# City of Colleyville
## City Council Worksession
## Agenda

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

Wednesday, June 26, 2013 — Executive Conference Room
6:00 p.m. — Third Floor, City Hall

**1. CALL TO ORDER**

**2. PRESENTATION AND DISCUSSION**

- **2a** Update on the Fiscal Year 2014 budget process and Munis
- **2b** Update of major funds financial forecast
- **2c** Presentation of the Capital Improvements Plan (CIP)
- **2d** Presentation of facility needs
- **2e** Update of the Technology Strategic Plan
- **2f** Presentation of the Fiscal Year 2013 Employee Opinion Survey

**3. ADJOURNMENT**

I hereby certify this agenda was posted on City Hall bulletin boards Friday, June 21, 2013, by 5:00 p.m.

Amy Shelley
City Secretary

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

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

# City of Colleyville
## Colleyville City Council
## Worksession
## Agenda Briefing

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

**Agenda Number** 2a **Agenda Date** 06/26/2013
**Type** Presentation and Discussion
**Department** City Manager

**Title**
Update on the Fiscal Year 2014 budget process and Munis

**Explanation**
The purpose of this presentation is to provide an update on the Fiscal Year 2014 (FY 2014) budget process. With the implementation of the Munis financial software, the budget process has been adjusted to incorporate the functionalities offered in Munis and to take maximum advantage of opportunities for streamlining processes and increasing efficiency.

The attached presentation describes all eight components of the budget submittal (listed below) to be completed by departments. Several Munis screen-shots are also provided to demonstrate the abilities of the software and the increased functionality it offers to staff.

Components of the Budget Process:

1. Current Service Level Budget

2. Non-Discretionary Requests

3. Service Enhancement Requests

4. Trade In Packages

5. Business Plan

6. Revenue Estimates

7. Review of Fees

8. Capital Project Request Form

Staff is excited about the opportunities provided by Munis and looks forward to sharing its impact on the budget process with City Council.

**Attachments**

1. Update on FY 2014 Budget Process and Munis

# Update on the FY 2014 Budget Process and Munis

June 26, 2013

# Overview

**April 8th-**
**Budget Kickoff**

- Budget Prep Manual provided
- Incorporated Munis into process
- All electronic documents

**April 9-11th-**
**Munis Training**

- Increased efficiency & streamlining
- Benefits of real-time data
- Custom reports

**May 24th-**
**Budgets Due**

- Budget Team review begins
- Information used in Forecast for Council

# Budget Submittal Components

1. Current Service Level Budget
2. Non-Discretionary Requests
3. Additional Funding Requests
4. Trade In Packages
5. Business Plan
6. Revenue Estimates
7. Review of Fees
8. Capital Project Request Form

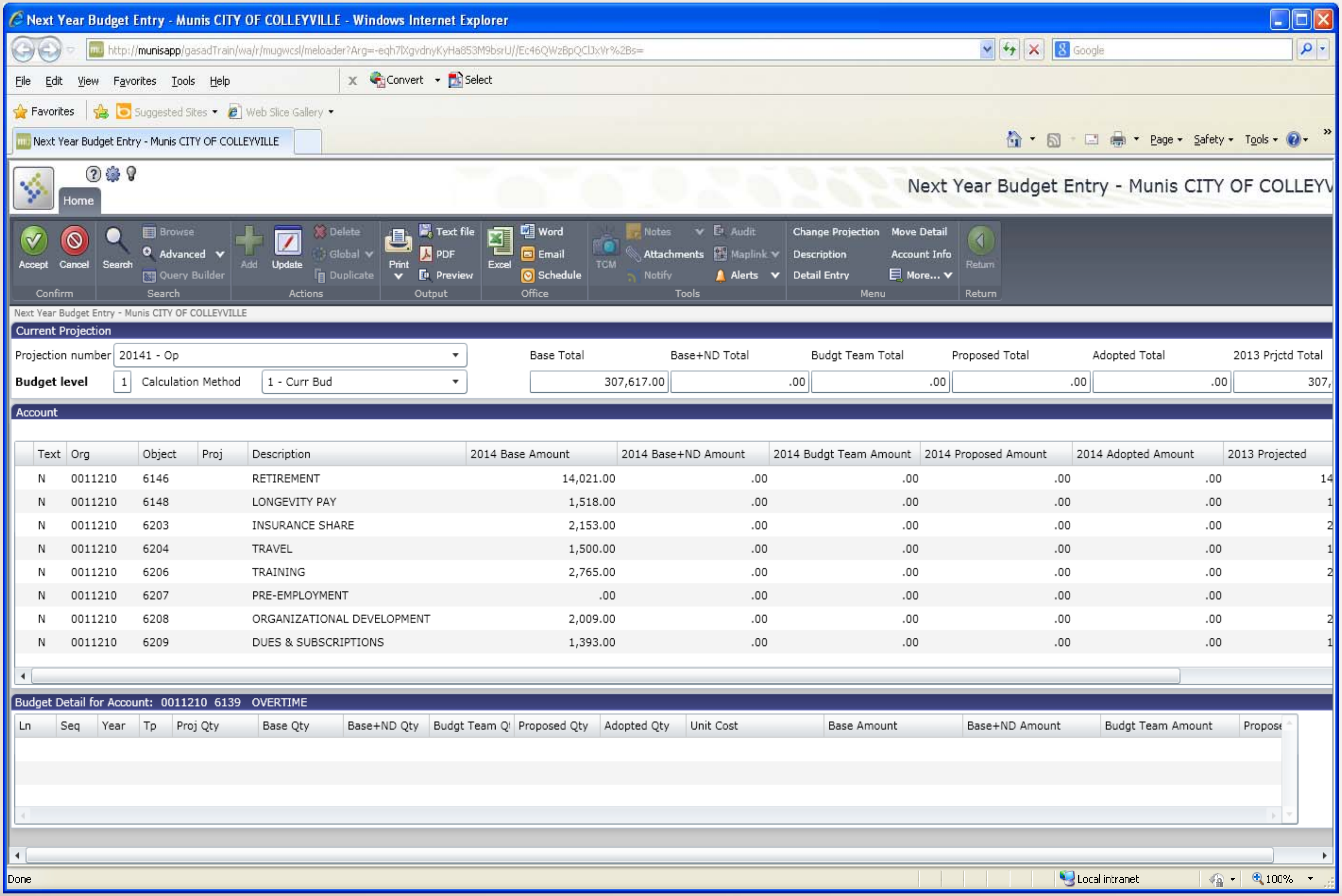
# 1- Current Service Level Budget

- We start with the same amount as last year for each program budget (i.e. current service level)
    - excluding salaries and after a few adjustments
- Munis Budget Level 1
- Dollars are distributed amongst line items as appropriate, without exceeding the current total
- Increased effort to ensure that funds are budgeted in the correct line item
    - Updated list of line items and descriptions

CITY OF COLLEYVILLE TEXAS

# 1- Current Service Level Budget
## Efficiency Improvements

- Computer Services & Supplies funding moved to ISM
- New Non-Departmental Budget
  - Utilities (now split out as Gas and Electricity)
  - Telephones
  - Insurance (property and liability)
  - Communications Maintenance
- Org Development funding moved to Human Resources


Next Year Budget Entry - Munis CITY OF COLLEYVILLE - Windows Internet Explorer
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Current Projection
Projection number 20141 - Op
Budget level 1 Calculation Method 1 - Curr Bud
Base Total 307,617.00
Base+ND Total .00
Budgt Team Total .00
Proposed Total .00
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Account
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N 0011210 6204 TRAVEL 1,500.00 .00 .00 .00 .00 1
N 0011210 6206 TRAINING 2,765.00 .00 .00 .00 .00 2
N 0011210 6207 PRE-EMPLOYMENT .00 .00 .00 .00 .00
N 0011210 6208 ORGANIZATIONAL DEVELOPMENT 2,009.00 .00 .00 .00 .00 2
N 0011210 6209 DUES & SUBSCRIPTIONS 1,393.00 .00 .00 .00 .00 1
Budget Detail for Account: 0011210 6139 OVERTIME
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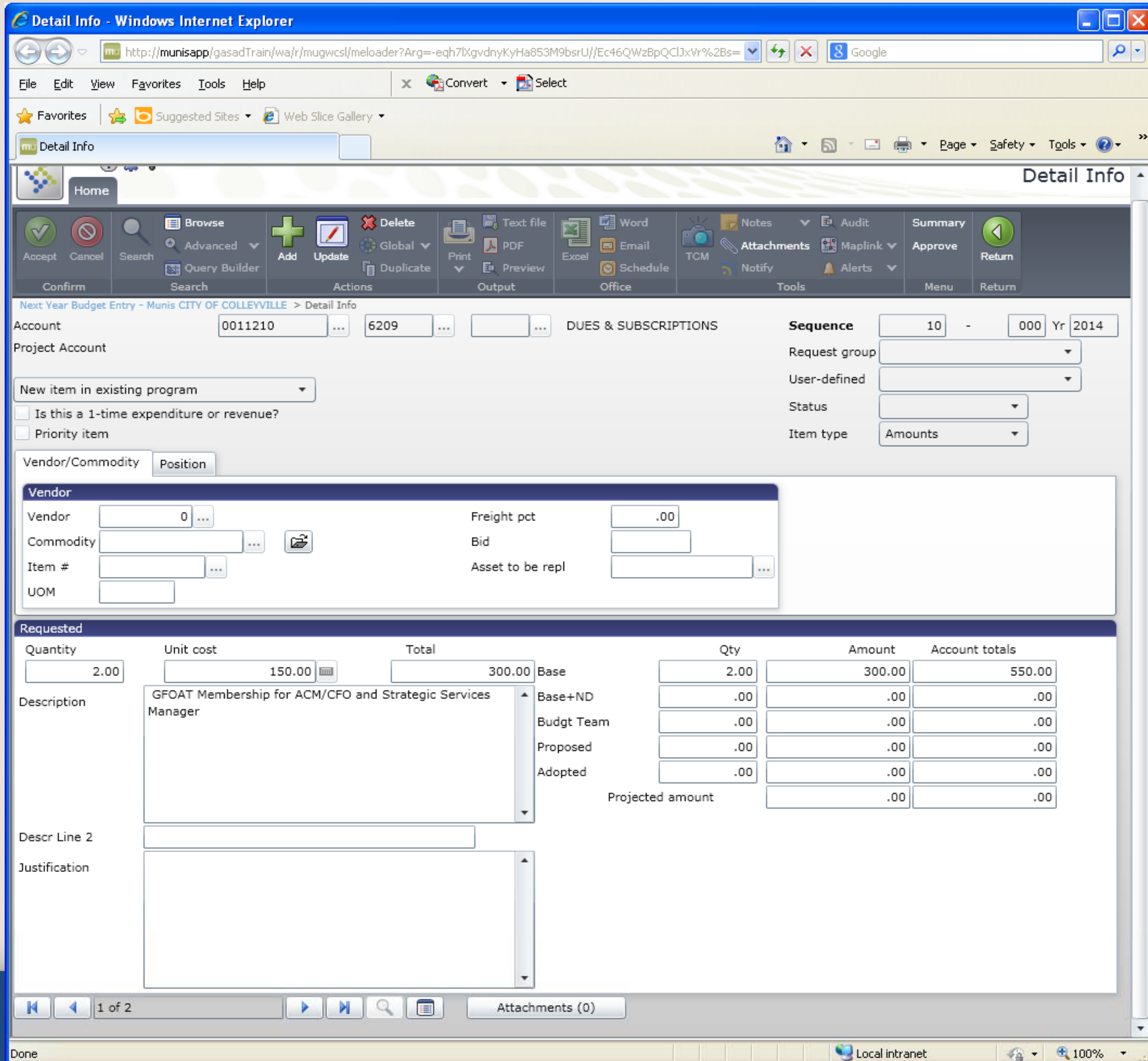
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Next Year Budget Entry - Munis CITY OF COLLEYVILLE > Detail Info
Account 0011210 6209 DUES & SUBSCRIPTIONS
Sequence 10 - 000 Yr 2014
Project Account
Request group
User-defined
New item in existing program
Status
Is this a 1-time expenditure or revenue?
Priority item
Item type Amounts
Vendor/Commodity Position
Vendor
Vendor 0
Freight pct .00
Commodity
Bid
Item #
Asset to be repl
UOM
Requested
Quantity 2.00
Unit cost 150.00
Total 300.00
Qty Amount Account totals
Base 2.00 300.00 550.00
Base+ND .00 .00 .00
Budgt Team .00 .00 .00
Proposed .00 .00 .00
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Description GFOAT Membership for ACM/CFO and Strategic Services Manager
Descr Line 2
Justification
1 of 2
Attachments (0)
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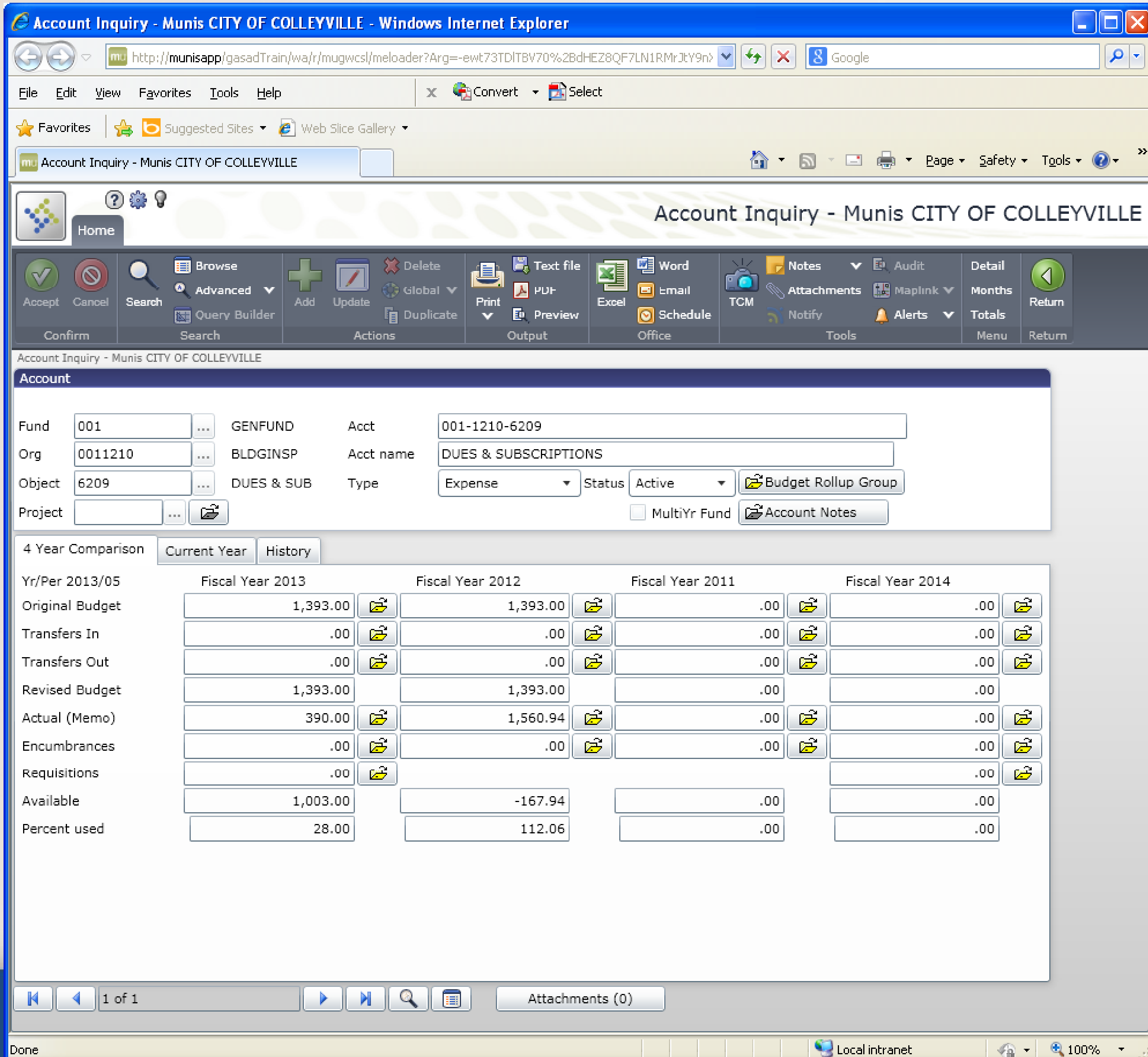


| Yr/Per 2013/05 | Fiscal Year 2013 | Fiscal Year 2012 | Fiscal Year 2011 | Fiscal Year 2014 |
|---|---|---|---|---|
| Original Budget | 1,393.00 | 1,393.00 | .00 | .00 |
| Transfers In | .00 | .00 | .00 | .00 |
| Transfers Out | .00 | .00 | .00 | .00 |
| Revised Budget | 1,393.00 | 1,393.00 | .00 | .00 |
| Actual (Memo) | 390.00 | 1,560.94 | .00 | .00 |
| Encumbrances | .00 | .00 | .00 | .00 |
| Requisitions | .00 | | | .00 |
| Available | 1,003.00 | -167.94 | .00 | .00 |
| Percent used | 28.00 | 112.06 | .00 | .00 |

