



# City of Colleyville City Council Agenda

City Hall  
100 Main Street  
Colleyville, Texas 76034  
817.503.1000  
www.colleyville.com

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Tuesday, June 21, 2022

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**WORKSESSION  
5:30 PM  
EXECUTIVE CONFERENCE ROOM  
THIRD FLOOR**

**CALL TO ORDER**

- WS-1** Discussion of request to appeal staff decision to deny tree removal on Hall-Johnson Road
- WS-2** Discussion of Preliminary Budget Numbers
- WS-3** Discussion of moving the July 5, 2022 City Council Meeting to July 6, 2022
- WS-4** Discussion of the June 21, 2022, City Council regular agenda items

**1. EXECUTIVE SESSION - In accordance with Texas Government Code, Chapter 551, Subchapter D**

Section 551.071 - Legal - Consultation with attorney on legal issues raised by items on the agenda

Section 551.071 - Legal - Consultation with attorney regarding legal issues related to the CWD Solid Waste Contract

Section 551.071 - Legal - Consultation with attorney regarding legal issues related to the potential future development of the Northern Gateway Property located at the southwest corner of the SH26 and John McCain Road

Section 551.072 - Real Estate - Deliberate the purchase, exchange, lease, or value of real property for City facilities, including: Acquisition of real property along SH26

Section 551.087 – Economic Development - Discuss or deliberate regarding commercial or financial information the City has received from business prospects the City seeks to have locate, stay, or expand in the City and with which the City is conducting economic development negotiations; deliberate the offer of a financial or other incentive to a business prospect

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**REGULAR MEETING  
7:30 P.M.  
CITY COUNCIL CHAMBERS**

**INVOCATION: Deacon Rick Griego, Good Shepherd Catholic Church**

**PLEDGE OF ALLEGIANCE: City Attorney Whitt Wyatt**

- 2. EXECUTIVE SESSION READING AND PUBLIC HEARING: CONSIDER AND TAKE ANY ACTION(S) NECESSARY RELATIVE TO ITEMS DISCUSSED IN EXECUTIVE SESSION - RESOLUTION R-22-4739**
- 3. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**  
**Announcements of civic and charitable events**  
**Presentation of calendar events and updates**  
**Announcements of awards and recognition**  
Presentation of the Life Saving Award - Mayor Bobby Lindamood and Police Chief Michael Miller
- 4. CONSENT: READING AND PUBLIC HEARING - RESOLUTION R-22-4740**
  - 4a** Approval of the minutes of the regular City Council meeting of June 7, 2022
  - 4b** Approval to move the July 5, 2022 City Council Meeting date to Wednesday, July 6, 2022
  - 4c** Approval of the renewal for medical insurance and award of dental insurance to BlueCross BlueShield of Texas, and authorize the City Manager to execute the agreements
  - 4d** Approval of a construction contract with 308 Construction, LLC for the City Hall/Justice Center Exterior Improvements Project, in an amount not to exceed \$649,389.25 and a contingency amount not to exceed \$30,000, and authorizing the City Manager to execute the contract
  - 4e** Approval to purchase three road and ice sanders, in the amount of \$89,732.40, plus freight, from Texas Municipal Equipment, an approved vendor through the Texas Local Government Purchasing Cooperative (BuyBoard), and authorizing the City Manager to execute the purchase agreement
  - 4f** Appointing Councilmember Brandi Elder to the Audit Committee, Mayor Bobby Lindamood to the Tax Increment Finance District, and Councilmember George Bond as Council liaison to the Metroport Teen Court and the Sign Board of Appeals



- 4g** Approval of naming the Central Fire Station the Richard Newton Central Fire Station and adding language to the Central Fire Station signage reflecting same

**5. ITEMS NOT FOR CITY COUNCIL ACTION**

- 5a** Monthly Financial Report - May 2022

**6. ORDINANCE(S): SECOND READING AND PUBLIC HEARING**

**6a Ordinance O-22-2204**

Consideration of a Special Use Permit for an accessory building to exceed the permitted lot coverage and height for accessory buildings on Lot 3, Block 5, Woodbriar Estates Addition, located at 3708 Briarhaven Lane, Case ZC22-013

**6b Ordinance O-22-2205**

Consideration of a Special Use Permit for alcoholic beverage sales for on-premise consumption on Lot 3, Block 1, Tara Village, located at 1101 Cheek-Sparger Road, Suite 110, Case ZC22-015

**7. RESOLUTION(S): READING AND PUBLIC HEARING**

**7a Resolution R-22-4741**

Appointment of members to the Colleyville Economic Development Corporation

**8. CITIZEN COMMENTS**

**9. REPORTS**

Colleyville Library Board Minutes - February 14, 2022

Planning and Zoning Commission Minutes - May 9, 2022

Planning and Zoning Commission Worksession Minutes - May 23, 2022

Planning and Zoning Commission Special Meeting Minutes - May 23, 2022

**10. ACTION/RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR TUESDAY, JUNE 21, 2022 - READING AND PUBLIC HEARING - RESOLUTION R-22-4742**

**11. ADJOURNMENT**

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I hereby certify this agenda was posted on City Hall bulletin boards *Friday, June 17, 2022* by 5:00 p.m.

Christine Loven, TRMC  
City Secretary

*A quorum of any Colleyville board, commission, or committee may be present at this meeting.*

*Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.*

*If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the City Secretary at least 48 hours in advance at 817.503.1133, and reasonable accommodations will be made to assist you.*



# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
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**Agenda Number** WS-1

**Agenda Date** 6/21/2022

**Type** Worksession

**Department** City Manager

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## **Title**

Discussion of request to appeal staff decision to deny tree removal on Hall-Johnson Road

## **Explanation**

This agenda item provides for discussion of a request from the Highland Meadows Homeowner's Association to appeal City staff's decision to deny additional tree removal on Hall-Johnson Road.

## **Attachments**

1. Hall-Johnson Trees Presentation

# **Highland Meadows HOA Request to Remove Trees on Hall-Johnson**

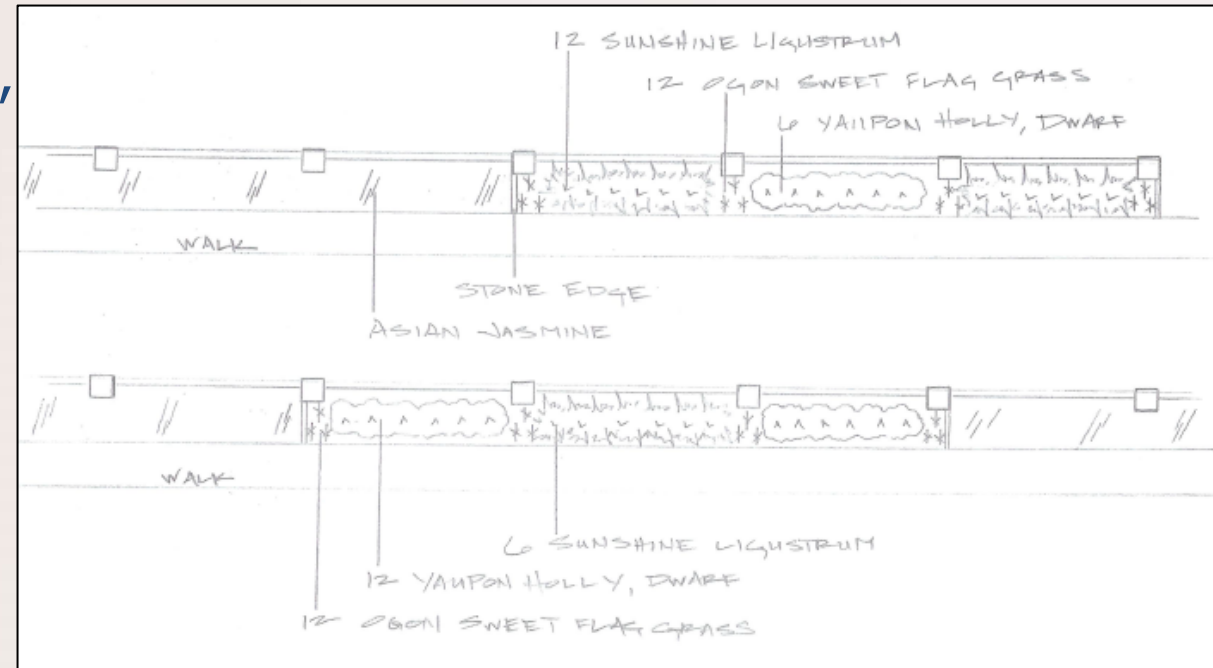
Appeal of Staff Denial of Tree Removal

City Council Worksession  
June 21, 2022

# Background



- CMO, Community Development, and Public Works staff have been meeting with members of the Highland Meadows HOA Board for about two years
- The HOA is focused on landscape improvements to the area between their subdivision wall and the street
- As the adjacent private property owner, the HOA holds maintenance responsibility for the ROW area
- The HOA has developed proposed landscape plans for the area, however implementation of such would require removal of many (potentially all) trees along Hall-Johnson Road



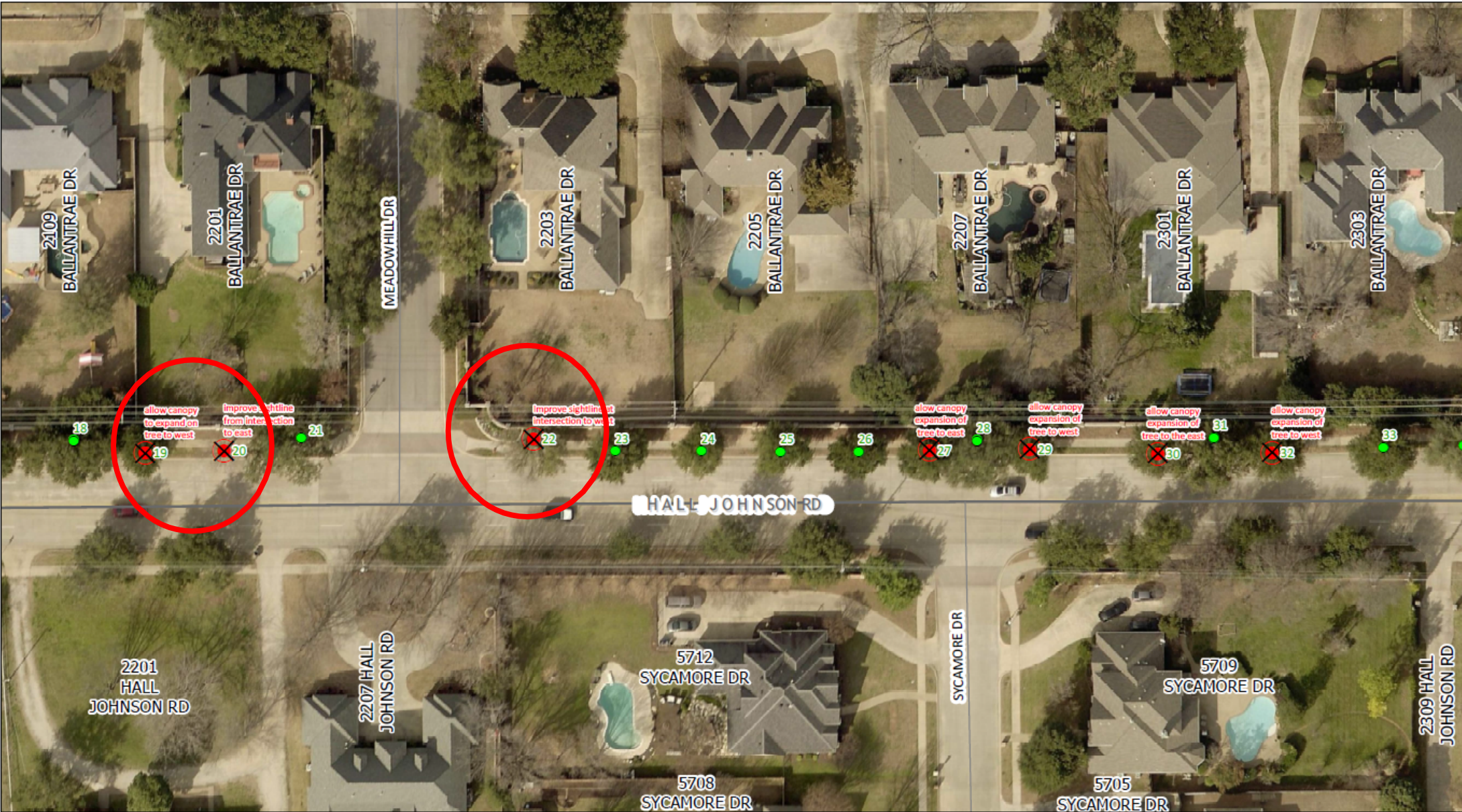
# City Actions To-Date



- City staff made multiple site visits to review conditions
- Urban Forester assessed the trees on Hall-Johnson bordering Highland Meadows
  - 52 total trees in the ROW
  - Nine trees noted as possibilities for removal due to:
    - Blocked sight lines for vehicular traffic entering/exiting the neighborhood
    - Tree health or crowding which could impede future canopy expansion
  - Of the nine identified, the City removed only five trees, with a plan to continue monitoring the others (conditions did not necessitate removal at this time)



# City Actions To-Date





# City Actions To-Date



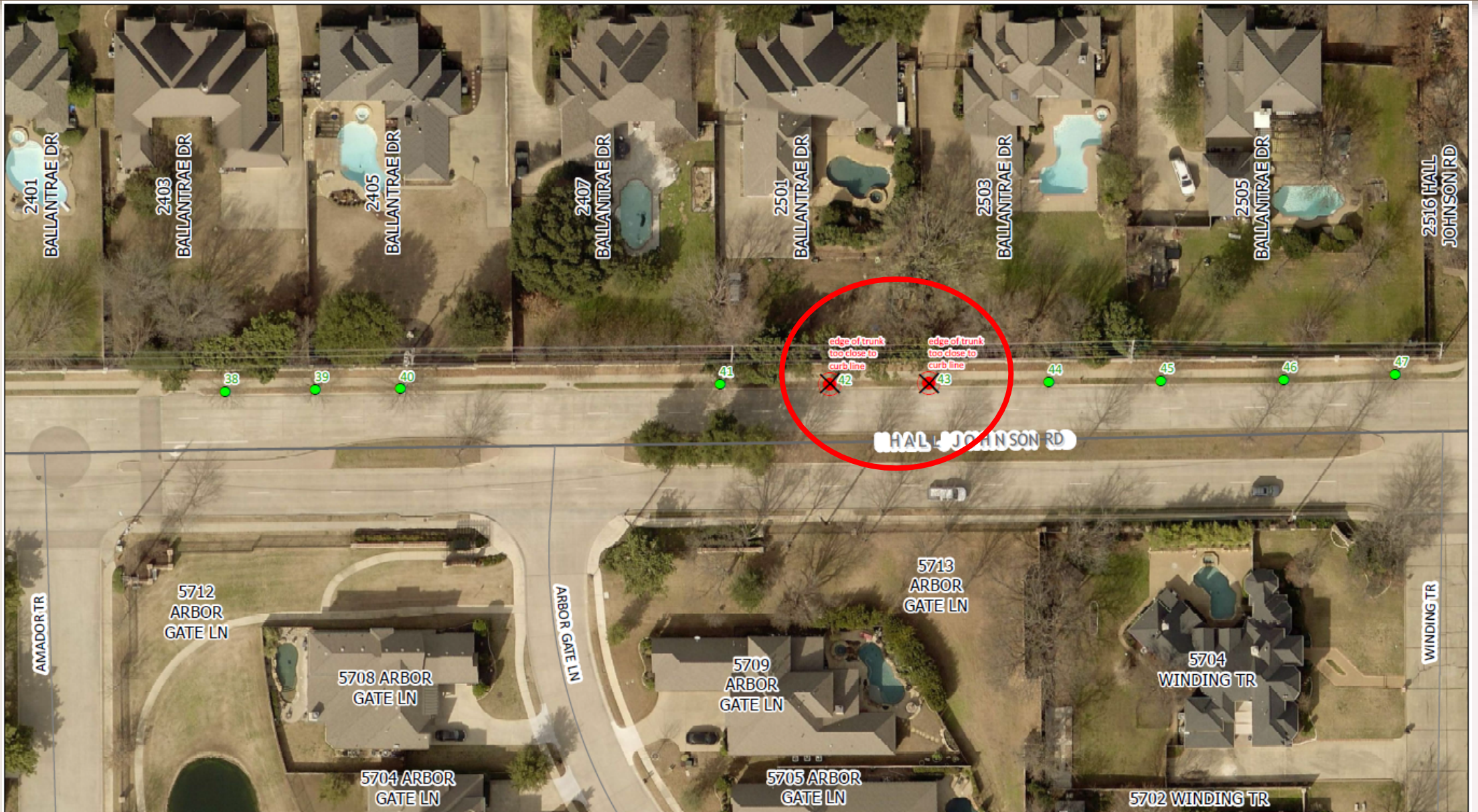


# City Actions To-Date





# City Actions To-Date





# City Actions To-Date





# HOA Actions To-Date



- HOA has implemented improvements in several areas where they determined conditions were appropriate (concerned about ability for plant growth in areas with trees due to shade and roots)
- Multiple HOA meetings to discuss the Board's plans and secure approval from HOA

Whitehaven to Meadow Hill Section 6 Landscape Design



Before



After



# Appeal by HOA



- Removal of additional trees in the ROW requires approval of the City and staff has denied the request to remove any additional trees at this time
  - Denial based on:
    1. No immediate/urgent need for further removal
    2. Overall impact to the community by eliminating the tree-lined streetscape
- Staff expressed support for the HOA's desire to improve the area and encouraged shade tolerant plantings and designs that work with the existing trees
- The HOA desires to appeal this decision, to seek approval from the City Council to remove additional trees
- Staff is seeking direction from the City Council

# Questions and Discussion





# City of Colleyville City Council Agenda Briefing

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**Agenda Number** WS-2

**Agenda Date** 6/21/2022

**Type** Worksession

**Department** Finance

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## **Title**

Discussion of Preliminary Budget Numbers

## **Explanation**

This item provides for City Council and staff to begin preparation of the FY 2023 budget.

## **Attachments**

1. Budget Worksession Presentation

# **FY 2023 Preliminary Projections**

Budget Worksession  
June 21, 2022



# Agenda



- History of efforts
- Property Tax preliminary figures
- Operating fund preliminary projections
- Agency Agreement funding

# History of Efforts



## **FY 2018 - 2019**

- Leaner staffing model – able to absorb health insurance cost increases
- Underwent compensation and classification study, incorporated results

## **FY 2020 - 2021**

- Aligned spending with special revenue and capital funds
- Maintained effective/no-new-revenue (NNR) tax rate

## **FY 2022**

- Continued expanded use of sales tax funds – CEDC and CCCPD
- Continue annual compensation increases
- NNR Tax rate for 4<sup>th</sup> consecutive year

## **FY 2023**

- NNR Tax rate assessed/reviewed for 5<sup>th</sup> consecutive year
- Funding market increases from compensation study (+/- \$800,000 estimate)
- Eliminating \$1.5 million transfer from the General Fund to Capital Fund (NNR option)
- No increase in health insurance costs

# May Value Estimates

- Residential reappraisals up an average of 20% county-wide
- May estimates put our residential reappraisals up 12%, average residential property value of \$656,000
- Total value increase of 6% as of May
- \$68 million in new construction about \$150,000 in additional revenue
- Exempt properties up 16%, from \$1.46 billion to \$1.7 billion



# Tax Rate



- Property tax rates have two components:
  - Maintenance & Operations (M&O) tax rate – General Fund
  - Interest & Sinking (I&S)/debt service tax rate – Debt Service Fund

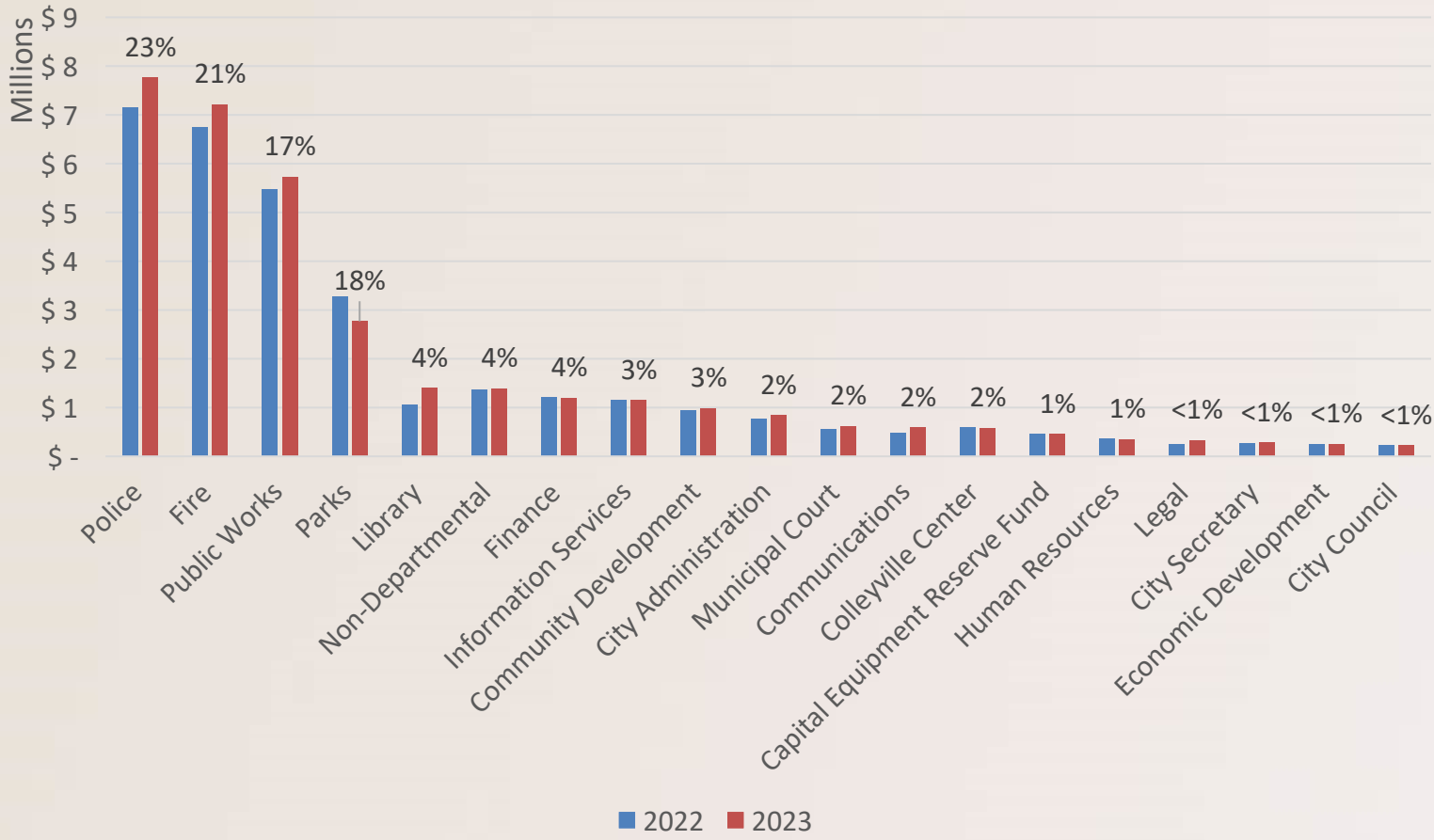
| Fiscal Year | M&O Tax Rate | I&S Tax Rate | Total Tax Rate |
|-------------|--------------|--------------|----------------|
| 2012        | \$0.31385    | \$0.042050   | \$ 0.3559      |
| 2013        | \$0.31385    | \$0.042050   | \$ 0.3559      |
| 2014        | \$0.32442    | \$0.031480   | \$ 0.3559      |
| 2015        | \$0.324420   | \$0.031480   | \$ 0.3559      |
| 2016        | \$0.336240   | \$0.019660   | \$ 0.3559      |
| 2017        | \$0.321908   | \$0.017222   | \$ 0.3391      |
| 2018        | \$0.316000   | \$0.017834   | \$ 0.3338      |
| 2019        | \$0.303764   | \$0.017036   | \$ 0.3208      |
| 2020        | \$0.290428   | \$0.016379   | \$ 0.3068      |
| 2021        | \$0.289441   | \$0.014925   | \$ 0.3044      |
| 2022        | \$0.291778   | \$0.011091   | \$ 0.3029      |

First year for no-new-revenue rate

# City-Wide Spending



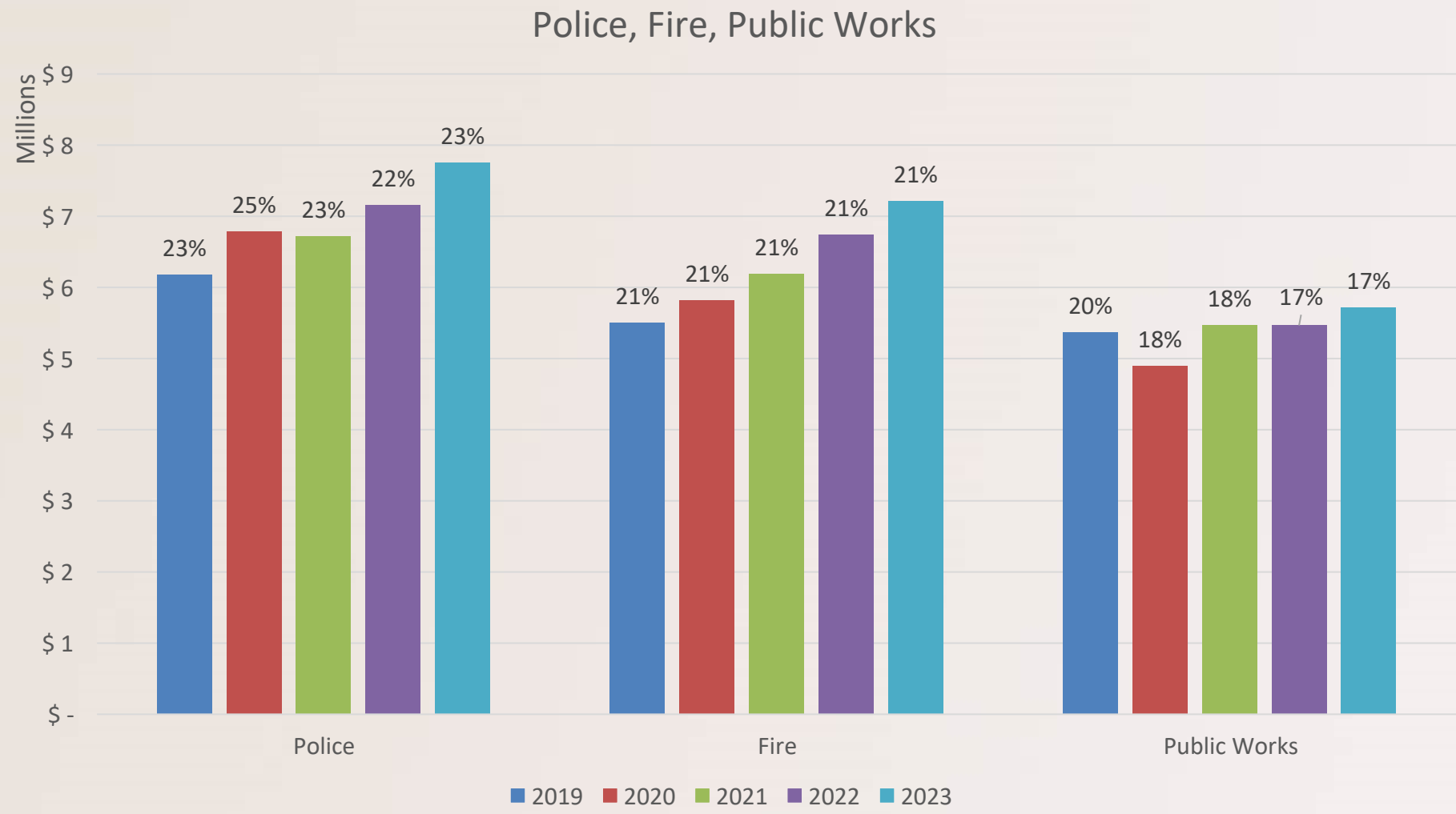
City-Wide Operational Spending FY22 - FY23



Most operational resources dedicated to personnel-heavy services:

- Police – 23%
- Fire – 21%
- Public Works – 17%

# City-Wide Spending – Top Three Services





# General Fund Projections



|                               | BUDGET<br>FY 2022   | YE PROJECTED<br>FY 2022 | BUDGET<br>FY 2023   | PROJECTED<br>FY 2024 | PROJECTED<br>FY 2025 | PROJECTED<br>FY 2026 | PROJECTED<br>FY 2027 |
|-------------------------------|---------------------|-------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| <b>BEGINNING FUND BALANCE</b> | \$7,735,498         | \$7,735,498             | \$9,300,197         | \$10,357,018         | \$11,485,852         | \$12,586,337         | \$13,565,443         |
| <b>REVENUE:</b>               |                     |                         |                     |                      |                      |                      |                      |
| Ad Valorem Taxes              | \$15,640,000        | \$15,640,000            | \$15,760,000        | \$16,470,187         | \$17,167,067         | \$17,850,978         | \$18,520,433         |
| Sales Tax                     | \$4,505,000         | \$5,021,478             | \$4,910,000         | \$5,007,100          | \$5,130,611          | \$5,244,647          | \$5,348,407          |
| Franchise Fees                | \$1,973,000         | \$2,095,078             | \$1,947,000         | \$1,966,470          | \$1,986,135          | \$2,005,996          | \$2,026,056          |
| Licenses & Permits            | \$867,000           | \$873,346               | \$873,500           | \$843,235            | \$814,617            | \$787,566            | \$762,004            |
| Fines                         | \$586,000           | \$678,823               | \$605,000           | \$611,050            | \$617,161            | \$623,332            | \$629,565            |
| Charges for Service           | \$914,875           | \$930,000               | \$865,875           | \$874,534            | \$883,279            | \$892,112            | \$901,033            |
| Intergovernmental             | \$476,758           | \$482,487               | \$490,508           | \$509,314            | \$522,719            | \$537,469            | \$552,760            |
| Miscellaneous Income          | \$198,000           | \$392,519               | \$198,000           | \$200,980            | \$202,990            | \$205,020            | \$207,070            |
| Transfers In                  | \$499,056           | \$499,056               | \$536,011           | \$556,080            | \$576,913            | \$599,055            | \$622,083            |
| <b>TOTAL REVENUES</b>         | <b>\$25,659,689</b> | <b>\$26,612,787</b>     | <b>\$26,185,894</b> | <b>\$27,038,950</b>  | <b>\$27,901,491</b>  | <b>\$28,746,176</b>  | <b>\$29,569,413</b>  |
| Expenditures                  | \$23,630,144        | \$23,548,089            | \$25,129,072        | \$25,910,116         | \$26,801,006         | \$27,767,070         | \$28,771,197         |
| Annual Contribution to CIP    | \$1,500,000         | \$1,500,000             | \$0                 | \$0                  | \$0                  | \$0                  | \$0                  |
| <b>TOTAL EXPENDITURES</b>     | <b>\$25,130,144</b> | <b>\$25,048,089</b>     | <b>\$25,129,072</b> | <b>\$25,910,116</b>  | <b>\$26,801,006</b>  | <b>\$27,767,070</b>  | <b>\$28,771,197</b>  |
| <b>NET REVENUE</b>            | <b>\$529,545</b>    | <b>\$1,564,698</b>      | <b>\$1,056,822</b>  | <b>\$1,128,834</b>   | <b>\$1,100,485</b>   | <b>\$979,106</b>     | <b>\$798,217</b>     |
| <b>ENDING FUND BALANCE</b>    | \$8,265,044         | \$9,300,197             | \$10,357,018        | \$11,485,852         | \$12,586,337         | \$13,565,443         | \$14,363,660         |
| <b>DAYS OF FUND BALANCE</b>   | 120                 | 136                     | 150                 | 162                  | 171                  | 178                  | 182                  |

## Projection Includes:

- No-New-Revenue Tax Rate in FY23, 3.5% taken in FY24 - FY27
- Funding for compensation program
- Removal of \$1.5 million transfer to capital fund

# General Fund Projections



## GENERAL FUND PROJECTION FY 2022 - FY 2027

|                               | BUDGET<br>FY 2022   | YE PROJECTED<br>FY 2022 | BUDGET<br>FY 2023   | PROJECTED<br>FY 2024 | PROJECTED<br>FY 2025 | PROJECTED<br>FY 2026 | PROJECTED<br>FY 2027 |
|-------------------------------|---------------------|-------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| <b>BEGINNING FUND BALANCE</b> | \$7,735,498         | \$7,735,498             | \$9,300,197         | \$9,401,618          | \$9,603,428          | \$9,806,714          | \$9,918,080          |
| <b>REVENUE:</b>               |                     |                         |                     |                      |                      |                      |                      |
| Ad Valorem Taxes              | \$15,640,000        | \$15,640,000            | \$16,304,600        | \$17,039,454         | \$17,760,537         | \$18,468,202         | \$19,160,909         |
| Sales Tax                     | \$4,505,000         | \$5,021,478             | \$4,910,000         | \$5,007,100          | \$5,130,611          | \$5,244,647          | \$5,348,407          |
| Franchise Fees                | \$1,973,000         | \$2,095,078             | \$1,947,000         | \$1,966,470          | \$1,986,135          | \$2,005,996          | \$2,026,056          |
| Licenses & Permits            | \$867,000           | \$873,346               | \$873,500           | \$843,235            | \$814,617            | \$787,566            | \$762,004            |
| Fines                         | \$586,000           | \$678,823               | \$605,000           | \$611,050            | \$617,161            | \$623,332            | \$629,565            |
| Charges for Service           | \$914,875           | \$930,000               | \$865,875           | \$874,534            | \$883,279            | \$892,112            | \$901,033            |
| Intergovernmental             | \$476,758           | \$482,487               | \$490,508           | \$509,314            | \$522,719            | \$537,469            | \$552,760            |
| Miscellaneous Income          | \$198,000           | \$392,519               | \$198,000           | \$200,980            | \$202,990            | \$205,020            | \$207,070            |
| Transfers In                  | \$499,056           | \$499,056               | \$536,011           | \$556,080            | \$576,913            | \$599,055            | \$622,083            |
| <b>TOTAL REVENUES</b>         | <b>\$25,659,689</b> | <b>\$26,612,787</b>     | <b>\$26,730,494</b> | <b>\$27,608,216</b>  | <b>\$28,494,961</b>  | <b>\$29,363,400</b>  | <b>\$30,209,889</b>  |
| Expenditures                  | \$23,630,144        | \$23,548,089            | \$25,129,072        | \$25,906,406         | \$26,791,676         | \$27,752,034         | \$28,750,371         |
| Annual Contribution to CIP    | \$1,500,000         | \$1,500,000             | \$1,500,000         | \$1,500,000          | \$1,500,000          | \$1,500,000          | \$1,500,000          |
| <b>TOTAL EXPENDITURES</b>     | <b>\$25,130,144</b> | <b>\$25,048,089</b>     | <b>\$26,629,072</b> | <b>\$27,406,406</b>  | <b>\$28,291,676</b>  | <b>\$29,252,034</b>  | <b>\$30,250,371</b>  |
| <b>NET REVENUE</b>            | <b>\$529,545</b>    | <b>\$1,564,698</b>      | <b>\$101,422</b>    | <b>\$201,810</b>     | <b>\$203,286</b>     | <b>\$111,366</b>     | <b>(\$40,482)</b>    |
| <b>ENDING FUND BALANCE</b>    | \$8,265,044         | \$9,300,197             | \$9,401,618         | \$9,603,428          | \$9,806,714          | \$9,918,080          | \$9,877,599          |
| <b>DAYS OF FUND BALANCE</b>   | 120                 | 136                     | 129                 | 128                  | 127                  | 124                  | 119                  |

### Projection Includes:

- Full 3.5% taken in FY23 - FY27
- Funding for compensation program
- Retain \$1.5 million transfer to capital fund

# General Fund Projections By Department



| Department                     | FY22                 | FY23                 | \$\$ Change       |
|--------------------------------|----------------------|----------------------|-------------------|
| City Council                   | \$ 220,751           | \$ 222,551           | \$ 1,800          |
| City Administration            | \$ 771,922           | \$ 833,695           | \$ 61,773         |
| Building Inspections           | \$ 481,294           | \$ 509,757           | \$ 28,463         |
| Economic Development           | \$ 247,411           | \$ 254,944           | \$ 7,533          |
| City Secretary                 | \$ 261,589           | \$ 276,397           | \$ 14,808         |
| Finance                        | \$ 730,457           | \$ 706,862           | \$ (23,595)       |
| Legal                          | \$ 242,008           | \$ 326,008           | \$ 84,000         |
| Library                        | \$ 592,279           | \$ 612,090           | \$ 19,811         |
| Engineering                    | \$ 393,682           | \$ 412,083           | \$ 18,401         |
| Community Development          | \$ 465,990           | \$ 467,581           | \$ 1,591          |
| Fire                           | \$ 6,744,999         | \$ 7,213,203         | \$ 468,204        |
| Police                         | \$ 5,192,390         | \$ 5,670,436         | \$ 478,046        |
| Parks                          | \$ 1,098,102         | \$ 1,154,887         | \$ 56,785         |
| Streets                        | \$ 2,578,437         | \$ 1,115,455         | \$ (1,462,982)    |
| Recreation                     | \$ 517,352           | \$ 557,764           | \$ 40,412         |
| Communications                 | \$ 127,145           | \$ 197,145           | \$ 70,000         |
| Colleyville Center             | \$ 213,604           | \$ 249,418           | \$ 35,814         |
| Human Resources                | \$ 366,430           | \$ 340,399           | \$ (26,031)       |
| Municipal Court                | \$ 546,905           | \$ 617,538           | \$ 70,633         |
| Fleet Maintenance              | \$ 169,875           | \$ 191,077           | \$ 21,202         |
| Building Services              | \$ 609,986           | \$ 640,858           | \$ 30,872         |
| Information Services           | \$ 1,060,674         | \$ 1,041,236         | \$ (19,438)       |
| Compensation Adjustment        | \$ -                 | \$ -                 | \$ -              |
| Capital Equipment Reserve Fund | \$ 371,000           | \$ 371,000           | \$ -              |
| Non-Departmental               | \$ 1,125,862         | \$ 1,146,688         | \$ 20,826         |
| <b>Total FY23 Budget</b>       | <b>\$ 25,130,144</b> | <b>\$ 25,129,072</b> | <b>\$ (1,072)</b> |

| General Fund                     |                      |
|----------------------------------|----------------------|
| FY23 Base                        | \$ 24,994,688        |
| Position Reclass                 | \$ 11,054            |
| Telephone/Communications         | \$ 20,826            |
| IT Maintenance Increases         | \$ 21,351            |
| Overtime                         | \$ 44,195            |
| Municipal Court Clerk            | \$ 53,395            |
| Legal Services                   | \$ 84,000            |
| Cost of Service Increases        | \$ 126,559           |
| Fuel / Maintenance Increases     | \$ 155,854           |
| Updated Personnel (w/Merit \$\$) | \$ 470,234           |
| Comp Study                       | \$ 646,917           |
| Less: Capital Transfer           | \$ (1,500,000)       |
| <b>FY23 Preliminary</b>          | <b>\$ 25,129,072</b> |

\$1.5 million transfer to capital fund removed from Streets





# Utility Fund Projections

|                               | BUDGET<br>FY 2022 | YE PROJECTED<br>FY 2022 | PROJECTION<br>FY 2023 | PROJECTION<br>FY 2024 | PROJECTION<br>FY 2025 | PROJECTION<br>FY 2026 | PROJECTION<br>FY 2027 |
|-------------------------------|-------------------|-------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>BEG. WORKING CAPITAL</b>   | 7,827,583         | 7,827,583               | 9,879,621             | 9,879,621             | 9,879,621             | 9,879,621             | 9,879,621             |
| <b>FUND REVENUES</b>          |                   |                         |                       |                       |                       |                       |                       |
| Water - Base Rate             | 1,985,445         | 1,900,000               | 2,073,715             | 2,136,123             | 2,204,881             | 2,280,487             | 2,359,063             |
| Water - Volumetric Rate       | 10,605,069        | 10,605,069              | 10,605,069            | 10,711,120            | 10,871,786            | 11,034,863            | 11,200,386            |
| Wastewater - Base Rate        | 1,452,695         | 1,475,000               | 1,560,731             | 1,610,267             | 1,664,400             | 1,724,050             | 1,786,057             |
| Wastewater - Volumetric Rate  | 3,303,963         | 3,303,963               | 3,303,963             | 3,337,003             | 3,387,058             | 3,437,864             | 3,489,431             |
| Water Installation            | 42,000            | 35,000                  | 20,000                | 20,200                | 20,402                | 20,606                | 20,812                |
| Wastewater Installation       | 15,000            | 8,000                   | 7,500                 | 7,575                 | 7,651                 | 7,727                 | 7,805                 |
| T.R.A. TRUE-UP                | 450,000           | 939,146                 | 450,000               | 450,000               | 450,000               | 450,000               | 450,000               |
| Engineering Charges           | 5,000             | 20,000                  | 10,000                | 10,100                | 10,201                | 10,303                | 10,406                |
| Penalties                     | 200,000           | 175,000                 | 200,000               | 202,000               | 204,020               | 206,060               | 208,121               |
| Miscellaneous                 | 15,000            | 16,000                  | 15,000                | 15,150                | 15,302                | 15,455                | 15,609                |
| Interest Income               | 14,000            | 17,000                  | 14,000                | 14,700                | 14,847                | 14,995                | 15,145                |
| <b>TOTAL REVENUES</b>         | <b>18,088,172</b> | <b>18,494,178</b>       | <b>18,259,979</b>     | <b>18,514,237</b>     | <b>18,850,547</b>     | <b>19,202,411</b>     | <b>19,562,836</b>     |
| <b>FUND EXPENSES</b>          |                   |                         |                       |                       |                       |                       |                       |
| Utility Billing               | 482,913           | 440,297                 | 490,944               | 506,384               | 522,931               | 541,247               | 560,333               |
| IS GIS                        | 76,034            | 81,842                  | 79,995                | 82,964                | 86,045                | 89,421                | 92,940                |
| Utility Support               | 1,273,328         | 1,245,246               | 1,323,177             | 1,370,985             | 1,420,834             | 1,476,069             | 1,533,440             |
| Utility Operations - Water    | 908,623           | 843,490                 | 945,847               | 972,852               | 1,002,449             | 1,035,049             | 1,068,970             |
| TRA Water (volumetric)        | 6,923,612         | 4,923,613               | 6,923,612             | 6,992,849             | 7,097,742             | 7,204,208             | 7,312,271             |
| TRA Water (debt)              | 3,681,456         | 3,681,456               | 3,681,456             | 3,718,271             | 3,774,045             | 3,830,656             | 3,888,115             |
| Utility Operations - WW       | 368,804           | 384,588                 | 420,362               | 467,411               | 532,312               | 599,634               | 668,424               |
| TRA Wastewater                | 3,303,963         | 3,303,963               | 3,303,963             | 3,303,963             | 3,303,963             | 3,303,963             | 3,303,963             |
| Non-Departmental              | 233,605           | 212,660                 | 233,605               | 238,283               | 245,013               | 251,939               | 259,067               |
| Transfer to General Fund      | 304,839           | 304,839                 | 326,017               | 329,276               | 334,214               | 339,226               | 344,312               |
| T.R.A. True-Up                | 450,000           | 939,146                 | 450,000               | 450,000               | 450,000               | 450,000               | 450,000               |
| VERF Transfer                 | 81,000            | 81,000                  | 81,000                | 81,000                | 81,000                | 81,000                | 81,000                |
| <b>TOTAL EXPENDITURES</b>     | <b>18,088,176</b> | <b>16,442,140</b>       | <b>18,259,979</b>     | <b>18,514,237</b>     | <b>18,850,547</b>     | <b>19,202,411</b>     | <b>19,562,836</b>     |
| <b>ENDING WORKING CAPITAL</b> | 7,827,578         | 9,879,621               | 9,879,621             | 9,879,621             | 9,879,621             | 9,879,621             | 9,879,621             |

| Utilities Fund                   |                      |
|----------------------------------|----------------------|
| FY23 Base                        | \$ 18,075,312        |
| Updated Personnel (w/Merit \$\$) | \$ 76,993            |
| Comp Study                       | \$ 39,963            |
| Cost of Service Increases        | \$ 14,000            |
| Fuel / Maintenance Increases     | \$ 8,350             |
| Overtime                         | \$ 20,360            |
| Meter Replacements               | \$ 25,000            |
| <b>FY23 Preliminary</b>          | <b>\$ 18,259,979</b> |

- Small rate increase needed

City Expenses   
(determines base rate)

TRA Expenses   
(determines volumetric rates)



# Utility Fund Projections - Rates

## FY 2023 Recommendation

Slight increases to water/wastewater base rates  
CIP rate remains at \$5.83

+**\$0.57 to \$5.69**      +**\$0.77**      +**\$0**      +**\$1.34 to \$6.46**

| Water Meter Size | FY 2022 Water | FY 2022 Wastewater | FY 2022 CIP | FY 2022 Total |
|------------------|---------------|--------------------|-------------|---------------|
| 1" Meter         | \$14.06       | \$12.32            | \$5.83      | \$32.21       |
| 1.5" Meter       | \$28.12       | \$12.32            | \$10.79     | \$51.23       |
| 2" Meter         | \$45.00       | \$12.32            | \$16.75     | \$74.07       |
| 3" Meter         | \$84.37       | \$12.32            | \$30.65     | \$127.34      |
| 4" Meter         | \$140.61      | \$12.32            | \$50.49     | \$203.42      |

| Water Meter Size | FY 2023 Water | FY 2023 Wastewater | FY 2023 CIP | FY 2023 Total |
|------------------|---------------|--------------------|-------------|---------------|
| 1" Meter         | \$14.63       | \$13.09            | \$5.83      | \$27.72       |
| 1.5" Meter       | \$29.26       | \$13.09            | \$10.79     | \$42.35       |
| 2" Meter         | \$46.82       | \$13.09            | \$16.75     | \$59.90       |
| 3" Meter         | \$87.78       | \$13.09            | \$30.65     | \$100.87      |
| 4" Meter         | \$146.30      | \$13.09            | \$50.49     | \$159.39      |



