



COLLEYVILLE, TEXAS

ANNUAL OPERATING BUDGET

FISCAL YEAR 2020



City of Colleyville

Fiscal Year 2019-2020

Budget Cover Page

This budget will raise more revenue from property taxes than last year's budget by an amount of \$772,915 which is a 5.18 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$322,723.

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

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

AGAINST:

PRESENT and not voting: **ABSENT:**

Property Tax Rate Comparison

	2019-2020	2018-2019
Property Tax Rate:	\$0.306807/100	\$0.320800/100
Effective Tax Rate:	\$0.306807/100	\$0.320800/100
Effective Maintenance & Operations Tax Rate:	\$0.290430/100	\$0.303663/100
Rollback Tax Rate:	\$0.330134/100	\$0.344992/100
Debt Rate:	\$0.016379/100	\$0.017036/100

Total debt obligation for City of Colleyville secured by property taxes: \$686,723



Our Vision:

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

Our Mission:

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

Our Values:

Integrity Communication Excellence Transparency



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Colleyville
Texas**

For the Fiscal Year Beginning

October 1, 2018

Christopher P. Morill

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, 2018.

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

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

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Fiscal Year 2020

City Council



Richard Newton
Mayor



Bobby Lindamood
Mayor Pro Tem



Tammy Nakamura
Place 1



Kathy Wheat
Place 3



George Dodson
Place 4



Chuck Kelley
Place 5



Callie Rigney
Place 6

Budget Message



COLLEYVILLE

FY 2020 Budget Message

We are pleased to present the adopted FY 2020 Combined Annual Operating Budget for the City of Colleyville. The budget is balanced and prepared in accordance with state law, the Colleyville City Charter, ordinances, and budget policies.

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

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

FY 2020 Proposed	General Fund	Utility Fund	Drainage Fund	Debt Service Fund
Operating Revenues	\$24,589,177	\$17,555,789	\$978,509	\$1,406,398
Operating Expenditures	\$24,182,805	\$17,555,789	\$795,844	\$1,406,398

One measure of a City's financial strength is its level of reserves. While the City Council has approved a conservative fiscal policy of a 90-day reserve requirement, the City's operating funds are projected to exceed the minimum requirement as of September 30, 2019.

Fund Type	Number of Days	Ending Balance	Capital Transfer - FY19 Year End
General	137	\$ 9,100,000	\$2,408,079
Utility	94	\$4,500,000	\$1,467,263
Drainage	366	\$812,200	
Debt Service	165	\$839,586	

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



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

BUDGET STRATEGY & DEVELOPMENT

Strategy in Action

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

City of Colleyville Strategic Plan (updated June 2018)



In June 2019, the City Council held their annual priority setting worksession, at which eight high priority objectives were established, as well as honing in on zoning, economic development, and financial strategies (listed below).

<ul style="list-style-type: none"> Finalize Design: Jan 1 Construction Docs: March 1 Lighting Installation: Spring 2020 Construction: Summer 2020 	<ul style="list-style-type: none"> Engage Architect immediately Seek input on Citizen Survey 	<ul style="list-style-type: none"> Open by January 2020 	<ul style="list-style-type: none"> Approval of Committee recommendations by City Council: Dec 31 City Council determines implementation plan: March 2020
<p>SH26 Corridor Enhancements</p> 	<p>Master Plan site of Senior Center</p> 	<p>Entrepreneur Center</p> 	<p>Pedestrian Transportation</p> 

2019 – 2020 High Priority Objectives

 <p>Glide Phase II</p>	 <p>McDonwell & John McCain Roundabouts</p>	 <p>Park Bathrooms</p>	 <p>Drainage</p>
<ul style="list-style-type: none"> Utility relocation design: Complete? Utility relocations: Start Oct 1, 2019 / Finish April 1, 2020 Bidding: Feb / March 2020 Attempt to coordinate w/ Bluebonnet (grant portion of project) 	<ul style="list-style-type: none"> Relocate utilities: Start Oct 1, 2019 / Finish Feb 1, 2020 Bidding: Winter 2019/2020 Construction: Start April 2020 / Finish Dec 2020 	<ul style="list-style-type: none"> New at Nature Center and Reagan Park Renovations at City Park (2) 	<ul style="list-style-type: none"> Master Plan completion: Fall 2019 Implementation Plan: Dec 31, 2019

Strategies

ZONING STRATEGY



- Retain larger lots community-wide
- Retain character of existing neighborhoods
- Drive quality
- Adapt Code continuously to achieve quality
- Empower all levels to speak with cohesive voice consistent with the strategy

ECONOMIC DEVELOPMENT STRATEGY



1. Improve aesthetics / quality
2. New business
3. Business retention
4. Entrepreneurism

FINANCIAL STRATEGY



1. Maintain an exceptional City
2. Cash funded / avoid debt
 - a) Measure: Fund balance of 100+ days
 - b) Measure: Transfer \$1.5M from General Fund to Capital Projects Fund
 - c) Measure: Maintain a General Fund net surplus at end of year
3. Strive for an effective tax rate only after the first two objectives are satisfied

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

Issues & Challenges

Colleyville benefits from a strong residential base, which helps mitigate the negative effects of economic fluctuations. Property values have rebounded from the declines experienced in fiscal years 2011 and 2012, and have experienced tremendous growth in the last several years. 2019 certified values increased 7% in total, compared to 2018 certified values. One of the City Council’s highest priorities has been minimizing the tax burden of our citizens. As such, careful consideration is given to the amount of revenue (and associated tax rate) needed, as opposed to simply maintaining a tax

rate that brings in additional revenue due to increased property values. The City Council's budgeting strategy is that any tax rate above the effective rate (i.e. that brings in more revenue than the prior year, excluding revenue from new construction) must be fully justified for specific programs or services.

Sales tax is the second largest General Fund revenue source. The City's primary commercial corridor, Colleyville Boulevard (SH26), is currently under construction (expanding from four-to-six lanes with medians) until late 2019/early 2020. Fiscal year 2020 sales tax is projected to remain flat compared to fiscal year 2019 as construction wraps up. The City has been proactive and creative in supporting local businesses during construction, and has created quarterly promotional programs that have been extremely successful. We do not create programs to receive awards; however, it is important to note that the Texas Municipal League and the Texas Economic Development Council both recognized the creativity and innovativeness of the programs with two state-wide awards.

Colleyville continues to prioritize and address the City's critical infrastructure including streets, water, wastewater, sidewalks/trails, and parks. This budget includes a robust 5-year Capital Improvement Plan (CIP), completely funded with cash, to insure infrastructure is maintained and built new where needed to maintain an exceptional quality of life for residents and businesses.

There are two issues facing Colleyville that will begin in FY 2020 and continue forward. First, the proposed budget accounts for H.B. 3535 which was approved by the Texas Legislature during the 84th Legislative Session. This legislation will significantly reduce franchise fee revenue. The bill essentially allows companies that provide telecommunications and cable or video services to pick whether they want to pay telecommunications franchise fees or cable/video franchise fees, but not both. The proposed budget also reflects Colleyville nearing residential build-out and transitioning to more of a redevelopment and rehabilitation phase by reducing building permit and associated development fee revenue.

Priorities and Fiscal Year 2020 Focus

The proposed budget accomplishes a number of priorities, including the following highlights:

- **Proposes the effective tax rate**

2019 certified values increased 7% in total compared to 2018 certified values. The fiscal year 2020 proposed budget includes a proposed tax rate of \$0.306807/\$100 of valuation, a \$0.013993 reduction from the current \$0.3208 tax rate. The tax rate of \$0.306807 is the "effective rate," which means that when property values increase, the property tax rate is lowered in order to collect the same amount of property tax revenue as the previous year, excluding new construction. **This is the second consecutive year the City will adopt the effective rate. It is important to note that the increase in property taxes is from new growth not budgeted in FY 2019 as well as new growth for FY 2020.**



- **Provides a balanced budget**

The fiscal year 2020 proposed budget is a balanced budget, consistent with both the City's Charter and state law requirements. Operating expenditures are funded with operating revenues. Operating funds maintain a fund balance above the 90-day reserve at all times, as required by the City's financial policies. The City's practice is to maintain a fund balance of at least 100 days, which is accomplished in the proposed budget.

- **Better aligns capital expenditures with capital funds**

Staff examined the budget line-by-line in an effort to place expenditures in the most appropriate fund. This effort led to the identification of two items currently being funded in the General Fund that should be contained in the capital funds. These items are the annual concrete contract for \$400,000 and the annual street markings project for \$100,000. By aligning with the correct capital fund, we were able to free up the General Fund to provide for enhanced public safety, absorb normal cost increases, and continue to invest in our employees with merit increases and steady health insurance rates.

- **Adjusts General Fund revenue to account for legislative changes and transitioning to nearing residential build-out**

The proposed budget accounts for H.B. 3535 which was approved by the Texas Legislature during the 84th Legislative Session by significantly reducing franchise fee revenue. The bill essentially allows companies that provide telecommunications and cable or video services to pick whether they want to pay telecommunications franchise fees or cable/video franchise fees, but not both. The proposed budget also reflects Colleyville nearing residential build-out and transitioning to more of a redevelopment and rehabilitation phase by reducing building permit and associated development fee revenue.

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

City staff has focused on efficiency and sustainability over the last two years, saving nearly \$1,000,000 in General Fund operating costs. This effort to reduce expenditures was about more than just limiting labor costs and saving dollars. It was an effort to bring corporate-like efficiency to the organization. Our strategy is to only take in the revenue necessary to provide programs and services, rather than accept the maximum possible revenue and then decide how to spend it. This effort continues with the fiscal year 2020 proposed budget. The retirement of the fleet service manager in the summer provided an opportunity to evaluate how the City conducts its fleet purchasing and maintenance operations. Rather than fill the position, the City will shift the management oversight to the current field operations supervisor. Further, the City proposes a new contract with Enterprise Fleet Management to assist the City staff with fleet purchasing and maintenance



scheduling. This will ultimately save the City money by timing the disposal of vehicles to maximize return, providing a newer fleet, therefore reducing maintenance costs, and utilizing a fleet with better gas mileage. The newer fleet will also provide enhanced safety features for employees who drive the vehicles.

The City absorbs costs whenever possible, reallocating dollars to where the need exists rather than assuming that “the way we’ve always done it” is the best way to prioritize resources. This effort pays dividends when, for example, health insurance costs increased six percent as they did this year. The City was able to absorb those cost increases within the proposed budget, as well as provide enhancements to the health insurance deductible reimbursement program, along with all other typical cost increases, without needing any additional property tax revenue. Health insurance costs make up the largest portion of the City’s personnel budget after salaries.

- **Expands public safety services**

Public safety continues to be one of the community’s highest priorities and this budget maintains funding for the high level of services Colleyville citizens expect. The proposed fiscal year 2020 budget includes funding for 44 sworn police officers, which is an increase of one officer, a sergeant being added to the Colleyville Crime Control and Prevention District (CCCPD) budget (funded by a ½ cent sales tax). The City is also moving an additional police officer from the General Fund to be funded by the CCCPD, bringing the total officers funded by the CCCPD to 12. The City’s strategy is to fund police officers and services from CCCPD as opposed to capital items to connect the sales tax approved by the voters to direct public safety.

The City is also providing funding to enhance Fire Department operations. The proposed budget includes funding for one additional firefighter, bringing the department’s total to 42 certified firefighters. The proposed budget also provides for the reclassification of three firefighter positions to three field supervising officer (FSO) positions. The Fire Department has recently instituted a response model that mirrors the needs of the community, which has increasingly become EMS driven. EMS calls account for 55% of the department’s call volume. In response, Fire has added a rapid EMS response unit (Squad 24) to respond more efficiently and increase service level. This has resulted in a 28% reduction in a second arriving apparatus on EMS calls. The FSO positions will have supervisor responsibilities on calls and will be responsible for quality checking all EMS reports during their shift. The FSOs will also provide enhanced involvement with local hospitals. FSOs will be dedicated to evaluating and improving the City’s EMS operations on a daily basis. This fiscal year, the Fire Department will purchase a new advanced life support ambulance utilizing the City’s lease/purchase strategy. The current reserve ambulance will be disposed and the current second ambulance will move to the reserve designation.

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

Water and wastewater base rates are directly related to the City's budget for the Utility Fund, and rates are set to only recover the City's cost of operating the utility system. In fiscal year 2019, the City was able to lower the water and wastewater base rates and add the incremental difference to the CIP base rate. For fiscal year 2020, staff once again recommends lowering the water and wastewater base rates (\$0.02 and \$0.41 respectively) and adding the difference (\$0.43) to the CIP base rate. This will generate approximately \$50,000 in additional revenue and will help ensure that the Utility Capital Projects Fund continues to bring in revenue to fund future capital projects with cash on hand.

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

Year 1 (fiscal year 2020) of the City's 5-Year Capital Improvement Plan (CIP) includes over \$38 million in projects to replace aging infrastructure, both above and below ground. These projects include street rehabilitation and reconstruction, water line replacements, park improvements including new restroom facilities, and reinvestment in City facilities such as the Colleyville Center, Central Fire Station, and Justice Center. The CIP also includes funding for drainage improvements and sidewalks/trails. Ensuring that these community assets are well maintained is and will continue to be a high priority. These projects are all fully-funded with cash that is currently available or with revenues projected to be received during this time period. No new debt is planned and the City is actively working to pay off all outstanding debt, which should be accomplished in less than 10 years.

- **Further beautification efforts throughout the community**

The fiscal year 2020 proposed budget provides funding to further beautification efforts throughout the community. This includes improvements to medians and roundabouts, as well as landscaping at key intersections. Funding is also included for design and installation of median and rights-of-way improvements along the SH26 corridor. The City recognizes that this corridor is truly Colleyville's main street, and the look and feel should be reflective of the exceptional quality found throughout Colleyville. This desired quality is above and beyond the standard landscape, hardscape, and streetlights provided by TxDOT, which is why the City has allocated additional funds to ensure the final product is something citizens can be proud of.

In developing the fiscal year 2020 budget, the objective was to achieve a balance between revenues and expenditures, and prioritize operational needs with long-term community investment strategies. As mentioned previously, efforts are made to identify other funding sources before committing general fund dollars to a project or cost, limiting the reliance on the primarily property tax supported general fund. The general fund accounts for the resources and expenditures related to the generally



recognized governmental services and/or functions provided by various City departments – it is a governmental fund type.

Revenues

General Fund revenues in the adopted budget total \$24,589,177. Major revenue considerations include:

- A tax rate decrease from \$0.320800 to \$0.306807 per \$100 of valuation
- No increase in ad valorem revenue due to adoption of an effective tax rate
- Conservatively projected no growth in sales tax revenue

Property Tax

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

The Tarrant Appraisal District has certified Colleyville’s property valuations for 2019 at \$5,839,829,017, and includes \$105,187,540 in new construction. This represents an increase of \$383,465,374 (7%) over the Fiscal Year 2019 taxable valuation of \$5,456,363,643, per the July 25, 2018 certified values. The total taxable value includes TIF zone property, which has a combined taxable value increment of \$438,771,640 (TIF Zone #1 adopted in 1998- \$392,404,701 and TIF Zone #1A adopted in 2012- \$12,024,677). The final TIF value is subject to change, as valuation is still under appeal. This represents an increase of \$34,342,262 (8.5%) over the current year TIF valuation of \$404,429,378.

The fiscal year 2019 budget includes a property tax rate of \$0.306807 per \$100 value. The tax rate is comprised of an operation and maintenance rate of \$0.290428, and an interest and sinking rate of \$0.016379. The latter component provides funding for retirement of the annual debt obligations. The following table provides historical information on the City’s tax rate, average residential property value, and average property tax payment.

Budget Year	Average Residential Property Value	Property Tax Rate	Average Property Tax Payment
2011	\$397,472	\$0.3559	\$1,414.60
2012	\$396,817	\$0.3559	\$1,412.28
2013	\$397,889	\$0.3559	\$1,416.09
2014	\$406,040	\$0.3559	\$1,445.10
2015	\$421,497	\$0.3559	\$1,500.11
2016	\$423,650	\$0.3559	\$1,507.77
2017	\$460,461	\$0.33913	\$1,561.56
2018	\$500,748	\$0.33383	\$1,671.67
2019	\$521,831	\$0.320800	\$1,674.03
2020	\$552,770	\$0.306807	\$1,695.94



Sales Tax

The second major financial consideration guiding development of the budget is sales tax revenue. The City collects a total two percent sales tax: one percent for General Fund with the remaining one percent allocated for two half-cent special purpose districts. Sales tax has been budgeted conservatively to remain flat for fiscal year 2020 compared to fiscal year 2019, and limited growth in future years, until reconstruction has been completed.

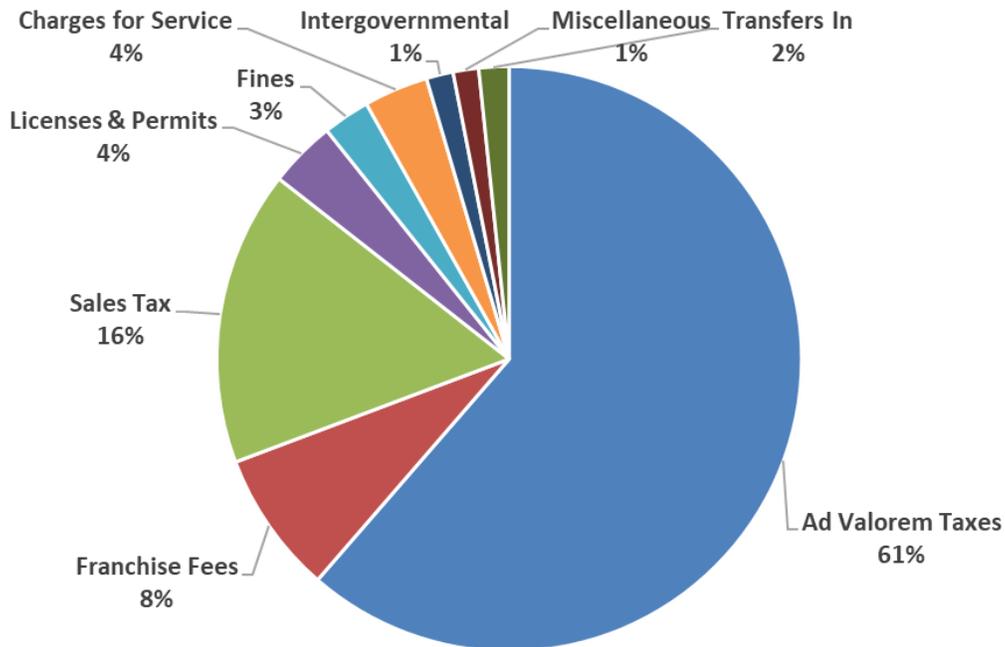
Licenses and Permits

The City has conservatively budgeted license and permit revenue for fiscal year 2020, believing that this is the beginning of new residential development trends in Colleyville. Large subdivisions are reaching conclusion and smaller infill projects are coming into the City. More and more, the City is seeing remodel and redevelopment in the shape of tear down, build new. As such, revenue projections have been reduced by \$65,400 from the fiscal year 2019 budget. The fiscal year 2020 budget for license and permit revenue makes up 4 percent of general fund revenues.

Intergovernmental Revenue

Intergovernmental revenue includes the annual payment from the City of Keller as a result of the municipal court consolidation as well as a school resource officer. Keller is paying a percentage of the total municipal court cost based upon their percentage of total citations issued by both cities.

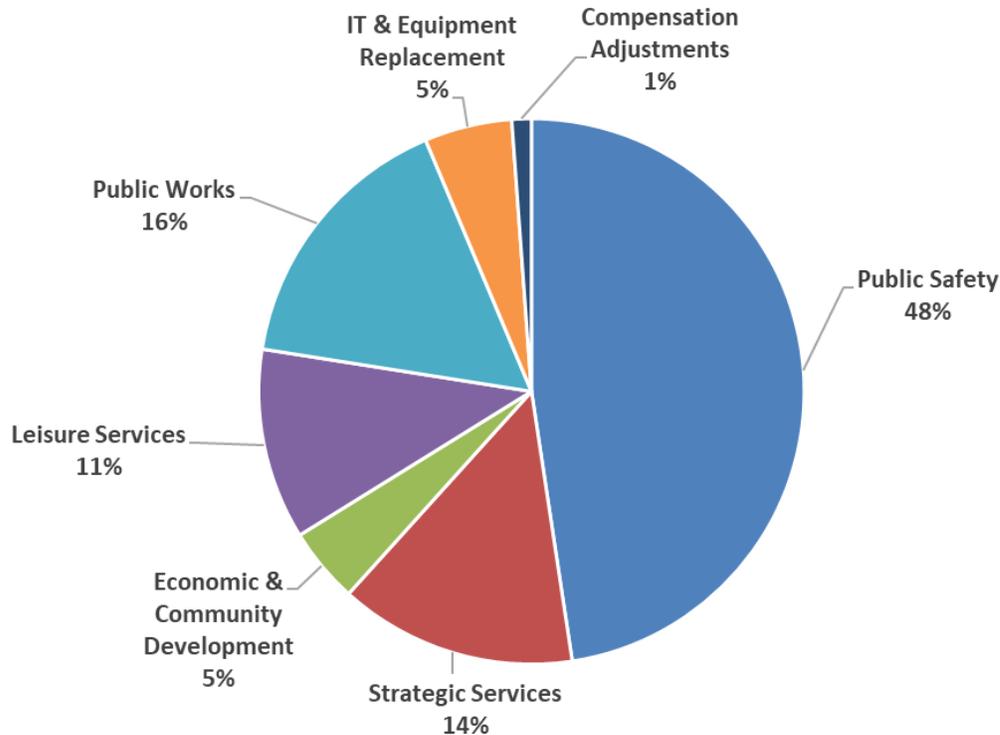
Revenue



Expenditures

The illustration below shows how the City plans to spend each tax dollar for the upcoming fiscal year. The total adopted General Fund budget for fiscal year 2019 is \$24,182,805. As seen in the chart, 48% of the General Fund is for public safety. When combined with public works, 64% of the General Fund is scheduled for police, fire, and infrastructure services.

Expenditure



UTILITY FUND

The Utility Fund is a proprietary fund structured and operated as a stand-alone business or enterprise. It accounts for all the activities required for the provision of water and sanitary sewer to residents of the city. In fiscal year 2017, the Utility Fund was split into two funds- the Utility Fund and Utility Capital Projects Fund, although these funds are rolled together for financial reporting purposes in the Certified Annual Financial Report (CAFR). The Utility Fund functions as the operating fund. The Utility Capital Projects Fund is where revenues and expenditures for utility capital projects are accounted for. This includes water and wastewater impact fees, revenue from the CIP base rate, and year-end operating surpluses transferred over from the Utility (operating) Fund. Creation of the Utility Capital Projects Fund has allowed for easier tracking, communication, and forecasting. The sections below specifically discuss revenues and expenditures for the Utility Fund.

Revenues

Utility bills include both volumetric and base rates. The City's operating costs for delivery of treated water and collection of wastewater are included in the monthly water and wastewater base rates. The volumetric rate is a direct pass through of the costs the City pays to Trinity River Authority (TRA) for treated water and wastewater treatment. Both the base rates and volumetric rates are reviewed and updated on an annual basis, concurrent with the City's fiscal year for base rates and TRA's fiscal year for volumetric rates. Water and wastewater volumetric charges account for 81 percent of operating revenue and water and wastewater base rates account for 17 percent. Interest, tap fees, and miscellaneous revenues comprise the remainder.

Expenditures

Utility Fund expenditures total \$17,555,789 for the fiscal year 2020 budget. There is no utility-supported bonded debt obligation. Fiscal year 2018 was the last year of debt payments for the Utility Fund. The largest component, 81 percent of the fund, covers the contractual obligation for water and wastewater to the TRA.

DEBT SERVICE FUND

The City budgets for tax-supported debt in the Debt Service Fund. The total fiscal year 2020 Debt Service Fund expenditure budget is \$1,406,398. This City has been focused on paying off all outstanding debt and financing all capital needs going forward with cash.

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

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

STORMWATER DRAINAGE UTILITY FUND

In 1993, the City Council adopted a monthly fee assessed on residential and commercial utility billing accounts for stormwater management. The Stormwater



Drainage Utility Fund supports the operation and maintenance of the City's drainage system and complies with federally mandated requirements for stormwater systems.

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 \$978,640 in fiscal year 2020, primarily from the collection of the monthly fee. Annual debt payments for the outstanding bonds are \$131,506. The remaining funds support personnel and other operational costs. The TIF funded a stormwater master plan that will conclude in fiscal year 2020. The Drainage Utility Fund could fund some of the prioritized recommendations from that master plan in coming years.

SPECIAL REVENUE & CAPITAL PROJECT FUNDS

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

Colleyville Tax Increment Financing (TIF) District

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

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

The total taxable value includes TIF zone property, which has a combined taxable value increment of \$438,771,640 (TIF Zone #1 adopted in 1998- \$392,404,701 and TIF Zone #1A adopted in 2012- \$12,024,677). The final TIF value is subject to change, as valuation is still under appeal. This represents an increase of \$34,342,262 (8.5%) over the current year TIF valuation of \$404,429,378.



Colleyville Crime Control and Prevention District (CCCPD)

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

Expected revenue from the 0.5 percent special purpose sales tax, use of funds generated from prior years' coverage ratio, and related interest income for the CCCPD budget is \$2,141,183. The budget provides funding for compensation for 12 police officers, vehicle replacement, various minor capital items, specialized training, weapons replacement, and CALEA accreditations, with total expenditures of \$2,135,394 for fiscal year 2020. Important to note is that fiscal year 2020 contains no debt service as the debt has been fully paid on the Colleyville Justice Center.

Colleyville Economic Development Corporation (CEDC)

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

Expected revenue from the special purpose sales tax and related interest income for the fiscal year 2020 is \$1,932,400. The CEDC Board meets in August to approve the budget. Funding provided by this special sales tax has been allocated to community-enhancement initiatives consistent with the authorization of the corporation.

Court Technology Fund

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

Court Security Fund

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

Strategic Initiatives Fund

Resources available in the Strategic Initiatives Fund are to be used with the City Council's authorization for programs and projects linked directly to the City's strategic plan. This governmental fund does not have a dedicated revenue source; any income



received is from transfers in from other funds. 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 2020 the Voluntary Library Fund will pay for all library material purchases and library program costs.

Voluntary Park Fund

When voluntary contributions are made by citizens for improvements to the park system through their monthly utility bill, those contributions are placed in the Voluntary Park Fund. In fiscal year 2020 the Voluntary Park Fund will pay for improvements to various parks and athletic fields. The Voluntary Park Fund will be an important funding source to improvement projects identified in the recently updated Parks Master Plan.

Juvenile Case Manager Fund

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

Capital Projects Fund

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

Capital Equipment Replacement Fund

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

Colleyville Tomorrow Fund

The Colleyville Tomorrow Fund is a capital projects fund used to account for proceeds received on gas leases on city-owned property to be used for capital purchases. Funds may be allocated at the discretion of the City Council.

Parks Tomorrow Fund

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



Park Land Dedication Fund

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

CONCLUSION

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

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

The fiscal year 2020 budget is presented with the commitment and confidence that it effectively funds those priorities identified by the City Council. We look forward to working with you to achieve all the goals set forth therein.

Jerry Ducay

Jerry Ducay
City Manager

Mark Wood

Mark Wood
Assistant City Manager

Adrienne Lothery

Adrienne Lothery
Assistant City Manager

City Strategic Plan



City of Colleyville Strategic Plan

(updated June 2018)

OUR VISION

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

OUR MISSION

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

OUR VALUES

*Integrity
Communication
Excellence
Transparency*

OUR GOALS

Operate Transparently

Deliver High Quality Core Services

Assure Adequate Infrastructure

Enable Responsible Development

Safeguard our Unique Identity

Govern Effectively

OUR STRATEGY

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

City Profile

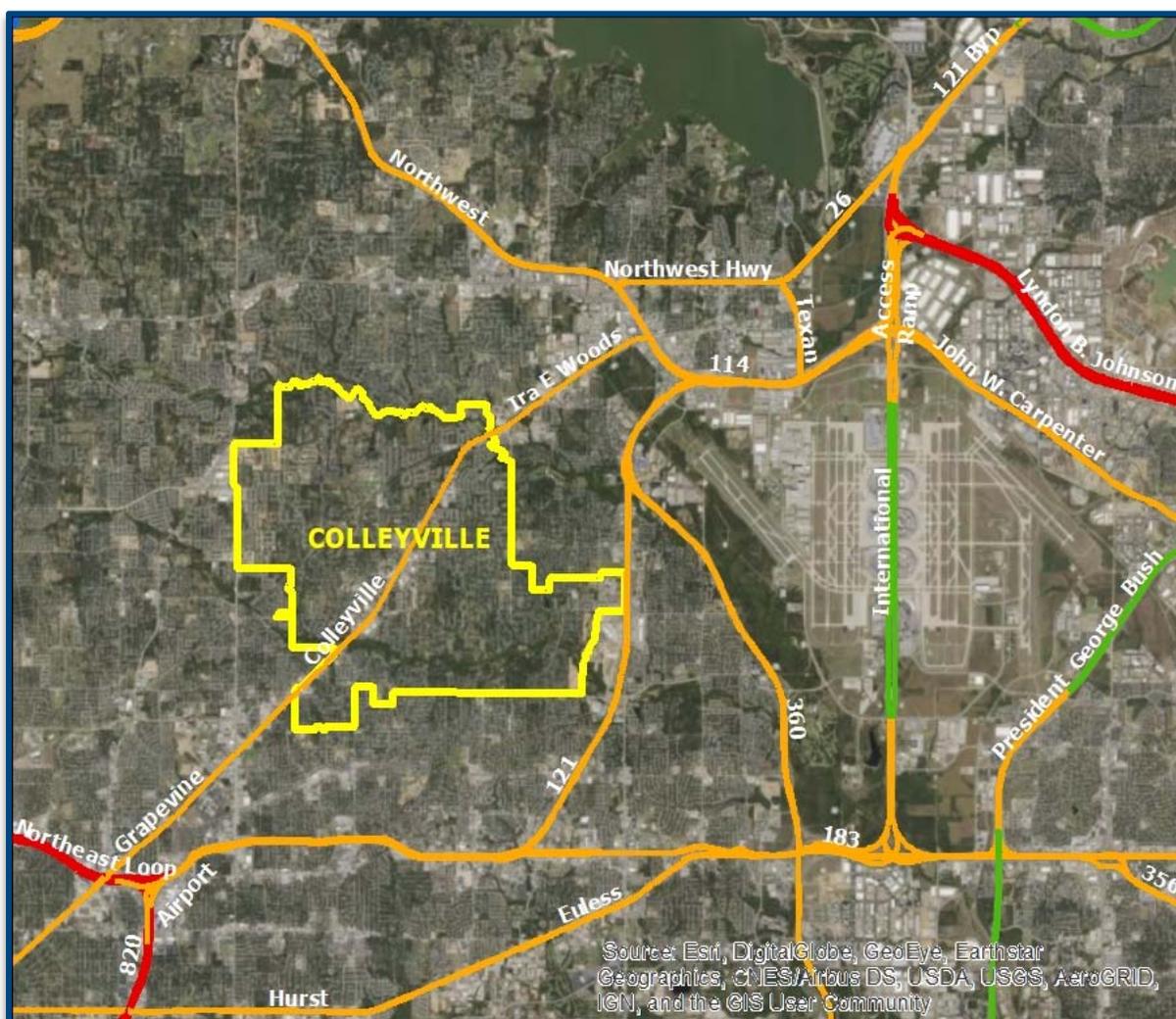


CITY PROFILE

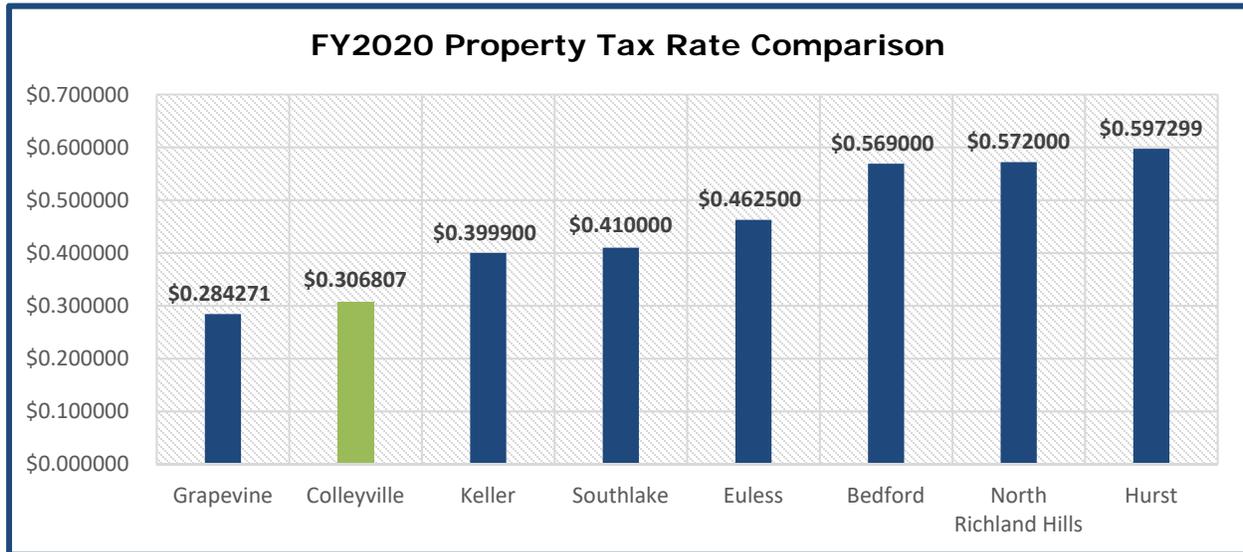
The City of Colleyville, at approximately 13 square miles, is situated in the heart of the Dallas-Fort Worth area of North Texas. Since its incorporation in 1956, Colleyville has managed to grow and develop while still maintaining its rural roots which can be traced back to the City's humble beginnings.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

Colleyville was ranked 10th in a 2012 report on "Quality of Life in the South" from the American City Business Journal. In 2013, the Dallas Morning News named Colleyville the "Healthiest Neighborhood", based on analysis of certain factors such as fitness facilities, miles of trails, and other quality of life components. Safewise.com named Colleyville as the Second Safest in Texas in 2015 and as the Safest City in Texas in both 2018 and 2019. In July 2014, D Magazine upgraded Colleyville as the #3 best suburb in the region, up from #5 in 2012, which continues to be the highest rating for a city in Tarrant County. Most recently in 2018, WalletHub.com named Colleyville fourth in The Best Cities for Texas Families list and second for Education, Health and Safety rank.

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



Colleyville takes pride in its atmosphere of friendliness and having a close-knit community. While maintaining its rural feel, the City still provides many modern amenities and quality services for its residents. Stores such as Whole Foods and Market Street promote a healthy lifestyle within the community, along with many other stores and restaurants that are open in the City. Throughout Colleyville there are many local businesses that provide exceptional services for every need, and upscale retail alongside extraordinary residential areas draw people to the City.



Colleyville residents are able to enjoy one of the lowest tax rates in the area at \$0.306807. Compared to the surrounding cities, Colleyville has the second lowest tax rate. The only city with a lower tax rate, Grapevine, has a larger sales tax revenue and tax base, which allows for the lower property tax rate.

The City of Colleyville is currently undergoing an exciting transformation as well. In 2017, the Texas Department of Transportation began a \$38 million road reconstruction and expansion of the main commercial corridor of the City of Colleyville, State Highway 26. The project spans 3 miles and includes full reconstruction from four lanes to six with a landscaped median. The City of Colleyville is contributing \$8 million to enhance the landscaping, lighting, and other pedestrian elements. The SH26 reconstruction project is estimated to complete in spring of 2020. The City is committed to this development to better reflect the pride and compassion the community shares and embrace a level of excellence that is unique to Colleyville.





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

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



Residents can also look forward to **Stars and Guitars**- a free outdoor concert under the stars held every June. Past line-ups have featured award winning bands, such as Asleep at the Wheel, Vocal Majority, and most recently John Michael Montgomery. This celebration also features gourmet food trucks and fireworks! Families can enjoy snacks and family friendly movie screenings at the City's **Movie in the Village** events. This event allows residents to hang out in the green space near City Hall and watch free movies under the stars. For car enthusiasts and families alike, the City

hosts the **Colleyville Car Show**, where everyone can get together to enjoy live music, great food, and cars of all kinds.

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



COLLEYVILLE HISTORY

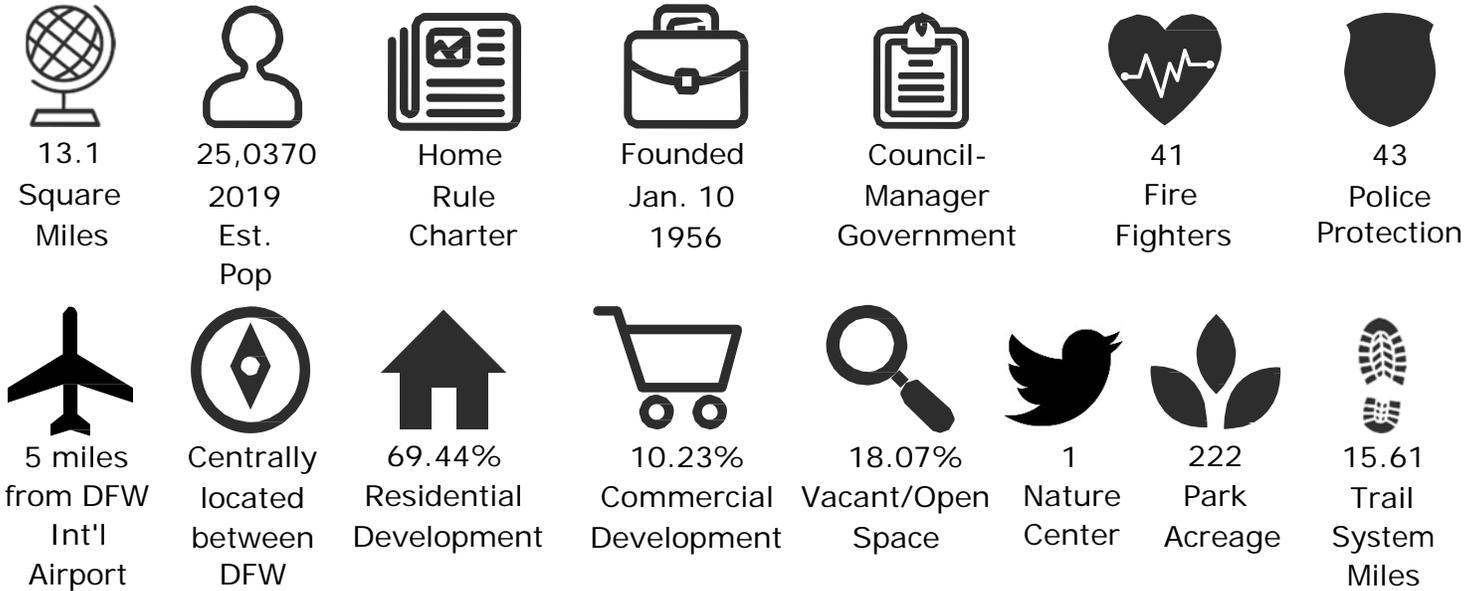
The area now known as Colleyville was first settled in the mid-1800s and was comprised of five separate small communities centered around area churches and schools. Settlers came to Texas during the nearly ten years of the Independent Republic of Texas, but none settled in the wild and beautiful land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



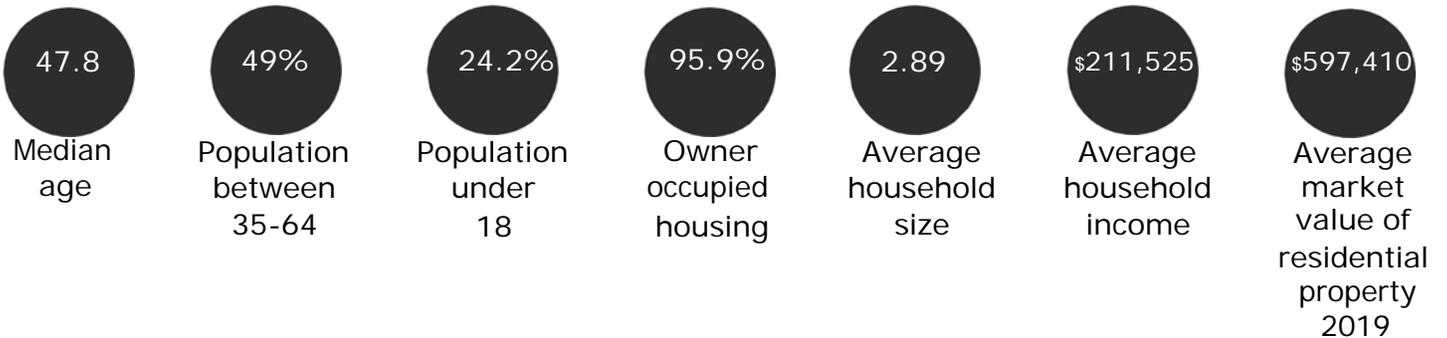
Colleyville was incorporated in January 1956 with less than two square miles and a population of approximately 250. During the late 1970s and early 1980s, Colleyville's close proximity to Dallas-Fort Worth International Airport sparked the growth of high quality residential development. Today, Colleyville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

COLLEYVILLE, TX: AT A GLANCE

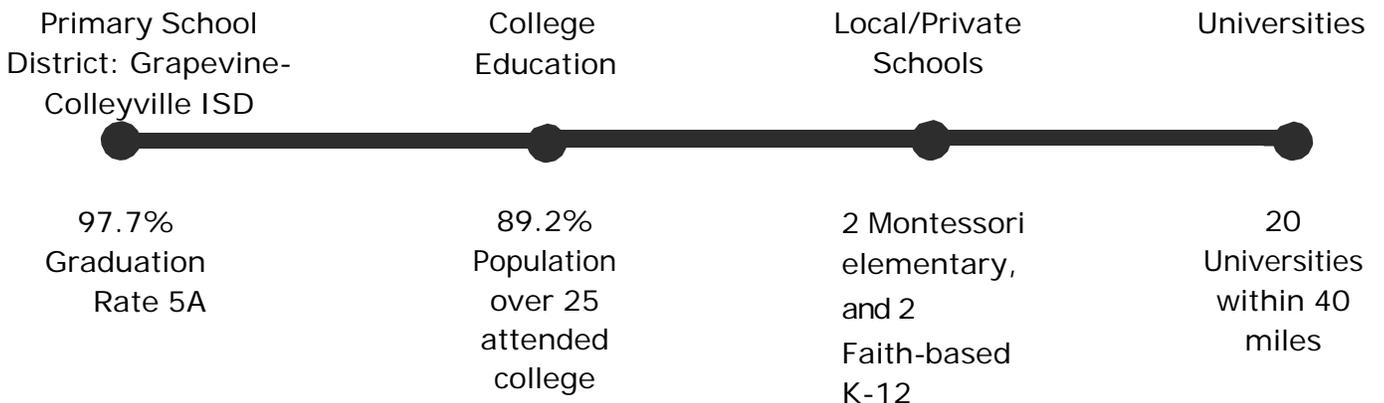
COMMUNITY & GOVERNMENT



DEMOGRAPHICS



EDUCATION



Sources: NCTCOG 2019 Population Estimate, Tarrant Appraisal District, & 2017 American Community Survey

CITY OF COLLEYVILLE

Top Ten Taxpayers: Assessed Valuation & Percent of Total Assessed Valuation of Fiscal Year 2019

1 VELOCIS COLLEYVILLE LP
 ASSESSED VALUATION: \$37,477,871
 PERCENT OF TOTAL ASSESSED VALUATION: .69%

2 KRG COLLEYVILLE LLC
 ASSESSED VALUATION: \$27,000,000
 PERCENT OF TOTAL ASSESSED VALUATION: .49%

3 LTF REAL ESTATE MP I LLC
 ASSESSED VALUATION: \$20,000,000
 PERCENT OF TOTAL ASSESSED VALUATION: .37%

4 ONCOR ELECTRIC DELIVERY CO LLC
 ASSESSED VALUATION: \$15,507,523
 PERCENT OF TOTAL ASSESSED VALUATION: .28%

5 WELLTOWER TCG RIDEA LANDLORD LLC
 ASSESSED VALUATION: \$11,189,018
 PERCENT OF TOTAL ASSESSED VALUATION: .21%

6 COLLEYVILLE LODGING LLC
 ASSESSED VALUATION: \$10,871,315
 PERCENT OF TOTAL ASSESSED VALUATION: .20%

7 COLLEYVILLE LOFTS VENTURE LLC
 ASSESSED VALUATION: \$10,200,000
 PERCENT OF TOTAL ASSESSED VALUATION: .19%

8 STANDARD PACIFIC OF TEXAS INC
 ASSESSED VALUATION: \$9,650,387
 PERCENT OF TOTAL ASSESSED VALUATION: .18%

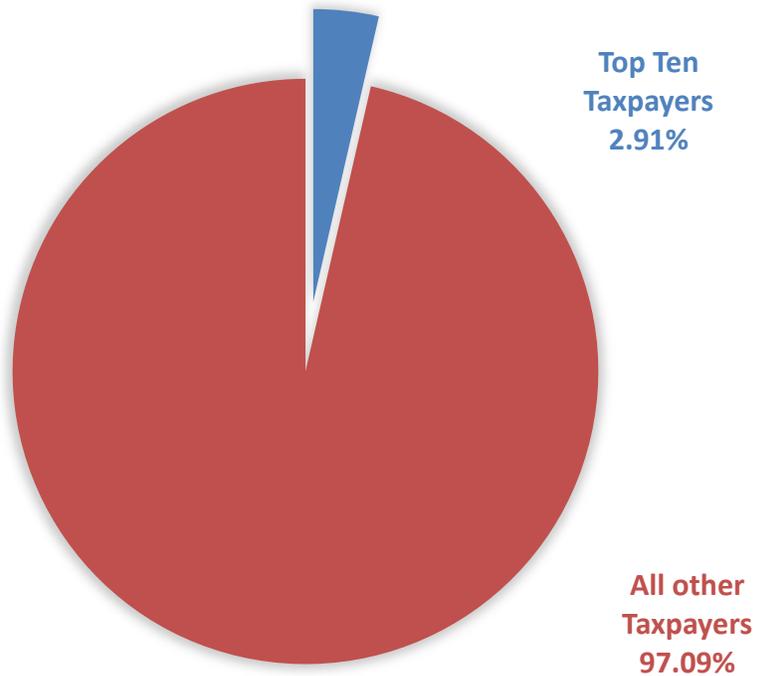
9 ATMOS ENERGY/MID TEX DIVISION
 ASSESSED VALUATION: \$8,570,080
 PERCENT OF TOTAL ASSESSED VALUATION: .16%

10 MAINVUE TX LLC
 ASSESSED VALUATION: \$8,504,197
 PERCENT OF TOTAL ASSESSED VALUATION: .15%

TOTAL FISCAL YEAR 2019

TOTAL FISCAL YEAR 2019 ASSESSED VALUATION: \$158,970,391
 TOTAL PERCENT OF TOTAL ASSESSED VALUATION: 2.91%
 SOURCE: Tarrant County Appraisal District

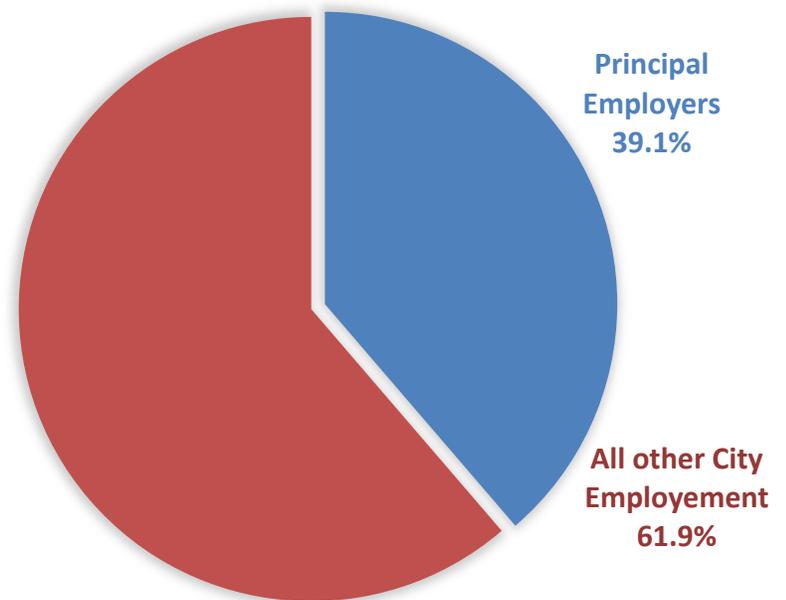
PERCENT OF TOTAL ASSESSED VALUATION
 (TOP TEN VS. ALL OTHER TAXPAYERS)



CITY OF COLLEYVILLE

Principal Employers: Employer, Employees, & Percentage of Total City Employment 2019

PRINCIPAL EMPLOYERS TOTAL VS ALL OTHER CITY EMPLOYEMENT



1 **GRAPEVINE – COLLEYVILLE ISD**
EMPLOYEES: 611

2 **MARKET STREET**
EMPLOYEES: 345

3 **LIFETIME FITNESS**
EMPLOYEES: 250

4 **CITY OF COLLEYVILLE**
EMPLOYEES: 205

5 **COVENANT CHRISTIAN ACADEMY**
EMPLOYEES: 130

6 **WHOLE FOODS MARKET**
EMPLOYEES: 125

7 **ALBERTSONS**
EMPLOYEES 118

8 **LAHACIENDA RANCH**
EMPLOYEES: 100

9 **WALMART NEIGHBORHOOD MARKET**
EMPLOYEES: 72

10 **US MEMORY CARE**
EMPLOYEES: 60

TOTAL FISCAL YEAR 2019

TOTAL EMPLOYEES: 2,016

PERCENTAGE OF TOTAL CITY EMPLOYEMENT: 39.1%

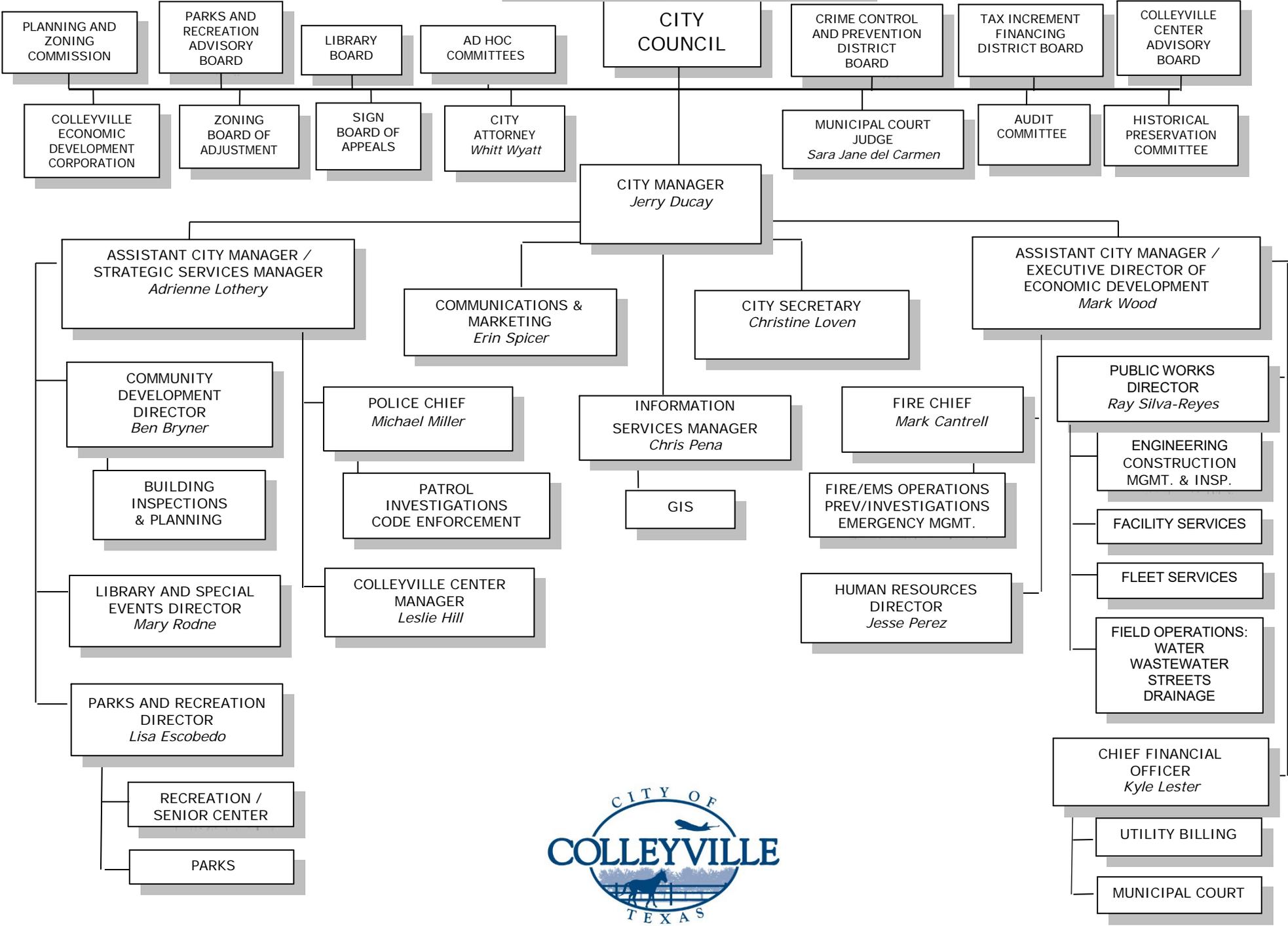
SOURCE: City Economic Development Division

NOTE: The information was the most recent available at the time of printing the FY 2020 adopted Budget book.

