36.0%
Householder Living Alone	704	24.8%	1,069	31.6%	6.85%	1,129	35.8%	1,010	83.5%
65 Years and Over	72	2.5%	299	8.8%	6.31%	363	11.5%	487	40.3%
Total Households	2,840		3,379			3,153		3,356	
Average Household Size	2.42		2.25			2.28		2.85	

Household Income

Income Level	1999		2012		2015	
	Number	Percent	Number	Percent	Number	Percent
Less than \$10,000	68	2.4%	78	2.4%	149	4.2%
\$10,000 to \$14,999	84	2.9%	111	3.4%	123	3.5%
\$15,000 to \$24,999	173	6.0%	264	8.0%	290	8.3%
\$25,000 to \$34,999	241	8.4%	223	6.7%	211	6.0%
\$35,000 to \$49,999	407	14.2%	373	11.3%	581	16.5%
\$50,000 to \$74,999	603	21.0%	709	21.4%	699	19.9%
\$75,000 to \$99,999	473	16.5%	528	15.9%	421	12.0%
\$100,000 to \$149,999	493	17.2%	440	13.3%	314	8.9%
\$150,000 to \$199,999	219	7.6%	329	9.9%	269	7.7%
\$200,000 or more	108	3.8%	257	7.8%	456	13.0%
<b>Total Households</b>	<b>2,869</b>	<b>100.0%</b>	<b>3,312</b>	<b>100.0%</b>	<b>3,513</b>	<b>100.0%</b>
Median Income			\$ 69,000.00		\$ 65,280.00	
Mean Income			\$ 93,430.00		\$ 99,158.00	

Income Level	2020		2021		2022	
	Number	Percent	Number	Percent	Number	Percent
Less than \$10,000	17	0.5%	37	1.1%	54	1.6%
\$10,000 to \$14,999	90	2.6%	77	2.3%	97	2.9%
\$15,000 to \$24,999	211	6.1%	256	7.6%	248	7.4%
\$25,000 to \$34,999	177	5.1%	141	4.2%	131	3.9%
\$35,000 to \$49,999	360	10.4%	370	11.0%	315	9.4%
\$50,000 to \$74,999	613	17.7%	585	17.4%	577	17.2%
\$75,000 to \$99,999	561	16.2%	518	15.4%	634	18.9%
\$100,000 to \$149,999	759	21.9%	646	19.2%	503	15.0%
\$150,000 to \$199,999	295	8.5%	360	10.7%	342	10.2%
\$200,000 or more	378	10.9%	373	11.1%	450	13.4%
<b>Total Households</b>	<b>3,465</b>	<b>99.9%</b>	<b>3,364</b>	<b>100.0%</b>	<b>3356</b>	<b>99.9%</b>
Median Income	\$ 81,869.00		\$ 83,877.00		\$ 88,101.00	
Mean Income	\$ 109,319.00		\$ 111,480.00		\$ 115,942.00	

Housing Types

Units in Structure	2000		2012		2015		2022	
	Jersey Village		Jersey Village		Jersey Village		Jersey Village	
Total housing units	3,087		3,548		3,722		3,718	
1-unit, detached	1,754	56.8%	1,932	54.5%	2,167	58.2%	2,026	54.5%
1-unit, attached	34	1.1%	42	1.2%	47	1.3%	-	0.0%
2 units	21	0.7%	32	0.9%	0	0.0%	22	0.6%
3 or 4 units	119	3.9%	72	2.0%	102	2.7%	21	0.6%
5 to 9 units	199	6.4%	288	8.1%	363	9.8%	512	13.8%
10 to 19 units	401	13.0%	604	17.0%	461	12.4%	518	13.9%
20 or more units	550	17.8%	565	15.9%	575	15.4%	619	16.6%
Mobile home	9	0.3%	13	0.4%	7	0.2%	-	0.0%

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

House Values

House Values (Owner-Occupied)	2000 Jersey Village		2012 Jersey Village		2015 Jersey Village		2016 Jersey Village		2018 Jersey Village		2022 Jersey Village	
Owner-Occupied Units	1,652		1,870		2,028		1,987		2,087		1,805	
Less than \$50,000	11	0.7%	0	0.0%	8	0.4%	11	0.6%	12	0.6%	42	2.3%
\$50,000 to \$99,999	167	10.1%	66	3.5%	55	2.7%	40	2.0%	29	1.4%	4	0.2%
\$100,000 to \$149,999	797	48.2%	231	12.4%	277	13.7%	211	10.6%	76	3.6%	27	1.5%
\$150,000 to \$199,999	402	24.3%	719	38.4%	619	30.5%	604	30.4%	388	18.6%	59	3.3%
\$200,000 to \$299,999	182	11.0%	678	36.3%	770	38.0%	739	37.2%	838	40.2%	604	33.5%
\$300,000 to \$499,999	55	3.3%	162	8.7%	237	11.7%	298	15.0%	573	27.5%	872	48.3%
\$500,000 to \$999,999	38	2.3%	14	0.7%	41	2.0%	64	3.2%	158	7.6%	189	10.5%
\$1,000,000 or more	-	-	0	0.0%	21	1.0%	20	1.0%	13	0.6%	8	0.4%
Median (dollars)	142,900		194,300		205,300		216,600		268,900		330,100	
<i>Source: U.S. Census 2000, ACS 5-Year Estimates</i>												

Year House Constructed

Year Householder Moved into Unit		
2022		
<b>Occupied housing units</b>	<b>1,805</b>	<b>-</b>
Moved in 2021 or later	48	2.7%
Moved in 2018 to 2015	175	9.7%
Moved in 2010 to 2017	423	23.4%
Moved in 2000 to 2009	508	28.1%
Moved in 1990 to 1999	355	19.7%
Moved in 1989 or earlier	296	16.4%
<i>Source: 2008-2012 American Community Survey 5-Year Estimates</i>		

Tenure By Year Structure Built		
2022		
Total:	3356	
Owner occupied:	1805	
Built 2020 or later	0	0%
Built 2010 to 2019	118	7%
Built 2000 to 2009	253	14%
Built 1990 to 1999	239	13%
Built 1980 to 1989	121	7%
Built 1970 to 1979	865	48%
Built 1960 to 1969	94	5%
Built 1950 to 1959	104	6%

Citizens Educational Attainment

Educational Attainment	2000		2010		2015		2020		2022	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Population 25 years and over	4,840		5,257		5,994		5,695		5,309	
No High School	85	1.8%	37	0.7%	100	1.7%	26	0.5%	82	1.5%
Some High School	278	5.7%	216	4.1%	215	3.6%	218	3.8%	213	4.0%
High School Graduate	759	15.7%	999	19.0%	1,376	23.0%	1,010	17.7%	924	17.4%
Some College	1,303	26.9%	1,540	29.3%	1,426	23.8%	1,229	21.6%	1,271	23.9%
Associate's	304	6.3%	300	5.7%	575	9.6%	366	6.4%	310	5.8%
Bachelor's	1,408	29.1%	1,320	25.1%	1,386	23.1%	1,794	31.5%	1,636	30.8%
Graduate	703	14.5%	841	16.0%	916	15.3%	1,052	18.5%	873	16.4%
Percent High School Graduate or Higher	92.5%		95.2%		94.7%		95.7%		94.4%	
Percent Bachelor's Degree or Higher	43.6%		41.1%		38.4%		50.0%		47.3%	

Source: US Census Bureau, ACS 5-Year Estimate

Employment Industry

Employment Industry	2000		2010		2015		2020		2022	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Agriculture, forestry, fishing and hunting, and mining	136	3.3%	62	1.9%	256	6.0%	271	8.0%	239	7.7%
Construction	205	4.9%	361	11.3%	313	7.3%	356	10.5%	364	11.7%
Manufacturing	504	12.0%	503	15.7%	518	12.1%	523	15.4%	407	13.1%
Wholesale trade	425	10.2%	257	8.0%	300	7.0%	90	2.7%	101	3.2%
Retail trade	454	10.9%	307	9.6%	335	7.8%	445	13.1%	410	13.2%
Transportation and warehousing, and utilities	275	6.6%	211	6.6%	197	4.6%	199	5.9%	197	6.3%
Information	158	3.8%	48	1.5%	132	3.1%	36	1.1%	45	1.4%
Finance and insurance, and real estate and rental and leasing	304	7.3%	325	10.2%	316	7.4%	195	5.7%	148	4.8%
Professional, scientific, and management, and administrative and waste management services	590	14.1%	390	12.2%	561	13.1%	258	7.6%	241	7.8%
Educational services, and health care and social assistance	750	17.9%	428	13.4%	767	18.0%	632	18.6%	633	20.4%
Arts, entertainment, and recreation, and accommodation and food services	136	3.3%	118	3.7%	368	8.6%	41	1.2%	96	3.1%
Other services, except public administration	95	2.3%	45	1.4%	142	3.3%	205	6.0%	140	4.5%
Public administration	151	3.6%	141	4.4%	63	1.5%	142	4.2%	87	2.8%
<b>Total Employment:</b>	<b>4,183</b>	<b>100.0%</b>	<b>3,196</b>	<b>100.0%</b>	<b>4,268</b>	<b>100.0%</b>	<b>3,393</b>	<b>100.0%</b>	<b>3,108</b>	<b>100.0%</b>

Source: 2000 Census; American Community Survey 5-Year Estimates



Occupation

Occupation	2000				2010				2022			
	Jersey Village		Texas		Jersey Village		Texas		Jersey Village		Texas	
Civilian employed ages 16 and over	4,183		9,234,372		4,383		11,125,616		3,894		14,578,433	
Management, business, science, and arts occupations	2,205	52.7%	3,078,757	33.3%	2,298	52.4%	3,751,544	33.7%	1,780	45.7%	5,919,246	40.6%
Service occupations	317	7.6%	1,351,270	14.6%	202	4.6%	1,877,988	16.9%	499	12.8%	2,292,234	15.7%
Sales and office occupations	1,262	30.2%	2,515,596	27.2%	1,284	29.3%	2,854,195	25.7%	1,146	29.4%	3,050,842	20.9%
Natural resources, construction, and maintenance	164	3.9%	1,069,839	11.6%	223	5.1%	1,291,496	11.6%	171	4.4%	1,468,406	10.1%
Production, transportation, and material moving	235	5.6%	1,218,910	13.2%	376	8.6%	1,350,393	12.1%	298	7.7%	1,847,705	12.7%
<i>Sources: US Census Bureau</i>												

Employment Status

2012

2015

Employment Status	Jersey Village		Texas		Jersey Village		Texas	
	Percentage	Total	Percentage	Total	Percentage	Total	Percentage	Total
Population 16 years and over	-	6,597	-	19,110,058	-	6,816	-	20,241,168
In labor force	67.2%	4,430	65.4%	12,507,191	66.5%	4,530	64.7%	13,101,788
Civilian labor force	67.0%	4,422	64.9%	12,401,364	66.2%	4,510	64.3%	13,006,330
Employed	64.4%	4,247	59.9%	11,440,956	62.6%	4,268	59.8%	12,094,262
Unemployed	2.7%	175	5.0%	960,408	3.6%	242	4.5%	912,068
Armed Forces	0.1%	8	0.6%	105,827	0.3%	20	0.5%	95,458
Not in labor force	32.8%	2,167	34.6%	6,602,867	33.5%	2,286	35.3%	7,139,380
Females 16 years and over	-	4,422	-	9,714,241	-	3,491	-	10,283,420
In labor force	41.9%	1,853	58.5%	5,683,277	55.7%	1,945	57.9%	5,951,284
Civilian labor force	41.9%	1,853	58.3%	5,666,279	55.7%	1,945	57.7%	5,937,407
Employed	40.0%	1,768	53.8%	5,224,259	52.1%	1,819	53.5%	5,505,407

2020

2022

Employment Status	Jersey Village		Texas		Jersey Village		Texas	
	Percentage	Total	Percentage	Total	Percentage	Total	Percentage	Total
Population 16 years and over	-	6,691	-	20,241,168	-	6,205	-	23,471,441
In labor force	67.7%	4,530	64.7%	13,101,788	65.5%	4,065	65.5%	15,376,318
Civilian labor force	67.4%	4,510	64.3%	13,006,330	65.5%	4,065	65.0%	15,249,347
Employed	63.8%	4,268	59.8%	12,094,262	62.8%	3,894	62.1%	14,578,433
Unemployed	3.6%	242	4.5%	912,068	2.8%	171	2.9%	670,914
Armed Forces	0.3%	20	0.5%	95,458	0.0%	0	0.5%	126,971
Not in labor force	34.2%	2,286	35.3%	7,139,380	34.5%	2,140	34.5%	8,095,123
Females 16 years and over	-	3,491	-	10,283,420	-	3,207	-	11,799,896
In labor force	55.7%	1,945	57.9%	5,951,284	55.7%	1,787	59.3%	6,995,226
Civilian labor force	55.7%	1,945	57.7%	5,937,407	55.7%	1,787	59.1%	6,971,385
Employed	52.1%	1,819	53.5%	5,505,407	54.4%	1,746	56.4%	6,658,198

Source: 2008-2022 American Community Survey 5-Year Estimates, 2022 Estimate

Commute and Transportation

<b>Means of Transportation to Work</b>	<b>2010</b>	<b>2015</b>	<b>2020</b>	<b>2022</b>
Workers 16 years and over	4,337	4,246	4,211	3,722
Car, truck, or van -- drove alone	3778	3716	3625	2854
Car, truck, or van -- carpooled	298	285	157	240
Public transportation (excluding	70	84	89	85
Walked	31	35	15	50
Other means	62	16	81	60
Worked at home	98	110	244	433
<i>Source: ACS 5 Year Census Estimate</i>				

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

**AGENDA DATE:** April 22, 2024

**AGENDA ITEM:** F10

**AGENDA SUBJECT:** Consider Resolution No. 2024-33, receiving the Capital Improvements Advisory Committee’s April 2024 Semiannual Progress Report.