# 2- Non-Discretionary Requests

- Additional funding that MUST be provided to maintain the *current* service level
- Not optional due to existing commitments
- Munis Budget Level 2
- Examples: contractual obligations, expenditures required by law, replacement of equipment, materials cost increases, uniforms for planned additional fire/police staff, required certifications

# 3- Additional Funding Requests

1. To provide resources to fully fund the current service level, or
2. For funding of a service level enhancement, above or beyond the current service level

- A Business Case is completed for each request
  - These requests are done outside of Munis

# 4- Trade In Packages

- Identify services that may be less important than those submitted as Additional Funding Requests
- Continually align funding with evolving community priorities
- Departments did not identify any programs or services that are recommended for discontinuation and reallocation of funding

CITY OF COLLEYVILLE TEXAS

# 5- Business Plan

- Information from the Business Plan will be used in the final Budget Book
- Business Plans will describe how all efforts are tied to the Strategic Plan and serve to accomplish citizen priorities

  - Department and Program Descriptions
  - Major Accomplishments
  - Major Initiatives
  - 10-Year Outlook
  - Performance Measures and Comparison

# 6- Revenue Estimates

- Budget constraints are initially set by revenues
- Provides parameters for expenditures
- Estimates used to develop financial forecast in the next presentation
- Departments provide detailed explanation

# 7- Review of Fees

- Focus on keeping fees current and recovering costs to the greatest extent possible
- Departments identify needed changes and make recommendations that include benchmark comparisons and other data for support
- If applicable, the appropriate Board, Commission, or Committee must be aware of the proposed change. Approval from the Board, Commission, or Committee must be complete by July 15th.
- Recommendations will be shared with Council at the July 16th Pre Council Meeting

# 8- Capital Project Request Form

- Identify projects that are anticipated or needed for the next five years
- Prepare a project request form for each
- The CIP will be further discussed in a subsequent presentation

City of COLLEYVILLE Texas

# Strategic Plan

Business Plans (5)

Capital Improvement Plan (8)

Revenue Estimates (6)

Review of Fees (7)

Revenues

Current Service Level Budget (1)

Non-Discretionary Requests (2)

Additional Funding Requests (3)

Trade In Packages (4)

Expenditures

# Next Steps

- July 1- Budget Retreat- Leadership Team prioritizes Additional Funding Requests
- July 25- Certified Tax Roll available
- August 9– Proposed Budget distributed
- August 13- Budget Worksession

# Questions?

# City of Colleyville
## Colleyville City Council
## Worksession
## Agenda Briefing

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100 Main Street
Colleyville, Texas 76034
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**Agenda Number** 2b **Agenda Date** 06/26/2013
**Type** Presentation and Discussion
**Department** City Manager

**Title**
Update of major funds financial forecast

**Explanation**
The purpose of this item is to provide a presentation and discussion of the financial outlook for all major funds. The financial forecast for each fund includes revenue projections and identified funding committments not only for Fiscal Year 2014 (FY 2014), but for several years in the future as well.

FY 2014 departmental budgets have been submitted and include additional funding requests that are available for consideration. While the total of all funding requests exceeds the projected revenue available for allocation, the requests will be prioritized and funded to the extent possible so that a balanced budget is proposed to the City Council in August. Staff welcomes the input and direction of the City Council in the budget process and in the identification of funding priorities.

**Attachments**
1. Update of Major Funds Financial Forecast

# Update of Major Funds Financial Forecast

June 26, 2013

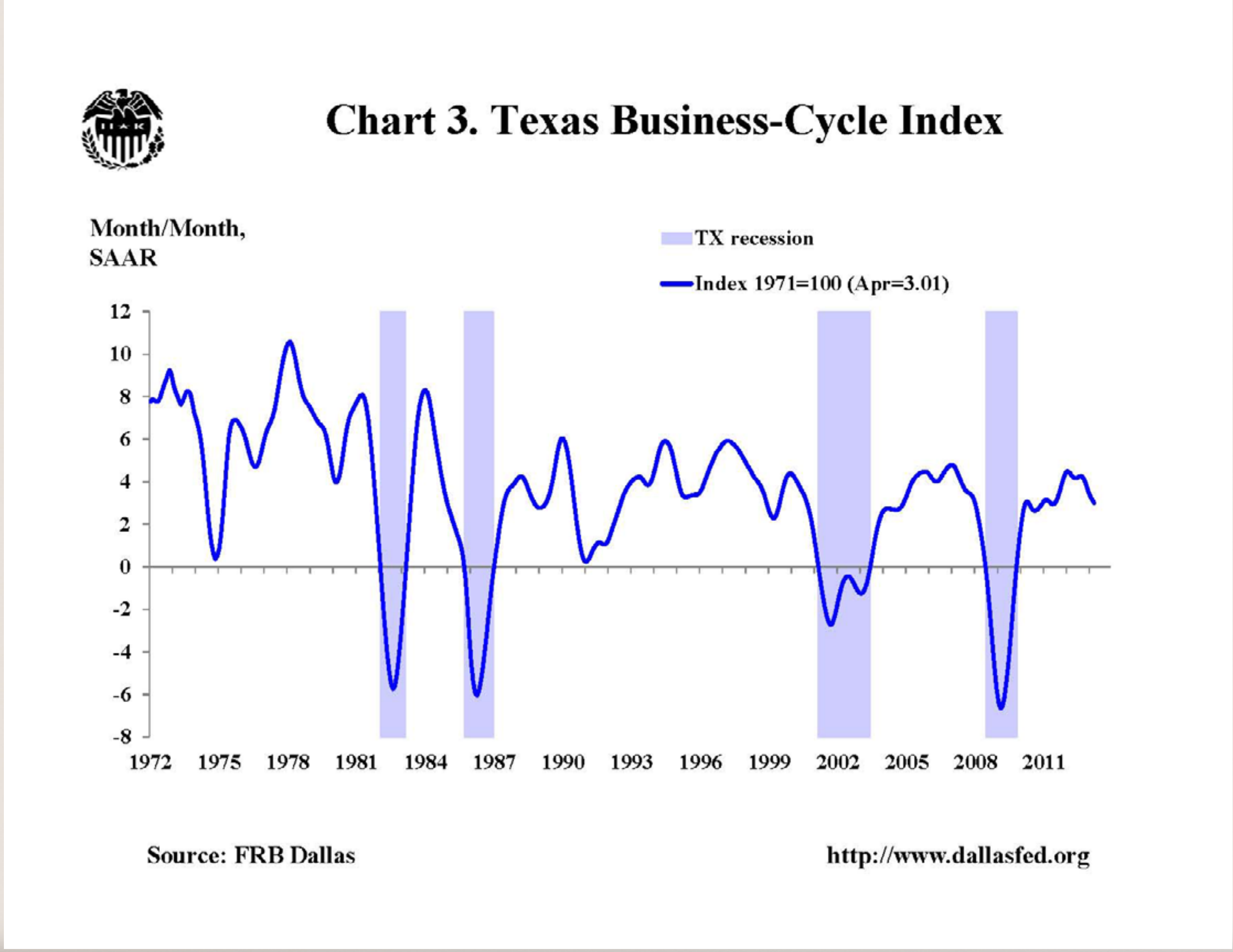
## "Bridging the Gap"

# Presentation Purpose

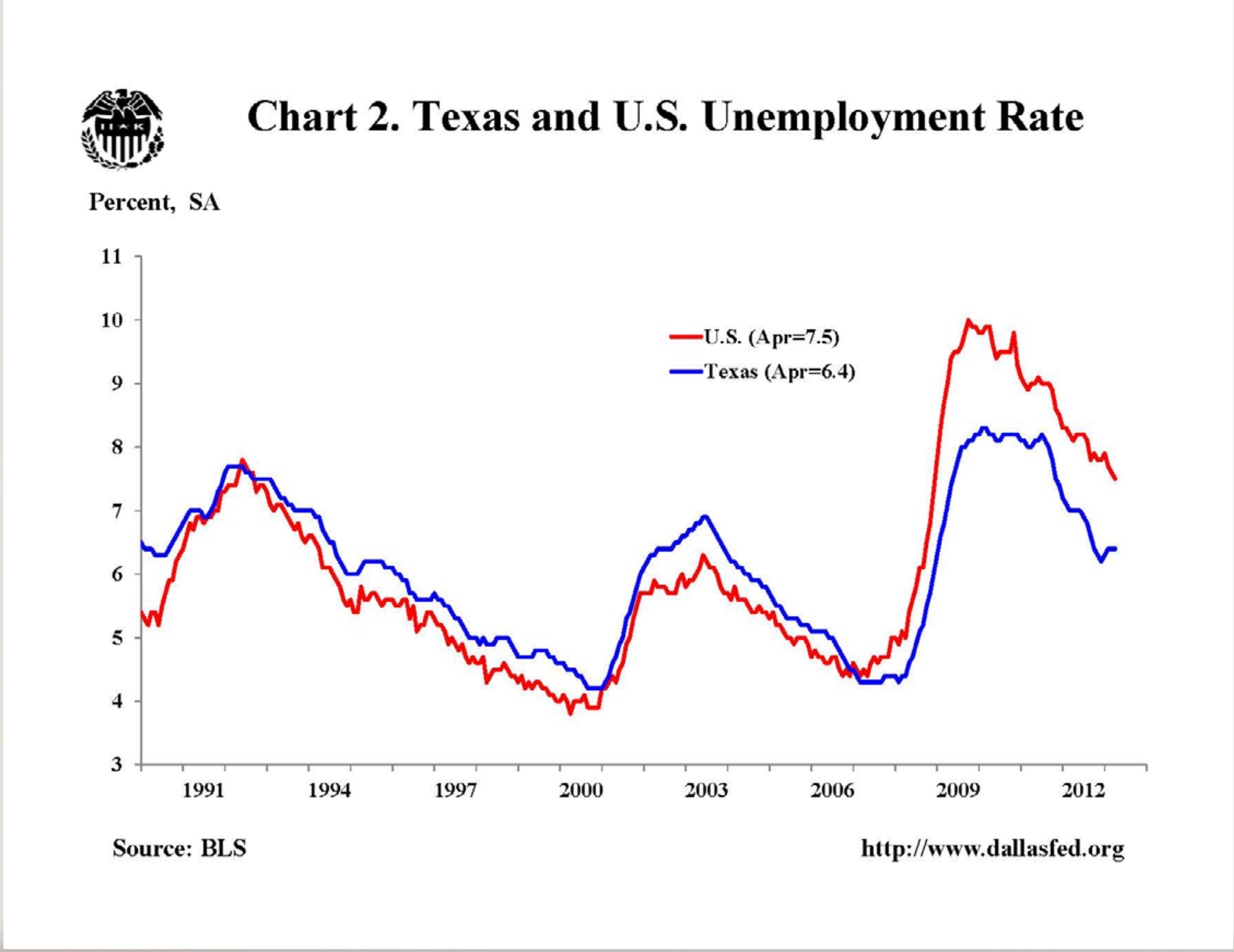
- Provide a general financial outlook to frame future budget discussions
- Detail sources of funding and revenue forecasts for all major funds
- Review expenditure commitments and current needs

1. What we are funding now and/or must fund
2. What it would cost to fully fund the current service level
3. Service Enhancements and the associated costs

# Texas Business Cycle Index

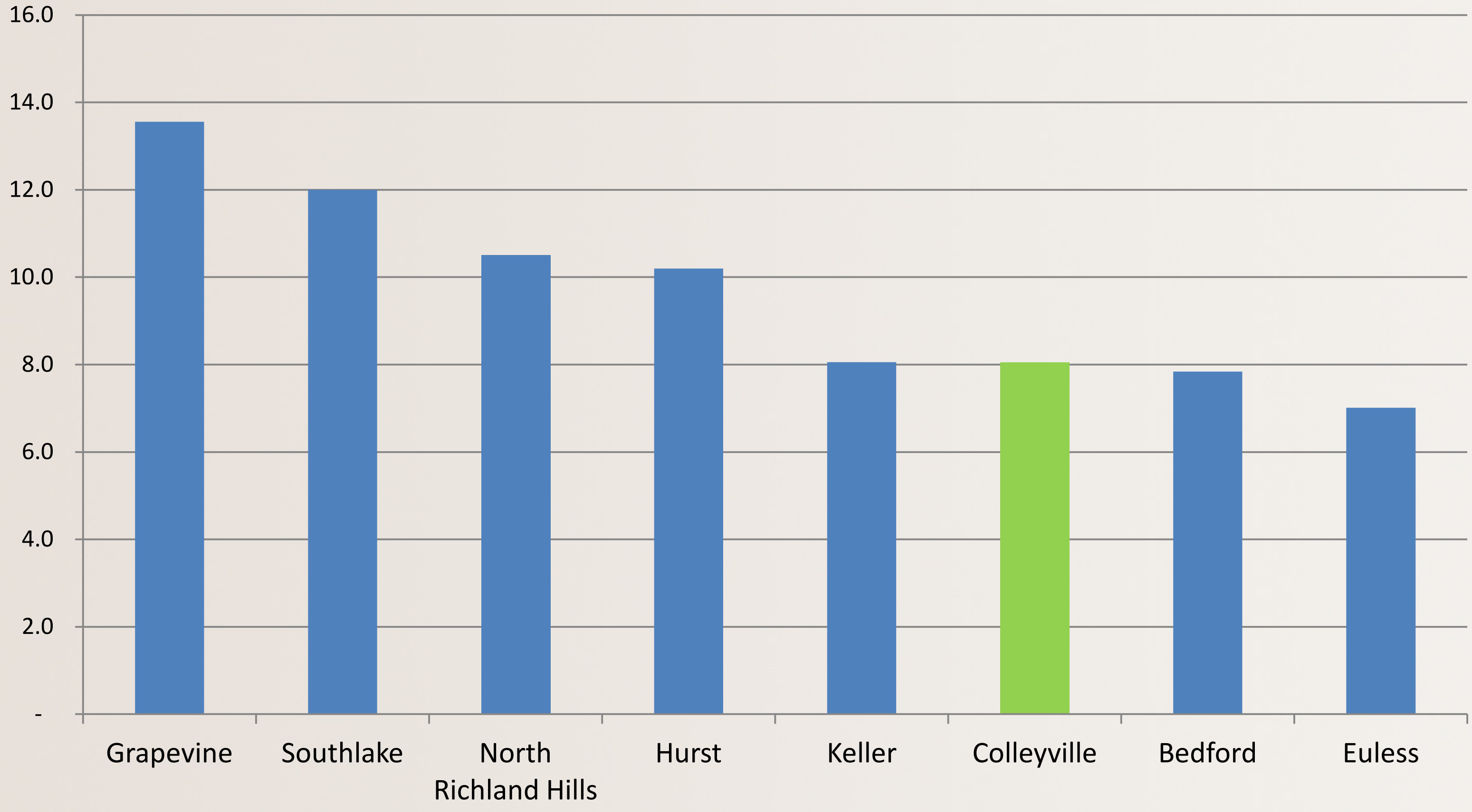


# Unemployment



# Property Tax Rate vs. Sales Tax

# Comparison of Employees per 1,000 Citizens



# General Fund Outlook

# General Fund Revenues: FY 13 vs. FY 14

| Revenue Category | Change from FY 13 Budget | FY 14 Projection | % of General Fund Revenue | Notes/Assumptions |
|---|---|---|---|---|
| Ad Valorem Revenue | 483,218 | 11,443,824 | 54% | Approx. 2% AV increase<br>Includes declining debt |
| Sales Tax | 127,420 | 2,869,420 | 14% | 1% increase<br>+ $100,000 Colleyville Downs |
| Franchise Fees | 34,542 | 2,008,342 | 10% | 1.75% increase |
| Licenses & Permits | (14,519) | 711,439 | 3% | 2% decline |
| Fines | 8,680 | 876,649 | 4% | 1% increase |
| Charges for Service | 7,453 | 752,748 | 4% | 1% increase |
| Intergovernmental | 3,068 | 309,840 | 1% | 1% increase |
| Misc./Interest Earnings | 3,381 | 172,421 | 1% | 2% increase |
| Use of Fund Balance | - | 1,000,000 | 5% | No change |
| Utility Fund Transfer | 87,585 | 1,044,054 | 5% | Calculation from tiered water rate implementation |
| **Totals** | **732,173** | **21,188,736** | | |

