



City of Colleyville City Council Agenda

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

Tuesday, August 20, 2013

City Council Chambers

**PRE COUNCIL MEETING
EXECUTIVE SESSION
5:30 P.M.
EXECUTIVE CONFERENCE ROOM
THIRD FLOOR**

CALL TO ORDER

- PC-1** Discussion of the comments from the public meeting for the Kingston Addition Reconstruction Project
- PC-2** Presentation and update on the City's recycling and household hazardous waste programs
- PC-3** Selection of a date for a City Council worksession to discuss the status of the SH26 reconstruction project
- PC-4** Update on the City's Emergency Management Plan
- PC-5** Discussion of the Performance Management Report
- PC-6** Presentation of the Monthly Financial Report - July 2013
- PC-7** Discussion of the August 20, 2013, City Council regular agenda items

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

Section 551.071 - Legal - Consultation with attorney on legal issues raised by public hearing or action items on the agenda

Section 551.071 - Legal - Consultation with attorney regarding solicitor ordinance

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 that the City has received from business prospects that 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

RESUME REGULAR MEETING

7:30 P.M.

CITY COUNCIL CHAMBERS

INVOCATION: Pastor Lee Johnson, Bear Valley Church

PLEDGE OF ALLEGIANCE: City Attorney Matthew Boyle

2. EXECUTIVE SESSION: CONSIDER AND TAKE ANY ACTION(S) NECESSARY RELATIVE TO ITEMS DISCUSSED IN EXECUTIVE SESSION - Resolution R-13-3656

3. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

Announcements of civic and charitable events

Presentation of calendar events and updates

Announcements of awards and recognition

In recognition of Colleyville's featured business - Market Street United, 5605 Colleyville Boulevard - Alyssa Grimes, Concierge; Josh Griffin, General Manager; Allen Strange, Store Operations Manager - Mayor David Kelly and Economic Development Director Marty Wieder

4. CONSENT: READING AND PUBLIC HEARING - Resolution R-13-3657

4a Approval of the minutes of the regular City Council meeting of July 16, 2013

4b Approval of the minutes of the City Council Worksession of July 23, 2013

- 4c** Approval of the minutes of the City Council Worksession of July 30, 2013
- 4d** Approval of a preliminary plat on 10.07 acres on Lot 1, Block 1, of the Stajduhar Addition located at 816 W. L. D. Lockett Road, Case PC13-012
- 4e** Approval of a City-Developer Agreement with Ivy Glen Colleyville, L.L.C. for the construction of and the reimbursement of a storm drain along Cheek-Sparger Road, and authorize the city manager to execute the agreement
- 4f** Approval to purchase a Harben Sewer Jet truck from Philpott Ford, through the Texas Local Governmental Purchasing Cooperative (BuyBoard), in an amount not to exceed \$120,205, and authorize the city manager to execute the contract
- 4g** Approval of an Interlocal Agreement with the City of Bedford to provide for the construction of a roundabout at the intersection of Cheek-Sparger Road and Jackson Road/Central Drive, and authorize the city manager to execute the agreement
- 4h** Approval to purchase audio/video replacement equipment and services for the City of Colleyville Emergency Operations Center and Police Department training and conference areas, from Digital Resources, Inc., in an amount not to exceed \$65,000, and authorize the city manager to execute the contract
- 4i** Approval of the Traffic Safety Advisory Committee bylaws

5. RESOLUTION(S): READING AND PUBLIC HEARING

5a Resolution R-13-3658

Approval of a preliminary plat for 5.7 acres located on Lots A1, B1, and B1A of The Oaks Addition, located at One and Two Country Way, Case PC13-006

5b Resolution R-13-3659

Approval of a proposal to set the ad valorem tax rate for Fiscal Year 2014 at \$.3559 per hundred dollars of valuation

6. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

7. REPORTS

Traffic Safety Advisory Committee Meeting Minutes - June 28, 2011
Senior Center Advisory Committee Meeting Minutes - April 18, 2013
Sign Board of Appeals Meeting Minutes - May 15, 2013
Planning and Zoning Commission Meeting Minutes - June 10, 2013
Colleyville Library Board Meeting Minutes - June 10, 2013
Planning and Zoning Commission Meeting Minutes - June 24, 2013

8. ACTION/RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR AUGUST 20, 2013 - Reading and Public Hearing - Resolution R-13-3660

9. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Friday, August 16, 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 City Council Agenda Briefing

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

Agenda Number PC-1

Agenda Date 08/20/2013

Type Pre Council

Department Public Works

Title

Discussion of the comments from the public meeting for the Kingston Addition Reconstruction Project

Explanation

On June 4, 2013, City Council approved Resolution R-13-3630 (attached), authorizing the city manager to execute a Professional Services Agreement with Graham Associates, Inc. in the amount of \$220,088 for the design of the Kingston Addition Reconstruction Project. The project will include the reconstruction of the existing roadways with a curb and gutter roadway section, a new drainage system, and utility line upgrades.

City staff, in conjunction with the design consultant, conducted a public information meeting regarding the Kingston Addition Reconstruction Project on June 27, 2013. The attached presentation and comment form were distributed to approximately 35 citizens in attendance. The comment form consisted of four separate questions to which interested persons could indicate preferences and a general comments section. The four preferences that were presented included sidewalks, on-street parking, asphalt, and concrete. All of the options were presented as Yes or No to allow citizens to indicate their preference. The cost of each option varies slightly, but the variance of price is relatively small in comparison to the total project cost, therefore the difference in cost should not be a deciding factor in the decision of the preferred street section.

A small number of emails and phone calls about the project were also received by staff, both before and after the public meeting, and all citizens were encouraged to fill out the comment form, in order to be included in the summary that is attached. Staff received a total of 37 comment cards from several residents in the neighborhood, as shown on the attached Map of Respondents Exhibit. The responses represents 58 percent of the properties that will be directly affected by this project. A summary of the comment forms is detailed below:

	Yes	No
Sidewalks	11	23
On-Street Parking	11	24
Asphalt	18	13
Concrete	12	17

As discussed with the City Council previously, asphalt carries a 30 - 50 plus year design life when properly maintained, has reduced road noise, allows for faster construction, is a sustainable material, and minor maintenance can be performed by City staff. Concrete also carries a 30 - 50 plus year design life when properly maintained, but requires increased construction time and complexity due to curing time. It is a durable material that will require a contractor to maintain.

It should also be noted that street lighting was a subject that was mentioned on several comment forms. This was not a subject that staff solicited a response, because the project would be designed to have street lighting in accordance with the Land Development Code. There are three existing streetlights along Ponderosa Lane and no existing streetlights along Kingston Drive. The new street light design would involve approximately four lights along Ponderosa Lane and four lights along Kingston Drive. The new streetlights would replace the existing "Cobra Head" style lights, and would be standard decorative residential streetlights. The streetlights will be constructed in accordance with the Land Development Code, unless the City Council recommends that they be removed from the scope of the project.

Based on the results of the comments received, staff suggests this project would best fit the desires of the neighborhood residents if designed and constructed as a reduced width (28 feet from back of curb to back of curb) asphalt street with curbs and gutters, and without standard sidewalks. Per the Supplemental Sidewalk System Map, sidewalks are not required for this neighborhood. The next step in this process involves the design consultant completing the construction documents for the project. Staff requests direction from the City Council at this time regarding the appropriate design concept for the project.

Attachments

1. Resolution R-13-3630
2. Public Meeting Presentation - June 27, 2013
3. Blank Comment Form
4. Submitted Comments
5. Kingston Addition Reconstruction Project Map of Respondents
6. Pre Council Presentation - August 20, 2013

RESOLUTION R-13-3630

**A RESOLUTION APPROVING CITY COUNCIL ACTION UNDER
CONSENT ITEMS AT THE REGULAR CITY COUNCIL MEETING OF
JUNE 4, 2013**

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 May 14, 2013
 - b. Approval of a final plat for 2.99 acres situated in the D.R. Teeter Survey, Abstract No. 1518 and the S.C.H. Witten Survey, Abstract No. 1732 located at 2501 Cheek-Sparger Road, Case PC13-004
 - c. Approval of an engineering services agreement with Graham Associates, Inc., in an amount not to exceed \$220,088, for the design of drainage improvements, water line replacement, and street reconstruction of Ponderosa Lane, McCain Lane, and Kingston Drive, and authorize the city manager to execute the agreement
 - d. Approval of a professional services agreement with CMJ Engineering and Testing, Inc., for construction materials testing, in an amount not to exceed \$150,000, per contract term, and authorize the city manager to execute the agreement

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF 7 AYES, 0 NAYS, AND 0
ABSTENTIONS ON THIS THE 4TH DAY OF JUNE 2013.

ATTEST:


Amy Shelley
City Secretary

CITY OF COLLEYVILLE


David Kelly
Mayor



Kingston Addition Paving, Drainage, and Water Improvements Project

Public Meeting
June 27, 2013

Overview of Tonight's Meeting

- Introduction of the Project Team
- Project History
- Current Project Scope
- Public Input
- Comment Cards

Project Team



Project History

1963

- Kingston Addition was originally constructed

1983

- Kingston Addition Drainage Improvements (added a small amount of storm drain that crosses Kingston Lane)

1991

- Drainage project and study initiated but never completed

2000

- Drainage project and study initiated but never completed

July - 2013

- Design of the complete neighborhood Reconstruction Project initiated

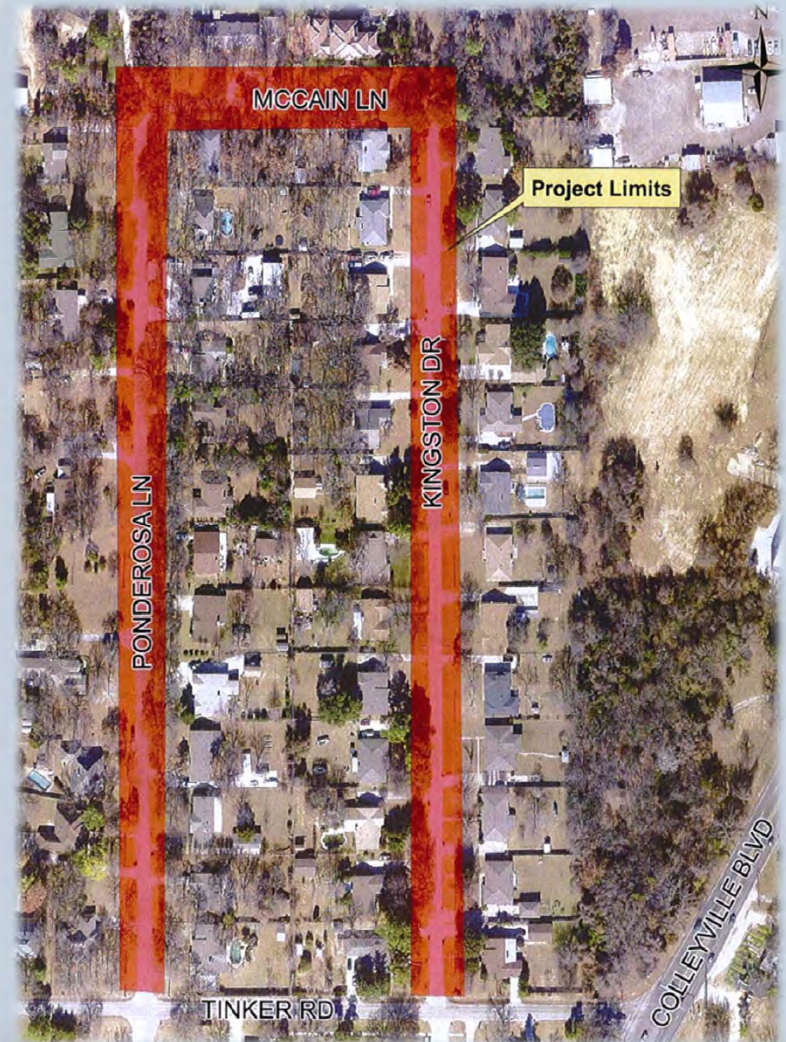
Early - 2014

- Reconstruction Project expected to begin



Current Project Scope

- The current project scope includes the reconstruction of Ponderosa Lane, Kingston Lane, and McCain Lane, installation of a drainage system and waterline improvements



Public Input

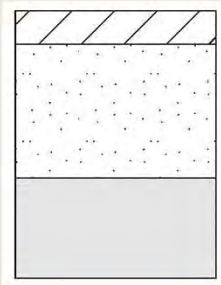
Please indicate your preference on the following items:

- Pedestrian access (sidewalks)
- On street parking (width of street)
- Asphalt
- Concrete

Asphalt vs. Concrete

- Typical Engineered Pavement Section

Asphalt



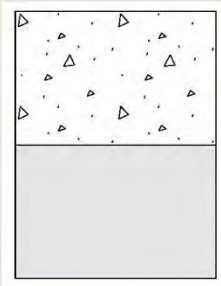
2" Asphalt Surface Course

**6"-10" Asphalt Base Course
(Depends on Road
Classification)**

8"-12" Stabilized Subgrade

- 30-50 plus year design life (when properly maintained)
- Reduced road noise
- Faster construction
- Sustainable material
- Maintenance can be performed by City crews

Concrete



8"-10" Concrete

8"-12" Stabilized Subgrade

- 30-50 plus year design life (when properly maintained)
- Increased construction time due to required curing time
- Increased complexity in construction phasing
- Durable material
- Maintenance requires a contractor

Next Steps

- Collect public input – Comment Forms
- Review comment cards and incorporate the input into the design
- Begin preparation of the construction plans
- Construction of the improvements

Comment Form

CITY OF COLLEYVILLE, TEXAS

KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

Sidewalks	Yes ☐	No ☐
On Street Parking	☐	☐
Asphalt	☐	☐
Concrete	☐	☐

General Comments / Input

Please provide your contact information

Name	
Address	
City	
Phone	
E-mail	

- As you visit with the project team after the presentation please make sure to complete the comment forms and turn them in prior to leaving the meeting.



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☐	☐
On Street Parking	☐	☐
Asphalt	☐	☐
Concrete	☐	☐

General Comments / Input

Please provide your contact information

Name	
Address	
City	
Phone	
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☐	☐
On Street Parking	☐	☐
Asphalt	☐	☐
Concrete	☐	☐

General Comments / Input

I live at 1417 DOUGLAS AVE & have a ^{serious} drainage problem coming off my ^{main} ~~main~~. Please research a solution to this problem & design an appropriate drainage system.

Please provide your contact information

Name	Bob Root
Address	1417 Douglas Ave
City	Colleyville
Phone	817-416-9047
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

Sidewalks

Yes

☐

No

☒

On Street Parking

☐☒

Asphalt

☒☐

Concrete

☐☒

General Comments / Input

Please provide your contact information

Name	TOM SHEARDS
Address	6504 KINGSTON
City	COLLEYVILLE, TX
Phone	817-307-2590
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☐	☒
On Street Parking	☒	☐
Asphalt	☐	☒
Concrete	☒	☐

General Comments / Input

We would be most in favor of a street that was wider & curbed. Not in favor of sidewalks because they require more maintenance, and our light traffic does not warrant them. Curbs would (perhaps) help prevent people from parking on our grass, which they frequently do because of parties, garage sales, or the neighbors just being inconsiderate. And please do not over-illuminate the street lights because light pollution ruins sky-gazing.

Please provide your contact information

Name	Michael & Cindy Latimer
Address	6500 Ponderosa Lane
City	Colleyville
Phone	817-329-1776
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

Sidewalks

Yes

☒

No

☐

On Street Parking

☒☐

Asphalt

☐☒

Concrete

☒☐

General Comments / Input

We need drainage also.
We have trees in the Power lines.

Please provide your contact information

Name	Deborah Howard, James Howard
Address	6400 Kingston Drive
City	Colleyville
Phone	817 421 0158; leave a message
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☒	☐
On Street Parking	☐	☒
Asphalt	☐	☒
Concrete	☒	☐

General Comments / Input

Do not want on street parking. Most of our homes on Kingston have long drive ways with plenty of parking for guests. Also parking on streets looks tacky and obstructs traffic. We don't want that much of our front lawns taken away for this parking.
--

Please provide your contact information

Name	Sherry Ertus
Address	6305 Kingston Dr.
City	Colleyville
Phone	817-291-4854
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☐	☒
On Street Parking	☐	☒
Asphalt	☐	☒
Concrete	☐	☒

General Comments / Input

Please quit charging me a drainage fee because I have a problem. I have lived with it for thirty years.

We are going to lose too many trees if you make parking and sidewalks out front.

I vote no as long as so many neighbors have high weeds, junk, and falling down sheds out back.

Please provide your contact information

Name	<i>James Jungman</i>
Address	<i>16309 Porterosa</i>
City	<i>Colleyville, Texas</i>
Phone	<i>817 948 1163</i>
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

Sidewalks

Yes

☒

No

☐

On Street Parking

☒☐

Asphalt

☐☒

Concrete

☒☐

General Comments / Input

Please provide your contact information

Name	Joe & Kay Hanzelka
Address	6508 Kingston Street
City	Colleyville Tx 76034
Phone	817-481-2023
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☒	☐
On Street Parking	☐	☒
Asphalt	☐	☒
Concrete	☒	☐

General Comments / Input

Please provide your contact information

Name	JONATHAN AND LUCY LEE
Address	6412 PONDEROSA LN
City	COLLEYVILLE TX 76034
Phone	817-584-2126
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☐	☒
On Street Parking	☒	☐
Asphalt	☐	☒
Concrete	☒	☐

General Comments / Input

Please provide your contact information

Name	Rhonda Crocker
Address	6500 Kingston
City	Colleyville TX 76034
Phone	817 308 3130



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☐	☒
On Street Parking	☐	☒
Asphalt	☒	☐
Concrete	☐	☒

General Comments / Input

Do not see any reason for sidewalks will take away from the overall appeal of a MUD not a HOA that is one of the reasons I purchased the place

Concern **I have land scape in the front and want to keep the material to use elsewhere if this goes through

Please provide your contact information

Name	<u>Casey Ryan</u>
Address	<u>6509 Ponderosa Lane</u>
City	<u>Colleyville</u>
Phone	<u>817.488.2397</u>



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☒	☐
On Street Parking	☒	☐
Asphalt	☐	☐
Concrete	☒	☐

General Comments / Input

Re: Lighting

Hello!

We'd love to have a street light on or adjacent to or near our property. Thank you!

- Cynthia L. Bittick

Please provide your contact information

Name	<i>Cynthia L. Bittick</i>
Address	<i>6405 Kingston</i>
City	<i>Colleyville, TX 76034</i>
Phone	
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☐	☒
On Street Parking	☒	☐
Asphalt	☐	☐
Concrete	☐	☒

General Comments / Input

Main Concern is water drainage during storm runoff
On street parking is OK - Same as today
Concrete is preferred - But understand associated costs

Please provide your contact information

Name	Robert A. Warner
Address	6409 Ponderosa Lane
City	Colleyville, TX 76034
Phone	817-320-9276
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☒	☐
On Street Parking	☒	☐
Asphalt	☐	☒
Concrete	☒	☐

General Comments / Input

Thank you! I'm so excited about this project! We've been needing this for years!

I love the idea of sidewalks and streetlights!

Thank you, again!

Please provide your contact information

Name	Cynthia Bittick
Address	6405 Kingston Drive
City	Colleyville, TX 76034
Phone	817-929-2142
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☐	☒
On Street Parking	☒	☐
Asphalt	☐	☒
Concrete	☐	☒

General Comments / Input

NO SIDEWALKS PLEASE.

Please provide your contact information

Name	JAMES GORDON
Address	6513 PONDEROSA LANE
City	COLLEYVILLE
Phone	817- 879- 2344
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☐	☒
On Street Parking	☒	☐
Asphalt	☒	☐
Concrete	☐	☐

General Comments / Input

Drain problem correction needed
Curbs w/ gutters
Street lights Good.
Keep me posted on progress of Planning!

Please provide your contact information

Name	<i>Louie Sloan</i>
Address	<i>6304 Kingston</i>
City	<i>CV</i>
Phone	<i>817 481-6814</i>
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☐	☒
On Street Parking	☒	☐
Asphalt	☒	☐
Concrete	☐	☒

General Comments / Input

We dont believe there is enough foot traffic to warrant the expense of side walks.

Please provide your contact information

Name	William Laczny	Lorie Laczny
Address	6408 Kingston	
City	Colleyville	
Phone	817 488 6136	
E-mail		



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☐	☒
On Street Parking - Yes per an street parking	☒	☒ MEB
Asphalt - ☒ Yes For An Asphalt Road	☒	☐
Concrete - ☒ Yes For Concrete curbs ☒ No For Concrete Road	☒	☒ MEB

General Comments / Input

I would like to see the roads (Ponderosa + Kingston) improved to match Ponderosa south of Tinker.

I also feel that the drainage needs to be improved in the entire subdivision

Please provide your contact information

Name	Martin Boyles
Address	6505 Ponderosa
City	Colleyville TX - 76034
Phone	
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☒	☐
On Street Parking	☐	☒
Asphalt	☐	☒
Concrete	☒	☐

General Comments / Input

Would like at least a sidewalk on one side of the street.
Would like street lights on Kingston. It is very dark.

Please provide your contact information

Name	Ed Bittick
Address	6405 Kingston
City	C-ville
Phone	972-983-2624
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☒	☐
On Street Parking	☐	☒
Asphalt	☐	☐
Concrete	☒	☐

General Comments / Input

Please provide your contact information

Name	STEPHAN GABLE
Address	6412 KINGSTON
City	COLLEYVILLE
Phone	817 488 0662
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☒	☐
On Street Parking	☐	☒
Asphalt	☒	☐
Concrete	☐	☒

General Comments / Input

Would like to see connecting sidewalks in Colleyville.

Please provide your contact information

Name	Mimi Bjork
Address	6504 Ponderosa (live at Mt. Pecos Hill)
City	Colleyville (Colleyville)
Phone	817 291-3372
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☒	☐
On Street Parking	☐	☒
Asphalt	☒	☐
Concrete	☐	☒

General Comments / Input

would love to see sidewalk connectivity to Tinker and Pleasant Run

Please provide your contact information

Name	Jeth Byerly
Address	6504 Ponderosa (Corner at 7109 Pebble Hill)
City	Colleyville
Phone	214-498-7350
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

Sidewalks

Yes

☒

No

☐

On Street Parking

☐☒

Asphalt

☒☐

Concrete

☐☒

except curbs

General Comments / Input

Please extend concrete curb into Tinker with a wide sweep at the corners.
Also, please drain pipe into Tinker to 26.
Removal of drive way on Tinkerside of 6301 may be removed, I don't use it. Now have garage on other side of house.

Teri

Please provide your contact information

Name	<i>Terisa Spann</i>
Address	<i>6301 Kingston</i>
City	<i>Colleyville, TX 76034</i>
Phone	<i>817 821 4239</i>
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☒	☐
On Street Parking	☐	☒
Asphalt	☒	☐
Concrete	☐	☐

General Comments / Input

Please provide your contact information

Name	Marie Henley
Address	0405 Ponderosa Ln.
City	Colleyville
Phone	817-291-2047
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☐	☒
On Street Parking	☐	☒
Asphalt	☐	☒
Concrete	☒	☐

General Comments / Input

- ① THIS PROJECT IS NOT REQ'D -- NO CLAIMS AGAINST CITY FOR WATER INTO HOMES.
- ② RUINS THE CHARACTER CHARACTER OF THE COMMUNITY.
- ③ FLOODING IS VERY INFREQUENT!
- ④ WILL CUT DOWN TO MANY TREES.
- ⑤ PAVEMENT IS IN CONDITION CODE OF 60 AND WILL LAST 15+ YRS.
- ⑥ HIGHER PRIORITIES IN CITY LIKE PLEASANT RUN OR HARTMAN DRIVE.

Please provide your contact information

Name	DAVID F. FINE
Address	1400 PONDEROSA LN
City	COLLEYVILLE
Phone	817-421-4255
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☐	☒
On Street Parking	☐	☒
Asphalt	☐	☒
Concrete	☒	☐

General Comments / Input

If one street wants on street parking and the other does not can you adjust plans to fit request of each street?

Please provide your contact information

Name	Bryan Smith
Address	6513 Kingston Dr.
City	Colleyville
Phone	972-955-5352
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☐	☒
On Street Parking	☐	☒
Asphalt	☒	☐
Concrete	☐	☒

General Comments / Input

Please provide your contact information

Name	LARRY FUQUA
Address	6517 PONDROSA LN
City	COLLEYVILLE
Phone	817-438-8187
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☐	☒
On Street Parking	☐	☒
Asphalt	☒	☒
Concrete	☒	☐

General Comments / Input

*No sidewalks! They go no where.
It will put us closer to the road
and take more of our yards!*

Please provide your contact information

Name	Wanda Garrett
Address	6517 Kingston
City	Colleyville TX 76034
Phone	817 488 4060
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☐	☒
On Street Parking	☐	☒
Asphalt	☒	☐
Concrete	☒	☐

General Comments / Input

Please provide your contact information

Name	Kenneth Garrett
Address	6517 Kingston Dr.
City	Colleyville TX 76034
Phone	817-488-4060
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☐	☒
On Street Parking	☐	☒
Asphalt	☒	☐
Concrete	☐	☐

General Comments / Input

Yes - more lighting
Yes - curb + gutter - Thank You!
Thank You!

Please provide your contact information

Name	Karla Moeller
Address	6501 Ponderosa LN
City	Colleyville
Phone	817.991.2729
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☐	☒
On Street Parking	☒	☐
Asphalt	☒	☐
Concrete	☐	☒

General Comments / Input

* Parking on one side of the as long as street & curb does not go beyond 4ft north, the mature Post Oak should be retained

Please provide your contact information

Name	Wes Barley
Address	1504 Mc Cain Ln
City	Colleyville, Tx. 76034
Phone	817-528-7490
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☐	☒
On Street Parking	☐	☒
Asphalt	☒	☐
Concrete	☐	☒
Lights		☒

General Comments / Input

I do not want to lose the rural feel of my community. I do not want ~~as~~ street lights in addition to what is there. The rural atmosphere is an important aspect in the Kingston Addition. I do not want to lose that for a reconstruction project that intends The amount of traffic (vehicle & pedestrian) does not support sidewalks & the loss of our trees/landscaping, lawns that would result over

Please provide your contact information

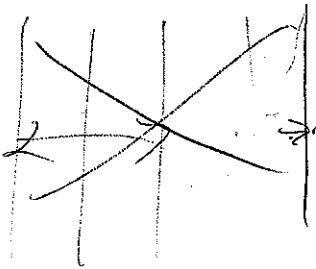
Name	Cathy Boyles
Address	6505 Ponderosa Ln
City	Colleyville
Phone	682 429 1727
E-mail	

connection

- There is no sidewalk[^] for a future project sidewalk to connect to on Tinker, Ponderosa Street, etc.

While future plans may call for Tinker sidewalks, that is not here yet

- No to new lights.
- I like asphalt idea





KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☐	☒
On Street Parking	☐	☒
Asphalt	☒	☐
Concrete	☐	☒

General Comments / Input

No sidewalks! That's why we moved to Kingston.
We are at 6417 Kingston and we have a drainage problem from the street and runoff from yards on the other side (west) on Kingston. Hopefully this will help with that.
Thank you for doing this- our neighborhood needs this!

Please provide your contact information

Name	Doug and Susan Reynolds
Address	6417 Kingston
City	Colleyville,
Phone	817 442 0051
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☐	☒
On Street Parking	☐	☒
Asphalt	☒	☐
Concrete	☐	☒

General Comments / Input

Hurray, finally

Please provide your contact information

Name	MARY BAILEY
Address	6401 Ponderosa Lane
City	Colleyville
Phone	817-481-8589
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☐	☒
On Street Parking	☒	☒
Asphalt	☒	☐
Concrete	☐	☒

General Comments / Input

- Sidewalks - NO - NOT ENOUGH TRAFFIC FOR
Sidewalks
- Keep the country feeling in our
subdivision.
- Street lights OK.

Please provide your contact information

Name	Tim Pullen
Address	6501 Kingston
City	c'ville
Phone	817 - 999 - 1666
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☐	☒
On Street Parking	☐	☒
Asphalt	☒	☐
Concrete	☒	☐

No Preference

General Comments / Input

<i>Need the street lighting.</i>

Please provide your contact information

Name	<i>Frank Sneed</i>
Address	<i>6309 Kingston</i>
City	<i>Colleyville</i>
Phone	<i>817-421-2575</i>
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

	Yes	No
Sidewalks	☐	☒
On Street Parking	☐	☒
Asphalt	☒	☐
Concrete	☐	☒

General Comments / Input

Very little foot traffic therefore no side walks - Prefer to keep the rural atmosphere of our area.
We realize our neighbors have some drainage probs - so correct these with minimum disturbance to the area.

Please provide your contact information

Name	JAMES & KERRY KNIESE
Address	6512 PONDEROSA LN
City	COLLEYVILLE, TX 76034
Phone	817-481-1302
E-mail	



KINGSTON ADDITION RECONSTRUCTION

PUBLIC MEETING COMMENT FORM

Please indicate your preference:

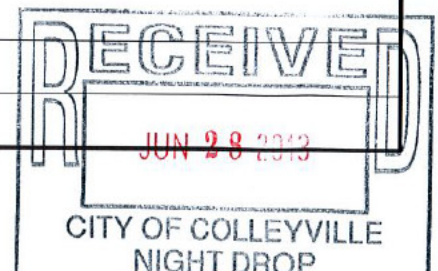
	Yes	No
Sidewalks	☐ either	☐
On Street Parking	☐	☒
Asphalt	☐	☒
Concrete	☒	☐

General Comments / Input

Strongly against street parking!

Please provide your contact information

Name	James + Cindy Justiss
Address	6508 Ponderosa Lane
City	Colleyville
Phone	817-416-6727
E-mail	

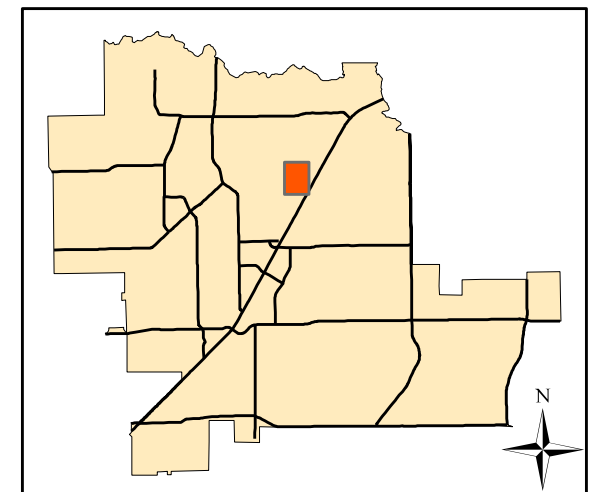
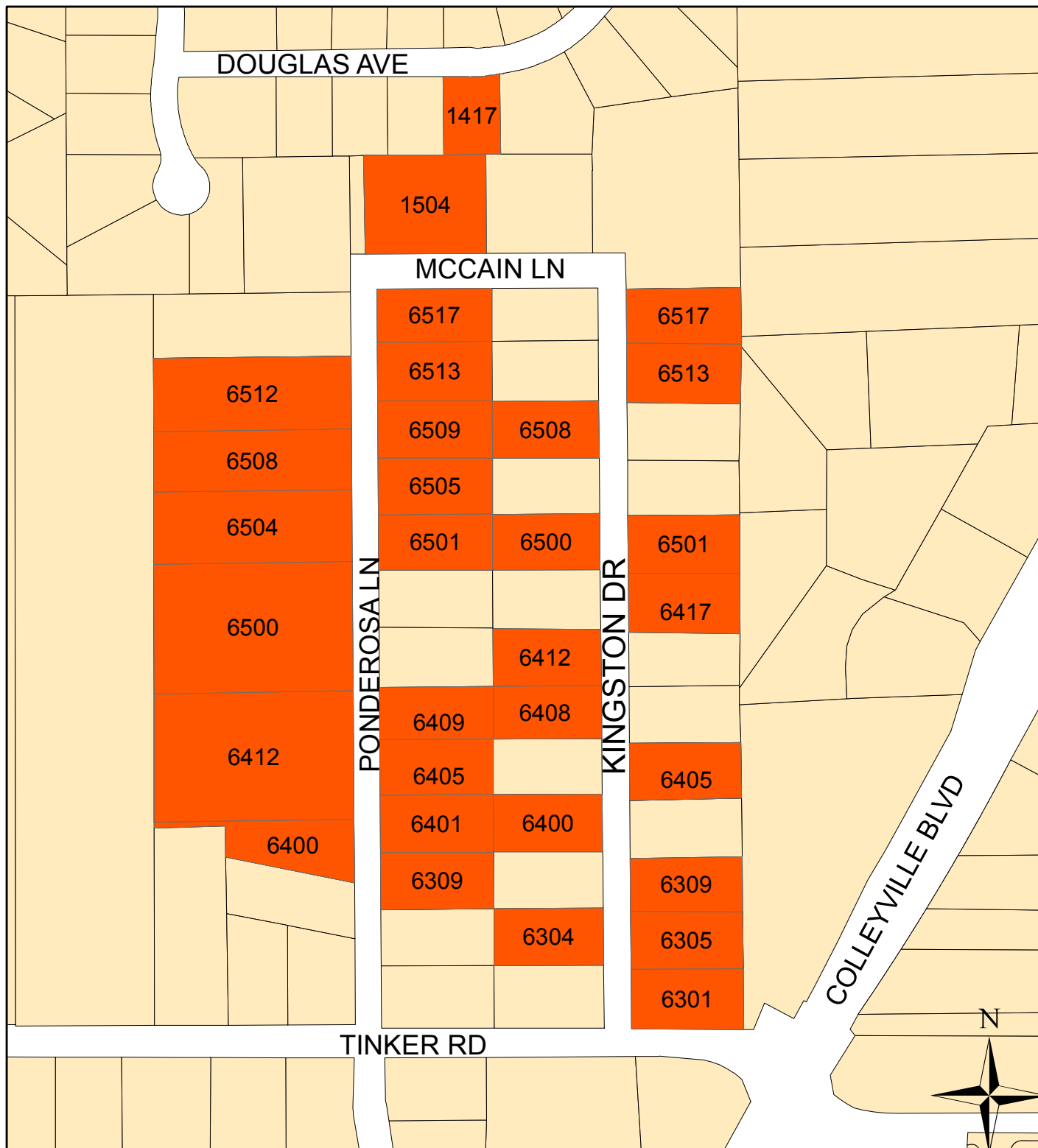




Kingston Addition Reconstruction Project Map of Respondents

Legend

 Comment Cards Submitted





Update of the Public Meeting - Kingston Addition Paving, Drainage, and Water Improvements Project

Pre Council
August 20, 2013

Summary of the Public Meeting

- Introduction of the Project Team
- Project History
- Current Project Scope
- Public Input
- Comment Cards

Comment Form

CITY OF COLLEYVILLE TEXAS KINGSTON ADDITION RECONSTRUCTION

Please indicate your preference:

	Yes	No
Sidewalks	☐	☐
On Street Parking	☐	☐
Asphalt	☐	☐
Concrete	☐	☐

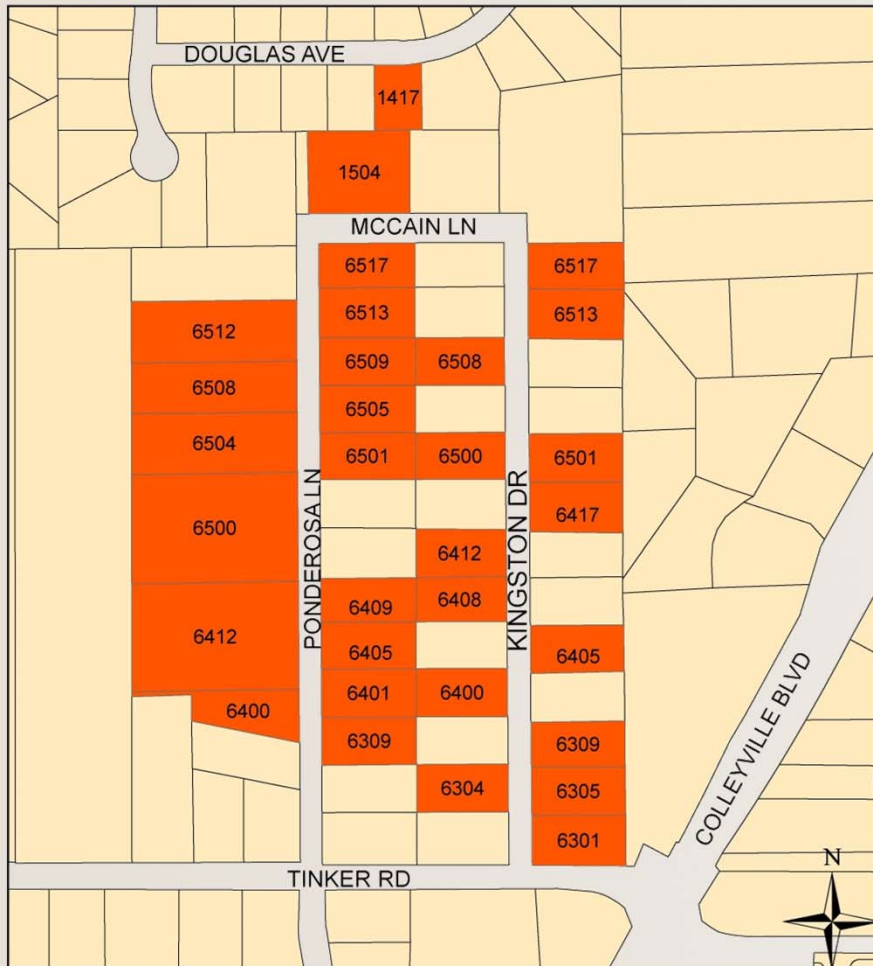
General Comments / Input

Please provide your contact information

Name	
Address	
City	
Phone	
E-mail	

- Allowed for the resident to select a preference of various items. Also allowed for any other comments to be expressed in regards to the project.

Comment Form Summary



Kingston Addition Reconstruction Project

Legend

Comment Cards Submitted



	Yes	No
Sidewalks	11	23
On-Street Parking	11	24
Asphalt	18	13
Concrete	12	17

Next Steps

- Council consideration of staff recommendation
- Begin preparation of the construction plans
- Construction of the improvements

Questions or Comments





City of Colleyville City Council Agenda Briefing

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

Agenda Number PC-2

Agenda Date 08/20/2013

Type Pre Council

Department City Manager

Title

Presentation and update on the City's recycling and household hazardous waste programs

Explanation

The purpose of this item is to provide a presentation and discussion on the City's recycling efforts and household hazardous waste (HHW) program in response to requests made by Mayor Pro Tem Mike Taylor and Councilmember Chuck Mogged.

Residential and commercial recycling services are currently provided by Progressive Waste Solutions, the company that holds the franchise for garbage and recycling collection in Colleyville. Household hazardous waste collection is provided through a contract with the City of Fort Worth's Environmental Collection Center. Household hazardous waste disposal is available free of charge to Colleyville residents both through an annual mobile collection event in Colleyville (spring Clean Sweep), and through the drop off of materials at the Environmental Collection Center (ECC) anytime throughout the year during the center's operating hours. The Environmental Collection Center is located at 6400 Bridge Street in Fort Worth and is open to the public Thursdays and Fridays from 11:00 a.m. to 7:00 p.m. and Saturdays from 9:00 a.m. to 3:00 p.m. The City of Colleyville is charged \$47 per household per drop off, whether done at the ECC or at the annual Clean Sweep event in Colleyville.

The attached presentation includes information on recyclable materials, current recycling efforts at City facilities, and information on the household hazardous waste program.

Attachments

1. Presentation on Recycling & HHW



Update on Recycling & HHW

Pre Council Meeting
August 20, 2013

Recyclable Materials

Paper - *"Anything that tears" (Paper clips and staples are OK)*

- Carbonless paper
- Cardboard – cereal boxes (liners removed), pizza boxes, soda and beer carry cartons, dry goods packaging, corrugated cardboard, paper towel and toilet paper cores
- Catalogs, magazines, phone books, paperback books
- Junk mail, advertising circulars, envelopes (with or without windows)
- Newspapers – all sections
- Office paper – file folders, letterhead, sticky notes, printer paper, calendars
- Paper bags

Metals - *Please rinse. Labels can be left on.*

- Aluminum drink cans – do not flatten
- Aluminum baking tins – clean
- Steel or tin food cans and lids
- Empty aerosol cans – with spray nozzle; remove plastic lid
- Steel paint cans – must be empty and dry; a thin skin of dry paint and sides is OK; remove lid and recycle

Recyclable Materials

Glass - *Please rinse. All colors accepted.*

- Bottles and jars (labels can be left on)
- Dishes
- Windowpanes – no auto glass

Plastics - *Please rinse. All colors accepted.*

- Plastic items with #1 through #5 recycling symbols on bottom of container such as bottles, cups, and jars
- NEW: Mixed rigid plastics with recycling symbol #7 on bottom of container- plastic tubs, containers and buckets, plastic toys without batteries
- Plastic eating utensils

All of the recyclable material is processed at Progressive Waste Solutions' Gold LEED Certified Material Recovery Facility, the first privately funded single stream facility to be LEED certified in North America.

Non-Recyclable Materials

- Household trash
- Aluminum foil
- Auto glass
- Clothing or bedding
- Drink boxes and straws
- Garden hoses
- Gift wrap and greeting cards
- Hangers (plastic OR metal)
- Hard cover books
- Light bulbs
- Medical waste (including syringes, lancets, IV bags and tubing, and medications)
- Paper milk and juice cartons
- Waxed paper and waxed food containers
- Plastic containers that held hazardous materials such as gasoline, motor oil, paint pesticide or weed killer. Throw empty containers in trash.
- Plastic bags including grocery sacks, dry cleaners bags, newspaper wrappers, etc.
- Food and wet waste (food scraps/tissues/bathroom trash)
- Styrofoam (foamed polystyrene) cups, food containers, formed packing, “peanuts,” etc.
- Yard trimmings

Recycling Programs

Residential

- Once per week; 52 weeks per year
- 593 average pounds per home per year
 - Based on collections from July 2012 through June 2013
 - Average is based on all homes in Colleyville, not just those that participate in recycling
- Recycling participation increase with use of carts
 - FY 2011- 9.12 pounds per home, per collection
 - FY 2012- 12.08 pounds per home, per collection
 - FY 2013 (YTD) – 11.64 pounds per home, per collection

Commercial

- Once per week
- 52 weeks per year

Recycling at City Facilities

- Recycling containers available for employee use
 - City Hall
 - Public Works building
 - Parks building
 - Library
 - Senior Center
 - Justice Center
 - Fire Stations
 - Colleyville Center
- Recycling containers available for public use
 - Library
 - Senior Center
 - Colleyville Center
 - City Park dugouts and Pleasant Run Park near bleachers

Recycling at City Parks

- Currently recycling is available to the public at:
 - City Park dugouts (collected by staff)
 - Pleasant Run Park by bleacher areas (collected by staff)
- Consistent approach compared to other cities
 - Most cities offer recycling only at major sports complexes or heavily visited parks
 - No efficient way has been identified to handle the staff time and cost required to recycle at all parks
 - Recycling in more monitored areas addresses concerns about contaminating the recycling stream, compared to recycling in all parks

Recycling at Colleyville Center

- Standard recycling receptacles in offices for employee use consistent with those in other buildings
- Receptacles are now being put out for recycling by the public at events
- Undergoing a trial period with a recycling dumpster in the parking lot to gauge use
 - Determine level of use
 - Discuss whether a recycling container should be permanently placed in the parking lot, in which case the current enclosure would need to be enlarged (and determine cost of this)

HHW Contract

- Contract with City of Fort Worth's Environmental Collection Center (ECC) since 1997
- Residents may drop off HHW at the ECC throughout the year
- Colleyville may schedule one Mobile Collection Event per year
 - First 50 households guaranteed; additional drop offs based on space available
- Colleyville pays \$47 per household visit to the ECC (or per household participating in the Mobile Collection Event)
- 80% of cities in Tarrant County participate in Fort Worth's Household Hazardous Waste program



HHW Drop Offs at the ECC

Municipality	Customers	Visits	Pounds of Waste	Per Capita Waste
North Richland Hills	68	71	8,419	0.13
Euless	182	196	21,621	0.42
Bedford	169	173	26,619	0.56
Hurst	174	212	22,817	0.61
Grapevine	275	303	35,486	0.75
Southlake	200	214	27,380	1.01
Keller	354	378	46,752	1.14
Colleyville	257	281	35,078	1.51

* Data from November 2012 through June 2013

ECC Hours: 11 am to 7 pm - Thursdays and Fridays
9 am to 3 pm - Saturdays



HHW Financial Impact

Budget

- \$27,000 Annual Budget
 - \$12,000 in Drainage Fund
 - \$15,000 in Recycling Fund

Costs

- FY 2012:
 - 413 Households (October - June); 524 Households Annual Total
 - 144 Households at Clean Sweep
 - Annual Cost of \$24,628 (at \$47 per household drop off)
- FY 2013:
 - 453 Households (October - June)
 - 130 Households at Clean Sweep

Questions & Discussion



City of Colleyville City Council Agenda Briefing

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

Agenda Number PC-3

Agenda Date 08/20/2013

Type Presentation and Discussion

Department Public Works

Title

Selection of a date for a City Council worksession to discuss the status of the SH26 reconstruction project

Explanation

Michael Morris, Director of Transportation, North Central Texas Council of Governments (NCTCOG) has been working with the Texas Department of Transportation (TxDOT) to explore options to accelerate the reconstruction of State Highway 26 (SH26) beyond the currently funded portion between Hall-Johnson Road to Pool Road/Brumlow Road. Mr. Morris is available on the evenings of Tuesday, September 10, Wednesday, September 11, and Monday, September 16, to attend a worksession of the City Council and present his findings and alternative options.