Organization Chart



CITIZENS OF COLLEYVILLE



DEPARTMENTAL STAFFING SUMMARY

	DEPARTMENT	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGETED	FY 2020 PROPOSED	
General Fund	City Manager's Office	3.75	3.75	5.00	3.20	3.20	
	City Secretary's Office	2.00	2.00	2.00	1.50	2.00	
	Colleyville Center	4.50	4.00	4.00	4.00	4.00	
	Communications	1.38	0.38	0.38	0.38	0.38	
	Community Development	9.00	9.00	9.00	9.00	9.00	
	Economic Development	2.00	1.00	1.00	0.80	0.80	
	Finance	3.00	4.00	4.00	4.00	4.00	
	Fire	42.00	42.00	42.00	41.50	44.50	
	Human Resources	3.00	3.00	3.00	2.00	2.00	
	Information Systems Management	3.14	3.14	3.14	3.14	3.64	
	Library and Recreation	14.00	14.00	9.50	-	-	
	Library	-	-	-	5.00	5.00	
	Recreation	-	-	-	3.00	3.00	
	Finance- Municipal Court	4.00	4.00	4.00	4.00	4.00	
	Parks	11.00	11.00	13.00	12.00	12.00	
	Police	41.50	40.00	39.75	38.00	37.00	
	Public Works	16.30	16.10	16.10	16.10	15.10	
	Total General Fund FTEs:		160.57	157.37	155.87	147.62	149.62
	Utility Fund	DEPARTMENT	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGETED	FY 2020 PROPOSED
Public Works		22.03	21.23	21.60	20.70	20.70	
Information Systems Management		-	-	-	0.65	0.65	
Utility Billing		3.00	4.00	4.00	4.00	4.00	
Total Utility Fund FTEs:		25.03	25.23	25.60	25.35	25.35	
Drainage Fund	DEPARTMENT	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGETED	FY 2020 PROPOSED	
	Public Works	6.41	6.41	6.41	6.20	6.20	
	Information Systems Management	-	-	-	0.21	0.21	
Total Drainage Fund FTEs:		6.41	6.41	6.41	6.41	6.41	
Crime Control & Prevention District (CCCPD)	DEPARTMENT	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGETED	FY 2019 BUDGETED	FY 2020 PROPOSED	
	Police	8.00	9.00	9.00	11.00	13.73	
Total CCCPD FTEs:		8.00	9.00	9.00	11.00	13.73	
Juvenile Case Manager Fund	DEPARTMENT	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGETED	FY 2019 BUDGETED	FY 2020 PROPOSED	
	Finance- Municipal Court	1.00	1.00	1.00	1.00	1.00	
Total Juvenile Case Manager FTEs		1.00	1.00	1.00	1.00	1.00	
Capital Projects Fund	DEPARTMENT	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGETED	FY 2019 BUDGETED	FY 2020 PROPOSED	
	Public Works	1.00	1.00	0.00	0.00	0.00	
Total Capital Projects FTEs:		1.00	1.00	0.00	0.00	0.00	
Economic Development Corporation (CEDC)	DEPARTMENT	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGETED	FY 2019 BUDGETED	FY 2020 PROPOSED	
	Library	2.00	2.00	6.50	7.50	7.50	
	Recreation	1.00	1.00	1.00	1.00	1.00	
	Communications/Marketing	0.63	0.63	0.63	0.63	0.63	
Total CEDC FTEs:		3.63	3.63	8.13	9.13	9.13	
All Funds Summary	DEPARTMENT	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGETED	FY 2019 BUDGETED	FY 2020 PROPOSED	
	General Fund	160.57	157.37	155.87	147.62	149.62	
	Utility Fund	25.03	25.23	25.60	25.35	25.35	
	Drainage Fund	6.41	6.41	6.41	6.41	6.41	
	CCCPD	8.00	9.00	9.00	11.00	13.73	
	Juvenile Case Manager Fund	1.00	1.00	1.00	1.00	1.00	
	Capital Projects Fund	1.00	1.00	0.00	0.00	0.00	
	CEDC	3.63	3.63	8.13	9.13	9.13	
Total FTEs:		205.63	203.63	206.01	200.50	205.23	

Budget Process



THE BUDGET PROCESS

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

The City Manager, two Assistant City Managers, Director of Finance, and Human Resources Director (Budget Team) oversee the preparation of the proposed budget. A budget calendar is discussed with the City Council and then distributed to the Leadership Team, which is composed of department and/or division heads. Each department submits additional funding requests to the Budget Team for any additional funding requested above and beyond that provided in the current fiscal year. These requests are reviewed in meetings with the Budget Team where the departments describe the requests and their importance. For fiscal year 2020, the City Council's eight high priority objectives, in addition to the City's Strategic Plan, were used to guide the Budget Team in developing the City Manager's budget recommendation.

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

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

THE BUDGET AMENDMENT PROCESS

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

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

FY 2020 Budget Preparation Calendar

Regular City Council meeting dates
 Additional meeting dates

January 2019						
Su	M	Tu	W	Th	F	Sa
30	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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

February 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

February		
19-Feb	City Council reviews proposed budget calendar	City Council
February	Prepare Current Service Level Numbers; Enter in Munis	City Manager's Office
February	Departments notified of the deadline and requirements for new position or reclassification requests	Human Resources
February	Post applications for FY 2020 agency agreements	City Secretary

March 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March		
March	Update the Budget Preparation Manual if necessary	City Manager's Office
March	Agency agreement applications due	City Secretary
21-Mar	Budget Kickoff meeting	Departments

April 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April		
2-Apr	Presentations from Agencies on FY 2020 funding requests	City Council
5-Apr	New position and reclassification requests due to HR	Departments
5-Apr	Non-Discretionary Requests due in MUNIS Level 2	Departments
April	Meeting w/ Police Dept. to plan Crime District Budget	City Manager's Office
19-Apr	All other components of the Budget Submittal are due	Departments
18-Apr-19	RFP for health insurance	Human Resources
Apr 29-May 10	Department Budget Submittal Meetings	Depts/Budget Team

May 2019						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May		
4-May	City Council Election	City Council
14-May	City Council - Special meeting - canvass of election	City Council
21-May	New Councilmembers Sworn In	City Council
	Preliminary property value estimates released	Tarrant Appraisal
late May	Council priority setting Worksession (or early June- tbd)	City Council

June 2019						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June		
June	Review RFP analysis and finalist recommendations	Benefits Committee
4-Jun	CC Worksession: Budget Process Overview	City Council
6-Jun	Publish CCCPD budget public hearing notice (Board)	City Manager's Office
18-Jun	Budget Worksession (review of prelim. numbers & insurance)	City Council
18-Jun	CCCPD budget public hearing & Worksession (before CC mtg)	CCCPD Board

July 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July		
2-Jul	CCCPD budget adoption (before City Council meeting)	CCCPD Board
2-Jul	Approve insurance contracts	City Council
	Discussion on updates to fees/charges (if needed)	City Council
	Present Draft 5-Year CIP	City Council
4-Jul	Publish CCCPD budget public hearing notice (Governing body)	City Manager's Office
16-Jul	1st Reading CCCPD budget/public hearing by governing body	City Council
25-Jul	Certified tax roll released	Tarrant Appraisal

August 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

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

September 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September

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

October 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October

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

November 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November

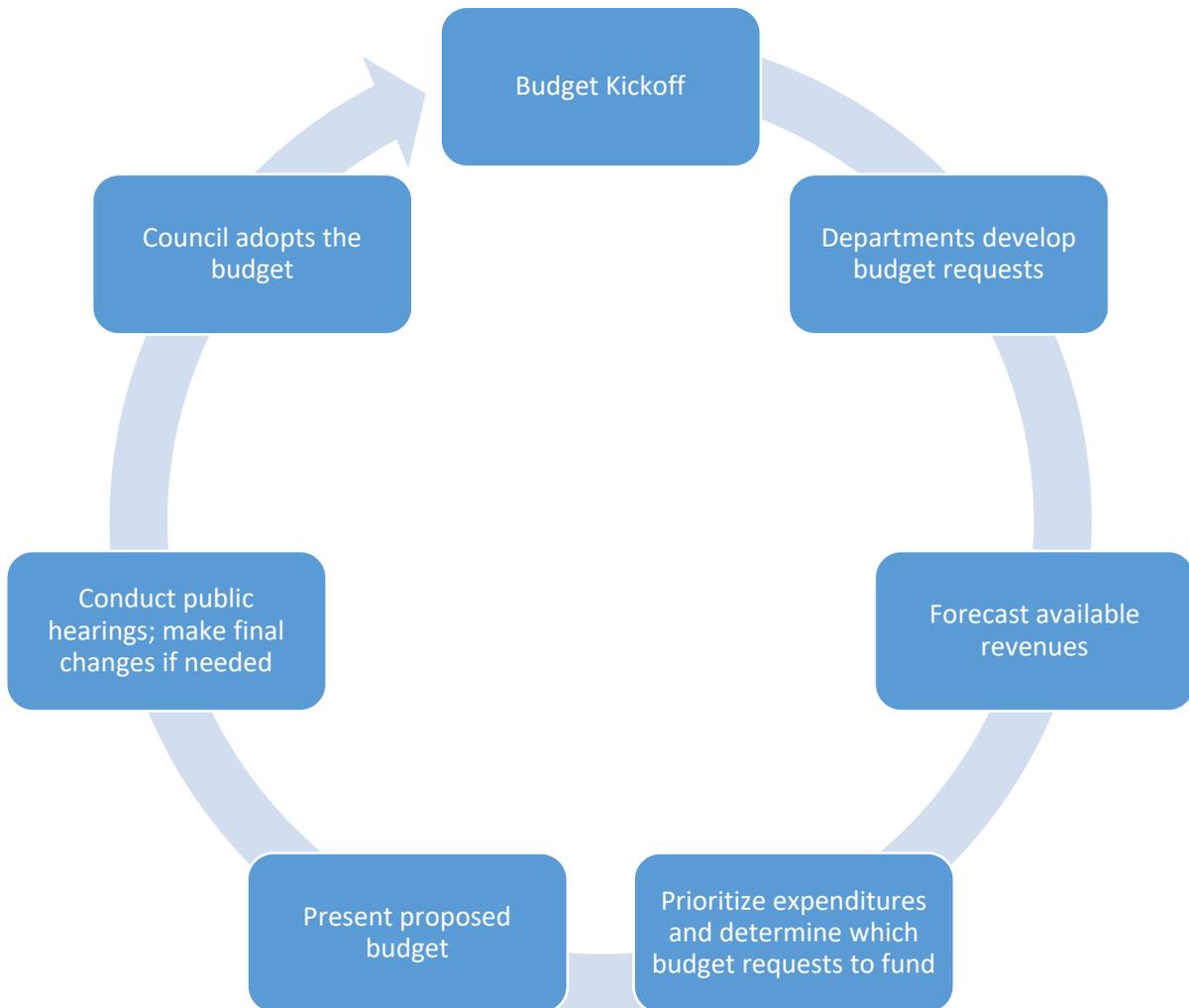
November	Create vouchers and mail checks for Agency Contracts	City Secretary
19-Nov	1st reading of ordinance for utility volumetric rate changes	

December 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December

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

Annual Budget Cycle



BUDGETARY BASIS OF ACCOUNTING

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

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

Differences between the Basis of Accounting and Basis of Budgeting:

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

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

Fund Structure and All Funds Summary



FUND STRUCTURE

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

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

GENERAL FUND

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

DEBT SERVICE FUND

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

CAPITAL PROJECT FUND

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

SPECIAL REVENUE FUND

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

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

ENTERPRISE FUNDS

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

Relationship between Functional Units and Funds

Funds with Functional Units:

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

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

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

ALL FUNDS SUMMARY - ESTIMATE OF FINANCIAL POSITION AT SEPTEMBER 30, 2020

	GENERAL FUND	UTILITY FUND	DEBT SERVICE FUND	DRAINAGE UTILITY FUND	TOTAL ALL FUNDS
ESTIMATED BALANCE AT OCTOBER 1, 2018*	\$9,605,174	\$4,494,687	\$692,695	\$810,438	\$15,602,994
AD VALOREM TAXES	\$15,090,882	\$0	\$696,723	\$0	\$15,787,605
FRANCHISE TAXES	1,942,500	0	0	0	1,942,500
SALES TAXES	4,008,292	0	0	0	4,008,292
LICENSES AND PERMITS	910,000	0	0	0	910,000
FINES	640,000	0	0	0	640,000
CHARGES FOR SERVICE	875,600	17,280,789	0	962,640	19,119,029
INTERGOVERNMENTAL	364,483	0	0	0	364,483
MISCELLANEOUS/INTEREST INCOME	348,000	275,000	5,000	15,869	643,869
USE OF FUND BALANCE	0	0	50,000	0	50,000
INTERFUND TRANSFERS (IN)	409,420	0	654,675	0	1,064,095
ESTIMATED REVENUES	\$24,589,177	\$17,555,789	\$1,406,398	\$978,509	\$44,529,873
GENERAL MANAGEMENT	\$ 2,852,577	\$0	\$0	\$0	\$2,852,577
FINANCE/COURT/UTILITY BILLING	1,121,484	438,748	0	0	1,560,232
ECONOMIC DEVELOPMENT	213,738	0	0	0	213,738
ENGINEERING	431,741	0	0	0	431,741
INFORMATION SERVICES	882,969	69,235	0	22,368	974,572
COMMUNITY DEVELOPMENT	416,064	0	0	0	416,064
POLICE	5,121,389	0	0	0	5,121,389
FIRE	5,886,507	0	0	0	5,886,507
LIBRARY	567,502	0	0	0	567,502
PARKS & RECREATION	1,761,538	0	0	0	1,761,538
COLLEYVILLE CENTER	408,158	0	0	0	408,158
PUBLIC WORKS:STREETS/DRAINAGE**	2,747,484	0	0	629,158	3,376,642
UTILITY OPERATIONS	0	16,447,071	0	0	16,447,071
COMPENSATION ADJUSTMENT	280,000	36,000	0	6,200	322,200
NON-DEPARTMENTAL	1,120,654	233,605	0	6,612	1,360,871
DEBT SERVICE	0	0	1,406,398	131,506	1,537,904
INTERFUND TRANSFERS (OUT)**	371,000	331,130	0	0	702,130
ESTIMATED EXPENDITURES	\$24,182,805	\$17,555,789	\$1,406,398	\$795,844	\$43,940,836
ESTIMATED BALANCE AT SEPTEMBER 30, 2019	\$10,011,546	\$4,494,687	\$642,695	\$993,103	\$16,142,031
NET INCREASE/DECREASE	\$406,372	\$0	(\$50,000)	\$182,665	\$539,037
REQUIRED RESERVE (90 DAYS)	\$5,962,883	\$4,328,825	\$346,783	\$196,236	

NOTES:

* BALANCES ARE UNAUDITED

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

**ALL FUNDS SUMMARY - SUMMARY OF EXPENDITURES BY TYPE
ESTIMATE OF FINANCIAL POSITION AT SEPTEMBER 30, 2020**

	GENERAL FUND	UTILITY FUND	DEBT SERVICE FUND	DRAINAGE UTILITY FUND	TOTAL ALL FUNDS
ESTIMATED BALANCE AT OCTOBER 1, 2019 *	\$9,605,174	\$4,494,687	\$692,695	\$810,438	\$15,602,994
AD VALOREM TAXES	\$15,090,882	\$0	\$696,723	\$0	\$15,787,605
FRANCHISE TAXES	1,942,500	0	0	0	1,942,500
SALES TAXES	4,008,292	0	0	0	4,008,292
LICENSES AND PERMITS	910,000	0	0	0	910,000
FINES	640,000	0	0	0	640,000
CHARGES FOR SERVICE	875,600	17,280,789	0	962,640	19,119,029
INTERGOVERNMENTAL	364,483	0	0	0	364,483
MISCELLANEOUS/INTEREST INCOME	348,000	275,000	5,000	15,869	643,869
USE OF FUND BALANCE	0	0	50,000	0	50,000
INTERFUND TRANSFERS (IN)	409,420	0	654,675	0	1,064,095
ESTIMATED REVENUES	\$24,589,177	\$17,555,789	\$1,406,398	\$978,509	\$44,529,873
LESS EXPENDITURES:					
PERSONNEL	\$15,915,951	\$2,061,888	\$0	\$481,454	\$18,459,293
CONTRACTUAL	5,393,746	14,786,845	0	131,213	20,311,804
SUPPLIES	844,402	295,926	0	51,671	1,191,999
CAPITAL	14,000	80,000	0	0	94,000
DEBT SERVICE	0	0	1,406,398	131,506	1,537,904
INTERFUND TRANSFERS (OUT)	2,014,706	331,130	0	0	2,345,836
ESTIMATED EXPENDITURES	\$24,182,805	\$17,555,789	\$1,406,398	\$795,844	\$43,940,836
ESTIMATED BALANCE AT SEPTEMBER 30, 2020	<u>\$10,011,546</u>	<u>\$4,494,687</u>	<u>\$642,695</u>	<u>\$993,103</u>	<u>\$16,142,031</u>

NOTES:

* BALANCES ARE UNAUDITED

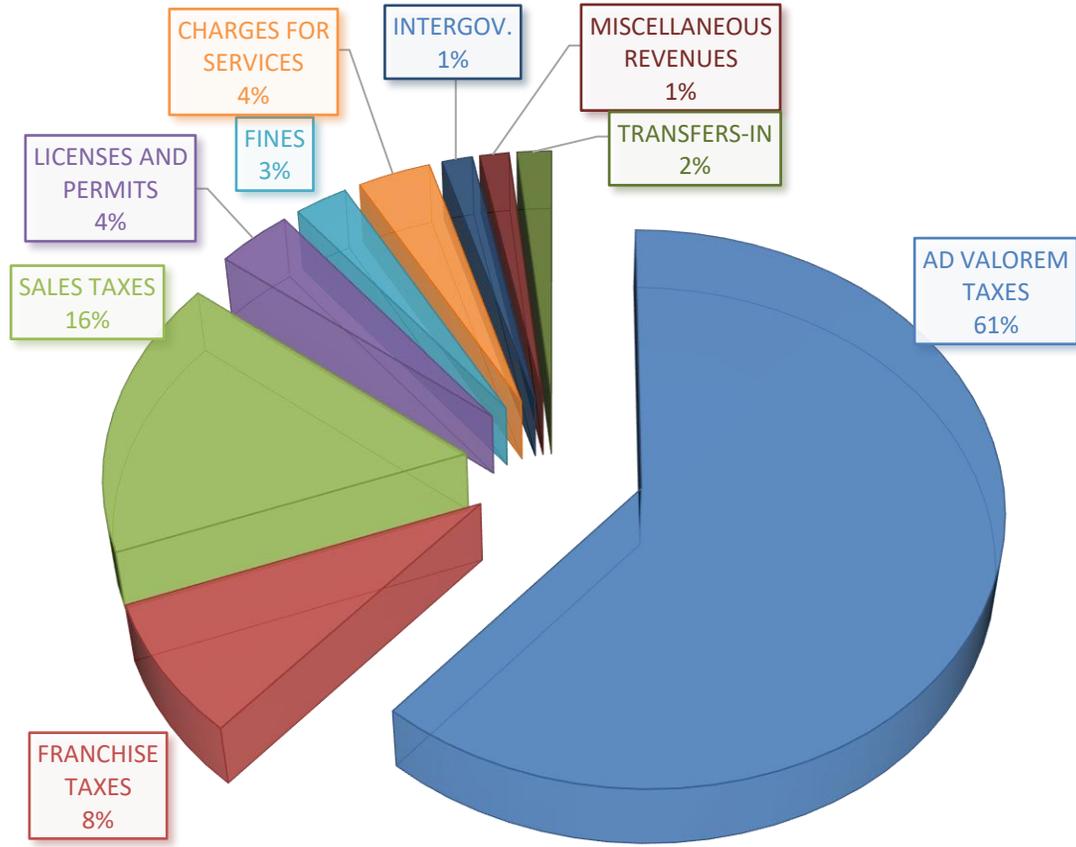
General Fund



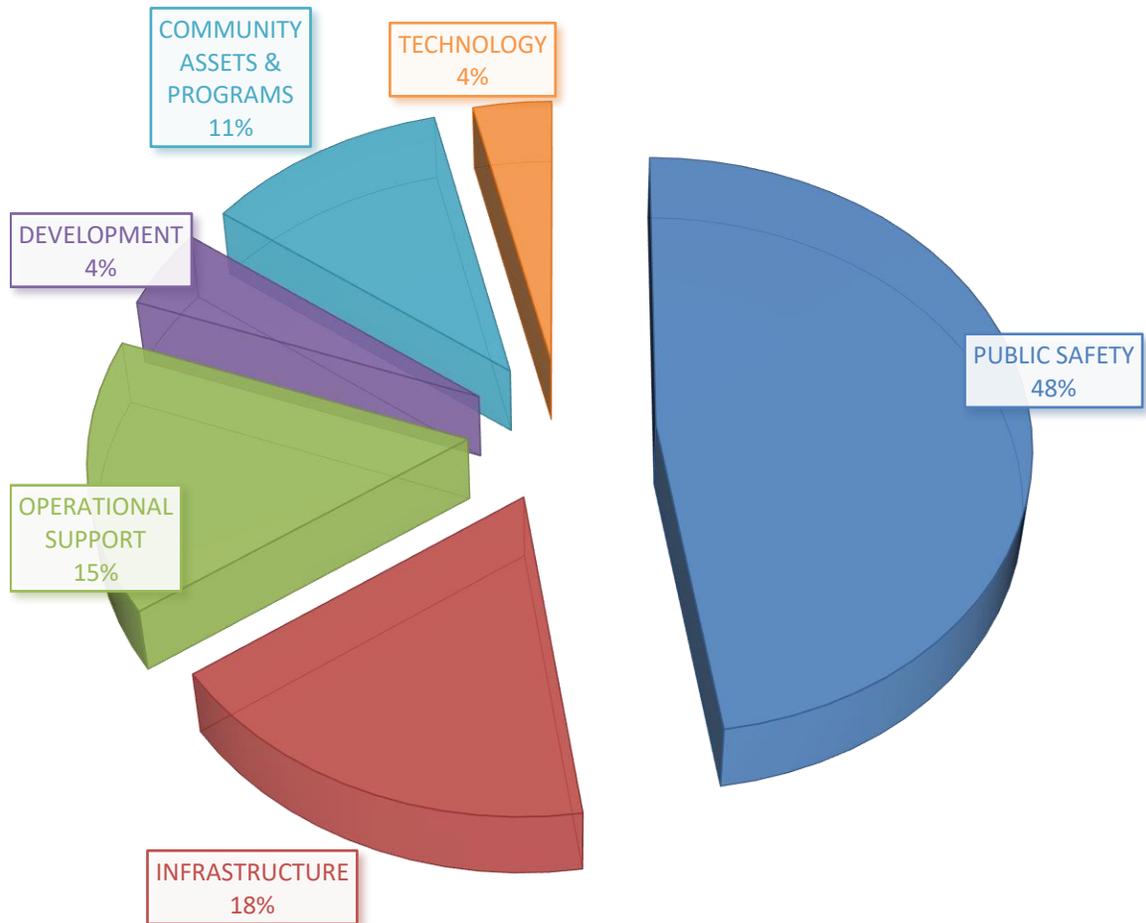
GENERAL FUND SUMMARY

	ACTUAL FY 2018	PROJECTED FY 2019	BUDGETED FY 2020
<i>REVENUES:</i>			
AD VALOREM TAXES	\$ 14,673,347	\$ 14,685,000	\$ 15,090,882
FRANCHISE TAXES	2,180,950	2,267,407	1,942,500
SALES TAXES	4,008,796	4,008,292	4,008,292
LICENSES AND PERMITS	1,214,620	1,029,450	910,000
FINES	746,988	667,524	640,000
CHARGES FOR SERVICES	965,529	852,000	875,600
INTERGOVERNMENTAL	394,104	364,483	364,483
MISCELLANEOUS REVENUES	718,042	398,000	348,000
TRANSFERS-IN	407,297	385,507	409,420
 TOTAL GENERAL FUND REVENUES	 \$ 25,309,673	 \$ 24,657,663	 \$ 24,589,177
	ACTUAL FY 2018	PROJECTED FY 2019	BUDGETED FY 2020
<i>EXPENDITURES:</i>			
CITY COUNCIL	\$ 185,216	\$ 209,951	\$ 212,701
CITY MANAGER'S OFFICE	603,054	614,527	671,384
CITY SECRETARY'S OFFICE	141,002	168,211	206,975
LEGAL	218,106	220,000	220,000
HUMAN RESOURCES	272,531	285,282	297,704
COMMUNICATIONS	43,421	61,868	62,491
FINANCE	523,775	603,509	616,848
MUNICIPAL COURT	390,349	443,419	504,636
BUILDING SERVICES	475,612	496,359	567,325
INFORMATION SYSTEMS MANAGEMENT	913,528	885,572	882,969
COMMUNITY DEVELOPMENT	381,180	402,177	416,064
BUILDING INSPECTIONS	366,270	436,861	450,789
ECONOMIC DEVELOPMENT	187,320	198,150	213,738
ENGINEERING	379,322	469,452	431,741
POLICE	4,775,855	5,063,010	5,121,389
FIRE	5,296,939	5,578,793	5,886,507
PARKS	1,255,937	1,261,132	1,285,526
RECREATION	446,141	462,842	476,012
LIBRARY	553,537	550,962	567,502
COLLEYVILLE CENTER	328,400	387,174	408,158
STREETS	5,170,300	3,243,307	2,747,484
FLEET MAINTENANCE	225,811	259,492	163,208
TRANSFERS OUT -			
CAPITAL EQUIPMENT RESERVE FUND	371,000	371,000	371,000
COMPENSATION ADJUSTMENT	673,722	241,687	280,000
NON-DEPARTMENTAL	1,021,604	1,129,751	1,120,654
 TOTAL GENERAL FUND EXPENDITURES	 \$ 25,199,933	 \$ 24,044,488	 \$ 24,182,805
 TOTAL BEGINNING FUND BALANCE - 10/1	 \$ 8,757,020	 \$ 8,866,760	 \$ 9,479,935
 INCREASE / (DECREASE) TO FUND BALANCE	 \$ 109,740	 \$ 613,175	 \$ 406,372
 TOTAL ENDING FUND BALANCE	 \$ 8,866,760	 \$ 9,479,935	 \$ 9,886,307

GENERAL FUND REVENUE



GENERAL FUND EXPENSES



GENERAL FUND FORECAST

	BUDGET FY 2019	YE PROJECTED FY 2019	BUDGET FY 2020	PROJECTED FY 2021	PROJECTED FY 2022	PROJECTED FY 2023	PROJECTED FY 2024
BEGINNING FUND BALANCE	\$9,106,515	\$8,991,999	\$9,605,174	\$10,011,546	\$10,368,172	\$10,674,300	\$10,929,230
REVENUE:							
Ad Valorem Taxes	\$14,322,575	\$14,685,000	\$15,090,882	\$15,619,063	\$16,165,730	\$16,731,531	\$17,317,134
Sales Tax	\$4,008,292	\$4,008,292	\$4,008,292	\$4,048,375	\$4,088,859	\$4,129,747	\$4,171,045
Franchise Fees	\$2,105,000	\$2,267,407	\$1,942,500	\$1,961,925	\$1,981,544	\$2,001,360	\$2,021,373
Licenses & Permits	\$975,400	\$1,029,450	\$910,000	\$919,100	\$928,291	\$937,574	\$946,950
Fines	\$822,604	\$667,524	\$640,000	\$646,400	\$652,864	\$659,393	\$665,987
Charges for Service	\$901,100	\$852,000	\$875,600	\$884,356	\$893,200	\$902,132	\$911,153
Intergovernmental	\$364,483	\$364,483	\$364,483	\$368,128	\$371,809	\$375,527	\$379,282
Miscellaneous Income	\$226,000	\$398,000	\$348,000	\$354,960	\$362,059	\$369,300	\$376,686
Transfers In	\$385,507	\$385,507	\$409,420	\$417,608	\$425,961	\$434,480	\$443,169
TOTAL REVENUES	\$24,110,961	\$24,657,663	\$24,589,177	\$25,219,915	\$25,870,316	\$26,541,044	\$27,232,782
Expenditures	\$22,544,488	\$22,544,488	\$22,682,805	\$23,363,289	\$24,064,188	\$24,786,113	\$25,529,697
Contribution- CIP projects	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000
TOTAL EXPENDITURES	\$24,044,488	\$24,044,488	\$24,182,805	\$24,863,289	\$25,564,188	\$26,286,113	\$27,029,697
NET REVENUE	\$66,473	\$613,175	\$406,372	\$356,626	\$306,129	\$254,931	\$203,085
ENDING FUND BALANCE	\$9,172,988	\$9,605,174	\$10,011,546	\$10,368,172	\$10,674,300	\$10,929,230	\$11,132,313
DAYS OF FUND BALANCE	139	146	151	152	152	152	150

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

Significant revenue assumptions include a 3.5% increase in revenue from assessed valuation in future years and declining tax-supported debt. With adopting the effective tax rate in FY 2020, no new revenue was budgeted for ad valorem taxes. A 1% increase in sales tax is projected for FY 2020-2024, based on the anticipated impact of the State Highway 26 street reconstruction project on the city's primary business corridor. The City has made a concerted effort to provide various business support programs during construction, which appear to have had a positive impact. Overall, the revenue assumptions are conservative and will be adjusted in future years should any revenue category outperform these projections.

The forecast for future years reflects a 3% increase in base expenditures for cost increases for materials or contractual services and for personnel costs. The visual presentation of these costs in a financial forecast provides a clearer understanding of how commitments and general cost increases can limit the ability to absorb additional items into the budget each year. This forecast will be updated annually and will be used to guide future budget discussions as well.

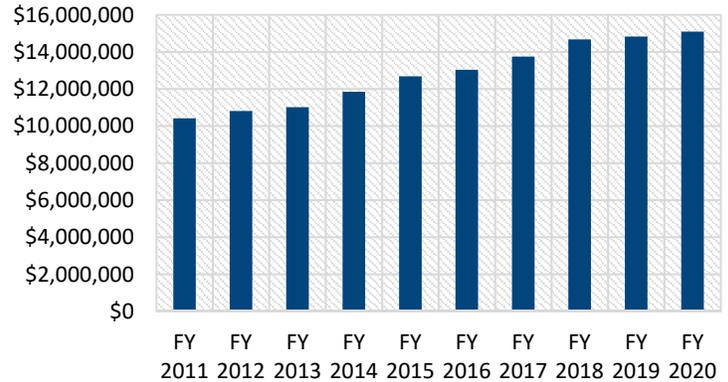
FY 2020 REVENUE ESTIMATE

	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 YE PROJ	FY 2020 PROJECTION
GENERAL FUND									
<i>AD VALOREM TAXES</i>									
5101-CURRENT TAXES	10,622,072	10,862,289	11,712,637	12,578,401	12,954,951	13,658,699	14,529,616	14,600,000	15,010,882
5102-DELINQUENT TAXES	105,376	73,071	59,789	27,703	27,219	19,923	67,973	30,000	25,000
5103-PENALTY & INTEREST	83,819	79,838	76,852	72,027	55,646	70,366	75,758	55,000	55,000
TOTAL AD VALOREM TAXES	\$10,811,267	\$11,015,197	\$11,849,278	\$12,678,130	\$13,037,816	\$13,748,988	\$14,673,347	\$14,685,000	\$15,090,882
<i>FRANCHISE FEES</i>									
5201-ONCOR ELECTRIC	1,024,875	891,771	893,973	903,390	903,933	889,222	890,388	927,038	910,000
5202-TRI-COUNTY ELECTRIC	118,281	100,229	105,326	126,855	112,116	101,311	105,858	114,793	110,000
5203-ATMOS GAS	333,098	289,708	354,663	449,640	368,202	334,570	401,952	480,576	450,000
5204-AT&T	86,852	83,482	76,147	71,354	66,702	61,776	55,509	50,000	25,000
5205-VERIZON/OTHERS	82,212	85,565	88,013	75,198	59,956	75,934	73,191	65,000	32,500
5206-GARBAGE/RECYCLING	146,181	156,478	159,285	166,291	168,787	166,942	198,372	195,000	195,000
5207-CABLE TV	415,962	467,498	495,394	526,995	527,194	476,126	455,680	435,000	220,000
TOTAL FRANCHISE TAXES	\$2,207,461	\$2,074,730	\$2,172,801	\$2,319,723	\$2,206,890	\$2,105,881	\$2,180,950	\$2,267,407	\$1,942,500
<i>SALES TAX</i>									
5301-1% SALES TAX	2,858,065	3,073,879	3,351,728	3,456,800	3,727,508	3,750,749	3,898,740	3,903,292	3,903,292
5302-MIXED BEVERAGE TAX	65,808	68,592	98,160	107,977	106,607	117,315	110,056	105,000	105,000
TOTAL SALES TAX	\$2,923,873	\$3,142,470	\$3,449,888	\$3,564,777	\$3,834,115	\$3,868,064	\$4,008,796	\$4,008,292	\$4,008,292
<i>LICENSES & PERMITS</i>									
5411-BUILDING	706,421	526,110	667,583	850,326	846,260	658,435	813,754	650,000	575,000
5412-PLUMBING	78,329	57,748	64,991	75,655	74,777	56,650	65,539	60,000	55,000
5413-MECHANICAL	48,621	40,560	43,421	43,163	64,518	48,752	50,508	48,000	45,000
5414-ELECTRICAL	68,491	50,062	58,064	64,800	74,905	56,905	70,533	60,000	55,000
5416-CITY LICENSE	45,917	41,210	47,620	43,315	58,349	59,200	50,700	46,000	43,000
5417-BUILDING PLAN REVIEW FEE	118,622	102,066	155,636	166,976	132,212	101,051	108,373	110,000	88,000
5418-NEW BUSINESS	5,689	5,781	5,123	5,076	6,811	7,110	7,200	7,200	7,200
5419-ANIMAL	577	0	0	0	0	0	0	0	0
5420-SIGN PERMITS	6,884	7,070	12,355	9,275	10,690	9,260	8,010	8,000	6,800
5421-FENCE PERMITS	5,050	4,800	11,850	10,800	21,500	17,826	15,951	14,250	15,000
5423-FIRE PERMIT FEES	8,975	6,350	9,300	15,265	20,060	11,700	9,565	15,000	10,000
5424-IRRIGATION PERMIT FEES	19,547	15,438	14,069	16,559	27,771	22,784	14,487	11,000	10,000
5425-GAS AND OIL WELL PERMIT FEES	0	0	0	2,500	75	0	0	0	0
TOTAL LICENSES & PERMITS	\$1,113,123	\$857,134	\$1,090,011	\$1,303,710	\$1,337,927	\$1,049,673	\$1,214,620	\$1,029,450	\$910,000
<i>FINES</i>									
5611-FINES	911,217	815,025	844,369	1,002,095	834,556	760,448	665,823	583,213	560,000
5612-FINES-ALARMS	52,948	50,992	54,966	57,031	52,997	58,481	61,238	60,000	60,000
5630-LIBRARY FINES	24,921	26,577	26,534	24,975	24,980	21,656	19,927	24,311	20,000
TOTAL FINES	\$989,086	\$892,594	\$925,869	\$1,084,101	\$912,533	\$840,585	\$746,988	\$667,524	\$640,000
<i>CHARGES FOR SERVICES</i>									
5511-PLANNING AND ZONING	11,635	8,523	13,092	10,794	7,743	10,734	13,725	10,000	10,000
5512-PLAT FEE	5,410	12,870	15,860	8,910	5,943	6,488	8,853	7,500	7,500
5514-BOARD OF ADJUSTMENT	3,125	2,250	2,225	2,450	3,000	3,200	2,150	1,500	2,000
5711-SALE OF MATERIAL	105	104	2,043	71	418	56	969	100	100
5712-WEED MOWING	7,900	6,872	29,985	5,246	11,356	15,108	2,920	7,500	6,000
5715-SITE PLAN REVIEW	1,000	0	1,250	1,250	1,000	2,000	2,000	2,000	2,000
5718-ANIMAL IMPOUNDMENT FEE	1,420	0	0	0	0	0	0	0	0
5721-AMBULANCE	319,797	293,957	357,352	321,119	358,523	316,938	363,118	348,000	350,000
5722-RECREATION PROGRAM	199,233	171,472	193,029	185,462	201,166	231,267	306,492	195,000	195,000
5730-LANDSCAPING PLAN FEE	1,000	0	1,250	1,250	1,000	1,500	1,750	1,500	1,500
5811-ENGINEERING & INSPECTION	12,424	48,453	243,024	264,252	4,908	59,800	2,576	200	15,000
5813- 1% MATERIALS TESTING FEE	0	0	0	0	7,734	16,774	3,292	200	8,000
5812-CHGS & REIMBURSEMENTS	0	0	0	0	0	0	0	0	0
5845-LOT DRAINAGE INSP FEE	20,000	13,375	14,000	23,500	23,875	17,500	20,875	17,000	17,000
5855-FIELD USE CHARGE	22,110	20,575	26,485	24,295	21,510	22,585	21,930	21,500	21,500
5873-COLLEYVILLE CENTER FEES	230,329	246,798	230,793	227,901	209,820	230,612	171,524	200,000	200,000
5874-NON-RESIDENT FEE	36,644	35,838	34,150	40,415	43,800	44,240	43,355	40,000	40,000
5875-LIBRARY RENTAL	0	0	0	0	0	0	0	0	0
TOTAL CHARGES FOR SERVICE	\$872,132	\$861,085	\$1,164,538	\$1,116,913	\$901,795	\$978,802	\$965,529	852,000	875,600
<i>INTERGOVERNMENTAL REVENUE</i>									
5828-SRO OFFICER REIMB	89,793	94,282	94,282	94,282	94,282	98,996	98,996	103,945	103,945
5826-KELLER COURT	0	216,980	225,915	231,409	247,689	239,468	260,538	260,538	260,538
5902-GRANT PROCEEDS	0	0	0	0	0	463	34,570	0	0
TOTAL INTERGOVERNMENTAL REVENUE	\$89,793	\$311,262	\$320,197	\$325,691	\$341,971	\$338,927	\$394,104	\$364,483	\$364,483
<i>MISCELLANEOUS REVENUE</i>									
5714-SALE OF SURPLUS PROPERTY	147,969	0	13,801	3,798	52,957	17,000	34,396	20,000	20,000
5716-INTEREST INCOME	60,031	39,271	22,081	61,683	60,008	73,161	111,611	200,000	150,000
5719-MISCELLANEOUS	67,598	81,036	59,600	82,802	99,828	80,599	97,480	60,000	60,000
5759-CREDIT CARD FEE REVENUE	0	0	0	0	0	39,133	16,434	18,000	18,000
5832-ANTENNA LEASE	70,041	70,513	71,022	75,415	93,566	98,859	101,662	100,000	100,000
5867-LEASE PROCEEDS	894,534	209,425	831,155	0	0	541,073	356,459	0	0
5790-USE OF AVAILABLE CASH	0	0	0	0	0	0	0	0	0
TOTAL MISCELLANEOUS REVENUE	\$1,240,173	\$400,245	\$997,658	\$223,698	\$306,359	\$849,825	\$718,042	\$398,000	\$348,000
<i>TRANSFERS IN</i>									
5872-TRANSFER FROM UTILITY FD	1,081,868	\$1,049,222	1,116,974	1,115,272	832,350	0	196,920	226,117	250,030
5888-TRANSFER FOR CONST. INSP.	0	0	0	0	0	0	0	0	0
5892- TRANSFER FROM TIF	0	0	0	0	0	0	210,377	159,390	159,390
TOTAL TRANSFERS IN	\$1,081,868	\$1,049,222	\$1,116,974	\$1,115,272	\$832,350	\$0	\$407,297	\$385,507	\$409,420
TOTAL GENERAL FUND REVENUES	\$21,328,776	\$20,603,940	\$23,087,214	\$23,732,014	\$23,711,756	\$23,780,746	\$25,309,673	\$24,657,663	\$24,589,177

AD VALOREM TAXES

The 2019 certified value provided by Tarrant Appraisal District is \$5,839,829,017 (a 7% increase over 2018 current valuation). \$107,370,304 of the increase is from new construction. The total taxable value includes TIF zone property, which has a combined taxable value increment of \$438,771,640. The final TIF value is subject to change, as valuation is still under appeal. The tax rate of \$0.306807 is allocated \$0.290428 to O&M (General Fund) and \$0.016379 to debt (Debt Service Fund).

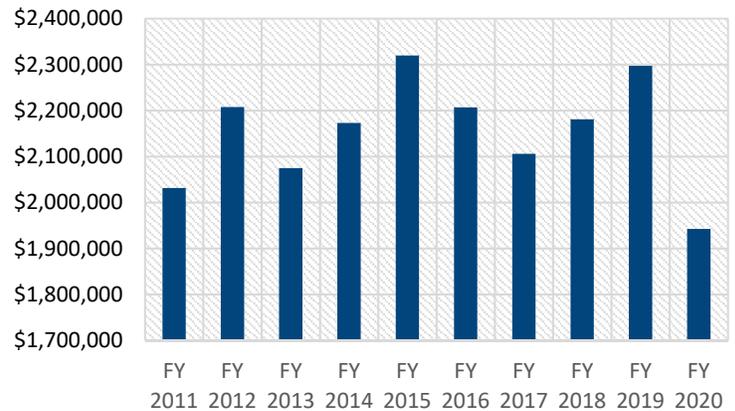
General Fund Property Tax Revenue



FRANCHISE FEES

Franchise fees were estimated based upon historical and industry trends. For FY 2020; however, the City significantly reduced the estimate for cable t.v. due to legislation passed by the Texas Legislature in the 86th Legislative Session. This legislation, HB3535, altered the way telecommunications companies calculate payment owed to cities for use of rights-of-way. Cities across Texas will see a decline in franchise fee revenue.

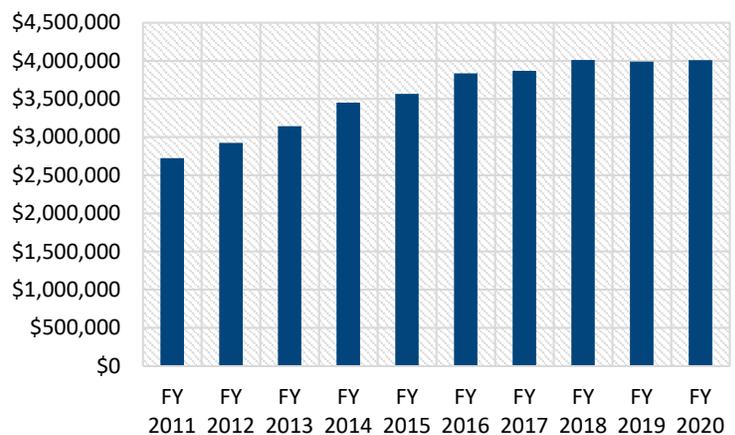
Franchise Fee Revenue



SALES TAX

Sales tax for FY 2020 was budgeted to remain flat compared to FY 2019. FY2019 sales tax collections were slightly above budget. The City anticipates sales tax to remain stable while SH26, the main commercial corridor, nears completion. The road project is expected to conclude late 2019.

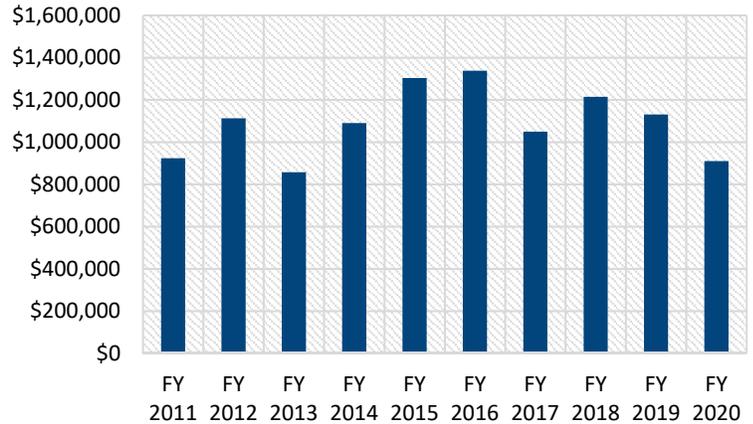
Sales Tax Revenue



LICENSES AND PERMITS

The revenues for licenses and permits are based upon growth in both residential and commercial development. Residential permits are estimated to decrease slightly as the number of available lots decreases. Redevelopment of residential lots is expected to increase, while new subdivision construction will slow. Commercial development continues to fluctuate with the economy.

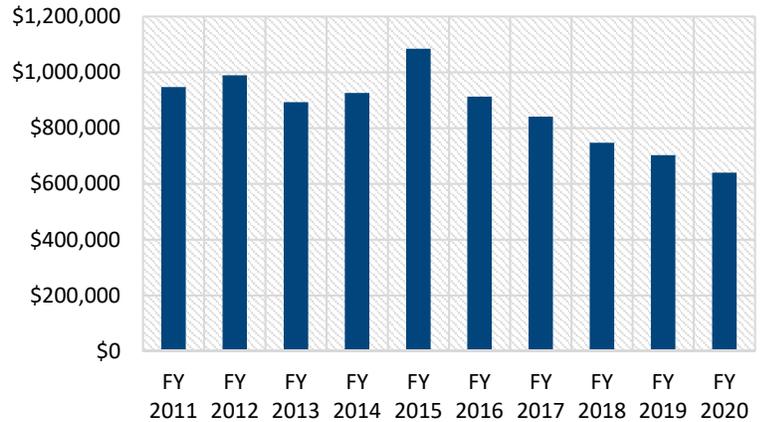
License and Permit Revenue



FINES

Revenue from fines is projected to be \$640,000 for FY 2020. This includes \$560,000 in fines, \$20,000 in library fines and annual alarm registration fees of \$60,000.

