

ANNUAL OPERATING BUDGET FISCAL YEAR 2019



City of Colleyville Fiscal Year 2018-2019 Budget Cover Page

This budget will raise less revenue from property taxes than last year's budget by an amount of \$1,252, which is a 0.01 percent decrease from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$181,466.

The members of the governing body voted on the budget as follows:

FOR: Richard Newton, Bobby Lindamood, Tammy Nakamura, Kathy Wheat, George Dodson, Chuck Kelley, Callie Rigney

AGAINST:

PRESENT and not voting:

ABSENT:

Property Tax Rate Comparison

	2018-2019	2017-2018
Property Tax Rate:	\$0.320800/100	\$0.333834/100
Effective Tax Rate:	\$0.320800/100	\$0.319110/100
Effective Maintenance & Operations Tax Rate:	\$0.303663/100	\$0.302906/100
Rollback Tax Rate:	\$0.344992/100	\$0.344972/100
Debt Rate:	\$0.017036/100	\$0.017834/100

Total debt obligation for City of Colleyville secured by property taxes: \$682,115



Our Vision:

A tranquil urban oasis characterized by its upscale neighborhoods, family friendly atmosphere and unmatched community spirit.

Our Mission:

Colleyville is a model neighborhood focused city, sensitive to our history, stewards of our resources and dedicated to our residents. We are committed to providing continuously improving, citizen valued services to assure their enjoyment of our small town quality of life with pride, honor and dignity.

Our Values:

Integrity Communication Excellence Transparency



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Colleyville
Texas**

For the Fiscal Year Beginning

October 1, 2017

Christopher P. Morrill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation award to the City of Colleyville, TX for its annual budget for the fiscal year beginning October 1, 2017.

In order to receive this award, a governmental unit must publish a budget document that meets program as a policy document, as an operations guide, as a financial plan and as a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to the GFOA to determine its eligibility for another award.

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Fiscal Year 2019

City Council



Richard Newton
Mayor



Bobby Lindamood
Mayor Pro Tem



Tammy Nakamura
Place 1



Kathy Wheat
Place 3



George Dodson
Place 4



Chuck Kelley
Place 5



Callie Rigney
Place 6

Budget Message



COLLEYVILLE

FY 2019 Budget Message

We are pleased to present the adopted FY 2019 Combined Annual Operating Budget for the City of Colleyville. The budget is balanced and prepared in accordance with state law, the Colleyville City Charter, ordinances, and budget policies.

The City provides a full range of municipal services utilizing operating funds, special revenue funds, and capital project funds to provide those services. Whenever possible, the most restrictive funding source is used first, ultimately limiting the costs borne by the primarily property tax-supported general fund.

The combined expenditures of the City's major operating funds are as follows:

FY 2019 Proposed	General Fund	Utility Fund	Drainage Fund	Debt Service Fund
Operating Revenues	\$24,110,961	\$16,405,605	\$972,448	\$1,859,940
Operating Expenditures	\$24,044,488	\$16,405,604	\$771,136	\$1,859,940

One measure of a City's financial strength is its level of reserves. While the City Council has approved a conservative fiscal policy of a 90-day reserve requirement, the City's operating funds are projected to exceed the minimum requirement as of September 30, 2018.

Fund Type	Number of Days	Amount
General	140	\$9,106,515
Utility	100	\$4,494,686
Drainage	373	\$1,512,822
Debt Service	128	\$ 692,695

These reserves earns interest, bolster cash flow, and are available for unanticipated expenditures or emergencies. As a non-recurring revenue source, beginning fund balances are used to fund capital or other one-time expenses only. The City Council has provided direction to maintain at least a 100-day operating reserve in the General Fund and Utility Fund, with any excess reserves or operating surpluses transferred to the Capital Projects Fund and Utility Capital Projects Fund, respectively, to be used



for capital projects. The Drainage Fund and Debt Service Fund carry higher reserve levels, with those reserves occasionally drawn upon to cash fund a drainage capital project or down payment on the lease-purchase of a new ambulance.

BUDGET STRATEGY & DEVELOPMENT








Strategy in Action

In January 2017, the City Council held a Visioning Workshop and created a new Strategic Plan, with support from an outside facilitator and senior staff. The Strategic Plan included an updated Vision, Mission, and Values. The Strategic Plan also articulated six overall goals and several strategies to achieve each, as shown below in the version that was updated in June 2018. For each strategy identified, one or more objectives were assigned.

City of Colleyville Strategic Plan (updated June 2018)



In June 2018, the City Council held their annual priority setting worksession, at which nine consensus priorities were identified (listed below).

 <p>SH26 corridor enhancements- design & bid</p>	 <p>Develop TIF 5-Year Plan Strategy</p>
 <p>City Plaza - finalize design & construct</p>	 <p>Set priorities & implement Parks Master Plan</p>
 <p>Multi-purpose Center study to determine scope (Senior/Rec/Community) --> Go/No Go decision = intended outcome</p>	 <p>Continue improving City events and opportunities for engagement</p>
 <p>5-Year Capital Trail Master Plan</p>	 <p>Explore, develop and expand community partnerships - Chamber, County road projects, other cities, Entrepreneur Center, etc.</p>
 <p>Communication Strategy & Enhancements</p>	

Preparation of any budget requires the allocation of finite resources. Staff's role is to guide the process by creating and managing a budget that reflects the City Council's and the community's highest priorities. Development of the fiscal year 2019 budget was guided by the priorities outlined in the City of Colleyville's Strategic Plan. Every new effort and element of the City's budget, including existing programs, is tied to one or more of these goals, strategies, and objectives.

Issues & Challenges

Colleyville benefits from a strong residential base, which helps mitigate the negative effects of economic fluctuations. Property values have rebounded from the declines experienced in fiscal years 2011 and 2012, and have experienced tremendous growth in the last several years. 2018 certified values increased 7.7% in total, compared to 2017 certified values. One of the City Council's highest priorities has been minimizing the tax burden of our citizens. As such, careful consideration is given to the amount of revenue (and associated tax rate) needed, as opposed to simply maintaining a tax

rate that brings in ever increasing amounts of revenue due to increased property values. Any tax rate above the effective rate (i.e. that brings in more revenue than the prior year, excluding revenue from new construction) must be fully justified, with the reasons for adopting such a rate clearly communicated.

Sales tax is the second largest revenue source, however, the City's primary commercial corridor along Colleyville Boulevard (SH26) is under construction until at least mid-2019. Fiscal year 2019 sales tax is projected to have two percent growth from fiscal year 2018 year-end projections due to the potential for construction to impact traffic to nearby businesses. This is a higher projected growth rate than what was projected in fiscal year 2018, as sales tax receipts have performed better than originally anticipated, despite construction. The City has been proactive and creative in supporting local businesses during construction, and has created quarterly promotional programs that have been extremely successful and well received.

Colleyville's history dates back to its beginnings as a farming community in the 1850s. Even when the City was incorporated a century later, it was still a rural community. Much of our infrastructure – including streets, utility lines, buildings and other community assets—are aging and inadequate to serve residents and commuters in the burgeoning northeast Tarrant County area. In developing the 2019-2023 Capital Improvement Program in coordination with the fiscal year 2019 budget, staff has focused attention on the most urgent priorities and addressing those situations that pose the highest risk if not addressed. Staff also carefully considers which investments will serve to extend the useful life of an asset -- essentially postponing the need for full replacement for a number of years -- when making funding recommendations.

At the budget work session presentation on August 7, staff reviewed a five-year forecast for all operating funds. That forecast includes estimates for expenditures and the revenues necessary to continue balancing the budget. Ad valorem revenue was projected with growth of 0% in fiscal year 2019, reflecting an effective tax rate, and sales tax was projected with limited growth for the reasons mentioned above. The forecast for General Fund expenditures includes general cost increases of 3.2% for materials and contractual services required each year, as well as personnel costs to continue funding appropriate market and merit adjustments and increasing healthcare costs. These forecasts help staff and the City Council focus on the long-term budgetary implications of current funding decisions. They also help to put long-term goals into perspective relative to the overall resources available.

Priorities and Fiscal Year 2019 Focus

With this budget, resources are allocated according to the priorities of our citizens and City Council, while maintaining the conservative fiscal approach that has allowed Colleyville to attain and maintain an AAA bond rating. Cost increases have been absorbed via reductions in other expenses or by identifying alternative funding sources, to allow any new revenue to be allocated for priority areas.



The fiscal year 2019 budget accomplishes a number of priorities, including the following major areas of focus:

- **Proposes the effective tax rate**

2018 certified values increased 7.7% in total, compared to 2017 certified values. The fiscal year 2019 proposed budget includes a proposed tax rate of \$0.3208/\$100 of valuation, a \$0.013034 reduction from the current \$0.333834 tax rate. The tax rate of \$0.3208 is the “*effective rate*”, which means that even though property values went up, the property tax is lowered in order to collect the same amount of City taxes from property owners as last year.

- **Provides a balanced budget**

The fiscal year 2019 proposed budget is a balanced budget, consistent with both the City’s Charter and state law requirements. Operating expenditures are funded with operating revenues. Operating funds maintain a fund balance above the 90-day reserve at all times, as required by the City’s financial policies.

- **Demonstrates responsible fiscal management with corporate-like efficiency**

Over the last year, City staff has focused on efficiency and sustainability, saving nearly \$1,000,000 in General Fund operating costs. This effort to reduce expenditures was about more than just limiting labor costs and saving dollars. It was an effort to bring corporate-like efficiency to the organization. Our strategy is to only take in the revenue necessary to provide programs and services, rather than accept the maximum possible revenue and then decide how to spend it.

One of the largest expenses of any City is personnel needed to carry out the community’s desired programs and services. The fiscal year 2019 budget provides a staffing level of 200.5 full-time equivalents (FTEs), 5.5 FTEs less than in fiscal year 2018. This was largely possible by eliminating layers of management within the organization and developing a flatter organizational chart. These staffing efficiencies were all accomplished without any layoffs, but rather through organic opportunities through vacancies. More importantly, this restructuring is not a reflection of being in “austerity” mode—quite the opposite is true. It has provided growth opportunities for staff and has allowed for a more dynamic environment that is the antithesis of traditional bureaucracy. Ultimately, this has produced a greater level of responsiveness to citizens and a “can-do” organizational mentality that is focused on results.

We also absorb costs whenever possible, reallocating dollars to where the need exists rather than assuming that “the way we’ve always done it” is the best way to prioritize resources. This year-long efficiency effort bore fruit this summer when health insurance costs went up seven percent. The City was able to absorb those cost increases within the existing budget, along with all other typical cost

increases, without needing any additional property tax revenue from citizens. Health insurance costs make up the largest portion of the City's personnel budget after salaries.

- **Expands public safety services**

Public safety continues to be one of the community's highest priorities and this budget maintains funding for the high level of services Colleyville citizens expect. Funding for 43 sworn police officers is maintained in the fiscal year 2019 budget, with 10 of those officers paid for by the Colleyville Crime Control and Prevention District (CCCPD) budget (funded by a ½ cent sales tax). This year in the CCCPD budget funding has been added for two new part-time public safety officers. These public safety officers are non-sworn employees of the police department (often retired officers), who will provide non-emergency duties now being performed by police officers such as assisting with traffic direction, assisting school crossing guards, and taking minor reports. The addition of the public safety officers will free up our police officers to spend more time patrolling our neighborhoods, building relationships and solving community issues. Funding for 41 certified firefighters is also continued in the FY 2019 budget. This will also be the first fiscal year in which the department will operate two advanced life support (ALS) ambulances, enhancing service levels and response times.

- **Maintains current overall utility base rates for 1-inch residential meters, while providing additional funding for utility Capital Improvement Plan (CIP) projects**

Water and wastewater base rates are directly related to the City's budget for the Utility Fund, and rates are set to only recover the City's cost of operating the utility system. In fiscal year 2018, the budget funding needed was less than the prior year due to declining debt payments, and it was possible to lower water and wastewater base rates. The citizen's Water and Wastewater Rate Advisory Committee met to discuss long-term strategies for rates and how to fund future utility capital projects with cash, as opposed to debt. The committee recommended creating a new, separate capital funding component in the rate structure (CIP base rate) with the difference above what was needed for operations. The City Council implemented this recommendation, creating a CIP base rate in October 2018, while still maintaining the same base rates for customers in total.

Based on the fiscal year 2019 proposed utility operational costs, it is again possible to lower water and wastewater base rates. Continuing the direction received from the citizen committee, the fiscal year 2019 budget takes the amount that the water and wastewater rates could be decreased by and adds that amount to the CIP base rate. Original projections anticipated the need to increase the CIP base rate for fiscal year 2019 by \$2.85, but the fiscal year 2019 budget only recommends an increase of \$0.72 that is entirely funded from decreases in the water and wastewater base rates—meaning that the total for all base rates stays the same for 1-inch residential meters.

- **Includes investment in and replacement of the City's infrastructure**

Year 1 (fiscal year 2019) of the City's 5-Year CIP includes over \$15 Million in projects to replace aging infrastructure, both above and below ground. These projects include street rehabilitation, water line replacements, park improvements, and reinvestment in City facilities such as the library. Ensuring that these community assets are well maintained is and will continue to be a high priority. These projects are all fully-funded with cash that is currently available or with revenues projected to be received during this time period. No new debt is planned and the City is actively working to pay off all outstanding debt, which should be accomplished in less than 10 years.

- **Furtherers beautification efforts throughout the community**

The fiscal year 2019 budget provides funding to further beautification efforts throughout the community. This includes improvements to medians and roundabouts, as well as a new public art program to incorporate bronze sculptures into the City's roundabouts. Funding is also included for design and installation of median and right-of-way improvements along the SH26 corridor. The City recognizes that this corridor is truly Colleyville's main street, and the look and feel should be reflective of the exceptional quality found throughout Colleyville. This desired quality is above and beyond the standard landscape, hardscape, and streetlights provided by TxDOT, which is why the City has allocated additional funds to ensure the final product is something citizens can be proud of.

ADOPTED BUDGET BY FUND: GENERAL FUND

In developing the fiscal year 2019 budget, the objective was to achieve a balance between revenues and expenditures, and prioritize operational needs with long-term community investment strategies. As mentioned previously, efforts are made to identify other funding sources before committing general fund dollars to a project or cost, limiting the reliance on the primarily property tax supported general fund. The general fund accounts for the resources and expenditures related to the generally recognized governmental services and/or functions provided by various City departments – it is a governmental fund type.

Revenues

General Fund revenues in the adopted budget total \$24,110,961. Major revenue considerations include:

- A tax rate decrease from \$0.333834 to \$0.320800 per \$100 of valuation
- No increase in ad valorem revenue due to adoption of an effective tax rate
- Conservatively projected growth of 2 percent for sales tax revenue

Property Tax



The primary source of income for the City is property taxes, accounting for 59 percent of total revenue. The biggest budgetary issue in preparing the annual budget is the setting of the property tax rate. Once the roll is received in late July, the tax rate is determined by the debt rate needed to pay for the City's bonded indebtedness and funds needed for maintenance and operation funding in the General Fund.

The Tarrant Appraisal District has certified Colleyville's property valuations for 2018 at \$5,456,363,643, and includes \$56,566,730 in new construction. This represents an increase of \$390,620,344 (7.7%) over the current year's taxable valuation of \$5,065,743,299, per the July 25, 2017 certified values. The total taxable value includes TIF zone property, which has a combined taxable value increment of \$404,429,378 (TIF Zone #1 adopted in 1998- \$392,404,701 and TIF Zone #1A adopted in 2012- \$12,024,677). The final TIF value is subject to change, as valuation is still under appeal. This represents an increase of \$31,555,459 (8.5%) over the current year TIF valuation of \$372,873,919.

The fiscal year 2019 budget includes a property tax rate of \$0.320800 per \$100 value. The tax rate is comprised of an operation and maintenance rate of \$0.303764, and an interest and sinking rate of \$0.017036. The latter component provides funding for retirement of the annual debt obligations.

The following table provides historical information on the City's tax rate, average residential property value, and average property tax payment.

Budget Year	Average Residential Property Value	Property Tax Rate	Average Property Tax Payment
2011	\$397,472	\$0.3559	\$1,414.60
2012	\$396,817	\$0.3559	\$1,412.28
2013	\$397,889	\$0.3559	\$1,416.09
2014	\$406,040	\$0.3559	\$1,445.10
2015	\$421,497	\$0.3559	\$1,500.11
2016	\$423,650	\$0.3559	\$1,507.77
2017	\$460,461	\$0.33913	\$1,561.56
2018	\$500,748	\$0.33383	\$1,671.67
2019	\$521,831	\$0.320800	\$1,674.03

Sales Tax

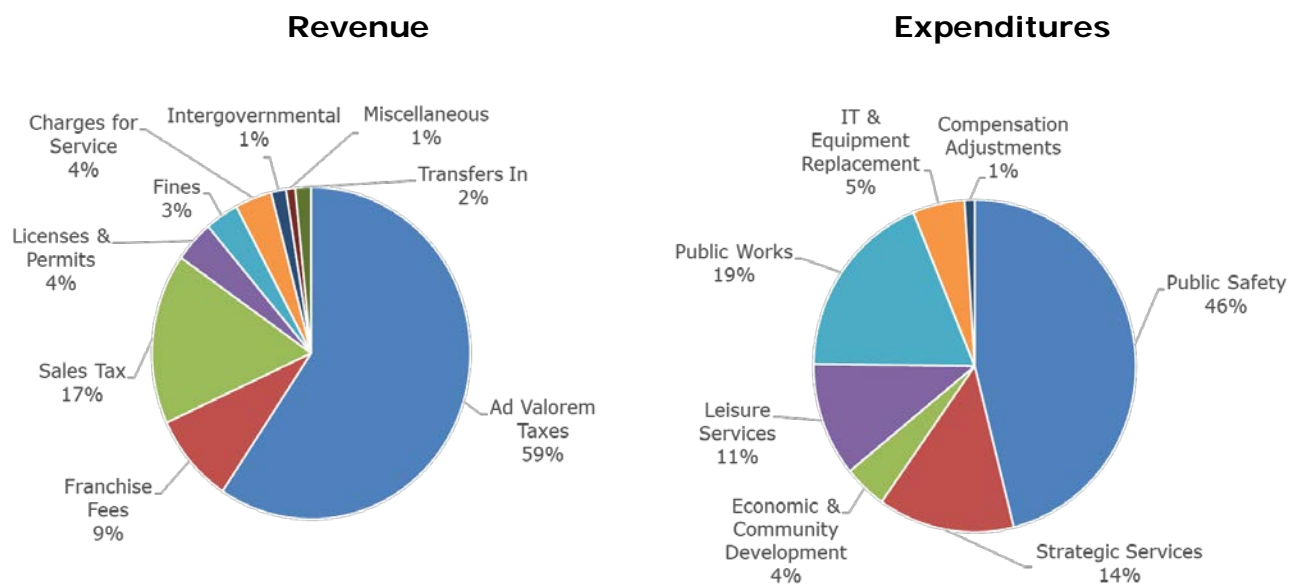
The second major financial consideration guiding development of the budget is the growth of sales tax revenues. The City collects a total two percent sales tax: one percent for General Fund with the remaining one percent allocated for two half-cent special purpose districts. Sales tax growth was expected to slow due to the reconstruction of SH26, which is the city's primary commercial corridor, but activity has surpassed expectations with growth of around 4 percent in fiscal year 2018. Sales tax has been budgeted conservatively with two percent growth for fiscal year 2019, and limited growth in future years, until reconstruction has been completed.

Licenses and Permits

Building-related revenue remains relatively consistent with the actual revenue received in the last several fiscal years. License and permit revenue has continued to exceed budget projections based on the increase in development activity in Colleyville, but budgeted projections are not increased until several years of trend are established in order to maintain our conservative forecasting practices. The fiscal year 2019 budget for license and permit revenue makes up 4 percent of general fund revenues.

Intergovernmental Revenue

Intergovernmental revenue includes the annual payment from the City of Keller as a result of the municipal court consolidation in the amount of \$260,538. Keller is paying a percentage of the total municipal court cost based upon their percentage of total citations issued by both cities.



Expenditures

The illustration above shows how the City plans to spend each tax dollar for the upcoming fiscal year. The total adopted General Fund budget for fiscal year 2019 is \$24,044,488. Additional detail regarding funding changes or funding of new items is described in an earlier section of this letter (priorities and fiscal year 2019 focus).

UTILITY FUND

The Utility Fund is a proprietary fund structured and operated as a stand-alone business or enterprise. It accounts for all the activities required for the provision of water and sanitary sewer to residents of the city. In fiscal year 2017, the Utility Fund was split out into two funds- the Utility Fund and Utility Capital Projects Fund,

although these funds are rolled together for financial reporting purposes in the CAFR (Certified Annual Financial Report). The Utility Fund functions as the operating fund. The Utility Capital Projects Fund is where revenues and expenditures for utility capital projects are accounted for. This includes water and wastewater impact fees, revenue from the CIP base rate, and year-end operating surpluses transferred over from the Utility (operating) Fund. Creation of the Utility Capital Projects Fund has allowed for easier tracking, communication, and forecasting. The sections below specifically discuss revenues and expenditures for the Utility (operating) Fund.

Revenues

Utility bills include both volumetric and base rates. A committee of citizens was appointed to consider rate structure changes and the City Council ultimately adopted a structure that recovers all of the City's operating costs for delivery of treated water and collection of wastewater in the monthly water and wastewater base rates. The volumetric rate recovers (i.e. passes through) all costs the City pays to Trinity River Authority (TRA) for treated water and wastewater treatment. Both the base rates and volumetric rates are reviewed and updated on an annual basis, concurrent with the City's year for base rates and TRA's fiscal year for volumetric rates. Water and wastewater volumetric charges account for 80 percent of operating revenue and water and wastewater base rates account for 18 percent. Interest, tap fees, and miscellaneous revenues comprise the remainder.

Expenditures

Utility Fund expenditures total \$16,405,604 for the fiscal year 2019 budget. The total utility-supported 2019 bonded debt obligation is \$0. Fiscal year 2018 was the last year of debt payments for the Utility Fund before all outstanding debt has been retired. The largest component, 80 percent of the fund, covers the contractual obligation for water and wastewater to the Trinity River Authority (TRA).

DEBT SERVICE FUND

The City budgets for tax-supported debt in the Debt Service Fund. The total fiscal year 2019 Debt Service Fund expenditure budget is \$1,859,940. This City has been focused on paying off all outstanding debt and financing all capital needs going forward with cash. Utility Fund debt was paid off last fiscal year, Drainage Fund debt will be paid off in three years, and General Obligation Debt will be retired in nine years.

There is declining debt service in the remaining outstanding debt obligations, however a refunding of outstanding callable debt that occurred in fiscal year 2016 rolled together TIF debt with General Fund debt, causing total debt service fund expenditures to increase from fiscal year 2016 to 2017. This is offset by the increased revenue from the transfer in of funds from the TIF to pay for its fair portion of the consolidated refunded debt.

Furthermore, the city's bond ratings are evidence of Colleyville's financial strength. Currently, all debt obligations of the City are rated AAA by Fitch Ratings and Standard and Poor's. In 2009, the City received an upgrade in its general obligation bond rating from AA+ to AAA from Standard and Poor's. Strong tax base growth coupled with a low tax rate, strong financial performance, and substantial cash balances were the primary reasons for the bond rating. These credit ratings for outstanding debt mean the City's bonds are considered to be of superior investment quality, resulting in lower interest payments for the City.

STORMWATER DRAINAGE UTILITY FUND

In 1993, the City Council adopted a monthly fee assessed on residential and commercial utility billing accounts for stormwater management. The Stormwater Drainage Utility Fund supports the operation and maintenance of the City's drainage system and complies with federally mandated requirements for stormwater systems. It is a proprietary fund type.

This fund is designated to maintain streets, sewers, and drainage ditches to manage runoff from commercial and residential development, including related personnel and operating costs.

The fund is projected to receive revenues of \$972,448 in fiscal year 2019, primarily from the collection of the monthly fee. Annual debt payments for the outstanding bonds are \$125,670. The remaining funds support personnel and other operational costs. The Primary focus in fiscal year 2019 will be the completion of the stormwater master plan. The master plan will help determine priorities for future projects.

SPECIAL REVENUE & CAPITAL PROJECT FUNDS

The City Council continues to be innovative in evaluating financing options for various City programs. Use of special revenue funds and capital project funds include:

Colleyville Tax Increment Financing (TIF) District

The Tax Increment Reinvestment Zone (TIRZ) District, also known as the TIF, was created in 1998. The primary goal of the district is to encourage quality commercial development in the city by using ad valorem revenues from property value growth since the creation of the district, within the district for infrastructure improvements and economic development. The district boundaries predominately occupy property located along State Highway 26, comprising 633 acres of land area. The base value for the district was \$75,821,735 in 1998. Incremental values subsequent to January 1998 are taxed at the City's adopted property tax rate. However, the ad valorem revenues are utilized to spur economic development within the district rather than being allocated to the City's overall budget.



Overlapping taxing entities, including Tarrant County College District and the Grapevine-Colleyville Independent School District participate at varying levels in the district by assigning their ad valorem tax dollars. Tarrant County and the Tarrant County Hospital District are no longer participating in contributing to the TIF as their commitment level has already been met. In November 2012, the TIF was amended to expand boundaries to include mostly additional vacant, underutilized land and some commercial property. The additional area added is called TIF #1A, as compared to the original area that is called TIF #1, and had a base value of \$30,796,078.

The incremental value for fiscal year 2019 (tax year 2018) is \$392,404,701 for TIF #1 and \$12,024,677 for TIF #1A. Together, both TIF areas experienced an increase of \$31,555,459 from the valuation for fiscal year 2018. The adopted Capital Improvement Plan recommends using TIF funds to pay for approved road improvement projects and other projects to spur economic development within the district.

Colleyville Crime Control and Prevention District (CCCPD)

The primary goal of the district is to fund public safety and crime control activities throughout the city. The district was created by voter approval in 1999, with oversight of funds assigned to the board of directors, composed of the City Council. State law provides that a district's life is limited to five years, unless voters continue the district by approval of a referendum. In September 2003, Colleyville voters approved continuation of the district for an additional 20 years.

Expected revenue from the 0.5 percent special purpose sales tax, use of funds generated from prior years' coverage ratio, and related interest income for the CCCPD budget is \$2,190,676. The budget provides funding for the annual debt on the Colleyville Justice Center, compensation for ten police officers, vehicle replacement, and various minor capital items, with total expenditures of \$1,987,036 for fiscal year 2019. In fiscal year 2019, the City also added two part time public service officers. The public service officers will perform non-emergency duties which are currently being performed by police officers, such as assisting school crossing guards, taking minor reports, and aiding with traffic direction. This is intended to free up the City's police officers to spend more time patrolling neighborhoods, building relationships with neighbors, and solving community issues.

Colleyville Economic Development Corporation (CEDC)

Authority for the corporation is provided by state statute as a 4B corporation. The 0.5 percent sales and use tax approved by the voters in August 1996 has been an important resource in our Capital Improvement Program for community-related facilities. This fund accounts for the use of bond proceeds and sales tax revenues for municipal park improvements, the purchase of land and equipment for additional parks, and for the construction of a community center and library. Consistent with state law, some funds may be allocated by the board of directors for promotional efforts for special events and marketing.

Expected revenue from the special purpose sales tax and related interest income for the fiscal year 2019 is \$1,916,673. The CEDC Board meets in August to approve the



budget. Funding provided by this special sales tax has been allocated to community-enhancement initiatives consistent with the authorization of the corporation.

Court Technology Fund

This fund accounts for all activities, in accordance with state statutes, related to the collection and use of the Municipal Court technology fee imposed on convictions on cases adjudicated in the Court – it is a governmental fund type. Available funds are spent on technology repairs, replacements, and upgrades for the court.

Court Security Fund

The Court Security Fund accounts for all activities, in accordance with state statutes, related to the collection and use of the Municipal Court building security fee imposed on convictions on cases adjudicated in the Court – it is a governmental fund type. Available funds are spent on security-related expenses for the court, which includes funding for bailiff services at various trial settings.

Strategic Initiatives Fund

Resources available in the Strategic Initiatives Fund are to be used with the City Council's authorization for programs and projects linked directly to the City's strategic plan. This governmental fund does not have a dedicated revenue source; any income received is from transfers in from other funds. The current balance in the Strategic Initiatives Fund is \$536,580. Funds may be allocated at the discretion of the City Council.

Voluntary Library Fund

When voluntary contributions are made to the Library by citizens through their monthly utility bill, those contributions are placed in the Voluntary Library Fund. Contributions are used primarily to support library activities. In fiscal year 2019 the Voluntary Library Fund will pay for all library material purchases and library program costs.

Voluntary Park Fund

When voluntary contributions are made by citizens for improvements to the park system through their monthly utility bill, those contributions are placed in the Voluntary Park Fund. In fiscal year 2019 the Voluntary Park Fund will pay for improvements to various parks and athletic fields. The Voluntary Park Fund will be an important funding source to improvement projects identified in the recently updated Parks Master Plan.

Juvenile Case Manager Fund

The Juvenile Case Manager Fund receives revenues from the collection of the juvenile case manager fee imposed on convictions on cases adjudicated in the court. This fund is used to account for staff, whose primary role is handling juvenile defendants in terms of teen court dockets, all school violations including truancy, failure to attend school and parental noncompliance violations, and mandatory classes for drug, tobacco and alcohol defendants, as permitted by state statute.

Capital Projects Fund



This fund accounts for financial resources to be used for the acquisition or construction of major capital projects – it is a governmental fund type. The capital projects fund has no dedicated revenue source; any income received is from transfers from the general fund, to set aside funding for capital projects that are often multi-year in nature and not appropriate for an annual operating budget.

Capital Equipment Replacement Fund

The capital equipment replacement fund is an internal service fund to account for funding for, and acquisition of, the City's vehicles, maintenance equipment, and computer equipment. It is a governmental fund type and has no revenue source other than transfers from other funds. It typically receives annual transfers and serves as a savings account for vehicle and equipment replacement purchases.

Colleyville Tomorrow Fund

The Colleyville Tomorrow Fund is a capital projects fund used to account for proceeds received on gas leases on city-owned property to be used for capital purchases. Funds may be allocated at the discretion of the City Council. \$394,700 has been committed for installation of city-owned fiber and work will commence pending negotiation with Grapevine-Colleyville ISD and the City of Grapevine, as the City of Colleyville plans to contract with those entities to have fiber installed due to the significant cost savings.

Parks Tomorrow Fund

The Parks Tomorrow Fund is a capital projects fund used to account for proceeds received on gas leases on city-owned parks property for parks capital projects.

Park Land Dedication Fund

The Park Land Dedication Fund is used to account for the acquisition of land for new park sites and to make improvements to or expand existing parks to better serve new development. Fees collected from platting of new residential and commercial property funds the improvements.

CONCLUSION

The City is committed to ensuring that residents receive excellent value for their tax dollars, with which staff is able to provide the programs, services, and infrastructure investment that form the foundation of the quality of life in Colleyville.

As always, staff will continue to be diligent in its review of City finances in order to assist the City Council in making decisions that will ensure the fiscal viability of its government. Additionally, staff will continue to evaluate and improve business practices in an effort to find efficiencies, while also looking at regional synergies and collaborations to reduce ongoing costs.



The fiscal year 2019 budget is presented with the commitment and confidence that it effectively funds those priorities identified by the City Council. We look forward to working with you to achieve all the goals set forth therein.

Jerry Ducay

Jerry Ducay
City Manager

Adrienne Lothery

Adrienne Lothery
Assistant City Manager

Mark Wood

Mark Wood
Assistant City Manager

City Strategic Plan



City of Colleyville Strategic Plan

(updated June 2018)

OUR VISION

A tranquil urban oasis characterized by its upscale neighborhoods, family-friendly atmosphere and unmatched community spirit.

OUR MISSION

Colleyville is a model neighborhood-focused city, sensitive to our history, stewards of our resources and dedicated to our residents. We are committed to providing continuously improving, citizen-valued services to assure their enjoyment of our small town quality of life with pride, honor and dignity.

OUR VALUES

*Integrity
Communication
Excellence
Transparency*

OUR GOALS

Operate Transparently

Deliver High Quality Core Services

Assure Adequate Infrastructure

Enable Responsible Development

Safeguard our Unique Identity

Govern Effectively

OUR STRATEGY

- 1.1 - Actively involve and engage stakeholders
- 1.2 - Develop future community leaders
- 1.3 - Assure convenient access to public information
- 1.4 - Communicate thoroughly and strategically
- 2.1 - Provide responsive, efficient city services
- 2.2 - Recruit and retain a highly-qualified workforce
- 2.3 - Effectively leverage information technology
- 2.4 - Demonstrate stewardship of public resources
- 3.1 - Upgrade the condition of major roads and neighborhood streets
- 3.2 - Ensure regular repair and replacement of water and wastewater facilities
- 3.3 - Mitigate storm water runoff and flooding risks
- 3.4 - Thoroughly plan for future capital investments and associated costs
- 4.1 - Protect our city's semi-rural residential character
- 4.2 - Encourage compatible commercial growth
- 4.3 - Adopt best-practice planning and development processes
- 5.1 - Create and sustain an identifiable municipal brand
- 5.2 - Support a variety of community events, concerts and celebrations
- 5.3 - Provide attractive facilities for leisure and recreation
- 5.4 - Actively seek public / private partnerships
- 6.1 - Articulate a compelling vision and direction for the community
- 6.2 - Ensure clarity of City Council and staff roles and responsibilities
- 6.3 - Foster our shared values

City Profile

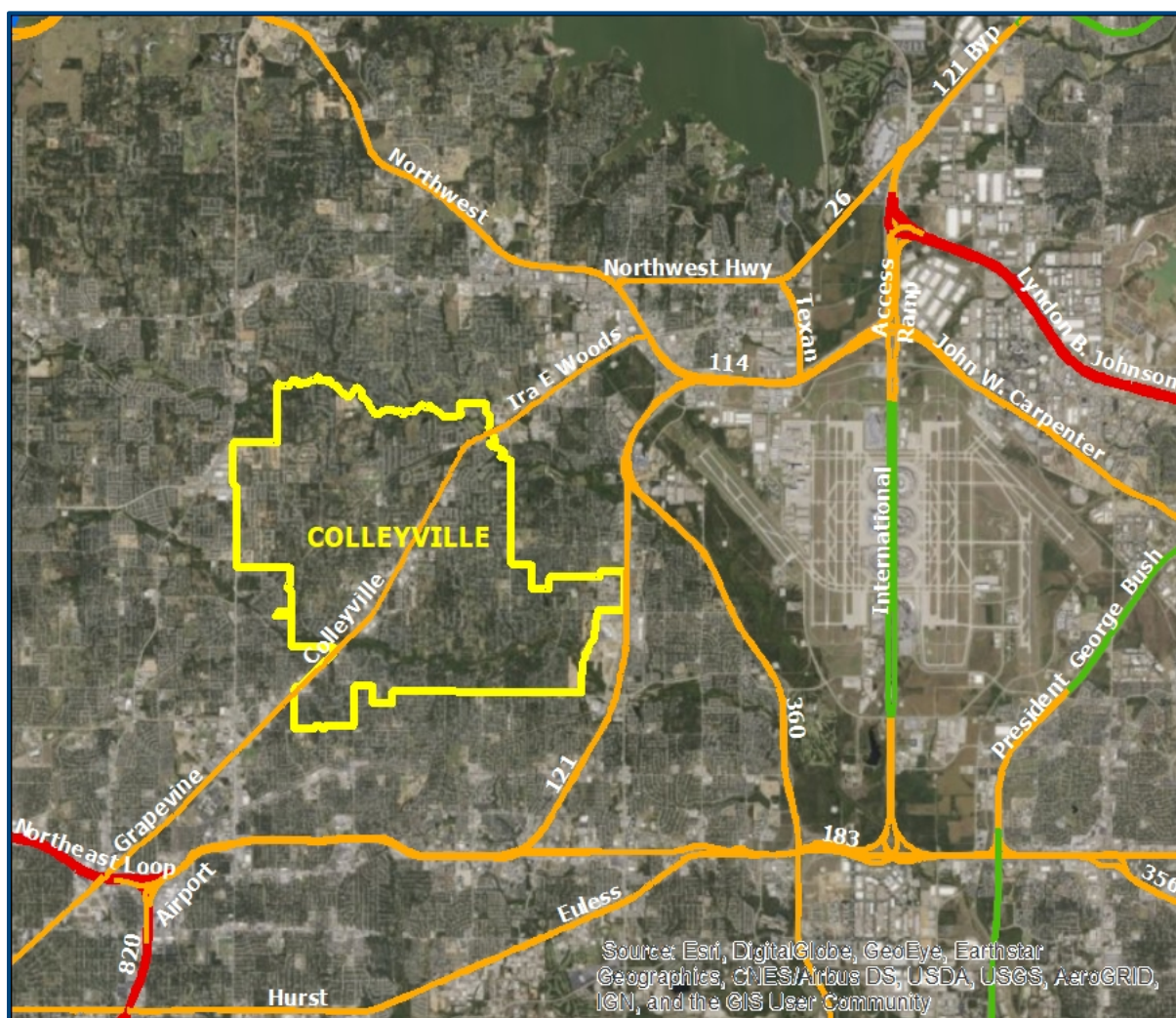


CITY PROFILE

The City of Colleyville, at approximately 13 square miles, is situated in the heart of the Dallas-Fort Worth area of North Texas. Since its incorporation in 1956, Colleyville has managed to grow and develop while still maintaining its rural roots which can be traced back to the City's humble beginnings. Today Colleyville is known as one of the premier communities in the nation and consistently ranked at or near the top of the best places to live in the United States.

Colleyville was ranked 10th in a 2012 report on "Quality of Life in the South" from the American City Business Journal. In 2013, the Dallas Morning News named Colleyville the "Healthiest Neighborhood", based on analysis of certain factors such as fitness facilities, miles of trails, and other quality of life components. Safewise.com named Colleyville as the Second Safest in Texas in 2015 and as the Safest City in Texas in 2018. In July 2014, D Magazine upgraded Colleyville as the #3 best suburb in the region, up from #5 in 2012, which continues to be the highest rating for a city in Tarrant County. Most recently in 2018, WalletHub.com named Colleyville fourth in The Best Cities for Texas Families list and second for Education, Health and Safety rank.

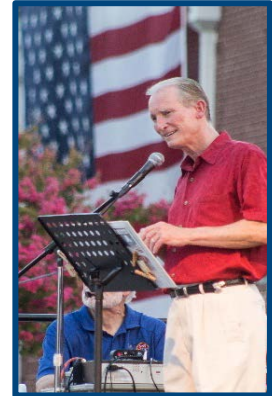
Centrally located in the Dallas-Fort Worth Metroplex, Colleyville is approximately five miles from DFW International Airport, 14 miles from downtown Fort Worth and 22 miles from downtown Dallas.





The City offers several enriching events throughout the year for residents. Every Saturday residents can enjoy the **Colleyville Farmers Market** outside of City Hall/Library in the Village. Vendors from Colleyville and beyond feature items such as fresh produce, artisanal breads, and more.

In the summer time the Library, in conjunction with other departments, hosts the **Summer Reading Finale**. The Reading Finale is an outdoor celebration to wrap up the Summer Reading Program held every year by the Library. This event features children's arts and crafts, carnival games, and special costume character guests and more.



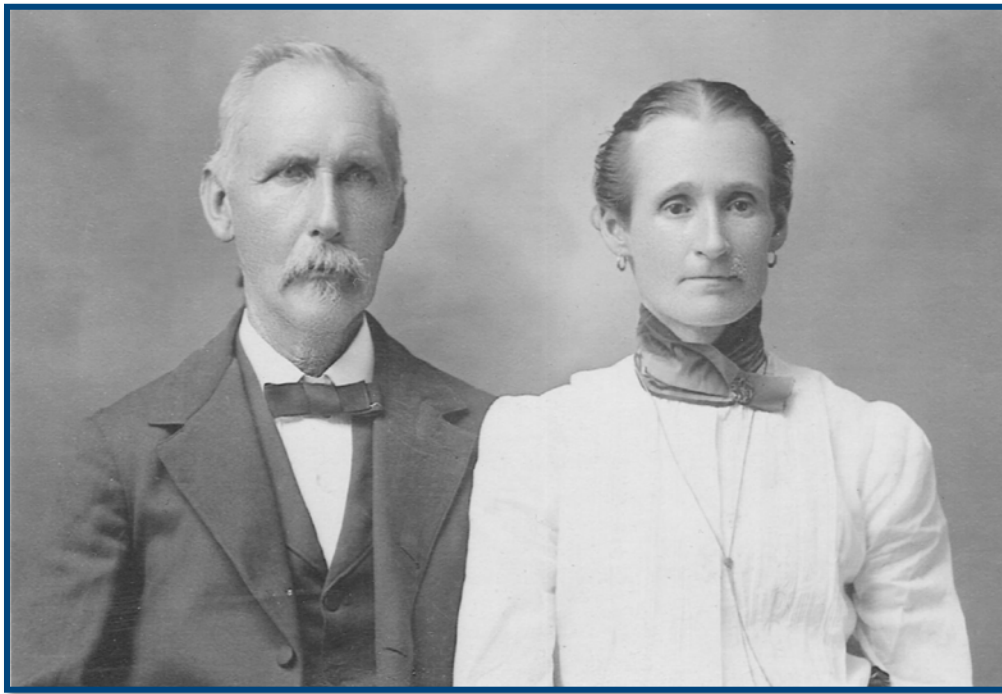
Residents can also look forward to **Red, White and Sousa**- a free outdoor concert under the stars held every June. Past line-ups have featured award winning bands, such as Asleep at the Wheel and Vocal Majority. This celebration also features gourmet food trucks. Families can enjoy snacks and family friendly movie screenings at the City's **Movie in the Village** events. This event allows residents to hang out in the green space near City Hall and watch free movies under the stars.

During fall is the City's **Haunted Trails Fest**, which is an outdoor event at Colleyville's Nature Center featuring games, crafts, a pumpkin patch, and more! Residents can launch the holiday season at the **City's Tree Lighting Ceremony**. This outdoor event is held at City Hall/Library in the Village and features the lighting of the city tree, photos with Santa, holiday themed children's games and crafts, and performances by the local children's choir. These are just some of the events that help make our City unique.



COLLEYVILLE HISTORY

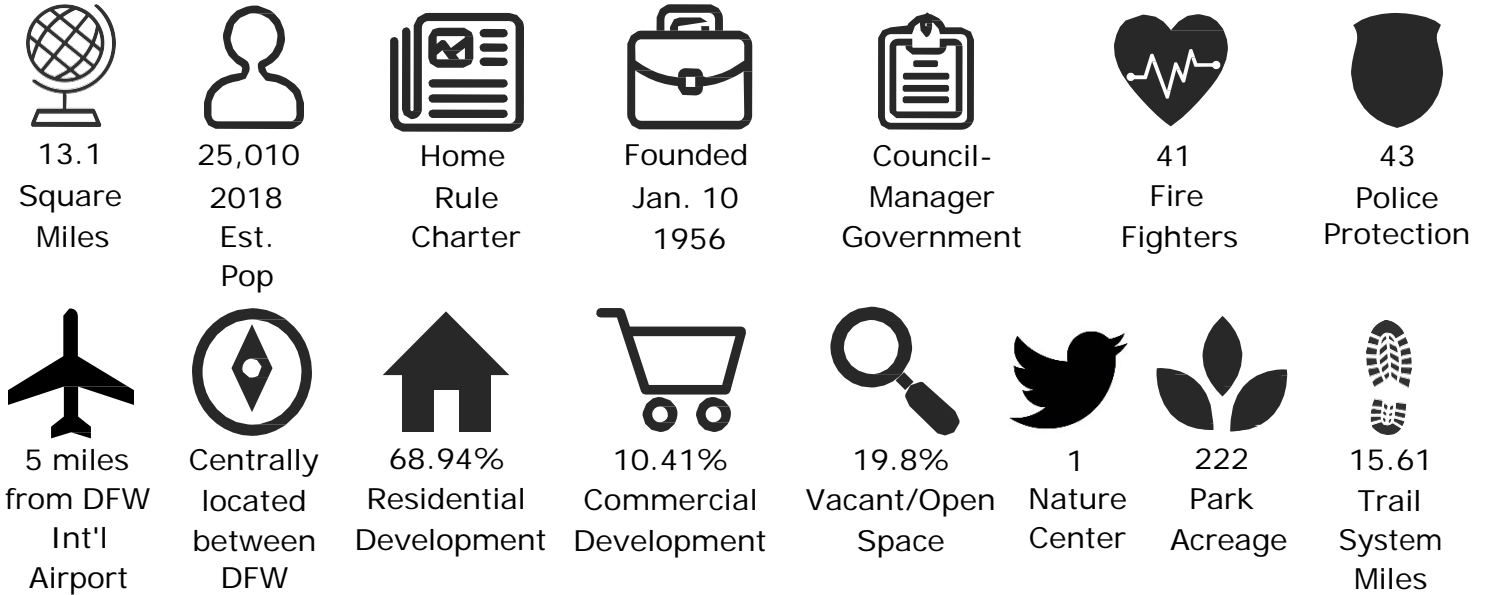
The area now known as Colleyville was first settled in the mid-1800s and was comprised of five separate small communities centered around area churches and schools. Settlers came to Texas during the nearly ten years of the Independent Republic of Texas, but none settled in the wild and beautiful land between the creeks that would become Colleyville. Colleyville was a small crossroads town between Fort Worth and Grapevine (home of the Dallas-Fort Worth International Airport) located at the present day intersection of East Glade Road and Bransford Road. Coyotes, wild turkey, deer, bear, and nomadic Indians were the main inhabitants of pre-Colleyville. The city was named "Colleyville", to honor a man by the name of Lilburn Howard Colley, who settled in the community in the 1880s. He was the town's only doctor and involved himself in civic activities. After the turn of the century, the Colleyville area became known for its outstanding cantaloupes, watermelons, squash, and tomatoes.



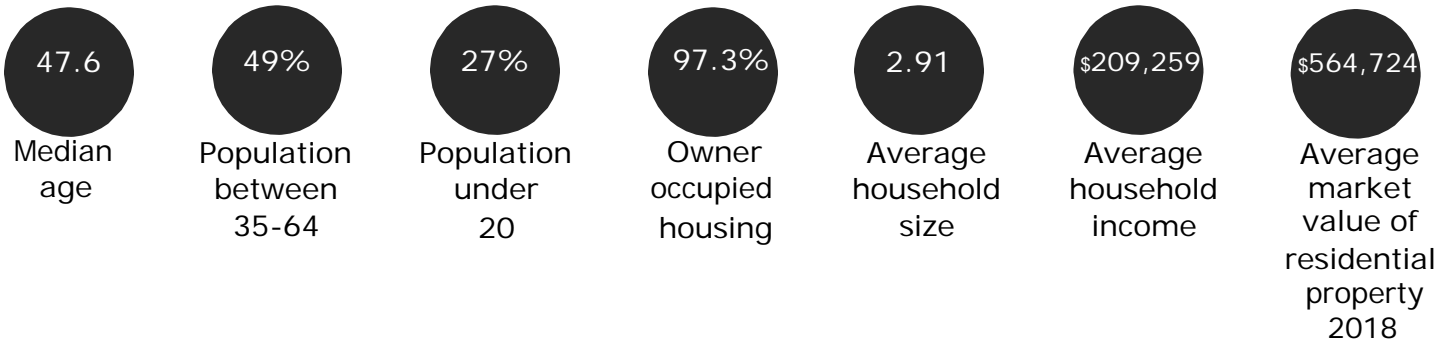
Colleyville was incorporated in January 1956 with less than two square miles and a population of approximately 250. During the late 1970s and early 1980s, Colleyville's close proximity to Dallas-Fort Worth International Airport sparked the growth of high quality residential development. Today, Colleyville is home to over 25,000 residents, and it offers a quiet residential haven for many upper management corporate executives, entrepreneurs, professional athletes, and their families. The city looks to the future to continue to offer its citizens the high quality residential development Colleyville is known for and to continue to add upscale retail development while still maintaining the City's country atmosphere.

COLLEYVILLE, TX: AT A GLANCE

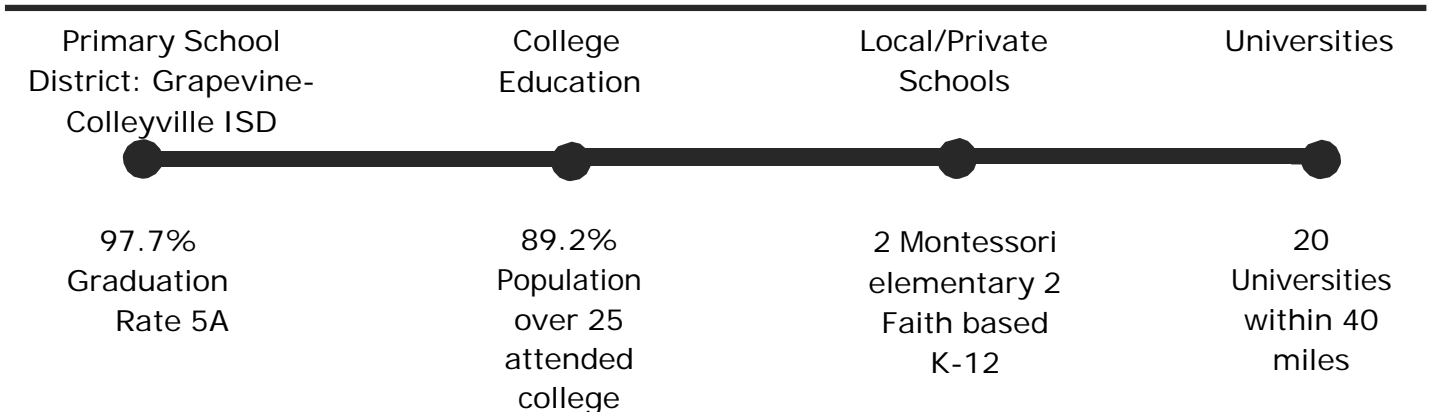
COMMUNITY & GOVERNMENT



DEMOGRAPHICS



EDUCATION



CITY OF COLLEYVILLE

Top Ten Taxpayers & Principal Employers

Top Ten Taxpayers Assessed Valuation & Percent of total Assessed Valuation Fiscal Year 2017

1	KRG COLLEYVILLE LLC ASSESSED VALUATION: \$33,883,995 PERCENT OF TOTAL ASSESSED VALUATION: .81%
2	VELOCIS COLLEYVILLE LP ASSESSED VALUATION: \$33,603,245 PERCENT OF TOTAL ASSESSED VALUATION: .80%
3	TOLL DALLAS TX LLC ASSESSED VALUATION: \$20,154,400 PERCENT OF TOTAL ASSESSED VALUATION: .48%
4	ONCOR ELECTRIC DELIVERY CO LLC ASSESSED VALUATION: \$16,366,630 PERCENT OF TOTAL ASSESSED VALUATION: .38%
5	LTF REAL ESTATE MP I LLC ASSESSED VALUATION: \$13,685,000 PERCENT OF TOTAL ASSESSED VALUATION: .33%
6	STANDARD PACIFIC OF TEXAS INC ASSESSED VALUATION: \$12,032,695 PERCENT OF TOTAL ASSESSED VALUATION: .29%
7	WELLTOWER INC ASSESSED VALUATION: \$10,965,235 PERCENT OF TOTAL ASSESSED VALUATION: .26%
8	COLLEYVILLE LOFTS VENTURE LLC ASSESSED VALUATION: \$9,502,079 PERCENT OF TOTAL ASSESSED VALUATION: .23%
9	MAINVUE TX LLC ASSESSED VALUATION: \$7,689,461 PERCENT OF TOTAL ASSESSED VALUATION: .18%
10	ATMOS ENERGY/MID TEX DIVISION ASSESSED VALUATION: \$7,046,620 PERCENT OF TOTAL ASSESSED VALUATION: .17%

TOTAL FISCAL YEAR 2017

TOTAL FISCAL YEAR 2017
ASSESSED VALUATION:
\$164,599,360
TOTAL PERCENT OF TOTAL
ASSESSED VALUATION: 3.91%

Principal Employers Employer, Employees, & Percentage of Total City Employment 2018

1	GRAPEVINE- COLLEYVILLE ISD EMPLOYEES: 611
2	MARKET STREET EMPLOYEES: 345
3	LIFETIME FITNESS EMPLOYEES: 250
4	CITY OF COLLEYVILLE EMPLOYEES: 206
5	COVENANT CHRISTIAN ACADEMY EMPLOYEES: 130
6	WHOLE FOODS MARKET EMPLOYEES: 125
7	ALBERTSONS EMPLOYEES: 118
8	LAHACIENDA RANCH EMPLOYEES: 100
9	WALMART NEIGHBORHOOD MARKET EMPLOYEES: 72
10	US MEMORY CARE EMPLOYEES: 60

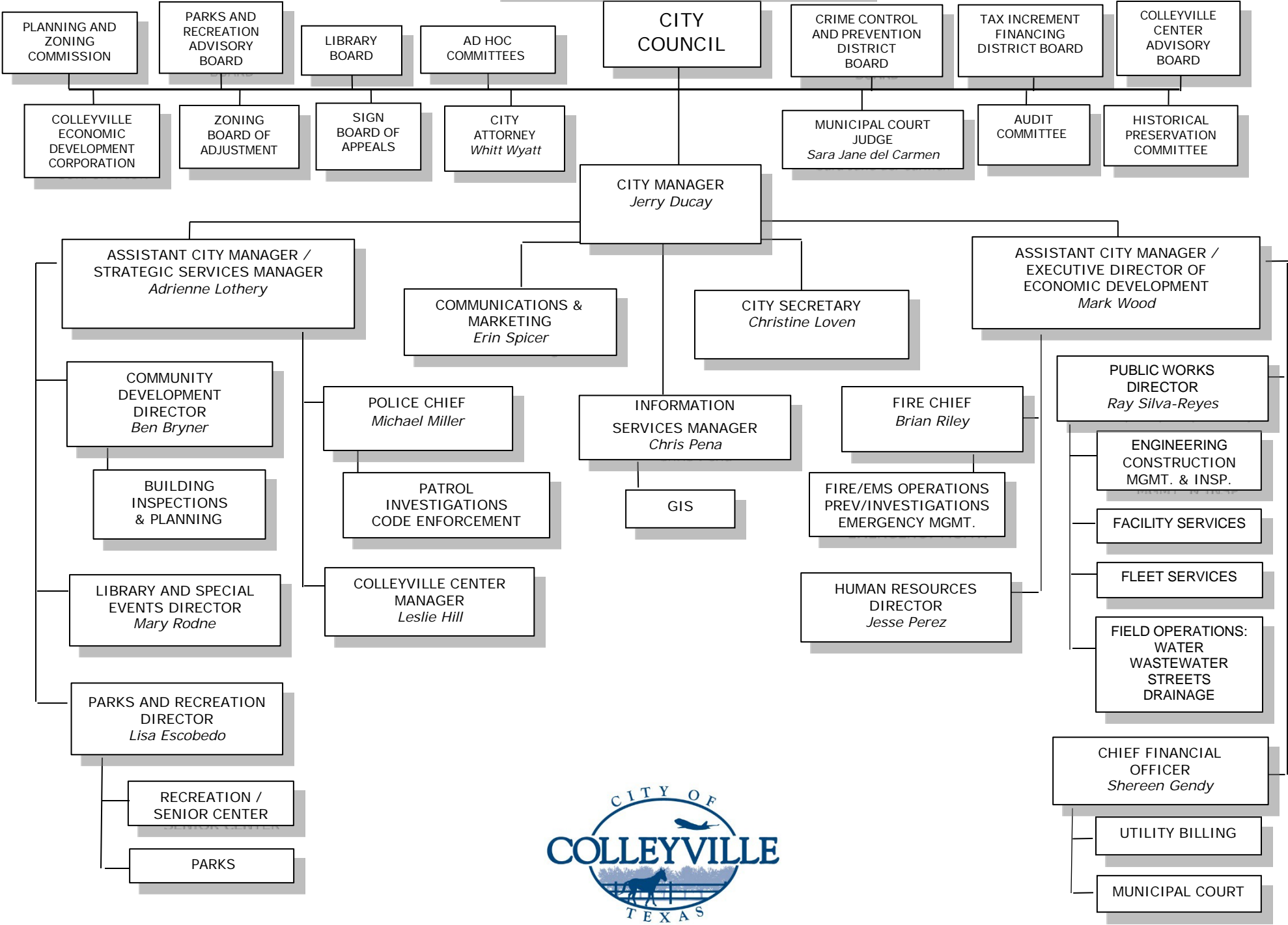
TOTAL FISCAL YEAR 2018

HCH5@EMPLOYEES: 2,017
PERCENTAGE OF TOTAL CITY EMPLOYEMENT: 39.1%
SCI F 79: City Economic Development Division
NCH9: This Information was the most recent available at
the time of printing the FY 2019 adopted Budget book.