# Current Commitments/Requirements

## (primary impact to General Fund)

- Additional Fire personnel
  - 3 new positions in both FY 2014 and in FY 2015
- Additional Police personnel
  - 1 new position in each of the next four fiscal years
  - Position added in FY 2014 will be in CCCPD budget
- Animal Shelter/Jail- increased annual cost
  - $44,082 in FY 2014
- The General Fund also has a 1.5% increase for expenditures factored in for Non-Discretionary funding requests

CITY OF COLLEYVILLE TEXAS

# 6-Year Forecast

| | FY 13 BUDGET | FY 2014 | FY 2015 | FY 2016 |
|---|---|---|---|---|
| ***BEGINNING FUND BALANCE*** | $11,762,625 | $10,766,194 | $10,470,524 | $10,330,450 |
| *REVENUE:* | | | | |
| Ad Valorem Taxes | $10,960,606 | $11,443,824 | $11,948,803 | $12,056,679 |
| Sales Tax | $2,742,000 | $2,869,420 | $3,098,114 | $3,129,095 |
| Franchise Fees | $1,973,800 | $2,008,342 | $2,043,487 | $2,079,249 |
| Licenses & Permits | $725,958 | $711,439 | $697,210 | $683,266 |
| Fines | $867,969 | $876,649 | $885,415 | $894,269 |
| Charges for Service | $745,295 | $752,748 | $760,275 | $767,878 |
| Intergovernmental | $306,772 | $309,840 | $312,938 | $316,067 |
| Miscellaneous Income | $169,040 | $172,421 | $175,869 | $179,387 |
| Use of Fund Balance | $1,000,000 | $1,000,000 | $1,000,000 | $1,000,000 |
| Utility Fund Transfer In | $956,469 | $1,044,054 | $1,055,988 | $1,076,854 |
| BRAC ** | $0 | $0 | $0 | $300,000 |
| ***TOTAL REVENUES*** | **$20,447,909** | **$21,188,736** | **$21,978,101** | **$22,482,744** |
| Base Expenditures (+1.5% Non-Discretionary) | $19,255,370 | $19,484,406 | $20,118,176 | $20,513,038 |
| Fund Balance- Street Maintenance @ $2.4M | $1,000,000 | $1,000,000 | $1,000,000 | $1,000,000 |
| One Time Lump Sum Compensation | $188,970 | $0 | $0 | $0 |
| ***TOTAL EXPENDITURES*** | **$20,444,340** | **$20,484,406** | **$21,118,176** | **$21,513,038** |
| ***NET REVENUE*** | **$3,569** | **$704,330** | **$859,925** | **$969,706** |
| ***ENDING FUND BALANCE*** | $10,766,194 | $10,470,524 | $10,330,450 | $10,300,156 |
| ***DAYS OF WORKING CAPITAL*** | 192 | 187 | 179 | 175 |

# 6-Year Forecast (cont.)

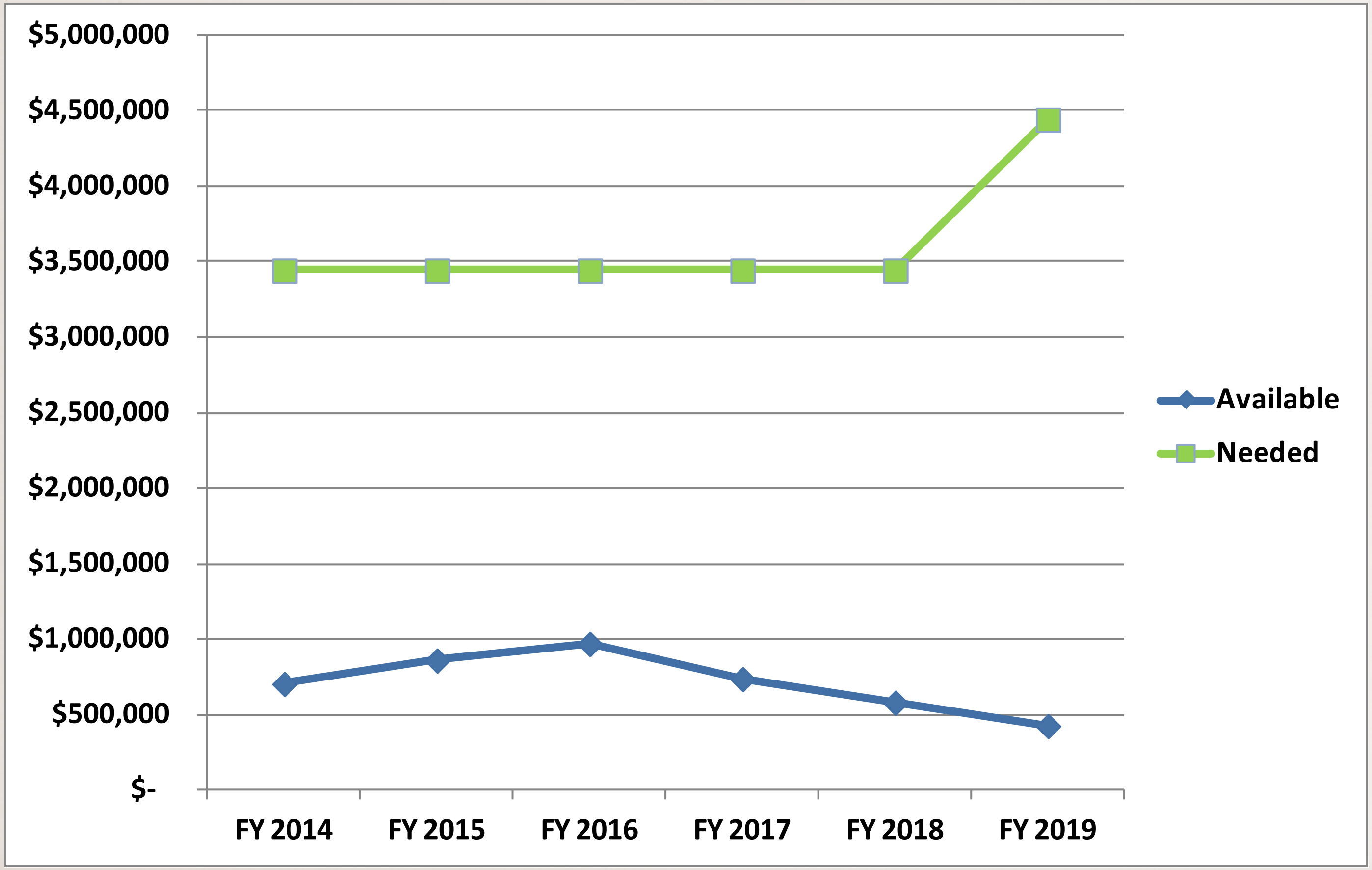
| | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|
| ***BEGINNING FUND BALANCE*** | $10,330,450 | $10,300,156 | $10,037,419 | $9,618,110 |
| *REVENUE:* | | | | |
| Ad Valorem Taxes | $12,056,679 | $12,125,952 | $12,200,550 | $12,261,678 |
| Sales Tax | $3,129,095 | $3,160,386 | $3,191,990 | $3,223,910 |
| Franchise Fees | $2,079,249 | $2,115,635 | $2,152,659 | $2,190,331 |
| Licenses & Permits | $683,266 | $669,601 | $656,209 | $643,084 |
| Fines | $894,269 | $903,212 | $912,244 | $921,367 |
| Charges for Service | $767,878 | $775,557 | $783,313 | $791,146 |
| Intergovernmental | $316,067 | $319,228 | $322,420 | $325,645 |
| Miscellaneous Income | $179,387 | $182,974 | $186,634 | $190,366 |
| Use of Fund Balance | $1,000,000 | $1,000,000 | $1,000,000 | $0 |
| Utility Fund Transfer In | $1,076,854 | $1,098,391 | $1,120,359 | $1,142,766 |
| BRAC ** | $300,000 | $300,000 | $300,000 | $300,000 |
| ***TOTAL REVENUES*** | **$22,482,744** | **$22,650,937** | **$22,826,377** | **$21,990,293** |
| Base Expenditures (+1.5% Non-Discretionary) | $20,513,038 | $20,913,673 | $21,245,687 | $21,564,372 |
| Fund Balance- Street Maintenance @ $2.4M | $1,000,000 | $1,000,000 | $1,000,000 | $0 |
| One Time Lump Sum Compensation | $0 | $0 | $0 | $0 |
| ***TOTAL EXPENDITURES*** | **$21,513,038** | **$21,913,673** | **$22,245,687** | **$21,564,372** |
| ***NET REVENUE*** | **$969,706** | **$737,264** | **$580,690** | **$425,920** |
| ***ENDING FUND BALANCE*** | $10,300,156 | $10,037,419 | $9,618,110 | $10,044,030 |
| ***DAYS OF WORKING CAPITAL*** | 175 | 167 | 158 | 170 |

CITY OF COLLEYVILLE TEXAS

# Resources Needed To Fully Fund the Current Service Level

| Request | Total Cost |
|---|---|
| Implementation of Classification and Compensation Study (est. 5%) | $ 600,000 |
| Priority 1 (Urgent) O&M Building Maintenance items | $ 13,000 |
| Traffic Signal Maintenance Contract | $ 43,409 |
| Guardrail Repair Program | $ 10,000 |
| Police Property Room Clerk | $ 41,779 |
| Pavement Condition Assessment | $ 35,000 |
| Street Reconstruction to improve all unimproved streets by 2038 | $ 2,400,000 |
| Preventative Maintenance for Streets (fully fund street maint. Program) | $ 300,000 |
| **TOTAL** | **$ 3,443,188** |

# Resources Available vs. Resources Needed to Fully Fund the Current Service Level



# Scenario: Fund Only Street Requests

| | | |
|---|---|---|
| **FY 2014 Available Resources** | **$** | **704,330** |
| | | |
| Preventative Maintenance for Streets (fully fund Street Maintenance Program) | $ | 300,000 |
| A portion of Street Reconstruction to improve all unimproved streets by 2038 ($2.4M total) | $ | 400,000 |
| | | |
| **Total Funded** | **$** | **700,000** |
| | | |
| Implementation of Classificaton & Compensation Study (est. 5%) | $ | 600,000 |
| Priority 1 (Urgent) O&M Building Maintenance items | $ | 13,000 |
| Traffic Signal Maintenance Contract | $ | 43,409 |
| Guardrail Repair Program | $ | 10,000 |
| Police Property Room Clerk | $ | 41,779 |
| Pavement Condition Assessment | $ | 35,000 |
| Remaining Street Reconstruction to improve all unimproved streets by 2038 | $ | 2,000,000 |
| | | |
| **Total Not Funded** | **$** | **2,743,188** |

CITY OF COLLEYVILLE TEXAS

# Scenario: Fully Fund Implementation of Compensation/Classification Study

| | | |
|---|---|---|
| **FY 2014 Available Resources** | **$** | **704,330** |
| | | |
| Implementation of Classificaton & Compensation Study (est. 5%) | $ | 600,000 |
| Priority 1 (Urgent) O&M Building Maintenance items | $ | 13,000 |
| Guardrail Repair Program | $ | 10,000 |
| Police Property Room Clerk | $ | 41,779 |
| Pavement Condition Assessment | $ | 35,000 |
| | | |
| **Total Funded** | **$** | **699,779** |
| | | |
| Traffic Signal Maintenance Contract | $ | 43,409 |
| Street Reconstruction to improve all unimproved streets by 2038 | $ | 2,400,000 |
| Preventative Maintenance for Streets (fully fund street maint. Program) | $ | 300,000 |
| | | |
| **Total Not Funded** | **$** | **2,743,409** |

CITY OF COLLEYVILLE TEXAS

# Scenario: Fund Some Compensation, Some Streets & Other Requests

| | | |
|---|---|---|
| **FY 2014 Available Resources** | **$** | **704,330** |
| | | |
| Priority 1 (Urgent) O&M Building Maintenance items | $ | 13,000 |
| Traffic Signal Maintenance Contract | $ | 43,409 |
| Guardrail Repair Program | $ | 10,000 |
| Police Property Room Clerk | $ | 41,779 |
| Pavement Condition Assessment | $ | 35,000 |
| Implementation of Compensation Plan at 2% (of est. 5% recommended) | $ | 240,000 |
| Preventative Maintenance for Streets (fully fund street maint. Program) | $ | 300,000 |
| | | |
| **Total Funded** | **$** | **683,188** |
| | | |
| Remaining 3% of Implementation of Compensation Plan | $ | 360,000 |
| Street Reconstruction to improve all unimproved streets by 2038 | $ | 2,400,000 |
| | | |
| **Total Not Funded** | **$** | **2,760,000** |

CITY OF COLLEYVILLE TEXAS

# Service Level Enhancement Requests

| Request | One-time Cost | Ongoing Cost | Total Cost |
|---|---|---|---|
| Baseball/Softball field laser grading maintenance rotation | $ - | $ 30,000 | $ 30,000 |
| ESRI Training for Building Inspections | $ 3,775 | $ - | $ 3,775 |
| Intern | $ - | $ 11,040 | $ 11,040 |
| Safe Haven (requested Agency Agreement increase) | $ - | $ 1,000 | $ 1,000 |
| Outgoing BCC member recognition/meeting items | $ - | $ 2,600 | $ 2,600 |
| Human Resources Coordinator position | $ - | $ 75,030 | $ 75,030 |
| CRW-eTRAKIT3 (CRW Website Upgrade) | $ 5,000 | $ - | $ 5,000 |
| CRW-iTRAKIT9 Complete Software Upgrade | $ 45,000 | $ - | $ 45,000 |
| Colleyville Center Technology Upgrades | $ 187,907 | $ - | $ 187,907 |
| Extra AC Unit for City Hall Data Center | $ 7,580 | $ - | $ 7,580 |
| Citywide Camera Additions | $ 35,400 | $ - | $ 35,400 |
| Phase 1 of City Fiber | $ 237,000 | $ - | $ 237,000 |
| Laserfiche Integration Project: CRW and Crimes Software | $ 29,000 | $ - | $ 29,000 |
| Digitizing Documents to Laserfiche | $ 49,850 | $ - | $ 49,850 |
| Replacement GIS Licensing with Enterprise Licensing | $ - | $ 15,100 | $ 15,100 |
| Police Data Center Redundant AC Unit | $ 25,000 | $ - | $ 25,000 |
| Citywide Digital Signage Platform | $ 105,000 | $ - | $ 105,000 |
| PT Building Inspector to FT Building Inspector | $ - | $ 35,074 | $ 35,074 |
| PT Technical Services Librarian Position (changed from 6 hr/wk position) | $ - | $ 15,587 | $ 15,587 |
| Public Works & ISM Office Assistant | $ 2,000 | $ 49,153 | $ 51,153 |
| Venue Mapper for Colleyville Center | $ 250 | $ 1,150 | $ 1,400 |
| Colleyville Center Full Time Weekend Attendant | $ - | $ 28,392 | $ 28,392 |
| Event Booking Software for Colleyville Center | $ 2,000 | $ 4,500 | $ 6,500 |
| **TOTAL** | **$ 734,762** | **$ 268,626** | **$ 1,003,388** |

