

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, December 19, 2022, 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: Jim Fields

C. PRESENTATIONS

1. Presentation of Employee of the Month Award for December 2022 and Employee of the Year Award for 2022. *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. *Bobby Warren, Mayor*

E. CITY MANAGER'S REPORT

1. Monthly Fund Balance Report, Enterprise Funds Report, Governmental Funds Report, Property Tax Collection Report – October 2022, General Fund Budget Projections as of November 2022, and Utility Fund Budget Projections – November 2022
2. Fire Departmental Report and Communication Division's Monthly Report
3. Police Department Monthly Activity Report, Warrant 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 November 21, 2022 and the Town Hall Meeting held on December 5, 2022. *Lorri Coody, City Secretary*
2. Consider Resolution No. 2022-72, appointing an Emergency Management Coordinator and an Assistant Emergency Management Coordinator for the City of Jersey Village. *Mark Bitz, Fire Chief*
3. Consider Resolution No. 2022-73, authorizing an Interlocal Agreement between Harris County and the City of Jersey Village for prisoner confinement services. *Kirk Riggs, Chief of Police*
4. Consider Ordinance 2022-47, approving Revision No. 6 to the City's Personnel Policy to begin December 19, 2022; providing for severability; and providing for repeal. *Austin Bless, City Manager*
5. Consider Ordinance No. 2022-48, repealing Chapter 6, Article I, Section 6-6 of the Code of Ordinances of the City of Jersey Village, entitled "Transportation or Delivery of Beer or Malt Liquor on Sunday"; providing a penalty; providing for severability; providing for publication; and providing an effective date. *Austin Bless, City Manager*
6. Consider Ordinance 2022-49, amending the Capital Improvement Fund Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, in the amount not to exceed \$31,900 by increasing line item 10-91-7048 (Fire Station Replacement Roof & Gutter) from the Capital Improvement Fund Balance to cover the additional cost for the replacement of gutters during the repair of the roof at the City's fire station. *Mark Bitz, Fire Chief*
7. Consider Resolution 2022-74, approving the City Attorney selection of Julian Ramirez to serve as Prosecutor for the City of Jersey Village Municipal Court. *Isabel Kato, Finance Director*
8. Consider Ordinance 2022-50, amending the Jersey Village Code of Ordinances at Chapter 70 "Utilities," Article II "Service Bills and Rates," Section 70-77 "Computation of Water and Wastewater Bills; when Due; Disconnection for Nonpayment," by adding a new Subsection (d) "Average Monthly Billing Plan for Water and Wastewater Services"; providing a severability clause, providing for repeal, and providing an effective date. *Austin Bless, City Manager*
9. Consider Resolution No. 2022-75, appointing members to serve as Directors on the Tax Increment Reinvestment Zone Board No. 3 for the City of Jersey Village, Texas. *Lorri Coody, City Secretary*
10. Receive update and provide feedback on the golf course clubhouse renderings and project. *Robert Basford, Assistant City Manager*

G. REGULAR AGENDA

1. Consider Resolution No. 2022-76, appointing members to serve as Directors on the Tax Increment Reinvestment Zone Board No. 2 for the City of Jersey Village, Texas. *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.

I. RECESS THE REGULAR SESSION

Recess the Regular Session to 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

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. *Austin Bleess, City Manager*

K. ADJOURN EXECUTIVE SESSION

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

L. ADJOURN**CERTIFICATION**

I, the undersigned authority, do hereby certify in accordance with the Texas Open Meeting Act, the Agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located at City Hall, 16327 Lakeview, Jersey Village, TX 77040, a place convenient and readily accessible to the general public at all times, and said Notice was posted on December 14, 2022 at 1:00 p.m. and remained so posted until said meeting was convened.

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 accommodations must be made to the City Secretary by calling 713 466-2102 forty-eight (48) hours prior to the meetings. Agendas are posted on the Internet Website at www.jerseyvillage.info.

"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 DECEMBER 19, 2022

B. INVOCATION, PLEDGE OF ALLEGIANCE

1. Prayer and Pledge: Jim Fields

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

AGENDA DATE: December 19, 2022

AGENDA ITEM: C1

AGENDA SUBJECT: Presentation of Employee of the Month Award for December 2022 and Employee of the Year Award for 2022.

Department/Prepared By: Lorri Coody **Date Submitted:** November 29, 2022

EXHIBITS: Employee of the Month Program
December 2022 – Employee of the Month – Jacob Daily
2022 Employee of the Year Award – Sebastian Marquis

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

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

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

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

RECOMMENDED ACTION:

N/A

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022



Employee of the Month Program

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

Criteria for Employee of the Month

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

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

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

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

Process

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

Awards

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

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



Employee of the Month Nomination Form

Name of Nominee: _____ Department: _____

Job Title: _____

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

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

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

Other information pertinent to the nomination

Nominated by: _____ Date: _____

Department: _____

Please submit completed form to your Department Head.



December 2022 Employee Of The Month

Our December 2022 Employee of the Month is Jacob Daily. Jacob joined the city in August 2020 as a Fire Fighter and was promoted to Fire Inspector in November 2020.



Chief Bitz wrote this about Jacob Daily: Jacob Daily is one of the most dedicated employees I have seen in a very long time. Even when off duty, Jacob is working. Since he is over all the MDT computers in our vehicles and over all radios, he continuously receives phone calls off duty about issues. Jacob immediately deals with the issue and begins to fix the issue. Jacob has come in multiple times when off duty to deal with these computer issues with our new CAD implementation. Jacob also places himself on call nearly every evening and every weekend to make sure an investigator is available for response. His dedication to make sure the department is always in a ready state is outstanding.

Over the last year Jacob has taken on multiple projects. He assisted in the Tyler Technology CAD build and continues on a weekly basis to work with Tyler and other internal staff to make sure the CAD is working well. Jacob has taken responsibility for all the in-vehicle radios and computers. He spends a great deal of time to make sure both these critical assets are functioning for the department. Jacob also has taken on the role of paying all financial invoices for our department. Jacob is responsible for multiple software programs used in our department. He oversees Responder 360 pre-planning and hydrant mapping software, Mobileye's Fire Inspection Software, Tyler Cad Fire Mobile, All these products we use are very tasking on an employee to handle, yet alone one person handling all of these and still doing more. He still has his fire inspections that he needs to do, his appointments with contractors and plan-reviews.

Jacob overall is a hardworking dedicated employee who is always going the extra mile at work. He always is trying to do the right thing in his job performance. One of the best employee's the city has in their work force.

Congratulations Jacob! Thank you for everything you do for Jersey Village!



2022

Employee Of The Year

The Employee of the Year is selected by Department Heads from everyone who received the Employee of the Month.

Our 2022 Employee of the Year is Sebastian Marquis.



As one Department Head put "You can turn to Sebastian for help with any project at any time, and he'll be there for you."

Sebastian is ethical, hardworking, dependable, and an all-around great asset for the city. His work ethic and dedication makes him a rising star within the city.

Sebastian joined the city in July 2021 as our Parks Supervisor and has done amazing things for the city since joining our team.

As noted in his Employee of the Month nomination Sebastian is a dedicated team player that is willing to help no matter the challenge. He has assisted with facility repairs, park improvement projects, park renovations, recreation events, pool repairs, community organization events and much more. Sebastian has become a go to person for nearly every project or idea. He has put in countless hours in making sure events like the Fourth of July parade and Fireworks, along with the Founders Day Celebration go off without a hitch.

Sebastian is always willing to give each task his all and is determined to utilize his hard work ethic to ensure it is completed both effectively and efficiency. He has completed projects in house saving the department money and freeing up resources to put back into the community. Sebastian has brought a new way of approaching projects and tasks that has revitalized the team. He has contributed to the smooth operation of the pool (preventative maintenance) and numerous park improvement projects during his tenure here. The city is certainly a better place because of him.

Congratulations Sebastian! We are honored to name you our 2022 Employee of the Year!

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

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 11/30/2022

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
01 - GENERAL FUND	4,760,138.45	1,536,834.05	1,926,626.09	4,370,346.41
02 - UTILITY FUND	11,798,988.89	941,603.02	419,429.38	12,321,162.53
03 - DEBT SERVICE FUND	314,819.18	2,300.85	0.00	317,120.03
04 - IMPACT FEE FUND	542,339.99	5,539.47	0.00	547,879.46
05 - MOTEL TAX FUND	234,211.85	32,024.91	1,450.00	264,786.76
06 - ASSET FORFEITURE FUND	19,700.38	114.69	0.00	19,815.07
07 - CAPITAL REPLACEMENT	8,525,028.39	69,147.25	17,272.43	8,576,903.21
10 - CAPITAL IMPROVEMENTS FUND	7,538,992.69	34,811.90	452,382.73	7,121,421.86
11 - GOLF COURSE FUND	-5,102,081.79	355,069.88	324,761.45	-5,071,773.36
12 - COURT RESTRICTED FEE FUND	38,826.37	0.00	845.28	37,981.09
13 - CDBG - GRANT	-4,564,791.53	443,217.56	0.00	-4,121,573.97
14 - TIRZ - 2	-42,000.00	0.00	0.00	-42,000.00
15 - TIRZ -3	-382.98	0.00	200.00	-582.98
49 - JV FIRE CONTROL PREV & EMERGENCY MEDICAL SERV	0.00	480,774.54	0.00	480,774.54
50 - JV CRIME CONTROL	5,107,773.44	509,981.66	0.00	5,617,755.10
Report Total:	29,171,563.33	4,411,419.78	3,142,967.36	30,440,015.75

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022



Jersey Village, TX

Income Statement Account Summary

For Fiscal: 2022-2023 Period Ending: 11/30/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 02 - UTILITY FUND					
Department: 40 - REVENUES					
Category: 85 - FEE & CHARGES FOR SERVICE					
02-40-8541 WATER SERVICE	3,275,400.00	3,275,400.00	226,943.37	626,070.07	2,649,329.93
02-40-8542 SEWER SERVICE	1,637,700.00	1,637,700.00	138,577.14	283,927.06	1,353,772.94
02-40-8543 METER FEES	0.00	0.00	0.00	957.44	-957.44
Category: 85 - FEE & CHARGES FOR SERVICE Total:	4,913,100.00	4,913,100.00	365,520.51	910,954.57	4,002,145.43
Category: 96 - INTEREST EARNED					
02-40-9601 INTEREST EARNED	20,000.00	90,000.00	9,684.94	17,795.06	72,204.94
Category: 96 - INTEREST EARNED Total:	20,000.00	90,000.00	9,684.94	17,795.06	72,204.94
Category: 98 - MISCELLANEOUS REVENUE					
02-40-9840 PENALTIES & ADJUSTMENTS	30,000.00	30,000.00	5,830.21	9,733.50	20,266.50
02-40-9899 MISCELLANEOUS	30,000.00	30,000.00	1,464.71	3,119.89	26,880.11
Category: 98 - MISCELLANEOUS REVENUE Total:	60,000.00	60,000.00	7,294.92	12,853.39	47,146.61
Category: 99 - OTHER AGENCY REVENUES					
02-40-9906 SEATTLE STREET WATER LINE GRANT	624,835.00	624,835.00	0.00	0.00	624,835.00
Category: 99 - OTHER AGENCY REVENUES Total:	624,835.00	624,835.00	0.00	0.00	624,835.00
Department: 40 - REVENUES Total:	5,617,935.00	5,687,935.00	382,500.37	941,603.02	4,746,331.98

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Department: 45 - WATER & SEWER						
Category: 30 - SALARIES, WAGES, & BENEFITS						
02-45-3001	SALARIES	202,328.26	202,328.26	19,976.79	32,480.74	169,847.52
02-45-3003	LONGEVITY	432.12	432.12	33.23	60.92	371.20
02-45-3007	OVERTIME	30,000.00	30,000.00	865.15	1,603.98	28,396.02
02-45-3010	INCENTIVES	719.94	719.94	27.69	69.23	650.71
02-45-3051	FICA/MEDICARE TAXES	15,558.57	15,558.57	1,526.42	2,488.97	13,069.60
02-45-3052	WORKMEN'S COMPENSATION	9,500.00	9,500.00	0.00	8,462.74	1,037.26
02-45-3053	UNEMPLOYMENT INSURANCE	1,020.35	1,020.35	2.16	3.48	1,016.87
02-45-3054	RETIREMENT	33,640.58	33,640.58	2,967.94	4,844.93	28,795.65
02-45-3055	HEALTH INSURANCE	63,478.48	63,478.48	4,882.92	8,545.11	54,933.37
02-45-3056	LIFE INS	281.84	281.84	0.00	17.55	264.29
02-45-3057	DENTAL	3,223.48	3,223.48	247.96	433.93	2,789.55
02-45-3058	LONG-TERM DISABILITY	744.46	744.46	93.17	143.13	601.33
02-45-3060	VISION INSURANCE	521.04	521.04	40.08	80.16	440.88
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		361,449.12	361,449.12	30,663.51	59,234.87	302,214.25
Category: 35 - SUPPLIES						
02-45-3502	POSTAGE/FREIGHT/DEL. FEE	13,000.00	13,000.00	597.83	5,575.47	7,424.53
02-45-3503	OFFICE SUPPLIES	2,000.00	2,000.00	190.00	1,140.00	860.00
02-45-3504	WEARING APPAREL	5,000.00	5,000.00	0.00	0.00	5,000.00
02-45-3506	CHEMICALS	39,110.00	39,110.00	595.25	2,736.84	36,373.16
02-45-3510	BOOKS & PERIODICALS	600.00	600.00	0.00	0.00	600.00
02-45-3520	FOOD	2,400.00	2,400.00	0.00	0.00	2,400.00
02-45-3523	TOOLS/EQUIPMENT	4,000.00	4,000.00	0.00	0.00	4,000.00
02-45-3534	PARTS AND MATERIALS	20,000.00	20,000.00	4,814.45	4,814.45	15,185.55
02-45-3535	SHOP SUPPLIES	2,000.00	2,000.00	0.00	0.00	2,000.00
Category: 35 - SUPPLIES Total:		88,110.00	88,110.00	6,197.53	14,266.76	73,843.24
Category: 40 - MAINTENANCE--BLDGS, STRUC						
02-45-4001	BUILDINGS AND GROUNDS	5,000.00	5,000.00	0.00	0.00	5,000.00
02-45-4041	WATER SYSTEM MAINTENANCE	100,000.00	100,000.00	0.00	3,539.65	96,460.35
02-45-4042	SEWER SYSTEM MAINTENANCE	50,000.00	50,000.00	0.00	0.00	50,000.00
02-45-4043	WATER PLANTS MAINTENANCE	40,000.00	40,000.00	0.00	677.10	39,322.90
02-45-4044	LIFT STATIONS MAINTENANCE	36,000.00	36,000.00	0.00	1,120.00	34,880.00
02-45-4045	SEWER PLANT MAINTENANCE	45,000.00	45,000.00	3,711.71	3,711.71	41,288.29
Category: 40 - MAINTENANCE--BLDGS, STRUC Total:		276,000.00	276,000.00	3,711.71	9,048.46	266,951.54
Category: 45 - MAINTENANCE						
02-45-4504	COMPUTER SOFTWARE	7,400.00	7,400.00	160.75	160.75	7,239.25
Category: 45 - MAINTENANCE Total:		7,400.00	7,400.00	160.75	160.75	7,239.25
Category: 50 - SERVICES						
02-45-5012	PRINTING	1,800.00	1,800.00	0.00	0.00	1,800.00
02-45-5015	LAB TESTS	35,000.00	35,000.00	2,494.92	4,809.92	30,190.08
02-45-5017	UTILITIES	140,000.00	140,000.00	0.00	16,838.47	123,161.53
02-45-5019	W.O.B. DISPOSAL-O&M CONTR	350,000.00	350,000.00	1,269.31	26,143.16	323,856.84
02-45-5020	COMMUNICATIONS	8,439.88	8,439.88	0.00	433.53	8,006.35
02-45-5022	RENTAL OF EQUIPMENT	1,460.00	1,460.00	0.00	0.00	1,460.00
02-45-5025	PUBLIC NOTICES	800.00	800.00	0.00	0.00	800.00
02-45-5027	MEMBERSHIPS	1,000.00	1,000.00	0.00	0.00	1,000.00
02-45-5029	TRAVEL/TRAINING	13,000.00	13,000.00	0.00	113.75	12,886.25
Category: 50 - SERVICES Total:		551,499.88	551,499.88	3,764.23	48,338.83	503,161.05
Category: 54 - SUNDRY						
02-45-5405	PERMITS, FEES, CREDIT CD FEES	53,000.00	53,000.00	4,329.81	13,079.87	39,920.13
02-45-5411	WATER-PURCHASED	1,678,900.00	1,678,900.00	0.00	145,847.88	1,533,052.12
02-45-5412	WATER AUTHORITY FEES	150,000.00	150,000.00	0.00	67,045.00	82,955.00
Category: 54 - SUNDRY Total:		1,881,900.00	1,881,900.00	4,329.81	225,972.75	1,655,927.25
Category: 55 - PROFESSIONAL SERVICES						
02-45-5501	AUDITS/CONTRACTS/STUDIES	10,000.00	10,000.00	0.00	0.00	10,000.00
02-45-5510	ENGINEERING SERVICES	150,000.00	150,000.00	0.00	3,000.00	147,000.00

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
02-45-5515	CONSULTANT SERVICES	50,000.00	50,000.00	5,987.00	10,479.00	39,521.00
	Category: 55 - PROFESSIONAL SERVICES Total:	210,000.00	210,000.00	5,987.00	13,479.00	196,521.00
	Category: 60 - OTHER SERVICES					
02-45-6001	INSURANCE-VEHICLES	19,000.00	19,000.00	0.00	15,280.16	3,719.84
02-45-6003	LIABILITY-FIRE & CASUALTY	10,000.00	10,000.00	0.00	10,482.48	-482.48
	Category: 60 - OTHER SERVICES Total:	29,000.00	29,000.00	0.00	25,762.64	3,237.36
	Category: 97 - INTERFUND ACTIVITY					
02-45-9751	TRANSFER TO GENERAL FUND	630,000.00	630,000.00	0.00	0.00	630,000.00
02-45-9753	TRANSFER TO DEBT SERVICE FUND	113,573.00	113,573.00	0.00	0.00	113,573.00
02-45-9772	TECHNOLOGY USER FEE	875.00	875.00	0.00	0.00	875.00
02-45-9791	EQUIPMENT USER FEE	113,433.00	113,433.00	0.00	0.00	113,433.00
	Category: 97 - INTERFUND ACTIVITY Total:	857,881.00	857,881.00	0.00	0.00	857,881.00
	Department: 45 - WATER & SEWER Total:	4,263,240.00	4,263,240.00	54,814.54	396,264.06	3,866,975.94

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Department: 46 - UTILITY CAPITAL PROJECT						
Category: 70 - CAPITAL IMPROVEMENTS						
02-46-7019	AUTOMATED METER READING	110,000.00	110,000.00	0.00	0.00	110,000.00
02-46-7020	SEATTLE BOOSTER PUMP REPLACEMENT	150,000.00	150,000.00	0.00	0.00	150,000.00
02-46-7032	Sanitary Sewer Lines Inspections	250,000.00	250,000.00	0.00	0.00	250,000.00
02-46-7077	SEWERLINE REPLAC STREET PROJ	583,400.00	583,400.00	0.00	0.00	583,400.00
02-46-7087	SEWER REHABILITATION	250,000.00	250,000.00	0.00	0.00	250,000.00
02-46-7091	WOB Sewer Plant Rehabilitation	490,000.00	490,000.00	0.00	0.00	490,000.00
02-46-7111	SEATTLE - WELL REPAIR	70,000.00	70,000.00	0.00	0.00	70,000.00
02-46-7114	WATER LINE IMP - WITH STREET PROJECT	1,155,468.00	1,155,468.00	0.00	0.00	1,155,468.00
02-46-7128	VILLAGE WATER PLANT GENERATOR	0.00	0.00	0.00	22,965.34	-22,965.34
02-46-7130	LIFT STATION REHABILITATION REPAIR	500,000.00	500,000.00	0.00	0.00	500,000.00
02-46-7131	REPAIRS FOR LIFT STATION ROAD	126,526.00	229,026.00	0.00	199.98	228,826.02
02-46-7132	CASTLEBRIDGE DIFUSERS	350,000.00	350,000.00	0.00	0.00	350,000.00
02-46-7135	WATER VALVE, EXERCISE, REPAIR	500,000.00	500,000.00	0.00	0.00	500,000.00
Category: 70 - CAPITAL IMPROVEMENTS Total:		4,535,394.00	4,637,894.00	0.00	23,165.32	4,614,728.68
Department: 46 - UTILITY CAPITAL PROJECT Total:		4,535,394.00	4,637,894.00	0.00	23,165.32	4,614,728.68
Fund: 02 - UTILITY FUND Surplus (Deficit):		-3,180,699.00	-3,213,199.00	327,685.83	522,173.64	

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Fund: 04 - IMPACT FEE FUND					
Department: 43 - 43					
Category: 85 - FEE & CHARGES FOR SERVICE					
04-43-8547 WATER DISTRIBUTION	50,000.00	50,000.00	0.00	0.00	50,000.00
04-43-8548 SEWER PLANT CAPACITY	25,000.00	25,000.00	0.00	0.00	25,000.00
Category: 85 - FEE & CHARGES FOR SERVICE Total:	75,000.00	75,000.00	0.00	0.00	75,000.00
Category: 96 - INTEREST EARNED					
04-43-9601 INTEREST EARNED	2,000.00	2,000.00	3,014.88	5,539.47	-3,539.47
Category: 96 - INTEREST EARNED Total:	2,000.00	2,000.00	3,014.88	5,539.47	-3,539.47
Department: 43 - 43 Total:	77,000.00	77,000.00	3,014.88	5,539.47	71,460.53
Fund: 04 - IMPACT FEE FUND Total:	77,000.00	77,000.00	3,014.88	5,539.47	

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 11 - GOLF COURSE FUND						
Department: 80 - 80						
Category: 85 - FEE & CHARGES FOR SERVICE						
11-80-8551	GREEN FEES	1,600,000.00	1,600,000.00	85,420.19	221,698.51	1,378,301.49
11-80-8553	RANGE FEES/CLUB RENTALS	210,000.00	210,000.00	12,968.55	33,432.25	176,567.75
11-80-8554	CLUB RENTALS	6,000.00	6,000.00	560.00	1,715.00	4,285.00
11-80-8555	TOURNAMENT GREENS FEES	140,000.00	140,000.00	17,745.24	41,530.72	98,469.28
11-80-8560	MISCELLANEOUS FEES	20,000.00	20,000.00	510.00	1,680.00	18,320.00
11-80-8567	MERCHANDISE	180,000.00	180,000.00	13,760.70	32,923.21	147,076.79
11-80-8568	SPECIAL ORDER MERCHANDISE	40,000.00	40,000.00	353.50	2,992.25	37,007.75
11-80-8572	CONCESSION FEES	55,500.00	55,500.00	7,376.22	13,437.34	42,062.66
11-80-8575	MEMBERSHIPS	48,000.00	48,000.00	2,663.00	5,499.00	42,501.00
11-80-8579	CASH OVER/UNDER	0.00	0.00	69.43	-6.01	6.01
Category: 85 - FEE & CHARGES FOR SERVICE Total:		2,299,500.00	2,299,500.00	141,426.83	354,902.27	1,944,597.73
Category: 96 - INTEREST EARNED						
11-80-9601	INTEREST EARNED	2,800.00	2,800.00	91.19	167.61	2,632.39
Category: 96 - INTEREST EARNED Total:		2,800.00	2,800.00	91.19	167.61	2,632.39
Category: 97 - INTERFUND ACTIVITY						
11-80-9751	TRANSFER FROM GENERAL FUND	214,483.71	214,483.71	0.00	0.00	214,483.71
Category: 97 - INTERFUND ACTIVITY Total:		214,483.71	214,483.71	0.00	0.00	214,483.71
Department: 80 - 80 Total:		2,516,783.71	2,516,783.71	141,518.02	355,069.88	2,161,713.83

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 81 - CLUB HOUSE						
Category: 30 - SALARIES, WAGES, & BENEFITS						
11-81-3001	SALARIES	317,712.83	317,712.83	19,589.41	31,458.78	286,254.05
11-81-3002	WAGES	180,873.99	180,873.99	18,651.98	33,905.47	146,968.52
11-81-3003	LONGEVITY	1,344.20	1,344.20	110.78	193.86	1,150.34
11-81-3007	OVERTIME	3,000.00	3,000.00	588.54	1,309.02	1,690.98
11-81-3051	FICA/MEDICARE TAXES	33,927.39	33,927.39	2,888.67	4,958.47	28,968.92
11-81-3052	WORKMAN'S COMP	7,000.00	7,000.00	0.00	6,129.97	870.03
11-81-3053	UNEMPLOYMENT INSURANCE	2,017.24	2,017.24	19.86	71.22	1,946.02
11-81-3054	RETIREMENT	46,359.15	46,359.15	3,631.88	5,946.27	40,412.88
11-81-3055	INSURANCE	94,367.52	94,367.52	5,471.50	9,575.16	84,792.36
11-81-3056	LIFE INS	422.76	422.76	0.00	35.10	387.66
11-81-3057	DENTAL INSURANCE	5,543.72	5,543.72	372.15	642.74	4,900.98
11-81-3058	LONG-TERM DISABILITY	1,565.03	1,565.03	124.76	192.65	1,372.38
11-81-3060	VISION INSURANCE	640.12	640.12	50.27	96.47	543.65
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		694,773.95	694,773.95	51,499.80	94,515.18	600,258.77
Category: 34 - COST OF SALES						
11-81-3401	MERCHANDISE	144,000.00	144,000.00	16,213.64	20,650.69	123,349.31
11-81-3415	RANGE BALLS	14,000.00	14,000.00	12,350.00	12,350.00	1,650.00
11-81-3416	RENTAL CLUBS	2,500.00	2,500.00	0.00	0.00	2,500.00
11-81-3419	SPECIAL ORDER MERCHANDISE	25,000.00	25,000.00	807.33	1,752.47	23,247.53
Category: 34 - COST OF SALES Total:		185,500.00	185,500.00	29,370.97	34,753.16	150,746.84
Category: 35 - SUPPLIES						
11-81-3502	POSTAGE/FREIGHT/DEL.FEE	600.00	600.00	0.00	0.00	600.00
11-81-3503	OFFICE SUPPLIES	6,000.00	6,000.00	235.12	412.29	5,587.71
11-81-3504	WEARING APPAREL	2,000.00	2,000.00	589.44	589.44	1,410.56
11-81-3510	BOOKS & PERIODICALS	500.00	500.00	0.00	0.00	500.00
11-81-3523	TOOLS/EQUIPMENT	1,000.00	1,000.00	0.00	266.48	733.52
11-81-3529	REPAIR PARTS	250.00	250.00	0.00	0.00	250.00
11-81-3605	MISCELLANEOUS SERVICE FEES	7,000.00	7,000.00	0.00	0.00	7,000.00
Category: 35 - SUPPLIES Total:		17,350.00	17,350.00	824.56	1,268.21	16,081.79
Category: 45 - MAINTENANCE						
11-81-4501	FURN, FIXTURE/EPT MAINTENANCE	750.00	750.00	0.00	425.96	324.04
11-81-4504	COMPUTER SOFTWARE	750.00	750.00	0.00	0.00	750.00
11-81-4506	CART MAINTENANCE	7,000.00	7,000.00	0.00	605.49	6,394.51
11-81-4520	EQUIPMENT MAINTENANCE/OUTSOURC	750.00	750.00	0.00	0.00	750.00
11-81-4599	MISCELLANEOUS EQUIPMENT	1,200.00	1,200.00	0.00	0.00	1,200.00
Category: 45 - MAINTENANCE Total:		10,450.00	10,450.00	0.00	1,031.45	9,418.55
Category: 50 - SERVICES						
11-81-5012	PRINTING	3,500.00	3,500.00	0.00	182.00	3,318.00
11-81-5020	COMMUNICATIONS	8,180.12	8,180.12	62.31	915.99	7,264.13
11-81-5023	LEASE EQUIPMENT	750.00	750.00	258.00	516.00	234.00
11-81-5027	MEMBERSHIPS/SUBSCRIPTIONS	1,000.00	1,000.00	0.00	80.00	920.00
11-81-5029	TRAVEL/TRAINING	2,000.00	2,000.00	0.00	235.00	1,765.00
11-81-5043	ADVERTISING/PROMOTION	23,000.00	23,000.00	1,301.50	2,023.60	20,976.40
Category: 50 - SERVICES Total:		38,430.12	38,430.12	1,621.81	3,952.59	34,477.53
Category: 54 - SUNDRY						
11-81-5403	BANK COSTS	0.00	0.00	0.00	174.60	-174.60
11-81-5405	CREDIT CARD CHARGES	70,000.00	70,000.00	3,525.72	15,977.32	54,022.68
11-81-5410	SECURITY	2,600.00	2,600.00	0.00	0.00	2,600.00
11-81-5413	TOURNAMENT FEES EXPENSE	1,800.00	1,800.00	0.00	0.00	1,800.00
11-81-5498	MISCELLANEOUS EXPENSE	3,000.00	3,000.00	0.00	193.82	2,806.18
Category: 54 - SUNDRY Total:		77,400.00	77,400.00	3,525.72	16,345.74	61,054.26
Category: 55 - PROFESSIONAL SERVICES						
11-81-5515	CONSULTANT FEES	3,500.00	3,500.00	0.00	0.00	3,500.00
Category: 55 - PROFESSIONAL SERVICES Total:		3,500.00	3,500.00	0.00	0.00	3,500.00

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Category: 60 - OTHER SERVICES					
11-81-6003 LIABILITY-FIRE & CASUALTY INSR	23,000.00	23,000.00	0.00	25,623.84	-2,623.84
Category: 60 - OTHER SERVICES Total:	23,000.00	23,000.00	0.00	25,623.84	-2,623.84
Category: 97 - INTERFUND ACTIVITY					
11-81-9772 TECHNOLOGY USER FEE	5,000.00	5,000.00	0.00	0.00	5,000.00
Category: 97 - INTERFUND ACTIVITY Total:	5,000.00	5,000.00	0.00	0.00	5,000.00
Department: 81 - CLUB HOUSE Total:	1,055,404.07	1,055,404.07	86,842.86	177,490.17	877,913.90

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Department: 82 - COURSE MAINTENANCE						
Category: 30 - SALARIES, WAGES, & BENEFITS						
11-82-3001	SALARIES AND	352,835.75	352,835.75	22,732.20	37,529.42	315,306.33
11-82-3003	LONGEVITY	2,496.26	2,496.26	40.60	76.59	2,419.67
11-82-3007	OVERTIME	5,000.00	5,000.00	1,127.59	2,547.07	2,452.93
11-82-3051	FICA/MEDICARE TAXES	25,161.46	25,161.46	1,756.98	2,945.45	22,216.01
11-82-3052	WORKMAN'S COMP	6,947.00	6,947.00	0.00	7,662.47	-715.47
11-82-3053	UNEMPLOYMENT INSURANCE	2,018.06	2,018.06	10.17	25.95	1,992.11
11-82-3054	RETIREMENT	51,599.55	51,599.55	3,369.95	5,661.58	45,937.97
11-82-3055	INSURANCE	142,523.68	142,523.68	4,946.86	8,657.01	133,866.67
11-82-3056	LIFE INS	563.68	563.68	0.00	64.35	499.33
11-82-3057	DENTAL	7,155.46	7,155.46	193.25	338.03	6,817.43
11-82-3058	LONG-TERM DISABILITY	1,728.90	1,728.90	111.37	171.61	1,557.29
11-82-3060	VISION INSURANCE	604.76	604.76	49.35	98.65	506.11
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		598,634.56	598,634.56	34,338.32	65,778.18	532,856.38
Category: 35 - SUPPLIES						
11-82-3503	OFFICE SUPPLIES	500.00	500.00	0.00	0.00	500.00
11-82-3504	WEARING APPAREL	2,200.00	2,200.00	0.00	799.74	1,400.26
11-82-3506	CHEMICALS	22,000.00	22,000.00	0.00	0.00	22,000.00
11-82-3514	FUEL & OIL	19,000.00	19,000.00	2,484.90	2,484.90	16,515.10
11-82-3520	FOOD/WATER	750.00	750.00	0.00	109.07	640.93
11-82-3523	TOOLS/EQUIPMENT	4,500.00	4,500.00	0.00	0.00	4,500.00
11-82-3526	MINOR EQUIPMENT	3,500.00	3,500.00	0.00	0.00	3,500.00
11-82-3527	AGGREGATES	6,000.00	6,000.00	0.00	772.96	5,227.04
11-82-3529	REPAIR PARTS	250.00	250.00	0.00	0.00	250.00
11-82-3530	PESTICIDES	10,000.00	10,000.00	674.00	674.00	9,326.00
11-82-3533	FERTILIZERS	50,000.00	50,000.00	14,523.60	14,523.60	35,476.40
11-82-3535	GROUND/SHOP SUPPLIES	5,000.00	5,000.00	0.00	808.20	4,191.80
11-82-3536	LANDSCAPING MATERIALS	8,000.00	8,000.00	825.20	765.92	7,234.08
11-82-3538	COURSE SUPPLIES	4,000.00	4,000.00	0.00	0.00	4,000.00
11-82-3539	GOLF COURSE ACCESSORIES	4,500.00	4,500.00	559.85	559.85	3,940.15
11-82-3542	FIRST AID	750.00	750.00	0.00	0.00	750.00
Category: 35 - SUPPLIES Total:		140,950.00	140,950.00	19,067.55	21,498.24	119,451.76
Category: 40 - MAINTENANCE--BLDGS, STRUC						
11-82-4041	WATER WELL MAINTENANCE	2,500.00	2,500.00	0.00	0.00	2,500.00
11-82-4046	PARKING LOT MAINTENANCE	1,500.00	1,500.00	0.00	0.00	1,500.00
Category: 40 - MAINTENANCE--BLDGS, STRUC Total:		4,000.00	4,000.00	0.00	0.00	4,000.00
Category: 45 - MAINTENANCE						
11-82-4505	IRRIGATION EQUIPMENT	7,000.00	7,000.00	8,205.84	8,205.84	-1,205.84
11-82-4520	GROUND OUTSOURCED	44,000.00	44,000.00	0.00	0.00	44,000.00
11-82-4599	MISCELLANEOUS EQUIPMENT	2,000.00	2,000.00	0.00	0.00	2,000.00
Category: 45 - MAINTENANCE Total:		53,000.00	53,000.00	8,205.84	8,205.84	44,794.16
Category: 50 - SERVICES						
11-82-5022	RENTAL EQUIPMENT	4,500.00	4,500.00	0.00	0.00	4,500.00
11-82-5027	MEMBERSHIPS/SUBSCRIPTIONS	1,000.00	1,000.00	0.00	0.00	1,000.00
11-82-5029	TRAVEL/TRAINING	5,000.00	5,000.00	0.00	0.00	5,000.00
Category: 50 - SERVICES Total:		10,500.00	10,500.00	0.00	0.00	10,500.00
Category: 54 - SUNDRY						
11-82-5405	PERMITS & FEES	500.00	500.00	0.00	0.00	500.00
11-82-5412	WATER AUTHORITY FEES	90,000.00	90,000.00	0.00	0.00	90,000.00
Category: 54 - SUNDRY Total:		90,500.00	90,500.00	0.00	0.00	90,500.00
Category: 55 - PROFESSIONAL SERVICES						
11-82-5508	SANITARY/TRASH SERVICES	2,000.00	2,000.00	0.00	336.00	1,664.00
11-82-5530	PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00
Category: 55 - PROFESSIONAL SERVICES Total:		3,000.00	3,000.00	0.00	336.00	2,664.00

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Category: 97 - INTERFUND ACTIVITY					
11-82-9772 TECHNOLOGY USER FEE	375.00	375.00	0.00	0.00	375.00
Category: 97 - INTERFUND ACTIVITY Total:	375.00	375.00	0.00	0.00	375.00
Department: 82 - COURSE MAINTENANCE Total:	900,959.56	900,959.56	61,611.71	95,818.26	805,141.30

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 83 - BUILDING MAINTENANCE						
Category: 35 - SUPPLIES						
11-83-3517	JANITORIAL SUPPLIES	5,500.00	5,500.00	0.00	695.10	4,804.90
11-83-3523	TOOLS/EQUIPMENT	600.00	600.00	0.00	0.00	600.00
	Category: 35 - SUPPLIES Total:	6,100.00	6,100.00	0.00	695.10	5,404.90
Category: 40 - MAINTENANCE--BLDGS, STRUC						
11-83-4001	BUILDINGS & GROUNDS	15,188.86	15,188.86	0.00	8,884.94	6,303.92
	Category: 40 - MAINTENANCE--BLDGS, STRUC Total:	15,188.86	15,188.86	0.00	8,884.94	6,303.92
Category: 45 - MAINTENANCE						
11-83-4501	FURN.FIXTURES, OFF EQUIP	3,000.00	3,000.00	0.00	0.00	3,000.00
	Category: 45 - MAINTENANCE Total:	3,000.00	3,000.00	0.00	0.00	3,000.00
Category: 50 - SERVICES						
11-83-5017	UTILITIES	25,000.00	25,000.00	0.00	2,230.35	22,769.65
	Category: 50 - SERVICES Total:	25,000.00	25,000.00	0.00	2,230.35	22,769.65
Category: 55 - PROFESSIONAL SERVICES						
11-83-5531	PEST CONTROL SERVICES	1,000.00	1,000.00	0.00	89.00	911.00
	Category: 55 - PROFESSIONAL SERVICES Total:	1,000.00	1,000.00	0.00	89.00	911.00
	Department: 83 - BUILDING MAINTENANCE Total:	50,288.86	50,288.86	0.00	11,899.39	38,389.47

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Department: 87 - GC CAPITAL IMPROVEMENT					
Category: 70 - CAPITAL IMPROVEMENTS					
11-87-7010 CAPITAL IMPROVEMENT	110,000.00	110,000.00	2,950.00	13,089.57	96,910.43
Category: 70 - CAPITAL IMPROVEMENTS Total:	110,000.00	110,000.00	2,950.00	13,089.57	96,910.43
Department: 87 - GC CAPITAL IMPROVEMENT Total:	110,000.00	110,000.00	2,950.00	13,089.57	96,910.43

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Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Department: 88 - EQUIPMENT MAINTENANCE						
Category: 30 - SALARIES, WAGES, & BENEFITS						
11-88-3001	SALARIES AND WAGES	47,796.94	47,796.94	8,868.01	15,432.14	32,364.80
11-88-3003	LONGEVITY	1,391.96	1,391.96	36.92	64.61	1,327.35
11-88-3007	OVERTIME	1,000.00	1,000.00	250.55	916.17	83.83
11-88-3051	FICA/MEDICARE TAXES	3,650.31	3,650.31	683.73	1,226.44	2,423.87
11-88-3052	WORKER'S COMP	975.00	975.00	0.00	1,532.49	-557.49
11-88-3053	UNEMPLOYMENT INSURANCE	252.41	252.41	7.16	12.74	239.67
11-88-3054	RETIREMENT	7,056.45	7,056.45	1,290.92	2,314.22	4,742.23
11-88-3055	HEALTH INSURANCE	8,501.74	8,501.74	1,961.88	3,433.29	5,068.45
11-88-3056	LIFE INS	70.46	70.46	0.00	5.85	64.61
11-88-3057	DENTAL	451.62	451.62	104.22	182.39	269.23
11-88-3058	LONG TERM DISABILITY	234.21	234.21	42.56	66.62	167.59
11-88-3060	VISION INSURANCE	107.12	107.12	24.72	49.44	57.68
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		71,488.22	71,488.22	13,270.67	25,236.40	46,251.82
Category: 35 - SUPPLIES						
11-88-3504	WEARING APPAREL	500.00	500.00	0.00	0.00	500.00
11-88-3514	FUEL & OIL	1,700.00	1,700.00	0.00	0.00	1,700.00
11-88-3523	TOOLS/EQUIPMENT	3,500.00	3,500.00	0.00	0.00	3,500.00
11-88-3526	MINOR EQUIPMENT	500.00	500.00	0.00	0.00	500.00
11-88-3529	REPAIR PARTS	20,000.00	20,000.00	254.10	887.18	19,112.82
11-88-3535	GROUND/SHOP SUPPLIES	2,200.00	2,200.00	0.00	340.48	1,859.52
11-88-3542	FIRST AID	250.00	250.00	0.00	0.00	250.00
Category: 35 - SUPPLIES Total:		28,650.00	28,650.00	254.10	1,227.66	27,422.34
Category: 45 - MAINTENANCE						
11-88-4520	AUTO REPAIR/OUTSOURCED	1,000.00	1,000.00	0.00	0.00	1,000.00
11-88-4599	MISC EQUIPMENT MAINT.	5,000.00	5,000.00	0.00	0.00	5,000.00
Category: 45 - MAINTENANCE Total:		6,000.00	6,000.00	0.00	0.00	6,000.00
Category: 50 - SERVICES						
11-88-5029	TRAVEL/TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00
Category: 50 - SERVICES Total:		1,000.00	1,000.00	0.00	0.00	1,000.00
Category: 97 - INTERFUND ACTIVITY						
11-88-9791	EQUIPMENT USER FEE	292,993.00	292,993.00	0.00	0.00	292,993.00
Category: 97 - INTERFUND ACTIVITY Total:		292,993.00	292,993.00	0.00	0.00	292,993.00
Department: 88 - EQUIPMENT MAINTENANCE Total:		400,131.22	400,131.22	13,524.77	26,464.06	373,667.16
Fund: 11 - GOLF COURSE FUND Surplus (Deficit):		0.00	0.00	-23,411.32	30,308.43	
Total Surplus (Deficit):		-3,103,699.00	-3,136,199.00	307,289.39	558,021.54	

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Group Summary

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 02 - UTILITY FUND					
Department: 40 - REVENUES					
85 - FEE & CHARGES FOR SERVICE	4,913,100.00	4,913,100.00	365,520.51	910,954.57	4,002,145.43
96 - INTEREST EARNED	20,000.00	90,000.00	9,684.94	17,795.06	72,204.94
98 - MISCELLANEOUS REVENUE	60,000.00	60,000.00	7,294.92	12,853.39	47,146.61
99 - OTHER AGENCY REVENUES	624,835.00	624,835.00	0.00	0.00	624,835.00
Department: 40 - REVENUES Total:	5,617,935.00	5,687,935.00	382,500.37	941,603.02	4,746,331.98

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 45 - WATER & SEWER					
30 - SALARIES, WAGES, & BENEFITS	361,449.12	361,449.12	30,663.51	59,234.87	302,214.25
35 - SUPPLIES	88,110.00	88,110.00	6,197.53	14,266.76	73,843.24
40 - MAINTENANCE--BLDGS, STRUC	276,000.00	276,000.00	3,711.71	9,048.46	266,951.54
45 - MAINTENANCE	7,400.00	7,400.00	160.75	160.75	7,239.25
50 - SERVICES	551,499.88	551,499.88	3,764.23	48,338.83	503,161.05
54 - SUNDRY	1,881,900.00	1,881,900.00	4,329.81	225,972.75	1,655,927.25
55 - PROFESSIONAL SERVICES	210,000.00	210,000.00	5,987.00	13,479.00	196,521.00
60 - OTHER SERVICES	29,000.00	29,000.00	0.00	25,762.64	3,237.36
97 - INTERFUND ACTIVITY	857,881.00	857,881.00	0.00	0.00	857,881.00
Department: 45 - WATER & SEWER Total:	4,263,240.00	4,263,240.00	54,814.54	396,264.06	3,866,975.94

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 46 - UTILITY CAPITAL PROJECT					
70 - CAPITAL IMPROVEMENTS	4,535,394.00	4,637,894.00	0.00	23,165.32	4,614,728.68
Department: 46 - UTILITY CAPITAL PROJECT Total:	4,535,394.00	4,637,894.00	0.00	23,165.32	4,614,728.68
Fund: 02 - UTILITY FUND Surplus (Deficit):	-3,180,699.00	-3,213,199.00	327,685.83	522,173.64	-3,735,372.64
Fund: 04 - IMPACT FEE FUND					
Department: 43 - 43					
85 - FEE & CHARGES FOR SERVICE	75,000.00	75,000.00	0.00	0.00	75,000.00
96 - INTEREST EARNED	2,000.00	2,000.00	3,014.88	5,539.47	-3,539.47
Department: 43 - 43 Total:	77,000.00	77,000.00	3,014.88	5,539.47	71,460.53
Fund: 04 - IMPACT FEE FUND Total:	77,000.00	77,000.00	3,014.88	5,539.47	71,460.53
Fund: 11 - GOLF COURSE FUND					
Department: 80 - 80					
85 - FEE & CHARGES FOR SERVICE	2,299,500.00	2,299,500.00	141,426.83	354,902.27	1,944,597.73
96 - INTEREST EARNED	2,800.00	2,800.00	91.19	167.61	2,632.39
97 - INTERFUND ACTIVITY	214,483.71	214,483.71	0.00	0.00	214,483.71
Department: 80 - 80 Total:	2,516,783.71	2,516,783.71	141,518.02	355,069.88	2,161,713.83

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 81 - CLUB HOUSE					
30 - SALARIES, WAGES, & BENEFITS	694,773.95	694,773.95	51,499.80	94,515.18	600,258.77
34 - COST OF SALES	185,500.00	185,500.00	29,370.97	34,753.16	150,746.84
35 - SUPPLIES	17,350.00	17,350.00	824.56	1,268.21	16,081.79
45 - MAINTENANCE	10,450.00	10,450.00	0.00	1,031.45	9,418.55
50 - SERVICES	38,430.12	38,430.12	1,621.81	3,952.59	34,477.53
54 - SUNDRY	77,400.00	77,400.00	3,525.72	16,345.74	61,054.26
55 - PROFESSIONAL SERVICES	3,500.00	3,500.00	0.00	0.00	3,500.00
60 - OTHER SERVICES	23,000.00	23,000.00	0.00	25,623.84	-2,623.84
97 - INTERFUND ACTIVITY	5,000.00	5,000.00	0.00	0.00	5,000.00
Department: 81 - CLUB HOUSE Total:	1,055,404.07	1,055,404.07	86,842.86	177,490.17	877,913.90

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 82 - COURSE MAINTENANCE					
30 - SALARIES, WAGES, & BENEFITS	598,634.56	598,634.56	34,338.32	65,778.18	532,856.38
35 - SUPPLIES	140,950.00	140,950.00	19,067.55	21,498.24	119,451.76
40 - MAINTENANCE--BLDGS, STRUC	4,000.00	4,000.00	0.00	0.00	4,000.00
45 - MAINTENANCE	53,000.00	53,000.00	8,205.84	8,205.84	44,794.16
50 - SERVICES	10,500.00	10,500.00	0.00	0.00	10,500.00
54 - SUNDRY	90,500.00	90,500.00	0.00	0.00	90,500.00
55 - PROFESSIONAL SERVICES	3,000.00	3,000.00	0.00	336.00	2,664.00
97 - INTERFUND ACTIVITY	375.00	375.00	0.00	0.00	375.00
Department: 82 - COURSE MAINTENANCE Total:	900,959.56	900,959.56	61,611.71	95,818.26	805,141.30

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 83 - BUILDING MAINTENANCE					
35 - SUPPLIES	6,100.00	6,100.00	0.00	695.10	5,404.90
40 - MAINTENANCE--BLDGS, STRUC	15,188.86	15,188.86	0.00	8,884.94	6,303.92
45 - MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00
50 - SERVICES	25,000.00	25,000.00	0.00	2,230.35	22,769.65
55 - PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	89.00	911.00
Department: 83 - BUILDING MAINTENANCE Total:	50,288.86	50,288.86	0.00	11,899.39	38,389.47

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 87 - GC CAPITAL IMPROVEMENT					
70 - CAPITAL IMPROVEMENTS	110,000.00	110,000.00	2,950.00	13,089.57	96,910.43
Department: 87 - GC CAPITAL IMPROVEMENT Total:	110,000.00	110,000.00	2,950.00	13,089.57	96,910.43

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 88 - EQUIPMENT MAINTENANCE					
30 - SALARIES, WAGES, & BENEFITS	71,488.22	71,488.22	13,270.67	25,236.40	46,251.82
35 - SUPPLIES	28,650.00	28,650.00	254.10	1,227.66	27,422.34
45 - MAINTENANCE	6,000.00	6,000.00	0.00	0.00	6,000.00
50 - SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00
97 - INTERFUND ACTIVITY	292,993.00	292,993.00	0.00	0.00	292,993.00
Department: 88 - EQUIPMENT MAINTENANCE Total:	400,131.22	400,131.22	13,524.77	26,464.06	373,667.16
Fund: 11 - GOLF COURSE FUND Surplus (Deficit):	0.00	0.00	-23,411.32	30,308.43	-30,308.43
Total Surplus (Deficit):	-3,103,699.00	-3,136,199.00	307,289.39	558,021.54	

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
02 - UTILITY FUND	-3,180,699.00	-3,213,199.00	327,685.83	522,173.64	-3,735,372.64
04 - IMPACT FEE FUND	77,000.00	77,000.00	3,014.88	5,539.47	71,460.53
11 - GOLF COURSE FUND	0.00	0.00	-23,411.32	30,308.43	-30,308.43
Total Surplus (Deficit):	-3,103,699.00	-3,136,199.00	307,289.39	558,021.54	

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022



Jersey Village, TX

Income Statement

Account Summary

For Fiscal: 2022-2023 Period Ending: 11/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 01 - GENERAL FUND						
Department: 10 - REVENUES						
Category: 72 - PROPERTY TAXES						
01-10-7201	CURRENT PROPERTY TAXES	7,432,187.00	7,432,187.00	1,313.91	1,313.91	7,430,873.09
01-10-7202	DELINQUENT PROPERTY TAXES	30,000.00	30,000.00	683.89	726.58	29,273.42
01-10-7203	PENALTY, INTEREST & COSTS	25,000.00	25,000.00	1,009.91	1,022.49	23,977.51
	Category: 72 - PROPERTY TAXES Total:	7,487,187.00	7,487,187.00	3,007.71	3,062.98	7,484,124.02
Category: 75 - OTHER TAXES						
01-10-7511	ELECTRIC FRANCHISE	370,000.00	370,000.00	29,044.19	59,224.28	310,775.72
01-10-7512	TELEPHONE FRANCHISE	20,000.00	20,000.00	3,231.03	3,231.03	16,768.97
01-10-7513	GAS FRANCHISE	40,000.00	40,000.00	8,473.35	8,473.35	31,526.65
01-10-7514	CABLE TV FRANCHISE	75,000.00	75,000.00	0.00	0.00	75,000.00
01-10-7515	TELECOMMUNICATION	14,000.00	14,000.00	3,157.50	5,008.63	8,991.37
01-10-7621	CITY SALES TAX	4,400,000.00	4,400,000.00	498,577.44	985,421.59	3,414,578.41
01-10-7631	MIXED DRINK TAX	30,000.00	30,000.00	2,465.12	4,847.41	25,152.59
	Category: 75 - OTHER TAXES Total:	4,949,000.00	4,949,000.00	544,948.63	1,066,206.29	3,882,793.71
Category: 80 - FINES WARRANTS & BONDS						
01-10-8001	FINES	900,000.00	900,000.00	51,727.21	120,585.28	779,414.72
01-10-8002	TIME PAYMENT FEE-GENERAL	10,000.00	10,000.00	276.10	891.10	9,108.90
01-10-8003	TIME PAYMENT FEE-COURT	0.00	0.00	22.50	105.00	-105.00
01-10-8004	COURT TECHNOLOGY FEES	0.00	0.00	1,171.84	2,600.09	-2,600.09
01-10-8005	COURT SECURITY FEE	0.00	0.00	1,321.80	2,927.97	-2,927.97
01-10-8006	OMNI FEE	8,000.00	8,000.00	271.60	646.27	7,353.73
01-10-8008	JUDICIAL FEE	0.00	0.00	58.50	134.07	-134.07
	Category: 80 - FINES WARRANTS & BONDS Total:	918,000.00	918,000.00	54,849.55	127,889.78	790,110.22
Category: 85 - FEE & CHARGES FOR SERVICE						
01-10-8501	GARBAGE FEES/RESIDENTIAL	500.00	500.00	0.00	0.00	500.00
01-10-8503	POOL MEMBERSHIP FEES	20,000.00	20,000.00	0.00	0.00	20,000.00
01-10-8504	SWIM LESSON	6,000.00	6,000.00	0.00	0.00	6,000.00
01-10-8505	POOL RENTALS	2,000.00	2,000.00	0.00	0.00	2,000.00
01-10-8506	REC PROGRAMS	8,000.00	8,000.00	600.00	1,360.00	6,640.00
01-10-8507	AMBULANCE SERVICE FEES	250,000.00	250,000.00	27,894.73	175,724.90	74,275.10
01-10-8509	PET TAGS	500.00	500.00	20.00	60.00	440.00
01-10-8511	JERSEY VILLAGE STICKERS	0.00	0.00	5.00	9.00	-9.00
01-10-8512	RENTAL FEE	40,000.00	40,000.00	25.00	375.00	39,625.00
01-10-8513	CHILD SAFETY FEE-COUNTY	9,000.00	9,000.00	738.43	1,488.29	7,511.71
01-10-8514	FOOD & BEVERAGE FEES	500.00	500.00	0.00	0.00	500.00
01-10-8516	FARMER'S MARKET FEES	4,500.00	4,500.00	126.00	398.00	4,102.00
01-10-8517	PARK RENTALS	7,000.00	7,000.00	25.00	3,080.00	3,920.00
01-10-8519	SPRING EVENT	13,000.00	13,000.00	0.00	0.00	13,000.00
01-10-8999	PLAN CHECKING AND PLAT REVIEW	40,000.00	40,000.00	6,047.30	9,342.81	30,657.19
	Category: 85 - FEE & CHARGES FOR SERVICE Total:	401,000.00	401,000.00	35,481.46	191,838.00	209,162.00
Category: 90 - LICENSES & PERMITS						
01-10-9001	BUILDING PERMITS	105,000.00	105,000.00	22,499.52	25,638.08	79,361.92
01-10-9002	PLUMBING PERMITS	15,000.00	15,000.00	1,425.00	2,700.00	12,300.00
01-10-9003	ELECTRICAL PERMITS	18,000.00	18,000.00	640.50	3,116.60	14,883.40
01-10-9004	MECHANICAL PERMITS	9,000.00	9,000.00	1,624.54	2,487.74	6,512.26
01-10-9006	SIGN PERMITS	14,000.00	14,000.00	2,005.39	3,398.13	10,601.87
01-10-9007	LIQUOR LICENSES	8,000.00	8,000.00	0.00	750.00	7,250.00
01-10-9010	ANTENNA ANNUAL FEES	4,400.00	4,400.00	0.00	0.00	4,400.00
01-10-9011	PLANNING & ZONING APPLICATION FEES	2,000.00	2,000.00	0.00	0.00	2,000.00
01-10-9012	BURGLAR/FIRE ALARM PERMIT	6,000.00	6,000.00	-99.88	-47.84	6,047.84

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
01-10-9013	FIRE MARSHAL PERM FEES	1,100.00	1,100.00	0.00	0.00	1,100.00
01-10-9015	OPERATIONAL HARZADOUS PERM	100.00	100.00	0.00	0.00	100.00
01-10-9016	HOTEL/MOTEL LICENSE PERMITS	1,000.00	1,000.00	0.00	50.00	950.00
	Category: 90 - LICENSES & PERMITS Total:	183,600.00	183,600.00	28,095.07	38,092.71	145,507.29
	Category: 96 - INTEREST EARNED					
01-10-9601	INTEREST EARNED	37,000.00	500,000.00	51,077.90	96,070.14	403,929.86
	Category: 96 - INTEREST EARNED Total:	37,000.00	500,000.00	51,077.90	96,070.14	403,929.86
	Category: 97 - INTERFUND ACTIVITY					
01-10-9750	CRIME CONTROL DISTRICT REIMB.	2,199,905.00	2,199,905.00	0.00	0.00	2,199,905.00
01-10-9752	TRANSFER FROM UTLY FUND	630,000.00	630,000.00	0.00	0.00	630,000.00
01-10-9754	TRANFER FROM MOTEL TAX FUND	26,100.00	26,100.00	0.00	0.00	26,100.00
01-10-9755	FIRE CONTROL PREV & EMERG REIMB	1,679,647.00	1,679,647.00	0.00	0.00	1,679,647.00
	Category: 97 - INTERFUND ACTIVITY Total:	4,535,652.00	4,535,652.00	0.00	0.00	4,535,652.00
	Category: 98 - MISCELLANEOUS REVENUE					
01-10-9899	MISCELLANEOUS	70,000.00	70,000.00	7,666.13	13,674.15	56,325.85
	Category: 98 - MISCELLANEOUS REVENUE Total:	70,000.00	70,000.00	7,666.13	13,674.15	56,325.85
	Category: 99 - OTHER AGENCY REVENUES					
01-10-9905	AMBULANCE FEES STATE GRANT	67,000.00	67,000.00	0.00	0.00	67,000.00
	Category: 99 - OTHER AGENCY REVENUES Total:	67,000.00	67,000.00	0.00	0.00	67,000.00
	Department: 10 - REVENUES Total:	18,648,439.00	19,111,439.00	725,126.45	1,536,834.05	17,574,604.95

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 11 - ADMINISTRATIVE SERVICE						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-11-3001	SALARIES	645,830.76	645,830.76	49,543.08	86,614.14	559,216.62
01-11-3002	WAGES	27,744.08	27,744.08	1,061.62	1,845.62	25,898.46
01-11-3003	LONGEVITY	1,008.28	1,008.28	81.24	142.17	866.11
01-11-3010	INCENTIVES	1,799.98	1,799.98	138.46	242.30	1,557.68
01-11-3020	EMPLOYEE AWARDS/BONUS	9,000.00	9,000.00	0.00	384.00	8,616.00
01-11-3051	FICA/MEDICARE TAXES	44,876.13	44,876.13	2,801.12	4,894.42	39,981.71
01-11-3052	WORKMEN'S COMPENSATION	1,000.00	1,000.00	0.00	729.54	270.46
01-11-3053	UNEMPLOYMENT INSURANCE	1,260.00	1,260.00	4.74	12.60	1,247.40
01-11-3054	RETIREMENT	94,503.22	94,503.22	7,029.56	12,289.55	82,213.67
01-11-3055	HEALTH INSURANCE	78,913.38	78,913.38	6,065.06	10,613.85	68,299.53
01-11-3056	LIFE INS	352.30	352.30	0.00	29.25	323.05
01-11-3057	DENTAL INSURANCE	5,092.10	5,092.10	391.42	684.99	4,407.11
01-11-3058	LONG-TERM DISABILITY	2,200.74	2,200.74	186.66	326.23	1,874.51
01-11-3060	VISION INSURANCE	545.74	545.74	41.92	73.37	472.37
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		914,126.71	914,126.71	67,344.88	118,882.03	795,244.68
Category: 35 - SUPPLIES						
01-11-3502	POSTAGE/FREIGHT/DEL. FEE	150.00	150.00	0.00	0.00	150.00
01-11-3503	OFFICE SUPPLIES	4,000.00	4,000.00	0.00	218.95	3,781.05
01-11-3504	WEARING APPAREL	500.00	500.00	0.00	0.00	500.00
01-11-3510	BOOKS & PERIODICALS	200.00	200.00	0.00	0.00	200.00
01-11-3520	FOOD	11,000.00	11,000.00	39.34	1,059.37	9,940.63
Category: 35 - SUPPLIES Total:		15,850.00	15,850.00	39.34	1,278.32	14,571.68
Category: 45 - MAINTENANCE						
01-11-4501	FURN.,FIXT.,& OFF. MACH.	2,000.00	2,000.00	0.00	0.00	2,000.00
Category: 45 - MAINTENANCE Total:		2,000.00	2,000.00	0.00	0.00	2,000.00
Category: 50 - SERVICES						
01-11-5001	MAYOR & COUNCIL EXPENDITURES	4,000.00	4,000.00	100.00	100.00	3,900.00
01-11-5007	RECORDS MANAGEMENT	7,500.00	7,500.00	0.00	288.83	7,211.17
01-11-5012	PRINTING	250.00	250.00	0.00	0.00	250.00
01-11-5014	MEDICAL EXPENSES	11,500.00	11,500.00	308.00	616.00	10,884.00
01-11-5020	COMMUNICATIONS	8,399.60	8,399.60	92.30	180.34	8,219.26
01-11-5025	NEWSPAPER NOTICES	6,500.00	6,500.00	0.00	3,676.50	2,823.50
01-11-5026	CODIFICATIONS	7,400.00	7,400.00	0.00	275.00	7,125.00
01-11-5027	MEMBERSHIPS/SUBSCRIPTIONS	6,000.00	6,000.00	2.00	683.55	5,316.45
01-11-5028	TEXAS LEGISLATIVE SERVICES	1.00	1.00	0.00	0.00	1.00
01-11-5029	TRAVEL/TRAINING	14,000.00	14,000.00	0.00	733.60	13,266.40
01-11-5030	CAR ALLOWANCE	6,500.00	6,500.00	0.00	0.00	6,500.00
01-11-5041	NEWSLETTER	9,500.00	9,500.00	0.00	492.05	9,007.95
Category: 50 - SERVICES Total:		81,550.60	81,550.60	502.30	7,045.87	74,504.73
Category: 54 - SUNDRY						
01-11-5401	ELECTION EXPENSE	9,500.00	9,500.00	0.00	0.00	9,500.00
Category: 54 - SUNDRY Total:		9,500.00	9,500.00	0.00	0.00	9,500.00
Category: 60 - OTHER SERVICES						
01-11-6005	NOTARY SURETY BONDS	300.00	300.00	0.00	0.00	300.00
Category: 60 - OTHER SERVICES Total:		300.00	300.00	0.00	0.00	300.00
Category: 97 - INTERFUND ACTIVITY						
01-11-9772	TECHNOLOGY USER FEE	5,250.00	5,250.00	0.00	0.00	5,250.00
Category: 97 - INTERFUND ACTIVITY Total:		5,250.00	5,250.00	0.00	0.00	5,250.00
Department: 11 - ADMINISTRATIVE SERVICE Total:		1,028,577.31	1,028,577.31	67,886.52	127,206.22	901,371.09