Organization Chart



CITIZENS OF COLLEYVILLE



DEPARTMENTAL STAFFING SUMMARY

	DEPARTMENT	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGETED	FY 2019 PROPOSED	
General Fund	City Manager's Office	4.00	3.75	3.75	5.00	3.20	
	City Secretary's Office	2.00	2.00	2.00	2.00	1.50	
	Colleyville Center	4.00	4.50	4.00	4.00	4.00	
	Communications	1.00	1.38	0.38	0.38	0.38	
	Community Development	7.50	9.00	9.00	9.00	9.00	
	Economic Development	2.00	2.00	1.00	1.00	0.80	
	Finance	3.00	3.00	4.00	4.00	4.00	
	Fire	42.00	42.00	42.00	42.00	41.50	
	Human Resources	3.00	3.00	3.00	3.00	2.00	
	Information Systems Management	3.14	3.14	3.14	3.14	3.14	
	Library and Recreation	13.75	14.00	14.00	9.50	-	
	Library	-	-	-	-	5.00	
	Recreation	-	-	-	-	3.00	
	Finance- Municipal Court	4.00	4.00	4.00	4.00	4.00	
	Parks	12.00	11.00	11.00	13.00	12.00	
	Police	41.50	41.50	40.00	39.75	38.00	
	Public Works	16.40	16.30	16.10	16.10	16.10	
		Total General Fund FTEs:	159.29	160.57	157.37	155.87	147.62
	Utility Fund	DEPARTMENT	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGETED	FY 2019 PROPOSED
Public Works		21.68	22.03	21.23	21.60	20.70	
Information Systems Management		-	-	-	-	0.65	
Utility Billing		3.00	3.00	4.00	4.00	4.00	
	Total Utility Fund FTEs:	24.68	25.03	25.23	25.60	25.35	
Drainage Fund	DEPARTMENT	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGETED	FY 2019 PROPOSED	
	Public Works	6.41	6.41	6.41	6.41	6.20	
	Information Systems Management	-	-	-	-	0.21	
	Total Drainage Fund FTEs:	6.41	6.41	6.41	6.41	6.41	
Crime Control & Prevention District (CCCPD)	DEPARTMENT	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGETED	FY 2019 PROPOSED	
	Police	7.00	8.00	9.00	9.00	11.00	
	Total CCPD FTEs:	7.00	8.00	9.00	9.00	11.00	
Juvenile Case Manager Fund	DEPARTMENT	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGETED	FY 2019 PROPOSED	
	Finance- Municipal Court	1.00	1.00	1.00	1.00	1.00	
	Total Juvenile Case Manager FTEs:	1.00	1.00	1.00	1.00	1.00	
Capital Projects Fund	DEPARTMENT	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGETED	FY 2019 PROPOSED	
	Public Works	1.00	1.00	1.00	0.00	0.00	
	Total Capital Projects FTEs:	1.00	1.00	1.00	0.00	0.00	
Economic Development Corporation (CEDC)	DEPARTMENT	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGETED	FY 2019 PROPOSED	
	Library	2.00	2.00	2.00	6.50	7.50	
	Recreation	1.00	1.00	1.00	1.00	1.00	
	Communications/Marketing	0.63	0.63	0.63	0.63	0.63	
	Total CEDC FTEs:	3.63	3.63	3.63	8.13	9.13	
All Funds Summary	DEPARTMENT	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGETED	FY 2019 PROPOSED	
	General Fund	159.29	160.57	157.37	155.87	147.62	
	Utility Fund	24.68	25.03	25.23	25.60	25.35	
	Drainage Fund	6.41	6.41	6.41	6.41	6.41	
	CCCPD	7.00	8.00	9.00	9.00	11.00	
	Juvenile Case Manager Fund	1.00	1.00	1.00	1.00	1.00	
	Capital Projects Fund	1.00	1.00	1.00	0.00	0.00	
	CEDC	3.63	3.63	3.63	8.13	9.13	
	Total FTEs:	203.01	205.63	203.63	206.01	200.50	

Budget Process



THE BUDGET PROCESS

The City Charter of the City of Colleyville establishes the fiscal year as October 1 through September 30. The Charter requires the City Manager to submit a proposed budget and accompanying budget message to the City Council each year. The Council reviews the proposed budget at workshops and revises as appropriate prior to general circulation for public hearings.

The City Manager, two Assistant City Managers, Chief Financial Officer, and Human Resources Director (Budget Team) oversee the preparation of the proposed budget. A budget calendar is discussed with the City Council and then distributed to the Leadership Team, which is composed of department and/or division heads. Each department submits additional funding requests to the Budget Team for any additional funding requested above and beyond that provided in the current fiscal year. These requests are reviewed in meetings with the Budget Team where the departments describe the requests and their importance. For fiscal year 2019, the City Council's nine consensus priorities and objectives identified in the City's Strategic Plan were used to guide the Budget Team in developing the City Manager's budget recommendation.

The proposed budget is presented to the City Council by the City Manager at a budget worksession. Department heads are available to respond to City Council questions at the worksession. The proposed budget is made available to the public and the press on the City's website and the public hearing schedule is confirmed.

Before the public hearings are held, notices of the public hearings on the proposed budget are posted and published in the newspaper. After public hearings at two consecutive regular City Council meetings, the Council may adopt the proposed budget, with or without amendment. The budget ordinance is to be adopted no later than the 30th day of September and requires an affirmative vote of a majority of the Council. The Council adopts the tax rate ordinance at the same meeting as the budget ordinance.

THE BUDGET AMENDMENT PROCESS

To amend the total expenditures of the current year budget, an ordinance is presented to the City Council at a regularly scheduled Council meeting. Public hearings are held on the proposed budget amendment at two consecutive regularly scheduled Council meetings. After the second public hearing, the budget amendment is voted upon by the City Council. After approval, the ordinance becomes an attachment to the original budget.

Per Section 9.04 D of the Charter of the City of Colleyville, Texas, "At any time during the fiscal year the City Manager may transfer part or all of any unencumbered appropriation balance among programs within a department, division, or office and upon written request by the City Manager, the Council may by ordinance transfer part or all of any unencumbered appropriation balance from one department, office, or agency to another."

FY 2019 Budget Preparation Calendar

Regular City Council meeting dates
 Additional meeting dates

January 2018						
Su	M	Tu	W	Th	F	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January

January Prepare budget calendar for upcoming year City Manager's Office

February 2018						
Su	M	Tu	W	Th	F	Sa
			1	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

February

6-Feb City Council reviews proposed budget calendar City Council

February Prepare Current Service Level Numbers; Enter in Munis City Manager's Office

February Departments notified of the deadline and requirements for new position or reclassification requests Human Resources

February Post applications for FY 2019 agency agreements City Secretary

March 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

March

March Update the Budget Preparation Manual if necessary City Manager's Office

March Agency agreement applications due City Secretary

27-Mar Budget Kickoff meeting Departments

April 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April

3-Apr Presentations from Agencies on FY 2019 funding requests City Council

6-Apr New position and reclassification requests due to HR Departments

10-Apr Non-Discretionary Requests due in MUNIS Level 2 Departments

April Meeting w/ Police Dept. to plan Crime District Budget City Manager's Office

24-Apr All other components of the Budget Submittal are due Departments

April RFP for health insurance (released April 27th) Human Resources

Apr 26-May 4 Department Budget Submittal Meetings Depts/Budget Team

May 2018						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May

5-May City Council Election City Council

15-May New Councilmembers Sworn In City Council

Update on health insurance RFP process (RFP due May 16th) City Council / HR

Preliminary property value estimates released Tarrant Appraisal

late May Council priority setting Worksession (or early June- tbd) City Council

June 2018						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June

June Review RFP analysis and finalist recommendations Benefits Committee

5-Jun CC Worksession: Budget Process Overview City Council

CC Worksession: Insurance recommendations (or 6/19) City Council

8-Jun Publish CCCPD budget public hearing notice (Board) City Manager's Office

21-Jun Budget Worksession (review of preliminary numbers) City Council

19-Jun CCCPD budget public hearing & Worksession (before CC mtg) CCCPD Board

July 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July

2-Jul CCCPD budget adoption (before City Council meeting) CCCPD Board

2-Jul Approve insurance contracts (7/17 if necessary) City Council

Discussion on updates to fees/charges (if needed) City Council

6-Jul Publish CCCPD budget public hearing notice (Governing body) City Manager's Office

19-Jul Budget Worksession (CIP & Mostly Final Expenditure Budget) City Council

17-Jul 1st Reading CCCPD budget/public hearing by governing body City Council

25-Jul Certified tax roll released Tarrant Appraisal

August 2018						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

3-Aug	City Manager's proposed budget distributed to City Council	City Manager's Office
7-Aug	Worksession- Presentation of the Proposed Budget Submission of certified appraisal roll & collection rate Submission of effective and rollback tax calculations 2nd Reading of CCCPD budget - approval by the governing body	City Council
14-Aug	Colleyville Eco. Dev. Corporation (CEDC) Budget Worksession	CEDC Board
14-Aug	City Council Special Meeting - Approval of a proposed tax rate (for public hearings & notices) - Schedule Public Hearings on the tax rate (if needed)	City Council
16-Aug	Publish Combined Notice of Effective and Rollback Tax Rate Publish Notice of Budget Public Hearing	City Manager's Office
28-Aug	Colleyville Economic Development Corporation meeting - Adoption of Budget, EDCIP, and Annual Activity Report	CEDC Board
28-Aug	City Council Special Meeting - 1st Public Hearing on Tax Rate (if needed)	City Council

September 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September

4-Sep	Presentation of the CEDC annual activity report 1st reading of budget ordinance and budget public hearing 1st reading of tax rate ordinance (2nd public hearing, if needed) 1st reading of current FY year-end budget amendment 1st reading of ordinance for any fee changes (if needed) 1st reading of ordinance for utility base rate changes (if needed) Resolution adopting the CEDC budget Resolution adopting the EDCIP	City Council
18-Sep	2nd reading of budget ordinance (official adoption) 2nd reading of tax rate ordinance (official adoption) 2nd reading of current FY year-end budget amendment 2nd reading of ordinance for any fee changes (if needed) 2nd reading of ordinance for utility base rate changes (if needed) Resolution adopting the 5-Year CIP Resolution ratifying the property tax increase (if needed)	City Council

October 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October

1-Oct	Fiscal year begins	
October	Distribute Agency Contracts for execution	City Secretary
October	Prepare Adopted Budget Book	City Manager's Office

November 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November

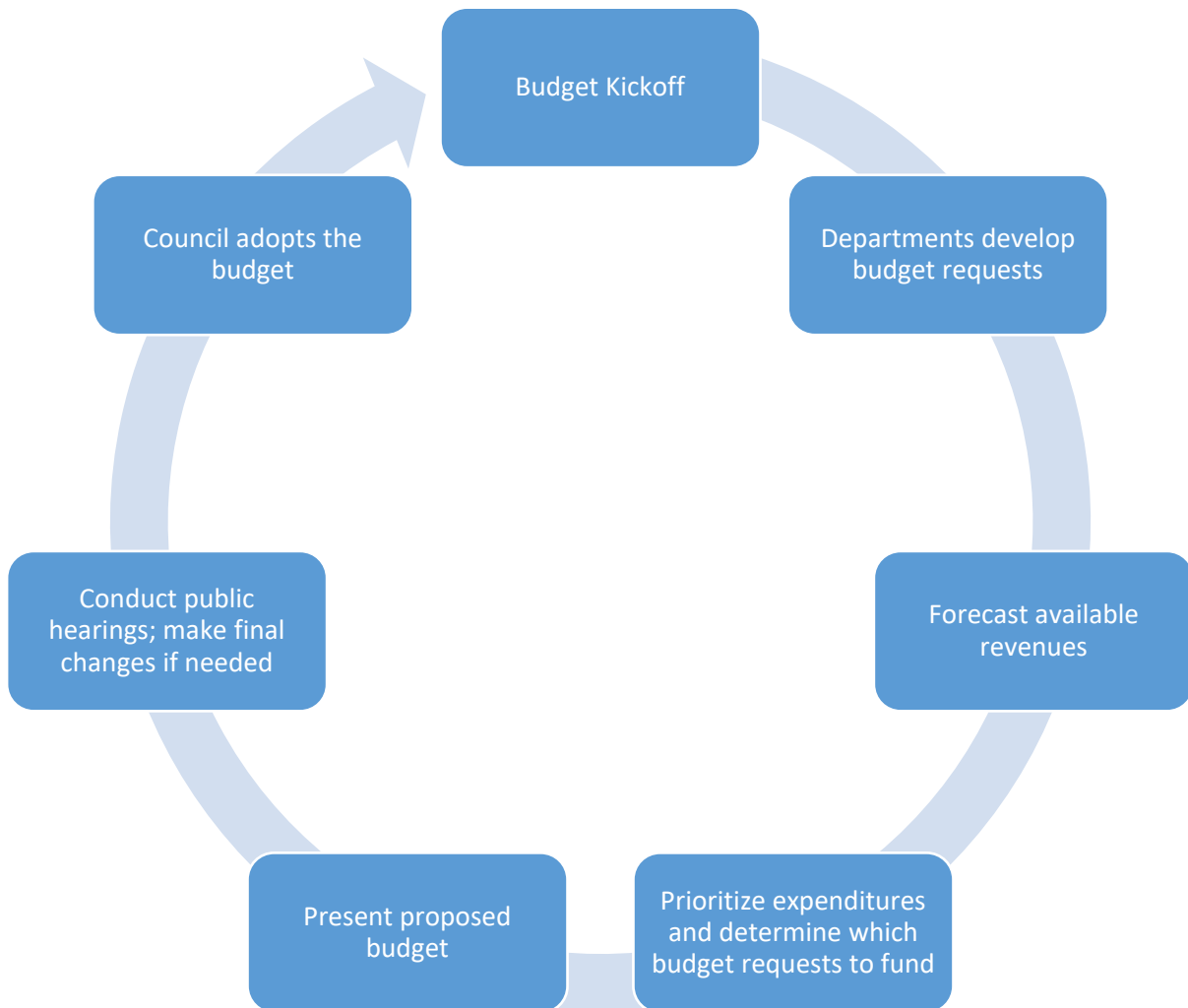
November	Create vouchers and mail checks for Agency Contracts	City Secretary
20-Nov	1st reading of ordinance for utility volumetric rate changes	

December 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December

December	Adopted Budget due to GFOA 90 days after adoption	City Manager's Office
4-Dec	2nd reading of ordinance for utility volumetric rate changes	

Annual Budget Cycle



BUDGETARY BASIS OF ACCOUNTING

Budgets of general governmental type funds are prepared on a modified accrual basis. Under the modified accrual basis of accounting, revenues are recognized when they are measurable (the amount of revenue can be determined) and available (collectable within the current period and 60 days thereafter for property and sales taxes). The following funds are general governmental type funds and their budgets are prepared on that basis: General Fund and Debt Service Fund.

The budget basis for the Utility Fund and Drainage Utility Fund is the full accrual basis. Under the full accrual basis of accounting, revenues are recorded when earned and expenses are recorded at the time they are incurred. For example, unbilled charges for water and sewer usage are estimated and recorded.

Differences between the Basis of Accounting and Basis of Budgeting:

A Comprehensive Annual Financial Report (CAFR) is prepared by the City at the end of a fiscal year. The basis of this report is "generally accepted accounting principles" (GAAP). This report basically replicates the budget presentation, with the following exceptions in both the Utility Fund and Drainage Utility Fund:

- In these budgets, principal repayments of debt are classified as expenses and in the CAFR they are classified as reductions of a liability as required by GAAP.
- Also in the basis of budgeting in these budgets, the purchases of capital equipment and capital improvements are budgeted as expenses. Under the GAAP basis of accounting, these purchases are classified as assets of the fund in the CAFR.
- Under the GAAP basis of accounting, depreciation expense on capital equipment and capital improvements are recorded annually. This is not recorded as an expense under the basis of budgeting because the purchases of capital equipment and capital improvements are budgeted as expenses in the year of acquisition.

Fund Structure and All Funds Summary



FUND STRUCTURE

The accounting and budgeting system of the City of Colleyville is organized on a fund basis. A fund may be defined as an accounting entity with a separate set of self balancing accounts which comprise its assets, liabilities, fund balance, revenues and expenditures. The following types of funds are used by the City:

GOVERNMENTAL FUNDS are budgeted on a modified accrual basis. Revenues are budgeted when they will be both measurable and available. Available means collectible within the current period or 60 days thereafter to be used to pay the liabilities of the current period. Expenditures are budgeted for when the liability is expected to be incurred.

GENERAL FUND

Accounts for the many operations of the City such as public safety, public works, community development, parks and general administration. This fund includes all financial resources other than those required to be accounted for in another fund. There is a legally adopted annual budget for this fund.

DEBT SERVICE FUND

Accounts for the accumulation of resources for and the payment of, general long term debt principal, interest, and related costs. There is a legally adopted annual budget for this fund.

CAPITAL PROJECT FUND

Accounts for financial resources to be used for the acquisition or construction of major capital facilities.

SPECIAL REVENUE FUND

Accounts for the revenues and expenditures associated with a special project or purpose. The Colleyville Crime Control and Prevention District (CCCPD) Fund and the Colleyville Economic Development Corporation (CEDC) Fund have legally adopted annual budgets.

PROPRIETARY FUNDS budgeted on a full accrual basis. Under this method revenues are budgeted in the period when earned and expenses are budgeted in the period when they are expected to occur.

ENTERPRISE FUNDS

Accounts for operations that are financed in a manner similar to private business enterprises where the intent of the governing body is that the costs of providing goods or services be financed or recovered through charges to the user. The Utility Fund and Drainage Utility Fund are examples of this type of fund. The Utility Fund provides water and sewer services and the Drainage Utility Fund provides for maintenance of drainage facilities. There is a legally adopted annual budget for each of these funds.

Relationship between Functional Units and Funds

Funds with Functional Units:

- 001 General Fund
- 002 Utility Fund
- 017 Drainage Utility Fund
- 024 Colleyville Economic Development Corporation (CEDC) Fund
- 027 Colleyville Crime Control and Prevention District (CCCPD) Fund

	Fund	Dept./Program Code
City Council	001	1010
City Manager's Office		
City Manager's Office	001	1110
Administration Expenses- CEDC Funded	024	1110
Community Development		
Building Inspection	001	1210
Community Development- Planning & Zoning	001	1910
Economic Development	001	1310
City Secretary's Office	001	1410
Finance		
Finance	001	1510
Municipal Court	001	4110
Utility Billing	002	2010
Legal	001	1610
Library & Recreation		
Library	001	1710
Library Expenses- CEDC Funded	024	1710
Recreation	001	3410
Recreation- CEDC Funded Special Events	024	3410
Senior Center	001	3420
Senior Center- CEDC Funded	024	3420
Public Works		
Engineering	001	1810
Streets Maintenance	001	3310
Fleet	001	5110
Building Services	001	5710
Utility Operations- Water	002	6110
Utility Operations- Wastewater	002	6120
Utility Support	002	6130
Drainage	017	5210
Stormwater Management	017	5220
Fire		
Fire Admin	001	2210
EMS Operations	001	2220
Fire Operations	001	2230
Fire Prevention	001	2240
Police		
Police Admin	001	2310
Police Admin- CCCPD Funded	027	2310
Animal Control	001	2320
CID	001	2360
CID- CCCPD Funded	027	2360
Communications/Jail	001	2340
Community Services	001	2350
Patrol	001	2370
Patrol- CCCPD Funded	027	2370
SRO	001	2380
Warrant	001	2390
Code Enforcement	001	2330
Parks		
Athletics	001	3220
Parks Maintenance	001	3210
Parks Maintenance- CEDC Funded	024	3210
Communications		
Communications	001	3610
Communications- CEDC Funded	024	3610
Colleyville Center		
Colleyville Center	001	3710
Colleyville Center- CEDC Funded	024	3710
Human Resources	001	3910
Information Services Management (ISM)		
Information Services	001	5910

GIS	001	5920
Non-Departmental		
General Fund Compensation Adjustments	001	6210
General Fund Transfers	001	6310
CCCPD Fund Transfers	027	6310
General Fund Non-Departmental	001	9999
Utility Fund Compensation Adjustments	002	6210
Utility Fund Transfers	002	6410
Utility Fund Debt Service	002	6510
CCCPD Fund Debt Service	027	6510
Utility Fund Non-Departmental	002	9999
Drainage Utility Fund Compensation Adjustments	017	6210
Drainage Utility Fund Transfers	017	6410
Drainage Utility Fund Debt Service	017	6510
Drainage Utility Fund Non-Departmental	017	9999

ALL FUNDS SUMMARY - ESTIMATE OF FINANCIAL POSITION AT SEPTEMBER 30, 2019

	GENERAL FUND	UTILITY FUND	DEBT SERVICE FUND	DRAINAGE UTILITY FUND	TOTAL ALL FUNDS
ESTIMATED BALANCE AT OCTOBER 1, 2018*	\$9,106,515	\$4,494,686	\$692,695	\$1,512,822	\$15,806,718
AD VALOREM TAXES	\$14,322,575	\$0	\$692,115	\$0	\$15,014,690
FRANCHISE TAXES	2,105,000	0	0	0	2,105,000
SALES TAXES	4,008,292	0	0	0	4,008,292
LICENSES AND PERMITS	975,400	0	0	0	975,400
FINES	822,604	0	0	0	822,604
CHARGES FOR SERVICE	901,100	16,330,605	0	966,328	18,198,033
INTERGOVERNMENTAL	364,483	0	0	0	364,483
MISCELLANEOUS/INTEREST INCOME	226,000	75,000	5,000	6,120	312,120
USE OF FUND BALANCE	0	0	0	0	0
INTERFUND TRANSFERS (IN)	385,507	0	1,162,825	0	1,548,332
ESTIMATED REVENUES	\$24,110,961	\$16,405,605	\$1,859,940	\$972,448	\$43,348,954
GENERAL MANAGEMENT	\$1,559,839	\$0	\$0	\$0	\$1,559,839
FINANCE/COURT/UTILITY BILLING	1,046,928	457,638	0	0	1,504,566
ECONOMIC DEVELOPMENT	198,150	0	0	0	198,150
ENGINEERING	469,452	0	0	0	469,452
INFORMATION SERVICES	885,572	66,549	0	21,501	973,622
COMMUNITY DEVELOPMENT	839,038	0	0	0	839,038
POLICE	5,063,010	0	0	0	5,063,010
FIRE	5,578,793	0	0	0	5,578,793
LIBRARY	550,962	0	0	0	550,962
PARKS & RECREATION	1,723,974	0	0	0	1,723,974
COLLEYVILLE CENTER	387,174	0	0	0	387,174
PUBLIC WORKS: STREETS/DRAINAGE**	3,999,158	0	0	611,240	4,610,398
UTILITY OPERATIONS	0	15,265,309	0	0	15,265,309
COMPENSATION ADJUSTMENT	241,687	31,000	0	6,200	278,887
NON-DEPARTMENTAL	1,129,751	233,605	0	6,525	1,369,881
DEBT SERVICE	0	0	1,859,940	125,670	1,985,610
INTERFUND TRANSFERS (OUT)**	371,000	351,503	0	0	722,503
ESTIMATED EXPENDITURES	\$24,044,488	\$16,405,604	\$1,859,940	\$771,136	\$43,081,168
ESTIMATED BALANCE AT SEPTEMBER 30, 2019	\$9,172,988	\$4,494,687	\$692,695	\$1,714,134	\$16,074,504
NET INCREASE/DECREASE	\$66,473	\$1	\$0	\$201,312	\$267,786
REQUIRED RESERVE (90 DAYS)	\$5,928,778	\$4,045,217	\$458,615	\$190,143	

NOTES:

* BALANCES ARE UNAUDITED

**PUBLIC WORKS GENERAL FUND BUDGET INCLUDES A TRANSFER OF \$1,500,000 TO THE CAPITAL PROJECTS FUND FOR STREET PROJECTS

**ALL FUNDS SUMMARY - SUMMARY OF EXPENDITURES BY TYPE
ESTIMATE OF FINANCIAL POSITION AT SEPTEMBER 30, 2019**

	GENERAL FUND	UTILITY FUND	DEBT SERVICE FUND	DRAINAGE UTILITY FUND	TOTAL ALL FUNDS
ESTIMATED BALANCE AT OCTOBER 1, 2018 *	\$9,106,515	\$4,494,686	\$692,695	\$1,512,822	\$15,806,718
AD VALOREM TAXES	\$14,322,575	\$0	\$692,115	\$0	\$15,014,690
FRANCHISE TAXES	2,105,000	0	0	0	2,105,000
SALES TAXES	4,008,292	0	0	0	4,008,292
LICENSES AND PERMITS	975,400	0	0	0	975,400
FINES	822,604	0	0	0	822,604
CHARGES FOR SERVICE	901,100	16,330,605	0	966,328	18,198,033
INTERGOVERNMENTAL	364,483	0	0	0	364,483
MISCELLANEOUS/INTEREST INCOME	226,000	75,000	5,000	6,120	312,120
USE OF FUND BALANCE	0	0	0	0	0
INTERFUND TRANSFERS (IN)	385,507	0	1,162,825	0	1,548,332
ESTIMATED REVENUES	\$24,110,961	\$16,405,605	\$1,859,940	\$972,448	\$43,348,954
LESS EXPENDITURES:					
PERSONNEL	\$15,336,809	\$2,041,194	\$0	\$462,669	\$17,840,672
CONTRACTUAL	5,379,345	13,667,521	0	134,840	19,181,706
SUPPLIES	1,299,628	245,386	0	47,957	1,592,971
CAPITAL	14,000	100,000	0	0	114,000
DEBT SERVICE	0	0	1,859,940	125,670	1,985,610
INTERFUND TRANSFERS (OUT)	2,014,706	351,503	0	0	2,366,209
ESTIMATED EXPENDITURES	\$24,044,488	\$16,405,604	\$1,859,940	\$771,136	\$43,081,168
ESTIMATED BALANCE AT SEPTEMBER 30, 2019	<u>\$9,172,988</u>	<u>\$4,494,687</u>	<u>\$692,695</u>	<u>\$1,714,134</u>	<u>\$16,074,504</u>

NOTES:

* BALANCES ARE UNAUDITED

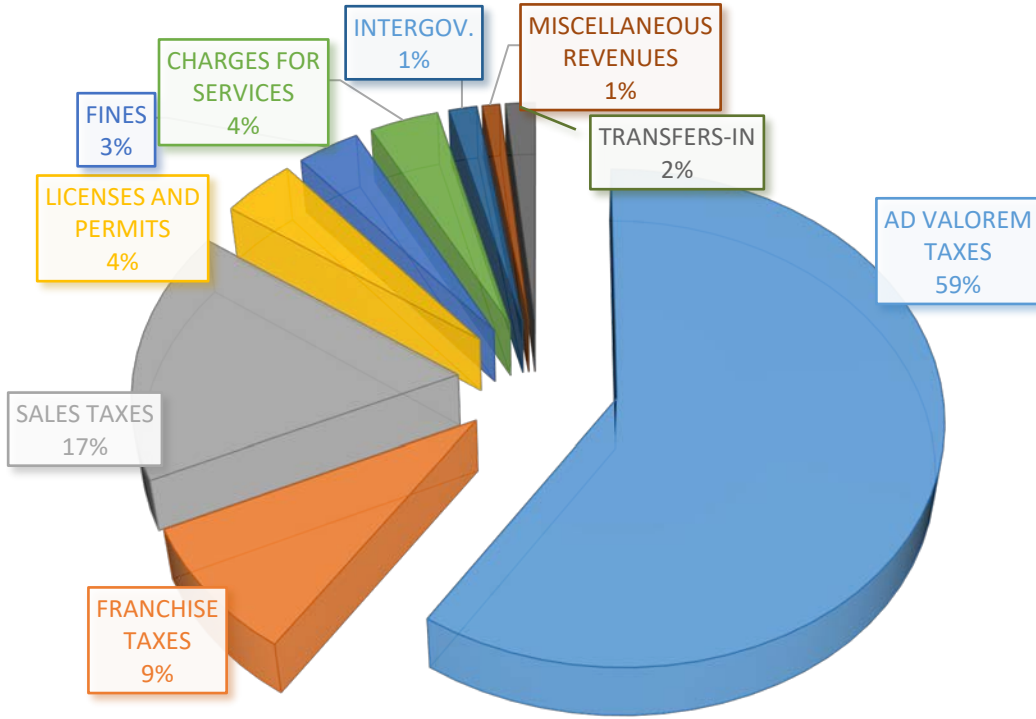
General Fund



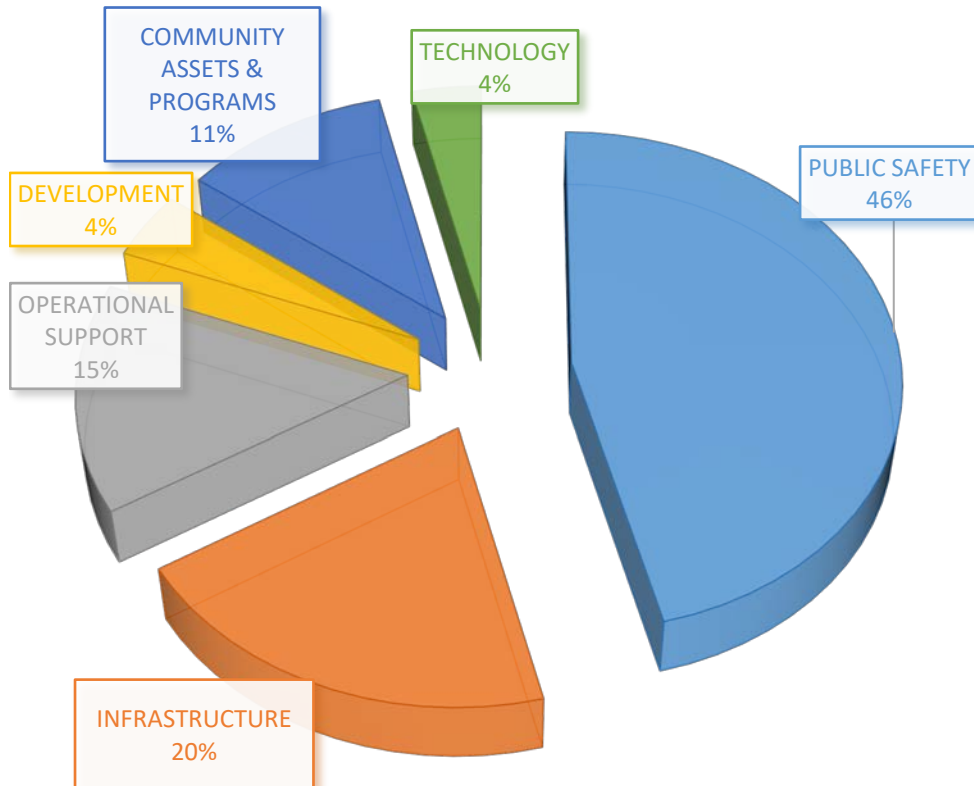
GENERAL FUND SUMMARY

	ACTUAL FY 2017	PROJECTED FY 2018	BUDGETED FY 2019
<i>REVENUES:</i>			
AD VALOREM TAXES	\$ 13,748,988	\$ 14,322,575	\$ 14,322,575
FRANCHISE TAXES	2,105,881	2,070,000	2,105,000
SALES TAXES	3,868,064	3,800,000	4,008,292
LICENSES AND PERMITS	1,049,673	968,400	975,400
FINES	840,585	920,460	822,604
CHARGES FOR SERVICES	978,802	886,300	901,100
INTERGOVERNMENTAL	338,927	359,534	364,483
MISCELLANEOUS REVENUES	849,825	200,000	226,000
TRANSFERS-IN	0	407,297	385,507
 TOTAL GENERAL FUND REVENUES	 \$ 23,780,746	 \$ 23,934,566	 \$ 24,110,961
	ACTUAL FY 2017	PROJECTED FY 2018	BUDGETED FY 2019
<i>EXPENDITURES:</i>			
CITY COUNCIL	\$ 191,253	\$ 206,441	\$ 209,951
CITY MANAGER'S OFFICE	574,261	737,831	614,527
CITY SECRETARY'S OFFICE	214,954	234,153	168,211
LEGAL	218,837	210,000	220,000
HUMAN RESOURCES	313,903	356,224	285,282
COMMUNICATIONS	46,972	60,490	61,868
FINANCE	508,821	545,094	603,509
MUNICIPAL COURT	363,964	438,865	443,419
BUILDING SERVICES	465,362	486,915	496,359
INFORMATION SYSTEMS MANAGEMENT	865,031	918,444	885,572
COMMUNITY DEVELOPMENT	366,901	431,484	402,177
BUILDING INSPECTIONS	417,666	425,886	436,861
ECONOMIC DEVELOPMENT	188,781	214,053	198,150
ENGINEERING	380,480	469,799	469,452
POLICE	4,576,805	4,823,712	5,063,010
FIRE	5,425,321	4,942,360	5,578,793
PARKS	1,157,932	1,296,063	1,261,132
RECREATION	341,934	422,339	462,842
LIBRARY	662,003	553,848	550,962
COLLEYVILLE CENTER	352,468	368,041	387,174
STREETS	4,339,412	3,182,621	3,243,307
FLEET MAINTENANCE	221,554	242,309	259,492
TRANSFERS OUT -			
CAPITAL EQUIPMENT RESERVE FUND	402,000	371,000	371,000
COMPENSATION ADJUSTMENT	200,300	673,722	241,687
NON-DEPARTMENTAL	834,929	1,083,117	1,129,751
 TOTAL GENERAL FUND EXPENDITURES	 \$ 23,631,842	 \$ 23,694,811	 \$ 24,044,488
TOTAL BEGINNING FUND BALANCE - 10/1	\$ 8,717,856	\$ 8,866,760	\$ 9,106,515
INCREASE / (DECREASE) TO FUND BALANCE	\$ 148,904	\$ 239,755	\$ 66,473
TOTAL ENDING FUND BALANCE	\$ 8,866,760	\$ 9,106,515	\$ 9,172,988

GENERAL FUND REVENUE



GENERAL FUND EXPENSES



GENERAL FUND FORECAST

	PROJECTED FY 2018	BUDGET FY 2019	PROJECTED FY 2020	PROJECTED FY 2021	PROJECTED FY 2022	PROJECTED FY 2023
BEGINNING FUND BALANCE	\$8,866,760	\$9,106,515	\$9,172,988	\$9,235,023	\$9,294,814	\$9,354,777
REVENUE:						
Ad Valorem Taxes	\$14,322,575	\$14,322,575	\$14,895,478	\$15,491,297	\$16,110,949	\$16,755,387
Sales Tax	\$3,800,000	\$4,008,292	\$4,088,458	\$4,170,227	\$4,253,632	\$4,338,704
Franchise Fees	\$2,070,000	\$2,105,000	\$2,126,050	\$2,147,311	\$2,168,784	\$2,190,471
Licenses & Permits	\$968,400	\$975,400	\$985,154	\$995,006	\$1,004,956	\$1,015,005
Fines	\$920,460	\$822,604	\$830,830	\$839,138	\$847,530	\$856,005
Charges for Service	\$886,300	\$901,100	\$910,111	\$919,212	\$928,404	\$937,688
Intergovernmental	\$359,534	\$364,483	\$368,128	\$371,809	\$375,527	\$379,282
Miscellaneous Income	\$200,000	\$226,000	\$230,520	\$235,130	\$239,833	\$244,630
Transfers In	\$407,297	\$385,507	\$393,217	\$401,081	\$409,103	\$417,285
TOTAL REVENUES	\$23,934,566	\$24,110,961	\$24,827,946	\$25,570,212	\$26,338,717	\$27,134,460
Expenditures	\$22,194,811	\$22,544,488	\$23,265,912	\$24,010,421	\$24,778,754	\$25,571,674
Contribution- CIP projects	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000
TOTAL EXPENDITURES	\$23,694,811	\$24,044,488	\$24,765,912	\$25,510,421	\$26,278,754	\$27,071,674
NET REVENUE	\$239,755	\$66,473	\$62,034	\$59,791	\$59,963	\$62,785
ENDING FUND BALANCE	\$9,106,515	\$9,172,988	\$9,235,023	\$9,294,814	\$9,354,777	\$9,417,561
DAYS OF FUND BALANCE	140	139	136	133	130	127

The five-year forecast (shown above) was prepared and presented to the City Council to guide decision making during the budget process and ensure that long-term implications are considered. The forecast served as a caution to adding recurring expenditures unless absolutely necessary and generated discussion about the need to reduce operating expenditures in order to achieve the goal of adopting the effective tax rate.

Significant revenue assumptions include a 4.0% increase in revenue from assessed valuation in future years and declining tax-supported debt. With adopting the effective tax rate in FY 2019, no new revenue was budgeted for ad valorem taxes. A 2% increase in sales tax is projected for FY 2019-2023, as the impact of the State Highway 26 street reconstruction project on the city's primary business corridor has been less than anticipated. The City has made a concerted effort to provide various business support programs during construction, which appear to have had a positive impact. Overall, the revenue assumptions are conservative and will be adjusted in future years should any revenue category outperform these projections.

The forecast for future years reflects a 3.2% increase in base expenditures for cost increases for materials or contractual services and for personnel costs. The visual presentation of these costs in a financial forecast provides a clearer understanding of how commitments and general cost increases can limit the ability to absorb additional items into the budget each year. This forecast will be updated annually and will be used to guide future budget discussions as well.

FY 2019 REVENUE ESTIMATE

	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 YE PROJ.	FY 2019 PROJECTION
GENERAL FUND									
<i>AD VALOREM TAXES</i>									
5101-CURRENT TAXES	10,182,430	10,622,072	10,862,289	11,712,637	12,578,401	12,954,951	13,658,699	14,284,654	14,242,575
5102-DELINQUENT TAXES	130,136	105,376	73,071	59,789	27,703	27,219	19,923	56,483	25,000
5103-PENALTY & INTEREST	103,889	83,819	79,838	76,852	72,027	55,646	70,366	55,000	55,000
TOTAL AD VALOREM TAXES	\$10,416,455	\$10,811,267	\$11,015,197	\$11,849,278	\$12,678,130	\$13,037,816	\$13,748,988	\$14,396,137	\$14,322,575
<i>FRANCHISE FEES</i>									
5201-ONCOR ELECTRIC	864,130	1,024,875	891,771	893,973	903,390	903,933	889,222	890,388	890,000
5202-TRI-COUNTY ELECTRIC	120,249	118,281	100,229	105,326	126,855	112,116	101,311	105,858	105,000
5203-ATMOS GAS	381,513	333,098	289,708	354,663	449,640	368,202	334,570	401,952	350,000
5204-AT&T	99,534	86,852	83,482	76,147	71,354	66,702	61,776	60,000	60,000
5205-VERIZON/OTHERS	74,519	82,212	85,565	88,013	75,198	59,956	75,934	65,000	65,000
5206-GARBAGE/RECYCLING	124,649	146,181	156,478	159,285	166,291	168,787	166,942	160,000	160,000
5207-CABLE TV	366,674	415,962	467,498	495,394	526,995	527,194	476,126	475,000	475,000
TOTAL FRANCHISE TAXES	\$2,031,268	\$2,207,461	\$2,074,730	\$2,172,801	\$2,319,723	\$2,206,890	\$2,105,881	\$2,158,198	\$2,105,000
<i>SALES TAX</i>									
5301-1% SALES TAX	2,642,996	2,858,065	3,073,879	3,351,728	3,456,800	3,727,508	3,750,749	3,826,757	3,903,292
5302-MIXED BEVERAGE TAX	80,731	65,808	68,592	98,160	107,977	106,607	117,315	110,000	105,000
TOTAL SALES TAX	\$2,723,727	\$2,923,873	\$3,142,470	\$3,449,888	\$3,564,777	\$3,834,115	\$3,868,064	\$3,936,757	\$4,008,292
<i>LICENSES & PERMITS</i>									
5411-BUILDING	536,534	706,421	526,110	667,583	850,326	846,260	658,435	850,000	625,000
5412-PLUMBING	60,124	78,329	57,748	64,991	75,655	74,777	56,650	72,000	57,600
5413-MECHANICAL	37,811	48,621	40,560	43,421	43,163	64,518	48,752	48,000	48,000
5414-ELECTRICAL	48,721	68,491	50,062	58,064	64,800	74,905	56,905	72,000	57,600
5416-CITY LICENSE	40,472	45,917	41,210	47,620	43,315	58,349	59,200	45,000	46,000
5417-BUILDING PLAN REVIEW FEE	90,790	118,622	102,006	155,636	166,976	132,212	101,051	105,000	88,000
5418-NEW BUSINESS	4,935	5,689	5,781	5,123	5,076	6,811	7,110	7,200	7,200
5419-ANIMAL	677	577	0	0	0	0	0	0	0
5420-SIGN PERMITS	7,486	6,884	7,070	12,355	9,275	10,690	9,260	8,000	8,000
5421-FENCE PERMITS	3,700	5,050	4,800	11,850	10,800	21,500	17,826	15,000	15,000
5423-FIRE PERMIT FEES	7,250	8,975	6,350	9,300	15,265	20,060	11,700	8,000	8,000
5424-IRRIGATION PERMIT FEES	15,090	19,547	15,438	14,069	16,559	27,771	22,784	15,000	15,000
5425-GAS AND OIL WELL PERMIT FEES	70,000	0	0	0	2,500	75	0	0	0
TOTAL LICENSES & PERMITS	\$923,590	\$1,113,123	\$857,134	\$1,090,011	\$1,303,710	\$1,337,927	\$1,049,673	\$1,245,200	\$975,400
<i>FINES</i>									
5611-FINES	860,707	911,217	815,025	844,369	1,002,095	834,556	760,448	750,000	750,000
5612-FINES-ALARMS	60,425	52,948	50,992	54,966	57,031	52,997	58,481	55,000	55,000
5630-LIBRARY FINES	25,850	24,921	26,577	26,534	24,975	24,980	21,656	17,460	17,604
TOTAL FINES	\$946,982	\$989,086	\$892,594	\$925,869	\$1,084,101	\$912,533	\$840,585	\$822,460	\$822,604
<i>CHARGES FOR SERVICES</i>									
5511-PLANNING AND ZONING	7,892	11,635	8,523	13,092	10,794	7,743	10,734	14,000	11,000
5512-PLAT FEE	5,123	5,410	12,870	15,860	8,910	5,943	6,488	9,000	7,500
5514-BOARD OF ADJUSTMENT	2,000	3,125	2,250	2,225	2,450	3,000	3,200	2,000	2,000
5711-SALE OF MATERIAL	343	105	104	2,043	71	418	56	400	100
5712-WEED MOWING	7,900	7,900	6,872	29,985	5,246	11,356	15,108	6,000	6,000
5715-SITE PLAN REVIEW	0	1,000	0	1,250	1,250	1,000	2,000	2,000	2,000
5718-ANIMAL IMPOUNDMENT FEE	2,632	1,420	0	0	0	0	0	0	0
5721-AMBULANCE	306,959	319,797	293,957	357,352	321,119	358,523	316,938	345,000	345,000
5722-RECREATION PROGRAM	189,891	199,233	171,472	193,029	185,462	201,166	231,267	193,500	195,000
5730-LANDSCAPING PLAN FEE	0	1,000	0	1,250	1,250	1,000	1,500	1,000	1,000
5811-ENGINEERING & INSPECTION	0	12,424	48,453	243,024	264,252	4,908	59,800	15,000	15,000
5813- 1% MATERIALS TESTING FEE	0	0	0	0	0	7,734	16,774	6,000	8,000
5812-CHGS & REIMBURSEMENTS	0	0	0	0	0	0	0	0	0
5845-LOT DRAINAGE INSP FEE	14,875	20,000	13,375	14,000	23,500	23,875	17,500	17,000	17,000
5855-FIELD USE CHARGE	23,860	22,110	20,575	26,485	24,295	21,510	22,585	21,500	21,500
5873-COLLEYVILLE CENTER FEES	245,749	230,329	246,798	230,793	227,901	209,820	230,612	230,000	230,000
5874-NON-RESIDENT FEE	31,470	36,644	35,838	34,150	40,415	43,800	44,240	43,000	40,000
TOTAL CHARGES FOR SERVICE	\$838,694	\$872,132	\$861,085	\$1,164,538	\$1,116,913	\$901,795	\$978,802	\$905,400	\$901,100

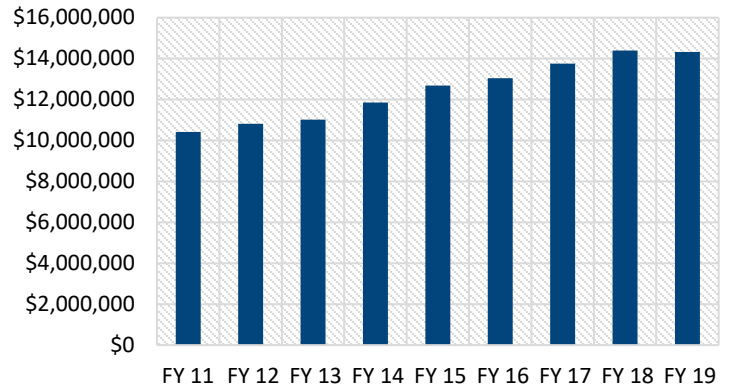
FY 2019 REVENUE ESTIMATE

	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 YE PROJ.	FY 2019 PROJECTION
<i>INTERGOVERNMENTAL REVENUE</i>									
5828-SRO OFFICER REIMB	89,792	89,793	94,282	94,282	94,282	94,282	98,996	98,996	103,945
5826-KELLER COURT	0	0	216,980	225,915	231,409	247,689	239,468	260,538	260,538
5902-GRANT PROCEEDS					0	0	463	41,850	0
TOTAL INTERGOVERNMENTAL REVENUE	\$89,792	\$89,793	\$311,262	\$320,197	\$325,691	\$341,971	\$338,927	\$401,384	\$364,483
<i>MISCELLANEOUS REVENUE</i>									
5714-SALE OF SURPLUS PROPERTY	7,098	147,969	0	13,801	3,798	52,957	17,000	37,000	5,000
5716-INTEREST INCOME	60,855	60,031	39,271	22,081	61,683	60,008	73,161	60,000	55,000
5719-MISCELLANEOUS	55,111	67,598	81,036	59,600	82,802	99,828	80,599	40,000	60,000
5759-CREDIT CARD FEE REVENUE					0	0	39,133	16,000	16,000
5832-ANTENNA LEASE	67,400	70,041	70,513	71,022	75,415	93,566	98,859	90,000	90,000
5867-LEASE PROCEEDS	0	894,534	209,425	831,155	0	0	541,073	0	0
5790-USE OF AVAILABLE CASH	0	0	0	0	0	0	0	0	0
TOTAL MISCELLANEOUS REVENUE	\$190,464	\$1,240,173	\$400,245	\$997,658	\$223,698	\$306,359	\$849,825	\$243,000	\$226,000
<i>TRANSFERS IN</i>									
5872-TRANSFER FROM UTILITY FD	858,879	1,081,868	\$1,049,222	1,116,974	1,115,272	832,350	0	196,920	226,117
5888-TRANSFER FOR CONST. INSP.	0	0	0	0	0	0	0	0	0
5892- TRANSFER FROM TIF	0	0	0	0	0	0	0	210,377	159,390
TOTAL TRANSFERS IN	\$858,879	\$1,081,868	\$1,049,222	\$1,116,974	\$1,115,272	\$832,350	\$0	\$407,297	\$385,507
TOTAL GENERAL FUND REVENUES	\$19,019,851	\$21,328,776	\$20,603,940	\$23,087,214	\$23,732,014	\$23,711,756	\$23,780,746	\$24,515,833	\$24,110,961

AD VALOREM TAXES

The 2018 certified value provided by Tarrant Appraisal District is \$5,456,363,643 (a 7.7% increase over 2017 current valuation). \$56,566,730 of the increase is from new construction. The total taxable value includes TIF zone property, which has a combined taxable value increment of \$404,429,378. The final TIF value is subject to change, as valuation is still under appeal. The tax rate of \$0.320800 is allocated \$0.303764 to O&M (General Fund) and \$0.017036 to debt (Debt Service Fund).

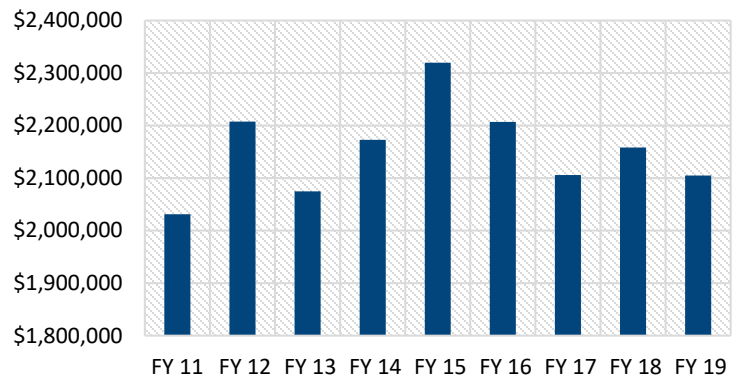
General Fund Property Tax Revenue



FRANCHISE FEES

The franchise fees were estimated based upon historical and industry trends. Due to lack of growth in land phone lines, there is a decrease projected for AT&T phone franchise fees. Franchise fees for gas and electricity are often correlated with weather due to higher usage of electricity during hot summers and gas during cold winters. Franchise fees are budgeted conservatively as influencing factors like weather are unpredictable, with very modest growth due to several new neighborhoods being built.

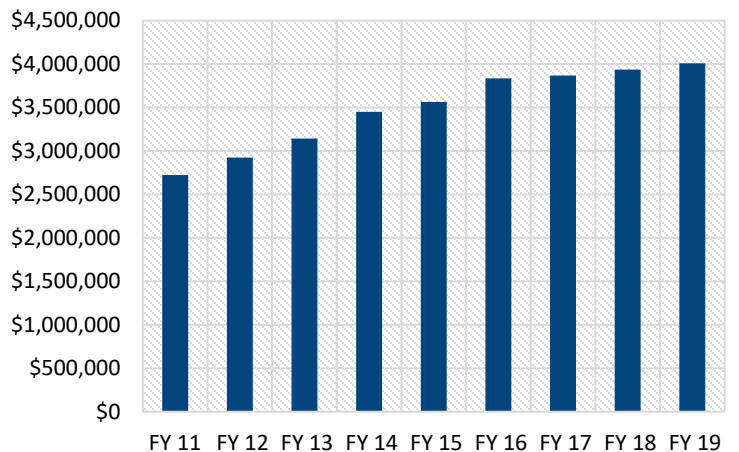
Franchise Fee Revenue



SALES TAX

While sales tax growth was expected to slow from that experienced in prior years, FY 2018 sales tax revenue is anticipated to finish at about 4% above the prior year. Conservative growth of 2% is anticipated for the next year due to the reconstruction of SH26, the city's primary commercial corridor. The road project is expected to conclude in mid/late 2019.

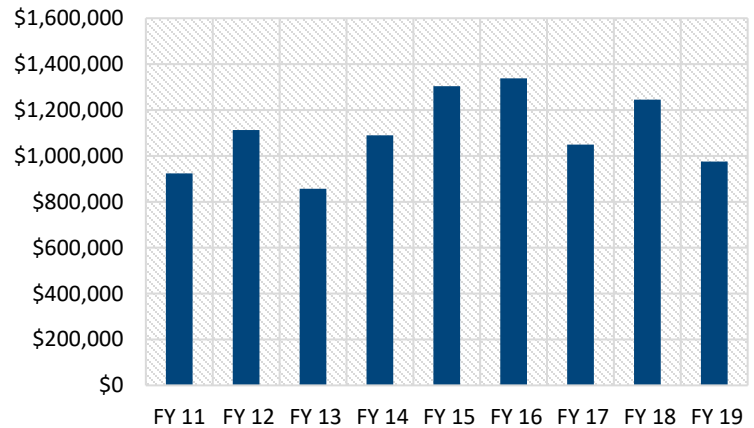
Sales Tax Revenue



LICENSES AND PERMITS

The revenues for licenses and permits are based upon growth in both residential and commercial development. Residential permits may continue to increase slightly but will ultimately wane as the number of available lots decreases. Commercial development continues to fluctuate with the economy.