# Drainage Fund Projections

|                                   | BUDGETED<br>FY 2022 | YE PROJECTED<br>FY 2022 | PROJECTED<br>FY 2023 | PROJECTED<br>FY 2024 | PROJECTED<br>FY 2025 | PROJECTED<br>FY 2026 | PROJECTED<br>FY 2027 |
|-----------------------------------|---------------------|-------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>TOTAL BEG. WORKING CAPITAL</b> | 718,287             | 718,287                 | 1,062,473            | 1,400,615            | 1,720,738            | 2,020,817            | 2,298,134            |
| <b>FUND REVENUES</b>              |                     |                         |                      |                      |                      |                      |                      |
| Drainage Fees                     | 1,015,000           | 1,009,350               | 1,020,000            | 1,025,100            | 1,030,226            | 1,035,377            | 1,040,554            |
| Penalties/Misc                    | 9,626               | 31,759                  | 10,000               | 10,100               | 10,201               | 10,303               | 10,406               |
| Interest Income                   | 6,242               | 150                     | 15,000               | 15,750               | 15,908               | 16,067               | 16,227               |
| <b>TOTAL OPERATING REVENUES</b>   | 1,030,868           | 1,041,259               | 1,045,000            | 1,050,950            | 1,056,334            | 1,061,747            | 1,067,189            |
| <b>FUND EXPENSES</b>              |                     |                         |                      |                      |                      |                      |                      |
| Drainage Operations               | 510,008             | 497,649                 | 517,064              | 533,828              | 551,716              | 571,684              | 592,505              |
| Stormwater Management             | 153,021             | 160,514                 | 157,339              | 163,463              | 169,853              | 176,812              | 184,080              |
| IS GIS                            | 24,564              | 26,770                  | 25,843               | 26,802               | 27,797               | 28,888               | 30,024               |
| Non-Departmental                  | 6,612               | 12,140                  | 6,612                | 6,735                | 6,889                | 7,046                | 7,208                |
| <b>TOTAL OPERATING EXPENSES</b>   | 694,205             | 697,073                 | 706,858              | 730,827              | 756,255              | 784,430              | 813,818              |
| <b>NET REVENUE</b>                | 336,663             | 344,186                 | 338,142              | 320,123              | 300,079              | 277,317              | 253,371              |
| <b>ENDING WORKING CAPITAL</b>     | 1,054,950           | 1,062,473               | 1,400,615            | 1,720,738            | 2,020,817            | 2,298,134            | 2,551,505            |

| Drainage Fund                    |                  |
|----------------------------------|------------------|
| FY23 Base                        | \$684,555        |
| Updated Personnel (w/Merit \$\$) | \$ 12,936        |
| Comp Study                       | \$ 9,366         |
| <b>FY23 Preliminary</b>          | <b>\$706,858</b> |

# Hotel Fund Projections



|                                      | BUDGETED<br>FY 2022 | PROJECTED<br>FY 2022 | PROJECTED<br>FY 2023 | PROJECTED<br>FY 2024 | PROJECTED<br>FY 2025 | PROJECTED<br>FY 2026 | PROJECTED<br>FY 2027 |
|--------------------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>BEGINNING FUND BALANCE - 10/1</b> | 245,560             | 245,560              | 186,717              | 189,223              | 190,843              | 191,261              | 191,352              |
| FUND REVENUES                        |                     |                      |                      |                      |                      |                      |                      |
| Hotel Taxes                          | 250,000             | 188,000              | 265,000              | 271,625              | 278,416              | 285,376              | 292,510              |
| Earned Interest                      | 2,500               | 20                   | 3,000                | 3,150                | 3,182                | 3,213                | 3,245                |
| <b>TOTAL REVENUES</b>                | <b>252,500</b>      | <b>188,020</b>       | <b>268,000</b>       | <b>274,775</b>       | <b>281,597</b>       | <b>288,589</b>       | <b>295,756</b>       |
| FUND EXPENDITURES                    |                     |                      |                      |                      |                      |                      |                      |
| Library                              | 0                   | 0                    | 0                    | 0                    | 0                    | 0                    | 0                    |
| Police Administration                | 0                   | 0                    | 0                    | 0                    | 0                    | 0                    | 0                    |
| Promotion of the Arts                | 47,000              | 47,000               | 47,000               | 47,000               | 47,000               | 47,000               | 47,000               |
| Economic Development                 | 0                   | 0                    | 0                    | 0                    | 0                    | 0                    | 0                    |
| Colleyville Promotion/Advertising    | 96,499              | 94,135               | 115,965              | 120,279              | 124,756              | 129,679              | 134,811              |
| Colleyville Center                   | 104,323             | 105,728              | 102,529              | 105,876              | 109,424              | 111,820              | 113,875              |
| <b>TOTAL EXPENDITURES</b>            | <b>247,822</b>      | <b>246,863</b>       | <b>265,494</b>       | <b>273,155</b>       | <b>281,179</b>       | <b>288,499</b>       | <b>295,686</b>       |
| <b>ENDING FUND BALANCE - 9/30</b>    | 250,238             | 186,717              | 189,223              | 190,843              | 191,261              | 191,352              | 191,422              |

- Continue to fund large portions of the Colleyville Center and Events Specialist here
- Will use some funding for events/promotion of the arts



# Debt Service Fund Projections

|                                      | PROJECTED<br>FY 2022 | PROJECTED<br>FY 2023 | PROJECTED<br>FY 2024 | PROJECTED<br>FY 2025 | PROJECTED<br>FY 2026 | PROJECTED<br>FY 2027 |
|--------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>BEGINNING FUND BALANCE - 10/1</b> | 1,066,797            | 872,399              | 715,889              | 534,854              | 360,318              | 285,684              |
| <b>FUND REVENUES</b>                 |                      |                      |                      |                      |                      |                      |
| Current Property Taxes               | 615,000              | 600,000              | 650,000              | 600,000              | 580,000              | 500,000              |
| Delinquent Property Taxes            | 1,500                | 1,500                | 1,500                | 1,500                | 1,500                | 1,500                |
| Penalty & Interest                   | 5,000                | 5,000                | 5,000                | 5,000                | 5,000                | 5,000                |
| Interest Income/Other                | 6,000                | 6,000                | 6,000                | 6,000                | 6,000                | 6,000                |
| <b>TOTAL REVENUES</b>                | <b>627,500</b>       | <b>612,500</b>       | <b>662,500</b>       | <b>612,500</b>       | <b>592,500</b>       | <b>512,500</b>       |
| <b>FUND EXPENDITURES</b>             |                      |                      |                      |                      |                      |                      |
| 2016 G.O. Refunding Bonds            | 425,000              | 435,000              | 445,000              | 455,000              | 465,000              | 475,000              |
| 2016 Engine Lease                    | 48,485               | 48,485               | 48,485               | 48,485               | 48,485               | -                    |
| Ambulance Lease                      | 49,988               | 0                    | 0                    | 0                    | 0                    | 0                    |
| 2019 Ambulance Lease                 | 120,000              | 120,000              | 0                    | 0                    | 0                    | 0                    |
| 2020 Pumper Lease                    | 120,700              | 120,700              | 120,700              | 120,700              | 0                    | 0                    |
| Projected: Future Leases             | 0                    | 0                    | 195,500              | 138,000              | 138,000              | 138,000              |
| Bond Interest                        | 56,225               | 43,325               | 32,350               | 23,350               | 14,150               | 4,750                |
| Paying Agent                         | 1,500                | 1,500                | 1,500                | 1,500                | 1,500                | 1,500                |
| <b>TOTAL EXPENDITURES</b>            | <b>821,898</b>       | <b>769,010</b>       | <b>843,535</b>       | <b>787,035</b>       | <b>667,135</b>       | <b>619,250</b>       |
| LESS USE OF AVAILABLE CASH           | 0                    | 0                    | 0                    | 0                    | 0                    | 0                    |
| <b>ENDING FUND BALANCE - 9/30</b>    | 872,399              | 715,889              | 534,854              | 360,318              | 285,684              | 178,934              |

- General obligation debt paid off in FY 2027
- Continue to evaluate debt strategy to ensure alignment with identified needs

# Bond Payment Schedule



## Non-Callable

| FY   | Property Tax-Backed Debt (incl. leases) |            |              |
|------|-----------------------------------------|------------|--------------|
|      | Principal                               | Interest   | Total DS     |
| 2023 | \$ 705,468                              | \$ 62,042  | \$ 767,510   |
| 2024 | \$ 603,983                              | \$ 42,552  | \$ 646,535   |
| 2025 | \$ 618,345                              | \$ 29,190  | \$ 647,535   |
| 2026 | \$ 512,126                              | \$ 15,509  | \$ 527,635   |
| 2027 | \$ 475,000                              | \$ 4,750   | \$ 479,750   |
| 2028 | \$ -                                    | \$ -       | \$ -         |
| 2029 | \$ -                                    | \$ -       | \$ -         |
|      | \$ 2,914,922                            | \$ 154,043 | \$ 3,068,965 |

# Agency Agreements



| Agency                                      | 2016<br>Approved | 2017<br>Approved | 2018<br>Approved | 2019<br>Approved | 2020<br>Approved | 2021<br>Approved | 2022<br>Approved |
|---------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Alliance for Children                       | \$3,500          | \$3,500          | \$3,500          | \$3,500          | \$3,500          | \$3,500          | \$3,500          |
| GRACE                                       | \$7,500          | \$7,500          | \$7,500          | \$10,000         | \$15,000         | \$25,000         | \$25,000         |
| Metroport Meals on<br>Wheels                | \$10,000         | \$10,000         | \$12,000         | \$10,000         | \$12,000         | \$12,000         | \$12,000         |
| Safe Haven                                  | \$1,000          | \$1,000          | \$1,000          | \$1,500          | \$1,500          | \$1,000          | \$1,000          |
| Special Needs Assistance<br>Partners (SNAP) | \$500            | \$500            | \$500            | \$500            | \$500            | \$1,000          | \$1,000          |
|                                             | \$26,740         | \$26,240         | \$30,400         | \$25,500         | \$32,500         | \$32,500         | \$42,500         |

# **Questions and Discussion**





# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

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**Agenda Number** WS-3

**Agenda Date** 6/21/2022

**Type** Worksession

**Department** City Secretary

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## **Title**

Discussion of moving the July 5, 2022 City Council Meeting to July 6, 2022

## **Explanation**

This item provides for discussion of moving the July 5, 2022 City Council Meeting to July 6, 2022.

## **Attachments**



# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

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**Agenda Number** WS-4

**Agenda Date** 6/21/2022

**Type** Worksession

**Department** City Secretary

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## **Title**

Discussion of the June 21, 2022, City Council regular agenda items



# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

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**Agenda Number 1**

**Agenda Date** 6/21/2022

**Type** Executive Session

**Department** City Secretary

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## **Title**

Section 551.071 - Legal - Consultation with attorney on legal issues raised by items on the agenda

Section 551.071 - Legal - Consultation with attorney regarding legal issues related to the CWD Solid Waste Contract

Section 551.071 - Legal - Consultation with attorney regarding legal issues related to the potential future development of the Northern Gateway Property located at the southwest corner of the SH26 and John McCain Road

Section 551.072 - Real Estate - Deliberate the purchase, exchange, lease, or value of real property for City facilities, including: Acquisition of real property along SH26

Section 551.087 - Economic Development - Discuss or deliberate regarding commercial or financial information the City has received from business prospects the City seeks to have locate, stay, or expand in the City and with which the City is conducting economic development negotiations; deliberate the offer of a financial or other incentive to a business prospect

## **Attachments**

**RESOLUTION R-22-4739**

**A RESOLUTION APPROVING COUNCIL ACTION  
REGARDING EXECUTIVE SESSION ITEMS AT THE REGULAR  
CITY COUNCIL MEETING OF JUNE 21, 2022**

**WHEREAS**, following discussion in Executive Session, and in full accordance with the requirements of the Open Meetings Act, the City Council determines that the following action is in the best interests of the health, safety and welfare of the public.

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

Sec. 1. THAT

**AND IT IS SO RESOLVED.**

APPROVED BY A VOTE OF \_\_\_\_ AYES, \_\_\_\_ NAYS, ON THIS THE 21<sup>ST</sup> DAY OF JUNE 2022.

Mayor Bobby Lindamood  
Brandi Elder, Place 1  
George Dodson, Place 4  
Callie Rigney, Place 6

\_\_\_\_ Mayor Pro Tem Kathy Wheat  
\_\_\_\_ George Bond, Place 2  
\_\_\_\_ Chuck Kelley, Place 5  
\_\_\_\_

**ATTEST:**

**CITY OF COLLEYVILLE**

Christine Loven, TRMC  
City Secretary

Bobby Lindamood  
Mayor





# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

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**Agenda Number** 3

**Agenda Date** 6/21/2022

**Type** Announcements, Proclamations, and Presentations

**Department** City Secretary

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## **Title**

Presentation of the Life Saving Award - Mayor Bobby Lindamood and Police Chief Michael Miller

## **Attachments**

## **RESOLUTION R-22-4740**

### **APPROVING CITY COUNCIL ACTION UNDER CONSENT ITEMS AT THE REGULAR CITY COUNCIL MEETING OF JUNE 21, 2022**

**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 June 7, 2022
  - b. Approval to move the July 5, 2022 City Council Meeting date to Wednesday, July 6, 2022
  - c. Approval of the renewal for medical insurance and award of dental insurance to BlueCross BlueShield of Texas, and authorize the City Manager to execute the agreements
  - d. Approval of a construction contract with 308 Construction, LLC for the City Hall/Justice Center Exterior Improvements Project, in an amount not to exceed \$649,389.25 and a contingency amount not to exceed \$30,000, and authorizing the City Manager to execute the contract
  - e. Approval to purchase three road and ice sanders, in an amount of \$89,732.40, plus freight, from Texas Municipal Equipment, an approved vendor through the Texas Local Government Purchasing Cooperative (BuyBoard), and authorizing the City Manager to execute the purchase agreement
  - f. Appointing Councilmember Brandi Elder to the Audit Committee, Mayor Bobby Lindamood to the Tax Increment Finance District, and Councilmember George Bond as Council liaison to the Metroport Teen Court and the Sign Board of Appeals
  - g. Approval of naming the Central Fire Station the Richard Newton Central Fire Station and adding language to the Central Fire Station signage reflecting same

**AND IT IS SO RESOLVED.**

APPROVED BY A VOTE OF \_ AYES, \_ NAYS, ON THIS THE 21<sup>ST</sup> DAY OF JUNE 2022.

Mayor Bobby Lindamood  
Brandi Elder, Place 1  
George Dodson, Place 4  
Callie Rigney, Place 6

|       |                           |       |
|-------|---------------------------|-------|
| _____ | Mayor Pro Tem Kathy Wheat | _____ |
| _____ | George Bond, Place 2      | _____ |
| _____ | Chuck Kelley, Place 5     | _____ |
| _____ |                           |       |

**ATTEST:**

**CITY OF COLLEYVILLE**

Christine Loven, TRMC  
City Secretary

Bobby Lindamood  
Mayor



# City of Colleyville City Council Minutes - Draft

City Hall  
100 Main Street  
Colleyville, Texas 76034  
817. 503.1000  
www.colleyville.com

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Tuesday, June 7, 2022

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Mayor Bobby Lindamood called the Colleyville City Council Worksession to order on Tuesday, June 7, 2022, at 5:30 p.m.

**ROLL CALL:** Mayor Bobby Lindamood, Mayor Pro Tem Kathy Wheat, and Councilmembers Brandi Elder, George Bond, George Dodson, and Chuck Kelley.

**ABSENT:** Councilmember Callie Rigney

**ALSO PRESENT:** City Manager Jerry Ducay, Assistant City Manager Mark Wood, Assistant City Manager Adrienne Lothery, Fire Chief Mark Cantrell, Community Development Director Ben Bryner, Interim Public Works Director/City Engineer Larry Wright, Human Resources Director Jesse Perez, Finance Director Kyle Lester, City Attorney Whitt Wyatt, and City Secretary Christine Loven.

## **WS-1** Overview of the budget process

Finance Director Kyle Lester reviewed the budget process with City Council. He provided a background of each of the major funds, and how funds can be used. Director Lester noted the budget looks forward and serves as a financial plan while the Annual Report, which is an audit, looks backward and follows the General Accepted Accounting Principles, and records actual revenues to expenditures. He noted a high level glance of City Council's actions to include formally adopting the budget (expenditures) as a total for each operating fund, amending the budget if needed, setting the tax rate and all other City fees and charges, adopting a 5-year CIP, and approval of all purchases and contracts over \$50,000.

## **WS-2** Review of health insurance renewal

Human Resources Director Jesse Perez provided an overview of the request for proposals and the criteria. He explained the negotiation process and reviewed the City's loss ratio. Director Perez stated BCBSTX is recommended for the 2022/2023 plan year, with a 2.0% decrease to rates with no plan design changes. Based on the City's loss ratio over the last twelve months (92.3%), HUB's internal projections called for a +9.9% increase to premiums. Originally the City received a +1.8% increase and was negotiated to a 2.0% decrease. BCBSTX then agreed to an additional 1% discount for bundling medical and dental with BCBSTX. This reduced the best and final offer to a 3% decrease without any plan design changes.

**WS-3** Update and discussion of the City's wayfinding signage

Assistant City Manager Adrienne Lothery noted recommendations for wayfinding signage was brought to the City Council in December 2021. At that time, Council directed MESA and Square Peg to provide additional options for sign design on the pole bollards and additional choices for a monogram. She then introduced David Newman, of MESA, and Eileen Simeonov, of Square Peg, who provided four options of signage and monograms, each having some unique detail. The Council selected an ornate base, utilizing the font Goudy, with the monogram at the top.

There was general discussion regarding the type lettering: reflective vinyl, engraved, or internally lighted options.

**WS-4** Presentation on the draft Water, Wastewater, and Roadway Impact Fee update study

Interim Public Works Director/City Engineer Larry Wright gave an overview of the process and recommendation of the Capital Improvements Advisory Committee CIAC, and noted the City first began collecting roadway and water impact fees in 1990, and added wastewater impact fees in 1995. The current impact fees were adopted on August 21, 2012. He stated the City engaged the services of Kimley-Horn, who worked with the CIAC to make recommendations which were brought before the City Council October 2021. City Council asked for additional analysis at that time. Director Wright then introduced April Escamillia and Jeff Whitaker, of Kimley-Horn.

Ms. Escamillia led the Council through the analysis and recommendations and reviewed the timetable for an approval of the draft and advertising dates.

City Manager Jerry Ducay stated the impact fees are charged on new development to assist in supporting infrastructure. As Colleyville is almost built out, current residents and businesses will be effected the least.

**WS-5** Discussion of the June 7, 2022, City Council regular agenda items

Mayor Lindamood stated he would plan to move to tabled item 7a right after the vote on 5a, in consideration of the applicant.

Mayor Lindamood adjourned the Worksession at 6:31 p.m. and called the Executive Session to order.

**1. EXECUTIVE SESSION - In accordance with Texas Government Code, Chapter 551, Subchapter D**

Section 551.071 - Legal - Consultation with attorney on legal issues raised by items on the agenda



Section 551.071 - Legal - Consultation with attorney regarding legal issues related to the CWD Solid Waste Contract

Section 551.071 - Legal - Consultation with attorney regarding legal issues related to the potential future development of the Northern Gateway Property located at the southwest corner of the SH26 and John McCain Road

Section 551.072 - Real Estate - Deliberate the purchase, exchange, lease, or value of real property for City facilities, including: Acquisition of real property along SH26

Section 551.087 - Economic Development - Discuss or deliberate regarding commercial or financial information the City has received from business prospects the City seeks to have locate, stay, or expand in the City and with which the City is conducting economic development negotiations; deliberate the offer of a financial or other incentive to a business prospect

There was no action taken and Mayor Lindamood adjourned Executive Session at 7:09 p.m.

Mayor Lindamood called the regular meeting of the City Council to order at 7:30 p.m. and called the roll.

**ROLL CALL:** Mayor Bobby Lindamood, Mayor Pro Tem Kathy Wheat, and Councilmembers Brandi Elder, George Bond, George Dodson, and Chuck Kelley.

**ABSENT:** Councilmember Callie Rigney

**INVOCATION:** Katie Newkirk, First United Methodist

**PLEDGE OF ALLEGIANCE:** City Attorney Whitt Wyatt

Mayor Lindamood wished Councilmember Chuck Kelley a happy birthday.

Mayor Lindamood thanked the City Council design team of Mayor Pro Tem Wheat, Councilmember Callie Rigney, and former Councilmember Tammy Nakamura for selecting the redesign of the Council Chambers.

**2. EXECUTIVE SESSION READING AND PUBLIC HEARING: CONSIDER AND TAKE ANY ACTION(S) NECESSARY RELATIVE TO ITEMS DISCUSSED IN EXECUTIVE SESSION - RESOLUTION R-22-4732**

Mayor Lindamood read Resolution R-22-4732 in its entirety.

Assistant City Manager Mark Wood presented this item. He stated Section 1 provides for a BEST Grant with Zafiros Mexican Grill for interior and exterior improvements to include a fire suppression system.

He stated the second item is to provide for another economic development program for citizens with the return of the \$35 gift card, which will be mailed to every household, and a \$50 card which will be distributed by the Ministerial Alliance.

As there were no speakers, Mayor Lindamood opened and closed the public hearing.

**Mayor Pro Tem Wheat made a motion to approve Resolution R-22-4732, seconded by Councilmember Dodson.**

**The motion to approve passed by the following vote:**

**Ayes: 6 – Mayor Lindamood, Mayor Pro Tem Wheat, and Councilmembers Elder, Bond, Dodson, and Kelley.**

**Absent: 1 – Councilmember Rigney**

**2. EXECUTIVE SESSION READING AND PUBLIC HEARING: CONSIDER AND TAKE ANY ACTION(S) NECESSARY RELATIVE TO ITEMS DISCUSSED IN EXECUTIVE SESSION - RESOLUTION R-22-4732-1**

Mayor Lindamood recused himself from Resolution R-22-4732-1, as his company had bid on the job, Though the award was not made to his company, Mayor Lindamood felt it best to abstain.

Mayor Pro Tem Wheat read Resolution R-22-4732-1 in its entirety.

Assistant City Manager Mark Wood presented this item. He stated the resolution provides a BEST Grant for buildings on Colleyville Boulevard to be demolished, which will beautify the area within the corridor.

As there were no speakers, Mayor Pro Tem Wheat opened and closed the public hearing.

**Councilmember Dodson made a motion to approve Resolution R-22-4732-1, seconded by Councilmember Elder.**

**The motion to approve passed by the following vote:**

**Ayes: 5 – Mayor Pro Tem Wheat, and Councilmembers Elder, Bond, Dodson, and Kelley.**

**Abstain: 1 - Mayor Lindamood**

**Absent: 1 – Councilmember Rigney**

### **3. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**

**Announcements of civic and charitable events**

**Presentation of calendar events and updates**

**Announcements of awards and recognition**

Mayor Lindamood and the City Council made the following announcements:

**Leadership Comes from the Top - Servant Leadership Comes from the Heart:** I enjoy emails sharing positive experiences with our City staff. Last week, I received a wonderful letter from a resident extolling the efforts of Assistant City Manager Mark Wood. The letter touted Mark's simple effort of kindness personally picking up brush after work hours on a Friday evening. Each of us has a calling to serve others. It is wonderful to hear when the call is answered. It is noteworthy when it occurs outside the business day. Great job Mark!

**Glade Road/Bluebonnet Intersection Update:** The Glade Road and Bluebonnet Drive Safety Improvements Project has now started. The Glade/Bluebonnet intersection will be fully closed while this portion of the project is constructed. The intersection project will take six months to complete, which aligns with the full Glade Road Project completion date of November 2022. The City has the ability to enact penalties if the timeline is not met, but not for events out of the contractor's control such as weather. The intersection project was originally scheduled to begin in March with a six-month completion in August; however, staff moved the start date back to allow for two-way traffic from Bluebonnet Drive to Behrens Court before the project started. This decision was made because of the intersection having to be closed to minimize inconvenience to residents on the east side. Message boards will be utilized to notify the traveling public of the project and will be updated, as needed. We realize this closure will inconvenience Colleyville citizens, and the City appreciates your patience and understanding as we begin this next phase of construction. For questions or concerns, we encourage residents to contact Construction Manager Corey Lawson at (817) 503-1093.

**Plaza Concert June 9 Features Lindsey Kate:** Join us Thursday, June 9 at 6:30 p.m. for the Lindsey Kate Band. Lindsey Kate is a singer/songwriter, Nashville-recorded artist from Texas with a soulful sound well beyond her years. The band will perform tribute performances to artists from the 60's to present-day, along with heartfelt originals. Frio's Gourmet Pops will hand out free popsicles at both concerts to keep everyone cool in the summer heat!

**Stars & Guitars Scheduled for June 24:** This year's Stars & Guitars celebration will be held at City Park on the baseball fields behind City Hall. The event will take

place Friday, June 24 from 5:00 p.m. – 10:00 p.m. After the concert, we will light up the sky with an amazing fireworks show. Stars & Guitars is a free, family-friendly event with music, food, and fun for everyone. Best of all, it's FREE!

**Kids Fire Camp Next Week:** The Colleyville Fire Department will host a Kids Fire Camp June 8-10 at the Central Fire Station. The camp is open to ages 9-13. Instructed by Colleyville firefighters, campers get hands-on experience practicing the skills required to be a firefighter.

**Green Ribbon Grant Funding for SH26 Beautification:** Later tonight, this council will consider a resolution accepting a grant from TxDOT for landscape enhancements along the SH26 corridor south of Brown Trail. With the medians north of Brown Trail recently completed, the City will now turn our attention to the streetscape along the southern gateway of our community. The grant provides \$172,000 in funding from the state and federal government with the City contributing an additional \$30,000 toward the project. This is yet another example of the successful pursuit of grant funding to enhance the appearance of our community without burdening the local property tax payer. We thank our partners at TxDOT!

**Proclamation in recognition of National Garden Week June 5-11, 2022  
- Mayor Bobby Lindamood and Colleyville Garden Club President  
Carmen Day-Alexander**

Mayor Lindamood welcomed Colleyville Garden Club President Carmen Day-Alexander, who introduced club members Scotty Richardson, Ann Morgan, Dee Ann Rhodes, Anita Barnwell and MaryAnn Nicholson. President Alexander thanked the Mayor and City Council for the recognition and for being able to partner with the City in their beautification efforts. Mayor Lindamood thanked the Garden Club and presented a proclamation, which he read.

**4. CONSENT: READING AND PUBLIC HEARING - RESOLUTION R-22-4733**

- 4a** Approval of the minutes of the Special City Council meeting of May 17, 2022
- 4b** Approval of the minutes of the regular City Council meeting of May 17, 2022
- 4c** Approval of setting the dates of July 19, and August 2, 2022, for public hearings to consider approval of Land Use Assumptions, Roadway, Water and Wastewater Capital Improvement Plans, and Impact Fees in accordance with Chapter 395, Section 042 of the Texas Local Government Code

Mayor Lindamood read Resolution R-22-4733 in its entirety.

Interim Public Works Director/City Engineer Larry Wright presented item 4c noting the City's consultant Kimley-Horn discussed the details of the impacts fees with City Council at the Worksession conducted prior to the meeting. He stated this item provides for the formal notice of public hearings to discuss the land use assumptions, roadway, water and wastewater capital improvement plans, and impact fees.

City Manager Jerry Ducay stated the impact fees are designed for new development to pay for improvements.

As there were no speakers, Mayor Lindamood opened and closed the public hearing.

**Councilmember Kelley made a motion to approve Resolution R-22-4733, seconded by Councilmember Dodson.**

**The motion to approve passed by the following vote:**

**Ayes: 6 – Mayor Lindamood, Mayor Pro Tem Wheat, and Councilmembers Elder, Bond, Dodson, and Kelley.**

**Absent: 1 – Councilmember Rigney**

## **5. ORDINANCE(S): SECOND READING AND PUBLIC HEARING**

### **5a Ordinance O-22-2201**

Consideration of a zoning change from R-10 Single Family Residential to R-30 Single Family Residential zoning district for Lot 1, Block 1, Brown Addition Colleyville, located at 5412 Pleasant Run Road, Case ZC22-014

Mayor Lindamood read the caption of Ordinance O-22-2201.

Community Development Director Ben Bryner presented this item which is a request to rezone the property from R-10 to the R-30 district, which was at the request of the City Council. Director Bryner noted the property complies with the R-30 zoning, except for lot width. He stated the lot width is 110 feet and is a condition of the approval.

Mayor Lindamood thanked applicant Bruce Crandall for seeking the zoning at the request of the City Council.

As there were no speakers, Mayor Lindamood opened and closed the public hearing.



**Councilmember Dodson made a motion to approve Ordinance O-22-2201, seconded by Councilmember Bond.**

**The motion to approve passed by the following vote:**

**Ayes: 6 – Mayor Lindamood, Mayor Pro Tem Wheat, and Councilmembers Elder, Bond, Dodson, and Kelley.**

**Absent: 1 – Councilmember Rigney**

**Mayor Lindamood moved to item 7a which accompanies the 5a item at 8:17 p.m. and returned to 5b at 8:22 p.m.**

**5b Ordinance O-22-2202**

Consideration of a zoning change from ML Light Manufacturing to CC-1 Village Retail zoning district for Lot 16R1A, Block 1, Colleyville Industrial Park, located at 6407 Colleyville Boulevard, Case ZC22-017

Mayor Lindamood read the caption of Ordinance O-22-2202.

Community Development Director Ben Bryner presented this request to rezone from the ML Light Manufacturing district to the CC-1 Village Retail district to allow for retail and office uses. Director Bryner stated the 'Massage Therapy' use is allowed with approval of a Special Use Permit in the CC-1 district and the current size of the property complies with all the minimum standards of the CC-1 Village Retail commercial zoning. He stated the ML zoning does not allow for massage therapy at this location, but the CC-1 zoning would allow the proposed acupuncture business, classified as a 'Massage Therapy' use, to operate with approval of a Special Use Permit.

Applicant Nona Samidon stated she was not aware the proper zoning for the use was not in place. She also noted she has a concern for the address as another business also uses the same address.

City Manager Jerry Ducay stated there would be a very high impact to businesses along Colleyville Boulevard if readdressing was sought.

As there were no speakers, Mayor Lindamood opened and closed the public hearing.

**Councilmember Kelley made a motion to approve Ordinance O-22-2202, seconded by Councilmember Elder.**

**The motion to approve passed by the following vote:**

**Ayes: 6 – Mayor Lindamood, Mayor Pro Tem Wheat, and Councilmembers Elder, Bond, Dodson, and Kelley.**

**Absent: 1 – Councilmember Rigney**

**5c Ordinance O-22-2203**

Consideration of a Special Use Permit for a Massage Therapy use on Lot 16R1A, Block 1, Colleyville Industrial Park, located at 6407 Colleyville Boulevard, Case ZC22-018

Mayor Lindamood read the caption of Ordinance O-22-2203.

Community Development Director Ben Bryner presented this request which is the companion to the previous rezoning request and stated with the zoning being approved; a Special Use Permit to allow a massage therapy use could be issued for the CC-1. Director Bryner then reviewed the massage therapy requirements and SUP language.

As there were no speakers, Mayor Lindamood opened and closed the public hearing.

**Councilmember Dodson made a motion to approve Ordinance O-22-2203, seconded by Councilmember Bond.**

**The motion to approve passed by the following vote:**

**Ayes: 6 – Mayor Lindamood, Mayor Pro Tem Wheat, and Councilmembers Elder, Bond, Dodson, and Kelley.**

**Absent: 1 – Councilmember Rigney**

**6. ORDINANCE(S): FIRST READING AND PUBLIC HEARING**

**6a Ordinance O-22-2204**

Consideration of a Special Use Permit for an accessory building to exceed the permitted lot coverage and height for accessory buildings on Lot 3, Block 5, Woodbriar Estates Addition, located at 3708 Briarhaven Lane, Case ZC22-013

Mayor Lindamood read the caption of Ordinance O-22-2204.

Community Development Director Ben Bryner presented this request for a Special Use Permit for an accessory building to exceed the maximum lot coverage for accessory buildings and maximum height, to allow for an existing accessory building which exceeds the 4% maximum lot coverage and maximum height allowed for accessory buildings. Director Bryner stated the applicant is requesting

to allow an existing 1,545 s.f. detached garage to remain. It was permitted and built in 1992 for 1,188 s.f. A portion of the structure was open and functioned as a carport. Over the years the structure has been enclosed which increased its size.

Applicant Will Priest came forward to answer questions of the City Council. Mr. Priest stated he hired a contractor and he believed everything was in order. He stated the HOA and neighbors approve of the structure. He also noted when he was advised he had to have a permit; he went into the City office to obtain one.

Mayor Lindamood stated it is important to do the homework when hiring a contractor. In this case, the contractor nor homeowner checked for compliance.

As there were no speakers, Mayor Lindamood opened and closed the public hearing.

This was a first reading; therefore, no action was taken.

**6b Ordinance O-22-2205**

Consideration of a Special Use Permit for alcoholic beverage sales for on-premise consumption on Lot 3, Block 1, Tara Village, located at 1101 Cheek-Sparger Road, Suite 110, Case ZC22-015

Mayor Lindamood read the caption of Ordinance O-22-2205.

Community Development Director Ben Bryner presented this item, a request for a Special Use Permit to allow alcoholic beverage sales for on-premise consumption at Across the Pond, 1101 Cheek-Sparger Road, Suite 110, as the ownership of the business is changing. Alcoholic beverage sales for on-premise consumption are allowed in the CC-1 Village Retail district with the approval of an SUP. The ownership of the business is changing.

Applicant John Humphreys reviewed the business hours and stated the restaurant will continue to serve good food.

As there were no speakers, Mayor Lindamood opened and closed the public hearing.

This was a first reading; therefore, no action was taken.

Mayor Lindamood moved to this item at 8:17 p.m. following approval of item 5a, the companion ordinance to this item.

**7. TABLED ORDINANCE(S): READING AND PUBLIC HEARING****7a Ordinance O-22-2195**

Consideration of a Special Use Permit for a fence to encroach into the front yard setback on Lot 1, Block 1, Brown Addition, Colleyville, located at 5412 Pleasant Run Road, Case ZC22-002

**Mayor Pro Tem Wheat made a motion to remove Ordinance O-22-2195 from the table, seconded by Councilmember Elder.**

**The motion to remove Ordinance O-22-2195 passed by the following vote:**

**Ayes: 6 – Mayor Lindamood, Mayor Pro Tem Wheat, and Councilmembers Elder, Bond, Dodson, and Kelley.**

**Absent: 1 – Councilmember Rigney**

Mayor Lindamood read the caption of Ordinance O-22-2195.

Community Development Director Ben Bryner presented this request for a Special Use Permit to allow a wooden rail fence to encroach into the front yard setback. Director Bryner noted this item had been tabled waiting on the zoning approval to R-30, which the City Council requested the applicant to seek.

As there were no speakers, Mayor Lindamood opened and closed the public hearing.

**Mayor Pro Tem Wheat made a motion to approve Ordinance O-22-2195, seconded by Councilmember Dodson.**

**The motion to approve passed by the following vote:**

**Ayes: 6 – Mayor Lindamood, Mayor Pro Tem Wheat, and Councilmembers Elder, Bond, Dodson, and Kelley.**

**Absent: 1 – Councilmember Rigney**

**8. RESOLUTION(S): READING AND PUBLIC HEARING****8a Resolution R-22-4734**

Consideration of a variance to the provisions of Section 3.24.G, Schedule of District Regulations of the Land Development Code, specifically for lot area in the R-20 Single Family Residential district, for Lot 20, Block 1, Rustic Oaks Addition, located at 5513 Valley View Drive West, Case VC22-006

Mayor Lindamood read Resolution R-22-4734 in its entirety.

Community Development Director Ben Bryner presented this item noting the applicant is requesting a variance to the lot size to allow a new patio cover to be constructed. The existing R-20 zoning requires a minimum of 20,000 sq. ft. for the lot size, the variance would allow for the existing lot size of 17,981 sq. ft.

Applicant Patricia Bauder thanked City Council for their consideration and stated the patio will be a little smaller than originally planned due to a large tree on their property.

Mayor Lindamood noted the lot size was out of control of the applicant.

As there were no speakers, Mayor Lindamood opened and closed the public hearing.

**Councilmember Dodson made a motion to approve Resolution R-22-4734, seconded by Councilmember Kelley.**

**The motion to approve passed by the following vote:**

**Ayes: 6 – Mayor Lindamood, Mayor Pro Tem Wheat, and Councilmembers Elder, Bond, Dodson, and Kelley.**

**Absent: 1 – Councilmember Rigney**

**8b Resolution R-22-4735**

Consideration of a preliminary/final plat for Lots 2AR-1, 2AR-2, 3, 4, 5, and 6, Block 1, Shirley Allgood Addition, being Tracts 3P1, 3R1, and 6A17, and 6A15, Abstract 328, Simon Cotrail Survey, and Lots 2R1 and 2R2, Block 1, Shirley Allgood Addition, located at 1804 Tyler Street, 1900 Tyler Street, 1907 Renfro Road, and 1911 Renfro Road, Case PC22-006

Mayor Lindamood read Resolution R-22-4735 in its entirety.

Community Development Director Ben Bryner presented this item seeking approval to plat/replat the property in order to allow for redevelopment and the construction of new single-family homes on six total lots. The proposed plat creates four new single-family residential lots. Two lots are being redesigned and currently have an existing home. Access for five lots will be off Tyler Street and one lot's access is along Renfro Street. The most current Drainage Plan was submitted to and reviewed by the City Engineer. The review determined the plan is satisfactory and complies with the Land Development Code. The plan shows three detention ponds are needed. The Planning and Zoning Commission recommended the westernmost detention pond be completed before any permitting for the lots on Tyler Street. This condition has been included in the resolution.



There was discussion between the City Council and Interim Public Works Director/City Engineer Larry Wright, and the applicant's engineer Jeff Ground, J. S. Ground Engineering, 4108 Dundee Court.

As there were no speakers, Mayor Lindamood opened and closed the public hearing.

**Mayor Pro Tem Wheat made a motion to approve Resolution R-22-4735, seconded by Councilmember Elder.**

**The motion to approve passed by the following vote:**

**Ayes: 6 – Mayor Lindamood, Mayor Pro Tem Wheat, and Councilmembers Elder, Bond, Dodson, and Kelley.**

**Absent: 1 – Councilmember Rigney**

**8c Resolution R-22-4736**

Suspension of the June 17, 2022 effective date of Oncor Electric Delivery Company's requested rate change

Mayor Lindamood read Resolution R-22-4736 in its entirety.

Assistant City Manager Adrienne Lothery presented this item noting approval of the resolution will suspend the effective date of Oncor's requested rate increase for 90 days. This will allow time for the consultants of the Oncor Cities Steering Committee to analyze the rate request and work to negotiate down the requested increase. Manager Lothery stated this is the first comprehensive base rate case Oncor has filed since 2017.

As there were no speakers, Mayor Lindamood opened and closed the public hearing.

**Councilmember Dodson made a motion to approve Resolution R-22-4736, seconded by Councilmember Kelley.**

**The motion to approve passed by the following vote:**

**Ayes: 6 – Mayor Lindamood, Mayor Pro Tem Wheat, and Councilmembers Elder, Bond, Dodson, and Kelley.**

**Absent: 1 – Councilmember Rigney**

**8d Resolution R-22-4737**

A resolution approving an advanced funding agreement with the Texas Department of Transportation for Green Ribbon funding for the beautification of SH26 from Cheek-Sparger Road to Brown Trail, providing for local funding from the City's capital improvements program fund, and authorizing the City Manager to execute the agreement

Mayor Newton read Resolution R-22-4737 in its entirety.

Interim Public Works Director/City Engineer Larry Wright stated the Texas Department of Transportation (TxDOT) has approved \$172,000 in Green Ribbon funding reimbursement for eligible expenses related to the beautification of SH26 from Cheek-Sparger Road to Brown Trail to extend the previous SH26 corridor beautification. Project details and plans are currently being finalized and reviewed by TxDOT, with an anticipated bid opening date (project letting) of July 2022. Director Wright noted the City would be on a tight line, as the projects must be bid by July.

Mayor Lindamood opened the public hearing.

Scotty Richardson, 2005 Reynolds Drive, thanked the City Council working so hard on the beautification of the City.

There were no others wishing to speak, and Mayor Lindamood closed the public hearing.

**Councilmember Bond made a motion to approve Resolution R-22-4737, seconded by Councilmember Dodson.**

**The motion to approve passed by the following vote:**

**Ayes: 6 – Mayor Lindamood, Mayor Pro Tem Wheat, and Councilmembers Elder, Bond, Dodson, and Kelley.**

**Absent: 1 – Councilmember Rigney**

**9. CITIZEN COMMENTS**

There were no speakers.

**10. ACTION/RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR TUESDAY, JUNE 7, 2022 - READING AND PUBLIC HEARING - RESOLUTION R-22-4738**

This resolution was not needed.

**11. ADJOURNMENT**

There being no further business before the City Council, Mayor Lindamood adjourned the meeting without objection by the City Council at 9:40 p.m.

*APPROVED BY A VOTE OF \_ AYES, \_ NAYS, ON THIS THE 21<sup>ST</sup> DAY OF JUNE 2022.*

*Minutes taken and prepared by:*

*Christine Loven, TRMC  
City Secretary*



# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

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**Agenda Number** 4b

**Agenda Date** 6/21/2022

**Number** Resolution R-22-4740

**Type** Resolution

**Department** City Secretary

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## **Title**

Approval to move the July 5, 2022 City Council Meeting date to Wednesday, July 6, 2022

## **Strategic Plan**

1.1 Actively involve and engage stakeholders

## **Explanation**

### ***Reading and Public Hearing***

This item seeks approval to move the regularly scheduled City Council Meeting from Tuesday, July 5, 2022, to Wednesday, July 6, 2022. The City of Colleyville will be closed on Monday, July 4, 2022, in observance of Independence Day.

## **Financial Impact**

There is no financial impact to the City.

## **Recommendation**

Approve

## **Attachments**



# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
www.colleyville.com

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**Agenda Number** 4c

**Agenda Date** 6/21/2022

**Number** Resolution R-22-4740

**Type** Resolution

**Department** Human Resources

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## **Title**

Approval of the renewal for medical insurance and award of dental insurance to BlueCross BlueShield of Texas, and authorize the City Manager to execute the agreements

## **Strategic Plan**

2.2 Recruit and retain a highly-qualified workforce

2.4 Demonstrate stewardship of public resources

## **Explanation**

### ***Reading and Public Hearing***

In April of each year, the City evaluates employee health insurance for the upcoming fiscal year to ensure it is remaining competitive on plans and premiums. Staff instructed the City's benefits broker, HUB International, to seek competitive proposals using the City's current plan designs. Only medical and dental insurance were bid as the other benefits were in a rate guarantee.

During the June 7, 2022 City Council Worksession, City staff presented and discussed with City Council the employee health insurance bid results and provided the recommendations for Fiscal Year 2023 (FY23).

Medical Insurance: The initial bid from BCBSTX was +1.8 percent increase (or \$45,221) to current premiums. After negotiations, BCBSTX presented the City with an offer of -2.0 percent decrease (or \$50,246) which also included an option to package dental insurance with an additional 1.0 percent discount. Overall, the final offer from BCBSTX resulted in a -3.0 percent decrease (or \$75,369).

Dental Insurance: For dental insurance, BCBSTX presented the City with a +7.4 percent increase (or \$10,501) on current dental premiums. That increase was offset with a one-time bill credit of \$12,000. By packaging both the medical and dental insurance, the City was able to achieve a lower rate on the medical insurance.

## **Summary**

The City's annual insurance renewal process provides an opportunity for the City to strategically evaluate available options for all lines of coverage and optimize its benefit offerings to employees. The City's insurance broker, HUB International, works closely



with staff to formulate the most beneficial and cost-effective recommendations which are then brought forward to the City Council for consideration.

For the upcoming year, the recommendation is to renew medical and dental insurance with BlueCross BlueShield of Texas.

**Cost Impact for Benefits:**

| <b>Plan</b>             | <b>Cost Difference</b> | <b>Recommendations</b>                                                                                                                           |
|-------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Medical                 | -\$75,369              | Renew with BCBSTX with the same plan designs with -3.0 percent decrease which includes 1.0 percent discount to package medical and dental plans. |
| Dental                  | +\$10,501              | Renew with BCBSTX with same plan design with a +7.4 percent increase.                                                                            |
| Dental Credit           | -\$12,000              | One-time bill credit to offset the premium increase.                                                                                             |
| <b>Cost Change FY23</b> | <b>-\$76,898</b>       | <b>Cost to the City</b>                                                                                                                          |

If the recommendations are approved, the total budgetary impact to the City would be a decrease of \$76,898 for FY23.

**Financial Impact**

Impact to FY23 budget is a decrease of \$76,898.

**Recommendation**

Approve

**Attachments**

1. Health Insurance Renewal Presentation
2. CIQ - BlueCross BlueShield
3. Form 1295

# **FY2023 BENEFITS RENEWAL**

# Total Cost Change to the City FY23



| Plan                    | Cost Diff        | Recommendations                                                                                                                                    |
|-------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Medical                 | -\$75,369        | Renew with BCBSTX with the same plan designs with -3.0 percent decrease which includes a 1.0 percent discount to package medical and dental plans. |
| Dental                  | +\$10,501        | Renew with BCBSTX with the same plan design with a +7.4 percent increase.                                                                          |
| Dental Credit           | -\$12,000        | One-time bill credit from BCBSTX to offset the premium increase.                                                                                   |
| <b>Cost Change FY23</b> | <b>-\$76,898</b> | <b>Cost to the City</b>                                                                                                                            |

# CONFLICT OF INTEREST QUESTIONNAIRE

## For vendor doing business with local governmental entity

# FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

### OFFICE USE ONLY

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

Blue Cross and Blue Shield of Texas (BCBSTX), a Division of Health Care Service Corporation (HCSC), a Mutual Legal Reserve Company \*SEE BELOW

**2 ☐ Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

Tammy Nakamura

Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☒ Yes

☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes

☒ No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

In completing the Conflict of Interest Questionnaire, BCBSTX conducted a reasonable review to complete this questionnaire and determined that Council Member Tammy Nakamura has a spouse (Dr. Y. Anthony Nakamura, M.D.) who also currently has, or recently had, a business relationship with BCBSTX as a healthcare provider that may have resulted in Dr. Nakamura receiving payments for healthcare services rendered to BCBSTX members in excess of \$2,500 during the preceding 12 months. No actual or potential conflict exists as a result of this relationship.