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Department: 12 - LEGAL/OTHER SERVICES						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-12-3052	WORKMEN'S COMPENSATION	250.00	250.00	0.00	0.00	250.00
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		250.00	250.00	0.00	0.00	250.00
Category: 50 - SERVICES						
01-12-5023	GRANTS AND INCENTIVES	2,014,000.00	2,014,000.00	0.00	0.00	2,014,000.00
Category: 50 - SERVICES Total:		2,014,000.00	2,014,000.00	0.00	0.00	2,014,000.00
Category: 55 - PROFESSIONAL SERVICES						
01-12-5502	LEGAL FEES	110,000.00	110,000.00	3,930.59	3,930.59	106,069.41
01-12-5515	CONSULTANT SERVICES	10,000.00	10,000.00	0.00	0.00	10,000.00
Category: 55 - PROFESSIONAL SERVICES Total:		120,000.00	120,000.00	3,930.59	3,930.59	116,069.41
Category: 60 - OTHER SERVICES						
01-12-6001	AUTOMOBILE LIABILITY	72,350.00	72,350.00	0.00	61,120.64	11,229.36
01-12-6003	LIABILITY-FIRE & CASUALTY INSR	73,140.00	73,140.00	0.00	88,254.47	-15,114.47
01-12-6005	SURETY BONDS	500.00	500.00	0.00	565.46	-65.46
Category: 60 - OTHER SERVICES Total:		145,990.00	145,990.00	0.00	149,940.57	-3,950.57
Category: 97 - INTERFUND ACTIVITY						
01-12-9760	TRFR TO CAPITAL IMPROVEMENTS	166,309.00	666,309.00	0.00	0.00	666,309.00
01-12-9761	TRANSFER TO GOLF FUND	214,483.71	214,483.71	0.00	0.00	214,483.71
01-12-9763	TRANSFER TO TIRZ 3	750,000.00	750,000.00	0.00	0.00	750,000.00
01-12-9772	TECHNOLOGY USER FEES	375.00	375.00	0.00	0.00	375.00
Category: 97 - INTERFUND ACTIVITY Total:		1,131,167.71	1,631,167.71	0.00	0.00	1,631,167.71
Department: 12 - LEGAL/OTHER SERVICES Total:		3,411,407.71	3,911,407.71	3,930.59	153,871.16	3,757,536.55

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 13 - INFO TECHNOLOGY						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-13-3001	SALARIES	241,357.71	241,357.71	17,949.66	31,411.90	209,945.81
01-13-3002	WAGES	4,713.28	4,713.28	0.00	0.00	4,713.28
01-13-3003	LONGEVITY	479.96	479.96	36.92	64.61	415.35
01-13-3010	INCENTIVES	1,200.00	1,200.00	0.00	0.00	1,200.00
01-13-3051	FICA/MEDICARE TAXES	18,126.45	18,126.45	1,312.40	2,296.71	15,829.74
01-13-3052	WORKMEN'S COMPENSATION	540.00	540.00	0.00	437.72	102.28
01-13-3053	UNEMPLOYMENT INSURANCE	887.97	887.97	1.68	7.20	880.77
01-13-3054	RETIREMENT	34,974.82	34,974.82	2,549.14	4,460.99	30,513.83
01-13-3055	HEALTH INSURANCE	48,024.34	48,024.34	3,694.16	6,464.78	41,559.56
01-13-3056	LIFE INS	199.16	199.16	0.00	17.55	181.61
01-13-3057	DENTAL INSURANCE	2,771.86	2,771.86	213.22	373.14	2,398.72
01-13-3058	LONG-TERM DISABILITY	1,092.94	1,092.94	88.42	151.79	941.15
01-13-3060	VISION INSURANCE	413.92	413.92	31.84	58.67	355.25
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		354,782.41	354,782.41	25,877.44	45,745.06	309,037.35
Category: 35 - SUPPLIES						
01-13-3502	POSTAGE/FREIGHT	500.00	500.00	0.00	0.00	500.00
01-13-3503	OFFICE SUPPLIES	250.00	250.00	0.00	96.42	153.58
01-13-3509	COMPUTER SUPPLIES	2,200.00	2,200.00	0.00	497.14	1,702.86
01-13-3510	BOOKS & PERIODICALS	100.00	100.00	0.00	0.00	100.00
Category: 35 - SUPPLIES Total:		3,050.00	3,050.00	0.00	593.56	2,456.44
Category: 45 - MAINTENANCE						
01-13-4501	FURN. FIXTURES. OFF EQUIPMENT	6,314.00	6,314.00	472.84	863.36	5,450.64
01-13-4502	COMPUTER EQUIPMENT	9,500.00	9,500.00	0.00	294.97	9,205.03
01-13-4504	SOFTWARE MAINTENANCE	405,000.00	405,000.00	3,156.06	2,344.15	402,655.85
Category: 45 - MAINTENANCE Total:		420,814.00	420,814.00	3,628.90	3,502.48	417,311.52
Category: 50 - SERVICES						
01-13-5020	COMMUNICATIONS	30,419.90	30,419.90	92.30	2,411.20	28,008.70
01-13-5027	MEMBERSHIPS/SUBSCRIPT	1,450.00	1,450.00	0.00	329.29	1,120.71
01-13-5029	TRAVEL/TRAINING	7,600.00	7,600.00	0.00	0.00	7,600.00
Category: 50 - SERVICES Total:		39,469.90	39,469.90	92.30	2,740.49	36,729.41
Category: 55 - PROFESSIONAL SERVICES						
01-13-5515	CONSULTANT SERVICES	105,000.00	105,000.00	0.00	6,792.90	98,207.10
Category: 55 - PROFESSIONAL SERVICES Total:		105,000.00	105,000.00	0.00	6,792.90	98,207.10
Category: 65 - CAPITAL OUTLAY						
01-13-6573	COMPUTER EQUIPMENT	4,000.00	4,000.00	0.00	227.96	3,772.04
Category: 65 - CAPITAL OUTLAY Total:		4,000.00	4,000.00	0.00	227.96	3,772.04
Category: 97 - INTERFUND ACTIVITY						
01-13-9772	TECHNOLOGY USER FEE	48,203.00	48,203.00	0.00	0.00	48,203.00
Category: 97 - INTERFUND ACTIVITY Total:		48,203.00	48,203.00	0.00	0.00	48,203.00
Department: 13 - INFO TECHNOLOGY Total:		975,319.31	975,319.31	29,598.64	59,602.45	915,716.86

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

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For Fiscal: 2022-2023 Period Ending: 11/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 14 - PURCHASING						
Category: 35 - SUPPLIES						
01-14-3502	POSTAGE/FREIGHT	17,000.00	17,000.00	0.00	1,196.15	15,803.85
01-14-3503	OFFICE SUPPLIES	3,000.00	3,000.00	0.00	648.00	2,352.00
	Category: 35 - SUPPLIES Total:	20,000.00	20,000.00	0.00	1,844.15	18,155.85
Category: 50 - SERVICES						
01-14-5022	RENTAL OF EQUIPMENT	2,675.00	2,675.00	0.00	0.00	2,675.00
	Category: 50 - SERVICES Total:	2,675.00	2,675.00	0.00	0.00	2,675.00
	Department: 14 - PURCHASING Total:	22,675.00	22,675.00	0.00	1,844.15	20,830.85

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 15 - ACCOUNTING SERVICES						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-15-3001	SALARIES	282,113.65	282,113.65	21,279.50	37,131.78	244,981.87
01-15-3003	LONGEVITY	864.24	864.24	72.00	123.70	740.54
01-15-3007	OVERTIME	2,900.00	2,900.00	0.00	0.00	2,900.00
01-15-3010	INCENTIVES	600.08	600.08	147.32	228.10	371.98
01-15-3051	FICA/MEDICARE TAXES	20,554.78	20,554.78	1,539.21	2,686.11	17,868.67
01-15-3052	WORKMEN'S COMPENSATION	550.00	550.00	0.00	437.72	112.28
01-15-3053	UNEMPLOYMENT INSURANCE	757.19	757.19	1.92	3.36	753.83
01-15-3054	RETIREMENT	41,281.39	41,281.39	3,023.58	5,277.44	36,003.95
01-15-3055	HEALTH INSURANCE	54,976.74	54,976.74	4,228.96	7,400.68	47,576.06
01-15-3056	LIFE INS	211.38	211.38	0.00	17.55	193.83
01-15-3057	DENTAL INSURANCE	3,480.36	3,480.36	267.72	468.51	3,011.85
01-15-3058	LONG-TERM DISABILITY	1,163.31	1,163.31	104.28	181.96	981.35
01-15-3060	VISION INSURANCE	390.52	390.52	30.04	52.57	337.95
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		409,843.64	409,843.64	30,694.53	54,009.48	355,834.16
Category: 35 - SUPPLIES						
01-15-3502	POSTAGE/FREIGHT/DEL.FEE	200.00	200.00	0.00	0.00	200.00
01-15-3503	OFFICE SUPPLIES	700.00	700.00	42.96	126.93	573.07
01-15-3510	BOOKS & PERIODICALS	50.00	50.00	0.00	0.00	50.00
01-15-3520	FOOD	3,400.00	3,400.00	353.32	368.84	3,031.16
Category: 35 - SUPPLIES Total:		4,350.00	4,350.00	396.28	495.77	3,854.23
Category: 45 - MAINTENANCE						
01-15-4501	FURN.FIXT. & OFF.MACH.	150.00	150.00	0.00	0.00	150.00
Category: 45 - MAINTENANCE Total:		150.00	150.00	0.00	0.00	150.00
Category: 50 - SERVICES						
01-15-5012	PRINTING	1,200.00	1,200.00	562.00	562.00	638.00
01-15-5020	COMMUNICATIONS	2,899.90	2,899.90	0.00	18.81	2,881.09
01-15-5027	MEMBERSHIPS	400.00	400.00	0.00	80.00	320.00
01-15-5029	TRAVEL/TRAINING	4,000.00	4,000.00	0.00	0.00	4,000.00
Category: 50 - SERVICES Total:		8,499.90	8,499.90	562.00	660.81	7,839.09
Category: 54 - SUNDRY						
01-15-5405	PERMITS & FEES	550.00	550.00	0.00	0.00	550.00
Category: 54 - SUNDRY Total:		550.00	550.00	0.00	0.00	550.00
Category: 55 - PROFESSIONAL SERVICES						
01-15-5501	AUDITS/CONTRACTS/STUDIES	50,000.00	50,000.00	3,020.25	5,108.30	44,891.70
Category: 55 - PROFESSIONAL SERVICES Total:		50,000.00	50,000.00	3,020.25	5,108.30	44,891.70
Category: 97 - INTERFUND ACTIVITY						
01-15-9772	TECHNOLOGY USER FEE	1,575.00	1,575.00	0.00	0.00	1,575.00
Category: 97 - INTERFUND ACTIVITY Total:		1,575.00	1,575.00	0.00	0.00	1,575.00
Department: 15 - ACCOUNTING SERVICES Total:		474,968.54	474,968.54	34,673.06	60,274.36	414,694.18

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 16 - CUSTOMER SERVICE						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-16-3001	SALARIES	40,876.99	40,876.99	3,052.80	5,342.40	35,534.59
01-16-3003	LONGEVITY	624.00	624.00	48.00	84.00	540.00
01-16-3007	OVERTIME	100.00	100.00	0.00	0.00	100.00
01-16-3010	INCENTIVES	959.92	959.92	83.08	145.39	814.53
01-16-3051	FICA/MEDICARE TAXES	2,915.33	2,915.33	217.02	379.79	2,535.54
01-16-3052	WORKMEN'S COMPENSATION	175.00	175.00	0.00	145.91	29.09
01-16-3053	UNEMPLOYMENT INSURANCE	252.04	252.04	0.58	1.02	251.02
01-16-3054	RETIREMENT	6,094.72	6,094.72	448.92	785.61	5,309.11
01-16-3055	HEALTH INSURANCE	16,285.10	16,285.10	1,252.70	2,192.23	14,092.87
01-16-3056	LIFE INS	70.46	70.46	0.00	5.85	64.61
01-16-3057	DENTAL INSURANCE	451.62	451.62	0.00	0.00	451.62
01-16-3058	LONG-TERM DISABILITY	200.30	200.30	14.96	26.18	174.12
01-16-3060	VISION INSURANCE	107.12	107.12	6.44	11.27	95.85
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		69,112.60	69,112.60	5,124.50	9,119.65	59,992.95
Category: 35 - SUPPLIES						
01-16-3503	OFFICE SUPPLIES	500.00	500.00	0.00	0.00	500.00
Category: 35 - SUPPLIES Total:		500.00	500.00	0.00	0.00	500.00
Category: 45 - MAINTENANCE						
01-16-4501	FURN., FIX, & OFF MACH EQ	400.00	400.00	0.00	0.00	400.00
Category: 45 - MAINTENANCE Total:		400.00	400.00	0.00	0.00	400.00
Category: 50 - SERVICES						
01-16-5020	COMMUNICATIONS	1,100.00	1,100.00	0.00	18.81	1,081.19
Category: 50 - SERVICES Total:		1,100.00	1,100.00	0.00	18.81	1,081.19
Category: 55 - PROFESSIONAL SERVICES						
01-16-5527	HARRIS CTY APPRAISAL DIST	62,000.00	62,000.00	12.32	12.32	61,987.68
01-16-5528	HARRIS CTY TAX OFFICE	7,000.00	7,000.00	0.00	0.00	7,000.00
Category: 55 - PROFESSIONAL SERVICES Total:		69,000.00	69,000.00	12.32	12.32	68,987.68
Category: 97 - INTERFUND ACTIVITY						
01-16-9772	TECHNOLOGY USER FEE	375.00	375.00	0.00	0.00	375.00
Category: 97 - INTERFUND ACTIVITY Total:		375.00	375.00	0.00	0.00	375.00
Department: 16 - CUSTOMER SERVICE Total:		140,487.60	140,487.60	5,136.82	9,150.78	131,336.82

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 19 - MUNICIPAL COURT						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-19-3001	SALARIES	169,913.74	169,913.74	11,619.60	20,055.40	149,858.34
01-19-3003	LONGEVITY	1,152.06	1,152.06	94.15	162.46	989.60
01-19-3007	OVERTIME	5,000.00	5,000.00	0.00	0.00	5,000.00
01-19-3010	INCENTIVES	1,200.16	1,200.16	92.32	161.56	1,038.60
01-19-3051	FICA/MEDICARE TAXES	12,498.70	12,498.70	949.84	1,664.61	10,834.09
01-19-3052	WORKMEN'S COMPENSATION	469.00	469.00	0.00	437.72	31.28
01-19-3053	UNEMPLOYMENT INSURANCE	758.06	758.06	1.69	2.94	755.12
01-19-3054	RETIREMENT	25,384.49	25,384.49	1,840.92	3,226.02	22,158.47
01-19-3055	HEALTH INSURANCE	46,343.18	46,343.18	2,900.72	5,076.26	41,266.92
01-19-3056	LIFE INS	211.38	211.38	0.00	17.55	193.83
01-19-3057	DENTAL INSURANCE	2,771.86	2,771.86	213.22	373.14	2,398.72
01-19-3058	LONG-TERM DISABILITY	832.58	832.58	63.06	110.52	722.06
01-19-3060	VISION INSURANCE	308.62	308.62	27.30	47.78	260.84
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		266,843.83	266,843.83	17,802.82	31,335.96	235,507.87
Category: 35 - SUPPLIES						
01-19-3503	OFFICE SUPPLIES	2,000.00	2,000.00	0.00	50.68	1,949.32
01-19-3510	BOOKS & PERIODICALS	200.00	200.00	0.00	0.00	200.00
01-19-3523	TOOLS/EQUIPMENT	100.00	100.00	0.00	0.00	100.00
Category: 35 - SUPPLIES Total:		2,300.00	2,300.00	0.00	50.68	2,249.32
Category: 45 - MAINTENANCE						
01-19-4501	FURN., FIXT. & OFF. MACH.	500.00	500.00	0.00	0.00	500.00
Category: 45 - MAINTENANCE Total:		500.00	500.00	0.00	0.00	500.00
Category: 50 - SERVICES						
01-19-5012	PRINTING	2,000.00	2,000.00	0.00	0.00	2,000.00
01-19-5020	COMMUNICATIONS	1,100.00	1,100.00	0.00	18.81	1,081.19
01-19-5027	MEMBERSHIPS	300.00	300.00	0.00	0.00	300.00
01-19-5029	TRAVEL/TRAINING	3,500.00	3,500.00	0.00	454.95	3,045.05
Category: 50 - SERVICES Total:		6,900.00	6,900.00	0.00	473.76	6,426.24
Category: 54 - SUNDRY						
01-19-5404	JURY EXPENSE	800.00	800.00	0.00	0.00	800.00
Category: 54 - SUNDRY Total:		800.00	800.00	0.00	0.00	800.00
Category: 55 - PROFESSIONAL SERVICES						
01-19-5505	JUDGES	51,000.00	51,000.00	3,875.00	3,875.00	47,125.00
01-19-5506	PROSECUTORS	33,000.00	33,000.00	1,700.00	1,700.00	31,300.00
01-19-5516	COLLECTION AGENCY FEES	2,950.00	2,950.00	0.00	279.50	2,670.50
01-19-5518	INTERPRETERS	500.00	500.00	0.00	55.16	444.84
Category: 55 - PROFESSIONAL SERVICES Total:		87,450.00	87,450.00	5,575.00	5,909.66	81,540.34
Department: 19 - MUNICIPAL COURT Total:		364,793.83	364,793.83	23,377.82	37,770.06	327,023.77

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 21 - POLICE						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-21-3001	SALARIES	2,670,134.22	2,670,134.22	187,307.15	322,881.10	2,347,253.12
01-21-3003	LONGEVITY	5,711.94	5,711.94	454.12	802.09	4,909.85
01-21-3007	OVERTIME	110,000.00	110,000.00	19,525.46	33,492.77	76,507.23
01-21-3010	INCENTIVES	23,759.06	23,759.06	3,341.42	5,840.57	17,918.49
01-21-3014	S.T.E.P. PROGRAM	90,000.00	90,000.00	1,917.00	4,110.26	85,889.74
01-21-3051	FICA/MEDICARE TAXES	204,157.24	204,157.24	15,665.17	27,088.73	177,068.51
01-21-3052	WORKMEN'S COMPENSATION	55,000.00	55,000.00	0.00	46,217.74	8,782.26
01-21-3053	UNEMPLOYMENT INSURANCE	8,146.35	8,146.35	25.81	40.55	8,105.80
01-21-3054	RETIREMENT	415,395.28	415,395.28	30,677.58	53,132.43	362,262.85
01-21-3055	HEALTH INSURANCE	429,067.08	429,067.08	32,521.30	54,722.10	374,344.98
01-21-3056	LIFE INS	2,242.50	2,242.50	0.00	169.65	2,072.85
01-21-3057	DENTAL INSURANCE	25,079.34	25,079.34	1,926.02	3,262.78	21,816.56
01-21-3058	LONG-TERM DISABILITY	12,279.57	12,279.57	782.25	1,360.58	10,918.99
01-21-3060	VISION INSURANCE	2,799.68	2,799.68	247.74	415.86	2,383.82
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		4,053,772.26	4,053,772.26	294,391.02	553,537.21	3,500,235.05
Category: 35 - SUPPLIES						
01-21-3502	POSTAGE/FREIGHT/DEL. FEE	1,000.00	1,000.00	0.00	0.00	1,000.00
01-21-3503	OFFICE SUPPLIES	10,000.00	10,000.00	0.00	967.93	9,032.07
01-21-3504	WEARING APPAREL	29,474.00	29,474.00	3,963.80	4,830.12	24,643.88
01-21-3505	CRIME PREVENTION SUPPLIES	5,000.00	5,000.00	0.00	355.50	4,644.50
01-21-3508	CRIME SCENE SUPPLIES	33,000.00	33,000.00	0.00	6,533.97	26,466.03
01-21-3510	BOOKS AND PERIODICALS	6,450.00	6,450.00	0.00	1,713.90	4,736.10
01-21-3515	MEDICAL SUPPLIES	2,000.00	2,000.00	0.00	122.13	1,877.87
01-21-3519	AMMUNITION AND TARGETS	10,000.00	10,000.00	0.00	4,679.50	5,320.50
01-21-3520	FOOD	4,800.00	4,800.00	0.00	613.56	4,186.44
01-21-3523	TOOLS/EQUIPMENT	16,700.00	16,700.00	322.35	4,199.08	12,500.92
01-21-3534	PARTS AND MATERIALS	500.00	500.00	0.00	0.00	500.00
Category: 35 - SUPPLIES Total:		118,924.00	118,924.00	4,286.15	24,015.69	94,908.31
Category: 45 - MAINTENANCE						
01-21-4501	FURN. FIXT. & OFF. MACH.	5,597.00	5,597.00	185.37	379.40	5,217.60
01-21-4503	RADIO AND RADAR EQUIPMENT	2,500.00	2,500.00	155.00	373.50	2,126.50
01-21-4510	VEHICLE CLEANING	2,000.00	2,000.00	0.00	383.73	1,616.27
01-21-4599	MISCELLANEOUS EQUIPMENT	1,300.00	1,300.00	0.00	43.80	1,256.20
Category: 45 - MAINTENANCE Total:		11,397.00	11,397.00	340.37	1,180.43	10,216.57
Category: 50 - SERVICES						
01-21-5012	PRINTING	2,000.00	2,000.00	0.00	62.95	1,937.05
01-21-5015	LAB TESTS	2,400.00	2,400.00	0.00	0.00	2,400.00
01-21-5020	COMMUNICATIONS	19,199.90	19,199.90	138.44	927.32	18,272.58
01-21-5022	RENTAL OF EQUIPMENT	10,000.00	10,000.00	775.00	775.00	9,225.00
01-21-5027	MEMBERSHIPS	2,600.00	2,600.00	0.00	50.00	2,550.00
01-21-5029	TRAVEL/TRAINING	41,250.00	41,250.00	203.89	9,360.96	31,889.04
01-21-5030	MAINTENANCE AGREEMENT	153,350.00	153,350.00	0.00	0.00	153,350.00
Category: 50 - SERVICES Total:		230,799.90	230,799.90	1,117.33	11,176.23	219,623.67
Category: 54 - SUNDRY						
01-21-5402	JAIL EXPENSE	3,000.00	3,000.00	16.38	16.38	2,983.62
Category: 54 - SUNDRY Total:		3,000.00	3,000.00	16.38	16.38	2,983.62
Category: 55 - PROFESSIONAL SERVICES						
01-21-5515	CONSULTANT SERVICES	1,800.00	1,800.00	0.00	1,522.00	278.00
Category: 55 - PROFESSIONAL SERVICES Total:		1,800.00	1,800.00	0.00	1,522.00	278.00
Category: 60 - OTHER SERVICES						
01-21-6003	LIABILITY-FIRE & CASUALTY INSR	21,400.00	21,400.00	0.00	22,878.10	-1,478.10
01-21-6005	NOTARY SURETY BONDS	340.00	340.00	0.00	0.00	340.00
Category: 60 - OTHER SERVICES Total:		21,740.00	21,740.00	0.00	22,878.10	-1,138.10

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Category: 97 - INTERFUND ACTIVITY					
01-21-9772 TECHNOLOGY USER FEE	16,775.00	16,775.00	0.00	0.00	16,775.00
Category: 97 - INTERFUND ACTIVITY Total:	16,775.00	16,775.00	0.00	0.00	16,775.00
Department: 21 - POLICE Total:	4,458,208.16	4,458,208.16	300,151.25	614,326.04	3,843,882.12

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 23 - COMMUNICATIONS						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-23-3001	SALARIES	489,112.53	489,112.53	37,010.96	65,229.98	423,882.55
01-23-3002	WAGES	24,723.30	24,723.30	0.00	0.00	24,723.30
01-23-3003	LONGEVITY	1,536.08	1,536.08	129.24	220.63	1,315.45
01-23-3007	OVERTIME	77,000.00	77,000.00	8,257.02	15,985.08	61,014.92
01-23-3010	INCENTIVES	12,152.71	12,152.71	1,043.04	1,721.47	10,431.24
01-23-3051	FICA/MEDICARE TAXES	40,473.38	40,473.38	3,391.48	6,079.44	34,393.94
01-23-3052	WORKMEN'S COMPENSATION	2,000.00	2,000.00	0.00	1,313.17	686.83
01-23-3053	UNEMPLOYMENT INSURANCE	2,551.71	2,551.71	6.04	22.86	2,528.85
01-23-3054	RETIREMENT	83,113.47	83,113.47	6,548.08	11,725.16	71,388.31
01-23-3055	HEALTH INSURANCE	126,956.96	126,956.96	8,836.52	15,463.28	111,493.68
01-23-3056	LIFE INS	563.68	563.68	0.00	46.80	516.88
01-23-3057	DENTAL INSURANCE	6,446.96	6,446.96	578.12	1,011.66	5,435.30
01-23-3058	LONG-TERM DISABILITY	2,178.13	2,178.13	170.44	300.56	1,877.57
01-23-3060	VISION INSURANCE	888.68	888.68	81.18	142.06	746.62
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		869,697.59	869,697.59	66,052.12	119,262.15	750,435.44
Category: 35 - SUPPLIES						
01-23-3502	POSTAGE	100.00	100.00	0.00	0.00	100.00
01-23-3503	OFFICE SUPPLIES	6,390.00	6,390.00	0.00	222.79	6,167.21
01-23-3504	WEARING APPAREL	3,475.00	3,475.00	0.00	158.79	3,316.21
01-23-3510	BOOKS AND PERIODICALS	400.00	400.00	0.00	0.00	400.00
01-23-3523	TOOLS/EQUIPMENT	3,000.00	3,000.00	0.00	0.00	3,000.00
Category: 35 - SUPPLIES Total:		13,365.00	13,365.00	0.00	381.58	12,983.42
Category: 45 - MAINTENANCE						
01-23-4501	FURN.FIXT. & OFF.MACH.	6,800.00	6,800.00	0.00	3,255.58	3,544.42
01-23-4503	RADIO AND RADAR EQUIPMENT	1,250.00	1,250.00	0.00	0.00	1,250.00
01-23-4505	TELEPHONE MAINTENANCE	13,400.00	13,400.00	0.00	0.00	13,400.00
01-23-4599	MISCELLANEOUS EQUIPMENT	1,000.00	1,000.00	0.00	28.94	971.06
Category: 45 - MAINTENANCE Total:		22,450.00	22,450.00	0.00	3,284.52	19,165.48
Category: 50 - SERVICES						
01-23-5012	PRINTING	100.00	100.00	0.00	0.00	100.00
01-23-5020	COMMUNICATIONS	3,600.08	3,600.08	0.00	18.80	3,581.28
01-23-5024	RADIO USAGE FEES	2,000.00	2,000.00	89.00	89.00	1,911.00
01-23-5027	MEMBERSHIPS	1,200.00	1,200.00	0.00	511.27	688.73
01-23-5029	TRAVEL/TRAINING	10,000.00	10,000.00	0.00	736.00	9,264.00
Category: 50 - SERVICES Total:		16,900.08	16,900.08	89.00	1,355.07	15,545.01
Category: 60 - OTHER SERVICES						
01-23-6005	SURETY BONDS	600.00	600.00	0.00	0.00	600.00
Category: 60 - OTHER SERVICES Total:		600.00	600.00	0.00	0.00	600.00
Category: 97 - INTERFUND ACTIVITY						
01-23-9772	TECHNOLOGY USER FEE	55,575.00	55,575.00	0.00	0.00	55,575.00
Category: 97 - INTERFUND ACTIVITY Total:		55,575.00	55,575.00	0.00	0.00	55,575.00
Department: 23 - COMMUNICATIONS Total:		978,587.67	978,587.67	66,141.12	124,283.32	854,304.35

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 25 - FIRE DEPARTMENT						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-25-3001	SALARIES	1,306,621.91	1,306,621.91	89,513.08	149,103.26	1,157,518.65
01-25-3002	WAGES	61,058.40	61,058.40	2,984.33	5,988.17	55,070.23
01-25-3003	LONGEVITY	3,264.30	3,264.30	254.80	444.99	2,819.31
01-25-3007	OVERTIME	250,000.00	250,000.00	17,036.09	44,352.90	205,647.10
01-25-3009	VOLUNTEERS STIPEND	44,000.00	44,000.00	2,240.00	3,980.00	40,020.00
01-25-3010	INCENTIVES	59,819.54	59,819.54	2,274.52	3,427.15	56,392.39
01-25-3051	FICA/MEDICARE TAXES	115,732.84	115,732.84	8,468.80	15,406.35	100,326.49
01-25-3052	WORKMEN'S COMPENSATION	44,000.00	44,000.00	0.00	23,678.95	20,321.05
01-25-3053	UNEMPLOYMENT INSURANCE	5,142.94	5,142.94	65.72	107.82	5,035.12
01-25-3054	RETIREMENT	224,280.23	224,280.23	15,364.54	30,818.76	193,461.47
01-25-3055	HEALTH INSURANCE	291,736.12	291,736.12	19,238.16	31,385.91	260,350.21
01-25-3056	LIFE INS	1,210.04	1,210.04	0.00	105.30	1,104.74
01-25-3057	DENTAL INSURANCE	13,797.16	13,797.16	1,170.32	1,937.71	11,859.45
01-25-3058	LONG-TERM DISABILITY	5,890.58	5,890.58	419.34	701.24	5,189.34
01-25-3059	FIREFIGHTERS' RETIREMENT	26,000.00	26,000.00	0.00	0.00	26,000.00
01-25-3060	VISION INSURANCE	2,104.44	2,104.44	156.02	255.91	1,848.53
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		2,454,658.50	2,454,658.50	159,185.72	311,694.42	2,142,964.08
Category: 35 - SUPPLIES						
01-25-3502	SHIPPING/FREIGHT CHARGES	500.00	500.00	0.00	0.00	500.00
01-25-3503	OFFICE SUPPLIES	6,999.00	6,999.00	0.00	268.66	6,730.34
01-25-3504	WEARING APPAREL	112,350.00	112,350.00	1,694.00	13,793.93	98,556.07
01-25-3505	FIRE PREVENTION MATERIALS	2,900.00	2,900.00	0.00	0.00	2,900.00
01-25-3510	BOOKS AND PERIODICALS	1,150.00	1,150.00	0.00	0.00	1,150.00
01-25-3515	MEDICAL SUPPLIES	30,000.00	30,000.00	1,204.42	8,793.47	21,206.53
01-25-3517	JANITORIAL SUPPLIES	1,400.00	1,400.00	0.00	478.82	921.18
01-25-3520	FOOD	11,900.00	11,900.00	0.00	2,814.35	9,085.65
01-25-3523	TOOLS/EQUIPMENT	61,000.00	61,000.00	1,500.00	4,783.03	56,216.97
01-25-3524	FEMA SUPPLIES	5,000.00	5,000.00	0.00	0.00	5,000.00
01-25-3525	FEMA EQUIPMENT	5,000.00	5,000.00	0.00	0.00	5,000.00
Category: 35 - SUPPLIES Total:		238,199.00	238,199.00	4,398.42	30,932.26	207,266.74
Category: 45 - MAINTENANCE						
01-25-4501	FURN, FIXT, & OFFICE EQPT.	10,700.00	10,700.00	269.79	6,674.67	4,025.33
01-25-4503	RADIO AND RADAR EQUIPMENT	2,500.00	2,500.00	0.00	0.00	2,500.00
01-25-4599	MAINTENANCE-MISC EQUIPMENT	45,749.00	45,749.00	1,713.93	1,996.49	43,752.51
Category: 45 - MAINTENANCE Total:		58,949.00	58,949.00	1,983.72	8,671.16	50,277.84
Category: 50 - SERVICES						
01-25-5012	PRINTING	750.00	750.00	0.00	0.00	750.00
01-25-5014	MEDICAL EXPENSES	1,000.00	1,000.00	0.00	1,848.00	-848.00
01-25-5020	COMMUNICATIONS	15,420.04	15,420.04	0.00	43.52	15,376.52
01-25-5024	RADIO USAGE FEES	15,900.00	15,900.00	1,250.00	1,250.00	14,650.00
01-25-5027	MEMBERSHIPS	3,115.00	3,115.00	0.00	1,011.85	2,103.15
01-25-5029	TRAVEL/TRAINING	22,525.00	22,525.00	1,485.00	2,876.20	19,648.80
Category: 50 - SERVICES Total:		58,710.04	58,710.04	2,735.00	7,029.57	51,680.47
Category: 54 - SUNDRY						
01-25-5405	LICENSES/PERMITS	1,299.00	1,299.00	0.00	0.00	1,299.00
Category: 54 - SUNDRY Total:		1,299.00	1,299.00	0.00	0.00	1,299.00
Category: 55 - PROFESSIONAL SERVICES						
01-25-5508	MEDICAL AND OTHER WASTE-DISP	1,300.00	1,300.00	0.00	245.62	1,054.38
01-25-5512	ACCIDENT INSURANCE	5,300.00	5,300.00	0.00	0.00	5,300.00
01-25-5516	COLLECTION AGENCY FEES	48,000.00	48,000.00	2,682.77	22,447.36	25,552.64
Category: 55 - PROFESSIONAL SERVICES Total:		54,600.00	54,600.00	2,682.77	22,692.98	31,907.02
Department: 25 - FIRE DEPARTMENT Total:		2,866,415.54	2,866,415.54	170,985.63	381,020.39	2,485,395.15

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 30 - PUBLIC WORKS						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-30-3001	SALARIES	77,250.12	77,250.12	5,769.24	10,096.17	67,153.95
01-30-3003	LONGEVITY	335.92	335.92	25.84	45.22	290.70
01-30-3007	OVERTIME	1,000.00	1,000.00	0.00	0.00	1,000.00
01-30-3051	FICA/MEDICARE TAXES	5,863.07	5,863.07	437.78	766.12	5,096.95
01-30-3052	WORKMEN'S COMPENSATION	350.00	350.00	0.00	145.91	204.09
01-30-3053	UNEMPLOYMENT INSURANCE	252.00	252.00	1.06	1.86	250.14
01-30-3054	RETIREMENT	11,282.16	11,282.16	834.68	1,460.69	9,821.47
01-30-3055	HEALTH INSURANCE	8,501.74	8,501.74	662.36	1,159.18	7,342.56
01-30-3056	LIFE INS	70.46	70.46	0.00	5.85	64.61
01-30-3057	DENTAL INSURANCE	451.62	451.62	35.18	61.58	390.04
01-30-3058	LONG-TERM DISABILITY	384.41	384.41	28.88	50.54	333.87
01-30-3060	VISION INSURANCE	107.12	107.12	8.34	14.60	92.52
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		105,848.62	105,848.62	7,803.36	13,807.72	92,040.90
Category: 35 - SUPPLIES						
01-30-3502	POSTAGE/FREIGHT/DEL. FEE	100.00	100.00	0.00	0.00	100.00
01-30-3503	OFFICE SUPPLIES	2,500.00	2,500.00	12.99	409.98	2,090.02
01-30-3504	WEARING APPAREL	500.00	500.00	0.00	67.04	432.96
01-30-3510	BOOKS AND PERIODICALS	100.00	100.00	0.00	0.00	100.00
01-30-3520	FOOD	2,500.00	2,500.00	92.52	209.80	2,290.20
Category: 35 - SUPPLIES Total:		5,700.00	5,700.00	105.51	686.82	5,013.18
Category: 50 - SERVICES						
01-30-5012	PRINTING	300.00	300.00	0.00	0.00	300.00
01-30-5020	COMMUNICATIONS	2,400.00	2,400.00	124.60	236.85	2,163.15
01-30-5027	MEMBERSHIPS	5,500.00	5,500.00	479.31	479.31	5,020.69
01-30-5029	TRAVEL/TRAINING	3,000.00	3,000.00	0.00	0.00	3,000.00
Category: 50 - SERVICES Total:		11,200.00	11,200.00	603.91	716.16	10,483.84
Category: 55 - PROFESSIONAL SERVICES						
01-30-5515	CONSULTANT SERVICES	20,000.00	20,000.00	1,640.00	3,490.00	16,510.00
Category: 55 - PROFESSIONAL SERVICES Total:		20,000.00	20,000.00	1,640.00	3,490.00	16,510.00
Category: 97 - INTERFUND ACTIVITY						
01-30-9772	TECHNOLOGY USER FEE	1,375.00	1,375.00	0.00	0.00	1,375.00
Category: 97 - INTERFUND ACTIVITY Total:		1,375.00	1,375.00	0.00	0.00	1,375.00
Department: 30 - PUBLIC WORKS Total:		144,123.62	144,123.62	10,152.78	18,700.70	125,422.92

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 31 - COMMUNITY DEVELOPMENT						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-31-3001	SALARIES	175,414.89	175,414.89	7,439.50	13,039.12	162,375.77
01-31-3003	LONGEVITY	239.98	239.98	22.16	38.78	201.20
01-31-3007	OVERTIME	1,000.00	1,000.00	0.00	4.74	995.26
01-31-3010	INCENTIVES	479.96	479.96	336.92	589.61	-109.65
01-31-3051	FICA/MEDICARE TAXES	12,486.29	12,486.29	533.56	935.63	11,550.66
01-31-3052	WORKMEN'S COMPENSATION	1,100.00	1,100.00	0.00	469.09	630.91
01-31-3053	UNEMPLOYMENT INSURANCE	756.41	756.41	0.66	1.16	755.25
01-31-3054	RETIREMENT	25,709.37	25,709.37	1,099.60	1,927.78	23,781.59
01-31-3055	HEALTH INSURANCE	61,078.94	61,078.94	2,910.88	5,094.04	55,984.90
01-31-3056	LIFE INS	153.14	153.14	0.00	5.85	147.29
01-31-3057	DENTAL INSURANCE	3,480.36	3,480.36	178.48	312.34	3,168.02
01-31-3058	LONG-TERM DISABILITY	871.30	871.30	36.44	63.87	807.43
01-31-3060	VISION INSURANCE	460.20	460.20	20.04	35.07	425.13
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		283,230.84	283,230.84	12,578.24	22,517.08	260,713.76
Category: 35 - SUPPLIES						
01-31-3503	OFFICE SUPPLIES	3,500.00	3,500.00	0.00	158.86	3,341.14
01-31-3504	WEARING APPAREL	900.00	900.00	0.00	0.00	900.00
01-31-3510	BOOKS AND PERIODICALS	700.00	700.00	0.00	0.00	700.00
01-31-3521	ANIMAL CONTROL	3,000.00	3,000.00	0.00	45.93	2,954.07
01-31-3523	TOOLS/EQUIPMENT	300.00	300.00	0.00	0.00	300.00
Category: 35 - SUPPLIES Total:		8,400.00	8,400.00	0.00	204.79	8,195.21
Category: 50 - SERVICES						
01-31-5008	ABATEMENT/SUBSTANDARD PROPERTY	100.00	100.00	0.00	0.00	100.00
01-31-5012	PRINTING	600.00	600.00	0.00	0.00	600.00
01-31-5020	COMMUNICATIONS	3,599.90	3,599.90	0.00	18.80	3,581.10
01-31-5027	MEMBERSHIPS	900.00	900.00	0.00	0.00	900.00
01-31-5029	TRAVEL/TRAINING	7,500.00	7,500.00	0.00	0.00	7,500.00
Category: 50 - SERVICES Total:		12,699.90	12,699.90	0.00	18.80	12,681.10
Category: 55 - PROFESSIONAL SERVICES						
01-31-5515	CONSULTANT	160,000.00	160,000.00	13,639.08	13,639.08	146,360.92
Category: 55 - PROFESSIONAL SERVICES Total:		160,000.00	160,000.00	13,639.08	13,639.08	146,360.92
Category: 65 - CAPITAL OUTLAY						
01-31-6571	OFFICE FURNITURE & EQUIPMENT	600.00	600.00	0.00	0.00	600.00
Category: 65 - CAPITAL OUTLAY Total:		600.00	600.00	0.00	0.00	600.00
Category: 97 - INTERFUND ACTIVITY						
01-31-9772	TECHNOLOGY USER FEE	2,125.00	2,125.00	0.00	0.00	2,125.00
Category: 97 - INTERFUND ACTIVITY Total:		2,125.00	2,125.00	0.00	0.00	2,125.00
Department: 31 - COMMUNITY DEVELOPMENT Total:		467,055.74	467,055.74	26,217.32	36,379.75	430,675.99

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 32 - STREETS						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-32-3001	SALARIES	183,595.10	183,595.10	13,634.91	23,846.86	159,748.24
01-32-3003	LONGEVITY	288.08	288.08	18.46	32.31	255.77
01-32-3007	OVERTIME	20,000.00	20,000.00	82.56	217.06	19,782.94
01-32-3010	INCENTIVES	2,959.92	2,959.92	36.92	64.61	2,895.31
01-32-3051	FICA/MEDICARE TAXES	13,083.60	13,083.60	971.18	1,704.04	11,379.56
01-32-3052	WORKMEN'S COMPENSATION	8,000.00	8,000.00	0.00	5,598.87	2,401.13
01-32-3053	UNEMPLOYMENT INSURANCE	1,016.24	1,016.24	2.00	12.58	1,003.66
01-32-3054	RETIREMENT	29,479.60	29,479.60	1,946.53	3,414.64	26,064.96
01-32-3055	HEALTH INSURANCE	85,997.60	85,997.60	4,339.72	7,594.45	78,403.15
01-32-3056	LIFE INS	281.84	281.84	0.00	17.55	264.29
01-32-3057	DENTAL	4,640.48	4,640.48	193.02	337.77	4,302.71
01-32-3058	LONG-TERM DISABILITY	904.63	904.63	66.96	117.11	787.52
01-32-3060	VISION INSURANCE	543.92	543.92	36.42	63.74	480.18
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		350,791.01	350,791.01	21,328.68	43,021.59	307,769.42
Category: 35 - SUPPLIES						
01-32-3504	WEARING APPAREL	3,000.00	3,000.00	0.00	0.00	3,000.00
01-32-3523	TOOLS/EQUIPMENT	3,000.00	3,000.00	0.00	0.00	3,000.00
01-32-3534	PARTS AND MATERIALS	90,000.00	90,000.00	1,616.14	4,918.69	85,081.31
Category: 35 - SUPPLIES Total:		96,000.00	96,000.00	1,616.14	4,918.69	91,081.31
Category: 40 - MAINTENANCE--BLDGS, STRUC						
01-32-4002	STREET SIGNS	10,000.00	10,000.00	1,668.67	2,872.20	7,127.80
01-32-4003	STREET MAINTENANCE MAT'L	30,000.00	30,000.00	2,065.00	2,659.04	27,340.96
01-32-4004	SIDEWALK REPLACEMENT	25,000.00	25,000.00	0.00	0.00	25,000.00
Category: 40 - MAINTENANCE--BLDGS, STRUC Total:		65,000.00	65,000.00	3,733.67	5,531.24	59,468.76
Category: 45 - MAINTENANCE						
01-32-4503	RADIO/RADAR EQUIPMENT	800.00	800.00	0.00	0.00	800.00
01-32-4598	ORNMNTL STREET LIGHT MAIN	1,000.00	1,000.00	0.00	0.00	1,000.00
Category: 45 - MAINTENANCE Total:		1,800.00	1,800.00	0.00	0.00	1,800.00
Category: 50 - SERVICES						
01-32-5016	STREET LIGHTING	195,000.00	195,000.00	77.80	14,398.18	180,601.82
01-32-5020	COMMUNICATIONS	2,919.98	2,919.98	32.30	-370.42	3,290.40
01-32-5022	RENTAL OF EQUIPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00
01-32-5029	TRAVEL/TRAINING	5,000.00	5,000.00	0.00	0.00	5,000.00
Category: 50 - SERVICES Total:		203,919.98	203,919.98	110.10	14,027.76	189,892.22
Category: 55 - PROFESSIONAL SERVICES						
01-32-5507	MOSQUITO SPRAYING	16,000.00	16,000.00	1,378.00	1,378.00	14,622.00
01-32-5515	CONSULTANT SERVICES	5,000.00	5,000.00	0.00	0.00	5,000.00
Category: 55 - PROFESSIONAL SERVICES Total:		21,000.00	21,000.00	1,378.00	1,378.00	19,622.00
Category: 97 - INTERFUND ACTIVITY						
01-32-9772	TECHNOLOGY USER FEE	500.00	500.00	0.00	0.00	500.00
01-32-9791	EQUIPMENT USER FEE	27,068.00	27,068.00	0.00	0.00	27,068.00
Category: 97 - INTERFUND ACTIVITY Total:		27,568.00	27,568.00	0.00	0.00	27,568.00
Department: 32 - STREETS Total:		766,078.99	766,078.99	28,166.59	68,877.28	697,201.71

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Department: 33 - BUILDING MAINTENANCE						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-33-3001	SALARIES	60,179.96	60,179.96	0.00	0.00	60,179.96
01-33-3002	WAGES	33,207.20	33,207.20	2,168.25	4,436.25	28,770.95
01-33-3003	LONGEVITY	144.04	144.04	0.00	0.00	144.04
01-33-3007	OVERTIME	2,000.00	2,000.00	0.00	0.00	2,000.00
01-33-3051	FICA/MEDICARE TAXES	7,086.57	7,086.57	165.87	296.92	6,789.65
01-33-3052	WORKMEN'S COMPENSATION	2,500.00	2,500.00	0.00	1,976.52	523.48
01-33-3053	UNEMPLOYMENT INSURANCE	756.82	756.82	0.40	7.91	748.91
01-33-3054	RETIREMENT	8,924.80	8,924.80	0.00	0.00	8,924.80
01-33-3055	HEALTH INSURANCE	8,501.74	8,501.74	0.00	0.00	8,501.74
01-33-3056	LIFE INS	70.46	70.46	0.00	0.00	70.46
01-33-3057	DENTAL	1,160.12	1,160.12	0.00	0.00	1,160.12
01-33-3058	LONG-TERM DISABILITY	294.88	294.88	0.00	0.00	294.88
01-33-3060	VISION INSURANCE	107.12	107.12	0.00	0.00	107.12
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		124,933.71	124,933.71	2,334.52	6,717.60	118,216.11
Category: 35 - SUPPLIES						
01-33-3504	WEARING APPAREL	1,000.00	1,000.00	0.00	0.00	1,000.00
01-33-3517	JANITORIAL SUPPLIES	9,000.00	9,000.00	799.33	1,024.21	7,975.79
01-33-3523	TOOLS/EQUIPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00
01-33-3540	POWERED EQUIPMENT	1,200.00	1,200.00	0.00	0.00	1,200.00
01-33-3541	SAFETY PRODUCTS	750.00	750.00	0.00	0.00	750.00
01-33-3542	FIRST AID	250.00	250.00	0.00	0.00	250.00
01-33-3543	SECURITY SUPPLIES	5,000.00	5,000.00	1,330.00	1,369.00	3,631.00
Category: 35 - SUPPLIES Total:		18,200.00	18,200.00	2,129.33	2,393.21	15,806.79
Category: 40 - MAINTENANCE--BLDGS, STRUC						
01-33-4001	MAINTENANCE-BLDG & GROUNDS	6,000.00	6,000.00	0.00	0.00	6,000.00
01-33-4011	CITY HALL/CIVIC CENTER BUILDING MAINTEN...	13,500.00	13,500.00	165.85	165.85	13,334.15
01-33-4021	POLICE DEPARTMENT BUILDING MAINTENAN...	16,000.00	16,000.00	0.00	0.00	16,000.00
01-33-4025	FIRE DEPARTMENT BUILDING MAINTENANCE	14,000.00	14,000.00	1,160.28	1,555.28	12,444.72
01-33-4030	PUBLIC WORKS BULDING MAINTENANCE	6,000.00	6,000.00	582.00	582.00	5,418.00
Category: 40 - MAINTENANCE--BLDGS, STRUC Total:		55,500.00	55,500.00	1,908.13	2,303.13	53,196.87
Category: 45 - MAINTENANCE						
01-33-4501	FURN.,FIXT.,& OFF. MACH.	3,000.00	3,000.00	0.00	0.00	3,000.00
Category: 45 - MAINTENANCE Total:		3,000.00	3,000.00	0.00	0.00	3,000.00
Category: 50 - SERVICES						
01-33-5017	UTILITIES	125,000.00	125,000.00	104.92	8,727.21	116,272.79
01-33-5029	TRAVEL AND TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00
Category: 50 - SERVICES Total:		126,000.00	126,000.00	104.92	8,727.21	117,272.79
Category: 55 - PROFESSIONAL SERVICES						
01-33-5521	PEST CONTROL SERVICES	4,000.00	4,000.00	0.00	0.00	4,000.00
01-33-5530	PROFESSIONAL SERVICES	5,000.00	5,000.00	0.00	0.00	5,000.00
Category: 55 - PROFESSIONAL SERVICES Total:		9,000.00	9,000.00	0.00	0.00	9,000.00
Category: 65 - CAPITAL OUTLAY						
01-33-6580	BLDG & GROUND IMPROVEMENT	75,000.00	75,000.00	4,965.78	19,204.88	55,795.12
Category: 65 - CAPITAL OUTLAY Total:		75,000.00	75,000.00	4,965.78	19,204.88	55,795.12
Category: 97 - INTERFUND ACTIVITY						
01-33-9772	TECHNOLOGY USER FEE	250.00	250.00	0.00	0.00	250.00
Category: 97 - INTERFUND ACTIVITY Total:		250.00	250.00	0.00	0.00	250.00
Department: 33 - BUILDING MAINTENANCE Total:		411,883.71	411,883.71	11,442.68	39,346.03	372,537.68

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 35 - SOLID WASTE					
Category: 55 - PROFESSIONAL SERVICES					
01-35-5508 SOLID WASTECOLLECTION SERVICES	397,113.16	397,113.16	33,771.18	34,276.39	362,836.77
01-35-5509 STORM CLEAN-UP-DEBRIS REMOVAL	2,900.00	2,900.00	0.00	0.00	2,900.00
01-35-5519 RECYCLING PROGRAM	103,500.00	103,500.00	8,330.40	8,330.40	95,169.60
Category: 55 - PROFESSIONAL SERVICES Total:	503,513.16	503,513.16	42,101.58	42,606.79	460,906.37
Department: 35 - SOLID WASTE Total:	503,513.16	503,513.16	42,101.58	42,606.79	460,906.37

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 36 - FLEET SERVICES						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-36-3001	SALARIES	130,322.19	130,322.19	9,839.23	17,168.73	113,153.46
01-36-3003	LONGEVITY	528.06	528.06	48.00	83.08	444.98
01-36-3007	OVERTIME	12,000.00	12,000.00	377.24	663.77	11,336.23
01-36-3010	INCENTIVES	600.00	600.00	83.08	145.39	454.61
01-36-3051	FICA/MEDICARE TAXES	9,922.61	9,922.61	753.41	1,314.86	8,607.75
01-36-3052	WORKMEN'S COMPENSATION	3,000.00	3,000.00	0.00	2,748.60	251.40
01-36-3053	UNEMPLOYMENT INSURANCE	508.94	508.94	1.86	3.25	505.69
01-36-3054	RETIREMENT	20,705.33	20,705.33	1,459.01	2,546.59	18,158.74
01-36-3055	HEALTH INSURANCE	30,889.04	30,889.04	2,376.08	4,158.14	26,730.90
01-36-3056	LIFE INS	140.92	140.92	0.00	11.70	129.22
01-36-3057	DENTAL	2,320.24	2,320.24	178.48	312.34	2,007.90
01-36-3058	LONG-TERM DISABILITY	644.16	644.16	48.21	84.13	560.03
01-36-3060	VISION INSURANCE	237.12	237.12	18.24	31.92	205.20
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		211,818.61	211,818.61	15,182.84	29,272.50	182,546.11
Category: 35 - SUPPLIES						
01-36-3503	OFFICE SUPPLIES	600.00	600.00	0.00	0.00	600.00
01-36-3504	WEARING APPAREL	1,000.00	1,000.00	0.00	0.00	1,000.00
01-36-3510	MANUALS AND PERIODICALS	1,000.00	1,000.00	0.00	0.00	1,000.00
01-36-3514	FUEL AND OIL	180,000.00	180,000.00	0.00	13,547.63	166,452.37
01-36-3523	TOOLS/EQUIPMENT	5,000.00	5,000.00	53.97	53.97	4,946.03
01-36-3529	VEHICLE REPAIR PARTS	48,000.00	48,000.00	3,104.55	5,018.93	42,981.07
01-36-3535	SHOP SUPPLIES	6,000.00	6,000.00	110.01	311.01	5,688.99
Category: 35 - SUPPLIES Total:		241,600.00	241,600.00	3,268.53	18,931.54	222,668.46
Category: 45 - MAINTENANCE						
01-36-4520	AUTO REPAIR/OUTSOURCED	68,000.00	68,000.00	3,451.63	8,836.39	59,163.61
Category: 45 - MAINTENANCE Total:		68,000.00	68,000.00	3,451.63	8,836.39	59,163.61
Category: 50 - SERVICES						
01-36-5020	COMMUNICATIONS	2,640.10	2,640.10	0.00	109.25	2,530.85
01-36-5022	RENTAL EQUIPMENT	360.00	360.00	0.00	0.00	360.00
01-36-5027	MEMBERSHIP	650.00	650.00	0.00	0.00	650.00
01-36-5029	TRAVEL/TRAINING	8,500.00	8,500.00	0.00	1,432.29	7,067.71
Category: 50 - SERVICES Total:		12,150.10	12,150.10	0.00	1,541.54	10,608.56
Category: 54 - SUNDRY						
01-36-5405	LICENSES/PERMITS	850.00	850.00	457.50	733.75	116.25
Category: 54 - SUNDRY Total:		850.00	850.00	457.50	733.75	116.25
Category: 65 - CAPITAL OUTLAY						
01-36-6572	SPECIAL EQUIPMENT	5,000.00	5,000.00	0.00	499.00	4,501.00
01-36-6574	COMPUTER SOFTWARE	11,200.00	11,200.00	0.00	1,098.77	10,101.23
Category: 65 - CAPITAL OUTLAY Total:		16,200.00	16,200.00	0.00	1,597.77	14,602.23
Category: 97 - INTERFUND ACTIVITY						
01-36-9772	TECHNOLOGY USER FEE	1,000.00	1,000.00	0.00	0.00	1,000.00
01-36-9791	EQUIPMENT USER FEE	14,317.00	14,317.00	0.00	0.00	14,317.00
Category: 97 - INTERFUND ACTIVITY Total:		15,317.00	15,317.00	0.00	0.00	15,317.00
Department: 36 - FLEET SERVICES Total:		565,935.71	565,935.71	22,360.50	60,913.49	505,022.22

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 38 - RECREATION						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-38-3001	SALARIES	57,680.10	57,680.10	4,384.00	7,672.00	50,008.10
01-38-3002	WAGES	100,765.11	100,765.11	0.00	0.00	100,765.11
01-38-3010	INCENTIVES	1,800.00	1,800.00	0.00	0.00	1,800.00
01-38-3051	FICA/MEDICARE TAXES	12,186.51	12,186.51	329.98	577.47	11,609.04
01-38-3052	WORKMEN'S COMPENSATION	1,000.00	1,000.00	0.00	0.00	1,000.00
01-38-3053	UNEMPLOYMENT INSURANCE	756.00	756.00	0.00	76.02	679.98
01-38-3054	RETIREMENT	8,586.28	8,586.28	623.36	1,090.88	7,495.40
01-38-3055	HEALTH INSURANCE	8,501.74	8,501.74	634.10	1,109.66	7,392.08
01-38-3056	LIFE INS	70.46	70.46	0.00	5.85	64.61
01-38-3057	DENTAL	451.62	451.62	33.68	58.94	392.68
01-38-3058	LONG-TERM DISABILITY	293.80	293.80	21.00	36.75	257.05
01-38-3060	VISION INSURANCE	107.12	107.12	7.98	13.97	93.15
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		192,198.74	192,198.74	6,034.10	10,641.54	181,557.20
Category: 35 - SUPPLIES						
01-38-3503	OFFICE SUPPLIES	500.00	500.00	0.00	0.00	500.00
01-38-3504	WEARING APPAREL	2,000.00	2,000.00	0.00	0.00	2,000.00
01-38-3506	CHEMICALS	500.00	500.00	0.00	0.00	500.00
01-38-3517	JANITORIAL SUPPLIES	400.00	400.00	0.00	0.00	400.00
01-38-3523	TOOLS/EQUIPMENT	250.00	250.00	0.00	0.00	250.00
01-38-3526	MINOR EQUIPMENT	250.00	250.00	0.00	0.00	250.00
01-38-3531	RECREATION & EVENTS	2,500.00	2,500.00	0.00	0.00	2,500.00
01-38-3532	RECREATION AWARDS/PRIZES	1,500.00	1,500.00	0.00	0.00	1,500.00
01-38-3542	FIRST AID	250.00	250.00	0.00	0.00	250.00
01-38-3547	POOL SUPPLIES	4,500.00	4,500.00	0.00	282.06	4,217.94
Category: 35 - SUPPLIES Total:		12,650.00	12,650.00	0.00	282.06	12,367.94
Category: 45 - MAINTENANCE						
01-38-4512	EQUIPMENT MAINTENANCE	500.00	500.00	0.00	0.00	500.00
Category: 45 - MAINTENANCE Total:		500.00	500.00	0.00	0.00	500.00
Category: 50 - SERVICES						
01-38-5012	PRINTING	6,000.00	6,000.00	0.00	0.00	6,000.00
01-38-5020	COMMUNICATIONS	879.96	879.96	36.92	64.61	815.35
01-38-5022	EQUIPMENT RENTAL	500.00	500.00	0.00	0.00	500.00
01-38-5027	MEMBERSHIPS/SUBSCRIPTIONS	750.00	750.00	0.00	12.95	737.05
01-38-5029	TRAVEL/TRAINING	3,500.00	3,500.00	0.00	0.00	3,500.00
01-38-5043	GENERAL ADVERTISING	2,500.00	2,500.00	0.00	0.00	2,500.00
01-38-5046	SPRING EVENT	50,000.00	50,000.00	0.00	0.00	50,000.00
01-38-5047	EGG HUNTS	2,000.00	2,000.00	0.00	0.00	2,000.00
01-38-5048	FOURTH OF JULY	12,000.00	12,000.00	0.00	0.00	12,000.00
01-38-5049	FALL FROLIC	3,000.00	3,000.00	250.00	912.50	2,087.50
01-38-5050	HOLIDAY IN THE VILLAGE	6,000.00	6,000.00	0.00	1,000.00	5,000.00
01-38-5051	FOOD TRUCK RALLY	3,000.00	3,000.00	0.00	0.00	3,000.00
01-38-5052	CONCERT SERIES	4,000.00	4,000.00	0.00	0.00	4,000.00
01-38-5053	MOVIE SERIES	2,000.00	2,000.00	0.00	0.00	2,000.00
01-38-5054	POOL EVENTS	1,000.00	1,000.00	0.00	0.00	1,000.00
01-38-5055	RECREATIONAL ACTIVITIES	5,000.00	5,000.00	0.00	526.48	4,473.52
Category: 50 - SERVICES Total:		102,129.96	102,129.96	286.92	2,516.54	99,613.42
Category: 55 - PROFESSIONAL SERVICES						
01-38-5530	PROFESSIONAL SERVICES	11,500.00	11,500.00	0.00	0.00	11,500.00
Category: 55 - PROFESSIONAL SERVICES Total:		11,500.00	11,500.00	0.00	0.00	11,500.00
Category: 97 - INTERFUND ACTIVITY						
01-38-9772	TECHNOLOGY USER FEE	500.00	500.00	0.00	0.00	500.00
Category: 97 - INTERFUND ACTIVITY Total:		500.00	500.00	0.00	0.00	500.00
Department: 38 - RECREATION Total:		319,478.70	319,478.70	6,321.02	13,440.14	306,038.56