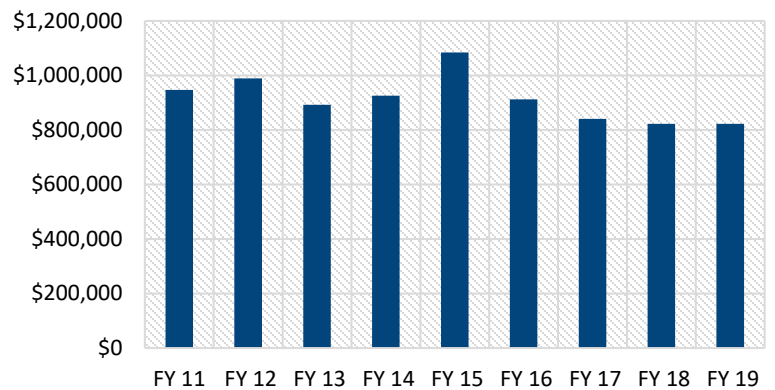
License and Permit Revenue



FINES

Revenue from fines is projected to be \$822,604 for FY 2019. This includes \$750,000 in fines, \$17,604 in library fines and annual alarm registration fees of \$55,000.

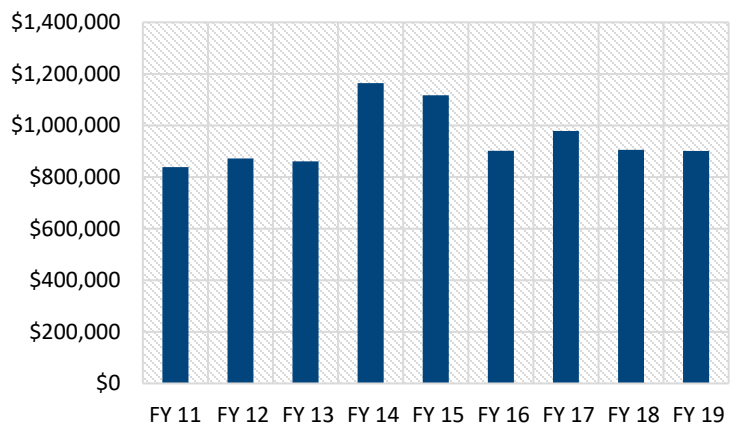
Fine Revenue



CHARGES FOR SERVICE

Charges for service tend to fluctuate based on varying conditions. The FY 2019 budget for major revenues in this category including ambulance charges, recreation fees, and Colleyville Center charges are expected to remain level. The peak in FY 2014 was due to higher ambulance cost recovery, recreation program revenue, and fees to recover costs of certain engineering services.

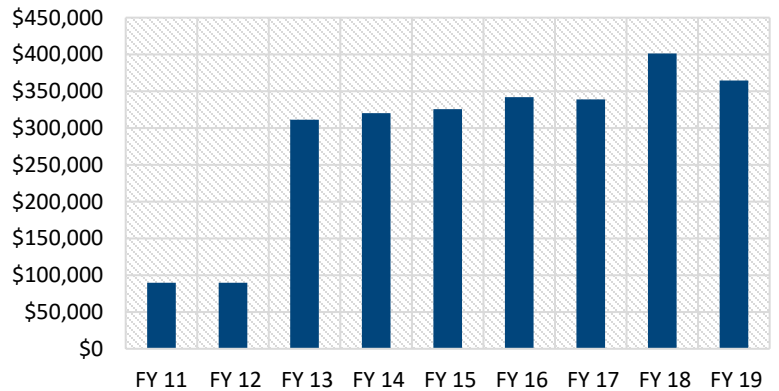
Charges for Service Revenue



INTERGOVERNMENTAL

The amount budgeted includes \$103,945 in funding from the Grapevine-Colleyville Independent School District for an officer at each of the two middle schools, and \$260,538 for Keller's share of the combined Municipal Court operation that began in FY 2013.

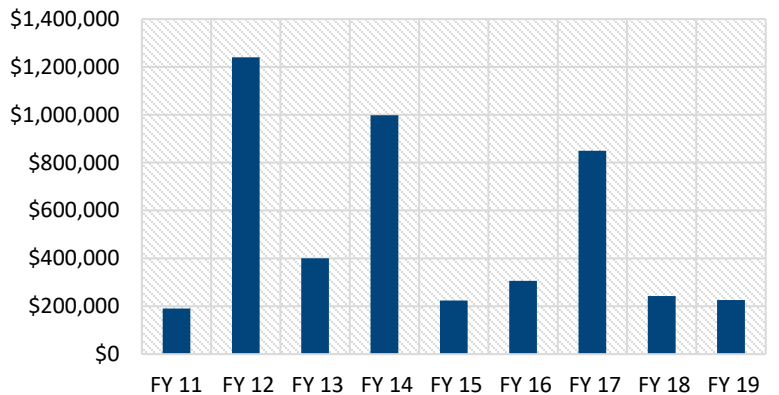
Total Intergovernmental Revenue



MISCELLANEOUS

Interest income for the fund is estimated to be \$55,000. The increase in FY 2012 and FY 2014 was due to gas lease proceeds. FY 2017 includes the anticipated use of \$1,000,000 of available cash for street maintenance purposes.

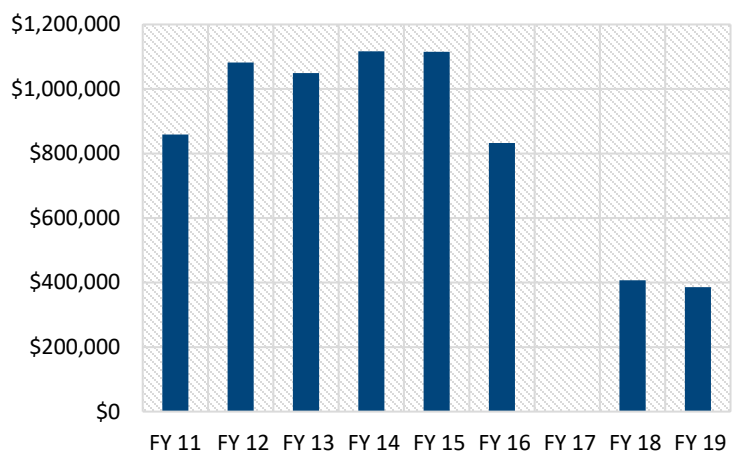
Miscellaneous Revenue



TRANSFERS IN

The transfer from the Utility Fund, comprised of a Franchise Fee of 4% and Operating Transfer of 4%, was ended as of September 30, 2016. In August 2016 the City Council decided to eliminate these transfers and reduce water rates by an offsetting amount in order to provide rate relief to utility customers. The transfers in FY 2018 and FY 2019 include a reimbursement of eligible personnel costs from the TIF and Utility Fund to the General Fund.

Transfers In



Guide to Business Plans



GUIDE TO BUSINESS PLANS

Each year in advance of the budget process, departments update their business plans. Elements of the business plans not included in the adopted budget book are an analysis of the strengths and opportunities of each core service in a department, as well as an organizational risk analysis.



Description
A description of the department, including significant information about customers and major programs

Department Description

The City Council is the body of elected representatives for the city. They have home rule charter authority and serve as the policymakers and decision makers for Colleyville. City Council regularly establishes community goals and policies, adopts ordinances and resolutions and appoints citizens to community boards and commissions. City Council shall through its leadership keep the City of Colleyville a model city with attention to being an efficient and attractive neighborhood-oriented community sensitive to our history, resources and residents.

Core Services

The City Council is responsible for the following core services:

1. Provide leadership and direction for all programs and services

6.1 Articulate a compelling vision and direction for the community.

City Council are the elected representatives of the city, have home rule chart and serve as the policymakers and decision makers for Colleyville. City Council establishes community goals and policies, adopts ordinances and resolutions and appoints citizens to community boards and commissions. City Council determines the price property owners are willing to pay for public services. The fiscal year 2019 budget includes a tax rate of \$0.320800/\$100 or a \$0.013034 reduction from the \$0.333834 tax rate in fiscal year 2018. This rate serves to provide some relief to property owners receiving higher appraisal values also providing the revenue necessary to continue funding programs and services at a sustainable level.

Core Services
Each business plan lists the core services of that department. The blue text under the core service demonstrates how that service is linked to the City's Strategy Map, specifically citing objectives. A brief narrative explanation of the core service follows.



GUIDE TO BUSINESS PLANS (continued)

Performance Measures & Vital Statistics

Department business plans include two types of metrics- performance measures and vital statistics. Performance measures are measures of efficiency or effectiveness and represent outcomes that can be directly influenced by staff, and therefore have targets. Vital statistics represent data that is important to track for overall understanding of how a program is performing and for decision making, but is not necessarily a reflection of efficiency or effectiveness, and is not something that staff has significant control over. As such, vital statistics do not have targets. The presentation of both performance measures and vital statistics provides a well-rounded look at performance and trends in programs and services, while also furthering the City's efforts of accountability and transparency to those we serve.

Performance Measures & Vital Statistics

Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY Est
Tax rate per hundred dollars of valuation	\$0.3559	\$0.3559	\$0.3559	\$0.33913	\$0.3
Percent of citizens satisfied with quality of life in Colleyville	98%	n/a	n/a	85%	
Percent of citizens satisfied with value of services for taxes paid	81%	n/a	n/a	73%	

Department Resources

Department Resources

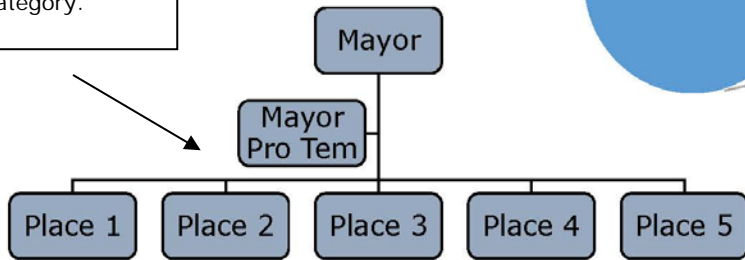
Department resources include both personnel and budget dollars. This section provides a departmental org chart as well as the FY 2019 budget amount, both in total and broken down by expenditure category.

FY 2019 Budget: \$209,951

SUPPLIES
, \$19,895



CONTRACTUAL SERVICES
, \$190,056



5-Year + Outlook

The vision of the City Council is to maintain sustainable government by delivering excellent services to citizens within the resources provided. The City is committed to developing alternate sources of revenue through development opportunities and reducing the tax burden on citizens, capital improvements to replace aging infrastructure and maintaining unique identity and safe neighborhoods for the community's future.

5-Year + Outlook

A look at potential changes in demographics, development, workload, technology, equipment, etc. that will affect the department in the next 5+ years. Answers the question, "Where are we going?" Serves as a big picture focusing tool and allows for proactive planning to address major changes.



City Council

FY 2019 Department Business Plan

Department Description

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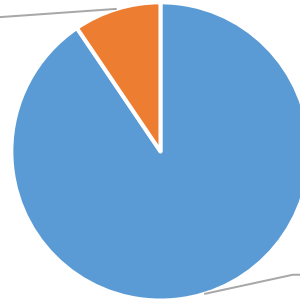
Performance Measures & Vital Statistics

Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate	FY 2019 Target
Tax rate per hundred dollars of valuation	\$0.3559	\$0.3559	\$0.3559	\$0.33913	\$0.333834	\$0.320800
Percent of citizens satisfied with quality of life in Colleyville	98%	n/a	n/a	85%	n/a	n/a
Percent of citizens satisfied with value of services for taxes paid	81%	n/a	n/a	73%	n/a	n/a

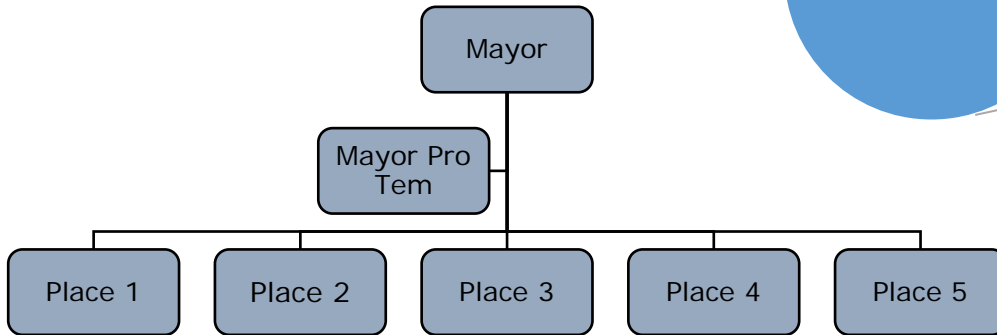
Department Resources

FY 2019 Budget: \$209,951

SUPPLIES
, \$19,895



CONTRACTUAL SERVICES
, \$190,056



5-Year + Outlook

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City Manager's Office

FY 2019 Department Business Plan

Department Description

The City Manager's Office provides leadership and direction for City departments in the implementation of the City Council's strategic goals, directives and policies. The City Manager's Office works closely with the City Council and its appointed boards, commissions, and committees to develop, analyze and implement policy direction. The City Manager's Office is responsible for the oversight and direction of all services and programs delivered to the community, its' citizens and visitors. Specifically, the City Manager's Office is responsible for working with the community and stakeholders in the formation of policy recommendations for City Council consideration, establishing direction and expectations for service delivery by all City employees, developing, implementing and monitoring the City's budget and capital improvement programs, coordinating the City's strategic and performance management system, coordinating and implementing administrative procedures, maintaining effective intergovernmental relationships, responding to citizen requests, and coordinating and maintaining franchise agreements.

Core Services

The City Manager's Office is responsible for the following core services:

1. Provide leadership, direction, and oversight of all programs and services based on City Council policies

1.4 Communicate thoroughly and strategically

6.2 Ensure clarity of City Council and staff roles and responsibilities

The City Manager's Office provides leadership and direction for City departments in the implementation of the City Council's goals, directives and policies. Specifically, the City Manager's Office is responsible for supervising every city department and establishing direction and expectations for service delivery by all City employees.

2. Develop, implement, and monitor the City's budget

2.4 Demonstrate stewardship of public resources



The city's annual operating budget authorizes spending of approximately \$43 Million. The City Manager's Office guides the development of departmental budget requests, analyzes and prioritizes funding needs, and ultimately submits a balanced budget for City Council consideration. In order to maximize taxpayer resources in the delivery of City services, staff creatively funds operating and capital priorities through a variety of funding sources. Prudent financial planning has allowed for cash financing of projects and avoided the issuance of new debt. Upon City Council adoption, staff prepares the budget book for submission to the Government Finance Officer's Distinguished Budget Award program for review. Staff also assists departments throughout the year with budgetary issues and monitors spending for compliance with budget authorization.

3. Direct the City's strategic management system and evaluate programs and services for alignment

1.4 Communicate thoroughly and strategically

6.3 Ensure clarity of City Council and staff roles and responsibilities

6.4 Foster our shared values

The City's Strategic Plan contains strategies and objectives that further the goals of the City Council and the community. The City's Manager's Office works to ensure that programs and services align with those strategies and objectives through a comprehensive business planning process that coincides with the budget preparation process each year. Success and progress are also measured through quarterly performance reports and dashboards that are submitted to City Council. The strategic management system also includes a biennial citizen survey, to obtain important input on where staff's focus should be and how well we are delivering programs and services. In addition, a biennial employee engagement survey is conducted through Gallup to gauge employee engagement, identify areas requiring attention and/or investment, and to measure progress in this area. Finally, it is also imperative that the strategies contained in the Strategic Plan remain in the forefront of our minds, and the City Manager's Office continually seeks appropriate opportunities to keep the organization focused on those priorities.

4. Coordinate the city's franchise agreements

2.1 Provide responsive, efficient city services

All locally regulated franchise utility agreements are negotiated, monitored, and coordinated by the City Manager's Office. Staff also works through groups of cities, like the Steering Committee of Cities Served by Oncor and the Atmos Cities Steering Committee, to provide collective legislative advocacy for citizens and negotiate with the companies on rate increases.



Locally regulated franchise agreements include gas, electricity, and garbage and recycling services. Staff in the City Manager's Office handles all calls related to franchise holders and works with the provider to address any service delivery concerns, including those for which the State

of Texas is the franchising authority such as telecommunications providers.

5. Respond to City Council and citizen requests for service

1.4 Communicate thoroughly and strategically

2.1 Provide responsive, efficient city services

For many citizens, the City Manager’s Office is the “Grand Central Station” for City Hall and any questions/issues related to Colleyville. While staff may not always have all the details to answer every question received, staff is able to answer most questions and connect citizens to the appropriate person, department, or even other agencies when needed. Similarly, the City Manager’s Office responds to all questions and requests from the City Council, as well as coordinating all details for Council meeting meals, travel arrangements, and RSVPs for events.

6. Develop policy and procedure recommendations

2.1 Provide responsive, efficient city services

With a bird’s-eye view of the organization, the City Manager’s Office is constantly on the look-out for process and procedure improvements. Our staff is uniquely able to notice when issues present in one department are also struggles in other departments. There are also many times when policies or procedures impact the broader organization and recommendations need to be developed and proposed by a representative from this office. City Manager’s Office staff often serve as the shepherds, champions, and organizers of broader efforts, ensuring input and collaboration from across all departments, ultimately allowing the best recommendations to be brought forward to the City Council or City Manager for consideration.

7. Develop and maintain working relationships with community groups, other governmental entities, and other stakeholders

1.1 Actively involve and engage stakeholders

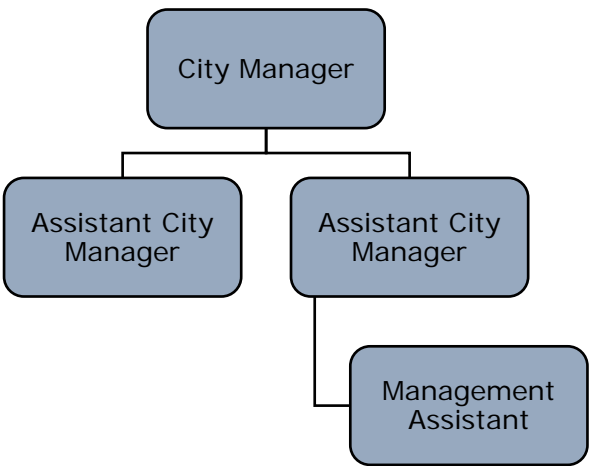
In order to make informed decisions, it is essential to understand the priorities and perspectives of your stakeholders and community partners. Building and maintaining relationships with stakeholders, partners, and neighboring agencies allows staff to identify opportunities for collaboration and partnership. In the environment of limited resources and high expectations for service delivery, it is critical that we stay tuned in to the needs and desires of the community, to ensure that the top priorities are being met and addressed effectively. Sharing best practices and working with neighbors are also important tools, helping us to stay current and relevant, and maximizing our resources when cost sharing arrangements are possible.

Performance Measures & Vital Statistics

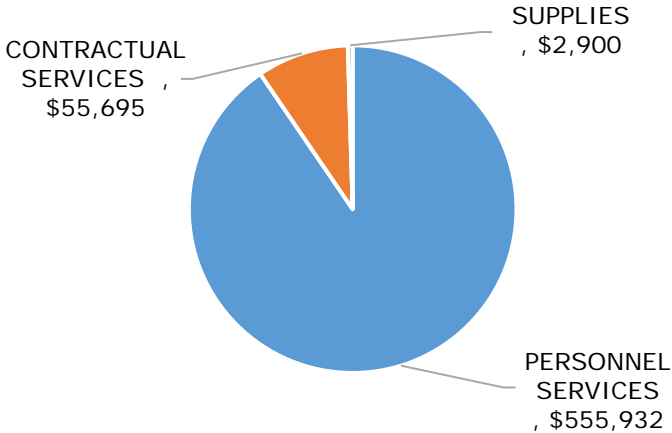
Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate	FY 2019 Target
Achieve GFOA’s Distinguished Budget Award	Yes	Yes	Yes	Yes	Yes	Yes

Vital Statistics	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate
Number of household hazardous waste collections (at Fort Worth ECC and Clean Sweep event)	553	658	752	702	639
Number of citizen survey responses	1,323	N/A	N/A	907	N/A

Department Resources



FY 2019 Budget: \$614,527



5-Year + Outlook

The vision of the City Manager’s Office is to maintain sustainable government by delivering excellent services to citizens within the resources provided. The City Manager’s Office is committed to developing alternate sources of revenue through economic development opportunities and reducing the tax burden on citizens, planning for capital improvements to replace aging infrastructure, and maintaining Colleyville’s safe neighborhoods for the community’s future.



City Secretary's Office

FY 2019 Department Business Plan

Department Description



The City Secretary is responsible for the legislative operations of the City and serves as the official records management officer. In this role, the office is accountable for the integrity, protection, compliance, availability, retention, disposition, and transparency of all City records in accordance with the Texas State Library and Archives Commission Records Retention Schedules.

The City Secretary's Office (CSO) is a Citywide information and document resource to the City Council, City departments, residents, and the public. The CSO is a direct link between community and government, and pledges to provide exemplary customer service in a professional, courteous, impartial, and transparent manner to promote the standards of integrity, communication, excellence, and transparency while also promoting the City Council's Strategic Plan.

Core Services

The City Secretary performs duties set forth by the City Charter, Ordinances, federal and state laws and administrative direction. To successfully accomplish these duties, the City Secretary is responsible for the following core services:

1. Provide Professional and Courteous Customer Service

2.1 - Provide Responsive, efficient city services

Although small, this Office supports both internal and external customers and is responsible for core services which are of significant interest to all residents. These services include:

- Conducting research;
- Providing access to public documents;
- Serving as staff liaison to boards, commissions, and committee members;
- Responding to requests for information received via walk-ins, phone, and email;
- Processing of forms and applications administered through the CSO (alcohol permits, notice of

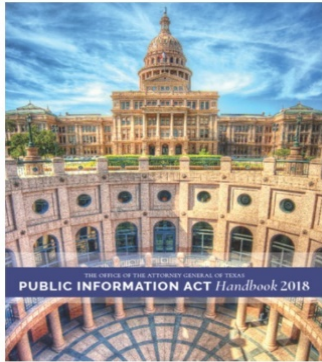


- claims, and board, commission, or committee applications);
- Assisting the public with general information; and
- Receiving citizen concerns and resolving same in a professional and confidential manner

2. Ensure an Open Government

1.1 – *Actively involve and engage stakeholders*

1.4 – *Communicate thoroughly and strategically*



When we think of government transparency, we most often think about finances. While important, local governments go beyond the numbers of revenue and spending to report on other public concerns such as environmental issues, Fire/EMS/Police, community culture, and human services.

The CSO is a service oriented department entrusted to serve as stewards of open and transparent City government through the Local Government Code, Texas Open Meetings Act, Public Information Act, City Charter, and adherence to the laws that govern; and to build public trust and confidence in local government through the establishment of open and transparent processes and procedures, and accurate information management.



The Texas Open Meetings Act applies to nearly every governmental body in Texas, yet there has not been a consistent way for public officials to receive training on how to comply with these laws. This is significant, because a failure to comply with the Open Meetings Act may result in civil and criminal penalties for public officials, and can also lead to a general breakdown of confidence in our governing bodies.

The Office of the Attorney General has found when open government laws are violated by a governmental body, it is the result of public officials simply not knowing what the law requires.

Inconsistent and inaccurate legal advice regarding these laws has sometimes added to the confusion.

Attorney General Greg Abbott called on the 79th Texas Legislature to enact legislation to require public officials to obtain open government training in an effort to promote openness and increase compliance with our "Sunshine laws." The Legislature responded by passing Senate Bill 286, which requires public officials to receive training in the requirements of the Open Meetings Act beginning January 1, 2006.

The CSO consistently manages board, commission, and committee members, compliance with the Texas Open Meetings Act by holding frequent viewings of the training video, and filing of the certificate of completion for each member.

3. Enhance Governmental Transparency

1.3 – *Assure convenient access to public information*

1.4 – *Communicate thoroughly and strategically*

The CSO maintains custody, control, filing and storage of all legislation, books, documents, minutes, and other written and recorded materials pertaining to the operation of the City government. These City documents are made available through the City's website in an understandable manner for the public.

The Office is responsible for compliance with the Texas Open Meetings Act and the Public Information Act. As such, the office oversees the postings of every public meeting of the City Council, appointed boards, commissions, and committees. In addition to agendas, packets are made available to the public immediately through the recent addition of a web portal feature of the agenda management software, Civic Clerk. Minutes are also available immediately upon receipt from the board, commission, or committee.

The City's proactive approach to enhance governmental excellence and transparency is a collaboration of all City departments. As such, all meeting agenda packets are created and sent electronically for all City Council, board, commission, and committee meetings. The City further utilizes all resources, whether it be the website or social media, to keep the public abreast of City business, events, and projects.

4. Deliver Exceptional Administrative Support to the Governing Body

1.4 – Communicate thoroughly and strategically

6.4 – Foster our shared values



The City Secretary supports the City Council in both an administrative and technical capacity to facilitate the legislative process and City business. This CSO must remain engaged with our elected officials and the public to understand expectations and preferences, and look for opportunities to develop solutions and services which deliver value.

This includes, but is not limited to:

- Organization of City Council agendas;
- Preparation of the City Council agenda packets;
- Preparation of City Council meeting minutes;
- Coordination and scheduling of City Council meetings and public hearings, and recording of each for permanent record;
- Accepting petitions filed by citizens; overseeing, guiding, and tracking the entire legislation process, from induction of proposed legislation to final approval and publication; and
- Advertising and processing applications and interviews for board, commission, or committee appointments.

5. Coordinate Convenient, Efficient, and Sound Municipal Elections

2.1 – Provide responsive, efficient city services

5.4 – Actively seek public-private partnerships



The City Secretary serves as Elections Administrator to provide fair and legal City of Colleyville elections efficiently. As such, the City Secretary ensures the annual municipal elections are held in compliance with local, state and federal election laws and regulations. This office does this by fostering an excellent partnership with the Tarrant County Election Administrators for election services and equipment, which provides a cost savings to the City. In addition to municipal elections, the City Secretary facilitates and coordinates early voting for county, state and federal elections. In an effort to go green, the City Secretary's Office provides all forms, including the candidate packet on the City's website. As the local filing authority, the City Secretary receives and makes available to the public all candidate applications and campaign finance reports. The Office actively promotes public education of the

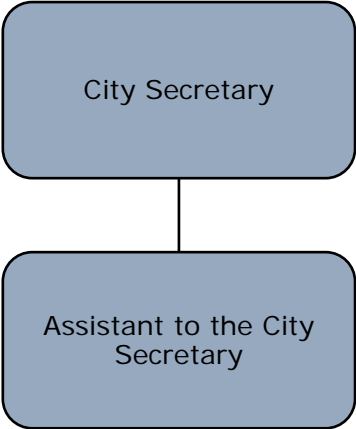
municipal elections. Citizens can locate information, relative to local, state, and federal elections, such as Early Voting locations, Election Day polling locations, sample ballots, and instructions for voting by mail ballot on the City's website.

Performance Measures & Vital Statistics

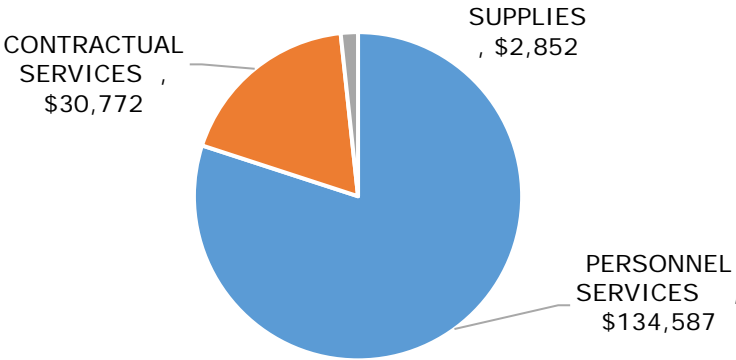
Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate	FY 2019 Target
Percentage of board, commission, and committee members that have completed Texas Open Meetings Act training	89%	91%	86%	94%	95%	≥95%

Vital Statistics	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate	FY 2019 Target
Number of public information requests	260	283	296	255	276	310

Department Resources



FY 2019 Budget: \$168,211



5-Year + Outlook

The City Secretary is committed to maximizing resources with the application of technology and high quality, responsive customer service, while continuing to strengthen the community’s faith in local government by:

- Ensuring access to public records;
- Complying with the Public Information Act and Open Meetings Act;
- Being receptive and responsive to residents and the public;
- Continuing to seek technology which assists in efficiencies; and
- Interacting and engaging with residents and staff



Colleyville Center

FY 2019 Department Business Plan

Department Description

The Colleyville Center Department provides a unique meeting venue for the citizens of Colleyville. Built to provide our community a central location for civic meetings and socialization, the Center is known for offering- "Your day. Your way. Our place."

This department provides customer service to clients that include individuals and businesses, whether local resident or non-resident. Additionally, internal support to all City Departments involves special events, training and safety seminars, health fairs, job fairs and public space for town hall communication and updates by Colleyville City Government.

Core Services

COLLEYVILLE
Center



The Colleyville Center Teams goal is to deliver the following core services;

Provision of First Class Customer Service

- 2.1 - Provide responsive, efficient city services*
- 5.2- Support a variety of community events, concerts and celebrations*
- 5.3 – Provide attractive facilities for leisure and recreation*
- 5.4 – Actively seek public/private partnerships*

Customer service is paramount to every customer segment utilizing the Center. The provision of excellent service is a direct reflection of City Management and its commitment to its citizens and outlying communities. The department's weekend part-time event staff and weekday operation staff have been hired to provide exceptional

face to face, customer engaging service. An inherent element for both training and retaining existing staff is feedback from satisfaction surveys provided by customers.

The Center is proactive in providing a safe environment for citizens and guests. Emergencies and catastrophes can happen and our citizens expect a plan to be in place for weather related events during a rental, as well as provision of security for patrons. Ten security cameras are monitored providing 24/7 motion surveillance. Seven cameras inside, three outside. When extreme weather conditions develop during an event, employees are trained to direct guests to safety within the building. As an added security benefit, all weekend social events, and weekday events with children require the hiring of an off duty Colleyville Police Officer.

Connection and partnerships within local Colleyville Businesses and civic organizations helps the Center capitalize on the provision of cost effective services as well as fuel the local Colleyville economy. These partnerships also allow staff to provide even more customized service to clients, as Center management is able to develop relationships with local Colleyville businesses, securing discounts on catering services, hotel shuttle services, linens, food, alcohol, floral, and lighting packages for client events. In addition, partnerships with civic organizations like NCL, Lion's Club, Women's Club and Garden Club is leveraged securing grants and donations to update appliances as needed, or aesthetically improve the grounds for citizen engagement and enjoyment at City events.



1. Provide a venue for public events, meetings, and city business

1.4– Communicate thoroughly and strategically

2.2 - Recruit and retain a highly-qualified workforce

5.2- Support a variety of community events, concerts and celebrations

5.3– Provide attractive facilities for leisure and recreation

The Colleyville Center provides a forum for interaction and communication between citizens, City Council, and City Management. From town hall meetings, civic organization meetings, business seminars, city department meetings, and public events, the Center provides an informal, neutral place for fellowship, community work, public discourse, and dissemination of public information. Over 61% of meetings held

at the Center are booked by Colleyville civic organizations and residents whom enjoy deeply discounted rental rates.

With a central location in the City of Colleyville, the Center and its grounds provide a venue for life celebrations. Whether they be holiday themed city events with concerts, fundraising banquets, baptisms, birthdays, graduations, or memorials, the Center supports the Colleyville community and our citizens throughout their lives.

Maintaining this community asset excellent working condition is integral to ensuring the venue is able to be enjoyed for generations yet to come. The Colleyville Center was completed in 1998 through citizen fundraising and special bond issue. In 2010 extensive renovations to update the Center technology and façade to a more neutral pallet were completed. In 2019, the Center will increase by 3,000 square feet its rentable space. The addition of a garden plaza area outside of the 4 large palladium windows that define the Center brand. The garden plaza will provides additional ceremony and reception areas for guests as well as a visual improvement looking out the windows.

The ongoing maintenance of both the facility and grounds for citizen social enjoyment or civic events, remains constant for the facility to remain relevant. The Center retains one full time employee to monitor and schedule all equipment maintenance and repair. With over 25,000 guests in the building per year, the protection of the asset remains paramount.

2. Provide a venue that generate rental revenue to offset operating expenses

1.1 – Actively involve and engage stakeholders

2.4 – Demonstrate stewardship of public resources

3.4- Thoroughly plan for future capital investments and associated costs

4.3 – Adopt best-practice planning and development processes

The Department conducts daily huddles to align weekly, monthly and quarterly venue goals. Included in the huddle is a white board with not only Department mapping but our alignment to overall City mapped objectives reflecting citizen and community needs. It is the Colleyville Center Department understanding of critical business outcomes that aligns its employees to the importance of their contribution as a piece of the puzzle.

In an effort to offset the cost of operating and maintaining the Center for its primary purpose as a venue for public and civic use, the facility is made available for private use at rates that are competitive in the venue rental market. Center marketing efforts concentrate on three targeted segments: Residents, Non-Residents, and Businesses. Incremental revenue sources include value-added services such as refreshments and linens. The Colleyville Center is a popular venue for weddings, both ceremonies and receptions. Staff has also been pursuing more business rentals for weekday utilization and continues to increase the business segment rentals 30% on an annual basis. Efforts will continue to maximize Center utilization for revenue generation, while still being available for public and civic use.

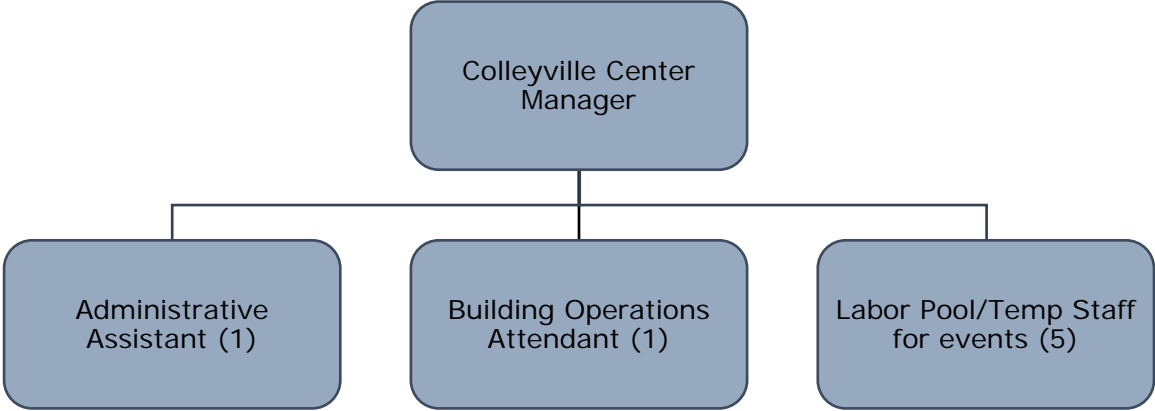
In order to stay relevant in an extremely competitive venue market, you must evaluate and adjust rental rates accordingly based on trends in the hospitality market. Rental rates will be looked at in 2019 to determine if rates need to be raised in 2020. The

utilization of monthly performance metrics to measure and analyze what we are doing correctly and see where we may have better internal and external opportunities will be a constant.

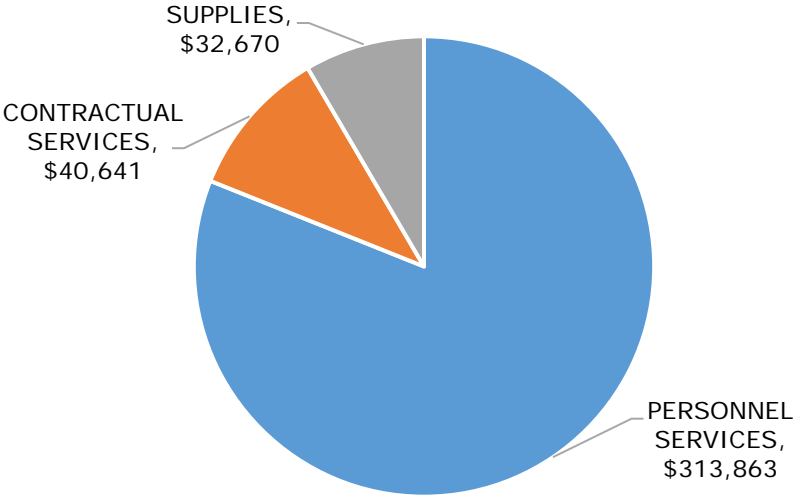
Performance Measures & Vital Statistics

Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate	FY 2019 Target
Percent of customer satisfaction "Excellent" ratings	96.4%	97.3%	98%	97%	97%	97%
Number of events held	412	452	376	405	320	300
Cost Recovery	81%	75%	62%	65%	60%	65%
Vital Statistics	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate	
Revenue	\$230,793	\$226,901	\$209,919	\$230,612	\$180,000	
Percentage of events generating economic impact for local business	59%	59%	60%	70%	70%	
Percent of total events held: Colleyville residents	10%	13%	23%	13%	13%	
Percent of total events held: Non-residents	36%	30%	25%	34%	28%	
Percent of total events held: Non-profits	47%	50%	45%	46%	48%	
Percent of total events held: City departments	7%	9%	7%	7%	11%	

Department Resources



FY 2019 Budget: \$387,174



5-Year + Outlook

In order to maintain a state of the art venue that attracts business and social events, it is necessary to upgrade, and as needed, renovate our asset. The Colleyville Center is entering its 21st year of operation and the facility is beginning to show its age, requiring capital improvements. The following improvements will need to be addressed within the next 10 years to ensure the marketability and longevity of the Center as an upscale rental facility.

- Additional conference space for break out rooms to improve rental income
- Additional storage space for tables, chairs and audio video equipment
- Kitchen equipment upgrade to accommodate catering activities during events
- Outdoor restroom facilities for outdoor City events
- 4 Window replacement
- Outdoor rental space garden plaza for ceremonies and receptions

The Colleyville Center's unique value to the community as an amenity and to local businesses as an economic generator will continue to mature. The majority of the week day rentals continue to be residents and non-profit groups utilizing the Center for meetings. Although they are the primary users of the facility, only 16% of current revenue is generated by these groups. Resident venue fees will remain unchanged and continue to remain deeply discounted for the 21st year at 20% providing an additional marketing incentive for resident usage.

Targeted marketing efforts will continue to both non-resident and business segments. With 54% of current revenue generated by the non-local weekend rentals, the Center will concentrate on the non-resident segment for both revenue growth and to fuel use of services provided by local Colleyville businesses. Weekend weddings and multi-day business seminars continue to provide the largest opportunity. Additional marketing funding for social media will be necessary to reach out to these segments and expand the DFW community use of the Center in addition to our residents.



Communications & Marketing

FY 2019 Department Business Plan

Department Description

Communications provides information to the general public, media, and other stakeholders to build awareness of city issues, policy decisions, and services. It also is responsible for the city's public education, public engagement, and public outreach activities to keep Colleyville residents informed and aware about activities in the city in a consistent, transparent, and clear manner. Marketing activities for the department include all promotion and advertising activities related to city programs, activities, events, and services.

Core Services

The Communications & Marketing Department is responsible for the following core services:

1. Communication programs to build awareness, inform, and educate the Colleyville public and other stakeholders about city plans, programs, and activities
 - 1.3 *Assure convenient access to public information*
 - 1.4 *Communicate thoroughly and strategically*
 - 2.3 *Effectively leverage information technology*
 - 5.1 *Create and sustain an identifiable Colleyville brand*

The department is responsible for communicating city plans, programs, and initiatives to Colleyville citizens and other stakeholders in a clear and consistent manner across multiple platforms to build awareness and engagement. One of the most important aspects of citizen communications is to build communication channels to quickly reach out to citizens in the event of an emergency or public safety concern so that they can take any necessary safety precautions. Communication tools utilized by the city include the website, social media (Facebook, Twitter, Instagram), monthly printed newsletter in citizen water bills, weekly electronic newsletter, cable channel, CodeRed, and program guides.

2. Media relations functions to boost public outreach and public information efforts
 - 1.3 *Assure convenient access to public information*
 - 1.4 *Communicate thoroughly and strategically*

The local media play an important role in keeping the public aware and informed. The department handles all media relations, including releases and advisories, responding to inquiries, and serving in the role of spokesperson, as well as being onsite in emergencies and events to work with local media outlets.

3. Marketing and promotional activities related to city programs and events

- 1.3 *Assure convenient access to public information*
- 1.4 *Communicate thoroughly and strategically*
- 5.1 *Create and sustain an identifiable Colleyville brand*

The department manages all marketing efforts on behalf of the city, including advertising, marketing collateral, library and recreation guides, graphic design, and photography needs.

4. Manage the city's brand

- 5.1 *Create and sustain an identifiable Colleyville brand*

The department manages the city's brand so that communications and marketing programs initiated by the city are clearly identified as the City of Colleyville and meet the consistently meet the city's standards for all advertising, marketing collateral, and digital platforms.

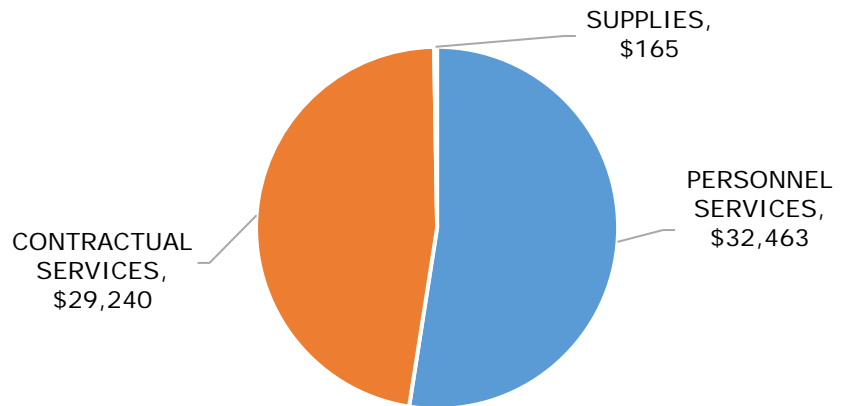
Performance Measures & Vital Statistics

Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate	FY 2019 Target
Number of News Releases	23	29	31	52	60	60
Public Information Campaigns	4	6	6	9	8	8
Vital Statistics	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate	
Visits to Colleyville.com	318,759	317,793	321,567	294,099	285,060	
E-News Service Subscribers	2,621	2,839	3,225	3,819	4,074	
Social Media Followers on City of Colleyville Government	New Measure	1,000	1,836	2,639	4,755	

Department Resources

FY 2019 Budget: \$61,868
(General Fund)

Community Relations
Specialist



Note: The Community Relations Specialist position is partially funded by the Colleyville Economic Development Corporation Fund.

5-Year + Outlook

The next five years will be evolving as it relates to communications and marketing. As social media continues to grow and change, the city will need to ensure it maintains a strong social media presence, staying actively engaged and responsive. Social media is a great tool for two-way citizen interaction, and the city will look for additional ways to enhance these efforts. City Communications will be more proactive in its communication efforts, anticipating what residents want to know, need to know, and how to best reach them. The city recently launched a new Colleyville.com and will look for ways to grow and enhance the site. Further, the city will utilize more video content for the website and social media as that is the way more people like to receive news and information.



Community Development

FY 2019 Department Business Plan

Department Description

The Community Development Department's focus is protecting the unique beauty and quality of life of the community in addition to guiding quality, sustainable growth and redevelopment. This focus is performed with the goal of providing exceptional customer service to our citizens and to the development community.

Community Development includes the Planning and Building Inspections Divisions. The Department is responsible for reviewing new development proposals, planning for new growth, redevelopment and long term community sustainability, and ensuring compliance with building codes. The Department works closely with other City departments to ensure that the development process runs as efficiently and effectively as possible.

Core Services

To successfully accomplish the duties of the office, Community Development is responsible for the following core services:

1. Provide guidance for the orderly and effective development of the city that is attractive, safe and consistent with the comprehensive plan and community expectations
 - 4.1 – *Protect Colleyville's semi-rural residential character*
 - 4.2 – *Encourage compatible commercial growth*
 - 4.3 – *Adopt best-practice planning and development processes*
 - 6.1 – *Articulate a compelling vision and direction for the community*



Since Colleyville was incorporated, the City has completed five comprehensive Master Plans. In 2012, the City Council approved funding to update the 2004 Master Plan through the creation of a new comprehensive plan that, as its name implies, provides a holistic focus on future development and the related infrastructure requirements that it requires. The comprehensive plan provides a roadmap to effectively guide the City's growth and redevelopment with the ultimate goal of promoting the long term sustainability of the community. The

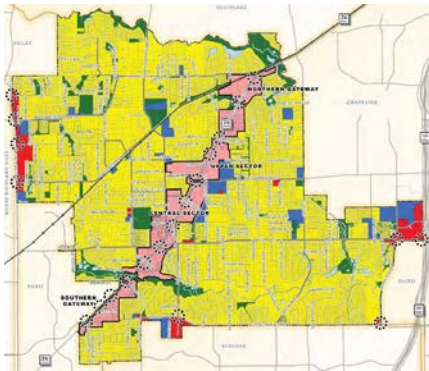
comprehensive plan update began in February 2014 and was completed in December 2015. The City Council then revisited the newly adopted plan at the end of 2016, and approved a comprehensive amendment in February 2017. Implementation of the plan includes Land

Development Code calibration, linkage to the City's strategic plan, and strategies to foster additional redevelopment and sustainable land use along the City's commercial corridors. Plan implementation will be tracked through the City strategic plan and through an independent implementation plan linked directly to the comprehensive plan.

2. Manage comprehensive planning to support the City's vision

4.2 – Encourage compatible commercial growth

Community Development Critical Business Outcome 02 – Maximize the highest and best use of the City's business corridor



Approximately 85 percent of the City's commercial properties are located along Colleyville Boulevard (SH26). SH26 divides the City into almost two equally sized portions. Given these conditions, the roadway serves as a true main street for Colleyville. In concert with the economic development department, planning for the future development and redevelopment of the corridor is vital and will serve to foster a more sustainable tax base. This is achieved with improved corridor aesthetics through enforcement of architectural and landscape standards.

As part of the implementation of the comprehensive plan, Community Development staff will begin work to create zoning tools along the corridor for future City Council consideration. These districts will provide the tools necessary to catalyze the redevelopment of older, non-compliant properties and to provide specific development guidelines tailored to a specific portion of the corridor providing context sensitive solutions for development that seeks to meet, in whole, the community's expectations.

3. Promote communication and awareness in the planning and development process

1.1 – Actively involve and engage stakeholders

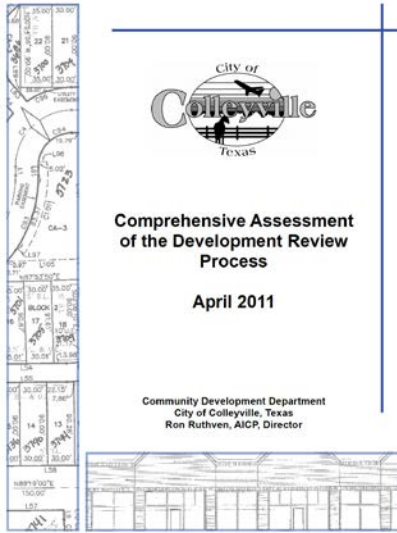
1.4 - Communicate thoroughly and strategically

6.1 – Articulate a compelling vision and direction for the community

Constant, consistent communication with the development community is extremely important. The department is responsible for the enforcement, maintenance and oversight of thousands of pages of codes and procedures. These codes and procedures are in a constant state of review for necessary amendments and changes in order to adapt, adjust and keep up with ever changing development trends, legal issues and community expectations.

Communication methods utilized in order to keep our customers in the loop include the extensive use of the department web page, periodic email updates, builder and developer roundtable meetings, posting bulletins at the front counter, community outreach (HOA meetings, speaking to various community groups) and utilization of other citywide communication vehicles such as newsletters.

4. Manage and oversee the development process



4.3 – Adopt best-practice planning and development processes

The development review process involves multiple departments that contribute to the review of various applications and types of development. With this in mind, process execution is only as good as the process itself and, likewise, a process can only be effectively executed if the proper resources are in place to ensure consistent execution. The community development department plays an integral role in management of the development process and its execution.

In order to stay up to speed with community expectations, resources and development activity, two development process reviews have been completed within the past seven years. Both reports contain many recommendations for process improvement that have been, and are being implemented.



Development Process Review

Moving forward, processes and resources related to the development process must remain in a constant state of review in order to remain consistent with community expectations regarding quality of development and overall resources dedicated to this service delivery function.

Submitted to
Jennifer Fadden, City Manager
February 26, 2014

5. Urban Forestry

- 4.1 – Protect Colleyville's semi-rural character*
- 4.3 – Adopt best-practice planning and development processes*
- 5.1 – Create and sustain an identifiable Colleyville brand*

The Community Development Department understands that the presence of mature trees throughout the city are unique and important assets to our community. Urban forestry, the careful care and management of urban forests, such as tree populations in urban settings for the purpose of improving the urban environment, is an overarching goal of the Community Development Department operations. Colleyville has been recognized as a "Tree City USA" by the Arbor Day Foundation consecutively for the past 19 years. Community Development proactively preserves and protects trees through construction and improvements.

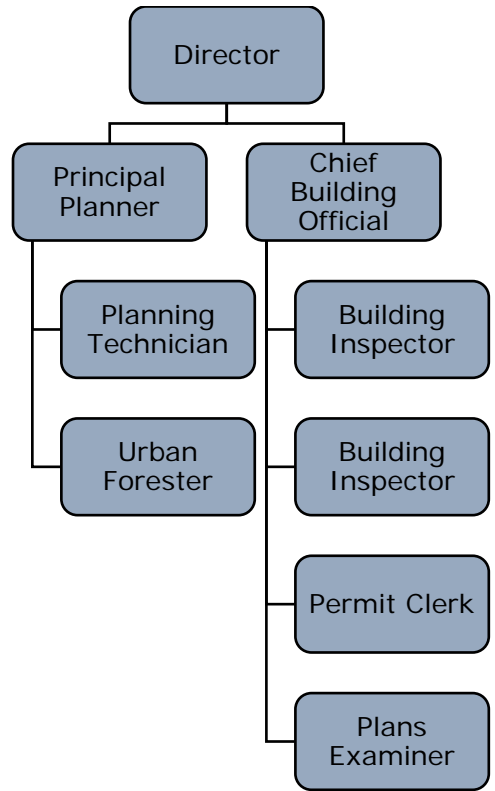
The Urban Forester performs tree evaluations, tree inventories, and identifies maintenance needs, in conjunction with the Parks Department, that increase the safety of park patrons and property.

Performance Measures & Vital Statistics

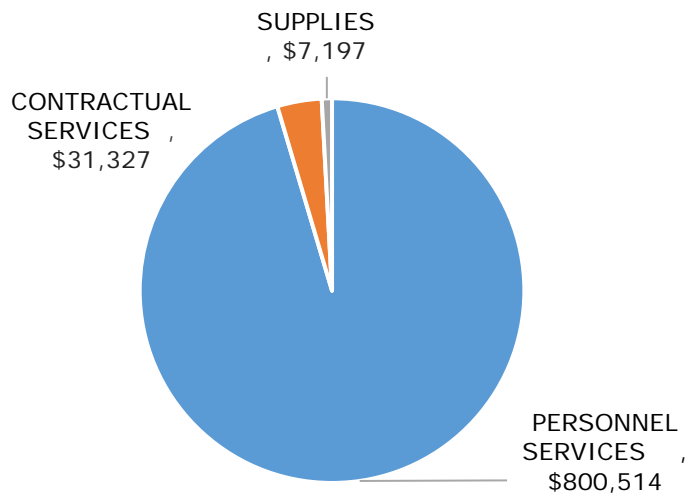
Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate	FY 2019 Target
Percentage of residential plan reviews completed in seven days or less (was 5 through FY16)	41%	77%	75%	84%	50%	≥75%
Percentage of commercial plan reviews completed in seven days or less (was 10 through FY16)	55%	77%	80%	80%	50%	≥75%
Percentage of inspections performed within 24 hours	98%	99%	98%	98%	90%	≥95%
Percent of online department survey respondents satisfied with overall service	98%	100%	70%	100%	100%	100%

Vital Statistics	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate
Number of Inspections Performed	4,621	7,194	9,977	9,978	11,500

Department Resources



FY 2019 Budget: \$839,038



5-Year + Outlook

Development activity is expected to remain robust. New commercial and residential construction has remained relatively consistent coming out of the last recession with an average of 7 new commercial permits per year from 2011 to 2014 and an average of 122 new residential permits per year. In fiscal year 2015, new commercial permits rose to a total of 12. In fiscal year 2016, new commercial permits totaled 9. In fiscal year 2017, new commercial permits totaled 1 and new residential permits totaled 137. With several hundred residential lots available, residential permitting activities are expected to remain consistent. New commercial activity is expected to remain consistent as well.

As the City approaches build out, currently estimated to occur by 2035 according to the current Master Plan estimate, new residential activity will begin to decrease. Assuming current economic conditions remain static, land for new residential subdivisions will significantly decrease, leaving only infill and tear down and rebuild projects to build out. Commercial activity will be more difficult to predict. However, given that there remains limited undeveloped commercial land in the City, in addition to numerous redevelopment opportunities for existing legacy properties, commercial, as well as institutional, development opportunities should continue to avail themselves over the next five years and beyond.

Overall, the department will remain very busy over the next five years and is in need of staffing at a level commensurate with community and organizational expectations to be able to adequately fulfill its mission to protect, preserve and promote the exceptional and unique quality of the community's built environment and natural resources.



