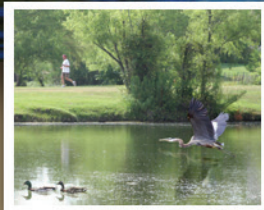
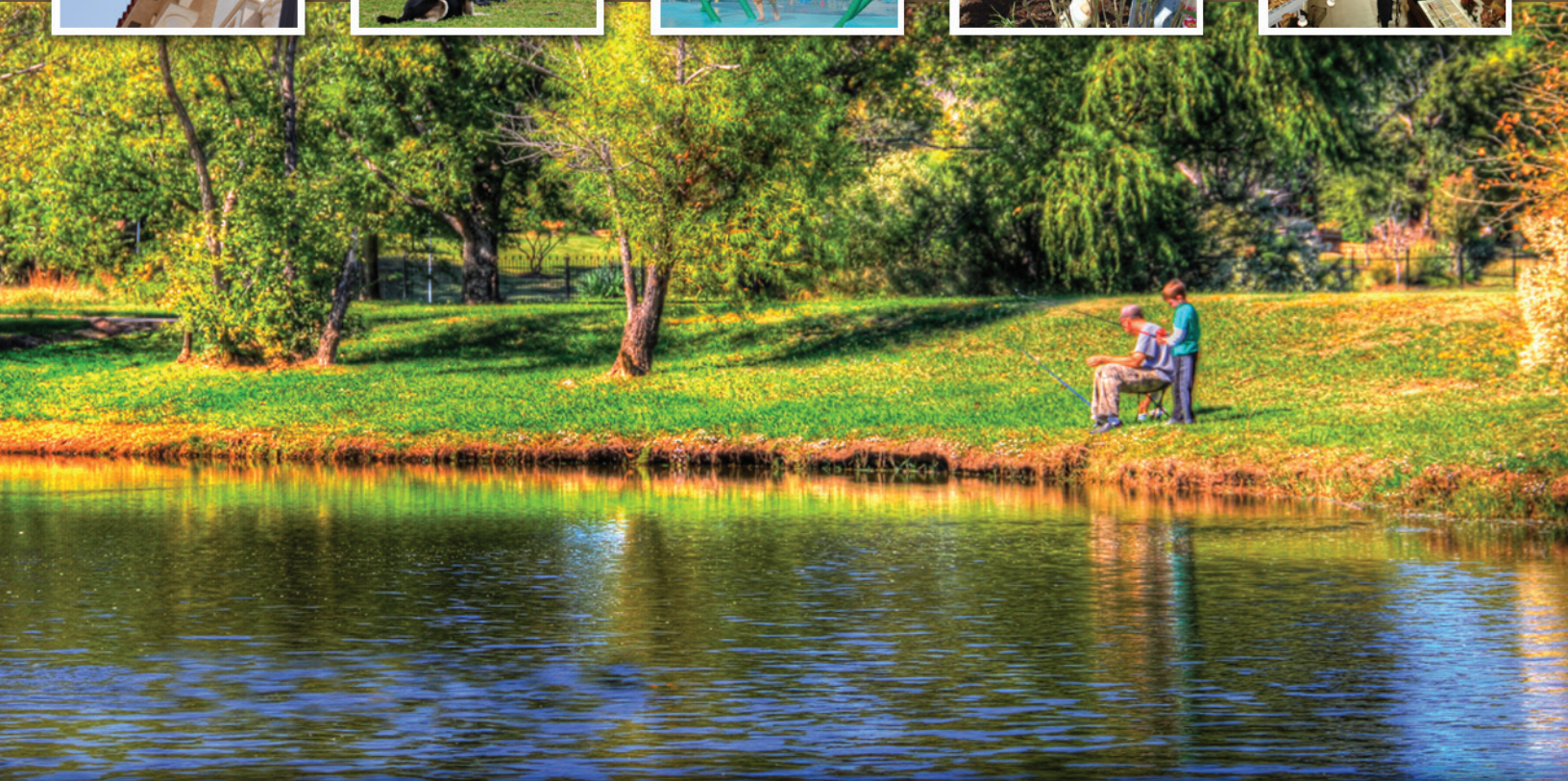


# Annual Operating Budget Fiscal Year 2015



**City of Colleyville**  
**Fiscal Year 2014-2015**  
**Budget Cover Page**  
**September 16, 2014**

This budget will raise less revenue from property taxes than last year's budget by an amount of \$-482,177, which is a -3.96 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 \$236,869.

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

<b>FOR:</b>	David Kelly	Chuck Mogged
	Jody Short	Mike Taylor
	Carol Wollin	Chris Putnam
	Tom Hart	

**AGAINST:**

**PRESENT** and not voting:

**ABSENT:**

**Property Tax Rate Comparison**

	<b>2014-2015</b>	<b>2013-2014</b>
Property Tax Rate:	\$0.355900/100	\$0.355900/100
Effective Tax Rate:	\$0.349586/100	\$0.357392/100
Effective Maintenance & Operations Tax Rate:	\$0.318665/100	\$0.315166/100
Rollback Tax Rate:	\$0.365444/100	\$0.371857/100
Debt Rate:	\$0.021290/100	\$0.031480/100

Total debt obligation for City of Colleyville secured by property taxes: \$699,816





*Colleyville is a model city with attention to being an efficient and attractive neighborhood-oriented community sensitive to our history, resources, and residents.*

*We do this by providing citizen valued services that result in a continuously improving quality of life.*

*Integrity*

*Service*

*Innovation*





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Colleyville  
Texas**

For the Fiscal Year Beginning

**October 1, 2013**

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, 2013.

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

The 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 GFOA to determine its eligibility for another award.



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# Fiscal Year 2015 City Council



**David Kelly**  
Mayor



**Mike Taylor**  
Mayor Pro Tem



**Carol Wollin**  
Place 1



**Chuck Mogged**  
Place 2



**Chris Putnam**  
Place 3



**Jody Short**  
Place 4



**Tom Hart**  
Place 5



# Fiscal Year 2015

## Budget Message



# COLLEYVILLE

# FY 2015 Budget Message

We are pleased to present the adopted FY 2015 Combined Annual Operating Budget for the City of Colleyville. This document represents the City's ongoing commitment to prudent fiscal management in delivering services that enhance the quality of life of Colleyville's citizens and meeting the expressed needs of our community. It also addresses the need to protect the long-term future of the community, primarily in the areas of public safety, preservation of public infrastructure, and in delivering sustainable government that aligns with the demands of today, while ensuring the ability to respond to growth. While this budget covers only fiscal year 2015, it continues to define a path that will move Colleyville into the future as a safe city with a solid infrastructure and an ongoing commitment to improving quality of life.

The adopted budget funds current and enhanced service levels to meet the Colleyville City Council's priorities for service delivery, while maintaining the current tax rate. The adopted budget has been formulated with a philosophy of:

- Providing high-quality governmental services consistent with citizen expectations
- Constantly seeking opportunities to improve service delivery or increase efficiency through technology, partnerships, or improved processes
- Careful stewardship of city resources, emphasizing affordability and sustainability
- Valuing our employees

Furthering our commitment to fostering community involvement and governmental transparency, a summary presentation of the adopted budget has been placed on the City's website. A public hearing on the budget was held on September 2, 2014, to allow citizens an opportunity to provide input on the proposed budget. The proposed budget received City Council final approval on September 16, 2014. Any questions or requests for additional information should be directed to Adrienne Lothery, strategic services manager, at 817.503.1112 or by email to [alothery@colleyville.com](mailto:alothery@colleyville.com).

## BUDGET OVERVIEW

Over the years, Colleyville's budget document has evolved from a simple financial report with proposals for expenditures and estimates of revenue, into the City's most comprehensive annual document establishing budgetary policies. The budget decisions outlined in this document influence the fiscal state of the city, the function of its government, and budget considerations for current and future needs. The City's budget, therefore, is the most important working policy and planning tool used by the City Council and staff to provide quality services to the citizens of Colleyville, as determined by the City Council and for which funds are available.

### *Financial Summary*

The adopted budget is balanced in accordance with state law, the City Charter, and ordinances. The combined expenditures and transfers of the City's major operating funds total \$39,537,875, which is a \$2,269,020 increase from the current year operating budget.

<i>Fund Type</i>	<i>Adopted FY 2014</i>	<i>Adopted FY 2015</i>	<i>Change</i>
<b>General</b>	\$21,533,967	\$23,028,218	\$1,494,251
<b>Drainage</b>	\$ 873,519	\$ 1,121,825	\$ 248,306
<b>Utility</b>	\$13,176,572	\$14,005,640	\$ 829,068
<b>Debt Service</b>	\$ 1,684,797	\$ 1,382,192	(\$ 302,605)
<b>Total:</b>	\$37,268,855	\$39,537,875	\$2,269,020

One measure of a city's financial strength is the level of its fund balance. In keeping with the City Council's conservative fiscal policy of a 90-day reserve requirement, the General Fund is projected to have 82 days over the 90-day minimum for a total of a 172-day reserve and the Utility Fund is projected to have 74 days over the 90-day minimum cash balance for a total of a 164-day reserve as of September 30, 2014.

<i>Fund Type</i>	<i>Number of Days</i>	<i>Amount</i>
<b>General</b>	172	\$10,893,518
<b>Utility</b>	164	\$6,316,129

The reserve earns interest, bolsters cash flow, and is 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.

## *Issues and Challenges*

Colleyville benefits from a strong residential base, which helps mitigate the negative effects of economic fluctuations. Property values have rebounded substantially from the declines experienced in fiscal years 2011 and 2012, and continued growth is anticipated in economy-driven revenues, such as sales tax. While other funding sources for fiscal year 2015 remain relatively steady in the majority of revenue categories, prudent management of the City's finances on previous and current capital improvement projects has reduced debt and, subsequently, debt service costs. The resulting debt service savings will be used to help fund current and long-term funding priorities as delineated in the fiscal year 2015 budget. Through July of fiscal year 2014, 189 new single-family lots were approved. As such, it is anticipated that the number of building permits issued and associated development-based revenue in fiscal year 2015 will be similar to the current year. As Colleyville approaches build-out, which is estimated to be in 2025, development revenues will be difficult to predict due to the declining availability of land for new development. Each revenue source is discussed in more detail in subsequent sections of this budget message.

Like much of the country, the City of Colleyville faces the issue of maintaining and gradually replacing an aging infrastructure, including streets, utility lines, buildings, and other community assets. Attention has been focused 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 worksession in May, staff presented a five-year General Fund budget forecast to fiscal year 2019. That forecast includes conservative estimates for revenues such as property tax and sales tax, as well as expenditures and any changes that can be reasonably anticipated. One of the long-term challenges Colleyville experiences is constrained growth in the property tax revenue category due to a freeze on assessed valuation for properties owned by individuals 65 years or older, even though property values are increasing. Sales tax revenue is anticipated to grow, particularly with the developments surrounding the opening of Whole Foods Market, but projections remain conservative as this is one of the most volatile revenue sources, often impacted by fluctuations in the overall economy and other factors beyond the city's control. The forecast for expenditures includes the commitment to hire an additional police officer in each fiscal year through 2016, the commitment to hire three new fire personnel in fiscal year 2015, general cost increases for materials and contractual services required each year, and modest growth in personnel costs. This forecast served as the framework and starting point for budget discussions, helping staff and the City Council focus on the long-term budgetary implications of current funding decisions. It also helped to put long-term goals into perspective relative to the overall resources available in the General Fund. This information was weighted heavily in determining fiscal year 2015 budget priorities.

## ACCOUNTING FOR INTEGRITY

The adopted budget is balanced and prepared in accordance with state law, the Colleyville City Charter, ordinances, budget policies, and in accordance with the provisions outlined in the Governmental Accounting Standards Board (GASB) "Statement No. 34, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments."

The accounts of the City are organized on the basis of funds or account groups, each of which is considered to be a separate accounting entity. All funds are budgeted and accounted for on a Generally Accepted Accounting Practice (GAAP) basis for purposes of financial statement presentation. The governmental fund types use a financial resources measurement focus and are accounted and budgeted for using the modified accrual basis of accounting. Under this modified accrual basis, revenues are recorded when susceptible to accrual, i.e., both measurable and available. "Available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures represent a decrease in net financial resources and, other than interest on general long-term debt, are recorded when the fund liability is incurred, if measurable. Interest on general long-term debt is recorded when due.

Governmental fund types are those through which most governmental functions of the City are financed. The acquisition, use, and balances of the City's expendable financial resources and the related liabilities (except those accounted for in the proprietary and fiduciary fund types) are accounted for through governmental fund types.

Proprietary fund types are accounted and budgeted for on a cost-of-service or "capital maintenance" measurement focus, using the accrual basis of accounting. These fund types operate in a manner similar to private business. The City utilizes only the enterprise fund type. Under the accrual basis of accounting, revenues are recognized when earned; expenses are recognized when incurred. For purposes of this budget presentation, depreciation is not displayed, and capital expenditures and bond principal payments are shown as uses of funds.

The City provides a full range of municipal services supported by statute or the Colleyville City Charter. This budget utilizes the following funding sources to provide these services:

- General Fund: Accounts for the resources and expenditures related to the generally recognized governmental services and/or functions provided by various City departments – a governmental fund type.
- Utility Fund: Accounts for all the activities required for the provision of water and sanitary sewer to residents of the city – a proprietary fund type.



- Capital Projects Fund: Accounts for financial resources to be used for the acquisition or construction of major capital projects – a governmental fund type.
- Capital Equipment Replacement Fund: An internal service fund to account for funding for, and acquisition of, the City's vehicles, maintenance equipment, and computer equipment – a governmental fund type.
- Drainage Utility Fund: Accounts for all the activities required for the management of storm water drainage – a proprietary fund type.
- Court Technology 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 – a governmental fund type.
- 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 – a governmental fund type.
- Strategic Initiatives Fund: Accounts for financial resources to be used with the City Council's authorization for programs and projects linked directly to the City's strategic plan – a governmental fund type.
- Colleyville Crime Control and Prevention District (CCCPD): Accounts for the City of Colleyville Crime Control and Prevention District formed to act on behalf of the City for financing crime control throughout the City.
- Colleyville Economic Development Corporation (CEDC): Accounts for the use of bond proceeds and sales tax revenues for municipal park improvements, the purchase of land and equipment for additional neighborhood 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.
- Voluntary Library Fund: Accounts for the operations for which voluntary contributions by citizens are used. Contributions are used primarily to support library activities.
- Voluntary Park Fund: Accounts for the operations for which voluntary contributions by citizens are used. Contributions are used primarily to support park activities.
- Colleyville Tax Increment Financing (TIF) District: 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.
- Juvenile Case Manager Fund: 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.

## BUDGET STRATEGY & DEVELOPMENT

By definition, preparation of any budget is the allocation of scarce resources. There will always be more needs than can be met with available funds. The City Council, on behalf of the citizens, establishes the price community members are willing to pay for local government services. Utilizing citizen input such as the 2014 Citizen Survey, the City Council determines various goals to meet the priorities of citizens, which is ultimately reflected in the city's Strategy Map, a visual depiction of the City's goals and objectives. (A copy of the current Strategy Map is included in the appendix of this document). Staff's role is to guide the process by providing purchasing proposals pursuant to the City Council's highest priorities.

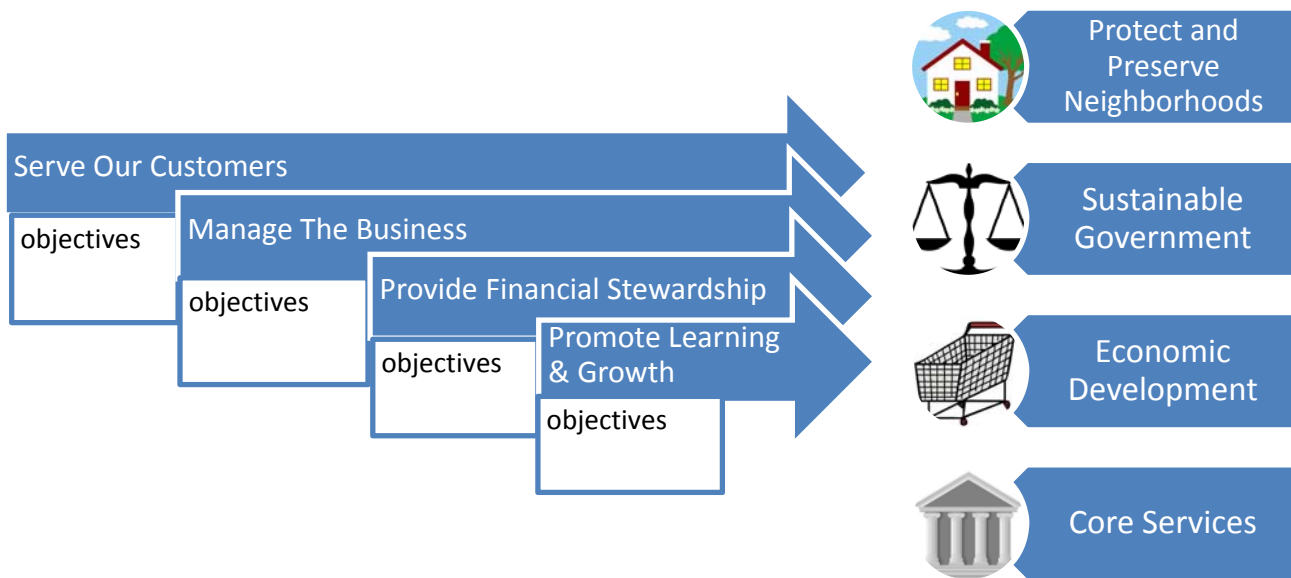
We approach budget development with the understanding that the programs and services included in the current budget reflect the Council's and community's highest priorities. However, some of programs and services are not fully funded. For example, we are currently perform street maintenance, but we are not fully funding this service. The fiscal year 2015 budget focuses on ensuring that services are provided at the high level expected by citizens, and that to the greatest extent possible current programs and services are fully funded and functioning at the desired level before new services are considered. In line with this approach, additional funding requests submitted by departments were categorized as either requests to fully fund the current service level, or as service enhancement requests. These efforts ensure that the City's resources and staffing are aligned to meet today's demands and that service levels remain sustainable in the foreseeable future.

As the budget serves as a policy document upon adoption for the upcoming fiscal year, any service level enhancements beyond those included in the adopted budget must be vetted and determined by the City Council. Changes in budget allocation will likely necessitate the loss or reduction of other programs or services to stay within the City's balanced budgetary parameters.

Development of the fiscal year 2015 budget was guided by the community's priorities as expressed in programs, such as the citizen survey, and outlined in the City of Colleyville's Strategy Map. Each item has been vetted for its alignment with the goals and objectives delineated in the Strategy Map, reviewed for resource optimization, and finally weighted against both current and future community needs.

The City of Colleyville's Strategy Map outlines four viewpoints in which to view the organization from various angles. Those perspectives are learning and growth, financial, business, and customers. Each perspective is represented by a tier on the Strategy Map and contains objectives that must be achieved to ensure we are ultimately delivering on our focus areas. Measuring against the four tiers of objectives, based on the four perspectives of a balanced approach provide the 'how' for how we deliver on our focus areas, which are: protect and preserve Colleyville neighborhoods, provide sustainable development, economic

development, and sustainable government.



The order of the four perspectives is relevant. When we begin with “promote learning and growth,” we acknowledge that we must start with the right people, who are trained and empowered to do good work. With the right people in place, we are able to focus on our financial reality and being good stewards of our citizens’ tax dollars. When we focus on our financial inputs, outputs, and future needs, we are then able to look at how we “manage the business” to ensure that the dollars we spend are maximized and spent on the right things. When we have our ducks in a row internally, we can serve our customers and provide the high-quality programs and services they expect. Without the right people, the right financial focus, and the right processes, we would not be able to serve our customers as well. And of course, we must do all of these things in order to deliver on our focus areas.

By remaining focused on the goals and objectives outlined in the Strategy Map, the community, City Council, and staff can weigh the divergent demands of the citizenry, pursuing only those elements that help achieve the identified objectives, and thereby ensuring the highest priorities of the community as a whole are accomplished. For this reason, every new effort and element of the City’s business plan, including existing programs, is tied to one or more of these objectives, as detailed in the sections that follow. The items listed under each of the four perspectives include highlights of the investments slated to receive continued funding in fiscal year 2015, any significant changes in funding, and a description of new items that will receive funding.

## *Priorities and Fiscal Year 2015 Focus*

With this budget, staff recommends allocating resources 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. The service delivery plan maintains or enhances the programs and services that support one or more of the city's four focus areas: protect and preserve neighborhoods, sustainable government, economic development, and core services.

Some of the priorities related to protecting and preserving neighborhoods include maintaining the lowest crime rate in Tarrant County, adequately staffing public safety operations, reinvesting in infrastructure, and planning for Colleyville's future by developing "Destination Colleyville," an updated comprehensive plan for the city's growth over the next 20 years.

To further our commitment to sustainable government, priorities include evolving to total electronic document storage and retention, leveraging technology to improve service delivery, and continuing the commitment to investing in the City's most valuable resource—the employees who are ultimately responsible for service delivery. Local government is a service organization, and as with most service organizations, the skills, experience, education, and attitude of our employees are essential ingredients to success. We can only attract and retain quality employees if we provide compensation, facilities, equipment, and a work environment that allows each employee to reach his or her potential.

Economic development is an ongoing priority and although significant gains have been realized, it is important to continue to focus on attracting and retaining the types of commercial development that contribute to the high quality of life in Colleyville. Additional investment in this area will be key to achieving the next level of success in guiding Colleyville's development in a way that reflects the desires expressed in the comprehensive plan. Furthermore, the impending reconstruction of Colleyville Boulevard places a unique burden on the city to support and advocate for our businesses along this corridor. Significant efforts to provide this support are detailed in the sections that follow.

As a local government, we exist to provide certain services that citizens expect, at the level they expect, for a good value. In our increasingly mobile and transient society, individuals choose which communities to become citizens of based upon how that city chooses to define core services. In Colleyville, core services are the programs and services currently funded. Over time, this definition will evolve depending on the priorities of the community.

The adopted budget provides a staffing level of 203 full-time equivalents (FTEs), 7.5 more FTEs than in fiscal year 2014, in order to fully fund the programs and services expected by citizens. Careful consideration was given to all position requests to ensure that decisions are both appropriate and sustainable in the long-term. The new or upgraded positions in the fiscal year 2015 adopted budget include adding one police officer, three firefighter/paramedics, one economic

development coordinator, one temporary construction manager to serve through FY 2019, increasing one part-time administrative support specialist in the library to full time, increasing one part-time police records clerk to full time, and increasing one part-time maintenance and operations technician in the Colleyville Center to full time.

To sustain and plan for Colleyville’s long-term needs, the fiscal year 2015 budget includes a Five-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. Colleyville’s CIP includes projects in a number of categories, as shown in the chart below. Similar to the five-year General Fund budget projection, 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. The CIP operates on a multi-year basis and utilizes a variety of funding sources including the City’s major operating funds, impact fees, special revenue funds, and other entities such as TxDOT. While the plan itself covers five fiscal years, only the upcoming year of the five-year plan is included in the City’s budget each year. In the sections that follow, major fiscal year 2015 investments in the CIP from City resources have been described in more detail.

FY 2015 Project Category	FY 2015 Project Cost
Streets	\$21,067,400
Utility	662,648
Parks	1,264,137
Technology	394,700
Facilities	250,000
Other	500,163
<b>TOTAL</b>	<b>\$24,139,048</b>

The fiscal year 2015 budget continues delivery of current citizen services while placing greater emphasis on investing in those opportunities that most significantly further one or more of our four focus areas. As is typical in local government, funding requests exceed available revenues, requiring decisions regarding what to fund. As we begin to plan for the future in more detail, not all items can be funded. The fiscal year 2015 budget is a balanced budget based on community and City Council priorities as we know them and makes significant progress toward achieving many of the city’s needs and long-term goals. Those items that were not funded this fiscal year are described in a subsequent section of this budget message and may be considered in future budgets.

## PROMOTE LEARNING & GROWTH

As mentioned previously, the first of the four perspectives we focus on is “promote learning and growth.” When we begin with “promote learning and growth,” we acknowledge that we have to start with the right people, who are adequately trained and empowered to do good work, to successfully deliver on the city’s four focus areas. While some efforts to promote learning and growth are made in intangible ways, such as fostering positive employee engagement, empowering informed decision-making and appropriate risk taking at all levels of the organization, and ensuring our people understand the strategy and how they contribute to it, other efforts must be tangible, such as attracting, developing, and retaining skilled employees who embrace our values by offering competitive benefits and compensation that reward good and high performance. The following describes ongoing investments to do just that:

- Year 2 (of 3) of 2014 market adjustments - \$72,063  
Employees earning below the new minimum salary of their position’s pay range received a market adjustment, not to exceed 10 percent, through the new compensation structure implemented in fiscal year 2014. Employees currently earning more than 10 percent below the new minimum salary will receive the remainder of the adjustment over the next one to two fiscal years so that an individual’s pay increase does not exceed 10 percent in any given year. Fiscal year 2015 will fund Year 2 implementation costs at \$72,063. Market adjustments necessary to implement the new compensation structure adopted in fiscal year 2014 will be complete in fiscal year 2016, with Year 3 costs estimated at less than \$5,000.
- Performance-based merit increases- \$226,417  
Employees hired prior to October 1, 2014, will be eligible for a mid-year performance-based merit increase in fiscal year 2015 based on successful and exceptional performance. On an individual basis, the increase will not exceed five percent. Employees receiving a market adjustment *and* merit increase may not exceed a total increase of 10 percent. Performance-based merit increases in mid-fiscal year 2015 will be predicated on employee performance under the comprehensive performance management program implemented in fiscal year 2014. The new system includes more meaningful tools and a streamlined process to document employee goals, expectations, and performance to reinforce alignment of City services with citizen expectations as it pertains to the organization’s expected standards.
- Employee insurance benefits  
Employee insurance benefits include medical, dental, life, accidental death and dismemberment, long-term disability, and COBRA insurance, as well as flexible spending account and health reimbursement arrangement administration. The City continues to exhibit a substantial commitment to employee benefits by

funding employee and dependent medical insurance premiums based on a tiered structure tied to wellness program participation. This tiered structure for health insurance subsidies has proven to be an innovative approach to addressing increasing healthcare costs, while providing a benefit for employees that allows the City to maintain a competitive benefit position among its peer cities. The wellness initiative is designed to improve employee health and is trending favorably in the long-term due to reduced utilization of the medical plan. Comparing costs for medical insurance premiums in fiscal year 2010 to fiscal year 2015, the city's portion has been reduced by \$380,312.

Medical premiums will decrease by 3 percent in at the start of this fiscal year. Additionally, the Patient Protection and Affordable Care Act (PPACA) is expected to increase medical premiums by approximately 0.25 of a percent in January to reflect the effects of the Health Insurer fees, Reinsurance fees and Patient-Centered Outcomes Research Institute fees. The net decrease in medical premiums will be shared between the City and the employees through the tiered premium structure.

- Texas Municipal Retirement System (TMRS)  
The City is committed to ensuring the retirement benefit offered to employees is affordable, sustainable, and competitive. The City's current plan design does not change and includes funding for participation in the TMRS program at a contribution rate of 7.84 percent (annualized 7.63 percent), up 0.795 percent from the annualized rate of 7.045 percent in fiscal year 2014. TMRS is a hybrid defined contribution plan. When a TMRS member retires, the portion of their retirement annuity paid by the municipalities they have worked for is directly tied to their service time in those cities. For the current actuarial period, the City has no unfunded liability.

## PROVIDE FINANCIAL STEWARDSHIP

Providing financial stewardship of the city's resources is the foundation of all efforts by City staff. Many of the investments described in this section highlight the ways Colleyville works to ensure that our long-term needs are addressed. The City is extremely proud of achieving an AAA bond rating in all three areas of debt (tax supported, utility, and drainage) and will continue to follow the conservative financial principles and policies that have allowed us to achieve that coveted designation. As we forecast needs and plan for the future, balancing priorities with resources in a sustainable way, we also will work to finance projects using currently available dollars to the greatest extent possible. Efforts to further our focus on financial stewardship in fiscal year 2015 include the following:

- Review and update of fees and charges  
Each year as a part of the budget process, staff reviews current fees and charges to ensure that amounts are set appropriately for cost recovery and to remain consistent with the market. While the number of fees and amount of fees adjusted varies from year to year, this annual review provides consistent assurance that our taxpayers are not subsidizing more services than necessary.
- Outside review of financial processes  
Each year, the City not only undergoes an audit from an outside firm to verify the accuracy of our accounting records, we also voluntarily participate in other external reviews. These include submission of the budget document to the Government Finance Officers Association (GFOA) Budget Award program, the GFOA Certificate of Achievement for Excellence in Financial Reporting (CAFR) Award, and the Texas Comptroller's Leadership Circle for financial transparency.
- Ambulance replacement - \$44,621  
Third-year funding for replacement of the front-line ambulance through a lease purchase plan is included through the Debt Service Fund. The total cost of the ambulance was \$209,425, which will be paid over a five-year period, ending in 2017.
- Police vehicle replacements- \$226,000  
Funding for replacement of four marked police vehicles and one unmarked police vehicle is included in the fiscal year 2015 CCCPD budget. The fleet management plan for the police department calls for retaining patrol vehicles for a period of three years and replacement of five vehicles annually, which is consistent with the funding available in the CCCPD budget and provides for long-term sustainability of the police fleet.
- Replacement of vehicles and capital equipment (General Fund) - \$242,000  
The fiscal year 2015 budget includes a transfer from the General Fund to the Capital Equipment Replacement Fund, for which \$72,000 is designated for replacement of servers and other technology, and \$170,000 is designated for the replacement of vehicles and equipment utilized by programs accounted for in the General Fund.
- Replacement of vehicles and capital equipment (Utility Fund) - \$81,100  
This funding has been budgeted to set aside resources for replacement of vehicles and capital equipment that are utilized by programs accounted for in the Utility Fund.

Maintaining the City's investment in buildings and facilities is also an important component of financial stewardship. The fiscal year 2015 budget provides funding for several high priority maintenance and repair items as listed below.

- City Hall water valve actuators - \$15,572 (one-time expenditure)  
Current hot water coil actuators are 11 years old and it is time to replace them. The actuators provide the heat for City Hall and the library.



- Replace water heaters at the Justice Center - \$47,880 (one-time expenditure)  
This funding will replace a standard new water heater and a large capacity water heater at the Justice Center. The current water heaters are 12 years old and showing signs of wear. The average life of a water heater is 10 years.
- Additional building maintenance items at City Hall - \$15,766 (one-time expenditure)  
Additional building maintenance items at City Hall, including replacement of lighting on the dais in the Council Chambers and fan powered box heat for the Executive Conference Room are also included in the adopted budget.

## MANAGE THE BUSINESS

Starting with the right people who are trained and empowered to do good work, we are able to focus on our financial reality and being good stewards of our citizens' tax dollars. We are then able to focus internally and evaluate how we "manage the business," ensuring that the dollars we do spend are maximized and spent on the right things. This may include investments in technology to leverage our personnel resources, partnerships with other agencies to reduce redundancy and improve efficiency, and communication efforts that cultivate a culture of transparency. The items that follow highlight continuing or enhanced investments in how we "manage the business":

- Water meter replacement program – program change  
The current water meter replacement program operates on a 10-year replacement schedule. After further analysis and acknowledging that water meters are covered under a 15-year warranty, the program will now operate on a 12-year replacement schedule. This change allows continuation of excellent service, but is more financially sustainable and does not require additional funding at this time.
- Implementation of new utility billing platform  
In November of 2014, the MUNIS utility billing module will be implemented to provide customers an ability to monitor usage and to seamlessly pay their bill online.
- Additional contractual support for communications activities - \$5,000  
Additional funding for communications activities has been included in the fiscal year 2015 budget, to allow staff to contract with outside vendors for graphics, web design assistance, promotional pieces, and other tools utilized to communicate with citizens and customers. This will allow staff more time to update and maintain the city's website in a more comprehensive and systematic way.

- Digitizing documents to Laserfiche - \$37,000  
In fiscal year 2014, staff contracted with a third party to have documents currently located in storage digitized. The fiscal year 2015 budget includes funding to continue this work on an incremental basis each year, until all City documents have been transitioned into a digital format.
- Upgrade of one part time police records clerk to full time - \$26,374  
To further the City's overall plan to convert historic and new records to a digital format, the budget includes funding to upgrade one part-time records clerk in the police department to full time. The Police Records Unit currently houses over 15,000 records that date back several decades. Utilizing part-time positions and volunteers to accomplish the task of reviewing, scanning, purging, and managing these records has proven to be inefficient. The upgrade of this position will allow the Records Unit to continue to manage an increasing number of new records and make progress in digitizing existing hard-copy records.
- Installation of fiber for the City - \$394,700  
The City currently leases fiber to provide connectivity between buildings. By owning our own fiber, the cost for much of the current lease would be eliminated. It is anticipated that, based on the current amount of fiber used by the City and that the amount used increases substantially each year, costs for the leased fiber will only continue to increase. The fiscal year 2015 CIP includes installation of fiber Phases 1 through 3, to be funded by the Colleyville Tomorrow Fund. Phase 1 will connect City Hall and the Justice Center (\$237,000), Phase 2 will connect the Justice Center and the Central Fire Station (\$71,000), and Phase 3 will connect the Justice Center and the Public Works Service Center (\$86,700). Based on current rates for leased fiber, the return on investment (ROI) for installing City-owned fiber is 10 years. However, the actual ROI will likely be sooner as it is anticipated that service levels (bandwidth) will need to increase and that leased prices will continue to increase.
- Increased leased fiber - \$2,500  
While installation of City-owned fiber will make dramatic progress in improving connectivity between buildings, those buildings that will not be connected by City fiber will still be served by leased fiber and are in need of increased bandwidth. Current speeds prevent efficient work and the additional funding included in the fiscal year 2015 budget increases the bandwidth at those locations that will use leased fiber to connect to the new City-owned fiber for a portion of the fiscal year (after the fiber install project is completed).
- Upgrade desktop support technician to management analyst - \$9,117  
As technology continues to play a larger role in efficiently providing city services and as that technology becomes more advanced, more sophisticated staff support is necessary to properly maintain and service current hardware and software. The fiscal year 2015 budget includes funding to upgrade the current desktop support technician position to a management analyst, providing better

suited support as opposed to basic trouble-shooting and physical labor as provided in the current job classification.

- Laserfiche license upgrade - \$25,896  
The current Laserfiche license agreement allows for 28 concurrent users, meaning no more than 28 citizens and/or employees can access the online document repository at one time. The increased funding in the fiscal year 2015 budget allows for 50 concurrent users, providing for increased transparency to citizens and for increased efficiency for staff.
- Phase I courts technology upgrade - \$63,916 (one-time expenditure)  
Phase I of the courts technology upgrade includes the replacement and upgrade of all audio and recording equipment, as well as the projector in the courtroom. The current equipment is 12 years old and in need of replacement. Some of the cost may be shared with the City of Keller, our partner in the joint municipal court.
- Phase II Police/Emergency Operations Center technology upgrade - \$44,460 (one-time expenditure)  
Funding has been included in the fiscal year 2015 budget to replace and upgrade the technology in the briefing room at the Justice Center. The room is utilized by every patrol shift to communicate daily information to the officers; it also provides a training area and overflow room for the Emergency Operations Center (EOC).
- Field connectivity for meter services worker - \$2,950  
Funding for a laptop and aircard for the meter services worker has been included in the budget to allow for the employee to access VueWorks, the web-based public works asset management software, from the field and increase efficiency. Field connectivity will eliminate the need to physically pick up service orders from the utility billing office.

The adopted budget provides contract services with other governments and agencies in the following areas:

- *Municipal Court:* In fiscal year 2013, Colleyville and Keller broke new ground as the first Texas cities to consolidate their municipal court operations. The combined court, now in operation for two years, is transitioning to a paperless environment that will streamline processes and further efforts to manage our document retention electronically.
- *Animal Control:* In fiscal year 2013, Colleyville and Southlake consolidated animal control and shelter services with Keller, a change that resulted in improved animal services in all three communities, reduction of redundancy in operations, better utilization of building and technical resources, increased training time for employees, sufficient staffing for dedicated shelter and adoption personnel, and improved compliance with state and national standards for the humane treatment of animals. The fiscal year 2015 budget for this

agreement, which pays for Colleyville's proportionate share of the costs, decreased by \$1,920 compared to fiscal year 2014, based on the calculations provided by the city of Keller on Colleyville's utilization of shelter and animal services.

- *Communications and Jail Services:* Continuation of funding for the regional communications and jail services is included in fiscal year 2015 through a multi-year interlocal contract with Keller and Southlake. This funding budgeted for fiscal year 2015 increased by \$198,456, which reflects Colleyville's proportionate cost of the interlocal contract. The increase for fiscal year 2015 is due to rebalancing the three-year average that determines each member city's utilization of total services and establishes the percentage of total cost paid by each city accordingly. Additionally in fiscal year 2011, Tarrant County 9-1-1 leased the Colleyville Communications Center as a permanent backup site, which created additional revenue. Tarrant County 9-1-1 also will keep the facility up to date with the latest technology. Funding is provided to meet the contractual obligations for fire response in the Bedford response area, a contract that expires in September 2015.
- *Northeast Fire Department Association (NEFDA):* This association of 14 cities in Northeast Tarrant County provides resources, support, and staffing for emergency events such as a water rescue, HAZ-MAT incident, or an event involving an explosive device. Participating cities contribute financially to maintain and replace equipment or apparatus needed to respond in these situations.
- *Public Safety:* Colleyville will continue participation as a member city in Tarrant County's NETCO radio consortium. In 2014, the NETCO consortium completed an upgrade to our 800MHz trunked radio system to Project 25 (P25) capability. The P25 conversion included all radio equipment (i.e., towers, consoles, portable radios, and handheld devices). NETCO member cities will continue to contribute to the consortium for future maintenance and system enhancement costs.
- *Street Overlay:* To maximize street maintenance activities, the City will continue partnering with Tarrant County for county labor resources for one street maintenance project per year. For these projects, the City provides funding for materials. The county has specialized street overlay capabilities and has shown a continued interest in assisting our maintenance program.
- *Teen Court:* Along with Grapevine and Keller, Colleyville partners with Southlake to operate the Metroport Teen Court. The fiscal year 2015 CCCPD provides funds for our continued participation in this program in the amount of \$33,750, one fourth of the total annual program cost.
- *Elections:* Staff recommends continuation of the contract with the Tarrant County Elections Center to conduct local elections at an annual cost of \$7,000. The efficiency and expertise provided by the county enhances the quality of the electoral process available to our citizenry.

- *Tax Assessment and Collection Services:* The City will continue the agreement with the Grapevine-Colleyville Independent School District (GCISD) for tax collection services.

## SERVE OUR CUSTOMERS

To serve our customers and provide the high quality programs and services they expect, we must start with the right people, the right financial focus, and the right processes. Without attention to those foundational perspectives, we cannot serve our customers well. Investments in the area of "serving our customers" typically include items that are tangible to our citizens. In fiscal year 2015, highlights of continuing or new investments in this area include:

- Three new firefighter/paramedic positions - \$207,129  
This budget includes funding to hire three additional firefighter/paramedic positions. The addition of these positions achieves full operational staffing by adding one additional staff member to each shift. This allows for a minimum of 12 employees per shift including three on each truck or engine company, two on the ambulance, and one battalion chief.
- One new police officer position- \$72,933  
The addition of one new police officer position is included in the fiscal year 2015 budget, to be funded from the Colleyville Crime Control and Prevention District (CCCPD) budget. This position reflects the City Council's commitment to adding one new police position each year through fiscal year 2016.
- Texas Workforce Commission annual subscription- \$1,500  
The Texas Workforce Commission database is a common tool used by law enforcement to address the task of locating and making contact with persons involved in investigations and in seeking out those individuals with outstanding warrants, as it contains current addresses and employment sites. This real time information dramatically increases the efficiency of locating suspects by both the criminal investigations detectives and the warrant officer.
- Colleyville Boulevard/SH26 reconstruction project management- \$200,000  
To ensure adequate city involvement in managing the upcoming reconstruction of Colleyville Boulevard, the City's construction manager will be temporarily reassigned to that project for its duration. As such, a temporary construction manager position is included in the fiscal year 2015 budget to backfill those vacated duties. This position manages the City's capital improvement projects and development projects, ensuring proper construction of public improvements. In addition to the staff support of this project, funds for additional advertising, promotion, and support of our affected businesses, as well as additional communication with citizens and visitors during the project, are also included. The fiscal year 2015 cost of the temporary position and the additional

communications costs are to be funded through a transfer of net revenues over expenditures at the end of fiscal year 2014. It is anticipated that these expenses will need to be budgeted through fiscal year 2017.

- One new economic development coordinator position - \$18,960  
To provide additional support for economic development efforts, an economic development coordinator has been added to the fiscal year 2015 budget. Economic development is an ongoing priority and although significant gains have been realized, it is important to continue to focus on attracting and retaining commercial development that contributes to the high quality of life in Colleyville. Furthermore, this new position will help provide support to businesses affected by the reconstruction of Colleyville Boulevard. The cost of this position is largely offset by shifting the part-time marketing coordinator position to the Colleyville Economic Development Corporation (CEDC) budget, better aligning that function with the purpose of the promotional portion of that budget.
- Strategic Initiatives Fund current available balance - \$295,817  
The Strategic Initiatives Fund was established to fund programs and projects linked directly to the City's strategic plan, with the City Council's authorization. In particular, economic development incentives were indicated as an appropriate use of these resources. The current available balance may be appropriated at the discretion of the City Council.
- Upgrade of one part-time administrative support specialist in the library to full time - \$30,022  
The fiscal year 2015 budget includes funding to upgrade one part-time administrative support specialist in the library to full time. The upgrade of this position will provide increased administrative support to the library and bring the library to full staffing based on the current service level. The additional hours will also provide for more flexibility in scheduling to ensure adequate staffing levels for library and recreation programs and city special events.
- Upgrade of one part-time maintenance and operations technician at the Colleyville Center to full time- \$25,712 (\$0 net cost)  
The Colleyville Center continues to increase weekend bookings, with many back-to-back events, requiring center staff to work additional hours on weekends, incurring overtime and/or accruing compensatory time. The fiscal year 2015 budget includes funding to upgrade one part-time maintenance and operations technician to full time, with a concentration of work hours on Fridays, Saturdays, and Sundays. The additional hours will help the center maintain its excellent customer service ratings, particularly as more bookings require more room set ups and break downs, and maintenance to prepare for the next event. The cost of this position upgrade has been offset by increased revenue projections due to positive trends in bookings.

- Street maintenance - \$3,000,000  
A consistent focus by the City Council has been to provide the necessary funding to maintain the city's street infrastructure. Given this, the adopted budget provides a base level of \$2,000,000 for street maintenance/rehabilitation and an additional \$1,000,000 through a strategic draw-down of General Fund fund balance (while still maintaining a healthy fund balance in excess of the adopted 90-day reserve requirement). This will be the third year of this strategic draw down, which is anticipated to continue through fiscal year 2018. At that point, other funding must be identified to continue the same level of street maintenance. The fiscal year 2015 total of \$3,000,000 for street maintenance in the General Fund, an increase of \$600,000 from fiscal year 2014, will be used as a funding source in the comprehensive CIP, to be distributed among various projects based on relative priority. Fiscal year 2015 will be the first year to fully fund street maintenance at the level identified by recent pavement assessments as being necessary to adequately maintain our streets at their current condition.
- Transfer to Capital Projects Fund - \$300,000 (one-time expenditure)  
Additional one-time funding has been included in the fiscal year 2015 budget to be transferred to the Capital Projects Fund for use on future capital projects. Careful consideration was given to ensure that not all available funds were obligated to recurring, or ongoing, expenses. Dedicating some of the funding available for allocation in fiscal year 2015 to one-time purposes that serve the City's long-term goals is a prudent use of these funds.
- Sidewalk repair – \$50,000  
The budget maintains funding for the repair and maintenance of sidewalks, helps ensure pedestrian safety, and enhances Colleyville's "walkability" factor. Funding in the amount of \$50,000 is recommended for ongoing maintenance. This is in addition to escrowed construction funds for neighborhood districts, as approved by the City Council in November 2008.
- The cost of purchasing potable water from the Trinity River Authority (TRA) has increased during the past year due to additional TRA operational costs, decreased usage through effective water conservation by area cities, and an overall percentage increase in Colleyville's portion of debt service due to usage during ongoing drought conditions. It is likely that TRA rates will increase with TRA's new fiscal year beginning in December 2014. In the event TRA increases their cost for treated water and wastewater, consistent with City Council policy, that cost will be passed on proportionally to customers.
- Water and wastewater renewal program - \$250,000  
As part of the City's focus on long-term infrastructure needs, the fiscal year 2015 Utility Fund budget maintains funding for proactive replacement of City water and sewer lines, valves, pumps, lifts, manholes, inlets, and other materials used in the delivery of potable water to, and the removal of sewage from, Colleyville homes and businesses. This investment is utilized as one of the funding sources for the CIP.

- FEMA grant match for updated floodplain maps - \$290,500 (one-time expenditure)

The adopted budget includes a drawdown of fund balance by \$250,500 in the Drainage Fund, to fund a FEMA grant match of \$290,500. Operating funds of \$40,000 will also be used to meet the match requirement. The grant funds will be used to survey, model, and map all of the waterways in Colleyville with the exception of Big Bear and Little Bear Creeks. The grant is being administered by the North Central Texas Council of Governments and will result in updated flood plain maps for the City. FEMA is providing \$336,500 toward this study, and without the FEMA grant, the City would have to pay for the entire study as part of a future drainage master plan update. The original drainage master plan is 23 years old and a significant amount of development has occurred since that time, changing the natural drainage patterns in the city. The scope of services under this grant will serve as the first phase of a storm water drainage master plan update and will provide a significant foundation for the second phase of the update. The second phase, which will be completed as funds become available in the drainage fund, will take the work performed in the first phase and develop a plan for improving the drainage throughout the City.

- Colleyville Clean Sweep - \$12,000  
Staff recommends continuation of the household hazardous waste collection program and the Clean Sweep annual collection with \$12,000 from the Drainage Fund and a conversion of solid waste franchise revenue in the amount of \$15,000, for total program funding of \$27,000.
- Quiet zone maintenance contract for warning and preemption devices - \$51,000  
To satisfy the requirements of the Fort Worth & Western Railroad, the City must pay annual maintenance costs for the advanced warning and preemption devices associated with the quiet zones. Funding has been included in the fiscal year 2015 budget for contracting the maintenance of these devices.
- Trail system investments - \$427,000 (one-time expenditure)  
The adopted 2015 CEDC budget includes the carry forward of funding for incomplete projects- completion of Pleasant Run Trail construction (Bogart to Mission), as well as improvements at the Cotton Belt – LD Lockett Park trailhead and construction of the Cotton Belt II spur at the Webb House.
- Park signage update - \$15,000 (one-time expenditure)  
The current signage at Reagan Park is inconsistent with the signage at other Colleyville parks and there is currently no signage at Woodbriar Park. Voluntary park funds will be used to improve signage at both parks to provide uniformity throughout the park system.
- Retaining wall and drainage enhancement - \$11,212 (one-time expenditure)  
Voluntary park funds will be used to install a retaining wall and drainage enhancements at tennis court 6 at City Park. These improvements will help prevent sand in the adjacent volleyball court from blowing onto the tennis court and building up when it rains.



- Shade structure replacement - \$30,000  
Current shade structures at City Park are faded and worn due to age and weather. Voluntary Park funds will be used to replace the shade structure cloths at fields 1-3, with plans to replace the cloth at other fields on an annual basis going forward.

## ITEMS NOT FUNDED IN FISCAL YEAR 2015

As is typical in local government, funding needs often exceed the revenues available. Decisions must always be made as to what items are funded in the budget. The items described below were not included in the fiscal year 2015 budget, either due to a lack of available funding or because these items represented a lower overall priority than other items. Every request for additional funding was evaluated and ranked by the staff Leadership Team, which played a large role in determining those items chosen for inclusion in the fiscal year 2015 budget. When ranking each funding request, the Leadership Team referred to a set of criteria, which included considering how and to what extent the request furthers the goals laid out by City Council in the Strategy Map, any risks presented by not funding a request, whether the request addresses an area identified in the City's performance measures as needing improvement, staff's ability to execute and implement the request if funded, what prompted this request, and overall impact of funding the request compared to the financial investment required.

- 2015 market adjustments - \$160,000  
WorldatWork, a non-profit human resources association that has tracked industry data for over 40 years, projects a two percent average salary structure movement for all groups of employees in Texas. Pursuant to our philosophy of desiring to pay our employees at the 50<sup>th</sup> percentile of the market and to maintain the city's market competitiveness, a one percent market adjustment, or one-half of the projected salary structure movement in the Texas market, was considered for inclusion in the budget. However, 2015 market adjustments were not included in the budget to allow for the near completion of 2014 market adjustments that will move all employees into the new salary structure adopted last summer. It will be important to seriously consider inclusion of market adjustments to the salary structure and for employees in the fiscal year 2016 budget in order to maintain our investment in the new compensation system and remain competitive in the marketplace.
- Street reconstruction - \$2,400,000  
Colleyville has 43.5 miles of unimproved (no curbs and open ditches for drainage) asphalt streets. The majority of these streets are arterial or collector streets carrying the majority of the city's traffic and were never designed or constructed to carry that load. The cost to reconstruct these roads to current engineering standards is approximately \$75 million in 2013 dollars. Based on the previously proposed goal of eliminating all unimproved roads in Colleyville

during the next 25 years, an additional \$3 million is needed each year to fund street reconstruction. Because some of these streets are eligible for TIF funding, an additional \$2.4 million is needed annually from other funding sources, such as the General Fund. Staff has not recommended funding for street reconstruction in the fiscal year 2015 budget as the Council has requested a worksession for later this fall to discuss long-term strategies for street maintenance, which may result in a different goal.

- Human resources coordinator - \$71,807  
To provide consistent and proactive management of recruiting, hiring, organizational training and development, volunteer and intern program implementation and administration, safety program/risk administration, and performance management, the addition of a human resources coordinator was considered for inclusion in this budget. Organizations universally recognize that significant time and resources should be expended in the recruiting, hiring, and onboarding process to avoid the future expenses related to managing poor performing employees out of the organization and lost productivity from having the wrong person in a job. As such, it is imperative that the right individuals are recruited, hired, and trained, which requires additional resources to manage those processes consistently. Without this additional position, the staff will continue to be challenged to provide these necessary services.
- Colleyville Center improvements - \$36,000 (one-time expenditure)  
Improvements to the Colleyville Center site or grounds are on hold until a visioning meeting is held with the City Council to give direction regarding future site and facility improvements. Current improvements identified as worthy of consideration include up-lighting in outdoor areas, sod replacement, and a kitchen update to include replacement of appliances original to the center when it was built in 1998.
- Fire Training Room upgraded A/V System - \$28,535 (one-time expenditure)  
The current A/V system in the Fire Training Room includes a consumer level projector and audio system. A request for updated equipment that would include commercial level screens and interfaces was requested for the fiscal year 2015 budget, but the benefits of upgrading the equipment were not substantial enough to warrant a higher priority rating than other budget requests that were considered.
- Building maintenance - \$70,770 (one-time expenditure)  
While a number of building maintenance projects have been included in the fiscal year 2015 budget, not all potential projects could be included. Those that ranked lower in priority, such as installing exterior LED lighting at City Hall, the library, and the Justice Center may be considered in future budget years.
- Part-time management analyst (graduate intern) - \$28,779  
A graduate-level intern would provide professional support to all City departments, including providing analysis, completing studies, supporting departments to achieve citywide goals, and assisting with special projects. As

current staff members manage already full workloads and lack the capacity to take on work related to new projects or initiatives, the addition of an intern would provide needed support at a lower cost than an additional full-time employee. A graduate internship program could also provide help to attract young professionals to the city and identify individuals that could become potential employees.

## PROPOSED BUDGET BY FUND: GENERAL FUND

In developing the fiscal year 2015 budget, the objective was to achieve a balance between revenues and expenditures, and prioritize operational needs with long-term community investment strategies.

### *Revenues*

General Fund revenues in the adopted budget total \$23,063,580. Major revenue considerations include:

- An increased operation and maintenance (General Fund) portion of the tax rate due to declining bonded indebtedness. There is no overall increase in the total tax rate.
- An increase in ad valorem revenue due to a 4.66% increase in property values
- Increased sales tax revenue
- An increase in licenses and permits, as well as charges for service, based on historical trends and increase in development activity in Colleyville

### *Property Tax*

The primary source of income for the City is property taxes, accounting for 55 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 2014 at \$4,091,303,521 (\$4,044,553,142 in certified value and \$46,750,379 in pending appeals and incomplete valuations), and includes \$66,554,875 in new construction. This represents an increase of \$182,030,827 (4.66%) over the current year's taxable valuation of \$3,909,272,694, per the July 25, 2013 certified values. The value of existing property on the tax roll is \$4,024,748,646, representing an increase of \$115,475,952 (2.95%) over the current year's taxable valuation. The total taxable value includes TIF zone property, which has a combined taxable value of \$261,128,989 (TIF Zone #1 adopted in 1998- \$258,801,032 and TIF Zone #1A adopted in 2012- \$2,327,957) and includes \$2,459,187 in new construction. The final TIF value is subject to change, as \$4,254,619 in valuation is still under

appeal. This represents an increase of \$7,071,782 (2.78%) over the current year TIF valuation of \$254,552,139.

In 2003, the City Council increased the over-65 property tax exemption to \$65,000 and approved the senior property tax freeze in 2004. The loss in property tax revenue from the over-65 property tax exemption for 2015 is projected to be \$419,564. Additionally, there is a loss of revenue for the senior tax freeze of \$209,287. Currently, 19.11 percent of all residential property tax accounts are frozen.

As submitted, the adopted budget maintains a property tax rate of \$0.3559 per \$100 value to support a property tax levy of \$13,284,424, excluding the TIF property and frozen value. The tax rate is comprised of an operation and maintenance rate of \$0.33461, and an interest and sinking rate of \$0.02129. The latter component provides funding for retirement of the annual debt obligations. In a review of peer cities, Colleyville has the second lowest tax rate in northeast Tarrant County. That is not expected to change with adoption of the fiscal year 2015 budget.

The adopted property tax rate of \$0.3559 is slightly above the effective tax rate of \$0.349586. The effective tax rate is the rate at which the City would raise the same amount of revenue raised in the last fiscal year.

As shown in the following table, the 2015 property tax rate will increase the typical homeowner’s tax bill, compared to this year’s tax billing, by \$55.01.

Budget Year	Average Residential Property Value	Property Tax Rate	Average Property Tax Payment
2010	\$398,957	\$0.3559	\$1,419.89
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

*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. A recent upturn in the local economy along with the opening of Whole Foods Market and other businesses at Colleyville Downs has generated increased taxable sales, a 6 percent increase in sales tax over the fiscal year 2014 year-end projection is budgeted.

