



City of Colleyville City Council Worksession Agenda

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

Wednesday, May 28, 2014
5:30 p.m.

Executive Conference Room
Third Floor, City Hall

1. CALL TO ORDER

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

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

3. PRESENTATION AND DISCUSSION

- 3a** Presentation and discussion of an update to the Strategic Plan
- 3b** Financial Forecast and Draft Capital Improvement Plan (CIP)
- 3c** Presentation and discussion of the Senior Center
- 3d** Presentation and discussion of compensation and market analysis
- 3e** Presentation and discussion of other items with budgetary impact

4. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Friday, May 23, 2014 by 5:00 p.m.

Amy Shelley, TRMC
City Secretary

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

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



City of Colleyville Colleyville City Council Worksession Agenda Briefing

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Agenda Number	Agenda Date 05/28/2014	Number
Type Executive Session		
Department City Secretary		

Title

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

Explanation

Attachments



City of Colleyville Colleyville City Council Worksession Agenda Briefing

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Agenda Number 3a

Agenda Date 05/28/2014

Number

Type Presentation and Discussion

Department City Manager

Title

Presentation and discussion of an update to the Strategic Plan

Explanation

The purpose of this agenda item is to discuss the City of Colleyville's current Strategic Plan and proposed updates in the constant improvement of our Strategic Management System.

Prior to 2009, the City operated under an annual workplan, which contained annual goals and objectives as determined by City Council and staff. The economic recession that began in 2008 prompted the City to reevaluate services to ensure alignment with the community's highest priorities. Therefore, in November 2009, the City Council adopted the City's first Strategic Plan. This plan defined the City's long-term focus areas, as well as shorter term objectives, providing staff with consistent direction for where and how our resources should be targeted. This plan was amended in 2012 to re-emphasize our focus on economic development and core service delivery. A current version is attached.

Since the adoption of that initial plan, several other elements have been added to create an overall Strategic Management System including a biennial citizen and employee survey, departmental business plans, quarterly performance reports, a dashboard flier, and *The Colleyville Way*, a document which describes and operationalizes our values and assists in holding all employees accountable for the same expectations. This document has also been attached.

Regular evaluation, and re-evaluation of our efforts ensures that our progress is intentional, and in the right direction. Staff will present the next steps proposed to continue our constant work to deliver financial and performance accountability, transparency, maintained focus, and alignment of resources with priorities.

Attachments

1. 2012 Strategic Plan
2. The Colleyville Way
3. Presentation on Strategic Management System Update

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



Who we are and what we value = THE COLLEYVILLE WAY

Integrity	We have an unwavering commitment to doing what is right through honesty and respect • We are personally responsible and accountable for maintaining the public's trust • We are truthful and genuine • We are engaged and involved • We display humility • We make decisions based on fairness and consistency • We treat others with dignity and respect and self-assess before assessing others • We are loyal and committed to our community, citizens, the City Council, coworkers, and to the organization • We insist on transparency and open, honest, consistent, and frequent communication • We view mistakes as learning opportunities and recognize that they do not matter as much as how we respond to them • We are politically astute • We foster a collaborative and safe work environment • We work Citywide as a team and do not tolerate fragmented thoughts or actions
Service	We work together in a positive and responsive manner that is summed up as: we care and we effectively deliver. We deliver unique customer service by: • Being available, approachable and visible • Responsiveness with a sense of urgency • Listening • Empowerment, problem solving and working to minimize bureaucracy • Being prepared, proactive, results oriented, and flexible • Doing more than asked • Being cooperative and considerate of our actions on others • Follow through/follow up • Creating positive work environments • Having accurate, reliable and readily available data to make decisions, rather than with emotion or the way we have always done it
Innovation	We explore efficient and productive ways to ensure excellent stewardship of the City's resources by: • Finding efficiencies, reducing costs and improving processes without being directed • Helping others be more productive by constantly improving the work environment • Fostering creative, unique ideas, both individually and in teams to improve service to customers • Viewing change as the norm, rather than the exception • Taking initiative to make continuous improvements that are sustainable in the long-term • Empowerment to make a positive difference • Forward, progressive and strategic thinking and resistance of the status quo • Employee improvement through personal and professional development

Colleyville's Strategic Management System

...a look back and a look forward...

May 28, 2014



STRATEGIC FRAMEWORK DEVELOPMENT



STRATEGIC PLAN



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- Continue to provide a unique public assembly facility that stimulates economic activity and promotes community interaction.
- Celebrate Colleyville's unique destinations.

Integrity



Service



Innovation

Current Approach

- Identified priorities
- Allows basic alignment with a strategic point
 - Budget funding
 - Performance measures
- Some sub-points are at the operational level and are really tactics, as opposed to objectives
- Not all department programs and services are easily able to link their efforts to more than one component of the Strategic Plan



Balanced Scorecard

A balanced scorecard is a Strategic Planning and Management System used in business, government, and nonprofit organizations to:

- align ALL business activities to the vision and strategy of the organization
- improve internal and external communications
- and monitor organizational performance against strategic goals



Balanced Scorecard

A static, passive
Strategic Plan
document

Becomes

“marching orders” for
the organization on a
daily basis

Clarifies the vision and
strategy

Translates into

Action!

Strategic Planning as
an academic exercise

Becomes

Strategic Planning as
the nerve center of the
organization



Balanced Scorecard

Suggests we view the organization from four perspectives:

1. The Learning & Growth Perspective
2. The Financial Perspective
3. The Business Perspective
4. The Customer Perspective



Balanced Scorecard

1.The Learning & Growth Perspective

- 2.The Financial Perspective
- 3.The Business Perspective
- 4.The Customer Perspective

Organizational
Capacity
*“Knowledge
and Innovation”*



Balanced Scorecard

1.The Learning & Growth Perspective

2.The Financial Perspective

3.The Business Perspective

4.The Customer Perspective

Financial/
Stewardship
*“Financial
Performance”*



Balanced Scorecard

- 1.The Learning & Growth Perspective
- 2.The Financial Perspective
- 3.The Business Perspective**
- 4.The Customer Perspective

Internal Business
Process
“Efficiency”



Balanced Scorecard

- 1.The Learning & Growth Perspective
- 2.The Financial Perspective
- 3.The Business Perspective
- 4.The Customer Perspective**

Customer/
Stakeholder
“Satisfaction”



Balanced Scorecard

- Strategy maps are the communication tool used to portray a balanced scorecard strategic management system
- Strategy map identifies the objectives that must be accomplished to be successful
 - Then aligns programs, services and initiatives with the strategy map
 - Updated Departmental Business Plans
 - Creation of Department Strategy Maps that align to City Strategy Map
 - Then identifies and designs metrics to determine whether those objectives are being met (both at the organization-wide level and the department level)



STRATEGY MAP

Colleyville is a model city with attention to being an efficient and attractive neighborhood-oriented community sensitive to our history, resources and residents. We do this by providing citizen valued services that result in a continuously improving quality of life.



DELIVER ON OUR FOCUS AREAS

Protect and Preserve Colleyville's Neighborhoods • Sustainable Government • Economic Development • Core Services

SERVE OUR CUSTOMERS

C1- Provide attractive and unique spaces for enjoyment of personal interests and community interaction

C2- Deliver high quality and unique customer service

C3- Attract and retain high quality businesses to provide a thriving, diversified tax base that attracts visitors

C4- Provide mobility enhancements that complement neighborhoods

C5- Achieve the highest standards of safety & security

MANAGE THE BUSINESS

B1- Seek innovative technology solutions where appropriate

B2- Proactively seek process improvements and sustainable solutions

B3- Utilize partnerships to implement cost-effective service solutions

B4- Cultivate a culture of transparency and consistent communication

B5- Use the Strategy Map to ensure that the focus stays on those programs and services identified as priorities by the community

PROVIDE FINANCIAL STEWARDSHIP

F1- Protect and preserve the City's top financial ratings

F2- Invest to provide and maintain high quality public assets

F3- Forecast needs and plan for the future, balancing priorities with resources

F4- Adhere to the City's financial and budgetary policies

PROMOTE LEARNING & GROWTH

L1- Attract, develop, and retain skilled employees who embrace our values

L2- Foster positive employee engagement

L3- Ensure our people understand the strategy and how they contribute to it

L4- Enhance leadership capabilities to deliver results and develop bench strength

L5- Empower informed decision-making and appropriate risk taking at all levels in the organization

CRITICAL BUSINESS OUTCOMES

2014

CB01- Maximize the highest and best use of the City's business corridors

CB02- Implement the Comprehensive Plan

CB03- Address the most critical infrastructure needs

CB04- Keep citizens informed through their preferred methods

CB05- Address traffic issues on Glade Rd.

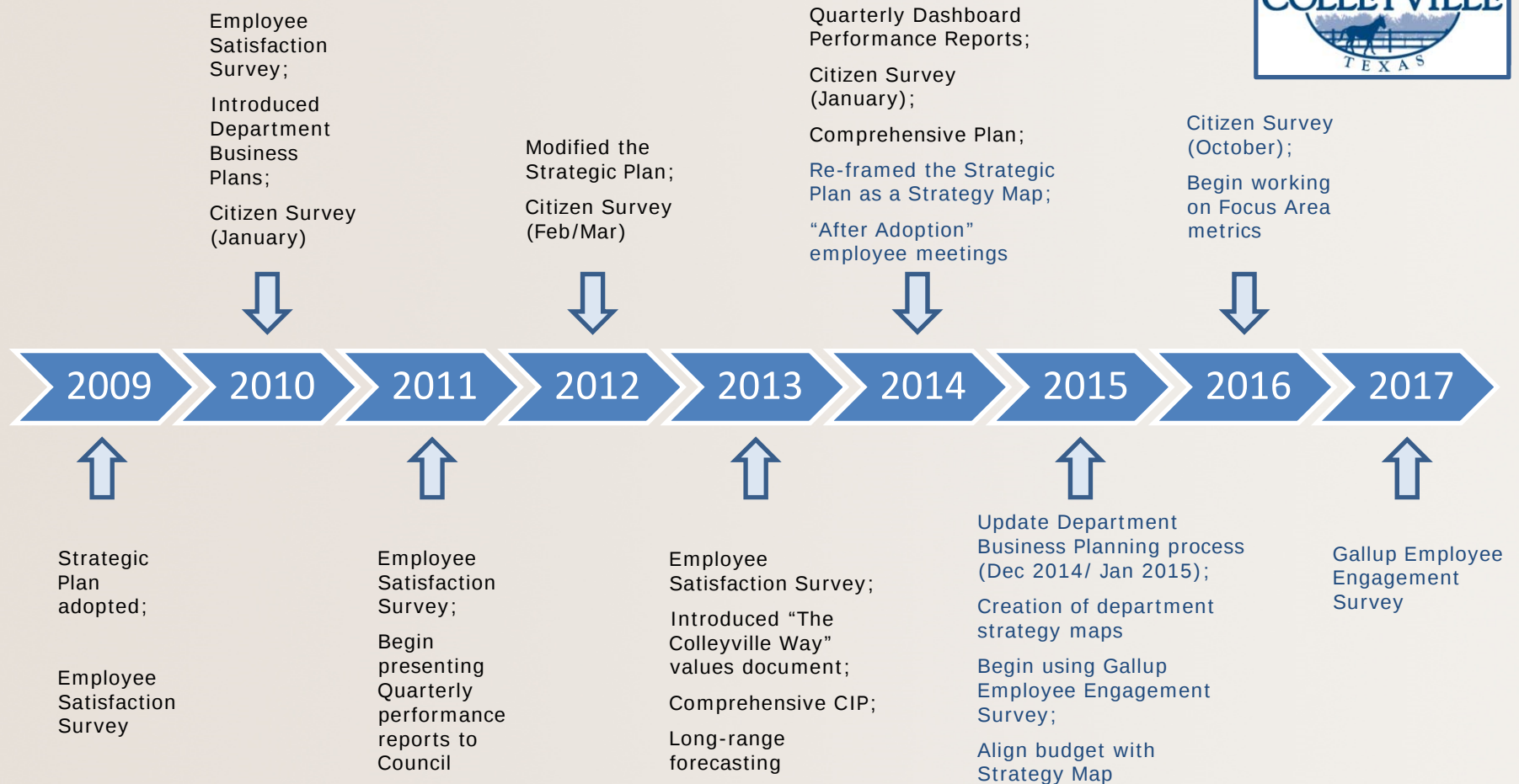
CB06- Look for ways to finish SH26

Integrity

Service

Innovation

STRATEGIC FRAMEWORK DEVELOPMENT



Summary



Financial & Performance Accountability



Transparency



Maintain Focus



Resource Alignment

Questions?





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Agenda Number 3b	Agenda Date 05/28/2014	Number
Type Presentation and Discussion		
Department City Manager		
Title		
Financial Forecast and Draft Capital Improvement Plan (CIP)		

Explanation

The purpose of this item is to provide a presentation and discussion of the financial outlook for all major operating funds. The financial forecast for each operating fund includes revenue projections and identified funding commitments not only for Fiscal Year 2015 (FY 2015), but for several future years as well.

Fiscal Year 2015 department budget requests have been submitted and include additional funding requests that are available for consideration. While the total of all funding requests exceeds the projected revenue available for allocation, the requests will be prioritized and funded to the extent possible so that a balanced budget is proposed to the City Council in August 2014.

Capital Improvement Project (CIP) requests have also been submitted for all projects identified as important to consider in the next 10 years. Staff will review the projects already approved in the FY 2014-2018 CIP, cost increases for approved projects, and new project requests. Staff will also provide recommendations for how to balance the FY 2015 CIP, which must be balanced, as it is formally adopted with the FY 2015 budget.

Staff seeks and welcomes the input and direction of the City Council in the budget process and in the identification of funding priorities.

Attachments

1. Financial Forecast and Draft CIP presentation
2. CIP 2015-2018
3. CIP Project Pool



Financial Forecast & Draft CIP

May 28, 2014

Presentation Purpose



- Provide a general financial outlook to frame future budget discussions
- Detail sources of funding and revenue forecasts for all major funds
- Review expenditure commitments and current needs
 1. What we are funding now and/or must fund
 2. What it would cost to fully fund the current service level
 3. Service enhancements and the associated costs

Budget Process



Budget Request Components

- Revenue estimates
- Current Service Level
- Non-Discretionary Requests
 - 1.5% increase built into expenditure forecast to cover cost of service increases
- Additional funding requests to fully fund the current service level
- Additional funding requests for service level enhancements
- CIP Project Requests (projects over \$50,000)

General Fund Outlook

Sales Tax from New Businesses



Total General Fund Sales Tax from new businesses in
Calendar Year 2013:

\$73,835.40

Requested special report from the Comptroller:

- Timeframe: Sales made January 2013 - December 2013
- Scope: Sales tax paid by businesses that pulled a new sales tax permit in FY 2013 (October 2012- September 2013)
- The lag time is important because businesses that have just pulled a new sales tax permit may not have their first taxable sale for a few months.
- Note: the numbers may not be perfect because some businesses pay quarterly and may fall off the report one way or the other

Preliminary Assessed Valuation (AV)



Total taxable value of the Preliminary (May 15th) appraisal roll with appeals is:

\$4,073,546,499 (includes TIF)

- Includes \$67,628,518 in new construction
- Represents an increase of \$164,273,805 (4.20%) over the current year's certified taxable valuation of \$3,909,272,694
- The taxable value of all existing property on the 2014 tax roll increased by \$96,645,287 (2.47%)
- The tax freeze loss on Over-65 and disabled accounts is \$58,126,274 value / \$206,871 in revenue

5-Year Forecast



	BUDGET FY 2014	PROJECTED FY 2015	PROJECTED FY 2016	PROJECTED FY 2017	PROJECTED FY 2018	PROJECTED FY 2019
BEGINNING FUND BALANCE	\$10,893,518	\$9,896,638	\$9,513,142	\$9,191,468	\$8,663,867	\$7,922,252
REVENUE:						
Ad Valorem Taxes	\$11,736,451	\$12,108,803	\$12,216,679	\$12,285,952	\$12,360,550	\$12,421,678
Sales Tax	\$2,900,277	\$3,249,500	\$3,281,995	\$3,314,815	\$3,347,963	\$3,381,443
Franchise Fees	\$1,988,300	\$1,994,000	\$2,028,895	\$2,064,401	\$2,100,528	\$2,137,287
Licenses & Permits	\$738,751	\$848,500	\$831,530	\$814,899	\$798,601	\$782,629
Fines	\$824,500	\$779,288	\$787,081	\$794,952	\$802,901	\$810,930
Charges for Service	\$742,575	\$879,350	\$888,144	\$897,025	\$905,995	\$915,055
Intergovernmental	\$311,979	\$311,979	\$315,099	\$318,250	\$321,432	\$324,647
Miscellaneous Income	\$164,040	\$165,040	\$168,341	\$171,708	\$175,142	\$178,645
Use of Fund Balance	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0
Transfers In	\$1,130,214	\$1,115,969	\$1,165,563	\$1,220,117	\$1,267,699	\$1,293,053
TOTAL REVENUES	\$21,537,087	\$22,452,429	\$22,683,326	\$22,882,118	\$23,080,811	\$22,245,367
Base Expenditures (projected 1.5% annual increase)	\$7,901,034	\$7,401,278	\$7,379,332	\$7,511,416	\$7,646,032	\$7,760,723
Personnel (projected 2.0% annual increase)	\$12,348,485	\$13,049,702	\$13,533,781	\$13,876,682	\$14,154,216	\$14,437,300
Animal Shelter & NETCOM	\$44,082	\$169,000	\$21,078	\$21,620	\$22,179	\$22,512
Fire Personnel (3 added in FY 14 & 15)	\$240,366	\$215,945	\$0	\$0	\$0	\$0
Police Officers (FY 14 & 15- CCCPD)	\$0	\$0	\$70,809	\$0	\$0	\$0
Fund Balance- Street Maintenance @ \$2.4M	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0
TOTAL EXPENDITURES	\$21,533,967	\$21,835,925	\$22,005,000	\$22,409,719	\$22,822,427	\$22,220,534
NET REVENUE	\$3,120	\$616,504	\$678,325	\$472,399	\$258,385	\$24,832
ENDING FUND BALANCE	\$9,896,638	\$9,513,142	\$9,191,468	\$8,663,867	\$7,922,252	\$7,947,084
DAYS OF WORKING CAPITAL	168	159	152	141	127	131

5-Year Forecast



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Charges for Service	\$742,575	\$879,350	\$888,144	\$897,025	\$905,995	\$915,055
Intergovernmental	\$311,979	\$311,979	\$315,099	\$318,250	\$321,432	\$324,647
Miscellaneous Income	\$164,040	\$165,040	\$168,341	\$171,708	\$175,142	\$178,645
Use of Fund Balance	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0
Transfers In	\$1,130,214	\$1,115,969	\$1,165,563	\$1,220,117	\$1,267,699	\$1,293,053
TOTAL REVENUES	\$21,537,087	\$22,452,429	\$22,683,326	\$22,882,118	\$23,080,811	\$22,245,367
Base Expenditures (projected 1.5% annual increase)	\$7,901,034	\$7,401,278	\$7,379,332	\$7,511,416	\$7,646,032	\$7,760,723
Personnel (projected 2.0% annual increase)	\$12,348,485	\$13,049,702	\$13,533,781	\$13,876,682	\$14,154,216	\$14,437,300
Animal Shelter & NETCOM	\$44,082	\$169,000	\$21,078	\$21,620	\$22,179	\$22,512
Fire Personnel (3 added in FY 14 & 15)	\$240,366	\$215,945	\$0	\$0	\$0	\$0
Police Officers (FY 14 & 15- CCCPD)	\$0	\$0	\$70,809	\$0	\$0	\$0
Fund Balance- Street Maintenance @ \$2.4M	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0
TOTAL EXPENDITURES	\$21,533,967	\$21,835,925	\$22,005,000	\$22,409,719	\$22,822,427	\$22,220,534
NET REVENUE	\$3,120	\$616,504	\$678,325	\$472,399	\$258,385	\$24,832
ENDING FUND BALANCE	\$9,896,638	\$9,513,142	\$9,191,468	\$8,663,867	\$7,922,252	\$7,947,084
DAYS OF WORKING CAPITAL	168	159	152	141	127	131

5-Year Forecast



	BUDGET FY 2014	PROJECTED FY 2015	PROJECTED FY 2016	PROJECTED FY 2017	PROJECTED FY 2018	PROJECTED FY 2019
BEGINNING FUND BALANCE	\$10,893,518	\$9,896,638	\$9,513,142	\$9,191,468	\$8,663,867	\$7,922,252
REVENUE:						
Ad Valorem Taxes	\$11,736,451	\$12,108,803	\$12,216,679	\$12,285,952	\$12,360,550	\$12,421,678
Sales Tax	\$2,900,277	\$3,249,500	\$3,281,995	\$3,314,815	\$3,347,963	\$3,381,443
Franchise Fees	\$1,988,300	\$1,994,000	\$2,028,895	\$2,064,401	\$2,100,528	\$2,137,287
Licenses & Permits	\$738,751	\$848,500	\$831,530	\$814,899	\$798,601	\$782,629
Fines	\$824,500	\$779,288	\$787,081	\$794,952	\$802,901	\$810,930
Charges for Service	\$742,575	\$879,350	\$888,144	\$897,025	\$905,995	\$915,055
Intergovernmental	\$311,979	\$311,979	\$315,099	\$318,250	\$321,432	\$324,647
Miscellaneous Income	\$164,040	\$165,040	\$168,341	\$171,708	\$175,142	\$178,645
Use of Fund Balance	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0
Transfers In	\$1,130,214	\$1,115,969	\$1,165,563	\$1,220,117	\$1,267,699	\$1,293,053
TOTAL REVENUES	\$21,537,087	\$22,452,429	\$22,683,326	\$22,882,118	\$23,080,811	\$22,245,367
Base Expenditures (projected 1.5% annual increase)	\$7,901,034	\$7,401,278	\$7,379,332	\$7,511,416	\$7,646,032	\$7,760,723
Personnel (projected 2.0% annual increase)	\$12,348,485	\$13,049,702	\$13,533,781	\$13,876,682	\$14,154,216	\$14,437,300
Animal Shelter & NETCOM	\$44,082	\$169,000	\$21,078	\$21,620	\$22,179	\$22,512
Fire Personnel (3 added in FY 14 & 15)	\$240,366	\$215,945	\$0	\$0	\$0	\$0
Police Officers (FY 14 & 15- CCCPD)	\$0	\$0	\$70,809	\$0	\$0	\$0
Fund Balance- Street Maintenance @ \$2.4M	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0
TOTAL EXPENDITURES	\$21,533,967	\$21,835,925	\$22,005,000	\$22,409,719	\$22,822,427	\$22,220,534
NET REVENUE	\$3,120	\$616,504	\$678,325	\$472,399	\$258,385	\$24,832
ENDING FUND BALANCE	\$9,896,638	\$9,513,142	\$9,191,468	\$8,663,867	\$7,922,252	\$7,947,084
DAYS OF WORKING CAPITAL	168	159	152	141	127	131

Fully Funding Current Service Level



General Fund

Requests to Fully Fund the Current Service Level	One-time Cost	Ongoing Cost	Total Cost
Building Maintenance & Replacement Needs	\$ 209,448	\$ -	\$ 209,448
Upgrade Colleyville Center M&O Technician to M&O Specialist	\$ -	\$ 2,191	\$ 2,191
Street Maintenance Program Funding	\$ -	\$ 600,000	\$ 600,000
Data Center Cameras (add 4)	\$ 4,979	\$ 471	\$ 5,450
Upgrade 0.5 FTE Library Administrative Secretary to 1.0 FTE	\$ -	\$ 30,022	\$ 30,022
TOTAL	\$ 214,427	\$ 632,684	\$ 847,111

Service Enhancements (1 of 2)



General Fund

Requests for Service Level Enhancements	One-time Cost	Ongoing Cost	Total Cost
PT Management Analyst (Graduate Intern)	\$ -	\$ 28,779	\$ 28,779
SH 26 Phase II Management Support	\$ 200,000	\$ -	\$ 200,000
Upgrade Colleyville Center's PT M&O Technician to FT M&O Technician	\$ -	\$ 25,712	\$ 25,712
Holiday Lighting- 2 Wreaths for Colleyville Center	\$ 1,500	\$ -	\$ 1,500
Up-lighting in outdoor areas of Colleyville Center	\$ 5,000	\$ -	\$ 5,000
Colleyville Center Sod Replacement	\$ 6,000	\$ -	\$ 6,000
Replace Viper Floor Scrubber for Colleyville Center	\$ 3,500	\$ -	\$ 3,500
Colleyville Center Kitchen Update (replace major appliances)	\$ 25,000	\$ -	\$ 25,000
Serpentine Tables (4) for events	\$ 1,200	\$ -	\$ 1,200
Additional Contractual Support for Communications and Public Engagement	\$ -	\$ 5,000	\$ 5,000
Street Reconstruction	\$ -	\$ 2,400,000	\$ 2,400,000
Fire Training Room A/V System	\$ 28,535	\$ -	\$ 28,535
Adobe Web Events Software for Fire Department training	\$ 499	\$ -	\$ 499
Articulate Software for Fire Department training	\$ 1,400	\$ -	\$ 1,400
Fire Department Instructors Conference Funding	\$ -	\$ 3,120	\$ 3,120
Human Resources Coordinator position	\$ -	\$ 71,807	\$ 71,807

Service Enhancements (2 of 2)