Economic Development

FY 2019 Department Business Plan

Department Description

Economic Development serves the citizens, businesses, and commercial property owners of Colleyville, as well as prospective new retailers, restaurants, corporate tenants, developers, brokers, and other stakeholders. Economic Development is community specific, and for Colleyville, seeks to increase quality of life by increasing sales tax revenue, facilitate quality redevelopment of commercial corridors, increase commercial property tax value, add jobs to increase daytime population, and work with the private sector to take a proactive approach to commercial development to facilitate projects that fit with the Colleyville character.

Core Services

To successfully accomplish the duties of the office, Economic Development is responsible for the following core services:

Business attraction:

Economic Development seeks to attract quality businesses to the City to provide retail opportunities, which generate sales tax to help pay for city services. Economic development also seeks to attract quality development to greenfield development sites such as the 60-acre Northern Gateway at John McCain and SH26 and the 20-acre Precinct Line Road site, as well as other smaller infill locations throughout the commercial areas of Colleyville.

Redevelopment:

With SH26 undergoing a transformation as the roadway project nears completion, the City is partnering with businesses and property owners to redevelop older buildings to ensure the beautiful roadway and commercial corridor match in quality. The City commissioned a study of the Southern Gateway portion of SH26 (Brown Trail to southern limits) to help in the redevelopment activity. Funding is available to assist in this effort.

Business retention:

Economic Development works with existing business owners to ensure that once in Colleyville, they remain in Colleyville. Staff meets regularly with businesses to determine what assistance they may need and that the City can provide to help facilitate their success. With SH26 under construction, the City rolled out quarterly promotional programs for existing businesses. These included a \$1,000 advertising grant, a shop Colleyville contest with local PTAs, a \$10 gift card mailed to every Colleyville household twice, and an advertising grant program coupled with businesses giving to local charities. The City has a dedicated staff member to

the SH26 project to serve as a liaison with the business community to answer questions and find solutions quickly. The city has also worked with businesses on expansion of their existing structure to facilitate additional sales and workforce.

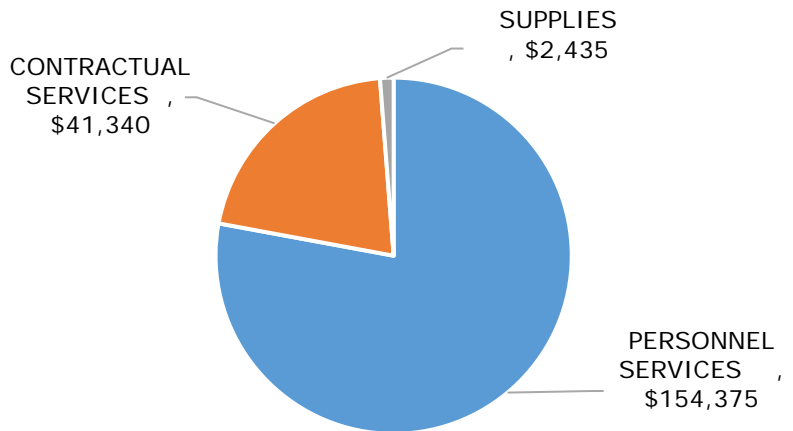
Performance Measures & Vital Statistics

Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate	FY 2019 Target
Colleyville retail occupancy rate	90%	90%	96%	97%	97%	95%
Colleyville office occupancy rate	89%	90%	92%	93%	92%	90%
Percentage growth in sales of sales tax revenue (General Fund)	9.0%	3.1%	8.0%	0.5%	4.0%	1%

Department Resources

FY 2019 Budget: \$198,150

Assistant City
Manager/Executive
Director of
Economic



5-Year + Outlook

The next five years will be important for economic development in Colleyville. The reconstruction of SH26 will bring about redevelopment opportunities and the development of the Northern Gateway into a high-quality commercial project will lead the way. The City will continue to look for opportunities to promote existing business with programs, especially during the construction of SH26. The City will also pursue redevelopment opportunities along the Colleyville Boulevard corridor.



Finance Department

FY 2019 Department Business Plan

Department Description

This program provides financial support, utility billing services, and municipal court operations. In the area of financial support, staff provides financial reporting, payroll processing, debt payment and reconciliation, treasury management, general ledger maintenance, coordination of the external audit, accounts payable, employee expense report processing, monthly reports to the City Council, policy and procedure development, and maintenance and preparation of the annual financial report.

The municipal court provides the cities of Colleyville and Keller with enforcement of Class C misdemeanor criminal laws and ordinance violations. Court staff assists the Municipal Court Judge, maintains all paperwork related to citations, completes reports on convictions and revenues received, and informs defendants of their legal options under State law.

Utility billing services include setting up new accounts, processing bills and payments for approximately 10,000 accounts, responding to service orders in a timely manner, and providing customer assistance and information regarding utility billing accounts.

The Finance department aligns with the strategic point to demonstrate stewardship of public resources and provide responsive, efficient city services. Finance is committed to increased transparency by continually improving ways to make information available to employees as well as citizens to support the City's vision, mission and values.

Core Services

To successfully accomplish the duties of the office, Finance is responsible for the following core services:

1. Provide accurate, reliable reporting of financial data
 - 2.4- *Demonstrate stewardship of public resources*

Finance oversees the recording of all financial information into the city's accounting software. This is done in accordance with Generally Accepted Accounting Principles to increase reliability on financial reporting, as well as rules set by the Governmental Accounting Standards Board.



2. Ensure all purchases made are in accordance with the city's purchasing policy

2.4- Demonstrate stewardship of public resources

Purchases must follow the city's purchasing policy which was written according to applicable laws and regulations. All purchases are approved electronically in the Munis financial software.

3. Process payroll

2.4- Demonstrate stewardship of public resources

Paychecks are processed and sent out biweekly with attention to providing internal control over sensitive employee information.

4. Preparation of Comprehensive Annual Financial Report (CAFR)

2.4- Demonstrate stewardship of public resources

Finance staff helps prepare the city's annual financial report that not only meets the Government Finance Officers Association's (GFOA) requirements, but also displays the information in an easily accessible and readable format for citizens.

5. Manage the City's investments and debt

2.4- Demonstrate stewardship of public resources

Treasury functions, including cash management, investments, and debt management are handled by the finance department. These are critical functions that are essential to maintaining the city's AAA bond rating in all three areas of debt (general, utility, and drainage). Managing the cash flow available to the organization is also critical to planning for major projects.



6. Provide municipal court services

6.4-Foster our shared values

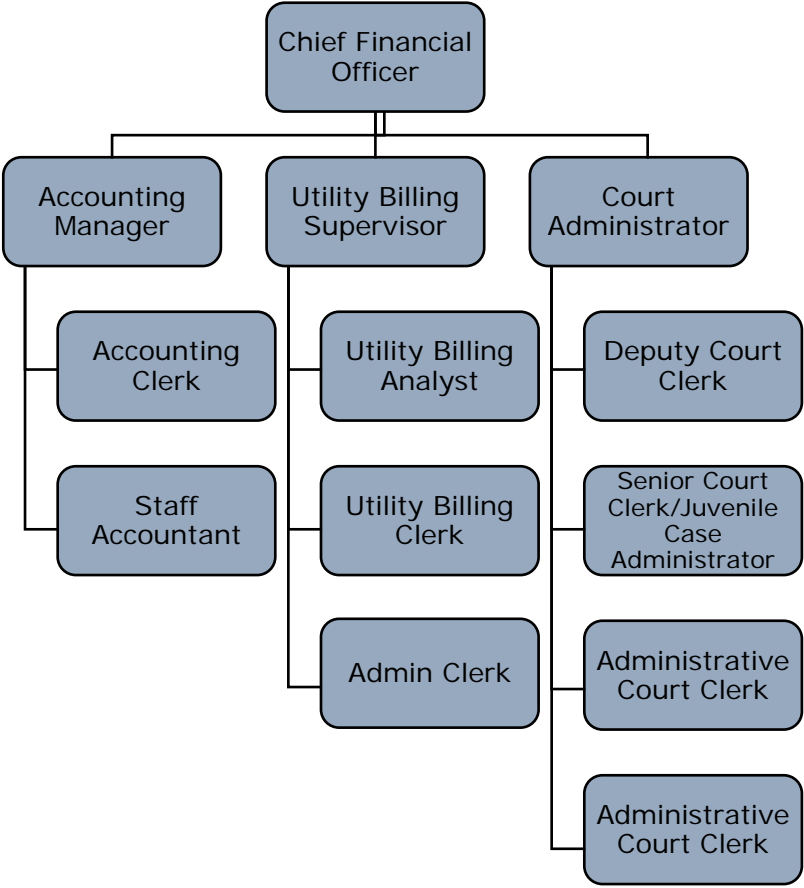
The municipal court staff is responsible for processing court citations for both the cities of Colleyville and Keller. They also collect and account for fines and state mandated fees and taxes for both cities. Docket schedules are set allowing citizens for both cities an opportunity to confer with the Municipal Court Judge.

Performance Measures & Vital Statistics

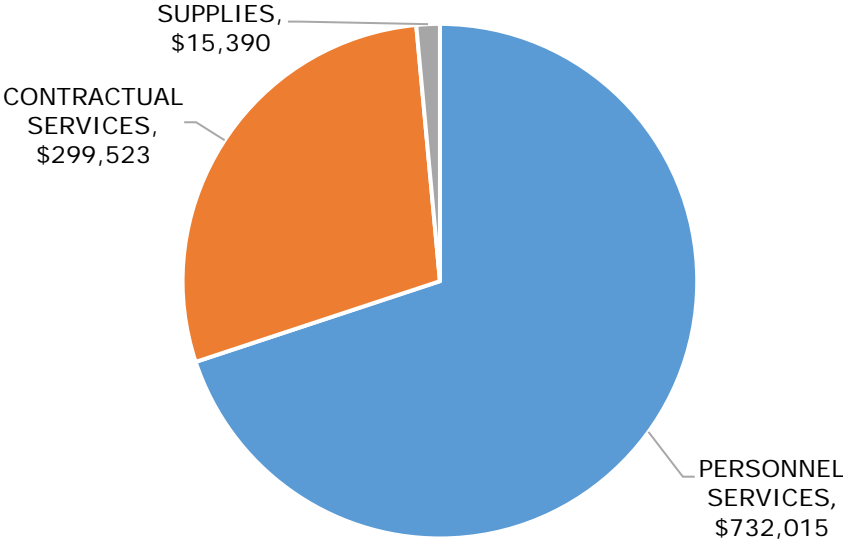
Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate	FY 2019 Target
Achieve GFOA's Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes	Yes	Yes	Yes
Percentage of warrants issued after 10 business days period from due date or court date	97%	99%	99%	99%	99.6%	99.6%
Utility billing accuracy rate	98.6%	99.8%	99.9%	99.6%	99.5%	99.7%

Vital Statistics	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate
Percent of ACH payments to total accounts payable	16%	26%	26%	28%	30%
Number of citations filed per FTE	4,610	4,609	4,220	4,268	2,750
Percentage of automatic draft utility customers/total customers	19%	16%	17%	19%	21%
Percentage of utility customers paying before cutoff	97%	97%	97%	96%	99%
Uncollectible utility accounts written off at year end (water & sewer)	\$26,080	\$27,178	\$19,150	\$22,096	\$24,000

Department Resources



FY 2019 Budget: \$1,046,928
(General Fund)



5-Year + Outlook

Finance will continue to strive for high standards of fiscal responsibility by applying for the Government Finance Officers awards in Financial Reporting. Finance will also continue to make information available on the website and increase financial transparency by sharing information in a user-friendly format that allows taxpayers to drill down for more information.

The Utility Billing staff will utilize new automated processes to become more efficient. The department plans to implement a citizen self-service portal to allow customers to view their account information. This will allow the customer to access historical consumption usage, current and past due billing history. Citizens will also have the option to request electronic billing and have the capability to make online payments.

Municipal Court 5 Year Outlook:

Notify:

Court Notifications is a program that offers an automated way for the court to contact multiple people, such as those with pending warrants, issued warrants, upcoming court dates, or outstanding balances via the telephone or text. Reports can be ran to get statistical and/or detailed feedback. Notification outcomes can be viewed on a case-by-case basis.

The Municipal court has this project working for payment plan notification and warrant warning notification as of July 2017. The municipal court is now in the phase of getting this option working for calling Defendants with outstanding warrants in both the City of Colleyville and Keller.

Matterhorn Software:

Matterhorn is a web-based online dispute and case resolution platform that allows people to “go to court” without physically going to court. The software is highly configurable, providing custom functionality. Police, prosecutors, and court personnel can securely access Matterhorn on any web-enabled device.

Online payments (InSite)-

Defendants enjoy 24/7 online access to pay municipal court fines, including full, partial and planned payments. They can also request deferred adjudication, extensions or state-specific driver safety courses online so that staff can operate at a greater rate of efficiency. The court controls the option of which features to turn on or off depending on your requirements.

The municipal court would like to have the online payment system – Insite-implemented before the end of this fiscal year however this item is in development stages for Incode version 10. This option will allow Defendants to request citation options online by submitting forms and making payments to the court office.

Cash Bond Entry Screen from Incode

The municipal court has requested a cash bond entry screen be developed from Incode. The court staff efficiency with a cash bond entry screen would improve greatly when processing jail bond paperwork for other city payments collected at the jail.

Site location for Juvenile Diversion Program

Work with a juvenile diversion program to conduct programs out of the Colleyville Justice center for the Colleyville-Keller Municipal Court and to utilize this program for surrounding cities.



Fire Department

FY 2019 Department Business Plan

Department Description

The Fire Department is a full service all hazards Fire and EMS organization that consistently strives to provide the most effective and efficient life safety/customer services possible. This is achieved through prevention and safety focused messages, emergency medical services, fire suppression and rescue operations, as well as emergency management operations and non-emergency community activities. The Colleyville Fire Department provides the citizens and visitors with the highest level of professional services through measured response times, positive intervention, accessibility and education. It is the expectation of the Colleyville Fire Department to be a well-trained, well-equipped, properly staffed emergency services organization that is recognized for providing outstanding customer service while being fiscally responsible. Our values are Integrity, Communication, Excellence and Transparency; providing caring, compassionate and competent assistance in all we do.

Core Services

To successfully accomplish the needs of the citizens, the Fire Department is responsible for the following four core services:

1. Provide Fire Rescue Operations

- 2.1 – Provide responsive, efficient city services*
- 2.4 – Demonstrate stewardship of public resources*
- 3.4 – Thoroughly plan for future capital and investments and associated costs*
- 4.3 – Adopt best practice planning and development processes*
- 5.2 – Support a variety of community events, concerts and celebrations*



The Fire Department operates with three fire stations strategically located to provide for uniform coverage of the city. The fire apparatus fleet consists of one front line and one reserve battalion command vehicle, two front line and one reserve ambulance, one front line and one reserve aerial ladder truck, two front line engines and one Fire Marshal vehicle. Emergency calls are dispatched through our partnership with Keller Dispatch Services. In addition to firefighting capabilities, fire rescue operations include vehicle extrication, high angle rescue, trench rescue and water rescue. A mutual aid agreement through the Northeast Fire Department Association (NEFDA) is in place with 14 Northeast Tarrant County cities. The purpose of the agreement is to combine strength and resources of all member departments for enhancing service delivery and education for specialty operations.

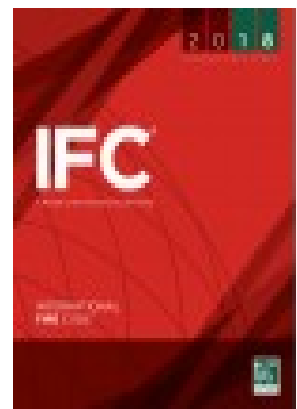


2. Provide Fire Prevention/Investigation

- 2.1 – Provide responsive, efficient city services*
- 2.4 – Demonstrate stewardship of public resources*
- 3.4 – Thoroughly plan for future capital and investments and associated costs*
- 4.3 – Adopt best practice planning and development processes*
- 5.2 – Support a variety of community events, concerts and celebrations*

The Fire Marshal is responsible for carrying out all of the fire prevention functions, duties, and activities, as well as conducting all fire investigations. The Fire Marshal is a certified Fire Investigator as well as a certified Peace Officer with arrest and warrant powers. The fire prevention plans review function along with the certificate of occupancy inspections and fire code compliance activities are what comprise the majority of the duties of this office. Commercial as well as residential development plan reviews are submitted to the Building Official/Plans Examiner and to the Fire Marshal.

The commercial plan review includes site/access plans, fire hydrant locations, emergency vehicle access, adequate water flows from fire hydrants, new construction plans, renovation plans, fire sprinkler system plans, fire alarm system plans, and underground systems inspections. The residential plan review includes site/access plans and subdivision layout: roadway length and widths, fire hydrant locations and adequate water flow, fire sprinkler plans if required based on square footage of the structure, residential gate information including dimensions and gate override functions to gain emergency vehicle access. New construction and alterations of existing structures require permits and review, particularly when a fire sprinkler system is installed. Upgrading to the 2082 International Fire Codes (IFC)



will benefit builders, as surrounding cities are currently operating under the 2018 IFC. Homeowners will also benefit from a safety aspect of the updated codes.

3. Provide Emergency Medical Services (EMS)

- 2.1 – Provide responsive, efficient city services*
- 2.4 – Demonstrate stewardship of public resources*
- 3.4 – Thoroughly plan for future capital and investments and associated costs*
- 4.3 – Adopt best practice planning and development processes*
- 5.2 – Support a variety of community events, concerts and celebration*

The Fire Department provides the transport Emergency Medical Services (EMS) for the City. Often referred to as fire-based EMS, all members of the department are certified firefighters as well as certified Emergency Medical Technicians (EMTs)/Paramedics. The department operates the EMS system under the license of the Medical Director, who is an Emergency Department Physician contracted by the city. The Medical Director establishes the protocols from which the system operates under and provides training. The department has been very fortunate to attract, develop and retain skilled employees who embrace our city values, as well as the department values of providing caring, compassionate and competent assistance in all we do. The department currently operates with one front line and one reserve



ambulance, also known as Mobile Intensive Care Units (MICUs). On occasion multiple calls for service occur and the department relies on our mutual aid partnerships to assist us with the calls. As the population ages and the city reaches build out, the ambulance call volume is anticipated to be such that a second MICU will be necessary. Forecasting this need and planning for the future will assist us in the balancing of priorities with resources.

4. Provide Emergency Management Services and Support

- 1.1 – Actively involve and engage stakeholders*
- 2.1 – Provide responsive, efficient city services*
- 2.4 – Demonstrate stewardship of public resources*
- 3.4 – Thoroughly plan for future capital and investments and associated costs*
- 4.3 – Adopt best practice planning and development processes*
- 5.2 – Support a variety of community events, concerts and celebration*

The Emergency Management Plan for the City of Colleyville provides general guidelines for emergency management activities. The plan describes our response organization and assigns responsibilities for various emergency tasks. The plan is intended to provide a framework for more specific functional annexes that describes what each city department is responsible for. The plan applies to all local officials, departments and agencies. The primary audience for the plan includes our chief elected official, the emergency management staff, department and agency heads and their senior staff members, leaders of local volunteer organizations such as designated ham radio operators and storm spotters that support emergency operations and others who may participate in our mitigation, preparedness, response, and recovery efforts. The City's designated Emergency Management Coordinator is responsible for maintaining and updating the Emergency Management Plan. The Coordinator is also responsible for the operations and upkeep of the Outside Warning Sirens as well as joint oversight with the Police Department for the radio

system and tower. The Coordinator is an integral position within the Emergency Operations Center (EOC), monitoring incident activities and progress. Cost recovery efforts for EOC disaster operations is also an important function. Day to day activities for the Coordinator often include monitoring storm warnings, potential public health issues and Code Red activations to warn residents of specific public safety issues.

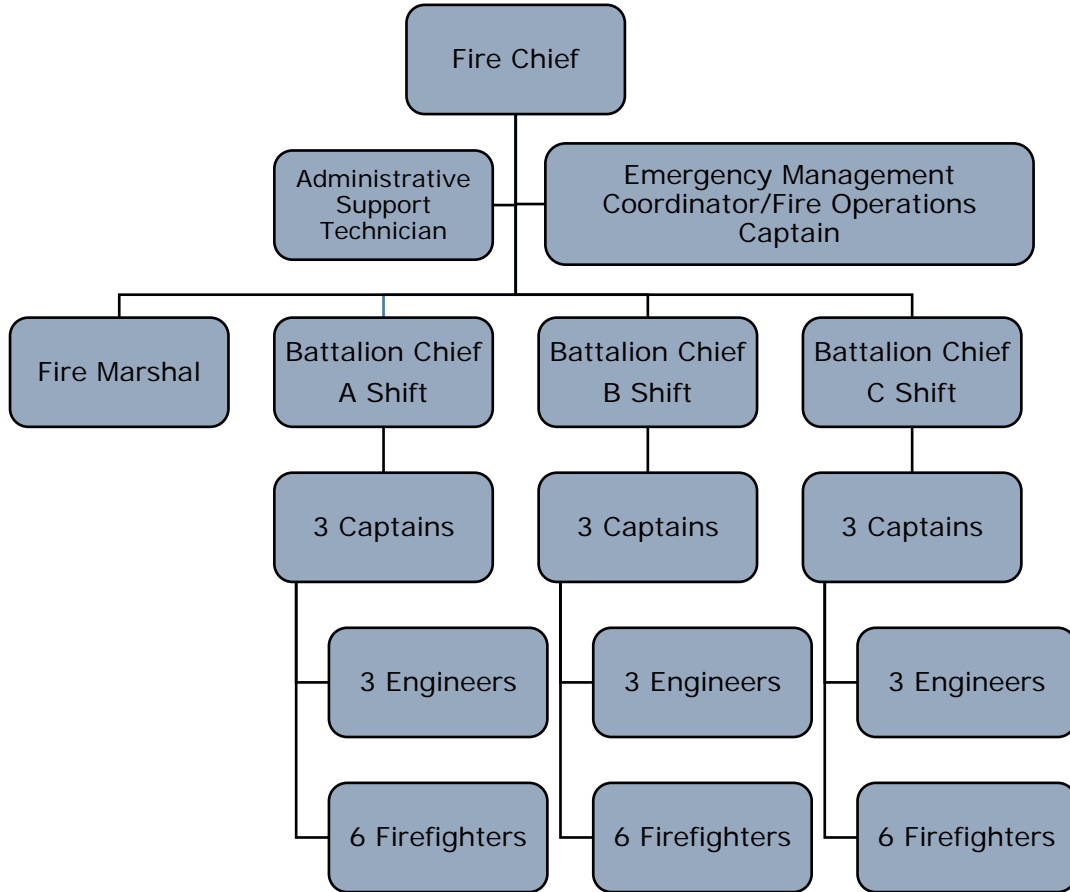
Performance Measures & Vital Statistics

* Previously reported as percentage of response times under six minutes

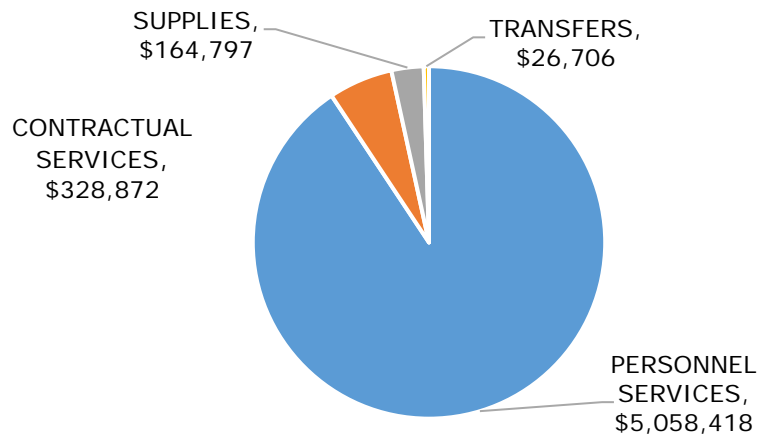
Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate	FY 2019 Target
Fire/Ambulance average response time	82%	82%	* 4:43 Minutes	4:40 Minutes	4:58 Minutes	4:40 Minutes
Percentage of plans reviewed within 48 hours	100%	99%	99%	99%	99%	99%
Percentage of fire investigations cleared within 30 days	100%	100%	100%	100%	100%	100%
Percentage of inspections performed within 48 hours of request	100%	100%	100%	100%	100%	99%

Vital Statistics	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate
Fire related responses	500	542	566	610	645
Service related responses	127	152	180	191	295
EMS related responses	950	959	1037	967	866
Ambulance billing revenue	\$399,312	\$354,239	\$388,803	\$318,738	\$325,450
Percentage of billed services recovered	32%	29%	31%	59%	55%
Total number of volunteer hours from CFAAA & Rehab Team	418.5	672.5	491.75	482	491
Community Fire Prevention Events	116	125	122	118	132
Average hours of training per employee	161	134.77	166	170	177

Department Resources



FY 2019 Budget: \$ 5,578,793



5-Year + Outlook

- The replacement of the front overhead apparatus bay doors at fire stations #1 and #3 with vertical Four Fold doors will greatly improve the operations and safety of responding out of these two stations. Station #2 was outfitted with the Four Fold vertical doors when the station was built. There are many advantages to these doors, such as high durability, low maintenance, less moving parts, quicker and safer opening operations, taking half the time of the overhead door opening operations. The Four Fold doors are more expensive than the overhead doors, but they pay for themselves overtime in maintenance cost savings.
- The converting of the fire apparatus fleet to attain an optimum deployment of two front line Engines, one front-line Ladder Truck and one Reserve Ladder Truck was completed during Fiscal Year 2017. The enhanced response capabilities will also even out the costs as designated through a replacement plan for future apparatus. Reserve Quint 243 (Unit 402) was removed from service and sold when the new Fire Engine was acquired. Engine 243 (Unit 407) will remain in service with an extended service life. One Ladder Truck will remain in front line service at fire station #1 and the other will be placed in reserve status at fire station #3. The Ladder Trucks will swap out every five years to extend the service life of both.
- Continue to follow through on converting the decommissioned Hall-Johnson fire facility to a fully functional ready-reserve and equipment storage facility. The renovations required a complete demolition of the interior of the structure to make way for the needed apparatus bays and anticipated add-on to accommodate future needs. The facility currently houses three vehicles: the Rehab vehicle, a Ford 350 flatbed truck which tows the accompanying Hazardous Materials Decontamination Trailer.
- There is currently no space in any of the three existing stations to store equipment or house any more vehicles. The Fire Marshal's vehicle is parked outside all year round, as is the backup Battalion Chief vehicle.
- Renovation work will be needed to enlarge Fire Station #2. An additional sleeping room is needed along with an enlarged fitness room and day room. An additional apparatus bay will be necessary in the future to bring the facility up to the functionality that will be necessary.
- Replace Fire Marshal's vehicle, a 2006 Ford Explorer, with a new and more economical vehicle.
- The addition of the second Ambulance will require the addition of six personnel (2 for each shift) as the calls for EMS services increase. Mutual aid EMS to our city is becoming increasingly necessary as the number of times additional calls come in while already on an EMS call.
- Conduct a Best Practices Recognition Program through the Texas Fire Chiefs Association
- Conduct a formal ISO review through the ISO's Public Protection (PPC) Classification Program
- Add back the Full Time Administrative Assistant Employee
- Addition of a Full Time Employee (FTE) – Deputy Fire Chief
- Addition of a Full Time Employee (FTE) – Emergency Management Coordinator



Human Resources

FY 2019 Department Business Plan

Department Description

This department provides service and support to all City of Colleyville departments in recruitment and hiring programs, testing and selection, classification and compensation administration, benefits administration, communication and employee relations, compliance with federal and state employment laws, employee counseling, health and wellness programs, organizational development, performance management, policy and procedure development and maintenance, recognition and incentive programs, safety and risk administration, special event coordination, training programs, and workers' compensation administration. The department also provides service and support to job applicants seeking employment with the City. The Human Resources function aligns with the strategic point to deliver high quality core services and supports the City's most important investment – its employees. The Human Resources Department is committed to optimizing organizational effectiveness through delivery of quality customer service and by attracting, developing, engaging, rewarding and retaining a talented and diverse workforce to support the City's vision, mission and values.

Core Services

To successfully accomplish the duties of the office, Human Resources is responsible for the following core services:

1. Recruitment and Onboarding
 - 2.1 *Provide responsive, efficient city services*
 - 2.2 *Recruit and retain a highly-qualified workforce*
 - 2.3 *Effectively leverage information technology*



Human Resources is responsible for the management of the employee recruitment, selection and onboarding processes including vacancy advertising and marketing, applicant tracking, selection process oversight, management support, pre-employment screening and workforce planning. Human Resources staff conducts all new employee processing and new employee onboarding. The department is also responsible for ensuring the employment processes and procedures in place are in compliance with state and federal regulations.

2. Employee Relations

1.2 Develop future community leaders

2.1 Provide responsive, efficient city services

2.2 Recruit and retain a highly-qualified workforce

2.3 Effectively leverage information technology



The Human Resources Department is responsible for interacting with employees concerning all aspects of employment in order to develop and maintain a positive relationship between the City and its employees. This is accomplished through programs and policies that ensure fairness, respect and consistent treatment for all employees. Various types of communication tools are used in order to ensure employees receive timely and accurate information. Such tools include employee email, the City's intranet, and quarterly all employee meetings.

In addition to communication, employee relations also involves employee support and support programs, special event coordination, employee recognition and incentive programs, and grievance and disciplinary matters. Human Resources also advises supervisors when considering employment action for misconduct or performance issues to ensure compliance with City standards and fair and consistent treatment.

3. Compensation and Benefits

2.1 Provide responsive, efficient city services

2.2 Recruit and retain a highly-qualified workforce

2.3 Effectively leverage information technology

Human Resources is responsible for administration of the City's classification and compensation system including job evaluation, job description development, completion of salary surveys and administration and application of the compensation plan. In addition to compensation, the department is also responsible for administration of the employee benefits and retirement programs. This includes annual evaluation of benefit plan designs, contract administration, and compliance with federal and state regulations. The Human Resources Department also administers leave benefits provided to employees.

The City's wellness program, created in conjunction with the Employee Benefits and Wellness Committee, has been successful since its re-implementation in fiscal year 2010. With the outcomes-based model, medical insurance premiums paid by employees are based on tiers earned through biometric screening measurements. Tier I provides the highest City subsidy and Tier III provides the least City subsidy. Participation in the wellness program remains steadily high - in 2018 participation was 94%.

According to the City's health insurance broker, when compared to the other cities in the state of Texas, Colleyville has one of the most progressive wellness programs that is three

to four years ahead of other cities. Colleyville has developed and implemented a long-term strategy of linking wellness to the health benefits plan.

Since the adoption of the Patient Protection and Affordable Care Act, or Affordable Care Act, businesses such as the City of Colleyville are having to adapt to new reporting and compliance processes each year. The changes due to the reform have had a direct impact on the City's health benefit decisions and will continue to affect the City's health plan offerings to employees. This trend will continue as new benefit options are emerging in the marketplace and will need to be evaluated on how they fit into the City's business strategy. The Human Resources Department is responsible for ensuring that the City is compliant with all facets of the Act, and will continue to stay abreast of the ongoing changes.



4. Safety Awareness and Injury Prevention

2.1 Provide responsive, efficient city services

2.2 Recruit and retain a highly-qualified workforce

2.3 Effectively leverage information technology

The Human Resources Department is responsible for the development, implementation and maintenance of employee safety awareness and injury prevention programs. This includes providing safety training, injury analysis, and the oversight and administration of the City's workers' compensation program. In addition, the Human Resources Department works with the Safety Committee to assess current safety policies, evaluate current processes, and maintain a program designed to minimize the impact and occurrence of incidents. The purpose is to heighten safety awareness, promote education and increase accountability to minimize incidents in the workplace.



5. Legal and Regulatory Compliance

2.1 Provide responsive, efficient city services

2.2 Recruit and retain a highly-qualified workforce

2.3 Effectively leverage information technology

There are numerous laws and regulations governing the employment relationship that Human Resources staff must understand and navigate in order to help avoid costly fines and other penalties. Common examples of the types of laws regulating the employer-

employee relationship include: the Fair Labor Standards Act, which establishes the minimum wage and rights to overtime pay for certain workers; federal civil rights laws, which prohibit employers from considering race, gender, age, or other “protected” status when making hiring and firing decisions or otherwise setting the terms and conditions of employment; the Family and Medical Leave Act (FMLA), which grants certain employees the right to take up to twelve weeks of unpaid leave each year in specific circumstances, as well as the right to be restored to the same or equivalent position upon returning from such leave; and the Uniform Services Employment and Reemployment Rights Act (USERRA), which establishes certain rights and protections for employees who are called to active military duty. For the City of Colleyville, Human Resources also manages the various compensation and benefit programs, which are heavily regulated as well. The Patient Protection and Affordable Care Act (PPACA) of 2010 is an example; upon its inception, the law established more than two dozen new rules relating to employer-sponsored health benefits.

To ensure compliance with the various employment laws, the Human Resources Department is responsible for the development and administration of personnel policies and procedures, providing policy direction recommendations on personnel issues, and providing personnel management support to City departments. The Personnel Manual, effective in FY 2017, is a comprehensive and customized personnel policies handbook that is designed to be a clear and understandable document by supervisors and employees. The manual serves as a roadmap for employee conduct standards and emphasizes the expectation of employee integrity and service. Carefully written personnel policies contribute to enhancing staff morale by clearly communicating what the City expects of its employees and what, in turn, employees can expect from the City. Human Resources staff is responsible for development, oversight, policy application and training of the Personnel Manual.

6. Training and Organizational Development

1.2 Develop future community leaders

2.1 Provide responsive, efficient city services

2.2 Recruit and retain a highly-qualified workforce

2.3 Effectively leverage information technology

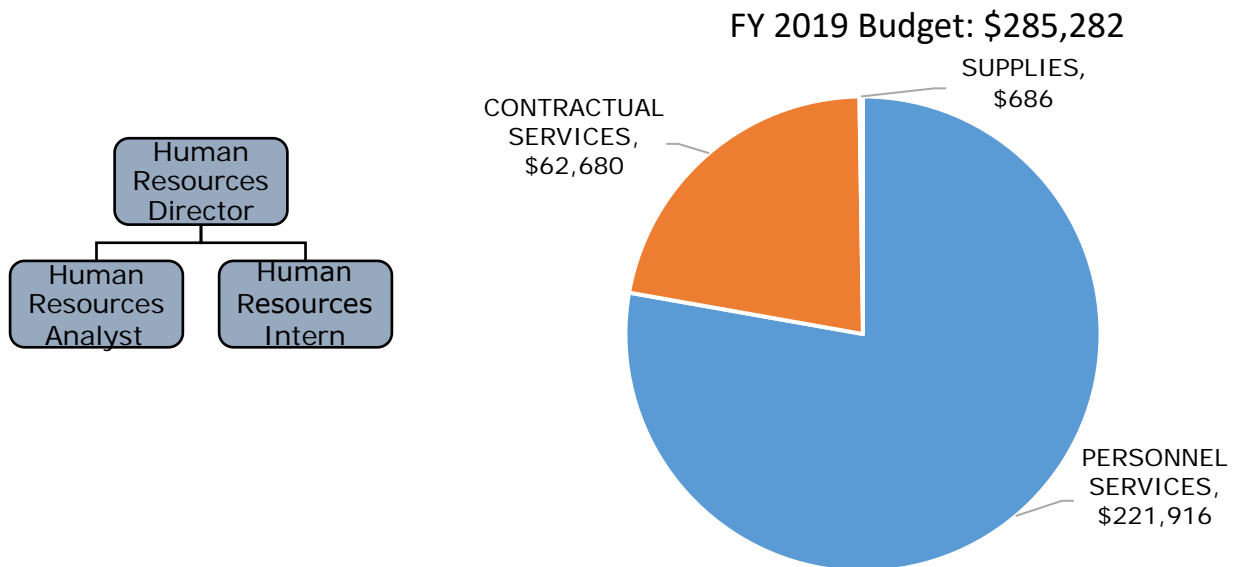


Providing workplace training for employees can give a competitive edge in the marketplace, help manage risk, raise morale among team members, increase skill level and increase employee productivity. The Human Resources Department is responsible for development, implementation and tracking of employee and supervisor training programs that will provide ongoing learning and training opportunities.

Performance Measures & Vital Statistics

Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate	FY 2019 Target
Percentage turnover (per fiscal year)	15%	17%	14%	14%	16%	< 16%
Percentage of annual performance evaluations completed on time	98%	73%	99%	95%	97%	≥ 90%
Percentage of employees who participate in wellness program	86%	85%	92%	91%	94%	≥ 80%
Workers' compensation experience modification factor (actual losses compared to expected losses)	0.45	0.83	0.84	0.84	0.58	.70
Medical and pharmacy loss ratio (paid claims divided by premiums as of July 2018)	75.8%	87.4%	75.5%	102.4%	82.9%	≤ 85%

Department Resources



5-Year + Outlook

Over the next five to ten years, the Human Resources Department will be affected by several changes that will influence how the City conducts business. Federal executive and legislative policies and regulations, as well as Supreme Court rulings, will continue to affect processes and procedures within the department and the policies of the City as a whole. With constantly changing legislation, the Human Resources Department must continue to stay abreast of these legislative and regulatory developments in employment law.

In addition to legislation affecting compensation and other employment-related matters, federal health care reform has had a large impact on how all employers manage their health plans. The administration and cost of health care benefits with the Patient Protection and Affordable Care Act will have a long-term impact on the organization. The changes due to the reform have had a direct impact on the City's health benefit decisions and will continue to affect the City's health and prescription drug plan offerings to employees. This trend will continue as new benefit options are emerging in the marketplace and will need to be evaluated on how they fit into the City's business strategy.

New technology has enabled Human Resources to more efficiently deliver services to employees and job applicants. With the implementation of the integrated human resources and financial software in FY14, built-in software efficiencies has allowed employees to be more self-sufficient through self-service components. As new software upgrades are available, Human Resources will continue to leverage these upgrades to make processes and procedures more efficient. Because of limited storage space for paper files, and the cost of storing paper files offsite, the Department is converting more documents into a digital format and is looking to automating more of its processes. The new applicant tracking software was implemented in FY 2017 to eliminate paper applications and streamline the hiring process for applicants, hiring managers and the Human Resources Department staff. The Department will continue to look for more opportunities to make this process for applicants and hiring managers even more efficient.

The City will be challenged with knowledge transfer due to turnover. Most specifically, almost a third of the workforce is currently eligible to retire with the known expectation that eligibility will increase through FY 2022. A strategic approach to transfer and retain employees' know-how and best practices is critical.



Information Systems Management

FY 2019 Department Business Plan

Department Description

Information Systems Management provides effective technology support for audio/visual, computer, multimedia, voice, video, data center operations, geographical information, telecommunications, web based applications, and services to all areas of the City. The department promotes and facilitates the effective integration of technology into the basic mission of the city through planning, programming, training, consulting, and other support activities. The Information Systems Management department develops, enhances, and manages the City's enterprise networks to provide high speed communications and highly functional connectivity among all information resources. The department employs new uses of information technology within the City through the support for exploratory and innovative applications and provides leadership for secure, effective, strategic, and tactical planning in the use of technology.

Core Services

To successfully accomplish the duties of the office, Information Systems management is responsible for the following core services:

1. Network Operations

1.3 – Assure convenient access to public information

2.1 – Provide responsive, efficient city services

2.3 – Effectively leverage information technology

Management of Wired or Wireless infrastructure that allows communications between any known digital devices.

2. Application Systems Operations

1.3 – Assure convenient access to public information

1.4 – Communicate thoroughly and strategically

2.1 – Provide responsive, efficient city services

2.3 – Effectively leverage information technology

Management of software platforms, operating systems, and the hardware those systems reside on.

3. Geographical Information Systems

1.3 – Assure convenient access to public information

2.1 – Provide responsive, efficient city services

2.3 – Effectively leverage information technology

Combines technology and people to analyze, record, and produce information into a geospatial format that provides critical thinkers the ability to better identify trends associated with data prior to making crucial decisions for current projects or long-term planning initiatives.

4. Audio/Video Broadcast Operations

1.3 – Assure convenient access to public information

1.4 – Communicate thoroughly and strategically

2.3 – Effectively leverage information technology

Presentation technology that is present in all training rooms, conference rooms, EOC, and broadcast operations within the City Council Chamber

5. Data Center Operations

1.3 – Assure convenient access to public information

2.1 – Provide responsive, efficient city services

2.3 – Effectively leverage information technology

Managing the lifecycle of equipment that allows for battery backup and environmental monitoring

6. Desktop Operations

1.4 – Communicate thoroughly and strategically

2.1 – Provide responsive, efficient city services

2.3 – Effectively leverage information technology

Managing all hardware and software for client devices, ensuring that the organization is fully equipped and operational while providing help desk and field support

7. Technology advancement

1.4 – Communicate thoroughly and strategically

2.3 – Effectively leverage information technology

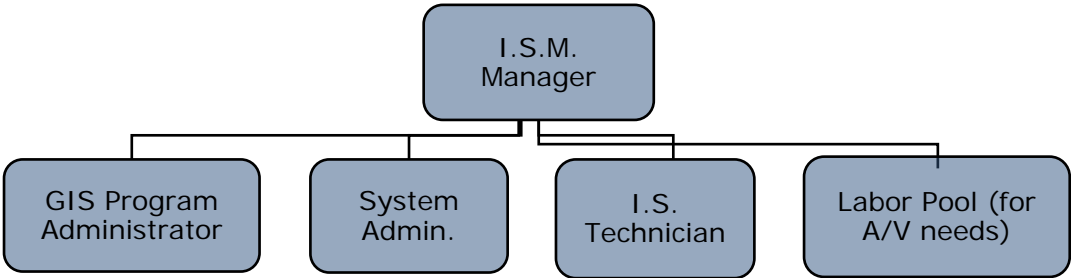
Proactively develop plans to enhance and further technology initiatives that will increase efficiencies and foster sustainable fiscal responsibility

Performance Measures & Vital Statistics

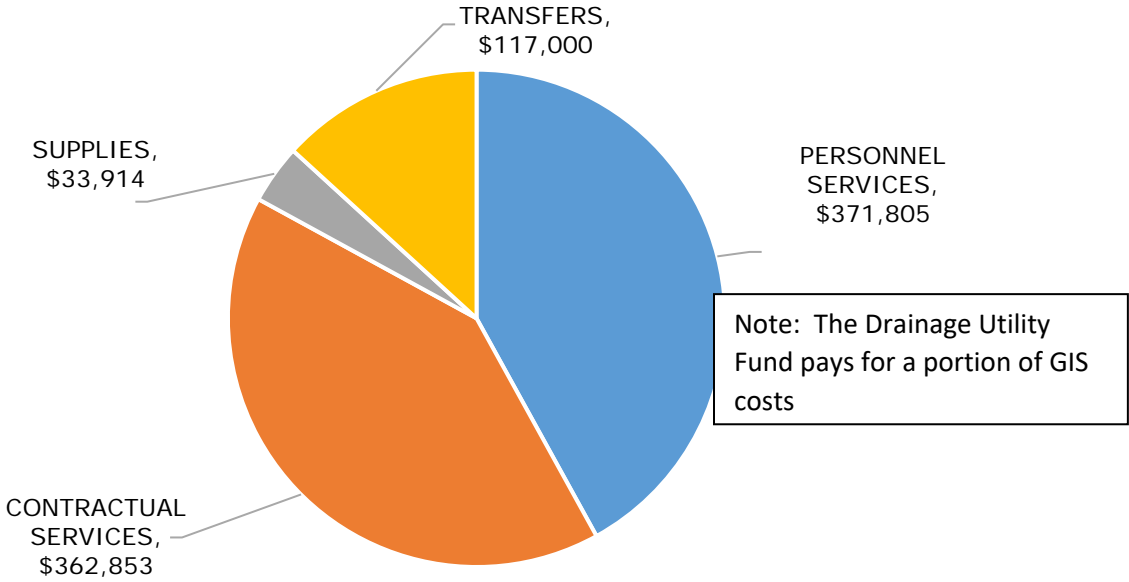
Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate	FY 2019 Target
Percentage of product requests completed on time- GIS	87.88%	93%	93.4%	92%	95%	85%
Percentage of broadcast uptime	99.86%	99.88%	99.99%	99.99%	99.999%	99%
Percentage of work orders completed on time	78%	87%	92.9%	91%	92%	95%
Percentage of network data and telecommunications uptime	99.73%	99.80%	99.99%	99.99%	99%	99%
Percentage of IT work plan projects completed on time	97%	94%	95%	100%	100%	100%
Percentage of data backup success	91%	92%	94.2%	97%	97%	100%

Vital Statistics	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate
Total number of equipment pieces maintained by department	569	589	609	609	623

Department Resources



FY 2019 Budget: \$885,572
(General Fund)



5-Year + Outlook

The Information Systems Management vision is to help the City of Colleyville be the city of choice for its current and future citizens by deploying technology that communicates outward more effectively, integrates applications that innovate the way we service our citizens, and creates an environment that drives advancement through the use of new technology, and allows the City's employees to develop better strategies for their unique brand of service.

Technology is rapidly changing and constantly creating new opportunities for improvement of efficiencies and heightened capabilities to the employee. This creates a change in outlook to the technology personnel in the city. The I.S.M. department will need to employ personnel that are able to rapidly visualize, adapt, learn, deploy and teach change. As the I.S.M. department is expected to create efficiencies in the departments through the use of improved technology, the workload within the ISM department will increase considerably. The I.S.M. department will need to focus on the following over the next 5 years in order to keep up with change and continue to create efficiencies within the department:

- Continue to implement communication technology that allows citizens to gain more readily available information and to allow for citizen feedback.
- Centralization of all data center equipment, network communications, and data backup services in order to lower electrical usage, eliminate the need for added equipment locations, and to centralize growing administrative oversight.
- Emphasize business process flows through technology that lower the use of paper and increase the speed of processes.
- Minimize the energy impact on the city by datacenter centralization, virtualizing the maximum amount of hardware, and placing smart technology that lowers equipment usage during city low usage hours.
- Build a redundant datacenter that provides added recovery in case of city emergencies. Increase our offsite capability through shared resource planning with surrounding city IT departments when possible.
- Implement more web technology driven applications in order to drive down the needs of end user hardware while increasing the capability of mobile usage.
- Integrate mapping technology into our applications in order to make them more consumer friendly.
- Increase in the current infrastructures' capabilities to offer more mobile applications to employees. Mobile employees have fewer needs to type and have more form based operations that help guide high quality business operations while maximizing the sophistication of reporting to the management level.
- Increase the City owned fiber infrastructure and try to partner with the neighboring school district in order to offset cost of deployment, leased fiber line cost, and increase the service levels to our customers exponentially.



Legal

FY 2019 Department Business Plan

Department Description

City legal services are provided on a contract basis.

Core Services

The City Attorney is responsible for the following core services:

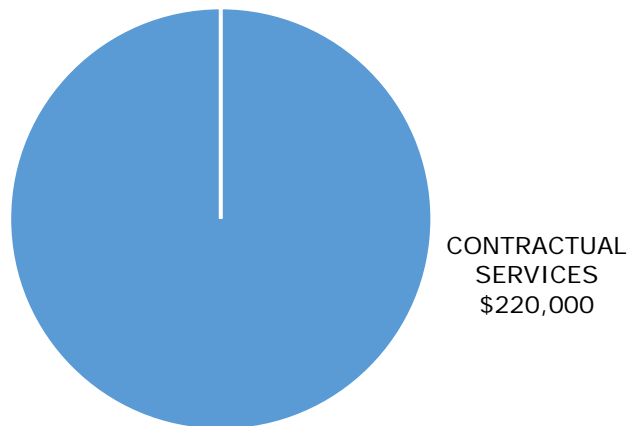
1. Provide legal services for all city business

2.1- Deliver high quality core services

The City Attorney delivers contracted legal services for all city business, providing exceptional customer service to City Council and city staff.

Department Resources

FY 2019 Budget: \$220,000





Library Department

FY 2019 Department Business Plan

Department Description

The Library serves the cultural, educational, and intellectual needs of Colleyville residents of all ages.

First and foremost, the Library works to ensure that residents of all ages in Colleyville will have access in a timely manner to materials in a variety of formats, anytime, anywhere, to enhance their leisure time. Secondly, the Library offers an array of early literacy programs and services for children from birth to age five, designed to create young readers. In addition, the Library works to insure that Colleyville residents of all ages will have a resource center that provides materials and programs that address their need to explore topics of interest for self-directed personal growth and development opportunities throughout their lives.

The mission of the Library is:

Colleyville residents of all ages will have state-of-the-art library services, accessible "Anytime. Anywhere."

Core Services

To successfully accomplish the duties of the office, the Library Department is responsible for the following core services:

1. Provide reading, viewing and listening materials

2.1- Provide responsive, efficient city services

2.3- Effectively leverage information technology

The Library works to ensure that residents of all ages in Colleyville will have access in a timely manner to materials in a variety of formats, anytime, anywhere, to enhance their leisure time and will have the help they need to make choices from among the options. To support this service, the Library provides an array of adult and children's library materials in a variety of formats: fiction and non-fiction books; magazines; DVDs; music CDs; books on CD; magazines; digital media downloads, including eAudio books, eBooks, and eMagazines; and access to online databases in the Library and remotely. Access to Library materials is provided seven days a week, twenty-four hours a day via the online catalog and the Library's downloadable digital collection. Users are allowed to place holds on materials online or in the Library and receive e-mail or telephone notification when the item becomes available. The Library's online catalog is designed to enhance the user

experience and facilitates access to the Library's materials collections. It includes such features as seamless incorporation of eBooks and other digital content in the Library's catalog; refinements to narrow searches and structure searching; self-service options for users including sharing reading lists or saved searches with friends; and Novelist Select® and Goodreads® integration for readers' advisory including, "more like this" recommendations, complete series information and reader reviews, anywhere, anytime users search. Additionally, the Library offers a variety of programs to support this service including summer reading programs for adults, teens and children; fiction and non-fiction book clubs and film discussion book clubs.



The Library has space to display new materials in a prominent location; display shelving to merchandize collections and media and has meeting space to provide programs. Also, the Library has knowledgeable staff who can provide reader/viewer/listener advisory services to users and plan and present programs.

2. Provide early literacy programs and services to create young readers

2.1- Provide responsive, efficient city services

5.3- Provide attractive facilities for leisure and recreation

The Library offers an array of programs and services for children from birth to age five designed to ensure that they will enter school ready to learn to read, write, and listen. To support this service, the Library offers weekly story time programs divided by age of intended audience, pre-talkers, talkers and pre-readers. The story programs include interactive components such as stories, singing, puppets, action rhymes, finger plays, crafts, and STEM/STEAM activities. The Library supports the *Every Child Ready to Read @ your library* early literacy initiative and incorporates the six pre-reading skills that children must learn in order to learn to read in story time programs. The Library sponsors a *Books for Babies* program, which is a national literacy program that acquaints parents of newborns with the important role they play in the development of their children. Parents are presented with a *Books for Babies* kit containing a board book for baby, baby's first library card, a bib, and a variety of brochures with reading tips and early literacy information from nationally-recognized educational organizations. The Library includes a "Read to Me" component in the summer reading program, and other reading programs, with incentives for parents/caregivers and the children. Additionally, the Library provides five *Early Literacy Station* educational computers which feature more than 70 educational software programs for preschool children. The Library's materials collection for youth includes print, media and electronic resources to support early literacy



and includes board books, book/media kits, concept books, DVDs and CDs, picture books, I-Can-Read books and online e-books for preschool children. The Library has a dedicated area for children ages newborn to five that is comfortable, safe and appropriate for this age group and includes space to provide preschool programs. Also, the Library has staff, knowledgeable about early literacy, who can develop and deliver effective programs for preschool children.

3. Provide resources for lifelong learning

2.1- Provide responsive, efficient city services

5.3- Provide attractive facilities for leisure and recreation

5.4- Actively seek public/private partnerships

The Library works to insure that Colleyville residents of all ages will have a resource center that provides materials and programs that address their need to explore topics of interest for self-directed personal growth and development opportunities throughout their lives. To support this service, the Library provides an array of adult and children's non-fiction library materials in a variety of formats: books; magazines; DVDs; books on CD; magazines; digital media downloads, including eAudio books, eBooks, and eMagazines; and access to online databases in the Library and remotely. To supplement the Library's materials collection, the Library provides Interlibrary Loan Service, which allows the Library to request materials for patrons throughout the nation and worldwide. To provide additional access to resources, the Library participates in the TexShare Card Program, which allows patrons to borrow materials from any other participating Texas library. Also, to support this service, the Library provides in-person, telephone, and e-mail reference service; public internet computer stations; wireless internet throughout the library; photocopier/fax services; and study rooms. Ongoing, the Library provides a variety of adult and children's programs to provide lifelong learning opportunities. The Library works with local organizations to cosponsor demonstrations of topics of interest, and displays exhibits of local organizations and local residents to promote learning opportunities. Also, the Library provides safe and welcoming physical spaces for users to meet and interact with others or to sit quietly and read, and virtual spaces that support networking and learning. The Library has staff that is knowledgeable about print and electronic resources, and can plan and present programs on a variety of lifelong learning topics.



4. Provide special events that promote a sense of community in a safe and fun environment

5.2- Support a variety of community events, concerts and celebrations

5.4- Actively seek public / private partnerships

The Library provides special events throughout the year to all ages and interests of the community. The Library Department actively seeks sponsorships and donations from area

businesses, civic groups, and individuals. The sponsors and donations enhance the quality and variety of events that are offered to the City of Colleyville residents.

The Library's largest special event, the **Summer Reading Finale**, is an outdoor event held annually the last Friday in July or the first Friday in August. The event is held at the Colleyville City Hall/Library in the Village at Colleyville. Attendees can enjoy a live deejay, children's arts and crafts, face painting, balloons, carnival games, bounce houses, inflatable and mechanical rides, special costume character guests, food vendors and more.

Also, the Library works with other city departments to plan and produce, **Movies in the Village**. The series of movies is held outdoors in the spring and fall at the Colleyville City Hall/Library in the Village at Colleyville. These family-friendly events allow families to enjoy the green space near City Hall and to watch a free movie under the stars. Attendees bring chairs and blankets and enjoy music and a movie when the sun goes down. The event also includes food trucks, free popcorn and lemonade or hot chocolate.

Additionally, the Library works with other city departments to plan and produce three larger city events throughout the year. The first event, **Red, White & Sousa** is an outdoor concert that is held annually the last Friday in June. The event is held at the Colleyville Center and includes reserved table and open lawn seating. Attendees can enjoy a concert under the stars, while dining on a variety of foods offered at a food truck park.