### *Licenses and Permits*

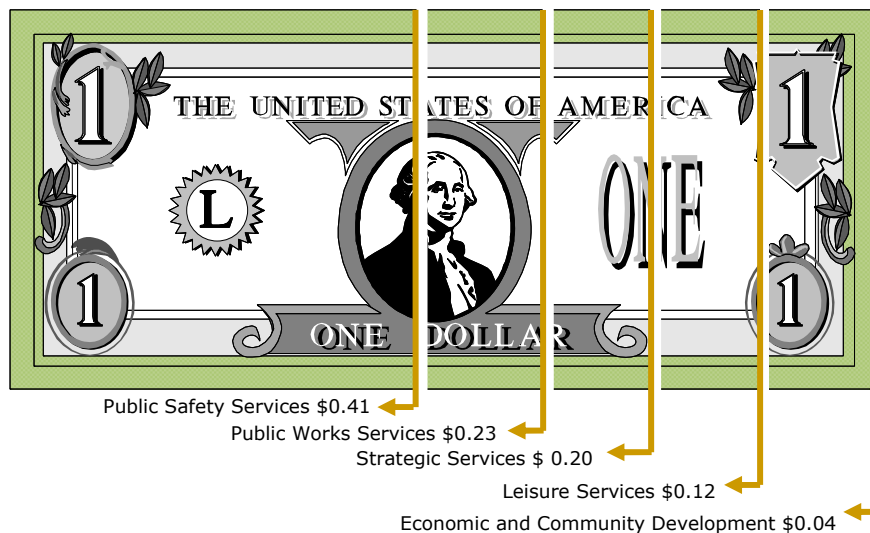
Building-related revenue remains relatively consistent with the actual revenue received in the last several fiscal years. License and permit revenue has continued to exceed budget projections based on the increase in development activity in Colleyville, but budgeted projections are not increased until several years of trend are established in order to maintain our conservative forecasting practices. The fiscal year 2015 budget for license and permit revenue includes a 16 percent increase over the fiscal year 2014 adopted budget. Based on current interest rates and the number of lots that have been approved or are under construction, staff anticipates the current rate of construction of new single-family residential homes will continue in the near term. There are also commercial developments and redevelopments anticipated for fiscal year 2015.

### *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 \$217,967. Keller is paying 45.9% of the total municipal court cost based upon their percentage of total citations issued by both cities. There is also a small reimbursement of administrative fees and building costs included in the payment.

### *Expenditures*

The following illustration shows how the City plans to spend each tax dollar for the upcoming fiscal year. The total adopted General Fund budget for fiscal year 2015 is \$23,028,218. This includes non-discretionary increases totaling \$164,389, which covers cost increases in electricity, property and liability insurance, software maintenance, and other contractual service increases.



# UTILITY FUND

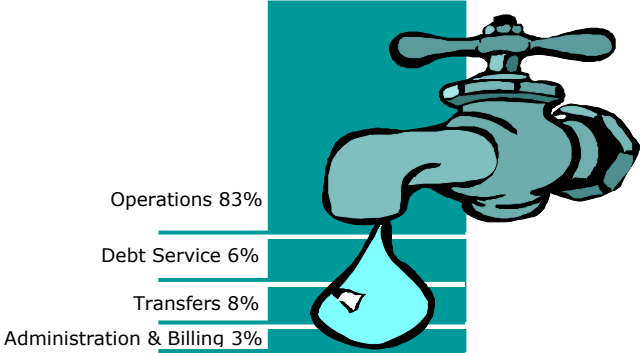
The Utility Fund is a proprietary fund structured and operated as a stand-alone business or enterprise. For budgeting purposes, the fund segregates the operating expenses and debt service in an accounting fashion similar to the General Fund. In accordance with Generally Accepted Accounting Principles (GAAP), this fund uses a full accrual basis of accounting that combines the accounting of long-term assets and liabilities with operating expenses and revenues. As a stand-alone Enterprise Fund, the Utility Fund pays its share of overhead costs as a reimbursement to the General Fund. The fund also makes a franchise fee payment to the General Fund.

### Revenues

Under the current rate structure, water sales account for 73 percent of total revenue and wastewater revenues account for 25 percent. Interest, tap fees, and miscellaneous revenues comprise the remainder. Current rates are based on the City paying TRA \$2.64 per 1,000 gallons for water and \$2.20 for wastewater, an increase of \$0.11 for water and \$0.38 for wastewater over 2013 rates. Meeting bond covenant requirements, the existing rate structure provides for a 1.2 times coverage factor.

### Expenditures

Utility Fund expenditures total \$14,005,640 for the adopted budget. This includes non-discretionary increases totaling \$22,483 which cover cost increases for postage, property and liability insurance, communications maintenance, and overtime for inspection of development projects. The largest component, 68 percent of the fund, covers the contractual obligation for water and wastewater to the Trinity River Authority (TRA). In an effort to continue a comprehensive program to repair and rehabilitate the utility system, the budget includes funding in the amount of \$250,000 for infrastructure renewal, which is funded through a draw-down of the available cash in the Utility Fund retained earnings. The expenditure increase in the budget from fiscal year 2014 is due primarily to the increased cost of treated water and wastewater from TRA and an increase in the amount transferred to the General Fund. The following illustrates the distribution of expenses for the Utility Fund.



## DEBT SERVICE FUND

The City budgets for debt service in two separate funds - utility and tax-supported debt services. The total fiscal year 2015 debt obligation for tax-supported debt is \$1,382,192, a decrease from the fiscal year 2014 total of \$1,684,797. There is a planned drawdown of debt service fund balance in the amount of \$152,666 for the third year repayment of the lease purchase agreement for the towers, consoles, portable radios, and handhelds related to the upgrade of the 800MHz trunked radio system to Project 25 (P25) capability, which was entered into in fiscal year 2012. There is declining debt service in the remaining outstanding debt obligations and a refunding of outstanding callable debt that occurred in fiscal year 2011. The projected fiscal year 2014 ending fund balance will be in excess of the 90-day reserve needed.

The Utility Fund's coverage ratio of 1.20 is effectively met in the current tiered rate structure. The total utility-supported 2015 bonded debt obligation is \$490,100. Also included is the repayment to the Colleyville Tomorrow Fund for internal financing for the acquisition of a vactor truck in the amount of \$44,286. The acquisition was approved in fiscal year 2012 and the Utility Fund will be repaying the Colleyville Tomorrow Fund this amount annually for the next five years, which would be the term of the lease if financed externally.

Furthermore, the city's bond ratings are evidence of Colleyville's financial strength. 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 are the primary reasons for the bond rating.

In fiscal year 2014, the City's rating went through a biannual bond rating review with Fitch Ratings and Standard and Poor's for outstanding general obligation, and water and wastewater debt. That AAA rating has been reaffirmed by Fitch Ratings. The key ratings drivers for the AAA rating for the general obligation debt were a healthy financial profile, solid tax base, manageable debt burden, and a diverse economy. For water and wastewater debt, the key ratings drivers for the AAA rating were conservative financial management, rate flexibility, low debt, and limited capital needs.

The waterworks and wastewater system revenue bonds and the drainage system revenue bonds also received a rating upgrade from Standard and Poor's in 2014 from AA+ to AAA. Reasons for the upgrades include strong financial operations, growth in service area, adequate water and sewer treatment capacity to meet future demands, and moderate debt ratio with manageable future borrowing plans. Standard and Poor's, and Fitch Rating Service have affirmed the rating of AAA on the drainage utility system revenue bonds. 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.

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 \$1,201,046 in fiscal year 2015, primarily from the collection of the monthly fee and planned use of fund balance of \$250,500. Annual debt payments for the outstanding bonds are \$252,847. In fiscal year 2015, \$290,500 has been allocated for a FEMA grant match, the majority of which is being paid for by the planned draw down of fund balance. The grant funds will be used to survey, model, and map all of the waterways in Colleyville with the exception of Big Bear and Little Bear Creeks. The grant is being administered by the North Central Texas Council of Governments and will result in updated flood plain maps for the City. The remaining funds of \$578,478 fully support six staff positions, partially fund three other staff positions for which costs are split between multiple funds, and drainage projects throughout the city. This includes non-discretionary increases totaling \$413, which covers cost increases in property and liability insurance and increased communications maintenance costs. The drainage bonds require a coverage ratio of 1.25 times annual debt service, approximately \$316,059 annually. Also included is the repayment to the Colleyville Tomorrow Fund for the internal financing of the acquisition of a Gradall excavator in the amount of \$19,032. The acquisition was approved in fiscal year 2012 and the Stormwater Drainage Utility Fund will repay the Colleyville Tomorrow Fund this amount annually during the next five years, which would be the term of the lease if financed externally.

## SPECIAL REVENUE FUNDS

The City Council continues to be innovative in evaluating financing options for various City programs. Programs implemented to date 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. 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 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. The incremental value for fiscal year 2015 (tax year 2014) is \$258,801,032 for TIF #1 and \$2,327,957 for TIF #1A. TIF #1 experienced an increase of \$2,828,341 from the valuation for fiscal year 2014 (tax year 2013).

The debt service payment for the coming year is \$679,675 for bonds issued for TIF district projects. Additionally, expenditures are anticipated for payments to the Town Center at Colleyville for developer asset repurchase agreements as a result of TIF Board and City Council incentivized approved projects. The adopted CIP budget recommends using TIF funds to pay for approved road improvement projects within the district.

#### *Colleyville Crime Control and Prevention District (CCCPD)*

The primary goal of the district is to fund public safety facilities. 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 \$1,639,300. The budget provides funding for the annual debt on the Colleyville Justice Center, compensation for seven police officers, vehicle replacement, and various minor capital items, with total expenditures of \$1,438,906 for fiscal year 2015.

#### *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. Expected revenue from the special purpose sales tax, use of funds generated from prior years' coverage ratio, and related interest income for the adopted budget is \$2,537,616. The CEDC Board met 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, including park facilities, the Colleyville Public Library, and Colleyville Center. Consistent with state law, some funds will likely be allocated by the board of directors for promotional efforts for special events and marketing.

#### *Court Technology Fund*

The Court Technology Fund receives revenues from the collection of the municipal court technology fee imposed on convictions on cases adjudicated in the court. Available funds are spent on technology repairs, replacements, and upgrades for the court. In fiscal year 2015 the Court Technology Fund will pay for software utilized by the Court.

#### *Court Security Fund*

The Court Security Fund receives revenues from the collection of the municipal court building security fee imposed on convictions on cases adjudicated in the court. Available funds are spent on security-related expenses for the court. In fiscal year 2015, this 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 fund does not have a dedicated revenue source; any income received is from transfers in from other funds. In fiscal year 2013, \$200,000 was transferred to the Strategic Initiatives Fund from the General Fund. The current available balance in the Strategic Initiatives Fund is \$295,817 and is intended to be used primarily on economic development incentives. 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 2015 the Voluntary Library Fund will pay for library materials, collection development, processing supplies, and library programs.

#### *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 2015 the Voluntary Park Fund will pay for improvements to various parks and athletic fields.

#### *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. Available funds are spent on personnel and training for the juvenile case manager function in municipal court.

## FUTURE OUTLOOK

As is apparent in the content of this adopted budget, the City's focus now and in the future is to provide adequate funding for the established services that provide value to our citizens and serve to further the City Council's focus areas, particularly protecting neighborhoods, providing core services, generating economic activity, and ensuring the sustainability of our programs, services, and decisions.

As the City's largest source of revenue to fund programs and services, revenue from property taxes fund the majority of the City's services. As a revenue source, property tax could be adversely affected in future years if state legislative efforts are successful to change the property tax system. Therefore, diversification of the tax base is essential and the most immediate means for remedy is through strong economic development efforts. It will also be important to weigh the long-term implications of tax rate decisions in this environment. There will always be pressure to make decisions that provide an immediate benefit today; however, Colleyville continues to approach the achievement of the community's goals with a long-term strategy, making incremental investments that provide for sustainable success.

In 2014, significant economic development efforts came to fruition with the opening of Whole Foods Market and the redevelopment of the Colleyville Downs shopping center. Historical data related to Whole Foods Markets in other areas shows that this store tends to attract other high-profile retailers—essentially serving as a “gateway” to more commercial development. This provides a unique opportunity to further the vision of the city's Comprehensive Plan as we attract commercial development that aligns with the overall desires of the community.

While the City will work to capitalize on this opportunity, it brings about some unique challenges. Colleyville is landlocked and almost entirely developed. This means fewer opportunities for true growth and essentially obligates the City to maximize economic opportunities with the limited availability of commercial land and zoning. The city is primarily zoned and developed as residential, with only a small percentage of the land zoned for commercial activity. Prudent and judicious consideration must be made regarding its future use. It is incumbent upon us all to guardedly review all proposals for conversion of this limited commercial space for non-commercial uses or less productive commercial use.

Colleyville is maturing as a city, which also means an aging infrastructure. One of the highest priorities for the City in this and future years will be to ensure the city's public infrastructure remains sound so the investment our citizens have made in Colleyville is protected. With a population that has increased by more than 50 percent since the early 1990s, it is imperative that the City plan for infrastructure investment so that it meets the demands of our residential and commercial population now and in the decades ahead.

To effectively and efficiently meet the needs of our citizens, innovation and continual improvements by the organization are essential. The City's ability to provide excellent public service for our citizens is due to the dedication, skills, and talents of our elected officials and volunteer board members, and our outstanding employees. Employee devotion and commitment to this community are demonstrated each day. The compensation components detailed in this adopted budget make significant strides in protecting the City's investment in the resource that is our employees—setting a path that will move the City forward with employees that can adapt and thrive in a changing environment.

The economy in the Dallas/Fort Worth area has been relatively robust through the economic downturn of the past few years, especially as compared to much of the rest of the nation. During this period, the Colleyville City Council exhibited prudent fiscal foresight and overall restraint in the face of compelling, yet competing demands for limited resources. Because of the current tax structure and the components of costs for local governments, facing long-term fiscal challenges is a reality for most cities in Texas, including Colleyville.

In a continued effort to be proactive and anticipate future needs, the City routinely evaluates trends and identifies specific challenges expected during the next 10 years. Each segment of the organization routinely conducts a thorough examination of future needs as they relate to the City's strategy map, citizen expectations, and the vision for Colleyville. It then develops strategies to change, revise, and evolve in ways that provide better services in a more effective, efficient manner—often establishing strategic partnerships with other cities to reduce redundancy and improve services. The City of Colleyville helped begin this trend a few years ago and has become a leader in partnering with other municipalities for shared City services.

## CONCLUSION

The City has been consistently recognized throughout the years for its judicious management of financial resources to support an array of services and programs. With a dedicated workforce and a steady and diverse revenue base, the City of Colleyville continues to be in a position to deliver municipal programs and services that bring value to our residents and make Colleyville a desirable location for residents, businesses, and visitors. Residents continue to receive excellent value for their tax dollars and have been able to rely on a consistent tax rate, which is able to provide the programs, services, and infrastructure investment that form the foundation of the quality of life in Colleyville.

In an environment of limited resources, it is imperative that every budget expenditure be measured by the value it provides to citizens and the cost of that value in relationship to other services, and in consideration of whether the City can sustain provision of any expenditure in future years without jeopardizing necessary

services. This budget dedicates resources to continue protection of our neighborhoods; continue work toward optimal staffing of our public safety operations; provide a performance-based and competitive compensation structure for the City's workforce; leverage technology to improve efficiency and service delivery; and continue the commitment to street and sidewalk repair work. These services will pay dividends in protecting property values and enhancing the unique quality of life enjoyed by Colleyville residents.

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 2015 budget is presented with the commitment and confidence that it effectively funds the varying needs of the community. It provides a strong financial plan, while ensuring a superior level of municipal services to our citizens. We feel confident the projections and estimates are conservative, yet reasonable and accurately reflect anticipated revenues and municipal needs. We look forward to working with you to achieve all the goals set forth in this proposed budget.

Preparing the budget was a tremendous undertaking. It is important to acknowledge the efforts of the dedicated staff that worked resolutely to formulate fiscally responsible proposals. Together, the City will continue to plan prudently by following the strong financial management principles espoused by the City Council and to implement sound, long-term fiscal solutions that will carry the city into the future. While many of the changes included in this service plan were difficult decisions, they will help assure the long-term financial viability of the City and will help protect our core services and infrastructure.

Appreciation goes to the Mayor and City Council for their community leadership and solid financial acumen. I also want to thank the staff budget team: Terry Leake, assistant city manager/chief financial officer; Karen Hines, finance manager; Michelle Reyes, human resources director; and Adrienne Lothery, strategic services manager, for their efforts in building our service plan for 2014.

My special thanks to all City employees who have worked so hard to provide quality services to our citizens and who are committed to the success of our great city.

In summary we pledge our time and talents to achieve continued excellence for the citizens we serve and it is our honor to do so.

*Jennifer Fadden*

Jennifer Fadden  
City Manager



# STRATEGY MAP

Colleyville is a model city with attention to being an efficient and attractive neighborhood-oriented community sensitive to our history, resources and residents. We do this by providing citizen valued services that result in a continuously improving quality of life.



## DELIVER ON OUR FOCUS AREAS

Protect and Preserve Colleyville's Neighborhoods • Sustainable Government • Economic Development • Core Services

## SERVE OUR CUSTOMERS

C1- Provide attractive and unique spaces for enjoyment of personal interests and community interaction

C2- Deliver high quality and unique customer service

C3- Attract and retain high quality businesses to provide a thriving, diversified tax base that attracts visitors

C4- Provide mobility enhancements that complement neighborhoods

C5- Achieve the highest standards of safety & security

## MANAGE THE BUSINESS

B1- Seek innovative technology solutions where appropriate

B2- Proactively seek process improvements and sustainable solutions

B3- Utilize partnerships to implement cost-effective service solutions

B4- Cultivate a culture of transparency and consistent communication

B5- Use the Strategy Map to ensure that the focus stays on those programs and services identified as priorities by the community

## PROVIDE FINANCIAL STEWARDSHIP

F1- Protect and preserve the City's top financial ratings

F2- Invest to provide and maintain high quality public assets

F3- Forecast needs and plan for the future, balancing priorities with resources

F4- Adhere to the City's financial and budgetary policies

## PROMOTE LEARNING & GROWTH

L1- Attract, develop, and retain skilled employees who embrace our values

L2- Foster positive employee engagement

L3- Ensure our people understand the strategy and how they contribute to it

L4- Enhance leadership capabilities to deliver results and develop bench strength

L5- Empower informed decision-making and appropriate risk taking at all levels in the organization

## CRITICAL BUSINESS OUTCOMES 2014

CB01- Maximize the highest and best use of the City's business corridors

CB02- Implement the Comprehensive Plan

CB03- Address the most critical infrastructure needs

CB04- Keep citizens informed through their preferred methods

CB05- Address traffic issues on Glade Rd.  
CB06- Look for ways to finish SH26

*Integrity*

*Service*

*Innovation*



# Fiscal Year 2015

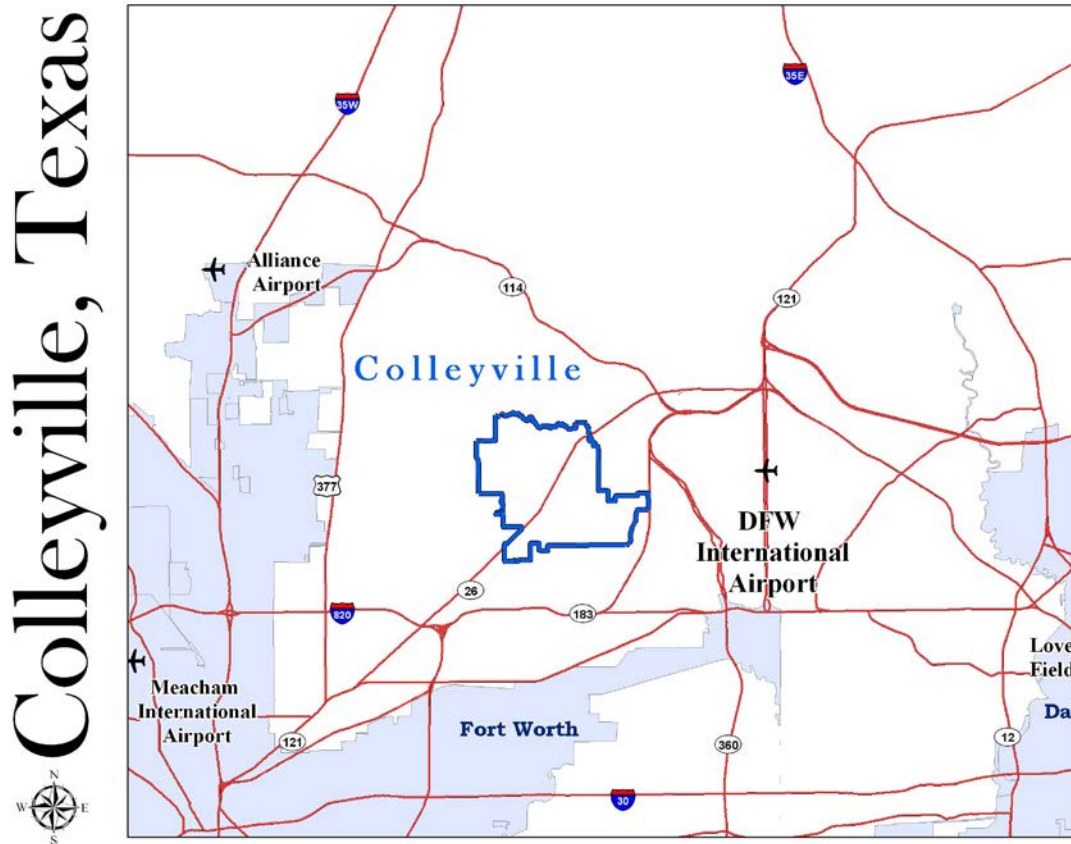
## City Profile





## 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. Colleyville was ranked 40<sup>th</sup> in US Money Magazine's 2005 "Best Places to Live in the US", and ranked 10<sup>th</sup> 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 also named Colleyville as the Safest City in Texas in 2013. Most recently 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.



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.

# COLLEYVILLE, TEXAS: AT-A-GLANCE

## Community

- 2014 Estimated Population: 23,740 (NCTCOG Est. January 1, 2014)
- Size: 13.1 square miles
- Development:
  - 73% residential
  - 15% commercial
  - 12% undeveloped
- Location:
  - 5 miles from DFW International Airport
  - 14 miles from Fort Worth
  - 22 miles from Dallas

## Demographics

- Median age: 45.5
  - Population between 35 and 64: 53.2%
  - Population under 20: 28.8%
  - Population over 25 that have attended college: 88.5%
  - Owner occupied housing: 95.2%
  - Average household size: 2.88
  - Average household income: \$200,822
  - Average appraised value of residential property in 2014: \$421,497
- (U.S. Census & Tarrant Appraisal District)

## Government

- Founded January 10, 1956
- Home Rule Charter
- Council-Manager form of government
- Lane Miles of streets maintained: 283.9
- Miles of water mains maintained: 201
- Miles of sanitary sewer maintained: 168
- Police protection: 42
- Fire protection: 41
- Number of park acreage maintained: 221
- Number of playgrounds: 6 sites with 15 play structure units
- Public Trail System: 14.36 miles

## Education

- Grapevine-Colleyville ISD - 5A
  - K-12 Enrollment: 13,366
  - 96% Graduation Rate
- Keller ISD - 6A
  - K-12 Enrollment: 33,621
  - 94.2% Graduation Rate
- Hurst-Euless-Bedford ISD - 5A
  - K-12 Enrollment: 22,138
  - 96.1% Graduation Rate
- 2 Montessori schools - elementary
- 2 faith-based schools - K-12
- 20 Universities within 40 miles

## COLLEYVILLE HISTORY

The area now known as Colleyville was first settled in the mid 1800's and was comprised of five separate small communities centered around area churches and schools. 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. The city was named "Colleyville", to honor a man by the name of Lilburn Howard Colley, who settled in the community in the 1880's. 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 1970's and early 1980's, Colleyville's close proximity to Dallas-Fort Worth International Airport sparked the growth of high quality residential development. Today, Colleyville is home to over 23,000 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.

## CITY OF COLLEYVILLE TOP TEN TAXPAYERS

	FISCAL YEAR 2015 ASSESSED VALUATION	% OF TOTAL ASSESSED VALUATION
VELOCIS COLLEYVILLE LP	\$26,210,380	0.64%
ONCOR ELECTRIC DELIVERY	\$16,678,083	0.41%
TOLL DALLAS TX LLC	\$12,557,166	0.31%
LTF REAL ESTATE	\$12,304,570	0.30%
AC VILLAGE PARK PARTNERS LLC	\$10,903,756	0.27%
USMC COLLEYVILLE LLC	\$10,057,253	0.25%
WAL-MART REAL ESTATE BUSINESS TRUST	\$8,487,901	0.21%
RCC VILLAGE PROPERTIES LTD	\$8,142,369	0.20%
COLLEYVILLE RIVERWALK LP	\$5,925,000	0.14%
ROBERT & CYNTHIA MCCORMICK	\$4,396,800	0.11%
TOTAL	\$115,663,278	2.83%

**CITY OF COLLEYVILLE, TEXAS**

**PRINCIPAL EMPLOYERS**

**CURRENT YEAR AND NINE YEARS AGO**

<u>Employer</u>	<u>2013</u>		<u>2004</u>	
	<u>Employees</u>	<u>Percentage of Total City Employment</u>	<u>Employees</u>	<u>Percentage of Total City Employment*</u>
Grapevine Colleyville ISD	1,681	32.6%	720	- %
Market Street	369	7.1%	400	- %
Lifetime Fitness	230	4.5%	-	- %
City of Colleyville	188	3.6%	162	- %
Kroger	-	- %	150	- %
Albertsons	110	2.1%	200	- %
Covenant Christian Academy	107	2.1%	80	- %
LaHacienda Ranch	100	1.9%	100	- %
Walmart Neighborhood Market	90	1.7%	-	- %
Sonshine Academy	60	1.2%	40	- %
US Memory Care	60	1.2%	-	- %
Mac's Steak and Seafood	55	1.1%	60	- %
Compass Christian Church	<u>50</u>	<u>1.0%</u>	<u>-</u>	<u>- %</u>
Total	<u>3,100</u>	<u>60.0%</u>	<u>1,912</u>	<u>- %</u>

Source: City Economic Development Division

\*This information is unavailable.

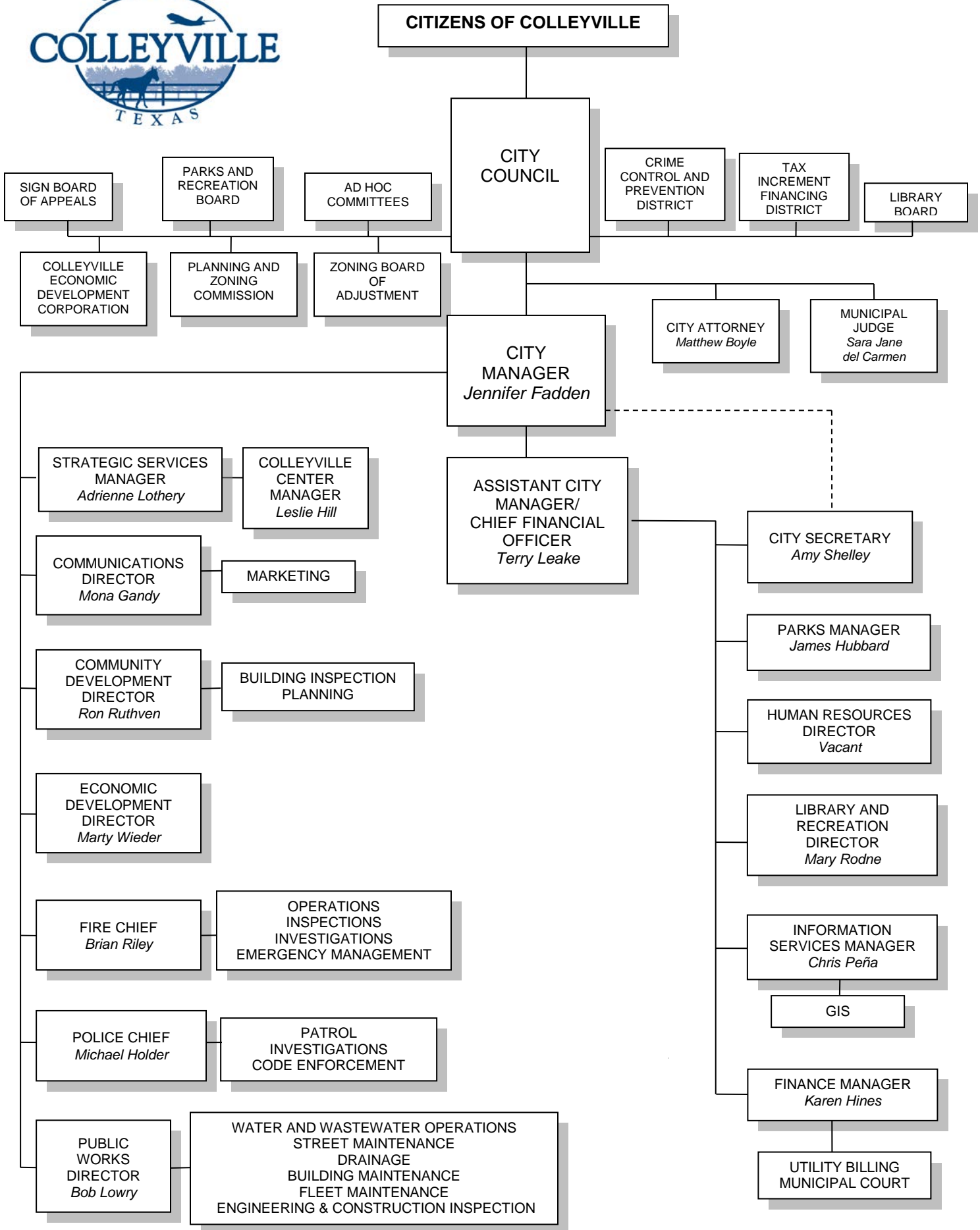
Source: City Economic Development Division

\*This information is unavailable.

# Fiscal Year 2015

## Organization Chart





## DEPARTMENTAL STAFFING SUMMARY

	DEPARTMENT	FY 2013 ACTUAL	FY 2014 PROJECTED	FY 2015 BUDGETED
General Fund	City Manager's Office	4.00	4.00	4.00
	City Secretary's Office	2.00	2.00	2.00
	Colleyville Center	3.50	3.50	4.00
	Communications	1.00	1.00	1.00
	Community Development	5.00	7.50	7.50
	Economic Development	2.50	1.50	2.00
	Finance	3.00	3.00	3.00
	Fire	36.00	39.00	42.00
	Human Resources	3.00	3.00	3.00
	Information Systems Management	4.00	4.00	3.14
	Library and Recreation	12.75	13.25	13.75
	Finance- Municipal Court	4.00	4.00	4.00
	Parks	12.00	12.00	12.00
	Police	40.00	41.00	41.50
	Public Works	16.28	16.63	16.40
		<b>Total General Fund FTEs:</b>	<b>149.03</b>	<b>155.38</b>
Utility Fund	DEPARTMENT	FY 2013 ACTUAL	FY 2014 PROJECTED	FY 2015 BUDGETED
	Public Works	20.38	21.03	21.68
	Utility Billing	3.00	3.00	3.00
	<b>Total Utility Fund FTEs:</b>	<b>23.38</b>	<b>24.03</b>	<b>24.68</b>
Drainage Fund	DEPARTMENT	FY 2013 ACTUAL	FY 2014 PROJECTED	FY 2015 BUDGETED
	Public Works	6.10	6.10	6.41
	<b>Total Drainage Fund FTEs:</b>	<b>6.10</b>	<b>6.10</b>	<b>6.41</b>
Crime Control & Prevention District (CCCPD)	DEPARTMENT	FY 2013 ACTUAL	FY 2014 PROJECTED	FY 2015 BUDGETED
	Police	5.00	6.00	7.00
	<b>Total CCCPD FTEs:</b>	<b>5.00</b>	<b>6.00</b>	<b>7.00</b>
Juvenile Case Manager Fund	DEPARTMENT	FY 2013 ACTUAL	FY 2014 PROJECTED	FY 2015 BUDGETED
	Finance- Municipal Court	1.00	1.00	1.00
	<b>Total Juvenile Case Manager FTEs:</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
Capital Projects Fund	DEPARTMENT	FY 2013 ACTUAL	FY 2014 PROJECTED	FY 2015 BUDGETED
	Public Works	0.00	0.00	1.00
	<b>Total Capital Projects FTEs:</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>
Economic Development Corporation (CEDC)	DEPARTMENT	FY 2013 ACTUAL	FY 2014 PROJECTED	FY 2015 BUDGETED
	Library	2.00	2.00	2.00
	Recreation	1.00	1.00	1.00
	Communications/Marketing	0.00	0.00	0.63
	<b>Total CEDC FTEs:</b>	<b>3.00</b>	<b>3.00</b>	<b>3.63</b>
All Funds Summary	DEPARTMENT	FY 2013 ACTUAL	FY 2014 PROJECTED	FY 2015 BUDGETED
	General Fund	149.03	155.38	159.29
	Utility Fund	23.38	24.03	24.68
	Drainage Fund	6.10	6.10	6.41
	CCCPD	5.00	6.00	7.00
	Juvenile Case Manager Fund	1.00	1.00	1.00
	Capital Projects Fund	0.00	0.00	1.00
	CEDC	3.00	3.00	3.63
	<b>Total FTEs:</b>	<b>187.50</b>	<b>195.50</b>	<b>203.00</b>





# Fiscal Year 2015

## 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, Assistant City Manager/Chief Financial Officer, Finance Manager, Human Resources Manager and Strategic Services Manager (Budget Team) oversee the preparation of the proposed budget. A budget calendar is distributed to the Leadership Team, which is composed of department directors. 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. The entire Leadership Team then ranks each request for additional funding in overall priority order based on standard criteria, which are heavily based on the City's Strategy Map, as the Strategy Map contains the goals and priorities of the community and City Council. This prioritization is utilized by 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 directors are available for City Council questions at the worksession. Copies of the proposed budget are made available to the public and the press 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**

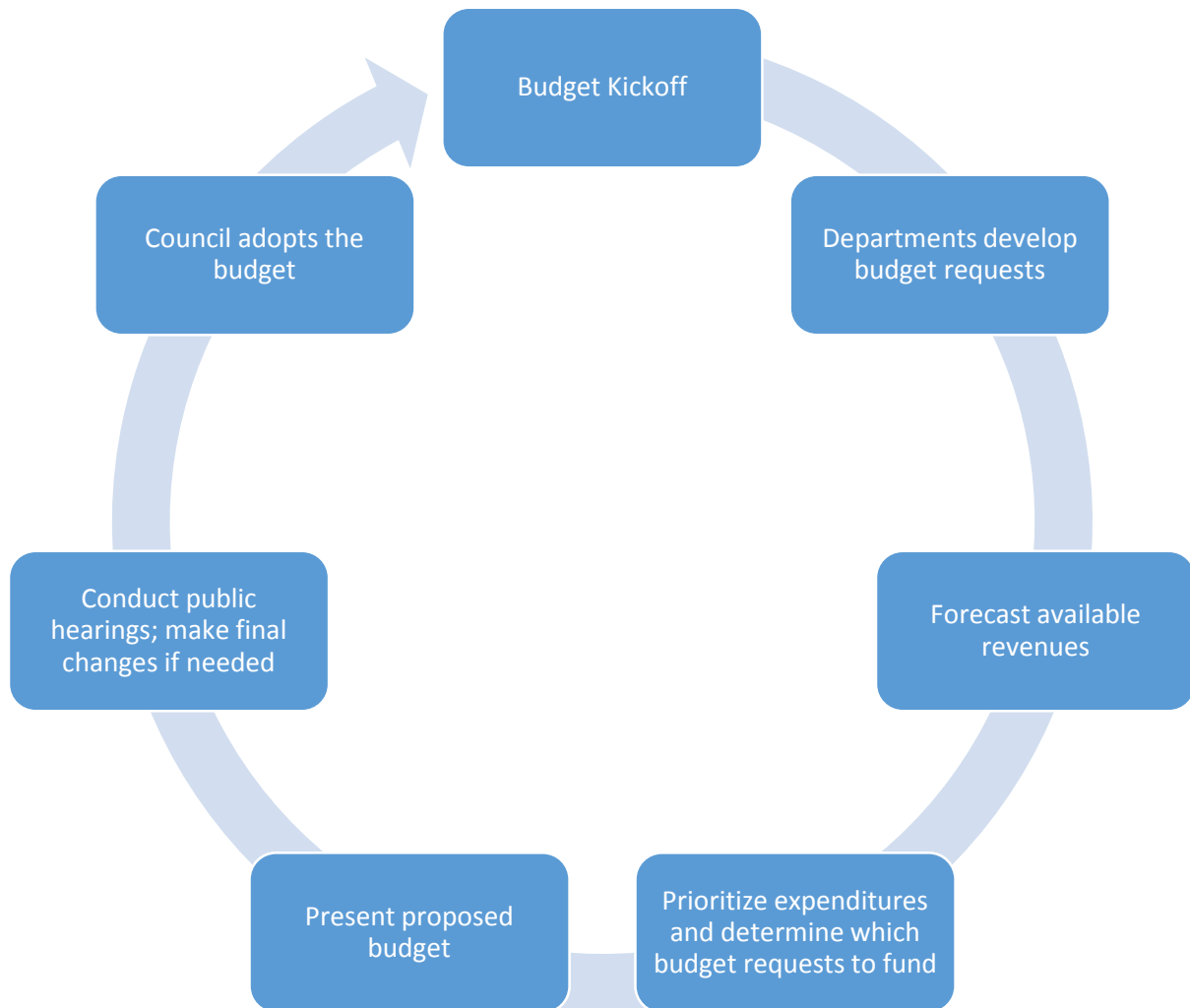
To amend the total expenditures of the current year budget, an ordinance is presented to the City Council at a regularly scheduled Council meeting. Public hearings are held on the proposed budget amendment at two consecutive regularly scheduled Council meetings. After the second public hearing, the budget amendment is voted upon by the City Council. The amendment must be approved by at least three votes in order to be enacted. 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."

Date	Activity
February	Prepare Current Service Level Numbers
Tuesday, February 18	City Council reviews the proposed budget schedule
February	Human Resources notifies Departments of the deadline and requirements for requesting a new position or reclassification of an existing position.
early March	Update the Budget Preparation Manual if necessary
Tuesday, March 4	Review budget calendar with City Council candidates
Friday, March 21	Deadline for Departments to submit completed PDQs for new positions or reclassification of existing positions to Human Resources. Human Resources will provide cost estimates within 3 weeks for Departments to use in Service Enhancement Requests.
Monday, March 24	<b>Budget Kickoff meeting for City staff</b>
Friday, April 4	<b>Current Service Level Budget due in MUNIS Level 1</b>
early April	Meeting with Police Department to plan the Crime Control and Prevention District Budget
Tuesday, April 15	City Council meeting- Pre Council mid-year budget presentation by Finance Manager
Friday, April 18	<b>Non-Discretionary Requests due in MUNIS Budget Level 2</b>
Friday, April 25	<b>All other components of the Budget Submittal are due (see Budget Preparation Manual)</b>
Thursday, May 1 - Thursday, May 8	Department Budget Submittal Meetings with the Budget Team
Saturday, May 10	City Council Election
Thursday, May 15	Tarrant Appraisal District releases preliminary appraisal information
Wednesday, May 28	Colleyville Crime Control and Prevention District meeting- Budget Worksession (5:00 p.m.) <b>City Council Special Meeting- Budget Worksession (5:30 p.m.)</b>
Thursday, June 5	Publish notice of CCCPD budget public hearing (by both the Board and Governing Body/Council) that will be on June 17th
Tuesday, June 17	Colleyville Crime Control and Prevention District meeting – Budget Adoption (5:00 p.m.) - serves as public hearing and adoption by board  City Council meeting- First Reading of Colleyville Crime Control and Prevention District budget (7:30 p.m.) - serves as public hearing by governing body
Thursday, June 19	1-Day Budget Retreat: Leadership Team prioritizes Service Enhancement Packages (which will include new position and reclassification requests)

Tuesday, July 1	City Council meeting – Second Reading and adoption of Colleyville Crime Control and Prevention District budget (7:30 p.m.) - serves as approval by the governing body  Pre Council discussion on updates to fees/charges (if needed)
Friday, July 25	Tarrant Appraisal District releases certified tax roll
Friday, August 8	<b>City Manager’s proposed budget distributed to City Council</b>
Tuesday, August 12	City Council Meeting (5:30 p.m.): - Submission of effective and rollback tax calculations to City Council; - Approval of certified appraisal roll - Submission of certified collection rate - Vote to consider a tax revenue increase (if needed) - Vote to schedule a Public Hearing on the Tax Rate on August 26th & September 2nd (if needed)  <b>- Presentation of the Proposed Budget</b>  Colleyville Economic Development Corporation meeting- Budget Worksession (7:30 p.m.)
Thursday, August 14	Publish Notice of Proposed Tax Rate (new notice)
Thursday, August 21	Publish Notice of Budget Public Hearing
Tuesday, August 26	Colleyville Economic Development Corporation meeting – Budget Adoption  City Council Special Meeting- 1st Public Hearing on Tax Rate (if needed)
Tuesday, September 2	City Council meeting – 1st reading of budget ordinance and budget public hearing  City Council meeting - 1st reading of tax rate ordinance (serves as 2nd public hearing on tax rate, if needed) City Council meeting- approval of the EDCIP (consent agenda)  City Council meeting- 1st reading of FY 2015 CEDC Budget ordinance
Wednesday, September 3	Distribute Agency Contracts for execution
Tuesday, September 16	<b>City Council meeting – 2nd reading of budget ordinance (official adoption)</b>  <b>City Council meeting- 2nd reading of tax rate ordinance (official adoption)</b>  City Council meeting- 2nd reading of FY 2015 CEDC Budget ordinance
Tuesday, September 30	Executed Agency Contracts due
Wednesday, October 1	Fiscal year begins
October	Create vouchers and mail checks for Agency Contracts
Monday, December 15	Adopted Budget to GFOA by this date; 90 days after adoption

# 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.

# **Fiscal Year 2015**

## **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.

**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

	Fund	Dept./Program Code
City Council	001	1010
City Manager's Office	001	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	001	1710
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
Animal Control	001	2320
CID	001	2360
Communications/Jail	001	2340
Community Services	001	2350
Patrol	001	2370
SRO	001	2380
Warrant	001	2390
Code Enforcement	001	2330
Parks and Recreation		
Athletics	001	3220
Parks Maintenance	001	3210
Recreation	001	3410
Senior Center	001	3420
Communications	001	3610
Colleyville Center	001	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
General Fund Non-Departmental	001	9999
Utility Fund Compensation Adjustments	002	6210
Utility Fund Transfers	002	6410
Utility Fund Debt Service	002	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, 2015**

	GENERAL FUND	UTILITY FUND	DEBT SERVICE FUND	DRAINAGE UTILITY FUND	TOTAL ALL FUNDS
ESTIMATED UNRESERVED BALANCE AT OCTOBER 1, 2014*	\$9,896,638	\$6,752,753	\$931,623	\$1,100,421	\$18,681,435
AD VALOREM TAXES	\$12,566,254	\$0	\$727,816	\$0	\$13,294,070
FRANCHISE TAXES	1,994,000	0	0	0	1,994,000
SALES TAXES	3,270,000	0	0	0	3,270,000
LICENSES AND PERMITS	856,500	0	0	0	856,500
FINES	810,288	0	0	0	810,288
CHARGES FOR SERVICE	906,600	15,016,149	0	948,302	16,871,051
INTERGOVERNMENTAL	311,979	0	0	0	311,979
MISCELLANEOUS/INTEREST INCOME	165,040	33,300	1,975	2,244	202,559
USE OF FUND BALANCE	1,000,000	0	152,666	250,500	1,403,166
INTERFUND TRANSFERS (IN)	1,182,919	0	500,985	0	1,683,904
RESOURCES AVAILABLE	\$32,960,218	\$21,802,202	\$2,315,065	\$2,301,467	\$59,378,952
LESS EXPENDITURES:					
GENERAL MANAGEMENT	\$1,578,368	\$0	\$0	\$0	\$1,578,368
FINANCE/COURT/UTILITY BILLING	807,560	381,081	0	0	1,188,641
ECONOMIC DEVELOPMENT	302,995	0	0	0	302,995
ENGINEERING	380,608	0	0	0	380,608
INFORMATION SERVICES	1,126,415	0	0	0	1,126,415
COMMUNITY DEVELOPMENT	630,843	0	0	0	630,843
POLICE	4,408,293	0	0	0	4,408,293
FIRE	4,568,006	0	0	0	4,568,006
PARKS/RECREATION	1,658,081	0	0	0	1,658,081
COLLEYVILLE CENTER	358,155	0	0	0	358,155
LIBRARY	724,124	0	0	0	724,124
PUBLIC WORKS:STREETS/DRAINAGE	4,833,185	0	0	839,583	5,672,768
UTILITY OPERATIONS	0	11,647,338	0	0	11,647,338
COMPENSATION ADJSTMENT	184,425	21,733	0	5,472	211,630
NON-DEPARTMENTAL	925,160	305,133		4,891	1,235,184
DEBT SERVICE	0	490,100	1,383,442	252,847	2,126,389
INTERFUND TRANSFERS (OUT)	542,000	1,160,255	0	19,032	1,721,287
ESTIMATED EXPENDITURES	\$23,028,218	\$14,005,640	\$1,383,442	\$1,121,825	\$39,539,125
NET INCREASE/DECREASE TO UNRESERVED FUND BALANCE	(\$964,638)	\$1,043,809	(\$152,666)	(\$171,279)	(\$244,774)
ESTIMATED UNRESERVED BALANCE AT SEPTEMBER 30, 2015	\$8,932,000	\$7,796,562	\$778,957	\$929,142	\$18,436,661
REQUIRED FUND BALANCE RESERVE	\$5,678,191	\$3,453,445	\$341,123	\$276,614	

NOTES:

\* BALANCES ARE UNAUDITED

**ALL FUNDS SUMMARY - SUMMARY OF EXPENDITURES BY TYPE  
ESTIMATE OF FINANCIAL POSITION AT SEPTEMBER 30, 2015**

	GENERAL FUND	UTILITY FUND	DEBT SERVICE FUND	DRAINAGE UTILITY FUND	TOTAL ALL FUNDS
ESTIMATED UNRESERVED BALANCE AT OCTOBER 1, 2014 *	\$9,896,638	\$6,752,753	\$931,623	\$1,100,421	\$18,681,435
AD VALOREM TAXES	\$12,566,254	\$0	\$727,816	\$0	\$13,294,070
FRANCHISE TAXES	1,994,000	0	0	0	1,994,000
SALES TAXES	3,270,000	0	0	0	3,270,000
LICENSES AND PERMITS	856,500	0	0	0	856,500
FINES	810,288	0	0	0	810,288
CHARGES FOR SERVICE	906,600	15,016,149	0	948,302	16,871,051
INTERGOVERNMENTAL	311,979	0	0	0	311,979
MISCELLANEOUS/INTEREST INCOME	165,040	33,300	1,975	2,244	202,559
USE OF FUND BALANCE	1,000,000	0	152,666	250,500	1,403,166
INTERFUND TRANSFERS (IN)	1,182,919	0	500,985	0	1,683,904
RESOURCES AVAILABLE	\$32,960,218	\$21,802,202	\$2,315,065	\$2,301,467	\$59,378,952
LESS EXPENDITURES:					
PERSONNEL	\$13,233,555	\$1,710,935	\$0	\$369,667	\$15,314,157
CONTRACTUAL	5,278,682	9,989,613	0	437,744	15,706,039
SUPPLIES	3,948,024	223,637	0	42,535	4,214,196
CAPITAL	25,957	431,100	0	0	457,057
DEBT SERVICE	0	490,100	1,383,442	252,847	2,126,389
INTERFUND TRANSFERS (OUT)	542,000	1,160,255	0	19,032	1,721,287
ESTIMATED EXPENDITURES	\$23,028,218	\$14,005,640	\$1,383,442	\$1,121,825	\$39,539,125
ESTIMATED UNRESERVED BALANCE AT SEPTEMBER 30, 2015	<u>\$8,932,000</u>	<u>\$7,796,562</u>	<u>\$778,957</u>	<u>\$929,142</u>	<u>\$18,436,661</u>

NOTES:

\* BALANCES ARE UNAUDITED

# Fiscal Year 2015

# Financial Policies



## **FINANCIAL POLICIES**

**ANNUAL BUDGET:** 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:** 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:** The proposed budgeted expenditures shall not exceed the total of estimated income which includes estimated revenues and appropriated available cash from fund balance. The FY 2014 budget meets the criteria of this requirement).

**ANNUAL AUDIT:** 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:** 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.

**UTILITY FUND:** Net Income before depreciation and other non-operating expenses shall be equal to at least 1.2 times the average annual debt service requirement on all outstanding indebtedness secured by a pledge of utility fund revenues. All assumptions concerning utility fund revenues and expenses shall be reviewed on at least an annual basis to ensure the adequacy of existing water and sewer rates.

**INVESTMENT POLICY:** Investments made by the City will be made in compliance with the City of Colleyville Investment Policy. It is the policy of the City of Colleyville (the City) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all State of Texas statutes and City

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

**Safety:** 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.

**Liquidity:** The City will also maintain sufficient liquidity to provide adequate and timely working funds.

**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.

#### DEBT ISSUANCE POLICY:

**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.

### GENERAL AND UTILITY FUND BALANCE POLICY

#### 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 non-spendable. These are broken up into five categories:

1. **Non-spendable 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's 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 Assistant City Manager / 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 in the General Fund 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 Assistant City Manager / 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 Assistant City Manager / 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.

# Fiscal Year 2015

## City Strategy Map



# STRATEGY MAP

Colleyville is a model city with attention to being an efficient and attractive neighborhood-oriented community sensitive to our history, resources and residents. We do this by providing citizen valued services that result in a continuously improving quality of life.



## DELIVER ON OUR FOCUS AREAS

Protect and Preserve Colleyville's Neighborhoods • Sustainable Government • Economic Development • Core Services

## SERVE OUR CUSTOMERS

C1- Provide attractive and unique spaces for enjoyment of personal interests and community interaction

C2- Deliver high quality and unique customer service

C3- Attract and retain high quality businesses to provide a thriving, diversified tax base that attracts visitors

C4- Provide mobility enhancements that complement neighborhoods

C5- Achieve the highest standards of safety & security

## MANAGE THE BUSINESS

B1- Seek innovative technology solutions where appropriate

B2- Proactively seek process improvements and sustainable solutions

B3- Utilize partnerships to implement cost-effective service solutions

B4- Cultivate a culture of transparency and consistent communication

B5- Use the Strategy Map to ensure that the focus stays on those programs and services identified as priorities by the community

## PROVIDE FINANCIAL STEWARDSHIP

F1- Protect and preserve the City's top financial ratings

F2- Invest to provide and maintain high quality public assets

F3- Forecast needs and plan for the future, balancing priorities with resources

F4- Adhere to the City's financial and budgetary policies

## PROMOTE LEARNING & GROWTH

L1- Attract, develop, and retain skilled employees who embrace our values

L2- Foster positive employee engagement

L3- Ensure our people understand the strategy and how they contribute to it

L4- Enhance leadership capabilities to deliver results and develop bench strength

L5- Empower informed decision-making and appropriate risk taking at all levels in the organization

## CRITICAL BUSINESS OUTCOMES 2014

CB01- Maximize the highest and best use of the City's business corridors

CB02- Implement the Comprehensive Plan  
CB03- Address the most critical infrastructure needs

CB04- Keep citizens informed through their preferred methods

CB05- Address traffic issues on Glade Rd.  
CB06- Look for ways to finish SH26

*Integrity*

*Service*

*Innovation*

# Fiscal Year 2015

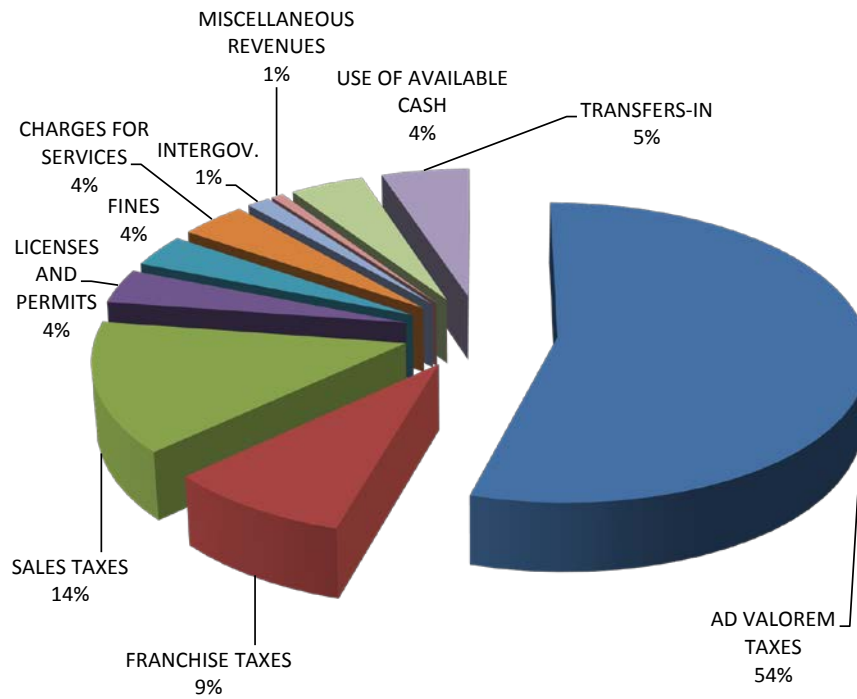
## General Fund Summary



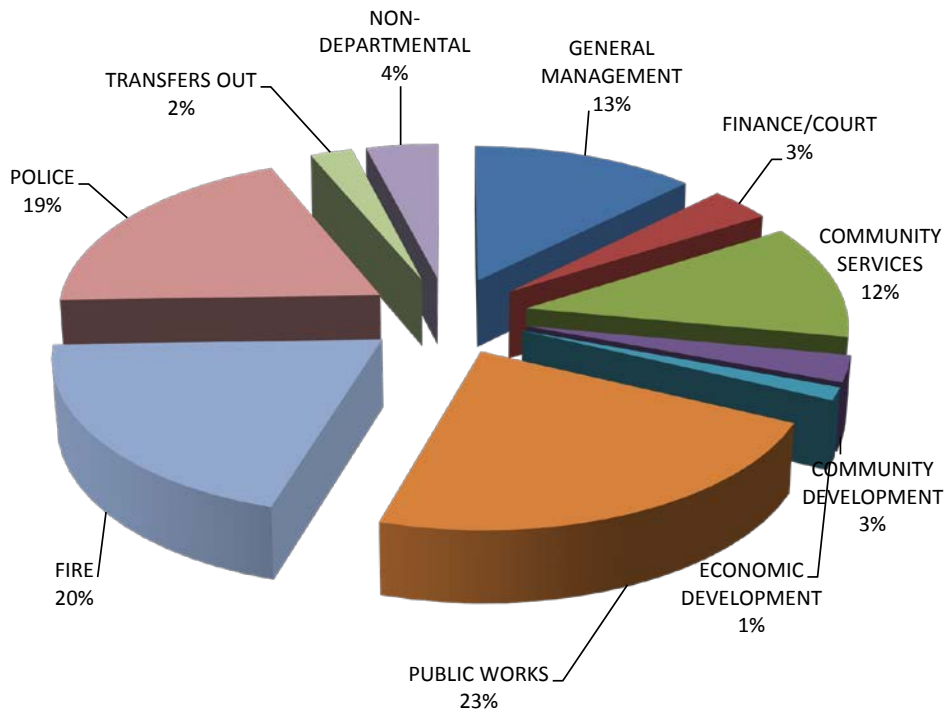
## GENERAL FUND SUMMARY

	ACTUAL FY 2013	PROJECTED FY 2014	BUDGETED FY 2015
<i>REVENUES:</i>			
AD VALOREM TAXES	\$ 11,015,197	\$ 11,726,451	\$ 12,566,254
FRANCHISE TAXES	2,074,730	2,130,962	1,994,000
SALES TAXES	3,142,470	3,080,000	3,270,000
LICENSES AND PERMITS	857,134	1,028,180	856,500
FINES	892,594	779,288	810,288
CHARGES FOR SERVICES	861,085	1,055,235	906,600
INTERGOVERNMENTAL	311,262	311,979	311,979
MISCELLANEOUS REVENUES	400,245	172,841	165,040
USE OF AVAILABLE CASH	0	1,000,000	1,000,000
TRANSFERS-IN	1,049,222	1,209,975	1,182,919
 TOTAL GENERAL FUND REVENUES	 \$ 20,603,940	 \$ 22,494,911	 \$ 23,063,580
	ACTUAL FY 2013	BUDGETED FY 2014	BUDGETED FY 2015
<i>EXPENDITURES:</i>			
CITY COUNCIL	\$ 183,708	\$ 204,006	\$ 188,506
CITY MANAGER'S OFFICE	575,440	569,764	606,286
CITY SECRETARY'S OFFICE	316,661	211,725	209,919
LEGAL	159,971	130,460	130,460
HUMAN RESOURCES	222,651	270,466	274,930
COMMUNICATIONS	138,689	139,447	168,267
FINANCE	415,926	401,583	407,827
MUNICIPAL COURT	406,512	389,410	399,733
BUILDING SERVICES	275,399	362,845	518,004
INFORMATION SYSTEMS MANAGEMENT	756,954	1,065,205	1,126,415
COMMUNITY DEVELOPMENT	203,036	337,675	349,709
BUILDING INSPECTIONS	285,869	281,672	281,134
ECONOMIC DEVELOPMENT	321,147	296,799	302,995
ENGINEERING	392,319	510,915	380,608
POLICE	4,185,374	4,172,062	4,408,293
FIRE	4,318,521	4,259,224	4,568,006
PARKS	1,253,249	1,285,084	1,300,258
RECREATION	275,185	357,816	357,823
LIBRARY	700,651	674,061	724,124
COLLEYVILLE CENTER	373,201	312,513	358,155
STREETS	4,795,414	3,840,966	4,083,178
FLEET MAINTENANCE	214,286	226,290	232,003
TRANSFERS OUT -			
CAPITAL EQUIPMENT RESERVE FUND	231,000	242,000	242,000
STRATEGIC INITIATIVES FUND	200,000	0	0
CAPITAL PROJECTS FUND	0	0	300,000
COMPENSATION ADJUSTMENT	402,751	132,911	184,425
NON-DEPARTMENTAL	0	859,068	925,160
 TOTAL GENERAL FUND EXPENDITURES	 \$ 21,603,915	 \$ 21,533,967	 \$ 23,028,218
BEGINNING UNRESERVED FUND BALANCE - 10/1	\$ 11,893,493	\$ 10,893,518	\$ 10,619,905
INCREASE / (DECREASE ) TO FUND BALANCE	\$ (999,975)	\$ 960,944	\$ 35,362
TRANSFER EXCESS REVENUE TO CAPITAL PROJ.	0	(234,557)	0
LESS USE OF AVAILABLE CASH	0	1,000,000	1,000,000
ENDING UNRESERVED FUND BALANCE	\$ 10,893,518	\$ 10,619,905	\$ 9,655,267

## General Fund Revenue



## General Fund Expenses





## GENERAL FUND FORECAST

	BUDGET FY 2015	PROJECTED FY 2016	PROJECTED FY 2017	PROJECTED FY 2018	PROJECTED FY 2019
<b>BEGINNING FUND BALANCE</b>	\$9,896,638	\$8,932,000	\$8,476,635	\$7,872,082	\$7,111,025
<i>REVENUE:</i>					
Ad Valorem Taxes	\$12,566,254	\$12,858,537	\$12,998,819	\$13,145,462	\$13,279,636
Sales Tax	\$3,270,000	\$3,302,700	\$3,335,727	\$3,369,084	\$3,402,775
Franchise Fees	\$1,994,000	\$2,028,895	\$2,064,401	\$2,100,528	\$2,137,287
Licenses & Permits	\$856,500	\$839,370	\$822,583	\$806,131	\$790,008
Fines	\$810,288	\$818,391	\$826,575	\$834,841	\$843,189
Charges for Service	\$906,600	\$915,666	\$924,823	\$934,071	\$943,412
Intergovernmental	\$311,979	\$315,099	\$318,250	\$321,432	\$324,647
Miscellaneous Income	\$165,040	\$168,341	\$171,708	\$175,142	\$178,645
Use of Fund Balance	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0
Transfers In	\$1,182,919	\$1,165,563	\$1,220,117	\$1,267,699	\$1,293,053
<b>TOTAL REVENUES</b>	<b>\$23,063,580</b>	<b>\$23,412,562</b>	<b>\$23,683,001</b>	<b>\$23,954,390</b>	<b>\$23,192,651</b>
Base Expenditures	\$7,414,063	\$8,085,725	\$8,229,576	\$8,376,171	\$8,501,813
Personnel	\$13,032,589	\$13,689,161	\$14,035,169	\$14,315,873	\$14,602,190
Animal Shelter & NETCOM	\$198,456	\$22,232	\$22,809	\$23,403	\$23,754
Fire Personnel	\$200,966	\$0	\$0	\$0	\$0
Police Officers (FY 14 & 15- CCCPD)	\$0	\$70,809	\$0	\$0	\$0
Fund Balance- Street Maintenance @ \$2.4M	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0
Ongoing FY15 funded items	\$653,713				
One-time FY15 funded items	\$528,431				
<b>TOTAL EXPENDITURES</b>	<b>\$23,028,218</b>	<b>\$22,867,927</b>	<b>\$23,287,554</b>	<b>\$23,715,446</b>	<b>\$23,127,757</b>
<b>NET REVENUE</b>	<b>\$35,362</b>	<b>\$544,635</b>	<b>\$395,447</b>	<b>\$238,943</b>	<b>\$64,893</b>
<b>ENDING FUND BALANCE</b>	\$8,932,000	\$8,476,635	\$7,872,082	\$7,111,025	\$7,175,918
<b>DAYS OF WORKING CAPITAL</b>	142	135	123	109	113

As mentioned in the Budget Message, a 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.