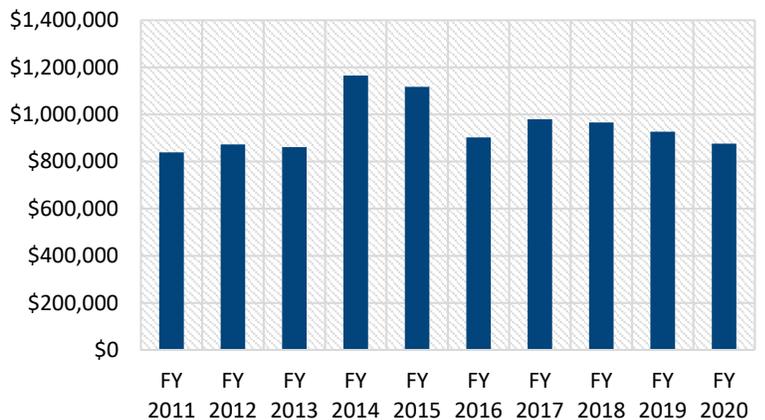
Fine Revenue



CHARGES FOR SERVICE

The FY 2020 budget for major revenues in this category including ambulance charges, recreation fees, and Colleyville Center rentals are expected to remain level. The peak in FY 2014 was due to higher ambulance cost recovery, recreation program revenue, and fees to recover costs of certain engineering services.

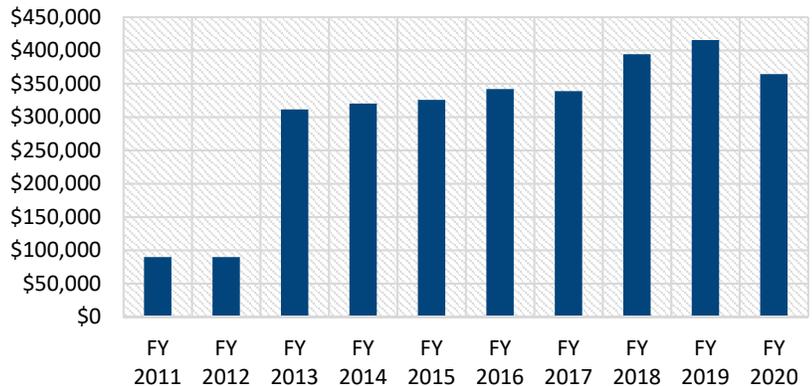
Charges for Service Revenue



INTERGOVERNMENTAL

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

TOTAL INTERGOVERNMENTAL REVENUE



MISCELLANEOUS

Interest income for the fund is estimated to be \$150,000. The City has realized increase in yield on investments, while remaining exceptionally safe and liquid, due to an increase focus on investment placement of sweep cash. The increase in FY 2012 and FY 2014 was due to gas lease proceeds.

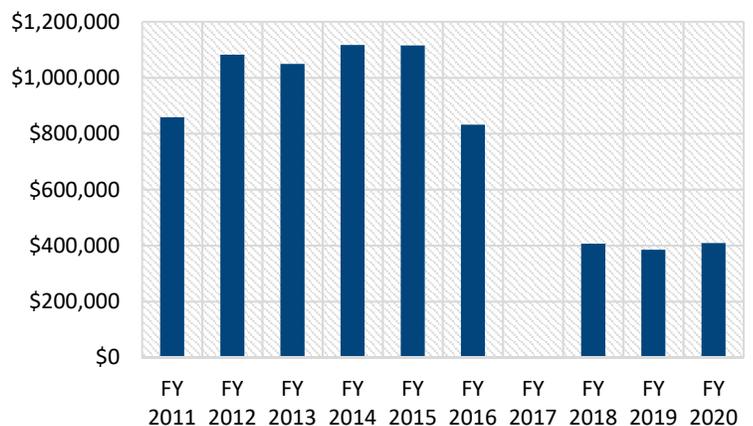
Miscellaneous Revenue



TRANSFERS IN

The transfer from the Utility Fund, comprised of a Franchise Fee of 4% and Operating Transfer of 4%, was ended as of September 30, 2016. In August 2016 the City Council decided to eliminate these transfers and reduce water rates by an offsetting amount in order to provide rate relief to utility customers. The transfers in FY 2018, FY 2019, and FY 2020 include a reimbursement of eligible personnel costs from the TIF and Utility Fund to the General Fund.

Transfers In



Guide to Business Plans



GUIDE TO BUSINESS PLANS

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



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 major programs

Core Services

The City Council is responsible for the following core services:

1. Provide leadership and direction for all programs and services

6.1 Articulate a compelling vision and direction for the community.

City Council are the elected representatives of the city, have home rule charter and serve as the policymakers and decision makers for Colleyville. City Council establishes community goals and policies, adopts ordinances and resolutions and appoints citizens to community boards and commissions. City Council determines the price property owners are willing to pay for services. The fiscal year 2020 budget includes a tax rate of \$0.306807/\$100 of a \$0.013993 reduction from the \$0.3208 tax rate in fiscal year 2019. This rate also provides the revenue necessary to continue funding programs and services at a sustainable level.

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



GUIDE TO BUSINESS PLANS (continued)

Performance Measures & Vital Statistics

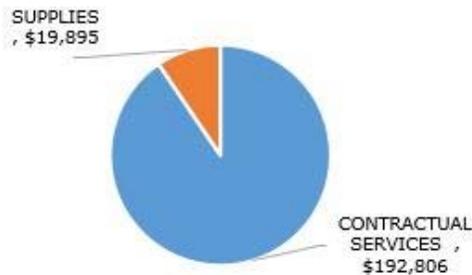
Department business plans include two types of metrics- performance measures and vital statistics. Performance measures are measures of efficiency or effectiveness and represent outcomes that can be directly influenced by staff, and therefore have targets. Vital statistics represent data that is important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

Performance Measures & Vital Statistics

Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Tax rate per hundred dollars of valuation	\$0.3559	\$0.3559	\$0.3559	\$0.33913	\$0.33383
Percent of citizens satisfied with quality of life in Colleyville	98%	n/a	n/a	85%	n/a
Percent of citizens satisfied with value of services for taxes paid	81%	n/a	n/a	73%	n/a

Department Resources

FY 2020 Budget: \$4,147,801



Department Resources

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



5-Year + Outlook

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

5-Year + Outlook

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



City Council

FY 2020 Department Business Plan

Department Description

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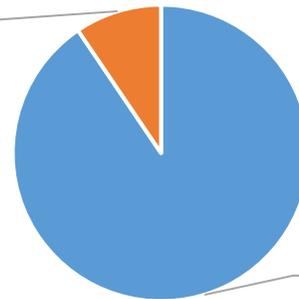
Performance Measures & Vital Statistics

Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020 Target
Tax rate per hundred dollars of valuation	\$0.3559	\$0.3559	\$0.3559	\$0.33913	\$0.333834	\$0.320800	\$0.306807
Percent of citizens satisfied with quality of life in Colleyville	98%	n/a	n/a	85%	n/a	n/a	n/a
Percent of citizens satisfied with value of services for taxes paid	81%	n/a	n/a	73%	n/a	n/a	n/a

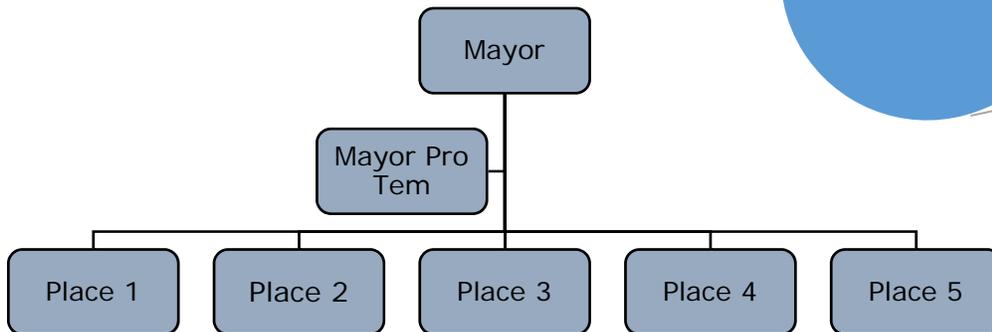
Department Resources

FY 2020 Budget: \$212,701

SUPPLIES
, \$19,895



CONTRACTUAL SERVICES
, \$192,806



5-Year + Outlook

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City Manager's Office

FY 2020 Department Business Plan

Department Description

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

Core Services

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

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

1.4 Communicate thoroughly and strategically

6.2 Ensure clarity of City Council and staff roles and responsibilities

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

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

2.4 Demonstrate stewardship of public resources



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

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

1.4 Communicate thoroughly and strategically

6.3 Ensure clarity of City Council and staff roles and responsibilities

6.4 Foster our shared values

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

4. Coordinate the city's franchise agreements

2.1 Provide responsive, efficient city services

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



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

of Texas is the franchising authority such as telecommunications providers.

5. Respond to City Council and citizen requests for service

1.4 Communicate thoroughly and strategically

2.1 Provide responsive, efficient city services

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

6. Develop policy and procedure recommendations

2.1 Provide responsive, efficient city services

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

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

1.1 Actively involve and engage stakeholders

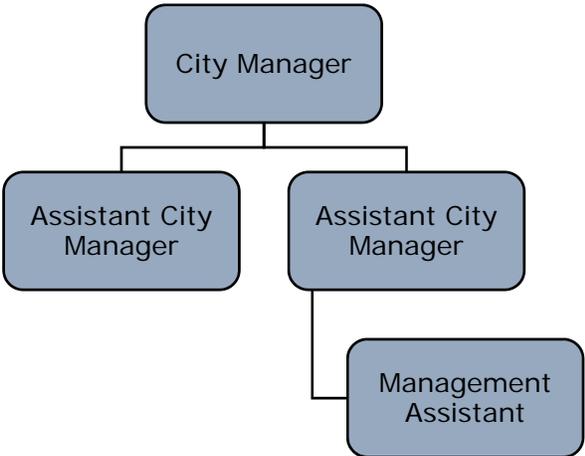
In order to make informed decisions, it is essential to understand the priorities and perspectives of your stakeholders and community partners. Building and maintaining relationships with stakeholders, partners, and neighboring agencies allows staff to identify opportunities for collaboration and partnership.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

Performance Measures & Vital Statistics

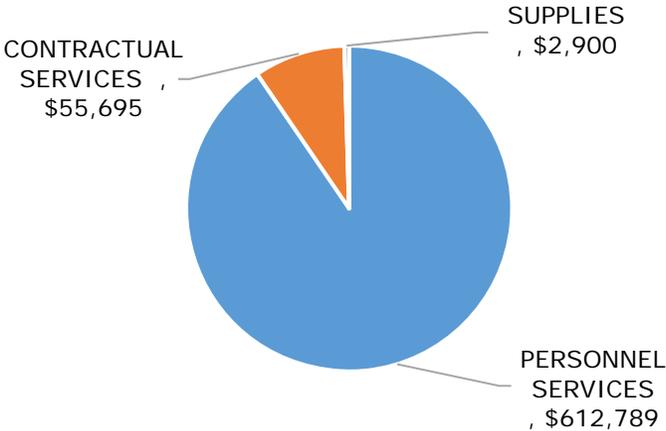
Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2020 Target
Achieve GFOA’s Distinguished Budget Award	Yes	Yes	Yes	Yes	Yes	Yes

Vital Statistics	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019 Estimate
Number of household hazardous waste collections (at Fort Worth ECC and Clean Sweep event)	553	658	752	702	639	357
Number of citizen survey responses	1,323	N/A	N/A	907	N/A	1,312

Department Resources



FY 2020 Budget: \$671,384



5-Year + Outlook

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



City Secretary's Office

FY 2020 Department Business Plan

Department Description



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

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

Core Services

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

1. Provide Professional and Courteous Customer Service

2.1 - Provide Responsive, efficient city services

6.2 - Establish a culture of mutual trust and respect

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

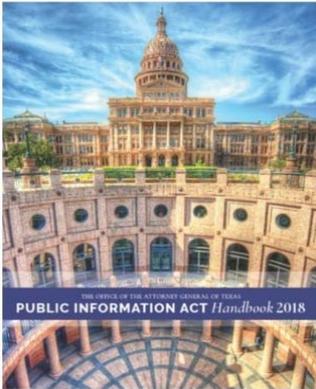
- Receiving citizen concerns and resolving same in a professional and confidential manner;
- Providing access to public documents;
- Serving as staff liaison to boards, commissions, and committee members;
- Conducting research;
- Processing of forms and applications administered through the CSO (alcohol permits, notice of claims, and board, commission, or committee applications); and
- Assisting the public with general information.



2. Ensure an Open Government

1.1 – *Actively involve and engage stakeholders*

1.4 – *Communicate thoroughly and strategically*



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

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



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

The Office of the Attorney General has found when open government laws are violated by a governmental body, it is the result of public officials simply not knowing what the law requires. Inconsistent and inaccurate legal advice regarding these laws has sometimes added to the confusion.

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

The CSO consistently manages board, commission, and committee member's compliance with the Texas Open Meetings Act by requiring the online training be taken, and maintaining a record of the certificate of completion for each member.

3. Enhance Governmental Transparency

1.3 – *Assure convenient access to public information*

1.4 – *Communicate thoroughly and strategically*

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

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

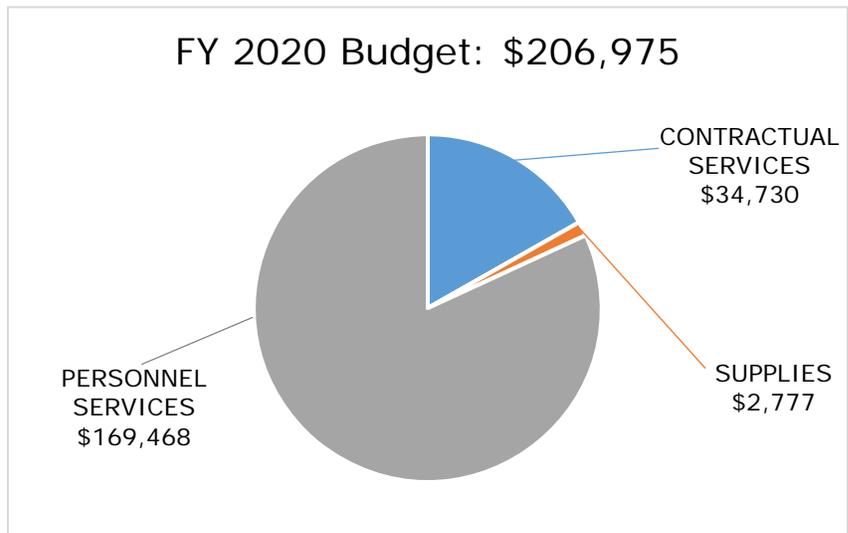
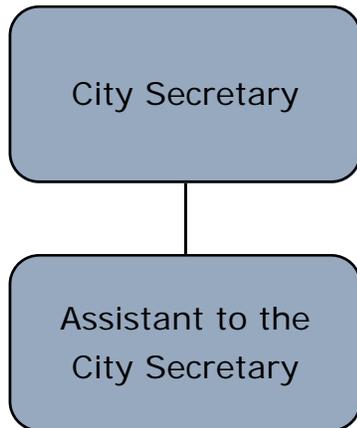
The City's proactive approach to enhance governmental excellence and transparency is a collaboration of all City departments. As such, all meeting agenda packets are created and sent

Performance Measures & Vital Statistics

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

Vital Statistics	FY 2015	FY 2016	FY 2017	FY 2018 Estimate	FY 2019 Target
Number of public information requests	283	296	255	276	200

Department Resources



5-Year + Outlook

The City Secretary is committed to maximizing resources with the application of technology and high quality, responsive customer service, while continuing to strengthen the community's faith in local government by ensuring access to public records; complying with the Public Information Act and Open Meetings Act; being receptive and responsive to residents and the public; continuing to seek technology which assists in efficiencies; and interacting and engaging with residents and staff.



Colleyville Center

FY 2020 Department Business Plan

Department Description

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

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

Core Services

COLLEYVILLE
Center



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

Provision of First Class Customer Service

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

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

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

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

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



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

1.4– Communicate thoroughly and strategically

2.2 - Recruit and retain a highly-qualified workforce

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

5.3– Provide attractive facilities for leisure and recreation

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

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

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

Maintaining this community asset's excellent working condition is integral to ensuring the venue is able to be enjoyed for generations yet to come. The Colleyville Center was completed in 1998 through citizen fundraising and special bond issue. In 2010 extensive renovations to update the Center technology and façade to a more neutral pallet were completed. In 2020, the Center space increased by 3,000 square feet with the addition of the Bluebonnet Garden Plaza. The addition of this space outside of the 4 large palladium windows enhances and further defines the Center brand. The Bluebonnet Garden provides an additional ceremony and reception area as well as a visual improvement over the former parking lot.

The ongoing maintenance of both the facility and grounds for citizens' social enjoyment or civic events, remains constant for the facility to remain relevant. The Center retains one full time employee to monitor and schedule all equipment maintenance and repair. With over 28,000+ guests in the building per year, the protection of the asset remains paramount.

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

1.1 – Actively involve and engage stakeholders

2.4 – Demonstrate stewardship of public resources

3.4- Thoroughly plan for future capital investments and associated costs

4.3 – Adopt best-practice planning and development processes

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

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

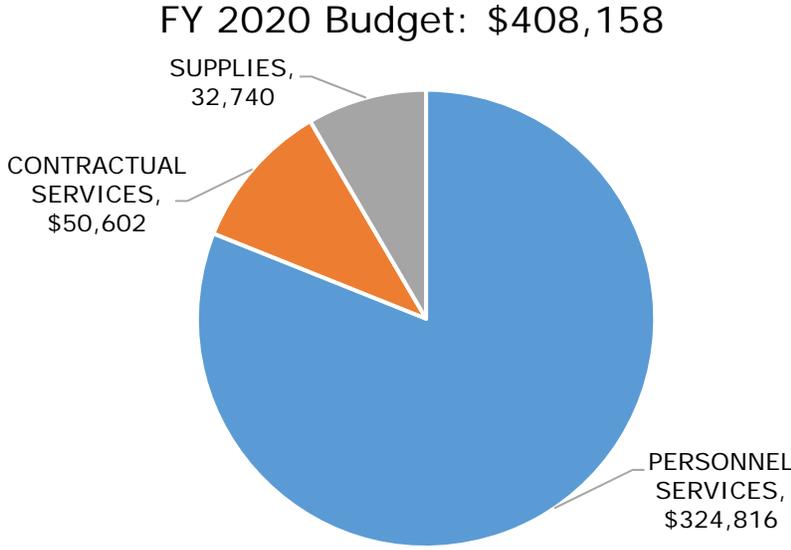
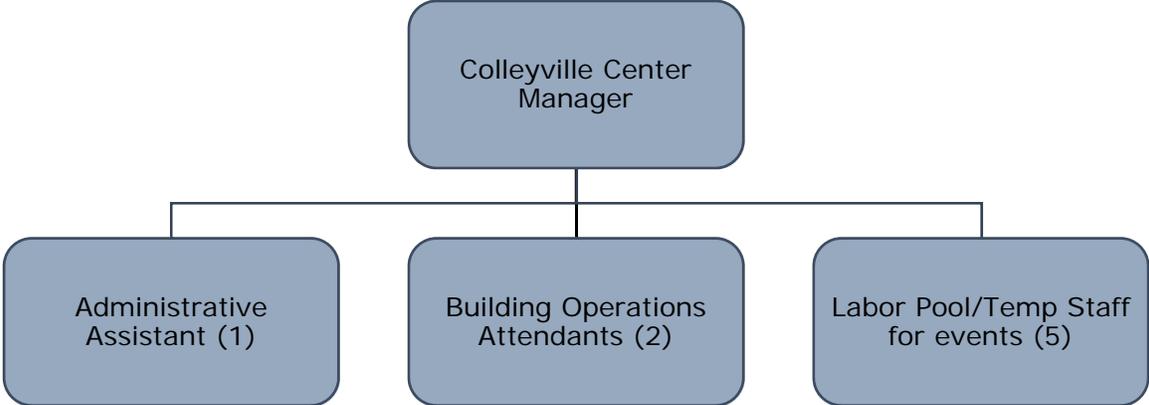
In order to stay relevant in an extremely competitive venue market, you must evaluate and adjust rental rates accordingly based on trends in the hospitality market. Rental rates will be looked at in 2020 to determine if rates need to be raised in 2021. The

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

Performance Measures & Vital Statistics

Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020 Target
Percent of customer satisfaction "Excellent" ratings	96.4%	97.3%	98%	97%	97%	97.5%	97%
Number of events held	412	452	376	405	320	314	320
Cost Recovery	81%	75%	62%	65%	60%	50%	65%
Vital Statistics	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	
Revenue	\$230,793	\$226,901	\$209,919	\$230,612	\$180,000	\$158,242	
Percentage of events generating economic impact for local business	59%	59%	60%	70%	70%	70%	
Percent of total events held: Colleyville residents	10%	13%	23%	13%	13%	14%	
Percent of total events held: Non-residents	36%	30%	25%	34%	28%	31%	
Percent of total events held: Non-profits	47%	50%	45%	46%	48%	46%	
Percent of total events held: City departments	7%	9%	7%	7%	11%	9%	

Department Resources



5-Year + Outlook

In order to maintain a state of the art venue that attracts business and social events, it is necessary to upgrade, and as needed, renovate our asset. The Colleyville Center is entering its 22nd year of operation and the facility is showing its age, requiring capital improvements. The following improvements will need to be addressed within the next 10 years to ensure the marketability and longevity of the Center as an upscale rental facility.

- Additional conference space
- Additional storage space for tables, chairs and audio video equipment
- Kitchen equipment upgrades to accommodate catering activities
- Outdoor restroom facilities for outdoor City events
- Roof replacement
- Restroom Upgrades

The Colleyville Center's unique value to the community as an amenity and to local businesses as an economic generator will continue to mature. The majority of the week day rentals continue to be residents and non-profit groups utilizing the Center for meetings. Although they are the primary users of the facility, only 16% of current revenue is generated by these groups. Resident venue fees will remain unchanged and continue to remain deeply discounted in 2020 at 20% providing an additional marketing incentive for resident usage. Market competition for social events will continue to increase with additional upscale venues launching in DFW market.

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



Communications and Marketing

FY 2020 Department Business Plan

Department Description

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

Core Services

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

1. Communication programs to build awareness, inform, and educate the Colleyville public and other stakeholders about city plans, programs, and activities

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

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

2. Media relations functions to boost public outreach and public information efforts

- 1.3 *Assure convenient access to public information*
- 1.4 *Communicate thoroughly and strategically*

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

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

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

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

4. Manage the city's brand

- 5.1 *Create and sustain an identifiable Colleyville brand*

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

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

The Communications Department works with other city departments to plan and produce city events throughout the year. One of the biggest events, ***Star and Guitars*** is an outdoor concert that is held annually the last Friday in June. The event is held at the Colleyville Center and includes reserved tables and open lawn seating. Attendees can enjoy a concert and fireworks under the stars, while dining on a variety of foods offered at a food truck park.

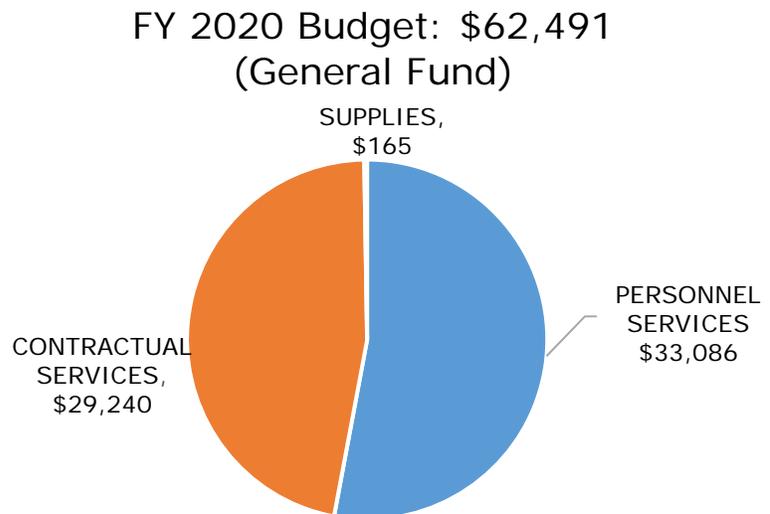
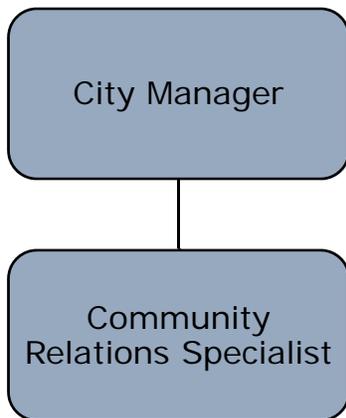
Another big event is ***Haunted Trail Fest***, an outdoor event that is held annually the third Saturday in October. The event is held at the Colleyville Nature Center and includes Halloween games, crafts, and treats, a costume contest, a pumpkin patch and a haunted trail. Princesses, pirates, goblins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

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

Performance Measures & Vital Statistics

Performance Measures	FY 2015	FY 2016	FY 2017	FY2018	FY 2019 Estimate	FY 2020 Target
Number of News Releases	29	31	52	60	60	60
Public Information Campaigns	6	6	9	8	10	10
Vital Statistics	FY 2015	FY 2016	FY 2017	FY2018	FY 2019 Estimate	
Visits to Colleyville.com	317,793	321,567	294,099	285,060	480,238	
E-News Service Subscribers	2,839	3,225	3,819	4,074	3,745	
Social Media Followers on City of Colleyville Government	1,000	1,836	2,639	4,755	6725	

Department Resources



Note: The Executive Director of Economic Development and Communications is funded out of the Economic Development budget in the General Fund; the Communications & Marketing Coordinator position is partially funded by the Colleyville Economic Development Corporation Fund

5-Year + Outlook

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



Community Development

FY 2020 Department Business Plan

Department Description

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

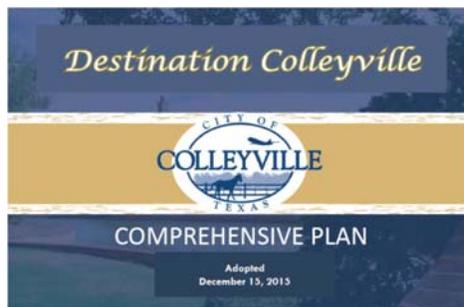
Community Development includes the Planning and Building Inspections Divisions. The Department is responsible for reviewing new development proposals, planning for new growth, redevelopment and long term community sustainability, and ensuring compliance with building codes. The Department works closely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

Core Services

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

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

Community Development Critical Business Outcome 01 – Implement the comprehensive plan



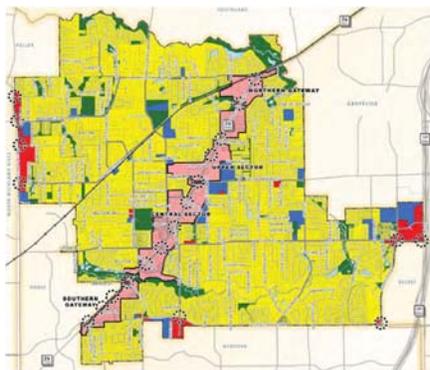
Since Colleyville was incorporated, the City has completed five comprehensive Master Plans. In 2012, the City Council approved funding to update the 2004 Master Plan through the creation of a new comprehensive plan that, as its name implies, provides a holistic focus on future development and the related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

comprehensive plan update began in February 2014 and was completed in December 2015. The City Council then revisited the newly adopted plan at the end of 2016, and approved a comprehensive amendment in February 2017. Implementation of the plan includes Land Development Code calibration, linkage to the City's strategic plan, and strategies to foster additional redevelopment and sustainable land use along the City's commercial corridors. A significant portion of the Land Development Code, to include chapters 1 through 9, was amended throughout the years of 2018 and 2019. Additional chapters will be amended in 2020. Plan implementation is tracked through the City strategic plan and through an independent implementation plan linked directly to the comprehensive plan.

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

4.2 – Encourage compatible commercial growth

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



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

As part of the implementation of the comprehensive plan, Community Development staff worked to amend the Land Development Code to create zoning tools that apply to commercial development along the corridor. These amendments work together with the grant opportunities to provide the tools necessary to catalyze the redevelopment of older, non-compliant properties and to provide specific development guidelines tailored to a specific portion of the corridor providing context sensitive solutions for development that seeks to meet, in whole, the community's expectations.

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

1.1 – Actively involve and engage stakeholders

1.4 - Communicate thoroughly and strategically

6.1 – Articulate a compelling vision and direction for the community

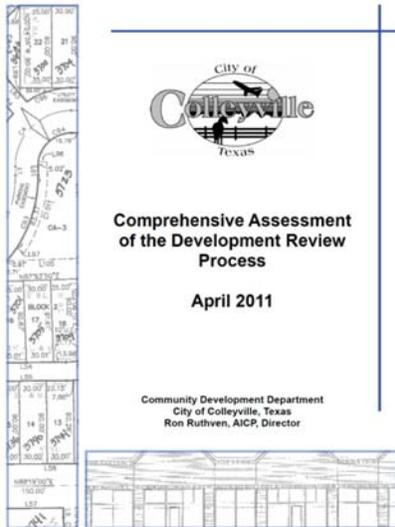
Constant, consistent communication with the development community is extremely important. The department is responsible for the enforcement, maintenance and oversight of thousands of pages of codes and procedures. These codes and procedures are in a constant state of review for necessary amendments and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

Communication methods utilized in order to keep our customers in the loop include the extensive use of the department web page, periodic email updates, builder and developer

roundtable meetings, posting bulletins at the front counter, community outreach (HOA meetings, speaking to various community groups) and utilization of other citywide communication vehicles such as newsletters.

The department recently installed a touch-screen monitor in the reception area that allows citizens, customers, and staff to access the City's interactive map. This has increased the department's ability to serve and communicate with all who enter our doors.

4. Manage and oversee the development process



4.3 – Adopt best-practice planning and development processes

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

In order to stay up to speed with community expectations, resources and development activity, two

development process reviews have been completed within the past seven years. Both reports contain many recommendations for process improvement that have been, and are being implemented.



Development Process Review

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

Submitted to
Jennifer Fadden, City Manager
February 26, 2014

The State of Texas passed a bill in 2019 that requires development related applications to be processed and approved in an expeditious timeline. The submittal calendar has been modified to accommodate the approval of submitted cases as required by the bill.

5. Urban Forestry

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

The Community Development Department understands that the presence of mature trees throughout the city are unique and important assets to our community. Urban forestry, the

Careful care and management of urban forests, such as tree populations in urban settings for the purpose of improving the urban environment, is an overarching goal of the Community Development Department operations. Colleyville has been recognized as a “Tree City USA” by the Arbor Day Foundation consecutively for the past 20 years. Community Development proactively preserves and protects trees through construction and improvements.

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

Performance Measures & Vital Statistics

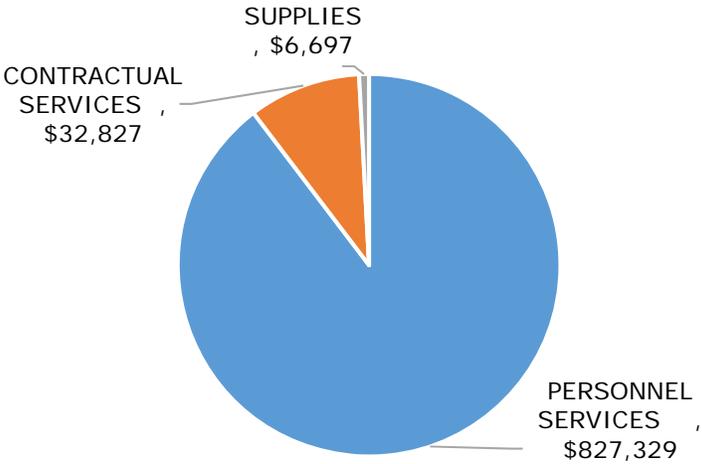
Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019 Estimate	FY 2020 Target
Percentage of residential plan reviews completed in seven days or less (was 5 through FY16)	41%	77%	75%	84%	45%	60%	≥75%
Percentage of commercial plan reviews completed in seven days or less (was 10 through FY16)	55%	77%	80%	80%	51%	65%	≥75%
Percentage of inspections performed within 24 hours	98%	99%	98%	98%	90%	95%	≥95%
Percent of online department survey respondents satisfied with overall service	98%	100%	70%	100%	N/A [No longer used]	N/A	N/A

Vital Statistics	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019 Estimate
Number of Inspections Performed	4,621	7,194	9,977	9,978	11,981	11,500

Department Resources



FY 2020 Budget: \$866,853



5-Year + Outlook

Development activity is expected to remain robust. New commercial and residential construction has remained relatively consistent coming out of the last recession with an average of 7 new commercial permits per year from 2011 to 2014 and an average of 122 new residential permits per year. In fiscal year 2015, new commercial permits rose to a total of 12. In fiscal year 2016, new commercial permits totaled 9. In fiscal year 2017, new commercial permits totaled 1 and new residential permits totaled 137. In 2018, new commercial permits totaled 3 and new residential permits totaled 169. With several hundred residential lots still available, residential permitting activities are expected to remain consistent. New commercial activity is expected to remain consistent as well.

As the City approaches build out, currently estimated to occur by 2035 according to the current Master Plan estimate, new residential activity will begin to decrease. Assuming current economic conditions remain static, land for new residential subdivisions will significantly decrease, leaving only infill and tear down and rebuild projects to build out. Commercial activity will be more difficult to predict. However, given that there remains limited undeveloped commercial land in the City, in addition to numerous redevelopment opportunities for existing legacy properties, commercial, as well as institutional, development opportunities should continue to avail themselves over the next five years and beyond. The reconstruction of Colleyville Boulevard (State Highway 26) is also nearing completion which will attract commercial development and redevelopment.

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



Economic Development

FY 2020 Department Business Plan

Department Description

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

Core Services

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

Business attraction:

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

Redevelopment:

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

Business retention:

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

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

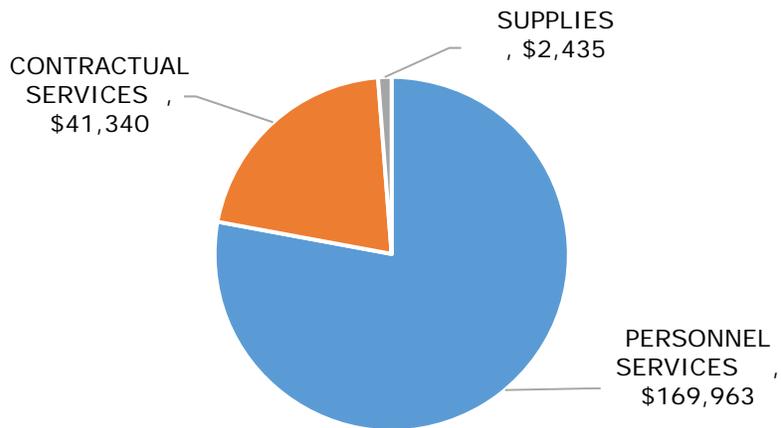
Performance Measures & Vital Statistics

Performance Measures	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019 Estimate	FY 2020 Target
Colleyville retail occupancy rate	90%	96%	97%	94%	94%	94%
Colleyville office occupancy rate	90%	92%	93%	92%	91%	90%
Percentage growth in sales of sales tax revenue (General Fund)	3.1%	8.0%	0.5%	4.0%	0.5%	0.00%

Department Resources

FY 2020 Budget: \$213,738

Assistant City
Manager/Executive
Director of
Economic



5-Year + Outlook

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



Finance Department

FY 2020 Department Business Plan

Department Description

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

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

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

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

Core Services

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

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

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



2. Manage the city's annual budget process

2.4- Demonstrate stewardship of public resources

The finance department is responsible for coordinating and managing the annual budget process, including multi-year forecasting and capital improvement planning. This process is set up to ensure the city does not spend or obligate more than its annual financial resources can cover, and it results in a legally adopted budget by the end of September each year.

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

2.4- Demonstrate stewardship of public resources

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

4. Process payroll

2.4- Demonstrate stewardship of public resources

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

5. Preparation of Comprehensive Annual Financial Report (CAFR)

2.4- Demonstrate stewardship of public resources

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

6. Manage the City's investments and debt

2.4- Demonstrate stewardship of public resources

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



7. Provide municipal court services

6.4-Foster our shared values

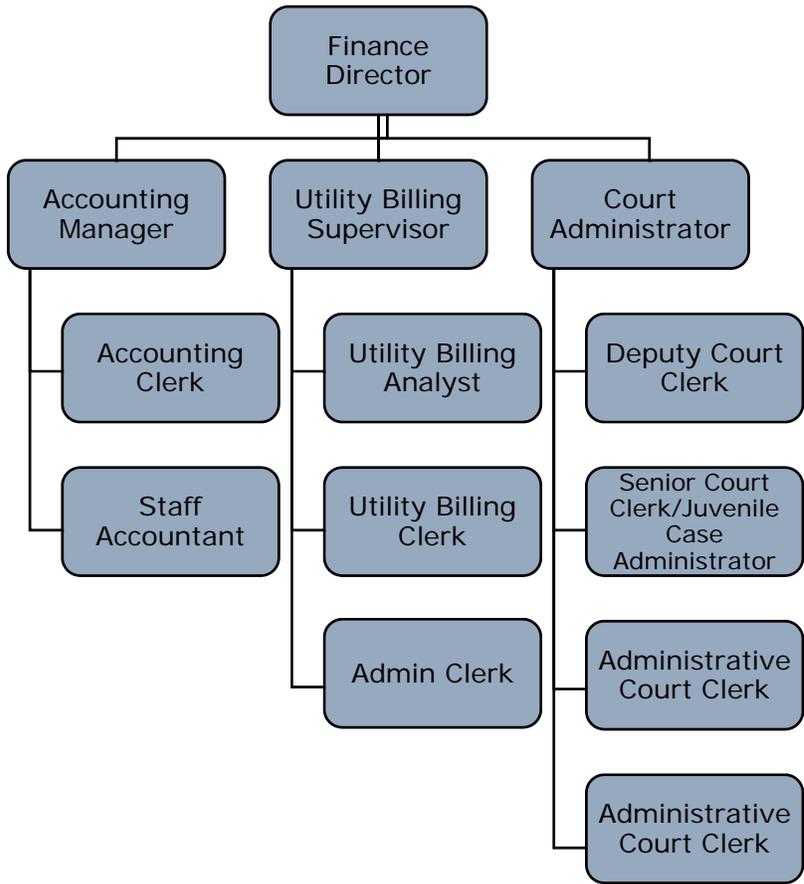
The municipal court staff is responsible for processing court citations for both the cities of Colleyville and Keller. They also collect and account for fines and state mandated fees and taxes for both cities. Docket schedules are set allowing citizens for both cities an opportunity to confer with the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

Performance Measures & Vital Statistics

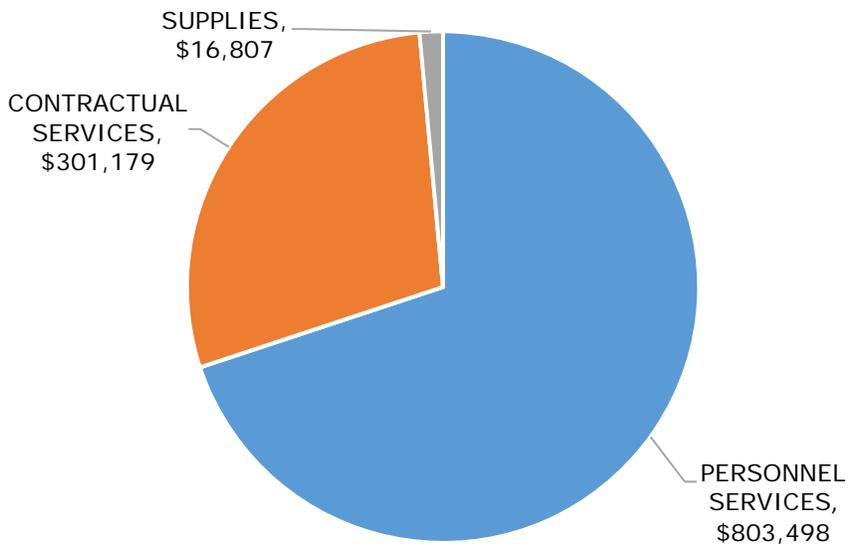
Performance Measures	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019 Estimate	FY 2020 Target
Achieve GFOA's Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes	In Progress	Yes	Yes
Percentage of warrants issued after 10 business days period from due date or court date	99%	99%	99%	99%	99.1%	99.7%
Utility billing accuracy rate	99.8%	99.9%	99.6%	99%	99%	≥ 99.7%

Vital Statistics	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019 Estimate	FY 2020
Percent of ACH payments to total accounts payable	26%	26%	28%	30%	29%	29%
Number of citations filed per FTE	4,609	4,220	4,268	3,098	2,885	2,980
Number of citations going into warrant status	N/A	N/A	N/A	883	1,420	1,380
Percentage of automatic draft utility customers/total customers	16%	17%	19%	24%	22%	24%
Percentage of utility customers paying before cutoff	97%	97%	96%	97%	97%	97%
Uncollectible utility accounts written off at year end (water & sewer)	\$27,178	\$19,150	\$22,096	N/A	\$24,457	\$25,900

Department Resources



FY 2020 Budget: \$1,121,484
(General Fund)



5-Year + Outlook

Finance Administration

Finance will continue to strive for high standards of fiscal responsibility through adhering to the reporting standards set forth by the Governmental Accounting Standards Board, as well as applying best practices laid out by the Government Finance Officers Association (GFOA). To that end, staff will continue to apply for GFOA awards in financial reporting.

Holding transparency and communication as crucial values, the finance staff will work to ensure all monthly and quarterly reports present the city's position in a clear, concise format. Additionally, staff will work with OpenGov, the city's vendor for online transparency, to create informative, value-added reports for Council, staff, and all citizens of Colleyville on an ongoing basis. These reports will be available to access on-line and in real-time.

Finally, the Finance Department will be taking over the city's annual budget process in FY20. Staff will maintain the city's high standards for this process, taking care to lay out long-range forecasts and act as advisor and facilitator between departments, City Management, and Council. Finance staff will also make sure Colleyville's tax rate setting process adheres to the State's regulates as well as Colleyville's history of public transparency.

Utility Billing

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

Municipal Court

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

The Municipal court has this project working for payment plan notification and warrant warning notification as of July 2017. The municipal court is now in the phase of getting this option working for calling Defendants with outstanding warrants in both the City of Colleyville and Keller. The Municipal court will be working with Incode late summer to fall of 2020 after the implementation of Matterhorn ODR and nCourt to have notify generate warrant phone calls. This waiting period will allow for increased payment options available for the Defendant once the notify call is generated to the Defendant.

- **Matterhorn Software:** Matterhorn is a web-based online dispute and case resolution platform that allows people to "go to court" without physically going to court. The software is highly configurable, providing custom functionality. Police, prosecutors, and court personnel can securely access Matterhorn on any web-enabled device. This software will be activated as of the early part of calendar year 2020.
- **NCourt Processing System:** The Municipal court will be implementing the new credit card processor NCourt the early part of calendar year 2020. The changeover from ETS processor to NCourt will allow the court to accept an expansion of credit card types including ACH, apple pay, and goggle wallet as well as guaranteeing the funding 100%. This will minimize time spent for staff on credit card chargebacks and providing

efficiency on the staffing. Defendants will have the option with nCourt to call into a phone bank if not interested in paying online.

- Cash Bond Entry Screen from Incode: The municipal court has requested a cash bond entry screen be developed from Incode. The court staff efficiency with a cash bond entry screen would improve greatly when processing jail bond paperwork for other city payments collected at the jail. The municipal court department has requested this, however this item hasn't been developed for Incode version 10.
- Site location for Juvenile Diversion Program: Work with a juvenile diversion program to conduct programs out of the Colleyville Justice center for the Colleyville-Keller Municipal Court and to utilize this program for surrounding cities. At this time there is no set expectation date.



Fire Department

FY 2020 Department Business Plan

Department Description

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

Core Services

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

1. Provide Fire Rescue Operations

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



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

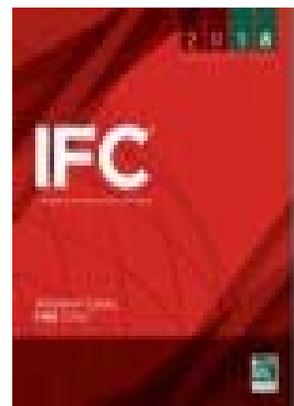


2. Provide Fire Prevention/Investigation

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

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

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



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

3. Provide Emergency Medical Services (EMS)

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

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



ambulance, also known as Mobile Intensive Care Units (MICUs). On occasion multiple calls for service occur and the department relies on our mutual aid partnerships to assist us with the calls. The Fire Department also utilizes a Squad to respond to most EMS calls. Utilizing this unit allows for a faster more mobile response. This also reduces wear and tear on larger more costly vehicles.

4. Provide Emergency Management Services and Support

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

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

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

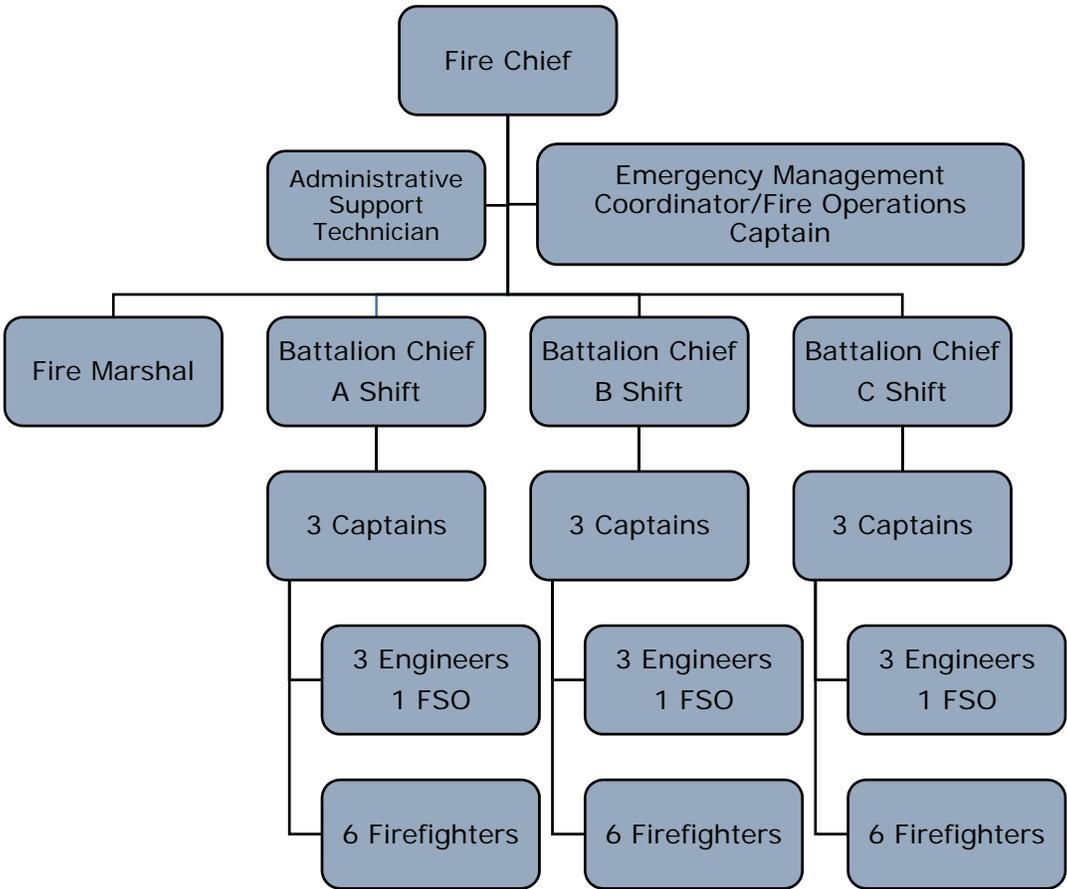
Performance Measures & Vital Statistics

* Previously reported as percentage of response times under six minutes

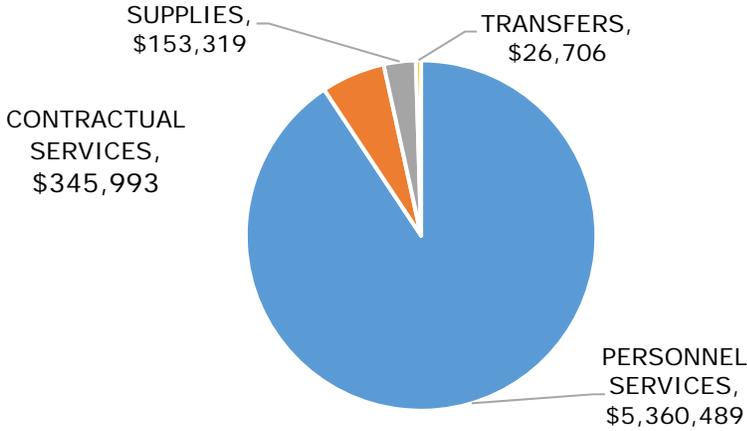
Performance Measures	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020 Target
Fire/Ambulance average response time	82%	* 4:43 Minutes	4:40 Minutes	4:47 Minutes	4:50 Minutes	4:40 Minutes
Percentage of plans reviewed within 48 hours	99%	99%	99%	99%	99%	99%
Percentage of fire investigations cleared within 30 days	100%	100%	100%	100%	100%	100%
Percentage of inspections performed within 48 hours of request	100%	100%	100%	100%	99%	100%

Vital Statistics	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020 Estimate
Fire related responses	542	566	610	571	556	686
Service related responses	152	180	191	188	234	190
EMS related responses	959	1037	967	1002	1004	847
Ambulance billing revenue	\$354,239	\$388,803	\$318,738	\$399,673	\$390,541	\$374,738
Percentage of billed services recovered	29%	31%	59%	59%	55%	53%
Total number of volunteer hours from CFAAA & Rehab Team	672.5	491.75	482	491	490	488
Community Fire Prevention Events	125	122	118	132	140	138
Average hours of training per employee	134.77	166	170	177	185	210

Department Resources



FY 2020 Budget: \$ 5,886,507



5-Year + Outlook

- Continue apparatus replacement program to ensure the most up to date and safest equipment is available for our community.
- Continue to follow through on converting the decommissioned Hall-Johnson fire facility to a fully functional ready-reserve and equipment storage facility.
- Provide covered parking. There is currently no space in any of the three existing stations to store equipment or house any more vehicles. The Fire Marshal's vehicle is parked outside all year round, as is the backup Battalion Chief vehicle.
- Renovation work will be needed to enlarge Fire Station #2. An additional sleeping room is needed along with an enlarged fitness room and day room. An additional apparatus bay will be necessary in the future to bring the facility up to the functionality that will be necessary.
- Replace Fire Marshal's vehicle
- Replace Squad
- Addition of three personnel
- Conduct a Best Practices Recognition Program through the Texas Fire Chiefs Association
- Add back the Full Time Administrative Assistant Employee
- Addition of a Full Time Employee (FTE) – Deputy Fire Chief
- Addition of a Full Time Employee (FTE) – Emergency Management Coordinator
- Additional parking at the Central Station



Human Resources

FY 2020 Department Business Plan

Department Description

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

Core Services

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

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



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

2. Employee Relations

1.2 Develop future community leaders

2.1 Provide responsive, efficient city services

2.2 Recruit and retain a highly-qualified workforce

2.3 Effectively leverage information technology



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

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

3. Compensation and Benefits

2.1 Provide responsive, efficient city services

2.2 Recruit and retain a highly-qualified workforce

2.3 Effectively leverage information technology

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

The City's wellness program, created in conjunction with the Employee Benefits and Wellness Committee, has been successful since its re-implementation in fiscal year 2010. With the outcomes-based model, medical insurance premiums paid by employees are based on tiers earned through biometric screening measurements. Tier I provides the highest City subsidy and Tier III provides the least City subsidy. Participation in the wellness program remains steadily high - in 2019 participation was 95%.