General Fund

Requests for Service Level Enhancements	One-time Cost	Ongoing Cost	Total Cost
ISM Systems Analyst position	\$ -	\$ 67,151	\$ 67,151
Upgrade ISM Desktop Support Technician to Management Analyst	\$ -	\$ 9,117	\$ 9,117
Additional Digital Signage at the Library	\$ 25,917	\$ -	\$ 25,917
Data Center building cleanup of infrastructure	\$ 9,380	\$ -	\$ 9,380
Digitizing Documents to Laserfiche	\$ -	\$ 37,000	\$ 37,000
Etrackit3 Development customer web-interface upgrade	\$ 5,000	\$ -	\$ 5,000
Trakit9 Development Software upgrade	\$ 45,000	\$ -	\$ 45,000
Laserfiche License upgrade	\$ 21,303	\$ 4,593	\$ 25,896
Phase 1 Courts technology replacement and upgrade	\$ 63,916	\$ -	\$ 63,916
Phase 2 Justice Center/EOC technology upgrade	\$ 44,460	\$ -	\$ 44,460
Increase Leased Fiber	\$ -	\$ 34,512	\$ 34,512
Improve Sign Lighting for Entryway Markers	\$ 11,635	\$ -	\$ 11,635
Arborist position	\$ -	\$ 48,497	\$ 48,497
Increase PT Police Records Clerk to FT	\$ -	\$ 26,347	\$ 26,347
Upgrade 0.75 FTE Senior Center Building Attendant to FT Rec Specialist	\$ -	\$ 35,409	\$ 35,409
TOTAL	\$ 499,245	\$ 2,797,044	\$ 3,296,289

Utility Fund Outlook

3-Year Forecast



	BUDGET FY 2014	PROJECTION FY 2015	PROJECTION FY 2016	PROJECTION FY 2017
TOTAL OPERATING REVENUES	\$ 13,115,002	15,029,149	15,802,672	16,477,573
OPERATING EXPENSES				
Utility Support	\$ 1,060,731	1,113,799	1,136,075	1,158,797
Utility Billing	386,616	390,355	398,162	406,125
Utility Operations - Water	543,149	578,456	590,025	601,826
TRA Water	6,420,058	6,778,454	7,310,025	7,754,639
Utility Operations - Wastewater	335,597	286,340	292,066	297,908
TRA Wastewater	1,966,506	2,672,056	2,864,625	3,058,787
Non-Departmental	292,868	296,133	302,056	308,097
Transfer to General Fund	1,037,213	1,115,969	1,165,563	1,220,117
Transfer to Colleyville Tomorrow Fund (Repymt)	44,286	44,286	44,286	44,286
Infrastructure Renewal	250,000	250,000	250,000	250,000
Compensation Adjustment	20,411	0	0	0
TOTAL OPERATING EXPENSES	\$ 12,357,435	13,525,848	14,352,884	15,100,581
NON- OPERATING REVENUES(EXPENSES)				
Interest Income	\$ 20,300	20,300	20,300	20,300
Use of Available Cash	250,000	0	0	0
Debt Service	(819,137)	(490,100)	(365,325)	(359,900)
TOTAL NON- OPERATING REVENUES(EXPENSES)	\$ (548,837)	(469,800)	(345,025)	(339,600)
NET INCOME	\$ 208,730	1,033,501	1,104,763	1,037,392
ENDING RETAINED EARNINGS - 9/30	\$ 6,752,753	7,786,254	8,891,017	9,928,409
NET INCOME FOR COVERAGE RATIO	1,027,867	1,523,601	1,470,088	1,397,292
AMOUNT NEEDED FOR COVERAGE RATIO	982,964	588,120	438,390	431,880
ADDITIONAL AVAILABLE FOR CIP / REHAB	Budgeted Above	935,481	1,031,698	965,412

Drainage Fund Outlook

3-Year Forecast



	BUDGETED FY 2014	PROJECTED FY 2015	PROJECTED FY 2016	PROJECTED FY 2017
TOTAL BEG. RETAINED EARNINGS	\$ 1,029,989	1,100,989	1,170,388	1,220,156
FUND REVENUES				
Drainage Fees	\$ 926,112	931,992	937,872	943,752
Penalties/Misc	16,207	16,310	16,413	16,516
Interest Income	2,200	2,244	2,289	2,335
TOTAL REVENUES	<u>\$ 944,519</u>	<u>950,546</u>	<u>956,574</u>	<u>962,602</u>
FUND EXPENSES				
Drainage Operations	\$ 491,943	524,625	535,117	545,820
Stormwater Management	58,925	40,029	40,829	41,646
Non-Departmental	4,028	4,614	4,706	4,800
Compensation Adjustment (Merit)	4,023	0	0	0
Debt Service	255,568	252,847	127,121	128,391
Interfund loan repayment	19,032	19,032	19,032	19,032
Infrastructure renewal	40,000	40,000	180,000	180,000
TOTAL EXPENSES	<u>\$ 873,519</u>	<u>881,147</u>	<u>906,806</u>	<u>919,689</u>
NET REVENUE	71,000	69,399	49,768	42,913
Required Coverage Ratio (25% of debt service)	63,892	63,212	31,780	32,098
Balance Available	7,108	6,187	17,987	10,816
ENDING RETAINED EARNINGS	<u>\$ 1,100,989</u>	<u>1,170,388</u>	<u>1,220,156</u>	<u>1,263,069</u>

Special Revenue Funds Status

Special Revenue Funds



	Est. 9/30/14 Available Balance		Est. 9/30/14 Available Balance
<u>Library - Parks - Recreation:</u>		<u>Capital Projects or Facilities:</u>	
Voluntary Park	\$ 682,999	Colleyville Tomorrow	\$ 2,134,849
Voluntary Library	328,838	CEDC Capital Project	121,050
Tree Preservation	18,427	Colleyville Center Development	5,857
Library Donation	128,084	TDPA Grant (EECBG Grant)	8,133
Recreational Event	-		
Parks Tomorrow	1,181,911	<u>For Other City Purposes:</u>	
Park Land Dedication	1,281,060	Vehicle and Equipment Replacement	-
Kimzey Park	3,576	Recycling (ECC & Crud Cruiser)	-
Kidsville Maintenance	20,426	Public Art	7,904
Colleyville Eco. Dev. (after Budget Adoption)	-	Special Donations	
		Parks	17,400
<u>Public Safety & Courts:</u>		Police	5,462
Police Asset Forfeiture	6,374	Fire	14,577
Crime District (after Budget Adoption)	-		
LEOSE (training purposes)	3,792		
Court Technology	-		
Court Security	-		



CIP Update and Draft FY 2015 CIP

Background



December 8, 2011

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

May 29, 2012

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

January 29, 2013

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

September 17, 2013

City Council adopted 2014 to 2018 Capital Improvement Plan

Original 2014-2018 Five-Year CIP



- The original five-year 2014-2018 CIP was developed as a fiscally-constrained plan
- All projects that were considered had identified or projected funding available
- No projects were considered without identified funding
- Funding for street reconstruction projects was diverted from street maintenance funding

FY 2014 Projects Update (1 of 3)



Project Title	Category	Status
Reconstruct Kingston Estates	Streets - Reconstruction	Design at 100%; bid letting in June
Rehabilitate Lavaca Trail (County Project)	Streets - Rehabilitation	County to perform work in August/September
Rehabilitate Streets in Jewel Estates Subdivision	Streets - Rehabilitation	Under construction
Construct Jackson / Cheek-Sparger Roundabout	Streets – Intersection Improvements	Under construction
Reconstruct Pleasant Run: Veranda to Bogart	Streets - Reconstruction	Design at 100%; bid letting in June
Construction SH26 Phase I Enhancements	Streets - Reconstruction	Enhancements will be constructed in conjunction with the SH26 Phase I Project

Continued

FY 2014 Projects Update (2 of 3)



Project Title	Category	Status
2014 Miscellaneous Concrete Repair	Other	Under construction
Design of Senior Center Renovation	Facility – Rehabilitation	Pending City Council consideration
Construct Cotton Belt Trail – Phase III	Parks	Trail will be constructed in conjunction with the SH26 Phase I Project
Clean and Seal Exterior Stone City Hall/Library	Facility – Rehabilitation	Buy Board quotes received; Scheduled to start Aug 2014
Pavement Marking Renewal	Streets – Rehabilitation	Completed
Improvements at LD Lockett Park/ Trail Head	Parks	Design to be initiated Summer 2014
Construct Roundabout at Bedford and Cheek-Sparger	Streets – Intersection Improvements	Construction to start in June

Continued

FY 2014 Projects Update (3 of 3)



Project Title	Category	Status
City Park Landscape and Amenity Upgrades	Parks	Irrigation improvements complete; other work pending
Construct SH26 – Phase II	Streets - Reconstruction	Under design; bid letting in December of 2014
Final Design of Glade Road	Streets – Reconstruction	Pending Council direction
Upsize Utility Lines – Western Trails	Utilities - Waterline Renewals/Upsizing	Plans are ready to bid (could delay to verify priority with Master Plan)
Glade Road ROW Acquisition	Streets - Reconstruction	Pending Council direction
Design of Frontier Court Reconstruction	Streets – Reconstruction	Not started (could delay as funding for the construction is not identified)

Proposed FY 2015 - 2024 Ten-Year CIP



- Contains all projects approved with the adoption of the 5 Year CIP for FY 2014-2018, as well as any additional projects that have been identified for the 10 Year period
- Developed to provide an outlook as to the project needs without being limited to available or forecasted funding levels
- Other than Glade Road and Pleasant Run Road, it ***does not*** include any reconstruction project that addresses unimproved non-local streets
- The needs exceed the available funding in the 10 Year CIP by ***\$17.8M*** for years 2016 – 2024

FY 2015 Projects (as Adopted by R-13-3666)



Project	2014-2018 CIP Identified Funding
Upsize Utility Lines - Reagan Estates	\$650,209
Install Quiet Zones at Three RR Crossings	\$1,600,921
Reconstruct Whites Chapel Road Bridge	\$150,000
2015 Miscellaneous Concrete Repairs	\$422,300
Reconstruct Streets in Western Trails	\$1,377,058
Rehabilitate Jackson Road - 2015 County Project	\$151,000
Design Pleasant Run: Shelton to Tinker	\$91,000
Reconstruct Bedford Road Retaining Wall	\$300,050
Pavement Markings	\$100,000
Construct New Trail	\$150,000
Construct Glade Road Phase I	\$3,507,875
Construct Cotton Belt Trail Spur at Webb House	\$165,000

FY 2015 Projects: Revised Estimates



Project	2014-2018 CIP Identified Funding	Revised Cost	Additional Funding Needs
Upsize Utility Lines - Reagan Estates	\$650,209	\$662,648	\$12,439*
Install Quiet Zones at Three RR Crossings	\$1,600,921	\$1,600,921	\$0
Reconstruct Whites Chapel Road Bridge	\$150,000	\$150,000	\$0
2015 Miscellaneous Concrete Repairs	\$422,300	\$422,300	\$0
Reconstruct Streets in Western Trails	\$1,377,058	\$1,778,695	\$401,637*
Rehabilitate Jackson Road - 2015 County Project	\$151,000	\$267,400	\$116,400*
Design Pleasant Run: Shelton to Tinker	\$91,000	\$126,000	\$35,000*
Reconstruct Bedford Road Retaining Wall	\$300,050	\$350,163	\$50,113*
Pavement Markings	\$100,000	\$100,000	\$0
Construct New Trail	\$150,000	\$150,000	\$0
Construct Glade Road Phase I	\$3,507,875	\$4,241,628	\$733,753*
Construct Cotton Belt Trail Spur at Webb House	\$165,000	\$165,000	\$0

* Increase in the estimated project cost

FY 2015 Projects: Proposed (Additional Projects)



Project	2014-2018 CIP Identified Funding	Revised Cost	Additional Funding Needs
Upsize Utility Lines - Reagan Estates	\$650,209	\$662,648	\$12,439*
Install Quiet Zones at Three RR Crossings	\$1,600,921	\$1,600,921	\$0
Reconstruct Whites Chapel Road Bridge	\$150,000	\$150,000	\$0
2015 Miscellaneous Concrete Repairs	\$422,300	\$422,300	\$0
Reconstruct Streets in Western Trails	\$1,377,058	\$1,778,695	\$401,637*
Rehabilitate Jackson Road - 2015 County Project	\$151,000	\$267,400	\$116,400*
Design Pleasant Run: Shelton to Tinker	\$91,000	\$126,000	\$35,000*
Reconstruct Bedford Road Retaining Wall	\$300,050	\$350,163	\$50,113*
Pavement Markings	\$100,000	\$100,000	\$0
Construct New Trail	\$150,000	\$150,000	\$0
Construct Glade Road Phase I	\$3,507,875	\$4,241,628	\$733,753*
Construct Cotton Belt Trail Spur at Webb House	\$165,000	\$165,000	\$0
Service Center Design	-	\$250,000	\$0
Fiber Build Phase I	-	\$237,000	\$0
Pleasant Run Park and Soccer Field Improvements	-	\$200,000	\$0
Construction of SH26, Phase II**	-	\$14,000,000	\$0

* Increase in the estimated project cost

** Project was in FY14 and was delayed

FY 2015 Projects: Proposed (Additional Projects)



Project	2014-2018 CIP Identified Funding	Revised Cost	Additional Funding Needs	Possible Funding Sources
Upsize Utility Lines - Reagan Estates	\$650,209	\$662,648	\$12,439*	Utility Fund
Install Quiet Zones at Three RR Crossings	\$1,600,921	\$1,600,921	\$0	-
Reconstruct Whites Chapel Road Bridge	\$150,000	\$150,000	\$0	-
2015 Miscellaneous Concrete Repairs	\$422,300	\$422,300	\$0	-
Reconstruct Streets in Western Trails	\$1,377,058	\$1,778,695	\$401,637*	General Fund
Rehabilitate Jackson Road - 2015 County Project	\$151,000	\$267,400	\$116,400*	General Fund
Design Pleasant Run: Shelton to Tinker	\$91,000	\$126,000	\$35,000*	General Fund
Reconstruct Bedford Road Retaining Wall	\$300,050	\$350,163	\$50,113*	General Fund
Pavement Markings	\$100,000	\$100,000	\$0	-
Construct New Trail	\$150,000	\$150,000	\$0	-
Construct Glade Road Phase I	\$3,507,875	\$4,241,628	\$733,753*	TIF
Construct Cotton Belt Trail Spur at Webb House	\$165,000	\$165,000	\$0	-
Service Center Design	-	\$250,000	\$0	-
Fiber Build Phase I	-	\$237,000	\$0	-
Pleasant Run Park and Soccer Field Improvements	-	\$200,000	\$0	-
Construction of SH26, Phase II**	-	\$14,000,000	\$0	-

* Increase in the estimated project cost

** Project was in FY14 and was delayed

FY 2015 Projects: Proposed (Additional Projects)



Project	2014-2018 CIP Identified Funding	Revised Cost	Additional Funding Needs	Possible Funding Sources
Upsize Utility Lines - Reagan Estates	\$650,209	\$662,648	\$12,439*	Utility Fund
Install Quiet Zones at Three RR Crossings	\$1,600,921	\$1,600,921	\$0	-
Reconstruct Whites Chapel Road Bridge	\$150,000	\$150,000	\$0	-
2015 Miscellaneous Concrete Repairs	\$422,300	\$422,300	\$0	-
Reconstruct Streets in Western Trails	\$1,377,058	\$1,778,695	\$401,637*	General Fund
Rehabilitate Jackson Road - 2015 County Project	\$151,000	\$267,400	\$116,400*	General Fund
Design Pleasant Run: Shelton to Tinker	\$91,000	\$126,000	\$35,000*	General Fund
Reconstruct Bedford Road Retaining Wall	\$300,050	\$350,163	\$50,113*	General Fund
Pavement Markings	\$100,000	\$100,000	\$0	-
Construct New Trail	\$150,000	\$150,000	\$0	-
Construct Glade Road Phase I	\$3,507,875	\$4,241,628	\$733,753*	TIF
Construct Cotton Belt Trail Spur at Webb House	\$165,000	\$165,000	\$0	-
Service Center Design	-	\$250,000	\$0	-
Fiber Build Phase I	-	\$237,000	\$0	-
Pleasant Run Park and Soccer Field Improvements	-	\$200,000	\$0	-
Construction of SH26, Phase II**	-	\$14,000,000	\$0	-
Misc. Major Asphalt Maintenance	-	\$400,000	\$400,000***	General Fund

* Increase in the estimated project cost

** Project was in FY14 and was delayed

*** Additional funding request

FY 2015 Projects: Proposed (No Additional Funding)



Project	2014-2018 CIP Identified Funding	Revised Cost	Additional Funding Needs	Possible Funding Sources
Upsize Utility Lines - Reagan Estates	\$650,209	\$662,648	\$12,439*	Utility Fund
Install Quiet Zones at Three RR Crossings	\$1,600,921	\$1,600,921	\$0	-
Reconstruct Whites Chapel Road Bridge	\$150,000	\$150,000	\$0	-
2015 Miscellaneous Concrete Repairs	\$422,300	\$422,300	\$0	-
Reconstruct Streets in Western Trails	\$1,377,058	\$1,778,695	\$401,637*	General Fund
Rehabilitate Jackson Road - 2015 County Project	\$151,000	\$267,400	\$116,400*	General Fund
Design Pleasant Run: Shelton to Tinker	\$91,000	\$126,000	\$35,000*	General Fund
Reconstruct Bedford Road Retaining Wall	\$300,050	\$350,163	\$50,113*	General Fund
Pavement Markings	\$100,000	\$100,000	\$0	-
Construct New Trail	\$150,000	\$150,000	\$0	-
Construct Glade Road Phase I	\$3,507,875	\$4,241,628	\$733,753*	TIF
Construct Cotton Belt Trail Spur at Webb House	\$165,000	\$165,000	\$0	-
Service Center Design	-	\$250,000	\$0	-
Fiber Build Phase I	-	\$237,000	\$0	-
Pleasant Run Park and Soccer Field Improvements	-	\$200,000	\$0	-
Construction of SH26, Phase II**	-	\$14,000,000	\$0	FWHA/TxDOT
Misc. Major Asphalt Maintenance	-	\$400,000	\$400,000***	General Fund

* Increase in the estimated project cost

** Project was in FY14 and was delayed

*** Additional funding request

2014-2018 CIP

Years 2016 - 2018

FY 2016 Projects:



Project	2014 - 2018 CIP Identified Funding	Revised Cost	Additional Funding Needs	Possible Funding Sources
Construct New Trail	\$150,000	\$150,000	\$0	-
Reconstruct Pleasant Run (Shelton to Tinker)	\$856,167	\$933,920	\$77,753	General Fund
Rehabilitate Streets in Western Trails	\$737,770	\$828,120	\$90,350	General Fund
Design Pleasant Run (Tinker Road to John McCain)	\$201,000	\$321,000	\$120,000	General Fund
Miscellaneous Concrete Repair	\$422,300	\$422,300	\$0	-
Rehabilitate Bandit Trail	\$151,000	\$151,000	\$0	-
Design Pleasant Run (John McCain to North City Limits)	\$201,000	\$226,680	\$25,680	General Fund
Pavement Markings	\$100,000	\$100,000	\$0	-
Upsize Utility Lines (Sunrise Terrace/Brighton Oaks)*	\$0*	-	-	General Fund
Construct Glade Road	\$2,479,250	\$4,294,747	\$1,815,497	TIF
Reconstruct Streets in Western Trails	\$1,377,058	\$1,778,695	\$401,637*	General Fund
Fiber Build Phase II	-	\$71,000	\$71,000	Tomorrow Fund
Misc. Major Asphalt Maintenance	-	\$400,000	\$400,000	General Fund

* \$1,833,320 in funding in FY16 was diverted to fund Colleyville Boulevard Utility Relocations and this project was moved to FY18

FY 2017 Projects:



Project	2014 - 2018 CIP Identified Funding	Revised Cost	Additional Funding Needs	Possible Funding Sources
Construct New Trail	\$150,000	\$150,000	\$0	-
Miscellaneous Concrete Repair	\$414,050	\$414,050	\$0	-
Rehabilitate Streets TBD (2017 County Project)	\$151,000	\$201,000	\$50,000	General Fund
Rehabilitate Pecan Park and Sand Oaks	\$1,516,064	\$1,718,540	\$202,476	General Fund
Construct Glade Road	\$1,503,375	\$1,293,958	-	-
Design Construction of Roberts Road	\$100,000	\$152,880	\$52,880	General Fund
Upsize Utility Lines (Woodbriar/Quail Crest Estates)	\$1,697,035	\$2,161,141	\$464,106	Utility Fund
Fiber Build Phase 3	-	\$86,700	\$86,700	Tomorrow Fund
Pavement Markings	-	\$100,000	\$100,000	General Fund
Miscellaneous Major Asphalt Maintenance	-	\$400,000	\$400,000	General Fund
Senior Center Renovation	-	\$1,000,000	\$1,000,000	CEDC

FY 2018 Projects:



Project	2014 - 2018 CIP Identified Funding	Revised Cost	Additional Funding Needs	Possible Funding Sources
Construct Pleasant Run Trail (Tinker to John McCain)	\$300,000	\$300,000	\$0	-
Rehabilitate Streets in Woodbriar, Quail Crest Estates	\$1,443,269	\$1,984,400	\$541,131	General Fund
Miscellaneous Concrete Repair	\$264,050	\$264,050	\$0	-
Rehabilitate Streets TBD (2018 County Project)	\$151,000	\$211,000	\$60,000	General Fund
Reconstruct Pleasant Run (Tinker to John McCain)	\$2,099,959	\$2,396,150	\$296,191	General Fund
Construct Glade Road	\$1,002,250	\$2,523,560	\$1,521,310	TIF
Upsize Utility Lines (Sunrise Terrace, Brighton Oaks)*	\$1,833,320	\$1,889,243	\$55,923	Utility Fund
Pavement Markings	\$0	\$100,000	\$100,000	General Fund
Miscellaneous Major Asphalt Maintenance	\$0	\$400,000	\$400,000	General Fund

* \$1,833,320 in funding in FY16 was diverted to fund Colleyville Boulevard Utility Relocations and this project was moved to FY18

FY 2019 to 2024 Projects:



Project	Estimated Project Cost
(2019) Construct Glade Road	\$2,990,925
(2019) Construct New Trail	\$150,000
(2019) Miscellaneous Concrete Repair	\$500,000
(2019) Miscellaneous Major Asphalt Maintenance	\$400,000
(2019) Pavement Markings	\$100,000
(2019) Rehabilitate Streets - 2019 County Road Project	\$221,000
(2020) Construct New Trail	\$150,000
(2020) Miscellaneous Concrete Repair	\$500,000
(2020) Miscellaneous Major Asphalt Maintenance	\$400,000
(2020) Pavement Markings	\$100,000
(2020) Rehabilitate Streets TBD - 2020 County Road Project	\$230,000
(2020) Rehabilitate Streets TBD 2020	\$1,000,000
(2021) Construct Glade Road	\$2,180,685
(2021) Construct New Trail	\$150,000
(2021) Miscellaneous Concrete Repair	\$500,000
(2021) Miscellaneous Major Asphalt Maintenance	\$400,000
(2021) Pavement Markings	\$100,000
(2021) Rehabilitate Streets TBD - 2021 County Road Project	\$240,000
(2021) Rehabilitate Streets TBD 2021	\$1,000,000
(2021) Senior Center Renovation, Phase II	\$2,000,000

Project	Estimated Project Cost
(2021) Service Center - Construction	\$3,500,000
(2022) Construct New Trail	\$150,000
(2022) Miscellaneous Concrete Repair	\$500,000
(2022) Miscellaneous Major Asphalt Maintenance	\$400,000
(2022) Pavement Markings	\$100,000
(2022) Rehabilitate Streets TBD - 2022 County Road Project	\$250,000
(2022) Rehabilitate Streets TBD 2022	\$1,000,000
(2023) Construct New Trail	\$150,000
(2023) Miscellaneous Concrete Repair	\$500,000
(2023) Miscellaneous Major Asphalt Maintenance	\$400,000
(2023) Pavement Markings	\$100,000
(2023) Rehabilitate Streets TBD - 2023 County Road Project	\$260,000
(2023) Rehabilitate Streets TBD 2023	\$1,000,000
(2024) Construct Glade Road	\$2,954,000
(2024) Construct New Trail	\$150,000
(2024) Miscellaneous Concrete Repair	\$500,000
(2024) Miscellaneous Major Asphalt Maintenance	\$400,000
(2024) Pavement Markings	\$100,000
(2024) Rehabilitate Streets TBD - 2024 County Road Project	\$270,000
(2024) Rehabilitate Streets TBD 2024	\$1,000,000

Project	Estimated Project Cost
Boiler Replacement - City Hall	\$107,900
Carpet and VCT Tile - City Hall	\$102,433
Carpet and VCT Tile - Justice Center	\$88,052
Carpet and VCT Tile - Library	\$98,055
Construct Frontier Court	\$1,266,000
Fire Station Door Replacement	\$130,000
Flood Gates Upgrade	\$365,020
HVAC Replacement - City Hall/Library	\$273,000
HVAC Replacement - Justice Center	\$237,000
L.D. Lockett Road	\$5,000,000
Library Fountain Repair	\$70,447
Metal Roof Coating - Justice Center	\$212,800
Reconstruct Pleasant Run (3-John McCain to North City Limits)	\$1,699,850
Reconstruction of Bedford Road	\$2,400,000
Reconstruction of Bransford Road	\$3,750,000
Reconstruction of John McCain Road	\$4,500,000
Reconstruction of Roberts Road	\$1,200,950
Reconstruction Westcoat Drive	\$3,150,000
Rehabilitate Streets in Sunrise Terrace/Brighton Oaks	\$1,730,200
Roof Repair - Justice Center	\$116,227