☐

Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

A large, stylized handwritten signature in blue ink, consisting of a large loop on the left and several smaller loops and strokes extending to the right.

Signature of vendor doing business with the governmental entity

Date- 5-4-2022

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;  
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.



# CERTIFICATE OF INTERESTED PARTIES

**FORM 1295**

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY  
CERTIFICATION OF FILING**

**Certificate Number:**  
2022-880730

**Date Filed:**  
05/02/2022

**Date Acknowledged:**

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

Blue Cross and Blue Shield of Texas, a Division of HCSC, a Mutual Legal Reserve Company  
Richardson, TX United States

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

City of Colleyville

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

HR-2022-02  
Medical/Rx and Dental Request for Proposal

| 4 | Name of Interested Party | City, State, Country (place of business) | Nature of interest<br>(check applicable) |              |
|---|--------------------------|------------------------------------------|------------------------------------------|--------------|
|   |                          |                                          | Controlling                              | Intermediary |
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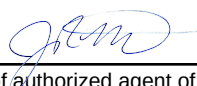
**5 Check only if there is NO Interested Party.****6 UNSWORN DECLARATION**

My name is Jason Motter, and my date of birth is February 10, 1970.

My address is 1001 East Lookout Drive, Richardson, TX, 75082, USA.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(month) (year)

  
\_\_\_\_\_  
Signature of authorized agent of contracting business entity  
(Declarant)



# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
www.colleyville.com

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**Agenda Number** 4d

**Agenda Date** 6/21/2022

**Number** Resolution R-22-4740

**Type** Resolution

**Department** Engineering

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## **Title**

Approval of a construction contract with 308 Construction, LLC for the City Hall/Justice Center Exterior Improvements Project, in an amount not to exceed \$649,389.25 and a contingency amount not to exceed \$30,000, and authorizing the City Manager to execute the contract

## **Strategic Plan**

5.3 Provide attractive facilities for leisure and recreation

## **Explanation**

### ***Reading and Public Hearing***

The City Hall/Justice Center Exterior Improvements Project was authorized in the FY2022-2026 Capital Improvement Program by Resolution R-21-4651 in an amount of \$650,000.00.

The award shall be based on the lowest responsible bidder whose evaluation by the City indicates to be in the best interest of the City and taxpayers. After review of pricing, references, and qualifications, the recommendation is to award the contract to 308 Construction, LLC. The lowest bidder, Majestic Services, did not bid the specified products/materials and did not review the specifications prior to submitting their bid and therefore has been disqualified. JM Construction, the second low bidder, is the contractor who was awarded the ongoing Public Works Service Center Renovation Project. Due to issues encountered with the accuracy of their work and intentional deviation from the contract documents, staff does not recommend they be awarded this contract.

The project involves general maintenance and repair to the exterior of the City Hall/Library Building and the Colleyville Justice Center. Exterior renovations include the repair and repainting of EIFS walls and trim, the cleaning and resealing limestone, repair and repointing of limestone mortar, the removal and replacement of exterior sealants, the refinishing of steel railings, re-staining of wood soffits and trim, and repainting metal doors and frames.

Public notification of the invitation for bids was advertised in the *Fort Worth Star-Telegram* on April 24, May 1, and May 8, 2022. The notice to bidders and bid packet were posted on CivCast for free downloading and distributed to the Dodge Lead

Center, BlueBook Building and Construction Network, and Construct Connect, which includes ISqFt, CMD, CDC, and Bid Clerk. Additionally, staff directly notified a list of local contractors who may be interested in the bid opportunity. The project had 35 plan holders, of which were one architect, 13 general contractors, three manufacturers, one not specified, two others, six plan rooms, seven sub-contractors, and two suppliers.

The City received five sealed bids, which were opened and publicly read aloud on May 24, 2022.

| <b>Contractor</b>           | <b>Base Amount</b>  | <b>BidContingency Amount</b> | <b>TOTAL Contract Amount</b> |
|-----------------------------|---------------------|------------------------------|------------------------------|
| Majestic Services, Inc.     | \$433,406.00        | \$30,000                     | \$463,406.00                 |
| JM Construction Solutions   | \$640,459.00        | \$30,000                     | \$670,459.00                 |
| <b>308 Construction</b>     | <b>\$649,389.25</b> | <b>\$30,000</b>              | <b>\$679,389.25</b>          |
| Mid-Continental Restoration | \$667,377.55        | \$30,000                     | \$697,377.55                 |
| Frontier Waterproofing      | \$979,455.00        | \$30,000                     | \$1,009,455.00               |

### **Financial Impact**

Funding sources for the project are the Capital Projects Fund and the Tax Increment Finance Fund.

### **Recommendation**

Approve

### **Attachments**

1. Recommendation Letter
2. Bid Tabulation
3. Form 1295
4. Construction Services Agreement



June 9, 2022

Jaime Gutierrez, Facilities Manager  
The City of Colleyville  
100 Main Street, 2<sup>nd</sup> Floor  
Colleyville, TX 76034

Re: Colleyville City Hall/Justice Center Exterior Renovations – Bid Recommendation

Dear Mr. Gutierrez,

I have reviewed the bid documents of the five (5) Contractors who submitted for the Colleyville Justice Center Site Improvements project. I have confirmed that the low bidder (\$433,406), Majestic Services, did not bid the specify products/materials and did not review the specifications prior to submitting their bid. For these reasons, I recommend their bid be disqualified.

JM Construction, the second low bidder (\$640,459), is the Contractor who was awarded the ongoing Public Works Service Center Renovations project. Due to the issues encountered with the accuracy of their work, and intentional deviation from the Contract Documents, I cannot recommend they be awarded this contract.

I have confirmed that the third low bidder (\$649,389.25), 308 Construction, did bid the specified products/materials and reviewed the project specifications in their entirety. 308 is a local Contractor who has experience with similar projects, has a Project Manager based in DFW, and will use all local subcontractors. After review of pricing, references, and qualifications, it is my recommendation that 308 be awarded the Contract. Furthermore, given recent escalation of construction costs, I feel that their bid amount is a fair price for this scope of work.

Please let me know if I can be of further assistance in this matter.

Sincerely,

Stephen Bingham, AIA

**City of Colleyville-City Hall/Justice Center Exterior Improvements**

**Bid Tabulation BSV-2022-002**

| Item               | Description                                                                                                                                   | Unit | QTY | Majestic Services, Inc | JM Construction Solutions | 308 Construction, LLC | Mid-Continental Restoration | Frontier Waterproofing, Inc. |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|------|-----|------------------------|---------------------------|-----------------------|-----------------------------|------------------------------|
| 1                  | Mobilization, Demobilization, Bonds and Insurance in accordance with the Notice to Bidders                                                    | LS   | 1   | \$116,000.00           | \$161,259.00              | \$88,065.00           | \$30,645.16                 | \$147,000.00                 |
| 2                  | CITY HALL - Power washing of EIFS, Limestone, brick, and other surfaces as noted on drawings                                                  | LS   | 1   | \$25,000.00            | \$15,500.00               | \$27,037.50           | \$57,777.90                 | \$50,000.00                  |
| 3                  | CITY HALL – Cleaning and sealing of limestone indicated on drawings and by processes specified                                                | LS   | 1   | \$22,000.00            | \$60,000.00               | \$17,252.50           | \$74,738.30                 | \$121,900.00                 |
| 4                  | CITY HALL – Restaining of Soffit and Rafter Tails as specified                                                                                | LS   | 1   | \$14,000.00            | \$15,000.00               | \$16,995.00           | \$46,606.01                 | \$48,000.00                  |
| 5                  | CITY HALL – Replacing sealant as indicated on drawings and repainting of EIFS and HM Doors as specified                                       | LS   | 1   | \$80,000.00            | \$207,000.00              | \$148,835.00          | \$210,691.20                | \$213,000.00                 |
| 6                  | CITY HALL – Repair of cracked or damaged EIFS, repair of cracked or chipped limestone, and repointing 5% of limestone mortar                  | LS   | 1   | \$17,000.00            | \$8,500.00                | \$77,893.75           | \$20,063.64                 | \$44,000.00                  |
| 7                  | CITY HALL – Removal, refinishing, and reinstallation of steel railings as indicated                                                           | LS   | 1   | \$7,000.00             | \$8,500.00                | \$19,055.00           | \$24,813.86                 | \$23,000.00                  |
| 8                  | JUSTICE CENTER - Power washing of EIFS, Limestone, brick, and other surfaces as noted on drawings                                             | LS   | 1   | \$11,000.00            | \$10,500.00               | \$18,256.75           | \$16,376.37                 | \$40,000.00                  |
| 9                  | JUSTICE CENTER – Cleaning and sealing of limestone indicated on drawings and by processes specified                                           | LS   | 1   | \$11,000.00            | \$20,000.00               | \$11,072.50           | \$3,845.82                  | \$23,000.00                  |
| 10                 | JUSTICE CENTER – Replacing sealant as indicated on drawings and repainting of EIFS, HM Doors, bollards, signs, and access panels as specified | LS   | 1   | \$30,000.00            | \$94,000.00               | \$113,815.00          | \$128,196.93                | \$209,000.00                 |
| 11                 | JUSTICE CENTER – Repair of cracked or damaged EIFS, repair of cracked or chipped limestone, and repointing 15% of limestone mortar            | LS   | 1   | \$7,000.00             | \$6,100.00                | \$63,988.75           | \$38,906.75                 | \$24,000.00                  |
| 12                 | JUSTICE CENTER – Installation of Mow Strip and gravel strip as shown on drawings                                                              | LS   | 1   | \$33,000.00            | \$34,100.00               | \$14,677.50           | \$14,715.61                 | \$13,000.00                  |
| 13                 | Other miscellaneous items included in project scope but not specifically listed above                                                         | LS   | 1   | \$60,406.00            | \$0.00                    | \$32,445.00           | \$0.00                      | \$23,555.00                  |
| <b>Sub Totals</b>  |                                                                                                                                               |      |     | <b>\$433,406.00</b>    | <b>\$640,459.00</b>       | <b>\$649,389.25</b>   | <b>\$667,377.55</b>         | <b>\$979,455.00</b>          |
| 14                 | Construction Contingency                                                                                                                      | LS   | 1   | \$30,000.00            | \$30,000.00               | \$30,000.00           | \$30,000.00                 | \$30,000.00                  |
| <b>Grand Total</b> |                                                                                                                                               |      |     | <b>\$463,406.00</b>    | <b>\$670,459.00</b>       | <b>\$679,389.25</b>   | <b>\$697,377.55</b>         | <b>\$1,009,455.00</b>        |

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

308 Construction, LLC  
Argyle, TX United States

**Certificate Number:**  
2022-899973

**Date Filed:**  
06/15/2022

**Date Acknowledged:**  
06/16/2022

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

City of Colleyville, Texas

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

BSV-2022-002  
City Hall/Justice Center Exterior Improvements

| 4 | Name of Interested Party | City, State, Country (place of business) | Nature of interest<br>(check applicable) |              |
|---|--------------------------|------------------------------------------|------------------------------------------|--------------|
|   |                          |                                          | Controlling                              | Intermediary |
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**5 Check only if there is NO Interested Party.**



**6 UNSWORN DECLARATION**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(month) (year)

\_\_\_\_\_  
Signature of authorized agent of contracting business entity  
(Declarant)



# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:  
2022-899973

Date Filed:  
06/15/2022

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

308 Construction, LLC  
Argyle, TX United States

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City of Colleyville, Texas

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BSV-2022-002  
City Hall/Justice Center Exterior Improvements

| 4 | Name of Interested Party | City, State, Country (place of business) | Nature of interest (check applicable) |              |
|---|--------------------------|------------------------------------------|---------------------------------------|--------------|
|   |                          |                                          | Controlling                           | Intermediary |
|   |                          |                                          |                                       |              |
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5 Check only if there is NO Interested Party.



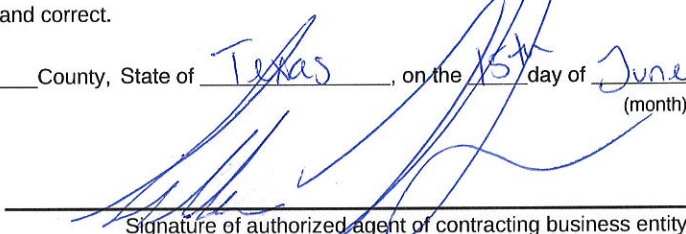
### 6 UNSWORN DECLARATION

My name is Allen Heiser, and my date of birth is 6/30/1984.

My address is 1109 8th Street, Argyle, Tx, 76226, USA.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Denton County, State of Texas, on the 15th day of June, 20 22.  
(month) (year)

  
Signature of authorized agent of contracting business entity  
(Declarant)

**CONSTRUCTION SERVICES AGREEMENT**  
**CITY HALL AND JUSTICE CENTER IMPROVEMENTS PROJECT**  
(Bid #BSV2022-002)

This CONSTRUCTION SERVICES AGREEMENT ("Agreement") is made as of the Effective Date by and between **308 Construction, LLC**, a Texas Limited Liability Company, hereinafter called "Contractor", and the **City of Colleyville, Texas**, hereinafter called "City".

**RECITALS**

**WHEREAS**, City desires Contractor to perform certain work and services set forth in Section 1 (the "Scope of Services"), and

**WHEREAS**, Contractor has expressed a willingness to perform said work and services, hereinafter referred to only as "services", specified in the Contract Documents and Section 1 of this Agreement.

**NOW, THEREFORE**, for and in consideration of the covenants and promises made one to the other herein, City and Contractor agree as follows:

**Section 1.     Scope of Services**

Upon issuance of a written notice to proceed by City, Contractor agrees to provide to City the necessary services, labor, materials, equipment and supplies to perform the City Hall and Justice Center Improvements Project (the "Project"), such services being more fully described herein and pursuant to the plans and specifications identified in the Contract Documents.

**Section 2.     Term of Agreement**

The term of this Agreement shall begin on the last date of execution hereof (the "Effective Date") and shall continue until Contractor completes the services required herein to the satisfaction of City and has been paid in full by City, unless sooner terminated in conformance with this Agreement.

**Section 3.     Contract Documents**

- (a) This Agreement is a part of the "Contract Documents", which include:
- (1) This Agreement, including all exhibits and addenda hereto;
  - (2) City's plans, specifications, and all other contract documents for the Project contained in City's Bid #BSV2022-002;
  - (3) City's written notice(s) to proceed to the Contractor;
  - (4) Properly authorized change orders;
  - (5) Contractor's Bid Proposal ("Proposal" and/or "Response"); and
  - (6) Any other materials distributed by the City that relate to the Project.

In the event there exists a conflict between any term, provision and/or interpretation of the Contract Documents, the documents shall take precedent and control in the order listed above in this section (which shall supersede any conflicting provision concerning priority of contract documents contained in the Bid Packet). If discrepancies are found that may impact Contractor's performance of the services for the Project, it shall be the Contractor's obligation to seek clarification as to which requirements or provisions control before undertaking any work on that component of the Project. Should the Contractor fail or refuse to seek a clarification of such conflicting or inconsistent requirements or provisions prior to any work on that component of the Project, the Contractor shall be solely responsible for the costs and expenses - including additional time - necessary to cure, repair and/or correct that component of the Project.

#### **Section 4. Contractor Obligations**

(a) Performance of Services. To the extent reasonably necessary for Contractor to perform the services under this Agreement, Contractor shall be authorized to engage the services of any agents, assistants, persons, or corporations that Contractor may deem proper to aid or assist in the performance of the services under this Agreement with the prior written approval of City. The cost of such personnel and assistance shall be a reimbursable expense to Contractor only if authorized in writing in advance by City. Unless otherwise agreed, Contractor shall provide and pay for all materials, supplies, machinery, equipment, tools, superintendence, labor, insurance, and all water, light, power, fuel, transportation and all other facilities necessary for the execution and completion of the work covered by the Scope of Services.

(b) Quality Materials. Unless otherwise specified, all materials shall be new and both workmanship and materials shall be of a good quality. Contractor shall, if required, furnish satisfactory evidence as to the kind and quality of materials. Materials or work described in words that so applied have well known, technical or trade meaning shall be held to refer to such recognized standards. Contractor shall be responsible for the professional quality, technical accuracy, and the coordination of all materials, construction, installation and other services furnished by Contractor under this Agreement. Contractor shall, without additional compensation, correct or revise any errors or deficiencies in the installation and construction of the Project components to conform as shown in the Project drawings and specifications.

(c) Additional Services. Payment for extra work shall be as agreed in the work order. Should City require additional services not included under this Agreement, Contractor shall make reasonable effort to provide such additional services at mutually agreed charges or rates, and within the time schedule prescribed by City; and without decreasing the effectiveness of the performance of services required under this Agreement. All minor details of the work not specifically mentioned in the Scope of Services or Contract Documents but obviously necessary for the proper completion of the work, such as the proper connection of new work to old, shall be considered as incidental to and a part of the work for which the prices are set forth in this Agreement. Contractor will not be entitled to any additional compensation therefor unless specifically stated otherwise. Otherwise the terms "extra work" and "additional services" as used in this Agreement shall be understood to mean and include all work that may be required by City to be done by Contractor to accomplish any alteration or addition to the work as shown on the Project plans and drawings. It is agreed that Contractor shall perform all extra work under the direction of the City's representative when presented with a written work/change order signed by the City's representative, subject, however, to the right of Contractor to require written confirmation of such extra work order by City. No claims for extra services, additional services or changes in the services whatsoever, including any change in pricing or time for performance related to the services will be made by Contractor without first obtaining the City's written agreement and approval of a work/change order reflecting the same.

(d) Independent Contractor. It is understood and agreed by and between the parties that Contractor, while performing under this Agreement, is acting independently, and that City assumes no responsibility or liabilities to any third party in connection with Contractor's actions. All services to be performed by Contractor pursuant to this Agreement shall be in the capacity of an independent contractor, and not as an agent or employee of City. Contractor shall supervise the performance of its services and shall be entitled to control the manner and means by which its services are to be performed, subject to the terms of this Agreement. There is no intended third-party beneficiary to this Agreement.

(e) Inspection of Records. Contractor grants City and its designees the right to audit, examine or inspect, at City's election, all of Contractor's Records relating to the performance of services under this Agreement, during the term of the Agreement and any retention period herein. City's audit, examination or inspection of Contractor's Records may be performed by a City designee, which may include its internal auditors or an outside representative engaged by City. Contractor agrees to retain Contractor's Records for a minimum of four (4) years following termination of the Agreement, unless there is an ongoing dispute under the contract; then, such retention period shall extend until final resolution of the dispute. "Contractor's Records" shall include any and all information, materials and data of every kind and character

generated as a result of the services under this Agreement. City agrees that it will exercise its right to audit, examine or inspect Contractor's Records only during regular business hours. Contractor agrees to allow City and its designees access to all of Contractor's Records, Contractor's facilities and the current or former employees of Contractor, deemed necessary by City or its designee(s), to perform such audit, inspection or examination.

(f) Certification of No Conflicts. Contractor hereby warrants to the City that Contractor has made full disclosure in writing of any existing or potential conflicts of interest related to Contractor's services under this Agreement. In the event that any conflicts of interest arise after the Effective Date of this Agreement, Contractor hereby agrees immediately to make full disclosure to the City in writing.

(g) No Waiver of City's Rights. Neither City's review, approval or acceptance of, nor payment for any of the services required under this Agreement, shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and Contractor shall be and remain liable to City in accordance with applicable law for all damages to City caused by Contractor's negligent performance of any of the services furnished under this Agreement.

(h) Rights-of-Access. City will obtain or furnish right-of-access to the Project site for Contractor to perform any required studies, surveys, tests or other necessary investigations in relation to the Scope of Services. Contractor will take all necessary and reasonable precautions to minimize damage to all personal and real property in the performance of such surveys, tests, studies and investigations.

(i) Compliance with Laws. Contractor shall comply with all laws, ordinances, rules and regulations governing Contractor's performance of this Agreement.

## **Section 5. Payment**

(a) Compensation; Method of Payment. City agrees to pay Contractor for all services authorized in writing and properly performed by Contractor in a total amount not to exceed SIX HUNDRED AND SEVENTY-NINE THOUSAND, THREE HUNDRED AND EIGHTY-NINE DOLLARS AND TWENTY-FIVE CENTS (\$679,389.25) ("Contract Price"), subject to additions or deletions for changes or extras agreed upon in writing. Unless otherwise provided herein, payment to Contractor shall be monthly based on the Contractor's monthly progress report and detailed monthly itemized statement for services that shows the names of the Contractor's employees, agents, Contractors performing the services, the time worked, the actual services performed, and the rates charged for such services, in a form reasonably acceptable to City. City shall pay such monthly statements within thirty (30) days after receipt and City verification of the services.

(b) Deductions; Withholding. City may deduct from any amounts due or to become due to Contractor any sum or sums owing by Contractor to City. In the event of any breach by Contractor of any provision or obligation of this Agreement, or in the event of the assertion by other parties of any claim or lien against City, or the City's premises, arising out of Contractor's performance under this Agreement, City shall have the right to retain out of any payments due or to become due to Contractor an amount sufficient to completely protect the City from any and all loss, damage or expense therefrom, until the breach, claim or lien has been satisfactorily remedied or adjusted by Contractor. Additionally, City may, on account of subsequently discovered evidence, withhold the whole or part of any payment to such extent as may be necessary to protect itself from loss on account of:

- (1) defective work not remedied;
- (2) claims filed or reasonable evidence indicating possible filing of claims;
- (3) failure of Contractor to make payments promptly to subContractors or for material or labor which City may pay as an agent for the Contractor; or
- (4) damages to another Contractor or subcontractor.

When the above grounds are removed, or Contractor provides a surety bond or letter of credit satisfactory to City (to be determined in City's sole discretion) which will protect City in the amount withheld because of said grounds, City will release the amounts withheld.

## **Section 6.      Performance Schedule**

(a)      Time for Performance. Contractor shall perform all services as provided for under this Agreement in a proper, efficient, timely, and professional manner in accordance with City's requirements. The time for performance under this Agreement is ninety (90) calendar days. Accordingly, Contractor shall complete all work related to the Project on or before ninety (90) calendar days following the date of City's written notice to proceed to Contractor.

(b)      Extentions; Written Request Required. No allowance of any extension of time, for any cause whatever (including an event of Force Majeure), shall be claimed by or granted to Contractor, unless (i) Contractor shall have made written request to City for such extension within forty-eight (48) hours after the cause for such extension occurred, and (ii) City and Contractor have agreed in writing that such additional time shall be granted. As used in this section, the term "Force Majeure" shall mean that Contractor's performance of the services under this Agreement is prevented or delayed, in whole or in part, to such an extent that Contractor would not be able to complete the services (or any partial component thereof) within the time for performance set forth herein by reason of or through work strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, court judgment, act of God, pandemic, or other specific cause reasonably beyond Contractor's control and not attributable to its malfeasance, neglect or nonfeasance. Should Contractor timely request an extension of time due to an event of force majeure under this section, City and Contractor may agree in writing to suspended Contractor's performance until such disability to perform (other than a payment obligation) is removed; provided, that Contractor shall use commercially reasonable efforts to remove any such causes and resume performance of the services under this Agreement as soon as reasonably practicable.

(c)      Costs of Delay. Contractor understands and agrees that time is of the essence of this contract, and that for each day of delay beyond the number of calendar days agreed upon for the completion of the work herein specified and contracted for (after due allowance for such extension of time as may otherwise be provided for extension of time herein), the Owner may withhold permanently from the Contract Price an amount equal to \$2,500.00 per day, which the parties agree represents a reasonable estimation of the actual costs that would be incurred by the City in the event of such delay. In the event Contractor's performance under this Agreement is delayed or interfered with, regardless of reason, Contractor shall not be entitled to any increase in fee or price, or to damages or additional compensation as a consequence of such delays.

## **Section 7.      Ownership of Project; Bill of Sale; No Liens**

(a)      Title of Ownership. Contractor warrants that title to all services, including all equipment and materials incorporated into the Project, will pass to City no later than the time of final payment. Contractor further warrants that upon payment by City, all services for which payments have been received from City shall be free and clear of liens, claims, security interests or other encumbrances in favor of Contractor or any other person or entity whatsoever.

(b)      Assignment; Bill of Sale. Contractor agrees, no later than the time of completion of the Project, to assign to City all manufacturer's warranties relating to equipment, materials and labor used in the Project and further agrees it will at all times perform the services in a manner that will, to the greatest extent possible, preserve all manufacturer's warranties. If necessary as a matter of law, Contractor may retain the right to enforce directly any such manufacturers' warranties during the one year period following the date of acceptance of the Project by City; provided, that City's rights related to the same shall not be subordinate to Contractor's enforcement rights.

CONTRACTOR AGREES TO INDEMNIFY, DEFEND, AND SAVE CITY HARMLESS FROM ALL CLAIMS RELATED TO ANY DEMANDS OF SUBCONTRACTORS, LABORERS, WORKMEN, MECHANICS, MATERIALMEN, AND SUPPLIERS OF MACHINERY AND PARTS THEREOF, EQUIPMENT, POWER TOOLS, ALL SUPPLIES ARISING OUT OF THE PERFORMANCE OF THIS AGREEMENT. CONTRACTOR SHALL FURNISH SATISFACTORY EVIDENCE THAT ALL OBLIGATIONS DESCRIBED HEREIN HAVE BEEN PAID, DISCHARGED OR WAIVED UPON CITY'S WRITTEN REQUEST.

**Section 8. Default; Termination; Abandonment**

(a) Default by Contractor. Should Contractor fail to comply with any term or condition this Agreement applicable to Contractor, or become disabled and unable to comply with any provisions of this Agreement related to the quality or character of the services or time of performance, Contractor shall be deemed in default of this Agreement. If such default is not corrected within ten (10) days after written notice by City to Contractor, City may, at its sole discretion and without prejudice to any other right or remedy:

- (1) terminate this Agreement and be relieved of any further payment or consideration to Contractor except for all services determined by City to be satisfactorily completed prior to such termination. Payment for work satisfactorily completed shall be for actual costs incurred and non-refundable, including reasonable salaries and travel expenses of Contractor to and from meetings called by City at which Contractor is required to attend, but shall not include any loss of profit of Contractor. City may further proceed to complete the services in any manner deemed proper by City, either by the use of its own forces or by resubletting to others; or
- (2) City may, without terminating this Agreement or taking over the services, furnish the necessary materials, equipment, supplies and/or help necessary to remedy the situation, at Contractor's sole expense.

(b) Suspension or Termination by City. City may suspend or terminate this Agreement for cause or without cause at any time by giving written notice to Contractor. In the event suspension or termination is without cause, payment to Contractor, in accordance with the terms of this Agreement, will be made based on services reasonably determined by City to be satisfactorily performed as of the date of suspension or termination. Such payment will become payable upon delivery of all instruments of service to City and City's acceptance of the same. If City requires a modification of the services under this Agreement, and in the event City and Contractor fail to agree upon such modification(s), City shall have the option of terminating this Agreement and Contractor's services hereunder at no additional cost other than the payment to Contractor in accordance with the terms of this Agreement for the services reasonably determined by City to be properly performed prior to such termination date.

(c) Abandonment. If Contractor should abandon and fail or refuse to resume work within ten (10) days after written notification from the City, or if Contractor fails to timely comply with the orders of the City, when such orders are consistent with the Contract Documents, then, and in that case, where a performance bond(s) exists, the surety on the bond(s) may be notified in writing by City and directed to complete the work (at City's sole discretion), and a copy of said notice shall be delivered to Contractor. After receiving said notice of abandonment, Contractor shall not remove from the work any machinery, equipment, tools, materials or supplies then on the job, but the same, together with any materials and equipment under contract for the work, may be held for use on the work by the City or the surety on the performance bond, or another Contractor in completion of the work; and Contractor shall not receive any rental or credit therefor, having hereby acknowledged that the use of such equipment and materials will ultimately reduce the cost to complete the work and be reflected in the final settlement. In the event a surety fails to comply with City's written notice provided for herein, then the City may provide for completion of the work in either of the following elective manners:



- (1) the City may employ such labor and use such machinery, equipment, tools, materials and supplies as said City may deem necessary to complete the work and charge the expense of such labor, machinery, equipment, tools, materials and supplies to Contractor, which shall be deducted and paid by City out of such amounts as may be due, or that may thereafter at any time become due to the Contractor under this Agreement. In case such expense is less than the sum which would have been payable under this Agreement if the same had been completed by the Contractor, then Contractor shall receive the difference. In case such expense is greater than the sum which would have been payable under this Agreement if the same had been completed by said Contractor, then the Contractor and/or its surety (ies) shall pay the amount of such excess to the City; or
- (2) the City may (under sealed bids when and in the manner required by law) let the contract to another Contractor for the completion of the work under substantially the same terms and conditions which are provided in this Agreement. In the case of any increase in cost to the City under the new contract as compared to what would have been the cost under this Agreement, such increase shall be charged to the Contractor and its surety (ies) shall be and remain bound therefor. However, should the cost to complete any such new contract prove to be less than what would have been the cost to complete under this Agreement, the Contractor and/or its surety (ies) shall be credited therewith.

(d) Remedies Cumulative. The remedies in this section are cumulative and nothing herein shall be deemed a waiver of any other remedy available to the City under this Agreement, including its remedies upon default provided herein above.

#### **Section 9.     Insurance**

Contractor shall during the term hereof maintain in full force and effect all policies of insurance reasonably required by City and in compliance with the Contract Documents. Contractor's obligation to provide acceptable certificates of insurance is a material condition of this Agreement, and services under this Agreement shall not commence until certificates of insurance have been received, reviewed, and accepted by City. The minimum coverages and limits of liability for the policies of insurance required under this Agreement are maintained by and accessible through the City's purchasing department.

#### **Section 10.    Indemnification**

(a)     Release of liability. CITY SHALL NOT BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY OF ANY KIND OR CHARACTER TO ANY PERSON OR PROPERTY ARISING FROM THE SERVICES OF CONTRACTOR PURSUANT TO THIS AGREEMENT. CONTRACTOR HEREBY WAIVES ALL CLAIMS AGAINST CITY, ITS OFFICERS, AGENTS AND EMPLOYEES (COLLECTIVELY REFERRED TO IN THIS SECTION AS "CITY") FOR DAMAGE TO ANY PROPERTY OR INJURY TO, OR DEATH OF, ANY PERSON ARISING AT ANY TIME AND FROM ANY CAUSE OTHER THAN THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF CITY OR BREACH OF CITY'S OBLIGATIONS HEREUNDER.

(b)     Contractor's Indemnity Obligation. CONTRACTOR AGREES TO INDEMNIFY AND SAVE HARMLESS CITY FROM AND AGAINST ANY AND ALL LIABILITIES, DAMAGES, CLAIMS, SUITS, COSTS (INCLUDING COURT COSTS, REASONABLE ATTORNEYS' FEES AND COSTS OF INVESTIGATION) AND ACTIONS OF ANY KIND BY REASON OF INJURY TO OR DEATH OF ANY PERSON OR DAMAGE TO OR LOSS OF PROPERTY TO THE EXTENT CAUSED BY CONTRACTOR'S PERFORMANCE OF SERVICES UNDER THIS AGREEMENT OR BY REASON OF ANY NEGLIGENT ACT OR OMISSION ON THE PART OF CONTRACTOR, ITS OFFICERS, DIRECTORS, SERVANTS, EMPLOYEES, REPRESENTATIVES, CONSULTANTS, LICENSEES, SUCCESSORS OR PERMITTED ASSIGNS (EXCEPT WHEN SUCH LIABILITY,

CLAIMS, SUITS, COSTS, INJURIES, DEATHS OR DAMAGES ARISE, IN WHOLE OR IN PART, FROM OR ARE ATTRIBUTED TO THE GROSS NEGLIGENCE OF CITY, IN WHICH CASE CONTRACTOR SHALL INDEMNIFY CITY ONLY TO THE EXTENT OR PROPORTION OF NEGLIGENCE ATTRIBUTED TO CONTRACTOR AND/OR ITS OFFICERS, DIRECTORS, SERVANTS, EMPLOYEES, REPRESENTATIVES, CONSULTANTS, LICENSEES, SUCCESSORS OR PERMITTED ASSIGNS AS DETERMINED BY A COURT OR OTHER FORUM OF COMPETENT JURISDICTION).

(c) Notice of Claim(s). Contractor shall promptly advise City in writing of any claim or demand against the City, related to or arising out of Contractor's acts or omissions under this Agreement and shall see to the investigation and defense of such claims or demand at Contractor's sole cost and expense; provided, that City, at its option and at its own expense, may participate in such defense without relieving Contractor of any of its obligations hereunder.

CONTRACTOR'S OBLIGATIONS UNDER THIS SECTION SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED BY CONTRACTOR UNDER THIS AGREEMENT. THE PROVISIONS OF THIS SECTION 10 SHALL SURVIVE TERMINATION OF THIS AGREEMENT.

#### **Section 11. Notice**

All notices required by this Agreement shall be in writing and addressed to the parties at the addresses set forth below (or to such other address that may be designated by the receiving party from time to time in accordance with this section). All notices shall be delivered by personal delivery, nationally recognized overnight courier (with all fees pre-paid), or e-mail of a PDF document (with confirmation of transmission) or certified or registered mail (in each case, return receipt requested, postage prepaid). Except as otherwise provided in this Agreement, a notice is effective only (a) upon receipt by the receiving party, and (b) if the party giving the notice has complied with the requirements of this Section.

#### **Section 12. Sales and Use Taxes**

Contractor understands and acknowledges that City is a governmental entity and exempt from the payment of sales and use taxes for certain materials and equipment conveyed to City as part of this Project or otherwise incorporated into the Project. City agrees to provide Contractor such documentation as may otherwise be required by state law to allow Contractor to avoid payment of sales and uses taxes for materials and equipment with respect to the Project to the extent allowed by law.

#### **Section 13. Texas Government Code Verifications**

(a) Contractor's execution of this Agreement shall serve as its acknowledgement and written verification that:

- (1) the requirements of Subchapter J, Chapter 552, Government Code, apply to this Agreement and Contractor agrees that the Agreement can be terminated if Contractor knowingly or intentionally fails to comply with a requirement of that subchapter;
- (2) pursuant to Texas Government Code Chapter 2270, that Contractor's organization does not presently boycott Israel and will not boycott Israel during the term of this Agreement; and
- (3) pursuant to Texas Government Code Chapter 2251, that Contractor's organization does not current discriminate against firearm and ammunition industries and will not for the term of the contract. Discriminating means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with the firearm or ammunition industry or with a person or entity doing business in the firearm or ammunition industry, but does not include an action made for ordinary business purposes.

#### **Section 14. Miscellaneous**

(a) Contractor shall not assign or sublet this Agreement, in whole or in part, without the prior written consent of City. (b) Contractor shall comply with all federal, state, county and municipal laws, ordinances, resolutions, regulations, rules, and orders applicable to the services under this Agreement. (c) The laws of the State of Texas shall govern this Agreement; and venue for any action concerning this Agreement shall be in the state district courts of Tarrant County, Texas. The parties agree to submit to the personal and subject matter jurisdiction of said courts. (d) This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and there are no oral understandings, statements or stipulations bearing upon the meaning or effect of this Agreement which have not been incorporated herein. (e) The exhibits attached hereto, if any, are incorporated herein and made a part hereof for all purposes. (f) Unless expressly provided otherwise herein, this Agreement may only be modified, amended, supplemented or waived by a mutual written agreement of the parties. (g) In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it. (h) Any of the representations and obligations of the parties, as well as any rights and benefits of the parties pertaining to a period of time following the termination of this Agreement shall survive termination. (i) This Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument. Each counterpart may consist of any number of copies hereof each signed by less than all, but together signed by all of the parties. (j) Each party represents that it has full capacity and authority to grant all rights and assume all obligations granted and assumed under this Agreement. (k) Subject to the provisions regarding assignment, this Agreement shall be binding on and inure to the benefit of the parties to it and their respective heirs, executors, administrators, legal representatives, successors and assigns.

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY –  
SIGNATURES ON FOLLOWING PAGE(S)]

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement as of the Effective Date.

For City:

For Contractor:

CITY OF COLLEYVILLE, TEXAS

308 CONSTRUCTION, LLC

By: \_\_\_\_\_

Jerry Ducay  
City Manager

By: \_\_\_\_\_

Allen Heiser  
CEO

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

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

Notice Address:

City of Colleyville  
Attn: City Manager  
100 Main St., 3rd Floor  
Colleyville, Texas 76034  
E: [jducay@colleyville.com](mailto:jducay@colleyville.com)

Notice Address:

308 Construction, LLC  
Attn: Allen Heiser, CEO  
2126 Hamilton Rd, Suite 250  
Argyle, Texas 76226  
E: [aheiser@308gc.com](mailto:aheiser@308gc.com)

ATTEST:

\_\_\_\_\_  
Christine Loven, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Whitt L. Wyatt, City Attorney

CSA\_WW\_June 21, 2022\_v1.20220427



# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
www.colleyville.com

**Agenda Number** 4e

**Agenda Date** 6/21/2022

**Number** Resolution R-22-4740

**Type** Resolution

**Department** Engineering

## Title

Approval to purchase three road and ice sanders, in the amount of \$89,732.40, plus freight, from Texas Municipal Equipment, an approved vendor through the Texas Local Government Purchasing Cooperative (BuyBoard), and authorizing the City Manager to execute the purchase agreement

## Strategic Plan

2.1 Provide responsive, efficient city services

## Explanation

### *Reading and Public Hearing*

This item seeks approval to purchase three road and ice sanders at a cost of \$89,732.40, plus freight, estimated at \$10,100.

The current road and ice sanders utilized by Public Works were purchased in 2013 and 2014. Only one of the three spreaders was moderately operable during the winter of 2022. This unit has been assessed, and given the age, making the repairs is not cost effective. The three units recommended will provide for maximum flexibility when responding to an inclement weather event.

The recommended vendor is Texas Municipal Equipment, for a cost of \$89,732.40, plus freight. The chart below provides the base quote and the estimated freight charges for each of the sanders.

| Equipment                                                     | Utilization                                                                                                               | Base Quote  | Estimated Freight | TOTAL       |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-------------|-------------------|-------------|
| Fisher Poly-caster                                            | Pickup truck mounted unit utilized for small applications such intersections and parking lots                             | \$11,996.82 | \$1,500.00        | \$13,496.82 |
| Henderson Spreader Stand (HSS) with liquid brine capabilities | Dump truck mounted unit utilized for large applications and includes a liquid application tank for pre-treatment of brine | \$41,532.28 | \$4,300.00        | \$45,832.28 |

|                                      |                                                               |                    |                    |                    |
|--------------------------------------|---------------------------------------------------------------|--------------------|--------------------|--------------------|
| Henderson<br>Spreader Stand<br>(HSS) | Dump truck mounted unit<br>utilized for large<br>applications | \$36,203.30        | \$4,300.00         | \$40,503.30        |
| <b>TOTAL</b>                         |                                                               | <b>\$89,732.40</b> | <b>\$10,100.00</b> | <b>\$99,832.40</b> |

**Financial Impact**

The funding source for this purchase is from the Capital Projects Fund.

**Recommendation**

Approve

**Attachments**

1. Texas Municipal Equipment Quote
2. Surcharge Authorization





Texas Municipal Equipment,  
PO Box 121261  
Arlington, TX 76012  
817-269-6677

| Date      | Quote# |
|-----------|--------|
| 5/23/2022 | 10421  |

|                                                                       |
|-----------------------------------------------------------------------|
| Name / Address                                                        |
| City of Colleyville<br>1601 Hall Johnson Rd.<br>Colleyville, TX 76034 |

| Item     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Qty | U/M | Rate      | Total     |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----------|-----------|
| 78004-1  | SPREADER, 8' POLY-CASTER, ELECTRIC HOPPER<br>• 1.8 cu. yd. capacity<br>• Pintle-chain conveyor<br>• Dual electric motors (1/2 HP conveyor / 1/3 HP spinner)<br>• 15 1/2" poly spinner<br>• Dual variable speed control<br>• Hard cover poly lids<br>• Two-piece top screens<br>• Two position adj. chute<br>• LED CHMSL (center high mounted stop light) are all standard equipment<br>• 3/4- & 1-Ton Pickup Trucks<br>• Salt, Sand, Salt/Sand Mix<br>** OPTIONAL ACCESSORIES ** | 1   |     | 11,965.00 | 11,965.00 |
| 99505-1  | Work Light Kit (single) FLEET FLEX                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1   |     | 153.00    | 153.00    |
| Discount | BuyBoard Discount                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1   |     | -121.18   | -121.18   |
| Freight  | Freight (quote as of 6/2/22)                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1   |     | 1,500.00  | 1,500.00  |
|          | ** BuyBoard Contract #597-19 (Streets)                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |     |           |           |

|                                                              |                         |             |
|--------------------------------------------------------------|-------------------------|-------------|
| Thank you for the opportunity to quote these products today! | <b>Subtotal</b>         | \$13,496.82 |
|                                                              | <b>Sales Tax (0.0%)</b> | \$0.00      |
|                                                              | <b>Total</b>            | \$13,496.82 |

Approval Signature \_\_\_\_\_



Texas Municipal Equipment,  
 PO Box 121261  
 Arlington, TX 76012  
 817-269-6677

| Date      | Quote# |
|-----------|--------|
| 5/23/2022 | 10422  |

| Name / Address                                                        |
|-----------------------------------------------------------------------|
| City of Colleyville<br>1601 Hall Johnson Rd.<br>Colleyville, TX 76034 |

| Item               | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Qty | U/M | Rate      | Total     |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----------|-----------|
| FSH-1 8/48-SS-E    | Salt/Sand Spreader, 8' length, 48" sides, 4.5 cu. yd. capacity, Stainless Steel, Electric Drive<br>Standard Options:<br>• FSH FSH-I Salt/Sand Spreader 8' GR50 - 10 GA sides/ends, 7 GA sills/floor<br>• Hopper material: 201SS sides/ends<br>• Conveyor: Pintle chain, 1/4" x 1 1/2" crossbars<br>• Gearcase: 50:1 ratio, 1.5" shaft, 6 tooth sprockets<br>• Chute type: Standard Dump Over Chute Same Material as Hopper<br>• Spinner disk: Standard disk with Stainless Vanes | 1   |     | 13,248.00 | 13,248.00 |
| H-Inverted Vee ... | Inverted Vee, 8' FSH, 201SS, Installed                                                                                                                                                                                                                                                                                                                                                                                                                                           | 1   |     | 1,069.00  | 1,069.00  |
| H-Top Grate Scr... | Screen Type: Std. 8' Top Grate Screen -FSH - Installed at Factory                                                                                                                                                                                                                                                                                                                                                                                                                | 1   |     | 1,292.00  | 1,292.00  |
| H-HDK-RCB          | Hold Down Kit For Dump Body with Ratchet Chain Binders - Shipped Loose                                                                                                                                                                                                                                                                                                                                                                                                           | 1   |     | 622.00    | 622.00    |
| H-Grease Tubes     | Grease Tubes, Extended Front Idler                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1   |     | 222.00    | 222.00    |
| H-Trunnion Lat...  | Trunion Latch: Stainless Steel                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1   |     | 83.00     | 83.00     |
| H-ICC Light        | Lights, ICC                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1   |     | 113.00    | 113.00    |
| H-Chain Oiler      | H-Chain Oiler - Installed                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1   |     | 246.00    | 246.00    |
| H-Elec-Drive       | Electric Drive, ILO Hydraulic, with Canbus programmable controls                                                                                                                                                                                                                                                                                                                                                                                                                 | 1   |     | 8,545.00  | 8,545.00  |

|                                                              |                         |
|--------------------------------------------------------------|-------------------------|
| Thank you for the opportunity to quote these products today! | <b>Subtotal</b>         |
|                                                              | <b>Sales Tax (0.0%)</b> |
|                                                              | <b>Total</b>            |

Approval Signature



Texas Municipal Equipment,  
PO Box 121261  
Arlington, TX 76012  
817-269-6677

| Date      | Quote# |
|-----------|--------|
| 5/23/2022 | 10422  |

| Name / Address                                                        |
|-----------------------------------------------------------------------|
| City of Colleyville<br>1601 Hall Johnson Rd.<br>Colleyville, TX 76034 |

| Item               | Description                                                     | Qty | U/M | Rate     | Total    |
|--------------------|-----------------------------------------------------------------|-----|-----|----------|----------|
| H-12V HPP          | Pack, 12V Hydraulic Pump Pack with Rocker Switch Control        | 1   |     | 1,727.00 | 1,727.00 |
| H-Tanks (2) 100... | Tanks, (2) 100 Gal Poly Tanks w/plumb & HW Requires 24" Bracing | 1   |     | 1,162.00 | 1,162.00 |
| H-Install-PWS      | Installation of Pre-Wet System on FSH                           |     |     | 564.00   | 564.00   |
| H-Mounting Ha...   | Hardware, 304 SS Frame Mount Hardware for FSH                   | 1   |     | 667.00   | 667.00   |
| H-Flush Kit        | Flush Kit                                                       | 1   |     | 96.00    | 96.00    |
| H-Shut-Off         | Shut-Off, Auto, Kills Electric Pump When Conveyor Stops         | 1   |     | 428.00   | 428.00   |
| Surcharge          | Surcharge For Spreader & Pre-Wet*                               | 1   |     | 6,834.00 | 6,834.00 |
| H-HSS-HD-8         | Spreader stand, 8', HD, for FSH, installed                      | 1   |     | 3,379.00 | 3,379.00 |
| H-Guide Wheels     | Front Guide Wheels for Leg Stand Kit - MS                       | 1   |     | 209.00   | 209.00   |
| Surcharge          | Surcharge For Leg Stand Kit*                                    | 1   |     | 1,363.00 | 1,363.00 |
| Freight            | Estimated Freight                                               | 1   |     | 4,300.00 | 4,300.00 |
| Discount           | BuyBoard Discount                                               | 1   |     | -336.72  | -336.72  |
|                    | ** BuyBoard Contract #597-19 (Streets)                          |     |     |          |          |

Thank you for the opportunity to quote these products today!