According to the City's health insurance broker, when compared to the other cities in the state of Texas, Colleyville has one of the most progressive wellness programs that is three to four years ahead of other cities. Colleyville has developed and implemented a long-term strategy of linking wellness to the health benefits plan.

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

4. Safety Awareness and Injury Prevention

2.1 Provide responsive, efficient city services

2.2 Recruit and retain a highly-qualified workforce

2.3 Effectively leverage information technology

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



5. Legal and Regulatory Compliance

2.1 Provide responsive, efficient city services

2.2 Recruit and retain a highly-qualified workforce

2.3 Effectively leverage information technology

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

To ensure compliance with the various employment laws, the Human Resources Department is responsible for the development and administration of personnel policies and procedures, providing policy direction recommendations on personnel issues, and providing personnel management support to City departments. The Personnel Manual, effective in FY 2017, is a comprehensive and customized personnel policies handbook that is designed to be a clear and understandable document by supervisors and employees. The manual serves as a roadmap for employee conduct standards and emphasizes the

expectation of employee integrity and service. Carefully written personnel policies contribute to enhancing staff morale by clearly communicating what the City expects of its employees and what, in turn, employees can expect from the City. Human Resources staff is responsible for development, oversight, policy application and training of the Personnel Manual.

6. Training and Organizational Development

1.2 Develop future community leaders

2.1 Provide responsive, efficient city services

2.2 Recruit and retain a highly-qualified workforce

2.3 Effectively leverage information technology



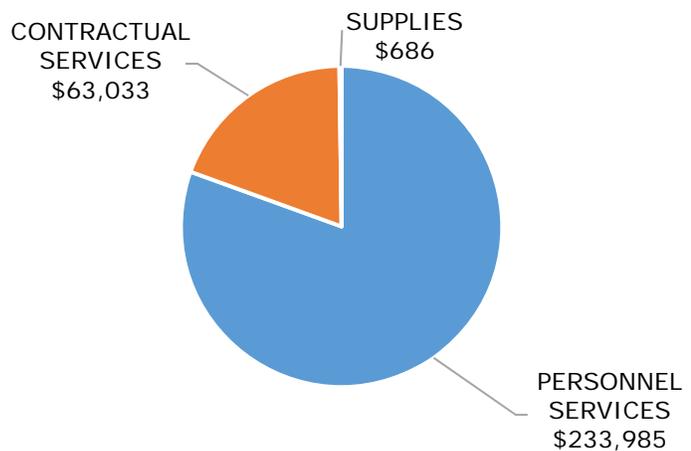
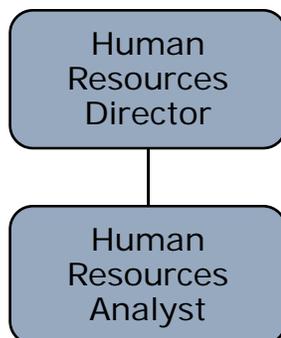
Providing workplace training for employees can give a competitive edge in the marketplace, help manage risk, raise morale among team members, increase skill level and increase employee productivity. The Human Resources Department is responsible for development, implementation and tracking of employee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

Performance Measures & Vital Statistics

Performance Measures	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020 Target
Percentage turnover (per fiscal year)	17%	14%	14%	17.9%	10.9%	< 16%
Percentage of annual performance evaluations completed on time	73%	99%	95%	97%	98%	≥ 90%
Percentage of employees who participate in wellness program	85%	92%	91%	94%	95%	≥ 80%
Workers' compensation experience modification factor (actual losses compared to expected losses)	0.83	0.84	0.84	0.58	0.40	.70
Medical and pharmacy loss ratio (paid claims divided by premiums as of July 2018)	87.4%	75.5%	102.4%	82.7%	93.1%	≤ 85%

Department Resources

FY 2020 Budget: \$297,704



5-Year + Outlook

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

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

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

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



Information Systems Management

FY 2020 Department Business Plan

Department Description

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

Core Services

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

1. Network Operations

1.3 – Assure convenient access to public information

2.1 – Provide responsive, efficient city services

2.3 – Effectively leverage information technology

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

2. Application Systems Operations

1.3 – Assure convenient access to public information

1.4 – Communicate thoroughly and strategically

2.1 – Provide responsive, efficient city services

2.3 – Effectively leverage information technology

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

3. Geographical Information Systems

1.3 – Assure convenient access to public information

2.1 – Provide responsive, efficient city services

2.3 – Effectively leverage information technology

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

4. Audio/Video Broadcast Operations

1.3 – Assure convenient access to public information

1.4 – Communicate thoroughly and strategically

2.3 – Effectively leverage information technology

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

5. Data Center Operations

1.3 – Assure convenient access to public information

2.1 – Provide responsive, efficient city services

2.3 – Effectively leverage information technology

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

6. Desktop Operations

1.4 – Communicate thoroughly and strategically

2.1 – Provide responsive, efficient city services

2.3 – Effectively leverage information technology

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

7. Technology advancement

1.4 – Communicate thoroughly and strategically

2.3 – Effectively leverage information technology

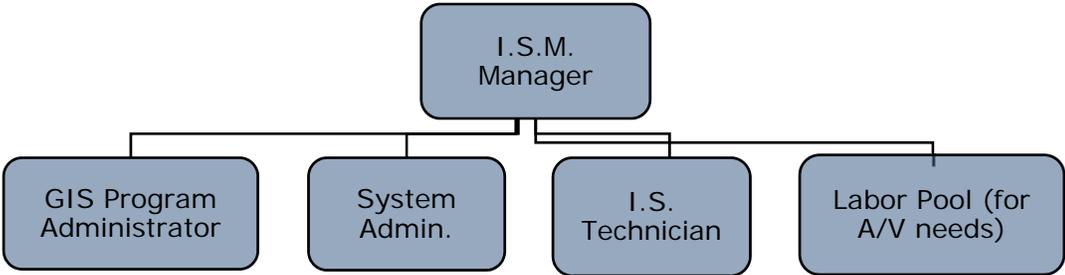
Proactively develop plans to enhance and further technology initiatives that will increase efficiencies and foster sustainable fiscal responsibility.

Performance Measures & Vital Statistics

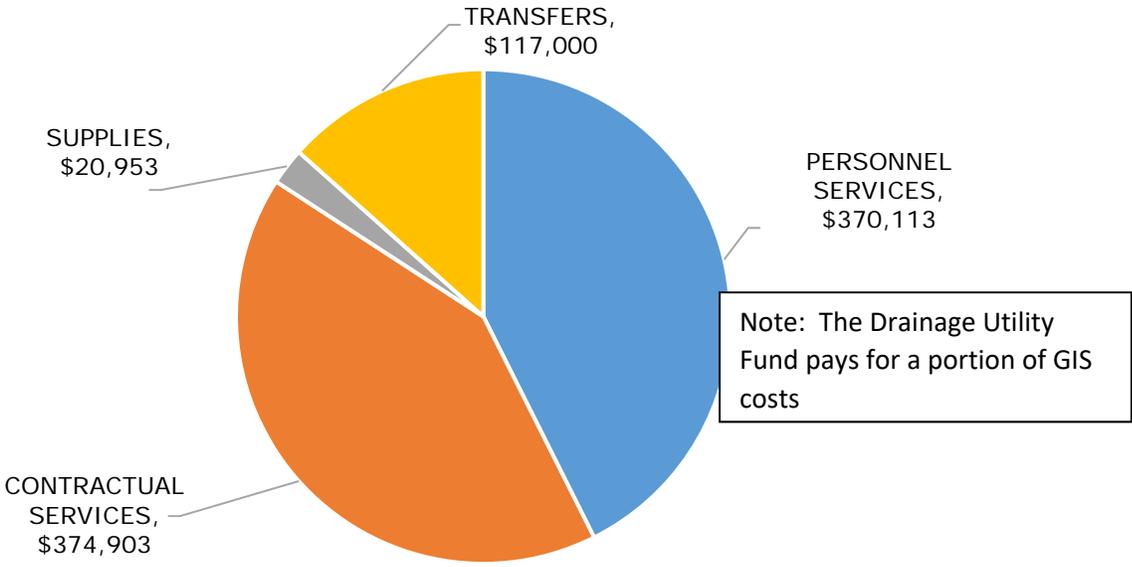
Performance Measures	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019 Estimate	FY 2020 Target
Percentage of product requests completed on time- GIS	87.88%	93.4%	92%	95%	95%	85%
Percentage of broadcast uptime	93%	99.99%	99.99%	99.999%	99.998%	99%
Percentage of work orders completed on time	99.88%	92.9%	91%	92%	95.97%	95.0%
Percentage of network data and telecommunications uptime	87%	99.99%	99.99%	99%	99.998%	99%
Percentage of IT work plan projects completed on time	99.80%	95%	100%	100%	100%	100%
Percentage of data backup success	94%	94.2%	97%	97%	95.247%	100%

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

Department Resources



FY 2020 Budget: \$882,969
(General Fund)



5-Year + Outlook

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

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

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



Legal

FY 2020 Department Business Plan

Department Description

City legal services are provided on a contract basis.

Core Services

The City Attorney is responsible for the following core services:

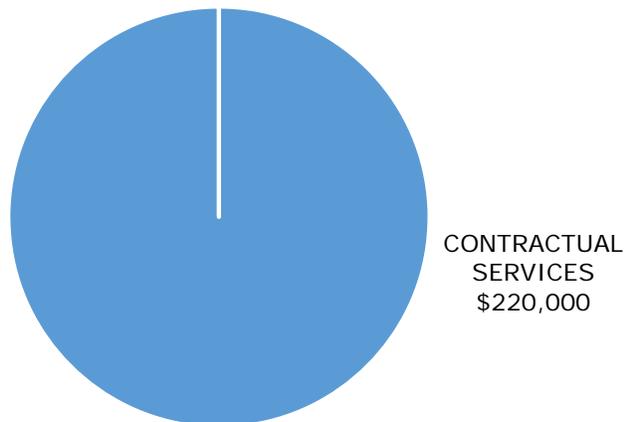
1. Provide legal services for all city business

2.1- Deliver high quality core services

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

Department Resources

FY 2020 Budget: \$220,000





Library Department

FY 2020 Department Business Plan

Department Description

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

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

The mission of the Library is:

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

Core Services

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

1. Provide reading, viewing and listening materials

2.1- Provide responsive, efficient city services

2.3- Effectively leverage information technology

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

facilitates access to the Library's materials collections. It includes such features as seamless incorporation of eBooks and other digital content in the Library's catalog; refinements to narrow searches and structure searching; self-service options for users including sharing reading lists or saved searches with friends; and Novelist Select® and Goodreads® integration for readers' advisory including, "more like this" recommendations, complete series information and reader reviews, anywhere, anytime users search. Additionally, the Library offers a variety of programs to support this service including summer reading programs for adults, teens and children; fiction and non-fiction book clubs and film discussion book clubs. The Library has space to display new materials in a prominent location; display shelving to merchandize collections and media and has meeting space to provide programs. Also, the Library has knowledgeable staff who can provide reader/viewer/listener advisory services to users and plan and present programs.

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

2.1- Provide responsive, efficient city services

5.3- Provide attractive facilities for leisure and recreation

The Library offers an array of programs and services for children from birth to age five designed to ensure that they will enter school ready to learn to read, write, and listen. To support this service, the Library offers weekly story time programs divided by age of intended audience, pre-talkers, talkers and pre-readers. The story programs include interactive components such as stories, singing, puppets, action rhymes, finger plays, crafts, and STEM/STEAM activities. The Library supports the *Every Child Ready to Read @ your library* early literacy initiative and incorporates the six pre-reading skills that children must learn in order to learn to read in story time programs. The Library sponsors a *Books for Babies* program, which is a national literacy program that acquaints parents of newborns with the important role they play in the development of their children. Parents are presented with a *Books for Babies* kit containing a board book for baby, baby's first library card, a bib, and a variety of brochures with reading tips and early literacy information from nationally-recognized educational organizations. Also, the Library is a part of *1,000 Books Before Kindergarten*, a national program which encourages parents to read 1,000 books with their child before they walk through the kindergarten doors. The program is free to the community and includes a Family Reading Starter Pack filled with ideas, book suggestions, reading logs, and prize levels. As parent and child progresses through the levels, rewards are available to children. The Library includes a "Read to Me" component in the summer reading program, and other reading programs, with incentives for parents/caregivers and the children. Additionally, the Library provides five *Early Literacy Station* educational computers which feature more than 70 educational software programs for preschool children. The Library's



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



3. Provide resources for lifelong learning

2.1- Provide responsive, efficient city services

5.3- Provide attractive facilities for leisure and recreation

5.4- Actively seek public/private partnerships

The Library works to insure that Colleyville residents of all ages will have a resource center that provides materials and programs that address their need to explore topics of interest for self-directed personal growth and development opportunities throughout their lives. To support this service, the Library provides an array of adult and children's non-fiction library materials in a variety of formats: books; magazines; DVDs; books on CD; STEAM kits; digital media downloads, including eAudio books, eBooks, and eMagazines; and access to online databases in the Library and remotely. To supplement the Library's materials collection, the Library provides Interlibrary Loan Service, which allows the Library to request materials for patrons throughout the nation and worldwide. To provide additional access to resources, the Library participates in the TexShare Card Program, which allows patrons to borrow materials from any other participating Texas library. Also, to



support this service, the Library provides in-person, telephone, and e-mail reference service; public internet computer stations; wireless internet throughout the library; photocopier/fax services; and study rooms. Ongoing, the Library provides a variety of adult and children's programs to provide lifelong learning opportunities. The Library works with local organizations to cosponsor demonstrations of topics of interest, and displays exhibits of local organizations and local residents to promote learning opportunities. Also, the Library provides safe and welcoming physical spaces for users to meet and interact with others or to sit quietly and read, and virtual spaces that support networking and learning. The Library has staff that is knowledgeable about print and electronic resources, and can plan and present programs on a variety of lifelong learning topics.

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

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

5.4- Actively seek public / private partnerships

The Library provides special events throughout the year to all ages and interests of the community. The Library Department actively seeks sponsorships and donations from area businesses, civic groups, and individuals. The sponsors and donations enhance the quality and variety of events that are offered to the City of Colleyville residents.

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

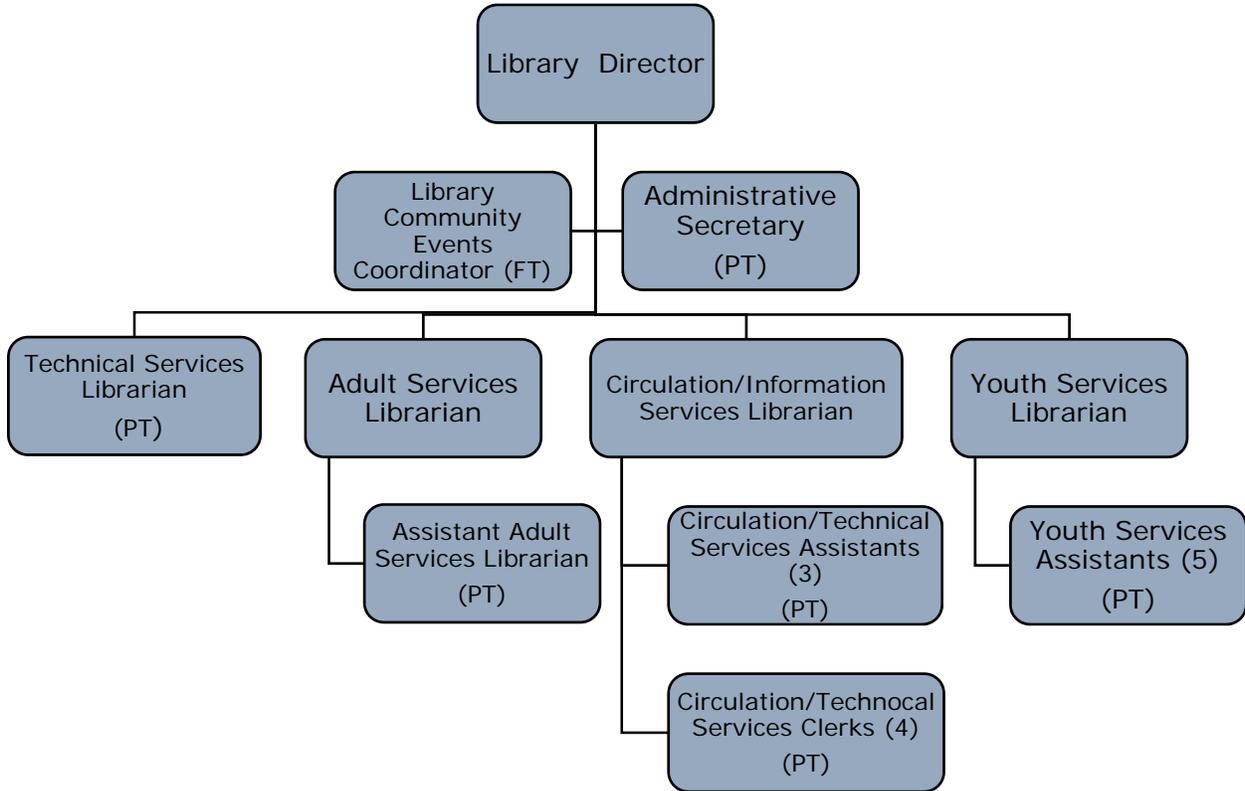
Performance Measures & Vital Statistics

Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate	FY 2019 Target	FY 2020 Target:
Percentage of library materials requests filled within 30 days	96%	93%	94%	98%	91%	80%	80%
Percentage of library patrons who come to the library looking for items and find them	80%	81%	83%	83%	82%	80%	80%
Library children's program attendance	18,363	17,173	18,888	19,471	17,060	18,000	17,000
Adult and teen program attendance	795	651	800	1,113	688	650	650
Children's summer reading program participation	1,188	987	1,278	1,127	1,249	1,000	1,000
Adult and teen summer reading program participation	114	84	148	228	197	100	100
Library patron visits	134,314	133,076	120,202	94,649	82,787	85,000	75,000
Library patron visits – In Person	New Measure	New Measure	New Measure	New Measure	79,285	81,500	72,000

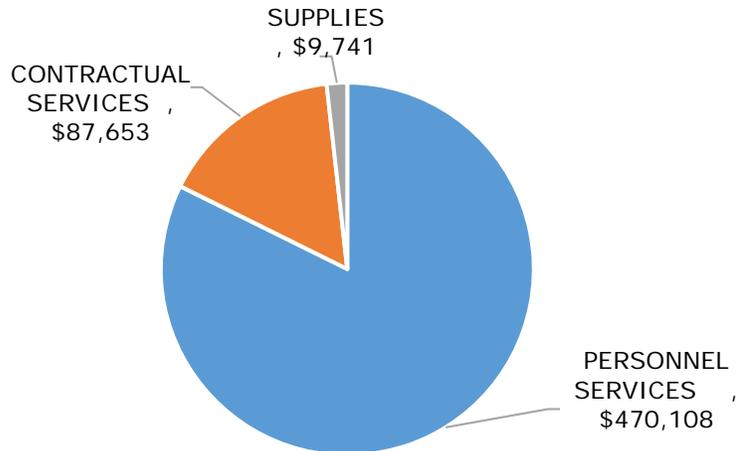
Library patron visits – Online	New Measure	New Measure	New Measure	New Measure	3,502	3,500	3,500
Reference questions answered	34,073	25,025	28,717	33,280	29,315	25,000	25,000
Circulation of the library materials collection	234,667	228,160	222,123	227,252	174,329	200,000	200,000

Vital Statistics	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate	FY 2020 Estimate
Percentage of Colleyville households with at least one active library card holder	50%	50%	50%	50%	50%	50%
Library materials collection size	74,525	77,664	80,452	82,182	72,514	70,000

Department Resources



FY 2020 Budget: \$567,502



5-Year + Outlook

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

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

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

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



Parks and Recreation Department

FY 2020 Department Business Plan

Department Description

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

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

The mission of Recreation is:

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

Core Services



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

1. Park and Facility Maintenance

2.1 *Provide responsive, efficient city services*

3.4 *Thoroughly plan for future capital investments and associated costs*

5.3 Provide attractive facilities for leisure and recreation

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

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

2. Athletic Field Maintenance

2.1 Provide responsive, efficient city services

3.4 Thoroughly plan for future capital investments and associated costs

5.3 Provide attractive facilities for leisure and recreation

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



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

3. Youth Sports Association Management

1.1 Actively involve and engage stakeholders

2.1 Provide responsive, efficient city services

The Parks Department has the privilege of working with the Colleyville Baseball Association, the Colleyville Girls Softball Association, and the Colleyville Soccer Association to deliver wide reaching and high quality opportunities for residents and visitors to utilize the athletic complexes in the city. The Associations serve to promote and market the youth sports

programs and to coordinate participant registration, game schedules, team formation, concession operations, and fund raising for park enhancements.

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



4. Trail System Management

3.4 Thoroughly plan for future capital investments and associated costs

4.1 Protect Colleyville's semi-rural residential character

5.3 Provide attractive facilities for leisure and recreation

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



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

5. Public Property Management

2.4 Demonstrate stewardship of public resources

3.4 Thoroughly plan for future capital investments and associated costs

In addition to the park properties, Parks Department responsibilities also include maintenance of the grounds and landscaping on the premises of public buildings which include City Hall, the Public Library, the Colleyville Center, Justice Center and the Senior Center, and turf maintenance for four Fire Stations. The Parks Department also manages the maintenance of the landscaping in various rights-of-way such as the roundabouts and medians along Glade Road.

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

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

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



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

5.3- Provide attractive facilities for leisure and recreation

The City of Colleyville is committed to providing creative recreation programming to satisfy the interests and needs of the residents of Colleyville. The variety of programming include dance, art, sports, and engineering for preschool, youth, and teens. In addition, to a multitude of camps such as, sports, Lego, and art, which are offered during school breaks. Adult classes that are offered throughout the year include tennis, dance, and fitness. Senior recreation programming targets a vast age group starting at the young age of 50. The

activities and programs include health, wellness, enrichment, technology, education, special events, and travel opportunities. The Recreation Department strives to provide diverse programming, so that everyone may find something they are compelled to participate in.

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

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

5.4- Actively seek public / private partnerships



Recreation provides special events throughout the year to all ages and interests of the community. Winter Ball is an event for the entire family, and is an opportunity for Mothers and Sons and/or Dads and Daughters to spend a special night together dancing, playing games, and bonding. The Bunny Brunch has transformed the traditional egg hunt to an event that includes brunch, a petting zoo, egg hunt, pictures with the bunny, and spring prizes.



The Texas Junior Anglers event is an opportunity for youth to experience the sport of fishing and enjoy the outdoors. The Senior Health Fair is an event for citizens to receive a variety of information from health, education, senior services, and of course to get the annual flu shot. The Recreation Department actively seeks sponsorships and donations from area businesses, civic groups, and individuals. The sponsors and donations enhance the quality and variety of events that are offered to the City of Colleyville residents.

Additionally, Parks and Recreation works with other city departments to plan and produce three larger city events throughout the year.

The first event, **Stars & Guitars** is an outdoor concert that is held annually in June. The event is held at the Colleyville Center and includes reserved table and open lawn seating. Attendees can enjoy a concert under the stars, while dining on a variety of foods offered at a food truck park.

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

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

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

5.3- Provide attractive facilities for leisure and recreation

5.4- Actively seek public / private partnerships

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



Performance Measures & Vital Statistics

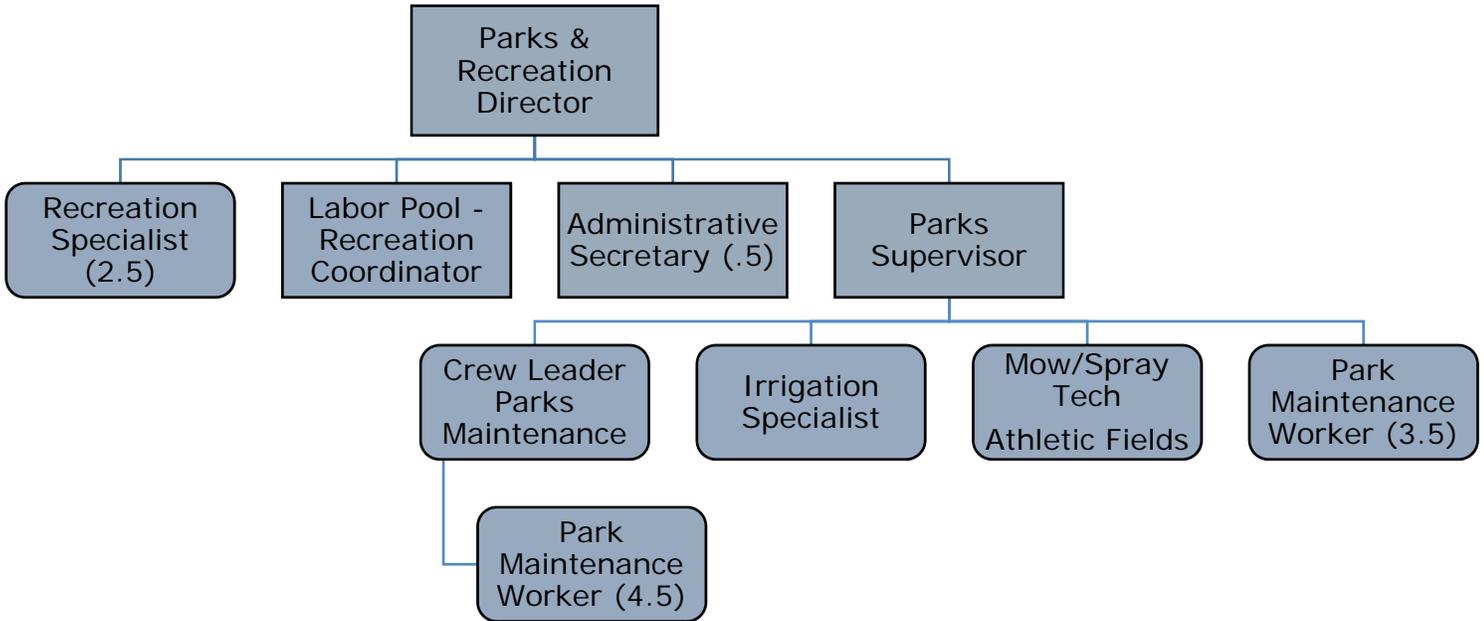
Performance Measures	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019 Estimate	FY 2020 Target
Percentage of competitive athletic fields meeting departmental maintenance standards	80%	85%	100%	89%	80%	85%
Percentage of park inspections meeting standards	95%	96%	96%	96%	96%	96%
Percentage of offered classes/programs held (Recreation)	73%	77%	79%	78%	80%	79%

Number of Participants (Senior Center)	3,767	4,574	4,148	3,875	4,029	4,000
Percentage of Resident Memberships (Senior Center)	59%	51%	50%	50%	55%	50%

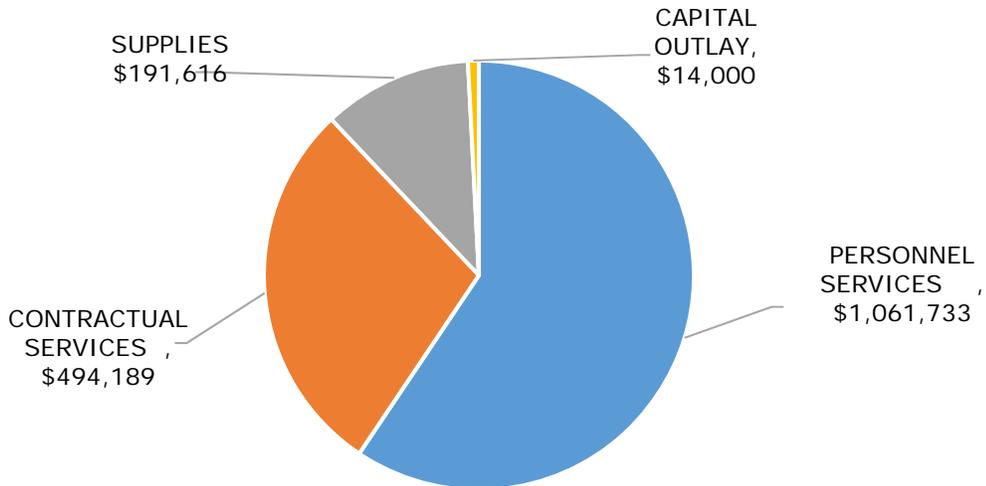
Vital Statistics	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019 Estimate
Number of staff hours dedicated to athletic field maintenance and game preparation	4,032	4,007	3,804	3,358	3,500
Percentage of revenue recovery	20%	18%	18%	18%	18%
Number of youth sports participants	4,434	4,302	4,517	4,386	4,500
Percentage of participants that are non-residents for all youth sports	52%	59%	49%	49%	49%
Number of classes/programs offered (Senior Center)	191	172	179	158	160
Average membership visits per month (Senior Center)	827	1,019	913	878	825
Number of Metroport Meals on Wheels Participants (Senior Center)	1,695	1,553	1,284	1,229	1,277
Percentage of Meals on Wheels participants who are residents (Senior Center)	47%	43%	45%	43%	34%

Percentage of resident class participants (Recreation)	44%	43%	43%	42%	44%
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Department Resources



FY 2020 Budget: \$1,761,538



5-Year + Outlook

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

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

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

1. Maintain Exemplary Facilities, Programs, and Services

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

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

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

3. Utilize Connectivity to Build Community

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

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

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

5. Respect Nature

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

6. Acquire Open Space

Acquire land for open space and future parks.

Citywide Projects

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

1. Acquire Additional Land

When possible, staff will seek opportunities to acquire additional open space, prioritizing land that is contiguous to existing open space or parks. Additionally,

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

2. Implement Trial Plan

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

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

3. Improve Wayfinding in Parks

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

4. Research Need for Recreational/Multi-Generational Facility

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

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

5. Upgrade and Enhance Parks

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

6. Improve Colleyville Nature Center

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



Police Department

FY 2020 Department Business Plan

Department Description

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



Core Services

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

1. Protect and Preserve the Safety of Neighborhoods

2.1 – Provide responsive, efficient city services

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

2. Timely Response to all citizen calls for Police Service

2.1 – Provide responsive, efficient city services

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

3. Promote Traffic Safety and Reduce Accidents on Roadways

2.1 – Provide responsive, efficient city services

Patrol officers will conduct traffic enforcement and awareness to change driving behaviors to help reduce accidents and make our roadways safer. The Traffic Unit is dedicated to reducing the number and severity of traffic collisions within the City by utilizing a community oriented-problem solving approach to traffic issues. The Traffic Unit proactively promotes traffic safety through proper levels of enforcement and education along with high visibility of uniformed personnel. Radar signs are also used to educate drivers of their speeds in various locations and encourage driver awareness. The Traffic Unit also participates in regional child passenger safety seat education and installation programs.

4. Enhance Crime Prevention

1.1 – Actively involve and engage stakeholders

The Police Department will enhance crime prevention efforts through proactive business, neighborhood, and park checks. Patrol officers will actively patrol our entire community to ensure high visibility to enhance crime prevention and safety for all. Patrol officers will work with other City Departments, residents, business owners, and the school district in

the development of crime prevention initiatives, public education programs, and youth mentoring programs dedicated to crime prevention.

5. Focus on Community-based Policing

2.1 – Provide responsive, efficient city services

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

6. Provide Investigations for all Criminal Offenses

2.1 – Provide responsive, efficient city services

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

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

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

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

2.1 – Provide responsive, efficient city services

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

8. Provide School Safety and Security

6.2 – Establish a culture of mutual trust and respect

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

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

4.1 – Protect Colleyville's semi-rural residential character

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

10. Process all Open Records Requests

1.3 - Assure convenient access to public information

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

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

2.1 – Provide responsive, efficient city services

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

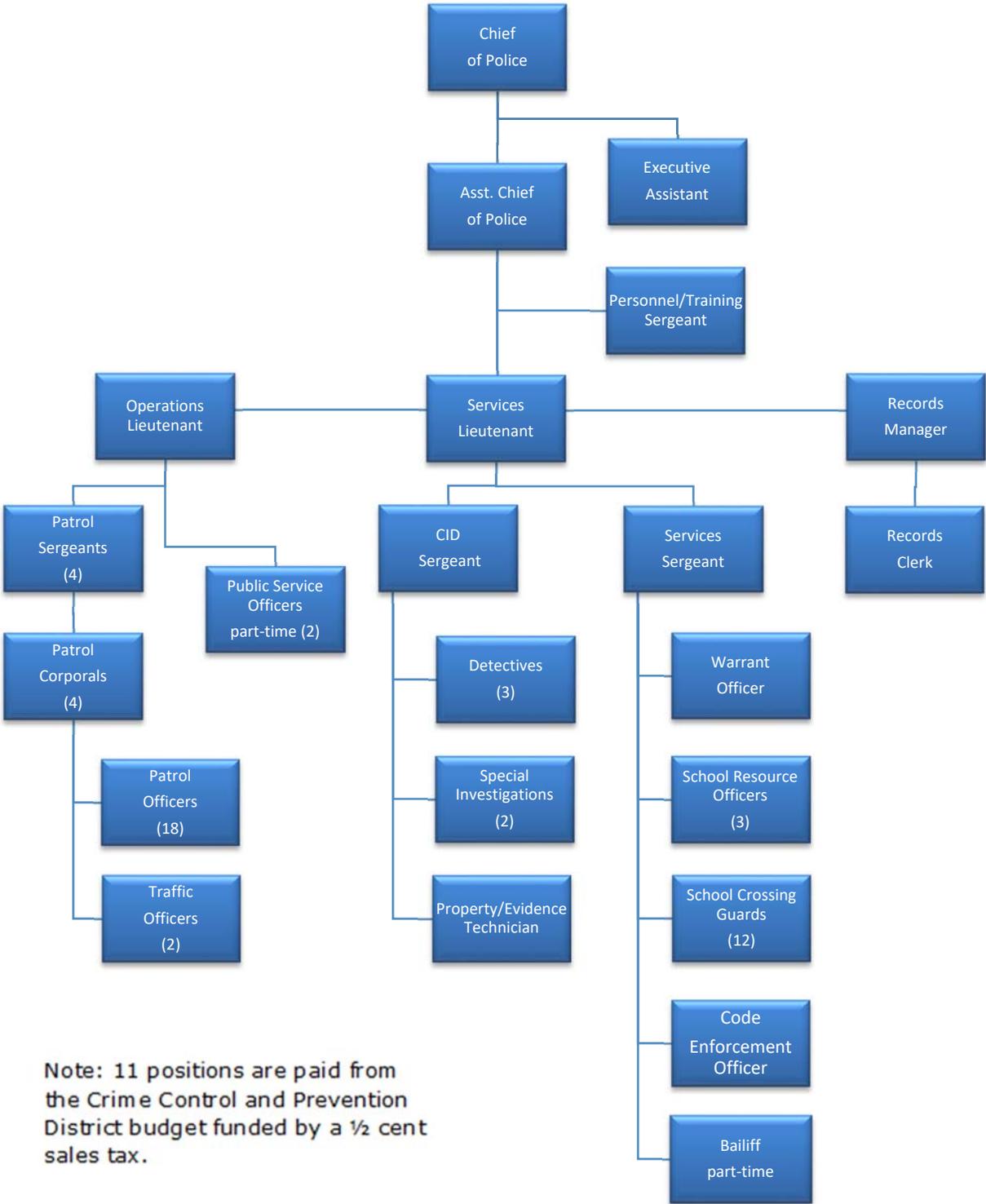


Performance Measures & Vital Statistics

Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020 Target
Number of UCR Part 1 Crimes	160	141	158	146	114	174	168
Average Priority 1 response Time	4:03	3:12	3:25	3:36	3:31	3:47	3:38
Percentage of Part 1 offenses cleared	30%	31%	28%	29%	44%	23%	25%
Crime Victims Contacted by Detective within 3 days	98%	100%	100%	97%	99%	99%	100%
Percentage of Code Violations located proactively	80%	69%	70%	79%	82%	80%	81%

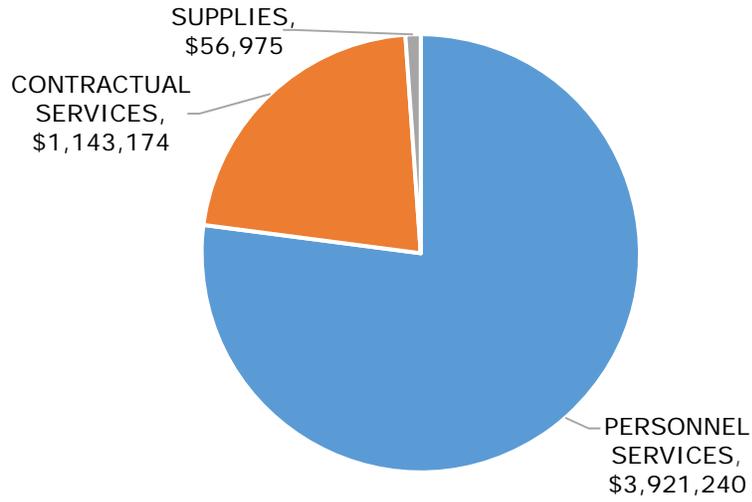
Vital Statistics	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020 Estimate
Injury Accidents per 1000 population	0.7	0.7	0.72	0.71	2.28	2.04	2.16
Self-Initiated Calls for Service	50,897	43,781	35,652	37,273	25,945	33,538	36,500
Total Number of outstanding warrants in system since 01/01/03	4,056	3,657	3,006	2,457	2,137	2,262	2,199
Number of Warrants Served	2,767	2,610	2,350	2,874	1,419	2,073	1,800

Department Resources

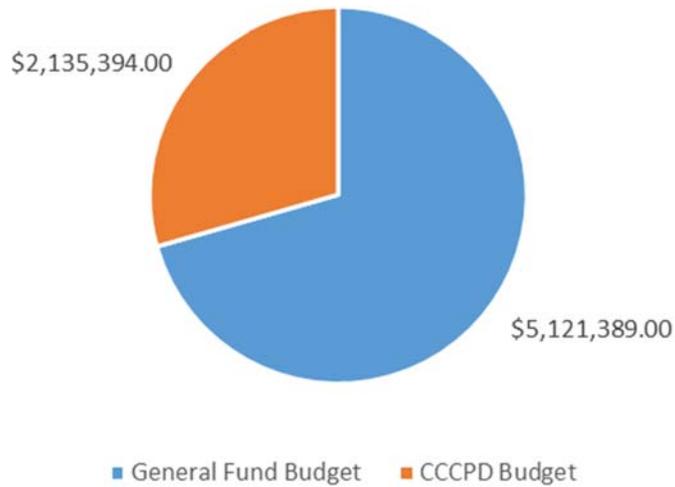


Note: 11 positions are paid from the Crime Control and Prevention District budget funded by a ½ cent sales tax.

FY 2020 General Fund Budget:
\$5,121,389



Total Police Department Budget: \$7,256,783



5-Year + Outlook

The Colleyville Police Department is well positioned to take on the challenges over the next five (5) years. During the last year and a half, we have worked hard to fill open positions, provide additional tools to our officers and detectives, meet or exceed industry best practices, select the next cadre of departmental leaders, positively engage with our community through many channels, and provide for the well-being of our workforce.

Policing continues to change at break-neck speed. We will continue to equip our team with the most up-to-date technology that will positively impact their productivity and efficacy. We will also ensure they are equipped with tools, such as body-worn and in-car cameras, to ensure accountability and transparency so that we maintain the trust of our community. We will invest in training on de-escalation, crisis intervention, procedural justice, and officer safety and wellness, just to name a few, to ensure our officers have the skills necessary for constitutional policing.

We will continue to be an intelligence led, data driven, and strategy focused agency. We will continue to use technology to help us understand the trends and patterns of crimes in our city and develop effective strategies to disrupt them. We will use this information to most effectively deploy our resources. One of these new tools that will be procured over this time period is a new Computer Aided Dispatch and Records Management System. This new system will be state-of-the-art and will provide streamlined access to law enforcement and fire department records, enhanced crime analysis tools, electronic case management, and upgraded 911 and dispatch capability.

The demographics and culture of the Colleyville Police Department will significantly change over the next five (5) years as well. In 2018 and 2019, we have hired more than a quarter of our authorized sworn workforce to replace those who have retired or left the agency for one reason or another. This means that we will have a much younger and less experienced department in the near term. While these new employees will bring new positive energy and enthusiasm, management will have to be strategic when developing policy and procedures and providing training and career development. Leadership training and succession planning will play a significant role in determining the sustainability of our success as an organization going forward. To support this effort, the City Council approved additional funds for ongoing leadership training for our personnel in the 2019 budget.

In closing, 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 their job with excellence. We will continue to uphold and live out our values of Integrity, Service and Innovation as we proudly serve this great community.



Public Works

FY 2020 Department Business Plan

Department Description

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

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

Core Services

Public Works is responsible for the following core services:

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

3.1 - Upgrade the condition of major roads and neighborhood streets

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



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

3.4 - Thoroughly plan for future capital investments and associated costs



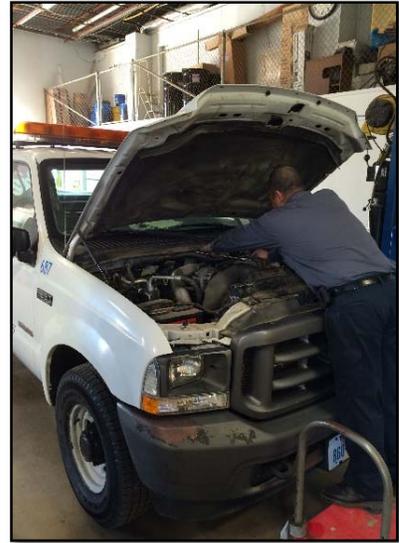
Facility Services provides an essential service by maintaining some of our most valued public assets--our city buildings. The Library, Colleyville Center, and the Senior Center host educational, recreational, and social events that enhance the quality of life for the citizens of Colleyville. City Hall,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

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

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

3.4 - Thoroughly plan for future capital investments and associated costs

Fleet Services enables other city departments to achieve their missions. The importance of Fleet Services is immeasurable. Forecasting vehicle and equipment life cycles along with an extensive preventative maintenance program improves overall fleet health, reduces repair costs and increases fleet availability rates. The Police Department relies on this service to ensure safe and secure neighborhoods that support a unique quality of life in Colleyville. Fleet Services supports Public Works in delivering emergency and routine management of the vehicles and equipment that our city uses to operate. By providing these services to the City's fleet, except for large fire apparatuses and small routine repairs on turf maintenance equipment, Fleet Services facilitates the mobility of the public servants dedicated to the City of Colleyville.



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

3.3 - Mitigate stormwater runoff and flooding risks

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



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



3.2 - Ensure regular replacement of water and wastewater facilities

The City of Colleyville purchases treated water from the Trinity River Authority. Water Distribution then manages this vital resource around the clock by maintaining three elevated storage towers, one ground storage tank, a pump station, and 200+ miles of water mains. Routine maintenance of these assets includes flushing dead-end water mains, regularly replacing meters, and exercising valves throughout the network. Water is routinely sampled from various sites throughout the city and tested for chlorine residual and bacteria. Samples are also tested for lead and copper. The Engineering Division oversees the construction of water infrastructure delivery system components to make certain that improvements meet Colleyville Development Standards. These standard practices ensure the delivery of clean, pure water to citizens.