# Utility Fund Outlook

# 3-Year Forecast

| | | BUDGET FY 2013 | PROJECTION FY 2014 | PROJECTION FY 2015 | PROJECTION FY 2016 |
|---|---|---|---|---|---|
| TOTAL UNRESERVED BEG. RETAINED EARNINGS | $ | 5,413,347 | 5,598,950 | 6,536,395 | 7,837,849 |
| TOTAL OPERATING REVENUES | $ | 12,481,075 | 13,633,044 | 13,933,009 | 14,225,840 |
| OPERATING EXPENSES | | | | | |
| Utility Support | $ | 661,488 | 674,718 | 688,212 | 701,976 |
| Utility Billing | | 382,502 | 390,152 | 397,955 | 405,914 |
| Utility Operations - Water | | 499,262 | 509,247 | 519,432 | 529,821 |
| TRA Water | | 6,402,667 | 6,422,492 | 6,471,000 | 6,519,508 |
| Utility Operations - Wastewater | | 294,758 | 300,653 | 306,666 | 312,800 |
| TRA Wastewater | | 1,968,046 | 2,261,124 | 2,428,216 | 2,585,740 |
| Transfer to General Fund | | 956,469 | 1,044,054 | 1,055,988 | 1,076,854 |
| Transfer to Colleyville Tomorrow Fund (Repymt) | | 44,286 | 44,286 | 44,286 | 44,286 |
| **Infrastructure Renewal** | | **250,000** | **250,000** | **250,000** | **250,000** |
| Compensation Adjustment | | 28,470 | 0 | 0 | 0 |
| TOTAL OPERATING EXPENSES | $ | 11,487,948 | 11,896,726 | 12,161,755 | 12,426,899 |
| NON-OPERATING REVENUES(EXPENSES) | | | | | |
| Interest Income | $ | 20,300 | 20,300 | 20,300 | 20,300 |
| Debt Service | | (827,824) | (819,173) | (490,100) | (365,325) |
| TOTAL NON-OPERATING REVENUES(EXPENSES) | $ | (807,524) | (798,873) | (469,800) | (345,025) |
| NET INCOME | $ | 185,603 | 937,445 | 1,301,454 | 1,453,916 |
| ENDING RETAINED EARNINGS - 9/30 | $ | 5,598,950 | 6,536,395 | 7,837,849 | 9,291,765 |
| NET INCOME FOR COVERAGE RATIO | | 1,013,427 | 1,756,618 | 1,791,554 | 1,819,241 |
| AMOUNT NEEDED FOR COVERAGE RATIO | | 993,389 | 983,008 | 588,120 | 438,390 |
| **AVAILABLE FOR CIP/REHAB** | | **Budgeted Above** | **773,611** | **1,203,434** | **1,380,851** |

# Resources Needed…

## To Fully Fund the Current Service Level:

| Request | One-time Cost | Ongoing Cost | Total Cost |
|---|---|---|---|
| Construction Inspector (recurring costs are project funded)- one time costs | $ 17,250 | $ - | $ 17,250 |
| Implementation of Classification and Compensation Study (est. 5%) | $ - | $ 72,000 | $ 72,000 |
| Vehicle Replacement Schedule Funding | $ - | $ 81,077 | $ 81,077 |
| **TOTAL** | **$ 17,250** | **$ 153,077** | **$ 170,327** |

## For Service Enhancements:

| Request | One-time Cost | Ongoing Cost | Total Cost |
|---|---|---|---|
| VueWorks Conference | $ 1,380 | $ - | $ 1,380 |
| Field Connectivity- 3 tablets & aircards (split cost) | $ 1,000 | $ 600 | $ 1,600 |
| Field Connectivity- 3 tablets & aircards (split cost) | $ 2,000 | $ 1,200 | $ 3,200 |
| **TOTAL** | **$ 4,380** | **$ 1,800.00** | **$ 6,180** |

# Drainage Fund Outlook

# 3-Year Forecast

| | | BUDGETED FY 2013 | PROJECTED FY 2014 | PROJECTED FY 2015 | PROJECTED FY 2016 |
|---|---|---|---|---|---|
| TOTAL BEG. RETAINED EARNINGS | $ | 964,362 | 1,029,989 | 1,097,237 | 1,161,772 |
| FUND REVENUES | | | | | |
| Drainage Fees | $ | 913,680 | 921,600 | 927,480 | 933,360 |
| Penalties/Misc | | 15,989 | 16,128 | 16,231 | 16,334 |
| Interest Income | | 3,150 | 2,250 | 2,295 | 2,341 |
| TOTAL REVENUES | $ | 932,819 | 939,978 | 946,006 | 952,035 |
| FUND EXPENSES | | | | | |
| Drainage Operations | $ | 504,918 | 515,016 | 525,317 | 535,823 |
| Stormwater Management * | | 56,974 | 58,113 | 59,276 | 60,461 |
| Compensation Adjustment | | 8,240 | 0 | 0 | 0 |
| Debt Service | | 253,028 | 255,568 | 252,847 | 127,121 |
| Interfund loan repayment | | 19,032 | 19,032 | 19,032 | 19,032 |
| Infrastructure renewal | | 25,000 | 25,000 | 25,000 | 175,000 |
| TOTAL EXPENSES | $ | 867,192 | 872,730 | 881,471 | 917,437 |
| NET REVENUE | | 65,627 | 67,248 | 64,534 | 34,597 |
| Required Coverage Ratio (25% of debt service) | | 63,257 | 63,892 | 63,212 | 31,780 |
| Balance Available | | 2,370 | 3,356 | 1,323 | 2,817 |
| ENDING RETAINED EARNINGS | $ | 1,029,989 | 1,097,237 | 1,161,772 | 1,196,369 |

CITY OF COLLEYVILLE TEXAS

# Resources Needed To Fully Fund the Current Service Level

| Request | Total Cost |
|---|---|
| Implementation of Classification and Compensation Study (est. 5%) | $ 19,000 |
| Vehicle Replacement Schedule Funding | $ 61,409 |
| **TOTAL** | **$ 80,409** |

NOTE: Current revenues also do not allow for funding of drainage capital projects until FY 2016 due to repayment of bonds originally issued in 1995

# Drainage Fund

- Staff is currently considering bringing forward an update to the fee structure when we discuss all other fees and charges at the July 16th Pre Council meeting
  - Fee should better represent the impacts to the City's drainage system
  - Incorporate planned adjustments for the CPI
- Current Drainage Fund revenues and expenditures do not allow for funding of
  - Any drainage capital projects
  - Transfers to the vehicle replacement fund

# Special Revenue Funds Status

# Special Revenue Funds

| | Est. 9/30/13 Available Balance |
|---|---|
| Library - Parks - Recreation: | |
| Voluntary Park | $ 558,147 |
| Voluntary Library | 346,425 |
| Tree Preservation | 4,703 |
| Library Donation | 135,076 |
| Recreational Event | - |
| Parks Tomorrow | 1,200,252 |
| Parkland Dedication | 1,246,423 |
| Kimzey Park | 432 |
| Kidsville Maintenance | 20,426 |
| Colleyville Eco. Dev. (after Budget Adoption) | - |
| | |
| Public Safety & Courts: | |
| Police Asset Forfeiture | 7,173 |
| Crime District (after Budget Adoption) | - |
| LEOSE (training purposes) | 8,356 |
| Court Technology | - |
| Court Security | - |

# Special Revenue Funds

| | Est. 9/30/13 Available Balance |
|---|---|
| Capital Projects or Facilities: | |
| Colleyville Tomorrow | 1,903,631 |
| CEDC Capital Project | 146,398 |
| Colleyville Center Development | 6,449 |
| TDPA Grant (EECBG Grant) | 8,133 |
| | |
| For Other City Purposes: | |
| Vehicle and Equipment Replacement | - |
| Recycling (ECC & Crud Cruiser) | - |
| Public Art | 7,904 |
| Special Donations | |
| Parks | 27,876 |
| Police | 10,290 |
| Fire | 2,669 |

# Capital Projects Fund

- Balances available in the Capital Projects Fund are allocated to projects in the Proposed 5-Year CIP
    - Examples:  Impact Fees, Escrow Fees, Available year-end Street Rehabilitation Funds
- These will be discussed in another presentation this evening

# Questions and Discussion

# City of Colleyville
## Colleyville City Council Worksession Agenda Briefing

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

**Agenda Number** 2c **Agenda Date** 06/26/2013
**Type** Presentation and Discussion
**Department** Public Works

### Title
Presentation of the Capital Improvements Plan (CIP)

### Explanation
This presentation will provide an overview of capital project needs, as well as a recommendation for a five year (2014-2018) Capital Improvement Plan (CIP).

### Attachments
1. 2014-2018 Capital Improvement Plan Presentation
2. 2014-2018 Capital Project Plan Funding Summary

# Capital Improvement Plan

City Council Budget Work Session

June 26, 2013

# Background

<u>December 8, 2011</u>

City Council held a work session to discuss the need for managing public infrastructure

<u>May 29, 2012</u>

The City Engineer presented a report to City Council on the status of the City's streets and the funding needed to maintain them

<u>January 29, 2013</u>

City Council conducted a workshop to discuss the need for a five-year capital improvement plan

# What is a Capital Improvement Plan?

- Identifies capital projects
- Multi-year plan updated annually
- Generally covers five (5) years
- Lays out a schedule for project execution
- Identifies options for funding
- Focuses resources on highest priority needs
- Serves as a link between comprehensive and strategic plans and the City's annual budget


CITY OF COLLEYVILLE TEXAS

City of Colleyville
**Capital Improvement Program**

FY 2014 to FY 2018

# Benefits of a Capital Improvement Plan

- Allows for a systematic evaluation of ***all*** potential projects at the same time.
- Serve as a public relations and economic development tool.
- Provides a focus on preserving infrastructure while ensuring the efficient use of public funds.

# Goals of the Colleyville CIP

- Live within our means
- Optimize use of scarce taxpayer resources
- Improve east-west mobility
- Improve north-south mobility
- Eliminate all unimproved streets in 25 years
- Address deferred maintenance needs in neighborhoods
- Be responsive to citizens’ needs

# Live Within Our Means

- The proposed 2014-2018 CIP is fiscally constrained to stay within current funding levels and projected revenues
- It includes more than $16M of OPM (“other people’s money”)
- It ***does not*** include any funding for reconstruction of unimproved streets
- After 2018, available funding for street maintenance drops from $2.4 million annually to $1.4 million annually

# Improve East-West Mobility

The proposed 2014-2018 CIP includes up to $12.2M to complete the design and reconstruction of Glade Road

# Glade Road Project

## (Funded from the TIF)

### Cost Estimate

| | |
|---|---|
| – Complete Design | $ 701,000 |
| – Acquire ROW | $ 3,000,000 |
| – Heritage to Pool | $ 3,300,000 |
| – Pool to Bransford | $ 4,900,000 |
| – Bransford to City Limits | $ 1,800,000 |
| | **$ 13,701,000** |

### Available TIF Funding

| | |
|---|---|
| 2014 | $ 3,701,000 |
| 2015 | $ 3,500,000 |
| 2016 | $ 2,500,000 |
| 2017 | $ 1,500,000 |
| 2018 | $ 1,000,000 |
| 2019 | $ 1,500,000 |
| TOTAL | **$ 13,701,000** |

# Improve North-South Mobility

The proposed 2014-2018 CIP includes reconstruction of Pleasant Run Road from Veranda Lane (The Village) to John McCain Road

CITY OF COLLEYVILLE TEXAS

# Eliminate All Unimproved Streets in 25 Years

- The proposed CIP includes $3.51 million over five (5) years to reconstruct unimproved roads
- All of the $3.51 million is maintenance dollars
- This equates to 6.24 lane miles in the 5 year program – approximately one-third of what is required to achieve the 25 year goal
- At current funding levels it will take at least 75 years to eliminate all unimproved streets

# Address Deferred Maintenance Needs in Neighborhoods

## Utilities will be renewed in six neighborhoods

*Western Trails*
*Woodbriar Estates*
*Quail Crest Estates*
*Reagan Estates*
*Sunrise Terrace*
*Brighton Estates*

## Streets will be addressed in seven neighborhoods

*Jewel Estates*
*Pecan Park Estates*
*Sand Oaks Addition*
*Western Trails Subdivision*
*Woodbriar Estates*
*Quail Crest Estates*
*Kingston Estates*

# WWBD?

(What Would Bob Do?)

# Proposed 2014 Projects


- Construct Pleasant Run Trail

  *(Veranda to Bogart)*

- Reconstruct Pleasant Run Road

  *(Veranda to Bogart)*

- Reconstruction of Kingston Estates

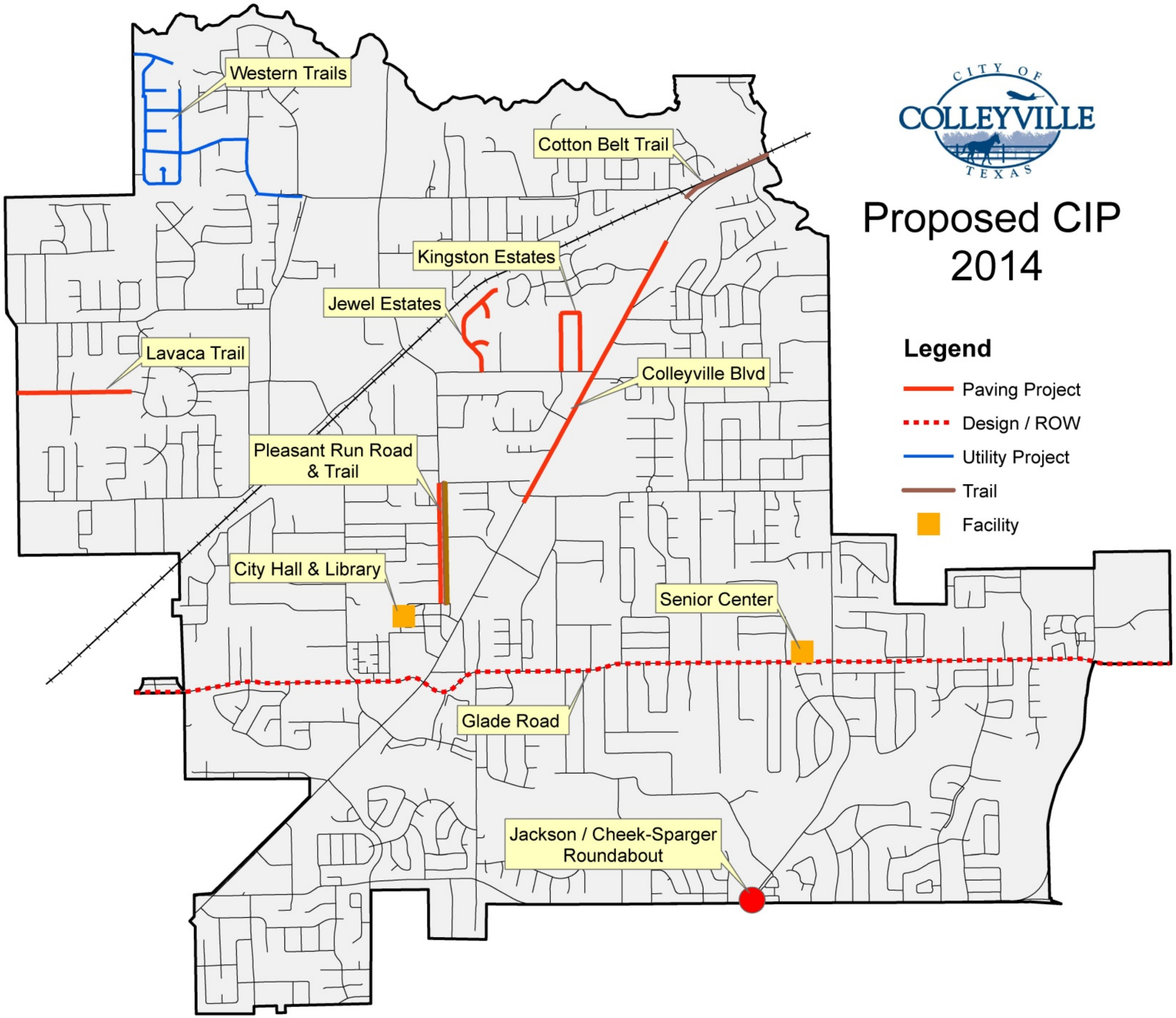
  *(Ponderosa, Kingston and McCain Lane)*

- Rehabilitation of Lavaca Trail (Tarrant County)
- Rehabilitation of Jewel Estates
- Construct Jackson/Cheek-Sparger Roundabout
- Upsize water lines in Western Trails

# More Proposed 2014 Projects


- Reconstruction of Colleyville Boulevard

  *(John McCain to Hall-Johnson)*
- Construct enhancements to Phase I of Colleyville Boulevard project
- Construct Cotton Belt Trail, Phase III
- Begin Phase I of the Senior Center project
- Complete the design of the Glade Road project
- Begin ROW acquisition for the Glade Road project
- Clean and seal exterior stone at City Hall and Library
- Renew pavement markings