The second event, **Haunted Trail Fest** is an outdoor event that is held annually the third Saturday in October. The happening is held at the Colleyville Nature Center and includes Halloween games, crafts, and treats, a costume contest, a pumpkin patch and a haunted trail. Princesses, pirates, goblins and ghouls can enjoy a night of Halloween amusement under eerie skies and venture down a haunted trail.

The third event, the **City Tree Lighting Ceremony** is an outdoor event that is held annually the either the last Friday in November or the first Friday in December. The event is held at the Colleyville City Hall/Library in the Village at Colleyville and includes the lighting of the city tree, community decorated trees, photos with Santa, holiday themed children's games and crafts, cookie decorating, performances by local children's choirs, food vendors and carriage rides. Merrymakers can launch the holiday season with a magical evening filled with holiday sparkling lights and a variety of festive entertainment.

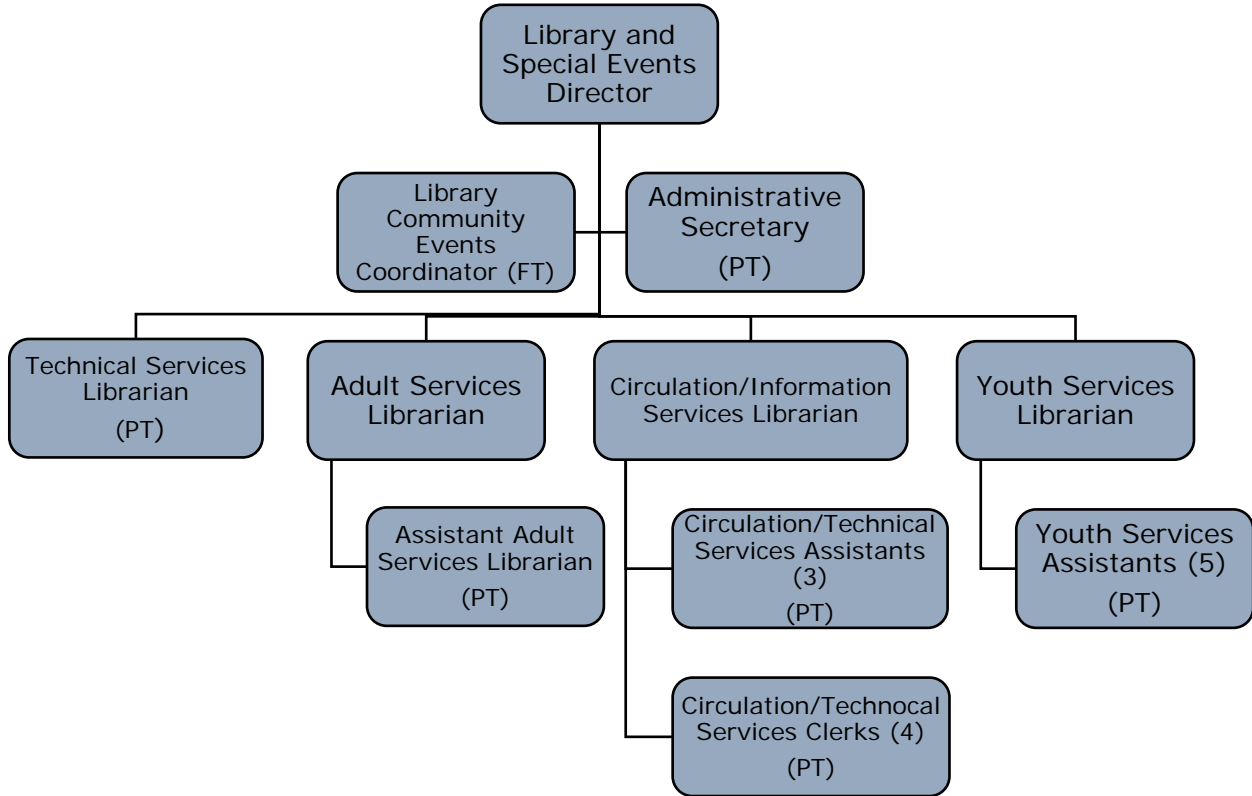
Performance Measures & Vital Statistics

Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate	FY 2019 Target
Percentage of library materials requests filled within 30 days	96%	93%	94%	98%	91%	80%
Percentage of library patrons who come to the library looking for items and find them	80%	81%	83%	83%	82%	80%

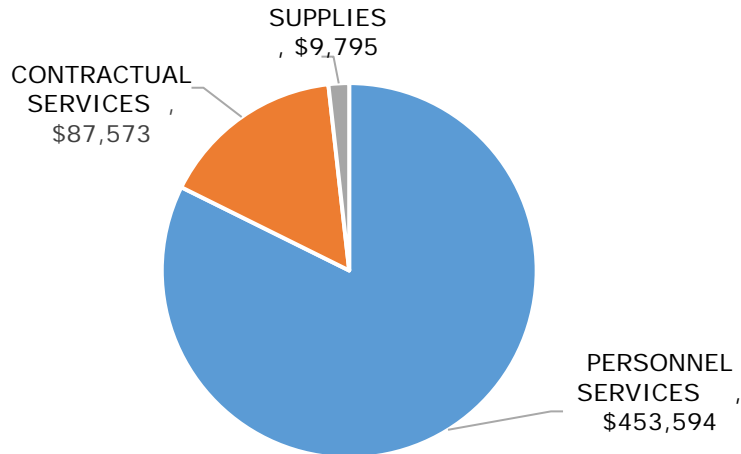
Library children's program attendance	18,363	17,173	18,888	19,471	17,060	18,000
Adult and teen program attendance	795	651	800	1,113	688	650
Children's summer reading program participation	1,188	987	1,278	1,127	1,249	1,000
Adult and teen summer reading program participation	114	84	148	228	197	100
Library patron visits	134,314	133,076	120,202	94,649	82,787	85,000
Library patron visits – In Person	New Measure	New Measure	New Measure	New Measure	79,285	81,500
Library patron visits – Online	New Measure	New Measure	New Measure	New Measure	3,502	3,500
Reference questions answered	34,073	25,025	28,717	33,280	29,315	25,000
Circulation of the library materials collection	234,667	228,160	222,123	227,252	174,329	200,000

Vital Statistics	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate
Percentage of Colleyville households with at least one active library card holder	50%	50%	50%	50%	50%
Library materials collection size	74,525	77,664	80,452	82,182	72,514

Department Resources



FY 2019 Budget: \$550,962



5-Year + Outlook

When considering the future of public libraries, one key word permeates the literature: transformation. Public libraries today are facing unprecedented transformation. One of the major drivers of this transformation is the fast-changing world of technology, which is dramatically reshaping the field of information services. But, in the midst of this chaotic change, the overall mission of public libraries still prevails and remains a cornerstone of our free society: providing free and fair access to information anytime, anywhere.

Over the next five years, libraries must be ready to evaluate the library experience, embrace new information technologies, preserve the memories of their communities, and experiment with creative spaces so the future role of the library can define itself. Many predict that libraries in the future will be command centers for information; changing their focus from storehouses for books to connecting centers for people.

The Colleyville Public Library Long-Range Plan 2016-2021 articulates a vision and plan for the Colleyville Public Library for the next five years, and provides recommendations for user-centered service delivery, marketing, collections, technology, programs, and services. The Plan recommendations include:

- Reallocate collection development to meet patron use patterns
- Transition to a single service point on the first floor
- Revise public access to technology
- Update and increase the number of reader seats
- Improve access to popular materials
- Revise access to children's programs
- Engage the aging population



Parks and Recreation Department

FY 2019 Department Business Plan

Department Description

Parks and Recreation serve the cultural, educational, and recreational needs of the community by managing and maintaining the City's parks and open spaces. The Parks and Recreation Department consistently and strategically evaluates the services and amenities that it provides in an effort to stay relevant to the citizens of Colleyville. Department staff take special care to provide unique and highly aesthetic places for Colleyville's park patrons to get connected and experience community in the outdoors. Department efforts are focused primarily in the areas of park and athletic field maintenance, but Parks staff also perform a myriad of other services throughout the City that serve to protect public assets, beautify public spaces, and meet the needs and desires of our citizens.

The Recreation Department consistently strives to improve the quality of life in the City of Colleyville. Recreation provides a variety of diverse programs for all ages, from preschoolers to seniors. The department manages park pavilion and athletic field rentals of park facilities throughout the City. In addition, the department promotes a sense of community and civic pride to residents through the coordination of special events throughout the year.

The mission of Recreation is:

To build community and enrich lives through the provision of recreational, educational, and cultural opportunities that encourage residents to enjoy a healthy lifestyle and have fun.

Core Services



To successfully accomplish the duties of the Department, Parks and Recreation is responsible for the following core services:

1. Park and Facility Maintenance
 - 2.1 *Provide responsive, efficient city services*
 - 3.4 *Thoroughly plan for future capital investments and associated costs*

5.3 Provide attractive facilities for leisure and recreation

The Parks Department is responsible for the maintenance of approximately 270 acres of parkland and public property within Colleyville. These properties, located throughout the city, include community parks such as City Park, McPherson Park, and Pleasant Run Park as well as neighborhood parks such as Kimzey, Sparger, and Woodbriar Parks. Additionally, the Parks Department oversees the maintenance of medians and other open space on City-owned property and land leased to the City (such as the Cotton Belt railroad right-of-way).

Park and open space mowing and horticulture maintenance is performed by an outside vendor for the aforementioned areas. Parks staff are responsible for the maintenance and operation of restroom facilities, pavilions, trails and other amenities such as tennis courts and sand volleyball courts at each park. Playground safety inspections, routine maintenance, and repairs are also a critical role performed within the scope of this service. The Parks Department also works to protect, care for, and maintain trees throughout the City, often times working closely with the City’s Urban Forester.

2. Athletic Field Maintenance

2.1 Provide responsive, efficient city services

3.4 Thoroughly plan for future capital investments and associated costs

5.3 Provide attractive facilities for leisure and recreation

Athletic Field Maintenance staff maintains approximately twenty two acres of hybrid turfgrass at four sports complexes. The primary facilities include game fields at City Park and the Pleasant Run Soccer Complex as well as practice facilities at Pleasant Run Park and Reagan Park.



The Parks Department provides fine-cut mowing, and assorted horticultural maintenance to maintain the health and quality of the turfgrass and associated ancillary facilities. These services ensure that the City’s athletic fields are both safe and highly aesthetic. Colleyville’s award winning athletic fields have become a staple of the community, which boost participation in the youth sports and provide an economic benefit to the City.

3. Youth Sports Association Management

1.1 Actively involve and engage stakeholders

2.1 Provide responsive, efficient city services

The Parks Department has the privilege of working with the Colleyville Baseball Association, the Colleyville Girls Softball Association, and the Colleyville Soccer Association to deliver wide reaching and high quality opportunities for residents and visitors to utilize the athletic complexes in the city. The Associations serve to promote and market the youth sports programs and to coordinate participant registration, game schedules, team formation, concession operations, and fund raising for park enhancements.

Staff work year-round with the associations to coordinate special events, tournaments, park enhancement projects, practice locations, and special requests. The Parks Department also staffs weekend games and tournaments to provide players, coaches, and spectators a world class experience at our Parks.



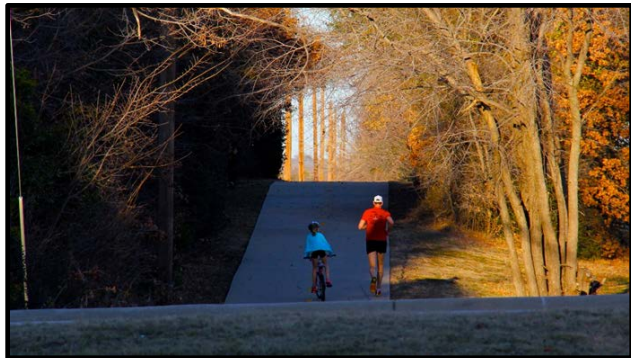
4. Trail System Management

3.4 Thoroughly plan for future capital investments and associated costs

4.1 Protect Colleyville's semi-rural residential character

5.3 Provide attractive facilities for leisure and recreation

Management of Colleyville's trail system consists of routine inspections and maintenance coupled with planning and prioritizing for future expansion of the system. The Parks Department currently maintains over fourteen miles of trail with the Cotton Belt Trail serving as the central core of the system. Staff serve to ensure that trails remain safe and clean by addressing items such as the encroachment of low hanging tree limbs and litter.



To meet the expressed desires of Colleyville citizens, Parks Department staff work closely with the Public Works and Community Development departments to develop trail system expansion plans that promote active recreation, good health, and access to schools, stores and workplaces.

5. Public Property Management

2.4 Demonstrate stewardship of public resources

3.4 Thoroughly plan for future capital investments and associated costs

In addition to the park properties, Parks Department responsibilities also include maintenance of the grounds and landscaping on the premises of public buildings which include City Hall, the Public Library, the Colleyville Center, Justice Center and the Senior Center, and turf maintenance for four Fire Stations. The Parks Department also manages the maintenance of

the landscaping in various rights-of-way such as the roundabouts and medians along Glade Road.

Water is a necessary component in maintaining highly attractive parks, athletic fields, and landscaped areas. The proper management of public irrigation systems is a critical component in the responsible use of water. Parks Department staff ensure the proper function of over forty irrigation systems located throughout the city. These systems are located in roadway medians and roundabouts as well as on athletic fields and on the premises of public buildings, such as the Justice Center and City Hall. The evaluation and upkeep of irrigation systems through routine inspections and maintenance constitute a large part of this core service.

Additionally, staff serve to review irrigation plans for various public improvement projects, prioritize the replacement of current systems, and increase water conservation by modernizing components within each system. Staff also custom tailor system programming and closely monitor system use through a centralized computer system.



The Parks Department is constantly evaluating innovative solutions in the areas of field maintenance techniques and irrigation technology that reduce the amount of water necessary to maintain safe and attractive parks and athletic fields.

6. Provide unique and innovative recreation programming for all ages.

5.3- Provide attractive facilities for leisure and recreation

The City of Colleyville is committed to providing creative recreation programming to satisfy the interests and needs of the residents of Colleyville. The variety of programming include dance, art, sports, and engineering for preschool, youth and teens. In addition, to a multitude of camps such as, sports, Lego, and art, which are offered during school breaks. Adult classes that are offered throughout the year include tennis, dance, and fitness. Senior recreation programming targets a vast age group starting at the young age of 50. The activities and programs include health, wellness, enrichment, technology, education, special events and travel opportunities. The Recreation Department strives to provide diverse programming, so that everyone may find something they are compelled to participate in.



7. Provide special events that promote a sense of community in a safe and fun environment

5.2- Support a variety of community events, concerts and celebrations

5.4- Actively seek public / private partnerships

Recreation provides special events throughout the year to all ages and interests of the community. Winter Ball is an event for the entire family, and is an opportunity for Mothers and Sons and/or Dads and Daughters to spend a special night together dancing, playing games, and bonding. The Bunny Brunch has transformed the traditional egg hunt to an event that includes brunch, a petting zoo, egg hunt, pictures with the bunny, and spring prizes. The Texas Junior Anglers event is an opportunity for youth to experience the sport of fishing and enjoy the outdoors. The Senior Health Fair is an event for citizens to receive a variety of information from health, education, senior services, and of course to get the annual flu shot. The Recreation Department actively seeks sponsorships and donations



from area businesses, civic groups, and individuals. The sponsors and donations enhance the quality and variety of events that are offered to the City of Colleyville residents.

Additionally, Parks and Recreation works with other city departments to plan and produce three larger city events throughout the year. The first event, **Red, White & Sousa** is an outdoor patriotic concert that is held annually the last Friday in June. The event is held at the Colleyville Center and includes reserved table and open lawn seating. Attendees can enjoy an inspirational concert under the stars, while dining on a variety of foods offered at a food truck park.

The second event, **Haunted Trail Fest** is an outdoor event that is held annually the third Saturday in October. The happening is held at the Colleyville Nature Center and includes Halloween games, crafts, and treats, a costume contest, a pumpkin patch and a haunted trail. Princesses, pirates, goblins and ghouls can enjoy a night of Halloween amusement under eerie skies and venture down a haunted trail.

The third event, the **Christmas Tree Lighting Celebration** is an outdoor event that is held annually the first Friday in December. The event is held at the Colleyville City Hall/Library in the Village at Colleyville and includes the lighting of the city tree, community decorated trees, photos with Santa, holiday themed children's games and crafts, cookie decorating, performances by local children's choirs, food vendors and carriage rides. Merrymakers can launch the holiday season with a magical evening filled with holiday sparkling lights and a variety of festive entertainment.

8. Coordinate and maintain the reservations of park and recreation facilities

5.3- *Provide attractive facilities for leisure and recreation*

5.4- *Actively seek public / private partnerships*

The Recreation Department manages the reservations of park pavilions and athletic field rentals. There are currently seven (7) pavilions that are available to reserve on an hourly basis. The City offers game and practice facilities that can be reserved for baseball, softball, soccer, and tennis. In addition, Recreation assists the Youth Sports Associations (Colleyville Lacrosse Association and Colleyville Baseball Association) in securing both City and GCISD practice and game facilities for their programs.



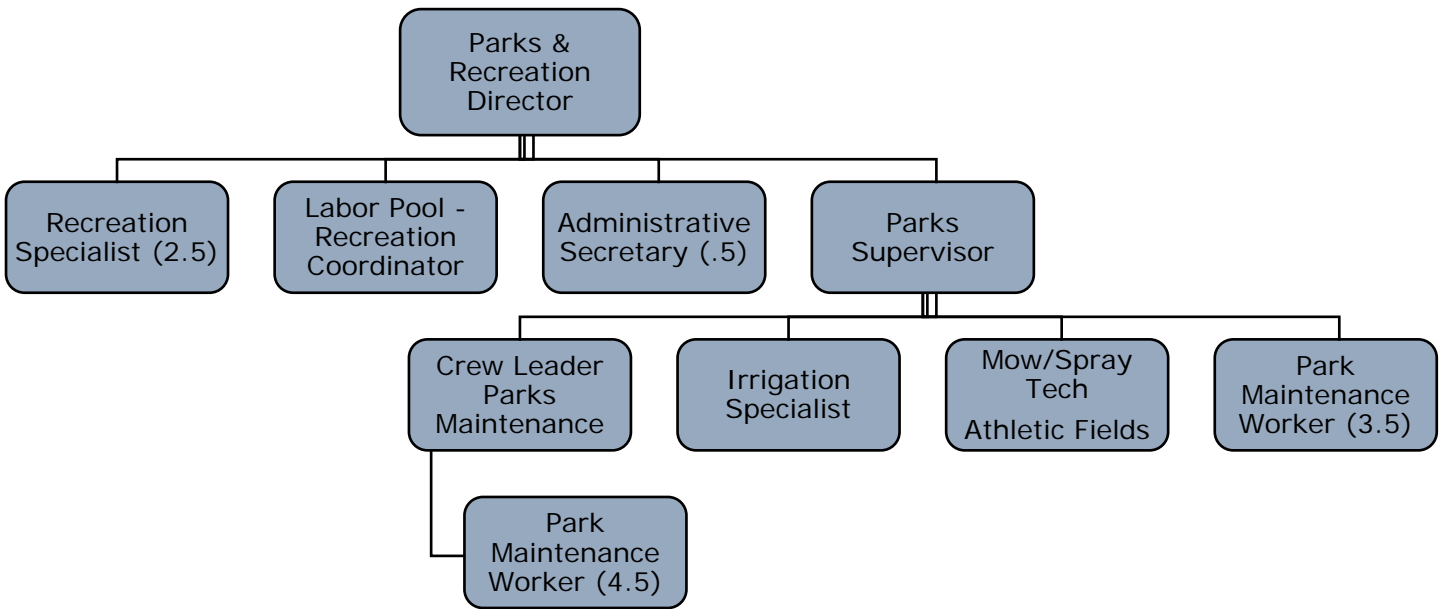
Performance Measures & Vital Statistics

Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate	FY 2019 Target
Percentage of competitive athletic fields meeting departmental maintenance standards	80%	80%	85%	100%	85%	85%
Percentage of park inspections meeting standards	80%	95%	96%	96%	96%	96%
Percentage of offered classes/programs held (Recreation)	71%	73%	77%	79%	79%	79%
Number of Participants (Senior Center)	3,734	3,767	4,574	4,148	3,734	4,000
Percentage of Resident Memberships (Senior Center)	60%	59%	51%	50%	50%	50%

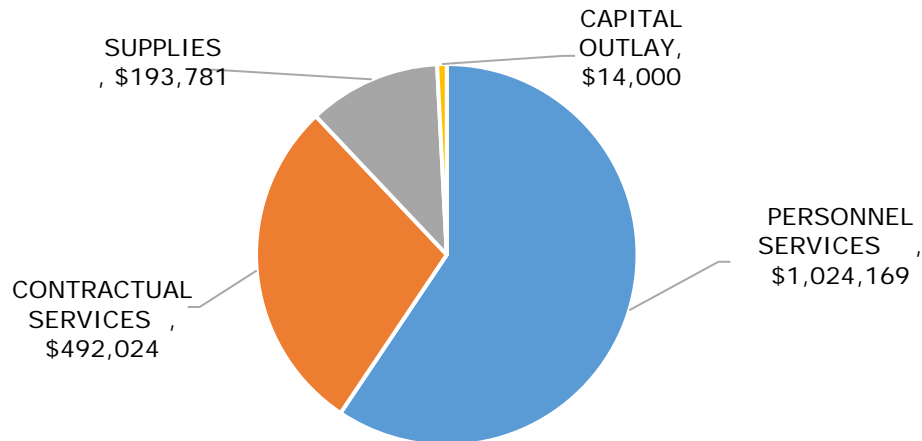
Vital Statistics	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate
Number of staff hours dedicated to athletic field maintenance and game preparation	3,697	4,032	4,007	3,804	3,500
Percentage of revenue recovery	12%	20%	18%	18%	18%
Number of youth sports participants	4,315	4,434	4,302	4,517	4,500
Percentage of participants that are non-residents for all youth sports	52%	52%	59%	49%	49%
Number of classes/programs offered (Senior Center)	212	191	172	179	180
Average membership visits per month (Senior Center)	544	827	1,019	913	1,000

Number of Metroport Meals on Wheels Participants (Senior Center)	1,607	1,695	1,553	1,284	1,200
Percentage of Meals on Wheels participants who are residents (Senior Center)	49%	47%	43%	45%	43%
Percentage of resident class participants (Recreation)	42%	44%	43%	43%	44%

Department Resources



FY 2019 Budget: \$1,723,974



5-Year + Outlook

The 2018 Parks, Recreation and Open Space Master Plan will provide direction on program offerings, facility construction and management, general capital improvements, and park amenities. This plan is also intended to establish goals, objectives, policies, and standards to help guide the future development of the City's parks, recreation and open space system.

The plan informs city leaders and staff engaged in decision making processes how to best meet short-term, mid-term, and long-term needs of citizens through renovations to existing indoor and outdoor facilities and potential development of new indoor athletic and/or recreation facilities.

The Department's mission can be accomplished through achieving the goals and objectives put forth in the plan. The following goals represent areas of strategic priority for action over the next five to ten years.

1. Maintain Exemplary Facilities, Programs, and Services

Strive for excellence in all aspects of parks and recreation with an emphasis on safety and security to meet and encourage high standards for facilities, programs, and services.

2. Promote Fun, Excitement, Health and Community Enrichment through Parks and Programs

Strategically plan short and long-term investments in parks, facilities, and programs that promote the enrichment of the community.

3. Utilize Connectivity to Build Community

Improve connectivity to promote community interaction, health, and awareness of opportunities for parks, trails, programs, and events.

4. Ensure Equitable Access to a Wide Variety of Park and Recreation Services

Strive to ensure accessibility of park facilities and programs to provide equitable access for all present and future users.

5. Respect Nature

Emphasize the value of Colleyville's natural resources through preservation, education, and sustainable management practices.

6. Acquire Open Space

Acquire land for open space and future parks.

Citywide Projects

In addition to the site-specific projects identified within the Master Plan, Colleyville will consider citywide projects that transcend the existing conditions and look to the future needs of the community. The following items are the top priorities for the parks system as determined by the master plan process and in consultation with the City Council and Park Board.

1. Acquire Additional Land

When possible, staff will seek opportunities to acquire additional open space, prioritizing land that is contiguous to existing open space or parks. Additionally, considerations will be given to land that includes a mix of natural and groomed open space. Other priorities will focus on acquiring land in areas of the City that are currently underserved by parks and open space. Whenever possible, staff will seek out multi-use locations that may be able to serve multiple community needs. Seeking floodplain property donations from developers for open space and nature trails is another possible avenue of consideration.

2. Implement Trail Plan

The Trail Plan provides a multi-year strategy to design and construct trails to improve connectivity to parks, regional trails, schools, and commercial areas. Staff will identify a priority projects list from the strategy and secure funding.

The Parks Master Plan identifies the Trail Plan implementation as a project for the near future. This initiative is borne of the desire to provide pedestrian and bicycle connectivity across Colleyville. Currently, the City has just under 20 miles of shared-use trails. These trails serve as the backbone of a trail network published within the Trail Master Plan.

3. Improve Wayfinding in Parks

Signs located at public outdoor facilities perform the integral function of connecting a site and its visitors. They provide identification, direct and educate visitors, and provide users with a sense of knowledge and safety. Currently there is a variety of signage throughout the park system, including: welcome, rules and regulations, and historical/educational. There is no consistent graphic conformity to these signs and their locations are often inconsistent or inconspicuous. Upgrades will be made to the park signage system in order to provide uniformity, branding of the city, and directional wayfinding for user convenience.

4. Research Need for Recreational/Multi-Generational Facility

The current Senior Center is an old church that has been converted to a senior center. It serves double duty as a senior center and indoor general recreation space as the City does not currently have a recreation center. The senior center has many functionality issues limiting its potential to better serve the community.

Staff will complete a case/feasibility study to review the City's needs for a facility to serve as a community center providing recreational programming, senior programs, and community events. From the study, a long term plan will be developed to address the identified needs.

5. Upgrade and Enhance Parks

New park facilities and enhancements in existing parks will help meet the needs of the growing population and the increased usage of parks. Initial focus will be directed toward improvements to existing parks and include the addition of restroom facilities and shade structures. Staff will also evaluate and address issues related to playground safety and ADA accessibility. Park facility upgrades and improvements will address deficiencies in specific parks and improve their function, safety, and longevity. These enhancements will also improve access to all facilities.

6. Improve Colleyville Nature Center

The Colleyville Nature Center is a destination which attracts visitors to Colleyville. Improvements needed to the center include the addition of a restroom facility followed by drinking fountains, shade, bird blinds, and improved signage. These improvements will allow for school groups to use the space and self-led use of the facility. Staff will also explore the feasibility of adding a nature education center for educational programming.



Police Department

FY 2019 Department Business Plan

Department Description

The Colleyville Police Department models a community policing based philosophy that values problem solving. The Police Department is focused on forming lasting community partnerships that will foster and maintain our ability to protect and preserve our neighborhoods and enhance the safety and security of residents and visitors alike. The Police Department works with community members to analyze neighborhood issues and formulates specific plans and develops strategies to address and eliminate the problems. Employees and community members are empowered to take responsibility for tasks they can perform that further our efforts to protect our city. Collaboration is encouraged through training our employees and community members to recognize shared interests, trends and opportunities. The Police Department strives to communicate openly with both employees and the community through varied methods and technologies. This focus on information sharing through frequent communication leads to low crime and shared trust. The Police Department values all individuals and their rights as human beings and carries out our duties with the proper respect and empathy. The mission of the Colleyville Police Department is to provide exceptional police services, in partnership with the community, ensuring safe and secure neighborhoods that support Colleyville's unique quality of life.



Core Services

To successfully accomplish the duties of the office, the Police Department is responsible for the following core services:

1. Protect and Preserve the Safety of Neighborhoods

2.1 – Provide responsive, efficient city services

Patrol officers will actively seek persons, places, and behaviors to ensure that the community is protected and that neighborhoods are safe. A high level of police service, unique to Colleyville, is provided through innovative programs and technology to maintain and promote a safe and secure environment. Technology is utilized to provide real time criminal intelligence information to our officers. The bicycle patrol program consists of officers that have volunteered for the position in addition to their regular patrol duties. The program revolves around a commitment to community policing by encouraging contact and interaction with the public, which facilitates problem solving and builds mutual trust and respect. These officers utilize bicycles to protect and preserve our residents and neighborhoods, visitors, parks, trails and retail establishments.

2. Timely Response to all citizen calls for Police Service

2.1 – Provide responsive, efficient city services

Patrol officers will maintain district responsibility allowing them to get to know the public they serve while ensuring rapid response times for calls for service. As the city of Colleyville experiences growth, our resources will continue to be stretched. More residences and businesses will mean additional workload for our employees. The department will need to maintain the current course set by our staffing plan to ensure that we continue to provide the service level our community expects and deserves. The Department will continue to participate in NETCOM with Keller and Southlake to provide 911 communication services to allow for a cost effective service delivery of timely responses to all citizen calls for service.

3. Promote Traffic Safety and Reduce Accidents on Roadways

2.1 – Provide responsive, efficient city services

Patrol officers will conduct traffic enforcement and awareness to change driving behaviors to help reduce accidents and make our roadways safer. The Traffic Unit is dedicated to reducing the number and severity of traffic collisions within the City by utilizing a community oriented-problem solving approach to traffic issues. The Traffic Unit proactively promotes traffic safety through proper



levels of enforcement and education along with high visibility of uniformed personnel. Radar signs are also used to educate drivers of their speeds in various locations and

encourage driver awareness. The Traffic Unit also participates in regional child passenger safety seat education and installation programs.

4. Enhance Crime Prevention

1.1 – Actively involve and engage stakeholders

Enhance crime prevention through proactive business, neighborhood, and park checks. Patrol officers will actively patrol our entire community to ensure high visibility to enhance crime prevention and safety for all. Patrol officers will work with other City Departments, residents, business owners, and the school district in the development of crime prevention initiatives, public education programs, and youth mentoring programs dedicated to crime prevention.

5. Focus on Community-based Policing

2.1 – Provide responsive, efficient city services

The Colleyville Police Department has a continued focus on community-based policing dedicated to forming interactive community partnerships in order to build trust and foster collaboration. Patrol officers will provide exceptional police services, in partnership with the community, ensuring safe and secure neighborhoods that support Colleyville's unique quality of life.

6. Provide Investigations for all Criminal Offenses

2.1 – Provide responsive, efficient city services

Utilize effective and thorough criminal investigation techniques in order to timely identify and apprehend offenders and work toward clearance of most offenses. Detectives are charged with the timely, thorough, and effective follow-up of all criminal offenses that occur in Colleyville by utilizing effective investigative techniques and available technology. The use of analysis, technology and networking with other agencies in the area contribute to maintaining a high level of police service and a low crime rate in our city.

Detectives investigate crimes and prepare cases in order to provide information to the District Attorney that will cause a successful prosecution of perpetrators of criminal offenses.

Detectives should follow up with each crime victim within (3) days of a reported crime. This insures that no evidence is lost or lead is overlooked that might assist in the crime being solved. The Victim Liaison provides information regarding counseling for victim children through our child advocacy partner agencies, referrals to social service agencies for victims of violent crime, or assisting victims with property recovery. Crime Victims' Compensation assistance is also provided.

7. Efficient Processing and Management of Physical Evidence and Recovered Property

2.1 – Provide responsive, efficient city services

Colleyville Police Department Detectives conduct some crime scene investigations; package evidence and transport to the crime lab for analysis; ensure integrity of evidence is maintained. Outside agency partners typically handle major crime scene investigations. The Property Room Clerk will continue to utilize best practices for the handling and processing of both physical evidence and recovered property stored in the department's property room.

8. Provide School Safety and Security

School Resource Officers effectively partner with school district employees, parents, and students to maintain security at school campuses and contribute to the quality level of education in the Grapevine-Colleyville Independent School District. SROs provide positive youth mentoring through instruction and informal contacts.

9. Enhance and Maintain Neighborhoods and Commercial Property through Effective Code Enforcement

4.1 – Protect Colleyville’s semi-rural residential character

Code Enforcement proactively identifies and is responsible for facilitating community compliance with city codes including zoning, environmental, health and safety, nuisance, signage, landscaping, tree preservation, and building codes for both residential and commercial properties.

10. Process all Open Records Requests

1.3 - Assure convenient access to public information

Administrative Services processes all open records requests according the legal guidelines set forth by the Texas Open Records Act and the Attorney General’s rulings. Administrative Services personnel manage all police records including distribution, data entry, record sealing, expunctions, and other required reporting processes in strict adherence to the Department of Public Safety Uniform Crime Reporting guidelines and the Texas State Library Standards for Records Retention.

11. Provide Telephone and Walk-in Reception of all Citizen Requests for Service

2.1 – Provide responsive, efficient city services

Administrative Services personnel conduct initial intake for police services requests. Staff provides general service information, routes non-emergency service calls to NETCOM dispatch and provides community services such as fingerprinting, medication disposal, solicitation permit processing, and animal permits.

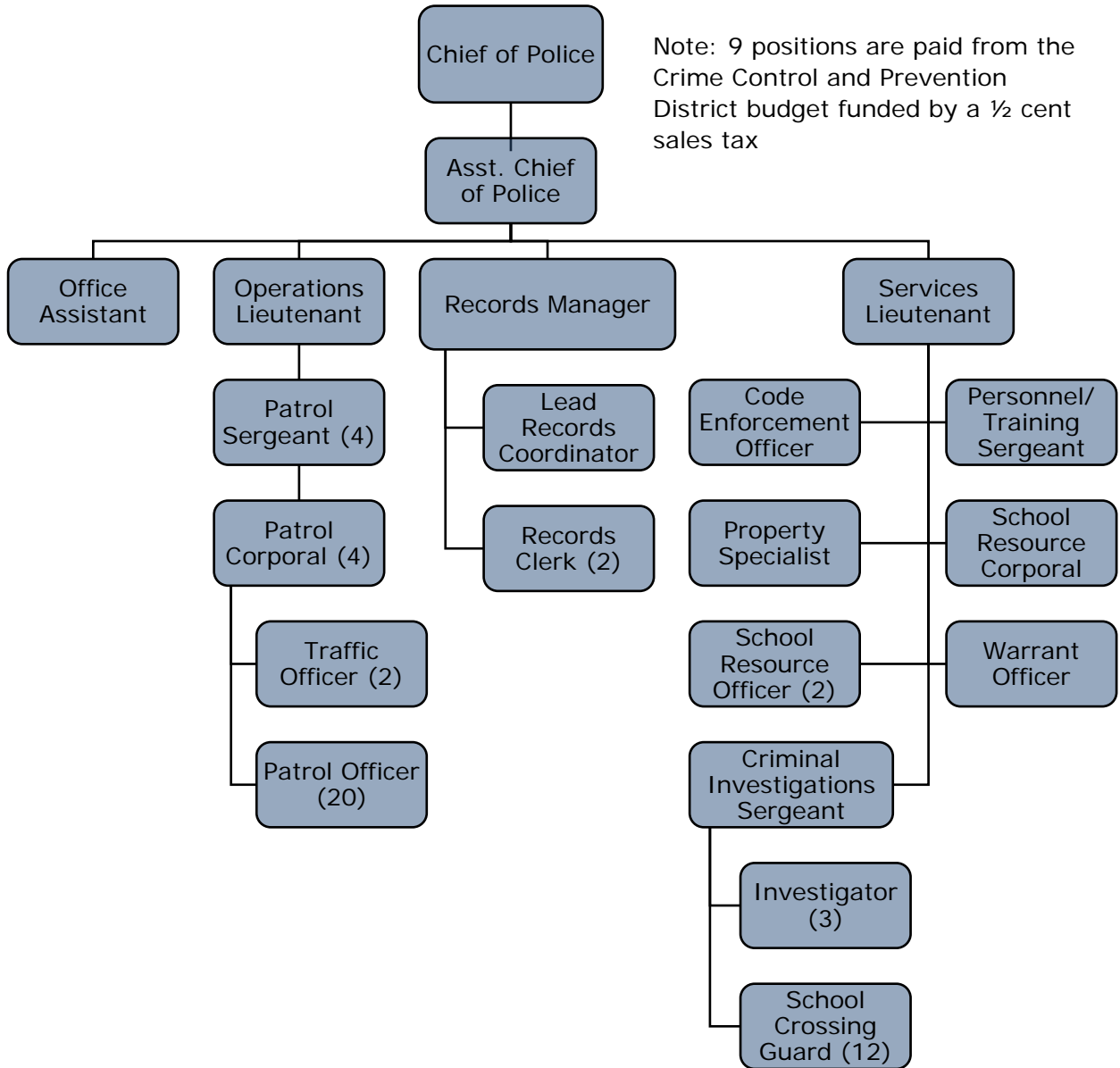


Performance Measures & Vital Statistics

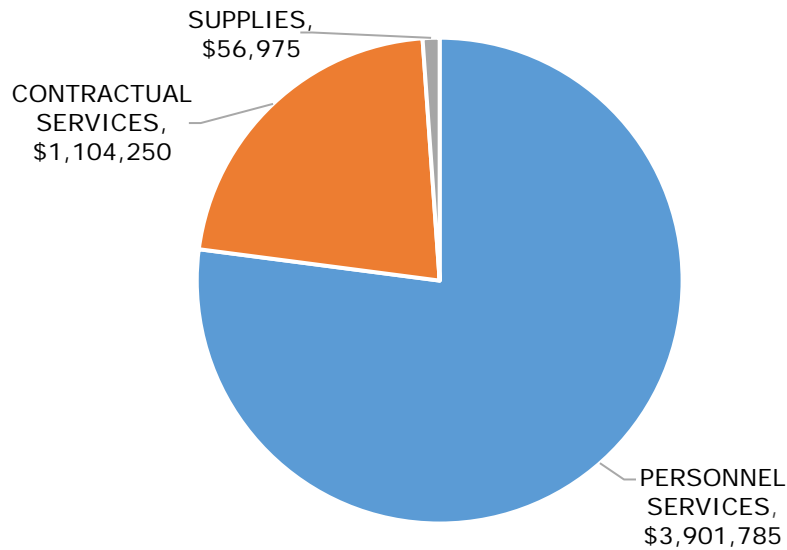
Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate	FY 2019 Target
Number of UCR Part 1 Crimes	160	141	158	146	114	≤ 120
Average Priority 1 response Time	4:03	3:12	3:25	3:36	3:31	≤ 5:00
Percentage of Part 1 offenses cleared	30%	31%	28%	29%	44%	≥ 30%
Crime Victims Contacted by Detective within 3 days	98%	100%	100%	97%	99%	≥ 99%
Percentage of Code Violations located proactively	80%	69%	70%	79%	82%	≥ 80%

Vital Statistics	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate
Injury Accidents per 1000 population	0.7	0.7	0.72	0.71	2.28
Self-Initiated Calls for Service	50,897	43,781	35,652	37,273	25,945
Total Number of outstanding warrants in system since 01/01/03	4,056	3,657	3,006	2,457	2,137
Number of Warrants Served	2,767	2,610	2,350	2,874	1,419

Department Resources



FY 2019 Budget: \$5,063,010



5-Year + Outlook

Attempting to predict what changes are in store for law enforcement agencies over the course of the next five (5) years is a daunting feat. Policing is currently changing at a break-neck speed. The catalyst for the vast majority of the changes is technology. Modern policing is becoming more and more dependent on technology. The Intelligence led and predictive policing model that is becoming the norm is based on ensuring that the department has current, relevant and accurate information. Windows based and mobile applications are becoming the standard and web based programs are allowing more and more of our business practices to be converted to the electronic format. The Colleyville Police Department currently employs adequate technology however, the department must develop a strategy that will allow us to enhance our customer service both internally and externally, increase our community interaction and our intelligence gathering and disseminating capabilities. Future technologies will allow our officers instant access to a monumental amount of accurate and pertinent information gleaned from a multitude of verified sources.

The demographics of the Colleyville Police Department will significantly adjust over the next five (5) years as well. As the more tenured employees leave the department we will transition to a much younger work force. This will have both positive and negative effects. The younger workforce will also mean that we will be less experienced. Management will have to be strategic when developing policy and procedures, training and career development. Leadership and succession training will play a large role in determining the sustainability of our success as an organization.

As the City of Colleyville experiences growth our resources will continue to be stretched. More residences and businesses will mean additional workload for our employees. The department will need to maintain the current course set by our staffing plan to ensure that we continue to provide the service level our community expects and deserves. Our established neighborhoods will continue to age and we will be taxed with monitoring and enforcing our codes and regulations related to property standards to ensure that they do not degrade to a point that they foster criminal activity. The growth of our City combined with an aging street

infrastructure will impact traffic safety in the area of traffic flow and motor vehicle accidents. The department will need to continue to evaluate traffic unit staffing to ensure it has adequate personnel to address traffic issues.

As the Police Department continues to grow to meet the service level of our community, the Colleyville Justice Center will not be able to meet the facility needs of the department in its current configuration. A building assessment will need to be conducted to allow for the planning toward reconfiguring the building to meet the department's needs moving forward.

The Colleyville community has set itself on a course for future success and the Police Department is determined to follow suit. We will continue to be strategic in planning for the future and equipping our employees with the knowledge, training and technology they need to do the important job they are tasked with. The Colleyville Police Department is committed to raising our self-expectations as we strive to become the model police department in our region and beyond.



Public Works

FY 2019 Department Business Plan

Department Description

The Public Works Department provides vital services and positively impacts the quality of life in the City of Colleyville. Public Works proactively plans for future needs, manages public investments, promotes environmental quality, and protects the health and safety of citizens. The department oversees the design and construction of new public infrastructure, provides year-round maintenance and repair of existing municipal infrastructure, and strives to deliver these essential services in an efficient and timely manner. Programs in the Public Works Department are funded by the General Fund, Drainage Fund, and Utility Fund. The mission of the Public Works Department is:

To enhance the quality of life for our residents and promote economic development for our community by providing and maintaining public infrastructure in a sustainable manner to the highest possible standards.

Core Services

Public Works is responsible for the following core services:

1. Maintain and extend the useful life of the transportation system in order to protect and preserve neighborhoods and support economic prosperity.

3.1 - Upgrade the condition of major roads and neighborhood streets

The streets and pedestrian pathways throughout our community must be accessible, durable and aesthetically pleasing. Engineering is responsible for overseeing the construction of public streets and sidewalks. New development within the city is inspected by Construction Management to ensure compliance with plans and standards. Street Maintenance cares for these infrastructure assets as well as traffic lights and street signs. Ongoing maintenance of our streets and sidewalks includes pothole repair, temporary patches and crack sealing, refreshing pavement markings on a cyclic basis, and upkeep of over 3,100 street name and regulatory signs to guide vehicular and pedestrian traffic throughout the city. Through these programs, the transportation systems will continue to perform and citizens will be able to enjoy the community they have built.



2. Provide adaptable, clean, safe, accessible and energy-efficient public facilities to uphold Colleyville's reputation as a quality community.

3.4 - Thoroughly plan for future capital investments and associated costs



Facility Services provides an essential service by maintaining some of our most valued public assets--our city buildings. The Library, Colleyville Center, and the Senior Center host educational, recreational, and social events that enhance the quality of life for the citizens of Colleyville. City Hall, the Justice Center, the Public Works Service Center, and our Fire Stations house the day-to-day operations that enable the community to function. Facility Services manages

janitorial contracts, maintains heating and air conditioning systems, oversees various contracts for major maintenance and repair, and performs minor repairs.

3. Provide all maintenance, monitoring, and procurement services for the City's fleet.

3.4 - Thoroughly plan for future capital investments and associated costs

Fleet Services enables other city departments to achieve their missions. The importance of Fleet Services is immeasurable. Forecasting vehicle and equipment life cycles along with an extensive preventative maintenance program improves overall fleet health, reduces repair costs and increases fleet availability rates. The Police Department relies on this service to ensure safe and secure neighborhoods that support a unique quality of life in Colleyville. Fleet Services supports Public Works in delivering emergency and routine management of the vehicles and equipment that our

city uses to operate. By providing these services to the City's fleet, except for large fire apparatuses and small routine repairs on turf maintenance equipment, Fleet Services facilitates the mobility of the public servants dedicated to the City of Colleyville.

4. Manage the stormwater system to protect properties from flooding, ensure that stormwater entering our creeks and water ways is free of pollutants, and reduce health risks through our Mosquito Management Program.

3.3 - Mitigate stormwater runoff and flooding risks

Stormwater management programs reduce the risk of flooding, prevent erosion, and protect water quality. Development within the City's floodplains and floodways is managed by Public Works in accordance with federal and state laws and regulations. Engineering administers the Municipal Separate Service Stormwater System (MS4) permit and ensures compliance with all regulations governing clean water and stormwater runoff. Environmental compliance efforts include the citywide Integrated Mosquito Management Program to mitigate public health risks. Regular inspections of inlets and outfalls reduce the likelihood of hazardous driving conditions during rain events. The maintenance and inspection of storm drainage facilities also reduces the negative impact of the quantity of rainwater on surrounding properties, roadway integrity, and stormwater infrastructure. Monitoring the quality of our runoff for pollutants protects local water sources in addition to animal and human life.



5. Guarantee a safe, reliable and adequate water supply is provided to residents and visitors of Colleyville.



3.2 - Ensure regular replacement of water and wastewater facilities

The City of Colleyville purchases treated water from the Trinity River Authority. Water Distribution then manages this vital resource around the clock by maintaining three elevated storage towers, one ground storage tank, a pump station, and 200+ miles of water mains. Routine maintenance of these assets includes flushing dead-end water mains, regularly

replacing meters, and exercising valves throughout the network. Water is routinely sampled from various sites throughout the city and tested for chlorine residual and

bacteria. Samples are also tested for lead and copper. The Engineering Division oversees the construction of water infrastructure delivery system components to make certain that improvements meet Colleyville Development Standards. These standard practices ensure the delivery of clean, pure water to citizens.

6. Ensure wastewater is managed in a safe and efficient manner for the sake of maintaining the public health.

3.2 - Ensure regular replacement of water and wastewater facilities

Wastewater collection provides environmentally-friendly conveyance of our wastewater to the treatment plant operated by the Trinity River Authority. Maintaining and operating existing infrastructure to reduce the effect of our waste material on health and the environment is crucial. The Wastewater division takes an aggressive approach to this responsibility through a proactive monitoring and preventive maintenance program. These operations include cleaning and inspecting 180 miles of sewer mains in addition to 2,686 manholes and three (3) lift stations. The construction of new public infrastructure is inspected by the Engineering Division to ensure that it meets all necessary specifications. This comprehensive program serves the public by maintaining a safe and healthy environment.



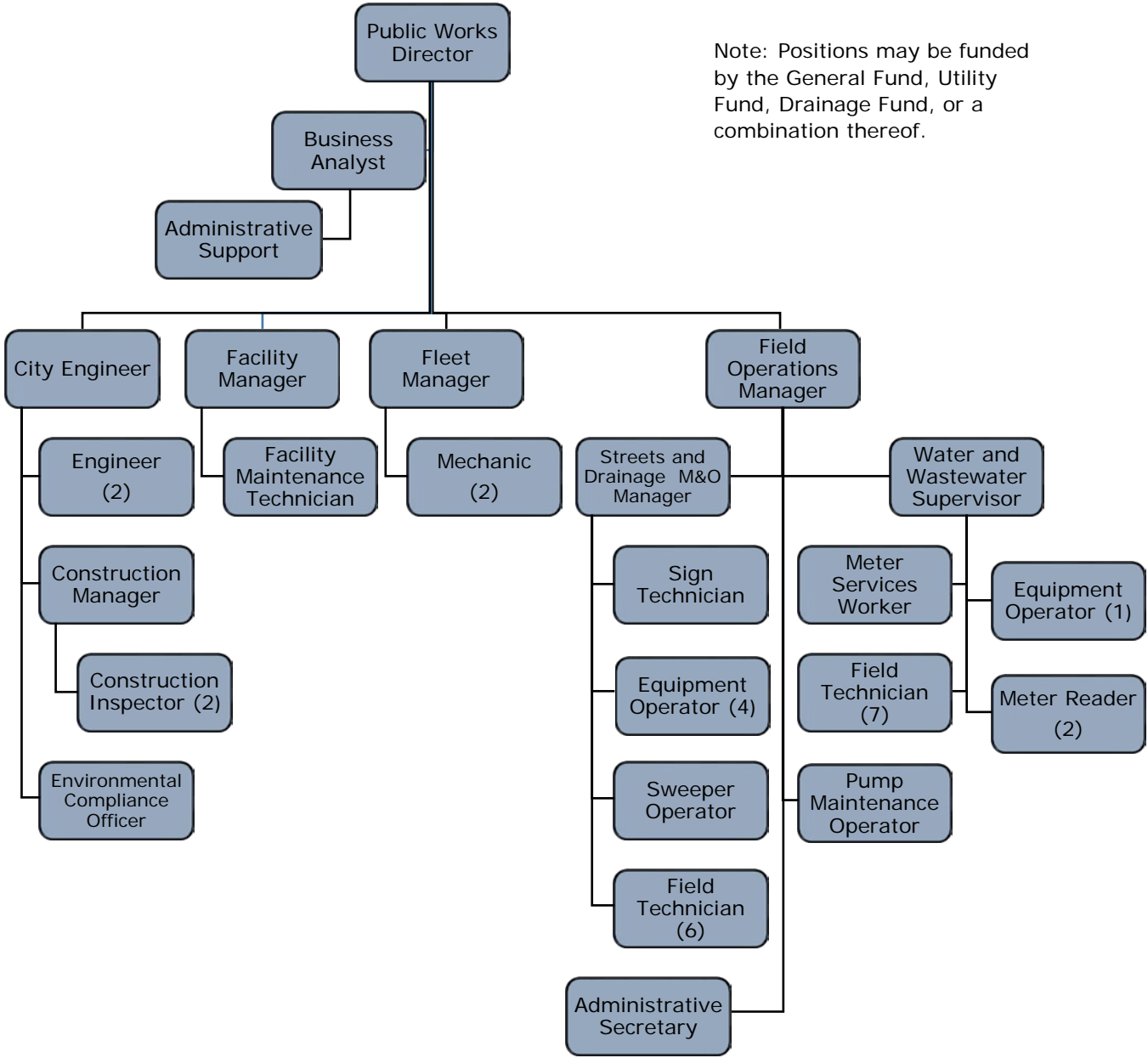
Performance Measures & Vital Statistics

Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Target	FY 2019 Target
Percentage of pavement markings renewed	20%	4%	15%	12%	≥20%	≥20%
Percentage of street and traffic signs replaced	15%	15%	7%	5%	≥10%	≥10%
Percentage of facility work orders responded to within one business day	51%	83%	89%	91%	≥90%	≥90%
Percent of internal customers satisfied with facility environment	84%	86%	96%	92%	≥90%	≥90%
Percent of scheduled lane miles of public streets swept	99%	99.5%	94%	100%	≥98%	≥98%
Percentage of storm drain inlets inspected	20%	51%	55%	50%	≥50%	≥50%

Percentage of drainage ditches cleaned	New Measure	New Measure	New Measure	New Measure	New Measure	≥5%
Percentage of water valves exercised	12%	1%	15%	34%	≥20	≥20
Meter reading accuracy	99%	98%	99%	98%	≥98%	≥98%
Scheduled wastewater line cleanings completed	78%	91%	94%	93%	≥95%	≥95%
Percentage of water meters replaced	New Measure	New Measure	New Measure	New Measure	≥8%	≥8%

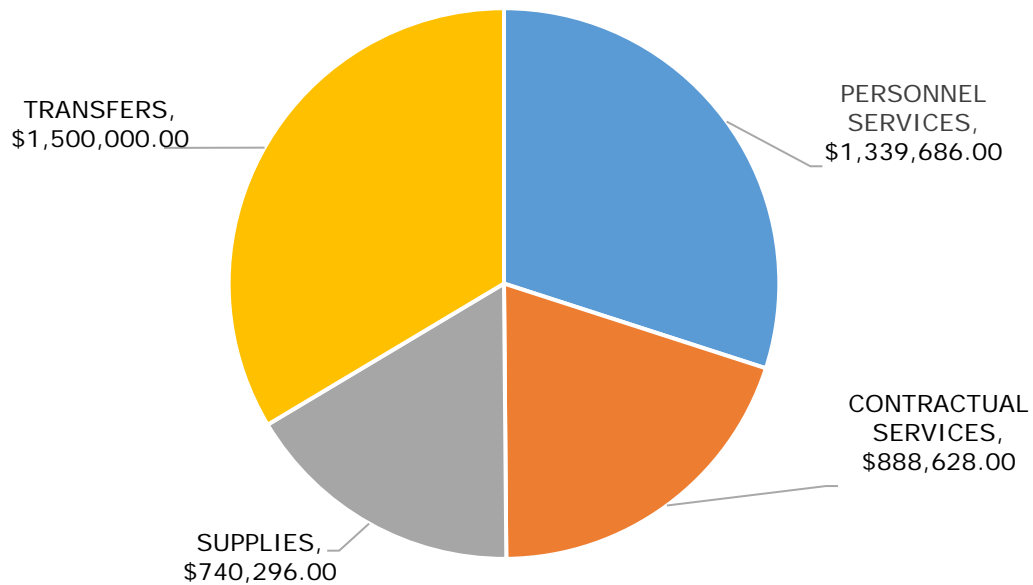
Vital Statistics	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate
Quarterly inspections of public infrastructure within the two year maintenance bond	New Measure	New Measure	New Measure	New Measure	New Measure
Percentage of construction time with City staff present	18%	23%	30%	25%	22%
Ratio of scheduled facility maintenance to unscheduled repairs	41%	68%	50%	51%	49%
Percentage of fleet time available	98%	98%	99%	99%	99%
Percentage of preventive maintenance for fleet completed on schedule	95%	96%	96%	99%	98%
Water loss ratio	4.3%	2.5%	2.5%	3.0%	3.0%
Percentage of monthly water samples testing negative for coliform bacteria	99%	98%	100%	100%	100%

Department Resources



Note: Positions may be funded by the General Fund, Utility Fund, Drainage Fund, or a combination thereof.

