



# **CITY OF COLLEYVILLE CITY COUNCIL AGENDA**

100 Main Street, Colleyville, Texas, 76034

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**TUESDAY, JULY 2, 2024**

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

**CALL TO ORDER**

- WS-1** Update from Tarrant Appraisal District
- WS-2** Discussion of Utility Rates and Regulations
- WS-3** Discussion of the July 2, 2024, City Council regular agenda items

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

Section 551.071 - Legal - Consultation with the City Attorney regarding items on the agenda or for matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Code

Section 551.071 - Legal - Consultation with the City Attorney to discuss Mart, Inc. v. City of Colleyville

Section 551.072 - Real Estate - Deliberate the purchase, exchange, lease, or value of real property for City facilities

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

**REGULAR MEETING  
7:00 P.M.**

**INVOCATION: Jeff Cohen, Congregation Beth Israel**  
**PLEDGE OF ALLEGIANCE: City Attorney Nicole Corr**

- 2. EXECUTIVE SESSION READING AND PUBLIC HEARING: CONSIDER AND TAKE ANY ACTION(S) NECESSARY RELATIVE TO ITEMS DISCUSSED IN EXECUTIVE SESSION - RESOLUTION R-24-4950**
- 3. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**
- 4. CONSENT: READING AND PUBLIC HEARING - RESOLUTION R-24-4951**
  - 4a** Approval of the minutes of the regular City Council meeting of June 18, 2024
  - 4b** Approval of the FY2025 fleet replacement schedule
- 5. ORDINANCE(S): SECOND READING AND PUBLIC HEARING**
  - 5a Ordinance O-24-2287**

Consideration of approving an amended project and financing plan for the Tax Increment Reinvestment Zone Number One
- 6. ORDINANCE(S): FIRST READING AND PUBLIC HEARING**
  - 6a Ordinance O-24-2288**

Request to appeal the decision of the Planning and Zoning Commission for consideration of a Special Use Permit to allow for a carport on Lot 1, Block 1, Debrecht Addition, located at 306 Van Oaks Drive, Case ZC24-008
  - 6b Ordinance O-24-2289**

Amending Exhibit B of Ordinance O-21-2179 for the purpose of deleting the local amendment to Section 1003, Interceptors and Separators, of the adopted 2018 edition of the International Plumbing Code and adopting the original language of Section 1003 as published in the 2018 edition of the International Plumbing Code; amending Section 18-19(b) of the Code of Ordinances
- 7. RESOLUTION(S): READING AND PUBLIC HEARING**
  - 7a Resolution R-24-4952**

Consideration of a replat with a waiver for side yard setback on Lot 56A, Block 4, Western-Trails Section Two, located at 7608 Overland Trail, Case PC24-004
  - 7b Resolution R-24-4953**

Approval of an advanced funding agreement with the Texas Department of Transportation for a Transportation Alternatives Set-Aside (TASA) program for the development of the City of Colleyville 2024 Active Transportation Plan

**8. CITIZEN COMMENTS**

**9. REPORTS**

Colleyville Library Board Meeting Minutes - April 8, 2024

**10. ACTION/RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR TUESDAY, JULY 2, 2024 - READING AND PUBLIC HEARING - RESOLUTION R-24-4954**

**11. ADJOURNMENT**

I hereby certify this agenda was posted on City Hall bulletin boards June 28, 2024, 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 817.503.1130, and reasonable accommodations will be made to assist you.



## CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

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**Agenda Number** WS-1

**Agenda Date** 7/2/2024

**Type** Worksession

**Department** City Manager

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### **Title**

Update from Tarrant Appraisal District

### **Explanation**

Tarrant Appraisal District Chief Appraiser Joe Don Bobbitt will introduce himself and provide an update on TAD's new priorities, ransomware, and protest status.

### **Attachments**





## CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

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**Agenda Number** WS-2

**Agenda Date** 7/2/2024

**Type** Worksession

**Department** City Manager

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### **Title**

Discussion of Utility Rates and Regulations

### **Explanation**

Thomas Brocato, Principal with Lloyd Gosselink Rochelle & Townsend, P.C., will provide a summary of the regulations and rate-making process for gas and electricity in Texas. Mr. Brocato serves as legal counsel for the Oncor Cities Steering Committee and Atmos Cities Steering Committee, of which the City of Colleyville is a member.

### **Attachments**



# CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

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|----------------------------------|-----------------------------|
| <b>Agenda Number</b> WS-3        | <b>Agenda Date</b> 7/2/2024 |
| <b>Type</b> Worksession          |                             |
| <b>Department</b> City Secretary |                             |

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**Title**  
Discussion of the July 2, 2024, City Council regular agenda items



## CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

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**Agenda Number 1**

**Agenda Date** 7/2/2024

**Type** Executive Session

**Department** City Secretary

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### **Title**

Section 551.071 - Legal - Consultation with the City Attorney regarding items on the agenda or for matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Code

Section 551.071 - Legal - Consultation with the City Attorney to discuss Mart, Inc. v. City of Colleyville

Section 551.072 - Real Estate - Deliberate the purchase, exchange, lease, or value of real property for City facilities

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### **Attachments**

**RESOLUTION R-24-4950**

**A RESOLUTION APPROVING COUNCIL ACTION REGARDING  
EXECUTIVE SESSION ITEMS AT THE REGULAR CITY COUNCIL  
MEETING OF JULY 2, 2024**

**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 2<sup>ND</sup> DAY OF JULY 2024.

|                                        |       |                        |       |
|----------------------------------------|-------|------------------------|-------|
| Mayor Bobby Lindamood                  | _____ | Mark Alphonso, Place 2 | _____ |
| Mayor Pro Tem Brandi Elder             | _____ | Ben Graves, Place 4    | _____ |
| Deputy Mayor Pro Tem Scotty Richardson | _____ | Tim Raine, Place 6     | _____ |
| Kimberly Holt Gunderson, Place 5       | _____ |                        |       |

**ATTEST:**

**CITY OF COLLEYVILLE**

Christine Loven, TRMC  
City Secretary

Bobby Lindamood  
Mayor

**RESOLUTION R-24-4951**

**APPROVING CITY COUNCIL ACTION UNDER CONSENT ITEMS AT  
THE REGULAR CITY COUNCIL MEETING OF JULY 2, 2024**

**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 18, 2024
  - b. Approval of the FY2025 fleet replacement schedule

**AND IT IS SO RESOLVED.**

APPROVED BY A VOTE OF \_ AYES, \_ NAYS ON THIS THE 2<sup>ND</sup> DAY OF JULY 2024.

|                                        |       |                        |       |
|----------------------------------------|-------|------------------------|-------|
| Mayor Bobby Lindamood                  | _____ | Mark Alphonso, Place 2 | _____ |
| Mayor Pro Tem Brandi Elder             | _____ | Ben Graves, Place 4    | _____ |
| Deputy Mayor Pro Tem Scotty Richardson | _____ | Tim Raine, Place 6     | _____ |
| Kimberly Holt Gunderson, Place 5       | _____ |                        |       |

**ATTEST:**

**CITY OF COLLEYVILLE**

Christine Loven, TRMC  
City Secretary

Bobby Lindamood  
Mayor



# CITY OF COLLEYVILLE CITY COUNCIL MINUTES

100 Main Street, Colleyville, Texas, 76034

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**TUESDAY, JUNE 18, 2024**

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Mayor Bobby Lindamood called the Colleyville City Council Worksession to order on Tuesday, June 18, 2024, at 5:10 p.m.

**ROLL CALL:** Mayor Bobby Lindamood, Mayor Pro Tem Brandi Elder, Deputy Mayor Pro Tem Scotty Richardson, and Councilmembers Mark Alphonso, Ben Graves, Kimberly Holt Gunderson, and Tim Raine.

**ALSO PRESENT:** City Manager Jerry Ducay, Assistant City Manager Mark Wood, Assistant City Manager Adrienne Lothery, Police Chief Michael Miller, Fire Chief Mark Cantrell, Community Development Director Ben Bryner, Finance Director Matt Poston, Human Resources Director Jesse Perez, Library Director Jack Pawlowski, Public Works Director Amber Beard, City Engineer Larry Wright, City Attorney Whitt Wyatt, and City Secretary Christine Loven.

## **WS-1** Preliminary budget presentation

Finance Director Matt Poston stated this presentation is an overall look at the budget and is not intended be a detailed or final version, but will highlight key budget priorities and financial projects. Director Poston went on to introduce the new initiatives and programs, reviewed anticipated revenue and expenditure trends by fund, and briefly reviewed capital improvement projects (CIP), noting there will be a separate discussion regarding the CIP in the future.

Director Poston noted key changes to the property tax system, and explained the Operations and Maintenance (O&M), which is the ongoing general fund operation, plus the Interest and Sinking (I&S), which are payments on debt for general government improvements, equals the tax rate. He then went on to provide highlights of all funds.

## **WS-2** Presentation and discussion of Heroes Park 90% Design

Assistant City Manager Adrienne Lothery offered a recap of the Heroes Park Project and noted City Council direction will be sought regarding some elements, in order to continue forward and go out to bid in August.

The Freese and Nichols project team of Wendy Bonneau, Shery Cheng, and Gaylen Laing provided the project time line and updates. There was a thorough review of the Performance Pavilion, which included choosing a custom metal screen panel design, and consideration of the subgrade preparation, lawn, and subgrade.

**WS-3** Annual update on vehicle purchases and sales through Enterprise Fleet Management

Assistant City Manager Adrienne Lothery introduced Amanda Leggett, Enterprise Fleet Management, who reviewed lease rates, anticipated FY25 replacements and budget.

Manager Lothery noted there would be an item on a future agenda to approve the FY25 vehicles and budget.

**WS-4** Discussion of the June 18, 2024, City Council regular agenda items

There was no discussion of this item.

Mayor Lindamood adjourned the Worksession at 6:35 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 the City Attorney regarding items on the agenda or for matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Code

Section 551.072 - Real Estate - Deliberate the purchase, exchange, lease, or value of real property for City facilities

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 6:57 p.m.

Mayor Lindamood called the regular meeting of the City Council to order at 7:07p.m. and called the roll.

**ROLL CALL:** Mayor Bobby Lindamood, Mayor Pro Tem Brandi Elder, Deputy Mayor Pro Tem Scotty Richardson, and Councilmembers Mark Alphonso, Ben Graves, Kimberly Holt Gunderson, and Tim Raine.

**INVOCATION: Pastor Josh Anderson, Colleyville Presbyterian**

**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-24-4946**

This resolution was not needed.

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

Mayor Lindamood and the City Council provided announcements regarding community news and upcoming events.

**4. CONSENT: READING AND PUBLIC HEARING - RESOLUTION R-24-4947**

- 4a** Approval of the minutes of the regular City Council meeting of June 4, 2024
- 4b** Approval of the renewal for medical insurance and award of dental insurance to BlueCross BlueShield of Texas, and authorizing the City Manager to execute the agreements
- 4c** Approval of the annual review of the City of Colleyville Investment Policy
- 4d** Approval of a second amendment to the Interlocal Agreement for Combined Municipal Court Services for the cities of Colleyville and Keller, and authorizing the City Manager to execute the agreement
- 4e** Approval to order a 2026 Spartan Engine, with expected delivery in 2026, authorizing the City to enter into a Public Property Finance Act Lease Purchase Agreement, with a closing date of June 28, 2024, with REV Financial Services, in an amount not to exceed \$1,219,659, to be paid in six "uneven" payments, and authorizing the City Manager to execute all transaction documents
- 4f** Appointing members to the Colleyville Audit Committee and Planning and Zoning Commission

Mayor Lindamood read Resolution R-24-4947 in its entirety.

Human Resources Director Jesse Perez presented item 4b, explaining the process undertaken by the City and the City's benefits broker. Director Perez stated it is the recommendation of the broker and staff to renew with BCBSTX with a 7.5% increase, which includes bundling dental insurance.



Finance Director Matt Poston presented item 4c, noting the current investment policy was adequate, but the proposed updated policy, which was presented to the Audit Committee at the meeting of June 18, 2024, provides for modernization and refinement, and is a policy which must be approved annually by the City Council. Director Poston reviewed the authorized investments, roles and responsibility of the designated investment officers, and the monitoring and reporting requirements.

Assistant City Manager Adrienne Lothery presented item 4d, stating the Interlocal Agreement for Combined Municipal Court Services had an initial six-year term and allows for two extensions of five years each upon mutual consent. Both the cities of Colleyville and Keller have expressed a desire to continue the combined municipal court, finding the joint court arrangement to be beneficial for both cities. Approval of this extension for a second five-year term will provide for a term through September 2028.

Fire Chief Mark Cantrell presented item 4e. He stated the City's 2006 engine is scheduled to be replaced in 2026. However, staff has seen a large gap in production of fire apparatus and a significant price increase. Staff proactively researched options to meet the replacement schedules at best pricing and found the City could enter into a lease purchase agreement with REV Financial Services, with a locked in interest rate of 5.592%, for a Spartan engine. If the engine is ordered in June 2024, it will be built and delivered by August 2026 for a total price not to exceed \$1,219,659.

Mayor Lindamood appointed Councilmember Mark Alphonso to the Audit Committee, for a two year term to May 2026, and Brandon Arnold, Place 2, and Richard J. Remley, Place 4, Planning and Zoning Commission to fill unexpired terms to November 2024.

Mayor Lindamood opened and closed the public hearing without any speakers.

**Mayor Pro Tem Elder made a motion to approve Resolution R-24-4947, seconded by Councilmember Graves.**

**The motion was approved by the following vote:**

**Ayes: 7 – Mayor Lindamood, Mayor Pro Tem Elder, Deputy Mayor Pro Tem Richardson, and Councilmembers Mark Alphonso, Ben Graves, Kimberly Holt Gunderson, and Tim Raine.**

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

### **5a Monthly Financial Report - May 2024**

Finance Director Matt Poston presented the May Financial Report. He reviewed the performance of all City funds and stated the City is doing well. Director Poston reviewed sales tax collection, noting sales tax was up again in May.

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

### **6a Ordinance O-24-2287**

Consideration of approving an amended project and financing plan for the Tax Increment Reinvestment Zone Number One

Mayor Lindamood read the caption of Ordinance O-24-2287.

Natalie Moore, David Pettit Economic Development, provided a historical and current overview of the Colleyville Tax Increment Financing (TIF) District, and who participates. Ms. Moore reviewed the original project plan, and the 2012 amended project plan, before explaining the proposed amendment, which would update the project costs categories. Ms. Moore explained the amendment allows flexibility to reallocate funds within the TIF.

City Manager Jerry Ducay stated the TIF Board had met earlier on this date and approved a resolution amending the project and financing plan.

Mayor Lindamood noted this amendment would allow allocation of \$3.6 million to fund School Resource Officers in all GCISD Schools for the next four years.

Mayor Lindamood opened and closed the public hearing without any speakers.

This was a first reading and no action was taken.

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

### **7a Ordinance O-24-2280**

Approval of the adoption of the City of Colleyville Water Conservation and Drought Contingency Plan, 2024

Mayor Lindamood read the caption of Ordinance O-24-2280.

Public Works Director Amber Beard presented this item, noting while we are not in a drought, the Texas Administrative Code requires municipal water suppliers to develop Water Conservation and Drought Contingency Plans. The plans establish minimum requirements for reacting to a drought, and allows the Texas

Commission on Environmental Quality to require specific actions be taken if TCEQ determines such actions are necessary to achieve the goals of the Water Conservation Plan.

Mayor Lindamood opened and closed the public hearing without any speakers.

**Councilmember Graves made a motion to approve Ordinance O-24-2280, seconded by Councilmember Holt Gunderson.**

**The motion was approved by the following vote:**

**Ayes: 7 – Mayor Lindamood, Mayor Pro Tem Elder, Deputy Mayor Pro Tem Richardson, and Councilmembers Mark Alphonso, Ben Graves, Kimberly Holt Gunderson, and Tim Raine.**

**7b Ordinance O-24-2281**

Approval of an ordinance to establish a seven percent (7%) residential homestead property tax exemption

Finance Director Matt Poston presented the proposal for a residential homestead property tax. He noted the exemption strives to provide tax relief for homeowners by allowing an exemption the greater of seven percent of the appraised home value or five thousand dollars from property taxes and is the City's ongoing efforts to support residents by reducing their property tax burden. Director Poston stated impact on commercial properties has been thoroughly considered and is expected to be nominal.

Mayor Lindamood opened the public hearing.

George Dodson, 1309 Balmoral Drive, spoke in opposition of the exemption.

Josephine Torres, 3904 Copperwood Court, did not wish to speak, but noted her support.

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

**Mayor Pro Tem Elder made a motion to approve Ordinance O-24-2281, seconded by Deputy Mayor Pro Tem Richardson.**

**The motion was approved by the following vote:**

**Ayes: 7 – Mayor Lindamood, Mayor Pro Tem Elder, Deputy Mayor Pro Tem Richardson, and Councilmembers Mark Alphonso, Ben Graves, Kimberly Holt Gunderson, and Tim Raine.**

*At this time, Councilmember Mark Alphonso recused himself from the remaining agenda as he participated in deliberations on all the following items when serving as a Planning and Zoning Commissioner.*

**7c Ordinance O-24-2282**

Request to appeal the decision of the Planning and Zoning Commission for consideration of a rezoning from PUD-C Planned Unit Development - Commercial to PUD-C Planned Unit Development - Commercial on Lots 1 and 2, Block A, Heritage Farms Addition, located at 913 Cheek-Sparger Road and 3808 Wayne Drive, Case ZC24-001

Mayor Lindamood read the caption of Ordinance O-24-2282.

Community Development Director Ben Bryner presented the request to rezone the 18.45-acre property in order to allow for the development and operation of a new senior living community restricted to individuals 55 years old and above. Director Bryner noted new exhibits have been provided and the applicant is present.

Mr. H. McNeish, Confluent Development, Denver, CO, the developer of the project and members of his team provided a presentation on the proposed Sagora Community and answered questions of the City Council.

Mr. McNeish addressed some of the Council's previous concerns, noting the cottages have been redesigned to incorporate more elements, a masonry wall will be built instead of the combination wood/masonry, and mature trees will be planted where the development backs up to a residential neighborhood.

City Council and Mr. McNeish and his team discussed drainage, including the pond depth, 66-inch pipe which will act as the outfall and provide a controlled flow.

Mayor Lindamood opened the public hearing.

The following did not wish to speak, but wished to register support:

Robert and Virginia Moore, 5105 Summerbrook Drive, and Melvin and Jill Dashner, 3716 Oakbriar Lane.

The following did not wish to speak, but wished to register opposition:

Brian Mooney, 6808 Whittier Lane, Elizabeth Falls, 4006 Tara Drive, Joshua Bostic, 3115 Woodland Heights Circle, Jonathan Blume and Jane Janosky, 7008 Lismore Court, Henry Lambert, 108 Timberline South, Frank Larson, 4101 Greenway Court, Nancy Edwards, 6909 Pleasant Run Road, Jesse Peltier, 205 Bandit Trail, Arlene Kerley, 1304 Crest Drive, and Luke Vierkant, 1113 Garry Lynn – all Colleyville residents.

Crew Roberts, 2306 Tablerock Court, Arlington, Adam Lewe, 1016 Williamsburg Lane, Keller, George Perezioia, 3724 Woodmont Court, Bedford, Kaitlyn Nolan, 3452 Whitery Way, Hurst, Thomas Bingham, 737 Highland Crest Drive, Hurst, and Kyle Alexander, 532 Holly Hill Drive, Hurst.

Speaking in opposition were:

Gloria Chatelain, 1007 Inwood Lane, Patrick Delahoussaye, 3200 Carsbrook Court, Josephine Torres, 3904 Copperwood Court, Lisa Polk, 3813 Oakbriar Lane, Josh Falls, 4006 Tara Drive, and Lewonna Nichols, 1017 W. Murphy Road – all Colleyville residents.

Amy Trevino, 3613 Harwood Court, Bedford, Tara and Jason Finch, 3721 Woodmont Court, Bedford, Tom and Jocelyne Buckelew, 3709 Woodmont Court, Bedford, Bill West, 1009 Michael Sean Court, Bedford.

Mayor Lindamood closed the public hearing.

There was further discussion regarding age of residents, drainage, pickleball courts, and fencing.

**Councilmember Raine made a motion to approve Ordinance O-24-2282, seconded by Mayor Pro Tem Elder. City Manager Jerry Ducay asked the motion be amended to include the following amendments:**

- 1. Employee shift changes shall be scheduled to minimize traffic impact to surrounding roadways. Shift start times of 6 a.m., 2 p.m. and 10 p.m. would meet the requirement outline herein but the exclusive shift options.**
- 2. Independent living cottages allowed for in this development shall be constructed in compliance with renderings presented, and shall be no less than height as proposed to ensure sight line screening of independent living building third story windows.**
- 3. The final site landscape plan shall be approved by city staff and shall include the installation of no less than 38 trees (16' in height and 4-6" caliper in size) along the eastern property line of the development.**
- 4. Stormwater management shall be constructed to standard, or better, as represented by developer at the June 18, 2024, City Council Meeting. Engineering design shall be certified by licensed engineer and approved by City staff. In no manner shall stormwater design not comply with City's design standards.**

- 5. Sports court lighting shall not operate beyond 9 pm daily.**
- 6. The fence design shall include masonry columns spaced 30 feet on center.**
- 7. Developer shall fund the construction of a turn lane at Wayne Drive and Cheek-Sparger Road.**
- 8. The developer shall pay a one-time Special Roadway Impact Fee to the City, which shall be utilized by the City for the construction of roadway intersection improvements at Cheek-Sparger Road and Bedford Road/Court.**

**Councilmember Raine and Mayor Pro Tem Elder moved to include the above conditions in the motion and second.**

**The motion was approved by the following vote:**

**Ayes: 6 – Mayor Lindamood, Mayor Pro Tem Elder, Deputy Mayor Pro Tem Richardson, and Councilmembers Ben Graves, Kimberly Holt Gunderson, and Tim Raine.**

**Abstain: 1 – Councilmember Mark Alphonso**

*Following approval of Ordinance O-24-2282, Mayor Lindamood moved to item 8a – Resolution R-24-4948, and then returned to the agenda order.*

**7d Ordinance O-24-2283**

Consideration of a rezoning from R-20 Single Family Residential and AG Agricultural to RE Single Family Estate Residential, R-40 Single Family Residential, R-30 Single Family Residential, and AG Agricultural on Lot 1, Block 1, Allzim Acres, Tract 4D02, Abstract 295, William E. Crooks Survey, and Tracts 2A7B, 2A8C, and 2A9A, Abstract 533, Mary M. Freeman Survey, located at 7209 John McCain Road and 7215 John McCain Road, Case ZC24-007

Mayor Lindamood read the caption of Ordinance O-24-2283.

Community Development Director Ben Bryner presented the request to build a new detached single-family subdivision of seven lots. Director Bryner noted the property was previously zoned to allow an 11 lot subdivision and this request rezone the lots from R-20 to RE, and R-40 and R-30 lots.

There was general discussion concerning drainage.

Mayor Lindamood opened the public hearing.

Josephine Torres, 3904 Copperwood Court, did not speak, but registered opposition.

Jesse Peltier, 205 Bandit Trail, did not speak, but registered support.

Mayor Lindamood closed the public hearing.

**Deputy Mayor Pro Tem Richardson made a motion to approve Ordinance O-24-2283, seconded by Councilmember Graves.**

**The motion was approved by the following vote:**

**Ayes: 6 – Mayor Lindamood, Mayor Pro Tem Elder, Deputy Mayor Pro Tem Richardson, and Councilmembers Ben Graves, Kimberly Holt Gunderson, and Tim Raine.**

**Abstain: 1 – Councilmember Mark Alphonso**

**7e Ordinance O-24-2284**

Consideration of amendments to the Land Development Code, Chapter 2 Definitions and Chapter 3, Section 3.28 Supplementary District Regulations, specifically to prohibit the use of a vehicle as a dwelling or housekeeping unit when parked or stored on public property, GC24-004

Mayor Lindamood read the caption of Ordinance O-24-2284.

Community Development Director Ben Bryner stated this and the next two proposed ordinances amend the Land Development Code. Ordinance O-24-2284 would prohibit the use of a vehicle as a dwelling or housekeeping unit when parked or stored on public property.

There was no discussion and Mayor Lindamood opened and closed the public hearing without any speakers.

**Mayor Pro Tem Elder made a motion to approve Ordinance O-24-2284, seconded by Councilmember Holt Gunderson.**

**The motion was approved by the following vote:**

**Ayes: 6 – Mayor Lindamood, Mayor Pro Tem Elder, Deputy Mayor Pro Tem Richardson, and Councilmembers Ben Graves, Kimberly Holt Gunderson, and Tim Raine.**

**Abstain: 1 – Councilmember Mark Alphonso**

**7f Ordinance O-24-2285**

Consideration of an amendment to the Land Development Code, Chapter 3, Section 3.24 Schedule of Permitted Uses, specifically to include Special Land Use Standards for Heliports and Airports and Commercial Drone Delivery Hubs, GC24-005

Mayor Lindamood read the caption of Ordinance O-24-2285.

Community Development Director Ben Bryner stated this proposed amendment addresses commercial drone delivery hubs under the non-residential districts under the Land Use Classification of Automotive and Transportation Uses. He also noted the FAA regulates drones – the City cannot.

There was no discussion and Mayor Lindamood opened and closed the public hearing without any speakers.

**Deputy Mayor Pro Tem Richardson made a motion to approve Ordinance O-24-2285, seconded by Mayor Pro Tem Elder.**

**The motion was approved by the following vote:**

**Ayes: 6 – Mayor Lindamood, Mayor Pro Tem Elder, Deputy Mayor Pro Tem Richardson, and Councilmembers Ben Graves, Kimberly Holt Gunderson, and Tim Raine.**

**Abstain: 1 – Councilmember Mark Alphonso**

**7g Ordinance O-24-2286**

Consideration of an amendment to the Land Development Code, Chapter 3, Section 3.24 Schedule of Permitted Uses, specifically to include Special Land Use Standards for Electric Vehicle (EV) Charging Stations, GC24-006

Mayor Lindamood read the caption of Ordinance O-24-2286.

Community Development Director Ben Bryner presented this amendment which would add language and regulations to the Land Development Code for Electric Vehicle Charging Stations in non-residential districts.

There was no discussion and Mayor Lindamood opened and closed the public hearing without any speakers.

**Councilmember Graves made a motion to approve Ordinance O-24-2286, seconded by Mayor Lindamood.**



**The motion was approved by the following vote:**

**Ayes: 6 – Mayor Lindamood, Mayor Pro Tem Elder, Deputy Mayor Pro Tem Richardson, and Councilmembers Ben Graves, Kimberly Holt Gunderson, and Tim Raine.**

**Abstain: 1 – Councilmember Mark Alphonso**

*Immediately following the passage of Ordinance O-24-2282, Mayor Lindamood moved to 8a – Resolution R-24-4948 and then returned to the regular agenda order.*

## **8. RESOLUTION(S): READING AND PUBLIC HEARING**

### **8a Resolution R-24-4948**

A resolution providing for the approval of a development agreement with Confluent Development, providing for developer contributions to public intersection and roadway improvements in connection with zoning case ZC24-001, the Sagora Senior Living project, and authorizing the City Manager to execute the agreement

Mayor Lindamood read Resolution R-24-4948 in its entirety.

Assistant City Manager Adrienne Lothery presented this item stating with the approval of Ordinance O-24-2282, staff has negotiated an updated requirement to the previous PUD-C which included a requirement for the developer of the project to construct a roundabout at Cheek-Sparger and Bedford Roads to mitigate traffic impact. Representatives of the Sagora project and the City agreed the City should manage design and construction of any intersection improvements, with the developer contributing financially.

Manager Lothery stated the proposed developer agreement includes a total of \$1,342,016 in developer contributions for intersection improvements, in addition to \$616,971 in customary building, fire, and MEP permit fees.

Mayor Lindamood opened the public hearing.

No one spoke, but speaker cards for support of this item were received from Dianna Sager, 3501 Fox Meadow, and Gloria Chatelain, 1007 Inwood Lane.

Speaker cards of opposition were received from Brian Mooney, 6808 Whittier Lane, Devin McCrary, 3624 Wayne court, Bedford, and Kaitlyn Nuan, 3452 Whitney Way, Hurst.

Mayor Lindamood closed the public hearing.

**Councilmember Graves made a motion to approve Resolution R-24-4948, seconded by Deputy Mayor Pro Tem Richardson.**

**The motion was approved by the following vote:**

**Ayes: 6 – Mayor Lindamood, Mayor Pro Tem Elder, Deputy Mayor Pro Tem Richardson, and Councilmembers Ben Graves, Kimberly Holt Gunderson, and Tim Raine.**

**Abstain: 1 – Councilmember Mark Alphonso**

*Mayor Lindamood called a recess at 11:13 p.m. and reconvened at 11:24 p.m.*

## **9. TABLED RESOLUTION(S): READING AND PUBLIC HEARING**

### **9a Resolution R-24-4940**

Consideration of variances to the Land Development Code Section 3.24.G Schedule of District Regulations, specifically for lot area, lot width, lot depth, front setback, and side yard setback, on Lot 1A of the John W J Wright Subdivision, being located at 1009 Church Street, Case VC24-007

**Councilmember Raine made a motion to remove Resolution R-24-4940 from the table, seconded by Mayor Pro Tem Elder.**

**The motion was approved by the following vote:**

**Ayes: 6 – Mayor Lindamood, Mayor Pro Tem Elder, Deputy Mayor Pro Tem Richardson, and Councilmembers Ben Graves, Kimberly Holt Gunderson, and Tim Raine.**

**Abstain: 1 – Councilmember Mark Alphonso**

Mayor Lindamood read Resolution R-24-4940 in its entirety.

Community Development Director Ben Bryner presented this item which was tabled from the May 21, 2024 City Council Meeting. He stated the applicant has submitted a request for variances for the lot size (area, width, and depth), front setback, and side setback in the AG Agricultural district. The request is to allow for a garage to be reconstructed in its previous location with a side setback of 4.5 feet and a front yard setback of approximately 30 feet. The lot is substandard with regard to minimum area, width, and depth.

There was discussion of the garage rebuild and the aesthetic improvements to the entire structure.

Mayor Lindamood opened and closed the public hearing without any speakers.

**Mayor Lindamood made a motion to approve Resolution R-24-4940, seconded by Councilmember Graves.**

**The motion was approved by the following vote:**

**Ayes: 6 – Mayor Lindamood, Mayor Pro Tem Elder, Deputy Mayor Pro Tem Richardson, and Councilmembers Ben Graves, Kimberly Holt Gunderson, and Tim Raine.**

**Abstain: 1 – Councilmember Mark Alphonso**

## **10. CITIZEN COMMENTS**

There was no one present wishing to speak.

## **11. REPORTS**

Planning and Zoning Commission Minutes - May 13, 2024

Planning and Zoning Commission Worksession Minutes - May 28, 2024

There was no action taken.

## **12. ACTION/RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR TUESDAY, JUNE 18, 2024 - READING AND PUBLIC HEARING - RESOLUTION R-24-4949**

This resolution was not needed.

## **13. ADJOURNMENT**

There being no further business before the City Council, Mayor Lindamood adjourned the meeting without objection by the City Council at 11:57 p.m.

APPROVED BY A VOTE OF   AYES,   NAYS, ON THIS THE 2<sup>ND</sup> DAY OF JULY 2024.