# Proposed CIP 2014

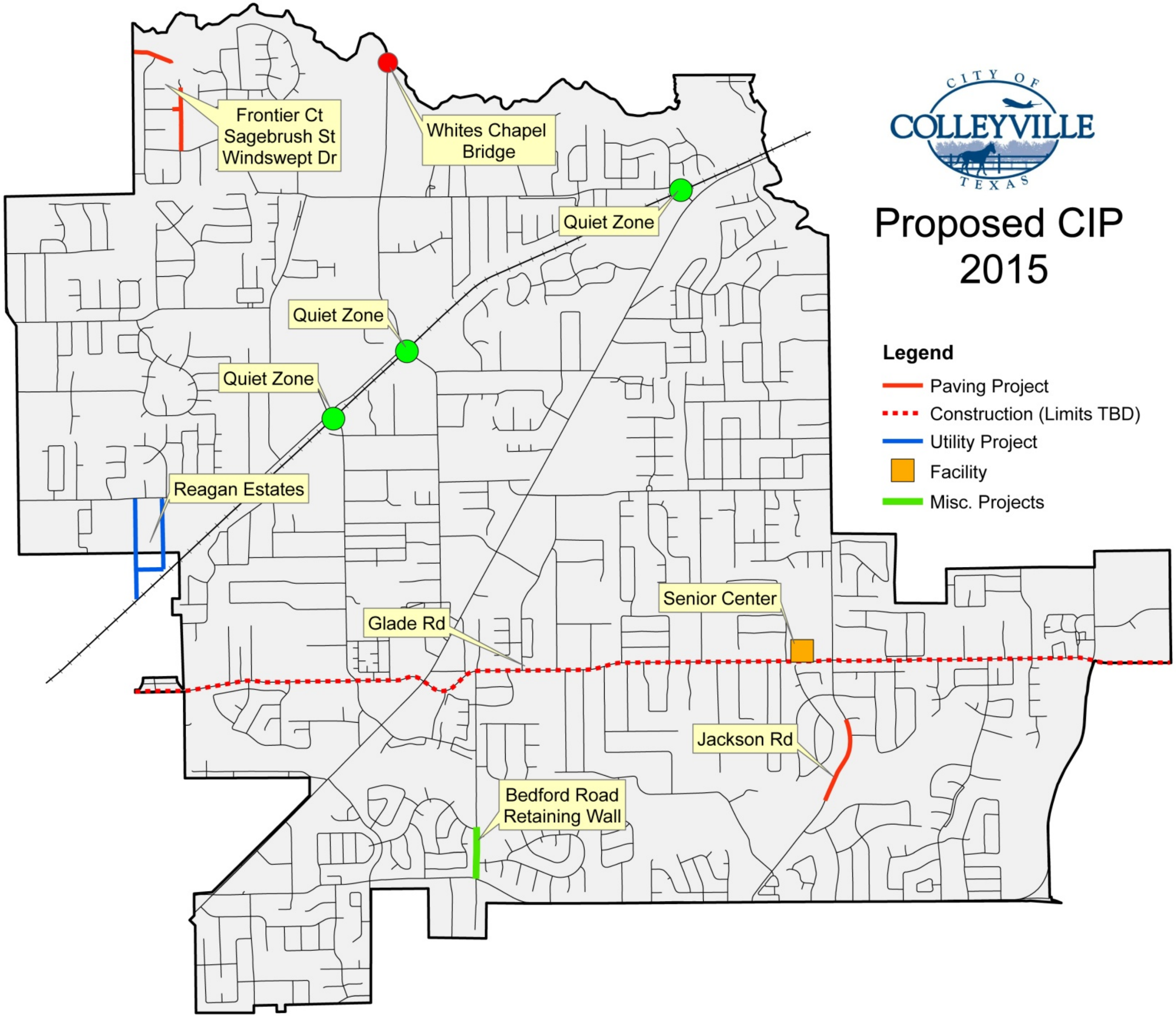
## Legend

- Paving Project
- Design / ROW
- Utility Project
- Trail
- Facility

# Proposed 2015 Projects

- Upsize water lines in Reagan Estates
- Install Quiet Zones at Bransford Road, Pleasant Run Road and John McCain Road
- Reconstruct the Whites Chapel Road Bridge over Big Bear Creek
- Begin reconstruction of Glade Road
- Reconstruct Frontier Court and portions of Windswept Drive and Sagebrush Street
- Rehabilitate Jackson Road north of Little Bear Creek (Tarrant County)
- Repair Bedford Road Retaining Wall
- Begin Phase II of the Senior Center project
- Renew Pavement Markings

# Proposed CIP 2015

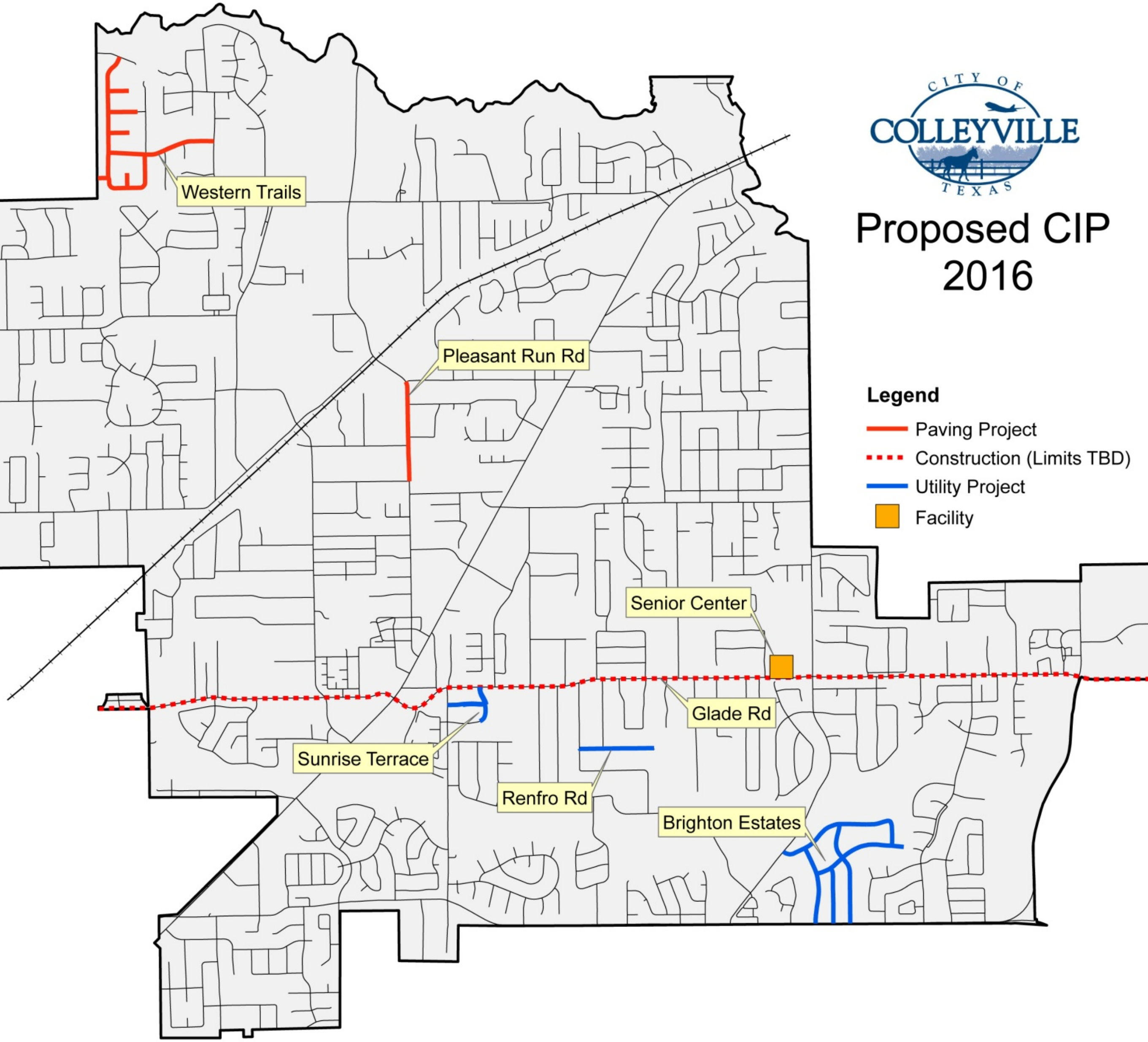


# Proposed 2016 Projects


- Reconstruct Pleasant Run Road

  *(Shelton Drive to Tinker Road)*
- Rehabilitate Bandit Trail (Tarrant County)
- Upsize water lines in Sunrise Terrace, Brighton Estates and Renfro Road
- Rehabilitate streets in Western Trails
- Begin Phase III of the Senior Center project
- Renew Pavement Markings
- Continue reconstruction of Glade Road

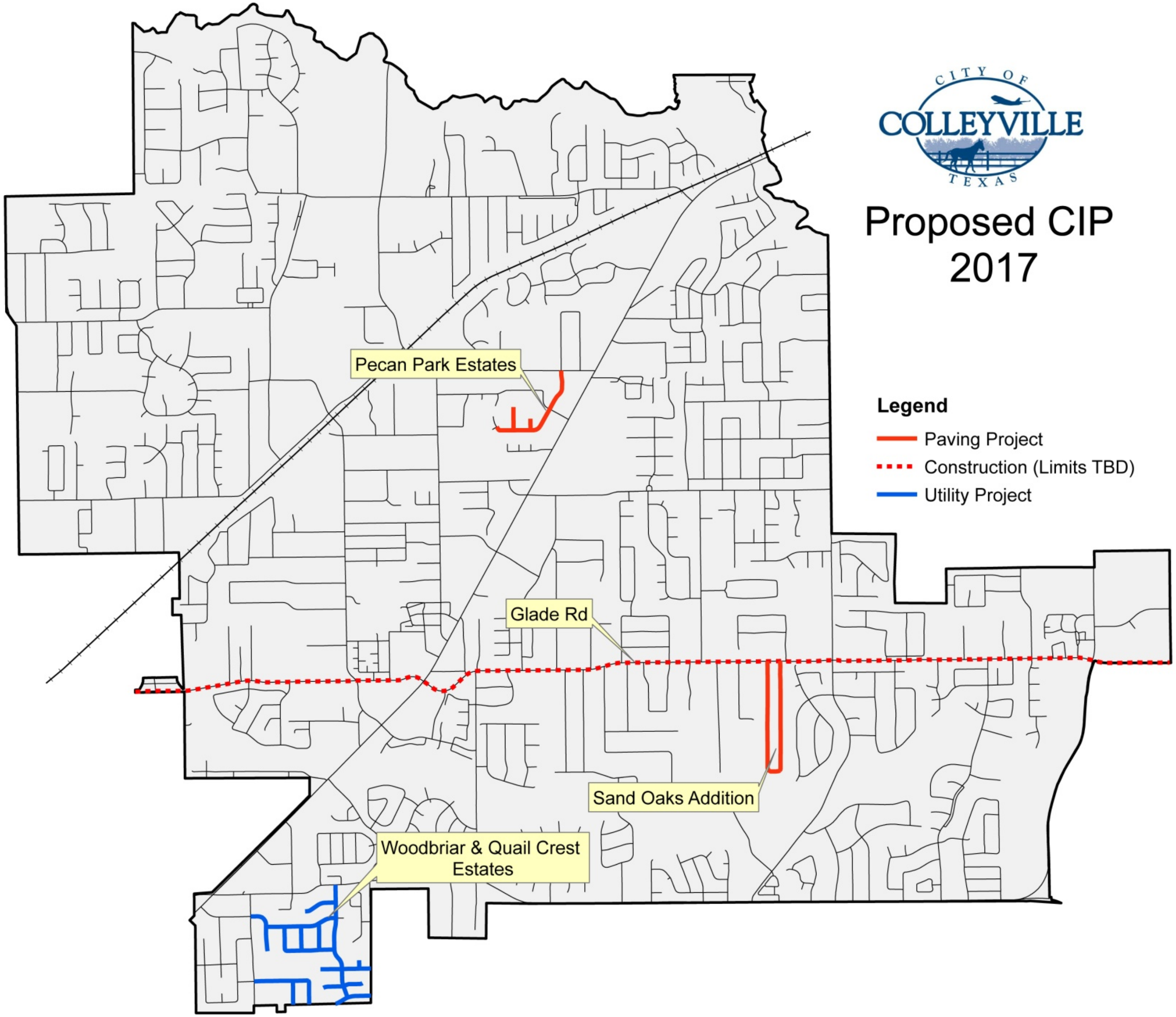
# Proposed CIP 2016



# Proposed 2017 Projects


- Upsize water lines and replace sewer lines in Woodbriar Estates and Quail Crest Estates
- Rehabilitate Streets in Pecan Park Estates and Sand Oaks Addition
- Tarrant County road rehabilitation project – street to be determined
- Continue reconstruction of Glade Road