**Subtotal** \$45,832.28

**Sales Tax (0.0%)** \$0.00

**Total** \$45,832.28

Approval Signature \_\_\_\_\_



Texas Municipal Equipment,  
PO Box 121261  
Arlington, TX 76012  
817-269-6677

| Date      | Quote# |
|-----------|--------|
| 5/23/2022 | 10423  |

|                                                                       |
|-----------------------------------------------------------------------|
| Name / Address                                                        |
| City of Colleyville<br>1601 Hall Johnson Rd.<br>Colleyville, TX 76034 |

| Item                                                         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Qty | U/M                     | Rate      | Total     |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------|-----------|-----------|
| FSH-I 9/48-SS                                                | Salt/Sand Spreader, 9' length, 48" sides, 5.1 cu. yd. capacity, 201 Stainless Steel.<br>Standard Features: <ul style="list-style-type: none"><li>• 50:1 ratio conveyor gearcase, 1.5" drive shaft</li><li>• Six tooth cast iron sprockets</li><li>• 1 1/4" idler with roller bearings</li><li>• 4" idler shaft adjustment</li><li>• Formed in chain shields</li><li>• 10 gauge sides and ends</li><li>• 7 gauge replaceable floor</li><li>• 7 gauge seals</li><li>• 24 inch conveyor</li><li>• Pintle type conveyor chain with 1/4" X 1 1/2" crossbars on 4.5" centers</li><li>• Screwjack type feed gate control curbside</li><li>• Steep 45-degree side slope</li><li>• Body width 84"</li><li>• Zinc plated hardware</li><li>• 20" spinner disk with 6 replaceable stainless steel vanes</li><li>• Telescopic spinner chute provides spinner disc adjustment from 29"-38" below mounting surface</li></ul> | 1   |                         | 13,892.00 | 13,892.00 |
| Thank you for the opportunity to quote these products today! |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     | <b>Subtotal</b>         |           |           |
|                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     | <b>Sales Tax (0.0%)</b> |           |           |
|                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     | <b>Total</b>            |           |           |

Approval Signature



Texas Municipal Equipment,  
 PO Box 121261  
 Arlington, TX 76012  
 817-269-6677

| Date      | Quote# |
|-----------|--------|
| 5/23/2022 | 10423  |

| Name / Address                                                        |
|-----------------------------------------------------------------------|
| City of Colleyville<br>1601 Hall Johnson Rd.<br>Colleyville, TX 76034 |

| Item               | Description                                                                                                                                                                                                                        | Qty | U/M | Rate     | Total    |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|----------|----------|
|                    | <ul style="list-style-type: none"> <li>• Three external adjustable deflectors and one front fixed deflector</li> <li>• Dump body hold-downs, NOT INCLUDED</li> <li>• Hydraulic plumbing and control valve, NOT INCLUDED</li> </ul> |     |     |          |          |
| H-Inverted Vee ... | Inverted Vee, 9' 201SS - Installed                                                                                                                                                                                                 | 1   |     | 1,130.00 | 1,130.00 |
| H-Top Grate Scr... | Top Grate Screen 9' - FSH - Installed                                                                                                                                                                                              | 1   |     | 1,362.00 | 1,362.00 |
| H-HDK-RCB          | Hold Down Kit For Dump Body with Ratchet Chain Binders - Shipped Loose                                                                                                                                                             | 1   |     | 622.00   | 622.00   |
| H-Grease Tubes     | Grease Tubes, Extended Front Idler                                                                                                                                                                                                 | 1   |     | 222.00   | 222.00   |
| H-Trunnion Lat...  | Trunnion Latch: Stainless Steel                                                                                                                                                                                                    | 1   |     | 83.00    | 83.00    |
| H-ICC Light        | Lights, ICC                                                                                                                                                                                                                        | 1   |     | 113.00   | 113.00   |
| H-Chain Oiler      | H-Chain Oiler - Installed                                                                                                                                                                                                          | 1   |     | 246.00   | 246.00   |
| H-Elec-Drive       | Electric Drive, ILO Hydraulic, with Canbus programmable controls                                                                                                                                                                   | 1   |     | 8,545.00 | 8,545.00 |
| Surcharge          | Surcharge - For Spreader*                                                                                                                                                                                                          | 1   |     | 5,243.00 | 5,243.00 |
| H-HSS Leg Stan...  | Leg Kit, FSH 9', "HSS" Style Installed - Painted Black                                                                                                                                                                             | 1   |     | 3,446.00 | 3,446.00 |
| H-Guide Wheels     | Front Guide Wheels for Leg Stand Kit - MS                                                                                                                                                                                          | 1   |     | 209.00   | 209.00   |
| Surcharge          | Surcharge - For Leg Stand Kit*                                                                                                                                                                                                     | 1   |     | 1,389.00 | 1,389.00 |
| Discount           | Buy Board Discount                                                                                                                                                                                                                 |     |     | -298.70  | -298.70  |

|                                                              |                         |
|--------------------------------------------------------------|-------------------------|
| Thank you for the opportunity to quote these products today! | <b>Subtotal</b>         |
|                                                              | <b>Sales Tax (0.0%)</b> |
|                                                              | <b>Total</b>            |

Approval Signature



Texas Municipal Equipment,  
PO Box 121261  
Arlington, TX 76012  
817-269-6677

| Date      | Quote# |
|-----------|--------|
| 5/23/2022 | 10423  |

| Name / Address                                                        |
|-----------------------------------------------------------------------|
| City of Colleyville<br>1601 Hall Johnson Rd.<br>Colleyville, TX 76034 |

| Item                                                         | Description                                                        | Qty | U/M                            | Rate     | Total    |
|--------------------------------------------------------------|--------------------------------------------------------------------|-----|--------------------------------|----------|----------|
| Freight                                                      | Estimated Freight                                                  | 1   |                                | 4,300.00 | 4,300.00 |
|                                                              | ** BuyBoard Contract #597-19 (Streets)<br>** FREIGHT WILL BE ADDED |     |                                |          |          |
| Thank you for the opportunity to quote these products today! |                                                                    |     | <b>Subtotal</b> \$40,503.30    |          |          |
|                                                              |                                                                    |     | <b>Sales Tax (0.0%)</b> \$0.00 |          |          |
|                                                              |                                                                    |     | <b>Total</b> \$40,503.30       |          |          |

Approval Signature \_\_\_\_\_

Dear Valued Partner,

October 4, 2021

The COVID-19 pandemic has brought many challenges for everyone over the past months. As the world transitions to the post-pandemic environment, new challenges are presenting themselves. One of the challenges has been the rapid pace at which raw material costs are rising. Henderson currently must place purchase orders for steel and other components four to six months in advance of planned build dates to be assured of having the raw materials in house for scheduled production.

Due to these market conditions Henderson Products respectfully requests a 20% surcharge on Stainless Steel equipment and 38% surcharge on non Stainless Steel equipment portion of the pricing for orders accepted after October 4 2021. Henderson Products will continue to evaluate market conditions and update the surcharge status up or down to reflect raw material market conditions. Henderson Products will honor purchase orders already placed with the agreed to pricing. The surcharge will apply to new purchase orders only. We have included supplemental information to provide background on the raw material costs which are driving the surcharges.

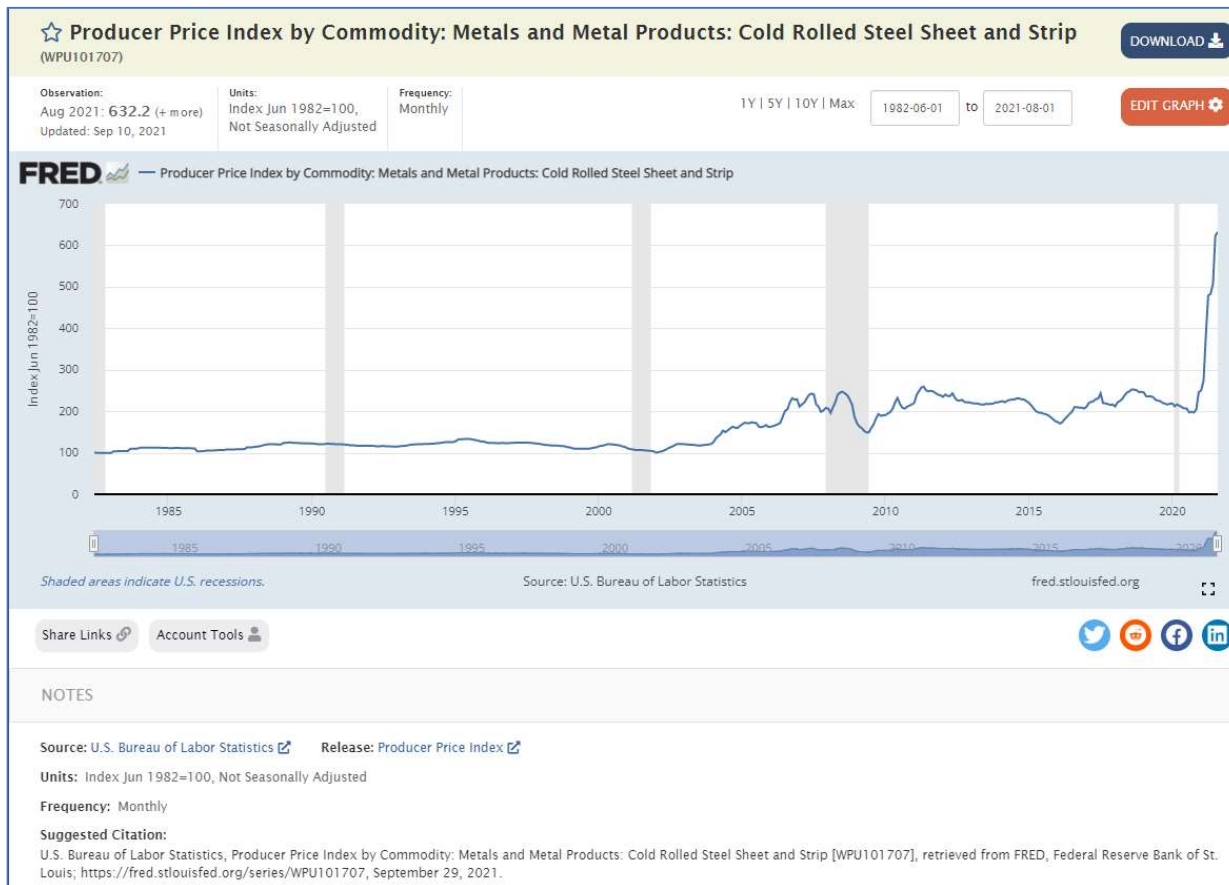
Please contact your Henderson Sales Representative for any questions you have.

Thank you for your continued business with Henderson products.

Todd Fierro, President  
Henderson Products Inc.

Mike Peterson, VP Sales  
Henderson Products Inc.

### ***Producer Price Index (PPI) Cold Rolled Steel Sheet and Strip:***

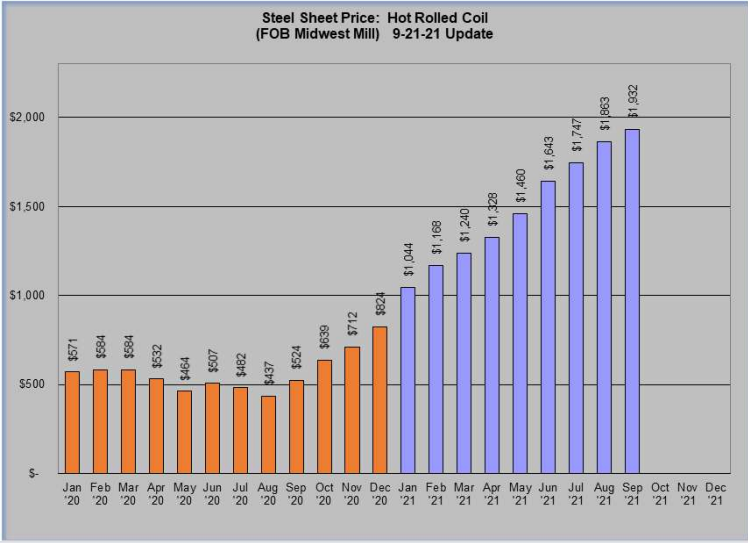


Source: US Bureau of Labor Statistics

<http://fred.stlouisfed.org/series/WPU101707>

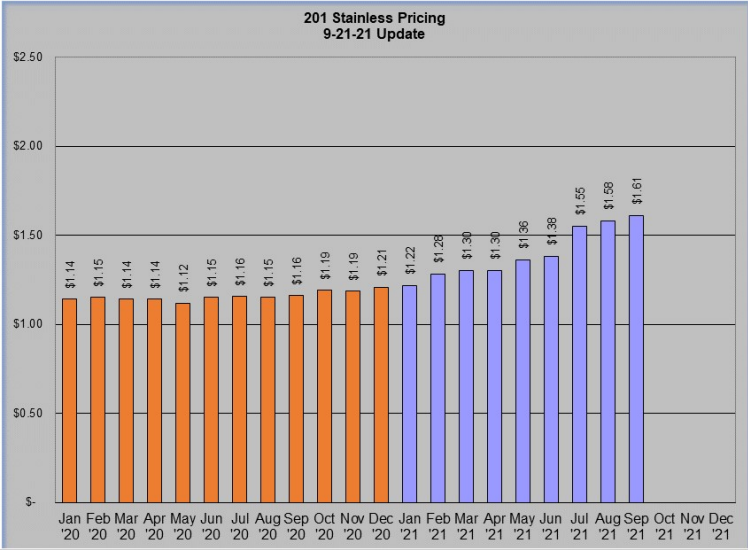


Mild Steel:



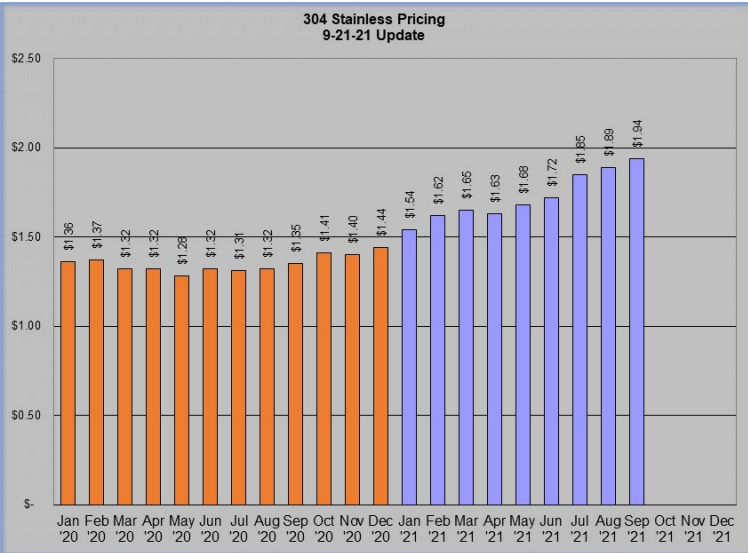
Source: Henderson Products Inc. Suppliers  
<https://www.amm.com/pricing/Steel/Hot-rolled-coil-HRC-US-domestic-Midwest-FOB-mill-USCWT-qs7l6lwdq6gv>  
[https://www.cmegroup.com/trading/metals/ferrous/hrc-steel\\_quotes\\_globex.html](https://www.cmegroup.com/trading/metals/ferrous/hrc-steel_quotes_globex.html)  
<https://www.lme.com/Metals/Ferrous/HRC-N-America#tabIndex=0>

201 Stainless Steel:



Source: Henderson Products Inc. Suppliers  
<https://aqmetalmminer.com/metal-prices/stainless-steel/>

304 Stainless Steel:



Source: Henderson Products Inc. Suppliers  
<https://aqmetalmminer.com/metal-prices/stainless-steel/>



# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
www.colleyville.com

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**Agenda Number** 4f

**Agenda Date** 6/21/2022

**Number** Resolution R-22-4740

**Type** Resolution

**Department** City Secretary

---

## **Title**

Appointing Councilmember Brandi Elder to the Audit Committee, Mayor Bobby Lindamood to the Tax Increment Finance District, and Councilmember George Bond as Council liaison to the Metroport Teen Court and the Sign Board of Appeals

## **Strategic Plan**

1.2 Develop future community leaders

## **Explanation**

### ***Reading and Public Hearing***

Former Mayor Richard Newton, and former Councilmember Tammy Nakamura, and now Mayor Bobby Lindamood served as a member of the Audit Committee and Tax Increment Finance District and as Council liaison to Metroport Teen Court and Sign Board of Appeals. This item provides for approval of Mayor Lindamood to make the following appointments:

Audit Committee - Councilmember Brandi Elder

Tax Increment Finance District - Mayor Bobby Lindamood

Metroport Teen Court and Sign Board of Appeals Council Liaison - George Bond

## **Financial Impact**

There is no financial impact to the City.

## **Recommendation**

Approve

## **Attachments**



# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
www.colleyville.com

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**Agenda Number** 4g

**Agenda Date** 6/21/2022

**Number** Resolution R-22-4740

**Type** Resolution

**Department** City Secretary

---

## **Title**

Approval of naming the Central Fire Station the Richard Newton Central Fire Station and adding language to the Central Fire Station signage reflecting same

## **Strategic Plan**

1.4 Communicate thoroughly and strategically

## **Explanation**

### ***Reading and Public Hearing***

At the May 17, 2022, City Council meeting, Mayor Bobby Lindamood presented former Mayor Richard Newton a proclamation naming the Central Fire Station the Richard Newton Central Fire Station. Approval of this item provides for recording the formal naming of the station and provides approval to add lettering to the signage.

## **Financial Impact**

Funds are available in the General Fund.

## **Recommendation**

Approve

## **Attachments**



# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

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**Agenda Number** 5a

**Agenda Date** 6/21/2022

**Number**

**Type** Report

**Department** Finance

---

## **Title**

Monthly Financial Report - May 2022

## **Explanation**

### **General Fund**

Through May, the General Fund has collected \$23.1 million in revenue and spent 65%, or over \$16 million, of its budgeted expenditures. From a cash flow standpoint, the General Fund is in a similar position as last year, driven primarily by the higher revenue from Franchise Taxes, ambulance revenues and other service charges, and insurance/settlement payments recorded as miscellaneous revenue. Sales tax continues to do well, with 9% growth over the previous year. Expenses are up from last year, although this is partly due to the City's quarterly police communications payment to Keller happening a little earlier this year than last.

#### *Sales tax revenue*

The City's latest sales tax collections were a return to high gains, with a 10.5% increase over May of 2021. To date, this puts the City's total gain at 9.2%, or almost \$500,000, over the previous fiscal year. Furthermore, administrative audit adjustments were minimal, meaning this increase is reflective of continued growth in economic activity as opposed to adjustments from the comptroller's office. Cities across the state, DFW, and local cities showed similar results, with destination-based economies like Grapevine, Southlake, and Hurst continuing their sizeable turnaround from their pandemic lows. With five months left in the fiscal year, Colleyville looks to finish strong.

### **Utility Fund**

Through May, the Utility Fund has collected 59% of its budgeted revenue and spent 48% of its budgeted expenditures, yielding a stronger surplus than this time in the previous year. This is due in part to the suspension of late fees and penalties in FY21. As summary above shows, the City's direct revenues have come in very slightly above its expenses, while our operational relationship with the Trinity River Authority accounts for most of the \$2 million surplus. The City received its annual true-up from the Trinity River Authority in April, resulting in about \$1 million in costs refunded to

the City. Prior to that, the Authority artificially lowered its invoices to the City in October and November of this fiscal year, resulting in additional savings. As is the case with every fiscal year, any savings will go directly into the City's cash-funded Capital Improvement Program to prevent any future debt issues as well as reduce any needed rate increases in the coming year.

The Trinity River Authority is the water/wastewater provider used by Colleyville and several other local cities. Each year, the Authority apportions its operating budget among its customer cities based on projected water usage. After the year concludes, the Authority "trues up" its actual expenditures with its actual revenues. In the event there is a shortfall, the Authority will charge its customer cities an additional amount. If there is a surplus, the Authority issues prorated refunds to each customer city.

### **Drainage Fund**

To date, the Drainage Utility Fund has received 68% of its budgeted revenue and spent 55% of its expenditures. This fund's cash flow is stronger than the previous year, with a surplus of \$325,000, led by lower spending on debt service. The fund paid off its remaining municipal revenue bond in FY21, resulting in annual savings of almost \$130,000. Some savings are also due to one vacancy. As for revenue, the fund is on track to collect over one million dollars in fee revenue through the end of the fiscal year. As with other operating funds, any year-end surplus in this fund will be moved to the Drainage Capital Fund for use on the City's Capital Improvement Plan.

### **Hotel Fund**

COVID-related economic disruptions took a toll on any travel-related revenues in the last few years, but the Hotel Occupancy Tax Fund has kept a strong fund balance. Fortunately, travel activities are on the rise and revenue in this fund is making a comeback. While revenue still isn't quite as strong as we've seen prior to COVID, it has nevertheless more than doubled from FY21. Last year's ending fund balance came to \$245,000, and the current balance is sitting at just over \$170,000. Costs funded include personnel related directly to advertising the City as well as Colleyville Center costs and some special events. The cash position throughout this year has improved significantly over last year.

### **Debt Service Fund**

Being predominately funded through property taxes, the Debt Service Fund has received most of its revenue this year. Cash flow for this fund is very predictable, as most revenues are recognized in December/January and debt service payments occur twice annually, with lease payments also occurring throughout the year. As of the May figures, the fund is running a deficit of about \$137,000 after its first scheduled bond payment and some lease payments this year. It should be noted that our updated property tax forms necessitate a planned spend down of fund balance by \$194,000 this year. With Colleyville's current debt service schedule, all bonded debt is on track to be paid off by FY27.

**Attachments**

1. Report Period May 2022
2. May 2022 MFR



# Agenda Item - Items not for council action

## **Monthly Financial Report May 2022**

City Council Meeting  
June 21, 2022



# General Fund

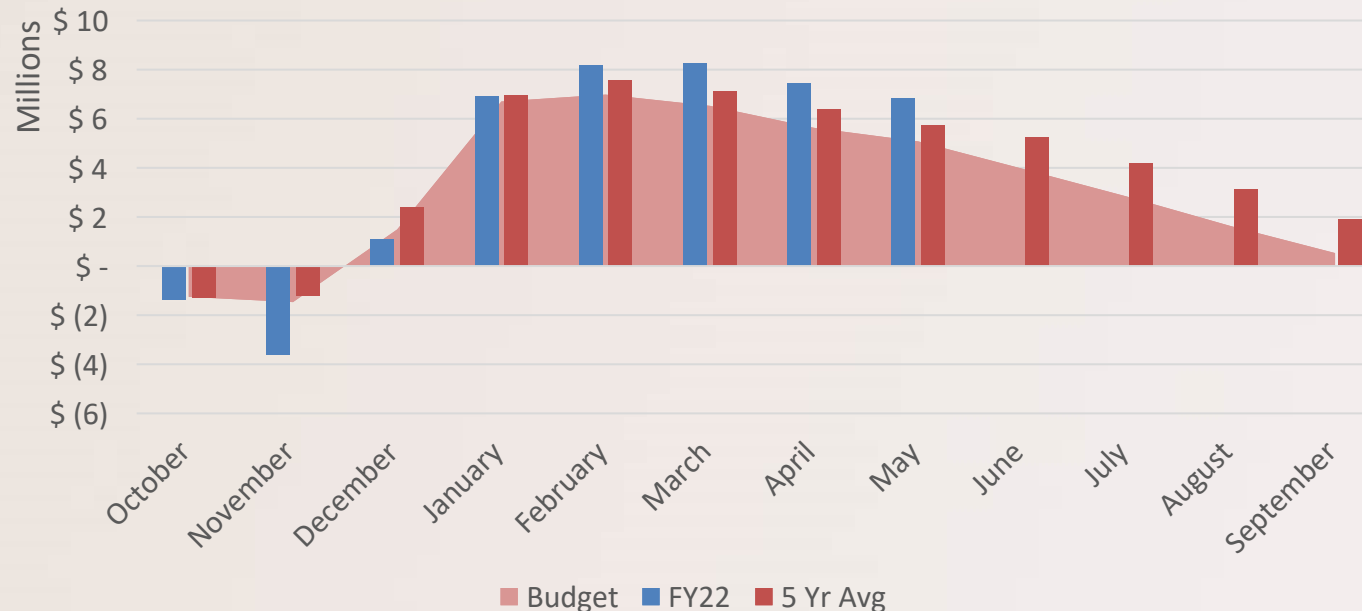


## General Fund

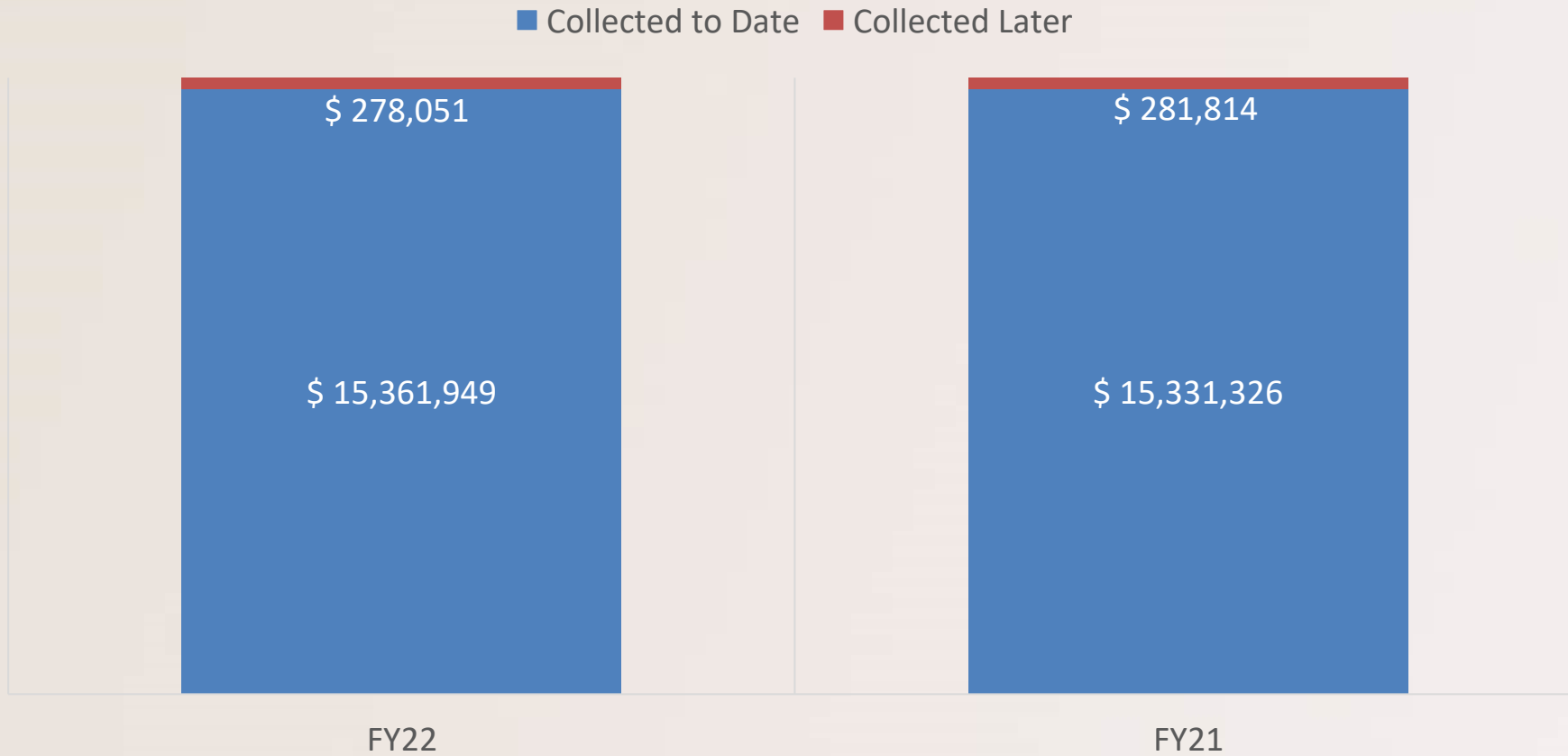
|              | FY22 Budget |            | FY22 YTD |            | % of Budget | FY21 YTD |            | FY21 % of Budget |
|--------------|-------------|------------|----------|------------|-------------|----------|------------|------------------|
| Revenues     | \$          | 25,659,689 | \$       | 23,130,406 | 90%         | \$       | 22,193,762 | 88%              |
| Expenditures | \$          | 25,130,144 | \$       | 16,298,093 | 65%         | \$       | 15,721,341 | 60%              |
|              | \$          | 529,545    | \$       | 6,832,313  |             | \$       | 6,472,421  |                  |

\*67% of the year is completed

## General Fund Cash Flow



# Property Tax Highlight

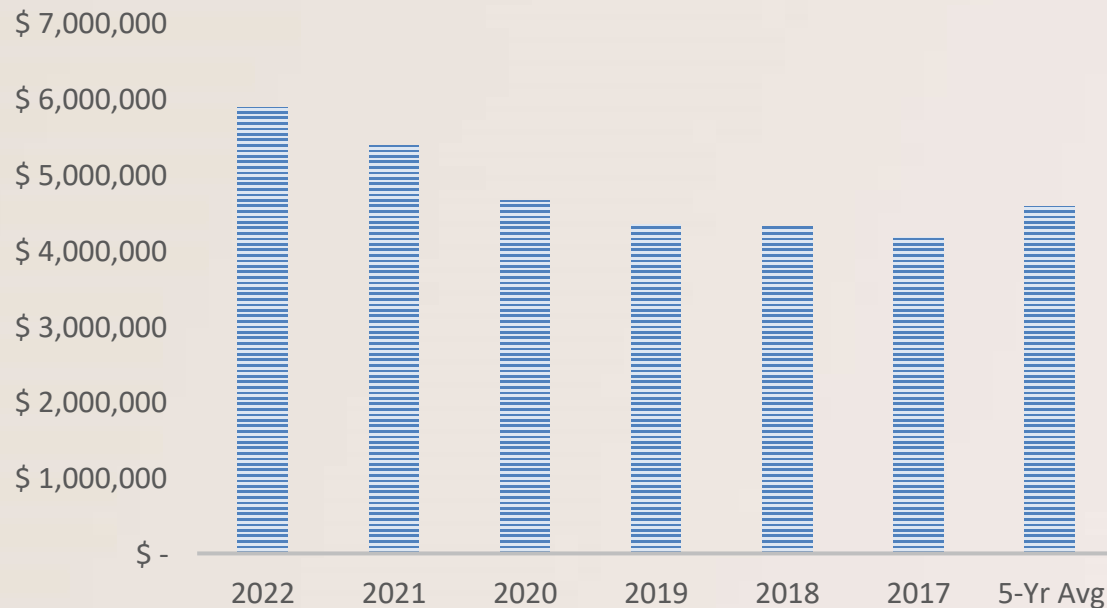


# Sales Tax Highlight



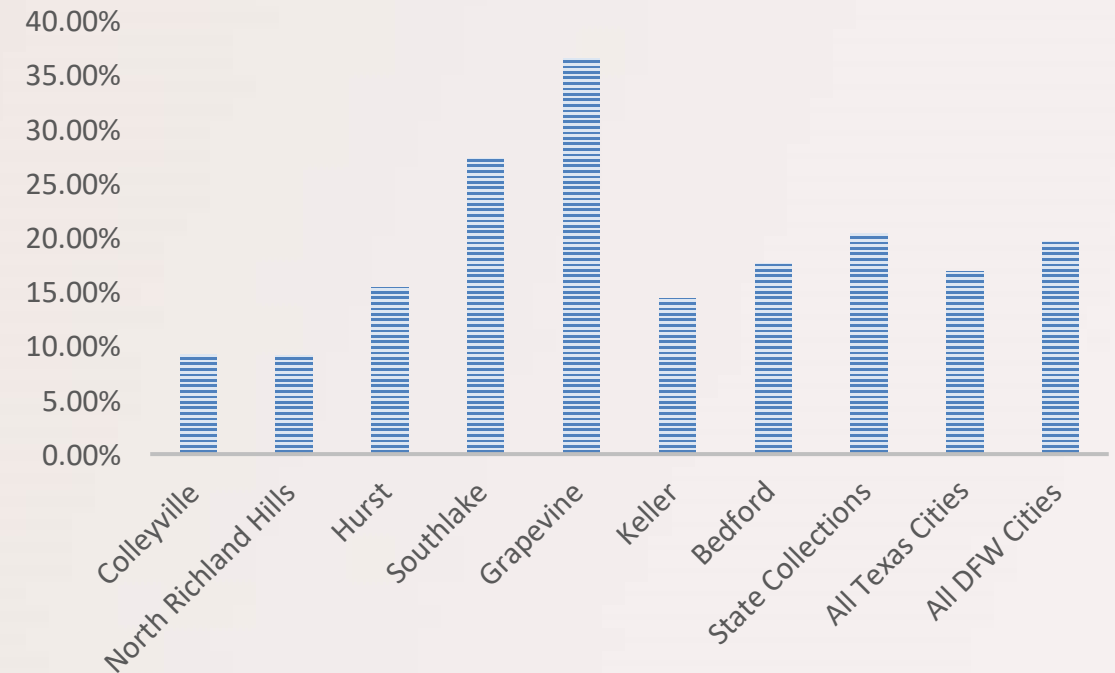
## FY22 YTD Receipts compared to Previous Years

### TOTAL FY22 SALES TAX RECEIPTS (COMPARISON)



## City/State Comparisons

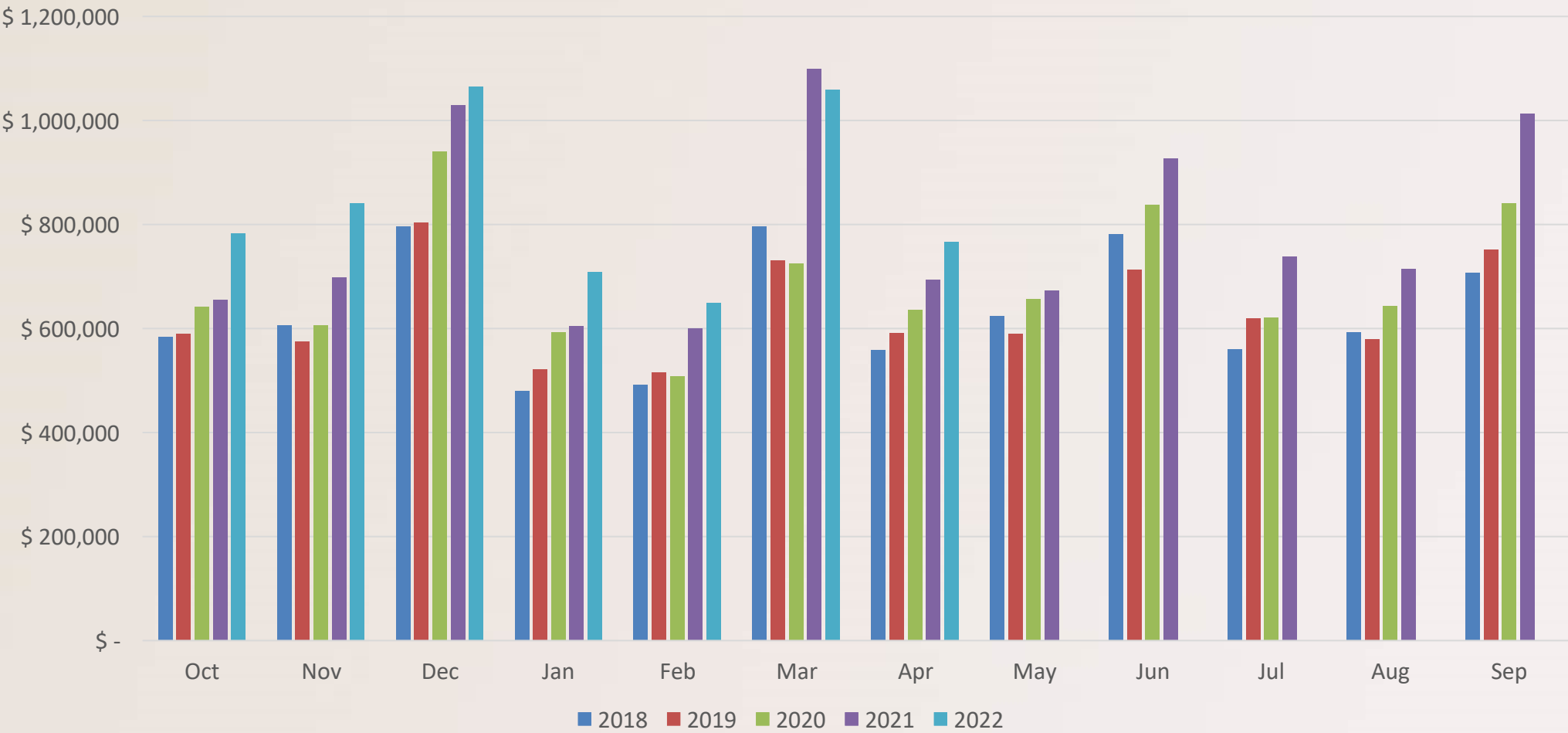
### CITY/STATE COMPARISONS



# Sales Tax Highlight



Month over Month Collections



# Utility Fund



| Utility Fund |               |               |             |              |                  |
|--------------|---------------|---------------|-------------|--------------|------------------|
|              | FY22 Budget   | FY22 YTD      | % of Budget | FY21 YTD     | FY21 % of Budget |
| Revenues     | \$ 18,088,176 | \$ 10,661,351 | 59%         | \$ 9,711,366 | 55%              |
| Expenditures | \$ 18,088,176 | \$ 8,627,219  | 48%         | \$ 7,958,216 | 46%              |
|              | \$ -          | \$ 2,034,132  |             | \$ 1,753,150 |                  |

\*67% of the year is completed

| TRA Revs/Exps |               |              |
|---------------|---------------|--------------|
|               | FY22 Budget   | FY22 YTD     |
| Revenues      | \$ 14,359,032 | \$ 8,234,686 |
| Expenditures  | \$ 13,909,032 | \$ 6,203,717 |
|               | \$ 450,000    | \$ 2,030,968 |

| City Revs/Exps |              |    |           |
|----------------|--------------|----|-----------|
|                | FY22 Budget  |    | FY22 YTD  |
| Revenues       | \$ 3,729,144 | \$ | 2,426,665 |
| Expenditures   | \$ 3,729,144 | \$ | 2,423,501 |
|                | \$ -         | \$ | 3,164     |

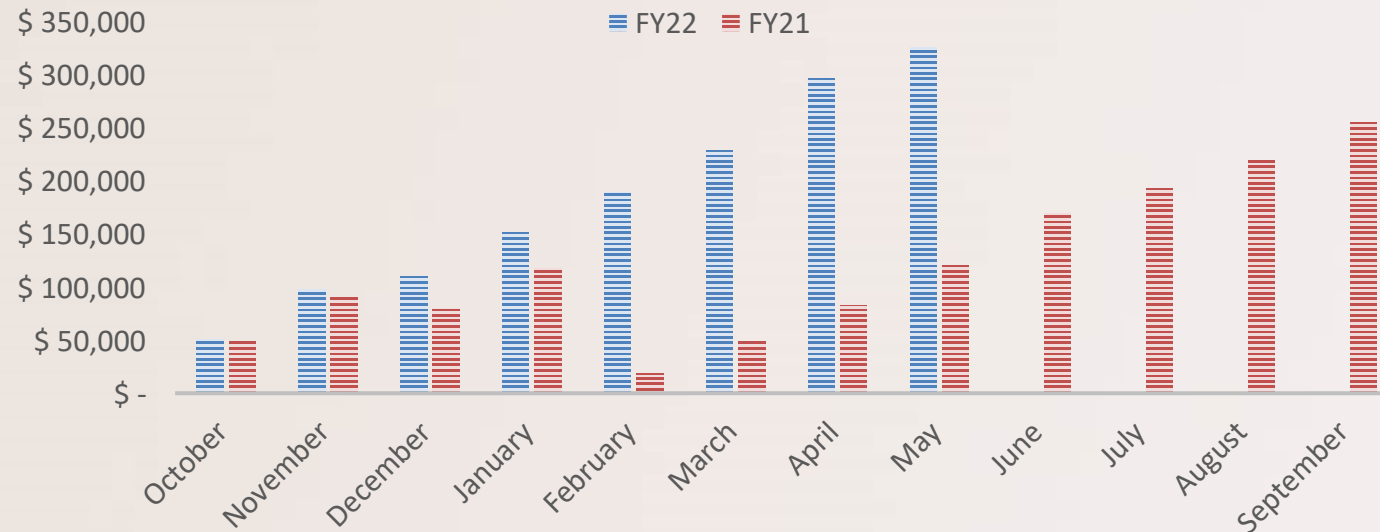
# Drainage Fund



| Drainage Fund |              |            |             |            |                  |
|---------------|--------------|------------|-------------|------------|------------------|
|               | FY22 Budget  | FY22 YTD   | % of Budget | FY21 YTD   | FY21 % of Budget |
| Revenues      | \$ 1,030,868 | \$ 704,341 | 68%         | \$ 611,381 | 62%              |
| Expenditures  | \$ 694,205   | \$ 379,005 | 55%         | \$ 555,007 | 69%              |
|               | \$ 336,663   | \$ 325,337 |             | \$ 56,374  |                  |

\*67% of the year is completed

## FY22 VS. FY21 CASH FLOW



# Hotel Fund

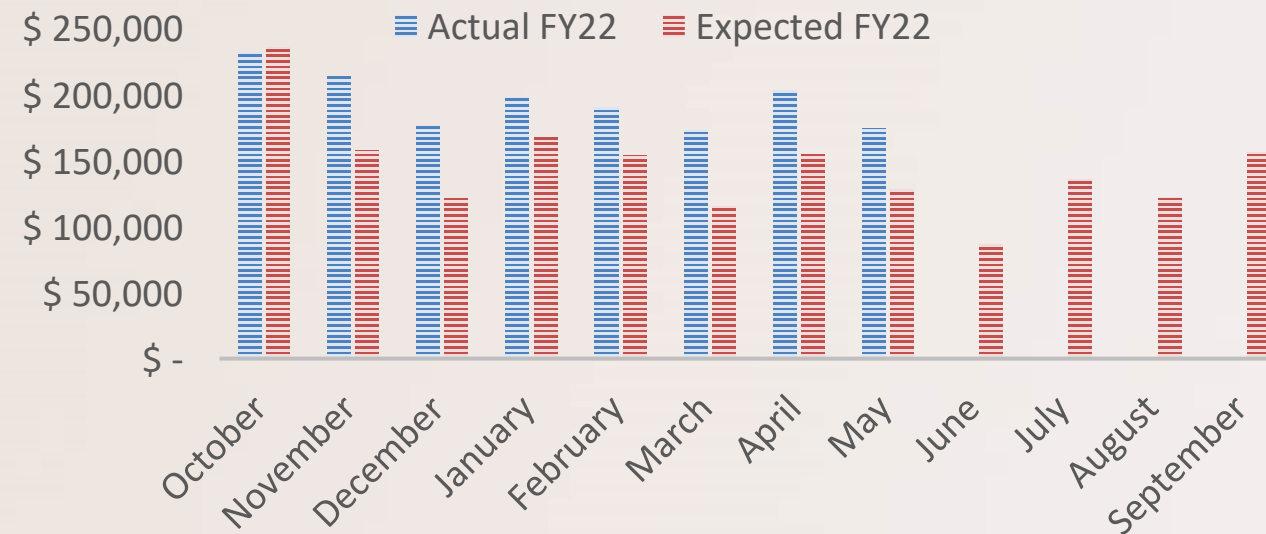


## Hotel Fund

|              | FY22 Budget |         | FY22 YTD |          | % of Budget | FY21 YTD     |
|--------------|-------------|---------|----------|----------|-------------|--------------|
| Revenues     | \$          | 252,500 | \$       | 100,078  | 40%         | \$ 42,300    |
| Expenditures | \$          | 247,822 | \$       | 171,989  | 69%         | \$ 233,096   |
|              | \$          | 4,678   | \$       | (71,911) |             | \$ (190,795) |

\*67% of the year  
is completed

## EXPECTED FUND BALANCE VS. ACTUAL FUND BALANCE (BY MONTH)





# Debt Service Fund



| Debt Service Fund |             |           |          |           |             |                 |
|-------------------|-------------|-----------|----------|-----------|-------------|-----------------|
|                   | FY22 Budget |           | FY22 YTD |           | % of Budget |                 |
|                   |             |           |          |           |             |                 |
| Revenues          | \$          | 627,500   | \$       | 607,854   | 97%         | \$ 790,556 101% |
| Expenditures      | \$          | 821,898   | \$       | 745,485   | 91%         | \$ 782,408 95%  |
|                   | \$          | (194,398) | \$       | (137,631) |             | \$ 8,147        |

\*58% of the year is completed



# Monthly Financial Report - May 2022

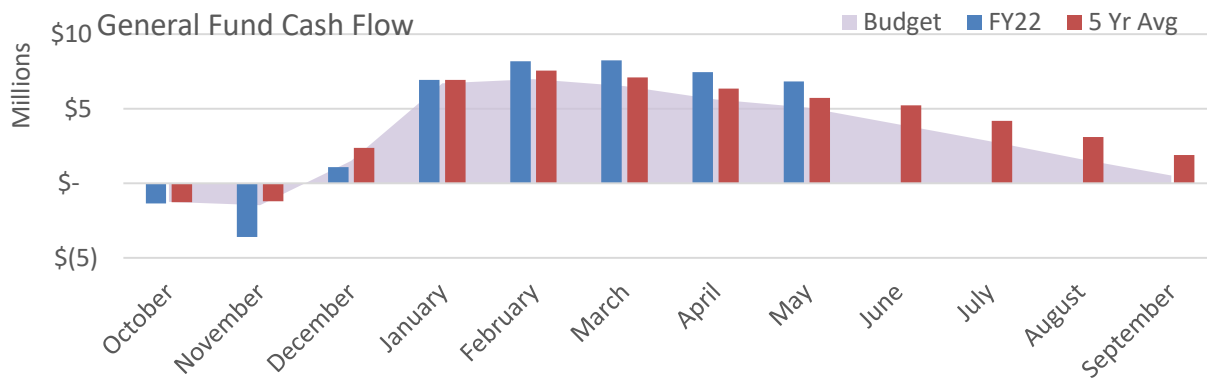
## General Fund

% of year Completed 67%

% of Budget Spent 65%

|              | FY22 Budget   | FY22 YTD      | % of Budget | FY21 YTD      | FY21% of Budget |
|--------------|---------------|---------------|-------------|---------------|-----------------|
| Revenues     | \$ 25,659,689 | \$ 23,130,406 | 90%         | \$ 22,193,762 | 88%             |
| Expenditures | \$ 25,130,144 | \$ 16,298,093 | 65%         | \$ 15,721,341 | 60%             |
|              | \$ 529,545    | \$ 6,832,313  |             | \$ 6,472,421  |                 |

Through May, the General Fund has collected \$23.1m in revenue and spent 65%, or over \$16m, of its budgeted expenditures. From a cash-flow standpoint, the General Fund is in a similar position as last year, driven primarily by the higher revenue from Franchise Taxes, ambulance revenues and other service charges, and insurance/settlement payments recorded as miscellaneous revenue. Sales tax continues to be a bright spot as well, with 9% growth over the previous year. Expenses are up from last year, although this is partly due to the City's quarterly police communications payment to Keller happening a little earlier this year than last.