Staff is seeking direction from the City Council on a date to hold a City Council worksession to discuss the status of the SH26 reconstruction project with Mr. Morris and TxDOT officials.

Attachments



City of Colleyville City Council Agenda Briefing

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

Agenda Number PC-4

Agenda Date 08/20/2013

Type Pre Council

Department Fire

Title

Update on the City's Emergency Management Plan

Explanation

At the request of Mayor Pro Tem Mike Taylor, this item provides an overview of the City's Emergency Management Plan.

The original Emergency Management Plan was adopted in October 1988, by Ordinance O-88-690, and approved by the Texas Division of Emergency Management (TDEM). TDEM approves updates, at a minimum, once every five years and currently the City is in good standing with TDEM.

The objectives of the City's emergency management plan are to protect public health and safety, and preserve public and private property. The plan itself outlines the approach to emergency operations in Colleyville. It provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery. The ordinance states, *"The office of Emergency Management Director of the City of Colleyville is hereby created, and shall be held by the Mayor in accordance with state law."* Ordinance O-88-690 is attached to this agenda briefing.

The basic plan has also been attached to this agenda briefing, however, Annex A-V, which details specific actions to be taken and responses by departments, in the event of an emergency or disaster, are available in the Fire Chief and City Secretary offices.

Attachments

1. Emergency Management Basic Plan
2. Ordinance O-88-690

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BASIC PLAN

I. AUTHORITY

A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act of 2002
6. Homeland Security Presidential Directive. *HSPD-5*, Management of Domestic Incidents
7. Homeland Security Presidential Directive, *HSPD-3*, Homeland Security Advisory System
8. National Incident Management System
9. National Response Plan
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Plan

B. State

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421 (Homeland Security)
3. Government Code, Chapter 433 (State of Emergency)
4. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Governor Relating to Emergency Management
7. Executive Order of the Governor Relating to the National Incident Management System
8. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
9. *The Texas Homeland Security Strategic Plan*, Parts I and II, December 15, 2003
10. *The Texas Homeland Security Strategic Plan*, Part III, February 2004

C. Local

1. City Ordinance # 0-88-690, dated October 18, 1988.

II. PURPOSE

This Basic Plan outlines our approach to emergency operations, and is applicable to The City of Colleyville. It provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery. The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all local officials, departments, and agencies. The primary audience for the document includes our chief elected official and other elected officials, the emergency management staff, department and agency

heads and their senior staff members, leaders of local volunteer organizations that support emergency operations, and others who may participate in our mitigation, preparedness, response, and recovery efforts.

III. EXPLANATION OF TERMS

A. Acronyms

AAR	After Action Report
ARC	American Red Cross
CFR	Code of Federal Regulations
DDC	Disaster District Committee
DHS	Department of Homeland Security
EOC	Emergency Operations or Operating Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency, an element of the U.S. Department of Homeland Security
Hazmat	Hazardous Material
HSPD-5	Homeland Security Presidential Directive 5
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
JFO	Joint Field Office
JIC	Joint Information Center
NIMS	National Incident Management System
NRP	National Response Plan
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
SOPs	Standard Operating Procedures
SOC	State Operations Center
TRRN	Texas Regional Response Network
TSA	The Salvation Army

B. Definitions

1. Area Command (Unified Area Command). An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.
2. Disaster District. Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.

3. Disaster District Committee. The DDC consists of a Chairperson (the local Highway Patrol captain or command lieutenant), and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.
4. Emergency Operations Center. Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
5. Public Information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.
6. Emergency Situations. As used in this plan, this term is intended to describe a *range* of occurrences, from a minor incident to a catastrophic disaster. It includes the following:
 - a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
 - 1) Involves a limited area and/or limited population.
 - 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
 - 3) Warning and public instructions are provided in the immediate area, not community-wide.
 - 4) One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
 - 5) May require limited external assistance from other local response agencies or contractors.
 - 6) For the purposes of the NRP, incidents include the full range of occurrences that require an emergency response to protect life or property.
 - b. Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
 - 1) Involves a large area, significant population, or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) May require community-wide warning and public instructions.
 - 4) Requires a sizable multi-agency response operating under an incident commander.
 - 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
 - 6) The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.
 - 7) For the purposes of the NRP, an emergency (as defined by the Stafford Act) is "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States."

- c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
- 1) Involves a large area, a sizable population, and/or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) Requires community-wide warning and public instructions.
 - 4) Requires a response by all local response agencies operating under one or more incident commanders.
 - 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
 - 6) The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.
 - 7) For the purposes of the NRP, a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.
- d. Catastrophic Incident. For the purposes of the NRP, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities. All catastrophic incidents are *Incidents of National Significance*.
7. Hazard Analysis. A document, published separately from this plan, that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
8. Hazardous Material (Hazmat). A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. Is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.
9. Incident of National Significance. An actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of federal, state, local, tribal, nongovernmental, and/or private sector entities in order to save lives and minimize damage, and provide the basis for long-term communication recovery and mitigation activities.
10. Inter-local agreements. Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where

the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as mutual aid agreements.

11. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.
12. Standard Operating Procedures. Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).

IV. SITUATION AND ASSUMPTIONS

A. Situation

Our [county/city] is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. A summary of our major hazards is provided in Figure 1. More detailed information is provided in our Hazard Analysis, published separately.

**Figure 1
HAZARD SUMMARY**

Hazard Type:	Likelihood of Occurrence*	Estimated Impact on Public Health & Safety			Estimated Impact on Property		
		Limited	Moderate	Major	Limited	Moderate	Major
<i>Natural</i>							
Drought	LIKELY	MODERATE			MODERATE		
Earthquake	LIKELY	LIMITED			MODERATE		
Flash Flooding	LIKELY	MODERATE			MAJOR		
Flooding (river or tidal)	OCCASIONAL	MODERATE			MAJOR		
Hurricane	UNLIKELY	LIMITED			LIMITED		
Subsidence	UNLIKELY	LIMITED			LIMITED		
Tornado	LIKELY	MAJOR			MAJOR		
Wildfire	UNLIKELY	LIMITED			LIMITED		
Winter Storm	OCCASIONAL	LIMITED			MODERATE		
<i>Technological</i>							
Dam Failure	UNLIKELY	LIMITED			LIMITED		
Energy/Fuel Shortage	OCCASIONAL	MAJOR			MAJOR		
Hazmat/Oil Spill (fixed site)	UNLIKELY	LIMITED			LIMITED		
Hazmat/Oil Spill (transport)	OCCASIONAL	MAJOR			LIMITED		
Major Structural Fire	LIKELY	LIMITED			MODERATE		
Nuclear Facility Incident	UNLIKELY	LIMITED			LIMITED		
Water System Failure	UNLIKELY	MAJOR			MODERATE		
<i>Security</i>							
Civil Disorder	UNLIKELY	LIMITED			LIMITED		
Enemy Military Attack	UNLIKELY	MODERATE			MAJOR		
Terrorism	UNLIKELY	MODERATE			MAJOR		
* Likelihood of Occurrence: Unlikely, Occasional, Likely, or Highly Likely							

B. Assumptions

1. Our city will continue to be exposed to and subject to the impact of those hazards described above and as well as lesser hazards and others that may develop in the future.
2. It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
3. Outside assistance will be available in most emergency situations, affecting our city. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.
4. Proper mitigation actions, such as floodplain management, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.

V. CONCEPT OF OPERATIONS

A. Objectives

The objectives of our emergency management program are to protect public health and safety and preserve public and private property.

B. General

1. It is our responsibility to protect public health and safety and preserve property from the effects of hazardous events. We have the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect our community.
2. It is impossible for government to do everything that is required to protect the lives and property of our population. Our citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. We will assist our citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.
3. Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.

4. To achieve our objectives, we have organized an emergency management program that is both integrated (employs the resources of government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of our preparedness activities.
5. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn the public during any emergency situation, whatever the cause.
6. Departments and agencies tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Departments and agencies are charged with ensuring the training and equipment necessary for an appropriate response are in place.
7. This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.
8. We have adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.
9. This plan, in accordance with the National Response Plan (NRP), is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of National Significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRP coordinating structures, processes, and protocols.

C. Operational Guidance

We will employ the six components of the NIMS in all operations, which will provide a standardized framework that facilitates our operations in all phases of emergency management. Attachment 7 provides further details on the NIMS.

1. Initial Response. Our emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from our local officials and seek technical assistance from state and federal agencies and industry where appropriate.
2. Implementation of ICS
 - a. The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander until relieved by a more senior or more qualified individual. The incident commander will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
 - b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an incident command post may be established, and direction and control of the response transitioned to the Incident Commander.
3. Source and Use of Resources.
 - a. We will use our own resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate. §418.102 of the Government Code provides that the county should be the first channel through which a municipality requests assistance when its resources are exceeded. If additional resources are required, we will:
 - 1) Summon those resources available to us pursuant to inter-local agreements. See Attachment 6 to this plan, which summarizes the inter-local agreements and identifies the officials authorized to request those resources.
 - 2) Summon emergency service resources that we have contracted for. See Attachment 6.
 - 3) Request assistance from volunteer groups active in disasters.
 - 4) Request assistance from industry or individuals who have resources needed to deal with the emergency situation.
 - b. When external agencies respond to an emergency situation within our jurisdiction, we expect them to conform to the guidance and direction provided by our incident commander, which will be in accordance with the NIMS.

D. Incident Command System (ICS)

1. We intend to employ ICS, an integral part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand. A summary of ICS is provided in Attachment 7.
2. The incident commander is responsible for carrying out the ICS function of command -- managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the incident commander and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.
3. An incident commander using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.
4. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified or Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency. Attachment 7 provides additional information on Unified and Area Commands.

E. ICS - EOC Interface

1. For major emergencies and disasters, the Emergency Operations Center (EOC) will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The incident commander is generally responsible for field operations, including:
 - a. Isolating the scene.
 - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
 - c. Warning the population in the area of the incident and providing emergency instructions to them.
 - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
 - e. Implementing traffic control arrangements in and around the incident scene.
 - f. Requesting additional resources from the EOC.
3. The EOC is generally responsible for:

- a. Providing resource support for the incident command operations.
 - b. Issuing community-wide warning.
 - c. Issuing instructions and providing information to the general public.
 - d. Organizing and implementing large-scale evacuation.
 - e. Organizing and implementing shelter and mass arrangements for evacuees.
 - f. Coordinating traffic control for large-scale evacuations.
 - g. Requesting assistance from the State and other external sources.
4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations will be coordinated through the EOC.

F. State, Federal & Other Assistance

1. State & Federal Assistance

- a. If local resources are inadequate to deal with an emergency situation, we will request assistance from the State. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. As noted previously, cities must request assistance from their county before requesting state assistance.
- b. Requests for state assistance should be made to the Disaster District Committee (DDC) Chairperson, who is located at the Department of Public Safety District Office in Hurst. See Appendix 3 to Annex M, Resource Management, for a form that can be used to request state assistance. In essence, state emergency assistance to local governments begins at the DDC level and the key person to validate a request for, obtain, and provide that state assistance and support is the DDC Chairperson. A request for state assistance must be made by the chief elected official (the Mayor) and may be made by telephone, fax, or teletype. The DDC Chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor.
- c. The Disaster District staff will forward requests for assistance that cannot be satisfied by state resources within the District to the State Operations Center (SOC) in Austin for action.

2. Other Assistance

- a. If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).

- b. For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The *National Response Plan (NRP)* describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The *Nuclear/Radiological Incident Annex of the NRP* addresses the federal response to major incidents involving radioactive materials.
- c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration. See Annex J, Recovery, for additional information on the assistance that may be available during disaster recovery.
- d. The NRP applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRP implementation is possible under a greater range of incidents.

G. Emergency Authorities

- 1. Key federal, state, and local legal authorities pertaining to emergency management are listed in Section I of this plan.
- 2. Texas statutes and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the chief elected official, with a number of powers to control emergency situations. If necessary, we shall use these powers during emergency situations. These powers include:
 - a. Emergency Declaration. In the event of riot or civil disorder, the Mayor may request the Governor to issue an emergency declaration for this jurisdiction and take action to control the situation. Use of the emergency declaration is explained in Annex U, Legal.
 - b. Disaster Declaration. When an emergency situation has caused severe damage, injury, or loss of life or it appears likely to do so, the Mayor may by executive order or proclamation declare a local state of disaster. The Mayor may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted the Governor in the Texas Disaster Act *on an appropriate local scale* in order to cope with the disaster. These powers include:
 - 1) Suspending procedural laws and rules to facilitate a timely response.
 - 2) Using all available resources of government and commandeering private property, subject to compensation, to cope with the disaster.
 - 3) Restricting the movement of people and occupancy of premises.
 - 4) Prohibiting the sale or transportation of certain substances.
 - 5) Implementing price controls.

A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration is required to obtain state and federal disaster recovery assistance. See Annex U, Legal, for further information on disaster declarations and procedures for invoking emergency powers.

- c. Authority for Evacuations. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions.

H. Actions by Phases of Emergency Management

- 1. This plan addresses emergency actions that are conducted during all four phases of emergency management.

- a. Mitigation

We will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Our mitigation program is outlined in Annex P, Mitigation.

- b. Preparedness

We will conduct preparedness activities to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in our emergency management program are:

- 1) Providing emergency equipment and facilities.
- 2) Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs.
- 3) Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies.
- 4) Conducting periodic drills and exercises to test our plans and training.

- c. Response

We will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

- d. Recovery

If a disaster occurs, we will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. Our recovery program is outlined in Annex J, Recovery.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. General

Most departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations. Our governmental organization for emergencies includes an executive group, emergency services, and support services. Attachment 3 depicts our emergency organization.

2. Executive Group

The Executive Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Group includes the Mayor, City Manager, and Emergency Management Coordinators.

3. Emergency Services

Emergency Services include the Incident Commander and those departments, agencies, and groups with primary emergency response actions. The incident commander is the person in charge at an incident site.

4. Emergency Support Services

This group includes departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources.

5. Volunteer and Other Services

This group includes organized volunteer groups and businesses that have agreed to provide certain support for emergency operations.

B. Assignment of Responsibilities

1. General

For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, elected and appointed officials, departments and agency heads, and other personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, and agencies may be assigned support responsibilities for specific emergency functions. Attachment 4 summarizes the general emergency responsibilities of local officials, department and agency heads, and other personnel.

2. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Plan and annex assignments are outlined in Attachment 5. Listed below are general responsibilities assigned to the Executive Group, Emergency Services, Support Services, and other Support Agencies. Additional specific responsibilities can be found the functional annexes to this Basic Plan.

3. Executive Group Responsibilities

a. The Mayor will:

- 1) Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
- 2) Monitor the emergency response during disaster situations and provides direction where appropriate.
- 3) With the assistance of the Public Information Officer, keep the public informed during emergency situations.
- 4) With the assistance of the legal staff, declare a local state of disaster, request the Governor declare a state of emergency, or invoke the emergency powers of government when necessary.
- 5) Request assistance from other local governments or the State when necessary
- 6) Direct activation of the EOC.

b. The City Manager will:

- 1) Implement the policies and decisions of the governing body relating to emergency management.
- 2) Organize the emergency management program and identifies personnel, equipment, and facility needs.
- 3) Assign emergency management program tasks to departments and agencies.
- 4) Ensure that departments and agencies participate in emergency planning, training, and exercise activities.
- 5) Coordinate the operational response of local emergency services.
- 6) Coordinate activation of the EOC and supervise its operation.

c. The Emergency Management Coordinator will:

- 1) Serve as the staff advisor to our Mayor and City Manager on emergency management matters.
- 2) Keep the Mayor and City Manager governing body apprised of our preparedness status and emergency management needs.
- 3) Coordinate local planning and preparedness activities and the maintenance of this plan.
- 4) Prepare and maintain a resource inventory.
- 5) Arrange appropriate training for local emergency management personnel and emergency responders.
- 6) Coordinate periodic emergency exercises to test our plan and training.
- 7) Manage the EOC, develop procedures for its operation, and conduct training for those who staff it.
- 8) Activate the EOC when required.
- 9) Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
- 10) Coordinate with organized volunteer groups and businesses regarding emergency operations.

4. Common Responsibilities

All emergency services and support services will:

- a. Provide personnel, equipment, and supplies to support emergency operations upon request.
- b. Develop and maintain SOPs for emergency tasks.
- c. Provide trained personnel to staff the incident command post and EOC and conduct emergency operations.
- d. Provide current information on emergency resources for inclusion in the Resource List in Appendix 1 to Annex M, Resource Management.
- e. Report information regarding emergency situations and damage to facilities and equipment to the Incident Commander or the EOC.

5. Emergency Services Responsibilities

a. The Incident Commander will:

- 1) Manage emergency response resources and operations at the incident site command post to resolve the emergency situation.
- 2) Determine and implement required protective actions for response personnel and the public at an incident site.

b. Warning.

- 1) Primary responsibility for this function is assigned to the Police Chief, who will prepare and maintain Annex A (Warning) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Receive information on emergency situations.
 - b) Alert key local officials of emergency situations.
 - c) Disseminate warning information and instructions to the public through available warning systems.
 - d) Disseminate warning and instructions to special facilities such as schools and hospitals.
- c. Communications.
- 1) Primary responsibility for this function is assigned to the Police Chief, who will prepare and maintain Annex B (Communications) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Identify the communications systems available with the local area and determine the connectivity of those systems, and ensure their interoperability.
 - b) Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies.
 - c) Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.
- d. Radiological Protection.
- 1) Primary responsibility for this function is assigned to the Fire Chief, who will prepare and maintain Annex D (Radiological Protection) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Maintain inventory of radiological equipment.
 - b) Ensure response forces include personnel with current training in radiological monitoring and decontamination.
 - c) Respond to radiological incidents and terrorist incidents involving radiological materials.
 - d) Make notification concerning radiological incidents to state and federal authorities.
- e. Evacuation.
- 1) Primary responsibility for this function is assigned to the Police Chief, who will prepare and maintain Annex E (Evacuation) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:

- a) Identify areas where evacuation has been or may in the future and determine of population at risk.
- b) Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements.
- c) Develop simplified planning procedures for ad hoc evacuations.
- d) Determine emergency public information requirements.
- e) Perform evacuation planning for special needs facilities (schools, hospitals, nursing homes, and other institutions).

f. Firefighting.

- 1) Primary responsibility for this function is assigned to the Fire Chief, who will prepare and maintain Annex F (Firefighting) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Fire prevention activities.
 - b) Fire detection and control.
 - c) Hazardous material and oil spill response.
 - d) Terrorist incident response.
 - e) Evacuation support.
 - f) Post-incident reconnaissance and damage assessment.
 - g) Fire safety inspection of temporary shelters.
 - h) Prepare and maintain fire resource inventory.

g. Law Enforcement.

- 1) Primary responsibility for this function is assigned to the Police Chief, who will prepare and maintain Annex G (Law Enforcement) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Maintenance of law and order.
 - b) Traffic control.
 - c) Terrorist incident response.
 - d) Provision of security for vital facilities, evacuated areas, and shelters.
 - e) Access control for damaged or contaminated areas.
 - f) Warning support.
 - g) Post-incident reconnaissance and damage assessment.
 - h) Prepare and maintain law enforcement resource inventory.

h. Health and Medical Services.

- 1) Primary responsibility for this function is assigned to the Fire Chief, who will prepare and maintain Annex H (Health & Medical Services) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Coordinate health and medical care and EMS support during emergency situations.
 - b) Public health information and education.
 - c) Inspection of food and water supplies.
 - d) Develop emergency public health regulations and orders.
 - e) Coordinate collection, identification, and interment of deceased victims.
- i. Direction and Control.
- 1) Primary responsibility for this function is assigned to the City Manager, who will prepare and maintain Annex N (Direction & Control) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Direct and control our local operating forces.
 - b) Maintain coordination with neighboring jurisdictions and the Disaster District in Hurst.
 - c) Maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.
 - d) Assigns representatives, by title, to report to the EOC and develops procedures for crisis training.
 - e) Develops and identifies the duties of the staff, use of displays and message forms, and procedures for EOC activation.
 - f) Coordinates the evacuation of areas at risk.
- j. Hazardous Materials & Oil Spill.
- 1) The primary responsibility for this function is assigned to the Fire Chief, who will prepare and maintain Annex Q (Hazardous Material & Oil Spill Response) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) In accordance with OSHA regulations, establish ICS to manage the response to hazardous materials incidents.
 - b) Establish the hazmat incident functional areas (e.g., Hot Zone, cool zone, Cold Zone, etc.)
 - c) Determine and implement requirements for personal protective equipment for emergency responders.
 - d) Initiate appropriate actions to control and eliminate the hazard in accordance with established hazmat response guidance and SOPs.
 - e) Determine areas at risk and which public protective actions, if any, should be implemented.

- f) Apply appropriate firefighting techniques if the incident has, or may, result in a fire.
 - g) Determines when affected areas may be safely reentered.
 - k. Search & Rescue.
 - 1) The primary responsibility for this function is assigned to the Fire Chief, who will prepare and maintain Annex R (Search and Rescue) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Coordinate and conduct search and rescue activities.
 - b) Identify requirements for specialized resources to support rescue operations.
 - c) Coordinate external technical assistance and equipment support for search and rescue operations.
 - l. Terrorist Incident Response.
 - 1) Primary responsibility for this function is assigned to the Police Chief, who will prepare and maintain Annex V (Terrorist Incident Response) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.
 - b) Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.
 - c) Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
 - d) Ensure required notification of terrorist incidents is made to state and federal authorities.
6. Support Services Responsibilities
- a. Shelter and Mass Care.
 - 1) Primary responsibility for this function is assigned to Director of Parks and Recreation, who will prepare and maintain Annex C (Shelter and Mass Care) to this plan and supporting SOPs
 - 2) Emergency tasks to be performed include:
 - a) Perform emergency shelter and mass care planning.
 - b) Coordinate and conduct shelter and mass care operations with our other departments, relief agencies, and volunteer groups.
 - b. Public Information.

- 1) Primary responsibility for this function is assigned to the Communication and Marketing Director, who will prepare and maintain Annex I (Public Information) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Establish a Joint Information Center (JIC)
 - b) Conduct on-going hazard awareness and public education programs.
 - c) Pursuant to the Joint Information System (JIS), compile and release information and instructions for the public during emergency situations and respond to questions relating to emergency operations.
 - d) Provide information to the media and the public during emergency situations.
 - e) Arrange for media briefings.
 - f) Compiles print and photo documentation of emergency situations.
- c. Recovery.
- 1) Primary responsibility for this function is assigned to the Finance Director, who will prepare and maintain Annex J (Recovery) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Establish and train a damage assessment team using local personnel. Coordinate the efforts of that team with state and federal damage assessment personnel who may be dispatched to assist us.
 - b) Assess and compile information on damage to public and private property and needs of disaster victims and formulate and carry out programs to fill those needs.
 - c) If damages are beyond our capability to deal with, compile information for use by our elected officials in requesting state or federal disaster assistance.
 - d) If we are determined to be eligible for state or federal disaster assistance, coordinate with state and federal agencies to carry out authorized recovery programs.
- d. Public Works & Engineering.
- 1) Primary responsibility for this function is assigned to the Colleyville Public Works Director, who will prepare and maintain Annex K (Public Works & Engineering) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Protect government facilities and vital equipment where possible.
 - b) Assess damage to streets, bridges, traffic control devices, and other public facilities.
 - c) Direct temporary repair of vital facilities.
 - d) Restore damaged roads and bridges.
 - e) Restore waste treatment and disposal systems.
 - f) Arrange for debris removal.

- g) General damage assessment support.
- h) Building inspection support.
- i) Provide specialized equipment to support emergency operations.
- j) Support traffic control and search and rescue operations.

e. Utilities.

- 1) Primary responsibility for this function is assigned to the Public Works Director, who will prepare and maintain Annex L (Energy and Utilities) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Prioritize restoration of utility service to vital facilities and other facilities.
 - b) Arrange for the provision of emergency power sources where required.
 - c) Identify requirements for emergency drinking water and portable toilets to the department or agency responsible for mass care.
 - d) Assess damage to, repair, and restore public utilities.
 - e) Monitor recovery activities of privately owned utilities.

f. Resource Management.

- 1) Primary responsibility for this function is assigned to the Fire Chief, who will prepare and maintain Annex M (Resource Management) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Maintain an inventory of emergency resources.
 - b) During emergency operations, locates supplies, equipment, and personnel to meet specific needs.
 - c) Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
 - d) Establish emergency purchasing procedures and coordinate emergency procurements.
 - e) Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation.
 - f) Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.
 - g) Establish staging areas for resources, if required.
 - h) During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
 - i) Maintain records of emergency-related expenditures for purchases and personnel.

g. Human Services.

- 1) Primary responsibility for this function is assigned to the Director of Parks and Recreation. Prepare and maintain Annex O (Human Services) to this plan and supporting SOPs
- 2) Emergency tasks to be performed include:
 - a) Identify emergency feeding sites.
 - b) Identify sources of clothing for disaster victims.
 - c) Secure emergency food supplies.
 - d) Coordinate the operation of shelter facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies such as the American Red Cross.
 - e) Coordinate special care requirements for disaster victims such as the aged, special needs individuals, and others.
 - f) Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.

h. Hazard Mitigation.

- 1) The primary responsibility for this function is assigned to the Community Development Director, who will prepare and maintain Annex P (Hazard Mitigation) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Maintain the local Hazard Analysis.
 - b) Identify beneficial pre-disaster hazard mitigation projects and seek approval from local officials to implement such projects.
 - c) In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions.
 - d) Coordinate and carry out post-disaster hazard mitigation program.

i. Transportation.

- 1) The primary responsibility for this function is assigned to the Director of Public Works, who will prepare and maintain Annex S (Transportation) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Identifies local public and private transportation resources and coordinates their use in emergencies.
 - b) Coordinates deployment of transportation equipment to support emergency operations.
 - c) Establishes and maintains a reserve pool of drivers, maintenance personnel, parts, and tools.
 - d) Maintains records on use of transportation equipment and personnel for purpose of possible reimbursement.

j. Donations Management.

- 1) The primary responsibility for this function is assigned to the Director of Finance, who will prepare and maintain Annex T (Donations Management) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Compile resource requirements identified by the Resource Management staff.
 - b) Solicit donations to meet known needs.
 - c) Establish and implement procedures to receive, accept or turn down offers of donated goods and services, and provide instructions to donors of needed goods or services.
 - d) In coordination with the Resource Management staff, establish a facility to receive, sort, and distribute donated goods.

k. Legal.

- 1) The primary responsibility for this function is assigned to the City Attorney, who will prepare and maintain Annex U (Legal) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Advise local officials on emergency powers of local government and procedures for invoking those measures.
 - b) Review and advise our officials on possible legal issues arising from disaster operations.
 - c) Prepare and/or recommend legislation to implement the emergency powers that may be required during an emergency.
 - d) Advise local officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.

- l. Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of our chief elected official.

7. Volunteer & Other Services

- a. Volunteer Groups. The following are local volunteer agencies that can provide disaster relief services and traditionally have coordinated their efforts with our local government:

- 1) CHISHOLM TRAIL Chapter, American Red Cross.

Provides shelter management, feeding at fixed facilities and through mobile units, first aid, replacement of eyeglasses and medications, provision of basic clothing, and limited financial assistance to those affected by emergency situations. The Red Cross also provides feeding for emergency workers.

2) The Salvation Army.

Provides emergency assistance to include mass and mobile feeding, temporary shelter, counseling, missing person services, medical assistance, and the warehousing and distribution of donated good including food clothing, and household items. It also provides referrals to government and private agencies for special services.

3) Southern Baptist Convention Disaster Relief.

Provides mobile feeding units staffed by volunteers. Active in providing disaster childcare, the agency has several mobile childcare units. Can also assist with clean-up activities, temporary repairs, reconstruction, counseling, and bilingual services.

4) RACES.

The Radio Amateur Civil Emergency Service provides amateur radio support for emergency operations, including communications support in the EOC.

VII. DIRECTION AND CONTROL

A. General

1. The Mayor is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations, all in compliance with the NIMS. During disasters, he may carry out those responsibilities from the EOC.
2. The City Manager will provide overall direction of the response activities of all our departments. During major emergencies and disaster, he/she will normally carry out those responsibilities from the EOC.
3. The Emergency Management Coordinator will manage the EOC.
4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.
5. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the incident commander. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such a common communications protocol, may be adopted to facilitate coordinated effort.
6. If our own resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions, organized volunteer

groups, or the State. The process for requesting State or federal assistance is covered in section V.F of this plan; see also the Request for Assistance form in Annex M, Appendix 3. External agencies are expected to conform to the general guidance and directed provided by our senior decision-makers.

B. Emergency Facilities

1. Incident Command Post. Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an incident command post or command posts will be established in the vicinity of the incident site(s). As noted previously, the incident commander will be responsible for directing the emergency response and managing the resources at the incident scene.
2. Emergency Operating Center. When major emergencies and disasters have occurred or appear imminent, we will activate our EOC, which is located at 5201 Riverwalk Drive.
3. The following individuals are authorized to activate the EOC:
 - a. Mayor
 - b. City Manager
 - c. Fire Chief
 - d. Fire Marshal
 - e. Assistant EMC
4. The general responsibilities of the EOC are to:
 - a. Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.
 - b. Working with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
 - c. Provide resource support for emergency operations.
 - d. Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.
 - e. Organize and activate large-scale evacuation and mass care operations.
 - f. Provide emergency information to the public.
5. Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC. EOC operations are addressed in Annex N (Direction and Control). The interface between the EOC and the incident command post is described in paragraph V.E above.
6. Our Alternate EOC is located at 5209 Colleyville Blvd. (Central Fire Station). This facility will be used if our primary EOC becomes unusable.

7. We have a mobile command vehicle, operated by Fire Department, which may be used as an incident command post.

C. Line of Succession

1. The line of succession for the Mayor is:
 - a. Mayor Pro Tem
 - b. City Council members in order of their seniority to the Council
2. The line of succession for the City Manager is:
 - a. Assistant City Manager
 - b. Further succession will be determined if needed
3. The line of succession for the Emergency Management Coordinator is:
 - a. Assistant Coordinator
 - b. Fire Marshal
 - c. Battalion Chief
4. The lines of succession for each of our department and agency heads shall be in accordance with the SOPs established by those departments and agencies.

VIII. READINESS LEVELS

- A. Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. We use a four-tier system. Readiness Levels will be determined by the Mayor or, for certain circumstances, the Emergency Management Coordinator. General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency SOPs.
- B. The following Readiness Levels will be used as a means of increasing our alert posture.
 1. Level 4: Normal Conditions
 - a. Emergency incidents occur and local officials are notified. One or more departments or agencies respond to handle the incident; an incident command post may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements.
 - b. The normal operations of government are not affected.
 2. Level 3: Increased Readiness

- a. Increased Readiness refers to a situation that presents a greater potential threat than “Level 4”, but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when the situations similar to the following occur:
 - 1) Tropical Weather Threat. A tropical weather system has developed that has the potential to impact the local area. Readiness actions may include regular situation monitoring, a review of plans and resource status, determining staff availability and placing personnel on-call.
 - 2) Tornado Watch indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
 - 3) Flash Flood Watch indicates flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increased situation-monitoring, reconnaissance of known trouble spots, deploying warning signs.
 - 4) Wildfire Threat. During periods of extreme wildfire threat, readiness actions may include deploying additional resources to areas most at risk, arranging for standby commercial water tanker support, conducting daily aerial reconnaissance, or initiating burn bans.
 - 5) Mass Gathering. For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.
 - b. Declaration of “Level 3” will generally require the initiation of the “Increased Readiness” activities identified in each annex to this plan.
3. Level 2: High Readiness
- a. High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Actions could be triggered by severe weather warning information issued by the National Weather Service such as:
 - 1) Tropical Weather Threat. A tropical weather system may impact the local area within 72 hours. Readiness actions may include continuous storm monitoring, identifying worst-case decision points, increasing preparedness of personnel and equipment, updating evacuation checklists, verifying evacuation route status, and providing the public information for techniques to protect homes and businesses on the evacuation routes.
 - 2) Tornado Warning. Issued when a tornado has actually been sighted in the vicinity or indicted by radio, and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the public about the warning.
 - 3) Flash Flood Warning. Issued to alert persons that flash flooding is imminent or occurring on certain steams or designated areas, and immediate action should

be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, open shelters to house evacuees, and continuous situation monitoring.

- 4) Winter Storm Warning. Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.
 - 5) Mass Gathering. Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on alert, and continuous situation monitoring.
- b. Declaration of a “Level 2” will generally require the initiation of the “High Readiness” activities identified in each annex to this plan.

4. Level 1: Maximum Readiness

- a. Maximum Readiness refers to situation that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a “Level 2” event. Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent.
- 1) Tropical Weather Threat. The evacuation decision period is nearing for an approaching tropical weather system that may impact the local area. Readiness actions may include continuous situation monitoring, cull activation of the EOC, recommending precautionary actions for special facilities, placing emergency personnel and equipment into position for emergency operations, and preparing public transportation resources for evacuation support.
 - 2) Tornado Warning. Tornado has been sighted especially close to a populated area or moving towards a populated area. Readiness actions may include taking immediate shelter and put damage assessment teams on stand-by.
 - 3) Flash Flood Warning. Flooding is imminent or occurring at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and continuous monitoring of the situation.
 - 4) Mass Gathering. Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include having all EMS units on stand-by, all law enforcement present for duty, notify the DDC that assistance may be needed and keep them apprised of the situation, and continuous situation monitoring is required.
- b. Declaration of “Level 1” will generally require the initiation of the “Maximum Readiness” activities identified in each annex to this plan.

IX. ADMINISTRATION AND SUPPORT

A. Agreements and Contracts

1. Should our local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.
2. In an effort to facilitate assistance pursuant to mutual aid agreements, our available resources are identified and are a part of the Texas Regional Response Network (TRRN).
3. The agreements and contracts pertinent to emergency management that we are a party to are summarized in Attachment 6.

B. Reports

1. Hazardous Materials Spill Reporting. If we are responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report. See Annex Q, Hazardous Materials and Oil Spill Response, for more information. If the party responsible for a reportable spill cannot be located, the Incident Commander shall ensure that the required report(s) are made.
2. Initial Emergency Report. This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and we may need assistance from other local governments or the State. See Annex N, Direction and Control for the format and instructions for this report.
3. Situation Report. A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters. See Annex N, Direction and Control, for the format of and instructions for this report.
4. Other Reports. Several other reports covering specific functions are described in the annexes to this plan.

C. Records

1. Record Keeping for Emergency Operations

The City of Colleyville is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.

- a. Activity Logs. The Incident Command Post and the EOC shall maintain accurate logs recording key response activities, including:
 - 1) Activation or deactivation of emergency facilities.
 - 2) Emergency notifications to other local governments and to state and federal agencies.
 - 3) Significant changes in the emergency situation.
 - 4) Major commitments of resources or requests for additional resources from external sources.
 - 5) Issuance of protective action recommendations to the public.
 - 6) Evacuations.
 - 7) Casualties.
 - 8) Containment or termination of the incident.
- b. Incident Costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain a estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.
- c. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:
 - 1) Personnel costs, especially overtime costs
 - 2) Equipment operations costs
 - 3) Costs for leased or rented equipment
 - 4) Costs for contract services to support emergency operations
 - 5) Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

2. Preservation of Records

- a. In order to continue normal government operations following an emergency situation disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency responsible for preparation of annexes to this plan will include protection of vital records in its SOPs.
- b. If records are damaged during an emergency situation, we will seek professional assistance to preserve and restore them.

D. Training

It will be the responsibility of each agency director to ensure that agency personnel, in accordance with the NIMS, possess the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill.

E. Consumer Protection

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the City Attorney, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

F. Post-Incident and Exercise Review

The EMC is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The After Action Report (AAR) will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified, and an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

X. PLAN DEVELOPMENT AND MAINTENANCE
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A. Plan Development

The Mayor is responsible for approving and promulgating this plan.

B. Distribution of Planning Documents

1. The Mayor shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set-aside for the EOC and other emergency facilities.
2. The Basic Plan should include a distribution list (See Attachment 1 to this plan) that indicates who receives copies of the basic plan and the various annexes to it. In general, individuals who receive annexes to the basic plan should also receive a copy of this plan, because the Basic Plan describes our emergency management organization and basic operational concepts.

C. Review

The Basic Plan and its annexes shall be reviewed annually by local officials. The EMC will establish a schedule for annual review of planning documents by those tasked in them.

D. Update

1. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or government structure occur.

2. The Basic Plan and its annexes must be revised or updated by a formal change at least **every five years**. Responsibility for revising or updating the Basic Plan is assigned to EMC. Responsibility for revising or updating the annexes to this plan is outlined in Section VI.B, Assignment of Responsibilities, as well as in each annex. For details on the methods of updating planning documents as well as more information on when changes should be made, refer to Chapter 3 of the Division of Emergency Management (DEM) *Local Emergency Management Planning Guide* (DEM-10).
3. Revised or updated planning documents will be provided to all departments, agencies, and individuals tasked in those documents.
4. §418.043(4) of the Government Code provides that DEM shall review local emergency management plans. The process for submitting new or updated planning documents to DEM is described in Chapter 6 of the DEM-10. The EMC is responsible for submitting copies of planning documents to our DEM Regional Liaison Officer for review.

ATTACHMENTS:

1. Distribution List
2. References
3. Organization for Emergencies
4. Functional Responsibility Matrix
5. Annex Assignments
6. Summary of Agreements & Contracts
7. National Incident Management System

ATTACHMENT 1 DISTRIBUTION LIST
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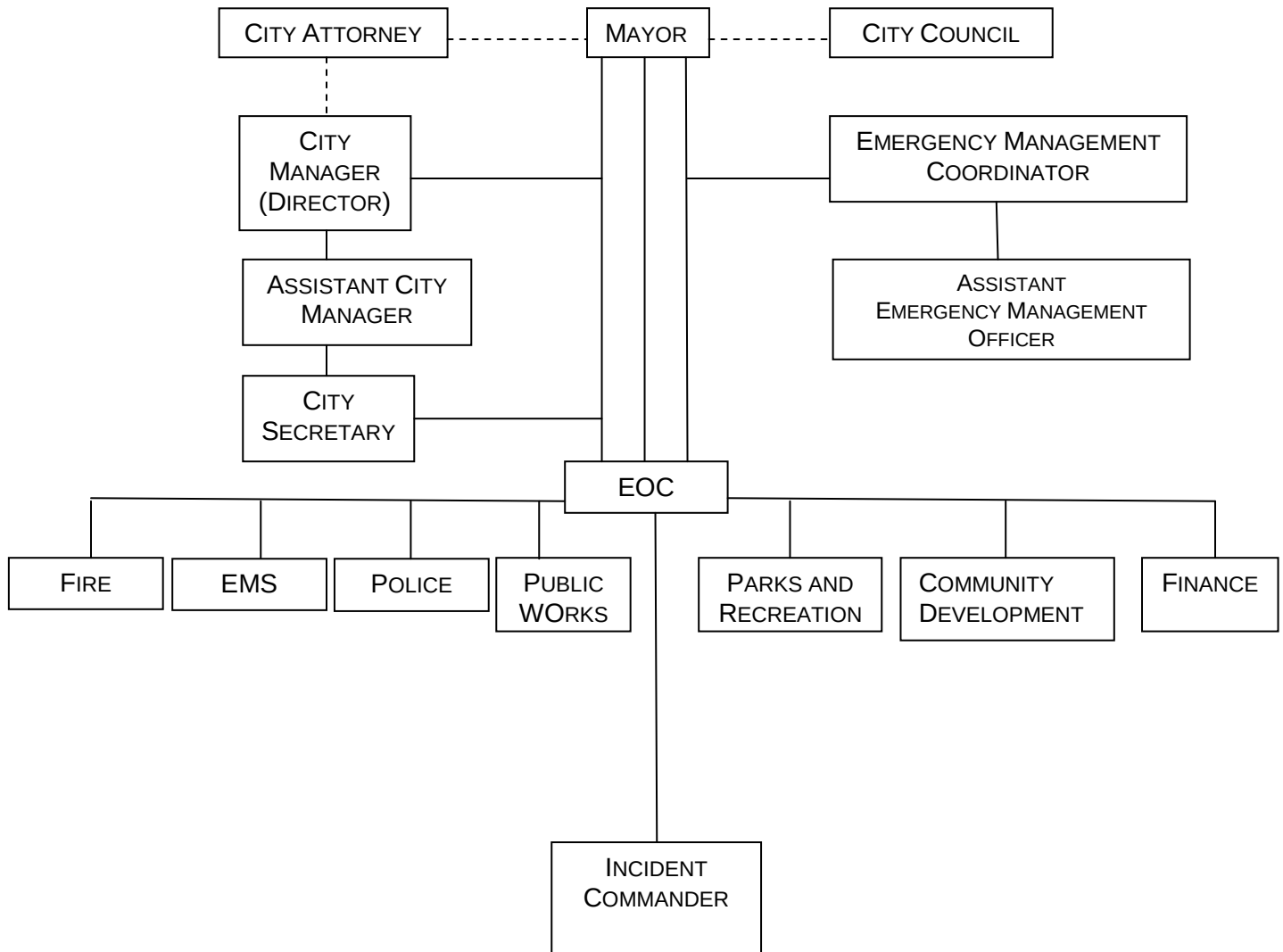
<u>Jurisdiction/Agency Plan</u>	<u>Basic Plan</u>	<u>Annexes</u>
EOC Reference Library	2	All
Mayor	1	All
City Manager	1	N
Assistant City Manager	1	M
Communications Director	1	I
Fire Chief/EMC	2	All
Director of Finance	1	T
Police Chief	1	A,B,G,V
Fire Marshal	1	D,E,F,H,M,O,R
Community Development Director	1	P,J
City Public Works Director	1	K,S,L
City Attorney	1	All (U)
Parks and Recreation Director	1	C,O
RACES Officer	1	B
Tarrant County Local Emergency Planning Committee	1	All
GDEM Regional Liaison Officer	1	All

ATTACHMENT 2 REFERENCES

1. Texas Department of Public Safety, Governor's Division of Emergency Management, *Local Emergency Management Planning Guide*, DEM-10
2. Texas Department of Public Safety, Governor's Division of Emergency Management, *Disaster Recovery Manual*
3. Texas Department of Public Safety, Governor's Division of Emergency Management, *Mitigation Handbook*
4. FEMA, Independent Study Course, IS-288: *The Role of Voluntary Organizations in Emergency Management*
5. FEMA, *State and Local Guide (SLG) 101: Guide for All-Hazard Emergency Operations Planning*
6. U. S. Department of Homeland Security, *National Response Plan*
7. 79th Texas Legislature, *House Bill 3111*

ATTACHMENT 3
ORGANIZATION FOR EMERGENCY MANAGEMENT

CITY OF COLLEYVILLE
EMERGENCY MANAGEMENT ORGANIZATION



ATTACHMENT 4 EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response
Mayor	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
City Manager									S	S			S	P						S		
EMC	S	C	C	C	S	C	C	C	C	C	C	C	S	C	C	S	C	C	C	S	C	C
Police Chief	P	P	S	S	S	S	P						S	S	S		S	S		S		P
Fire Chief	S	S	S	P	P	P		P					C	S		S	P	P		S		S
Public Works/Utilities		S	S	S	S		S			S	P	P	S	S		S	S	S	P			S
Finance Dir.										C			S			S				P		
City Attorney's Office					S								S			S				S	P	S
Community Development										P						P				S		
Assistant City Manager									S				P	S						S		
Dir. Parks and Recreation			P		S								S		P	S				S		
Communications Director									P													

P – INDICATES PRIMARY RESPONSIBILITY
S – INDICATES SUPPORT RESPONSIBILITY
C – INDICATES COORDINATION RESPONSIBILITY

ATTACHMENT 5 ANNEX ASSIGNMENTS
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ANNEX	ASSIGNED TO:
Annex A: Warning	Police Chief
Annex B: Communications	Police Chief
Annex C: Shelter & Mass Care	Director of Parks and Recreation
Annex D: Radiological Protection	Fire Chief
Annex E: Evacuation	Fire Chief
Annex F: Firefighting	Fire Chief
Annex G: Law Enforcement	Police Chief
Annex H: Health and Medical Services	Fire Chief
Annex I: Public Information	Communications Director
Annex J: Recovery	Community Development Director
Annex K: Public Works & Engineering	Public Works Director
Annex L: Utilities	Public Works Director
Annex M: Resource Management	Assistant City Manager
Annex N: Direction & Control	City Manager
Annex O: Human Services	Director of Parks and Recreation
Annex P: Hazard Mitigation	Community Development Director
Annex Q: Hazardous Materials & Oil Spill Response	Fire Chief
Annex R: Search & Rescue	Fire Chief
Annex S: Transportation	Public Works Director
Annex T: Donations Management	Director of Finance
Annex U: Legal	City Attorney
Annex V: Terrorist Incident Response	Police Chief

ATTACHMENT 6 SUMMARY OF AGREEMENTS & CONTRACTS

Agreements

<i>Description:</i>	Tarrant County Mutual Aid and EMS Agreement
<i>Summary of Provisions:</i>	Providing and Receiving Fire and EMS Protection
<i>Officials Authorized to Implement:</i>	Incident Command and Communications
<i>Costs:</i>	Reciprocal
<i>Copies Held By:</i>	Fire Department

<i>Description:</i>	NEFDA
<i>Summary of Provisions:</i>	Providing and Receiving Fire Protection, EMS, HazMat, Explosive Response, Technical Rescue, Light and Air Support
<i>Officials Authorized to Implement:</i>	Incident Command
<i>Costs:</i>	Shared
<i>Copies Held By:</i>	Fire Department

<i>Description:</i>	NE Tarrant County Radio Consortium
<i>Summary of Provisions:</i>	800 Trunked Radio Services and Interoperable Communications
<i>Officials Authorized to Implement:</i>	Board Member Officials
<i>Costs:</i>	Shared
<i>Copies Held By:</i>	Fire Department

Contracts

<i>Description:</i>	Bedford Response Area Contract (BRAC)
<i>Summary of Provisions:</i>	Bedford Fire Department to Provide First Responder Coverage to the South Portions of Colleyville
<i>Officials Authorized to Implement:</i>	City Managers/City Councils
<i>Costs:</i>	\$270,000
<i>Copies Held By:</i>	City of Bedford and City of Colleyville

<i>Description:</i>	
<i>Summary of Provisions:</i>	
<i>Officials Authorized to Implement:</i>	
<i>Costs:</i>	
<i>Copies Held By:</i>	

ATTACHMENT 7 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) SUMMARY
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A. BACKGROUND

1. NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. It provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.
2. NIMS is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.