Summary



- Funding needs for projects without identified funding in Years 2-10 (FY 2016 to 2024) and/or reprioritization of projects will be considered at a worksession this Fall
- The first year (FY 2015) is fully funded with recommended changes; however, FY 2016 – 2024 have funding shortfalls
- Only adopt Year 1 of the CIP with the FY 2015 budget ordinance as we must adopt a balanced budget

Questions and Discussion



Estimated Project Cost

CEDC (Parks, Trails & Libraries)

End of Year Transfer f

Perimeter Street Fees

FWHA/TxDOT

General Fund

Grants/Other

Parkland Dedication Fund

TIF

Tomorrow Fund

Utility Fund (Annual Budget)

Water Impact Fees

End of Year Transfe

Other (Non-City Funds)

Total Programmed

Variance from 2014

2015	Install Quiet Zones	\$1,600,921	-	-	-	\$1,280,737	-	-	-	-	-	-	-	-	\$320,184	\$1,600,921	-
	Temporary Repair of Whites Chapel Road Bridge	\$150,000	-	-	-	-	\$150,000	-	-	-	-	-	-	-	-	\$150,000	-
	Reconstruct Bedford Road Retaining Wall	\$350,163	-	-	-	-	\$300,050	-	-	-	-	-	-	-	-	\$300,050	\$50,113
	Construct New Trail	\$150,000	\$150,000	-	-	-	-	-	-	-	-	-	-	-	-	\$150,000	-
	Construct Cottonbelt Trail Spur	\$165,000	\$165,000	-	-	-	-	-	-	-	-	-	-	-	-	\$165,000	-
	2015 Miscellaneous Concrete Repairs	\$422,300	-	-	-	-	\$422,300	-	-	-	-	-	-	-	-	\$422,300	-
	Reconstruct Streets in Western Trails	\$1,778,695	-	-	-	-	\$1,277,058	-	-	-	-	-	-	\$100,000	-	\$1,377,058	\$401,637
	Rehabilitate Jackson Road	\$267,400	-	-	-	-	\$151,000	-	-	-	-	-	-	-	-	\$151,000	\$116,400
	Design Pleasant Run (1-Shelton to Tinker)	\$126,000	-	-	-	-	\$91,000	-	-	-	-	-	-	-	-	\$91,000	\$35,000
	Pavement Markings	\$100,000	-	-	-	-	\$100,000	-	-	-	-	-	-	-	-	\$100,000	-
	Construct Glade Road	\$4,241,628	-	-	-	-	-	-	-	\$3,507,875	-	-	-	-	-	\$3,507,875	\$733,754
	Upsize Utility Lines (Reagan Estates)	\$662,648	-	\$347,593	-	-	-	-	-	-	-	\$250,000	\$52,616	-	-	\$650,209	\$12,439
	Service Center - Design	\$250,000	-	-	-	-	-	\$250,000	-	-	-	-	-	-	-	\$250,000	-
	Fiber Build Phase 1	\$237,000	-	-	-	-	-	-	-	-	\$237,000	-	-	-	-	\$237,000	-
Pleasant Run Park and Soccer Field Improvements	\$200,000	-	-	-	-	-	-	\$200,000	-	-	-	-	-	-	\$200,000	-	
Construct SH26, Phase II	\$14,000,000	-	-	-	-	\$14,000,000	-	-	-	-	-	-	-	-	\$14,000,000	-	
Miscellaneous Major Asphalt Maintenance	\$400,000	-	-	-	-	-	-	-	-	-	-	-	-	-	\$0	\$400,000	
2016	Construct New Trail	\$150,000	\$150,000	-	-	-	-	-	-	-	-	-	-	-	-	\$150,000	-
	Reconstruct Pleasant Run (1-Shelton to Tinker)	\$933,920	-	-	\$60,542	-	\$795,625	-	-	-	-	-	-	-	-	\$856,167	\$77,753
	Rehabilitate Streets in Western Trails Subdivision	\$828,120	-	-	-	-	\$737,770	-	-	-	-	-	-	-	-	\$737,770	\$90,350
	Design Pleasant Run (2-Tinker Road to John McCain)	\$321,000	-	-	\$88,002	-	\$112,998	-	-	-	-	-	-	-	-	\$201,000	\$120,000
	2016 Miscellaneous Concrete Repair	\$422,300	-	-	-	-	\$422,300	-	-	-	-	-	-	-	-	\$422,300	-
	Rehabilitate Bandit Trail - 2016 Country Project	\$151,000	-	-	-	-	\$151,000	-	-	-	-	-	-	-	-	\$151,000	-
	Design Pleasant Run (3-John McCain to North City Limits)	\$226,680	-	-	\$88,002	-	\$42,998	-	-	-	-	-	-	-	-	\$131,000	\$95,680
	Pavement Markings	\$100,000	-	-	-	-	\$100,000	-	-	-	-	-	-	-	-	\$100,000	-
	Construct Glade Road	\$4,294,747	-	-	-	-	-	-	-	\$2,479,250	-	-	-	-	-	\$2,479,250	\$1,815,497
	Fiber Build Phase 2	\$71,000	-	-	-	-	-	-	-	-	-	-	-	-	-	\$0	\$71,000
	Upsize Utility Lines (Sunrise Terrace, Brighton Oaks) (MOVE TO 2018)	\$1,889,243	-	\$1,583,320	-	-	-	-	-	-	-	\$250,000	-	-	-	\$1,833,320	\$55,923
Miscellaneous Major Asphalt Maintenance	\$400,000	-	-	-	-	-	-	-	-	-	-	-	-	-	\$0	\$400,000	
2017	Construct New Trail	\$150,000	\$150,000	-	-	-	-	-	-	-	-	-	-	-	-	\$150,000	-
	2017 Miscellaneous Concrete Repair	\$414,050	-	-	-	-	\$414,050	-	-	-	-	-	-	-	-	\$414,050	-
	Rehabilitate Streets TBD (2017 County Project)	\$201,000	-	-	-	-	\$151,000	-	-	-	-	-	-	-	-	\$151,000	\$50,000
	Rehabilitate Pecan Park and Sand Oaks	\$1,718,540	-	-	\$9,394	-	\$1,506,670	-	-	-	-	-	-	-	-	\$1,516,064	\$202,476
	Construct Glade Road	\$1,293,958	-	-	-	-	-	-	-	\$1,503,376	-	-	-	-	-	\$1,503,376	-
	Design Reconstruction of Roberts Road	\$152,880	-	-	-	-	\$100,000	-	-	-	-	-	-	-	-	\$100,000	\$52,880
	Upsize Utility Lines (Woodbriar/Quail Crest Estates)	\$2,161,141	-	\$1,447,035	-	-	-	-	-	-	-	\$250,000	-	-	-	\$1,697,035	\$464,106
	Fiber Build Phase 3	\$86,700	-	-	-	-	-	-	-	\$86,700	-	-	-	-	-	\$86,700	-
	Pavement Markings	\$100,000	-	-	-	-	-	-	-	-	-	-	-	-	-	\$0	\$100,000
	Miscellaneous Major Asphalt Maintenance	\$400,000	-	-	-	-	-	-	-	-	-	-	-	-	-	\$0	\$400,000
	Senior Center Renovation, Phase I	\$1,000,000	\$1,000,000	-	-	-	-	-	-	-	-	-	-	-	-	\$1,000,000	-
2018	Construct Pleasant Run Trail (2-Tinker to John McCain)	\$300,000	\$300,000	-	-	-	-	-	-	-	-	-	-	-	-	\$300,000	-
	Rehabilitate Streets in Woodbriar, Quail Crest Estates (UT17-001)	\$1,984,400	-	-	-	-	\$543,269	-	-	-	-	-	\$900,000	-	-	\$1,443,269	\$541,131
	2018 Miscellaneous Concrete Repair	\$264,050	-	-	-	-	\$264,050	-	-	-	-	-	-	-	-	\$264,050	-
	Rehabilitate Streets TBD - 2018 County Road Project	\$211,000	-	-	-	-	\$151,000	-	-	-	-	-	-	-	-	\$151,000	\$60,000
	Reconstruct Pleasant Run (2-Tinker to John McCain)	\$2,396,150	-	-	-	-	\$1,799,959	-	-	-	-	-	\$300,000	-	-	\$2,099,959	\$296,191
	Construct Glade Road	\$2,523,560	-	-	-	-	-	-	-	\$1,002,250	-	-	-	-	-	\$1,002,250	\$1,521,310
	Pavement Markings	\$100,000	-	-	-	-	-	-	-	-	-	-	-	-	-	\$0	\$100,000
	Miscellaneous Major Asphalt Maintenance	\$400,000	-	-	-	-	-	-	-	-	-	-	-	-	-	\$0	\$400,000



City of Colleyville

Capital Improvement Program

Project Pool

Project	Estimated Project Cost
(2019) Construct Glade Road	\$2,990,925
(2019) Construct New Trail	\$150,000
(2019) Miscellaneous Concrete Repair	\$500,000
(2019) Miscellaneous Major Asphalt Maintenance	\$400,000
(2019) Pavement Markings	\$100,000
(2019) Rehabilitate Streets - 2019 County Road Project	\$221,000
(2020) Construct New Trail	\$150,000
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(2020) Pavement Markings	\$100,000
(2020) Rehabilitate Streets TBD - 2020 County Road Project	\$230,000
(2020) Rehabilitate Streets TBD 2020	\$1,000,000
(2021) Construct Glade Road	\$2,180,685
(2021) Construct New Trail	\$150,000
(2021) Miscellaneous Concrete Repair	\$500,000
(2021) Miscellaneous Major Asphalt Maintenance	\$400,000
(2021) Pavement Markings	\$100,000
(2021) Rehabilitate Streets TBD - 2021 County Road Project	\$240,000
(2021) Rehabilitate Streets TBD 2021	\$1,000,000
(2021) Senior Center Renovation, Phase II	\$2,000,000
(2021) Service Center - Construction	\$3,500,000
(2022) Construct New Trail	\$150,000
(2022) Miscellaneous Concrete Repair	\$500,000
(2022) Miscellaneous Major Asphalt Maintenance	\$400,000
(2022) Pavement Markings	\$100,000
(2022) Rehabilitate Streets TBD - 2022 County Road Project	\$250,000
(2022) Rehabilitate Streets TBD 2022	\$1,000,000
(2023) Construct New Trail	\$150,000
(2023) Miscellaneous Concrete Repair	\$500,000
(2023) Miscellaneous Major Asphalt Maintenance	\$400,000

Project	Estimated Project Cost
(2023) Pavement Markings	\$100,000
(2023) Rehabilitate Streets TBD - 2023 County Road Project	\$260,000
(2023) Rehabilitate Streets TBD 2023	\$1,000,000
(2024) Construct Glade Road	\$2,954,000
(2024) Construct New Trail	\$150,000
(2024) Miscellaneous Concrete Repair	\$500,000
(2024) Miscellaneous Major Asphalt Maintenance	\$400,000
(2024) Pavement Markings	\$100,000
(2024) Rehabilitate Streets TBD - 2024 County Road Project	\$270,000
(2024) Rehabilitate Streets TBD 2024	\$1,000,000
Boiler Replacement - City Hall	\$107,900
Carpet and VCT Tile - City Hall	\$102,433
Carpet and VCT Tile - Justice Center	\$88,052
Carpet and VCT Tile - Library	\$98,055
Construct Frontier Court	\$1,266,000
Fire Station Door Replacement	\$130,000
Flood Gates Upgrade	\$365,020
HVAC Replacement - City Hall/Library	\$273,000
HVAC Replacement - Justice Center	\$237,000
L.D. Lockett Road	\$5,000,000
Library Fountain Repair	\$70,447
Metal Roof Coating - Justice Center	\$212,800
Reconstruct Pleasant Run (3-John McCain to North City Limits)	\$1,699,850
Reconstruction of Bedford Road	\$2,400,000
Reconstruction of Bransford Road	\$3,750,000
Reconstruction of John McCain Road	\$4,500,000
Reconstruction of Roberts Road	\$1,200,950
Reconstruction Westcoat Drive	\$3,150,000
Rehabilitate Streets in Sunrise Terrace/Brighton Oaks	\$1,730,200
Roof Repair - Justice Center	\$116,227



City of Colleyville Colleyville City Council Worksession Agenda Briefing

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

Agenda Number 3c

Agenda Date 05/28/2014

Number

Type Presentation and Discussion

Department Parks and Recreation

Title

Presentation and discussion of the Senior Center

Explanation

The 2011 Parks, Recreation, and Open Space Master Plan adopted in December 2011, recommended a study be conducted of the Colleyville Senior Center for use, programs, and renovations.

Specifically, the study stated:

"While the desire for a recreation center exists and has been noted in this Master Plan, as well as the 2002 master plan, the current economic climate suggests that the City should seek alternative ways to meet the community's recreation needs. It may be desirable to rebrand the Senior Center to reflect a more community oriented operation without decreasing the programming opportunities for adults 50 and older."

In April 2013, Hidell and Associates Architects, Inc. (Hidell) were engaged to perform the comprehensive study of the existing Colleyville Senior Center facility. The purpose of the study was to establish both the physical and aesthetic requirements, identifying space, occupancy, equipment, programs, and adjacency changes required to maximize the utilization of the existing facility to accommodate programming needs for seniors, adults, and youth.

Working with staff, Hidell performed an analysis of the existing facility to determine physical condition, layout, and program efficiency. A set of peer cities were determined for evaluation. Hidell performed tours of other area facilities to evaluate facility layout, hours of operation, staffing, and available programming. This information was presented in a public focus group session in June 2013. During the focus group session, current and future needs were discussed, resulting in a prioritized wish list for any future modifications to the facility.

The City also performed a public survey in August 2013 to gain additional input regarding the current and future programming, use, and needs of the facility. The survey results, combined with the focus group information, was used to establish goals for future program development, and identify potential service models and standards.

Utilizing the acquired data, Hidell worked with staff to develop several reorganization

options to transform the facility's spaces in order to maximize program opportunities and make better and more efficient use of the building.

On January 6, 2014, Aaron Babcock of Hidell and Associates Architects, Inc. presented the findings of the study and two facility reconfiguration options to the Parks and Recreation Advisory Board and the Senior Center Advisory Committee. Plan Option 1 was the facility reconfiguration recommendation of both the Parks and Recreation Advisory Board and Senior Center Advisory Committee, due to the flexibility of future use.

On February 4, 2014, Mr. Babcock presented the findings of the study and the two facility reconfiguration options to the City Council for review (see attached presentation). There was detailed analysis of each individual space in terms of current and proposed use for fitness, group activities, or social activities. The primary difference in the two presented reconfiguration options was the placement of the Recreation offices. At that meeting, City Council directed staff to evaluate phasing options of the project, focusing the initial priority on connecting the main building with the building annex, which is physically separated from the main building by an exterior walk, creating access and security issues for users and staff. Hidell worked with staff to develop two options for a phased construction plan, with the first phase resolving the access and security issues with the current configuration.

Aaron Babcock, Hidell and Associates Architects, Inc. will present the phased construction options and cost summaries for the Senior Center Project to the City Council.

Attachments

1. Senior Center presentation to City Council February 4, 2014
2. Colleyville Senior Center presentation - May 28, 2014

COLLEYVILLE SENIOR CENTER
Presentation to City Council February 4, 2014



CITY OF COLLEYVILLE

Prepared by Hidell and Associates Architects, Inc.

COLLEYVILLE SENIOR CENTER TRANSFORMATION



ASSESS NEEDS



Review



DEVELOP A PLAN



Review



IMPLEMENT

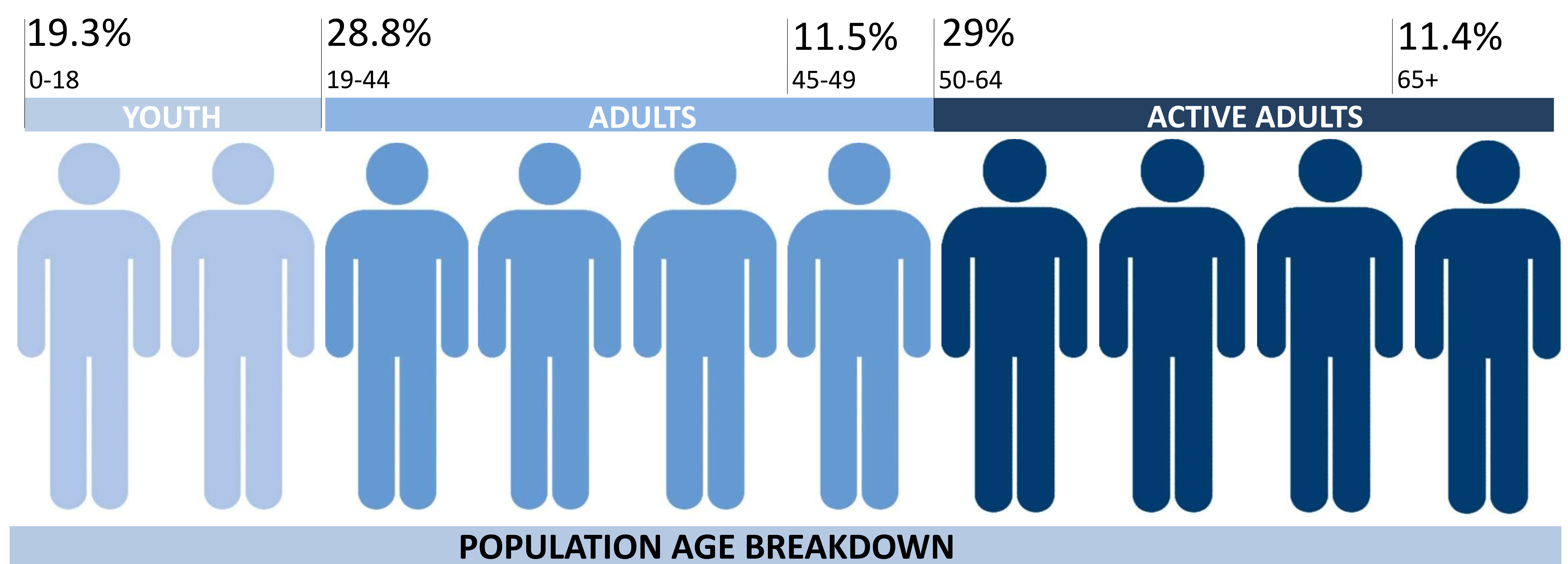
CITY OF COLLEYVILLE

Prepared by Hidell and Associates Architects, Inc.



ANALYZE
WHO IS A COLLEYVILLE RESIDENT?

COLLEYVILLE DEMOGRAPHICS



SIZE OF COLLEYVILLE

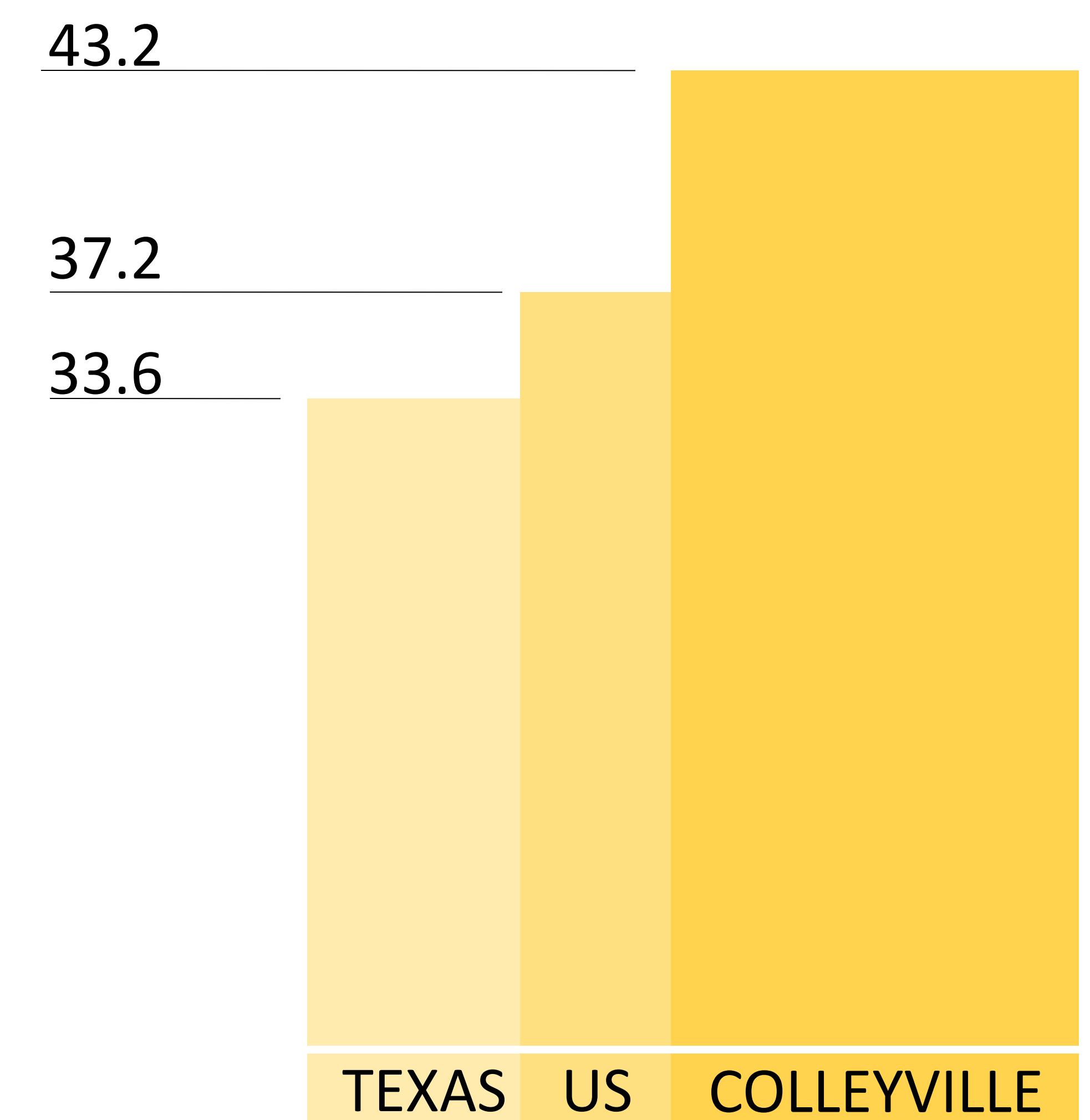
Estimated Residents (2013)	23,270
No. of Households	8,272
Projected build-out population	25,304

TYPICAL COLLEYVILLE RESIDENT

Highly Educated (Bachelor's Degree or Higher)	64.3%
Homeownership Rate	96.4%
Persons per Household	2.90
Median Household Income	\$159,982

*70% Enjoy outdoor activities such as walking and biking

*72% Support diversity of park amenities (pavilions, trails, courts, playgrounds, etc.)



MEDIAN AGE

CITY OF COLLEYVILLE DEMOGRAPHICS

* Based upon 2011 Parks, Recreation and Open Space Master Plan



ANALYZE HOW DOES THAT COMPARE TO PEER CITIES?