## General Fund Highlights

### Revenue (FY22/FY21)

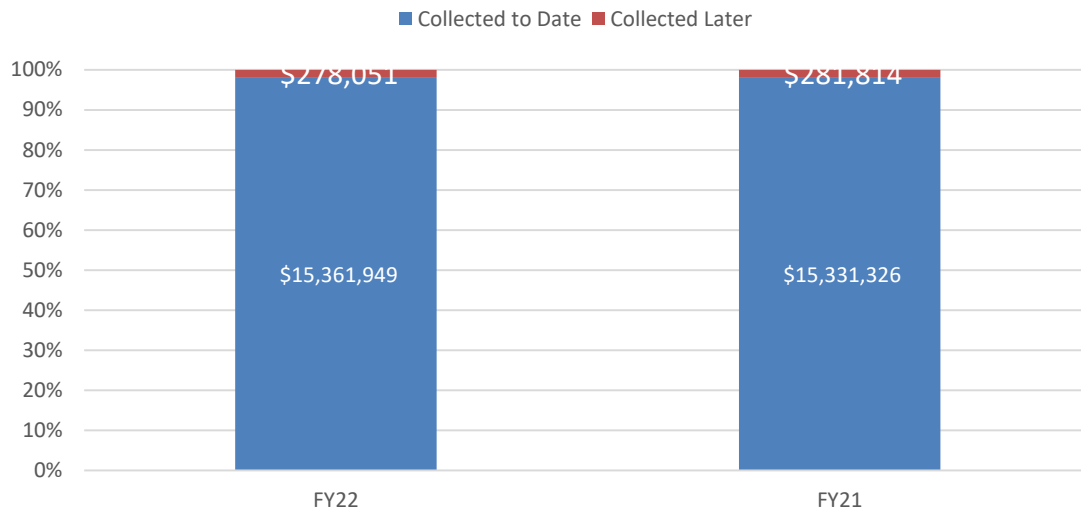
|              |         |               |          |                  |                 |
|--------------|---------|---------------|----------|------------------|-----------------|
| Property Tax | + \$31k | Sales Tax     | + \$206k | Franchise Tax    | + \$147k        |
| Licenses     | + \$16k | Other Revenue | + \$531k | <b>Total Rev</b> | <b>+ \$930k</b> |

### Expenditures (FY22/21)

|           |          |             |          |                  |                 |
|-----------|----------|-------------|----------|------------------|-----------------|
| Personnel | + \$254k | Contractual | + \$341k | Supplies         | -\$24k          |
| Capital   | + \$5k   | Transfers   | \$ 0k    | <b>Total Exp</b> | <b>+ \$577k</b> |

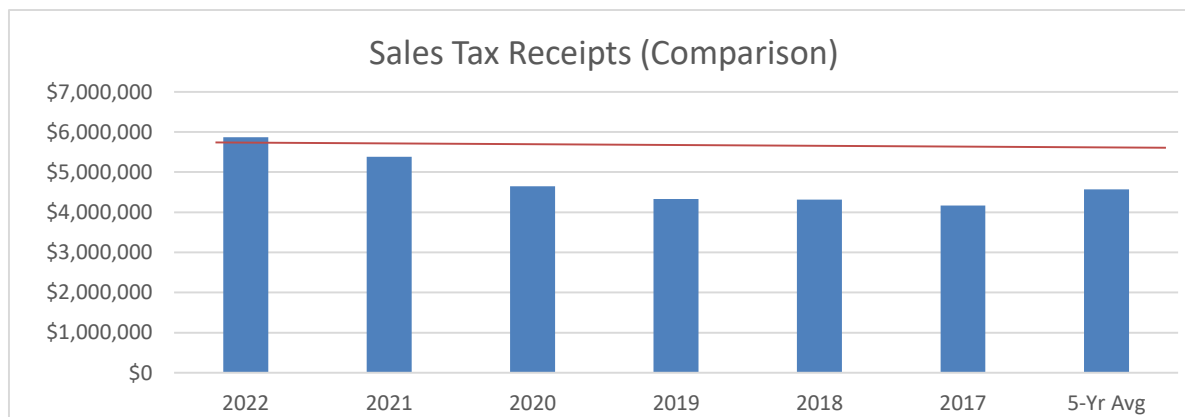
# Monthly Financial Report - May 2022

## Revenue Highlight: Property Tax



Colleyville is planning to receive \$15.64m in General Fund property tax this year, which makes for a small increase over actual FY21 property tax receipts. It should be noted that this increase comes from taxes off of new property, as opposed to increased taxes on existing property inside the City. As with last fiscal year, Colleyville's FY22 budget has been balanced using the no-new-revenue tax rate.

## Revenue Highlight: Sales Tax



**MTD Increase**

↑10.5%

**YTD Increase**

↑9.2%



The City's latest sales tax collections were a return to high gains, with a 10.5% increase over April of 2021. To date, this puts the City's total gain at 9.2%, or almost \$500,000, over the previous fiscal year. Furthermore, administrative audit adjustments were minimal, meaning this increase is reflective of continued growth in economic activity as opposed to adjustments from the comptroller's office. Cities across the state, DFW, and locally showed similar results, with destination-based economies like Grapevine, Southlake, and Hurst continuing their sizeable turnaround from their pandemic lows. With 5 months left in the fiscal year, Colleyville looks to finish strong.

# Monthly Financial Report - May 2022

## Water/Sewer Utility Fund

% of year Completed 67%

% of Budget Spent 48%

|              | FY22 Budget   | FY22 YTD      | % of Budget | FY21 YTD     | FY21% of Budget |
|--------------|---------------|---------------|-------------|--------------|-----------------|
| Revenues     | \$ 18,088,176 | \$ 10,661,351 | 59%         | \$ 9,711,366 | 55%             |
| Expenditures | \$ 18,088,176 | \$ 8,627,219  | 48%         | \$ 7,958,216 | 46%             |
|              | \$ -          | \$ 2,034,132  |             | \$ 1,753,150 |                 |

Breakout of City's revenues/expenses from those related to the Trinity River Authority:

| *TRA Revenue/Expense Summary |               |              | City Revenue/Expense Summary |              |              |
|------------------------------|---------------|--------------|------------------------------|--------------|--------------|
|                              | FY22 Budget   | FY22 YTD     |                              | FY22 Budget  | FY22 YTD     |
| Revs                         | \$ 14,359,032 | \$ 8,234,686 | Revs                         | \$ 3,729,144 | \$ 2,426,665 |
| Exps                         | \$ 13,909,032 | \$ 6,203,717 | Exps                         | \$ 3,729,144 | \$ 2,423,501 |
| Net                          | \$ 450,000    | \$ 2,030,968 | Net                          | \$ -         | \$ 3,164     |

Through May, the Utility Fund has collected 59% of its budgeted revenue and spent 48% of its budgeted expenditures, yielding a stronger surplus than we saw this time in the previous year. This is due in part to the suspension of late fees and penalties in FY21. As summary above shows, the City's direct revenues have come in very slightly above its expenses, while our operational relationship with the Trinity River Authority accounts for most of the \$2m surplus. The City received its annual true-up from the Trinity River Authority in April, resulting in about \$1 million in costs refunded to the City. Prior to that, the Authority artificially lowered its invoices to the City in October and November of this fiscal year, resulting in additional savings. As is the case with every fiscal year, any savings will go directly into the City's cash-funded capital improvement program to prevent any future debt issues as well as reduce any needed rate increases in the coming year.

## Annual Trinity River Authority True-Up

The Trinity River Authority is the water/wastewater provider used by Colleyville and several other local cities. Each year, the Authority apportions its operating budget among its customer cities based on projected water usage. After the year concludes, the Authority "true up" its actual expenditures with its actual revenues. In the event there is a shortfall, the Authority will charge its customer cities an additional amount. If there is a surplus, the Authority issues prorated refunds to each customer city.

| Expenditures (FY22/21) |                                                                                     | Mostly TRA costs ↓ |                                                                                       |
|------------------------|-------------------------------------------------------------------------------------|--------------------|---------------------------------------------------------------------------------------|
| Personnel              | -\$12k                                                                              | Contractual        | +\$639k                                                                               |
|                        |  | Supplies           | +\$2k                                                                                 |
| Capital                | +\$17k                                                                              | Transfers          | +\$23k                                                                                |
|                        |  | Total Exp          | +\$669k                                                                               |
|                        |                                                                                     |                    |  |

Colleyville's rate structure enables the City to more easily manage years of varying water consumption from year-to-year. The majority of the City's rate is comprised of a direct pass-through to TRA for water costs. Funding for the City's operational costs come from a fixed monthly charge to customers based on meter size. The goal of this fund is to break-even at the end of the year.

# Monthly Financial Report - May 2022

% of year Completed 67%

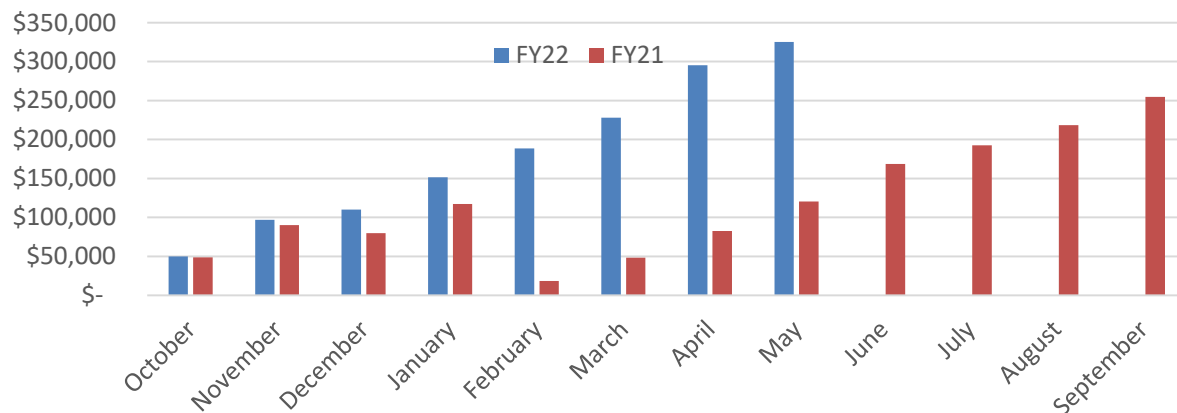
## Drainage Utility Fund

% of Budget Spent 55%

|              | FY22 Budget       | FY22 YTD          | % of Budget | FY21 YTD         | FY21% of Budget |
|--------------|-------------------|-------------------|-------------|------------------|-----------------|
| Revenues     | \$1,030,868       | \$ 704,341        | 68%         | \$ 611,381       | 62%             |
| Expenditures | \$ 694,205        | \$ 379,005        | 55%         | \$ 555,007       | 69%             |
|              | <b>\$ 336,663</b> | <b>\$ 325,337</b> |             | <b>\$ 56,374</b> |                 |

To date, the Drainage Utility Fund has received 68% of its budgeted revenue and spent 55% of its expenditures. This fund's cash flow is stronger than the previous year, with a surplus of \$325,000, led by lower spending on debt service. The fund paid off its remaining municipal revenue bond in FY21, resulting in annual savings of almost \$130,000. Some savings are also due to one vacancy here. As for revenue, the Fund is on track to collect over one million dollars in fee revenue through the end of the fiscal year. As with our other operating funds, any year-end surplus in this fund will be moved to the Drainage Capital Fund for use on the City's capital improvement plan.

FY22 vs. FY21 Cash Flow



## Drainage Fund Operation Highlights

### Revenue - Drainage Fees

FY22/FY21 0.2%

FY22/5-Yr Avg 1.9%

### Expenditures (FY22/21)

|              |         |
|--------------|---------|
| Personnel    | -\$31k  |
|              |         |
| Supplies     | -\$15k  |
|              |         |
| Debt Service | -\$126k |
|              |         |

Note: this fund's debt service is has been retired as of fiscal year 2021.

|                   |                |
|-------------------|----------------|
| Contractual       | -\$3k          |
|                   |                |
| Capital/Xfers     | \$0k           |
|                   |                |
| <b>Total Exp.</b> | <b>-\$176k</b> |
|                   |                |

# Monthly Financial Report - May 2022

## Hotel Tax Fund

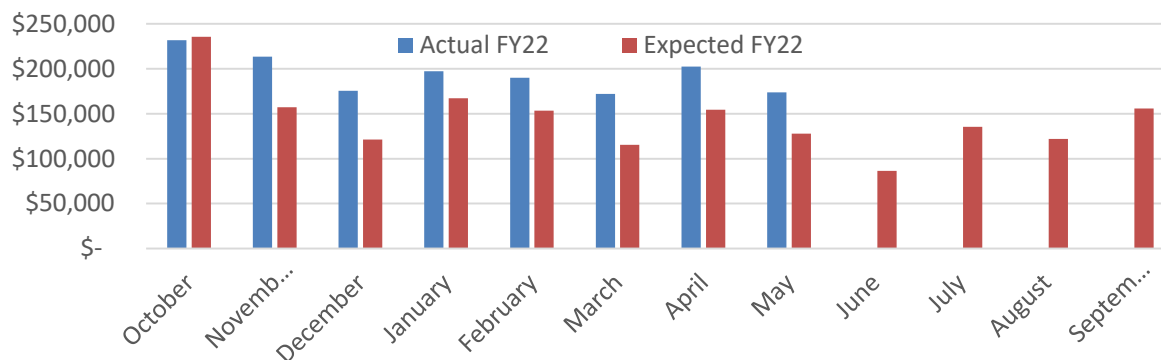
% of year Completed 67%

% of Budget Spent 69%

|               | FY22 Budget | FY22 YTD    | % of Budget | FY21 YTD     |
|---------------|-------------|-------------|-------------|--------------|
| Revenues      | \$ 252,500  | \$ 100,078  | 40%         | \$ 42,300    |
| Expenditures* | \$ 247,822  | \$ 171,989  | 69%         | \$ 233,096   |
|               | \$ 4,678    | \$ (71,911) |             | \$ (190,795) |

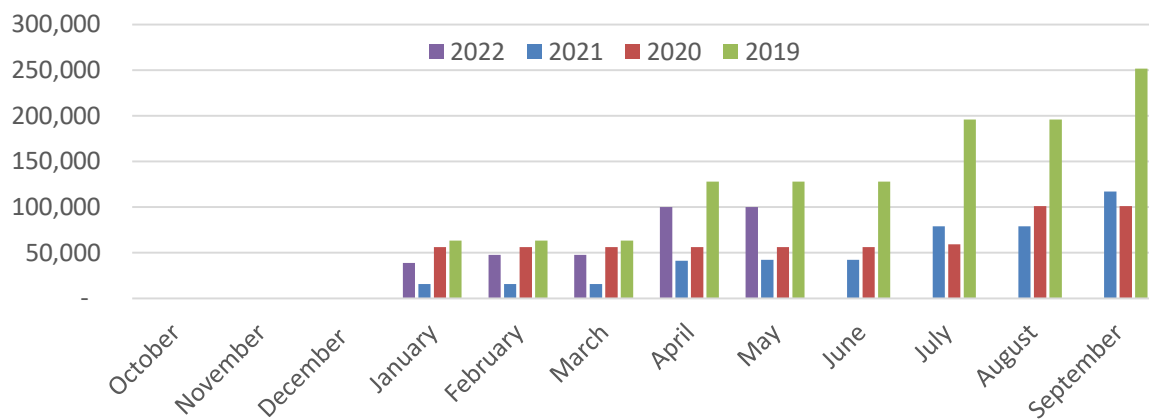
COVID-related economic disruptions obviously took a toll on any travel-related revenues in the last few years, but the Hotel Occupancy Tax Fund has kept a strong fund balance. Fortunately, travel activities are on the rise and revenue in this fund is making a comeback. While our revenue still isn't quite as strong as we've seen prior to COVID, it has nevertheless more than doubled from FY21. Last year's ending fund balance came to \$245,000, and the current balance is sitting at just over \$170,000. Costs funded out of here include personnel related directly to advertising the city as well as Colleyville Center costs and some special events. The cash position throughout this year has improved significantly over last year.

Expected Fund Balance vs. Actual Fund Balance (by month)



## Hotel Tax Performance

FY22 Revenue vs. History



# Monthly Financial Report - May 2022

**Debt Service Fund**      % of year Completed      67%  
                                          % of Budget Spent      91%

|               | FY22 Budget         | FY22 YTD            | % of Budget | FY21 YTD        | FY21% of Budget |
|---------------|---------------------|---------------------|-------------|-----------------|-----------------|
| Revenues      | \$ 627,500          | \$ 607,854          | 97%         | \$ 790,556      | 101%            |
| Expenditures* | \$ 821,898          | \$ 745,485          | 91%         | \$ 782,408      | 95%             |
|               | <b>\$ (194,398)</b> | <b>\$ (137,631)</b> |             | <b>\$ 8,147</b> |                 |

Being predominately funded through property taxes, the Debt Service fund has received most of its revenue this year. Cash-flow for this fund is very predictable, as most revenues are recognized in December/January and debt service payments occur twice annually, with lease payments also occurring throughout the year. As of the May figures, the fund is running a deficit of about \$137,000 after its first scheduled bond payment and some lease payments this year. It should be noted that our updated property tax forms necessitate a planned spend down of fund balance by \$194,000 this year. With Colleyville's current debt service schedule, all bonded debt is on track to be paid off by FY27.



For any questions or comments regarding this report, please contact:

Kyle Lester  
 Finance Director  
 City of Colleyville, TX  
[klester@colleyville.com](mailto:klester@colleyville.com)  
 817-503-1014





# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
www.colleyville.com

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**Agenda Number** 6a

**Agenda Date** 6/21/2022

**Number** Ordinance O-22-2204

**Type** Ordinance

**Department** Community Development

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## **Title**

Consideration of a Special Use Permit for an accessory building to exceed the permitted lot coverage and height for accessory buildings on Lot 3, Block 5, Woodbriar Estates Addition, located at 3708 Briarhaven Lane, Case ZC22-013

## **Strategic Plan**

4.1 Protect Colleyville's semi-rural residential character

## **Explanation**

### ***Second Reading and Public Hearing***

The applicant was present to discuss the project and answer questions. The Council expressed concern about the work being done and completed without acquiring a building permit.

### ***First Reading and Public Hearing***

Will Priest, the owner, has submitted a request for a Special Use Permit (SUP) for an accessory building to exceed the maximum lot coverage for accessory buildings and maximum height on Lot 3, Block 5, of Woodbriar Estates Addition, being approximately 0.38 acres, and zoned R-15 Single Family Residential district. The purpose is to allow for an existing accessory building which exceeds the 4% maximum lot coverage and maximum height allowed for accessory buildings.

**Existing Conditions/Background:** The subject property, 3708 Briarhaven Lane, has R-15 zoning and is located on the west side of Briarhaven Lane south of the intersection with Greenbriar Lane. The subject property has an existing single family home and existing detached accessory building.

On February 8, 2022, a Colleyville building inspector was at 3712 Briarhaven for an inspection and noticed work was being done without a permit on the existing accessory building at 3708 Briarhaven. The inspector spoke with the owner of the property and told him that he needed to apply for a building permit. The property owner applied for a permit on February 11, 2022. The permit was denied and the applicant was informed to apply for a Special Use Permit. There will be double building permit fees assessed upon approval of the building permit.

**SUP Request:** *Request* – The applicant is requesting an existing 1,545 s.f. detached garage to remain six feet from the side property line and for it to exceed the 4% maximum lot coverage.

*Ordinance* – Section 3.27 Accessory Buildings and Residential Carport Regulations of the Land Development Code establishes the maximum size and number of accessory buildings to be permitted by staff on a residential lot:

"2. Maximum Size and Number of Buildings:

- a. The maximum number of accessory buildings allowed per lot shall be three (3) buildings. In addition, the combined square footage of all accessory buildings shall not exceed four percent (4%) of the aggregate area of the lot. Exemption: Lots containing a minimum of 80,000 square feet shall be exempt from the requirement for the maximum number of accessory buildings."

"3. Setbacks:

- d. Detached accessory buildings – A detached accessory building shall comply with the setback lines established for the applicable zoning district, unless the accessory building is located totally behind the rear of the principal building, then it shall not be placed closer than five (5) feet to any side or rear lot line."

"4. Maximum Height: No accessory building shall penetrate a vertical height envelope defined as being a point five feet from a side or rear lot line and extending vertically 8 feet to a point, then extending at a 45o angle to the height of the primary building."

"6. Special Use Permit Provision: Any request for a building permit for an accessory building which does not meet the criteria in this Section shall only be authorized after approval of a Special Use Permit by the City Council using the procedures contained elsewhere in this Land Development Code."

The applicant is requesting to allow for an existing 1,545 s.f. detached garage to remain. It was permitted and built in 1992 for 1,188 s.f. A portion of the structure was open and functioned as a carport. Over the years the structure has been enclosed which increased its size.

**Analysis:** Any request for an accessory building exceeding 4% of the lot area and exceeding the maximum height shall only be authorized after approval of a Special Use Permit by the City Council. The maximum height of the wall allowed at the 6-foot setback is 9 feet tall. The proposed height is 14 feet at the eave and 17 feet at the ridge. The maximum size at the 4% is 740 sq. ft.

**Plat Status:** The property is platted as Lot 3, Block 5 in the Woodbriar Estates Addition.

**DRC Review:** The DRC met on April 18, 2022 and offered the applicant the following comment: The addition to the accessory building was completed without a permit and its height exceeds the requirements of the Land Development Code. Staff is recommending denial of the request. The size of the building also exceeds the maximum area allowed for accessory buildings; that being 4% of the lot area. Both conditions will be part of the SUP case.

**Drainage:** NA

**Surrounding Development:** The properties to the north, east, south, and west are zoned R-15 Single Family Residential district and contain single family residential development.

**Public Notification:** Staff mailed notices to all property owners within 500 feet as well as any Homeowners Associations within 1,000 feet of the subject property regarding this request. Grapevine-Colleyville ISD, where the subject property is located, was notified per State law. Notice was published in the *Fort Worth Star-Telegram* as required by State law and the Land Development Code.

**Staff Recommendation:** Staff recommends denial of the garage modification due to technical non-compliance with the Land Development Code. The Land Development Code allows for an accessory building which does not meet the Land Development Code criteria to seek an SUP.

**Planning and Zoning Commission Recommendation:** The Planning and Zoning Commission recommended approval of the area request for the size of the accessory building, but subject to the height of the roof being brought into compliance at their May 9, 2022 meeting by a vote of 4-3.

### **Financial Impact**

There is no financial impact to the City.

### **Recommendation**

Denial

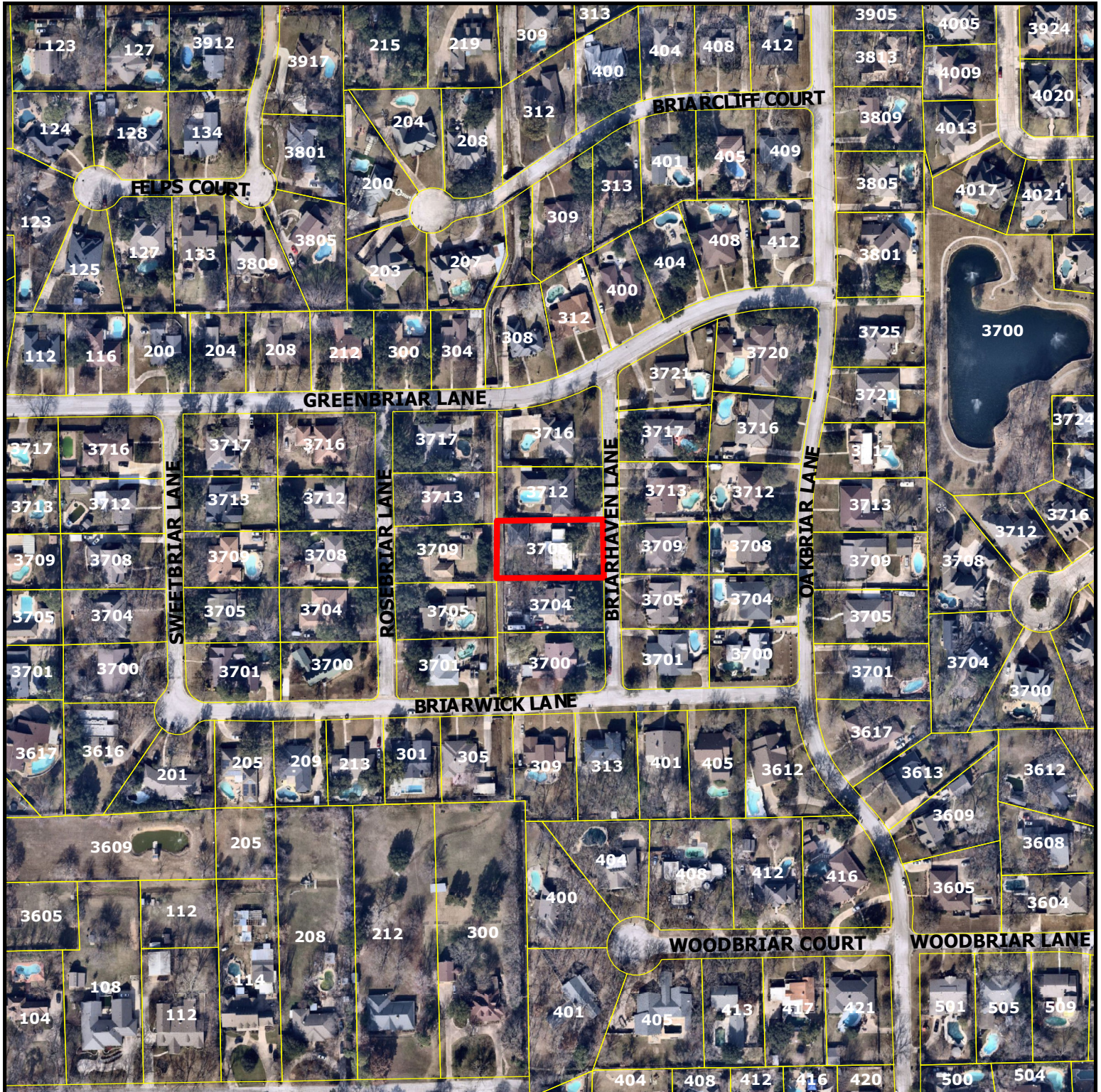
### **Attachments**

1. Aerial Map
2. Zoning Map
3. Future Land Use Map
4. Woodbriar Estates Plat
5. Survey
6. Original Structure - Aerial
7. Structure Modification 1
8. Structure Modification 2

9. Structure Exhibit - Current
10. Notification Map
11. Notification Letter
12. Notification List
13. Ordinance O-22-2204
14. Ordinance O-22-2204 - Optional



# Aerial Map



**ZC22-013**

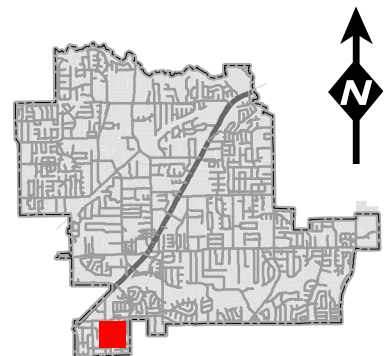
**3708 Briarhaven Lane**

**DISCLAIMER:**

This map and information contained in it were developed exclusively for use by the City of Colleyville. Any use or reliance on this map by anyone else is at that party's risk and without liability to the City of Colleyville, its officials or employees for any discrepancies, errors, or variances which may exist.

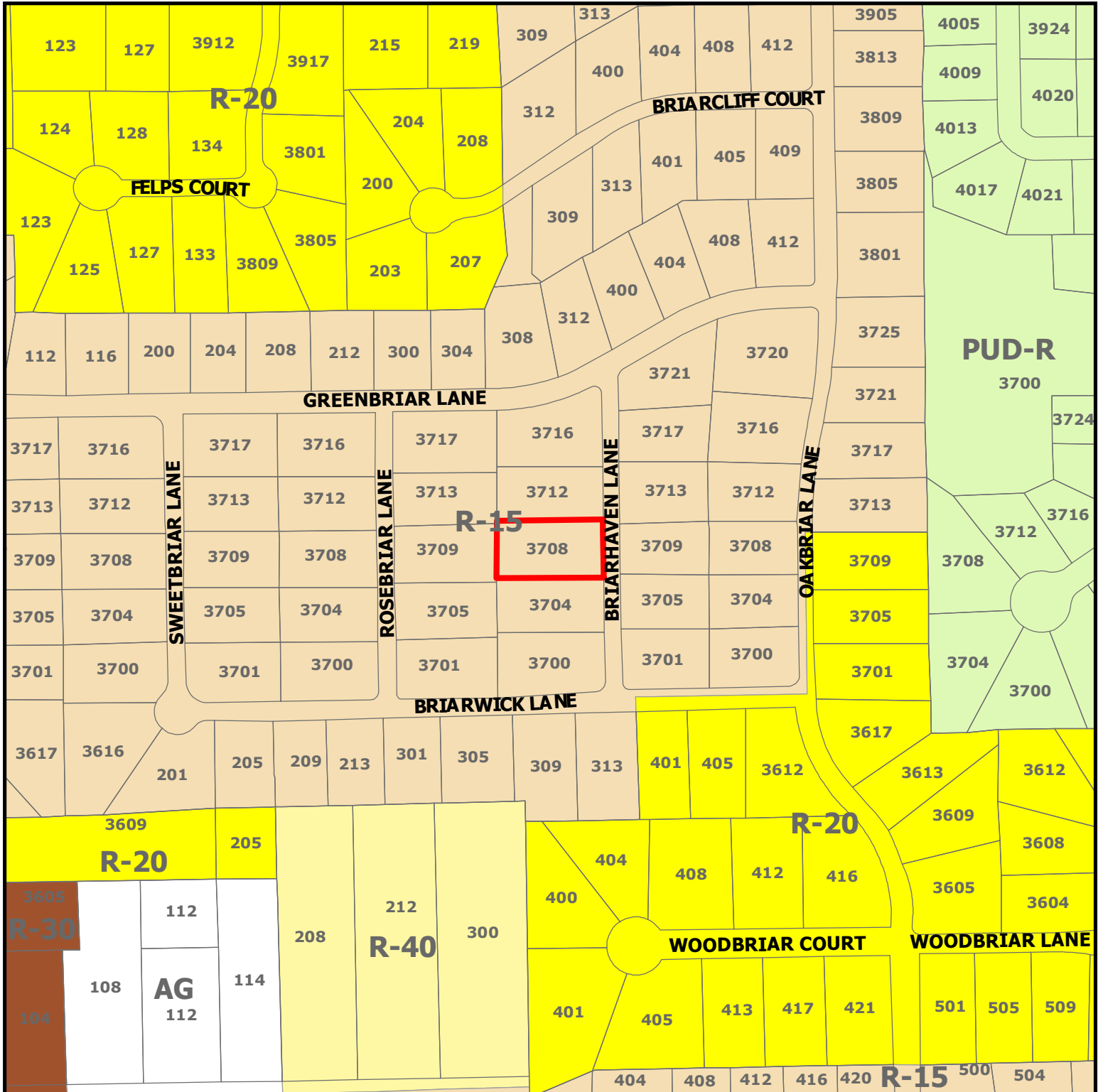


Subject Property





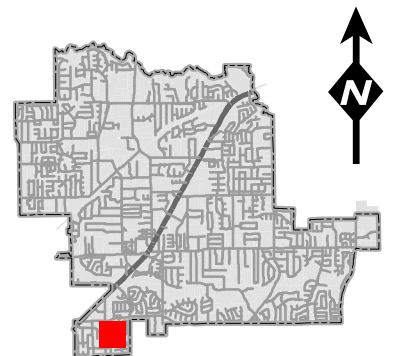
# Zoning Map



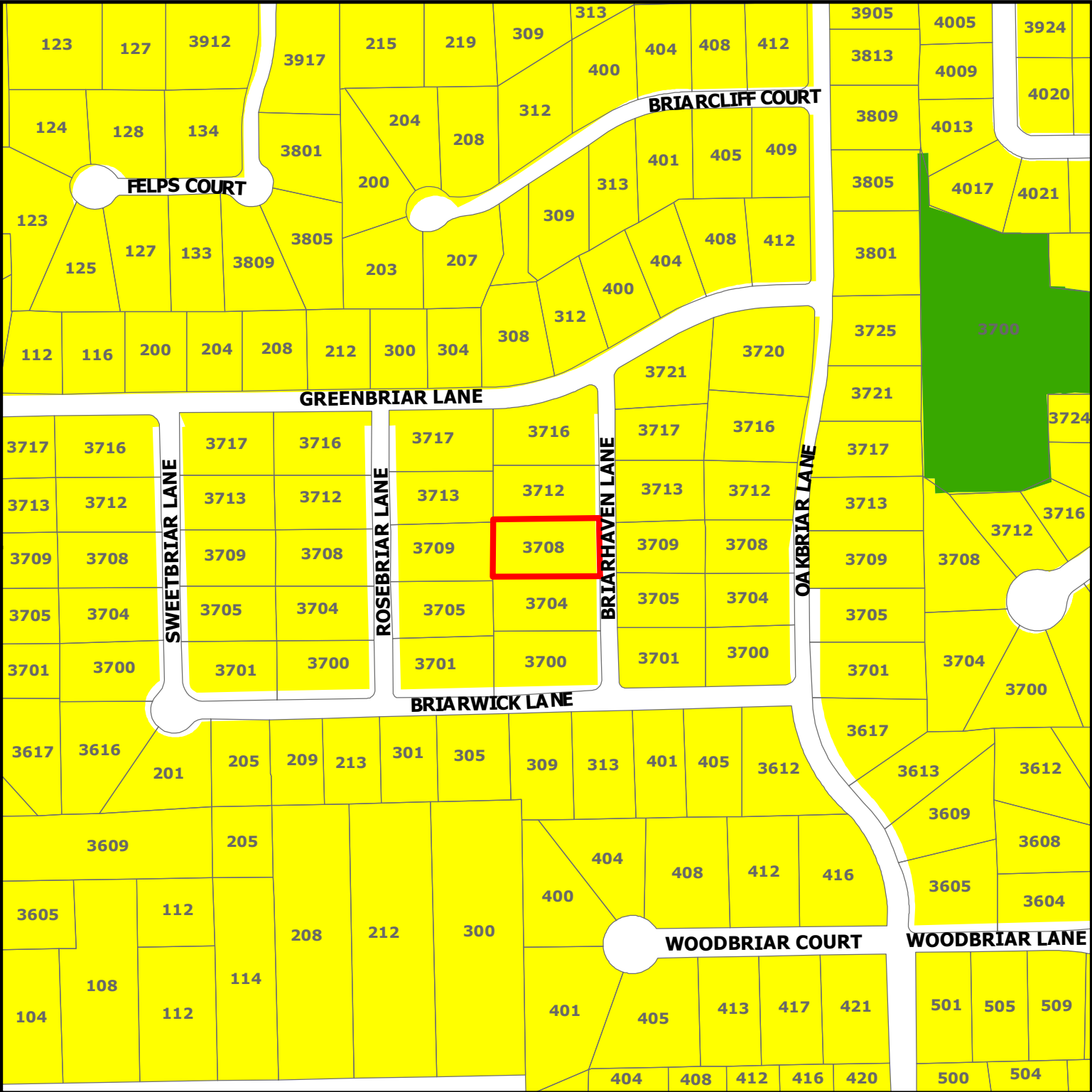
**ZC22-013**  
**3708 Briarhaven Lane**

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 Subject Property



# Future Land Use Map

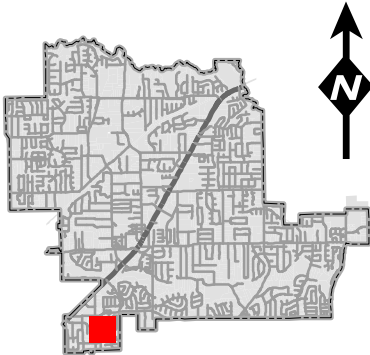


**ZC22-013**

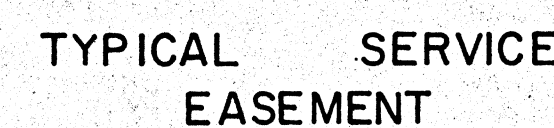
**3708 Briarhaven Lane**

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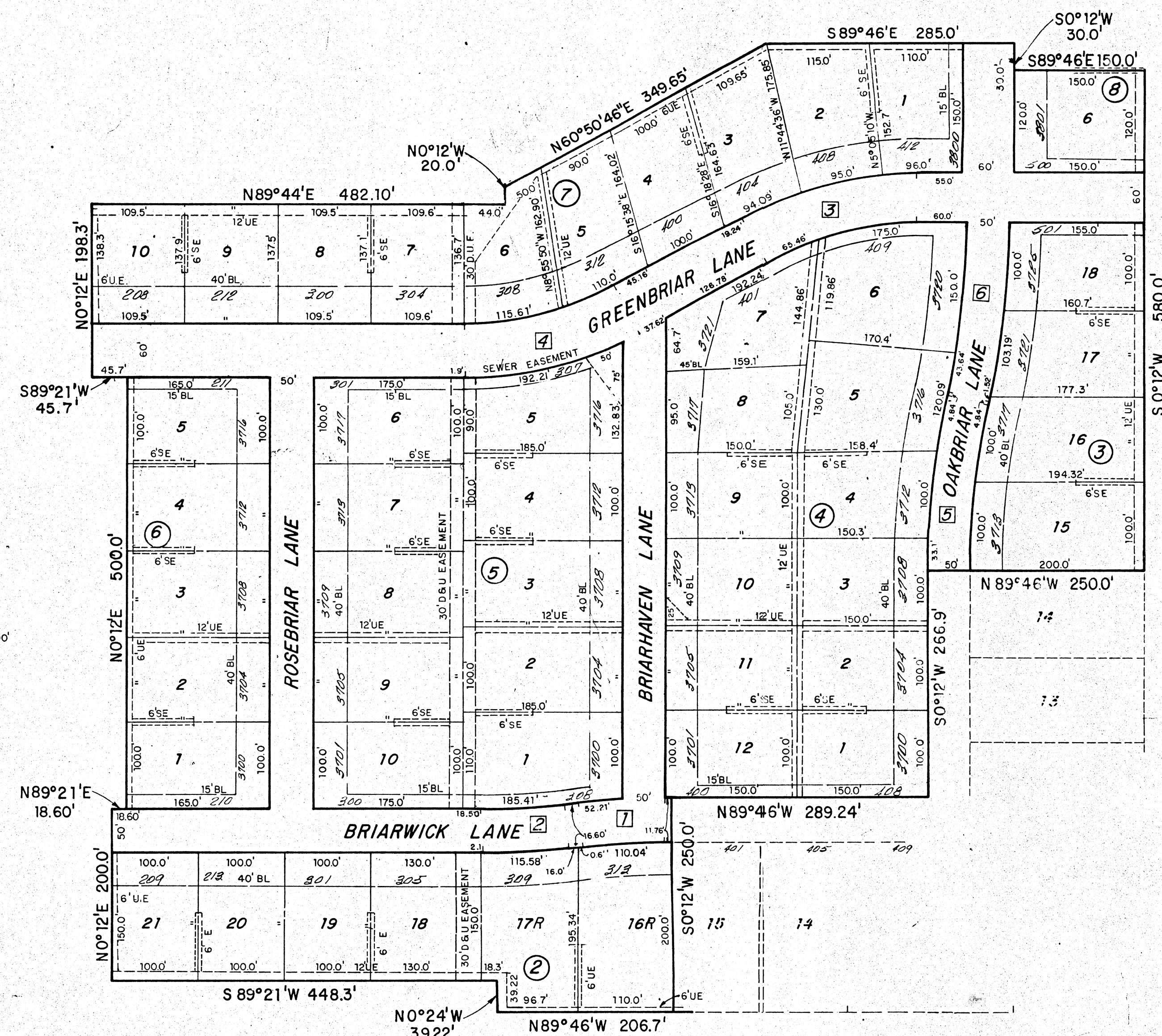
-  Subject Property
-  Residential
-  Open Space; Parks







NOTE ALL EASEMENT MARKED 6' S E ARE SERVICE EASEMENT



***Q CURVE DATA***

| NO. | DELTA     | RADIUS    | TANG. | LENGTH  |
|-----|-----------|-----------|-------|---------|
| 1   | 5°06"     | 1,122.70' | 50'   | 99.93'  |
| 2   | 4°13'     | 1,358.00' | 50'   | 99.91'  |
| 3   | 29°01'40" | 386.20'   | 100'  | 195.66' |
| 4   | 29°05'    | 385.51'   | 100'  | 195.68' |
| 5   | 12°41'    | 899.79'   | 100'  | 199.18' |
| 6   | 12°41'    | 899.79'   | 100'  | 199.18' |

PLAT OF  
WOODBRIAR ESTATES SECTION TWO  
& LOTS 16-R & 17-R BLOCK 2,  
WOODBRIAR ESTATES SECTION ONE  
AN ADDITION TO THE CITY OF  
COLLEYVILLE, TARRANT COUNTY,  
TEXAS

NOTE :  
THIS PLAT INCLUDES A REVISION TO LOTS 16 & 17, BLOCK 2 AND ALL OF BLOCK 4, SECTION 1  
THIS PLAT IS TO SUPERSEDE ALL OTHER RECORDED PLATS ON THIS PROPERTY.

STATE OF TEXAS  
COUNTY OF HARRIS

That we, NORTHAMPTON UNIVERSITY, the owners of the following described property, to-wit:

Being a 1,000-acre tract of land out of the Jonathan Riley survey, Abstract 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, and being described as follows:

BEINGWILE at a point located at the west northeast corner of Lot 11, Block 3, East Briar Forest, Section One, in addition to the City of Valleyville, Garland County, Texas, according to plat recorded in Volume 44-74, Page 29, 1968 Records, Garland County, Texas.

TRINCE North 80 degrees 56 minutes east 174.0 feet;  
 TRINCE South 0 degrees 12 minutes east 166.9 feet;  
 TRINCE North 85 degrees 16 minutes east 169.24 feet;  
 TRINCE South 0 degrees 12 minutes east 270 feet;  
 TRINCE North 80 degrees 16 minutes east 166.7 feet;  
 TRINCE North 0 degrees 14 minutes east 16.23 feet;  
 TRINCE South 80 degrees 11 minutes east 148.1 feet;  
 TRINCE North 0 degrees 12 minutes east 200.0 feet;  
 TRINCE North 40 degrees 11 minutes east 12.4 feet;  
 TRINCE South 40 degrees 11 minutes east 167.7 feet;  
 TRINCE North 0 degrees 11 minutes east 16.4 feet;  
 TRINCE North 40 degrees 11 minutes east 16.10 feet;  
 TRINCE North 0 degrees 11 minutes east 20.0 feet;  
 TRINCE North 0 degrees 0 minutes 30 seconds east 169.00 feet;  
 TRINCE South 80 degrees 11 minutes east 148.0 feet;  
 TRINCE South 0 degrees 11 minutes east 10.0 feet;  
 TRINCE South 80 degrees 11 minutes east 148.2 feet;  
 TRINCE South 0 degrees 11 minutes east 10.0 feet to point of  
 BEGINNING AND CONTINUING 24.00 acres or less.

to hereby adopt the attached plat as our plan for subdividing the same, or to known as Commerce Street, Section Two and Lots One and Two, Block 2, New Bridge Addition, Section No. 1, in addition to the City of Colville, Grant County, Texas. The location of streets, easements and building lines are to be as shown on attached plat.

J. B. Sandlin  
J. B. SANDLIN,  
President

STATE OF TEXAS )  
COUNTY OF TARRANT )  
Before me, the undersigned authority, on this 15th day of November, 1964, personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, acknowledged to me that he executed the same for the purposes and consideration therein expressed.

My commission expires \_\_\_\_\_.

**NOVEMBER 15** 1964

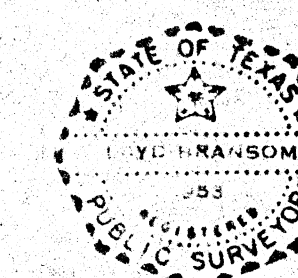
\_\_\_\_\_  
Notary Public in and for the State of Texas

*C. Luper*

APPROVED BY-PLANNING AND ZONING COMMISSION  
FOR THE CITY OF COLLEYVILLE, TEXAS.

[Signature]  
 CHAIRMAN  
 [Signature]  
 SECRETARY  
 27 APR 72  
 DATE

Recorded in Volume 388-80, Page 18  
Deed Records Tarrant County, Texas



 **LOYD BRANSON**  
REGISTERED PUBLIC SURVEYOR  
1028 NORTH SYLVANIA AVE.  
834-3477 76111

I DO HEREBY CERTIFY THAT THIS MAP IS TRUE  
& CORRECT AS SURVEYED ON THE GROUND.