Significant revenue assumptions include a 1.0% increase in assessed valuation, declining tax-supported debt, a 1% increase in sales tax annually (plus an additional \$200,000 in FY 2015 due to the opening of Whole Foods Market), and the use of \$1,000,000 of fund balance to fund street maintenance at \$2.4 Million per year through FY 2018. Overall, the revenue assumptions are conservative and will be adjusted in future years should any revenue category outperform these projections.

The forecast includes expenditures that reflect a commitment to hire an additional police officer each year through FY 2016, the commitment to hire three new fire personnel in FY 2015, a 1.5% increase in base expenditures for cost increases for materials or contractual services, and a 2% increase for personnel costs. Other items included for funding in FY 2015 were shown as either one-time or ongoing expenditures, and factored into future years accordingly. The visual presentation of these costs in a financial forecast provided a clearer understanding of how commitments and general cost increases can limit the ability to absorb additional items into the budget each year.

For the FY 2015 budget preparation process, the five-year forecast served as a caution to adding recurring expenditures unless absolutely necessary and also highlighted that a new funding source for street maintenance will need to be identified if it is to be maintained at a level of \$2.4 Million per year and revenues do not grow more quickly than anticipated. This forecast will be updated annually and will be used to guide future budget discussions as well.

**FY 2015 REVENUE ESTIMATE**

	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 PROJECTED	FY 2015 BUDGET
<b>GENERAL FUND</b>					
<i>AD VALOREM TAXES</i>					
5101-CURRENT TAXES	10,182,430	10,622,072	10,862,289	11,601,451	12,441,254
5102-DELINQUENT TAXES	130,136	105,376	73,071	70,000	70,000
5103-PENALTY & INTEREST	103,889	83,819	79,838	55,000	55,000
<b>TOTAL AD VALOREM TAXES</b>	<b>\$10,416,455</b>	<b>\$10,811,267</b>	<b>\$11,015,197</b>	<b>\$11,726,451</b>	<b>\$12,566,254</b>
<i>FRANCHISE TAXES</i>					
5201-ONCOR ELECTRIC	864,130	1,024,876	891,771	893,973	860,000
5202-TRI-COUNTY ELECTRIC	120,249	118,281	100,229	105,326	105,000
5203-ATMOS GAS	381,513	333,098	289,708	354,663	305,000
5204-AT&T	99,534	86,852	83,482	78,000	78,000
5205-VERIZON/OTHERS	74,519	82,212	85,565	70,000	70,000
5206-GARBAGE/RECYCLING	124,649	146,181	156,478	149,000	146,000
5207-CABLE TV	366,674	415,963	467,498	480,000	430,000
<b>TOTAL FRANCHISE TAXES</b>	<b>\$2,031,268</b>	<b>\$2,207,463</b>	<b>\$2,074,730</b>	<b>\$2,130,962</b>	<b>\$1,994,000</b>
<i>SALES TAX</i>					
5301-1% SALES TAX	2,642,996	2,858,065	3,073,879	3,000,000	3,200,000
5302-MIXED BEVERAGE TAX	80,731	65,808	68,592	80,000	70,000
<b>TOTAL SALES TAX</b>	<b>\$2,723,727</b>	<b>\$2,923,873</b>	<b>\$3,142,470</b>	<b>\$3,080,000</b>	<b>\$3,270,000</b>
<i>LICENSES &amp; PERMITS</i>					
5411-BUILDING	536,534	706,421	526,110	680,000	558,000
5412-PLUMBING	60,124	78,328	57,748	63,000	50,000
5413-MECHANICAL	37,811	48,620	40,560	34,500	30,000
5414-ELECTRICAL	48,721	68,491	50,062	56,000	45,000
5416-CITY LICENSE	40,472	45,917	41,210	48,500	40,000
5417-BUILDING PLAN REVIEW FEE	90,790	118,622	102,006	100,000	100,000
5418-NEW BUSINESS	4,935	5,689	5,781	4,720	4,000
5419-ANIMAL	677	577	0	0	0
5420-SIGN PERMITS	7,486	6,884	7,070	10,000	6,000
5421-FENCE PERMITS	3,700	5,050	4,800	10,000	4,000
5423-FIRE PERMIT FEES	7,250	8,975	6,350	7,800	6,500
5424-IRRIGATION PERMIT FEES	15,090	19,547	15,438	13,660	13,000
5425-GAS AND OIL WELL PERMIT FEE	70,000	0	0	0	0
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>\$923,590</b>	<b>\$1,113,121</b>	<b>\$857,134</b>	<b>\$1,028,180</b>	<b>\$856,500</b>
<i>FINES</i>					
5611-FINES	860,707	911,216	815,025	704,000	735,000
5612-FINES-ALARMS	60,425	52,948	50,992	52,788	52,788
5630-LIBRARY FINES	25,850	24,922	26,577	22,500	22,500
<b>TOTAL FINES</b>	<b>\$946,982</b>	<b>\$989,086</b>	<b>\$892,594</b>	<b>\$779,288</b>	<b>\$810,288</b>

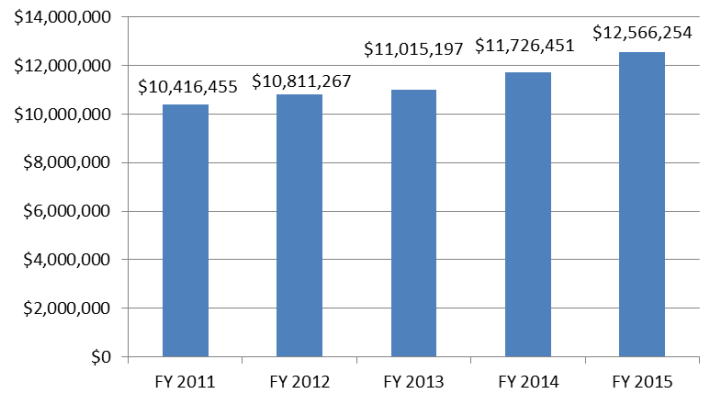
**FY 2015 REVENUE ESTIMATE**

	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 PROJECTED	FY 2015 BUDGET
<b>GENERAL FUND</b>					
<i>CHARGES FOR SERVICES</i>					
5511-PLANNING AND ZONING	7,892	11,635	8,523	9,000	7,500
5512-PLAT FEE	5,123	5,410	12,870	10,000	5,000
5514-BOARD OF ADJUSTMENT	2,000	3,125	2,250	2,450	1,250
5711-SALE OF MATERIAL	343	105	104	650	100
5712-WEED MOWING	7,900	7,900	6,872	30,000	6,500
5718-ANIMAL IMPOUNDMENT FEE	2,632	1,420	0	0	0
5721-AMBULANCE	306,959	319,796	293,957	380,000	300,000
5722-RECREATION PROGRAM	189,891	185,825	171,472	160,000	160,000
5811-ENGINEERING & INSPECTION	0	12,424	48,453	165,000	100,000
5812-CHGS & REIMBURSEMENTS	0	0	0	0	0
5845-LOT DRAINAGE INSP FEE	14,875	20,000	13,375	13,000	13,000
5855-FIELD USE CHARGE	23,860	22,110	20,575	21,465	21,000
5873-COLLEYVILLE CENTER FEES	245,749	230,329	246,798	230,000	257,250
5874-NON-RESIDENT FEE	31,470	36,644	35,838	33,670	35,000
<b>TOTAL CHARGES FOR SERVICE</b>	<b>\$838,694</b>	<b>\$856,723</b>	<b>\$861,087</b>	<b>\$1,055,235</b>	<b>\$906,600</b>
<i>INTERGOVERNMENTAL REVENUE</i>					
5828-DARE OFFICER REIMB	89,792	89,792	94,282	94,282	94,282
5942-KELLER COURT	0	0	216,980	217,697	217,697
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>\$89,792</b>	<b>\$89,792</b>	<b>\$311,262</b>	<b>\$311,979</b>	<b>\$311,979</b>
<i>MISCELLANEOUS REVENUE</i>					
5714-SALE OF SURPLUS PROPERTY	7,098	12,969	0	13,801	5,000
5716-INTEREST INCOME	60,855	60,031	39,271	35,000	35,000
5719-MISCELLANEOUS	55,111	67,598	81,036	54,000	55,000
5832-ANTENNA LEASE	67,400	70,040	70,513	70,040	70,040
5867-LEASE PROCEEDS	0	0	209,425	0	0
5790-USE OF AVAILABLE CASH	0	0	0	1,000,000	1,000,000
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>\$190,464</b>	<b>\$210,639</b>	<b>\$400,245</b>	<b>\$1,172,841</b>	<b>\$1,165,040</b>
<i>TRANSFERS IN</i>					
5872-TRANSFER FROM UTILITY FD	858,879	1,081,868	1,049,222	1,116,974	1,115,969
5888-TRANSFER IN CONSTR INSP				93,001	66,950
<b>TOTAL TRANSFERS IN</b>	<b>\$858,879</b>	<b>\$1,081,868</b>	<b>\$1,049,222</b>	<b>\$1,209,975</b>	<b>\$1,182,919</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$19,019,851</b>	<b>\$20,283,832</b>	<b>\$20,603,942</b>	<b>\$22,494,911</b>	<b>\$23,063,580</b>

**AD VALOREM TAXES**

The 2014 certified value provided by Tarrant Appraisal District on July 25<sup>th</sup> is \$4,091,303,521 (a 4.66% increase over 2013 current valuation of \$3,909,272,694). The total taxable value includes TIF zone property value of \$261,128,989, which is not included in the General Fund revenue estimate. The tax rate of \$.3559 is allocated \$.33461 to O&M (General Fund) and \$.02129 to debt (Debt Service Fund).

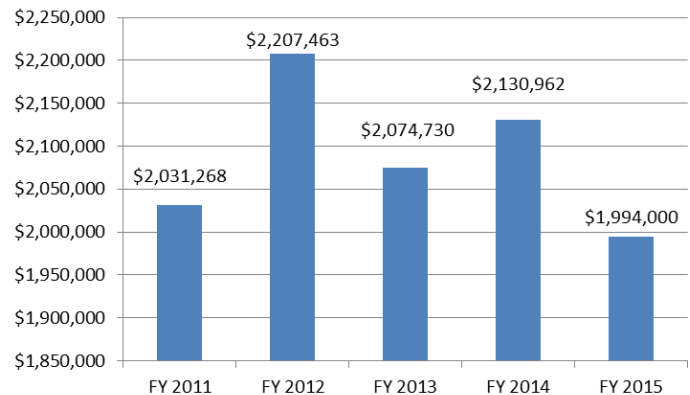
**General Fund  
Property Tax Revenue**



**FRANCHISE FEES**

The franchise fees were estimated based upon estimated revenue and discussion with franchise holders. Due to lack of growth in land phone lines and energy efficiency efforts, there is a decrease projected for AT&T phone and Oncor electric franchise fees. An increase in cable fees is projected due to growth in cable based internet use.

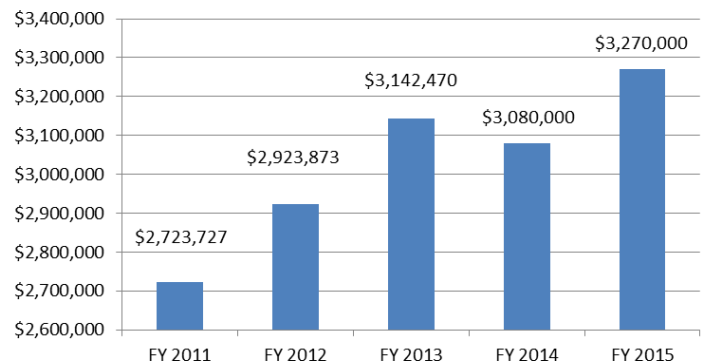
**Franchise Fee Revenue**



**SALES TAX**

Total FY 2015 sales tax revenue, including mixed beverage tax, is projected at a conservative 6% increase over FY 2014 projections. The expected increase is due to the opening of Whole Foods Market in late FY 2014.

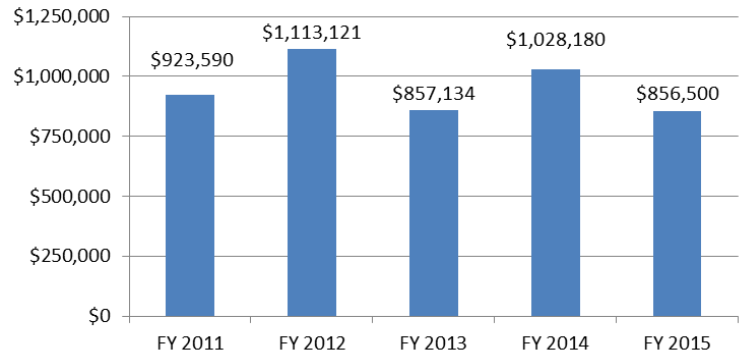
**Sales Tax Revenue**



## 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 may represent a slightly smaller building size than years past. Commercial development continues to fluctuate with the economy.

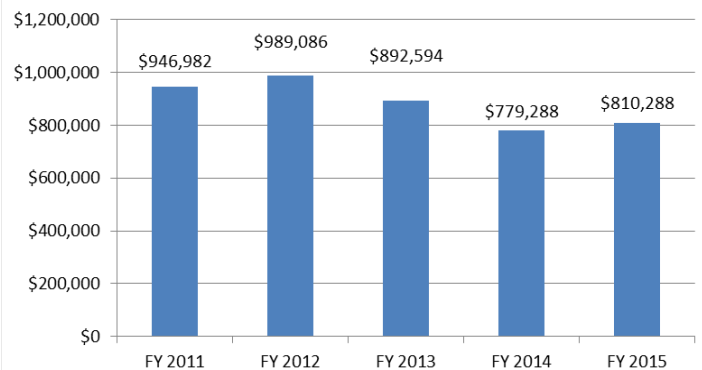
## License and Permit Revenue



## FINES

Revenue from fines is projected to be \$810,288 for FY 2015. Citation revenue overall has decreased as revenue per citation has decreased. This includes \$735,000 in fines, \$22,500 in library fines and annual alarm registration fees of \$52,788.

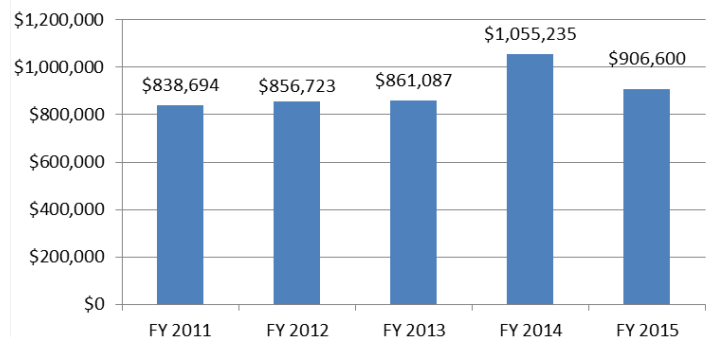
## Fine Revenue



## CHARGES FOR SERVICE

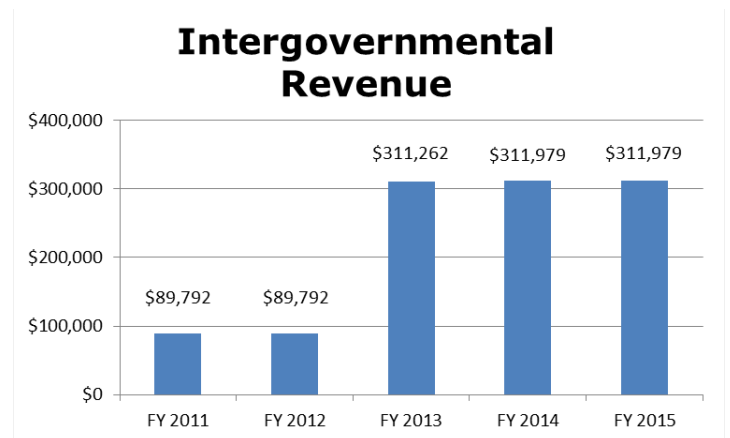
Charges for service tend to fluctuate based on varying conditions. FY 2015 budgeted revenues for ambulance charges and plat fees are expected to decrease, while Colleyville Center revenues are projected to increase, and other revenues are projected to remain level in FY 2015.

## Charges for Service Revenue



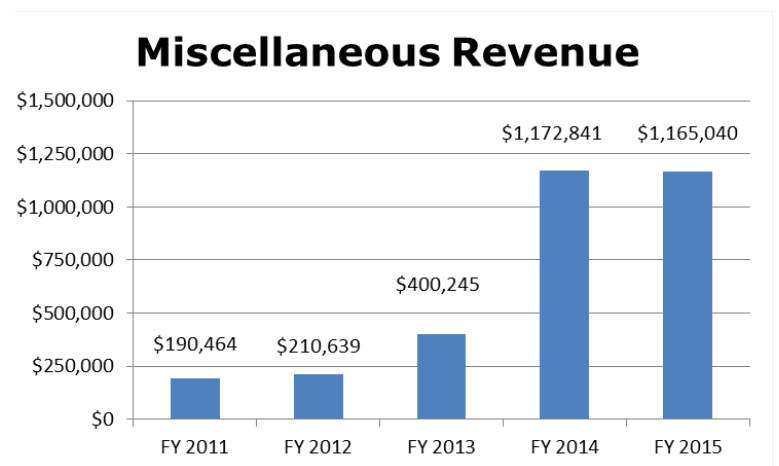
## INTERGOVERNMENTAL

The amount budgeted includes \$94,282 in funding from the Grapevine-Colleyville Independent School District for an officer at each of the two middle schools, and \$217,697 for Keller's share of the combined Municipal Court operation that began in FY 2013.



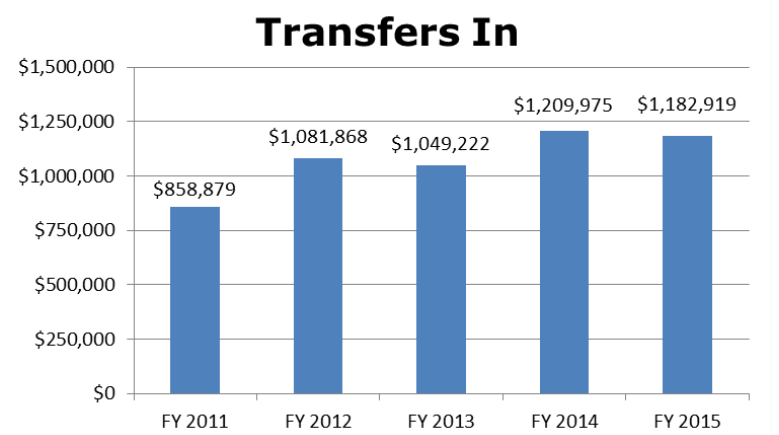
## MISCELLANEOUS

Interest income for the fund is estimated to be \$35,000. This is based upon the average projected cash balance for the General Fund of approximately \$10,000,000 and an anticipated investment rate of 0.35%. The increases in FY 2014 and FY 2015 represent the use of \$1,000,000 of available cash for street maintenance purposes.



## TRANSFERS IN

The transfer from the Utility Fund is projected to be \$1,115,969, which is comprised of a Franchise Fee of 4% and Operating Transfer of 4% of the prior year's Utility Fund gross revenues. In FY 2015, \$66,950 is budgeted as a transfer from the Capital Projects Fund for a project-funded Construction Inspector position.





# Fiscal Year 2015

## Guide to Business Plans





# GUIDE TO BUSINESS PLANS



## City Council Fiscal Year 2015 Business Plan

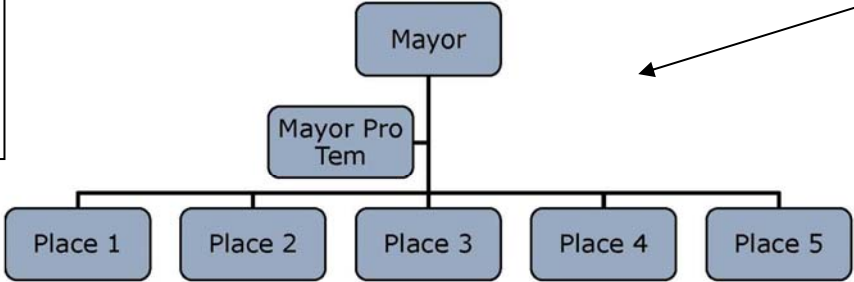
### Department Description

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.

**Description**  
A description of the department, including significant information about customers and services. Major programs are mentioned here, while the detail of each program is covered under program descriptions.

**Org Chart**  
Organizational chart for the department.

### Org Chart



# GUIDE TO BUSINESS PLANS

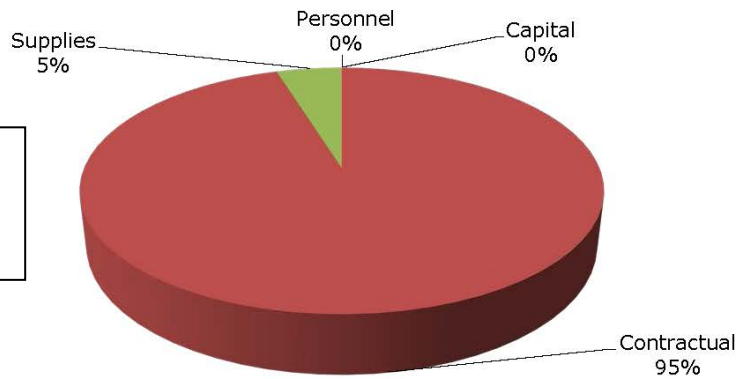
**Budget Summary**  
A department-wide overview of expenditures.

## Budget Summary

### City Council

	FY 2013 Actual	FY 2014 Budget	FY 2015 Budget
Personnel	\$0	\$0	\$0
Contractual	\$176,488	\$197,058	\$179,436
Supplies	\$7,221	\$6,948	\$9,070
Capital	\$0	\$0	\$0
Total	\$183,709	\$204,006	\$188,506

### FY 2015 Budget



**Capital Expenditures**  
A list of any capital expenditure items budgeted for the current year.

### Capital Expenditure Summary

No capital expenditures

### Personnel Summary

FTEs	FY 2013	FY 2014	FY 2015
	0	0	0

**Personnel Summary**  
Number of full time equivalent department personnel budgeted for the last 3 years.

# GUIDE TO BUSINESS PLANS

## Program

Each department may have one or more programs. Each program has its own set of goals and performance measures.

## Program: City Council

City Council are the elected representatives of the city, 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.

### *Major Accomplishments - FY 2014*

- Maintained property tax rate of \$0.3559 per \$100 of valuation
- Maintained AAA bond rating
- Attracted new businesses, relocations and expansions through a continued focus on economic development
- Continued to provide a safe and secure neighborhood-oriented community
- Enhanced or maintained all programs and services identified by the citizens as priorities

### *Major Initiatives - FY 2015*

- Make a long-term commitment to economic development and foster a more diversified tax base
- Foster a commitment to service excellence
- Protect and preserve Colleyville's neighborhoods
- Deliver sustainable government
- Enhance the maintenance and reconstruction of City infrastructure
- Continue Colleyville being an engaged, safe and secure community
- Effectively utilize and promote Colleyville's paid and volunteer human resources
- Ensure fiscal integrity and stewardship of the City's financial planning
- Enhance the promotion and preservation of natural resources

### *Ten 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 Council 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 unique identity and safe neighborhoods for the community's future.

## Major Initiatives

A list of major program initiatives for the upcoming fiscal year. This section may also include multi-year initiatives.

## Ten Year Outlook

A look at potential changes in demographics, development, workload, technology, equipment, etc. that will affect the program in the next ten years. Answers the question, "Where are we going?" Serves as the basis for developing the major initiatives to be undertaken and budget requests.

## Major Accomplishments

A list of several major program accomplishments during the previous fiscal year.

# GUIDE TO BUSINESS PLANS

## *Performance Measures*

	Performance Measures	FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Tax rate per hundred dollars of valuation	\$0.3559	\$0.3559	\$0.3559
2	Percent of citizens satisfied with quality of life in Colleyville	Biennial Measure	98%	≥ 97%
3	Percent of citizens satisfied with value of services for taxes paid	Biennial Measure	81%	≥ 84%

### **Performance Measures**

List of program performance measures with the last two fiscal year actual or projection numbers and FY 2015 targets.





# City Council

## Fiscal Year 2015 Business Plan

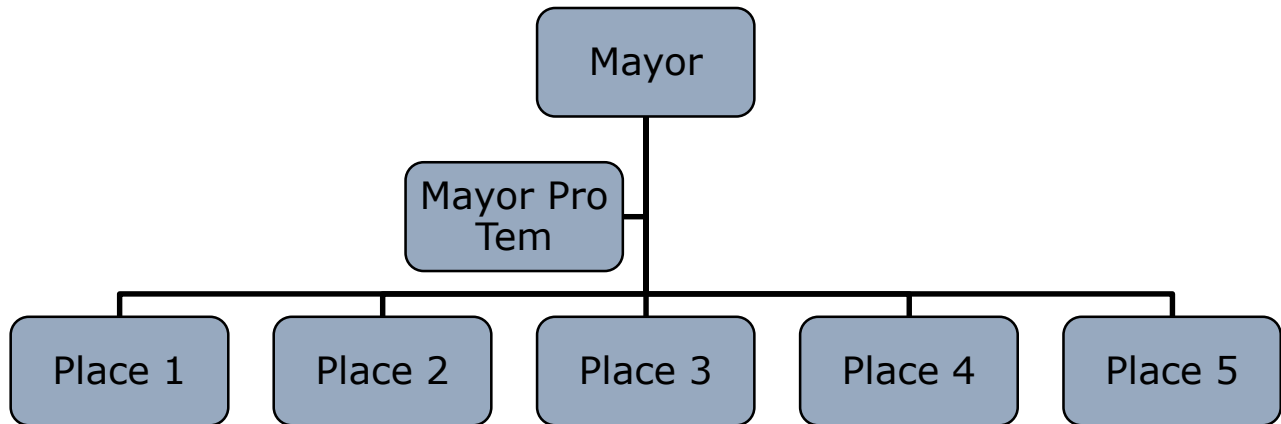
### Department Description

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### Org Chart

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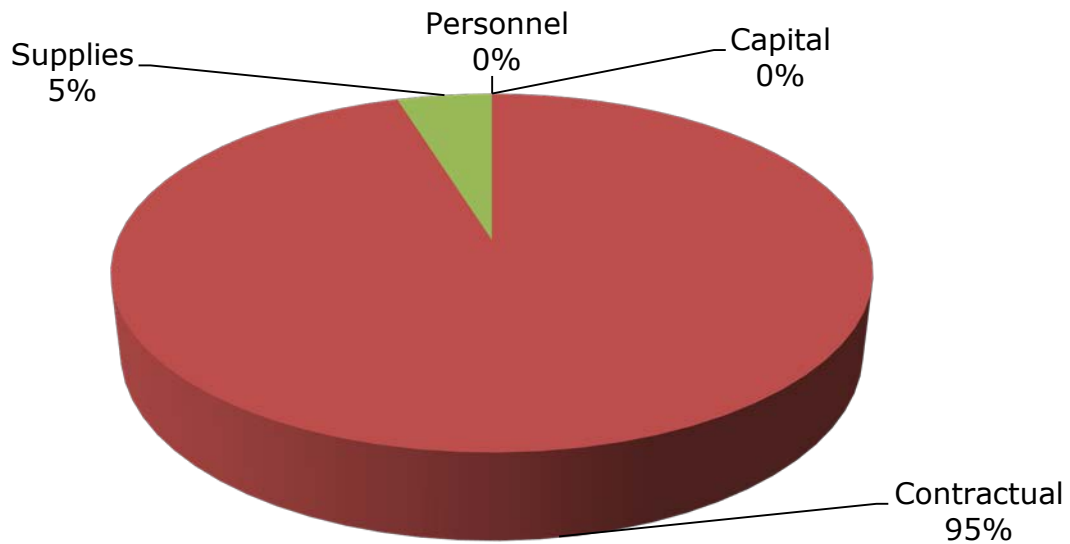


## Budget Summary

### City Council

	FY 2013 Actual	FY 2014 Budget	FY 2015 Budget
Personnel	\$0	\$0	\$0
Contractual	\$176,488	\$197,058	\$179,436
Supplies	\$7,221	\$6,948	\$9,070
Capital	\$0	\$0	\$0
<b>Total</b>	<b>\$183,709</b>	<b>\$204,006</b>	<b>\$188,506</b>

### FY 2015 Budget



### Capital Expenditure Summary

No capital expenditures

### Personnel Summary

	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
FTEs	0	0	0

## Program: City Council

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- Continued to provide a safe and secure neighborhood-oriented community
- Enhanced or maintained all programs and services identified by the citizens as priorities

### *Major Initiatives – FY 2015*

- Make a long-term commitment to economic development and foster a more diversified tax base
- Foster a commitment to service excellence
- Protect and preserve Colleyville's neighborhoods
- Deliver sustainable government
- Enhance the maintenance and reconstruction of City infrastructure
- Continue Colleyville being an engaged, safe and secure community
- Effectively utilize and promote Colleyville's paid and volunteer human resources
- Ensure fiscal integrity and stewardship of the City's financial planning
- Enhance the promotion and preservation of natural resources

### *Ten 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 Council 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 unique identity and safe neighborhoods for the community's future.



*Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Tax rate per hundred dollars of valuation	\$0.3559	\$0.3559	\$0.3559
2	Percent of citizens satisfied with quality of life in Colleyville	Biennial Measure	98%	≥ 97%
3	Percent of citizens satisfied with value of services for taxes paid	Biennial Measure	81%	≥ 84%



## City Manager's Office Fiscal Year 2015 Business Plan

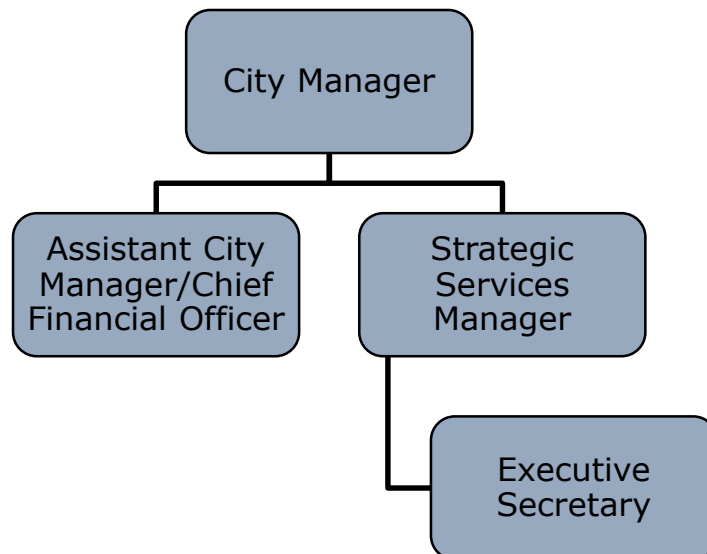
### Department Description

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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 legislation and policies. 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.

### Org Chart

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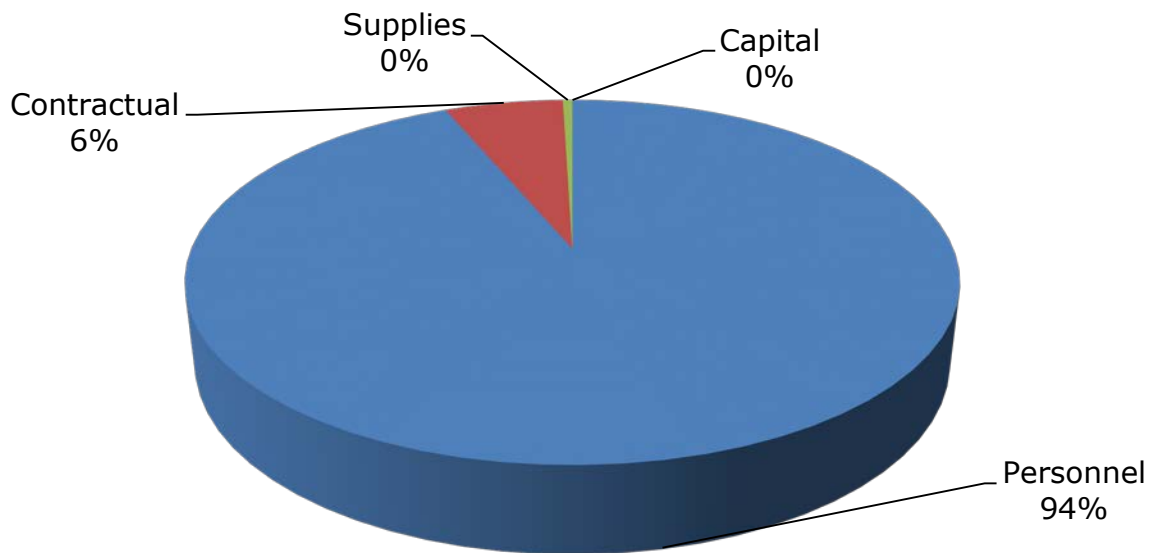
## Budget Summary

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### City Manager's Office

	FY 2013 Actual	FY 2014 Budget	FY 2015 Budget
Personnel	\$537,515	\$549,737	\$567,609
Contractual	\$35,756	\$17,162	\$35,812
Supplies	\$2,169	\$2,865	\$2,865
Capital	\$0	\$0	\$0
<b>Total</b>	<b>\$575,440</b>	<b>\$569,764</b>	<b>\$606,286</b>

### FY 2015 Budget



### Capital Expenditure Summary

No capital expenditures

### Personnel Summary

	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
FTEs	4	4	4

## Program: City Manager's Office

The City Manager's Office is responsible for all services and programs delivered to the community, its citizens and visitors.

### *Major Accomplishments – FY 2014*

- Received Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award
- Updated the City's Strategic Plan, now a Strategy Map, which was adopted by the City Council on July 15, 2014
- Created a new dashboard report for performance measures and vital statistics, that is submitted to the Council quarterly
- Facilitated the biennial citizen survey, which was conducted in January 2014
- Continued to work on citizens' behalf with the Oncor and Atmos City Steering Committees regarding utility franchise and rate issues
- Worked with consultants to design a new employee intranet, which should be ready to launch in late 2014
- Conducted another successful Clean Sweep event for the collection of household hazardous waste

### *Major Initiatives – FY 2015*

- Train department staff on the City's new intranet website for employees
- Promote sustainable government
- Enhance strategic management program, performance measures and business plans to ensure programs are meeting City Council strategies and are sustainable over time
- Encourage creative strategies to improve economic development
- Facilitate opportunities to diversify the tax base through economic development and alternative revenue sources
- Maintain safe and secure neighborhoods through crime prevention and effective code enforcement
- Facilitate improvements to the workplace that make the City of Colleyville a sought after place to work

### Ten 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.

### Performance Measures

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Percentage of citizens surveyed satisfied with the value of services per taxes paid	Biennial Measure	81%	≥ 84%
2	Percentage of citizens surveyed satisfied with general courtesy of city employees	Biennial Measure	97%	≥ 92%
3	Percentage of citizens surveyed satisfied with how funds are managed	Biennial Measure	87%	≥ 87%
4	Percentage of employees surveyed proud to be an employee	93%	Biennial Measure	≥ 93%
5	Percentage of employees surveyed that would recommend Colleyville as a good place to work to their friends	78%	Biennial Measure	≥ 78%
6	Number of complaints regarding trash or recycling services	132	120	≤ 150



# City Secretary's Office

## Fiscal Year 2015 Business Plan

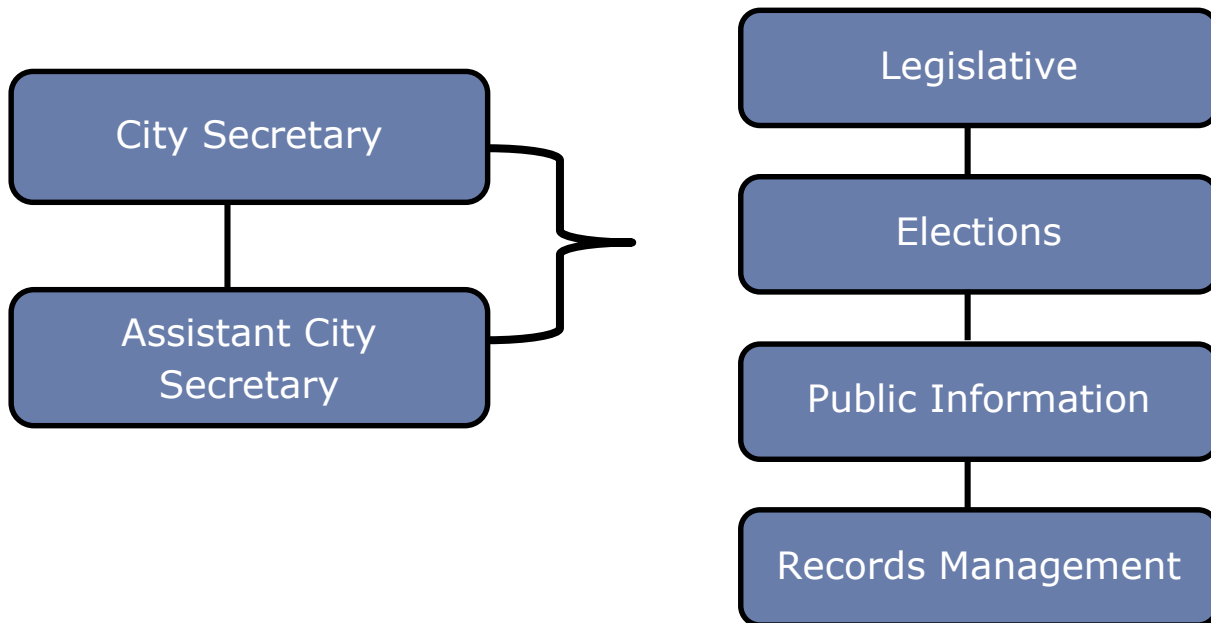
### Department Description

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The Office of the City Secretary performs duties set forth by the City Charter, Ordinances, federal and state laws and administrative direction. The City Secretary provides accurate meeting minutes, and ensures the timely posting of all public meeting agendas in accordance with the Texas Open Meetings Act, and administers the agenda management software. The City Secretary assists the City Council in promoting civic involvement through recruitment, application, and training of City Council appointed board, commission, and committee members. The City Secretary serves as Elections Administrator to provide fair and legal City elections efficiently. The City Secretary also serves as the Records Management Officer, and administers and maintains the official records of the City to ensure accessibility to the City Council, public and staff in accordance with the Public Information Act. The Office pledges to provide exemplary customer service in a professional, courteous, impartial, and transparent manner.

### Functional Organization Chart

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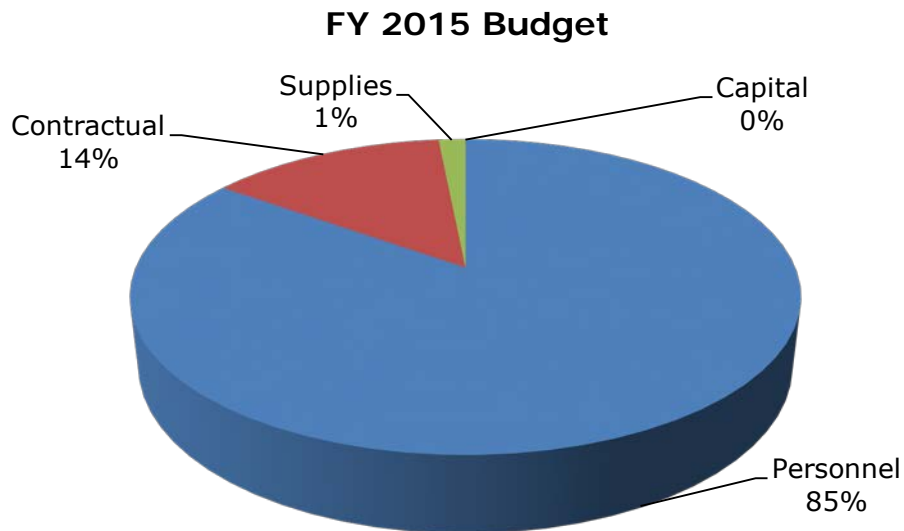


## Budget Summary

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### City Secretary's Office

	FY 2013 Actual	FY 2014 Budget	FY 2015 Budget
Personnel	\$238,993	\$172,073	\$178,117
Contractual	\$75,168	\$35,910	\$28,550
Supplies	\$2,500	\$3,742	\$3,252
Capital	\$0	\$0	\$0
<b>Total</b>	<b>\$316,661</b>	<b>\$211,725</b>	<b>\$209,919</b>



### Capital Expenditure Summary

No capital expenditures

### Personnel Summary

	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
FTEs	2	2	2

## Program: City Secretary

The City Secretary's Office provides exemplary customer service in a professional, courteous, and impartial manner, and promotes the standard of integrity, service, and innovation by maximizing resources. Although small, this Office is responsible for core services that are the pulse of the City's legislative process and of significant interest to the citizens.

The City Secretary's Office directly supports the City Council's strategic goal to "*Foster excellence in core service delivery*", which is further described, in part, as maintaining a reputation for high quality and unique customer service.

This Office is a service oriented department entrusted to serve as stewards of open and transparent city government through the Local Government Code, Open Meetings Act, Public Information Act, City Charter and adherence to other 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.

This Office is responsible for managing and processing all agendas electronically for all City Council and board, commission, or committee meetings; recording and maintaining the minutes of the City Council; recording ordinances and resolutions of the City Council; and maintaining contracts, deeds, and other legal documents of the City.

This Office manages and provides the meeting structure and technology for City Council and boards, commissions, or committees; provides assistance to City Council, City departments and administration, and the general public on procedural and protocol issues and policies under the responsibility of the City Secretary.

This Office monitors the terms of City Council, and board, commission, or committee members; prepares all legal notices for publication in the official newspaper; posts official notices to the City website; and, the City Secretary serves as the Elections Administrator to provide fair and legal City elections by utilizing a contractual agreement with Tarrant County.

This Office is the primary custodian of official and essential records, created, received, and maintained by the City to fulfill statutory and regulatory requirements, to support contractual obligations, and to preserve and memorialize the history of the City and the community it serves. This Office is responsible for all records management functions and requirements, including on-going training of City personnel.



### *Major Accomplishments – FY 2014*

- City Secretary graduated with the Texas Registered Municipal Clerk (TRMC) certification.
- Enrolled the Assistant City Secretary in the Texas Registered Municipal Clerk (TRMC) certification process.
- Produced an on-line electronic City Council Candidate packet, and updated the elections portion of the website to include more information.
- Utilized shredding services budgeted for Clean Sweep to destroy documents which met retention, saving an estimated \$375.
- Created and provided quarterly training sessions to employees for Laserfiche, SuiteOne, and Records Retention.
- Held opportunities for in-house viewing of the Texas Open Meetings Act (TOMA) and Public Information Act (PIA) training videos to ensure staff completion.
- Created a Homeowners' Association online registration form, and emailed this information to the associations for completion.
- Worked with staff liaison to update all board, commission, and committee bylaws, and presented those bylaws to City Council for approval.

### *Major Initiatives – FY 2015*

- Continue to reduce the number of stored documents in off-site storage by digitizing documents for Laserfiche storage.
- Development of a records disaster recovery program to manage the official City records to help preserve the history of the City.
- Continue to work with boards, commissions, and committee members to complete the Texas Open Meetings Act (TOMA) training.
- Create an administrative procedures manual for the Intranet.
- Research and implement a new software for the management of board, commission, and committee members.
- Create an internal training for all board, commission, and committee members to ensure consistency of City Council expectations.
- Create a Colleyville Writing Manual to assist departments and administration with agenda briefings.

### *Ten Year Outlook*

The vision of the City Secretary's office is to maintain a proactive approach to enhance governmental excellence and transparency by being prepared to serve different demographic groups in the future – the young and high tech savvy customer, as well as the growing population of aging baby boomers.

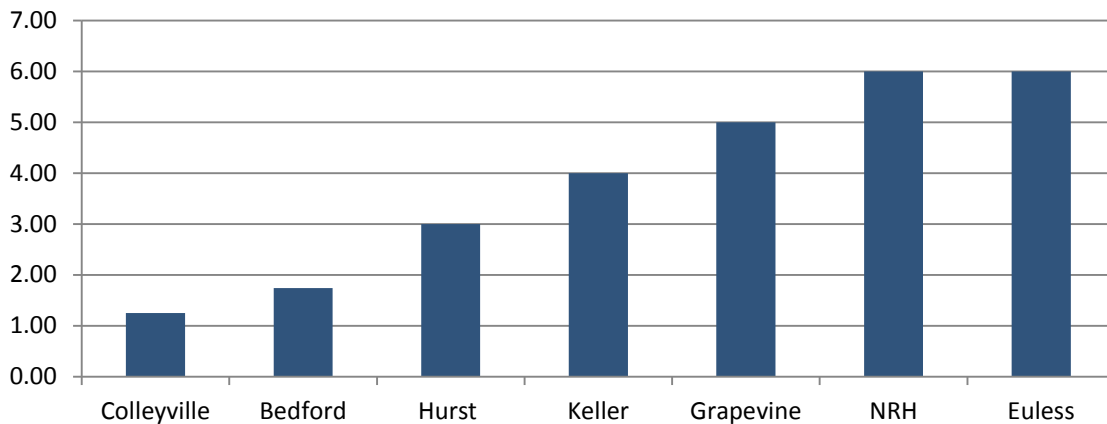
The City Secretary’s Office is committed to maximizing resources with the application of technology and high quality, responsive customer service, while continuing to strengthen the community’s faith in local government by making public records accessible as quickly as possible. Any organization’s records must be created, organized, secured, maintained and used in a way that effectively supports the activity of the organization; therefore, the digitizing of City department files is the main objective in order to incorporate Laserfiche in all City departments.

*Performance Measures:*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Percentage of board, commission, and committee members that have completed Texas Open Meeting Act training	<50%	80%	= 100%
2	Number of public information requests	217	220	n/a

*Performance Comparison:*

**Avg. Days to Process  
Public Information Requests**





# Colleyville Center

## Fiscal Year 2015 Business Plan

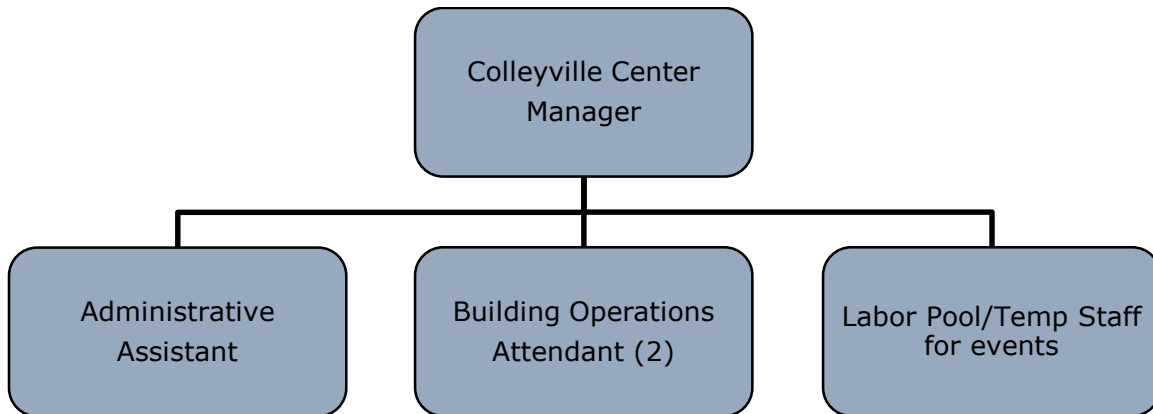
### Department Description

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Colleyville Center employees serve as custodians of the Colleyville Center. Working on behalf of the citizens of Colleyville, the staff manages the Centers' physical integrity, resident and client room rentals, and the technology required to maintain a unique, resident owned assembly facility. In addition to city staff, the Colleyville Center is overseen by a City Council appointed advisory committee of 14 citizens. From HOA meetings, civic organizations, city-wide events, and business seminars, the Center serves as a town square, hosting meetings and serving as a gathering place for our citizens. The Colleyville Center serves to foster and enhance social interaction between Colleyville citizens by providing a unique public assembly facility that helps fuel economic growth within our community.

### Org Chart

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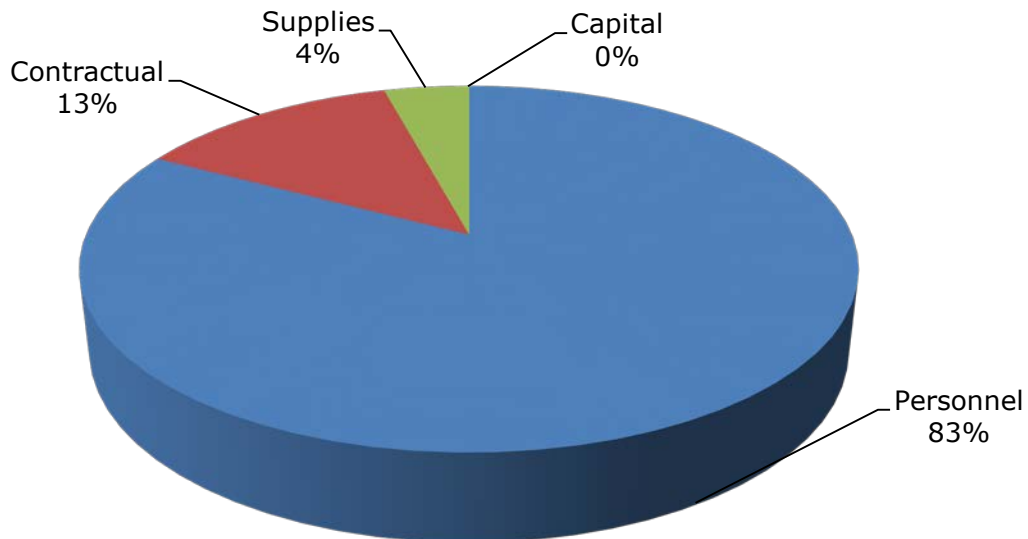
## FY 2015 Budget Summary

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### Budget Summary

	FY 2013 Actual	FY 2014 Budget	FY 2015 Budget
Personnel	\$287,581	\$261,485	\$296,329
Contractual	\$79,625	\$40,010	\$46,693
Supplies	\$5,995	\$11,018	\$15,133
Capital	\$0	\$0	\$0
<b>Total</b>	<b>\$373,201</b>	<b>\$312,513</b>	<b>\$358,155</b>

### FY 2015 Budget



### Capital Expenditure Summary

No capital expenditures

### Personnel Summary

	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
FTE	3.5	3.5	4.0

## Program: Colleyville Center

Colleyville Center's current service level meets expectations in delivering service to our community. The provision of a quality assembly venue that supports interaction through public meetings, civic, social and entertainment events continues to be our primary mission. The Colleyville Center's value to our business community as an economic generator is a City Council priority. Currently 60% of all events held at the Colleyville Center utilize local services and/or spend dollars at our local Colleyville-based businesses.