FY 2019 General Fund Budget: \$4,468,610



5-Year+ Outlook

Public Works touches the life of every citizen every day. Safe water and sanitation are critical for public health. Adequate roads promote commerce, economic vitality and mobility. Public buildings house City services and social gatherings for the community. The City fleet enables public servants to complete their missions. Flood and drainage structures protect properties from damage. Citizens rely on the services of the Public Works Department to enhance their quality of life on a daily basis.

Managing multiple **CAPITAL IMPROVEMENT PROJECTS** while ensuring proper construction of both publicly and privately-built infrastructure is critical to confirm sound systems are in place for years to come. Effective communication with the citizenry and affected businesses is paramount before, during and after construction. The need for these communication efforts is significant during major road reconstruction projects and the SH-26/Colleyville Boulevard project as a broad constituency is affected.

As the condition of **TRANSPORTATION SYSTEM INFRASTRUCTURE** continues to decline due to normal wear and tear, demands for **STREET MAINTENANCE** of both improved and unimproved streets will continue to increase. The sign replacement program replaces regulatory and advisory signs in a systemic manner. Staff will continue to manage street projects in the five-year Capital Improvement Plan (CIP) and facilitate and support reconstruction of State Highway 26. Continuation of a sustainable CIP that allows for the perpetual maintenance of all components of City-owned infrastructure will require a steady commitment of funding.

As **PUBLIC BUILDINGS** age, they will require more and more maintenance. In order to minimize emergency repairs and major failures, it is important to plan ahead to replace major system components on a life-cycle basis. Emergency back-up power supplies need to be installed at critical facilities throughout the City. Improvements will be made to aging facilities which may include the Public Works Service Center, the Senior Center and the Fire Station Annex. In response to state-mandated energy reduction goals, energy conservation programs should be evaluated.

Continuation of the 15-year **FLEET REPLACEMENT PROGRAM** is critical to maintain overall fleet health, reduce repair costs, and increase fleet availability rates. Additionally, Fleet Services will continually evaluate needs to ensure appropriate and adequate equipment is in place. Interdepartmental equipment sharing will be encouraged with the goal of reducing fleet size. Evaluative measures will assess the costs and benefits of ownership versus short-term rental of equipment.

A systematic program to inspect drainage system infrastructure will be implemented so that deficiencies can be identified and long-term plans for major renewal and replacement of our **STORMWATER INFRASTRUCTURE** can be developed. The Stormwater Master Plan will be updated and the storm drainage fee structure will be reviewed and possibly revised to provide funding for needed stormwater improvements. Utilizing the latest technology will ensure safe and reliable operation of automated flood gates and flood warning systems.

Aging **WATER** and **WASTEWATER INFRASTRUCTURE** will continue to create additional renewal and maintenance demands. Continual water cost increases dictate the city improve upon efficiencies in delivering water. As technology improves in the area of meter reading, an opportunity may present itself in more accurate systems to better track water usage. Development and implementation of a proactive water valve exercise program will ensure the ability to manage a major water shut-off emergency. Capital projects identified in the 2014 Water and Wastewater Master Plan will be initiated based on funding availability.

Public awareness and education concerning the mission and functions of the department, including infrastructure management and resource constraints, will be an ongoing priority of the department throughout the upcoming years. Efforts to improve the accuracy of our GIS datasets and utilizing this information in VUEWorks is critical in ensuring we know each asset we own, where it is, what condition it is in, and what maintenance we've performed on it. Opportunities to improve and document policies, procedures and practices will increase effectiveness and organizational sustainability. Long-term planning is critical for the future health of Colleyville's infrastructure systems and continuation of essential service delivery and completion of asset inventories and planning for condition assessments are key components in this process. Public Works staff will continue to evaluate performance and activity measures for accuracy and relevance, focusing on aligning measures with City Council's identified standards of Integrity, Commitment, Excellence, and Transparency. Additionally, training needs will be identified and addressed to further develop a committed team to successfully build and maintain the public infrastructure well into the future.



Non-Departmental

FY 2019 Department Business Plan

Department Description

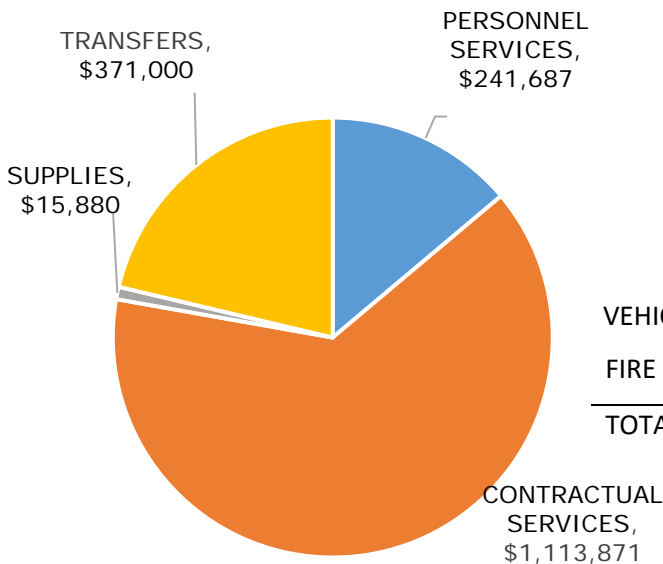
The Non-Departmental department was expanded during the FY 2014 budget preparation process to account for expenditures that are city-wide in nature. Consolidation of these expenditures allows for better tracking and trend analysis over time. Expenditures now included in the Non-Departmental department include utility bills, property and liability insurance premiums, copier leases and charges, and communications maintenance expenses for public safety radios. Non-Departmental expenditures also include funding for compensation adjustments for city employees and transfers.

Core Services

The Non-Departmental department does not have staff and is not responsible for core services. This department is used to account for expenditures that are city-wide in nature and support the work of all departments.

Department Resources

FY 2019 Budget: \$1,742,438



TRANSFERS SUMMARY

VEHICLE/EQUIPMENT REPLACEMENT	221,000
FIRE APPARATUS REPLACEMENT	150,000
TOTAL	\$ 371,000

Utility Fund



UTILITY OPERATING FUND SUMMARY

	ACTUAL FY 2017	PROJECTION FY 2018	BUDGET FY 2019	PROJECTION FY 2020	PROJECTION FY 2021	PROJECTION FY 2022	PROJECTION FY 2023
TOTAL BEG. WORKING CAPITAL	3,800,557	4,253,847	4,494,686	4,494,687	4,494,687	4,494,687	4,494,687
FUND REVENUES							
Water Sales	10,958,905	11,195,957	0	0	0	0	0
Water - Base Rate	0	0	1,692,467	1,691,510	1,730,153	1,769,649	1,810,016
Water - Volumetric Rate	0	0	9,794,756	10,578,071	10,929,340	11,327,057	11,740,196
Wastewater Sales	3,876,154	4,024,060	0	0	0	0	0
Wastewater - Base Rate	0	0	1,281,579	1,272,404	1,302,665	1,333,611	1,365,257
Wastewater - Volumetric Rate	0	0	3,299,803	3,629,783	3,992,762	4,392,038	4,831,242
Water Installation	38,940	42,000	42,000	42,000	42,000	42,000	42,000
Wastewater Installation	14,000	15,000	15,000	15,000	15,000	15,000	15,000
Engineering Charges	24,071	5,000	5,000	5,000	5,000	5,000	5,000
Penalties	212,343	200,000	200,000	200,000	200,000	200,000	200,000
Miscellaneous	45,380	13,000	15,000	15,000	15,000	15,000	15,000
Interest Income	69,461	45,000	60,000	60,000	60,000	60,000	60,000
TOTAL REVENUES	15,239,254	15,540,017	16,405,605	17,508,768	18,291,920	19,159,354	20,083,710
FUND EXPENSES							
City Manager's Office	0	47,412	0	0	0	0	0
Utility Billing	395,364	433,425	457,638	466,791	476,127	485,649	495,362
IS GIS	0	63,316	66,549	66,549	68,878	71,289	73,784
Utility Support	1,173,538	1,124,497	1,178,946	1,202,525	1,226,575	1,251,107	1,276,129
Utility Operations - Water	443,884	677,952	701,346	715,373	729,681	744,274	759,160
TRA Water (volumetric)	5,663,950	6,313,042	6,627,588	7,252,545	7,437,538	7,660,664	7,890,484
TRA Water (debt)	2,709,814	3,052,783	3,167,168	3,325,526	3,491,802	3,666,392	3,849,712
Utility Operations - Wastewater	202,484	283,930	290,458	296,267	302,193	308,236	314,401
TRA Wastewater	2,624,416	2,798,735	3,299,803	3,629,783	3,992,762	4,392,038	4,831,242
Non-Departmental	254,395	222,108	233,605	238,277	243,043	247,903	252,862
Transfer to General Fund	0	196,920	226,117	234,031	242,222	250,700	259,474
Transfer/Repayment to Colleyville Tomorrow Fund	44,286	44,286	44,286	0	0	0	0
Transfer for future vehicle replacement	0	81,100	81,100	81,100	81,100	81,100	81,100
Compensation Adjustment (merit pool)	0	29,711	31,000	0	0	0	0
Debt Service	359,900	157,325	0	0	0	0	0
TOTAL EXPENDITURES	13,872,032	15,526,542	16,405,604	17,508,768	18,291,920	19,159,354	20,083,710
ENDING WORKING CAPITAL - 9/30	4,253,847	4,494,686	4,494,687	4,494,687	4,494,687	4,494,687	4,494,688

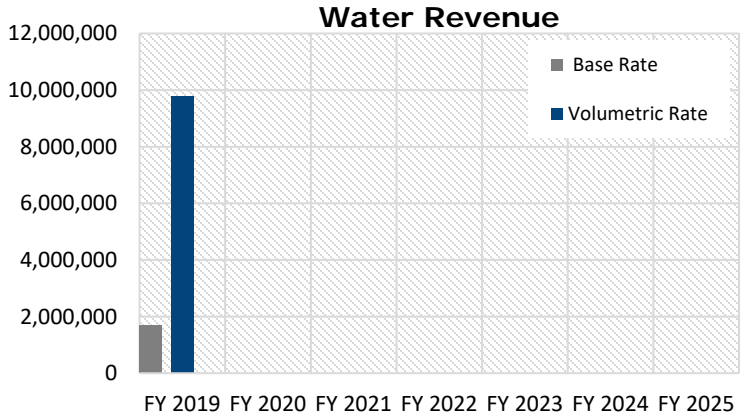
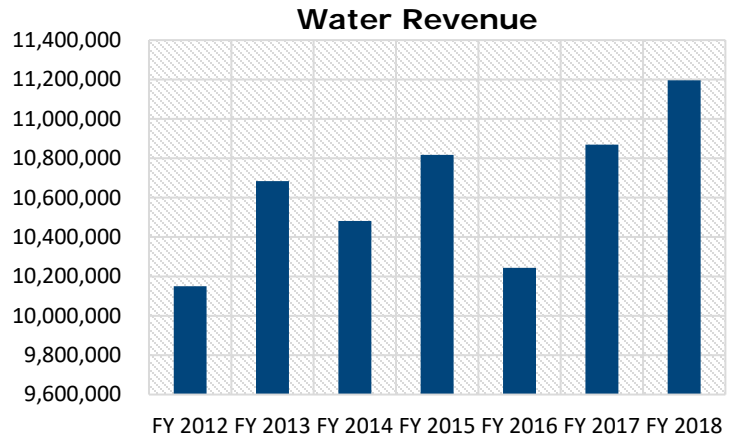
Notes:

1. In FY 2017 the Utility Fund was divided into a Utility Operating Fund (shown here) and a Utility Capital Projects Fund (to separately track resources for utility capital projects). FY 2017 numbers shown here have been adjusted for consistent comparison across years. Depreciation expenses are not
2. Year-end operating surpluses are transferred to the Utility Capital Projects Fund for future utility capital projects. 100 days of reserves are maintained in the Utility Operating Fund.
3. In FY 2018, all Utility Fund debt was paid off by the City of Colleyville. The City is working to make a complete transition to a cash funded strategy.

WATER SALES

Through FY 2018, the City budgeted and accounted for revenue from water sales in a single account, which included revenue from both water base rates and water volumetric rates.

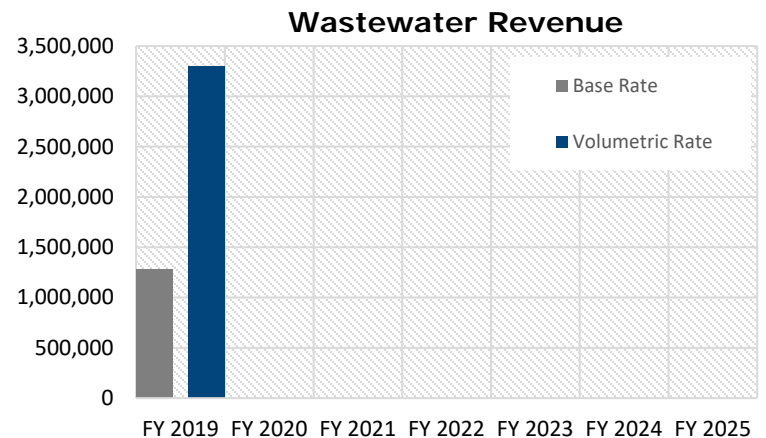
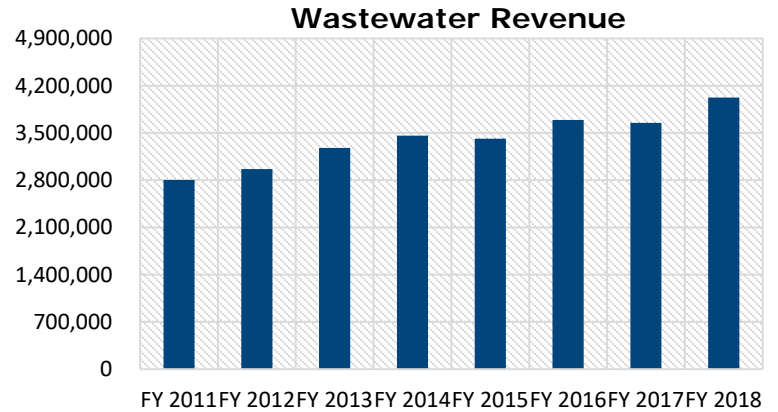
Beginning in FY 2019, the revenue from water base rates and water volumetric rates is budgeted and tracked separately. This is intended to provide greater transparency, as the City recovers all operating costs via the base rate. The volumetric rate is set to simply pass through the charges the City incurs from the Trinity River Authority (TRA) for treated water. As is evident from the accompanying charts, the majority of water revenue comes from the volumetric rate and is expected to continue to increase in accordance with projections provided by TRA.



WASTEWATER SALES

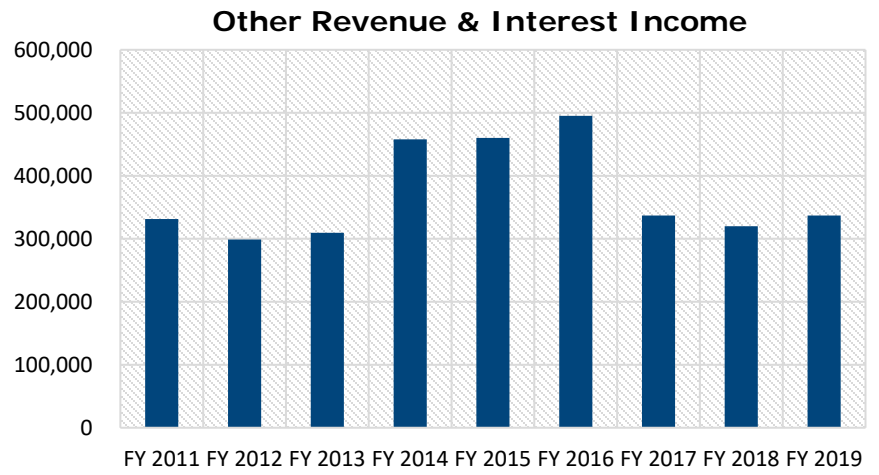
Through FY 2018, the City budgeted and accounted for revenue from wastewater sales in a single account, which included revenue from both wastewater base rates and wastewater volumetric rates.

Beginning in FY 2019, the revenue from wastewater base rates and wastewater volumetric rates is budgeted and tracked separately. This is intended to provide greater transparency, as the City recovers all operating costs via the base rate. The volumetric rate is set to simply pass through the charges the City incurs from the Trinity River Authority (TRA) for treated water. As is evident from the accompanying charts, the majority of wastewater revenue comes from the volumetric rate and is expected to continue to increase in accordance with projections provided by the TRA.



OTHER REVENUES

Building related revenues such as water and wastewater installation and engineering revenues are projected at conservative levels, as activity varies with development. Interest income projections continue to be limited, as interest rates have not increased significantly.





Finance Department

FY 2019 Department Business Plan

Department Description

This program provides financial support, utility billing services, and municipal court operations. In the area of financial support, staff provides financial reporting, payroll processing, debt payment and reconciliation, treasury management, general ledger maintenance, coordination of the external audit, purchasing, accounts payable, employee expense report processing, monthly reports to the City Council, policy and procedure development, and maintenance and preparation of the annual financial report. The municipal court provides the cities of Colleyville and Keller with enforcement of Class C misdemeanor criminal laws and ordinance violations. Court staff assists the Municipal Court Judge, maintains all paperwork related to citations, completes reports on convictions and revenues received, and informs defendants of their legal options under State law. Utility billing services include setting up new accounts, processing bills and payments for approximately 9,800 accounts, responding to service orders in a timely manner, and providing customer assistance and information regarding utility billing accounts. The Finance department aligns with the strategic point to demonstrate stewardship of public resources and provide responsive, efficient city services. Finance is committed to increased transparency by continually improving ways to make information available to employees as well as citizens to support the City's vision, mission and values.

Core Services

To successfully accomplish the duties of the office, Finance is responsible for the following core services:

1. Provide accurate, reliable reporting of financial data

2.4- Demonstrate stewardship of public resources

Finance oversees the recording of all financial information into the city's accounting software. This is done in accordance with Generally Accepted Accounting Principles to increase reliability on financial reporting, as well as rules set by the Governmental Accounting Standards Board.



2. Ensure all purchases made are in accordance with the city's purchasing policy

2.4- Demonstrate stewardship of public resources

Purchases must follow the city's purchasing policy which was written according to state law. All purchases are approved electronically in the Munis financial software.

3. Process payroll

2.4- Demonstrate stewardship of public resources

Paychecks are processed and sent out biweekly with little or no error and with attention to providing internal control over sensitive employee information.

4. Preparation of Comprehensive Annual Financial Report (CAFR)

2.4- Demonstrate stewardship of public resources

Finance staff helps prepare the city's annual financial report that not only meets the Government Finance Officers Association's (GFOA) requirements, but also displays the information in an easily accessible and readable format for citizens.

5. Manage the City's investments and debt

2.4- Demonstrate stewardship of public resources

Treasury functions, including cash management, investments, and debt management are handled by the Chief Financial Officer. These are critical functions that are essential to maintaining the city's AAA bond rating in all three areas of debt (general, utility, and drainage). Managing the cash flow available to the organization is also critical to planning for major projects.



7. Maintain billing and collection for the city's utility system

2.1-Provide responsive, efficient city services

6.2-Ensure clarity of City Council and staff roles and responsibilities

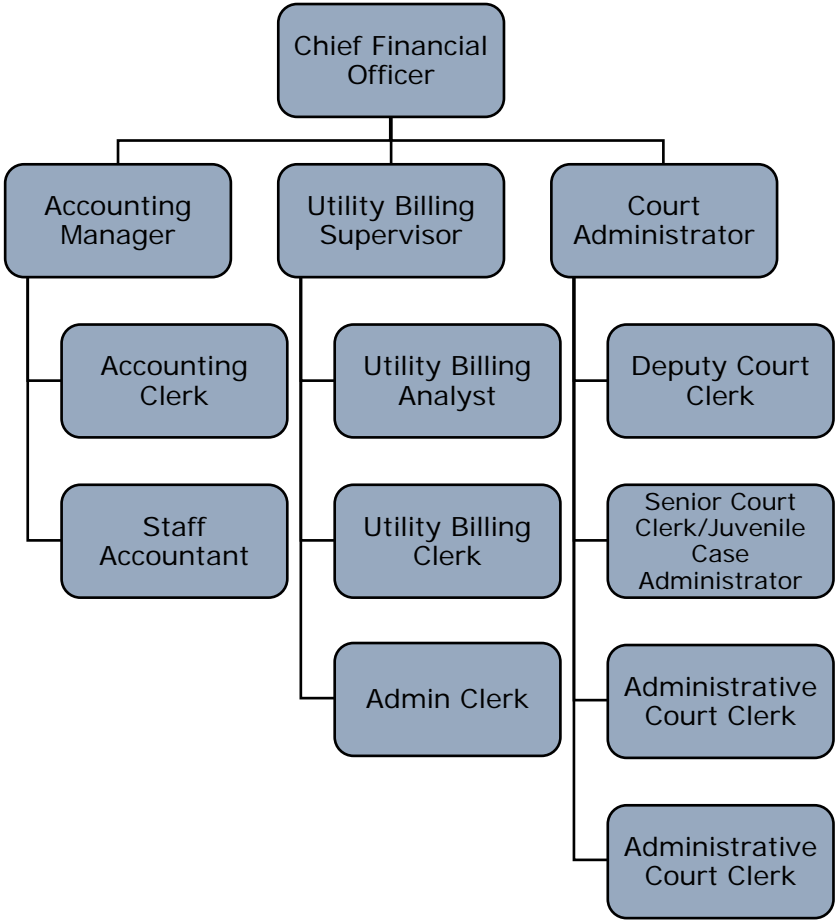
Utility billing staff is responsible for billing and collecting utility payments for water, wastewater, drainage, garbage, and recycling. Staff delivers unique customer assistance in all situations and provides sustainable revenues by ensuring accuracy and efficiency in the billings and collections process.

Performance Measures & Vital Statistics

Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate	FY 2019 Target
Achieve GFOA's Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes	Yes	Yes	Yes
Utility billing accuracy rate	98.6%	99.8%	99.9%	99.6%	99.5%	99.7%

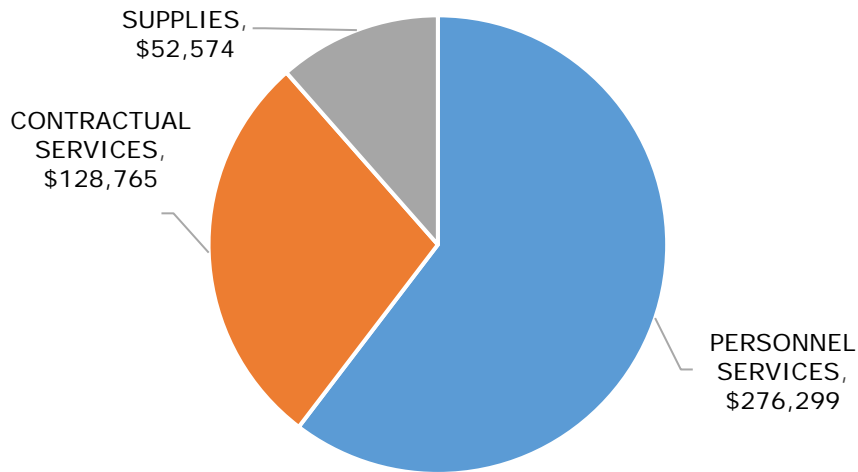
Vital Statistics	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate
Percent of ACH payments to total accounts payable	16%	26%	26%	28%	30%
Percentage of automatic draft utility customers/total customers	19%	16%	17%	19%	21%
Percentage of utility customers paying before cutoff	97%	97%	97%	96%	99%
Uncollectible utility accounts written off at year end (water & sewer)	\$26,080	\$27,178	\$19,150	\$22,096	\$24,000

Department Resources



Note: 4 positions are funded by the Utility Fund; 1 position is funded by the Juvenile Case Manager Fund; all others are General Fund

FY 2019 Budget: \$457,638 (Utility Fund)



5-Year + Outlook

The ongoing implementation of an ERP (enterprise resource platform) financial and utility billing software will accommodate the department over the next decade for changes and updates in technology. The software includes the financial suite with integrated modules including payroll, purchasing and utility billing. The Utility Billing staff will utilize new automated processes to become more efficient. The department plans to implement a citizen self-service portal to allow customers to view their account information. This will allow the customer to access historical consumption usage, current and past due billing history. Citizens will also have the option to request electronic billing and have the capability to make online payments.

Finance will continue to strive for high standards of fiscal responsibility by applying for the Government Finance Officers awards in Financial Reporting and Budgeting. Finance will also continue to make information available on the website and increase financial transparency by sharing information in a user-friendly format that allows taxpayers to drill down for more information.



Public Works

FY 2019 Department Business Plan

Department Description

The Public Works Department provides vital services and positively impacts the quality of life in the City of Colleyville. Public Works proactively plans for future needs, manages public investments, promotes environmental quality, and protects the health and safety of citizens. The department oversees the design and construction of new public infrastructure, provides year-round maintenance and repair of existing municipal infrastructure, and strives to deliver these essential services in an efficient and timely manner. Programs in the Public Works Department are funded by the General Fund, Drainage Fund, and Utility Fund. The mission of the Public Works Department is:

To enhance the quality of life for our residents and promote economic development for our community by providing and maintaining public infrastructure in a sustainable manner to the highest possible standards.

Core Services

Public Works is responsible for the following core services:

1. Guarantee a safe, reliable and adequate water supply is provided to residents and visitors of Colleyville.



3.2 - Ensure regular replacement of water and wastewater facilities

The City of Colleyville purchases treated water from the Trinity River Authority. Water Distribution then manages this vital resource around the clock by maintaining three elevated storage towers, one ground storage tank, a pump station, and 200+ miles of water mains. Routine maintenance of these assets includes flushing dead-end water mains, regularly replacing meters, and exercising valves throughout the network. Water is routinely sampled from various sites throughout the city and tested for chlorine residual and

bacteria. Samples are also tested for lead and copper. The Engineering Division oversees the construction of water infrastructure delivery system components to make certain that improvements meet Colleyville Development Standards. These standard practices ensure the delivery of clean, pure water to citizens.

2. Ensure wastewater is managed in a safe and efficient manner for the sake of maintaining the public health.

3.2 - Ensure regular replacement of water and wastewater facilities

Wastewater collection provides environmentally-friendly conveyance of our wastewater to the treatment plant operated by the Trinity River Authority. Maintaining and operating existing infrastructure to reduce the effect of our waste material on health and the environment is crucial. The Wastewater division takes an aggressive approach to this responsibility through a proactive monitoring and preventive maintenance program. These operations include cleaning and inspecting 180 miles of sewer mains in addition to 2,686 manholes and three (3) lift stations. The construction of new public infrastructure is inspected by the Engineering Division to ensure that it meets all necessary specifications. This comprehensive program serves the public by maintaining a safe and healthy environment.

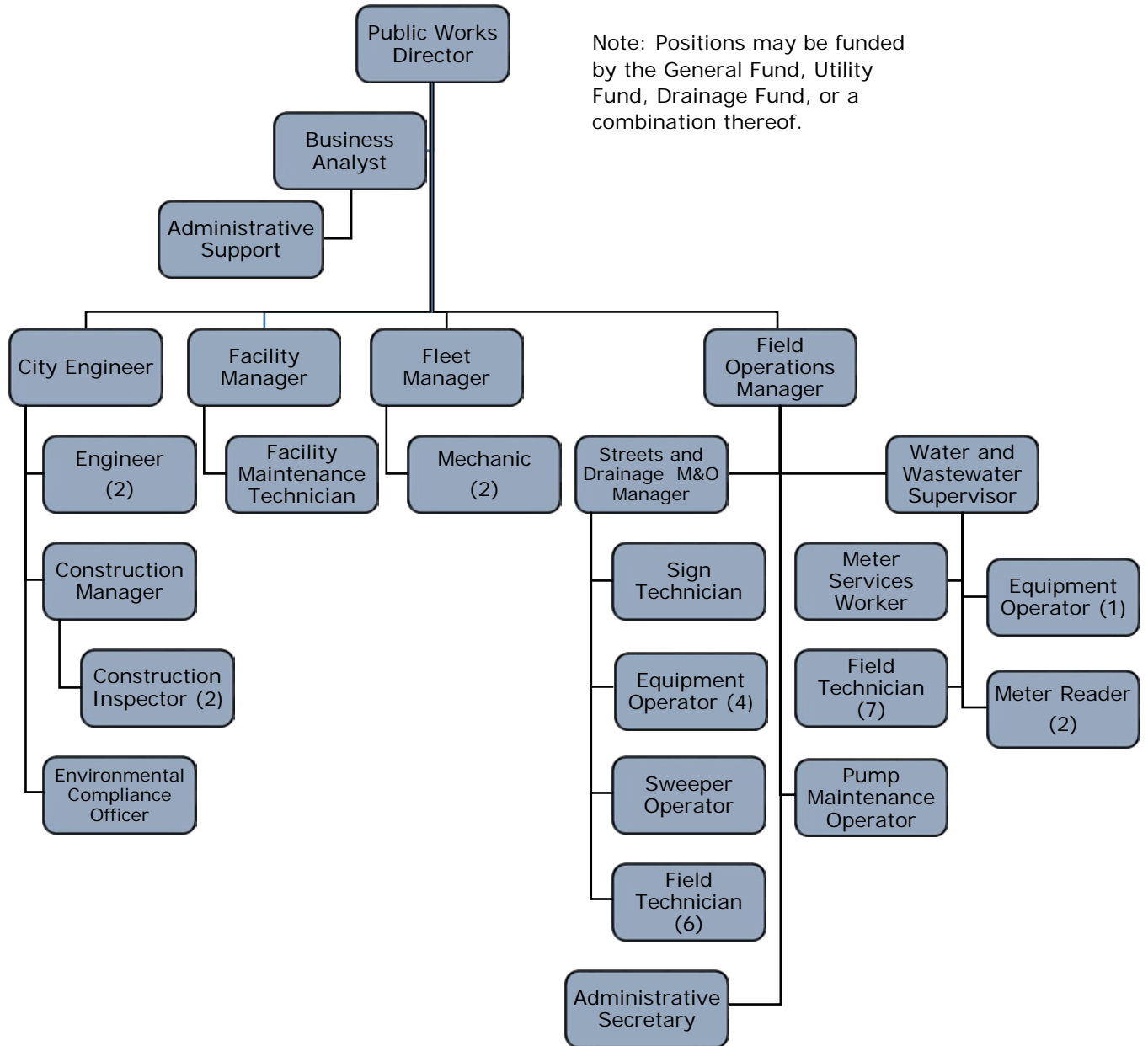


Performance Measures & Vital Statistics

Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate	FY 2019 Target
Percentage of water valves exercised	12%	1%	15%	34%	≥20	≥20
Meter reading accuracy	99%	98%	99%	98%	≥98%	≥98%
Scheduled wastewater line cleanings completed	78%	91%	94%	93%	≥95%	≥95%

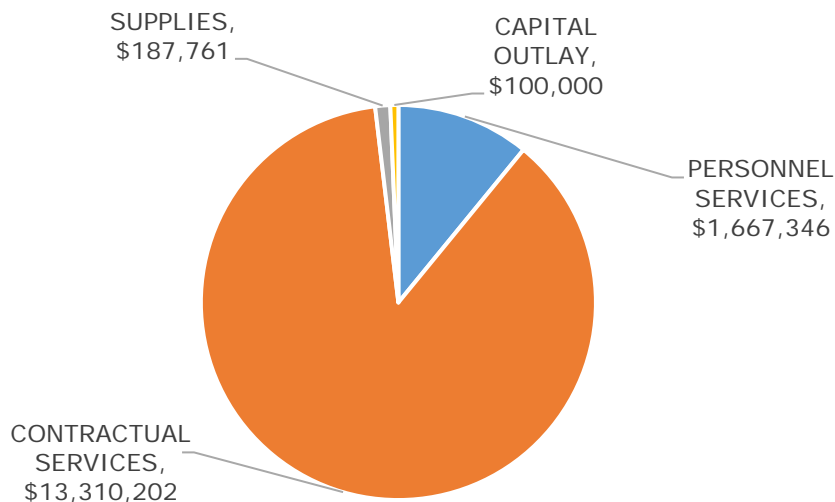
Vital Statistics	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate
Water loss ratio	4.3%	3%	2.5%	3.0%	3.0%
Percentage of monthly water samples testing negative for coliform bacteria	99%	98%	100%	100%	100%

Department Resources



Note: Positions may be funded by the General Fund, Utility Fund, Drainage Fund, or a combination thereof.

FY 2019 Utility Fund Budget:
\$15,265,309



5-Year+ Outlook

Public Works touches the life of every citizen every day. Safe water and sanitation are critical for public health. Adequate roads promote commerce, economic vitality and mobility. Public buildings house City services and social gatherings for the community. The City fleet enables public servants to complete their missions. Flood and drainage structures protect properties from damage. Citizens rely on the services of the Public Works Department to enhance their quality of life on a daily basis.

Managing multiple **CAPITAL IMPROVEMENT PROJECTS** while ensuring proper construction of both publicly and privately-built infrastructure is critical to confirm sound systems are in place for years to come. Effective communication with the citizenry and affected businesses is paramount before, during and after construction. The need for these communication efforts is significant during major road reconstruction projects and the SH-26/Colleyville Boulevard project as a broad constituency is affected.

Aging **WATER** and **WASTEWATER INFRASTRUCTURE** will continue to create additional renewal and maintenance demands. Continual water cost increases dictate the city improve upon efficiencies in delivering water. As technology improves in the area of meter reading, an opportunity may present itself in more accurate systems to better track water usage. Development and implementation of a proactive water valve exercise program will ensure the ability to manage a major water shut-off emergency. Capital projects identified in the 2014 Water and Wastewater Master Plan will be initiated based on funding availability.

Public awareness and education concerning the mission and functions of the department, including infrastructure management and resource constraints, will be an ongoing priority of the department throughout the upcoming years. Efforts to improve the accuracy of our GIS datasets and utilizing this information in VUEWorks is critical in ensuring we know each asset we own, where it is, what condition it is in, and what maintenance we've performed on it. Opportunities to improve and document policies, procedures and practices will increase effectiveness and organizational sustainability. Long-term planning is critical for the future health of Colleyville's infrastructure systems and continuation of essential service delivery and completion of asset inventories and planning for condition assessments are key components in this process. Public Works staff will continue to evaluate performance and activity measures for accuracy and relevance, focusing on aligning measures with City Council's identified standards of Integrity, Commitment, Excellence, and Transparency. Additionally, training needs will be identified and addressed to further develop a committed team to successfully build and maintain the public infrastructure well into the future.



Non-Departmental

FY 2019 Department Business Plan

Utility Fund

Department Description

The Non-Departmental department was expanded during the FY 2014 budget preparation process to account for expenditures that are city-wide in nature. Consolidation of these expenditures allows for better tracking and trend analysis over time. Expenditures now included in the Non-Departmental department include utility bills, property and liability insurance premiums, copier leases and charges, and communications maintenance expenses for public safety radios. Non-Departmental expenditures also include funding for compensation adjustments for city employees and transfers.

Core Services

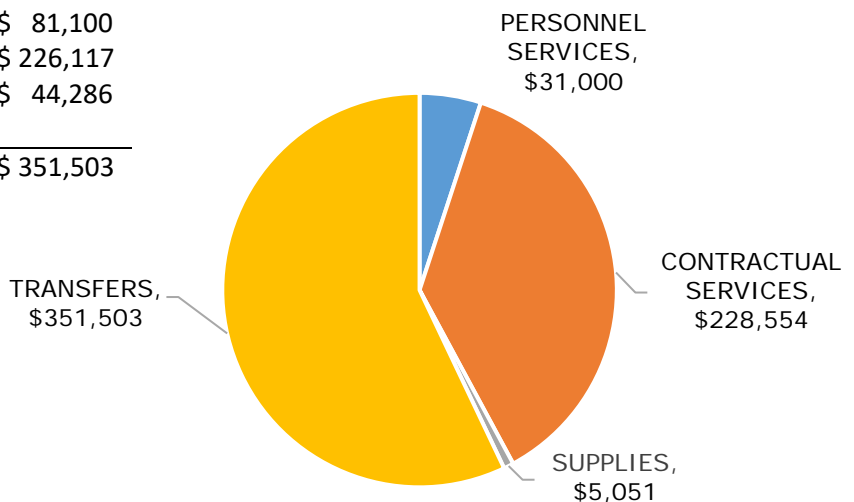
The Non-Departmental department does not have staff and is not responsible for core services. This department is used to account for expenditures that are city-wide in nature and support the work of all departments.

Department Resources

FY 2019 Budget: \$616,108
(Utility Fund)

TRANSFERS SUMMARY

CAPITAL PROJECTS	\$ 81,100
GENERAL FUND	\$ 226,117
COLLEYVILLE TOMORROW FUND (REPAYMENT)	\$ 44,286
TOTAL	\$ 351,503



Drainage Fund

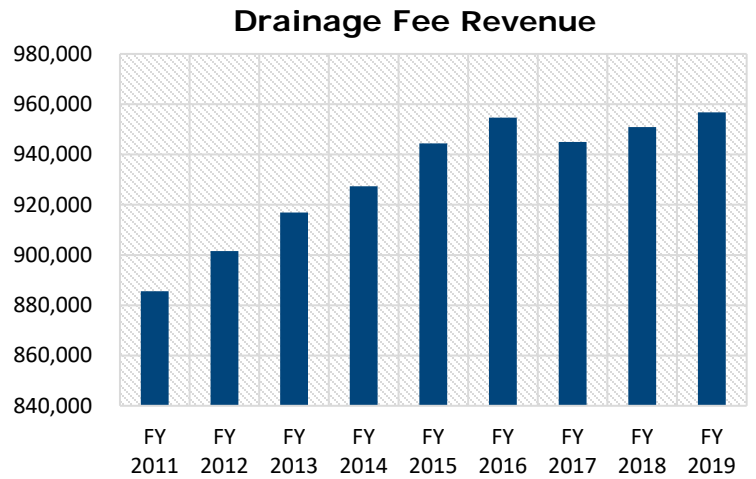


DRAINAGE UTILITY FUND SUMMARY

	ACTUALS FY 2017	PROJECTED FY 2018	BUDGETED FY 2019	PROJECTED FY 2020	PROJECTED FY 2021	PROJECTED FY 2022	PROJECTED FY 2023
TOTAL BEG. WORKING CAPITAL	1,700,651	2,032,304	1,512,822	1,714,134	1,474,819	448,087	730,982
FUND REVENUES							
Drainage Fees	972,082	950,880	956,760	962,640	968,520	974,400	980,280
Penalties/Misc	13,554	5,000	9,568	9,626	9,685	9,744	9,803
Interest Income	11,195	6,000	6,120	6,242	6,367	6,495	6,624
TOTAL OPERATING REVENUES	<u>996,831</u>	<u>961,880</u>	<u>972,448</u>	<u>978,509</u>	<u>984,572</u>	<u>990,639</u>	<u>996,708</u>
FUND EXPENSES							
Drainage Operations	393,407	460,591	492,690	509,934	527,782	546,254	565,373
Stormwater Management	96,945	113,383	118,550	122,699	126,994	131,439	136,039
IS GIS	0	20,456	21,501	21,931	22,370	22,817	23,273
Non-Departmental	4,754	6,511	6,525	6,753	6,990	7,234	7,488
Compensation Adjustment	1,652	5,847	6,200	0	0	0	0
Debt Service	149,387	124,574	125,670	131,506	127,169	0	0
Interfund loan repayment	19,032	0	0	0	0	0	0
TOTAL OPERATING EXPENSES	<u>665,178</u>	<u>731,362</u>	<u>771,136</u>	<u>792,824</u>	<u>811,304</u>	<u>707,744</u>	<u>732,173</u>
NET REVENUE	331,653	230,518	201,312	185,685	173,268	282,894	264,535
CAPITAL EXPENDITURES							
Vehicle/Equipment Replacement	0	250,000	0	0	0	0	0
Drainage CIP Projects	0	0	0	425,000	1,200,000	0	0
Update Drainage Master Plan	0	500,000	0	0	0	0	0
TOTAL EXPENDITURES	<u>665,178</u>	<u>1,481,362</u>	<u>771,136</u>	<u>1,217,824</u>	<u>2,011,304</u>	<u>707,744</u>	<u>732,173</u>
Addition to / (Use of) Working Capital	331,653	(519,482)	201,312	(239,315)	(1,026,732)	282,894	264,535
ENDING WORKING CAPITAL	<u>2,032,304</u>	<u>1,512,822</u>	<u>1,714,134</u>	<u>1,474,819</u>	<u>448,087</u>	<u>730,982</u>	<u>995,517</u>
Required Coverage Ratio (25% of debt service)	37,347	31,144	31,418	32,877	31,792	0	0
ENDING AVAILABLE WORKING CAPITAL	<u>2,032,304</u>	<u>1,481,679</u>	<u>1,682,716</u>	<u>1,441,942</u>	<u>416,295</u>	<u>730,982</u>	<u>995,517</u>

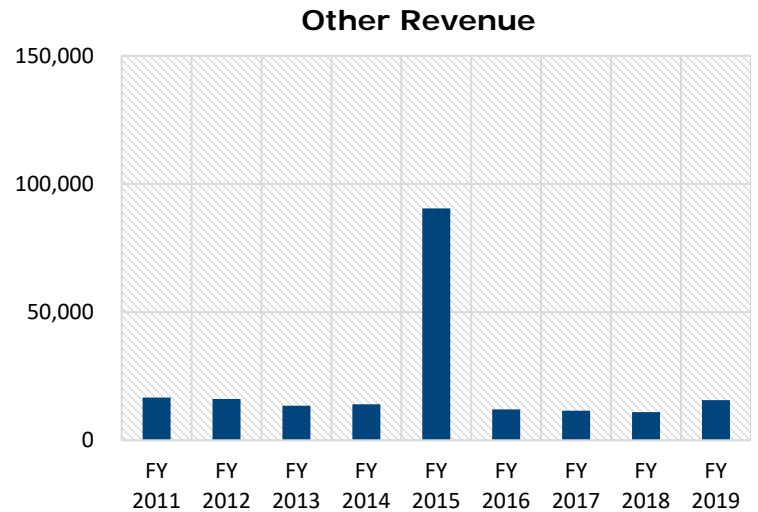
DRAINAGE UTILITY FEES

On a monthly basis, \$7.00 is charged to each residential customer for use in drainage projects. The fees for other customer classes are as follows: Commercial/industrial customers pay \$24.40 per acre of development, churches pay \$15.25 per acre of development, and park type customers pay \$10.68 per acre. Revenue growth in this fund comes from an estimated increase in residential and commercial customers.



OTHER REVENUES

The drainage fees are included on a customer's monthly utility bill and are subject to penalty if not paid by the due date. Penalty income is projected for customers who do not pay by the due date. Additionally, interest income of \$6,120 is projected. The higher amount shown in FY 2015 is due to the use of available cash to update floodplain maps.





Public Works

FY 2019 Department Business Plan

Department Description

The Public Works Department provides vital services and positively impacts the quality of life in the City of Colleyville. Public Works proactively plans for future needs, manages public investments, promotes environmental quality, and protects the health and safety of citizens. The department oversees the design and construction of new public infrastructure, provides year-round maintenance and repair of existing municipal infrastructure, and strives to deliver these essential services in an efficient and timely manner. Programs in the Public Works Department are funded by the General Fund, Drainage Fund, and Utility Fund. The mission of the Public Works Department is:

To enhance the quality of life for our residents and promote economic development for our community by providing and maintaining public infrastructure in a sustainable manner to the highest possible standards.

Core Services

Public Works is responsible for the following core services:

1. Manage the stormwater system to protect properties from flooding, ensure that stormwater entering our creeks and water ways is free of pollutants, and reduce health risks through our Mosquito Management Program.

3.3 - Mitigate stormwater runoff and flooding risks

Stormwater management programs reduce the risk of flooding, prevent erosion, and protect water quality. Development within the City's floodplains and floodways is managed by Public Works in accordance with federal and state laws and regulations. Engineering administers the Municipal Separate Service Stormwater System (MS4) permit and ensures compliance with all regulations governing clean water and stormwater runoff. Environmental compliance efforts include the citywide Integrated Mosquito Management Program



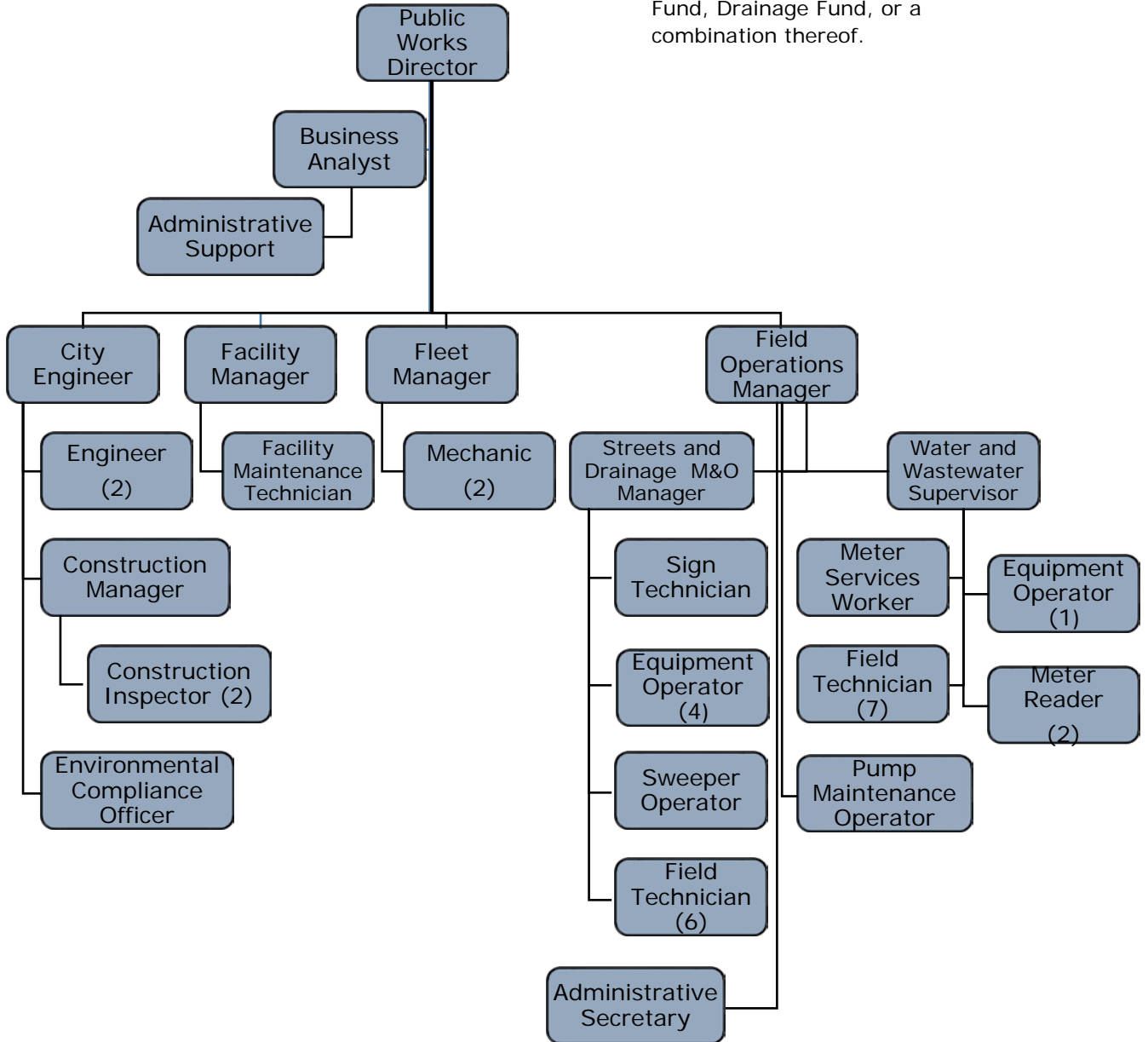
to mitigate public health risks. Regular inspections of inlets and outfalls reduce the likelihood of hazardous driving conditions during rain events. The maintenance and inspection of storm drainage facilities also reduces the negative impact of the quantity of rainwater on surrounding properties, roadway integrity, and stormwater infrastructure. Monitoring the quality of our runoff for pollutants protects local water sources in addition to animal and human life.

Performance Measures & Vital Statistics

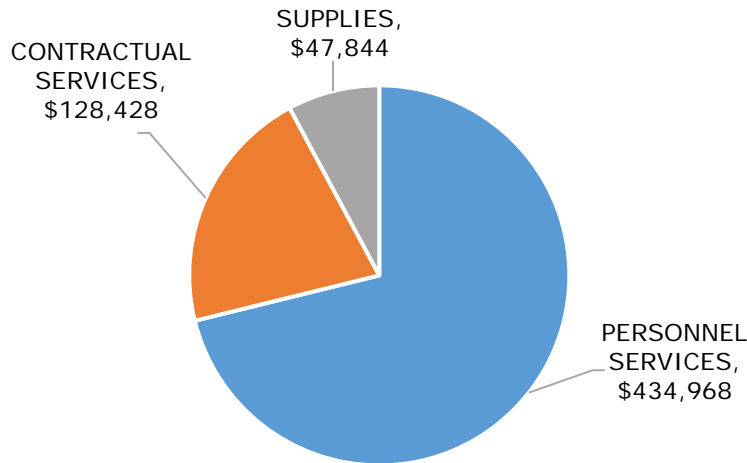
Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019 Target
Percent of scheduled lane miles of public streets swept	99%	99.5%	94%	100%	≥98%	≥98%
Percentage of storm drain inlets inspected	20%	51%	55%	50%	≥50%	≥50%
Percentage of storm sewer lines cleaned	New Measure	New Measure	New Measure	New Measure	New Measure	≥5%

Department Resources

Note: Positions may be funded by the General Fund, Utility Fund, Drainage Fund, or a combination thereof.



FY 2019 Drainage Fund Budget:
\$611,240



5 Year Outlook

Public Works touches the life of every citizen every day. Safe water and sanitation are critical for public health. Adequate roads promote commerce, economic vitality and mobility. Public buildings house City services and social gatherings for the community. The City fleet enables public servants to complete their missions. Flood and drainage structures protect properties from damage. Citizens rely on the services of the Public Works Department to enhance their quality of life on a daily basis.

A systematic program to inspect drainage system infrastructure will be implemented so that deficiencies can be identified and long-term plans for major renewal and replacement of our **STORMWATER INFRASTRUCTURE** can be developed. The Stormwater Master Plan will be updated and the storm drainage fee structure will be reviewed and possibly revised to provide funding for needed stormwater improvements. Utilizing the latest technology will ensure safe and reliable operation of automated flood gates and flood warning systems.

Public awareness and education concerning the mission and functions of the department, including infrastructure management and resource constraints, will be an ongoing priority of the department throughout the upcoming years. Efforts to improve the accuracy of our GIS datasets and utilizing this information in VUEWorks is critical in ensuring we know each asset we own, where it is, what condition it is in, and what maintenance we've performed on it. Opportunities to improve and document policies, procedures and practices will increase effectiveness and organizational sustainability. Long-term planning is critical for the future health of Colleyville's infrastructure systems and continuation of essential service delivery and completion of asset inventories and planning for condition assessments are key components in this process. Public Works staff will continue to evaluate performance and activity measures for accuracy and relevance, focusing on aligning measures with City Council's identified standards of Integrity, Commitment, Excellence, and Transparency. Additionally, training needs will be identified and addressed to further develop a committed team to successfully build and maintain the public infrastructure well into the future.



Non-Departmental

FY 2019 Department Business Plan Drainage Fund

Department Description

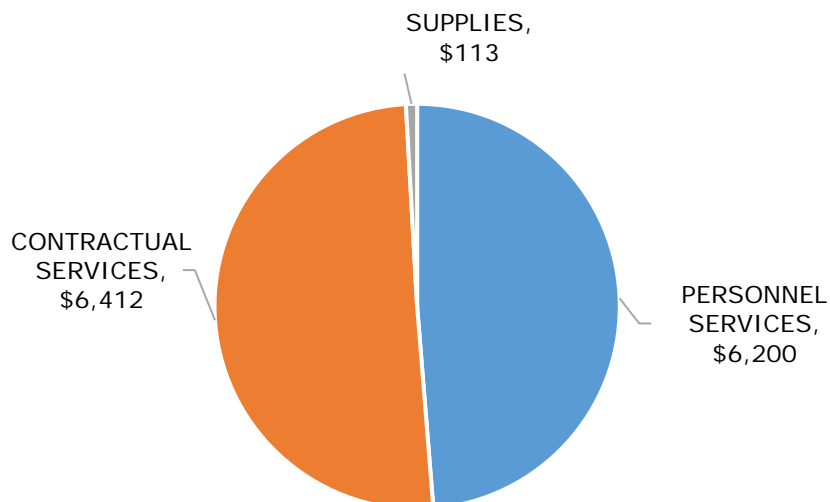
The Non-Departmental department was expanded during the FY 2014 budget preparation process to account for expenditures that are city-wide in nature. Consolidation of these expenditures allows for better tracking and trend analysis over time. Expenditures now included in the Non-Departmental department include utility bills, property and liability insurance premiums, copier leases and charges, and communications maintenance expenses for public safety radios. Non-Departmental expenditures also include funding for compensation adjustments for city employees and transfers.

Core Services

The Non-Departmental department does not have staff and is not responsible for core services. This department is used to account for expenditures that are city-wide in nature and support the work of all departments.

Department Resources

FY 2019 Budget: \$12,725
(Drainage Fund)



Drainage Fund Debt Service



**OUTSTANDING DEBT SERVICE REQUIREMENTS BY FISCAL YEAR
DRAINAGE UTILITY SYSTEM REVENUE BONDS**

<u>FISCAL YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2019	\$115,000	\$10,670	\$125,670
2020	\$125,000	\$6,506	\$131,506
2021	\$125,000	\$2,169	\$127,169
TOTAL	\$365,000	\$19,345	\$384,345

**OUTSTANDING BONDS BY ISSUE
DRAINAGE UTILITY SYSTEM REVENUE BONDS**

<u>DESCRIPTION</u>	<u>FISCAL YEAR OF MATURITY</u>	<u>INTEREST RATE</u>	<u>PRINCIPAL AMOUNT OUTSTANDING</u>
2011 REFUNDING BONDS	2021	3.47% TO 3.47%	\$365,000
		TOTAL	\$365,000

ANNUAL REQUIREMENTS

	<u>FISCAL YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
CURRENT YEAR	2019	\$115,000	\$10,670	\$125,670
MAXIMUM YEAR	2020	\$125,000	\$6,506	\$131,506
AVERAGE ANNUAL DEBT SERVICE		\$128,115		

BOND REPAYMENT INFORMATION

Revenue bonds issued by the City of Colleyville are payable from revenue received from residential and commercial drainage utility fees and interest income. The coverage ratio for the City's Drainage Revenue Bonds is 1.25 times average annual debt service.