# Proposed CIP 2017



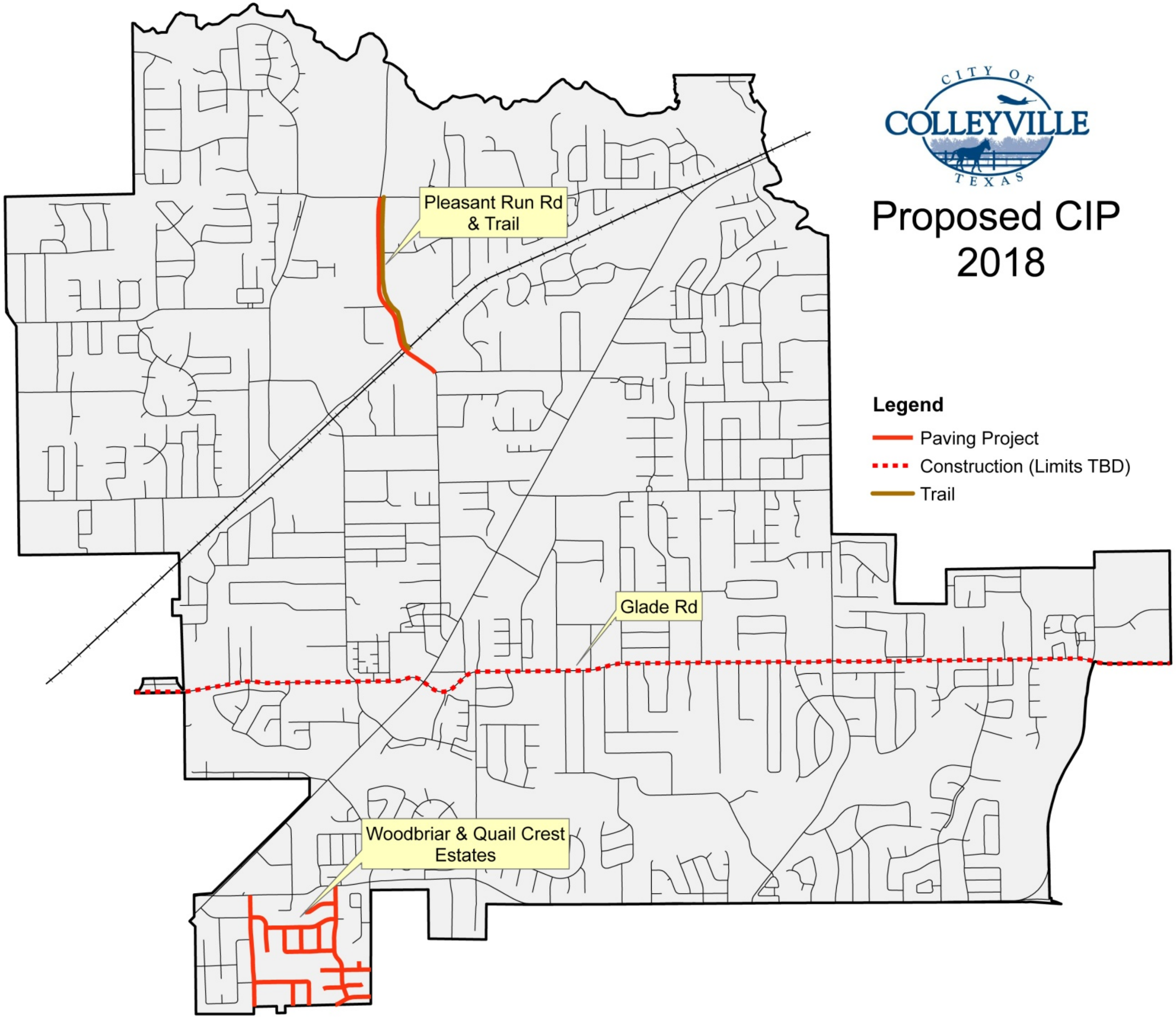
# Proposed 2018 Projects

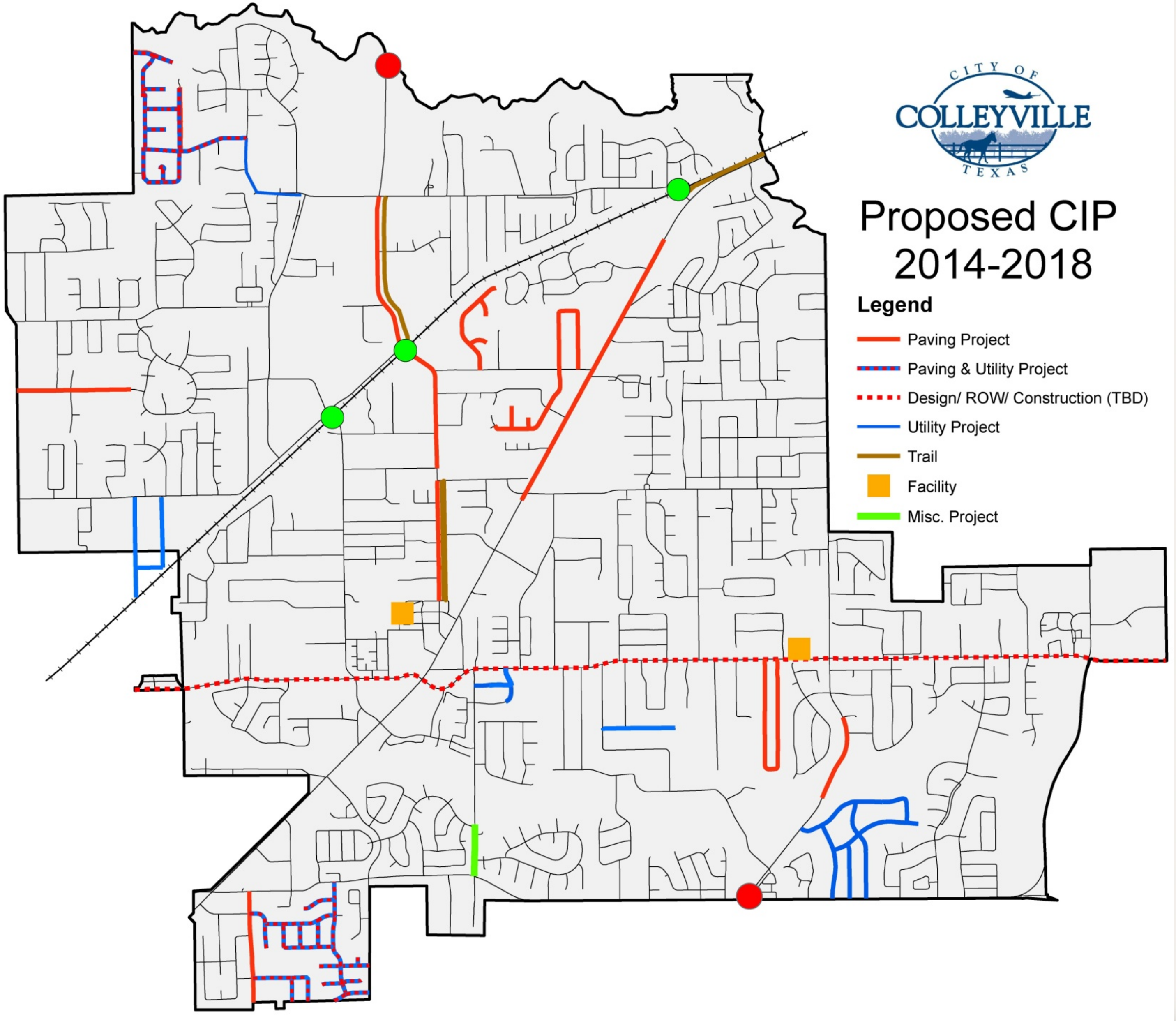

- Reconstruct Pleasant Run Road

  *(From Tinker Road to John McCain Road)*
- Construct Pleasant Run Trail

  *(From Cotton Belt Railroad to John McCain Road)*
- Rehabilitate Streets in Woodbriar Estates and Quail Crest Estates
- Tarrant County road rehabilitation project – street to be determined
- Continue reconstruction of reconstruction of Glade Road

# Proposed CIP 2018




Proposed CIP
2014-2018
Legend
Paving Project
Paving & Utility Project
Design/ ROW/ Construction (TBD)
Utility Project
Trail
Facility
Misc. Project

# CIP Summary

The cost of the proposed 2014-2018 CIP is $57.6M

| | |
|---|---:|
| General Fund | $15,857,962 |
| Utility Fund | $5,205,153 |
| Special Funds | $3,434,441 |
| TIF | $14,785,757 |
| TxDOT, Tarrant County, NCTCOG | $16,854,735 |
| | **$56,138,048** |

# *Not* Included in Five Year CIP

- Reconstruction of Pleasant Run Road from John McCain to north city limits (Big Bear Creek)

- Street reconstruction
  - **Remaining 2008 Street CIP Projects**

    *Acuff Lane* *Bettinger Drive* *Black Drive*
    *Coachman Lane* *Waller Lane*

  - **Arterials and Collectors**

    *John McCain Road* *LD Lockett Road* *Bransford Road*
    *Bedford Road* *McDonwell School Road* *Westcoat Drive*
    *White Drive* *Tinker Road* *Cheek-Sparger Road*

# *Not* Included in Five Year CIP (CONT.)

- Street reconstruction (cont'd)
  - **Local Streets**

    *Roberts Road* *Oak Knoll Drive*
- Intersection Improvements

  *Westcoat and McDonwell School Road*

  *Tinker Road and Pleasant Run Road*
- New Service Center for Public Works and Parks Departments
- Multiple drainage infrastructure issues
  - *Low water crossings*
  - *Inadequate storm sewers*
  - *Bill Simmons Road (homes flooding)*
  - *Flood Warning System Upgrade*

# Recommendations

- Adopt the five-year CIP by Council Resolution
- Appropriate funding for the first year of the CIP (2014) and each successive year as part of the annual budget process
- Address any changes to the adopted CIP by Council Resolution

    *Changes during any current year plan may require a budget amendment*

# Questions and Discussion

# City of Colleyville
## Capital Improvement Program
## FY 2014 to FY 2018

| # | Code | Project Title | Project Category | FY 2014 | FY 2015 | FY 1016 | FY 2017 | FY 2018 | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | Project Costs | | | | | |
| 1 | ST14-001 | Reconstruct Kingston Estates | Streets - Reconstruction | $ 1,879,814 | $ - | $ - | $ - | $ - | |
| 2 | ST14-002 | Rehabilitate Lavaca Trail - 2014 County Project | Streets - Reconstruction | $ 151,000 | $ - | $ - | $ - | $ - | |
| 3 | ST14-003 | Rehabilitate Streets in Jewel Estates Subdivision | Streets - Rehabilitation | $ 575,806 | $ - | $ - | $ - | $ - | |
| 4 | ST14-004 | Construct Jackson Cheek-Sparger Roundabout | Streets - Intersection Improvements | $ 2,153,433 | $ - | $ - | $ - | $ - | |
| 5 | ST14-005 | Design of Frontier Court Reconstruction | Streets - Reconstruction | $ 130,000 | $ - | $ - | $ - | $ - | |
| 6 | ST14-006 | Reconstruct Pleasant Run, Veranda to Bogart | Streets - Reconstruction | $ 1,054,865 | $ - | $ - | $ - | $ - | |
| 7 | ST14-007 | Construction SH26 Phase I Enhancements | Streets - Reconstruction | $ 333,250 | $ - | $ - | $ - | $ - | |
| 8 | ST14-008 | Construct SH26, Phase II | Streets - Reconstruction | $ 14,000,000 | $ - | $ - | $ - | $ - | |
| 9 | ST14-009 | 2014 Miscellaneous Concrete Repairs | Other | $ 422,300 | $ - | $ - | $ - | $ - | |
| 10 | ST14-010 | Final Design of Glade Road | Streets - Reconstruction | $ 701,000 | $ - | $ - | $ - | $ - | |
| 11 | UT14-001 | Upsize Utility Lines - Western Trails | Utilities - Waterline Renewals (Including U | $ 886,979 | $ - | $ - | $ - | $ - | |
| 12 | RC14-001 | Senior Center Project, Phase I | Facility-Rehabilitation | $ 104,950 | $ - | $ - | $ - | $ - | |
| 13 | PK14-001 | Construct Cottonbelt Trail - Phase 3 | Parks | $ 230,000 | $ - | $ - | $ - | $ - | |
| 14 | FA14-001 | Clean and Seal Exterior Stone City Hall/Library | Facility-Rehabilitation | $ 300,000 | $ - | $ - | $ - | $ - | |
| 15 | ST14-011 | Pavement Markings | Streets - Rehabilitation | $ 100,000 | $ - | $ - | $ - | $ - | |
| 16 | PK14-002 | Construct New Trail | Parks | $ 150,000 | $ - | $ - | $ - | $ - | |
| 17 | ST14-012 | Glade Road ROW Acquisition | Streets - Reconstruction | $ 3,000,000 | $ - | $ - | $ - | $ - | |
| | | | | **$ 26,173,396** | | | | | |
| 1 | UT15-001 | Upsize Utility Lines - Reagan Estates | Utilities - Waterline Renewals (Including U | $ - | $ 650,209 | $ - | $ - | $ - | |
| 2 | OT15-001 | Install Quiet Zones at Three RR Crossings | Other | $ - | $ 1,795,000 | $ - | $ - | $ - | |
| 3 | OT15-002 | Reconstruct Whites Chapel Road Bridge | Other | $ - | $ 150,000 | $ - | $ - | $ - | |
| 4 | ST15-001 | Construct Glade Road, Phase 1 | Streets - Reconstruction | $ - | $ 3,166,300 | $ - | $ - | $ - | |
| 5 | ST15-002 | 2015 Miscellaneous Concrete Repairs | Other | $ - | $ 422,300 | $ - | $ - | $ - | |
| 6 | ST16-002 | Reconstruct Streets in Western Trails | Streets - Reconstruction | $ - | $ 1,377,058 | $ - | $ - | $ - | |
| 7 | ST15-005 | Rehabilitate Jackson Road - 2015 County Project | Streets - Rehabilitation | $ - | $ 151,000 | $ - | $ - | $ - | |
| 8 | ST15-006 | Design Pleasant Run Reconstruction - Shelton to Tinker | Streets - Reconstruction | $ - | $ 91,000 | $ - | $ - | $ - | |
| 9 | RC15-001 | Senior Center Project, Phase II | Facility-Rehabilitation | $ - | $ 350,000 | $ - | $ - | $ - | |
| 10 | OT15-003 | Reconstruct Bedford Road Retaining Wall | Other | $ - | $ 300,050 | $ - | $ - | $ - | |
| 11 | ST15-007 | Pavement Markings | Streets - Rehabilitation | $ - | $ 100,000 | $ - | $ - | $ - | |
| 12 | PK15-001 | Construct New Trail | Parks | $ - | $ 150,000 | $ - | $ - | $ - | |
| 13 | ST15-008 | Construct Glade Road | Streets - Reconstruction | $ - | $ 3,507,875 | $ - | $ - | $ - | |
| | | | | | **$ 12,210,792** | | | | |
| 1 | ST16-001 | Reconstruct Pleasant Run, Shelton to Tinker | Streets - Reconstruction | $ - | $ - | $ 856,167 | $ - | $ - | |
| 2 | ST16-002 | Rehabilitate Streets in Western Trails Subdivision | Streets - Rehabilitation | $ - | $ - | $ 737,770 | $ - | $ - | |
| 3 | ST16-003 | Design Pleasant Run Reconstruction - Tinker to John McCain | Streets - Rehabilitation | $ - | $ - | $ 201,000 | $ - | $ - | |
| 4 | ST16-004 | 2016 Miscellaneous Concrete Repair | Other | $ - | $ - | $ 422,300 | $ - | $ - | |
| 5 | ST16-005 | Rehabilitate Bandit Trail - 2016 County Project | Streets - Rehabilitation | $ - | $ - | $ 151,000 | $ - | $ - | |
| 6 | UT16-001 | Upsize Utility Lines, Sunrise Terrace and Brighton Oaks | Utilities - Waterline Renewals (Including | $ - | $ - | $ 1,833,320 | $ - | $ - | |
| 7 | RC16-001 | Senior Center Project, Phase III | Facility-Rehabilitation | $ - | $ - | $ 150,000 | $ - | $ - | |
| 8 | ST16-006 | Design Reconstruction of Pleasant Run - John McCain to Nort | Streets - Reconstruction | $ - | $ - | $ 131,000 | $ - | $ - | |
| 9 | PK16-001 | Construct New Trail | Parks | $ - | $ - | $ 150,000 | $ - | $ - | |
| 10 | ST16-007 | Pavement Markings | Streets - Rehabilitation | $ - | $ - | $ 100,000 | $ - | $ - | |
| 11 | ST16-008 | Construct Glade Road | Streets - Reconstruction | $ - | $ - | $ 2,479,250 | $ - | $ - | |
| | | | | | | **$ 7,211,807** | | | |
| 1 | UT17-001 | Upsize Utility Lines - Woodbriar Estates and Qualicrest Estate | Utilities - Waterline Renewals (Including U | $ - | $ - | $ - | $ 1,697,035 | $ - | |
| 2 | ST17-001 | 2017 Miscellaneous Concrete Repair | Other | $ - | $ - | $ - | $ 414,050 | $ - | |
| 3 | ST17-002 | Rehabilitate Street TBD - 2017 County Project | Streets - Reconstruction | $ - | $ - | $ - | $ 151,000 | $ - | |
| 4 | ST17-003 | Rehabilitate Streets in Pecan Park Estates and Sand Oaks Add | Streets - Rehabilitation | $ - | $ - | $ - | $ 1,516,064 | $ - | |
| 5 | ST17-004 | Construct Glade Road | Streets - Reconstruction | $ - | $ - | $ - | $ 1,503,375 | $ - | |
| | | | | | | | **$ 5,281,524** | | |
| 1 | ST18-001 | Rehabilitate Streets in Woodbriar Estates and Quail Crest Est | Streets - Rehabilitation | $ - | $ - | $ - | $ - | $ 1,443,269 | |
| 2 | ST18-002 | 2018 Miscellaneous Concrete Repair | Other | $ - | $ - | $ - | $ - | $ 264,050 | |
| 3 | ST18-003 | Rehabilitate Streets TBD - 2018 County Road Project | Streets - Reconstruction | $ - | $ - | $ - | $ - | $ 151,000 | |
| 4 | ST18-005 | Reconstruct Pleasant Run - Tinker to John McCain | Streets - Reconstruction | $ - | $ - | $ - | $ - | $ 2,099,959 | |
| 5 | PK18-001 | Construct Pleasant Run Trail | Parks | $ - | $ - | $ - | $ - | $ 300,000 | |
| 6 | ST18-006 | Construct Glade Road | Streets - Reconstruction | $ - | $ - | $ - | $ - | $ 1,002,250 | |
| | | | | | | | | **$ 5,260,528** | |
| | | | **Five Year Total:** | **$ 26,173,396** | **$ 12,210,792** | **$ 7,211,807** | **$ 5,281,524** | **$ 5,260,528** | **$ 56,138,047** |

| CITY FUNDING | FY 2014 | FY 2015 | FY 1016 | FY 2017 | FY 2018 | Total |
|---|---|---|---|---|---|---|
| | Proposed Funding | | | | | |
| Capital Project Transfer for Street Rehab *(PROJECTED AVAILABLE: $1,667,000)* | $ 1,652,656 | $ - | $ - | $ - | $ - | $ 1,652,656 |
| CEDC (Parks, Trails & Libraries) | $ 758,950 | 500,000 | $ 300,000 | $ - | $ 300,000 | $ 1,858,950 |
| COG/TxDOT/County | $ 175,000 | $ - | $ - | $ - | $ - | $ 175,000 |
| County Bond Program | $ 535,415 | $ - | $ - | $ - | $ - | $ 535,415 |
| Crime Tax | $ - | $ - | $ - | $ - | $ - | $ - |
| Drainage Fund | $ 200,000 | $ - | $ - | $ - | $ - | $ 200,000 |
| Perimeter Street Fees | $ 676,587 | $ - | $ 236,546 | $ 9,394 | $ - | $ 922,527 |
| General Fund *(PROJECTED AVAILABLE: $2.4M/YEAR = $12M)* | $ 2,262,959 | $ 2,491,408 | $ 2,362,691 | $ 2,071,720 | $ 2,758,278 | $ 11,947,056 |
| Grants/Other | $ - | $ - | $ - | $ - | $ - | $ - |
| NCTCOG | $ 349,320 | $ - | $ - | $ - | $ - | $ 349,320 |
| Parkland Dedication Fund and Voluntary Park Fund | $ 230,000 | $ - | $ - | $ - | $ - | $ 230,000 |
| Roadway Impact - West District | $ - | $ - | $ - | $ - | $ - | $ - |
| Roadway Impact - East District | $ 222,964 | $ - | $ - | $ - | $ - | $ 222,964 |
| Tomorrow Fund | $ - | $ - | $ - | $ - | $ - | $ - |
| Utility Fund | $ 962,131 | $ 597,593 | $ 1,833,320 | $ 1,697,035 | $ - | $ 5,090,079 |
| Wastewater Impact Fees | $ - | $ - | $ - | $ - | $ - | $ - |
| Water Impact Fees | $ 62,458 | $ 52,616 | $ - | $ - | $ - | $ 115,074 |
| End of Year Transfer to GF | $ 958,250 | $ 100,000 | $ - | $ - | $ 1,200,000 | $ 2,258,250 |
| Other: FWTA | $ - | $ 359,000 | $ - | $ - | $ - | $ 359,000 |
| | **$ 9,046,690** | **$ 4,100,617** | **$ 4,732,557** | **$ 3,778,149** | **$ 4,258,278** | **$ 25,916,291** |
| **NON-CITY FUNDING** | | | | | | |
| FWHA/TxDOT | $ 14,000,000 | $ 1,436,000 | $ - | $ - | $ - | $ 15,436,000 |
| TIF | $ 3,126,707 | $ 6,674,175 | $ 2,479,250 | $ 1,503,375 | $ 1,002,250 | $ 14,785,757 |
| | **$ 17,126,707** | **$ 8,110,175** | **$ 2,479,250** | **$ 1,503,375** | **$ 1,002,250** | **$ 30,221,757** |
| **TOTAL FUNDING** | **$ 26,173,397** | **$ 12,210,792** | **$ 7,211,807** | **$ 5,281,524** | **$ 5,260,528** | **$ 56,138,048** |

# City of Colleyville
## Colleyville City Council Worksession Agenda Briefing

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

**Agenda Number** 2d **Agenda Date** 06/26/2013
**Type** Presentation and Discussion
**Department** Public Works

### Title
Presentation of facility needs

### Explanation
This presentation will provide an overview of the City's building maintenance program and identify current maintenance needs and future requirements that can result in maximizing the useful life of City facilities, while at the same time reducing operations and maintenance costs.