### *Major Accomplishments – FY 2014*

- Customer service ratings -96% on target to exceed FY14 goal of 94%
- Total confirmed bookings of 406 exceed goal for FY14
- Revenue generation – on target to meet FY14 \$230K goal
- Marketing initiatives on target for 100% completion with multimedia, social media focus
- Cost recovery –81% for FY 2014; goal of 70%
- Economic impact, on track to meet FY14 goal of 59% – All events impact local business with usage of local goods and/or services adding to sales tax collection/business revenue and retention
- Capitalized on segment marketing improving online reviews 25%
- Council approval of standard M-Fri rate package to non-residents
- Colleyville Center Roof Repaired within \$40K repair budget
- Performance Stage- curtains replaced, stage refinished
- Identified additional revenue generators- garden chairs
- Increased prime weekend rental rates 20%
- Strengthened Colleyville Center branding as a unique venue in the Metroplex through local advertising
- Capitalized on city event cross-marketing opportunities- Breakfast with the Bunny, Red, White & Sousa, Old Tyme Barbecue, Winter Ball
- Final energy efficient 6 ton air conditioning unit installed
- Improved and maintained aesthetics of the Colleyville Center to attract citizens and visitors.
  - Secured Garden Club donation of 5 traffic screening trees and pots
  - Outside storage doors replaced to improve building security
  - Pavement restriped
  - North and South sunken sidewalks replaced improving parking lot safety
  - New Wifi system installed to handle larger audience usage during seminars
- Upgraded room design software to web based format and new vendor, improving customer service and staff efficiencies

### *Major Initiatives – FY 2015*

- Evaluate resident and non-profit rates
- Continue to improve and maintain aesthetics of the Colleyville Center to attract citizens and visitors
- Assume landscaping responsibility of Garden Ballustrada from Parks
- Secure donation from non-profit entity to install up-lighting on East oak trees
- Secure donations from non-profit entities to replace stage flags
- Improve upon weekday rentals and Center utilization
- Solicit Advisory Committee input for development of Colleyville Center Site Master Plan

### *Ten 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 17<sup>th</sup> 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 rental and storage space
- Kitchen upgrade to accommodate catering of large banquets
- Outdoor restroom facilities for City events
- Window and shade replacement
- Technology upgrade

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 (53%) continue to be residents and non-profit groups utilizing the Center for meetings. Although they are the primary users of the facility, only 11% of current revenue is generated by these groups. Resident venue fees will remain deeply discounted at 20% providing an additional marketing incentive for citizen 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 this segment for both revenue growth and to fuel 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 targeted markets outside of Colleyville.

### *Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Percentage of customer satisfaction ratings of "Excellent"	96.3%	96%	≥ 94%
2	Number of events held	386	406	≥ 404
3	Revenue generated from bookings	\$246,797	\$230,000	≥ \$230,000
4	Percentage of cost recovery	66%	78%	≥ 70%
5	Percentage of events generating economic impact for local business	57%	58%	≥ 55%



# Communications & Marketing

## Fiscal Year 2015 Business Plan

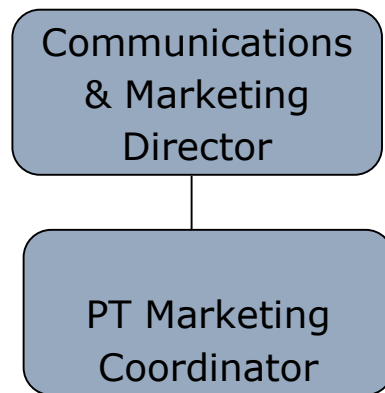
### Department Description

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Communications and Marketing staff provides information to the general public, media, and other city stakeholders to build awareness of city issues, policy decisions, and services in a sustainable manner to enhance the public’s opinion of its local government, while helping to solidify the city’s unique identity and promote economic development initiatives. It also is responsible for the city’s public relations and public education activities, as well as for marketing and promotion of city programs, activities, and events to the general public.

### Org Chart

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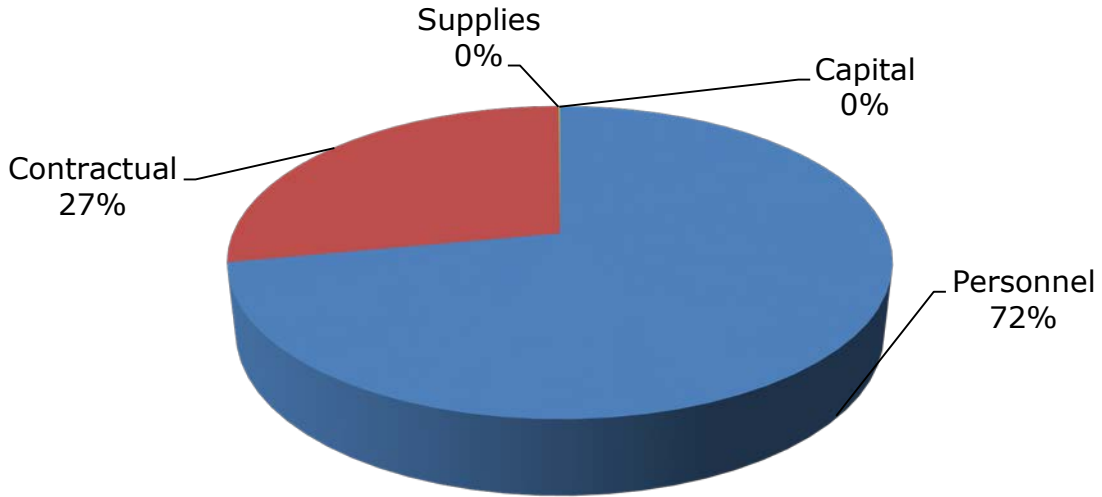
### FY 2015 Budget Summary

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Budget Summary			
	FY 2013 Actual	FY 2014 Budget	FY 2015 Budget
Personnel	\$118,384	\$118,392	\$121,212
Contractual	\$20,113	\$20,905	\$46,905
Supplies	\$192	\$150	\$150
Capital	\$0	\$0	\$0
<b>Total</b>	<b>\$138,689</b>	<b>\$139,447</b>	<b>\$168,267</b>



## FY 2015 Budget



### Capital Expenditure Summary

No capital expenditures

### Personnel Summary

	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
FTEs	1	1	1.63

### Program: Communications & Marketing

The Communications & Marketing Department manages the city's website, social media outlets Facebook and YouTube, the monthly *Colleyville Communicator* newsletter inserted in utility bills, public education campaigns, editorial promotions, advertising, public service announcements and other programming for the city's government access channel, publication of e-newsletter and *Colleyville E-News*, State of the City presentation, media relations, media strategy, and speechwriting. The department also assists other departments in production of collateral materials, media events, and presentations.

### *Major Accomplishments – FY 2014*

- Generated editorial coverage for the city through news releases, positioning and promoting Colleyville-related stories, work with reporters, and public information and education strategies
- Continued creative control of the recreation and library brochures, as well as advertising for economic development
- Developed and executed tactics to position the city on community issues
- Continued to evolve the city website to remain relevant as a single source of information about city issues, events, and activities
- Wrote and developed creative for a successful State of the City presentation
- Grew the City’s database for electronic communications by 50%

### *Major Initiatives – FY 2015*

- Grow the marketing program, specifically the CloseBuy program to serve as the marketing umbrella for businesses, especially those along the SH 26 corridor, during reconstruction of the roadway.
- Generate editorial coverage of the city through development and distribution of news releases, positioning and promoting Colleyville-related stories, media events, media inquiry responses, public information activities, and providing media strategy
- Develop, produce, and disseminate city materials through a variety of media to educate and inform the public
- Provide 24-hour access to information about city activities, programs, and services
- Finalize a mobile website to act in concert with the city’s existing website
- Work with departments to enhance and upgrade departmental webpages
- Continue development of a citywide strategic approach to advertising and promotion of city initiatives, programs, and activities—including creative direction and placement

### *Ten Year Outlook*

In the next 10 years, public relations and communications will continue to be a staple for the city to meet the need to maintain a positive public image, both

internally and externally, as well as to meet the needs of an increasingly high-information age and the growth of social media. As reliance on traditional media subsides in both broadcast and print, the need to communicate directly to our public and stakeholders, through multiple platforms, will only increase. Conversely, opportunities for coverage through traditional media outlets will decrease.

*Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	City-initiated news leads	25	25	25
2	Responses to media inquiries within 1 hour	95%	95%	95%
4	Public Information Campaigns	8	8	8
5	Visits to Colleyville.com	300,000	300,000	350,000
6	E-newsletter subscribers	1,400	2,200	3,000
7	Coverage in print, broadcast, online/associated media value	\$100,000	\$90,000	\$90,000
8	Percentage of citizens surveyed satisfied with being kept informed about City business	Biennial Measure	85%	Biennial Measure
9	Percentage of citizens surveyed satisfied with the City providing an adequate forum for public input	Biennial Measure	80%	Biennial Measure



# Community Development

## Fiscal Year 2015 Business Plan

### Department Description

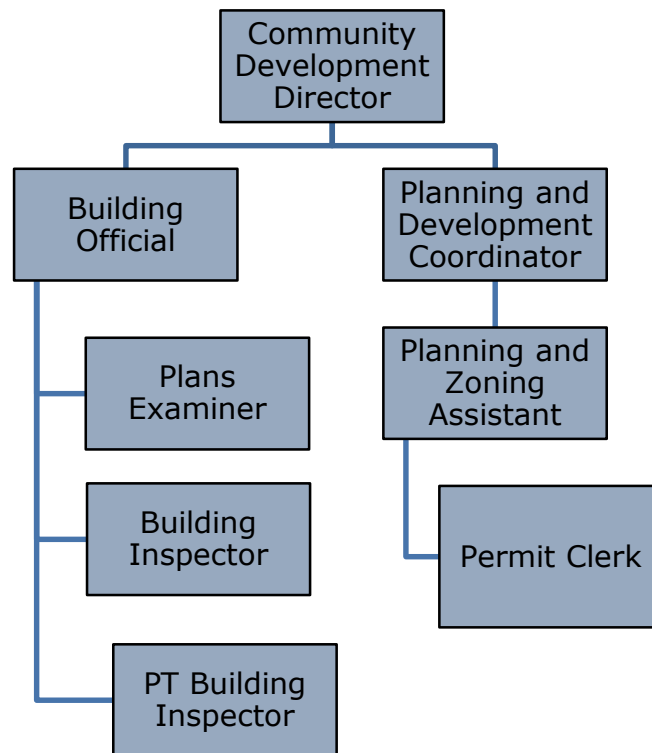
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The Community Development Department's focus is protecting the unique beauty and quality of life of the community in addition to guiding quality, sustainable growth and redevelopment. This focus is performed with the goal of providing exceptional customer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

Community Development includes planning & zoning and building inspections. 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.

### Org Chart

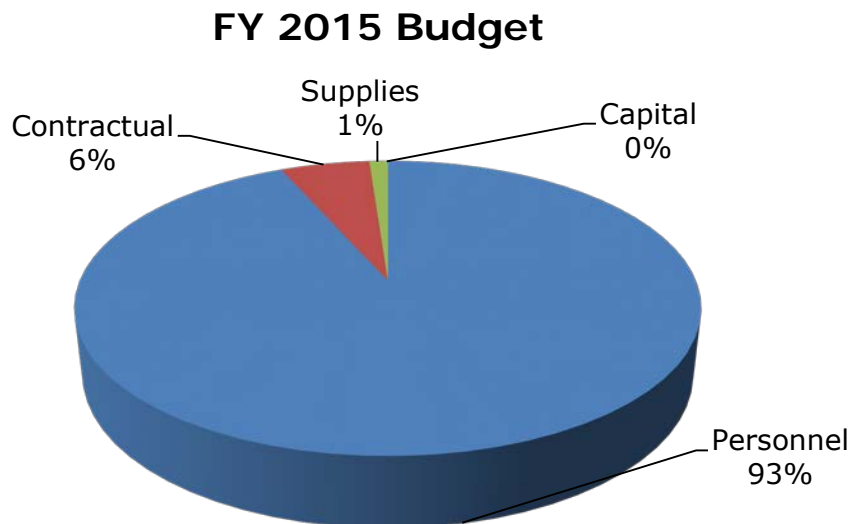
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## FY 2015 Budget Summary

### Community Development

	FY 2013 Actual	FY 2014 Budget	FY 2015 Budget
Personnel	\$413,359	\$566,997	\$588,871
Contractual	\$69,336	\$41,918	\$34,740
Supplies	\$6,210	\$10,432	\$7,232
Capital	\$0	\$0	\$0
<b>Total</b>	<b>\$488,905</b>	<b>\$619,347</b>	<b>\$630,843</b>



### Capital Expenditure Summary

No capital expenditures

### Personnel Summary

	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
Planning & Zoning FTEs	2	4	4
Building Inspections FTEs	3	3.5	3.5

## Program: Planning & Zoning

The Planning & Zoning program strives to continue the exceptional and unique quality of the community's built environment and natural resources. Planning & Zoning responsibilities include administration of all zoning, platting and code variance cases; administration of the Land Development Code; long range and comprehensive planning; and maintenance of the City's Master Plan. The Planning and Zoning program's costs are 100% recovered through the collection of development fees for the Community Development Department.

### *Major Accomplishments – FY 2014*

- Added new commercial carport standards to the Land Development Code
- Added new standards for temporary concrete batch plants to the Land Development Code
- Amended Chapter 13-Impact Fees in the Land Development Code to remove the sales tax rebate provision
- Added new fence maintenance and construction standards to the Land Development Code
- Added new subdivision regulations to the Land Development Code
- Held multiple public meetings on comprehensive plan
- Completed a review of the development process with multiple recommendations for improvement

### *Major Initiatives – FY 2015*

- Complete tree preservation amendments to the Land Development Code
- Complete and adopt the Comprehensive Plan for the City
- Begin a comprehensive implementation schedule of the Comprehensive Plan recommendations
- Identify amendments to the Land Development Code as needed based on recommendations from the Comprehensive Plan
- Research other communities for best practices with regard to planning and codes
- Continually identify process improvements based on internal and external feedback

### *Ten Year Outlook*

- Implement the Comprehensive Plan established in 2015
- Perform updates to the Land Development Code as needed
- Prepare the City for build-out through consistent process and policy improvement in the department.

## Performance Measures

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Percent of online department survey respondents satisfied with overall service	89%	95%	= 100%
2	Percent of zoning case approvals consistent with Master Plan	94%	100%	= 100%

## Program: Building Inspections

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Building Inspections staff ensures quality construction practices and techniques through the efficient enforcement of ordinances and codes that regulate building construction. Specific responsibilities include inspections of all structures, new and existing; review of all new building plans; formulating and amending building codes as necessary; ensuring compliance of city codes including zoning, environmental, health, sign, landscaping, tree preservation and building codes. Staff continually seeks to utilize technology in order to maximize service delivery and efficiency to the citizens of Colleyville and the development community. The Building Inspections program's costs are 100% recovered through the collection of development fees for the Community Development Department.

### Major Accomplishments – FY 2014

- Significant progress on updating the Building Code

### Major Initiatives – FY 2015

- Adoption of 2012 International Building Code
- Software upgrades to the permitting software allowing more departmental efficiency and effectiveness
- Continue to review internal procedures and policies to ensure the maximum amount of efficiency is being utilized to ensure fiduciary responsibility to the citizens of Colleyville
- Continually update program standard operating procedures and review program processes to maximize service delivery

*Ten Year Outlook*

- Continue to seek ways to improve departmental efficiency and effectiveness as the City reaches build-out through continual researching of potential outsourcing and regionalization of Building Inspections services

*Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Percentage of residential plan reviews completed in five days or less	21%	40%	≥ 75%
2	Percentage of commercial plan reviews completed in ten days or less	44%	58%	≥ 75%
3	Percentage of inspections performed within 24 hours	97%	98%	≥ 95%





# Economic Development

## Fiscal Year 2015 Business Plan

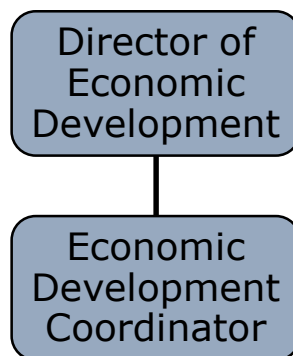
### Department Description

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Economic Development serves the citizens, businesses and commercial property owners of Colleyville, as well as prospective new investors and developers. To best accomplish the City Council's objectives for Colleyville's economic future, Department functions encompass both economic development and marketing (in association with the City Manager's Office). The Economic Development Department primarily supports the following objective from the City Strategy Map- "Attract and retain high quality businesses to provide a thriving, diversified tax base that attracts visitors." More specifically, staff strives to boost the success of existing business for their retention and expansion, persuade and attract new enterprises and investment, and market Colleyville as a retail/restaurant, entertainment, and visitors' destination. Likewise, efforts include continuing to develop the City's daytime population and attracting corporate office employment that is consistent with Colleyville's political culture.

### Org Chart

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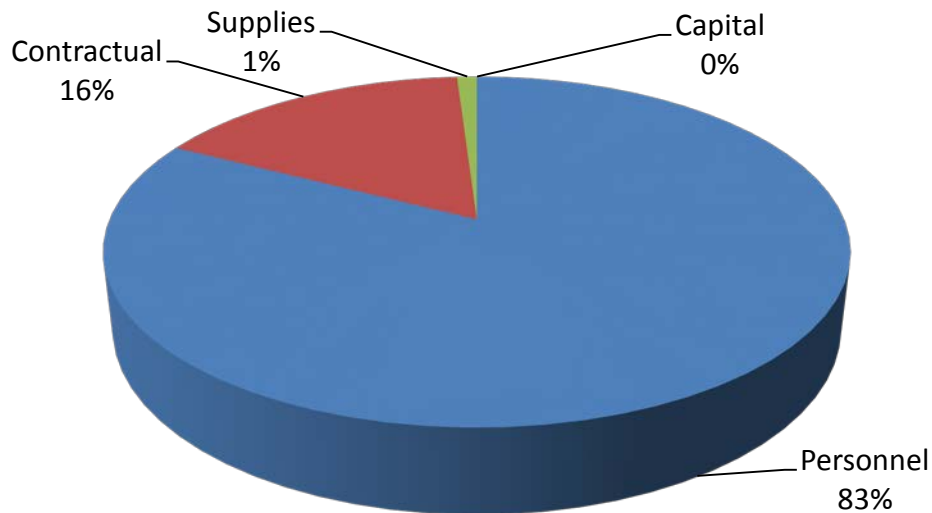
## FY 2015 Budget Summary

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### Economic Development

	FY 2013 Actual	FY 2014 Budget	FY 2015 Budget
Personnel	\$250,858	\$207,346	\$250,205
Contractual	\$69,067	\$86,353	\$49,690
Supplies	\$1,222	\$3,100	\$3,100
Capital	\$0	\$0	\$0
<b>Total</b>	<b>\$321,147</b>	<b>\$296,799</b>	<b>\$302,995</b>

### FY 2015 Budget



### Capital Expenditure Summary

No capital expenditures

### Personnel Summary

	<u>FY 2013</u>	<u>FY 2014<sup>1</sup></u>	<u>FY 2015<sup>2</sup></u>
FTEs	2.5	1.5	2

<sup>1</sup>Development Coordinator moved to Community Development in FY 2014.

<sup>2</sup>Part time Marketing Coordinator moved to Communications Department and full time Economic Development Coordinator position funded in FY 2015.

## Program: Economic Development

Economic Development works to retain existing Colleyville businesses, facilitate their profits to stimulate their in-place growth and expansion—as well as help create and attract new businesses in targeted markets and along key commercial corridors. All of these efforts are pursued to foster related new investment in Colleyville’s commercial tax base.

### *Major Accomplishments – FY 2014*

- Opening of 2<sup>nd</sup> Whole Foods Market in Tarrant County (and the first in Northeast Tarrant County) in 44,000 square feet of the former Albertson’s at 4909 Colleyville Blvd.



- Construction start and near completion of the transformation of Village Park Shopping Center into Colleyville Downs.



- Tenant finish out and opening of Colleyville Downs' junior anchor Petco, and in-line tenants Matt's Rancho Martinez, Orange Theory Fitness, Arch Brow and Majestic Nail Spa.



- 100% absorption of the Longwood Plaza Shopping Center with the location of a 5,600 square foot Playtri triathlon store at 7171 Colleyville Boulevard and a 1,200 square foot Subway Sandwich Shop.



- Further development of Colleyville's daytime population: Purchase of the two-story Meadows Creek Plaza building and relocation of Standard Insurance Agency to 8190 Precinct Line Road; selection of 99 Main as the location of North American rail and marine equipment manufacturer The Greenbrier Companies' new regional hub; start (and nearing completion) of the fourth new office building to be constructed within the Village at Colleyville in the last 2 years—which will lead to relocation of Las Colinas-based Dealers Alliance (23 Mission Lane); absorption of and relocation to the former Tanner Insurance building by Deployed Technologies (DTech); absorption of and relocation to 5,208 square feet at 35 Veranda Lane by Tennant Institute for Integrative Medicine; tenant finish out of three speculative spaces and construction of three new buildings at the Longwood Plaza Office Park, 7135-7157 Colleyville Boulevard.



- Completion and opening of the Baylor Emergency Medical Center – Colleyville, providing for hospital services within the community in the form of 8 overnight stay beds.



- \$3.5 million renovation and improvements to the former Colleyville Cinema Grill by Studio Movie Grill, which reopened in May 2014.



- Continuation of the Colleyville CloseBuy Ccard and Cash Mob programs to assist existing Colleyville Businesses.

- Worked with property owners, their representatives and adjoining HOAs to master plan Colleyville’s remaining large, undeveloped tracts of commercial property at the Northern Gateway as a component or in association with the upcoming Comprehensive Planning exercise, realizing a conceptual plan (eventually with market-sensitive phasing) to use in promoting commercial development of this 60-acre site.



#### *Major Initiatives – FY 2015*

- Continue to work with site brokers representing Colleyville Downs and Colleyville Stampede to help Colleyville leverage the best and most attractive restaurant and retail tenants to cluster near Whole Foods Market. Foster other, adjacent absorption and redevelopment of retail and restaurant properties and pad sites.
- Market and promote development of the Northern Gateway properties, as indicated by residents surrounding the 60-acres near John McCain and Colleyville Boulevard (who participated in the April 2014 Design Charrette).
- Protect and preserve commercial development along Colleyville Boulevard in order to maximize the highest and best use of Colleyville’s primary commercial corridor.
- Continue to grow and develop the Colleyville Exchange (CVx); strive to be the top meeting of its type (i.e. facilitating discussion between and among property owners, brokers, developers, bankers and investors) among Northeast Tarrant municipalities. Continue engaging and working with Colleyville residents who are involved in commercial real estate brokerage, development, engineering and design. Utilize the Colleyville ExChange as a way to develop a group of individuals who wish to be economic development insiders and advocates, who work on Colleyville’s behalf.
- Promote the success of the new Matching Grant and TIF Grant program through a publication which provides before and after pictures and specifies the Architectural Review Commission’s criteria for consideration and selection, as applicable.

- Explore ways to fund Economic Development Department activities, including the possibility of creating a Municipal Development District (if found to be warranted through the Comprehensive Planning process), and planning for and eventually creating a Convention & Visitors Bureau (especially as the City realizes development of a hotel and the generation of hotel occupancy tax revenues in FY 2016).
- Explore expansion of the City's new Architectural Review Commission into a pro bono Design/Redesign Studio, with regular design services provided for both existing and prospective new businesses and property owners.
- Partnering with Communication & Marketing, continue to promote and distribute the new Ccard associated with *Colleyville Close Buy*—and attract both new business participants and card holders/users. Begin to focus efforts in support of businesses along the path of the Colleyville Boulevard Phase II reconstruction project.
- As it relates, plan for and mitigate the economic impact of future Colleyville Boulevard reconstruction; seek opportunities to foster and expand commercial development in conjunction with the Colleyville Boulevard reconstruction. Explore ways to foster joint access easements.
- Work to attract and facilitate a hotel and begin collecting occupancy tax revenues.
- Continue to market Colleyville as a medical specialist, procedure and laboratory center—leveraging FY 2014 investments by Baylor Emergency Medical Center - Colleyville, Longwood Plaza Office Park, DFW Prompt Care, Primacare Urgent Care - Colleyville, the Tennant Institute for Integrative Medicine, the Colleyville Medical Clinic, Colleyville Dermatology, and First Choice Emergency Room .
- Encourage commercial development along Precinct Line Road. Seek to foster Colleyville-appropriate sales tax generating projects.
- Mitigate retail leakage and capitalize on Colleyville's perceived market affluence to help attract retail and restaurants (especially of the destination and chef-centered variety). Seek absorption of the former Mac's and Gator's Café with new restaurants, if possible.
- Plan and convene a 6<sup>th</sup> Annual Business Appreciation event in order to recognize & celebrate Colleyville's business community.
- Establish a Colleyville Boulevard Corridor Core Design District (through efforts associated with the Comprehensive Plan) to help encourage an orderly assemblage and redevelopment of commercial properties, particularly between Hall-Johnson and Glade Roads and adopt and publish an associated set of design guidelines upon delivery of the 2015 Comprehensive Plan.
- Maintain, support and promote the SCORE Office in Colleyville (particularly by promotion and recruitment of new counselors).

- Renew efforts to foster a cooperative C-STAR/R (Colleyville Services to Restaurants/Retailers) effort with SCORE, the Colleyville Area Chamber and Dallas Baptist University Hurst/Colleyville to jointly provide services to Colleyville retailers and restaurants.

### *Ten Year Outlook*

In spite of Colleyville's graying status (based on the 2010 Census, the City is now the 2<sup>nd</sup> oldest community in Tarrant County, with an average age of 42.3 years), the community continues taking steps to foster a growing daytime population—with an emphasis on specialty medicine/physician/diagnostic facilities, aviation/aerospace, finance, insurance and real estate (FIRE) and small corporate headquarters, as well as an associated, specialized (and often *business specific*) visitors economy.

As it relates to the visitors economy, the community's growing wedding industry is of particular help in attracting and maintaining the presence of a younger populace, which has begun to stay around Colleyville longer with neighbors like The Londoner, Ruggeri's and similar restaurants in and around the Village. JumpStreet, the new entertainment tenant which located in the former Borders in 2012, likewise helped retain and attract a younger group of citizens and visitors—some of whom also eventually purchased housing and chose to reside in Colleyville. And new tenants like Bahama Buck's Original Shaved Ice Company and Einstein Brothers Bagels have also appealed to a younger demographic.

Moreover, while the City was approaching population numbers at the start of the decade that indicated Colleyville is closer to build-out, the community continues to realize retail backfill and infill, as well as both retail/restaurant and office/medical absorption, redevelopment and even development at the few remaining undeveloped parcels. Likewise, the 2015 Comprehensive Plan provided Colleyville with new transitional housing zoning classifications which helped mitigate and shorten the processing of new subdivision applications, further boosting new rooftops (to the benefit of existing and new retail and restaurants)—as well as an attractive, conceptual package for marketing and fostering the iconic development of the Northern Gateway properties just south of John McCain and Colleyville Boulevard (SH26).

As was shown with the attraction of Whole Foods to a renovated and renamed Colleyville Downs (previously Village Park), such a circumstance bodes well for continued absorption of existing spaces, as well as the assemblage and redevelopment of both vacant and developed parcels, sometimes with and



through Matching Grant or TIF Grant (or Performance Loan)-stimulated improvements and redevelopment.

Likewise, Colleyville has successfully established a chef centered, destination restaurant and specialty retail reputation; if this unique identify is maintained and nurtured, it will help continue to brand and set the community apart—consistent with the preferences of its residents, as reiterated in the 2014 Citizen Survey. Continued focus on what they desire, as well as promotion of the businesses that choose to locate and relocate here, can help generate longer-term development and redevelopment momentum. And concentrated Colleyville CloseBuy, Ccard app and CashMob programs have helped sustain and retain these retailers and restaurants through completion of the Colleyville Boulevard reconstruction.

And over time, Economic Development staff professionals have worked to foster and encourage citizen advocates who understand, appreciate and support the need for economic development in Colleyville. The City’s Economic Development Department now offers a combination of Colleyville-tailored services to assist and retain existing businesses (particularly through *Colleyville CloseBuy*), in addition to attracting new investment through programs like the Colleyville ExChange. Efforts to attract a hotel and mold Colleyville into a destination has also helped fund Convention & Visitors Bureau-type activities that boosted existing businesses—helping generate new and expanded City revenues, as well.

*Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Average percentage occupancy of retail and office spaces	90%/89%	93%/87%	≥ 90/89%
2	Citizen satisfaction rating for retaining existing businesses	45%	≥ 55%	≥ 60%
3	Citizen satisfaction rating for encouraging economic growth	41%	≥ 51%	≥ 74%
4	Website (colleyvilleclosebuy.com) and app visitors per month	303	405	≥ 550
5	CloseBuy business exposures per quarter (includes internet search engine visits)	144,911	657,068	≥ 125,000
6	CloseBuy Business Directory queries per quarter	1,409	6,229	≥ 1,500



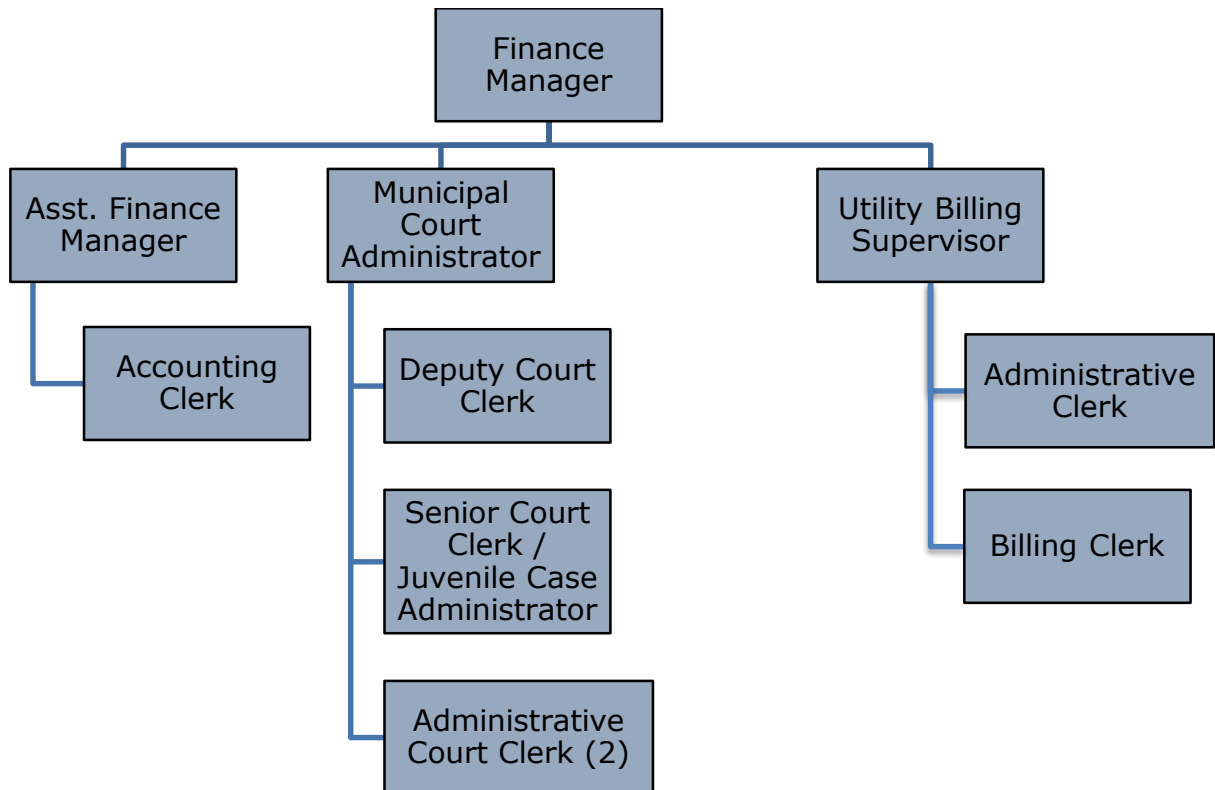
### Department Description

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The Finance Department is responsible for two programs in the General Fund, Finance and Municipal Court. Finance staff collects, records, summarizes, and reports the results of all financial transactions of the City in a timely manner and in accordance with Generally Accepting Accounting Principles. Primary responsibilities include general ledger functions, payroll processing and payments, funding source maintenance, investment of city funds in accordance with the Public Funds Investment Act, ensuring timely payment of principal and interest on debt obligations, maintaining or improving the city's bond ratings, preparation and coordination of annual external financial audit, and preparation and issuance of the Comprehensive Annual Financial Report (CAFR). In addition, the Finance Department oversees the municipal court that serves the cities of Colleyville and Keller.

### Org Chart

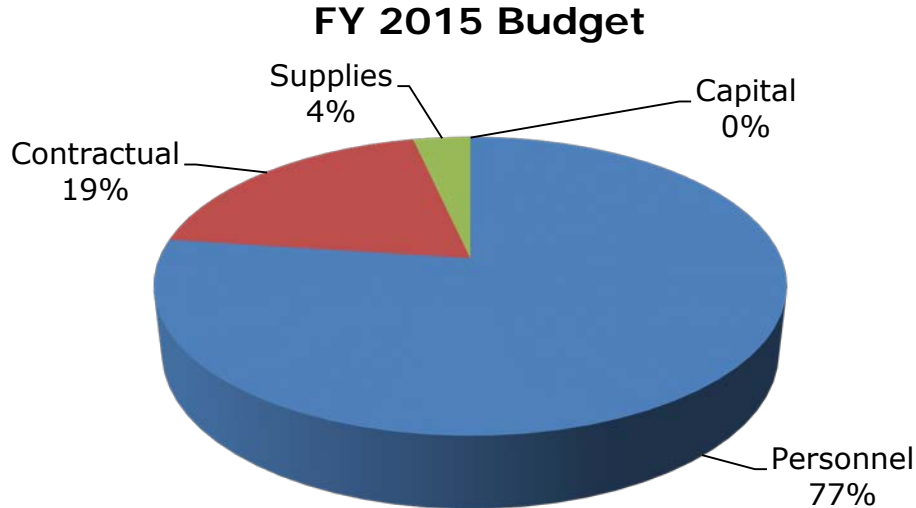
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## FY 2015 Budget Summary

### Finance (General Fund)

	FY 2013 Actual	FY 2014 Budget	FY 2015 Budget
Personnel	\$629,161	\$608,196	\$622,589
Contractual	\$170,659	\$155,927	\$156,731
Supplies	\$22,619	\$26,870	\$28,240
Capital	\$0	\$0	\$0
<b>Total</b>	<b>\$822,439</b>	<b>\$790,993</b>	<b>\$807,560</b>



### Capital Expenditure Summary

No capital expenditures

### Personnel Summary

	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
Finance (General Fund)	3	3	3
Utility Billing (Utility Fund)	3	3	3
Municipal Court (General Fund)	5*	5*	5*
<b>Total Finance FTEs</b>	<b>11</b>	<b>11</b>	<b>11</b>

\*Includes one FTE funded out of the Juvenile Case Manager Fund

## Program: Finance

Finances provides accurate and reliable reporting of all financial transactions in conformity with generally accepted accounting principles and delivers sustainable government by capitalizing on technology to enhance financial reporting to internal and external customers. Finance provides prudent financial management of resources, revenues, and expenditures to the City of Colleyville and will provide all City departments and other users with accurate and timely information.

### *Major Accomplishments – FY 2014*

- Received the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting
- Received the Government Finance Officers Association's (GFOA) Distinguished Budget award
- Received upgrade to AAA rating on water and sewer bonds by Standard and Poor's
- Rated AAA by Fitch Ratings Service and Standard and Poor's on all outstanding types of debt and water and sewer bonds
- Received Leadership Circle Award from Texas Comptroller of Public Accounts for increased transparency in financial reporting
- Provided financial information to Mayor and City Council each month
- Issued employee W-2 statements by January 31 and filed federal mandated reports electronically
- Implemented payroll and human resources modules of new financial software
- Reduced processing costs and increase operational efficiencies by offering Electronic Funds Transfer (EFT) payments to accounts payable vendors

### *Major Initiatives – FY 2015*

- Continue to receive the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting
- Continue to receive the Government Finance Officers Association's (GFOA) Distinguished Budget award
- Continue to maintain AAA bond ratings on General obligation bonds
- Continue to receive Leadership Circle Award from Texas Comptroller of Public Accounts for increased transparency in financial reporting

- Complete implementation of (MUNIS) financial suite software for utility billing
- Continue to evaluate internal controls for improvements in efficiency and procedures
- Receive an unqualified audit opinion
- Complete revenue manual
- Update policies and procedures for new software capabilities

*Ten Year Outlook*

The recent purchase 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 recently purchased software includes the new financial suite with integrated modules including payroll, purchasing and utility billing.

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 lets taxpayers drill down for more information.

*Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Percent of ACH payments to total accounts payable	New Measure	11%	≥ 13%
2	Percent of requisitions converted to purchase orders in < 3 days	99%	99%	≥ 99%
3	Number of audit adjustments in period 13 closing	12	≤ 12	≤ 12
4	Level of Texas Comptroller Circle of Leadership Award (for transparency in reporting)	Silver	Silver	Silver

## Program: Municipal Court

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The Municipal Court provides the Cities of Colleyville and Keller with enforcement of Class C misdemeanor criminal laws and ordinance violations. The Municipal Court maintains all citations and paperwork related to citations, assists the Municipal Court Judge, completes reports on convictions, revenues received, and informs defendants of their legal options under State law in order to enhance safe neighborhoods and deliver sustainable government to the citizens of Colleyville and Keller.

### *Major Accomplishments – FY 2014*

- Continued to improve efficiencies of a combined court with the City of Keller
- Conducted all transactions with citizens in a professional manner with constant concern for quality customer service
- Implemented a new warrant payment action plan
- Installed and implemented Omnibase program for Keller warrants
- Implemented the collection agency software with Incode and processed all cases in Colleyville and Keller to bring the court current with the collection agency process
- Implemented the expunction process with Incode for a case being expunged off a defendant's record
- Began utilizing Tyler Content Manger document imaging software for a paperless environment; conducted training for staff
- Implemented a part time bailiff position to assist with security in and around the court room

### *Major Initiatives – FY 2015*

- Continue necessary work for a successful merge and transition of the Colleyville/Keller court systems to the Regional Court
- Conduct analysis for purchase of an automated phone call out system to advise citizens of outstanding warrants and court dates
- Continue utilizing Tyler Content Manager document imaging software for a paperless environment
- Work with Incode software staff to produce a file in FTP format to improve efficiency in processing and reporting

### *Ten Year Outlook*

New legislation was passed and signed into law on May 19, 2011 which allowed the consolidation of Municipal Court operations. Over the next 10 years, regionalization of courts will become more common as cities with contiguous borders find ways to benefit from economies of scale, shared resources and increased efficiencies. Future studies could prove additional cities may benefit by joining with the City of Colleyville as well. A priority of the Municipal Court is to utilize Laserfiche for document storage and allow a more paperless or paper-lite environment. Incode offers electronic reporting to comply with all State reporting and conviction reports. The more the court staff utilizes the automated processes in the new software, the more those efficiencies can be passed on to the citizens of Colleyville and Keller.

### *Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Percentage warrants issued within 8 day period after due date or court date	New Measure	95%	97%
2	Number of bench trials vs. jury trials set	New Measure	60/30	60/40
3	Citizen satisfaction rating with Municipal Court Services	Biennial Measure	94%	Biennial Measure
4	Number of citations filed per FTE	4,268	4,610	4,250



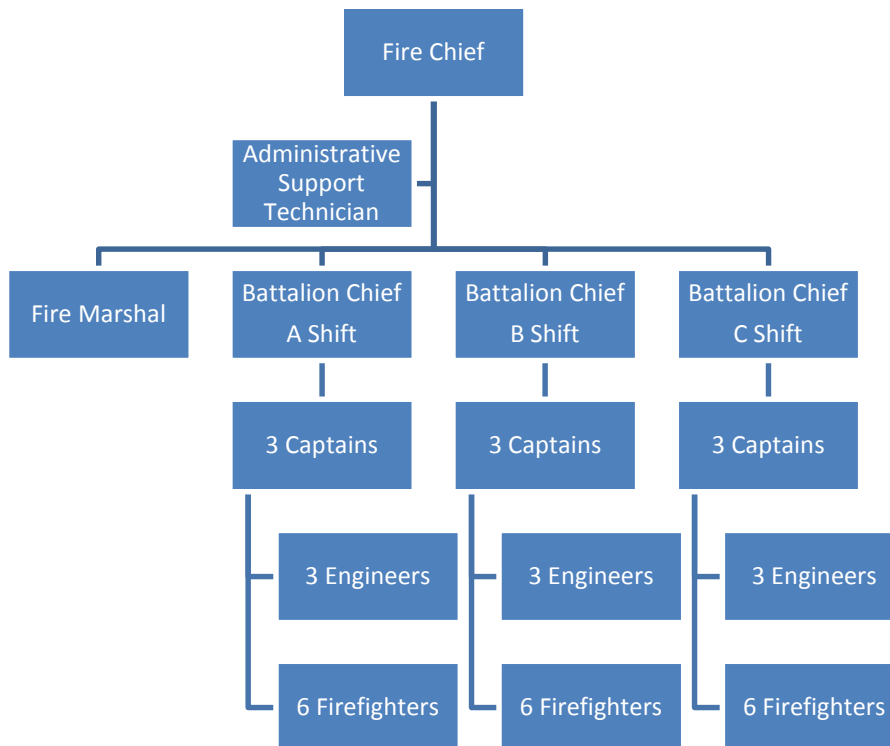
## Department Description

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The Colleyville 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 operations, emergency management operations and non-emergency community activities. The mission of the Colleyville Fire Department is to provide Colleyville citizens and visitors with the highest level of professional services through measured response times, positive intervention, accessibility and education. It is the vision 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 and fiscal responsibility across the region. Our values are Integrity, Service and Innovation; providing caring, compassionate and competent assistance in all we do.

## Organization Chart

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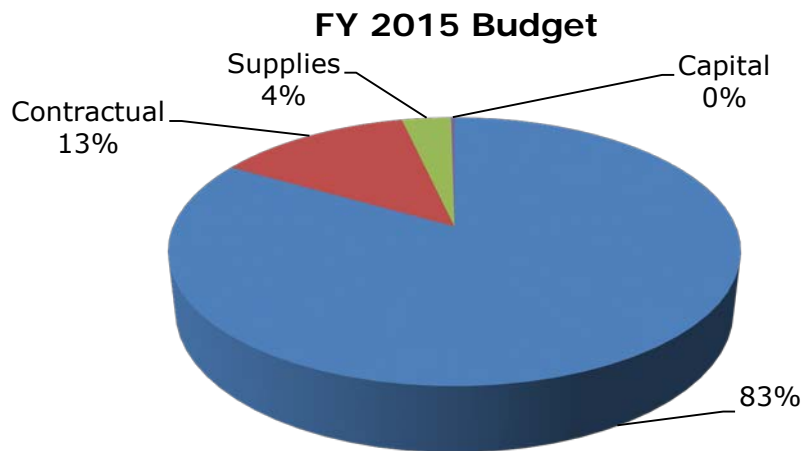




## FY 2015 Budget Summary

### Budget Summary

	FY 2013 Actual	FY 2014 Budget	FY 2015 Budget
Personnel	\$3,189,456	\$3,506,277	\$3,804,799
Contractual	\$696,905	\$587,262	\$600,825
Supplies	\$146,940	\$145,731	\$151,913
Capital	\$285,220	\$20,000	\$10,469
<b>Total</b>	<b>\$4,318,</b>	<b>\$4,259,224</b>	<b>\$4,568,006</b>



### Capital Expenditure Summary

Self Contained Breathing Apparatus	\$10,469
<b>TOTAL</b>	<b>\$10,469</b>

### Personnel Summary

	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
Fire Admin	2	2	2
Fire Operations	27	30	33
EMS Operations	6	6	6
Fire Prev./Invest.	1	1	1
<b>TOTAL FTEs</b>	<b>36</b>	<b>39</b>	<b>42</b>

## Program: Fire Administration

Fire Administration is responsible for the overall planning, development, and implementation of all fire department services, as well as the day to day administrative duties necessary to handle items such as payroll, accounts payable, filing, open records requests, and providing service to walk-in and telephone customers. Fire Administration is also responsible for the maintenance of a comprehensive all-hazards emergency management program for the City, which includes: mitigation of hazards to reduce their impact; preparedness activities such as planning, training and exercises; response coordination, provisions and EOC operations and; recovery programs and assistance.

### *Major Accomplishments – FY 2014*

- Submitted Hazard Mitigation plan to the State of Texas
- Collaborative Adaptive Sensing of Atmosphere (CASA) radar online.
- Chief Riley assessed the Incident Command system for DFW Airport's "Life Saver" large scale Mass Casualty drill
- Chief Riley participated as an observer for the Urban Shield exercises
- EOC familiarization training conducted for the Leadership Team
- Upgraded the RACES radios and started an on call RACES operator
- Applied for an Assistance to Firefighters Grant for a mobile repeater to increase transmission capabilities, enhancing regional communications
- Conducted extensive cleanup of the NETCO joint radio tower site; removal of dilapidated structure and defunct equipment stored on site

### *Major Initiatives – FY 2015*

- Increase Fire Department staffing in October 2014 with the addition of three firefighters/EMT.
- Implement a comprehensive Mitigation Action Plan for Colleyville in conjunction with the North Central Texas Council of Governments.
- Continue to research and identify grant funding opportunities for public safety and emergency management.
- Continue to analyze and evaluate all department programs for efficiency and effectiveness of service delivery with community needs.
- Continue to deliver and enhance community outreach programs such as Citizen Fire Academy, Kid's Camp and school fire safety programs.
- Continue to identify methods for improved efficiency in fire department operations.
- Continue to evaluate future service delivery needs measured against existing service capabilities.

- Implement paperwork reduction strategies through electronic data storage that are in compliance with all state records retention policies.
- Schedule all public relations events within daily firefighter schedule.
- Continue to enhance and encourage citywide preparedness and awareness of all types of emergencies with emphasis on weather related circumstances.

*Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Total number of volunteer hours from CFAAA and Rehab Team	900	273.5	450

**Program: Fire Operations**

Fire Operations is responsible for fire suppression, rescue, emergency medical response, and hazard mitigation throughout the City of Colleyville.

*Major Accomplishments – FY 2014*

- Completed Texas Commission on Fire Protection continuing education requirements
- Completed Texas Department of State Health Services Paramedic continuing education requirements
- Finalized NEFDA Capital Agreement for equipment replacement fund
- Completed Citizens Fire Academy class #8 (March 27 thru May 8)
- Completed 2 sessions of Kids Camp 2014 with a total of 60 youth in attendance (July 9 thru 13)
- Converted the new radio communications system from analog to digital, with our six NETCO agencies
- Constructed SCBA confidence training maze at Hall Johnson facility
- Instituted a new hire training program: One month of daily supervised training on CFD systems and processes and a minimum of three months training on the MICU

### *Major Initiatives – FY 2015*

- Conduct hiring process for three authorized Firefighter positions, FY-15
- Continue to update the Standard Operating Procedures Manual
- Continue to improve new hire training program; monitor effectiveness
- Enhance current employee training programs focusing on Officer Development, EMS and Firefighting skills proficiency
- Continue to train on EOC operations and preparedness
- Encourage continued participation in programs such as Colleyville College and NTMA Supervisor training
- Continue fire inspection and hydrant maintenance programs
- Maintain mandatory physical fitness program and annual fitness testing of all operations firefighters
- Improve emergency medical services, fire suppression operations, fire apparatus and equipment advancements through proper staffing and training
- Provide training opportunities to expand knowledge, skills and abilities necessary to keep up with current and future service expectations
- Succession planning efforts

### *Ten Year Outlook*

- Begin converting fleet to include two front line engines, a front line truck, as well as a reserve truck and reserve engine.
- Replace unit 402 (Quint 243) in 2016 with an engine
- Replace engine 243 with a new engine, placing current engine in reserve status
- Replace Hall Johnson facility with a facility capable of housing multiple reserve apparatus and equipment storage
- Replace front apparatus bay doors at station 1 and station 3 with vertical bi-fold bay doors.
- Renovation of Station #2
- Request an ISO fire protection rating survey 2017
- Employee turn over
- Maintain compliance with
  - Texas Commission on Fire Protection
  - Texas Department of State Health Services
  - Texas Division of Emergency Management

## Performance Measures

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Number of Fire Related Responses	381	390	n/a
2	Number of Service Related Responses	357	100	n/a
3	Average hours of training per employee	160.9	122.2	n/a
4	Percentage of citizens surveyed satisfied with Fire Protection Services	Biennial Measure	99%	Biennial Measure

## Program: EMS Operations

EMS Operations is responsible for provision of emergency medical care to sick and/or injured persons in our community and their transport to the hospital by ambulance.

### *Major Accomplishments – FY 2014*

- Joined the North Central Texas Trauma Regional Advisory Council
- Began attending EMS-Emergency Department cooperative meetings with Baylor Grapevine and Texas Health Resources HEB
- Established and implemented continuous quality improvement program

### *Major Initiatives – FY 2015*

- To continuously improve fire suppression, life safety education, and emergency medical service through proper staffing, operational changes, and fire apparatus and equipment advancements
- To provide the utmost in both internal and outside training opportunities in order to equip staff with the knowledge and skills necessary to be a first rate emergency services organization
- To always consider the safety and protection of citizens, patients, and staff as the primary objective of the organization through competent training, proper equipment, and operational procedures that follow ideal work practices
- Continue current employee training program which focuses on the areas of fire training, EMS training, map familiarity, EMS skills proficiency, and officer development

- Encourage continued participation in programs such as Colleyville College and NTMA Supervisor training
- Maintain mandatory physical fitness program and annual fitness testing of all operations firefighters

*Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Ambulance billing revenue	\$323,672	\$340,000	≥ \$325,000
2	Ambulance response in under six minutes (call dispatch to arrival)	85%	81%	≥ 85%
3	Number of EMS Related Responses	829	800	n/a
4	Percentage of citizens surveyed satisfied with Emergency Medical Services	Biennial Measure	99%	Biennial Measure
5	Percentage of billed services recovered	30%	37%	≥ 40%

**Program: Fire Prevention/Investigation**

Fire Prevention/Investigation is responsible for all fire alarm and fire sprinkler plan reviews and inspections, fire investigations, and coordination and delivery of fire safety education programs.

*Major Accomplishments – FY 2014*

- Continue to provide fire prevention educational content to meet the needs of area schools.
- Review and adopt the 2012 International Fire Code in an effort to maintain a standard that is being adopted regionally

*Major Initiatives – FY 2015*

- To provide a fire prevention program designed to minimize loss of life and property damage through effective enforcement of adopted fire codes and delivery of prevention programs

- Work with Community Development staff to update all current codes to the 2012 version
- Regularly evaluate fire cause trends in the community and balance prevention efforts to reduce identified trends
- Continue to evaluate and review plans for all new and existing buildings to ensure strict adherence to adopted fire and life-safety codes
- Continue fire prevention public outreach through Kid's Camp, fire extinguisher training, public education programs and demonstrations
- Continue Citizen Fire Academy and encourage graduates to participate in the Alumni association and Rehab Team
- Continue to investigate all fires to determine cause and origin

*Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Percentage of plans reviewed within 48 hours	100%	100%	≥ 98%
2	Percentage of fire investigations cleared within 30 days	100%	95%	≥ 95%
3	Percentage of inspections performed within 48 hours of request	100%	100%	≥ 95%



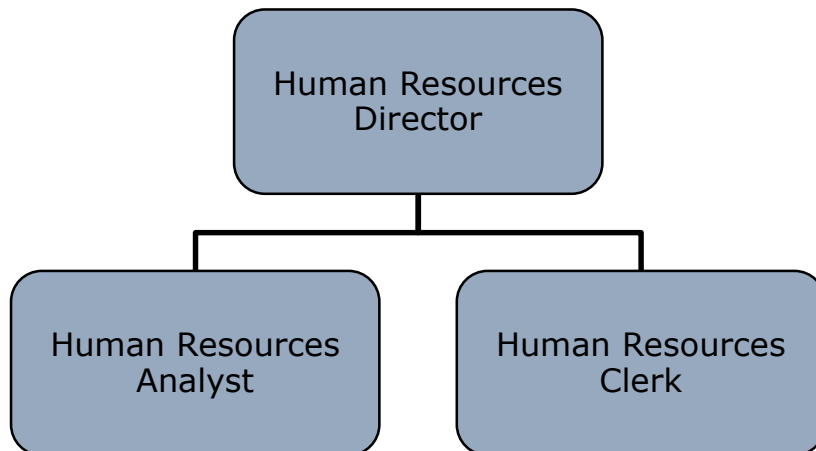
### Department Description

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This program provides service and support to all City departments in benefits administration, classification and compensation 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, recruitment and hiring programs, safety and risk administration, special event coordination, testing and selection, training programs, and workers' compensation administration. The program also provides service and support to job applicants seeking employment with the city. The Human Resources function aligns with the strategic point to deliver sustainable government 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.