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 39 - PARKS						
Category: 30 - SALARIES, WAGES, & BENEFITS						
01-39-3001	SALARIES	325,043.48	325,043.48	21,738.54	38,275.98	286,767.50
01-39-3003	LONGEVITY	3,312.14	3,312.14	273.24	431.09	2,881.05
01-39-3007	OVERTIME	3,000.00	3,000.00	0.00	0.00	3,000.00
01-39-3010	INCENTIVES	600.08	600.08	184.62	369.24	230.84
01-39-3051	FICA/MEDICARE TAXES	23,597.22	23,597.22	1,566.76	2,770.35	20,826.87
01-39-3052	WORKMEN'S COMPENSATION	7,500.00	7,500.00	0.00	6,658.35	841.65
01-39-3053	UNEMPLOYMENT INSURANCE	1,765.24	1,765.24	3.54	5.93	1,759.31
01-39-3054	RETIREMENT	47,768.06	47,768.06	3,072.14	5,452.22	42,315.84
01-39-3055	HEALTH INSURANCE	117,605.02	117,605.02	8,177.79	13,640.80	103,964.22
01-39-3056	LIFE INS	434.98	434.98	0.00	35.10	399.88
01-39-3057	DENTAL	6,703.84	6,703.84	472.40	793.24	5,910.60
01-39-3058	LONG-TERM DISABILITY	1,600.65	1,600.65	106.73	187.91	1,412.74
01-39-3060	VISION INSURANCE	497.64	497.64	60.00	100.58	397.06
Category: 30 - SALARIES, WAGES, & BENEFITS Total:		539,428.35	539,428.35	35,655.76	68,720.79	470,707.56
Category: 35 - SUPPLIES						
01-39-3503	OFFICE SUPPLIES	250.00	250.00	0.00	10.99	239.01
01-39-3504	WEARING APPAREL	4,000.00	4,000.00	0.00	344.99	3,655.01
01-39-3506	CHEMICALS	10,000.00	10,000.00	0.00	0.00	10,000.00
01-39-3517	JANITORIAL SUPPLIES	1,500.00	1,500.00	98.87	98.87	1,401.13
01-39-3520	FOOD	3,400.00	3,400.00	0.00	133.44	3,266.56
01-39-3523	TOOLS/EQUIPMENT	2,000.00	2,000.00	1,229.31	1,718.97	281.03
01-39-3526	MINOR EQUIPMENT	3,000.00	3,000.00	249.95	249.95	2,750.05
01-39-3534	EQUIP REPAIR PARTS	6,000.00	6,000.00	0.00	0.00	6,000.00
01-39-3536	LANDSCAPING MATERIALS	17,000.00	17,000.00	159.88	194.88	16,805.12
01-39-3542	FIRST AID	500.00	500.00	0.00	0.00	500.00
01-39-3544	IRRIGATION SUPPLIES	4,500.00	4,500.00	0.00	0.00	4,500.00
01-39-3545	POOL JANITORIAL SUPPLIES	1,250.00	1,250.00	0.00	0.00	1,250.00
01-39-3546	SPLASH PAD CHEMICALS	3,000.00	3,000.00	0.00	0.00	3,000.00
01-39-3547	POOL CHEMICALS	15,000.00	15,000.00	645.00	645.00	14,355.00
Category: 35 - SUPPLIES Total:		71,400.00	71,400.00	2,383.01	3,397.09	68,002.91
Category: 40 - MAINTENANCE--BLDGS, STRUC						
01-39-4007	POOL MAINTENANCE	16,000.00	16,000.00	0.00	0.00	16,000.00
01-39-4008	PARK MAINTENANCE	2,500.00	2,500.00	23.91	23.91	2,476.09
01-39-4031	SPLASH PAD MAINTENANCE	1,750.00	1,750.00	0.00	0.00	1,750.00
01-39-4032	CAROL FOX PARK	6,000.00	6,000.00	0.00	0.00	6,000.00
01-39-4033	CLARK HENRY PARK	7,000.00	7,000.00	526.50	526.50	6,473.50
01-39-4034	PHILLIPINE PARK	1,500.00	1,500.00	0.00	0.00	1,500.00
01-39-4035	DOG PARK	3,000.00	3,000.00	0.00	0.00	3,000.00
01-39-4036	OPEN GREEN SPACE/POCKET PARKS	1,000.00	1,000.00	0.00	0.00	1,000.00
01-39-4037	HIKE AND BIKE TRAILS	3,000.00	3,000.00	0.00	0.00	3,000.00
01-39-4038	TREE MAINTENANCE AND TREE CITY USA	5,000.00	5,000.00	0.00	0.00	5,000.00
01-39-4039	MARQUEES - MAINT	2,500.00	2,500.00	0.00	0.00	2,500.00
Category: 40 - MAINTENANCE--BLDGS, STRUC Total:		49,250.00	49,250.00	550.41	550.41	48,699.59
Category: 45 - MAINTENANCE						
01-39-4511	VEHICLE MAINTENANCE	1,000.00	1,000.00	0.00	250.00	750.00
01-39-4512	EQUIPMENT MAINTENANCE	3,000.00	3,000.00	858.71	1,710.43	1,289.57
Category: 45 - MAINTENANCE Total:		4,000.00	4,000.00	858.71	1,960.43	2,039.57
Category: 50 - SERVICES						
01-39-5012	PRINTING	1,000.00	1,000.00	0.00	0.00	1,000.00
01-39-5020	COMMUNICATIONS	3,420.06	3,420.06	0.00	18.80	3,401.26
01-39-5022	EQUIPMENT RENTAL	2,000.00	2,000.00	0.00	0.00	2,000.00
01-39-5027	MEMBERSHIPS/SUBSCRIPTIONS	750.00	750.00	0.00	100.00	650.00
01-39-5029	TRAVEL/TRAINING	3,000.00	3,000.00	0.00	235.00	2,765.00
Category: 50 - SERVICES Total:		10,170.06	10,170.06	0.00	353.80	9,816.26
Category: 55 - PROFESSIONAL SERVICES						
01-39-5529	CONTRACTUAL SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
01-39-5530	PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00
	Category: 55 - PROFESSIONAL SERVICES Total:	2,000.00	2,000.00	0.00	0.00	2,000.00
	Category: 65 - CAPITAL OUTLAY					
01-39-6516	PARKS & LANDSCAPING PROJS	40,000.00	40,000.00	372.80	522.80	39,477.20
01-39-6598	MISCELLANEOUS EQUIPMENT	10,000.00	10,000.00	1,200.00	1,507.66	8,492.34
	Category: 65 - CAPITAL OUTLAY Total:	50,000.00	50,000.00	1,572.80	2,030.46	47,969.54
	Category: 97 - INTERFUND ACTIVITY					
01-39-9772	TECHNOLOGY USER FEE	500.00	500.00	0.00	0.00	500.00
01-39-9791	EQUIPMENT USER FEE	22,180.00	22,180.00	0.00	0.00	22,180.00
	Category: 97 - INTERFUND ACTIVITY Total:	22,680.00	22,680.00	0.00	0.00	22,680.00
	Department: 39 - PARKS Total:	748,928.41	748,928.41	41,020.69	77,012.98	671,915.43
	Fund: 01 - GENERAL FUND Surplus (Deficit):	0.29	-36,999.71	-164,538.16	-389,792.04	

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Fund: 03 - DEBT SERVICE FUND						
Department: 50 - 50						
Category: 72 - PROPERTY TAXES						
03-50-7201	CURRENT PROPERTY TAXES	1,418,060.00	1,418,060.00	250.09	250.09	1,417,809.91
03-50-7202	DELINQUENT PROPERTY TAX	30,000.00	30,000.00	98.86	98.86	29,901.14
03-50-7203	PENALTY, INTEREST, COSTS	15,000.00	15,000.00	216.86	216.86	14,783.14
	Category: 72 - PROPERTY TAXES Total:	1,463,060.00	1,463,060.00	565.81	565.81	1,462,494.19
Category: 96 - INTEREST EARNED						
03-50-9601	INTEREST EARNED	5,000.00	5,000.00	944.29	1,735.04	3,264.96
	Category: 96 - INTEREST EARNED Total:	5,000.00	5,000.00	944.29	1,735.04	3,264.96
Category: 97 - INTERFUND ACTIVITY						
03-50-9752	TRANSFER FROM UTILITY FUND	113,573.00	113,573.00	0.00	0.00	113,573.00
	Category: 97 - INTERFUND ACTIVITY Total:	113,573.00	113,573.00	0.00	0.00	113,573.00
	Department: 50 - 50 Total:	1,581,633.00	1,581,633.00	1,510.10	2,300.85	1,579,332.15

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 51 - DEBT SERVICE						
Category: 61 - DEBT SERVICE						
03-51-6121	PRINCIPAL/DEBT SERVICE	1,325,000.00	1,325,000.00	0.00	0.00	1,325,000.00
03-51-6122	INTEREST/DEBT SERVICE	197,625.00	197,625.00	0.00	0.00	197,625.00
03-51-6123	MAINTENANCE FEE/DEBT SERVICE	9,000.00	9,000.00	0.00	0.00	9,000.00
	Category: 61 - DEBT SERVICE Total:	1,531,625.00	1,531,625.00	0.00	0.00	1,531,625.00
	Department: 51 - DEBT SERVICE Total:	1,531,625.00	1,531,625.00	0.00	0.00	1,531,625.00
	Fund: 03 - DEBT SERVICE FUND Surplus (Deficit):	50,008.00	50,008.00	1,510.10	2,300.85	

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

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For Fiscal: 2022-2023 Period Ending: 11/30/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 05 - MOTEL TAX FUND					
Department: 55 - 55					
Category: 75 - OTHER TAXES					
05-55-7635 MOTEL OCCUPANCY TAX	140,000.00	140,000.00	4,155.88	30,355.94	109,644.06
Category: 75 - OTHER TAXES Total:	140,000.00	140,000.00	4,155.88	30,355.94	109,644.06
Category: 96 - INTEREST EARNED					
05-55-9601 INTEREST EARNED	1,000.00	1,000.00	908.35	1,668.97	-668.97
Category: 96 - INTEREST EARNED Total:	1,000.00	1,000.00	908.35	1,668.97	-668.97
Department: 55 - 55 Total:	141,000.00	141,000.00	5,064.23	32,024.91	108,975.09

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

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For Fiscal: 2022-2023 Period Ending: 11/30/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 56 - MOTEL TAX					
Category: 50 - SERVICES					
05-56-5043 GENERAL ADVERTISING	7,000.00	7,000.00	0.00	0.00	7,000.00
05-56-5044 ADVERTISING	34,900.00	34,900.00	1,450.00	1,450.00	33,450.00
Category: 50 - SERVICES Total:	41,900.00	41,900.00	1,450.00	1,450.00	40,450.00
Category: 97 - INTERFUND ACTIVITY					
05-56-9751 TRANSFER TO GENERAL FUND	26,100.00	26,100.00	0.00	0.00	26,100.00
05-56-9753 TRANSFER TO CAPITAL IMP FUND	270,000.00	270,000.00	0.00	0.00	270,000.00
Category: 97 - INTERFUND ACTIVITY Total:	296,100.00	296,100.00	0.00	0.00	296,100.00
Department: 56 - MOTEL TAX Total:	338,000.00	338,000.00	1,450.00	1,450.00	336,550.00
Fund: 05 - MOTEL TAX FUND Surplus (Deficit):	-197,000.00	-197,000.00	3,614.23	30,574.91	

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Fund: 10 - CAPITAL IMPROVEMENTS FUND						
Department: 90 - 90						
Category: 96 - INTEREST EARNED						
10-90-9601	INTEREST EARNED	22,000.00	22,000.00	6,665.47	12,247.10	9,752.90
Category: 96 - INTEREST EARNED Total:		22,000.00	22,000.00	6,665.47	12,247.10	9,752.90
Category: 97 - INTERFUND ACTIVITY						
10-90-9751	TRFR F/GENERAL FUND	166,309.00	666,309.00	0.00	0.00	666,309.00
10-90-9753	TRANSFER FROM MOTEL TAX FUND	270,000.00	270,000.00	0.00	0.00	270,000.00
10-90-9760	TRFR FROM FIRE CONTROL & PREV DIST	0.00	37,648.00	0.00	0.00	37,648.00
Category: 97 - INTERFUND ACTIVITY Total:		436,309.00	973,957.00	0.00	0.00	973,957.00
Category: 99 - OTHER AGENCY REVENUES						
10-90-9904	GRANT	0.00	0.00	0.00	22,564.80	-22,564.80
10-90-9907	FY 20 - HOME ELEVATION	4,588,212.00	4,588,212.00	0.00	0.00	4,588,212.00
10-90-9910	AMERICAN RESCUE PLAN	979,447.45	979,447.45	0.00	0.00	979,447.45
Category: 99 - OTHER AGENCY REVENUES Total:		5,567,659.45	5,567,659.45	0.00	22,564.80	5,545,094.65
Department: 90 - 90 Total:		6,025,968.45	6,563,616.45	6,665.47	34,811.90	6,528,804.55

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 91 - 91						
Category: 70 - CAPITAL IMPROVEMENTS						
10-91-7012	E 127 IMPROVEMENTS	600,000.00	600,000.00	60,226.56	60,226.56	539,773.44
10-91-7013	WALL STREET NEIGHBORHOOD DRAINAGE	0.00	0.00	0.00	2,525.00	-2,525.00
10-91-7016	ELEVATIONS FY 20 GRANT	5,043,170.00	5,043,170.00	2,900.00	2,900.00	5,040,270.00
10-91-7032	REHAB/REPAIR STORM WATER LINES	100,000.00	100,000.00	0.00	0.00	100,000.00
10-91-7037	FIRE STATION GENERATOR	0.00	0.00	0.00	12,316.55	-12,316.55
10-91-7038	POLICE GENERATOR	0.00	0.00	0.00	21,329.79	-21,329.79
10-91-7048	FIRE STATION REPLACE ROOF & GUTTER	175,000.00	212,648.00	127,588.88	127,588.88	85,059.12
10-91-7056	CAROL FOX PARK SANDBOX RENOV	0.00	150,000.00	0.00	0.00	150,000.00
10-91-7092	POLICE BUILDING REMODEL	0.00	0.00	0.00	0.00	0.00
10-91-7105	PARK IMPROVEMENTS	50,000.00	50,000.00	0.00	0.00	50,000.00
10-91-7117	GOLF COURSE IRRIGATION PROJECT	0.00	0.00	500.00	500.00	-500.00
10-91-7130	FACILITIES IMPROVEMENT	50,000.00	50,000.00	484.94	562.82	49,437.18
10-91-7131	GOLF COURSE CONVENTION CENTER	6,300,000.00	6,300,000.00	19,003.04	19,003.04	6,280,996.96
10-91-7134	STREET PANELS REPLACEMENT (2)	125,000.00	125,000.00	0.00	0.00	125,000.00
10-91-7137	SIDEWALK REPL & ADD	100,000.00	100,000.00	0.00	0.00	100,000.00
10-91-7138	SEATTLE ST (SENATE W TO DEAD END)	3,393,842.00	3,393,842.00	197,387.50	200,788.12	3,193,053.88
10-91-7139	FY 23 STREET PROJECT	0.00	0.00	4,641.97	4,641.97	-4,641.97
10-91-7150	DRIVING RANGE NETS	80,000.00	80,000.00	0.00	0.00	80,000.00
	Category: 70 - CAPITAL IMPROVEMENTS Total:	16,017,012.00	16,204,660.00	412,732.89	452,382.73	15,752,277.27
	Department: 91 - 91 Total:	16,017,012.00	16,204,660.00	412,732.89	452,382.73	15,752,277.27
	Fund: 10 - CAPITAL IMPROVEMENTS FUND Surplus (Deficit):	-9,991,043.55	-9,641,043.55	-406,067.42	-417,570.83	
	Total Surplus (Deficit):	-10,138,035.26	-9,825,035.26	-565,481.25	-774,487.11	

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Group Summary

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 01 - GENERAL FUND					
Department: 10 - REVENUES					
72 - PROPERTY TAXES	7,487,187.00	7,487,187.00	3,007.71	3,062.98	7,484,124.02
75 - OTHER TAXES	4,949,000.00	4,949,000.00	544,948.63	1,066,206.29	3,882,793.71
80 - FINES WARRANTS & BONDS	918,000.00	918,000.00	54,849.55	127,889.78	790,110.22
85 - FEE & CHARGES FOR SERVICE	401,000.00	401,000.00	35,481.46	191,838.00	209,162.00
90 - LICENSES & PERMITS	183,600.00	183,600.00	28,095.07	38,092.71	145,507.29
96 - INTEREST EARNED	37,000.00	500,000.00	51,077.90	96,070.14	403,929.86
97 - INTERFUND ACTIVITY	4,535,652.00	4,535,652.00	0.00	0.00	4,535,652.00
98 - MISCELLANEOUS REVENUE	70,000.00	70,000.00	7,666.13	13,674.15	56,325.85
99 - OTHER AGENCY REVENUES	67,000.00	67,000.00	0.00	0.00	67,000.00
Department: 10 - REVENUES Total:	18,648,439.00	19,111,439.00	725,126.45	1,536,834.05	17,574,604.95

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Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 11 - ADMINISTRATIVE SERVICE					
30 - SALARIES, WAGES, & BENEFITS	914,126.71	914,126.71	67,344.88	118,882.03	795,244.68
35 - SUPPLIES	15,850.00	15,850.00	39.34	1,278.32	14,571.68
45 - MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00
50 - SERVICES	81,550.60	81,550.60	502.30	7,045.87	74,504.73
54 - SUNDRY	9,500.00	9,500.00	0.00	0.00	9,500.00
60 - OTHER SERVICES	300.00	300.00	0.00	0.00	300.00
97 - INTERFUND ACTIVITY	5,250.00	5,250.00	0.00	0.00	5,250.00
Department: 11 - ADMINISTRATIVE SERVICE Total:	1,028,577.31	1,028,577.31	67,886.52	127,206.22	901,371.09

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 12 - LEGAL/OTHER SERVICES					
30 - SALARIES, WAGES, & BENEFITS	250.00	250.00	0.00	0.00	250.00
50 - SERVICES	2,014,000.00	2,014,000.00	0.00	0.00	2,014,000.00
55 - PROFESSIONAL SERVICES	120,000.00	120,000.00	3,930.59	3,930.59	116,069.41
60 - OTHER SERVICES	145,990.00	145,990.00	0.00	149,940.57	-3,950.57
97 - INTERFUND ACTIVITY	1,131,167.71	1,631,167.71	0.00	0.00	1,631,167.71
Department: 12 - LEGAL/OTHER SERVICES Total:	3,411,407.71	3,911,407.71	3,930.59	153,871.16	3,757,536.55

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 13 - INFO TECHNOLOGY					
30 - SALARIES, WAGES, & BENEFITS	354,782.41	354,782.41	25,877.44	45,745.06	309,037.35
35 - SUPPLIES	3,050.00	3,050.00	0.00	593.56	2,456.44
45 - MAINTENANCE	420,814.00	420,814.00	3,628.90	3,502.48	417,311.52
50 - SERVICES	39,469.90	39,469.90	92.30	2,740.49	36,729.41
55 - PROFESSIONAL SERVICES	105,000.00	105,000.00	0.00	6,792.90	98,207.10
65 - CAPITAL OUTLAY	4,000.00	4,000.00	0.00	227.96	3,772.04
97 - INTERFUND ACTIVITY	48,203.00	48,203.00	0.00	0.00	48,203.00
Department: 13 - INFO TECHNOLOGY Total:	975,319.31	975,319.31	29,598.64	59,602.45	915,716.86

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 14 - PURCHASING					
35 - SUPPLIES	20,000.00	20,000.00	0.00	1,844.15	18,155.85
50 - SERVICES	2,675.00	2,675.00	0.00	0.00	2,675.00
Department: 14 - PURCHASING Total:	22,675.00	22,675.00	0.00	1,844.15	20,830.85

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 15 - ACCOUNTING SERVICES					
30 - SALARIES, WAGES, & BENEFITS	409,843.64	409,843.64	30,694.53	54,009.48	355,834.16
35 - SUPPLIES	4,350.00	4,350.00	396.28	495.77	3,854.23
45 - MAINTENANCE	150.00	150.00	0.00	0.00	150.00
50 - SERVICES	8,499.90	8,499.90	562.00	660.81	7,839.09
54 - SUNDRY	550.00	550.00	0.00	0.00	550.00
55 - PROFESSIONAL SERVICES	50,000.00	50,000.00	3,020.25	5,108.30	44,891.70
97 - INTERFUND ACTIVITY	1,575.00	1,575.00	0.00	0.00	1,575.00
Department: 15 - ACCOUNTING SERVICES Total:	474,968.54	474,968.54	34,673.06	60,274.36	414,694.18

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 16 - CUSTOMER SERVICE					
30 - SALARIES, WAGES, & BENEFITS	69,112.60	69,112.60	5,124.50	9,119.65	59,992.95
35 - SUPPLIES	500.00	500.00	0.00	0.00	500.00
45 - MAINTENANCE	400.00	400.00	0.00	0.00	400.00
50 - SERVICES	1,100.00	1,100.00	0.00	18.81	1,081.19
55 - PROFESSIONAL SERVICES	69,000.00	69,000.00	12.32	12.32	68,987.68
97 - INTERFUND ACTIVITY	375.00	375.00	0.00	0.00	375.00
Department: 16 - CUSTOMER SERVICE Total:	140,487.60	140,487.60	5,136.82	9,150.78	131,336.82

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 19 - MUNICIPAL COURT					
30 - SALARIES, WAGES, & BENEFITS	266,843.83	266,843.83	17,802.82	31,335.96	235,507.87
35 - SUPPLIES	2,300.00	2,300.00	0.00	50.68	2,249.32
45 - MAINTENANCE	500.00	500.00	0.00	0.00	500.00
50 - SERVICES	6,900.00	6,900.00	0.00	473.76	6,426.24
54 - SUNDRY	800.00	800.00	0.00	0.00	800.00
55 - PROFESSIONAL SERVICES	87,450.00	87,450.00	5,575.00	5,909.66	81,540.34
Department: 19 - MUNICIPAL COURT Total:	364,793.83	364,793.83	23,377.82	37,770.06	327,023.77

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 21 - POLICE					
30 - SALARIES, WAGES, & BENEFITS	4,053,772.26	4,053,772.26	294,391.02	553,537.21	3,500,235.05
35 - SUPPLIES	118,924.00	118,924.00	4,286.15	24,015.69	94,908.31
45 - MAINTENANCE	11,397.00	11,397.00	340.37	1,180.43	10,216.57
50 - SERVICES	230,799.90	230,799.90	1,117.33	11,176.23	219,623.67
54 - SUNDRY	3,000.00	3,000.00	16.38	16.38	2,983.62
55 - PROFESSIONAL SERVICES	1,800.00	1,800.00	0.00	1,522.00	278.00
60 - OTHER SERVICES	21,740.00	21,740.00	0.00	22,878.10	-1,138.10
97 - INTERFUND ACTIVITY	16,775.00	16,775.00	0.00	0.00	16,775.00
Department: 21 - POLICE Total:	4,458,208.16	4,458,208.16	300,151.25	614,326.04	3,843,882.12

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 23 - COMMUNICATIONS					
30 - SALARIES, WAGES, & BENEFITS	869,697.59	869,697.59	66,052.12	119,262.15	750,435.44
35 - SUPPLIES	13,365.00	13,365.00	0.00	381.58	12,983.42
45 - MAINTENANCE	22,450.00	22,450.00	0.00	3,284.52	19,165.48
50 - SERVICES	16,900.08	16,900.08	89.00	1,355.07	15,545.01
60 - OTHER SERVICES	600.00	600.00	0.00	0.00	600.00
97 - INTERFUND ACTIVITY	55,575.00	55,575.00	0.00	0.00	55,575.00
Department: 23 - COMMUNICATIONS Total:	978,587.67	978,587.67	66,141.12	124,283.32	854,304.35

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 25 - FIRE DEPARTMENT					
30 - SALARIES, WAGES, & BENEFITS	2,454,658.50	2,454,658.50	159,185.72	311,694.42	2,142,964.08
35 - SUPPLIES	238,199.00	238,199.00	4,398.42	30,932.26	207,266.74
45 - MAINTENANCE	58,949.00	58,949.00	1,983.72	8,671.16	50,277.84
50 - SERVICES	58,710.04	58,710.04	2,735.00	7,029.57	51,680.47
54 - SUNDRY	1,299.00	1,299.00	0.00	0.00	1,299.00
55 - PROFESSIONAL SERVICES	54,600.00	54,600.00	2,682.77	22,692.98	31,907.02
Department: 25 - FIRE DEPARTMENT Total:	2,866,415.54	2,866,415.54	170,985.63	381,020.39	2,485,395.15

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 30 - PUBLIC WORKS					
30 - SALARIES, WAGES, & BENEFITS	105,848.62	105,848.62	7,803.36	13,807.72	92,040.90
35 - SUPPLIES	5,700.00	5,700.00	105.51	686.82	5,013.18
50 - SERVICES	11,200.00	11,200.00	603.91	716.16	10,483.84
55 - PROFESSIONAL SERVICES	20,000.00	20,000.00	1,640.00	3,490.00	16,510.00
97 - INTERFUND ACTIVITY	1,375.00	1,375.00	0.00	0.00	1,375.00
Department: 30 - PUBLIC WORKS Total:	144,123.62	144,123.62	10,152.78	18,700.70	125,422.92

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 31 - COMMUNITY DEVELOPMENT					
30 - SALARIES, WAGES, & BENEFITS	283,230.84	283,230.84	12,578.24	22,517.08	260,713.76
35 - SUPPLIES	8,400.00	8,400.00	0.00	204.79	8,195.21
50 - SERVICES	12,699.90	12,699.90	0.00	18.80	12,681.10
55 - PROFESSIONAL SERVICES	160,000.00	160,000.00	13,639.08	13,639.08	146,360.92
65 - CAPITAL OUTLAY	600.00	600.00	0.00	0.00	600.00
97 - INTERFUND ACTIVITY	2,125.00	2,125.00	0.00	0.00	2,125.00
Department: 31 - COMMUNITY DEVELOPMENT Total:	467,055.74	467,055.74	26,217.32	36,379.75	430,675.99

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 32 - STREETS					
30 - SALARIES, WAGES, & BENEFITS	350,791.01	350,791.01	21,328.68	43,021.59	307,769.42
35 - SUPPLIES	96,000.00	96,000.00	1,616.14	4,918.69	91,081.31
40 - MAINTENANCE--BLDGS, STRUC	65,000.00	65,000.00	3,733.67	5,531.24	59,468.76
45 - MAINTENANCE	1,800.00	1,800.00	0.00	0.00	1,800.00
50 - SERVICES	203,919.98	203,919.98	110.10	14,027.76	189,892.22
55 - PROFESSIONAL SERVICES	21,000.00	21,000.00	1,378.00	1,378.00	19,622.00
97 - INTERFUND ACTIVITY	27,568.00	27,568.00	0.00	0.00	27,568.00
Department: 32 - STREETS Total:	766,078.99	766,078.99	28,166.59	68,877.28	697,201.71

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 33 - BUILDING MAINTENANCE					
30 - SALARIES, WAGES, & BENEFITS	124,933.71	124,933.71	2,334.52	6,717.60	118,216.11
35 - SUPPLIES	18,200.00	18,200.00	2,129.33	2,393.21	15,806.79
40 - MAINTENANCE--BLDGS, STRUC	55,500.00	55,500.00	1,908.13	2,303.13	53,196.87
45 - MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00
50 - SERVICES	126,000.00	126,000.00	104.92	8,727.21	117,272.79
55 - PROFESSIONAL SERVICES	9,000.00	9,000.00	0.00	0.00	9,000.00
65 - CAPITAL OUTLAY	75,000.00	75,000.00	4,965.78	19,204.88	55,795.12
97 - INTERFUND ACTIVITY	250.00	250.00	0.00	0.00	250.00
Department: 33 - BUILDING MAINTENANCE Total:	411,883.71	411,883.71	11,442.68	39,346.03	372,537.68

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 35 - SOLID WASTE					
55 - PROFESSIONAL SERVICES	503,513.16	503,513.16	42,101.58	42,606.79	460,906.37
Department: 35 - SOLID WASTE Total:	503,513.16	503,513.16	42,101.58	42,606.79	460,906.37

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 36 - FLEET SERVICES					
30 - SALARIES, WAGES, & BENEFITS	211,818.61	211,818.61	15,182.84	29,272.50	182,546.11
35 - SUPPLIES	241,600.00	241,600.00	3,268.53	18,931.54	222,668.46
45 - MAINTENANCE	68,000.00	68,000.00	3,451.63	8,836.39	59,163.61
50 - SERVICES	12,150.10	12,150.10	0.00	1,541.54	10,608.56
54 - SUNDRY	850.00	850.00	457.50	733.75	116.25
65 - CAPITAL OUTLAY	16,200.00	16,200.00	0.00	1,597.77	14,602.23
97 - INTERFUND ACTIVITY	15,317.00	15,317.00	0.00	0.00	15,317.00
Department: 36 - FLEET SERVICES Total:	565,935.71	565,935.71	22,360.50	60,913.49	505,022.22

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 38 - RECREATION					
30 - SALARIES, WAGES, & BENEFITS	192,198.74	192,198.74	6,034.10	10,641.54	181,557.20
35 - SUPPLIES	12,650.00	12,650.00	0.00	282.06	12,367.94
45 - MAINTENANCE	500.00	500.00	0.00	0.00	500.00
50 - SERVICES	102,129.96	102,129.96	286.92	2,516.54	99,613.42
55 - PROFESSIONAL SERVICES	11,500.00	11,500.00	0.00	0.00	11,500.00
97 - INTERFUND ACTIVITY	500.00	500.00	0.00	0.00	500.00
Department: 38 - RECREATION Total:	319,478.70	319,478.70	6,321.02	13,440.14	306,038.56

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 39 - PARKS					
30 - SALARIES, WAGES, & BENEFITS	539,428.35	539,428.35	35,655.76	68,720.79	470,707.56
35 - SUPPLIES	71,400.00	71,400.00	2,383.01	3,397.09	68,002.91
40 - MAINTENANCE--BLDGS, STRUC	49,250.00	49,250.00	550.41	550.41	48,699.59
45 - MAINTENANCE	4,000.00	4,000.00	858.71	1,960.43	2,039.57
50 - SERVICES	10,170.06	10,170.06	0.00	353.80	9,816.26
55 - PROFESSIONAL SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00
65 - CAPITAL OUTLAY	50,000.00	50,000.00	1,572.80	2,030.46	47,969.54
97 - INTERFUND ACTIVITY	22,680.00	22,680.00	0.00	0.00	22,680.00
Department: 39 - PARKS Total:	748,928.41	748,928.41	41,020.69	77,012.98	671,915.43
Fund: 01 - GENERAL FUND Surplus (Deficit):	0.29	-36,999.71	-164,538.16	-389,792.04	352,792.33
Fund: 03 - DEBT SERVICE FUND					
Department: 50 - 50					
72 - PROPERTY TAXES	1,463,060.00	1,463,060.00	565.81	565.81	1,462,494.19
96 - INTEREST EARNED	5,000.00	5,000.00	944.29	1,735.04	3,264.96
97 - INTERFUND ACTIVITY	113,573.00	113,573.00	0.00	0.00	113,573.00
Department: 50 - 50 Total:	1,581,633.00	1,581,633.00	1,510.10	2,300.85	1,579,332.15

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 51 - DEBT SERVICE					
61 - DEBT SERVICE	1,531,625.00	1,531,625.00	0.00	0.00	1,531,625.00
Department: 51 - DEBT SERVICE Total:	1,531,625.00	1,531,625.00	0.00	0.00	1,531,625.00
Fund: 03 - DEBT SERVICE FUND Surplus (Deficit):	50,008.00	50,008.00	1,510.10	2,300.85	47,707.15
Fund: 05 - MOTEL TAX FUND					
Department: 55 - 55					
75 - OTHER TAXES	140,000.00	140,000.00	4,155.88	30,355.94	109,644.06
96 - INTEREST EARNED	1,000.00	1,000.00	908.35	1,668.97	-668.97
Department: 55 - 55 Total:	141,000.00	141,000.00	5,064.23	32,024.91	108,975.09

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 56 - MOTEL TAX					
50 - SERVICES	41,900.00	41,900.00	1,450.00	1,450.00	40,450.00
97 - INTERFUND ACTIVITY	296,100.00	296,100.00	0.00	0.00	296,100.00
Department: 56 - MOTEL TAX Total:	338,000.00	338,000.00	1,450.00	1,450.00	336,550.00
Fund: 05 - MOTEL TAX FUND Surplus (Deficit):	-197,000.00	-197,000.00	3,614.23	30,574.91	-227,574.91
Fund: 10 - CAPITAL IMPROVEMENTS FUND					
Department: 90 - 90					
96 - INTEREST EARNED	22,000.00	22,000.00	6,665.47	12,247.10	9,752.90
97 - INTERFUND ACTIVITY	436,309.00	973,957.00	0.00	0.00	973,957.00
99 - OTHER AGENCY REVENUES	5,567,659.45	5,567,659.45	0.00	22,564.80	5,545,094.65
Department: 90 - 90 Total:	6,025,968.45	6,563,616.45	6,665.47	34,811.90	6,528,804.55

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 91 - 91					
70 - CAPITAL IMPROVEMENTS	16,017,012.00	16,204,660.00	412,732.89	452,382.73	15,752,277.27
Department: 91 - 91 Total:	16,017,012.00	16,204,660.00	412,732.89	452,382.73	15,752,277.27
Fund: 10 - CAPITAL IMPROVEMENTS FUND Surplus (Deficit):	-9,991,043.55	-9,641,043.55	-406,067.42	-417,570.83	-9,223,472.72
Total Surplus (Deficit):	-10,138,035.26	-9,825,035.26	-565,481.25	-774,487.11	

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
01 - GENERAL FUND	0.29	-36,999.71	-164,538.16	-389,792.04	352,792.33
03 - DEBT SERVICE FUND	50,008.00	50,008.00	1,510.10	2,300.85	47,707.15
05 - MOTEL TAX FUND	-197,000.00	-197,000.00	3,614.23	30,574.91	-227,574.91
10 - CAPITAL IMPROVEMENTS ...	-9,991,043.55	-9,641,043.55	-406,067.42	-417,570.83	-9,223,472.72
Total Surplus (Deficit):	-10,138,035.26	-9,825,035.26	-565,481.25	-774,487.11	

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

CITY OF JERSEY VILLAGE

PROPERTY TAX COLLECTION REPORT

OCTOBER 2022

TAX COLLECTION SYSTEM
 TAX COLLECTOR MONTHLY REPORT
 FROM 10/01/2022 TO 10/31/2022

INCLUDES AG ROLLBACK

JURISDICTION: 0070 City of Jersey Village

YEAR	TAX RATE	TAX LEVY	PAID ACCTS
2022	00.742500	8,543,576.59	255

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
2022	8,543,576.59	.00	0.00	0.00	0.00	8,543,576.59		0.00
2021	108,910.20	1,431.38-	25,481.53-	1,153.29	9,972.53	73,456.14	11.95	0.00
2020	67,027.31	.00	994.57-	274.94	2,494.83	63,537.91	3.78	0.00
2019	24,229.29	.00	0.00	144.82	2,300.05	21,929.24	9.49	0.00
2018	25,756.83	.00	495.03	251.63	2,174.06	24,077.80	8.28	0.00
2017	16,408.81	.00	0.00	0.00	1,173.04	15,235.77	7.15	0.00
2016	10,977.99	.00	0.00	0.00	1,056.09	9,921.90	9.62	0.00
2015	8,604.06	.00	0.00	0.00	272.08	8,331.98	3.16	0.00
2014	8,458.87	.00	0.00	0.00	0.00	8,458.87		0.00
2013	7,716.34	.00	0.00	0.00	0.00	7,716.34		0.00
2012	8,064.75	.00	0.00	0.00	0.00	8,064.75		0.00
2011	8,410.41	.00	0.00	0.00	0.00	8,410.41		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	463.05	.00	0.00	0.00	0.00	463.05		0.00
2001	339.32	.00	0.00	0.00	0.00	339.32		0.00
****	8,859,019.76	1,431.38-	25,981.07-	1,824.68	19,442.68	8,813,596.01		0.00
CURR	8,543,576.59	.00	0.00	0.00	0.00	8,543,576.59		0.00
DELO	315,443.17	1,431.38-	25,981.07-	1,824.68	19,442.68	270,019.42		0.00

TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 REVERSALS DETAIL SCHEDULE
 FROM: 10/01/2022 THRU 10/31/2022
 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 RF221011	082-103-000-0021	202112	1,431.38-	0.00	0.00	0.00 12	1,431.38	0.00 RF
2021 RF221011	082-103-000-0021	202112	0.00	0.00	0.00	0.00 12	1,431.38-	1,431.38-RF
	2021 TOTAL		1,431.38-	0.00	0.00	0.00	0.00	1,431.38-
YEAR 2021								
	REFUNDS		1,431.38-	0.00	0.00	0.00	0.00	1,431.38-
	RETURNED ITEMS		0.00	0.00	0.00	0.00	0.00	0.00
	TRANSFERS/REVERSALS		0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL		1,431.38-	0.00	0.00	0.00	0.00	1,431.38-
ALL YEARS								
	REFUNDS		1,431.38-	0.00	0.00	0.00	0.00	1,431.38-
	RETURNED ITEMS		0.00	0.00	0.00	0.00	0.00	0.00
	TRANSFERS/REVERSALS		0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL		1,431.38-	0.00	0.00	0.00	0.00	1,431.38-

TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 SUMMARY OF PAYMENTS AND REVERSALS
 FROM: 10/01/2022 THRU 10/31/2022
 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
2018 TOTAL			251.63	0.00	0.25	0.00	0.00	251.88
2019 TOTAL			144.82	0.00	59.96	40.28	0.00	245.06
2020 TOTAL			274.94	0.00	14.02	0.00	0.00	288.96
2021 TOTAL			2,584.67	0.00	418.89	411.20	0.00	3,414.76
TOTAL PAYMENTS			3,256.06	0.00	493.12	451.48	0.00	4,200.66
2021 TOTAL			1,431.38-	0.00	0.00	0.00	0.00	1,431.38-
TOTAL REVERSALS			1,431.38-	0.00	0.00	0.00	0.00	1,431.38-
TOTAL FOR UNIT			1,824.68	0.00	493.12	451.48	0.00	2,769.28

Tax Collection System
Distribution Report - PROPERTY TAX
For Deposit Dates: 10/01/2022 thru 10/31/2022

Jurisdiction 0070 JERSEY VILLAGE

Year	Levy	Penalty Interest	Attorney	Adjustment Amount	Net Collections	Commissions (Excludes Attorney)	Net Payable	Disbursed to Jurisdiction	Disbursed to Attorneys
2021	1,153.29	418.89	411.20	0.00	1,983.38	(7.87)	1,975.51	1,564.31	411.20
2020	274.94	14.02	0.00	0.00	288.96	(1.44)	287.52	287.52	0.00
2019	144.82	59.96	40.28	0.00	245.06	(1.02)	244.04	203.76	40.28
2018	251.63	0.25	0.00	0.00	251.88	(1.25)	250.63	250.63	0.00
Total:	\$1,824.68	\$493.12	\$451.48	\$0.00	\$2,769.28	(\$11.58)	\$2,757.70	\$2,306.22	\$451.48

General Fund
For the period ended November 30, 2022

	Adopted Budget	Current Budget	YTD Actual	% of Actual compared to Budget	Projections
Revenue					
Property Taxes	7,487,187.00	7,487,187.00	55.27	0.00%	7,487,131.73
Electric Franchise Taxes	370,000.00	370,000.00	1,135.90	0.31%	370,000.00
Telephone Franchise	20,000.00	20,000.00	0.00	0.00%	20,000.00
Gas Franchise	40,000.00	40,000.00	0.00	0.00%	40,000.00
Cable TV Franchise	75,000.00	75,000.00	0.00	0.00%	75,000.00
Telecommunication	14,000.00	14,000.00	1,851.13	13.22%	14,000.00
City Sales Tax	4,400,000.00	4,400,000.00	486,844.15	11.06%	4,400,000.00
Mixed Drink Tax	30,000.00	30,000.00	2,382.29	7.94%	30,000.00
Fines Warrants & Bonds **	918,000.00	918,000.00	73,040.23	7.96%	918,000.00
Fees & Charge for Services	401,000.00	401,000.00	156,256.54	38.97%	401,000.00
Licenses & Permits	183,600.00	183,600.00	9,209.64	5.02%	183,600.00
Interest Earned	37,000.00	37,000.00	44,992.24	121.60%	125,000.00
Interfund Activity	4,535,652.00	4,535,652.00	0.00	0.00%	4,535,652.00
Misc Revenue	70,000.00	70,000.00	6,017.27	8.60%	70,000.00
Other Agency Revenue	67,000.00	67,000.00	0.00	0.00%	67,000.00
Total Revenue	18,648,439.00	18,648,439.00	781,784.66	4.19%	18,736,383.73
Expenditures					
Administrative Service	1,028,577.31	1,028,577.31	52,464.34	5.10%	1,028,577.31
Legal/Other Services	3,411,407.71	3,911,407.71	145,940.57	3.73%	3,911,407.71
Info Technology	975,319.31	975,319.31	27,127.39	2.78%	975,319.31
Purchasing	22,675.00	22,675.00	1,844.15	8.13%	22,675.00
Accounting Services	474,968.54	474,968.54	25,483.00	5.37%	474,968.54

Customer Services	140,487.60	140,487.60	3,995.15	2.84%	140,487.60
Municipal Court	364,793.83	364,793.83	13,988.09	3.83%	364,793.83
Police Department	4,458,208.16	4,458,208.16	299,603.01	6.72%	4,458,208.16
Communications	978,587.67	978,587.67	53,210.03	5.44%	978,587.67
Fire Department	2,866,415.54	2,866,415.54	185,256.42	6.46%	2,866,415.54
Public Works	144,123.62	144,123.62	8,065.09	5.60%	144,123.62
Community Development	467,055.74	467,055.74	10,008.82	2.14%	467,055.74
Streets	766,078.99	766,078.99	39,988.60	5.22%	766,078.99
Building Maintenance	411,883.71	411,883.71	26,614.85	6.46%	411,883.71
Solid Waste	503,513.16	503,513.16	505.21	0.10%	503,513.16
Fleet Services	565,935.71	565,935.71	35,223.13	6.22%	565,935.71
Recreation	319,478.70	319,478.70	4,635.13	1.45%	319,478.70
Parks	748,928.41	748,928.41	33,065.03	4.41%	748,928.41
Total Expenditures	<u>18,648,438.71</u>	<u>19,148,438.71</u>	<u>967,018.01</u>	<u>5.05%</u>	<u>19,148,438.71</u>

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

Utility Fund
For the period ended November 30, 2022

		Adopted Budget	Current Budget	YTD Actual	% of Actual compared to Budget	Projections
Revenue						
	Fees & Charge for Services	4,913,100.00	4,913,100.00	910,954.57	18.54%	4,913,100.00
	Interest Earned	20,000.00	90,000.00	17,795.06	19.77%	90,000.00
	Interfund Activity	-	-			
	Miscellaneous Revenue	60,000.00	60,000.00	12,853.39	21.42%	60,000.00
	Other Agency Revenue	624,835.00	624,835.00	-		624,835.00
	Total Revenue	5,617,935.00	5,687,935.00	941,603.02	89.78%	5,687,935.00
Expenditures						
	Water & Sewer	4,263,240.00	4,263,240.00	396,264.06	9.29%	4,263,240.00
	Utility Capital Projects	4,535,394.00	4,535,394.00	23,165.32	0.51%	4,535,394.00
	Total Expenditures	8,798,634.00	8,798,634.00	419,429.38	4.77%	8,798,634.00

MONTHLY REPORT – NOVEMBER 2022
JERSEY VILLAGE FIRE DEPARTMENT

EMERGENCY RESPONSES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Fire/County	8	5	5	1	0	2	4	1	0	0	8		34
Fire/ETJ	1	3	3	1	0	0	3	3	0	0	0		14
Fire/JV	43	36	51	37	28	26	49	40	34	34	36		414
EMS/County	2	0	0	0	2	1	0	0	0	0	0		5
EMS/ETJ	10	3	3	2	2	3	0	2	0	0	0		25
EMS/JV	73	59	55	60	83	73	74	55	77	80	82		771
TOTAL	137	106	117	101	115	105	129	101	111	114	126		1262
Transports	53	46	42	40	61	52	49	52	29	42	46		512
Aid received	1	3	3	2	1	1	3	6	2	3	3		28
Aid given	2	0	1	2	0	0	0	0	3	4	3		15

FIRE INSPECTIONS CONDUCTED

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Inspections	104	153	96	82	84	48	54	54	29	19	69		792

PUBLIC EDUCATION COURSES CONDUCTED

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Programs	0	0	2	1	1	2	0	2	1	1	1		11
Audience	0	0	120	71	23	44	0	30	21	500	1200		2009

FIRE INVESTIGATIONS CONDUCTED

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	TOTAL
	2	3	8	2	0	1	3	2	1	1	1		24

FIRE MARSHAL ACTIVITY

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Plan Reviews	8	8	13	0	6	2	8	0	1	6	14		66
Fire Drills	2	0	3	2	1	0	0	2	2	3	2		17
Knox	0	0	1	0	0	0	2	3	2	1	0		9
Inspections	104	153	96	82	84	48	54	54	19	19	69		782
C of O	5	5	5	6	1	1	3	2	2	3	6		39
Fire Alarm Inspection	1	2	1	7	1	0	2	2	3	0	2		21
Fre Sprinkler Inspection	10	4	7	1	4	5	3	2	7	0	2		45
Hydrant Mapping	0	0	0	4	0	0	0	0	0	0	0		4
Hydrant Flow Test	0	0	0	0	0	0	0	0	0	0	1		1
Pre-Plans	0	0	0	0	0	0	0	8	3	0	0		11
Construction Meetings	14	20	21	1	2	4	5	9	12	6	31		125
Fire Lane Violations	1	3	0	0	0	0	0	0	0	2	1		7
Complaints on Business	0	5	0	0	0	1	0	3	4	1	1		15
Emergency Call Assist	41	13	16	14	24	6	2	15	10	8	20		169
General Investigations									10	0	1		11
Public Event										1	1		2
Training										1	14		15

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

NOVEMBER 2022

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-Nov	53	12	4	42	94	44	57	1	4	311
2-Nov	75	3	3	23	91	72	65	2	1	335
3-Nov	63	4	1	15	111	55	62	2	16	329
4-Nov	66	4	2	30	87	46	51	1	0	287
5-Nov	34	7	W	28	86	26	39	5	5	230
6-Nov	22	5	W	26	110	19	36	3	2	223
7-Nov	55	8	0	27	136	46	62	1	7	342
8-Nov	51	4	1	23	113	54	64	1	11	322
9-Nov	44	2	0	25	119	45	31	3	8	277
10-Nov	50	3	0	19	102	47	50	3	10	284
11-Nov	51	7	0	22	116	35	31	1	3	266
12-Nov	54	4	W	22	104	35	45	1	10	275
13-Nov	42	4	W	24	50	35	37	0	5	197
14-Nov	32	8	2	28	110	26	33	3	2	244
15-Nov	39	3	1	21	89	24	36	1	1	215
16-Nov	73	5	0	19	87	59	70	2	5	320
17-Nov	45	1	2	19	93	43	48	0	11	262
18-Nov	70	2	1	15	99	62	38	3	11	301
19-Nov	42	0	W	24	75	26	24	2	1	194
20-Nov	46	5	W	7	124	32	31	1	3	249
21-Nov	53	7	0	22	104	31	30	0	9	256
22-Nov	74	7	3	20	91	60	60	4	2	321
23-Nov	85	3	0	7	102	59	64	0	6	326
24-Nov	48	5	0	15	56	25	40	4	0	193
25-Nov	60	6	0	17	87	31	33	4	6	244
26-Nov	54	2	W	19	80	28	43	6	3	235
27-Nov	46	2	W	9	61	32	42	1	23	216
28-Nov	63	5	7	23	119	60	68	2	0	347
29-Nov	68	3	2	25	115	54	74	6	13	360
30-Nov	45	4	1	15	110	40	49	4	10	278
										0
Totals	1603	135	30	631	2921	1251	1413	67	188	8239
Annual Totals	16667	1337	288	7053	37220	14869	15995	844	2309	96582

This month our 2 ladies that were out on paternal leave came back on 11/03. CS Rayne Herzog, DFM Jake Daily and Lt. Heath Hawley attended the TRUG Conference. This is where the Texas agencies that have Tyler products get together. Tammy Joyner from Tyler came down for a Best Practice Session. They sat with Dispatch to make sure we were doing everything as efficiently as possible. We learned several things that were forgotten during the initial training and have implemented them.

Police Department
Monthly Activity Report
November-2022

ACTIVITY	CURRENT MONTH NOVEMBER	PREVIOUS MONTH OCTOBER	YTD 2022	TOTAL 2021
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PART 1 OFFENSES

Homicide / Manslaughter	0	0	1	0
Sexual Assault	0	0	7	4
Robbery	0	0	5	6
Aggravated Assault	0	3	15	6
Burglary	4	16	60	35
Larceny	12	11	164	153
Motor Vehicle Theft	5	0	58	51
TOTAL PART I	21	30	310	255
TOTAL PART II	67	57	501	243
TOTAL OFFENSES	88	87	811	498

ADDITIONAL STATISTICS

FAMILY VIOLENCE	6	3	31	45
D.W.I.	4	7	64	173

FELONY	18	16	297	227
MISDEMEANOR	16	32	178	109
WARRANT ARREST	18	6	124	114
JUVENILE	2	1	33	16
TOTAL ARRESTS	54	55	632	466

DISPATCH

CALLS FOR SERVICE	1021	1070	7978	8213
TRAFFIC STOPS	557	742	7954	6970

ACCIDENTS

INJURY	12	13	165	138
NON-INJURY	80	75	730	553
FATALITY	0	0	0	2
TOTAL	92	88	895	693

Part II Crimes: are "less serious" offenses and include: Simple Assaults, Forgery/Counterfeiting, Embezzlement/Fraud, Receiving Stolen Property, Weapon Violations, Prostitution, Sex Crimes (except rape), Crimes Against Family/Child, Narcotic Drug Laws, Liquor Laws, Drunkenness, Disturbing the Peace, Disorderly Conduct, Gambling, and DWI.