*Lloyd Branson*  
LOYD BRANSON

DATE 11-10-77

WOOD BRIAR ESTS



Surveyed By:

**TerraCorp**

terraCorp Associates LLC #101855-00  
3180 Broadway Blvd  
Suite 216  
Dallas, TX 75204

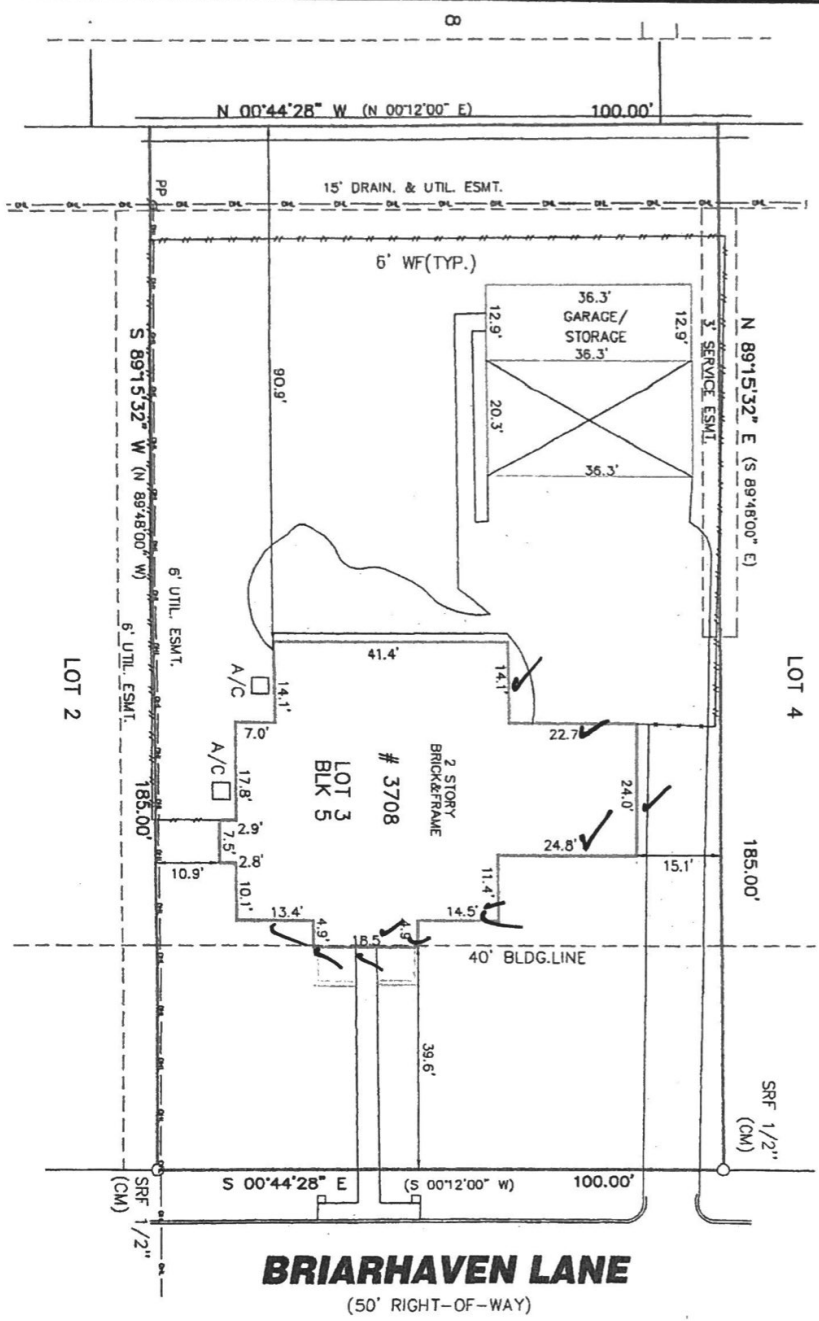
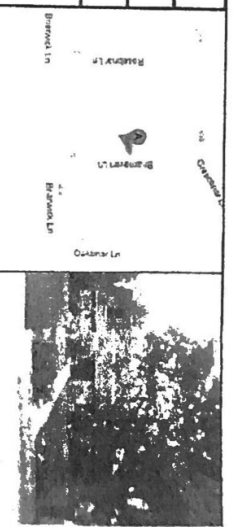
www.terraCorpSurvey.com  
enr@terraCorpSurvey.com  
P 972-866-4526  
F 972-866-4527

Ordered By:

**Marcus Rush**  
Addison Branch  
16301 Quorum Drive, Suite 1208  
Addison, TX 75001  
Phone 214-445-2936  
marcus.rush@imortgage.com

**imortgage**

|                      |                                                                                                                                                                                                                                                |                      |             |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------|
| Property Address:    | 3708 Briarhaven Lane, Colleyville, TX 76034                                                                                                                                                                                                    | TerraCorp Order No.: | TX1204-1176 |
| Client Order Number: | CV12030948                                                                                                                                                                                                                                     | Completed Date:      | 04/20/12    |
| Legal Description:   | LOT 3, BLOCK 5, WOODBRIAR ESTATES, SECTION II, AN ADDITION TO THE CITY OF COLLEYVILLE, TARRANT COUNTY, TEXAS, ACCORDING TO MAP OR PLAT THEREOF RECORDED IN VOLUME 388-80, PAGE(S) 18, OF THE MAP AND/OR PLAT RECORDS OF TARRANT COUNTY, TEXAS. |                      |             |
| Mortgage To:         | Mortgage Family Trust, Header - Fair First American Title: IMORTGAGE.COM                                                                                                                                                                       |                      |             |



**BRIARHAVEN LANE**  
(50' RIGHT-OF-WAY)

**NOTES**

1. Bearings shown hereon are based on NAD83/CORR96, EPOCH 2002) tied to the Texas Coordinate System of 1983, North Central Zone (4202) using the Geospatial RTX GPS Network.

2. The following items are from Schedule B, Commitment for Title Insurance, First American Title Insurance Company, CF No. CV12030948, Issued April 27, 2012.

10c. A levy foot building line along the front property line as set out on plat recorded in Volume 388-80, Page 18 of the Plat Records of Tarrant County, Texas.

10d. A lot utility easement along the South property line, as shown on plat recorded in Volume 388-80, Page 18 of the Plat Records of Tarrant County, Texas.

10e. A lot utility easement and lot utility easement along the West property line and a 4-foot by 75-foot service easement along the North property line as set out on plat recorded in Volume 388-80, Page 18 of the Plat Records of Tarrant County, Texas.

**FLOOD NOTE**

According to the FEMA 44848C20K the property does lie in "Zone X" and does not lie within the 100-year flood zone.



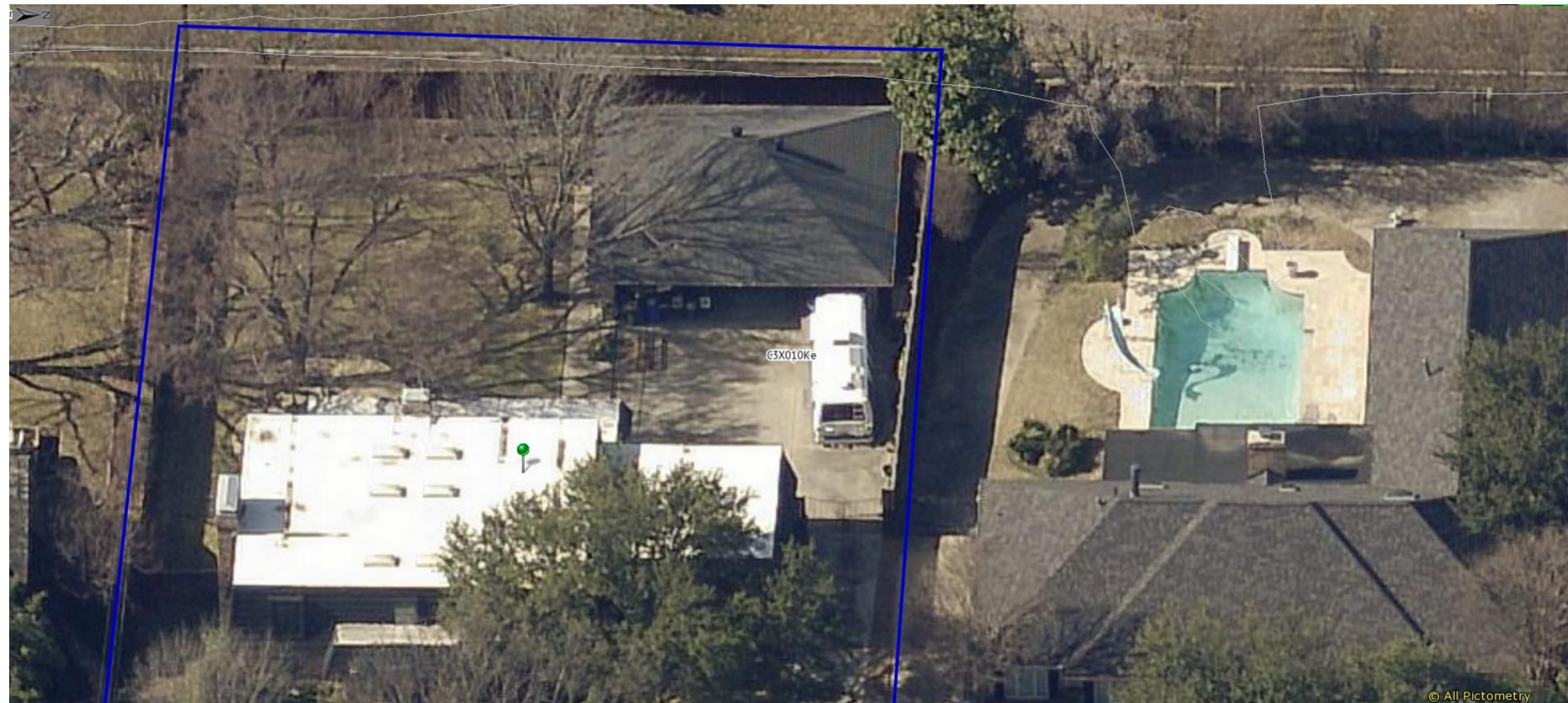
I hereby certify that this plat represents the results of a survey made on the ground on the 20th day of April, 2012.

Signed 20th day of April, 2012

*Neil D. Culver*

NEIL D. CULVER  
PROFESSIONAL LAND SURVEYOR  
STATE OF TEXAS  
5211

# Photo



01/12/2021

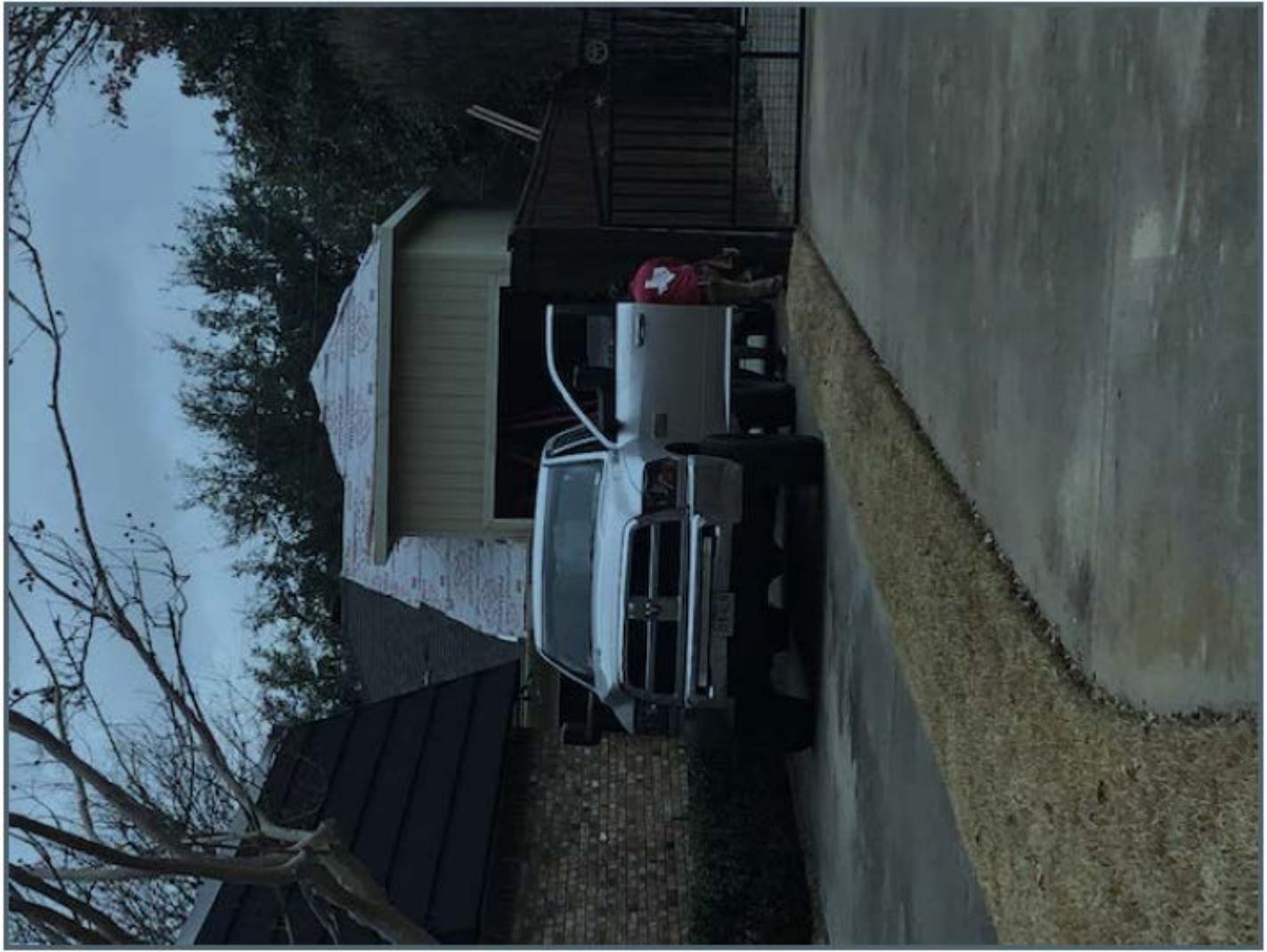


**From:** [Les Folse](#)  
**To:** [Les Folse](#)  
**Date:** Tuesday, February 8, 2022 10:06:17 AM

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Sent from my iPhone





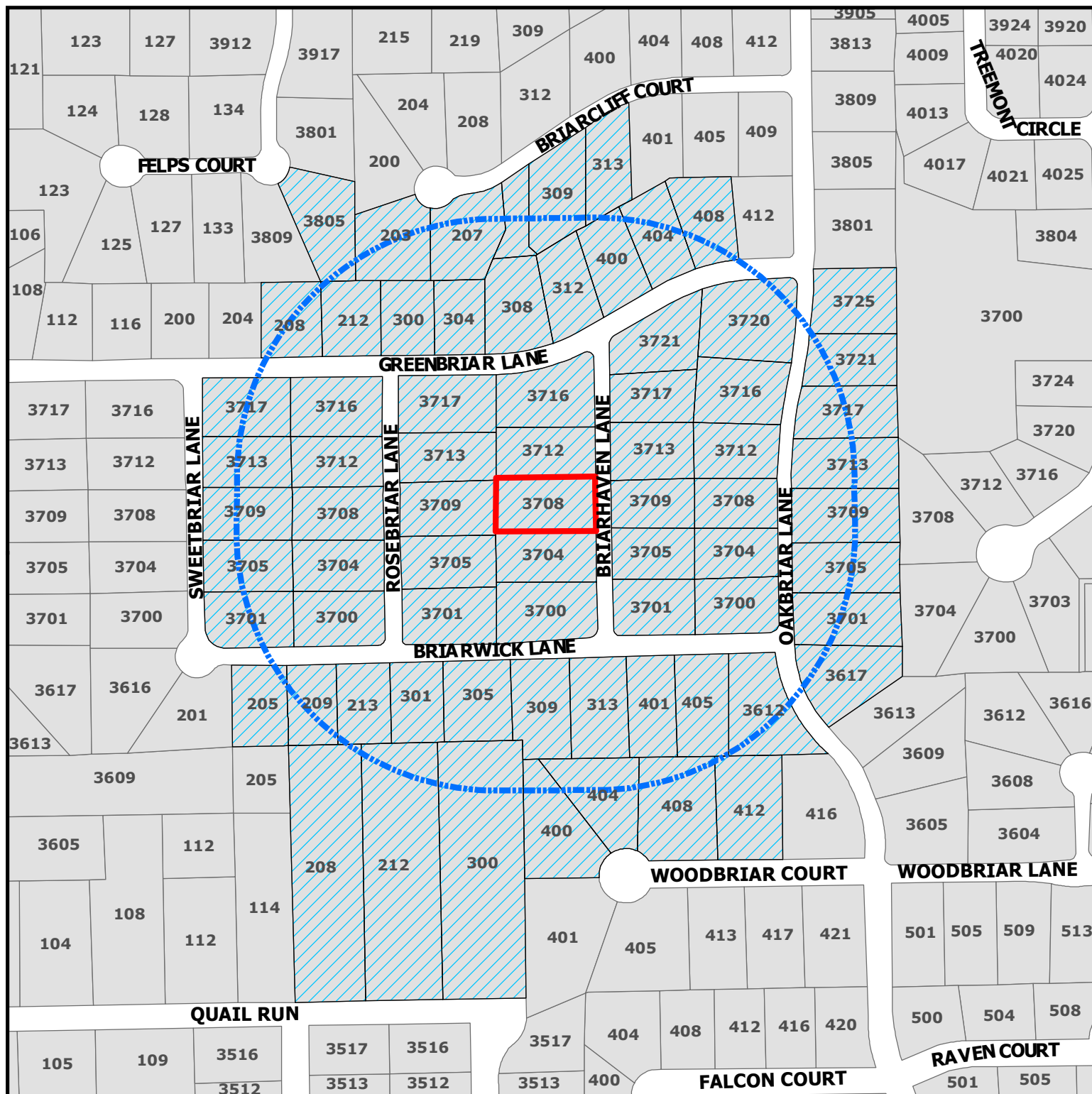








## Notification Map



# ZC22-013

# 3708 Briarhaven Lane

DISCLAIMER:

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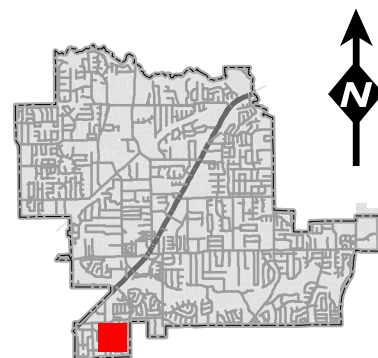
Subject Property



500ft Buffer



### Properties within 500ft





## NOTICE OF PUBLIC HEARING

«Owner Name»

«Owner Address»

«Owner City» «Owner Zip»

The City of Colleyville has scheduled public hearings concerning the below referenced request on the following dates and location:

**Planning and Zoning Commission Meeting: Monday, May 9, 2022 at 7:00 p.m.**  
**City Council Meetings: Tuesday, June 7, 2022 & Tuesday, June 21, 2022 at 7:30 p.m.**  
**3rd floor of City Hall, 100 Main Street, Colleyville, Texas**

**Request:** Consideration of a Special Use Permit for an accessory building to exceed the permitted lot coverage for accessory buildings and to exceed the maximum height allowed at a 5-foot setback. The purpose is to allow for an existing, oversized accessory building to remain that was modified with a taller wall and roofline to penetrate the vertical height envelope for accessory buildings. The maximum height of the wall allowed at the 5-foot setback is 8 feet tall. The maximum size for accessory buildings is 4% of the lot area.

**Zoning Case:** ZC22-013

**Applicant:** Will Priest

**Owner:** Will Priest

**Location:** 3708 Briarhaven Lane

**Property Description:** Lot 3, Block 5, Woodbriar Estates Addition

**Present Zoning:** R-15 Single Family Residential

This notice has been sent to all owners of real property within 500 feet of the request as such ownership appears on the last approved tax roll and all homeowners associations within 1000 feet. Approval by the Planning and Zoning Commission serves as a recommendation to the City Council and is not a final action on the request. Denial of the proposal by the Commission is final, unless the applicant submits a written notice of appeal within 10 days from the date of action by the Commission. If appealed, the request will be placed on the next available City Council agenda as listed above. Rezoning requests, zoning amendments and conditions recommended by the Commission for approval by the City Council may be more restrictive than those described in this notice.

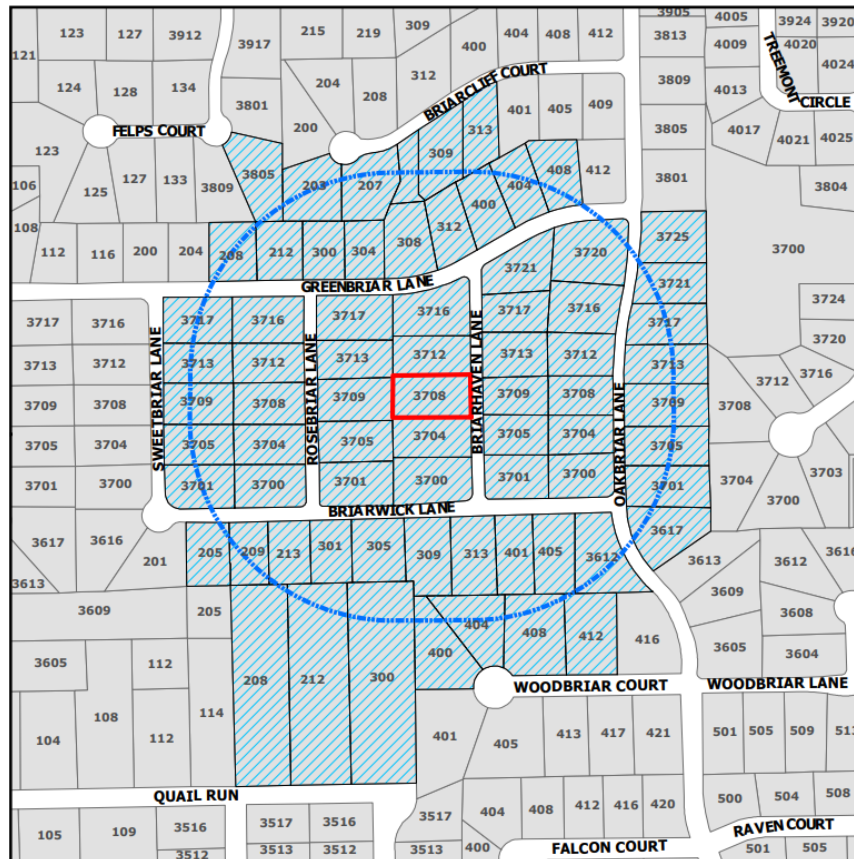
All interested persons are encouraged to attend the public hearing and express their opinions on the zoning change request. If you are unable to attend, but wish to have your opinions made a part of the public record, please submit written comments prior to the public hearing, to the address below:

**Community Development Department**  
**City of Colleyville**  
**100 Main Street**  
**Colleyville, TX 76034**

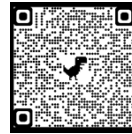


## NOTICE OF PUBLIC HEARING

If the property owners of 20% or more of the land within the 200 foot notification area file a written protest prior to the public hearing, State law provides that the approval of the zoning change request shall require the approval of a super majority vote by City Council.



The application is on file for public examination in the Community Development Department at 100 Main Street, Colleyville, Texas 76034. A brief project description can be found online on the Agenda Packet and Active Development Case map (please use your phone's camera to scan QR code below):



For additional information, please contact the Community Development Department at 817.503.1056. Please reference the zoning case number when requesting information.

Jacquelyn Reyff  
Planning Manager  
[jreyff@colleyville.com](mailto:jreyff@colleyville.com)

| Owner Name                  | Owner Address      | Owner City      |
|-----------------------------|--------------------|-----------------|
| BELLEFEUILLE, PHIL          | 3713 ROSEBRIAR LN  | COLLEYVILLE, TX |
| ODOMORE, FRIDAY             | 313 BRIARWICK LN   | COLLEYVILLE, TX |
| WATTS, JENNINGS R           | 3717 ROSEBRIAR LN  | COLLEYVILLE, TX |
| MOORE, NICHOLAS             | 209 BRIARWICK LN   | COLLEYVILLE, TX |
| CEKUTA, CHRISTOPHER         | 309 BRIARCLIFF CT  | COLLEYVILLE, TX |
| DENYER, STUART              | 308 GREENBRIAR LN  | COLLEYVILLE, TX |
| HELSTOWSKI, PATRICIA        | 408 WOODBRIAR CT   | COLLEYVILLE, TX |
| BERNAL, DANIEL              | 3717 OAKBRIAR LN   | COLLEYVILLE, TX |
| MORAN, JAMES R              | 3701 SWEETBRIAR LN | COLLEYVILLE, TX |
| JONES, DAN W                | 404 GREENBRIAR LN  | COLLEYVILLE, TX |
| ALLRED, JON G               | 3700 ROSEBRIAR LN  | COLLEYVILLE, TX |
| SIDES, MICHAEL              | 3705 ROSEBRIAR LN  | COLLEYVILLE, TX |
| CARLSON, SCOTT A            | 300 QUAIL RUN      | COLLEYVILLE, TX |
| HALCOMB, RANDY              | 212 GREENBRIAR LN  | COLLEYVILLE, TX |
| HOLLOWAY, LENDON            | 3709 BRIARHAVEN LN | COLLEYVILLE, TX |
| EVANS, JON R                | 313 BRIARCLIFF CT  | COLLEYVILLE, TX |
| INGERSOLL, MICHAEL          | 3717 SWEETBRIAR LN | COLLEYVILLE, TX |
| LYNCH, VICKI                | 3713 BRIARHAVEN LN | COLLEYVILLE, TX |
| GRIFFITH, CARL D            | 3700 OAKBRIAR LN   | COLLEYVILLE, TX |
| MCDOUGALL, JASON            | PO BOX 1242        | BRIDGEPORT, TX  |
| WITT, ROBERT W              | 3716 ROSEBRIAR LN  | COLLEYVILLE, TX |
| BROWN, MICHELLE             | 3705 SWEETBRIAR LN | COLLEYVILLE, TX |
| GLENN, JAMES W              | 212 QUAIL RUN      | COLLEYVILLE, TX |
| WHITMIRE, DONALD R          | 205 BRIARWICK LN   | COLLEYVILLE, TX |
| AKSENTOWITZ, J              | 3708 OAKBRIAR LN   | COLLEYVILLE, TX |
| WARREN, MARY                | 3700 BRIARHAVEN LN | COLLEYVILLE, TX |
| LENHART FAMILY LIVING TRUST | 412 WOODBRIAR CT   | COLLEYVILLE, TX |
| ROBERTS, SHONNA K           | 3721 BRIARHAVEN LN | COLLEYVILLE, TX |
| BERRY, CRAIG                | 3617 OAKBRIAR LN   | COLLEYVILLE, TX |
| DUGGAN, RICHARD L           | 3704 ROSEBRIAR LN  | COLLEYVILLE, TX |
| CAMPBELL, CANDACE           | 3601 SAN BAR LN    | COLLEYVILLE, TX |
| STALLINGS, TERRY A          | 208 QUAIL RUN      | COLLEYVILLE, TX |
| BASHAM, FRANCINE C          | 203 BRIARCLIFF CT  | COLLEYVILLE, TX |
| MONTAGUE, JEFFREY           | 3717 BRIARHAVEN LN | COLLEYVILLE, TX |
| POWELL, ROBERT L            | 3712 ROSEBRIAR LN  | COLLEYVILLE, TX |
| CUSICK, LAURANCE A          | 3701 OAKBRIAR LN   | COLLEYVILLE, TX |
| BUDRI, AZIZ K               | 400 GREENBRIAR LN  | COLLEYVILLE, TX |
| BRANCH, SONDRRA GAIL        | 304 GREENBRIAR LN  | COLLEYVILLE, TX |
| MARINO, ROBERT A            | 3725 OAKBRIAR LN   | COLLEYVILLE, TX |
| GOODSON, TONI               | 3712 BRIARHAVEN LN | COLLEYVILLE, TX |
| GRAMLING, M S               | 208 GREENBRIAR LN  | COLLEYVILLE, TX |
| ZAK, GARY                   | 3705 OAKBRIAR LN   | COLLEYVILLE, TX |
| SCHRAEDER, ROBERT           | 213 BRIARWICK LN   | COLLEYVILLE, TX |
| GALLEGOS, ELVIS             | 300 GREENBRIAR LN  | COLLEYVILLE, TX |
| WARMERDAM, BRADLEY          | 3721 OAKBRIAR LN   | COLLEYVILLE, TX |
| PRIEST, WILLIAM             | 3708 BRAIRHAVEN LN | COLLEYVILLE, TX |
| SWAIN, THERESA              | 301 BRAIRWICK LN   | COLLEYVILLE, TX |
| DASHNER, MELVIN L           | 3716 OAKBRIAR LN   | COLLEYVILLE, TX |
| LACKEY, DUSTIN              | 3713 OAKBRIAR LN   | COLLEYVILLE, TX |
| WOLFE, JAMES D              | 3704 BRIARHAVEN LN | COLLEYVILLE, TX |
| REEVES, DAVID A             | 305 BRIARWICK LN   | COLLEYVILLE, TX |
| MURPHY, JAMES F             | 3709 SWEETBRIAR LN | COLLEYVILLE, TX |
| TAMAYO, JESSE F             | 3708 ROSEBRIAR LN  | COLLEYVILLE, TX |
| KAHLER, LEON                | 401 BRIARWICK LN   | COLLEYVILLE, TX |



|                                |                      |                          |
|--------------------------------|----------------------|--------------------------|
| NORTHEAST CONSTR CO INC        | 5137 DAVIS BLVD      | NORTH RICHLAND HILLS, TX |
| RIZKAL, SAM P                  | 3704 OAKBRIAR LN     | COLLEYVILLE, TX          |
| TABORSKY, ANNA                 | 408 GREENBRIAR LN    | COLLEYVILLE, TX          |
| KUNEY HAZEL MAY REVOCABLE LIVI | 309 BRIARWICK LN     | COLLEYVILLE, TX          |
| ALTSCHUL, DANIEL               | 3701 BRIARHAVEN LN   | COLLEYVILLE, TX          |
| THOMAS, STEVE R                | 312 GREENBRIAR LN    | COLLEYVILLE, TX          |
| HODGES, CHEVI                  | 3701 ROSEBRIAR LN    | COLLEYVILLE, TX          |
| BARTLETT, DEL W                | 3805 FELPS CT        | COLLEYVILLE, TX          |
| SZAKIN, PETER T                | 3712 OAKBRIAR LN     | COLLEYVILLE, TX          |
| HASKELL, NORMAN E              | 3709 OAKBRIAR LN     | COLLEYVILLE, TX          |
| MATHIS, CECIL S                | 3709 ROSEBRIAR LN    | COLLEYVILLE, TX          |
| BOBBY RAY AND CHERYL VIRGINIA  | 405 BRIANWICK LN     | COLLEYVILLE, TX          |
| DINSER 2004 FAMILY TRUST       | 3612 OAKBRIAR LN     | COLLEYVILLE, TX          |
| HALL, JUDY                     | 400 WOODBRIAR CT     | COLLEYVILLE, TX          |
| DOUGHTY, RALPH O               | 404 WOODBRIAR CT     | COLLEYVILLE, TX          |
| WITHROW, KARI                  | 3716 BRIARHAVEN LN   | COLLEYVILLE, TX          |
| BENNETT, JERRY LEE             | 3705 BRIARHAVEN LN   | COLLEYVILLE, TX          |
| GARMAN, DONALD J               | 3720 OAKBRIAR LN     | COLLEYVILLE, TX          |
| WOODBRIAR ESTATES ADDITION     | 3700 SWEETBRIAR      | COLLEYVILLE, TX          |
| WOODS OF COLLEYVILLE ADDN, THE | 4024 TREEMONT CIRCLE | COLLEYVILLE, TX          |
| WOODBRIAR NORTH ADDITION       | 3700 SWEETBRIAR      | COLLEYVILLE, TX          |
| QUAIL CREST ESTATES            | 408 FALCON COURT     | COLLEYVILLE, TX          |
| HURST EULESS BEDFORD ISD       | 1849 CENTRAL DR      | BEDFORD, TX              |

## **ORDINANCE O-22-2204**

**AMENDING THE ZONING ORDINANCE AND THE OFFICIAL ZONING MAP OF THE CITY OF COLLEYVILLE, TEXAS, BY CHANGING THE ZONING ON 0.38 ACRES, BEING LOT 3, BLOCK 5, WOODBRIAR ESTATES ADDITION, LOCATED AT 3708 BRIARHAVEN LANE, BY AUTHORIZING A SPECIAL USE PERMIT FOR AN ACCESSORY BUILDING TO EXCEED THE PERMITTED LOT COVERAGE AND HEIGHT FOR ACCESSORY BUILDINGS; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS,** the City of Colleyville has received an application for a Special Use Permit for an accessory building to exceed the permitted lot coverage and height for accessory buildings, Case No. ZC22-013; and

**WHEREAS,** the City of Colleyville deems it necessary, for the purpose of promoting the health, safety, morals, or general welfare of the City to amend the City's zoning ordinance; and

**WHEREAS,** the Planning and Zoning Commission, has given reasonable consideration to, among other things, the character of the City's zoning districts and their peculiar suitability for particular uses, with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the City; and

**WHEREAS,** the City Council is of the opinion that the change in zoning provided for herein should be made, in compliance with the City Charter, and state law with reference to changes to zoning classifications under the City's zoning ordinance and zoning map, having given the requisite notices required by law and having held public hearings affording all interested persons and property owners a full and fair opportunity to be heard.

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

Sec. 1. THAT all the foregoing premises and findings are found to be true and correct and are incorporated into the body of this ordinance as if copied in their entirety.

Sec. 2. THAT the Comprehensive Zoning Ordinance of the City of Colleyville, Texas, be, and the same is hereby amended by



authorizing a Special Use Permit for an accessory building to exceed the permitted lot coverage and height for accessory buildings on lot on 0.38 acres, being Lot 3, Block 5, Woodbriar Estates Addition, located at 3708 Briarhaven Lane, as depicted on the attached as Exhibit "A".

Sec. 3. THAT the above described tract of land shall be used only in the manner and for the purposes provided by the Comprehensive Zoning Ordinance of the City of Colleyville as heretofore amended, and as amended herein.

Sec. 4. THAT the above described tract of land shall be subject to the following conditions:

**1. GENERAL**

a. The Special Use Permit shall apply to the existing 1,545 s.f. accessory building to be taller than permitted and exceed the maximum permitted lot coverage.

b. The accessory building shall be generally consistent with the site plan and building plans as depicted on the attached Exhibit "B".

c. The accessory building shall be generally consistent with the building elevations and floor plan as depicted on the attached Exhibit "C".

d. All requirements of the Land Development Code shall be met, except where amended herein.

Sec. 5. THAT any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the City of Colleyville, and upon conviction shall be punishable by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense.

Sec. 6. THAT if any section, paragraph, subdivision, clause, phrase or provision of this ordinance shall be judged invalid or unconstitutional, the same shall not affect the validity of this ordinance as a whole or any portion thereof other than that portion so decided to be invalid or unconstitutional.

- Sec. 7. THAT in addition to and accumulative of all other penalties, the City shall have the right to seek injunctive relief for any and all violations of this ordinance.
- Sec. 8. THAT this ordinance shall take effect immediately from and after its passage subject to the publication of the caption, as the law or charter in such cases may provide.

**AND IT IS SO ORDERED.**

The first reading and public hearing being conducted on the 7<sup>th</sup> day of June 2022.

The second reading and public hearing being conducted on the 21<sup>st</sup> day of June 2022.

PASSED AND APPROVED BY A VOTE OF \_\_\_\_ AYES, \_\_\_\_ NAYS ON THIS THE 21<sup>ST</sup> DAY OF JUNE 2022.

Mayor Bobby Lindamood  
Brandi Elder, Place 1  
George Dodson, Place 4  
Callie Rigney, Place 6

|       |                           |       |
|-------|---------------------------|-------|
| _____ | Mayor Pro Tem Kathy Wheat | _____ |
| _____ | George Bond, Place 2      | _____ |
| _____ | Chuck Kelley, Place 5     | _____ |
| _____ |                           |       |

**ATTEST:**

**CITY OF COLLEYVILLE**

Christine Loven, TRMC  
City Secretary

Bobby Lindamood  
Mayor

**APPROVED AS TO FORM:**

Whitt Wyatt  
City Attorney





|                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                                                                          |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Surveyed By:</b>                                                                                                                                                                                                                                                      |  | <br><b>TerraCorp</b>                                                                                                                                                                  |  | <br><b>TerraCorp</b>                                                                                                                                                                  |  |
| Burlington, Vermont, LLC 05403-0204<br>3300 Montpelier Blvd.<br>Suite 204<br>Burlington, VT 05404                                                                                                                                                                        |  | Burlington, Vermont, LLC 05403-0204<br>3300 Montpelier Blvd.<br>Suite 204<br>Burlington, VT 05404                                                                                                                                                                        |  | Burlington, Vermont, LLC 05403-0204<br>3300 Montpelier Blvd.<br>Suite 204<br>Burlington, VT 05404                                                                                                                                                                        |  |
| <b>Ordered By:</b>                                                                                                                                                                                                                                                       |  | <br><b>Marcus Rush</b>                                                                                                                                                                |  | <br><b>Marcus Rush</b>                                                                                                                                                                |  |
| Address: 3300 Montpelier Blvd., Suite 204<br>Burlington, VT 05404<br>Phone: 214-445-2935<br>Email: <a href="mailto:marcus@terra-corp.com">marcus@terra-corp.com</a>                                                                                                      |  | Address: 3300 Montpelier Blvd., Suite 204<br>Burlington, VT 05404<br>Phone: 214-445-2935<br>Email: <a href="mailto:marcus@terra-corp.com">marcus@terra-corp.com</a>                                                                                                      |  | Address: 3300 Montpelier Blvd., Suite 204<br>Burlington, VT 05404<br>Phone: 214-445-2935<br>Email: <a href="mailto:marcus@terra-corp.com">marcus@terra-corp.com</a>                                                                                                      |  |
| <br><b>imortage</b>                                                                                                                                                                   |  | <br><b>imortage</b>                                                                                                                                                                   |  | <br><b>imortage</b>                                                                                                                                                                   |  |
| <b>Property Address:</b><br>37310B Northwestern Lane, Caryville, TN 38024                                                                                                                                                                                                |  | <b>Property Address:</b><br>37310B Northwestern Lane, Caryville, TN 38024                                                                                                                                                                                                |  | <b>Property Address:</b><br>37310B Northwestern Lane, Caryville, TN 38024                                                                                                                                                                                                |  |
| <b>Client Order Number:</b><br>03733548                                                                                                                                                                                                                                  |  | <b>Client Order Number:</b><br>03733548                                                                                                                                                                                                                                  |  | <b>Client Order Number:</b><br>03733548                                                                                                                                                                                                                                  |  |
| <b>Confidential Date:</b><br>04/20/12                                                                                                                                                                                                                                    |  | <b>Confidential Date:</b><br>04/20/12                                                                                                                                                                                                                                    |  | <b>Confidential Date:</b><br>04/20/12                                                                                                                                                                                                                                    |  |
| <b>Certified To:</b><br>Michele Perry, Vice President, First American Title, Mortgage & Escrow                                                                                                                                                                           |  | <b>Certified To:</b><br>Michele Perry, Vice President, First American Title, Mortgage & Escrow                                                                                                                                                                           |  | <b>Certified To:</b><br>Michele Perry, Vice President, First American Title, Mortgage & Escrow                                                                                                                                                                           |  |
| <b>Local Jurisdiction:</b><br>LOT 2, BLOCK 2, WOODBRIDGE ESTATES, SECTION 8, AN ADDITION TO THE CITY OF CUMMINGS, TARRANT COUNTY, TEXAS, ACCORDING TO PLAT OF PLAT 161420, TARRANT COUNTY, TEXAS, 44-242, PLAT 16, OF THE BAY AND OCEAN RECORD OF TARRANT COUNTY, TEXAS. |  | <b>Local Jurisdiction:</b><br>LOT 2, BLOCK 2, WOODBRIDGE ESTATES, SECTION 8, AN ADDITION TO THE CITY OF CUMMINGS, TARRANT COUNTY, TEXAS, ACCORDING TO PLAT OF PLAT 161420, TARRANT COUNTY, TEXAS, 44-242, PLAT 16, OF THE BAY AND OCEAN RECORD OF TARRANT COUNTY, TEXAS. |  | <b>Local Jurisdiction:</b><br>LOT 2, BLOCK 2, WOODBRIDGE ESTATES, SECTION 8, AN ADDITION TO THE CITY OF CUMMINGS, TARRANT COUNTY, TEXAS, ACCORDING TO PLAT OF PLAT 161420, TARRANT COUNTY, TEXAS, 44-242, PLAT 16, OF THE BAY AND OCEAN RECORD OF TARRANT COUNTY, TEXAS. |  |
|                                                                                                                                                                                     |  |                                                                                                                                                                                     |  |                                                                                                                                                                                     |  |



**Exhibit "C" – Elevation**









## **ORDINANCE O-22-2204**

**AMENDING THE ZONING ORDINANCE AND THE OFFICIAL ZONING MAP OF THE CITY OF COLLEYVILLE, TEXAS, BY CHANGING THE ZONING ON 0.38 ACRES, BEING LOT 3, BLOCK 5, WOODBRIAR ESTATES ADDITION, LOCATED AT 3708 BRIARHAVEN LANE, BY AUTHORIZING A SPECIAL USE PERMIT FOR AN ACCESSORY BUILDING TO EXCEED THE PERMITTED LOT COVERAGE AND HEIGHT FOR ACCESSORY BUILDINGS; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS,** the City of Colleyville has received an application for a Special Use Permit for an accessory building to exceed the permitted lot coverage and height for accessory buildings, Case No. ZC22-013; and

**WHEREAS,** the City of Colleyville deems it necessary, for the purpose of promoting the health, safety, morals, or general welfare of the City to amend the City's zoning ordinance; and

**WHEREAS,** the Planning and Zoning Commission, has given reasonable consideration to, among other things, the character of the City's zoning districts and their peculiar suitability for particular uses, with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the City; and

**WHEREAS,** the City Council is of the opinion that the change in zoning provided for herein should be made, in compliance with the City Charter, and state law with reference to changes to zoning classifications under the City's zoning ordinance and zoning map, having given the requisite notices required by law and having held public hearings affording all interested persons and property owners a full and fair opportunity to be heard.

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

Sec. 1. THAT all the foregoing premises and findings are found to be true and correct and are incorporated into the body of this ordinance as if copied in their entirety.

Sec. 2. THAT the Comprehensive Zoning Ordinance of the City of Colleyville, Texas, be, and the same is hereby amended by

authorizing a Special Use Permit for an accessory building to exceed the permitted lot coverage and height for accessory buildings on lot on 0.38 acres, being Lot 3, Block 5, Woodbriar Estates Addition, located at 3708 Briarhaven Lane, as depicted on the attached as Exhibit "A".

Sec. 3. THAT the above described tract of land shall be used only in the manner and for the purposes provided by the Comprehensive Zoning Ordinance of the City of Colleyville as heretofore amended, and as amended herein.

Sec. 4. THAT the above described tract of land shall be subject to the following conditions:

**1. GENERAL**

- a. The Special Use Permit shall apply to the existing 1,545 s.f. accessory building to be taller than permitted and exceed the maximum permitted lot coverage.
- b. The accessory building shall be generally consistent with the site plan and building plans as depicted on the attached Exhibit "B".
- c. The accessory building shall be generally consistent with the building elevations and floor plan as depicted on the attached Exhibit "C" and subject to the following:
  1. Brick shall be provided on all sides of the accessory building. (Options: front façade only or front façade & a portion of the sides)
  2. The brick shall be installed within 90 days of approval.
- d. A fine of \$2,500 shall be assessed for work being done without a permit.
- e. All requirements of the Land Development Code shall be met, except where amended herein.

Sec. 5. THAT any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the City of Colleyville, and upon conviction shall be punishable



by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense.

- Sec. 6. THAT if any section, paragraph, subdivision, clause, phrase or provision of this ordinance shall be judged invalid or unconstitutional, the same shall not affect the validity of this ordinance as a whole or any portion thereof other than that portion so decided to be invalid or unconstitutional.
- Sec. 7. THAT in addition to and accumulative of all other penalties, the City shall have the right to seek injunctive relief for any and all violations of this ordinance.
- Sec. 8. THAT this ordinance shall take effect immediately from and after its passage subject to the publication of the caption, as the law or charter in such cases may provide.

**AND IT IS SO ORDERED.**

The first reading and public hearing being conducted on the 7<sup>th</sup> day of June 2022.

The second reading and public hearing being conducted on the 21<sup>st</sup> day of June 2022.

PASSED AND APPROVED BY A VOTE OF \_\_\_\_ AYES, \_\_\_\_ NAYS ON THIS THE 21<sup>ST</sup> DAY OF JUNE 2022.