B. COMPONENTS

1. Command and Management. The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.
 - a. Incident Management System. A system that can be used to manage emergency incidents or non-emergency events such as celebrations.

1) FEATURES OF ICS

ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

- a) **Common Terminology**. ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.
- b) **Organizational Resources**. All resources including personnel, facilities, major equipment, and supply items used to support incident management activities must be “typed” with respect to capability. This typing will minimize confusion and enhance interoperability.
- c) **Manageable Span of Control**. Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.
- d) **Organizational Facilities**. Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.

- e) Use of Position Titles. All ICS positions have distinct titles.
 - f) Reliance on an Incident Action Plan. The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.
 - g) Integrated Communications. Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
 - h) Accountability. ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.
- 2) UNIFIED COMMAND
- a) Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements.
 - b) ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.
- 3) AREA COMMAND
- a) An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.

- b) The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.
 - b. Multiagency Coordination Systems. Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.
 - c. Public Information. The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the DHS *National Incident Management System Plan*, dated March 2004.
2. Preparedness. Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.
 3. Resource Management. All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.
 4. Communications and Information Management. Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.
 5. Supporting Technologies. This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.
 6. Ongoing Management and Maintenance. The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.

Posted
9-16-88
9:30 a.m.
by

ORDINANCE NO. 0-88-690

AN ORDINANCE ESTABLISHING A PROGRAM INCLUDING MITIGATION, PREPAREDNESS, RESPONSE AND RECOVERY PHASES OF COMPREHENSIVE EMERGENCY MANAGEMENT; ACKNOWLEDGING THE OFFICE OF EMERGENCY MANAGEMENT DIRECTOR; AUTHORIZING THE APPOINTMENT OF AN EMERGENCY MANAGEMENT COORDINATOR; AND PROVIDING FOR THE DUTIES AND RESPONSIBILITIES OF THOSE OFFICES; IDENTIFYING AN OPERATIONAL ORGANIZATION; GRANTING NECESSARY POWERS TO COPE WITH ALL PHASES OF EMERGENCY MANAGEMENT WHICH THREATEN LIFE AND PROPERTY IN THE CITY OF COLLEYVILLE; AUTHORIZING COOPERATIVE AND MUTUAL AID AGREEMENTS FOR RELIEF WORK BETWEEN THIS AND OTHER CITIES OR COUNTIES AND FOR RELATED PURPOSES; PROHIBITING UNAUTHORIZED WARNING AND ALL-CLEAR SIGNALS AND MAKING VIOLATIONS A MISDEMEANOR PUNISHABLE BY FINE NOT TO EXCEED \$1,000.00.

WHEREAS, the City Council of the City of Colleyville finds that the identification of potential hazards and the prevention or mitigation of their effects must be an on-going concern of the City if the lives and property of the populace are to be protected; and

WHEREAS, the City Council hereby declares that the preparation of a Comprehensive Emergency Management Plan, and the means for its implementation, for the protection of lives and property in the City of Colleyville from natural or man-caused disasters or threat thereof is immediately essential; and

WHEREAS, the City Council further finds that in times of disasters which may imperil the safety of the inhabitants of the City, or their property, it becomes necessary to effectuate and place into operation the preconceived plans and preparations with a minimum of delay; and

WHEREAS, the City Council finds, therefore, that the preparation, and implementation of such plans are now imperative;

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

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Sec. 1: ORGANIZATION

The office of Emergency Management Director of the City of Colleyville is hereby created, and shall be held by the Mayor in accordance with state law.

- (a) An Emergency Management Coordinator may be appointed by and serve at the pleasure of the Director;
- (b) The Director shall be responsible for a program of comprehensive emergency management within the City and for carrying out the duties and responsibilities set forth in this ordinance. He/she may delegate authority for execution of these duties to the Coordinator, but ultimate responsibility for such execution shall remain with the Director.
- (c) The operational Emergency Management Organization of the City of Colleyville shall consist of the officers and employees of the City so designated by the Director in the Emergency Management Plan, as well as organized volunteer groups. The functions and duties of this organization shall be distributed among such officers and employees in accordance with the terms of the Emergency Management Plan.

Sec. 2: EMERGENCY MANAGEMENT DIRECTOR - POWERS AND DUTIES

The duties and responsibilities of the Emergency Management Director shall include the following:

- (a) Conduct an on-going survey of actual or potential hazards which threaten life and property within the City and an on-going program of identifying and requiring or recommending the implementation of measures which would tend to prevent the occurrence or reduce the impact of such hazards if a disaster did occur.
- (b) Supervision of the development and approval of an Emergency Management Plan for the City of Colleyville, and shall recommend for adoption by the City Council all mutual aid arrangements deemed necessary for the implementation of such plan.

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- (c) Declare a local state of disaster. The declaration may not be continued or renewed for a period in excess of 7 days except by or with the consent of the City Council. Any order or proclamation declaring, continuing, or terminating a local state of disaster shall be given prompt and general publicity and shall be filed promptly with the City Secretary.
 - (d) Issuance of necessary proclamations, regulations or directives which are necessary for carrying out the purposes of this ordinance. Such proclamations, regulations, or directives shall be disseminated promptly by means calculated to bring its contents to the attention of the general public and, unless circumstances attendant on the disaster prevent or impede, promptly filed with the City Secretary.
 - (e) Direction and control of the operations of the City of Colleyville Emergency Management Organization as well as the training of emergency management personnel.
 - (f) Determination of all questions of authority and responsibility that may arise within the Emergency Management Organization of the City.
 - (g) Maintenance of liaison with other municipal, county, district, state, regional or federal, Emergency Management Organizations.
 - (h) Marshalling of all necessary personnel, equipment or supplies from any department of the City to aid in the carrying out of the provisions of the Emergency Management Plan.
 - (i) Supervision of the drafting and execution of mutual aid agreements, in cooperation with the representatives of the state and of other local political subdivisions of the state, and the drafting and execution, if deemed desirable, of an agreement with the county in which said city is located and with other municipalities within the county, for the county-wide coordination of emergency management efforts.

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- 3 (j) Supervision of, and final authorization for the
- 4 procurement of all necessary supplies and
- 5 equipment, including acceptance of private
- 6 contributions which may be offered for the
- 7 purpose of improving emergency management within
- 8 the City.
- 9 (k) Authorizing of agreements, after approval by the
- 10 City, for use of private property for public
- 11 shelter and other purposes.
- 12 (l) Survey of the availability of existing
- 13 personnel, equipment, supplies and services
- 14 which could be used during a disaster, as
- 15 provided for herein.
- 16 (m) Other requirements as specified in the Texas
- 17 Disaster Act of 1975 (V.T.C.S. Article 6889-7).

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Sec. 3: EMERGENCY MANAGEMENT PLAN

A comprehensive Emergency Management Plan shall be developed and maintained in a current state. The plan shall set forth the form of the organization, establish and designate divisions and functions, assign responsibilities, tasks, duties, and powers, and designate officers and employees to carry out the provisions of this ordinance. As provided by state law, the plan shall follow the standards and criteria established by the State Division of Emergency Management of the State of Texas. Insofar as possible, the form of organization, titles and terminology shall conform to the recommendations of the State Division of Emergency Management. When approved, it shall be the duty of all departments and agencies to perform the functions assigned by the plan and to maintain their portion of the plan in a current state of readiness at all times.

Sec. 4: INTERJURISDICTIONAL PROGRAM

The Mayor is hereby authorized to join with the County Judge of the County of Tarrant in the formation of an Emergency Management Council for the County of Tarrant and shall have the authority to cooperate in the preparation of a joint Emergency Management Plan and in the appointment of a joint Emergency Management Coordinator, as well as all powers necessary to participate in a county-wide program of emergency management insofar as said program may affect the City of Colleyville.

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Sec. 5: OVERRIDE

At all times when the orders, rules, and regulations made and promulgated pursuant to this ordinance shall be in effect, they shall supersede and override all existing orders, rules, and regulations insofar as the latter may be inconsistent therewith.

Sec. 6: LIABILITY

This ordinance is an exercise by the City of its governmental functions for the protection of the public peace, health, and safety and neither the City of Colleyville, the agents and representatives of said City, nor any individual, receiver, firm, partnership, corporation, association, or trustee, nor any of the agents thereof, in good faith carrying out, complying with or attempting to comply with, any order, rule, or regulation promulgated pursuant to the provisions of this ordinance shall be liable for any damage sustained to persons as the result of said activity. Any person owning or controlling real estate or other premises who voluntarily and without compensation grants to the City of Colleyville a license of privilege, or otherwise permits the City to inspect, designate and use the whole or any part of parts of such real estate or premises for the purpose of sheltering persons during an actual, impending or practice enemy attack or natural or man-made disaster shall, together with his successors in interest, if any, not be civilly liable for the death of, or injury to, any person on or about such real estate or premises under such license, privilege or other permission or for loss of, or damage to, the property of such person.

Sec. 7: COMMITMENT OF FUNDS

No person shall have the right to expend any public funds of the City in carrying out any Emergency Management activity authorized by this ordinance without prior approval by the City Council, nor shall any person have any right to bind the City by contract, agreement or otherwise without prior and specific approval of the City Council unless during a declared disaster.

Sec. 8: OFFENSES; PENALTIES

- (a) It shall be unlawful for any person willfully to obstruct, hinder, or delay any member of the Emergency Management Organization in the enforcement of any rule or regulation issued pursuant to this ordinance, or to do any act forbidden by any rule or regulation issued pursuant to the authority contained in this ordinance.
- (b) It shall likewise be unlawful for any person to wear, carry or display any emblem, insignia or any other means of identification as a member of the Emergency Management Organization of the City of Colleyville, unless authority to do so has been granted to such person by the proper officials.
- (c) Any unauthorized person who shall operate a siren or other device so as to simulate a warning signal, or the termination of a warning, shall be deemed guilty of a violation of this ordinance and shall be subject to the penalties imposed by this ordinance.
- (d) Convictions for violations of the provisions of this ordinance shall be punishable by fine not to exceed one thousand dollars, (\$1,000.00)

Sec. 9: SEVERABILITY

If any portion of this ordinance shall, for any reason, be declared invalid such, invalidity shall not affect the remaining provisions thereof.

Sec. 10: LIMITATIONS

This ordinance shall not be construed so as to conflict with any State or Federal Statute or with any military or naval order, rule, or regulation.

Sec. 11: REPEALER

All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed.

AND IT IS SO ORDERED.

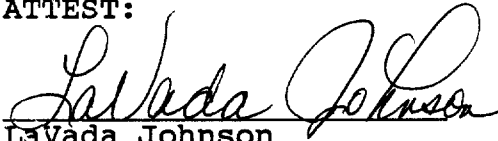
The first reading and public hearing being conducted on the
20th day of September, 1988.

The second reading and public hearing being conducted on the
4th day of October, 1988.

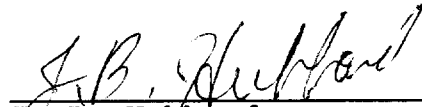
The third reading and public hearing being conducted on the
18th day of October, 1988.

ATTEST:

CITY OF COLLEYVILLE



Lavada Johnson
City Secretary



J. R. Hubbard
Mayor

APPROVED AS TO FORM:



Ross T. Foster
City Attorney



City of Colleyville City Council Agenda Briefing

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

Agenda Number PC-5

Agenda Date 08/20/2013

Type Pre Council

Department City Manager

Title

Discussion of the Performance Management Report

Explanation

The purpose of this presentation is to report performance of the programs identified in the strategic plan and the general operations of the City through the use of performance measures. The performance measures presented are the scorecard by which key performance indicators are measured, and ultimately, how performance with respect to the five strategic points identified as the City Council's priorities is assessed.

The attached spreadsheet includes every performance measure that is currently tracked as part of program business plans. This spreadsheet includes the third quarter of actual data from Fiscal Year 2013. The year-end projection is compared to the initial 2013 target that was established by the responsible department and are color coded as follows:

Gray - Data not available at this time

Green - Performance is expected to meet or exceed the original target

Yellow - Performance is expected to be near the original target, but not to meet it

Red - Performance is not expected to meet the original target

All performance measures will be regularly evaluated to ensure they continue to appropriately measure the effectiveness of City services and will be updated as necessary. Several key measures are highlighted in the attached presentation.

Attachments

1. FY 2013 Q3 Performance Measures
2. Performance Measures Presentation FY 2013 Q3

FY 2013 3RD QUARTER PERFORMANCE MANAGEMENT UPDATE

Performance Measures	Department	Program	FY 2011 Actual	FY 2012 Actual	FY 2013 Target	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Year End Projection
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Make a long-term commitment to economic development and promote a more diversified tax base

Sales tax revenue received as a percentage of the overall budget	City Manager's Office	City Manager's Office	15%	15%	≥ 15%	ANNUAL MEASURE				N/A
Number of commercial remodel/add-alter permits	Economic Development	Economic Development	79	65	≥ 80	15	24	19		70
Value of commercial remodel/add-alter permits	Economic Development	Economic Development	\$13M	\$11.7M	≥ \$10.0M	\$335,450	\$5.06 M	\$2.36 M		\$9.5 M
Fees generated from commercial remodel/add-alter permits	Economic Development	Economic Development	\$138,276	\$101,000	≥ \$150,000	\$7,992	\$42,196	\$26,260		\$100,000
Fees generated from new commercial building permits	Economic Development	Economic Development	\$109,097	\$225,000	≥ \$250,000	\$43,910	\$53,269	\$31,356		\$165,000
Number of new commercial building permits	Economic Development	Economic Development	7	8	≥ 10	2	3	1		7
Value of new commercial building permits	Economic Development	Economic Development	\$4.0M	\$12.9M	≥ \$10.0M	\$1.02M	\$1.95M	\$0.50 M		\$8.0 M
Average percentage occupancy of retail and office spaces	Economic Development	Economic Development	87%/87%	88%/89%	≥ 88%/89%	86%/87%	91%/87%	91%/88%		90%/89%
Website (colleyvilleclosebuy.com) visitors per month	Economic Development	Marketing	478	500	≥ 550	330	339	260		300
CloseBuy Business exposures (includes internet search engine visits)	Economic Development	Marketing	N/A	95,000	≥ 125,000	136,502	145,950	181,597		155,000
CloseBuy Business Directory queries	Economic Development	Marketing	N/A	1,000	≥ 1,250	1,484	1,287	1,451		1,300
Citizen satisfaction rating for retaining existing businesses	Economic Development	Economic Development	N/A	45%	N/A	BIENNIAL MEASURE				N/A
Citizen satisfaction rating for encouraging economic growth	Economic Development	Economic Development	N/A	41%	N/A	BIENNIAL MEASURE				N/A
Percentage of residential plan reviews completed in five days or less	Community Development	Building Inspection	New Measure	New Measure	≥ 75%	34%	12%	22%		40%

Performance Measures	Department	Program	FY 2011 Actual	FY 2012 Actual	FY 2013 Target	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Year End Projection
Percentage of commercial plan reviews completed in ten days or less	Community Development	Building Inspection	New Measure	New Measure	≥ 75%	57%	44%	28%		45%

Foster excellence in core service delivery

Number of complaints regarding trash or recycling services	City Manager's Office	Solid Waste and Recycling	124	149	≤ 150	43	34	21		140
Number of household hazardous waste collections (at Fort Worth ECC and Clean Sweep event)	City Manager's Office	Solid Waste and Recycling	486	524	≥ 550	105	89	251		550
Average pounds recycling per home/per collection	City Manager's Office	Solid Waste and Recycling	9.2	12.2	≥ 13	12.21	11.43	11.39		12
Percentage of citizens surveyed satisfied with the quality of government	City Manager's Office	City Manager's Office	88%	89%	N/A	BIENNIAL MEASURE				N/A
Percentage of citizens surveyed satisfied with local government customer service	City Manager's Office	City Manager's Office	81%	78%	N/A	BIENNIAL MEASURE				N/A
Percentage of citizens surveyed who are satisfied with trash and recycling services	City Manager's Office	Solid Waste and Recycling	93%	92%	N/A	BIENNIAL MEASURE				N/A
Percentage of meeting minutes presented for approval by the next meeting (City Council, TIF, CEDC, CCCPD)	City Secretary's Office	City Secretary	99%	99%	= 100%	100%	100%	100%		100%
Average number of days to process ordinances and resolutions	City Secretary's Office	City Secretary	2	2	= 2	2	2	2		2
Average number of days to respond to public information requests	City Secretary's Office	City Secretary	2	2	≤ 2	1	1.4	0.5		2
Percentage of customers surveyed satisfied with customer service	City Secretary's Office	City Secretary	N/A	100%	N/A	BIENNIAL MEASURE				N/A
Percentage of citizens surveyed satisfied with municipal elections	City Secretary's Office	City Secretary	N/A	96%	N/A	BIENNIAL MEASURE				N/A
Library card registrations: percentage of Colleyville households with at least one active library card holder	Library	Library Services	50%	55%	≥ 55%	ANNUAL MEASURE				55%
Document Delivery: percentage of library materials requests filled within 30 days	Library	Library Services	77%	83%	≥ 80%	ANNUAL MEASURE				86%
Title, Author, Subject and Browser's Fill Rate: percentage of library patrons who come to the library looking for items and find them	Library	Library Services	75%	82%	≥ 80%	ANNUAL MEASURE				79%

Performance Measures	Department	Program	FY 2011 Actual	FY 2012 Actual	FY 2013 Target	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Year End Projection
Circulation of the library materials collection	Library	Library Services	235,238	244,613	≥ 251,951	53,401	57,193	69,354		252,000
Library materials collection size	Library	Library Services	62,997	65,740	≥ 67,712	65,626	66,677	68,298		69,200
Children's program attendance	Library	Library Services	12,003	17,145	≥ 17,659	8,069	2,818	5,413		20,000
Adult and teen program attendance	Library	Library Services	426	809	≥ 833	154	190	318		840
Children's summer reading program participation	Library	Library Services	1,010	1,054	≥ 1086	ANNUAL MEASURE				1,152
Adult and teen summer reading program participation	Library	Library Services	134	106	≥ 109	ANNUAL MEASURE				109
Library patron visits	Library	Library Services	104,276	104,268	≥ 107,396	24,812	27,729	32,979		117,500
Reference Completion Rate	Library	Library Services	36,036	39,799	≥ 40,993	7,943	8,671	8,424		38,000
Percentage of program participants satisfied with programs	Library	Library Services	N/A	100%	= 100%	ANNUAL MEASURE				N/A
Percentage of citizens satisfied with Library Services	Library	Library Services	94%	98%	N/A	BIENNIAL MEASURE				N/A
Number of inspections performed	Engineering Services	Engineering Services	314	688	≥ 3,000	844	1,344	1,312		3,500
Number of repairs performed within 5 years of construction	Engineering Services	Engineering Services	1	0	≤ 2	0	0	0		2
Percentage of inspections performed within 24 hours	Community Development	Building Inspection	96%	93%	≥ 95%	93%	98%	98%		95%
Percent of online department survey respondents satisfied with overall service	Community Development	Planning and Zoning/Building Inspection	New Measure	New Measure	= 100%	100%	57%	100%		95%
Percentage of citizens surveyed satisfied with building inspections services	Community Development	Building Inspection	N/A	91%	N/A	BIENNIAL MEASURE				N/A
Percentage of citizens surveyed satisfied with Fire Department services	Fire Department	Fire Administration	N/A	97%	N/A	BIENNIAL MEASURE				N/A

Performance Measures	Department	Program	FY 2011 Actual	FY 2012 Actual	FY 2013 Target	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Year End Projection
Number hours of training per employee	Fire Department	Fire Operations	195	205	= 200	42.2	30.7	38.4		200
Fire response times under six minutes (call dispatch to arrival)	Fire Department	Fire Operations	84%	83%	≥ 85%	87%	85%	88%		85%
Percentage of structure fires contained to the room of origin	Fire Department	Fire Operations	65%	100%	= 100%	100%	100%	100%		100%
Ambulance response in under six minutes (call dispatch to arrival)	Fire Department	EMS Operations	84%	83%	≥ 85%	87%	85%	88%		85%
Average total call time for ambulance transports	Fire Department	EMS Operations	57 min	70 min	≤ 65 min	59 min	61 min	67 min		65 min
Percentage of citizens surveyed satisfied with ambulance service	Fire Department	EMS Operations	N/A	91%	N/A	BIENNIAL MEASURE				N/A
Percentage of plans reviewed within 48 hours	Fire Department	Fire Prevention / Investigations	99%	97%	≥ 98%	98%	99%	97%		98%
Percentage of fire investigations cleared within 30 days	Fire Department	Fire Prevention / Investigations	100%	100%	= 100%	100%	100%	100%		100%
Percentage of inspections performed within 48 hours of request	Fire Department	Fire Prevention / Investigations	98%	97%	≥ 99%	100%	100%	100%		99%
Average percentage of citizens surveyed rating of police courtesy, professionalism, and customer service	Police Department	Police Administration	N/A	80%	N/A	BIENNIAL MEASURE				N/A
Percentage of citizens surveyed satisfied with police services	Police Department	Police Administration	N/A	95%	N/A	BIENNIAL MEASURE				N/A
Percentage of citizens surveyed satisfied with speed in responding to police calls	Police Department	Police Patrol	N/A	79%	N/A	BIENNIAL MEASURE				N/A
Injury accidents per 1,000 population	Police Department	Police Patrol	1.5	2.2	≤ 2	0.6	0.8	0.7		2
Percentage of citizens surveyed satisfied with traffic enforcement	Police Department	Police Patrol	N/A	79%	N/A	BIENNIAL MEASURE				N/A
Average Priority 1 response time (call dispatch to arrival)	Police Department	Police Patrol	4:30	4:12	≤ 5:00	4:06	4:11	4:21		4:11

Performance Measures	Department	Program	FY 2011 Actual	FY 2012 Actual	FY 2013 Target	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Year End Projection
Percentage of criminal offenses filed by investigators	Police Department	Criminal Investigations	33%	45%	≥ 30%	48%	39%	41%		43%
Percentage of UCR Part 1 Crimes cleared	Police Department	Criminal Investigations	47%	28%	≥ 30%	23%	31%	13%		30%
Percentage of crime victims contacted by investigators within 3 days	Police Department	Criminal Investigations	92%	95%	≥ 95%	99%	98%	82%		99%
Total number of outstanding warrants in system since 1/1/03	Police Department	Warrant Officer	4,555	4,170	≤ 4,000	3,860	4,047	4,178		4,000
Number of warrants served	Police Department	Warrant Officer	3,933	7,190	≥ 4,000	148	305	453		1000
Percentage of citizens surveyed satisfied with animal control	Police Department	Animal Control	N/A	74%	N/A	BIENNIAL MEASURE				N/A
Number of citations filed per FTE	Municipal Court	Municipal Court	3,900	4,000	≤ 4,100	860	1,119	1,227		3800
Number of citations cleared per FTE	Municipal Court	Municipal Court	3,573	3,750	≤ 3,900	480	1,020	875		3700
Number of warrants issued per FTE	Municipal Court	Municipal Court	2,161	2,250	≤ 2,450	0	445	1310		1,500
Number of warrants cleared per FTE	Municipal Court	Municipal Court	1,310	1,450	≤ 1,650	106	112	271		445
Number of jury trials	Municipal Court	Municipal Court	9	12	≤ 17	1	3	2		13
Percentage of citizens surveyed satisfied with Municipal Court Services	Municipal Court	Municipal Court	N/A	78%	N/A	BIENNIAL MEASURE				N/A
Percentage of billing accuracy rate	Utility Billing	Utility Billing	99.0%	98.3%	≥ 99.5%	98.9%	99.0%	99.0%		99.0%
Percentage of service orders closed out on time	Utility Billing	Utility Billing	100%	100%	= 100%	100%	100%	100%		100%
Percentage of automatic draft customers/total customers	Utility Billing	Utility Billing	13%	15%	≥ 15%	13%	15%	16%		14%

Performance Measures	Department	Program	FY 2011 Actual	FY 2012 Actual	FY 2013 Target	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Year End Projection
Percentage of customers paying before cutoff	Utility Billing	Utility Billing	97%	97%	≥ 98%	96%	96%	97%		97%
Water loss ratio	Public Works	Water Distribution	0.75%	0.48%	≤ 0.5%	ANNUAL MEASURE				0.50%
Meter reading accuracy	Public Works	Water Distribution	99%	98%	≥ 98%	98%	98%	99%		98%
Percentage of monthly water samples testing negative for coliform bacteria	Public Works	Water Distribution	99.98%	100.00%	= 100%	100%	100%	98.0%		100%
Percentage of total lines cleaned quarterly	Public Works	Waste Water Collection	63%	88%	≥ 20%	25%	25%	26%		24%
Percent of scheduled inspections performed on storm water facilities	Public Works	Drainage Maintenance	New Measure	40%	≥ 80%	61%	98%	99%		95%
Percent of scheduled lane miles of public streets swept	Public Works	Drainage Maintenance	New Measure	94%	≥ 90%	98%	96%	97%		100%

Protect and preserve Colleyville's neighborhoods

Percentage of citizens satisfied with quality of life in Colleyville	City Council	City Council	96%	97%	N/A	BIENNIAL MEASURE				N/A
Percent of zoning case approvals consistent with Master Plan	Community Development	Planning and Zoning	New Measure	New Measure	= 100%	75%	100%	100%		75%
Percentage of citizens surveyed that feel it is necessary to make changes to the appearance of neighborhoods in order	Community Development	Planning and Zoning	N/A	71%	N/A	BIENNIAL MEASURE				N/A
Percentage of citizens surveyed satisfied with planning and zoning services	Community Development	Planning and Zoning	N/A	61%	N/A	BIENNIAL MEASURE				N/A
Percentage of citizens surveyed satisfied with government performance of effective zoning and land use	Community Development	Planning and Zoning	N/A	68%	N/A	BIENNIAL MEASURE				N/A
Percentage of citizens surveyed satisfied with government performance of planning for the future needs of	Community Development	Planning and Zoning	N/A	60%	N/A	BIENNIAL MEASURE				N/A
Percentage of citizens concerned about houses in need of repair in their neighborhood	Community Development	Building Inspection	N/A	47%	N/A	BIENNIAL MEASURE				N/A
Number of UCR Part 1 Crimes	Police Department	Police Administration	201	199	≤ 180	39	40	75		176

Performance Measures	Department	Program	FY 2011 Actual	FY 2012 Actual	FY 2013 Target	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Year End Projection
Number of self-initiated calls for service (proactive, community policing)	Police Department	Police Patrol	18,396	40,324	≥ 40,000	12,541	13,938	14,433		40,000
Percentage of citizens listing stray animals as a neighborhood concern	Police Department	Animal Control	N/A	39%	N/A	BIENNIAL MEASURE				N/A
Percentage of code violations located proactively	Police Department	Code Enforcement	56%	62%	≥ 50%	85%	68%	58%		85%
Overall citizen satisfaction with code enforcement	Police Department	Code Enforcement	N/A	66%	N/A	BIENNIAL MEASURE				N/A
Percentage of unimproved streets in the overall street network	Engineering Services	Engineering Services	32.3%	32.3%	≤ 32.0%	ANNUAL MEASURE				32.0%
Percentage of citizens surveyed satisfied with street maintenance	Street Maintenance	Street Maintenance	N/A	73%	N/A	BIENNIAL MEASURE				N/A
Percentage of citizens surveyed satisfied with sidewalk maintenance	Street Maintenance	Street Maintenance	N/A	69%	N/A	BIENNIAL MEASURE				N/A
Percent of street and traffic signs replaced	Street Maintenance	Street Maintenance	New Measure	8	= 10%	3%	6%	3%		10%

Deliver sustainable government

Tax rate per hundred dollars of valuation	City Council	City Council	\$0.3559	\$0.3559	\$0.3559	ANNUAL MEASURE				\$0.3559
Percentage of employees surveyed that agree the job they do is important	City Manager's Office	City Manager's Office	99%	N/A	99%	BIENNIAL MEASURE				N/A
Percentage of employees surveyed proud to be an employee	City Manager's Office	City Manager's Office	93%	N/A	93%	BIENNIAL MEASURE				N/A
Percentage of employees surveyed that would recommend Colleyville as a good place to work	City Manager's Office	City Manager's Office	71%	N/A	71%	BIENNIAL MEASURE				N/A
Percentage of citizens surveyed satisfied with the value of services per taxes paid	City Manager's Office	City Manager's Office	82%	84%	N/A	BIENNIAL MEASURE				N/A
Percentage of citizens surveyed satisfied with how funds are managed	City Manager's Office	City Manager's Office	61%	68%	N/A	BIENNIAL MEASURE				N/A
Percentage of accounts payable checks voided	Finance	Finance Department	0.007%	0.005%	≤ 0.005%	0.004%	0.003%	0.009%		0.005%

Performance Measures	Department	Program	FY 2011 Actual	FY 2012 Actual	FY 2013 Target	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Year End Projection
Percentage of audit adjustments in period 13 closing	Finance	Finance Department	0.02%	0.03%	0.01%	ANNUAL MEASURE				0.05%
Ambulance billing revenue	Fire Department	EMS Operations	\$307,000	\$322,000	≥ \$325,000	\$81,808	\$71,055	\$88,010		\$325,000
Percentage of billed services recovered	Fire Department	EMS Operations	35%	30%	≥ 30%	30%	24%	37%		30%
Percentage turnover (per fiscal year)	Human Resources	Human Resources	15%	12%	≤ 10%	5%	6%	4%		18%
Percentage of annual performance evaluations completed on time	Human Resources	Human Resources	New Measure	36%	≥ 90%	30%	18%	17%		25%
Percentage of employees that are satisfied with the level of customer service provided by HR	Human Resources	Human Resources	56%	N/A	≥ 80%	BIENNIAL MEASURE (Employee survey to be completed in FY 2013)				80%
Percentage of employees who participate in wellness program	Human Resources	Human Resources	New Measure	80%	≥ 80%	78%				78%
Workers' compensation experience modification factor (actual losses compared to expected losses)	Human Resources	Human Resources	New Measure	New Measure	≤ 0.85	0.48				0.48
Medical and pharmacy loss ratio (paid claims divided by premiums)	Human Resources	Human Resources	New Measure	New Measure	≤ 85%	67%	60%	51%		65%
Percentage of work under book time	Fleet Maintenance	Fleet Maintenance	New Measure	11%	≥ 4%	16%	14%	9%		12%
Percentage of fleet time available	Fleet Maintenance	Fleet Maintenance	New Measure	98%	≥ 95%	98%	98%	98%		97%
Ratio of breakdown versus scheduled maintenance	Fleet Maintenance	Fleet Maintenance	New Measure	4:1	4:1	4:1	3:1	3:1		4:1
Percent of internal customers satisfied with facility environment	Building Services	Building Services	N/A	N/A	≥ 98%	BIENNIAL MEASURE (Employee survey to be completed in FY 2013)				98%
Percentage of work orders responded to within one business day	Building Services	Building Services	98%	99%	= 100%	97%	95%	70%		97%
Ratio of scheduled maintenance to unscheduled repairs	Building Services	Building Services	80%	77%	≥ 80%	77%	80%	65%		80%
Percentage of broadcast uptime	Information Services	Network/Desktop Services	98.65%	99.99%	≥ 99.99%	100%	99.86%	99.97%		99.99%

Performance Measures	Department	Program	FY 2011 Actual	FY 2012 Actual	FY 2013 Target	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Year End Projection
Percentage of work orders completed on time	Information Services	Network/Desktop Services	86%	80%	≥ 95%	73%	91%	95%		95%
Total number of equipment pieces maintained by department	Information Services	Network/Desktop Services	410	430	417	417	419	419		417
Percentage of network data and telecommunications uptime	Information Services	Network/Desktop Services	99.84%	99.99%	≥ 99.99%	99.84%	98.78%	99.81%		99.99%
Percentage of IT work plan projects completed on time	Information Services	Network/Desktop Services	80%	80%	= 100%	100%	100%	100%		100%
Percentage of data backup success	Information Services	Network/Desktop Services	94%	95%	= 100%	89%	92%	88%		91%
Percentage of product requests completed on time	Information Services	Graphical Information Services (GIS)	98%	90%	≥ 85%	60%	84.0%	91%		85%
Percentage of addresses and or plat issues responded to within 24 hours	Information Services	Graphical Information Services (GIS)	100%	96%	≥ 90%	0%	94%	86%		90%

Brand Colleyville with a unique identity

Percentage of citizens surveyed satisfied with developing a future vision of the city	City Manager's Office	City Manager's Office	43%	50%	N/A	BIENNIAL MEASURE				N/A
Number of participants	Parks and Recreation	Senior Center	1,384	1,500	≥ 1500	376	548	403		1500
Number of classes/programs offered	Parks and Recreation	Senior Center	150	120	≥ 120	31	38	37		120
Percentage of citizens surveyed satisfied with the programs at the senior center	Parks and Recreation	Senior Center	N/A	85%	N/A	BIENNIAL MEASURE				N/A
Percentage of resident membership visits	Parks and Recreation	Senior Center	54%	55%	≥ 60%	57%	58%	56%		60%
Average membership visits per month	Parks and Recreation	Senior Center	560	500	≥ 500	433	516	391		500
Number of Metroport Meals on Wheels participants	Parks and Recreation	Senior Center	New Measure	1,800	≥ 1800	409	470	405		1,800
Percentage of Meals on Wheels participants who are residents	Parks and Recreation	Senior Center	New Measure	50%	≥ 50%	51%	51%	52%		50%

Performance Measures	Department	Program	FY 2011 Actual	FY 2012 Actual	FY 2013 Target	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Year End Projection
Percentage of offered classes/programs held	Parks and Recreation	Recreation	48%	60%	≥ 60%	61%	58%	78%		60%
Percentage of resident class participants	Parks and Recreation	Recreation	59%	60%	≥ 60%	66%	39%	47%		50%
Percentage of citizens surveyed satisfied with recreation services	Parks and Recreation	Recreation	N/A	91%	N/A	BIENNIAL MEASURE				N/A
Number of staff hours on athletic field maintenance (includes mowing)	Parks and Recreation	Athletic Field Maintenance	3,884	3,725	≤ 3,880	500	754	1,031		3,694
Number of staff hours on preparing athletic fields for games	Parks and Recreation	Athletic Field Maintenance	985	1,000	≤ 985	264	287	340		1,190
Percentage of revenue recovery and value of donations generated by athletic program	Parks and Recreation	Athletic Field Maintenance	13%	11%	≥ 12%	N/A	25%	25%		15%
Number of youth sports participants	Parks and Recreation	Athletic Field Maintenance	4,774	4,750	≥ 4,700	N/A	2,140	N/A		4,800
Percentage of participants that are non-residents for all youth sports	Parks and Recreation	Athletic Field Maintenance	51%	51%	≤ 50%	N/A	45%	N/A		50%
Percentage of citizens surveyed satisfied with athletic field maintenance	Parks and Recreation	Athletic Field Maintenance	N/A	91%	≥ 85%	85%	85%	85%		85%
Percentage of park inspections meeting standards	Parks and Recreation	Park Maintenance	85%	85%	≥ 85%	88%	92%	73%		85%
Value of donations to program	Parks and Recreation	Park Maintenance	\$2,429	\$2,000	≥ \$2,000	\$0	\$76,418	\$0		\$80,000
Percentage of citizens surveyed satisfied with park maintenance	Parks and Recreation	Park Maintenance	N/A	91%	N/A	BIENNIAL MEASURE				N/A
City-initiated news leads	Communications	Communications	32	40	≥ 25	4	9	6		25
Responses to media inquires within 1 hour	Communications	Communications	95%	95%	≥ 95%	91%	100%	97%		95%
Public Information Campaigns/associated measurements	Communications	Communications	9	8	≥ 8	1	0	2		8
Visits to Colleyville.com	Communications	Communications	235,217	260,000	≥ 300,000	67,000	72,000	82,651		300,000

Performance Measures	Department	Program	FY 2011 Actual	FY 2012 Actual	FY 2013 Target	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Year End Projection
E-newsletter subscribers	Communications	Communications	1,064	1,300	≥ 2,000	1,456	1,626	1,636		2,000
Coverage in print, broadcast, online/associated media value	Communications	Communications	\$92,998	\$130,000	≥ \$100,000	\$22,000	\$18,500	\$17,650		\$100,000
Percentage of citizens surveyed satisfied with being kept informed about City business	Communications	Communications	N/A	84%	N/A	BIENNIAL MEASURE				N/A
Percentage of citizens surveyed satisfied with the City providing an adequate forum for public input	Communications	Communications	N/A	80%	N/A	BIENNIAL MEASURE				N/A
Percentage of cost recovery	Colleyville Center	Colleyville Center	78%	70%	≥ 70%	76%	51%	92%		73%
Percentage of events generating economic impact for local business	Colleyville Center	Colleyville Center	57%	55%	≥ 50%	50%	60%	58%		56%
Percentage of customer satisfaction ratings of “excellent”	Colleyville Center	Colleyville Center	98%	98%	≥ 98%	92.8%	98%	95.5%		95.4%
Percentage of marketing initiatives implemented from the Center’s strategic marketing plan	Colleyville Center	Colleyville Center	100%	100%	= 100%	ANNUAL MEASURE				100%
Revenue generated from bookings	Colleyville Center	Colleyville Center	\$245,749	\$240,000	≥ \$220,000	\$62,700	\$62,191	\$72,696		\$220,000
Number of Events Held	Colleyville Center	Colleyville Center	410	420	≥ 404	89	103	119		375



QUARTERLY PERFORMANCE MANAGEMENT PRESENTATION

**PRE COUNCIL MEETING
AUGUST 20, 2013**

STRATEGIC PLAN



Vision

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

Mission

The mission of the City of Colleyville is to provide unique customer service through our tradition of excellent stewardship, employee innovation and integrity.

Values

Integrity
Service
Innovation

Strategic Points

Make a long-term commitment to economic development and promote a more diversified tax base

- Protect and preserve commercial development along Colleyville Blvd. in order to maximize the highest and best use of the City's primary commercial corridor.
- Mitigate the economic impact of roadway reconstruction.
- Work with property owners and representatives to master plan the remaining large, undeveloped tracts of commercial property.
- Promote a destination / visitor's economy.
- Pursue opportunities to advance small business development and create business incubators in order to nurture the commercial tax base.
- Market Colleyville as a medical specialist, procedure and laboratory center.
- Encourage commercial development along Precinct Line Road.
- Promote the retention and support of local businesses.

Foster excellence in core service delivery

- Ensure adequate resources for the community's public safety priorities.
- Provide adequate reinvestment to ensure high quality infrastructure.
- Provide premier parks, open spaces and neighborhood connectivity.
- Promote life-long learning and community engagement through the Colleyville Public Library.
- Maintain a reputation for high quality and unique customer service.

Protect and preserve Colleyville's neighborhoods

- Preserve Colleyville's unique, rural neighborhoods and high property values.
- Mitigate the impact of aging infrastructure.
- Utilize partnerships to enhance safety and security and community amenities.
- Continue mobility enhancements that complement neighborhoods.

Deliver sustainable government

- Weigh and evaluate citizen expectations in relation to City build out and available revenues.
- Seek innovative technology solutions where appropriate.
- Identify alternatives to increasing costs of service delivery.
- Deliver fiscally responsible government.
- Attract and retain high quality employees.

Brand Colleyville with a unique identity

- Celebrate and promote Colleyville's willingness to be unique / set apart from other cities.
- Capitalize on Colleyville's small town feel in the middle of the metroplex.
- Continue to provide a unique public assembly facility that stimulates economic activity and promotes community interaction.
- Celebrate Colleyville's unique destinations.

Integrity



Service



Innovation

Make a long-term commitment to economic development and foster a more diversified tax base

Performance Measure	Program	FY 2011 Actual	FY 2012 Actual	FY 2013 Target	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	FY 2013 Projection
Percentage of residential plan reviews completed in five days or less	Building Inspection	New Measure	New Measure	≥ 75%	34%	12%	22%		 40%
Percentage of commercial plan reviews completed in ten days or less	Building Inspection	New Measure	New Measure	≥ 75%	57%	44%	28%		 45%
Fees generated from commercial remodel/add-alter permits	Economic Dev.	\$138,276	\$101,000	≥ \$150,000	\$7,992	\$42,196	\$26,260		 \$100,000
Fees generated from new commercial building permits	Economic Dev.	\$109,097	\$225,000	≥ \$250,000	\$43,910	\$53,269	\$31,356		 \$165,000



Foster excellence in core service delivery

Performance Measure	Program	FY 2011 Actual	FY 2012 Actual	FY 2013 Target	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	FY 2013 Projection
Number of complaints regarding trash or recycling services	City Manager's Office	124	149	≤ 150	43	34	21		● 140
Number of Warrants Served	Police Department	3,933	7,190	≥ 4,000	148	305	453		● 1,000
Ambulance response in under six minutes (call dispatch to arrival)	EMS Operations	84%	83%	≥ 85%	87%	85%	88%		● 85%



Protect and preserve Colleyville's neighborhoods

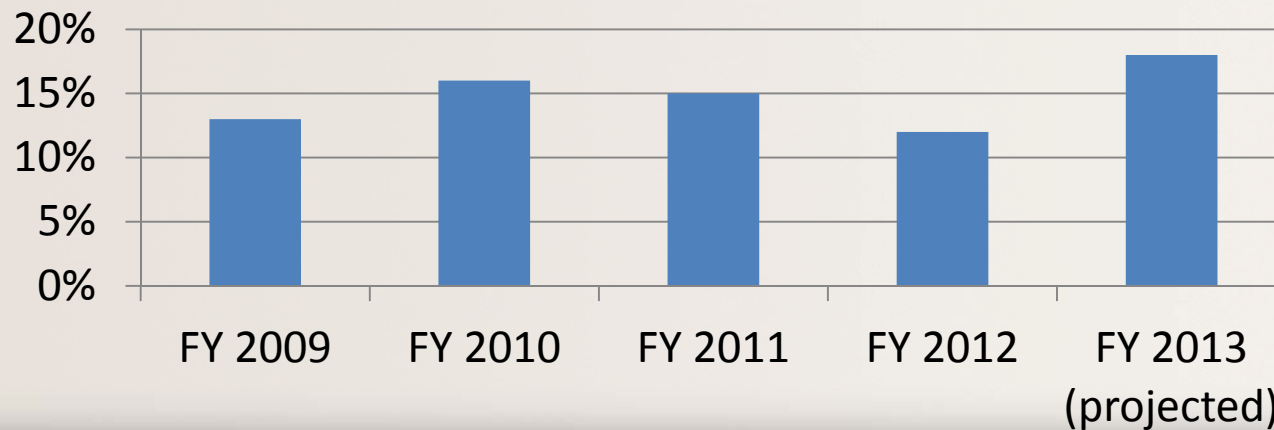
Performance Measure	Program	FY 2011 Actual	FY 2012 Actual	FY 2013 Target	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	FY 2013 Projection
Number of UCR Part 1 Crimes	Police Department	201	199	≤ 180	39	40	75		 176
Percentage of unimproved streets in the overall street network	Engineering Services	32.3%	32.3%	≤ 32.0%	Annual Measure				 32.0%



Deliver sustainable government

Performance Measure	Program	FY 2011 Actual	FY 2012 Actual	FY 2013 Target	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	FY 2013 Projection
Percentage of work orders completed on time	Information Services-Network/Desktop Services	86%	80%	≥ 95%	73%	91%	95%		 95%
Percentage Turnover	Human Resources	15%	12%	≤ 10%	5%	6%	4%		 18%

Percentage Turnover



Brand Colleyville with a unique identity

Performance Measure	Program	FY 2011 Actual	FY 2012 Actual	FY 2013 Target	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	FY 2013 Projection
Number of staff hours on preparing athletic fields for games	Parks and Recreation	985	1,000	≤ 985	264	287	340		 1,190
Percentage of Cost Recovery	Colleyville Center	78%	70%	≥ 70%	76%	51%	92%		 73%
Number of Events Held	Colleyville Center	410	420	≥ 404	89	103	119		 375





City of Colleyville City Council Agenda Briefing

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

Agenda Number PC-6

Agenda Date 08/20/2013

Type Pre Council

Department Finance

Title

Presentation of the Monthly Financial Report - July 2013

Explanation

The percentage of current year taxes collected through the end of July is 99.05%, which is slightly behind that collected as of July 2012. Sales tax revenue received in July increased 19.43% or \$39,683 from revenues reported for the same time period last year. Year to date General Fund sales tax is up 9.63% (\$172,600.) This is the fifth month of increased sales tax revenues as compared to the prior year, and is the highest July allocation ever reported. Sixteen new residential building permits were issued this month compared to 11 issued this time last year. Permit revenues exceed budgeted projections by \$117,525. Revenues received from fines are down 3.43% compared to budgeted projections. Ambulance collections are behind budgeted projections by 3.51% and Colleyville Center's revenues are ahead of projections by 9.77% or \$18,726. The average amount expended by the General Fund departments at the end of July is 72.84% of the total appropriation versus 74.29%, which was projected to be spent.