Minutes taken and prepared by:

*Christine Loven, TRMC*  
*City Secretary*



## CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

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**Agenda Number** 4b

**Agenda Date** 7/2/2024

**Number** Resolution R-24-4951

**Type** Resolution

**Department** City Manager

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### **Title**

Approval of the FY2025 fleet replacement schedule

### **Explanation**

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

At the June 18, 2024 City Council Worksession, the draft FY2025 fleet replacement plan was presented and discussed. This agenda item provides for formal approval of the replacement plan for FY2025, which includes the sale of 26 vehicles and purchase of 28 vehicles through the Enterprise Fleet Management program. The attached FY25 purchase and sell list provides the detail for each vehicle.

### **Financial Impact**

The estimated equity in the vehicles being sold is approximately \$470,500. The estimated cost of vehicles being purchased is \$1,761,426 including aftermarket equipment. The fleet replacement program is funded through a variety of sources including the General Fund, Utility Fund, Drainage Fund, and CCCPD Fund.

### **Recommendation**

Approve

### **Attachments**

1. FY25 Purchase and Sell List

FY 2025 Replacements (Side by Side)

| Replacement VIN   | Department          | Vehicle Type      | Status | Quote   | Estimated Acquisition | Actual Purchase | Estimated Resale | Actual Resale |
|-------------------|---------------------|-------------------|--------|---------|-----------------------|-----------------|------------------|---------------|
| 1GCRWAEH0LZ191879 | Building Inspection | Midsize SUV       |        | 8021176 | \$40,231              |                 | \$19,100         |               |
| Additional        | Fire - Admin        | Small SUV         |        | 8020431 | \$34,749              |                 |                  |               |
| 3GCPWAEF3LG282134 | Fire - Prevention   | 3/4 Ton Truck     |        | 8020308 | \$61,880              |                 | \$18,600         |               |
| 3N6CM0KN4KK710747 | Information Svc     | 1/2 Ton Cargo Van |        |         | \$65,000              |                 | \$12,000         |               |
| 1FT7X2A66LEC46888 | Parks               | Silverado 3500    |        | 8020978 | \$62,632              |                 | \$26,600         |               |
| 1GCRWAEH8LZ192200 | Parks               | 1/2 Ton Truck     |        | 8021199 | \$48,199              |                 | \$17,100         |               |
| 1GCRWAEH8LZ194402 | Parks               | 1/2 Ton Truck     |        | 8021199 | \$47,239              |                 | \$17,100         |               |
| Additional        | Parks               | F-550             |        | 8021086 | \$101,876             |                 |                  |               |
| 1GNLCDEC7KR269505 | PD                  | Tahoe             |        | 8019174 | \$106,773             |                 | \$17,600         |               |
| 1GNLCDEC4KR272720 | PD                  | Tahoe             |        | 8019174 | \$106,773             |                 | \$17,600         |               |
| 1GNLCDEC2KR331666 | PD                  | Tahoe             |        | 8019174 | \$106,773             |                 | \$17,600         |               |
| 1GNLCDEC1KR331688 | PD                  | Tahoe             |        | 8019174 | \$106,773             |                 | \$13,600         |               |
| 1GNLCDEC8LR263035 | PD                  | Tahoe             |        | 8019174 | \$106,773             |                 | \$13,600         |               |
| 1G1ZC5ST8LF080550 | PD - Admin          | Sedan             |        | 8022095 | \$28,266              |                 | \$10,600         |               |
| 1GNSCMKD0MR250239 | PD - CID            | Small SUV         |        | 8019263 | \$34,809              |                 | \$24,100         |               |
| 1G1ZC5ST2MF041745 | PD - CID            | Small SUV         |        | 8019192 | \$34,809              |                 | \$8,600          |               |
| 1GCRWAEH9LZ204001 | PD - Code           | 1/2 Ton Truck     |        | 8019183 | \$49,424              |                 | \$17,600         |               |
| 1GCRWAEHXLZ193770 | PW - Storm Water    | 1/2 Ton Truck     |        | 8021213 | \$46,833              |                 | \$18,100         |               |
| 1FT7X2A68LEC46889 | PW - Storm Water    | F-550             |        | 8021615 | \$101,099             |                 | \$23,100         |               |
| 1GCRWAEH9LZ193467 | PW - Utility        | 1/2 Ton Truck     |        | 8021199 | \$47,239              |                 | \$19,100         |               |
| 1GCRWAEH6LZ192311 | PW - Utility        | 1/2 Ton Truck     |        | 8021199 | \$47,239              |                 | \$18,100         |               |
| 1GCRWAEH5LZ192235 | PW - Utility        | 1/2 Ton Truck     |        | 8021377 | \$46,233              |                 | \$16,600         |               |
| 1GCRWAEH0LZ192109 | PW- General         | 1/2 Ton Truck     |        | 8021199 | \$47,239              |                 | \$18,100         |               |
| 1GCRWAEH5LZ193644 | PW- General         | 1/2 Ton Truck     |        | 8021213 | \$46,833              |                 | \$18,100         |               |
| 1FT7W2A69LEC46886 | PW- General         | Silverado 3500    |        | 8021382 | \$71,022              |                 | \$24,600         |               |
| 1FT7W2A60LEC46887 | PW- General         | Silverado 3500    |        | 8021383 | \$71,022              |                 | \$24,600         |               |
| 3GCPWAEH8LG250670 | PW- General         | 1/2 Ton Truck     |        | 8021888 | \$47,455              |                 | \$19,600         |               |
| 1GCRWAEH8LZ191709 | PW- General         | 1/2 Ton Truck     |        | 8021377 | \$46,233              |                 | \$19,100         |               |
|                   |                     |                   |        |         | \$1,761,426           |                 | \$470,500        |               |

### FY 2025 Vehicles to Sell

| Colleyville # | VIN               | Department                 |      |           |                |                                                    |
|---------------|-------------------|----------------------------|------|-----------|----------------|----------------------------------------------------|
| 1165          | 1GNLCDEC7KR269505 | Police Department - Patrol | 2019 | Chevrolet | Tahoe          | Police Vehicle 4x2                                 |
| 1166          | 1GNLCDEC4KR272720 | Police Department - Patrol | 2019 | Chevrolet | Tahoe          | Police Vehicle 4x2                                 |
| 1167          | 1GNLCDEC2KR331666 | Police Department - Patrol | 2019 | Chevrolet | Tahoe          | Police Vehicle 4x2                                 |
| 1168          | 1GNLCDEC1KR331688 | Police Department - Patrol | 2019 | Chevrolet | Tahoe          | Police Vehicle 4x2                                 |
| 1192          | 1GNSCMKD0MR250239 | Police Department - Patrol | 2021 | Chevrolet | Tahoe          | LS 4x2                                             |
| 1189E         | 1G1ZC5ST2MF041745 | Poice Department - CID     | 2021 | Chevrolet | Malibu         | LS w/1FL 4dr Sedan                                 |
| 1177          | 1GNLCDEC8LR263035 | Police Department - Patrol | 2020 | Chevrolet | Tahoe          | Police Vehicle 4x2                                 |
| 1188E         | 1G1ZC5ST8LF080550 | Police Department - Admin  | 2020 | Chevrolet | Malibu         | LS w/1FL 4dr Sedan                                 |
| 1181E         | 1GCRWAEH9LZ204001 | Police Department - Code   | 2020 | Chevrolet | Silverado 1500 | Work Truck 4x2 Double Cab 6.6 ft. box 147.4 in. WB |
| 425           | 3GCPWAEF3LG282134 | Fire Prevention            | 2020 | Chevrolet | Silverado 1500 | Work Truck 4x2 Crew Cab 6.6 ft. box 157 in. WB     |
| 503E          | 1FT7X2A66LEC46888 | Parks                      | 2020 | Ford      | F-250          | XL 4x2 SD Super Cab 6.75 ft. box 148 in. WB SRW    |
| 500E          | 1GCRWAEH8LZ192200 | Parks                      | 2020 | Chevrolet | Silverado 1500 | Work Truck 4x2 Double Cab 6.6 ft. box 147.4 in. WB |
| 501E          | 1GCRWAEH8LZ194402 | Parks                      | 2020 | Chevrolet | Silverado 1500 | Work Truck 4x2 Double Cab 6.6 ft. box 147.4 in. WB |
| 901E          | 1GCRWAEH0LZ191879 | Building Inspection        | 2020 | Chevrolet | Silverado 1500 | Work Truck 4x2 Double Cab 6.6 ft. box 147.4 in. WB |
| 804E          | 1GCRWAEH9LZ193467 | Utility Support            | 2020 | Chevrolet | Silverado 1500 | Work Truck 4x2 Double Cab 6.6 ft. box 147.4 in. WB |
| 801E          | 1GCRWAEH6LZ192311 | Utility Support            | 2020 | Chevrolet | Silverado 1500 | Work Truck 4x2 Double Cab 6.6 ft. box 147.4 in. WB |
| 601E          | 1GCRWAEH0LZ192109 | Street                     | 2020 | Chevrolet | Silverado 1500 | Work Truck 4x2 Double Cab 6.6 ft. box 147.4 in. WB |
| 700E          | 1GCRWAEH5LZ193644 | Engineering                | 2020 | Chevrolet | Silverado 1500 | Work Truck 4x2 Double Cab 6.6 ft. box 147.4 in. WB |
| 701E          | 1GCRWAEHXLZ193770 | Storm Water                | 2020 | Chevrolet | Silverado 1500 | Work Truck 4x2 Double Cab 6.6 ft. box 147.4 in. WB |
| 301E          | 1FT7W2A69LEC46886 | Fleet Services             | 2020 | Ford      | F-250          | XL 4x2 SD Crew Cab 6.75 ft. box 160 in. WB SRW     |
| 600E          | 1FT7W2A60LEC46887 | Street                     | 2020 | Ford      | F-250          | XL 4x2 SD Crew Cab 6.75 ft. box 160 in. WB SRW     |
| 604E          | 1FT7X2A68LEC46889 | Dtrainage                  | 2020 | Ford      | F-250          | XL 4x2 SD Super Cab 6.75 ft. box 148 in. WB SRW    |
| 703E          | 3GCPWAEH8LG250670 | Engineering                | 2020 | Chevrolet | Silverado 1500 | Work Truck 4x2 Crew Cab 5.75 ft. box 147.4 in. WB  |
| 800E          | 1GCRWAEH5LZ192235 | Waste Water                | 2020 | Chevrolet | Silverado 1500 | Work Truck 4x2 Double Cab 6.6 ft. box 147.4 in. WB |
| 300E          | 1GCRWAEH8LZ191709 | Fleet Services             | 2020 | Chevrolet | Silverado 1500 | Work Truck 4x2 Double Cab 6.6 ft. box 147.4 in. WB |
| 200E          | 3N6CM0KN4KK710747 | Information Svc            | 2019 | Nissan    | NV200          | S 4dr Compact Cargo Van                            |

FY 2025 Vehicles to Purchase

| Department          | Vehicle Type      | Model Year | Make      | Series                                                              | Quote   | Estimated Acquisition |
|---------------------|-------------------|------------|-----------|---------------------------------------------------------------------|---------|-----------------------|
| Building Inspection | Midsized SUV      | 2025       | Chevrolet | Traverse LS w/1FL 4dr Front-Wheel Drive                             | 8021176 | \$40,231              |
| Fire - Admin        | Small SUV         | 2025       | Nissan    | Rogue S FWD                                                         | 8020431 | \$34,749              |
| Fire - Prevention   | 3/4 Ton Truck     | 2025       | Chevrolet | Silverado 2500HD Work Truck 4x4 Crew Cab 6.75 ft. box 159 in. WB    | 8020308 | \$66,880              |
| Information Svc     | 1/2 Ton Cargo Van | 2025       | Chrysler  | Transit-150 Cargo Base All-Wheel Drive low roof Van 148 in. WB      |         | \$65,000              |
| Parks               | Silverado 3500    | 2025       | Chevrolet | Silverado 3500HD Work Truck 4x2 Double Cab 8 ft. box 162 in. WB SRW | 8020978 | \$62,632              |
| Parks               | 1/2 Ton Truck     | 2025       | Chevrolet | Silverado 1500 Work Truck 4x2 Double Cab 6.6 ft. box 147.4 in. WB   | 8021199 | \$48,199              |
| Parks               | 1/2 Ton Truck     | 2025       | Chevrolet | Silverado 1500 Work Truck 4x2 Double Cab 6.6 ft. box 147.4 in. WB   | 8021199 | \$47,239              |
| Parks               | F-550             | 2024       | Ford      | F-550 Chassis XL 4x2 SD Regular Cab 169 in. WB DRW                  | 8021086 | \$101,876             |
| PD                  | Tahoe             | 2025       | Chevrolet | Tahoe Police Vehicle 4x2                                            | 8019174 | \$106,773             |
| PD                  | Tahoe             | 2025       | Chevrolet | Tahoe Police Vehicle 4x2                                            | 8019174 | \$106,773             |
| PD                  | Tahoe             | 2025       | Chevrolet | Tahoe Police Vehicle 4x2                                            | 8019174 | \$106,773             |
| PD                  | Tahoe             | 2025       | Chevrolet | Tahoe Police Vehicle 4x2                                            | 8019174 | \$106,773             |
| PD                  | Tahoe             | 2025       | Chevrolet | Tahoe Police Vehicle 4x2                                            | 8019174 | \$106,773             |
| PD - Admin          | Sedan             | 2025       | Chevrolet | Malibu LS w/1FL 4dr Sedan                                           | 8022095 | \$28,266              |
| PD - CID            | Small SUV         | 2025       | Nissan    | Rogue S FWD                                                         | 8019263 | \$34,809              |
| PD - CID            | Small SUV         | 2025       | Nissan    | Rogue S FWD                                                         | 8019192 | \$34,809              |
| PD - Code           | 1/2 Ton Truck     | 2025       | Chevrolet | Silverado 1500 Work Truck 4x2 Crew Cab 6.6 ft. box 157 in. WB       | 8019183 | \$49,424              |
| PW - Storm Water    | 1/2 Ton Truck     | 2025       | Chevrolet | Silverado 1500 Work Truck 4x2 Double Cab 6.6 ft. box 147.4 in. WB   | 8021213 | \$46,833              |
| PW - Storm Water    | F-550             | 2025       | Ford      | F-550 Chassis XL 4x2 SD Crew Cab 203 in. WB DRW                     | 8021615 | \$101,099             |
| PW - Utility        | 1/2 Ton Truck     | 2025       | Chevrolet | Silverado 1500 Work Truck 4x2 Double Cab 6.6 ft. box 147.4 in. WB   | 8021199 | \$47,239              |
| PW - Utility        | 1/2 Ton Truck     | 2025       | Chevrolet | Silverado 1500 Work Truck 4x2 Double Cab 6.6 ft. box 147.4 in. WB   | 8021199 | \$47,239              |
| PW - Utility        | 1/2 Ton Truck     | 2025       | Chevrolet | Silverado 1500 Work Truck 4x2 Double Cab 6.6 ft. box 147.4 in. WB   | 8021377 | \$46,233              |
| PW- General         | 1/2 Ton Truck     | 2025       | Chevrolet | Silverado 1500 Work Truck 4x2 Double Cab 6.6 ft. box 147.4 in. WB   | 8021199 | \$47,239              |
| PW- General         | 1/2 Ton Truck     | 2025       | Chevrolet | Silverado 1500 Work Truck 4x2 Double Cab 6.6 ft. box 147.4 in. WB   | 8021213 | \$46,833              |
| PW- General         | Silverado 3500    | 2025       | Chevrolet | Silverado 3500HD Work Truck 4x2 Crew Cab 8 ft. box 172 in. WB DRW   | 8021382 | \$71,022              |
| PW- General         | Silverado 3500    | 2025       | Chevrolet | Silverado 3500HD Work Truck 4x2 Crew Cab 8 ft. box 172 in. WB DRW   | 8021383 | \$71,022              |
| PW- General         | 1/2 Ton Truck     | 2025       | Chevrolet | Silverado 1500 Work Truck 4x2 Crew Cab 5.75 ft. box 147.4 in. WB    | 8021888 | \$47,455              |
| PW- General         | 1/2 Ton Truck     | 2025       | Chevrolet | Silverado 1500 Work Truck 4x2 Double Cab 6.6 ft. box 147.4 in. WB   | 8021377 | \$46,233              |
|                     |                   |            |           |                                                                     |         | \$1,766,426           |





## CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

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**Agenda Number** 5a

**Agenda Date** 7/2/2024

**Number** Ordinance O-24-2287

**Type** Ordinance

**Department** City Secretary

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### **Title**

Consideration of approving an amended project and financing plan for the Tax Increment Reinvestment Zone Number One

### **Explanation**

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

There were no speakers regarding this item at the June 18, 2024 City Council Meeting.

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

The Tax Increment Finance District Board of Directors approved an amended project and financing plan for the Tax Increment Reinvestment Zone Number One. The proposed ordinance provides for City Council review and action regarding the amended plans.

In 1998 the City of Colleyville established TIF # 1 pursuant to Ordinance O-98-1124 and amended by Ordinance O-98-1131 providing for a Tax Increment Financing (TIF) district encompassing 633 acres along Colleyville Boulevard (State Highway 26) scheduling to expire on 12/31/2030. The original project plan and reinvestment zone financing plan adopted pursuant to Ordinance O-98-1132 and later amended by Ordinance O-02-1324 and Ordinance O-03-1402 included in "Attachment Three" \$35,328,690 in project costs, including public projects and \$7,938,690 in Grapevine-Colleyville Independent School District (GCISD) school improvements.

In November 2012 the TIF was amended by O-12-1858 to expand the boundaries and include new project costs of \$44,456,185, including \$17,256,185 in Economic Development Grants, with the purpose of benefiting the City, its residents, and property owners.

The amendment to the Plan attached to the Ordinance as "Exhibit A", serves to update the project costs categories listed in "Attachment Three" to O-98-1132 and "Exhibit A" to O-12-1858, to outline the funding of a total of \$79,784,875 in project costs, including costs associated with operating reinvestment zone project facilities.

Natalie Moore, Project Manager, David Pettit Economic Development, the City's Consultant, will be present to answer questions of the City Council.



**Financial Impact**

Approval will outline the funding of a total of \$79,784,875 in project costs, including costs associated with operating reinvestment zone project facilities.

**Recommendation**

Approve

**Attachments**

1. TIF Amendment Presentation
2. Ordinance O-24-2287

# **Tax Increment Reinvestment Zone #1**

**Colleyville, TX**

**JULY 2, 2024**



**DAVID PETTIT**  
*Economic Development*

# TIRZ #1 – Overview

- Created in 1998 pursuant to Ordinance 0-98-1124 and amended by Ordinance 0-98-1131
- Originally approx. 633 acres, along Colleyville Boulevard (State Highway 26), expanded in 2012 to include 20 additional acres
- **Term:** Scheduling to expire on 12/31/2030
- **Participation:**
  - City of Colleyville - 100% of it's real property increment
  - Tarrant County College - 100% of it's real property increment
  - Tarrant County and the Tarrant County Hospital District participated at 100% until they hit their original cap in 2012
  - GCISD will continue to contribute 100% of the Maintenance and Operation rate only to the specific projects outlined in the original project and financing plan approved in 1998
    - 74% shall be used for the Public Infrastructure Projects
    - 26% shall be used for School Improvement Projects

# TIRZ #1 – Project Costs

- The original project plan and reinvestment zone financing plan included in “Attachment Three” **\$35,328,690** in project costs, including public projects and \$7,938,690 in Grapevine-Colleyville Independent School District (GCISD) school improvements

## COLLEYVILLE TIF PROJECT PLAN

| Project                                                                                                                                       | Total Cost        | Non-TIF Cost     | TIF Cost          |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------|-------------------|
| S.H. 26 Improvements - raised medians, curb and gutter, drainage, street lighting, landscaping, traffic signals, water, and sanitary sewer    | 6,350,000         | 1,500,000        | 4,850,000         |
| Hall-Johnson Road Improvements - roadway construction, R.O.W. acquisition, drainage, utility adjustments, landscaping, etc.                   | 3,300,000         | 1,400,000        | 1,900,000         |
| Main Street Improvements - paving, drainage, utilities, signage, street lighting, landscaping, etc.                                           | 700,000           |                  | 700,000           |
| Church Street Improvements - paving, drainage, utilities, traffic signal, signage, street lighting, landscaping etc.                          | 1,100,000         |                  | 1,100,000         |
| Downtown Area Improvements - streets, land, public parking, bridge work, sidewalks, planning and engineering, etc.                            | 2,200,000         |                  | 2,200,000         |
| Riverwalk Drive Improvements - paving, drainage, utilities, signage, street lighting, landscaping, etc.                                       | 1,200,000         |                  | 1,200,000         |
| Bluebonnet Road Improvements - paving, drainage, utilities, signage, street lighting, landscaping, etc.                                       | 750,000           | 80,000           | 670,000           |
| Bogart Road Improvements - paving, drainage, utilities, signage, street lighting, landscaping, etc.                                           | 780,000           | 180,000          | 600,000           |
| Tinker/Sanders Intersection Improvements - paving, drainage, utility adjustments, signage, street lighting, traffic signal, landscaping, etc. | 220,000           |                  | 220,000           |
| City Hall                                                                                                                                     | 3,500,000         |                  | 3,500,000         |
| Plaza                                                                                                                                         | 2,734,360         |                  | 2,734,360         |
| Public Parking Structure                                                                                                                      | 2,120,960         |                  | 2,120,960         |
| Storm Water Detention                                                                                                                         | 200,000           |                  | 200,000           |
| Library                                                                                                                                       | 1,740,000         | 1,500,000        | 240,000           |
| Police Station                                                                                                                                |                   |                  | 0                 |
| Fire Station                                                                                                                                  | 1,493,500         |                  | 1,493,500         |
| Public Parking Lots, Land, and Engineering                                                                                                    | 3,011,180         |                  | 3,011,180         |
| School Improvements                                                                                                                           | 7,938,690         |                  | 7,938,690         |
| Professional services - engineering, planning, inspection, testing, etc.                                                                      | 650,000           |                  | 650,000           |
| <b>Total</b>                                                                                                                                  | <b>39,988,690</b> | <b>4,660,000</b> | <b>35,328,690</b> |



## TIRZ #1 – Project Costs

- In 2012 the plan was amended to include new project costs of **\$44,456,185**, including \$17,256,185 in Economic Development Grants, with the purpose of benefiting the City, its residents, and property owners

|                                        |                      |
|----------------------------------------|----------------------|
| Economic Development TIF Grant Program | \$ 17,256,185        |
| Roadway Improvements                   | \$ 20,000,000        |
| Trails and Public Amenities            | \$ 5,500,000         |
| Administrative Expenses                | \$ 1,700,000         |
| <b>Total New Project Costs</b>         | <b>\$ 44,456,185</b> |

# TIRZ #1 – Proposed Amendment

| Proposed Project Costs - TIRZ #1               |                      |
|------------------------------------------------|----------------------|
| Public Improvements                            | \$ 27,390,000        |
| School Improvements                            | \$ 7,938,690         |
| Operating Reinvestment Zone Project Facilities | \$ 3,600,000         |
| Roadway Improvements                           | \$ 20,000,000        |
| Trails and Public Amenities                    | \$ 5,500,000         |
| Economic Development Grants                    | \$ 13,656,185        |
| Administrative Costs                           | \$ 1,700,000         |
| <b>Total</b>                                   | <b>\$ 79,784,875</b> |

- Update the project costs categories listed in “Attachment Three” to Ordinance 0-98-1132 and “Exhibit A” to Ordinance 0-12-1858, to outline the funding of a total of \$79,784,875 in project costs, **including costs associated with operating reinvestment zone project facilities.**

## **ORDINANCE O-24-2287**

### **APPROVING AN AMENDED PROJECT AND FINANCING PLAN FOR TAX INCREMENT REINVESTMENT ZONE NUMBER ONE, CITY OF COLLEYVILLE, TEXAS; MAKING VARIOUS FINDINGS RELATED TO SUCH PLAN; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS,** on November 4, 1998, the City Council of the City of Colleyville, Texas (the "City") created Tax Increment Reinvestment Zone Number One, City of Colleyville, Texas (the "Zone") pursuant to Ordinance O-98-1124 and amended by Ordinance O-98-1131; and

**WHEREAS,** in accordance with Section 311.011(a) of the Texas Tax Code (the "Code"), on November 24, 1998, and amended on January 22, 2002 the board of directors of the Zone (the "Board") adopted a project plan and reinvestment zone financing plan for the Zone (collectively, the "Plan"), which, as required by Section 311.011(d) of the Code, was approved by the City Council pursuant to Ordinance O-98-1132 and amended by Ordinance O-02-1324, Ordinance O-03-1402, and Ordinance O-12-1858; and

**WHEREAS,** Section 311.011(e) of the Code allows the Board to recommend an amendment to the Plan for the Zone so long as the amendment is consistent with the requirements and limitations of Chapter 311 of the Code and is approved by the governing body of the municipality that created the zone; and

**WHEREAS,** the amendment to the Plan attached hereto as "Exhibit A" to this Ordinance serves to update the project costs categories listed in "Attachment Three" to O-98-1132 and "Exhibit A" to O-12-1858, to outline the funding of a total of \$79,784,875 in project costs, including costs associated with operating reinvestment zone project facilities; and

**WHEREAS,** all statutory and constitutional requirements for the passage of this Ordinance have been adhered to, including, but not limited to, the Open Meeting Act; and

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

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

- Sec. 1. THAT the City Council hereby makes the following findings of fact:
- a. The statements and facts set forth in the recitals of this Ordinance are true and correct.
  - b. That the Plan includes all information required by Sections 311.003(b) and (c) of the Act.
  - c. That the Plan is feasible and the Plan conforms to the City's master plan.
- Sec. 2. THAT based on the findings set forth in Sec. 1 of this Ordinance, the Plan is hereby approved.
- Sec. 3. 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. 4. 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 18<sup>th</sup> day of June 2024.

The second reading and public hearing being conducted on the 2<sup>nd</sup> day of July 2024.



APPROVED BY A VOTE OF \_ AYES, \_ NAYS, ON THIS THE 2<sup>ND</sup> DAY OF JULY 2024.

|                                        |       |                        |       |
|----------------------------------------|-------|------------------------|-------|
| Mayor Bobby Lindamood                  | _____ | Mark Alphonso, Place 2 | _____ |
| Mayor Pro Tem Brandi Elder             | _____ | Ben Graves, Place 4    | _____ |
| Deputy Mayor Pro Tem Scotty Richardson | _____ | Tim Raine, Place 6     | _____ |
| Kimberly Holt Gunderson, Place 5       | _____ |                        |       |

**ATTEST:** **CITY OF COLLEYVILLE**

|                       |                 |
|-----------------------|-----------------|
| Christine Loven, TRMC | Bobby Lindamood |
| City Secretary        | Mayor           |

**APPROVED AS TO FORM:**

Nicole Corr  
City Attorney

# Tax Increment Reinvestment Zone #1

## City of Colleyville, Texas

### Tax Increment Reinvestment Zone #1, City of Colleyville

In 1998 the City of Colleyville established TIF # 1 ( Colleyville TIF) pursuant to Ordinance 0-98-1124 and amended by Ordinance 0-98-1131 providing for a Tax Increment Financing ( TIF) district encompassing 633 acres along Colleyville Boulevard (State Highway 26) with a base value of \$75,821,735 and scheduling to expire on 12/31/2030. The original project plan and reinvestment zone financing plan adopted pursuant to Ordinance 0-98-1132 and later amended by Ordinance 0-02-1324 and Ordinance 0-03-1402 included in “Attachment Three” \$35,328,690 in project costs, including public projects and \$7,938,690 in Grapevine-Colleyville Independent School District (GCISD) school improvements. In November 2012 the TIF was amended by 0-12-1858 to expand the boundaries and include new project costs of \$44,456,185, including \$17,256,185 in Economic Development Grants, with the purpose of benefiting the City, its residents, and property owners.

This document outlines a further amendment to the original project plan and reinvestment zone financing plan adopted pursuant to Ordinance 0-98-1132, and later amended by Ordinance 0-02-1324, Ordinance 0-03-1402, and 0-12-1858. All plans previously approved by the City Council pursuant to 0-98-1132, Ordinance 0-02-1324, Ordinance 0-03-1402, and 0-12-1858 will continue in effect except to the extent specifically amended or revised by the following amendment.

This amendment serves to update the project costs categories listed in “Attachment Three” to Ordinance 0-98-1132 and “Exhibit A” to Ordinance 0-12-1858, to outline the funding of a total of \$79,784,875 in project costs, including costs associated with operating reinvestment zone project facilities.

| Proposed Project Costs - TIRZ #1               |               |
|------------------------------------------------|---------------|
| Public Improvements                            | \$ 27,390,000 |
| School Improvements                            | \$ 7,938,690  |
| Operating Reinvestment Zone Project Facilities | \$ 3,600,000  |
| Roadway Improvements                           | \$ 20,000,000 |
| Trails and Public Amenities                    | \$ 5,500,000  |
| Economic Development Grants                    | \$ 13,656,185 |
| Administrative Costs                           | \$ 1,700,000  |
| Total                                          | \$ 79,784,875 |

The categories listed in the table above outline various public improvements, and are meant to include all projects eligible under Chapter 311, Section 311.002 of the Texas Tax Code. The costs illustrated in the table above are estimates and may be revised. Savings from one line item may be applied to a cost increase in another line item. The \$79,784,875 project cost total amount shall not be exceeded without an amendment to the project and financing plan.

The project costs are anticipated to be incurred over the term of the TIRZ, subject to demand for development driven by market conditions. It is anticipated that the individual TIRZ project costs will be evaluated on a case-by-case basis consistent with Chapter 311, Section 311.002, and brought forward to the TIRZ Board and City Council for consideration.

Chapter 311 of the Texas Tax Code

Sec. 311.002.

(1) “Project costs” means the expenditures made or estimated to be made and monetary obligations incurred or estimated to be incurred by the municipality or county designating a reinvestment zone that are listed in the project plan as costs of public works, public improvements, programs, or other projects benefiting the zone, plus other costs incidental to those expenditures and obligations. “Project costs” include:

(A) capital costs, including the actual costs of the acquisition and construction of public works, public improvements, new buildings, structures, and fixtures; the actual costs of the acquisition, demolition, alteration, remodeling, repair, or reconstruction of existing buildings, structures, and fixtures; the actual costs of the remediation of conditions that contaminate public or private land or buildings; the actual costs of the preservation of the facade of a public or private building; the actual costs of the demolition of public or private buildings; and the actual costs of the acquisition of land and equipment and the clearing and grading of land;

(B) financing costs, including all interest paid to holders of evidences of indebtedness or other obligations issued to pay for project costs and any premium paid over the principal amount of the obligations because of the redemption of the obligations before maturity;

(C) real property assembly costs;

(D) professional service costs, including those incurred for architectural, planning, engineering, and legal advice and services;

(E) imputed administrative costs, including reasonable charges for the time spent by employees of the municipality or county in connection with the implementation of a project plan;

(F) relocation costs;

(G) organizational costs, including the costs of conducting environmental impact studies or other studies, the cost of publicizing the creation of the zone, and the cost of implementing the project plan for the zone;

(H) interest before and during construction and for one year after completion of construction, whether or not capitalized;

(I) the cost of operating the reinvestment zone and project facilities;

(J) the amount of any contributions made by the municipality or county from general revenue for the implementation of the project plan;

(K) the costs of school buildings, other educational buildings, other educational facilities, or other buildings owned by or on behalf of a school district, community college district, or other political subdivision of this state; and

(L) payments made at the discretion of the governing body of the municipality or county that the governing body finds necessary or convenient to the creation of the zone or to the implementation of the project plans for the zone.