**Department/Prepared By:** Lorri Coody, City Secretary **Date Submitted:** April 10, 2024

**EXHIBITS:** Resolution No. 2024-33  
Exhibit A – CIAC April 2024 Semiannual Progress Report

**BACKGROUND INFORMATION:**

The Capital Improvements Advisory Committee (CIAC) met on April 10, 2024 to discuss the growth rate, capital improvement projects completed, and impact fees collected and to review the capital improvements projects identified in the Capital Improvements Plan in order to compile their April Semiannual Report covering the first six (6) months of fiscal year 2023-2024.

This item is to receive the April 2024 Semiannual Progress Report prepared at the April 10, 2024, CIAC Meeting.

**RECOMMENDED ACTION:**

**MOTION:** To approve Resolution No. 2024-33, receiving the Capital Improvements Advisory Committee’s April 2024 Semiannual Progress Report.

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**RESOLUTION NO. 2024-33**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING THE CAPITAL IMPROVEMENTS ADVISORY COMMITTEE’S APRIL 2024 SEMIANNUAL PROGRESS REPORT.**

\* \* \* \* \*

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

**THAT**, the Capital Improvements Advisory Committee’s April 2024 Semiannual Progress Report is hereby received. The report is attached hereto as “Exhibit A.”

**PASSED AND APPROVED** this the 22nd day of April 2024.

\_\_\_\_\_  
Michelle Mitcham, Mayor Pro tem

**ATTEST:**

\_\_\_\_\_  
Lorri Coody, City Secretary



**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**EXHIBIT A**

**APRIL 2024 SEMIANNUAL PROGRESS REPORT**



**CITY OF JERSEY VILLAGE  
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE  
SEMIANNUAL PROGRESS REPORT – APRIL 10, 2024**

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

**Background:** Sec. 395.052 of the Local Government Code requires a periodic update of Land Use Assumptions and Capital Improvements Plan at least every five years. By law the update must be done by a professional engineer. In accordance with these provisions, on November 29, 2023, the Capital Improvements Advisory Committee met with Consultants from Jones | Carter in order to review and discuss the 2023 Update Study concerning land use assumptions, capital improvements plan and impact fees, which was prepared by these Consultants and recommended that City Council approve the Draft Water and Wastewater Impact Fee Study Report.

On December 18, 2023 under Ordinance 2023-31, City Council adopted the updated Land Use Assumptions, a Capital Improvements Plan, and Impact Fees for water and wastewater facilities in accordance with Chapter 395 of the Texas Local Government Code.

**Progress:** During the first six months of FY 2023-2024, no permits were issued as shown in the Project Payment Report attached hereto and made a part hereof as Exhibit A.

As of March 31, 2024, the City’s Impact Fee Fund has a Cash Balance of \$1,201,428.74 as reflected in the Trial Balance Report attached here to and made a part hereof as Exhibit B.

**Impact Fee Eligible Projects Identified in the Capital Improvements Plan:**

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

**Water System Capital Improvement Projects:**

No.	Description of Project	Cost
W-12	Water Master Plan - Ongoing	\$125,000
W-13	Impact Fee Study & Rate Analysis	\$75,000
W-14	Proposed Water Facility #4	\$10,534,000
W-15	City of Houston Interconnect No. 2	\$2,135,000
W-16	FM 529 8” & 12” Water Line from Harms Rd to Hwy 290 – Service to ETJ	\$2,971,000
W-17	Charles Rd 8” & Wright Rd 12” Water Line Loop – Service to ETJ	\$1,720,000
W-18	Wright Rd 12” Water Line from Charles Rd to Hwy 290 – Service to ETJ	\$1,724,000
W-19	Fairview St 12” Water Line from FM 529 to Taylor Rd – Service to ETJ	\$5,121,000
W-20	Harms Rd 12” Water Line from FM 529 to Taylor Rd – Service to ETJ	\$3,119,000
W-21	Musgrove Ln 8” & 12” Water Line from Taylor Rd to Jones Rd Along Hwy 290 – Service to ETJ	\$1,417,000
W-22	Taylor Rd 8” & 12” Water Line Extension from Hwy 290 to Edge of ETJ – Service to ETJ	\$761,000
<b>Total</b>		<b>\$29,702,000</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

**Wastewater System Capital Improvement Projects:**

No.	Description of Project	Cost
S-6	Wastewater Master Plan - Ongoing	\$175,000
S-7	Impact Fee Study & Rate Analysis	\$75,000
S-10	Jones Rd LS & FM 529 Service Area 8" Wastewater Line - Service to ETJ	\$1,555,000
S-11	FM 529 LS Service Area 8" Wastewater Lines - Service to ETJ	\$3,045,000
S-12	Proposed Taylor Road Lift Station & 12" Force Main to Castlebridge WWTP - Service to ETJ	\$4,932,000
S-13	Wright Rd 8" & 12" Wastewater Line from FM 529 to Hwy 290 - Service to ETJ	\$1,998,000
S-14	Taylor Road 8", 15", & 18" Wastewater Line - Service to ETJ	\$2,017,000
S-15	Fairview St 8" & 12" Wastewater Line from FM 529 to Taylor Rd - Service to ETJ	\$3,921,000
S-16	Harms Rd 8" & 12" Wastewater Line from FM 529 to Taylor Rd - Service to ETJ	\$1,867,000
S-17	Castlebridge WWTP Expansion	\$ 19,600,000
<b>Total</b>		<b>\$39,185,000</b>

**Recommendations:**

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

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

       The current impact fee structure is not sufficient to support the proposed Water and Wastewater Impact Fees Eligible Projects listed in the Capital Improvements Plan and it is necessary that the City hire a consultant to conduct an Impact Fee Study to reevaluate the City’s impact fee structure. The budget for this effort is already approved.

Signed and approved this the 10th day of April 2024.

s/Rick Faircloth, Chairman

**ATTEST:**

s/Lorri Coody, City Secretary







## Fee Specific "Impact Waste" and "Impact Water"

Date Paid from Fees feed: 10/01/2023 - 03/31/2024

TITLE	AMOUNT PAID	DATE PAID	TEMPLATE NAME	PROJECT ADDRESS
AVERAGE	\$ 0.00			
TOTAL	\$ 0.00			

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



Jersey Village, TX

# Trial Balance Account Summary

Date Range: 10/01/2023 - 03/31/2024

Account	Name	Beginning Balance	Period Total Debits	Period Total Credits	Net Change	Ending Balance
<b>Fund: 04 - IMPACT FEE FUND</b>						
<a href="#">04-0-0001</a>	CASH	198,809.30	0.00	81,478.30	-81,478.30	117,331.00
<a href="#">04-0-0005</a>	CASH INVESTED	1,060,244.36	23,853.38	0.00	23,853.38	1,084,097.74
<a href="#">04-0-0115</a>	ACCRUED INTEREST	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-0401</a>	DUE FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-0402</a>	DUE FROM UTILITY FUND	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-0403</a>	DUE FROM DEBT SERVICE FND	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-0405</a>	DUE FROM MOTEL TAX FUND	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-0406</a>	DUE FROM ASSET FORF. FUND	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-0409</a>	DUE FROM DISBURSEMENT FND	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-1010</a>	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-1401</a>	DUE TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-1402</a>	DUE TO UTILITY FUND	-65,743.32	0.00	0.00	0.00	-65,743.32
<a href="#">04-0-1403</a>	DUE TO DEBT SERVICE FUND	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-1405</a>	DUE TO MOTEL TAX FUND	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-1406</a>	DUE TO ASSET FORF. FUND	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-1499</a>	DUE TO DISBURSEMENT FUND	273.00	38,829.54	38,745.54	84.00	357.00
<a href="#">04-0-2050</a>	EXPENDITURE CONTROL	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-2060</a>	REVENUE CONTROL	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-2100</a>	PRIOR YEAR FUND BALANCE	-639,797.95	0.00	0.00	0.00	-639,797.95
<a href="#">04-0-2104</a>	RESERVED WATER CAPACITY	-216,370.91	0.00	0.00	0.00	-216,370.91
<a href="#">04-0-2105</a>	RESERVED W/W CAPACITY	-337,414.48	0.00	0.00	0.00	-337,414.48
<a href="#">04-0-2106</a>	RESERVED- WATER DISTRIBUTION	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-2107</a>	RESERVED-W/W COLLECTION	0.00	0.00	0.00	0.00	0.00
<a href="#">04-43-8547</a>	WATER DISTRIBUTION	0.00	31.50	94.50	-63.00	-63.00
<a href="#">04-43-8548</a>	SEWER PLANT CAPACITY	0.00	10.50	31.50	-21.00	-21.00
<a href="#">04-43-8549</a>	WATER PLANT CAPACITY	0.00	0.00	0.00	0.00	0.00
<a href="#">04-43-8551</a>	SEWER COLLECTION	0.00	0.00	0.00	0.00	0.00
<a href="#">04-43-9601</a>	INTEREST EARNED	0.00	0.00	23,853.38	-23,853.38	-23,853.38
<a href="#">04-45-5515</a>	CONSULTANT SERVICES	0.00	81,478.30	0.00	81,478.30	81,478.30
<a href="#">04-45-9761</a>	TRANSFER TO UTILITY FUND	0.00	0.00	0.00	0.00	0.00
<b>Fund 04 Total:</b>		<b>0.00</b>	<b>144,203.22</b>	<b>144,203.22</b>	<b>0.00</b>	<b>0.00</b>
<b>Report Total:</b>		<b>0.00</b>	<b>144,203.22</b>	<b>144,203.22</b>	<b>0.00</b>	<b>0.00</b>

ALL ACCOUNTS HELD ON APRIL 22, 2024

### Fund Summary

Fund	Beginning Balance	Total Debits	Total Credits	Ending Balance
04 - IMPACT FEE FUND	0.00	144,203.22	144,203.22	0.00
<b>Report Total:</b>	<b>0.00</b>	<b>144,203.22</b>	<b>144,203.22</b>	<b>0.00</b>

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

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

**AGENDA DATE:** April 22, 2024

**AGENDA ITEM:** F12

**AGENDA SUBJECT:** Consider Resolution 2024-34, authorizing the City Manager or designee to negotiate and execute an Interlocal Agreement with Harris County regarding the transfer of certain emergency services equipment.

**Dept./Prepared By:** Mark Bitz, Fire Chief **Date Submitted:** April 11, 2024

**EXHIBITS:** Resolution 2024-34  
EXA – Harris County Interlocal Agreement

**BACKGROUND INFORMATION:**

Jersey Village Fire Department has an ambulance that was going to auction. This ambulance was kept additional years beyond replacement because of the parts issues occurring during Covid. We believe we now are able to remove this ambulance from inventory and place it into Auction. The ambulance is a 2012 Dodge Ram 4500 Chassis with a Frazer built module. VIN 3C7WDKCL1CG126113 with a Texas plate of 1130636

Harris County Fire Marshal’s Office contacted us with an inquiry to purchase this ambulance for use at their fire training field. City policy allows the sale of our assets through the following methods as written in the policy.

**PROPERTY SALVAGE AND DISPOSAL**

Many items may outlive their usefulness and become unserviceable or obsolete. If it is found that the item is no longer serviceable to the City it shall be reported to the employee charged with maintaining the inventory of fixed assets for ultimate disposal. A Fixed Asset Inventory Processing Form must be filled out by the user department and the item transferred to the designated department for storage and ultimate disposal by the most advantageous (to the city) method.

Upon approval by the City Manager, surplus materials and equipment may be disposed of in one of the following methods:

1. public auction;
2. trade-in on new equipment;
3. sealed bids;
4. destruction as unsalvageable;
5. donation to non-profit organization or
6. negotiated price by Council.

Item 6 above allows for the council to negotiate a price. This vehicle had a trade in value of \$25,000 three years ago. We would recommend a negotiated price between \$15,000 and \$18,000 to sell to Harris County, TX if council authorizes the sale of this 2012 Doge Rame Frazer built Ambulance.

**RECOMMENDED ACTION:**

**MOTION:** Consider Resolution 2024-34, authorizing the City Manager or designee to negotiate and execute an Interlocal Agreement with Harris County regarding the transfer of certain emergency services equipment.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

**RESOLUTION NO. 2024-34**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER OR DESIGNEE TO NEGOTIATE AND EXECUTE AN INTERLOCAL AGREEMENT WITH HARRIS COUNTY REGARDING THE TRANSFER OF CERTAIN EMERGENCY SERVICES EQUIPMENT.**

**WHEREAS**, the City Council (the “Council”) of the City of Jersey Village, Texas (the “City”), is a governmental entity that performs certain governmental functions and services that serve a public purpose; and

**WHEREAS**, the Interlocal Cooperation Act of Texas Government Code Ch. 791 (the “Act”), allows the City to contract or agree to perform services with other governmental agencies to increase the efficiency and effectiveness of each entity’s respective governmental functions; and

**WHEREAS**, the City desires to enter into an Interlocal Agreement (the “Agreement”) with Harris County (the “County”) to account for the sale of certain emergency services equipment; and

**WHEREAS**, the Council desires to authorize the City Manager or designee to negotiate the terms of and enter into an Interlocal Agreement with the County for the sale of the emergency services equipment, with a draft of such Agreement being attached to this Resolution as “Exhibit A”; and **NOW, THEREFORE**,

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

**SECTION 1. THAT** the above and foregoing Recitals are true and correct and are incorporated herein and made a part hereof for all purposes.

**SECTION 2. THAT** the City Manager or designee is hereby authorized to negotiate and execute an Interlocal Agreement with the County in form substantially similar to the draft attached to this Resolution as “Exhibit A”.