Utility Fund

Water usage has decreased when compared to the amount sold through July 2012. The average amount expended by the Utility Fund departments at the end of July is 70.33% of the total appropriation versus 72.95%, which was projected to be spent.

Attachments

1. July 2013 Monthly Financial Report

MONTHLY FINANCIAL REPORT - JULY 2013

GENERAL FUND		RECEIVED	PROJECTED	RECEIPT VS	RECEIVED	PERCENT
REVENUE SOURCE	FY 2013	AS OF	AS OF	PROJECTED	AS OF	CHANGE OVER
	BUDGET	7/31/2013	7/31/2013	INCR (DECR)	7/31/2012	PRIOR YEAR
Current Taxes	\$10,825,606	\$10,804,081	\$10,800,851	0.03%	\$10,561,187	2.30%
Delinquent Taxes	72,000	66,414	64,800	2.49%	98,307	-32.44%
Penalty & Interest	63,000	67,758	63,000	7.55%	71,246	-4.90%
TOTAL AD VALOREM TAXES	\$10,960,606	\$10,938,253	\$10,928,651	0.09%	\$10,730,740	1.93%
Oncor Electric	\$840,000	\$891,771	\$840,000	6.16%	\$1,024,876	-12.99%
Tri-County Electric	115,000	100,229	115,000	-12.84%	118,281	-15.26%
Atmos Gas	335,000	289,708	335,000	-13.52%	333,098	-13.03%
AT&T	85,000	63,518	63,750	-0.36%	65,395	-2.87%
Verizon/Others	75,000	68,447	62,500	9.52%	65,879	3.90%
Refuse/Recycling	145,800	132,718	121,500	9.23%	109,021	21.74%
Cable TV	378,000	347,815	283,500	22.69%	305,267	13.94%
TOTAL FRANCHISE TAXES	\$1,973,800	\$1,894,206	\$1,821,250	4.01%	\$2,021,815	-6.31%
Sales Tax	\$2,675,000	\$1,965,421	\$1,872,352	4.97%	\$1,792,820	9.63%
Mixed Beverage Tax	67,000	68,592	67,000	2.38%	65,808	4.23%
TOTAL SALES TAX	\$2,742,000	\$2,034,013	\$1,939,352	4.88%	\$1,858,628	9.44%
Building	\$485,768	\$445,564	\$404,807	10.07%	\$598,343	-25.53%
Plumbing	48,680	46,723	40,567	15.17%	65,300	-28.45%
Mechanical	28,868	33,013	24,057	37.23%	39,247	-15.89%
Electrical	37,568	42,475	31,307	35.67%	55,113	-22.93%
City License	37,372	34,965	31,143	12.27%	40,210	-13.04%
Building Plan Review Fee	55,207	88,358	46,006	92.06%	109,999	-19.67%
New Business	3,372	4,371	2,810	55.55%	4,653	-6.06%
Sign Permit	5,463	5,645	4,553	24.00%	5,955	-5.21%
Fence Permit	3,500	3,950	2,917	35.43%	4,300	-8.14%
Fire Permits	6,500	5,350	5,417	-1.23%	7,825	-31.63%
Irrigation Permit	13,660	12,077	11,383	6.09%	15,563	-22.40%
TOTAL LICENSES & PERMITS	\$725,958	\$722,490	\$604,965	19.43%	\$947,031	-23.71%
Fines	\$795,000	\$639,744	\$662,500	-3.43%	\$737,154	-13.21%
Alarm Fees	52,000	44,124	43,333	1.82%	41,046	7.50%
Library Fines	20,969	21,099	17,474	20.75%	20,405	3.40%
TOTAL FINES	\$867,969	\$704,967	\$723,308	-2.54%	\$798,605	-11.73%

MONTHLY FINANCIAL REPORT - JULY 2013

REVENUE SOURCE	FY 2013 BUDGET	RECEIVED AS OF 7/31/2013	PROJECTED AS OF 7/31/2013	RECEIPT VS PROJECTED INCR (DECR)	RECEIVED AS OF 7/31/2012	PERCENT CHANGE OVER PRIOR YEAR
Re-zoning	\$7,500	\$6,580	\$6,250	5.28%	\$10,955	-39.94%
Plat Fee/Site Plan	4,000	9,258	3,333	177.73%	5,623	-64.65%
Board of Adjustment	1,250	1,875	1,042	80.00%	2,625	-28.57%
Sale of Material	100	93	83	11.48%	105	-11.10%
Weed Mowing	6,500	5,777	5,417	6.65%	7,675	-24.73%
Ambulance	275,000	237,199	229,167	3.51%	269,067	-11.84%
Recreation Program	145,000	133,457	120,833	10.45%	165,981	-19.60%
Non-Resident Fee Parks	36,570	35,838	36,570	-2.00%	36,525	-1.88%
Field Use Charge	22,500	20,575	22,500	-8.56%	22,110	-6.94%
Engineering & Inspection	0	48,453	0	100.00%	12,424	289.99%
Colleyville Center Rental	230,000	210,393	191,667	9.77%	199,243	5.60%
Lot Drainage Insp Fee	16,875	11,625	14,063	-17.33%	16,625	-30.08%
TOTAL CHARGES FOR SERVICE	\$745,295	\$721,122	\$630,924	14.30%	\$750,042	-3.86%
SRO Officer Reimb	\$89,792	\$94,282	\$89,792	5.00%	\$89,793	5.00%
Keller Court	\$216,980	\$216,980	\$216,980	0.00%	\$0	100.00%
TOTAL INTERGOVERNMENTAL	\$306,772	\$311,262	\$306,772	1.46%	\$89,793	246.64%
Sale of Surplus Property	\$10,000	\$0	\$0	0.00%	\$12,969	-100.00%
Interest Income	35,000	18,369	22,750	-19.26%	38,970	-52.86%
Miscellaneous	54,000	86,467	64,475	34.11%	53,729	60.93%
Use of Available Cash	1,000,000	0	0	0.00%	0	0.00%
Antenna Lease	70,040	61,559	61,165	0.64%	61,165	0.64%
TOTAL MISCELLANEOUS	\$1,169,040	\$166,395	\$148,391	12.13%	\$166,834	-0.26%
Transfer from Utility Fd	\$956,469	\$0	\$0	0.00%	\$0	0.00%
TOTAL TRANSFERS	\$956,469	\$0	\$0	0.00%	\$0	0.00%
TOTAL GENERAL FUND REVENUES	\$20,447,909	\$17,492,707	\$17,103,612	2.27%	\$17,363,489	0.74%

MONTHLY FINANCIAL REPORT - JULY 2013

	FY 2013 BUDGET	THROUGH 7/31/2013	THROUGH 7/31/2012	TOTAL INCREASE (DECREASE)	PERCENT INCREASE (DECREASE)
% OF CURRENT TAX ROLL COLLECTED	99.0%	99.05%	99.21%	-0.16%	-0.16%
RESIDENTIAL BLDG PERMITS	132	88	128	(40)	-31.25%
COMMERCIAL BLDG PERMITS	7	6	7	(1)	-14.29%
CITATIONS ISSUED	11,750	9,643	9,967	(324)	-3.25%

GENERAL FUND EXPENSES

	FY 2013 BUDGET	EXPENDED THROUGH 7/31/2013	YEAR-TO-DATE PROJECTED EXPENDITURES	% OF BUDGET EXPENDED	BUDGET REMAINING
City Council	\$203,306	\$178,445	\$188,735	87.77%	\$24,861
City Manager	600,530	466,565	470,075	77.69%	133,965
City Secretary	319,696	262,683	268,467	82.17%	57,013
Finance	434,896	367,065	370,024	84.40%	67,831
Legal	130,460	124,140	124,140	95.16%	6,320
Engineering	393,139	344,858	347,528	87.72%	48,281
Economic Development	379,692	230,563	239,604	60.72%	149,129
Building Inspection	307,617	223,993	229,373	72.82%	83,624
Community Development	238,064	163,896	168,332	68.85%	74,168
Fire	4,113,285	3,495,137	3,520,351	84.97%	618,148
Police	4,197,317	3,559,653	3,576,534	84.81%	637,664
Parks	1,388,218	913,482	934,337	65.80%	474,736
Recreation	309,175	185,557	194,221	60.02%	123,618
Senior Center	51,328	18,221	19,012	35.50%	33,107
Street Maintenance	3,340,996	1,431,574	1,592,617	42.85%	1,909,422
Library	717,534	535,795	537,144	74.67%	181,739
Communications	142,676	112,669	112,944	78.97%	30,007
Colleyville Center	382,537	309,513	312,356	80.91%	73,024
Human Resources	237,510	179,815	181,903	75.71%	57,695
Municipal Court	411,805	313,927	318,802	76.23%	97,878
Fleet Maintenance	227,322	174,706	177,795	76.85%	52,616
Building Services	325,559	224,244	225,710	68.88%	101,315
Information Services	757,927	644,495	646,680	85.03%	113,432
Capital Equipment Reserve	231,000	231,000	231,000	100.00%	0
Strategic Initiatives Fund Transfer	200,000	200,000	200,000	100.00%	0
Performance Pay	402,751	-	-	0.00%	402,751
TOTAL EXPENSES	\$20,444,340	\$14,891,996	\$15,187,685	72.84%	\$5,552,344

MONTHLY FINANCIAL REPORT - JULY 2013

UTILITY FUND						
REVENUE SOURCE	FY 2013 BUDGET	RECEIVED AS OF 7/31/2013	PROJECTED AS OF 7/31/2013	RECEIPT VS PROJECTED INCR (DECR)	RECEIVED AS OF 7/31/2012	PERCENT CHANGE OVER PRIOR YEAR
Water Sales	\$9,361,814	\$7,677,509	\$8,365,551	-8.22%	\$7,145,426	7.45%
Sewer Sales	2,884,565	2,661,467	2,403,804	10.72%	2,484,825	7.11%
Sewer Installation	7,000	9,100	5,833	56.00%	12,400	-26.61%
Water Installation	21,000	21,880	17,500	25.03%	25,430	-13.96%
Sewer Tie-on Charges	5,000	0	0	0.00%	0	0.00%
Engineering Charges	5,000	24,565	4,167	489.56%	7,793	215.23%
Penalties	183,696	149,379	153,080	-2.42%	167,446	-10.79%
Miscellaneous	13,000	14,648	10,833	35.21%	14,244	2.84%
TOTAL OPERATING INCOME	\$12,481,075	\$10,558,548	\$10,960,768	-3.67%	\$9,857,563	7.11%
Interest Income	\$20,300	\$25,448	\$20,300	25.36%	\$26,004	-2.14%
TOTAL NON-OPERATING INCOME	\$20,300	\$25,448	\$20,300	25.36%	\$26,004	-2.14%
TOTAL INCOME	\$12,501,375	\$10,583,996	\$10,981,068	-3.62%	\$9,883,567	7.09%

	THROUGH 7/31/2013	THROUGH 7/31/2012	TOTAL INCREASE (DECREASE)	PERCENT INCREASE (DECREASE)
GALLONS OF WATER SOLD	1,817,495,560	1,845,795,800	(28,300,240)	-1.53%
NUMBER OF WATER CUSTOMERS	9,362	9,251	111	1.20%

UTILITY FUND EXPENSES					
	FY 2013 BUDGET	EXPENDED THROUGH 7/31/2013	YEAR-TO-DATE PROJECTED EXPENSES	% OF BUDGET EXPENDED	BUDGET REMAINING
Billing	382,501	287,032	\$293,246	75.04%	95,469
Operations	9,414,733	6,811,377	7,124,863	72.35%	2,603,356
Utility Support	661,488	708,618	711,486	107.12%	(47,130)
Debt Service	827,824	810,574	810,574	97.92%	17,250
Performance Pay	28,470	0	0	0.00%	28,470
Interfund loan repayment	44,286	44,286	44,286	100.00%	0
Transfer to General Fund	956,469	\$0	0	0.00%	956,469
TOTAL EXPENSES	\$12,315,771	\$8,661,887	\$8,984,454	70.33%	\$3,653,884



City of Colleyville City Council Agenda Briefing

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

Agenda Number PC-7

Agenda Date 08/20/2013

Type Pre Council

Department City Secretary

Title

Discussion of the August 20, 2013, City Council regular agenda items



City of Colleyville City Council Agenda Briefing

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

Agenda Number 1

Agenda Date 08/20/2013

Type Executive Session

Department City Secretary

Title

Section 551.071 - Legal - Consultation with attorney on legal issues raised by public hearing or action items on the agenda

Section 551.071 - Legal - Consultation with attorney regarding solicitor ordinance

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 that the City has received from business prospects that the City seeks to have locate, stay, or expand in the City and with which the City is conducting economic development negotiations; deliberate the offer of a financial or other incentive to a business prospect

Attachments

RESOLUTION R-13-3656

**A RESOLUTION APPROVING CITY COUNCIL ACTION
REGARDING EXECUTIVE SESSION ITEMS AT THE REGULAR
CITY COUNCIL MEETING OF AUGUST 20, 2013**

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 the following actions of the City Council are hereby adopted and approved:

a. THAT

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF _____ AYES, _____ NAYS, AND _____ ABSTENTIONS ON THIS THE 20TH DAY OF AUGUST 2013.

ATTEST:

CITY OF COLLEYVILLE

Amy Shelley
City Secretary

David Kelly
Mayor



City of Colleyville City Council Agenda Briefing

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

Agenda Number 3

Agenda Date 08/20/2013

Type Announcements, Proclamations and Presentations

Department City Secretary

Title

In recognition of Colleyville's featured business - Market Street United, 5605 Colleyville Boulevard - Alyssa Grimes, Concierge; Josh Griffin, General Manager; Allen Strange, Store Operations Manager - Mayor David Kelly and Economic Development Director Marty Wieder

Attachments

RESOLUTION R-13-3657

A RESOLUTION APPROVING CITY COUNCIL ACTION UNDER CONSENT ITEMS AT THE REGULAR CITY COUNCIL MEETING OF AUGUST 20, 2013

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 July 16, 2013
 - b. Approval of the minutes of the City Council Worksession of July 23, 2013
 - c. Approval of the minutes of the City Council Worksession of July 30, 2013
 - d. Approval of a preliminary plat on 10.07 acres on Lot 1, Block 1, of the Stajduhar Addition located at 816 W. L. D. Lockett Road, Case PC13-012
 - e. Approval of a City-Developer Agreement with Ivy Glen Colleyville, L.L.C. for the construction of and the reimbursement of a storm drain along Cheek-Sparger Road, and authorize the city manager to execute the agreement
 - f. Approval to purchase a Harben Sewer Jet truck from Philpott Ford, through the Texas Local Governmental Purchasing Cooperative (BuyBoard), in an amount not to exceed \$120,205, and authorize the city manager to execute the contract
 - g. Approval of an Interlocal Agreement with the City of Bedford to provide for the construction of a roundabout at the intersection of Cheek-Sparger Road and Jackson Road/Central Drive, and authorize the city manager to execute the agreement

- h. Approval to purchase audio/video replacement equipment and services for the City of Colleyville Emergency Operations Center and Police Department training and conference areas, from Digital Resources, Inc., in an amount not to exceed \$65,000, and authorize the city manager to execute the contract
- i. Approval of the Traffic Safety Advisory Committee bylaws

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF _____ AYES, _____ NAYS, AND _____
ABSTENTIONS ON THIS THE 20TH DAY OF AUGUST 2013.

ATTEST:

CITY OF COLLEYVILLE

Amy Shelley
City Secretary

David Kelly
Mayor



City of Colleyville City Council Minutes - Draft

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

Tuesday, July 16, 2013

City Council Chambers

Mayor David Kelly called the Pre Council meeting of the Colleyville City Council to order on July 16, 2013 at 5:30 p.m.

ROLL CALL: Mayor David Kelly, Mayor Pro Tem Mike Taylor and Councilmembers Carol Wollin, Chuck Mogged, Stan Hall, Jody Short, and Tom Hart.

City Manager Jennifer Fadden, Assistant City Manager and Chief Financial Officer Terry Leake, Police Chief Mike Holder, Captain Robert Hinton, Interim Fire Chief Clif Nelson, Economic Development Director Marty Wieder, Parks and Recreation and Library Director Mary Rodne, Human Resources Director Michelle Reyes, Human Resources Analyst Jesse Perez, Colleyville Center Manager Leslie Hill, Public Works Director Bob Lowry, City Engineer Jeremy Hutt, Finance Manager Karen Hines, Community Development Director Ron Ruthven, Communications and Marketing Director Mona Gandy, Strategic Services Manager Adrienne Lothery, Information Systems Manager Chris Pena, City Attorney Matthew Boyle, and City Secretary Amy Shelley.

PC-1 Presentation of the Classification and Compensation Study results and recommendations

Human Resources Director Michelle Reyes presented an update regarding the classification and compensation study results. Sandy Spellman and Bruce Lawson, with Fox Lawson and Associates, presented the actual findings and recommendations regarding the Classification and Compensation Study.

Mayor Pro Tem Taylor questioned Mr. Lawson regarding the band identifiers and numbers outside the band number. Mr. Lawson explained the difference between the band identifiers and what the numbers represent.

Mayor Kelly questioned Mr. Lawson regarding the private sector groups or publications used. Mr. Lawson explained they made certain they were comparing “apples to apples” regarding the City’s structure. He explained there were 45 benchmark jobs, with 23 organizations, to compare data and to receive trend data.

Councilmember Wollin questioned Mr. Lawson regarding how the organizations participated. Mr. Lawson explained phone calls were made to those organizations to receive the data, as well as by email.

Mayor Pro Tem Taylor questioned Mr. Lawson regarding if those organizations received the summary information. Mr. Lawson replied yes.

Councilmember Wollin questioned Mr. Lawson regarding how the organizations were chosen to participate, such as crime rate, demographics, etc. Mr. Lawson explained how the 23 organizations were chosen, generally the same type of individuals with the same type of work.

Mayor Pro Tem Taylor questioned Mr. Lawson regarding the other cities, were their pay scales used, or what they are actually paying each employee? Mr. Lawson replied the organizations were asked the salary ranges for their employees, plus the average rate of pay.

Councilmember Wollin questioned Mr. Lawson regarding if the market actual includes the private and public organizations surveyed. Mr. Lawson replied yes.

Mayor Kelly questioned Mr. Lawson regarding if Colleyville is actually below the market actual. Mr. Lawson replied Colleyville is below the actual average of the market, but a little bit better than the market midpoint.

Mayor Kelly questioned Mr. Lawson regarding if the firefighters are not being paid at the current market midpoint. Mr. Lawson replied yes, since the last four years no pay increases have occurred.

Mayor Pro Tem Taylor questioned Mr. Lawson regarding if sworn police is on target. Mr. Lawson replied yes.

Councilmember Mogged questioned Mr. Lawson regarding if performance evaluations are considered when making adjustments. Mr. Lawson stated they do not make any adjustments, these are the raw numbers.

Councilmember Wollin questioned Mr. Lawson regarding what department is more out of line versus another department. Mr. Lawson replied the individual departments were not considered, just the job itself.

Mayor Pro Tem Taylor questioned Mr. Lawson regarding if this includes benefits. Mr. Lawson replied no.

Mayor Pro Tem Taylor questioned Mr. Lawson regarding the minimum/maximum, are those numbers derived from the data. Mr. Lawson replied yes.

Mayor Pro Tem Taylor questioned Mr. Lawson regarding the spread. Mr. Lawson explained the spread within the market data and added with sworn police and fire, typically, there are steps within the range in which to reach.

Mayor Kelly stated police officers are recruited and brought in at the same pay, therefore, why is there a need for the range? Director Reyes explained a recruit would come in knowing that upon completion of the training, they would then bump up to the police officer new minimum and then they would go through the range.

Mayor Pro Tem Taylor questioned staff regarding the police department and the compression issue, was this not already addressed? City Manager Jennifer Fadden stated the range was not moved with the compression adjustment, employees were simply moved to where they should be within the range.

Mayor Pro Tem Taylor stated when the compression issue was brought up, the market was looked at for that time and that is how the issue was addressed. City Manager Jennifer Fadden explained the market has shifted by 0.07 percent since the compression was completed. Director Reyes stated the market only included the seven surrounding cities; however, this study includes more than just those seven cities.

Mr. Lawson explained this particular model goes back to the direction given by City Council, in that, all employees should be evaluated at the market midpoint when building the structure, but recognizing that the market for police and fire would be done differently, depending upon the approach used.

Mayor Kelly stated some police officers hired may be at a different area in their career, therefore, making more in their salary, than some already employed.

Mayor Pro Tem Taylor questioned Mr. Lawson regarding the market related to the fire chief's position. Mr. Lawson stated there is a market number range given, but Colleyville did not have a salary to compare. Mayor Pro Tem Taylor stated the previous salary could have been used. Mr. Lawson stated the report for the study does include the number.

Councilmember Hart stated he is very familiar with the band approach and that this is a guideline to use.

Mayor Kelly questioned Mr. Lawson regarding the cost to maintain in one area of the report indicates \$610,000; however, in another section of the report, it states \$735,000. Mr. Lawson explained the base salary numbers are at the \$610,000, not the real costs associated with salary, such as benefits, social security, etc.

Mayor Pro Tem Taylor questioned Mr. Lawson regarding if all benefits were included in the gathering of information from other sources. Mr. Lawson replied the pay structure was considered with the market data, it does not include the other costs associated with salary, such as benefits, social security, etc.

Mayor Pro Tem Taylor stated these will be ongoing costs to implement. Mr. Lawson stated not knowing the appropriate strategy which will be used for implementation of the compensation plan.

Mayor Pro Tem Taylor questioned staff regarding if this number is comparative with the merit increases with the other cities being at three percent, or are we now going to be three percent behind the market? City Manager Jennifer Fadden stated it will depend on how this is implemented. She stated if all employees are kept, where they are currently in their range, and move them to the new range, then the entire cost for implementation would be the \$735,000, with no pay for performance. She stated if the 84 employees, who are outside of the new range minimum, are moved, to not exceed the midpoint, then the funds could then be reserved for merit or pay for performance increases.

Mayor Pro Tem Taylor stated if salary range increases are done, with a schedule, or a grid scale, then this is exclusive of merit. He stated this will need to be funded every year to make sure the City is staying current with the market. City Manager Jennifer Fadden stated if the approach of the implementation of their recommendation, and where every employee currently is within their range is where they should be, then that is one cost. However, if we cannot safely make that assumption, or if it cannot be made philosophically, then performance is going to very well determine where they are in the range.

Mayor Pro Tem Taylor questioned Mr. Lawson regarding if all classifications are at mid-range. Mr. Lawson stated the structure reflects what the market pays, at the minimum/maximum, there are 84 employees who are not within the structure range.

Councilmember Mogged questioned Mr. Lawson regarding the cost to bring the 84 employees who do not meet the minimum of the new range. Mayor Kelly stated the cost would be \$193,000.

Mayor Pro Tem Taylor stated that will cause compression. City Manager Jennifer Fadden concurred. Mr. Lawson stated there will need to be an appropriate implementation strategy in place.

Mayor Pro Tem Taylor stated employees are currently working and staying here under the current plan. He added there are problems that need to be fixed; however the reality is that with the dollar amount Mr. Lawson stated at under \$200,000, all employees can be moved into this structure.

Councilmember Hall questioned Mr. Lawson regarding if the \$735,000 is the worst case scenario. Mr. Lawson replied yes.

Mayor Kelly stated the last study was done in 2006, therefore City Council may wish to have a special meeting to deal with the implementation task so that the

budget may be finalized. Mayor Kelly recommended a meeting date of Tuesday, August 6.

City Manager Jennifer Fadden explained the additional worksession will need to take place quickly in order for staff to present the budget at the August 13th worksession. City Council agreed to meet on Tuesday, July 23rd, 6:00 p.m. for a worksession.

Mayor Kelly stated he would like to see the 84 employees who would need to be brought up; any compression or special issues that need to be considered, or incentive or merit based numbers.

Councilmember Mogged questioned staff regarding the three percent recommendation, is that all of the 23 organizations? Mr. Lawson stated the three percent is the collected average number with the organization surveyed. Director Reyes added the three percent is merit or performance increases and are not related to the market issue.

Mayor Pro Tem Taylor stated there is a problem, and it needs to be cleaned up, however, it will be up to the city manager regarding implementation.

Councilmember Hart stated the City Council has neglected this issue.

Mayor Kelly stated there are two issues, a market band adjustment or a performance based pay with a merit increase.

Councilmember Hall stated employee expectations will have to be managed.

Mayor Kelly questioned City Council regarding if they are comfortable with the new band structure. Mayor Pro Tem Taylor stated being comfortable with the new band structure.

Mayor Kelly stated now, how are we going to get those employees fitted into this band structure?

Mayor Pro Tem Taylor stated he would like to know what it will take to clean it up, and what it will take to keep the structure in place moving forward.

Mayor Kelly stated he would like the current pay bands to bring the employees up to parity, in terms of minimum, if some are outside of the minimum band.

Mayor Kelly stated the steps need to be given to reach the minimum. Mayor Pro Tem Taylor stated that will create compression.

Mayor Pro Tem Taylor stated there needs to be a plan in place to keep the structure functioning properly.

Mayor Pro Tem Taylor stated he would like to see plans in which the good, better, and best solution is met. City Manager Jennifer Fadden stated she cannot give the City Council more than one proposed budget, and salary is a large component of the budget.

Councilmember Wollin stated she would just like to see the public sector data versus the private sector data since there is a concern of the effects within the band. Mayor Kelly explained most private sector companies do not have some of the benefits like the public sector, such as retirement and insurance. Mr. Lawson explained some private sector companies have different benefits that the public sector does not offer. Mayor Kelly stated he wants to ensure the data is represented properly. Director Reyes stated staff needs to know the philosophy moving forward.

Mayor Pro Tem Taylor stated the national data represents there is an issue and the City Council will need to be sensitive to it.

Councilmember Hall stated this will help with moving forward. Mayor Kelly stated if the City wishes to adopt the new band method, then there has to be an implementation process put in place and costs associated with that implementation.

Mayor Pro Tem Taylor stated everyone will know the process in place therefore they will not be moving through the bands, just because. They will be moving through those bands because they deserve to move through them.

PC-2 Presentation and update on fees and charges

This item was moved to the worksession to be held on Tuesday, July 23 at 6:00 p.m.

PC-3 Discussion of a future worksession regarding sidewalks

City Council decided upon Tuesday, October 29th @ 6:00 p.m. for a worksession with the Colleyville Sidewalk Committee with the meeting location to be determined.

PC-4 Presentation of the Monthly Financial Report - June 2013

Mayor Pro Tem Taylor expressed his appreciation to all employees and their dedication.

Councilmember Mogged questioned staff regarding the decline in traffic violations issued. City Manager Jennifer Fadden explained police personnel had incurred vacancies, therefore personnel was not available for committing to traffic duty.

She further explained that the police department is currently hiring personnel to fill those vacancies.

PC-5 Discussion of the July 16, 2013, City Council regular agenda items

There was no discussion of this item.

The Mayor adjourned the Pre Council meeting at 7:18 p.m.

The regular meeting of the Colleyville City Council was called to order by Mayor Kelly on July 16, 2013, at 7:58 p.m.

ROLL CALL: Mayor David Kelly, Mayor Pro Tem Mike Taylor and Councilmembers Carol Wollin, Stan Hall, Chuck Mogged, Jody Short, and Tom Hart.

City Manager Jennifer Fadden, Assistant City Manager and Chief Financial Officer Terry Leake, Police Chief Mike Holder, Captain Robert Hinton, Interim Fire Chief Clif Nelson, Economic Development Director Marty Wieder, Public Works Director Bob Lowry, City Engineer Jeremy Hutt, Community Development Director Ron Ruthven, Communications and Marketing Director Mona Gandy, Information Systems Manager Chris Pena, City Attorney Matthew Boyle, and City Secretary Amy Shelley.

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

Section 551.071 - Legal - Consultation with attorney on legal issues raised by public hearing or action items on the agenda

Section 551.071 - Legal - Advice from the City Attorney regarding drainage

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 that the City has received from business prospects that 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

Mayor Kelly explained the Executive Session had been called in accordance with the Texas Government Code, Chapter 551, Subchapter D, Section 551.071, Legal, Section 551.072, Real Estate, and Section 551.087, Economic Development. He

further explained there would be no decisions made or action taken during this time. The meeting was recessed at 7:18 p.m. and reconvened at 7:19 p.m.

INVOCATION: Councilmember Stan Hall

PLEDGE OF ALLEGIANCE: City Attorney Matthew Boyle

2. EXECUTIVE SESSION: CONSIDER AND TAKE ANY ACTION(S) NECESSARY RELATIVE TO ITEMS DISCUSSED IN EXECUTIVE SESSION - Resolution R-13-3652

This resolution was not needed.

3. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS
Announcements of civic and charitable events
Presentation of calendar events and updates
Announcements of awards and recognition

Councilmember Wollin announced the Library's summer reading program grand finale to be held on Friday, August 2, 2013 from 6:00 – 8:00 p.m.

In recognition of Colleyville's featured business - Luke's Locker, 5505 Colleyville Boulevard, Suite 102 - Mark Murphy and Paul Hudson - Mayor David Kelly and Economic Development Director Marty Wieder

Mayor Kelly and Economic Development Director Marty Wieder recognized Mark Murphy and Paul Hudson of Luke's Locker. Mr. Murphy presented a check to Mayor Kelly to contribute to the Colleyville Sidewalk escrow fund.

Donation to Special Olympics Texas from the Old Tyme BBQ event - Mayor David Kelly and Captain Robert Hinton

Mayor Kelly and Police Captain Robert Hinton presented Doug Ray, Texas Special Olympics, with a \$25,000 check, the proceeds from the 2013 Annual Old Tyme BBQ event.

Mr. Ray accepted the donation and expressed his appreciation to the City, especially the police department.

4. CONSENT: READING AND PUBLIC HEARING - Resolution R-13-3653

4a Approval of the minutes of the City Council Worksession of June 26, 2013

4b Approval of the minutes of the regular City Council meeting of July 2, 2013

- 4c** Approval of bid award for medical and dental insurance to Blue Cross Blue Shield and third-party administration of the flexible spending account and health reimbursement account to Total Administrative Services Corporation, and authorize the city manager to execute the agreement

Mayor Kelly read Resolution R-13-3653 in its entirety.

Mayor Kelly opened the public hearing at 8:14 p.m.

There was no one present wishing to speak concerning this item and Mayor Kelly closed the public hearing at 8:14 p.m.

Councilmember Hart moved to approve Resolution R-13-3653. Councilmember Wollin seconded the motion.

The motion to approve carried by the following vote:

Aye: 7 - Mayor David Kelly, Mayor Pro Tem Mike Taylor, and Councilmembers Carol Wollin, Stan Hall, Chuck Mogged, Jody Short, and Tom Hart

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

5a Ordinance O-13-1880

Consideration for a zoning change from R40-Single Family Residential to R20-Single Family Residential on 10.2 acres on Lot 1, Block 1, of the Stajduhar Addition located at 816 W. L.D. Lockett Road, Case ZC13-006

Mayor Kelly read the caption of Ordinance O-13-1880.

Community Development Director Ron Ruthven presented the item and briefed the City Council.

Mayor Kelly opened the public hearing at 8:15 p.m.

John Dickerson, applicant and developer, came forward to present the item and brief the City Council.

Marty Stajduhar, property owner, came forward to present the item and brief the City Council.

There were no others present wishing to speak and Mayor Kelly closed the public hearing at 8:20 p.m.

Mayor Kelly questioned staff regarding if this is simply a straight zoning request. Director Ruthven replied yes.

Mayor Kelly questioned staff regarding the surrounding zoning. Director Ruthven replied the Covington Addition to the east is zoned R20; the Lavaca Trail Estates Addition to the west is zoned R20; the Emerald Park Addition is zoned PUD-R-Planned Unit Development Residential which is actually a higher density than R20; and Reatta Place Addition to the south is also zoned PUD-R-Planned Unit Development Residential, which is actually a higher density than R20.

Mayor Pro Tem Taylor stated this proposed subdivision is compatible with the surrounding zoning districts, and the drainage will be remediated as a result of development. He stated the issue with the gate in the adjacent neighborhood has been resolved.

Mayor Pro Tem Taylor moved to approve Ordinance O-13-1880. Mayor Kelly seconded the motion.

Councilmember Hall questioned City Council regarding if Laura Lane will remain a public road. Mayor Kelly replied yes, as it is currently.

The motion to approve carried by the following vote:

Aye: 7 - Mayor David Kelly, Mayor Pro Tem Mike Taylor, and Councilmembers Carol Wollin, Stan Hall, Chuck Mogged, Jody Short, and Tom Hart

6. RESOLUTION(S): READING AND PUBLIC HEARING

6a Resolution R-13-3654

Consideration of a request for a sidewalk appeal on Lot 6B, Block 1, Pleasant Oaks Estate Addition located at 800 Beverly Drive, Case GC13-009

Mayor Kelly read Resolution R-13-3654 in its entirety.

Community Development Director Ron Ruthven presented the item and briefed the City Council.

Mayor Kelly opened the public hearing at 8:26 p.m.

Mindy McClure, applicant and property owner, came forward to present the item and brief the City Council.

There were no others present wishing to speak and Mayor Kelly closed the public hearing at 8:32 p.m.

Mayor Kelly questioned staff regarding prior to 2008, a sidewalk was required for all new construction. Director Ruthven replied yes.

Mayor Kelly explained then the committee put together the map for the entire City. Director Ruthven concurred.

Mayor Pro Tem Taylor stated being in favor of the escrow of funds for the sidewalk for this street. He added a sidewalk system in place for the entire community is needed.

Mayor Pro Tem Taylor moved to approve the waiver to the construction requirement, but the applicant must pay \$4,842.00 into the sidewalk escrow fund on Resolution R-13-3654. Councilmember Short seconded the motion.

Councilmember Mogged questioned staff regarding how the roadway impact fee relates to the sidewalk escrow. Director Ruthven stated the roadway impact fee is currently \$4,941.00 per single family lot. He stated the fee is based upon the date of the plat.

Councilmember Mogged stated a neighboring city has a way to address this sidewalk issue, which is a little different than the way Colleyville does it.

The motion to approve the escrow carried by the following vote:

Aye: 7 - Mayor David Kelly, Mayor Pro Tem Mike Taylor, and Councilmembers Carol Wollin, Stan Hall, Chuck Mogged, Jody Short, and Tom Hart

7. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

There were no citizens wishing to speak on this agenda item.

8. ACTION/RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR JULY 16, 2013 - Reading and Public Hearing - Resolution R-13-3655

This resolution was not needed.

9. ADJOURNMENT

There being no further business before the City Council, Councilmember Mogged moved to adjourn, and Councilmember Wollin seconded the motion.

The motion to adjourn carried by the following vote:

Aye: 7 - Mayor David Kelly, Mayor Pro Tem Mike Taylor, and Councilmembers Carol Wollin, Stan Hall, Chuck Mogged, Jody Short, and Tom Hart

Mayor Kelly adjourned the City Council meeting at 8:37 p.m.

APPROVED BY A VOTE OF _____ AYES, _____ NAYS, AND _____
ABSTENTIONS ON THIS THE _____ DAY OF _____.

Minutes taken and prepared by:

*Amy Shelley
City Secretary*



City of Colleyville

City Council Worksession

Minutes - Draft

City Hall
100 Main Street
Colleyville, Texas 76034
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Tuesday, July 23, 2013

Executive Conference Room
Third Floor – City Hall

Mayor David Kelly called the City Council Worksession of the Colleyville City Council to order on July 23, 2013, at 6:02 p.m.

ROLL CALL: Mayor David Kelly, Mayor Pro Tem Mike Taylor and Councilmembers Carol Wollin, Chuck Mogged, Stan Hall, Jody Short, and Tom Hart.

City Manager Jennifer Fadden, Assistant City Manager and Chief Financial Officer Terry Leake, Captain Robert Hinton, Interim Fire Chief Clif Nelson, Human Resources Director Michelle Reyes, Colleyville Center Manager Leslie Hill, City Engineer Jeremy Hutt, Finance Manager Karen Hines, Community Development Director Ron Ruthven, Communications and Marketing Director Mona Gandy, Strategic Services Manager Adrienne Lothery, Information Systems Manager Chris Pena, and City Secretary Amy Shelley.

2. PRESENTATION AND DISCUSSION

2a Presentation and update on fees and charges

Strategic Services Manager Adrienne Lothery presented an update on fees and charges assessed by the City of Colleyville.

Councilmember Hall questioned staff regarding what is impervious area. City Engineer Jeremy Hutt replied the impervious area is the area in which drainage run-off occurs from the property, and currently there is a flat fee assessed regardless of the size of the lot or the area the property owner has. He explained this will allow a new philosophy to be used regarding the assessment of this fee.

Councilmember Wollin questioned staff regarding equipment replacement. Manager Lothery replied currently equipment replacement is placed in the budget as allowed, rather than as needed.

Councilmember Hall questioned staff regarding who requests the map and large document prints. City Engineer Hutt replied citizens, developers, and design engineers.

Councilmember Short questioned staff regarding the CD fee rather than emailing those documents. City Engineer Hutt replied this fee is to address those persons who actually come into the office and request documents. He stated the documents may be placed on a CD and then given to the person for the \$25 fee.

He added most maps are too large to email. Manager Lothery stated this fee is to recover time spent by staff for providing those documents.

Councilmember Mogged stated the fee is quite an increase, given the citizen will then have to go somewhere to have those documents printed and have to pay for those prints.

Councilmember Hart questioned staff regarding if they will actually have to print those documents. Councilmember Mogged stated some will want to have those documents printed.

Mayor Pro Tem Taylor stated if a citizen desires to have the information given to them on a CD, then they chose to pay for the information, otherwise, they can receive it for free through an email. He stated there is a cost for being able to provide that information to them.

Councilmember Short questioned staff regarding if the size of the print determines whether or not it can be emailed. City Engineer Hutt replied yes since the resolution can be affected if the end user cannot receive a high resolution document.

Mayor Kelly explained a map document can be printed by staff, however, the true cost of the map or document must be charged in order to recover the cost of the document.

Mayor Pro Tem Taylor stated there are only so many full time staff members to provide ancillary things such as the printing of these documents.

Councilmember Hall stated the costs must be recovered, however, he stated \$25 may not be the correct fee.

Councilmember Short questioned staff regarding if the fees follow the fees associated with open records requests? City Secretary Amy Shelley explained these documents may be requested through an open records request and charged as such by the established fees set forth by the Texas State Library and Archives Commission (TSLAC), but that the proposed fee of \$25 is an additional fee.

Councilmember Short stated he would like to ensure the City's fees are in line with TSLAC. City Manager Jennifer Fadden explained staff will make sure the proposed fees are in line before adopting them in an ordinance.

Mayor Pro Tem Taylor questioned staff regarding the maps being requested by citizens, are they able to zoom in and see other items. City Engineer Hutt replied the information is available online and we are working toward having this information readily available on the website.

Councilmember Hart questioned staff regarding how many requests are made for these items. City Engineer Hutt replied there are roughly two or three requests a month.

Councilmember Hart stated most will be handled by email. He stated he was not sure that the \$25 fee is correct.

Mayor Kelly stated this is something very specialized, above and beyond email. Manager Lothery stated it is simply to recover the cost.

Councilmember Hart questioned staff regarding if the sanitary sewer inspection is simply a camera being inserted into the pipe. City Engineer Hutt replied yes.

Councilmember Hart questioned staff regarding if this is a one-time inspection. City Engineer Hutt replied this inspection will be completed at the time of final inspection.

Councilmember Hart questioned staff regarding if the inspector would be bonded. Manager Lothery replied yes, the City would simply be the pass through service.

Councilmember Wollin questioned if the line is blocked, will the contractor be responsible? City Engineer Hutt replied yes.

Councilmember Wollin questioned staff regarding if there would then be another fee assessed? City Engineer Hutt replied the details of such have not been outlined, but that the idea would be that the resident would not be able to occupy the home until the inspection passes.

Councilmember Wollin stated this would be a good assurance for the homeowner buying the home.

Mayor Pro Tem Taylor questioned staff regarding the need for this service. City Engineer Hutt replied this will ensure the sanitary sewer is connected and working properly, it only guarantees that the sewer is working properly on the day the inspection is completed.

Mayor Kelly stated there could be documentation given to the City which shows the inspection passed.

Mayor Pro Tem Taylor stated not being in favor of such if the City is going to be responsible for such. Community Development Director Ron Ruthven stated there are several inspections done by third parties in which documentation is provided and which states the inspection passed.

Councilmember Hart questioned staff regarding if the inspection is optional rather than required. City Engineer Hutt replied the inspection would be required.

Mayor Kelly questioned staff regarding if the homeowner will be allowed to move in without this inspection completed. City Manager Jennifer Fadden replied the inspection must be complete and approved before the homeowner will be allowed to move into the home.

Mayor Pro Tem Taylor stated the communication efforts need to be so that the developers know exactly what is expected of them.

Mayor Kelly stated it is important for everything to be clear. Councilmember Hart concurred.

Mayor Pro Tem Taylor questioned staff for clarification on the inspection fee and deposit. Manager Lothery clarified the inspection fee and deposit.

Mayor Kelly stated currently there is not a security deposit required and sometimes the developer will not show up for the inspection, therefore this security deposit will help to cover the cost of staff being available for the inspection.

Councilmember Hart questioned staff regarding how often this will happen. City Engineer Hutt replied most of the time no-shows will occur when there is bad weather and the developer/contractor fails to notify the City they will not be there.

Councilmember Hart questioned staff regarding how will they be credited toward their bill? City Engineer Hutt explained there will be one final bill at the end of the project and at that time, there could be a credit made to the final bill.

Mayor Pro Tem Taylor stated a credit could be made at the final bill even if there is a no-show. City Engineer Hutt explained only if there were not any no-shows. He added they will forfeit the security deposit fee if there is a no-show.

Councilmember Hart questioned staff regarding how often there are instances such as these. City Engineer Hutt replied these no-shows happen quite often.

Councilmember Hart questioned staff regarding if this happens frequently. City Engineer Hutt replied yes, again this is to recover those staff overtime fees.

Mayor Kelly stated the PUD amendment fee is changing from \$250 to \$450 since an amendment takes up just as much staff time as does a regular PUD request. Manager Lothery concurred.

Mayor Pro Tem Taylor questioned staff regarding if a 15 acre PUD request takes more time than a three acre PUD request. Director Ruthven replied yes.

Mayor Pro Tem Taylor questioned staff regarding why the need for the additional \$5 fee. Director Ruthven stated it makes no difference to cost recovery, but it is consistent with the surrounding cities.

Mayor Pro Tem Taylor questioned staff regarding if the surrounding cities are charging the plus \$5 per acre as well. Director Ruthven replied yes.

Councilmember Hart questioned staff regarding the City averages, how up to date are those averages with surrounding cities? Manager Lothery explained the survey was done during the production of this agenda briefing.

Councilmember Short questioned staff regarding if the Zoning Board and Sign Board variance fees keep people from applying for a variance. Director Ruthven replied no.

Councilmember Short questioned staff regarding if the fee should be more in order to discourage those applications. Mayor Kelly replied no, they should be able to apply for those, but staff time should be recovered.

Mayor Pro Tem Taylor questioned staff for clarification if the fee is increasing from \$125 to \$175. Director Ruthven replied yes.

Councilmember Mogged questioned staff regarding if the swimming pool plan review fee is charged by the surrounding cities. Director Ruthven replied no, those fees are not charged by our surrounding cities.

Councilmember Mogged questioned staff regarding if those fees are included with the review of the residential plan review. Director Ruthven replied no.

Mayor Kelly questioned staff regarding if there are other opportunities to be able to package and charge for other items at the Colleyville Center. Colleyville Center Manager Leslie Hill replied she is going to be looking at other items in which to package, but that will be coming at a later time.

Councilmember Wollin questioned staff regarding how many chairs are available to rent. Manager Hill replied there are 150 chairs.

Councilmember Wollin questioned staff regarding if there is enough space at the Balustrada to accommodate those chairs. Manager Hill replied yes.

Councilmember Wollin questioned staff regarding where the chairs are currently being stored. Manager Hill replied they are currently being stored in the storage spaces to the north and south side of the building.

Councilmember Wollin questioned staff regarding if the chairs look like the picture in the presentation. Manager Hill replied yes.

Councilmember Wollin questioned staff regarding if the chairs can be covered. Manager Hill replied yes.

Councilmember Short questioned staff regarding the occupancy level for events. Manager Hill replied a reception will seat up to 300, but stadium seating will accommodate up to 500.

Councilmember Wollin questioned staff regarding if this will be for the weekend rental only. Manager Hill replied yes.

Mayor Kelly questioned staff regarding the percentage of non-profit rentals versus profit bookings. Manager Hill replied 10 percent is non-profit.

Mayor Pro Tem Taylor questioned staff regarding the need for the non-residential rate versus the resident fee. Manager Hill explained the larger events are non-residential and require more costs for staff time for the event.

Councilmember Mogged questioned staff regarding cost recovery rate is at 70 percent, however, this will help to cover those costs even more? Manager Hill concurred.

Councilmember Hart questioned staff regarding if this will have a negative impact on bookings. Manager Hill replied no.

Mayor Kelly stated the value of the facility rental is unbelievable.

Councilmember Short questioned staff regarding if the demographics for attracting young adults is a bad thing? Manager Hill replied it depends on how much alcohol is served.

Councilmember Hart questioned staff regarding if the neighbors are affected. Manager Hill explained the facility is monitored for noise and for the serving of the alcohol.