Warrant Payment Report

JERSEY VILLAGE

12/1/2022 4:27:01 PM

Warrant Payment Totals For 11/01/2022 - 11/30/2022

Payment Activity Totals:		Transaction Total	1156
Payments	\$27,236.37		
Bonds Applied/Forfeit	\$0.00		
Bonds Posted	\$0.00		
Total Collected	\$27,236.37		
Pending Bond	\$0.00		
Pending Payments	\$0.00		
Total Collected	\$27,236.37		
Non-Cash Amt:	\$3,856.00		

Payment Activity Totals By Fees:			
(2)	\$60.00	01-10-8001	3
AR-ARREST FEE	\$30.00		6
AR-ARREST FEE	\$205.00	01-10-8001	35
FEEES	\$280.00		7
FEEES	\$2,600.00	01-0-1213	58
CCC20-CCC 2020	\$72.00		2
CCC20-CCC 2020	\$920.03	01-0-1213	14
CJFC-Civil Justice Fee Court	\$0.01		1
CJFC-Civil Justice Fee Court	\$0.10	01-10-8001	9
CJFS-Civil Justice Fee State	\$0.09		1
CJFS-Civil Justice Fee State	\$0.90	01-0-1213	9
FEE	\$32.97		1
FEE	\$5,237.31	01-0-1223	60
FINE-Fine	\$150.00		1
FINE-Fine	\$4,239.00	01-10-8001	29
IDF-Indigent Defense Fee	\$14.00		7
IDF-Indigent Defense Fee	\$130.00	01-0-1213	58
JFCI-Judicial Fee City	\$4.20		7
JFCI-Judicial Fee City	\$39.00	01-10-8008	58
JFCT2-Judicial Fee State	\$37.80		7
JFCT2-Judicial Fee State	\$351.00	01-0-1214	58
LMCBSF-Local Building Security Fund	\$9.80		2
LMCBSF-Local Building Security Fund	\$73.50	01-10-8005	13
Fund	\$8.00		2
Fund	\$60.00	01-10-8004	13
LMJF-Local Municipal Jury Fund	\$0.20		2
LMJF-Local Municipal Jury Fund	\$1.50	01-10-8008	13
Fund	\$10.00		2
Fund	\$75.00	01-10-8001	13
SE-SPECIAL EXPENSE FEE	\$203.00		1
SE-SPECIAL EXPENSE FEE	\$463.90	01-10-8001	3
SECURITY	\$21.00		7
SECURITY	\$198.00	01-10-8005	59
FEE	\$28.00		7
FEE	\$260.00	01-0-1213	58
FEE	\$300.00	01-0-1213	10
FEE	\$100.00		2
FEE	\$450.00	01-0-1213	7
TECH-COURT TECHNOLOGY FEE	\$28.00		7
TECH-COURT TECHNOLOGY FEE	\$264.00	01-10-8004	59
TFC-TFC	\$6.00		2
TFC-TFC	\$57.00	01-10-8001	17
TITLE7-TRAFFIC FINES	\$2,028.90		8
TITLE7-TRAFFIC FINES	\$8,390.20	01-10-8001	41
DPS	\$153.47		7
DPS	\$1,021.47	01-0-1226	43
FEE	\$46.04		7
FEE	\$444.44	01-0-1227	66
TLFTA3-OMNIBASE CITY	\$30.69		7

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022



Warrant Payment Report

JERSEY VILLAGE

12/1/2022 4:27:01 PM

Warrant Payment Totals For 11/01/2022 - 11/30/2022

TLFTA3-OMNIBASE CITY	\$298.29	01-10-8006	67
FEE	\$2.50		1
FEE	\$22.50	01-10-8003	8
TPF-TRUANCY PREVENTION FUND	\$12.00		6
TPF-TRUANCY PREVENTION FUND	\$126.00	01-0-1213	57
FEE	\$10.00		1
FEE	\$80.00	01-10-8002	7
TPRF-Time Payment	\$45.00	01-10-8002	3
Reimbursement Fee			
FEES	\$12.50		1
FEES	\$112.50	01-0-1220	9
WRNTFE-WARRANT FEE	\$524.83		10
WRNTFE-WARRANT FEE	\$4,566.73	01-10-8001	77
Report Total	\$31,092.37		1156
Payment Activity Totals By Transaction Type:			
Non-cash Credit	\$3,856.00	01-10-8001	122
Payment	\$27,236.37	01-10-8001	1034
Report Total	\$31,092.37		1156

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Police Department Open Positions/Recruitment

November 2022

As of November 30, 2022, the Jersey Village Police Department has the following job openings:

- Patrol Officer (4 open positions)

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

28	CITE	RELEASE	11/3/2022	ANY POLICY MANUAL, GENERAL ORDERS, OTHER DOCUMENTATION THAT CONTAINS YOUR POLICE DEPARTMENTS'S CIT AND RELEASE POLICES IN ACCORDANCE WITH TEXAS CODE OF CRIMINAL PROCEDURES, CHAPTER 14 ARTICLE 14.06			11/8/2022 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCUM 2 HRS 00 MIN
29	AMCLUR	CHRIS	11/3/2022	COPY OF REPORT 21-2835, AND DASH/BWC FOR THIS TRAFFIC STOP ON 3/15/2021		\$12.00	11/9/2022 VIA CRRR 7020 3160 0000 9276 5448	NO	YES	NO	4 HRS 00 MIN ACCUM 4 HRS 00 MIN
30	BAIR	HILTY LAW FIRM	11/7/2022	ACCIDENT 2022-14406 COPY OF 911/DASH/BWC WITNESS STATEMENTS. ANY OTHER DOCUMENTATIONS FROM THIS ACCIDENT		\$27.40	11/17/2022 VIA CRRR	NO	YES	NO	6 HRS 00 MIN ACCUM 6 HRS 00 MIN
31	ELLIOT	RITCH LAW FIRM	11/7/2022	COPY OF ACCIDENT REPORT FROM 8/16/2022 INVOLVING LT. DANNY KEELE AND DEBBIE TREJO			11/14/2022 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCUM 00 HRS 30 MIN
32	RANGE	BREANNA	11/7/2022	COPY OF CFS OR REPORT FOR HIT AND RUN ACCIDENT 2022-13796	11/14/2022 REQUEST NARROW DOWN TIME FRAME OF VIDEO REQUEST 11/17 VM LEFT WITH CELL PHONE 11/29/2022 NO REPSONDS FROM REQUESTOR CLOSED THE REQUEST		11/29/2022 VIA EMAIL	NO	YES	NO	1 HRS 00 MIN ACCUM 1 HRS 00 MIN
33	TILLMAN-ADAMS	UDANA	11/7/2022	COPY OF 2022-13333 CFS OR REPORT FROM A HIT AND RUN ACCIDENT THAT CPL PAZ MADE LOCATION			11/14/2022 VIA EAMIL	NO	YES	NO	00 HRS 30 MIN ACCUM 00 HRS 30 MIN
34	MORAN	CYNTHIA	11/8/2022	OCT 2020 REPORT OF THEFT OF PURSE FROM CITY POOL AREA. MORAN, CYNTHIA WAS THE PERSON INVOLVED. A GRAY GMC YUKON	11/14 SENT TO AG OFFICE OPEN WITH HCDAO		11/14/2022 VIA EMAIL PUBLIC PAGE	YES	NO	YES	2 HRS 00 MIN ACCUM 2 HRS 00 MIN
35	FANCE	MERLYN	11/10/2022	COPY OF ARREST REPORT 15-6208 FROM 2015 CAUSE# 20241700-1010			11/17/2022 VIA EMAIL	NO	YES	NO	2 HRS 00 MIN ACCUM 2 HRS 00 MIN
36	LAWFIRM	KRCL PC	11/14/2022	UNK CASE NUMBER FOR ACCIDENT 4/4/2022, REQUEST ALL FILES, INCLUDING BWC, DASHCAM, EMS CASE NOTES, REPORTS,911 CALLS, CFS, ACCIDENT REPORT	ACCIDENT NOT OUR AREA		11/14/2022 VIA EMAIL NOT OUR JURISDICTION	NO	YES	NO	XXXXXX
37	SULLO	SULLO	11/14/2022	LAST 2 WEEKS OF CITATIONS			11/17/2022 VIA EMAIL	NO	YES	NO	00 HRS 30 MIN ACCUM 2 HRS 30 MI

38	QUINN PC	RAMEY CHANDLER	11/14/2022	ACCIDENT 2022-10454 COPY OF 911, BWC, DASH, CFS, ACCIDENT		\$17.20	11/29/2022 VIA CRRR 7020 3160 0000 9276 5486	NO	YES	NO	6 HRS 00 MIN ACCUM 6 HRS 00 MIN
39	ARTEAGA-RUIZ,	MARIO AUGUSTO	11/17/2022	COPY OF ARREST REPORT FROM 1/18/2021 FOR DWI 21-647			11/29/2022 VIA PU	NO	YES	NO	1 HRS 00 MIN ACCUM 1 HRS 00 MIN
40	TOWNSEND	SHERRY	11/17/2022	COPY OF ALL REPORTS WITH REHEEM COAXUM INVOLVED DOB 5/13/1990	11/29 SENT COST ESTIMATOR TO REQUESTOR		11/29/2022 VIA EMAIL				
41	ARMSTRONG, LEE	BAKER LLC	11/22/2022	2022-11705 ACCIDENT, 911, BWC, DASH CAM, WRITTEN REPORTS, INCIDENT REPORTS		\$17.20	11/30/2022 VIA USPS CRRRR 7020 3160 0000 9276 5509	NO	YES	NO	4 HRS 00 MIN ACCUM 4 HRS 00 MIN
42	HENDRICKS	DAVE	11/23/2022	COPY OF LT. JOSE M. TREVINO PERSONEL FILES.	11/30 SENT TO OLSEN AND OLSEN TO HANDLE						
43	SULLO	SULLO	11/23/2022	LAST 2 WEEKS OF CITATIONS							
44	GARCIA	DOUGLAS	11/29/2022	COPY OF 21-8522 OR, DASH, BWC							
45	SULLO	SULLO	11/30/2022	LAST 2 WEEKS OF CITATIONS							

**CITY OF JERSEY VILLAGE
MUNICIPAL COURT
COLLECTIONS 2022**

	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	\$35,360.52	\$4,598.15	\$340.00	\$952.60	\$903.57	\$62.20	\$0.00	\$25,920.25	\$68,137.29
Feb	\$41,264.23	\$6,926.10	\$472.00	\$1,093.00	\$1,068.67	\$83.30	\$0.00	\$33,823.32	\$84,730.62
Mar	\$53,220.12	\$8,602.17	\$636.67	\$1,357.72	\$1,330.85	\$103.15	\$25.00	\$41,506.17	\$106,781.85
Apr	\$37,456.08	\$4,862.39	\$348.00	\$1,019.10	\$950.37	\$63.70	\$9.76	\$27,140.38	\$71,849.78
May	\$35,582.05	\$4,681.59	\$300.00	\$1,016.54	\$939.27	\$55.70	\$0.00	\$26,124.05	\$68,699.20
June	\$43,062.44	\$6,716.26	\$404.00	\$1,231.04	\$1,154.47	\$71.53	\$25.00	\$34,417.70	\$87,082.44
July	\$39,193.07	\$4,623.06	\$306.45	\$1,192.44	\$1,087.58	\$67.37	\$25.00	\$31,439.03	\$77,934.00
Aug	\$49,883.39	\$4,512.50	\$312.00	\$1,366.24	\$1,242.75	\$68.35	\$25.00	\$33,510.68	\$90,920.91
Sept	\$45,641.37	\$4,995.78	\$416.00	\$1,250.76	\$1,148.01	\$65.47	\$0.00	\$30,936.61	\$84,454.00
Oct	\$63,921.32	\$6,126.95	\$374.67	\$1,606.17	\$1,428.25	\$75.57	\$0.00	\$38,119.41	\$111,652.34
Nov	\$43,396.24	\$4,041.10	\$267.60	\$1,188.40	\$1,063.45	\$55.40	\$0.00	\$26,870.18	\$76,882.37
Dec									
Totals	\$487,980.83	\$60,686.05	\$4,177.39	\$13,274.01	\$12,317.24	\$771.74	\$109.76	\$349,807.78	\$929,124.80

Municipal Courts Activity Detail

November 1, 2022 to November 30, 2022

100.0 Percent Reporting Rate
1 Reports Received Out of a Possible 1

Court: Jersey Village

CRIMINAL CASES							
	Traffic Misdemeanors			Non-Traffic Misdemeanors			Total
	Non-Parking	Parking	City Ordinance	Penal Code	Other State Law	City Ordinance	
Cases Pending 11/1/2022:							
<i>Active Cases</i>	17,713	238	0	133	1,579	195	19,858
<i>Inactive Cases</i>	17,081	34	0	154	5,047	54	22,370
Docket Adjustments	0	0	0	0	0	0	0
Cases Added:							
New Cases Filed	703	11	0	3	48	5	770
Cases Reactivated	120	0	0	0	43	0	163
All Other Cases Added	0	0	0	0	0	0	0
Total Cases on Docket	18,536	249	0	136	1,670	200	20,791
Dispositions:							
Dispositions Prior to Court Appearance or Trial:							
Uncontested Dispositions	120	0	0	0	25	0	145
Dismissed by Prosecution	151	1	0	1	4	0	157
Total Dispositions Prior to Court Appearance or Trial	271	1	0	1	29	0	302
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>	0	0	0	0	3	0	3
<i>By the Jury</i>	0	0	0	0	1	0	1
Acquittals:							
<i>By the Court</i>	0	0	0	0	0	0	0
<i>By the Jury</i>	0	0	0	0	0	0	0
Dismissed by Prosecution	13	0	0	0	0	0	13
Total Dispositions at Court Appearance or Trial	13	0	0	0	4	0	17
Compliance Dismissals:							
After Driver Safety Course	41	---	---	---	---	---	41
After Deferred Disposition	38	0	0	0	0	0	38
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	16	---	---	---	---	---	16
All Other Transportation Code Dismissals	101	0	0	0	0	0	101
Total Compliance Dismissals	196	0	0	0	0	0	196
All Other Dispositions	0	0	0	0	0	0	0
Total Cases Disposed	480	1	0	1	33	0	515
Cases Placed on Inactive Status	49	0	0	1	31	0	81
Cases Pending 11/30/2022:							
<i>Active Cases</i>	18,007	248	0	134	1,606	200	20,195
<i>Inactive Cases</i>	17,010	34	0	155	5,035	54	22,288
Show Cause and Other Required Hearings Held	60	0	0	0	1	0	61
Cases Appealed:							
After Trial	0	0	0	0	0	0	0
Without Trial	0	0	0	0	0	0	0

CITY COUNCIL MEETING BACKLOG FOR THE MEETING TO BE HELD ON DECEMBER 15, 2022

Municipal Courts Activity Detail

November 1, 2022 to November 30, 2022

100.0 Percent Reporting Rate
1 Reports Received Out of a Possible 1

Court: Jersey Village

CIVIL/ADMINISTRATIVE CASES	
	Total
Cases Pending 11/1/2022:	
<i>Active Cases</i>	
<i>Inactive Cases</i>	
Docket Adjustments	
Cases Added:	
New Cases Filed	
Cases Reactivated	
All Other Cases Added	
Total Cases on Docket	
Dispositions:	
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	
Total Cases Disposed	
Cases Placed on Inactive Status	
Cases Pending 11/30/2022:	
<i>Active Cases</i>	
<i>Inactive Cases</i>	
Cases Appealed:	
After Trial	
Without Trial	
JUVENILE/MINOR ACTIVITY	
	Total
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).....	
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 DECEMBER 19, 2022

**Municipal Courts
Activity Detail
November 1, 2022 to November 30, 2022**

**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	
		Total
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>		\$ 72,777
<i>Remitted to State</i>		\$ 4,000
<i>Total</i>		\$ 76,882

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

**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>November 9, 2022</u>	Judge Kisluk	99	13	13%	86	87%	28	33%	31	36%
<u>AM Docket</u>	Marcy McCorvey									
<u>November 9, 2022</u>	Judge Kisluk	55	3	5%	52	95%	9	17%	33	63%
<u>PM Docket</u>	Marcy McCorvey									
<u>November 16, 2022</u>	Judge Harris	88	6	7%	82	93%	20	24%	41	50%
<u>AM Docket</u>	Marcy McCorvey									
<u>November 16, 2022</u>	Judge Harris	41	2	5%	39	95%	4	10%	13	33%
<u>PM Docket</u>	Marcy McCorvey									
<u>November 30, 2022</u>	Judge Harris	67	5	7%	62	93%	10	16%	28	45%
<u>AM Docket</u>	Marcy McCorvey									
<u>November 30, 2022</u>	Judge Harris	72	14	19%	58	81%	7	12%	22	38%
<u>AM Docket</u>	Marcy McCorvey									
<u>TOTAL</u>		422	43	10%	379	90%	78	21%	168	44%



Location Listing

CITY OF JERSEY VILLAGE

12/5/2022

Location Listing By Location

Location Details For Dates From 11/01/2022 To 11/30/2022

Citation #	Location
Ran Stop Sign	4
E0004739	Jersey Dr and Lakeview Dr
E0005397	Lakeview Dr and Jersey Dr
E0000197	Philippine St and Lakeview Dr
E004768	16500 Block Village Dr N
Speeding	1
E0001644	15300 Block Jersey Dr N
Report Totals	5

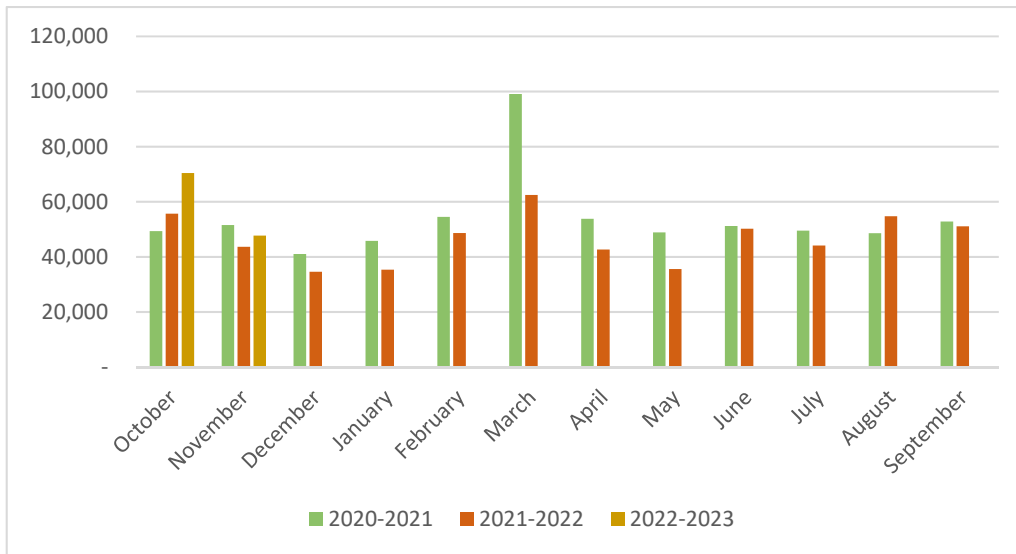
JERSEY VILLAGE MUNICIPAL COURT ACTIVITY REPORT

GENERAL PROCEEDS

FY 2020, 2021, 2022

	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
October	49,309	55,655	70,423
November	51,540	43,670	47,705
December	41,041	34,579	
January	45,799	35,361	
February	54,502	48,662	
March	99,058	62,459	
April	53,785	42,666	
May	48,891	35,582	
June	51,190	50,183	
July	49,497	44,123	
August	48,597	54,708	
September	52,813	51,053	
FY Total	\$ 646,022	\$ 558,701	\$ 118,128

Average Per Month \$ 53,835 \$ 46,558 \$ 59,064





Public Works Status Report - November 2022

General –

- CIP project progress: Sanitary sewer inspections- utilities division need to resolve sanitary blockage and manhole access issues before contractor can continue inspections. Seattle well abandonment- Plugging not yet complete. Automated meter reading- Test file of configuration definitions for converting to Neptune 360 sent to contractor. Valve assessment- Contractor working on project schedule. Sidewalks/street panels- Staff reviewed quotes and have begun procedure to award bid to TIPS contractor, purchase order has been requested. 290 lift station road repair- Project awarded; contract to be prepared, pre-construction meeting to be scheduled. Philippine lift station rehab- project to be advertised January 2023. Seattle WP booster pumps- Contacted two vendors, one vendor performed assessment, a second vendor to conduct site-visit.

Streets –

- Re-sodded sinkage in right of way near Shanghai and Equador, installed digital speed sign pole near Lakeview and Shanghai
- Staff attended skid steer training, will attend training for hazardous material, work zone safety and excavation
- Work orders conducted, performed data logs and rereads as requested by utility clerk
- Street sweeping and inlet cleaning conducted per the street sweeping zone map

Utilities –

- Main leak at Philippine and Colwyn repaired
- Conducted inventory of pumps, motors, and equipment at water/wastewater facilities
- Utilities staff conducted regular monthly reports, plant operations and responded to incoming calls for service

Fleet –

- Staff continued to investigate reported issues with Tahoe brake system, outsourced repairs for FD high water truck (axel smoking/overheating possible wheel barrel issue), outsourced ambulance emergency light repair
- Fleet reporting software has been cleaned up, PD to also utilize the software to keep track of miscellaneous vehicle items and equipment
- Fleet staff conducted regular work order response and continued to list outgoing vehicles to the online auction

Community Development –

- 82 building inspections, 17 plan reviews, 0 engineering reviews and 55 hours of building official services were conducted during the month of November
- Regular code enforcement inspections, following up with reported violations, and removing bandit signs across the city as necessary

Building Maintenance –

- Building maintenance work orders are being addressed as a collective effort from all departments

Jersey Meadow Golf Course
Monthly Report

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

FY 2022-2023														
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals	
Rounds played	3525	2396											5921	
Tournament Rounds	682	366											1048	
Range buckets	2573	1634											4207	
Unearned Revenue	1,112.70	1,808.63											2,921.33	
All Memberships	2,135.00	2,663.00											4,798.00	
Green Fees	132,827.83	85,068.15											217,895.98	
Tournament Fees	27,603.64	18,633.12											46,236.76	
Range Fees	21,149.70	12,968.55											34,118.25	
Club Rental	1,155.00	560.00											1,715.00	
Sales of Merchandise	21,801.26	14,114.20											35,915.46	
Concession Fees	7,376.22	4,725.66											12,101.88	
Miscellaneous Fees	1,185.00	510.00											1,695.00	
Total Income	216,346.35	141,051.31	-	-	-	-	-	-	-	-	-	-	357,397.66	
Weather Totals	2W/2CM	4RO/6WD/1CM											4RO/8W/3CM	
Income Per Round	\$50.65	\$49.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.18	
FY 2021-2022														
	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	
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	
Total Income	115,646.68	133,228.87	181,175.86	158,047.22	131,922.00	202,255.84	245,368.40	228,576.24	222,777.98	233,079.84	185,504.67	199,623.19	2,237,206.79	
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	
FY 2020-2021														
	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	

Jersey Meadow Golf Course
Monthly Report

Tournament Fees	13,045.47	13,682.26	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
Total Income	198,972.55	182,815.93	163,210.92	163,072.37	115,518.16	190,676.07	197,362.94	99,045.62	126,358.68	125,565.57	128,759.61	113,716.82	1,805,075.24
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
FY 2019-2020													
	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
Total Income	130,118.05	120,324.00	155,004.68	102,633.44	119,035.47	122,646.52	3,332.73	217,514.65	195,149.67	214,973.61	202,922.72	201,970.21	1,785,625.75
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
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

Jersey Meadow Golf Course
Monthly Report

Fy 2018-2019													
	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
Total Income	\$111,884.63	85,058.91	101,099.04	71,095.93	78,775.86	132,688.62	159,434.76	138,469.90	153,780.37	166,944.05	154,187.10	120,492.74	\$1,473,911.91
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
FY 2017 - 2018													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	3,102	3,070	2,024	1,729	1,589	3470	3759	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
Total Income	\$121,033.50	\$122,953.35	\$86,093.88	\$70,085.75	\$59,891.51	\$139,649.05	\$155,493.61	\$149,440.82	\$135,213.57	\$126,329.06	\$133,667.26	\$79,702.57	\$1,383,523.99
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 DECEMBER 19, 2022

Jersey Meadow Golf Course
Monthly Report

FY 2016 - 2017	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	2,521	2,355	1,972	1,584	2,223	2,331	3,281	3,253	2,881	2,835	2,057	3,166	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
Total Income	\$117,731.59	\$103,172.09	\$78,001.19	\$67,713.43	\$95,036.13	\$95,806.14	\$131,996.56	\$138,192.35	\$116,176.10	\$119,560.42	\$77,886.82	\$119,171.90	\$1,260,444.72
Weather Totals	2 W	5 W/1CM/1H	4 W/2RO/1H	3 W/7RO	6W/1CM/1RO	3W/5RO/1CM	2W/1CM/3RO	3W/1CM	4W/1CM/2RO	4W/1RO/2CM	6W / 5RO	4W/2RO	46W/28RO/8CM/2H
							10 TT				Harvey		10 TT
Income Per Round	\$35.08	\$35.94	\$33.95	\$34.64	\$36.55	\$32.91	\$34.57	\$33.71	\$33.83	\$34.61	\$32.64	\$32.21	\$34.17
FY 2015 - 2016	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	2,839	2,010	1,964	2,015	2,397	2,561	2,433	2,911	2,591	3,012	1,874	2,215	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
Total Income	\$106,470.98	\$75,432.78	\$74,018.26	\$76,036.17	\$97,463.39	\$104,082.04	\$112,704.56	\$127,650.38	\$118,778.63	\$133,135.75	\$78,677.88	\$93,473.53	\$1,197,924.35
Weather Totals	5 rain	7 rain/1 closed	8 rain/1 closed	6 rain	3 rain	5 rain	6 rain/2 closed	1 A/1 RO/5 rain	1 RO/ 6 rain	2 rain	2 RO / 12 rain	5 rain	74 R / 1 A / 4 closed
Income Per Round	\$35.57	\$35.33	\$35.98	\$36.39	\$36.95	\$38.66	\$38.30	\$35.74	\$35.14	\$37.33	\$33.42	\$33.94	\$36.11
FY 2014 - 2015	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	3,309	2,227	1,938	1,741	1,857	2,353	2,787	2,175	2,559	3,101	2,683	2,788	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

Jersey Meadow Golf Course
Monthly Report

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
Total Income	\$134,722.31	\$83,959.45	\$68,567.66	\$69,441.40	\$76,083.55	\$91,793.79	\$111,136.40	\$103,922.34	\$107,994.06	\$121,703.90	\$105,780.99	\$111,941.21	\$1,187,047.06
Weather Totals	3 rain	8 rain/1 closed	8 rain/1 closed	15 weather days	8 weather days	9 rain	8 rain	14 rain	7 rain	1 rain	4 rain	8 rain	93/2
Income Per Round	\$36.74	\$35.89	\$33.94	\$36.34	\$37.43	\$35.57	\$37.10	\$38.34	\$36.24	\$37.26	\$36.27	\$38.30	\$36.70

Jersey Meadow Golf Course
Monthly Report

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

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
Total Income	\$112,256.50	\$86,555.89	\$74,544.61	\$81,979.11	\$82,869.08	\$113,721.63	\$145,935.03	\$135,212.87	\$136,884.19	\$129,832.66	\$127,060.55	\$102,874.90	\$1,329,727.02
Weather Totals	6 rain	8 rain/1 closed	10 rain/1 closed	9 rain & freeze	12 weather days	8 rain/ice	2 rain	6 rain	6 rain	4 Rain	3 rain	7 rain	81/2
Income Per Round	\$35.28	\$33.85	\$33.51	\$33.28	\$36.12	\$36.09	\$38.26	\$36.89	\$36.53	\$36.42	\$36.72	\$35.66	\$35.94
FY 2012 - 2013													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	3,018	2,701	2,244	1,888	2,550	3,207	2,986	3,685	3,335	3,481	3,654	2,915	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
Total Income	\$126,863.43	\$108,840.98	\$87,981.14	\$77,017.19	\$102,765.52	\$130,272.44	\$136,845.85	\$142,782.59	\$140,916.71	\$129,848.04	\$139,325.93	\$106,036.34	\$1,429,496.16
Weather Totals	1 rain	2 rain/1 closed	6 rain/1 closed	11 rain	6 rain	1 rain	5 rain	3 rain/2 maint.	1 rain	8 rain	3 rain	4 rain	51/4
Income Per Round	\$37.47	\$36.91	\$37.32	\$35.29	\$37.51	\$36.45	\$38.63	\$36.42	\$36.60	\$36.11	\$36.05	\$34.71	\$36.64
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

Jersey Meadow Golf Course
Monthly Report

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
Total Income	\$122,682.88	\$108,262.93	\$94,085.74	\$98,100.81	\$76,096.11	\$122,890.07	\$172,298.02	\$160,431.59	\$148,872.67	\$119,752.33	\$124,754.90	\$123,777.61	\$1,472,005.66
Weather Totals	1 rain	4 rain/1 closed	7 rain/1 closed	6 rain	8 rain	8 rain	3 rain	2 rain/2 maint.	4 rain	10 rain	3 rain	6 rain	62/4
Income Per Round	\$34.57	\$37.59	\$38.03	\$36.00	\$35.57	\$37.40	\$39.44	\$38.02	\$39.58	\$36.76	\$35.93	\$36.86	\$37.27

Jersey Meadow Golf Course
Monthly Report

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

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
Total Income	\$139,179.00	\$90,653.80	\$87,144.03	\$77,783.07	\$86,375.14	\$128,568.43	\$159,034.17	\$152,725.31	\$136,296.40	\$131,145.37	\$106,793.96	\$121,931.64	\$1,417,630.32
Weather Totals	0 rain	5 rain/1 closed	6 rain/2 closed	16 rain	7 rain/freeze	3 rain/close	0 rain	1 rain	1 rain	5 rain	0 rain	4 rain	48/3
Income Per Round	\$34.57	\$33.71	\$34.92	\$34.29	\$34.90	\$35.75	\$38.26	\$37.55	\$37.83	\$35.86	\$33.45	\$34.86	\$35.68
FY 2009 - 2010													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	2,787	2,676	1,560	1,793	1,627	2,733	3,109	3,650	3,115	2,694	3,108	2,819	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
Total Income	\$103,207.76	\$96,493.13	\$58,881.34	\$65,385.20	\$60,366.44	\$106,524.19	\$141,465.69	\$151,793.76	\$127,349.87	\$103,307.41	\$119,120.02	\$105,992.38	\$1,239,887.19
Weather Totals	12 rain	4 rain/1 closed	16rain/1 closed	12 rain&freeze	9 rain	5 rain	5 rain	3 rain	6 rain	14 rain	3 rain	7 rain	96/2
Income Per Round	\$33.92	\$34.28	\$35.84	\$33.87	\$34.41	\$34.58	\$36.49	\$36.79	\$36.74	\$35.63	\$34.39	\$34.87	\$35.29
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

Jersey Meadow Golf Course
Monthly Report

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
Total Income	\$134,510.60	\$114,498.62	\$87,764.41	\$113,439.70	\$110,216.57	\$115,568.16	\$138,971.95	\$183,966.50	\$150,758.80	\$131,151.09	\$135,462.38	\$117,146.85	\$1,533,455.63
Weather Totals	4 rain	3 rain/1 closed	5 rain/1 closed	3 rain	4 rain	9 rain	5 rain	0 rain	1 rain	4 rain	3 rain	7 rain	48/2
Income Per Round	\$37.29	\$36.94	\$36.87	\$37.18	\$36.45	\$34.90	\$36.21	\$36.31	\$37.15	\$35.42	\$35.22	\$35.06	\$36.23

Jersey Meadow Golf Course
Monthly Report

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

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
Total Income	\$126,487.79	\$94,925.64	\$99,917.78	\$75,011.97	\$100,700.05	\$132,065.05	\$155,429.05	\$169,312.86	\$155,196.64	\$142,671.45	\$131,296.35	\$96,649.97	\$1,479,664.60
Weather Totals	4 rain	4 rain/1 closed	5 rain/1 closed	9 rain	5 rain	5 rain	1 rain	2 rain	8 rain	6 rain	10 rain	6 closed-lke	65/2
Income Per Round	\$32.45	\$34.34	\$35.22	\$34.50	\$34.78	\$36.83	\$36.19	\$37.89	\$37.49	\$34.17	\$36.41	\$35.91	\$35.62
FY 2006 - 2007													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	2,568	2,743	2,148	1,634	2,112	2,933	3,492	3,239	2,647	2,625	2,954	2,977	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
Total Income	\$117,861.55	\$102,029.64	\$74,975.20	\$54,034.85	\$72,778.54	\$109,943.24	\$136,106.91	\$118,076.89	\$115,684.33	\$92,205.50	\$99,598.38	\$122,421.45	\$1,215,716.48
Weather Totals				15 rain/cold	6 rain/cold	5 rain	3 rain	9 rain	12 rain	15 rain	4 rain	1 rain	
Income Per Round	\$34.43	\$33.82	\$34.49	\$32.33	\$32.31	\$34.64	\$34.76	\$34.11	\$35.83	\$34.17	\$32.15	\$35.90	\$34.22
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

Jersey Meadow Golf Course
Monthly Report

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
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
Total Income	\$112,404.27	\$90,189.37	\$88,068.59	\$83,070.84	\$71,999.49	\$104,191.17	\$139,295.97	\$115,998.28	\$101,816.38	\$103,720.42	\$101,019.79	\$109,953.60	\$1,221,728.17
Weather Totals													
Income Per Round	\$32.69	\$33.15	\$33.97	\$31.38	\$32.04	\$31.36	\$34.14	\$32.46	\$33.19	\$33.25	\$31.70	\$32.66	\$32.70

Jersey Meadow Golf Course
Monthly Report

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
Total Income	\$95,130.71	\$64,996.08	\$77,484.77	\$71,127.66	\$51,257.88	\$86,764.80	\$115,967.96	\$104,873.51	\$107,303.27	\$99,303.72	\$93,013.00	\$90,534.83	\$1,057,758.19
Weather Totals						10 R; 20 S	2R; 28 S	3R; 28S	30S; No R	12R; 19 S	7R; 25 S	4R; 26S	
Income Per Round	\$27.88	\$30.77	\$29.53	\$30.03	\$31.13	\$32.27	\$33.86	\$32.51	\$32.80	\$32.94	\$31.02	\$34.44	\$31.65
FY 2003 - 2004													
	October	November	December	January	February	March	April	May	June	July	August	September	Totals
Rounds played	2,838	2,605	2,735	2,186	1,829	2,824	3,261	3,203	1,952	0	0	3,841	27,274
Tournament Rounds	582	317	12	29	240	140	370	153	82	32	0	537	1,912
Range buckets	1,247	1,124	1,015	614	512	903	1,746	1,431	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
Total Income	\$102,823.66	\$90,345.58	\$80,084.95	\$66,338.79	\$57,661.71	\$84,159.32	\$104,280.59	\$104,343.54	\$40,612.61	\$3,630.71	\$0.00	\$96,487.44	\$830,768.90
Income Per Round	\$29.81	\$30.75	\$28.93	\$28.67	\$27.09	\$27.56	\$27.95	\$30.59	\$19.94	\$0.00	\$0.00	\$21.76	\$27.96
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	1,084	861	752	415	1,256	2,003	1,941	1,532	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

Jersey Meadow Golf Course
Monthly Report

Total Income	\$82,312.21	\$103,235.26	\$71,393.53	\$72,811.02	\$54,779.23	\$99,872.03	\$124,929.89	\$141,252.87	\$119,901.73	\$106,152.54	\$96,632.86	\$81,387.04	\$1,154,660.21
Income Per Round	\$31.06	\$32.02	\$30.89	\$26.56	\$26.06	\$28.60	\$30.19	\$29.58	\$29.49	\$28.13	\$28.77	\$28.73	\$29.29

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
Total Income	\$106,090.07	\$102,401.21	\$79,989.92	\$75,777.35	\$90,919.56	\$113,035.55	\$143,264.78	\$147,944.24	\$129,636.37	\$122,080.05	\$107,076.18	\$112,621.59	\$1,334,761.87
Income Per Round	\$33.12	\$33.45	\$28.84	\$27.37	\$30.07	\$29.66	\$32.28	\$31.01	\$30.83	\$29.36	\$29.69	\$31.09	\$30.63
FY 2000 - 2001													
	October	November	December	January	February	March	April	May	June	July	August	September	Totals
Rounds played	3,632	2,387	2,224	1,526	2,087	2,196	3,929	3,482	3,097	3,564	3,433	3,480	35,037
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										
Total Income	\$146,391.00	\$78,566.00	\$75,832.00	\$49,996.91	\$61,683.41	\$76,578.07	\$139,422.52	\$125,779.52	\$96,430.49	\$103,215.88	\$94,954.04	\$100,254.67	\$1,144,014.51
Income Per Round	\$40.31	\$32.91	\$34.10	\$32.76	\$29.56	\$34.87	\$35.49	\$36.12	\$31.14	\$28.96	\$27.66	\$28.81	\$32.65
Notes: 1. October, November, December 2000 Golf Course under private management contract. City took over management January 1, 2001.													
2. Green Fees and Cart Fees combined into one fee beginning January 2002.													
3. Food and drinks contracted out to private vendor as of January 2001.													
4. Star Membership program began in January 2002.													
5. FY 2000 -2001 - records in Smith Systems Software, no printouts available and the software is offline.													
6. Concession Fees shown in time period of purchase, not when received.													
7. Income/Round: Income does not include Star Memberships; Rounds includes Rounds Played and Tournament Rounds.													
8. Miscellaneous Income includes: Cart fee, Handicap Service, Leagues, expired Gift Certificates, Miscellaneous merchandise and Junior Camp.													
9. As of April, 2016, Leagues are accounted for in Rounds played and in Green Fees.													
10. FY 2016-2017 - Line Item added: Club Rental.													
11. Abbreviations: W-weather RO-rain out CM-course maintenance TT-temporary tees H-holiday CV-COVID-19													
12. FY 2016-2017 - Miscellaneous Income changed to Miscellaneous Fees per Finance.													



Jersey Village, TX

Golf Course Monthly Financial Statements

Group Summary

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Categor...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 11 - GOLF COURSE FUND						
Department: 80 - 80						
85 - FEE & CHARGES FOR SERVICE	2,299,500.00	2,299,500.00	141,426.83	354,902.27	-1,944,597.73	15.43%
96 - INTEREST EARNED	2,800.00	2,800.00	91.19	167.61	-2,632.39	5.99%
97 - INTERFUND ACTIVITY	214,483.71	214,483.71	0.00	0.00	-214,483.71	0.00%
Department: 80 - 80 Total:	2,516,783.71	2,516,783.71	141,518.02	355,069.88	-2,161,713.83	14.11%
Department: 81 - CLUB HOUSE						
30 - SALARIES, WAGES, & BENEFITS	694,773.95	694,773.95	51,499.80	94,515.18	600,258.77	13.60%
34 - COST OF SALES	185,500.00	185,500.00	29,370.97	34,753.16	150,746.84	18.73%
35 - SUPPLIES	17,350.00	17,350.00	824.56	1,268.21	16,081.79	7.31%
45 - MAINTENANCE	10,450.00	10,450.00	0.00	1,031.45	9,418.55	9.47%
50 - SERVICES	38,430.12	38,430.12	1,621.81	3,952.59	34,477.53	10.29%
54 - SUNDRY	77,400.00	77,400.00	3,525.72	16,345.74	61,054.26	21.12%
55 - PROFESSIONAL SERVICES	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00%
60 - OTHER SERVICES	23,000.00	23,000.00	0.00	25,623.84	-2,623.84	111.41%
97 - INTERFUND ACTIVITY	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00%
Department: 81 - CLUB HOUSE Total:	1,055,404.07	1,055,404.07	86,842.86	177,490.17	877,913.90	16.82%
Department: 82 - COURSE MAINTENANCE						
30 - SALARIES, WAGES, & BENEFITS	598,634.56	598,634.56	34,338.32	65,778.18	532,856.38	10.99%
35 - SUPPLIES	140,950.00	140,950.00	19,067.55	21,498.24	119,451.76	15.25%
40 - MAINTENANCE--BLDGS, STRUC	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00%
45 - MAINTENANCE	53,000.00	53,000.00	8,205.84	8,205.84	44,794.16	15.48%
50 - SERVICES	10,500.00	10,500.00	0.00	0.00	10,500.00	0.00%
54 - SUNDRY	90,500.00	90,500.00	0.00	0.00	90,500.00	0.00%
55 - PROFESSIONAL SERVICES	3,000.00	3,000.00	0.00	336.00	2,664.00	11.20%
97 - INTERFUND ACTIVITY	375.00	375.00	0.00	0.00	375.00	0.00%
Department: 82 - COURSE MAINTENANCE Total:	900,959.56	900,959.56	61,611.71	95,818.26	805,141.30	10.64%
Department: 83 - BUILDING MAINTENANCE						
35 - SUPPLIES	6,100.00	6,100.00	0.00	695.10	5,404.90	11.40%
40 - MAINTENANCE--BLDGS, STRUC	15,188.86	15,188.86	0.00	8,884.94	6,303.92	58.33%
45 - MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00%
50 - SERVICES	25,000.00	25,000.00	0.00	2,230.35	22,769.65	8.92%
55 - PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	89.00	911.00	8.90%
Department: 83 - BUILDING MAINTENANCE Total:	50,288.86	50,288.86	0.00	11,899.39	38,389.47	23.66%
Department: 87 - GC CAPITAL IMPROVEMENT						
70 - CAPITAL IMPROVEMENTS	110,000.00	110,000.00	2,950.00	13,089.57	96,910.43	11.90%
Department: 87 - GC CAPITAL IMPROVEMENT Total:	110,000.00	110,000.00	2,950.00	13,089.57	96,910.43	11.90%
Department: 88 - EQUIPMENT MAINTENANCE						
30 - SALARIES, WAGES, & BENEFITS	71,488.22	71,488.22	13,270.67	25,236.40	46,251.82	35.39%
35 - SUPPLIES	28,650.00	28,650.00	254.10	1,227.66	27,422.34	4.39%
45 - MAINTENANCE	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00%
50 - SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00%
97 - INTERFUND ACTIVITY	292,993.00	292,993.00	0.00	0.00	292,993.00	0.00%
Department: 88 - EQUIPMENT MAINTENANCE Total:	400,131.22	400,131.22	13,524.77	26,464.06	373,667.16	6.61%
Fund: 11 - GOLF COURSE FUND Surplus (Deficit):	0.00	0.00	-23,411.32	30,308.43	30,308.43	0.00%
Report Surplus (Deficit):	0.00	0.00	-23,411.32	30,308.43	30,308.43	0.00%

CITY COUNCIL MEMBERS FOR THE MONTH OF NOVEMBER TOBACCO FUND ON DECEMBER 2022

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
11 - GOLF COURSE FUND	0.00	0.00	-23,411.32	30,308.43	30,308.43
Report Surplus (Deficit):	0.00	0.00	-23,411.32	30,308.43	30,308.43

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Golf Course Fund
For the period ended November 30, 2022

	Adopted Budget	Current Budget	YTD Actual	% of Actual compared to Budget	Projections
Revenue					
Fees & Charge for Services	2,299,500.00	2,299,500.00	354,902.27	15.43%	2,299,500.00
Interest Earned	2,800.00	2,800.00	167.61	36.45%	2,800.00
Interfund Activity	214,483.71	214,483.71	-	0.00%	214,483.71
Total Revenue	<u>2,516,783.71</u>	<u>2,516,783.71</u>	<u>355,069.88</u>	<u>14.11%</u>	<u>2,516,783.71</u>
Expenditures					
Club House	1,055,404.07	1,055,404.07	177,490.17	16.82%	1,055,404.07
Course Maintenance	900,959.56	900,959.56	95,818.26	10.64%	900,959.56
Building Maintenance	50,288.86	50,288.86	11,899.39	23.66%	50,288.86
Capital Improvement	110,000.00	110,000.00	13,089.57	11.90%	110,000.00
Equipment Maintenance	400,131.22	400,131.22	26,464.06	6.61%	400,131.22
Total Expenditures	<u>2,516,783.71</u>	<u>2,516,783.71</u>	<u>324,761.45</u>	<u>93.55%</u>	<u>2,516,783.71</u>



Jersey Village Parks & Recreation

To: Mayor Warren and City Council

CC: Austin Bless, City Manager

From: Robert Basford, Assistant City Manager

Date: December 8, 2022

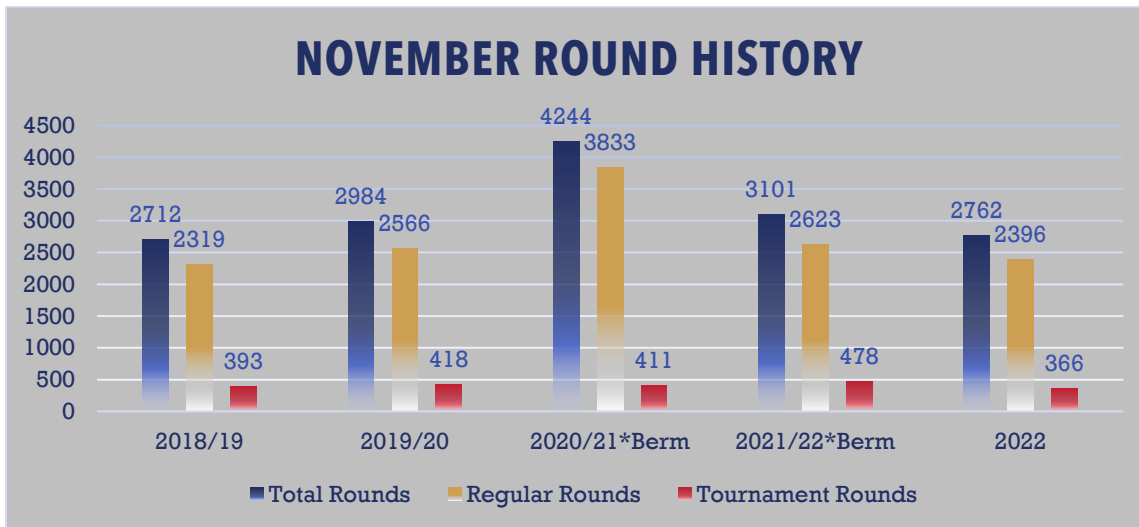
Subject: Parks & Recreation November 2022 Monthly Update

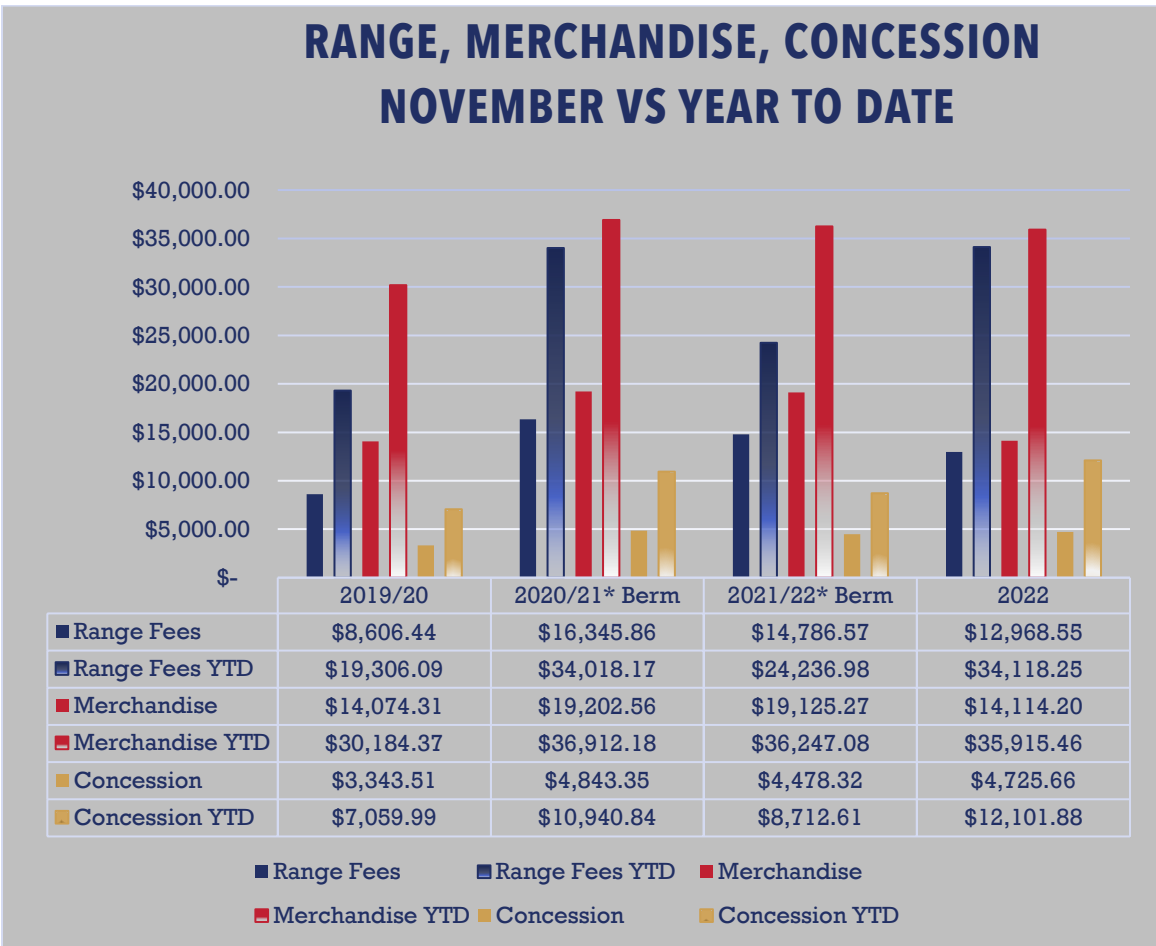
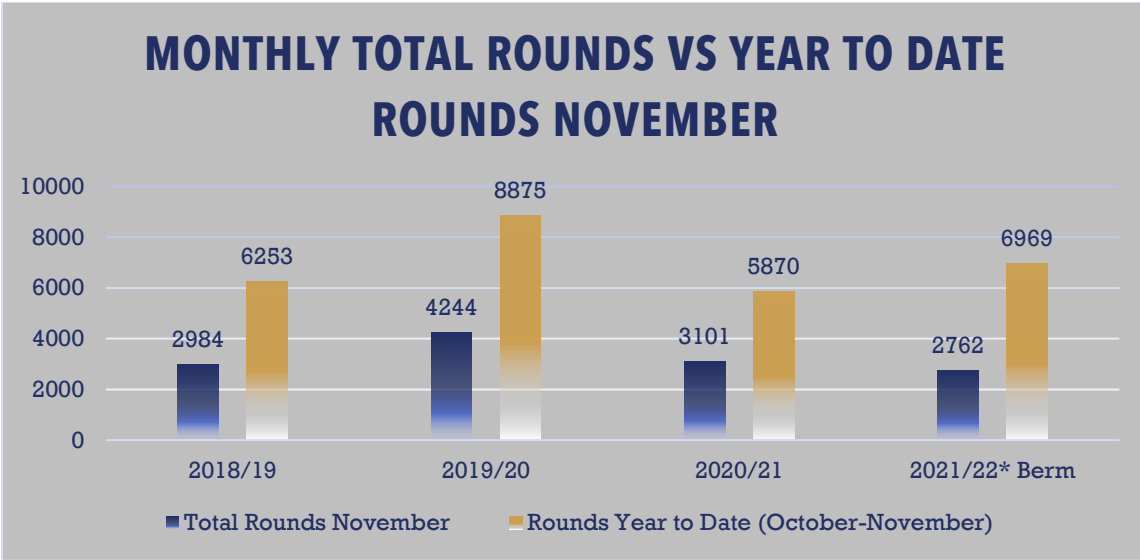
CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Jersey Meadow Golf Club

Financial Report (Monthly and Year to Date)

The month of November welcomed the second highest November revenue to date. Unfair weather during our holiday weekend impacted this month's financial success but an otherwise excellent month for our golf course. The course produced \$85,068.15 in green fees and \$18,633.12 in tournament fees. The course hosted 2396 regular rounds and 366 rounds of tournament play. The month of November came with 6 weather days, 4 rainouts and 1 course maintenance day. Merchandise Sales totaled \$14,114.20. November presented a total golf course monthly revenue of \$141,051.31.





Parks

- Parks staff started putting the Christmas decorations up throughout the city. We have finished putting lights on Rio Grande, Senate, and Jersey Drive. We have installed more lights on each crepe myrtle - we now have about 5 strings of lights per crepe myrtle. We have put up the snowflakes on Senate and we will be fixing the few that are not coming on. We have a few more decorations to put up.
- Building maintenance staff finished working with the paint contractor in the executive session room and it looks excellent. We will be working on getting a few more offices painted in city hall in the coming weeks.
- Building maintenance staff called in an electrician to replace and upgrade the parking lot lights at city hall and the fire department.
- We are installing all new LED exterior lights at the fire department; this will be a new sleek look to match the rest of the LED lights around the area.
- We have been taking a few hours each day to work on the light towers we purchased for events. We have one tower fully operational. The light tower has been sanded primed and painted. We put new tires, trailer jack, new trailer tongue and new trailer lights on. We have also installed new lights on the tower. This light tower is ready to roll.
- Assisting recreation staff with prepping for Holiday in the Village, we are helping with the decorating and parking set up and placing barricades.
- Parks staff is working on setting a date to start the assembling the dog park pavilion, we are currently awaiting the arrival of some materials.

Recreation

- This month the Recreation team was able to finalize the partnership with the National Academy of Athletics. They will host their first camps in December.
- Progressive Commercial Aquatics was able to install our replacement diving board. Our original diving board broke down in June.
- Progressive Commercial Aquatics made a few repairs in our main pool pump room this month as well. Our Chlorinator Pump was replaced, our Chemtrol received some servicing, and our Vaccum had its belt tracks replaced.
- Recreation staff signed up for a Lifeguard Certification Instructor Course this month. However, that class was cancelled due to lack of sign-ups (need at least 4). The class has been pushed to December and it already has the minimum 4.
- This month the Recreation staff finalized all details related to the upcoming Holiday in The Village event and held meetings with the Police and Fire department to finalize details in relation to the Parade of Lights.
- Recreation staff successfully implemented the Holiday in The Village marketing plan this month and adjusted as necessary based on post engagement. The goal moving forward in the division is to enhance our marketing
- This month Recreation staff met with the Northwest Beekeepers association in regards to a new partnership. The association would meet in the Civic Center once a month and possibly introduce a new program here in the city.

ID	Status	Type	Address	Notes
1294587	resolved	Code Issue	15302 Jersey DR Jersey Village	rubbish tree brush in driveway
1294091	resolved	Code Issue	15326 Welwyn Dr Jersey Village 77040	Commercial trailer parked on road overnight.
1293757	resolved	Code Issue	15814 Seattle St Jersey Village 77040	Rv parked in driveway
1293657	assigned	Code Issue	15701 Singapore Ln Jersey Village 77040	Rubbish observed in the driveway nov will be mailed to owners
1293640	assigned	Code Issue	16022 Congo Ln Jersey Village 77040	Rubbish observed in driveway nov will be mailed
1293637	assigned	Code Issue	16109 Congo Ln Jersey Village 77040	Trailer observed parked in driveway nov will be mailed
1293573	resolved	Code Issue	15422 Congo Ln Jersey Village 77040	Parked on unpaved surface nov will be mailed
1293459	assigned	Code Issue	16305 Delozier St Jersey Village 77040	Rubbish observed on the side of the home. Nov will be mailed to the owners
1293089	resolved	Code Issue	8213 Rio Grande Jersey Village	trailer in driveway
1291952	assigned	Code Issue	16201 Tahoe Jersey Village	Driveway filled with furniture, tarps and a trailer for over a month
1291951	assigned	Code Issue	8321 Achgill St Jersey Village	Neighbor called and said new resident is keeping the trash cans by the garage but in the view of the street.
1290134	resolved	Code Issue	17497 Village Green Dr Jersey Village 77040	10 signs removed
1290082	resolved	Code Issue	16210 Lakeview Dr Jersey Village 77040	High grass and weeds observed and nov will be mailed
1290055	resolved	Code Issue	15630 Jersey Dr Jersey Village 77040	Trash placement on Monday nov will be mailed to owners
1290050	resolved	Code Issue	15626 Jersey Dr Jersey Village 77040	Trash placed out on Monday before 5pm nov will be mailed to owner
1290018	resolved	Code Issue	15721 Lakeview Dr Jersey Village 77040	Trash observed on a Monday nov will be mailed
1290003	assigned	Code Issue	16301 Lakeview Dr Jersey Village 77040	High grass observed in right of way a nov will be mailed
1289841	assigned	Code Issue	52 Cherry Hills Dr Jersey Village 77064	Trash observed at curb before pick up
1289784	assigned	Code Issue	10 Oakmont Ct Jersey Village 77064	High grass and weeds a nov will be mailed
1289774	canceled	Code Issue	10 Pebble Beach Ct Jersey Village 77064	High grass and weeds an nov will be mailed
1286708	new	Court Packet	Jersey Village 77040	When will this be removed along Elwood?
1285828	canceled	Code Issue	16327 lakeview Jersey Village	wires sticking out of ceiling
1285238	assigned	Code Issue	15602 Seattle St Jersey Village 77040	A inspection conducted a dark substance observed on brick exterior a nov will be mailed
1285177	new	Court Packet	15709 SINGAPORE LN Jersey Village 77040	Dark substance on brick wall a nov will be mailed to homeowners
1285174	assigned	Code Issue	15709 Singapore Ln Jersey Village 77040	Exterior brick wall has a dark substance on it a nov will be mailed to homeowners
1285149	new	Court Packet	15922 CONGO LN Jersey Village 77040	Rubbish observed in driveway a nov will be mailed to homeowners
1285143	assigned	Code Issue	15922 Congo Ln Jersey Village 77040	Rubbish observed in the driveway a nov will be mailed to homeowners
1285129	assigned	Code Issue	16106 Congo Ln Jersey Village 77040	Dark substance observed on brick wall of home nov will be mailed to homeowners
1285125	new	Court Packet	16206 CONGO LN Jersey Village 77040	Rubbish observed on the side of garage
1285117	assigned	Code Issue	16206 Congo Ln Jersey Village 77040	Rubbish observed on side of the residence. A notice will be mailed
1284953	new	Court Packet	8002 ARGENTINA ST Jersey Village 77040	A dark substance on the siding of the home nov will be mailed to homeowners
1284951	assigned	Code Issue	8002 Argentina St Jersey Village 77040	A dark green substance on the siding of the house an nov will be mailed to homeowners
1284917	new	Court Packet	7819 EQUADOR ST Jersey Village 77040	Mildew on exterior brick a nov will be mailed
1284909	assigned	Code Issue	7819 Equador St Jersey Village 77040	Maintenance to exterior structure dark substance on exterior brick wall a nov will be mailed
1284295	assigned	Code Issue	16598 Village Dr Jersey Village 77040	Trash and junk stored in front of Next Gen Motors.
1283785	resolved	Court Packet	15402 gl Jersey Village 77040	Trailer parked in driveway a nov will be mailed
1283781	resolved	Code Issue	15402 Glamorgan Dr Jersey Village 77040	Trailer park in driveway a nov will be mailed
1283776	assigned	Code Issue	15310 Glamorgan Dr Jersey Village 77040	Dark substance observed on brick wall a nov will be mailed

1283755	new	Court Packet	15316 Ashburton Dr Jersey Village 77040	Exterior structure has rotting wood nov will be mailed
1283752	assigned	Code Issue	15318 Ashburton Dr Jersey Village 77040	Maintenance to exterior structure nov will be mailed to homeowners
1283716	new	Court Packet	16201 JERSEY DR Jersey Village 77040	Exterior structure dark substance observed on garage and home nov will be mailed
1283711	resolved	Code Issue	16201 Jersey Dr Jersey Village 77040	Dark substance observed on the garage door and home nov will be mailed to homeowners
1283637	new	Court Packet	16310 WALL ST Jersey Village 77040	Trailer in driveway nov will be be mailed
1283634	assigned	Code Issue	16310 Wall St Jersey Village 77040	Trailer observed in driveway an nov will be mailed
1283620	new	Court Packet	16213 CAPRI DR Jersey Village 77040	Rubbish observed in the driveway a nov will be mailed
1283615	assigned	Code Issue	16213 Capri Dr Jersey Village 77040	Rubbish observed in the driveway nov will be mailed
1283611	resolved	Street or Road Issue	16546 Village Dr Jersey Village 77040	Please assess curb and panel in front of home- resident says water pools in front of her driveway often. Identify possible repair or other solutions to alleviate pooling of water and follow up with resident.
1283545	resolved	Code Issue	8401 Achgill St Jersey Village 77040	Trailer parked in driveway a nov will be mailed to homeowners
1283529	canceled	Code Issue	16318 Koester St Jersey Village 77040	Dark substance on brick observed nov will be mailed
1283526	assigned	Code Issue	16318 Koester St Jersey Village 77040	An inspection conducted this date dark substance observed on exterior brick
1282196	resolved	Water Issues	16025 Wall Street Jersey Village 77040	Resident turned his service back on to take showers and cook. Turned off service.
1281087	resolved	Code Issue	16304 Smith St Jersey Village 77040	Have noticed lots of people walking their dogs without the dogs being on a leash - our cameras have picked up a lot of this activity lately with dogs running freely in our front yard. Can this be patrolled and or a reminder notice be
1280771	resolved	Court Packet	16013 JUNEAU LN Jersey Village 77040	Rubbish observed underneath carport nov will be mailed
1280651	resolved	Code Issue	8131 Jones Rd Jersey Village 77065	Banner sign without permit nov will be mailed no one is as available to speak with at 290 Food truck concerning banner sign. Pennant sign were also observed I cook at Jamaica food truck to inform her to remove signs
1280463	resolved	Code Issue	7815 Equador St Jersey Village 77040	Rubbish observed in driveway
1279544	assigned	Code Issue	7827 Zilonis Ct Jersey Village 77040	Rubbish observed in the driveway a nov will be mailed
1278262	assigned	Code Issue	15622 Jersey Dr Jersey Village 77040	Rubbish observed in the driveway a nov will be mailed
1278050	canceled	Code Issue	15326 Welwyn Dr. Jersey Village	Commercial trailer parked on street for more than 24 hours
1277870	resolved	Court Packet	15901 SINGAPORE LN Jersey Village 77040	Rubbish observed in the driveway a nov will be mailed
1277844	resolved	Court Packet	16025 Capri Dr Houston 77040	misc. wood removal
1277837	new	Court Packet	16025 Capri Dr Houston 77040	mics. removal. wood
1277684	new	Court Packet	8225 RIO GRANDE ST Jersey Village 77040	This picture was taken Oct 2. Doesn't appear that any work is being done at this residence. This is the same sign
1277661	new	Court Packet	16201 TAHOE DR Jersey Village 77040	Trailer has been parked here for a couple weeks and now is loaded with junk. Storage of junk in the driveway is
1276590	resolved	Court Packet	16406 ST HELIER ST Jersey Village 77040	Dark substance on brick surface a nov will be mailed
1276486	assigned	Code Issue	8307 Jones Rd Jersey Village 77065	Banner observed without permit
1276393	new	Court Packet	Jersey Village 77040	Trailer parked with rubbish will search HCAD for owner and notify of violation
1276387	new	Court Packet	15905 CONGO LN Jersey Village 77040	Trailer parked in driveway a nov will be mailed
1276318	resolved	Court Packet	15913 CONGO LN Jersey Village 77040	Rubbish observed in the front driveway nov will be mailed
1275183	assigned	Code Issue	16510 Delozier St Jersey Village 77040	Junked vehicle parked in driveway with tarp
1274997	resolved	Code Issue	16413 Smith St Jersey Village 77040	12 signs removed
1274609	resolved	Code Issue	15717 Lakeview Dr Jersey Village 77040	Trash observed at the curb on a Monday before 5pm a nov will be mailed
1274603	canceled	Code Issue	15721 Lakeview Dr Jersey Village 77040	Trash observed at the curb on Monday before 5pm a nov will be mailed
1274580	resolved	Code Issue	15813 Lakeview Dr Jersey Village 77040	Trash observed at curb before 5pm
1274569	resolved	Code Issue	15902 Lakeview Dr Jersey Village 77040	Trash observed at street on a Monday before 5pm a nov will be mailed

1274564	resolved	Code Issue	15906 Lakeview Dr Jersey Village 77040	Trash observed at street on Monday before 5pm an nov will be mailed
1274548	resolved	Code Issue	15910 Lakeview Dr Jersey Village 77040	Trash observed at the street aim Monday before 5pm a nov will be mailed
1274539	resolved	Code Issue	16117 Lakeview Dr Jersey Village 77040	Trash observed at the street on Monday before 5pm a nov will be mailed
1274511	resolved	Code Issue	16125 Lakeview Dr Jersey Village 77040	Trash observed at street on a none pick up day before 5pm a nov will be mailed to homeowners
1274500	assigned	Code Issue	16333 Acapulco Dr Jersey Village 77040	Trash observed from street before 5pm day before trash to be picked up
1274480	resolved	Code Issue	16205 Lakeview Dr Jersey Village 77040	Rv parked in the driveway day 1
1273398	resolved	Court Packet	16302 LAKEVIEW DR Jersey Village 77040	Grass talk not mowed.
1271741	resolved	Code Issue	16501 Delozier St Jersey Village 77040	Rubbish observed in driveway an nov will be mailed to homeowners
1271723	resolved	Code Issue	16241 Singapore Ln Jersey Village 77040	High grass observed at curb an nov will be mailed
1271704	assigned	Code Issue	15702 Singapore Ln Jersey Village 77040	Trailer parked in driveway an nov will mailed to homeowners
1271573	assigned	Code Issue	15617 Elwood Dr Jersey Village 77040	Rubbish observed in the driveway a n nov will be mailed
1271561	resolved	Code Issue	15305 Ashburton Dr Jersey Village 77040	A trailer observed in driveway an nov will be mailed to homeowners
1271513	resolved	Code Issue	8414 Hawaii Ln Jersey Village 77040	Rubbish observed at the curb an nov will be mailed
1271489	new	Code Issue	15713 Tenbury St Jersey Village 77040	Recreational vehicle parked in driveway day 1
1271123	assigned	Code Issue	15706 Seattle St Jersey Village	maintenance to structure fence collapsed.
1270461	resolved	Code Issue	16422 Cornwall St Jersey Village 77040	Rubbish observed near driveway an nov will be mailed
1270321	resolved	Code Issue	15310 Ashburton Dr Jersey Village 77040	Rubbish observed in the driveway a nov will be mailed to owners
1270308	resolved	Code Issue	15403 Philippine St Jersey Village 77040	Rubbish observed near the driveway a nov will be mailed to homeowners
1270265	canceled	Code Issue	15708 Seattle St Jersey Village 77040	Fence observed fallen on neighboring lot. A nov will be mailed to homeowners
1270254	resolved	Code Issue	15502 Jersey Dr Jersey Village 77040	Garbage and rubbish observed at curb an nov will be mailed
1270226	resolved	Code Issue	16209 Jersey Dr Jersey Village 77040	Trailer parked in driveway a nov will be mailed
1270217	resolved	Code Issue	16214 Lakeview Dr Jersey Village 77040	Trailer parked in driveway an nov will be mailed to homeowners
1269037	resolved	Code Issue	16025 Crawford St Jersey Village 77040	6 signs removed
1269017	resolved	Code Issue	7410 Senate Ave Jersey Village 77040	High grass and weeds observed an nov will be mailed
1268973	resolved	Code Issue	24 Peachtree Ct Jersey Village 77064	Low trees over sidewalk nov will be mailed to homeowners
1268899	resolved	Code Issue	16006 Congo Ln Jersey Village 77040	Pool maintenance needed
1268757	resolved	Code Issue	16002 Congo Ln Jersey Village 77040	High grass and weeds observed an nov will be mailed to homeowners
1268754	resolved	Code Issue	16005 Congo Ln Jersey Village 77040	Trailer parked in driveway a nov will be mailed to homeowners
1268732	assigned	Code Issue	16209 Acapulco Dr Jersey Village 77040	Trailer observed in driveway an nov will be mailed to homeowners
1268628	resolved	Code Issue	15602 Congo Ln Jersey Village 77040	High grass and weeds observed an nov will be mailed
1267661	resolved	Code Issue	15402 Shanghai St Jersey Village 77040	Parked on unpaved surface an nov will be mailed
1267659	assigned	Code Issue	15725 Juneau Ln Jersey Village 77040	A portion of fence of fence missing an nov will be mailed
1267496	resolved	Code Issue	16409 St Helier St Jersey Village 77040	Trailer parked in driveway an nov will be mailed
1267442	resolved	Code Issue	16121 Delozier St Jersey Village 77040	Maintenance to exterior structure a nov will be mailed to homeowners
1267369	resolved	Code Issue	16125 Wall St Jersey Village 77040	A dark substance observed possibly mildew on the brick of the residence
1267317	canceled	Code Issue	16101 Crawford St Jersey Village 77040	Rubbish observed in the driveway nov will be mailed to homeowners
1267314	resolved	Code Issue	16101 Crawford St Jersey Village 77040	Rubbish observed in the driveway an nov will be mailed to homeowners
1267238	resolved	Code Issue	8318 Hanley St Jersey Village 77040	Rubbish observed in the driveway an nov will be mailed to homeowners
1266806	resolved	Code Issue	16249 Singapore Ln Jersey Village	Porta can in driveway viewable from the street.