### Org Chart

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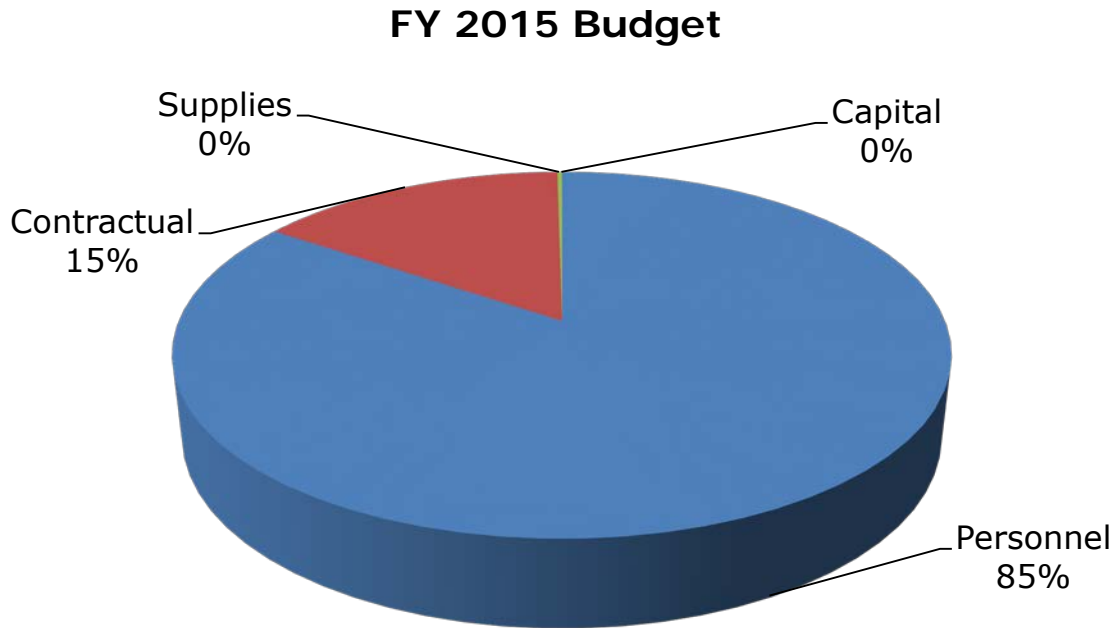


## FY 2015 Budget Summary

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### Human Resources

	FY 2013 Actual	FY 2014 Budget	FY 2015 Budget
Personnel	\$208,969	\$226,388	\$232,183
Contractual	\$12,892	\$43,315	\$42,101
Supplies	\$790	\$763	\$646
Capital	\$0	\$0	\$0
<b>Total</b>	<b>\$222,651</b>	<b>\$270,466</b>	<b>\$274,930</b>



### Capital Expenditure Summary

No capital expenditures

### Personnel Summary

	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
FTEs	3	3	3

## Program: Human Resources

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### *Major Accomplishments – FY 2014*

- Favorable health insurance renewal resulting in budgetary savings which supports delivering sustainable government.
- Comprehensive review and update of job classification and compensation system to provide flexibility in cross-training and changing job assignments while effectively motivating and rewarding employee job performance which supports delivering sustainable government.
- Comprehensive review and update of performance management system to recognize and hold employees accountable for job performance to optimize service to the community which supports delivering sustainable government.

### *Major Initiatives – FY 2015*

- Comprehensive review and update of the City's Personnel Policies and Procedures Manual to align all policies with current organization standards and employment laws. This serves as a roadmap for employee conduct standards and emphasizes the expectation of employee integrity and service.
- Implement financial and human resources management technology which will link financial, human resources, payroll, and budgetary functions and increase the efficiency of both the Finance and Human Resources Departments.
- Develop documented standard operating procedures for human resource processes and procedures.
- Develop employees for current and future supervisory and executive-level positions.
- Train supervisors in effective performance management, compliance standards and supervisory skills.
- Train employees in new policies and procedures manual.

### *Ten Year Outlook*

Over the next 10 years, the Human Resources Department will be affected by several changes and challenges that will affect how the city conducts business. 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 FY22. A strategic approach to transfer and retain employees' know-how and best practices is critical.

Federal health care reform will affect the city's health and prescription drug plans that it offers to its employees. The administration of and the cost of health care benefits with the introduction of the Patient Protection and Affordable Care Act (PPACA) will have a long-term impact on the organization. The changes due to the reform have a direct impact on the city's health benefit decisions as well as new benefit options emerging in the marketplace and how they fit into the city's business strategy.

With the implementation of financial and human resources management software, new technology will affect how Human Resources conducts business, and also how employees and job applicants access information. It will provide efficiencies to the department and will also allow supervisors, employees and applicants to be more self-sufficient through self-service components. In addition, the technology will require the human resources staff to migrate an extensive amount of information to the system and learn new processes and procedures while ensuring appropriate and applicable training and education to employees and applicants.

*Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Percentage turnover (per fiscal year)	22%	11.78%	≤ 10%
2	Percentage of annual performance evaluations completed on time	25%	98%	≥ 90%
4	Percent of employees who participate in wellness program	78%	86%	≥ 80%
5	Workers' compensation experience modification factor (actual losses compared to expected losses)	0.48	0.45	≤ 0.85
6	Medical and pharmacy loss ratio (paid claims divided by premiums)	66%	75%	≤ 85%

### *Performance Comparison*

The city's wellness program created through the Employee Benefits/Wellness Committee has been overwhelmingly successful since its implementation in fiscal year 2010. Health insurance premiums have decreased in fiscal year 2012, 2013, and 2014 largely due to city employees and spouses becoming better consumers of healthcare. Health insurance premiums paid by employees are based on tiers earned through wellness activities and biometric screening measurements. Tier I provides the highest city subsidy and Tier IV provides the least city subsidy. Participation in the wellness program in FY 2013 included 78% of employees and 83% of spouses. When compared to the city's seven benchmark cities, no other city has developed or implemented a long-term strategy of linking this type of wellness program to the health benefits plan.



# Information Systems Management

## Fiscal Year 2015 Business Plan

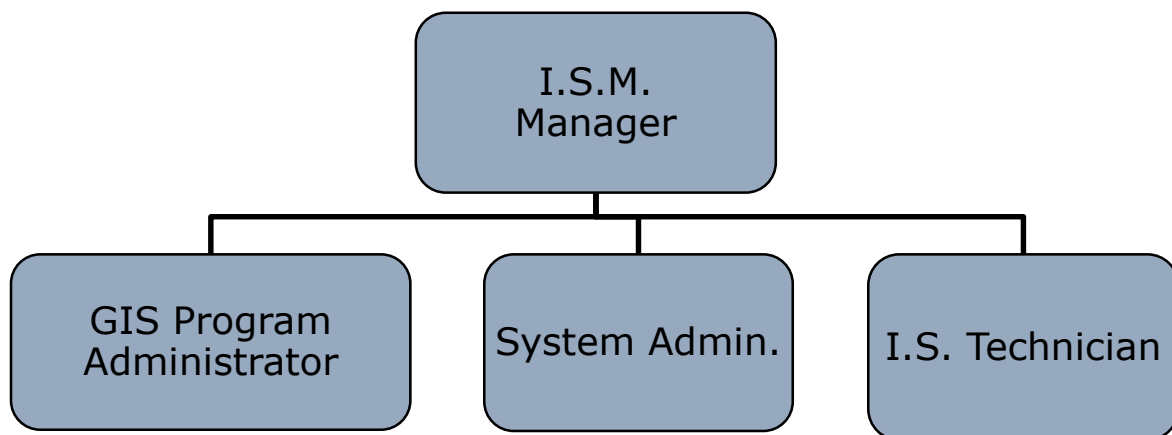
### Department Description

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Information Systems Management provides effective technology support for audio/visual, computer, multimedia, voice, video, data center operations, 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 effective strategic and tactical planning in the use of technology. Department staff works to enrich the quality of service to our residents by providing the highest quality technology-based applications, while helping the city departments to deploy effective technology strategies in order to enhance public safety and deliver sustainable government.

### Org Chart

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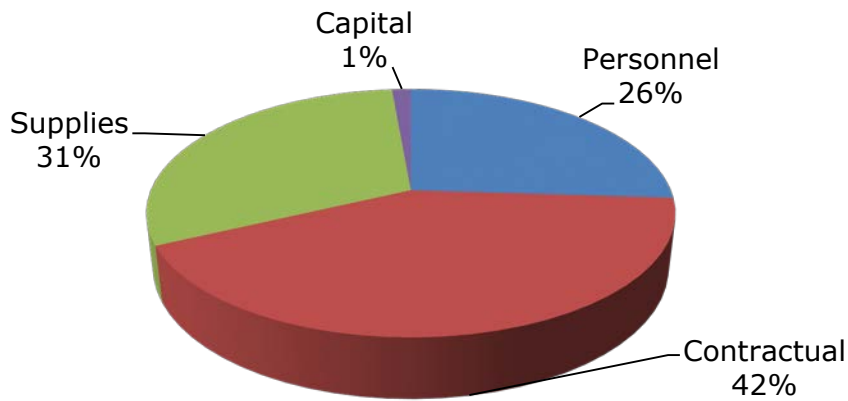


## FY 2015 Budget Summary

### Budget Summary

	FY 2013 Actual	FY 2014 Budget	FY 2015 Budget
Personnel*	\$276,069	\$277,441	\$292,789
Contractual	\$299,790	\$392,039	\$472,862
Supplies	\$53,127	\$186,325	\$345,276
Capital	\$127,968	\$209,400	\$15,488
Total	\$756,954	\$1,065,205	\$1,126,415

### FY 2015 Budget



### Capital Expenditure Summary

Computer equipment	<u>\$15,488</u>
Total	\$15,488

### Personnel Summary

	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>
FTEs	3	4	4

\*A portion of the GIS Program Administrator personnel costs are charged to the Utility Fund and Drainage Fund.

## Program: Information Systems Management

This program is responsible for providing a customer-focused environment that integrates people, processes, and technologies in order to create more efficient and effective city services and programs.

### *Major Accomplishments – FY 2014*

- Replace city wireless infrastructure
- Laserfiche Integration Project (CRW/Police Department software)
- Digitize documents to Laserfiche
- Phase 2 of City Hall AV Upgrade
- Colleyville Center (AV Wireless Audio Enhancement)
- Phase 3 Justice Center Server Virtualization
- Decommission FS1 (data center)
- Desktop virtualization
- Off-site data center build (Colleyville/Keller)
- City Hall data center redundant AC unit
- Police Department data center redundant AC unit
- Camera replacement and installation of additional cameras (Library/City Hall/Public Works/Senior Center)
- City Building and Data Center Clean-up
- City Hall/Justice Center Data Center Cameras
- Upgrade to CRW eTrackit
- Colleyville Library Digital Signage upgrade

### *Major Initiatives – FY 2015*

- Replace City Hall Blade System
- City Hall-Justice Center Fiber Project
- Laserfiche Licensing Upgrade
- Digitize documents to Laserfiche (Phase 2)
- Phase 2 of Police department AV Upgrade
- Colleyville-Keller Courts Technology Upgrade (Phase 1)
- Call on Colleyville upgrade
- Service Level enhancement to city buildings and internet Leased Fiber

### *Ten 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 allows the City's employees to develop better strategies for their unique brand of service.

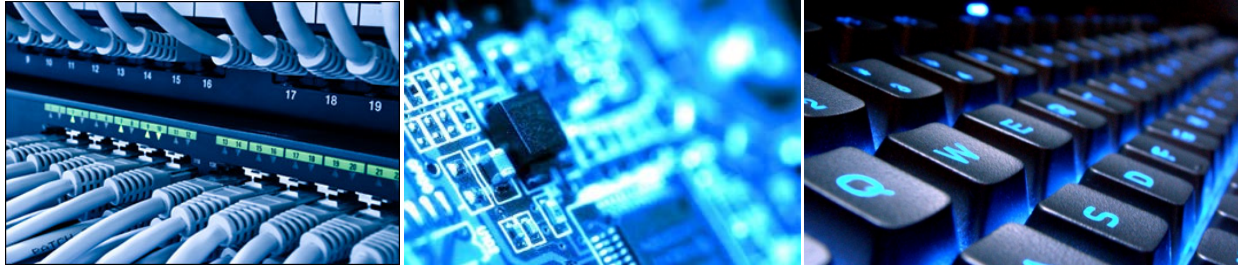
Technology is rapidly changing and constantly creating new opportunities for improvement of efficiencies and heightened capabilities to the employee. This creates a change in outlook to the technology personnel in the city. The I.S.M. department will need to employ personnel that are able to rapidly 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 technology department will increase considerably. The I.S.M. department expects to create one more infrastructure position in 2013 and possibly add a management analyst in the future.

The I.S.M. department will need to focus on the following over the next ten years:

- 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. 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.
- Building redundant datacenters that provide added recovery in case of city emergencies. Increase our offsite capability through shared resource planning with surrounding city IT departments.
- 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. Move current static business flows into applications that will enhance city operations.
- Increase in the current infrastructures capabilities to offer more mobile applications to the employees. The mobile employee will 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.





### *Performance Measures*

	Performance Measures	FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	% of IT work plan projects completed on time	100%	96%	= 100%
2	% of Data Backup success	91%	95%	= 100%
3	% of network data and telecommunications uptime	99.83%	99.76%	≥ 99%
4	% of broadcast uptime	99.82%	99.85%	≥ 99%
5	% of work orders completed on time	87%	71%	≥ 95%
6	Total number of equipment maintained by department	419	569	n/a

## Program: Graphical Information Systems (GIS)

This program combines technology and people to analyze, record, and produce information into a geospatial format that provides critical thinkers, utility operators, planners, emergency responders, financial managers, and administrators the ability to better identify trends associated with data prior to making crucial decisions for current projects or long-term planning initiatives.

### *Major accomplishments – FY 2014*

- Replace GIS license with enterprise license
- Provide products, services, and tools that are relevant mobile use
- Provide tools, and data that will be an integral decision making instrument for City Council and management in all departments

- Improve and increase custom web services in order to help internal and external customers with their processes and business planning
- Increase end-user education and capability by implementing a continual training schedule

*Major initiatives – FY 2015*

- Improve and increase custom web services in order to help internal and external customers with their processes and business planning
- Increase end-user education and capability by implementing a continual training schedule
- Help the city implement a better Data Collecting system that will allow City departments to help build our GIS reportable layers and historical data.
- Build a CIP Portal available to citizens that has the last 20 years of CIP history attributable.

*Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	% of product requests completed on time	82%	92%	≥ 85%
2	% of addresses and/or plat issues responded to within 24 hours	64%	94%	≥ 90%



# Legal

## Fiscal Year 2015 Business Plan

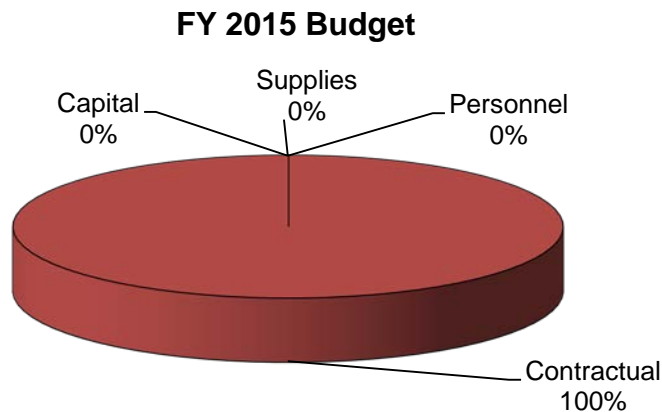
### Department Description

City legal services are provided on a contract basis.

### Budget Summary

#### Legal

	FY 2013 Actual	FY 2014 Budget	FY 2015 Budget
Personnel	\$0	\$0	\$0
Contractual	\$159,970	\$130,460	\$130,460
Supplies	\$0	\$0	\$0
Capital	\$0	\$0	\$0
<b>Total</b>	<b>\$159,970</b>	<b>\$130,460</b>	<b>\$130,460</b>



#### Capital Expenditure Summary

No capital expenditures

#### Personnel Summary

	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
FTEs	0	0	0



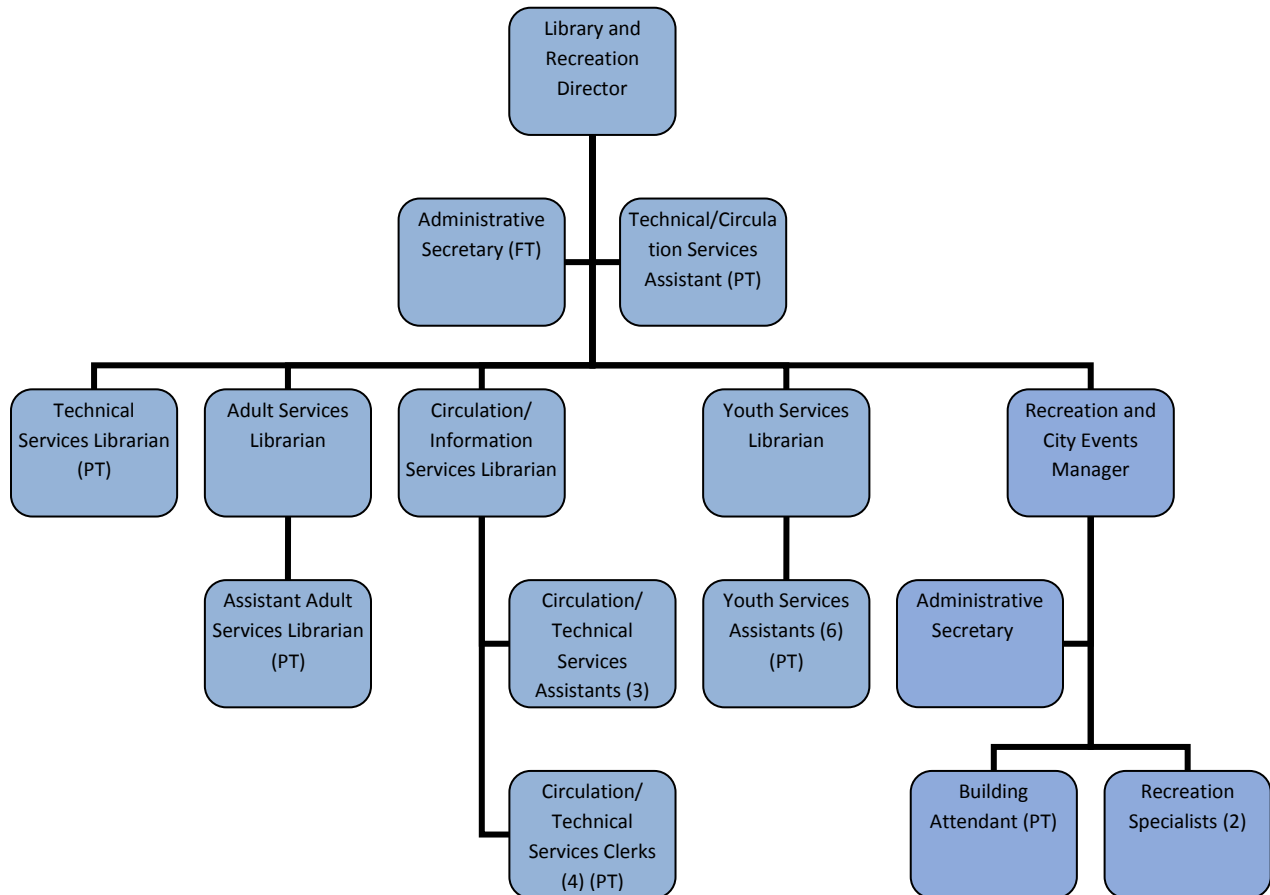
# Library and Recreation

## Fiscal Year 2015 Business Plan

### Department Description

The Colleyville Library and Recreation Department serves the cultural, educational, intellectual and recreational needs of Colleyville residents of all ages. The Library works to ensure that all residents in Colleyville will have access to current, popular materials in a variety of formats, as well as access to general information on a broad range of topics. The Library also provides Colleyville residents of all ages access to state-of-the-art technology resources and instruction to develop skills needed to effectively navigate the current information world. Recreation manages pavilion and facility rentals, plans special events and programs throughout the year promoting a sense of community and civic pride to residents. Recreation consists of programming for all ages including the Senior Center programs.

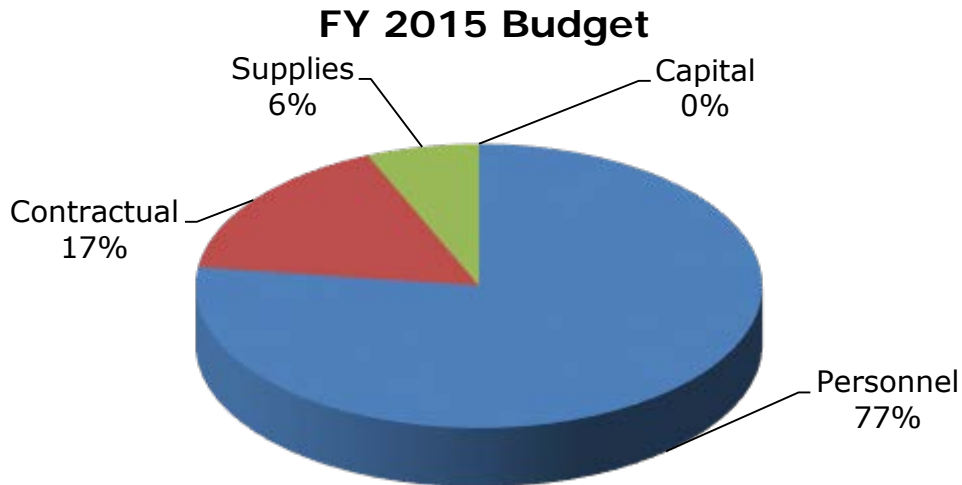
### Org Chart



## FY 2015 Budget Summary

### Budget Summary

	FY 2013 Actual	FY 2014 Budget	FY 2015 Budget
Personnel	\$656,600	\$780,203	\$834,026
Contractual	\$212,110	\$182,282	\$178,279
Supplies	\$107,127	\$69,392	\$69,642
Capital	\$0	\$0	\$0
<b>Total</b>	<b>\$975,837</b>	<b>\$1,031,877</b>	<b>\$1,081,947</b>



### Capital Expenditures

No capital expenditures

### Personnel Summary

	FY 2013	FY 2014	FY 2015
Library FTEs	12*	12.5*	13*
Recreation FTEs	3.75**	3.75**	3.75**

\*includes 2.0 FTEs funded in the CEDC

\*\*includes 1.0 FTE funded in the CEDC

## Program: Library

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The Colleyville Public Library serves the cultural, educational, intellectual and recreational needs of Colleyville residents of all ages. 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 audio books, eBooks, eMagazines, music and video; 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. In addition, the Library provides in-person, telephone, and e-mail reference service; Interlibrary Loan service; a variety of children's and adult programs; public internet computer stations; wireless internet throughout the library; children's early literacy computer stations with educational software; photocopier/fax services; and meeting rooms. The Library is open for service forty-eight (48) hours per week.

### *Major Accomplishments – FY 2014*

- Migrated from using WorldCat Resource Sharing to a new statewide Interlibrary Loan System, WorldCat/Navigator platform from the Online Computer Library Center (OCLC). OCLC'S WorldCat/Navigator platform provides library users the ability to locate and request items in libraries worldwide. Library users, regardless of where they live in the state, can locate needed materials and then request their local libraries to get the items through interlibrary loan (ILL).
- Launched three new interactive digital services for youth patrons – **BookFlix**, an online literacy resource that pairs classic video storybooks with related nonfiction eBooks to build a love of reading and learning; **TrueFlix**, an online resource that leverages the True Books content to help students hone literacy skills, build knowledge of subject-area content, and cultivate 21st Century skills through the inquiry process; and **FreedomFlix**, an interactive American history program that brings history to life on any tablet, desktop, or interactive whiteboard.
- Launched a new downloadable audiobook collection for patrons, **OneClickdigital**, an online resource that provides access to over a thousand downloadable audiobook titles in a user-friendly interface.
- Planned and produced several special events to commemorate the Library's tenth year of service to the community.

- Launched LS2 PAC eBook integration with Overdrive, which provides seamless incorporation of eBooks and other digital content in the Library's online catalog.

### *Major Initiatives – FY 2015*

- Develop a new comprehensive three - five year strategic plan for the library that includes a community needs analysis, and defines current use and future demand for library services.
- Conduct an evaluation of the Library's current "user experience", and target ways that the Library can transform that "user experience" to become an even more user -centered library; a destination library with an enjoyable, friendly, and fun environment.
- Develop and enhance programs for children and adults that will establish the Library as the community's cultural center while seeking community partnering programs with local and regional cultural groups.
- Develop, expand and promote leisure and educational opportunities that enhance the quality of life for the citizens.
- Implement a timeline to review and revise the Library's existing policies and procedures to reflect changes in service operations due to the development of a new comprehensive three – five year strategic plan for the library.

### *Ten 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. The key trends that are affecting the development of the next generation library include:

Trend #1 – Communication systems are continually changing the way people access information.

Trend #2 – All technology ends. All technologies commonly used today will be replaced by something new.

Trend #3 – We haven't yet reached the ultimate small particle for storage.

Trend #4 – Search technology will become increasingly more complicated.

Trend #5 – Time compression is changing the lifestyle of library patrons.

Trend #6 – Over time we will be transitioning to a verbal society.

Trend #7 – The demand for global information is growing exponentially.

Trend #8 – The stage is being set for a new era of Global Systems.

Trend #9 – We are transitioning from a product-based economy to an experience based economy.

Trend #10 – Libraries will transition from a center of information to a center of culture.

Over the next ten 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 key factors for strategic planning for our library include: funding for fast-changing technology; funding for highly trained staff to keep abreast of new technology; and ongoing vigilance of what matters most in our community and providing library services that meet those needs.

### *Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Document Delivery: percent of library materials requests filled within 30 days	86%	96%	≥ 80%
2	Title, Author, Subject and Browser's Fill Rate: percent of library patrons who come to the library looking for items find them	79%	80%	≥ 80%
3	Children's program attendance	21,955	20,000	≥ 18,000



4	Adult and teen program attendance	910	842	≥ 750
5	Children's summer reading program participation	1,182	1,096	≥ 1,100
6	Adult and teen summer reading program participation	118	110	≥ 110
7	Library patron visits	123,211	108,470	≥ 120,000
8	Reference Completion Rate	35,048	40,000	≥ 35,000
9	Circulation of library materials collection	250,737	254,471	≥ 235,000
10	Library card registrations: percentage of Colleyville households with at least one active library card holder	50%	50%	≥ 50%
11	Library materials collection size	69,736	70,170	≥ 75,000

## Program: Senior Center

The Senior Center encourages individuals and groups to connect with one another to create a diverse and fun environment by providing a wide variety of health, wellness, enrichment, technology, education, special events and travel opportunities. The Colleyville Senior Center continues to seek new and innovative ways to help serve the community.

### *Major Accomplishments – FY 2014*

- Active memberships at the Senior Center have increased 21% in the past year, with 64% being Colleyville Residents
- The Senior Center Project Study was presented to Council for consideration of phasing options for the transformation of facility spaces, maximizing program opportunities
- The Senior Center continues to implement new programs and trips to enhance activities and programming for seniors of all ages

*Major Initiatives – FY 2015*

- Implementation of the results of the Senior Center Project Study
- Encourage healthy and active lifestyles
- Foster strong relationships with senior service agencies
- Provide volunteer opportunities
- Implement opportunities for healthy lifestyles through health and wellness, technology and enrichment classes, education and travel opportunities
- Facilitate opportunities with all other City programs that support the 50 plus population such as the Library, Fire and Police Departments
- Maintain and enhance the Senior Center web page and the Senior Experience newsletter
- Provide programs that support intergenerational recreation opportunities, Metroport Meals on Wheels, Colleyville Heritage High School and other key partners
- Maintain sponsorship and donations through area businesses, civic groups, and individuals
- Provide new, creative and innovative programming that target the Baby Boomer Generation

*Performance Measures*

	Performance Measures	FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Number of participants	1,751	2,834	≥ 1,500
2	Number of classes/programs offered	151	167	≥ 150
3	Percentage of seniors satisfied with the programs at the Senior Center	Biennial Measure	≥ 90%	≥ 90%
4	Percentage of resident membership visits	58%	≥ 60%	≥ 60%
5	Average membership visits per month	534	576	≥ 500
6	Number of Metroport Meals On Wheels participants	1,727	1,800	≥ 1,800
7	Percentage of Residents participating in Metroport Meals on Wheels	52%	49%	≥ 50%

## Program: Recreation

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The Recreation Department provides youth, adult and athletic programs along with special events for citizens, providing a sense of community in a safe and fun environment. The Recreation Department also assists the Youth Sports Associations in securing City and GCISD practice and game facilities for their programs. Staff coordinates and reserves park facility rentals for seven park pavilions and athletic field rentals for a minimal fee for community use and enjoyment.

### *Major Accomplishments – FY 2014*

- Received sponsorships for all major special events
- Combined Library and Parks and Recreation resources for special events and programming
- In FY 2014 the Girls Volleyball League had a 53% increase in participation with a total of 416 girls participating
- The Winter Ball evolved from the Daddy Daughter Dance to a family event that not only includes fathers and daughters but also mothers and sons
- The Bunny Brunch was transformed from the annual egg hunt event into a unique opportunity to take pictures with the bunny, enjoy brunch, and participate in an egg hunt and other fun spring activities

### *Major Initiatives – FY 2015*

- Provide timely and accurate permits for all rental requests
- Facilitate opportunities for new creative and innovative programs
- Promote special events, classes and programs
- Maintain sponsorships and donations
- Assist Youth Sports Associations in securing city and GCISD practice and game facilities
- Provide unique, innovative, sustainable and socially active opportunities for the entire family
- Provide businesses with sponsorship material allowing different levels of involvement for special event opportunities
- Provide fun and unique special events for the entire family

*Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Percentage of offered classes/programs held	65%	74%	≥ 60%
2	Percentage of resident class participants	49%	40%	≥ 60%

*Ten Year Outlook*

The ten-year outlook for the Recreation Department continues to include the 2011 Master Plan goals which are as follows:

- Provide leisure opportunities for all ages specifically targeting young adults and baby boomers (who are historically under served in terms of recreation facilities and programming).
- Support the development of a healthy community by providing facilities and programs that lead to choices for healthy living.
- Aim to be comprehensive and financially sustainable while encouraging collaboration.
- Market Colleyville as destination known, in part, for its unique leisure programs while marketing to current users and residents.

Recommended 2011 Parks, Recreation and Open Space Master Plan ten-year priorities for recreation in Colleyville will focus on one (1) area: Indoor Facilities. The main indoor facility priority at this time is a rebranding of the Senior Center to reflect a more community-oriented operation without decreasing the programming opportunities for adults 50 and older.



# Parks

## Fiscal Year 2015 Business Plan

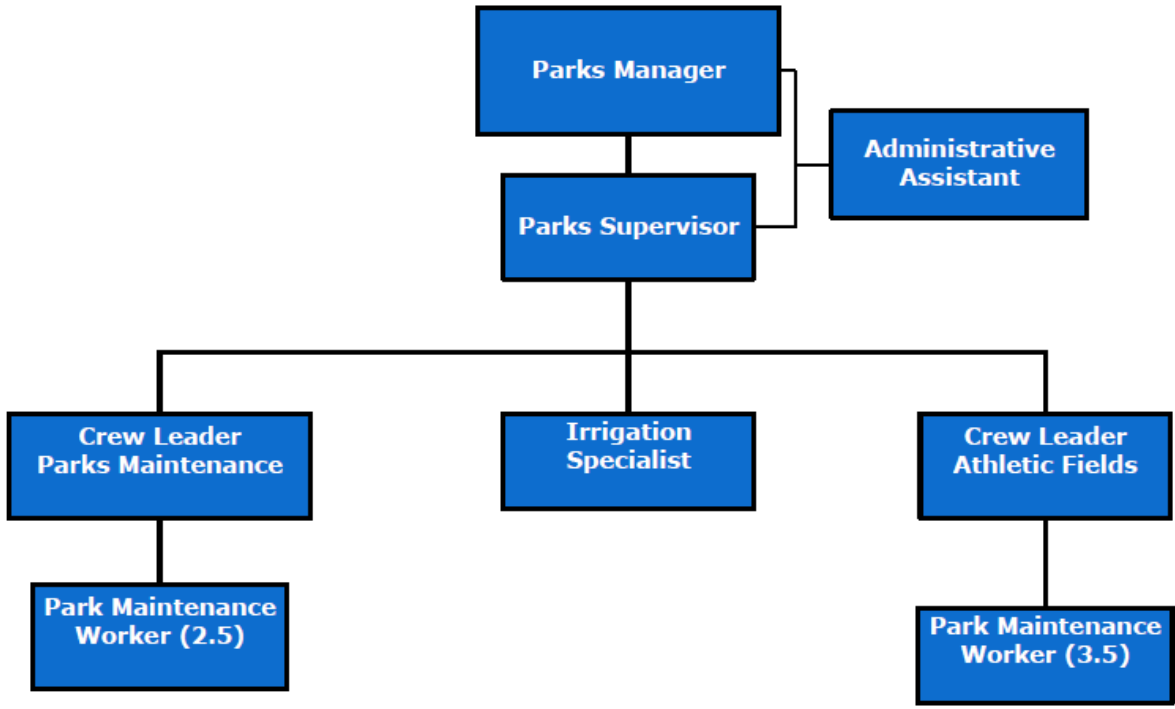
### Department Description

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The Parks Department manages and maintains over 292 acres of open space, including thirteen parks and six facilities. Parks manages pavilion and facility rentals and supports special events and programs throughout the year promoting a sense of community and civic pride to residents. The Parks Department consists of Park Maintenance and Athletic Field Maintenance. The mission of Parks is to create opportunities where people can escape and enjoy an enriching environment.

### Org Chart

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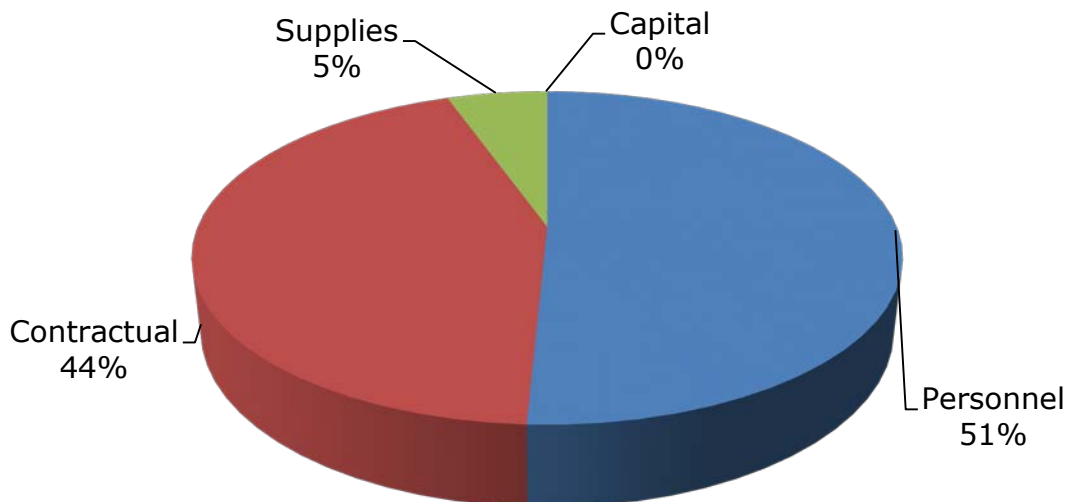


## FY 2015 Budget Summary

### Budget Summary

	FY 2013 Actual	FY 2014 Budget	FY 2015 Budget
Personnel	\$580,468	\$649,834	\$660,019
Contractual	\$612,032	\$566,280	\$569,369
Supplies	\$54,270	\$68,970	\$70,870
Capital	\$6,469	\$0	\$0
<b>Total</b>	<b>\$1,253,239</b>	<b>\$1,285,084</b>	<b>\$1,300,258</b>

### FY 2015 Budget



### Capital Expenditure Summary

No capital expenditures

### Personnel Summary

	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
Parks FTEs	12	12	12

## Program: Athletic Field Maintenance

Athletic Field Maintenance maintains high quality athletic facilities for numerous Colleyville Youth Sports Associations. Colleyville's athletic fields are comprised of high quality hybrid sports turfgrass. The city provides in-house fine-cut mowing, and assorted cultural maintenance equipment to maintain the health and quality of the turfgrass and associated ancillary facilities. Colleyville's athletic fields have received numerous state and national awards, which positively impacts Colleyville's reputation for excellence in leisure services.

Athletic Field Maintenance staff maintains an estimated 22 acres of hybrid turfgrass at four sports facilities. The primary facilities include game fields at City Park and Pleasant Run Soccer Complex as well as practice facilities at Pleasant Run Park and Reagan Park. The program is responsible for maintaining the high quality sports turfgrass and preparing fields for youth sports games at City Park and Pleasant Run Soccer Complex.

### *Major Accomplishments – FY 2014*

- New irrigation components on baseball fields 5, 6, and 7 at City Park
- New irrigation components on the north side of the Pleasant Run Park competition soccer fields
- Resurfacing of tennis courts 3 and 4 at City Park along with the half basketball court at Kimzey Park
- Laser leveling of the infields on baseball fields 4, 5, 6, and 7 at City Park.
- Infield leveling on baseball field 8 at City Park
- Painting of the foul poles and scoreboards on the baseball and softball fields at City Park

### *Major Initiatives – FY 2015*

- Continue maintenance management plan to resurface tennis and basketball courts
- Management of the City Park landscape project
- Deliver athletic programs that are efficient, effective, and safe for the participants
- Work closely with Youth Sports Association representatives to meet their needs and goals
- Work with Youth Sports Association representatives to identify highest priority field upgrades and/or facility enhancements
- Review sports turfgrass cultural practices to ensure best value and cost effectiveness for maintaining high quality sports fields

- Ensure preventative equipment maintenance procedures are followed to prolong the life of grounds maintenance operating equipment
- Continue water conservation practices utilized for athletic sports fields
- Conduct sports facility / equipment inspections on a routine and consistent basis per established standards

*Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Number of youth sports participants	4,063	4,800	≥ 4,700
2	Percentage of revenue recovery and value of donations generated by athletic program	12%	12%	≥ 12%
3	Percentage of non-resident youth sports participants	49%	50%	≤ 50%
4	Staff hours dedicated to athletic field maintenance and game preparation	4,884	4,875	≥ 4,865

## Program: Park Maintenance

Park maintenance maintains Colleyville parks as a major real estate asset. With this approach, consistent maintenance and a rational method to reinvestment in maintaining this asset portfolio is essential in meeting the strategic points for the City. The program’s strategic focus will be a continuous process for implementing new business practices that create efficiencies and cost savings while maintaining a superior park system for citizens of Colleyville.

Park maintenance staff maintains an estimated 269.78 acres of parkland within Colleyville. This land is located around the city and includes parks like City Park, McPherson Park, and Pleasant Run Soccer Complex as well as neighborhood parks like Kimzey, Sparger, and Woodbriar Parks. The Park maintenance program maintains medians, rights-of-way, and other open space on City-owned property or land leased to the City (such as the Cotton Belt railroad right-of-way). Responsibilities also include maintenance of the grounds and landscaping around municipal buildings which include City Hall and the Colleyville Public Library, the Colleyville Center, Colleyville Justice Center and the Colleyville Senior Center, and turf maintenance for four Fire Stations. Park and open space mowing and horticulture maintenance is



performed by an outside vendor for the aforementioned areas. In-house personnel are responsible for maintenance in parks and other areas to include irrigation systems, restroom cleaning, litter control, picnic pavilion cleaning, trails, playground repairs and inspections, building maintenance for various buildings, special requests by citizens, and recreation program support.

#### *Major Accomplishments – FY 2014*

- Completion of the Webb House Crossing trail at Bransford Park
- Replacement of the fencing on the north side of the Pleasant Run Park parking lot along with the fencing around the irrigation controller area at the park
- Interior painting of the restrooms at City Park and Pleasant Run Park
- Exterior painting and wood cleaning/staining/sealing of the pavilion at City Park and the concession buildings at City Park and Pleasant Run Park

#### *Major Initiatives – FY 2015*

- Continue implementation of the 2011 Parks, Recreation, and Open Space Master Plan dependent upon available resources
- Evaluation and prioritization of potential hazards in parks, allowing for issues to be addressed based on severity of potential danger
- Manage parks maintenance contractors to ensure contract specifications are being met
- Continuous reviews of maintenance practices and methods to ensure cost effectiveness and timely completion of program activities
- Continue water conservation practices utilized for parks, building grounds and landscapes
- Develop and provide facility / equipment inspections on a routine and consistent basis per established standards
- Management of the L.D. Lockett Park / Cotton Belt Trail Enhancement Project
- Increase the use of GIS technology to manage projects and programs such as a tree replacement program

#### *Ten Year Outlook*

“Colleyville has a renowned system of parks, recreation, open space, and trails that creates a true sense of “home” within the City of Colleyville”. This vision statement was recommended in the 2011 Parks, Recreation and Open Space Master Plan. However, this vision statement is not intended to replace the

“escape, enrich, enjoy” mission of the Colleyville Parks and Recreation Department, but is rather meant to augment this mission and provide a paradigm in which to rethink the future of the parks system to Colleyville’s long-term sustainability as a whole.

The ten-year outlook for the Parks Department continues to include the 2011 Master Plan goals which are as follows:

- Provide parks and trails within easy and convenient access to households in Colleyville.
- Support the development of a healthy community by providing facilities and programs that lead to choices for healthy living.
- Aim to be comprehensive and financially sustainable while encouraging collaboration.
- Market Colleyville as destination known, in part, for its unique parks and leisure programs while marketing to current users and residents.
- Reflect and support the City’s objective to become the environmental leader in Tarrant County.

Recommended 2011 Master Plan ten-year priorities for parks, recreation, and open space in Colleyville will focus on two (2) areas: Outdoor Facilities and Indoor Facilities. Outdoor facility priorities include hike and bike trails, neighborhood park development, open space protection and additional multi-purpose practice fields and open play areas. The main indoor facility priority at this time is a rebranding of the Senior Center to reflect a more community-oriented operation without decreasing the programming opportunities for adults 50 and older.

Land acquisition will be necessary to meet the outdoor facilities category, both in floodplain areas as well as out of floodplain areas. The 2011 Master Plan recommends a policy be established that will “develop a floodplain management strategy that minimizes the impact of floodplain reclamation and creates partnerships with the private sector to protect open space for recreational use and aesthetics.” A detailed strategy that addresses this recommendation is located in Chapter 5 of the 2011 Parks, Recreation and Open Space Master Plan. Obviously, implementation of this plan will be dependent up available funding. However, a floodplain management strategy should be developed to protect and preserve the City’s creek corridors which will maximize development potential of these areas while enhancing quality of life for the citizens of Colleyville.

*Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Value of donations to program	\$86,118	\$1,500	≥ \$2,000
2	Percentage of citizens surveyed satisfied with parks in Colleyville	Biennial Measure	94%	≥ 90%
3	Percentage of park inspections meeting standards	87%	75%	≥ 85%



# Police Department

## Fiscal Year 2015 Business Plan

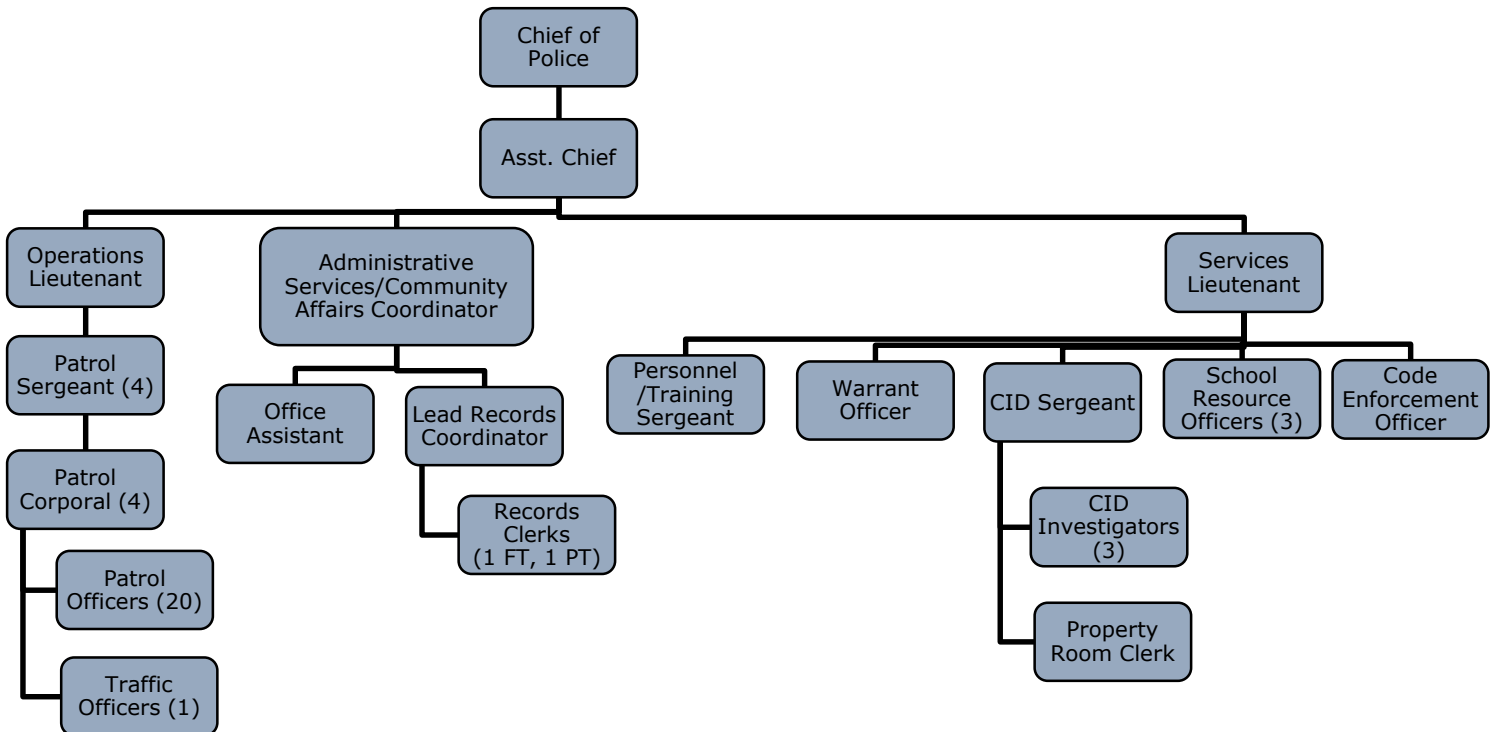
### Department Description

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The Colleyville Police Department utilizes a community based policing philosophy dedicated to forming community partnerships in order to protect and preserve all areas of the city and enhance the feeling of safety and security for residents and visitors. The Police Department strives to maintain a high level of community involvement and low crime rate through uniformed officers' rapid and efficient response to citizen calls for service and proactive enforcement efforts. 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.

### Org Chart

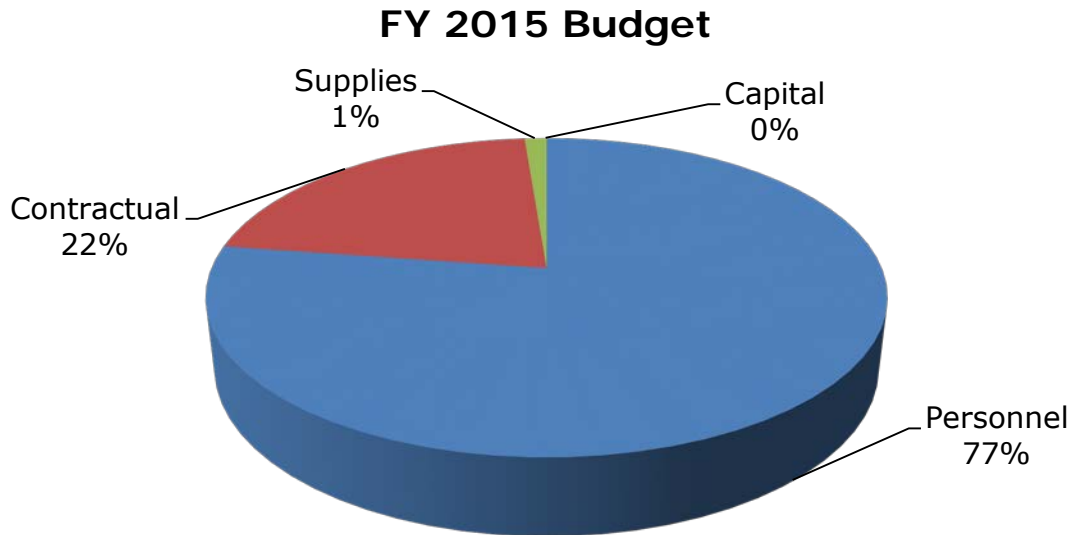
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## FY 2015 Budget Summary

### Budget Summary

	FY 2013 Actual	FY 2014 Budget	FY 2015 Budget
Personnel	\$2,973,422	\$3,371,208	\$3,407,976
Contractual	\$971,221	\$745,898	\$945,361
Supplies	\$112,953	\$54,956	\$54,956
Capital	\$127,778	\$0	\$0
<b>Total</b>	<b>\$4,185,374</b>	<b>\$4,172,062</b>	<b>\$4,408,293</b>



### Capital Expenditure Summary

No capital expenditures

### Personnel Summary

	FY 2013	FY 2014	FY 2015
FTEs	45*	47**	48.5***

\* Includes five FTEs funded in the CCCPD

\*\* Includes six FTEs funded in the CCCPD

\*\*\* Includes seven FTEs funded in the CCCPD

## Program: Police Administration

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Police Administration serves and protects the citizens of the city through prevention, proactive partnerships, and professional service thus enhancing the overall unique quality of life.

Committed to being recognized as a model organization based on the values of integrity, service and innovation, the Police Chief provides overall leadership and direction that governs the operations and personnel activities of the department, and is the liaison to the community, establishing working relationships with other agencies and directly meeting with the public on a one on one basis.

Innovative strategies, modern technology, and enhanced partnerships are the cornerstones of the never-ending pursuit of excellence. Focused on the continued reduction in the rate of crime; updating policies and procedures to achieve Texas Best Practices recognition; providing officers with specialized training and career opportunities; fostering strong community relations by providing timely and appropriate information, and reaching out with programs that are effective, the department is able to identify and resolve issues before they affect the quality of life in our city.

Comprised of the Police Chief, Assistant Chief, Services Lieutenant, Administrative Services/Community Affairs Coordinator, Personnel and Training Sergeant, Office Assistant, three Records personnel, and a Property Clerk. Administration provides many varied services including policy development to ensure we meet or exceed current Texas Best Practices, records management for approximately 15,000 records, hiring and training of police personnel, information and assistance to the public and governmental agencies, property and evidence control, payroll and voucher processing, budget preparation, policy manual maintenance and oversight of the Services Division.

The Administrative Services/Community Affairs Coordinator is responsible for the overall program management of the Texas Best Practice Recognition Program, Records Unit, Solicitation permitting, complaints and issue resolution, functions as point for PMAM Alarm Management implementation and issue resolution, budget coordination and ordinance updates. The Coordinator is also responsible for managing the department's various community service initiatives such as the Drug Take Back and Lock Box programs and serves as the liaison to the Citizens Police Academy Alumni Association.

The Records Unit comprised of a full time Lead Records Coordinator and two part-time Records Clerks who together manage all police records including distribution, data entry, expunction processing as well as many other procedural requirements including strict adherence to the Texas State Library Standards for Records Retention. Records staff also processes all Open Records requests, Good Conduct letters and military checks received by the Police Department. On average 1,000 requests of this type are processed annually.

Property and Evidence receives, secures and maintains the integrity of property and evidence for the department, community and partnering agencies until disposition under the laws of the State of Texas. Receipt, proper storage, chain of custody of over 800 items per year, including items turned in for destruction, items in safekeeping and unclaimed found property, are critical for case prosecution.

The Services Lieutenant, in addition to her supervisory responsibility over Personnel and Training, Warrant, Code Enforcement, and School Resource Officers, is also directly responsible for the recent Northeast Trunked Radio Consortium's Project 25 Radio system digital upgrade, which updated all radios from analog to digital.

#### *Major Accomplishments – FY 2014*

- Ongoing participation in the Texas Police Chiefs Association Foundation "Recognition Program". This program will ensure that the Colleyville Police Department meets or exceeds all established "Best Practices" for Texas Law Enforcement Agencies.
- Completion of the Northeast Trunked Radio Consortium's Project 25 Radio system digital upgrade which now ensures that we comply with State and Federal mandates and continued interoperability with our regional partners.
- Secured a P25 Digital Radio Interoperability Assistance grant from The Tarrant County 911 District that provided the City of Colleyville with \$19,896 to be used as reimbursement for expenses incurred after October 1, 2012 to insure the City of Colleyville's P25 Digital Radio Interoperability with other agencies in the Tarrant County 911 District, and surrounding areas.
- Expansion of the Police Explorer Post.
- Continued training of all officers in Mental Health and Mental Retardation issues.
- Complete review and rewrite of all department General Orders and Standard Operating Procedure Manuals.

- Complete review and evaluation of recruiting efforts and hiring process was successful. The process was revamped to utilize the best practices in the hiring process.
- Consolidation of Animal Services with Keller and Southlake completed.

#### *Major Initiatives – FY 2015*

- Continue hiring to ensure that the department is fully staffed.
- Begin moving Criminal Investigations Division toward best practices in the growing crime area of Identity Theft.
- Evaluate current use of police technology.
- Become a recognized, best practices police agency through the Texas Police Chiefs Association.
- Provide policy direction to maintain a department committed to a high level of customer service contributing to a feeling of safety and security in the community
- Lead a staff of professional, well-trained employees committed to the values of integrity, service, and innovation
- Operate as efficient stewards of city resources

#### *Ten Year Outlook*

Attempting to predict what changes are in store for law enforcement agencies over the course of the next ten (10) 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 ten (10) 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. Younger employees should be more cost effective due to their comparatively lower salary and less



expensive health care. However, a 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 also has the potential to impact traffic safety. The department will need to continue to evaluate traffic unit staffing to ensure it has adequate personnel to address traffic issues.

The Colleyville community has set itself on a course for future success and I am confident that the Police Department will 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.

*Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Number of UCR Part I crimes	175	176	≤ 180
2	Percentage of citizens surveyed satisfied with police protection	Biennial Measure	96%	Biennial Measure

## Program: Police Patrol

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The Patrol Division is dedicated to forming community partnerships by focusing on community-based proactive policing in order to protect and preserve all areas of the city and enhance the feeling of safety and security for residents and visitors. These partnerships foster a high level of community involvement and preventative policing designed to maintain the lowest crime rate in Tarrant County. This program is committed to protecting and preserving neighborhoods and attracting commercial development through strong collaboration between police and the community.

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 such as the automated License Plate Reader provides and gathers valuable real time information on stolen vehicles and outstanding warrants, in addition, a digital messaging board has been added to the patrol briefing room, which provides our officers with up to date intelligence bulletins that aid in proactive crime fighting. A weekly training module is provided to the officers to increase their level of proficiency.

The Bicycle Patrol Program consists of officers that have volunteered for the position, in addition to their regular patrol duties. This program revolves around its 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. This is accomplished by providing optimum mobility in areas that cannot be reached by traditional police cars and high visibility to aid in prevention of crime. In contrast, they are also covertly deployed to potential problem areas where their presence would not be easily detected. Bicycle officers ride approximately 6% of their available patrol time and are able to provide rapid police response while making as many positive contacts with the citizens and business owners of the City as possible. Although the primary assignment of the bicycle officer is to proactively deter crime, the Bicycle Patrol Program also participates in community activities to promote bicycle safety and interact with the public.

Also included within the Patrol Division is the Traffic Unit. The Traffic officer 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, which additionally serves as an invaluable crime

deterrent. Radar signs are also used to educate drivers of their speeds in various locations and encourage driver awareness; it also generates reports in identifying potential problem areas. The Traffic Unit investigates traffic related offenses and also participates in child passenger safety seat education and installation programs.

The Patrol Division has one (1) highly trained officer assigned to the North Tarrant Regional Special Weapons and Tactics Team (NTR SWAT) which is comprised of four (4) participating Northeast Tarrant County police agencies and twenty (20) officers from those varying departments. A higher level of tactical competency and service through pooling officers from the participating departments enhances the level of manpower and resources to resolve a wide range of unique law enforcement incidents within the community.