### Attachments
1. Facilities Report presentation


# Facilities Report

City Council Budget Work Session

June 26, 2013

# Background

- Prior to 2011, the City had no building maintenance program. For the most part, we addressed maintenance issues reactively rather than proactively.
- In 2012, a position was established for a building maintenance technician to provide building maintenance services for City Hall, the Library, and the Justice Center.
- For all other facilities, (fire stations, Senior Center, Colleyville Center, Service Center, parks facilities) department directors/managers are responsible for facility maintenance.
- Because of a lack of a sound preventive maintenance program prior to 2012 and unaddressed construction deficiencies, numerous building components have failed prematurely.

# 2013 Accomplishments

- Cleaned, repaired and sealed exterior stone at Justice Center
- Installed LED lighting in City Hall Council Chambers and Executive Conference Room
- Completed ONCOR energy efficiency audits on City buildings
- Replaced gate access sensors and  barriers at Justice Center parking lot
- Completed re-roofing of flat roofs at Colleyville Center
- Installed energy efficient 20-ton rooftop air conditioner at Colleyville Center
- Replaced fire alarm panel at Colleyville Center
- Completed boiler flue modifications at City Hall to comply with State requirements

# Current Needs:
# City Hall/Library

- Repair roof and seal gutters and downspouts
- Modify Council Chambers to be ADA compliant
- Replace boiler pumps and motors
- Repair fire alarm panels
- Repair retaining wall on southeast corner of sports field
- Install emergency back-up generator
- Replace deteriorated front steps and railing
- Modify exterior 120 volt outlets in front of City Hall
- Clean, repair and seal exterior stone
- Replace interior emergency lighting ballasts
- Upgrade computer server room HVAC
- Repair main exhaust fan

# Current Needs: Justice Center

- Replace vinyl floor tile throughout building
- Repair variable air volume (VAV) boxes
- Obtain maintenance contract for access gates
- Replace interior emergency lighting ballasts
- Repair fire alarm panels
- Seal exterior openings

# Current Needs:
# Colleyville Center

- Expand dumpster enclosure to add recycling bins
- Replace original double doors (2) for outside storage areas
- Replace original back door
- Renovate stage floor
- Replace 6-ton HVAC (last original unit)
- Paint interior/exterior trim, railings, windows, doors
- Upgrade countertops in kitchen (future)

# Other Needs

- Install tree grates in front of City Hall to improve pedestrian mobility
- Repair loggia water fountain
- Replace City Hall/Library and Justice Center exterior parking lot lighting with LED's
- Construct dumpster enclosures at various city buildings
- Construct new Service Center for Parks and Public Works

# New Service Center

- Public Works service center constructed in 1984
- Parks maintenance building constructed prior to 1973
- 2012 study estimated cost of $10 million to replace
- Staff has obtained revised cost estimate of $4 million based on more realistic scope and new location

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# Life Cycle Management

| Building Component | Recommended Replacement Schedule |
|---|---|
| Roof | 15-20 Years |
| Roof Top Air Conditioning Unit | 15 Years |
| Elevator Control Systems | 20 Years |
| Fire Alarm Panels | 20 Years |
| Boilers | 15-20 Years |
| Hot Water Heaters | 10 Years |
| Lighting Ballasts | 10 Years |
| Air Cooled Condensers | 15-20 Years |
| Pumps – Chill and Condensing Water | 15-20 Years |
| Furnaces | 15-20 Years |
| Heat Pumps | 15 Years |

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# Priorities

## URGENT

- City Hall/Library roof repairs
- Repair Fire Alarm Panels
- ADA modifications to Council Chambers
- City Hall/Library emergency lighting
- Replace City Hall/Library boiler and pumps
- Repair concrete steps in front of City Hall
- Modify 120 volts outlets in front of City Hall/Library
- Repair/replace VAV boxes in Justice Center
- Seal exterior building openings at Justice Center
- Replace exterior doors at Colleyville Center
- New Service Center for Parks and Public Works

## IMPORTANT

- Replace floor tile in Justice Center
- Replace exhaust fan on 3rd floor of City Hall
- Clean, repair and seal exterior stone at City Hall/Library
- Construct enclosures for dumpsters at city buildings where none exist
- Install tree grates in front of City Hall/Library
- Repair retaining wall at sports field
- Repair loggia fountain in front of Library
- Expand dumpster enclosure at Colleyville Center
- Install emergency generator at City Hall/Library
- Renew countertops at Colleyville Center (future)

CITY OF COLLEYVILLE TEXAS

# Budget Impact

**OPERATING BUDGET**

(one-time)

- Urgent items –
  - **$193,000**
- Important Items
  - **$167,000**

**CAPITAL BUDGET**

(one-time)

- Urgent Items
  - **$250,000** (roof repairs)
  - **$4.0 million** (new service center)
- Important Items
  - **$300,000** (clean and seal City Hall/Library)
  - **$300,000** ( emergency generator for City Hall/Library)

# Possible Funding Strategies

- City Hall/Library roof repairs – Colleyville Tomorrow Fund
- Urgent O&M projects – Building Maintenance Capital Fund
- Important O&M projects – Building Maintenance Capital Fund
- Capital Projects – Compete for funding in five year Capital Improvement Program

# Summary

- Urgent projects need to be addressed immediately
- Other urgent needs will result in collateral damage (roof leaks) if not addressed

# Discussion and Questions

# City of Colleyville
## Colleyville City Council Worksession Agenda Briefing

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

**Agenda Number** 2e **Agenda Date** 06/26/2013
**Type** Presentation and Discussion
**Department** Information Services

### Title
Update of the Information Technology Strategic Plan

### Explanation
In 2011, the Information Systems Management Department developed a comprehensive Citywide Technology Strategic Plan that covers a five year time frame ranging from Fiscal Year 2012 through 2016. The purpose of this presentation is to highlight the past two years of accomplishments, and the following two year project horizon. The Information Systems Management Department is currently updating the Technology Strategic Plan through FY 2018 and will readdress the full plan after completion.

### Attachments
1. Update of the Technology Strategic Plan presentation

# Information Systems Management
# Strategic Plan
# update

City Council Budget Worksession
June 26, 2013

# FY 2012 Accomplishments

- Network Operations
  - Implementation of a web filtering device for internet
  - Implementation of network monitoring software
  - Implementation of door security cameras at City Hall
- Application Systems
  - Replacement Microsoft Exchange email application server
  - Implementation Munis ERP Financial Suite
  - Complete Phase 1 server virtualization (Justice Center)
  - Complete a plan for upgrading and moving all City applications into records management through Laserfiche

# FY 2012 Accomplishments

- Audio/Video Broadcast Operations
  - Replacement of cameras in the Council Chambers
  - Contract a design firm for Citywide AV and Chamber/broadcast replacement
- Telecommunications
  - Replacement Citywide telecommunications system (VOIP)
- Data Center Operations
  - Implementation virtualization system at Justice Data Center
  - Implementation two hosts at City Hall virtual Data Center

# FY 2013 Accomplishments

- Implementation ISM Governance Committee
- Network Operations
  - Replacement of Justice camera system
  - Implementation of ADT access control system at Justice Center
- Applications Systems
  - Implementation of Laserfiche enterprise system
  - Implementation of Geo Docs with Laserfiche connection
- GIS Operations
  - Implementation of additional GPS units for Public Works asset collection
  - Implementation of Upgraded GIS Platform from V9 to V10
  - Implementation of ITNEXUS Web platform for GIS
  - Implementation of City infrastructure asset program

# FY 2013 Accomplishments

- Audio/Video Broadcast Systems
  - Implementation of Phase 1 (City Hall AV Upgrade)
- Telecommunications
  - Implementation of additional voice gateway routers at City buildings
  - Completed analog phone line audit
- Data Center Operations
  - Implementation of two hosts at Justice virtual Data Center
  - Completed a plan with area local governments to create a shared off-site disaster recovery backup Data Center
- Desktop Operations
  - Implementation of desktop virtualization infrastructure

# FY 2013 (in process) projects

- Contract an external security audit & penetration testing
- Thin client installation
- Integration project Laserfiche 1st year with financials
- Implementation of additional storage at City Hall Data Center
- Contract GIS internal audit
- Decommission Service Center Data Center
- Update I.S.M. strategic plan through FY 2018

# FY 2012-2013 Impact of Implementation

- Increased the mobility footprint for end users
- Implemented an ISM Governance Committee
- Munis ERP Solution is 1/3 Implemented with projected completion in April 2014
- Reduced City's Data Center hardware presence by half by increasing system density through virtualization of primary data centers
- Reductions in analog circuits have resulted in more than $30,000.00 in annual savings through acquisition of a Citywide unified telecommunications system

# FY 2014 -2015 Initiatives

- ISM Governance
  - Creation of a (bring your own device) policy and management plan
  - Document City application workflows
- Network Operations
  - Install equipment monitoring cameras at all Data Centers
  - Implement and replace security cameras (City Hall/Senior Center)
  - Phase 1 of network fiber build (City Hall-Justice)
  - Phase 2 of the network fiber build (Central Fire Station/Service Center)
  - Replacement of City wireless infrastructure
  - Implement a Mobile Device Management System

# FY 2014 -2015 Initiatives

- Application Systems
  - Implement Citywide digital signage platform
  - Upgrade or replace (Call on Colleyville)
  - Laserfiche integration project (CRW/PD)
  - Digitize paper documents to Laserfiche
- GIS Operations
  - Upgrade GIS License to enterprise level
  - Create additional GIS mobile/web applications

# FY 2014 -2015 Initiatives

- Audio/Video Broadcast systems
  - City Hall (AV replacement)
  - Colleyville Courts (AV replacement)
  - Justice EOC/PD (AV replacement)
  - Senior Center (AV replacement)
  - Colleyville Center (AV Upgrade)
- Data Center Operations
  - Decommission Central Fire Station (data center)
  - Replace Data Center tape system with online backups
  - Build an offsite Data Center (Colleyville/Keller)
  - Justice Data Center (redundant AC)

# FY 2014 -2015 Initiatives

- Data Center Operations
  - Replace City Hall blade chassis and servers
  - Upgrade data center cable management system at City Hall and Justice
  - Implement energy saving and resource tracking equipment
- Desktop Operations
  - Virtualize remaining desktops
  - Upgrade desktop Microsoft Office License
  - Implement mobile virtual machines
  - Analyze desktop virtualization Licensing for ROI (VMware VS Microsoft)

# Discussion and Questions

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

**Agenda Number** 2f **Agenda Date** 06/26/2013
**Type** Presentation and Discussion
**Department** Human Resources

**Title**
Presentation of the Fiscal Year 2013 Employee Opinion Survey

**Explanation**
This item provides the City Council with the results of the 2013 Employee Opinion Survey.

Staff conducted the biennial Employee Opinion Survey in early 2013. The last survey was conducted in Fiscal Year 2011. The survey was previously conducted on an annual basis, and the Fiscal Year 2013 survey is the first to be conducted every other year, to allow adequate time to determine, implement, and measure any necessary changes.

In response to the employee feedback received in the Fiscal Year 2011 survey, a City Manager's Advisory Team has been formed of nine employees that represent the interests of their peers, and to communicate ideas, innovations and concerns directly to the city manager. Also, a new recognition opportunity has been implemented to acknowledge the City's administrative staff at a luncheon held annually on Administrative Professionals' Day.

The Fiscal Year 2013 survey was emailed to 189 full-time and part-time employees. Field employees were also given an opportunity to complete the survey on paper, if they preferred. The response rate increased to 68 percent, compared to 56 percent in Fiscal Year 2011, with 129 employees responding. There were 34 questions asked, covering six topic categories: workplace harassment prevention, job responsibilities/achieving career goals, work environment/training/equipment/safety, supervisor/management, the organization, and ethics. Responses were tabulated by percentage of positive responses, defined as "Agree" or "Strongly Agree." Six of the six topic categories improved over the 2011 survey. Specifically, questions on workplace harassment prevention averaged the highest positive responses (95 percent), followed by a tie between job responsibilities/achieving career goals and supervisor/management (91 percent each), work environment/ training/ equipment/ safety (89 percent), ethics (83 percent), and the organization (82 percent).

Of the individual questions, 23 out of 33 questions had improved ratings with two questions scoring 100 percent, while six declined (three questions declined by one percent, two questions declined by two percent, and one question declined by three percent) and five remained at the same level of satisfaction or agreement. The multi-response question of "I work for the City of Colleyville because...check all that apply" was rephrased from “People work for this organization because…check all that apply”. On this question, 13 of the 14 choices had more favorable responses as compared to the 2011 survey.

While the majority of responses were positive, there is opportunity for improvement. One of the 34 questions had a less than 70 percent positive response, and three of the 34 questions scored between the 72 to 78 percent range. One question was in the ethics category, and the other three questions were in the organization category regarding employees feeling secure in speaking up about practices and/or policies that may be ethically questionable, feeling of belonging, recommending the City of Colleyville as a good place to work to friends, and employee morale.

The results of the opinion survey were evaluated and utilized by the City’s Leadership Team to develop a plan to enhance the workplace. The strategy to address employee feedback includes additional promotion and awareness of the Employee Assistance Program (EAP), develop strategies through the City Manager’s Advisory Team to improve department communication and reporting of unethical conduct, training and implementation of the revised personnel policies and procedures manual, outreach to every department through human resources staff, comprehensive job classification and compensation study (already underway), and intranet revamp.

The employee opinion survey is a useful tool to measure the employees’ assessment of the work environment at the City of Colleyville. Based on the last three surveys conducted, the trend of employee satisfaction continues to improve. The next survey is scheduled to be conducted in Fiscal Year 2015.