Mayor Bobby Lindamood  
Brandi Elder, Place 1  
George Dodson, Place 4  
Callie Rigney, Place 6

\_\_\_\_ Mayor Pro Tem Kathy Wheat  
\_\_\_\_ George Bond, Place 2  
\_\_\_\_ Chuck Kelley, Place 5  
\_\_\_\_

**ATTEST:**

**CITY OF COLLEYVILLE**

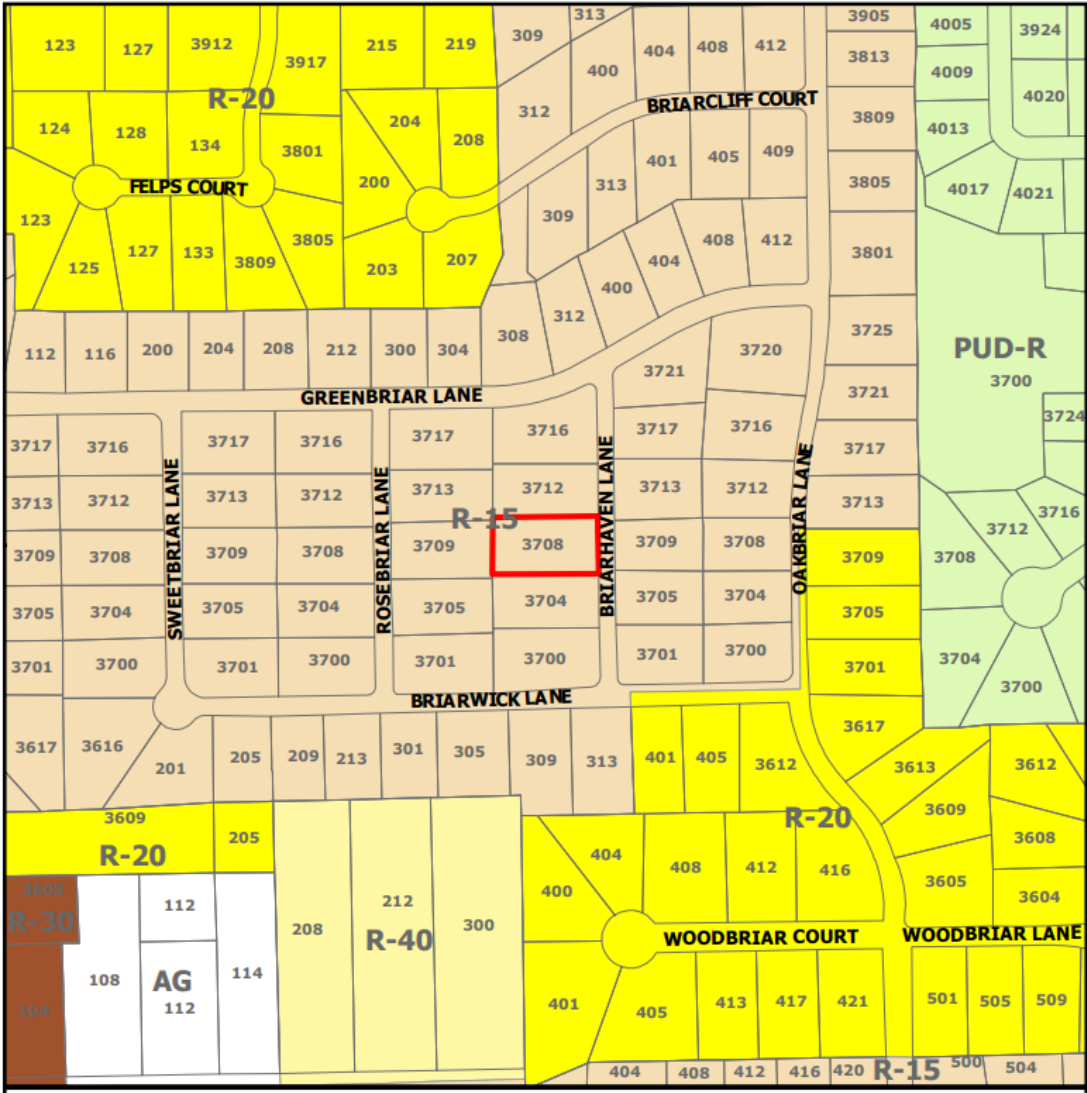
Christine Loven, TRMC  
City Secretary

Bobby Lindamood  
Mayor

**APPROVED AS TO FORM:**

Whitt Wyatt  
City Attorney

Exhibit "A" - Location and Zoning Map





|                             |                                                                                                                                                                                                                                                                              |                                                                                                           |                                                                                                                                                                                                                                                    |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Surveyed By:</p>         |  <p>TerraCorp</p>                                                                                                                                                                         | <p>3080 Broadway Blvd.<br/>Suite 234<br/>Denver, CO 80202<br/>Tel: 303.733.1100<br/>Fax: 303.733.1101</p> | <p>3080 Broadway Blvd.<br/>Suite 234<br/>Denver, CO 80202<br/>Tel: 303.733.1100<br/>Fax: 303.733.1101</p>                                                                                                                                          |
| <p>Ordered By:</p>          |  <p><b>Marcus Rush</b><br/>Address: 3080 Broadway, Suite 234<br/>Denver, CO 80202<br/>Phone: 314.445.2935<br/>Email: <a href="mailto:marcus@terra-corp.com">marcus@terra-corp.com</a></p> |                        |                                                                                                                                                                                                                                                    |
| <p>Property Address</p>     | <p>37310B Northwestern Ave., Caryville, TN 38014</p>                                                                                                                                                                                                                         | <p>Surveying Order No.</p>                                                                                | <p>37310B-1172</p>                                                                                                                                                                                                                                 |
| <p>Client Order Number:</p> | <p>03733348</p>                                                                                                                                                                                                                                                              | <p>Confined Date</p>                                                                                      | <p>04/20/12</p>                                                                                                                                                                                                                                    |
| <p>Confined To:</p>         | <p>Block: 19400 - 1st, 1st, American Tire, MOOREHEAD COOK</p>                                                                                                                                                                                                                | <p>Local Jurisdiction:</p>                                                                                | <p>LOT 2, BLOCK 2, WOODBINE ESTATES, SECTION 8, AN ADDITION TO THE CITY OF CANTLEVIEW, TARRANT COUNTY, TEXAS, ACCORDING TO PLAT OF PLAT 16042, TARRANT COUNTY, TEXAS, 40-25-1941A, 16, OF THE SAID AND ORIGIN RECORD OF TARRANT COUNTY, TEXAS.</p> |
| <p>Plotted To:</p>          | <p>Plotted To:</p>                                                                                                                                                                                                                                                           | <p>Plotted To:</p>                                                                                        | <p>Plotted To:</p>                                                                                                                                                                                                                                 |
| <p>Plotted To:</p>          | <p>Plotted To:</p>                                                                                                                                                                                                                                                           | <p>Plotted To:</p>                                                                                        | <p>Plotted To:</p>                                                                                                                                                                                                                                 |
| <p>Plotted To:</p>          | <p>Plotted To:</p>                                                                                                                                                                                                                                                           | <p>Plotted To:</p>                                                                                        | <p>Plotted To:</p>                                                                                                                                                                                                                                 |
| <p>Plotted To:</p>          | <p>Plotted To:</p>                                                                                                                                                                                                                                                           | <p>Plotted To:</p>                                                                                        | <p>Plotted To:</p>                                                                                                                                                                                                                                 |

**Exhibit "C" – Elevation**









# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
www.colleyville.com

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**Agenda Number** 6b

**Agenda Date** 6/21/2022

**Number** Ordinance O-22-2205

**Type** Ordinance

**Department** Community Development

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## **Title**

Consideration of a Special Use Permit for alcoholic beverage sales for on-premise consumption on Lot 3, Block 1, Tara Village, located at 1101 Cheek-Sparger Road, Suite 110, Case ZC22-015

## **Strategic Plan**

4.2 Encourage compatible commercial growth

## **Explanation**

### ***Second Reading and Public Hearing***

The applicant was present and answered questions about the business. The applicant clarified that the hours of operation would allow for lunch and dinner service every day with slightly extended hours in the evening on the weekend.

### ***First Reading and Public Hearing***

John Humphreys, of From Across the Pond, has submitted a request for a Special Use Permit (SUP) to allow alcoholic beverage sales for on-premise consumption at 1101 Cheek-Sparger Road, Suite 110. Alcoholic beverage sales for on-premise consumption are allowed in the CC-1 Village Retail district with the approval of an SUP. The ownership of the business is changing.

**Existing Conditions/Background:** The subject property is zoned CC-1 and generally located on the south side of Cheek-Sparger Road, east of Bedford Road within the Tara Village development. The subject property is a platted lot and currently developed with a multi-tenant commercial building. Suite 110 has been operating as a restaurant and it is to be under new ownership.

**Proposed Special Use Permit:** Request – The applicant is requesting approval of an SUP to continue to allow alcoholic beverage sales for on-premise consumption in conjunction with the existing restaurant at this location. The applicant is requesting to sell and serve alcohol as part of the From Across the Pond menu. The applicant proposes the following hours of operation as a component of the SUP request:

Sunday – Thursday: 11:30 a.m. – 9:00 p.m.  
Friday and Saturday: 11:30 a.m. – 10:30 p.m.



*Ordinance* – There are four components of procedure that a business must complete to sell and serve alcohol for on-premises consumption in Colleyville: (1) a Special Use Permit (SUP) approval by the City Council for alcohol sales (on-premises consumption) (2) submission of draft Texas Alcoholic Beverage Commission (TABC) License paperwork to the City Secretary's Office for review and approval, (3) submission of completed TABC License paperwork to the TABC, (4) the issuance of an Alcoholic Beverage License through the City Secretary's Office.

Section 3.25 of the Land Development Code states that an SUP is to "allow a use not normally allowed in a zoning district which could be of benefit in a particular case to the general welfare, provided adequate development standards, and special requirements are imposed to protect surrounding uses or to preserve the character of the neighborhood." Language is typically added for SUPs to automatically expire upon the abandonment of the business, change in the use, a change in ownership, or upon termination of the Certificate of Occupancy.

Section 6-3 of the Code of Ordinances requires businesses that serve alcoholic beverages to be located at least 300 feet from a church, school, or public hospital. The distance is measured from property line to property line for schools, and from front door to front door along the street front property lines for churches and hospitals.

Section 6-5 of the Code of Ordinances which states that the restaurant's alcohol sales must be incidental and secondary to the sale of food for human consumption (further clarified in the Code as non-alcohol and food sales must comprise at least 40 percent of gross receipts).

**Analysis:** The requested location is in compliance with the distance requirements of the Code of Ordinances and the applicant is proposing to comply with the 40/60 incidental sales requirements as stated above. Approval of an SUP at this location for this user should not adversely impact surrounding uses or the character of the neighborhood.

**Plat Status:** The property is a platted property as Lot 3, Block 1, Tara III Addition.

**DRC Review:** The DRC reviewed the request during their April 18, 2022 meeting and determined the application was complete and may be scheduled for the next available Planning and Zoning Commission meeting.

**Drainage: NA**

**Surrounding Development:** The properties to the south are located in the City of Bedford and developed with single family homes. The property to the north is zoned PUD-R Planned Unit Development - Residential and is improved with single family homes. The property to the west is zoned CC-1 Village Retail and is improved with a day care center. The property to the east is zoned CN Neighborhood Commercial and is improved with office uses.

**Comprehensive Plan:** The City's Comprehensive Plan, Destination Colleyville, identifies the subject property as "commercial" and located within a Sales Tax Preferred Intersection.

**Public Notification:** Staff mailed notices to all property owners within 500 feet as well as any Homeowners Associations within 500 feet of the subject property regarding this request. Grapevine-Colleyville ISD, where the subject property is located, was notified per State law. Notice was published in the *Fort Worth Star-Telegram* as required by State law and the Land Development Code.

**Staff Recommendation:** Staff recommends approval of the Special Use Permit (SUP) to authorize the sale of alcoholic beverages for on-premises consumption for From Across the Pond at 1101 Cheek-Sparger Road, Suite 110. The proposed business should not adversely affect surrounding uses.

**Planning and Zoning Commission Recommendation:** The Planning and Zoning Commission recommended approval of the request amending the hours of operation for Sunday to Thursday at their May 9, 2022 meeting by a vote of 7-0.

### **Financial Impact**

There is no financial impact to the City.

### **Recommendation**

Approve

### **Attachments**

1. Aerial Map
2. Zoning Map
3. Future Land Use Map
4. Statement of Planning Objectives
5. Notification Map
6. Notification Letter
7. Notification List
8. Ordinance O-22-2205



# Aerial Map



**ZC22-015**

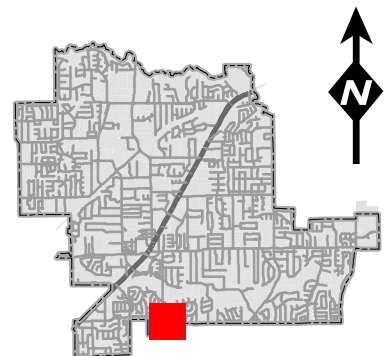
**1101 Cheek-Sparger Road, Suite 110**

**DISCLAIMER:**

This map and information contained in it were developed exclusively for use by the City of Colleyville. Any use or reliance on this map by anyone else is at that party's risk and without liability to the City of Colleyville, its officials or employees for any discrepancies, errors, or variances which may exist.

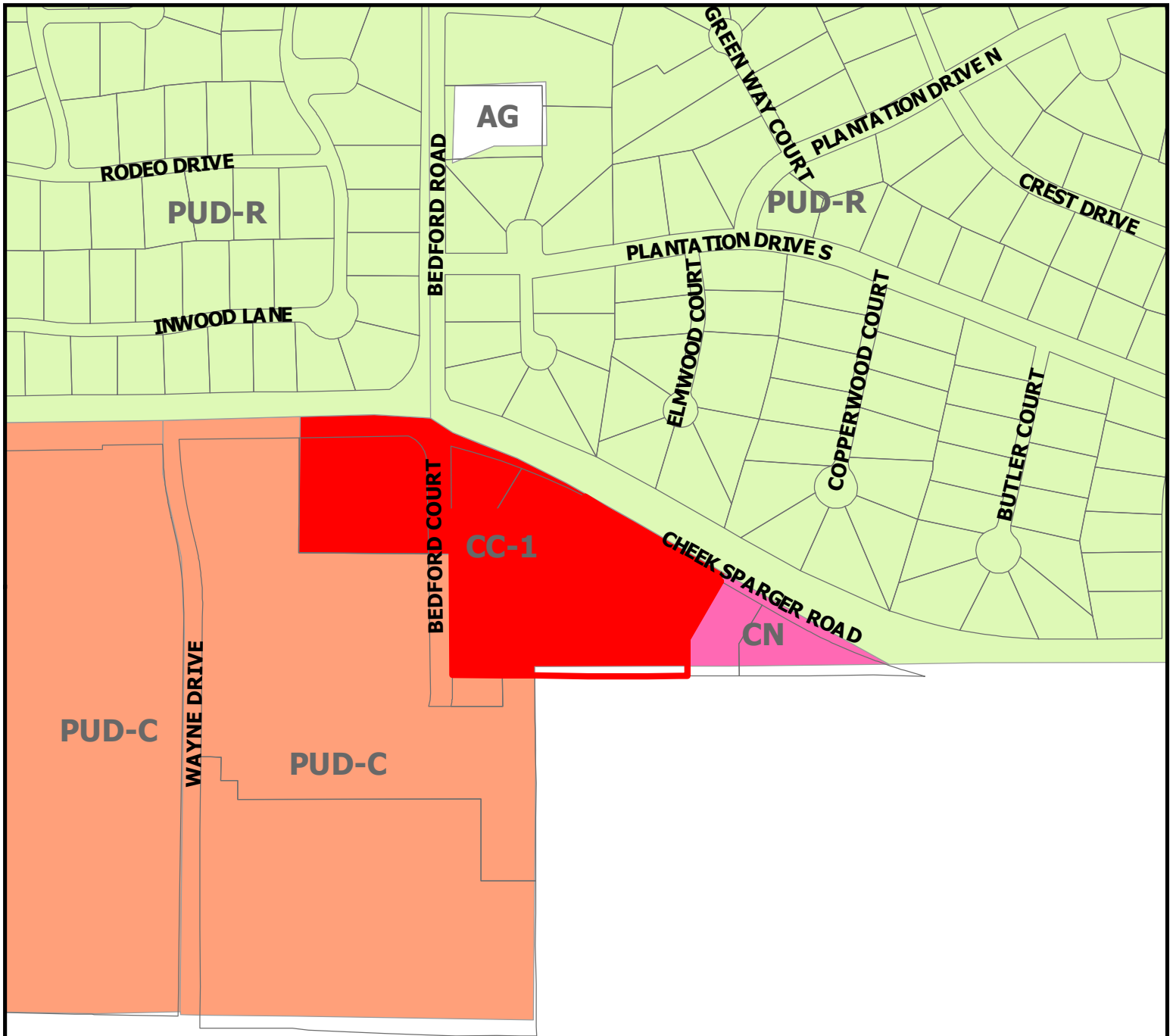


Subject Property





# Zoning Map



**ZC22-015**

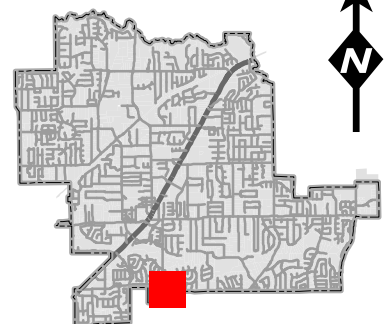
**1101 Cheek-Sparger Road, Suite 110**

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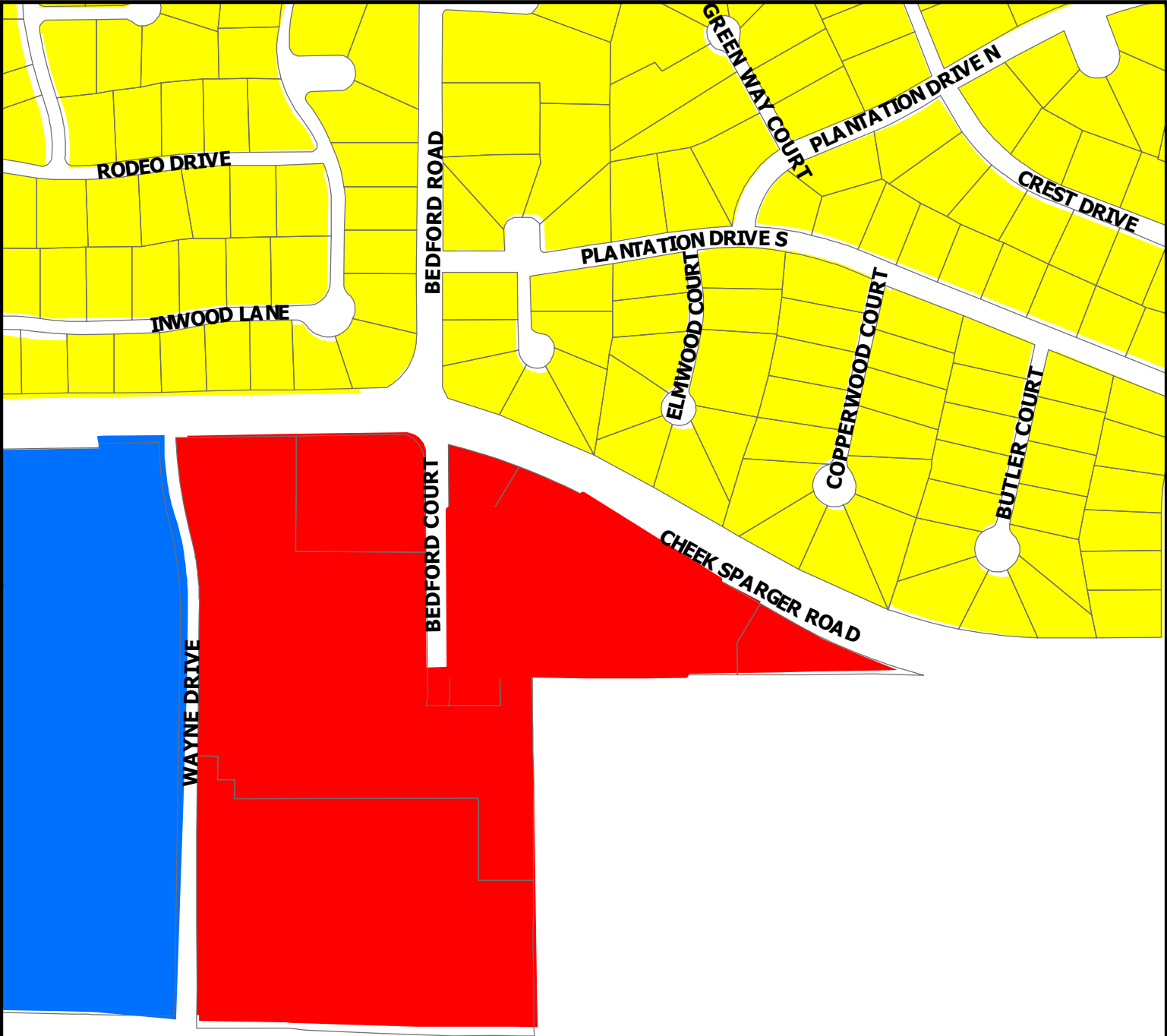


Subject Property





# Future Land Use Map

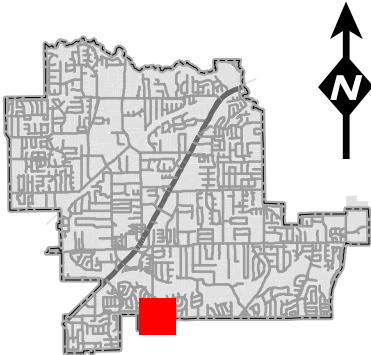


**ZC22-015**

**1101 Cheek-Sparger Road, Suite 110**

**DISCLAIMER:**  
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-  Subject Property
-  Residential
-  Commercial
-  Institutional



## Statement of Planning Objectives

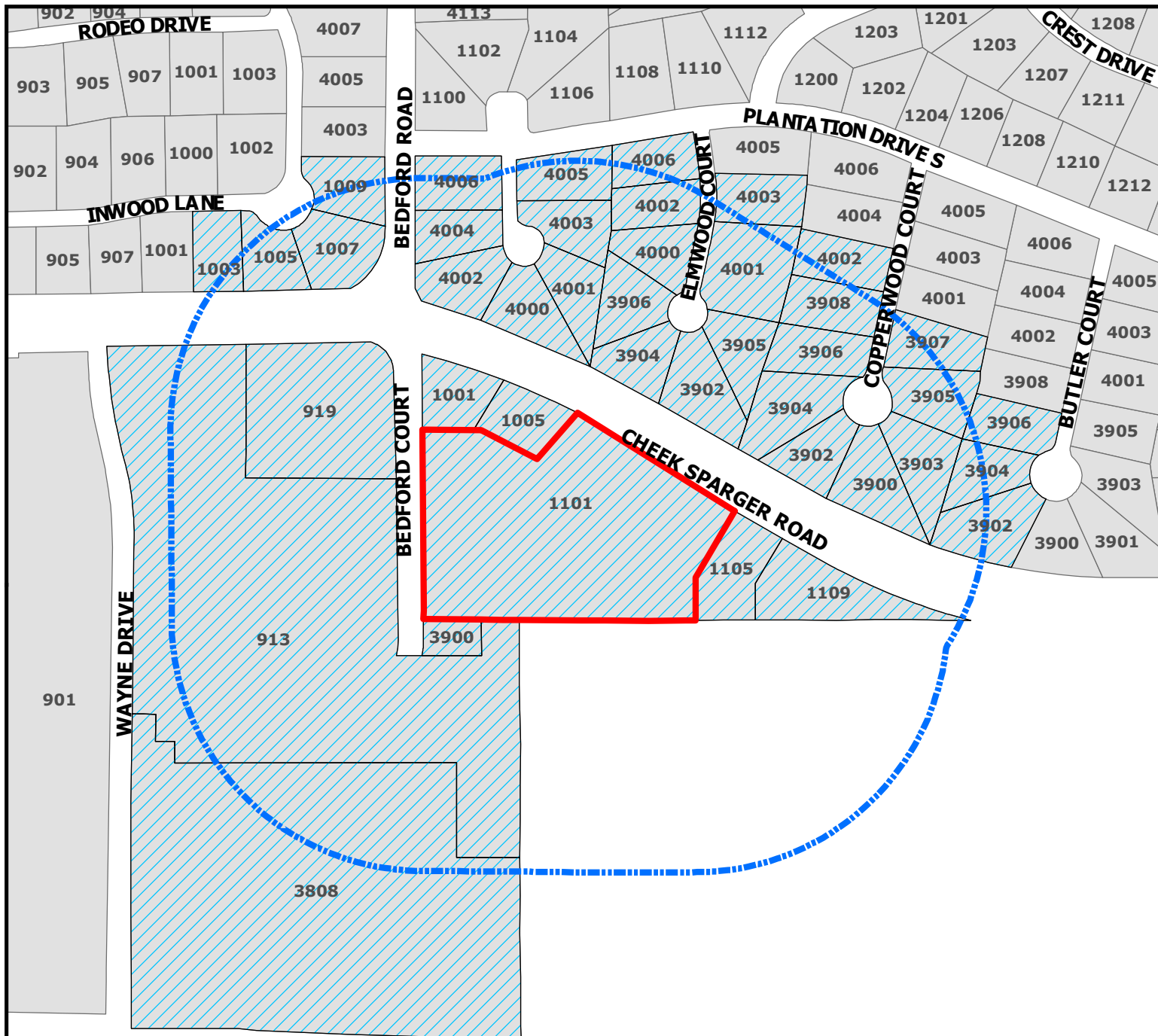
### In support of Special Use Permit for Alcohol Sales

John Humphreys is in the process of purchasing the restaurant, *From Across the Pond*, which is located at 1101 Cheek-Sparger Road Ste. 110 in Colleyville. This British-themed restaurant and pub has been offering award-winning cuisine, classic drinks and exceptional service for several years. They have weathered the pandemic without compromising their core values of providing quality even to the extent of being featured on the television show, *Restaurant Impossible*.

The purpose of this SUP application is to allow the continuation of alcohol sales to compliment the fine food and great service that Colleyville has come to expect. John is an enthusiastic military veteran of 25 years, who intends to use his academic degrees and vast experience in management/leadership to carry the business into a thriving future.



# Notification Map

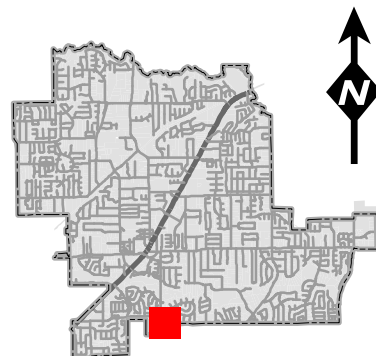


**ZC22-015**

**1101 Cheek-Sparger Road, Suite 110**

**DISCLAIMER:**  
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-  Subject Property
-  500ft Buffer
-  Properties within 500ft





## NOTICE OF PUBLIC HEARING

«Owner Name»

«Owner Address»

«Owner City» «Owner Zip»

The City of Colleyville has scheduled public hearings concerning the below referenced request on the following dates and location:

**Planning and Zoning Commission Meeting: Monday, May 9, 2022 at 7:00 p.m.**  
**City Council Meetings: Tuesday, June 7, 2022 & Tuesday, June 21, 2022 at 7:30 p.m.**  
**3rd floor of City Hall, 100 Main Street, Colleyville, Texas**

**Request:** Consideration of a Special Use Permit for Alcoholic Beverage Sales for On-Premise Consumption. The purpose is to allow for the on-premise consumption of alcohol for an existing restaurant business, From Across the Pond. A change in ownership of the restaurant is prompting the request.

**Zoning Case:** ZC22-015

**Applicant:** John Humphreys

**Owners:** Hal & Kathy Baerg

**Location:** 1101 Cheek-Sparger Road, Suite 110

**Property Description:** Lot 3, Block 1, Tara Village

**Present Zoning:** CC-1 Village Retail

This notice has been sent to all owners of real property within 500 feet of the request as such ownership appears on the last approved tax roll and all homeowners associations within 1000 feet. Approval by the Planning and Zoning Commission serves as a recommendation to the City Council and is not a final action on the request. Denial of the proposal by the Commission is final, unless the applicant submits a written notice of appeal within 10 days from the date of action by the Commission. If appealed, the request will be placed on the next available City Council agenda as listed above. Rezoning requests, zoning amendments and conditions recommended by the Commission for approval by the City Council may be more restrictive than those described in this notice.

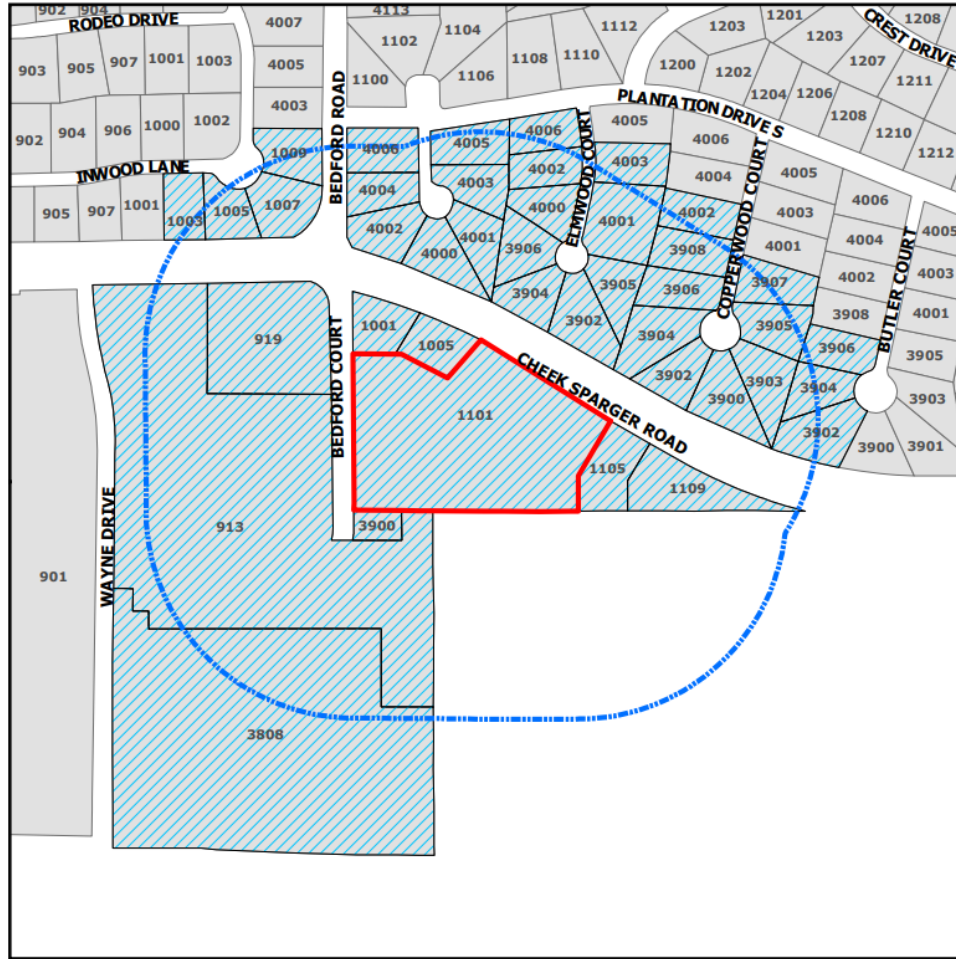
All interested persons are encouraged to attend the public hearing and express their opinions on the zoning change request. If you are unable to attend, but wish to have your opinions made a part of the public record, please submit written comments prior to the public hearing, to the address below:

**Community Development Department**  
**City of Colleyville**  
**100 Main Street**  
**Colleyville, TX 76034**

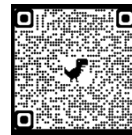
If the property owners of 20% or more of the land within the 200 foot notification area file a written protest prior to the public hearing, State law provides that the approval of the zoning change request shall require the approval of a super majority vote by City Council.



## NOTICE OF PUBLIC HEARING



The application is on file for public examination in the Community Development Department at 100 Main Street, Colleyville, Texas 76034. A brief project description can be found online on the Agenda Packet and Active Development Case map (please use your phone's camera to scan QR code below):



For additional information, please contact the Community Development Department at 817.503.1056. Please reference the zoning case number when requesting information.

Jacquelyn Reyff  
Planning Manager  
[jreyff@colleyville.com](mailto:jreyff@colleyville.com)

| Owner Name               | Owner Address                  | Owner City               |
|--------------------------|--------------------------------|--------------------------|
| PURSLEY, TEX             | 4000 ELMWOOD CT                | COLLEYVILLE, TX          |
| FOY, STEPHEN             | 1009 INWOOD LN                 | COLLEYVILLE, TX          |
| CONATSER, JOSH R         | 3902 ELMWOOD CT                | COLLEYVILLE, TX          |
| MCDOWELL, CHS A          | 3902 COPPERWOOD CT             | COLLEYVILLE, TX          |
| RINGO, CASEY K           | 3906 ELMWOOD CT                | COLLEYVILLE, TX          |
| BAERG, HAROLD J          | 3848 CAMPUS DR STE 112         | NEWPORT BEACH, CA        |
| HUGGINS, SAMUEL E        | 4000 PLANTATION CT             | COLLEYVILLE, TX          |
| GRIFFITH, JAMES C        | 4002 PLANTATION CT             | COLLEYVILLE, TX          |
| ANDREWS, CHARLEY         | PO BOX 1853                    | COLLEYVILLE, TX          |
| DELANEY, JENNIFER        | 3902 BUTLER CT                 | COLLEYVILLE, TX          |
| BAERG, HAL               | 3848 CAMPUS DR STE 112         | NEWPORT BEACH, CA        |
| BENNETT, DEREK           | 3907 COPPERWOOD CT             | COLLEYVILLE, TX          |
| FOREMAN, BARBARA R       | 4006 ELMWOOD CT                | COLLEYVILLE, TX          |
| ROJAS, JAMES             | 4005 PLANTATION CT             | COLLEYVILLE, TX          |
| JACKSON, WILLIAM D       | 1003 INWOOD LN                 | COLLEYVILLE, TX          |
| ALVAREZ, DAVID           | 4004 PLANTATION CT             | COLLEYVILLE, TX          |
| BORCHARDT, JOHN          | 4002 ELMWOOD CT                | COLLEYVILLE, TX          |
| RHEE, UN YOUNG           | 4002 COPPERWOOD CT             | COLLEYVILLE, TX          |
| BARTON, LEO W            | 3900 COPPERWOOD CT             | COLLEYVILLE, TX          |
| ABBOTT, RHONDA C         | 3904 BUTLER CT                 | COLLEYVILLE, TX          |
| IOVINELLI, LUCI          | 4006 PLANTATION CT             | COLLEYVILLE, TX          |
| MONTALVO, RODNEY L       | 3903 COPPERWOOD CT             | COLLEYVILLE, TX          |
| WRIGHT, RYAN ALAN        | 3906 BUTLER CT                 | COLLEYVILLE, TX          |
| PECHACEK, JOHN A         | 3905 COPPERWOOD CT             | COLLEYVILLE, TX          |
| MILLER, RAY              | 3904 ELMWOOD CT                | COLLEYVILLE, TX          |
| BAERG, HAL               | 3848 CAMPUS DR STE 112         | NEWPORT BEACH, CA        |
| KENVIN, KEN M            | 3905 ELMWOOD CT                | COLLEYVILLE, TX          |
| BEALL DENTON PARTNERS LP | 5712 COLLEYVILLE BLVD STE 200  | COLLEYVILLE, TX          |
| TORRES, NOLBERTO         | 3904 COPPERWOOD CT             | COLLEYVILLE, TX          |
| BEALL DENTON PARTNERS LP | 5712 COLLEYVILLE BLVD STE 200  | COLLEYVILLE, TX          |
| CRAVER, PETE F           | 3908 COPPERWOOD CT             | COLLEYVILLE, TX          |
| COVER-TEK INC            | 551 SILICON DR STE 100         | SOUTHLAKE, TX            |
| BYNO, THOMAS J           | 3906 COPPERWOOD CT             | COLLEYVILLE, TX          |
| CHATELAIN, GARY M        | 1007 INWOOD LN                 | COLLEYVILLE, TX          |
| WHITE, JAY               | 4001 ELMWOOD CT                | COLLEYVILLE, TX          |
| TIRHI, GHALEB            | 4003 ELMWOOD CT                | COLLEYVILLE, TX          |
| BEALL DENTON PARTNERS LP | 5712 COLLEYVILLE BLVD STE 200  | COLLEYVILLE, TX          |
| ALLRED, SHANE            | 1005 INWOOD LN                 | COLLEYVILLE, TX          |
| SCF RC FUNDING IV LLC    | 902 CARNEGIE CENTER BLVD STE 5 | PRINCETON, NJ            |
| EDWARDS, SHERIDAN B      | 4003 PLANTATION CT             | COLLEYVILLE, TX          |
| MYERS, DAVID W           | 7017 OAK HILLS CT              | NORTH RICHLAND HILLS, TX |
| TARA PLANTATION ADDITION | P.O. BOX 565                   | COLLEYVILLE, TX          |
| SADDLEBROOK ADDITION     | P.O. BOX 382                   | COLLEYVILLE, TX          |
| HURST EULESS BEDFORD ISD | 1849 CENTRAL DR                | BEDFORD, TX              |



## **ORDINANCE O-22-2205**

**AMENDING THE ZONING ORDINANCE AND THE OFFICIAL ZONING MAP OF THE CITY OF COLLEYVILLE, TEXAS, BY CHANGING THE ZONING ON APPROXIMATELY 4.56 ACRES, BEING LOT 3, BLOCK 1, OF THE TARA VILLAGE SUBDIVISION, LOCATED AT 1101 CHEEK-SPARGER ROAD, SUITE 110, BY AUTHORIZING A SPECIAL USE PERMIT FOR THE SALE OF ALCOHOLIC BEVERAGES FOR ON-PREMISE CONSUMPTION FOR THE BUSINESS KNOWN AS FROM ACROSS THE POND; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS,** the City of Colleyville has received an application for a Special Use Permit for the Sale of Alcoholic Beverages for On-Premise Consumption for the business known as From Across the Pond, Case No. ZC22-015; and

**WHEREAS,** the City of Colleyville deems it necessary, for the purpose of promoting the health, safety, morals, or general welfare of the City to amend the City's zoning ordinance; and

**WHEREAS,** the Planning and Zoning Commission, has given reasonable consideration to, among other things, the character of the City's zoning districts and their peculiar suitability for particular uses, with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the City; and

**WHEREAS,** the City Council is of the opinion that the change in zoning provided for herein should be made, in compliance with the City Charter, and state law with reference to changes to zoning classifications under the City's zoning ordinance and zoning map, having given the requisite notices required by law and having held public hearings affording all interested persons and property owners a full and fair opportunity to be heard.

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

Sec. 1. THAT the Comprehensive Zoning Ordinance of the City of Colleyville, Texas, be, and the same is hereby amended by authorizing a Special Use Permit for the Sale of alcoholic Beverages for On-Premise Consumption on 4.56 acres, being Lot 3 Block 1, of the Tara Village Subdivision, located at 1110

Cheek-Sparger Road, Suite 110, for the business known as From Across the Pond, as depicted on the attached as Exhibit "A".

- Sec. 2. THAT the above described tract of land shall be used only in the manner and for the purposes provided by the Comprehensive Zoning Ordinance of the City of Colleyville as heretofore amended, and as amended herein.
- Sec. 3. THAT the above described tract of land shall be subject to the following conditions:

**1. GENERAL**

- a. The Special Use Permit shall apply to the sale of alcoholic beverages for on-premise consumption in conjunction with a restaurant use only.
  - b. The name of the business authorized for on-premise consumption by this Special Use Permit shall be called "From Across the Pond".
  - c. The hours of operation shall be as follows:
    - Sunday – Thursday 11:30 a.m. – 9:00 p.m.
    - Friday and Saturday 11:30 a.m. – 10:30 p.m.
  - d. The Special Use Permit shall automatically expire upon the abandonment of the business, change in use, a change in ownership or upon the expiration or termination of the Certificate of Occupancy.
  - e. All requirements of the Land Development Code shall be met, except where amended herein.
- Sec. 4. THAT any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the City of Colleyville, and upon conviction shall be punishable by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense.
- Sec. 5. THAT if any section, paragraph, subdivision, clause, phrase or provision of this ordinance shall be judged invalid or unconstitutional, the same shall not affect the validity of this



ordinance as a whole or any portion thereof other than that portion so decided to be invalid or unconstitutional.

Sec. 6. THAT in addition to and accumulative of all other penalties, the City shall have the right to seek injunctive relief for any and all violations of this ordinance.

Sec. 7. THAT this ordinance shall take effect immediately from and after its passage subject to the publication of the caption, as the law or charter in such cases may provide.

**AND IT IS SO ORDERED.**

The first reading and public hearing being conducted on the 7<sup>th</sup> day of June 2022.

The second reading and public hearing being conducted on the 21<sup>st</sup> day of June 2022.

PASSED AND APPROVED BY A VOTE OF \_ AYES, \_ NAYS, ON THIS THE 21<sup>ST</sup> DAY OF JUNE 2022.

Mayor Bobby Lindamood  
Brandi Elder, Place 1  
George Dodson, Place 4  
Callie Rigney, Place 6

|       |                           |       |
|-------|---------------------------|-------|
| _____ | Mayor Pro Tem Kathy Wheat | _____ |
| _____ | George Bond, Place 2      | _____ |
| _____ | Chuck Kelley, Place 5     | _____ |
| _____ |                           |       |

**ATTEST:**

**CITY OF COLLEYVILLE**

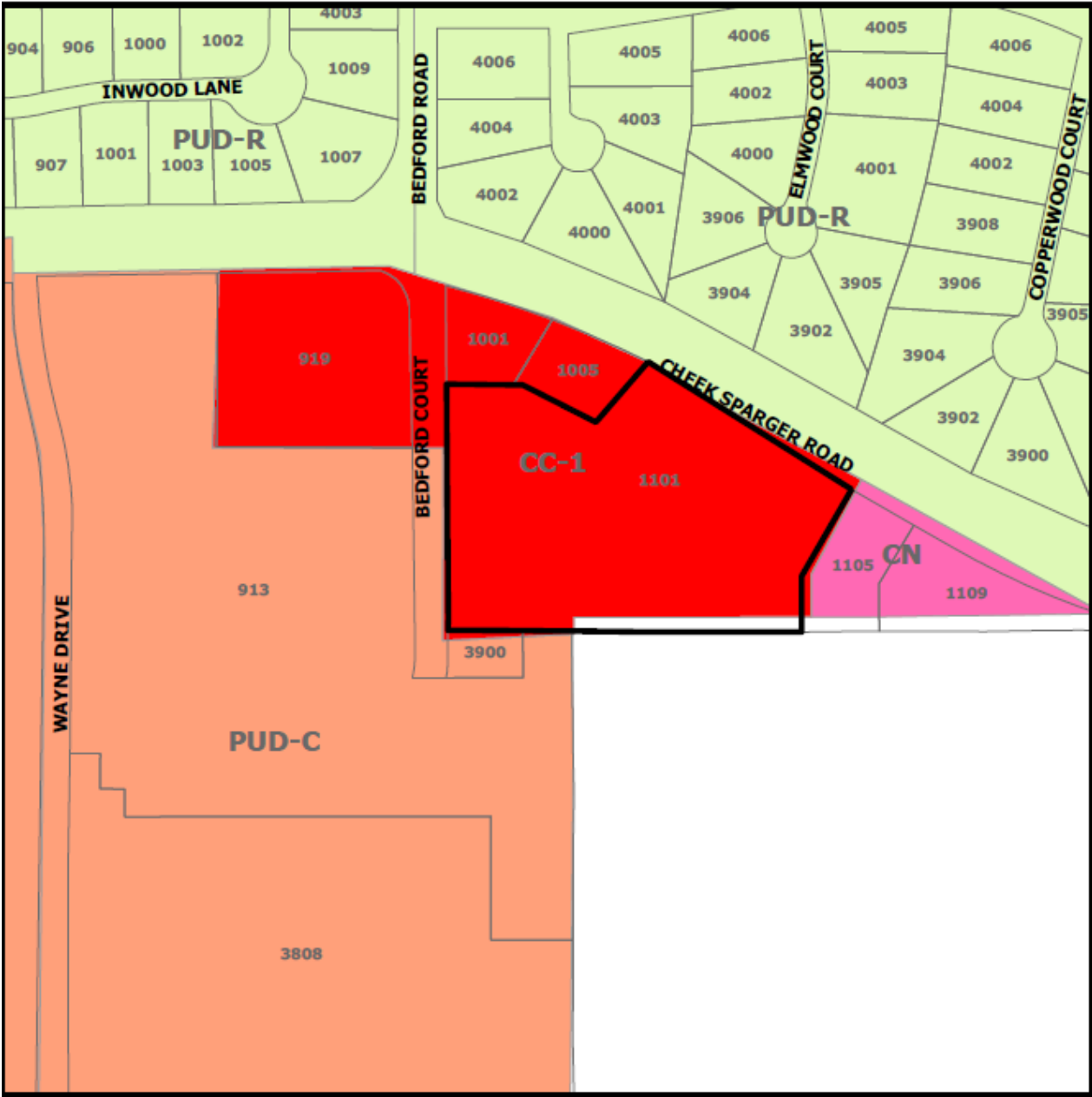
Christine Loven, TRMC  
City Secretary

Bobby Lindamood  
Mayor

**APPROVED AS TO FORM:**

Whitt Wyatt  
City Attorney

Exhibit "A" - Location and Zoning Map









# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
www.colleyville.com

---

**Agenda Number** 7a

**Agenda Date** 6/21/2022

**Number** Resolution R-22-4741

**Type** Resolution

**Department** City Secretary

---

## **Title**

Appointment of members to the Colleyville Economic Development Corporation

## **Strategic Plan**

1.2 Develop future community leaders

## **Explanation**

### ***Reading and Public Hearing***

This item provides for City Council to make three citizen and four City Council appointments to the Colleyville Economic Development Corporation. Citizen appointments will have a term expiring in June 2024; Councilmember appointments will run concurrent to their term on City Council. The current members with terms expiring June 2022 are:

### **Citizens**

Ralph Hunkins  
Scotty Richardson  
John Terhoeve

### **Councilmembers**

President George Dodson  
Vice President Richard Newton  
Board Member Mayor Bobby Lindamood  
Board Member Mayor Pro Tem Kathy Wheat

All current members have asked to be reappointed.

The attached applications for appointment received within the last year include:

Martin Hall  
Roger Ihns  
Victoria Ochoa  
Eric Presson



**Financial Impact**

There is no financial impact to the City.

**Recommendation**

Approve

**Attachments**

1. Colleyville Economic Development Corporation Applications
2. Colleyville Economic Development Corporation Roster
3. Resolution R-22-4741



## Application for Appointment

Planning and Zoning Commission and Zoning Board of Adjustment applicants are required to file the Financial Disclosure and Business Conflict of Interest form. [Download the financial disclosure form here.](#) **Select Board, Commission, or Committee Applying For Below: (preference 1, 2, 3)**

1. PARKS AND RECREATION ADVISORY BOARD
2. AUDIT COMMITTEE
3. COLLEYVILLE ECONOMIC DEVELOPMENT CORPORATION

Name: ☐ Ms. ☐ Mrs. ☒ Mr. Eric W. Presson

Address: 3717 Mouton Avenue, Colleyville, TX 76034

Phone: (817) 733 - 3121 E-mail Address: ewpresson@pm.me

How long have you been a Colleyville resident? 9 years

☒ I understand attendance and active support is required for each appointee. ☒ I understand I am required to comply with the Texas Open Meetings Act training. ☒ I understand I must bring my own device to meetings to view packet information. ☒ I consent to the City's use and release of all information provided in this application. ☐ Additional materials attached.