**PASSED AND APPROVED ON APRIL 22, 2024.**

**APPROVED:**

\_\_\_\_\_  
**Michelle Mitcham, Mayor Pro tem**

**ATTEST:**

\_\_\_\_\_  
**Lorri Coody, City Secretary**



**EXHIBIT A: Draft Interlocal Agreement – Jersey Village & Harris County**

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

**INTERLOCAL COOPERATION AGREEMENT  
HARRIS COUNTY & THE CITY OF JERSEY VILLAGE, TEXAS**

This Interlocal Agreement (this “Agreement”) is made and entered into by and between Harris County, a body corporate and politic under the laws of the State of Texas acting by and through its governing body the Harris County Commissioners Court (the “County”), and the City of Jersey Village, a State of Texas Home Rule Municipal Corporation (the “City”) (with the County and the City each being a “Party”, and together the “Parties”), and is made effective through the execution of this Agreement by each Party’s authorized representative below (the “Effective Date”).

**RECITALS**

**WHEREAS**, each Party is a government entity that performs certain governmental functions and services that serve a public purpose (the “Functions”); and

**WHEREAS**, the Interlocal Cooperation Act of Texas Government Code Ch. 791 (the “Act”), allows the Parties to contract or agree to perform services to increase the efficiency and effectiveness of their respective Functions; and

**WHEREAS**, the Parties desire to enter into this Agreement to account for the sale of certain emergency services equipment as more particularly described in “Exhibit A”; and **NOW THEREFORE**;

**FOR GOOD AN VALUABLE CONSIDERATION, THE PARTIES ENTER INTO THIS AGREEMENT ACCORDING TO THE FOLLOWING TERMS AND CONDITONS:**

**AGREEMENT**

**SECTION 1. CREATION AND PURPOSE OF THE AGREEMENT**

a) The Parties hereby find that the transfer of certain emergency services equipment, namely, a 2012 Doge Ram Ambulance (the “Ambulance”) serves a public purpose, with the Ambulance being described more particularly in “Exhibit A” attached to and made a part of this Agreement for all intents and purposes.

b) The governing body of each Party has met in an open meeting held in accordance with the Texas Open Meetings Act, Texas Government Code §551.001 et seq., approved this Agreement, and authorized their respective representatives to execute it.

c) Each Party hereby agrees to comply with the terms and provisions set forth herein.

**SECTION 2. OBLIGATIONS OF THE CITY**

Subject to the terms and conditions of this Agreement, the City agrees to sell to the County the Ambulance for the price and under the conditions agreed to by the County as described in “Exhibit A”. Any cost to the City that would arise under the obligation to sell the Ambulance as contemplated herein shall be made available from revenues currently available to the City.

**SECTION 3. OBLIGATIONS OF THE COUNTY**

Subject to the terms and conditions of this Agreement, the County agrees to purchase from the

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

City the Ambulance for the price and under the conditions agreed to by the City as described in “Exhibit A”. Any cost to the City that would arise under the obligation to sell the Ambulance as contemplated herein shall be made available from revenues currently available to the City.

#### **SECTION 4. IMMUNITY FROM SUIT AND INDEMNIFICATION**

Nothing in this Agreement shall be construed to waive any immunities from suit or liability enjoyed by either Party, or their past or present Board members, City Council members, their attorneys, agents, or employees under the law.

#### **SECTION 5. MISCELLANEOUS PROVISIONS**

(a) *Amendment.* This Agreement may not be amended, modified, waived, or altered in any way except by an instrument in writing executed by the Parties.

(b) *Waiver.* Any waiver at any time by either Party to this Agreement of rights under this Agreement shall not constitute and shall not be deemed to be a waiver of any other rights held by either Party.

(c) *Governing Law; Venue.* This Agreement is made under the laws of the State of Texas and shall be construed by and governed in accordance with the laws of the State of Texas. Any suits, causes of action, or claims related to performance, non-performance, or interpretation of this Agreement shall be brought in Harris County, Texas.

(d) *Dispute Resolution.* Any dispute arising from or related to this Agreement shall be addressed through mediation, prior to the filing of any civil action. Only if such alternative dispute resolution efforts fail shall the Parties seek redress of complaints through civil suit.

(e) *Construction.* Each Party acknowledges that it has reviewed this Agreement and that the normal rules of construction, to the effect that ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement or its amendments or exhibits.

(f) *Entire Agreement; Counterparts.* This Agreement constitutes the entire Agreement by and between the Parties. This Agreement may be executed in any number of counterparts with the same effect as if all Parties hereto had signed the same document. All such counterparts will be construed together and will constitute one instrument, but in making proof hereof it will only be necessary to produce one such counterpart.

(g) *Severability.* In case any one or more of the provisions contained in this Agreement shall be deemed invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining provisions contained herein will not in any way be affected or impaired thereby. If a provision is declared invalid, the affected provision will not be invalidated in its entirety but will be observed and performed by the Parties to the extent the provision is valid and enforceable. The Parties agree that any invalidated provision will be deemed to be altered and amended to the extent necessary to affect the validity and enforceability of the provision.

(h) *Headings.* The headings and captions contained in this Agreement are for the purposes of convenience and reference only and are not to be construed as a part of this Agreement. All terms



and words used in this Agreement will be construed to include the number and gender as the context of the Agreement may require.

(i) *Time is of the Essence.* Time is of the essence of this Agreement.

(j) *Execution Authority.* By their execution hereof, each of the undersigned Parties represents and warrants to the Parties to this Agreement that he or she has the authority to execute this Agreement in the capacity shown on this document.

(k) *Transfer; Assignment.* This Agreement is non-transferable and non-assignable.

(l) *Term.* The term of this Agreement shall begin on the Effective Date and end on upon written notice of termination by either Party.

(m) *Effective Date.* This Agreement shall be effective on the latest date accompanying the signature lines below.

**SIGNATURES**

**For: THE CITY**

**For: THE COUNTY**

\_\_\_\_\_  
Name [Signature]

\_\_\_\_\_  
Name [Signature]

\_\_\_\_\_  
Name [Printed]

\_\_\_\_\_  
Name [Printed]

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

**EXHIBIT A**  
**DESCRIPTION OF AMBULANCE &  
COSTS AND PROCEDURES FOR THE SALE OF THE AMBULANCE**

Jersey Village Fire Department (the “Department”) has a 2012 Dodge Ram 4500 Chassis ambulance with a Frazer built module, a VIN 3C7WDKCL1CG126113, and with a Texas license plate of 1130636 (the “Ambulance”). The Department was scheduled to send the Ambulance to auction. However, the Department kept the ambulance additional years beyond replacement because of the parts issues occurring during Covid. The Department believes it is now able to remove the ambulance from its inventory and place it into auction. In lieu of sending the Ambulance to auction, Harris County Fire Marshal’s Office (the “Office”) contacted the Department with an inquiry to purchase the Ambulance for use at the Office’s fire training field. The Ambulance had a trade in value of twenty-five thousand dollars (\$25,000) in 2021.

The City of Jersey Village (the “City”) will take all necessary steps to transfer to the Office the title and all other necessary documents related to the Ambulance upon the Commissioner’s Court of Harris County (the “County”) agreeing to a purchase price (the “Purchase Price”) for the Ambulance with the City. Once the City receives the Purchase Price from the County, and after all necessary documentation related to the Ambulance has been transferred to the County by the City, the Office can make arrangements with the Department for the physical transfer of the Ambulance from the City to the County.

The Purchase Price of the Ambulance shall be \$\_\_\_\_\_.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

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

**AGENDA DATE:** April 22, 2024

**AGENDA ITEM:** F12

**AGENDA SUBJECT:** Discuss and take appropriate action concerning the progress being made by the Owners of the property located at 15830 NW FWY, Jersey Village, Texas to correct the substandard structure at this location.

**By:** Miesha Johnson, Community Development Manager

**Date Submitted:** April 16, 2024

**EXHIBITS:** Owner's 3rd Status Report

**BACKGROUND INFORMATION:** On January 22, 2024, the City Council conducted a public hearing pursuant to Section 34-253 of the Code, so that the owner or the owner's representatives for the property located at 15830 NW FWY, Jersey Village, Texas may appear and show cause 1) why such buildings or structures should not be declared to be substandard and 2) why the owner should not be ordered to repair, vacate or demolish the buildings or structures.

After that hearing, City Council passed ordinance 2024-01, finding the structure at 15830 NW FWY, Jersey Village, Texas 77040 to be substandard and a public nuisance.

Since the passage of the Ordinance, the Owner has submitted reports to City Council by way of updating the Council on the progress being made by the owner on the substandard structure.

In accordance with the ordinance, the owner submitted plans to demo out all interior improvements and set up the space for a future build-out. The plans included additional paving for parking, landscaping and a dumpster pad. The plans also include replacing the existing roof, adding new gutters and downspouts, replacing the existing fascia, replace the existing soffit and lighting and painting the exterior of the building. The proposed work will correct the substandard issues.

The plans were submitted to SAFEbuilt on April 4th and the review was completed on April 12th. The review was disapproved with SAFEbuilt requiring the architect to submit to TDLR for TAS (ADA) registration. A note was also added for impervious paving calculations for detention review by the city's engineer as additional impervious surface is being proposed the site.

Tonight, the owner submits the 3<sup>rd</sup> update report.

**RECOMMENDED ACTION:**

**MOTION:** Discuss and take appropriate action concerning the progress being made by the Owners of the property located at 15830 NW FWY, Jersey Village, Texas to correct the substandard structure at this location.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



April 15, 2024

**City of Jersey Village, TX**  
16327 Lakeview Dr  
Jersey Village, TX 77040

Ph: (713) 466-2110

**3rd REPORT BY OWNER ON SUBSTANDARD STRUCTURE - 15830 NW FREEWAY -  
ORDINANCE 2024-01**

Good Afternoon Lorri / Miesha / City Council,

Progress Update on our Property,

While awaiting a supplement siteplan submittal permit review by the building department that our architect overlooked submitting with the original plan details, we have collected initial subcontractor quotes for work. We are reviewing budget and market financials to ensure profitability of this refresh project capital investment forthcoming.

Respectfully,

*Donny Shellenbarger*  
**CL Thomas, Inc / Speedy Stop Food Stores, LLC**  
361-582-5171 Office

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

**AGENDA DATE:** April 22, 2024

**AGENDA ITEM:** F13

**AGENDA SUBJECT:** Consider Resolution 2024-35, authorizing the City Manager to enter into an agreement with Burditt for Clark Henry Park Multi-Use Diamond Field design, construction documents, bidding and construction phase services.

**Department/Prepared By:** Austin Bless, City Manager **Date Submitted:** April 15, 2024

**EXHIBITS:** Resolution No. 2024-35  
EXA – Burditt Consultants - Clark Henry Park Proposal

**BACKGROUND INFORMATION:**

This item is to authorize the City Manager to enter into an agreement with Burditt for the conceptual design, construction documents, and bidding and construction phase services for the Clark Henry Park Multi-Use Fields project.

The Clark Henry Park Multi-Use Field Project, as previously studied in the Park Master Plan, will allow for a variety of user groups to utilize the fields regularly. The site's drainage and maintenance will be addressed through this phase to provide a safe and usable facility.

The overall Project requirements and associated services are a detailed and iterative process; therefore, the following is not intended to be exhaustive. Rather, it serves to establish a basis of agreement on certain project parameters and an understanding of significant elements to be included in the Project Scope of Work. Following are certain facts, understanding of City expectations, and initial Project Requirements as we understand them:

- Multi-Use Diamond Field with lighting, backstop and irrigation
- T-Ball Field
- Spectator Seating with shade structure option
- Explore fencing options along the existing trail
- Landscaping, hardscape along impacted areas as needed

The total cost for this is expected to be \$114,500, which includes surveying and geotechnical work. As part of our Capital Improvement Program we have set aside \$255,000 in our current fiscal year for the project. At the end of last fiscal year the Council moved \$500,000 from the General Fund to the CIP for this project. We also anticipate putting additional funding for this project into the FY25 budget as well. The City Manager has submitted a request for Congressional Community Project Funding for this project.

If approved, staff would immediately begin conceptual meetings to formulate a final plan and an updated opinion of probable cost prior to the finalization of the next fiscal year's budget. Initial plans would target the construction of the fields to minimize impact on the services and events offered within the park.

**RECOMMENDED ACTION:**

**Motion:** To approve Resolution 2024-35, authorizing the City Manager to enter into an agreement with Burditt for Clark Henry Park Multi-Use Diamond Field design, construction documents, bidding and construction phase services.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

**RESOLUTION NO. 2024-35**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH BURDITT FOR CLARK HENRY PARK MULTI-USE DIAMOND FIELD DESIGN, CONSTRUCTION DOCUMENTS, BIDDING AND CONSTRUCTION PHASE SERVICES.**

**WHEREAS**, the Parks and Recreation Master Plan discusses improvements to Clark Henry Park that include Multi-Use Fields; and

**WHEREAS**, the Parks and Recreation Master Plan ranks the project as one of the high priority projects to be completed; and

**WHEREAS**, the city has set aside funding as part of its Capital Improvement Program towards the goal of completing the Multi-Use Fields in 2025; **NOW THEREFORE**,

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

**Section 1.** The City Council authorizes the City Manager to enter into an agreement with Burditt for Clark Henry Park Multi-Use Diamond Field Design, Construction Documents, Bidding And Construction Phase Services in substantially the form presented in Exhibit A.

**PASSED AND APPROVED** this 22<sup>nd</sup> day of **April**, A.D., **2024**.

\_\_\_\_\_  
Michelle Mitcham, Mayor Pro tem

**ATTEST:**

\_\_\_\_\_  
Lorri Coody, City Secretary



April 15, 2024

Robert Basford, CPRP, CPP, CPO  
Assistant City Manager  
City of Jersey Village  
16327 Lakeview Drive  
Jersey Village, Texas 77040

Re: Clark Henry Park Multi-Use Diamond Field; Proposed Basic Services Scope of Work and Fee Proposal for Design

Dear Mr. Basford,

It is our pleasure to provide scope of services for the design and development of Clark Henry Parks Multi-Use Diamond Field Project. We are excited in the interest to move forward with this phase of the project wherein you have requested a proposal for our team to provide schematic design through construction documents and construction administration services. Once again, we now stand ready to deliver on the City's behalf.