In addition to their regular patrol duties and assignments, our officer trains once a month in tactical procedures, use of special weapons / equipment, and how to deal with dangerous and hazardous situations. NTR SWAT averages six (6) emergency call outs per year and is responsible for responding to, assessing, and resolving critical incidents such as hostage situations, barricaded subjects and high-risk warrant services. Our officer, who volunteered for this assignment, is committed to saving lives even under the most adverse and dangerous conditions.

#### *Major Accomplishments – FY 2014*

- Expanded the number of officers certified for bike patrol program.
- All Officers have been issued and trained in the use of the Tasers.
- A comprehensive Defensive Tactics Training Class was developed and implemented.

#### *Major Initiatives – FY 2015*

- Focus on community-based policing dedicated to forming interactive community partnerships in order to build trust and foster collaboration
- Use all available resources to be problem solvers, as well as first responders
- Protect and preserve neighborhoods and attract commercial development through the maintenance of low crime in the city
- Enhance crime prevention through proactive business, neighborhood, and park checks
- Maintain a rapid response to calls for police service

- Promote traffic safety and reduce accidents on roadways through proper levels of enforcement and traffic-related education programs
- Promptly respond to all citizen requests for police service

*Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Number of self-initiated calls for service (proactive, community policing)	54,231	51,000	≥ 40,000
2	Injury accidents per 1,000 population	.75	.7	≤ 2.0
3	Average Priority 1 Response Time (Call Dispatch to Arrival)	4:11	4:03	≤ 5:00
4	Percentage of citizens surveyed satisfied with traffic enforcement	Biennial Measure	86%	NA

**Program: Criminal Investigations**

The Criminal Investigations Division of the Police Department is made up of one Sergeant and three investigators who work under the supervision of the Services Lieutenant. The duties of the Criminal Investigations Division are to review and investigate all reported criminal activity, identify possible suspects, process all crime scenes for evidence, retrieve that evidence and prepare all criminal cases for prosecution by the District Attorney’s office. The Criminal Investigations Division is also responsible for providing assistance to victims of criminal offenses. This assistance may include providing information regarding counseling for victim children through our child advocacy partner agencies, referrals to social service agencies for violent crime victims, or assisting victims with property recovery. The investigators 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. In addition to investigating the original report of a crime the personnel assigned to CID follow up with each crime victim to insure that no evidence is lost or lead is overlooked that might assist in the crime being solved. This contact is started within 48 hours of the original report and continues throughout the investigation. In doing so the personnel assigned to CID can

maintain effective criminal investigation results, apprehensions of suspects, and provide a deterrence to those that would conspire to commit crime in Colleyville.

Personnel assigned to the Criminal Investigations Division are members of several local workgroups who are called together in time of need to participate as force multipliers and assist area agencies in criminal investigations. Two of these workgroups are the Child Abduction Response Team (CART) and the Major Case Investigation Unit (MCIU). Our Northeast Tarrant County CART team was one of the first in the country to achieve national accreditation. The Criminal Investigations Division helps ensure our neighborhoods are safe and secure and that Colleyville is a desirable destination for individuals to live, work, and develop.

*Major Initiatives – FY 2015*

- Complete review and rewrite of Criminal Investigations Standard Operating Procedures.
- Creation of a set of Standard Operating Procedures for Special Investigations.
- Utilize effective and thorough criminal investigation techniques in order to timely identify and apprehend offenders
- Properly prepare cases for criminal prosecution and work toward clearance of most offenses
- Promptly contact crime victims and provide appropriate and thoughtful assistance
- Efficiently process and manage physical evidence and recovered property

*Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Number of cases successfully resolved	NA	614	≥ 400
2	Percentage of UCR Part 1 Crimes cleared	20%	30%	≥ 30%
3	Percentage of crime victims contacted by investigators within 3 days	92%	98%	≥ 95%

## Program: School Resource Officers

The School Resource Officers Program of the Colleyville Police Department works closely with the Grapevine-Colleyville Independent School District to ensure the safety and security of all students that attend schools within the City of Colleyville. The three (3) officers assigned to this program enforce all applicable statutes and maintain a respected presence in our schools while mentoring children through a Life Skills Training Program and daily formal and informal contacts.

The School Resource Officers utilize a program know as the Triad Concept, which allows them to act as teachers, counselors, and law enforcement officers. The officers strive to effectively create partnerships with employees, parents, and students to maintain security at school campuses. Our officers add value to the community as a whole by contributing to the award winning quality education provided by the Grapevine-Colleyville Independent School District.

Along with the partnerships listed above our school resource officers work closely with officers of the Grapevine Police Department who also work in the school campuses located in Grapevine. In doing so, the officers from both departments ensure safety at all GCISD campuses and the neighborhoods around them. The officers are building lasting relationships with the students they interact with that hopefully will result in the students becoming not only highly educated but also law-abiding individuals. This program assists with keeping our crime rate in Colleyville the lowest in Tarrant County, enhances the uniqueness of Colleyville and increases the safety of our children.

### *Major Initiatives – FY 2015*

- Complete review of the School Resource Officer Standard Operating Procedures.
- Utilize the triad concept (school resource officer fulfilling the role of teacher, counselor, and law enforcement officer) to 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
- Provide positive youth mentoring through instruction, informal contacts, and summer camps with students

## Program: Warrant Officer – Court Bailiff

The Warrant Officer program consists of the managing and service of outstanding City of Colleyville warrants, and assisting with the duties of Court Bailiff for the City of Colleyville Combined Municipal Court. Through the performance of his duties, the Warrant Officer enhances the safety of our neighborhoods through the apprehension of wanted subjects and promotes sustainable government through the fee collection of city fines. The Warrant Officer position is comprised of one sworn FTE. The officer is responsible for arresting and transporting individuals who have outstanding warrants to the Northeast Regional Detention Center at Keller during business hours. The officer also picks up and transports individuals who are in custody in other jurisdictions for outstanding City of Colleyville warrants.

The Court Bailiff is a part-time position that requires the Officer to be present at all court hearings and dockets and to provide on-site security for the court.

### *Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Total Number of outstanding warrants in system since 01/01/03	3,971	4,056	≤ 4,000
2	Number of warrants served	1,452	2,767	≥ 2,000

## Program: Code Enforcement

The City of Colleyville's Code Enforcement Officer utilizes a community oriented philosophy to partner with residents, businesses and other city departments to effectively and efficiently accomplish the tasks of code compliance. This program 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. The safety and appearance of the Colleyville community are directly related to the adherence to our established codes and ordinances. The Code Enforcement Officer strives to develop relationships with our property owners and encourages voluntary compliance through education. The City's codes and ordinances are in place

to ensure Colleyville maintains our unique quality of life and preserves our strong neighborhoods. The current and future economic develop of Colleyville is dependent on our community maintaining its vibrant appeal. The Code Enforcement Officer is responsible for proactively identifying non-compliance, issuing citations, acting as a liaison between the city and property owners, providing community education, representing the city in court proceedings and attending many board and committee meetings.

*Major Initiatives – FY 2015*

- Enhance and maintain neighborhood and commercial property integrity through proactively identifying and quickly responding to City code violations
- Provide service delivery based upon a community-oriented approach that emphasizes voluntary compliance and utilizes enforcement action as a last option
- Collaborate with other City departments and surrounding cities as a force multiplier to more effectively and efficiently address code violations

*Performance Measures*

	Performance Measures	FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Percentage of code violations located proactively	69%	80%	≥ 50%
2	Overall citizen satisfaction with code enforcement	Biennial Measure	84%	Biennial Measure

**Program: Animal Control**

Colleyville currently partners with the cities of Keller and Southlake to provide regional Animal Control Services. The partnership provides enhanced service levels and coverage to our community.



*Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Percentage of citizens surveyed satisfied with animal control	Biennial Measure	74%	N/A

**Program: Communications/Jail**

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Colleyville currently partners with the cities of Keller and Southlake to provide regional Communications/Jail Services. The partnership provides enhanced service levels and coverage to our community.

*Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Percentage of officers surveyed satisfied with Communications/Jail	Biennial Measure	74%	N/A



## Public Works

### Fiscal Year 2015 Business Plan

### Department Description

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The General Fund divisions of the Public Works Department are responsible for building and maintaining the following city infrastructure components:

- Streets and sidewalks
- Traffic signs and pavement markings
- Traffic signals and school warning flashers
- Building maintenance (Library, City Hall, and Justice Center)
- Fleet maintenance (city-owned vehicles except large fire apparatus)

Our **mission** is to:

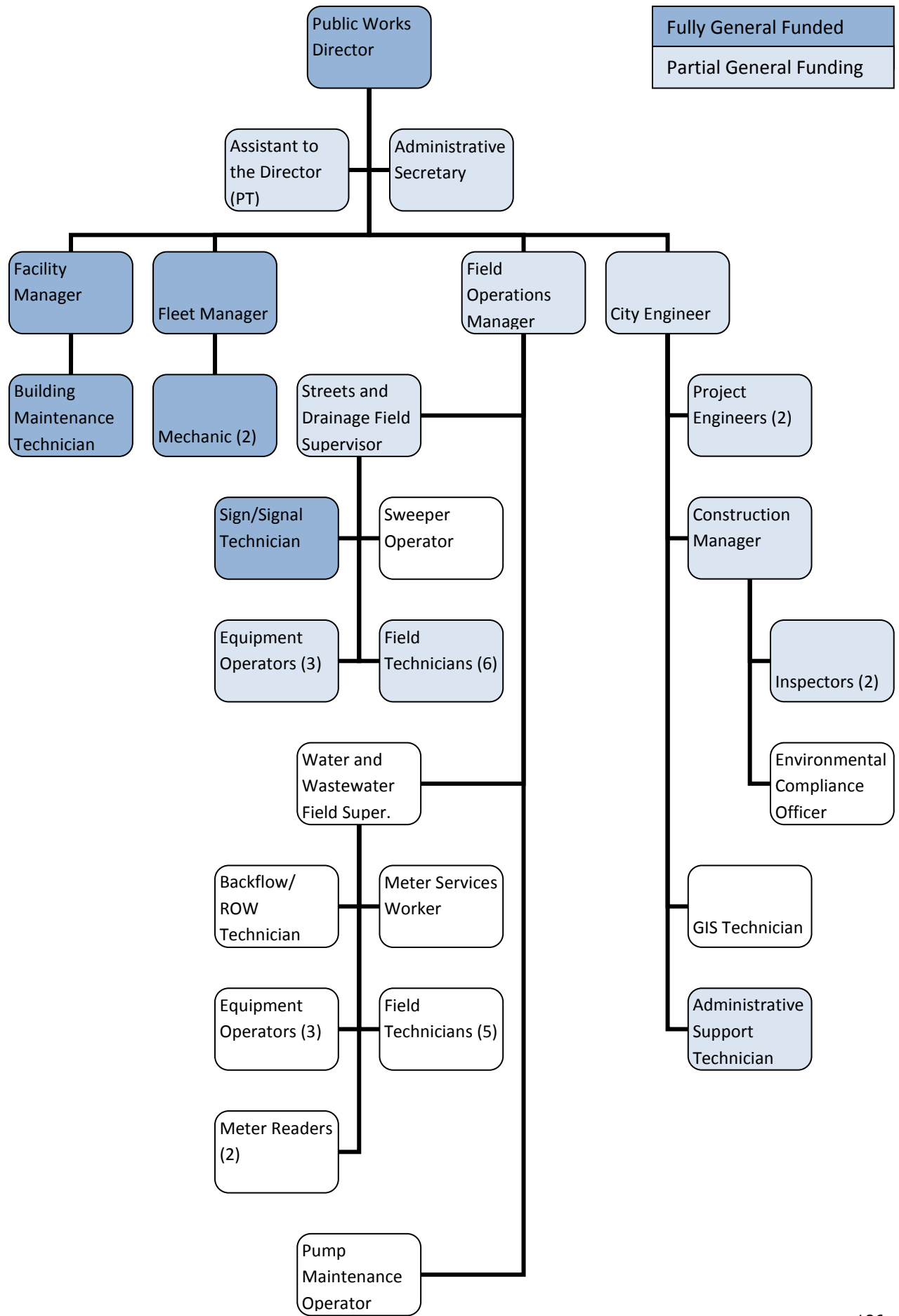
*Enhance the quality of life for our residents and promote economic development for our community by providing and maintaining public infrastructure in a sustainable manner to the highest possible standards.*



### Org Chart

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The General Fund divisions of the Public Works Department include Building Services, Engineering, Fleet Maintenance, and Street Maintenance.



Fully General Funded
Partial General Funding

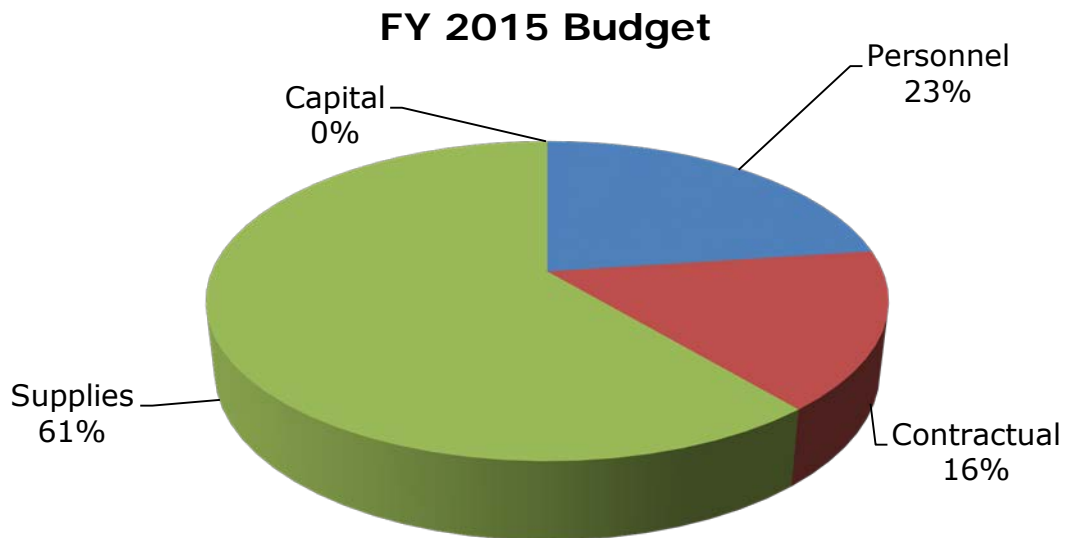
## FY 2015 Budget Summary

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### Public Works - General Fund

	FY 2013 Actual	FY 2014 Budget	FY 2015 Budget
Personnel	\$962,739	\$1,160,413	\$1,192,406
Contractual	\$547,269	\$668,177	\$835,708
Supplies	\$2,008,836	\$3,093,926	\$3,185,679
Capital	\$0	\$18,500	\$0
Transfers*	\$2,158,574	\$0	\$0
<b>Total</b>	<b>\$5,677,418</b>	<b>\$4,941,016</b>	<b>\$5,213,793</b>

\*Unspent funds budgeted for street maintenance are transferred to the Capital Projects Fund at the end of the year.



### Capital Expenditure Summary

No capital expenditures.

## Personnel Summary

	FY 2013	FY 2014	FY 2015
General Fund FTE's	16.28	16.63	16.40
Drainage Fund FTE's	6.10	6.10	6.41
Utility Fund FTE's	20.38	21.03	21.68
Public Works Total	42.76	43.76	44.49

*Funding for some Public Works positions is split between the General, Drainage, and Utility Funds.*

## Program: Building Services

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Building Services provides building maintenance services to City Hall, the Library and the Justice Center including:

- Janitorial contract management
- HVAC preventative maintenance
- Minor repairs to facilities (Library, City Hall, Justice Center)
- Contract management for service contracts and repairs beyond the capability or capacity of staff to perform

In 2015, Building Services will also assume services for the Public Works Service Center, three Fire Stations, Colleyville Center and the Senior Center. These public buildings represent the City of Colleyville and its unique identity. Well-maintained facilities also promote Colleyville's reputation as a quality community. Routine maintenance work, contract administration, including custodial, HVAC preventative maintenance, pest control and window washing are among the contracts managed to minimize costs while ensuring effectiveness.

### *Major Accomplishments – FY 2014*

- Repairs to City Hall/Library and Justice System fire alarm systems
- Replacement of miscellaneous City Hall/Library and Justice Center emergency interior lighting ballasts
- Contract execution for fluorescent bulb and other hazardous materials pickup service
- Replacement of the deteriorating front steps and railing at City Hall
- Replacement of the City Hall boiler pumps and motors
- Repairs to the third floor exhaust fan in City Hall
- Repairs to the HVAC system at the Justice Center (VAV boxes)
- Sealing of the exterior building openings at the Justice Center
- Establishment of a full blanket maintenance contract for Justice Center gate access

- Repairs to the City Hall/Library boiler hot water leaks
- Installation of Justice Center server room backup A/C
- Repairs to the Colleyville Center original sloped metal roof
- Repairs to the City Hall/Library roofing
- Installation of six-ton HVAC rooftop unit at the Colleyville Center
- Replace water heaters at City Hall/Library

*Major Initiatives – FY 2015*

- Cleaning and sealing of the exterior stone at City Hall/Library
- Install thermal protection to the attic fire sprinklers in the Library
- Replace the lighting on the front of the Council Chambers dias
- Replace fan-powered box for Executive Conference Room
- Replace water heaters at Justice Center
- Replace City Hall water valve actuators
- Assume responsibility for six additional buildings (Public Works Service Center, Colleyville Center, Senior Center and three (3) Fire Stations)
- Construction of dumpster enclosures at Fire Stations

*Ten Year Outlook*

As the city's buildings age, they will require more and more maintenance.

In order to reduce emergency repairs and catastrophic incidents, it is important to begin planning now to replace major system components on a life-cycle basis. These items include:

- Water heaters
- Air conditioning units
- Hot water boiler
- Roofs
- Carpeting
- Floor tile

Additionally, energy savings measures should be considered, including installation of energy efficient LED lighting for interior and exterior building lighting.

## Performance Measures

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Percentage of internal customers satisfied with facility environment	89%	90%	≥98%
2	Percentage of work orders responded to within one business day	78%	50%	≥90%
3	Ratio of scheduled maintenance to unscheduled repairs	68%	40%	85%

## Program: Engineering

The Engineering Division provides guidance and direction of all planning, design, and construction of capital improvement and development projects in the City of Colleyville.

Below is a brief summary of the primary functions of Engineering Division:

- **Development Review:** Review development plans to ensure that water, wastewater, street and drainage improvements meet Colleyville Development Standards.
- **Capital Improvements:** Oversee the design and manage capital improvement projects such as water and wastewater renewal and replacement, pavement reconstruction and drainage improvements. This division also manages the major maintenance contracts.
- **Construction Inspection:** Inspect the construction of public infrastructure to ensure it meets all required standards and specifications.
- **Floodplain Administration:** Oversee and regulate development within Colleyville's floodplains and floodways.
- **Infrastructure Master Plans:** Assist in developing infrastructure master plans for Colleyville. The purpose of these master plans is to ensure that Colleyville's infrastructure is built to meet anticipated city growth and development and to reveal needed improvements for existing infrastructure.
- **Plan Retention:** Creation, maintenance and archiving of plans and maps of public infrastructure.

The division supports economic development, facilitates mobility enhancements, and ensures that construction of capital and development projects comply with the Land Development Code and Code of Ordinances.

#### *Major Accomplishments – FY 2014*

- Managed the Miscellaneous Concrete Repair Program; over \$400,000 of concrete repairs were completed in 2014
- Revised and updated standard specifications for construction of infrastructure
- Implemented projects in the 2014 Capital Improvement Program
- Developed a standardized inspection and construction management program
- Initiated the design of the Glade Road corridor project
- Management of an asphalt repair contract in the amount of nearly \$2 million
- Oversaw the construction of over \$12 million in new public infrastructure in the City.

#### *Major Initiatives – FY 2015*

- Continue management of the miscellaneous concrete repair program; \$500,000 of concrete repairs expected to be performed 2015
- Focus on the management of the Colleyville Boulevard Reconstruction Project
- Implement projects in the 2015 Capital Improvement Program
- Initiate the construction of the first phase of the Glade Road corridor project
- Build a team of personnel that is well trained and educated to handle the demands of the community

#### *Ten Year Outlook*

- Development is currently trending up; the condition of the infrastructure continues to decline and maintenance and reconstruction is not keeping up with the standard wear and tear on the infrastructure assets
- Continuation of a sustainable CIP that began in FY 2014 that allows for the perpetual maintenance of all components of the City-owned infrastructure; this will require a steady commitment of funding
- Full implementation of an asset management system that closely tracks all components of the City owned infrastructure is paramount in planning future conditions and budgetary needs

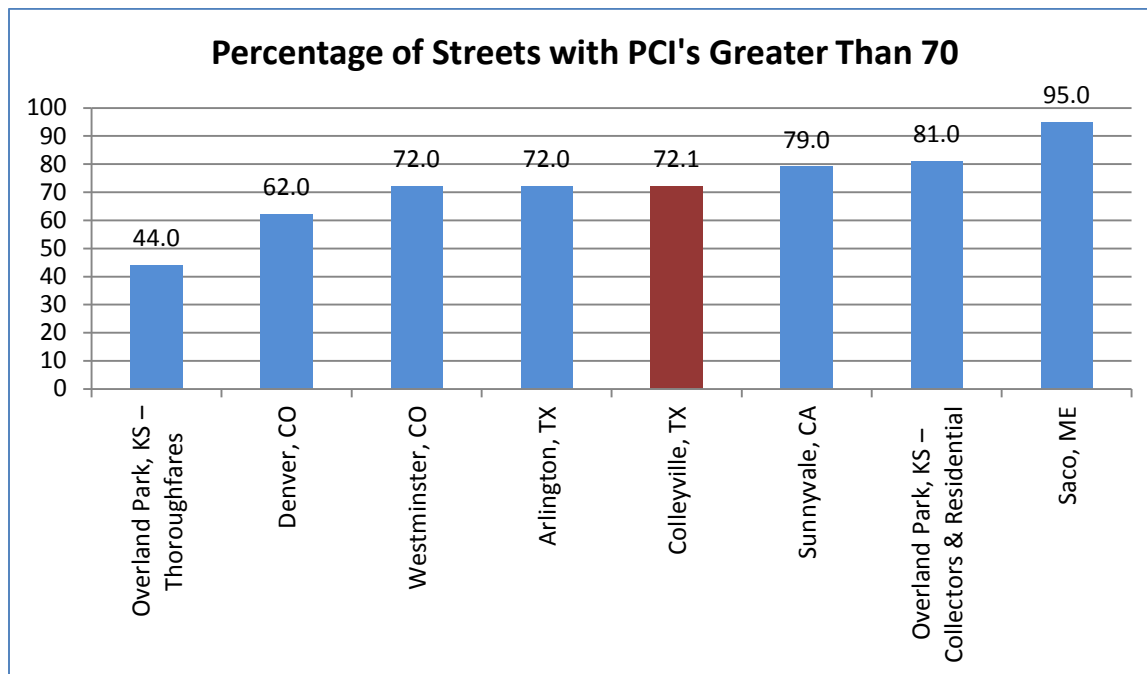


### Performance Measures

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Value of newly-constructed public infrastructure in place	New Measure	\$12M	\$10.5M
2	Number of infrastructure repairs needed within two-year maintenance bond period	0	0	≤ 2
3	Lane miles of unimproved streets	71.32	68.47	≤ 65.6
4	Percentage of construction time with City staff present	New Measure	20%	≥ 30%

### Performance Comparison

The pavement condition index (PCI) is a measurement that rates the pavement condition of street segments. Cities utilize PCI's as one measure to provide a snapshot of their street system condition:



(Other city survey data from *Municipal Benchmarks, Assessing Local Performance and Establishing Community Standards-2012 Edition*)

## Program: Fleet Maintenance

Fleet Maintenance is responsible for providing all vehicle and equipment maintenance services to the City's fleet (except for large fire apparatus and small routine repairs on turf maintenance equipment). This includes preventive and scheduled maintenance services such as oil and filter changes, tire rotations, brake inspections, etc., as well as breakdown repair.

Fleet Maintenance provides support services to other departments to enable their missions.

### *Major Accomplishments – FY 2014*

- Implemented citywide GPS tracking system on vehicles
- Researched and evaluated replacement of fleet repair work order tracking software
- FY 2014 budget includes funding in the Utility Fund for the eventual replacement of vehicles, per the replacement schedule; this is the first year funding has been set aside for this purpose in the Utility Fund

### *Major Initiatives – FY 2015*

- Research the use of Micro Green oil filters to further decrease vehicle down time and minimize our preventive maintenance operations impact on the environment
- Work towards the shop qualifying for the Blue Seal of Excellence designation by the Institute of Automotive Excellence
- Ensure that vehicles scheduled for preventive maintenance complete their maintenance at the industry benchmark of 95 percent of the time
- Research the cost and benefits of installing GPS tracking and fuel-monitoring system on city owned heavy equipment

### *Ten Year Outlook*

It is important to implement and maintain a 15-year fleet replacement program that improves overall fleet health to reduce repair cost and increase fleet availability rates.

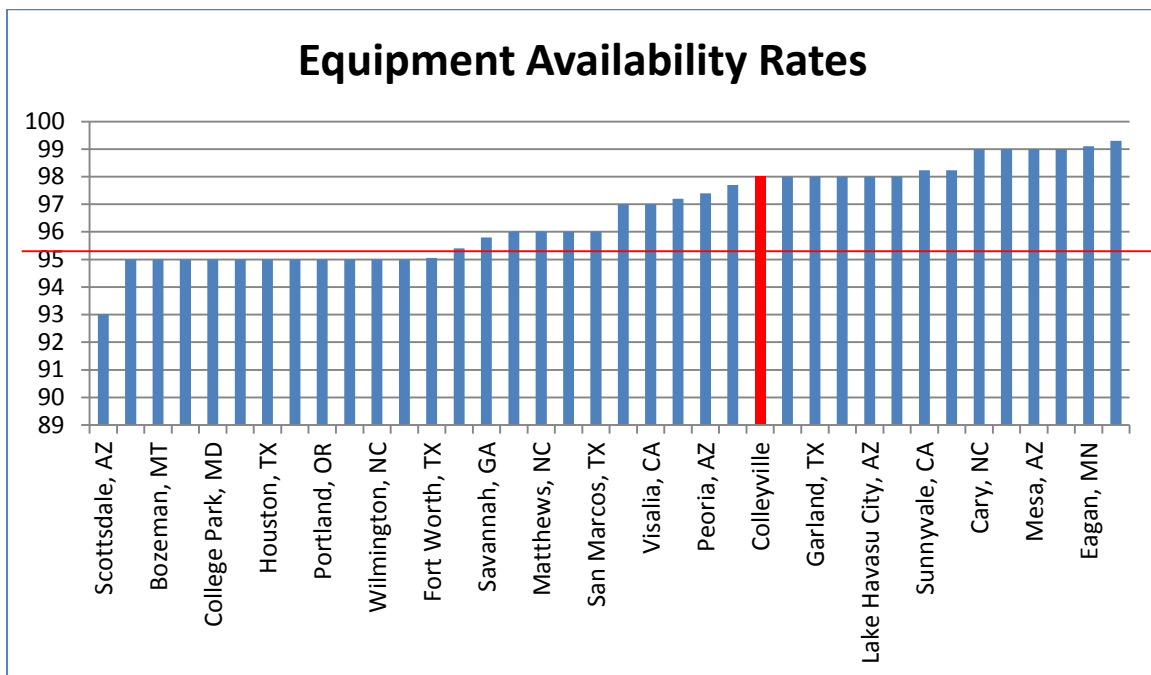
Staff will continue updating automotive repair/test equipment and provide technician training that follows advancements in the automotive industry.

## Performance Measures

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Percentage of time preventative maintenance is completed on schedule	New Measure	95%	≥ 95%
2	Percentage of fleet time available	98%	99%	≥ 95%

## Performance Comparison

Equipment availability over 95% is considered an indicator of effective fleet management. The following chart indicates Fleet Maintenance is meeting that benchmark effectively:



(Survey data from *Municipal Benchmarks, Assessing Local Performance and Establishing Community Standards-2012 Edition*)

## Program: Street Maintenance

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The Street Maintenance Division is responsible for basic preventive maintenance on nearly 300 lane miles of public streets, 130 miles of sidewalks, 19 bridges, more than 2,500 signs and two traffic signals. The division provides “emergency maintenance” work, such as pothole repair, and preventative maintenance, such as crack-sealing. It is also the lead division for ice and snow control during the winter. It is not equipped or designed to provide construction or reconstruction services.



Well-maintained streets provide for a safe and timely travel throughout the city. Using a proactive customer service approach and regularly-scheduled preventative maintenance, the useful life of the street system is extended and neighborhoods are protected and preserved.

### *Major Accomplishments – FY 2014*

- Initiated guardrail repair program to repair and replace failed or failing guardrails throughout the City
- Continued contracted pavement marking program
- Implemented contract traffic signal and school flasher maintenance program
- Thirteen percent (13%) of all street marker and regulatory signs were replaced to maintain proper reflectivity of signs
- Completed 34 regular annual traffic counts and six (6) special traffic count requests
- Repaired more than 3,190 square yards of asphalt and completed 11 lane miles of crack seal preventative maintenance

### *Major Initiatives – FY 2015*

- Continue preventive maintenance (crack seal)
- Continue emergency repairs (potholes)
- Continue pavement marking program
- Continue guardrail repair program
- Continue annual traffic counts
- Continue sign replacement program

*Ten Year Outlook*

Demands for maintenance of both improved and unimproved streets will continue to increase.

*Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Percentage of citizens surveyed satisfied with street maintenance	Biennial Measure	76%	≥ 85%
2	Percentage of citizens surveyed satisfied with sidewalk maintenance	Biennial Measure	76%	≥ 80%
3	Percentage of street and traffic signs replaced	12%	13%	≥ 10%
4	Percentage of pavement markings renewed	New Measure	20%	≥ 20%



# Non-Departmental Fiscal Year 2015 Business Plan

## Department Description

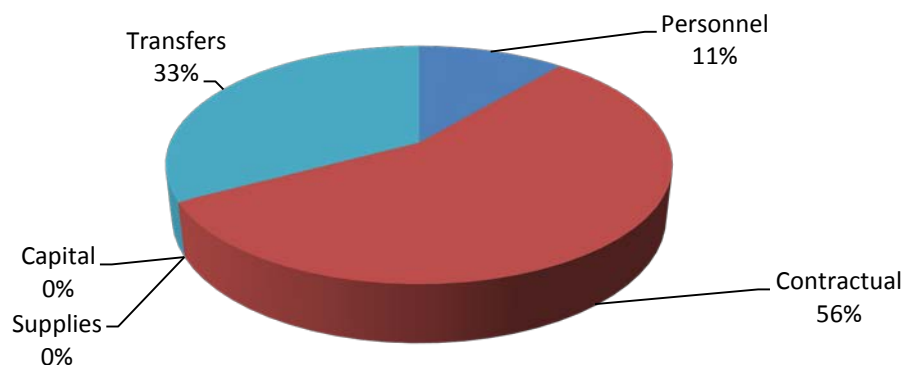
The Non-Departmental department was expanded during the FY 2014 budget preparation process to account for expenditures that are city-wide in nature. Consolidation of these expenditures allows for better tracking and trend analysis over time. Expenditures now included in the Non-Departmental department 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.

## Budget Summary

### General Fund Non-Departmental

	FY 2013 Actual	FY 2014 Budget	FY 2015 Budget
Personnel	\$402,751	\$132,911	\$184,425
Contractual	\$0	\$859,068	\$925,160
Supplies	\$0	\$0	\$0
Capital	\$0	\$0	\$0
Transfers	\$431,000	\$242,000	\$542,000
<b>Total</b>	<b>\$833,751</b>	<b>\$1,233,979</b>	<b>\$1,651,585</b>

### FY 2015 Budget



## Transfers Summary

Technology Replacement	\$ 41,000
Vehicle/Equipment Replacement	170,000
Future Capital Projects	300,000
Server Replacement	<u>31,000</u>
Total	\$542,000

## Personnel Summary

	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
FTEs	0	0	0

# Fiscal Year 2015

## Utility Fund Summary





## UTILITY FUND SUMMARY

	ACTUAL FY 2013	BUDGET FY 2014	BUDGET FY 2015	PROJECTION FY 2016	PROJECTION FY 2017
TOTAL UNRESERVED BEG. RETAINED EARNINGS	\$ 6,358,420	6,544,023	6,752,753	7,796,562	8,934,007
<b>OPERATING REVENUES</b>					
Water Sales	\$ 10,683,906	9,820,661	11,014,359	11,577,320	12,051,024
Wastewater Sales	3,278,271	3,053,229	3,745,247	3,945,580	4,137,855
Water Installation	25,470	21,000	21,000	21,000	21,000
Wastewater Installation	10,700	7,000	7,000	7,000	7,000
Sewer Tie-On Charges	0	5,000	5,000	5,000	5,000
Engineering Charges	24,565	5,000	5,000	5,000	5,000
Penalties	191,784	190,112	218,543	228,772	237,694
Miscellaneous	21,711	13,000	13,000	13,000	13,000
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 14,236,407</b>	<b>13,115,002</b>	<b>15,029,149</b>	<b>15,802,672</b>	<b>16,477,573</b>
<b>OPERATING EXPENSES</b>					
Utility Support	\$ 878,002	1,060,731	1,101,132	1,123,155	1,145,618
Utility Billing	349,733	386,616	381,081	388,703	396,477
Utility Operations - Water	648,933	543,149	565,737	577,052	588,593
TRA Water	6,445,717	6,420,058	6,778,454	7,310,025	7,754,639
Utility Operations - Wastewater	364,208	335,597	279,959	285,558	291,269
TRA Wastewater	1,995,708	1,966,506	2,672,056	2,864,625	3,058,787
Non-Departmental	0	292,868	305,133	311,236	317,460
Transfer to General Fund	1,049,222	1,037,213	1,115,969	1,165,563	1,220,117
Transfer to Colleyville Tomorrow Fund (Repymt)	44,286	44,286	44,286	44,286	44,286
Infrastructure Renewal	0	250,000	250,000	250,000	250,000
Compensation Adjustment	24,714	20,411	21,733	0	0
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 11,800,524</b>	<b>12,357,435</b>	<b>13,515,540</b>	<b>14,320,202</b>	<b>15,067,246</b>
<b>NON-OPERATING REVENUES(EXPENSES)</b>					
Interest Income	\$ 35,252	20,300	20,300	20,300	20,300
Use of Available Cash	0	250,000	0	0	0
Debt Service	(827,824)	(819,137)	(490,100)	(365,325)	(359,900)
<b>TOTAL NON-OPERATING REVENUES(EXPENSES)</b>	<b>\$ (792,572)</b>	<b>(548,837)</b>	<b>(469,800)</b>	<b>(345,025)</b>	<b>(339,600)</b>
<b>NET INCOME</b>	<b>\$ 1,643,311</b>	<b>208,730</b>	<b>1,043,809</b>	<b>1,137,445</b>	<b>1,070,727</b>
<b>ENDING RETAINED EARNINGS - 9/30</b>	<b>\$ 8,001,731</b>	<b>6,752,753</b>	<b>7,796,562</b>	<b>8,934,007</b>	<b>10,004,734</b>
<b>NET INCOME FOR COVERAGE RATIO</b>	<b>2,471,135</b>	<b>1,027,867</b>	<b>1,533,909</b>	<b>1,502,770</b>	<b>1,430,627</b>
<b>AMOUNT NEEDED FOR COVERAGE RATIO</b>	<b>993,389</b>	<b>982,964</b>	<b>588,120</b>	<b>438,390</b>	<b>431,880</b>
<b>ADDITIONAL AVAILABLE FOR CIP/REHAB</b>			<b>945,789</b>	<b>1,064,380</b>	<b>998,747</b>

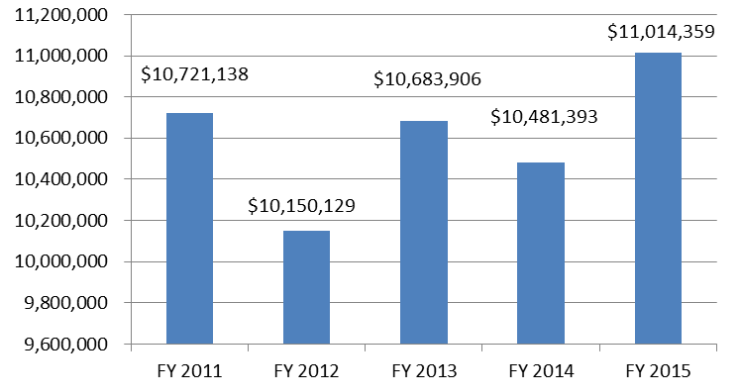
**FY 2015 REVENUE ESTIMATE**

	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 PROJECTED	FY 2015 BUDGET
<b>UTILITY FUND</b>					
<i>OPERATING REVENUE</i>					
5817-WATER SALES	10,721,138	10,150,129	10,683,906	10,481,393	11,014,359
5818-SEWER SALES	2,802,217	2,965,143	3,278,271	3,459,501	3,745,247
5821-SEWER INSTALLATION	10,800	14,800	10,700	10,500	7,000
5822-WATER INSTALLATION	27,630	30,550	25,470	31,299	21,000
5827-ENGINEERING & DEV	8,418	8,473	24,565	116,579	5,000
5829-SEWER TIE-ON CHARGES	3,000	1,500	0	4,500	5,000
5833-PENALTIES	229,830	208,849	191,784	205,923	218,543
5839-MISCELLANEOUS REVENUE	17,101	14,340	21,711	55,987	13,000
TOTAL OPERATING REVENUE	\$13,820,134	\$13,393,784	\$14,236,407	\$14,365,682	\$15,029,149
<i>NON-OPERATING REVENUE</i>					
5716-INTEREST INCOME	34,520	20,300	35,252	20,676	20,300
5790-USE OF AVAILABLE CASH	0	0	0	0	0
TOTAL NON-OPERATING REVENUE	\$34,520	\$20,300	\$35,252	\$20,676	\$20,300
<b>TOTAL INCOME</b>	<b>\$13,854,654</b>	<b>\$13,414,084</b>	<b>\$14,271,659</b>	<b>\$14,386,358</b>	<b>\$15,049,449</b>

## WATER SALES

Water sales are projected to increase due to a projected increase in new customers and a pass through rate increase from Trinity River Authority for treated water. Revenues are based on average monthly usage per customer of 21,168 gallons.

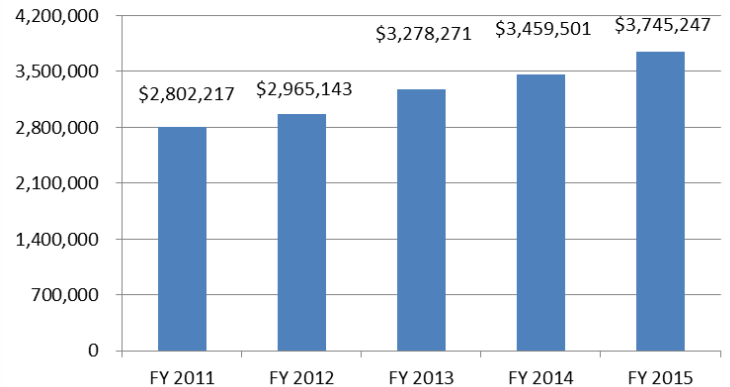
### **Water Revenue**



## WASTEWATER SALES

Wastewater sales are projected to increase due to a projected increase in new customers and a pass through rate increase from Trinity River Authority for treated sewer. Revenues are based upon average monthly usage of 10,100 gallons per customer.

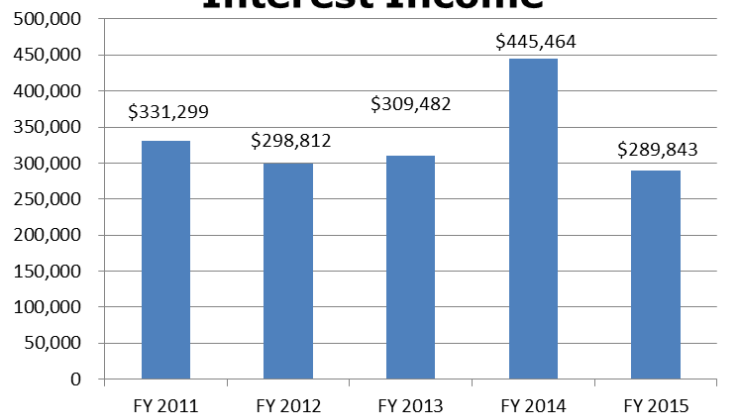
### **Wastewater Revenue**



## OTHER REVENUES

Building related revenues such as water and wastewater installation and engineering revenues are projected at conservative levels, as activity varies with development. The increase in other revenue is due to an increase in penalties for late payment.

### **Other Revenue & Interest Income**



## INTEREST INCOME

It is anticipated that the fund will have an average investable cash balance of \$5,800,000 with an anticipated interest rate of 0.35%.



# Finance

## Fiscal Year 2015 Business Plan

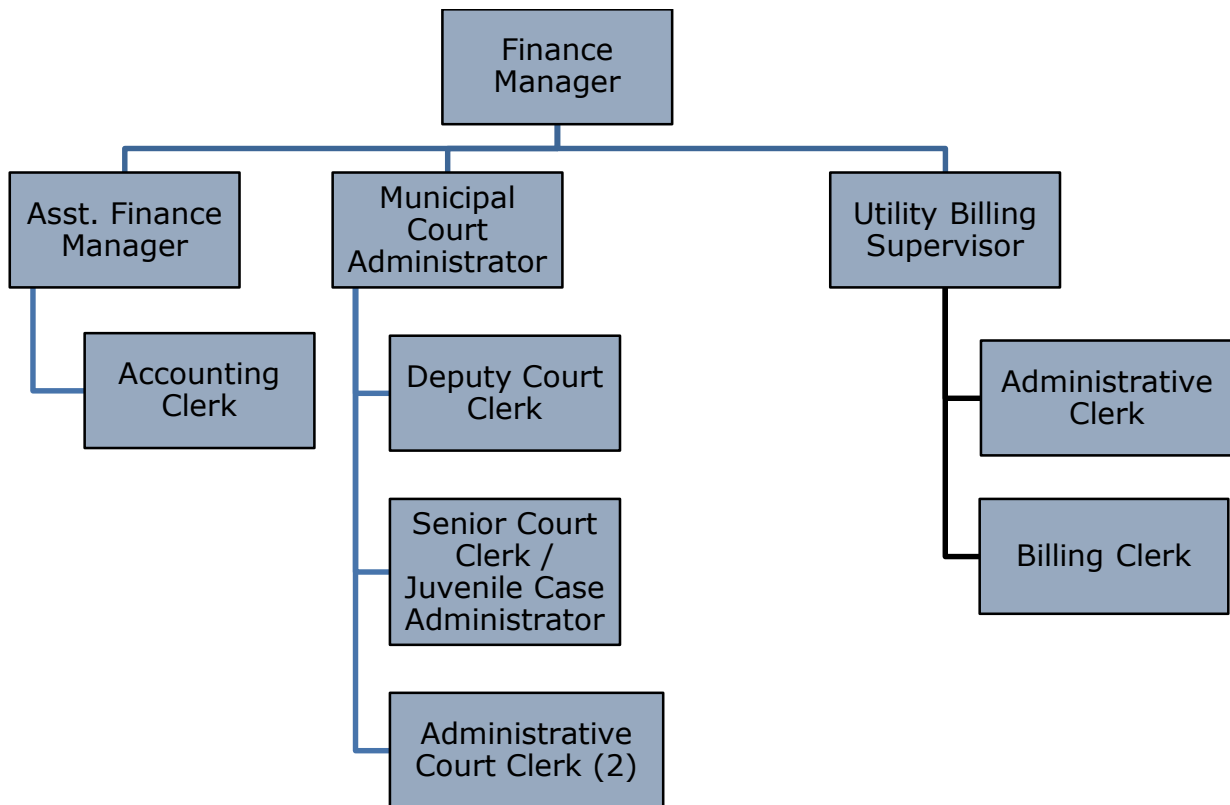
### Department Description

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The Finance Department oversees one program in the Utility Fund, Utility Billing. Utility Billing staff maintains the utility billing system for water, wastewater, and drainage services.

### Org Chart

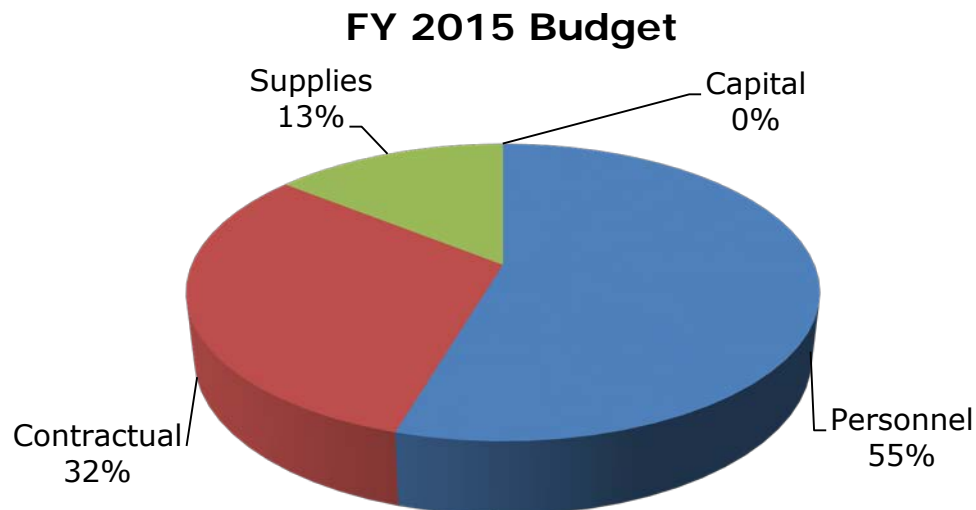
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## FY 2015 Budget Summary

### Finance (Utility Fund)

	FY 2013 Actual	FY 2014 Budget	FY 2015 Budget
Personnel	\$183,088	\$205,171	\$208,028
Contractual	\$117,037	\$119,660	\$118,753
Supplies	\$49,607	\$61,785	\$54,300
Capital	\$0	\$0	\$0
<b>Total</b>	<b>\$349,732</b>	<b>\$386,616</b>	<b>\$381,081</b>



### Capital Expenditure Summary

No capital expenditures

### Personnel Summary

	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
Finance (General Fund)	3	3	3
Utility Billing (Utility Fund)	3	3	3
Municipal Court (General Fund)	5*	5*	5*
<b>Total Finance FTEs</b>	<b>11</b>	<b>11</b>	<b>11</b>

\*Includes one FTE funded out of the Juvenile Case Manager Fund

## Program: Utility Billing

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Utility Billing provides a vital service that delivers unique customer assistance in all situations and provides sustainable revenues by ensuring accuracy and efficiency in the billings and collections process through progressive and innovative systems. Responsibilities include setting up new accounts, processing bills and payments, responding to service orders in a timely manner, and providing customer assistance and information regarding utility billing accounts. Currently, utility billing is responsible for maintaining approximately 9,300 accounts.

### *Major Accomplishments – FY 2014*

- Began conversion and implementation of newly purchased utility billing software
- Maintained a billing accuracy rate of 99.5%
- Evaluated new ways to continue increased customer awareness of winter average sewer collection
- Researched automated phone system to alert citizens of disconnect dates for non-payments and insufficient checks prior to termination of service
- Implemented newly purchased hand-held meter reading devices
- Communicated and educated customers to promote water conservation
- Continued to encourage citizens to participate in bank draft payment option

### *Major Initiatives – FY 2015*

- Complete software conversion and implementation of new utility billing software
- Integrate electronic payments (Ebox) into new software and interface web payments to post to customer accounts automatically
- To provide E-Billing to water customers
- Update standard operating procedures for new software capabilities
- Maintain a billing accuracy rate of 99.5%
- To increase collection rate to 98%
- Evaluate new ways to continue increased customer awareness of winter average sewer collection
- Minimize water losses by identifying slow and stopped water meters.

- Continue communicating and educating customers to promote water conservation.
- Evaluate using a collection agency to recover uncollectible utility bills
- Encourage citizens to participate in bank draft payment option

*Ten Year Outlook*

The recent purchase 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 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, as well as making online web payments and electronic billing.

Utility Billing along with Public Works will be conducting an analysis to purchase electronic meters to increase accuracy and efficiency in meter reads and minimize the risk of injury to our meter readers. The automated system could decrease the amount of unaccounted water, eliminate misreads caused by human error and increase revenues by providing more accurate readings.

*Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Percent of billing accuracy rate	99%	98.6%	≥ 99.5%
2	Percent of service orders closed out on time	100%	100%	= 100%
3	Percent of automatic draft customers/total customers	15%	19%	≥ 15%
4	Uncollectible Accounts Written off at year end (water & sewer)	\$30,500	\$26,080	<\$25,000
5	Percent of customers paying before cutoff	97%	97%	≥ 98%



# Public Works

## Fiscal Year 2015 Business Plan

### Department Description

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The Utility Fund divisions of the Public Works Department are responsible for building and maintaining the water distribution system and wastewater collection system. Programs in the Utility Fund are fully-funded by water and wastewater service fees.

Our **mission** 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.*

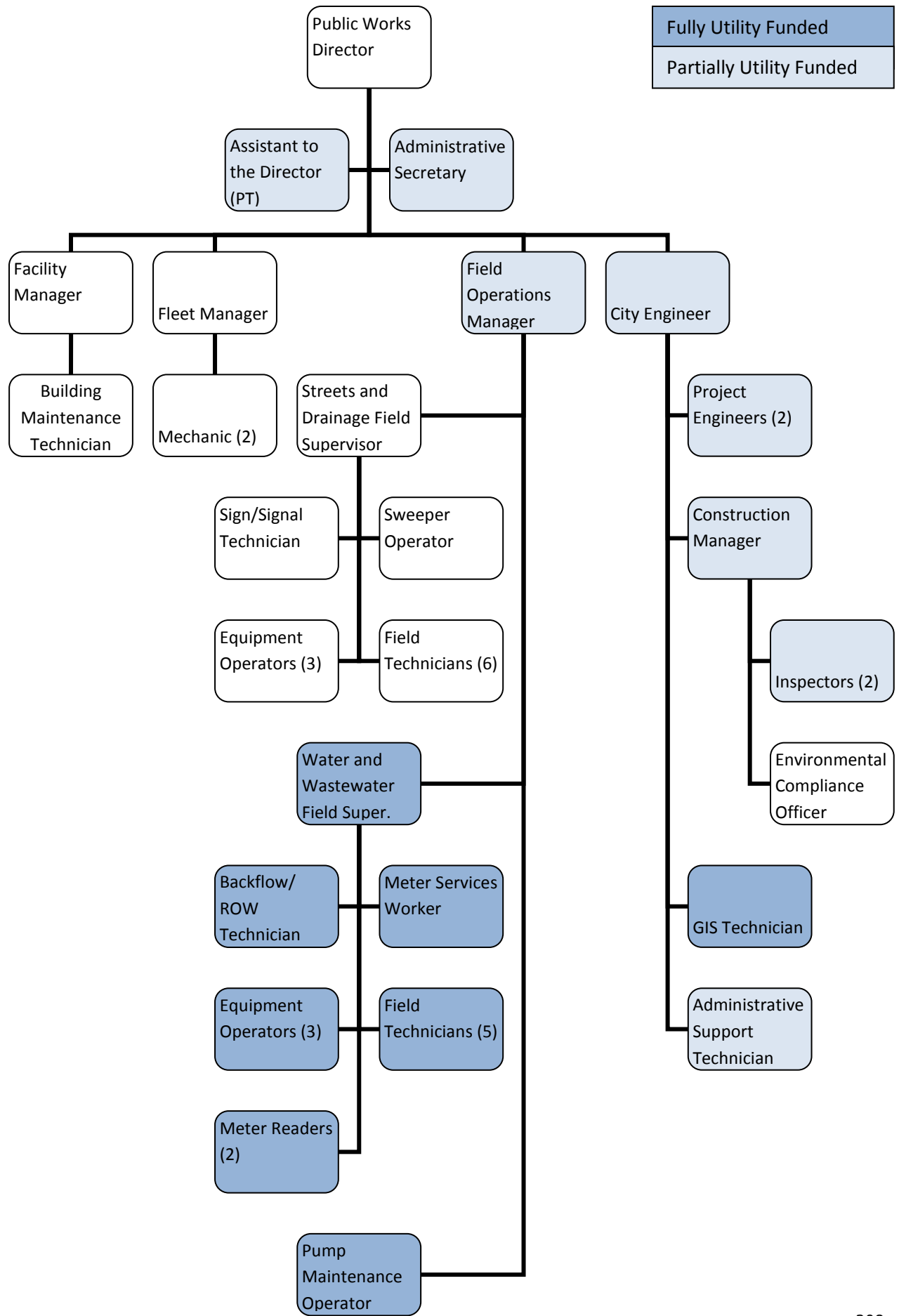


### Org Chart

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The Utility Fund divisions of the Public Works Department include Water Distribution, Wastewater Collection, and Utility Support.

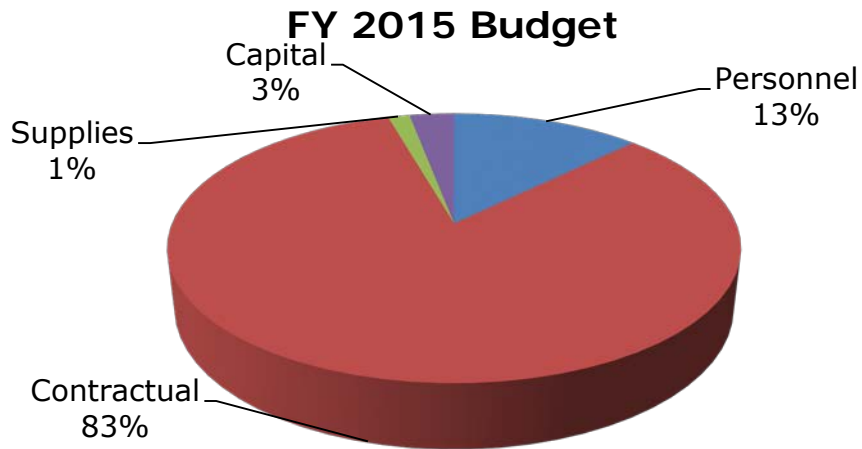




## FY 2015 Budget Summary

### Public Works - Utility Fund

	FY 2013 Actual	FY 2014 Budget	FY 2015 Budget
Personnel	\$1,404,249	\$1,473,992	\$1,481,174
Contractual	\$8,817,092	\$8,580,134	\$9,646,827
Supplies	\$111,228	\$176,915	\$169,337
Capital	\$0	\$345,000	\$350,000
<b>Total</b>	<b>\$10,332,569</b>	<b>\$10,576,041</b>	<b>\$11,647,338</b>



### Capital Expenditure Summary

Infrastructure Renewal- Water	\$200,000
Water Meter Replacement	\$100,000
Infrastructure Renewal- Wastewater	\$ 50,000
<b>TOTAL</b>	<b>\$350,000</b>

### Personnel Summary

	FY 2013	FY 2014	FY 2015
General Fund FTE's	16.28	16.63	16.40
Drainage Fund FTE's	6.10	6.1	6.41
Utility Fund FTE's	20.38	21.03	21.68
<b>Public Works Total</b>	<b>42.76</b>	<b>43.76</b>	<b>44.49</b>

*Funding for some Public Works positions is split between the General, Drainage, and Utility Funds.*

## Program: Water Distribution

Water Distribution ensures a safe, reliable and adequate water supply is provided to residents and visitors of Colleyville. The division maintains and repairs the distribution system, valves, hydrants and water meters while providing courteous and professional service to meet the customers' needs. This includes operation and maintenance of three (3) elevated storage towers, two (2) ground storage tanks, two (2) pump stations, approximately 201 miles of water mains, 9,200 water service meters, and 1,375 fire hydrants. Routine maintenance includes the cleaning and inspecting of water lines, flushing dead end water mains and replace water meters on a 12-year replacement cycle. Water conservation education is also provided.