HURST



EULESS



BEDFORD



NORTH RICHLAND HILLS



GRAPEVINE



SOUTHLAKE



KELLER

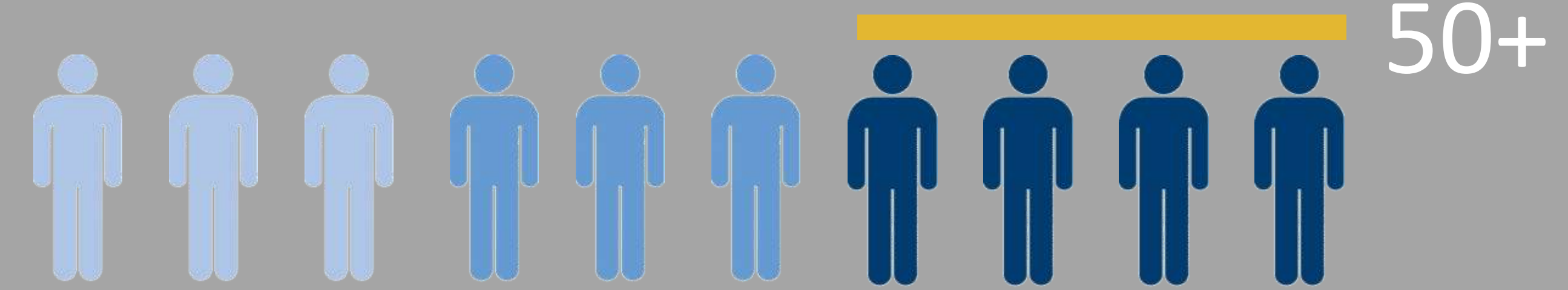


COPPELL

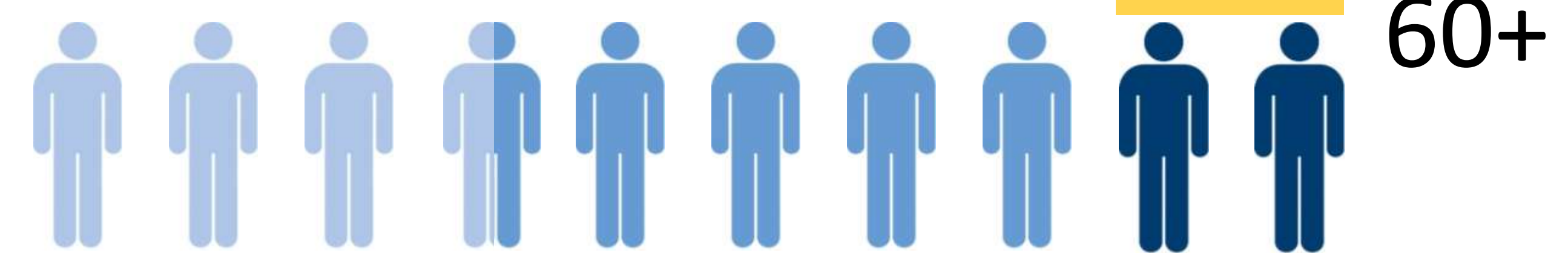
PEER CITIES



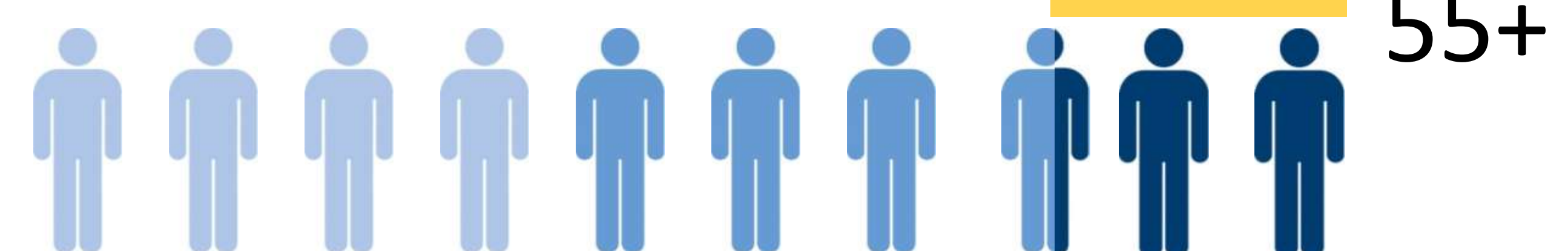
COLLEYVILLE



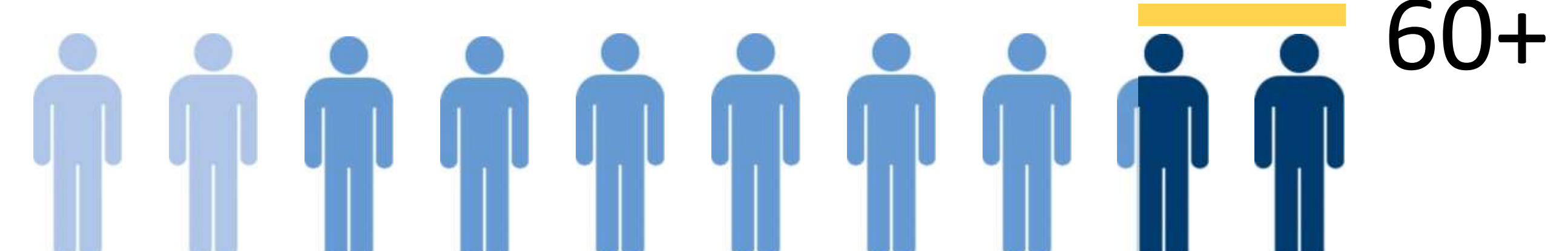
SOUTHLAKE



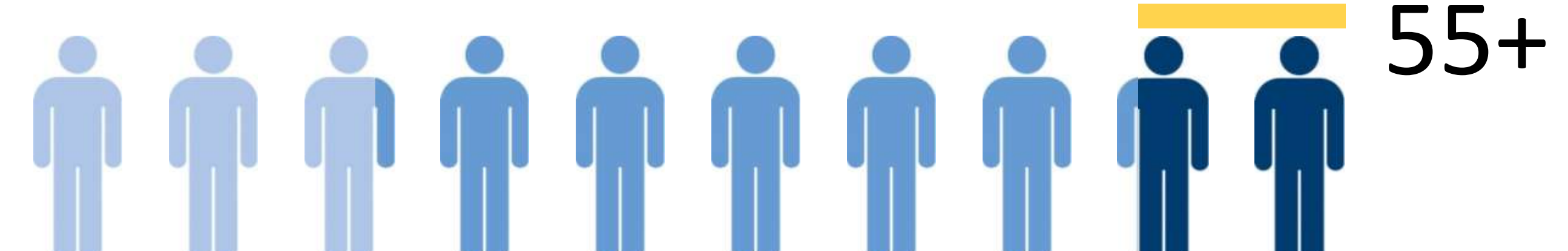
NORTH RICHLAND HILLS



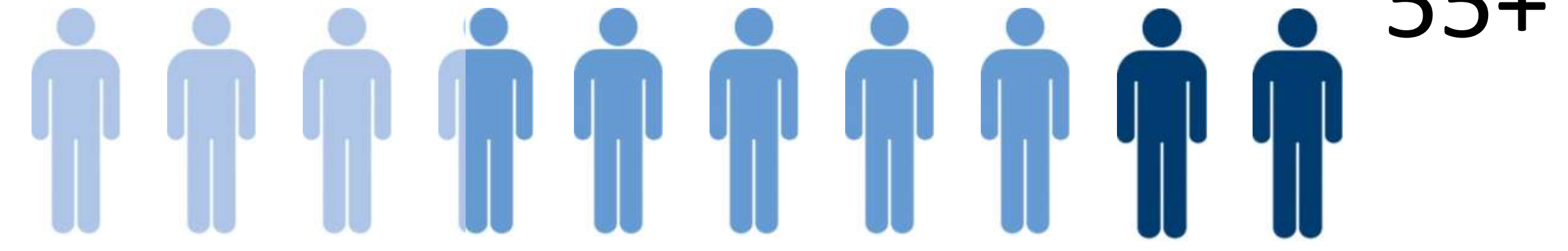
EULESS



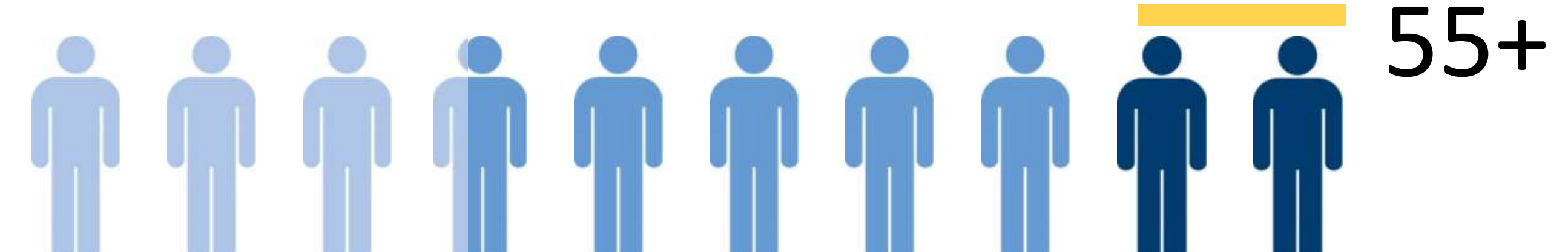
GRAPEVINE



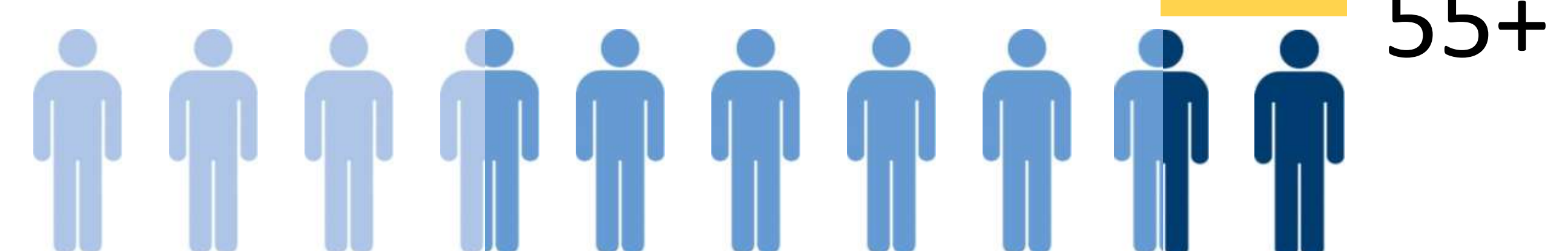
HURST



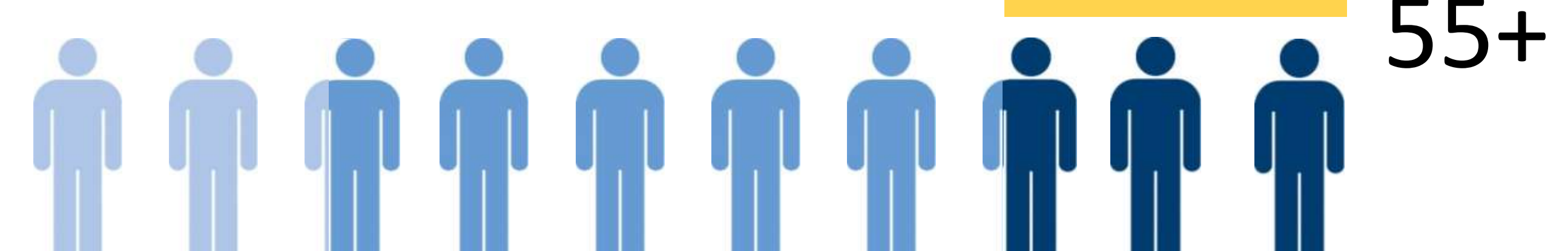
KELLER



COPPELL



BEDFORD



PEER CITIES DEMOGRAPHICS



ANALYZE

WHAT PROGRAMMING DOES COLLEYVILLE OFFER?

ENRICHMENT PROGRAMMING

FACILITIES	ENRICHMENT PROGRAMS			
Compass Church	ACTIVE ADULT PROGRAMMING •Senior Prom			
Colleyville Center	YOUTH PROGRAMMING •Winter Ball •Bunny Brunch			
Colleyville Nature Center	YOUTH PROGRAMMING •Texas Junior Anglers •Haunted Trails			
Colleyville Parks	YOUTH PROGRAMMING •Youth League Sports •Girls on the Run			
GCISD Facilities	YOUTH PROGRAMMING •Volleyball Mini Camp •Girls Youth Volleyball •Spring Break Camps •Summer Camps •Youth League Sports ADULT PROGRAMMING •Dog Conformation			
Rock House at McPherson Park	YOUTH PROGRAMMING •Spring Break Camps •Summer Camps •Paint Me a Story •Kids on Canvas ADULT PROGRAMMING •Manual Control for SLR Cameras •Introduction to Photo Editing			
Senior Center	YOUTH PROGRAMMING •Babysitter Course •Tot Tumbling and Sports •Jo-Ann’s Little Dancers •Keyboard / Piano •The Brain Club ADULT PROGRAMMING •Computer Training	ADULT HEALTH & FITNESS •Beginner Yoga •Intermediate Yoga •Gentle Stretch Yoga •Hatha Yoga •Yoga for Active Adults •Ballroom Dance •Zumba •Tai Chi – Yang Style •Tai Chi – for Arthritis •Jazzercise •Jazzercise – Body Sculpting	MONTHLY ACTIVITIES •String-Along-With-Us •Genealogy Group •Theater Workshop •Law, Politics, and Finance Forum •Blood Pressure Checks •Meals on Wheels •Movie Day	•White Elephant Bingo •Breakfast –in-a-Bag •Trivia League •Lunch and Learn •Card Games •Photos & Stories
COLLEYVILLE ENRICHMENT PROGRAMS				



ANALYZE

HOW DOES THAT COMPARE TO PEER CITIES PROGRAMMING?



HURST



EULESS



BEDFORD



NORTH RICHLAND HILLS



GRAPEVINE



SOUTHLAKE



KELLER



COPPELL

PEER CITIES

CATEGORIES

PROGRAMS

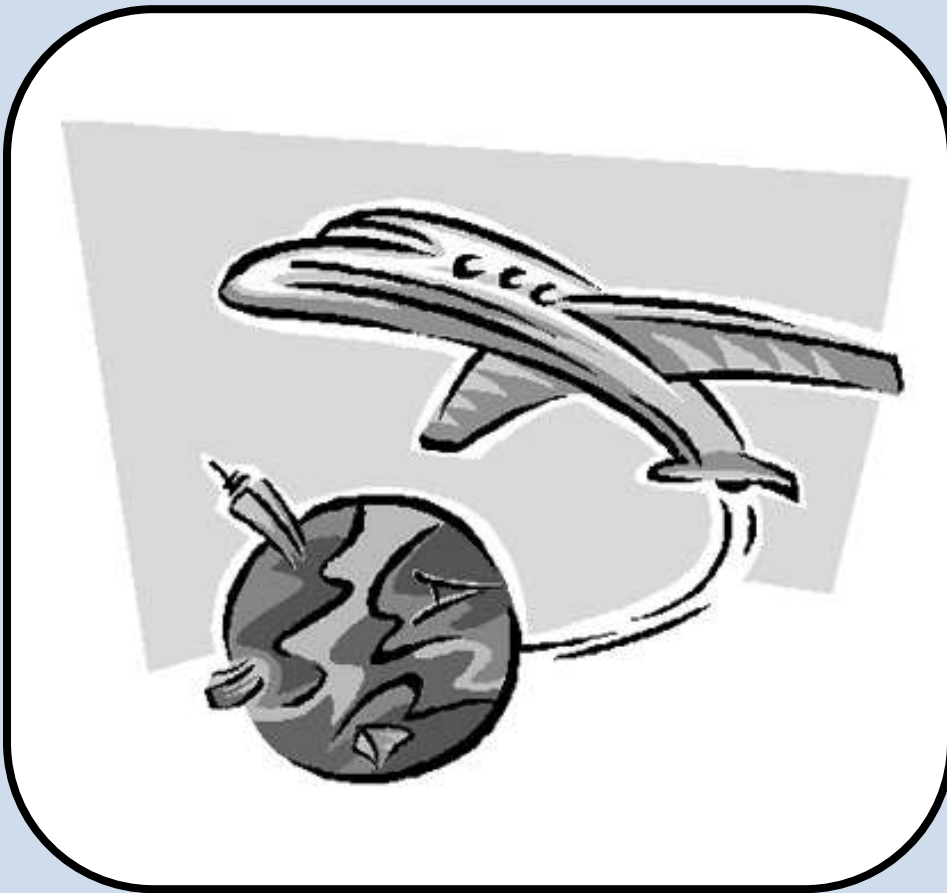
FITNESS



GROUP ACTIVITIES

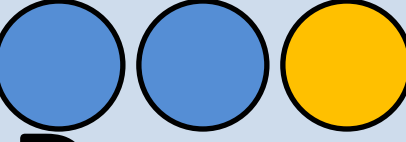


SOCIAL ACTIVITIES



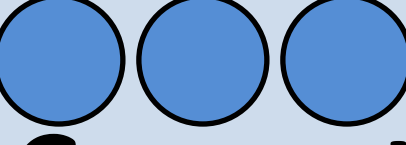
PROGRAMMING CATEGORIES

Special
Events

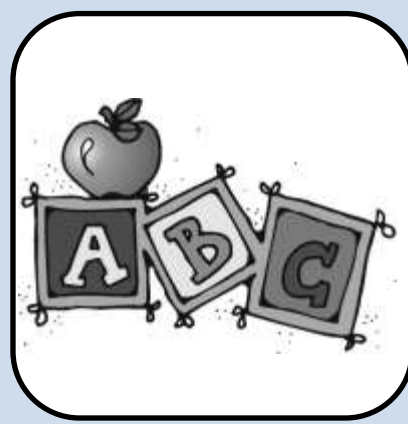
 
Dances

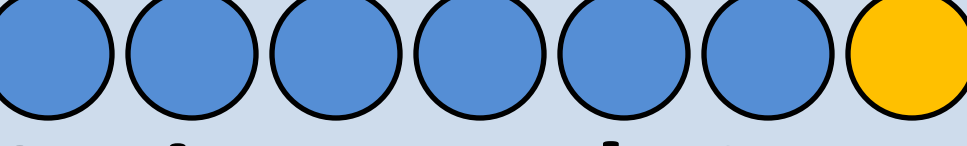
 
Holiday Events

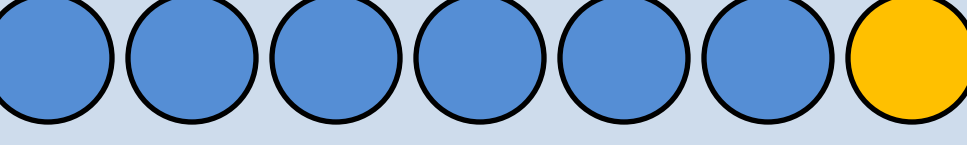
 
Pet Events

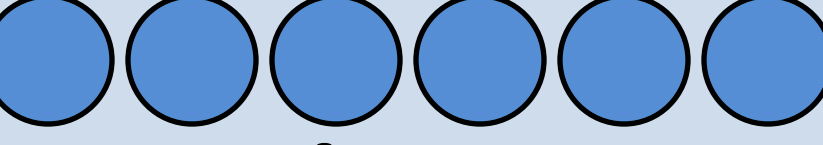
 
Concerts

Youth
Enrichment
Programs

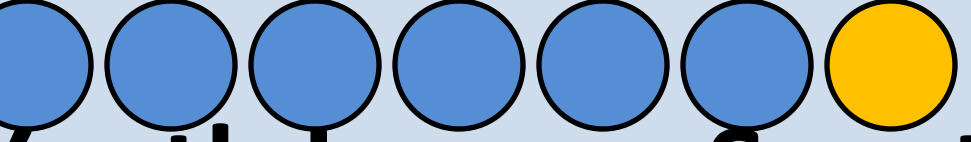
 
Preschool

 
Spring Break Camps

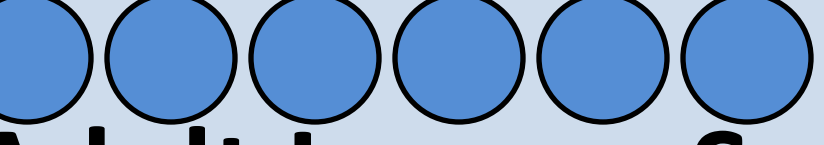
 
Summer Camps

 
Aquatics

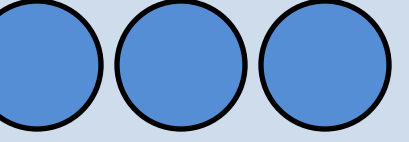
Athletics

 
Youth League Sports

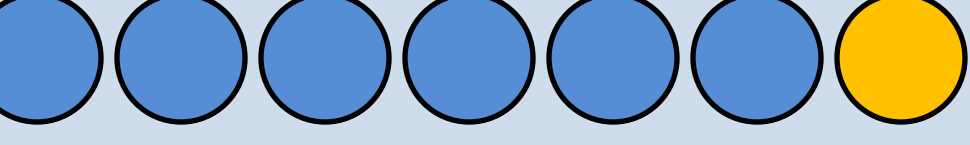
 
Youth Sports Assoc.

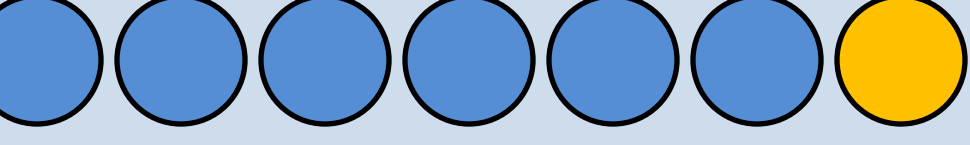
 
Adult League Sports

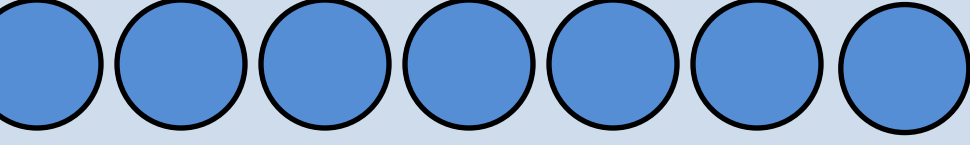
Adult
Enrichment
Programs

 
Health & Wellness

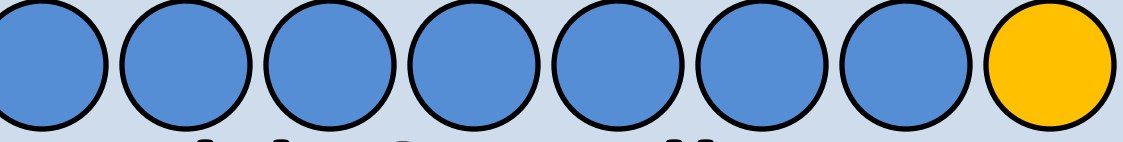
 
Outdoor Adventure

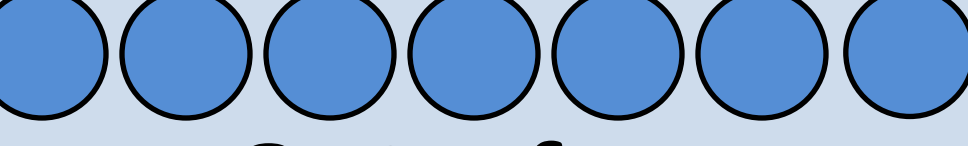
 
Group Fitness

 
Individual Fitness

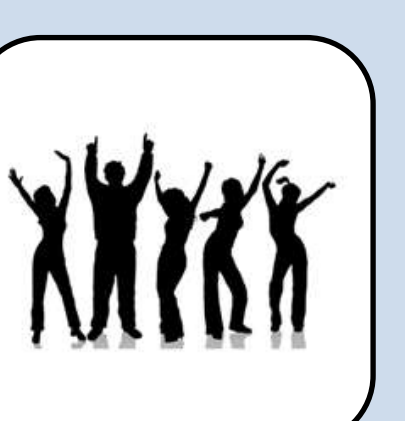
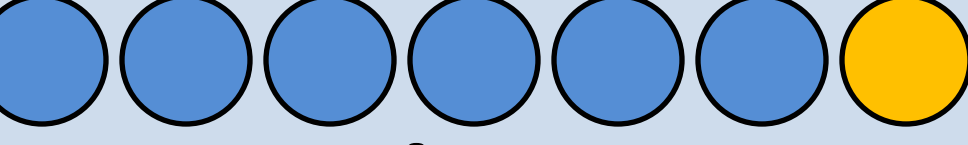
 