Attached is our proposed Scope of Basic Services and Fee Proposal for your review. Our team is prepared to proceed expeditiously upon execution of this proposal for services or a mutually approved Professional Services Agreement. In the case of a PSA being the City's preference, we would be pleased to prepare a draft for you and legal to review or to utilize the City's standard agreement format.

Please advise of any revisions you see that improve upon the Scope of Work, Fee structure, or agreement document style and wording. On behalf of all of us at Burditt, thank you again for the opportunity to collaborate with you on this important project for the community.

Very Sincerely,



Claudia T. Walker, Director of Landscape Architecture

CB/ek

cc: Charles Burditt, President  
J. Shane Howard, Sr. Vice President

Attachments: Exhibit "A" Basic Services - Scope of Work  
Exhibit "B" Burditt Consultants - Hourly Rate Sheet 2024  
Exhibit "C" Terms and Conditions

Conroe:  
310 Longmire Road  
Conroe, Texas 77304

Bryan:  
105 N. Main, Ste. 123  
Bryan, Texas 77803

[www.burditt.com](http://www.burditt.com)

Conroe 936.756.3041  
Bryan 979.977.5846  
Fax 936.539.3240

Exhibit A

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CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

**Statement of Jurisdiction:**

The Texas Board of Architectural Examiners has jurisdiction over complaints regarding a registrant’s professional practices. The Board may be contacted at:

TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
P. O. BOX 12337  
AUSTIN, TEXAS 78711-2337

<p><b>Approval and Notice to Proceed:</b></p>          <p>_____ <b>Date</b> _____</p> <p><b>By:</b></p>  <p><b>CITY OF JERSEY VILLAGE</b></p>
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**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**



**“EXHIBIT A”**

**Basic Services Scope of Work**

**PROJECT UNDERSTANDING**

The Clark Henry Park Multi-Use Field Project, as previously studied in the Park Master Plan, will allow for a variety of user groups to utilize the fields regularly. The site’s drainage and maintenance will be addressed through this phase to provide a safe and usable facility.

Services provided will proceed according to the tasks outlined below and as identified in a Burditt work plan to be developed upon commencement of the project. The overall Project requirements and associated services are a detailed and iterative process; therefore, the following is not intended to be exhaustive. Rather, it serves to establish a basis of agreement on certain project parameters and an understanding of significant elements to be included in the Project Scope of Work. Following are certain facts, understanding of City expectations, and initial *Project Requirements* as we understand them:

- Multi-Use Diamond Field with lighting, backstop and irrigation
- T-Ball Field
- Spectator Seating with shade structure option
- Explore fencing options along the existing trail
- Landscaping, hardscape along impacted areas as needed

**SCOPE OF BASIC SERVICES**

**I. PRELIMINARY DESIGN PHASE:**

Conceptual Design of facilities, site structures, landscape, hardscape, and development of Opinion of Probable Cost (OPC).

**i. CONCEPTUAL DESIGN – 30%**

1. Conduct initial Project Kickoff Meeting with City and Design Team. During this meeting, a recommended Project Schedule will be presented for consideration. Tasks will be addressed, and project goals and objectives reaffirmed.
2. During initial meetings with City, the Design Team will confirm previous design intentions and preliminary program needs, improvements, limits of work, and team member roles.
3. Review the preliminary site assessment of the subject property, including, confirming preliminary site attributes, such as topography, floodplain data, accessibility, Traffic Impact Analysis (TIA provided by City or as a Supplemental Service), drainage features, existing landscape features/vegetation, and suitability for intended use.
4. Initiate a preliminary review of relevant and current regulatory Zoning Ordinances and Code requirements adopted by Authorities Having Jurisdiction (AHJ).
5. Develop two design alternatives of the proposed amenities and corresponding OPC.
6. Meet with City staff for review alternatives and OPC’s, with budgeting options to keep within budget requirements.
7. Develop final Conceptual design layout and OPC in correspondence to meeting comments and staff direction.

**CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024**

8. Upon approval of Conceptual Design and OPC by City, proceed with Final Design Phase.

**II. FINAL DESIGN PHASE:**

Final Design is comprised of *Construction Documents* (i.e. drawings, schedules, specifications), and Permit Review

**i. CONSTRUCTION DOCUMENTS**

1. Proceed with Final Design services (Civil/Structural/MEP Engineers, and Landscape Architecture) as required to prepare Construction Documents.
2. Review bidding requirements (front end documents) with staff/team.
3. Conduct initial assessment and preliminary accessibility review discussions with Burditt's Registered Accessibility Specialist (RAS).
4. Review Construction Documents with the City at specific progress review milestones (60%, 90%, and 100%) as approved by appropriate City staff members with professional oversight.
5. Update OPC at each progress review.
6. Produce Final Sealed Engineering (Civil, Structural/Electrical) Plans, Details and Specifications.
7. Produce Final Sealed Landscape Architecture Plans, Details and Specifications.
8. Submit for TDLR (TAS 2012) Review to Registered Accessibility Specialist (RAS). Registration Fee shall be reimbursed to Burditt by the City as the registrant.
9. Submit construction documents to Authorities Having Jurisdiction (AHJ) for Permit Review and address any review comments.

**ii. BIDDING AND CONSTRUCTION PHASE SERVICES:**

Project Manual (i.e., bidding requirements), Bidding/Contract Award Management Support, and Construction Contract Administration services.

1. Prepare Project Manual (bidding requirements and specifications) and assist staff with Bidding, Requests for Information (RFI), and Addendums as needed.
2. Prepare electronic copies of the bid package (sealed drawings and project manual) for distribution to potential bidders.
3. Participate with City staff in pre-bid meeting to review project scope, instructions to bidders, bidding dates, and probable construction timelines/deadlines.
4. Respond to Requests for Information (RFI), questions from bidding contractors in the form of Addenda.
5. Assist with bid evaluation and provide contract award recommendations to staff.
6. Coordinate (or in coordination with City) and Attend the Project Pre-Construction Conference.
7. Attend scheduled construction progress meetings at regular intervals.

8. Provide Construction Observation reviews appropriate to the stage of construction to:
  - a) Become generally familiar and remain so with, and keep City staff generally informed about, the progress and quality of the portion of the construction completed.
  - b) Make reasonable efforts to identify and document defects and deficiencies in the construction.
  - c) Determine generally whether the construction is being performed in a manner indicating that the project, when fully completed, will be in accordance with the plans and specifications.
  - d) Notify the City in writing of any observed substantial deviation from plans and specifications that may prevent facility from being occupied or utilized for its intended use.
9. Issue Observation Reports to Contractor and City staff following site visits.
10. Review Change Orders and provide recommendations to address changed or unforeseeable conditions that may arise during construction.
11. Issue Architect's Supplemental Instructions (ASI) to modify the contract documents as required due to unforeseen conditions or demonstrably insufficient information to complete the Work.
12. Perform up to two (2) General Contractor Submittal Reviews for conformance of information provided with the design intent of the Contract Documents, including shop drawings, product submittals, test results, and other submittals from vendors and contractors. Review of submittals shall not be for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility.
13. Perform Substantial Completion review of the project to prepare punch list items for completion.
14. Submit Substantial Completion Report to Contractor and City staff.
15. Review and certify construction progress Pay Applications as submitted by Contractor.
16. Communicate and direct contractor to prepare and deliver "As-Built" drawings, specifications, and other Close-out documents per General Requirements.
17. Review Contractor provided "As-Built" Record drawings and specifications and Close-out documents. Submit final Close-out documents to City and Contractor.
18. Conduct Final Completion Observation and Closeout; develop and deliver final report to City staff.

### III. BASIC SERVICES:

**A. Basic Services** includes the following technical and design disciplines and are included in the Basic Services Fee as depicted in the Fee section of this proposal:

1. Landscape Architectural Design
2. Civil Engineering Design
3. Structural Engineering Design
4. Electrical Engineering Design

Any services falling outside of those listed above or changes to the Scope of Services will be treated as Additional or Supplemental Services.

**B. Additional Services** include, but are not limited to, any changes due to revisions in the base data relating to this matter, additional design changes following approval by the City, and any other services requested by the City or previously not contemplated in the services defined under Basic Services. Additional services will be undertaken only with prior written authorization from City.

Substantive changes or increases to the Project Scope and Program beyond those identified in Project Understanding and Scope of Basic Services may be considered Additional Services and require mutually agreed upon fee adjustments.

Additional Services would include, but are not limited to, the following specialties as they are uniquely determined by individual project needs in highly specific circumstances and not contemplated in Basic Services Fees, including, but not limited to, the following:

1. Archaeological Studies or Services
2. Ecological/Environmental or Hazardous Assessment
3. Hazard remediation for Asbestos, Brownfield Sites, site contamination, and other hazardous elements
4. Tree Survey
5. Historic Preservation
6. Fast-Track Design Services
7. Re-design of key elements of project after prior receipt of Owner Approval
8. Off-site utility infrastructure Engineering/Design
9. Construction Materials Testing
10. Design of off-site utility infrastructure improvements
11. Design of ancillary, offsite drainage impact mitigation
12. As-Built Plans
13. Measured Drawings of Existing Facilities
14. Traffic Impact Analysis (TIA)
15. LEED Design or Application/Audit
16. Commissioning
17. Fire Hydrant Flow Test for Fire Suppression and/or Plumbing Design
18. USACE 404 Permitting or other Wetland and Endangered Species Mitigation

**C. Supplemental Services** include certain project requirements necessary for the fulfillment of Basic Services but which are treated separately from Basic Services or will be provided by the City. Such requirements would be determined collaboratively between the City and Burditt. Any of these services which the City determines should be addressed as Supplemental Services by Burditt will be followed by formal proposals from subconsultants to be approved by the City with costs reimbursed to Burditt plus applicable administrative markup fees. For this project, the potential additional project requirements are anticipated to include:

1. Surveying by a licensed surveyor (metes & bounds, easements, utilities, existing improvements, etc.)
  - a. Budgeted Amount – \$12,500.00
2. Geotechnical engineering report
  - a. Budgeted Amount - \$10,000.00

**FEE PROPOSAL**

Based on the proposed Exhibit “A” Scope of Basic Services and general program as currently understood, we propose the following lump sum fees:

**Total Fee** – Maximum Total Fees for Basic and Supplemental Services in all phases shall not exceed **\$92,000** unless City requests substantial program or design changes.

If the City requests substantial changes to scope or program resulting in an increased level of effort by the Consultant, design fees for the affected phases/tasks will be adjusted accordingly on a proportional basis for affected tasks.

**A. BASIC SERVICES FEE-**

Fixed Fee / Lump Sum amounts are billed according to the percentage of completion of each phase task as depicted in the Fee Schedule below. The following fee schedule is provided based upon the current program requirements:

**I. Preliminary Design Services:**

i. Conceptual Design (40% of Fee).....\$36,800.00

**II. Final Design Services:**

i. Construction Documents (40% of Fee).....\$36,800.00

ii. Bidding and Construction Phase Services (20% of Fee).....\$18,450.00

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**Total Basic Fee Schedule (100% of Fee).....\$92,000.00**

**ADDITIONAL SERVICES & SUPPLEMENTAL SERVICES FEES:**

Any relevant Additional Services or Supplemental Services will be discussed with City and followed by a scope and cost proposal from the proposed subconsultant. This proposal will be submitted to the City for approval prior to engaging the subconsultant.

Supplemental Services Fees are invoiced to City at actual cost plus an administrative markup fee of 10% to account for tort and performance risk, coordination costs, and administrative costs. These costs will be invoiced to the City upon receipt of subconsultant invoices with copies of subconsultant invoices included for transparency.

**EXPENSES:**

All anticipated expenses are included in the Basic Services Fees. Therefore, no anticipated expenses are included within the fees for the current project scope. Additional sub-consultants or services that may be requested by the City in addition to those currently required for the project shall be provided as an Additional Service and shall be invoiced as described in Item II, Additional Services & Supplemental Services above.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

**EXHIBIT "B"**

**BURDITT CONSULTANTS, LLC  
2024 HOURLY RATES**

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>RATE</b>
<b>DESIGN</b>	Principal	\$225
	Program Manager	\$200
	Project Manager	\$175
	Project Architect	\$200
	Project Landscape Architect	\$200
	Licensed Irrigator	\$150
	Architect Associate	\$115
	Landscape Architect Associate	\$115
	CAD Design II	\$90
	CAD Design I	\$80
<b>PLANNING</b>	Senior Planner	\$160
	Planning Associate	\$150
	Geographic Information Systems (GIS) Planner	\$135
<b>NATURAL RESOURCES</b>	Natural Resource Planner/Forester	\$150
	Wetland Scientist	\$150
<b>URBAN FORESTRY</b>	Senior Urban Forester	\$160
<b>ADMINISTRATION</b>	Administrative Assistant II	\$70
	Administration Assistant I	\$55

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

## EXHIBIT "C"

### TERMS AND CONDITIONS

#### ADDITIONAL SERVICES

Additional assignments outside the scope of work will be invoiced at the Burditt established hourly rates or lump sum base. Additional assignments include, but are not limited to, any changes due to revisions in the original scope of work, base data relating to this matter, any additional meetings or services and any such services requested by Client. Additional services will be provided, with prior written authorization from Client, and will be invoiced as additional services.

#### PAYMENT OF FEES

For the scope of services stated herein, Client agrees to pay Consultant the compensation stated in this agreement. Consultant agrees to submit invoices monthly for services rendered. Invoices shall be forwarded upon completion or, based upon the percentage of completion, or in the event projects is delayed beyond the control of Consultant, invoices will be forwarded based upon the percentage of completion. Invoices are due and payable within 30 days of receipt. Any invoice payment due past 30 days will be subject to interest at the rate of the lesser of (i) one and one-half percent (1 1/2%) per month or (ii) the maximum rate allowed by law.