# COLLEYVILLE TIF PROJECT PLAN

| Project                                                                                                                                       | Total Cost | Non-TIF Cost | TIF Cost   |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------|------------|
| S.H. 26 Improvements - raised medians, curb and gutter, drainage, street lighting, landscaping, traffic signals, water, and sanitary sewer    | 6,350,000  | 1,500,000    | 4,850,000  |
| Hall-Johnson Road Improvements - roadway construction, R.O.W. acquisition, drainage, utility adjustments, landscaping, etc.                   | 3,300,000  | 1,400,000    | 1,900,000  |
| Main Street Improvements - paving, drainage, utilities, signage, street lighting, landscaping, etc.                                           | 700,000    |              | 700,000    |
| Church Street Improvements - paving, drainage, utilities, traffic signal, signage, street lighting, landscaping etc.                          | 1,100,000  |              | 1,100,000  |
| Downtown Area Improvements - streets, land, public parking, bridge work, sidewalks, planning and engineering, etc.                            | 2,200,000  |              | 2,200,000  |
| Riverwalk Drive Improvements - paving, drainage, utilities, signage, street lighting, landscaping, etc.                                       | 1,200,000  |              | 1,200,000  |
| Bluebonnet Road Improvements - paving, drainage, utilities, signage, street lighting, landscaping, etc.                                       | 750,000    | 80,000       | 670,000    |
| Bogart Road Improvements - paving, drainage, utilities, signage, street lighting, landscaping, etc.                                           | 780,000    | 180,000      | 600,000    |
| Tinker/Sanders Intersection Improvements - paving, drainage, utility adjustments, signage, street lighting, traffic signal, landscaping, etc. | 220,000    |              | 220,000    |
| City Hall                                                                                                                                     | 3,500,000  |              | 3,500,000  |
| Plaza                                                                                                                                         | 2,734,360  |              | 2,734,360  |
| Public Parking Structure                                                                                                                      | 2,120,960  |              | 2,120,960  |
| Storm Water Detention                                                                                                                         | 200,000    |              | 200,000    |
| Library                                                                                                                                       | 1,740,000  | 1,500,000    | 240,000    |
| Police Station                                                                                                                                |            |              | 0          |
| Fire Station                                                                                                                                  | 1,493,500  |              | 1,493,500  |
| Public Parking Lots, Land, and Engineering                                                                                                    | 3,011,180  |              | 3,011,180  |
| School Improvements                                                                                                                           | 7,938,690  |              | 7,938,690  |
| Professional services - engineering, planning, inspection, testing, etc.                                                                      | 650,000    |              | 650,000    |
|                                                                                                                                               |            |              |            |
| Total                                                                                                                                         | 39,988,690 | 4,660,000    | 35,328,690 |



## **EXHIBIT "A"**

### **Colleyville TIF #1 (Colleyville TIF)**

#### **Amended Project Plan and Reinvestment Zone Financing Plan**

#### **Amendment to Ordinance O-98-1131, Ordinance O-02-1324, and Ordinance O-03-1402**

#### **Introduction**

In 1998 the City of Colleyville established TIF #1 (Colleyville TIF) pursuant to Ordinance O-98-1124 and amended by Ordinance O-98-1131 providing for a Tax Increment Financing (TIF) district encompassing 633 acres along Colleyville Boulevard (State Highway 26) with a base value of \$75,821,735 and scheduling to expire on 12/31/2030. The original project plan and reinvestment zone financing plan adopted pursuant to Ordinance O-98-1132 and later amended by Ordinance O-02-1324 and Ordinance O-03-1402 outlined more than \$27 million in public projects and \$7.9 million in Grapevine-Colleyville Independent School District (GCISD) school improvements, with the purpose of benefiting the City, its residents and property owners.

All taxing entities elected to participate at 100% of their respective tax rates with a few notable limitations.

1. GCISD elected to participate at 100% of its Maintenance and Operation rate with 74% being dedicated to \$27 million worth of general public improvements and the remaining 26% dedicated to the \$7.9 million worth of GCISD school improvements.
2. Tarrant County capped participation at \$4.35 million dollars.
3. Tarrant County Hospital District capped participation at \$3.85 million.

Initial projects included; Improvements to the Village at Colleyville, general roadway improvements, SH26 improvements, school improvements, a new city hall, a library, a fire station and other miscellaneous improvements. To date, the TIF has exceeded the original projections and has nearly funded all of the initial projects identified in the project and financing plan. However, additional projects have been identified since the TIF's inception that could leverage private investment and provide the City with additional benefits.

With this understanding, and in accordance with Sec. 311.011 (e) of the Texas Tax Code, the Board of Directors seek to amend the project plan and reinvestment zone financing plan to include additional public infrastructure projects and an economic development TIF grant program with the purpose of benefiting the City, its residents, and property owners.



The following pages outline the amendments to the original project plan and reinvestment zone financing plan adopted pursuant to Ordinance O-98-1132, and later amended by Ordinance O-02-1324 and Ordinance O-03-1402. All plans previously approved by the City Council pursuant to O-98-1132, Ordinance O-02-1324, and Ordinance O-03-1402 will continue in effect except to the extent specifically amended or revised by the following amendments.

## **Colleyville TIF #1 Amended Plan**

### **Boundary**

The initial Colleyville TIF #1 boundary encompassed approximately 633 acres along State Highway 26 (SH26) stretching from its southern most point at Cheek-Sparger Road to its northern most point near John McCain Road. A map of the original boundary as approved in 1998 is attached as Attachment 1.

The expanded boundary follows a very similar path but includes; approximately 20 new parcels near the intersection of Cheek-Sparger Road and Wayne drive, 26 parcels near the intersection of Cheek-Sparger Road and State Highway 26 (SH26), Bluebonnet Hills Memorial park, 15 parcels in Glade Points Center at the intersection of Highway 121 and Glade Road, and a number of City owned parcels south of State Highway 26 (SH26) and east of Longwood Drive. A map of the expanded boundary with new properties highlighted and a list of all properties to be added to the zone are attached as Attachment 2. The majority of the property to be added to the TIF is currently vacant underutilized land, while the remaining is comprised of commercial space. A map of the current land use for the TIF is attached as Attachment 3.

### **Appraised Value**

The estimated appraised value of the additional property to be added to the zone is \$31,722,560, bringing the current total estimated appraised value to \$360,371,109.

### **Participation by Taxing Jurisdictions**

Currently all taxing jurisdictions contribute 100% of their tax rate. It is anticipated that Tarrant County and the Tarrant County Hospital District will continue to participate at 100% until they hit their original cap, which is projected to occur in 2013 and will cease contributions to the TIF after that date unless an amendment to their participation agreements is mutually agreed upon. The City of Colleyville will continue to participate in the TIF at 100% of their tax rate as will the Tarrant County College District. The GCISD will continue to contribute 100% of the Maintenance and Operation rate only to the specific projects outlined in the original project and financing plan approved in 1998.

### **Project Plan Amendments**

To further leverage private investment within TIF #1, the Board of Directors hereby establishes an Economic Development TIF Grant Program per Section 311.010 (h) of the Texas Tax Code.



The objectives of the Economic Development TIF Grant Program are to promote within the TIF: 1) development and diversification of the economy; 2) elimination of unemployment and underemployment; and 3) development and expansion of commerce. These objectives will be achieved by making grants and loans from the tax increment fund of the TIF in an aggregate amount not to exceed the amount of tax increment produced by the City and paid into the TIF fund for activities that benefit the TIF and stimulate business and commercial activity within the TIF.

Upon the approval of the amended project plan and reinvestment zone financing plan by the City Council the TIF Board of Directors shall have all the powers of the municipality under Chapter 380, Local Government Code. The City Council shall make final determination of all grant award amounts and awardees. Nothing contained herein shall obligate the TIF Board or the City Council to provide grant awards as this Economic Development TIF Grant Program does not constitute an entitlement.

Additional projects to be added to the project plan and reinvestment zone financing plan include:

|                                        |                      |
|----------------------------------------|----------------------|
| Economic Development TIF Grant Program | \$ 17,256,185        |
| Roadway Improvements                   | \$ 20,000,000        |
| Trails and Public Amenities            | \$ 5,500,000         |
| Administrative Expenses                | \$ 1,700,000         |
| <b>Total New Project Costs</b>         | <b>\$ 44,456,185</b> |

A map with the estimated location of public improvements to be financed by the zone is attached as Attachment 4. Additional infrastructure and amenity improvements may be added to the list as future development projects and related opportunities present themselves. Project costs are intended as estimates only and may vary from the amounts listed above; however the total amount of project costs will not exceed \$44,456,185.

### **Financing Plan Amendments**

All of the estimated project costs outlined above will be funded on a pay as you go basis through increment derived from the TIF district. The aggregate amount of all economic development grants will be limited to the increment produced by the municipality.

It is not anticipated that the TIF will issue any additional bonds to finance these improvements.

It is estimated that the TIF will generate approximately \$44.5 million in new revenue for the remainder of the TIF term, including any unallocated increment already generated by the TIF, for use on the additional projects. A year-by-year estimate of the capture appraised value of the zone is attached as Attachment 5.



## CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

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**Agenda Number** 6a

**Agenda Date** 7/2/2024

**Number** Ordinance O-24-2288

**Type** Ordinance

**Department** Community Development

---

### Title

Request to appeal the decision of the Planning and Zoning Commission for consideration of a Special Use Permit to allow for a carport on Lot 1, Block 1, Debrecht Addition, located at 306 Van Oaks Drive, Case ZC24-008

### Explanation

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

A super-majority vote is required for this item. The Planning and Zoning Commission made a motion to approve the request at their June 10, 2024 meeting. However, the motion failed by a vote of 3-2. A failed motion is considered a recommendation for denial. When the Planning and Zoning Commission makes a recommendation of denial, a favorable vote of three-fourths (3/4) of all members of the City Council is required for approval of the request.

Lasso Works Cedar, the applicant, has submitted a request for a Special Use Permit to allow for a carport on Lot 1, Block 1, Debrecht Addition, being approximately 0.45 acres, and zoned R-20 Single Family Residential.

**Existing Conditions/Background:** The subject property, 306 Van Oaks, is zoned R-20 Single Family Residential. It is located on the west side of Van Oaks Drive. The property is a platted lot and is developed with a single-family home.

**SUP Request:** The applicant is requesting approval of an SUP to allow for a carport.

C. Residential Carport Regulations – Carports located in zoning districts, which permit single-family residential dwellings, shall comply with the regulations contained in this section.

1. Approval by Special Use Permit Only: In accordance with the Special Use Permit procedures contained in this Chapter of these zoning regulations, no carport shall be built in the City of Colleyville without approval by the City Council for a Special Use Permit to construct a carport in a zoning district that permits single family residential dwellings.

2. Carport Standards: A carport shall comply with the following regulations, unless the City Council in approving a Special Use Permit for a carport has imposed other requirements necessary in the particular case to protect the public interests.

- a. Size: A carport shall not exceed 480 square feet in area. The longest dimension on a carport shall not exceed 24 feet.
- b. Height: A carport shall not exceed a maximum height of 15 feet. The height shall be measured from the finished grade to the highest point of the roof.
- c. Setbacks:
  - i. A carport located within ten (10) feet of the principal building shall comply with the front, side and rear yard setbacks of the zoning district. The distance shall be measured between the two closest points of the carport and principal building.
  - ii. A carport located 10 feet or more from a principal building may extend into a required side yard, provided all of the following conditions are satisfied:
    - (1) Every part of such carport is unenclosed except for necessary structural supports;
    - (2) No part of the carport is less than five (5) feet from a side or rear lot line, and
    - (3) The carport is located completely within the rear yard area as defined in these zoning regulations

**Special Use Permit Provision:** Any request for a carport shall only be authorized after approval of a Special Use Permit by the City Council using the procedures contained elsewhere in the Land Development Code.

**Analysis:** The request is to allow for the construction of a new 272 square foot carport. The carport will be 20 feet in length and be located 10 feet from the side property line. The structure will be constructed on the side of the home using similar materials. The carport meets all the minimum standards in the Land Development Code.

**Plat Status:** The property is platted as Lot 1, Block 1, Debrecht Addition.

**DRC Review:** The DRC reviewed the request during their May 20, 2024 meeting and provided the following comments.

1. Please provide an updated setback for the carport. One plan shows the setback at 10' and the other shows it at a 7' setback. What is the setback from the waves? The posts?

The applicant provided updated exhibits on May 23, 2024.

**Drainage: NA**



**Surrounding Development:** The properties to the north are zoned PUD-R, Planned Unit Development - Residential and are improved with single-family homes. The properties to the east and west are zoned R-20 Single Family Residential and improved with single-family homes. The property to the south is zoned R-40 Single Family Residential and improved with single-family homes.

**Public Notification:** Staff mailed notices to all property owners within 500 feet as well as any Homeowners Associations within 1000 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.

**Planning and Zoning Commission Recommendation:** The Planning and Zoning Commission made a motion to approve the request at their June 10, 2024 meeting. However, the motion failed by a vote of 3-2.

#### **Attachments**

1. Appeal Request
2. Aerial Map
3. Zoning Map
4. Future Land Use Map
5. Site Plan Exhibit
6. Carport Exhibit
7. Architectural Exhibit
8. Additional Exhibits
9. Notification Letter
10. Notification Map
11. Notification List
12. Letter 1 - Anonymous
13. Ordinance O-24-2288

**From:** [Daniel Crumpton](#)  
**To:** [Jackie Reyff](#)  
**Cc:** [Ben Bryner](#); [Kristopher Potts](#); [Christopher Pham](#)  
**Subject:** Re: Case ZC24-008 306 Van Oaks SUP Carport  
**Date:** Wednesday, June 12, 2024 4:14:53 PM

---

Good afternoon Jackie,

I did message the homeowner after Monday's meeting and we would like to proceed with an appeal to the city council for the carport.

Thank You,

Daniel Crumpton  
Lasso Works Cedar  
(940) 395-1560  
[daniel@lassoworkscedar.com](mailto:daniel@lassoworkscedar.com)  
[www.lassoworkscedar.com](http://www.lassoworkscedar.com)

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# Aerial Map

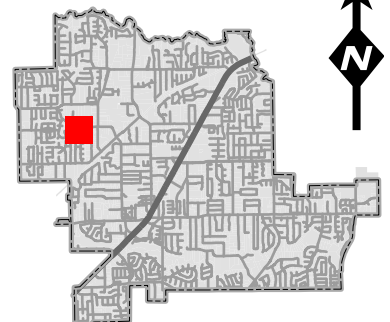


## ZC24-008

306 Van Oaks Dr



Subject Property

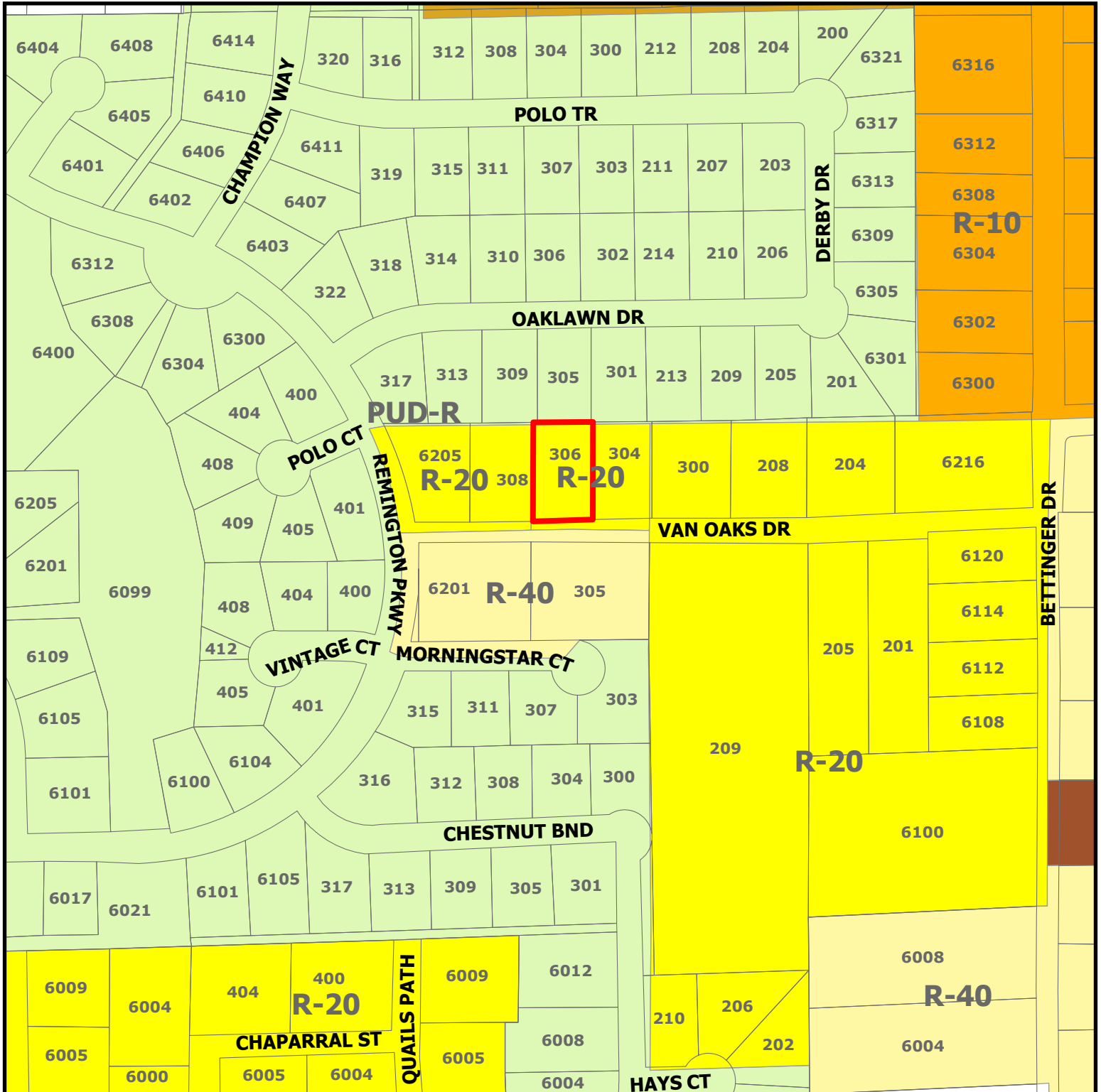


### DISCLAIMER:

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.



# Zoning Map

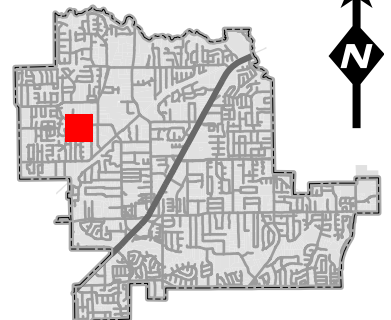


**ZC24-008**

306 Van Oaks Dr

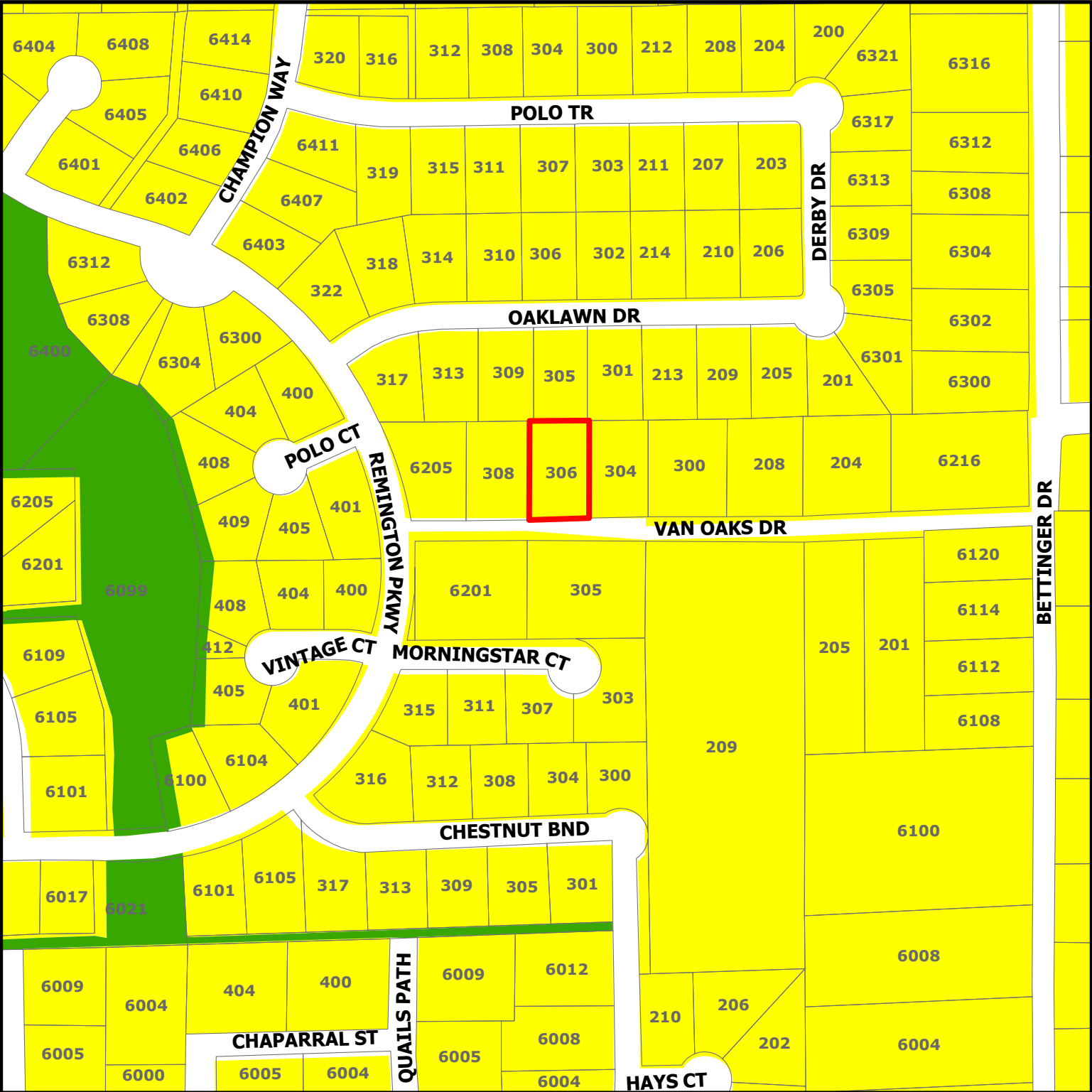


Subject Property



**DISCLAIMER:**  
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# Future Land Use Map

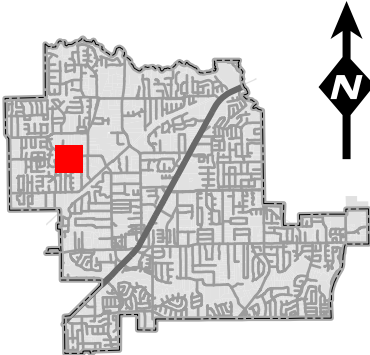


**ZC24-008**

306 Van Oaks Dr

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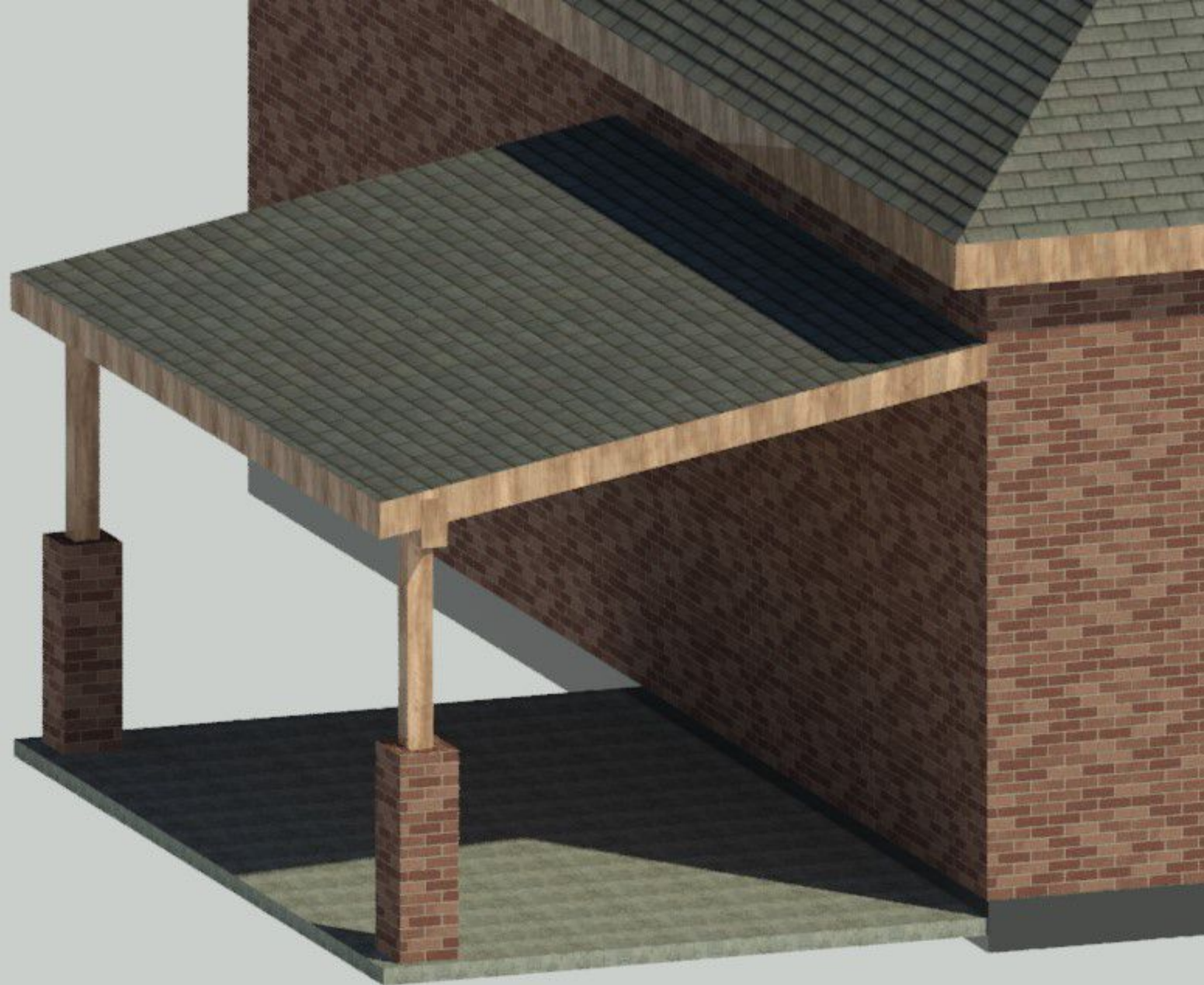
-  Residential
-  Open Space; Parks
-  Subject Property