Councilmember Hart questioned staff regarding the serving of alcohol. City Manager Jennifer Fadden explained staff is not responsible for the serving of the alcohol, the caterer is responsible for the serving of such beverages, and must be TABC certified. Manager Hill stated two officers are to be present at that time.

Mayor Pro Tem Taylor questioned the wear and tear from allowing food from outside vendors, what is the difference and is the use rougher than cooking food on site? Manager Hill explained the more use of the facility creates the more wear and tear on the kitchen and flooring.

Councilmember Short questioned staff regarding if a deposit is required. Manager Hill replied the client is charged the deposit, not the caterer, and the deposit is kept for any damages that occur.

Mayor Kelly questioned staff regarding if additional screening needs to be installed around the west side of the balustrade to block out cars and such? City Manager Jennifer Fadden stated staff recommends the Colleyville Center Master Plan be completed before staff makes any recommendations to the grounds.

Councilmember Wollin questioned staff regarding when the plan will be completed. City Manager Jennifer Fadden explained it will be in the next fiscal year, through the CEDC budget.

Mayor Kelly recessed the meeting at 6:59 p.m.

Mayor Kelly reconvened the meeting at 7:07 p.m.

2b Presentation and discussion of the classification and compensation study

Human Resources Director Michelle Reyes presented and discussed the classification and compensation study.

Councilmember Mogged questioned staff regarding in terms of total City compensation cost, what is the total cost? Director Reyes replied \$11-12 million, with benefits, \$14 million, roughly.

Councilmember Mogged questioned staff regarding if all of those costs have not changed since 2009. Director Reyes replied yes.

Councilmember Wollin stated the public versus private sector data is not comparable. She stated she preferred to only look at the public sector data.

Mayor Kelly stated municipalities have pension benefits, which private companies do not have.

Councilmember Wollin stated 10 percent of private industries offer a defined pension benefit plan to their employees only, which is a big difference.

Councilmember Hall stated defined pension benefit plans went somewhat away in the 80's, however, the City offers a great benefit plan. City Manager Jennifer Fadden explained the City has a 2-1 match, which is about seven percent of payroll, with the structure of our plan.

Councilmember Hall concurred with Councilmember Wollin in that the public and private sector data is not comparable.

Mayor Pro Tem Taylor stated City Council has to be sensitive to public perception and that the average person on the street does not have a pension plan. He added that the working environment has an impact on this.

Mayor Kelly stated there are two parts to this system, the new hire competitiveness, and being able to keep them.

Mayor Pro Tem Taylor stated the market gets tempered. Mayor Kelly stated there was and still is a problem in the police department, since the neighboring cities offer more.

Councilmember Mogged stated the comparison can be made with the public and private sector as long as the numbers are comparable; in other words, do not "cherry" pick items to skew the numbers.

Councilmember Wollin stated there are more risks in the private sector regarding their pension programs.

Councilmember Wollin stated the City's pension plan can be carried over to another city. City Manager Jennifer Fadden stated it can be carried over as long as the city is a TMRS participating city.

Councilmember Hart questioned staff regarding if social security is paid. City Manager Jennifer Fadden replied yes.

Councilmember Hart stated at the end of the day, there is social security and a pension plan. City Manager Jennifer Fadden replied, in theory.

Councilmember Hart stated the cost of living has gone up and everybody is being pinched, if retirement is funded, fine, but what they have to live on Sunday through Saturday is different and we need to pay them a livable wage.

Mayor Kelly stated the City is working with an out-of-date pay scale.

Councilmember Wollin added being shocked at some of the minimum in the pay scale; some are just above the poverty level.

Councilmember Short questioned staff regarding the maximum of market for public safety. Director Reyes replied that basically the maximum would represent the middle of market. City Manager Jennifer Fadden stated that ideally you would have high performing employees who will achieve the maximum but in reality it is a bell curve.

Mayor Pro Tem Taylor questioned staff regarding if midpoint is not 50th percentile. City Manager Jennifer Fadden replied not for sworn employees. She added that

the market data for sworn employees is only compared to sworn employees in the public sector, not the private sector.

Councilmember Hall stated not knowing why sworn employees are treated differently than non-sworn employees. Director Reyes stated there is not as much as a spread in the pay ranges versus the non-sworn employee. She stated they can move through the range more quickly than a non-sworn employee.

Mayor Pro Tem Taylor stated the City pays for those training fees for sworn employees.

Councilmember Mogged questioned staff regarding if an adjustment would be made for inflation or the unemployment rate. Director Reyes replied yes, if the factors existed for such. She added the market and performance based merit increases are the two items to be used for budgeting purposes.

Mayor Pro Tem Taylor questioned staff regarding if the employee would be moved in the range, even if it meant there would be a 70 percent increase in that particular position? Director Reyes explained there are no positions with a 70 percent increase; however, if the City Council chose the option, then yes, the employee would receive a 70 percent increase.

Mayor Kelly questioned staff regarding if it is possible that someone can make more than the maximum. Director Reyes explained midpoint of market, not midpoint of the range, and no one will be over the maximum.

Councilmember Mogged questioned if the general fund cost includes base salary plus benefits. Director Reyes replied salary plus benefits.

Mayor Pro Tem Taylor questioned staff regarding if the fire chief's position is included. Director Reyes replied yes, the survey did not indicate actual salary to actual salary since the position is vacant.

Mayor Kelly questioned staff if 6.5 percent would be built into every year for budgeting purposes. Director Reyes stated the 4.5 percent would be built into payroll moving forward.

Mayor Pro Tem Taylor questioned staff regarding if 4.5 would be added to the base along with the 2 percent. City Manager Jennifer Fadden replied the 2 percent of payroll would be built into the budget for any necessary market adjustments.

Mayor Kelly questioned staff regarding why some employees would not see an increase? Director Reyes stated those employees who would not see an increase are currently being paid at or above the job rate and would therefore not see an increase through the market adjustments.

Councilmember Mogged stated one con would be that the opportunity is being forsaken to use performance as the measure since the employee will go immediately to the midpoint regardless of their performance.

Mayor Kelly stated they are not moving to midpoint, just the same ratio, relative to the midpoint.

Councilmember Mogged questioned staff regarding if the assumption is being made that performance is being met. City Manager Jennifer Fadden explained most employees are being paid below the midpoint, other than the police department.

Mayor Kelly explained a comparison may be that in 2006 to present day, those employees have not moved. City Manager Jennifer Fadden added those employees have stayed outside the market for that position for over the last seven years.

Councilmember Mogged questioned staff regarding the total cost to everything for the implementation of Alternative 2. Director Reyes stated a little under \$1 million including all funds.

Mayor Pro Tem Taylor questioned staff regarding what are the other funds. City Manager Jennifer Fadden replied the utility fund, the drainage fund, the Colleyville Economic Development Corporation (CEDC), and the Colleyville Crime Control and Prevention District (CCCPD).

Mayor Pro Tem Taylor questioned staff regarding if the \$662,304 figure includes everything. City Manager Jennifer Fadden explained this is the total cost of the recommended implementation plan across all of the funds in which employees are paid.

Mayor Pro Tem Taylor questioned staff regarding if there are any other hidden costs. City Manager Jennifer Fadden replied no, adjustments to base salaries and the comparative costs to benefits.

Mayor Pro Tem Taylor stated there are inconsistencies within this presentation regarding dollar amounts.

Councilmember Mogged questioned staff regarding if the options include either a 6.5 percent or a 4.5 percent increase in payroll for Fiscal Year 2014? Director Reyes replied the 6.5 percent increase is the average amount received for those employees identified to be below the new market rate. This amount represents approximately 4.5 percent of payroll.

Councilmember Hall questioned staff regarding the amount to bring the employees to the minimum? Director Reyes replied the cost would be \$300,000. Councilmember Mogged recapped the options.

Mayor Kelly stated if the recommendation is taken, most employees will receive a merit increase. Director Reyes replied it would be a market adjustment, with a 4.5 percent average increase.

Councilmember Mogged questioned staff regarding what is the impact of taking a maximum percentage per year increase rather, than trying to do it all at one time. Director Reyes explained that is one approach. City Manager Jennifer Fadden stated not having those figures since that is not what staff put together for this evening's presentation. She stated staff does not recommend his suggestion.

Mayor Kelly stated in the past, City Council has had to step up on some items, however, is that something that can be absorbed in future budgets.

Mayor Pro Tem Taylor stated he could not make a decision based on what was sent to City Council before this meeting.

Mayor Kelly questioned Mayor Pro Tem Taylor regarding what detail is needed.

Mayor Pro Tem Taylor stated wanting the same type of detail given, such as what was done for the police compression.

Councilmember Hall stated the limit could be made so that no one made more than a 10 percent increase.

Mayor Kelly questioned City Council regarding if the philosophy is good? Mayor Pro Tem Taylor replied yes.

Mayor Kelly stated the next proponent of this study, is the implementation of such.

Mayor Pro Tem Taylor stated there needs to be some sort of structure so that it can be defensible for the future.

Councilmember Short stated the study indicates some employees are being paid below the market minimum and we know that the job market is tighter, since it takes longer to hire someone.

Councilmember Hart stated being good with the philosophy.

Mayor Kelly stated charts and graphs showing the salaries will help in the making of a decision.

Mayor Pro Tem Taylor stated wanting to be able to see the numbers and questioned why the fire department was not charted like the police department. Mayor Kelly replied the fire department is not suffering compression as was the police department.

Councilmember Hall stated all Council members seem to concur that the philosophy is acceptable but the question is how to implement it. He stated he likes the \$600,000, but wants a maximum percentage set to move everyone into the pay scale. He added those that are capped at the 10 percent can then catch up in future years.

Councilmember Mogged stated worst case scenario all will catch up within three years.

Councilmember Hall stated he would like to see a chart that includes a minimum, midpoint, and maximum for each of the 30 positions. Discussion occurred regarding how the information will be presented for the next worksession.

Mayor Pro Tem Taylor stated there is another issue with using a two percent figure moving forward each year. He stated he would like to know where everyone stands right now.

City Manager Jennifer Fadden questioned City Council regarding if they are looking for the percentage increase for each employee. Mayor Pro Tem Taylor stated that would be helpful. Councilmember Mogged stated it has already been stated that some employees will receive up to a 26 percent increase. City Manager Jennifer Fadden explained that those were the benchmarked positions.

Mayor Pro Tem Taylor stated there needs to be more justification other than the consultant said we need to give them a raise. He added the employee surveys indicate they are happy.

Councilmember Hart stated we need more information, and he would like to review the numbers.

Mayor Kelly stated City Council asked the City Manager to bring forward an implementation strategy and therefore that is what has been presented tonight.

Councilmember Hall concurred and stated the information needs to be presented on a chart so that the ranges can be seen.

Mayor Pro Tem Taylor stated he has to be able to defend something.

Councilmember Short stated there may be several years of implementation needed.

Councilmember Short stated they did not want to do the minimal nor the maximum.

Councilmember Mogged agreed with the need of a chart.

Mayor Kelly questioned staff regarding what is the cap, a maximum 10 percent increase? Councilmembers Hall and Wollin stated they would like to see the chart.

Mayor Pro Tem Taylor stated not sure if they will have an answer since he needed more information.

Councilmembers decided they would like to meet to discuss this again on Tuesday, July 30th at 6:00 p.m.

3. ADJOURNMENT

There being no further business before the City Council, Mayor Kelly adjourned the worksession at 8:47 p.m.

APPROVED BY A VOTE OF _____ AYES, _____ NAYS, AND _____
ABSTENTIONS ON THIS THE 20TH DAY OF AUGUST 2013.

Minutes taken and prepared by:

*Amy Shelley
City Secretary*



City of Colleyville

City Council Worksession

Minutes - Draft

City Hall
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Tuesday, July 30, 2013

Executive Conference Room
Third Floor – City Hall

Mayor David Kelly called the Worksession of the Colleyville City Council to order on July 30, 2013, at 6:12 p.m.

ROLL CALL: Mayor David Kelly, Mayor Pro Tem Mike Taylor and Councilmembers Carol Wollin, Chuck Mogged, Stan Hall, Jody Short, and Tom Hart.

City Manager Jennifer Fadden, Assistant City Manager and Chief Financial Officer Terry Leake, Captain Robert Hinton, Interim Fire Chief Clif Nelson, Human Resources Director Michelle Reyes, Parks and Recreation and Library Director Mary Rodne, Colleyville Center Manager Leslie Hill, Public Works Director Bob Lowry, City Engineer Jeremy Hutt, Finance Manager Karen Hines, Community Development Director Ron Ruthven, Communications and Marketing Director Mona Gandy, Strategic Services Manager Adrienne Lothery, Information Systems Manager Chris Pena and City Secretary Amy Shelley.

2. PRESENTATION AND DISCUSSION

2a Presentation and discussion of the classification and compensation study

Human Resources Director Michelle Reyes presented the classification and compensation results and options for implementation.

Councilmember Mogged questioned staff regarding if the base salaries were used for comparison within the mixture of the private and public sector, sworn and non-sworn employees. Director Reyes replied yes, the numbers are base salaries.

Mayor Kelly questioned staff regarding if the detailed questionnaire was sent out to help determine the current job responsibilities. Director Reyes replied yes, the employees were given a position description questionnaire. She added the supervisors and directors were to review and sign off on those as well.

Mayor Kelly questioned staff regarding if the bands are based on similar job responsibilities. Director Reyes replied yes.

Councilmember Short stated he is struggling with how to take into account the supply and demand of the market place. Director Reyes stated this program has flexibility in that there are wider pay ranges so that people can be hired in at various stages within those ranges.

Mayor Kelly stated this flexibility exists whereas before it did not.

Councilmember Short stated it does not seem to take into account the popularity of the job. Director Reyes concurred and added that the position will be moved from the current position into the new place within the band.

Councilmember Wollin questioned staff regarding if any other smaller communities, within Texas, were used in the comparison and that may be more comparable to Colleyville. Director Reyes stated College Station.

Mayor Kelly added College Station is not much bigger than Colleyville, minus the student population. Director Reyes concurred.

Councilmember Wollin questioned staff regarding how long College Station has been using the band system. Director Reyes replied they have had it since 1997 or 1998.

Councilmember Wollin questioned staff regarding if College Station has encountered any problems. Director Reyes stated she is unaware of having any problems with the band system.

Councilmember Hart questioned staff regarding if there are some mechanisms in place in order to change the policy, if the economy were to change? Director Reyes replied no.

Mayor Kelly stated the current structure is not competitive.

Councilmember Hart stated his current company, AT&T, has been using the band method, and it does work within a large environment. He added there is really nothing to it.

Councilmember Mogged stated John Deere also used broader bands with fewer classifications.

Councilmember Hart questioned staff regarding if there is lateral movement. Director Reyes replied yes.

Councilmember Hall stated there are still challenges with requiring certain qualifications and expertise.

Councilmember Short stated he likes the concept, but not sure about the implementation, why would the employee be put at the top of the band in the new system, if they are already topped out.

Mayor Kelly questioned City Council regarding if the City Council is good with the philosophy. Councilmember Hall stated he thought City Council decided the philosophy was good. Councilmember Wollin stated she had not decided.

Councilmember Wollin stated she is struggling with incorporating the public and private sector comparisons. She stated she would like to see a current working model with just the public sector.

Councilmember Hall questioned staff regarding if employees leave to go to the private sector. City Manager Jennifer Fadden stated she can speak to where we have hired people from the private sector.

Mayor Pro Tem Taylor questioned staff regarding the cities which responded to the survey; it does not appear any cities are listed on the information we received. Director Reyes stated the names of the cities were left out for privacy reasons.

Mayor Pro Tem Taylor stated he is struggling with a few issues. He added he does not like the banding system, but that the employees are due some compensation adjustment.

Mayor Kelly stated the acceptance of this policy does not mean that the employee will move up in their band each year. City Manager Jennifer Fadden concurred.

Councilmember Hall stated if Council does not want to accept the new broad band structure, then something else needs to replace it since the current structure is not working.

Councilmember Mogged stated replacing the current system with the broad bands will help management move forward.

Mayor Pro Tem Taylor stated an orderly structure needs to be put in place. He added he liked the capping of the percentage and stated he must be able to defend this new philosophy.

Councilmember Hart questioned staff regarding the number of employees in each position based on the information given to City Council. City Manager Jennifer Fadden explained each line on the worksheet indicates one person.

Councilmember Hart stated the bands are great; let's get the best qualified people here for the City Manager to work with.

Councilmember Hall stated the performance will reflect what that person either is going to receive or not. City Manager Jennifer Fadden explained if an employee is not performing, there will be measures in place to handle that situation.

Mayor Kelly stated the budget needs to be finalized within the next couple of weeks therefore the City Manager needs input from City Council regarding the implementation of this program.

Mayor Pro Tem Taylor stated he would like to allocate an amount of money to serve to pass the budget, and then this topic can be reviewed further.

Mayor Pro Tem Taylor questioned staff regarding the budget. City Manager Jennifer Fadden replied staff does not want to present a budget with a moving target.

Councilmember Hall stated Alternative 4 could be implemented at a lower cost.

Mayor Pro Tem Taylor stated the philosophy is not the issue, the rapid acceleration in the cost in payroll and the sustainability of it in the future is the issue.

Mayor Kelly stated if the broad band system is going to be implemented, there are costs associated with this implementation.

Mayor Pro Tem Taylor stated having an issue with giving a one year employee a 30 percent increase in just a one year timeframe.

Mayor Pro Tem Taylor questioned Mayor Kelly regarding what about the people who are overpaid in the new band. Mayor Kelly stated staff is not proposing decreasing salaries.

Councilmember Mogged stated the production of a performance system will help evaluate those employees to ensure they are within the appropriate range.

Director Reyes stated an alternative would be to move those employees up, who currently do not meet the minimum, while creating a little bit of compression, but then everyone else is within their band, and then the extra dollars could be spent on performance.

Councilmember Wollin stated she could accept that alternative; the \$662,000 is too much for her to accept, at this time.

Mayor Pro Tem Taylor stated the 10 percent cap is more palatable.

Mayor Kelly stated there are still concerns from City Councilmembers regarding the compensation model.

Councilmember Mogged questioned staff regarding if this assumes Alternative 1 increases will start October 1, for everybody. Director Reyes replied yes.

Councilmember Mogged questioned staff regarding what is the largest percentage increase in the cap of \$5,000, with Alternative 2? Director Reyes replied 22 percent.

City Manager Jennifer Fadden stated the midpoint (market) of the range is considered 100 or 1.

Councilmember Hall questioned staff regarding how many employees would be below the minimum of the range for Alternative 2. Director Reyes replied 20 employees would be below.

Councilmember Short stated it would seem that with Alternative 5, all employees would eventually reach their anniversary date of hire with the same budget year. Mayor Pro Tem Taylor concurred. Director Reyes stated all employees would not reach their anniversary date of hire on October 1.

Mayor Pro Tem Taylor questioned staff regarding employee performance evaluations. City Manager Jennifer Fadden stated the timing of the performance evaluations is currently being reviewed. She stated staff is considering the evaluations being due at the same time of the year versus on the anniversary date of hire, so that there is a better snapshot of what performance has been like for the past 12 months. She added they will want to do what works better for the culture of the organization.

Mayor Kelly stated he likes the dollar increase over the percentage on the cost summary page.

Councilmember Short questioned staff regarding if we are tied to going to full implementation with this system, especially if we approve the \$5,000 maximum increase as outlined in Alternative 2 and then use the merit system to help to implement the remaining. Mayor Kelly answered if the philosophy is approved, then the employee has to be moved into their appropriate bands.

Councilmember Short questioned staff regarding if they come in at the top of their new band, do they deserve to be at that top band. Director Reyes stated those employees will just stay there and frozen.

Councilmember Hall stated if the \$484,891, in Alternative 2 is approved, it will be up to the City Manager to allocate.

City Manager Jennifer Fadden questioned Director Reyes regarding how many employees are at or above the current midpoint. Director Reyes replied 39.

City Manager Jennifer Fadden explained the majority of the employees are below the midpoint, currently of their range. She added that in looking at the process to get the study results, they are slotted where they should be, in terms of internal equity first, grouping like jobs together and then laying the market on top.

Councilmember Short stated if the entire \$662,000 is approved, and no matter the philosophy, the City Manager would implement the plan, and lay out the percentages for us.

Councilmember Hall stated since the study has already been paid for, it makes more sense to move towards this market study.

Mayor Pro Tem Taylor stated City Council has to decide which implementation alternative can be approved and still get to the end.

Councilmember Hall stated the increases do not have to be done at one time.

Mayor Pro Tem Taylor questioned City Council regarding Alternative 4, to spread the cost. Councilmember Hall stated the system can be implemented without using the entire \$662,000.

Councilmember Mogged stated the employees could be brought into the system and then the performance system can take care of the rest.

Director Reyes stated the cost to move the employees, who are below the new minimum, would be \$285,000. She stated by doing this, there will be employees who will receive more than a 10 percent increase. She stated the remaining dollars could then be used for the performance system.

Councilmember Wollin stated that cost would take effect on October 1, and then the remaining cost would take place upon the anniversary date of hire.

Director Reyes explained the employee would move no greater than 90 percent of the midpoint.

Councilmember Short stating having concerns for an employee, who is at 30 percent of the current system, automatically moving to 30 percent of the new band system.

City Manager Jennifer Fadden explained that the new system does not have a 30 percent and she further explained the band system.

Councilmember Hall stated it is not necessary to move the employee to the same percentage in the new system.

Mayor Kelly stated the compensation plan will have broader bands and only adjustments will be made to those not within the new band at a cost of \$285,000.

Mayor Pro Tem Taylor questioned staff regarding if the employee or equivalent peer, will get the same increase given that they will be doing the same or similar job. City Manager Jennifer Fadden explained that philosophically our perspective

in terms of the classification system takes into account internal equity. She stated an increase will be based on the employee's performance regardless of the person next to them.

Mayor Pro Tem Taylor questioned staff regarding how employees in the same pay scale, identical employees, are going to be handled in the new system? City Manager Jennifer Fadden explained there are multiple positions within that classification band, all similar expectations of service delivery and complexity of work, and should all be treated similarly within the organization in terms of where they go in the classification system. She added any increase will be based on the employee's performance.

Councilmember Hart questioned staff regarding how will recruitment be seen with the current employees, will this be received positively? City Manager Jennifer Fadden stated the City is trending toward a 20 percent turnover rate for this year.

Councilmember Hart questioned staff regarding if staff anticipates the band structure and improvements to be made, will stop some of this. City Manager Jennifer Fadden stated we want to prevent the good employees that are providing a valuable service to the community, from going to the neighboring city, and get paid better for the same job. She stated we want to be fairly compensating our employees for the service they provide.

Councilmember Hart stated this will be used as a retention tool, as well as a recruitment tool. City Manager Jennifer Fadden replied yes.

Councilmember Hart stated there will be flexibility within this system. City Manager Jennifer Fadden explained this will create internal equity to be able to move with the market in the future.

Mayor Kelly explained the employees will have to be able to move within the range.

Mayor Pro Tem Taylor questioned staff regarding if this includes the total package or is this base salary only? Director Reyes replied this is total cost including benefits.

Councilmember Mogged questioned City Council regarding what if this were to be addressed by using the \$285,000 to move those up to the new minimum, and then allow the City Manager to use the remaining, \$130,000 to be used for performance.

Councilmember Short stated this may cause a little bit of compression but the performance may help with that.

Mayor Pro Tem Taylor stated being in favor of Alternative 4.

City Manager Jennifer Fadden questioned Director Reyes regarding how many employees are impacted by this compression by moving the ones to the new minimum. Director Reyes replied approximately 50-60 are affected.

Mayor Kelly stated the majority of the employees are going to stay exactly where they are today regarding pay but they will be in the new pay range and band.

Mayor Pro Tem Taylor stated we need to clean up the problem and at least buy into the structure. He added having reservations about the cost.

Councilmember Mogged stated the equity does not seem to fit in the classification system since people will fall in different areas of the band; maybe the performance will take care of that. Councilmember Short concurred.

Mayor Kelly stated there may be some disparities and there is a cost associated with that.

Mayor Pro Tem Taylor stated the employees had to have had some increases or they would not still be here. City Manager Jennifer Fadden replied there have not been any merit increases since 2009. She explained some have promoted and the police compression was addressed.

Mayor Pro Tem Taylor questioned staff regarding the employees who have left the organization, where did they go? City Manager Jennifer Fadden explained some had retired and went to work in other cities, and some employees left the City in other circumstances, besides retirement.

City Manager Jennifer Fadden explained when a job is available; the current minimum to the current midpoint is posted for the range. Mayor Pro Tem Taylor stated it is their decision to respond to the advertisement.

Councilmember Mogged questioned staff regarding if the pay range is limiting the quality and type of applicant applying for the job. Public Works Director Bob Lowry replied yes.

Councilmember Hall stated healthcare is not an issue; retirement is not an issue, so the only thing left is working environment and higher pay. He added we still can take this a little bit at a time.

Mayor Kelly stated City Council will need to decide if the band method is acceptable but know there are costs associated with that implementation.

Councilmember Hart stated being good with looking further at the band method, and coming up with something for this year's budget.

Councilmember Mogged stated he would like to bring the employees into the system with the \$285,000, and then give additional money to be distributed for performance.

City Manager Jennifer Fadden stated an average of a one percent increase of payroll is approximately \$130,000. She stated one percent does not implement a merit increase.

Councilmember Short stated he likes the band system and being good with the \$260,000 to allow management to address the compression issue.

Councilmember Wollin stated agreeing to what Director Reyes stated.

Councilmember Hall stated agreeing to the band system, but not to the whole implementation at once. He added he agrees that some money should be given to management for them to be creative with.

Mayor Pro Tem Taylor stated he likes Alternative 4, since it is a percentage of the buy in; it is a percentage of an increase; it does not give a runaway increase on any one person and it does give staff direction and future hires a direction. He stated it should help with retention and recruitment. He stated his second choice would be Alternative 5.

Mayor Kelly stated Councilmembers Wollin, Hall, and Short are good with the compensation system, but not with slotting the employee from the current location into the new band.

Mayor Pro Tem Taylor stated he does not want to be partial on this. He stated if that is what is going to happen, \$260,000 does not accomplish what needs to take place. He added they are either buying into the structure or they are not.

Councilmember Hart stated everyone likes the band system.

Mayor Kelly stated the broader bands are good, but with that implementation of the system comes with a cost.

Councilmember Hall stated rather than advocating Alternative 4, the \$381,404 should just be given to the City Manager for her to allocate as appropriate and move into the new system.

Mayor Kelly stated a three percent increase can be done for this next fiscal year and then City Council can discuss this issue further next year. Councilmember Hart concurred.

Councilmember Mogged questioned staff regarding the cost for a three percent increase across the board. City Manager Jennifer Fadden replied \$360,000 and that adding three percent to payroll will have to work within the existing system.

Councilmember Short questioned staff regarding why would it have to be in the existing system. City Manager Jennifer Fadden replied the current performance management system is out-dated as well, and we are therefore in the process of modifying it. She added there will be employees who will not get the three percent because their performance evaluation does not merit it. Mayor Pro Tem Taylor stated that speaks to the whole situation.

City Manager Jennifer Fadden explained she feels that everyone should be brought into the new system and that small increases can be made appropriately across the employees. Councilmember Hall concurred, especially since this study has already been paid for.

Mayor Pro Tem Taylor stated the guidance is not perfect, but we cannot ignore it and therefore Alternative 4 is an approach to making this work.

Councilmember Hall stated he is in favor of moving toward this system, just not all at once.

Mayor Pro Tem Taylor stated Alternative 4 gives management a decision. Councilmember Short stated it will take away management decision since it will give them specific instructions on how to implement it.

Councilmember Short stated being concerned that the \$381,404 is too low to address the compression issues.

City Manager Jennifer Fadden and Director Reyes stated we can implement with the same philosophy just with a different strategy.

Councilmember Hall stated it was said that the City could afford to implement this system at the cost of \$662,000. Councilmember Wollin stated she could not agree to that amount.

Councilmember Wollin stated the one percent could be given to the other employees.

Councilmember Hall questioned staff regarding if that will work. City Manager Jennifer Fadden stated yes and explained staff will make it work.

Mayor Pro Tem Taylor stated having concerns for the lower end workers.

Mayor Kelly stated he would be in favor of something above the one percent, like two or three percent.

City Manager Jennifer Fadden stated by implementing the system and moving everyone to the minimum range with the cost of \$285,000, there will still be some employees who receive a double digit increase. She stated the City Council may consider capping that amount and recognize it will take two years to bring those employees to the new minimum that will free up additional dollars to then spread out through merit for the rest of the employees. She stated not knowing what that number is today but that staff could make it work within the budget.

Mayor Pro Tem Taylor stated the 90 percent is not as big as a jump as the 100 percent, which is one of the alternatives presented this evening.

City Manager Jennifer Fadden stated to Councilmembers Short, Hall, Mogged, and Wollin's concerns, that still places everybody in their relative position in the range today.

Mayor Pro Tem Taylor stated the 90 percent is a start and will leave some merit room. He stated concurring with Councilmember Short's concern.

Mayor Kelly stated there is a group that does not want to implement moving into the new range within their existing range.

Councilmember Wollin stated she would have more buy-in with using the band system for two or three years, to know for sure it accomplishes what is needed.

Mayor Pro Tem Taylor stated City Council knew there was an issue with compensation therefore the consultant was hired to complete this study. He added the study indicates there is a problem and a solution to solve it.

Councilmember Hall stated a consensus seems to be to allocate the \$285,000; therefore an amount needs to be decided regarding how to take care of the rest.

Councilmember Wollin stated \$415,000 allows for moving the employees into the new system with a cost of \$285,000, and a one percent increase to the rest, not including the employees who have been moved up to the minimum.

Councilmember Short stated by capping the increase to no more than 10 percent allows more than a one percent merit.

Mayor Pro Tem Taylor stated he feels that will compound the problem.

Councilmember Mogged stated new recruits can be hired where they should be within the new band system.

Mayor Pro Tem Taylor stated he feels like new hires will then be making more than tenured employees doing the same work.

City Manager Jennifer Fadden stated moving everyone to the new minimum of the range does create some compression, however, where multiple incumbents are in one position, a merit piece will then help alleviate some of that, because not every employee is the exact same regarding a performing employee, with different amounts of merit given.

Mayor Pro Tem Taylor questioned staff regarding why the midpoint was recommended in the beginning. City Manager Jennifer Fadden replied there are people who have earned where they are in their range today.

Mayor Pro Tem Taylor stated the merit can help to put them in their proper position. He questioned staff regarding why that was not proposed in the beginning. Director Reyes stated it was not one of the alternatives given in the beginning, but it was proposed for this evening. City Manager Jennifer Fadden explained there are people in their relative position in range today because over time, they have illustrated strong performance and have earned, likely prior to 2009, but they have earned merit increases through their tenure with Colleyville. She stated, however, there has not been a good system in place, nor have merit increases been funded to keep up with it.

Mayor Pro Tem Taylor stated it makes more sense to move forward with the merit system. City Manager Jennifer Fadden stated if the range is moving significantly, you may have someone new receiving more than a tenured employee.

Councilmember Wollin stated this does not have to be done all this year; it can take time to accomplish this.

Mayor Kelly stated if the plan is accepted, as submitted, can some of those be addressed with a performance element. City Manager Jennifer Fadden stated it would be somewhat of a dual test, the only way to move up would be through performance. Director Reyes stated instead of it being automatic, it would be based on performance. Mayor Kelly concurred.

Mayor Kelly questioned staff regarding if anyone will be left below the minimum. Director Reyes replied there would be some left below the minimum unless it is fully implemented because of the caps.

Mayor Kelly questioned staff regarding if eventually those employees will catch up. Director Reyes replied yes.

Mayor Pro Tem Taylor stated being concerned with taking out the free market. He stated he does not want to pay more than he needs to pay using tax payers dollars.

Mayor Kelly recapped the discussion with City Council seems to agree to accept the compensation philosophy; employees will not have equal placement within the new band system; move those employees who fall below the new minimum bumped to the new minimum; and allocate dollars this year to move employees as a mass up to midpoint.

Councilmember Short added to have a 10 percent cap.

Councilmember Wollin added it may take two or three years for everyone to reach the minimum.

Mayor Kelly stated eventually everyone will get there but, acceptance can be made that City Council will adopt something to show that we are committed.

Councilmember Mogged concurred.

Mayor Kelly stated an amount can be allocated for the 2015 budget.

Councilmember Hall stated an amount needs to be given to the City Manager so that it can be worked into the budget.

Mayor Pro Tem Taylor questioned staff regarding the percentage for the full implementation. Director Reyes stated it would be 4.5 percent to payroll.

Councilmember Mogged stated an alternative would be to use the anniversary date so that in reality, it may be the following year before implementation.

Mayor Kelly questioned staff regarding how merit would be implemented. City Manager Jennifer Fadden replied as of today, merit would be done on the anniversary date.

Councilmember Hall stated then we are looking at the Alternative 4. Mayor Pro Tem Taylor stated that had been struck.

Councilmember Wollin stated she is comfortable with the \$415,000 amount since it is around the three percent and she can justify it.

Mayor Pro Tem Taylor stated it is not a pure three percent. Councilmember Wollin stated it is an average.

Councilmember Hall stated it would be the difference between \$415,000 and \$285,000.

Mayor Pro Tem Taylor stated once the system is active, there may be future budget issues to be addressed.

Mayor Kelly questioned City Council regarding the amount. Councilmember Wollin replied the amount is \$415,000.

Mayor Pro Tem Taylor stated he would like to see what the City Manager can do with that amount.

Mayor Kelly stated the maximum increase, to get into the new band system, is to be set at 10 percent. All others may see an increase, however it will be based on performance.

Councilmember Hall stated it would be the difference between \$415,000 and \$285,000.

Councilmember Mogged stated he would like to see the implications to the 2015 budget. City Manager Jennifer Fadden stated staff will show what the full implementation will look like for the 2015 budget.

3. ADJOURNMENT

There being no further business before the City Council, Mayor Kelly adjourned the worksession at 9:28 p.m.

APPROVED BY A VOTE OF _____ AYES, _____ NAYS, AND _____
ABSTENTIONS ON THIS THE _____ DAY OF _____.

Minutes taken and prepared by:

*Amy Shelley
City Secretary*



City of Colleyville City Council Agenda Briefing

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

Agenda Number 4d

Agenda Date 08/20/2013

Number Resolution R-13-3657

Type Resolution

Department Community Development

Title

Approval of a preliminary plat on 10.07 acres on Lot 1, Block 1, of the Stajduhar Addition located at 816 W. L. D. Lockett Road, Case PC13-012

Explanation

Reading and Public Hearing

John Dickerson has submitted a request for a preliminary plat for 10.2 acres, located at 816 W. L.D. Lockett Road, which includes 17 single family residential lots and two open space lots. The plat will be called St. Andrews Estates.

The following is an analysis of the issues associated with this preliminary plat.

Zoning. A re-zoning request from R40-Single Family Residential to R20-Single Family Residential was approved by City Council on July 16, 2013 under Ordinance O-13-1880, attached to this agenda briefing.

Lot Dimensions and Setbacks. The R20 zoning district regulations, in the Land Development Code, require a minimum lot size of 20,000 square feet with a minimum lot width of 100 feet, and lot depth of 125 feet. Per Section 3.24 G, Schedule of District Regulations, the following residential zoning standards apply:

Minimum Front Yard Setback: 30 feet

Minimum Side Yard Setbacks: 10 feet

Minimum Rear Yard Setback: 25 feet

Maximum Lot Coverage: 30 Percent

The dimensions of the proposed lots meet the minimum standards of the Land Development Code.

Open Space. The R20 zoning district regulations in the Land Development Code do not require a minimum percentage of open space. However, the applicant has proposed two (2) open space lots, totaling approximately .51 acres, or approximately five (5) percent, located on the west side of the development, to the south of Lot 1, and to the north of Lot 4. Both open space lots will contain detention ponds. According to the Land Development Code, retention ponds located in open space lots

are required to be maintained by the homeowner's association. This requirement will be noted on the final plat.

Sidewalks and Trails. Sidewalks are required to be installed along the new internal streets, at the time of new home construction. According to the Colleyville Trails and Sidewalk Systems Map, a five (5) foot sidewalk is also required along L.D. Lockett Road. The sidewalk must be installed prior to the acceptance of final public improvements.

Development Fees. Park land dedication fees are required in the amount of \$1,802 per residential lot, for the 17 lots where new homes are proposed. Park land dedication fees are due at the time of final plat, and must be paid before the final plat is recorded with the County Clerk's office.

Perimeter street improvement fees are due at the time of approval of the final plat for L.D. Lockett Road. Perimeter street improvements are required for the newly created development since L.D. Lockett Road is considered unimproved adjacent to the subject property. The developer's portion of the costs for infrastructure improvements may not exceed the amount that is roughly proportionate to the projected impact of the proposed development, as determined by a professional engineer, licensed in the State of Texas, and who is retained by the City of Colleyville. In making the rough proportionality determination, consideration shall be given to the availability of adequate and minimum levels of public facilities and accessibility to the site for the delivery of emergency services.

Roadway impact fees are due in the amount of \$4,941 per residential lot at the time of the building permit application, which amounts to a total of \$83,997 for this development.

Water and Wastewater impact fees are due at the time of the building permit application. Fees for a typical 5/8 inch meter are \$2,491 for the water impact fee, and \$643 for the wastewater impact fee.

Infrastructure. Water and sanitary sewer services are available along adjacent rights-of-way. The developer is responsible for the extension of water and sewer service lines to the individual lots.

Tree Preservation. As required by Chapter 5-Tree Preservation of the Land Development Code, approval of a tree survey and mitigation plan is required upon approval of the final plat for the property. A tree survey and tree mitigation plan have been submitted.

Drainage and Stormwater Runoff. As required by the Land Development Code, drainage and engineering plans have been submitted with the proposed plat. The

development will provide on-site detention.

Planning and Zoning Commission Recommendation. The Planning and Zoning Commission recommended approval of this request at the July 22, 2013 meeting by a vote of 7-0.

Summary. The proposed preliminary plat satisfies the requirements of Ordinance O-13-1880 and the Land Development Code. Although the City Council's review of this plat is ministerial in nature, the Land Development Code currently requires City Council approval of plats containing more than four (4) lots.

Financial Impact

There is no financial impact to the City.

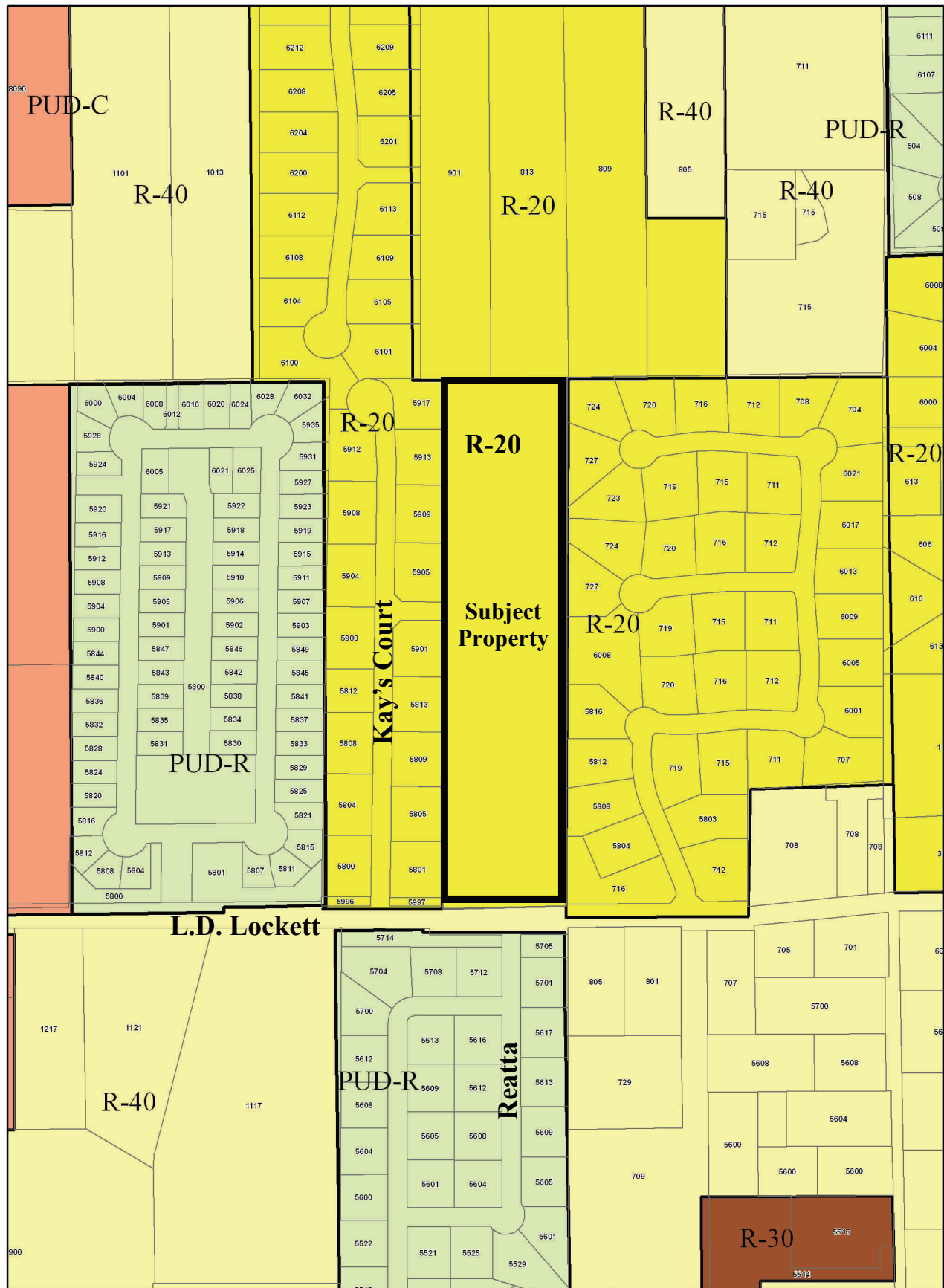
Recommendation

Approve

Attachments

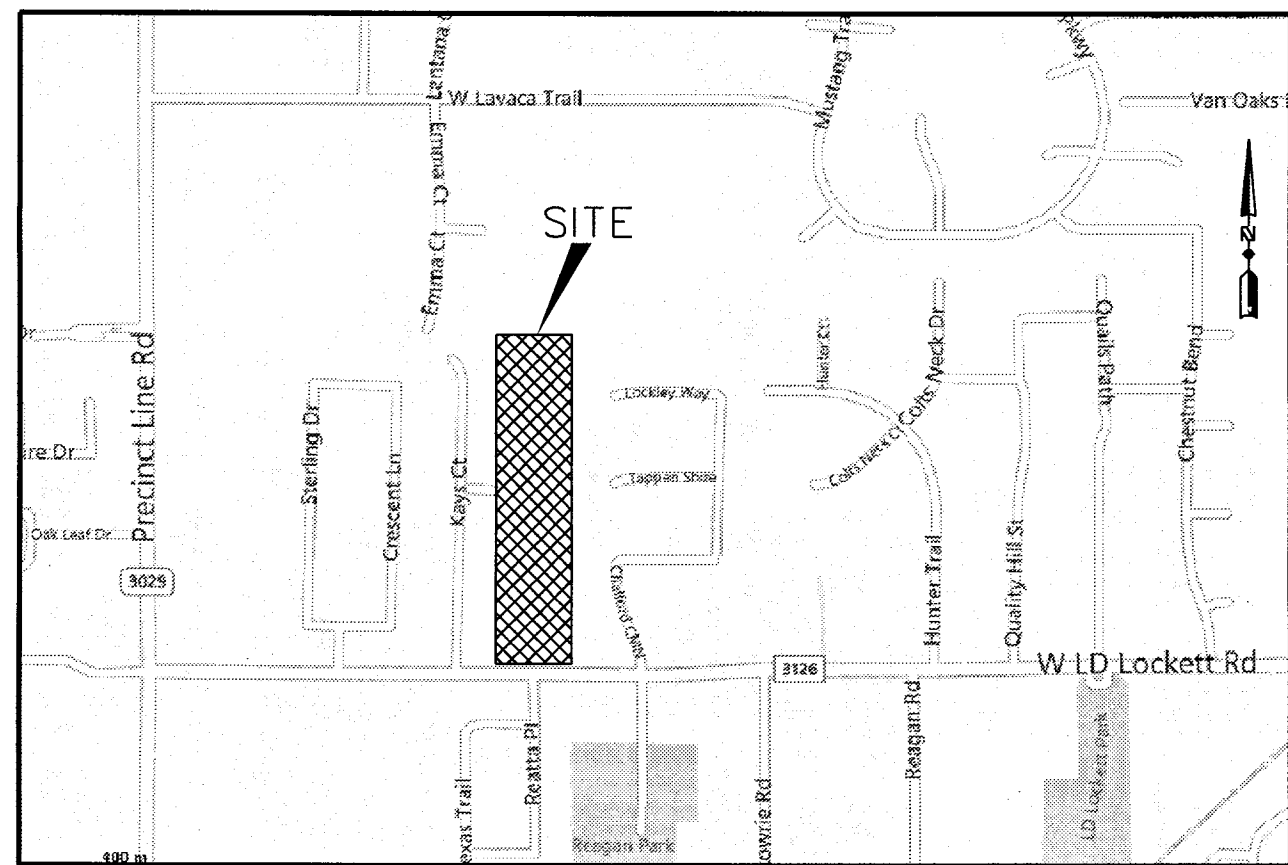
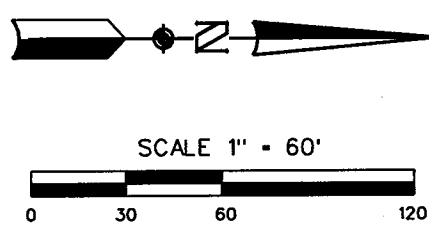
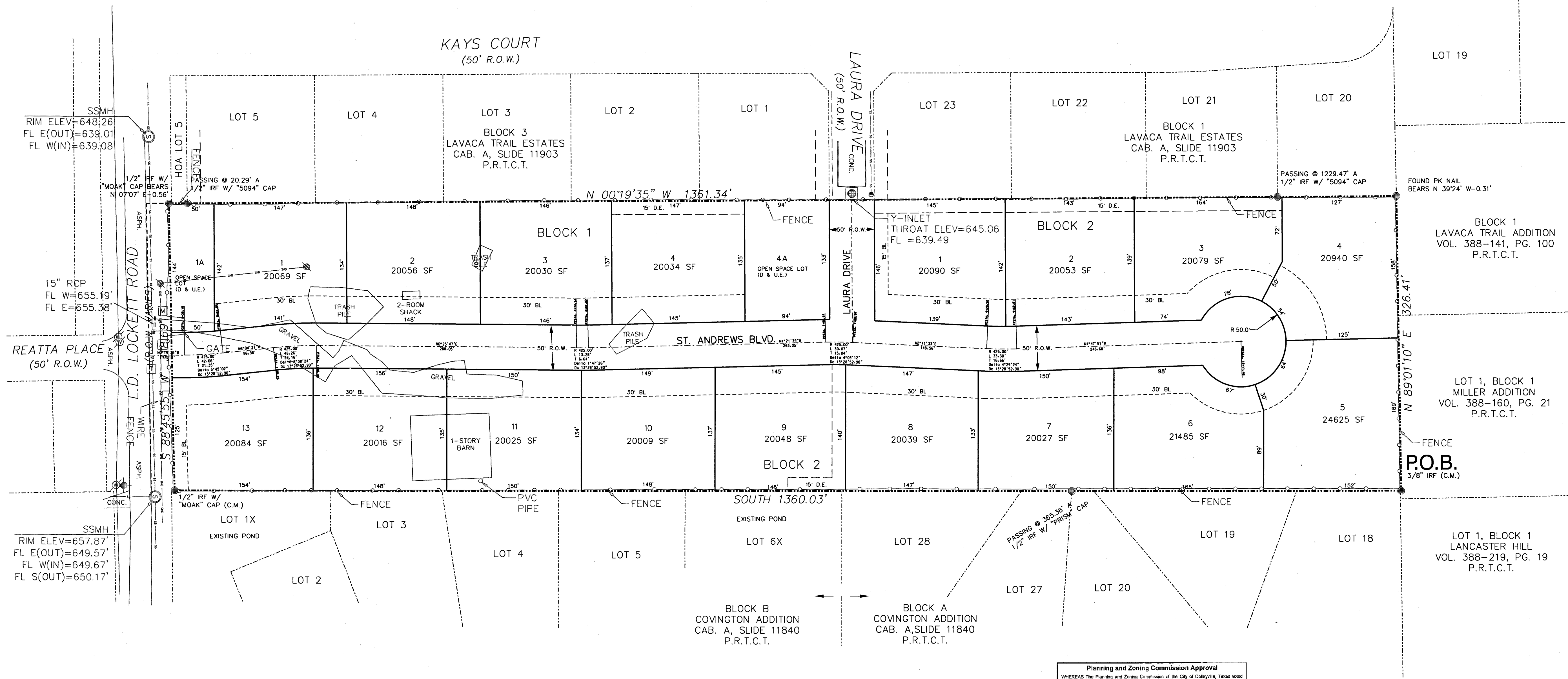
1. Location and Zoning Map
2. Aerial Looking North
3. Preliminary Plat Exhibit
4. Ordinance O-13-1880

Location and Zoning Map



Aerial Looking North





VICINITY MAP
N.T.S.