1265055	resolved	Code Issue	8401 Rio Grande St Jersey Village 77040	Rubbish observed behind gate an nov will be mailed to owners
1265005	resolved	Code Issue	16017 Acapulco Dr Jersey Village 77040	Rubbish observed in the front yard and in driveway an nov will be mailed to homeowners
1265001	assigned	Code Issue	16013 Juneau Ln Jersey Village 77040	Trailer in driveway nov will be mailed to homeowners
1264986	resolved	Code Issue	15414 Shanghai St Jersey Village 77040	9 Signs removed
1264955	resolved	Code Issue	16233 Congo Ln Jersey Village 77040	Rubbish observed in the driveway nov will be mailed to homeowners
1264922	canceled	Code Issue	16249 Congo Ln Jersey Village 77040	Porta can observed from street an nov will be mailed
1264901	assigned	Code Issue	16102 Seattle St Jersey Village 77040	Trailer parked in driveway an nov will mailed to homeowners
1263710	resolved	Code Issue	16301 Jersey Dr Jersey Village 77040	Rubbish observed in the driveway near/under carport an nov will be mailed to homeowners
1263646	resolved	Code Issue	15326 Colwyn Ln Jersey Village 77040	Rubbish observed on the side of the residence low trees observed over sidewalk
1263498	resolved	Code Issue	15421 Shanghai St Jersey Village 77040	Rubbish observed in the near the garage
1263342	resolved	Code Issue	78 Cherry Hills Dr Jersey Village 77064	Low trees over street a notice will be mailed to homeowners allowing them time to correct
1263340	resolved	Code Issue	75 Cherry Hills Dr Jersey Village 77064	Low trees over street observed over street a nov will be mailed to homeowners
1263337	referred	Code Issue	1 Pebble Beach Ct Jersey Village 77064	Low trees over street street an nov will be mailed to homeowners
1262776	canceled	Code Issue	16005 Juneau Jersey Village	
1262266	resolved	Code Issue	105 Watercress Cir Jersey Village 77064	Low hanging trees over over street nov will be mailed to homeowners
1262228	resolved	Code Issue	16550 Village Dr Jersey Village 77040	Rubbish observed in driveway an nov will be mailed to homeowners
1262217	resolved	Code Issue	16025 Capri Dr Jersey Village 77040	An inspection conducted this date low tree branch over street
1261936	resolved	Code Issue	16306 Acapulco Dr Jersey Village 77040	An inspection conducted low trees over street nov will be mailed
1261923	resolved	Code Issue	16310 Acapulco Dr Jersey Village 77040	An inspection conducted this date low low over street an nov will be mailed
1261910	resolved	Code Issue	16325 Acapulco Dr Jersey Village 77040	An Inspection conducted this low trees over street nov will be mailed
1261900	assigned	Code Issue	16333 Acapulco Dr Jersey Village 77040	An inspection conducted this date trees low over street nov will be mailed to homeowners
1260629	resolved	Code Issue	Jones Rd Jersey Village 77040	7 signs removed
1260455	resolved	Code Issue	15306 Chichester Ln Jersey Village 77040	Trailer parked in driveway an nov will be mailed to homeowners
1260432	resolved	Code Issue	15109 Lakeview Dr Jersey Village 77040	Trailer parked in driveway an nov will be mailed to homeowners
1260388	assigned	Code Issue	15510 Shanghai St Jersey Village 77040	Rubbish observed from the street an nov will be mailed to homeowners
1259672	new	Court Packet	Jersey Village 77040	There are pieces of concrete left behind and they are leaning against the fence on Village Dr and Village Green.

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON NOVEMBER 21, 2022, 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 7:06 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	

Council Member McCrea and Council Member Singleton participated in the meeting via video conference call.

The following Planning and Zoning Commission Members were present:

Rick Faircloth, Chairman	Eric Henao, Vice Chairman	Debra
Mergel, Commissioner	David L. Lock, Commissioner	

Commissioners Courtney Standlee, Ashley Brown, and Charles F. Butler, III were not present at this meeting.

Staff in attendance: Robert Basford, Assistant City Manager; Mark Bitz, Fire Chief; Kirk Riggs, Chief of Police; Isabel Kato, Finance Director; Abram Syphrett, Director of Innovation and Technology; and Maria Thorne, Administrative Assistant.

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 third Quarter by Stefanie Otto, Commander of the Jeremy E. Ray American Legion Post 324.**

Stefanie Otto, Commander of the Jeremy E. Ray American Legion Post #324, along with Mayor Warren, presented the Police Department Employee of the Third Quarter award to Corporal Thomas Broadus.

- 2. Presentation of Police Commendation Awards.**

Kirk Riggs, Chief of Police recognized the following Officers for Commendation:

- Lieutenant Heath Hawley
- Lieutenant Danny Keele
- Sargent Daniel Rodriguez
- Corporal Eric Aldava
- Corporal Arron Polster
- Officer Dustin Hill

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3. Presentation of Employee of the Month - Isaac Recinos.

Austin Bless, City Manager, presented the employee of the Month of November to Isaac Recinos.

D. JOINT PUBLIC HEARING

- 1. Conduct a Joint Public Hearing with the Planning and Zoning Commission for the purpose of receiving oral comments from any interested person(s) concerning the proposal to amend the Jersey Village Code of Ordinances at Chapter 14 “Building and Development”, Article I “General”, Section 14-5 “Definitions” by amending definitions for certain uses.**

Mayor Warren called the item and Chairman Rick Faircloth announced a quorum for the Planning and Zoning Commission. Mayor Warren opened the Joint Public Hearing at 7:21 p.m., for the purpose of receiving oral comments from any interested person(s) concerning the proposal to amend the Jersey Village Code of Ordinances at Chapter 14 “Building and Development”, Article I “General”, Section 14-5 “Definitions” by amending definitions for certain uses. Mayor Warren called for public comments.

With no one else signing up to speak at the hearing, Mayor Warren and Chairman Faircloth closed the joint public hearing at 7:22 p.m. and the Planning and Zoning Commission retired from the City Council meeting at 7:22 p.m. to conduct its posted meeting agenda and prepare a final report in connection with this joint public hearing.

E. CITIZENS’ COMMENTS

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

Jo Hewett, 15917 Lakeview Drive, Jersey Village, Texas (713) 806-8453. Ms. Hewett spoke to City Council concerning the Jersey Village Senior Outreach (JVSO), a program serving seniors. She gave background information about a presentation on emergency services that JVSO gave to the Village National Network. She also gave an update on the organization with some 200 members and some 70 volunteers. They offer many services to seniors in Jersey Village with a focus on helping seniors remain in their homes. She also gave information about their emergency services and communication system used during emergency situations.

Mark Zehler, 16022 Singapore Lane, Jersey Village, Texas (713) 896-1210 – Mr. Zehler spoke to City Council about the golf course clubhouse. He believes that there is a demand for this facility by the community. In terms of the proposal to build a stadium in our City, he is concerned about this proposal. He is concerned about the finances and is concerned that it may affect our

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financial status. He wants City Council to make sure that the residents want this stadium and if there is a market demand for a stadium.

In response to his comments, Mayor Warren stated that there will be Town Hall Meetings dedicated to answer questions on December 5 and January 12.

Bruce Bowden, 16325 Lewis Street, Jersey Village, Texas (713) 410-9766 – Mr. Bowden spoke to City Council about the Golf Course and how it does not currently support itself financially. He does not support the investment in a new golf course clubhouse. He gave financial numbers that he believes supports his position. He does not want his taxes increased. He wants to see some kind of effort from the City by way of an explanation concerning the new Golf Course Clubhouse.

Mayor Warren, in response, gave information about the financial information of the course, which currently shows a surplus of some \$255,000.

Jim Fields, 16413 Saint Helier, Jersey Village, Texas (713) 206-1184 – Mr. Fields spoke to City Council asking that current projects planned for by the City be stopped. He wants a moratorium on raising taxes for one year. He is concerned about the monies being spent by this Council. He wants residents to be able to vote on any debt that the Council is considering. He does not support the stadium and he is concerned about the developers the Council is working with on this project.

Mark Maloy, 7803 Hamilton Circle, Jersey Village, Texas (713) 461-1430 – Mr. Maloy spoke to City Council about the City's water and wastewater impact fee. He stated that resident water bills are too high. He had questions about the impact fee. He had questions about the impact fee eligible projects and he is concerned about the cost of these projects and who will pay for them. He wants the City Council to ask the residents via an election if they want to build a new City Hall and a Golf Course Clubhouse. He also had questions about the TIRZ 3 property sales.

Mayor Warren explained the impact fee study process that is done every five years. These fees are connected to expanding the City's water and wastewater system.

Kimberly Henao, 15601 Singapore Lane, Jersey Village, Texas (832) 689-9878 – Ms. Henao gave city historical information from 1985. Some of the items included the election of Carl Norman as Mayor, various installations of stop signs throughout the City, a City's Street Master Plan review by the Planning and Zoning Commission and the donation of land by Mr. and Mrs. Rodney Newton for Welwyn Park.

F. CITY MANAGER'S REPORT

City Manager Bless gave the following monthly report. There were a few questions about the concerns for water bill rates. City Manager Bless stated that the meters are read on the 25th of each month and believes that these problem bills reflected water usage during the drought.

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1. **Monthly Fund Balance Report, Enterprise Funds Report, Governmental Funds Report, Property Tax Collection Report – September 2022, General Fund Budget Projections as of October 2022, and Utility Fund Budget Projections – October 2022**
2. **Fire Departmental Report and Communication Division’s Monthly Report**
3. **Police Department Monthly Activity Report, Warrant 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**

G. CONSENT AGENDA

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

Each Consent Agenda item appears below with background information. Item 4 was pulled from the Consent Agenda for further discussion. Accordingly, Item 7 contains discussion information as well as Council’s vote. The vote on Items 1 through 6 and 8 and 9 are found at the end of the Consent Agenda.

1. **Consider approval of the Minutes for the Regular Session Meeting held on October 17, 2022 and the Special Session Meeting held on October 27, 2022.**
2. **Consider Resolution No. 2022-67, receiving the Capital Improvements Advisory Committee’s November 2022 Semiannual Progress Report.**

BACKGROUND INFORMATION:

November 9, 2022, 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 November Semiannual Report covering the last six (6) months of fiscal year 2021-2022.

This item is to receive the November 2022 Semiannual Progress Report prepared at the November 9, 2022, CIAC Meeting.

RESOLUTION NO. 2022-67

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING THE CAPITAL IMPROVEMENTS ADVISORY COMMITTEE’S NOVEMBER 2022 SEMIANNUAL PROGRESS REPORT.

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- 3. Consider Ordinance No. 2022-41, amending Chapter 14 “Building and Development,” Article IX “Storm Drainage and Flood Damage Prevention,” by modifying Section 14-225(k)(1); providing a severability clause; providing for repeal; providing a penalty as provided by Section 1-8 of the Code; and providing an effective date.**

BACKGROUND INFORMATION:

As part of the Community Rating System annual review FEMA looked at our flood plain ordinances. They are requesting that we modify our ordinance on development in the floodway to match what is the Code of Federal Regulations Flood Insurance Criteria for Land Management and Use 44 CFR § 60.3(d)(3). This change will keep us compliant with the requirements for us to continue in the CRS Program and the National Flood Insurance Program (NFIP).

ORDINANCE NO. 2022-41

AN ORDINANCE AMENDING CHAPTER 14 OF THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE, TEXAS, BY AMENDING CHAPTER 14 “BUILDING AND DEVELOPMENT,” ARTICLE IX “STORM DRAINAGE AND FLOOD DAMAGE PREVENTION,” BY MODIFYING SECTION 14-225(K)(1); PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR REPEAL; PROVIDING A PENALTY AS PROVIDED BY SECTION 1-8 OF THE CODE; AND PROVIDING AN EFFECTIVE DATE.

- 4. Consider Resolution No. 2022-68, authorizing applications for the FEMA FY22 FMA Grant to Elevate Homes.**

BACKGROUND INFORMATION:

Staff is recommending the City Council authorize two grant applications for home elevations for the FY2022 FEMA FMA Grants.

Since 2017 there have been about 165 homes that have been identified for potential elevation. These homes are ones that have flooded multiple times and ones that are most susceptible to future flood events even after other flood mitigation projects, such as the expansion of the E100 branch of the bayou, the berm around the golf course, and street drainage improvement projects are completed. The list was created using data from FEMA and the Long-Term Flood Recovery Plan.

Since that time 37 of the homes have been awarded grant funding for home elevations, 5 have been or are being 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 120 homes that remain as good candidates to be mitigated as of today.

By my count, based upon conversations with homeowners, or the lack of correspondence from homeowners when I’ve reached out to them by phone, email, and letters we have nearly 80 homeowners that are not interested in home elevations. Tonight, I am recommending two grant applications that would elevate 30 homes.

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A preliminary benefit cost analysis was done for all those homes. A benefit cost analysis is a process used to measure the benefits of a home elevation (i.e. savings to the flood insurance program) minus the costs associated with doing the elevation. A BCA involves measurable financial metrics such as costs saved as a result of the decision to pursue a project.

The result of a BCA is a Benefit-Cost Ratio (BCR). A project is considered cost-effective when the BCR is 1.0 or greater. A BCR has a value of 1.0 when the costs and benefits equal. If the value is greater than 1 the benefits are greater than the costs. If it's less than 1 then the costs of the project are more than the benefits of it.

With any application the city submits the maximum number of houses we can apply for and reasonably expect to be funded is about 20 homes. This year due to more money than ever before being allocated for home elevations we have an opportunity to apply for more homes than anticipated in previous years.

The BCA information from each home was used to put all the homes into groups so that each group would be over a 1.0. That came out to 7 different groups of homes. The homes that have a BCA of less than 1 need to be mixed into a group that has homes of a BCA higher than 1 so that all the homes combined have a BCA or higher than 1.

FEMA does have a "Benefit Cost Ratio – Standard + Additional" category. The additional includes things like social benefits, the number of volunteers that are required to help muck out houses after flooding, and how many people in the homework outside the home. The additional only comes in to play if the standard BCR is over 0.75. In our initial analysis we only look at the standard amounts. When those additional benefits are added in for homes, we can usually achieve a BCR of around 1.2 or 1.3.

For this round of funding FEMA is allowing a 3% Discount Rate, instead of the typical 7% Discount Rate, for projects that will protect against the impacts of future climate change. As heavy rainfall events are often cited as one of the impacts of climate change we are using the 3% Discount Rate which will give us a better BCA score.

Here are the general timelines that have occurred in the past. This does not mean the timelines are the same for future years but is meant to give an estimate of how long it takes.

The City will submit the application to the state in November and the state will submit the application to FEMA in late January.

FEMA should identify applications for further review in Summer 2022. (This is the first step in the approval process.)

It could take anywhere from 10-20 months for final approval to be given. That means the award would not be final until March – December 2022. This is 16 – 26 months after the city submits the initial application to the state.

Once the award is final it will take about 4 months for homeowners to select contractors (the city pre-qualifies contractors, and homeowners select one of the pre-qualified ones by the City), for contractors to come up with specifications for the exact work to be done.

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Once that is done it takes about 4 months to get the funding for the first half of the homes to be elevated. It takes roughly 3 months for a home to be elevated.

Once 70% of the funds have been spent on elevating the first round of homes, the city requests funding for the second round of homes. It takes about 4 months to get funding from the state. It takes roughly 3 months for a home to be elevated.

In total it can take between 33 months to 43 months from application to project completion.

Because the grant relies heavily on information from FEMA about flood history of properties, and FEMA requires that information to stay private, the city does not disclose publicly the addresses of the homes that are going to be applied for. All of the homeowners who are in this grant application are aware that their home has been selected for this.

Homes included in proposed Grant #1 are on the following streets:

Zilonis Court	Equador Street	Jersey Drive
Capri Dr	Philippine Street	Crawford Street
De Lozier Street	Hamilton Circle	Lakeview Drive
Wall Street		

The proposed grant has 5 homes that are designated as a Severe Repetitive Loss (meaning it has 4 or more losses, or at least 2 losses of more than 50% of the home value at the time of the loss), and 8 homes that are Repetitive Loss (meaning it has 2 or more losses), and 2 are insured. FEMA will pay 100% of the costs for a Severe Repetitive Loss home, 90% of the costs for a Repetitive Loss home and 75% of the costs for an insured home.

The Application #1 proposed tonight has 15 homes to be elevated. The project has a BCA of 1.52. The total project cost is expected to be \$5,226,911, with the federal cost share being \$4,752,272 and the city cost share of \$474,639.

Homes included in proposed Grant 2 are on the following streets:

Acapulco Drive	Equador Street	Jersey Drive
Colwyn Lane	Philippine Street	Elwood Dr
N Tahoe	Hamilton Circle	Leeds Lane
Rauch Court	Hawaii Lane	

The proposed grant has 13 homes that are designated as a Severe Repetitive Loss (meaning it has 4 or more losses, or at least 2 losses of more than 50% of the home value at the time of the loss), and 2 homes that are Repetitive Loss (meaning it has 2 or more losses).

The Application #2 proposed tonight has 15 homes to be elevated. The project has a BCA of 1.3. The total project cost is expected to be \$5,073,639, with the federal cost share being \$4,917,639 and the city cost share of \$156,270.

RESOLUTION NO. 2022-68

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

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A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING APPLICATIONS FOR THE FEMA FY22 FMA GRANT TO ELEVATE HOMES.

5. Consider Resolution No. 2022-69, authorizing the City Manager to apply for a FEMA BRIC Grant for E127 Construction.

BACKGROUND INFORMATION:

Last fall the City signed a contract with Aguirre & Fields for engineering and design work for the E127 project. The E127 project is a joint project between the City and Harris County Flood Control District. It was included in the Flood Bond Program that passed a few years back.

Aguirre & Fields is getting close to being done with the Draft PER report, and it is anticipated that the final PER will be completed in early 2023. At that point they will work with us to get the necessary permits from the US Army Corps of Engineers (USACE) so the project could begin.

Right now, the estimated project cost for the whole thing is \$10,856,093. This includes money for right of way acquisition, replacing the railroad bridge that goes over the bayou, channel deepening and widening along with expanding the detention ponds that exist near the bayou. The project cost also includes a trail from Rio Grande to the other side of 290. There are no trails planned or contemplated for behind any homes as part of this project.

This project would positively impact about 950 homes and businesses in Jersey Village by lowering the water surface elevation during flood events. During a 100-year storm the water should be contained within the bayou and detention ponds.

This grant program has a 75/25 cost share. The City and HCFCD would split the cost share. The grant amount would be \$8,142,070 and the cost share would be \$1,357,012 each.

Previously the City has received a grant of \$600,000 for the engineering work. The total contract amount for that work is \$1,385,493. The remainder of that is split between the City and HCFCD.

If you combine both pieces of this project together the total cost would be \$12,241,586. The grant funded amount for both pieces, if the construction one is awarded, would be \$8,742,070, the HCFCD and City Cost shares would be \$1,749,758 each.

This year FEMA has announced record amounts of funding for flood mitigation projects. There is over \$2.1 Billion for Building Resilient Infrastructure and Communities (BRIC) grants this year.

Based upon guidance from the state, I've drafted this grant application which can also be submitted under another program called the Flood Mitigation Assistance (FMA) grant

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application as well. If both grants are funded, we can choose which program we want to utilize.

RESOLUTION NO. 2022-69

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING APPLICATIONS FOR THE FEMA FY22 FMA GRANT FOR THE E127 CONSTRUCTION PROJECT.

6. Consider Resolution No. 2022-70, authorizing the City Manager to apply for a FEMA FMA Grant for E127 Construction.

BACKGROUND INFORMATION:

Last fall the City signed a contract with Aguirre & Fields for engineering and design work for the E127 project. The E127 project is a joint project between the City and Harris County Flood Control District. It was included in the Flood Bond Program that passed a few years back.

Aguirre & Fields is getting close to being done with the Draft PER report, and it is anticipated that the final PER will be completed in early 2023. At that point they will work with us to get the necessary permits from the US Army Corps of Engineers (USACE) so the project could begin.

Right now the estimated project cost for the whole thing is \$10,856,093. This includes money for right of way acquisition, replacing the rail road bridge that goes over the bayou, channel deepening and widening along with expanding the detention ponds that exist near the bayou. The project cost also includes a trail from Rio Grande to the other side of 290. There are no trails planned or contemplated for behind any homes as part of this project.

This project would positively impact about 950 homes and businesses in Jersey Village by lowering the water surface elevation during flood events. During a 100 year, storm the water should be contained within the bayou and detention ponds.

This grant program has a 75/25 cost share. The City and HCFCD would split the cost share. The grant amount would be \$8,142,070 and the cost share would be \$1,357,012 each.

Previously the City has received a grant of \$600,000 for the engineering work. The total contract amount for that work is \$1,385,493. The remainder of that is split between the City and HCFCD.

If you combine both pieces of this project together the total cost would be \$12,241,586. The grant funded amount for both pieces, if the construction one is awarded, would be \$8,742,070, the HCFCD and City Cost shares would be \$1,749,758 each.

This year FEMA has announced record amounts of funding for flood mitigation projects. There is over \$800,000,000 for Flood Mitigation Assistance grants this year. The FMA

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Grants are also what we use for Home Elevations. But given the large amount of funding available I believe we have an opportunity to receive funding for this construction project as well.

Based upon guidance from the state, I’ve drafted this grant application which can also be submitted under another program called the Building Resilient Infrastructure and Communities (BRIC) grant application as well. If both grants are funded, we can choose which program we want to utilize.

RESOLUTION NO. 2022-70

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING APPLICATIONS FOR THE FEMA FY22 FMA GRANT FOR THE E127 CONSTRUCTION PROJECT.

7. **Consider Ordinance No. 2022-42, amending the Utility Fund Budget for the fiscal year beginning October 1, 2022 and ending September 30, 2023 in the amount not to exceed \$102,500.00 by increasing line item 02-46-7131 from the Utility Fund Balance to cover the cost of the Hwy 290 Lift Station Road Rehabilitation Project; awarding the bid and authorizing the City Manager to enter into a contract with Q Recycling & Construction Services, Inc. for the Hwy 290 Lift Station Road Rehabilitation Project.**

Robert Basford, Assistant City Manager introduced the item. Background information is as follows: On November 8, 2022, City staff received bid documents for the rehabilitation of the 290-lift station access road located at 17006 Northwest Freeway. Four responsive bids were received for the project.

Bidder	Base Bid
Q Recycling & Construction Services, Inc.	\$229,005.16
Principal Plant Services, Ltd	\$256,670.58
Forde Construction Company, Inc.	\$291,586.00
Conrad Construction Co., LTD	\$305,415.51

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

- Mobilize for construction and general items including implementation of SWPPP structures, earthwork and tree/shrub removal
- TrueGrid paving and stabilized subgrade
- Remove and dispose of storm sewers
- 18 and 24 inch storm sewer, connect to existing storm manhole
- Concrete slope protection

The City and consulting Engineering Firm, Garza EMC, worked together to ensure bidding was conducted in compliance with all applicable federal, state and local standards.

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The cost to rehabilitate the 290 Lift Station access road will be paid through Utility CIP funding factored into the 2022-2023 budget. However, a budget amendment in the amount of \$102,500 is needed to cover the amount of the bid that is not covered in the 2022-2023 budgeted amount for this project.

Q Recycling & Construction Services, Inc. has performed similar storm sewer utilities and construction related services for various entities and has extensive experience in the construction service industry.

Q Recycling & Construction Services, Inc. submitted the lowest responsible bid for the project. Q Recycling & Construction Services, Inc. is a reputable company that comes with a recommendation from the consulting Engineering Firm, Garza EMC.

Council engaged in discussion about this project. There were questions about the estimates for this project that were answered by City Manager Bless. Mayor Warren made it clear that this item is to repair the road that goes to the lift station, and nothing more.

With no further discussion on the matter, Council Member Wasson moved to approve Ordinance No. 2022-42, amending the Utility Fund Budget for the fiscal year beginning October 1, 2022 and ending September 30, 2023 in the amount not to exceed \$102,500.00 by increasing line item 02-46-7131 from the Utility Fund Balance to cover the cost of the Hwy 290 Lift Station Road Rehabilitation Project; awarding the bid and authorizing the City Manager to enter into a contract with Q Recycling & Construction Services, Inc. for the Hwy 290 Lift Station Road Rehabilitation Project. Council Member Sheppard seconded the motion. The vote follows:

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

Nays: None

The motion carried.

ORDINANCE NO. 2022-42

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE UTILITY FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023 IN THE AMOUNT NOT TO EXCEED \$102,500.00 BY INCREASING LINE ITEM 02-46-7131 FROM THE UTILITY FUND BALANCE TO COVER THE COST OF THE HWY 290 LIFT STATION ROAD REHABILITATION PROJECT; AWARDING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH Q RECYCLING & CONSTRUCTION SERVICES, INC. FOR THE HWY 290 LIFT STATION ROAD REHABILITATION PROJECT.

- 8. Consider Ordinance No. 2022-43, approving the request of the Board of Directors of the Fire Control, Prevention, and Emergency Medical Services District to amend the**

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2022-2023 Fire Control, Prevention, and Emergency Medical Services District's Budget in the amount of \$37,648; authorizing the funding associated with the Fire Department Roof Replacement Project from the Fire Control, Prevention, and Emergency Medical Services District Fund; amending the annual budget of the City of Jersey Village, Texas for the fiscal year beginning October 1, 2022, and ending September 30, 2023 to reflect these changes; authorizing the city manager to execute all documents with Greater Houston Roofing for construction services connected with the Fire Department Roof Replacement Project; and providing for severability.

BACKGROUND INFORMATION:

The roof at the fire department needs to be replaced this year. We have received a quote and contract from Greater Houston Roofing in the amount of \$212,648 to replace the roof with a 5-to-6-week completion time. We initially budgeted \$175,000 for this project. The FCPMSD has authorized the additional funding of \$37,648 to be added to the Capital Improvement. The contract funding requires the following:

- 60% OF CONTRACT PRICE INVOICED AT P.O. SIGNING
- 30% INVOICED AT 50% COMPLETION
- 10% INVOICED AT 100% COMPLETION

Greater Houston Roofing is under the TIPS Cooperative agreement. The Contract # is included in the project quote.

ORDINANCE NO. 2022-43

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, APPROVING THE REQUEST OF THE BOARD OF DIRECTORS OF THE FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT TO AMEND THE 2022-2023 FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT'S BUDGET IN THE AMOUNT OF \$37,648; AUTHORIZING THE FUNDING ASSOCIATED WITH THE FIRE DEPARTMENT ROOF REPLACEMENT PROJECT FROM THE FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT FUND; AMENDING THE ANNUAL BUDGET OF THE CITY OF JERSEY VILLAGE, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023 TO REFLECT THESE CHANGES; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL DOCUMENTS WITH GREATER HOUSTON ROOFING FOR CONSTRUCTION SERVICES CONNECTED WITH THE FIRE DEPARTMENT ROOF REPLACEMENT PROJECT; AND PROVIDING FOR SEVERABILITY.

9. Receive update and provide feedback on the golf course clubhouse renderings and project.

BACKGROUND INFORMATION:

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On January 7, 2022, during a city council workshop meeting the council reviewed the history of the Golf Course Clubhouse project and discussed the options available regarding the future of the Jersey Meadow Clubhouse. The options outlined included renovating the existing facility, using the existing new design from PGAL Inc., designing a more cost-efficient clubhouse and event space, and designing a new clubhouse while gutting and remodeling the existing facility to use as an event space. City council agreed that the best option moving forward would be to design a new clubhouse containing a pro shop, offices, bar & grill, bathrooms, and storage while also designing the remodel of the existing clubhouse into an enclosed pavilion for events and directed staff to prepare a request for proposal for the design of a new clubhouse facility.

During the February Council meeting the City Council authorized the City Manager to begin negotiating a contract with FGM Architects for the design of a new club house. The proposed contract utilized a Construction Manager At Risk (CMAR) format.

During the June Council meeting, the City Council authorized the City Manager to begin negotiating an agreement with Brookstone Construction for Construction Manager At Risk of the new Jersey Meadow Golf Course Club House.

Staff held the schematic design work sessions during the months of April, May, and June where they used existing stakeholder input from the previous PGAL design, lessons learned, additional staff input with recommendations from FGMA to refine the schematic design towards an initial draft for presentation to council.

Brookstone was introduced to the design team at the end of June, and they were provided with the schematic design draft so that they could begin formulating the initial budget estimate. During the month of July, the budget estimate was presented to the design team. This estimate came in over our budget, so the design team began to brainstorm alternative solutions. These alternative solutions were presented to the design team in August.

During the September 12, 2022, council Meeting council reviewed the alternative solutions and advised staff to move forward with the exhibit that included the new clubhouse, renovation to the existing building, an updated budget along with the requirement to add sprinklers to the design for fire safety.

Staff has held a few additional meetings to finalize the schematic design along with updated estimates that included the fire suppression system, and those renderings are attached via EX A.

The only additional update, as of now, is that existing sanitary line is outdated, and produces minimal fall which makes it not suitable for the new facility. Staff is working with the design team as well as the civil engineers to determine the most feasible solution. The line will either need to be expanded to accommodate the new facility, or a lift station may be needed. The budget impact for the sanitary line improvements was estimated at \$150,000-\$200,000 putting our cost at 8.35 million

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and the estimated impact of a lift station is \$400,000-\$500,000 putting our cost at 8.65 million.

Staff will conduct interior and exterior design meetings over the next few months as the design team finalizes the documents for Brookstone. Brookstone still anticipates a GMP delivery at the February council meeting.

Item 7 was removed from the consent agenda. The discussion and vote for the removed item 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 Wasson moved to approve items 1 through 6 and 8 and 9 on the Consent Agenda. Council Member Mitcham seconded the motion. The vote follows:

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

Nays: None

The motion carried.

H. REGULAR AGENDA

- 1. Consider Ordinance No. 2022-44, amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$430,725 to amend various line items from the General Fund Balance all these amendments are in order to provide for the over budget line items.**

Isabel Kato, Finance Director, introduced the item. Background information is as follows:

In reviewing the governmental funds financial statements, we realized that some line items were over budgeted due to unforeseen expenditures necessary for the operation of the City. The budget to actual comparisons must be presented within the Annual Comprehensive Financial Report (ACFR) for all the individual governmental funds with legally adopted annual budget, in this case the General Fund. For this reason, it is necessary to request from City Council the approval of these budget amendments to the various line items included on the attached Exhibit A Budget Amendment/Transfer Forms in order to make the necessary adjustments before the closing of fiscal year 2021-2022.

Council engaged in discussion that this item, agreeing that it is basically a house keeping item to clean up the items and get ready for the upcoming audit.

With no further discussion on the item, Council Member Mitcham moved to approve Ordinance No. 2022-44, amending the General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, in the amount not to exceed \$430,725 to amend various line items from the General Fund Balance all these amendments are in order to provide for the over budget line items. Council Member Sheppard seconded the motion. The vote follows:

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

Nays: None

The motion carried.

ORDINANCE NO. 2022-44

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE GENERAL FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022 IN THE AMOUNT NOT TO EXCEED \$430,725.00 TO ADJUST VARIOUS LINE ITEMS IN THE GENERAL FUND.

- 2. Consider Ordinance No. 2022-45, amending the General Fund, Utility and Capital Improvement Fund Budget for the fiscal year beginning October 1, 2022 and ending September 30, 2023 in the amount not to exceed \$650,000 to adjust line items in the General Fund 01-10-9601 Interest by \$463,000, 01-12-9760 transfer to Capital Improvement Fund by \$500,000, in the Utility Fund 02-40-9601 Interest by \$70,000, and in the Capital Improvement Fund 10-90-9751 transfer from the General Fund by \$500,000 and 10-91-7056 Carol Fox Park Sandbox Renovation by \$150,000.**

Isabel Kato, Finance Director, introduced the item. Background information is as follows:

After receiving the interest revenue funds that the City collected for the month of October 2022, and reviewing the budget line items for such revenues, we realized that our projections for fiscal year 2022-2023 were substantially low for both the General and Utility Funds. Since our projection for the fund balance will increase, we are respectfully requesting that City Council approves a transfer from the General Fund to the Capital Improvement Fund in the amount of \$500,000 and in addition the appropriation of \$150,000 for the Carol Fox Park Sandbox Project.

Assistant City Manager Basford explained the scope of the Carol Fox Park Sandbox Project.

With limited discussion on the item Council Member Mitcham moved to approve Ordinance No. 2022-45, amending the General Fund, Utility and Capital Improvement Fund Budget for the fiscal year beginning October 1, 2022 and ending September 30, 2023 in the amount not to exceed \$650,000 to adjust line items in the General Fund 01-10-9601 Interest by \$463,000, 01-12-9760 transfer to Capital Improvement Fund by \$500,000, in the Utility Fund 02-40-9601 Interest by \$70,000, and in the Capital Improvement Fund 10-90-9751 transfer from the General Fund by \$500,000 and 10-91-7056 Carol Fox Park Sandbox Renovation by \$150,000. Council Member Sheppard seconded the motion. The vote follows:

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

Nays: None

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The motion carried.

ORDINANCE NO. 2022-45

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE GENERAL FUND, UTILITY AND CAPITAL IMPROVEMENT FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023 IN THE AMOUNT NOT TO EXCEED \$650,000 TO ADJUST LINE ITEMS IN THE GENERAL FUND 01-10-9601 – INTEREST BY \$463,000, 01-12-9760 TRANSFER TO CAPITAL IMPROVEMENT FUND BY \$500,000, IN THE UTILITY FUND 02-40-9601 INTEREST BY \$70,000, AND IN THE CAPITAL IMPROVEMENT FUND 10-90-9751 TRANSFER FROM THE GENERAL FUND BY \$500,000 AND 10-91-7056 CAROL FOX PARK SANDBOX RENOVATION BY \$150,000.

- 3. Consider Resolution No. 2022-71, receiving the Planning and Zoning Commission’s Final Report concerning the proposal to amend the Jersey Village Code of Ordinances at Chapter 14 “Building and Development”, Article I “General”, Section 14-5 “Definitions” by amending definitions for certain uses.**

Rick Faircloth, Planning and Zoning Commission Chairman, introduced the item. Background information is as follows:

The Planning and Zoning Commission met on October 24, 2022, to discuss and take appropriate action regarding amendments to the Code of Ordinance at Chapter 14 “Building and Development”, Article I “General”, Section 14-5 “Definitions” by amending definitions for certain uses.

The Commission recommended in its preliminary report, which was submitted to Council at its October 27, 2022, meeting, that Council amend the Code of Ordinance at Chapter 14 “Building and Development”, Article I “General”, Section 14-5 “Definitions” by amending definitions for certain uses. Additionally, the Commission requested that a Joint Public Hearing be ordered for November 21, 2022.

On November 21, 2022, the City Council and the Planning and Zoning Commission conducted the joint public hearing and the Planning and Zoning Commission now makes its final report and recommendation.

With limited discussion on the item, Council Member Wasson moved to approve Resolution No. 2022-71, receiving the Planning and Zoning Commission’s Final Report concerning the proposal to amend the Jersey Village Code of Ordinances at Chapter 14 “Building and Development”, Article I “General”, Section 14-5 “Definitions” by amending definitions for certain uses. Council Member Mitcham seconded the motion. The vote follows:

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

Nays: None

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The motion carried.

RESOLUTION NO. 2022-71

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING THE PLANNING AND ZONING COMMISSION’S FINAL REPORT CONCERNING THE PROPOSAL TO AMEND THE JERSEY VILLAGE CODE OF ORDINANCES AT CHAPTER 14 “BUILDING AND DEVELOPMENT”, ARTICLE I “GENERAL”, SECTION 14-5 “DEFINITIONS” BY AMENDING DEFINITIONS FOR CERTAIN USES.

4. **Consider Ordinance No. 2022-46, amending Chapter 14 “Building and Development”, Article I “General”, Section 14-5 “Definitions” by amending definitions for certain uses; providing a severability clause; providing for repeal; providing a penalty as provided by Section 1-8 of the Code; and providing an effective date.**

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

The Planning and Zoning Commission met on October 24, 2022, to discuss and take appropriate action regarding the proposal to amend the Jersey Village Code of Ordinances at Chapter 14 “Building and Development”, Article I “General”, Section 14-5 “Definitions” by amending definitions for certain uses.

The Planning and Zoning Commission submitted its preliminary report to Council on October 27, 2022, and a Joint Public Hearing was ordered for November 21, 2022.

On November 21, 2022, the City Council and the Planning and Zoning Commission conducted a joint public hearing and the Planning and Zoning Commission made its final report and recommendations.

All of the procedural requirements of Section 14-84(c)(2) items a through c have been met. This item is to approve the ordinance that will enact the final recommendation from the Planning and Zoning Commission regarding the proposal to amend the Jersey Village Code of Ordinances at Chapter 14 “Building and Development”, Article I “General”, Section 14-5 “Definitions” by amending definitions for certain uses.

City Attorney Pruitt explained the need for these changes in order to make these definitions clearer.

With limited discussion on the matter, Council Member Mitcham moved to approve Ordinance No. 2022-46, amending Chapter 14 “Building and Development”, Article I “General”, Section 14-5 “Definitions” by amending definitions for certain uses; providing a severability clause; providing for repeal; providing a penalty as provided by Section 1-8 of the Code; and providing an effective date. Council Member Sheppard seconded the motion. The vote follows:

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – NOVEMBER 21, 2022

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

Nays: None

The motion carried.

ORDINANCE NO. 2022-46

AN ORDINANCE AMENDING CHAPTER 14 OF THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE, TEXAS, BY AMENDING CHAPTER 14 “BUILDING AND DEVELOPMENT”, ARTICLE I “GENERAL”, SECTION 14-5 “DEFINITIONS” BY AMENDING DEFINITIONS FOR CERTAIN USES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR REPEAL; PROVIDING A PENALTY AS PROVIDED BY SECTION 1-8 OF THE CODE; AND PROVIDING AN EFFECTIVE DATE.

I. MAYOR AND COUNCIL COMMENTS

Pursuant to Texas Government Code § 551.0415, City Council Members and City staff may make 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 Singleton: Council Member Singleton had no comments.

Council Member McCrea: Council Member McCrea wishes all a Happy Thanksgiving.

Council Member Wasson: Council Member Wasson wished all a Happy Thanksgiving. He congratulated staff on being named Best Places to Work. He also recognized all who were given awards during the meeting and he reminded everyone to remember the parade and holiday in the park events.

Council Member Sheppard: Council Member Sheppard thanked Chief Riggs for his leadership. She appreciates how he recognizes his staff. Happy Thanksgiving.

REGULAR MEETING OF THE CITY COUNCIL
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Council Member Mitcham: Council Member Mitcham wished all a Happy Thanksgiving. She congratulated staff on receiving the Houston Chronical Best Places to Work Award and she encouraged applicants for the parade of lights event.

Mayor Warren: Mayor Warren congratulated all who were recognized tonight. He too congratulated staff on receiving the Houston Chronical Best Places to Work Award, pointing out that City Staff help make this City great. Our staff is dedicated and having a good place to work is important. He encouraged all to attend the Town Hall Meetings on the stadium that will be conducted December 5 and January 12. He wished all a very Happy Thanksgiving.

J. RECESS THE REGULAR SESSION

Mayor Warren recessed the Regular Session to 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 at 8:21 p.m.

K. EXECUTIVE SESSION

- 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.**

L. ADJOURN EXECUTIVE SESSION

Mayor Warren adjourned the Executive Session at 9:20 p.m. and reconvened the Regular Session, stating that no final actions, decisions, or votes were had during the Executive Session.

M. RECONVENE REGULAR SESSION

- 1. Discuss and take appropriate action regarding items discussed in closed 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.**

City Manager Bless introduced the item, stating that this item was placed on the agenda to take any necessary actions discussed in the closed session.

City Council pointed out that the Letter of Intent (LOI) with KHGR is non-binding and moves the ball forward with something great for Jersey Village. Signing this agreement gives City Council the opportunity to speak about this project with the public during the upcoming Town Hall Meetings on December 5 and January 12. It is a great opportunity to make the information available in greater detail. City Council encourages residents to attend these Town Halls so that City Council can learn more about what the residents

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – NOVEMBER 21, 2022

desire. Signing this LOI enables City Council to engage with the residents in a public setting. It is a positive opportunity for the City in order to speak with residents about what it is and what it isn't part of the project moving forward.

Council Member Sheppard moved to authorize the City Manager to enter into a Letter of Intent with KHGR. Council Member Mitcham seconded the motion. The vote follows:

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

Nays: None

The motion carried.

N. ADJOURN

There being no further business on the agenda the meeting was adjourned at 9:31 p.m.



Lorri Coody, TRMC, City Secretary

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

MINUTES OF THE TOWN HALL MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON DECEMBER 5, 2022 AT 7:00 P.M. AT THE CITY OF JERSEY VILLAGE CIVIC CENTER, 16327 LAKEVIEW DRIVE, JERSEY VILLAGE, TEXAS 77040.

A quorum of the members of the Jersey Village City Council met on Monday, December 5, 2022, at 7:00 p.m. at the City of Jersey Village Civic Center, 16327 Lakeview Drive, Jersey Village, Texas 77040 for the purpose of attending a meeting on TIRZ 2 Development.

The following members attended the meeting:

Mayor, Bobby Warren
Council Member, Drew Wasson;
Council Member, Sheri Sheppard
Council Member, Michelle Mitcham
Council Member, James Singleton; and

Council Member, Jennifer McCrea, did not attend this meeting due to illness.

No official business for the City of Jersey Village was conducted at this meeting.



Lorri Coody, City Secretary

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

AGENDA DATE: December 19, 2022

AGENDA ITEM: F2

AGENDA SUBJECT: Consider Resolution No. 2022-72, appointing an Emergency Management Coordinator and an Assistant Emergency Management Coordinator for the City of Jersey Village.

Department/Prepared By: Fire / Mark Bitz

Date Submitted: November 29, 2022

EXHIBITS: Resolution No. 2022-72

Exhibit A – 2023 TDEM-147 - Appointment Form

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

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

The State of Texas Governors Division of Emergency Management and the Texas Department of Homeland Security requires that each local government appoint/re-appoint their emergency manager and assistant emergency manager. The EMC for the city has been the Fire Chief and the Assistant EMC has been the Police Chief. This documentation is submitted yearly for update and can be signed by either the Mayor or the City Manager on the Mayors behalf. Attached you will find the State Form TDEM 147, required to be submitted to the State of Texas.

It is staff's recommendation that council authorize Mayor Bobby Warren to sign the documentation appointing the Fire Chief to serve as the Emergency Management Coordinator and the Police Chief to serve as Assistant Emergency Management Coordinator.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2022-72, appointing an Emergency Management Coordinator and an Assistant Emergency Management Coordinator for the City of Jersey Village.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

RESOLUTION NO. 2022-72

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPOINTING AN EMERGENCY MANAGEMENT COORDINATOR AND AN ASSISTANT EMERGENCY MANAGEMENT COORDINATOR.

WHEREAS, Section 418.101 of the Government Code, authorizes that the presiding officer of the governing body of each political subdivision shall notify the division, that is, the Governor’s Office of Emergency Management of the manner in which the political subdivision is providing or securing an emergency management program; and

WHEREAS, the presiding officer of the governing body of an incorporated city is designated as the emergency management director for the officer's political subdivision and as such may designate persons to serve as Emergency Management Coordinator and Assistant Emergency Management Coordinator; and

WHEREAS, the State of Texas requires that the presiding officer of political subdivision report such appointments on a specifically prescribed form, a copy of which is attached hereto as Exhibit “A” and made a part hereof for all purposes.

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

Section 1. In accordance with Section 418.101 of the Government Code, the Mayor of the City of Jersey Village designates the Fire Chief as the city’s emergency management coordinator and the Chief of Police as the city’s assistant emergency management coordinator.

Section 2. The emergency management coordinator shall serve as an assistant to the emergency management director for emergency management purposes.

Section 3. The Mayor shall be authorized to execute on behalf of the City of Jersey Village the necessary documents to be filed with the State of Texas to perfect these appointments.

PASSED AND APPROVED this 19th day of December 2022.

Bobby Warren, Mayor

ATTEST:

Lorri Coody, City Secretary



EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR NOTIFICATION

Section 418.101 of the Texas Government Code states: “The presiding officer of the governing body of each political subdivision will notify the Division of Emergency Management of the manner in which the political subdivision is providing or securing an emergency management program, identify the person who heads the agency responsible for the program, and furnish additional pertinent information.” **This form is used to make the required notification to TDEM in accordance with Governor Executive Order GA-05 submitted annually by the 1st of February of each year or within 30 days of any change of elected or appointed officials.**

The information on this form may be released to those inquiring about local emergency management programs pursuant to the Texas Open Records Act. Hence, TDEM recommends that you provide business addresses and mobile telephone numbers rather than home addresses and telephone numbers.

COUNTY:		<i>(Required)</i>
Jurisdiction:		<i>(City of County Name)</i>
Official’s Title:		<i>(Mayor/Judge)</i>
Name:		<i>(First & Last Name)</i>
Mailing Address:		<i>(The best address to receive mail)</i>
City, State, Zip:		
Office Phone:		
Cell Phone:		
Fax Number:		
Email:		<i>(Please include-this is a back-up for mailing)</i>
24 Hr Contact #:		

EMERGENCY MANAGEMENT PROGRAM APPOINTMENT STATUS

I HAVE NOT appointed an Emergency Management Coordinator and will personally direct the local emergency management program.

I HAVE appointed/re-appointed the Emergency Management Coordinator identified below to conduct the emergency management program for this jurisdiction. The effective date of appointment is:

We share our EMC with _____ (name of jurisdiction).

*If the COUNTY Emergency Management Coordinator has been appointed to other jurisdictions within the county, the County Judge and the participating City Mayor must sign this form.
(See the third page for additional signature blocks.)*

The EMC for this jurisdiction is (Please select one):

Paid, full time, EMC only

Paid, full time, EMC and other job duties (Fire Chief, Fire Marshal, Police Chief, EMS Director, etc.)
(please specify other duty/duties)

Paid, part time, EMC only.

Paid, part time, EMC and other job duties (Fire Chief, Fire Marshal, Police Chief, EMS Director, etc.,
(please specify other duty/duties)

Unpaid/volunteer EMC only.

Unpaid/volunteer, EMC and other volunteer job duties (Fire Chief, Fire Marshal, Police Chief, EMS Director, etc.,
(please specify other duty/duties)

Other *(please describe)*

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

EMERGENCY MANAGEMENT COORDINATOR		
	Coordinator	Asst Coordinator
Name:		
Mailing Address:		
City, State, Zip:		
Office Phone:		
Cell Phone:		
Fax Number:		
Email Address:		
24 Hr Contact #.:		
Emergency Operations Center #:		

Check this box if the information above contains personal information pertaining to a law enforcement official such as personal home or cellular phone number, and/or home mailing or personal email address.

	City Manager	Public Health Director
Name:		
Mailing Address:		
City, State, Zip:		
Office Phone:		
Cell Phone:		
Fax Number:		
Email Address:		
24 Hr Contact #:		

	Public Information Officer
Name:	
Mailing Address:	
City, State, Zip:	
Office Phone:	
Cell Phone:	
Fax Number:	
Email Address:	
24 Hr Contact #:	

Judge or Mayor Signature

Date

PLEASE RETURN TO:

Texas Division of Emergency Management
 Operations Section
 1033 La Posada Drive, Ste 300
 Austin, Texas 78752

Phone: 512-424-2208

Email: soc@tdem.texas.gov

For Shared EMC Use Only

By-signing this form, you agree the appointed Emergency Management Coordinator (EMC) listed on page 2 is also your EMC. If you have a separate EMC you must submit the first and second pages for your jurisdiction.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Mayor	
City:	
Name:	
Mailing Address:	
City, State, Zip:	
Office Phone:	
Cell Phone:	
Fax Number:	
Email Address:	
24 Hr Contact #.:	
Signature:	

Mayor	
City:	
Name:	
Mailing Address:	
City, State, Zip:	
Office Phone:	
Cell Phone:	
Fax Number:	
Email Address:	
24 Hr Contact #.:	
Signature:	

Mayor	
City:	
Name:	
Mailing Address:	
City, State, Zip:	
Office Phone:	
Cell Phone:	
Fax Number:	
Email Address:	
24 Hr Contact #.:	
Signature:	

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

AGENDA DATE: December 19, 2022

AGENDA ITEM: F3

AGENDA SUBJECT: Consider Resolution No. 2022-73, authorizing an Interlocal Agreement between Harris County and the City of Jersey Village for prisoner confinement services.

Department/Prepared By: Police Department/Chief Kirk Riggs

Date Submitted: November 29, 2022

EXHIBITS: Resolution 2022-73
Exhibit A – Interlocal Agreement

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

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

The City of Jersey Village has an agreement with the Harris County Sheriff’s Office for the confinement of City prisoners in the County’s jail facility. This agreement allows the City to transport prisoners to the County’s jail facility, which is equipped to handle the long-term confinement of prisoners. The Harris County Sheriff’s Office charges a daily fee of \$120 per day for the confinement of each prisoner, which is an increase of \$40 per day from the current daily fee assessed, which was set back in 2018.

The current Interlocal Agreement between Harris County and the City of Jersey Village expires on December 31, 2022. The new agreement is being presented to City Council for review and approval. If approved, the agreement would remain in effect until December 31, 2023 with the option to be renewed for three (3) additional consecutive one-year periods.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2022-73, authorizing an Interlocal Agreement between Harris County and the City of Jersey Village for prisoner confinement services.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

RESOLUTION NO. 2022-73

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS AN INTERLOCAL AGREEMENT BETWEEN HARRIS COUNTY AND THE CITY OF JERSEY VILLAGE FOR PRISONER CONFINEMENT SERVICES.

WHEREAS, the City of Jersey Village (City) contracts with Harris County for prisoner confinement services; and

WHEREAS, the current contract for these services will expire on December 31, 2022; and

WHEREAS, the City has received a proposal from the Harris County Sheriff’s Department for prisoner confinement services for a one (1) year period beginning January 1, 2023 and ending December 31, 2023 with the option to renew the Interlocal Agreement for (3) three consecutive years; and

WHEREAS, the City of Jersey Village wishes to enter into the Interlocal Agreement with Harris County pursuant to Chapter 791 Interlocal Cooperation Contracts Act of the Texas Government Code for prisoner confinement services; **NOW THEREFORE**,

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

Section 1. That the Interlocal Agreement for prisoner confinement services, between the City of Jersey Village and Harris County, attached as “Exhibit A,” is hereby approved.

PASSED AND APPROVED this 19th day of December 2022.

ATTEST:

Bobby Warren, Mayor

Lorri Coody, City Secretary



CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

**INTERLOCAL AGREEMENT BETWEEN HARRIS COUNTY AND
THE CITY OF JERSEY VILLAGE**

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This Interlocal Agreement, entered into pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, is between Harris County (the “County”), a body corporate and politic under the laws of the State of Texas, acting by and through its Sheriff’s Office (the “Sheriff”), and The City of Jersey Village (“City”). The County and City may be referred to collectively as the “Parties” or individually as a “Party.”

SCOPE OF SERVICES

- A) Sheriff shall house, support, maintain, and confine or detain City prisoners in any of the Harris County Jails (the “Services”).

“City prisoner” means any person at least 17 years of age who has been arrested by a City police officer, and either charged with, or convicted of, offenses within the jurisdiction of the Municipal Court or Courts of City.

- B) Each Party shall comply and assure compliance by each Party’s agents, employees, volunteers, and subcontractors as applicable, providing work, products, services, licenses and/or deliverables under this Agreement with all applicable state, federal, and local laws, ordinances, regulations, executive orders, rules, directives, standards, guidelines, and instructions relating to the work to be performed.

CITY RESPONSIBILITIES

- A) City shall provide City Police Officers to perform services under this Agreement.

“City police officer” means a police officer of City, a marshal of City, a peace officer commissioned by City, or any other person employed by City who is a peace officer under the laws of the State of Texas.

- B) City acting by and through its City police officers shall be responsible for the presentment and discharge of a City Prisoner until the Sheriff accepts and confines the prisoner to the County Jail.
- C) City shall provide appropriate paperwork for presentment and discharge of a City Prisoner.
- D) A City police officer may present a City prisoner to Sheriff at the County Jail with the following paperwork issued by a magistrate:
 - 1) a pretrial arrest warrant or capias,
 - 2) a post-conviction commitment or decree, or
 - 3) other order of detention.

- E) A City police officer may present a City prisoner to Sheriff for temporary detention at the County

Jail with either an Instanter Warrant, or a Certification of Charges filed.

- F) If City makes arrangements to take back custody of that City prisoner for presentment to a magistrate for a probable cause hearing and a review of charges as soon as possible within twenty-four (24) hours after that City prisoner is detained by Sheriff in the County Jail, Sheriff may accept the City prisoner for temporary detention
- G) City shall make arrangements to try or release such detained City prisoners in accordance with the TEX. CRIM. PROC. CODE art. 17.151.
- H) A City prisoner shall be the sole responsibility of City and the City police officers having custody of the prisoner until Sheriff accepts and confines the prisoner to the County Jail.

COUNTY RESPONSIBILITIES

- A) If Sheriff accepts the City prisoner for confinement in the County Jail, Sheriff shall assume responsibility for the care, custody, and support of the City prisoner to the extent required in this Agreement for the period of time beginning when Sheriff accepts the City prisoner for confinement in the County Jail and ending when the City prisoner is released from confinement in the County Jail as provided in this Agreement.
- B) Sheriff shall provide Services to City at the following locations:
 - (i) 701 N. San Jacinto,
 - (ii) 1201 Commerce,
 - (iii) 1200 Baker St.,
 - (iv) 1307 Baker St., and
 - (v) 700 N. San Jacinto Houston, Texas (collectively referred to as the “County Jail”).
- C) Sheriff shall provide the work, products, services, licenses and/or deliverables required to be provided by Sheriff and as set out in the Agreement.
- D) Except as otherwise provided in this Agreement, City and County agree that once a City prisoner is accepted and committed to the County Jail, Sheriff shall only release the City prisoner when the discharge of the City prisoner is lawfully ordered or authorized by a magistrate or any court of competent jurisdiction.
- E) Nothing herein shall create any obligation upon the Sheriff to house City Prisoners where the housing of such City Prisoners will, in the opinion of the Sheriff, raise the population of the facility above permissible numbers of inmates allowed by law, or will, in the Sheriff’s opinion, create a condition of overcrowding or create conditions which endanger the life or welfare of personnel and inmates at the facility, or result in possible violation of the constitutional rights of the inmates housed at the facility.
- F) If the Sheriff determines, at any time, that a condition exists necessitating the removal of City Prisoner, or any specified number thereof, City shall, upon notice by the Sheriff or County, immediately remove the prisoner from the facility.

- G) Further, nothing contained in this Agreement authorizes the Sheriff to incarcerate or hold any person in custody contrary to the Constitution and laws of the State of Texas and the United States of America, nor compels Sheriff to detain, accept or admit a City prisoner.

MEDICAL FACILITY CARE

- A) Sheriff, at its sole option, may choose NOT to accept a City prisoner when in Sheriff’s opinion 1) the City prisoner appears ill or injured, or 2) the City prisoner needs immediate or significant medical treatment. The Sheriff’s opinion as to what constitutes overcrowded conditions, illness, injury, significant medical treatment, or any other acceptance considerations shall be final and binding on the Parties to this Agreement.
- B) Sheriff shall determine whether the City prisoner should be transported to a hospital for medical treatment, upon presentation of any City prisoner at the County Jail.
- C) Sheriff, at its own discretion, may refuse to accept or detain an injured or ill City prisoner when medical attention is necessary before confinement.
- D) If Sheriff determines, at any time or for whatever reason, that a City prisoner must be sent to a hospital or other medical facility that is not part of the County jail, Sheriff shall notify City (which may be by phone), and City shall immediately make arrangements for appropriate City personnel to go to the medical facility to take custody of the City prisoner from the Sheriff. City shall reimburse County for any medical expenses billed to the County for the transport or treatment of the City prisoner.
- E) City agrees to immediately exercise its duty to take back custody and control of the City prisoner upon notification by Sheriff.
- F) County shall not charge City during the period that the City prisoner is in custody of City and not in the County jail.

TERM OF AGREEMENT

- A) The term of this Agreement shall commence upon final execution, and shall continue and remain in effect for one (1) year, unless earlier terminated in accordance with this Agreement.
- B) At the County’s option, this Agreement may be renewed for three (3) additional consecutive one-year periods (each a “Renewal Term”).

TERMS OF PAYMENT

- A) No later than the thirtieth (30th) day from the last day of each calendar month, Sheriff shall submit to the City Secretary a sworn invoice for Services rendered during that month, and shall send two (2) copies of said invoice to the City. All invoices MUST be submitted either by email to: lcoody@jerseyvillagetx.com or by mail to the City Secretary, located at 16501 Jersey Drive Jersey Village, Texas 77040.
- B) Each invoice shall be in a form acceptable to the City Secretary and at a minimum, include such detail as may be requested by the City Secretary for verification purposes, including but not limited

to, the dates inmates were housed with the Sheriff; the number of inmates housed each day; the daily cost per inmate and the total daily cost, and a total monthly cost for the Services.

- C) The City shall pay each approved invoice in accordance with the laws of the State of Texas.
- D) Further, Sheriff agrees to maintain, for a period of six (6) years, detailed records identifying each individual performing the Services, the date or dates the Services were performed, the applicable hourly rates, the total amount billed for each individual and the total amount billed for all persons, and provide such other details as may be requested by the City for verification purposes.

COMPENSATION

- A) The per diem rate for detention services under this agreement is One Hundred Two and 00/100 Dollars (\$102.00) per day. This rate covers one inmate per day. City shall only contract the detention services under this agreement as needed, and as qualified inmates are identified through the classification process.

“Day” means the twenty-four (24) hour period from midnight to the next following midnight. In calculating the number of days a certain City prisoner is confined in the County Jail, the day of arrival will be counted but not the day of departure. However, if a City prisoner is detained by Sheriff or accepted in the County Jail and released the same day, the duration of this confinement shall be calculated and billed as one full day.

- B) Employees of the Sheriff providing Services to City shall be and remain employees of the Sheriff, under the direct supervision of the County. County shall be responsible for payment of all salaries and benefits due its employees furnishing or participating in the performance of these Services.
- C) Employees of City providing services shall be and remain employees of City, under the direct supervision of the City. City shall be responsible for payment of all salaries and benefits due its employees furnishing or participating in the performance of these services by City.

TERMINATION

- A) Either Party may terminate this Agreement at any time without cause by giving thirty (30) days written notice to the other Party.
- B) Upon receipt of termination notice, City shall immediately send a City police officer or officers to take custody of any City prisoners at County facilities. Sheriff shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to this Agreement.
- C) Within thirty (30) days after receipt of notice of termination, Sheriff agrees to submit an invoice showing in detail the Services performed under this Agreement up to and including the date of termination.
- D) The City agrees to pay County that proportion of the prescribed charges for the Services actually performed and deliverables actually received under this Agreement bear to the total Services or deliverables called for under this Agreement, less such payments on account of charges as have previously been made.