Debt Service Fund Summary



DEBT SERVICE FUND SUMMARY

	ACTUAL FY 2017	PROJECTED FY 2018	BUDGET FY 2019	PROJECTED FY 2020	PROJECTED FY 2021	PROJECTED FY 2022	PROJECTED FY 2023
BEGINNING FUND BALANCE - 10/1	642,704	693,195	692,695	692,695	692,695	692,695	692,695
FUND REVENUES							
Current Property Taxes	730,737	810,367	682,115	566,723	563,723	566,198	563,298
Delinquent Property Taxes	1,316	5,000	5,000	5,000	5,000	5,000	5,000
Penalty & Interest	4,000	5,000	5,000	5,000	5,000	5,000	5,000
Transfer-in CCCPD Fund**	503,862	501,845	509,100	0	0	0	0
Transfer-in TIF Fund**	655,781	654,200	653,725	654,675	0	0	0
Interest Income/Other	6,815	5,000	5,000	5,000	5,000	5,000	5,000
Use of Available Cash	0	0	0	0	0	0	0
TOTAL REVENUES	1,902,511	1,981,412	1,859,940	1,236,398	578,723	581,198	578,298
FUND EXPENDITURES							
2006 G.O. Refunding Bonds	542,229	538,938	549,828	0	0	0	0
2007 G.O. Bonds	153,000	0	0	0	0	0	0
2011 G.O. Refunding Bonds	169,950	165,450	170,000	173,400	0	0	0
2016 G.O. Refunding Bonds	776,466	933,450	923,300	963,025	478,750	481,225	478,325
2016 Engine Lease	48,485	48,485	48,485	48,485	48,485	48,485	48,485
Ambulance Lease	43,531	50,000	49,988	49,988	49,988	49,988	49,988
Motorola Radio Tower Lease	0	0	0	0	0	0	0
2017 Ambulance Lease down payment	0	127,500	0	0	0	0	0
2010 Fire Truck Lease	116,839	116,839	116,839	0	0	0	0
Paying Agent	1,519	1,250	1,500	1,500	1,500	1,500	1,500
TOTAL EXPENDITURES	1,852,019	1,981,912	1,859,940	1,236,398	578,723	581,198	578,298
LESS USE OF AVAILABLE CASH	0	0	0	0	0	0	0
ENDING FUND BALANCE - 9/30	693,195	692,695	692,695	692,695	692,695	692,695	692,695

** The 2006 G.O. Refunding Bonds include a refinance of debt paid from sales tax collected by the Colleyville Crime Control and Prevention District (CCCPD) Fund. The 2016 G.O. Refunding Bonds include a refinance of debt from the Tax Increment Financing (TIF) Fund. The transfers in from the CCCPD and TIF Funds are shown as a revenues in the Debt Service Fund, which pay those funds' respective portion of the debt.

Note: The City of Colleyville has been focused on reducing and eliminating debt, working toward a pay as you go method. All recent debt issuances are refundings; new tax supported debt has not been issued since 2007.

**OUTSTANDING DEBT SERVICE REQUIREMENTS BY FISCAL YEAR
TAX SUPPORTED DEBT**

<u>FISCAL YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2019	\$385,000	\$95,303	\$480,303
2020	\$400,000	\$81,750	\$481,750
2021	\$410,000	\$68,750	\$478,750
2022	\$425,000	\$56,225	\$481,225
2023	\$435,000	\$43,325	\$478,325
2024	\$445,000	\$32,350	\$477,350
2025	\$455,000	\$23,350	\$478,350
2026	\$465,000	\$14,150	\$479,150
2027	\$475,000	\$4,750	\$479,750
TOTAL	<u>\$3,895,000</u>	<u>\$419,953</u>	<u>\$4,314,953</u>

OUTSTANDING BONDS BY ISSUE - TAX SUPPORTED DEBT

DESCRIPTION	FISCAL YEAR OF MATURITY	INTEREST RATES	PRINCIPAL AMOUNT OUTSTANDING
2006 GENERAL OBLIGATION RFD BONDS	2019	3.64% TO 3.64%	\$40,000
2011 GENERAL OBLIGATION RFD BONDS	2020	3.0% TO 4.0%	\$330,000
2016 GENERAL OBLIGATION RFD BONDS	2027	2.0% TO 3.0%	<u>\$3,525,000</u>
		TOTAL	<u><u>\$3,895,000</u></u>

ANNUAL REQUIREMENTS

	FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
CURRENT YEAR	2019	\$385,000	\$95,303	\$480,303
MAXIMUM YEAR	2020	\$400,000	\$81,750	\$481,750

AUTHORIZED GENERAL OBLIGATION DEBT

The City currently has no authorized but unissued General Obligation debt.

PURPOSE OF IMPROVEMENT	AMOUNT AUTHORIZED	AMOUNT ISSUED	UNISSUED BALANCE
PUBLIC SAFETY	<u>\$4,575,000</u>	<u>\$4,575,000</u>	<u>\$0</u>
TOTAL	<u><u>\$4,575,000</u></u>	<u><u>\$4,575,000</u></u>	<u><u>\$0</u></u>

OUTSTANDING DEBT SERVICE REQUIREMENTS - TAX SUPPORTED DEBT

2006 GENERAL OBLIGATION REFUNDING BONDS			
FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2019	\$40,000	\$728	\$40,728
TOTAL	\$40,000	\$728	\$40,728

2011 GENERAL OBLIGATION REFUNDING BONDS			
FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2019	\$160,000	\$10,000	\$170,000
2020	\$170,000	\$3,400	\$173,400
TOTAL	\$330,000	\$13,400	\$343,400

2016 GENERAL OBLIGATION REFUNDING BONDS			
FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2019	\$185,000	\$84,575	\$269,575
2020	\$230,000	\$78,350	\$308,350
2021	\$410,000	\$68,750	\$478,750
2022	\$425,000	\$56,225	\$481,225
2023	\$435,000	\$43,325	\$478,325
2024	\$445,000	\$32,350	\$477,350
2025	\$455,000	\$23,350	\$478,350
2026	\$465,000	\$14,150	\$479,150
2027	\$475,000	\$4,750	\$479,750
TOTAL	\$3,525,000	\$405,825	\$3,930,825

LEGAL DEBT MARGIN

Article XI, Section 5 of the State of Texas Constitution states in part:

".... but no tax for any purpose shall ever be lawful for any one year, which shall exceed two and one-half percent of the taxable property of such city."

Article X, Section 3 of the Charter of the City of Colleyville, Texas states:

The maximum tax rate shall not exceed \$1.50 on the one hundred dollars (\$100.00) valuation of the taxable property with the City.

The tax rate for Fiscal Year ended September 30, 2019 is \$.320800 per \$100 of assessed valuation at 100% of the market value. The City of Colleyville operates under a Home Rule Charter, which adopts the constitutional provision.

Calculation of State of Texas Legal Debt Limit

City of Colleyville FY 2019 tax rate	\$0.320800
Maximum allowable State tax rate	\$2.50
Percentage of allowable tax rate used	12.83%

Calculation of Charter Legal Debt Limit

City of Colleyville FY 2019 tax rate	\$0.320800
Maximum allowable Charter tax rate	\$1.50
Percentage of allowable tax rate used	21.39%

Administratively, the Attorney General of the State of Texas will permit allocation of \$1.50 of the \$2.50 allowable for the repayment of debt service. The FY 2019 debt portion of the tax rate is \$.017036, which is 1.1% of the permissible debt service allocation.



Special Revenue Funds



SPECIAL REVENUE FUNDS

While not appropriated as a part of the annual budget ordinance, and therefore not presented in the summary of all funds, special revenue funds play an important role in financing the services and programs offered by the City of Colleyville. Two of the more significant special revenue funds do have a budget for FY 2019 based on the requirements of the specific fund.

Other special revenue funds that do not have an annual budget only spend resources as they become available, in accordance with the restrictions of the fund, and financial summaries for each of those funds are not included in the budget document. The available balance of those funds, however, was considered when evaluating department budget requests and a number of requests were funded from the available resources in the applicable special revenue fund. Those instances are noted in the Budget Message found at the beginning of the FY 2019 Adopted Budget book. A list and description of the various special revenue funds is also included in the Budget Message. Several special revenue funds are also cited as revenue sources for the Capital Improvement Program (CIP).

As mentioned, two special revenue funds do have an annual budget and including that information in the FY 2019 Adopted Budget book provides a more detailed look at how certain items and services are funded. The pages that follow provide information on the FY 2019 budget and future year forecasts for the following special revenue funds:

- Colleyville Crime Control & Prevention District Fund (CCCPD)
- Colleyville Economic Development Corporation Fund (CEDC)

ORDINANCE O-18-2055

AN ORDINANCE ADOPTING AN ANNUAL BUDGET FOR FISCAL YEAR 2019 FOR THE COLLEYVILLE CRIME CONTROL AND PREVENTION DISTRICT, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019, A COPY OF SAME BEING ON FILE IN THE OFFICE OF THE CITY SECRETARY, TO BECOME EFFECTIVE UPON PASSAGE BY THE CITY COUNCIL

WHEREAS, the laws of the State of Texas require the Board of Directors of the Colleyville Crime Control and Prevention District to adopt a budget of projected revenues and proposed expenditures, cash on hand at the start of the year, the amount of money received during the prior year, the tax rate, and the projected ending fund balance; and

WHEREAS, on July 2, 2018, the Board of Directors of the Colleyville Crime Control and Prevention District approved the following budget; and

WHEREAS, the City Council determines that the passage of this Ordinance is in the best interests of the health, safety, and welfare of the public.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

Sec. 1. THAT the budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019 for the Colleyville Crime Control and Prevention District, a copy of which is on file in the office of the City Secretary, is hereby made a part of this Ordinance by reference and is hereby approved and adopted by the City Council of the City of Colleyville, Texas, as the official budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019 and that the City Manager is authorized to execute all contracts and agreements approved as a part of the budget.

Sec. 2. THAT the budget of the fiscal year beginning October 1, 2018, and ending September 30, 2019, for the Colleyville Crime Control and Prevention District with a sales and use tax rate of .5%, is hereby fixed as follows:

Projected Revenue Received in Fiscal Year 2018	\$ 2,146,143
Projected Cash on Hand as of October 1, 2018	\$ 1,325,041
Revenues	\$ 2,190,676
Expenditures	\$ 1,987,036
Ending Fund Balance at September 30, 2019	\$ 1,091,731

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 17TH day of July 2018.

The second reading and public hearing being conducted on the 7TH day of August 2018.

APPROVED BY A VOTE OF **6** AYES, **0** NAYS, AND **0** ABSTENTIONS ON THIS THE 7th DAY OF AUGUST 2018.

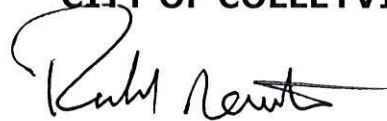
Mayor Richard Newton	<u>Aye</u>	Mayor Pro Tem Bobby Lindamood	<u>Aye</u>
Place 1, Tammy Nakamura	<u>Absent</u>	Place 5, Chuck Kelley	<u>Aye</u>
Place 3, Kathy Wheat	<u>Aye</u>	Place 6, Callie Rigney	<u>Aye</u>
Place 4, George Dodson	<u>Aye</u>		

ATTEST:



Christine Loven, TRMC
City Secretary

CITY OF COLLEYVILLE



Richard Newton
Mayor

APPROVED AS TO FORM AND LEGALITY:



Whitt L. Wyatt
City Attorney

**COLLEYVILLE CRIME CONTROL DISTRICT
FY 2018 THROUGH FY 2023 PROJECTION**

FISCAL YEAR	ADOPTED FY 2018	PROJECTED FY 2018	PROPOSED FY 2019	PROJECTED FY 2020	PROJECTED FY 2021	PROJECTED FY 2022	PROJECTED FY 2023
BEGINNING FUND BALANCE	\$1,438,234	\$1,550,950	\$1,325,041	\$1,091,731	\$1,088,593	\$961,174	\$1,133,111
REVENUES:							
1/2 CENT SALES TAX REVENUE (+2% PROJECTED)	\$1,700,000	\$1,711,496	\$1,745,726	\$1,780,640	\$1,816,253	\$1,852,578	\$1,889,630
INTEREST INCOME	\$1,500	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
USE OF AVAILABLE CASH	\$444,643	\$426,647	\$436,950	\$80,000	\$200,000	\$0	\$0
TOTAL REVENUES	\$2,146,143	\$2,146,143	\$2,190,676	\$1,868,640	\$2,024,253	\$1,860,578	\$1,897,630
EXPENDITURES:							
ADMINISTRATIVE BOARD/AUDIT EXPENSES:	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850
POLICE SOFTWARE ANNUAL MAINTENANCE CONTRACT	\$49,500	\$49,500	\$49,500	\$49,500	\$49,500	\$49,500	\$49,500
RECRUITING AND HIRING PROCESS	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
CRIME SCENE RESPONSE UNIT	\$10,000	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
CRIME REPORTS ANALYTICAL CRIME MAPPING SOFTWARE	\$5,492	\$5,492	\$5,492	\$5,492	\$5,492	\$5,492	\$5,492
NETMOTION WIRELESS MAINTENANCE AGREEMENT	\$3,219	\$3,219	\$3,219	\$3,219	\$3,219	\$3,219	\$3,219
IN-CAR VIDEO SYSTEM SERVER MAINTENANCE	\$3,949	\$3,949	\$0	\$0	\$0	\$0	\$25,000
OFF-DUTY WEBSITE ANNUAL FEES/MAINTENANCE	\$0	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
TICKET WRITER REPLACEMENT	\$4,700	\$4,700	\$4,700	\$4,700	\$4,700	\$4,700	\$4,700
CALEA ACCREDITATION	\$11,000	\$11,000	\$11,325	\$16,825	\$11,450	\$11,450	\$16,825
PERSONNEL:							
9 POLICE OFFICERS	\$841,350	\$841,350	\$883,418	\$927,589	\$973,968	\$1,022,667	\$1,073,800
MOVE OFFICER FROM GENERAL FUND FY 2019	\$0	\$0	\$100,000	\$105,000	\$110,250	\$115,763	\$121,551
ADDITIONAL 2 PT PUBLIC SAFETY OFFICERS	\$0	\$0	\$46,432	\$48,754	\$51,191	\$53,751	\$56,438
ADDITIONAL SERGEANT IN FY 2020	\$0	\$0	\$0	\$100,000	\$105,000	\$110,250	\$115,763
TEEN COURT	\$33,750	\$33,750	\$33,750	\$33,750	\$33,750	\$33,750	\$33,750
EQUIPMENT:							
ANNUAL WEAPONS REPLACEMENT	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
SWAT EQUIPMENT AND TRAINING	\$6,150	\$6,150	\$6,150	\$6,150	\$6,150	\$6,150	\$6,150
SAFETY EQUIPMENT AND REPLACEMENT	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
BALLISTIC TAC PLATE CARRIERS AND HELMETS	\$13,500	\$13,500	\$0	\$0	\$0	\$0	\$0
TWO RADAR SIGNS- LICENSES	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
IN CAR CAMERAS & SERVER	\$195,000	\$195,000	\$0	\$0	\$0	\$0	\$0
VEHICLES:							
REPLACEMENT - PATROL VEHICLE AND EQUIPMENT	\$206,600	\$206,600	\$206,600	\$206,600	\$206,600	\$206,600	\$206,600
REPLACEMENT - MOTORCYCLE (TWO)	\$0	\$0	\$44,000	\$0	\$0	\$0	\$0
REPLACEMENT - ADMINISTRATIVE VEHICLES	\$27,000	\$27,000	\$0	\$27,000	\$27,000	\$27,000	\$27,000
NEW VEHICLE (FOR NEW SERGEANT)	\$0	\$0	\$0	\$51,650	\$0	\$0	\$0
DEBT SERVICE:							
2006 SERIES REFUNDING DEBT	\$501,845	\$501,845	\$509,100	\$0	\$0	\$0	\$0
TRANSFERS:							
CAPITAL EQUIPMENT REPLACEMENT FUND - IN-CAR MOBILE DIGITAL COMPUTER SYSTEM	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
CAPITAL -							
JUSTICE CENTER DUMPSTER ENCLOSURES	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0
HVAC REPLACEMENT - JUSTICE CENTER	\$0	\$0	\$0	\$0	\$237,000	\$0	\$0
METAL ROOF COATING - JUSTICE CENTER	\$0	\$0	\$0	\$167,200	\$0	\$0	\$0
CARPET & VCT TILE REPLACEMENT - JUSTICE CENTER	\$0	\$0	\$0	\$0	\$88,052	\$0	\$0
TOTAL EXPENDITURES	\$1,945,405	\$1,945,405	\$1,987,036	\$1,791,778	\$1,951,672	\$1,688,641	\$1,784,137
EXCESS REVENUES OVER EXPENDITURES ^^	\$200,738	\$200,738	\$203,640	\$76,862	\$72,581	\$171,937	\$113,492
ENDING FUND BALANCE	\$1,194,329	\$1,325,041	\$1,091,731	\$1,088,593	\$961,174	\$1,133,111	\$1,246,603

^^ MUST HAVE A 1.4 TIMES COVERAGE RATIO (\$200,738) FOR DEBT SERVICE PAYMENT IN FY 2018

^^ MUST HAVE A 1.4 TIMES COVERAGE RATIO (\$203,640) FOR DEBT SERVICE PAYMENT IN FY 2019

RESOLUTION R-18-147

A RESOLUTION ADOPTING THE ECONOMIC DEVELOPMENT CAPITAL IMPROVEMENT PROGRAM (EDCIP) FOR FISCAL YEARS 2019-2023

WHEREAS, the bylaws of the Colleyville Economic Development Corporation require that an Economic Development Capital Improvement Program (EDCIP) be developed, setting forth long and short-term goals that address the needs of the City within the financial constraints of revenues available to the Corporation; and

WHEREAS, the EDCIP shall identify projects to be undertaken by the Corporation and the expected cost of the implementation.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE COLLEYVILLE ECONOMIC DEVELOPMENT CORPORATION:

- Sec. 1. THAT the Economic Development Capital Improvement Program of the Colleyville Economic Development Corporation (Exhibit A) is hereby adopted.
- Sec. 2. THAT once approved, the EDCIP will be forwarded to the City Council for their subsequent approval.
- Sec. 3. THAT this Resolution shall become effective on the date of passage.

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF _ AYES, _ NAYS, AND _ ABSTENTIONS ON THIS 28TH DAY OF AUGUST 2018.

President, George Dodson _____	Vice President, Richard Newton _____
Director, Tammy Nakamura _____	Director, Bobby Lindamood _____
Director, Ralph Hunkins _____	Director, John Terhoeve _____
Director, Mark Slosson _____	

ATTEST:

COLLEYVILLE ECONOMIC DEVELOPMENT CORPORATION

Christine Loven, TRMC
Secretary

George Dodson
President

**COLLEYVILLE ECONOMIC DEVELOPMENT CORPORATION
ECONOMIC DEVELOPMENT CAPITAL IMPROVEMENT PROGRAM FY 2019 - FY 2023**

Exhibit A

FISCAL YEAR	Budget 2018	YE Proj. 2018	Proposed 2019	Projection 2020	Projection 2021	Projection 2022	Projection 2023
BEGINNING FUND BALANCE	\$4,105,189	\$4,221,531	\$3,752,384	\$2,923,192	\$2,499,818	\$2,116,216	\$1,727,952
REVENUES:							
PROJECTED 1/2 CENT SALES TAX REVENUE	\$1,850,000	\$1,870,000	\$1,907,400	\$1,926,474	\$1,945,739	\$1,965,196	\$1,984,848
INTEREST INCOME	\$9,090	\$9,181	\$9,273	\$9,365	\$9,459	\$9,554	\$9,649
TOTAL REVENUE	\$1,859,090	\$1,879,181	\$1,916,673	\$1,935,839	\$1,955,198	\$1,974,750	\$1,994,497
EXPENDITURES:							
ADMINISTRATIVE:	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
DEBT SERVICE	\$594,704	\$594,704	\$602,176	\$604,144	\$600,752	\$606,928	\$602,672
PARKS:							
WATER / WASTEWATER- MC PHERSON PARK	\$5,150	\$5,305	\$5,464	\$5,628	\$5,796	\$5,970	\$6,149
TECHNOLOGY - HARDWARE REPLACEMENT	\$0	\$0	\$6,800	\$0	\$0	\$0	\$0
LIBRARY:							
PERSONNEL	\$288,713	\$288,713	\$380,592	\$392,010	\$403,770	\$415,883	\$428,360
OPERATIONS	\$6,456	\$6,456	\$6,586	\$6,717	\$6,852	\$6,989	\$7,128
TECHNOLOGY - SOFTWARE & MAINTENANCE CONTRACTS	\$19,306	\$19,306	\$19,692	\$20,085	\$20,487	\$20,897	\$21,315
TECHNOLOGY - HARDWARE REPLACEMENT	\$11,800	\$11,800	\$5,450	\$27,600	\$0	\$0	\$0
SENIOR CENTER:							
PERSONNEL	\$78,230	\$78,230	\$88,895	\$91,562	\$94,309	\$97,138	\$100,052
OPERATIONS	\$500	\$500	\$500	\$500	\$500	\$500	\$500
TECHNOLOGY - HARDWARE REPLACEMENT	\$8,000	\$8,000	\$1,550	\$3,100	\$0	\$0	\$0
COLLEYVILLE CENTER:							
OPERATIONS	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
TECHNOLOGY- SOFTWARE & MAINTENANCE CONTRACTS	\$6,960	\$6,960	\$7,099	\$7,241	\$7,386	\$7,534	\$7,684
TECHNOLOGY - HARDWARE REPLACEMENT	\$8,800	\$8,800	\$1,200	\$3,850	\$0	\$0	\$0
PROMOTIONAL:							
SPECIAL EVENTS	\$92,000	\$92,000	\$112,000	\$112,000	\$112,000	\$112,000	\$112,000
ECONOMIC DEVELOPMENT PROMOTIONAL	\$39,000	\$39,000	\$25,000	\$25,500	\$26,010	\$26,530	\$27,061
PERSONNEL - COMMUNICATIONS	\$53,035	\$53,035	\$53,666	\$55,276	\$56,934	\$58,642	\$60,402
TOTAL OPERATING EXPENDITURES	\$1,216,654	\$1,216,808	\$1,320,669	\$1,359,213	\$1,338,800	\$1,363,015	\$1,377,327
EXCESS REVENUES OVER EXPENDITURES	\$642,436	\$662,373	\$596,003	\$576,626	\$616,398	\$611,735	\$617,171
CAPITAL:							
COLLEYVILLE CENTER -							
FACILITY UPDATES AND REPLACEMENTS	\$0	\$33,000	\$64,679	\$0	\$0	\$0	\$0
REPLACEMENT OF PALLADIUM WINDOWS & PATIO	\$0	\$0	\$280,000	\$0	\$0	\$0	\$0
PLEASANT RUN TRAIL CONSTRUCTION & PARK IMPROVEMENTS	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0
PARKS MASTER PLAN UPDATE	\$45,000	\$45,000	\$0	\$0	\$0	\$0	\$0
LD LOCKETT PARK DRAINAGE IMPROVEMENTS	\$130,000	\$55,000	\$0	\$0	\$0	\$0	\$0
KIMZEY PARK POND DREDGING	\$170,000	\$388,520	\$0	\$0	\$0	\$0	\$0
WEBB HOUSE REPAIRS	\$100,000	\$10,000	\$265,000	\$0	\$0	\$0	\$0
LIBRARY RENOVATIONS	\$459,470	\$300,000	\$315,516	\$0	\$0	\$0	\$0
FUTURE PROJECTS / IMPLEMENTATION OF PARKS MASTER PLAN	\$300,000	\$0	\$500,000	\$1,000,000	\$1,000,000	\$1,000,000	\$800,000
TOTAL CAPITAL EXPENDITURES	\$1,504,470	\$1,131,520	\$1,425,195	\$1,000,000	\$1,000,000	\$1,000,000	\$800,000
TOTAL EXPENDITURES (OPERATING & CAPITAL)	\$2,721,124	\$2,348,328	\$2,745,864	\$2,359,213	\$2,338,800	\$2,363,015	\$2,177,327
USE OF FUND BALANCE ON CAPITAL PROJECTS/(ADDITIONS TO FUND BALANCE)	\$862,034	\$469,147	\$829,192	\$423,374	\$383,602	\$388,265	\$182,829
ENDING FUND BALANCE	\$3,243,155	\$3,752,384	\$2,923,192	\$2,499,818	\$2,116,216	\$1,727,952	\$1,545,122
RESERVE FOR .4 TIMES BOND COVERAGE RATIO	\$237,882	\$237,882	\$240,870.40	\$241,658	\$240,301	\$242,771	\$241,069
AVAILABLE ENDING FUND BALANCE	\$3,005,274	\$3,514,502	\$2,682,322	\$2,258,160	\$1,875,916	\$1,485,180	\$1,304,054

Capital Improvement Program



CAPITAL IMPROVEMENT PROGRAM

In keeping with the City's focus to sustain and plan for Colleyville's long-term needs, the fiscal year 2019 budget includes the City's 5-Year comprehensive Capital Improvement Plan (CIP). This plan identifies planned projects for the next five years, based on funding availability, and a schedule for completion. Capital projects are defined as those projects requiring an investment of \$50,000 or more and that have a useful life of at least five years. Colleyville's CIP includes projects in several categories, as shown in the chart below. The CIP provides an opportunity to consider all of the city's capital needs in the coming years and determine the priority of each, as well as whether available funding resources are sufficient to support those expenditures.

FY 2019 Project Category	FY 2019 Project Cost
Streets	\$13,212,509
Utility	\$1,373,000
Other	\$3,333,738
TOTAL	\$17,919,247

The City Council approved resolution R-18-4305 adopting the comprehensive five-year capital improvement program for FY 2019-2023, which will require Council approval for any changes. Having the entire five year CIP approved by resolution serves to communicate the City's long-term plans and provides a basis on which staff can plan for anticipated projects.

The capital projects fund itself has no dedicated revenue source; any income received is from transfers from other funds, to set aside funding for capital projects that are often multi-year in nature and not appropriate for an annual operating budget. It is also the holding place for street impact fees, perimeter street fees, and other escrows until they are used for eligible purposes. Similarly, the Utility Capital Projects Fund (created in FY 2017) receives funding from transfers from surpluses from the Utility (operating) Fund and revenue from the CIP base rate on utility bills, for use on utility capital projects. It is also the holding place for water and wastewater impact fees, until they are used for eligible utility capital projects. The 5-Year CIP utilizes a variety of funding sources including the City's major operating funds, capital projects funds, special revenue funds, and other entities such as the County.

The pages that follow provide a summary of the FY 2019 CIP projects and associated funding sources, as well as a description and map indicating the location.

Impact on Operating Budget:

Project descriptions also include information relating to any anticipated operating costs associated with the capital project, however, most capital projects do not require any new operating costs as they are primarily improvement to or replacement of already existing infrastructure.

Project Year	Title	Total Project Cost	Capital Projects Fund	CEDC Fund	County Funding	Crime Control District	Drainage Fund	FHA/TxDOT	Area II Impact Fees (West of 26)	TIF	Utility Capital Fund	Wastewater Impact Fees	Water Impact Fees	
2018	Library Renovations	\$300,000.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Kimzey Park Pond Dredging	\$388,520.00	\$0.00	\$388,520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Webb House Repairs	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	WW Project 3 (Manning)	\$412,242.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$412,242.00	\$0.00	\$0.00	
	Street Maintenance Program - Stafford, Manning, etc.	\$335,000.00	\$335,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Glade Rd (Phase 2 Manning to Pool) ROW Acquisition	\$110,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,000.00	\$0.00	\$0.00	\$0.00	
	Glade Rd (Phase 2-SH26 to Pool) Design	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	
	L. D. Lockett Rehabilitation (Precinct Line Road to Pleasant Run) - resurfacing	\$430,000.00	\$430,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	John McCain Rehabilitation (Pleasant Run to Maranatha Court) - resurfacing	\$508,147.02	\$508,147.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	McDonwell School Road and Westcoat Drive Roundabout - DESIGN	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	
	Sum Of Total Project Cost:	\$2,543,909.02	\$1,273,147.02	\$698,520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$120,000.00	\$412,242.00	\$0.00	\$0.00
	Estimated 9/30/18 Available Balances			\$7,957,458.98	\$0.00	\$0.00	\$0.00	\$0.00	\$2,011,832.00	\$21,460,372.00	\$5,083,588.00	\$928,492.00	\$3,114,746.00	
	(+) Year-end surplus contributions			\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00	\$0.00	\$0.00	
	(+) FY19 Budgeted Contribution			\$1,500,000.00	\$860,516.00	\$0.00	\$500,000.00	\$0.00	\$5,400,000.00	\$200,000.00	\$60,000.00	\$192,000.00		
Estimated 10/1/18 Available Balances			\$9,957,458.98	\$860,516.00	N/A	\$0.00	\$500,000.00	N/A	\$2,011,832.00	\$26,860,372.00	\$5,783,588.00	\$988,492.00	\$3,306,746.00	
2019	Bransford Rehabilitation (Glade to Westcoat)	\$416,000.00	\$249,600.00	\$0.00	\$166,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Bransford Water Tank Rehabilitation - Design	\$80,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80,000.00	\$0.00	\$0.00	
	Central Fire Station Repairs	\$147,322.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$147,322.00	\$0.00	\$0.00	\$0.00	
	Cheek-Sparger Road (San Bar to Brown Trail) - Design	\$320,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$320,000.00	\$0.00	\$0.00	\$0.00	
	Cheek-Sparger Road (San Bar to Brown Trail) - Construction	\$2,085,395.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,660,395.00	\$0.00	\$425,000.00	\$0.00	\$0.00	\$0.00	
	Cheek-Sparger Road Rehabilitation (Bedford to Heritage)	\$324,000.00	\$194,400.00	\$0.00	\$129,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	City Hall - Backup Generator	\$181,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$181,000.00	\$0.00	\$0.00	\$0.00	
	City Hall/Library - HVAC Replacement	\$327,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$327,600.00	\$0.00	\$0.00	\$0.00	
	Fire Station 2 Repairs	\$67,300.00	\$67,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Frontier Court Rehabilitation	\$600,000.00	\$600,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Glade Rd (Phase 2-SH26 to Pool) Design (Multi-year project)	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	\$0.00	\$0.00	\$0.00	
	Glade Rd (Phase 2 Manning to Pool) ROW Acquisition (Multi-year project)	\$170,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$170,000.00	\$0.00	\$0.00	\$0.00	
	Install Backup Generator for Emergency Power at L.D. Lockett Pump Station	\$140,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$140,000.00	\$0.00	\$0.00	
	L.D. Lockett Road Right Turn Ln - Design	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Library Renovations	\$315,516.00	\$0.00	\$315,516.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	McDonwell School Road Rehabilitation	\$247,500.00	\$148,500.00	\$0.00	\$99,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	McDonwell School Road Right Turn Ln - Design	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	McDonwell School Road and Westcoat Drive Roundabout - DESIGN (Multi-year project)	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
	McDonwell School Road Westcoat Drive Roundabout - ROW Acquisition	\$250,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$0.00	
	Plaza at City Hall	\$1,750,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,750,000.00	\$0.00	\$0.00	\$0.00	
	Pleasant Run Waterline (John McCain North to Bear Creek) - Design	\$105,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105,000.00	\$0.00	\$0.00	
	Replacement of Palladium Windows & Patio	\$280,000.00	\$0.00	\$280,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Roberts Road (Glade to Grapevine City Limits) - DESIGN	\$354,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$354,000.00	\$0.00	\$0.00	\$0.00	
	Roberts Road (Glade to Grapevine City Limits) - ROW Acquisition	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00	\$0.00	\$0.00	\$0.00	
	SH-26 Lighting	\$3,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000,000.00	\$0.00	\$0.00	\$0.00	
	SH26 Medians & ROW	\$4,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000,000.00	\$0.00	\$0.00	\$0.00	
	Stormwater Master Plan	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Street Maintenance Program	\$685,614.00	\$617,214.00	\$0.00	\$68,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Water Project 7: Demolish Overland Trail Pump Station	\$130,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$130,000.00	\$0.00	\$0.00	
	Water Project 8: Install Pressure Relief and Flow Control Valves	\$348,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$348,000.00	\$0.00	\$0.00	
Water Project 10: Apple Valley Subdivision/Rustic Oaks Subdivisions/ Bills Lane Water Lines - DE	\$70,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,000.00	\$0.00	\$0.00		
Webb House Repairs	\$265,000.00	\$0.00	\$265,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Sum Of Total Project Cost:	\$17,919,247.00	\$1,927,014.00	\$860,516.00	\$463,400.00	\$0.00	\$500,000.00	\$1,660,395.00	\$60,000.00	\$11,574,922.00	\$873,000.00	\$0.00	\$0.00		
Estimated 9/30/19 Available Balances			\$8,030,444.98	\$0.00	\$0.00	\$0.00	\$0.00	\$1,951,832.00	\$15,285,450.00	\$4,910,588.00	\$988,492.00	\$3,306,746.00		
(+) Year-end surplus contributions			\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00	\$0.00	\$0.00		
(+) FY20 Budgeted Contribution			\$1,500,000.00	\$0.00	\$167,200.00	\$425,000.00	\$0.00	\$5,400,000.00	\$250,000.00	\$60,000.00	\$192,000.00			
Estimated 10/1/19 Available Balances			\$10,030,444.98	\$0.00	N/A	\$167,200.00	\$425,000.00	N/A	\$1,951,832.00	\$20,685,450.00	\$5,660,588.00	\$1,048,492.00	\$3,498,746.00	

Project Year	Title	Total Project Cost	Capital Projects Fund	CEDC Fund	County Funding	Crime Control District	Drainage Fund	FHA/TxDOT	Area II Impact Fees (West of 26)	TIF	Utility Capital Fund	Wastewater Impact Fees	Water Impact Fees
2023													
	City Hall - Boiler Replacement	\$99,600.00	\$99,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	County Project (TBD) - Construction	\$800,000.00	\$400,000.00	\$0.00	\$400,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Street Maintenance Program	\$500,000.00	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Water Project 3: New Elevated Water Storage Tank and Associated Distribution Lines - Construc	\$4,500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500,000.00	\$0.00	\$0.00	\$0.00
	Woodbriar, Quail Crest Estates Rehabilitation (Companion Project to Water Projects #6 and 12/i	\$2,768,000.00	\$2,768,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	WW Project 5: Quails Path and Chestnut Bend Sewer Line Replacement and Road Rehabilitator	\$829,000.00	\$110,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$719,000.00	\$0.00	\$0.00
	Sum Of Total Project Cost:	\$9,496,600.00	\$3,877,600.00	\$0.00	\$400,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500,000.00	\$719,000.00	\$0.00	\$0.00
	Estimated 9/30/23 Available Balances		\$6,427,844.98	\$0.00		\$0.00	\$0.00		\$551,832.00	\$24,102,432.00	\$582,868.00	\$1,228,492.00	\$1,629,746.00
	(+) Year-end surplus contributions		\$500,000.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	\$500,000.00	\$0.00	\$0.00
	(+) FY24 Budgeted Contribution		\$1,500,000.00	\$0.00		\$0.00	\$0.00		\$0.00	\$5,400,000.00	\$700,000.00	\$60,000.00	\$192,000.00
	Estimated 10/1/23 Available Balances		\$8,427,844.98	\$0.00	N/A	\$0.00	\$0.00	N/A	\$551,832.00	\$29,502,432.00	\$1,782,868.00	\$1,288,492.00	\$1,821,746.00



Bransford Rehabilitation (Glade to LD Lockett) County

Funding Year
2019

Program Description

This project will rehabilitate Bransford Road from Glade to LD Lockett.

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$416,000	\$0.00	TBD	TBD

Funding

Capital Projects Fund	\$249,600	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$0
County Funding	\$166,400	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$416,000
		<i>Non Funded</i>	

Business Plan Connection

A proactive preventive street maintenance program is established to maximize the life of the street infrastructure; A regular program to evaluate the street network has been implemented which helps in identifying when and where to use available funding for maintenance and reconstruction; The City partners with Tarrant County each year to rehabilitate roadways in Colleyville; this partnership saves the City more than \$200,000 per year as the County provides all labor and equipment and the City pays only for the



Strategy Map Connection

3.1 Upgrade the condition of major roads and neighborhood streets; 5.4 Actively seek public/private partnerships



Bransford Water Tank Rehabilitation - Design

Funding Year

2019

Program Description

This project is the development of engineered construction plans for the complete rehabilitation of the Bransford 1.0 MG elevated storage tank. This tank was included in the Water Facilities Evaluation performed with the 2014 Water/Wastewater Master Plan which described the tank to be in good to fair condition. However a more recent May 2016 inspection of the facility noted thinning and deterioration of the protective coating and structural interior. The design will identify protective coating removal and reapplication needs, quantities, an estimated construction cost, and product specifications. This project is recommended to extend the useful life of the facility.

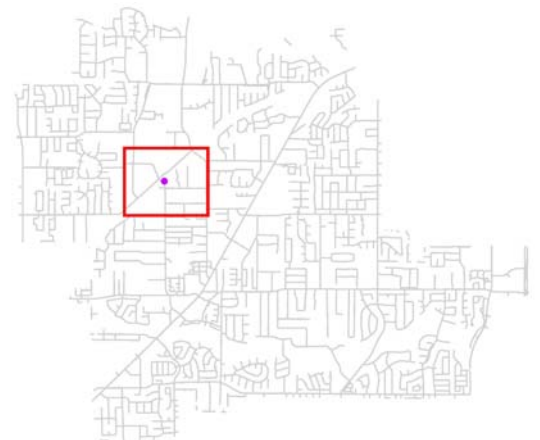
Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$80,000	\$0.00	TBD	TBD

Funding

Capital Projects Fund	\$0	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$0
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$80,000
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$80,000
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

The Water and Wastewater Master Plan was updated in FY 2014 and identifies needed capital projects through the year 2034; continue execution of the 27 capital projects identified in the 2014 Water and Wastewater Master Plan.



Strategy Map Connection

3.2 - Ensure regular replacement of water and wastewater facilities



Central Fire Station Repairs

Funding Year
2019

Program Description

Fire Station 1 has roofing exterior wall deficiencies; some deficiencies need to be addressed with high priority due to water entering building. This maintenance is recommended to occur in FY2018.

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$147,322	\$0.00	TBD	TBD

Funding

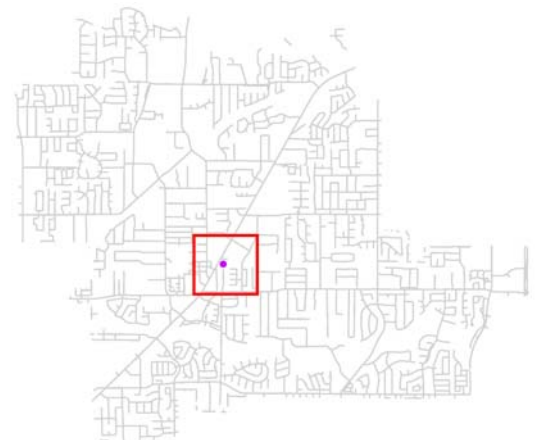
Capital Projects Fund	\$0	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$147,322
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$147,322
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

Make improvements to aging facilities.

Strategy Map Connection

3.4 - Thoroughly plan for future capital investments and associated costs





Cheek-Sparger Road (Bedford to Heritage)

Funding Year
2019

Program Description

Mill and Overlay from Bedford Road to Windview Drive and Buckingham Place to Heritage

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$324,000	\$0.00		

Funding

Capital Projects Fund	\$194,400	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$0
County Funding	\$129,600	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$324,000
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

A proactive preventive street maintenance program is established to maximize the life of the street infrastructure; A regular program to evaluate the street network has been implemented which helps in identifying when and where to use available funding for maintenance and reconstruction.

Strategy Map Connection

3.1 Upgrade the condition of major roads and neighborhood streets





Cheek-Sparger Road (San Bar to Brown Trail) - Construction

Funding Year
2019

Program Description

This project will provide for the reconstruction of Cheek-Sparger Road from San Bar to Brown Trail. The project includes a concrete roadway, sidewalks, curb and gutter, and drainage improvements. This project will be funded from a TxDOT Highway Safety Improvement Program (HSIP) Grant.

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$2,085,395	\$0.00	TBD	TBD

Funding

Capital Projects Fund	\$0	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$425,000
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$1,660,395	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$2,085,395
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

A proactive preventive street maintenance program is established to maximize the life of the street infrastructure; A regular program to evaluate the street network has been implemented which helps in identifying when and where to use available funding for maintenance and reconstruction.

Strategy Map Connection

3.1 Upgrade the condition of major roads and neighborhood streets





Cheek-Sparger Road (San Bar to Brown Trail) - Design

Funding Year
2019

Program Description

This project will provide for the design of Cheek-Sparger Road from San Bar to Brown Trail.

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$320,000	\$0.00	TBD	TBD

Funding

Capital Projects Fund	\$0	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$320,000
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$320,000
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

A proactive preventive street maintenance program is established to maximize the life of the street infrastructure; A regular program to evaluate the street network has been implemented which helps in identifying when and where to use available funding for maintenance and reconstruction.

Strategy Map Connection

3.1 Upgrade the condition of major roads and neighborhood streets





City Hall - Backup Generator

Funding Year

2019

Program Description

This will provide a back up generator for City Hall in the event of power outage.

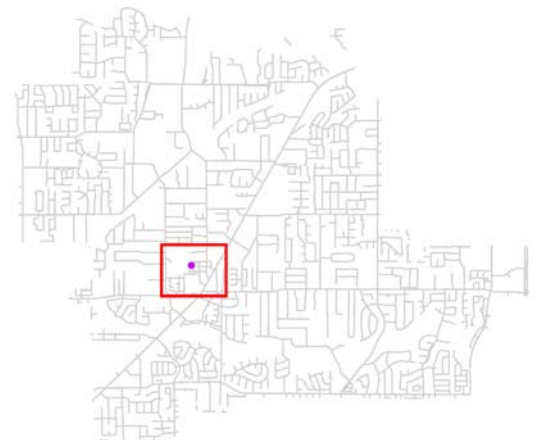
Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$181,000	\$0.00		

Funding

Capital Projects Fund	\$0	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$181,000
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$181,000
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

Strategy Map Connection





City Hall/Library - HVAC Replacement

Funding Year
2019

Program Description

This project will replace the air-conditioning units at the City Hall/Library. These units were installed in 2002 and the typical life cycle for these units is 15 years. This project is recommended for 2019 based on life-cycle planning.

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$327,600	\$0.00	TBD	TBD

Funding

Capital Projects Fund	\$0	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$327,600
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$327,600
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

A ten-year building component replacement program has been developed. Make improvements to aging facilities. Identify funding for the building component replacement needs. Make improvements to aging facilities.

Strategy Map Connection

3.4 Thoroughly plan for future capital investments and associated costs





Fire Station 2 Repairs

Funding Year

2019

Program Description

Fire Station 2 has exterior deficiencies; the cracks in the wall are allowing water into the building. Request also includes roof repairs. These repairs are recommended to occur in FY 2018.

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$67,300	\$0.00	TBD	TBD

Funding

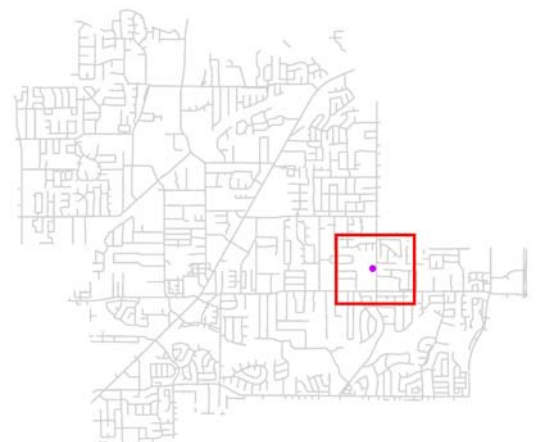
Capital Projects Fund	\$67,300	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$0
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$67,300
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

Make improvements to aging facilities.

Strategy Map Connection

3.4 Thoroughly plan for future capital investments and associated costs





Frontier Court Rehabilitation

Funding Year
2019

Program Description

Installation of a French drain system to collect groundwater seepage along the south side of Frontier Court from the cul-de-sac at the east to the end of the road at the west. Project includes street rehabilitation.

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$600,000	\$0.00		

Funding

Capital Projects Fund	\$600,000	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$0
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$600,000
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

Manage and maintain the stormwater infrastructure to protect properties from flooding.



Strategy Map Connection

3.3 - Mitigate stormwater runoff and flooding risks



Glade Rd (Phase 2 Manning to Pool) ROW Acquisition

Funding Year
2019

Program Description

This project is for the reconstruction of Glade Road from Manning to Pool Road and the necessary acquisition of right-of way for the construction of roadway.

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$170,000	\$0.00		
Funding			
Capital Projects Fund	\$0	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$170,000
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$170,000
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

A proactive preventive street maintenance program is established to maximize the life of the street infrastructure; A regular program to evaluate the street network has been implemented which helps in identifying when and where to use available funding for maintenance and reconstruction.

Strategy Map Connection

F2 - Invest to provide and maintain high quality public assets; C4 - Provide mobility enhancements that complement neighborhoods





Glade Rd (Phase 2-SH26 to Pool) Design

Funding Year
2019

Program Description

This project is for the design of Glade Road from SH 26 to Pool Road.

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$150,000	\$0.00		
Funding			
Capital Projects Fund	\$0	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$150,000
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$150,000
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

A proactive preventive street maintenance program is established to maximize the life of the street infrastructure; A regular program to evaluate the street network has been implemented which helps in identifying when and where to use available funding for maintenance and reconstruction.

Strategy Map Connection

F2 - Invest to provide and maintain high quality public assets; C4 - Provide mobility enhancements that complement neighborhoods



Install Backup Generator for Emergency Power at L.D. Lockett Pump Station

Funding Year
2019

Program Description

This project will provide a backup generator at the LD Lockett pump station.

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$140,000	\$0.00		
Funding			
Capital Projects Fund	\$0	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$0
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$140,000
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$140,000
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

Strategy Map Connection





L.D. Lockett Road Right Turn Ln - Design

Funding Year
2019

Program Description

This project is for the design of a right turn lane on L.D. Lockett Road at Precinct Line Road

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$25,000	\$0.00	TBD	TBD

Funding

Capital Projects Fund	\$25,000	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$0
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$25,000
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

A proactive preventive street maintenance program is established to maximize the life of the street infrastructure; A regular program to evaluate the street network has been implemented which helps in identifying when and where to use available funding for maintenance and reconstruction.



Strategy Map Connection

3.1 Upgrade the condition of major roads and neighborhood streets



Library Renovations

Funding Year

2019

Program Description

The project includes modifications to the layout, furniture, and technology located on the first and second floor of the Colleyville Public Library. These modifications to the current library layout are based upon recommendations of the Long-Range Plan 2016-2021, which include: Reallocate collection development to meet patron use patterns; Revise access to children’s programs; Improve access to popular materials; Engage the aging population; Revise public access to technology; Update and increase the number of reader seats; and Transition to a single service point on the first floor.

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$315,516	\$0.00	TBD	TBD

Funding

Capital Projects Fund	\$0	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$315,516	TIF	\$0
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$315,516
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

Provide reading, viewing, and listening materials; Provide early literacy programs and services to create young readers; Provide resources for lifelong learning

Strategy Map Connection

2.1 - Provide responsive, efficient city services; 2.3 - Effectively leverage information technology; 2.4 - Demonstrate stewardship of public resources; 5.2 - Support a variety of community events, concerts, and celebrations; 5.3 - Provide attractive facilities





McDonwell School Road and Westcoat Drive Roundabout - DESIGN

Funding Year
2019

Program Description

This project is for the design of a roundabout at McDonwell School Road and Westcoat Drive, per the Comprehensive Plan.

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$60,000	\$0.00		
Funding			
Capital Projects Fund	\$0	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$0
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$60,000	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$60,000
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

A proactive preventive street maintenance program is established to maximize the life of the street infrastructure; A regular program to evaluate the street network has been implemented which helps in identifying when and where to use available funding for maintenance and reconstruction.

Strategy Map Connection

F2 - Invest to provide and maintain high quality public assets; C4 - Provide mobility enhancements that complement neighborhoods



McDonwell School Road Rehabilitation

Funding Year
2019

Program Description

Mill and Overlay from Precinct Line Rd to Westcoat Dr

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$247,500	\$0.00		

Funding

Capital Projects Fund	\$148,500	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$0
County Funding	\$99,000	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$247,500
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

A proactive preventive street maintenance program is established to maximize the life of the street infrastructure; A regular program to evaluate the street network has been implemented which helps in identifying when and where to use available funding for maintenance and reconstruction.



Strategy Map Connection

3.1 Upgrade the condition of major roads and neighborhood streets



McDonwell School Road Right Turn Ln - Design

Funding Year
2019

Program Description

This project is for the design of a right turn lane on McDonwell School Road at Precinct Line Road

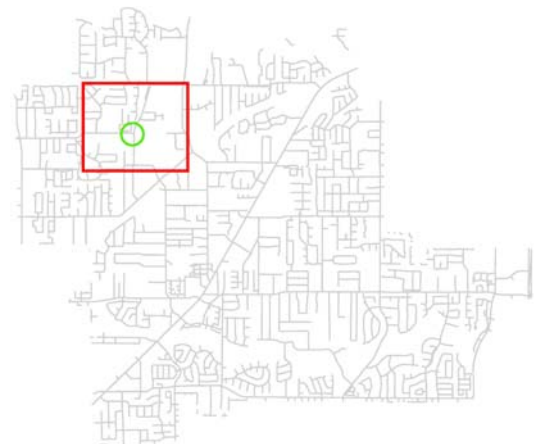
Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$25,000	\$0.00	TBD	TBD

Funding

Capital Projects Fund	\$25,000	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$0
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$25,000
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

A proactive preventive street maintenance program is established to maximize the life of the street infrastructure; A regular program to evaluate the street network has been implemented which helps in identifying when and where to use available funding for maintenance and reconstruction.



Strategy Map Connection

3.1 Upgrade the condition of major roads and neighborhood streets



McDonwell School Road Westcoat Drive Roundabout - ROW Acquisition

Funding Year
2019

Program Description

This project is for the construction of a roundabout at McDonwell School Road and Westcoat Drive, per the Comprehensive Plan.

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$250,000	\$0.00	TBD	TBD

Funding

Capital Projects Fund	\$0	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$250,000
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$250,000
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

A regular program to evaluate the street network has been implemented which helps in identifying when and where to use available funding for maintenance and reconstruction.



Strategy Map Connection

3.1 Upgrade the condition of major roads and neighborhood streets



Plaza at City Hall

Funding Year
2019

Program Description

This request would include the design and construction of the Plaza at City Hall.

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$1,750,000	\$0.00	TBD	TBD

Funding

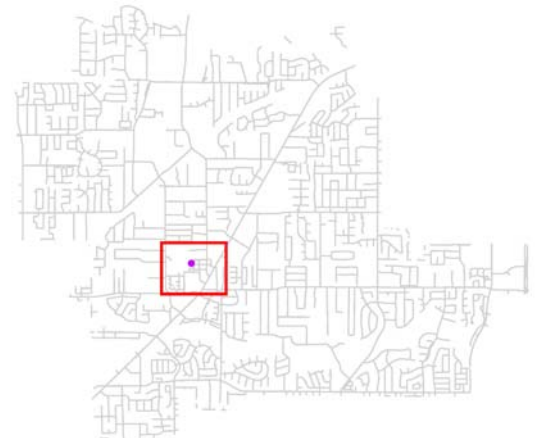
Capital Projects Fund	\$0	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$1,750,000
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$1,750,000
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

Facilitate and support the reconstruction of SH26.

Strategy Map Connection

3.4 Thoroughly plan for future capital investments and associated costs





Pleasant Run Waterline (John McCain North to Bear Creek) - Design

Funding Year
2019

Program Description

The project includes installation ~3,700 linear feet of 10" PVC lines along Pleasant Run.

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$105,000	\$0.00	TBD	TBD

Funding

Capital Projects Fund	\$0	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$0
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$105,000
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$105,000
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

The Water and Wastewater Master Plan was updated in FY 2014 and identifies needed capital projects through the year 2034; continue execution of the 27 capital projects identified in the 2014 Water and Wastewater Master Plan.



Strategy Map Connection

3.2 Ensure regular repair and replacement of water and wastewater facilities



Replacement of Palladium Windows

Funding Year
2019

Program Description

The Colleyville Center is 18 years old and aging. In order for the facility to remain relevant in a venue market where competition increases annually, the building will need to be updated and when required, have structural work done. The four twenty-foot palladium windows are the hallmark and branding icons for both the Grand Hall and Center marketing efforts. The windows have been warping around the frames, with the double-paned windows fogging the last three years. In addition, rocks have penetrated some of the higher window panes, necessitating the replacement of 1/4 of the windows due to the customized window construction and design of the arches. The intent of this CIP request is to plan for the replacement of all four windows in 2018 or 2019 based upon the ongoing wear and tear of the four windows.

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$280,000	\$0.00	TBD	TBD

Funding

Capital Projects Fund	\$0	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$280,000	TIF	\$0
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$280,000
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

Opportunity Addressed- 1. Invest to maintain high quality public asset. 2. Provide attractive and unique spaces for citizens and community interaction. 3. Forecast needs and plan for the future, balancing priorities with resources. Business risks identified- 1. Physical evolution of our built environment. It must evolve to meet current and future demand. 2. Expectation of citizens that building remain relevant venue for rental and not be run down and showing age.