1. **City service/experience, civic organizations, knowledge, experience, or education applicable to Board, Commission, or Committee function:**

Current Colleyville Parks & Recreation Advisory Board Member; Past Colleyville Pedestrian Transportation Ad Hoc Committee Member

2. **What do you perceive your role will be in serving on a board, commission, or committee?**

Represent the Colleyville community by understanding past and current Parks & Recreation activities and provide input on future Parks & Recreation priorities and activities

3. **In your opinion, what policies/programs/assets of Colleyville are working well?**

Colleyville is blessed with outstanding city leaders and staff, engaged citizenry and bountiful natural resources to be responsibly managed. The current Parks & Recreation development plan and related priorities provide a useful guide to continued development activities. Recommendations from the Pedestrian Transportation Ad-Hoc Committee provide a meaningful supplement to the Parks plan.

4. **What are some issues in Colleyville which may require change?**

Continued development of area trails into an integrated inter and intra-city trails system. Increased focus on area waterways and the management of resources associated with these natural areas.

5. **If you could influence the City in just one way, what would that be?**

Continue to encourage the city to consider and pursue, as appropriate, best practices that will keep Colleyville on the forefront of progressive developments that benefit citizens in harmony with the area environment (i.e., walk friendly community, bicycle friendly community, Blue Zone, etc.)

6. **Please share your vision for the City of Colleyville.**

Be a community known for happy citizens that live in harmony with one another and the area environment

**All information provided is public pursuant to the Texas Public Information Act.**

**Please return completed application to: City Secretary, 100 Main Street, Colleyville, TX 76034 Office:**

**817.503.1130 Fax: 817.503.1139; [cloven@colleyville.com](mailto:cloven@colleyville.com) and copy [alarson@colleyville.com](mailto:alarson@colleyville.com)**

March 1, 2021

For Office Use Angela Larson

Date Received:

Recorded/Printed:

Acknowledged By:





## Application for Appointment

Planning and Zoning Commission and Zoning Board of Adjustment applicants are required to file the Financial Disclosure and Business Conflict of Interest form. Download the financial disclosure form here. **Select Board, Commission, or Committee Applying For Below: (preference 1, 2, 3)**

1. COLLEYVILLE ECONOMIC DEVELOPMENT COMMITTEE
2. ZONING BOARD OF ADJUSTMENT/SIGN BOARD OF APPEALS
3. CLICK HERE TO MAKE SELECTION

Name: ☐ Ms. ☐ Mrs. ☒ Mr. R. Martin Hall

Address: 612 Rembrandt, Colleyville, 76034

Phone: 336.971.4111 E-mail Address: hall4kwood@me.com

How long have you been a Colleyville resident? 2.5 years

☒ I understand attendance and active support is required for each appointee. ☒ I understand I am required to comply with the Texas Open Meetings Act training. ☒ I understand I must bring my own device to meetings to view packet information. ☒ I consent to the City's use and release of all information provided in this application. ☐ Additional materials attached.

1. **City service/experience, civic organizations, knowledge, experience, or education applicable to Board, Commission, or Committee function:**  
I am a recently retired banker (most recently Director of Commercial Real Estate Risk Management with BOK Financial) with 35+ years of senior management experience in risk management, real estate lending  
*ALSO 3 YEARS ON KELLER'S ECONOMIC DEVELOPMENT CORP 2015-2018*
2. **What do you perceive your role will be in serving on a board, commission, or committee?**  
Helping to maintain Colleyville as one of the most desirable and fiscally responsible places to live in Texas.
3. **In your opinion, what policies/programs/assets of Colleyville are working well?**  
As a relatively new resident of Colleyville, I have been impressed with the fiscal responsibility of the city's leadership. In my view city services are prudently managed, effective and help residents maintain a comfortable lifestyle.
4. **What are some issues in Colleyville which may require change?**  
The SH 26 corridor is not very attractive (hope this will change with the completion of work) and the mix of businesses, in my opinion, is not effective in maintaining sales in the city vs. our competition in Southlake and Grapevine.
5. **If you could influence the City in just one way, what would that be?**  
Make the town center and SH 26 an effective retail drawing card for residents.
6. **Please share your vision for the City of Colleyville.**  
We moved Colleyville from Keller because of it's attractive neighborhoods (no high density housing), convenient location and access to outdoor amenities ( Lifetime Fitness, Cotton Belt Trail, extensive walking connections and parks). I would like to help maintain and enhance these positive attributes.

All information provided is public pursuant to the Texas Public Information Act.  
Please return completed application to: City Secretary, 100 Main Street, Colleyville, TX 76034 Office:  
817.503.1130 Fax: 817.503.1139; cloven@colleyville.com

### For Office Use

Date Received: 3/1/2021

Recorded/Printed:

Acknowledged By: CML



## Application for Appointment

Planning and Zoning Commission and Zoning Board of Adjustment applicants are required to file the Financial Disclosure and Business Conflict of Interest form. [Download the financial disclosure form here.](#) **Select Board, Commission, or Committee Applying For Below: (preference 1, 2, 3)**

1. ADHOC: GENERAL FUND CIP FEE ADVISORY COMMITTEE
2. COLLEYVILLE CENTER ADVISORY COMMITTEE
3. COLLEYVILLE ECONOMIC DEVELOPMENT CORPORATION

Name: ☐ Ms. ☐ Mrs. ☒ Mr. Roger K Ihne

Address: 5619 Winnie Dr, Colleyville, Texas 76034

Phone: 832-453-2695 E-mail Address: rihne950@gmail.com

How long have you been a Colleyville resident? 18 months

☒ I understand and consent to the following: 1. attendance and active support is required for each appointee; 2. I am required to comply with the Texas Open Meetings Act training; 3. I must bring my own device to meetings to view packet information; 4. I consent to the City's use and release of all information provided in this application. ☒ Additional materials attached.

1. **City service/experience, civic organizations, knowledge, experience, or education applicable to Board, Commission, or Committee function:**

Was an active member of the Energy and Environment Committee for the Greater Houston Partnership (area "chamber of commerce") from 2008 through 2013.

2. **What do you perceive your role will be in serving on a board, commission, or committee?**

To work with other citizens and city leadership in assisting turning Colleyville's strategy into reality. As a senior level management consultant for over 30 years, I have been fortunate to work with many different organizations in developing and executing meaningful programs for lasting change.

3. **In your opinion, what policies/programs/assets of Colleyville are working well?**

I appreciate and admire the fiscal responsibility demonstrated by the City of Colleyville's current leadership, as well as its overall vision for the business community. I reviewed the strategic plan for the city prepared by an outside consultant and believe it provides a nice template for furthering multiple areas important to Colleyville's future.

4. **What are some issues in Colleyville which may require change?**

Proper development of business enterprises along the Colleyville Boulevard (SH 26) corridor. Attracting the right businesses along this part of Colleyville is necessary to achieve the vision for the community.

5. **If you could influence the City in just one way, what would that be?**

Connecting with appropriate businesses / academia / business accelerators in the greater DFW area to help fulfill the vision of attracting appropriate emerging technology and professional services to the City.

6. **Please share your vision for the City of Colleyville.**

Continuation of the strong fiscal leadership of the City and meaningful execution of many aspects of Colleyville's strategic direction to assure proper growth. (Without changing the wonderful personality and lifestyle currently afforded the citizens of the City of Colleyville.)

**All information provided is public pursuant to the Texas Public Information Act.**

**Please return completed application to: City Secretary, 100 Main Street, Colleyville, TX 76034 Office: 817.503.1130 Fax: 817.503.1139; [CSOffice@colleyville.com](mailto:CSOffice@colleyville.com).**

**For Office Use**

Date Received: 10/22/21

Recorded/Printed:

Acknowledged By: AL





## **Roger K. Ihne**

Energy Trends & Investments  
(Retired Principal – Deloitte LLP)

Cell: 832-453-2695  
[rihne950@gmail.com](mailto:rihne950@gmail.com)

5619 Winnie Dr.  
Colleyville, TX 76034

Roger Ihne has 40 years of business experience, including 25 years with Deloitte LLP, as well as prior management positions with the energy businesses of a large public company based in Fort Worth, Texas. Mr. Ihne currently provides advice on energy trends and investments through a variety of forums, and was a member of the board of directors for Universal Acoustic & Emissions Technologies, Inc. prior to the sale of the company in 2018.

### **Community involvement and awards:**

Mr. Ihne was active as a member of the Energy and Environment Committee of the Greater Houston Partnership (area “chamber of commerce”) from 2008 through 2013. During his last year he served as Vice Chairman of the Oil & Gas Subcommittee (the largest sub-committee of the Partnership.)

Additionally, Mr. Ihne was one of the early members of the Advisory Board to the University of Texas Energy Management and Innovation Center (“EMIC”) from 2010 through May 2013. And Mr. Ihne was a recipient of the “Who’s Who in Energy Award” by the *Houston Business Journal* for both 2012 and 2013.

### **Professional Experience – Deloitte LLP (“Deloitte”)**

Mr. Ihne served for several years as Deloitte Consulting LLP’s Strategy & Operations service line leader for the combined Mid-America and Southeast regions of the United States. In this role, he had profit and loss responsibility across multiple industries for a group of approximately 500 management consultants providing corporate strategy, supply chain management, operational excellence, financial management, cost reduction, and post-merger integration services.

Immediately prior to his retirement from Deloitte in November, 2013, Mr. Ihne had the privilege of serving as the U.S. Oil & Gas Thought Leader for the *Deloitte Center for Energy Solutions*, where he directed Deloitte’s research projects related to key trends in the industry and shared the results through various meetings, dinners and roundtables with leading oil and gas industry executives.

Mr. Ihne is considered an authority by many in the energy industry through his numerous presentations, articles, whitepapers and webinars covering topics important to oil and gas executives. He has researched, published and been asked to speak on such topics as the impact of the shale revolution on the U.S. economy, the pace and focus of M&A activity and major trends facing the U.S. refining industry. He has been quoted by publications including *The Wall Street Journal*, *Forbes*, *The Petroleum Economist*, *The Oil & Gas Journal*, *The New York Times*, *The Oil Daily*, *Hydrocarbon Engineering*, *Hydrocarbon Processing*, *Downstream Today*, *Investor’s Business Daily*, *Bloomberg*, *The Financial Times*, *The Houston Chronicle* and *The Dallas Morning News*.

Earlier in his career with Deloitte, Mr. Ihne developed a number of consultative service lines and held the following leadership positions with Deloitte's legacy Management Solutions & Services practice:

- Global Solutions Leader - Innovation & Growth
- Finance Transformation Services Leader
- National Director – eBusiness Services
- PROFIT service line development (the firm's world-class financial management practice)

**Other employment history:**

Champlin Petroleum Company – Fort Worth Texas - Employed for eight years in progressively more responsible financial management positions in both Fort Worth and Houston. His responsibilities included positions which covered upstream, midstream, refining and petrochemical operations.

**Education:**

B.S. Economics, University of Texas at Arlington, 1979

MBA, University of Texas at Arlington, 1981





## Application for Appointment

Planning and Zoning Commission and Zoning Board of Adjustment applicants are required to file the Financial Disclosure and Business Conflict of Interest form. [Download the financial disclosure form here.](#) Select Board, Commission, or Committee Applying For Below: (preference 1, 2, 3)

1. PLANNING AND ZONING COMMISSION
2. PARKS AND RECREATION ADVISORY BOARD
3. COLLEYVILLE ECONOMIC DEVELOPMENT CORPORATION

▼

▼

▼

Name: ☒ Ms. ☐ Mrs. ☐ Mr. Victoria Ochoa

Address: 1713 Rock Dove Circle Colleyville TX 76034

Phone: 817-602-6042 E-mail Address: victoriaraquelocha@gmail.com

How long have you been a Colleyville resident? <1 year

☒ I understand and consent to the following: 1. attendance and active support is required for each appointee; 2. I am required to comply with the Texas Open Meetings Act training; 3. I must bring my own device to meetings to view packet information; 4. I consent to the City's use and release of all information provided in this application. ☐ Additional materials attached.

1. **City service/experience, civic organizations, knowledge, experience, or education applicable to Board, Commission, or Committee function:**

As an MSc student of Sustainable Urban Development at the University of Oxford (Oxford, United Kingdom) and someone who attended both Heritage Middle School and Colleyville Heritage High School, I would love to lend my skills to my community.

2. **What do you perceive your role will be in serving on a board, commission, or committee?**

Assisting the Planning and Zoning Commission could entail reviewing permits or assisting the planners of this commission in whichever capacity they find most useful; whether that be reviewing the zoning of Colleyville or helping to make recommendations, I would be willing to help wherever needed.

3. **In your opinion, what policies / programs / assets of Colleyville are working well?**

Residents of Colleyville seem satisfied by and large with the condition of the city. I benefited from receiving education in GCISD & know that many are attracted to the school district due to its academic excellence. Notable assets include the beauty of Colleyville, both in the natural and built environments. The parks and roads are also very well-maintained.

4. **What are some issues in Colleyville which may require change?**

Ensuring that we as a city maintain the "country feel" of Colleyville should be examined within the context of our natural environment and its preservation. If development is the only consideration, we will lose our character (namely our "small town" personality) that is integral to our cultural identity in Colleyville.

5. **If you could influence the City in just one way, what would that be?**

I would create opportunities that connect our more vulnerable populations (i.e. elderly citizens, the handicapped, etc.) with the broader community so as to ensure that no resident of Colleyville is prevented from enjoying the beauty of this city.

6. **Please share your vision for the City of Colleyville.**

My dream is for Colleyville to continue to be prosperous and for us to appreciate the natural environment that the city boasts. From beautiful deciduous trees to the numerous bird species found in this area, we have much to be proud of and protect.

All information provided is public pursuant to the Texas Public Information Act.

Please return completed application to: City Secretary, 100 Main Street, Colleyville, TX 76034 Office: 817.503.1130 Fax: 817.503.1139; [CSOffice@colleyville.com](mailto:CSOffice@colleyville.com).

For Office Use

Date Received: 12/2/21

Recorded/Printed:

Acknowledged By: AL

# Victoria Raquel Ochoa

1713 Rock Dove Circle, Colleyville, Texas 76034 | 817-602-6042 | victoriaraqueochoa@gmail.com

## EDUCATION

**MSc University of Oxford**, Sustainable Urban Development, Oxford, UK, Expected Graduation 2023

**BA Smith College**, Massachusetts, USA, Graduated January 2020 in Environmental Science and Policy and Portuguese-Brazilian Studies

**Undergraduate GPA:** 3.86

## EXPERIENCE

**Marketing Assistant, AB FinWright LLP.** (March 2021 - October 2021): Created a comprehensive branding strategy alongside visual aids for improving the website design and social media accounts; performed a SWOT of the firm's website and social media; presented ideas to the managing partners using PowerPoint and Word; routinely met with team members for collaboration.

**Sustainable Solutions Capstone, *Climate Migration: A Changing Landscape in the Northern Hilltowns?*** (2019): This group project centered on climate migration in four local towns in collaboration with the Pioneer Valley Planning Commission (PVPC). It included analyzing zoning bylaws and presenting the findings and recommendations to aid the towns in winning grants for climate adaptation.

**Introduction to Geographic Information Systems, *Mapping Climate Change Vulnerability and Resiliency in the Pioneer Valley*** (2019): Worked with the PVPC to increase accessibility of information to townspeople, thus supporting the grant application process that they were undergoing. This online StoryMap displayed and gave context to the risks that climate change poses to the Pioneer Valley as well as the preparations that towns in the Valley had taken to increase climate resilience.

**Interpreting and Communicating Environmental Information** (2019): Environmental communication for broad and varied audiences. Involved use of Twitter to create informative yet accessible threads about relevant environmental and social issues. Created a podcast about Smith's LMP (Landscape Master Plan).

**Executive Assistant, No Fossil Fuel LLC, Clean Power Inc.,** Kingston, MA (August 2018 – May 2019): Researched purchasers of energy projects, such as wind and solar farms both international and domestic. Attended to miscellaneous administrative tasks and provided support to the founder/president.

**Student Outreach for Divest Smith College** (September 2015 – December 2018): Researched, organized and presented to the Board of Trustees the financial, environmental, and social case for fossil fuel divestment and participated in a campaign for campus-wide awareness of divestment. As part of the Student Outreach team, I used social media to engage students, faculty, and miscellaneous supporters of Divest. Additional responsibilities included organizing a luncheon for faculty.

**Researching Environmental Problems, *Updating Smith College's Landscape Master Plan in the Context of Climate Change*** (2017): After analyzing Smith's LMP, our group concluded that liminal areas on campus should be used to sustain the native ecosystem by opting for green space in lieu of lawns. Presented our findings at a conference hosted by the American Association of Geographers.

## PRIZES AND GRANTS

**Florence Augusta Merriam Bailey Prize**, awarded by Smith College 2020

This prize recognized the work my team produced as part of the Sustainable Solutions Capstone. Our research on climate migration contributed to the climate resilience plans of four different rural towns.

**Finalist for Davis Foundation Projects for Peace Grant** 2020

A proposal developed in collaboration with community stakeholders to establish an urban farm in a low-income neighborhood in Rio de Janeiro. Recognized as the runner-up proposal.

**International Experience Grant**, awarded by Smith College 2019

Traveled to Rio de Janeiro as part of a special studies on urban farming in Brazil.



# COLLEYVILLE ECONOMIC DEVELOPMENT CORPORATION

## **PRESIDENT**

**George Dodson**

7309 Balmoral Drive  
Colleyville, TX 76034

H: (817) 937-3198

[gdodson@colleyville.com](mailto:gdodson@colleyville.com)

TERM: June 2020-June 2022

## **VICE PRESIDENT**

**Richard Newton**

1208 Holly Lane  
Colleyville, TX 76034

H: (817) 247-1642

[rnewton@colleyville.com](mailto:rnewton@colleyville.com)

TERM: June 2020-June 2022

## **DIRECTOR**

**Ralph Hunkins**

717 Beverly Drive  
Colleyville, TX 76034

W: (972) 268-3331

[rhunkins@real-revenue.com](mailto:rhunkins@real-revenue.com)

TERM: June 2020-June 2022

## **DIRECTOR**

**Bobby Lindamood**

5508 Janet Lane  
Colleyville, TX 76034

H: (214) 232-8147

[blindamood@colleyville.com](mailto:blindamood@colleyville.com)

TERM: June 2020-June 2022

## **DIRECTOR**

**Scotty Richardson**

2005 Reynolds Drive  
W: (817) 676-2120

[Labman0001@hotmail.com](mailto:Labman0001@hotmail.com)

TERM: June 2020-June 2022

## **DIRECTOR**

**John Terhoeve**

1204 Opal Court  
Colleyville, TX 76034

W: (817) 999-5629

[jterhoeve@gmail.com](mailto:jterhoeve@gmail.com)

TERM: June 2020-June 2022

## **DIRECTOR**

**Kathy Wheat**

206 Colden Court  
Colleyville, TX 76034

H: (817) 382-8178

[kwheat@colleyville.com](mailto:kwheat@colleyville.com)

TERM: June 2020-June 2022

## **FINANCE MANAGER**

**Kyle Lester**

100 Main Street  
Colleyville, TX 76034

W: (817) 503-1014

[klester@colleyville.com](mailto:klester@colleyville.com)

## **GENERAL MANAGER**

**Jerry Ducay**

100 Main Street  
Colleyville, TX 76034

W: (817) 503-1116

[jducay@colleyville.com](mailto:jducay@colleyville.com)

## **SECRETARY**

Christine Loven

100 Main Street  
Colleyville, TX 76034

W: (817) 503-1133

[cloven@colleyville.com](mailto:cloven@colleyville.com)

**RESOLUTION R-22-4741**

**A RESOLUTION APPOINTING MEMBERS TO THE  
COLLEYVILLE ECONOMIC DEVELOPMENT CORPORATION (CEDC)**

**WHEREAS,** in accordance with the Articles of Incorporation of the Colleyville Economic Development Corporation (CEDC), if a member of the City Council ceases to be a Councilmember, such event shall constitute an automatic resignation as a director and such vacancy shall be filled in the same manner as other vacancies; and

**WHEREAS,** three citizen and four Councilmember terms have expired.

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

- Sec. 1. THAT Ralph Hunkins, Scotty Richardson, and John Terhoeve are appointed to serve on the Colleyville Economic Development Corporation Board of Directors for a term of two years.
- Sec. 2. THAT Mayor Bobby Lindamood, Mayor Pro Tem Kathy Wheat, and Councilmembers George Dodson and Callie Rigney are appointed to serve on the Colleyville Economic Development Corporation Board of Directors for a term of two years.

**AND IT IS SO RESOLVED.**

APPROVED BY A VOTE OF \_ AYES, \_ NAYS ON THIS THE 21<sup>ST</sup> DAY OF JUNE 2022.

Mayor Bobby Lindamood  
Brandi Elder, Place 1  
George Dodson, Place 4  
Callie Rigney, Place 6

\_\_\_\_ Mayor Pro Tem Kathy Wheat  
\_\_\_\_ George Bond, Place 2  
\_\_\_\_ Chuck Kelley, Place 5  
\_\_\_\_

**ATTEST:**

**CITY OF COLLEYVILLE**

Christine Loven, TRMC  
City Secretary

Bobby Lindamood  
Mayor





# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

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**Agenda Number** 10

**Agenda Date** 6/21/2022

**Type** Report

**Department** City Secretary

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## **Title**

Colleyville Library Board Minutes - February 14, 2022

Planning and Zoning Commission Minutes - May 9, 2022

Planning and Zoning Commission Worksession Minutes - May 23, 2022

Planning and Zoning Commission Special Meeting Minutes - May 23, 2022

## **Attachments**

1. Colleyville Library Board Minutes - February 14, 2022
2. Planning and Zoning Commission Minutes - May 9, 2022
3. Planning and Zoning Commission Worksession Minutes - May 23, 2022
4. Planning and Zoning Commission Special Meeting Minutes - May 23, 2022



# City of Colleyville

## Colleyville Library Board

### MINUTES

City Hall  
100 Main Street  
Colleyville, Texas 76034  
817. 503.1000  
www.colleyville.com

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Monday, February 14, 2022  
6:00 p.m.

Colleyville Public Library  
110 Main Street

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#### 1. CALL TO ORDER

Vice-Chair Joan Roberts called the meeting of the Colleyville Library Board to order at 6:08 p.m.

**Present** Board members: Vice-Chair Joan Roberts, Pat Jones, Wanda Cotter, Molly Skinner, Joseph Stout, Kay Newton, Joy Fulton Lee, Denise Light; City Staff: Library Director Mary Rodne, Administrative Secretary Maria Hoefke

**Absent** Board Members: Gary McPherson

#### 2. APPROVAL OF MINUTES

December 13, 2021

A motion was made by Kay Newton and seconded by Pat Jones to approve the December 13, 2021 minutes. The motion was approved unanimously.

#### 3. REGULAR AGENDA ITEMS

##### 3a Discussion of the Colleyville Public Library Long-Range Plan Update

Vice-Chair Roberts introduced Aaron Babcock of Hidell Associates Architects who updated the Board members on the results of the community survey conducted in December, 2021. Hidell explained the data collected from the 1,467 respondents to the survey. Hidell explained the changing demographics, high check-out rates for materials and high usage of online and digital options for Library users. Hidell noted areas of improvement as stated by the respondents, including more study areas and the ability to pick up Library materials after hours. Hidell also said respondents praised the Library for its customer service, drive-up window and make-and-take kits.

##### 3b Discussion of Items for Future Agendas

Vice-Chair Roberts said the Long-Range Plan update would be a continued subject matter for discussion.



## REPORTS

### 4a Librarian's Report

#### A. Monthly Statistics:

Director Rodne provided an overview of the statistics and programs for the months of December 2021 through January 2021.

#### B. Donations:

Rodne reported that during the month of December the Library received a \$100 donation from Pam and David Brandt. The money will be used to purchase non-fiction books for the adult collection.

#### C. Programs:

Director Rodne provided an overview of the Library's programs and events for December and January.

In Youth Services, 28 programs were held between the two months with 360 in attendance. In Adult and Teen Services, 16 programs were held with 142 in attendance in December and January. In December, the Library launched its newest StoryWalk® with Snow Friends, which included a scavenger hunt. Rodne noted that around 115 children participated in Snow Friends scavenger hunt and claimed prizes.

In January, the Library celebrated National Popcorn Day with 100 bags of popcorn distributed to Library visitors. A craft was also available for children in the Youth Services area.

In February, the Library celebrated Love Your Library Month and Valentine's Day with small bags of candy to Library visitors. Additionally, Rodne stated that visitors to the Library were encouraged to write what they enjoy about the Library on paper hearts, which were displayed behind the Help Desk.

Rodne concluded that the Library has begun sharing its space with the Senior Center and some Parks and Recreation programming while their building undergoes renovations. Additionally, all voting in 2022 will also be held in the Library. All early voting and election days will be held in the upstairs meeting rooms.

### 4b Friends of the Colleyville Public Library Report

Kay Newton stated the Friends met via online and agreed to not have their normal Spring Book Sale, as the Library currently has limited space options due to sharing meeting room space. As a result, the Friends have decided to hold smaller, themed

sales as their December mini-sale proved to do well. Newton added that the Friends would also be open to collaborating with other community groups to bolster sales. Additionally, Newton explained that while small book donations will still be accepted, the group has started making appointments with citizens who have larger number donations. Also, Newton noted that the Friends have begun limiting what items they will continue to accept, including DVD's, CD's, VHS tapes and audiobooks as these items are difficult to donate or sell themselves.

#### **4c Colleyville Public Library Foundation Report**

Denise Light reported the Foundation had met and received a \$10,000 donation from the Robert J. and Helen H. Glaser Family Foundation for the annual Summer Reading Program at the Library. Pat Jones noted it was the 19<sup>th</sup> year the Glaser's had donated \$10,000. Director Rodne said with this year's donation, the Glaser's have donated a total of \$195,000 towards the Summer Reading Program.

#### **4. ADJOURNMENT**

A motion was made by Kay Newton and seconded by Joy Lee Fulton to adjourn the meeting of the Colleyville Library Board at 7:25 p.m. The motion was approved unanimously.

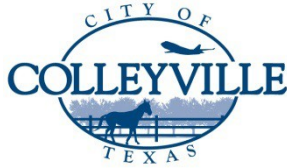
APPROVED BY A VOTE OF 6 AYES, 0 NAYS, AND 0 ABSTENTIONS ON THIS THE 13<sup>th</sup> DAY OF June, 2022.

*Minutes taken and prepared by:*



Maria Hoefke  
Administrative Secretary





# City of Colleyville Planning and Zoning Commission Minutes

City Hall  
100 Main Street  
Colleyville, Texas 76034  
817. 503.1000  
www.colleyville.com

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Monday, May 9, 2022

Executive Conference Room

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## CALL MEETING TO ORDER

The City of Colleyville Planning and Zoning Commission Meeting was called to order by Chair Bevill on May 9, 2022, at 6:41 p.m.

### Roll Call

**Present:** David Groves, Lawrence Williamson, Sayeda Syed, Tim Raine, Jim Linn, Claudia Bevill, and George Bond

**Absent:** N/A

**Staff Present:** Ben Bryner, Larry Wright, Jacquelyn Reyff, Rob McKeown, and Dakari Hill

**Also Present:** Attorney, Nicole Corr

There was general discussion amongst Staff and the Commission regarding items to be presented this evening at the regular meeting.

Chair Bevill adjourned the Planning and Zoning Commission Meeting at 7:13 p.m.

## CALL MEETING TO ORDER CITY COUNCIL CHAMBERS

The City of Colleyville Planning and Zoning Commission Meeting was called to order by Chair Bevill on May 9, 2022, at 7:18 p.m.

### Roll Call

**Present:** David Groves, Lawrence Williamson, Sayeda Syed, Tim Raine, Jim Linn, Claudia Bevill, and George Bond

**Absent:** N/A

**Staff Present:** Ben Bryner, Larry Wright, Jacquelyn Reyff, Rob McKeown, and Dakari Hill

**Also Present:** Attorney, Nicole Corr

## **1. APPROVAL OF MINUTES**

- 1a** Planning and Zoning Commission Meeting Minutes – April 11, 2022  
Planning and Zoning Commission Worksession Minutes – April 25, 2022

**Commissioner Linn made a motion to approve the April 11, 2022 Planning and Zoning Commission Meeting Minutes and the April 25, 2022 Planning and Zoning Commission Worksession Minutes. Commissioner Raine seconded the motion.**

**The motion was carried by the following vote:**

**Aye: 7 – Groves, Williamson, Syed, Raine, Linn, Bevill, and Bond  
Nay: 0**

## **2. PUBLIC HEARING AGENDA ITEMS**

- 2a** Consideration of a Special Use Permit for a Fence to encroach into the front yard setback and for a Fence to encroach into the street side yard setback on Lot 35, Block 3, Monticello Addition Colleyville, located at 7607 Monticello Parkway, Case ZC22-003, TABLED FROM THE APRIL 11, 2022 PLANNING AND ZONING COMMISSION MEETING WITH A REQUEST BY THE APPLICANT TO TABLE TO THE JUNE 13, 2022 PLANNING AND ZONING COMMISSION MEETING

**Commissioner Groves made a motion to remove Case ZC22-003 from the table. Commissioner Bond seconded the motion.**

**The motion was carried by the following vote:**

**Aye: 7 – Groves, Williamson, Syed, Raine, Linn, Bevill, and Bond  
Nay: 0**

**Commissioner Linn made a motion to table Case ZC22-003. Commissioner Williamson seconded the motion.**

**The motion was carried by the following vote:**

**Aye: 7 – Groves, Williamson, Syed, Raine, Linn, Bevill, and Bond  
Nay: 0**

- 2b** Consideration of a Preliminary/Final Plat for Lots 2AR-1, 2AR-2, 3, 4, 5, & 6, Block 1, Shirley Allgood Addition, being Tracts 3P1, 3R1, & 6A17,



and 6A15, Abstract 328, Simon Cotrail Survey, and Lots 2R1 & 2R2, Block 1, Shirley Allgood Addition, located at 1804 Tyler Street, 1900 Tyler Street, 1907 Renfro Road, and 1911 Renfro Road, Case PC22-006, TABLED FROM THE APRIL 11, 2022 PLANNING AND ZONING COMMISSION MEETING

Jacquelyn Reyff presented the item and briefed the Commission.

An associate of the applicant, Greg Wright, 624 Stone Hen Drive, Keller, TX, came forward and answered questions of the Commission regarding a drainage plan for the proposed development.

Larry Wright, City Engineer, came forward and answered questions of the Commission regarding the potential reduction of detention ponds or having them put in drainage easements.

The public hearing was open at 7:28 p.m.

With no one wishing to speak, the public hearing was closed at 7:28 p.m.

Larry Wright came forward and answered questions of the Commission regarding potential maintenance of detention ponds, enforcement power for noncompliance with maintenance plan, and preference for item to be table in order to have a drainage plan to review.

Greg Wright came forward and answered questions of the Commission regarding tabling the item to May 23, 2022 and having a drainage plan ready in two weeks.

**Commissioner Syed made a motion to table Case PC22-006 to May 23, 2022. Commissioner Linn seconded the motion.**

**The motion was carried by the following vote:**

**Aye: 7 – Groves, Williamson, Syed, Raine, Linn, Bevill, and Bond**  
**Nay: 0**

**2c** Consideration of a Special Use Permit for an accessory building to exceed the permitted lot coverage and height for accessory buildings on Lot 3, Block 5, Woodbriar Estates Addition, located at 3708 Briarhaven Lane, Case ZC22-013

Jacquelyn Reyff presented the item and briefed the Commission.

The applicant, Will Priest, 3708 Briarhaven Lane, Colleyville, TX, came forward

and answered questions of the Commission knowledge of permitting requirements, the new alterations made to the structure, and the potential difficulties of bringing the structure into compliance.

Staff answered questions of the Commission regarding the issuance of a stop work order, the structure's violation of code per the Land Development Code, and complaints from neighbors regarding the structure.

The public hearing was open at 8:09 p.m

Kathy Hadley, 204 Timberline Drive North, Colleyville, TX, came forward and spoke in opposition of the case. Ms. Hadley expressed that the rules should be enforced and citizens should have to comply.

With no one wishing to speak, the public hearing was closed at 8:12 p.m.

**Commissioner Groves made a motion to approve Case ZC22-013 with the contingency that the roofline be brought into compliance. Commissioner Raine seconded the motion.**

**The motion was carried by the following vote:**

**Aye: 4 – Groves, Raine, Linn, and Bevill**

**Nay: 3 – Williamson, Syed, and Bond**

**2d** Consideration of a Zoning Change from R-10 Single Family Residential to R-30 Single Family Residential zoning district for Lot 1, Block 1, Brown Addition Colleyville, located at 5412 Pleasant Run Road, Case ZC22-014

Jacquelyn Reyff presented the item and briefed the Commission.

The applicant, Bruce Crandall, 5412 Pleasant Run Road, Colleyville, TX, came forward and answered questions of the Commission regarding the reasoning for the zoning change.

The public hearing was open at 8:17 p.m.

With no one wishing to speak, the public hearing was closed at 8:17 p.m.

**Commissioner Syed made a motion to approve Case ZC22-014. Commissioner Bond seconded the motion.**

**The motion was carried by the following vote:**

**Aye: 7 – Groves, Williamson, Syed, Raine, Linn, Bevill, and Bond**



**Nay: 0**

- 2e** Consideration of a Special Use Permit for Alcoholic Beverage Sales for On-Premise Consumption on Lot 3, Block 1, Tara Village, located at 1101 Cheek-Sparger Road, Suite 110, Case ZC22-015

Jacquelyn Reyff presented the item and briefed the Commission.

The applicant, John Humphreys, 2806 Garden Oaks Place, Grand Prairie, TX, came forward and answered questions of the Commission regarding the proposed hours of operation.

The public hearing was open at 8:22 p.m.

With no one wishing to speak, the public hearing was closed at 8:22 p.m.

Staff answered questions of the Commission regarding a Special Use Permit being necessary for establishing hours of operation.

Nicole Corr, City Attorney, answered questions of the Commission regarding their ability to modify the proposed hours of operation.

**Commissioner Williamson made a motion to approve Case ZC22-015 with the modification of the hours of operation being 11:30 a.m. to 9:00 p.m. on Monday through Thursday. Commissioner Syed seconded the motion.**

**The motion was carried by the following vote:**

**Aye: 7 – Groves, Williamson, Syed, Raine, Linn, Bevill, and Bond**

**Nay: 0**

- 2f** Consideration of a Zoning Change from R-20 Single Family Residential to RE Single Family 'Estate' Residential zoning district for Lots 1R1R, Block 1, Redus Addition, located at 4502 Bill Simmons Road, Case ZC22-016

Jacquelyn Reyff presented the item and briefed the Commission.

An associate of the applicant, Greg Reid, 1408 Jacob Avenue, Keller, TX, came forward and answered questions of the Commission regarding the proposed accessory dwelling.

The public hearing was open at 8:31 p.m.

Belinda Baker, 4504 Bill Simmons Road, Colleyville, TX, came forward and

spoke in opposition of the case. Mrs. Baker expressed concerns regarding potential drainage issues.

Richard Smith, 2112 Oak Knoll Drive, Colleyville, TX, came forward and spoke in opposition of the case. Mr. Smith expressed concerns regarding potential drainage issues.

With no one wishing to speak, the public hearing was closed at 8:45 p.m.

Mr. Reid came forward and expressed that he was in contact with the City regarding complying with drainage standards.

Larry Wright, City Engineer, expressed that drainage issues would be addressed during development.

Staff answered questions of the Commission regarding complaints of water pressure in the surrounding area.

Commissioner Groves expressed the request should be denied due to drainage concerns.

Nicole Corr, City Attorney, expressed that the only item before the Commission was the zoning change request.

Commissioner Syed expressed that the zoning change would preserve the integrity of the neighborhood.

Mr. Reid expressed that he and the applicant were willing to work with the neighbors.

**Commissioner Raine made a motion to approve Case ZC22-016. Commissioner Williamson seconded the motion.**

**The motion was carried by the following vote:**

**Aye: 6 – Williamson, Syed, Raine, Linn, Bevill, and Bond**

**Nay: 1 – Groves**

**2g** Consideration of a Zoning Change from ML Light Manufacturing to CC-1 Village Retail zoning district for Lot 16R1A, Block 1, Colleyville Industrial Park, located at 6407 Colleyville Boulevard, Case ZC22-017

Jacquelyn Reyff presented the item and briefed the Commission.

The applicant, Nona Samidon, 6407 Colleyville Boulevard, Colleyville, TX, came



forward and answered questions of the Commission regarding how an acupuncture use was classified in other cities she had practiced in.

The public hearing was open at 9:13 p.m.

With no one wishing to speak, the public hearing was closed at 9:13 p.m.

**Commissioner Williamson made a motion to approve Case ZC22-017. Commissioner Groves seconded the motion.**

**The motion was carried by the following vote:**

**Aye: 7 – Groves, Williamson, Syed, Raine, Linn, Bevill, and Bond  
Nay: 0**

**2h** Consideration of a Special Use Permit for a Massage Therapy use on Lot 16R1A, Block 1, Colleyville Industrial Park, located at 6407 Colleyville Boulevard, Case ZC22-018

Jacquelyn Reyff presented the item and briefed the Commission.

Staff answered questions of the Commission regarding what uses would be included in the special use permit, the licensed therapist listed in the special use permit, and a background check requirement.

The public hearing was open at 9:17 p.m.

With no one wishing to speak, the public hearing was closed at 9:17 p.m.

**Commissioner Syed made a motion to approve Case ZC22-018. Commissioner Bond seconded the motion.**

**The motion was carried by the following vote:**

**Aye: 7 – Groves, Williamson, Syed, Raine, Linn, Bevill, and Bond  
Nay: 0**

### **3. CITIZEN COMMENTS**

### **4. AJOURNMENT**

The meeting adjourned at 9:22 p.m.

The minutes were written and prepared by:

A handwritten signature in black ink, appearing to be 'DH' or 'Dakari Hill', on a light blue background.

Dakari Hill  
Planner

The meeting minutes were approved on June 13, 2022 by a vote of 5-0.





# City of Colleyville Planning and Zoning Commission Minutes

City Hall  
100 Main Street  
Colleyville, Texas 76034  
817. 503.1000  
www.colleyville.com

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Monday, May 23, 2022

Executive Conference Room

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## CALL MEETING TO ORDER

The City of Colleyville Planning and Zoning Commission Worksession Meeting was called to order by Chair Bevill on May 23, 2022, at 6:15 p.m.

### Roll Call

**Present:** David Groves, Lawrence Williamson, Jim Linn, and Claudia Bevill

**Absent:** Sayeda Syed and Tim Raine

**Staff Present:** Ben Bryner, Larry Wright, Jacquelyn Reyff, Rob McKeown, and Dakari Hill

**Also Present:** N/A

## 2. WORKSESSION AGENDA ITEMS

- 2 a** Presentation and discussion of a Special Use Permit for outdoor display of merchandise on Lot 3A1A, 3B1, and 4A, Block 2, Andy Felps Addition, located at 4201 Colleyville Boulevard, Case ZC22-019

Jacquelyn Reyff presented the item and briefed the Commission. Staff addressed questions of the Commission regarding the continuous display of the items, the area the business is able to utilize to display the items, and the feasibility of moving the displayed items further back.

- 2b** Presentation and discussion of a Zoning Change from AG Agricultural and RE Single Family 'Estate' Residential to PUD-R Planned Unit Development-Residential zoning district for Tract 1B, Abstract 1487, O C Sturm Survey, Tracts 2A01, 2A01B, 2A07A, and 2A07A1, Abstract 1748, James E. Weathers Survey, Lots 1 and 1A, Block 1, K Bar G Estates Addition, Lot 1A, Block 1, Westcoat Estates, and Lots 1A2, 1B, and 1C, Block 1, Hilley Addition, located at 6401, 6405, 6409, 6417, 6501, 6507, and 6605 Westcoat Drive, Case ZC22-020

Jacquelyn Reyff presented the item and briefed the Commission. Staff

addressed questions of the Commission regarding the open space requirements for Planned Unit Developments, connection of McDonwell School Road in relation to the City's Master Thoroughfare Plan, and the proposed timeframe for buildout.

- 2c** Presentation and discussion of a Zoning Change from AG Agricultural to R-40 Single Family Residential zoning district for Tract 1B and 1G, Abstract 798, Joseph H. Harrell Survey, located at 805 Murphy Road, Case ZC22-021

Jacquelyn Reyff presented the item and briefed the Commission. Staff addressed questions of the Commission regarding the type of plat that will be submitted with the zoning change request.

- 2d** Presentation and discussion of a Zoning Change from R-20 Single Family Residential to CN Neighborhood Commercial zoning district for Lots 4 and 25A, Block 2, Fair Way Addition, located at 6606 Curtis Road and 8304 Precinct Line Road, Case ZC22-022

Jacquelyn Reyff presented the item and briefed the Commission. Staff addressed questions of the Commission regarding the potential uses at the location and the requirement of a buffer between the location and residential properties.

- 2e** Presentation and discussion of a Zoning Change from R-40 Single Family Residential to R-30 Single Family Residential zoning district for Lots 2 and 3, Block 3, Stafford Heights Subdivision, located at 4801 and 4809 Manning Drive, Case ZC22-023

Jacquelyn Reyff presented the item and briefed the Commission. Staff addressed questions of the Commission regarding the proposed zoning changing the setback requirements.

- 2f** Presentation and discussion of a Zoning Change from R-40 Single Family Residential to R-30 Single Family Residential zoning district for Lot 15 W1/2, Block 1, Wescoat Place Addition, located at 6105 Bettinger Drive, Case ZC22-024

Jacquelyn Reyff presented the item and briefed the Commission. Staff addressed questions of the Commission regarding how the proposed zoning change impacts the corresponding plat case.

- 2g** Presentation and discussion of a Replat with a plat waiver for lot size for Lot 15R1, Block 1, Wescoat Place Addition, being Lot 15 W1/2, Block 1, Wescoat Place Addition, located at 6105 Bettinger Drive, Case PC22-008



Jacquelyn Reyff presented the item and briefed the Commission. Staff addressed questions of the Commission regarding the plat waiver in relation to the corresponding zoning case.

- 2h** Presentation and discussion of a Replat for Lots 1-R and 3, Block 1, Dotti Addition, being Lot 1, Block 1, Dotti Addition, located at 1310 Tinker Road, Case PC22-009

Jacquelyn Reyff presented the item and briefed the Commission. Staff addressed questions of the Commission regarding the current zoning of the property.

### **3. AJOURMENT**

The meeting adjourned at 7:04 p.m.

The minutes were written and prepared by:



Dakari Hill  
Planner

The meeting minutes were approved on June 13, 2022 by a vote of 5-0.



# City of Colleyville Planning and Zoning Commission Minutes

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Monday, May 23, 2022

Executive Conference Room

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## **CALL MEETING TO ORDER EXECUTIVE CONFERENCE ROOM**

The City of Colleyville Planning and Zoning Commission Special Meeting was called to order by Chair Bevill on May 23, 2022, at 7:11 p.m.

### **Roll Call**

**Present:** David Groves, Lawrence Williamson, Jim Linn, and Claudia Bevill

**Absent:** Sayeda Syed and Tim Raine

**Staff Present:** Ben Bryner, Larry Wright, Jacquelyn Reyff, Rob McKeown, and Dakari Hill

**Also Present:** N/A

## **1. PUBLIC HEARING AGENDA ITEMS**

- 1a** Consideration of a Preliminary/Final Plat for Lots 2AR-1, 2AR-2, 3, 4, 5, & 6, Block 1, Shirley Allgood Addition, being Tracts 3P1, 3R1, & 6A17, and 6A15, Abstract 328, Simon Cotrail Survey, and Lots 2R1 & 2R2, Block 1, Shirley Allgood Addition, located at 1804 Tyler Street, 1900 Tyler Street, 1907 Renfro Road, and 1911 Renfro Road, Case PC22-006, TABLED FROM THE MAY 9, 2022 PLANNING AND ZONING COMMISSION MEETING

**Commissioner Groves made a motion to remove Case PC22-006 from the table. Commissioner Linn seconded the motion.**

**The motion was carried by the following vote:**

**Aye: 4 – Groves, Williamson, Linn, and Bevill**

**Nay: 0**

Jacquelyn Reyff presented the item and briefed the Commission.

An associate of the applicant, Greg Wright, 8445 Shady Grove, Colleyville, TX,



came forward and answered questions of the Commission regarding the drainage plan that had been submitted for the proposed development.

Larry Wright, City Engineer, came forward and answered questions of the Commission regarding detention ponds being able to hold the necessary due to them being in easements.

The public hearing was open at 7:16 p.m.

With no one wishing to speak, the public hearing was closed at 7:16 p.m.

Greg Wright came forward and answered questions of the Commission regarding homeowner maintenance of detention ponds, a timetable for development, and prioritizing the development of the detention ponds.

Larry Wright, City Engineer, came forward and answered questions of the Commission regarding requiring an operation of maintenance plan.

**Commissioner Groves made a motion to approve Case PC22-006 with the condition that the western most detention ponds be developed before the lots on Tyler Street. Commissioner Linn seconded the motion.**

**The motion was carried by the following vote:**

**Aye: 4 – Groves, Williamson, Linn, and Bevill  
Nay: 0**

## **2. CITIZEN COMMENTS**

## **3. AJOURNMENT**

The meeting adjourned at 7:29 p.m.

The minutes were written and prepared by:



Dakari Hill  
Planner

The meeting minutes were approved on June 13, 2022 by a vote of 5-0.

**RESOLUTION R-22-4742**

**A RESOLUTION APPROVING CITY COUNCIL ACTION  
UNDER BUSINESS AT THE REGULAR CITY COUNCIL MEETING OF  
JUNE 21, 2022**

**WHEREAS,** City Council has taken action on certain items on the agenda under Business.

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

Sec. 1. THAT

**AND IT IS SO RESOLVED.**

APPROVED BY A VOTE OF \_\_\_\_ AYES, \_\_\_\_ NAYS, ON THIS THE 21<sup>ST</sup> DAY OF  
JUNE 2022.

Mayor Bobby Lindamood  
Brandi Elder, Place 1  
George Dodson, Place 4  
Callie Rigney, Place 6

|       |                           |       |
|-------|---------------------------|-------|
| _____ | Mayor Pro Tem Kathy Wheat | _____ |
| _____ | George Bond, Place 2      | _____ |
| _____ | Chuck Kelley, Place 5     | _____ |
| _____ |                           |       |

**ATTEST:**

**CITY OF COLLEYVILLE**

Christine Loven, TRMC  
City Secretary

Bobby Lindamood  
Mayor