E) *Force Majeure*. In the event that either Party is unable to perform any of its obligations under the Agreement or to enjoy any of the benefits because of natural disaster, actions or decrees of governmental bodies or communications line failure not the fault of the affected party (referred to as a “*Force Majeure* Event”), the Party who has been so affected immediately agrees to give notice to the other Party and agrees to do everything possible to resume performance. Upon receipt of such notice, the Agreement is immediately suspended. If the period of nonperformance exceeds ten (10) calendar days from the receipt of notice of the *Force Majeure* Event, the Party whose ability to perform has not been so affected may terminate the Agreement immediately by giving written notice to the other Party.

NOTICE

A) Any notice required to be given under the provisions of this Agreement shall be in writing and shall be duly served when it shall have been delivered in person or deposited, enclosed in a wrapper with the proper postage prepaid thereon, and duly registered or certified, return receipt requested, in a United States Post Office, addressed to the County or the City at the following addresses. If mailed, any notice or communication shall be deemed to be received three (3) days after the date of deposit in the United States Mail. Unless otherwise provided in this Agreement, all notices shall be delivered to the following addresses:

To City: City of Jersey Village
16501 Jersey Drive
Jersey Village, Texas 77040
Email: lcoody@jerseyvillagetx.com
Attn: Lorri Coody
City Secretary

To the County: Harris County Sheriff’s Office
1200 Baker St.
Houston, Texas 77002
Attn: Sheriff Ed Gonzalez

Copy to: Harris County Purchasing
1001 Preston Suite 670
Houston, Texas 77002

B) Either Party may designate a different address by giving the other Party ten (10) days written notice.

CIVIL LIABILITY

A) In accordance with Tex. Gov’t Code § 791.006(b), each Party shall assume responsibility for its own actions and those of its officers, officials, employees and agents, and for its own defense should any claim be presented or suit filed against it arising from or related to any Services provided under this Agreement. Nothing in this section adds to or changes the liability limits and immunities for a governmental unit provided by the Texas Tort Claims Act, Chapter 101, Tex. Civ.Prac. & Rem Code, or other law. Notwithstanding any other language in this Agreement,

nothing in this Agreement shall create a joint enterprise for the purpose of assigning or determining liability.

NO PERSONAL LIABILITY; NO WAIVER OF IMMUNITY

- A) Nothing in the Agreement is construed as creating any personal liability on the part of any officer, director, employee, or agent of any public body that may be a Party to the Agreement, and the Parties expressly agree that the execution of the Agreement does not create any personal liability on the part of any officer, director, employee, or agent of the County.
- B) The Parties agree that no provision of this Agreement extends the County's liability beyond the liability provided in the Texas Constitution and the laws of the State of Texas.
- C) Neither the execution of this Agreement nor any other conduct of either Party relating to this Agreement shall be considered a waiver by the County of any right, defense, or immunity on behalf of itself, its employees or agents under the Texas Constitution or the laws of the State of Texas.

ENTIRE AGREEMENT; MODIFICATIONS

This Agreement contains the entire agreement between the Parties relating to the rights herein granted and the obligations herein assumed. This Agreement supersedes and replaces any prior agreement between the Parties pertaining to the rights granted and the obligations assumed herein. This Agreement shall be subject to change or modification only by a subsequent written modification approved and signed by the governing bodies of each Party.

APPLICABLE LAW AND VENUE

This Agreement shall be governed by the laws of the State of Texas and the forum for any action under or related to the Agreement is exclusively in a state or federal court of competent jurisdiction in Texas. The exclusive venue for any action under or related to the Agreement is in a state or federal court of competent jurisdiction in Houston, Harris County, Texas.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (“HIPAA”)

The purpose of this Article is to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191 (codified at 45 C.F.R. Parts 160 and 164), as amended (“HIPAA”); privacy and security regulations promulgated by the United States Department of Health and Human Services (“HHS”); Title XIII, Subtitle D of the American Recovery and Reinvestment Act of 2009, Pub. L. No. 111-5, as amended (“HITECH Act”); provisions regarding Confidentiality of Alcohol and Drug Abuse Patient Records (codified at 42 C.F.R. Part 2), as amended; and TEX. HEALTH & SAFETY CODE ANN. §§ 81.046, as amended, 181.001 *et seq.*, as amended, 241.151 *et seq.*, as amended, and 611.001 *et seq.*, as amended (collectively referred to herein as the “Privacy and Security Requirements”).

- A) Definitions.

- i) Confidential Information is information that has been deemed or designated confidential by law (i.e., constitutional, statutory, regulatory, or by judicial decision).
 - ii) Protected Health Information (“PHI”) is defined in 45 C.F.R. § 164.501 and is limited to information created or received by Contractor from or on behalf of the City.
 - iii) Electronic Protected Health Information (“E PHI”) shall mean individually identifiable health information that is transmitted by or maintained in electronic media.
 - iv) Security Incident shall mean the unauthorized access, use, disclosure, modification, or destruction of Confidential Information, including, but not limited to, PHI and E PHI, or interference with the systems operations in an information system, including, but not limited to, information systems containing E PHI. This definition includes, but is not limited to, lost or stolen transportable media devices (e.g., flash drives, CDs, PDAs, cell phones, and cameras), desktop and laptop computers, photographs, and paper files containing Confidential Information, including, but not limited to, PHI and E PHI.
- B) General.
- i) County agrees to hold all PHI and E PHI confidential except to the extent that disclosure is required by Federal or State law, including the Texas Public Information Act, TEX. GOV’T CODE ANN. §§ 552.001 *et seq.*, as amended.
 - ii) County agrees to be bound by and comply with all applicable Federal and State of Texas licensing authorities’ laws, rules, and regulations regarding records and governmental records, including the Privacy and Security Requirements. Compliance with this paragraph is at County’s own expense.
 - iii) County agrees to cooperate with state and federal agencies and to make appropriate personnel available for interviews, consultation, grand jury proceedings, pre-trial conferences, hearings, trials, and any other process, including investigations, required as a result of County’s services to the City. Compliance with this paragraph is at County’s own expense.
 - iv) The terms used in this Article shall have the same meaning as those terms in the Privacy and Security Requirements.
- C) Representation. County represents that it is familiar with and is in compliance with the Privacy and Security Requirements, which include Federal and State of Texas requirements

governing information relating to HIV/AIDS, mental health, and drugs or alcohol treatment or referral.

- D) Business Associate. County is a “Business Associate” of the City as that term is defined under the Privacy and Security Requirements.
- i) Nondisclosure of PHI. County agrees not to use or disclose PHI received from or on behalf of the City or created, compiled, or used by County pursuant to the Agreement other than as permitted or required by this Article, or as otherwise required by law.
 - ii) Limitation on Further Use or Disclosure. County agrees not to further use or disclose PHI or EPHI received from or on behalf of the City or created, compiled, or used by County pursuant to this Agreement in a manner that would be prohibited by the Privacy and Security Requirements if disclosure was made by the City, or if either County or the City is otherwise prohibited from making such disclosure by any present or future State or Federal law, regulation, or rule.
 - iii) Safeguarding PHI. County agrees to use appropriate safeguards to prevent use or disclosure of PHI other than as provided for by this Article or as required by State or Federal law, regulation, or rule.
 - iv) Safeguarding EPHI. County agrees to implement and use administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of EPHI that it creates, receives, maintains, or transmits on behalf of the City. These safeguards shall include the following:
 - a) Encryption of EPHI that County stores and transmits;
 - b) Implementation of strong access controls, including physical locks, firewalls, and strong passwords;
 - c) Use of updated antivirus software;
 - d) Adoption of contingency planning policies and procedures, including data backup and disaster recovery plans; and
 - e) Conduct of periodic security training.
 - v) Reporting Security Incidents. County agrees to report to the City any Security Incident immediately upon becoming aware of such. County further agrees to provide the City with the following information regarding the Security Incident as

soon as possible, but no more than five (5) business days after becoming aware of the Security Incident:

- a) a brief description of what happened, including the dates the Security Incident occurred and was discovered;
- b) a reproduction of the PHI or EPHI involved in the Security Incident; and
- c) a description of whether and how the PHI or EPHI involved in the Security Incident was rendered unusable, unreadable, or indecipherable to unauthorized individuals either by encryption or otherwise destroying the PHI or EPHI prior to disposal.

If County determines that it is infeasible to reproduce the PHI or EPHI involved in the Security Incident, County agrees to notify the City in writing of the conditions that make reproduction infeasible and any information County has regarding the PHI or EPHI involved.

County agrees to cooperate in a timely fashion with the City regarding all Security Incidents reported to the City.

County agrees that the City will review all Security Incidents reported by County and the City, in its sole discretion, will take the following steps in response, to the extent necessary or required by law, including, but not limited to:

- a) notifying the individual(s) whose PHI or EPHI was involved in the Security Incident, either in writing, via telephone, through the media, or by posting a notice on the City's website, or through a combination of those methods, of the Security Incident;
 - b) providing the individual(s) whose PHI or EPHI was involved in the Security Incident with credit monitoring services for a period of time to be determined by the City, at no cost to the individuals; and
 - c) providing notice of the Security Incident, as required by law, to the Secretary of the HHS.
- vi) EPHI and Subcontractors. County shall require any agent to whom it provides PHI or EPHI, including a subcontractor, to agree to implement reasonable and appropriate safeguards to protect such PHI or EPHI.
 - vii) Subcontractors and Agents. County shall require any agent to whom it provides PHI or EPHI, including a subcontractor, to agree to implement reasonable and

appropriate safeguards to protect the PHI or EPHI. County shall require any subcontractor or agent to whom County provides PHI or EPHI received from or on behalf of the City or created, compiled, or used by County pursuant to this Agreement, to agree to the same restrictions and conditions that apply to County with respect to such PHI and EPHI. Additionally, County agrees and understands that no PHI or EPHI shall be sent, distributed, stored, made available to, or in any way accessed by any agent or subcontractor located outside of the United States.

- viii) Reciprocal Disclosures. The Parties agree that the Parties may reciprocally disclose and use PHI or EPHI for initial and continuing eligibility and compliance determinations related to the provision of benefits, for auditing and legal compliance purposes, and for compliance with laws, regulations, and rules related to the provision of medical or drug benefits to persons who may be eligible for such benefits under the Medicare Prescription Drug Benefit Program, Part D, or other federal or State of Texas programs.
- ix) Mitigation. County agrees to mitigate, to the extent practicable, any harmful effect that is known to County of a use or disclosure of PHI or EPHI by County, or by a subcontractor or agent of County, resulting from a violation of this Article, including violations of the Privacy and Security Requirements stated herein. County also agrees to inform the City in advance of its actual mitigation and of the details of its mitigation plan, unless doing so would cause additional harm.
- x) Notice – Access by Individual. County agrees to notify the City in writing within three (3) business days of any request by an individual for access to the individual’s PHI or EPHI and, upon receipt of such request, direct the individual to contact the City to obtain access to the individual’s PHI. Upon request by the City, County agrees to make available PHI and EPHI to the City or, as directed by the City, to an individual in accordance with 45 C.F.R. § 164.524.
- xi) Notice – Request for Amendment. County agrees to notify the City in writing within three (3) business days of any request by an individual for an amendment to the individual’s PHI or EPHI and, upon receipt of such request from the individual, direct the individual to the City to request an amendment of the individual’s PHI or EPHI. County agrees to make available upon request PHI and EPHI for amendment and to incorporate any amendments to PHI and EPHI agreed to or directed by the City in accordance with 45 C.F.R. § 164.526.
- xii) Notice – Request for Accounting. Upon receipt of any request from an individual for an accounting of disclosures made of the individual’s PHI or EPHI, County agrees to notify the City in writing within three (3) business days of any such request, and upon receipt of such request from the individual, direct the individual to the City for an accounting of the disclosures of the individual’s PHI or EPHI.

County agrees to make available upon request the information required to provide an accounting of disclosures in accordance with 45 C.F.R. § 164.528. Pursuant to 45 C.F.R. § 164.528(a), an individual has a right to receive an accounting of certain disclosures of PHI or EPHI in the six (6) years prior to the date on which the accounting is requested.

- xiii) HHS Inspection. Upon written request, County agrees to make available to HHS or its designee, County's internal practices, books, and records relating to the use and disclosure of PHI and EPHI received from, or created or received on behalf of, the City, in a time or manner designated by HHS for purposes of HHS determining the City's compliance with the Privacy and Security Requirements.
- xiv) City Inspection. Upon written request, County agrees to make available to the City and its duly authorized representatives during normal business hours County's internal practices, books, records and documents relating to the use and disclosure of confidential information, including, but not limited to, PHI and EPHI received from, or created or received on behalf of, the City in a time and manner designated by the City for the purposes of the City determining compliance with the Privacy and Security Requirements. County agrees to allow such access until the expiration of six (6) years after the services are furnished under the contract or subcontract or until the completion of any audit or audit period, whichever is later. County agrees to allow similar access to books, records, and documents related to contracts between County and organizations related to or subcontracted by County to whom County provides confidential information, including, but not limited to, PHI and EPHI received from, or created or received on behalf of, the City.
- xv) PHI or EPHI Amendment. County agrees to incorporate any amendments, corrections, or additions to the PHI or EPHI received from or created, compiled, or used by the City pursuant to this Agreement when notified by the City that the PHI or EPHI is inaccurate or incomplete, or that other documents are to be added as required or allowed by the Privacy and Security Requirements.
- xvi) Documentation of Disclosures. County agrees to document disclosure of PHI or EPHI and information related to such disclosures as is necessary for the City to respond to a request by an individual for an accounting of disclosures of PHI or EPHI in accordance with 45 C.F.R. § 164.528, as amended.
- xvii) Termination Procedures. Upon termination of this Agreement for any reason, County agrees to deliver all PHI or EPHI received from the City or created, compiled, or used by County pursuant to this Agreement within thirty (30) days from the date of termination, or, if specially requested to do so by the City in writing, to destroy all PHI or EPHI within the time frame determined by the City, which will be no less than thirty (30) days from the date of the notice of termination.

This provision applies when County maintains PHI or EPHI from the City in any form. If County determines that transferring or destroying the PHI or EPHI is infeasible, County agrees:

- a) to notify the City of the conditions that make transfer or destruction infeasible;
 - b) to extend the protections of this Article to such PHI or EPHI; and
 - c) to limit any further uses and disclosures of such PHI or EPHI to those purposes that make the return, or transfer to the City, or destruction infeasible.
- xviii) Notice – Termination. Upon written notice to County, the City may terminate any portion of the Agreement under which County maintains, compiles, or has access to PHI or EPHI. Additionally, upon written notice to County, the City may immediately terminate the entire Agreement if the City determines, at its sole discretion, that County has repeatedly violated a Privacy or Security Requirement.
- E) Survival of Privacy Provisions. County’s obligations with regard to PHI and EPHI shall survive termination of this Agreement.
- F) Amendment Related to Privacy and Security Requirements. The Parties agree to take such action as is necessary to amend this Agreement if the City, in its reasonable discretion, determines that amendment is necessary for the City to comply with the Privacy and Security Requirements or any other law or regulation affecting the use or disclosure of PHI or EPHI. Any ambiguity in this Article shall be resolved to permit the City to comply with the Privacy and Security Requirements.
- G) Indemnification. To the fullest extent allowed by law, County agrees to indemnify and hold harmless the Harris County Juvenile Probation Department, the City, Harris County and its officers, employees, and agents (individually and collectively “Indemnitees”) against any and all losses, liabilities, judgments, penalties, awards, and costs (including costs of investigations, legal fees, and expenses) arising out of or related to:**
- i) a breach of this Agreement relating to the Privacy and Security Requirements by County; or**
 - ii) any negligent or wrongful acts or omissions of County or its employees, directors, officers, subcontractors, or agents, relating to the Privacy and Security Requirements, including failure to perform their obligations under the Privacy and Security Requirements.**

- H) This Article survives the termination of the Agreement and expires six (6) years after its termination.

NO THIRD-PARTY BENEFICIARIES

The County is not obligated or liable to any party other than City for the performance of this Agreement. Nothing in the Agreement is intended or shall be deemed or construed to create any additional rights or remedies in any third party. Further, nothing contained in the Agreement shall be construed to or operate in any manner whatsoever to increase the rights of any third party, or the duties or responsibilities of County with respect to any third party.

CONTRACT CONSTRUCTION

- A) This Agreement shall not be construed against or in favor of any Party hereto based upon the fact that the Party did or did not author this Agreement.
- B) The headings in this Agreement are for convenience or reference only and shall not control or affect the meaning or construction of this Agreement.
- C) When terms are used in the singular or plural, the meaning shall apply to both.
- D) When either the male or female gender is used, the meaning shall apply to both.

WAIVER OF BREACH

A waiver by either Party of a breach or violation of any provision of the Agreement shall not be deemed or construed to be a waiver of any subsequent breach.

SEVERABILITY

The provisions of this Agreement are severable, and if any provision or part of this Agreement or the application thereof to any person, entity, or circumstance shall ever be held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Agreement and the application of such provision or part of this Agreement to other persons, entities, or circumstances shall not be affected thereby.

NO BINDING ARBITRATION; RIGHT TO JURY TRIAL

The County does not agree to binding arbitration, nor does the County waive its right to a jury trial.

TEXAS PUBLIC INFORMATION ACT

- A) Each Party expressly acknowledges that the other Party is subject to the Texas Public Information Act, Chapter 552 of the Texas Government Code, and notwithstanding any provisions in this Agreement to the contrary, each Party will make any information related to this Agreement available to third parties in accordance with the Public Information Act.
- B) It is expressly understood and agreed that the County, its officers and employees may request

advice, decisions and opinions of the Attorney General of Texas (“Attorney General”) in regard to the application of the Act to any software, or any part thereof, or other information or data furnished to the County, whether or not the same are available to the public. It is further understood that the County, its officers and employees shall have the right to rely on the advice, decisions, and opinions of the Attorney General, and that the County, its officers, and employees shall have no liability or obligations to City for the disclosure to the public, or to any person or persons, of any software, or a part thereof, or other information or data furnished to the County in reliance on any advice, decision or opinion of the Attorney General.

- C) In the event the County receives a written request for information pursuant to the Act that affects City’s rights, title to, or interest in any information or data or a part thereof, furnished to the County by City under this Agreement, then the County will promptly notify City of such request. City may, at its own option and expense, prepare comments and submit information directly to the Attorney General stating why the requested information is exempt from disclosure pursuant to the requirements of the Act. City is solely responsible for submitting the memorandum brief and information to the Attorney General within the time period prescribed by the Act. City is solely responsible for seeking any declaratory or injunctive relief regarding the disclosure of information that it deems confidential or privileged.

- D) Electronic Mail Addresses. City affirmatively consents to the disclosure of its e-mail addresses that are provided to the County, including any agency or department of the County. This consent is intended to comply with the requirements of the Act, and shall survive termination of this Agreement. This consent shall apply to e-mail addresses provided by City and agents acting on behalf of City and shall apply to any e-mail address provided in any form for any reason whether related to this Agreement or otherwise.

RECITALS

The recitals set forth in this Agreement are, by this reference, incorporated into and deemed a part of this Agreement.

SURVIVAL OF TERMS

Any provision of this Agreement that, by its plain meaning, is intended to survive the expiration or earlier termination of this Agreement including, but not limited to the indemnification provision, shall survive such expiration or earlier termination. If an ambiguity exists as to survival, the provision shall be deemed to survive.

MULTIPLE COUNTERPARTS/EXECUTION

This Agreement may be executed in several counterparts. Each counterpart is deemed an original and all counterparts together constitute one and the same instrument. In addition, each Party warrants that the undersigned is a duly authorized representative with the power to execute the Agreement.

WARRANTY

By execution of this Agreement, the City warrants that the duties accorded to the City in this Agreement are within the powers and authority of the City.

INDEPENDENT PARTIES

It is expressly understood and agreed by the Parties that nothing contained in this Agreement shall be construed to constitute or create a joint venture, partnership, or other affiliation or like relationship between the Parties, it being specifically agreed that their relationship is and shall remain that of independent parties to a contractual relationship as set forth in this Agreement. The County is an independent contractor and neither it, nor its employees or agents shall be considered to be an employee, agent, partner, or representative of the City for any purpose. The City, nor its employees, officers, or agents shall be considered to be employees, agents, partners or representatives of the County for any purposes. Neither Party has the authority to bind the other Party.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

HARRIS COUNTY

CITY OF JERSEY VILLAGE

By: _____
Lina Hidalgo
Harris County Judge

By: _____
Bobby Warren
Mayor

APPROVED AS TO FORM:

ACKNOWLEDGED BY:

Christian D. Menefee
Harris County Attorney

Lorri Coody
City Secretary

By: _____
Philip Berzins
Assistant County Attorney
CA File No: 22GEN3821

ATTEST BY:

Ed Gonzalez
Sheriff
Harris County Sheriff's Office

ORDER OF COMMISSIONERS COURT

Authorizing Interlocal Agreement with the City of Jersey Village

The Commissioners Court of Harris County, Texas, met in regular session at its regular term at the Harris County Administration Building in the City of Houston, Texas, on _____, with all members present except _____.

A quorum was present. Among other business, the following was transacted:

**ORDER AUTHORIZING EXECUTION OF INTERLOCAL AGREEMENT
WITH THE CITY OF JERSEY VILLAGE
FOR CITY PRISONER DETENTION AND HOUSING**

Commissioner _____ introduced an order and moved that Commissioners Court adopt the order. Commissioner _____ seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

	Yes	No	Abstain
Judge Lina Hidalgo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Rodney Ellis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Adrian Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Tom S. Ramsey, P.E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. R. Jack Cagle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The County Judge thereupon announced that the motion had duly and lawfully carried and that the order had been duly and lawfully adopted. The order adopted follows:

IT IS ORDERED that:

1. The Harris County Judge is authorized to execute on behalf of Harris County Interlocal Agreement between the City of Jersey Village for city prisoner detention and housing at no cost to the County. The Interlocal Agreement is incorporated by reference and made a part of this order for all intents and purposes as thought set out in full word for word.
2. All Harris County officials and employees are authorized to do any and all things necessary or convenient to accomplish the purposes of this order.

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

AGENDA DATE: December 19, 2022 **AGENDA ITEM:** F4

AGENDA SUBJECT: Consider Ordinance 2022-47, approving Revision No. 6 to the City’s Personnel Policy to begin December 19, 2022; providing for severability; and providing for repeal.

Department/Prepared By: Laura Capps/ Human Resources Manager

Date Submitted: December 6, 2022

EXHIBITS: Ordinance 2022-47
Exhibit A – Revision No. 6 of the City’s Personnel Policy

BUDGETARY IMPACT:	Required Expenditure:	\$0.00
	Amount Budgeted:	\$0.00
	Appropriation Required:	\$0.00

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

The personnel policy was initially adopted January 1, 1998, with amendments being made on March 19, 2001, September 19, 2011, March 26, 2018, January 20, 2020, and July 18, 2022.

In an effort to reflect good practices, the personnel policy should adapt to changing circumstances. Revisions of the personnel policy can be found throughout.

Honorable mention changes include, but are not limited to, the following:

- Chapter I, Section 6 – Ethical Standards
 - We have added an ethics policy into the Personnel Policy as a standard of practice.
- Chapter I, Section 6 – Employee Safety Review Board
 - Section removed this section as we have a VARB policy that is a standalone policy.
- Chapter VI, Section 1 – Plan Preparation and Maintenance
 - Removed “A position not allocated to a call of salary range is an open salaried position” due to we no longer job classes, but instead salary ranges for all positions.
- Chapter VII, Section 1, Subsection d – Procedure
 - Added city website and social media as a form of communication to employees to monitor emergency situations.
- Chapter VIII – Leave
 - The following holidays were added based on the current list of Federal Holidays.
 - Martin Luther King Day
 - President’s Day
 - Good Friday
 - Juneteenth
 - Veteran’s Day
 - Christmas Eve
 - The floating holidays were changed from two (2) floating holidays to one (1) floating holiday designated by the City Manager.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

- Personal holidays were changed from employees having one (1) personal holiday to having two (2) personal holidays in order to give employees the flexibility when duty calls and they have to work outside of their normal work schedule.
- Subsection g – we specified that full time and part time employees who work on a holiday are eligible to receive the holiday premium pay since they are doing a service to our city and being away from their families. We changed the rate from 1.5 times their regular pay to 1 times their regular rate of pay and made it in additional to any hours worked.
- Subsection h – We added that personal holidays may only be used after successfully completing the employee’s new hire probationary period. We also designated how many hours each employee receives.
- Subsection k – We designated how many hours each employee will receive for holidays, which will be based on an employee’s schedule so the employee will not have to use any of their own accruals to make up for any hours lost due to the city being closed.
- Section 2 – Vacations
 - In order to stay competitive with other municipalities, we have increased the vacation accrual schedule in order to recognize longevity.
 - Removal of vacation requests must be in 4 hour increments. Vacation time should be able to be used as needed and not mandate the number of minimum hours.
 - In order to accommodate the increase in the accrual schedule, we also created a roll over schedule based on the years of service.
- Section 3 – Sick Leave
 - Removal of sick leave requests must be in 1 hour increments.
 - Added sick leave will only be paid out if an employee voluntarily separates, separated for a disability or if involuntarily separates without cause.
 - Subsection m – allowing employees to transfer sick leave credits between employees with approval.
- Section 6 – Bereavement Leave
 - Added loco parentis to immediate family member.
 - Removed mandating how many hours an employee can use for bereavement.
- Section 7 – Administrative Absence and Education Leave with Pay
 - Classified different leave with different leave codes. Administrative Absences is paid leave for unforeseen circumstances not otherwise provided in the policy. Educational leave is granted to employees who attend education functions or meetings.
- Section 14 – Civic Leave
 - Added to give employees the opportunity to vote and/or called to jury duty.
- Section 15 – Mental Health Leave
 - We have a separate Mental Health Leave Policy and we are incorporating this separate policy into the personnel policy, rather than have it stand alone. We are proposing to make this policy available to all employees and not to just public safety employees.
- Chapter IX – Compensation
 - We have classified all employees as either exempt or non-exempt.
 - Section 4 – Shift Differential
 - Differentiated that shift differential pay is only for those that work night shift, no matter what the employee’s schedule.
 - Section 14 – Incentive Pay
 - Changed Educational Pay to be called Incentive Pay to match the Professional Development Policy and define incentive pay.

- Chapter X – Conduct
 - Section 7 – Outside Employment
 - Added outside employment requires prior approval.
 - Section 8 – Acceptance of gifts
 - Defined the value of a gift or benefit
 - Section 9 – Alcohol and Illegal Drugs
 - Added the types of test that can be administered and defined each test.
 - Section 20 – Telecommuting
 - Created and defined a telecommuting policy
- Chapter XI – Disciplinary Action
 - Section 3 – defined the types of disciplinary actions and added Performance Improvement Plan
- Chapter XV – Personnel Files and Reports
 - Section 3 – Personnel Reports
 - Removed due to this being a job duty and/or function and not a policy

Supplementary changes, mainly typos and gender-neutral language, are not categorized as substantial.

RECOMMENDED ACTION:

MOTION: To approve Ordinance 2022-47, approving Revision No. 6 to the City’s Personnel Policy to begin December 19, 2022; providing for severability; and providing for repeal.

ORDINANCE NO. 2022-47

**AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS,
APPROVING REVISION NO. 6 TO THE CITY'S PERSONNEL POLICY
TO BEGIN DECEMBER 19, 2022; PROVIDING FOR SEVERABILITY;
AND PROVIDING FOR REPEAL.**

WHEREAS, the City of Jersey Village's Personnel Policy was initially adopted January 1, 1998, with amendments being made on March 19, 2001, September 19, 2011, March 26, 2018, January 20, 2020, and July 18, 2022; and

WHEREAS, additional changes to the following policies reflecting: Ethical Standards, Employee Safety Review Board, Classification, Emergency Management Staffing, Leave, Compensation, Conduct, and Personnel Files and Reports are suggested, and

WHEREAS, all changes have been reviewed and approved by the City Attorney, and are reflected in Revision No. 6 of the City of Jersey Village's Personnel Policy which is attached hereto as "Exhibit A" and made a part hereof; **NOW THEREFORE**,

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

Section 1. Recitals Incorporated. The above-referenced recitals are incorporated herein as if set forth in full for all purposes.

Section 2. Personnel Policy Revisions. The changes made by Revision No. 6 to the City's Personnel Policy are hereby approved; and more specifically detailed in "Exhibit A" which is attached hereto and made a part hereof.

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

Section 4. Repeal. All other ordinances or parts of ordinances in conflict or inconsistent herewith are, to the extent of such conflict or inconsistency, hereby repealed.

Section 5. Effective Date. This ordinance shall be in full force and effect from and after its passage.

PASSED, APPROVED AND ADOPTED this the 19th day of December 2022.

ATTEST:

Lorri Coody, City Secretary



Bobby Warren, Mayor

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

Exhibit A

**Revision No. 6
of the City of Jersey Village's Personnel Policy**



City of Jersey Village
Personnel Policy

APPROVED
MARCH 26, 2018

UPDATED: ~~JULY~~
~~18,~~ DECEMBER 2022

Style Definition: TOC 1: Tab stops: 6.49", Right, Leader: ...

Style Definition: TOC 2

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

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CHAPTER I - INTRODUCTION

Section 1 - Objectives

These policies are designed to bring a high degree of understanding, cooperation, efficiency and unity for all employees of the City of Jersey Village through the systematic, uniform application of modern personnel practices. The objectives of the City’s Personnel Policy, are:

- a. To promote and increase productivity, efficiency, responsiveness to the public and economy in the City service;
- b. To provide fair and equal opportunity for qualified persons to enter and progress in the City service in a manner based on merit and fitness as ascertained through fair and practical personnel management methods;

- c. To maintain recruitment, tenure and advancement practices to enhance the attractiveness of a City career and encourage each employee to give ~~his/her~~their best effort to the job and the public;
- d. To develop and maintain a consistent, up-to-date employee classification and compensation plan;
- e. To develop high morale among City employees by fostering good working relationships and, by providing uniform personnel policies, consideration of employees needs and desires;
- f. To retain employees on the basis of the adequacy of their performance, correct inadequate performance, and separate employees whose inadequate performance cannot be corrected; and
- g. To assure that employees are protected against coercion for partisan political purposes and are prohibited from using their position with the City for the purpose of interfering with or affecting the results of any kind of official election.

Section 2 - Equal Employment Opportunity Policy

The City of Jersey Village is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. The City of Jersey Village prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. The City of Jersey Village conforms to the spirit as well as to the letter of all applicable laws and regulations. Any employee discriminated against shall report such conduct to ~~his or her~~their immediate supervisor, department head, Human Resources, or City Manager, and may appeal in accordance with the procedures specified in Chapter XII.

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between The City of Jersey Village and its employees, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies

Section 3 - Applicability

These rules apply to all City employees except where inconsistent with statute, charter, or City ordinance. A person on retainer or under contract is not considered to be a City employee in the

absence of a specific agreement to that effect. Volunteers are not considered as employees for the purpose of this policy. Nothing in those rules shall be construed to limit the power of the City Manager or department heads to issue and enforce reasonable personnel rules not in conflict with the state statutes or these rules. Nothing in these rules shall be construed as an employment contract. Nothing contained in these policies shall create an entitlement to, or property interest in continued employment with the City.

Section 4 - Dissemination

All City employees shall be furnished a copy of the personnel policy at the time of initial employment, and each department shall keep at least one copy available for reference by its employees.

Section 5 - Division of Responsibility

With exception of matters reserved to the City Council by the charter, the general and final authority for personnel management rests with the City Manager, who may delegate authority as necessary and proper.

The Human Resources Department is delegated the authority for recommending, administering, and interpreting personnel policies and procedures as they apply to all departments and employees, subject to discretionary review and approval by the City Manager. The Human Resources Department shall advise management in all areas of personnel administration, including but not limited to employee-management relations, training and career development, and employee health, safety, and morale.

Department heads and supervisory personnel are responsible for enforcing the provisions of these policies and for cooperating with the City Manager and Human Resources Department on all related matters pertinent to their organizational units. Department heads may, with the approval of the City Manager, adopt supplemental personnel policies, procedures, and work rules not in conflict with these policies.

The City shall make every effort to thoroughly acquaint employees with the materials in these personnel policies and any subsequent revisions. Employees are encouraged to submit suggestions for changes and improvements in personnel policies and procedures.

Section 6 – Ethical Standards

Employees should maintain the utmost standards of personal integrity, truthfulness, honesty and fairness in carrying out their public duties, and never use their City position or powers for personal gain. Employees should conduct themselves in a manner that ensures those high standards are met avoiding the appearance of impropriety. The City Attorney is available to provide answers to any questions, as well as guidance relating to specific issues or concerns.

Section 6 – Employee Safety Review Board

The City Manager shall establish a Safety Review Board to:

- ~~a. Review accidents involving City equipment or on the job employee injuries; and~~
- ~~b. Consider ideas and make recommendations to the City Manager for an improved safety program for the City.~~

~~See also: City of Jersey Village Safety Procedures Manual.~~

CHAPTER II – METHOD FOR FILLING VACANCIES

Section 1 - Vacancy Identification

Department heads shall notify the Human Resources Department when vacancies occur or are imminent in the manner prescribed by the Human Resources Department.

Section 2 - Announcement of Vacancies

Human Resources shall publicly announce by appropriate means all vacancies to be filled in the City service by other than demotion, transfer, temporary promotion, or reinstatement and shall maintain a list of current announced vacancies for public inspection.

Each job announcement, insofar as practicable, shall specify the title, salary, and nature of the job; the required minimum qualifications; whether competition is open to the general public or restricted to City employees; the type of selection procedure to be utilized; and the deadline for and method of application. Each announcement shall contain a statement confirming the City commitment to a policy of equal employment opportunity.

As a current employee, in order to be considered for a promotion, lateral transfer or voluntary demotion into another department or within your own department, you must complete and submit an application for the position to the Human Resources Department. All hiring and salary decisions are on a case-by-case basis.

The three personnel action types involved in this process are defined below:

- Lateral transfer - a change of department or position with no change in pay
- Promotion – a change to a higher classification with an increase in pay or change of department with an increase in pay
- Demotion – a change to a lower classification. This may also include a reduction in pay.
- ~~Promotion – a change to a higher classification. This may also include an increase in pay.~~

Section 3 - Promotion Policy

A promotion is the assignment of an employee from a position in one class or department to a position in another class or department having a higher maximum salary. It is City policy to promote from within the service whenever possible. Applications for any particular job may be limited to qualified City employees. Opportunities for promotion across organizational lines shall be maximized.

Section 4 - Temporary Promotions

The City Manager may authorize a temporary promotion to ensure the proper performance of City functions if a position is vacant or its regular incumbent is absent. Temporary promotions shall not be used to circumvent normal selection procedures. The employees involved shall not acquire any status or rights in the classes to which temporarily promoted except as provided above. Nothing

in these rules shall be construed to prevent the temporary or intermittent assignment of some higher level duties to an employee without additional compensation. The employee involved shall receive additional compensation shall be paid only in cases of formal temporary promotion effected in accordance with this section in accordance with Chapter VI - Compensation.

Section 5 - Transfers

A transfer is an assignment of an employee from one position to another, not involving promotion or demotion. A transfer may occur for administrative convenience or upon the request of the employee. Transfer may be made administratively or in conjunction with an announced selection process.

Intradepartmental transfers within the same class may be approved by the department head. Interdepartmental transfers and transfers between classes must be approved by the affected department heads and the Human Resources Department. Approval of transfer shall signify certification that the employee is qualified to perform the duties of the position to which the transfer is contemplated.

Section 6 - Nondisciplinary Demotions

A demotion is the assignment of an employee from a position in one class to a position in another class having a lower maximum salary. With the approval of the City Manager and if the employee is qualified to perform the duties of the lower level position, an employee may be administratively demoted at his/her/their own request or as an alternative to being laid off. Demotions of this nature shall not be considered disciplinary actions or disqualify the employees involved from consideration for later advancement. Demotions effected as alternatives to layoffs may be fully or partially rescinded at any time.

Section 7 - Applications

Applications for employment, promotion, transfer, reinstatement, and other personnel actions shall be submitted as prescribed by the Human Resources Department. Only applications officially received in the prescribed manner shall be considered. Information submitted in connection with applications for City employment is subject to verification. The Human Resources Department may require supplemental information relevant to an applicant's qualifications as appropriate.

Section 8 - Evaluation

The Human Resources Department shall determine the most appropriate means of evaluating applications against job requirements to identify the best qualified applicants. Interviews, medical examinations, background checks, performance tests, written tests, and/or other screening procedures may be used as appropriate. Applicants shall be required to provide any job-related information and undergo any job-related examinations necessary to demonstrate compliance with prescribed minimum qualification requirements for the positions involved. For positions which require certain physical capabilities, successful applicants shall be required to undergo medical

examinations to determine the applicants' ability to satisfy the physical requirements of the position with or without reasonable accommodations.

Section 9 - Disqualification

An applicant shall be disqualified from consideration if he/she/they:

- a. does not possess the qualifications necessary for performance of the duties of the position involved;
- b. has made a false statement of material fact on the application form or supplements;
- c. has committed or attempted to commit a fraudulent act at any stage of the selection process;
- d. is an alien not legally permitted to work;
- e. is below the minimum employable age prescribed by law; or
- f. has established an unsatisfactory employment record of such nature as to demonstrate unsuitability for the position for which he/she/they has applied.

An applicant may be disqualified from consideration upon other reasonable grounds relating to job requirements.

Section 10 - Referral and Selection

The Human Resources Department shall develop standard operating procedures for the referral of applicants to departments for final selection. The procedures shall provide for selecting officials to report the disposition of all referred applications and the reasons therefore.

CHAPTER III - APPOINTMENT

Section 1 - Authority

Department Directors may appoint employees, subject to approval by the City Manager. Appointments shall be reflected on approved employee payroll status forms.

Section 2 - Basis

Appointments shall be made based on the qualifications of applicants as ascertained through fair and practical selection methods.

Section 3 - Type

Appointments shall be designated permanent or temporary. Permanent appointments shall ordinarily be of indefinite duration and may be made to full-time or part-time positions. All permanent appointments are subject to the policies covering probation. Temporary appointments may be made to full-time or part-time positions requiring continuous, seasonal, or intermittent performance.

Section 4 - Emergency Temporary Appointments

Whenever an emergency exists which requires the services of personnel who are not otherwise available, such personnel may be immediately appointed for a period not to exceed 30 working days without regard to normal recruitment and selection requirements. Emergency temporary appointments shall not be renewable.

Section 5 - Nepotism

No employee may directly or indirectly supervise or be supervised by an employee who is a member of ~~his/her~~their immediate family or by any other person related to the employee within the third degree by consanguinity or second degree by affinity. For purposes of this policy, "immediate family" includes spouse, parent, stepparent, parent-in-law, child, stepchild, brother, sister, stepbrother, stepsister, brother-in-law, sister-in-law, grandparent, grandchild, aunt, uncle, first cousin, and any other person living in the same household as the employee.

The City Manager may apply the nepotism prohibition in the case of other organizational and/or personal relationships when, in the sole opinion of the City Manager, failure to do so may be detrimental to the City.

Section 6 - Residence

There shall be no absolute residence requirement for City employment except as may be provided by law. Employees likely to be called to work in cases of emergency may be required to reside within reasonable commuting ranges of their places of work.

Section 7 - Medical Examination

A person selected for initial appointment or reinstatement to certain job classifications as designated by the City Manager shall undergo a medical examination at City expense in a manner prescribed by the Human Resources Department. Employment shall be contingent upon successful completion of the medical examination in relation to the requirements for the position involved, and to determine whether the applicant satisfies the requirements of the position with or without reasonable accommodation. The City Manager shall be the final authority in determining medical suitability for employment based on information provided by medical personnel. The City Manager may waive or modify the medical examination requirement for any or all part-time positions or for reinstatements following short breaks in service.

With approval of the City Manager, a department head may require that a current employee undergo a medical examination at the City's expense, to determine whether such employee is able to satisfy the requirements of the employee's current position; or to determine if such employee is able to satisfy the requirements of a position of promotion; and to determine whether the employee, in either case, can satisfy such requirements with or without reasonable accommodation.

Section 8 - Verification of Identity and Work Authorization

The Human Resources Department shall verify, by examining existing documents, the work authorization and identity of all individuals prior to appointment. A copy of those documents shall be made a part of the employee's permanent file.

CHAPTER IV - PROBATION

Section 1 - Probationary Period

Every person initially appointed to the City service under a permanent appointment shall be required to successfully complete a probationary period of six months. Every person promoted or demoted in the City service shall be required to successfully complete a probationary period of six months. Successful completion of the probationary period, or any extension thereof, shall not create an entitlement to, or property interest in, continued employment with the City.

If circumstances so warrant and with the approval of the City Manager, initial or promotional probation may be extended for a specified period not to exceed six additional months.

Section 2 - Purpose

Department heads and supervisors shall use the probationary period to closely observe and evaluate the work and fitness of employees and to encourage adjustment to their jobs and the City service. Only those employees who meet acceptable standards during the probationary period shall be retained in their positions.

Section 3 - Failure of Probation

An employee shall fail probation when, in the judgment of the department head, the employee's fitness and/or quality of work are not such as to merit continuation on the job. Failure of probation (initial or promotional) may occur at any time within the probationary period and shall not be considered part of the disciplinary process.

A promoted employee who fails probation may, at the City Manager's discretion, be returned to ~~his/her~~their former type of job or to any other type of job for which ~~he/she is~~they are qualified. The employee shall be eligible for consideration for later advancement.

Department heads shall ensure documentation of all cases of failure of probation as well as counseling and other efforts to help employees during the probationary period. Employees who fail the probationary period may appeal to the department head and then, if necessary, to the City Manager in accordance with the established appeal procedures.

Section 4 - Appeal of Failure of Probation

An employee failing probation shall have no right of appeal except on the grounds of discrimination prohibited either by these rules or by law. A written notice of dismissal must be given to the employee which describes the reasons for failure of probation. The employee may appeal through the established appeal procedures.

CHAPTER V – PERFORMANCE EVALUATIONS

Section 1 - Performance Evaluation Report

The work performance of each permanent employee shall be evaluated in accordance with procedures developed by the City Manager. Evaluations for employees on probation shall be conducted at the midpoint and upon completion of the probationary period and shall be conducted annually for other employees. Additional evaluations may be conducted if requested by the department head and approved by the City Manager. The ~~d~~Department ~~h~~Head shall maintain a schedule for performance evaluations and shall send the completed evaluation to Human Resources within the month that it is due.

Section 2 - Purpose

The performance evaluation is designed to help supervisors and employees measure how well work is being performed and to provide a tool for management decisions regarding training, assignment, promotion, and retention of employees.

Section 3 - Counseling

Employees shall be provided copies of their performance evaluation reports. Evaluators shall individually discuss the reports with the employees and shall counsel them regarding their careers and any improvements in performance which appear desirable or necessary. The performance evaluation report shall include spaces for employee's comments and acknowledgement of receipt.

Section 4 - Reconsideration

Employees dissatisfied with their performance evaluations may seek reconsideration by using the established appeal procedures.

CHAPTER VI - CLASSIFICATION

Section 1 - Plan Preparation and Maintenance

Subject to approval of the City Council, the City Manager shall prepare and administer a classification plan based on an analysis of the duties and responsibilities of positions. Positions shall be allocated to appropriate classes based on objective factors. ~~A position not allocated to a class of salary range is an open salaried position.~~

Commented [LC1]: We don't have job classes anymore. What position isn't allocated to a class/salary range?

Section 2 - Official Titles

Official ~~class-job~~ titles shall be used in all personnel matters. Working or functional titles may be otherwise used as appropriate.

Section 3 - Job Descriptions

Job descriptions are established so that an employee will have an understanding of what the employee's duties are to be and what is expected.

Section 4 - Review of Salary Ranges

Approved salary ranges will remain in effect for a job position until the duties and requirements of the job undergo a sufficient change to merit re-evaluation. The City Manager, with approval of City Council, may authorize reclassification of a job position.

Section 5 - Effect of Reclassification

An employee in a position that is reclassified from one salary range to another shall be entitled to continue to serve in the position with unimpaired status if the duties and responsibilities of the position are not significantly changed or if the employee substantially meets the qualifications prescribed for the new class.

CHAPTER VII – EMERGENCY MANAGEMENT STAFFING

Section 1 - Emergency Operations Staffing

a. Scope

This Chapter applies to all City of Jersey Village employees.

b. Purpose

During disasters and other emergencies, the City of Jersey Village ensures the safety of its citizens, the security of facilities, releases non-essential personnel when appropriate, and essential personnel from disaster/emergency duties after emergency status has ended.

c. Policy

Should inclement weather or other emergency conditions arise, the City may suspend normal operations in order to meet extraordinary needs. Each emergency situation is unique and while this policy is intended for overall guidance, the City administration reserves the right to evaluate this policy and issue specific procedures as dictated by the circumstances of the emergency.

d. Procedure

1. Emergency Status

The City of Jersey Village assumes emergency status when the Mayor or his designee(s) suspend normal operations.

2. Emergency Workers

Every City employee shall have one of the following classifications; however, in the event of an emergency, all employees can be classified essential depending on the needs of the City. Therefore, employees not at work are responsible for contacting their supervisor immediately regarding assignments, and to stay abreast of the situation by monitoring radio, television, [city website and social media](#) or other methods that [may be prescribed by the City Manager](#) for instructions or by calling the City [Emergency Operations Center \(E.O.C\)](#) at (713) 466-2153 as to when to report to work.

“E1” – **ESSENTIAL** employees are those with specific emergency related or vital responsibilities who remain in the City on the job during an emergency.

“E2” – **RESERVE ESSENTIAL** employees are those who report to or remain on the job preceding an emergency for the preparatory phase and are subject to being re-designated as needed by their department.

“E3” – **RE-ENTRY ESSENTIAL** employees are those who must return to supplement or relieve emergency classification “E1” employees when roads are accessible.

“N” – **NONESSENTIAL** employees are those whose presence is not essential in carrying out the Emergency Plan, but cannot leave their positions until released by their supervisor and must return to work as usual under normal operations after emergency status has ended.

**** Department hHeads are responsible for appointing individual emergency status to each employee, with confirmation by the City Manager.**

3. When the Mayor officially declares an emergency, or upon notification from the City Manager, “E1” and “E2” employees must report to or remain at work.
4. When the Mayor officially declares an emergency, or upon notification from the City Manager, “E1” or “E2” employees on pre-scheduled leave may be required to report to work.
5. Employees released from work should not expect to use any City buildings or sites as a shelter for themselves or their dependents during an emergency, but follow instructions as issued by the City’s Emergency Management Office.
6. After normal operations resume, any employee who worked during an emergency will be paid for any applicable time in accordance with the provisions off the City’s Rules and Regulations.

e. Leaving Work

Supervisors will release their “N” and “E3” employees from their jobs following notice of an official emergency. Employees will be paid on emergency paid administrative leave.

f. Monitoring Emergency Status

On an annual basis, the Office of the City Manager will inform all City of Jersey Village department heads of the local and regional media stations covering the emergency.

Department heads will instruct their employees to listen to the stations identified by the City Manager’s Office in order to follow the emergency’s status.

During periods of emergency staffing, the City Manager will issue the recall notice to the media and will provide the same information to the E.O.C. telephone personnel.

Employees staying outside media areas covering the emergency must call the E.O.C. at (713) 466-2153 or the employee's department to obtain current emergency status.

g. Returning to Work

When roads are accessible, "E3" employees must return to work immediately. If you are a shift worker, you must contact your supervisor to find out if you should come in ahead of your scheduled time to relieve someone who worked through the emergency.

The City Manager or his designee(s) will determine when normal operations are to resume. When normal operations resume, "N" employees must report to work on their regularly scheduled shifts.

h. Failing to report

"E1" and "E2" employees must report to or remain at work in an emergency. Failure of an employee to comply with these requirements may result in disciplinary action (including termination).

"E3" and "N" employees who, without prior supervisory approval, fail to report to work in accordance with 5.b above may result in disciplinary action (including termination).

Section 2 – Pay Provisions For "E1" and "E2" Employees

1. Use of Leave Balances/Accruals or Leave Without Pay:

- a. Employees will be allowed to secure their families and property as scheduled by the Department Director, or designee, and to use vacation or personal leave, if any, or leave without pay if paid leave is exhausted, for that purpose.
- b. Non-exempt employees may request the use of earned compensatory time, if any, to cover authorized work time missed due to an emergency.

2. Non-exempt employees:

- a. All actual hours worked by non-exempt employees over 40 hours in the established 7-day work period shall be compensated at the overtime rate of one and one-half the employee's hourly rate. The employee shall have the option of choosing to be paid the overtime or be granted compensatory time.
- b. Unless notified in advance, non-exempt City employees who do not have an approved waiver will be required to report to work during a civil disturbance, hurricane, tornado, earthquake, flood, ice storm, fire, chemical accident including a hazardous material spill, possible public exposure to hazardous conditions, or other disasters which threaten the safety of Jersey Village's citizens.

- c. Non-exempt employees who report under these circumstances, and who are subsequently released from duty due to emergency conditions, shall be paid:
 - a. minimum of three (3) hours at the regular rate of pay, or for the number of actual hours worked, whichever is greater, and
 - b. allowed to use accrued vacation, available personal leave, compensatory time if any, or leave without pay, if paid leave is exhausted, to cover work hours missed during that work period.

3. Exempt Employees:

Upon activation of this plan by the Mayor or designee, exempt employees whose presence is essential and who work during the emergency period shall be compensated for all hours worked in excess of their normal work hours during the Emergency Period. The rate of pay for such additional hours worked shall be equivalent to the exempt employee's hourly rate.

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CHAPTER VIII - LEAVE

Section 1 - Holidays

The following are paid official holidays for all regular full-time employees with the City:

New Year's Day	Veterans Day
7 Martin Luther King Day	Thanksgiving Day
President's Day	14 The day following Thanksgiving
Good Friday	Christmas Eve
Memorial Day	1 Christmas Day
1 Juneteenth	Two Personal Holidays
Independence Day	*One Floating Holidays (Firefighters only – Floating holiday shall be designated as Sept 11 th Holiday)
1 Labor Day	

~~two (2) floating holidays to be designated each year at the discretion of the City Manager~~

*One (1) floating holiday to be designated each year at the discretion of the City Manager. Any other Federal Holidays that may be declared shall be observed as official holidays for City employees.

~~one personal holiday, and such other holidays as may be declared by the City Council shall be observed as official holidays for City employees in accordance with the following policies:~~

- a. ~~a.~~ As many employees as possible shall be given each holiday off consistent with the maintenance of essential City functions.
- ~~b.~~ Full-time permanent employees shall be entitled to paid holidays.
- b. ~~c.~~ Part-time permanent employees and temporary employees shall not be entitled to paid holidays.
- c. ~~d.~~ Department heads shall ensure that eligible employees working unusual schedules or on shifts receive benefits for the full number of holidays.
- d. ~~e.~~ For employees that typically work a Monday – Friday schedule if the holiday falls on a Saturday, the preceding Friday shall be observed, and if a holiday falls on a Sunday, the following Monday shall be observed. For employees that work a schedule other than a typical Monday – Friday schedule the Holidays shall be observed on the actual date of the holiday.
- e. ~~f.~~ An employee in a non-pay status on the holiday or on the scheduled work day immediately preceding or following shall not receive pay for the holiday.
- f. ~~g.~~ Employees desiring to observe religious holidays not coinciding with official holidays may be given time off without pay or, at the discretion of the supervisor, may use accumulated vacation leave or compensatory time.

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~~g. — h. —~~ If a non-exempt, ~~full-time or part-time,~~ employee is required to work on a holiday, the employee shall be ~~granted holiday premium pay~~ paid at ~~one (1) — 1 1/2~~ times their regular hourly rate for all hours worked on the holiday in addition to their regular rate of pay for all hours worked.

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~~Example – 10 hours worked on July 4th. (40 hour work week)
Paid: (10 hours of holiday x regular rate of pay) + (8 hours of regular pay) + (2 hours of OT Pay).~~

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~~Overtime for Fire will be hours worked over 106 hours in a 2 week period. Overtime for Police will be anything work over 86 hours in a 2 week period.~~

~~In determining whether overtime rates apply to an employee's work, only work time which is considered compensable within the meaning of the FLSA will be considered hours worked for the purposes of regular and overtime compensation. Compensatory time off in lieu of holiday pay may be arranged with approval of the department head.~~

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~~in addition to the regular hourly rate of pay. Compensatory time off in lieu of holiday premium pay may be arranged with approval of the department head.~~

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~~h. — i. —~~ The ~~two (2)~~ personal holidays may be taken anytime during the calendar year, at the approval of the ~~d~~Department ~~Director head~~ and will not be carried forward to the next year. ~~Personal holidays may only be used after an employee has successfully completed their probationary period. Firefighters will earn 24 hours for each personal holiday. Non-Firefighters will earn the number of hours based on their schedule.~~

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~~i. — j. —~~ Appointment or separation on a holiday. The appointment or separation of an employee shall not occur on a holiday except when the employee works that day.

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~~j. —~~ If an employee is absent with pay on approved sick leave on a City designated holiday, ~~the holiday leave will not be charged against the employee's sick leave balance; the approved sick leave will not be charge to the employee and will be replaced with Holiday Pay.~~

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~~k. —~~ Holiday hours will be calculated as the number of hours an employee usually works on that particular day (ex. 8 hour shifts will receive 8 hours of holiday pay, 10 hour shifts will receive 10 hours of holiday pay, 12 hour shifts will receive 12 hours of holiday pay)

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Shift Fire Fighters

~~a. —~~ The City has designated one (1) floating holiday as the September 11th Holiday for firefighters only. In accordance with H.B. 2113, the 81st Texas Legislature has amended Section 142.0013(c) of the Local Government Code mandating that one of

~~the City's holidays be designated as September 11th Holiday for all firefighters. Texas State Law recognizes September 11 as a holiday for paid fire fighters. The city will allow the fire fighter to utilize one of the two floating holidays on September 11 if they so desire.~~

~~b-a.~~ Fire fighters will earn 12 hours of Holiday pay on Holidays they are not scheduled to work.

~~e-b.~~ Firefighters scheduled to work on a given holiday will earn holiday pay for the time they are at work during the holiday (ex. If the firefighter is required to be at work at 6 a.m. on Memorial Day, the holiday time period for that shift will end at midnight that same day. ~~F;~~ the fire-fighter will earn 18 hours of holiday pay. If the firefighter works the day before the holiday, they will earn 12 hours of holiday pay, but will only receive 6 hours at time and one half).

Section 2 - Vacations

Each permanent full-time employee shall earn vacation leave as follows:

	<u>Full-Time Personnel</u>	<u>Fire Personnel</u> <i>*calculated on a 24 hour shift</i>
<u>0-2 Years</u>	<u>80 Hours/10 Days</u>	<u>120 Hours/5 Shifts</u>
<u>2-5 Years</u>	<u>120 Hours/15 Days</u>	<u>168 Hours/7 Shifts</u>
<u>5-20 Years</u>	<u>160 Hours/20 Days</u>	<u>216 Hours/ 9 Shifts</u>
<u>20+ Years</u>	<u>200 Hours/25 Days</u>	<u>264 Hours/ 11 Shifts</u>

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<u>Years of service</u>	<u>Vacation Per Year</u>	<u>Monthly Accrual</u>
<u>0-5</u>	<u>10 days (79.97 hours)</u>	<u>6.66 hours.833 days</u>
<u>6-15</u>	<u>15 days (120 hours)</u>	<u>10 hours 1.25 days</u>
<u>16 +</u>	<u>20 days (159.96 hours)</u>	<u>13.33hours 1.67 days</u>

~~Shift Fire Fighters will earn vacation leave as follows:~~

<u>Years of service</u>	<u>Vacation Per Year</u>	<u>Monthly Accrual</u>
<u>0-5</u>	<u>4.665 days (111.96 hours)</u>	<u>9.33 hours 1.16 days</u>
<u>6-15</u>	<u>7 days (168 hours)</u>	<u>14 hours 1.75 days</u>
<u>16 +</u>	<u>9.33 days (223.92 hours)</u>	<u>18.66 hours 2.33 days</u>

~~* Calculated on a 24 hour shift.~~

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Vacation leave shall be administered according to the following rules:

- a. At the discretion of the ~~De~~partment ~~H~~ead, only full-time permanent employees who have completed at least six (6) months of employment may use accumulated vacation leave provided that the employee has successfully completed the probationary period.
- b. Vacation leave will continue to accrue for not more than twelve weeks of approved leave under the Family Medical Leave Act (FMLA). An employee on leave without pay for more than one-half of the standard number of paid days for the month does not accrue vacation leave.
- c. Vacation leave must be requested in advance and may be taken ~~in four (4) hour increments~~ with proper supervisory approvals.

d. Employees shall be encouraged, and required, to use a substantial portion of their vacation leave each year. Employees may carry over vacation at the following rates:

<u>0-2 Years</u>	<u>160 Hours</u>
<u>2-5 Years</u>	<u>176 Hours</u>
<u>5-20 Years</u>	<u>200 Hours</u>
<u>20+ Years</u>	<u>224 Hours</u>

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~~d.~~ Under extenuating circumstances as determined by the City Manager an employee may carry over more than the prescribed number of hours.

~~An employee may carry over no more than 160 hours of accrued vacation leave except in extenuating circumstances as determined by the City Manager.~~

- e. Department ~~h~~Heads shall schedule or approve vacations giving due consideration to the needs of services and the interests of the employees.
- f. Vacation leave shall be charged only for time during which the employee would ordinarily have worked. City holidays will not be charged against vacation leave.
- g. Employees being laterally transferred, promoted, or demoted shall retain accrued vacation leave.
- h. Vacation leave shall not be advanced to employees.
- i. Employees with at least one (1) year of continuous service who are separated for any reason shall be paid for any accrued vacation leave.
- j. Vacation leave credits are not transferable between employees.

~~k.~~ Additional compensation in lieu of vacation time is prohibited.

~~l-k.~~ A full-time employee who enters the service of the City before the 16th day of the month or who leaves the employment of the City after the 15th day of the month will accrue vacation leave for the month.

Section 3 - Sick Leave

Regular full-time employees shall be allowed sick leave with full pay in accordance with the following rules:

- a. A regular, full-time employee shall earn twelve (12) days of sick leave per year at the rate of eight (8) hours per month. A full-time employee who enters the service of the City before the 16th day of the month or who leaves the employment of the City after the 15th will accrue sick leave for that month.
- b. A regular, full-time Shift Fire fighter shall earn (6) 24 hour days of sick leave per year at the rate of 12 hours per month. A full-time employee who enters the service of the City before the 16th day of the month or who leaves the employment of the City after the 15th will accrue sick leave for that month.
- c. Regular part-time and temporary employees shall not accrue sick leave.
- d. Sick leave will continue to accrue for not more than twelve weeks of approved leave under the Family Medical Leave Act (FMLA). An employee on leave without pay for more than one-half of the standard number of paid days for the month does not accrue sick leave.
- e. Accumulation of sick leave credits for use during employment shall be unlimited. Sick leave credits will not be restored upon rehire.
- f. Sick leave may be taken ~~in increments equivalent to one (1) hour of work~~ because of personal illness, pregnancy, illness of a member of the immediate family resident in the Employee's household, injury, legal quarantine, or routine health care appointments which cannot reasonably be scheduled outside of working hours.
- g. An employee shall notify his immediate supervisor or the Director prior to the time set for beginning work in order to receive compensation for sick leave.
- h. The ~~d~~Department ~~h~~Head may require verification by a doctor of the nature of the illness or injury and the necessity for absence from work.
- i. The ~~d~~Department ~~h~~Head may require an employee to submit to an examination by the City's doctor, at the City's expense, to confirm the necessity for the employee's absence from work. An employee absent from duty on sick leave must notify the supervisor as soon as the employee knows that ~~he or she~~they will be absent. The ~~d~~Department ~~h~~Head may require an employee absent from work on sick leave to report the employee's continued absence at such intervals as the ~~d~~Department ~~h~~Head may require. The ~~d~~Department ~~H~~head may require an employee absent from work on sick leave to furnish a doctor's statement of the prognosis and estimated date of return to work.