**Attachments**

1. 2013 Employee Opinion Survey Comparison
2. 2013 Employee Opinion Comparison Results By Category
3. 2013 Employee Opinion Survey Presentation

# EMPLOYEE OPINION SURVEY COMPARISON FY 2013

1. I am proud to be an employee of the City of Colleyville. 128/1

| | FY13 | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **45%** | 31% | 41% |
| Agree | **48%** | 62% | 53% |
| Disagree | **6%** | 7% | 6% |
| Strongly Disagree | **1%** | 0% | 0% |

2. I have received sufficient training and equipment to perform my job safely. 128/1

| | FY13 | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **31%** | 34% | 36% |
| Agree | **63%** | 57% | 51% |
| Disagree | **6%** | 6% | 12% |
| Strongly Disagree | **0%** | 3% | 1% |

3. The longer I work for the City of Colleyville the more I feel I belong. 125/4

| | FY13 | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **35%** | 22% | 33% |
| Agree | **43%** | 46% | 42% |
| Disagree | **18%** | 26% | 21% |
| Strongly Disagree | **4%** | 6% | 4% |

4. I would recommend the City of Colleyville as a good place to work to my friends. 126/3

| | FY13 | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **26%** | 14% | 29% |
| Agree | **52%** | 57% | 53% |
| Disagree | **19%** | 27% | 16% |
| Strongly Disagree | **3%** | 2% | 2% |

5. I am encouraged to do a good job by my supervisor. 128/1

| | FY13 | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **51%** | 44% | 40% |
| Agree | **47%** | 49% | 53% |
| Disagree | **2%** | 5% | 5% |
| Strongly Disagree | **0%** | 2% | 2% |

6. The office or facility where I work is well lit, ventilated, and comfortable to work in. 126/3

| | FY13 | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **45%** | 37% | 38% |
| Agree | **37%** | 46% | 41% |
| Disagree | **12%** | 10% | 15% |
| Strongly Disagree | **6%** | 7% | 6% |

7. The City of Colleyville's leadership is open to employee suggestions.

| | FY13 | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **24%** | 19% | 22% |
| Agree | **56%** | 41% | 41% |
| Disagree | **14%** | 34% | 28% |
| Strongly Disagree | **6%** | 6% | 9% |

126/3

8. The City of Colleyville supports my career goals. 126/3

| | FY13 | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **24%** | 23% | 18% |
| Agree | **56%** | 53% | 50% |
| Disagree | **18%** | 22% | 30% |
| Strongly Disagree | **2%** | 2% | 2% |

9. I am empowered (I have the authority) to do my job. 127/2

| | FY13 | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **37%** | 26% | 38% |
| Agree | **49%** | 57% | 44% |
| Disagree | **10%** | 16% | 14% |
| Strongly Disagree | **4%** | 1% | 4% |

*Note: Question was re-phrased in FY13 from "I have sufficient responsibility for and control over my job."

10. The job I do is important. 128/1

| | FY13 | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **69%** | 58% | 72% |
| Agree | **30%** | 41% | 27% |
| Disagree | **1%** | 1% | 1% |
| Strongly Disagree | **0%** | 0% | 0% |

11. When my equipment breaks down or malfunctions it is repaired promptly. 128/1

| | FY13 | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **30%** | 26% | 30% |
| Agree | **60%** | 65% | 48% |
| Disagree | **7%** | 4% | 16% |
| Strongly Disagree | **3%** | 5% | 6% |

12. My supervisor takes measures to eliminate or control workplace hazards so that I can perform my job safely. 127/2

| | FY13 | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **39%** | 34% | 35% |
| Agree | **59%** | 55% | 55% |
| Disagree | **1%** | 8% | 8% |
| Strongly Disagree | **1%** | 3% | 2% |

*Note: Question re-phrased in FY13 from "Job safety is a major concern of this organization's leadership."

13. I am appreciated for the job I do. 126/3

| | FY13 | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **31%** | 23% | 23% |
| Agree | **51%** | 51% | 47% |
| Disagree | **13%** | 22% | 23% |
| Strongly Disagree | **5%** | 4% | 7% |

14. I work for the City of Colleyville because: 124/5

| | FY13 | FY11 | FY10 |
|---|---|---|---|
| It is a high-quality place to work | **45.2%** | 26.5% | 36.7% |
| The pay is good | **35.5%** | 33.7% | 46.9% |
| The benefits are good | **56.5%** | 56.1% | 87.5% |
| I am appreciated | **36.3%** | 20.4% | 25.0% |
| The facilities are good | **56.5%** | 48.0% | 56.3% |
| I like my supervisor | **52.4%** | 35.7% | 25.8% |
| I receive good training | **32.3%** | 30.6% | 28.1% |
| I cannot find any other work | **4.0%** | 19.4% | 14.1% |
| I like the people I work with | **71.8%** | 58.2% | 60.2% |
| I like the community | **61.3%** | 39.8% | 52.3% |
| I am encouraged to do a good job | **51.6%** | 36.7% | 39.1% |
| It is a safe place to work | **43.5%** | 51.0% | 54.7% |
| I work with the best equipment | **24.2%** | 23.5% | 21.9% |
| Everyone works as a team | **36.3%** | 27.6% | 27.3% |

*Note: Question re-phrased in FY13 from "People work for this organization because..."

# EMPLOYEE OPINION SURVEY COMPARISON FY 2013

15. I really like my job. 128/1

| | **FY13** | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **46%** | 41% | 49% |
| Agree | **54%** | 52% | 45% |
| Disagree | **0%** | 7% | 6% |
| Strongly Disagree | **0%** | 0% | 0% |

16. I really like working for the City of Colleyville.127/2

| | **FY13** | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **34%** | 22% | 31% |
| Agree | **56%** | 65% | 58% |
| Disagree | **9%** | 11% | 11% |
| Strongly Disagree | **1%** | 2% | 0% |

17. Overall, I think that the quality of my working conditions and environment is: 128/1

| | **FY13** | FY11 | FY10 |
|---|---|---|---|
| Excellent | **37%** | 24% | 34% |
| Good | **44%** | 45% | 35% |
| Fair | **15%** | 24% | 24% |
| Poor | **3%** | 7% | 5% |
| Terrible | **1%** | 0% | 2% |

18. Our organization, the City of Colleyville, is an ethical organization, meaning it exhibits honesty and does the right thing for the right reason.120/9

| | **FY13** | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **32%** | 20% | 25% |
| Agree | **52%** | 54% | 55% |
| Disagree | **13%** | 22% | 18% |
| Strongly Disagree | **3%** | 4% | 2% |

19. My work area has been free of sexual harassment during the past year. 127/2

| | **FY13** | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **64%** | 58% | 46% |
| Agree | **34%** | 41% | 47% |
| Disagree | **1%** | 0% | 5% |
| Strongly Disagree | **1%** | 1% | 2% |

20. My work area has been free of discrimination based on race, age, religion, disability, gender, sexual orientation, or ethnic background during the past year. 126/3

| | **FY13** | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **56%** | 45% | 39% |
| Agree | **36%** | 37% | 33% |
| Disagree | **6%** | 12% | 14% |
| Strongly Disagree | **2%** | 6% | 14% |

*Note: Question re-phrased for FY13 from "My department treats all employees fairly regardless of race, age, religion, disability, gender, sexual orientation, or ethnic background."

21. I know how to report discrimination or sexual harassment that may occur in the workplace. 126/3

| | **FY13** | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **55%** | 48% | 43% |
| Agree | **42%** | 49% | 48% |
| Disagree | **2%** | 3% | 6% |
| Strongly Disagree | **1%** | 0% | 3% |

*Note: Question re-phrased for FY13 from "I know where to go to get help in the City of Colleyville if I experience discrimination or sexual harassment on the job."

22. I am kept informed about issues facing my department that affect me. 126/3

| | **FY13** | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **33%** | 27% | 29% |
| Agree | **49%** | 47% | 38% |
| Disagree | **15%** | 20% | 24% |
| Strongly Disagree | **3%** | 6% | 9% |

23. Most of the employees in my work group display honesty and integrity in the workplace. 126/3

| | **FY13** | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **44%** | 37% | 34% |
| Agree | **44%** | 54% | 47% |
| Disagree | **10%** | 8% | 16% |
| Strongly Disagree | **2%** | 1% | 3% |

24. I know what to do if I think there is a problem with substance abuse in my work area. 125/4

| | **FY13** | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **51%** | 45% | 52% |
| Agree | **45%** | 53% | 46% |
| Disagree | **3%** | 2% | 2% |
| Strongly Disagree | **1%** | 0% | 0% |

25. I understand how the work I do relates to the overall goals and priorities of the department/City of Colleyville. 127/2

| | **FY13** | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **49%** | 42% | 45% |
| Agree | **50%** | 55% | 49% |
| Disagree | **1%** | 2% | 5% |
| Strongly Disagree | **0%** | 1% | 1% |

26. Leadership in my department expects staff to use ethical practices (exhibiting honesty and doing the right thing for the right reason) to achieve results. 127/2

| | **FY13** | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **49%** | 47% | 45% |
| Agree | **42%** | 46% | 43% |
| Disagree | **7%** | 5% | 9% |
| Strongly Disagree | **2%** | 2% | 3% |

27. My supervisor holds me accountable for my job performance. 127/2

| | **FY13** | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **59%** | 40% | 35% |
| Agree | **41%** | 42% | 37% |
| Disagree | **0%** | 13% | 23% |
| Strongly Disagree | **0%** | 5% | 5% |

*Note: Question re-phrased for FY13 from "In my department, supervisors hold employees accountable for their job performance."

28. As a City of Colleyville employee, I feel secure in speaking up about City/department practices and/or policies that may be ethically questionable. 124/5

| | **FY13** | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **32%** | 21% | 23% |
| Agree | **35%** | 36% | 33% |
| Disagree | **20%** | 25% | 28% |
| Strongly Disagree | **13%** | 18% | 16% |

# EMPLOYEE OPINION SURVEY COMPARISON FY 2013

29. I know how to access the employee assistance program if I, or a member of my household, need counseling services. 126/3

| | FY13 | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **45%** | 36% | 42% |
| Agree | **49%** | 58% | 53% |
| Disagree | **6%** | 6% | 5% |
| Strongly Disagree | **0%** | 0% | 0% |

*Note: Question re-phrased for FY13 from "I know where to go if I…"

30. I receive recognition from my supervisor for good performance. 126/3

| | FY13 | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **38%** | 27% | 25% |
| Agree | **48%** | 47% | 41% |
| Disagree | **10%** | 22% | 26% |
| Strongly Disagree | **4%** | 4% | 8% |

*Note: Question re-phrased in FY13 from "In my dept, employees are recognized for good performance."

31. If I felt threatened by a customer or co-worker on the job, I know what I should do. 126/3

| | FY13 | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **47%** | 44% | 43% |
| Agree | **46%** | 49% | 51% |
| Disagree | **7%** | 6% | 6% |
| Strongly Disagree | **0%** | 1% | 0% |

32. The City of Colleyville is serious about maintaining a work environment that is free of violence and harassment. 124/5

| | FY13 | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **52%** | 39% | 38% |
| Agree | **42%** | 54% | 53% |
| Disagree | **5%** | 5% | 8% |
| Strongly Disagree | **1%** | 2% | 1% |

33. My supervisor tells me clearly what is expected of me. 125/4

| | FY13 | FY11 | FY10 |
|---|---|---|---|
| Strongly Agree | **39%** | 38% | 35% |
| Agree | **50%** | 46% | 45% |
| Disagree | **10%** | 14% | 15% |
| Strongly Disagree | **1%** | 2% | 5% |

34. I would describe my morale as: 126/3

| | FY13 | FY11 | FY10 |
|---|---|---|---|
| Excellent | **40%** | 8% | 15% |
| Good | **32%** | 23% | 26% |
| Fair | **21%** | 41% | 32% |
| Poor | **5%** | 22% | 22% |
| Terrible | **2%** | 6% | 5% |

*Note: Question re-phrased in FY13 from "How would you describe morale of persons working for this organization"

129 out of 189 responsed (68%)
KEY: # of employees answered question/# of employees skipped question

**Employee Opinion Survey 2013**
**Positive Response Comparison Results by Category**

| | FY13 | FY11 | FY10 |
|---|---|---|---|
| **Workplace harassment/problems** | **Positive Responses** | | |
| 19. My work area has been free of sexual harassment during the past year. | 98% | 99% | 93% |
| 20. My work area has been free of discrimination based on race, age, religion, disability, gender, sexual orientation, or ethnic background during the past year. | 92% | 82% | 72% |
| 21. I know how to report discrimination or sexual harassment that may occur in the workplace. | 97% | 97% | 91% |
| 24. I know what to do if I think there is a problem with substance abuse in my work area. | 96% | 98% | 98% |
| 29. I know how to access the employee assistance program if I, or a member of my household, need counseling services. | 94% | 94% | 95% |
| 31. If I felt threatened by a customer or co-worker on the job, I know what I should do. | 93% | 93% | 94% |
| 32. The City of Colleyville is serious about maintaining a work environment that is free of violence and harassment. | 94% | 93% | 91% |
| | **95%** | **94%** | **91%** |
| **Job** | | | |
| 8. The City of Colleyville supports my career goals. | 80% | 76% | 68% |
| 9. I am empowered (I have the authority) to do my job. | 86% | 83% | 82% |
| 10. The job I do is important. | 99% | 99% | 99% |
| 15. I really like my job. | 100% | 93% | 94% |
| | **91%** | **88%** | **86%** |
| **Supervisor/Management** | | | |
| 5. I am encouraged to do a good job by my supervisor. | 98% | 93% | 93% |
| 7. The City of Colleyville's leadership is open to employee suggestions. | 80% | 60% | 63% |
| 22. I am kept informed about issues facing my department that affect me. | 82% | 74% | 67% |
| 25. I understand how the work I do relates to the overall goals and priorities of the department/City of Colleyville. | 99% | 97% | 94% |
| 27. My supervisor holds me accountable for my job performance. | 100% | 82% | 72% |
| 30. I receive recognition from my supervisor for good performance. | 86% | 74% | 66% |
| 33. My supervisor tells me clearly what is expected of me. | 89% | 84% | 80% |
| | **91%** | **81%** | **76%** |

| | FY13 | FY11 | FY10 |
|---|---|---|---|
| **Environment/training/equipment/safety** | **Positive Responses** | | |
| 2. I have received sufficient training and equipment to perform my job safely. | 94% | 91% | 87% |
| 6. The office or facility where I work is well lit, ventilated, and comfortable to work in. | 82% | 83% | 79% |
| 11. When my equipment breaks down or malfunctions it is repaired promptly. | 90% | 91% | 78% |
| 12. My supervisor takes measures to eliminate or control workplace hazards so that I can perform my job safely. | 98% | 89% | 90% |
| 17. Overall, I think that the quality of my working conditions and environment is: | 81% | 69% | 69% |
| | **89%** | **85%** | **81%** |
| **Ethics** | | | |
| 18. Our organization, the City of Colleyville, is an ethical organization, meaning it exhibits honesty and does the right thing for the right reason. | 84% | 74% | 80% |
| 23. Most of the employees in my work group display honesty and integrity in the workplace. | 88% | 91% | 81% |
| 26. Leadership in my department expects staff to use ethical practices (exhibiting honesty and doing the right thing for the right reason) to achieve results. | 91% | 93% | 88% |
| 28. As a City of Colleyville employee, I feel secure in speaking up about City/department practices and/or policies that may be ethically questionable. | 67% | 57% | 56% |
| | **83%** | **79%** | **76%** |
| **Organization** | | | |
| 1. I am proud to be an employee of this organization. | 93% | 93% | 94% |
| 3. The longer I work for this organization the more I feel I belong. | 78% | 68% | 75% |
| 4. I would recommend the City of Colleyville as a good place to work to my friends. | 78% | 71% | 82% |
| 13. I am appreciated for the job I do. | 82% | 74% | 70% |
| 14. I work for the City of Colleyville because: | | | |
| 16. I really like working for the City of Colleyville. | 90% | 87% | 89% |
| 34. I would describe my morale as: | 72% | 31% | 41% |
| | **82%** | **71%** | **75%** |

# 2013 Employee Opinion Survey and Results

## City Council Budget Worksession

## June 26, 2013

- Creation of the City Manager’s Advisory Team
  - 9 employees that represent employee interests and communicate ideas, innovations and concerns directly to the city manager
- Administrative Professionals’ Luncheon
  - First annual

- All full-time and part-time employees surveyed
- Online, written submissions
- 68% response rate
  - 129 responses out of 189 employees
- 23 out of 34 questions had improved ratings from 2011; 6 had declines; 5 stayed the same level of satisfaction or agreement
- 4 open ended questions

# Categorical Results – positive responses

- Workplace harassment & prevention: 95% (+1)
- The job and achieving career goals: 91% (+3)
- Work environment, training, equipment & safety: 89% (+4)
- Supervisors and management: 91% (+10)
- The organization: 82% (+11)
- Ethics: 83% (+4)

# Areas for Improvement

- 78% say the longer they work for the organization the more they feel they belong (+10)
- 78% would recommend to friends the City of Colleyville as a good place to work (+7)
- 72% would describe the morale of employees to be excellent or good (+41)
- 67% say that as a City employee, they feel secure in speaking up about city/department practices and/or policies that are ethically questionable (+10)

- Additional promotion of/information about the Employee Assistance Program (EAP) that provides myriad of resources for all employees and their families
- Work with City Manager’s Advisory Team to develop strategies to improve:
  - Department communication
  - Reporting of unethical conduct
- Training & implementation of revised personnel policies/procedures manual
- Human Resources staff departmental outreach
- Comprehensive job classification and compensation study
- Intranet revamp

# Questions?