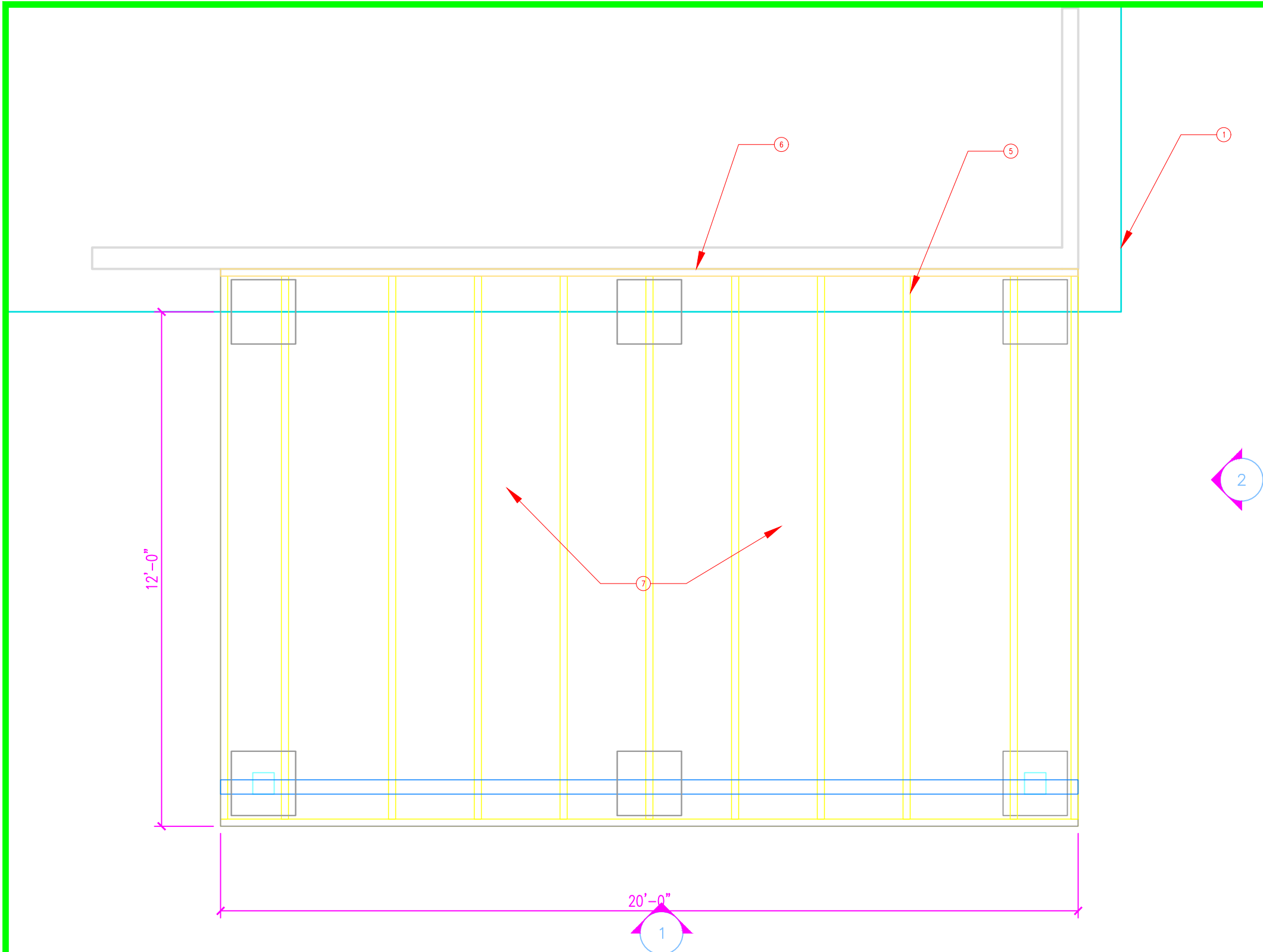




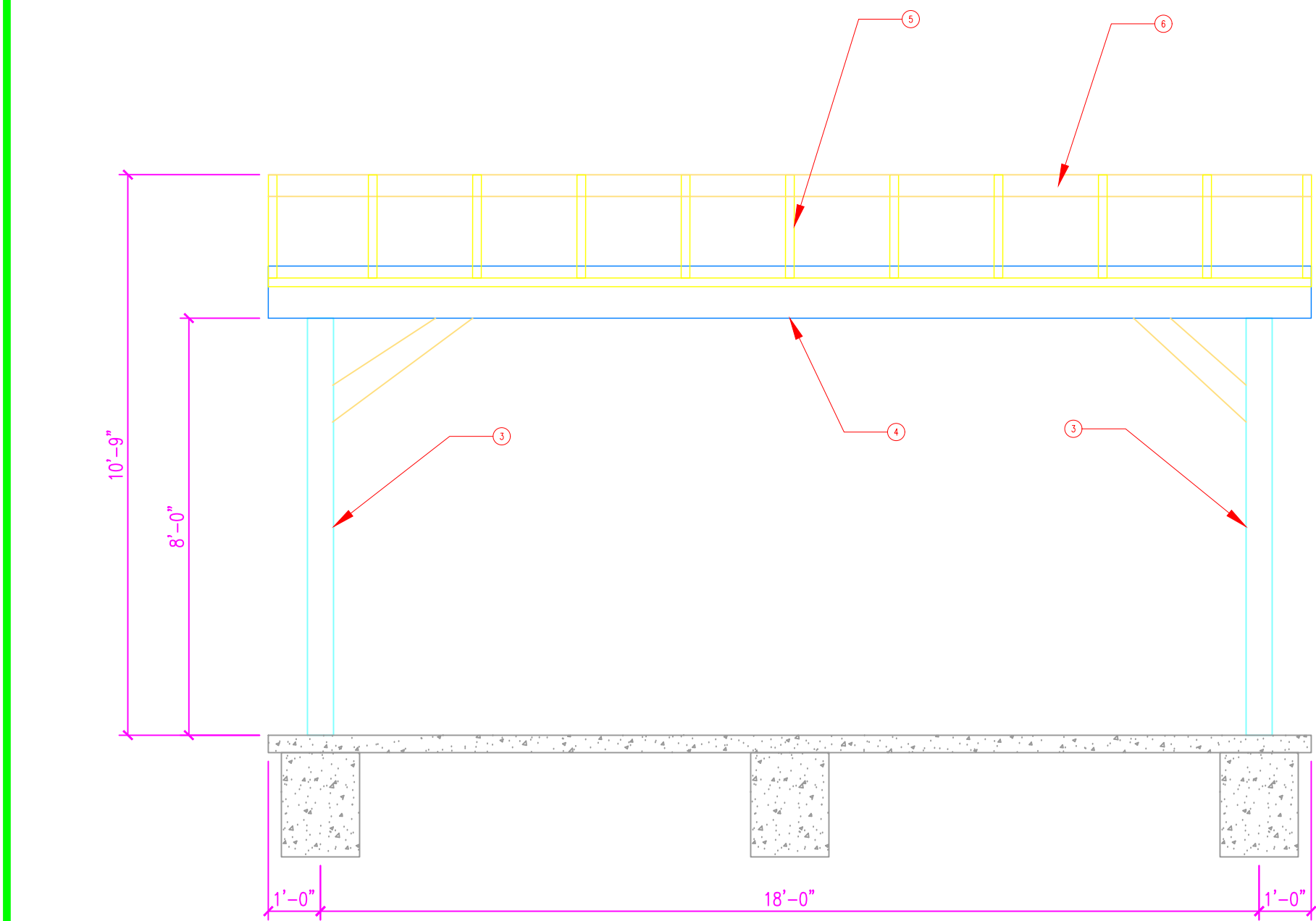




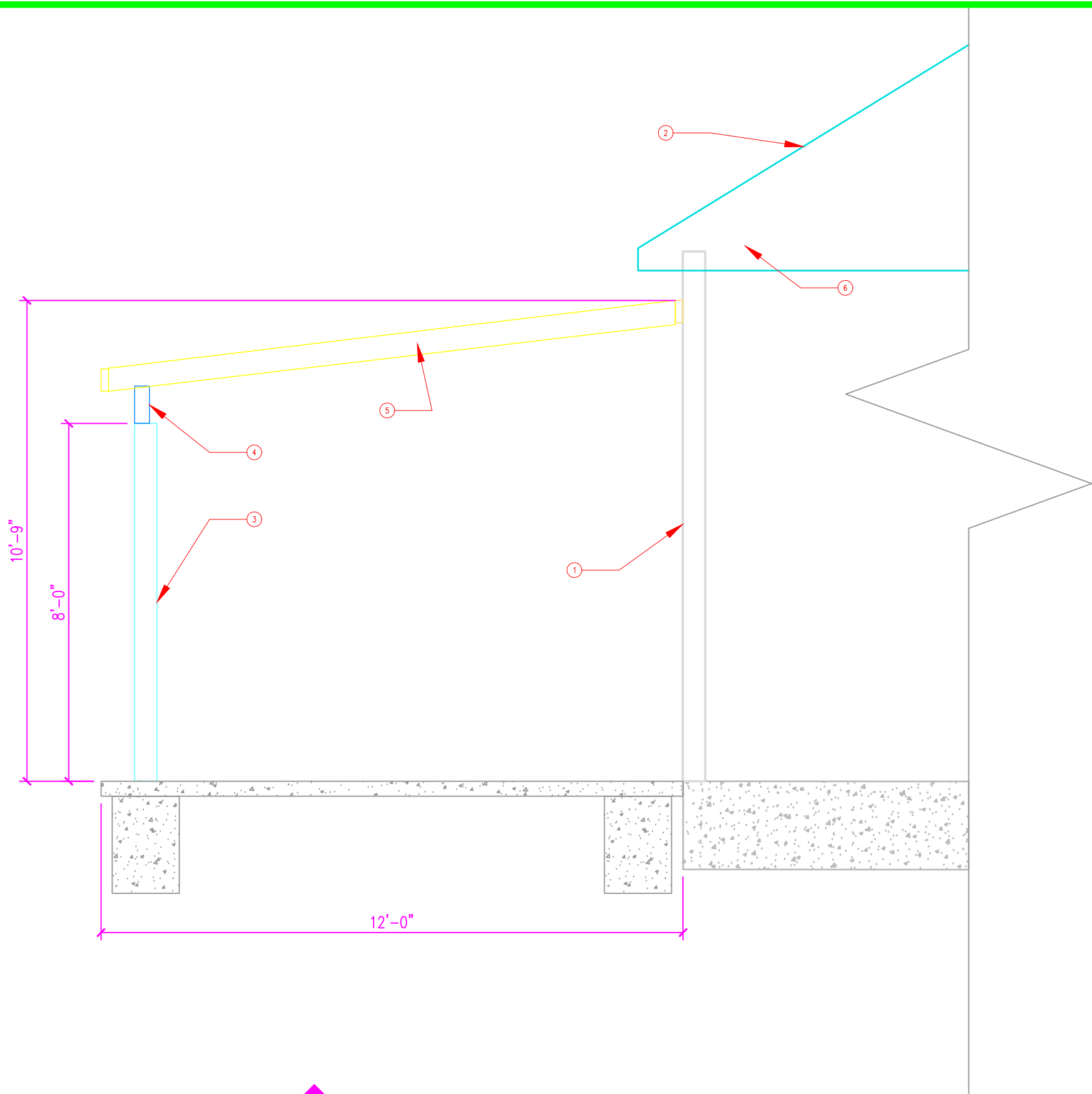




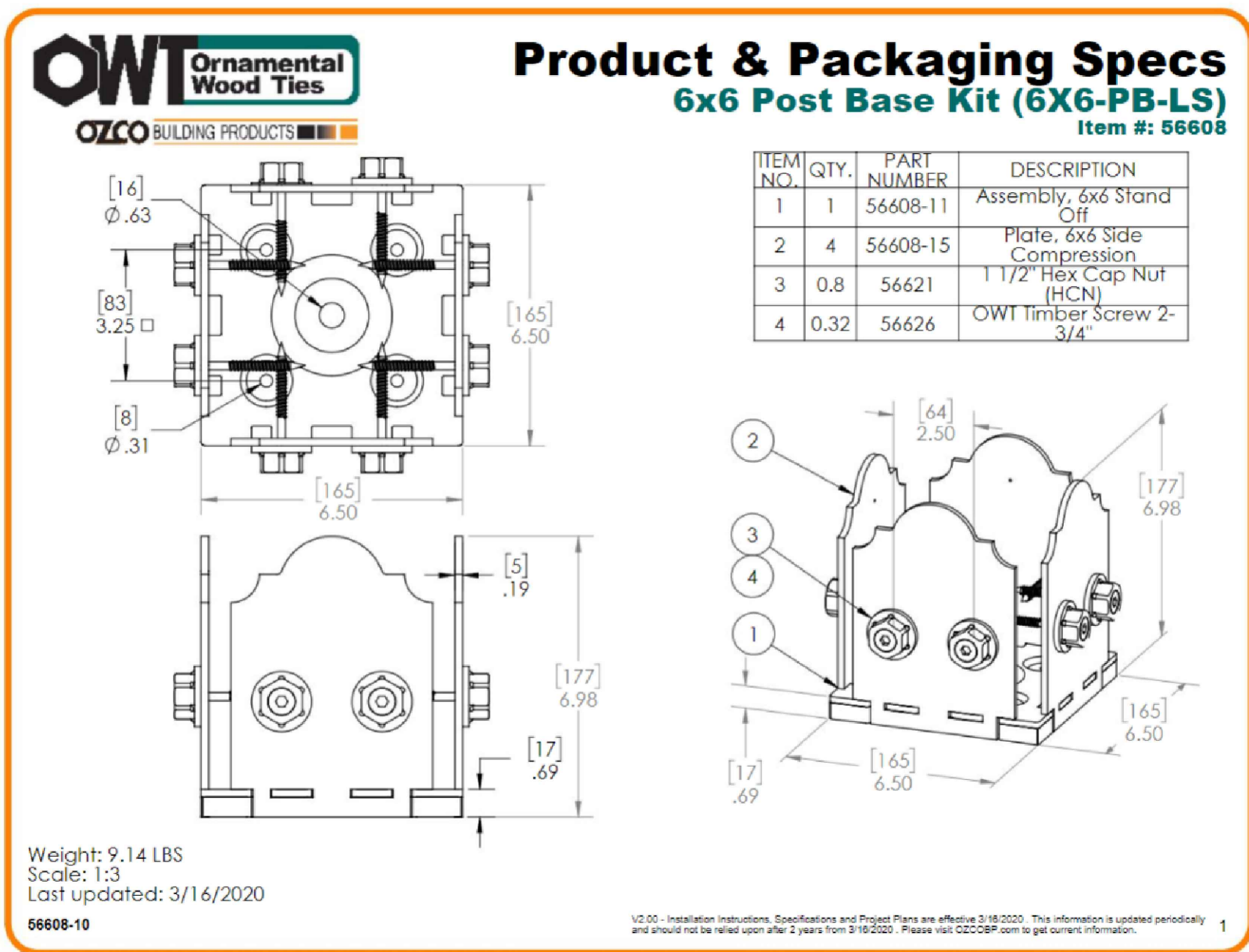
A STRUCTURE PLAN VIEW  
3/8" = 1'-0"



1 STRUCTURE FRONT VIEW  
3/8" = 1'-0"



2 STRUCTURE SIDE VIEW  
3/8" = 1'-0"



B POST TO CONCRETE BRACKET  
NONE

#### KEY NOTES:

- EXISTING STRUCTURE/WALL
- EXISTING SLOPED ROOF
- 6X6 POSTS
- 4X12 MAIN SUPPORT BEAM
- 2X6 RAFTER, 24" OC (TYP)
- 2X6 LEDGER BOARD
- 1X6 ROOF DECKING

#### GENERAL NOTES

- DECKING AND TRIM NOT SHOWN FOR CLARITY IN VIEWS.
- POST AND BEAM SIZING BASED ON WESTERN RED CEDAR, #2 OR BETTER GRADE WITH NO VISIBLE DEFECTS THAT WOULD AFFECT STRUCTURAL INTEGRITY.
- LOAD CALCULATIONS MATERIAL PROPERTIES:
  - MODULUS OF ELASTICITY -  $1 \times 10^6$  PSI
  - EXTREME FIBER STRESS IN BENDING - 700 PSI
  - TENSION PARALLEL TO GRAIN - 425 PSI
  - HORIZONTAL SHEAR - 155 PSI
  - COMPRESSION PARALLEL TO GRAIN - 650 PSI
  - COMPRESSION PERPENDICULAR TO GRAIN - 425 PSI
  - ROOF LOAD - 10 PSF DEAD LOAD AND 5 PSF LIVE LOAD

#### SCOPE OF WORK

##### Materials:

All wood used in construction is 100% Western Red Cedar, graded #2 or better. Concealed members may be pine of same nominal dimensions. Material applications with sizes are:

- 2x6 rafters spaced <24" O.C.
- 1x6 soffit trim and bracing
- 2x6 ledger board
- 1x4 trim
- 4x12 support beams
- 6x6 posts to support the 4x12 beam and roof load
- 6"x1" Cedar decking
- Asphalt composite shingles to match home roofing
- 3/4" Galvanized nails for shingles and flashing
- GRK 3/8" x 6, 10 and 12-inch structural screws

##### Main Support Posts:

2-6x6 posts will support the beam supporting the outer end of the cover. Posts will be attached to the new concrete patio above the concrete footings per "Detail B".

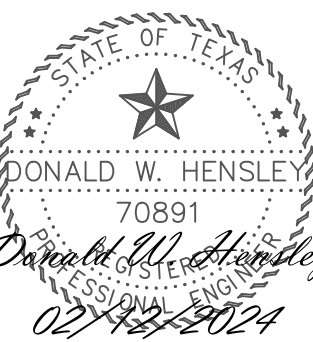
##### Shed Cover:

The cover will have 6x6 posts installed as stated in the post section with 4x12 beam as main support for the 2x6 rafters. The posts and the 4X10 beams will hold the 2x6 rafters for the shed roof. Rafters will be wind bracing strapped to support beam. The slope of the gable roof will be less than 1:12, with drideck underlayment and roll asphalt roof to match the home shingles color as closely as possible.

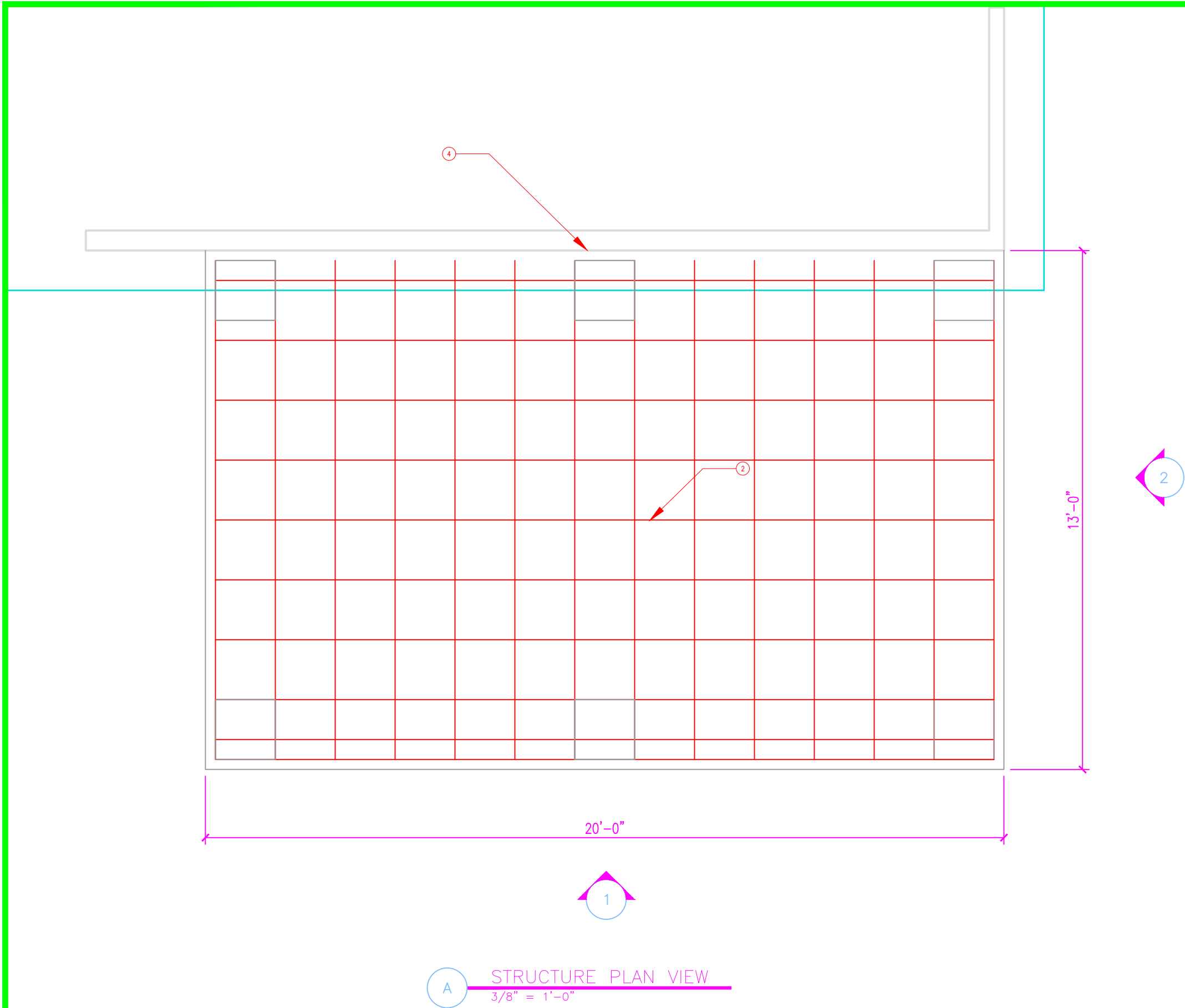


306 VAN OAKS DR.  
COLLEYVILLE, TX 76034

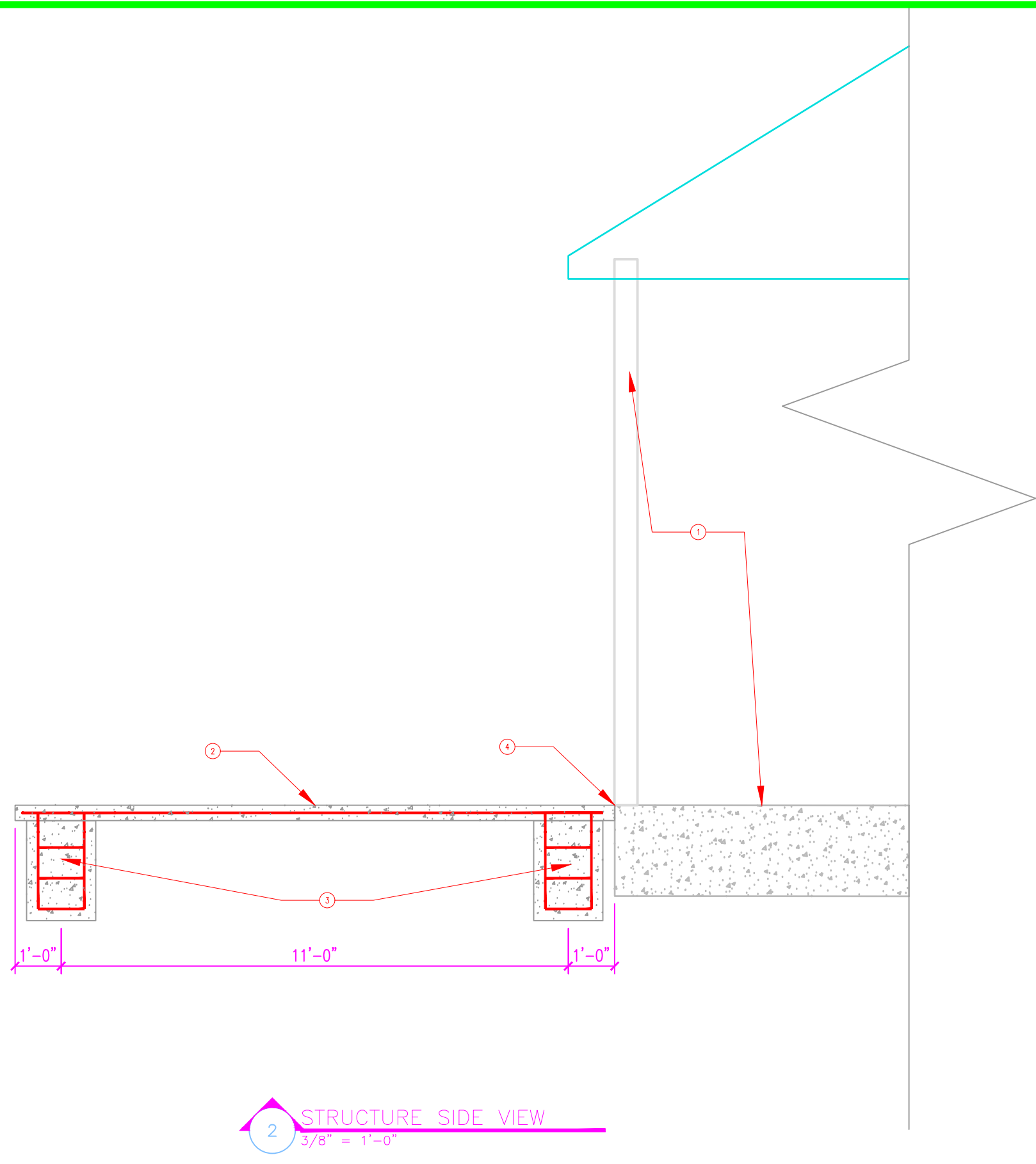
SHED PATIO COVER



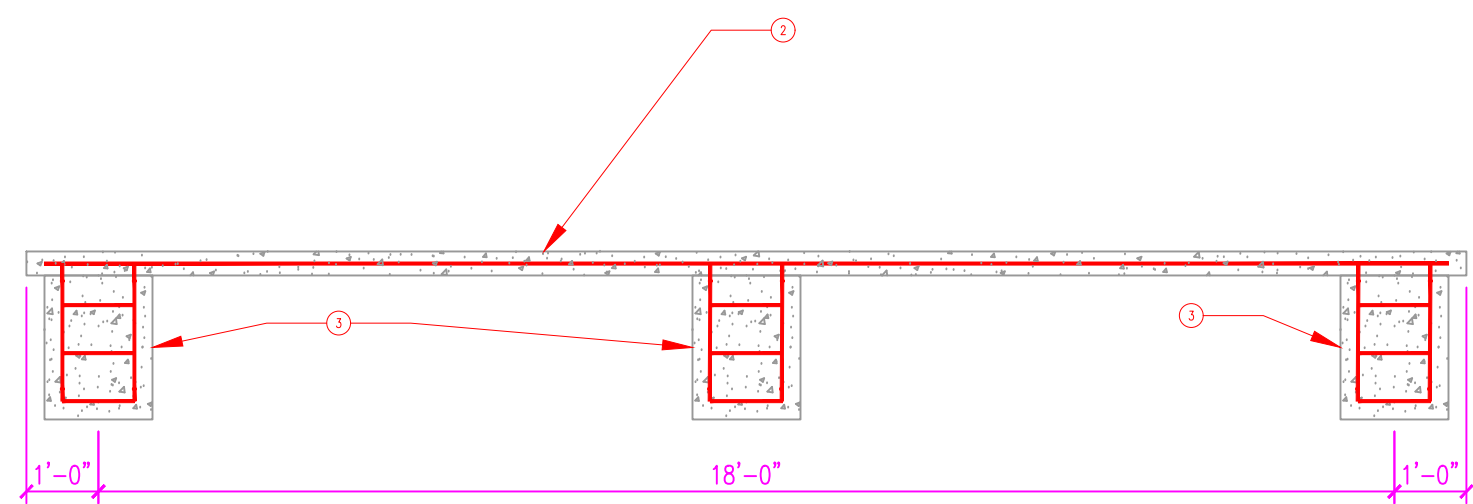




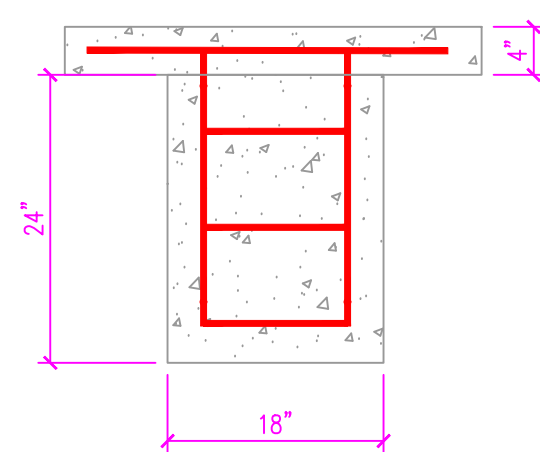
A STRUCTURE PLAN VIEW  
3/8" = 1'-0"



2 STRUCTURE SIDE VIEW  
3/8" = 1'-0"



1 STRUCTURE FRONT VIEW  
3/8" = 1'-0"



B POST FOOTING DETAIL  
NONE

#### KEY NOTES:

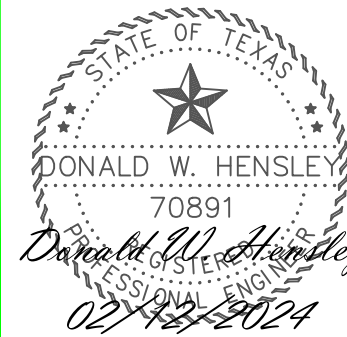
- EXISTING STRUCTURE/WALL
- NEW 4" (MIN.) CONCRETE SLAB
- NEW 18"x18"x24" PIERS LOCATED AS SHOWN.
- SEALED EXPANSION JOINT

#### GENERAL NOTES

- 3000 PSI CONCRETE
- #3 REBAR, 18" OC EACH DIRECTION
- PIERS HAVE 2 LAYERS OF #3 REBAR, 8" OC EACH DIRECTION WITH 4 VERTICAL TIES THAT CONNECT TO SLAB REBAR.
- CONCRETE IS 4" THICK, MINIMUM, POURED ON 4" SELECT FILL, COMPACTED IN 2 LIFTS.
- BOTTOM OF PIERS TO BE ON UNDISTURBED OR WELL COMPACTED EARTH.
- CONTRACTOR TO COORDINATE WITH AND VERIFY FINAL DIMENSIONS AND SLAB LOCATION WITH HOME OWNER AND COVER CONTRACTOR.

306 VAN OAKS DR  
COLLEYVILLE, TX 76034

PATIO CONCRETE



| NO. | BY   | DATE       | REVISION         |
|-----|------|------------|------------------|
| 1   | FILE | 02/12/2024 | DESIGNED BY: DWH |
| 2   | FILE | 02/12/2024 | DRAWN BY: DWH    |
| 3   | FILE | 02/12/2024 | CHECKED BY: DWH  |
| 4   | FILE | 02/12/2024 | REVISED BY: DWH  |





# ALTERATION, ADDITION OR ACCESSORY BLDG APPLICATION

**Residential**

(Please print clearly)

| Property Owner Information                     |  | Applicant/Contractor Information                   |             |
|------------------------------------------------|--|----------------------------------------------------|-------------|
| Project Address<br>306 Van Oaks                |  | General Contractor (Co. Name)<br>LASSO WORKS CEDAR |             |
| Lot Block Subdivision<br>1 1 Debrecht addition |  | Applicant Name<br>Daniel Crumpton                  |             |
| Property Owner Name<br>Bryan Corbell           |  | Applicant Email<br>daniel@lassoworkscedar.com      |             |
| Property Owner Address<br>306 Van Oaks         |  | Applicant Phone<br>(940) 395-1560                  |             |
| City / State / Zip<br>Colleyville/TX           |  | Field contact person (if different than above)     | Cell phone: |

| Alteration/Addition Permit Areas     | Accessory Buildings                          | Setbacks Shown       |
|--------------------------------------|----------------------------------------------|----------------------|
| Remodel Area _____ s.f.              | Building Area _____                          | Front 62'9"          |
| New 1st floor living area _____ s.f. | Ext. Wall Height _____                       | Left 10'             |
| New 2nd floor living area _____ s.f. | Roof Pitch _____                             | Right 85'4"          |
| New Total living area _____ s.f.     | Overall Height _____                         | Rear 50'             |
| New Garage area _____ s.f.           | No. of Existing Accessory Buildings _____    | To Dwelling Attached |
| New Porches & Patios 272 s.f.        | on this site _____                           |                      |
| TOTAL NEW AREA 272 s.f.              | Total Area of All Existing Acc. Bldgs. _____ |                      |
| Total EXISTING Area _____ s.f.       | on this site _____                           |                      |
| Estimated value \$ 4500              | Estimated value \$ _____                     |                      |

| Subcontractor Information |                  |
|---------------------------|------------------|
| Electrical                | Mechanical       |
| Plumbing                  | 3rd Party Energy |

| Applicant Signature             |                                 |
|---------------------------------|---------------------------------|
| Printed Name<br>Daniel Crumpton | Signature<br><i>[Signature]</i> |

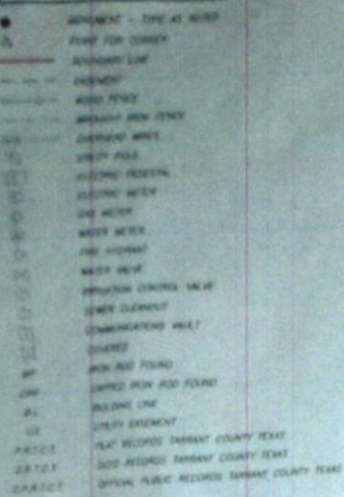
| Office Use Only       | Existing Structures             | \$Fees                    |
|-----------------------|---------------------------------|---------------------------|
| Permit Number         | Existing Living Area _____      | Building Permit Fee _____ |
| Plan Reviewer & Date  | Existing Garage Area _____      | Plan Review Fee _____     |
| Electric Permit Fee   | Existing Porches/Patios _____   | MEP Fees _____            |
| Plumbing Permit Fee   | Existing Under Roof _____       | Contractor Reg. Fee _____ |
| Mechanical Permit Fee | Existing Accessory Bldgs. _____ | Other _____               |
|                       | Existing Area of Acc. Use _____ | Other _____               |
|                       |                                 | <b>Total Fees</b> _____   |

Building Inspections  
100 Main Street  
Colleyville, TX 76034

817-503-1030 (office)  
817-503-1039 (fax)

[www.colleyville.com](http://www.colleyville.com)





1073 BLOCK 8  
PENDING FOR PHASE ONE  
CAN A SLIDE INTO P.T.C.I

LOT 4, BLOCK 8,  
REMINGTON PARK PHASE ONE  
CASA BLIDE 3870 P.R.T.C.T.

LOT 2 BLOCK 6  
WILLOW PARK PHASE ONE  
CASA SUE MINI PRCT

PLAT: N 89° 52' 00" E  
S 89° 55' 59" E  
108.90'

LOT 1, BLOCK 1  
DIERICHT ADDITION  
CAB. B. SLIDE 2570 P.M.L.C.T.  
0.437 ACRES OR 19,057 SQ. FT.

Bethacks  
Right: 85'4"  
Left: 710  
Rear: 50  
Front: 62'9"

LOT 2 BLOCK 1  
DOWNTOWN ADDITION  
CITY & SLIDE 2525 P.T.C.

LOT 2, BLOCK 1,  
HUNTINGTON HILL ADDITION PHASE THREE-A

CENTERLINE OF TEXAS POWER & LIGHT CO.  
(NO WIDTH SPECIFIED)  
(1900 & 1900)

25 RIGHT-OF-WAY DEDICATION

25 RIGHT OF WAY GRADATION  
CAS. A. SLIDE 1385 P.R.T.C.

LOT 1, BLOCK 1,  
E.A. SMITH TRACT ADDITION  
CABA, SLIDE 1749 P.R.T.C.T.

DANIEL P. LAPIER & JENNIFER ANN LAPIER  
INSTR. 4019329660 D.R.T.C.T.

Research of Easements by this Surveyor was limited to a Title Policy Prepared by Fidelity National Title Insurance Company, GP No. WPR230516, Effective Date, October 3, 2023, 12:00 am and Issued October 13, 2023, 6:00 am.

Schedule 35 Item 10 a.

6. A building set-back line, as disclosed by Plat  
Recording No. Cabinet B, Slide 2575, Plat Records, Tarrant County, Texas  
Affects 30' front  
**AS SHOWN ON SURVEY**

b. Easement(s) for the purpose(s) shown below and rights incident thereto as delineated or as offered for dedication, on the map of subdivision.