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

3.2 - Ensure regular replacement of water and wastewater facilities

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



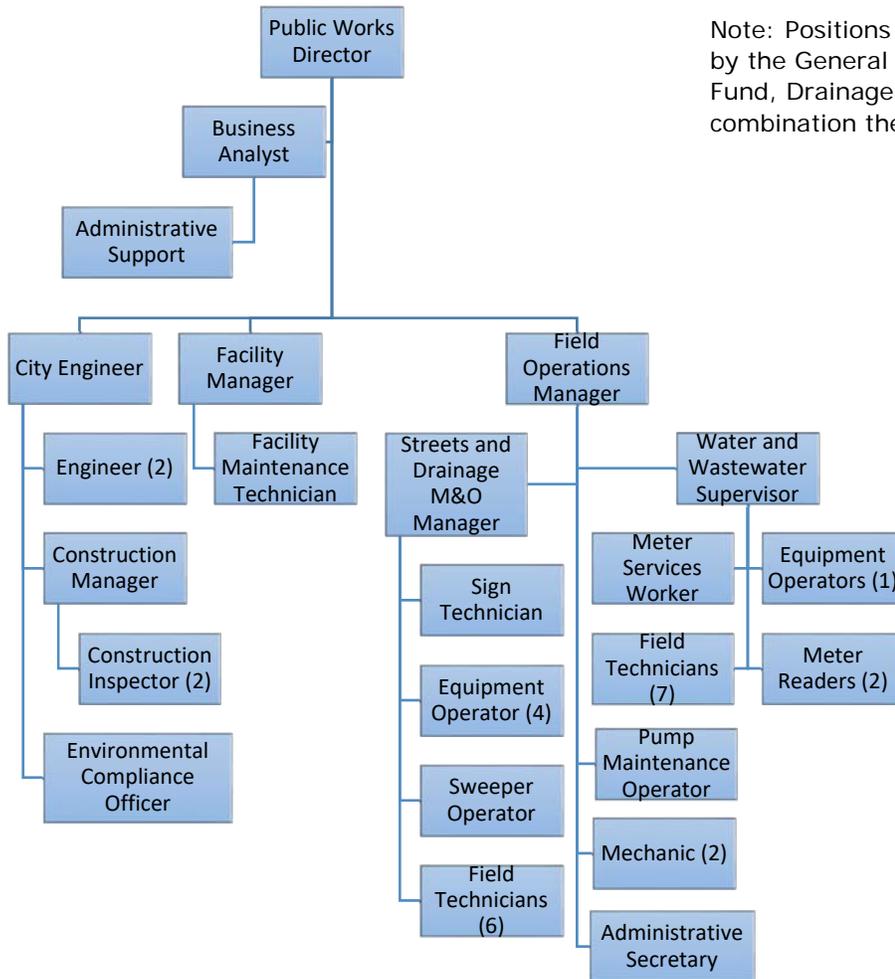
Performance Measures & Vital Statistics

Performance Measures	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020 Target
Percentage of pavement markings renewed	4%	15%	12%	23%	64%	≥20%
Percentage of street and traffic signs replaced	15%	7%	5%	5%	2%	≥10%
Percentage of facility work orders responded to within one business day	83%	89%	91%	90%	92%	≥90%
Percent of internal customers satisfied with facility environment	86%	96%	92%	92%	89%	≥90%
Percent of scheduled lane miles of public streets swept	99.5%	94%	100%	100%	100%	≥98%
Percentage of storm drain inlets inspected	51%	55%	50%	51%	69%	≥50%
Percentage of drainage ditches cleaned	New Measure	New Measure	New Measure	New Measure	1%	≥5%
Percentage of water valves exercised	1%	15%	34%	11%	14%	≥5
Meter reading accuracy	98%	99%	98%	98%	97%	≥98%
Scheduled wastewater line cleanings completed	91%	94%	93%	96%	98%	≥95%
Percentage of water meters replaced	New Measure	New Measure	New Measure	2%	2%	≥8%

Vital Statistics	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020 Estimate
Quarterly inspections of public infrastructure within the two year maintenance bond	New Measure	New Measure	New Measure	New Measure	100%	100%
Percentage of construction time with City staff present	23%	30%	25%	23%	30%	25%

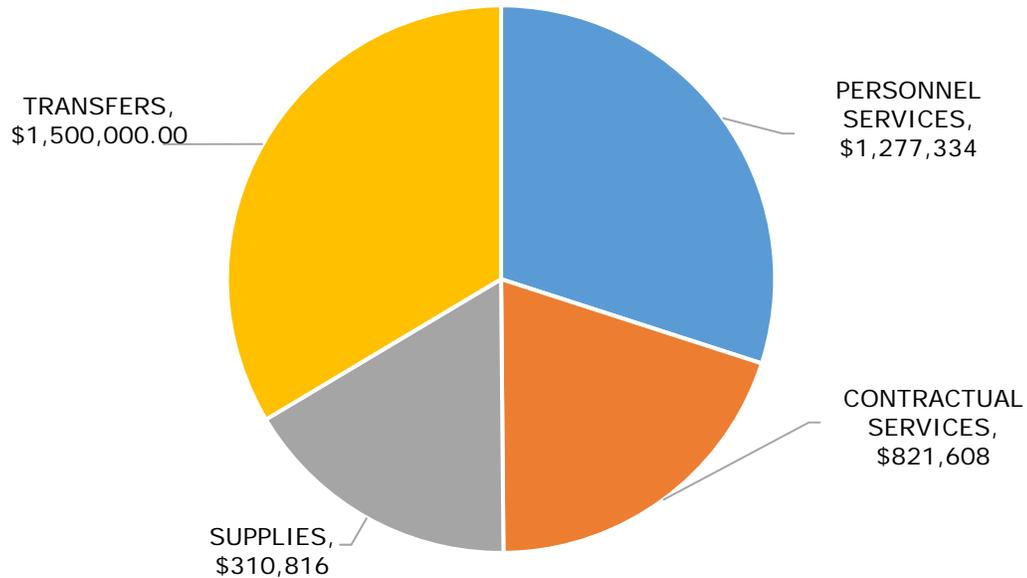
Ratio of scheduled facility maintenance to unscheduled repairs	68%	50%	51%	49%	51%	50%
Percentage of fleet time available	98%	99%	99%	99%	99%	99%
Percentage of preventive maintenance for fleet completed on schedule	96%	96%	99%	97%	98%	97%
Water loss ratio	2.5%	2.5%	3.0%	2.9%	N/A	3.0%
Percentage of monthly water samples testing negative for coliform bacteria	98%	100%	100%	100%	100%	100%

Department Resources



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

FY 2020 General Fund Budget: \$3,909,758



5-Year+ Outlook

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

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

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

perpetual maintenance of all components of City-owned infrastructure will require a steady commitment of funding.

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

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

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

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

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

Strengths and Opportunities

The section that follows is a self-assessment performed by the department for each core service.

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

3.2 - Ensure regular replacement of water and wastewater facilities

3.4 - Thoroughly plan for future capital investments and associated costs

Strengths

A methodical program to regularly flush dead-end water mains is in place to ensure a safe water supply. Regulatory testing is completed to verify this result.

The Water Master Plan was updated in FY 2014 and identifies needed capital projects through the year 2034.

The water meter replacement program minimizes water loss and results in a low water loss ratio in comparison to standard municipal benchmarks.

A high level of accuracy in meter reading helps minimize unaccounted-for water.

Storage and pumping facilities are in good condition and are well maintained.

Standard construction specifications and details are in place to ensure quality construction of City infrastructure.

Delivery of high quality customer service in a timely manner is an absolute standard.

Emergency situations are addressed quickly.

A proactive water valve exercise program to enhance readiness and the ability to manage a major water shut-off emergency has been initiated.

Opportunities

Evaluate advanced technology, such as Smart Meters, to promote conservation and increase the level of customer service.

Develop and document standard operating procedures for operations and maintenance of the water distribution system, storage tanks, and pump station.

Monitor rate structure to ensure true fixed costs of operating, maintaining, and renewing the system are recovered.

Continue execution of the 27 capital projects identified in the 2014 Water and Wastewater Master Plan.

Improve GIS datasets and utilize this information in VUEWorks to proactively schedule maintenance for all assets to optimize utility funds and extend the useful life of all components of the system.

Upgrade the SCADA system for monitoring the water storage tanks and pump station.

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

3.2 - Ensure regular replacement of water and wastewater facilities

3.4 - Thoroughly plan for future capital investments and associated costs

Strengths

An aggressive sewer line cleaning program, including the use of an effective degreaser for “hot spots,” minimizes overflows and blockages, thereby protecting properties from damage.

A methodical lift station maintenance program is in place to minimize service interruptions.

The City provides additional insurance coverage for property damage caused by sewer back-ups that would otherwise be the responsibility of the property owner.

The Wastewater Master Plan was updated in FY 2014 and identifies capital projects through 2034.

Standard construction specifications and details have been created to ensure quality construction of City infrastructure.

Delivery of high quality customer service in a timely manner is an absolute standard.

Emergency situations are addressed quickly.

Opportunities

Develop and document standard operating procedures for operations and maintenance of the wastewater collection system and sewage lift stations.

Continue execution of the 17 capital projects identified in the 2014 Water and Wastewater Master Plan.

Improve GIS datasets and utilize this information in VUEWorks to proactively schedule maintenance for all assets to optimize utility funds and extend the useful life of all components of the system.

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

3.1 - Upgrade the condition of major roads and neighborhood streets

3.4 - Thoroughly plan for future capital investments and associated costs

Strengths

Asphalt and concrete contract repair programs are in place that provide for responsive minor repairs to the streets, curbs, gutters, sidewalks and handicap ramps in the city.

The City partners with Tarrant County each year to rehabilitate roadways in Colleyville; this partnership saves the City more than \$200,000 per year as the County provides all labor and equipment and the City pays only for the cost of materials.

Emergency preparedness for severe winter weather with state of the art equipment and action plans are in place.

A proactive preventive street maintenance program is established to maximize the life of the street infrastructure.

Standard construction specifications and details have been created to ensure quality construction of City infrastructure.

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

The City utilizes a pavement management software package to model and forecast future maintenance needs.

Street signs are replaced on a regular basis.

Delivery of high quality customer service in a timely manner is an absolute standard.

Emergency situations are addressed quickly.

Opportunities

Ensure staffing levels and equipment on hand are adequate to optimize efficiency and effectiveness of in-house resources.

Continue a systematic rehabilitation program of the street system.

Improve upon sign replacement program to include regulatory and advisory signs in a systemic manner.

Develop and document standard operating procedures for maintenance of streets, traffic signals, signs and pavement markings.

Facilitate and support the reconstruction of SH26.

Plan and develop an effective Capital Improvement Plan based on resource availability and execute the adopted year-one projects in a timely manner.

Continue to improve GIS datasets and utilize this information in VUEWorks to proactively schedule maintenance for all assets to optimize available funds and extend the useful life of all components of the system.

Consider utilization of new school zone flasher programming systems whereby technology is used to remotely control school flashers via cellular phones.

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

3.4 - Thoroughly plan for future capital investments and associated costs

Strengths

Several major rehabilitation projects were identified, funded and completed over the last few fiscal years.

Staff is continually assessing major building component replacement needs.

Most city buildings are relatively new and in good condition.

Delivery of high quality customer service in a timely manner is an absolute standard.

Emergency situations are addressed quickly.

Continuous employee training is in place and ensures quality staff is in place to address changes and advances in technology.

Opportunities

Identify funding for the building component replacement needs.

Make improvements to aging facilities.

Evaluate energy efficient programs in order to meet state-mandated energy reduction goals.

Develop and document standard operating procedures for operations and maintenance of public buildings.

Utilize VUEWorks to proactively schedule maintenance to optimize available funds and extend the useful life of all components of the facilities.

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

3.4 - Thoroughly plan for future capital investments and associated costs

Strengths

Development and implementation of 15-year replacement vehicle program ensures the best use of funding and helps maintain a healthy fleet.

As a result of implementing fleet GPS monitoring system, the City is realizing reduced mileage and fuel consumption.

Opportunities

Continually evaluate needs to ensure that appropriate and adequate equipment is in place.

Promote interdepartmental equipment usage to reduce fleet size.

Evaluate the costs and benefits of ownership of equipment versus short-term rental agreements.

Ensure mechanics are properly trained to keep up with the latest technology.

Develop and document standard operating procedures for maintenance and procurement of city vehicles and equipment.

Install emergency generator at Service Center to ensure continuity of operations during emergencies.

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

3.3 - Mitigate stormwater runoff and flooding risks

Strengths

An innovative Mosquito Management Program is in place to educate citizens and mitigate the consequences of mosquito breeding grounds.

A revised Stormwater Management Plan has been developed for the Municipal Separate Storm Sewer System (MS4) permit to ensure compliance with state and federal stormwater regulations.

A flood damage prevention ordinance which exceeds the minimum standards established by the National Flood Insurance Program (NFIP) is in place.

A street sweeping program removes pollutants to control and improve stormwater quality.

Regularly-scheduled inlet inspections ensure drainage assets are properly maintained.

Oversight of development and enforcement of stormwater regulations ensures compliance with the City's Municipal Separate Storm Sewer System (MS4) permit.

Standard construction specifications and details have been created to ensure quality construction of City infrastructure.

-
- Opportunities**
- Update the Stormwater Master Plan to identify project needs and priorities.
 - Increase outreach to property owners about the requirements and importance of maintaining private drainage ways.
 - Review and potentially revise the storm drainage fee structure to provide funding for needed improvements.
 - Enhance public awareness regarding stormwater practices through community education.
 - Continue to improve GIS datasets and utilize this information in VUEWorks to proactively schedule maintenance for all assets to optimize available funds and extend the useful life of all components of the system.
 - Utilize advances in technology to upgrade the flood warning system and automatic flood gates.
 - Develop and document standard operating procedures for maintenance of the public drainage system.

Business Risk Assessment

In October 2014, the City identified five (5) key business risks that have: (a) a high likelihood of occurrence; and (b) a high significance of impact to the organization. The five key business risks are:

1. Externally driven risks
2. Organizational sustainability
3. Physical evolution of our built environments
4. Political environment
5. Expectations

For the purposes of the Public Works Department Business Plan, the risks that have the potential of having the greatest impact upon the department have been identified in the chart below.

Public Works Business Risk Assessment					
Risk Category	Risk Description	Likelihood of Occurrence (high, medium, low)	Mitigation plans in place?	Action required?	If action is required, briefly describe
Externally driven risks	Downturn in economic cycle and resultant revenue decreases	Medium	No	Yes	CIP plans would need to be adjusted due to the reduction in funding; staff reductions might occur
Externally driven risks	State and federal regulations; unfunded mandates	High	No	Yes	Will depend upon particular mandate; will most likely be a funding issue

Externally driven risks	Prolonged drought conditions	High	Yes	Yes	Implement additional water conservation and drought contingency measures
Externally driven risks	Severe weather	High	A severe weather response SOP has been developed for ice and snow	Yes	The City is participating with the NCTCOG to develop a hazardous mitigation action plan; update City of Colleyville Emergency Operations Plan
Organizational sustainability	Loss of institutional knowledge and lack of bench strength	Medium	In Progress	Yes	Development of documented processes will minimize information loss; cross training and leadership development will build bench strength
Physical evolution of our built environment	Aging infrastructure which could result in eventual catastrophic failures	High	Partial	Yes	Secure funding for Capital Improvement Projects identified in the 5 year CIP and relevant Master Plans
Physical evolution of our built environment	Lack of emergency generators at critical facilities including water distribution systems	High	Yes	Yes	Identify funding for emergency generators

Physical evolution of our built environment	Impact of construction on business and adjacent properties	High	Ongoing	Yes	Public engagement and open communication
Change in community priorities	Shifting priorities complicate project development, planning, and execution.	High	No	Yes	Respond as required and adjust as necessary
Expectations	Gap between needs and resources available	High	No	Yes	Identify funding and make necessary adjustments where applicable such as utility rate structure

Citizen Survey – Opportunity Assessment

While not all questions on the Citizen Survey directly correlate to work performed by an individual department, some do have direct correlations, and others are influenced by a number of departments. This section allows each department to identify how their work contributes citizen satisfaction, and opportunities to improve performance in areas that directly touches citizens. Many opportunities for improvement may have already been identified in previous sections of the Department Business Plan. The items below are those that are only identified or brought to staff’s attention through the Citizen Survey, such as customer service.

Citizen Survey Question:

Q3- How satisfied are you with the City of Colleyville’s performance for each of the following areas? (2017 Survey)

Results:

Listening to citizens, 70%

Q6- If you have had contact with a City of Colleyville employee with in the past year, how satisfied were you with the following? (2017 Survey)

Results:

General courtesy 94%
Directing you to the appropriate dept. /person 94%
Appropriate staff returned call/email promptly 86%
Seemed concerned about my issue 86%
My issue was adequately addressed 81%
Received timely follow-up 77%

Strategy Map Connection: 2.2 Recruit and retain a highly qualified workforce

Opportunities for Improvement: Implement customer service standards throughout the department. Ensure staff is trained properly to address customer needs in a timely, adequate, and courteous manner.



Non-Departmental

FY 2020 Department Business Plan

Department Description

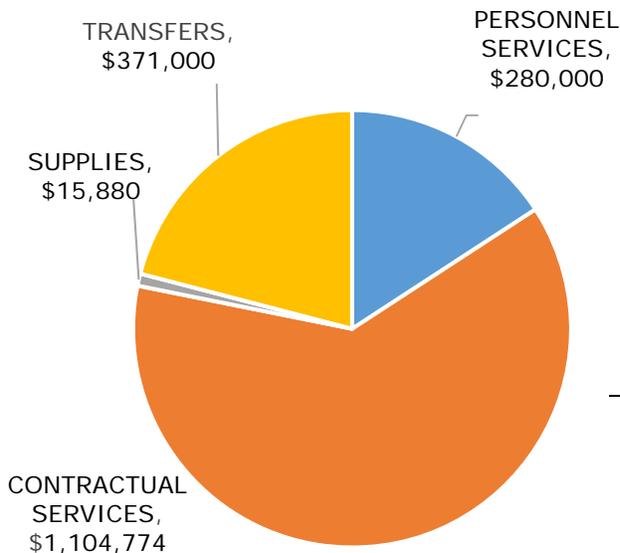
The Non-Departmental department was expanded during the FY 2014 budget preparation process to account for expenditures that are city-wide in nature. Consolidation of these expenditures allows for better tracking and trend analysis over time. Expenditures now included in the Non-Departmental department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

Core Services

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

Department Resources

FY 2020 Budget: \$1,771,654



TRANSFERS SUMMARY

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

Utility Fund



UTILITY OPERATING FUND SUMMARY

	BUDGET FY 2019	BUDGET FY 2020	PROJECTION FY 2021	PROJECTION FY 2022	PROJECTION FY 2023	PROJECTION FY 2024
TOTAL BEG. WORKING CAPITAL	4,494,686	4,494,687	4,494,687	4,494,687	4,494,687	4,494,688
FUND REVENUES						
Water Sales	0	0	0	0	0	1
Water - Base Rate	1,692,467	1,742,896	1,764,347	1,804,671	1,845,889	1,888,020
Water - Volumetric Rate	9,794,756	10,578,071	10,929,340	11,327,057	11,740,196	12,169,396
Wastewater Sales	0	0	0	0	0	0
Wastewater - Base Rate	1,281,579	1,268,040	1,279,994	1,310,631	1,341,968	1,374,021
Wastewater - Volumetric Rate	3,299,803	3,629,783	3,992,762	4,392,038	4,831,242	5,314,366
Water Installation	42,000	42,000	42,000	42,000	42,000	42,000
Wastewater Installation	15,000	15,000	15,000	15,000	15,000	15,000
Engineering Charges	5,000	5,000	5,000	5,000	5,000	5,000
Penalties	200,000	200,000	200,000	200,000	200,000	200,000
Miscellaneous	15,000	15,000	15,000	15,000	15,000	15,000
Interest Income	60,000	60,000	60,000	60,000	60,000	60,000
TOTAL REVENUES	16,405,605	17,555,789	18,303,443	19,171,396	20,096,294	21,082,804
FUND EXPENSES						
Utility Billing	457,638	438,748	447,523	456,473	465,603	474,915
IS GIS	66,549	69,235	71,658	74,166	76,762	79,449
Utility Support	1,178,946	1,168,323	1,191,689	1,215,523	1,239,834	1,264,630
Utility Operations - Water	701,346	772,875	788,333	804,099	820,181	836,585
TRA Water (volumetric)	6,627,588	7,252,545	7,437,538	7,660,664	7,890,484	8,127,199
TRA Water (debt)	3,167,168	3,325,526	3,491,802	3,666,392	3,849,712	4,042,198
Utility Operations - Wastewater	290,458	298,019	303,979	310,059	316,260	322,585
TRA Wastewater	3,299,803	3,629,783	3,992,762	4,392,038	4,831,242	5,314,366
Non-Departmental	233,605	233,605	238,277	243,043	247,903	252,862
Transfer to General Fund	226,117	250,030	258,781	267,838	277,213	286,915
Transfer/Repayment to Colleyville Tomorrow Fund	44,286	0	0	0	0	0
Transfer for future vehicle replacement	81,100	81,100	81,100	81,100	81,100	81,100
Compensation Adjustment (merit pool)	31,000	36,000	0	0	0	0
Debt Service	0	0	0	0	0	0
TOTAL EXPENDITURES	16,405,604	17,555,789	18,303,443	19,171,396	20,096,294	21,082,803
ENDING WORKING CAPITAL - 9/30	4,494,687	4,494,687	4,494,687	4,494,687	4,494,688	4,494,691

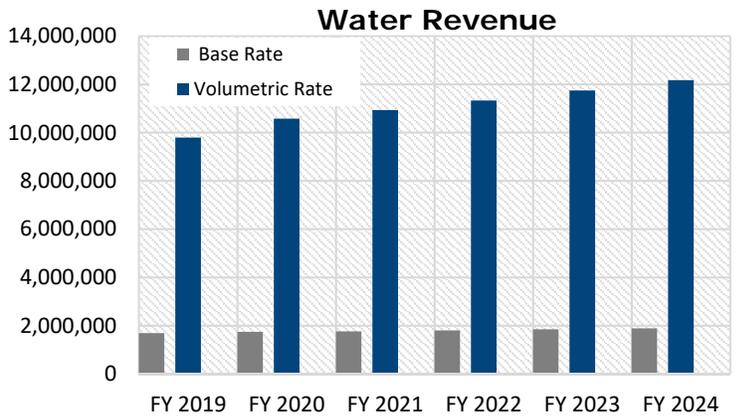
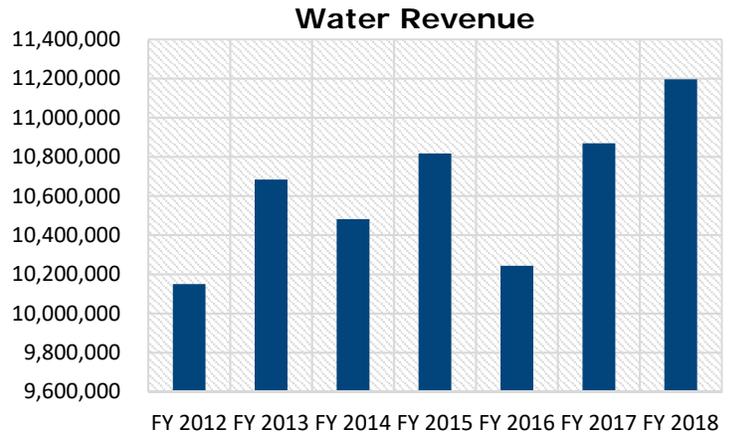
Notes:

1. In FY 2017 the Utility Fund was divided into a Utility Operating Fund (shown here) and a Utility Capital Projects Fund (to separately track resources for utility capital projects). FY 2017 numbers shown here have been adjusted for
2. Year-end operating surpluses are transferred to the Utility Capital Projects Fund for future utility capital projects. 100 days of reserves are maintained in the Utility Operating Fund.
3. In FY 2018, all Utility Fund debt was paid off by the City of Colleyville. The City is working to make a complete transition to a cash funded strategy.

WATER SALES

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

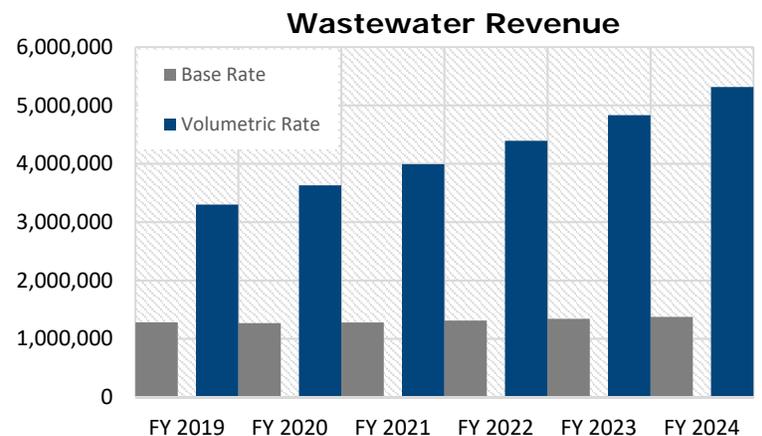
Beginning in FY 2019, the revenue from water base rates and water volumetric rates is budgeted and tracked separately. This is intended to provide greater transparency, as the City recovers all operating costs via the base rate. The volumetric rate is set to simply pass through the charges the City incurs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



WASTEWATER SALES

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

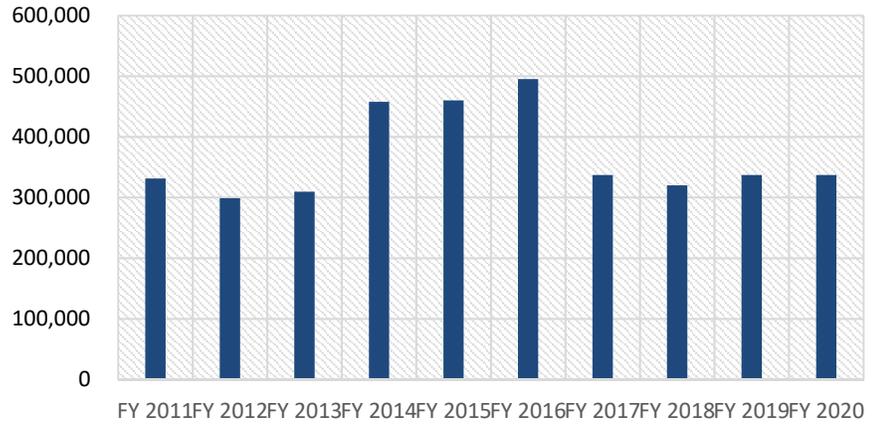
Beginning in FY 2019, the revenue from wastewater base rates and wastewater volumetric rates is budgeted and tracked separately. This is intended to provide greater transparency, as the City recovers all operating costs via the base rate. The volumetric rate is set to simply pass through the charges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



OTHER REVENUES

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

Other Revenue & Interest Income





Finance Department

FY 2020 Department Business Plan

Department Description

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

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

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

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

Core Services

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

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

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



2. Manage the city's annual budget process

2.4- Demonstrate stewardship of public resources

The finance department is responsible for coordinating and managing the annual budget process, including multi-year forecasting and capital improvement planning. This process is set up to ensure the city does not spend or obligate more than its annual financial resources can cover, and it results in a legally adopted budget by the end of September each year.

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

2.4- Demonstrate stewardship of public resources

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

4. Process payroll

2.4- Demonstrate stewardship of public resources

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

5. Preparation of Comprehensive Annual Financial Report (CAFR)

2.4- Demonstrate stewardship of public resources

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

6. Manage the City's investments and debt

2.4- Demonstrate stewardship of public resources

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



7. Provide municipal court services

6.4-Foster our shared values

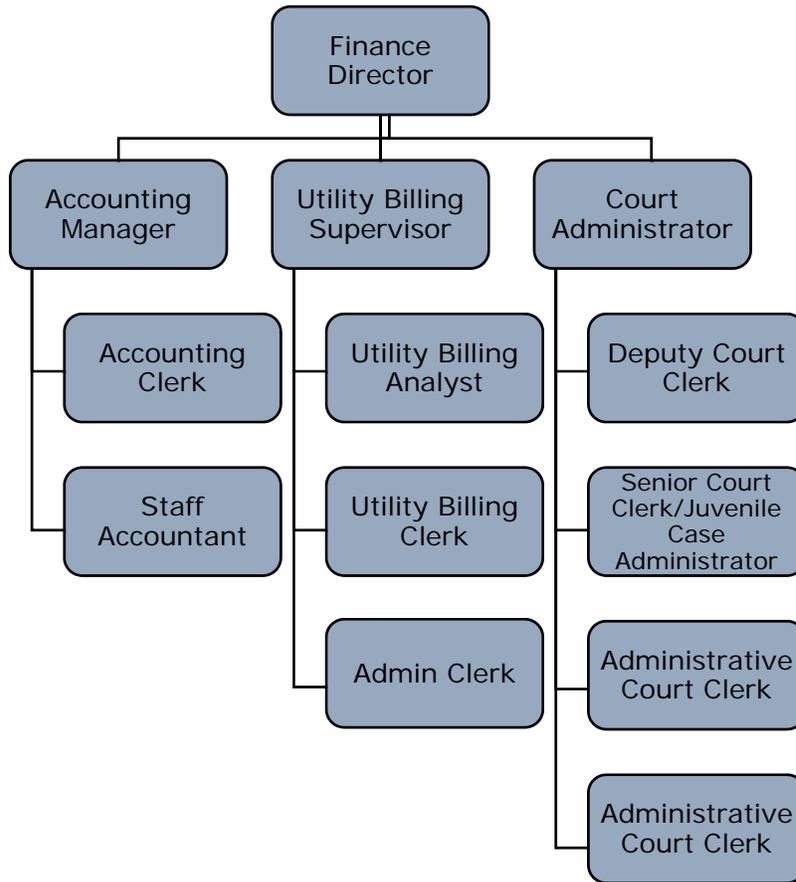
The municipal court staff is responsible for processing court citations for both the cities of Colleyville and Keller. They also collect and account for fines and state mandated fees and taxes for both cities. Docket schedules are set allowing citizens for both cities an opportunity to confer with the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

Performance Measures & Vital Statistics

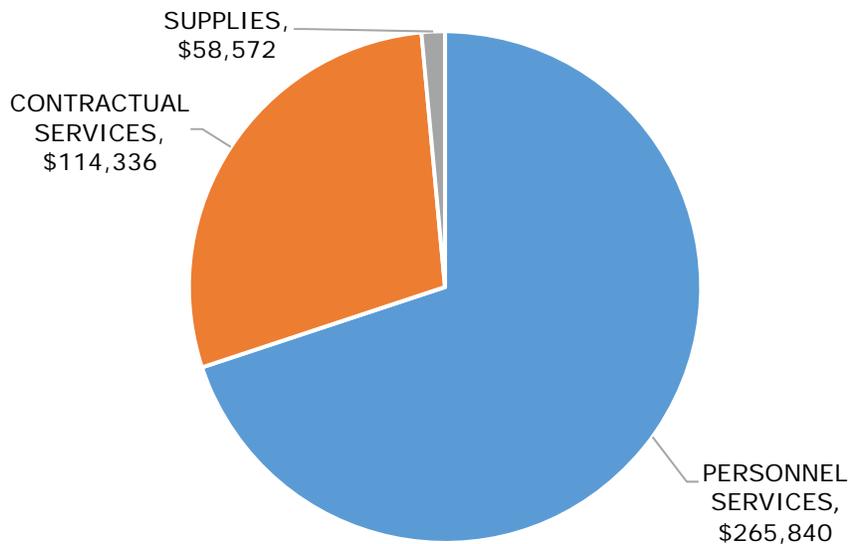
Performance Measures	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019 Estimate	FY 2020 Target
Achieve GFOA's Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes	In Progress	Yes	Yes
Utility billing accuracy rate	99.8%	99.9%	99.6%	99%	99%	≥ 99.7%

Vital Statistics	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019 Estimate	FY 2020
Percent of ACH payments to total accounts payable	26%	26%	28%	30%	29%	29%
Percentage of automatic draft utility customers/total customers	16%	17%	19%	24%	22%	24%
Percentage of utility customers paying before cutoff	97%	97%	96%	97%	97%	97%
Uncollectible utility accounts written off at year end (water & sewer)	\$27,178	\$19,150	\$22,096	N/A	\$24,457	\$25,900

Department Resources



FY 2020 Budget: \$438,748
(Utility Fund)



5-Year + Outlook

Finance Administration

Finance will continue to strive for high standards of fiscal responsibility through adhering to the reporting standards set forth by the Governmental Accounting Standards Board, as well as applying best practices laid out by the Government Finance Officers Association (GFOA). To that end, staff will continue to apply for GFOA awards in financial reporting.

Holding transparency and communication as crucial values, the finance staff will work to ensure all monthly and quarterly reports present the city's position in a clear, concise format. Additionally, staff will work with OpenGov, the city's vendor for online transparency, to create informative, value-added reports for Council, staff, and all citizens of Colleyville on an ongoing basis. These reports will be available to access on-line and in real-time.

Finally, the Finance Department will be taking over the city's annual budget process in FY20. Staff will maintain the city's high standards for this process, taking care to lay out long-range forecasts and act as advisor and facilitator between departments, City Management, and Council. Finance staff will also make sure Colleyville's tax rate setting process adheres to the State's regulates as well as Colleyville's history of public transparency.

Utility Billing

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



Public Works

FY 2020 Department Business Plan

Department Description

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

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

Core Services

Public Works is responsible for the following core services:

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



3.2 - Ensure regular replacement of water and wastewater facilities

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

certain that improvements meet Colleyville Development Standards. These standard practices ensure the delivery of clean, pure water to citizens.

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

3.2 - Ensure regular replacement of water and wastewater facilities

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

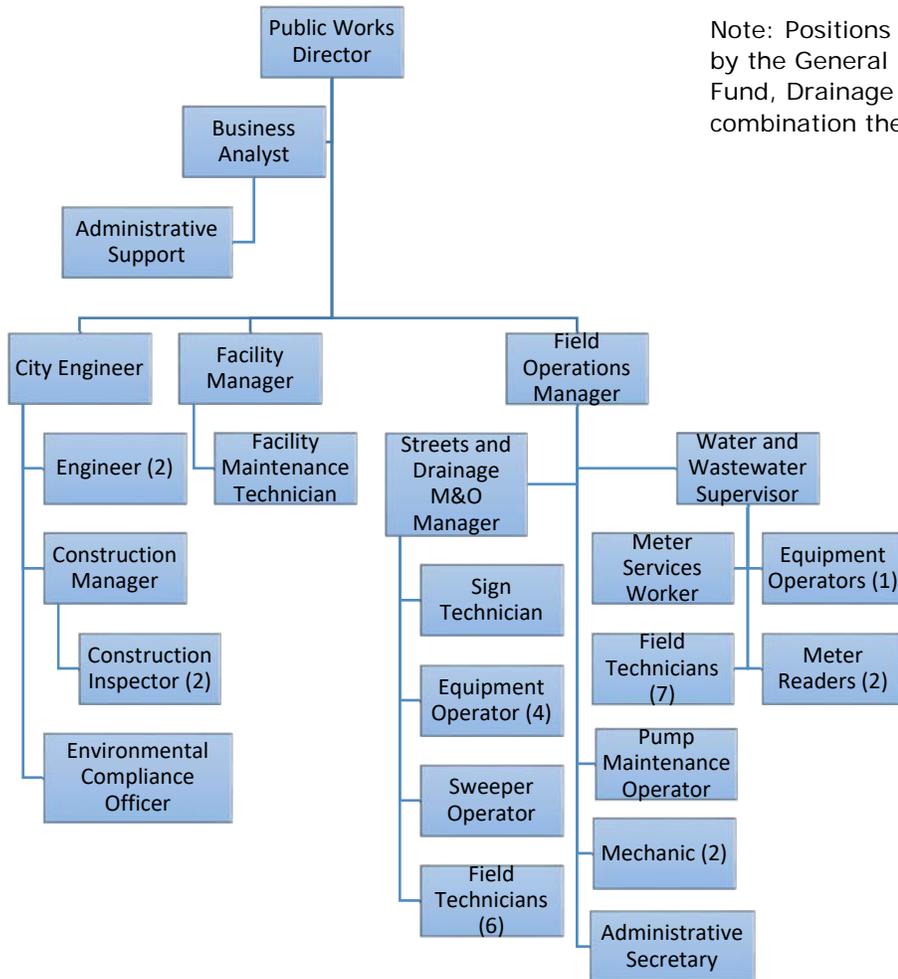


Performance Measures & Vital Statistics

Performance Measures	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020 Target
Percentage of water valves exercised	1%	15%	34%	11%	14%	≥5
Meter reading accuracy	98%	99%	98%	98%	97%	≥98%
Scheduled wastewater line cleanings completed	91%	94%	93%	96%	98%	≥95%

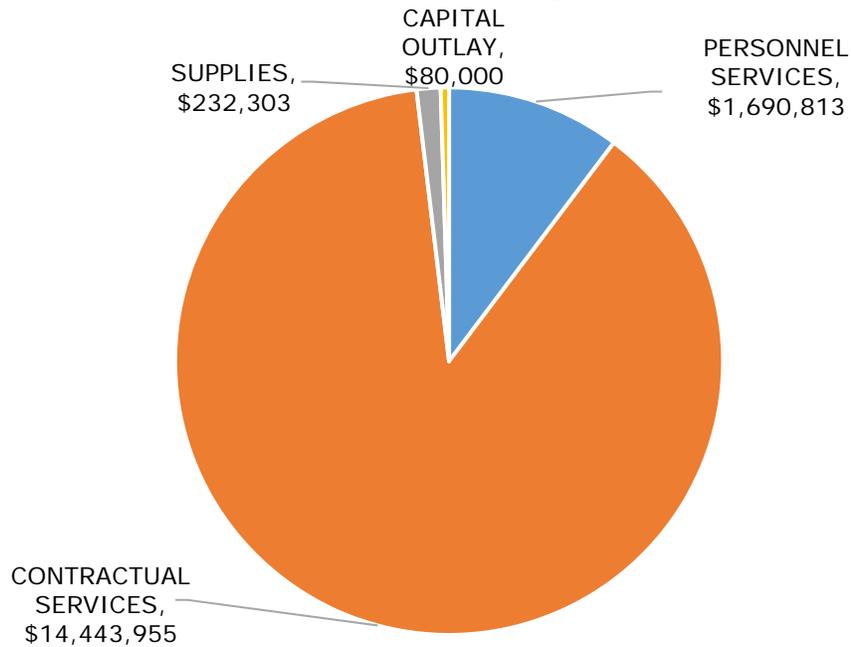
Vital Statistics	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020 Estimate
Water loss ratio	2.5%	2.5%	3.0%	2.9%	N/A	3.0%
Percentage of monthly water samples testing negative for coliform bacteria	98%	100%	100%	100%	100%	100%

Department Resources



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

FY 2020 Utility Fund Budget: \$16,447,071



5-Year+ Outlook

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

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

Aging **WATER** and **WASTEWATER INFRASTRUCTURE** will continue to create additional renewal and maintenance demands. Continual water cost increases dictate the city improve upon efficiencies in delivering water. As technology improves in the area of meter reading, an opportunity may present itself in more accurate systems to better track water usage. Development and implementation of a proactive water valve exercise program will ensure the

ability to manage a major water shut-off emergency. Capital projects identified in the 2014 Water and Wastewater Master Plan will be initiated based on funding availability.

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



Non-Departmental

FY 2020 Department Business Plan

Department Description

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

Core Services

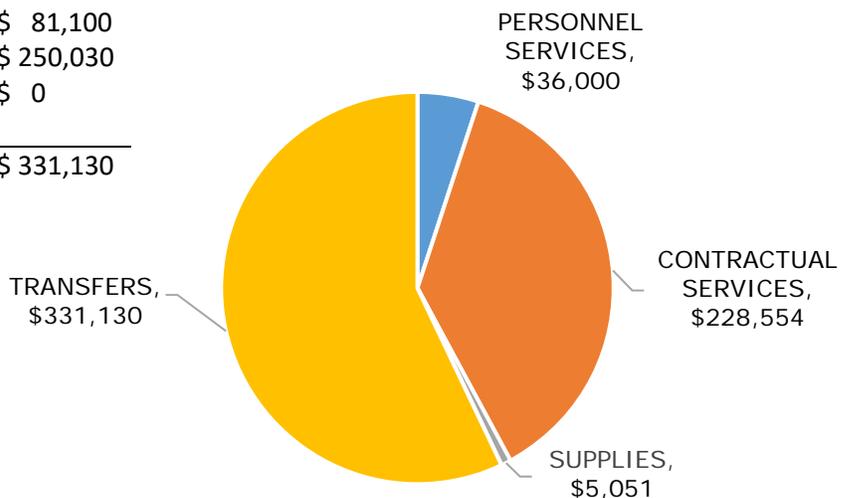
The Non-Departmental department does not have staff and is not responsible for core services. This department is used to account for expenditures that are city-wide in nature and support the work of all departments.

Department Resources

FY 2020 Budget: \$600,735
(Utility Fund)

TRANSFERS SUMMARY

CAPITAL PROJECTS	\$ 81,100
GENERAL FUND	\$ 250,030
COLLEYVILLE TOMORROW FUND (REPAYMENT)	\$ 0
TOTAL	\$ 331,130



Drainage Fund



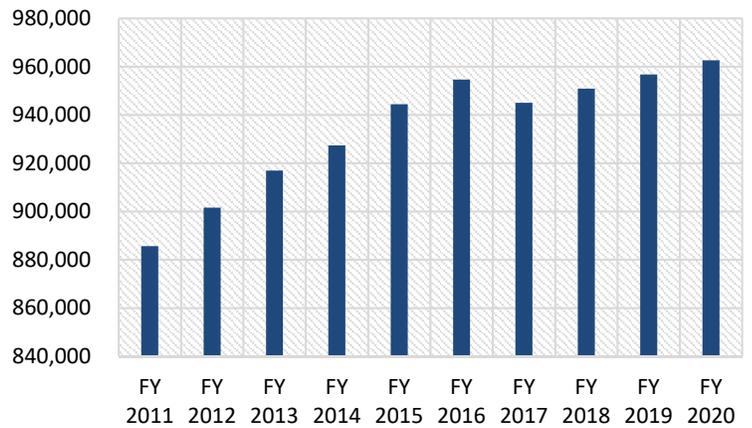
DRAINAGE UTILITY FUND SUMMARY

	BUDGETED FY 2019	BUDGETED FY 2020	PROJECTED FY 2021	PROJECTED FY 2022	PROJECTED FY 2023	PROJECTED FY 2024
TOTAL BEG. WORKING CAPITAL	609,126	810,438	993,102	1,169,669	1,455,983	1,724,064
FUND REVENUES						
Drainage Fees	956,760	962,640	968,520	974,400	980,280	986,160
Penalties/Misc	9,568	9,626	9,685	9,744	9,803	9,862
Interest Income	6,120	6,242	6,367	6,495	6,624	6,757
TOTAL OPERATING REVENUES	<u>972,448</u>	<u>978,509</u>	<u>984,572</u>	<u>990,639</u>	<u>996,708</u>	<u>1,002,781</u>
FUND EXPENSES						
Drainage Operations	492,690	504,670	522,333	540,615	559,537	579,120
Stormwater Management	118,550	124,488	128,845	133,355	138,022	142,853
IS GIS	21,501	22,368	22,815	23,272	23,737	24,212
Non-Departmental	6,525	6,612	6,843	7,083	7,331	7,587
Compensation Adjustment	6,200	6,200	0	0	0	0
Debt Service	125,670	131,506	127,169	0	0	0
Interfund loan repayment	0	0	0	0	0	0
TOTAL OPERATING EXPENSES	<u>771,136</u>	<u>795,844</u>	<u>808,006</u>	<u>704,324</u>	<u>728,627</u>	<u>753,773</u>
NET REVENUE	<u>201,312</u>	<u>182,665</u>	<u>176,566</u>	<u>286,314</u>	<u>268,082</u>	<u>249,008</u>
ENDING WORKING CAPITAL	<u>810,438</u>	<u>993,102</u>	<u>1,169,669</u>	<u>1,455,983</u>	<u>1,724,064</u>	<u>1,973,072</u>
Required Coverage Ratio (25% of debt service)	31,418	32,877	31,792	0	0	0
ENDING AVAILABLE WORKING CAPITAL	<u>779,020</u>	<u>960,226</u>	<u>1,137,876</u>	<u>1,455,983</u>	<u>1,724,064</u>	<u>1,973,072</u>

DRAINAGE UTILITY FEES

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

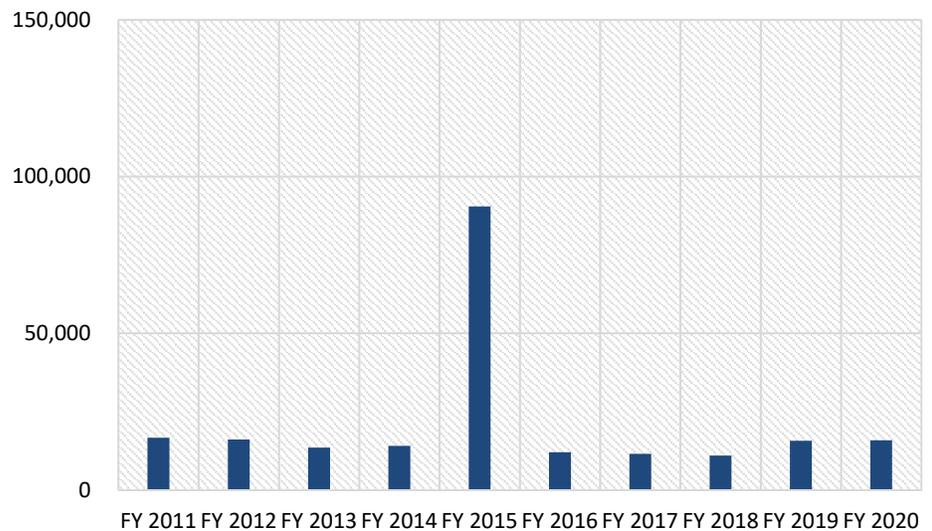
Drainage Fee Revenue



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 \$6,242 is projected. The higher amount shown in FY 2015 is due to the use of available cash to update floodplain maps.

Other Revenue





Public Works

FY 2020 Department Business Plan

Department Description

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

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

Core Services

Public Works is responsible for the following core services:

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

3.3 - Mitigate stormwater runoff and flooding risks

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

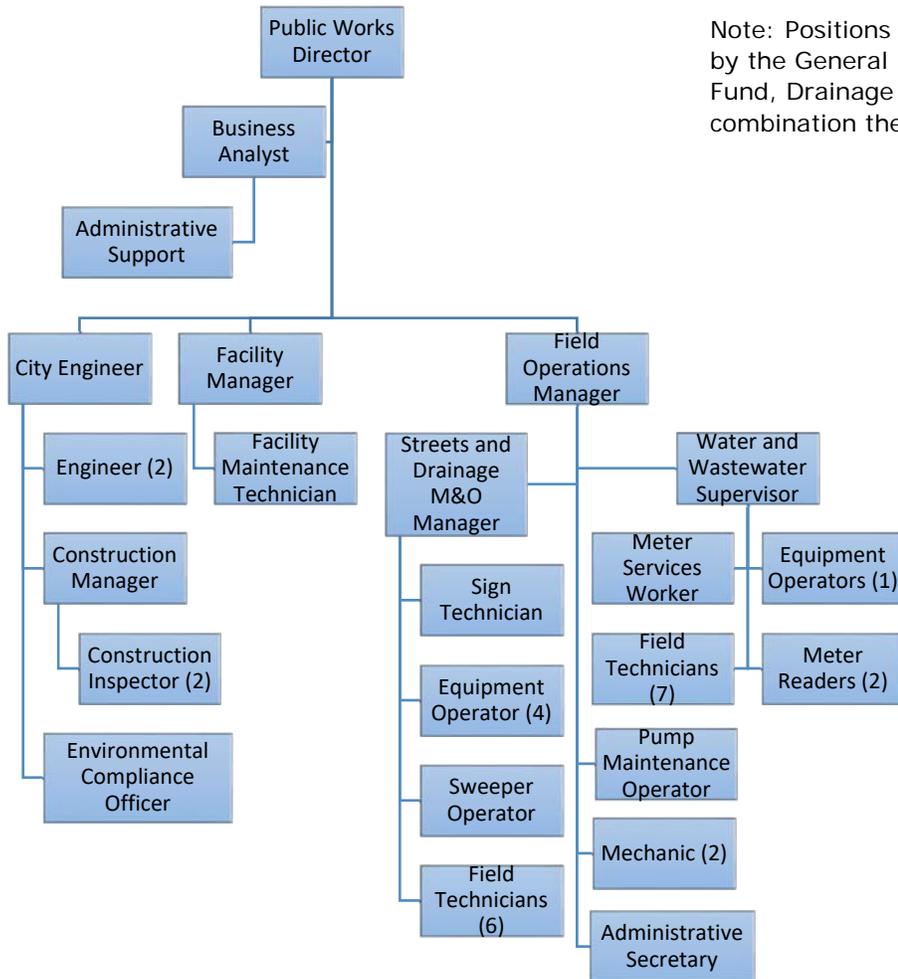


to mitigate public health risks. Regular inspections of inlets and outfalls reduce the likelihood of hazardous driving conditions during rain events. The maintenance and inspection of storm drainage facilities also reduces the negative impact of the quantity of rainwater on surrounding properties, roadway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

Performance Measures & Vital Statistics

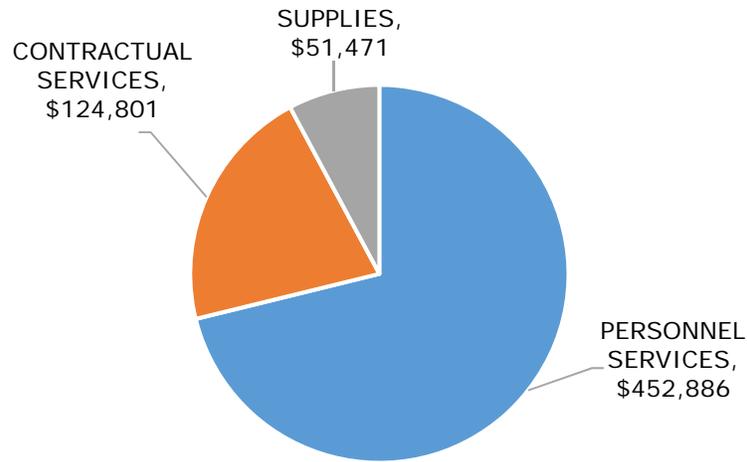
Performance Measures	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020 Target
Percent of scheduled lane miles of public streets swept	99.5%	94%	100%	100%	100%	≥98%
Percentage of storm drain inlets inspected	51%	55%	50%	51%	69%	≥50%
Percentage of drainage ditches cleaned	New Measure	New Measure	New Measure	New Measure	1%	≥5%

Department Resources



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

FY 2020 Drainage Fund Budget:
\$629,158



5-Year+ Outlook

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

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

Public awareness and education concerning the mission and functions of the department, including infrastructure management and resource constraints, will be an ongoing priority of the department throughout the upcoming years. Efforts to improve the accuracy of our GIS datasets and utilizing this information in VUEWorks is critical in ensuring we know each asset we own, where it is, what condition it is in, and what maintenance we've performed on it. Opportunities to improve and document policies, procedures and practices will increase effectiveness and organizational sustainability. Long-term planning is critical for the future health of Colleyville's infrastructure systems and continuation of essential service delivery and completion of asset inventories and planning for condition assessments are key components in this process. Public Works staff will continue to evaluate performance and activity measures

for accuracy and relevance, focusing on aligning measures with City Council's identified standards of Integrity, Commitment, Excellence, and Transparency. Additionally, training needs will be identified and addressed to further develop a committed team to successfully build and maintain the public infrastructure well into the future.

Strengths and Opportunities

The section that follows is a self-assessment performed by the department for each core service.

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

3.2 - Ensure regular replacement of water and wastewater facilities

3.4 - Thoroughly plan for future capital investments and associated costs

Strengths

A methodical program to regularly flush dead-end water mains is in place to ensure a safe water supply. Regulatory testing is completed to verify this result.

The Water Master Plan was updated in FY 2014 and identifies needed capital projects through the year 2034.

The water meter replacement program minimizes water loss and results in a low water loss ratio in comparison to standard municipal benchmarks.

A high level of accuracy in meter reading helps minimize unaccounted-for water.

Storage and pumping facilities are in good condition and are well maintained.