#### REIMBURSABLE EXPENSES

There will be no expenses for Basic Services. Necessary expenses, such as copies (CAD plots), blue or blackline prints, xerox enlargements, shipping, etc., are already calculated into the Basic Services Fees; Additional sub-consultants beyond those currently required for Basic Service that are requested and authorized by Client shall be paid at cost plus ten percent (10%) after prior approval by City Staff.

#### FORCE MAJEURE

Circumstances or events may occur that are outside the control of either party. Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without its negligence.

#### STANDARD OF CARE

The standard of care for all professional services performed or furnished by Consultant under this Agreement will be the skill and care used by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with Consultant's services.

#### INDEMNIFICATION

Client and Consultant each agree, to the fullest extent permitted by law, to indemnify and hold the other harmless, and their respective officers, employees, agents and representatives, from and against liability for all claims, losses, damages and expenses, including reasonable attorneys' fees, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors or omissions. In the event claims, losses, damages or expenses are caused by the joint or concurrent negligence of Client and Consultant, they shall be borne by each party in proportion to its negligence.

#### RISK ALLOCATION

Burditt Consultants, LLC agrees to carry out and perform the services herein agreed to in a professional and competent manner. In recognition of the relative risks, rewards, and benefits of the project both to the Client and Burditt, the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, Burditt's total liability to the Client, for any and all claims, losses, expenses, damages or claim expenses arising out of this agreement, from any cause or causes, shall not exceed the total amount of Burditt's fee or other amount agreed upon when added under Special Conditions. Such causes include, but are not limited to, Burditt's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

#### OWNERSHIP OF DOCUMENTS

All documents prepared or furnished by Consultant pursuant to this Agreement are instruments of Consultant's professional service, and Consultant shall retain an ownership and property interest therein. Consultant grants Client a license to use instruments of Consultant's professional service for the purpose of constructing, occupying and maintaining the Project. Reuse or modification of any such documents by Client, without Consultant's written permission, shall be at Client's sole risk, and Client agrees to indemnify

and hold Consultant harmless from all claims, damages and expenses, including attorneys' fees, arising out of reuse by Client or by others acting through Client.

**USE OF ELECTRONIC MEDIA**

Copies of documents that may be relied upon by Client are limited to the printed copies (also known as hard copies) that are signed or sealed by Consultant. Files in electronic media format or text, data, graphic or other types that are furnished by Consultant to Client are only for convenience of Client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. When transferring documents in electronic media format, Consultant makes no representations to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems or computer hardware differing from those in use by Consultant at the beginning of this assignment.

**HAZARDOUS ENVIRONMENTAL CONDITIONS**

It is acknowledged by both parties that Consultant's scope of services does not include any services related to the presence at the site of asbestos, PCBs, petroleum, hazardous waste or radioactive materials. Client acknowledges that Consulting is performing professional services for Client and Consultant is not and shall not be required to become an "arranger," "operator," "generator" or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA).

**OPINIONS OF COST**

When included in Consultant's scope of service, opinions or estimates of probable construction cost are prepared on the basis of Consultant's experience and qualifications and represent Consultant's judgment as a professional general familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment or services furnished by others, over contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from Consultant's opinions or estimates of probable construction cost.

**TERMINATION OF CONTRACT**

Client may terminate this Agreement with seven days prior written notice to Consultant for convenience or cause. Consultant may terminate this Agreement for cause with seven days prior written notice to Client for cause. Failure of Client to make payments when due shall be cause for suspension of services or, ultimately, termination, unless and until Consultant has been paid in full all amounts due for services, expenses and other related charges.

**CONSTRUCTION PHASE SERVICES**

If this Agreement provides for any construction phase services by Consultant, it is understood that the Contractor, not Consultant, is responsible for the construction of the project, and that Consultant is not responsible for the acts or omissions of any contractor, subcontractor or material supplier; for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences and procedures employed by the Contractor.

**INSURANCE**

Consultant shall maintain in force insurance in the following amounts  
\$1,000,000 – General Liability  
\$1,000,000 – Professional Liability  
Commercial Automobile and Worker's Compensation in the amount required by state law.

**TO BE PROVIDED BY CLIENT**

Client shall provide the following information if needed:

1. Legal descriptions of property and available Plat(s)
2. Any available site plans, relevant documents impacting design, drainage maps, existing utilities, or easements.
3. Previous Site Surveys
4. Any available site and surrounding area Geotech Reports



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

**AGENDA DATE:** April 22, 2024

**AGENDA ITEM:** G1

**AGENDA SUBJECT:** Consider Resolution No. 2024-36, awarding the bid and authorizing the City Manager to enter into a contract with Environmental Allies for the Congo Lane Subdivision Drainage Improvements Project.

**Department/Prepared By:** Public Works

**Date Submitted:** April 12, 2024

**EXHIBITS:** Resolution No. 2024-36  
Exhibit A – Environmental Allies Bid Response  
Exhibit B – Full Bid Tab  
Exhibit C – Garza EMC Letter of Recommendation

**BUDGETARY IMPACT:** Required Expenditure: \$ 2,950,512.00  
Amount Budgeted: \$  
Appropriation Required: \$

**CITY MANAGER APPROVAL:**

**BACKGROUND INFORMATION:**

On March 27, 2024, City staff received bid documents for the Congo Lane Subdivision Drainage Improvements Project. Seven (7) responsive bids were received for the project;

Bidder	Base Bid
Environmental Allies	\$2,950,512.00
R Construction	\$3,672,610.05
Cracon, Inc.	\$3,786,693.10
Teamwork Construction Services Inc.	\$4,034,834.00
iCon GC LLC	\$4,260,000.00
MC2 Civil, LLC	\$4,576,184.50
Conrad Construction Co., LTD	\$4,850,523.00

Reconstruction of Congo Lane from Senate to Equador will include the following construction activities:

- Demolition of existing road
- Abandonment of existing utilities
- Installation of new water and storm facilities
- Construction of new road and sidewalks

City staff and consulting engineering firm, Garza EMC, worked together to ensure bidding was conducted in compliance with all applicable federal, state and local standards.

Environmental Allies submitted the lowest responsible bid for the project at \$2,950,512.00. The consulting firm’s projected cost estimate was \$4,010,874.00.

Environmental Allies comes with a recommendation from the consulting Engineering Firm, Garza EMC, who has confirmed that the contractor shows relevant project experience with twenty-one (21) years of general contracting involvement. Additionally, city staff conducted reference checks, soliciting feedback from recent clients regarding the contractor’s performance in addressing complaints, managing time, and handling change orders. The feedback received was predominantly positive.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

The cost to perform the Congo Lane Subdivision Drainage Improvements Project will be paid through 2023 Bond Election funding in which residents approved an allocation of \$15.5 million for five street reconstruction projects including Congo Lane.

**RECOMMENDED ACTION:**

**MOTION:** To approve Resolution No. 2024-36 awarding the bid and authorizing the City Manager to enter into a contract with Environmental Allies for the Congo Lane Subdivision Drainage Improvements Project.

**RESOLUTION NO. 2024-36**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AWARDING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH ENVIRONMENTAL ALLIES FOR THE CONGO LANE SUBDIVISION DRAINAGE IMPROVEMENTS PROJECT.**

**WHEREAS**, the City of Jersey Village has received a bid from Environmental Allies for the Congo Lane Subdivision Drainage Improvements Project; and

**WHEREAS**, the City has received formal bids through the bidding process and Environmental Allies is the lowest responsible bidder for the scope of work in connection with the project in the amount of \$2,950,512.00 (Exhibit “B”); and

**WHEREAS**, the City of Jersey Village has approved funds for the project through the 2023 Bond Election funding; and

**WHEREAS**, the consulting Engineering Firm, Garza EMC, has reviewed the bid documents and recommends awarding the contract to Environmental Allies (Exhibit “C”); **NOW THEREFORE,**

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

**Section 1:** The contract for the Congo Lane Subdivision Drainage Improvements Project shall be awarded to the responsive, qualified bidder, Environmental Allies and

**Section 2:** The City Manager is authorized to execute on behalf of the City of Jersey Village all necessary contract documents with Environmental Allies based upon the bid document as attached hereto as Exhibit “A”.

**PASSED AND APPROVED** this 22<sup>nd</sup> day of April, 2024.

\_\_\_\_\_  
Michelle Mitcham, Mayor Pro tem

**ATTEST:**

\_\_\_\_\_  
Lorri Coody, City Secretary





9730 Windfern  
Houston, TX 77064  
Ph # 281-442-4112  
Fax # 281-442-4117

www.environmentallies.com

## Contractor Statement of Qualifications

**Environmental Allies, LLC**

Federal ID #: 92-1469950

**Organizational Background:**

Date of Incorporation: March 6, 2002

Dunn & Bradstreet Number: 080305784

Principal Place of Business: 9730 Windfern Road, Houston, TX 77064

Partners: Steven Guinn, Amanda Mayberry, Steven Crianza, Cameron Friess, Jimmy King

Officers: President/CEO: Cameron Friess Secretary: Steve Guinn Vice President: Amanda Mayberry

Treasurer: Steve Guinn

Years operating under present name: 25 Years

Has the business ever defaulted, declared bankruptcy, or undergone reorganization procedures? No

Has a predecessor of the business defaulted, declared bankruptcy, or undergone reorganization? No

Are there presently any outstanding claims pending against the business? No

Has the business been involved in litigation within the past 5 years or is it currently involved in litigation? No

**Principal Individuals:**

Name	Current Position	Years with Company	Years Experience
Steve Guinn	Chairman	24	24
Amanda Mayberry	Board of Directors	24	24
Cameron Friess	CEO	8	8
Steven Crianza	Principal HTX	9	16
Jimmy King	Principal CTX	18	18
Murrah Mayberry	Chief Estimator	13	28
Jeff Dubose	Civil Division Manager	1-CV Attached	30
Adam Farr	Support Services Division Manager	1	24

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

**Construction Experience:**

Years of Experience as a Subcontractor: 24 Years

Years of Experience as a General Contractor: 21 Years

Types of Work Performed: Civil Construction and Erosion Control

Has the business or any owner, officer, partner or member of the business:

\*Ever failed to complete a construction contract, forfeited a bid bond/proposal guaranty, had liquidated damages withheld from its total compensation due on a contract, or refused to enter into contract for work awarded to it? No

\*Ever been cited or convicted for violation of any OSHA or State safety law/regulation? No

**Completed Projects:**

**Please See Attached List**

**Projects In Progress:**

**Please See Attached List**

**Banking Reference:**

Trustmark National Bank  
945 Bunker Hill  
Houston, TX 77024  
Michael Londono; First vice President CFA, CMA ERP; 713-827-3795 (O); 281-387-8748 (C)

**Surety Reference:**

Travelers Casualty & Surety Company of America and affiliates.  
One Tower Square  
Hartford, CT 06183  
Company File #: 31194 (TCSA); 19038 (TCS); 25658 (INDY); 19046 (TLL); 24767 (SPFM)  
Authorized to do Business in Texas: Yes  
Maximum Amount of Bond Authorized to Issue: \$2,740,641,000  
Rating: A++  
Agent Name and Address: Drew Kratzer/Scott Hunter/Taite Bailey  
4650 Westway Park Blvd  
Houston, TX 77041  
W: 281.606.8406 C: 850.502.9251  
Authorized to sign bonds? Yes

## Projects Completed

### HC 22/0430-Construction of Sidewalks at East Meyer Avenue for Harris County Precinct 2

- a. Amount - \$664,484.16
- b. Type of Work – Clearing and Grubbing; Removal of concrete driveways, roadway paving, sidewalks, curbs, and ramps, asphaltic surface and base material; Sodding; Relocation of traffic signs, mailboxes, roadway signs; Install concrete roadway, driveway, sidewalks, curbs; Pavement Markings; Pipe Installation
- c. Date Completed – August 2023
- d. Location (city, county, state) Harris County, Seabrook, TX
- e. Engineer: InfraTech Engineers; Zahidul Siddique; [zahidul.siddique@infratech-us.com](mailto:zahidul.siddique@infratech-us.com); 832-701-3224 (C); 832-991-8164 (O)
- f. Percentage of Work Self Performed: 96%

### City of Montgomery-Clepper Sidewalks from Prairie St to Fernland Historical Park

- a. Amount- \$231,279.00
- b. Type of Work- Paving of Sidewalks
- c. Date Completed- September 2022
- d. Location (city, county, state)-Montgomery County; Montgomery, Texas
- e. Engineer-Ward Getz & Associates; Shawn Donahue; 713-789-190
- f. Percentage of Work Self Performed: 96%

### Esperanza Apartments-Wilson Road

- a. Amount- \$1,100,000.00
- b. Type of Work- Concrete Paving; Curbs; Sidewalks; Site Utilities
- c. Date Completed- August 2022
- d. Location (city, county, state)-Harris County, Humble, Texas
- e. Developer- SG@Wilson LLC; Joe Valle; 281-839-6656; [jvalle@sgpropertymgmt.com](mailto:jvalle@sgpropertymgmt.com)
- f. Percentage of Work Self Performed: 100%

### Esperanza Apartments-Queenston Blvd

- a. Amount- \$2,130,000.00
- b. Type of Work- Concrete Paving; Curbs; Sidewalks; Site Utilities
- c. Date Completed- June 2021
- d. Location (city, county, state)-Harris County, Houston, Texas
- e. Developer- SG@Queenston LLC; Joe Valle; 281-839-6656; [jvalle@sgpropertymgmt.com](mailto:jvalle@sgpropertymgmt.com)
- f. Percentage of Work Self Performed: 100%