AS SHOWN ON SURVEY

6. Easement(s) and rights incidental thereto, as granted in a document  
Granted to: Texas Power & Light Company  
Purpose: As provided in said document  
Recording Date: June 17, 1974  
Recording No./Volume 0063, Page 347, Real Property Records, Tarrant County, Texas  
CENTERLINE SHOWN ON SURVEY (NO WIDTH PROVIDED)

2. Easement(s) and rights incidental thereto, as granted in a document  
 Granted to: Texas Power & Light Company  
 Purpose: As provided in said document  
 Recording Date: December 11, 1974  
 Recording No. Volume 8700, Page 56, Real Property Records, Tarrant County, Texas  
 CERTIFICATE SHOWN ON SURVEY (NO WITH PROVIDED)

### LEGAL DESCRIPTION

LOT 1, BLOCK 1, OF DESBRECHT ADDITION, AN ADDITION TO THE CITY OF COLLEYVILLE, TARRANT COUNTY, TEXAS, ACCORDING TO THE PLAT THEREOF RECORDED IN CABINET 8, SLIDE 2570, PLAT RECORDS, TARRANT COUNTY, TEXAS.

## NOTES

1. BEARINGS, COORDINATES, DISTANCE AND AREA SHOWN HEREON ARE GRID BASED ON THE TEXAS COORDINATE SYSTEM OF 1983, NORTH CENTRAL ZONE, U.S. SURVEY FOOT, AS DETERMINED BY GPS OBSERVATIONS USING THE ALTIMETER CENTRAL VRS NETWORK.

7.3 THIS SURVEY IS BASED ON OWNERSHIP AND EASEMENT INFORMATION PROVIDED BY CLIENT. SURVEYOR DID NOT ABSTRACT SUBJECT TRACT AND THERE MAY BE EASEMENTS OR OTHER ENCUMBRANCES THAT AFFECT THE SUBJECT TRACT THAT ARE NOT SHOWN HEREON.

3. ADDRESS OF SUBJECT PARCEL: 36 WYAN OAKS DR, COLLEYVILLE, TX 76034

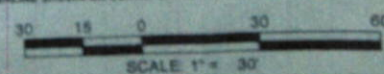
A) SUBJECT TRACT LIES WITHIN FLOOD ZONE X OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY'S FLOOD INSURANCE RATE MAPS ACCORDING TO MAP NUMBER 48430C004N EFFECTIVE ON 09/25/2008.

1. INSTRUMENT OF RECORD SPECIAL WARRANTY DEED RECORDED AS INSTRUMENT NO. 200804107 IN THE OFFICIAL PUBLIC RECORDS OF TARRANT COUNTY, TEXAS ON NOVEMBER 11, 2008.

THE ABOVE NARRATIVE IS THE PROPERTY OF THE UNITED STATES GOVERNMENT AND IS LOANED TO YOU BY THE NATIONAL ARCHIVES. IT IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT PERMISSION IN WRITING FROM THE NATIONAL ARCHIVES. THE NATIONAL ARCHIVES IS NOT RESPONSIBLE FOR ANY DAMAGE TO OR LOSS OF THIS DOCUMENT. THE NATIONAL ARCHIVES IS NOT RESPONSIBLE FOR ANY DAMAGE TO OR LOSS OF THIS DOCUMENT. THE NATIONAL ARCHIVES IS NOT RESPONSIBLE FOR ANY DAMAGE TO OR LOSS OF THIS DOCUMENT.

PERFORMED UNDER MY CREDIT SUPERVISION  
SLAVEY DATE 12.17.2023

11-17-1473



PROJECT NO. 231121



784-ELS FURNISH 10194563  
2012 E. Randal Mill Rd, Suite 212  
Arlington, Texas 76011  
(917) 848-2662  
info@els-furnish.com

PREPARED FOR  
LEGACY LAND & TITLE

SURVEY PLAT OF  
LOT 4, BLOCK 4,  
OF DESHPRECHT ADDITION  
AN ADDITION TO THE CITY OF COLLYVILLE  
TARRANT COUNTY, TEXAS  
CARROLL B. BLANK 2670-1-1-1-1



## 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, June 10, 2024 at 7:00 p.m.**  
**City Council Meetings: Tuesday, July 2, 2024 & Tuesday, July 16, 2024 at 7:00 p.m.**  
**3rd floor of City Hall, 100 Main Street, Colleyville, Texas**

**Request:** Consideration of a Special Use Permit to allow for a carport on Lot 1, Block 1, Debrecht Addition.

**Zoning Case:** ZC24-008

**Applicant:** Lasso Works Cedar

**Owner:** Bryan and Joy Corbell Revocable Trust

**Location:** 306 Van Oaks Drive

**Property Description:** Lot 1, Block 1, Debrecht Addition

**Present Zoning:** R-20 Single Family Residential

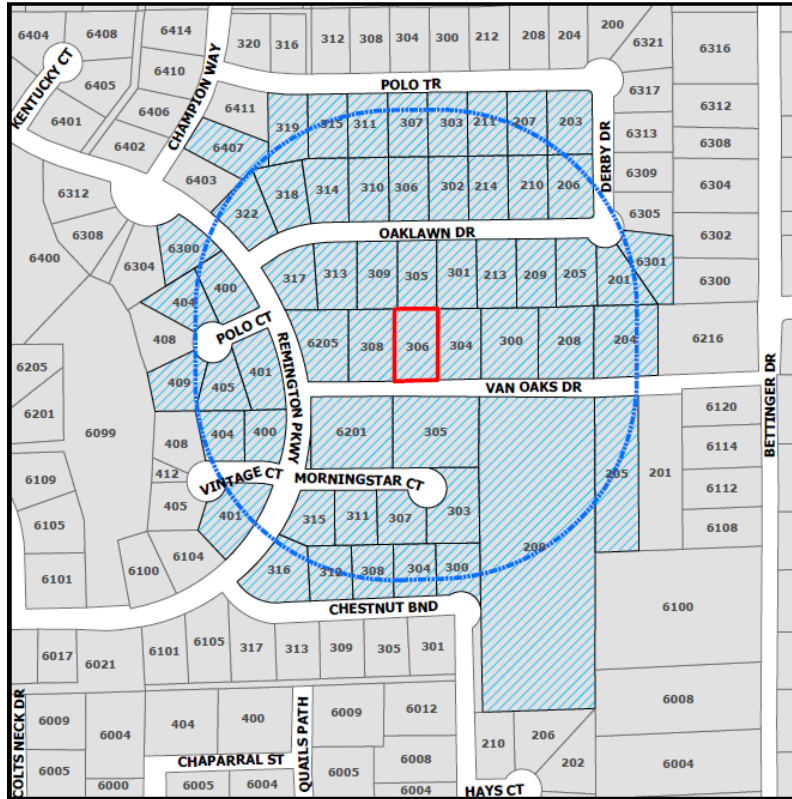
This notice has been sent to all owners of real property within 500 feet of the request as such ownership appears on the last approved tax roll and all homeowners associations within 1000 feet. Approval by the Planning and Zoning Commission serves as a recommendation to the City Council and is not a 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 or email below:

**Community Development Department**  
**City of Colleyville**  
**100 Main Street**  
**Colleyville, TX 76034**  
[Citizenletters@colleyville.com](mailto:Citizenletters@colleyville.com)

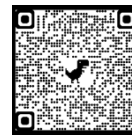


## NOTICE OF PUBLIC HEARING



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):



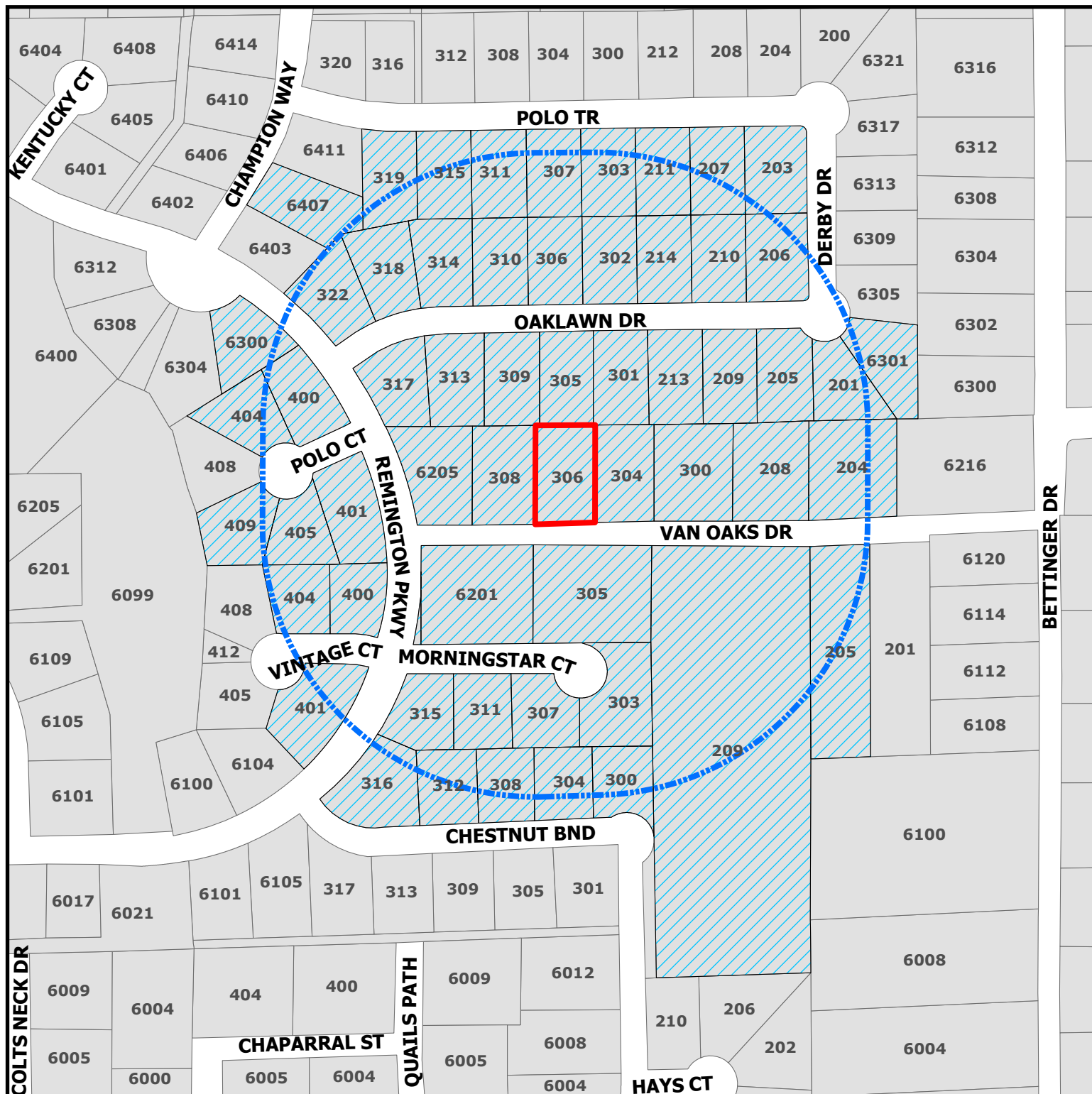
For additional information, please contact the Community Development Department at 817.503.1050. Please reference the zoning case number when requesting information.

*Christopher Pham*

Christopher Pham  
Planner



## Notification Map

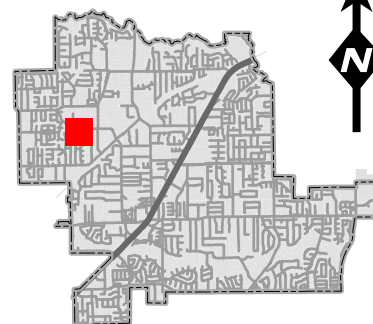


**DISCLAIMER:**  
This map and information contained in it were developed exclusively for use by the City of Colleyville. Any use or reliance on this map by anyone else is at that party's risk and without liability to the City of Colleyville, its officials or employees for any discrepancies, errors,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

# ZC24-008

**306 Van Oaks Dr**

- Parcels to be notified
- Buffer
- Subject Property



| Owner Name                      | Situs Address       |
|---------------------------------|---------------------|
| LAPPO, ERICA                    | 213 OAKLAWN DR      |
| CONOVER STEPHEN C               | 404 VINTAGE CT      |
| HELMS, JUDITH ANN               | 306 VAN OAKS DR     |
| CISEK, KIMBERLY                 | 211 POLO TR         |
| JOHN AND CHARLOTTE KEANY LIVING | 203 POLO TR         |
| JENSEN, GEOFFREY                | 311 MORNINGSTAR CT  |
| COLLIER, MICHAEL                | 319 POLO TR         |
| ADAMS, MATTHEW                  | 205 OAKLAWN DR      |
| ABREU, ADRIANO                  | 322 OAKLAWN DR      |
| OSBORN, GEORGE                  | 316 CHESTNUT BEND   |
| LOHOEFER, CONRAD                | 313 OAKLAWN DR      |
| MOLOIAN, JOHN                   | 6407 CHAMPION WAY   |
| PUTLAK, WAYNE A                 | 409 POLO CT         |
| LAPIER, DANIEL                  | 305 VAN OAKS DR     |
| CHURCH, GUY                     | 205 VAN OAKS DR     |
| FLORIN, MARK                    | 204 VAN OAKS DR     |
| NAPIERALSKI, JOHN               | 315 MORNINGSTAR CT  |
| SIVLEY, THOMAS R                | 304 VAN OAKS DR     |
| DAVIS, GENEVIEVE                | 401 VINTAGE CT      |
| SANDY, TAYLOR                   | 300 VAN OAKS DR     |
| LEWIS, CLINTON W                | 307 POLO TR         |
| NHERERA, LEO                    | 309 OAKLAWN DR      |
| SMYTH, EDWARD M                 | 308 CHESTNUT BEND   |
| DELONG, BRADLEY                 | 303 POLO TR         |
| SWINDLE, AMBER L                | 210 OAKLAWN DR      |
| LEHNER, LESLEY                  | 405 POLO CT         |
| JIM & DENISE MCKNIGHT REVOCABLE | 207 POLO TR         |
| WEINSTEIN, JENNIFER             | 317 OAKLAWN DR      |
| LEWIS, LARRY T                  | 209 OAKLAWN DR      |
| HARRISON, MACLYN F              | 206 OAKLAWN DR      |
| RYBACK, JENNIFER                | 305 OAKLAWN DR      |
| OMAR R SAMANIEGO AND PRISCILLA  | 304 CHESTNUT BEND   |
| SHERMAN, ROBERT                 | 208 VAN OAKS DR     |
| PUTNAM, ROBERT Y                | 315 POLO TR         |
| ESEMUEDE, JOHN                  | 214 OAKLAWN DR      |
| IDOL, WALTER SMALL              | 6201 REMINGTON PKWY |
| HANSEN, GREGG                   | 314 OAKLAWN DR      |
| LAROVERE, RALPH D               | 306 OAKLAWN DR      |
| HOPKINS, PAIGE N                | 308 VAN OAKS DR     |
| HENDERSON, WILLIAM              | 312 CHESTNUT BEND   |
| GANAWAY, ANGELA                 | 310 OAKLAWN DR      |
| KITTLE, DANA                    | 400 POLO CT         |
| SIMPSON, GREGORY                | 209 VAN OAKS DR     |
| BALLEJOS, CHRISTOPHER           | 307 MORNINGSTAR CT  |
| KING, MICHAEL                   | 404 POLO CT         |
| HENDERSON, MARK S               | 302 OAKLAWN DR      |
| KING, BRIAN                     | 6301 DERBY DR       |
| COSTANTINI, ANDREW              | 201 OAKLAWN DR      |
| PINCKNEY-MAAS, SHERYL           | 6300 REMINGTON PKWY |
| ORR, GENE                       | 301 OAKLAWN DR      |
| PRYOR, ANDREW L                 | 311 POLO TR         |
| SQUIRES, STEVEN                 | 303 MORNINGSTAR CT  |
| HARRIS, BRANDON                 | 318 OAKLAWN DR      |
| BELL, CARLA                     | 6205 REMINGTON PKWY |
| SALDIVIA, GALO D                | 401 POLO CT         |
| WOODDELL, CHARLES               | 400 VINTAGE CT      |
| EDEN ROAD TRUST                 | 300 CHESTNUT BEND   |
| REMINGTON PARK ADDITION         | COURTESY NOTICE     |
| GRAPEVINE COLLEYVILLE ISD       | STATE REQUIRED      |
| LASSO WORKS CEDAR               | APPLICANT           |

**From:** [REDACTED]  
**To:** [Citizen Letters](#)  
**Subject:** Zoning change request ZC24-008  
**Date:** Tuesday, May 28, 2024 2:13:42 PM

---

Hi!

I am writing because there is a zoning request sign in my neighbors yard, 306 Van Oaks Colleyville TX 76034.

I am against this and would like to remain anonymous bc of how close we live to them.

They have been doing work on the house since October and have told us face to face that they didn't get permits.

They added a rock sidewalk to their yard which significantly impacted the rainwater drainage in our yard. Our entire yard was soaked, at least a foot down for at least two months this spring because of the unpermitted work they did. It caused several of our trees and landscape to die, we were over run with mosquitos, it killed a significant amount of our grass. We have not had issues with this until they moved in and did the rock work.

This car port will also significantly impact the drainage to the house on the other side of them. From what I have seen, I don't trust that they will do a thorough job to prevent future drainage issues.

The owner of 306 Van oaks told us that he wasn't going to get permits for any of the work he was having done. Our other neighbor, informed him that they were renovating their house and so the city would be out quite frequently. Only then did he request a permit. He began prep work before he even applied for the permit, such as moving the AC unit.

They have not been honest about renovations, such as telling us that there were not going to put up a fence between our yard (we already have a beautiful rod iron fence with beautiful flowering vines between our yard), and we came home one day to fence construction. I will attach pictures of how unsightly the fence is and how it left two feet of yard that we are unable to attend to now. The owners of 306 Van Oaks have already flipped another house in Colleyville in the past two years, and quickly moved out. This causes me to believe that they may be planning on doing this with this house. Colleyville is not an area that needs quick flipped houses. Colleyville is established and full of quality everything (houses, streets, parks, etc) we cannot begin to allow things like a carport to start bringing down the property value and beautiful ethics that Colleyville offers. I believe that a carport will significantly decrease the property values on our street. Carports are unsightly, debris, trash, and other items that should be stored in the garage, end up being stored in the carport, which is visible from the road. Our street is beautiful and serves as a common walking trail for families all around our area. On any given day, I see at least a minimum of 20 families/individuals who do not live on our street, walking, jogging, riding bikes, and walking their dogs. It is obvious that they enjoy the tranquility and niceness of our street. Having an unsightly carport would greatly bring down the beautiful aesthetics and nature of our street.

Allowing them to add a carport would be the beginning to a slippery slope towards the decline of the peaceful and quality aesthetic that living in Colleyville brings.

Thank you for your time and please consider the points I've made!

[REDACTED]

## **ORDINANCE O-24-2288**

**AMENDING THE ZONING ORDINANCE AND THE OFFICIAL ZONING MAP OF THE CITY OF COLLEYVILLE, TEXAS, BY CHANGING THE ZONING ON APPROXIMATELY 0.45 ACRES, BEING LOT 1, BLOCK 1, DEBRECHT ADDITION, LOCATED AT 306 VAN OAKS DRIVE, BY AUTHORIZING A SPECIAL USE PERMIT TO ALLOW FOR A CARPORT; 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 to allow for a Carport under Case No. ZC24-008; 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 a Carport on 0.45 acres, being Lot 1, Block 1, Debrecht Addition, located at 306 Van Oaks Drive, 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 allow a carport being 20 feet in length and 272 square feet in area.
- b. It shall be generally consistent with the site plan and as depicted on the attached Exhibit "B".
- c. 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 2<sup>nd</sup> day of July 2024.



The second reading and public hearing being conducted on the 16<sup>th</sup> day of July 2024.

PASSED AND APPROVED BY A VOTE OF \_ AYES, \_ NAYS, AND \_ ABSTENTIONS  
ON THIS THE 16<sup>TH</sup> DAY OF JULY 2024.

|                                        |       |                        |       |
|----------------------------------------|-------|------------------------|-------|
| Mayor Bobby Lindamood                  | _____ | Mark Alphonso, Place 2 | _____ |
| Mayor Pro Tem Brandi Elder             | _____ | Ben Graves, Place 4    | _____ |
| Deputy Mayor Pro Tem Scotty Richardson | _____ | Tim Raine, Place 6     | _____ |
| Kimberly Holt Gunderson, Place 5       | _____ |                        |       |

**ATTEST:** **CITY OF COLLEYVILLE**

|                       |                 |
|-----------------------|-----------------|
| Christine Loven, TRMC | Bobby Lindamood |
| City Secretary        | Mayor           |

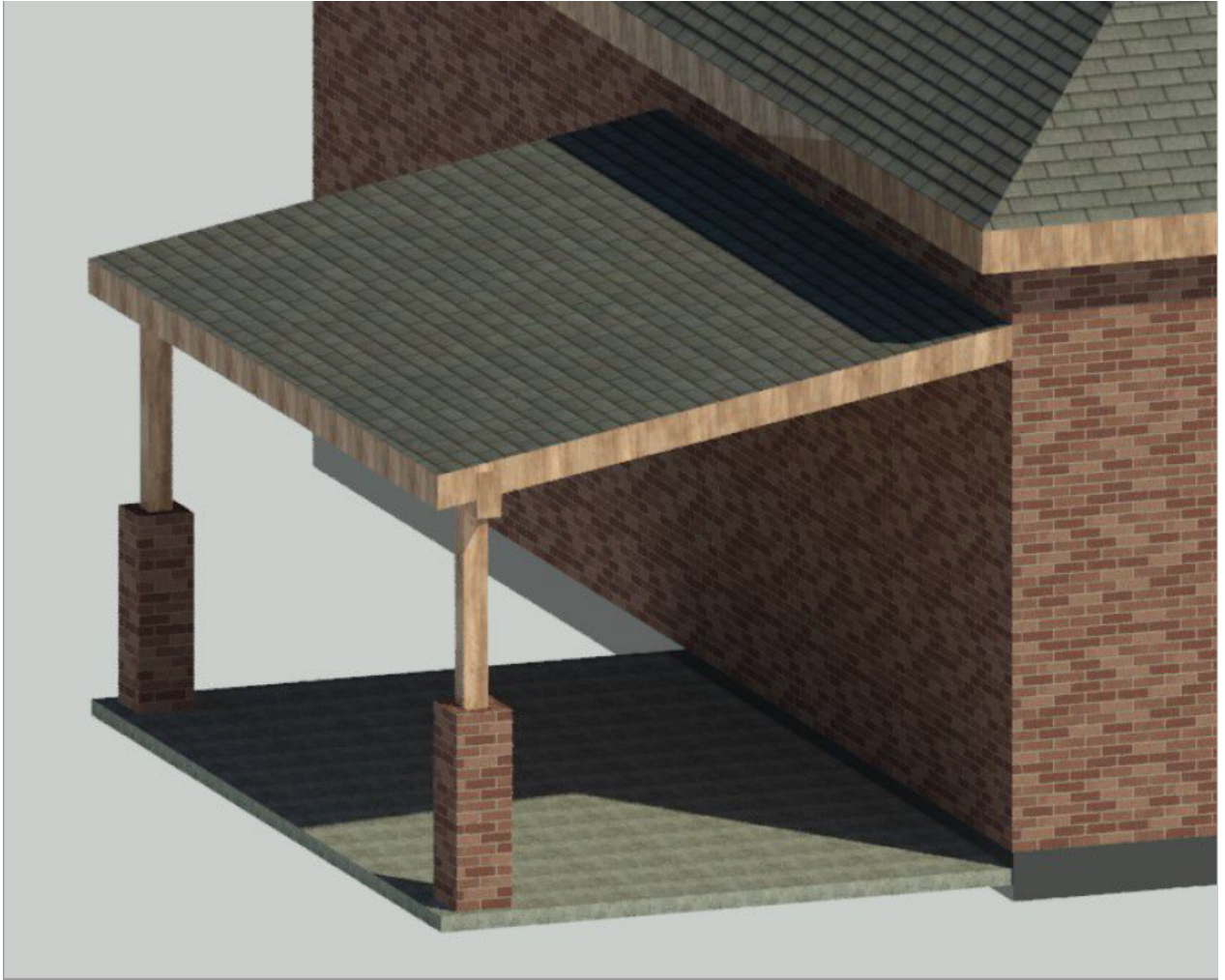
**APPROVED AS TO FORM:**

Whitt Wyatt  
City Attorney

Exhibit "A" - Location and Zoning Map



[illegible]







## CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

---

**Agenda Number** 6b

**Agenda Date** 7/2/2024

**Number** Ordinance O-24-2289

**Type** Ordinance

**Department** Community Development

---

### **Title**

Amending Exhibit B of Ordinance O-21-2179 for the purpose of deleting the local amendment to Section 1003, Interceptors and Separators, of the adopted 2018 edition of the International Plumbing Code and adopting the original language of Section 1003 as published in the 2018 edition of the International Plumbing Code; amending Section 18-19(b) of the Code of Ordinances

### **Explanation**

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

This item seeks approval to amend Exhibit B of the local amendment to Section 1003, adopted by Ordinance O-21-2179, when the City adopted the 2018 editions to the International Building Code (IBC), International Residential Code (IRC), International Energy... Code (IECC), 2020 National Electric Code, International Plumbing Code (IPC), International Fuel Gas Code (IFGC), International Mechanical Code (IMC), International Fire Code (IFC), International Swimming Pool and Spa Code (ISPSC), and International Existing Building Code (IEBC).

City staff found Chapter 10, Section 1003.1 through 1003.10 were removed by amendment and replaced with the City of Colleyville Fats, Oils, and Grease (FOG) Manual and Policy. Research has found this manual was intended to be based on a similar manual from Southlake. However, the manual or associated policy was never created. As this section was removed, the City has no restriction regarding the discharge of fats, oils, grease, sand, or any other debris into the City sewer. Approval of the amendment will restore the original wording ([...] 1003.10 Access and maintenance of interceptors and separators. Access shall be provided to each interceptor and separator for service and maintenance. Interceptors and separators shall be maintained by periodic removal of accumulated grease, scum, oil, or other floating substances and solids deposited in the interceptor or separator.) as found in the 2018 International Plumbing Code, and provide the City with the ability to enforce discharge restrictions.

### **Financial Impact**

There is no financial impact to the City.

### **Recommendation**

Approve



**Attachments**

1. Section 1003 IPC
2. Ordinance O-24-2289

## **SECTION 1003**

### **INTERCEPTORS AND SEPARATORS**

#### **1003.1 Where required.**

Interceptors and separators shall be provided to prevent the discharge of oil, grease, sand and other substances harmful or hazardous to the public sewer, the private sewage system or the sewage treatment plant or processes.

#### **1003.2 Approval.**

The size, type and location of each interceptor and of each separator shall be designed and installed in accordance with the manufacturer's instructions and the requirements of this section based on the anticipated conditions of use. Wastes that do not require treatment or separation shall not be discharged into any interceptor or separator.

#### **1003.3 Grease interceptors.**

Grease interceptors shall comply with the requirements of [Sections 1003.3.1](#) through [1003.3.8](#).

##### **1003.3.1 Grease interceptors and automatic grease removal devices required.**

A grease interceptor or automatic grease removal device shall be required to receive the drainage from fixtures and equipment with grease-laden waste located in food preparation areas, such as in restaurants, hotel kitchens, hospitals, school kitchens, bars, factory cafeterias and clubs. Fixtures and equipment shall include pot sinks, prerinse sinks; soup kettles or similar devices; wok stations; floor drains or sinks into which kettles are drained; automatic hood wash units and dishwashers without prerinse sinks. Grease interceptors and automatic grease removal devices shall receive waste only from fixtures and equipment that allow fats, oils or grease to be discharged. Where lack of space or other constraints prevent the installation or replacement of a grease interceptor, one or more grease interceptors shall be permitted to be installed on or above the floor and upstream of an existing grease interceptor.

##### **1003.3.2 Food waste disposers restriction.**

A food waste disposer shall not discharge to a grease interceptor.

##### **1003.3.3 Additives to grease interceptors.**

Dispensing systems that dispense interceptor performance additives to grease interceptors shall not be installed except where such systems dispense microbes for the enhancement of aerobic bioremediation of grease and other organic material, or for inhibiting growth of pathogenic organisms by anaerobic methods. Such microbial dispensing systems shall be installed only where the grease interceptor manufacturer's instructions allow such systems and the systems conform to [ASME A112.14.6](#). Systems that discharge emulsifiers, chemicals or enzymes to grease interceptors shall be prohibited.

##### **1003.3.4 Grease interceptors and automatic grease removal devices not required.**

A grease interceptor or an automatic grease removal device shall not be required for individual dwelling units or any private living quarters.

##### **1003.3.5 Hydromechanical grease interceptors, fats, oils and greases disposal systems and automatic grease removal devices.**

Hydromechanical grease interceptors; fats, oils, and greases disposal systems and automatic grease removal devices shall be sized in accordance with [ASME A112.14.3](#), [ASME A112.14.4](#), [ASME A112.14.6](#), [CSA B481.3](#) or [PDI G101](#). Hydromechanical grease interceptors; fats, oils, and greases disposal systems and automatic grease removal devices shall be designed and tested in accordance with [ASME A112.14.3](#), [ASME A112.14.4](#), [CSA B481.1](#), [PDI G101](#) or [PDI G102](#). Hydromechanical grease interceptors; fats, oils, and greases disposal systems and automatic grease removal devices shall be installed in accordance with the manufacturer's instructions. Where manufacturer's instructions are not provided, hydromechanical grease interceptors; fats, oils, and greases disposal systems and automatic grease removal devices shall be installed in compliance with [ASME A112.14.3](#), [ASME A112.14.4](#), [ASME A112.14.6](#), [CSA B481.3](#) or [PDI G101](#).

#### **1003.3.5.1 Grease interceptor capacity.**

Grease interceptors shall have the grease retention capacity indicated in [Table 1003.3.5.1](#) for the flow-through rates indicated.

**TABLE 1003.3.5.1  
CAPACITY OF GREASE INTERCEPTORS<sup>a</sup>**

| <b>TOTAL FLOW-<br/>THROUGH RATING (gpm)</b> | <b>GREASE RETENTION CAPACITY (pounds)</b> |
|---------------------------------------------|-------------------------------------------|
| 4                                           | 8                                         |
| 6                                           | 12                                        |
| 7                                           | 14                                        |
| 9                                           | 18                                        |
| 10                                          | 20                                        |
| 12                                          | 24                                        |
| 14                                          | 28                                        |
| 15                                          | 30                                        |
| 18                                          | 36                                        |

|     |     |
|-----|-----|
| 20  | 40  |
| 25  | 50  |
| 35  | 70  |
| 50  | 100 |
| 75  | 150 |
| 100 | 200 |

For SI: 1 gallon per minute = 3.785 L/m, 1 pound = 0.454 kg.

1. a. For total flow-through ratings greater than 100 (gpm), double the flow-through rating to determine the grease retention capacity (pounds).

#### **1003.3.5.2 Rate of flow controls.**

Grease interceptors shall be equipped with devices to control the rate of water flow so that the water flow does not exceed the rated flow. The flow-control device shall be vented and terminate not less than 6 inches (152 mm) above the flood rim level or be installed in accordance with the manufacturer's instructions.

#### **1003.3.6 Automatic grease removal devices.**

Where automatic grease removal devices are installed, such devices shall be located downstream of each fixture or multiple fixtures in accordance with the manufacturer's instructions. The automatic grease removal device shall be sized to pretreat the measured or calculated flows for all connected fixtures or equipment. Ready *access* shall be provided for inspection and maintenance.