Standard construction specifications and details are in place to ensure quality construction of City infrastructure.

Delivery of high quality customer service in a timely manner is an absolute standard.

Emergency situations are addressed quickly.

A proactive water valve exercise program to enhance readiness and the ability to manage a major water shut-off emergency has been initiated.

Opportunities

Evaluate advanced technology, such as Smart Meters, to promote conservation and increase the level of customer service.

Develop and document standard operating procedures for operations and maintenance of the water distribution system, storage tanks, and pump station.

Monitor rate structure to ensure true fixed costs of operating, maintaining, and renewing the system are recovered.

Continue execution of the 27 capital projects identified in the 2014 Water and Wastewater Master Plan.

Improve GIS datasets and utilize this information in VUEWorks to proactively schedule maintenance for all assets to optimize utility funds and extend the useful life of all components of the system.

Upgrade the SCADA system for monitoring the water storage tanks and pump station.

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

3.2 - Ensure regular replacement of water and wastewater facilities

3.4 - Thoroughly plan for future capital investments and associated costs

Strengths

An aggressive sewer line cleaning program, including the use of an effective degreaser for “hot spots,” minimizes overflows and blockages, thereby protecting properties from damage.

A methodical lift station maintenance program is in place to minimize service interruptions.

The City provides additional insurance coverage for property damage caused by sewer back-ups that would otherwise be the responsibility of the property owner.

The Wastewater Master Plan was updated in FY 2014 and identifies capital projects through 2034.

Standard construction specifications and details have been created to ensure quality construction of City infrastructure.

Delivery of high quality customer service in a timely manner is an absolute standard.

Emergency situations are addressed quickly.

Opportunities

Develop and document standard operating procedures for operations and maintenance of the wastewater collection system and sewage lift stations.

Continue execution of the 17 capital projects identified in the 2014 Water and Wastewater Master Plan.

Improve GIS datasets and utilize this information in VUEWorks to proactively schedule maintenance for all assets to optimize utility funds and extend the useful life of all components of the system.

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

3.1 - Upgrade the condition of major roads and neighborhood streets

3.4 - Thoroughly plan for future capital investments and associated costs

Strengths

Asphalt and concrete contract repair programs are in place that provide for responsive minor repairs to the streets, curbs, gutters, sidewalks and handicap ramps in the city.

The City partners with Tarrant County each year to rehabilitate roadways in Colleyville; this partnership saves the City more than \$200,000 per year as the County provides all labor and equipment and the City pays only for the cost of materials.

Emergency preparedness for severe winter weather with state of the art equipment and action plans are in place.

A proactive preventive street maintenance program is established to maximize the life of the street infrastructure.

Standard construction specifications and details have been created to ensure quality construction of City infrastructure.

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

The City utilizes a pavement management software package to model and forecast future maintenance needs.

Street signs are replaced on a regular basis.

Delivery of high quality customer service in a timely manner is an absolute standard.

Emergency situations are addressed quickly.

Opportunities

Ensure staffing levels and equipment on hand are adequate to optimize efficiency and effectiveness of in-house resources.

Continue a systematic rehabilitation program of the street system.

Improve upon sign replacement program to include regulatory and advisory signs in a systemic manner.

Develop and document standard operating procedures for maintenance of streets, traffic signals, signs and pavement markings.

Facilitate and support the reconstruction of SH26.

Plan and develop an effective Capital Improvement Plan based on resource availability and execute the adopted year-one projects in a timely manner.

Continue to improve GIS datasets and utilize this information in VUEWorks to proactively schedule maintenance for all assets to optimize available funds and extend the useful life of all components of the system.

Consider utilization of new school zone flasher programming systems whereby technology is used to remotely control school flashers via cellular phones.

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

3.4 - Thoroughly plan for future capital investments and associated costs

Strengths

Several major rehabilitation projects were identified, funded and completed over the last few fiscal years.

Staff is continually assessing major building component replacement needs.

Most city buildings are relatively new and in good condition.

Delivery of high quality customer service in a timely manner is an absolute standard.

Emergency situations are addressed quickly.

Continuous employee training is in place and ensures quality staff is in place to address changes and advances in technology.

Opportunities

Identify funding for the building component replacement needs.

Make improvements to aging facilities.

Evaluate energy efficient programs in order to meet state-mandated energy reduction goals.

Develop and document standard operating procedures for operations and maintenance of public buildings.

Utilize VUEWorks to proactively schedule maintenance to optimize available funds and extend the useful life of all components of the facilities.

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

3.4 - Thoroughly plan for future capital investments and associated costs

Strengths

Development and implementation of 15-year replacement vehicle program ensures the best use of funding and helps maintain a healthy fleet.

As a result of implementing fleet GPS monitoring system, the City is realizing reduced mileage and fuel consumption.

Opportunities

Continually evaluate needs to ensure that appropriate and adequate equipment is in place.

Promote interdepartmental equipment usage to reduce fleet size.

Evaluate the costs and benefits of ownership of equipment versus short-term rental agreements.

Ensure mechanics are properly trained to keep up with the latest technology.

Develop and document standard operating procedures for maintenance and procurement of city vehicles and equipment.

Install emergency generator at Service Center to ensure continuity of operations during emergencies.

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

3.3 - Mitigate stormwater runoff and flooding risks

Strengths

An innovative Mosquito Management Program is in place to educate citizens and mitigate the consequences of mosquito breeding grounds.

A revised Stormwater Management Plan has been developed for the Municipal Separate Storm Sewer System (MS4) permit to ensure compliance with state and federal stormwater regulations.

A flood damage prevention ordinance which exceeds the minimum standards established by the National Flood Insurance Program (NFIP) is in place.

A street sweeping program removes pollutants to control and improve stormwater quality.

Regularly-scheduled inlet inspections ensure drainage assets are properly maintained.

Oversight of development and enforcement of stormwater regulations ensures compliance with the City's Municipal Separate Storm Sewer System (MS4) permit.

Standard construction specifications and details have been created to ensure quality construction of City infrastructure.

Opportunities Update the Stormwater Master Plan to identify project needs and priorities.

Increase outreach to property owners about the requirements and importance of maintaining private drainage ways.

Review and potentially revise the storm drainage fee structure to provide funding for needed improvements.

Enhance public awareness regarding stormwater practices through community education.

Continue to improve GIS datasets and utilize this information in VUEWorks to proactively schedule maintenance for all assets to optimize available funds and extend the useful life of all components of the system.

Utilize advances in technology to upgrade the flood warning system and automatic flood gates.

Develop and document standard operating procedures for maintenance of the public drainage system.

Business Risk Assessment

In October 2014, the City identified five (5) key business risks that have: (a) a high likelihood of occurrence; and (b) a high significance of impact to the organization. The five key business risks are:

1. Externally driven risks
2. Organizational sustainability
3. Physical evolution of our built environments
4. Political environment
5. Expectations

For the purposes of the Public Works Department Business Plan, the risks that have the potential of having the greatest impact upon the department have been identified in the chart below.

Public Works Business Risk Assessment					
Risk Category	Risk Description	Likelihood of Occurrence (high, medium, low)	Mitigation plans in place?	Action required?	If action is required, briefly describe
Externally driven risks	Downturn in economic cycle and resultant revenue decreases	Medium	No	Yes	CIP plans would need to be adjusted due to the reduction in funding; staff reductions might occur
Externally driven risks	State and federal regulations; unfunded mandates	High	No	Yes	Will depend upon particular mandate; will most likely be a funding issue

Externally driven risks	Prolonged drought conditions	High	Yes	Yes	Implement additional water conservation and drought contingency measures
Externally driven risks	Severe weather	High	A severe weather response SOP has been developed for ice and snow	Yes	The City is participating with the NCTCOG to develop a hazardous mitigation action plan; update City of Colleyville Emergency Operations Plan
Organizational sustainability	Loss of institutional knowledge and lack of bench strength	Medium	In Progress	Yes	Development of documented processes will minimize information loss; cross training and leadership development will build bench strength
Physical evolution of our built environment	Aging infrastructure which could result in eventual catastrophic failures	High	Partial	Yes	Secure funding for Capital Improvement Projects identified in the 5 year CIP and relevant Master Plans
Physical evolution of our built environment	Lack of emergency generators at critical facilities including water distribution systems	High	Yes	Yes	Identify funding for emergency generators

Physical evolution of our built environment	Impact of construction on business and adjacent properties	High	Ongoing	Yes	Public engagement and open communication
Change in community priorities	Shifting priorities complicate project development, planning, and execution.	High	No	Yes	Respond as required and adjust as necessary
Expectations	Gap between needs and resources available	High	No	Yes	Identify funding and make necessary adjustments where applicable such as utility rate structure

Citizen Survey – Opportunity Assessment

While not all questions on the Citizen Survey directly correlate to work performed by an individual department, some do have direct correlations, and others are influenced by a number of departments. This section allows each department to identify how their work contributes citizen satisfaction, and opportunities to improve performance in areas that directly touches citizens. Many opportunities for improvement may have already been identified in previous sections of the Department Business Plan. The items below are those that are only identified or brought to staff’s attention through the Citizen Survey, such as customer service.

Citizen Survey Question:

Q3- How satisfied are you with the City of Colleyville’s performance for each of the following areas? (2017 Survey)

Results:

Listening to citizens, 70%

Q6- If you have had contact with a City of Colleyville employee with in the past year, how satisfied were you with the following? (2017 Survey)

Results:

General courtesy 94%
Directing you to the appropriate dept. /person 94%
Appropriate staff returned call/email promptly 86%
Seemed concerned about my issue 86%
My issue was adequately addressed 81%
Received timely follow-up 77%

Strategy Map Connection: 2.2 Recruit and retain a highly qualified workforce

Opportunities for Improvement: Implement customer service standards throughout the department. Ensure staff is trained properly to address customer needs in a timely, adequate, and courteous manner.



Non-Departmental

FY 2020 Department Business Plan

Department Description

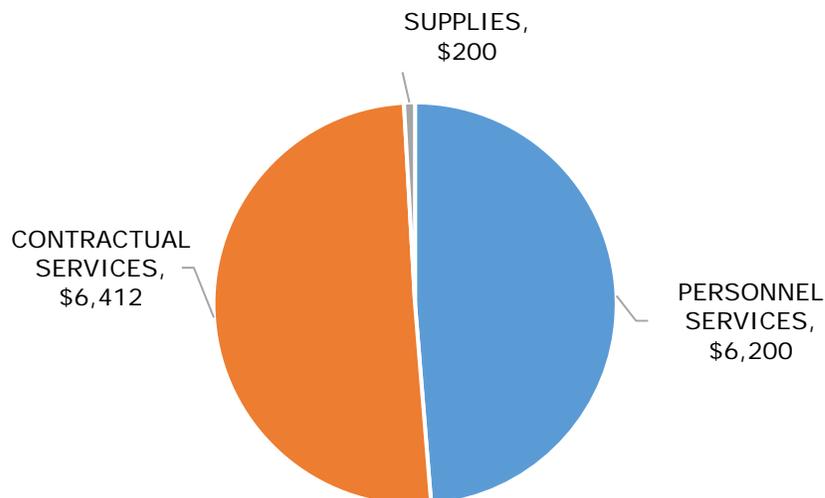
The Non-Departmental department was expanded during the FY 2014 budget preparation process to account for expenditures that are city-wide in nature. Consolidation of these expenditures allows for better tracking and trend analysis over time. Expenditures now included in the Non-Departmental department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

Core Services

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

Department Resources

FY 2020 Budget: \$12,812
(Drainage Fund)



Drainage Fund Debt Service



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

<u>FISCAL YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2020	\$125,000	\$6,506	\$131,506
2021	\$125,000	\$2,169	\$127,169
TOTAL	\$250,000	\$8,675	\$258,675

**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%	\$250,000
		TOTAL	\$250,000

ANNUAL REQUIREMENTS

	<u>FISCAL YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
CURRENT YEAR	2020	\$125,000	\$6,506	\$131,506
MAXIMUM YEAR	2020	\$125,000	\$6,506	\$131,506
AVERAGE ANNUAL DEBT SERVICE		\$129,338		

BOND REPAYMENT INFORMATION

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

Debt Service Fund Summary



DEBT SERVICE FUND SUMMARY

	BUDGET FY 2019	BUDGET FY 2020	PROJECTED FY 2021	PROJECTED FY 2022	PROJECTED FY 2023
BEGINNING FUND BALANCE - 10/1	692,695	692,695	642,695	642,695	642,695
FUND REVENUES					
Current Property Taxes	682,115	686,723	683,723	686,198	563,298
Delinquent Property Taxes	5,000	5,000	5,000	5,000	5,000
Penalty & Interest	5,000	5,000	5,000	5,000	5,000
Transfer-in CCCPD Fund**	509,100	0	0	0	0
Transfer-in TIF Fund**	653,725	654,675	0	0	0
Interest Income/Other	5,000	5,000	5,000	5,000	5,000
Use of Available Cash	0	50,000	0	0	0
TOTAL REVENUES	1,859,940	1,406,398	698,723	701,198	578,298
FUND EXPENDITURES					
2006 G.O. Refunding Bonds	549,828	0	0	0	0
2007 G.O. Bonds	0	0	0	0	0
2011 G.O. Refunding Bonds	170,000	173,400	0	0	0
2016 G.O. Refunding Bonds	923,300	963,025	478,750	481,225	478,325
2016 Engine Lease	48,485	48,485	48,485	48,485	48,485
Ambulance Lease	49,988	49,988	49,988	49,988	49,988
Motorola Radio Tower Lease	0	0	0	0	0
2020 Ambulance Lease down payment	0	50,000	0	0	0
2020 Ambulance Lease payment	0	120,000	120,000	120,000	0
2010 Fire Truck Lease	116,839	0	0	0	0
Paying Agent	1,500	1,500	1,500	1,500	1,500
TOTAL EXPENDITURES	1,859,940	1,406,398	698,723	701,198	578,298
LESS USE OF AVAILABLE CASH	0	(50,000)	0	0	0
ENDING FUND BALANCE - 9/30	692,695	642,695	642,695	642,695	642,695

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

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

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

<u>FISCAL YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2020	\$400,000	\$81,750	\$481,750
2021	\$410,000	\$68,750	\$478,750
2022	\$425,000	\$56,225	\$481,225
2023	\$435,000	\$43,325	\$478,325
2024	\$445,000	\$32,350	\$477,350
2025	\$455,000	\$23,350	\$478,350
2026	\$465,000	\$14,150	\$479,150
2027	\$475,000	\$4,750	\$479,750
TOTAL	\$3,510,000	\$324,650	\$3,834,650

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%	\$0
2011 GENERAL OBLIGATION RFD BONDS	2020	3.0% TO 4.0%	\$170,000
2016 GENERAL OBLIGATION RFD BONDS	2027	2.0% TO 3.0%	\$3,340,000
		TOTAL	\$3,510,000

ANNUAL REQUIREMENTS

	FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
CURRENT YEAR	2020	\$400,000	\$81,750	\$481,750
MAXIMUM YEAR	2020	\$400,000	\$81,750	\$481,750

AUTHORIZED GENERAL OBLIGATION DEBT

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

OUTSTANDING DEBT SERVICE REQUIREMENTS - TAX SUPPORTED DEBT

2011 GENERAL OBLIGATION REFUNDING BONDS			
FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2020	\$170,000	\$3,400	\$173,400
TOTAL	\$170,000	\$3,400	\$173,400

2016 GENERAL OBLIGATION REFUNDING BONDS			
FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2020	\$230,000	\$78,350	\$308,350
2021	\$410,000	\$68,750	\$478,750
2022	\$425,000	\$56,225	\$481,225
2023	\$435,000	\$43,325	\$478,325
2024	\$445,000	\$32,350	\$477,350
2025	\$455,000	\$23,350	\$478,350
2026	\$465,000	\$14,150	\$479,150
2027	\$475,000	\$4,750	\$479,750
TOTAL	\$3,340,000	\$321,250	\$3,661,250

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, 2020 is \$.306807 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 2020 tax rate	\$0.306807
Maximum allowable State tax rate	\$2.50
Percentage of allowable tax rate used	12.27%

Calculation of Charter Legal Debt Limit

City of Colleyville FY 2020 tax rate	\$0.306807
Maximum allowable Charter tax rate	\$1.50
Percentage of allowable tax rate used	20.45%

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 2020 debt portion of the tax rate is \$.016379, which is 1.09% of the permissible debt service allocation.



Special Revenue Funds



SPECIAL REVENUE FUNDS

While not appropriated as a part of the annual budget ordinance, and therefore not presented in the summary of all funds, special revenue funds play an important role in financing the services and programs offered by the City of Colleyville. Two of the more significant special revenue funds do have a budget for FY 2020 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 2020 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 2020 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 2020 budget and future year forecasts for the following special revenue funds:

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

ORDINANCE O-19-2087

ADOPTING AN ANNUAL BUDGET FOR FISCAL YEAR 2020 FOR THE COLLEYVILLE CRIME CONTROL AND PREVENTION DISTRICT, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2020, A COPY OF SAME BEING ON FILE IN THE OFFICE OF THE CITY SECRETARY, TO BECOME EFFECTIVE UPON PASSAGE BY THE CITY COUNCIL

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

WHEREAS, on July 2, 2019, the Board of Directors of the Colleyville Crime Control and Prevention District approved the following budget; and

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

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

Sec. 1. THAT the budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020 for the Colleyville Crime Control and Prevention District, a copy of which is on file in the office of the City Secretary, is hereby made a part of this Ordinance by reference and is hereby approved and adopted by the City Council of the City of Colleyville, Texas, as the official budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020 and that the City Manager is authorized to execute all contracts and agreements approved as a part of the budget.

Sec. 2. THAT the budget of the fiscal year beginning October 1, 2019, and ending September 30, 2020, for the Colleyville Crime Control and Prevention District with a sales and use tax rate of .5%, is hereby fixed as follows:

Projected Revenue Received in Fiscal Year 2019	\$ 2,190,676
Projected Cash on Hand as of October 1, 2019	\$ 1,198,706
Revenues	\$ 2,141,183
Expenditures	\$ 2,135,394
Ending Fund Balance at September 30, 2020	\$ 834,495

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 16th day of July 2019.

The second reading and public hearing being conducted on the 6th day of August 2019.

APPROVED BY A VOTE OF 6 AYES, 0 NAYS, AND 0 ABSTENTIONS ON THIS THE 6TH DAY OF AUGUST 2019.

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

ATTEST:

Christine Loven

Christine Loven, TRMC
City Secretary

CITY OF COLLEYVILLE

Richard Newton

Richard Newton
Mayor

APPROVED AS TO FORM:

Whitt L. Wyatt

Whitt L. Wyatt
City Attorney

**COLLEYVILLE CRIME CONTROL DISTRICT
FY 2019 THROUGH FY 2024 PROJECTION**

FISCAL YEAR	ADOPTED FY 2019	PROJECTED FY 2019	PROPOSED FY 2020	PROJECTED FY 2021	PROJECTED FY 2022	PROJECTED FY 2023	PROJECTED FY 2024
BEGINNING FUND BALANCE	\$1,325,041	\$1,432,016	\$1,198,706	\$834,495	\$802,075	\$726,727	\$606,704
REVENUES:							
1/2 CENT SALES TAX REVENUE (+1-2.5% PROJECTED)	\$1,745,726	\$1,745,726	\$1,763,183	\$1,798,447	\$1,843,408	\$1,889,493	\$1,936,731
INTEREST INCOME	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
USE OF AVAILABLE CASH	\$436,950	\$436,950	\$370,000	\$100,000	\$150,000	\$150,000	\$120,000
TOTAL REVENUES	\$2,190,676	\$2,190,676	\$2,141,183	\$1,906,447	\$2,001,408	\$2,047,493	\$2,064,731
EXPENDITURES:							
ADMINISTRATIVE BOARD/AUDIT EXPENSES:	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850
SOFTWARE - ANNUAL MAINTENANCE CONTRACT	\$49,500	\$49,500	\$49,500	\$49,500	\$49,500	\$49,500	\$49,500
SOFTWARE - EARLY WARNING/INTERNAL AFFAIRS	\$0	\$0	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500
SOFTWARE - INVESTIGATIVE TOOL	\$0	\$0	\$9,750	\$9,750	\$9,750	\$9,750	\$9,750
SOFTWARE - CRIME REPORTS ANALYTICAL CRIME MAPPING	\$5,492	\$5,492	\$5,492	\$5,492	\$5,492	\$5,492	\$5,492
RECRUITING AND HIRING PROCESS	\$2,500	\$17,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
TRAINING - LEADERSHIP DEVELOPMENT	\$0	\$5,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
TRAINING - DE-ESCALATION & CRISIS INTERVENTION	\$0	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
CRIME SCENE RESPONSE UNIT	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
NETMOTION WIRELESS MAINTENANCE AGREEMENT	\$3,219	\$3,219	\$3,219	\$3,219	\$3,219	\$3,219	\$3,219
IN-CAR VIDEO SYSTEM SERVER MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000
OFF-DUTY WEBSITE ANNUAL FEES/MAINTENANCE	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
TICKET WRITER REPLACEMENT	\$4,700	\$4,700	\$4,700	\$4,700	\$4,700	\$4,700	\$4,700
CALEA ACCREDITATION	\$11,325	\$11,325	\$16,825	\$11,450	\$11,450	\$16,825	\$16,825
PERSONNEL:							
9 POLICE OFFICERS	\$883,418	\$883,418	\$918,755	\$955,505	\$993,725	\$1,033,474	\$1,074,813
MOVE OFFICER FROM GENERAL FUND FY 2019	\$100,000	\$100,000	\$105,000	\$110,250	\$115,763	\$121,551	\$127,628
ADDITIONAL 2 PT PUBLIC SAFETY OFFICERS	\$46,432	\$46,432	\$48,754	\$51,191	\$53,751	\$56,438	\$59,260
MOVE OFFICER FROM GENERAL FUND FY 2020	\$0	\$0	\$105,000	\$110,250	\$115,763	\$121,551	\$127,628
ADDITIONAL SERGEANT IN FY 2020	\$0	\$0	\$100,000	\$105,000	\$110,250	\$115,763	\$121,551
PT ACCREDITATION COORDINATOR	\$0	\$0	\$27,000	\$27,810	\$28,644	\$29,504	\$30,389
TEEN COURT	\$33,750	\$33,750	\$33,750	\$33,750	\$33,750	\$33,750	\$33,750
EQUIPMENT:							
ANNUAL WEAPONS REPLACEMENT	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
SWAT EQUIPMENT AND TRAINING	\$6,150	\$6,150	\$6,150	\$6,150	\$6,150	\$6,150	\$6,150
SAFETY EQUIPMENT AND REPLACEMENT	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
TWO RADAR SIGNS- LICENSES	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
VEHICLES:							
ANNUAL REPLACEMENT FUNDING	\$250,600	\$250,600	\$262,650	\$291,000	\$321,000	\$321,000	\$271,000
DEBT SERVICE:							
2006 SERIES REFUNDING DEBT	\$509,100	\$509,100	\$0	\$0	\$0	\$0	\$0
TRANSFERS:							
CAPITAL EQUIPMENT REPLACEMENT FUND - IN-CAR MOBILE DIGITAL COMPUTER SYSTEM	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
CAPITAL -							
JUSTICE CENTER DUMPSTER ENCLOSURES	\$45,000	\$25,000	\$0	\$0	\$0	\$0	\$0
REPLACE CAD/RMS SYSTEM	\$0	\$0	\$375,000	\$0	\$0	\$0	\$0
HVAC REPLACEMENT - JUSTICE CENTER (moved- General Capital §	\$0	\$0	\$0	\$0	\$0	\$0	\$0
METAL ROOF COATING - JUSTICE CENTER (moved- General Capital §	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CARPET & VCT TILE REPLACEMENT - JUSTICE CENTER (moved- G	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$1,987,036	\$1,987,036	\$2,135,394	\$1,838,867	\$1,926,756	\$2,017,516	\$2,030,505
EXCESS REVENUES OVER EXPENDITURES ^^	\$203,640	\$203,640	\$5,789	\$67,580	\$74,652	\$29,977	\$34,226
ENDING FUND BALANCE	\$1,091,731	\$1,198,706	\$834,495	\$802,075	\$726,727	\$606,704	\$520,930

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

RESOLUTION R-19-4415

A RESOLUTION APPROVING CITY COUNCIL ACTION UNDER CONSENT ITEMS AT THE REGULAR CITY COUNCIL MEETING OF SEPTEMBER 3, 2019

WHEREAS, City Council has taken action on certain items on the agenda under Consent Items.

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

- Sec. 1. THAT the agenda decisions approved by City Council action under Consent Items as follows are hereby adopted:
- a. Approval of the minutes of the regular City Council meeting of August 20, 2019
 - b. Approval to order a 2020 Ford Road Rescue Type 1 Ultramedic ambulance from Siddons-Martin Emergency Group, utilizing pricing through the Houston-Galveston Area Council of Governments (HGAC), in an amount not to exceed \$380,753, and approval of a leasing agreement with Leasing 2 for the ambulance, and authorizing the City Manager to execute the documents
 - c. Approval to extend an ongoing annual agreement with Autobahn Motor Cars to sponsor the loan of a vehicle to the Colleyville Police Department for the expressed use of the Colleyville Heritage High School Resource Officer
 - d. Approval to use the Voluntary Library Fund in Fiscal Year 2020, for the purchase of library materials, collection processing supplies, and library programs, in an amount not to exceed \$170,000
 - e. Approval of a contract with Weaver and Tidwell, L.L.P. for auditing services for fiscal year ending September 30, 2019, in the amount of \$49,450 for the audit of 2019 financial statements and Comprehensive Annual Financial Report (CAFR) preparation and printing
 - f. Adopting the Economic Development Capital Improvement Program (EDCIP) for the Fiscal Years 2020-2024 of the Colleyville Economic Development Corporation

- g. Adoption of the Colleyville Economic Development Corporation Fiscal Year 2020 Budget
- h. Approval of an annual professional services agreement with Knights Project Management & Construction Inspection Services, and authorizing the City Manager to execute the agreement
- i. Approval of an amendment to the Professional Services Agreement with Freese and Nichols, Inc., amending the design parameters to include an emergency interconnect meter and vault, and extending the roadway project limits from the City of Colleyville limits to the southern approach at Heritage Cove in the City of Grapevine, in an amount not to exceed \$78,443.00, and authorizing the City Manager to execute the amendment
- j. Approval of a professional services agreement with Dunway Associates, LP, in an amount not to exceed \$79,500 for the design of the L.D. Lockett Pump Station Generator Project, and authorizing the City Manager to execute the agreement

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF 7 AYES, 0 NAYS ON THIS THE 3RD DAY OF SEPTEMBER 2019.

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

ATTEST:



Christine Loven, TRMC
City Secretary

CITY OF COLLEYVILLE



Richard Newton
Mayor

**COLLEYVILLE ECONOMIC DEVELOPMENT CORPORATION
FY 2020 Budget**

FISCAL YEAR	Budget	Projected	Projection
	2019	2019	2020
BEGINNING FUND BALANCE	\$3,752,384	\$3,752,384	\$3,010,102
REVENUES:			
PROJECTED 1/2 CENT SALES TAX REVENUE	\$1,907,400	\$1,907,400	\$1,907,400
INTEREST INCOME	\$9,273	\$26,721	\$25,000
TOTAL REVENUE	\$1,916,673	\$1,934,121	\$1,932,400
EXPENDITURES:			
ADMINISTRATIVE:	\$2,000	\$2,000	\$2,000
DEBT SERVICE	\$602,176	\$602,176	\$604,144
PARKS:			
WATER / WASTEWATER- MC PHERSON PARK	\$5,464	\$5,464	\$5,628
TECHNOLOGY - HARDWARE REPLACEMENT	\$6,800	\$10,000	\$0
MAINTENANCE	\$0	\$0	\$50,000
LIBRARY:			
PERSONNEL	\$380,592	\$380,592	\$392,999
OPERATIONS	\$6,586	\$6,586	\$16,717
TECHNOLOGY - SOFTWARE & MAINTENANCE CONTRACTS	\$19,692	\$19,692	\$20,085
TECHNOLOGY - HARDWARE REPLACEMENT	\$5,450	\$5,450	\$27,600
SENIOR CENTER:			
PERSONNEL	\$88,895	\$88,895	\$92,626
OPERATIONS	\$500	\$500	\$500
TECHNOLOGY - HARDWARE REPLACEMENT	\$1,550	\$1,550	\$3,100
COLLEYVILLE CENTER:			
OPERATIONS	\$2,000	\$2,000	\$2,000
TECHNOLOGY- SOFTWARE & MAINTENANCE CONTRACTS	\$7,099	\$7,099	\$7,241
TECHNOLOGY - HARDWARE REPLACEMENT	\$1,200	\$1,200	\$3,850
PROMOTIONAL:			
SPECIAL EVENTS	\$112,000	\$112,000	\$112,000
ECONOMIC DEVELOPMENT PROMOTIONAL	\$25,000	\$25,000	\$25,500
PERSONNEL - COMMUNICATIONS	\$53,666	\$53,666	\$56,858
TOTAL OPERATING EXPENDITURES	\$1,320,669	\$1,323,869	\$1,422,848
EXCESS REVENUES OVER EXPENDITURES	\$596,003	\$610,252	\$509,552
CAPITAL:			
COLLEYVILLE CENTER -			
FACILITY UPDATES AND REPLACEMENTS	\$64,679	\$64,679	\$56,500
ROOF REPLACEMENT	\$0	\$0	\$300,000
OUTDOOR FURNITURE	\$0	\$0	\$10,000
REPLACEMENT OF PALLADIUM WINDOWS & PATIO	\$280,000	\$347,069	\$0
PLEASANT RUN TRAIL CONSTRUCTION & PARK IMPROVEMENTS	\$0	\$0	\$0
LANDSCAPE IMPROVEMENTS AT MCPHERSON PARK	\$0	\$0	\$20,000
SIDEWALK/TRAIL CONSTRUCTION/GRANT MATCH	\$0	\$0	\$300,000
CITY PARK RESTROOMS	\$0	\$0	\$400,000
PARKS HOUSE DEMO & NEW AMENITY	\$0	\$0	\$0
WEBB HOUSE REPAIRS	\$265,000	\$265,000	\$0
LIBRARY RENOVATIONS	\$315,516	\$315,516	\$0
FUTURE PROJECTS / IMPLEMENTATION OF PARKS MASTER PLAN	\$500,000	\$200,000	\$200,000
CITY PARK BASEBALL FIELD REHAB 4/5/6	\$0	\$33,000	\$0
CITY PARK BASEBALL FIELD EQUIPMENT BOXES	\$0	\$15,000	\$0
LIGHTNING DETECTOR SYSTEM	\$0	\$30,219	\$0
CITY PARK BASEBALL SCOREBOARDS	\$0	\$82,050	\$0
TOTAL CAPITAL EXPENDITURES	\$1,425,195	\$1,352,533	\$1,286,500
TOTAL EXPENDITURES (OPERATING & CAPITAL)	\$2,745,864	\$2,676,402	\$2,709,348
USE OF FUND BALANCE ON CAPITAL PROJECTS/(ADDITIONS TO FUND BALANCE)	\$829,192	\$742,281	\$776,948
ENDING FUND BALANCE	\$2,923,192	\$3,010,102	\$2,233,154
RESERVE FOR .4 TIMES BOND COVERAGE RATIO	\$240,870.40	\$240,870.40	\$241,657.60
AVAILABLE ENDING FUND BALANCE	\$2,682,322	\$2,769,232	\$1,991,496

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 2020 budget includes the City's 5-Year comprehensive Capital Improvement Plan (CIP). This plan identifies planned projects for the next five years, based on funding availability, and a schedule for completion. Capital projects are defined as those projects requiring an investment of \$50,000 or more and that have a useful life of at least five years. Colleyville's CIP includes projects in several categories, as shown in the chart below. The CIP provides an opportunity to consider all of the city's capital needs in the coming years and determine the priority of each, as well as whether available funding resources are sufficient to support those expenditures.

Project Category	2020
Drainage	\$925,000
Facilities	\$9,689,600
Master Plans/Studies	\$278,000
Parks and Recreation	\$345,000
Sidewalks/Trails	\$2,200,000
Streets	\$23,190,000
Wastewater	\$75,000
Water	\$2,298,000
Total	\$39,000,600

The City Council approved resolution R-19-4420 adopting the comprehensive five-year capital improvement program for FY 2020-2024, which will require Council approval for any changes. Having the entire five year CIP approved by resolution serves to communicate the City's long-term plans and provides a basis on which staff can plan for anticipated projects.

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

The pages that follow provide a summary of the FY 2020 CIP projects and associated

funding sources, as well as a description and map indicating the location.

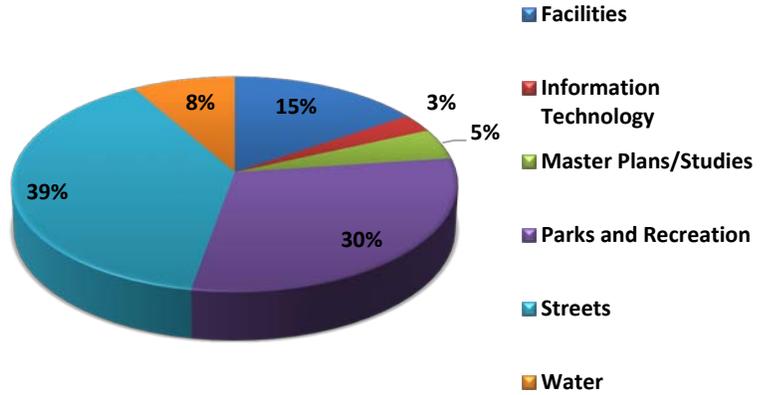
Impact on Operating Budget:

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

Fiscal Year 2019 Projects by Category and Funding Source

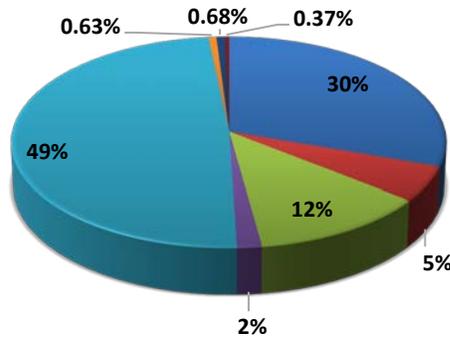
FISCAL YEAR 2019 PROJECTS BY CATEGORY

Project Category	Amount
Facilities	\$1,680,771
Information Technology	\$300,000
Master Plans/Studies	\$500,000
Parks and Recreation	\$3,247,878
Streets	\$4,217,419
Water	\$901,568
TOTAL	\$10,847,636



FISCAL YEAR 2019 PROJECTS BY FUNDING SOURCE

- Capital Projects Fund
- Capital Utility Fund
- CEDC
- Impact Fees-Area II (W of SH26)
- TIF
- Water Impact Fees
- Tree Restoration Fund

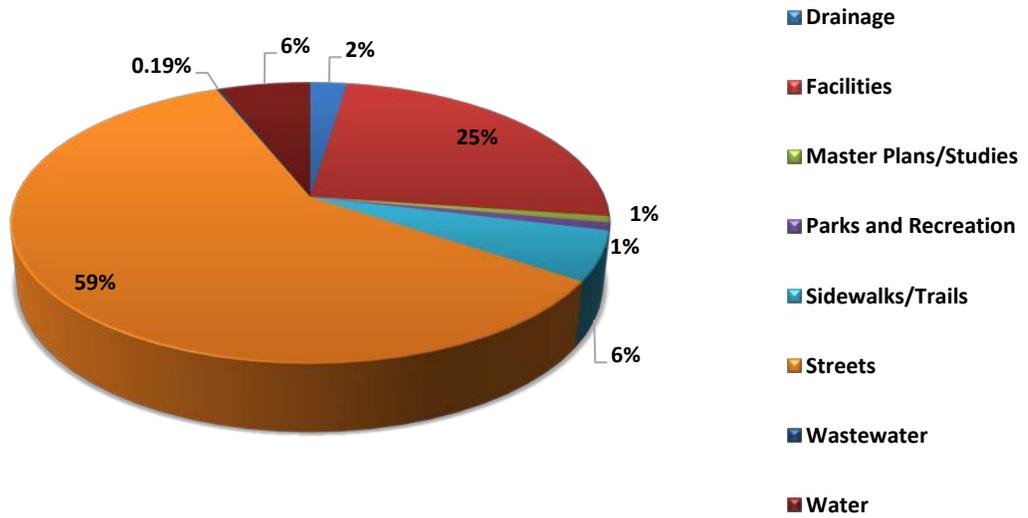


Funding Source	Amount
Capital Projects Fund	\$3,283,668
Capital Utility Fund	\$583,208
CEDC	\$1,319,149
Impact Fees-Area II (W of SH26)	\$182,272
TIF	\$5,297,649
Water Impact Fees	\$68,360
Tree Restoration Fund	\$73,330
Voluntary Park Fund	\$40,000
TOTAL	\$10,847,636

Fiscal Year 2020-2024 Capital Improvement Program Total Summary

Colleyville’s 2020-2024 CIP identifies projects ranging from new infrastructure and rehabilitation to master plans/studies. The program projects are grouped into categories and are funded through multiple sources as identified below.

FISCAL YEAR 2020-2024 PROGRAM CATEGORIES

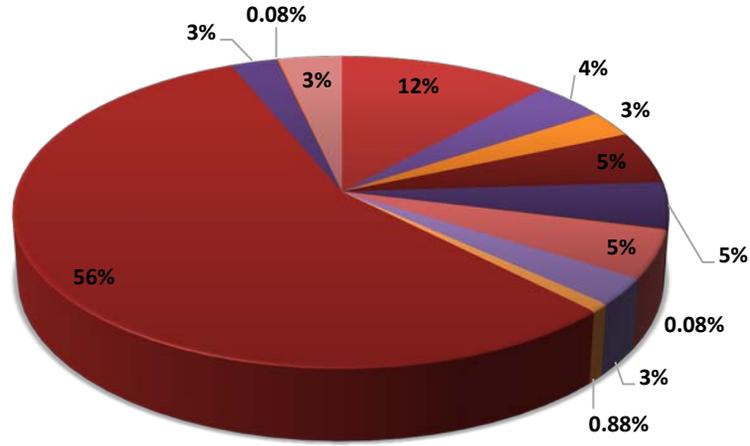


Project Category	2020	2021	2022	2023	2024	Total
Drainage	\$925,000	\$500,000	\$900,000	\$500,000	\$500,000	\$3,325,000
Facilities	\$9,689,600	\$3,138,000	\$95,500	\$100,000	—	\$13,023,100
Master Plans/Studies	\$278,000	—	—	—	—	\$278,000
Parks and Recreation	\$345,000	\$1,050,000	\$50,000	\$50,000	—	\$1,495,000
Sidewalks/Trails	\$2,200,000	\$1,700,000	\$900,000	\$900,000	\$900,000	\$6,600,000
Streets	\$23,190,000	\$16,575,000	\$1,075,000	\$1,000,000	\$3,768,000	\$45,608,000
Wastewater	\$75,000	—	\$452,700	\$2,729,000	—	\$3,256,700
Water	\$2,298,000	\$3,190,000	\$360,020	\$3,728,000	—	\$9,576,020
Total	\$39,000,600	\$26,153,000	\$3,833,220	\$9,007,000	\$5,168,000	\$83,161,820

Further details of the planned programs/projects are provided in subsequent tables for each project group.

FISCAL YEAR 2020-2024 PROGRAM FUNDING SOURCES

- Capital Projects Fund
- Capital Utility Fund
- CEDC
- Drainage Fund
- FHA/TxDOT
- Impact Fees-Area I (E of SH26)
- Impact Fees-Area II (W of SH26)
- Parkland Dedication Fund
- Perimeter Street Fees
- TIF
- Voluntary Park Fund
- Wastewater Impact Fees
- Water Impact Fees



Funding Source	2020	2021	2022	2023	2024	Total
Capital Projects Fund	\$4,616,500	\$4,975,000	\$1,625,000	\$2,410,000	\$4,318,000	\$17,944,500
Capital Utility Fund	\$1,550,000	\$2,530,000	\$812,720	\$3,797,000	—	\$8,689,720
CEDC	\$1,076,500	\$1,300,000	\$300,000	\$300,000	\$300,000	\$3,276,500
Drainage Fund	\$2,125,000	\$400,000	\$300,000	\$300,000	\$300,000	\$3,425,000
FHA/TxDOT	\$1,877,000	\$1,200,000	—	—	—	\$3,077,000
Impact Fees-Area I (E of SH26)	\$32,000	—	—	—	—	\$32,000
Impact Fees-Area II (W of SH26)	\$1,942,000	—	—	—	—	\$1,942,000
Parkland Dedication Fund	\$1,100,000	\$300,000	—	—	—	\$1,400,000
Perimeter Street Fees	\$342,897	—	—	—	—	\$342,897
TIF	\$21,904,703	\$14,738,000	\$345,500	\$250,000	\$250,000	\$37,488,203
Voluntary Park Fund	\$1,030,000	\$50,000	\$450,000	\$50,000	—	\$1,580,000
Wastewater Impact Fees	\$32,000	—	—	—	—	\$32,000
Water Impact Fees	\$1,372,000	\$660,000	—	\$1,900,000	—	\$3,932,000
Total	\$39,000,600	\$26,153,000	\$3,833,220	\$9,007,000	\$5,168,000	\$83,161,820

Program Summaries by Group

Drainage

Drainage improvements are developed to optimize the performance and maintainability of the overall existing system. Projects are identified by utilizing the 2019 Storm Drainage Master Plan, staff recommendations, community input, and review by the Drainage Task Force. All projects requiring funding are reviewed and acted on by the City Council. Investments are made in: rehabilitating degraded open drainage channels to perform as designed and to facilitate ongoing maintenance; staff utilizes technology to inspect various aspects of the underground drainage system to ensure it is performing as designed; and by utilization of the work order system to track and identify recurring drainage problems so that an in-depth investigation can identify underlying causes and develop solutions.

Program Summary: Drainage

DRAINAGE	2020	2021	2022	2023	2024	Total
Drainage Infrastructure						
Drainage Improvements FY2020	\$500,000	—	—	—	—	\$500,000
Drainage Improvements FY2021	—	\$500,000	—	—	—	\$500,000
Drainage Improvements FY2022	—	—	\$500,000	—	—	\$500,000
Drainage Improvements at Nature Center	—	—	\$400,000	—	—	\$400,000
Drainage Improvements FY2023	—	—	—	\$500,000	—	\$500,000
Drainage Improvements FY2024	—	—	—	—	\$500,000	\$500,000
DRAINAGE INFRASTRUCTURE TOTAL	\$500,000	\$500,000	\$900,000	\$500,000	\$500,000	\$2,900,000
Rehabilitation						
Flood Gates Upgrade	\$425,000	—	—	—	—	\$425,000
REHABILITATION TOTAL	\$425,000	\$0	\$0	\$0	\$0	\$425,000
DRAINAGE TOTAL	\$925,000	\$500,000	\$900,000	\$500,000	\$500,000	\$3,325,000

Facilities

Staff is implementing a Facility Condition Assessment (FCA) approach for City owned facilities. The FCA is planned as a major assessment management tool to develop a comprehensive evaluation of the condition of each facility, as a means to work proactively on scheduled maintenance and repair, as well as assess short-term and long-term investment strategies.

Conducting an FCA involves the collection of data on the condition of each building or facility and categorizing the information into building system components, such as roofing or HVAC. Once the information is gathered for all locations, the evaluation for facility needs can be conducted on a systematic approach where objective determinations can be made based on clear priorities and benchmarks. Conducting an FCA also sets up a system for proactive preventative maintenance which can then alleviate the need for expensive capital replacement.

Program Summary: Facilities

FACILITIES	2020	2021	2022	2023	2024	Total
New Construction						
Construction of Parking Facility at Central Fire Station	\$125,000	—	—	—	—	\$125,000
Land Acquisition	\$5,000,000	—	—	—	—	\$5,000,000
Restroom Facility at Nature Center	\$800,000	—	—	—	—	\$800,000
Restroom Facility at Reagan Park	\$300,000	—	—	—	—	\$300,000
Restroom Facility at Pleasant Run Practice Fields	—	\$300,000	—	—	—	\$300,000
NEW CONSTRUCTION TOTAL	\$6,225,000	\$300,000	\$0	\$0	\$0	\$6,525,000
Rehabilitation						
City Hall/Library - HVAC Replacement	\$327,600	—	—	—	—	\$327,600
Colleyville Center New Roof	\$300,000	—	—	—	—	\$300,000
Colleyville Center Renovation FY2020	\$56,500	—	—	—	—	\$56,500
Entrepreneur Center	\$200,000	—	—	—	—	\$200,000
Improvements to Parks Building (on Bransford)	\$380,000	—	—	—	—	\$380,000
Justice Center - Metal Roof Coating	\$246,500	—	—	—	—	\$246,500
Keyless Entry/Card Reader Expansion	\$70,000	—	—	—	—	\$70,000
Public Works Service Center Site Improvements-Design	\$150,000	—	—	—	—	\$150,000
Public Works Service Center Site Renovations	\$700,000	—	—	—	—	\$700,000
Rehabilitate the Historic Fire Station	\$234,000	—	—	—	—	\$234,000

Restroom Facility Renovation at City Park	\$800,000	—	—	—	—	\$800,000
Justice Center Renovation	—	\$450,000	—	—	—	\$450,000
Public Works Service Center Renovations	—	\$1,900,000	—	—	—	\$1,900,000
City Hall - Flooring Rehab	—	\$88,000	—	—	—	\$88,000
Justice Center - Carpet and VCT Tile	—	\$100,000	—	—	—	\$100,000
Justice Center - HVAC Replacement	—	\$300,000	—	—	—	\$300,000
Library - Flooring Rehab	—	—	\$95,500	—	—	\$95,500
City Hall - Boiler Replacement	—	—	—	\$100,000	—	\$100,000
REHABILITATION TOTAL	\$3,464,600	\$2,838,000	\$95,500	\$100,000	\$0	\$6,498,100
FACILITIES TOTAL	\$9,689,600	\$3,138,000	\$95,500	\$100,000	\$0	\$13,023,100

Master Plans/Studies (Systems, Operational, and Legislative Mandates)

Master Plans are developed to provide a road map for future facilities to be installed and/or updated generally within a 20-year timeframe. The City has several System Master Plans which provide guidance in prioritizing projects. These include the 2014 Water and Wastewater Master Plan, 2018 Parks, Recreation, and Open Space Master Plan, and the 2019 Storm Drainage Master Plan, currently in progress. Impact fees are a one-time charge or assessment imposed by the City against new development to generate revenue for funding the cost of capital improvements (waterlines, sewer lines, streets, etc.) Impact fee studies are updated periodically to determine future projects and the associated water, wastewater, and roadway impact fees are appropriate. Current legislative mandates include the Water Risk and Resilience Assessment, which requires community (drinking) water systems serving more than 3,300 people to develop or update risk assessments and emergency response plans (ERPs).

Program Summary: Master Plans/Studies

MASTER PLANS/STUDIES	2020	2021	2022	2023	2024	Total
Drainage Fee Assessment Study	\$50,000	—	—	—	—	\$50,000
Water Risk and Resilience Assessment	\$100,000	—	—	—	—	\$100,000
Water, Wastewater, and Roadway Impact Fee Update	\$128,000	—	—	—	—	\$128,000
MASTER PLANS/STUDIES TOTAL	\$278,000	\$0	\$0	\$0	\$0	\$278,000

Parks and Recreation

The Colleyville 2018 Parks, Recreation, and Open Space Master Plan provides direction on program offerings, facility construction and management, general capital improvements, and park amenities. This plan is also intended to establish goals, objectives, policies, and standards to help guide the future development of the City’s parks, recreation, and open space system. Parks improvements are identified by the priorities established through the various boards, committee, and maintenance needs. All projects requiring funding are reviewed and approved by the City Council.

Program Summary: Parks and Recreation

PARKS AND RECREATION	2020	2021	2022	2023	2024	Total
New Construction						
Batting Cages for City Park Baseball Facility	\$100,000	—	—	—	—	\$100,000
New Warmup Area at City Park Baseball Fields	\$50,000	—	—	—	—	\$50,000
Parks House Demo & New Amenity	—	\$1,000,000	—	—	—	\$1,000,000
NEW CONSTRUCTION TOTAL	\$150,000	\$1,000,000	\$0	\$0	\$0	\$1,150,000
Other						
Park Signage/Branding Program FY2020	\$50,000	—	—	—	—	\$50,000
Park Signage/Branding Program FY2021	—	\$50,000	—	—	—	\$50,000
Park Signage/Branding Program FY2022	—	—	\$50,000	—	—	\$50,000
OTHER TOTAL	\$50,000	\$50,000	\$50,000	\$0	\$0	\$150,000
Rehabilitation						
Landscape Improvements Near Pavilion at McPherson Park	\$20,000	—	—	—	—	\$20,000
Parkway Tree Removal and Replacement	\$75,000	—	—	—	—	\$75,000
Playground Improvements at Sparger Park	\$50,000	—	—	—	—	\$50,000
Playground Improvements at Kimzey Park	—	—	—	\$50,000	—	\$50,000
REHABILITATION TOTAL	\$145,000	\$0	\$0	\$50,000	\$0	\$195,000
PARKS AND RECREATION TOTAL	\$345,000	\$1,050,000	\$50,000	\$50,000	\$0	\$1,495,000

Sidewalks/Trails

Sidewalk/trail improvements encompass the installation of new sidewalk/trail segments, removal of obstructions along existing segments, and improvements to access ramps to ensure compliance with accessibility standards. Sidewalk/trail improvements are targeted to improve pedestrian mobility and access around schools, recreation areas, community centers, and other high pedestrian uses.