### Esperanza Apartments-Keith Harrow

- a. Amount- \$2,680,000.00
- b. Type of Work- Concrete Paving; Curbs; Sidewalks; Site Utilities
- c. Date Completed- May 2022
- d. Location (city, county, state)-Harris County, Katy, Texas
- e. Developer- SG@Keith Harrow LLC; Joe Valle; 281-839-6656; [jvalle@sgpropertymgmt.com](mailto:jvalle@sgpropertymgmt.com)
- f. Percentage of Work Self Performed: 100%

## Projects in Progress

### SW Houston Redevelopment Authority-TIRZ 20-2023 Panel Replacement and Rehabilitation

- a. Amount - \$2,147,924.00
- b. Type of Work – Replacement of damaged roadway panels at 36 locations throughout the Southwest Houston area
- c. Percentage Completed –98%
- d. Scheduled Completion – March, 2024
- e. Location (city, county, state) Harris County, TX
- f. Engineer: Cobb Fendley & Associates; Thomas Artz- 13430 Northwest Fwy, Suite 1100, Houston, TX 77040; 713-462-3242; [tartz@cobbfendley.com](mailto:tartz@cobbfendley.com)
- g. Percentage of Work Self Performed: 100%

### HC 23/0041-Drainage Improvements in The Bear Creek Village Subdivision-Stage A (2018) for HC Precinct 4

- a. Amount - \$7,857,222
- b. Type of Work – Clearing and Grubbing; Remove and dispose of existing roadway, sidewalks, and driveways; Installation of concrete pavement, sidewalk, curbs, ADA ramps, and driveways; Pipe installation; SWPPP; Installation of water line; Plug and abandon storm sewer; Remove and relocate brick mailboxes; Installation of fire hydrants; Post CCTV Inspection
- c. Percentage Completed –70%
- d. Scheduled Completion – July, 2024
- e. Location (city, county, state) Harris County, TX
- f. Engineer: LJA Engineers; Isaac Muniz, PE; 713-724-4406; [imuniz@lja.com](mailto:imuniz@lja.com); 3600 W Sam Houston Parkway S, Suite 600, Houston, TX 77042
- g. Percentage of Work Self Performed: 95%

### City of La Porte-Bayside Terrace Subdivision Drainage Improvements Project

- a. Amount - \$9,756,122.45
- b. Type of Work – Remove and dispose of existing roadway, sidewalks, and driveways; excavation; installation of concrete pavement, sidewalk, and driveways; Pipe and inlet installation; SWPPP; Remove and disposal of water line; installation of water line; remove and disposal of sanitary sewer; installation of sanitary sewer
- c. Percentage Completed –15%
- d. Scheduled Completion – January, 2025
- e. Location (city, county, state) La Porte, Harris County, TX
- f. Engineer: Halff; James “Jim” Bielstein; 936-777-6385; [jbielstein@halff.com](mailto:jbielstein@halff.com)
- g. Percentage of Work Self Performed: 92%

### HC 22/0363-Repairs to the Barker Watershed (Package 1) HCFCD

- a. Amount - \$6,461,601.00
- b. Type of Work – Site Prep and Earthwork; Geotextile filter material; Timber Bent; Excavation and Fill; RCP and CMP pipe; Concrete Pavement, curbs, and sidewalks
- c. Percentage Completed –85%
- d. Scheduled Completion – April, 2024
- e. Location (city, county, state) Harris County, Katy, TX
- f. Engineer: IDS Engineering; Coy Custer- 13430 Northwest Fwy #700, Houston, TX 77040; 409-370-7002; [ccuster@idseg.com](mailto:ccuster@idseg.com)
- g. Percentage of Work Self Performed: 100%

**HC Job No. 19/0115-Storm Sewer Outfall Repairs**

a. Amount- \$1,697,301.00

b. Type of Work- Excavation; 4 Year contract for on demand storm sewer services within the county and jurisdiction of Harris County Flood Control.

Work Scope:

- ❖ 15514 Garret Road-Demo, Remove, Dispose of asphalt; Install new asphalt; Guardrail install with roadway striping and signage
- ❖ 16431 North Shore Drive-Demo, Remove, Dispose of asphalt, Install new asphalt; Guardrail install with roadway striping and signage
- ❖ 907 Indian Shores- Demo, Remove, Dispose of asphalt, Install new asphalt; Guardrail install with roadway striping and signage
- ❖ Foley Road-RCP Pipe removal with asphalt demo and disposal

c. Percentage Completed- 80%

d. Scheduled Completion- June 2024

e. Location (city, county, state)- Harris County, Texas

f. Engineer: Paul Fries; 713-274-4002; [paul.fries@eng.hctx.net](mailto:paul.fries@eng.hctx.net)

g. Percentage of Work Self Performed: 95%

**City of Hempstead CDBG-MIT Citywide Drainage Improvements**

a. Amount - \$7,644,930

b. Type of Work –Site Clearing; Excavation; Ditch Regrading; Remove and dispose of existing roadway; Installation of concrete pavement; Remove and dispose of pipe; Pipe installation; Junction Box installation; Remove and relocate existing power poles; Tree removal; SWPPP; Remove and dispose of chain link fence; Remove and dispose of concrete ditch; Construction Staking; Construction Materials testing; Restoration and seeding

c. Percentage Completed –35%

d. Scheduled Completion – January, 2025

e. Location (city, county, state) Hempstead, Waller County, TX

f. Engineer: Strand Associates; Jared Engelke, PE; [jared.engelke@strand.com](mailto:jared.engelke@strand.com); 979-836-7937 ext. 6203; 1906 Niebuhr St., Brenham, TX 77833

g. Percentage of Work Self Performed: 95%



# Jeffrey Du Bose Work History by Project

## Contact

Environmental Allies Civil  
Division Manager  
9730 Windfern, Houston,  
Tx 77064  
830-484-5959

## Objective

I am an experienced Construction Manager with a passion for growing the next generation of construction professionals. I have spent a lifetime managing money for others and can put those talents to work building our project. There is a great need here in the Houston Region for construction partners whose primary mission is to put others first. The return on this project will allow us to support the growth of our employees and their families.

## Training

Concrete Technology  
Financial Advisor  
Underground Utility  
Project Manager  
Contract Law  
Project Design and Layout  
Project Accounting  
and Controls

## Experience

Owner of Arrowhead D Concrete and Iron Tower Resources, LLC  
Project Management consultant for companies in financial distress.  
\$20 million of work in TXDOT to Oil and gas production. Managed  
apartment builds to Bridges for the Railroad. Over 100 completed  
Project with the Department of Transportation.

Austin Bridge & Road- Operations Manager- 01-2021

### Operations Manager of Austin and San Antonio Texas,

Dailey cost and production review of all existing and new projects. Daily calls and reviews with project owners and field construction teams.

Projects Include:

- IH 10 Expansion \$ 22 Million
- San Antonio Airport Expansion \$ 28 Million
- MD Anderson Cancer facility in Fayette County \$28 Million
- Austin-Bergstrom Airport Construction \$ 58 Million
- 

### SpawGlass Construction Texas Division

- Title - General Superintendent, 01/2018
- I am responsible for operations in the Houston Texas Region for the Heavy Civil Division. I monitor the overall construction work for all ongoing projects. I ensured a safe working environment and work closely with the safety team to do so. I control job progress by managing crews, subcontractors solving problems and conflicts using my years of construction management experience. I mentor young superintendents to ensure future growth of industry needs.

### Houston Metropolitan Transit Facility \$ 33 Million

Supervision of the project managers and superintendents. Build new facilities terminals, restaurants, offices, meeting rooms, facility management offices.

## Key Skills

Construction Operations  
Management  
Training and Mentoring  
Change Management  
Subcontractor  
Completion Funding  
Scheduling  
Cost Control

# Jeffrey Du Bose Work History by Project

## **SpawGlass Construction: North Houston Bike Park \$ 33 Million**

Dailey supervision of all Superintendents and Project Managers. Weekly Meetings with Owners' representatives and Architect. I.

- City of Houston owner and operator of Club houses, restaurants and multi-level entertainment buildings.

## **SpawGlass: Tyler Regional Airport Expansion**

Dailey Supervision of Superintendents and Project Managers. By weekly owners meeting. \$ 18 Million Expansion of building and runways.

## **SpawGlass: Sugar Land Regional Airport Expansion**

City of Sugarland Texas. \$12 Million Terminal and Taxiway expansion. Supervision of Project Managers and Superintendents.

## **249 Tollway Project Toll building and green field expansion of new lanes**

Supervision of project managers and superintendent. \$55 Million new toll Roads and toll facilities. Weekly owners and engineers' meetings review cost and new designs.

## **References**

Mentor- Dr. John Littlejohn Harvard-MIT PHD 719-439-0999

Primoris Service Corporation- Construction Manager Rik Van Den Berg - 281-350-3500

Austin Bridge and Road Special Projects Manager- Josh Gadsby - 214-596-7300

American International Group- Agency Building Division- Lance Smith- 210-410-3291

Shawn Pickrell- Lowe's Corporation- 806-385-3366

**Environmental Allies, Inc.**  
**Schedule of Tools and Equipment**  
**As of December, 2023**

<b>Date Acquired</b>	<b>Description</b>
	<b><i>16 CASE Scrapers with K-TEC Pans:</i></b>
1/6/2022	CASE IH Steiger 580 VIN JEEZC580HMF973000 w K-TEC 1233 Scraper Pan SN K96250
12/31/2021	CASE IH Steiger 580 VIN JEEZC580HMF504106 w K-TEC 1233 Scraper Pan SN KS3380
12/31/2021	CASE IH Steiger 580 VIN JEEZC580VMF504151 w K-TEC 1233 Scraper Pan SN KS3314
11/1/2021	CASE IH Steiger 580 VIN JEEZC580CMF508814 w K-TEC 1233 Scraper Pan SN KS3315
10/1/2021	CASE IH Steiger 580 VIN JEEZC580CMF502164 w K-TEC 1233 Scraper Pan SN KS0000
5/06/2021	CASE IH Steiger 580 VIN JEEZC580VMF501458 w K-TEC 1233 Scraper Pan SN KS3303
5/04/2021	CASE IH Steiger 580 VIN JEEZ0580HHF314113 w K-Tec 1233 Scrapper Pan SN KS3346
5/03/2021	CASE IH Steiger 580 VIN JEEZ0580HHF314143 w K-Tec 1233 Scrapper Pan SN KS3297
3/23/2021	CASE IH Steiger 580 4WD Tractor with K Tec Pan – 33 CY SN EEZO580HHF314045
3/10/2021	CASE IH Steiger 580 4WD Tractor with K Tec Pan – 33 CY SN EEZO580AHF314107
2/05/2021	CASE IH Steiger 580 4WD Tractor SN JEEZC580TLF323445 with scraper pan
2/05/2021	CASE IH Steiger 580 Tractor JJAMG310KKRK04300 w K-Tec 1233 Scrapper Pan SN KS3327
2/01/2021	CASE IH Steiger 580 4WD Tractor 2021 K-TEC Earth mover with scraper SN KS3326
1/15/2021	CASE IH Steiger 580 4WD Tractor SN ZLF500832 w K-TEC Scraper Pan SN KS3267
11/16/2020	CASE IH Steiger 580 4WD Tractor SN ZLF321948 with scraper pan
11/3/2020	CASE IH Steiger 580 4WD Tractor SN ZLF321945 with scraper pan
	<b><i>Dozers:</i></b>
1/1/2022	Deere 1050 K
9/22/2021	Komatsu D65PC-18 SN 92172
7/1/2021	2021 Komatsu D51PC-24 Dozer SN 15139
9/01/2021	Mustang CAT D6N Ripper SN S9B01014
5/07/2021	Komatsu D85PX-18 Dozer VIN 23417
5/01/2021	CAT Track Type Tractor Model D6K2LGP-EL703516
1/25/2021	CAT D6 Dozer SN LGP-KMT00423
12/27/2020	1-CAT D6 Dozer with GPS
12/27/2020	1-CAT D5 Dozer with GPS
12/27/2020	1 CAT D6K Dozer SN LGP-KMT00423 with GPS
11/16/2020	CAT D5Dozer SN Z6A00238
12/27/2016	CAT D3 Dozer K2 HRC S/N KL20254
	<b><i>Excavators:</i></b>
4/1/2022	380 Volvo Excavator-VIN 314850
3/1/22	530 Volvo Excavator-ECR88D-SN 217425
10/1/2021	CAT 313
4/01/2021	John Deere 300G Excavator TN731455 VIN 1FF300GXCK731455
2/10/2021	Komatsu PC 490 Excavator
10/20/2020	CAT 305 SN H5M13051
3/12/2020	CAT Model 305E2 HEXMN - H5M11263
2/12/2020	CAT Model 308 36" Bucket Serial No: A419BBK20513
2/10/2020	CAT 326FL Excavator Serial No: FBR20944
1/17/2020	CAT 308-07A Mini Excavator
4/9/2019	CAT 305E2 SN HEXMN-H5M08640
12/27/2016	CAT Model 313F