- j. Accrued vacation leave may be used to supplement sick leave. Pay shall be discontinued when authorized leave is exhausted.
- k. An employee who becomes ill or injured during a vacation may, with proper documentation, request that the vacation be terminated and the time of the illness or injury be charged to sick leave.
- l. Employees with five (5) years of continuous service who are voluntarily separated, separated for disability, or involuntarily separated without cause for any reason including disability or retirement shall be paid for any accrued sick leave as follows:

Sick Leave Accrued	Amount Paid at Termination
Up to 480 hours	20%
Over 480 hours - - hours but less than 1200 hours	40%
Over 1200 hours	60%

- m. Sick leave credits are ~~not~~ transferable between employees with approval of the department head, City Manager, and Human Resources.

Section 4 - Injury Leave

An employee injured on the job shall receive worker's compensation and injury leave benefits under terms and conditions as prescribed in applicable programs. The employee must, at first opportunity, make a written report of said accident to the supervisor who shall forward it to Human Resources. If an employee is injured on the job, workers' compensation insurance pays medical costs, may pay income benefits to replace part of wages lost and pays death benefits to legal beneficiaries. If an employee is injured on the job and provides a doctor's statement describing the condition in detail, stating the inability to work, the City will continue the salary for eight calendar days. If at the end of that period, the employee is still unable to report back to work, then the employee may be entitled to worker's compensation income benefits as determined by the Texas Workers' Compensation Commission. A weekly workers' compensation payment may be received and a supplemental salary from the City which together will equal 100 percent of the employees regular rate of pay for up to six (6) months or until the employee returns to work, whichever comes first. Absence during this period will be carried as injury leave and will not be charged to sick leave, vacation or other accrued credits

An employee absent on injury leave shall continue to accrue sick leave and vacation leave and shall be entitled to all other benefits during the period in which salary is supplemented. At the end of this period an employee may use accrued benefits, if so desired, to receive full salary. Once benefits are exhausted, the employee will not accrue benefits.

Section 5 - Military Leave

Military leave shall be granted in accordance with applicable State and Federal Laws. Employees preparing to take authorized military leave shall furnish their department heads with copies of military orders or other appropriate certification.

Section 6 - Bereavement Leave

Department heads may grant a permanent employee up to three (3) working days of paid bereavement leave in the event of a death within the employee's immediate family. For purposes of this policy, "immediate family" includes spouse, parent, stepparent, parent-in-law, child, stepchild, brother, sister, stepbrother, stepsister, brother-in-law, sister-in-law, grandparent, grandchild, aunt, uncle, first cousin, loco parentis, and any other person living in the same household as the employee. ~~—~~Bereavement leave shall not be charged against vacation or sick leave.

Employees may be granted up to four (4) consecutive hours of paid bereavement leave for the express purpose of attending the funeral of a fellow employee, friend or relative not considered a part of the employee's immediate family. ~~No employee will be entitled to more than eight (8) hours of paid bereavement leave during any calendar year for the purpose of attending the funeral of a fellow employee, friend or relative not considered part of the employee's immediate family.~~ If additional time is needed, the employee may utilize accrued vacation, comp time, holiday leave or sick time.

Temporary employees may be granted unpaid bereavement leave in the above circumstances.

The City may require verification of the circumstances surrounding any use of bereavement leave.

Section 7 - Administrative Absence and Education Leave ~~With~~with Pay

Administrative Absence: Regular full-time employees are eligible for administrative leave. The City Manager is authorized to grant administrative leave with pay or without pay to an employee when warranted for unforeseen circumstances not otherwise provided in this policy.

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Education Leave Pay: With the approval of the City Manager, a department head may grant ~~an employee administrative absence~~ Educational Leave Pay with pay for purposes of attending a professional conference, convention, training activity, or civic function or meeting or for purposes of coordinating with governmental and/or private agencies and entities in the interest of the City.

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All employees in the City service shall be entitled to necessary time off with pay for the purpose of taking qualifying or promotional examinations for other positions within the City service. The amount of time allowed for this activity shall be limited as prescribed by the City Manager.

Section 8 - Authorized Leave ~~Without~~without Pay

In circumstances not falling within other provisions of these policies, the City Manager may authorize an employee to take leave without pay under such terms and conditions as may be mutually agreeable.

Benefits shall not accrue for any month during which an employee on leave without pay is in pay status for less than half the standard number of paid days for ~~his/her~~their type of job. An employee returning to work after leave without pay which extends for more than three months shall be given an adjusted anniversary date for merit increase purposes. An employee on leave without pay who desires to continue insurance and/or retirement coverage must arrange to make any payments required for such coverage.

Section 9 - Absence ~~Without~~without Leave

An employee failing to report for duty or remain at work as scheduled without proper notification, authorization, or excuse shall be considered absent without leave and shall not be in pay status for the time involved. Being absent without leave constitutes abandonment of duties, which may result in dismissal. Absence without leave for three (3) consecutive days constitutes a voluntary resignation.

Section 10 - Bad Weather Policy

All employees are expected to make an effort to arrive at work each day prior to commencement of the work day, regardless of weather conditions. On such bad weather days, the employee shall contact ~~his/her~~their department head/immediate supervisor immediately to ~~advise the department head~~advise them of the employee's decision to arrive at a later time or request vacation time, earned comp time or a floating holiday. However, if the driving conditions are so bad that they would constitute a danger to life and property, the employee may elect to come in later than usual when conditions may be somewhat improved. The employee may also request to use a day of vacation, sick or compensatory time in order to take the entire day off with pay.

If city offices are closed due to bad weather, employees will be compensated for the hours city offices are closed under regular paid status.

Section 11- Family Medical Leave Act

The City of Jersey Village will provide Family and Medical Leave to its eligible employees. The City posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act in the break rooms of each municipal building.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, you must contact Human Resources.

A. General Provisions

Under this policy, the city will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a rolling 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

B. Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- 1) The employee must have worked for the City for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer’s intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week; and
- 2) The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

C. Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a spouse, child or parent with a serious health condition (described below).
- 4) The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of

incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the City's sick leave policy are encouraged to consult with the Human Resource Manager.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the City may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

- 5) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service.

The qualifying exigency must be one of the following:

- a. short-notice deployment;
- b. military events and activities;
- c. child care and school activities;
- d. financial and legal arrangements;
- e. counseling;
- f. rest and recuperation;
- g. post-deployment activities; or

h. additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which ~~he or she is~~ they are undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

In order to care for a covered service member, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered service member.

- a) A “son or daughter of a covered service member” means the covered service member’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered service member stood in loco parentis, and who is of any age.
- b) A “parent of a covered service member” means a covered service member’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents “in law.”
- c) Under the FMLA, a “spouse” means a husband or wife, including those in same-sex marriages, which were made legal in all 50 United States as of June 26, 2015.
- d) The “next of kin of a covered service member” is the nearest blood relative, other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as ~~his or her~~ their nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service ~~member’s~~ member’s next

of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin. For example, if a covered service member has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered service member's next of kin. Alternatively, where a covered service member has a sibling(s) and designates a cousin as ~~his or her~~their next of kin for FMLA purposes, then only the designated cousin is eligible as the covered service member next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered service member pursuant to § 825.122(k).

“Covered active duty” means:

(a) “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.

(b) (2) Covered active duty or call to covered active duty status in the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

- 6) Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take care of leave to care for that service member.

Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term “covered service member” means:

(a) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

(b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

The term “serious injury or illness means:

(a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and

(b) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of ~~his or her~~their office, grade, rank or rating.

(c) Outpatient status, with respect to a covered service member, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

D. Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The City will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the City will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the City will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If spouses both work for the City and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the spouses may only take a combined total of 12 weeks of leave. If spouses both work for the City and each wishes to take leave to care for a covered injured or ill service member, the spouses may only take a combined total of 26 weeks of leave.

E. Employee Status and Benefits during Leave

While an employee is on leave, the City will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the City will require the employee to reimburse the City the amount it paid for the employee's health insurance premium during the leave period.

F. Employee Status after Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The City may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

G. Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of the child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and

counted toward the employee's 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal or family leave prior to being eligible for unpaid leave. Sick and vacation leave do not accrue during an unpaid leave period.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the City's sick leave policy) prior to being eligible for unpaid leave.

However, if family medical leave under FMLA is because of the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care, then the employee will receive paid parental leave based on parental leave requirements stated in Chapter VIII – "Leave", Section 12 – "Parental Leave".

H. Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the City and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the City before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

I. Certification for the Employee's Serious Health Condition

The City will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

The City may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The City will not use the employee's direct supervisor for this contact. Before the City makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the City will obtain the employee's permission for clarification of individually identifiable health information.

The City has the right to ask for a second opinion if it has reason to doubt the certification. The City will pay for the employee to get a certification from a second doctor, which the City will select. The City may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third doctor. The City and the employee will mutually select the third doctor, and the City will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

J. Certification for the Family Member's Serious Health Condition

The City will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

The City may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The City will not use the employee's direct supervisor for this contact. Before the City makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the City will obtain the employee's family member's permission for clarification of individually identifiable health information.

The City has the right to ask for a second opinion if it has reason to doubt the certification. The City will pay for the employee's family member to get a certification from a second doctor,

which the City will select. The City may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third doctor. The City and the employee will mutually select the third doctor, and the City will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

K. Certification of Qualifying Exigency for Military Family Leave

The City will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

L. Certification for Serious Injury or Illness of Covered Service member for Military Family Leave

The City will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered service member.

M. Recertification

The City may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days unless circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of ~~his or her~~their leave. Otherwise, the City may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The City may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

N. Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the HR manager. Within five business days after the employee has provided this notice, the HR manager will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the City's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

O. Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the HR manager will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

P. Intent to Return to Work From FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the City may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

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Section 12 – Parental Leave

For the purpose of this policy,

- the term “employee” means any individual who is considered full-time and works a minimum of 2080 hours per year.
- the term “health care provider” means a doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the state in which the doctor practices.
- the term “parent” means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter
- the term “child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis

A. Paid Parental Leave Levels

Maternity/paternity/adoption leave under this policy is a paid leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care. Maternity/paternity/adoption leave is not charged against the employee's other paid leave banks, and the amount of paid days received is 12 weeks. The paid leave is compensated at the following levels:

- Less than one full year of service—50 percent of salary
- After one full year of service—100 percent of salary

If both parents are employees of the city, both employees may access the paid benefits of this policy for no more than two concurrent weeks. Both, however, continue to be entitled to family and medical leave if eligible.

Temporary and part time employees are not eligible for paid maternity/paternity/adoption leave under this policy.

B. Continuation of Benefits

Benefits will continue to be provided during the paid maternity/paternity/adoption leave under this policy at the same rate as in effect before the leave was taken regardless of length of service. Paid leave benefits will continue to accrue.

C. Requirements for Obtaining Paid Leave

The employee must provide to the department head 30 days' notice of the requested leave (or as much notice as practicable if the leave is not foreseeable), complete the necessary forms and file them with the Human Resource Department.

In order to be approved for this leave, an employee must:

- Submit a request for leave that should be supported by a certification issued by the health care provider of the employee or of the son or daughter, as appropriate. Per FMLA guidelines, a certification provided will be sufficient if it states:
- The date on which the birth, placement, or fostering commenced
- The probable duration of the leave
- The appropriate medical facts within the knowledge of the healthcare provider regarding the condition
- A statement that the employee is needed to care for the son or daughter and an estimate of the amount of time that such employee is needed to care for such son or daughter

An employee will be required to receive a certification from the health care provider of the employee that the employee is able to resume/return work if leave is due to the birth of a child.

D. The Family and Medical Leave Act (FMLA) allows employees up to 12 work weeks of unpaid leave annually. Paid leave under this policy will run concurrently with FMLA leave. Employees may substitute any available paid leave to make their paychecks whole.

E. An employee may take unpaid FMLA leave before the birth or placement to cover certain activities related to the birth or placement but cannot substitute paid parental leave for those pre-birth/placement FMLA unpaid leave periods. However, an employee could substitute vacation leave or sick leave for pre-birth/placement FMLA unpaid leave periods (*e.g.*, sick leave for prenatal care up to the point of birth or in connection with pre-placement activities necessary to allow an adoption to proceed).

- F. Paid parental leave is limited to 12 work weeks and may be used during the 12-month period beginning on the date of the birth or placement involved. Within these 12 work weeks, paid parental leave is available as long as an employee has a continuing parental role with the child whose birth or placement was the basis for the leave entitlement. Under this policy, an employee may not use any paid parental leave unless the employee agrees in writing, before commencement of the leave, to subsequently work for the city for at least 12 weeks. This 12-week work obligation begins on the employee's first scheduled work date after such paid parental leave concludes.
- G. Paid parental leave for the purpose of this policy will be issued to employees per occurrence. An employee that has more than one birth or placement of child within a 12 month period will be eligible for 12 weeks of paid parental leave per event.
- H. Employees not eligible for FMLA leave will still be eligible to receive paid maternity/paternity/adoption paid leave under this policy based upon their years of service as noted above.
- I. Employees will not be required to use their own paid leave accruals (sick, vacation, etc.) before paid parental leave. At the end of the 12-month period, any unused balance of paid parental leave granted in connection with the given birth or placement permanently expires and is not available for future use. Paid parental leave may be used intermittently within the established time frame.
- J. An employee who takes leave under this policy for the intended purpose of the leave will be entitled upon return from leave, to be restored to the position held by the employee when the leave commenced or to be restored to an equivalent position with the equivalent benefits, pay, or other terms and conditions of employment.
- K. The taking of leave will not result in the loss of any employment benefits accrued prior to the date on which the leave commenced. Except as otherwise provide by or under law, nothing in this policy will be construed to entitle any restored employee to the accrual of any employment benefits during any leave period or any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

This policy will be administered by the Human Resources Department and is intended to run concurrent with FMLA for those that qualify.

Section 13 – Americans With Disabilities Act

To ensure compliance with the Americans with Disabilities Act (ADA) and Americans with Disabilities Act as Amended (ADAAA), the City offers equal employment opportunity to qualified individuals and strictly prohibits discrimination against qualified individuals on the basis of disability.

The City may provide reasonable accommodation to the known physical or mental impairments of an otherwise qualified individual with a disability if such reasonable accommodation will enable the individual to perform the essential functions of the position. The City’s obligation under this policy is limited to providing reasonable accommodations that will not result in undue hardship to the City.

Any employee seeking a reasonable accommodation for a disability that affects the employee’s ability to perform the essential functions of the position shall make a written application on a form provided by Human Resources.

Employees who have a complaint involving potential violations of the Americans with Disabilities Act or ADA, including but not limited to harassment, discrimination, or failure to provide a reasonable accommodation, must immediately contact the immediate Supervisor, Human Resources, the City Manager or designee.

Section 14 – Civil Leave

Regular full-time employees are eligible for Civil Leave. If any employee is called to jury duty, or is required by court order to appear as a witness, the employee will be granted leave with pay (limited to the number of days required) upon presentation of the subpoena to their department head. Employees dismissed from jury duty prior to 12:00 p.m. are required to report to work after their lunch hour.

Civil Leave may be used by the employee with the approval of the department head for the purpose of voting in a national, state, or local election, provided the employee is scheduled to work throughout the duration for the voting period.

Section 15 – Mental Health Leave

The purpose of this policy is to provide guidance in following Chapter 614.015 of the Government Code regarding the use of mental health leave for authorized peace officers employed by law enforcement agencies. The City of Jersey Village recognizes that peace officers are not the only ones that encounter traumatic events, and is creating this policy to include all city employees. Mental health leave will support staff in maintaining a healthy state of mind while at work and at home. City of Jersey Village recognizes that mental health is just as important as maintaining physical health. The City supports establishing a workplace that is comfortable, healthy, safe, and supportive.

A. Definitions

- 1. Traumatic event – an event which occurs in the employees’ scope of employment when the employee is involved in the response to, or investigation of, an event that causes the employee to experience unusually strong emotional reactions or feelings which have the potential to interfere with their ability to function during or after the incident.

Traumatic events may include, but are not limited to, the following:

- a. Major disasters involving multiple casualties including weather related events,

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- explosions, or search and recovery missions;
- b. Incidents such as shootings or traffic accidents that involve casualties;
- c. Line of duty death or suicide of a department member;
- d. Death of a child resulting from violence or neglect;
- e. Officer-involved shooting of a person.

2. Mental Health Leave – administrative leave with pay granted in response to a traumatic event that occurred in the scope of the employees job duties with the city.

3. Mental Health Professional – a licensed social or mental health worker, counselor, psychotherapist, psychologist, or psychiatrist.

B. Requesting Mental Health Leave

An employee directly involved in a traumatic event may request mental health leave. The request shall be made in writing through their chain of command. The request shall be treated as a priority matter and a decision on granting leave shall be made no later than 24 hours following the submission of the request. The request should be granted unless the chain of command can articulate specific compelling reasons to deny granting the leave.

A supervisor or coworker who becomes aware of behavioral changes in an employee directly involved in a traumatic event should suggest to the employee that he or she seek mental health leave and the assistance of a mental health professional.

C. Confidentiality of Request

Any request for mental health leave shall be treated as strictly confidential by all parties involved and shall not be discussed or disclosed outside the employee’s immediate chain of command, and only as necessary to facilitate the use of the leave. Any employee or supervisor who becomes aware of behavioral changes and suggests the employee seek mental health leave shall not discuss that matter with any third party. Any breach of this confidentiality shall be grounds for discipline.

Confidentiality may be waived by the employee seeking mental health leave. Confidentiality may be waived under circumstances which indicate the employee is a danger to himself or herself or others and department personnel must confer with mental health professionals.

D. Duration of Mental Health Leave

An employee directly involved in a traumatic event may request up to three working days of mental health leave. A request for extension will be considered if accompanied by documentation from a mental health professional who is counseling the employee.

The request may extend the leave by three working days. Each employee may request no more than two extensions, for a total of no more than 9 working days, each supported by sufficient documentation by the mental health professional.

The department head, or their designee, shall grant the extension(s) upon the receipt of sufficient documentation explaining the need for the extension.

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E. Mental Health Services Available to the Officer

The City provides access to an Employee Assistance Program (EAP) through the TML Health for all full-time employees of the City. For more information, please contact Human Resources.

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CHAPTER IX - COMPENSATION

Section 1 - Basis

The City Manager shall prepare and administer a comprehensive compensation plan for City ~~employees~~employees' subject City Council approval. Employees shall be paid salaries or wages in accordance with the compensation plan, which may include one or more salary schedules. In positioning classes on salary schedules, consideration shall be given to prevailing rates of pay among public and private employers; the duties, responsibilities, and qualifications required of employees in the classes; and other relevant factors.

Paychecks for employees are normally issued every two weeks on Friday unless a holiday interferes, in which case the City will make every effort to issue checks the preceding workday.

Section 2 - Administration of Range/ Salary Schedules

The compensation plan of the City of Jersey Village consists of wage schedules and a grouping of the City positions according to type of work, difficulty and responsibilities. The salary schedule is a list of all job titles and their corresponding range of pay rates. These ranges of pay rates distinguish each job grouping by a minimum entry level salary and a maximum salary level. Pay ranges are set according to current market standards. The Human Resources Department is responsible for continuous maintenance and administration of the salary plan. Any revisions or additions to the salary plan will be recommended to the City Manager by the Human Resources Department.

In order to keep the salary plan current, uniform and equitable, the Human Resources Department will conduct, at least annually, analyses of prevailing salaries for similar positions in the area, taking into consideration all variables which may be pertinent in establishing salaries or recommending changes to the existing salary plan.

Section 3 - Overtime Pay

Employees who are not exempt from the overtime provisions of the Fair Labor Standards Act shall be paid overtime pay as follows:

- a.A. Regular Non-Exempt Employees: Overtime, when ordered, shall be allocated as evenly as possible among all employees qualified to do the work. Employees will work overtime only at the discretion of their supervisor or Department Director. Overtime pay shall be paid only when an employee actually works more than forty hours in one (1) workweek. The City has established a work period in compliance with the limited exemption provided in Section 207(k) of the Fair Labor Standards Act. For non-exempt law enforcement personnel, the work period shall be a 14-day period. Law Enforcement Personnel will receive overtime when working more than eighty-six (86) hours in a two week period. Shift Fire Fighters will receive overtime when working more than one hundred and six (106) hours in a two-week period. Overtime shall be compensated by pay at one and one-half (1.5) times the employee's regular hourly pay rate

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~~b-B. Certain Administrative Salaried Exempt~~ Employees: Exempt employees (executive, administrative, supervisory, and professional status employees) do not receive any compensation for overtime. They are expected to work as many hours as necessary to complete their work.

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~~e. Open Salaried Employees: Exempt employees who are in open salaried positions do not receive any compensation for overtime. They are expected to work as many hours as necessary to complete their work.~~

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Section 4 – Shift Differential

The Shift Differential Policy allows for extra compensation to non-exempt employees who are scheduled on a regular or rotating basis to work during the night shift.

Night hours will be compensated at an additional \$1.00 per hour. Overtime hours will be compensated at an additional \$1.50 per hour.

Employees will receive shift differential pay only during hours worked. Shift differential pay is not applied to any accrual leave usage. Shift differential will only be added to holidays if the employee works the holiday.

Employees who switch schedules on a non-permanent basis (ex. days to nights or nights to days) will only receive shift differential only if they work during the night time shift.

Any questions regarding the eligibility for Shift Differential should be directed to your Human Resources Department.

Section 5 - Compensatory Time

Employees who are entitled to overtime pay under Section 3 of this Article may, at the discretion of the department head, be given compensatory time off in lieu of overtime pay as follows:

~~a-A. Regular Non-Exempt~~ Employees: An employee qualified to receive extra pay for overtime may, with approval of the Department Director, elect to receive compensatory time off in lieu of extra pay. All compensatory time will be accrued at a rate of time and one-half; provided, however, compensatory time cannot be accrued unless the person actually works more than forty (40) hours in one work week.

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~~b-B. Certain Administrative Salaried Exempt~~ Employees: Exempt employees do not receive any compensation for overtime. They are expected to work as many hours as necessary to complete their work.

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~~e. Open Salaried Employees: Exempt employees who are in open salaried positions may not accrue compensatory time.~~

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d.C. Limitation on Compensatory Time: The maximum amount of compensatory time that any employee may accrue and accumulate is forty (40) hours. If an employee has accrued a balance of forty (40) hours compensatory time, overtime must be paid in cash. Compensatory time leave shall be authorized within a reasonable time. Use of all compensatory time must be approved in advance by the Department Director. Accrued balances of compensatory time at the termination of employment, shall be paid at the employee's final regular pay rate.

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Section 6 - Standby Pay

When non-exempt employees are required to be on standby status, they shall be paid on a set basis as determined by the City Manager.

Section 7 – Callout Pay

Callout pay is pay for reporting to work outside normal shift on an emergency basis. A non-exempt employee will be paid the minimum of two (2) hours or actual hours worked if it exceeds two (2) hours. This applies if the employee is called into work outside ~~his/her~~their regular assigned work schedule for a non-routine, emergency situation.

Section 8 - Insurance and Retirement

Eligible employees shall receive insurance and retirement benefits as prescribed in the applicable programs. All employees working more than 1,000 hours per year must participate in a mandatory retirement plan through the Texas Municipal Retirement System.

Long-Term Disability Insurance - The City has arranged for its employees to be protected against loss of income due to medical disability by providing a long-term salary indemnity insurance program. The long-term disability plan is offered at no cost to the employee. Details of the plan may be obtained from ~~the City Secretary~~Human Resources.

If the City's insurance carrier approves the employee for long-term disability, the employee's service with the City will be terminated.

Upon termination, the City will pay the contribution for continuation of health insurance benefits (COBRA) for the employee only during the disability period until the employee becomes eligible for Medicare under Social Security or the expiration of eighteen months from termination, whichever first occurs.

Only regular, full-time employees are eligible for long-term disability insurance.

Section 9 - Longevity Pay

All permanent employees shall accumulate longevity pay at the rate of ~~\$~~54.00 per month for each completed year of service up to a maximum of 25 years.

Section 10 - Clothing

Employees in positions designated by the City Manager shall be provided with uniforms or clothing allowances.

Section 11 - Vehicles

Employees in positions designated by the City Manager shall be provided with City vehicles or vehicle allowances.

Section 12 - Service Awards

Employees will receive a service award after five years of continuous service with the City and for every five years of continuous service thereafter. Employees retiring after twenty ~~five~~ or more years of continuous service will receive a suitable award for their loyalty and exemplary contributions to the City. The City Manager is authorized to establish a schedule of awards which will serve as an attachment to this document.

Section 13 - Vehicle Allowances

It is sometimes necessary and/or serves the City's convenience for City employees to use their own vehicles to provide transportation in lieu of using a city vehicle. The City Manager or City Council may authorize designated staff members to receive a vehicle allowance due to position, daily use of vehicle for city business or special requirements.

Vehicle allowances carry over from year to year unless rescinded by the City Manager. Vehicle allowances automatically terminate when an employee vacates that position.

The employee is responsible for proper maintenance and upkeep of the vehicle. The vehicle must be kept clean and represent a good standard of care. The employee is responsible for maintaining at least the State minimum liability limits on their vehicle and provide current proof of insurance with the ~~City's personnel officer~~ Human Resources Department. Employees must have a valid Texas driver's license and all vehicles on city business must have a current Texas license and a safety inspection sticker.

Section 14 - ~~Educational~~ Incentive Pay

~~Changes in an individual's pay rate may be made based on the individual's attainment of any required licenses, registrations or certifications for a given position according to an adopted incentive pay schedule in the budget. This does not apply to open salaried employees. Incentive pay may be granted to full time employees for educational or certifications which exceeds their job requirements. Basic educational and certifications may be a job requirement and is included in their base pay. In order to receive compensation, the certification or other documentation must be deemed beneficial to the City as a part of the employee's work responsibilities and must not be a minimum requirement for the employee's current position. Director level employees are not eligible for incentive pay.~~

Section 15 – Direct Deposit

All employees are required to enroll in the city’s direct deposit program.

CHAPTER X - CONDUCT

Section 1 – Attendance Records

Employees are expected to be at their work stations and ready to work at their scheduled start time. Employees are required to record the number of hours worked each day, as well as the time they arrived to work, the time they left for and returned from lunch, and the time(s) they left for and returned from any unpaid break during the work day. Department heads shall establish work schedules and maintain daily employee attendance records.

Section 2 – Adjustment to Work Hours

In order to assure the continuity of City services, it may be necessary for Department Directors to establish other operating hours for their departments. Work hours and work shifts must be arranged to provide continuous service to the public. Employees are expected to cooperate when asked to work overtime or a different schedule. Acceptance of work with the City includes the employee's acknowledgement that changing shifts or work schedules may be required, and indicates that the employee will be available to do such work.

Section 3 - Attendance and Punctuality

To maintain a safe and productive work environment, the City expects employees to be reliable and punctual in reporting to work. Excessive absenteeism and tardiness are disruptive and place a burden on the City and on co-workers. Either may lead to disciplinary action, up to and including termination of employment. In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, the employee must personally notify their immediate supervisor by phone, text and/or e-mail as soon as possible in advance of the anticipated tardiness or absence in accordance with departmental procedures. An employee who does not personally reach the supervisor by phone must leave a detailed message with the information described above.

In most instances, an employee who fails to properly notify the supervisor in advance of an absence or tardiness will be subject to disciplinary action up to and including termination. An employee who fails to notify the City of an absence of three days or more may be presumed to have voluntarily resigned employment.

Section 4 - Work Standards

It is the duty of each employee to maintain high standards of productivity, cooperation, efficiency, and economy in his/her/their work for the City. Department heads shall organize and direct the work of their departments to achieve these objectives. If work habits, attitude, production, and/or personal conduct of an employee fall below appropriate standards, supervisors should point out the deficiencies at the time they are observed. Counseling and warning the employee in sufficient time for improvement shall ordinarily precede formal disciplinary action, but nothing can and shall prevent immediate formal action as provided elsewhere in these policies whenever the interest of the City requires.

Section 5 - Political Activity

Except as may be otherwise provided by law, the following restrictions on political activity shall apply to City employees:

- a. Employees shall refrain from using their positions as city employees for or against any candidate for public office in any jurisdiction or any referendum or petition on a public issue in any jurisdiction.
- b. Employees shall not circulate campaign literature for or against any candidate for City elective office or be in any way concerned with soliciting or receiving any related subscription, contribution, or political service for or against any candidate for City elective office.
- c. Employees shall not use working hours or City property to solicit or receive any subscription, contribution, or political service or to circulate campaign literature for or against any candidate for public office in any jurisdiction or any referendum or petition on a public issue in any jurisdiction.
- d. Employees shall not in any manner contribute money, labor, time, or other valuable thing to any person for purposes related to the campaign of any person for City office.
- e. No employee may seek or hold an appointive or elective City office of public trust, partisan office in any jurisdiction, or any other office where service would constitute a conflict of interest with City employment, with or without remuneration. If an employee decides to seek or assume such office, ~~he/she/they~~ shall resign from the City service or shall be dismissed for failure to do so.

Section 6 - Solicitation

Solicitation of funds or anything of value for any purpose whatsoever shall be permitted of or by City employees on the job only with approval of the department head. No employee may be required to make any contribution or may be penalized in any way in connection with ~~his/her/their~~ employment based on the response to a solicitation.

Section 7 - Outside Employment

An employee shall not engage in outside employment, including self-employment, where such activity would constitute a conflict of interest or would adversely affect the employee's performance in the City service. Outside employment must be reported to the department ~~head and City Manager~~ head for approval prior to engaging in the outside employment. If an employee's outside employment begins to interfere with the effective performance of assigned City duties, the employee shall be required to terminate the outside employment or to resign from the City service.

Section 8 - Acceptance of Gifts

An employee shall not accept a gift or other benefit that has a value of \$50.00 or more from (i) a person subject to regulation, inspection, or investigation by the City; (ii) a person in the custody of the City; or (iii) a person with whom the City does business. The prohibitions in this section shall not apply (i) to a gift or other benefit conferred on account of kinship or a personal relationship independent from the employee's position with the City or (ii) to food or entertainment accepted as a guest.

Section 9 – Alcohol and Illegal Drugs

An employee may not possess, distribute, or use illegal drugs at any time or place, whether on or off duty.

An employee may not drink, possess or distribute, or be under the influence of alcohol on duty.

An employee that is charged with, indicted for, or convicted of a criminal offense involving alcohol or illegal drugs must report such charge, indictment, or conviction to the dDepartment hHead within five (5) days of the date the charge, indictment, or conviction occurs.

The City Manager may require an employee to submit to clinical drug or alcohol testing if it appears that the employee is using, or is under the influence of, drugs or alcohol while on duty. The City Manager will set the time and place for testing.

Types of test

A. Reasonable Suspicion: Employees are subject to testing if, while in the course and scope of employment, there is reasonable suspicion to believe that they are in violation of this policy. Supervisors who suspect that an employee is violating the policy must immediately provide the appropriate department head, or their designee with a written request for testing the employee. The written request must set out the specific facts, symptoms, or observations that form the basis of the determination that reasonable suspicion exists to test the employee. Upon receipt of the request, the department head, or their designee makes a final decision whether reasonable suspicion exists. If the test is authorized, the supervisor or designated department representative contacts the employee and schedules an immediate drug and/or alcohol test.

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A drug and/or alcohol test must be conducted within two (2) hours of any event. If the test(s) are not administered within two hours, the supervisor or designated department representative must document why the test(s) were not administered timely.

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B. Random Testing: The random testing program is conducted and administered through personnel designated by the City. The Human Resources Department maintains a current list of the testing group, including all DOT and all safety-sensitive positions subject to random testing under this policy.

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The testing provider will randomly select a number of employees from the test group for testing. Once the employees to be tested are selected, the Human Resources Department

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will notify the department head of any employees that have been randomly selected for immediate testing.

Violation of this policy is serious misconduct. An employee violating it will be subject to disciplinary action including discharge. An addition to or in place of other disciplinary action, the City Manager may require an employee to participate in an approved drug or alcohol counseling or rehabilitation program.

If the violation involves illegal drugs, the City Manager may require the employee to participate, at the employee's expense, in a clinical drug testing program and to furnish proof that the employee is not using illegal drugs.

Section 10 - Weapon-Free Workplace Policy

To ensure that The City of Jersey Village maintains a workplace safe and free of violence for all employees, the city prohibits the possession or use of dangerous weapons while on duty, in city vehicles and other city motor-driven equipment, or in the City's offices with the sole exception of law enforcement personnel who have been authorized to carry a weapon.

All City of Jersey Village employees are subject to this provision, including contract workers and temporary employees, with the exclusion of law enforcement, inside of city buildings. A license to carry the weapon does not supersede city policy. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.

"Dangerous weapons" include firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

Section 11 - Tobacco- Free Workplace Policy

It is the policy of the City of Jersey Village to maintain a tobacco-free workplace, except for certain designated areas within which the use of tobacco products is permitted. This applies to all owned or leased buildings which includes, but is not limited to, City Hall, City Hall Annex, Police ~~Service~~ **Building Department**, Fire Department, fire station apparatus bays, Maintenance Garage, Golf Course and other similar buildings and grounds. This policy will also apply to the exterior area surrounding City owned or controlled public buildings, public grounds, and interior of City owned or controlled (leased or rented) vehicles.

All prospective new hires are to be informed of this policy and its required compliance. Compliance with this policy is a condition of employment. Violations of this policy will subject an employee to disciplinary action, up to and including termination. Self-help materials and smoking cessation classes or referrals to sources of assistance are available to employees. "Tobacco Products" shall mean any substance containing tobacco leaf, including, but not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, or dipping tobacco.

Employees are expected to treat each other with mutual respect in all matters relating to smoking/nonsmoking issues. This policy provides a tobacco-free work environment and does not dictate personal choice outside the work environment.

Section 12 - Harassment Prohibited

Harassment of employees is prohibited. The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion, national origin, citizenship, age, or handicap. "Harassment" also includes sexual advances, requests for sexual favors, unwelcome or offensive touching, and other verbal, graphic, or physical conduct of a sexual nature. All supervisors and employees are required to participate in training on harassment, complaint reporting procedures, investigation of complaints, and resolution of complaints.

VIOLATION OF THIS POLICY WILL SUBJECT AN EMPLOYEE TO DISCIPLINARY ACTION, UP TO AND INCLUDING IMMEDIATE DISCHARGE.

Any employee who believes he/she/they haves been or is being subjected to offensive remarks or slurs or is being harassed in any other way by another employee, supervisor, manager, customer or vendor, should make his/her/their feelings known to his/her/their supervisor immediately. If, after notifying the supervisor of the harassment and if not satisfied with the results, the employee should then contact the City Manager. If the harasser is the supervisor, the employee should immediately personally contact the department head or, the City Manager, as appropriate. An employee will not be penalized in any way for reporting such conduct.

Management will promptly investigate all complaints of harassment. However, do not assume that the supervisor, department head, or City Manager is aware of the problem. It is the employee's responsibility to bring your complaints and concerns to Management's attention so that they may be promptly resolved.

Section 13 – Sexual Harassment

It is the intent of the City of Jersey Village to provide a work environment that is free from discrimination or harassment. Therefore, it is the policy of the City that sexual and verbal harassment is unacceptable conduct in the workplace and will not be tolerated from any source, including supervisors, co-workers and non-employees. Employees are encouraged to assist the City with its goal of maintaining a workplace free of sexual and verbal harassment and with its commitment to deal seriously with allegations of sexual and verbal harassment when they arise.

Employee-s are prohibited from engaging in any conduct to sexually harass another employee, and for any supervisory employee to permit any act of sexual harassment in the workplace by anyone, whether or not an employee.

The following conduct is considered sexual harassment under state and federal laws:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- b. submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c. such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Sexual Harassment is described as:

- a. Physical assaults of a sexual nature such as:
 - 1. Rape, sexual battery, molestation or attempts to commit these assaults; and
 - 2. intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another’s body, or poking another employee’s body.
- b. Unwanted sexual advances, propositions or other sexual comments, such as:
 - 1. sexually-oriented gestures, noises, remarks, jokes or comments about a person’s sexuality or sexual experience directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in ~~his/her~~their presence is unwelcome;
 - 2. Preferential treatment or promise of preferential treatment to an employee for submitting or attempting to solicit any employee to engage in sexual activity for compensation or reward; and
 - 3. ~~subjecting~~Subjecting or threatening to subject, an employee to unwelcome sexual attention or conduct or making performance of an employee’s job more difficult because of that employee’s sex.
- c. Sexual or discriminatory displays or publications anywhere in the organization by employees such as:
 - 1. displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic, or bringing into the work environment or possessing any such material to read, display or view at work.
 - 2. Reading or otherwise publicizing in the work environment material that are in any way sexually demeaning or pornographic; and
 - 3. Displaying signs or other material purporting to segregate an employee by sex in any area of the workplace (other than restrooms and similar semi-private lockers/ changing rooms.)

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Procedures to Report Sexual Harassment

Any employee who believes ~~he or she~~they has have been harassed should take the following steps to resolve the problem:

- a. If an employee finds someone's behavior offensive, they may attempt to resolve the behavior by calmly but firmly informing the individual that they find the behavior offensive and requesting that the behavior cease.
- b. If the harassment continues and/or the employee does not feel comfortable discussing the behavior with the individual(s) involved, or if they believe some employment consequence may result from ~~his/her~~their confrontation with the individual whose behavior offends them, they should register a complaint orally or in writing with any supervisor, the Human Resources Department or with the City Manager.

Any supervisory or management level employee who receives an oral or written complaint of sexual harassment from an employee must report the complaint to the City's Human Resources Department within five (5) business days of receiving such a complaint. Any supervisory employees who fail to meet this requirement may be subject to discipline.

Any supervisory or management level employee with actual knowledge of what ~~he or she~~they believes is conduct that has or may contribute to a sexually hostile work environment must report ~~his or her~~their knowledge of this conduct to the City's Human Resources Department within five (5) business days of obtaining such knowledge. Any supervisory or management level employees who fail to meet this requirement will be subject to discipline.

Within twenty (20) days of the Human Resources Department's receipt of a complaint of sexual harassment or receipt of information from a supervisor about sexual harassment, the Human Resources Department shall inform the alleged victim of harassment that the allegations of sexual harassment will be promptly investigated.

An independent investigator who is not an employee of the City and who has expertise in investigating harassment complaints will investigate all complaints of sexual harassment promptly and objectively.

During the course of a sexual harassment investigation, the person who is the alleged victim of sexual harassment is not required to meet with the alleged sexual harasser, work with the alleged sexual harasser, or discuss the allegations of harassment in the presence of the alleged sexual harasser.

The City will provide the results of sexual harassment investigations to the alleged victim of harassment in writing as soon as possible, but in no event later than thirty (30) workdays after the commencement of the investigation, unless a written explanation is provided to the alleged victim as to the reason(s) that the investigation could not be completed within thirty (30) workdays.

Confirmed instances of verbal or sexual harassment will be dealt with by utilizing whatever disciplinary action the City deems appropriate, up to and including termination.

For this harassment policy “supervisory employee,” “supervisor” and “management level employee” are defined to include: (a) any employee who possesses the authority to direct the work activities of at least one other employee and (b) any employee who has the authority to hire, fire, promote, transfer, or discipline another employee.

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If an employee does not want to make the sexual harassment report internally, the employee may make the complaint to the Texas Workforce Commission, Civil Rights Division, which is located at the 1215 Guadalupe St, Austin, TX 78701, telephone number 512-463-2642 or 888-452-4778 (in Texas only). Any complaint must be filed with the Commission within 180 days of the act of harassment.

Any employee who opposes conduct ~~he or she~~they believes in good faith violates Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e, et seq., as amended which includes but is not limited to reporting, complaining about or filing a claim concerning sexual harassment with the City, filing an EEOC or Texas Workforce Commission charge, and/or participating in any manner in an investigation or proceeding or hearing under Title VII, shall not be subjected to retaliation.

Section 14 - Uniforms

Employees who are furnished uniforms by the City are authorized to wear their uniforms during normal working hours and while traveling back and forth from their homes to their workplaces ONLY. City uniforms will not be worn while engaging in other employment or during off-duty hours. However, uniformed police and fire personnel will be required to follow the policies established by their respective departments with regard to the wearing of uniforms. Employees in City uniforms are not permitted to drink alcoholic or intoxicating beverages in public. Uniforms are the property of the City and must be returned in good condition to the City upon separation of employment.

Section 15 - Dress and Appearance Code

Some departments of the City have specific dress and appearance codes as established by the department head for their department members which the employee will be required to follow. These regulations may include the wearing of safety apparel and special apparatus. All dress and appearance requirements are job related. Employees from all departments are expected to dress in a manner that is appropriate for their position. Employees working directly with the public should be clean, well-groomed and neatly dressed in order to make a good impression while representing the City of Jersey Village.

Section 16 - Driving and Operating City Vehicles

All employees driving City-owned vehicles will be required by law to hold a valid Texas Operators license. The employee is responsible for maintaining at least the State minimum liability limits on their personal vehicles and provide current proof of insurance to the Personnel Department. City vehicles are to be used only for authorized purposes consistent with City policies and procedures and are not to be taken home or used for trips of a personal nature. An employee that has an accident while operating a City vehicle shall immediately notify their supervisor, the Police Department, and ~~Personnel~~Human Resources Department.

Section 17 - Use of Telephones

Telephones in City offices, shops, etc., are for City business. Personal calls are discouraged and should be held to a minimum. No personal collect and long distance calls may be charged to the City.

Section 18 – Confidentiality

Employment with Jersey Village carries with it a responsibility for honorable and ethical work. Ethical work means we do not use business information or circumstances for personal gain. In the course of business, staff may be exposed to confidential information regarding those we serve or supervise or with whom we work. No confidential information regarding income, health, or other circumstance is to be shared for any reason other than necessary business purposes. Employees are responsible for checking with their supervisors, prior to sharing information, to determine whether or not it is confidential.

All confidential information should be maintained by all employees in a manner which ensures its privacy and safety.

A break of confidentiality may cause an employee or citizen serious stress or other difficulties. It is every employee's job to rigorously respect all employees' and citizens' rights to privacy. Therefore, any break of confidentiality will result in disciplinary action up to and including termination. This confidential policy applies to social media and any and all confidential information cannot be shared on social media.

If an employee overhears or observes another employee sharing or discussing confidential information in an inappropriate area, the Human Resources Department should be contacted. Human Resources is responsible for investigating the allegations.

Section 19 - Computer Use

The use of Computers, Networks and related technologies owned by and in place at the City of Jersey Village shall be governed by the City as outlined below and in the Use of Electronic Systems and Tools Policy.

City owned computer systems are provided to facilitate the effective and efficient conduct of City business. City owned computer systems are authorized for access to the city networks, other city computer systems, access to the Internet and other electronic communication systems as outlined and approved in city policies.

All electronic systems, hardware, software, temporary or permanent files and any related systems or devices are the property of the City of Jersey Village. Employees should not expect privacy in the use of City computers. Documents, including email, that are created electronically are subject to the provisions of the Texas Local Governments Records Act and the Texas Open Records Act.

Only personnel with a business need will be setup with a computer user account. Not all user accounts will have an associated email account.

All computer users and/or potentially all employees shall take routine Security Awareness Training from KnowBe4 (or a similar type solution) when notified that a training class has been made available. The City has the right to use Phishing Campaigns as part of the user Security Awareness Training. This Security Awareness Training is to inform and educate them on cyber risk. Employees are instructed to not open any suspicious emails or click on unknown links they may encounter. They can, without opening, the email simply delete the email and then delete it from their Deleted Items folder. They are to be instructed to contact the IT Department if they receive suspicious email or witness suspicious behavior on their computer systems.

The use of personally owned Computers, Cell Phones, Smart Phones or Tablets on the City Network is prohibited by Jersey Village policy. In addition, the use of City owned Cell Phones, Smart Phones and Limited Feature Operating System Tablet Devices are also prohibited access to the City Network. The City does allow for email access for exempt employees only from personally owned or City Owned devices from outside the city network by using approved email access methods like Outlook Web Access. Personally owned or City Owned Cell Phones, Smart Phones or Tables that access the city email by use of an APP, must first agree to the use of a Mobile Device Management (MDM) system to allow IT the ability to wipe the Email App from the device if deemed necessary.

Section 20 - Mother-Friendly Worksite Policy

Flexibility in Work Schedules and Program Accessibility

The City of Jersey Village (City) will provide working mothers with a reasonable amount of unpaid break time to breastfeed or express breast milk during the workday for up to one year after the birth of a child. Employees may use their normal meal or rest break time to breastfeed or express breast milk. If more time is needed beyond the normal breaks provided, please reach out to your supervisor to arrange additional lactation breaks throughout the day.

This policy specifically prohibits:

- Adverse employment actions of any kind as a result of time used for lactation.
- Acts of discrimination or retaliation against lactating mothers or those who may become lactating mothers.
- Disapproving comments or criticisms of staff who use time for lactation.
- Jokes, comments, or ridicule that may result in embarrassment for a lactating mother or other staff.

Private Room

The City will provide a private space, other than a bathroom, for lactating mothers to express milk. The space will include access to a nearby source of running water and a sink and a hygienic storage alternative (e.g., refrigeration or the employee's own cooler with an ice pack) for the mother's milk. In field locations with limited space options, the site supervisor must work with the lactating mother to identify feasible space and coordinate priority use of that space.

Employee Responsibilities

- Employees who wish to express milk during the workday shall coordinate with their supervisors as needed so they can work together to satisfy the needs of both the employee and the City.

- Employees must provide their own equipment and supplies for milk expression. Employees must keep their equipment in a safe place. The City will not replace any equipment that is lost or stolen.
- Breastfeeding mothers must provide their own containers to store breast milk. The employee must label all breast milk with their name and date. All expressed breast milk must be taken home each night.
- Employees who wish to breastfeed or express milk during the workday must coordinate break times with their supervisor.
- Employees must keep the room clean and sanitary for the next user.

Breastfeeding in Public Space

In accordance with Texas Health and Safety Code § 165.002, City of Jersey Village recognizes that a mother is entitled to breastfeed her baby in any location in which the mother is authorized to be. Mothers opting for more privacy may use designated private rooms for breastfeeding.

Employees may make complaints with regard to violation of this policy to the City Manager.

Section 20 – Telecommuting

Telecommuting is using technology to enable a person to work at a location other than a traditional office setting. The goal of telecommuting is to enhance productivity, increase customer service, and accommodate employee’s special needs. Many jobs have some tasks for which telecommuting benefit the employee and the city. In order to be approved for telecommuting the position must have the following characteristics:

- The majority part of the task(s) are done on a computer.
- The task(s) do not require interacting with clients, customers, citizens, or co-workers.
- The task(s) may be accomplished independently
- The task(s) do not require complex personal support and multiple types of equipment and resources.

Telecommuting is not a formal, universal employee benefit or a condition of employment, but rather an alternate method of meeting the needs of both the city and the employee. It is a voluntary arrangement and may be terminated by the employee or the city at any time.

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CHAPTER XI – DISCIPLINARY ACTION

Section 1 - Grounds

All employees are expected to comply with the City’s standards of behavior and performance, and any noncompliance with these standards must be corrected.

Employment with the City is for no fixed or definite term. All employment by the City has been and continues to be at-will, except for those positions that may have a written contract approved by the City Council. That means that both the employee and/or the City have the right to terminate employment at any time, with or without notice, and with or without cause. This Personnel Policy does not constitute a contract of employment. Nothing in this policy is intended to alter the continuing at-will status of employment with the City. Nothing contained in a City Ordinance or Resolution constitutes a contract of employment, and the City has the right to change the content of City Ordinances or Resolutions related to employment matters at any time, with or without notice, and with or without cause.

The dDepartment hHead and/or Human Resources in conjunction with the City Manager; has the authority to enter the disciplinary action procedure at any of the levels outlined in this section.

Section 2 – Documentation

Department heads shall submit documentation of any disciplinary actions and the surrounding circumstances to the Human Resources Department for inclusion in the official personnel files of the employee involved.

Under normal circumstances, the City of Jersey Village endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does however, retain the right to administer discipline as it sees fit and may skip any of the below steps and go straight to dismissal depending on the severity of the action.

Section 3 – Types of Disciplinary Action

A. Verbal Warning

Informal corrective action documented and maintained by the Supervisor and/or department head

B. Written Warning

Formal corrective action that will be sent from the supervisor and transmitted through management and into the employee’s personnel file.

C. Probation

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Formal corrective action that typically will not exceed six (6) months. A performance review will be completed once the employee successfully finishes the probationary period.

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D. Suspension without Pay

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In the interest of good discipline, an employee may be suspended without pay for up to 30 calendar days in one (1) calendar year. A written notice of suspension must be given to the employee which describes the deficiency or infraction involved and which states the likely consequence of further unsatisfactory performance and/or conduct. The suspension shall be permanently noted in the employee's official personnel file.

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When an employee is under investigation for a crime or official misconduct or is awaiting hearing or trial in a criminal matter, he or she they may be suspended without pay for the duration of the proceedings when such suspension would be in the best interest of the City and the public. If the investigation or proceedings clear the employee, he or she they may be eligible for reinstatement under such terms and conditions as may be specified by the City Manager.

Termination for Excessive Written Reprimands

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Section 3 – Termination for Excessive Written Reprimands

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An employee receiving three (3) written reprimands in a 12-month period may be discharged.

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Section 4 – Suspension

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~~A. In the interest of good discipline, an employee may be suspended without pay for up to 30 calendar days in one (1) calendar year. A written notice of suspension must be given to the employee which describes the deficiency or infraction involved and which states the likely consequence of further unsatisfactory performance and/or conduct. The suspension shall be permanently noted in the employee's official personnel file.~~

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~~When an employee is under investigation for a crime or official misconduct or is awaiting hearing or trial in a criminal matter, he or she may be suspended without pay for the duration of the proceedings when such suspension would be in the best interest of the City and the public. If the investigation or proceedings clear the employee, he or she may be eligible for reinstatement under such terms and conditions as may be specified by the City Manager.~~

F. Section 5 – Reduction in Pay

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In the interest of good discipline, an employee's pay may be reduced within range. A written notice of reduction must be given to the employee which describes the deficiency or infraction involved and which states the likely consequences of further unsatisfactory performance and/or conduct. The reduction shall be permanently noted in the employee's official personnel file, but the employee shall not be disqualified from consideration for later pay increases.

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G. Section 6 – Demotion

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In the interest of good discipline, an employee may be demoted. A written notice of demotion must be given to the employee which describes the deficiency or infraction involved and which states the likely consequences of further unsatisfactory performance and/or conduct. The demotion shall be permanently noted in the employee's official personnel file, but the employee shall not be disqualified from consideration for later advancement.

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H. Performance Improvement Plan

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In efforts to give employees every opportunity to correct a behavior, a supervisor and/or the department head may suggest a Performance Improvement Plan (PIP). The PIP is to give guidelines and a timeline to improve an employee's performance or behavior.

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I. Section 7 – Dismissal

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In the interest of good discipline, an employee may be dismissed from the City service. A written notice of dismissal must be given to the employee. The city manager shall have the authority to hire and terminate all employees of the city. The city manager may authorize the head of any department to appoint and remove subordinates in that department.

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CHAPTER XII - Employee Appeals

Section 1 - Grounds

Employees dissatisfied with specific working conditions, their performance evaluations, their position classifications, failure of probation (either initial or promotional), or any other term or condition of employment may appeal to management.

Section 2 - Appeal Procedures

Employees are encouraged to informally take any job-related complaints or problems to their immediate supervisors. Following informal discussions, an employee remaining dissatisfied with a matter subject to appeal procedures may submit a written appeal to ~~his/her~~their immediate supervisor or, in the case of failure of probation, directly to the department head.

This appeal must be filed within five (5) calendar days after the occurrence of the event or after the employee becomes aware of the event giving rise to the appeal, except that an employee's discharge must be appealed in writing within five (5) working days of the employee's actual or constructive receipt of written notification of ~~his/her~~their discharge.

The initial recipient of an appeal shall forward a copy to the Human Resources Department, who shall participate in the processing of the appeal when necessary to clarify or interpret policy. It shall be the responsibility of the immediate supervisor to study the appeal and attempt to resolve it within three (3) working days. Further discussions with the employee shall be encouraged.

If the appeal cannot satisfactorily be resolved within the time limit, the immediate supervisor shall refer it with comments and/or recommendations to the next higher level of supervision and so on up to the City Manager if necessary. Supervisors and employees should make every effort to resolve appeals at the lowest possible level. Employees shall be kept informed of the status of their appeals.

If a person in the supervisory chain fails to resolve or refer an appeal within three working days, the employee may present the appeal directly to the next higher level of supervision within five (5) working days. Each person in the supervisory chain shall ensure that the employee presenting an appeal is not subject to reprisal and that the processing of the appeal is conducted in the most objective manner possible, with maximum confidentiality.

CHAPTER XIII - Nondisciplinary Separation

Section 1 - Resignation

An employee desiring to leave the City service in good standing should submit his/her/their resignation in writing at least 10 working days in advance. The City Manager may waive any portion of the notice period.

All ~~D~~Department ~~h~~Heads shall be required to give a minimum 20 working day notice.

An employee who does not submit a written resignation in accordance with the required notice or does not uphold the resignation at hand is ineligible for re-hire.

Section 2 - Layoff

An employee may be laid off because of changes in duties of the organization or for lack of work or funds. Whenever possible, an employee laid off from one City department shall be transferred to a suitable position elsewhere. Whenever possible, at least two weeks' notice shall be given an employee prior to layoff.

Layoffs shall be carried out on the basis of demonstrated job performance with the most proficient employees being retained the longest period. Seniority within the City service may be used to determine the order of layoff among employees with substantially equivalent records of job performance, with the most senior employees being retained the longest. Temporary employees shall be laid off before permanent employees performing similar duties, and part-time employees shall be laid off before full-time employees performing similar duties. Probationary employees shall be laid off before employee performing similar duties who have completed their probationary periods. Layoffs shall not be considered disciplinary actions.

Section 3 - Incapacity

An employee may be separated for incapacity for medical reasons when the employee no longer meets the standards of fitness required for the position. A finding of incapacity shall be made through individual medical determination by a competent authority as prescribed by the Human Resources Department. Separation for incapacity shall not be considered disciplinary action and shall not operate to deny an employee the use of any accrued illness, injury, disability, or other benefits. ~~An employee is entitled to request a "reasonable accommodation" prior to the determination of separation for incapacity.~~

In applying this policy, the City will comply with the Americans with Disability Act of 1991. An employee is entitled to request a "reasonable accommodation" prior to the determination of separation for incapacity.

Section 4 - Retirement

Eligible employees may be separated by retirement in accordance with the applicable programs.

CHAPTER XIV - Reinstatement

Section 1 - After Separation

A person who is separated in good standing may be reinstated, with loss of seniority, to his/her/their former type of position within three months following separation, provided the person remains qualified to perform the duties of the position. Such reinstatement must be approved by the City Manager.

Section 2 - After Layoff

A person who was laid off, including a temporary employee separated upon completed of duties, may be routinely recalled to work at any time provided the person remains qualified to perform the duties of the position.

Section 3 - Veterans

Employees who left the City service to enter on duty with the Armed Forces of the United States shall be eligible for reinstatement in accordance with applicable State and Federal laws.

Section 4 - Re-employment

Former employees not eligible for reinstatement under specific provisions of this chapter may be considered for employment as members of the general public. Provisions governing restoration of sick leave credits shall not apply.

CHAPTER XV - Personnel Files and Reports

Section 1 - Personnel Files

The Human Resources Department shall maintain the official personnel files for all City employees. Unless otherwise provided by law, personnel files and information shall be confidential and may not be used or divulged for purposes not connected with the City personnel management system except with the permission of the employee involved. Nothing herein shall prevent the compilation and use of impersonal statistical information. An employee shall have the right of inspection of ~~his/her~~their official personnel file under procedures prescribed by the Human Resources Department.

Section 2 - Status Changes

Department heads shall report changes in the official and personal status of their employees in accordance with procedures developed by the Human Resources Department.

Section 3 - Personnel Reports

The Human Resources Department shall prepare such rosters, narrative reports, statistical summaries, and other reports as are necessary or desirable to provide useful information to management.

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Section 4 - Application Forms

All persons seeking employment in the City service shall complete an employment application ~~forms~~ approved by the City Manager. Application ~~s-forms~~ shall require background information concerning training, experience, and other pertinent job-related matters. All applications must be signed. The Human Resources Department may require proof of statement or claims on an application as ~~he/she~~they deems appropriate. Employment application ~~forms~~ shall only require information necessary to process the applications, directly related to job requirements, required for pre-employment investigation purposes, or necessary to evaluate the effectiveness of the City equal employment opportunity program. Certain race/ethnic/sex information may be obtained for statistical and program evaluation purposes but shall not be used in the selection process.

Section 5 - Exit Interviews

Exit interviews with Human Resources are normally scheduled for outgoing employees after the supervisors receive notices of resignation or intent to retire and for employees whose termination is initiated by the City. The purpose of this interview is to review eligibility for benefit continuation, to ensure that all necessary forms are completed, to collect any City property that may still be in the employee's possession (keys, etc.) and to provide employees with an opportunity to discuss their job-related experiences. Such discussions enable the City to identify conditions which may contribute to termination and to formalize the reason for termination for unemployment compensation purposes. Pertinent comments made by terminating employees will be discussed

with appropriate management personnel in order to improve and update our policies and procedures.

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

AGENDA DATE: December 19, 2022

AGENDA ITEM: F5

AGENDA SUBJECT: Consider Ordinance No. 2022-48, repealing Chapter 6, Article I, Section 6-6 of the Code of Ordinances of the City of Jersey Village, entitled “Transportation or Delivery of Beer or Malt Liquor on Sunday”; providing a penalty; providing for severability; providing for publication; and providing an effective date.

Department/Prepared By: Austin Bleess, City Manager **Date Submitted:** December 8, 2022

EXHIBITS: Ordinance 2022-48

BACKGROUND INFORMATION:

This ordinance regarding transportation of beer on Sundays was adopted back in 1977. It even references horse-drawn vehicles. This ordinance limits beer and malt liquor only but impacts no other type of alcohol. Staff feels this ordinance is not necessary. By removing it we could also help a brewery or manufacturers of malt liquor in their operations as well.

RECOMMENDED ACTION & MOTION:

MOTION: To approve Ordinance No. 2022-48, repealing Chapter 6, Article I, Section 6-6 of the Code of Ordinances of the City of Jersey Village, entitled “Transportation or Delivery of Beer or Malt Liquor on Sunday”; providing a penalty; providing for severability; providing for publication; and providing an effective date.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

ORDINANCE NO. 2022-48

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, REPEALING CHAPTER 6, ARTICLE I, SECTION 6-6 OF THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE, ENTITLED “TRANSPORTATION OR DELIVERY OF BEER OR MALT LIQUOR ON SUNDAY”; PROVIDING A PENALTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City desires to remove obsolete ordinances; and

WHEREAS, the section of code being repealed is an outdated city ordinance that is no longer necessary for the city to regulate due to state regulations; **NOW THEREFORE**,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE:

SECTION 1. THAT, the City Council of the City of Jersey Village, Texas (the “City Council”) hereby finds and determines that the statements set forth in the preamble of this Ordinance are true and correct and are incorporated herein for all purposes.

SECTION 2. THAT, Chapter 6, Article I, Section 6-6 of the Code of Ordinances of the City of Jersey Village, Texas is hereby repealed in its entirety.

SECTION 3. THAT, any person who shall 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 two thousand dollars (\$2,000), with each day of violation constituting a separate offense.

SECTION 4. THAT, in the event any clause phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent or ordinances 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 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, whether there be one or more parts.

SECTION 5. THAT, the City Council hereby directs the City Secretary to publish the caption of the Ordinance as required under and according to State law.

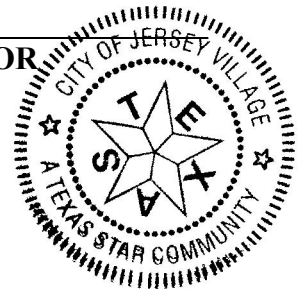
SECTION 6. THAT, this Ordinance shall be in full force and effect upon the date of its passage by the City Council.