METES AND BOUNDS DESCRIPTION
10.07 ACRES
LOT 1, BLOCK 1, STADUJAR ADDITION
IN THE W. C. NEWTON SURVEY, A-1182
CITY OF COLLEYVILLE, TARRANT COUNTY, TEXAS

All that certain 10.07 acres of land, which is Lot 1, Block 1, Stajduhar Addition, described in the plat recorded in Document Number D215003960 in the Deed Records of Tarrant County, Texas (D.R.T.C.T.), City of Colleyville, Tarrant County, Texas and more particularly described by metes and bounds as follows: (all bearings shown hereon are based on the east line of said Lot 1, Block 1, Stajduhar Addition):

BEGINNING at a 3/8" iron rod found for the northeast corner of said Stajduhar Addition, common to the northwest corner of Covington Addition, recorded in Cabinet A, Slide 11840 in the Plat Records of Tarrant County, Texas, and in the south line of Lot 1, Block 1, Miller Addition, recorded in Volume 388-160, Page 21 P.R.T.C.T.;

THENCE South along the common line of said Stajduhar Addition and said Covington Addition, passing at a distance of 365.36' a found 1/2" iron rod with a cap stamped "PRISM", continuing along said common line for a total distance of 1360.03' to a 1/2" iron rod with a cap stamped "MOAK" found for the southeast corner of said Lot 1, Block 1, Stajduhar Addition, in the north right-of-way line of L. D. Lockett Road (R.O.W. Varies);

THENCE South 88° 45' 55" West - 318.69' along the north right-of-way line of said L. D. Lockett Road to the southwest corner of said Lot 1, Block 1, Stajduhar Addition, from which a found 1/2" iron rod with a cap stamped "MOAK" bears North 07° 07' East - 0.56';

THENCE North 00° 19' 35" West along the west line of said Stajduhar Addition, passing at a distance of 20.29' a 1/2" iron rod with cap stamped "5094" found for the southeast corner of Lot 5, Block 3, Lavaca Trail Estates, recorded in Cabinet A, Slide 11903 P.R.T.C.T., passing at a distance of 1229.47' a 1/2" iron rod with a cap stamped "5094" found for the common east corner of Lot 20 and Lot 21, Block 1 of said Lavaca Trails, continuing for a total distance of 1361.34' to the northwest corner of said Stajduhar Addition, in the south line of Lot 1, Block 1, Lavaca Trail Addition, recorded in Volume 388-141, Page 100 P.R.T.C.T., from which a found P.K. Nail in a fence post bears North 39° 24' West - 0.31';

THENCE North 89° 01' 10" East - 326.41' along the north line of said Stajduhar Addition, to the POINT OF BEGINNING and containing 10.07 acres of land.

Planning and Zoning Commission Approval
WHEREAS The Planning and Zoning Commission of the City of Colleyville, Texas voted affirmatively on this _____ day of _____, 20____ to approve this Plat.

Chairman, Planning and Zoning Commission
Attest: Secretary, Planning and Zoning Commission

City Council Approval
Whereas the City Council of the City of Colleyville, Texas voted affirmatively on this _____ day of _____, 20____ to approve this Plat.

Mayor, City of Colleyville
Attest: City Secretary

Staff Approval Authority
This amending plat is approved in accordance with Section 212.008 of the Texas Local Government Code and the City of Colleyville Subdivision Regulations.

City Manager
Community Development Director
Public Works Director

PRELIMINARY
FOR REVIEW ONLY
THESE DOCUMENTS ARE FOR DESIGN REVIEW AND NOT INTENDED FOR CONSTRUCTION, BIDDING, OR PERMIT PURPOSES. THEY WERE PREPARED BY, OR UNDER SUPERVISION OF:

KEITH M. HAMILTON 87384
PE NO. DATE

PRELIMINARY PLAT FOR ST. ANDREWS ESTATES

A PROPOSED 17 LOT RESIDENTIAL SUBDIVISION

BLOCK 1, LOTS 1-4,
BLOCK 1, LOTS 1A & 4A, OPEN LOTS
BLOCK 2, LOTS 1-13
(10.07 ACRES)

CURRENTLY
LOT 1, BLOCK 1
STADUJAR ADDITION
IN THE W.C. NEWTON SURVEY, A-1182
CITY OF COLLEYVILLE,
TARRANT COUNTY, TEXAS

DATE OF PREPARATION 6-21-13

APPLICANT:
DICKERSON DEVELOPMENT, INC.
CONTACT: JOHN DICKERSON
8333 DOUGLAS, STE 1300
DALLAS, TX 75225
214-691-5300
FAX 214-691-8899

OWNER:
MARTY & LISA STADUJAR
PO BOX 323
COLLEYVILLE, TX 76034
817-454-4141

ENGINEER:
HAMILTON DUFFY PC
8241 MID-CITIES BLVD., #100
N. RICHLAND HILLS, TX 76182
TEXAS FIRM REG. NO. F-5260
(817) 268-0408
FAX (817) 284-8408
Contact: Keith Hamilton, P.E.

ORDINANCE O-13-1880

AN ORDINANCE OF THE CITY OF COLLEYVILLE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF COLLEYVILLE, TEXAS, AS HERETOFORE AMENDED; BY AMENDING THE OFFICIAL ZONING MAP AND CHANGING THE ZONING ON 10.2 ACRES ON LOT 1, BLOCK 1, OF THE STAJDUHAR ADDITION FROM THE R40-SINGLE FAMILY RESIDENTIAL TO THE R20-SINGLE FAMILY RESIDENTIAL DISTRICT; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR INJUNCTIVE RELIEF; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Colleyville has received an application for rezoning under Case ZC13-006; 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 enact a new zoning ordinance; and

WHEREAS, the City Council has appointed a Planning and Zoning Commission to recommend the boundaries of the various original zoning districts and appropriate regulations be enforced therein and to recommend a new zoning ordinance; and

WHEREAS, the Planning and Zoning Commission has divided the City into districts and has prepared regulations pertaining to such districts in accordance with a comprehensive plan designed to lessen congestion in the streets; and to secure safety from fire, panic, and other dangers; to promote health, general welfare; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; to facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements; and

WHEREAS, the Planning and Zoning Commission, has given reasonable consideration to, among other things, the character of the 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 Planning and Zoning Commission of the City of Colleyville and the City of Colleyville City Council, in compliance with the Charter of the City of Colleyville, and State Law with reference to changes to zoning classifications under the Zoning Ordinance Regulations and Zoning Map, having given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all the property owners generally, and to the persons interested and situated in the affected area and in the vicinity thereof, the governing body of the City of Colleyville is of the opinion that said change in zoning should be made.

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

- Sec. 1. THAT all the foregoing premises and findings are found to be true and correct and are incorporated into the body of this ordinance as if copied in their entirety.
- Sec. 2. THAT the Comprehensive Zoning Ordinance of the City of Colleyville, Texas, be, and the same is hereby amended by changing the zoning of 10.2 acres on Lot 1, Block 1, of the Stajduhar Addition, from the R40-Single Family Residential zoning district to the R20-Single Family Residential zoning district, as depicted in the attached Exhibit "A".
- Sec. 3. THAT the above described tract of land shall be used only in the manner and for the purposes provided by the Comprehensive Zoning Ordinance of the City of Colleyville as heretofore amended, and as amended herein.
- Sec. 4. THAT 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 it has been found that there has been a change in conditions in the above described property, it is now necessary that it be given the above zoning classification in order to permit its proper development and in order to protect the public interest, comfort and general welfare, and requires 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 2nd day of July 2013.

The second reading and public hearing being conducted on the 16th day of July 2013.

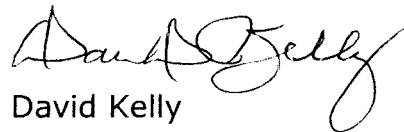
PASSED AND APPROVED by the City Council of the City of Colleyville, Texas, on this the 16th day of July 2013.

ATTEST:



Amy Shelley
City Secretary

CITY OF COLLEYVILLE



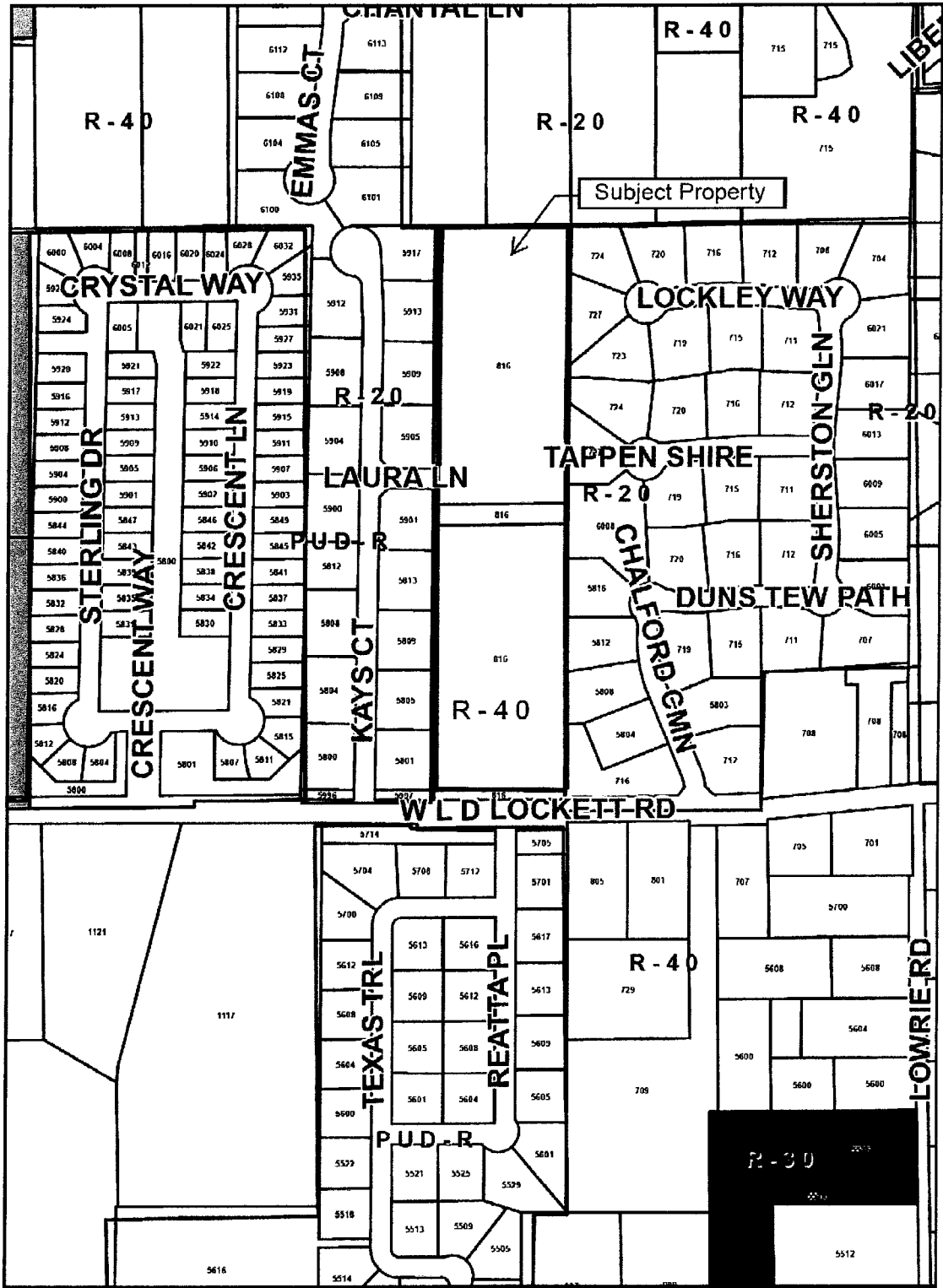
David Kelly
Mayor

APPROVED AS TO FORM AND LEGALITY:



Matthew C. G. Boyle
City Attorney

Exhibit "A"- Location and Zoning Map





City of Colleyville City Council Agenda Briefing

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

Agenda Number 4e

Agenda Date 08/20/2013

Number Resolution R-13-3657

Type Resolution

Department Public Works

Title

Approval of a City-Developer Agreement with Ivy Glen Colleyville, L.L.C. for the construction of and the reimbursement of a storm drain along Cheek-Sparger Road, and authorize the city manager to execute the agreement

Explanation

Reading and Public Hearing

On March 5, 2013, the City Council approved the attached PUD Ordinance O-13-1864, which allows for the Ivy Glen Estates development located on approximately 2.99 acres at 2501 Cheek-Sparger Road. The new development includes 10 single family residential lots and two (2) open space lots. The purpose of this item is to approve the attached City-Developer Agreement (CDA) for the construction and reimbursement of the drainage system improvements along Cheek-Sparger Road.

Developer's Proposal - The developer is proposing to utilize the proposed storm drain system that will be installed in conjunction with the intersection improvements at Cheek-Sparger Road and Jackson Road. In order for the development to have access to the new drainage system, a lateral line must be extended to the east approximately 450 feet. This lateral line is referred to as "Lateral A2" and is shown in Exhibit 1 of the attached City-Developer Agreement. The proposal is that the new line, "Lateral A2", be added to the scope of the intersection improvement project. Staff has evaluated this approach and agrees this will be the most efficient and effective way to have the new storm drain installed.

Reimbursement of Costs - The expansion of the scope of the intersection improvement project to include the new storm drain line "Lateral A2", does result in an additional expense. The expense of this additional storm drain will be reimbursed by the developer. The City's design consultant has added this section of storm drain into the plans, and has provided an Engineered Opinion of Probable Cost in the amount of \$32,518. The attached proposed City-Developer Agreement will require the developer to reimburse the City in this amount.

The methodology of basing the reimbursement amount on the Engineered Opinion of Probable Cost versus an actual construction cost is preferred. This will provide a set price for both parties of the agreement, prior to the construction. Determining the true construction cost is quite difficult when it is combined with such a large project. The new line "Lateral A2" will be constructed with the intersection improvement project;

therefore there is a strong likelihood that the line item cost associated with this storm drain will not accurately reflect the true cost. The line item cost will also not take into account several factors that are a function of the overall project (i.e. mobilization, traffic control, right-of-way preparation, etc.). Staff has reviewed several options for determining the reimbursement amount, and recommends the use of the Engineered Opinion of Probable Cost value.

Financial Impact

There is no fiscal impact as the cost associated with the proposed City-Developer Agreement will be reimbursed by the developer.

Recommendation

Approve

Attachments

1. Ordinance O-13-1864
2. City-Developer Agreement

ORDINANCE O-13-1864

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF COLLEYVILLE, TEXAS, BY AMENDING THE OFFICIAL ZONING MAP AND CHANGING THE ZONING ON 2.99 ACRES IN THE D.R. TEETER SURVEY, ABSTRACT NO. 1518 AND THE S.C.H. WILTON SURVEY, ABSTRACT NO. 1732, CITY OF COLLEYVILLE, TEXAS LOCATED AT 2501 CHEEK-SPARGER ROAD FROM THE AG-AGRICULTURAL ZONING DISTRICT TO THE PUD-R-PLANNED UNIT DEVELOPMENT RESIDENTIAL ZONING DISTRICT; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR INJUNCTIVE RELIEF; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Colleyville has received an application for a rezoning under Case No. ZC12-029; 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 enact a new zoning ordinance; and

WHEREAS, the City Council has appointed a Planning and Zoning Commission to recommend the boundaries of the various original zoning districts and appropriate regulations be enforced therein and to recommend a new zoning ordinance; and

WHEREAS, the Planning and Zoning Commission has divided the City into districts and has prepared regulations pertaining to such districts in accordance with a comprehensive plan designed to lessen congestion in the streets; to secure safety from fire, panic, and other dangers; to promote health, general welfare; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; to facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements; and

WHEREAS, the Planning and Zoning Commission, has given reasonable consideration, among other things, to the character of the 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 Planning and Zoning Commission of the City of Colleyville and the City of Colleyville City Council, in compliance with the Charter of the City of Colleyville, and State Law with reference

to changes to zoning classifications under the Zoning Ordinance Regulations and Zoning Map, having given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all the property owners generally, and to the persons interested and situated in the affected area and in the vicinity thereof, the governing body of the City of Colleyville is of the opinion that said change in zoning should be made.

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

- Sec. 1. THAT all the foregoing premises and findings are found to be true and correct and are incorporated into the body of this ordinance as if copied in their entirety.
- Sec. 2. THAT the Comprehensive Zoning Ordinance of the City of Colleyville, Texas, be, and the same is hereby amended by changing the zoning on 2.99 acres on the D.R. Teeter Survey, Abstract No. 1518 and the S.C.H. Wilton Survey, Abstract No. 1732 located at 2501 Cheek-Sparger Road from the AG-Agricultural zoning district to the PUD-R-Planned Unit Development Residential zoning district, as depicted in the attached Exhibit "A" and as described in Exhibit "B".
- Sec. 3. THAT the Official Zoning Map of the City of Colleyville be amended to incorporate the zoning change approved herein.
- Sec. 4. THAT the above described tract of land shall be subject to the following conditions:

1. GENERAL

- a. The purpose of this PUD-R is for a single-family residential development of detached dwelling units, constructed at a gross maximum density of 3.4 dwelling units per acre.
- b. This development shall be generally consistent with the Statement of Planning Objectives, Exhibit "C".
- c. The proposed development is subject to all the regulations contained in the Land Development Code, except as amended by this Ordinance.

2. DEVELOPMENT PLAN AND PLATTING

- a. The development shall be generally consistent with the conceptual site plan, Exhibit "D", which shall not be considered the preliminary plat. The actual street and lot arrangement may differ from that shown on the conceptual site plan to accommodate topographic, drainage, or other conditions.
- b. The developer shall submit and receive approval from the City, a preliminary and final plat, approved as a single phase, in accordance with the requirements of the Land Development Code prior to development of this PUDR.

3. PERMITTED USES

- a. Single-family residences, detached
- b. Common open space areas

4. RESIDENTIAL LOT REQUIREMENTS AND SETBACKS

- a. Residential lot requirements and setbacks shall comply with the following provisions:
 1. The minimum lot width shall be 55 feet.
 2. The minimum lot size shall be 5,890 square feet, with and average lot size of 8,200 square feet.
 3. The minimum lot depth shall be 110 feet, except for lots which front the cul-de-sac.
 4. Front Yard Setbacks:
 - a. For lots that have a J-Swing garage: 10 feet
 - b. For lots that have a front entry garage: 20 feet
 5. Minimum Rear Yard Setbacks:
 - a. For lots 1-5 and 9-10: 10 feet
 - b. For lots 6, 7, and 8: 25 feet

6. Minimum Side Yard Setbacks: 5 feet
 - a. For lots 1-5: 5 feet and 5 feet
 - b. For lot 6: 5 feet and 11 feet
 - c. For lot 7: 7 feet and 11 feet
 - d. For lot 8: 7 feet and 9 feet
 - e. For lots 9 and 10: 5 feet and 10 feet
7. Maximum Lot coverage: 65 percent

5. RESIDENTIAL DESIGN REQUIREMENTS

The following requirements shall apply to all homes constructed in this development:

- a. Two-story homes shall have rooms constructed in the front half of the homes only, with a graduated roof pitch down to the rear facing elevation. Two-story homes shall have no windows, balconies, or verandas on the second floor of the rear facing elevation. There shall be no side facing second story windows on the north side of lot 9 and the east side of lot 8.
- b. Masonry: The exterior wall of all homes shall be composed of 100 percent masonry materials. Approved masonry materials shall adhere to the masonry materials allowed in Chapter 6 of the Land Development Code.

6. OPEN SPACE

- a. This development shall provide a minimum of 20 percent common open space, which shall be configured as shown on Exhibit "D". The open space shall, at a minimum, contain a water fountain and a pergola. All open space areas shall be landscaped and maintained by the HOA.
- b. There shall be no retention or detention within the open space.

7. RESIDENTIAL DENSITY REQUIREMENTS

- a. Residential density shall not exceed 3.4 dwelling units per acre.

8. SCREENING AND TREES

- a. A new six (6) foot decorative concrete panel fence shall be constructed along the western boundary to replace the existing masonry wall.
- b. A new eight (8) foot decorative concrete panel fence shall be constructed along the northern and eastern boundary lines of the parcel and shall replace the existing wall.
- c. A variable height screening fence, constructed of a combination of brick, stone, and wrought iron shall be constructed along the south portion of the property adjacent to Cheek-Sparger Road. The fence shall meet the transparency requirements for front yard fences in the Land Development Code. The screening will be continuous along the boundary with the exception of the entry road right-of-way. Landscaping shall be installed along the front of the new screening wall. Maintenance of the wood fence, masonry fence and landscaping shall be the responsibility of the HOA.
- d. A minimum of two, three (3) inch caliper trees shall be planted on each lot within the rear building setback at the time of new home construction.
- e. A minimum of 23 evergreen trees shall be planted along the north and east boundary of the development where there are existing gaps in tree cover.

Sec. 5. 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. 6. 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. 7. 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. 8. 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. 9. THAT it has been found that there has been a change in conditions in the above described property, it is now necessary that it be given the above zoning classification in order to permit its proper development and in order to protect the public interest, comfort and general welfare, and requires that this ordinance shall take effect immediately from and after its passage.

AND IT IS SO ORDERED.

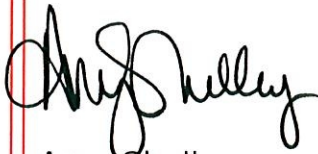
The first reading and public hearing being conducted on the 19th day of February 2013.

The second reading and public hearing being conducted on the 5th day of March 2013.

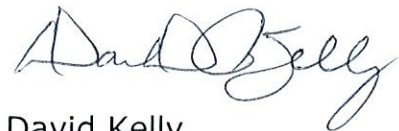
PASSED AND APPROVED by the City Council of the City of Colleyville, Texas, on this the 5th day of March 2013.

ATTEST:

CITY OF COLLEYVILLE



Amy Shelley
City Secretary



David Kelly
Mayor

APPROVED AS TO FORM AND LEGALITY:



Matthew C. G. Boyle
City Attorney

Exhibit "A"

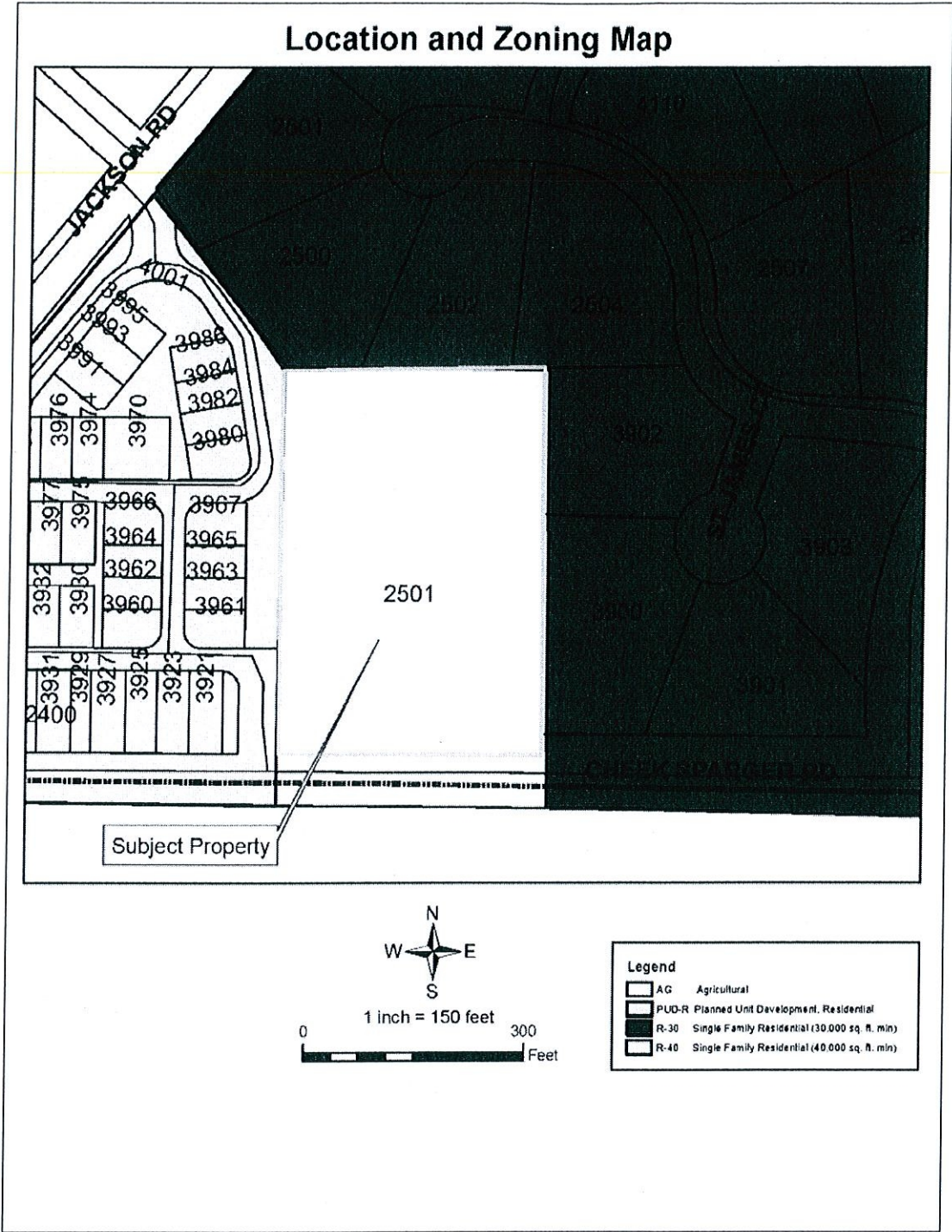


Exhibit B – Legal Description

FIELD NOTES to that certain tract situated in the D. Teeter Survey, Abstract No. 1518 and SCH Witten Survey, Abstract No. 1732, city of Colleyville, Tarrant County, Texas, being the same tract described in the deed to *The Gary Panno Roth IRA (First State Bank, Trustee)* recorded under Instrument No. D212189457 of the Official Public Records of Tarrant County, Texas; the subject tract being more particularly described by metes & bounds as follows:

BEGINNING at a 1/2 inch rebar found the most southerly common corner of *Spring Garden Addition* and *The Hills of Central Park* recorded in Cabinet A, Slide 4985 & Cabinet A, Slide 94, respectively, of the Plat Records of Tarrant County, Texas, said corner being the southwest corner of Lot 14, Block 1 of said *The Hills of Central Park*;

THENCE North 90 Degrees 00 Minutes 00 Seconds East (bearing basis), with the perimeter of *The Hills of Central Park*, a distance of 300.00 feet to a 5/8 inch rebar found at a reentrant corner of *The Hills of Central Park*;

THENCE South 00 Degrees 00 Minutes 00 Seconds East, continuing with the perimeter of *The Hills of Central Park*, passing a 5/8 inch rebar found at the southwest corner of Lot 18, Block 1 of *The Hills of Central Park*, a total distance of 472.00 feet to the most southerly southwest corner of *The Hills of Central Park*;

THENCE North 90 Degrees 00 Minutes 00 Seconds West, a distance of 300.00 feet to the southwest corner of the said *Spring Garden Addition*;

THENCE North 00 Degrees 00 Minutes 00 Seconds East, with the east line of *Spring Garden Addition*, a distance of 472.00 feet returning to the Place of Beginning and enclosing 3.251 acres (141,600± square feet).

Exhibit C – Statement of Planning Objectives

February 20, 2013
Ivy Glen Estates
2501 Cheek Sparger Road
Colleyville, Texas
PUD-R Single Family – 10 lots
Zoning Change Application Request

Statement of Planning Objectives

1. GENERAL

- a. The purpose of PUDR is for a single-family residential development of detached dwelling units, constructed at a gross maximum density of 3.4 dwelling units per acre.
- b. This property is subject to all the regulations contained in the Colleyville Land Development Code, except where amended by this Ordinance.

2. CONCEPTUAL PLAN AND PLATTING

- a. The street layout and arrangement of lots of the subdivision shall be generally consistent with the Conceptual Site Plan.
- b. The developer shall submit and receive approval from the City a Preliminary and Final Plat in accordance with the requirements of the Land Development Code prior to development of this PUDR.

3. PERMITTED USES

- a. Single-family residences, detached
- b. Common open space areas

4. RESIDENTIAL LOT REQUIREMENTS AND SETBACKS

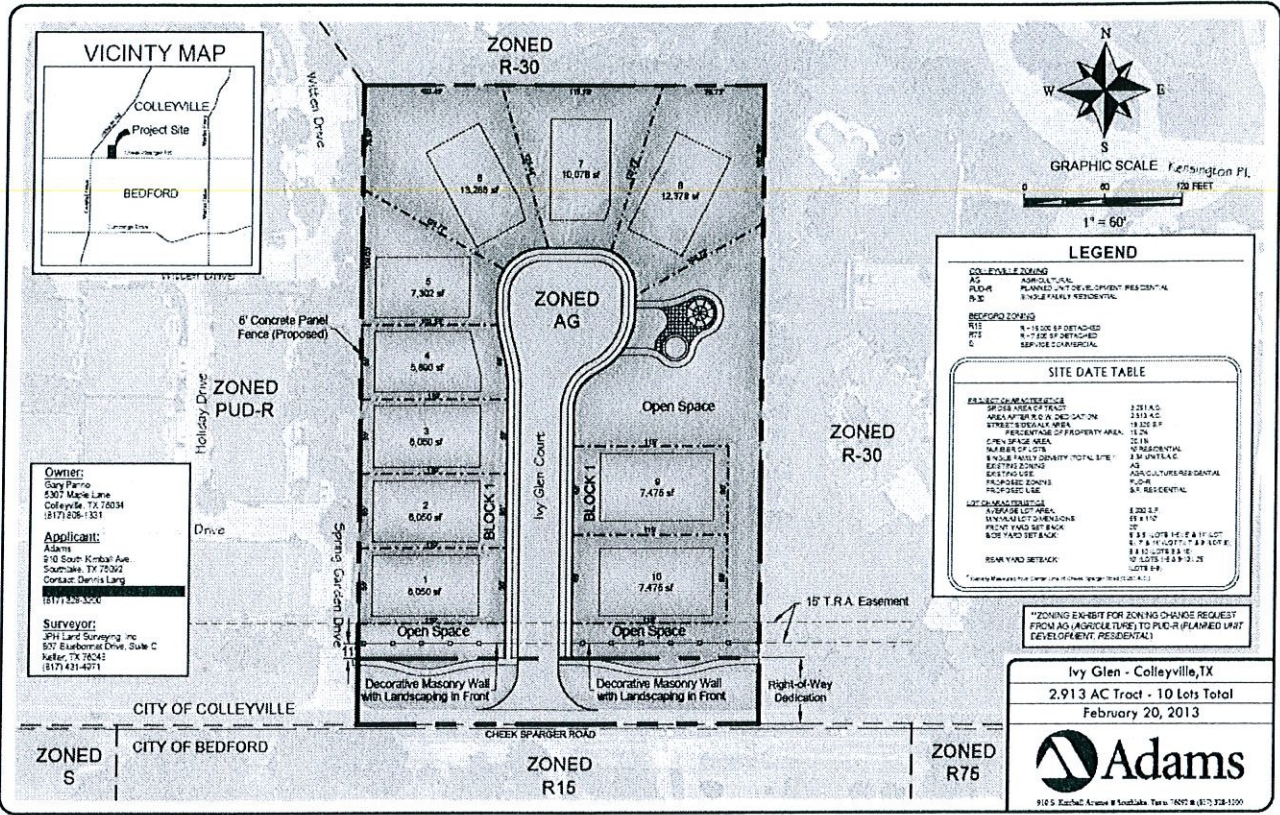
Single-family detached residential lot requirements and setbacks shall comply with the following provisions. Building line setbacks established by the Conceptual Site Plan shall control where such building line setback is different from the following requirements.

- | | |
|-------------------------|---|
| a. Minimum Lot Size | 5,890sf / Average 8,200sf |
| b. Minimum Lot Width | 55 feet |
| c. Minimum Lot Depth | 110 feet (exception for lot lines on cul-de-sac) |
| d. Front Building Line | 10 feet for J-Swing Garage (Lots 1-4 Only)/ 20 feet for Front Entry |
| e. Side Building Line | 5' minimum
(5' & 5' on lots 1-5; 5' & 11' on lot 6; 7' & 11' on lot 7;
7' and 9' on lot 8; 5' & 10' on lots 9-10) |
| f. Rear Building Line | 10 feet on lots 1-5, 9-10; 25' on lots 6-8 |
| g. Maximum Lot Coverage | 65 percent |
| h. Maximum Height | 35 feet |

5. OPEN SPACE

- a. This development shall provide not less than twenty (20%) percent common open space, which will generally be configured as shown on the Conceptual Site Plan. All open space areas shall be landscaped and maintained by the Homeowners Association.
- b. There will be no retention or detention within the open space.

Exhibit D – Conceptual Site Plan



**City of Colleyville
City-Developer Agreement**

Ivy Glen

That Ivy Glen Colleyville L.L.C., organized under the laws of the State of Texas, hereinafter called "Developer" and the City of Colleyville, Tarrant County, Texas hereinafter called "City", enter into the following agreement (The Agreement).

In consideration of the mutual covenants herein contained, the sufficiency of which is hereby affirmed, and for the purpose of developing lots in Ivy Glen Addition in the City of Colleyville, Texas, approved by the City Council by Ordinance O-13-1864, the parties hereto agree:

1. The Developer agrees to pay the City \$32,518.00 for construction of the storm drain Lateral A2 as shown on Exhibit 1. This storm drain will be installed by the City during the construction of the "Paving and Drainage Improvement Jackson and Cheek-Sparger Intersection" project. The amount of \$32,518.00 is representative of the engineer's estimate for the cost of the Lateral A2 that will directly and solely serve the proposed development of Ivy Glen.
2. The Developer understands that he has no authority to cancel or amend the terms of the agreement without specific written authority from the City.

IN WITNESS WHEREOF, the parties to these present have executed this contract in three (3) counterparts, each of which shall be deemed an original on this _____ day of _____, 2013.

DEVELOPER

CITY OF COLLEYVILLE

Ivy Glen Colleyville, L.L.C.

Jennifer Fadden
City Manager

Amy Shelley
City Secretary



City of Colleyville City Council Agenda Briefing

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

Agenda Number 4f

Agenda Date 08/20/2013

Number Resolution R-13-3657

Type Resolution

Department Public Works

Title

Approval to purchase a Harben Sewer Jet truck from Philpott Ford, through the Texas Local Governmental Purchasing Cooperative (BuyBoard), in an amount not to exceed \$120,205, and authorize the city manager to execute the contract

Explanation

Reading and Public Hearing

Routine cleaning of sewer mains is a core function of the Public Works Department. This is done by inserting a high pressure water hose through sewer manholes and pushing it through the sewer line to the next manhole, while pumping water through a high pressure nozzle to clean the line. The equipment used to perform this function is a Harben Sewer Jet machine, which is mounted on a Ford F550 truck chassis. The current sewer truck was purchased in 2003, and is now 10 years old. The pump has been rebuilt once, and the equipment is now experiencing frequent breakdowns, which takes it out of field service for a significant amount of time. Ten years is the normal life expectancy of this type of equipment, and it is scheduled for replacement at this time.

The cost for the new vehicle and sewer jet equipment is \$119,805, plus a Texas Local Governmental Purchasing Cooperative (BuyBoard) fee of \$400, for a total cost of \$120,205, as shown on the attached price quotation from the vendor. Expected delivery is between 120 and 180 days. The existing jet truck will be disposed of through the City's annual vehicle and equipment auction, after the new piece of equipment is placed in service.

Financial Impact

There is currently funding available in the Capital Equipment Replacement Fund for the purchase of the Harben Sewer Jet truck. Additionally, there is a FY 2014 proposed transfer from the Utility Fund to the Capital Equipment Replacement Fund. Delivery of the truck is anticipated in FY 2014.

Recommendation

Approve

Attachments

1. BuyBoard Quote

PRODUCT PRICING SUMMARY BASED ON CONTRACT

BUYBOARD #358-10

Vehicles and Heavy Duty Trucks

End User: CITY OF COLLEYVILLE

Philpott Rep: ALAN WILEY

Contact: VIA PATTERSON EQUIPMENT

Phone/email: 888 858-7801 awiley0845@aol.com

Phone/email: 281 770-6714

Date: Friday, May 17, 2013

Product Description: FORD F550 SUPER-DUTY

A. Bid Series: 100

A. Base Price: \$ 26,492.00

B. Published Options [Itemize each below]

Code	Options	Bid Price	Code	Options	Bid Price
F5G	REGULAR CAB 4X2 60CA XL	STD	135	SPECIAL UNIVERSAL MOBILE	\$ 48,910.00
	6.8L V10 GAS DUAL REAR WHEEL	STD		SEE UPGRADE BELOW TO	
	5-SPEED AUTOMATIC	STD		SEWER JET	
	VINYL 40-20-40 BENCH SEAT	STD	130	MCPT UNIT--SEE DOWNGRADE	\$ 31,800.00
	AM-FM RADIO	STD		BELOW TO EASEMENT UNIT	
	A/C AND HEAT	STD	99T	6.7L FORD DIESEL	\$ 6,293.00
	18,000 GVWR WITH 4.88 AXLE	STD	44W	6-SPEED DIESEL AUTOMATIC	\$ 154.00
	TILT STEERING WHEEL	STD			
512	SPARE TIRE AND WHEEL	\$ 329.00			
165	84 INCH CAB TO AXLE	\$ 179.00		PLEASE FAX YOUR PURCHASE	NOTE
	WHITE 2013 FORD	COLOR		ORDER TO 254 865-9118	NOTE

Total of B. Published Options: \$ 87,665.00

C. Unpublished Options [Itemize each below, not to exceed 25%]

\$= 2.2 %

Options	Bid Price	Options	Bid Price
UPGRADE TO PATTERSON EQUIPMENT	\$ 8,107.00	BUDGET QUOTE ON A 2014 MODEL	NOTE
INSTALLED HARBEN SEWER JET			
DOWNGRADE TO PATTERSON EQUIPMENT	\$ (5,925.00)	ESTIMATED DELIVERY IN 180-210 DAYS	NOTE
INSTALLED GAS POWERED EASEMENT			
UNIT		FORD DROP FEE TO HARBEN PLANT	\$ 300.00

Total of C. Unpublished Options: \$ 2,482.00

D. Pre-delivery Inspection:

\$ 80.00

E. Texas State Inspection:

F. Manufacturer Destination/Delivery:

\$ 995.00

G. Floor Plan Interest (for in-stock and/or equipped vehicles):

\$ 505.00

H. Lot Insurance (for in-stock and/or equipped vehicles):

\$ 101.00

I. Contract Price Adjustment: ESTIMATED 2014 PRICE INCREASE

\$ 1,485.00

J. Additional Delivery Charge: 0 miles

K. Subtotal:

\$ 119,805.00

L. Quantity Ordered 1 x K =

\$ 119,805.00

M. Trade in:

N. BUYBOARD Administrative Fee (\$400 per purchase order)

\$ 400.00

O. TOTAL PURCHASE PRICE INCLUDING BUYBOARD FEE

\$ 120,205.00



City of Colleyville City Council Agenda Briefing

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

Agenda Number 4g

Agenda Date 08/20/2013

Number Resolution R-13-3657

Type Resolution

Department Public Works

Title

Approval of an Interlocal Agreement with the City of Bedford to provide for the construction of a roundabout at the intersection of Cheek-Sparger Road and Jackson Road/Central Drive, and authorize the city manager to execute the agreement

Explanation

Reading and Public Hearing

On December 11, 2009, the City of Colleyville entered into an engineering services agreement with Burgess and Niple to perform a preliminary engineering study to determine the appropriate type of roadway improvements needed to improve traffic flow at the intersection of Cheek-Sparger Road and Jackson Road. This study was completed and presented at the August 2, 2011 Pre Council meeting. The consultant recommended a single lane roundabout with a dedicated northbound right turn lane. This option provides better long-term vehicle movement efficiency and the ability to expand the roundabout, if future traffic demands require it.

A public informational meeting was held on September 15, 2011, to receive comments and concerns from citizens. The comments made at the meeting indicated strong support for the design and construction of a single lane roundabout. Staff presented the findings of the public meeting at the October 18, 2011 Pre Council meeting. On March 6, 2012, the City of Colleyville entered into an engineering services contract with Freese and Nichols to perform an engineering design for a single lane roundabout with single dedicated right turn lane on the northbound Central Drive section of the intersection.

The engineering services contract included the following services:

- Review of the existing intersection study
- Preliminary design
- Survey services
- Geotechnical investigation
- Basic drainage analysis
- Schematic design
- Public information meeting
- Final design
- Subsurface utility investigation and coordination
- Construction documents
- Construction assistance

As the design progressed, it was determined from the preliminary drainage analysis that it would be necessary to replace the multiple corrugated metal pipes under Cheek-Sparger Road, and an amendment to the engineering services contract was approved by City Council to replace the pipes with a bridge. In order to minimize the impact on traffic, the design includes a temporary by-pass road on the south side of Cheek-Sparger Road to allow for two-way traffic during construction of the bridge.

The proposed design encroaches into a small 208 square foot green space area at the southeast corner of the intersection. City staff worked with the Bedford city staff to acquire the right to allow for encroachment in this dedicated green space. The attached proposed interlocal agreement addresses both the temporary access road and the green space encroachment. Design of the roundabout is complete, and the utility companies are preparing to begin their relocations. As soon as Bedford authorizes execution of the Interlocal Agreement, the project can be advertised for bids.

Financial Impact

There is no financial impact to the City associated with execution of the Interlocal Agreement.