Aquatics

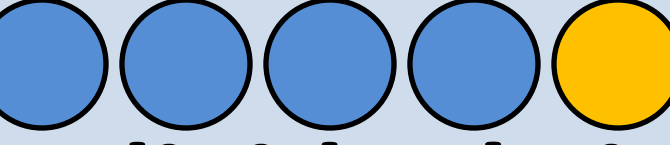
Experienced Adult
Enrichment
Programs

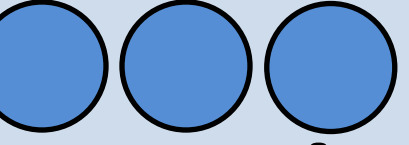
 
Health & Wellness

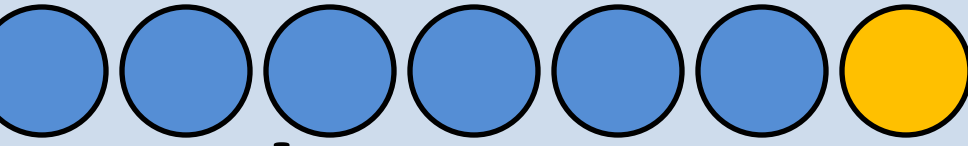
 
Arts & Crafts

 
Social Programs

 
Group Fitness

 
Individual Fitness

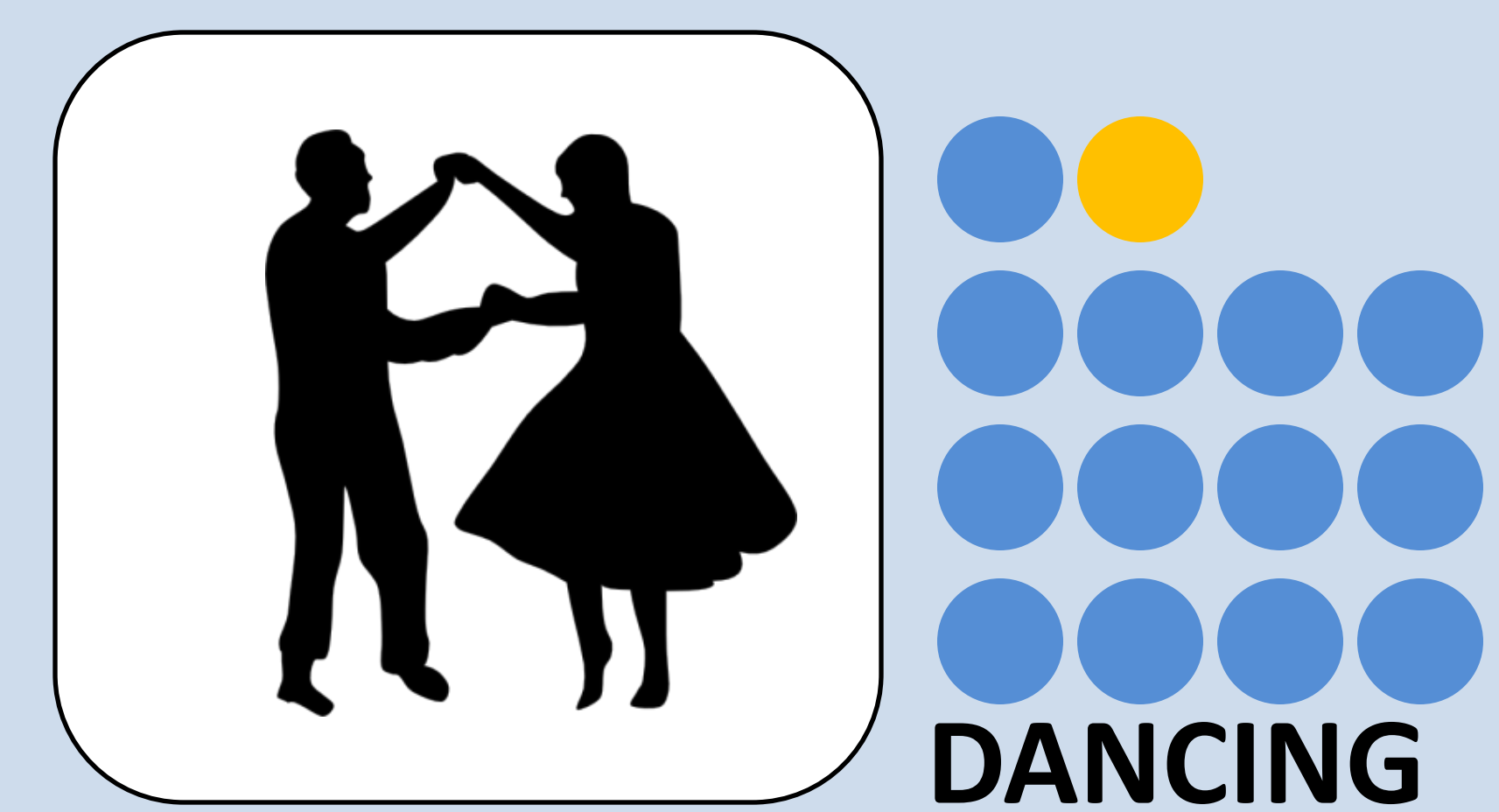
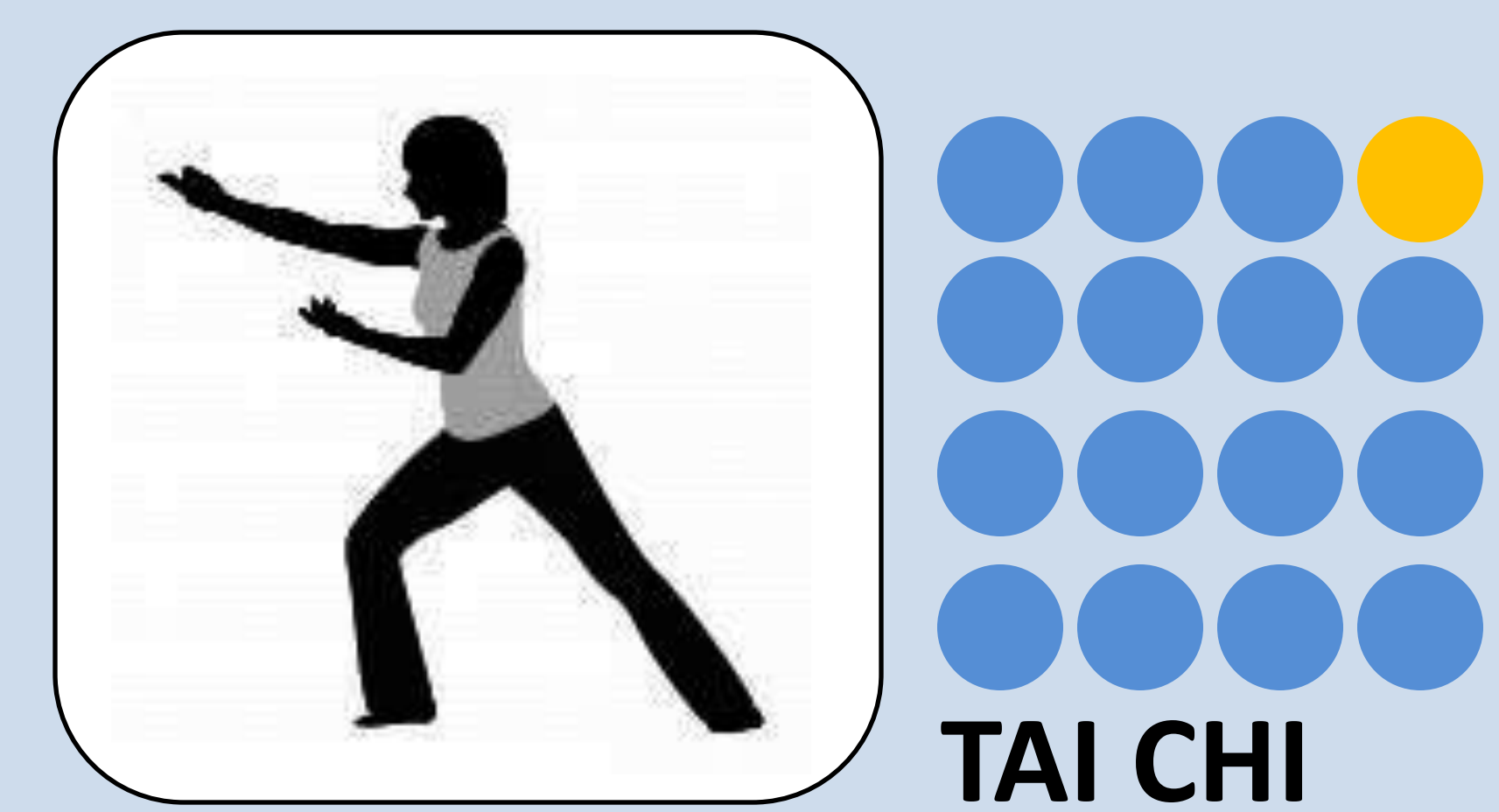
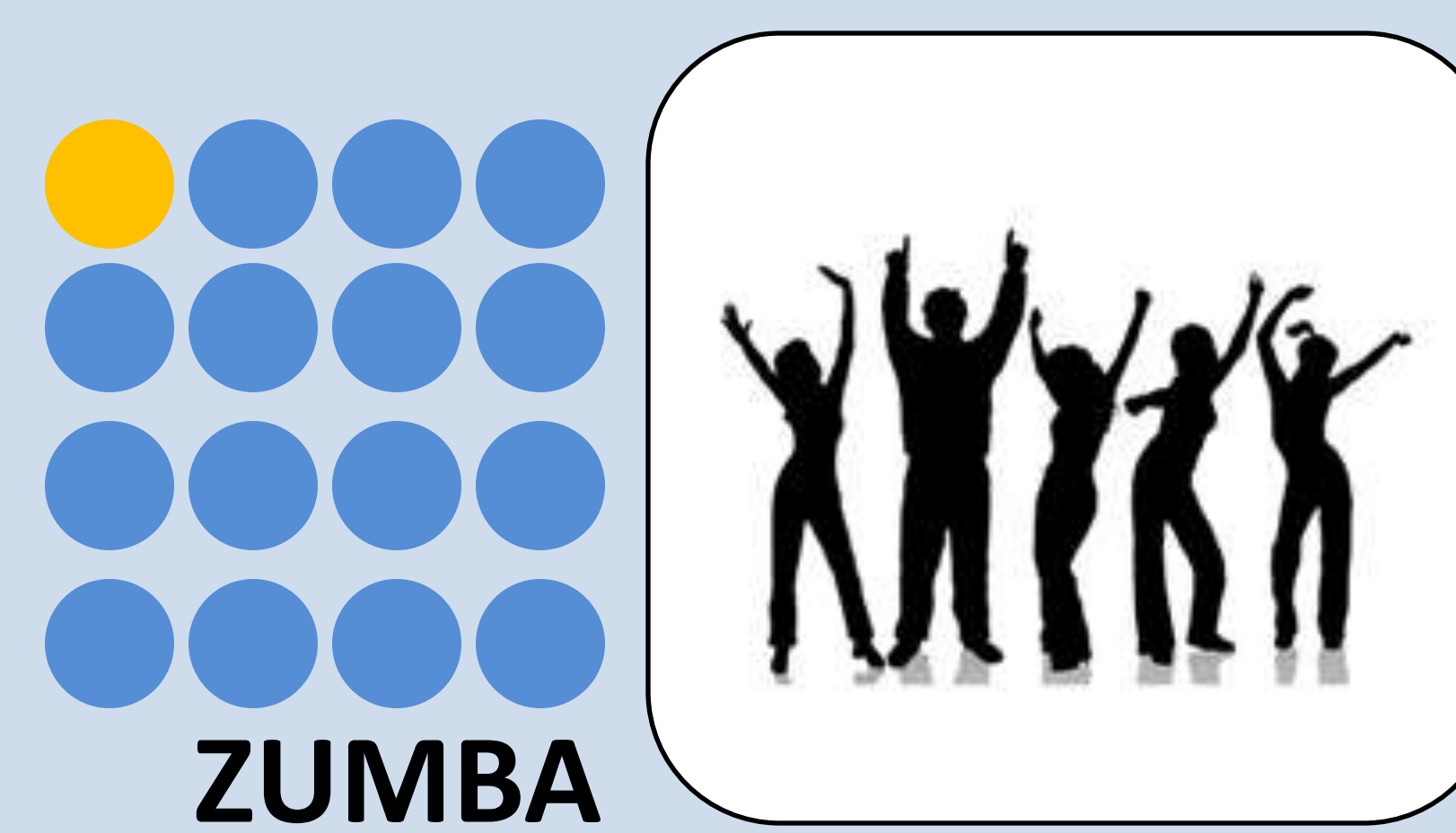
 
Aquatics

 
Travel

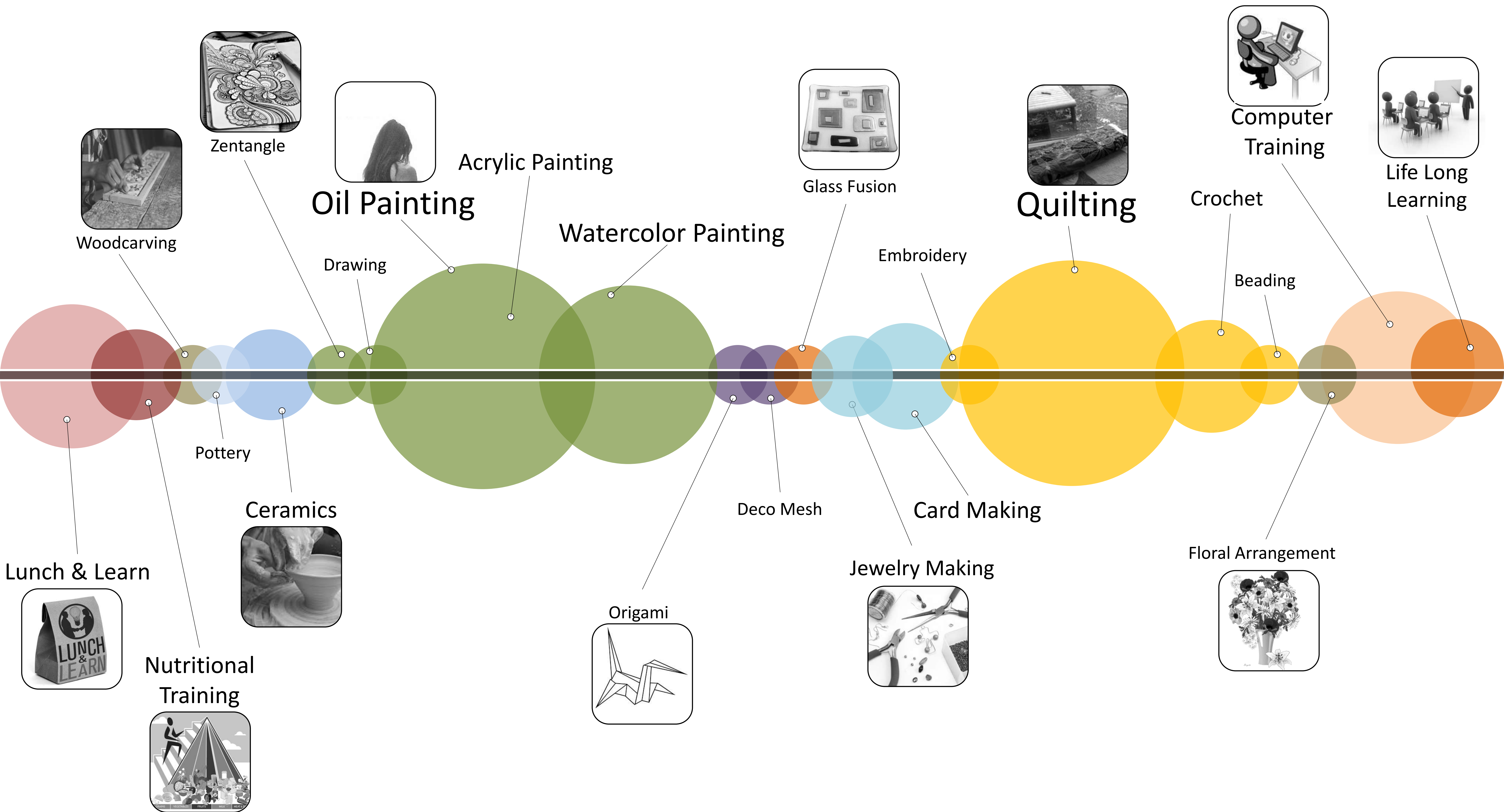
INDIVIDUAL FITNESS



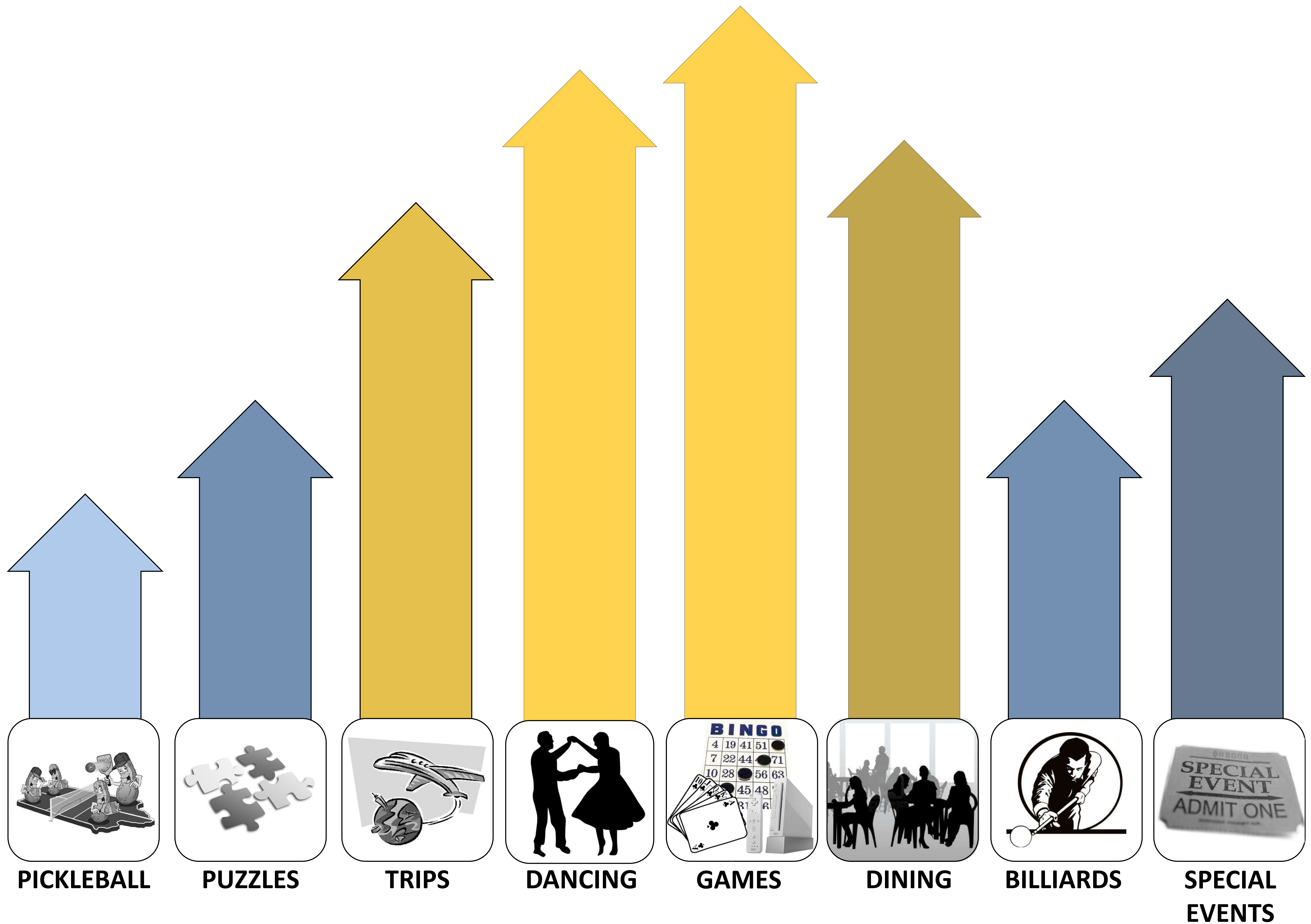
GROUP FITNESS



PEER CITY FITNESS PROGRAMS



PEER CITY GROUP ACTIVITIES



PEER CITY SOCIAL GAMES/PROGRAMS



COLLEYVILLE

FACILITY NAME
(HOURS OF OPERATION)
(TUESDAY – FRIDAY 28 HOURS)

Colleyville Residents Using
Facilities



SOUTHLAKE

SENIOR ACTIVITY CENTER
(M-T 28 HOURS)

560*



NORTH RICHLAND HILLS

NRH CENTRE
(M-SU 100.5 HOURS)

516*



EULESS

EULESS FAMILY LIFE CENTER
(M-SU 77 HOURS)

31*



GRAPEVINE

SENIOR ACTIVITY CENTER
(M-F 35 HOURS)

CAC
(M-SU 95.5 HOURS)

113*



HURST

SENIOR ACTIVITY CENTER
(M-F 62 HOURS)

37*



KELLER

SENIOR ACTIVITY CENTER
(M-F 37.5 HOURS)

THE POINTE
(M-SU 104 HOURS)

575*



COPPELL

SENIOR AND COMMUNITY CENTER AT
GRAPEVINE SPRINGS
(M-S 48 HOURS)

NA



BEDFORD

BOYS RANCH ACTIVITIES CENTER
(M-SU 69 HOURS)

NA

PEER CITIES HOURS OF OPERATION

* Information was verified through peer cities park and recreation departments.

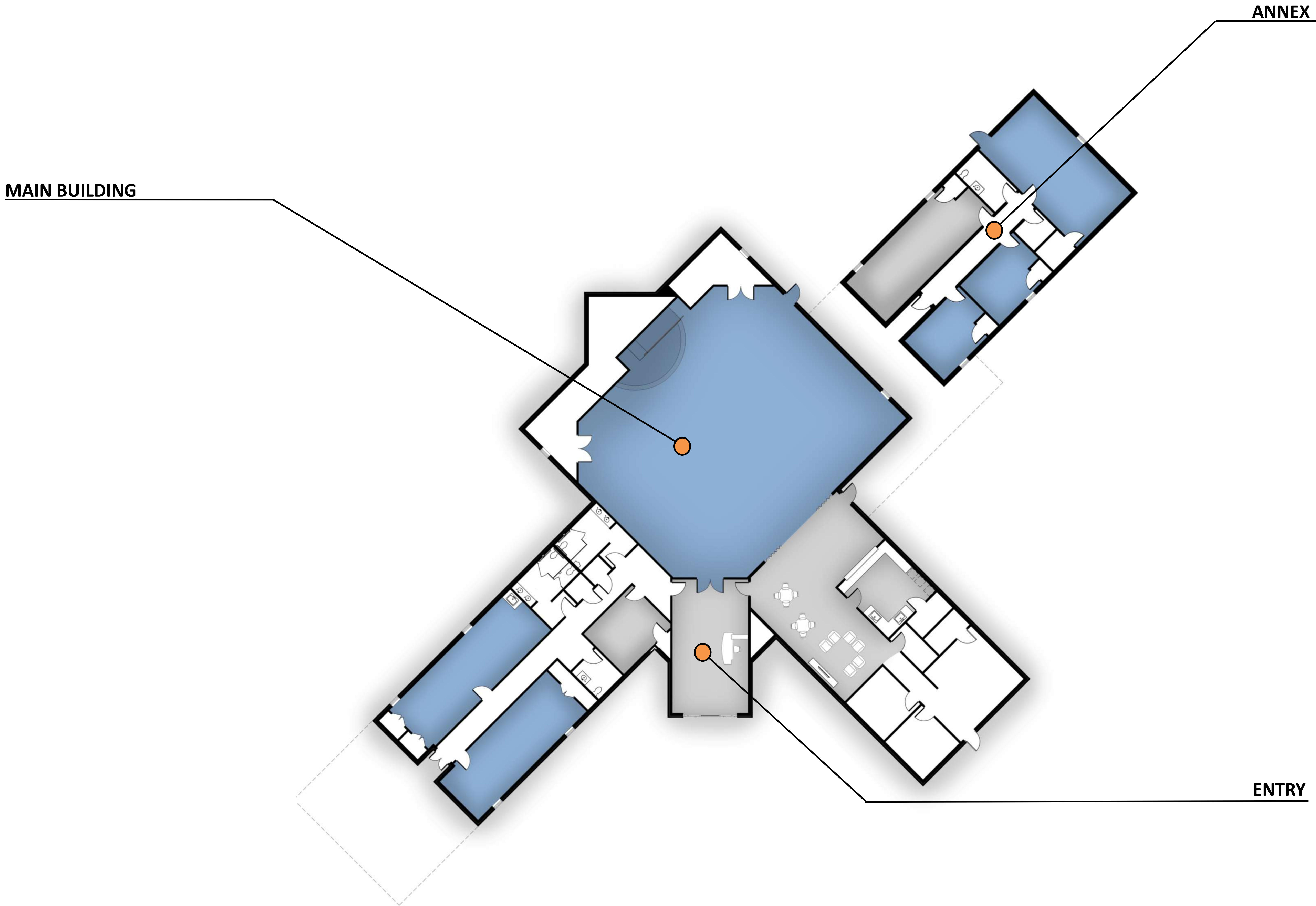


ANALYZE

WHAT IS THE EXISTING FACILITY'S CONFIGURATION?

EXISTING FACILITY

EXISTING FACILITY CONFIGURATION



COLLEYVILLE SENIOR CENTER

PREPARED BY HIDEELL AND ASSOCIATES ARCHITECTS, INC.