Program Summary: Sidewalks/Trails

Sidewalks/Trails	2020	2021	2022	2023	2024	Total
New Construction						
Annual Sidewalk/Trail Construction/Grant Match FY2020	\$500,000	—	—	—	—	\$500,000
Bransford Rd Trail (Field St to Cotton Belt Trail)-Design	\$50,000	—	—	—	—	\$50,000
John McCain Road Trail - Design	\$50,000	—	—	—	—	\$50,000
John McCain Road Trail - Construction	\$800,000	—	—	—	—	\$800,000
Annual Sidewalk/Trail Construction/Grant Match FY2021	—	\$500,000	—	—	—	\$500,000
Bransford Rd Trail (Field St to Cotton Belt Trail)-Construction	—	\$800,000	—	—	—	\$800,000
Annual Sidewalk/Trail Construction/Grant Match FY2022	—	—	\$500,000	—	—	\$500,000
Annual Sidewalk/Trail Construction/Grant Match FY2023	—	—	—	\$500,000	—	\$500,000
Annual Sidewalk/Trail Construction/Grant Match FY2024	—	—	—	—	\$500,000	\$500,000
New Construction Total	\$1,400,000	\$1,300,000	\$500,000	\$500,000	\$500,000	\$4,200,000
Rehabilitation						
Cheek-Sparger Trail	\$400,000	—	—	—	—	\$400,000
Misc Concrete Rehabilitation FY2020	\$400,000	—	—	—	—	\$400,000
Misc Concrete Rehabilitation FY2021	—	\$400,000	—	—	—	\$400,000
Misc Concrete Rehabilitation FY2022	—	—	\$400,000	—	—	\$400,000
Misc Concrete Rehabilitation FY2023	—	—	—	\$400,000	—	\$400,000
Misc Concrete Rehabilitation FY2024	—	—	—	—	\$400,000	\$400,000
Rehabilitation Total	\$800,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,400,000
Sidewalks/Trails Total	\$2,200,000	\$1,700,000	\$900,000	\$900,000	\$900,000	\$6,600,000

Streets

The Street Capital Improvement Strategy is driven by its mission to provide a safe and reliable street system for effective movement of people, goods and services. The CIP is developed from many sources within the City as well as exterior sources. These sources include:

- **Master Plans.** Master Plans are developed to provide a strategic plan for future infrastructure to be installed generally within a 20 plus year timeframe.
- **Collaboration with other Public Entities.** Ongoing collaboration with other public entities occurs such that transportation/street plans are coordinated and facilities integrated to create a seamless street system. Organizations include surrounding Cities, NCTCOG, TxDOT, and Tarrant County.
- **Corporate Priorities.** Street System improvements are provided in support of City Council-approved priority programs for the development of the City.
- **Legislative and Regulatory Mandates.** The Federal Government through the U.S. Department of Transportation (USDOT) and the Texas Legislature through the Texas Department of Transportation (TxDOT) regulate many standards for the design and operation of associated street components. Compliance with these regulations is typically related to traffic control signage, pavement markings, and various forms of traffic signals.
- **Condition Assessment and Maintenance History.** Staff routinely reviews the operation and maintenance records of the various elements of the Street System infrastructure for rehabilitation to extend the operating life of the asset and minimize maintenance costs by applying appropriate techniques at the most effective time intervals. These types of projects are identified through street assessment studies and the review of maintenance records to identify the appropriate rehabilitation or reconstruction technique that should be applied.
- **CIP Priority Criteria**
The Street System CIP is directly linked to the goals of: mobility, public safety, improving neighborhoods and communities, and retaining/encouraging economic growth. The specific goals and project prioritization are aligned with citywide strategic goals as reflected in the capital project prioritization system.

Reconstruction of failing streets, and application of various rehabilitation techniques to extend the life cycle of the street such as mill and overlays, overlays, joint/crack sealing, concrete panel/base failure repair, and asphalt sealing and resurfacing. Sub-categories within streets include the following:

- **Bridges:** These improvements include the rehabilitation and/or reconstruction of existing bridges where rehabilitation would not be cost effective. The City utilizes funding to partner with TxDOT and neighboring cities in the rehabilitation of bridge structures such that Federal Bridge monies are maximized. The Jackson Road and Pleasant Run Road bridges are scheduled to be rehabilitated and/or reconstructed. Funding will be through grants and local match.
- **Intersection Improvements:** Safety and capacity improvements at existing intersections include Glade Road at Bluebonnet, roundabouts at Glade Road and Riverwalk Drive; McDonwell School Road and Westcoat Drive; and John McCain Road at Westcoat Drive, and the addition of a right turn lane on L.D. Lockett Road at Precinct Line Road.

- **Pavement Markings:** Rehabilitation of existing pavement markings throughout the street system encompassing: lane lines, railroad crossings, crosswalks, and school zones.
- **School & Neighborhood Safety:** Rehabilitation and upgrading of existing school zones with new signage, pavement markings, flashing beacons; and neighborhood speed awareness/warning devices to better manage travel speeds in residential areas.
- **Street Lighting:** Installation of new street lighting in unlighted areas and or rehabilitation of existing lighting systems including new lighting along the SH26 corridor.
- **Traffic Signals:** Installation of new traffic signals, system and communication network elements, and the rehabilitation of existing signals and system components.

Program Summary: Streets

STREETS	2020	2021	2022	2023	2024	Total
Bridges						
Jackson Road Bridge Renovation-Design	\$200,000	—	—	—	—	\$200,000
Pleasant Run Road Bridge at Big Bear (White Chapel Bridge) - Construction	\$400,000	—	—	—	—	\$400,000
Jackson Road Bridge Renovation-Construction	—	\$100,000	—	—	—	\$100,000
BRIDGES TOTAL	\$600,000	\$100,000	\$0	\$0	\$0	\$700,000
Intersection Improvements						
John McCain Road and Westcoat Drive Roundabout - Construction	\$800,000	—	—	—	—	\$800,000
L.D. Lockett Road Right Turn Ln - Construction	\$310,000	—	—	—	—	\$310,000
McDonwell School Road and Westcoat Drive Roundabout - Construction	\$1,600,000	—	—	—	—	\$1,600,000
Glade Road at Bluebonnet Drive	—	\$1,200,000	—	—	—	\$1,200,000
INTERSECTION IMPROVEMENTS TOTAL	\$2,710,000	\$1,200,000	\$0	\$0	\$0	\$3,910,000
New Construction						
SH26 Beautification FY2020	\$9,000,000					\$9,000,000
SH26 Beautification FY2021		\$4,000,000				\$4,000,000
NEW CONSTRUCTION TOTAL	\$9,000,000	\$4,000,000	\$0	\$0	\$0	\$13,000,000
Pavement Markings						
Street Pavement Marking-2020	\$100,000	—	—	—	—	\$100,000
Street Pavement Marking-2021	—	\$100,000	—	—	—	\$100,000
Street Pavement Marking-2022	—	—	\$100,000	—	—	\$100,000
Street Pavement Marking-2023	—	—	—	\$100,000	—	\$100,000

Street Pavement Marking-2024	—	—	—	—	\$100,000	\$100,000
PAVEMENT MARKINGS TOTAL	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Reconstruction						
Cheek-Sparger Road (San Bar to Brown Trail) - Construction	\$3,205,000	—	—	—	—	\$3,205,000
Glade Road (Phase 2 - SH26 to Pool) - FY20 Construction	\$3,000,000	—	—	—	—	\$3,000,000
Pleasant Run Road Rehabilitation (John McCain to N City Limit)	\$1,500,000	—	—	—	—	\$850,000
Roberts Road - CONSTRUCTION	\$2,100,000	—	—	—	—	\$2,100,000
Glade Road (Phase 2 - SH26 to Pool) - FY21 Construction	—	\$10,200,000	—	—	—	\$10,200,000
RECONSTRUCTION TOTAL	\$9,805,000	\$10,200,000	\$0	\$0	\$0	\$20,005,000
Rehabilitation						
Street Maintenance County-2020	\$400,000	—	—	—	—	\$400,000
Street Maintenance County-2021	—	\$400,000	—	—	—	\$400,000
Street Maintenance County-2022	—	—	\$400,000	—	—	\$400,000
Street Maintenance County-2023	—	—	—	\$400,000	—	\$400,000
Street Maintenance County-2024	—	—	—	—	\$400,000	\$400,000
Street Maintenance Program-2020	\$500,000	—	—	—	—	\$500,000
Street Maintenance Program-2021	—	\$500,000	—	—	—	\$500,000
Street Maintenance Program-2022	—	—	\$500,000	—	—	\$500,000
Street Maintenance Program-2023	—	—	—	\$500,000	—	\$500,000
Street Maintenance Program-2024	—	—	—	—	\$500,000	\$500,000
Woodbriar, Quail Crest Estates Rehabilitation (Companion Project to Water Projects #6 and 12/Portion and Wastewater Project #1) - Construction	—	—	—	—	\$2,768,000	\$2,768,000
REHABILITATION TOTAL	\$900,000	\$900,000	\$900,000	\$900,000	\$3,668,000	\$7,268,000
School and Neighborhood Safety						
Flashing Lights for Pedestrian Crosswalks-2020	\$75,000	—	—	—	—	\$75,000
Flashing Lights for Pedestrian Crosswalks-2021	—	\$75,000	—	—	—	\$75,000
Flashing Lights for Pedestrian Crosswalks-2022	—	—	\$75,000	—	—	\$75,000
SCHOOL AND NEIGHBORHOOD SAFETY TOTAL	\$75,000	\$75,000	\$75,000	\$0	\$0	\$225,000
STREETS TOTAL	\$23,190,000	\$16,575,000	\$1,075,000	\$1,000,000	\$3,768,000	\$45,608,000

Wastewater and Water Renewals

Various projects were identified in the 2014 Water and Wastewater Master Plan, requiring investments to improve water and wastewater infrastructure. In addition, staff routinely review the operation and maintenance records of water and wastewater mains and facilities for rehabilitation or replacement needs due to high maintenance costs.

Program Summary: Wastewater

WASTEWATER	2020	2021	2022	2023	2024	Total
Wastewater Renewals						
Wastewater Meter Installation at Somerset Manor	\$75,000	—	—	—	—	\$75,000
WW Project 1: Replace Sewer Lines in Woodbriar Estates and Quail Crest Subdivisions - Design	—	—	\$361,700	—	—	\$361,700
WW Project 5: Quails Path and Chestnut Bend Sewer Line Replacement - Design	—	—	\$91,000	—	—	\$91,000
WW Project 1: Replace Sewer Lines in Woodbriar Estates and Quail Crest Subdivisions - Construction	—	—	—	\$1,900,000	—	\$1,900,000
WW Project 5: Quails Path and Chestnut Bend Sewer Line Replacement and Road Rehabilitation - Construction	—	—	—	\$829,000	—	\$829,000
WASTEWATER TOTAL	\$75,000	\$0	\$452,700	\$2,729,000	\$0	\$3,256,700

Program Summary: Water

WATER	2020	2021	2022	2023	2024	Total
Water Renewals						
L.D. Lockett Pump Station Emergency Generator	\$650,000	—	—	—	—	\$650,000
Pleasant Run Waterline (John McCain North to Bear Creek) - Construction	\$800,000	—	—	—	—	\$800,000
Pleasant Run Waterline Vault - Construction	\$375,000	—	—	—	—	\$375,000
Supervisory Control and Data Acquisition (SCADA) Replacement	\$350,000	—	—	—	—	\$350,000
Water Project 11: Tinker Road Water Lines - Design	\$123,000	—	—	—	—	\$123,000
Bransford Water Tank Rehabilitation - Construction	—	\$1,200,000	—	—	—	\$1,200,000
Water Project 10: Apple Valley/Rustic Oaks/Bills Lane Water Lines and Road Rehabilitation on Black Drive and Rustic Trail	—	\$630,000	—	—	—	\$630,000
Water Project 11: (Partial) Tinker Road Water Lines - Construction	—	\$1,110,000	—	—	—	\$1,110,000
Water Project 7: Demolish Overland Trail Pump Station	—	\$250,000	—	—	—	\$250,000
Water Project 12: (Partial) Woodbriar Estate Water Lines Replacement - Design	—	—	\$70,020	—	—	\$70,020
Water Project 5: Upsize and Replace Water Lines in Brighton Oaks Subdivision and Rehabilitate Streets - Design	—	—	\$145,000	—	—	\$145,000
Water Project 6: Upsize and Replace Water Lines in Woodbriar Estates and Quail Crest Subdivisions - Design	—	—	\$145,000	—	—	\$145,000
Water Project 12: Partial Woodbriar Estate Water Lines Replacement - Construction	—	—	—	\$433,000	—	\$433,000
Water Project 5: Upsize and Replace Water Lines in Brighton Oaks Subdivision and Rehabilitate Streets - Construction	—	—	—	\$2,550,000	—	\$2,550,000
Water Project 6: Upsize and Replace Water Lines in Woodbriar Estates and Quail Crest Subdivisions - Construction	—	—	—	\$745,000	—	\$745,000
WATER TOTAL	\$2,298,000	\$3,190,000	\$360,020	\$3,728,000	\$0	\$9,576,020

Exhibits

- A. Fiscal Year 2020 Individual Project Pages
- B. Fund Balance
- C. 5 Year Capital Improvement Plan FY2020-2024 - Project List



Exhibit A
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2020

Drainage

Drainage Improvements FY2020

Program Description

This project will provide for drainage improvements based upon the 2019 Storm Drainage Master Plan.

Strategic Plan Connection

3.3 Mitigate stormwater runoff and flooding risks

Total Project Cost \$500,000

Category	Type	Funding Source	2020
Drainage	Drainage Infrastructure	Capital Projects Fund	\$50,000.00
Drainage	Drainage Infrastructure	Drainage Capital Fund	\$300,000.00
Drainage	Drainage Infrastructure	TIF	\$150,000.00

Flood Gates Upgrade

Program Description

This project would replace the manual flood gates with automated gates reducing the chance of vehicles driving into high water before staff could be onsite to close the gates. The new system would require human action to open the gates.

Strategic Plan Connection

3.3 Mitigate stormwater runoff and flooding risks

Total Project Cost \$425,000

Category	Type	Funding Source	2020
Drainage	Rehabilitation	Drainage Capital Fund	\$425,000.00



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Facilities

City Hall/Library - HVAC Replacement

Program Description

This project will replace the air-conditioning units at the City Hall and Library Complex.

Strategic Plan Connection

5.3 Provide attractive facilities for leisure and recreation

Total Project Cost \$327,600

Category	Type	Funding Source	2020
Facilities	Rehabilitation	TIF	\$327,600.00

Colleyville Center New Roof

Program Description

This project will replace the existing roof at the Colleyville Center.

Strategic Plan Connection

5.3 Provide attractive facilities for leisure and recreation

Total Project Cost \$300,000

Category	Type	Funding Source	2020
Facilities	Rehabilitation	CEDC	\$300,000.00

Colleyville Center Renovation FY2020

Program Description

This project will replace the palladium windows with doors leading to a patio reception area.

Strategic Plan Connection

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

Total Project Cost \$56,500

Category	Type	Funding Source	2020
Facilities	Rehabilitation	CEDC	\$56,500.00



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Construction of Parking Facility at Central Fire Station

Program Description

This project will construct a parking lot on the west side of the Central Fire Station as well as a monument sign, located at 5209 Colleyville Blvd. This addition will allow for two means of egress and ingress reducing the hazards that currently exist with a single access point.

Strategic Plan Connection

5.3 Provide attractive facilities for leisure and recreation

Total Project Cost \$125,000

Category	Type	Funding Source	2020
Facilities	New Construction	TIF	\$125,000.00

Entrepreneur Center

Program Description

This project will include renovations for the Entrepreneur Center.

Strategic Plan Connection

3.4 Thoroughly plan for future capital investments and associated costs

Total Project Cost \$200,000

Category	Type	Funding Source	2020
Facilities	Rehabilitation	TIF	\$200,000.00

Improvements to Parks Building (on Bransford)

Program Description

This project will renovate the Parks Facility on Bransford Road.

Strategic Plan Connection

5.3 Provide attractive facilities for leisure and recreation

Total Project Cost \$380,000

Category	Type	Funding Source	2020
Facilities	Rehabilitation	Voluntary Park Fund	\$380,000.00



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Justice Center - Metal Roof Coating

Program Description

This project replaces the roof coating protecting the metal roof from rusting providing a twenty-year leak warranty.

Strategic Plan Connection

3.4 Thoroughly plan for future capital investments and associated costs

Total Project Cost \$246,500

Category	Type	Funding Source	2020
Facilities	Rehabilitation	Capital Projects Fund	\$246,500.00

Keyless Entry /Card Reader Expansion

Program Description

This project will expand the keyless entry/card reader access to include all three fire stations and critical access points at City Hall.

Strategic Plan Connection

5.3 Provide attractive facilities for leisure and recreation

Total Project Cost \$70,000

Category	Type	Funding Source	2020
Facilities	Rehabilitation	Capital Projects Fund	\$70,000.00

Land Acquisition

Program Description

This item is a place holder for land acquisition for future expansion capabilities.

Strategic Plan Connection

3.4 Thoroughly plan for future capital investments and associated costs.
 5.3 Provide attractive facilities for leisure and recreation.

Total Project Cost \$5,000,000

Category	Type	Funding Source	2020
Facilities	New Construction	Capital Projects Fund	\$1,000,000.00
Facilities	New Construction	TIF	\$4,000,000.00



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Public Works Service Center Site Improvements-Design

Program Description

This project will include the design and plans for site improvements at the Public Works Service Center facility.

Strategic Plan Connection

3.4 Thoroughly plan for future capital investments and associated costs

Total Project Cost \$150,000

Category	Type	Funding Source	2020
Facilities	Rehabilitation	Capital Projects Fund	\$150,000.00

Public Works Service Center Site Renovations

Program Description

This project will include site renovations to the Public Works Service Center facility.

Strategic Plan Connection

3.4 Thoroughly plan for future capital investments and associated costs

Total Project Cost \$700,000

Category	Type	Funding Source	2020
Facilities	Rehabilitation	Capital Projects Fund	\$700,000.00

Rehabilitate the Historic Fire Station

Program Description

This request is for the renovation and beautification of the fire department annex building located at 1900 Hall Johnson Rd. Within this request is the reinforcement of the interior side of the sheet metal walls to support the exterior stucco addition. The exterior will be adorned with stucco above a masonry veneer.

Strategic Plan Connection

5.3 Provide attractive facilities for leisure and recreation

Total Project Cost \$234,000

Category	Type	Funding Source	2020
Facilities	Rehabilitation	TIF	\$234,000.00



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Restroom Facility at Nature Center

Program Description

This project consists of constructing a new restroom facility at the Nature Center.

Strategic Plan Connection

5.3 Provide attractive facilities for leisure and recreation

Total Project Cost \$800,000

Category	Type	Funding Source	2020
Facilities	New Construction	Parkland Dedication Fund	\$800,000.00

Restroom Facility at Reagan Park

Program Description

This project consists of constructing a new restroom facility at Reagan Park.

Strategic Plan Connection

5.3 Provide attractive facilities for leisure and recreation

Total Project Cost \$300,000

Category	Type	Funding Source	2020
Facilities	New Construction	Parkland Dedication Fund	\$300,000.00

Restroom Facility Renovation at City Park

Program Description

This project consists of renovating two restroom pavilions at City Park. The pavilions are at Kidsville and near the baseball fields.

Strategic Plan Connection

5.3 Provide attractive facilities for leisure and recreation

Total Project Cost \$800,000

Category	Type	Funding Source	2020
Facilities	Rehabilitation	CEDC	\$400,000.00
Facilities	Rehabilitation	Voluntary Park Fund	\$400,000.00



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Master Plans/Studies

Drainage Fee Assessment Study

Program Description

The purpose of the drainage fee assessment study is to determine if the rates charged are appropriate.

Strategic Plan Connection

3.3 Mitigate stormwater runoff and flooding risks

Total Project Cost \$50,000

Category	Type	Funding Source	2020
Master Plans/Studies	Master Plans/Studies	TIF	\$50,000.00

Water Risk and Resilience Assessment

Program Description

This project is for a Water Risk and Resilience Assessment as per the October 23, 2018 law, America's Water Infrastructure Act (AWIA). The law requires community (drinking) water systems serving more than 3,300 people to develop or update risk assessments and emergency response plans (ERPs).

Strategic Plan Connection

3.2 Ensure regular replacement of water and wastewater facilities

Total Project Cost \$100,000

Category	Type	Funding Source	2020
Master Plans/Studies	Master Plans/Studies	Capital Utility Fund	\$100,000.00

Water, Wastewater, and Roadway Impact Fee Update

Program Description

This project will issue a contract for the technical analysis required by Chapter 395 of the Texas Local Government code to determine the maximum water, wastewater, and roadway impact fees that may be assessed.

Strategic Plan Connection

3.4 Thoroughly plan for future capital investments and associated costs

Total Project Cost \$128,000

Category	Type	Funding Source	2020
Master Plans/Studies	Master Plans/Studies	Impact Fees-Area I (E of SH26)	\$32,000.00
Master Plans/Studies	Master Plans/Studies	Impact Fees-Area II (W of SH26)	\$32,000.00
Master Plans/Studies	Master Plans/Studies	Wastewater Impact Fees	\$32,000.00
Master Plans/Studies	Master Plans/Studies	Water Impact Fees	\$32,000.00



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Parks and Recreation

Batting Cages for City Park Baseball Facility

Program Description

This project consists of constructing new batting cages at the City Park Baseball Fields.

Strategic Plan Connection

5.3 Provide attractive facilities for leisure and recreation

Total Project Cost \$100,000

Category	Type	Funding Source	2020
Parks and Recreation	New Construction	Voluntary Park Fund	\$100,000.00

Landscape Improvements Near Pavilion at McPherson Park

Program Description

This project will provide for landscape improvements near the group pavillion at McPherson Park.

Strategic Plan Connection

5.3 Provide attractive facilities for leisure and recreation

Total Project Cost \$20,000

Category	Type	Funding Source	2020
Parks and Recreation	Rehabilitation	CEDC	\$20,000.00

New Warmup Area at City Park Baseball Fields

Program Description

This project consists of constructing a new warmup area at the City Park Baseball Fields

Strategic Plan Connection

5.3 Provide attractive facilities for leisure and recreation

Total Project Cost \$50,000

Category	Type	Funding Source	2020
Parks and Recreation	New Construction	Voluntary Park Fund	\$50,000.00



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Park Signage/Branding Program FY2020

Program Description

This project will provide for branding and subsequent replacement of park signage.

Strategic Plan Connection

5.1 Create and sustain an identifiable Colleyville Brand

Total Project Cost \$50,000

Category	Type	Funding Source	2020
Parks and Recreation	Parks	Voluntary Park Fund	\$50,000.00

Parkway Tree Removal and Replacement

Program Description

Design project plans and specifications and the removal and replacement of trees along the parkways within the City.

Strategic Plan Connection

5.3 Provide attractive facilities for leisure and recreation

Total Project Cost \$75,000

Category	Type	Funding Source	2020
Parks and Recreation	Rehabilitation	Capital Projects Fund	\$75,000.00

Playground Improvements at Sparger Park

Program Description

This project will make improvements to the playground at Sparger Park by replacing mulch with a rubber surface.

Strategic Plan Connection

5.3 Provide attractive facilities for leisure and recreation

Total Project Cost \$50,000

Category	Type	Funding Source	2020
Parks and Recreation	Rehabilitation	Voluntary Park Fund	\$50,000.00



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Sidewalks

Annual Sidewalk/Trail Construction/Grant Match FY2020

Program Description

This project is to provide for the construction of sidewalks and trails with grant matching funds.

Strategic Plan Connection

3.4 Thoroughly plan for future capital investments and associated cost

Total Project Cost \$500,000

Category	Type	Funding Source	2020
Sidewalks	Sidewalks/Trails	Capital Projects Fund	\$100,000.00
Sidewalks	Sidewalks/Trails	CEDC	\$300,000.00
Sidewalks	Sidewalks/Trails	TIF	\$100,000.00

Bransford Rd Trail (Field St to Cotton Belt Trail)-Design

Program Description

This project is to provide for the specifications and plans to design a trail along Bransford Road from Field Street to the Cotton Belt Trail

Strategic Plan Connection

3.4 Thoroughly plan for future capital investments and associated cost

Total Project Cost \$50,000

Category	Type	Funding Source	2020
Sidewalks	Sidewalks/Trails	Capital Projects Fund	\$50,000.00

Cheek-Sparger Trail

Program Description

This project is to provide for the re-construction of the trail along the south side of Cheek-Sparger. This project will be completed with an interlocal agreement with the City of Bedford.

Strategic Plan Connection

3.4 Thoroughly plan for future capital investments and associated cost

Total Project Cost \$400,000

Category	Type	Funding Source	2020
Sidewalks	Sidewalks/Trails	TIF	\$400,000.00



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John McCain Rd Trail-Construction

Program Description

This project is to provide for the construction of a trail along John McCain Road

Strategic Plan Connection

3.4 Thoroughly plan for future capital investments and associated cost

Total Project Cost \$800,000

Category	Type	Funding Source	2020
Sidewalks	Sidewalks/Trails	TIF	\$800,000.00

John McCain Rd Trail-Design

Program Description

This project is to provide for the specifications and plans to design a trail along John McCain Road

Strategic Plan Connection

3.4 Thoroughly plan for future capital investments and associated cost

Total Project Cost \$50,000

Category	Type	Funding Source	2020
Sidewalks	Sidewalks/Trails	TIF	\$50,000.00

Misc Concrete Rehabilitation FY2020

Program Description

This project will provide for sidewalk improvements that encompass the rehabilitation of sidewalk segments, removal of obstructions along existing segments, and improvements to access ramps, as well as the replacement of concrete street panels.

Strategic Plan Connection

3.1 Upgrade the condition of major roads and neighborhood streets

Total Project Cost \$400,000

Category	Type	Funding Source	2020
Sidewalks	Rehabilitation	Capital Projects Fund	\$400,000.00



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Streets

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

Program Description

This project will provide for the reconstruction of Cheek-Sparger Road from San Bar to Brown Trail. The project includes a concrete roadway, sidewalks, curb and gutter, upsize existing waterline, and drainage improvements. This project will be funded from a grant from the North Central Texas Council of Governments.

Strategic Plan Connection

3.1 Upgrade the condition of major roads and neighborhood streets

Total Project Cost \$3,205,000

Category	Type	Funding Source	2020
Streets	Reconstruction	FHA/TxDOT	\$1,877,000.00
Streets	Reconstruction	TIF	\$1,328,000.00

Flashing Lights for Pedestrian Crosswalks-2020

Program Description

This project will provide for the purchase and installation of flashing lights at pedestrian crosswalks to enhance safety.

Strategic Plan Connection

3.1 Upgrade the condition of major roads and neighborhood streets

Total Project Cost \$75,000

Category	Type	Funding Source	2020
Streets	School and Neighborhood Safet	Capital Projects Fund	\$75,000.00

Glade Road (Phase 2 - SH26 to Pool) - FY20 Construction

Program Description

This project includes reconstruction of Glade Road from SH26 to Pool Road.

Strategic Plan Connection

3.1 Upgrade the condition of major roads and neighborhood streets

Total Project Cost \$3,000,000

Category	Type	Funding Source	2020
Streets	Reconstruction	Perimeter Street Fees	\$342,897.00
Streets	Reconstruction	TIF	\$2,240,103.00
Streets	Reconstruction	Water Impact Fees	\$417,000.00



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Jackson Road Bridge Renovation-Design

Program Description

Design project plans and specifications for the renovation of the Jackson Road Bridge. TxDOT received Federal Grant money for the rehabilitation project.

Strategic Plan Connection

3.3 Mitigate stormwater runoff and flooding risks
 3.4 Thoroughly plan for future capital investments and associated costs

Total Project Cost \$200,000

Category	Type	Funding Source	2020
Streets	Bridges	Drainage Capital Fund	\$200,000.00

John McCain Road and Westcoat Drive Roundabout - Construction

Program Description

This project is for intersection improvements, per the Comprehensive Plan, at John McCain Road and Westcoat Drive. The improvements will consist of the construction of a roundabout.

Strategic Plan Connection

3.1 Upgrade the condition of major roads and neighborhood streets

Total Project Cost \$800,000

Category	Type	Funding Source	2020
Streets	Intersection Improvements	TIF	\$800,000.00

L.D. Lockett Road Right Turn Ln - Construction

Program Description

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

Strategic Plan Connection

3.1 Upgrade the condition of major roads and neighborhood streets

Total Project Cost \$310,000

Category	Type	Funding Source	2020
Streets	Intersection Improvements	Impact Fees-Area II (W of SH26)	\$310,000.00



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McDonwell School Road and Westcoat Drive Roundabout - Construction

Program Description

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

Strategic Plan Connection

3.1 Upgrade the condition of major roads and neighborhood streets

Total Project Cost \$1,600,000

Category	Type	Funding Source	2020
Streets	Intersection Improvements	Impact Fees-Area II (W of SH26)	\$1,600,000.00

Pleasant Run Road Bridge at Big Bear (White Chapel Bridge) - Construction

Program Description

This project will include replacement of the bridge along Pleasant Run crossing Big Bear Creek. This project is being coordinated by the City of Southlake, and is being funded by the Federal Bridge Replacement Program (80%), State (10%), with the remaining portion being local (10%).

Strategic Plan Connection

3.3 Mitigate stormwater runoff and flooding risks

Total Project Cost \$400,000

Category	Type	Funding Source	2020
Streets	Bridges	Drainage Capital Fund	\$400,000.00

Pleasant Run Road Rehabilitation (John McCain to N City Limit)

Program Description

The project includes the reconstruction of Pleasant Run Road from John McCain Road to the North City Limit. This project will include underground storm system, sidewalk, and ribbon curbs. The road work will be complete once the waterline is replaced.

Strategic Plan Connection

3.1 Upgrade the condition of major roads and neighborhood streets

Total Project Cost \$1,500,000

Category	Type	Funding Source	2020
Streets	Reconstruction	Capital Projects Fund	\$700,000.00
Streets	Reconstruction	Drainage Capital Fund	\$800,000.00



Exhibit A
 City of Colleyville
 Capital Improvement Plan
 Fiscal Year 2020
 Project Descriptions

Roberts Road - Construction

Program Description

This project provides for the reconstruction of Roberts Road from Glade Road to the Grapevine city limits.

Strategic Plan Connection

3.1 Upgrade the condition of major roads and neighborhood streets

Total Project Cost \$2,100,000

Category	Type	Funding Source	2020
Streets	Reconstruction	TIF	\$2,100,000.00

SH26 Beautification FY2020

Program Description

This project is for the corridor lighting and landscape beautification of the medians and right-of-way along the SH26 corridor.

Strategic Plan Connection

3.4 Thoroughly plan for future capital investments and associated costs

Total Project Cost \$9,000,000

Category	Type	Funding Source	2020
Streets	New Construction	TIF	\$9,000,000.00

Street Maintenance County-2020

Program Description

The Local Street Maintenance Program consists of multiple techniques including mill and overlay, asphalt overlay, micro-resurfacing, base repairs (patching), and crack sealing of public streets in order to preserve and extend the life of the pavement. Projects are completed by either an ILA with Tarrant County or through bidding procedures.

Strategic Plan Connection

3.1 Upgrade the condition of major roads and neighborhood streets

Total Project Cost \$400,000

Category	Type	Funding Source	2020
Streets	Rehabilitation	Capital Projects Fund	\$400,000.00



Exhibit A
 City of Colleyville
 Capital Improvement Plan
 Fiscal Year 2020
 Project Descriptions

Street Maintenance Program-2020

Program Description

The Local Street Maintenance Program consists of multiple techniques including mill and overlay, asphalt overlay, micro-resurfacing, base repairs (patching), and crack sealing of public streets in order to preserve and extend the life of the pavement. Projects are completed by either an ILA with Tarrant County or through bidding procedures.

Strategic Plan Connection

3.1 Upgrade the condition of major roads and neighborhood streets

Total Project Cost \$500,000

Category	Type	Funding Source	2020
Streets	Rehabilitation	Capital Projects Fund	\$500,000.00

Street Pavement Marking-2020

Program Description

The Street Pavement Marking program targets the rehabilitation of existing pavement markings throughout the street system such as lane lines, railroad crossings, crosswalks, and school zones.

Strategic Plan Connection

3.1 Upgrade the condition of major roads and neighborhood streets

Total Project Cost \$100,000

Category	Type	Funding Source	2020
Streets	Rehabilitation	Capital Projects Fund	\$100,000.00

Wastewater

Wastewater Meter Installation at Somerset Manor

Program Description

This project will install a wastewater meter at Somerset Manor to ensure accurate billing as lines are connected to the City of Keller.

Strategic Plan Connection

3.2 Ensure regular repair and replacement of water and wastewater facilities

Total Project Cost \$75,000

Category	Type	Funding Source	2020
Wastewater	Wastewater Renewals	Capital Utility Fund	\$75,000.00



Exhibit A
 City of Colleyville
 Capital Improvement Plan
 Fiscal Year 2020
 Project Descriptions

Water

L.D. Lockett Pump Station Emergency Generator

Program Description

The project will provide for the design specifications and construction of a backup generator at the LD Lockett pump station to provide emergency energy in the event of power outage.

Strategic Plan Connection

3.4 Thoroughly plan for future capital investments and associated costs

Total Project Cost \$650,000

Category	Type	Funding Source	2020
Water	Equipment	Capital Utility Fund	\$650,000.00

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

Program Description

The project includes the reconstruction of Pleasant Run Road to include storm drainage, ribbon curbs, and the installation of ~3,700 linear feet of 10" PVC water line along Pleasant Run, as per the 2014 Water and Wastewater Master Plan.

Strategic Plan Connection

3.2 Ensure regular repair and replacement of water and wastewater facilities

Total Project Cost \$800,000

Category	Type	Funding Source	2020
Water	Water Renewals	Water Impact Fees	\$800,000.00

Pleasant Run Waterline Vault - Construction

Program Description

The project includes installation of a waterline vault on Pleasant Run Road at the north city limit.

Strategic Plan Connection

3.2 Ensure regular repair and replacement of water and wastewater facilities

Total Project Cost \$375,000

Category	Type	Funding Source	2020
Water	Water Renewals	Capital Utility Fund	\$375,000.00



Exhibit A
 City of Colleyville
 Capital Improvement Plan
 Fiscal Year 2020
 Project Descriptions

Supervisory Control and Data Acquisition (SCADA) Replacement

Program Description

This project will replace the city’s existing Supervisory Control and Data Acquisition (SCADA) system. This project will improve system efficiency through the incorporation of new technology that provides for more comprehensive operations and system monitoring, as well as increased security.

Strategic Plan Connection

3.2 Ensure regular replacement of water and wastewater facilities

Total Project Cost \$350,000

Category	Type	Funding Source	2020
Water	Water Renewals	Capital Utility Fund	\$350,000.00

Water Project 11: Tinker Road Water Lines - Design

Program Description

Design project plans and specifications for the installation of ~2,570 feet of 10" PVC water line along Tinker Road, as identified in the 2014 Water and Wastewater Master Plan. This project will rehabilitate Tinker Road from Pleasant Run to Highway 26.

Strategic Plan Connection

3.2 Ensure regular repair and replacement of water and wastewater facilities

Total Project Cost \$123,000

Category	Type	Funding Source	2020
Water	Water Renewals	Water Impact Fees	\$123,000.00

Exhibit B
Fund Balance

Project Year	Title	Total Project Cost	Capital Projects Fund	Capital Utility Fund	CEDC (Parks, Trails & Libraries)	Drainage Capital Fund	FHA/TxDOT	Impact Fees - Area I (East of 26)	Impact Fees - Area II (West of 26)	Parkland Dedication Fund	Perimeter Street Fees	TIF	Tree Restoration Fund	Voluntary Park Fund	Wastewater Impact Fees	Water Impact Fees
<i>Estimated 6/1/2019 Available Balances</i>			\$11,000,000	\$3,621,000	\$3,700,000	\$1,295,000	\$3,077,000	\$200,000	\$2,575,000	\$1,457,211	\$342,897	N/A	\$320,829	\$1,157,481	\$1,051,000	\$3,856,000
2019 Projects under contract or in progress																
	<i>Sum Of Total Project Cost:</i>	\$9,268,748	\$2,618,300	\$394,158	\$594,679	\$0	\$0	\$0	\$182,272	\$0	\$0	\$5,297,649	\$73,330	\$40,000	\$0	\$68,360
	<i>Estimated 9/30/19 Year End Balance</i>		\$8,381,700	\$3,226,842	\$3,105,321	\$1,295,000	\$3,077,000	\$200,000	\$2,392,728	\$1,457,211	\$342,897	N/A	\$247,499	\$1,117,481	\$1,051,000	\$3,787,640
	<i>(+) Year-end surplus contributions</i>		\$500,000	\$500,000	\$0	\$200,000	\$0	\$0	\$0	\$10,000	\$0	N/A	\$0	\$0	\$190,000	\$190,000
	<i>(+) FY20 Budgeted Contribution</i>		\$1,500,000	\$200,000	\$500,000	\$400,000	\$0	\$0	\$0	\$0	\$0	N/A	\$0	\$160,000	\$0	\$0
2020 Estimated 10/1/2019 Available Balance																
	<i>Sum Of Total Project Cost:</i>	\$39,000,600	\$4,546,500	\$1,550,000	\$1,076,500	\$2,125,000	\$1,877,000	\$32,000	\$1,942,000	\$1,100,000	\$342,897	\$21,904,703	\$0	\$1,030,000	\$32,000	\$1,372,000
	<i>Estimated 9/30/20 Year End Balance</i>		\$5,835,200	\$2,376,842	\$2,528,821	-\$230,000	\$1,200,000	\$168,000	\$450,728	\$367,211	\$0	N/A	\$247,499	\$247,481	\$1,209,000	\$2,605,640
	<i>(+) Year-end surplus contributions</i>		\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	N/A	\$0	\$0	\$190,000	\$190,000
	<i>(+) FY21 Budgeted Contribution</i>		\$1,500,000	\$200,000	\$500,000	\$200,000	\$0	\$0	\$0	\$0	\$0	N/A	\$0	\$160,000	\$0	\$0
2021 Estimated 10/1/2020 Available Balance																
	<i>Sum Of Total Project Cost:</i>	\$26,153,000	\$4,975,000	\$2,530,000	\$1,300,000	\$400,000	\$1,200,000	\$0	\$0	\$300,000	\$0	\$14,738,000	\$0	\$50,000	\$0	\$660,000
	<i>Estimated 9/30/21 Year End Balance</i>		\$2,860,200	\$546,842	\$1,728,821	-\$430,000	\$0	\$168,000	\$450,728	\$117,211	\$0	N/A	\$247,499	\$357,481	\$1,399,000	\$2,135,640
	<i>(+) Year-end surplus contributions</i>		\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	N/A	\$0	\$0	\$190,000	\$190,000
	<i>(+) FY22 Budgeted Contribution</i>		\$1,500,000	\$200,000	\$500,000	\$200,000	\$0	\$0	\$0	\$0	\$0	N/A	\$0	\$160,000	\$0	\$0
2022 Estimated 10/1/2021 Available Balance																
	<i>Sum Of Total Project Cost:</i>	\$3,833,220	\$1,625,000	\$812,720	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$345,500	\$0	\$450,000	\$0	\$0
	<i>Estimated 9/30/22 Year End Balance</i>		\$3,235,200	\$434,122	\$1,928,821	-\$530,000	\$0	\$168,000	\$450,728	\$117,211	\$0	N/A	\$247,499	\$67,481	\$1,589,000	\$2,325,640
	<i>(+) Year-end surplus contributions</i>		\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$20,000	\$0	N/A	\$0	\$0	\$190,000	\$190,000
	<i>(+) FY23 Budgeted Contribution</i>		\$1,500,000	\$200,000	\$500,000	\$200,000	\$0	\$0	\$0	\$0	\$0	N/A	\$0	\$160,000	\$0	\$0
2023 Estimated 10/1/2022 Available Balance																
	<i>Sum Of Total Project Cost:</i>	\$9,007,000	\$2,410,000	\$3,797,000	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	\$50,000	\$0	\$1,900,000
	<i>Estimated 9/30/23 Year End Balance</i>		\$2,825,200	-\$2,662,878	\$2,128,821	-\$630,000	\$0	\$168,000	\$450,728	\$137,211	\$0	N/A	\$247,499	\$177,481	\$1,779,000	\$615,640
	<i>(+) Year-end surplus contributions</i>		\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	N/A	\$0	\$0	\$190,000	\$190,000
	<i>(+) FY24 Budgeted Contribution</i>		\$1,500,000	\$200,000	\$500,000	\$200,000	\$0	\$0	\$0	\$0	\$0	N/A	\$0	\$160,000	\$0	\$0
2024 Estimated 10/1/2023 Available Balance																
	<i>Sum Of Total Project Cost:</i>	\$5,168,000	\$4,318,000	\$0	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0
	<i>Estimated 9/30/24 Year End Balance</i>		\$507,200	-\$1,962,878	\$2,328,821	-\$730,000	\$0	\$168,000	\$450,728	\$137,211	\$0	N/A	\$247,499	\$337,481	\$1,969,000	\$805,640
	<i>(+) Year-end surplus contributions</i>		\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$20,000	\$0	N/A	\$0	\$0	\$190,000	\$190,000
	<i>(+) FY25 Budgeted Contribution</i>		\$1,500,000	\$200,000	\$500,000	\$200,000	\$0	\$0	\$0	\$0	\$0	N/A	\$0	\$160,000	\$0	\$0
	<i>Estimated 10/1/24 Available Balances</i>		\$2,507,200	-\$1,262,878	\$2,828,821	-\$530,000	\$0	\$168,000	\$450,728	\$157,211	\$0	N/A	\$247,499	\$497,481	\$2,159,000	\$995,640
TOTAL		\$92,430,568	\$20,492,800	\$9,083,878	\$3,871,179	\$3,425,000	\$3,077,000	\$32,000	\$2,124,272	\$1,400,000	\$342,897	\$42,785,852	\$73,330	\$1,620,000	\$32,000	\$4,000,360

Exhibit C
5 Year Capital Improvement Plan
Fiscal Year 2020-2024

Project Year	Title	Total Project Cost	Capital Projects Fund	Capital Utility Fund	CEDC (Parks, Trails & Libraries)	Drainage Capital Fund	FHA/TxDOT	Impact Fees - Area I (East of 26)	Impact Fees - Area II (West of 26)	Parkland Dedication Fund	Perimeter Street Fees	TIF	Tree Restoration Fund	Voluntary Park Fund	Wastewater Impact Fees	Water Impact Fees
Estimated 6/1/2019 Available Balances			\$11,000,000	\$3,621,000	\$3,700,000	\$1,295,000	\$3,077,000	\$200,000	\$2,575,000	\$1,457,211	\$342,897	N/A	\$320,829	\$1,157,481	\$1,051,000	\$3,856,000
2019 Projects under contract or in progress																
	<i>Bransford Rehabilitation (Glade to LD Lockett)</i>	\$376,000	\$376,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Bransford Water Tank and Overland Trail - Design</i>	\$144,508	\$0	\$144,508	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Central Fire Station Repairs</i>	\$147,322	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$147,322	\$0	\$0	\$0	\$0
	<i>Cheek-Sparger Road (San Bar to Brown Trail) - Design</i>	\$420,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$420,000	\$0	\$0	\$0	\$0
	<i>City Hall Automatic Doors</i>	\$102,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$102,000	\$0	\$0	\$0	\$0
	<i>City Hall - Backup Generator</i>	\$215,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$215,000	\$0	\$0	\$0	\$0
	<i>City Hall (Plaza) Terra Cotta Way Expansion</i>	\$61,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$61,000	\$0	\$0	\$0	\$0
	<i>Colleyville Center Renovation FY2019</i>	\$344,679	\$0	\$0	\$344,679	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Colleyville Tree Restoration</i>	\$73,330	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$73,330	\$0	\$0	\$0
	<i>Fence Along Cotton Belt Trail</i>	\$110,000	\$110,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Fiber Optic</i>	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0
	<i>Fire Station 2 Repairs</i>	\$67,300	\$67,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Frontier Court Rehabilitation</i>	\$390,000	\$390,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Glade Rd (Phase 2-SH26 to Pool) Design</i>	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0
	<i>John McCain Road and Westcoat Drive Roundabout - L.D. Lockett Road Right Turn Ln - Design</i>	\$66,511	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$66,511	\$0	\$0	\$0	\$0
	<i>McDonwell School Road and Westcoat Drive Roundabout</i>	\$63,832	\$0	\$0	\$0	\$0	\$0	\$0	\$63,832	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>McDonwell School Road Rehabilitation</i>	\$600,000	\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>McDonwell School Road Westcoat Drive Roundabout</i>	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Plaza at City Hall</i>	\$2,774,548	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,774,548	\$0	\$0	\$0	\$0
	<i>Plaza Parking Facility</i>	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80,000	\$0	\$0	\$0	\$0
	<i>Pleasant Run Waterline (John McCain North to Bear Creek)</i>	\$68,360	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$68,360
	<i>Pleasant Run Waterline Vault - Design</i>	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Roberts Road (Glade to Grapevine City Limits) - DESIC</i>	\$181,268	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$181,268	\$0	\$0	\$0	\$0
	<i>Roberts Road (Glade to Grapevine City Limits) - ROW</i>	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0
	<i>Sand Volleyball Pit Rehabilitation</i>	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0
	<i>SH26 Water/Wastewater Conflicts</i>	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0
	<i>Shade and Seating at City Park Quad Area</i>	\$250,000	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Stormwater Master Plan</i>	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0
	<i>Street Maintenance Program-2019</i>	\$1,075,000	\$1,075,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Supervisory Control and Data Acquisition (SCADA) Development</i>	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Water Project 10: Apple Valley Subdivision/Rustic Oaks</i>	\$49,650	\$0	\$49,650	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Sum Of Total Project Cost:	\$9,268,748	\$2,618,300	\$394,158	\$594,679	\$0	\$0	\$0	\$182,272	\$0	\$0	\$5,297,649	\$73,330	\$40,000	\$0	\$68,360
	Estimated 9/30/19 Year End Balance		\$8,381,700	\$3,226,842	\$3,105,321	\$1,295,000	\$3,077,000	\$200,000	\$2,392,728	\$1,457,211	\$342,897	N/A	\$247,499	\$1,117,481	\$1,051,000	\$3,787,640
	(+) Year-end surplus contributions		\$500,000	\$500,000	\$0	\$200,000	\$0	\$0	\$0	\$10,000	\$0	N/A	\$0	\$0	\$190,000	\$190,000
	(+) FY20 Budgeted Contribution		\$1,500,000	\$200,000	\$500,000	\$400,000	\$0	\$0	\$0	\$0	\$0	N/A	\$0	\$160,000	\$0	\$0