Recommendation

Approve

Attachments

1. Interlocal Agreement with Bedford

COUNTY OF TARRANT §

THIS INTERLOCAL AGREEMENT is entered into on this the ____ day of _____, 2013 by and between the **CITY OF COLLEYVILLE, TEXAS**, a municipal corporation (hereinafter referred to as "COLLEYVILLE"); and the **CITY OF BEDFORD, TEXAS**, a municipal corporation (hereinafter referred to as "BEDFORD");

WHEREAS, the parties to this Interlocal Agreement, hereinafter referred to as "AGREEMENT", wish to cooperate in the construction of intersection improvements on Jackson Road/Central Drive at Cheek-Sparger Road. The intersection improvements will be included in a construction contract administered by COLLEYVILLE.

In consideration of the premises and the agreements, covenants, and promises herein set forth, it is agreed as follows:

The following terms shall have the following meanings when used in this AGREEMENT:

- A. "Jackson/Cheek-Sparger Roundabout" or "project" means: those portions of Jackson Road, Cheek-Sparger Road and Central Drive as shown on the attached Exhibit "A".
- B. "CITIES" or "PARTIES" means COLLEYVILLE and BEDFORD, Tarrant County, Texas.
- C. "Project Costs" include design, construction, inspection, rights-of-way acquisition, traffic control, striping, signs, and all other costs incident thereto.

II. PURPOSE

The purpose of this AGREEMENT is to provide for all functions and services required for the construction of the Jackson Road/Cheek-Sparger Roundabout intersection improvements.

III. TERMS, RIGHTS, OBJECTIVES, AND DUTIES OF THE PARTIES

The following shall apply to the CITIES in the performance of this AGREEMENT.

- A. This Agreement shall be effective on the date written above.
- B. COLLEYVILLE will have prepared the construction plans, and assumes all costs associated with preparation of construction plans ("the plans"), and specifications of the proposed intersection improvements.
- C. The parties acknowledge that Colleyville has obtained the property rights to allow for motor vehicle traffic across the approximately 208 square feet of Bedford right of way at the southeast corner of Central and Cheek-Sparger. By the execution of this Agreement BEDFORD and COLLEYVILLE agree to authorize the perpetual use of any of the rights-of-way owned by either City for the project. Any future improvements or redesigns of the project intersection will require the approval of both cities.
- D. Colleyville will coordinate any necessary action(s) to provide for all franchised utility companies to relocate facilities within both cities. In any event, all costs attributable to relocation shall be deemed "Project Costs", as that term is defined herein. Colleyville will provide "as built" for all utility relocates.

- E. Except as otherwise specified in this AGREEMENT, COLLEYVILLE shall be responsible for all project costs, as herein defined.
- F. The project plans will be prepared to include improvements necessary to construct a northbound right turn lane and a single lane roundabout in accordance with prevailing engineering standards. BEDFORD concurs to the building of the improvements by the standards required of COLLEYVILLE by its ordinances and regulations.
- G. BEDFORD agrees that COLLEYVILLE shall have the authority to provide inspection for the construction of the project. BEDFORD will be notified and afforded the opportunity to inspect the construction. BEDFORD further agrees that any contact with the contractor will be directed through COLLEYVILLE.
- H. In addition to the above, BEDFORD agrees to allow COLLEYVILLE to construct a temporary asphalt roadway in BEDFORD's right-of-way on the south side of Cheek-Sparger Road in order to allow two way traffic on Cheek-Sparger during the construction of a new bridge over the creek west of Jackson Road/Central Drive.
- I. COLLEYVILLE agrees to remove the temporary asphalt road and restore the right-of-way to a condition equal to, or better than, before the temporary road was constructed.
- J. Once the roadway is completed and the two-year maintenance bond expires, each city will be responsible for the roadway maintenance within their respective corporate limits. Colleyville shall perpetually maintain and keep in a state of good repair, the improvements, and property as shown on attached Exhibit "B".

IV. DEFAULT

If at any time during the term of this AGREEMENT, either party shall fail to commence the work in accordance with the provisions of this AGREEMENT or fail to diligently provide the services in an efficient, timely, and careful manner and in strict accordance with provisions of this AGREEMENT, or fail to use an adequate number or quality of personnel or equipment to complete the work or fail to perform any of its obligations under this AGREEMENT, then the other party shall have the right, if the defaulting party shall not cure any such default after thirty (30) days written notice thereof, to terminate this AGREEMENT and complete the work in any manner it deems desirable, including engaging the services of other parties therefore. Any such act by the

other party shall not be deemed a waiver of any other right or remedy of the other party.

**V.
NO VERBAL AGREEMENT**

This AGREEMENT contains all the terms, commitments and covenants of the CITIES pursuant to this AGREEMENT. Any verbal or written commitment not contained in this AGREEMENT or expressly referred to in this AGREEMENT and incorporated by reference shall have no force or effect.

**VI.
AGREEMENT INTERPRETATION AND VENUE**

The CITIES covenant and agree that any litigation relating to this AGREEMENT, the terms and conditions of the AGREEMENT will be interpreted according to the laws of the State of Texas and venue shall be proper exclusively in Tarrant County, Texas.

**VII.
CAPTION**

The captions to the various clauses of this AGREEMENT are for informational purposes only and in no way alter the substance of the terms and conditions of this AGREEMENT.

**VIII.
IMMUNITY**

It is expressly understood and agreed that, in the execution of this AGREEMENT, no party waives, nor shall be deemed hereby to waive, any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

**IX.
SEVERABILITY**

If any of the terms, sections, subsections, sentences, clauses, phrases, provisions, covenants, or conditions of this AGREEMENT are for any reason held to be invalid, void or unenforceable, the remainder of the terms, sections, subsections, sentences, clauses, phrases, provisions, covenants, or conditions in this AGREEMENT shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

EXECUTED in multiple original counterparts to be effective on the date above first written.

ATTEST: **CITY OF BEDFORD**

City Secretary

City Manager

Approved as to Form:

City Attorney

ATTEST: **CITY OF COLLEYVILLE**

City Secretary

City Manager

Approved as to Form:

City Attorney

0 20 40
SCALE IN FEET

06/12/18

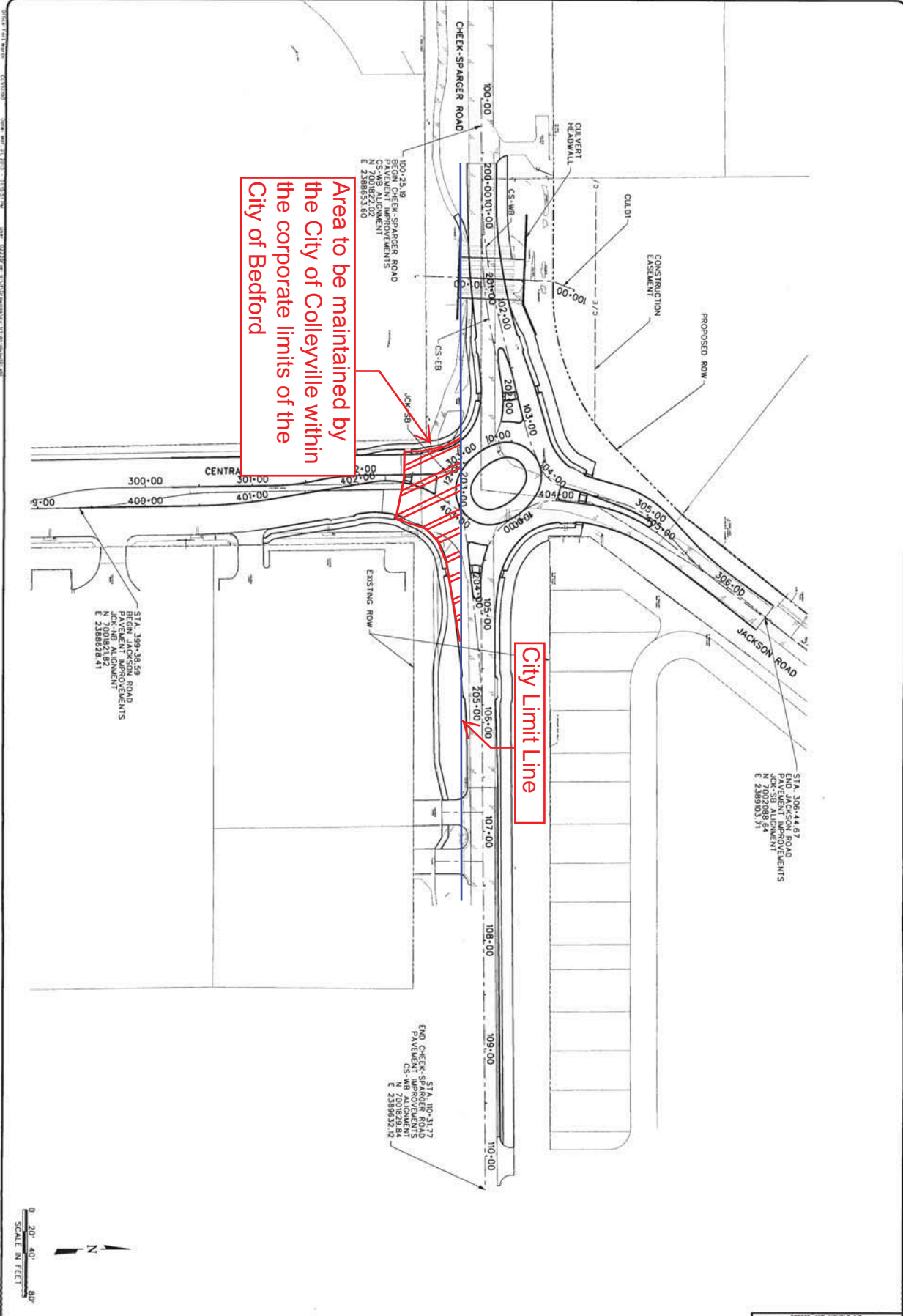
CITY OF COLLEYVILLE, TEXAS
JACKSON / CHEEK-SPARGER
CIVIL
PROJECT LAYOUT

FREESE NICHOLS
10000 Main Street, Suite 200
Dallas, TX 75241-1000
Phone: (214) 710-7000
Fax: (214) 710-7001
www.freese-nichols.com

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Modification 08 (Plan 022250) Office: West
 12/17/09 10:00 AM (CLV12190)
 Project: Jackson / Cheek-Sparger Road
 Scale: 1/4" = 10'-0" (CLV12190)
 Date: 12/17/09 10:00 AM
 Project: Jackson / Cheek-Sparger Road
 Scale: 1/4" = 10'-0" (CLV12190)
 Date: 12/17/09 10:00 AM

EXHIBIT "B"



NO. 15543 SHEET 3		BY: [blank] DATE: [blank] DESIGNED: TJS DRAWN: FHS CHECKED: SBU FILE NAME: cv-bt-gn-layout01.sht	CIVIL PROJECT LAYOUT	CITY OF COLLEYVILLE, TEXAS JACKSON / CHEEK-SPARGER CIVIL PROJECT LAYOUT	FREESE & NICHOLS 4255 International Plaza, Suite 200 Fort Worth, TX 76104-4805 Phone: (817) 755-7300 Fax: (817) 755-7481 Web: www.freeze.com	NOT FOR CONSTRUCTION THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF REVIEW ONLY. UNDER THE AUTHORITY OF SPENCER & MAXWELL, P.E. TEXAS REG. NO. 10078. DATE: [blank] IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING, OR PERMIT PURPOSES.
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City of Colleyville City Council Agenda Briefing

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

Agenda Number 4h

Agenda Date 08/20/2013

Number Resolution R-13-3657

Type Resolution

Department Information Services

Title

Approval to purchase audio/video replacement equipment and services for the City of Colleyville Emergency Operations Center and Police Department training and conference areas, from Digital Resources, Inc., in an amount not to exceed \$65,000, and authorize the city manager to execute the contract

Explanation

Reading and Public Hearing

The audio/video equipment located in the City's Emergency Operations Center and Police Department training and conference areas are beyond the life expectancy of eight to ten years, and in need of replacement. The equipment is original to the facility and was installed in 2002, during the construction of the building. The driving factors for replacement is high maintenance costs and technological effectiveness. The Police Department uses this equipment daily during shift briefings and during group training scheduled at the Colleyville Justice Center.

As part of the City Council approved IT Strategic Plan, the staff engaged an audio video engineering firm to design and propose future services and create a replacement schedule of all current equipment. Digital Resources, Inc. is a member of The Interlocal Purchasing System (TIPS/TAPS), a purchasing cooperative serving public and private school districts, colleges, universities, federal, state, county, and city governments. The attached proposal for the recommended audio/video replacement at the Colleyville Justice Center, in an amount not to exceed \$65,000 was prepared using the TIPS/TAPS pricing. If approved, this equipment addresses future technology improvements to Police Department training facilities, conference rooms, and the City's Emergency Operations Center.

Financial Impact

Funding in the amount of \$65,000, is available in the FY 2013 Police Department budget and will be allocated to the following line items: 001-23-10-6360 (\$2,359.37), 001-23-70-6225 (\$19,423.57), 001-23-70-6360 (\$37,883.73), and 001-23-70-6635 (\$5,333.33).

Recommendation

Approve

Attachments

1. Digital Resources, Inc. proposal

Proposal

Quote # AAAQ13516-B

Date 08/07/13

Valid for 30 Days

Sales Rep. Nanette Cook

Quote To:

City of Colleyville
Chris Pena
100 Main St.
Colleyville, Tx 76034
United States of America

Ship To:

City of Colleyville
Chris Pena
100 Main St.
Colleyville, Tx 76034
United States of America

Ship Via: Installation
Payment Terms: NET 30

(817) 503-1081

cpena@colleyville.com

(817) 503-1081

cpena@colleyville.com

Delivery Terms: Shipping Point

Itm	Qty	MFR	PRT #	Description	Unit Price	Ext. Price
1				BRIEFING ROOM		
2	2	Audio Tecnica	ES945W	Ceiling mic	\$156.25	\$312.50
3	1	Crestron	PWE-4803RU	PoE Injector, universal 100-250 Volts AC	\$67.00	\$67.00
4	1	Crestron	DMPS-200-C	DigitalMedia™ Presentation System 200	\$4,667.00	\$4,667.00
5	1	Crestron	TPMC-4SM-W-S	4.3" Touch Screen, White Smooth	\$733.33	\$733.33
6	1	Crestron	4SM-BT-NO-W-S	4.3" Engraved Buttons	\$41.67	\$41.67
7	1	Crestron	TSW-730-MS-MK-W-S	4.3" Universal Wall Mount Kit	\$71.43	\$71.43
8	2	JBL	CONTROL 26C	Ceiling speakers	\$141.25	\$282.50
9	1	LIBERTY	PC-G1796-E-P-B	Wallplate	\$64.10	\$64.10
10	1	Middle Atlantic	UPS-1000R-8IP	1000VA UPS,IND.OUT W/NIC	\$1,109.68	\$1,109.68
11	1	Middle Atlantic	PD-915R	9OUT,15A,RCKMNT POWER CEN	\$86.63	\$86.63
12	1	Panasonic	PTLZ370U	Projector 3,500 Lumens, HD Resolution 1,920 x 1,080, Solid State Illumination -White	\$2,607.50	\$2,607.50
13	1		Da-Lite	16X9 Projection Screen, Wall Mounted Electric	\$843.53	\$843.53
14						
15				EOC ROOM		
16	1	Da-Lite	94280	10x9 screen	\$2,555.00	\$2,555.00
17	2	Audio Tecnica	ES945W	Ceiling mic	\$156.25	\$312.50
18	1	Barco	ClickShare Package	(1) Base Station (Outputs: DVI-D - Display Port) Request Output Cable As Needed, Display up to (4) users on a screen at once. (4) USB Buttons	\$5,923.00	\$5,923.00

Itm	Qty	MFR	PRT #	Description	Unit Price	Ext. Price
				(1) Holder Tray		
19	1	Cisco	SF-300-08	ENET.A.01	\$193.75	\$193.75
20	0	Contemporary Research	232-ATSC+1	HDTV Tuner, Includes HD2-RC Remote	\$877.00	\$0.00
21	2	Crestron	ST-COM	2 RS-232/422/485 COM Port Module, Cresnet. Includes PW-1205 Power Supply.	\$466.67	\$933.34
22	1	Crestron	PW-4818DU	48V Power Pack for PoDM	\$166.67	\$166.67
23	1	Crestron	PWE-4803RU	PoE Injector, universal 100-250 Volts AC	\$66.67	\$66.67
24	1	Crestron	PW-1205RU	Power Pack, Wall, 12VDC, 0.5A, Regulated, Universal US/International	\$26.67	\$26.67
25	1	Crestron	DMPS-300-C	DigitalMedia™ Presentation System 300	\$5,333.33	\$5,333.33
26	1	Crestron	TSW-730-W-S	7" Touch Screen, White Smooth	\$1,333.33	\$1,333.33
27	1	Crestron	TSW-730-B-T-N-O-W-S	7" Engraved Buttons	\$50.00	\$50.00
28	1	Crestron	TSW-730-MS-MK-W-S	Universal Wall Mount Kit	\$178.57	\$178.57
29	1	LIBERTY	PC-G1520-E-P-B	Wallplate	\$64.10	\$64.10
30	1	Middle Atlantic	PD-915R	9OUT,15A,RCKMNT POWER CEN	\$86.63	\$86.63
31	1	Middle Atlantic	UPS-1000R-8IP	1000VA UPS,IND.OUT W/NIC	\$1,109.68	\$1,109.68
32	1	Panasonic	PTRZ470UW	Projector 3,500 Lumens, HD Resolution 1,920 x 1,080, Solid State Illumination -White	\$3,926.25	\$3,926.25
33	4	Sharp	LB-T462U	46 Inch - 1920 x 1080 - 300 cd/m2 - 6000:1 - 6 - HDMI;RCA;RGB;RS-232C	\$853.00	\$3,412.00
34	4	Premier	P4263T	Tilting wall mount for display Black	\$113.00	\$452.00
35				RF DISTRIBUTION OFE		
36						
37				POLICE CHIEF CONFERENCE ROOM		
38	1	Crestron	DM-RMC-100-C	DigitalMedia 8G+™ Receiver & Room Controller 100	\$600.00	\$600.00
39	1	Crestron	DM-TX-201-C	DigitalMedia 8G+™ Transmitter 201	\$866.67	\$866.67
40	2	LIBERTY	PC-G1796-E-P-B	Wallplate	\$64.10	\$128.20
41	1	Sharp	LC-40LE550U	40"LED HDTV,1080p,60Hz,3	\$577.00	\$577.00
42	1			SWINGOUT MOUNT	\$187.50	\$187.50
43						
44				PROFESSIONAL SERVICES		
45	1	DRI		Programming	\$6,200.00	\$6,200.00
46	1	DRI		Engineering Design	\$1,875.00	\$1,875.00
47	1	DRI		Installation	\$6,995.00	\$6,995.00
48	1	DRI		Plenum cables and connectors	\$5,065.00	\$5,065.00
49	1	DRI		Misc Hardware for displays, projectors and wall plates, etc.	\$1,125.00	\$1,125.00
50	1	DRI			\$925.00	\$925.00

Itm	Qty	MFR	PRT #	Description	Unit Price	Ext. Price
				Training		
51	1		Contingency	Contingency	\$2,000.00	\$2,000.00
52	1	DRI		System Commisioning / Tuning & Calibration	\$1,428.57	\$1,428.57
53				FREIGHT TO BE ADDED-NOT INCLUDED		
					SubTotal	\$64,983.30
					Sales Tax	\$0.00
					Shipping	\$0.00

Unless otherwise stated in the total amount shown, Sales Tax or Shipping Charges are not included. Sales tax will be invoiced according to point of delivery, unless a valid tax exemption certificate is provided. All shipping and insurance costs will be added to the invoice.

Total \$64,983.30

" Flexible leasing options are available for this equipment. Contact us for a leasing application"

Quote # AAAQ13516-B Client PO#: _____ Authorized Signature _____ Print Name _____ Date _____

Total amount of this proposal as listed above: \$64,983.30

Sign above and complete the information to authorize Digital Resources to place this order. By signing, you agree to terms and conditions set forth in this proposal. Partial Shipments will be shipped and invoiced unless noted otherwise. Taxes and Shipping charges will be invoiced separately.

WARRANTY: Digital Resources installation warranty includes a 90 day workmanship warranty. All warranty service requests after 90 days will be subject to standard service billing rates and on-site trip charges. Any product defects and or failures will be subject to the specific manufacturer's warranty repair or replacement policy, which does not include the cost of on-site service labor (unless manufacturer specific warranty states that service labor is included). If the field engineer/technician determines that the defect is not relative to failed physical workmanship of the installation provided by DRI, standard service rates will be applied and billed accordingly. On-site labor to inspect, trouble shoot, remove and install faulty equipment is not included under the warranty and is subject to standard DRI service rates. All freight charges to return warranty repairs and/or returns will be billed accordingly.

Digital Resources strives to offer excellent service and support. Please consult with our company representative for information on additional warranty options.

Target Completion / Delivery Date: _____. This date allows DRI to clearly understand the desired time frame of completing the delivery or work to be performed. DRI will confirm the feasibility of completing the delivery and work as requested.

* Purchase will be taxable according to state/local tax laws for point of delivery.

YES _____ NO _____ Tax ID # _____ (A Sales tax Exempt Form Must Be On File)



City of Colleyville City Council Agenda Briefing

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

Agenda Number 4i

Agenda Date 08/20/2013

Number Resolution R-13-3657

Type Resolution

Department City Secretary

Title

Approval of the Traffic Safety Advisory Committee bylaws

Explanation

Reading and Public Hearing

In an effort to provide consistent bylaws and attendance requirements and to assist new members appointed to a board, commission, or committee, staff developed a standard template for bylaws that include attendance requirements consistent with the City Council and Planning and Zoning Commission attendance requirements. The standardized template also outlines the responsibility of each board, commission, and committee and identifies the resolution or ordinance by which the board, commission, or committee was created. Staff liaisons were asked to present the bylaws for discussion and adoption at a scheduled board, commission, or committee meeting.

As the City Council creates, establishes, and appoints boards, commissions, and committees per the City Charter, (excerpt attached) and reviews the minutes of each board, commission, and committee, staff is seeking City Council approval of all bylaws approved by each board, commission, and committee, as they are approved. As some boards, commissions, and committees, meet on an as needed basis only, bylaws will be attached to the Consent Agenda, as they are adopted and approved by the board, commission, and committee.

The Traffic Safety Advisory Committee approved the attached bylaws at the June 25, 2013 meeting.

Financial Impact

There is no financial impact to the City.

Recommendation

Approve

Attachments

1. City Charter Excerpt
2. Traffic Safety Advisory Committee bylaws

Section 7.06 Department of Finance:

There shall be a Department of Finance headed by the City Manager or his appointee. The City Manager may appoint a deputy director of finance who may be the City Collector of Taxes. (Amended May 7, 2005)

Section 7.07 Other Departments, Boards and Commissions:

The City Council may abolish or consolidate any office or department except those created by this Charter. The City Council may divide the administration of any such departments as it may deem advisable and may create new departments.

The City Council shall create, establish, or appoint, as may be required by State law, circumstances, or this Charter, those Boards, Commissions, and Committees which are deemed necessary to carry out the functions and obligations of the City. The City Council shall prescribe accountability and tenure of each Board, Commission, and Committee where such are not prescribed by State law or this Charter.

ARTICLE VIII
LEGAL AND JUDICIAL SERVICES

Section 8.01 Municipal Court:

There shall be established and maintained a court designated as a "Municipal Court in the City of Colleyville", for the trial of misdemeanor offenses, with all such powers and duties as are now or hereafter may be prescribed by State law relative to municipal courts. All fines imposed by said court shall be paid into the City Treasury for the use and benefit of the City.

Section 8.02 Judge of the Municipal Court:

The Judge of the Municipal Court shall be appointed by the City Council to serve at the discretion of the City Council. He shall be an attorney licensed and practicing in the State of Texas, and shall receive such salary as may be fixed by the City Council. In case of the disability or absence of the Judge of the Municipal Court, the City Council shall appoint a qualified person to act in his place.

Section 8.03 Clerk of the Municipal Court:

There shall be a clerk of the Municipal Court to be appointed by the City Manager. The clerk of the court and deputies shall have the power to administer oaths and affidavits, make certificates, affix the seal of the court, and generally do and perform any and all acts as usual and necessary to be performed by the clerks of courts in issuing process of said courts and conducting the business thereof. (Amended May 7, 2005)

TRAFFIC SAFETY ADVISORY COMMITTEE BYLAWS

ARTICLE I – Identification and Purpose

- 1.1 The Traffic Safety Advisory Committee was established by the City Council of Colleyville, Texas, by Resolution R-93-900 on July 6, 1993. The purpose of the Traffic Safety Advisory Committee is to act in an advisory capacity to City Council and make recommendations regarding traffic safety based on reports from consultants, City staff, and suggestions from the public.

ARTICLE II – Membership

- 2.1 The Traffic Safety Advisory Committee shall consist of five (5) members who shall be appointed by the City Council for a two-year term.
- 2.2 Members shall serve without compensation and until their successors are appointed.
- 2.3 Members must be residents of Colleyville, Texas unless City Council waives the residency requirement.
- 2.4 Vacancies on the Traffic Safety Advisory Committee shall be reported to the City Secretary and filled by appointment of the City Council for the length of the unexpired term.
- 2.5 If a member of the Traffic Safety Advisory Committee fails to maintain a seventy-five percent (75%) attendance record for all regularly scheduled meetings, the Chair or staff liaison will notify the City Secretary. City Council may, at its discretion, declare a vacancy, advertise the open position or appoint a replacement without advertising.
- 2.6 City staff shall take minutes of the meeting and serve as custodian of Traffic Safety Advisory Committee records.

ARTICLE III – Meetings

- 3.1 Traffic Safety Advisory Committee meetings shall be held as needed at the Colleyville Justice Center, 5201 Riverwalk Drive, Colleyville, Texas. Meeting dates, times and location may be changed as necessary.
- 3.2 Members unable to attend a regular meeting shall notify the Chief of Police or staff liaison by noon of the meeting day.
- 3.3 A majority of the voting Traffic Safety Advisory Committee shall constitute a quorum to conduct business of the Traffic Safety Advisory Committee. The act of the Traffic Safety Advisory Committee members, present at a meeting, at which a quorum is in attendance, shall constitute the act of the Traffic Safety Advisory Committee.

- 3.4 Meeting agendas will be posted on the City Hall bulletin boards and the City's web site 72 hours prior to a meeting. Meeting agenda packets will be available to the public on the City's website 72 hours prior to a meeting. Approved meeting minutes will be included in City Council agenda packets under Reports.
- 3.5 Meeting agenda packets will be distributed to each member 72 hours prior to a meeting.
- 3.6 The Traffic Safety Advisory Committee may establish sub committees as deemed appropriate. Such committees will be dissolved upon completion of the charge or task.

ARTICLE IV – Duties and Responsibilities

- 4.1 The Traffic Safety Advisory Committee acts in an advisory capacity to the City Council in all matters pertaining to traffic safety.
- 4.2 The Traffic Safety Advisory Committee will cooperate with City boards, commissions, and committees, other governmental agencies, civic groups, and all citizens of the City.
- 4.3 The Traffic Safety Advisory Committee members shall sign the Acknowledgement Statement in accordance with the Colleyville City Charter, Section 14.02, Personal Financial Interest, Subsection G, Oath, which acknowledges familiarity with the referenced section and Chapter 171 of the Local Government Code pertaining to conflict of interest.
- 4.4 Traffic Safety Advisory Committee members shall meet the filing requirements of The Disclosure Act. The City is required to place all Conflict Disclosure Statements submitted to the City on the City's web site.
- 4.5 Traffic Safety Advisory Committee members will take the Attorney General Texas Open Meetings Act on-line training course or obtain a DVD of the training course from the City Secretary, and provide a copy of the Certificate of Course Completion to the City Secretary. The training must be completed not later than the 90th day after the date the member takes the oath of office or otherwise assumes responsibilities as a member of the governmental body.

ARTICLE V – Amendments

- 5.1 These bylaws may be amended by a majority vote at any regular meeting, if all members have been notified of the proposed amendment 72 hours prior to such meeting. Amendments must be in compliance with applicable City ordinances.



City of Colleyville City Council Agenda Briefing

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

Agenda Number 5a

Agenda Date 08/20/2013

Number Resolution R-13-3658

Type Resolution

Department Community Development

Title

Approval of a preliminary plat for 5.7 acres located on Lots A1, B1, and B1A of The Oaks Addition, located at One and Two Country Way, Case PC13-006

Explanation

Reading and Public Hearing

Tyson Thompson submitted a request for approval of a preliminary plat for 5.7 acres, located at One and Two Country Way, which includes six (6) single family residential lots.

The following is an analysis of the issues associated with this preliminary plat.

Zoning. The subject property is zoned R20-Single Family Residential.

Existing Conditions. The subject property currently contains two single family homes on two separate lots. The applicant intends to demolish the home at One Country Way (Lots 1 through 5 on the proposed plat) upon approval of the final plat. The home located at Two Country Way (Lot 6 on the proposed plat) is not scheduled to be demolished at this time.

Lot Dimensions and Setbacks. The R20 zoning regulations, in the Land Development Code, require a minimum lot size of 20,000 square feet with a minimum lot width of 100 feet, and lot depth of 125 feet. Per Section 3.24 G, Schedule of District Regulations, the following residential zoning standards apply:

Minimum Front Yard Setback: 30 feet

Minimum Side Yard Setbacks: 10 feet

Minimum Rear Yard Setback: 25 feet

Maximum Lot Coverage: 30 Percent

Lots 1, 2, and 3 as proposed do not comply with the minimum lot width requirement of 100 feet. All other requirements noted above are in compliance.

Waiver Requests. The applicant is requesting the following waivers to the Land Development Code as part of this plat submittal:

1. A professional engineer designed rural street section that is currently not part of the City's development standards that eliminates traditional standup curve, and instead utilizes bar ditches on each side of the road (see attachment). Therefore, the proposed street would be 31 feet wide with a 9.5 foot wide bar ditch on both sides of the street, in place of the required underground drainage system. Section 14-140(D) requires all new streets must be constructed with curbs and gutters, as specified in the section.
2. That sanitary sewer is allowed to be constructed under the improved roadway, as opposed to behind curb. The applicant states with a rural street design, this is necessary to allow room for the bar ditches, and will also allow for the preservation of some very old oak trees in the area. Any future street cuts done by private parties for taps into the sewer main would be required to be repaved by the private party at their expense under City supervision and inspection.
3. A variance to lot width as required by the R20-Single Family Residential District from 100 feet to 95 feet.
4. A variance from the sidewalk construction requirement for new streets. The applicant states that "with a rural street design there is little room for a sidewalk and this will also allow for the preservation of the country feel, and some very old oak trees in the area".

Waiver requests numbers one and two above will require approval by the City Council upon approval of the final plat. Waiver request number three may be approved by the Planning and Zoning Commission and City Council as part of the approval of the preliminary and final plat. Waiver request number four will require approval by the Planning and Zoning Commission as part of a separate sidewalk waiver request unless the City Council approves the waiver as part of the approval of the other waivers noted above as a condition of the approval of the final plat. The sidewalk would be required to be built by the homeowner prior to the final inspection for any new homes built on the proposed lots. Therefore, the sidewalk waiver may be requested by each individual home builder at the time of building permit issuance.

Should the City Council decide to approve the preliminary plat as submitted, staff recommends that the other waiver requests noted above, that are not specifically related to the plat, be addressed upon City Council consideration of the final plat, at which time the waivers would be granted as part of a single resolution approving the plat.

At the July 22, 2013 Planning and Zoning Commission meeting, the applicant stated they did not apply for a Planned Unit Development Residential-PUD-R zoning change. They opted to apply for the plat waivers because the lot sizes already meet the R20-Single Family Residential lot size requirements, and there is no room for any open

space, given the somewhat confined nature of the properties in their already developed state.

The proposed Lot 6 is large enough to be subdivided into smaller lots. However, the applicant states that, although Lot 6 may be subdivided at some point in the future, it will ultimately be at the discretion of the property owner.

Sidewalks and Trails. A four (4) foot sidewalk is required to be installed along the new internal street, at the time of new home construction. According to the Colleyville Trails and Sidewalk Systems Map, a five (5) foot sidewalk is required along L.D. Lockett Road and must be built upon redevelopment of Lot 6. As stated above, the applicant requests a waiver to the sidewalk construction requirement, which will require approval by the Planning and Zoning Commission under a separate request.

Development Fees. Park land dedication fees are required, in the amount of \$1,802 per residential lot, for the five lots where new homes are proposed. Park land dedication fees are due at the time of final plat and must be paid before the final plat is recorded with the County Clerk's office.

Roadway impact fees are due in the amount of \$4,941 per residential lot, at the time of the building permit application, which will total \$24,705 for the proposed development.

Water and Wastewater impact fees are due at the time of the building permit application. Fees for a typical 5/8 inch meter are \$2,491 for the water impact fee, and \$643 for the wastewater impact fee.

Infrastructure. Water and sanitary sewer services will be installed as part of the development process. As stated above, the applicant proposes to place the sanitary sewer main under the proposed new street, rather than alongside the street, given the proposed bar ditch. This will require approval of a waiver by the City Council. The developer is responsible for the extension of water and sewer service lines to the individual lots.

Streets. As stated above, the applicant is requesting a waiver to the curb and gutter requirement on both sides of the new street and, instead, proposes to construct a 9.5 foot wide bar ditch on both sides of the new street. This waiver will require approval by the City Council.

Tree Preservation. As required by Chapter 5-Tree Preservation of the Land Development Code, approval of a tree survey and mitigation plan is required upon approval of the final plat for the property. A tree survey and tree mitigation plan have been submitted.

Drainage and Stormwater Runoff. As required by the Land Development Code, drainage and engineering plans have been submitted with the proposed plat.

Planning and Zoning Commission Recommendation. The Planning and Zoning Commission recommended denial of this request at the July 22, 2013 meeting by a vote of 5-2. The applicant's appeal to City Council is attached to this briefing.

Summary. Given the waivers requested by the applicant, the proposed plat does not comply with the minimum requirements of the Land Development Code. Therefore, staff recommends denial due to technical non-compliance with the Land Development Code.

Financial Impact

There is no financial impact to the City.

Recommendation

Denial

Attachments

1. Applicant's Appeal to City Council
2. Location and Zoning Map
3. Aerial
4. Applicant's Request
5. Proposed Roadway Cross-Section
6. Preliminary Plat Exhibit
7. Resolution R-13-3658

Applicant's Appeal to City Council

From: [Bryan Holland](#)
To: [Ron Ruthven](#)
Cc: [Ron Carroll](#); [REDACTED]
Subject: Country Way Addition
Date: Wednesday, July 24, 2013 1:39:27 PM

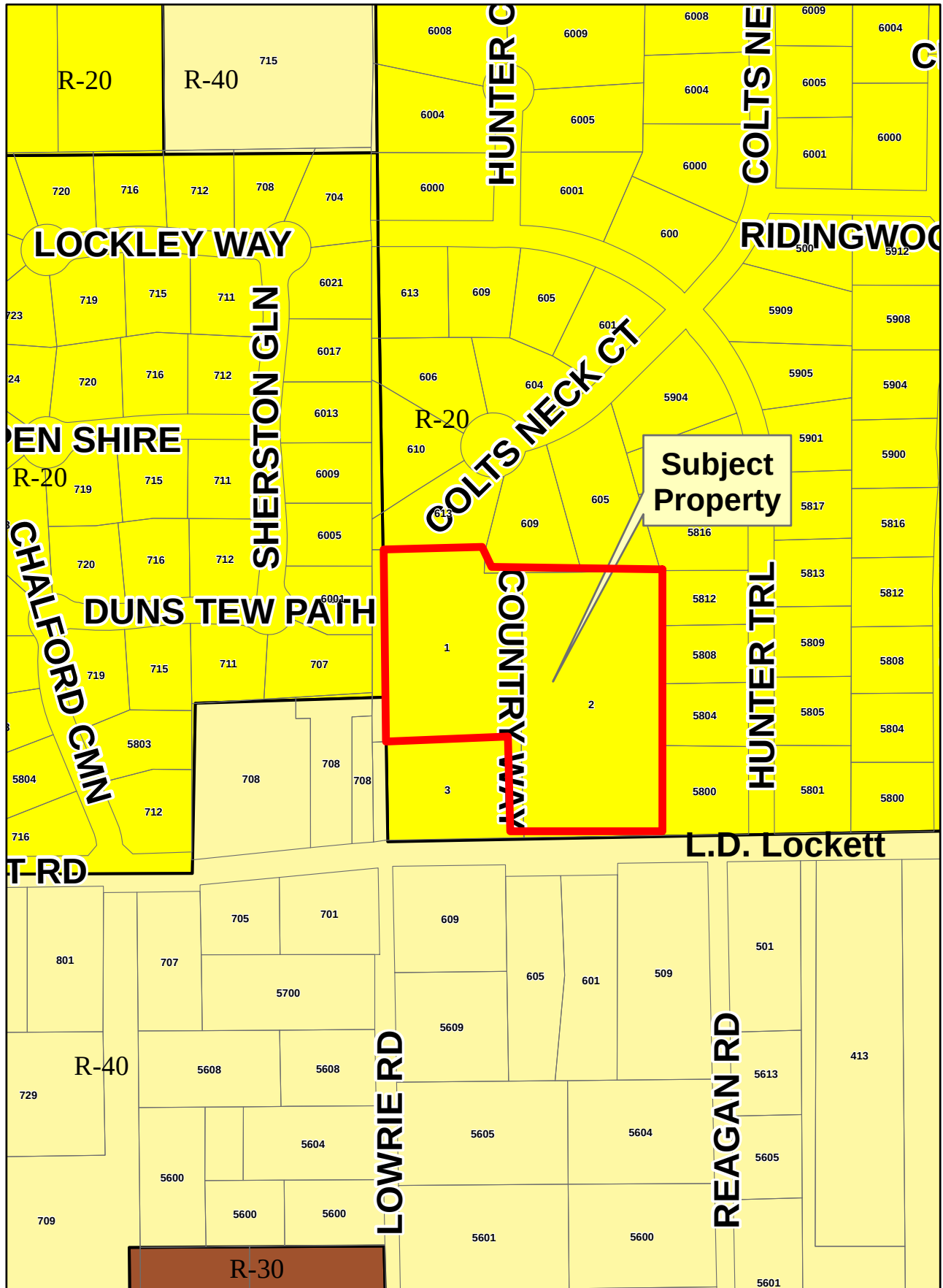
Mr. Ruthven –

As discussed this morning, we would like to appeal the Planning and Zoning Commission's decision on the preliminary plat for the Country Way Addition to the City Council. Please place us on the next regularly scheduled hearing date. My understanding is that their next meeting is on August 20th at 7:30 p.m. in the City Council chambers. If this is incorrect or changes please let me know.

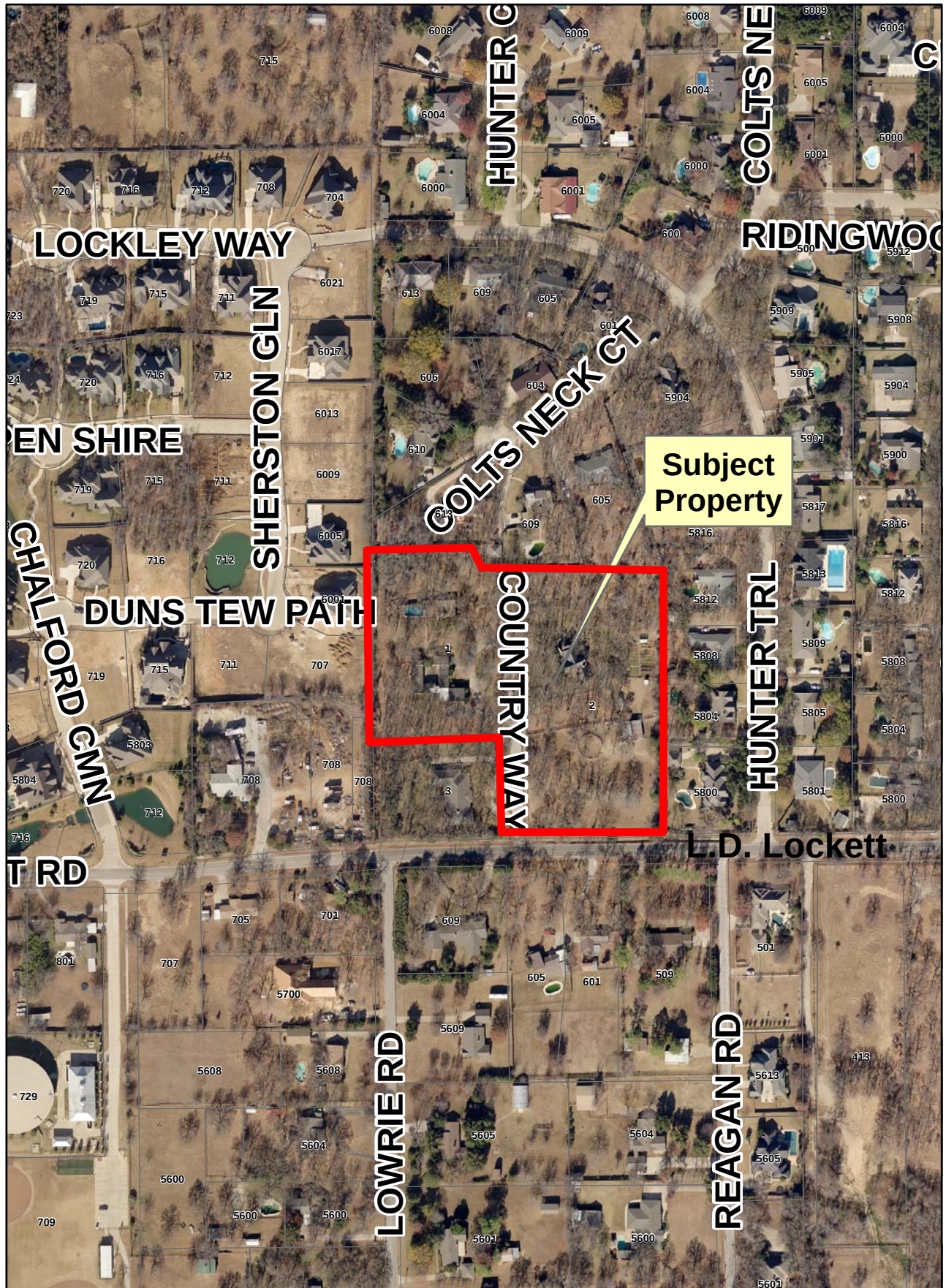
Thank you.

Bryan Holland
Director of Land Acquisition & Development
Graham Hart Home Builder
(O) 214.626.8590, Etx. 109
(M) 817.875.5215
(F) 817.545.1455

Location and Zoning Map



Aerial



Applicant's Request

Date: July 18, 2013
To: City Staff, Planning & Zoning Commission & City Council
From: Bryan Holland, Director of Acquisition & Development
Re: Preliminary Plat for Country Way Addition and Requested Variances

Dear Staff, P&Z Commissioners & Council Members:

We have been working with staff and the surrounding property owners on Country Way in an effort to successfully plat the property for five new residential homes. Unfortunately, we are running in to some constraints regarding drainage, street design and utility location which we will attempt to outline below. We are confident that these issues can be resolved through coordination, common sense and flexibility on behalf of the city and ourselves. If this can occur, we can make an unmanageable situation manageable, allow for the redevelopment of a beautiful area of the city and drastically increase the amount of taxable revenue over what is currently existing.

First off, what we are requesting . . .

1. A professional engineer designed rural street section that is currently not part of the city's development standards that eliminates traditional standup curve and instead utilizes bar ditches on each side of the road. This street section is indicated on the plans submitted.
2. That sanitary sewer is allowed to be constructed under the improved roadway as opposed to behind curve.
 - a. With a rural street design this is necessary to allow room for the bar ditches and will also allow for the preservation of some very old oak trees in the area.
3. A slight variance to lot widths in the current zone (R20) from a 100' width to a 95' width.
 - a. The lots greatly exceed minimum depth and overall square footage requirement.
4. A variance from the sidewalk requirement installation
 - a. With a rural street design there is little room for sidewalk and this will also allow for the preservation of the country feel and some very old oak trees in the area.

To better understand our proposed design criteria and requested variances particularly regarding the street section, we would like to first look historically at this property.

1. The properties surrounding Country Way were initially platted some thirty years ago in Hurst, Texas because at the time, Colleyville did not have the ability to review and approve plats.
2. When the property was initially platted, the owners created a thirty foot wide "ingress/egress easement" to access the properties instead of a traditional public right-of-way because the city of Colleyville did not have the services available to maintain a publicly dedicated street.
3. Since that time, the surrounding owners on Country Way have owned and maintained the ingress/egress easement at their expense.

Applicant's Request

4. The existing ingress/egress easement does not meet city standards for a new subdivision.
5. Historically, the County Way properties have received drainage flows from the north and the west as indicated on the submitted Preliminary Drainage Map. There was a lot of water from these surrounding properties which historically sheet flowed on to the Country Way Properties.
6. Twenty plus years ago, The Oaks development north of the Country Way properties developed; which, according to the property owners on Country Way, helped to alleviate some of the historic flow across the Country Way properties. In other words, it made it better.
7. Some 6-7 years ago, the City of Colleyville approved the development plans and plat for the Covington Addition, directly to the west of the Country Way properties. The problem is that, even though the undeveloped and developed flows from the Covington Addition are approximately the same, the developed flows are concentrated, channelized and directed to one point on the Country Way property. This increases the velocity of the water to one point as opposed to the property sheet flowing across several hundred feet which causes a much more unmanageable situation. In other words, this made the drainage problem worse.
8. According to the professional engineer of record on this project, what the Covington Addition did and was allowed to do (by concentrating its flows), is technically illegal. They should have been required to work with the downstream property owner to secure a drainage easement and then determine how to get the redirected and concentrated water from Point A (their outflow location) to Point B (bar ditch in L.D. Lockett) without adversely affecting those in its path. This did not occur.
9. The resulting affect is an unmanageable drainage situation which is putting a burden upon the properties along Country Way, making it difficult for them to sell their properties and therefore causing diminished property values.