### *Major Accomplishments – FY 2014*

- Updated Water Master Plan
- Initiated water valve exercising program
- Initiated update of GIS information for water and sewer infrastructure
- Flushed dead-end water mains monthly
- Completed regulatory testing of water supply

### *Major Initiatives – FY 2015*

- Continue the valve exercising program
- Continue dead-end main flushing

### *Ten Year Outlook*

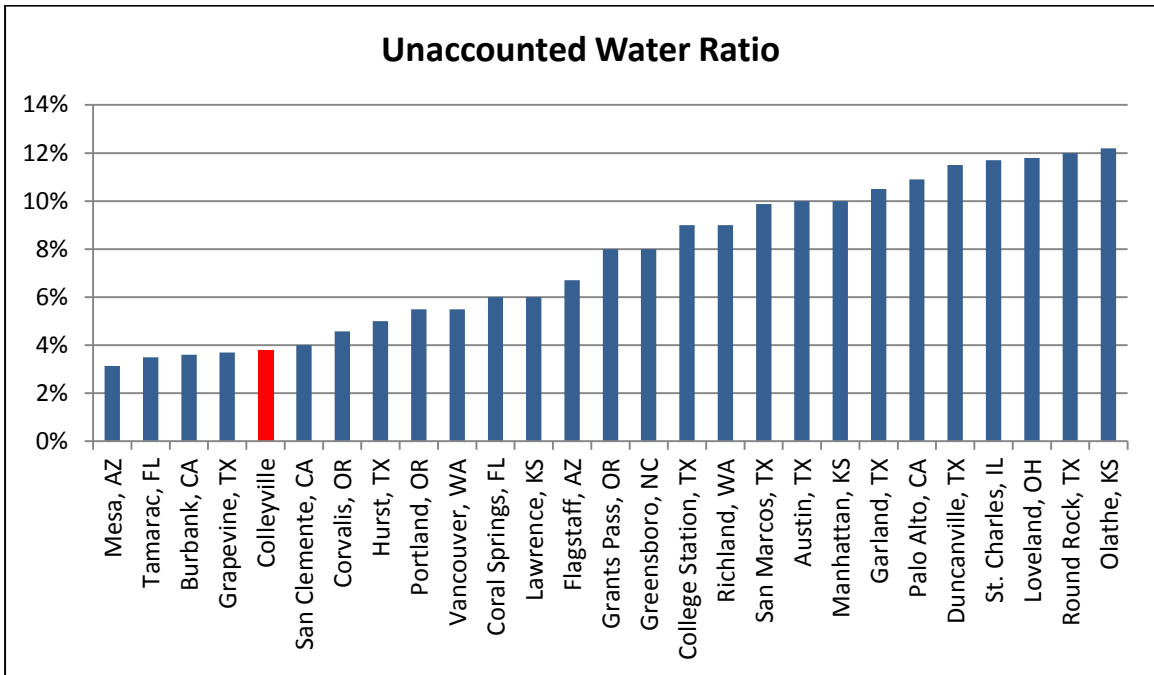
The increase in water demand will drive the need for more water conservation efforts. Aging infrastructure will continue to create additional renewal and maintenance demands. In addition, the aggressive capital replacement program of the Trinity River Authority will result in major cost increases for water services.

### *Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Water loss ratio	4.33%	≤ 5%	≤ 5%
2	Percentage of monthly water samples testing negative for coliform bacteria	99.36%	99.97%	100%

3	Percentage of water valves exercised	New Measure	9%	≥ 20%
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*Performance Comparison*



(Colleyville ratio is based on ten-year average; other city survey data from *Municipal Benchmarks, Assessing Local Performance and Establishing Community Standards-2012 Edition*)

**Program: Wastewater Collection**

Wastewater Collection maintains the public health by ensuring that all wastewater is disposed of in a safe and efficient manner. This division maintains 168 miles of sewer mains, approximately 3,020 manholes, and two lift stations. Routine maintenance of these systems includes the cleaning and inspecting of sewer lines, inspection of access points (manholes, cleanouts), televising and inspection of lines and maintenance and repair of all mains and service lines located in the right of way. Because of an aggressive sewer cleaning program, sewer backups and overflows are rare.

*Major Accomplishments – FY 2014*

- Updated Wastewater Master Plan

- Continued sewer cleaning program; cleaned 75% of the city's sewer lines

*Major Initiatives – FY 2015*

- Develop a CCTV inspection program
- Continue sewer cleaning program
- Locate manholes and cleanouts in offsite areas

*Ten Year Outlook*

Aging infrastructure will continue to create additional renewal and maintenance demands. In addition, the aggressive capital replacement program of the Trinity River Authority will result in significant cost increases for wastewater services.

*Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Percentage of total wastewater lines cleaned annually	93%	≥ 75	≥ 95%

**Program: Utility Support**

Utility Support services include meter reading, meter services, backflow prevention, and management of right-of-way permits.

*Major Accomplishments – FY 2014*

- Replaced 10% of residential water meters

*Major Initiatives – FY 2015*

- Continue water meter replacement program



*Ten Year Outlook*

More accurate water meters that capture lower flows will be necessary to reduce unaccounted for water. Also, automated meter reading will become the standard.

*Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Meter reading accuracy	99%	98%	≥ 98%



## Non-Departmental Fiscal Year 2015 Business Plan

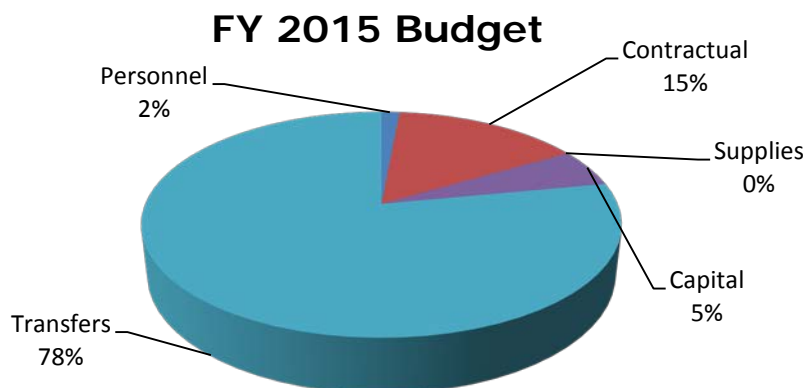
### Department Description

The Non-Departmental department in the Utility Fund 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. The capital funds, budgeted beginning in FY 2014, set aside funds that will be reserved for the replacement of vehicles and capital equipment used by the Utility Fund.

### FY 2015 Budget Summary

#### Budget Summary

	FY 2013 Actual	FY 2014 Budget	FY 2015 Budget
Personnel	\$19,340	\$20,411	\$21,733
Contractual	\$0	\$211,768	\$224,033
Supplies	\$0	\$0	\$0
Capital	\$0	\$81,100	\$81,100
Transfers	\$1,081,868	\$1,081,499	\$1,160,255
<b>Total</b>	<b>\$1,101,208</b>	<b>\$1,394,778</b>	<b>\$1,487,121</b>



## Transfers Summary

Transfer to the General Fund	\$1,115,969
Transfer to Colleyville Tomorrow Fund (Repayment)	<u>44,286</u>
Total	\$1,160,255

## Personnel Summary

	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
FTEs	0	0	0





# Fiscal Year 2015

## Utility Fund Debt Service



**OUTSTANDING DEBT SERVICE REQUIREMENTS BY FISCAL YEAR  
WATER AND SEWER REVENUE BONDS**

<u>FISCAL YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2015	\$460,000	\$30,100	\$490,100
2016	\$345,000	\$20,325	\$365,325
2017	\$350,000	\$9,900	\$359,900
2018	\$155,000	\$2,325	\$157,325
<b>TOTAL</b>	<b>\$1,310,000</b>	<b>\$62,650</b>	<b>\$1,372,650</b>

**OUTSTANDING DEBT SERVICE REQUIREMENTS BY ISSUE  
WATER AND SEWER REVENUE BONDS**

<u>FISCAL YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
<i>2010 REFUNDING BONDS</i>			
2015	\$460,000	\$30,100	\$490,100
2016	\$345,000	\$20,325	\$365,325
2017	\$350,000	\$9,900	\$359,900
2018	\$155,000	\$2,325	\$157,325
<b>TOTAL</b>	<b>\$1,310,000</b>	<b>\$62,650</b>	<b>\$1,372,650</b>

**OUTSTANDING BONDS BY ISSUE  
WATER AND SEWER REVENUE BONDS**

<u>DESCRIPTION</u>	<u>FISCAL YEAR OF MATURITY</u>	<u>INTEREST RATES</u>	<u>PRINCIPAL AMOUNT OUTSTANDING</u>
2010 REFUNDING BONDS	2018	2.00% TO 3.00%	<u>\$1,310,000</u>
		<b>TOTAL</b>	<b>\$1,310,000</b>

**ANNUAL REQUIREMENTS**

	<u>FISCAL YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
CURRENT YEAR	2015	\$460,000	\$30,100	\$490,100
MAXIMUM YEAR	2015	\$460,000	\$30,100	\$490,100
AVERAGE ANNUAL DEBT SERVICE		\$343,163		

**BOND REPAYMENT INFORMATION**

Revenue bonds issued by the City of Colleyville are payable from revenue received from water and sewer sales, installation fees, engineering charges, and interest income. The coverage ratio for the City's Revenue Bonds is 1.2 times average annual debt service.

# Fiscal Year 2015

## Drainage Fund Summary



## DRAINAGE FUND SUMMARY

	ACTUAL FY 2013	BUDGET FY 2014	BUDGET FY 2015	PROJECTED FY 2016	PROJECTED FY 2017
TOTAL BEG. RETAINED EARNINGS \$	825,673	1,029,421	1,100,421	929,142	994,509
FUND REVENUES					
Drainage Fees	\$ 916,917	926,112	931,992	937,872	943,752
Penalties/Misc	11,946	16,207	16,310	16,413	16,516
Use of Available Cash	0	0	250,500	0	0
Interest Income	1,563	2,200	2,244	2,289	2,335
TOTAL REVENUES	<u>\$ 930,426</u>	<u>944,519</u>	<u>1,201,046</u>	<u>956,574</u>	<u>962,602</u>
FUND EXPENSES					
Drainage Operations	\$ 494,435	491,943	509,837	520,034	530,434
Stormwater Management	47,163	58,925	39,246	40,031	40,832
Non-Departmental	0	4,028	4,891	4,989	5,089
Compensation Adjustment	0	4,023	5,472	0	0
Debt Service	166,048	255,568	252,847	127,121	128,391
Interfund loan repayment	19,032	19,032	19,032	19,032	19,032
Infrastructure renewal	0	40,000	0	180,000	180,000
Update to Floodplain Maps	0	0	290,500	0	0
TOTAL EXPENSES	<u>\$ 726,678</u>	<u>873,519</u>	<u>1,121,825</u>	<u>891,206</u>	<u>903,778</u>
NET REVENUE	203,748	71,000	79,221	65,367	58,825
Required Coverage Ratio*	41,512	63,892	63,212	31,780	32,098
Balance Available	162,236	7,108	16,009	33,587	26,727
Use of Available Cash	0	0	-250,500	0	0
ENDING RETAINED EARNINGS	<u>\$ 1,029,421</u>	<u>1,100,421</u>	<u>929,142</u>	<u>994,509</u>	<u>1,053,334</u>

\*25% of debt service

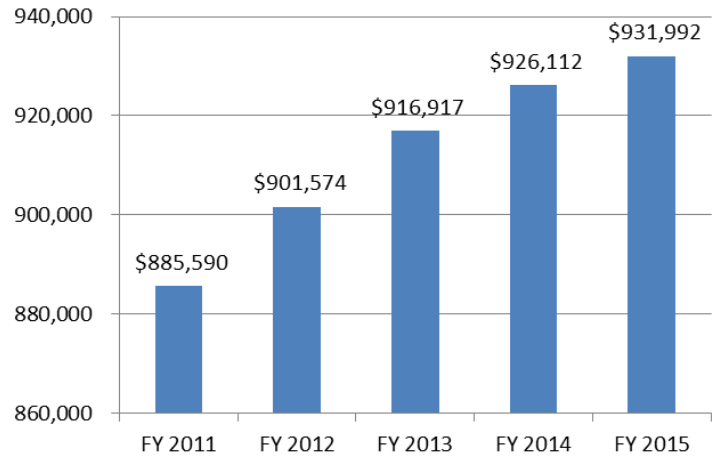
**FY 2015 REVENUE ESTIMATE**

	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 PROJECTED	FY 2015 BUDGET
<b>DRAINAGE UTILITY FUND</b>					
<i>OPERATING REVENUE</i>					
5942-DRAINAGE FEES	885,590	901,574	916,917	926,112	931,992
5833-PENALTIES	14,500	13,749	11,946	16,207	16,310
TOTAL OPERATING REVENUE	\$900,090	\$915,323	\$928,863	\$942,319	\$948,302
<i>NON-OPERATING REVENUE</i>					
5825-INTEREST INCOME	2,178	2,354	1,563	2,200	2,244
5714-SALE OF SURPLUS PROPERTY	0	0	0	0	0
5790-USE OF AVAILABLE CASH	0	0	0	0	250,500
TOTAL NON-OPERATING REVENUE	\$2,178	\$2,354	\$1,563	\$2,200	\$252,744
<b>TOTAL INCOME</b>	<b>\$902,268</b>	<b>\$917,677</b>	<b>\$930,426</b>	<b>\$944,519</b>	<b>\$1,201,046</b>

## 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 and schools 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.

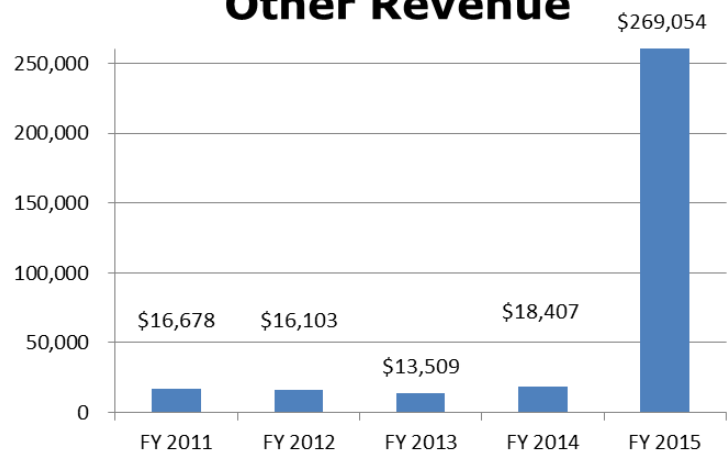
### **Drainage Fee Revenue**



## 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 \$2,244 is projected on the estimated available cash balance of \$900,000 (interest rate of 0.24%). The higher amount shown in FY 2015 is due to the use of \$250,500 of available cash.

### **Other Revenue**





## Public Works

### Fiscal Year 2015 Business Plan

### Department Description

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The Drainage Fund divisions of the of the Public Works Department, Drainage Maintenance and Stormwater Management, are responsible for maintaining stormwater and drainage facilities, and for ensuring compliance with federal and state stormwater laws and regulations. These activities are funded primarily by the stormwater utility fee which appears on the monthly water bill received by all utility customers.

Our **mission** 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.*

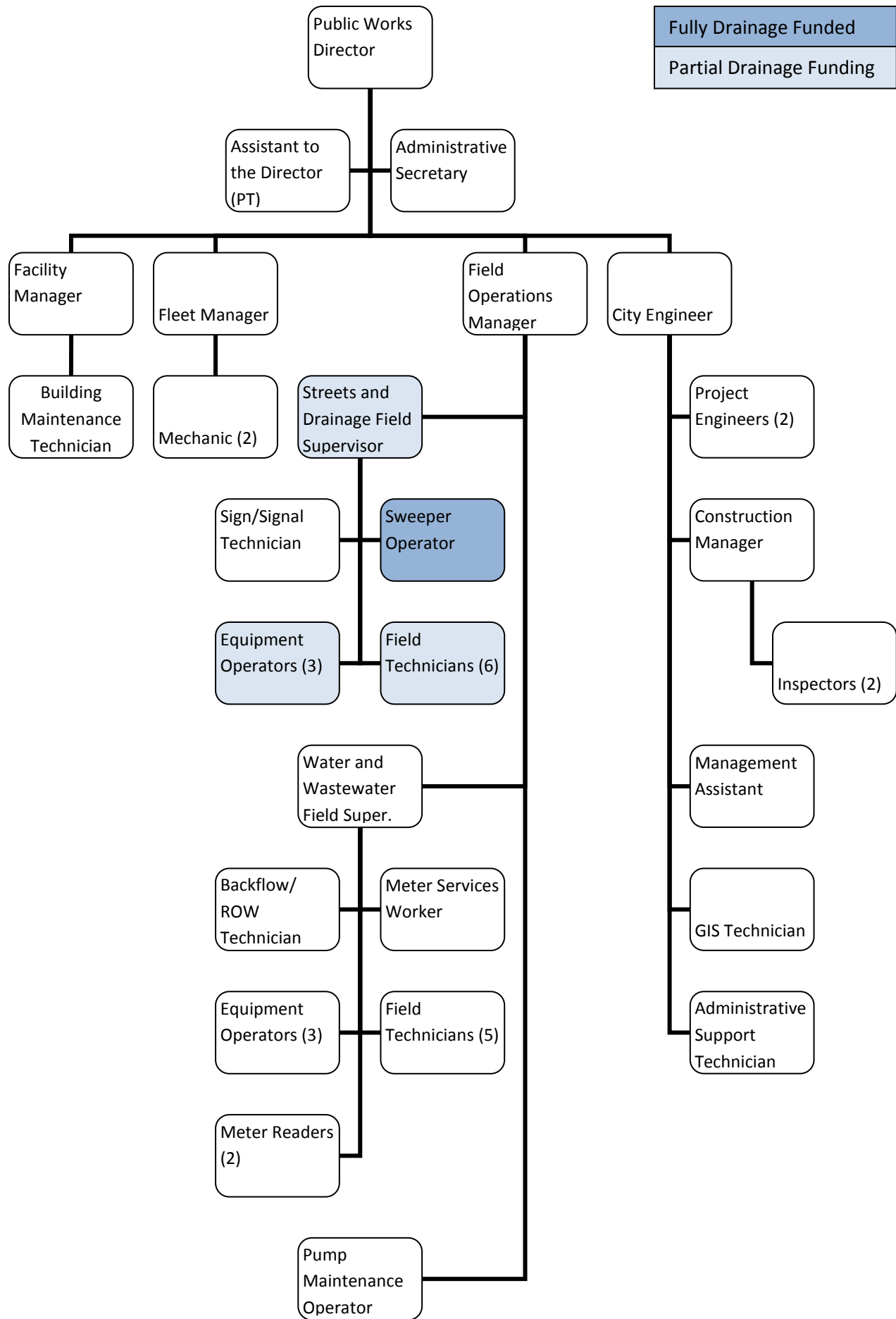


### Org Chart

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The Drainage Fund divisions of the Public Works Department include Drainage Maintenance and Stormwater Management.



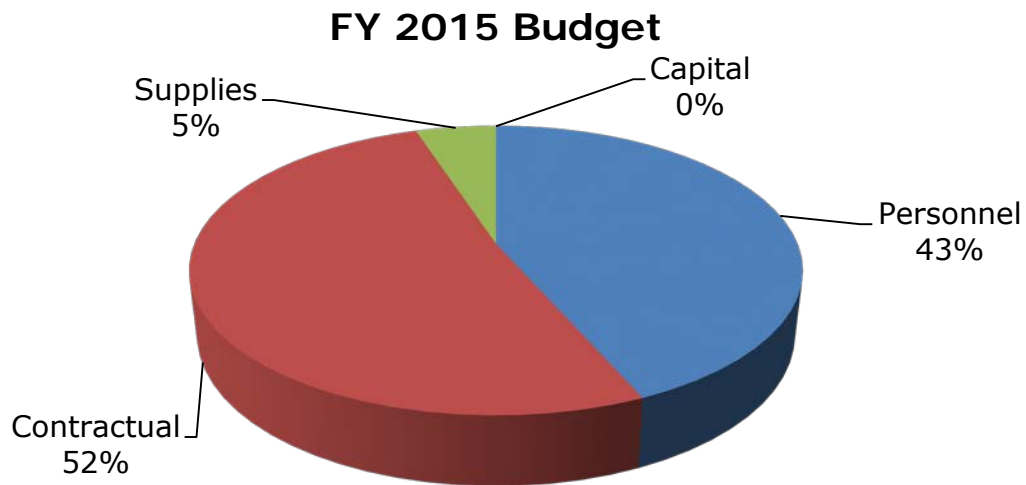


## FY 2015 Budget Summary

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### Public Works - Drainage Fund

	FY 2013 Actual	FY 2014 Budget	FY 2015 Budget
Personnel	\$385,538	\$365,474	\$364,195
Contractual	\$116,189	\$144,559	\$432,853
Supplies	\$39,871	\$40,835	\$42,535
Capital	\$0	\$40,000	\$0
<b>Total</b>	<b>\$541,598</b>	<b>\$590,868</b>	<b>\$839,583</b>



### Capital Expenditure Summary

No capital expenditures.

### Personnel Summary

	FY 2013	FY 2014	FY 2015
General Fund FTE's	16.28	16.63	16.40
Drainage Fund FTE's	6.10	6.10	6.41
Utility Fund FTE's	20.38	21.03	21.68
<b>Public Works Total</b>	<b>42.76</b>	<b>43.76</b>	<b>44.49</b>

*Funding for some Public Works positions is split between the General, Drainage, and Utility Funds.*

## Program: Stormwater Management

Stormwater Management ensures a high state of water quality in Colleyville by inspecting construction sites, sampling and testing; the division also administers the Municipal Separate Storm Sewer System (MS4) permit and ensures compliance with federal and state laws and regulations governing clean water and stormwater runoff. Public education efforts are also led by this Stormwater Management as well as the Integrated Mosquito Management program.

### *Major Accomplishments – FY 2014*

- Submit new Stormwater Management Plan and Notice Of Intent (NOI) to TCEQ for review and approval for the next five year MS4 Storm Water Permit term
- A review of the Stormwater Utility Fee structure was started in 2014

### *Major Initiatives – FY 2015*

- Provide FEMA grant match for updated floodplain maps

### *Ten Year Outlook*

A CIP request will be submitted to upgrade manual flood warning gates to automated gates. As the city continues to build out, more drainage problems are being identified due to inadequate infrastructure being built in previous years. Additionally, aging infrastructure will require increased renewal and replacement dollars.

### *Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Percentage of scheduled lane miles of public streets swept	98%	99%	≥ 98%

### *Performance Comparison*

Street sweeping standards vary from city to city and range anywhere from downtown streets being swept three times per week (Scottsdale, AZ), to four times annually (Lake Jackson, Texas). The neighboring city of Hurst, TX has a goal to maintain a 45-day street cleaning cycle, and meets that 97% of the time (2008). Colleyville's standards are in line with these other cities, and lack of complaints from citizens verifies the effectiveness of the street sweeping program in protecting and preserving the City's neighborhoods.

## Program: Drainage Maintenance



The Drainage Maintenance Division maintains 72 miles of drainage channels throughout Colleyville. It is also responsible for street sweeping. The drainage crew performs maintenance on 1,274 drainage curb inlets and 39 outfall facilities. These activities help protect Colleyville's neighborhoods and businesses by reducing the risk of localized stormwater flooding and erosion. Erosion control is improved by removal of obstructions and vegetation that hinder the free-flowing condition of the stormwater system.

### *Major Accomplishments – FY 2014*

- Initiated inspection and field verification program to locate and report condition of storm sewer lines throughout the city
- Maintained and cleaned debris from low water crossings as needed

### *Major Initiatives – FY 2015*

- Continue to inspect and verify storm drain locations utilizing CCTV and update GIS information
- Establish a structured ditch and culvert maintenance program

### *Ten Year Outlook*

As the systematic program to inspect underground drainage system infrastructure continues and deficiencies are identified, long-term plans for major renewal and replacement will be developed.

*Performance Measures*

Performance Measures		FY 2013 Actual	FY 2014 Projection	FY 2015 Target
1	Percentage of storm drain inlets inspected	New Measure	≥ 50%	≥ 50%
2	Percentage of storm sewer lines inspected	New Measure	.004%	≥ 20%



# Non-Departmental Fiscal Year 2015 Business Plan

## Department Description

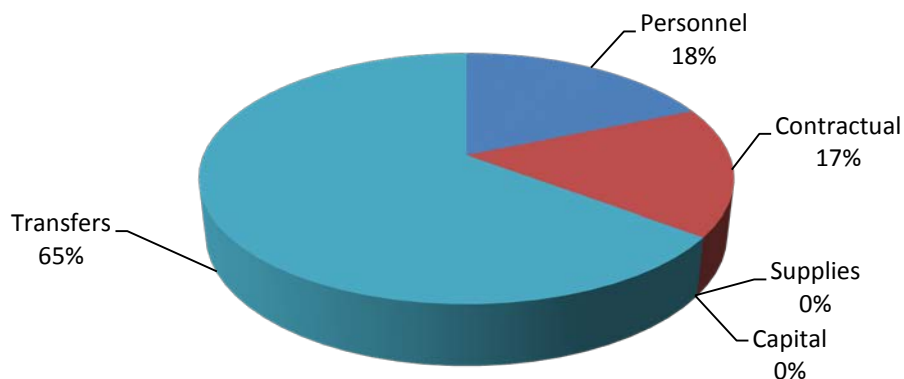
The Non-Departmental department in the Drainage Utility Fund was expanded during the FY 2014 budget preparation process to account for expenditures that are city-wide in nature. Consolidation of these expenditures allows for better tracking and trend analysis over time. Expenditures now included in the 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.

## FY 2015 Budget Summary

### Budget Summary

	FY 2013 Actual	FY 2014 Budget	FY 2015 Budget
Personnel	\$0	\$4,023	\$5,472
Contractual	\$0	\$4,028	\$4,891
Supplies	\$0	\$0	\$0
Capital	\$0	\$0	\$0
Transfers	\$19,032	\$19,032	\$19,032
<b>Total</b>	<b>\$19,032</b>	<b>\$ 27,083</b>	<b>\$ 29,395</b>

### FY 2015 Budget



## Transfers Summary

Interfund Loan Repayment	<u>\$19,032</u>
Total	\$19,032

## Personnel Summary

	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
FTEs	0	0	0

# Fiscal Year 2015

## 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>
2015	\$225,000	\$27,847	\$252,847
2016	\$105,000	\$22,121	\$127,121
2017	\$110,000	\$18,391	\$128,391
2018	\$110,000	\$14,574	\$124,574
2019	\$115,000	\$10,670	\$125,670
2020	\$125,000	\$6,506	\$131,506
2021	\$125,000	\$2,169	\$127,169
<b>TOTAL</b>	<b>\$915,000</b>	<b>\$102,278</b>	<b>\$1,017,278</b>

**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%	\$915,000
<b>TOTAL</b>			<b>\$915,000</b>

**ANNUAL REQUIREMENTS**

	<u>FISCAL YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
CURRENT YEAR	2015	\$225,000	\$27,847	\$252,847
MAXIMUM YEAR	2015	\$225,000	\$27,847	\$252,847
AVERAGE ANNUAL DEBT SERVICE		\$145,325		

**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.

# Fiscal Year 2015

## Debt Service Fund Summary



## DEBT SERVICE FUND SUMMARY

	ACTUAL FY 2013	BUDGETED FY 2014	BUDGETED FY 2015
BEGINNING FUND BALANCE - 10/1	\$ 1,239,412	931,622	778,956
 FUND REVENUES			
Current Property Taxes	\$ 1,455,343	1,001,974	699,816
Delinquent Property Taxes	12,820	16,000	16,000
Penalty & Interest	12,225	12,000	12,000
Transfer-in CCCPD Fund	505,924	501,182	500,985
Interest Income/Other	1,595	1,975	1,975
Use of Available Cash *	307,790	152,666	152,666
 TOTAL REVENUES	 \$ <u>2,295,696</u>	 <u>1,685,797</u>	 <u>1,383,442</u>
 FUND EXPENDITURES			
2001 G.O. Refunding Bonds	\$ 0	0	0
2002 Certificates of Obligation	0	0	0
2006 G.O. Refunding Bonds	655,934	538,098	536,809
2007 G.O. Bonds	224,000	222,000	318,000
2011 G.O. Refunding Bonds	758,200	560,850	163,575
2006 Fire Truck Lease	49,723	49,723	49,723
Ambulance Lease	0	0	0
Ambulance Lease	40,000	44,621	44,580
Motorola Radio Tower Lease	450,000	152,666	152,666
2010 Fire Truck Lease	116,839	116,839	116,839
2011 Bond Refunding Issuance Costs	0	0	0
Paying Agent	1,000	1,000	1,250
 TOTAL EXPENDITURES	 \$ <u>2,295,696</u>	 <u>1,685,797</u>	 <u>1,383,442</u>
 LESS USE OF AVAILABLE CASH *	 \$ (307,790)	 (152,666)	 (152,666)
 ENDING FUND BALANCE - 9/30	 \$ <u>931,622</u>	 <u>778,956</u>	 <u>626,290</u>

\* Available cash fund balance draw down to be used for Motorola Tower lease

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

<u>FISCAL YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2015	\$315,000	\$202,399	\$517,399
2016	\$330,000	\$191,016	\$521,016
2017	\$335,000	\$179,317	\$514,317
2018	\$335,000	\$167,543	\$502,543
2019	\$350,000	\$154,728	\$504,728
2020	\$320,000	\$141,400	\$461,400
2021	\$415,000	\$126,700	\$541,700
2022	\$435,000	\$109,700	\$544,700
2023	\$455,000	\$91,900	\$546,900
2024	\$480,000	\$73,200	\$553,200
2025	\$505,000	\$53,500	\$558,500
2026	\$530,000	\$32,800	\$562,800
2027	\$555,000	\$11,100	\$566,100
<b>TOTAL</b>	<u>\$5,360,000</u>	<u>\$1,535,303</u>	<u>\$6,895,303</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%	\$175,000
2007 GENERAL OBLIGATION BONDS	2027	4.0% TO 5.0%	\$4,275,000
2011 GENERAL OBLIGATION RFD BONDS	2020	2.0% TO 4.0%	<u>\$910,000</u>
		<b>TOTAL</b>	<u>\$5,360,000</u>

**ANNUAL REQUIREMENTS**

	FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
CURRENT YEAR	2015	\$315,000	\$202,399	\$517,399
MAXIMUM YEAR	2027	\$555,000	\$11,100	\$566,100

**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>
<b>TOTAL</b>	<u>\$4,575,000</u>	<u>\$4,575,000</u>	<u>\$0</u>

**OUTSTANDING DEBT SERVICE REQUIREMENTS - TAX SUPPORTED DEBT**

<b>2006 GENERAL OBLIGATION REFUNDING BONDS</b>			
FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2015	\$30,000	\$5,824	\$35,824
2016	\$35,000	\$4,641	\$39,641
2017	\$35,000	\$3,367	\$38,367
2018	\$35,000	\$2,093	\$37,093
2019	\$40,000	\$728	\$40,728
<b>TOTAL</b>	<b>\$175,000</b>	<b>\$16,653</b>	<b>\$191,653</b>

<b>2007 GENERAL OBLIGATION BONDS</b>			
FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2015	\$150,000	\$168,000	\$318,000
2016	\$150,000	\$162,000	\$312,000
2017	\$150,000	\$156,000	\$306,000
2018	\$150,000	\$150,000	\$300,000
2019	\$150,000	\$144,000	\$294,000
2020	\$150,000	\$138,000	\$288,000
2021	\$415,000	\$126,700	\$541,700
2022	\$435,000	\$109,700	\$544,700
2023	\$455,000	\$91,900	\$546,900
2024	\$480,000	\$73,200	\$553,200
2025	\$505,000	\$53,500	\$558,500
2026	\$530,000	\$32,800	\$562,800
2027	\$555,000	\$11,100	\$566,100
<b>TOTAL</b>	<b>\$4,275,000</b>	<b>\$1,416,900</b>	<b>\$5,691,900</b>

<b>2011 GENERAL OBLIGATION REFUNDING BONDS</b>			
FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2015	\$135,000	\$28,575	\$163,575
2016	\$145,000	\$24,375	\$169,375
2017	\$150,000	\$19,950	\$169,950
2018	\$150,000	\$15,450	\$165,450
2019	\$160,000	\$10,000	\$170,000
2020	\$170,000	\$3,400	\$173,400
<b>TOTAL</b>	<b>\$910,000</b>	<b>\$101,750</b>	<b>\$1,011,750</b>

## 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, 2015 is \$.3559 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 2015 tax rate	\$0.3559
Maximum allowable State tax rate	\$2.50
Percentage of allowable tax rate used	14.26%

### Calculation of Charter Legal Debt Limit

City of Colleyville FY 2015 tax rate	\$0.3559
Maximum allowable Charter tax rate	\$1.50
Percentage of allowable tax rate used	23.73%

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 2015 debt portion of the tax rate is \$.02129, which is 1.4% of the permissible debt service allocation.



# Fiscal Year 2015

## 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 2015 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 2015 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 2015 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 2015 budget for the following special revenue funds:

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

**RESOLUTION R-14-0066**

**A RESOLUTION ADOPTING AN ANNUAL BUDGET FOR  
FISCAL YEAR 2015 FOR THE  
COLLEYVILLE CRIME CONTROL AND PREVENTION DISTRICT**

**WHEREAS,** the laws of the State of Texas require an annual budget be adopted by the Board of Directors; and

**WHEREAS,** the laws require the budget includes 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.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS  
OF THE COLLEYVILLE CRIME CONTROL AND PREVENTION DISTRICT:**

Sec. 1. THAT the Fiscal Year 2015 budget amounts for the Colleyville Crime Control and Prevention District with a sales and use tax rate of .5% are as follows:

Projected Revenue Received in Fiscal Year 2014	\$1,536,712
Projected Cash on Hand as of October 1, 2014	\$1,256,369
Revenues	\$1,639,300
Expenditures	\$1,438,906
Ending Fund Balance at September 30, 2015	\$1,232,463

**AND IT IS SO RESOLVED.**

APPROVED BY A VOTE OF 7 AYES, 0 NAYS, AND 0  
ABSTENTIONS ON THIS THE 17<sup>TH</sup> DAY OF JUNE 2014.

**ATTEST:**



Amy Shelley, TRMC  
City Secretary

**COLLEYVILLE CRIME CONTROL  
AND PREVENTION DISTRICT**



Jody Short  
President

<b>COLLEYVILLE CRIME CONTROL DISTRICT</b> <b>FY 2015 PROPOSED BUDGET</b>
---

<b>FISCAL YEAR</b>	<b>ADOPTED FY 2014</b>	<b>PROJECTED FY 2014</b>	<b>PROPOSED FY 2015</b>
BEGINNING FUND BALANCE	\$1,072,545	\$1,216,583	\$1,256,369
<b>REVENUES:</b>			
1/2 CENT SALES TAX REVENUE	\$1,275,000	\$1,350,000	\$1,413,500
INTEREST INCOME	\$1,500	\$1,500	\$1,500
USE OF AVAILABLE CASH	\$235,687	\$185,212	\$224,300
TOTAL REVENUES	\$1,512,187	\$1,536,712	\$1,639,300
<b>EXPENDITURES:</b>			
ADMINISTRATIVE BOARD/AUDIT EXPENSES:	\$1,850	\$1,850	\$1,850
POLICE SOFTWARE ANNUAL MAINTENANCE CONTRACT	\$45,000	\$45,000	\$49,500
REGIONAL RECRUITING AND HIRING PROCESS (PACT TEST)	\$2,000	\$2,000	\$2,000
CRIME REPORTS CRIME MAPPING SOFTWARE	\$1,200	\$1,200	\$1,200
CRIME REPORTS ANALYTICAL CRIME MAPPING SOFTWARE	\$3,588	\$3,588	\$3,588
NETMOTION WIRELESS MAINTENANCE AGREEMENT	\$3,219	\$3,219	\$3,219
L-3 IN-CAR VIDEO SYSTEM SERVER MAINTENANCE	\$3,768	\$3,768	\$3,949
<b>PERSONNEL:</b>			
POLICE OFFICERS:			
6 OFFICERS (ONE MID-YEAR START IN FY 2014)	\$457,057	\$457,057	\$516,632
ADDITIONAL OFFICER IN FY 2015	\$0	\$0	\$72,933
TEEN COURT	\$33,750	\$33,750	\$33,750
<b>VEHICLES:</b>			
REPLACEMENT - PATROL VEHICLE AND EQUIPMENT	\$206,600	\$206,600	\$200,000
REPLACEMENT - CID VEHICLE	\$24,000	\$24,000	\$26,000
<b>EQUIPMENT:</b>			
SELF AID TRAUMA KITS	\$0	\$0	\$2,000
ANNUAL WEAPONS REPLACEMENT	\$8,500	\$8,500	\$8,500
RADAR TRAILER	\$10,000	\$10,000	\$0
FOUR HANDHELD RADAR UNITS	\$0	\$0	\$2,800
<b>DEBT SERVICE:</b>			
2006 SERIES REFUNDING DEBT	\$501,182	\$501,182	\$500,985
<b>TRANSFERS:</b>			
CAPITAL EQUIPMENT REPLACEMENT FUND - IN-CAR MOBILE DIGITAL COMPUTER SYSTEM	\$10,000	\$10,000	\$10,000
TOTAL EXPENDITURES	<u>\$1,311,714</u>	<u>\$1,311,714</u>	<u>\$1,438,906</u>
EXCESS REVENUES OVER EXPENDITURES ^^	\$200,473	\$224,998	\$200,394
ENDING FUND BALANCE	<u>\$1,037,331</u>	<u>\$1,256,369</u>	<u>\$1,232,463</u>

^^ MUST HAVE A 1.4 TIMES COVERAGE RATIO (\$200,473) FOR DEBT SERVICE PAYMENT IN FY 2014

^^ MUST HAVE A 1.4 TIMES COVERAGE RATIO (\$200,394) FOR DEBT SERVICE PAYMENT IN FY 2015

**RESOLUTION R-14-132**

**A RESOLUTION ADOPTING AN ANNUAL BUDGET FOR  
FISCAL YEAR 2015 FOR THE COLLEYVILLE ECONOMIC  
DEVELOPMENT CORPORATION**

**WHEREAS,** the bylaws of the Colleyville Economic Development Corporation require that an annual budget be adopted by the Board of Directors; and

**WHEREAS,** the bylaws require that the budget includes projected revenues and proposed expenditures.

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

Sec. 1. THAT the Fiscal Year 2015 budget amounts for the Colleyville Economic Development Corporation are as follows:


Revenues                    \$2,537,616

Expenditures              \$2,279,464


**AND IT IS SO RESOLVED.**

APPROVED BY A VOTE OF 7 AYES, 0 NAYS, AND 0 ABSTENTIONS ON THIS  
26<sup>TH</sup> DAY OF AUGUST 2014.

**ATTEST:**

  
Amy Shelley, TRMC  
Secretary

**COLLEYVILLE ECONOMIC  
DEVELOPMENT CORPORATION**

  
Carol Wollin  
President

**COLLEYVILLE ECONOMIC DEVELOPMENT CORPORATION  
FY 2015 Proposed Budget**

FISCAL YEAR	Anticipated 2014	Proposed 2015
BEGINNING FUND BALANCE	\$ 2,268,996	\$ 2,412,373
<b>REVENUES:</b>		
SALES TAX REVENUE	\$ 1,437,500	\$ 1,600,000
INTEREST INCOME	\$ 4,027	\$ 4,825
USE OF AVAILABLE CASH	\$ 114,475	\$ 932,791
<b>TOTAL REVENUES</b>	<b>\$ 1,556,002</b>	<b>\$ 2,537,616</b>
<b>LESS EXPENDITURES:</b>		
OPERATING:		
ADMINISTRATIVE	\$ 2,000	\$ 2,000
2005 DEBT SERVICE	\$ 644,630	\$ 645,383
WATER / WASTEWATER- MC PHERSON PARK	\$ 270	\$ 18,000
PERSONNEL - SENIOR CENTER	\$ 64,975	\$ 67,106
PERSONNEL - LIBRARY	\$ 76,448	\$ 79,030
OPERATIONS - LIBRARY	\$ 4,421	\$ 4,553
PROMOTIONAL:		
OLD TYME BBQ EVENT	\$ 15,000	\$ 15,000
HOLLY COLLEY HOLIDAY/FALL EVENT	\$ 36,000	\$ 36,000
RED, WHITE & SOUSA EVENT	\$ 36,000	\$ 36,000
ECONOMIC DEVELOPMENT PROMOTIONAL	\$ 57,153	\$ 21,000
PT MARKETING COORDINATOR	\$ -	\$ 38,392
CAPITAL:		
INTERFUND LOAN - COLLEYVILLE CENTER RENOVATIONS (\$661,325 REPAID OVER 4 YEARS)	\$ 165,332	\$ -
CITY PARK - LANDSCAPE AND AMENITIES- \$114,000 CARRY FORWARD FROM FY14	\$ 61,000	\$ 258,000
COLLEYVILLE CENTER - REPLACEMENT ORIGINAL STAGE CURTAIN	\$ 25,000	\$ -
COLLEYVILLE CENTER - REFINISH STAGE	\$ 4,000	\$ -
COLLEYVILLE CENTER - REPAIRS TO ORIGINAL SLOPED METAL ROOF	\$ 48,000	\$ -
COLLEYVILLE CENTER - REPLACEMENT OF CATERING OVEN	\$ -	\$ 7,000
COLLEYVILLE CENTER - SITE MASTER PLAN- CARRY FORWARD	\$ -	\$ 25,000
CITYWIDE TRAIL SYSTEM -		
COTTON BELT II SPUR @ WEBB HOUSE CONSTRUCTION-CARRY FORWARD	\$ -	\$ 50,000
PLEASANT RUN TRAIL ROW ACQUISITION (BOGART TO MISSION)-CARRY FORWARD	\$ 32,922	\$ -
PLEASANT RUN TRAIL CONSTRUCTION (BOGART TO MISSION)-CARRY FORWARD	\$ -	\$ 277,000
IMPROVEMENTS AT COTTON BELT - LD LOCKETT PARK TRAILHEAD - CARRY FORWARD	\$ -	\$ 100,000
SENIOR CENTER		
RENOVATION - DESIGN	\$ 25,000	\$ -
REPAIRS- CARRY FORWARD	\$ -	\$ 100,000
FUTURE PROJECTS	\$ -	\$ 500,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,298,151</b>	<b>\$ 2,279,464</b>
<b>EXCESS REVENUES OVER EXPENDITURES</b>	<b>\$ 257,852</b>	<b>\$ 258,152</b>
ENDING FUND BALANCE	\$ 2,412,373	\$ 1,737,734

NOTE: A COVERAGE RATIO OF 1.4 IS REQUIRED TO MEET THE SALES TAX BOND COVENANTS FOR FY 2015; REVENUES MUST EXCEED EXPENDITURES BY AT LEAST \$258,152.



# Fiscal Year 2015

## 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 2015 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. Colleyville’s CIP includes projects in a number of categories, as shown in the chart below. Similar to the five-year General Fund budget projection, 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. When determining priority of projects, each potential project is evaluated in terms of alignment with the City’s Strategic Plan and overall goals. The CIP operates on a multi-year basis and utilizes a variety of funding sources including the City’s major operating funds, impact fees, special revenue funds, and other entities such as TxDOT.

FY 2015 Project Category	FY 2015 Project Cost
Streets	\$21,067,400
Utility	662,648
Parks	1,264,137
Technology	394,700
Facilities	250,000
Other	500,163
<b>TOTAL</b>	<b>\$24,139,048</b>

The FY 2015 budget ordinance O-14-1929 adopted and provided funding authorization for Year 1 (FY 2015) of the 5-Year CIP. The City Council also approved resolution R-14-3781 adopting the comprehensive five year capital improvement program for FY 2015-2019, 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. Each year, the new Year 1 of the CIP will receive funding authorization with the budget adoption ordinance.

The pages that follow provide a summary of the FY 2015 CIP projects and associated funding sources, as well as a description and map indicating the location.

**RESOLUTION R-14-3781**

**REPLACING RESOLUTION R-13-3666 AND ADOPTING A  
COMPREHENSIVE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FOR  
FISCAL YEARS 2015-2019 FOR THE CITY OF COLLEYVILLE, TEXAS**

**WHEREAS,** planning for capital expenditures is an essential function of local government; and

**WHEREAS,** a multi-year capital improvement program is an important communication tool for residents and businesses; and

**WHEREAS,** a multi-year capital improvement program is a valuable tool in addressing infrastructure renewal and replacement needs and an essential part of the City's financial planning.


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

- Sec. 1. THAT this resolution replaces Resolution R-13-3666.
- Sec. 2. THAT the Fiscal Year 2015-2019 Capital Improvement Program attached as Exhibit "A", is hereby adopted.
- Sec. 3. THAT the Capital Improvement Program will be reviewed and updated on an annual basis, or as otherwise necessary.
- Sec. 4. THAT changes to the Capital Improvement Program will require approval of the City Council.

**AND IT IS SO RESOLVED.**

APPROVED BY A VOTE OF 6 AYES, 1 NAYS, AND 0 ABSTENTIONS ON THIS  
THE 16<sup>TH</sup> DAY OF SEPTEMBER 2014.

**ATTEST:**

  
Amy Shelley, TRMC  
City Secretary

**CITY OF COLLEYVILLE**

  
David Kelly  
Mayor

Project Year	Project ID	Title	CEDC (Parks, Trails & Libraries)			FWHA/ TxDOT	General Fund
			Total Project Cost				
2015	FC15-001	Service Center - Design	\$250,000	\$0	\$0	\$0	
	OT15-002	Temporary Repair of Whites Chapel Road Bridge	\$150,000	\$0	\$0	\$150,000	
	OT15-003	Reconstruct Bedford Road Retaining Wall	\$350,163	\$0	\$0	\$350,163	
	PK15-001	City Park - Landscape and Amenities	\$258,000	\$258,000	\$0	\$0	
	PK15-002	Construct Cottonbelt II Spur @ Webb House	\$50,000	\$50,000	\$0	\$0	
	PK15-005	Pleasant Run Trail Construction (Bogart to Mission)	\$277,000	\$277,000	\$0	\$0	
	PK15-006	Improvements at Cotton Belt-LD Locket Park Trailhead	\$504,137	\$100,000	\$0	\$0	
	PK15-008	Senior Center Repairs	\$100,000	\$100,000	\$0	\$0	
	PK15-009	Pleasant Run Playground	\$75,000	\$0	\$0	\$0	
	ST15-001	2015 Miscellaneous Concrete Repairs	\$500,000	\$0	\$0	\$500,000	
	ST15-003	Rehabilitate Jackson Road (2015 County Project)	\$267,400	\$0	\$0	\$267,400	
	ST15-005	Pavement Markings 2015	\$100,000	\$0	\$0	\$100,000	
	ST15-006	Construct Glade Road (Bransford to Manning)	\$5,700,000	\$0	\$0	\$0	
	ST15-007	Misc Major Asphalt Maintenance 2015	\$500,000	\$0	\$0	\$500,000	
	ST15-008	Construct SH 26, Phase II	\$14,000,000	\$0	\$14,000,000	\$0	
	T15-001	Fiber Build Phase 1-3	\$394,700	\$0	\$0	\$0	
	UT15-001	Upsize Utility Lines (Reagan Estates)	\$662,648	\$0	\$0	\$0	
			<b>\$24,139,048</b>	<b>\$785,000</b>	<b>\$14,000,000</b>	<b>\$1,867,563</b>	
2016	PK16-001	Construct New Trail 2016	\$150,000	\$150,000	\$0	\$0	
	ST15-004	Design Pleasant Run (Shelton to Tinker)	\$156,000	\$0	\$0	\$156,000	
	ST16-004	Miscellaneous Concrete Repair	\$500,000	\$0	\$0	\$500,000	
	ST16-005	Rehabilitate Bandit Trail (2016 County Project)	\$250,000	\$0	\$0	\$250,000	
	ST16-007	Pavement Markings 2016	\$100,000	\$0	\$0	\$100,000	
	ST16-009	Misc Major Asphalt Maintenance 2016	\$500,000	\$0	\$0	\$500,000	
			<b>\$1,656,000</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$1,506,000</b>	
2017	PK17-001	Construct New Trail 2017	\$150,000	\$150,000	\$0	\$0	
	ST16-001	Reconstruct Pleasant Run (Shelton to Tinker)	\$1,161,800	\$0	\$0	\$1,161,800	
	ST17-001	2017 Miscellaneous Concrete Repair	\$500,000	\$0	\$0	\$500,000	
	ST17-002	Rehabilitate Streets TBD (2017 County Project)	\$250,000	\$0	\$0	\$250,000	
	ST17-006	Pavement Markings 2017	\$100,000	\$0	\$0	\$100,000	
	ST17-007	Misc Major Asphalt Maintenance 2017	\$500,000	\$0	\$0	\$500,000	
	UT17-001	Upsize Utility Lines (Woodbriar/Quail Crest Estates)	\$2,161,141	\$0	\$0	\$0	
			<b>\$4,822,941</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$2,511,800</b>	
2018	PK18-001	Construct New Trail 2019	\$150,000	\$150,000	\$0	\$0	
	ST16-003	Design Pleasant Run (Tinker to John McCain)	\$321,000	\$0	\$0	\$232,998	
	ST18-002	2018 Miscellaneous Concrete Repair	\$500,000	\$0	\$0	\$500,000	
	ST18-003	Rehabilitate Streets TBD (2018 County Project)	\$250,000	\$0	\$0	\$250,000	
	ST18-006	Pavement Markings 2018	\$100,000	\$0	\$0	\$100,000	
	ST18-007	Misc Major Asphalt Maintenance 2018	\$500,000	\$0	\$0	\$500,000	
	UT16-001	Upsize Utility Lines (Sunrise Terrace, Brighton Oaks)	\$1,889,243	\$0	\$0	\$0	
			<b>\$3,710,243</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$1,582,998</b>	
2019	PK19-001	Construct Pleasant Run Trail (Cottonbelt RR to John McCain)	\$300,000	\$300,000	\$0	\$0	
	ST18-004	Reconstruct Pleasant Run (Tinker to John McCain)	\$2,396,150	\$0	\$0	\$2,396,150	
	ST19-003	Rehabilitate Streets TBD (2019 County Project)	\$250,000	\$0	\$0	\$250,000	
	ST19-004	2019 Miscellaneous Concrete Repair	\$500,000	\$0	\$0	\$500,000	
	ST19-005	Pavement Markings 2019	\$100,000	\$0	\$0	\$100,000	
	ST19-008	Misc Major Asphalt Maintenance 2019	\$400,000	\$0	\$0	\$400,000	
			<b>\$3,946,150</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$3,646,150</b>	

Grants/ Other	Parkland Dedication Fund	Perimeter Street Fees	TIF	Tomorrow Fund	Utility Fund	Utility Fund - End of Year Transfer	Water Impact Fees
\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$404,137	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$5,700,000	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$394,700	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$250,000	\$360,032	\$52,616
<b>\$250,000</b>	<b>\$479,137</b>	<b>\$0</b>	<b>\$5,700,000</b>	<b>\$394,700</b>	<b>\$250,000</b>	<b>\$360,032</b>	<b>\$52,616</b>
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$500,000	\$1,661,141	\$0
<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$1,661,141</b>	<b>\$0</b>
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$88,002	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$250,000	\$1,639,243	\$0
<b>\$0</b>	<b>\$0</b>	<b>\$88,002</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$1,639,243</b>	<b>\$0</b>
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

UNFUNDED

DR20-001	Flood Gates Upgrade	\$365,020	\$0	\$0	\$0
FC21-001	Service Center - Construction	\$4,000,000	\$0	\$0	\$0
FR19-001	HVAC Replacement - Justice Center	\$237,000	\$0	\$0	\$0
FR19-002	HVAC Replacement - City Hall/Library	\$273,000	\$0	\$0	\$0
FR19-003	Boiler Replacement - City Hall	\$107,900	\$0	\$0	\$0
FR19-004	Library Fountain Repair	\$70,447	\$0	\$0	\$0
FR19-005	Roof Repair - Justice Center	\$116,227	\$0	\$0	\$0
FR19-006	Fire Station Door Replacement	\$130,000	\$0	\$0	\$0
FR20-001	Carpet and VCT Tile - City Hall	\$102,443	\$0	\$0	\$0
FR22-001	Carpet and VCT Tile - Library	\$98,055	\$0	\$0	\$0
FR22-002	Metal Roof Coating - Justice Center	\$212,800	\$0	\$0	\$0
FR23-001	Carpet and VCT Tile - Justice Center	\$88,052	\$0	\$0	\$0
ST15-002	Reconstruct Streets in Western Trails	\$1,778,695	\$0	\$0	\$0
ST16-002	Rehabilitate Streets in Western Trails	\$828,120	\$0	\$0	\$0
ST16-006	Design Pleasant Run (John McCain to North City Limit)	\$226,680	\$0	\$0	\$0
ST17-003	Rehabilitate Pecan Park and Sand Oaks	\$1,718,540	\$0	\$0	\$0
ST17-005	Design Reconstruction of Roberts Road	\$152,880	\$0	\$0	\$0
ST18-001	Rehabilitate Streets in Woodbriar, Quail Crest Estates	\$1,984,400	\$0	\$0	\$0
ST19-001	Rehabilitate Streets in Sunrise Terrace/Brighton oaks	\$1,730,200	\$0	\$0	\$0
ST19-002	Reconstruct Pleasant Run (John McCain to North City Limits)	\$1,699,850	\$0	\$0	\$0
ST19-006	Reconstruction of Roberts Road	\$1,200,950	\$0	\$0	\$0
ST19-008	Construct Frontier Court	\$1,266,000	\$0	\$0	\$0
		<b>\$18,387,259</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>








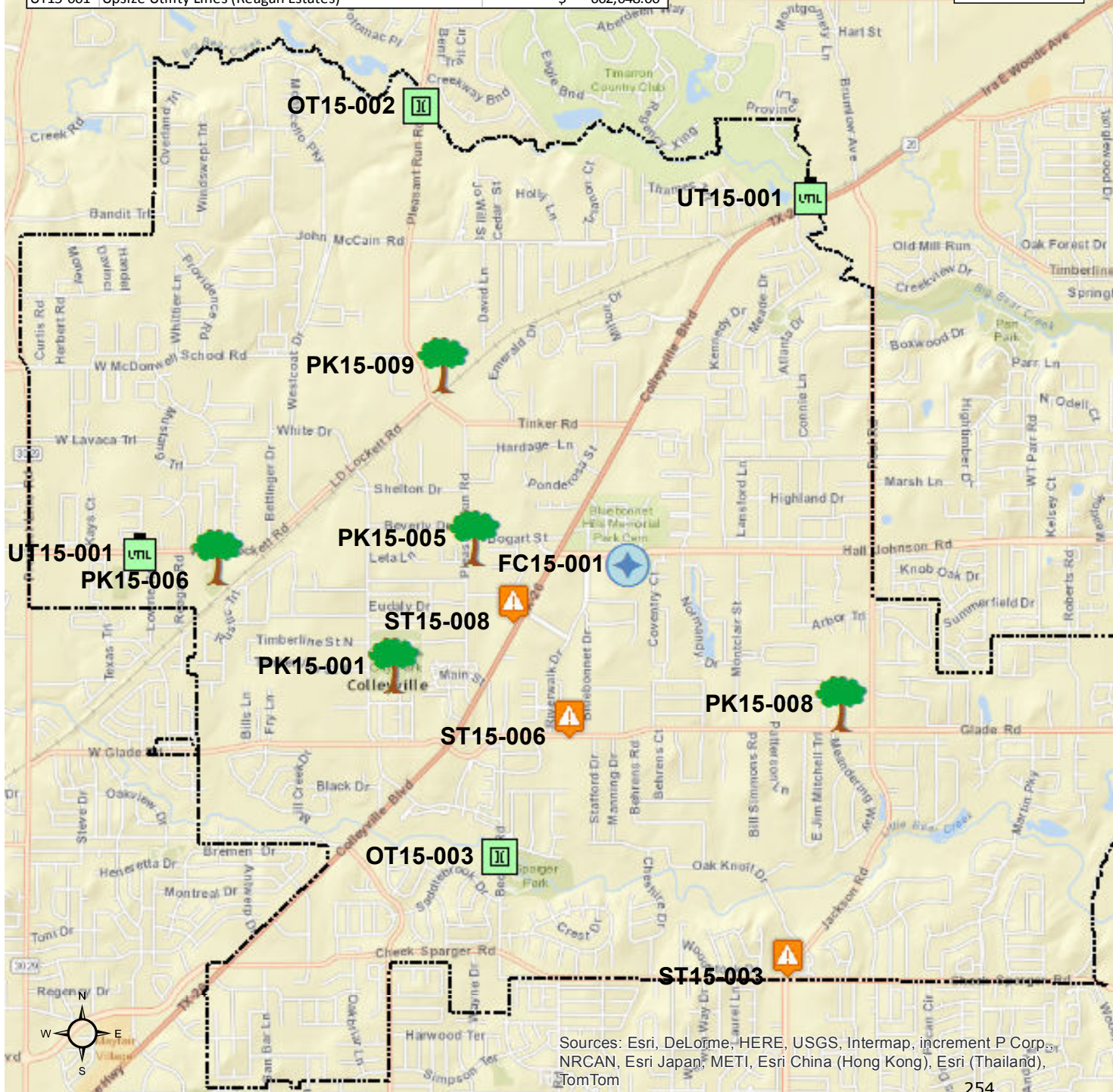
# 2015 PROJECTS

Project ID	Title	Total Project Cost
FC15-001	Service Center Design	\$ 250,000.00
OT15-002	Temporary Repair of White Chapel Road Bridge	\$ 150,000.00
OT15-003	Reconstruct Bedford Road Retaining Wall	\$ 350,163.00
PK15-001	City Park- Landscape and Amenities	\$ 258,000.00
PK15-002	Construct Cottonbelt II Spur @ Webb House	\$ 50,000.00
PK15-005	Pleasant Run Trail Construction (Bogart to Mission)	\$ 277,000.00
PK15-006	Improvements at Cotton Belt - LD Lockett Park Trailhead	\$ 504,137.00
PK15-008	Senior Center Repairs	\$ 100,000.00
PK15-009	Pleasant Run Playground	\$ 75,000.00
ST15-003	Rehabilitate Jackson Road (2015 County Project)	\$ 267,400.00
ST15-006	Construct Glade Road (Bransford to Manning)	\$ 5,700,000.00
ST15-008	Construct SH 26, Phase II	\$ 14,000,000.00
UT15-001	Upsize Utility Lines (Reagan Estates)	\$ 662,648.00

**Legend**

**Project Types**

-  Facility
-  Transportation
-  Park
-  Streets
-  Utilities



Sources: Esri, DeLorme, HERE, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), TomTom



# CIP Project Information

<b>Project Year</b>	<b>2015</b>	<b>Project ID</b>	<b>FC15-001</b>
<b>Title</b>	<b>Service Center - Design</b>	<b>Category</b>	<b>Facility - New Construction</b>
<b>Department</b>	<b>Public Works</b>	<b>Program</b>	<b>Engineering</b>
<b>Program Information</b>	Design a new municipal Service Center.		