EXISTING FACILITY CONFIGURATION

Storage Room

- Utilized for furniture and equipment storage.
- Size is adequate
- Configuration does not allow for maximum storage

Main Room

- Utilized for fitness, art, games, meals, and special programs
- Furniture configuration – chairs, table and chairs, or open
- Configuration allows for flexibility

Existing Restrooms

- Number of Toilets does not meet code

Library

- Utilized as a Library/reading room

Bluebonnet Room

- Utilized for Games and Art
- Furniture configuration - table and chairs
- Configuration does not allow for flexibility

Rio Grande Room

- Computer classroom configuration
- Utilized for Computer Training
- Configuration does not allow for flexibility

Texas Room

- Utilized for dance and fitness programming
- Configuration allows for flexible configuration

Oklahoma Room

- Utilized for individual fitness equipment
- Configuration does not allow for proper arrangement of equipment

New Mexico

- Utilized for games and group meetings

Louisiana

- Utilized for games and group meetings

Lounge / Kitchen

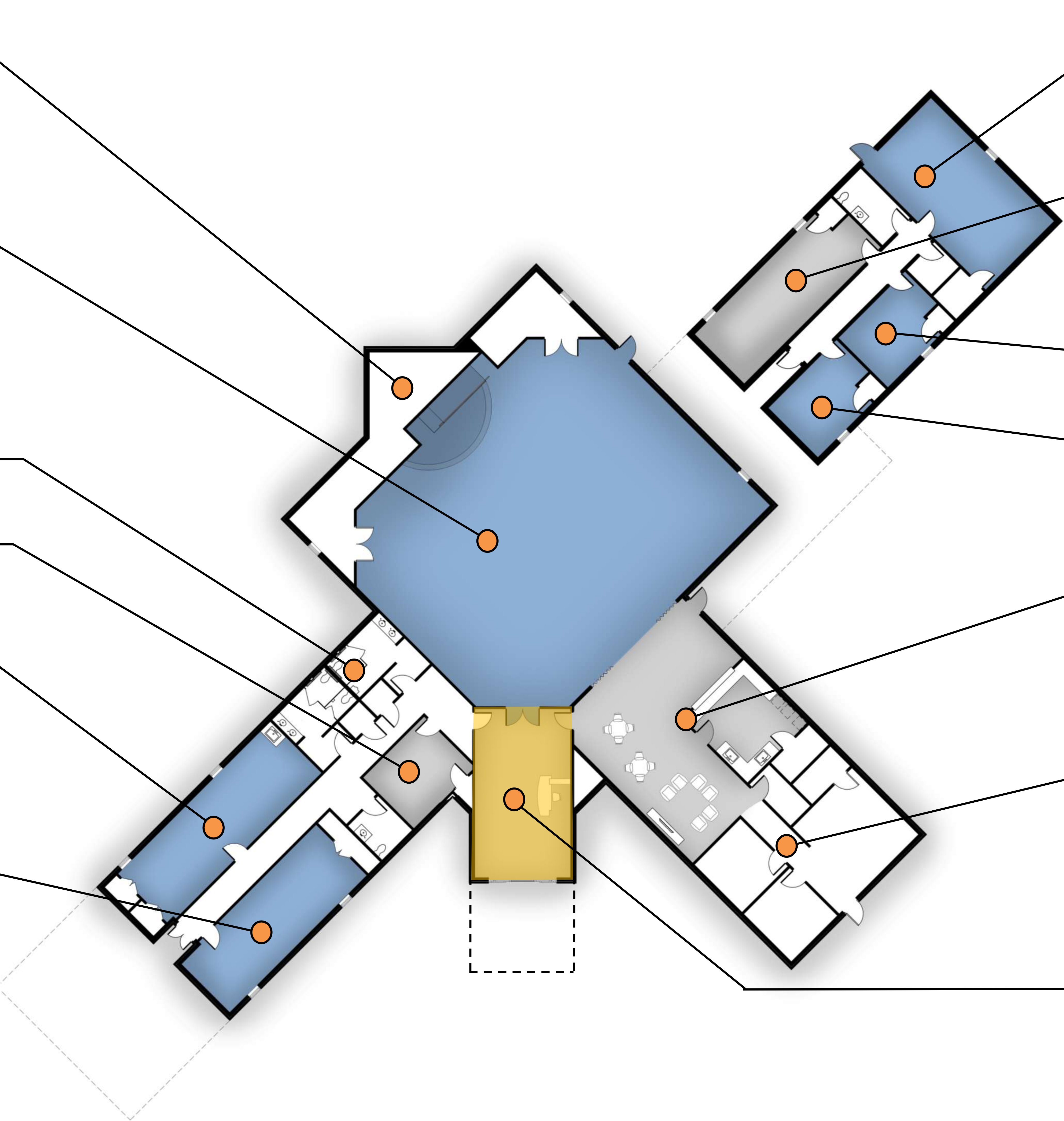
- Utilized for social gathering/events
- Size and configuration limits possible use

Recreation Offices

- Utilized for administration
- Configuration limits productive workflow

Entry

- Configuration requires staff position



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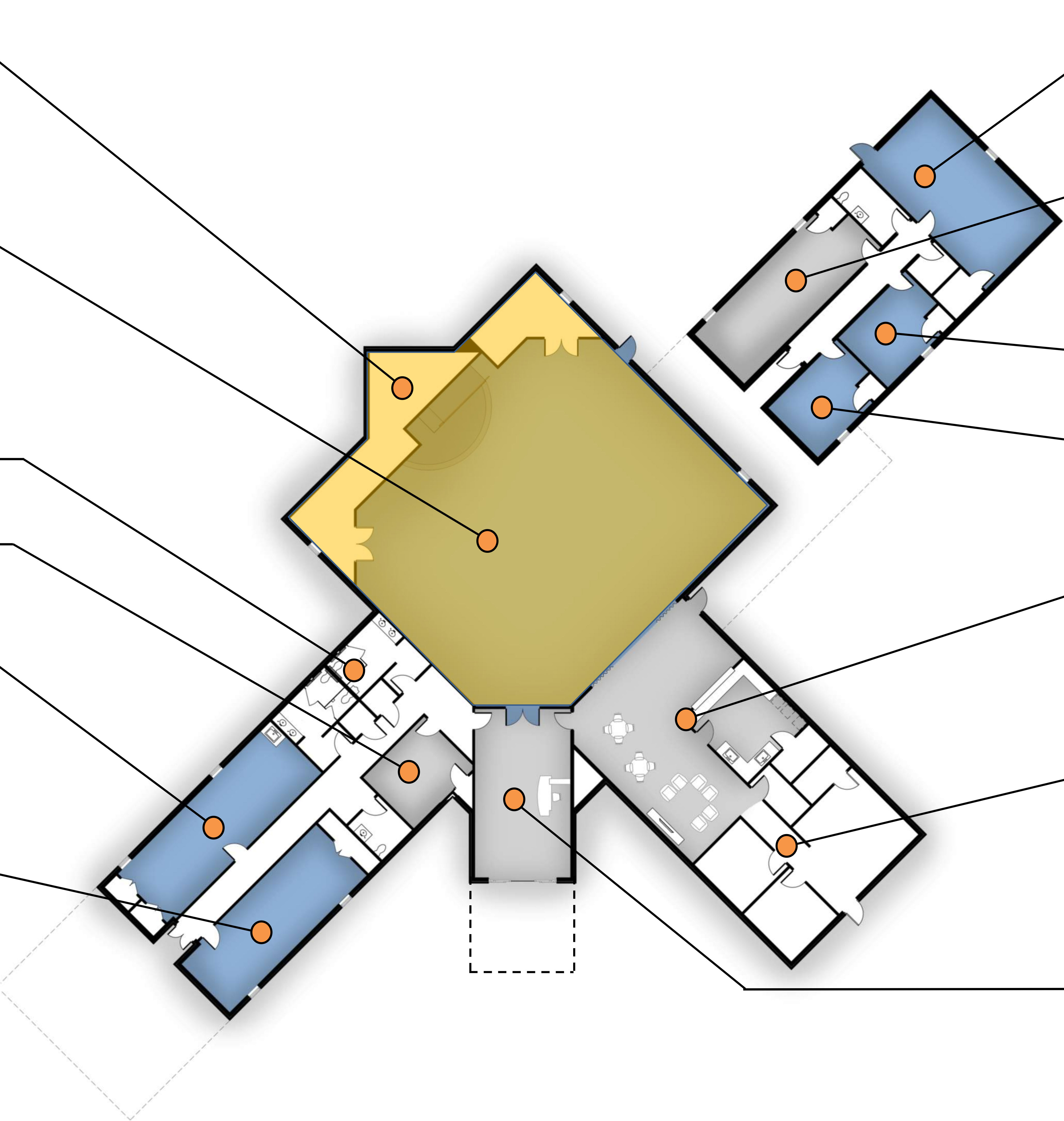
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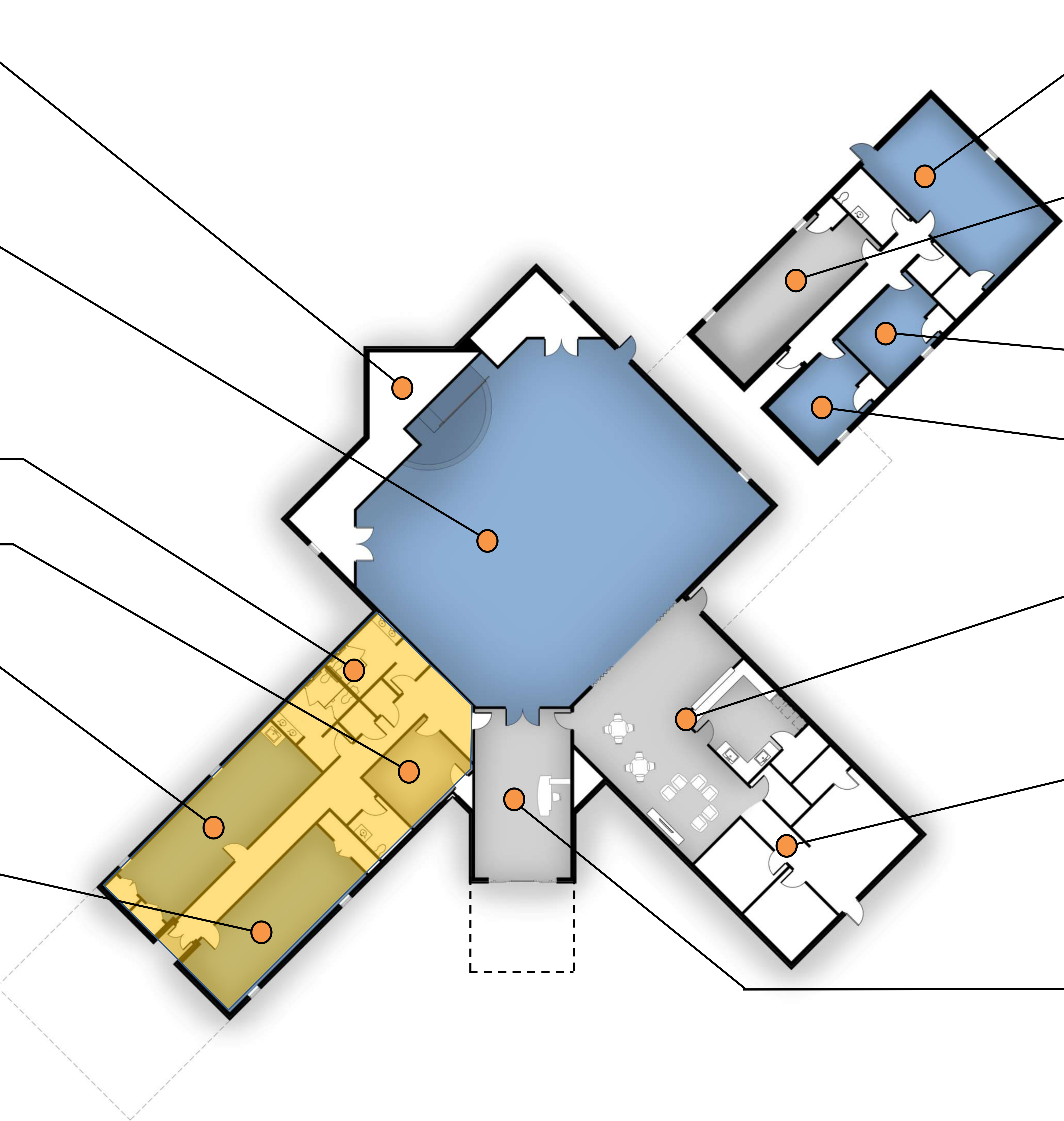
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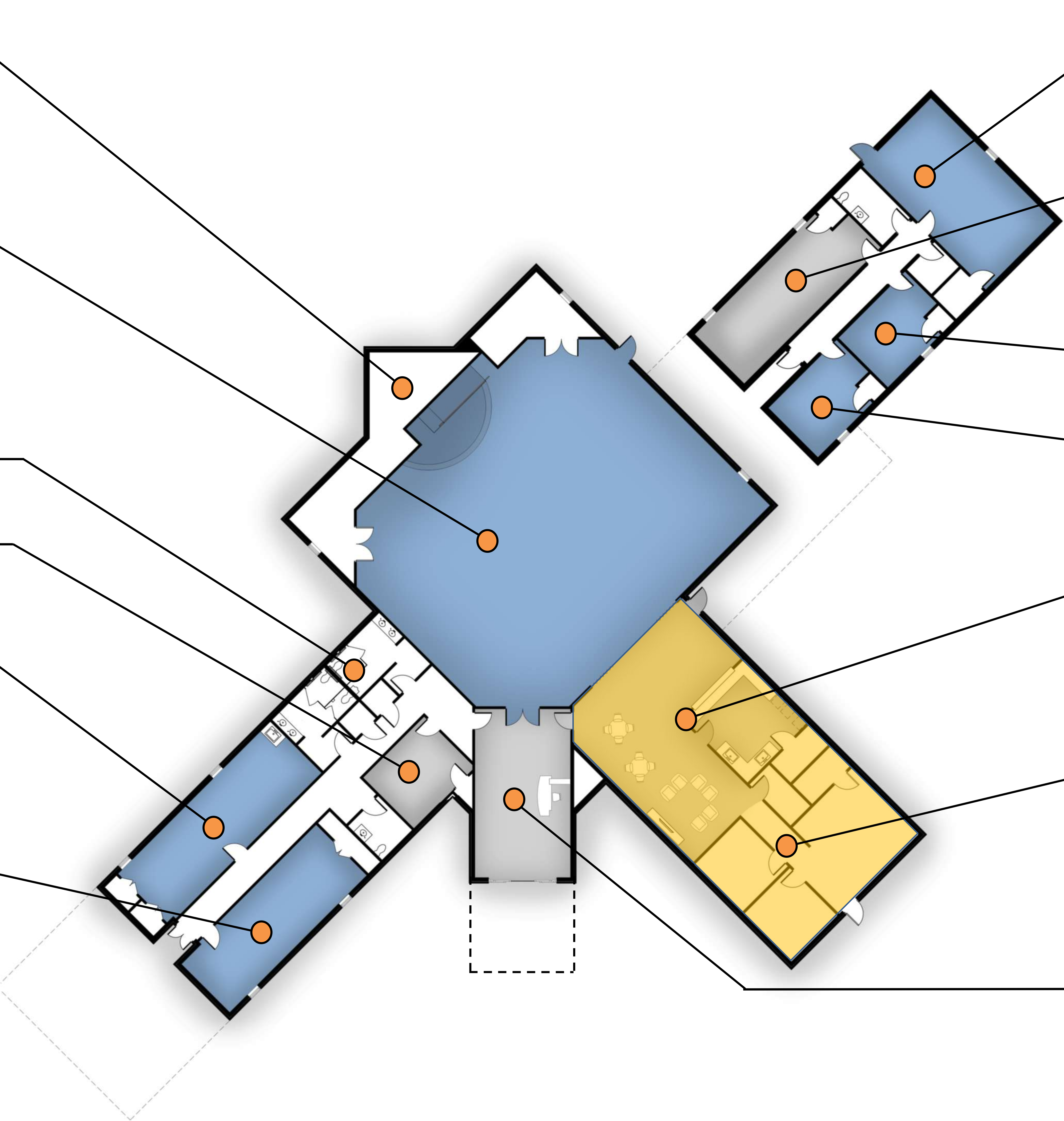
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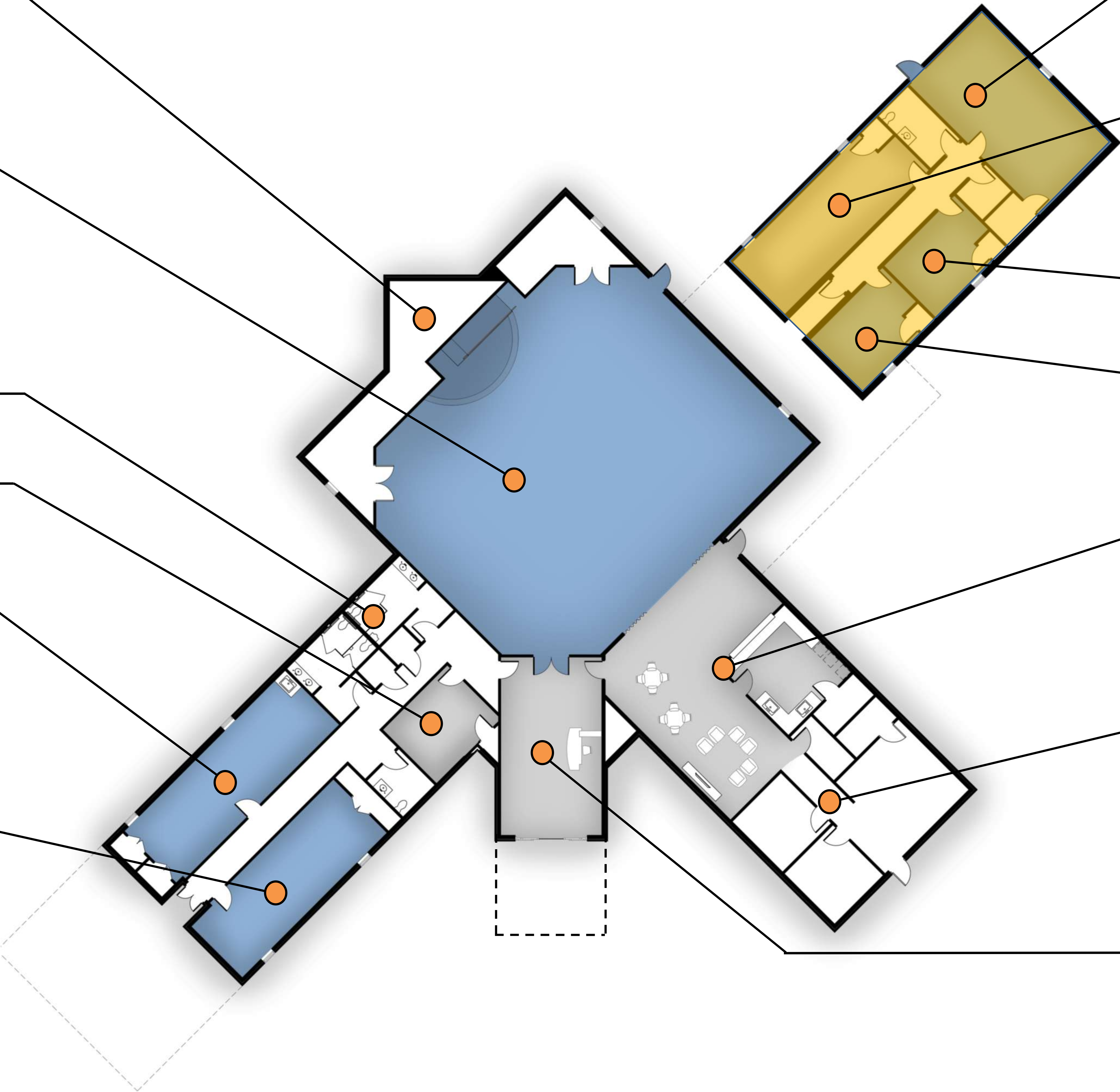
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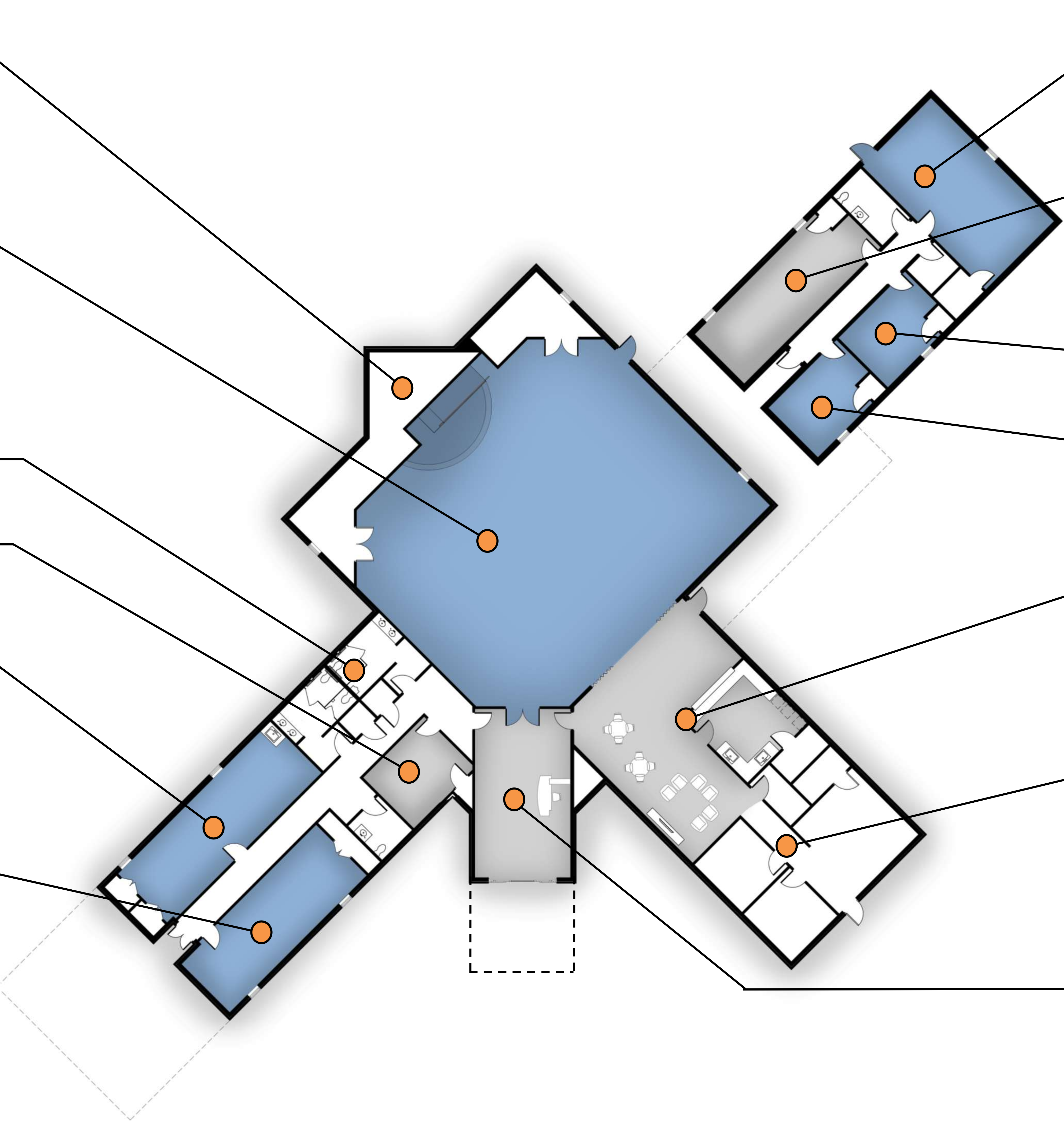
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COLLEYVILLE SENIOR CENTER



ANALYZE

HOW IS THE EXISTING BUILDING USED?

COLLEYVILLE SENIOR CENTER

ENRICHMENT PROGRAMS

EXISTING FACILITY

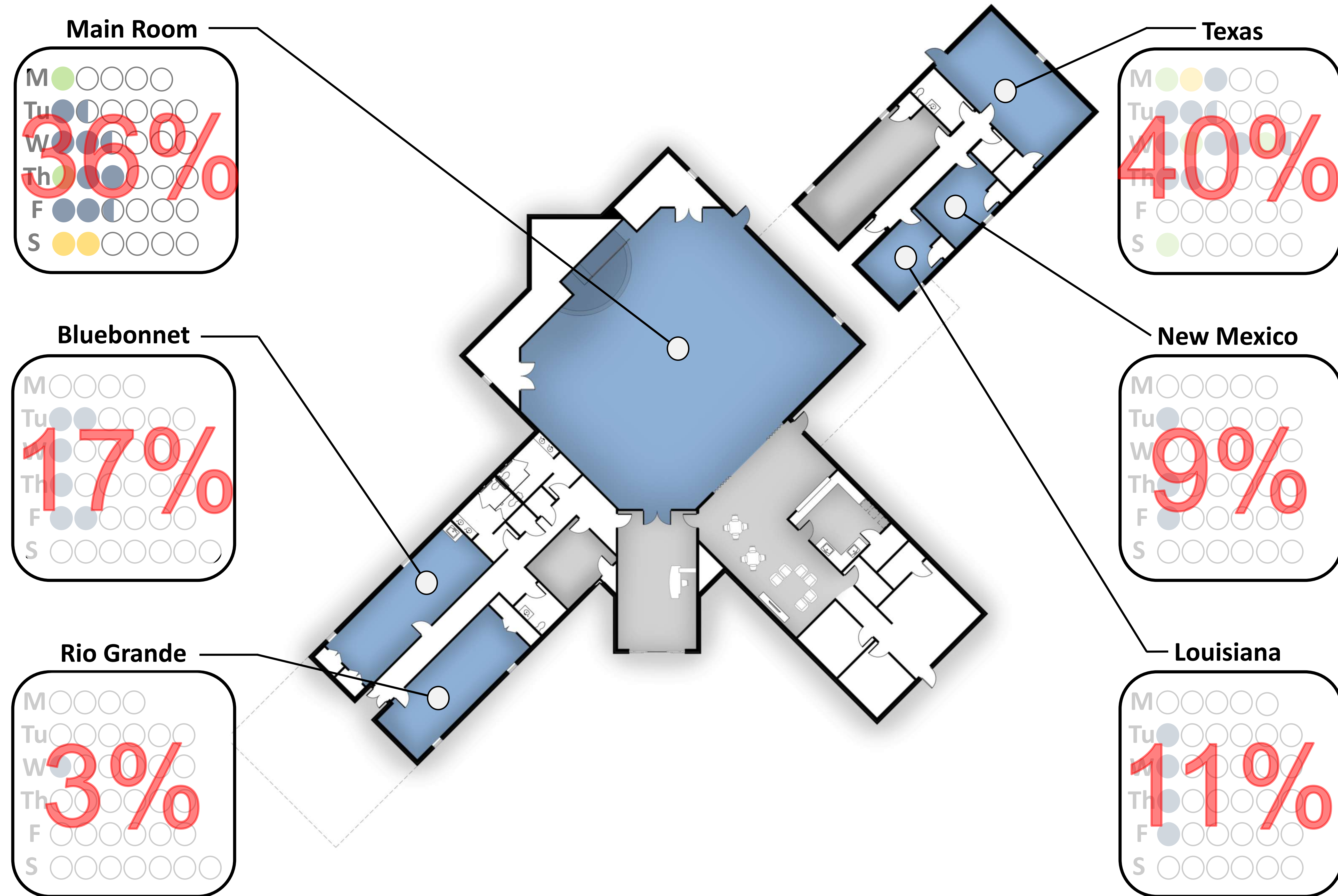
AVERAGE JUNE USAGE

MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY

YOUTH ENRICHMENT PROGRAMS

ADULT ENRICHMENT PROGRAMS

ACTIVE ADULT



COLLEYVILLE SENIOR CENTER



ANALYZE

HOW DOES THAT COMPARE TO OTHER FACILITY SPACES?