PASSED AND APPROVED this 19th day of December 2022

ATTEST:

LORRI COODY, CITY SECRETARY

BOBBY WARREN, MAYOR



CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

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

AGENDA DATE: December 19, 2022

AGENDA ITEM: F6

AGENDA SUBJECT: Consider Ordinance 2022-49, amending the Capital Improvement Fund Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, in the amount not to exceed \$31,900 by increasing line item 10-91-7048 (Fire Station Replacement Roof & Gutter) from the Capital Improvement Fund Balance to cover the additional cost for the replacement of gutters during the repair of the roof at the City’s fire station.

Dept./Prepared By: Mark Bitz, Fire Chief

Date Submitted: December 8, 2022

EXHIBITS: Ordinance No. 2022-49
EXA – Budget Amendment Form
EXB – Estimate for Gutters

BUDGETARY IMPACT:	Required Expenditure:	\$ 244,548
	Amount Budgeted:	\$ 212,648
	Appropriation Required:	\$ 31,900

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

The Roof Replacement Project at the fire station is underway. During recent equipment staging conversations with Greater Houston Roofing, one of their representatives asked about the existing gutters. He indicated that if the gutters are attached to the roof, they would also need to be replaced during the project. Unfortunately, the gutters are attached to the roof, and we need additional funding to complete this project. The estimate to replace the gutters is approximately \$31,900, which includes the replacement of all gutters and downspouts.

This is a request for funds to remove and replace the gutters at the fire station.

RECOMMENDED ACTION:

MOTION: To approve Ordinance No. 2022-49, amending the Capital Improvement Fund Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, in the amount not to exceed \$31,900 by increasing line item 10-91-7048 (Fire Station Replacement Roof & Gutter) from the Capital Improvement Fund Balance to cover the additional cost for the replacement of gutters during the repair of the roof at the City’s fire station.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

ORDINANCE NO. 2022-49

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE CAPITAL IMPROVEMENT FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023, IN THE AMOUNT NOT TO EXCEED \$31,900 BY INCREASING LINE ITEM 10-91-7048 (FIRE STATION REPLACEMENT ROOF & GUTTER) FROM THE CAPITAL IMPROVEMENT FUND BALANCE TO COVER THE ADDITIONAL COST FOR THE REPLACEMENT OF GUTTERS DURING THE REPAIR OF THE ROOF AT THE CITY'S FIRE STATION.

WHEREAS, subsequent to the adoption of the annual budget for the City of Jersey Village for the fiscal year beginning October 1, 2022, and ending September 30, 2023, the City has expenditure changes; and

WHEREAS, it has become necessary to also replace the gutters at the Fire Station during the Fire Station Roof Repair Project; and

WHEREAS, the City has received an estimate to replace the Fire Station gutters by Greater Houston Roofing; and

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

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

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

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

Section 2. The annual budget of the City of Jersey Village, Texas for the fiscal year beginning October 1, 2022, and ending September 30, 2023, is hereby amended by increasing the appropriations to the accounts contained therein as provided in the attached:

Exhibit A – Budget Amendment from Capital Improvement fund balance by increasing line item 10-91-7048 (Fire Station Replacement Roof & Gutter) from the Capital Improvement Fund Balance

Section 3. The expenditure for the gutters provided in the estimate by Greater Houston Roofing and attached hereto as Exhibit B is hereby approved.

Section 4. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Jersey Village, Texas declares that it would have passed each and every part of the same notwithstanding the omission of any such part of this declared to be invalid or unconstitutional, or whether there be one or more parts.

PASSED AND APPROVED this 19th day of December 2022.

ATTEST:

Bobby Warren, Mayor

Lorri Coody, City Secretary



CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022



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 checked="" type="checkbox"/> Capital Improvements Fund	<u>10-91-7048</u>	<u>\$31,900</u>
<input type="checkbox"/> Other _____	_____	_____

Justification

The roof replacement at the fire station has begun but unfortunately since the gutters are attached to the roof they need to be replace. The gutters replacement estimates provided by Greater Houston Roofing is approximately \$31,900. This estimate includes the replacement of all gutters and downspouts

Requested by: Mark Bitz

Signed: Mark Bitz Date 12-8-2022

Finance: Sufficient Funds <input checked="" type="checkbox"/> Exist <input type="checkbox"/> Do Not Exist Signed: Isabel Kato Date: <u>12-08-2022</u> <small>Digitally signed by Isabel Kato Date: 2022.12.08 16:53:36 -06'00'</small>	City Manager: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Signed: Austin Bless Date: _____ <small>Digitally signed by Austin Bless Date: 2022.12.08 18:30:20 -06'00'</small>
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Exhibit A

Gutter Proposal



DATE: 11/11/2022

9320 Montridge Dr.
Houston, TX 77080
Phone: 713.540.6501
Email: chris.greaterhoustonroofing@gmail.com

Project:

Jersey Village Fire Station
16503 Jersey Drive
Jersey Village, TX 77040

Commercial Box Gutters

Scope of work:

- Remove existing gutters and haul off from Jobsite
- Installation new 24-gauge Kynar 8" inch commercial box gutters to entire cave of Fire Station
- Install 4-inch 24-gauge Downspouts to perimeter of Fire Station
- Water test gutter system.
- Haul off any trash associated with gutter protection.

TOTAL: \$31,876.00

Client

Roofing Contractor

Exhibit B

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

AGENDA DATE: December 19, 2022

AGENDA ITEM: F7

AGENDA SUBJECT: Consider Resolution 2022-74, approving the City Attorney selection of Julian Ramirez to serve as Prosecutor for the City of Jersey Village Municipal Court.

Dept./Prepared By: Finance/Isabel Kato

Date Submitted: December 9, 2022

EXHIBITS: Resolution 2022-74
Resume of Julian Ramirez

BUDGETARY IMPACT:	Required Expenditure:	\$ 0.00
	Amount Budgeted:	\$ 0.00
	Appropriation Required:	\$ 0.00

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

In accordance with Section 5.06 of the Charter, this item is to approve the City Attorney's selection of Julian Ramirez to serve as a Municipal Court Prosecutor.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2022-74, approving the City Attorney's selection of Julian Ramirez to serve as Prosecutor for the City of Jersey Village Municipal Court.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

RESOLUTION NO. 2022-74

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPROVING THE CITY ATTORNEY'S SELECTION OF JULIAN RAMIREZ TO SERVE AS PROSECUTOR FOR THE CITY OF JERSEY VILLAGE MUNICIPAL COURT.

WHEREAS, Section 5.06 of the City of Jersey Village Charter provides for the selection and approval of Municipal Court Prosecutors; **NOW THEREFORE**.

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

That the City Attorney's selection of Julian Ramirez to serve as Municipal Court Prosecutor is hereby approved.

PASSED AND APPROVED this the 19th day of December A.D., 2022

Bobby Warren, Board President

ATTEST:

Lorri Coody, City Secretary



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

AGENDA DATE: December 19, 2022

AGENDA ITEM: F8

AGENDA SUBJECT: Consider Ordinance 2022-50, amending the Jersey Village Code of Ordinances at Chapter 70 “Utilities,” Article II “Service Bills and Rates,” Section 70-77 “Computation of Water and Wastewater Bills; when Due; Disconnection for Nonpayment,” by adding a new Subsection (d) “Average Monthly Billing Plan for Water and Wastewater Services”; providing a severability clause, providing for repeal, and providing an effective date.

Dept./Prepared By: Austin Bleess, City Manager

Date Submitted: December 7, 2022

EXHIBITS: Ordinance 2022-50

BUDGETARY IMPACT:	Required Expenditure:	\$	0.00
	Amount Budgeted:	\$	0.00
	Appropriation Required:	\$	0.00

BACKGROUND INFORMATION:

Over the past few months, City Staff has been looking at the opportunity to offer an averaged monthly billing option for our utility bills. Given the drought conditions this summer, many people watered their lawns more this year than in previous years. This led to higher water bills. A few residents reached out to staff about an average monthly billing option.

Staff researched our current software and found this is an option that exists in the software. Staff also reached out to other cities that have implemented an average billing to learn from them the pros and cons on how they implemented this option.

After researching, Staff is recommending that we adopt an ordinance allowing for average monthly billing. This program would allow for the City to bill residents the average of bills for the most recent twelve (12) months (to include the current month bill) on a continuing basis. This would not be a set bill amount every month with a settlement month at the end of the year. In our discussions with other Cities, they said that was not a good practice and that a rolling average billing was better received by residents.

In order for residents to participate in this program, they would have to have 12 months of continuous service with the City at one or more addresses. If they have been disconnected for non-payment within the past 12 months, they would not be allowed to use the program.

To join the program a customer would have to fill out a short application form and would be required to be in the program for at least 12 months.

Staff feels this plan would allow for residents to equalize their water bills over the course of a year and would be helpful in dry years like we have seen this year.

RECOMMENDED ACTION:

MOTION: To approve Ordinance 2022-50, amending the Jersey Village Code of Ordinances at Chapter 70 “Utilities,” Article II “Service Bills and Rates,” Section 70-77 “Computation of Water and Wastewater Bills; when Due; Disconnection for Nonpayment,” by adding a new Subsection (d) “Average Monthly Billing Plan for Water and Wastewater Services”; providing a severability clause, providing for repeal, and providing an effective date.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

ORDINANCE NO. 2022-50

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE JERSEY VILLAGE CODE OF ORDINANCES AT CHAPTER 70 "UTILITIES," ARTICLE II "SERVICE BILLS AND RATES," SECTION 70-77 "COMPUTATION OF WATER AND WASTEWATER BILLS; WHEN DUE; DISCONNECTION FOR NONPAYMENT," BY ADDING A NEW SUBSECTION (D) "AVERAGE MONTHLY BILLING PLAN FOR WATER AND WASTEWATER SERVICES"; PROVIDING A SEVERABILITY CLAUSE, PROVIDING FOR REPEAL, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Jersey Village, Texas ("City Council") has determined that it is advantageous and beneficial to the citizens of the City of Jersey Village, Texas to offer an average monthly billing option for water and wastewater bills; **NOW THEREFORE**,

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

Section 1. The above-referenced recitals are incorporated herein as if set forth in full for all purposes.

Section 2. The Code of Ordinances of the City of Jersey Village is hereby amended at Chapter 70 "Utilities," Article II "Service Bills and Rates," Section 70-77 "Computation of water and wastewater bills; when due; disconnection for nonpayment," by adding a new subsection (d) "Average Monthly Billing Plan for Water and Wastewater Services," to read as follows:

“(d) Average monthly billing plan for water and wastewater services.

- (1) A customer may apply to participate in the average monthly payment plan, an optional billing plan designed to make monthly bills more uniform throughout the year. Under this plan, the customer will be charged each month for actual consumption, including any adjustments, but the average monthly payment amount due will be computed based on the average of bills for the most recent twelve (12) months (to include the current month bill) on a continuing basis. It is not intended to be used to defer payment of delinquent bills.
- (2) Eligibility.
 - A. An applicant for the average monthly payment plan must meet certain qualifications to be eligible for the program. All applications are subject to city approval. The average monthly payment plan will be available only to residential customers.
 - B. Customers must have a minimum of twelve (12) months of continuous service with the city utilities to be eligible. This may have been attained at one (1) or more addresses within the city's service area and applies only to the customer's primary residence. A customer transferring from one (1) address to another may continue to participate.
 - C. Customers must not have been disconnected for non-payment during the preceding twelve (12) months. Applicants must have a good utility payment history with no more than two (2) penalties, no returned checks or bank drafts in the previous twelve (12) months and no previous balance on their account. They must also not be facing or subject to bankruptcy.

- D. A customer average monthly payment plan application shall be signed and the following guidelines shall be implemented. A customer must participate in the average monthly payment plan for a period of twelve (12) months following date of registration. A customer whose service is discontinued for non-payment of bill, or who fails to make any two (2) payments by the bill due date within any twelve (12) month period, or has a non-sufficient funds returned item will be taken off the program. Any amounts due will be subject to immediate collection. Such customers may then become eligible for re-enrollment after establishing a good payment history for a minimum of twelve (12) successive months.
- (3) Method of billing.
- A. The monthly bill will be based on the average of the most recent twelve (12) months of billing. The bill will not be a fixed amount but will be computed on a running average. The current month will be averaged with the prior eleven (11) months, and the oldest month will be dropped from the calculation. The average monthly amount will usually be either higher or lower than the actual bill. This method of billing will result in an accumulated debit or credit on the customer's account on some months.
- B. No interest will be charged on any account debit balance accrued under average monthly payment, or will interest be paid on any account credit balance accrued under average monthly payment.
- C. Customers who discontinue average monthly payment at any time or for any reason will have their account adjusted as described in section (3)B above at the time average monthly payment is stopped.
- D. Finalized accounts (terminating and not involving transfer of service) reflecting a credit balance will have the amount credited against the final bill. If the credit balance is larger than the final bill, a refund check will be issued to the customer for the difference. If a finalized account reflects a debit balance, this amount as well as any other charges owed by the customer will be due and payable immediately to the city.
- E. Under no circumstances will any accumulated credit be used to reduce a customer's bill unless participation is discontinued.
- F. The city will continue to read the meter(s) each month and will provide full information on the billing. Monthly bills will show the actual consumption, the regular itemized charges computed on the actual consumption and the total payment due under average billing.
- G. Utility rates are not changed for average monthly payment, but it allows a customer to pay approximately the same amount each month rather than more in high usage months and less in low usage months.
- (4) If utility rates are changed at any time, the new rates will be factored into the billing and may cause an adjustment to the average monthly bill payment due.

- (5) Average monthly payment accounts shall be subject to the same rules, rates, charges, fees, penalties and polices established by the city as regular utility customer accounts.”

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

Section 4. Repeal. All ordinances or parts inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

Section 5. Effective Date. This ordinance shall be in full force and effect from and after its passage.

PASSED, APPROVED, AND ADOPTED this 19th day of December 2022.

Bobby Warren, Mayor

ATTEST:

Lorri Coody, City Secretary



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

AGENDA DATE: December 19, 2022

AGENDA ITEM: F9

AGENDA SUBJECT: Consider Resolution No. 2022-75, appointing members to serve as Directors on the Tax Increment Reinvestment Zone Board No. 3 for the City of Jersey Village, Texas.

Dept./Prepared By: Lorri Coody, City Secretary **Date Submitted:** November 7, 2022

EXHIBITS: Resolution No. 2022-75

BACKGROUND INFORMATION:

This item is to make appointments to the Tax Increment Reinvestment Zone Board No. 3.

Currently, the term of office for Positions 5, 6, and 7 expire on December 31, 2022.

The new term for Positions 5, 6, and 7 begins on January 1, 2023 and will end on December 31, 2024.

In addition to the positions whose terms will expire December 31, 2022, Monica Escobedo who serves in position 4 will no longer be living in Jersey Village effective December 21, 2022. As a result, she is no longer eligible to serve on this Board.

The interested applicant(s) are as follows:

Ron Damico Jessica Medrano

In addition to any pending applications, Meg Crady and Viscente Lopez who are currently serving on the Board desire re-appointment. Modesto Jaramillo does not desire reappointment.

	<u>POSITION</u>	<u>FIRST TERM</u>	<u>TERM ENDS</u>
Meg Crady	5	04/21	12/22
Modesto Jaramillo – Does not desire reappointment	6	05/21	12/22
Viscente Lopez	7	05/21	12/22
Monica Escobedo – No longer lives in Jersey Village	4	05/21	12/23

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2022-75, appointing members to serve as Directors on the Tax Increment Reinvestment Zone Board No. 3 for the City of Jersey Village, Texas.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

RESOLUTION NO. 2022-75

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPOINTING MEMBERS TO SERVE AS DIRECTORS ON THE TAX INCREMENT REINVESTMENT ZONE BOARD NO. 3 FOR THE CITY OF JERSEY VILLAGE, TEXAS.

WHEREAS, the Tax Increment Reinvestment Zone Board was created on March 15, 2021; and

WHEREAS, the term of those members appointed to Positions 5, 6, and 7 will terminate on December 31, 2022; and

WHEREAS, Position 4 will become vacant effective December 19, 2022; and

WHEREAS, it is the desire of the City Council appoint members to serve as Directors on the Tax Increment Reinvestment Zone Board No. 3 for the term beginning January 1, 2023 and ending on December 31, 2024; and to appoint a member to serve the unexpired term that will terminate on December 31, 2023 for position 4; **NOW THEREFORE**,

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

Section 1. Meg Crady, Position 5; Ron Damico, Position 6; and Visente Lopez, Position 7 are hereby appointed to serve as Directors on the City of Jersey Village Tax Increment Reinvestment Zone Board No. 3 for the term to beginning on January 1, 2023 and ending December 31, 2024.

Section 2. Jessica Medrano is hereby appointed to serve as Director in Position 4 on the City of Jersey Village Tax Increment Reinvestment Zone Board No. 3 for the unexpired term that will terminate on December 31, 2023.

PASSED AND APPROVED this the **19th** day of **December 2022**.

ATTEST:

Bobby Warren, Mayor

Lorri Coody, City Secretary



CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

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

AGENDA DATE: December 19, 2022

AGENDA ITEM: F10

AGENDA SUBJECT: Receive update and provide feedback on golf course clubhouse renderings and project.

Dept./Prepared By: Parks & Recreation, Robert Basford **Date Submitted:** December 12, 2022

EXHIBITS: EXA - Jersey Meadow Clubhouse Rendering - December 2022

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

BACKGROUND INFORMATION:

On January 7, 2022, during a City Council Workshop Meeting, the Council reviewed the history of the Golf Course Clubhouse project and discussed the options available regarding the future of the Jersey Meadow Clubhouse. The options outlined included renovating the existing facility, using the existing new design from PGAL Inc., designing a more cost-efficient clubhouse and event space, and designing a new clubhouse while gutting and remodeling the existing facility to use as an event space. City council agreed that the best option moving forward would be to design a new clubhouse containing a pro shop, offices, bar & grill, bathrooms, and storage while also designing the remodel of the existing clubhouse into an enclosed pavilion for events, and they directed staff to prepare a request for proposal for the design of a new clubhouse facility.

During the February Council meeting the City Council authorized the City Manager to begin negotiating a contract with FGM Architects for the design of a new club house. The proposed contract utilized a Construction Manager at Risk (CMAR) format.

During the June Council meeting, the City Council authorized the City Manager to begin negotiating an agreement with Brookstone Construction for Construction Manager at Risk of the new Jersey Meadow Golf Course Club House.

Staff held the schematic design work sessions during the months of April, May, and June where they used existing stakeholder input from the previous PGAL design, lessons learned, additional staff input with recommendations from FGMA to refine the schematic design towards an initial draft for presentation to council.

Brookstone was introduced to the design team at the end of June, and they were provided with the schematic design draft so that they could begin formulating the initial budget estimate. During the month of July, the budget estimate was presented to the design team. This estimate came in over our budget, so the design team began to brainstorm alternative solutions. These alternative solutions were presented to the design team in August.

During the September 12, 2022, Council Meeting, Council reviewed the alternative solutions and advised staff to move forward with the exhibit that included the new clubhouse, renovation to the existing building, an updated budget along with the requirement to add sprinklers to the design for fire safety.

Staff held two meetings to continue to review the interior renderings as they have developed further. Exhibit A shows the developed rendering concept as the design team continues to work through the details. All furniture that doesn't have a texture or color is placed in the

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

rendering as a placeholder as we continue to finalize the compete concept. We have moved towards a final rendering for the clubhouse and are now focused on the event center portion.

Updates since the November Council Agenda Item:

Staff is more confident that we will be able to move forward with the upgraded sanitary line rather than the lift station. The civil engineers are finalizing the calculations and site plan to ensure that this route will be sufficient. In addition, the civil engineers are investigating drainage, and the existing fire hydrant flow rate as well as any potential solutions/renovations we may need to consider. The design team, as well as Brookstone, will price together add/delete alternates for Council to consider along with the GMP.

Schedule update:

The design team, as well as Brookstone has requested to extend the GMP delivery to the March Council Meeting to allow them a few more weeks to price out the add/delete alternates and to ensure the most cost effective and complete GMP, to which staff has granted that extension. An ideal construction timeline, though subject to change, would still have construction start May 2023, a targeted clubhouse move-in date of April 2024 with a few soft openings in May of 2024 followed by a late summer 2024 move into the event center. *

*Subject to change

RECOMMENDED ACTION: N/A

MOTION: N/A

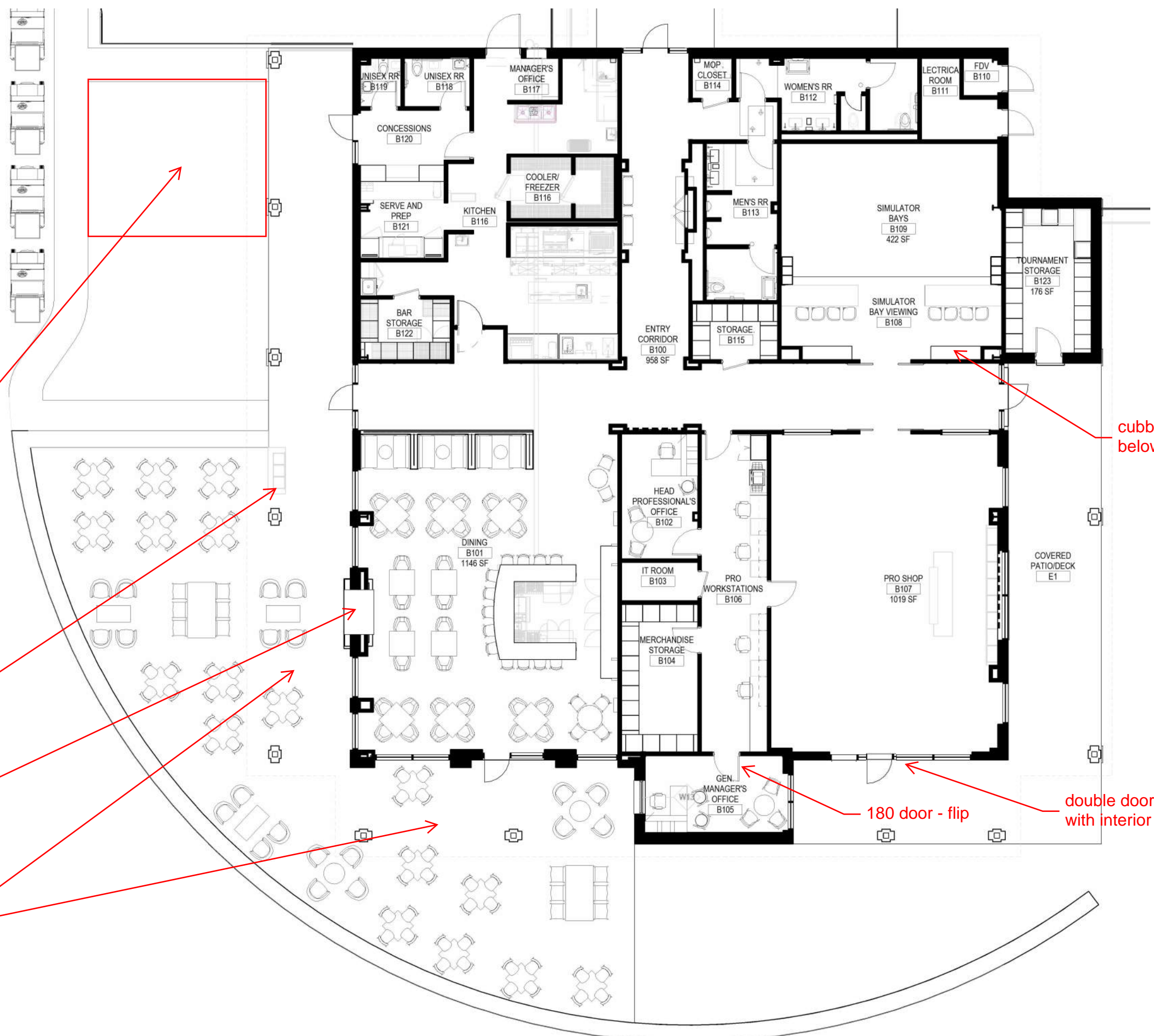


Jersey Meadow Golf Course

New Clubhouse & Event Center

12/02/22

FGMARCHITECTS



cart parking/turn around

furniture or built-in TBD

remove fireplace

overhangs to have fans - coordinate with engineers

cubby storage below

180 door - flip

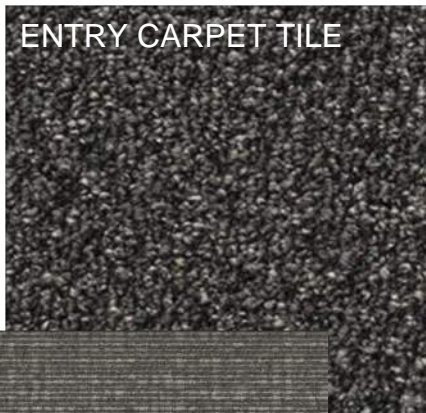
double door line up with interior entry



- FLOOR FINISHES**
- CARPET
 - ENTRY CARPET
 - LUXURY VINYL TILE
 - PORCELAIN TILE
 - QUARRY TILE
 - SEALED CONCRETE



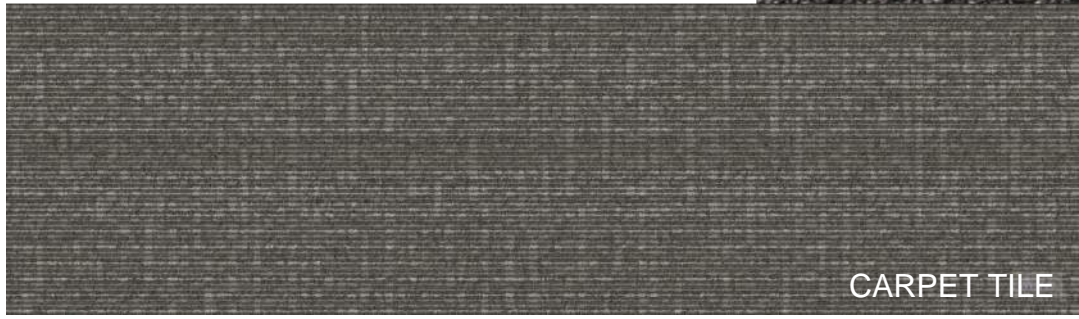
LUXURY VINYL TILE



ENTRY CARPET TILE



LUXURY VINYL TILE



CARPET TILE



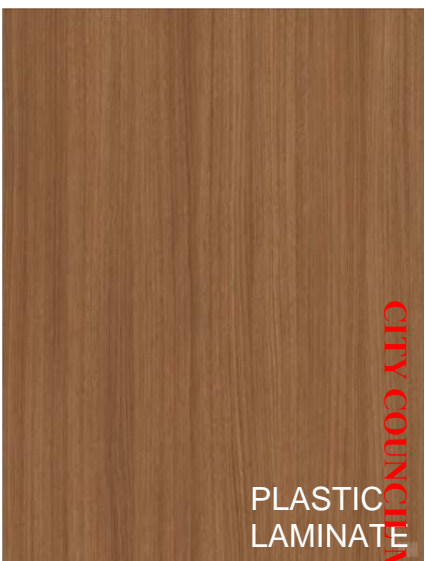
QUARTZ



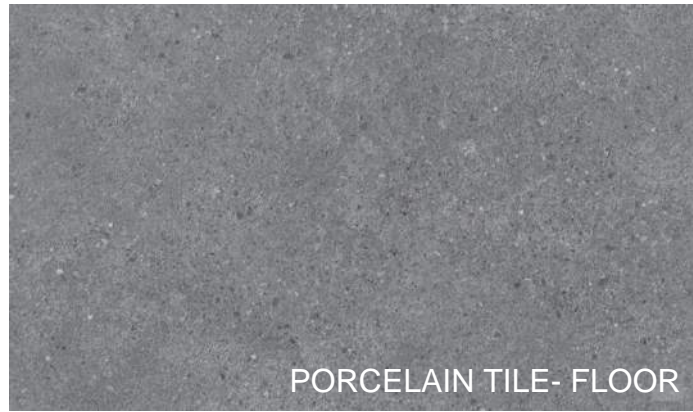
QUARTZ



PLASTIC LAMINATE



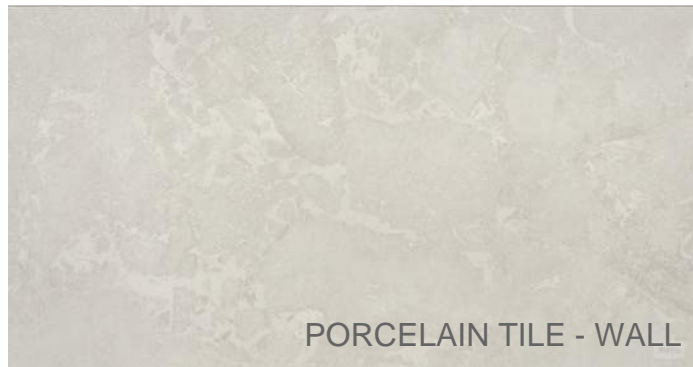
PLASTIC LAMINATE



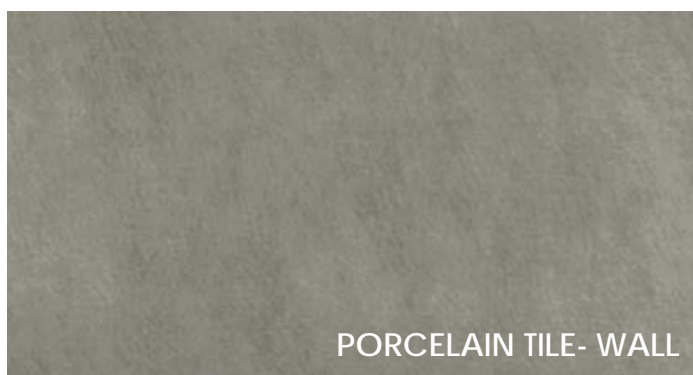
PORCELAIN TILE- FLOOR



QUARRY TILE



PORCELAIN TILE - WALL



PORCELAIN TILE- WALL



PORCELAIN TILE - ACCENT



WALLCOVERING - ACCENT



WOOD VENEER - ACCENT



ACCENT PAINT



ACCENT PAINT



ACCENT PAINT



ACCENT PAINT

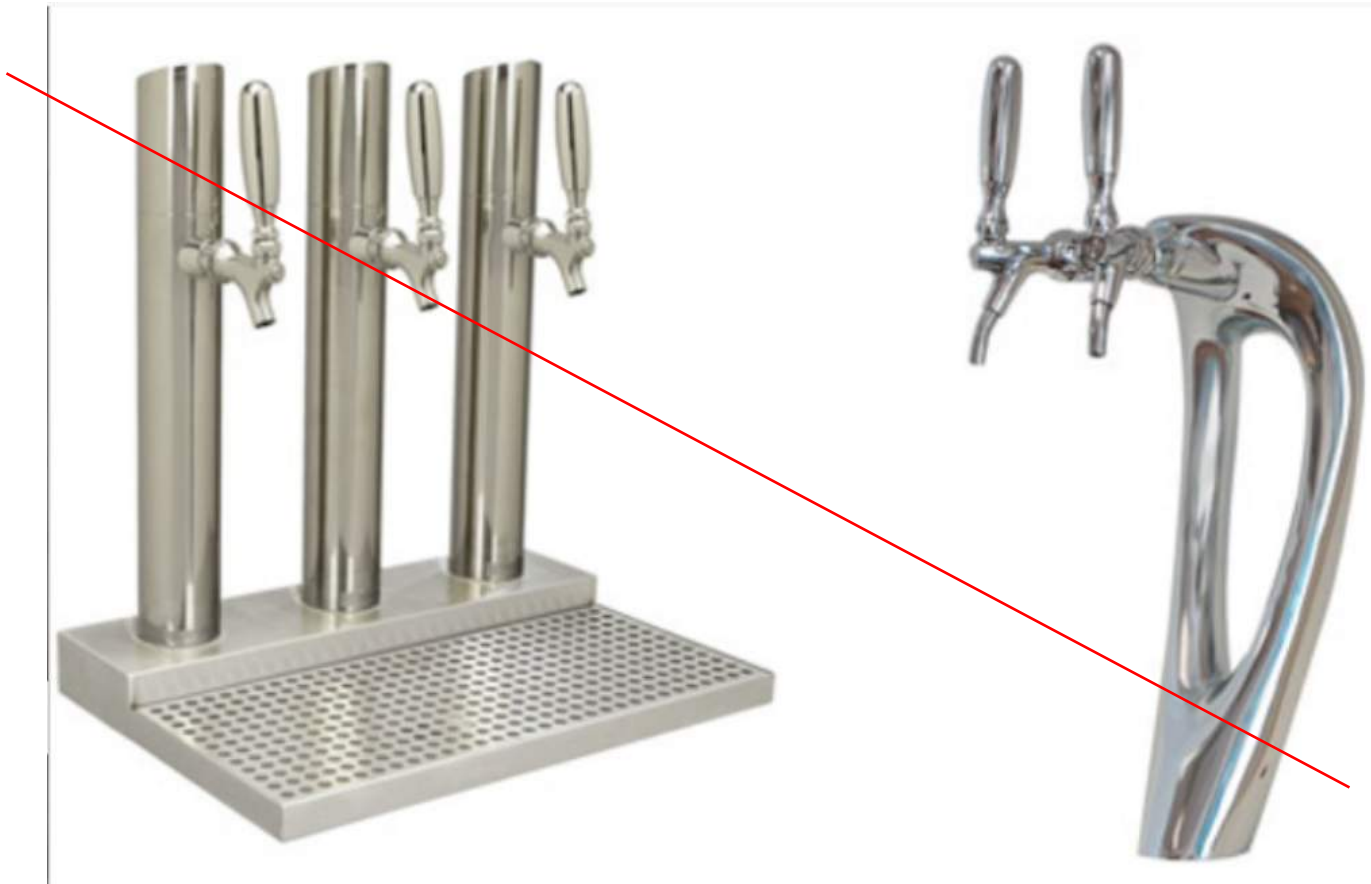


FIELD PAINT

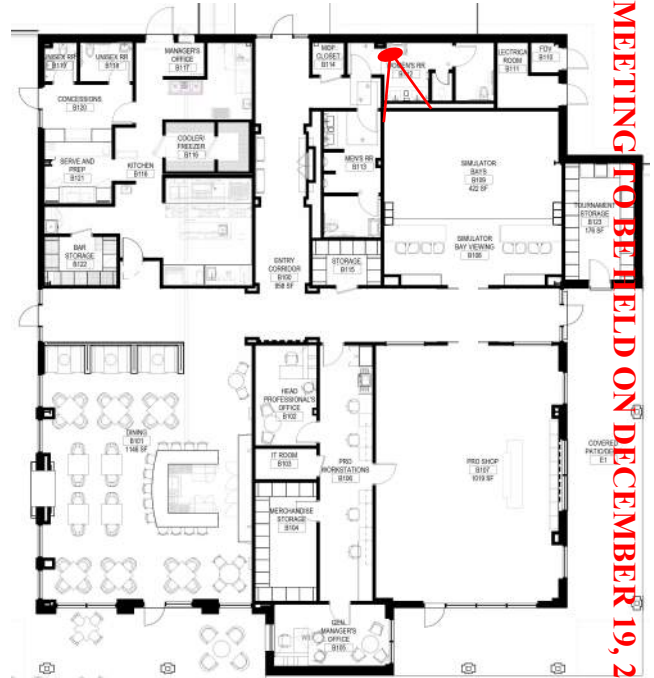
CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022



alternate bar design



CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022



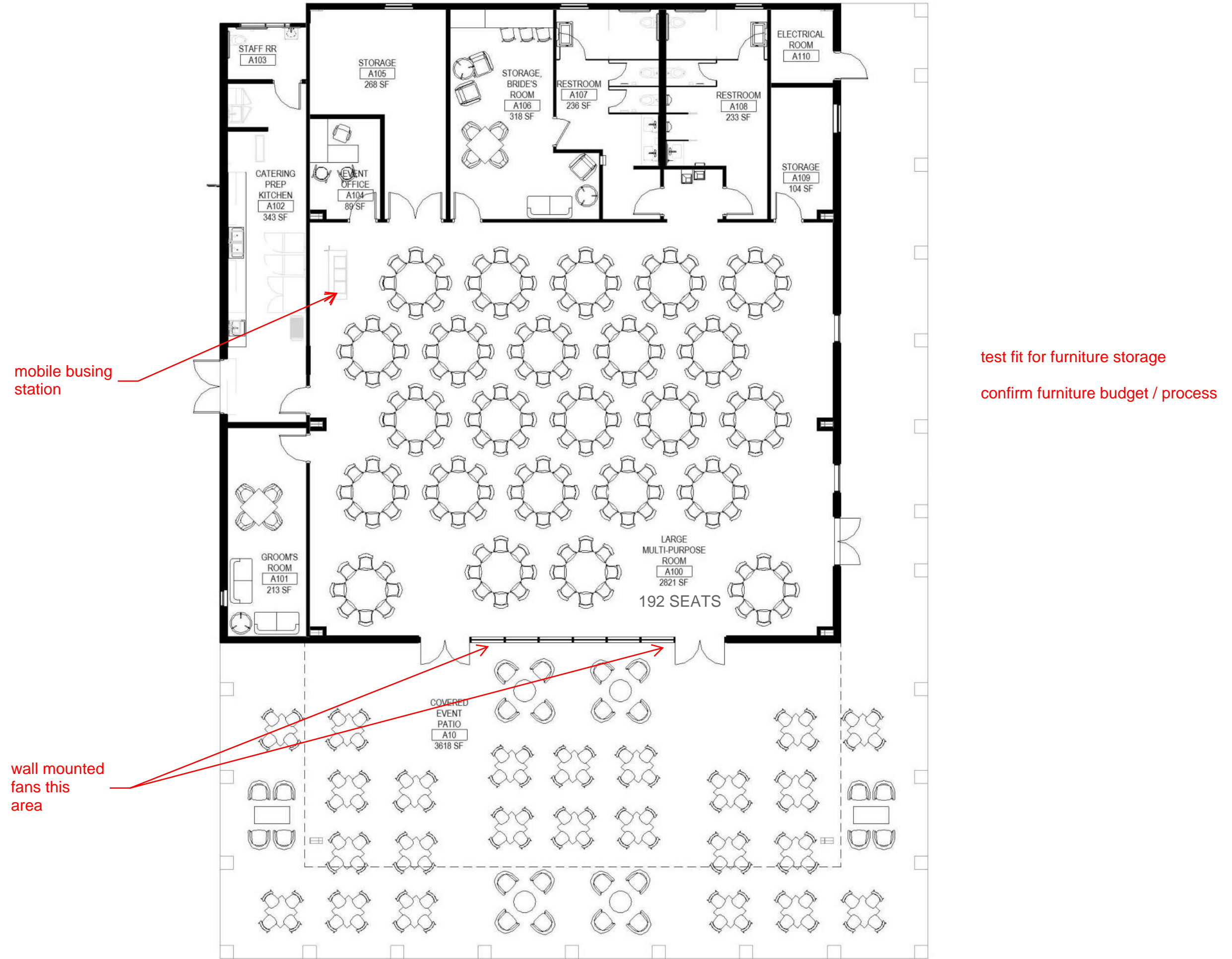
metal trim ok

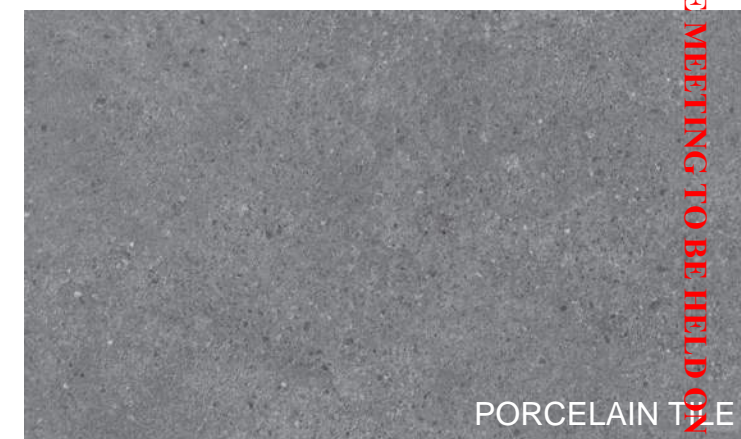
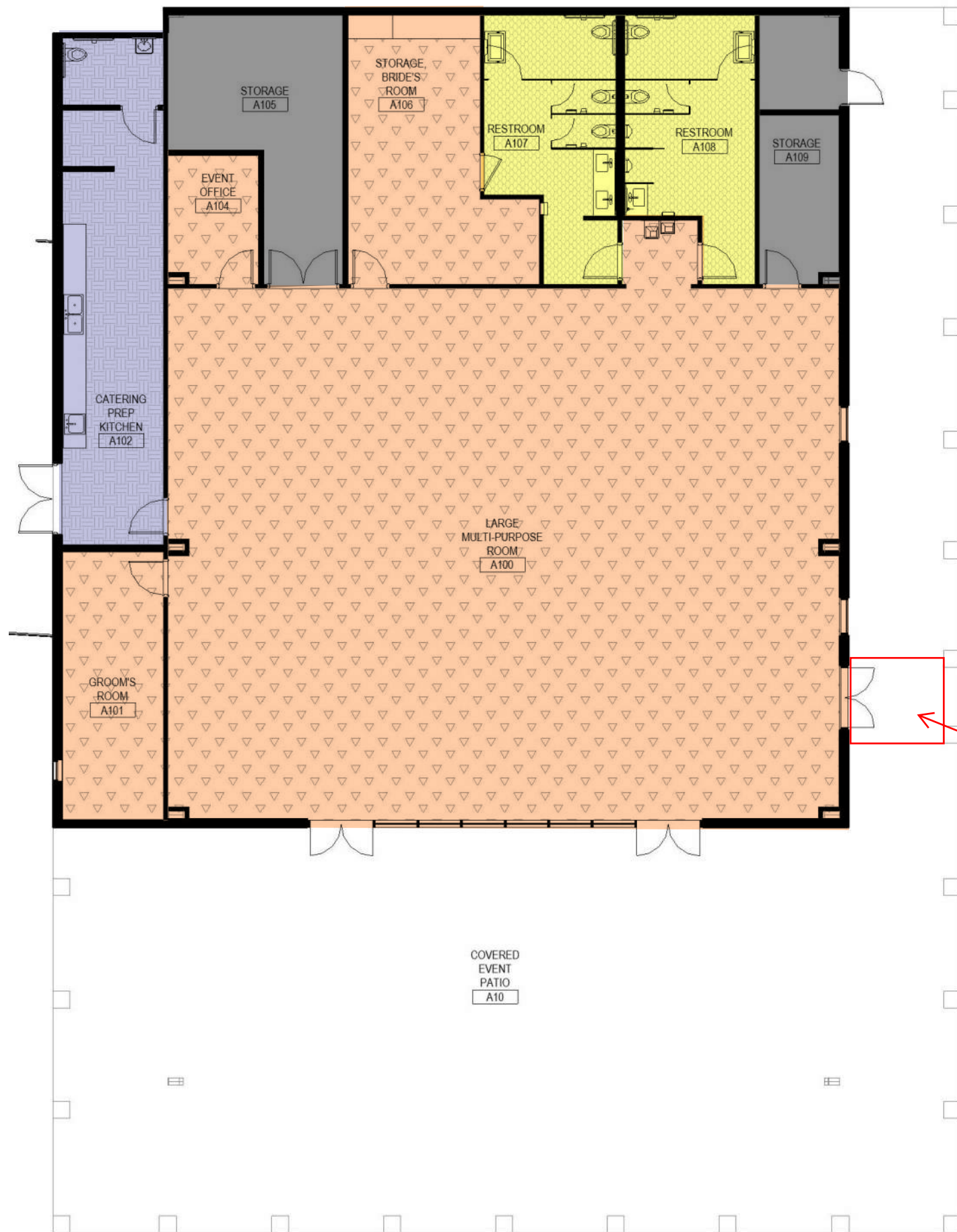
prefer

motion sensor



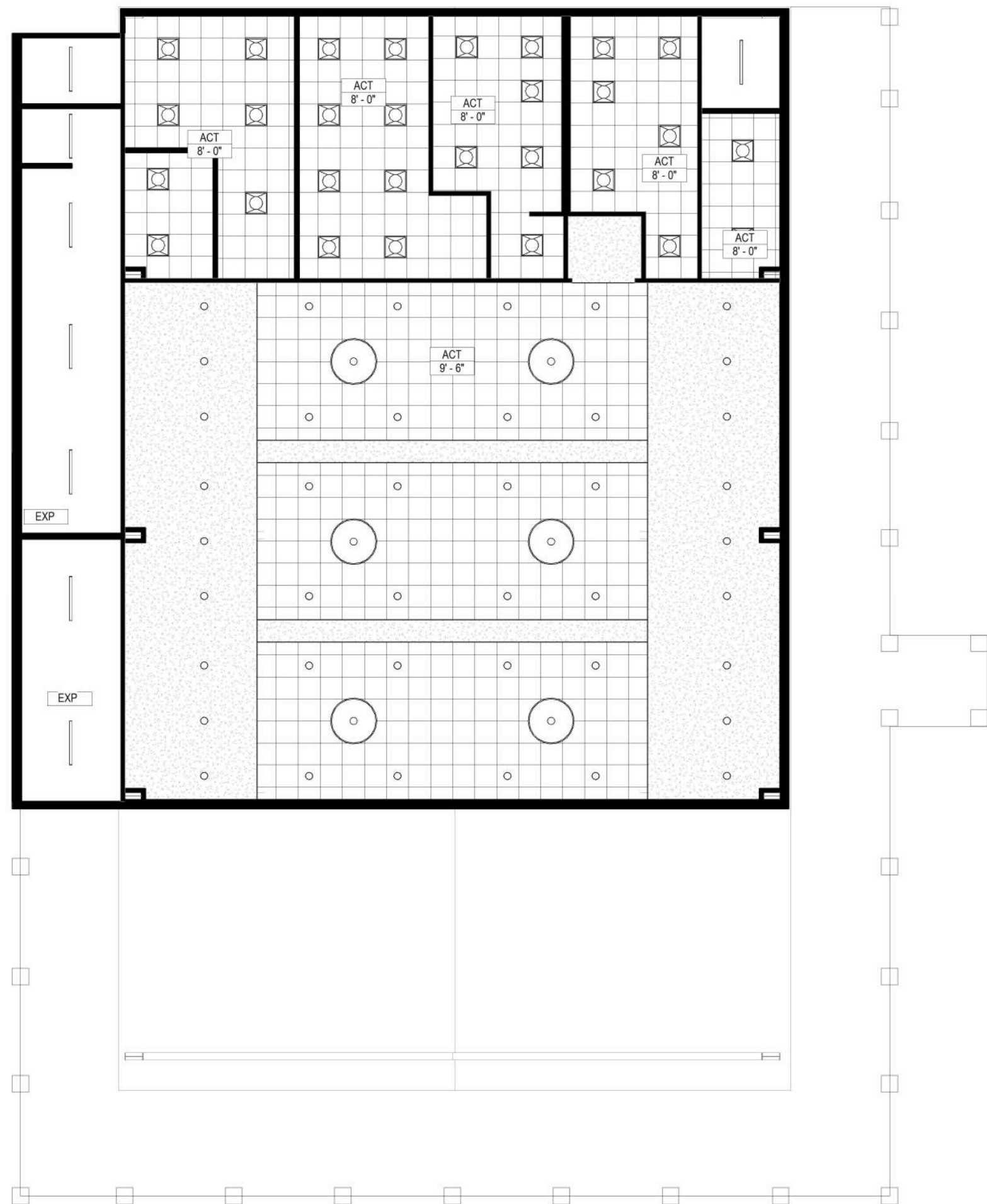
CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022





- FLOOR FINISHES**
- CARPET
 - PORCELAIN TILE
 - QUARRY TILE
 - SEALED CONCRETE

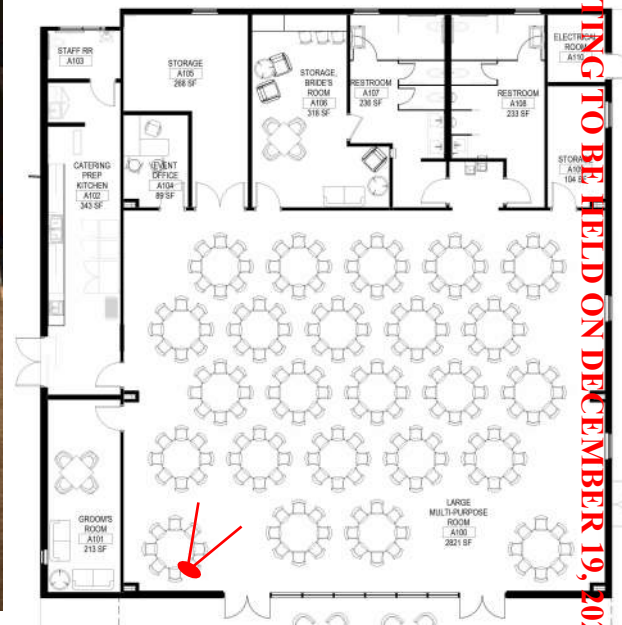
exterior entry mat

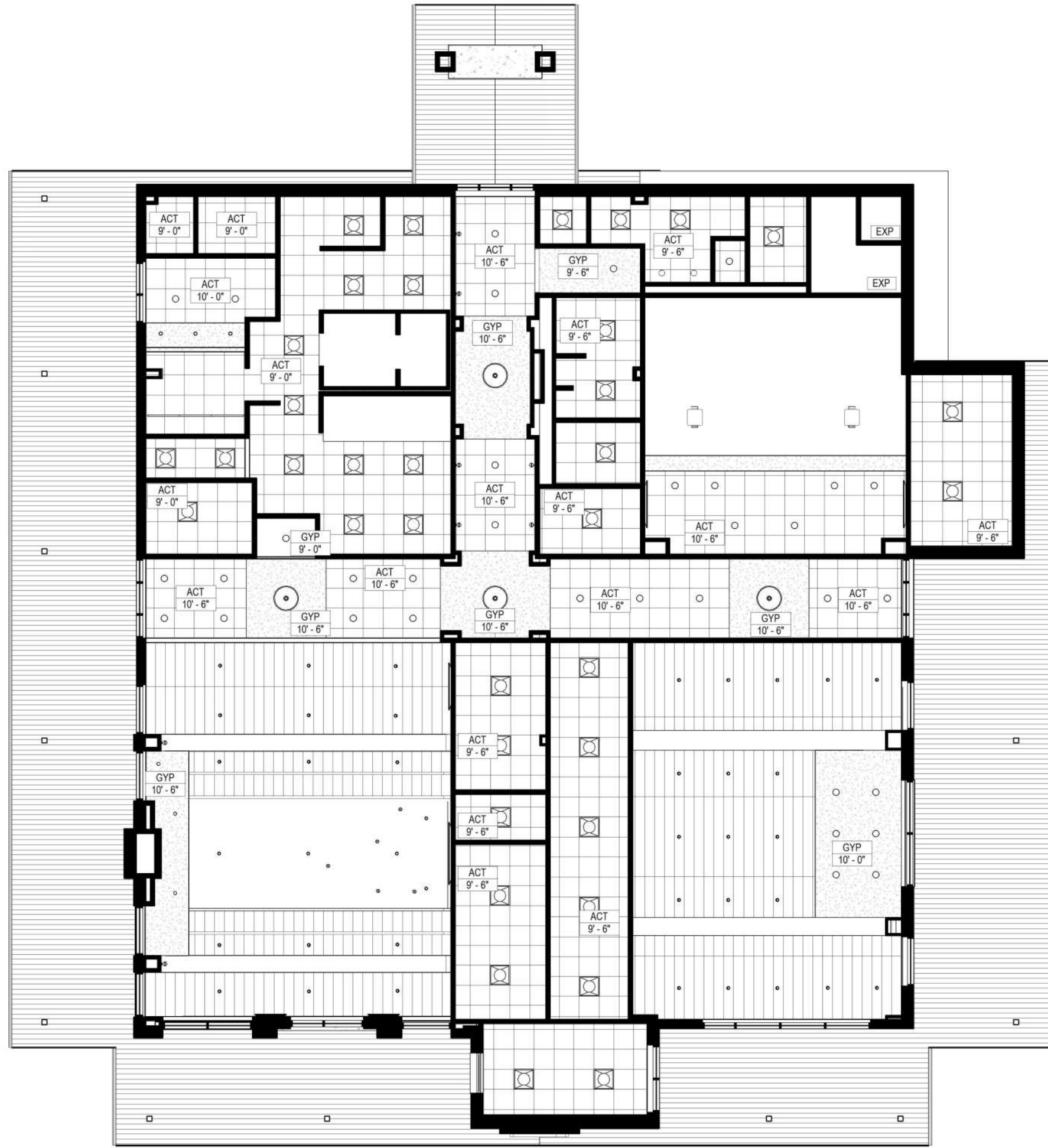


REFLECTED CEILING PLAN - EVENT CENTER



CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022







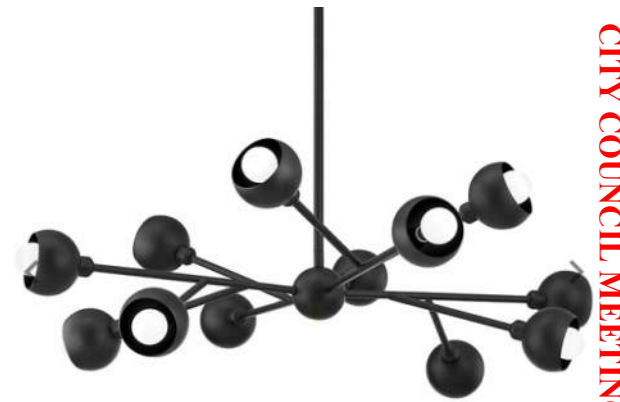
CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022



CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

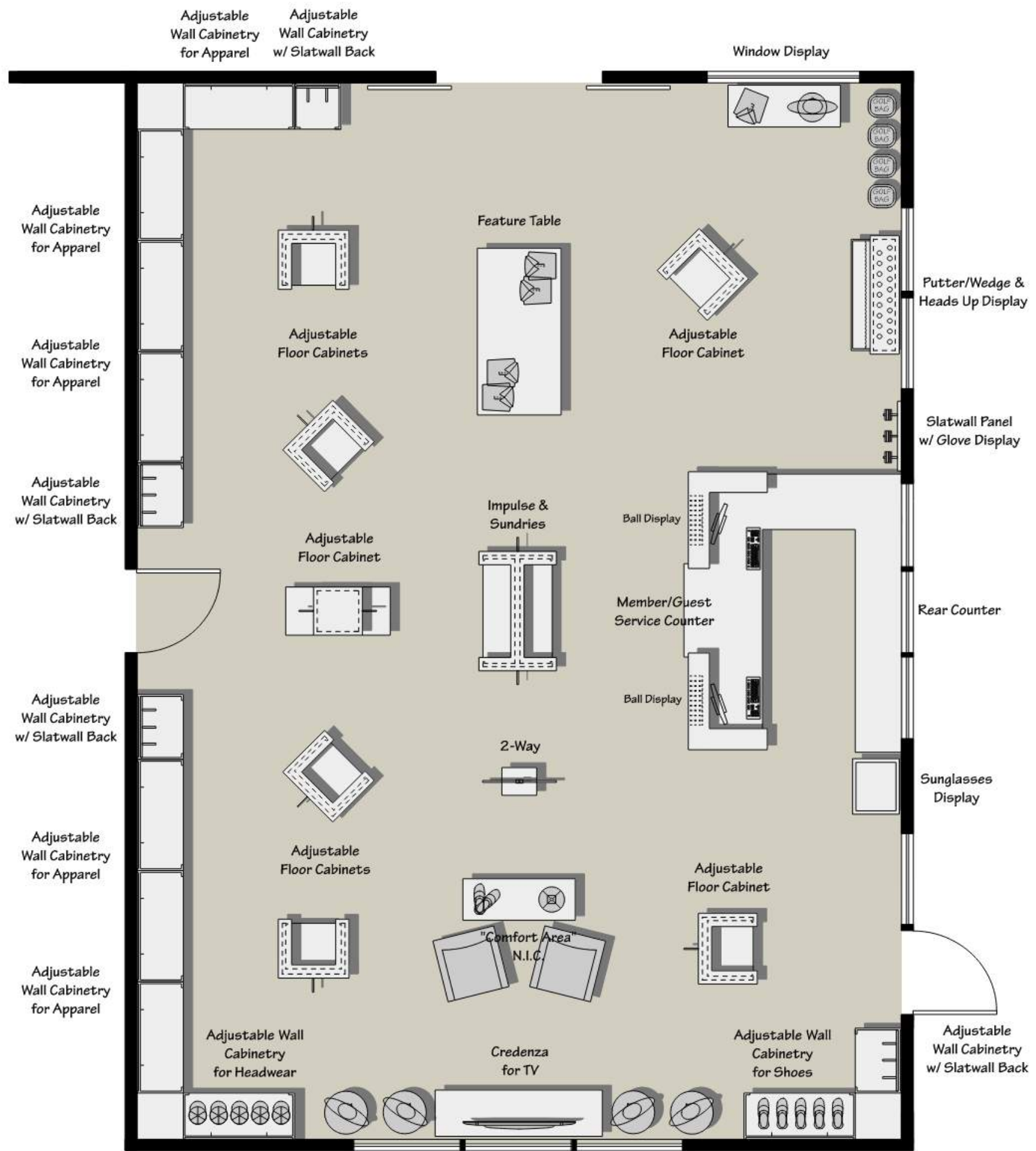






CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022





CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

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

AGENDA DATE: December 19, 2022

AGENDA ITEM: G1

AGENDA SUBJECT: Consider Resolution No. 2022-76, appointing members to serve as Directors on the Tax Increment Reinvestment Zone Board No. 2 for the City of Jersey Village, Texas.

Dept./Prepared By: Lorri Coody, City Secretary **Date Submitted:** November 7, 2022

EXHIBITS: Resolution No. 2022-76

BACKGROUND INFORMATION:

This item is to make appointments to the Tax Increment Reinvestment Zone Board No. 2.

Currently, the term of office for Positions 3, 4, 5, and 7 expire on December 31, 2022.

The new term for Positions 3, 4, 5, and 7 begins on January 1, 2023, and will end on December 31, 2024.

The interested applicant(s) are as follows:

Cynthia Kopinitz

In addition to any pending applications, all of the following members currently serving on the Board desire re-appointment:

	<u>POSITION</u>	<u>FIRST TERM</u>	<u>TERM ENDS</u>
Ceri Davies	3	08/17	12/22
Sean Anger	4	01/19	12/22
James MacDonald	5	08/17	12/22
Judy Tidwell	7	06/19	12/22

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2022-76, appointing members to serve as Directors on the Tax Increment Reinvestment Zone Board No. 2 for the City of Jersey Village, Texas.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

RESOLUTION NO. 2022-76

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPOINTING MEMBERS TO SERVE AS DIRECTORS ON THE TAX INCREMENT REINVESTMENT ZONE BOARD NO. 2 FOR THE CITY OF JERSEY VILLAGE, TEXAS.

WHEREAS, the Tax Increment Reinvestment Zone Board No. 2 was created on July 17, 2017; and

WHEREAS, the term of those members appointed to Positions 3, 4 5 and 7 will terminate on December 31, 2022; and

WHEREAS, it is the desire of the City Council appoint members to serve as Directors on the Tax Increment Reinvestment Zone Board No. 2 for the term beginning January 1, 2023 and ending on December 31, 2024; **NOW THEREFORE**,

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

Section 1. _____, Position 3; _____, Position 4; _____, Position 5; and _____, Position 7 are hereby appointed to serve as Directors on the City of Jersey Village Tax Increment Reinvestment Zone Board No. 2 for the term to beginning on January 1, 2023 and ending December 31, 2024.

PASSED AND APPROVED this the **19th** day of **December 2022**.

ATTEST:

Bobby Warren, Mayor

Lorri Coody, City Secretary



CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON DECEMBER 19, 2022

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. RECESS THE REGULAR SESSION

Recess the Regular Session to 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

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. *Austin Bleess, City Manager*

K. ADJOURN EXECUTIVE SESSION

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