How do we propose to solve these issues?

1. The existing property owners along Country Way have agreed to dedicate enough property to allow for a fifty foot (50') public right-of-way.
2. In order to manage the drainage and solve the problem created by an adjacent development we are proposing to create a professional engineer designed rural street section with bar ditches that can effectively and cost efficiently handle the water flow and get it from Point A to Point B. The subject site collects runoff from adjacent single family developments to the north and west. Specifically, runoff from the western property is discharge from an outlet structure at a point along the adjoining property line, see preliminary engineering for more information. This created a concentrated point discharge to the subject site that previously entered as sheet flow. The current owner has noted flooding issues after the construction of the adjacent property not observer prior. In order to properly mitigate this concentrated flow and convey runoff to L.D. Lockett with creating future erosive conditions, a non-typical roadway section is required. The use of storm sewer conduit from the existing discharge point to L.D. Lockett would only pass the issue onto the City and potential compound drainage issues for the subject site and upstream

Applicant's Request

properties north of L.D. Lockett. The current section will manage the point discharge to mitigate existing flooding conditions along the western property line for the proposed and existing residents. Further, the open channel or “bar ditch” section will convey water to L.D. Lockett more efficiently without creating another concentrated discharge point within City Right of Way. Therefore this roadway section alternative addresses the existing conditions without creating future potential problems for someone else to manage. This design would be reviewed and approved by the City Engineer prior to construction.

3. Construct the new sanitary sewer under the new improved roadway. This has been done recently on other projects currently under construction in Colleyville to protect native trees. In addition, with a rural street section, the areas behind curb are being utilized for the bar ditch and the handling of drainage.
4. Sidewalk does not lend itself to a rural street section and there is not room within the proposed street section to allow for the construction of sidewalk. In addition, there is not existing sidewalk either on Country Way or L.D. Lockett and therefore it would be sporadically built along only the newly developed lots (since we don't own or control the balance of the property along Country Way) and lead to nowhere. We are requesting a variance on this item.

We respectfully request that you review our proposed development plan and allow us to work with you to build some beautiful new homes in Colleyville and make a problem situation go away. This proposed course of action will limit interruption to existing residents and the City by modifying existing conditions and mitigate drainage issues without creating a burden for the City or downstream properties.

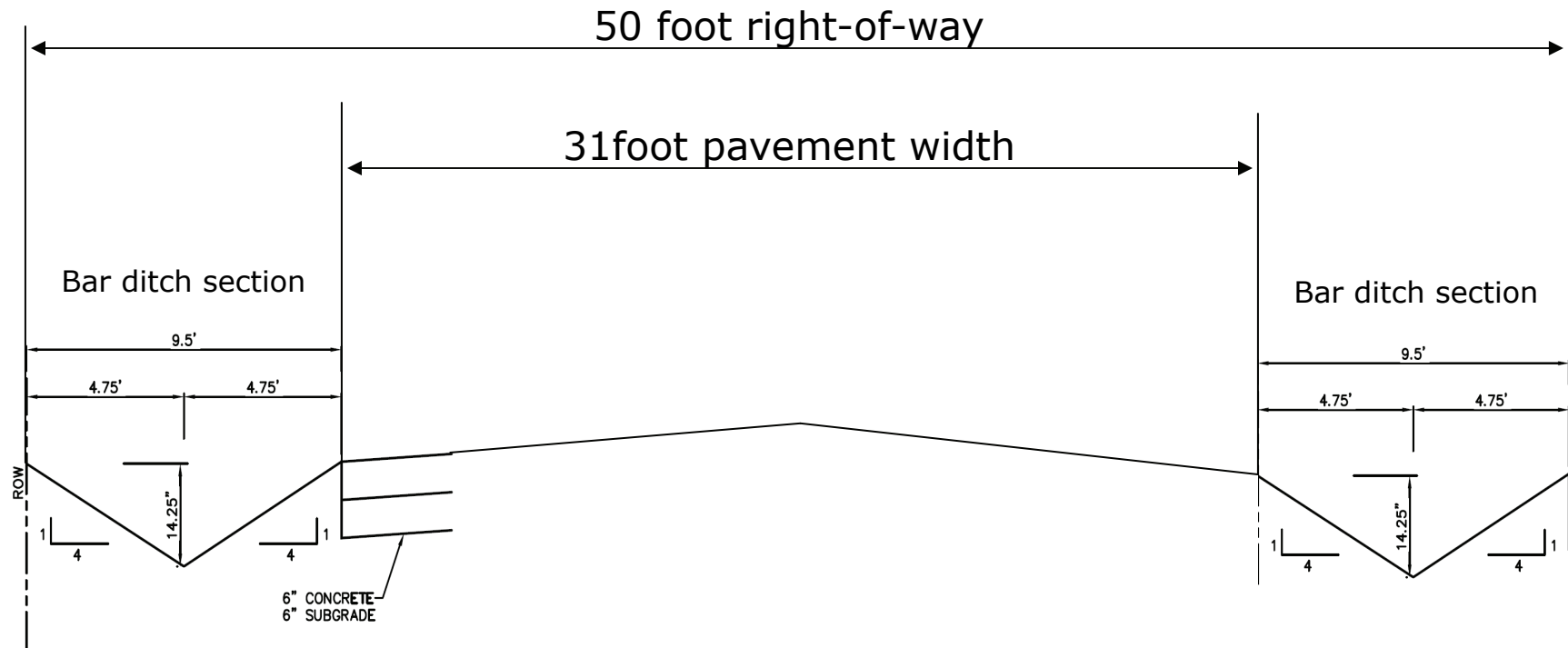
If you have questions or concerns regarding this memorandum or our proposed development please do not hesitate to contact me.

Cordially,

Graham Hart, Ltd.

Bryan Holland
Director of Acquisitions & Development

Proposed Roadway Cross-Section



© 2021 John Wiley & Sons, Ltd. *J. Polym. Sci. Part A: Polym. Chem.* 59: 1211–1221, 2021. DOI: 10.1002/pola.26611

TBPE NO. F-12452

RESOLUTION R-13-3658

**A RESOLUTION APPROVING A PRELIMINARY PLAT FOR
COUNTRY WAY ADDITION**

WHEREAS, the Planning and Zoning Commission denied the preliminary plat for Country Way Addition on July 22, 2013; and

WHEREAS, the applicant has appealed the denial of the Planning and Zoning Commission to the City Council.

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

Sec. 1. THAT the preliminary plat for Country Way Addition, attached as Exhibit "A", is hereby approved.

AND IT IS SO RESOLVED.

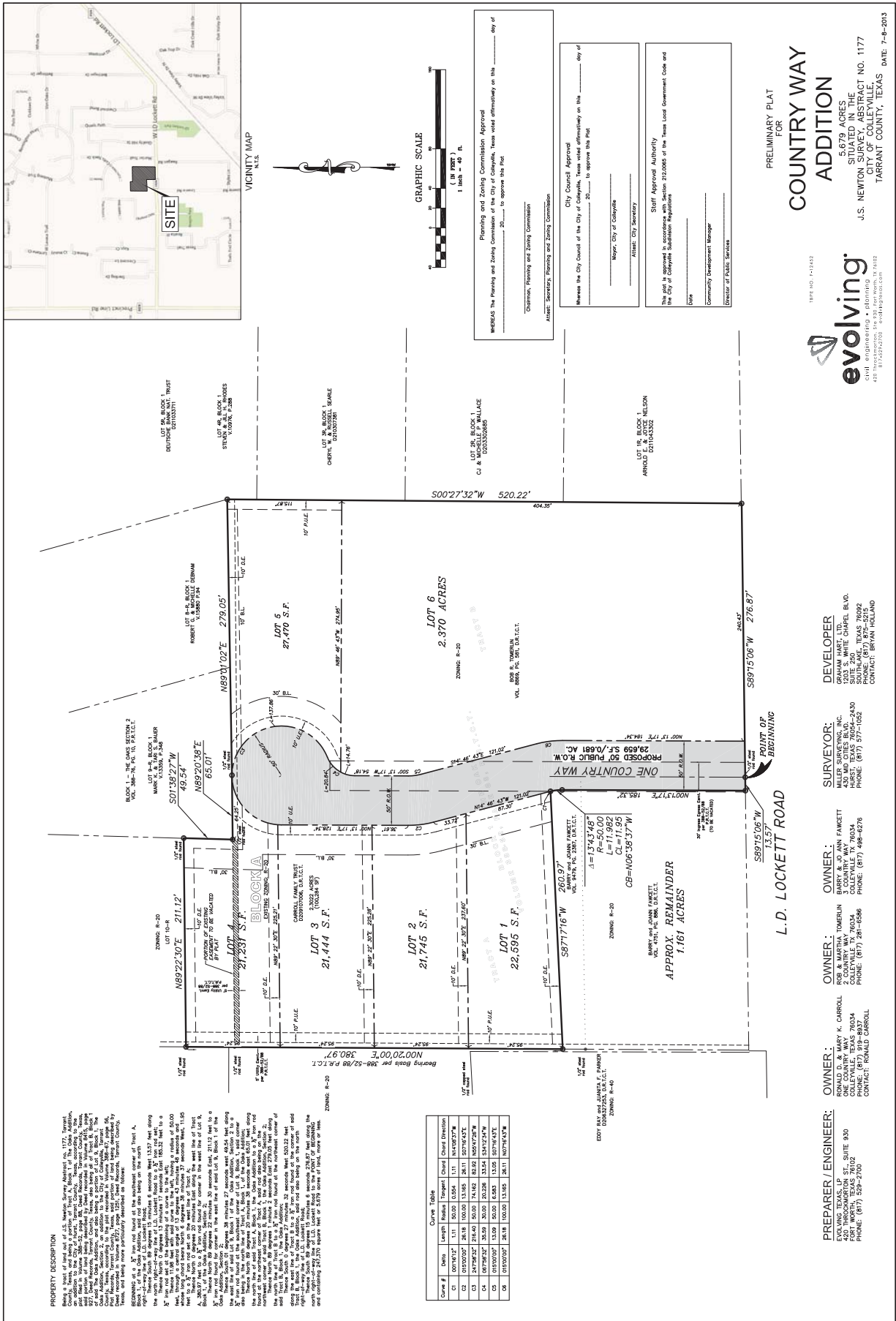
PASSED BY A VOTE OF ___ AYES, ___ NAYS, AND ___ ABSTENTIONS ON
THIS THE 20TH DAY OF August 2013.

ATTEST:

CITY OF COLLEYVILLE

Amy Shelley
City Secretary

David Kelly
Mayor





City of Colleyville City Council Agenda Briefing

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

Agenda Number 5b
Type Resolution
Department City Manager

Agenda Date 08/20/2013

Number Resolution R-13-3659

Title

Approval of a proposal to set the ad valorem tax rate for Fiscal Year 2014 at \$.3559 per hundred dollars of valuation

Explanation

Reading and Public Hearing

Chapter 26, Texas Property Tax Code, requires taxing units to comply with "Truth-in-Taxation" laws in setting tax rates and perform an effective tax rate calculation. The calculated Fiscal Year 2014 (FY 2014) effective tax rate is \$.357392. As the proposed rate of \$.3559 is lower than the effective tax rate of \$.357392, legislation requires that a city only need to publish the "Notice of Effective Tax Rate" to be in compliance with Chapter 26 of the Texas Property Tax Code. The "Notice of Effective Tax Rate" for FY 2014 was published on Thursday, August 15, 2013 in the *Fort Worth Star-Telegram*. In order that the citizens of Colleyville be informed of the proposed FY 2014 tax rate, Resolution R-13-3659 reflects the City Council's intention to adopt a tax rate of \$.3559 per hundred dollars of valuation, utilizing the July 25, 2013 certified tax roll as the basis for the proposed tax rate.

Additionally, the FY 2014 proposed tax rate of \$.3559 per hundred dollars of valuation is unchanged from FY 2013 to FY 2014. The average residential value for FY 2013 was \$397,889, and the average residential value for FY 2014 is \$406,040. The increase in average residential property value between FY 2013 and FY 2014 was primarily driven by higher values for new residential construction, as in many cases, the value of new homes constructed during the assessment period was greater than \$400,000. This equates to an annual property tax increase of \$29.01, or an adjustment of \$.08 per day to support City services. If the taxable valuation for a residence did not increase from FY 2013, there is no corresponding increase in taxes, as there is no proposed tax increase in FY 2014.

As a point of reference, the effective tax rate calculation set the interest and sinking rate (Debt Service Fund rate) at \$.03148. The remainder of the tax rate of \$.32442 will be allocated to operations and maintenance (General Fund rate). The ordinance adopting the FY 2014 tax rate will reflect these rates, as required by the effective tax rate calculation.

Financial Impact

Notice of intent to adopt FY 2014 tax rate of \$.3559 per hundred dollars of valuation,

as that is the tax rate upon which FY 2014 ad valorem tax levy will be calculated.

Recommendation

Approve

Attachments

1. 2013 Certified tax roll
2. Resolution R-13-3659



July 25, 2013

Tax Office

3072 Mustang Drive
Grapevine, TX 76051

817/251-5633
METRO 817/481-1242
FAX 817/421-9400

I, Colette Franklin, Tax Assessor-Collector for the City of Colleyville, Texas, submit to the City Council the 2013 Appraisal Roll as sworn to by Jeff Law, Chief Appraiser of the Tarrant County Appraisal District. Attached, herewith, are the appraisal roll valuation summary sheets with hard copies of the appraisal roll available for inspection at 3072 Mustang Drive, Grapevine, Texas 76051.

Total Appraised and Assessed Value	\$4,236,538,550
Less Agricultural Deferral and Exemptions	- 389,270,388
Net Taxable	\$3,847,268,162

New Construction (Included in net taxable)	\$ 98,382,931
---	---------------

I certify an anticipated collection rate of 100% for the tax year 2013. This total percentage includes current taxes, delinquent taxes, rollback taxes, penalties and interest.

Witness my hand this 25th day of July 2013.

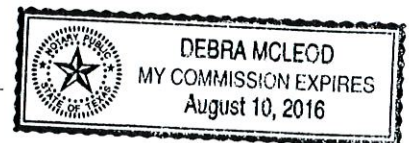
Colette Franklin, RTA, CSTA
Tax Assessor-Collector

Sworn and Subscribed to me this 25th day of July 2013.

Notary Public Signature

County

State





TARRANT APPRAISAL DISTRICT

CITY OF COLLEYVILLE

2013 Certified Appraisal Roll Valuation Summary

I, Jeff Law, Chief Appraiser for the Tarrant Appraisal District, to the best of my ability do solemnly swear that the attached is that portion of the appraisal roll of the Tarrant Appraisal District which lists property taxable by the above named entity and constitutes their certified appraisal roll.

APPRAISED VALUE (Considers Value Caps) ----- > \$ 4,236,538,550

Absolute Exemption	\$	156,246,983
Cases before ARB	\$	71,585,519
Incompletes	\$	12,410,195
Deferred, Special Use, and Partial Exemptions	\$	149,027,691

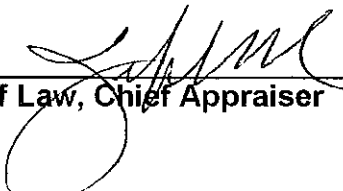
See Totals Report for breakdown of each Exemption

NET TAXABLE VALUE ----- > \$ 3,847,268,162

Appraised value minus Absolute Exemption amount, minus ARB amount, minus Incompletes, minus Deferred, Special Use and Partial Exemptions to equal the NTV.

ESTIMATED NET TAXABLE VALUE ----- > \$ 3,909,272,694

Including suggested values to be used for pending A.R.B. accounts (see page two), and Incomplete accounts (see page three).



Jeff Law, Chief Appraiser



TARRANT APPRAISAL DISTRICT
Jeff Law, Chief Appraiser

25 JUL 2013

CITY OF COLLEYVILLE

2013 Appraisal Review Board Information

Section 25.01 (c) of the State Property Tax Code directs the chief appraiser to prepare a list of all properties under protest with the Appraisal Review Board and pending disposition at the time of value roll certification.

The values below are from the ARB roll and are not included in the totals certified by the chief appraiser and represented on page 1 of this report.

\$	71,585,519	Total appraised value of properties under protest.
\$	70,870,519	Net taxable value of properties under protest.
\$	49,609,363	Estimated minimum taxable value for the same properties. This value should be added to the net taxable value on page one.



TARRANT APPRAISAL DISTRICT
Jeff Law, Chief Appraiser

25 JUL 2013

CITY OF COLLEYVILLE

2013 Incomplete Property Information

Section 26.01(d) of the State Property Tax Code directs the chief appraiser to prepare a list of all properties that are not on the certified appraisal roll and not included on the ARB roll.

The values below are from the incomplete property listing and are not included in the totals certified by the chief appraiser and represented on page 1 of this report.

The value of incomplete properties are subject to change and are also subject to appeal before the Appraisal Review Board.

\$	12,410,195	Total appraised value of incomplete properties
\$	12,395,169	Estimated net taxable value of incomplete properties

RESOLUTION R-13-3659

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS PASSED PURSUANT TO SECTION 26.04, OF THE PROPERTY TAX CODE OF THE STATE OF TEXAS, APPROVING A PROPOSAL OF THE INTENT TO SET PROPERTY TAX RATES AT THIRTY FIVE AND FIFTY-NINE HUNDREDTHS CENTS (\$.3559) PER ONE HUNDRED DOLLARS VALUATION FOR FISCAL YEAR 2014; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Tax Assessor/Collector for the City of Colleyville, Texas (the "City"), has calculated the amount of the effective tax rate and the rollback tax rate pursuant to Section 26.04(c) of the Property Tax Code of the State of Texas (the "Property Tax Code"); and

WHEREAS, pursuant to Section 26.04(e) of the Property Tax Code, the said tax rates have been submitted to the City Council; and

WHEREAS, it appears necessary to adopt a tax rate of thirty five and fifty-nine hundredths cents (.3559) per one hundred dollars of valuation and the proposed tax rate is unchanged from Fiscal Year 2013.

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

- Sec. 1. THAT the City Council does hereby, by the approval of this resolution, state its intention to adopt a tax rate for Fiscal Year 2014 of thirty five and fifty-nine hundredths cents (.3559) per one hundred dollars of valuation. The Fiscal Year 2014 tax rate will be adopted at the City Council meeting to be held on Tuesday, September 17, 2013.
- Sec. 2. THAT the 2013 tax roll as certified on July 25, 2013 by the Chief Appraiser of Tarrant Appraisal District is adopted and is the basis for the Fiscal Year 2014 proposed tax rate.
- Sec. 3. THAT this resolution shall take effect from and after the date of its passage.

AND IT IS SO RESOLVED.

APPROVED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS,
THIS THE 20TH DAY OF AUGUST 2013, BY THE FOLLOWING VOTE:

David Kelly	_____	Carol Wollin	_____
Chuck Mogged	_____	Stan Hall	_____
Jody Short	_____	Tom Hart	_____
Mike Taylor	_____		

ATTEST:

CITY OF COLLEYVILLE

Amy Shelley
City Secretary

David Kelly
Mayor



City of Colleyville City Council Agenda Briefing

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

Agenda Number 7

Agenda Date 08/20/2013

Type Report

Department City Secretary

Title

Traffic Safety Advisory Committee Meeting Minutes - June 28, 2011
Senior Center Advisory Committee Meeting Minutes - April 18, 2013
Sign Board of Appeals Meeting Minutes - May 15, 2013
Planning and Zoning Commission Meeting Minutes - June 10, 2013
Colleyville Library Board Meeting Minutes - June 10, 2013
Planning and Zoning Commission Meeting Minutes - June 24, 2013

Attachments

1. Traffic Safety Advisory Committee Meeting Minutes - June 28, 2011
2. Senior Center Advisory Committee Meeting Minutes - April 18, 2013
3. Sign Board of Appeals Meeting Minutes - May 15, 2013
4. Planning and Zoning Commission Meeting Minutes - June 10, 2013
5. Colleyville Library Board Meeting Minutes - June 10, 2013
6. Planning and Zoning Commission Meeting Minutes - June 24, 2013

COLLEYVILLE TRAFFIC SAFETY ADVISORY COMMITTEE

MINUTES - June 28, 2011

1. CALL TO ORDER. The meeting of the Traffic Safety Advisory Committee was called to order at 7:00 p.m. in the Police Department Community Services Office of the Colleyville Justice Center at 5201 Riverwalk Drive. In attendance were:

Sean Bryan
Jim Tressler

Walt Mills
Steve Dye

2. Approval of March 7, 2011 meeting minutes. Motion to accept by Jim Tressler, seconded by Sean Bryan, and approved by unanimous committee vote.
3. Discussion Items:

Jeremy Hutt, City Engineer, briefed the Committee on the following items:

- A. Future of Cheek-Sparger and Jackson Road intersection improvements
- B. Turning radius at the John McCain and Westcoat intersection
- C. Status of improvements to Heritage Road, south of Glade Road
- D. Update on the Pleasant Run and John McCain roundabout

Other related items discussed were:

- E. Lighting at John McCain and Westcoat
- F. Landscaping of the intersection at Glade and Jackson

4. Citizen Comments: No citizen comments were received.
5. Adjournment: The TSAC meeting adjourned at 7:42 p.m.

Minutes taken and prepared by David N. James, Interim Chief of Police

The meeting minutes were approved on June 25, 2013 by a vote of 4-0.



City of Colleyville

Senior Center Advisory Committee Minutes

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

Thursday, April 18, 2013
1:30 p.m.

Senior Center
2512 Glade Road

1. CALL TO ORDER

Chairperson Debra Minea called the regular meeting of the Colleyville Senior Advisory Committee to order on April 18, 2013, at 1:32 p.m.

Roll Call: Present Chairperson Debra Minea, Committee members Dorothy Parker, Charna Gray, Denise LaPosta, Molly Skinner. Library/Parks and Recreation Director Mary Rodne, Recreation and City Events Manager Lisa Escobedo, Recreation Specialist Cody Ashton, Assistant City Manager/Chief Financial Officer Terry Leake, Administrative Assistant Kathy Moore

Absent Committee member Anna King and Heath Dowell

2. APPROVAL OF MINUTES

January 17, 2013

Committee member Charna Gray moved to approve the January 17, 2013 minutes as written. Molly Skinner seconded the motion. The motion carried with a unanimous vote.

3. REGULAR AGENDA ITEMS

3a Approval of the updated bylaws for the Senior Center Advisory Committee

Committee Chair, Debra Minea gave an overview of the Committee's revisions for the Senior Center Advisory Committee bylaws, as requested at the last meeting. Minea stated that all revisions have been made and the bylaws are ready for Committee approval. A copy of the revised bylaws is included in the Committee agenda packet for review. Molly Skinner made a motion to approve the updated Senior Center Advisory Committee bylaws. Charna Gray seconded the motion. The motion carried with a unanimous vote. It was noted that the approved bylaws would be forwarded to the City Council for approval.

3b Update on the Colleyville Senior Center Rebranding Study

Recreation and City Events Manager Lisa Escobedo presented an update on the progress of the Colleyville Senior Center rebranding study. Escobedo stated that

“Request for Proposals” were sent out to Consultants on April 5; noting that the selection process is underway, and an announcement of the selected Consultant would be made within the week.

City staff outlined the scope of the study, which will include:

- Community Input
- Focus Groups
- Programming Needs
- Building Efficiency
- Name/Signage
- Facility Needs
- Public Meetings

3c Discussion and consideration of the Senior Center Wish List

Chairperson Minea stated that the Committee would like to focus on having the piano at the Senior Center tuned; this item was added to the wish list at the January meeting. Senior Center Recreation Specialist, Cody Ashton reported that the seniors have formed a small theater group and requested the use of the piano. Additionally, Cody stated that he researched the cost of having the piano tuned; noting that prices ranged from \$90 to \$120 for tuning, with the possibility of additional cost for a pitch raise, which would increase the cost to approximately \$200. Quotes were received from vendors in Colleyville, Bedford, North Richland Hills and Fort Worth, with Prestige Piano of Bedford providing the lowest quote.

Discussion continued concerning a funding source for the piano tuning; Staff and the Committee agreed that having use of the piano was an enhancement that would benefit the Center as a whole. It was determined that funding was available in the Senior Center donation funds. However, the Committee would like staff to see if the Colleyville vendor would match Prestige Piano’s bid to keep the business in Colleyville. Charna Gray made a motion to spend money from the Senior Center funds to make necessary repairs to the piano. Denise LaPosta seconded the motion. The motion carried with a unanimous vote. Additionally, it was agreed that the piano should be tuned annually and staff will look into the cost for this.

3d Discussion on items for future agendas

Debra Minea suggested that each year we hand out a meeting schedule for the year to help the Committee members with their schedules. Minea noted that the remaining meetings for 2013 are scheduled for July 18 and October 17.

4. REPORTS

Cody Ashton, Recreation Specialist gave an overview of the Senior Center activities and upcoming special events; noting that the Senior Prom was held on February 15

with 46 participants; AARP free tax help concluded on April 9 with 177 returns; and the Senior Experience summer brochures have been mailed with several new programming options.

Chairperson, Debra Minea stated that the number of participants for Meals on Wheels is up a little with some new people attending. She noted that the senior theater group has started singing at the luncheons and has been well received.

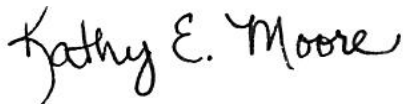
5. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

There were no citizen comments; however, staff and Committee members discussed the use of the parkland behind the Senior Center. It was noted that the property would be looked at in the future.

6. ADJOURNMENT

Molly Skinner moved to adjourn at 2:13 p.m. Charna Gray seconded the motion. The motion carried with a unanimous vote.

Minutes taken and prepared by:



Kathy E. Moore
Administrative Assistant
Parks and Recreation

The meeting minutes were approved on July 18, 2013 by a vote of 5-0.



City of Colleyville Sign Board of Appeals Minutes

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

Wednesday, May 15, 2013

City Council Chambers

Call to Order

The Sign Board of Appeals meeting of the City of Colleyville was called to order by Board member McNosky on May 15, 2013 at 7:20 p.m.

Roll Call

Present: Board members Piers Chance, Jason Elms, Mark Collier, Larry Kainer (Alternate 2) and Dee McNosky

Absent: Board members Mike Leathers, and Judson Orlando (Alternate 1)

Staff Present: Ron Ruthven, Darren Cain, and Taci Wrisley

1. APPROVAL OF MINUTES

Board member Kainer moved to approve the April 9, 2013 meeting minutes as amended. Board member Elms seconded.

The motion to approve as amended carried by the following vote:

Aye: 5 – Chance, Elms, Collier, Kainer, and McNosky

2. PUBLIC HEARING AGENDA ITEMS

- 2a** Consideration for a variance from the sign regulations regarding a monument sign on Lot 1, Block 1, of the Kaybird Addition, located at 4814 Colleyville Boulevard, Case SC13-003

Darren Cain presented the case and briefed the Board.

The public hearing was opened at 7:36 p.m.

Gary Price, the applicant and property owner, came forward and briefed the Board.

Mark Jameson, the business owner, came forward and briefed the Board.

Lisa Pritchett, 4800 Colleyville Boulevard, came forward and expressed her concerns for the proposed monument sign.

Mr. Jameson came forward and addressed concerns.

Board member Kainer questioned Mr. Jameson regarding the possibility of removing landscaping or trees to construct the monument sign. Mr. Jameson replied if the trees needed to come down to construct the sign, they would do so.

Board member Kainer questioned Mr. Jameson regarding his proposal to the neighboring business owner in regards to the reduced sign height. Mr. Jameson replied that proposal was made and would only be kept if the neighbor did not come and speak in opposition to his case.

Board member Elms questioned Mr. Jameson regarding whether his lease specifically stated he would have a monument sign. Mr. Jameson replied yes.

Discussion occurred between Board member Elms and Mr. Jameson regarding the tenant finish out costs and processes.

Board member McNoskey questioned staff regarding which department denied the sign permit application. Ron Ruthven replied it would have been a member of city staff and it quite possibly could have been himself.

Board member Chance questioned staff regarding whether another business would be allowed to use the same sign in the future, if constructed. Darren Cain replied yes.

Board member Collier questioned Mr. Price regarding the cost to re-work their current sign to allow for all of their tenants to have a little more space. Mr. Price stated their sign is cast stone and would be very costly to rework.

Discussion continued between the Board and Mr. Jameson regarding the possibility of re-working the existing monument sign.

Board member Elms questioned Mr. Price regarding whether the intent for the building to be a bank or was the intent to be a multi-tenant building? Mr. Price replied from the beginning the intent was to be a multi-tenant space.

Board member Kainer questioned Mr. Jameson regarding whether his existing sign was visible if one were traveling from North to South. Mr. Jameson replied no.

Board member Kainer questioned Mr. Jameson regarding whether he would consider keeping his proposal he made to his neighbor, 50 percent reduction in height, and move forward to the City Council if they Board made that recommendation? Mr. Jameson replied he would prefer not to. He further explained he would prefer to be allowed to build what the code allows.

Discussion occurred amongst the Board regarding procedure for moving forward to City Council.

Lisa Pritchett, 4800 Colleyville Blvd, came forward and expressed her concerns regarding the proposed monument sign.

Mr. Jameson came forward and addressed Mrs. Pritchett's concerns.

There being no one else wishing to speak, the public hearing was closed at 7:56 p.m.

Board member Elms questioned staff regarding the frontage along Colleyville Boulevard and Glade Road; and could the applicant have a separate monument sign on Glade Road. Darren Cain replied yes, a monument sign would be allowed on Glade Road. Mr. Jameson replied this was not possible due to the property setbacks.

Board member McNoskey stated she was aware there were difficulties all along Colleyville Boulevard due to the recent right-of-way acquisitions.

Board member Kainer questioned staff regarding whether this sign would have to be moved, at a later date, if approved. Ron Ruthven replied no.

Board member Chance made a motion to approve Case SC13-003. Board member Kainer seconded.

The motion to approve Case SC13-003 failed with the following vote:

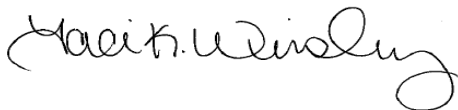
Aye: 3 – Chance, Kainer, and McNoskey

Nay: 2 – Elms and Collier

3. ADJOURNMENT

The meeting adjourned at 8:02 p.m.

The minutes were written and prepared by:



Taci Wrisley
Planning and Zoning Assistant

The meeting minutes were approved on July 9, 2013 by a vote of 5-0.



City of Colleyville Planning and Zoning Commission Minutes

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

Monday, June 10, 2013

City Council Chambers

CALL TO MEETING TO ORDER

The Planning and Zoning Commission meeting of the City of Colleyville was called to order by Chairman Byerly on June 10, 2013 at 7:00 p.m.

Roll Call

Present: Commissioners Larry Knox, Dave Dudziak, David Wheelwright, Jim Gotcher, David Phelps, and Jeff Byerly

Absent: Commissioner Don Davis

Staff Present: Ron Ruthven, Darren Cain, Taci Wrisley, Dale Crown, Rob McKeown, and Cathy Cunningham (City Attorney)

INVOCATION

The invocation was given by Chairman Byerly

1. APPROVAL OF MINUTES

Commissioner Phelps moved to approve the May 13, 2013 meeting minutes as revised. Commissioner Gotcher seconded.

The motion to approve as revised carried with the following vote:

Aye: 6 - Knox, Dudziak, Wheelwright, Gotcher, Phelps, and Byerly

2. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

There were no citizen comments/presentations regarding items not on the agenda.

3. REGULAR AGENDA ITEMS

3a Approval of a minor plat for 1.7 acres on Tract 2A01C, of Abstract 533 of the Mary M Freeman Survey, located at 205 Bandit Trail, Case PC13-008

Darren Cain presented the case and briefed the Commission.
The applicant was present but had nothing further to present.

**Commissioner Phelps moved to approve case PC13-008.
Commissioner Dudziak seconded.**

The motion to approve carried with the following vote:

Aye: 6 - Knox, Dudziak, Wheelwright, Gotcher, Phelps, and Byerly

4. PUBLIC HEARING AGENDA ITEMS

- 4a** Consideration for a zoning change from R-40 Single Family Residential to R-20 Single Family Residential on 10.2 acres on Lot 1, Block 1 of the Stajduhar Addition located at 816 W. L.D. Lockett Road, Case ZC13-006.

Darren Cain presented the case and briefed the Commission.

Chairman Byerly opened the public hearing at 7:10 p.m.

John Dickerson, the applicant, came forward to present the case and brief the Commissioners.

Dan Crowe, 6028 Sterling Drive, came forward and spoke in support of the development but has concerns regarding drainage.

Steve & Pamela Nykiel, 5909 Kays Court, came forward and spoke in opposition to this request.

Chinh & Nhung Vu, 5913 Kays Court, came forward and spoke in opposition to this request.

Walter Scott, 5917 Kays Court, came forward and spoke in opposition to this request.

Ed & Nancy Croney, 727 Tappen Shire, came forward and spoke in opposition to this request.

There being no one else wishing to speak, the public hearing was closed at 7:30 p.m.

John Dickerson came forward and addressed concerns.

Commissioner Knox questioned Mr. Dickerson regarding his thoughts on an

emergency access gate on Laura Lane, between Lavaca Trail Estates and the proposed development. Mr. Dickerson replied he is not in favor of the idea. He further explained would entertain the idea if the Commission expressed interest in an emergency access gate between the developments.

Commissioner Wheelwright questioned Mr. Dickerson regarding whether the entrance to the development would be gated. Mr. Dickerson replied no.

Mr. Dickerson continued to explain his plans for the front of the development regarding a detention pond and landscaping.

Commissioner Wheelwright questioned Mr. Dickerson regarding plans for the second open space lot. Mr. Dickerson replied explained this lot would be designed to help channel drainage to their detention pond. He further explained it would also be would have picnic tables and benches and would be functional to the homeowners.

Commissioner Dudziak questioned the fire marshal regarding the requirement of fire sprinklers if an emergency access gate was installed. Rob McKeown replied fire sprinklers would be required; however, he is not open to discussion of an emergency access gate at this location because it would be located on a public street.

Discussion continued between Commissioner Dudziak and Rob McKeown regarding fire sprinkler requirements for this development.

Commissioner Phelps questioned staff regarding how the city addresses complaints on detention ponds and what were the consequences of such complaints. Darren Cain replied Code Enforcement would address the complaint and would follow up with an inspection or investigation. Cathy Cunningham explained the process and procedures for ensuring compliance.

Commissioner Gotcher made a motion to approve case ZC13-006 as recommended by staff. Commissioner Phelps seconded.

Commissioner Knox stated he would like to clarify that the vote was specifically for the zoning of the property and that drainage would be addressed when the developer came forward with a plat. The Commission concurred.

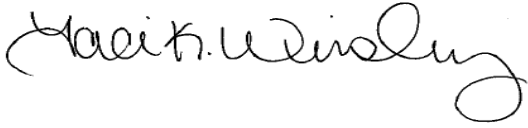
The motion to approve carried with the following vote:

Aye: 6 - Knox, Dudziak, Wheelwright, Gotcher, Phelps, and Byerly

5. ADJOURNMENT

The meeting adjourned at 7:42 p.m.

The minutes were written and prepared by:

A handwritten signature in black ink, appearing to read "Taci Wrisley". The signature is fluid and cursive, with a large loop at the end.

Taci Wrisley
Planning and Zoning Assistant

The meeting minutes were approved on June 24, 2013 by a vote of 5-0.



City of Colleyville

Colleyville Library Board Minutes

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

Monday, June 10, 2013
6:00 p.m.

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

Chair Jerome Davis called the meeting of the Colleyville Public Library to order at 6:04 p.m. The Board members took a brief tour of the Library to view decorations for the summer reading program and the prize room before the start of business.

Roll Call: Present Chairperson Jerome Davis, Board members Victoria Kennedy-Ziegler, Thad Bolline, Kay Newton, Charna Logan-Gray, Melissa Orlando; Library, Parks and Recreation Director Mary Rodne, Assistant City Manager/Chief Financial Officer Terry Leake and Administrative Assistant Kathy Moore

Absent Board member Billie Tuttle and Pam Jones; Ex-Officio member Cecilia Monacelli

2. APPROVAL OF MINUTES

April 8, 2013

A motion was made by Charna Logan-Gray and seconded by Kay Newton to approve the April 8, 2013 minutes as presented. **Motion approved unanimously.**

3. REGULAR AGENDA ITEMS

3a Discussion of the Colleyville Public Library 2013 Summer Reading Program

Library Director Mary Rodne presented an update to the Board on the Summer Reading Program and stated that 638 participants had registered for the program to date. Rodne continued with an overview of the programs that were being offered throughout the summer and noted that all story times were filled and that an additional time was added for "Snacks and Stories" to meet the large number of participants. Additionally, Rodne noted that the Library was partnering with the Recreation Department to offer a new program for older kids called the Globe Trotters, which would feature stories, crafts and a sports activity.

Rodne handed out the new summer program brochures, and noted that the Library and Recreation were now offering a combined brochure with the Library summer reading program featured on one side and the Recreation summer program featured on the other side. Rodne added that the response to the combined brochure had been

very favorable. The discussion continued in regard to the possibility of only offering online brochures in the future. Discussion ensued and consensus of the Board was a concern about offering the brochure in a digital format only. Director Rodne reminded the Board that the Summer Reading Finale was scheduled for August 2, and that the event would be a larger event in celebration of the Library's ten years of service.

3b Discussion of the Colleyville Public Library Tenth Anniversary Year Events

Director Rodne stated that the Library staff was planning a series of activities throughout the year to celebrate the ten year anniversary and that events would start during the Summer Reading Program.

The meeting was then opened for discussion of ways to recognize those who have supported the Library over the years and the type of events to include in the ten year celebration. Rodne stated that part of the celebration would include a Sculpture Exhibit featuring various sculptures and that the display had been scheduled at the Library and City Hall in August - December. Rodne added that the donation of the sculpture "Juliana's Two Loves" had been approved by Council, and that due to a family emergency of Susan Stark, the unveiling of the sculpture in the Library had been postponed.

3c Discussion of the closing of the North Texas Library Partners (NTLP)

Mary Rodne informed the Board that the North Texas Library Partners (NTLP) was officially closed, and announced that CTLS-Connecting Texas Libraries Statewide was another non-profit organization that the Library could join to get contract pricing. Rodne added that CTLS offered two levels of membership with fees of \$300 or \$600 annually and explained that the \$600 fee offered more IT support, which our Library does not need.

3d Colleyville Public Library Second Floor Expansion Project Update

Director Rodne presented an update on the second floor expansion project. It was noted that all the online public access catalog (OPAC) stations had been installed, and that all the new chairs had been received. Also, Rodne informed Board members that a final walk through for miscellaneous shelving items had been completed.

3e Discussion of the Senior Center Rebranding Study

Library, Parks and Recreation Director Mary Rodne informed the Board that a rebranding study was underway for the Colleyville Senior Center. It was explained that the objective of the study was to determine how to better utilize the facility and how to incorporate programming to include the fifty plus seniors. Rodne stated that a public meeting was tentatively set for June 20, 2013, and that all Board and

Committees members would be invited to participate in the discussion, which was going to be facilitated by Hidell and Associates Architects, Inc.

4. REPORTS

4a Librarian's Report

Monthly Statistics

Director Mary Rodne gave the Board an overview of the statistics for the months of April and May. Rodne informed the Board that overall the numbers were up and noted that May is often a slower month due to end of school activities. Rodne continued with information on Zinio, a new online service for downloadable magazines offered to Library cardholder at no cost. It was noted that, at year-to-date, 1,142 magazines had been downloaded using the service. Rodne added that volunteer hours totaled 1,346 hours.

Donations

Director Rodne reported that the Library had received a total of \$3,370 in donations in April and May. In April, donations included: an anonymous donation of \$20 for the Books 'n' Brunch Book Club. In May, donations included: a \$3,000 Circle of Hope Grant from the Colleyville Women's Club for books on CD; \$100 from Becky Prentice for children's books in memory of Jack P. Flower; and \$250 from the Colleyville Garden Club for the purchase of gardening and landscaping books and periodicals.

4b Friends of the Colleyville Public Library Report

Kay Newton reported for the Friends of the Colleyville Library. Newton stated that the Friends had held a used book sale in April, which had netted a profit of \$1,400. Also, Newton reported that the Friends had created a flyer to promote the Library's Summer Reading Program and digital downloadable materials, which was passed out at Market Street. Additionally, Newton announced that the Friends would be providing \$500 in gift cards for the Summer Reading Program grand prizes. In closing, Newton stated that the Friends of the Colleyville Library would be holding an annual meeting in the Library on June 25, 2013, at 7:00 p.m., and that the meeting would include an election of new officers and a program on digital downloads.

4c Colleyville Public Library Foundation Report

Mary Rodne stated that the Library Foundation Board had not held a meeting recently, and that a committee was still working on the redesign of the adult reading area project.

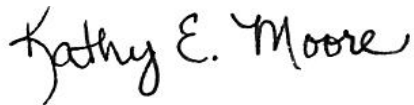
5. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

There were no citizen comments/presentations regarding items not on the agenda.

6. ADJOURNMENT

A motion was made by Victoria Kennedy-Ziegler and seconded by Charna Logan-Gray to adjourn the meeting of the Colleyville Library Board at 6:45 p.m. **Motion approved unanimously.**

Minutes taken and prepared by:

A handwritten signature in black ink that reads "Kathy E. Moore". The signature is written in a cursive, flowing style.

Kathy E. Moore
Administrative Assistant

These meeting minutes were approved August 12, 2013 by a vote of 5-0.



City of Colleyville Planning and Zoning Commission Minutes

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

Monday, June 24, 2013

City Council Chambers

CALL TO MEETING TO ORDER

The Planning and Zoning Commission meeting of the City of Colleyville was called to order by Chairman Byerly on June 24, 2013 at 7:00 p.m.

Roll Call

Present: Commissioners Larry Knox, Dave Dudziak, David Wheelwright, David Phelps, and Jeff Byerly

Absent: Commissioner Don Davis and Jim Gotcher

Staff Present: Ron Ruthven, Darren Cain, Taci Wrisley, Rob McKeown, and Cathy Cunningham (City Attorney)

INVOCATION

The invocation was given by Chairman Byerly

1. APPROVAL OF MINUTES

Commissioner Dudziak moved to approve the June 10, 2013 meeting minutes as corrected. Commissioner Knox seconded.

The motion to approve as corrected carried with the following vote:

Aye: 5 - Knox, Dudziak, Wheelwright, Phelps, and Byerly

2. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA AS A PUBLIC HEARING ITEM

There were no citizen comments/presentations regarding items not on the agenda.

3. REGULAR AGENDA ITEMS

- 3a** Approval of a preliminary plat for 12.0 acres on Tracts 3, 3E and 3F, of Abstract 936 of the Joseph M Looney Survey and Lot 1, Block 1, of the Bone Addition, located at 5008 and 5100 Bluebonnet Drive, Case PC12-021. Darren Cain presented the case and briefed the Commission.

Bret Pedigo, on behalf of the applicant, came forward and briefed the Commission.

Commissioner Dudziak questioned Mr. Pedigo regarding plans for a sidewalk along Bluebonnet Drive. Mr. Pedigo replied as part of their commitment to the City Council, they would be constructing a sidewalk along Bluebonnet Drive.

Commissioner Phelps made a motion to approve Case PC12-021. Commissioner Wheelwright seconded.

The motion to approve carried with the following vote:

Aye: 5 - Knox, Dudziak, Wheelwright, Phelps, and Byerly

4. PUBLIC HEARING AGENDA ITEMS

- 4a** Request for a replat on Lot 2R1, Block 1, of the Pleasant Oaks Estates Addition located at 511 Shelton Drive, Case PC13-005.

Darren Cain presented the case and briefed the Commission.

Chairman Byerly opened the public hearing at 7:08 p.m.

Gary Quinn, the applicant, came forward and briefed the Commission.

There being no one else wishing to speak, the public hearing was closed at 7:09 p.m.

Commissioner Wheelwright made a motion to approve Case PC13-005. Commissioner Dudziak seconded.

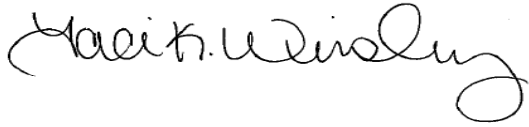
The motion to approve carried with the following vote:

Aye: 5 - Knox, Dudziak, Wheelwright, Phelps, and Byerly

5. ADJOURNMENT

The meeting adjourned at 7:10 p.m.

The minutes were written and prepared by:

A handwritten signature in black ink, appearing to read "Taci Wrisley". The signature is fluid and cursive, with the first name "Taci" and last name "Wrisley" clearly distinguishable.

Taci Wrisley
Planning and Zoning Assistant

The meeting minutes were approved on July 22, 2013 by a vote of 7-0.

RESOLUTION R-13-3660

**A RESOLUTION APPROVING CITY COUNCIL ACTION
UNDER BUSINESS AT THE REGULAR
CITY COUNCIL MEETING OF
AUGUST 20, 2013**

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 the agenda decisions approved by City Council action under Business this date and not otherwise adopted by Ordinance and/or separate Resolution as follows are hereby adopted:

a. THAT

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF _____ AYES, _____ NAYS, AND _____ ABSTENTIONS ON THIS THE 20TH DAY OF AUGUST 2013.

ATTEST:

CITY OF COLLEYVILLE

Amy Shelley
City Secretary

David Kelly
Mayor