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

	<b>Loaders:</b>
2/10/2021	Komatsu WA 320 – Wheel Loader
1/13/2020	249 D3 CAT Compact Track Loader SN: P9C00681
2/12/2020	Cat Skid Steer Loader Serial No: ZB201793
6/19/2018	249D CAT Track Loader for Dallas 0GWR02196
2/27/2019	249D CAT Track Loader 0GWR02254
2/27/2019	249D CAT Track Loader 0GWR01815
11/9/2018	249D CAT Track Loader 0GWR02510
3/31/2019	249D CAT Track Loader GWR02908
3/31/2019	249D CAT Track Loader GWR02911
3/24/2016	246 D CAT Track Loader Serial #OBYF02815
3/24/2016	246 D CAT Track Loader Serial # OBYF02005
10/31/2020	2010 Bobcat T300 Skid Steer Loader SN A5GU35907
4/11/2017	289D w/Grapple Bucket & Skid Steer Brom Attachment
4/29/2015	287B CAT Skid Steer
6/30/2014	2007 277B Skid Steer VIN (CAT0277BPMDH04824)
	<b>Compactors:</b>
4/01/2021	Dyna Pac CA1300PD Roller VIN 10000159EKA023787
2/10/2021	Dyna Pac C8 1300 – 54” Pad Foot Compactor
7/31/2020	Trench Roller BMP8500 SN: 101720132183 – Walk Behind
4/23/2020	Bomag 8500 Mll Compactor SN 101720132116
	<b>End Dumps / Haul Tractors:</b>
1/1/2022	2022 International Truck
12/20/2021	2022 International Tractor Fuel Truck VIN 3HAEKTAT5NL264833
9/10/2021	Peterbilt heavy haul tractor & Kaufman heavy haul trailer
6/01/2021	Volvo Dump Truck VHD64B300 VIN 4V5KC9EJ4LN251472
11/9/2020	2020 Freightliner 114 Super Dump SN 3ALWG3DV0LDZ5584
8/7/2020	2020 Freightliner 114 Super Dump SN 1FVHG3DV5LHLX4913
7/21/2020	2019 Freightliner 114 Super Dump SN 1FVHG3DV8KHKT2828
6/24/2013	2006 Peterbilt Convention 335 Dump Truck 2NPLLZ0X26M891866
5/25/2010	2006 International FB9400I
3/31/2005	Freight Liner
	<b>Water Trucks:</b>
11/1/2021	Ford F-750 Water Truck 2000 gal
4/19/2021	Kenworth T300 2000 Gallon water truck SN 2XKMAZ7X85M084069
2/4/2016	Magnum Water Trailer
	<b>GPS / Coordinate Equipment:</b>
11/1/2021	Hiper VR Base/rover 915+
5/13/2021	Topcon Base Rover FC-500 #6
5/10/2021	Topcon GPS 3DMC2 for Komatsu D51PX-24 Dozer
5/10/2021	Topcon Base Rover FC-500 #5
4/21/2021	Topcon Hiper VR Base/Rover FH915 w/ pocket 3D Software
4/15/2021	Topcon 3D MC2 Single Dozer system FH915 VIN 534-3498
4/08/2021	Topcon Laser RL-H5A SN 1A022668
1/28/2021	HiPer BR Rover SN 1449-12846

1/07/2021	GPS Rover Dozer for Steiger ZLF321945
	<b>Miscellaneous / Support Equipment:</b>
10/8/2021	KTEC 1613 land leveler SH KL1097
9/20/2021	Case IH Framall 75A Tractor SN ELRFA75ATLAY00956
8/18/2021	Liftmore Model 3612REE Crane for mechanic truck
7/02/2021	600 Series Implement puller for Steiger 580 SN 05212837
6/01/2021	2020 Case Magnum 310 VIN#JJAMG310CLRK02051
6/01/2021	Dynapac Single Drum Vibratory Compactor CA2500PD Vin 10000167JKA023678
6/01/2021	Rome Plow SN 6TRCW-B1-231
5/20/2021	John Deere M15 Flex Wing Rotary Cutter VIN 1P00M15CPMA003535
5/17/2021	Rome RLS 12 Bottomless Drag Scraper SN 6RLS-163
4/29/2021	Lube Skid for Civil lube truck
4/28/2021	K-Tec Model Hitch SN THO1222 and SN THO1154
4/15/2021	915+Radio RS-S1 SN 396-02883
4/06/2021	Kubota BW260 poly tube brush Model SN 202348
3/31/2021	500-GAL tank and 2016 Wylie EXP-500L-S SN 5VUTW1342GP000033
3/31/2021	Lincoln Auto Lube system on Komatsu PC490 SN A42721
3/31/2021	Mustang CAT D6 Rake SN 21NE0444
3/30/2021	2021 Fehrs Innovator 716 plow
2/03/2021	John Deere Z920M Ztrak SN 1TC920MCLLT090154
1/21/2021	2021 Rome Plow SN 8TAWC-772
01/15/2021	Mig Welder
8/25/2020	2000 Monon 40 ft T/A container chassis SN 1NNV04021YM333707
8/11/2020	2150 Rhino Batwing Shredder SN 40945
6/26/2020	2020 Kawasaki ATV Model KAF400PLF SN JK1AFEP13LB504057
5/5/2020	Caterpillar Attachment Model 305 RMR555 Serial No: 555EA0267
2/11/2020	Caterpillar Trencher Model S T6B Serial No: KSK02352
1/17/2020	Auger drill for Mini Excavator
12/1/2019	Telehandler
8/5/2019	2019 CAT Forklift Model SC500 SN: AT046244
8/2/2019	2016 RT20 Trencher CMWRT20XPF000588 & Trailer
6/4/2019	CAT Model S T6B Man - Serial No. 0KSK02197
4/30/2019	Mustang CAT Broom Attachment Model SSL BP118C FX801701
4/30/2019	Mustang CAT Broom Attachment Model SSL BP118C FX801695
4/1/2019	John Deere 5075 Utility Tractor (1PY5075ELDB008773)
4/1/2019	John Deere 5075 Utility Tractor (1PY5075ELDB001995)
3/26/2019	2018 John Deere 5100M Cab Boom Mower 7979 (VIN 1LV5100MVKK403230)
3/25/2019	Mustang Cat Trencher
3/18/2019	2019 Rino 2150 Flex Wing Cutter - Paige Tractor Sr. # 40715
3/18/2019	2020 Rino 2150 Flex Wing Cutter - Paige Tractor #40782
9/30/2018	AES Sales 15K lb Lift for Shop - 9730 Windfern
8/31/2018	2018 John Deere 5075E Tractor 1PY5075EVHJ103472
6/26/2018	Toyota 8FGU25 5000lb Forklift S/N 11897
7/18/2017	SWEEPER - BW260 Kubota Engine Tier 4 Final
1/6/2017	2017 John Deere 5075E OOS MFWD Tractor (Vin: 1PY5075EAGG100570)
9/20/2016	John Deere Z920M Commercial Ztrak VIN (1TC920MCPFT0400026)
7/28/2016	Caterpillar 277B Skidsteer
7/22/2016	Rhino 2150 Batwing Shredder S/N 10073
7/22/2016	Rhino 2150 Batwing Shredder S/N 10142
5/10/2016	Tractor For Austin

11/11/2015	Containers
8/14/2015	Ditch Witch 5110 (Model 5110D SN: 5H0584)
6/30/2014	John Deere 5075E Utility Tractor Austin VIN# 1PY5075EPDB010806
6/30/2014	John Deer Utility Tractor - Houston
6/30/2014	2014 Tools & Equipment Additions
6/30/2014	Rhino SD15 Flex wing Rotary Cutter Serial # 11248
6/30/2014	Rhino Batwing Mower
5/17/2013	John Deere Z920M VIN# 1TC920MCEET021051
12/20/2012	John Deere - Z920M VIN # 1TC920MCKCT01361
7/23/2012	2012 Rhino Flex Wing Mower #1
5/25/2012	John Deere - Z920A Z-Trac Mower #1 Vin: 1TC920ACEBT021499
4/30/2012	John Deere - Z920A Z-Trac Mower #2 Vin: 1TC920ACHCT030459
4/20/2012	John Deere 5075E Tractor #2 Vin 1PY5075EPCB005507
4/10/2012	Rhino SD15 Flex Wing Cutter #2
3/1/2012	Rhino SD15 Flex Wing Cutter #1
1/12/2012	John Deere Z920A/60 FM Tractor VIN: 1TC920ACABT021384
7/1/2010	Tractor 2 New Holland TT75A 4WD S/N 1102291
6/1/2010	Tractor 1 New Holland TT-75 4WD S/N 1111975
9/27/2004	Trencher
5/25/2001	Hydro-Seeder
	<i>Articulated Trucks</i>
4/1/22	A60H Volvo Articulated Truck-VIN 350189
4/1/22	A60H Volvo Articulated Truck-VIN 350198
5/31/22	A60H Volvo Articulated Truck
5/31/22	A60H Volvo Articulated Truck