## PROJECT COST INFORMATION

## FUNDING INFORMATION

Buildings-New	\$250,000.00	Capital Project Transfer for Street Rehabilitation	\$0.00
Buildings-Reconstruction	\$0.00	CEDC (Parks, Trails & Libraries)	\$0.00
Furniture/Fixtures	\$0.00	COG/TxDOT County	\$0.00
Equipment	\$0.00	County Bond Program	\$0.00
Other	\$0.00	Drainage Fund	\$0.00
Impact on Operating Budget	\$0.00	FWHA/TxDOT	\$0.00
Infrastructure Projects-Planning Design	\$0.00	General Fund	\$0.00
Infrastructure Projects-Printing and Postage	\$0.00	General Fund - End of Year Transfer	\$0.00
Infrastructure Projects-Land/ROW Acquisition	\$0.00	Grants/Other	\$250,000.00
Infrastructure Projects-Fees and Permits	\$0.00	NCTCOG	\$0.00
Infrastructure Projects-Utility Relocation	\$0.00	Other, City Funds	\$0.00
Infrastructure Projects-Testing (2-1/2%)	\$0.00	Other, Non-City Funds	\$0.00
Infrastructure Projects-Construction	\$0.00	Parkland Dedication Fund	\$0.00
Infrastructure Projects-Inspection (3%)	\$0.00	Perimeter Street Fees	\$0.00
Infrastructure Projects-Landscaping	\$0.00	Roadway Impact Service Area 1 (East of SH 26)	\$0.00
Infrastructure Projects-Other	\$0.00	Roadway Impact Service Area s (West of SH 26)	\$0.00
<b>Total Project Cost</b>	<b>\$250,000.00</b>	TIF	\$0.00
		Tomorrow Fund	\$0.00
		Utility Fund	\$0.00
		Utility Fund - End of Year Transfer	\$0.00
<b>O and M Costs</b>	<b>0</b>	Wastewater Impapct Fees	\$0.00
<b>Project Start Date</b>	<b>November 2014</b>	Water Impact Fees	\$0.00
<b>Project End Date</b>	<b>October 2015</b>	<b>Total Funding</b>	<b>\$250,000.00</b>
		<b>Not Funded</b>	\$0.00
		<b>Total</b>	<b>\$250,000.00</b>



<b>Project Year</b>	<b>2015</b>	<b>Project ID</b>	<b>OT15-002</b>
<b>Title</b>	<b>Repair of White Chapel Road Bridge</b>	<b>Category</b>	<b>Other</b>
<b>Department</b>	<b>Public Works</b>	<b>Program</b>	<b>Engineering</b>
<b>Program Information</b>	This project will provide a temporary repair of the roadway bridge over Big Bear Creek at the Southlake/Colleyville city limits. During the biannual bridge inspection performed by TxDOT, the bridge was determined to have significant scouring problems that are undermining the support piers. Colleyville and Southlake jointly funded a study to determine what needed to be done to repair the bridge.		

**PROJECT COST INFORMATION**

**FUNDING INFORMATION**

Buildings-New	\$0.00	Capital Project Transfer for Street Rehabilitation	\$0.00
Buildings-Reconstruction	\$0.00	CEDC (Parks, Trails & Libraries)	\$0.00
Furniture/Fixtures	\$0.00	COG/TxDOT County	\$0.00
Equipment	\$0.00	County Bond Program	\$0.00
Other	\$0.00	Drainage Fund	\$0.00
Impact on Operating Budget	\$0.00	FWHA/TxDOT	\$0.00
Infrastructure Projects-Planning Design	\$0.00	General Fund	\$150,000.00
Infrastructure Projects-Printing and Postage	\$0.00	General Fund - End of Year Transfer	\$0.00
Infrastructure Projects-Land/ROW Acquisition	\$0.00	Grants/Other	\$0.00
Infrastructure Projects-Fees and Permits	\$0.00	NCTCOG	\$0.00
Infrastructure Projects-Utility Relocation	\$0.00	Other, City Funds	\$0.00
Infrastructure Projects-Testing (2-1/2%)	\$0.00	Other, Non-City Funds	\$0.00
Infrastructure Projects-Construction	\$150,000.00	Parkland Dedication Fund	\$0.00
Infrastructure Projects-Inspection (3%)	\$0.00	Perimeter Street Fees	\$0.00
Infrastructure Projects-Landscaping	\$0.00	Roadway Impact Service Area 1 (East of SH 26)	\$0.00
Infrastructure Projects-Other	\$0.00	Roadway Impact Service Area s (West of SH 26)	\$0.00
<b>Total Project Cost</b>	<b>\$150,000.00</b>	TIF	\$0.00
		Tomorrow Fund	\$0.00
		Utility Fund	\$0.00
		Utility Fund - End of Year Transfer	\$0.00
<b>O and M Costs</b>	<b>0</b>	Wastewater Imapct Fees	\$0.00
<b>Project Start Date</b>	<b>November 2014</b>	Water Impact Fees	\$0.00
<b>Project End Date</b>	<b>January 2015</b>	<b>Total Funding</b>	<b>\$150,000.00</b>
		<b>Not Funded</b>	\$0.00
		<b>Total</b>	<b>\$150,000.00</b>

<b>Project Year</b>	<b>2015</b>	<b>Project ID</b>	<b>OT15-003</b>
<b>Title</b>	<b>Bedford Road Retaining Wall</b>	<b>Category</b>	<b>Other</b>
<b>Department</b>	<b>Public Works</b>	<b>Program</b>	<b>Engineering</b>
<b>Program Information</b>	The railroad tie retaining wall on the west side of Bedford Road between Saddlebrook Drive and Cheek-Sparger is failing. This project will replace that portion of the retaining wall.		

**PROJECT COST INFORMATION**

**FUNDING INFORMATION**

Buildings-New	\$0.00	Capital Project Transfer for Street Rehabilitation	\$0.00
Buildings-Reconstruction	\$0.00	CEDC (Parks, Trails & Libraries)	\$0.00
Furniture/Fixtures	\$0.00	COG/TxDOT County	\$0.00
Equipment	\$0.00	County Bond Program	\$0.00
Other	\$0.00	Drainage Fund	\$0.00
Impact on Operating Budget	\$0.00	FWHA/TxDOT	\$0.00
Infrastructure Projects-Planning Design	\$25,000.00	General Fund	\$350,163.00
Infrastructure Projects-Printing and Postage	\$1,000.00	General Fund - End of Year Transfer	\$0.00
Infrastructure Projects-Land/ROW Acquisition	\$0.00	Grants/Other	\$0.00
Infrastructure Projects-Fees and Permits	\$0.00	NCTCOG	\$0.00
Infrastructure Projects-Utility Relocation	\$0.00	Other, City Funds	\$0.00
Infrastructure Projects-Testing (2-1/2%)	\$7,438.00	Other, Non-City Funds	\$0.00
Infrastructure Projects-Construction	\$297,500.00	Parkland Dedication Fund	\$0.00
Infrastructure Projects-Inspection (3%)	\$8,925.00	Perimeter Street Fees	\$0.00
Infrastructure Projects-Landscaping	\$10,000.00	Roadway Impact Service Area 1 (East of SH 26)	\$0.00
Infrastructure Projects-Other	\$300.00	Roadway Impact Service Area s (West of SH 26)	\$0.00
<b>Total Project Cost</b>	<b>\$350,163.00</b>	TIF	\$0.00
		Tomorrow Fund	\$0.00
		Utility Fund	\$0.00
		Utility Fund - End of Year Transfer	\$0.00
<b>O and M Costs</b>	<b>0</b>	Wastewater Imapct Fees	\$0.00
<b>Project Start Date</b>	<b>Winter 2014</b>	Water Impact Fees	\$0.00
<b>Project End Date</b>	<b>Spring 2015</b>	<b>Total Funding</b>	<b>\$350,163.00</b>
		<b>Not Funded</b>	\$0.00
		<b>Total</b>	<b>\$350,163.00</b>

<b>Project Year</b>	<b>2015</b>	<b>Project ID</b>	<b>PK15-001</b>
<b>Title</b>	<b>City Park Landscape and Amenities</b>	<b>Category</b>	<b>Parks</b>
<b>Department</b>	<b>Parks</b>	<b>Program</b>	<b>Parks</b>
<b>Program Information</b>	Landscaping improvements will be targeted in five areas, measuring over 11,000 square feet. The update will include the addition of over 1,300 new plants and irrigation modifications, to include drip irrigation, in selected areas. Additionally, the project will bring over 35 new trees to City Park along with a concrete patio approximately 2,000 square feet in size complete with picnic tables and benches. The existing chain link fence located on the north end of the pond will be replaced with a powder coated ornamental fence.		

**PROJECT COST INFORMATION**

**FUNDING INFORMATION**

Buildings-New	\$0.00	Capital Project Transfer for Street Rehabilitation	\$0.00
Buildings-Reconstruction	\$0.00	CEDC (Parks, Trails & Libraries)	\$258,000.00
Furniture/Fixtures	\$0.00	COG/TxDOT County	\$0.00
Equipment	\$0.00	County Bond Program	\$0.00
Other	\$0.00	Drainage Fund	\$0.00
Impact on Operating Budget	\$0.00	FWHA/TxDOT	\$0.00
Infrastructure Projects-Planning Design	\$0.00	General Fund	\$0.00
Infrastructure Projects-Printing and Postage	\$0.00	General Fund - End of Year Transfer	\$0.00
Infrastructure Projects-Land/ROW Acquisition	\$0.00	Grants/Other	\$0.00
Infrastructure Projects-Fees and Permits	\$0.00	NCTCOG	\$0.00
Infrastructure Projects-Utility Relocation	\$0.00	Other, City Funds	\$0.00
Infrastructure Projects-Testing (2-1/2%)	\$0.00	Other, Non-City Funds	\$0.00
Infrastructure Projects-Construction	\$258,000.00	Parkland Dedication Fund	\$0.00
Infrastructure Projects-Inspection (3%)	\$0.00	Perimeter Street Fees	\$0.00
Infrastructure Projects-Landscaping	\$0.00	Roadway Impact Service Area 1 (East of SH 26)	\$0.00
Infrastructure Projects-Other	\$0.00	Roadway Impact Service Area s (West of SH 26)	\$0.00
<b>Total Project Cost</b>	<b>\$258,000.00</b>	TIF	\$0.00
		Tomorrow Fund	\$0.00
		Utility Fund	\$0.00
		Utility Fund - End of Year Transfer	\$0.00
<b>O and M Costs</b>	<b>0</b>	Wastewater Imapct Fees	\$0.00
<b>Project Start Date</b>	<b>Winter 2014</b>	Water Impact Fees	\$0.00
<b>Project End Date</b>	<b>Spring 2015</b>	<b>Total Funding</b>	<b>\$258,000.00</b>
		<b>Not Funded</b>	\$0.00
		<b>Total</b>	<b>\$258,000.00</b>

<b>Project Year</b>	<b>2015</b>	<b>Project ID</b>	<b>PK15-002</b>
<b>Title</b>	<b>Construct Cottonbelt II Spur @ Webb</b>	<b>Category</b>	<b>Parks</b>
<b>Department</b>	<b>Parks</b>	<b>Program</b>	<b>Parks</b>
<b>Program Information</b>	Construct Cottonbelt Trail Spur from Webb House to Cottonbelt Trail.		

**PROJECT COST INFORMATION**

**FUNDING INFORMATION**

Buildings-New	\$0.00	Capital Project Transfer for Street Rehabilitation	\$0.00
Buildings-Reconstruction	\$0.00	CEDC (Parks, Trails & Libraries)	\$50,000.00
Furniture/Fixtures	\$0.00	COG/TxDOT County	\$0.00
Equipment	\$0.00	County Bond Program	\$0.00
Other	\$0.00	Drainage Fund	\$0.00
Impact on Operating Budget	\$0.00	FWHA/TxDOT	\$0.00
Infrastructure Projects-Planning Design	\$0.00	General Fund	\$0.00
Infrastructure Projects-Printing and Postage	\$0.00	General Fund - End of Year Transfer	\$0.00
Infrastructure Projects-Land/ROW Acquisition	\$0.00	Grants/Other	\$0.00
Infrastructure Projects-Fees and Permits	\$0.00	NCTCOG	\$0.00
Infrastructure Projects-Utility Relocation	\$0.00	Other, City Funds	\$0.00
Infrastructure Projects-Testing (2-1/2%)	\$0.00	Other, Non-City Funds	\$0.00
Infrastructure Projects-Construction	\$50,000.00	Parkland Dedication Fund	\$0.00
Infrastructure Projects-Inspection (3%)	\$0.00	Perimeter Street Fees	\$0.00
Infrastructure Projects-Landscaping	\$0.00	Roadway Impact Service Area 1 (East of SH 26)	\$0.00
Infrastructure Projects-Other	\$0.00	Roadway Impact Service Area s (West of SH 26)	\$0.00
<b>Total Project Cost</b>	<b>\$50,000.00</b>	TIF	\$0.00
		Tomorrow Fund	\$0.00
		Utility Fund	\$0.00
		Utility Fund - End of Year Transfer	\$0.00
<b>O and M Costs</b>	<b>0</b>	Wastewater Imapct Fees	\$0.00
<b>Project Start Date</b>	<b>Fall 2014</b>	Water Impact Fees	\$0.00
<b>Project End Date</b>	<b>Fall 2014</b>	<b>Total Funding</b>	<b>\$50,000.00</b>
		<b>Not Funded</b>	\$0.00
		<b>Total</b>	<b>\$50,000.00</b>

<b>Project Year</b>	<b>2015</b>	<b>Project ID</b>	<b>PK15-005</b>
<b>Title</b>	<b>Pleasant Run Trail (Bogart-Mission)</b>	<b>Category</b>	<b>Parks</b>
<b>Department</b>	<b>Park</b>	<b>Program</b>	<b>Park</b>
<b>Program Information</b>	Pleasant Run Trail construction (Bogart to Mission): trail will be constructed on the east side of the roadway. The majority of the trail will be 8' in width, but may vary to preserve trees.		

**PROJECT COST INFORMATION**

**FUNDING INFORMATION**

Buildings-New	\$0.00	Capital Project Transfer for Street Rehabilitation	\$0.00
Buildings-Reconstruction	\$0.00	CEDC (Parks, Trails & Libraries)	\$277,000.00
Furniture/Fixtures	\$0.00	COG/TxDOT County	\$0.00
Equipment	\$0.00	County Bond Program	\$0.00
Other	\$0.00	Drainage Fund	\$0.00
Impact on Operating Budget	\$0.00	FWHA/TxDOT	\$0.00
Infrastructure Projects-Planning Design	\$0.00	General Fund	\$0.00
Infrastructure Projects-Printing and Postage	\$0.00	General Fund - End of Year Transfer	\$0.00
Infrastructure Projects-Land/ROW Acquisition	\$0.00	Grants/Other	\$0.00
Infrastructure Projects-Fees and Permits	\$0.00	NCTCOG	\$0.00
Infrastructure Projects-Utility Relocation	\$0.00	Other, City Funds	\$0.00
Infrastructure Projects-Testing (2-1/2%)	\$0.00	Other, Non-City Funds	\$0.00
Infrastructure Projects-Construction	\$277,000.00	Parkland Dedication Fund	\$0.00
Infrastructure Projects-Inspection (3%)	\$0.00	Perimeter Street Fees	\$0.00
Infrastructure Projects-Landscaping	\$0.00	Roadway Impact Service Area 1 (East of SH 26)	\$0.00
Infrastructure Projects-Other	\$0.00	Roadway Impact Service Area s (West of SH 26)	\$0.00
<b>Total Project Cost</b>	<b>\$277,000.00</b>	TIF	\$0.00
		Tomorrow Fund	\$0.00
		Utility Fund	\$0.00
		Utility Fund - End of Year Transfer	\$0.00
<b>O and M Costs</b>	<b>0</b>	Wastewater Imapct Fees	\$0.00
<b>Project Start Date</b>	<b>Winter 2014</b>	Water Impact Fees	\$0.00
<b>Project End Date</b>	<b>Spring 2015</b>	<b>Total Funding</b>	<b>\$277,000.00</b>
		<b>Not Funded</b>	\$0.00
		<b>Total</b>	<b>\$277,000.00</b>

<b>Project Year</b>	<b>2015</b>	<b>Project ID</b>	<b>PK15-006</b>
<b>Title</b>	<b>Improvements at Trailhead</b>	<b>Category</b>	<b>Parks</b>
<b>Department</b>	<b>Parks</b>	<b>Program</b>	<b>Parks</b>
<b>Program Information</b>	Improvements at Cotton Belt-LD Locket Park Trailhead will include the construction of a new pavilion complete with men's and women's restroom facilities. The project also includes the installation of children's and adult playground areas and a deep well for the purposes of irrigation.		

**PROJECT COST INFORMATION**

**FUNDING INFORMATION**

Buildings-New	\$0.00	Capital Project Transfer for Street Rehabilitation	\$0.00
Buildings-Reconstruction	\$0.00	CEDC (Parks, Trails & Libraries)	\$100,000.00
Furniture/Fixtures	\$0.00	COG/TxDOT County	\$0.00
Equipment	\$0.00	County Bond Program	\$0.00
Other	\$0.00	Drainage Fund	\$0.00
Impact on Operating Budget	\$0.00	FWHA/TxDOT	\$0.00
Infrastructure Projects-Planning Design	\$0.00	General Fund	\$0.00
Infrastructure Projects-Printing and Postage	\$0.00	General Fund - End of Year Transfer	\$0.00
Infrastructure Projects-Land/ROW Acquisition	\$0.00	Grants/Other	\$0.00
Infrastructure Projects-Fees and Permits	\$0.00	NCTCOG	\$0.00
Infrastructure Projects-Utility Relocation	\$0.00	Other, City Funds	\$0.00
Infrastructure Projects-Testing (2-1/2%)	\$0.00	Other, Non-City Funds	\$0.00
Infrastructure Projects-Construction	\$504,137.00	Parkland Dedication Fund	\$404,137.00
Infrastructure Projects-Inspection (3%)	\$0.00	Perimeter Street Fees	\$0.00
Infrastructure Projects-Landscaping	\$0.00	Roadway Impact Service Area 1 (East of SH 26)	\$0.00
Infrastructure Projects-Other	\$0.00	Roadway Impact Service Area s (West of SH 26)	\$0.00
<b>Total Project Cost</b>	<b>\$504,137.00</b>	TIF	\$0.00
		Tomorrow Fund	\$0.00
		Utility Fund	\$0.00
		Utility Fund - End of Year Transfer	\$0.00
<b>O and M Costs</b>	<b>\$4000</b>	Wastewater Imapct Fees	\$0.00
<b>Project Start Date</b>	<b>Winter 2014</b>	Water Impact Fees	\$0.00
<b>Project End Date</b>	<b>Spring 2015</b>	<b>Total Funding</b>	<b>\$504,137.00</b>
		<b>Not Funded</b>	\$0.00
		<b>Total</b>	<b>\$504,137.00</b>

<b>Project Year</b>	<b>2015</b>	<b>Project ID</b>	<b>PK15-008</b>
<b>Title</b>	<b>Senior Center Repairs</b>	<b>Category</b>	<b>Facility - Rehabilitation</b>
<b>Department</b>	<b>Recreation</b>	<b>Program</b>	<b>Parks</b>
<b>Program Information</b>	Repairs to Senior Center		

**PROJECT COST INFORMATION**

**FUNDING INFORMATION**

Buildings-New	\$0.00	Capital Project Transfer for Street Rehabilitation	\$0.00
Buildings-Reconstruction	\$100,000.00	CEDC (Parks, Trails & Libraries)	\$100,000.00
Furniture/Fixtures	\$0.00	COG/TxDOT County	\$0.00
Equipment	\$0.00	County Bond Program	\$0.00
Other	\$0.00	Drainage Fund	\$0.00
Impact on Operating Budget	\$0.00	FWHA/TxDOT	\$0.00
Infrastructure Projects-Planning Design	\$0.00	General Fund	\$0.00
Infrastructure Projects-Printing and Postage	\$0.00	General Fund - End of Year Transfer	\$0.00
Infrastructure Projects-Land/ROW Acquisition	\$0.00	Grants/Other	\$0.00
Infrastructure Projects-Fees and Permits	\$0.00	NCTCOG	\$0.00
Infrastructure Projects-Utility Relocation	\$0.00	Other, City Funds	\$0.00
Infrastructure Projects-Testing (2-1/2%)	\$0.00	Other, Non-City Funds	\$0.00
Infrastructure Projects-Construction	\$0.00	Parkland Dedication Fund	\$0.00
Infrastructure Projects-Inspection (3%)	\$0.00	Perimeter Street Fees	\$0.00
Infrastructure Projects-Landscaping	\$0.00	Roadway Impact Service Area 1 (East of SH 26)	\$0.00
Infrastructure Projects-Other	\$0.00	Roadway Impact Service Area s (West of SH 26)	\$0.00
<b>Total Project Cost</b>	<b>\$100,000.00</b>	TIF	\$0.00
		Tomorrow Fund	\$0.00
		Utility Fund	\$0.00
		Utility Fund - End of Year Transfer	\$0.00
<b>O and M Costs</b>		Wastewater Imapct Fees	\$0.00
<b>Project Start Date</b>		Water Impact Fees	\$0.00
<b>Project End Date</b>		<b>Total Funding</b>	<b>\$100,000.00</b>
		<b>Not Funded</b>	\$0.00
		<b>Total</b>	<b>\$100,000.00</b>

<b>Project Year</b>	<b>2015</b>	<b>Project ID</b>	<b>PK15-009</b>
<b>Title</b>	<b>Pleasant Run Playground</b>	<b>Category</b>	<b>Parks</b>
<b>Department</b>	<b>Parks</b>	<b>Program</b>	<b>Parks</b>
<b>Program Information</b>	Playgrounds for ages 2-5 and 5-12 will be installed as part of this project.		

**PROJECT COST INFORMATION**

**FUNDING INFORMATION**

Buildings-New	\$0.00	Capital Project Transfer for Street Rehabilitation	\$0.00
Buildings-Reconstruction	\$0.00	CEDC (Parks, Trails & Libraries)	\$0.00
Furniture/Fixtures	\$0.00	COG/TxDOT County	\$0.00
Equipment	\$0.00	County Bond Program	\$0.00
Other	\$0.00	Drainage Fund	\$0.00
Impact on Operating Budget	\$0.00	FWHA/TxDOT	\$0.00
Infrastructure Projects-Planning Design	\$0.00	General Fund	\$0.00
Infrastructure Projects-Printing and Postage	\$0.00	General Fund - End of Year Transfer	\$0.00
Infrastructure Projects-Land/ROW Acquisition	\$0.00	Grants/Other	\$0.00
Infrastructure Projects-Fees and Permits	\$0.00	NCTCOG	\$0.00
Infrastructure Projects-Utility Relocation	\$0.00	Other, City Funds	\$0.00
Infrastructure Projects-Testing (2-1/2%)	\$0.00	Other, Non-City Funds	\$0.00
Infrastructure Projects-Construction	\$75,000.00	Parkland Dedication Fund	\$75,000.00
Infrastructure Projects-Inspection (3%)	\$0.00	Perimeter Street Fees	\$0.00
Infrastructure Projects-Landscaping	\$0.00	Roadway Impact Service Area 1 (East of SH 26)	\$0.00
Infrastructure Projects-Other	\$0.00	Roadway Impact Service Area s (West of SH 26)	\$0.00
<b>Total Project Cost</b>	<b>\$75,000.00</b>	TIF	\$0.00
		Tomorrow Fund	\$0.00
		Utility Fund	\$0.00
		Utility Fund - End of Year Transfer	\$0.00
<b>O and M Costs</b>	<b>0</b>	Wastewater Imapct Fees	\$0.00
<b>Project Start Date</b>	<b>Winter 2014</b>	Water Impact Fees	\$0.00
<b>Project End Date</b>	<b>Spring 2015</b>	<b>Total Funding</b>	<b>\$75,000.00</b>

<b>Not Funded</b>	\$0.00
<b>Total</b>	\$75,000.00



<b>Project Year</b>	<b>2015</b>	<b>Project ID</b>	<b>ST15-001</b>
<b>Title</b>	<b>2015 Miscellaneous Concrete Repairs</b>	<b>Category</b>	<b>Streets - Rehabilitation</b>
<b>Department</b>	<b>Public Works</b>	<b>Program</b>	<b>Engineering</b>
<b>Program Information</b>	This is an indefinite delivery contract that provides for repairs to failed sidewalks, curbs and gutters and pavement slabs on concrete streets. It is used to repair curbs and gutters in neighborhoods where the streets are being rehabilitated, as well as bring wheelchair ramps into ADA compliance. In order to have proper drainage, curbs and gutters must be in good condition to function as designed. In-house staff does not have the capability to make concrete repairs, except on a very limited basis.		

**PROJECT COST INFORMATION**

**FUNDING INFORMATION**

Buildings-New	\$0.00	Capital Project Transfer for Street Rehabilitation	\$0.00
Buildings-Reconstruction	\$0.00	CEDC (Parks, Trails & Libraries)	\$0.00
Furniture/Fixtures	\$0.00	COG/TxDOT County	\$0.00
Equipment	\$0.00	County Bond Program	\$0.00
Other	\$0.00	Drainage Fund	\$0.00
Impact on Operating Budget	\$0.00	FWHA/TxDOT	\$0.00
Infrastructure Projects-Planning Design	\$0.00	General Fund	\$500,000.00
Infrastructure Projects-Printing and Postage	\$0.00	General Fund - End of Year Transfer	\$0.00
Infrastructure Projects-Land/ROW Acquisition	\$0.00	Grants/Other	\$0.00
Infrastructure Projects-Fees and Permits	\$0.00	NCTCOG	\$0.00
Infrastructure Projects-Utility Relocation	\$0.00	Other, City Funds	\$0.00
Infrastructure Projects-Testing (2-1/2%)	\$0.00	Other, Non-City Funds	\$0.00
Infrastructure Projects-Construction	\$500,000.00	Parkland Dedication Fund	\$0.00
Infrastructure Projects-Inspection (3%)	\$0.00	Perimeter Street Fees	\$0.00
Infrastructure Projects-Landscaping	\$0.00	Roadway Impact Service Area 1 (East of SH 26)	\$0.00
Infrastructure Projects-Other	\$0.00	Roadway Impact Service Area s (West of SH 26)	\$0.00
<b>Total Project Cost</b>	<b>\$500,000.00</b>	TIF	\$0.00
		Tomorrow Fund	\$0.00
		Utility Fund	\$0.00
		Utility Fund - End of Year Transfer	\$0.00
<b>O and M Costs</b>	<b>0</b>	Wastewater Imapct Fees	\$0.00
<b>Project Start Date</b>	<b>October 2014</b>	Water Impact Fees	\$0.00
<b>Project End Date</b>	<b>September 2015</b>	<b>Total Funding</b>	<b>\$500,000.00</b>
		<b>Not Funded</b>	\$0.00
		<b>Total</b>	<b>\$500,000.00</b>

<b>Project Year</b>	<b>2015</b>	<b>Project ID</b>	<b>ST15-003</b>
<b>Title</b>	<b>Rehabilitate Jackson Road</b>	<b>Category</b>	<b>Streets - Rehabilitation</b>
<b>Department</b>	<b>Public Works</b>	<b>Program</b>	<b>Engineering</b>
<b>Program Information</b>	Rehabilitate Jackson Road from north of the bridge over Little Bear Creek to Shenandoah Place. This project will be to the north of where the 2012 Tarrant County rehabilitation project ended. Jackson Road is a two-lane asphalt road with a two-inch (2") road surface that is failing. Because much of the road is in the 100 year flood plain and frequently underwater, reconstruction is not recommended until such time as a new road can remove it from the flood plain. The project should extend the life of the road from 10 to 15 years.		

**PROJECT COST INFORMATION**

**FUNDING INFORMATION**

Buildings-New	\$0.00	Capital Project Transfer for Street Rehabilitation	\$0.00
Buildings-Reconstruction	\$0.00	CEDC (Parks, Trails & Libraries)	\$0.00
Furniture/Fixtures	\$0.00	COG/TxDOT County	\$0.00
Equipment	\$0.00	County Bond Program	\$0.00
Other	\$0.00	Drainage Fund	\$0.00
Impact on Operating Budget	\$0.00	FWHA/TxDOT	\$0.00
Infrastructure Projects-Planning Design	\$0.00	General Fund	\$267,400.00
Infrastructure Projects-Printing and Postage	\$1,000.00	General Fund - End of Year Transfer	\$0.00
Infrastructure Projects-Land/ROW Acquisition	\$0.00	Grants/Other	\$0.00
Infrastructure Projects-Fees and Permits	\$0.00	NCTCOG	\$0.00
Infrastructure Projects-Utility Relocation	\$0.00	Other, City Funds	\$0.00
Infrastructure Projects-Testing (2-1/2%)	\$0.00	Other, Non-City Funds	\$0.00
Infrastructure Projects-Construction	\$266,400.00	Parkland Dedication Fund	\$0.00
Infrastructure Projects-Inspection (3%)	\$0.00	Perimeter Street Fees	\$0.00
Infrastructure Projects-Landscaping	\$0.00	Roadway Impact Service Area 1 (East of SH 26)	\$0.00
Infrastructure Projects-Other	\$0.00	Roadway Impact Service Area s (West of SH 26)	\$0.00
<b>Total Project Cost</b>	<b>\$267,400.00</b>	TIF	\$0.00
		Tomorrow Fund	\$0.00
		Utility Fund	\$0.00
		Utility Fund - End of Year Transfer	\$0.00
<b>O and M Costs</b>	<b>0</b>	Wastewater Imapct Fees	\$0.00
<b>Project Start Date</b>	<b>Fall 2014</b>	Water Impact Fees	\$0.00
<b>Project End Date</b>	<b>Winter 2015</b>	<b>Total Funding</b>	<b>\$267,400.00</b>
		<b>Not Funded</b>	\$0.00
		<b>Total</b>	\$267,400.00

<b>Project Year</b>	<b>2015</b>	<b>Project ID</b>	<b>ST15-005</b>
<b>Title</b>	<b>Pavement Markings 2015</b>	<b>Category</b>	<b>Streets - Rehabilitation</b>
<b>Department</b>	<b>Public Works</b>	<b>Program</b>	<b>Engineering</b>
<b>Program Information</b>	This program will replace worn-out pavement markings where required. Thermoplastic pavement markings have a useful life of approximately five years. This is the third year of an annual program to replace worn out pavement markings on improved streets on a five-year cycle. The program is subject to availability of funds on an annual basis.		

**PROJECT COST INFORMATION**

**FUNDING INFORMATION**

Buildings-New	\$0.00	Capital Project Transfer for Street Rehabilitation	\$0.00
Buildings-Reconstruction	\$0.00	CEDC (Parks, Trails & Libraries)	\$0.00
Furniture/Fixtures	\$0.00	COG/TxDOT County	\$0.00
Equipment	\$0.00	County Bond Program	\$0.00
Other	\$0.00	Drainage Fund	\$0.00
Impact on Operating Budget	\$0.00	FWHA/TxDOT	\$0.00
Infrastructure Projects-Planning Design	\$0.00	General Fund	\$100,000.00
Infrastructure Projects-Printing and Postage	\$0.00	General Fund - End of Year Transfer	\$0.00
Infrastructure Projects-Land/ROW Acquisition	\$0.00	Grants/Other	\$0.00
Infrastructure Projects-Fees and Permits	\$0.00	NCTCOG	\$0.00
Infrastructure Projects-Utility Relocation	\$0.00	Other, City Funds	\$0.00
Infrastructure Projects-Testing (2-1/2%)	\$0.00	Other, Non-City Funds	\$0.00
Infrastructure Projects-Construction	\$100,000.00	Parkland Dedication Fund	\$0.00
Infrastructure Projects-Inspection (3%)	\$0.00	Perimeter Street Fees	\$0.00
Infrastructure Projects-Landscaping	\$0.00	Roadway Impact Service Area 1 (East of SH 26)	\$0.00
Infrastructure Projects-Other	\$0.00	Roadway Impact Service Area s (West of SH 26)	\$0.00
<b>Total Project Cost</b>	<b>\$100,000.00</b>	TIF	\$0.00
		Tomorrow Fund	\$0.00
		Utility Fund	\$0.00
		Utility Fund - End of Year Transfer	\$0.00
<b>O and M Costs</b>	<b>0</b>	Wastewater Imapct Fees	\$0.00
<b>Project Start Date</b>	<b>Fall 2014</b>	Water Impact Fees	\$0.00
<b>Project End Date</b>	<b>Summer 2015</b>	<b>Total Funding</b>	<b>\$100,000.00</b>
		<b>Not Funded</b>	\$0.00
		<b>Total</b>	<b>\$100,000.00</b>

<b>Project Year</b>	<b>2015</b>	<b>Project ID</b>	<b>ST15-006</b>
<b>Title</b>	<b>Construct Glade Road</b>	<b>Category</b>	<b>Streets - Reconstruction</b>
<b>Department</b>	<b>Public Works</b>	<b>Program</b>	<b>Engineering</b>
<b>Program Information</b>	This project includes the reconstruction of Glade Road from Bransford Road to Manning Drive. It will include a roundabout at Bransford and Riverwalk. The project will address the Bluebonnet and Glade intersection by lowering Glade Road several feet. This project will also realign the Bedford Road intersection.		

**PROJECT COST INFORMATION**

**FUNDING INFORMATION**

Buildings-New	\$0.00	Capital Project Transfer for Street Rehabilitation	\$0.00
Buildings-Reconstruction	\$0.00	CEDC (Parks, Trails & Libraries)	\$0.00
Furniture/Fixtures	\$0.00	COG/TxDOT County	\$0.00
Equipment	\$0.00	County Bond Program	\$0.00
Other	\$0.00	Drainage Fund	\$0.00
Impact on Operating Budget	\$0.00	FWHA/TxDOT	\$0.00
Infrastructure Projects-Planning Design	\$0.00	General Fund	\$0.00
Infrastructure Projects-Printing and Postage	\$0.00	General Fund - End of Year Transfer	\$0.00
Infrastructure Projects-Land/ROW Acquisition	\$0.00	Grants/Other	\$0.00
Infrastructure Projects-Fees and Permits	\$0.00	NCTCOG	\$0.00
Infrastructure Projects-Utility Relocation	\$0.00	Other, City Funds	\$0.00
Infrastructure Projects-Testing (2-1/2%)	\$0.00	Other, Non-City Funds	\$0.00
Infrastructure Projects-Construction	\$5,700,000.00	Parkland Dedication Fund	\$0.00
Infrastructure Projects-Inspection (3%)	\$0.00	Perimeter Street Fees	\$0.00
Infrastructure Projects-Landscaping	\$0.00	Roadway Impact Service Area 1 (East of SH 26)	\$0.00
Infrastructure Projects-Other	\$0.00	Roadway Impact Service Area s (West of SH 26)	\$0.00
<b>Total Project Cost</b>	<b>\$5,700,000.00</b>	TIF	\$5,700,000.00
		Tomorrow Fund	\$0.00
		Utility Fund	\$0.00
		Utility Fund - End of Year Transfer	\$0.00
<b>O and M Costs</b>	<b>0</b>	Wastewater Imapct Fees	\$0.00
<b>Project Start Date</b>	<b>Spring 2015</b>	Water Impact Fees	\$0.00
<b>Project End Date</b>	<b>Spring 2016</b>	<b>Total Funding</b>	<b>\$5,700,000.00</b>
		<b>Not Funded</b>	\$0.00
		<b>Total</b>	\$5,700,000.00

<b>Project Year</b>	<b>2015</b>	<b>Project ID</b>	<b>ST15-007</b>
<b>Title</b>	<b>Misc Major Asphalt Maint 2015</b>	<b>Category</b>	<b>Streets - Rehabilitation</b>
<b>Department</b>	<b>Public Works</b>	<b>Program</b>	<b>Engineering</b>
<b>Program Information</b>	This is an indefinite delivery contract that provides for repairs to failed pavement on asphalt streets in order to keep them usable until major maintenance is scheduled.		

**PROJECT COST INFORMATION**

**FUNDING INFORMATION**

Buildings-New	\$0.00	Capital Project Transfer for Street Rehabilitation	\$0.00
Buildings-Reconstruction	\$0.00	CEDC (Parks, Trails & Libraries)	\$0.00
Furniture/Fixtures	\$0.00	COG/TxDOT County	\$0.00
Equipment	\$0.00	County Bond Program	\$0.00
Other	\$0.00	Drainage Fund	\$0.00
Impact on Operating Budget	\$0.00	FWHA/TxDOT	\$0.00
Infrastructure Projects-Planning Design	\$0.00	General Fund	\$500,000.00
Infrastructure Projects-Printing and Postage	\$0.00	General Fund - End of Year Transfer	\$0.00
Infrastructure Projects-Land/ROW Acquisition	\$0.00	Grants/Other	\$0.00
Infrastructure Projects-Fees and Permits	\$0.00	NCTCOG	\$0.00
Infrastructure Projects-Utility Relocation	\$0.00	Other, City Funds	\$0.00
Infrastructure Projects-Testing (2-1/2%)	\$0.00	Other, Non-City Funds	\$0.00
Infrastructure Projects-Construction	\$500,000.00	Parkland Dedication Fund	\$0.00
Infrastructure Projects-Inspection (3%)	\$0.00	Perimeter Street Fees	\$0.00
Infrastructure Projects-Landscaping	\$0.00	Roadway Impact Service Area 1 (East of SH 26)	\$0.00
Infrastructure Projects-Other	\$0.00	Roadway Impact Service Area s (West of SH 26)	\$0.00
<b>Total Project Cost</b>	<b>\$500,000.00</b>	TIF	\$0.00
		Tomorrow Fund	\$0.00
		Utility Fund	\$0.00
		Utility Fund - End of Year Transfer	\$0.00
<b>O and M Costs</b>	<b>0</b>	Wastewater Imapct Fees	\$0.00
<b>Project Start Date</b>	<b>October 2014</b>	Water Impact Fees	\$0.00
<b>Project End Date</b>	<b>September 2015</b>	<b>Total Funding</b>	<b>\$500,000.00</b>
		<b>Not Funded</b>	\$0.00
		<b>Total</b>	<b>\$500,000.00</b>

<b>Project Year</b>	<b>2015</b>	<b>Project ID</b>	<b>ST15-008</b>
<b>Title</b>	<b>Construct SH 26, Phase II</b>	<b>Category</b>	<b>Streets - Reconstruction</b>
<b>Department</b>	<b>Public Works</b>	<b>Program</b>	<b>Engineering</b>
<b>Program Information</b>	The project is the next phase of the reconstruction of SH26 from Hall-Johnson Road to Little Bear Creek.		

**PROJECT COST INFORMATION**

**FUNDING INFORMATION**

Buildings-New	\$0.00	Capital Project Transfer for Street Rehabilitation	\$0.00
Buildings-Reconstruction	\$0.00	CEDC (Parks, Trails & Libraries)	\$0.00
Furniture/Fixtures	\$0.00	COG/TxDOT County	\$0.00
Equipment	\$0.00	County Bond Program	\$0.00
Other	\$0.00	Drainage Fund	\$0.00
Impact on Operating Budget	\$0.00	FWHA/TxDOT	\$14,000,000.00
Infrastructure Projects-Planning Design	\$0.00	General Fund	\$0.00
Infrastructure Projects-Printing and Postage	\$0.00	General Fund - End of Year Transfer	\$0.00
Infrastructure Projects-Land/ROW Acquisition	\$0.00	Grants/Other	\$0.00
Infrastructure Projects-Fees and Permits	\$0.00	NCTCOG	\$0.00
Infrastructure Projects-Utility Relocation	\$0.00	Other, City Funds	\$0.00
Infrastructure Projects-Testing (2-1/2%)	\$0.00	Other, Non-City Funds	\$0.00
Infrastructure Projects-Construction	\$14,000,000.00	Parkland Dedication Fund	\$0.00
Infrastructure Projects-Inspection (3%)	\$0.00	Perimeter Street Fees	\$0.00
Infrastructure Projects-Landscaping	\$0.00	Roadway Impact Service Area 1 (East of SH 26)	\$0.00
Infrastructure Projects-Other	\$0.00	Roadway Impact Service Area s (West of SH 26)	\$0.00
<b>Total Project Cost</b>	<b>\$14,000,000.00</b>	TIF	\$0.00
		Tomorrow Fund	\$0.00
		Utility Fund	\$0.00
		Utility Fund - End of Year Transfer	\$0.00
<b>O and M Costs</b>	<b>0</b>	Wastewater Imapct Fees	\$0.00
<b>Project Start Date</b>	<b>Winter 2014</b>	Water Impact Fees	\$0.00
<b>Project End Date</b>	<b>Unknown</b>	<b>Total Funding</b>	<b>\$14,000,000.00</b>
		<b>Not Funded</b>	\$0.00
		<b>Total</b>	\$14,000,000.00

<b>Project Year</b>	<b>2015</b>	<b>Project ID</b>	<b>T15-001</b>
<b>Title</b>	<b>Fiber Build Phase</b>	<b>Category</b>	<b>Technology</b>
<b>Department</b>	<b>Information Systems</b>	<b>Program</b>	<b>Information Systems</b>

**Program Information**

The City currently leases building-to-building fiber from Time Warner Cable at a cost of approximately \$47,000 per year. We initially signed a five-year contract with Time Warner in 2010 that will expire in 2015. At that time, it is anticipated there will be an approximate 20% cost increase, which will push those fees closer to \$60,000. We are also at our limit in usage with the current service levels for which we are paying. Service needs will continue to rise that will continue to raise our annual cost. We will never be able to offset future internet fees; building our internally-owned fiber to city buildings will take away the increasing cost.

**PROJECT COST INFORMATION**

**FUNDING INFORMATION**

Buildings-New	\$0.00	Capital Project Transfer for Street Rehabilitation	\$0.00
Buildings-Reconstruction	\$0.00	CEDC (Parks, Trails & Libraries)	\$0.00
Furniture/Fixtures	\$0.00	COG/TxDOT County	\$0.00
Equipment	\$394,700.00	County Bond Program	\$0.00
Other	\$0.00	Drainage Fund	\$0.00
Impact on Operating Budget	\$0.00	FWHA/TxDOT	\$0.00
Infrastructure Projects-Planning Design	\$0.00	General Fund	\$0.00
Infrastructure Projects-Printing and Postage	\$0.00	General Fund - End of Year Transfer	\$0.00
Infrastructure Projects-Land/ROW Acquisition	\$0.00	Grants/Other	\$0.00
Infrastructure Projects-Fees and Permits	\$0.00	NCTCOG	\$0.00
Infrastructure Projects-Utility Relocation	\$0.00	Other, City Funds	\$0.00
Infrastructure Projects-Testing (2-1/2%)	\$0.00	Other, Non-City Funds	\$0.00
Infrastructure Projects-Construction	\$0.00	Parkland Dedication Fund	\$0.00
Infrastructure Projects-Inspection (3%)	\$0.00	Perimeter Street Fees	\$0.00
Infrastructure Projects-Landscaping	\$0.00	Roadway Impact Service Area 1 (East of SH 26)	\$0.00
Infrastructure Projects-Other	\$0.00	Roadway Impact Service Area s (West of SH 26)	\$0.00
<b>Total Project Cost</b>	<b>\$394,700.00</b>	TIF	\$0.00
		Tomorrow Fund	\$394,700.00
		Utility Fund	\$0.00
		Utility Fund - End of Year Transfer	\$0.00
<b>O and M Costs</b>	<b>\$8000.00</b>	Wastewater Imapct Fees	\$0.00
<b>Project Start Date</b>	<b>CY 2015</b>	Water Impact Fees	\$0.00
<b>Project End Date</b>	<b>CY 2015</b>	<b>Total Funding</b>	<b>\$394,700.00</b>

**Not Funded** \$0.00

**Total** \$394,700.00

<b>Project Year</b>	<b>2015</b>	<b>Project ID</b>	<b>UT15-001</b>
<b>Title</b>	<b>Upsize Utility Lines (Reagan Estates)</b>	<b>Category</b>	<b>Utilities - Water Renewals/Upsizing</b>
<b>Department</b>	<b>Public Works</b>	<b>Program</b>	<b>Engineering</b>
<b>Program Information</b>	This project will replace old and undersized water lines with a minimum eight inch (8") diameter water line. Water lines in this subdivision have been in the ground for many years and do not meet the City's current standards for water lines. This project will replace all lines in the area with new ones that meet City standards and should last for 50 years before they have to be replaced again. Sewer lines will also be replaced in this project.		

**PROJECT COST INFORMATION**

**FUNDING INFORMATION**

Buildings-New	\$0.00	Capital Project Transfer for Street Rehabilitation	\$0.00
Buildings-Reconstruction	\$0.00	CEDC (Parks, Trails & Libraries)	\$0.00
Furniture/Fixtures	\$0.00	COG/TxDOT County	\$0.00
Equipment	\$0.00	County Bond Program	\$0.00
Other	\$0.00	Drainage Fund	\$0.00
Impact on Operating Budget	\$0.00	FWHA/TxDOT	\$0.00
Infrastructure Projects-Planning Design	\$0.00	General Fund	\$0.00
Infrastructure Projects-Printing and Postage	\$1,000.00	General Fund - End of Year Transfer	\$0.00
Infrastructure Projects-Land/ROW Acquisition	\$0.00	Grants/Other	\$0.00
Infrastructure Projects-Fees and Permits	\$0.00	NCTCOG	\$0.00
Infrastructure Projects-Utility Relocation	\$0.00	Other, City Funds	\$0.00
Infrastructure Projects-Testing (2-1/2%)	\$15,672.00	Other, Non-City Funds	\$0.00
Infrastructure Projects-Construction	\$626,870.00	Parkland Dedication Fund	\$0.00
Infrastructure Projects-Inspection (3%)	\$18,806.00	Perimeter Street Fees	\$0.00
Infrastructure Projects-Landscaping	\$0.00	Roadway Impact Service Area 1 (East of SH 26)	\$0.00
Infrastructure Projects-Other	\$300.00	Roadway Impact Service Area s (West of SH 26)	\$0.00
<b>Total Project Cost</b>	<b>\$662,648.00</b>	TIF	\$0.00
		Tomorrow Fund	\$0.00
		Utility Fund	\$250,000.00
		Utility Fund - End of Year Transfer	\$360,032.00
<b>O and M Costs</b>	<b>0</b>	Wastewater Imapct Fees	\$0.00
<b>Project Start Date</b>	<b>Spring 2015</b>	Water Impact Fees	\$52,616.00
<b>Project End Date</b>	<b>Summer 2015</b>	<b>Total Funding</b>	<b>\$662,648.00</b>
		<b>Not Funded</b>	\$0.00
		<b>Total</b>	<b>\$662,648.00</b>





**ORDINANCE O-14-1929**

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS, APPROVING AND ADOPTING THE ANNUAL BUDGET FOR THE CITY OF COLLEYVILLE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2014 THROUGH SEPTEMBER 30, 2015, A COPY OF SAME BEING ON FILE IN THE OFFICE OF THE CITY SECRETARY, TO BECOME EFFECTIVE ON OCTOBER 1, 2014**

**WHEREAS**, in compliance with Article 689a-14, Vernon's Texas Civil Statutes, the city manager did file with the city secretary, a copy of the budget of the proposed expenditures for the fiscal year beginning October 1, 2014, and ending September 30, 2015, such filing being more than thirty (30) days prior to the date on which the City Council makes its tax levy for said fiscal year; and

**WHEREAS**, all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including but not limited to the Open Meeting Act; 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, 2014, and ending September 30, 2015, which was prepared by the city manager, 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, 2014, and ending September 30, 2015.

Sec. 3. THAT appropriation amounts for the Fiscal Year 2015 budget for the different funds of the City of Colleyville are hereby fixed as follows:

General Fund	\$23,028,218
Utility Fund (Water & Wastewater)	\$14,005,640
Debt Service Fund	\$ 1,382,192
Drainage Utility Fund	\$ 1,121,825

Sec. 4. THAT the expenditure budget for the Fiscal Year 2015 Capital Improvement Program (CIP) of the City of Colleyville is hereby approved as follows:

Fiscal Year 2015 CIP \$24,139,048

Sec. 5. 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 2<sup>nd</sup> day of September 2014.

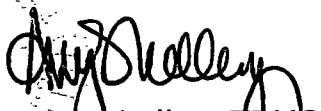
The second reading and public hearing being conducted on the 16<sup>th</sup> day of September 2014.

PASSED, APPROVED and ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS, THIS THE 16<sup>th</sup> DAY OF September 2014, BY THE FOLLOWING VOTE:

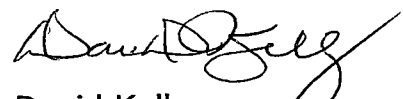
David Kelly Aye  
Chuck Mogged Aye  
Jody Short Aye  
Mike Taylor Aye

Carol Wollin Aye  
Chris Putnam Aye  
Tom Hart Aye

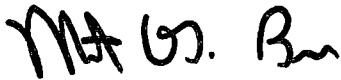
**ATTEST:**

  
Amy Shelley, TRMC  
City Secretary

**CITY OF COLLEYVILLE**

  
David Kelly  
Mayor

**APPROVED AS TO FORM AND LEGALITY:**

Handwritten signature of Matthew C. G. Boyle in black ink.

Matthew C. G. Boyle  
City Attorney

**ORDINANCE O-14-1930**

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS, LEVYING TAXES FOR THE OPERATION OF THE MUNICIPAL GOVERNMENT OF THE CITY OF COLLEYVILLE, TEXAS, FOR THE FISCAL YEAR 2015; ESTABLISHING THE AD VALOREM TAX RATE OF THIRTY-FIVE AND FIFTY-NINE HUNDREDTHS CENTS (\$.3559) PER ONE HUNDRED DOLLARS PROPERTY ASSESSMENT; 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, 2014**

**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, 2014 and ending September 30, 2015; 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,** all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including, but not limited to, the Open Meetings Act; 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 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 2015 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 thirty-five and fifty-nine hundredths cents (\$.3559) on each one hundred dollars

(\$100.00) property assessment. Said tax levied for and apportioned to the following specific purposes:

A. For the General Fund, a tax rate of \$.33461 is levied.

B. For the Interest and Sinking Fund, a tax rate of \$.02129 is levied.

Sec. 2. THAT taxes levied by this ordinance shall be due and payable on the first day of October 2014, and shall become delinquent on the first day of February 2015, 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 2015. 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 2<sup>nd</sup> day of September 2014.

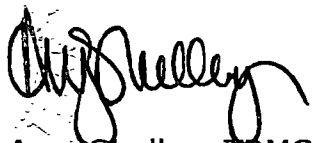
The second reading and public hearing being conducted on the 16<sup>th</sup> day of September 2014.

PASSED, APPROVED, and ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS, THIS THE 16<sup>th</sup> DAY OF September 2014, BY THE FOLLOWING VOTE:

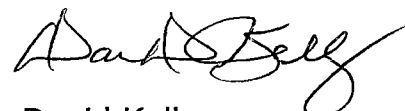
David Kelly Aye  
Chuck Mogged Aye  
Jody Short Aye  
Mike Taylor Aye

Carol Wollin Aye  
Chris Putnam Aye  
Tom Hart Aye

**ATTEST:**

  
Amy Shelley, TRMC  
City Secretary

**CITY OF COLLEYVILLE**

  
David Kelly  
Mayor

**APPROVED AS TO FORM AND LEGALITY:**

*MA G. R*

Matthew C. G. Boyle  
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.

**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).

**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 1<sup>st</sup> 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.

**(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.

**PER CAPITA EXPENDITURES:** Total General Fund expenditures divided by population.

**PERSONAL 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.

**TRANSFERS IN/OUT:** Transfers made from one City fund to another City fund for the purposed 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.