Strategy Map Connection

5.2 Support a variety of community events, concerts and celebrations; 5.3 Provide attractive facilities for leisure and recreation



Roberts Road (Glade to Grapevine City Limits) - DESIGN

Funding Year
2019

Program Description

This project provides for the design to reconstruct Roberts Road from Glade Road to the Grapevine city limits. This project will build the minor collector road in accordance with the Master Thoroughfare Plan to include curbs, gutters, sidewalks and drainage improvements.

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$354,000	\$0.00		

Funding

Capital Projects Fund	\$0	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$354,000
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$354,000
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

A proactive preventive street maintenance program is established to maximize the life of the street infrastructure; A regular program to evaluate the street network has been implemented which helps in identifying when and where to use available funding for maintenance and reconstruction.



Strategy Map Connection

F2 - Invest to provide and maintain high quality public assets



Roberts Road (Glade to Grapevine City Limits) - ROW Acquisition

Funding Year
2019

Program Description

This project provides for the ROW acquisition for 15 parcels to reconstruct Roberts Road from Glade Road to the Grapevine city limits. This project will build the minor collector road in accordance with the Master Thoroughfare Plan to include curbs, gutters, sidewalks and drainage improvements.

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$500,000	\$0.00		

Funding

Capital Projects Fund	\$0	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$500,000
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$500,000
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

A proactive preventive street maintenance program is established to maximize the life of the street infrastructure; A regular program to evaluate the street network has been implemented which helps in identifying when and where to use available funding for maintenance and reconstruction.



Strategy Map Connection

F2 - Invest to provide and maintain high quality public assets



SH 26 Medians and ROW

Funding Year
2019

Program Description

This request would include the landscape design and improvements of the medians and ROW along the corridor.

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$4,000,000	\$0.00	TBD	TBD

Funding

Capital Projects Fund	\$0	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$4,000,000
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$4,000,000
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

Facilitate and support the reconstruction of SH26.

Strategy Map Connection

3.4 Thoroughly plan for future capital investments and associated costs





SH-26 Lighting

Funding Year
2019

Program Description

This request would include the following enhancements for the SH-26 project: backlit street signs, pedestrian lighting and street lighting in the parkway. This project will occur after the construction of SH-26.

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$3,000,000	\$0.00	TBD	TBD

Funding

Capital Projects Fund	\$0	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$3,000,000
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$3,000,000
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

Facilitate and support the reconstruction of SH26.

Strategy Map Connection

3.4 Thoroughly plan for future capital investments and associated costs





Stormwater Master Plan

Funding Year

2019

Program Description

The purpose of the Stormwater Master Plan is to provide a comprehensive evaluation of the city’s existing drainage and creek system. The goal of the study is to develop a prioritization list with associated capital costs to help program future stormwater needs and projects. The study will not include the development of construction plans for any particular project.

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$500,000	\$0.00		

Funding

Capital Projects Fund	\$0	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$0
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$500,000	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$500,000
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

Manage the stormwater system to protect properties from flooding, ensure that stormwater entering our creeks and water ways is free of pollutants, and reduce health risks through our Mosquito Management Program.

Strategy Map Connection

3.3 - Mitigate stormwater runoff and flooding risks



Street Maintenance Program

Funding Year

2019

Program Description

The Local Street Maintenance Program consists of multiple techniques including mill and overlay, asphalt overlay, micro-resurfacing, base repairs (patching), and crack sealing of public streets in order to preserve and extend the life of the pavement.

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$685,614	\$0.00	TBD	TBD

Funding

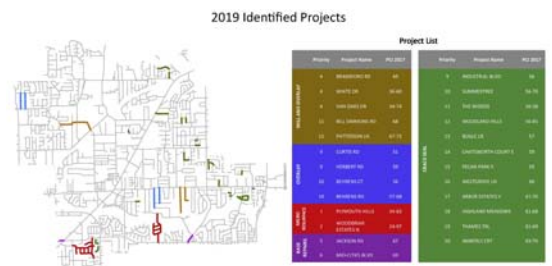
Capital Projects Fund	\$617,214	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$0
County Funding	\$68,400	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$685,614
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

A proactive preventive street maintenance program is established to maximize the life of the street infrastructure; A regular program to evaluate the street network has been implemented which helps in identifying when and where to use available funding for maintenance and reconstruction.

Strategy Map Connection

3.1 Upgrade the condition of major roads and neighborhood streets





**Water Project 10: Apple Valley Subdivision/Rustic Oaks
Subdivisions/ Bills Lane Water Lines - DESIGN**

Funding Year
2019

Program Description

The project includes the addition of an 8” PVC line to connect Apple Valley Drive to Bills Lane, and replacement of a 2-inch pipeline along Black Drive with an 8-inch pipe. This project addresses looping issues of the pipeline in that area and bottleneck concerns of the existing 2-inch pipe. Individual dead-end pipelines exist on Apple Valley Drive and Bills Lane, and existing 2-inch bottleneck on Black Drive. These connector pipes will address those dead ends, provide increased fire flow to the residences in that area, and remove a known bottleneck.

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$70,000	\$0.00		

Funding

Capital Projects Fund	\$0	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$0
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$70,000
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$70,000
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

The Water and Wastewater Master Plan was updated in FY 2014 and identifies needed capital projects through the year 2034; continue execution of the 27 capital projects identified in the 2014 Water and Wastewater Master Plan.



Strategy Map Connection

F2 - Invest to provide and maintain high quality public assets



Water Project 7: Demolish Overland Trail Pump Station

Funding Year
2019

Program Description

The project includes the demolition of the Overland Trail Pump Station.

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$130,000	\$0.00	TBD	TBD
Funding			
Capital Projects Fund	\$0	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$0
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$130,000
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$130,000
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

The Water and Wastewater Master Plan was updated in FY 2014 and identifies needed capital projects through the year 2034; continue execution of the 27 capital projects identified in the 2014 Water and Wastewater Master Plan.



Strategy Map Connection

3.2 Ensure regular repair and replacement of water and wastewater facilities



Water Project 8: Install Pressure Relief and Flow Control Valves to Regulate Flow Between High and Low Pressure Planes

Funding Year
2019

Program Description

The project includes the addition of two pressure release and flow control valves to regulate flow from the northeast section of the high pressure plane into the northwest portion of the low pressure plane. The project also includes associated vaults and connecting 8” and 12” piping. Project costs include the rehabilitation of John McCain from Monticello Parkway west 330’.

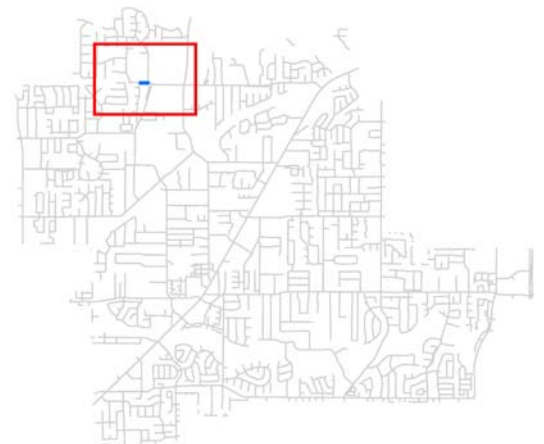
Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$348,000	\$0.00	TBD	TBD

Funding

Capital Projects Fund	\$0	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$0	TIF	\$0
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$348,000
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$348,000
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

The Water and Wastewater Master Plan was updated in FY 2014 and identifies needed capital projects through the year 2034; continue execution of the 27 capital projects identified in the 2014 Water and Wastewater Master Plan.



Strategy Map Connection

3.2 Ensure regular repair and replacement of water and wastewater facilities



Webb House Repairs

Funding Year
2019

Program Description

Rehabilitation of the Web House

Total Project Cost	O and M Annual Costs	Project Start Date	Project End Date
\$265,000	\$0.00	TBD	TBD

Funding

Capital Projects Fund	\$0	Perimeter Street Fees	\$0
CEDC (Parks, Trails & Libraries)	\$265,000	TIF	\$0
County Funding	\$0	Tomorrow Fund - Colleyville	\$0
Crime Control and Prevention Dis	\$0	Tomorrow Fund - Parks	\$0
Drainage Fund	\$0	Capital Utility Fund	\$0
FHA/TxDOT	\$0	Wastewater Impact Fees	\$0
General Fund	\$0	Water Impact Fees	\$0
Impact Fees - Area I (East of 26)	\$0	Other: City Funding	\$0
Impact Fees - Area II (West of 26)	\$0	Other: Non-City Funding	\$0
Parkland Dedication Fund	\$0	Total Funding	\$265,000
		<i>Non Funded</i>	<i>\$0</i>

Business Plan Connection

Make improvements to aging facilities.

Strategy Map Connection

3.4 - Thoroughly plan for future capital investments and associated costs



Appendix



FINANCIAL POLICIES

The City of Colleyville's Financial Policies include several components:

- adopted Investment Policy (attached),
- adopted Fund Balance Policy (attached),
- City of Colleyville Charter requirements,
- Bond covenants (if any), and
- State of Texas law.

Key sections of the City's Charter requirements are highlighted below; the complete Charter document is available on the City's website (www.colleyville.com).

ANNUAL BUDGET (Section 9.02): The budget shall provide a complete financial plan of all City funds and activities and, except as required by law or this Charter, shall be in such form as the City Manager deems desirable or the Council may require. A budget message explaining the budget both in fiscal terms and in terms of work programs shall be submitted with the budget. It shall outline the proposed financial policies of the City for the ensuing fiscal year, describe the important features of the budget, and indicate any major changes from the current year in financial policies, expenditures, and revenues, with reason for such change. It shall also summarize the City's debt position and include such other material as the City Manager deems advisable. The budget shall begin with a clear, general summary of its contents, shall show in detail all estimated income, indicating the proposed property tax levy, and all proposed expenditures for the ensuing fiscal year.

AMENDMENT BY COUNCIL BEFORE ADOPTION (Section 9.02D): After public hearings, the Council may adopt the budget with or without amendment. It may add or increase programs or amounts and may delete or decrease any programs or amounts, except expenditures required by law or for debt service or for estimated cash deficit, provided that no amendment to the budget shall increase the authorized expenditures to an amount greater than the total of estimated income plus funds available from prior years.

BALANCED BUDGET (Section 9.02): The proposed budgeted expenditures shall not exceed the total of estimated income.

ANNUAL AUDIT (Section 9.06C): At the close of each fiscal year and at such times as may be deemed necessary, the City Council shall cause an independent audit to be made of all accounts of the City by a certified public accountant.

FINANCIAL REPORTS (Section 9.06B): The City Manager shall submit to the Council at its second formal meeting each month the financial condition of the City by budget items, budget estimates versus accruals for the preceding month and for the fiscal year to date.

DEBT ISSUANCE POLICY (Section 9.07):

GENERAL OBLIGATION BONDS: The City shall have the power to borrow money on the credit of the City and to issue general obligation bonds for permanent public improvements or for any other public purpose not prohibited by the Constitution and laws of the State of Texas, and to issue refunding bonds to refund outstanding bonds of the City previously issued. All such bonds shall be issued in conformity with the laws of the State of Texas.

REVENUE BONDS: The City shall have the power to borrow money for the purpose of constructing, purchasing, improving, extending, or repairing of public utilities, recreational facilities or any other self-liquidating function not prohibited by the State of Texas, and to issue revenue bonds to evidence the obligation created thereby. Such bonds shall be a charge upon and payable from properties, or interest therein pledged, or the income there from, or both. The holders of the revenue bonds shall never have the right to demand payment thereof out of monies raised or to be raised by taxation. All such bonds shall be issued in conformity with the laws of the State of Texas.

BONDS INCONTESTABLE: All bonds of the City having been issued and sold and having been delivered to the purchaser thereof, shall thereafter be incontestable and all bonds issued to refund in exchange for outstanding bonds previously issued shall and after said exchange, be incontestable.

USE OF BOND FUNDS: Any and all bond funds approved by a vote of the citizens of Colleyville will be expended only for the purposes stated in the bond issue.

CERTIFICATES OF OBLIGATION: All certificates of obligation issued by the City shall be approved by ordinance and issued in accordance with the laws of the State of Texas.

CITY OF COLLEYVILLE INVESTMENT POLICY

Policy

It is the policy of the City of Colleyville (the City) to invest public funds in a manner consistent with the Public Funds Investment Act, Chapter 2256, Texas Government Code (the "Act") which places priority in the following order: preservation and safety of principal; liquidity; and yield.

Governing Body

All investment and cash management activities shall be conducted in full compliance with applicable City ordinances as well as state and federal rules and regulations.

Specific statutory regulations for the investment of public funds in Texas are found in the Act. All investments will be made in accordance with this statute. Collateral requirements are established in Texas by the Public Funds Collateral Act, Chapter 2257, Texas Government Code, for all public Texas funds deposits.

Scope

This investment policy applies to all financial assets of the City. These funds are accounted for in the City's Comprehensive Annual Financial Report and include:

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Enterprise Funds
- Debt Service Funds, including reserves and sinking funds
- Trust and Agency Funds, to the extent not required by law or existing contract to be kept segregated and managed separately

and any new fund created by the City Council, unless specifically exempted by the City Council or by law. All funds may be combined as pooled funds unless specifically prohibited by State law or statute or City ordinance.

Objectives

The primary objectives, in priority order, of the City's investment activities shall be:

Safety: Consistent with the requirement of the Act, safety of principal is the foremost objective of the City in managing its portfolio. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective the City will diversify its investments by investing funds among a variety of securities offering independent returns and financial institutions. The City will also take into account the marketability of the investment if the need arises to liquidate the investment before maturity.

Liquidity: The City will also maintain sufficient liquidity to provide adequate and timely working funds.

Diversification: The portfolio shall be diversified by market sector, institution, and maturity in order to manage market risk.

Return on Investments: The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and cash flow needs. The City investment strategy is passive and the portfolio shall be designed with the objective of regularly exceeding the weighted average return on thirteen-week Treasury bills. This is considered a benchmark for riskless investment transactions, and therefore, is a minimum standard for the portfolio's rate of return. For bond funds that fall under the arbitrage provisions of the Tax Reform Act of 1986, the City will attempt to earn allowable bond yield with market conditions permitting.

Delegation of Authority

The City designates the Investment Officers to be the City Manager, Chief Financial Officer, and Accounting Manager working jointly to ensure that investment objectives and day-to-day management activities are accomplished

Ethics and Conflict of Interest

In accordance with section 2256.005 of the Act, all investment Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or that could impair their ability to make impartial investment

decisions. Employees shall disclose to the City of Colleyville and Texas Ethics Commission a statement under the following conditions:

- A. If they have a personal business relationship with a business organization offering to engage in an investment transaction with the entity. Under the Act, a personal business relationship is defined as:
 - 1. The investment officer owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
 - 2. Funds received by the investment officer from the business organization exceed 10 percent of the investment officer's gross income for the previous year; or
 - 3. The investment officer has acquired from the business organization during the previous year, investments with a book value of \$2,500 or more for the personal account of the investment officer.
- B. If they are related within the second degree by affinity or consanguinity, as determined by Government code Chapter 573, degrees of relationship; nepotism prohibition, to an individual seeking to sell an investment to the City of Colleyville.

Prudence

Investments shall be made with judgement and care – under circumstances then prevailing – which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent person", which means the officer may not be an expert but is obligated to act responsibly and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Investment officers shall notify the City Council in writing of any conflicts of interest, as defined by the Act, no later than the next regularly scheduled Council meeting.

It is the policy of the City that the Investment Officers perform their duties in accordance with the policies and procedures set forth in this policy. The Investment Officers of the City shall be personally indemnified in the event of investment loss provided the Investment Policy is followed.

Internal Controls

The Investment officers shall establish a system of written internal controls which shall be reviewed annually by the independent auditor. The controls shall be designed to prevent the loss of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions.

Permissible Instruments

The Act lists all possible authorized investments available to Texas public entities. The City shall invest only in those investments authorized below as such investments are further defined by the Act. If this policy provides for a lower stated maximum maturity or other more restrictive condition on an authorized investment that more restrictive requirement controls. If changes are made to the Act to allow for additional possible authorized investments, such investments will not be authorized by the City until this policy is modified and adopted by the City Council.

1. Obligations of the United States or its agencies or instrumentalities;
2. Direct obligations of the State of Texas or its agencies;
3. Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the State of Texas or the United States or its agencies or instrumentalities;
4. Obligations of states, agencies, counties, cities, and other political subdivisions of any state having been rated as to investment quality by nationally recognized investment rating firm and having received a rating of not less than "A" or its equivalent;
5. Certificates of deposit issued by state and national depository

institutions that have its main office or branch office in this state that are:

- a. Guaranteed or insured by the Federal Deposit Insurance Corporation, FSLIC or its successors; or
 - b. Secured by obligations that are described by subdivisions (1) through (4) of this subsection, which are intended to include all direct federal agency or instrumentality issued mortgage backed securities, and which have a market value of not less than the principal amount of the certificates or in any other manner and amount provided by law for deposits of the investing entities;
6. Invest in a local government investment pool as authorized by the Interlocal Cooperation Act, as amended, and the Act, as amended. The investment pool must comply with the requirements of the Public Funds Investment Act, as amended, as follows:
- a. The investment pool maintains a stable asset value of one dollar as defined in the Act;
 - b. The investment pool maintains a AAA, or AAAM rating by one of the nationally recognized rating agencies;
 - c. The investment pool's maximum average dollar weighted maturity does not exceed 90 days; and
 - d. The investment pool's continued compliance with the remaining provisions of the Act.
 - e. The eligible investments of the pool are as follows: obligations of the United States or its agencies and instrumentalities, other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the United States, fully collateralized repurchase agreements with a defined termination date secured by obligations of the United States or its agencies and instrumentalities, other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the United States, and SEC registered money market funds authorized by the Act and rated in the highest category by at least one nationally recognized rating agency, reverse repurchase agreements with a term of no longer than 90 days.
 - f. Include in its investment policy and/or operating procedures the following information: a description of eligible investment securities and unacceptable investments, a written statement on investment policy and objectives, a description of interest calculations, distribution, and treatment of gains and losses,

security safeguarding, valuation collateralization and auditing, and a fee schedule.

- g. The City may invest in more than one pool, however no more than 5% of the City's total portfolio may be invested in pools containing commercial paper.
7. Direct repurchase agreements with primary security dealers or financial institutions doing business in the State of Texas having a defined termination date, and secured by U.S. Government or federal agency securities, provided that the ownership of collateral for the repurchase agreement is transferred to the City, and deposited with a safekeeping agent for the duration of the contract and a signed master repurchase agreement has been executed with the counterparty.
8. SEC-registered no-load money market mutual funds with a dollar weighted average portfolio of 90 days or less whose assets consist exclusively of United States Government Securities whose investment objectives include seeking to maintain a stable net asset value of \$1.00 per share. Investment in mutual funds shall be limited to a maximum of ten percent (10%) of the City's available funds.
9. Certificate of Deposit Account Registry Service (CDARS) deposited with a certificate of deposit issued by a depository institution that has its main office or branch office in this state that is selected by the investing entity pursuant to the requirements of Section 2256.010 of the Government Code.

The City is not required to liquidate an investment that was authorized at the time of its purchase.

Unacceptable Investment Instruments

The following securities, although authorized by the Public Funds Investment Act, are not eligible investments for the City:

1. Collateralized mortgage obligations and/or obligations of the following structure
 - a) obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
 - b) obligations whose payment represents the principal stream of

cash flow from the underlying mortgage-backed security collateral and bears no interest;

c) collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and

d) collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

2. Commercial Paper (Exception: Local Government Investment Pools which the City participates may contain commercial paper in compliance with Title 10, sec. 2256.013 of the Texas government code)
3. Banker's acceptances
4. Reverse repurchase agreements (Local Government Investment Pools which the City participates in may engage in reverse repurchase agreements if the term is 90 days or less)
5. No-load mutual funds other than SEC-registered no-load money market mutual funds with a dollar weighted average portfolio of 90 days or less whose assets consist exclusively of United States Government Securities whose investment objectives include seeking to maintain a stable net asset value of \$1.00 per share.
6. Guaranteed investment contracts
7. Share certificates of qualifying credit unions

Effect of Loss of Required Rating

An investment that requires a minimum rating does not qualify as an authorized investment during the period the investment does not have a minimum rating. The Investment Officer shall take all prudent measures that are consistent with the City's investment policy to liquidate the investment(s) that does not have the minimum rating (2256.021). In accordance with Section (2256.005(b)), the Investment Officer shall monitor rating changes in current investments by keeping a monthly record of ratings issued by three nationally recognized rating agencies.

Investment Strategy

The investment strategy by type of fund is as follows:

(1) Operating Funds

The investment strategy for operating fund(s) is to assure that anticipated cash flows are matched with adequate investment liquidity. A secondary objective is to create a portfolio, which will experience minimum volatility during economic cycles. These funds shall not have an investment with a stated maturity greater than two years and the weighted average maturity shall not exceed eighteen months.

(2) Debt Service Funds

The investment strategy for debt service fund(s) is the assurance of investment liquidity to cover the debt service obligations on the required payment date. Investments purchased shall not have a stated final maturity date which exceeds the corresponding debt service payment date. The weighted average maturity shall not exceed one year.

(3) Reserve Funds

The investment strategy for reserve fund(s) is the assurance of investment liquidity adequate to cover the debt service obligations not funded by debt service funds on the required payment date. Investment of reserve funds are controlled by their ordinance, resolution or indenture, and Federal and State law. Bond documents must be examined for each issue, for potential differences with this policy concerning investment instruments, maximum maturity or average life restrictions, call dates or sinking fund redemptions, and applicable arbitrage yields and rebate liability. Provisions contained in the bond documents will supersede provisions of this policy. Weighted average maturity shall be in compliance with bond requirements, as stated.

Reserve funds will be invested using a more conservative approach than the current standard investment strategy when arbitrage rebate rules require refunding excess earnings. All excess earnings received will be segregated to allow a proper determination of interest income to be used in the arbitrage calculation.

(4) Special Project or Special Purpose Funds

The investment strategy for special projects or special purpose fund portfolio(s) will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The city's final maturity dates of securities held shall not exceed the estimated project completion date. Funds in excess of defined construction payment schedules shall be limited to a maximum final maturity date of three years.

Maturity limitations for single issue reserve funds shall not exceed the sooner of five (5) years, the call provisions of the bond ordinance, or the final maturity of the bond issue.

A. Diversification

The City will attempt to limit the risk of loss through diversification of its portfolio and to achieve the aforementioned investment strategies by diversification of instruments.

<u>Diversification by Instrument of Portfolio</u>	<u>Maximum Percent</u>
U.S. Treasury Obligations (Bills, Notes and Bonds),	100%
U.S. Government Agency Securities, and Instrumentalities of Government Sponsored Corporations	75%
Certificates of Deposit (CD's) Commercial Bank's	75%
Local Government Investment Pool	75%
Local Government Investment Pool investing in commercial paper (compliant with Title 10, sec. 2256.013 of the Texas Local Government code)	5%
Certificate of Deposit Account Registry Service (CDARS)	75%
Tri-Party Repurchase Agreement	75%
SEC registered, no-load mutual fund	10%

Investment Procedures

The City shall enter the following agreements (if applicable): safekeeping, PSA repurchase agreements, wire transfer agreements, banking services contracts, and collateral/depository agreements. These contracts shall include the explicit delegation of authority to persons responsible for the transactions involving these agreements. No person except those designated in the contract may engage in any investment transactions.

On all funds invested in instruments as listed in "Permissible Investments" numbers one through five, oral bids shall be requested from at least two broker/dealers or national banks. The City will accept the bid that provides the highest rate of return within the maturity required and within the parameters of this policy. Records will be kept of the bids offered, bids accepted, and a brief explanation of the decision that was made regarding the investment.

Qualified Institutions

A list of financial institutions, broker/dealers, and depositories authorized to provide investment services will be maintained by the Investment Officer(s).

Certification: Section 2256.005(k) and (l) of the Act requires that any business organization offering to engage in an investment transaction with the City must be provided with a copy of this Investment Policy and Strategy and must provide the City with a written instrument (in a form acceptable to both parties) executed by a representative of the person or entity that substantially acknowledges that the person or entity has:

1. received and reviewed the City's Investment Policy and Strategy; and
2. implemented reasonable procedures and controls in an effort to preclude investment transactions with the City that are not authorized by the City's Investment Policy and Strategy.

Any material changes to the Investment Policy and Strategy will require re-certification by all authorized firms.

Security brokers/dealers: Annually, the City Council shall review and adopt a list of brokers/dealers for investment purposes as recommended by the Investment Officers.

All personnel working for the firms who will be trading or quoting securities to the City Council must maintain a current NASD license and be registered to deal securities in the State of Texas. Each broker/dealer shall provide the following documentation to the City Council for evaluation:

1. Annual audited financial reports
2. Financial Industry Regulatory Authority (FINRA) registration
3. Central Registration Depository Number (CRD)
4. The City broker/dealer questionnaire (Appendix A) and
5. Investment policy and strategy review certification (Appendix B) on the firm's letterhead signed by a principal of the firm

If the City contracts with a Registered Investment Advisor to manage its portfolio, the approved broker/dealer of that firm will be used, subject to approval by the City council.

Safekeeping

All marketable securities purchased by the City shall be held in third party safekeeping by an institution designated as primary agent. All securities will be delivered to the third party institution by seller. Personnel in the third party institution will verify the correct security was delivered by the seller ("delivery vs payment"). The third party institution shall issue a safekeeping receipt to the City listing the specific instrument, rate/yield, maturity, CUSIP, and other pertinent information. Collateral on deposit type securities which exceed the FDIC coverage shall be held in a third party safekeeping institution. In the event a third party safekeeping institution is used, a collateral agreement shall be executed between the City Council, depository which pledged the collateral, and the third party custodian of the collateral. The City will retain possession of all original safekeeping receipts and the receipts will state the security is pledged to the City. Either the City Manager, Chief Financial Officer or Accounting Manager must approve release of collateral in writing prior to its removal from the safekeeping account.

Selection of Financial Institutions

Depositories shall be selected through the City's banking services procurement process, which shall include a formal request for application. In selecting depositories, the services available, service costs, and credit-worthiness of institutions shall be considered, and the Investment Officers, shall conduct a comprehensive review of prospective depositories' credit characteristics and

financial history.

The City shall select financial institutions from which the City may purchase certificates of deposit in accordance with the Act and this Policy. The City will have a written depository agreement with any financial institution with whom the City has time or demand deposits. The Investment Officer shall monitor the financial condition of financial institutions where certificates of deposit are held. A qualified representative of the financial institution must sign the investment certification form (Appendix B) on the financial institutions letterhead and it must be kept on file with the City.

Collateral Securities for Certificates of Deposit and Demand Accounts

The City will accept as collateral for its Certificates of Deposit and demand accounts the following securities:

- A. FDIC coverage
- B. U.S. Treasury bills, notes and bonds
- C. United States Agency and instrumentalities bills or notes
- D. GNMA mortgage backed fully modified pass through securities
- E. Texas state, city, county or school bonds with a remaining maturity of seven years or less and a rating of "A" or better by Moody's, Fitch Ratings, and Standard and Poor's.
- F. Surety Bond
- G. Federal Home Loan Bank Letter of Credit issued to the City

Collateral shall be "marked to market" monthly by the Investment Officers. The following percentages constitute the minimum market value for collateral instruments that are pledged for the City's Certificates of Deposit and demand deposits for amounts exceeding the FDIC coverage.

<u>Pledged Collateral</u>	<u>Ratio</u>
1. U.S. Treasury bills, notes, and bonds	
a. maturing within 1 year	102%
b. maturing in 1-5 years	105%
c. maturing in more than 5 years	110%
2. Actively traded U.S. Government Agency securities	
a. maturing in less than 1 year	103%
b. maturing in 1-5 years	107%
c. maturing in more than 5 years	115%
3. GNMA mortgage pass through securities	115%
4. Entities in the State of Texas bonds	
General Obligation Bonds	
a. maturing in less than 1 year	102%
b. maturing in 1-5 years	105%
c. maturing in more than 5 years	107%
Revenue Bonds	
a. maturing in less than 1 year	105%
b. maturing in 1-5 years	110%
c. maturing in more than 5 years	115%

Collateral shall be audited annually by the City's independent auditor and may be audited by the City at anytime during normal business hours of the safekeeping bank.

Arbitrage

The Tax Reform Act of 1986 places limitations on the City's yield from investing certain tax-exempt bond proceeds, debt service funds and reserve funds. The rebate provisions require that the City compute earnings on investments from certain issues of bonds on a periodic basis to determine if rebate is required.

To determine the City's arbitrage position, the City is required to calculate the actual yield earned on the investment of the funds and compare it to the yield that would have been earned if the funds had been invested at a rate equal

to the yield on the applicable bonds sold by the City. The rebate provisions state that periodically (not less than once every five years and not later than sixty days after maturity of the bonds), the City is required to pay the United States Treasury a rebate of any excess earnings. These restrictions require extreme precision in the monitoring and record keeping of investments, particularly in computing yields to ensure compliance. Failure to comply can dictate that the bonds become taxable, retroactively from the date of issuance.

The investment strategy for bond funds which fall under the arbitrage provisions of the Tax Reform Act of 1986, is that the City will attempt to earn maximum allowable bond yield with market conditions permitting.

Reporting Requirements

The Investment officers shall issue a written report quarterly to the Audit Committee and City Council concerning the City's investment transactions for the preceding quarter and describing in detail the investment position of the City as of the end of the quarter indicating the market values of all investments held during the quarter. The report shall list for each investment held during the quarter: the purchase price of the investment, the par value of the investment, the market value of the investment at the beginning of the quarter, market value of the investment at the end of the quarter, and fully accrued interest for the period. The portfolio shall be marked to market monthly and market pricing information is to be obtained through the use of appropriate external third party software, third party safekeeping service, or a third party independent pricing service. This report shall be in compliance with provisions of the Act, as amended. The report shall be signed by the investment officers and state its compliance with the Act and adopted investment policy strategy. The quarterly investment reports must be reviewed annually by the City's external audit firm as a part of the City's annual audit and reported to the City Council.

Training Requirements

In accordance with the Act (2256.005 and 2256.008), the Investment officers shall attend 10 hours of investment training within 12 months of assuming duties and 8 hours not less than once in a two-year period that begins on the first day of the City's fiscal year and consists of the two consecutive fiscal years after that date. The investment officers shall complete ten hours of training every two years as required by the Act. This training may be obtained from the a source approved by the Texas State Board of Public Accountancy

including North Central Texas Council of Governments, Government Treasurer's Organization of Texas, Government Finance Officers of Texas, Texas Municipal League and the University of North Texas Center for Professional Development. The training must include education in investment controls, security risks, strategy risks, market risks, and any other topics as required by the Act.

Review of Investment Policy

Annually, the City Council shall formally review the Investment Policy and investment strategy contained with the Policy and record in writing that it has reviewed the Policy and record any changes to either the policy or strategy. Updated council approved investment policies should be provided to the city's authorized firms including the city's depository, investment pools, investment advisors, brokers and dealers the same week council approves the policy. Any changes to the Investment Policy will require re-certification by all authorized firms.

Restated and Revised Policy Adopted:

- July 17, 2018 – Resolution R-18 - 4285

Previous Policy Approval Council Meeting Dates:

- September 19, 2017 - Resolution R-17-4175
- September 6, 2016 - Resolution R-16-4029
- September 1, 2015 - Resolution R-15-3902

GLOSSARY

AGENCIES - Federal agency securities and/or Government-sponsored entities.

BENCHMARK – A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

BROKER – A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT – A time deposit with a specific maturity evidenced by a certificate. Large- denomination CD's are typically negotiable.

COLLATERAL – Securities, evidence of deposit, or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

DEALER – A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DELIVERY VERSUS PAYMENT – Delivery versus payment is the delivery of a security and there is an exchange of money after the delivery of the security.

DISCOUNT SECURITIES – Non-interest bearing money market instruments that are being issued at a discount and redeemed at maturity for full face value, e.g. Treasury Bills.

DIVERSIFICATION – Dividing instruments among securities offering independent returns.

FEDERAL CREDIT AGENCIES – Agencies of the Federal government set up to supply credit to various classes of institutions and individuals e.g. savings and loans, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC) – A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

FEDERAL HOME LOAN BANKS (FHLB) – Government sponsored regional wholesale banks which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLB is to liquefy the housing related assets of its members who must purchase stock in their district bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA) – FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. It is a federal corporation and the largest single provider of residential mortgage funds in the United States. FNMA's securities are highly liquid and widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA) – Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations. Security holder is backed by the full faith and credit of the US Government.

LIQUIDITY – An asset that can be converted quickly and easily to cash.

LOCAL GOVERNMENT INVESTMENT POOL – An investment by local governments in which their money is pooled as a method for managing local funds.

MARKET VALUE – The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT – A written contract that establishes each party's rights in the transactions. A master agreement will specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MATURITY – The date upon which the principal or stated value of an investment becomes due and payable.

MUTUAL FUND – An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments. Mutual funds are regulated by the Investment Company Act of 1940 and must abide by Securities and Exchange disclosure guidelines.

PORTFOLIO – Collection of securities held by an investor.

PRIMARY DEALER – A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to informal oversight.

PRUDENT PERSON RULE – An investment standard outlining fiduciary responsibilities of public funds investors relating to investment practices.

RATE OF RETURN – The yield obtainable on a security based on its purchase price or its current market price.

REPURCHASE AGREEMENT – An agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement of the first party to repurchase the securities at a specified price or at a specified later date.

REVERSE REPURCHASE AGREEMENT – An agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement by the first party to resell the securities at a specified price to the second party on demand or at a specified date.

SAFEKEEPING – Holding of assets (e.g. securities) by a financial institution.

TREASURY BILLS – A non-interest bearing discount security issued by the US Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year. The yields on these bills are monitored closely for interest rate trends.

TREASURY BONDS – Long term US government debt securities with maturities of ten to thirty years.

TREASURY NOTES – Intermediate term US government debt securities with maturities of one to ten years.

YIELD – The current rate of return on an investment security generally expressed as a percentage of the securities current price.

City of Colleyville
General and Utility Fund Balance Policy
Updated at the May 2017 Audit Committee meeting

General:

The objective of this policy is to ensure adequate fund balances are maintained, to have funding available for expenses in the event of unforeseen emergencies and to preserve the credit worthiness of the City for borrowing monies at favorable interest rates. After designations of the available General and Utility Fund Balances are authorized, the remaining respective amount is defined as Unassigned Fund Balance. Operating revenues will sufficiently fund current year operating expenditures. (Operating deficits are normally contrary to City policy as well as reasonable financial prudence.) All Unassigned Fund Balance are eligible for use at the discretion of the City Council. Such determinations will be handled by the City Council on a case-by-case basis. Operating revenues are defined as both (a) current year revenues and (b) revenues generated in prior fiscal years.

Purpose:

Establishing a policy for the fund balance in the General and Utility Funds is to provide a guideline for budgeting decisions and to insure that an adequate unassigned balance is provided to fund operations, by providing sufficient protection against uncollected taxes and shortfalls from municipal revenue sources. The General Fund is the primary operating fund of the City for its non-utility related operations. In addition, the City of Colleyville desires to maintain its current debt rating of AAA. Rating agencies are concerned about a government's credit worthiness and the level of unassigned General and Utility Fund balances are a part of the rating agencies evaluation.

There is no formula for determining an appropriate fund balance. Items to consider include the timing of revenue collections, the local and national economic environment, the volatility of the major revenue sources, and the degree of protection desired to mitigate current and future financial risks. The City of Colleyville obtains a substantial portion of its revenue from property taxes, sales taxes, franchise fees and utility fees.

While the most stable of revenue sources, property tax growth over the coming years will stabilize in growth as the city nears build-out. Sales tax collections are derived from local retail sales and are dependent upon both the local and national economies. The collection of franchise fees, particularly those based upon sales of electricity and natural gas, vary widely depending upon local weather conditions. Utility fees, similar to franchise fees, are subject to weather conditions. As a result, the desired level of unassigned General and Utility Fund

balances are higher than the minimum level designated by the Government Finance Officers Association recommended practice on determining the appropriate level of unassigned fund balance for the General and Utility Funds.

Definitions

Fund Equity - A fund's equity is generally the difference between its assets and its liabilities.

Fund Balance - An accounting distinction is made between the portions of fund equity that are spendable and nonspendable. These are broken up into five categories:

1. **Nonspendable fund balance** - includes amounts that are not in a spendable form or are required to be maintained intact. Examples are inventory or permanent funds.
2. **Restricted fund balance** - includes amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include grants and child safety fees.
3. **Committed fund balance** - includes amounts that can be used only for the specific purposes determined by a formal action of the City Council. Commitments may be changed or lifted only by the City Council.
4. **Assigned fund balance** - comprises amounts intended to be used by the City of Colleyville for specific purposes. Intent can be expressed by the City Council. In governmental funds other than the General Fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
5. **Unassigned fund balance** - is the residual classification of the General Fund and Utility Fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

Policy

Committed Fund Balance

The City Council is the City's highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is an ordinance approved by the Council at the City Council meeting. The ordinance must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is

made. The amount subject to the constraint may be determined in the subsequent period.

Assigned Fund Balance

The City Council has authorized the City's Chief Financial Officer as the official authorized to assign fund balance to a specific purpose as approved by this fund balance policy and City Council action.

Minimum Unassigned Fund Balance

It is the goal of the City to achieve, and maintain an unassigned fund balance equal to three months of that year's budgeted expenditures for both the General and Utility Funds. The City Council may declare a fiscal emergency and withdraw any amount of the unassigned General and Utility Fund Balances for purposes of addressing the fiscal emergency. Any such action must also provide for necessary appropriations to restore the designated fund balance to the balance within a three-year.

Order of Expenditure of Funds

When multiple categories of fund balance are available for expenditure (for example, a construction project is being funded partly by a grant, funds set aside by the City Council, and unassigned fund balance), the City will start with the most restricted category and spend those funds first before moving down to the next category with available funds, unless specified otherwise by the City Council.

Procedures:

In order to achieve the objectives of this policy, the following guidelines shall be adhered to:

1. As part of the annual budget process, the Chief Financial Officer will estimate and prepare a projection of the year-end unassigned fund balances. Such projection will include an analysis of trends in fund balance levels on an historical and future projection basis. The Chief Financial Officer shall present the findings to the City Council as a part of the budget review process for the ensuing fiscal year.

2. Any anticipated balance in excess of the three months of Unassigned Fund Balance in the General and Utility Funds may be budgeted to reduce the ensuing year's property tax levy and/or utility rates or may be allocated by the City Council during the course of the fiscal year for special projects.
3. This policy will be reviewed by the Audit Committee every three years following adoption or sooner, at the direction of the City Council.

ORDINANCE O-18-2059

AN ORDINANCE APPROVING AND ADOPTING THE ANNUAL BUDGET FOR THE CITY OF COLLEYVILLE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019

WHEREAS, a notice of public hearing on the annual budget for the City of Colleyville, Texas, for the fiscal year beginning October 1, 2018 through September 30, 2019, was heretofore published in a newspaper of general circulation; and

WHEREAS, said public hearing on said budget was duly held and all interested persons were given the opportunity to be heard for or against any item therein; and

WHEREAS, the City Council determines that the passage of this ordinance is in the best interests of the health, safety and welfare of the public.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

Sec. 1. THAT all matters stated hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

Sec. 2. THAT the budget of the proposed expenditures for the fiscal year beginning October 1, 2018, and ending September 30, 2019, a copy of which is on file in the Office of the City Secretary, is hereby made a part of this ordinance by reference and is hereby approved and adopted by the City Council of the City of Colleyville, Texas, as the official budget for the fiscal year beginning October 1, 2018, and ending September 30, 2019.

Sec. 3. THAT appropriation amounts for the Fiscal Year 2019 budget for the different funds of the City of Colleyville are hereby fixed as follows:

General Fund	\$24,044,488
Utility Fund (Water & Wastewater)	\$16,405,604
Debt Service Fund	\$ 1,859,940
Drainage Utility Fund	\$ 771,136

Sec. 4. THAT the City Manager is hereby authorized to execute all contracts and documents for which funding is appropriated in the aforementioned budgets.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 4th day of September 2018.

The second reading and public hearing being conducted on the 18th day of September 2018.

APPROVED BY A VOTE OF **7** AYES, **0** NAYS, AND **0** ABSTENTIONS ON THIS THE 18TH DAY OF SEPTEMBER 2018.

Mayor Richard Newton	<u>Aye</u>	Mayor Pro Tem Bobby Lindamood	<u>Aye</u>
Place 1, Tammy Nakamura	<u>Aye</u>	Place 5, Chuck Kelley	<u>Aye</u>
Place 3, Kathy Wheat	<u>Aye</u>	Place 6, Callie Rigney	<u>Aye</u>
Place 4, George Dodson	<u>Aye</u>		

ATTEST:

Christine Loven, TRMC
City Secretary

CITY OF COLLEYVILLE

Richard Newton
Mayor

APPROVED AS TO FORM AND LEGALITY:

Whitt L. Wyatt
City Attorney

ORDINANCE O-18-2060

AN ORDINANCE LEVYING TAXES FOR THE OPERATION OF THE MUNICIPAL GOVERNMENT OF THE CITY OF COLLEYVILLE, TEXAS, FOR THE FISCAL YEAR 2019; ESTABLISHING THE AD VALOREM TAX RATE OF \$0.3208 PER ONE HUNDRED DOLLARS VALUATION; PROVIDING FOR APPORTIONMENT OF TAXES FOR INTEREST AND SINKING FUND FOR CERTAIN BOND INDEBTEDNESS AND FOR GENERAL OPERATING NEEDS, PROVIDING PENALTIES AND INTEREST FOR THE DELINQUENT TAXES, AND TO BECOME EFFECTIVE ON OCTOBER 1, 2018

WHEREAS, a budget has been adopted by the City Council of the City of Colleyville, Texas, covering the proposed expenditures of the municipal government of the City of Colleyville for the fiscal year beginning October 1, 2018 and ending September 30, 2019; and

WHEREAS, said budget reflects the needs for revenue to meet the expenses proposed therein; and

WHEREAS, the City is required to accumulate an Interest and Sinking Fund for certain outstanding bond indebtedness; and

WHEREAS, the City Council desires to lower the current tax rate to the effective tax rate, to provide relief to property owners from increasing property values.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

Sec. 1. THAT there is hereby levied an ad valorem tax that shall be collected for the use and support of the municipal government of the City of Colleyville. It shall provide the legally required Interest and Sinking Fund for certain outstanding bond indebtedness during the 2019 fiscal year. Such tax shall be levied upon all property, real, personal, or mixed within the corporate limits of Colleyville, Texas, which is subject to taxation. The rate of tax shall be \$0.3208 on each \$100.00 property assessment. Said tax levied for and apportioned to the following specific purposes:

A. For the General Fund, a tax rate of \$0.303764 is levied.

B. For the Interest and Sinking Fund, a tax rate of \$.017036 is levied.

Sec. 2. THAT taxes levied by this ordinance shall be due and payable on the first day of October 2018, and shall become delinquent on the first day of February 2019, if unpaid. Upon taxes becoming delinquent, interest and penalty will be added as required in Section 33.01 of the Texas Property Tax Code, and shall commence on the first day of February 2019. The City of Colleyville is hereby authorized to adopt any and all legal remedies provided by the Texas Property Tax Code for the purpose of collecting delinquent taxes.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 4th day of September 2018.


The second reading and public hearing being conducted on the 18th day of September 2018.

APPROVED BY A VOTE OF 7 AYES, 0 NAYS, AND 0 ABSTENTIONS ON THIS THE 18TH DAY OF SEPTEMBER 2018.


Mayor Richard Newton	<u>Aye</u>	Mayor Pro Tem Bobby Lindamood	<u>Aye</u>
Place 1, Tammy Nakamura	<u>Aye</u>	Place 5, Chuck Kelley	<u>Aye</u>
Place 3, Kathy Wheat	<u>Aye</u>	Place 6, Callie Rigney	<u>Aye</u>
Place 4, George Dodson	<u>Aye</u>		

ATTEST:


Christine Loven, TRMC
City Secretary

CITY OF COLLEYVILLE

Richard Newton
Mayor

APPROVED AS TO FORM AND LEGALITY:


Whitt L. Wyatt
City Attorney

GLOSSARY KEY BUDGET TERMS

ACCRUAL BASIS: A method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of cash flows.

AD VALOREM TAX: A tax levied on taxable property (land, improvements and personal property) for the purpose of financing general operations of the City and debt service requirements.

APPRAISED VALUE: The market value of real and personal property located in the City as of January 1 each year, which is determined by the Tarrant Appraisal District.

APPROPRIATION: The maximum level of spending for each fund and for each department as authorized annually by the City Council.

ARBITRAGE: The difference between the interest paid on tax exempt bonds and the interest earned by investing the proceeds of the tax exempt bonds at higher yields.

ASSESSED VALUATION: A value that is established for real or personal property used as a basis for levying property taxes. (Note: Property values are established by Tarrant Appraisal District).

AUDIT: A formal examination of an organization's financial records.

BALANCED BUDGET: A budget adopted by the City Council and authorized by ordinance where the proposed expenditures are equal or less than the proposed revenues plus fund balances.

BOND: A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date in the future, called the maturity date, together with periodic interest at a specified rate.

BONDED DEBT: Portion of indebtedness represented by outstanding bonds.

BUDGET: A financial plan for a specified period of time (fiscal year) that matches all planned revenues and expenditures for various municipal services.

BUDGET MESSAGE: A general discussion of the submitted budget

presented in writing by the City Manager as a part of the budget document.

BUDGET SCHEDULE: The schedule of key dates or milestones that a government follows in the preparation and adoption of a budget.

CAPITAL OUTLAY: An expenditure greater than \$5,000 which results in the acquisition of or addition to fixed assets, and meets these criteria: has an anticipated useful life of more than one year; can be permanently identified as an individual unit of property; belongs to one of the following categories: Land, Buildings, Structures & Improvements, Equipment; constitutes a tangible, permanent addition to the value of City assets; does not constitute repair or maintenance; and, is not readily susceptible to loss.

CAPITAL PROJECT: A specific and identifiable improvement or purpose for which expenditures are proposed within the capital budget or capital improvement program.

CCCPD: Acronym for the Colleyville Crime Control and Prevention District, a special district funded by a ½ cent sales and use tax which is legally restricted to police department operations as approved by the Colleyville Crime Control and Prevention Board.

CEDC: Acronym for the Colleyville Economic Development Corporation, a nonprofit corporation, formed under the Development Corporation Act of 1979, which provides funding to the City for economic development, parks, library and cultural improvements. This corporation is funded by a ½ cent sales and use tax.

CERTIFICATES OF OBLIGATION (C.O.): Tax-supported bonds that are similar to general obligation bonds and can be issued after meeting strict publication requirements and with final approval of the City Council.

CITY CHARTER: The document of a home rule City similar to a constitution, which establishes the City's government structure and provides for the distribution of powers and duties among the various branches of government.

CITY COUNCIL: The Mayor and six (6) Council members collectively acting as the legislative and policymaking body of the City.

CONTRACTUAL SERVICES: Services purchased by the City such as utility services, insurance, maintenance contracts, and outside consulting.

CURRENT TAXES: Taxes levied and due within one year.

DEBT SERVICE: The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

DELINQUENT TAXES: Taxes remaining unpaid on or after the date on which a penalty for non-payment is attached. February 1st is the date the unpaid taxes become delinquent in the City.

DEPARTMENT: A major administrative division of the City, which indicates overall responsibility for an operation or a group of related operations within a functional area.

DEPRECIATION: That portion of the cost of a capital asset that is charged as an expense during a particular period. This is the process of estimating and recording the expired useful life of a fixed asset that cannot or will not be restored by repair and will be replaced.

EFFECTIVE TAX RATE: A rate, which generates the same amount of revenues from property, which is taxed in both years.

ENCUMBRANCES: Obligations in the form of purchase orders and contracts which are chargeable to an appropriation and for which a part of the appropriation is reserved because the goods or services have not been received. When paid, the encumbrance is liquidated.

EXEMPT/EXEMPTION: Amounts under state law that is deducted from the appraised value of property for tax purposes. Tax rates are applied to the non-exempt portion of the appraised value to calculate the annual tax levy.

ENTERPRISE FUND: A fund established to account for operations that are financed and operated in a manner similar to private business enterprises-- where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

EXPENDITURE: Decreases in (use of) financial resources other than through interfund transfers. This term applies to all governmental type funds.

EXPENSE: A use of financial resources denoted by its use in the enterprise funds, which is accounted for on a basis consistent with the private business accounting model (full accrual basis).

FTE: The acronym for Full Time Equivalent; used as a standard metric for comparing the number of positions within an organization, as opposed to a

"head count" of employees

FISCAL YEAR (FY): The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Colleyville has specified October 1 to September 30 as its fiscal year.

FRANCHISE FEE: A fee paid by public service businesses for use of City streets, alleys and property in providing their services to the citizens of a community. Services requiring franchises include electricity, telephone, natural gas and cable television.

FUND: An accounting entity with a separate set of self-balancing accounts which comprise its assets, liabilities, fund balance, revenues and expenditures.

FUND BALANCE: The assets of a governmental fund less liabilities, as determined at the end of each fiscal year. Any reservations of fund balance are deducted to result in an "unreserved fund balance".

GENERALLY ACCEPTED ACCOUNTING PRINCIPALS (GAAP): Detailed accounting standards and practices as prescribed by the Governmental Accounting Standards Board.

GENERAL FUND: The largest fund within the City, the General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, local taxes, service charges, and other types of revenue. This fund usually includes most of the basic operating services, such as fire and police protection, park and recreation, public works, and general administration.

GENERAL OBLIGATION (G.O.) BONDS: Bonds that finance public projects such as streets, municipal facilities, and park improvements. The repayment of these bonds is made from property taxes, and the full faith and credit of the issuing government back these bonds.

GOALS: Broad general statements of each department's desired outcomes.

GOVERNMENTAL FUNDS: The funds through which most governmental functions are typically funded.

INTEREST INCOME: The earnings from available funds invested during the year in U.S. Treasury bills and notes, Government agencies, and local government investment pools.

INTERGOVERNMENTAL REVENUES: revenues from other governments in the form of grants or shared revenues.

LEVY: To impose taxes for the support of City services.

MAJOR FUND: A fund that comprises at least 10 percent of revenues/expenditures of all funds.

MIXED BEVERAGE TAX: A tax at the rate of 10% imposed on the gross receipts of a licensee from the sale, preparation, or serving of mixed beverages

MODIFIED ACCRUAL BASIS: Basis of accounting according to which revenues are recognized in the accounting period in which they become available and measurable and expenditures are recognized in the accounting period in which the fund liability occurs, if measurable.

NON-DEPARTMENTAL: Includes debt service, operating transfers between funds, and compensation adjustment.

NON-MAJOR FUND: A fund that comprises less than 10 percent of revenues/expenditures of all funds.

NETCO: The Northeast Tarrant County radio consortium that includes the cities of Bedford, Colleyville, Euless, Grapevine, Keller, and Southlake.

(O)PERATIONS AND (M) AINTENANCE: Represents the portion of taxes assessed for the operations and maintenance of General Fund Services.

OPERATING BUDGET: A financial plan outlining estimated revenues and expenditures and other information for a specified period (usually a fiscal year). The "proposed budget" is the financial plan presented by the City Manager for consideration by the City Council, and the "adopted budget" is the financial plan ultimately approved and authorized by the City Council.

OPERATING EXPENSES: Proprietary fund expenses directly related to the fund's primary service activities.

OPERATING REVENUES: Proprietary fund revenues directly related to the fund's primary service activities. They consist primarily of user charges for services.

ORDINANCE: A formal legislative enactment by the governing body of a municipality. It is not in conflict with any higher form of law, such as a state

statute or constitutional provision; it has the full force and effect of law within the boundaries of the municipality to which it applies.

PER CAPITA DEBT: Total tax supported debt outstanding divided by population.

PERSONNEL SERVICES: Expenditures made for salaries and related benefit costs.

POLICY: A definite course of action adopted after a review of information and directed at the realization of goals.

PROPERTY TAXES: Used to describe all revenues received in a period from current taxes, delinquent taxes, penalties and interest on delinquent taxes. Property taxes are levied on both real and personal property according to the property's valuation and tax rate.

PROPRIETARY FUND: used to account for a government's ongoing organizations and activities that are similar to businesses found in the private sector. These funds are considered self-supporting in that the services rendered by them are generally financed through user charges or on a cost reimbursement basis.

PROPOSED BUDGET: The budget prepared by the City Manager and submitted to the City Council for approval.

RESERVE: An account used to indicate that a portion of fund resources is restricted for a specific purpose, or is not available for appropriation and subsequent spending.

RETAINED EARNINGS: An account reflecting the accumulated earnings of an enterprise fund, as determined at the end of each fiscal year.

REVENUE BONDS: Long term debt (bonds) the repayment of which is based upon pledged revenues from a revenue generating facility.

REVENUES: All amounts of money earned or received by the City from external sources.

SALES TAX: A general "sales tax" is levied on persons and businesses selling merchandise and/or services in the city limits on a retail basis. State law defines the categories for taxation.

STRATEGY MAP: The strategic plan used by the City of Colleyville to

outline the City's goals and objectives

SUPPLIES: A cost category for minor items (individually priced at less than \$5,000) required by departments to conduct their operations.

TAX BASE: The total property valuations on which each taxing entity levies its tax rates.

TAX LEVY: The total revenues to be raised by ad valorem taxes for expenditure as authorized by the City Council.

TAX RATE: A percentage applied to all taxable property to raise general revenues. It is derived by dividing the total tax levy by the taxable net property valuation.

TAX ROLL: The official list showing the amount of taxes levied against each taxpayer or property in the city. The list is provided to the city by the Tarrant Appraisal District.

TAXABLE VALUE: Estimated value of property on which ad valorem taxes are levied.

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

TIF: Acronym for Tax Increment Financing District formed to make public improvements under the authority of the Tax Increment District Financing Act.

TMRS: Acronym for Texas Municipal Retirement System, a pension plan for employees of member cities within the State of Texas.

TxDOT: Acronym for the Texas Department of Transportation, the state agency responsible for transportation.

TRANSFERS IN/OUT: Transfers made from one City fund to another City fund for the purpose of reimbursement of expenditures, general and administrative services, or debt service.

UNENCUMBERED FUND BALANCE: The amount of fund balance which is not reserved for a future purpose.

WORKING CAPITAL: Equals current assets minus current liabilities; indicates whether an organization has enough short term assets to cover its short term debt.