Exhibit C
5 Year Capital Improvement Plan
Fiscal Year 2020-2024

Project Year	Title	Total Project Cost	Capital Projects Fund	Capital Utility Fund	CEDC (Parks, Trails & Libraries)	Drainage Capital Fund	FHA/TxDOT	Impact Fees - Area I (East of 26)	Impact Fees - Area II (West of 26)	Parkland Dedication Fund	Perimeter Street Fees	TIF	Tree Restoration Fund	Voluntary Park Fund	Wastewater Impact Fees	Water Impact Fees
2020	Estimated 10/1/2019 Available Balance		\$10,381,700	\$3,926,842	\$3,605,321	\$1,895,000	\$3,077,000	\$200,000	\$2,392,728	\$1,467,211	\$342,897	N/A	\$247,499	\$1,277,481	\$1,241,000	\$3,977,640
	Annual Sidewalk/Trail Construction/Grant Match FY2	\$500,000	\$100,000	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0
	Batting Cages for City Park Baseball Facility	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0
	Bransford Rd Trail (Field St to Cotton Belt Trail)-Desig	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Cheek-Sparger Road (San Bar to Brown Trail) - Constr	\$3,205,000	\$0	\$0	\$0	\$0	\$1,877,000	\$0	\$0	\$0	\$0	\$1,328,000	\$0	\$0	\$0	\$0
	Cheek-Sparger Trail	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000	\$0	\$0	\$0	\$0
	City Hall/Library - HVAC Replacement	\$327,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$327,600	\$0	\$0	\$0	\$0
	Colleyville Center New Roof	\$300,000	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Colleyville Center Renovation FY2020	\$56,500	\$0	\$0	\$56,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Construction of Parking Facility at Central Fire Statio	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125,000	\$0	\$0	\$0	\$0
	Drainage Fee Assessment Study	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0
	Drainage Improvements FY2020	\$500,000	\$50,000	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0
	Entrepreneur Center	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0
	Flashing Lights for Pedestrian Crosswalks-2020	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Flood Gates Upgrade	\$425,000	\$0	\$0	\$0	\$425,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Glade Road (Phase 2 - SH26 to Pool) - FY20 Construct	\$3,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$342,897	\$2,240,103	\$0	\$0	\$0	\$417,000
	Improvements to Parks Building (on Bransford)	\$380,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$380,000	\$0	\$0
	Jackson Road Bridge Renovation-Design	\$200,000	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	John McCain Road Trail - Design	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0
	John McCain Road Trail - Construction	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800,000	\$0	\$0	\$0	\$0
	John McCain Road and Westcoat Drive Roundabout -	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800,000	\$0	\$0	\$0	\$0
	Justice Center - Metal Roof Coating	\$246,500	\$246,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Keyless Entry/Card Reader Expansion	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	L.D. Lockett Pump Station Emergency Generator	\$650,000	\$0	\$650,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	L.D. Lockett Road Right Turn Ln - Construction	\$310,000	\$0	\$0	\$0	\$0	\$0	\$0	\$310,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Land Acquisition	\$5,000,000	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000,000	\$0	\$0	\$0	\$0
	Landscape Improvements Near Pavilion at McPherso	\$20,000	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	McDonnell School Road and Westcoat Drive Rounda	\$1,600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Misc Concrete Rehabilitation FY2020	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	New Warmup Area at City Park Baseball Fields	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0
	Park Signage/Branding Program FY2020	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0
	Parkway Tree Removal and Replacement	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Playground Improvements at Sparger Park	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0
	Pleasant Run Road Bridge at Big Bear (White Chapel	\$400,000	\$0	\$0	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Pleasant Run Road Waterline (John McCain North to	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800,000
	Pleasant Run Waterline Vault - Construction	\$375,000	\$0	\$375,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Pleasant Run Road Rehabilitation John McCain to N C	\$1,500,000	\$700,000	\$0	\$0	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Public Works Service Center Site Improvements-Desig	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Public Works Service Center Site Renovations	\$700,000	\$700,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Rehabilitate the Historic Fire Station	\$234,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$234,000	\$0	\$0	\$0	\$0
	Restroom Facility at Nature Center	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0
	Restroom Facility at Reagan Park	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0
	Restroom Facility Renovation at City Park	\$800,000	\$0	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000	\$0	\$0
	Roberts Road - Construction	\$2,100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,100,000	\$0	\$0	\$0	\$0
	SH 26 Medians Beautification FY2020	\$9,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,000,000	\$0	\$0	\$0	\$0
	Street Maintenance County-2020	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Street Maintenance Program-2020	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Street Pavement Marking-2020	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Supervisory Control and Data Acquisition (SCADA) Re	\$350,000	\$0	\$350,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Wastewater Meter Installation at Somerset Manor	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Water Project 11: Tinker Road Water Lines - Design	\$123,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$123,000
	Water Risk and Resilience Assessment	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Water, Wastewater, and Roadway Impact Fee Updat	\$128,000	\$0	\$0	\$0	\$0	\$0	\$32,000	\$32,000	\$0	\$0	\$0	\$0	\$0	\$32,000	\$32,000
	Sum Of Total Project Cost:	\$39,000,600	\$4,546,500	\$1,550,000	\$1,076,500	\$2,125,000	\$1,877,000	\$32,000	\$1,942,000	\$1,100,000	\$342,897	\$21,904,703	\$0	\$1,030,000	\$32,000	\$1,372,000
	Estimated 9/30/20 Year End Balance		\$5,835,200	\$2,376,842	\$2,528,821	-\$230,000	\$1,200,000	\$168,000	\$450,728	\$367,211	\$0	N/A	\$247,499	\$247,481	\$1,209,000	\$2,605,640
	(+) Year-end surplus contributions		\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	N/A	\$0	\$0	\$190,000	\$190,000
	(+) FY21 Budgeted Contribution		\$1,500,000	\$200,000	\$500,000	\$200,000	\$0	\$0	\$0	\$0	\$0	N/A	\$0	\$160,000	\$0	\$0

Exhibit C
5 Year Capital Improvement Plan
Fiscal Year 2020-2024

Project Year	Title	Total Project Cost	Capital Projects Fund	Capital Utility Fund	CEDC (Parks, Trails & Libraries)	Drainage Capital Fund	FHA/TxDOT	Impact Fees - Area I (East of 26)	Impact Fees - Area II (West of 26)	Parkland Dedication Fund	Perimeter Street Fees	TIF	Tree Restoration Fund	Voluntary Park Fund	Wastewater Impact Fees	Water Impact Fees
2021	Estimated 10/1/2020 Available Balance		\$7,835,200	\$3,076,842	\$3,028,821	-\$30,000	\$1,200,000	\$168,000	\$450,728	\$417,211	\$0	N/A	\$247,499	\$407,481	\$1,399,000	\$2,795,640
	Annual Sidewalk/Trail Construction/Grant Match FY2	\$500,000	\$100,000	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0
	Bransford Rd Trail (Field St to Cotton Belt Trail)-Const	\$800,000	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Bransford Water Tank Rehabilitation - Construction	\$1,200,000	\$0	\$1,200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	City Hall - Flooring Rehab	\$88,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$88,000	\$0	\$0	\$0	\$0
	Drainage Improvements FY2021	\$500,000	\$50,000	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0
	Flashing Lights for Pedestrian Crosswalks-2021	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Glade Road (Phase 2 - SH26 to Pool) - FY21 Construct	\$10,200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,200,000	\$0	\$0	\$0	\$0
	Glade Road at Bluebonnet Drive	\$1,200,000	\$0	\$0	\$0	\$0	\$1,200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Jackson Road Bridge Renovation-Construction	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Justice Center - Carpet and VCT Tile	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Justice Center - HVAC Replacement	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Justice Center Renovation	\$450,000	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0
	Misc Concrete Rehabilitation FY2021	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Park Signage/Branding Program FY2021	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0
	Parks House Demo & New Amenity	\$1,000,000	\$0	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Public Works Service Center Renovations	\$1,900,000	\$1,900,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Restroom Facility at Pleasant Run Practice Fields	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0
	SH26 Beautification FY2021	\$4,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000,000	\$0	\$0	\$0	\$0
	Street Maintenance County-2021	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Street Maintenance Program-2021	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Street Pavement Marking-2021	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Water Project 10: Apple Valley/Rustic Oaks/Bills Lane	\$630,000	\$0	\$630,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Water Project 11: (Partial) Tinker Road Water Lines -	\$1,110,000	\$0	\$450,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$660,000
	Water Project 7: Demolish Overland Trail Pump Station	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Sum Of Total Project Cost:	\$26,153,000	\$4,975,000	\$2,530,000	\$1,300,000	\$400,000	\$1,200,000	\$0	\$0	\$300,000	\$0	\$14,738,000	\$0	\$50,000	\$0	\$660,000
	Estimated 9/30/21 Year End Balance		\$2,860,200	\$546,842	\$1,728,821	-\$430,000	\$0	\$168,000	\$450,728	\$117,211	\$0	N/A	\$247,499	\$357,481	\$1,399,000	\$2,135,640
	(+) Year-end surplus contributions		\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	N/A	\$0	\$0	\$190,000	\$190,000
	(+) FY22 Budgeted Contribution		\$1,500,000	\$200,000	\$500,000	\$200,000	\$0	\$0	\$0	\$0	\$0	N/A	\$0	\$160,000	\$0	\$0
2022	Estimated 10/1/2021 Available Balance		\$4,860,200	\$1,246,842	\$2,228,821	-\$230,000	\$0	\$168,000	\$450,728	\$117,211	\$0	N/A	\$247,499	\$517,481	\$1,589,000	\$2,325,640
	Annual Sidewalk/Trail Construction/Grant Match FY2	\$500,000	\$100,000	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0
	Drainage Improvements at Nature Center	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000	\$0	\$0
	Drainage Improvements FY2022	\$500,000	\$50,000	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0
	Flashing Lights for Pedestrian Crosswalks-2022	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Library - Flooring Rehab	\$95,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$95,500	\$0	\$0	\$0	\$0
	Misc Concrete Rehabilitation FY2022	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Park Signage/Branding Program FY2022	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0
	Street Maintenance County-2022	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Street Maintenance Program-2022	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Street Pavement Marking-2022	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Water Project 12: (Partial) Woodbriar Estate Water L	\$70,020	\$0	\$70,020	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Water Project 5: Upsize and Replace Water Lines in B	\$145,000	\$0	\$145,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Water Project 6: Upsize and Replace Water Lines in A	\$145,000	\$0	\$145,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	WW Project 1: Replace Sewer Lines in Woodbriar Est	\$361,700	\$0	\$361,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	WW Project 5: Quails Path and Chestnut Bend Sewer	\$91,000	\$0	\$91,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Sum Of Total Project Cost:	\$3,833,220	\$1,625,000	\$812,720	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$345,500	\$0	\$450,000	\$0	\$0
	Estimated 9/30/22 Year End Balance		\$3,235,200	\$434,122	\$1,928,821	-\$530,000	\$0	\$168,000	\$450,728	\$117,211	\$0	N/A	\$247,499	\$67,481	\$1,589,000	\$2,325,640
	(+) Year-end surplus contributions		\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$20,000	\$0	N/A	\$0	\$0	\$190,000	\$190,000
	(+) FY23 Budgeted Contribution		\$1,500,000	\$200,000	\$500,000	\$200,000	\$0	\$0	\$0	\$0	\$0	N/A	\$0	\$160,000	\$0	\$0

Exhibit C
5 Year Capital Improvement Plan
Fiscal Year 2020-2024

Project Year	Title	Total Project Cost	Capital Projects Fund	Capital Utility Fund	CEDC (Parks, Trails & Libraries)	Drainage Capital Fund	FHA/TxDOT	Impact Fees - Area I (East of 26)	Impact Fees - Area II (West of 26)	Parkland Dedication Fund	Perimeter Street Fees	TIF	Tree Restoration Fund	Voluntary Park Fund	Wastewater Impact Fees	Water Impact Fees
2023	Estimated 10/1/2022 Available Balance		\$5,235,200	\$1,134,122	\$2,428,821	-\$330,000	\$0	\$168,000	\$450,728	\$137,211	\$0	N/A	\$247,499	\$227,481	\$1,779,000	\$2,515,640
	Annual Sidewalk/Trail Construction/Grant Match FY2	\$500,000	\$100,000	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0
	City Hall - Boiler Replacement	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Drainage Improvements FY2023	\$500,000	\$50,000	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0
	Misc Concrete Rehabilitation FY2023	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Playground Improvements at Kimzey Park	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0
	Street Maintenance County-2023	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Street Maintenance Program-2023	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Street Pavement Marking-2023	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Water Project 12: Partial Woodbriar Estate Water Lir.	\$433,000	\$0	\$433,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Water Project 5: Upsize and Replace Water Lines in B	\$2,550,000	\$650,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,900,000
	Water Project 6: Upsize and Replace Water Lines in V	\$745,000	\$0	\$745,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	WW Project 1: Replace Sewer Lines in Woodbriar Est	\$1,900,000	\$0	\$1,900,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	WW Project 5: Quails Path and Chestnut Bend Sewer	\$829,000	\$110,000	\$719,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Sum Of Total Project Cost:	\$9,007,000	\$2,410,000	\$3,797,000	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	\$50,000	\$0	\$1,900,000
	Estimated 9/30/23 Year End Balance		\$2,825,200	-\$2,662,878	\$2,128,821	-\$630,000	\$0	\$168,000	\$450,728	\$137,211	\$0	N/A	\$247,499	\$177,481	\$1,779,000	\$615,640
	(+) Year-end surplus contributions		\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	N/A	\$0	\$0	\$190,000	\$190,000
	(+) FY24 Budgeted Contribution		\$1,500,000	\$200,000	\$500,000	\$200,000	\$0	\$0	\$0	\$0	\$0	N/A	\$0	\$160,000	\$0	\$0
2024	Estimated 10/1/2023 Available Balance		\$4,825,200	-\$1,962,878	\$2,628,821	-\$430,000	\$0	\$168,000	\$450,728	\$137,211	\$0	N/A	\$247,499	\$337,481	\$1,969,000	\$805,640
	Annual Sidewalk/Trail Construction/Grant Match FY2	\$500,000	\$100,000	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0
	Drainage Improvements FY2024	\$500,000	\$50,000	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0
	Misc Concrete Rehabilitation FY2024	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Street Maintenance County-2024	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Street Maintenance Program-2024	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Street Pavement Marking-2024	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Woodbriar, Quail Crest Estates Rehabilitation (Compl	\$2,768,000	\$2,768,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Sum Of Total Project Cost:	\$5,168,000	\$4,318,000	\$0	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0
	Estimated 9/30/24 Year End Balance		\$507,200	-\$1,962,878	\$2,328,821	-\$730,000	\$0	\$168,000	\$450,728	\$137,211	\$0	N/A	\$247,499	\$337,481	\$1,969,000	\$805,640
	(+) Year-end surplus contributions		\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$20,000	\$0	N/A	\$0	\$0	\$190,000	\$190,000
	(+) FY25 Budgeted Contribution		\$1,500,000	\$200,000	\$500,000	\$200,000	\$0	\$0	\$0	\$0	\$0	N/A	\$0	\$160,000	\$0	\$0
	Estimated 10/1/24 Available Balances		\$2,507,200	-\$1,262,878	\$2,828,821	-\$530,000	\$0	\$168,000	\$450,728	\$157,211	\$0	N/A	\$247,499	\$497,481	\$2,159,000	\$995,640
TOTAL		\$92,430,568	\$20,492,800	\$9,083,878	\$3,871,179	\$3,425,000	\$3,077,000	\$32,000	\$2,124,272	\$1,400,000	\$342,897	\$42,785,852	\$73,330	\$1,620,000	\$32,000	\$4,000,360

Appendix



FINANCIAL POLICIES

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

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

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

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

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

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

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

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

DEBT ISSUANCE POLICY (Section 9.07):

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

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

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

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

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

CITY OF COLLEYVILLE INVESTMENT POLICY

Policy

It is the policy of the City of Colleyville (the City) to invest public funds in a manner which will provide a reasonable market rate of return commensurate with the City's investment risk constraints while meeting the daily cash flow demands of the entity and conforming to all State of Texas laws and statutes including the Public Funds Investment Act (PFIA), Chapter 2256 of the Government Code and City ordinances.

Scope

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

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

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

Objectives

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

Safety: 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 among a variety of investment types and financial institutions. The City will also take into account

the marketability of the investment if the need arises to liquidate the investment before maturity.

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

Yield: The investment portfolio shall be designed with the objective of obtaining a reasonable market rate of return throughout budgetary and economic cycles within the parameters imposed by its safety and liquidity objectives, investment strategies, and state and local law. The weighted average return on thirteen-week Treasury bills is considered a benchmark for riskless investment transactions, and therefore, is a minimum standard for the portfolio's rate of return.

Delegation of Authority

The City designates the Investment Officers to be the Director of Finance, with overall responsibilities to see that investment objectives are accomplished, and the Accounting Manager, with the specific day-to-day performance of managing the funds of the City.

Ethics and Conflict of Interest

All Investment Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or that could impair their ability to make impartial investment decisions. Investment Officers shall disclose to the City Council and Texas Ethics Commission a statement under the following conditions:

- A. If they have a personal business relationship with a business organization offering to engage in an investment transaction with the entity. Under PFIA, a personal business relationship is defined as:
 - 1. The investment officer owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
 - 2. Funds received by the investment officer from the business organization exceed 10 percent of the investment officer's gross income for the previous year; or

3. The investment officer has acquired from the business organization during the previous year, investments with a book value of \$2,500 or more for the personal account of the investment officer.
- B. If they are related within the second degree by affinity or consanguinity, as determined by Chapter 573 V.A.T.C.S. to an individual seeking to sell an investment to the City of Colleyville.

Investment Officers shall notify the City Council in writing of any conflicts of interest, as defined by PFIA, no later than the next regularly scheduled Council meeting.

Prudence

Investments shall be made with judgement and care – under circumstances then prevailing – which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Investment Officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

It is the policy of the City that the Investment Officers perform their duties in accordance with the policies and procedures set forth in this policy. The Investment Officers of the City shall be personally indemnified in the event of investment loss provided the Investment Policy is followed.

Internal Controls

The Director of Finance and Accounting Manager shall establish a system of written internal controls which shall be reviewed by an independent auditor in conjunction with the annual financial audit. The controls shall be designed to prevent the loss of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions.

Authorized Investments

The following is the list of authorized investments permitted for the City:

1. Obligations, including letters of credit, of the United States or its agencies or instrumentalities, including the Federal Home Loan Banks;
2. Direct obligations of the State of Texas or its agencies;
3. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by the State of Texas or the United States or its agencies or instrumentalities;
4. Obligations of states, agencies, counties, cities, and other political subdivisions of any state having been rated as to investment quality by nationally recognized investment rating firm and having received a rating of not less than "A" or its equivalent;
5. Certificates of deposit, and other forms of deposit, placed with a financial institution that has its main office or branch office in Texas that is:
 - a. Guaranteed or insured by the Federal Deposit Insurance Corporation, or its successors;
 - b. Secured by obligations in any manner and amount provided by law for deposits of the City; or
 - c. is placed in compliance with the requirements of PFIA.
6. AAA-rated Texas local government investment pools as authorized by PFIA. Participation in any pool must be authorized by resolution of the City Council. Pools investing in commercial paper are permissible up to 5% of total pool investments.
7. Direct repurchase agreements with primary security dealers or financial institutions doing business in the State of Texas having a defined termination date, and secured by cash or U.S. Government or federal agency securities, provided that the ownership of collateral for the repurchase agreement is transferred to the City, and deposited with a safekeeping agent for the duration of the contract, and a signed master repurchase agreement has been executed with the counterparty.
8. SEC-registered, no-load money market mutual funds whose assets generally consist of United States Government Securities or obligations backed by that security-type, and whose investment objectives include

seeking to maintain a stable net asset value of \$1.0000 per share. Investment in mutual funds shall be limited as per PFIA.

The City is not required to liquidate an investment that was authorized at the time of its purchase.

Prohibited Investments

The following securities, although authorized by PFIA, are not eligible investments for the City:

1. Collateralized mortgage obligations and/or obligations of the following structure
 - a. obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
 - b. obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
 - c. collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and
 - d. collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.
2. Commercial paper
3. Banker's acceptances
4. Reverse repurchase agreements (Local Government Investment Pools which the City participates in may engage in reverse repurchase agreements if the term is 90 days or less)
5. No-load mutual funds other than SEC-registered, no-load money market mutual funds as described above.
6. Share certificates of qualifying credit unions

Effect of Loss of Required Rating

An investment that requires a minimum rating does not qualify as an authorized investment during the period the investment does not have a minimum rating. The Investment Officers shall take all prudent measures that are consistent with the City's Investment Policy to liquidate the investment(s) that does not have the minimum rating. In accordance with PFIA, the Investment Officers shall monitor rating changes in current investments on a periodic basis.

Investment Strategies

The investment strategy by type of fund is as follows:

(1) Operating Funds

The investment strategy for operating fund(s) is to assure that anticipated cash flows are matched with adequate investment liquidity. A secondary objective is to create a portfolio, which will experience minimum volatility during economic cycles. These funds shall not have an investment with a stated maturity greater than two years and the weighted average maturity shall not exceed twelve months.

(2) Debt Service Funds

The investment strategy for debt service fund(s) is the assurance of investment liquidity to cover the debt service obligations on the required payment date. Investments purchased shall not have a stated final maturity date which exceeds the corresponding debt service payment date.

(3) Reserve Funds

The investment strategy for reserve fund(s) is the assurance of investment liquidity adequate to cover the debt service obligations not funded by debt service funds on the required payment date. Investment of reserve funds are controlled by their ordinance, resolution or indenture, and Federal and State law. Bond documents must be examined for each issue, for potential differences with this policy concerning investment instruments, maximum maturity or average life restrictions, call dates or sinking fund redemptions, and applicable arbitrage yields and rebate liability. More restrictive provisions contained in the bond documents will supersede provisions of this Policy. Weighted average maturity shall be in compliance with bond requirements, as

stated.

Maturity limitations for single issue reserve funds shall not exceed the sooner of five (5) years, the call provisions of the bond ordinance, or the final maturity of the bond issue.

Reserve funds may be subject to arbitrage rebate rules requiring refunding of excess earnings. All excess earnings received will be segregated to allow a proper determination of interest income to be used in the arbitrage calculation.

(4) Special Project or Special Purpose Funds

The investment strategy for special projects or special purpose fund portfolio(s) will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The City's final maturity dates of securities held shall not exceed the estimated project completion date. Funds in excess of defined construction payment schedules shall be limited to a maximum final maturity date of three years.

Diversification

The City will attempt to limit the risk of loss through diversification of its portfolio and to achieve the aforementioned investment strategies by diversification of instruments across various maturities.

Diversification of Portfolio by Instrument	Maximum Percent
U.S. Treasury Obligations (Bills, Notes and Bonds),	100%
U.S. Government Agency Securities, and Instrumentalities of Government Sponsored Corporations	75%
Certificates of Deposit (CD's)	75%
Local Government Investment Pools	75%
Repurchase Agreements	75%
SEC registered, no-load money market mutual funds	10%

Investment Procedures

The City shall enter the following agreements (if applicable): safekeeping, repurchase agreements, wire transfer agreements, banking services contracts, and collateral/depository agreements. These contracts shall include the explicit delegation of authority to persons responsible for the transactions involving these agreements. No person except those designated in the contract may engage in any investment transactions.

In order to create a competitive pricing environment for each investment transaction, the City shall solicit quotations from multiple investment providers, authorized broker/dealers or financial institutions, as applicable. Records will be kept of the quotes offered, transactions accepted, and a brief explanation of the decision that was made regarding the investment. Money market mutual fund, money market account and local government investment pool risk/returns shall also be periodically compared to ensure competitive performance.

Qualified Broker/Dealers

Annually, the City Council shall review and approve a list of qualified broker/dealers authorized to engage in investment transactions with the City. All firms shall answer and submit a Broker/Dealer questionnaire to the City for evaluation. All personnel in the firms who will be trading or quoting securities to the City Council must maintain a current Financial Industry Regulatory Authority (FINRA) license and be registered to deal securities in the State of Texas. Broker/dealers eligible to transact investment business with the City shall be presented a written copy of this Investment Policy.

Certification of Business Organizations

The registered principal of any investment pool or discretionary investment manager seeking to transact investment business with the City shall execute a written instrument substantially to the effect that the registered principal has:

- received and reviewed this Investment Policy, and
- acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities with the City except to the extent that the authorization is dependent

on an analysis of the makeup of the City's entire portfolio or requires interpretation of subjective investment standards, or relates to investment transactions of the City that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

The City shall not enter into an investment transaction with a pool or discretionary investment manager prior to receiving the written instrument described above.

Safekeeping

All marketable securities purchased by the City shall be held in a third party safekeeping institution. All securities will be settled on a delivery versus payment basis whereby the third party safekeeping institution will verify the correct security was delivered by the seller prior to releasing payment for the security. The third party safekeeping institution shall issue a safekeeping receipt to the City listing the specific instrument, rate/yield, maturity, CUSIP, and other pertinent information. The securities will be held in an account in the City's name as evidenced by the safekeeping receipts.

Securities pledged as collateral on deposits which exceed the FDIC coverage shall be held by a third party custodial institution designated by the City and held in an account in the City's name. A collateral agreement shall be executed between the City and the third party custodian of the collateral.

Collateralization

Financial institutions serving as City depositories will be required to sign a depository agreement with the City. The collateralized deposit portion of the agreement shall define the City's rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- The agreement must be in writing;
- The agreement must be executed by the depository and the City contemporaneously with the acquisition of the asset;
- The agreement must be approved by the Board of Directors or designated committee of the depository and a copy of the meeting minutes must be delivered to the City; and
- The agreement must be part of the depository's "official record"

continuously since its execution.

The written agreement will specify the acceptable collateral, require independent custodian of the collateral, only allow substitution of collateral of equal or greater value than the collateral being substituted, and require City approval before release of collateral.

A clearly marked evidence of pledge must be supplied to the City and retained by the Investment Officers. A monthly collateral report provided by the custodian shall be reviewed by the Investment Officers to assure that the market value of the pledged securities is adequate.

For financial institution deposits, the market value of securities pledged as collateral for deposits must at all times be equal to or greater than 105% of the par value of the deposit plus accrued interest less the amount insured by the Federal Deposit Insurance Corporation (FDIC), or its successors. The depository shall be liable for monitoring and maintaining the collateral and collateral margins at all times. The Public Funds Collateral Act defines the eligible pledge securities - subject to the City's sole right to accept or reject any proposed security as collateral.

Letters of credit pledged as collateral shall at all times be equal to the total value of the deposits plus accrued interest less the applicable level of FDIC insurance.

If the value of the securities pledged falls below the required collateral level, the financial institution must pledge additional securities no later than the end of the next succeeding business day.

Selection of Primary Depository

A Primary Depository shall be selected through the City's banking services procurement process, which shall include a formal request for application. In selecting a Primary Depository, the services available, service costs, and credit-worthiness of institutions shall be considered, and the Investment Officers, shall conduct a comprehensive review of prospective depositories' credit characteristics and financial history.

Arbitrage

The Tax Reform Act of 1986 places limitations on the City's yield from investing certain tax-exempt bond proceeds, debt service funds and reserve funds. The rebate provisions require that the City compute earnings on investments from certain issues of bonds on a periodic basis to determine if rebate is required.

To determine the City's arbitrage position, the City is required to calculate the actual interest income earned on the investment of the funds and compare it to the income that would have been earned if the funds had been invested at a rate equal to the yield on the applicable bonds sold by the City. The rebate provisions state that periodically (not less than once every five years and not later than sixty days after maturity of the bonds), the City is required to pay the United States Treasury a rebate of any excess earnings. These restrictions require extreme precision in the monitoring and record keeping of investments, particularly in computing yields to ensure compliance. Failure to comply can dictate that the bonds become taxable, retroactively from the date of issuance.

Investment of bond fund proceeds which fall under the arbitrage provisions of the Tax Reform Act of 1986, will be made with safety of principal and liquidity in mind, but will attempt to earn a competitive rate of return utilizing investments permitted by this Investment Policy.

Reporting Requirements

The Investment Officers shall issue a written report quarterly to the Audit Committee and City Council concerning the City's investment transactions for the preceding quarter and describing in detail the investment position of the City as of the end of the quarter. The report shall list for each investment held during the quarter: the purchase price, the par value, the maturity date, the market value at the beginning of the quarter, the market value at the end of the quarter, and fully accrued interest for the period. The report shall be signed by all Investment Officers for the City and state its compliance with PFIA and the adopted Investment Policy strategy.

Monthly market pricing information is to be obtained through the use of appropriate external third party software, third party safekeeping service providers, or an independent pricing source.

“Weighted average yield to maturity” shall be the standard on which

investment performance is calculated.

The quarterly investment reports must be reviewed annually by the independent auditor, as a part of the City's annual audit, and the result of the review shall be reported to the City Council by that auditor.

Training Requirements

The City shall provide investment training as required by PFIA to ensure the quality and capability of investment management.

In accordance with PFIA, the Investment Officers shall accumulate 10 hours of investment training within 12 months of assuming duties and 8 hours not less than once in a two-year period that begins on the first day of the City's fiscal year and consists of the two consecutive fiscal years after that date.

This training may be obtained from the following sources: North Central Texas Council of Governments, Government Treasurers' Organization of Texas, Government Finance Officers Association of Texas, Texas Municipal League, or the University of North Texas Center for Professional Development. The training must include education in investment controls, security risks, strategy risks, market risks, and any other topics as required by PFIA.

Annual Review

Annually, the City Council shall formally review the Investment Policy and investment strategy contained with the Policy, and record in writing that it has reviewed the Policy and adopted any changes to either the Policy or strategy.

GLOSSARY

AGENCIES – Federal agency securities and/or Government-sponsored entities.

BENCHMARK – A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

BROKER – A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT – A time deposit with a specific maturity evidenced by a certificate.

COLLATERAL – Securities, evidence of deposit, or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

DEALER – A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DELIVERY VERSUS PAYMENT – Delivery versus payment is the delivery of a security and there is an exchange of money after the delivery of the security.

DISCOUNT SECURITIES – Non-interest bearing money market instruments that are being issued at a discount and redeemed at maturity for full face value, e.g. Treasury Bills.

DIVERSIFICATION – Dividing instruments among securities offering independent returns.

FEDERAL CREDIT AGENCIES – Agencies of the Federal government set up to supply credit to various classes of institutions and individuals e.g. savings and loans, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC) – A federal agency that insures bank deposits, currently up to \$250,000 per deposit.

FEDERAL HOME LOAN BANKS (FHLB) – Government sponsored regional wholesale banks which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLB is to liquify the housing related assets of its members who must purchase stock in their district bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA) – FNMA, like GNMA was

chartered under the Federal National Mortgage Association Act in 1938. It is a federal corporation and the largest single provider of residential mortgage funds in the United States. FNMA's securities are highly liquid and widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA) – Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations. Security holder is backed by the full faith and credit of the US Government.

LIQUIDITY – An asset that can be converted quickly and easily to cash.

LOCAL GOVERNMENT INVESTMENT POOL – An investment by local governments in which their money is pooled as a method for managing local funds.

MARKET VALUE – The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT – A written contract that establishes each party's rights in the transactions. A master agreement will specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MATURITY – The date upon which the principal or stated value of an investment becomes due and payable.

MUTUAL FUND – An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments. Mutual funds are regulated by the Investment Company Act of 1940 and must abide by Securities and Exchange disclosure guidelines.

PORTFOLIO – Collection of securities held by an investor.

PRIMARY DEALER – A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to informal oversight.

PRUDENT PERSON RULE – An investment standard outlining fiduciary responsibilities of public funds investors relating to investment practices.

RATE OF RETURN – The yield obtainable on a security based on its purchase price or its current market price.

REPURCHASE AGREEMENT – An agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement of the first party to

repurchase the securities at a specified price or at a specified later date.

REVERSE REPURCHASE AGREEMENT – An agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement by the first party to resell the securities at a specified price to the second party on demand or at a specified date.

SAFEKEEPING – Holding of assets (e.g. securities) by a financial institution.

TREASURY BILLS – A non-interest bearing discount security issued by the US Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year. The yields on these bills are monitored closely for interest rate trends.

TREASURY BONDS – Long term US government debt securities with maturities of ten to thirty years.

TREASURY NOTES – Intermediate term US government debt securities with maturities of one to ten years.

YIELD – The current rate of return on an investment security generally expressed as a percentage of the securities current price.

ORDINANCE O-19-2094

APPROVING AND ADOPTING THE ANNUAL BUDGET FOR THE CITY OF COLLEYVILLE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2020

WHEREAS, a notice of public hearing on the annual budget for the City of Colleyville, Texas, for the fiscal year beginning October 1, 2019 through September 30, 2020, was heretofore published in a newspaper of general circulation; and

WHEREAS, said public hearing on said budget was duly held and all interested persons were given the opportunity to be heard for or against any item therein; and

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

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

Sec. 1. THAT all matters stated hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

Sec. 2. THAT the budget of the proposed expenditures for the Fiscal Year beginning October 1, 2019, and ending September 30, 2020, 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, 2019, and ending September 30, 2020.

Sec. 3. THAT appropriation amounts for the Fiscal Year 2020 budget for the different funds of the City of Colleyville are hereby fixed as follows:

General Fund	\$24,182,805
Utility Fund (Water & Wastewater)	\$17,555,789
Debt Service Fund	\$ 1,406,398
Drainage Utility Fund	\$ 795,844

Sec. 4. THAT the City Manager is hereby authorized to execute all contracts and documents for which funding is appropriated in the aforementioned budgets.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 3rd day of September 2019.

The second reading and public hearing being conducted on the 17th day of September 2019.

APPROVED BY A VOTE OF 1 AYES, 0 NAYS, AND 0 ABSTENTIONS ON THIS THE 17TH DAY OF SEPTEMBER 2019.

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

ATTEST:



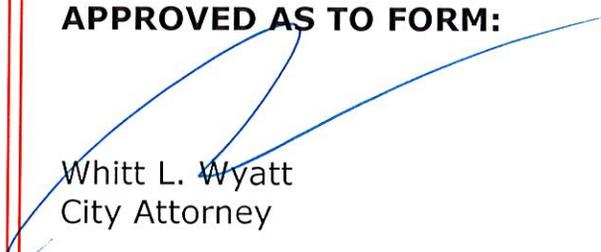
Christine Loven, TRMC
City Secretary

CITY OF COLLEYVILLE



Richard Newton
Mayor

APPROVED AS TO FORM:



Whitt L. Wyatt
City Attorney

ORDINANCE O-19-2095

LEVYING TAXES FOR THE OPERATION OF THE MUNICIPAL GOVERNMENT OF THE CITY OF COLLEYVILLE, TEXAS, FOR THE FISCAL YEAR 2020; ESTABLISHING THE AD VALOREM TAX RATE OF \$0.306807 PER ONE HUNDRED DOLLARS VALUATION; PROVIDING FOR APPORTIONMENT OF TAXES FOR INTEREST AND SINKING FUND FOR CERTAIN BOND INDEBTEDNESS AND FOR GENERAL OPERATING NEEDS, PROVIDING PENALTIES AND INTEREST FOR THE DELINQUENT TAXES, AND TO BECOME EFFECTIVE ON OCTOBER 1, 2019

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, 2019 and ending September 30, 2020; and

WHEREAS, said budget reflects the needs for revenue to meet the expenses proposed therein; and

WHEREAS, the City is required to accumulate an Interest and Sinking Fund for certain outstanding bond indebtedness; and

WHEREAS, the City Council desires to lower the current tax rate to the effective tax rate, to provide relief to property owners from increasing property values.

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

Sec. 1. THAT there is hereby levied an ad valorem tax that shall be collected for the use and support of the municipal government of the City of Colleyville. It shall provide the legally required Interest and Sinking Fund for certain outstanding bond indebtedness during the 2020 fiscal year. Such tax shall be levied upon all property, real, personal, or mixed within the corporate limits of Colleyville, Texas, which is subject to taxation. The rate of tax shall be \$0.306807 on each \$100.00 property assessment. Said tax levied for and apportioned to the following specific purposes:

A. For the General Fund, a tax rate of \$0.290428 is levied.

B. For the Interest and Sinking Fund, a tax rate of \$.016379 is levied.

Sec. 2. THAT taxes levied by this ordinance shall be due and payable on the first day of October 2019, and shall become delinquent on the first day of February 2020, 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 2020. 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.

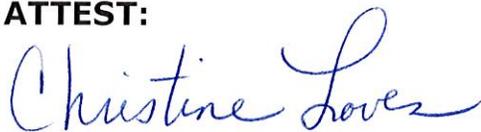
The first reading and public hearing being conducted on the 3rd day of September 2019.

The second reading and public hearing being conducted on the 17th day of September 2019.

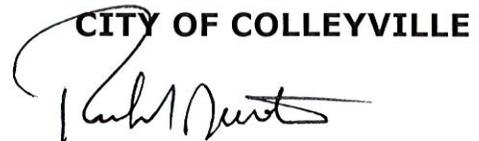
APPROVED BY A VOTE OF 7 AYES, 0 NAYS, AND 0 ABSTENTIONS ON THIS THE 17TH DAY OF SEPTEMBER 2019.

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

ATTEST:

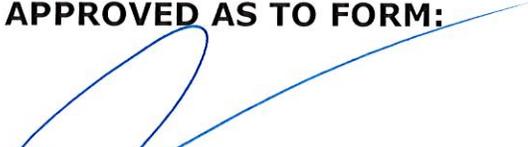


Christine Loven, TRMC
City Secretary

CITY OF COLLEYVILLE


Richard Newton
Mayor

APPROVED AS TO FORM:


Whitt L. Wyatt
City Attorney

ORDINANCE O-19-2096

AMENDING SECTION 3 – SERVICE CHARGES OF THE WATER AND SEWER POLICY AND PROCEDURE MANUAL OF THE CITY OF COLLEYVILLE, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, water and wastewater base rates are set to recover the City’s annual operating costs for the utility system; and

WHEREAS, the Fiscal Year 2020 Utility Fund operating budget has been proposed and the required base rates to fund said budget have been calculated; and

WHEREAS, the City Council desires to maintain base rates in total by lowering the water base rate, lowering the wastewater base rate, and increasing the base rate for funding of utility capital projects.

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

Sec. 1. THAT Section 3 – Service Charges of the Water and Sewer Policy and Procedure Manual of Colleyville, Texas, which is “Appendix A” of the Colleyville Code be replaced in its entirety to read as follows:

Sec. A. - Water rates.

The following base and volumetric charges shall apply to residential and non-residential water customers. Base charges for out-of-city customers shall be \$4.00 higher than the charge for in-city customers.

Base charge per month for in-city customers:	
Water meters 1 inch or less	\$13.46
Water meters of 1.5 inches	\$26.92
Water meters of 2 inches	\$43.07
Water meters of 3 inches	\$80.75
Water meters of 4 inches	\$134.59
Base charge per month for out-of-city customers:	
Water meters 1 inch or less	\$17.46
Water meters of 1.5 inches	\$30.92
Water meters of 2 inches	\$47.07

Water meters of 3 inches	\$84.75
Water meters of 4 inches	\$138.59
Volumetric charge per 1,000 gallons	\$4.14

Rates for fire hydrant meters:

The use of fire hydrant meters shall only be allowed within the Colleyville city limits. The use of the fire hydrant meters shall be limited to a period of no more than 90 cumulative calendar days. Under special conditions, a customer may submit a written request to the public works department for use of a fire hydrant meter for a period longer than 90 cumulative calendar days, subject to public works director approval. In considering special condition(s), the public works director shall not consider requests which are necessary to relieve a self-created or personal hardship, failure of performance by a contractor, nor for financial reasons. In considering the customer request, the public works director shall solicit the recommendation of the fire chief and fire marshal in consideration of the request. Further, the public works director shall consider alternative means available to the customer. If special condition(s) are approved by the public works director, in no case shall the meter be used for more than an additional 30 calendar days. The public works director may provide a written ruling within 15 working days of receipt of the customer's written request.

In the event a request for special condition(s) is denied by the public works director, customer shall, within 14 calendar days, make written appeal to the city manager of the public works director's decision. The city manager shall render a written decision within 30 working days of receipt of the customer's appeal. Such decision by the city manager shall be final and not appealable to the city council.

For purposes of this section, written communication shall be considered communication, which is deposited with the United States Postal Service for delivery.

The user must submit in writing, the location of where the meter will be used and such meter shall be used exclusively at the location on record with the city. For purposes of this section, the use of a meter shall be allowed cumulatively for only one location within an individual subdivision and/or development.

For a period of 90 cumulative calendar days after a meter is returned and read by the city, a user shall not be permitted to check out another meter for use at the same designated location, as defined herein.

The monthly base charge for a fire hydrant meter shall be \$50.00. Water usage for a fire hydrant meter shall be charged at a rate of \$4.17 per 1,000 gallons of water used.

The customer shall be in possession of and responsible for the meter. The customer will be responsible for bringing the meter to the public works service center by the 20th of each month for reading. The customer is required to use a proper fire hydrant wrench for operation of the fire hydrant. The customer shall be responsible for any damage and repair, as reasonably determined by the city, to the fire hydrant or the fire hydrant meter by the use of a temporary water meter.

The customer will be required to provide for any backflow device necessary to meet the current city ordinance for protection of the city's drinking water supply.

The City of Colleyville, Tarrant County, and Texas Department of Transportation (TxDOT) shall be exempt from the provisions of this policy.

Sec. B. - Sewer rates.

This schedule of rates per month or fraction thereof shall be the basis for determining charges to all customers for rendering sanitary sewage service, where the sewage produced by such customer is a normal strength wastewater (170 mg/l BOD and 260 mg/l suspended solids) and where such customer is located within the City of Colleyville. The base charge for non-residential customers shall be \$6.00 higher than the charge for residential customers.

A base charge per month shall be charged as follows:	
Residential customers	\$10.37
Non-residential customers	\$16.37

A monthly sewer volume charge shall also be charged to all customers as set forth hereinafter. The sewer volume charge for residential customers will be based upon the individual customer's average monthly water use during the months of December, January and February. Where no preceding winter quarter average is available from records, a volume of 9,000 gallons shall be used for this volume charge.

The monthly sewer volume charges to commercial and industrial class customers will be based on total water use each month as measured by

appropriate meters, with the provision that if a customer can show to the satisfaction of the public works director that a significant portion of the metered water usage does not enter the sanitary sewers, the customer will be charged for only that volume entering the sewers, as determined by a method approved by the director of public works.

Volumetric rate per 1,000 gallons:	\$3.11
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Sec. C. – Capital Projects rates.

The following base charges shall apply to residential and non-residential customers to provide funding for utility capital projects necessary to maintain the utility system:

Base charge per month for in-city and out-of-city customers:	
Water meters 1 inch or less	\$2.72
Water meters of 1.5 inches	\$5.03
Water meters of 2 inches	\$7.81
Water meters of 3 inches	\$14.29
Water meters of 4 inches	\$23.54

Sec. D. – Billing; delinquent penalty.

All charges for services furnished or rendered by the City of Colleyville Utility Department are due and payable on the date bill is received. If payment is not received within sixteen days of the billing date a (10%) penalty will be imposed for failure to pay by the due date of the bill.

In the event the meter is not delivered to the city for reading, a penalty fee would be imposed as follows:

\$100.00	1 st missed reading
200.00	2 nd missed reading
300.00	3 rd missed reading

After the third missed reading, the security deposit will be forfeited and the City of Colleyville will revoke the use of the fire hydrant meter.

Sec. E. – Discontinuance of service, notice; reconnection fee.

In the event that any month's charges remain delinquent and unpaid at the time of a subsequent billing's due date, the user or customer shall receive a cut-off notice which will be mailed no later than two working days after the

subsequent billing's due date. Services will be disconnected if any arrearages over 30 days are not paid within six working days of the cut-off notice. Where service has been discontinued for failure to pay for service rendered, a charge of \$25.00 shall be made for each meter disconnected before said service shall be restored. In the event the customer requests reconnection at hours other than 8:00 a.m. to 4:30 p.m., said reconnect fee shall be increased to \$75.00.

Sec. 2. THAT the effective date of this ordinance shall be for the bills sent out starting October 1, 2019.

AND IT IS SO ORDERED.

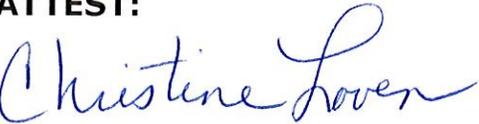
The first reading and public hearing being conducted on the 3rd day of September 2019.

The second reading and public hearing being conducted on the 17th day of September 2019.

APPROVED BY A VOTE OF 7 AYES, 0 NAYS, AND 0 ABSTENTIONS ON THIS THE 17TH DAY OF SEPTEMBER 2019.

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

ATTEST:



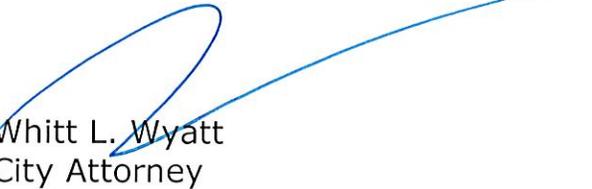
Christine Loven, TRMC
City Secretary

CITY OF COLLEYVILLE



Richard Newton
Mayor

APPROVED AS TO FORM:



Whitt L. Wyatt
City Attorney

ORDINANCE O-19-2097

AN ORDINANCE AMENDING PART II, CHAPTER 2-ADMINISTRATION, ARTICLE II- FINANCE, DIVISION 1, SEC. 2-26 FEES AND CHARGES FOR CITY SERVICES, OF THE COLLEYVILLE, TEXAS, CODE OF ORDINANCES, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Colleyville charges fees for services and materials as authorized in the Code of Ordinances and it is desirous to update those fees; 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 ~~from and after the effective date of this ordinance,~~ Chapter 2 Section 2-26 of the Code of Ordinances, fees and charges for city services shall be deleted and replaced in its entirety with the revisions as shown on Exhibit "A".
- Sec. 3. THAT the effective date of this ordinance shall be September 17, 2019.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 3rd day of September 2019.

The second reading and public hearing being conducted on the 17th day of September 2019.

APPROVED BY A VOTE OF 7 AYES, 0 NAYS, AND 0 ABSTENTIONS ON
THIS THE 17TH DAY OF SEPTEMBER 2019.

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

ATTEST:



Christine Loven, TRMC
City Secretary

CITY OF COLLEYVILLE



Richard Newton
Mayor

APPROVED AS TO FORM:



Whitt L. Wyatt
City Attorney

GLOSSARY KEY BUDGET TERMS

A

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.

ACCOUNTS PAYABLE: A liability account that shows the amount that an entity owes to the provider of a good or service.

AD VALOREM TAX: A tax levied on taxable property (land, improvements, and personal property) for the purpose of financing general operations of the City and debt service requirements.

APPRAISED VALUE: The market value of real and personal property located in the City as of January 1 each year, which is determined by the Tarrant Appraisal District.

APPROPRIATION: The maximum level of spending for each fund and for each department as authorized annually by the City Council.

ARBITRAGE: The difference between the interest paid on tax exempt bonds and the interest earned by investing the proceeds of the tax exempt bonds at higher yields.

ASSESSED VALUATION: A value that is established for real or personal property used as a basis for levying property taxes. (Note: Property values are established by Tarrant Appraisal District).

ASSET: Property with monetary value attached to it that is owned by an entity.

AUDIT: A formal examination of an organization's financial records.

B

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.

C

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.

CREDIT RATING: A letter rating assigned to an entity by a bond rating agency, which illustrates the entity's creditworthiness. For Standard and Poor's and Fitch Ratings, the highest tier rating is "AAA," which Colleyville has achieved from both agencies.

CURRENT TAXES: Taxes levied and due within one year.

D

DEBT SERVICE: The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

DELINQUENT TAXES: Taxes remaining unpaid on or after the date on which a penalty for non-payment is attached. February 1st is the date the unpaid taxes become delinquent in the City.

DEPARTMENT: A major administrative division of the City, which indicates overall responsibility for an operation or a group of related operations within a functional area.

DEPRECIATION: That portion of the cost of a capital asset that is charged as an expense during a particular period. This is the process of estimating and recording the expired useful life of a fixed asset that cannot or will not be restored by repair and will be replaced.

E

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).

F

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.

FITCH RATINGS: An independent financial service agency that provides bond ratings for entities, to illustrate their creditworthiness; one of the Big Three credit rating agencies.

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".

FUND TYPE: Governmental accounting has eight different fund types: General, Special Revenue, Debt Service, Capital Projects, Permanent, Enterprise, Internal Service, and Trust and Agency.

G

GENERALLY ACCEPTED ACCOUNTING PRINCIPALS (GAAP): Detailed accounting standards and practices as prescribed by the Governmental Accounting Standards Board.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB): Established in 1984, the Governmental Accounting Standards Board is an independent non-profit entity which sets accounting standards for state and local government.

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.

I

IMPACT FEE: A fee from the City charged to developers to offset the cost of new development. It is collected for infrastructure improvements.

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.

(I)NTEREST AND (S)INKING: This portion of the tax rate represents the part associated with satisfying the City's debt service obligations.

L

LEVY: To impose taxes for the support of City services.

LIABILITIES: Debt or other legal obligations resulting from past transactions that need to be liquidated, renewed, or refunded at a future date.

M

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.

MOODY'S: An independent financial service agency that provides bond ratings for entities, to illustrate their creditworthiness; one of the Big Three credit rating agencies.

NON-DEPARTMENTAL: Includes debt service, operating transfers between funds, and compensation adjustment.

NON-MAJOR FUND: A fund that comprises less than 10 percent of revenues/expenditures of all funds.

N

NETCO: The Northeast Tarrant County radio consortium that includes the cities of Bedford, Colleyville, Euless, Grapevine, Keller, and Southlake.

O

(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.

P

PER CAPITA DEBT: Total tax supported debt outstanding divided by population.

PERSONNEL SERVICES: Expenditures made for salaries and related benefit costs.

POLICY: A definite course of action adopted after a review of information and directed at the realization of goals.

PROPERTY TAXES: Used to describe all revenues received in a period from current taxes, delinquent taxes, penalties and interest on delinquent taxes. Property taxes are levied on both real and personal property according to the property's valuation and tax rate.

PROPRIETARY FUND: used to account for a government's ongoing organizations and activities that are similar to businesses found in the private sector. These funds are considered self-supporting in that the services rendered by them are generally financed through user charges or on a cost reimbursement basis.

PROPOSED BUDGET: The budget prepared by the City Manager and submitted to the City Council for approval.

R

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.

ROLLBACK TAX RATE: The calculated maximum tax rate allowed by law without voter approval. If the City adopts a higher tax rate than the rollback rate, voters can petition for an election to limit the tax increase.

S

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.

SPECIAL REVENUE FUND: A fund which is used to account for revenues that arise from specific taxes and other specific sources that are designated for a specific purpose.

STANDARD AND POOR'S: An independent financial service agency that provides bond ratings for entities, to illustrate their creditworthiness; one of the Big Three credit rating agencies.

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.

T

TAX BASE: The total property valuations on which each taxing entity levies its tax rates.

TAX LEVY: The total revenues to be raised by ad valorem taxes for expenditure as authorized by the City Council.

TAX RATE: A percentage applied to all taxable property to raise general revenues. It is derived by dividing the total tax levy by the taxable net property valuation.

TAX ROLL: The official list showing the amount of taxes levied against each taxpayer or property in the city. The list is provided to the city by the Tarrant Appraisal District.

TAXABLE VALUE: Estimated value of property on which ad valorem taxes are levied.

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

TIF: Acronym for Tax Increment Financing District formed to make public improvements under the authority of the Tax Increment District Financing Act.

TMRS: Acronym for Texas Municipal Retirement System, a pension plan for employees of member cities within the State of Texas.

TxDOT: Acronym for the Texas Department of Transportation, the state agency responsible for transportation.

TRANSFERS IN/OUT: Transfers made from one City fund to another City fund for the purposed of reimbursement of expenditures, general and administrative services, or debt service.

U

UNENCUMBERED FUND BALANCE: The amount of fund balance which is not reserved for a future purpose.

W

WORKING CAPITAL: Equals current assets minus current liabilities; indicates whether an organization has enough short term assets to cover its short term debt.