Congo Lane Subdivision Drainage Improvements Project

Congo Lane Subdivision Drainage Improvements Project																	
ID: 2024-03																	
Item	Description	Unit	Quantity	Environmental	Total	R Construction	Total	Cracon, Inc.	Total	Teamwork Con	Total	ICON GC LLC	Total	MC2 Civil, LLC	Total	Conrad Constr.	Total
<b>Base Bid</b>																	
<b>GENERAL ITE</b>																	
1	Mobilization	LS	1.00	\$50,000.00	\$50,000.00	\$450,000.00	\$450,000.00	\$90,000.00	\$90,000.00	\$370,000.00	\$370,000.00	\$355,278.84	\$355,278.84	\$460,000.00	\$460,000.00	\$425,000.00	\$425,000.00
2	Traffic control	LS	1.00	\$20,000.00	\$20,000.00	\$35,000.00	\$35,000.00	\$105,000.00	\$105,000.00	\$34,950.00	\$34,950.00	\$75,000.00	\$75,000.00	\$300,000.00	\$300,000.00	\$150,000.00	\$150,000.00
3	Stabilized	EA	1.00	\$1,800.00	\$1,800.00	\$3,000.00	\$3,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$100.00	\$100.00	\$2,000.00	\$2,000.00	\$6,000.00	\$6,000.00
4	Remove Tree	EA	18.00	\$750.00	\$13,500.00	\$750.00	\$13,500.00	\$600.00	\$10,800.00	\$350.00	\$6,300.00	\$550.00	\$9,900.00	\$500.00	\$9,000.00	\$1,150.00	\$20,700.00
5	Remove Tree	EA	16.00	\$1,500.00	\$24,000.00	\$2,500.00	\$40,000.00	\$1,700.00	\$27,200.00	\$950.00	\$15,200.00	\$1,100.00	\$17,600.00	\$900.00	\$14,400.00	\$2,850.00	\$45,600.00
6	Install root	LF	251.00	\$10.00	\$2,510.00	\$20.00	\$5,020.00	\$24.00	\$6,024.00	\$9.00	\$2,259.00	\$9.00	\$2,259.00	\$8.00	\$2,008.00	\$15.00	\$3,765.00
7	Implementatio	LS	1.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$12,000.00	\$12,000.00	\$49,500.00	\$49,500.00	\$11,000.00	\$11,000.00	\$25,000.00	\$25,000.00	\$80,000.00	\$80,000.00
8	Inlet protection	EA	26.00	\$35.00	\$910.00	\$75.00	\$1,950.00	\$230.00	\$5,980.00	\$125.00	\$3,250.00	\$120.00	\$3,120.00	\$110.00	\$2,860.00	\$150.00	\$3,900.00
9	Inlet protection	EA	26.00	\$35.00	\$910.00	\$75.00	\$1,950.00	\$75.00	\$1,950.00	\$130.00	\$3,380.00	\$88.00	\$2,288.00	\$120.00	\$3,120.00	\$150.00	\$3,900.00
10	Sodding for	SY	1,106.00	\$7.00	\$7,742.00	\$5.50	\$6,083.00	\$6.00	\$6,636.00	\$6.00	\$6,636.00	\$8.00	\$8,848.00	\$6.00	\$6,636.00	\$12.50	\$13,825.00
11	Remove and	EA	10.00	\$750.00	\$7,500.00	\$500.00	\$5,000.00	\$835.00	\$8,350.00	\$950.00	\$9,500.00	\$648.00	\$6,480.00	\$2,000.00	\$20,000.00	\$1,400.00	\$14,000.00
12	Remove,	LS	1.00	\$11,500.00	\$11,500.00	\$15,000.00	\$15,000.00	\$46,000.00	\$46,000.00	\$29,950.00	\$29,950.00	\$1,500.00	\$1,500.00	\$15,000.00	\$15,000.00	\$25,000.00	\$25,000.00
13	Remove and	EA	6.00	\$1,500.00	\$9,000.00	\$3,500.00	\$21,000.00	\$6,000.00	\$36,000.00	\$950.00	\$5,700.00	\$1,800.00	\$10,800.00	\$2,500.00	\$15,000.00	\$2,000.00	\$12,000.00
14	Installation	LS	1.00	\$10,000.00	\$10,000.00	\$13,500.00	\$13,500.00	\$14,000.00	\$14,000.00	\$9,950.00	\$9,950.00	\$13,500.00	\$13,500.00	\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00
15	Stop sign	EA	9.00	\$600.00	\$5,400.00	\$550.00	\$4,950.00	\$875.00	\$7,875.00	\$465.00	\$4,185.00	\$600.00	\$5,400.00	\$800.00	\$7,200.00	\$850.00	\$7,650.00
16	Yield sign	EA	1.00	\$500.00	\$500.00	\$550.00	\$550.00	\$875.00	\$875.00	\$465.00	\$465.00	\$650.00	\$650.00	\$800.00	\$800.00	\$850.00	\$850.00
17	Trench safety	LF	4,166.00	\$1.00	\$4,166.00	\$1.50	\$6,249.00	\$0.10	\$416.60	\$9.00	\$37,494.00	\$0.01	\$41.66	\$1.50	\$6,249.00	\$2.50	\$10,415.00
18	Street light	EA	14.00	\$1,500.00	\$21,000.00	\$1,550.00	\$21,700.00	\$2,025.00	\$28,350.00	\$1,250.00	\$17,500.00	\$1,250.00	\$17,500.00	\$1,300.00	\$18,200.00	\$1.00	\$14.00
19	Street light	EA	9.00	\$1,000.00	\$9,000.00	\$400.00	\$3,600.00	\$1,450.00	\$13,050.00	\$850.00	\$7,650.00	\$350.00	\$3,150.00	\$350.00	\$3,150.00	\$1,750.00	\$15,750.00
20	Street lighting	LF	2,816.00	\$22.00	\$61,952.00	\$25.00	\$70,400.00	\$15.50	\$43,648.00	\$20.50	\$57,728.00	\$18.00	\$50,688.00	\$17.00	\$47,872.00	\$20.00	\$56,320.00
21	Street lighting	LF	355.00	\$40.00	\$14,200.00	\$27.00	\$9,585.00	\$35.00	\$12,425.00	\$38.50	\$13,667.50	\$22.00	\$7,810.00	\$20.00	\$7,810.00	\$40.00	\$14,200.00
22	Top soil for	LS	1.00	\$15,000.00	\$15,000.00	\$16,000.00	\$16,000.00	\$40,000.00	\$40,000.00	\$49,500.00	\$49,500.00	\$3,500.00	\$3,500.00	\$15,000.00	\$15,000.00	\$25,000.00	\$25,000.00
23	Fill for	CY	770.00	\$35.00	\$26,950.00	\$10.50	\$8,085.00	\$17.50	\$13,475.00	\$26.00	\$20,020.00	\$27.00	\$20,790.00	\$25.00	\$19,250.00	\$20.00	\$15,400.00
24	Cut for	CY	559.00	\$40.00	\$22,360.00	\$20.00	\$11,180.00	\$9.00	\$5,031.00	\$28.00	\$15,652.00	\$23.00	\$12,857.00	\$50.00	\$27,950.00	\$40.00	\$22,360.00
25	Sodding	SY	3,838.00	\$7.00	\$26,866.00	\$5.50	\$21,109.00	\$6.00	\$23,028.00	\$6.00	\$23,028.00	\$8.00	\$30,704.00	\$6.50	\$24,947.00	\$8.50	\$32,623.00
<b>Sub Totals</b>					\$371,766.00		\$789,411.00		\$559,113.60		\$794,464.50		\$670,764.50		\$1,062,742.00		\$1,019,272.00
<b>PAVING ITEM:</b>																	
26	Remove and	SY	3,455.00	\$11.00	\$38,005.00	\$5.00	\$17,275.00	\$6.00	\$20,730.00	\$25.00	\$86,375.00	\$9.00	\$31,095.00	\$8.00	\$27,640.00	\$13.00	\$44,915.00
27	Remove and	SY	9,080.00	\$7.00	\$63,560.00	\$7.00	\$63,560.00	\$8.00	\$72,640.00	\$27.00	\$245,160.00	\$10.00	\$90,800.00	\$8.00	\$72,640.00	\$13.00	\$118,040.00
28	Remove and	LF	5,415.00	\$2.00	\$10,830.00	\$1.50	\$8,122.50	\$3.00	\$16,245.00	\$4.00	\$21,660.00	\$2.00	\$10,830.00	\$0.10	\$541.50	\$2.50	\$13,537.50
29	Lime stabilized	SY	12,260.00	\$7.00	\$85,820.00	\$4.25	\$52,105.00	\$6.00	\$73,560.00	\$12.00	\$147,120.00	\$12.00	\$147,120.00	\$17.00	\$208,420.00	\$11.00	\$134,860.00
30	Lime for Lime	TON	221.00	\$315.00	\$69,615.00	\$380.00	\$83,980.00	\$398.00	\$87,958.00	\$320.00	\$70,720.00	\$400.00	\$88,400.00	\$300.00	\$66,300.00	\$390.00	\$86,190.00
31	6-inch	SY	10,960.00	\$60.50	\$663,080.00	\$70.75	\$775,420.00	\$100.00	\$1,096,000.00	\$68.00	\$745,280.00	\$79.00	\$865,840.00	\$69.00	\$756,240.00	\$80.00	\$876,800.00
32	6-inch	SF	11,660.00	\$10.00	\$116,600.00	\$18.25	\$212,795.00	\$12.00	\$139,920.00	\$9.50	\$110,770.00	\$16.50	\$192,390.00	\$13.00	\$151,580.00	\$13.00	\$151,580.00
33	Reflectorized	LF	153.00	\$7.50	\$1,147.50	\$8.50	\$1,300.50	\$17.00	\$2,601.00	\$10.00	\$1,530.00	\$7.50	\$1,147.50	\$8.00	\$1,224.00	\$18.00	\$2,754.00
34	Reflectorized	EA	9.00	\$16.50	\$148.50	\$15.00	\$135.00	\$25.00	\$225.00	\$12.50	\$112.50	\$15.50	\$139.50	\$14.00	\$126.00	\$25.00	\$225.00
35	6-inch	LF	5,415.00	\$5.00	\$27,075.00	\$4.25	\$23,013.75	\$10.00	\$54,150.00	\$12.00	\$64,980.00	\$4.50	\$24,367.50	\$5.00	\$27,075.00	\$6.00	\$32,490.00
36	4-1/2-inch	SF	29,487.00	\$8.00	\$235,896.00	\$8.00	\$235,896.00	\$9.50	\$280,126.50	\$8.00	\$235,896.00	\$15.00	\$442,305.00	\$10.00	\$294,870.00	\$9.50	\$280,126.50
37	Type 9	EA	12.00	\$1,500.00	\$18,000.00	\$2,600.00	\$31,200.00	\$4,200.00	\$50,400.00	\$3,950.00	\$47,400.00	\$1,650.00	\$19,800.00	\$2,000.00	\$24,000.00	\$2,750.00	\$33,000.00
<b>Sub Totals</b>					\$1,329,777.00		\$1,504,802.75		\$1,894,555.50		\$1,777,003.50		\$1,914,234.50		\$1,630,656.50		\$1,774,518.00
<b>STORM SEWE</b>																	
38	Remove &	EA	26.00	\$800.00	\$20,800.00	\$350.00	\$9,100.00	\$500.00	\$13,000.00	\$495.00	\$12,870.00	\$650.00	\$16,900.00	\$1,200.00	\$31,200.00	\$750.00	\$19,500.00
39	Remove and	LF	880.00	\$22.00	\$19,360.00	\$45.00	\$39,600.00	\$27.00	\$23,760.00	\$36.00	\$31,680.00	\$32.50	\$28,600.00	\$10.00	\$8,800.00	\$30.00	\$26,400.00
40	18-inch	LF	454.00	\$125.00	\$56,750.00	\$112.00	\$50,848.00	\$127.00	\$57,658.00	\$120.00	\$54,480.00	\$192.00	\$87,168.00	\$200.00	\$90,800.00	\$165.00	\$74,910.00
41	24-inch	LF	2,340.00	\$140.00	\$327,600.00	\$130.00	\$304,200.00	\$137.00	\$320,580.00	\$130.00	\$304,200.00	\$155.00	\$362,700.00	\$155.00	\$362,700.00	\$195.00	\$456,300.00
42	30-inch	LF	930.00	\$175.00	\$162,750.00	\$160.00	\$148,800.00	\$205.00	\$190,650.00	\$210.00	\$195,300.00	\$206.00	\$191,580.00	\$190.00	\$176,700.00	\$230.00	\$213,900.00
43	Type C inlet	EA	2.00	\$5,000.00	\$10,000.00	\$4,200.00	\$8,400.00	\$4,300.00	\$8,600.00	\$3,950.00	\$7,900.00	\$4,750.00	\$9,500.00	\$8,000.00	\$16,000.00	\$6,250.00	\$12,500.00
44	Type C1 inlet	EA	20.00	\$5,000.00	\$100,000.00	\$5,250.00	\$105,000.00	\$5,230.00	\$104,600.00	\$5,450.00	\$109,000.00	\$6,750.00	\$135,000.00	\$8,500.00	\$170,000.00	\$6,750.00	\$135,000.00
45	Park USA JBC	EA	7.00	\$10,500.00	\$73,500.00	\$9,750.00	\$68,250.00	\$5,800.00	\$40,600.00	\$12,400.00	\$86,800.00	\$6,700.00	\$46,900.00	\$10,000.00	\$70,000.00	\$16,000.00	\$112,000.00
46	Park USA JBC	EA	3.00	\$11,500.00	\$34,500.00	\$10,800.00	\$32,400.00	\$9,540.00	\$28,620.00	\$15,900.00	\$47,700.00	\$15,200.00	\$45,600.00	\$15,000.00	\$45,000.00	\$21,000.00	\$63,000.00
<b>Sub Totals</b>					\$805,260.00		\$766,598.00		\$788,068.00		\$849,930.00		\$923,948.00		\$971,200.00		\$1,113,510.00
<b>WATER ITEMS</b>																	
47	8-inch	LF	2,201.00	\$37.00	\$81,437.00	\$55.00	\$121,055.00	\$58.00	\$127,658.00	\$80.00	\$176,080.00	\$72.00	\$158,472.00	\$120.00	\$264,120.00	\$110.00	\$242,110.00
48	8-inch	LF	644.00	\$60.00	\$38,640.00	\$148.00	\$95,312.00	\$58.00	\$37,352.00	\$95.00	\$61,180.00	\$72.00	\$46,368.00	\$120.00	\$77,280.00	\$110.00	\$70,840.00
49	2-inch	LF	625.00	\$50.00	\$31,250.00	\$60.00	\$37,500.00	\$40.00	\$25,000.00	\$42.00	\$26,250.00	\$58.00	\$36,250.00	\$37.00	\$23,125.00	\$75.00	\$46,875.00
50	18-inch steel	LF	65.00	\$300.00	\$19,500.00	\$115.00	\$7,475.00	\$49.00	\$3,185.00	\$295.00	\$19,175.00	\$220.00					



April 8, 2024

Mr. Tim Nguyen, EIT/PM  
Department of Public Works  
City of Jersey Village  
16327 Lakeview Drive  
Jersey Village, TX 77040

Re: Congo Lane Street Reconstruction Project  
Senate Street to Ecuador Street  
Jersey Village, Texas

Dear Tim,

We are writing this letter of recommendation after reviewing the documents uploaded by the three (3) lowest bidders into Civcast after the bidding process. We noticed Environmental Allies provided a good list of project experience relevant to the Congo Lane roadway reconstruction project, they have approximately 21 years of GC experience and were the lowest bidder in the bidding process.

Please note we have not worked with Environmental Allies on past projects in the Houston metro area, our recommendation is based on review of the information provided in their documents. If you have any further questions, please let us know, we will be glad to discuss further.

Sincerely,

A handwritten signature in blue ink that reads 'Bilal Alizai'.

Bilal Alizai, P.E.  
Senior Project Manager  
GarzaEMC, LLC

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024



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

**AGENDA DATE:** April 22, 2024

**AGENDA ITEM:** G2

**AGENDA SUBJECT:** Consider Resolution 2024-37, closing the Jersey Meadow Golf Club Bridge to vehicular traffic.

**Dept./Prepared By:** Parks & Recreation Robert Basford

**Date Submitted:** April 11, 2024

**EXHIBITS:** Resolution 2024-37

<b>BUDGETARY IMPACT:</b>	Required Expenditure:	\$	0
	Amount Budgeted:	\$	0
	Appropriation Required:	\$	0

**CITY MANAGER APPROVAL:** AB

**BACKGROUND INFORMATION:**

As we approach the final stages of construction for the new Golf Course Clubhouse, our focus has shifted towards renovating existing structures. Staff have planned the operation of both buildings, revisiting the necessity of closing the bridge to vehicular traffic for enhanced operational efficiency and safety.

With the expansion of our facility and the growing popularity of the golf course, there is a pressing need to optimize traffic flow within the parking lot for both safety and convenience. Vehicular traffic counts in 2018 revealed an average of 1,300 on weekdays and 744 cars per weekend day crossing the bridge, many of which are simply passing through. We have seen a rise in the number of golfers steadily over the last 5 years.

Closing the bridge to vehicular traffic will enable golf carts to utilize it, while also providing a designated lane for pedestrian access, facilitating movement to additional parking across the bayou.

The upcoming additions of a restaurant and convention center are expected to draw larger crowds, and this measure will alleviate congestion, ensuring a more enjoyable experience for patrons. There is the potential that there will often be activity in the restaurant and the convention center all while a full field of golfers are present.

This permanent closure of the bridge was requested during the November 13<sup>th</sup>, 2023, golf advisory board meeting and it was formally placed on the agenda to discuss and vote on a closure recommendation during the March 11, 2024, meeting. The committee mentioned that it is a good idea given that the new construction plans will attract additional attendance. The committee doesn't want to create barriers to potential events due to excessive passthrough traffic and congestion. The committee officially recommends the bridge be closed to vehicular traffic with 6 voting in favor and 1 against.

**RECOMMENDED ACTION:** Consider Resolution 2024-37, closing the Jersey Meadow Golf Club Bridge to vehicular traffic.

**MOTION:** To approve Resolution 2024-37, closing the Jersey Meadow Golf Club Bridge to vehicular traffic.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON APRIL 22, 2024

**RESOLUTION NO. 2024-37**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, CLOSING THE JERSEY MEADOW GOLF CLUB BRIDGE TO VEHICULAR TRAFFIC.**

**WHEREAS**, the new Clubhouse and Convention Center at Jersey Meadow Golf Club (JMGC) will be complete in summer 2024; and

**WHEREAS**, JMGC has seen record volume in play; and

**WHEREAS**, the increased demand with the new facility necessitates the need for additional parking and parking lot traffic control; and

**WHEREAS**, the last vehicular traffic count over the golf course bridge showed 744 cars per day over the bridge; and

**WHEREAS**, the bridge has a posted weight limit of 5 tons and the width makes it difficult for two vehicles to traverse simultaneously; and

**WHEREAS**, the Golf Course Advisory Committee recommends the bridge at JMGC be closed to vehicular traffic and remain open for golf carts and foot traffic; **NOW THEREFORE**,

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

**Section 1.** The City Council hereby closes the bridge at Jersey Meadow Golf Club for vehicular traffic, while keeping it open for golf carts and pedestrian traffic.

**PASSED AND APPROVED** this 22<sup>nd</sup> day of **April**, A.D., **2024**.

\_\_\_\_\_  
Michelle Mitcham, Mayor Pro tem

**ATTEST:**

\_\_\_\_\_  
Lorri Coody, City Secretary



## H. MAYOR AND COUNCIL COMMENTS

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

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