#### **1003.3.7 Gravity grease interceptors and gravity grease interceptors with fats, oils, and greases disposal systems.**

The required capacity of gravity grease interceptors and gravity grease interceptors with fats, oils, and greases disposal systems shall be determined by multiplying the peak drain flow into the interceptor in gallons per minute by a retention time of 30 minutes. Gravity grease interceptors shall be designed and tested in accordance with [IAPMO/ANSI Z1001](#). Gravity grease interceptors with fats, oils, and greases disposal systems shall be designed and tested in accordance with [ASME A112.14.6](#) and [IAPMO/ANSI Z1001](#). Gravity grease interceptors and gravity grease interceptors with fats, oils, and greases disposal systems shall be installed in accordance with manufacturer's instructions. Where manufacturer's instructions are not provided, gravity grease interceptors and gravity grease interceptors with fats, oils, and greases disposal systems shall be installed in compliance with [ASME A112.14.6](#) and [IAPMO/ANSI Z1001](#).

### **1003.3.8 Direct connection.**

The discharge piping from a grease interceptor shall be directly connected to the sanitary drainage system.

### **1003.4 Oil separators required.**

At repair garages where floor or trench drains are provided, car washing facilities, factories where oily and flammable liquid wastes are produced and hydraulic elevator pits, oil separators shall be installed into which oil-bearing, grease-bearing or flammable wastes shall be discharged before emptying into the building drainage system or other point of disposal.

**Exception:** An oil separator is not required in hydraulic elevator pits where an *approved* alarm system is installed. Such alarm systems shall not terminate the operation of pumps utilized to maintain emergency operation of the elevator by fire fighters.

#### **1003.4.1 Separation of liquids.**

A mixture of treated or untreated light and heavy liquids with various specific gravities shall be separated in an *approved* receptacle.

#### **1003.4.2 Oil separator design.**

Oil separators shall be listed and labeled, or designed in accordance with [Sections 1003.4.2.1](#) and [1003.4.2.2](#).

##### **1003.4.2.1 General design requirements.**

Oil separators shall have a depth of not less than 2 feet (610 mm) below the invert of the discharge drain. The outlet opening of the separator shall have not less than an 18-inch (457 mm) water seal.

##### **1003.4.2.2 Garages and service stations.**

Where automobiles are serviced, greased, repaired or washed or where gasoline is dispensed, oil separators shall have a capacity of not less than 6 cubic feet (0.168 m<sup>3</sup>) for the first 100 square feet (9.3 m<sup>2</sup>) of area to be drained, plus 1 cubic foot (0.028 m<sup>3</sup>) for each additional 100 square feet (9.3 m<sup>2</sup>) of area to be drained into the separator. Parking garages in which servicing, repairing or washing is not conducted, and in which gasoline is not dispensed, shall not require a separator. Areas of commercial garages utilized only for storage of automobiles are not required to be drained through a separator.

### **1003.5 Sand interceptors in commercial establishments.**

Sand and similar interceptors for heavy solids shall be designed and located so as to be provided with ready *access* for cleaning, and shall have a water seal of not less than 6 inches (152 mm).

### **1003.6 Clothes washer discharge interceptor.**

Clothes washers shall discharge through an interceptor that is provided with a wire basket or similar device, removable for cleaning, that prevents passage into the drainage system of solids ½ inch (12.7 mm) or larger in size, string, rags, buttons or other materials detrimental to the public sewage system.

#### **Exceptions:**

1. Clothes washers in individual dwelling units shall not be required to discharge through an interceptor.



2. 2.A single clothes washer designed for use in individual dwelling units and installed in a location other than an individual dwelling unit shall not be required to discharge through an interceptor.

#### **1003.7 Bottling establishments.**

Bottling plants shall discharge process wastes into an interceptor that will provide for the separation of broken glass or other solids before discharging waste into the drainage system.

#### **1003.8 Slaughterhouses.**

Slaughtering room and dressing room drains shall be equipped with *approved* separators. The separator shall prevent the discharge into the drainage system of feathers, entrails and other materials that cause clogging.

#### **1003.9 Venting of interceptors and separators.**

Interceptors and separators shall be designed so as not to become air bound. Interceptors and separators shall be vented in accordance with one of the methods in [Chapter 9](#).

#### **1003.10 Access and maintenance of interceptors and separators.**

*Access* shall be provided to each interceptor and separator for service and maintenance. Interceptors and separators shall be maintained by periodic removal of accumulated grease, scum, oil, or other floating substances and solids deposited in the interceptor or separator.

## **ORDINANCE O-O-24-2289**

**AMENDING EXHIBIT B OF ORDINANCE O-21-2179 FOR THE PURPOSE OF DELETING THE LOCAL AMENDMENT TO SECTION 1003, INTERCEPTORS AND SEPARATORS, OF THE ADOPTED 2018 EDITION OF THE INTERNATIONAL PLUMBING CODE AND ADOPTING THE ORIGINAL LANGUAGE OF SECTION 1003 AS PUBLISHED IN THE 2018 EDITION OF THE INTERNATIONAL PLUMBING CODE; AMENDING SECTION 18-19(B) OF THE CODE OF ORDINANCES TO REFERENCE THE AMENDMENT ADOPTED HEREIN AND PROVIDE FOR THE RECORDING OF SUCH AMENDMENT AS A PUBLIC RECORD; REPEALING ALL ORDINANCES IN CONFLICT HERewith; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS,** The City of Colleyville, Texas is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS,** The City Council of the City of Colleyville deems it necessary to adopt requirements governing requirements for the installation and maintenance of plumbing systems, including requirements for materials, in order to protect the health, safety and welfare of the citizens of the City of Colleyville; and

**WHEREAS,** On October 19, 2021, the City Council adopted Ordinance O-21-2179, which among other international codes, adopted the 2018 version of the International Plumbing Code (the "2018 IPC") with certain local amendments as set forth in Exhibit B of the same Ordinance; and

**WHEREAS,** The City Council deems it necessary to amend Exhibit B of Ordinance O-21-2179 by deleting the local amendment previously adopted for Section 1003 of the 2018 IPC, entitled "Interceptors and Separators", and adopting the original language of the same section found in the 2018 IPC.

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

Sec. 1. THAT the City of Colleyville hereby amends Exhibit B to Ordinance O-21-2179 by deleting the local amendment previously adopted for Section 1003 of the 2018 version of the International Plumbing Code, entitled "Interceptors and Separators", and adopting the original language of Section

1003 as published in the 2018 version of the International Plumbing Code.

Sec. 2. THAT save and except the amendment adopted in Section 1 of this Ordinance, the local amendments adopted in Exhibit B of Ordinance O-21-2179 shall remain in full force and effect.

Sec. 3. THAT the Section 18-19(b) of the Code of Ordinances shall be amended to read as follows:

**"Sec. 18-19 International Plumbing Code Adopted; Local Amendments.**

[...]

(b) The 2018 edition of the International Plumbing Code is hereby amended as set forth in the City's local amendments thereto adopted by Ordinance O-21-2179 and Ordinance O-24-2289. A copy of the local amendments referenced in this section shall be kept on file and available for inspection by the public in the office of the building official."

Sec. 4. THAT this ordinance shall be cumulative of all provisions of ordinances of the City of Colleyville, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

Sec. 5. THAT it is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section. It is not the intention of this ordinance to conflict in any way with the Plumbing License Law of Texas.

Sec. 6. THAT any person, firm or corporation who violates, disobeys, omits, neglects or refuses to comply with or who resists the

enforcement of any of the provisions of this ordinance shall be fined not more than Two Thousand Dollars (\$2,000.00) for all violations involving zoning, fire safety or public health and sanitation, including dumping or refuse, and shall be fined not more than Five Hundred Dollars (\$500.00) for all other violations of this ordinance. Each day that a violation is permitted to exist shall constitute a separate offense.

- Sec. 7. THAT all rights and remedies of the City of Colleyville are expressly saved as to any and all violations of the provisions of any ordinances affecting the installation and maintenance of systems which have accrued at the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.
- Sec. 8. THAT this ordinance shall take effect immediately from and after its passage.

**AND IT IS SO ORDERED.**

The first reading and public hearing being conducted on the 2<sup>nd</sup> day of July 2024.

The second reading and public hearing being conducted on the 16<sup>th</sup> day of July 2024.

PASSED AND APPROVED BY A VOTE OF \_ AYES, \_ NAYS, ON THIS THE 16<sup>TH</sup> DAY OF JULY 2024.

|                                        |       |                        |       |
|----------------------------------------|-------|------------------------|-------|
| Mayor Bobby Lindamood                  | _____ | Mark Alphonso, Place 2 | _____ |
| Mayor Pro Tem Brandi Elder             | _____ | Ben Graves, Place 4    | _____ |
| Deputy Mayor Pro Tem Scotty Richardson | _____ | Tim Raine, Place 6     | _____ |
| Kimberly Holt Gunderson, Place 5       | _____ |                        |       |

**ATTEST:**

**CITY OF COLLEYVILLE**

Christine Loven, TRMC  
City Secretary

Bobby Lindamood  
Mayor

**APPROVED AS TO FORM:**

Whitt Wyatt  
City Attorney





# CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

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|                                         |                             |                                    |
|-----------------------------------------|-----------------------------|------------------------------------|
| <b>Agenda Number</b> 7a                 | <b>Agenda Date</b> 7/2/2024 | <b>Number</b> Resolution R-24-4952 |
| <b>Type</b> Resolution                  |                             |                                    |
| <b>Department</b> Community Development |                             |                                    |

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**Title**

Consideration of a replat with a waiver for side yard setback on Lot 56A, Block 4, Western-Trails Section Two, located at 7608 Overland Trail, Case PC24-004

**Explanation**

***Reading and Public Hearing***

Manny Papadakis, the applicant, has submitted a request for a replat with a waiver for Lot 56A, Block 4, Western-Trails-Colleyville, being approximately 0.49 acres, and zoned R-20 Single Family Residential district. The purpose of the plat is to revise the lot lines of the property by moving the lot line five feet to the south and request a plat waiver to allow for a 5 foot side yard setback.

**Existing Conditions/Background:** The subject property, 7608 Overland Trail, resides west of the intersection of Overland Trail and Wagonwheel Court. The property currently has a single-family home and two accessory buildings on the property that will remain.

**Lot Dimensions and Setbacks:** Per Section 3.24 G, Schedule of District Regulations in the Land Development Code, the R-20 zoning regulations require the following standards:

|                          |            |        |
|--------------------------|------------|--------|
| Minimum Lot Size         | 20,000 sf. |        |
| Minimum Lot Width        | 100 feet   |        |
| Minimum Lot Depth        | 125 feet   |        |
| Front Building Line      | 30 feet    |        |
| Side Building Line       | 10 feet    | 5 feet |
| Rear Building Line       | 25 feet    |        |
| Max. Lot Coverage        | 30%        |        |
| Max. Impervious Coverage | 60%        |        |

As submitted, the lot shown on the proposed plat is insufficient in meeting the side yard setback requirement of the R-20 zoning as described in the Land Development Code.

**Analysis:** The proposed plat will revise the existing lot lines to include 5 feet from the lot to the south and match the existing deed line. When the property was developed, it was erroneously built with a 1.5 foot side yard setback. Additional land was purchased from the lot to the south to provide for a larger side yard setback, but the land has yet to be platted. Additionally, this request includes a waiver request for a 5 foot side yard

setback to allow for an addition.

**Plat Status:** The property is currently platted as Lot 56, Block 4, Western-Trails Colleyville.

**DRC Review:** The DRC reviewed the request during their May 20, 2024 meeting and provided the following comments.

1. Provide a more accurate purpose statement of the plat and a centerline for both streets.
2. Add a 16' utility and drainage easement to the rear of the property.
3. Add 7.5' utility and drainage easement on the north side property lines.
4. Add a 5' utility and drainage easement on the south side property line. A waiver will need to be granted to reduce the easement from 7.5' to 5'.

The applicant provided updated exhibits on May 22, 2024.

**Drainage:** The drainage meets the requirements of the Land Development Code.

**Surrounding Development:** The properties to the north, east, and south are zoned R-20 Single Family Residential and improved with single-family homes. The properties to the west are located in Keller, TX and improved with single-family homes.

**Tree Preservation:** Any subdivision of the subject property must comply with Chapter 5 (Tree Preservation) of the Land Development Code. Where any tree is slated for removal, no site grading, dirt disturbance or new construction may occur on the property until a Tree Removal Permit has been issued that is associated with an approved Tree Preservation Plan.

In addition to the requirements for submittal of a Tree Removal Permit and Tree Preservation Plan, future development on the site must maintain the minimum existing protected tree canopy coverage as required in Chapter 5.

**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 approval of the replat with a waiver for a 5 foot side yard setback.

**Planning and Zoning Commission Recommendation:** The Planning and Zoning Commission recommended approval of the plat with waiver for the existing home and proposed addition only at their June 10, 2024 meeting by a vote of 5-0.

**Attachments**

1. Aerial Map
2. Zoning Map
3. Future Land Use Map
4. Plat Exhibit
5. Site Plan Exhibit
6. Boundary and Topographic Exhibit
7. Notification Letter
8. Notification Map
9. Notification List
10. Resolution R-24-4952



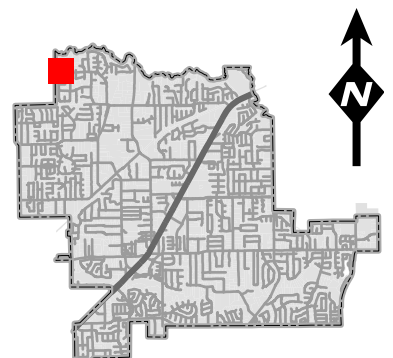
# Aerial Map



**PC24-004**

7608 Overland Tr

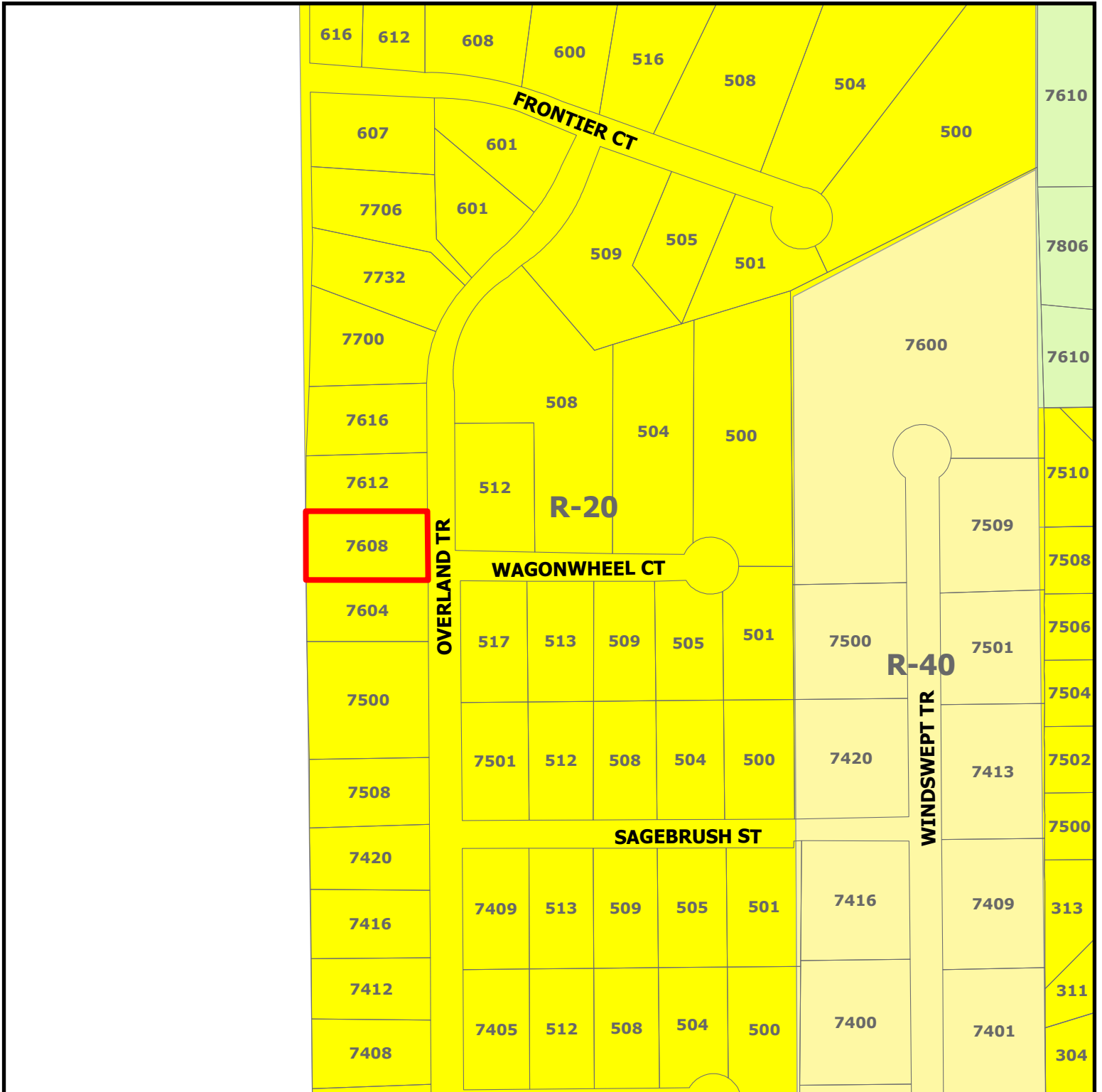
Subject Property



**DISCLAIMER:**  
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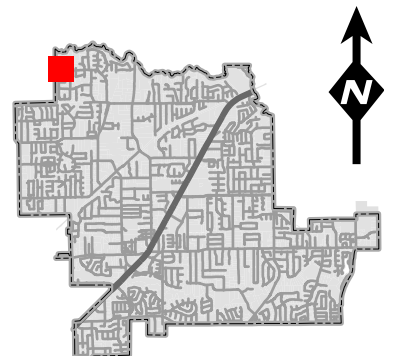
# Zoning Map



**PC24-004**

7608 Overland Tr

Subject Property



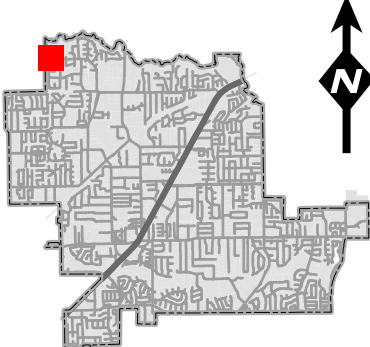
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# Future Land Use Map



**PC24-004**  
7608 Overland Tr

-  Residential
-  Open Space; Parks
-  Subject Property



**DISCLAIMER:**  
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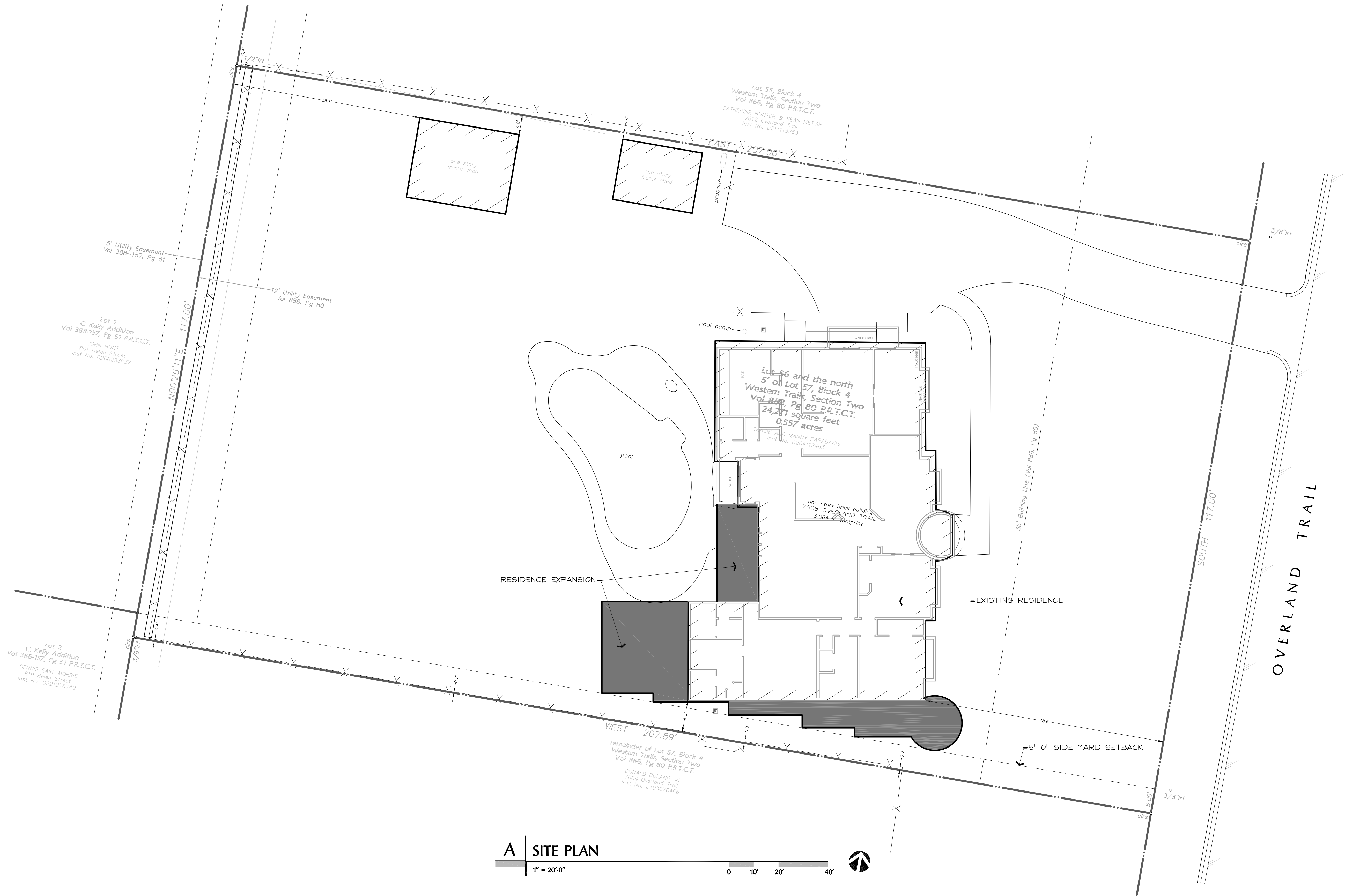


JOHN HUNT  
801 Helen Street  
Inst No. D206233637 O.P.R.T.C.T.

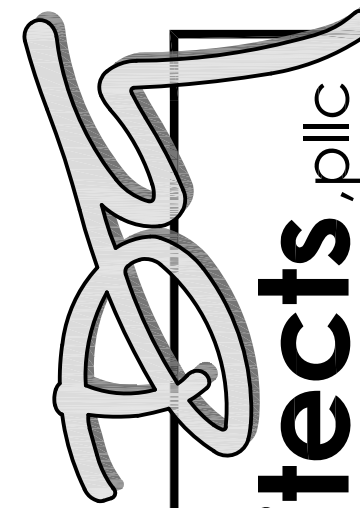
N89°31'00"W    191.90' (called)

DENNIS EARL MORRIS  
819 Helen Street  
No. D221276749 O.P.R.T.C.T.





A SITE PLAN  
1" = 20'-0"



davidarchitects,pllc

Hico, Texas 76457  
www.davidarchitects.com



David J. Papadakis

# Papadakis House

7608 Overland Trail  
Colleyville, Texas 76034

## REVISIONS

| NO. | DESCRIPTION | DATE |
|-----|-------------|------|
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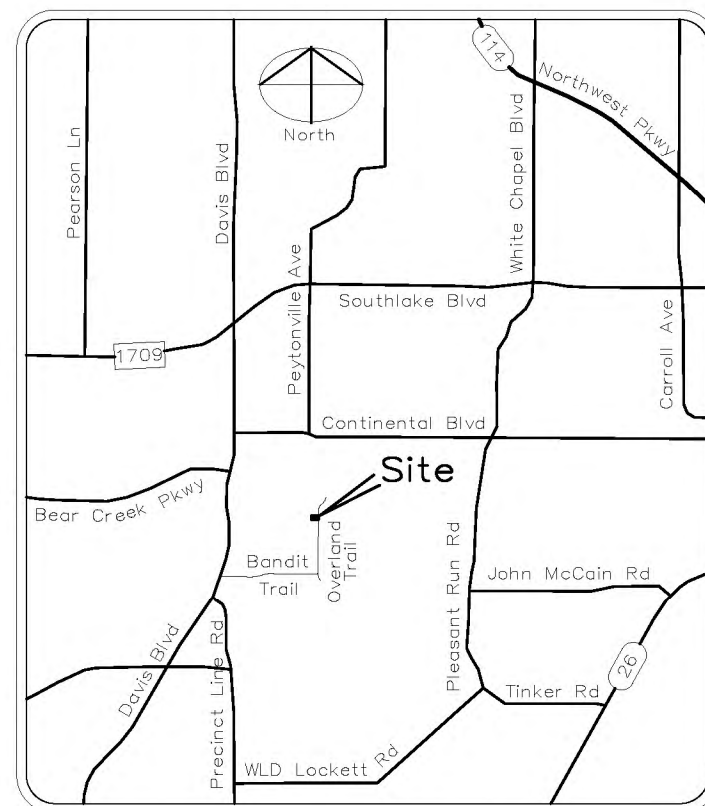
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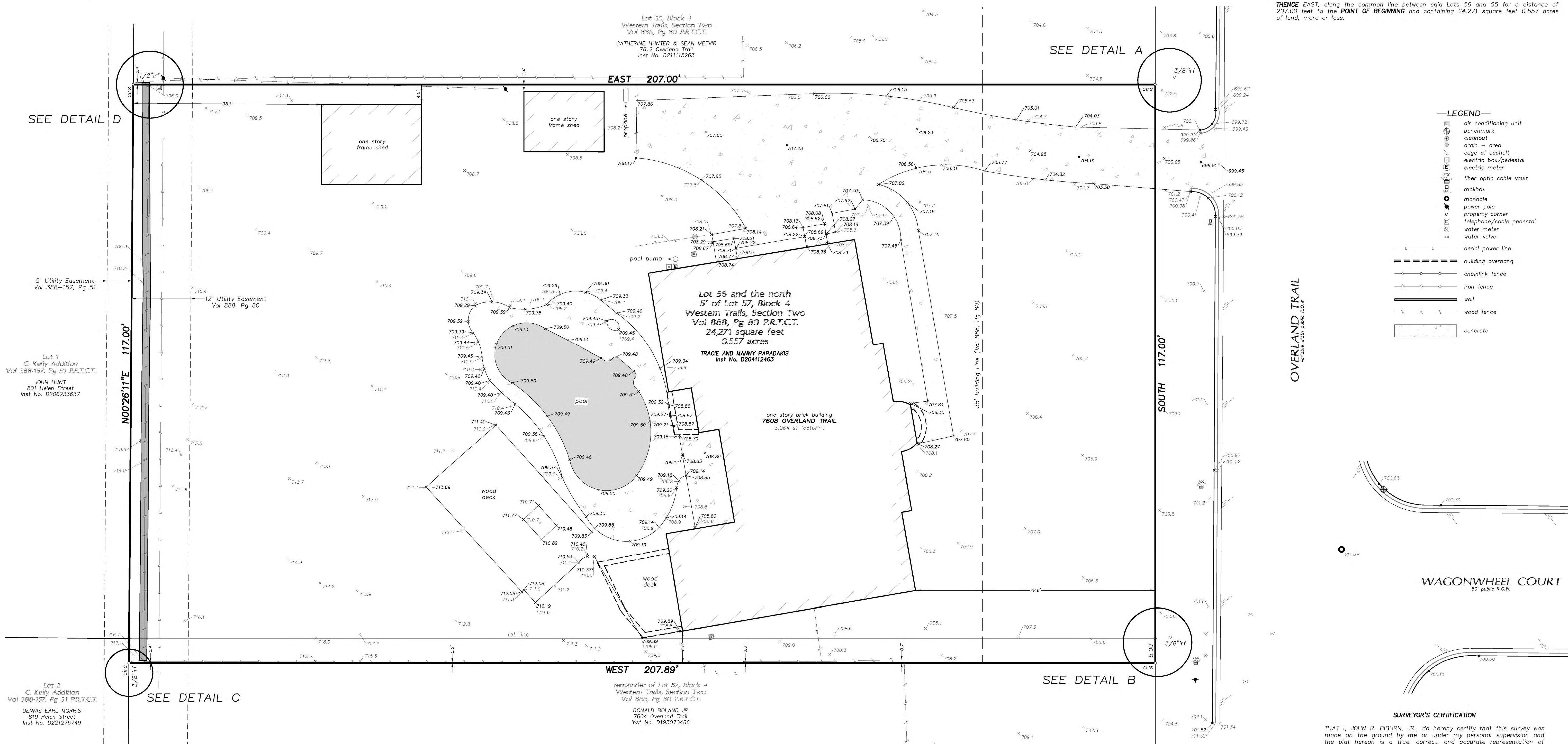
SHEETS





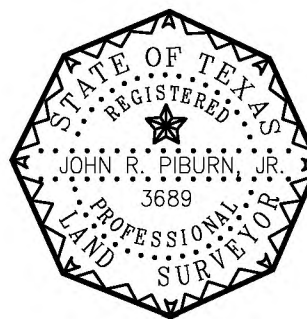
**NOTES:**

**BENCHMARK:**



### PROPERTY DESCRIPTION

**SURVEYOR'S CERTIFICATION**



## BASIS OF BEARINGS

Copyright 2023 Piburn & Company, LLC. All Rights Reserved. This drawing is the property of Piburn & Company, LLC. Any modification or use of this drawing without the express written authorization of Piburn & Company, LLC is prohibited. This drawing is only valid with a wet ink signature.

# Boundary & Topographic Survey

Piburn &amp; Company, LLC



Scale: 1" = 10'

SHEET



OF





## 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, June 10, 2024 at 7:00 p.m.**

**City Council Meetings: Tuesday, July 2, 2024**

**3rd floor of City Hall, 100 Main Street, Colleyville, Texas**

**Request:** Consideration of a Replat for Lot 56R, Block 4, Western-Trails Section Two. The purpose of the plat is to revise the lot lines of the property by moving the lot line five feet to the south, and request a plat waiver to allow for a 5' side yard setback.

**Zoning Case:** PC24-004

**Applicant:** Manny Papadakis

**Owner:** Tracie Papadakis

**Location:** 7608 Overland Trail

**Property Description:** Lot 56, Block 4, Western Trails-Colleyville

**Present Zoning:** R-20 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 or email below:

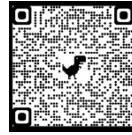
**Community Development Department  
City of Colleyville  
100 Main Street  
Colleyville, TX 76034**

[Citizenletters@Colleyville.com](mailto:Citizenletters@Colleyville.com)

# 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 817.503.1050. Please reference the case number when requesting information.