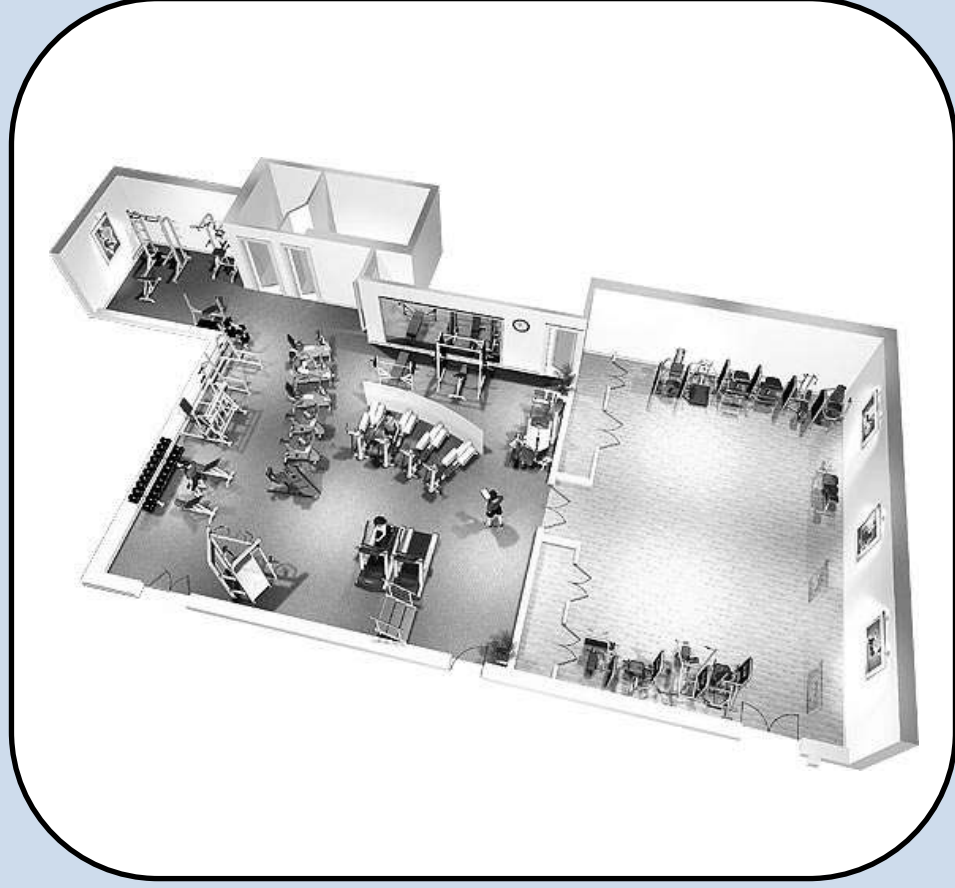
TYPES OF SPACES

SPACE

TYPE OF ROOM

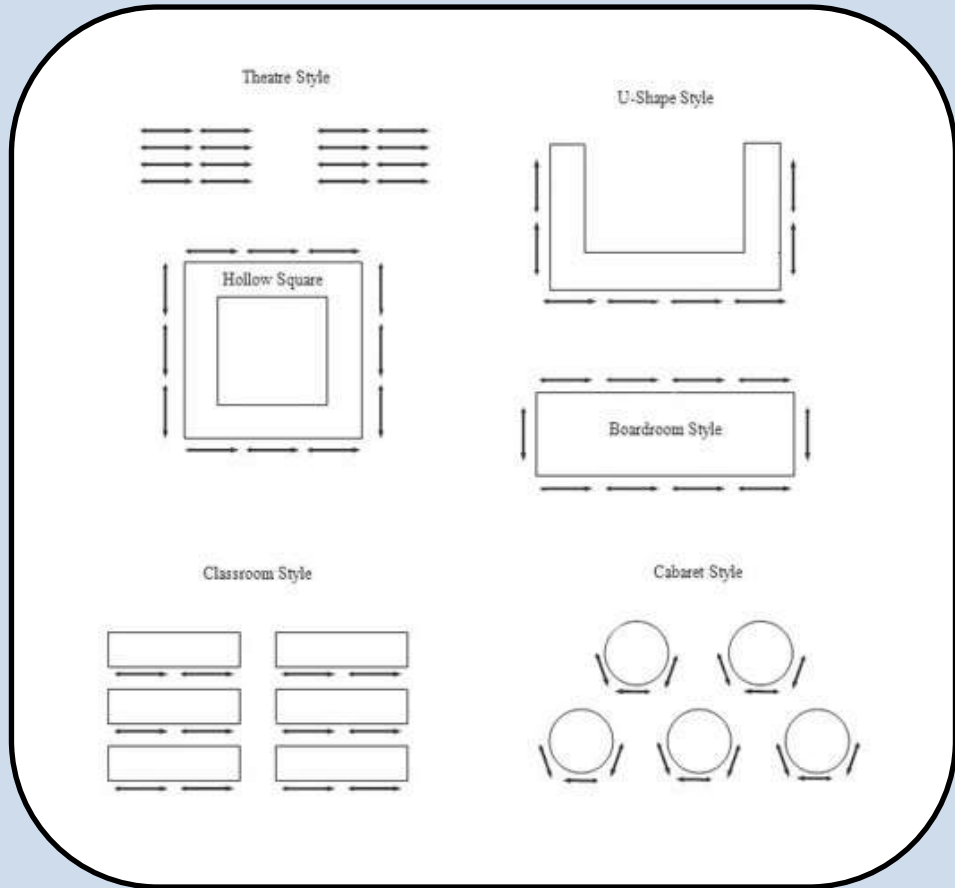
FITNESS SPACES

Individual Fitness
Group Fitness & Dance



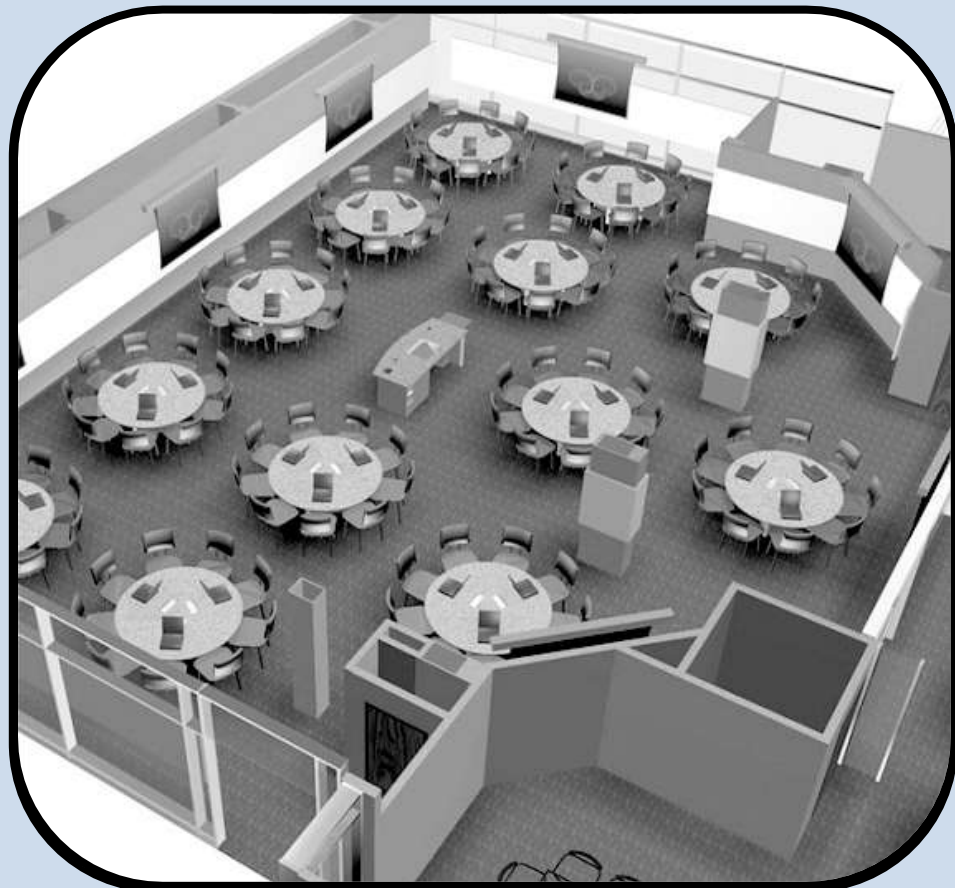
GROUP ACTIVITY SPACES

Learning
Arts & Crafts



SOCIAL ACTIVITY SPACES

Lounge
Dining Room
Game Room



TYPES OF SPACES

GROUP FITNESS & DANCE



CHARACTERISTICS

USE:

Room shall be developed to accommodate group fitness classes, dance, and yoga.

REQUIRED SIZE:

750-1800 S.F.

AMENITIES:

Ambience
Type of Flooring
Flooring Pattern/Graphics
Equipment Storage
Lighting Control
Sound Control

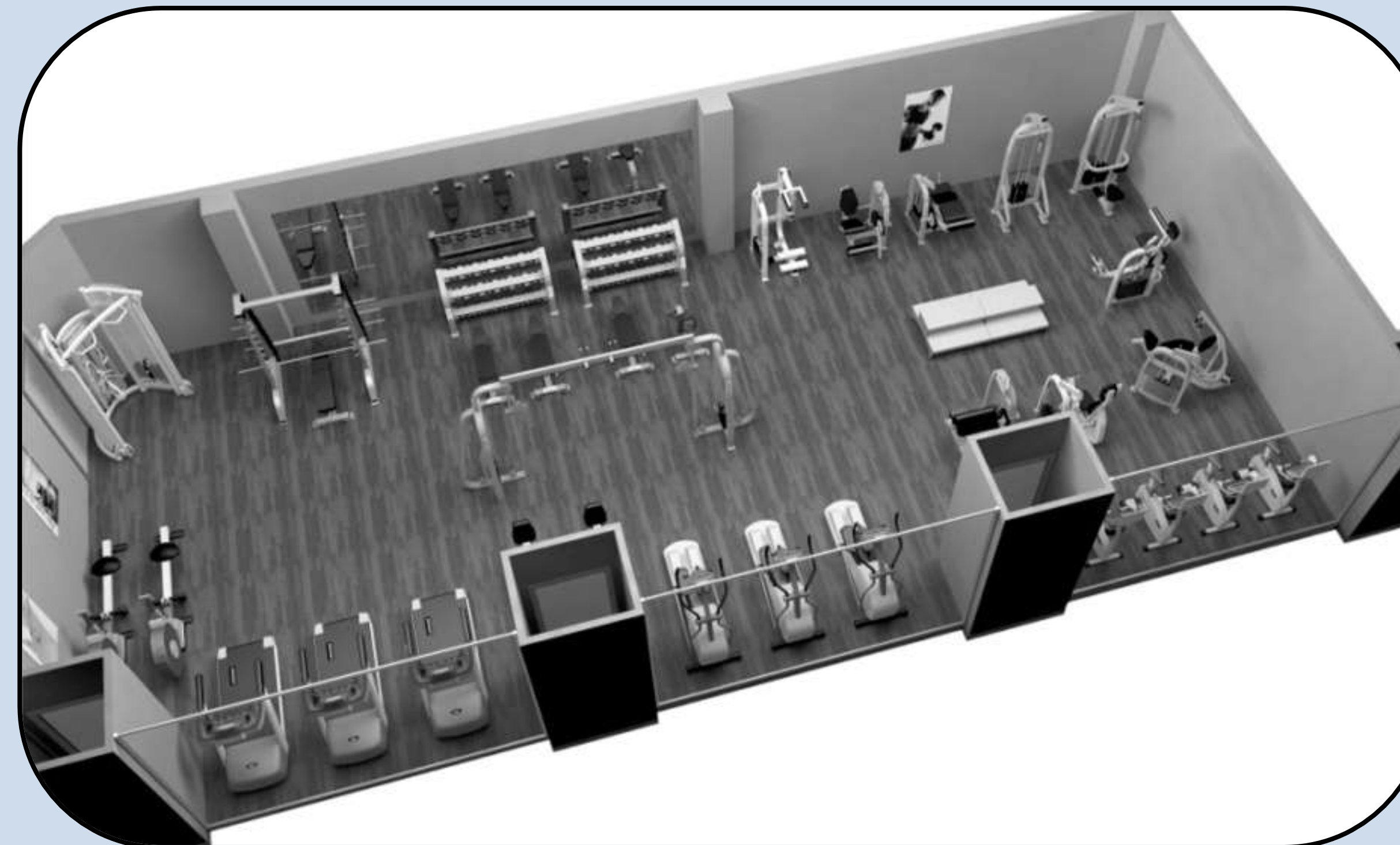
CURRENT SIZE:

535 S.F.



TYPES OF SPACES – FITNESS

INDIVIDUAL FITNESS



CHARACTERISTICS

USE:

Room shall be developed to accommodate low impact fitness equipment for individual training

SIZE:

500-1000 S.F.

AMENITIES:

Type of Flooring

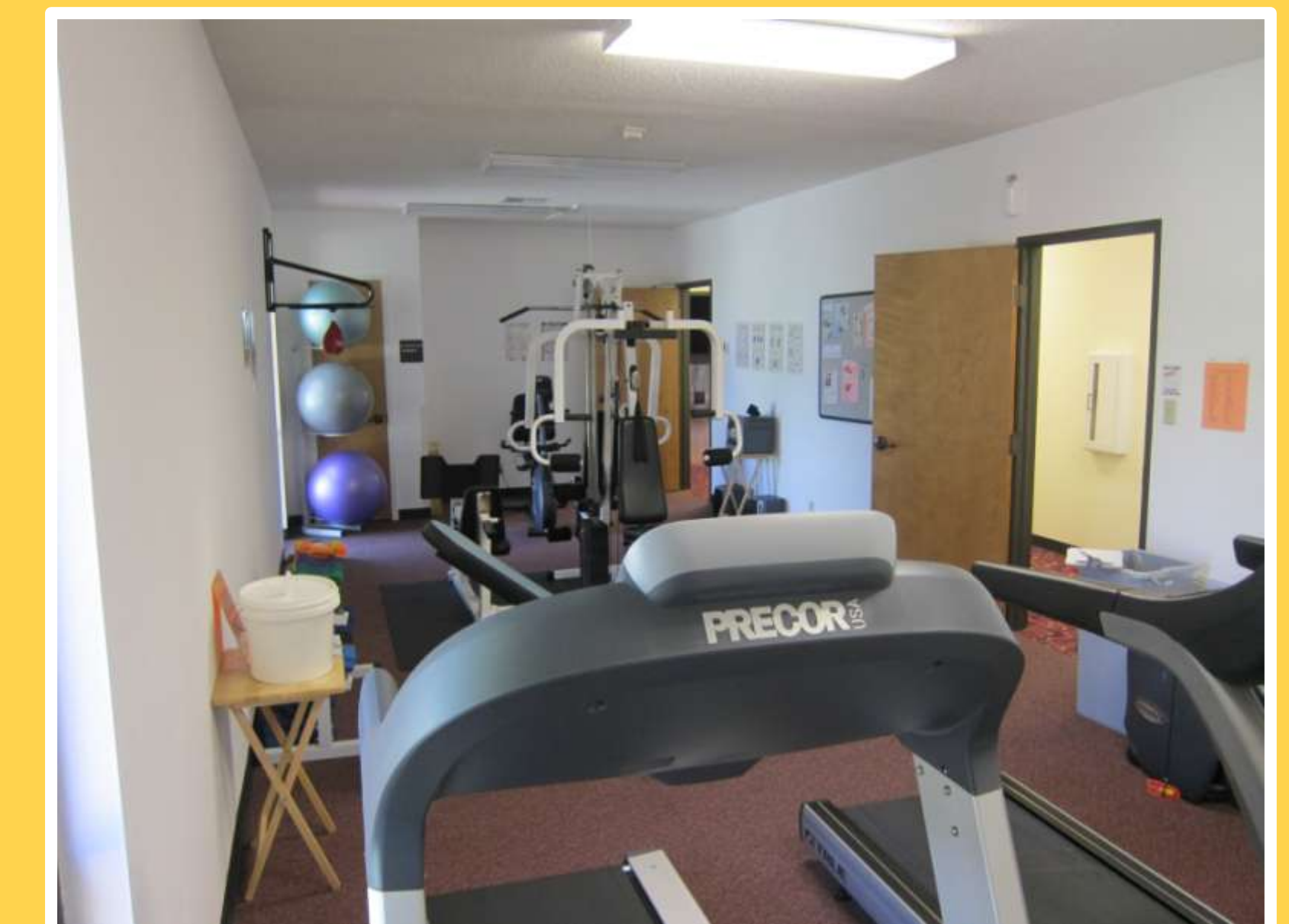
Views

Natural Lighting

Type of Equipment

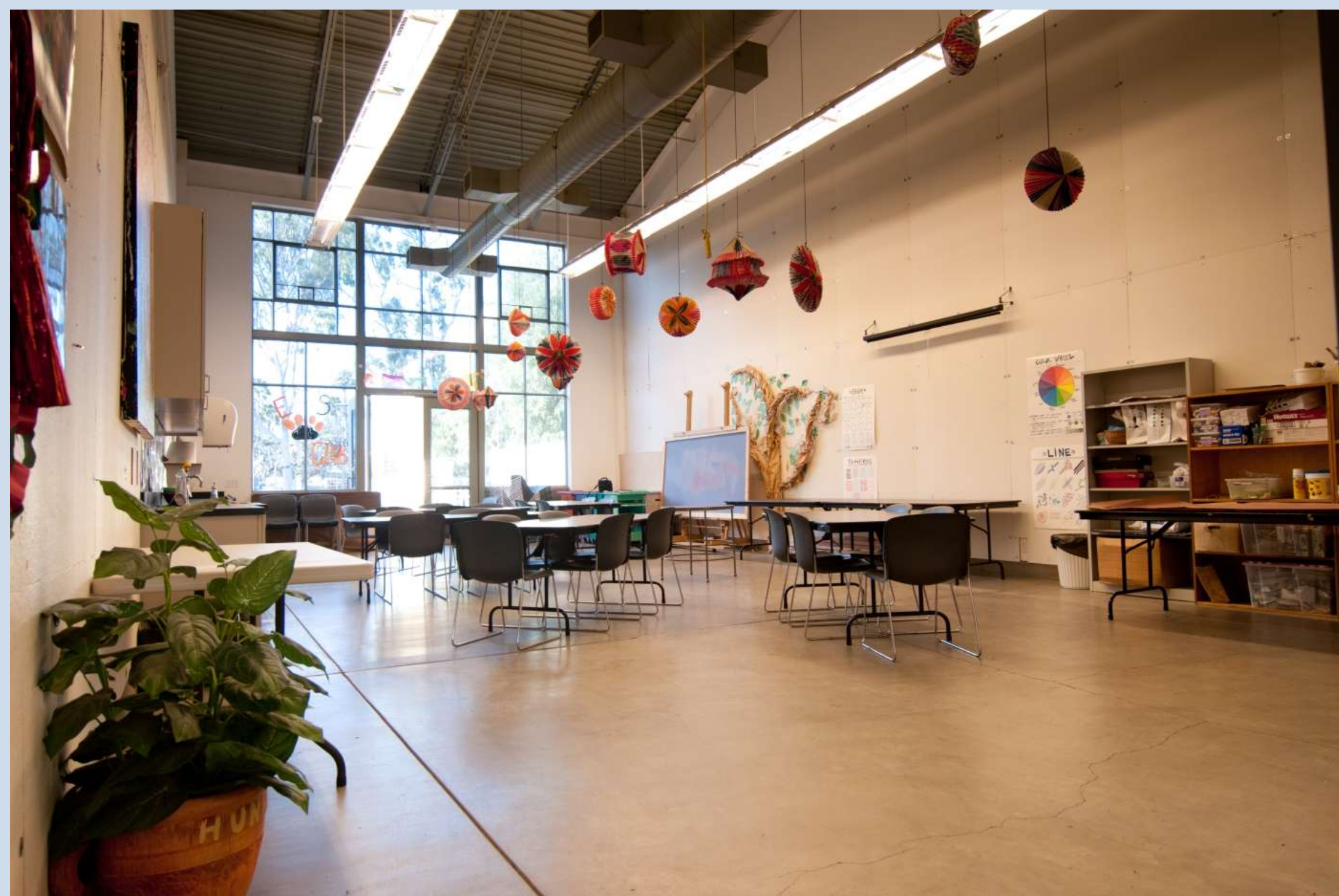
CURRENT SIZE:

408 S.F.



TYPES OF SPACES – FITNESS

ARTS & CRAFTS



CHARACTERISTICS

USE:

Room or rooms shall be developed to accommodate arts and crafts activities.

SIZE:

480-1600 S.F.

AMENITIES:

Natural Light
Type of Flooring
Storage
Millwork and Sink
Furniture
Adjacent Kiln Room

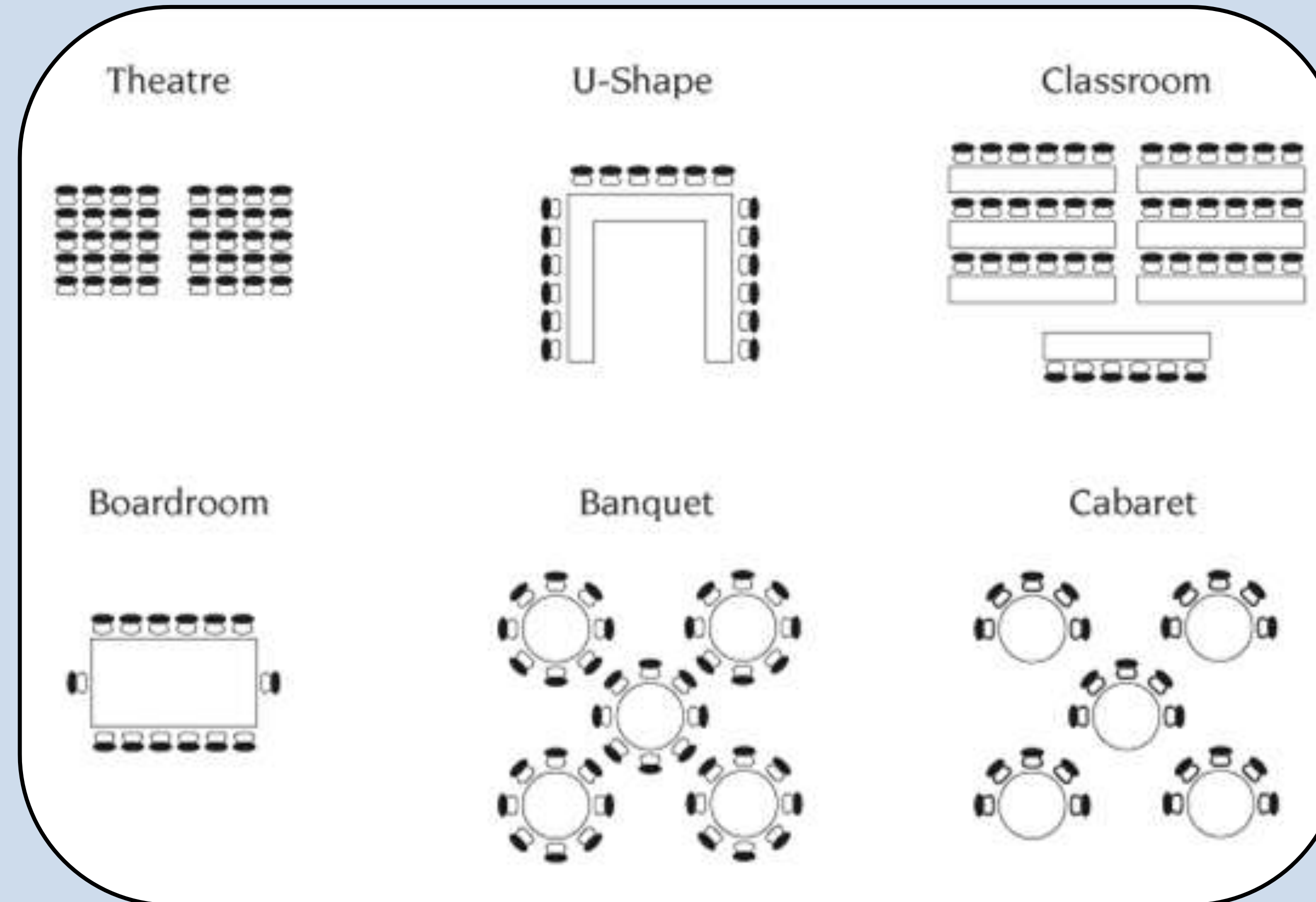
CURRENT SIZE:

492 S.F.



TYPES OF SPACES – GROUP ACTIVITY

LEARNING



CHARACTERISTICS

USE:

Room shall be developed to accommodate various size groups for informational presentations as well as technology training.

SIZE:

250-1200 S.F.

AMENITIES:

Lighting Control
Power and Data
Audio/Visual

CURRENT SIZE:

428 S.F.



TYPES OF SPACES – GROUP ACTIVITY

COMMON AREAS / LOUNGE



CHARACTERISTICS

USE:

Room shall be developed to encourage and promote social interaction between individuals and groups.

SIZE:

400-1200 S.F.