Kris Potts

Kristopher Potts  
Planner



## Notification Map

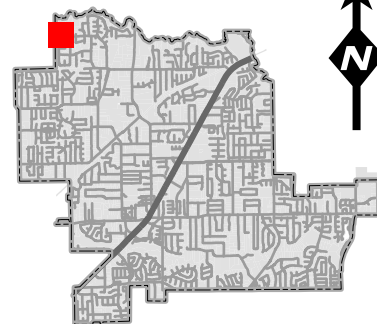


**DISCLAIMER:**  
This map and information contained in it were developed exclusively for use by the City of Colleyville. Any use or reliance on this map by anyone else is at that party's risk and without liability to the City of Colleyville, its officials or employees for any discrepancies, errors,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

# PC24-004

## 7608 Overland Tr

-  Parcels to be notified  
 Buffer  
 Subject Property



| Owner Name                    | Situs Address     |
|-------------------------------|-------------------|
| MCLAIN, EVELYN L              | 512 SAGEBRUSH ST  |
| SOWELL, CHARLES R             | 509 WAGONWHEEL CT |
| BOWEN, BRADFORD H             | 508 WAGONWHEEL CT |
| SEDBERRY, DALE OWEN           | 7616 OVERLAND TR  |
| HUNTER, CATHERINE METVIR SEAN | 7612 OVERLAND TR  |
| BALDWIN, DARREL KEITH         | 508 SAGEBRUSH ST  |
| ZIMMERMAN, KEVIN              | 7501 OVERLAND TR  |
| AVELAR, FERNANDO              | 7508 OVERLAND TR  |
| VALEK, KEVIN                  | 504 WAGONWHEEL CT |
| DILTZ, DEBBY                  | 7420 OVERLAND TR  |
| ACKELBEIN, JOHN               | 7706 OVERLAND TR  |
| WAMPLER, JEFFREY W            | 517 WAGONWHEEL CT |
| EAVES, CAROL                  | 7409 OVERLAND TR  |
| BOLAND, DONALD                | 7604 OVERLAND TR  |
| CHAMBERS, SPENCER             | 504 SAGEBRUSH ST  |
| BROCIOUS, JASON               | 512 WAGONWHEEL CT |
| ROBERTS, RONALD A             | 513 SAGEBRUSH ST  |
| COX, VIRGIL TRUETT EST        | 7732 OVERLAND TR  |
| JOHNSON, JENNIFER A           | 509 FRONTIER CT   |
| HARRIS, WESLEY D              | 513 WAGONWHEEL CT |
| SHEPHERD, NANCY               | 500 WAGONWHEEL CT |
| ALLEN, BLAKE                  | 7700 OVERLAND TR  |
| GERBER, KEVIN M               | 505 WAGONWHEEL CT |
| KELLER ISD                    | STATE REQUIRED    |
| GRAPEVINE COLLEYVILLE ISD     | STATE REQUIRED    |
| PAPADAKIS, TRACIE             | 7608 OVERLAND TR  |

**RESOLUTION R-24-4952**

**A RESOLUTION APPROVING A REPLAT WITH A PLAT WAIVER FOR  
SIDE YARD SETBACK FOR LOT 56A, BLOCK 4, WESTERN-TRAILS  
SECTION TWO, LOCATED AT 7608 OVERLAND TRAIL**

**WHEREAS,** the Planning and Zoning Commission recommended approval of the Replat with a waiver for a 5 foot side yard setback for the existing home and proposed addition only for Lot 56A, Block 4, Western-Trails Section Two on June 10, 2024.

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

Sec. 1. THAT the Replat with a waiver for a 5 foot side yard setback for the existing home and proposed addition only for Lot 56A, Block 4, Western-Trails Section Two on approximately 0.49 acres, attached as Exhibit "A" - Plat Exhibit, is hereby approved.

**AND IT IS SO RESOLVED.**

APPROVED BY A VOTE OF \_ AYES, \_ NAYS ON THIS THE 2<sup>ND</sup> DAY OF JULY 2024.

Mayor Bobby Lindamood

Mayor Pro Tem Brandi Elder

Deputy Mayor Pro Tem Scotty Richardson

Kimberly Holt Gunderson, Place 5

Mark Alphonso, Place 2

Ben Graves, Place 4

Tim Raine, Place 6

**ATTEST:**

**CITY OF COLLEYVILLE**

Christine Loven, TRMC  
City Secretary

Bobby Lindamood  
Mayor

**ATTEST:**

**CITY OF COLLEYVILLE**

Christine Loven, TRMC  
Assistant City Secretary

Bobby Lindamood  
Mayor

LOT 56A, BLOCK 4  
WESTERN TRAILS, SECTION TWO  
REPLAT  
LOT 56 AND 5' OF LOT 57, BLOCK 4

**KEPLAI**  
**LOT 56 AND 5' OF LOT 57, BLOCK 4**  
 0.557 OF AN ACRE SITUATED IN THE  
 MARY M FREEMAN SURVEY, ABSTRACT NO. 533  
 CITY OF COLLEYVILLE, TARRANT COUNTY, TEXAS

**OWNER/DEVELOPER**  
**Travis & Mary T. Kepkela**  
 7856 Glenwood, Apt. 101  
 Ft. Worth, TX 76114  
 Tel.: 817.239.2225  
 Email: patkepela@earthlink.net

**SURVEYOR**  
**Palmer & Company, LLC**  
 1101 East Campbell Road - Suite 20  
 Ft. Worth, TX 76114  
 Tel.: 817.238.1212  
 Fax: 817.238.1212  
 Email: info@palmerllc.com

May 2024

[illegible]

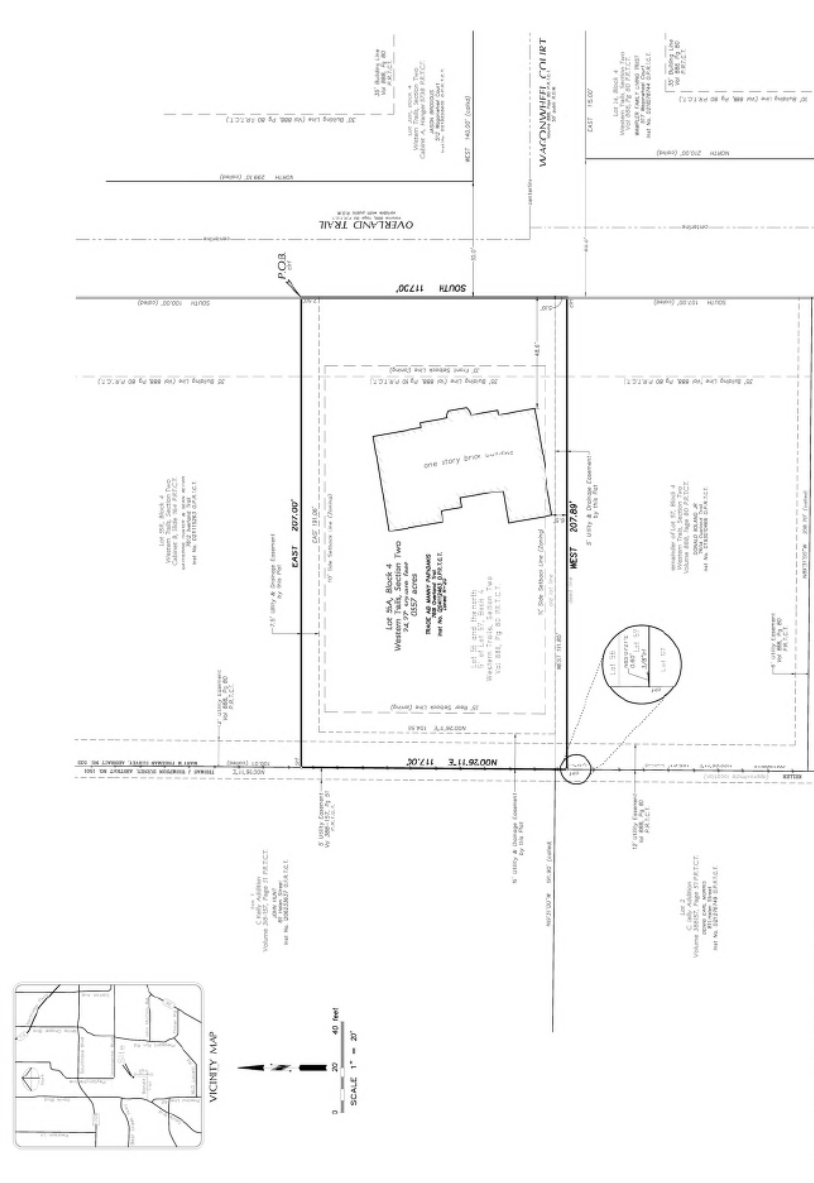
**SEVENTH EDITION**

KNOW ALL MEN BY THESE PRESENTS, THAT I, **John A. Jones, D.D.**, Registrar of the University of Michigan, do hereby certify that the following is a true and correct copy of the original as the same appears in the records of the said University:

Witness my hand and the seal of the said University at Ann Arbor, Michigan, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

Registrar

19\_\_\_\_

The seal of the University of Michigan is a circular emblem. It features a central five-pointed star. Surrounding the star is a wreath. The outer ring of the seal contains the text "UNIVERSITY OF MICHIGAN" at the top and "1817" at the bottom. Inside the wreath, the words "LUDICRUM" and "VERITAS" are visible on the left and right sides respectively.

**City Council Approval**

Whereas the City Council of the City of Lafayette, Louisiana, has approved by Ordinance No. \_\_\_\_\_, dated \_\_\_\_\_, 19\_\_\_\_, the annexation of the above described land to the City of Lafayette, Louisiana;

Be it further ordered, That the Mayor of the City of Lafayette, Louisiana, do execute the foregoing Ordinance.

\_\_\_\_\_ Mayor, City of Lafayette

\_\_\_\_\_ Assistant City Secretary

Planning and Zoning Commission Approved

WHEREAS the Planning and Zoning Commission of the City of Indianapolis, Items acted upon, on this \_\_\_\_\_ day of \_\_\_\_\_, 2014, to approve this PZS:

Chairman, Planning and Zoning Commission \_\_\_\_\_

Attest: Secretary, Planning and Zoning Commission \_\_\_\_\_

[illegible]



## CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

**Agenda Number** 7b

**Agenda Date** 7/2/2024

**Number** Resolution R-24-4953

**Type** Resolution

**Department** Engineering

### Title

Approval of an advanced funding agreement with the Texas Department of Transportation for a Transportation Alternatives Set-Aside (TASA) program for the development of the City of Colleyville 2024 Active Transportation Plan

### Explanation

#### *Reading and Public Hearing*

Pending the approval of the subject Advanced Funding Agreement (AFA), the Texas Department of Transportation (TxDOT) has approved \$124,614 in Transportation Alternatives Set-Aside (TASA) funding for eligible expenses for the development of an Active Transportation Plan.

| Description                        | Total Estimated Cost | Federal Participation |           | State Participation |         | Local Participation |          |
|------------------------------------|----------------------|-----------------------|-----------|---------------------|---------|---------------------|----------|
|                                    |                      | %                     | Cost      | %                   | Cost    | %                   | Cost     |
| Planning, Maps, Education, Non-CST | \$129,000            | 80%                   | \$103,200 | 0%                  | \$0     | 20%                 | \$25,800 |
| Direct State Costs                 | \$19,350             | 80%                   | \$15,480  | 0%                  | \$0     | 20%                 | \$3,870  |
| Indirect State Cost                | \$5,934              | 0%                    | \$0       | 0%                  | \$5,934 | 0%                  | \$0      |
| TOTAL                              | \$154,284            |                       | \$118,680 |                     | \$5,934 |                     | \$29,670 |

### Financial Impact

The local contribution could be appropriated from one or more of the following funding sources: Capital Projects Fund, Colleyville Tomorrow Fund, Parks Tomorrow Fund, Voluntary Park Fund, or the Colleyville Economic Development Corporation Fund.

### Recommendation

Approve



**Attachments**

1. Advanced Funding Agreement
2. Resolution R-24-4953

|              |                                             |                |           |                                         |                                   |
|--------------|---------------------------------------------|----------------|-----------|-----------------------------------------|-----------------------------------|
| TxDOT:       |                                             |                |           | Federal Highway Administration:         |                                   |
| CCSJ #       | 0902-90-318                                 | AFA ID         | Z00009934 | CFDA No.                                | 20.205                            |
| AFA CSJs     | 0902-90-318                                 |                |           | CFDA Title                              | Highway Planning and Construction |
| District #   | 02                                          | Code Chart 64# | 09100     |                                         |                                   |
| Project Name | 2024 Colleyville Active Transportation Plan |                |           | AFA Not Used For Research & Development |                                   |

STATE OF TEXAS       §

COUNTY OF TRAVIS   §

**NON-CONSTRUCTION  
ADVANCE FUNDING AGREEMENT  
FOR A TRANSPORTATION ALTERNATIVES  
SET-ASIDE (TASA) PROGRAM PROJECT  
TxDOT-Selected On-System**

This Advance Funding Agreement for a Transportation Alternatives Set-Aside (TASA) Program Project (“Agreement”) is made between the State of Texas (State), acting through the Texas Department of Transportation, and the City of Colleyville (Local Government), acting through its duly authorized officials.

**WITNESSETH**

**WHEREAS**, federal law establishes federally funded programs for transportation improvements to implement its public purposes, and

**WHEREAS**, the Texas Transportation Code, Section 201.103 establishes that the State shall design, construct and operate a system of highways in cooperation with local governments, and Section 222.052 authorizes the Texas Transportation Commission to accept contributions from political subdivisions for development and construction of public roads and the state highway system within the political subdivision, and

**WHEREAS**, Federal law, 23 USC §134 and 49 USC §5303, requires that State and Metropolitan Planning Organizations (MPOs) develop transportation plans and programs for urbanized areas of Texas, and

**WHEREAS**, Federal and state laws require local governments to meet certain contract standards relating to the management and administration of State and federal funds, and

**WHEREAS**, the Texas Transportation Commission has codified 43 TAC, Rules 15.50-15.56 that describe federal, state, and local responsibilities for cost participation in highway improvement and other transportation projects, and

**WHEREAS**, the rules and procedures for the Transportation Alternatives Set-Aside Program (TASA) are established in 23 USC §133(h), and 43 Texas Administrative Code, Part 1, Chapter 11, Subchapter G, §§11.400 – 11.418, and

**WHEREAS**, the Local Government prepared and submitted to the State or Metropolitan Planning Organization (MPO) a project nomination package for TASA funding consideration, which is briefly described as 2024 Colleyville Active Transportation Plan (Project), and

|               |                                             |                |           |                                                    |                                   |
|---------------|---------------------------------------------|----------------|-----------|----------------------------------------------------|-----------------------------------|
| <b>TxDOT:</b> |                                             |                |           | <b>Federal Highway Administration:</b>             |                                   |
| CCSJ #        | 0902-90-318                                 | AFA ID         | Z00009934 | CFDA No.                                           | 20.205                            |
| AFA CSJs      | 0902-90-318                                 |                |           | CFDA Title                                         | Highway Planning and Construction |
| District #    | 02                                          | Code Chart 64# | 09100     |                                                    |                                   |
| Project Name  | 2024 Colleyville Active Transportation Plan |                |           | <i>AFA Not Used For Research &amp; Development</i> |                                   |

**WHEREAS**, the Texas Transportation Commission (Commission) passed Minute Order Number 116575 (MO) dated October 26, 2023 awarding funding for TASA projects in the TASA Program Call of the State, including Project, and

**WHEREAS**, the governing body of the Local Government has approved entering into this Agreement by resolution or ordinance dated \_\_\_\_\_, which is attached to and made a part of this Agreement as Attachment C, Resolution, Ordinance, or Commissioners Court Order. A map showing the Project location appears in Attachment A, Scope of Work, which is attached to and made a part of this Agreement, and

**NOW, THEREFORE**, the State and the Local Government agree as follows:

### **AGREEMENT**

#### **1. Period of Agreement and Performance**

- A. This Agreement becomes effective when signed by the last party whose signing makes the Agreement fully executed. This Agreement shall remain in effect until the close of ordinary business on August 31, 2027.

#### **2. Scope of Work and Use of Project**

- A. The scope of work is the project (Project) as detailed in Attachment A, Scope of Work (Attachment A).
- B. Any project changes proposed must be submitted in writing by Local Government to State. Substantive changes may also require an amendment to this Agreement and the approval of the FHWA, State, MPO, or the Commission. Any changes undertaken without written approval and amendment of this Agreement may jeopardize not only the federal funding for the changes, but the federal funding of the entire Project.

#### **3. Project Sources and Uses of Funds**

The total estimated cost of the Project is shown in Attachment B, Project Estimate and Source of Funds (Attachment B), which is attached to and made a part of this Agreement.

- A. If Local Government will perform any work under this Agreement for which reimbursement will be provided by or through the State, the Local Government must complete training. If federal funds are being used, the training must be completed before federal spending authority is obligated. Training is complete when at least one individual who is working actively and directly on the Project successfully completes and receives a certificate for the course entitled "Local Government Project Procedures and Qualification for the Texas Department of Transportation" and retains qualification in accordance with applicable TxDOT procedures. Upon request, Local Government shall provide the certificate of qualification to State. The individual who receives the training certificate may be an employee of Local Government or an employee of a firm that has been contracted by Local Government to perform oversight of the Project. State in its discretion may deny reimbursement if Local Government has not continuously designated in writing a qualified individual to work actively on or to directly oversee the Project.

|                     |                                                    |                       |                  |                                                    |                                          |
|---------------------|----------------------------------------------------|-----------------------|------------------|----------------------------------------------------|------------------------------------------|
| <b>TxDOT:</b>       |                                                    |                       |                  | <b>Federal Highway Administration:</b>             |                                          |
| <b>CCSJ #</b>       | <b>0902-90-318</b>                                 | <b>AFA ID</b>         | <b>Z00009934</b> | <b>CFDA No.</b>                                    | <b>20.205</b>                            |
| <b>AFA CSJs</b>     | <b>0902-90-318</b>                                 |                       |                  | <b>CFDA Title</b>                                  | <b>Highway Planning and Construction</b> |
| <b>District #</b>   | <b>02</b>                                          | <b>Code Chart 64#</b> | <b>09100</b>     |                                                    |                                          |
| <b>Project Name</b> | <b>2024 Colleyville Active Transportation Plan</b> |                       |                  | <b>AFA Not Used For Research &amp; Development</b> |                                          |

- B. The expected cash contributions from the federal government, the State, the Local Government, or other parties are shown in Attachment B. The State will pay for only those Project costs that have been approved by the Texas Transportation Commission. For projects with federal funds, the State and the federal government will not reimburse the Local Government for any work performed before the federal spending authority is formally obligated to the Project by the Federal Highway Administration (FHWA).
- C. State and the Federal Government will not reimburse Local Government for any work performed outside the Performance Period. After federal funds have been obligated, State will send to Local Government a copy of the formal documentation showing the obligation of funds including federal award information. Local Government is responsible for 100 percent of the cost of any work performed under its direction or control before the federal spending authority is formally obligated.
- D. The Project budget and source of funds estimate based on the budget provided in the application is included in Attachment B. Attachment B shows the percentage and estimated dollar amounts to be contributed to Project by state and local sources, as well as the maximum amount in federal TASA funds assigned by the Commission or MPO in consultation with State. This Agreement may be amended from time to time as required to meet the funding commitments based on revisions to the TASA, FPAA, or other federal documents.
- E. State will be responsible for securing the federal share of funding required for the development of the Project, in an amount not to exceed 80 percent of the actual cost of the work up to the amount of funds approved for Project by the Texas Transportation Commission or MPO in consultation with State. Federal funds will be reimbursed on a cost basis. Project costs incurred prior to issuance of the SLOA are not eligible for reimbursement.
- F. The Local Government will be responsible for all non-federal or non-State participation costs associated with the Project, unless otherwise provided for in this Agreement or approved otherwise in an amendment to this Agreement. For items of work subject to specified percentage funding, the Local Government shall only in those instances be responsible for all Project costs that are greater than the maximum State and federal participation specified in Attachment B and for overruns in excess of the amount specified in Attachment B to be paid by the Local Government. If the Project was State-selected, the State may apply a portion of any excess program funds to cover all or a portion of any overrun based on criteria provided by 43 Tex. Admin. Code §11.411(d).
- G. The budget in Attachment B will clearly state all items subject to fixed price funding, specified percentage funding, and the periodic payment schedule, when periodic payments have been approved by the State.
- H. When fixed price funding is used, the Local Government is responsible for the fixed price amount specified in Attachment B. Fixed prices are not subject to adjustment unless (1) further definition of the Local Government's requested scope of work identifies greatly differing costs from those estimated; (2) work requested by the Local Government is determined to be ineligible for federal participation; or (3) the adjustment is mutually agreed to by the State and the Local Government.
- I. Within 90 days following execution of this Agreement, the Local Government shall remit its local match as specified in Attachment B for State's estimated oversight and development cost.
- J. In the event State determines that additional funding is required by Local Government at any time during Project, State will notify Local Government in writing. Local

|                     |                                                    |                       |                  |                                                    |                                          |
|---------------------|----------------------------------------------------|-----------------------|------------------|----------------------------------------------------|------------------------------------------|
| <b>TxDOT:</b>       |                                                    |                       |                  | <b>Federal Highway Administration:</b>             |                                          |
| <b>CCSJ #</b>       | <b>0902-90-318</b>                                 | <b>AFA ID</b>         | <b>Z00009934</b> | <b>CFDA No.</b>                                    | <b>20.205</b>                            |
| <b>AFA CSJs</b>     | <b>0902-90-318</b>                                 |                       |                  | <b>CFDA Title</b>                                  | <b>Highway Planning and Construction</b> |
| <b>District #</b>   | <b>02</b>                                          | <b>Code Chart 64#</b> | <b>09100</b>     |                                                    |                                          |
| <b>Project Name</b> | <b>2024 Colleyville Active Transportation Plan</b> |                       |                  | <b>AFA Not Used For Research &amp; Development</b> |                                          |

Government is responsible for the percentage of the authorized Project cost shown in Attachment B and 100 percent of any overruns above the federally authorized amount. Local Government will make payment to State within 30 days from receipt of State's written notification.

- K. Whenever funds are paid by Local Government to State under this Agreement, Local Government will remit a warrant made payable to the "Texas Department of Transportation". The warrant will be deposited by State and managed by State. Funds may only be applied by State to Project.
- L. Upon completion of Project, State will perform a final accounting of Project costs. Any funds due to Local Government, State, or the Federal Government will be promptly paid by the owing party.
- M. In the event Project is not completed, State may seek reimbursement from Local Government of the expended federal funds. Local Government will remit the required funds to State within 60 days from receipt of State's notification.
- N. The state auditor may conduct an audit or investigation of any entity receiving funds from the State directly under the Agreement or indirectly through a contract or subcontract under the Agreement. Acceptance of funds directly under the Agreement or indirectly through a contract or subcontract under this Agreement acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.
- O. State will not pay interest on any funds provided by Local Government.
- P. State will not execute the contract for development of Project until the required funding has been made available by Local Government in accordance with this Agreement.
- Q. Local Government is authorized to submit requests for reimbursement by submitting the original of an itemized invoice in a form and containing all items required by State no more frequently than monthly, and no later than 90 days after costs are incurred. If Local Government submits invoices more than 90 days after the costs are incurred, and if federal funding is reduced as a result, State shall have no responsibility to reimburse Local Government for those costs.
- R. If Local Government is an Economically Disadvantaged County (EDC) or the State or MPO selected project meets the State's or MPO's criteria to receive Transportation Development Credits in lieu of providing a cash local match, and the State has approved adjustments to the standard financing arrangement, this agreement reflects those adjustments.

#### **4. Termination of the Agreement**

- A. This Agreement may be terminated by any of the following conditions:
  - 1. By mutual written consent and agreement of all parties;
  - 2. By any party with 90 days written notice; or
  - 3. By either party, upon the failure of the other party to fulfill the obligations as set forth in this Agreement. Any cost incurred due to such breach of contract shall be paid by the breaching party.
- B. If the potential termination of this Agreement is due to the failure of Local Government to fulfill its contractual obligations, State will notify Local Government that possible breach of contract has occurred. Local Government should make every effort to remedy the breach within a period mutually agreed upon by both parties.



| TxDOT:       |                                             |                |           | Federal Highway Administration:         |                                   |
|--------------|---------------------------------------------|----------------|-----------|-----------------------------------------|-----------------------------------|
| CCSJ #       | 0902-90-318                                 | AFA ID         | Z00009934 | CFDA No.                                | 20.205                            |
| AFA CSJs     | 0902-90-318                                 |                |           | CFDA Title                              | Highway Planning and Construction |
| District #   | 02                                          | Code Chart 64# | 09100     |                                         |                                   |
| Project Name | 2024 Colleyville Active Transportation Plan |                |           | AFA Not Used For Research & Development |                                   |

- C. The Agreement may be terminated by the State because the parties are not able to execute a mutually agreeable amendment when the costs for Local Government requested items increase significantly, determination that Local government requested work is ineligible for federal or state cost participation, or a more thorough definition of the Local Government's proposed work scope identifies greatly differing costs from those estimated. The State will reimburse Local Government remaining funds to the Local Government within ninety (90) days of termination;
- D. If Local Government withdraws from Project after this Agreement is executed, Local Government shall be responsible for all direct and indirect Project costs as identified by the State's cost accounting system and with 2 CFR Part 200 recapture requirements.
- E. A project may be eliminated from the TASA program as outlined below. If Project is eliminated for any of these reasons, this Agreement will be appropriately terminated. A project may be eliminated from the program, and this Agreement terminated, if:
  - 1. Local Government fails to satisfy any requirements of the program rules cited in 43 Texas Administrative Code, Part 1, Chapter 11, Subchapter G, §§11.400 – 11.418.
  - 2. The implementation of Project would involve significant deviation from the activities proposed in the nomination form and approved by the Texas Transportation Commission or MPO in consultation with State.
  - 3. Local Government withdraws from participation in Project.
  - 4. State determines that federal funding may be lost due to Project not being implemented and completed.
  - 5. Funds are not appropriated, in which case this Agreement shall be terminated immediately with no liability to either party. Payment under this Agreement beyond the current fiscal biennium is subject to availability of appropriated funds.
  - 6. A professional services contract has not been awarded or development has not been initiated within three years after the date that the Commission or MPO selected the project or by a date determined by the state and agreed to by the Local Government.
  - 7. Local Government fails to attend progress meetings at least twice yearly, as scheduled by State.
- F. State, at its sole discretion, may terminate this Agreement if State does not receive project invoice from Local Government within 270 days of FPAA.

## 5. Amendments

This Agreement may be amended due to significant changes in the work, the amount of funding required to complete Project, or the responsibilities of the parties. Such amendment must be made through a mutually agreed upon, written amendment that is executed by the parties.

## 6. Remedies

This Agreement shall not be considered as specifying the exclusive remedy for any agreement default, but all remedies existing at law and in equity may be availed of by either party to this Agreement and shall be cumulative.

|              |                                             |                |           |                                         |                                   |
|--------------|---------------------------------------------|----------------|-----------|-----------------------------------------|-----------------------------------|
| TxDOT:       |                                             |                |           | Federal Highway Administration:         |                                   |
| CCSJ #       | 0902-90-318                                 | AFA ID         | Z00009934 | CFDA No.                                | 20.205                            |
| AFA CSJs     | 0902-90-318                                 |                |           | CFDA Title                              | Highway Planning and Construction |
| District #   | 02                                          | Code Chart 64# | 09100     |                                         |                                   |
| Project Name | 2024 Colleyville Active Transportation Plan |                |           | AFA Not Used For Research & Development |                                   |

## 7. Professional Services

- A. Professional services for planning and preliminary engineering will be provided by the **Local Government**. In procuring professional services, the parties to this Agreement must comply with federal requirements cited in 23 CFR Part 172 if Project is federally funded and Local Government will be seeking reimbursement for these and with Texas Government Code Subchapter 2254.A., in all cases. Professional services contracts for federally funded projects must conform to federal requirements.
- B. The architectural contract documents shall be developed in accordance with the standards of the American Institute of Architects, the U.S. Secretary of the Interior's Standards for Historic Preservation Projects, Standards and Guidelines for Archeology and Historic Preservation, the National Register Bulletin Number 36: Guidelines for Evaluating and Registering Historical Archeological Sites and in consultation with the State Historic Preservation Officer, as applicable. The engineering plans shall be developed in accordance with State's applicable Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges and the two American Association of State Highway and Transportation Officials' ("AASHTO") publications, "A Policy on Geometric Design of Highways and Streets" and "Guide for the Development of Bicycle Facilities," as applicable. All design criteria for bicycle and pedestrian bridges must comply with TxDOT's Bridge Design Manual and AASHTO's Load and Resistance Factor Design (LRFD) Guide Specifications for the Design of Pedestrian Bridges (latest edition) as applicable. All contract procurement procedures and documents must adhere to the applicable requirements established in the Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges. The use of other systems of specifications shall be approved by State in writing in advance.
- C. When architectural and engineering services are provided by or through Local Government, Local Government shall submit any plans it has completed to State for review and approval on an agreed upon schedule. Local Government may also submit the plans to State for review any time prior to completion. Local Government shall make the necessary revisions determined by State. Local Government will not let the construction contract until all required plans have received State approval.
- D. When architectural and engineering services are provided by or through State, then the State is responsible for the delivery and performance of any required architectural or preliminary engineering work. Local Government may review and comment on the work, including any proposed changes to the scope of work, as required to accomplish Project purposes. State will cooperate with Local Government in accomplishing these Project purposes to the degree permitted by state and federal law.

## 8. Implementation responsibility

Upon completion of Project, Local Government will be responsible for adopting and implementation of completed planning documents.

## 9. Notices, Invoices, Payments, and Project Inquiries

All notices to either party shall be delivered personally or sent by certified or U.S. mail, postage prepaid, addressed to that party at the following address:

|               |                                             |                |           |                                                    |                                   |
|---------------|---------------------------------------------|----------------|-----------|----------------------------------------------------|-----------------------------------|
| <b>TxDOT:</b> |                                             |                |           | <b>Federal Highway Administration:</b>             |                                   |
| CCSJ #        | 0902-90-318                                 | AFA ID         | Z00009934 | CFDA No.                                           | 20.205                            |
| AFA CSJs      | 0902-90-318                                 |                |           | CFDA Title                                         | Highway Planning and Construction |
| District #    | 02                                          | Code Chart 64# | 09100     |                                                    |                                   |
| Project Name  | 2024 Colleyville Active Transportation Plan |                |           | <i>AFA Not Used For Research &amp; Development</i> |                                   |

|                                                                                        |                                                                                                                                 |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>Local Government:</b>                                                               | <b>State:</b>                                                                                                                   |
| City of Colleyville<br>ATTN: City Manager<br>100 Main Street<br>Colleyville, TX, 76034 | Texas Department of Transportation<br>ATTN: Director of Contract Services<br>125 E. 11 <sup>th</sup> Street<br>Austin, TX 78701 |

All notices shall be deemed given on the date delivered in person or deposited in the mail, unless otherwise provided by this agreement. Either party may change the above address by sending written notice of the change to the other party. Either party may request in writing that notices shall be delivered personally or by certified U.S. mail, and that request shall be carried out by the other party.

Invoicing, payment, and project inquiries must be sent to the following email address at:  
[FTW\\_District-Invoices@txdot.gov](mailto:FTW_District-Invoices@txdot.gov)

All invoicing, payment, and project inquiries must include the following information:

|                   |                                             |
|-------------------|---------------------------------------------|
| County:           | Tarrant                                     |
| Local Government: | City of Colleyville                         |
| CSJ No.:          | 0902-90-318                                 |
| Project Name:     | 2024 Colleyville Active Transportation Plan |

#### 10. Legal Construction

In case one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions and this Agreement shall be construed as if it did not contain the invalid, illegal, or unenforceable provision.

#### 11. Responsibilities of the Parties

Neither party is an agent, servant, or employee of the other party and each party is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

#### 12. Ownership of Documents

Upon completion or termination of this Agreement, all documents prepared by State shall remain the property of State. All data prepared under this Agreement shall be made available to State without restriction or limitation on their further use. All documents produced or approved or otherwise created by Local Government shall be transmitted to State in the form of photocopy reproduction on a monthly basis as required by State. The originals shall remain the property of Local Government.

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|--------------|---------------------------------------------|----------------|-----------|-----------------------------------------|-----------------------------------|
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**13. Compliance with Laws**

The parties shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of this agreement. When required, Local Government shall furnish State with satisfactory proof of this compliance.

**14. Sole Agreement**

This Agreement constitutes the sole and only agreement between the parties and supersedes any prior understandings or written or oral agreements respecting the Agreement's subject matter.

**15. Cost Principles**

In order to be reimbursed with federal funds, the parties shall comply with the Cost Principles established in 2 CFR Part 200 that specify that all reimbursed costs are allowable, reasonable, and allocable to Project.

**16. Procurement and Property Management Standards**

The parties to this Agreement shall adhere to the procurement and property management standards established in 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and to the Texas Uniform Grant Management Standards. The State must pre-approve the Local Government's procurement procedures for purchases to be eligible for state or federal funds.

**17. Inspection of Books and Records**

The parties to this Agreement shall maintain all books, documents, papers, accounting records, and other documentation relating to costs incurred under this Agreement and shall make such materials available to the State, the Local Government, and, if federally funded, the FHWA and the U.S. Office of the Inspector General or their duly authorized representatives for review and inspection at its office during the Agreement period and for seven (7) years from the date of final reimbursement by FHWA under this Agreement or until any impending litigation or claims are resolved. Additionally, the State, the Local Government, and the FHWA and their duly authorized representatives shall have access to all the governmental records that are directly applicable to this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions.

**18. Civil Rights Compliance**

The parties to this Agreement are responsible for the following:

- A. Compliance with Regulations: Both parties will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (USDOT), the Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made part of this Agreement.
- B. Nondiscrimination: The Local Government, with regard to the work performed by it during the Agreement, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Local Government will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including

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employment practices when the Agreement covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

- C. Solicitations for Subcontracts, Including Procurement of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the Local Government for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier will be notified by the Local Government of the Local Government's obligations under this Agreement and the Acts and Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
- D. Information and Reports: The Local Government will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and facilities as may be determined by the State or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations or directives. Where any information required of the Local Government is in the exclusive possession of another who fails or refuses to furnish this information, the Local Government will so certify to the State or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
- E. Sanctions for Noncompliance: In the event of the Local Government's noncompliance with the Nondiscrimination provisions of this Agreement, the State will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
1. withholding of payments to the Local Government under the Agreement until the Local Government complies and/or
  2. cancelling, terminating, or suspending of the Agreement, in whole or in part.
- F. Incorporation of Provisions: The Local Government will include the provisions of paragraphs (A) through (F) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Local Government will take such action with respect to any subcontract or procurement as the State or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Local Government becomes involved in, or is threatened with, litigation with a subcontractor or supplier because of such direction, the Local Government may request the State to enter into such litigation to protect the interests of the State. In addition, the Local Government may request the United States to enter into such litigation to protect the interests of the United States.

## 19. Pertinent Non-Discrimination Authorities

During the performance of this Agreement, each party, for itself, its assignees, and successors in interest agree to comply with the following nondiscrimination statutes and authorities; including but not limited to:

- A. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- B. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of federal or federal-aid programs and projects).



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- C. Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), as amended, (prohibits discrimination on the basis of sex).
- D. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.) as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27.
- E. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age).
- F. Airport and Airway Improvement Act of 1982, (49 U.S.C. Chapter 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex).
- G. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the federal-aid recipients, subrecipients and contractors, whether such programs or activities are federally funded or not).
- H. Titles II and III of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. Parts 37 and 38.
- I. The Federal Aviation Administration’s Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex).
- J. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.
- K. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, the parties must take reasonable steps to ensure that LEP persons have meaningful access to the programs (70 Fed. Reg. at 74087 to 74100).
- L. Title IX of the Education Amendments of 1972, as amended, which prohibits the parties from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq.).

## 20. Disadvantaged Business Enterprise Program Requirements

- A. The parties shall comply with the Disadvantaged Business Enterprise (“DBE”) Program requirements established in 49 CFR Part 26.
- B. Local Government shall adopt, in its totality, State’s federally approved DBE program.
- C. Local Government shall set an appropriate DBE goal consistent with State’s DBE guidelines and in consideration of Local market, project size, and nature of the goods or services to be acquired. Local Government shall have final decision-making authority regarding the DBE goal and shall be responsible for documenting its actions.
- D. Local Government shall follow all other parts of State’s DBE program referenced in TxDOT Form 2395, Memorandum of Understanding Regarding the Adoption of the Texas Department of Transportation’s Federally-Approved Disadvantaged Business

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Enterprise by Entity, and attachments found at web address:

[http://ftp.dot.state.tx.us/pub/txdot-info/bop/db/mou/mou\\_attachments.pdf](http://ftp.dot.state.tx.us/pub/txdot-info/bop/db/mou/mou_attachments.pdf).

- E. Local Government shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. Local Government shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure non-discrimination in award and administration of DOT-assisted contracts. State's DBE program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this Agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notification to Local Government of its failure to carry out its approved program, State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 USC 1001 and the Program Fraud Civil Remedies Act of 1986 (31 USC § 3801 et seq.).
- F. Each contract Local Government signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance: "The contractor, sub-recipient, or sub-contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this agreement, which may result in the termination of this agreement or such other remedy as the recipient deems appropriate."

## 21. Debarment Certifications

The parties are prohibited from making any award at any tier to any party that is debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549, "Debarment and Suspension." By executing this Agreement, Local Government certifies that it and its principals are not currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549, and further certifies that it will not do business with any party, to include principals, that is currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549. The parties to this Agreement shall require any party to a contract, subcontract, or purchase order awarded under this Agreement to certify its eligibility to receive federal funds and, when requested by State, to furnish a copy of the certification.

If state funds are used, the parties are prohibited from making any award to any party that is debarred under the Texas Administrative Code, Title 34, Part 1, Chapter 20, Subchapter G, Rule §20.585 and the Texas Administrative Code, Title 43, Part 1, Chapter 9, Subchapter G.

## 22. Lobbying Certification

In executing this Agreement, each signatory certifies to the best of that signatory's knowledge and belief, that:

- A. No federal appropriated funds have been paid or will be paid by or on behalf of the parties to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an

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employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal contracts, grants, loans, or cooperative agreements, the signatory for Local Government shall complete and submit the federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The parties shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and all sub-recipients shall certify and disclose accordingly. Submission of this certification is a prerequisite imposed by 31 USC §1352 for making or entering into this transaction. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## 23. Federal Funding Accountability and Transparency Act Requirements

- A. Any recipient of funds under this agreement agrees to comply with the Federal Funding Accountability and Transparency Act (FFATA) and implementing regulations at 2 CFR Part 170, including Appendix A. This agreement is subject to the following award terms: <http://www.gpo.gov/fdsys/pkg/FR-2010-09-14/pdf/2010-22705.pdf> and <http://www.gpo.gov/fdsys/pkg/FR-2010-09-14/pdf/2010-22706.pdf>.
- B. Local Government agrees that it shall:
  - 1. Obtain and provide to State a System for Award Management (SAM) number (Federal Acquisition Regulation (FAR) Subpart 4.11) if this award provides more than \$25,000 in Federal funding. The SAM number may be obtained by visiting the SAM website whose address is: <https://sam.gov/SAM/pages/public/index.jsf>
  - 2. Obtain and provide to State a Data Universal Numbering System (DUNS) number, a unique nine-character number that allows the federal government to track the distribution of federal money. The DUNS number may be requested free of charge for all businesses and entities required to do so by visiting the Dun & Bradstreet on-line registration website <http://fedgov.dnb.com/webform>; and
  - 3. Report the total compensation and names of its top five executives to State if:
    - a. More than 80 percent of annual gross revenues are from the Federal government, and those revenues are greater than \$25,000,000; and
    - b. The compensation information is not already available through reporting to the U.S. Securities and Exchange Commission.

## 24. Single Audit Report

- A. The parties shall comply with the requirements of the Single Audit Act of 1984, P.L. 98-502, ensuring that the single audit report includes the coverage stipulated in 2 CFR Part 200.

|               |                                             |                |           |                                                    |                                   |
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- B. If threshold expenditures of \$750,000 or more are met during the fiscal year, the Local Government must submit a Single Audit Report and Management Letter (if applicable) to TxDOT's Compliance Division, 125 East 11th Street, Austin, TX 78701 or contact TxDOT's Compliance Division at [singleaudits@txdot.gov](mailto:singleaudits@txdot.gov).
- C. If expenditures are less than the threshold during Local Government's fiscal year, Local Government must submit a statement to TxDOT's Compliance Division as follows: *We did not meet the \$\_\_\_\_\_ expenditure threshold and therefore, are not required to have a single audit performed for FY\_\_\_\_\_.*
- D. For each year Project remains open for federal funding expenditures, Local Government will be responsible for filing a report or statement as described above. The required annual filing shall extend throughout the life of the agreement, unless otherwise amended or Project has been formally closed out and no charges have been incurred within the current fiscal year.

## 25. Signatory Warranty

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

Each party is signing this agreement on the date stated under that party's signature.

|                           |                             |
|---------------------------|-----------------------------|
| <b>THE STATE OF TEXAS</b> | <b>THE LOCAL GOVERNMENT</b> |
| _____                     | _____                       |
| Signature                 | Signature                   |
| _____                     | Jerry Ducay                 |
| Typed or Printed Name     | Typed or Printed Name       |
| _____                     | City Manager                |
| Typed or Printed Title    | Typed or Printed Title      |
| _____                     | _____                       |
| Date                      | Date                        |

|                     |                                                    |                       |                  |                                                           |                                          |
|---------------------|----------------------------------------------------|-----------------------|------------------|-----------------------------------------------------------|------------------------------------------|
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## ATTACHMENT A SCOPE OF WORK

### **PURPOSE:**

The City of Colleyville (“Local Government”) seeks to develop an Active Transportation Plan (“Plan”) that will identify specific, actionable projects that the Local Government can undertake in the next five years that will make Colleyville a more walkable and bikeable Local Government. The Plan will provide guidance to the Local Government for the development of future non-motorized transportation infrastructure and will assist the Local Government with applying for and obtaining funding to create and expand its non-motorized Active Transportation Network.

### **PROJECT AREA:**

The Project Area will encompass the jurisdictional boundaries of the Local Government. Location of analyses and recommendations may (will) be prioritized by the Local Government and further established in the planning consultant contract.

### **TIMELINE AND DELIVERABLES:**

Target AFA Execution Date: July 1, 2024

Task 1: Existing Conditions Assessment: 3-12 months from AFA Execution

- Draft Existing Conditions Assessment Report due: March 1, 2025
- Final Existing Conditions Assessment Report due: July 1, 2025

Task 2: Community Engagement: 9-18 months from AFA Execution

- Approved Stakeholder/Community Engagement Plan due April 1, 2025
- Initial Stakeholder/Community Engagement Report due August 1, 2025
- Plan Acceptance Stakeholder/Community Engagement Report due: January 1, 2026

Task 3: Recommendations: 12-24 months from AFA Execution

- Draft Recommendations Report due: July 1, 2025
- Final Recommendations Report and Draft Plan due: October 1, 2025
- Final Plan due: February 1, 2026

Task 4: Agreement to Adopt the Final Plan:

- Approved Final Plan due: July 1, 2026



|                     |                                                    |                       |                  |                                                    |                                          |
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| <b>TxDOT:</b>       |                                                    |                       |                  | <b>Federal Highway Administration:</b>             |                                          |
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### **Existing Conditions Assessment:**

The Existing Conditions Assessment will develop a comprehensive understanding of pedestrian and bicyclist needs and issues for residents of all ages and abilities. Tasks included are:

#### Review of Documents and Plans

Review applicable Local Government Master Plans, Thoroughfare Plan, Trail Plan, Comprehensive Plan, subsequent Community Engagement materials, active Transportation Plans for neighboring communities, as well as other regional pedestrian and bicycle plans including regional trail network plans and maps, and bikeway and pedestrian network plans.

#### Data Collection

An inventory of the existing conditions for bicycle and pedestrian transportation will be collected throughout the Project Area. This inventory includes public roads, sidewalk and pedestrian infrastructure, bike facilities, traffic signals, major activity areas, schools, parks, public buildings, available traffic counts, aerial imagery, GIS data, plans and ordinances.

#### Assessment of Existing Bicycle and Pedestrian Networks

Existing conditions for bicycle and pedestrian transportation will be assessed throughout the Local Government, utilizing data collected. This assessment includes a Crash hotspot analysis, a Low-Stress Connectivity Analysis, historical rider data and level of traffic stress analyses, identification of active transportation network gaps, and mapping of gathered data.

Additional analysis methodologies and data sources may be defined in the planning consultant contract.

### **Community Engagement:**

Community Engagement Plan (“CEP”) will include but not limited to the following elements:

- Identify and develop a list of key stakeholders (“Active Transportation Stakeholder Committee”) to ensure the Local Government is involving and addressing various interest groups’ concerns.
- Hold in-person meetings with Active Transportation Stakeholder Committee such as open house, focus group, walking audit of high priority corridors, and public meetings to solicit feedback on potential vision, goals, project ideas, and discuss plan recommendations.
- Integrate an Online Community Engagement opportunity by hosting project information, timeline, surveys, and interactive mapping tools.

CEP will include obtaining the State’s approval of any recommendations affecting the State Highway System. Additional stakeholder engagement methods may be defined in the planning consultant contract.

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**Recommendations:**

The Plan will include establishing a Community Vision Statement and goals, Bicycle and Pedestrian Network Maps, Low-Stress Connectivity Map, and a Project Prioritization Matrix for the Pedestrian and Bicycle Networks improvements.

The Plan will also contain an Action Plan Matrix that will identify and recommend 1) potential reliable and available funding sources and 2) most effective policies and programs to maximize Local Government's investment, for the implementation of the identified Pedestrian and Bicycle Networks improvements.

**Agreement to Adopt the Final Plan:**

The Plan will document the analyses and results of all previous tasks into a final report and will be presented for approval and adoption by ordinance from the Local Government's Council.

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**ATTACHMENT B**  
**PROJECT ESTIMATE AND SOURCE OF FUNDS**  
 LG Performs Professional Services Work or Hires Consultant

| Work Performed by Local Government ("LG")                                      |                             |                                                                                                 |            |                                                        |            |                                                                                       |            |
|--------------------------------------------------------------------------------|-----------------------------|-------------------------------------------------------------------------------------------------|------------|--------------------------------------------------------|------------|---------------------------------------------------------------------------------------|------------|
| Description of Project Costs to be Incurred                                    | Total Project Cost Estimate | Federal Participation<br>Includes percentage for TDC apportionment on projects where applicable |            | State Participation<br>Includes authorized EDC amounts |            | Local Government Participation<br>Includes authorized {Choose Project Type} reduction |            |
|                                                                                |                             | %                                                                                               | Cost       | %                                                      | Cost       | %                                                                                     | Cost       |
| Planning/Maps/Education/Non-CST                                                | \$129,000                   | 80%                                                                                             | \$103,200  | 0%                                                     | \$0        | 20%                                                                                   | \$25,800   |
| Preliminary Engineering                                                        | \$0                         | 0%                                                                                              | \$0        | 0%                                                     | \$0        | 0%                                                                                    | \$0        |
| Environmental Cost                                                             | \$0                         | 0%                                                                                              | \$0        | 0%                                                     | \$0        | 0%                                                                                    | \$0        |
| Total Project Value                                                            | \$129,000                   | 80%                                                                                             | \$103,200  | 0%                                                     | \$0        | 20%                                                                                   | \$25,800   |
| <b>Work by LG Subtotal</b>                                                     | \$129,000                   |                                                                                                 | \$103,200  |                                                        | <b>\$0</b> |                                                                                       | \$0        |
| Work Performed by the State (Local Participation paid up front by LG to TxDOT) |                             |                                                                                                 |            |                                                        |            |                                                                                       |            |
| Planning/Maps/Education/Non-CST                                                | \$0                         | 0%                                                                                              | \$0        | 0%                                                     | \$0        | 0%                                                                                    | \$0        |
| Preliminary Engineering <sup>1</sup>                                           | \$0                         | 0%                                                                                              | \$0        | 0%                                                     | \$0        | 0%                                                                                    | \$0        |
| Environmental Cost <sup>1</sup>                                                | \$0                         | 0%                                                                                              | \$0        | 0%                                                     | \$0        | 0%                                                                                    | \$0        |
| Total Project Value                                                            | \$0                         | 0%                                                                                              | \$0        | 0%                                                     | \$0        | 0%                                                                                    | \$0        |
| <b>Work by State Subtotal</b>                                                  | <b>\$0</b>                  |                                                                                                 | <b>\$0</b> |                                                        | <b>\$0</b> |                                                                                       | <b>\$0</b> |

|              |                                             |                |           |                                         |                                   |
|--------------|---------------------------------------------|----------------|-----------|-----------------------------------------|-----------------------------------|
| TxDOT:       |                                             |                |           | Federal Highway Administration:         |                                   |
| CCSJ #       | 0902-90-318                                 | AFA ID         | Z00009934 | CFDA No.                                | 20.205                            |
| AFA CSJs     | 0902-90-318                                 |                |           | CFDA Title                              | Highway Planning and Construction |
| District #   | 02                                          | Code Chart 64# | 09100     |                                         |                                   |
| Project Name | 2024 Colleyville Active Transportation Plan |                |           | AFA Not Used For Research & Development |                                   |

| Direct and Indirect State Costs Incurred for Review, Inspection, Administration & Oversight |                             |                                                                                                 |                  |                                                       |                |                                                                                            |                 |
|---------------------------------------------------------------------------------------------|-----------------------------|-------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------|-----------------|
| Description of Project Costs to be Incurred                                                 | Total Project Cost Estimate | Federal Participation<br>Includes percentage for TDC apportionment on projects where applicable |                  | State Participation<br>Includes authorized EDC amount |                | Local Government (LG) Participation<br>Includes authorized {Choose Project Type} reduction |                 |
|                                                                                             |                             | %                                                                                               | Cost             | %                                                     | Cost           | %                                                                                          | Cost            |
| Planning/Maps/Education/Non-CST                                                             | \$19,350                    | 80%                                                                                             | \$15,480.00      | 0%                                                    | \$0            | 20%                                                                                        | \$3,870.00      |
| Preliminary Engineering <sup>1</sup>                                                        | \$0                         | 0%                                                                                              | \$0.00           | 0%                                                    | \$0            | 0%                                                                                         | \$0.00          |
| Environmental Cost <sup>1</sup>                                                             | \$0                         | 0%                                                                                              | \$0.00           | 0%                                                    | \$0            | 0%                                                                                         | \$0.00          |
| Direct State Costs Subtotal                                                                 | \$19,350                    | 80%                                                                                             | \$15,480.00      | 0%                                                    | \$0            | 20%                                                                                        | \$3,870.00      |
| Indirect State Cost                                                                         | \$5,934                     |                                                                                                 | \$0              | 100%                                                  | \$5,934        |                                                                                            | \$0             |
| <b>TOTAL PARTICIPATION</b>                                                                  | <b>\$154,284</b>            |                                                                                                 | <b>\$118,680</b> |                                                       | <b>\$5,934</b> |                                                                                            | <b>\$29,670</b> |
| In-kind Contribution Credit Applied                                                         |                             |                                                                                                 |                  |                                                       |                |                                                                                            | \$0             |
| <b>TOTAL REMAINING PARTICIPATION AFTER</b>                                                  |                             |                                                                                                 |                  |                                                       |                |                                                                                            | <b>\$29,670</b> |

- The estimated total participation by Local Government is \$29,670.00, plus 100% of overruns.
- Total estimated payment by Local Government to State is \$3,870.00.
- <sup>1</sup>Local Government's payment of \$3,870.00 is due to State within 90 days from execution of this contract.
- The local match must be 20% or greater and may include eligible in-kind contributions, EDC adjustments, or TDCs if authorized as part of project selection.
- Transportation Development Credits (TDC) are being utilized in place of the Local Government's participation in the amount of \$0.00.
- This is an estimate; the final amount of Local Government participation will be based on actual costs.
- Maximum federal TASA funds available for Project are \$118,680.00.

|              |             |                                             |           |  |                                         |                                   |
|--------------|-------------|---------------------------------------------|-----------|--|-----------------------------------------|-----------------------------------|
| TxDOT:       |             |                                             |           |  | Federal Highway Administration:         |                                   |
| CCSJ #       | 0902-90-318 | AFA ID                                      | Z00009934 |  | CFDA No.                                | 20.205                            |
| AFA CSJs     | 0902-90-318 |                                             |           |  | CFDA Title                              | Highway Planning and Construction |
| District #   | 02          | Code Chart 64#                              | 09100     |  |                                         |                                   |
| Project Name |             | 2024 Colleyville Active Transportation Plan |           |  | AFA Not Used For Research & Development |                                   |

**ATTACHMENT C**  
**RESOLUTION, ORDINANCE, OR COMMISSIONERS COURT ORDER**



## **RESOLUTION R-24-4953**

### **APPROVING AN ADVANCED FUNDING AGREEMENT WITH THE STATE OF TEXAS FOR A TRANSPORTATION ALTERNATIVES SET-ASIDE (TASA) PROGRAM PROJECT; PROVIDING FOR LOCAL FUNDING; AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT**

**WHEREAS,** the City Council finds it in the best interest of the City and its citizens to utilize public grant programs to maintain and enhance the quality of the City's pedestrian and bicycle network; and

**WHEREAS,** the City of Colleyville, Texas ("City") submitted a request to the Texas Department of Transportation ("TxDOT") for state participation in the form of TASA funding to pay a portion of the costs for the development of an Active Transportation Plan (the "Project"); and

**WHEREAS,** the City Council hereby authorizes the City Manager, or his designee, to execute the Advanced Funding Agreement (the "Agreement") with TxDOT, providing for the state's participation in the Project through TASA grant funding, as more particularly described in the Agreement; and

**WHEREAS,** the City will be responsible for 20% of the costs as well as 100% of cost overruns for the Project as set forth in the Agreement; and

**WHEREAS,** upon final execution of the Agreement, the City Council authorizes the commitment of local matching funds, to the extent required, to be funded from available funding.

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

Sec. 1        THAT the City Council authorizes an Advance Funding Agreement with the State of Texas for the TASA funding for an Active Transportation Plan, the City will be responsible for 20% of the costs as well as 100% of cost overruns for the Project as set forth in the Agreement. The City Manager, or his designee, is authorized to execute all documents necessary to complete this transaction.

- Sec. 2            THAT the City’s portion of the Project funding required under the Agreement shall come from available funds from one or more of the following sources: Capital Projects Fund, Colleyville Tomorrow Fund, Parks Tomorrow Fund, Voluntary Park Fund, or the Colleyville Economic Development Corporation Fund.
- Sec. 3            THAT this Resolution shall become effective immediately upon passage.

**AND IT IS SO RESOLVED.**

APPROVED BY A VOTE OF \_ AYES, \_ NAYS ON THIS THE 2<sup>nd</sup> DAY OF JULY 2024.

|                                        |       |                        |       |
|----------------------------------------|-------|------------------------|-------|
| Mayor Bobby Lindamood                  | _____ | Mark Alphonso, Place 2 | _____ |
| Mayor Pro Tem Brandi Elder             | _____ | Ben Graves, Place 4    | _____ |
| Deputy Mayor Pro Tem Scotty Richardson | _____ | Tim Raine, Place 6     | _____ |
| Kimberly Holt Gunderson, Place 5       | _____ |                        |       |

**ATTEST:** **CITY OF COLLEYVILLE**

|                       |                 |
|-----------------------|-----------------|
| Christine Loven, TRMC | Bobby Lindamood |
| City Secretary        | Mayor           |



## CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

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**Agenda Number** 9

**Agenda Date** 7/2/2024

**Type** Report

**Department** City Secretary

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### **Title**

Colleyville Library Board Meeting Minutes - April 8, 2024

### **Attachments**

1. Colleyville Library Board Meeting Minutes - April 8, 2024



# **CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD MINUTES**

110 Main Street, Colleyville, Texas, 76034

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**MONDAY , APRIL 8, 2024 - 6:00 PM**

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## **1. CALL TO ORDER**

Chair Molly Skinner called the meeting of the Colleyville Library Board to order at 6:00 p.m. Informal introductions from Library Director and Outreach and Program Coordinator, along with Library Board, Friends of the Library members and visiting teen volunteer.

**Present:** Chair Molly Skinner, and Board members: Wanda Cotter, Kay Newton, Joy Fulton Lee, Al Cain, Merry Graves, Joseph Stout, Gary McPherson. City staff: Library Director Jack Pawlowski and Library Outreach and Program Coordinator Dina Bayles. Visitor - teen library volunteer, Kiefer Albers.

**Absent:** Susan Baum, Denise Light.

## **2. APPROVAL OF MINUTES**

December 11, 2023

A motion was made by Kay Newton and seconded by Joy Fulton Lee to approve the October 9, 2023 minutes. The motion was approved unanimously.

Joan Roberts joined at 6:07 p.m.

## **3. REGULAR AGENDA ITEMS**

### **3a Overview of Summer Reading Program**

Director Pawlowski discussed the Summer Reading Program theme and logo, "Reading with My Gnomies" and discussed the Kick-off Party on Friday May 31, 2024. Registration opens May 20, 2024 for programs as well as for summer reading. All performers are booked with a range of performers, including David Slick juggler, a magic show, Dallas Zoo, Creature Teacher, Blackland Prairies Raptors, Dennis Lee, and the Dinosaur George Traveling Museum. The city brochure is being compiled as well as print materials. School visits are tentatively scheduled for late April and early May as a school has contacted the library already.

### **3b Discussion of Items for Future Agendas**

Board member Joan Roberts received a community member question regarding how the Cloud Library digital content platform categorizes adult, teen, and juvenile content. Director Pawlowski explained that within the Cloud Library platform, the publishers decide what audience, be it juvenile, teen or adult, that the book is categorized as and the Colleyville Public Library is unable to change the content categorization items are grouped in. Director Pawlowski demonstrated the Kid's Mode function in the Cloud Library app that can be used to filter juvenile material only. Board member Roberts asked if there was a teen section as well as a children's section in Kid's Mode. Director Pawlowski indicated that only children's classified material should be in Kid's Mode but will further investigate. Board member Roberts asked for this to be further investigated and to be given feedback on final determination. Chair Molly Skinner closed this discussion.

## **4. REPORTS**

### **4a Librarian's Report**

#### **A. Library Staff**

Director Pawlowski detailed the staff changes. The previous Library community Events Coordinator position was changed to the Outreach and Program Coordinator and discussed the changes in responsibilities. Director Pawlowski discussed Holli Carullo being promoted from Clerk to Library Assistant and two other circulation and youth position openings along with Circulation Information Services position.

#### **B. Monthly Statistics**

Pawlowski indicated that the monthly statistics are on par for year to year statistics. Patron visits down (roughly 9%) due to no longer being a voting center. Program numbers down slightly due to a popular youth services program being reduced due to staffing shortages. Pawlowski looking to get program numbers up once open youth positions are filled. Circulation numbers up 1%, very similar to last year. Cloud Library numbers and statistics are still very strong and continue to rise. Volunteer statistics are relatively the same. Teen volunteers typically fall off during the holidays and end of school year testing but increase with Summer Reading Program.

#### **C. Donations**

Pawlowski reported that the Library received a \$500 donation from the Colleyville Lions Club for the purchase of new Large Print books that are already added to the



collection. In addition, the Glaser Family Foundation donated \$10,000 which will be used for the 2024 Summer Reading Program mainly for performers, the finale and other components.

#### D. Library Programs

Pawlowski said the last week wrapped up of fall/spring programs with attendance being strong. This year was strong from beginning to end with similar numbers in attendance for all programs. An impromptu Easter Egg Scavenger Hunt invited the community to explore the library and find eggs based on clues. Once the activity sheet was completed they received a little prize. Pawlowski introduced the new Spring Story Walk (started on April 1), "Norman the Slug with the Silly Shell" which includes an activity and a plush prize upon completion. Prize redemption was moved to the youth services department upstairs to encourage children to interact more with the youth services librarian and increase program participation. Adult programs with George Pavelek was well received regarding informational gardening, as well as various food and nutrition series programming. Adult Services Librarian Kara Teeter is working on a May booking of Peggy Lore, a local author discussing her time in Hollywood. Teeter is also working on booking local author Amanda Churchill for an author luncheon in the month of August. Chair Skinner asked for repeat of the dates for the Summer Reading Program Kick-off and Finale. Pawlowski repeated the dates are May 31<sup>st</sup> and July 26<sup>th</sup> accordingly.

#### **4b** Friends of the Colleyville Public Library Report

Friends of the Library President Merry Graves reported the group received requests for two design suite subscriptions, Glowforge engraving machine (\$239) and Cricut diecut machine (\$120) which they will be purchasing. Graves also reported the acquisition of two paintings from local painter, Ann Hardy, that will be donated to the library. One painting will be donated from the Friend's and one from the Foundation, to honor former director Mary Rodne. Board member Kay Newton further elaborated that the paintings will have plaques included on the frames commemorating Rodne. Merry Graves said they are continuing to accept used book donations and maintain the book sale material in the library. Graves commented on the other avenues of book sales including Better World Books and Half Price Books. Board member Roberts reported the Friend's have reached out to local charities for opportunities for the Friend's to donate books to those in need. Loretta House and Moms in Need are programs the Friend's have donated books to. President Graves indicated a friend was setting up a preschool library in their church and books were donated for this as well. Graves said they are continuing to try to generate money from selling donated books and she introduced the planned City Council presentation of the acquired paintings. Board member Newton gave more information on the timing of the presentations in Rodne's honor. Tuesday May 7<sup>th</sup> from 2-4 p.m. will be an Open House to introduce the new director, Jack Pawlowski. On May 7<sup>th</sup> beginning at 7 p.m., the paintings will be

presented at the City Council meeting. The Library Foundation will be present and the Library Board was invited by Board member Newton.

#### **4c Colleyville Public Library Foundation Report**

Chair Skinner remarked that the Foundation report was commented on by Board member Kay Newton who further elaborated that Foundation member Denise Light, Ginny Tigue and Newton met with painter Ann Hardy to choose the commemorative paintings. Newton commented that Hardy generously discounted the cost of the paintings. There was no member of the Library Foundation present.

Chair Skinner concluded the agenda was complete and opened discussion for questions. Board member Joy Fulton Lee inquired about potential outreach with the schools, specifically elementary schools in general. Director Pawlowski discussed that the only prior outreach in the schools has been Summer Reading Program school visits. New avenues into school outreach is being considered and explored for the new school year, as well as collaborating with the district.

#### **5. ADJOURNMENT**

A motion was made by Kay Newton and seconded by Joan Roberts to adjourn the meeting of the Colleyville Library Board at 6:32 p.m. The motion was approved unanimously.

*APPROVED BY A VOTE OF 9 AYES, 0 NAYS, AND 0 ABSTENTIONS ON THIS THE 10 DAY OF June 2024.*

Minutes taken and prepared by:



Dina Bayles  
Library Outreach and Program Coordinator

**RESOLUTION R-24-4954**

**A RESOLUTION APPROVING CITY COUNCIL ACTION UNDER  
BUSINESS AT THE REGULAR CITY COUNCIL MEETING OF  
JULY 2, 2024**

**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 2<sup>ND</sup> DAY OF JULY  
2024.

|                                        |       |                        |       |
|----------------------------------------|-------|------------------------|-------|
| Mayor Bobby Lindamood                  | _____ | Mark Alphonso, Place 2 | _____ |
| Mayor Pro Tem Brandi Elder             | _____ | Ben Graves, Place 4    | _____ |
| Deputy Mayor Pro Tem Scotty Richardson | _____ | Tim Raine, Place 6     | _____ |
| Kimberly Holt Gunderson, Place 5       | _____ |                        |       |

**ATTEST:**

**CITY OF COLLEYVILLE**

Christine Loven, TRMC  
City Secretary

Bobby Lindamood  
Mayor