AMENITIES:

Ambience
Variety of Seating
Sound Control

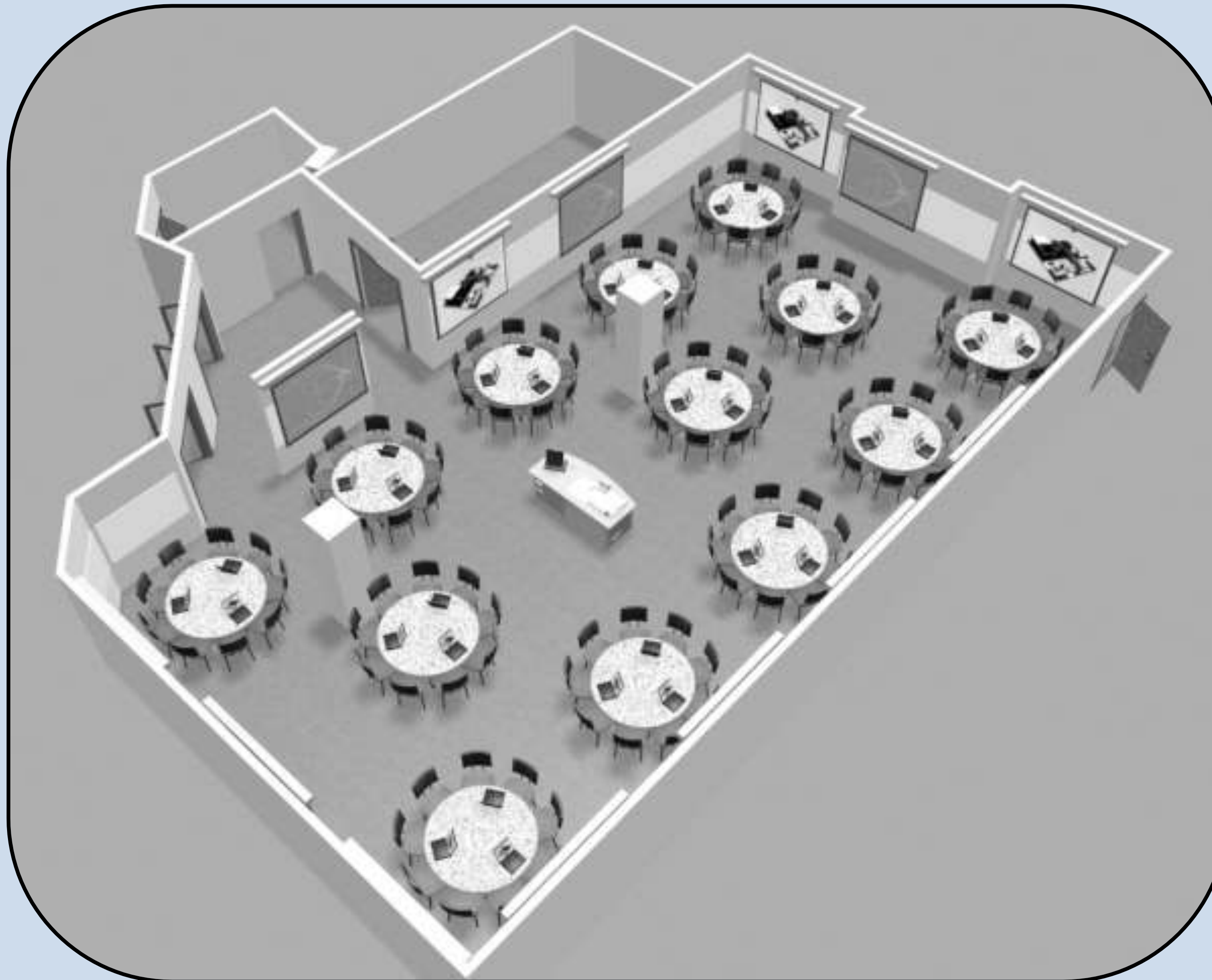
CURRENT SIZE:

926 S.F.



TYPES OF SPACES - SOCIAL

MULTI-PURPOSE ROOM



CHARACTERISTICS

USE:

Room shall be developed to accommodate social dining events.

SIZE:

1800-4800 S.F.

AMENITIES:

Type Of Flooring
Lighting Control
Sound Control
Storage
Kitchen

CURRENT SIZE:

3036 S.F.



TYPES OF SPACES - SOCIAL

GAME ROOM



CHARACTERISTICS

USE:

Room shall be developed to accommodate social games including areas for card games, table games, and billiards.

SIZE:

200-800 S.F.

AMENITIES:

Ambience
Lighting Control
Furniture

CURRENT SIZE:

492 S.F.



TYPES OF SPACES - SOCIAL



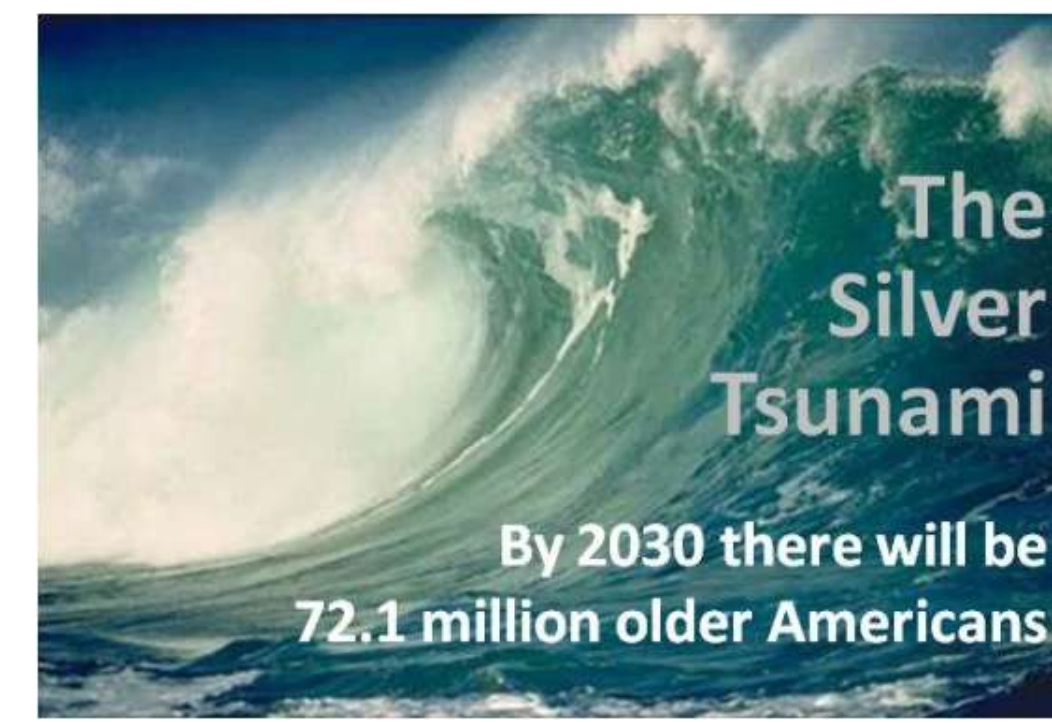
ANALYZE
WHAT ARE THE NATIONAL TRENDS?

NATIONAL TRENDS

COMMUNITY CENTERS ARE CHANGING

ADAPTING TO CHANGING DEMOGRAPHICS

Communities are preparing for the Silver Tsunami



The Summit

Aging Population

Second Act

Social Events

Alternate Hours of Operation

Village Concepts

FLEXIBILITY

Communities are creating flexible spaces & flexible facilities



Multi-Purpose Facilities

Multi-Purpose Spaces

Changing the Vernacular

Maximizing City Services

JOINT USE FACILITIES

Communities are grouping enrichment programming into one facility



Grapevine



Southlake



NRH Centre

Recreational Enrichment Centers

Senior Enrichment Centers

Adult Enrichment Centers

Youth Enrichment Centers

Meeting Facilities

NATIONAL TRENDS



EXPRESS

WHAT COLLEYVILLE CITIZENS HAVE SAID?

FOCUS GROUP AND SURVEY RESULTS

A focus group session was conducted June 2013 – Approx. 32 attendees
A Colleyville Senior Center Survey was conducted summer 2013 with 190 respondents.

Most convenient time to visit...

For Current Users ...

MONDAY

TUESDAY

WEDNESDAY 8AM-11AM

THURSDAY

FRIDAY 11AM-1PM

SATURDAY

SUNDAY

For Potential Users ...

MONDAY 6PM-9PM

TUESDAY

WEDNESDAY

THURSDAY 6PM-9PM

FRIDAY

SATURDAY

SUNDAY

Popular Activities for current and potential users...

For Current Users ...

Lunch & Learn _____



Trips to local attractions _____



Meals on Wheels _____



For Potential Users ...

Individual Fitness _____



Group Exercise _____

Jazzercise
Yoga
Zumba



Lunch & Learn _____



Trips to local attractions _____



WHAT WE HEARD

Of respondents who do use the Senior Center...

They are most satisfied with the Senior Programming, Special Event Programming, Hours of Operation, and Education Classes

•Lunch and Learn, Breakfast Brigades, Meals on Wheels, and Trips to Local Attractions were among the most popular activities.

Of respondents who do not use the Senior Center...

- 27% were not familiar with the programs offered**
- 24% did not find activities or amenities they wanted**
- 20% cited the hours of operation as a barrier.**

•23% use a local fitness center (Lifetime Fitness)

FOCUS GROUP AND SURVEY RESULTS

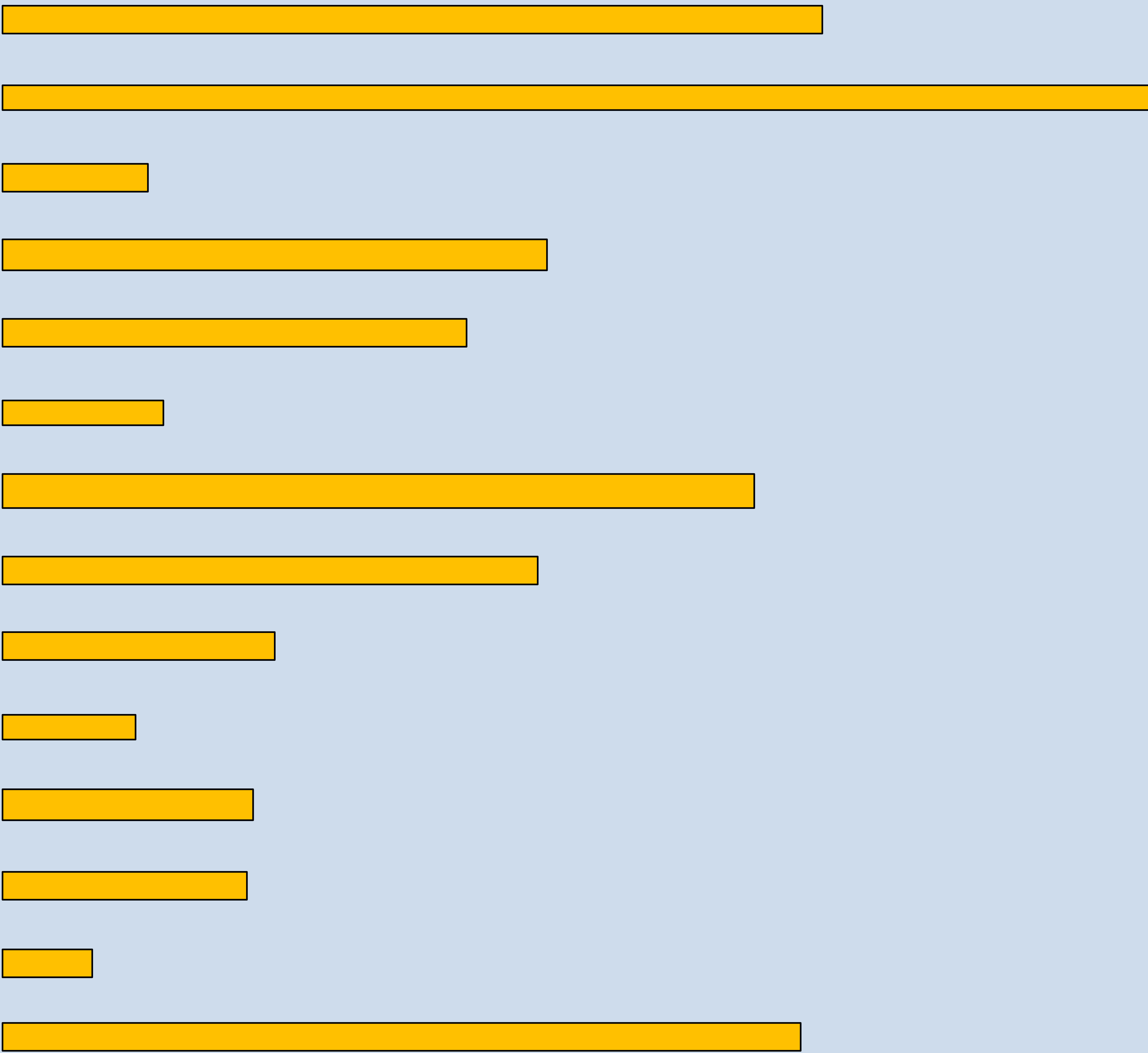
WHAT WE HEARD

Proposed Activities

Interest level

- Senior fitness classes
- Adult fitness classes
- Youth fitness classes
- Senior art classes
- Adult art classes
- Youth art classes
- Senior travel programs
- Adult travel programs
- Adult music classes
- Youth music classes
- Senior dance classes
- Adult dance classes
- Youth dance classes
- Education classes

0 50 100



FOCUS GROUP AND SURVEY RESULTS

WHAT WE HEARD

Proposed Services

Interest level

- Community information
- Youth programs
- Computer/Internet training
- Fitness programs
- Adult education
- Senior programs
- Social programs
- Travel programs
- Cultural/Arts programs
- Volunteer programs
- Continuing education
- Music/Dance classes
- Special events
- Special interest programs

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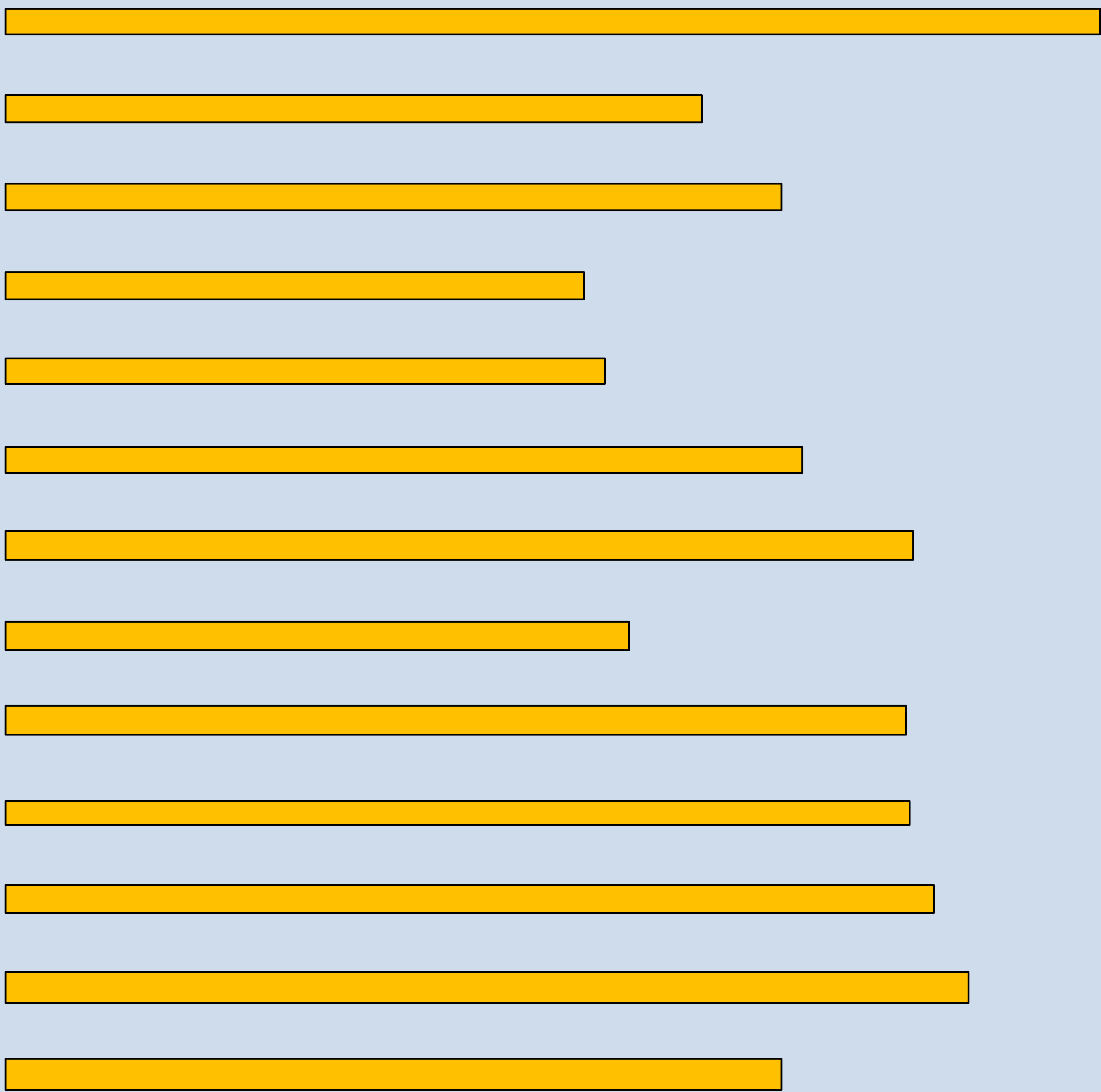
FOCUS GROUP AND SURVEY RESULTS

WHAT WE HEARD

Proposed Amenities

Interest level

- Fitness room
- Arts and crafts room
- Game room
- Internet stations
- Dance room
- Conversation/gathering areas
- Wireless internet access
- Art/cultural exhibit space
- Social area
- Group fitness room
- Cafe' / refreshments
- Instructional workshop
- Technology training center



FOCUS GROUP AND SURVEY RESULTS



DEVELOP A PLAN

HOW CAN WE IMPROVE THE EXISTING FACILITY?

DEVELOP A PLAN

EXISTING FACILITY RENOVATION OPTIONS

Kitchen

- New Room Configuration
- Pantry Type Kitchen

Flex Space

- Keep Existing Room Configuration
- New Folding Partition Wall
- Updated Finishes
- Capacity 168 chairs**

Storage Rooms

- Modify Existing Room Configuration @ each side

Recreation Offices

- New Room Configuration
- Maximum Staff (6)

Activity Rooms

- New Room Configuration

Storage Rooms

- Modify Existing Room Configuration

Building Addition – Activity Room

- Enclose Existing Porte-Cochere
- Utilize Existing Roof Structure
- 750 SF

Group Fitness Room

- Keep Room Configuration
- Update Finishes

Storage

- New Room Configuration

Group Fitness Room

- New Room Configuration

Fitness Room

- New Room Configuration
- New Equipment

New Restrooms

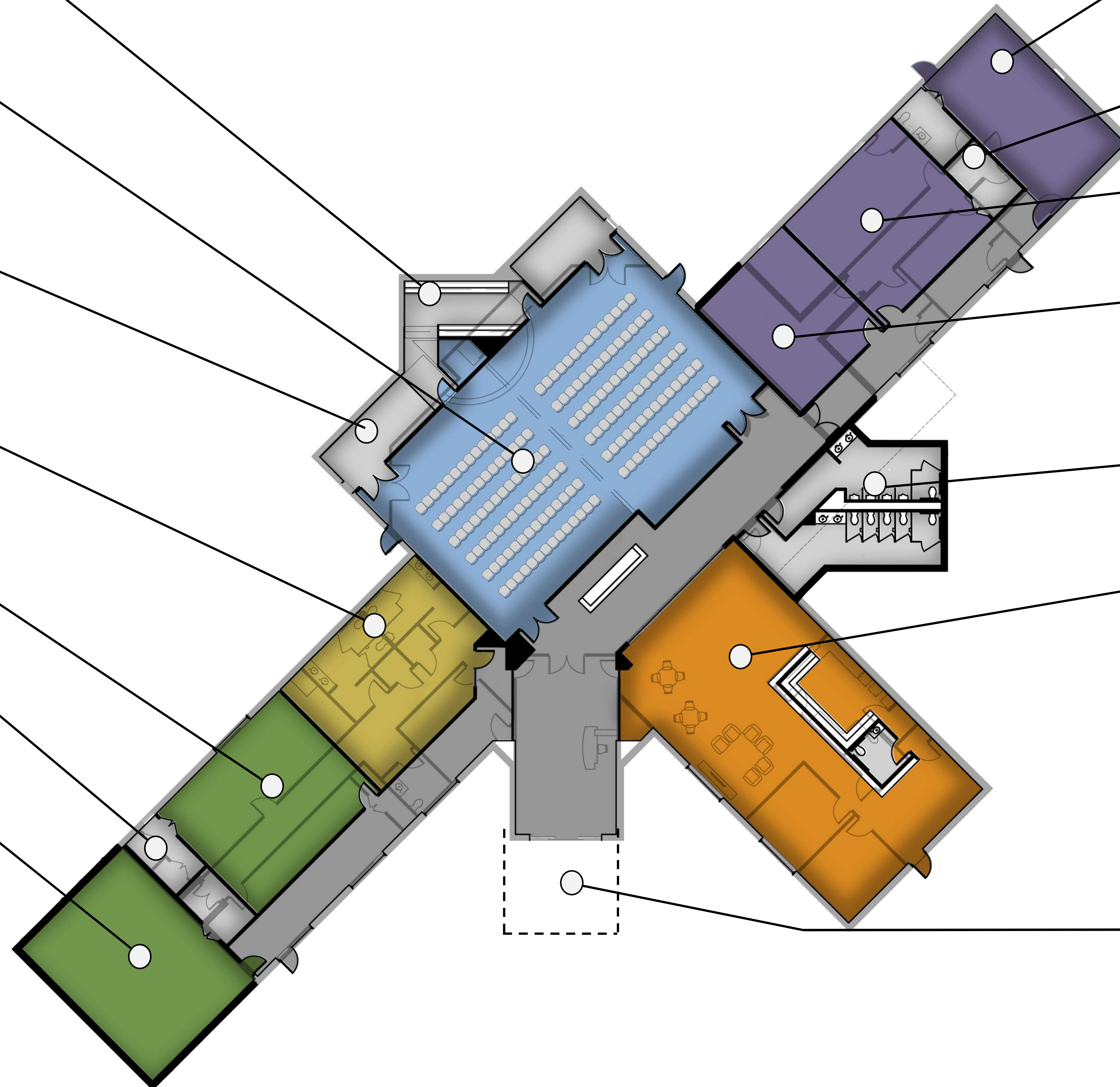
- 670 SF Building Addition

Adult Activity Zone

- New Room Configuration
- Utilize Existing Toilet
- New Kitchen Configuration

Entry/Façade Modification

- Create New Architectural Element to define entry
- New Landscaping
- Electronic Sign



PLAN OPTION 1 – PREFERRED OPTION (STAFF)

PREPARED BY HIDELL AND ASSOCIATES ARCHITECTS, INC.

EXISTING FACILITY RENOVATION OPTIONS

Kitchen

- New Room Configuration
- Pantry Type Kitchen

Flex Space

- Keep Existing Room Configuration
- New Folding Partition Wall
- Updated Finishes
- Table Configuration**
 - (18) 72" dia tables
 - (8) person per table
 - Total capacity = 144**

Storage Rooms

- Modify Existing Room Configuration @ each side

Recreation Offices

- New Room Configuration
- Maximum Staff (6)

Activity Rooms

- New Room Configuration

Storage Rooms

- Modify Existing Room Configuration

Building Addition – Activity Room

- Enclose Existing Porte-Cochere
- Utilize Existing Roof Structure
- 750 SF

Group Fitness Room

- Keep Room Configuration
- Update Finishes

Storage

- New Room Configuration

Group Fitness Room

- New Room Configuration

Fitness Room

- New Room Configuration
- New Equipment

New Restrooms

- 670 SF Building Addition

Adult Activity Zone

- New Room Configuration
- Utilize Existing Toilet
- New Kitchen Configuration

Entry/Façade Modification

- Create New Architectural Element to define entry
- New Landscaping
- Electronic Sign

PLAN OPTION 1 – PREFERRED OPTION (STAFF)

PREPARED BY HIDELL AND ASSOCIATES ARCHITECTS, INC.

COST SUMMARY PLAN OPTION NO. 1

ASSUMPTIONS				TOTAL CAPITAL & OPERATIONAL COST				
1. No Land Cost				10,100 SF Renovation of Existing Building 1,680 SF Building Addition				
2. Cost Range				A. Capital Cost Range		Low Range		High Range
Renovation		\$95 to \$115 /SF		Building Cost				
New Construction		\$240 to \$330/SF		Renovation	10,100 SF	\$ 90 to \$110	\$909,000	to \$1,111,000
		8% of Construction and Furniture Cost		New Addition	1,680 SF	\$220 to \$330	\$369,600	to \$554,400
3. Professional Fees				Entry/Façade Modification		Allowance	\$80,000	\$120,000
4. Staff cost not included				Outdoor Programming Element		Allowance	\$50,000	\$80,000
5. Proposed hours of Operation (additional utility costs based on hours)	53 Hours per Week			Furniture and Equipment		Allowance	\$190,000	\$220,000
6. New Tables, Chairs and Lounge Seating				Technology		Allowance	\$30,000	\$60,000
7. New Fitness Equipment				Subtotal Capital Cost			\$1,628,600	\$2,145,400
8. Total Capital & Operational costs assume a complete building renovation and addition. (If a phased construction cost is required, a breakdown of the capital costs only have been provided)				Professional Fee			\$130,288	\$171,632
				Total Capital Cost			\$1,758,888	\$2,317,032
				B. Additional Annual Operational Cost Range				
				Additional Utility Operating Cost			\$13,500	
				Additional Maintenance Cost			\$5,000	

EXISTING FACILITY RENOVATION OPTIONS



Flex Space

- USTA Tennis (Senior)
- Health Fair
- Singing/Theater Programs
- Workshops (Scrapbooking, Education)
- Breakfast Brigades
- Lunch/Dinner & Learns Dances
- Meals on Wheels



Entry Corridor

- Social Interaction



Activity Room

- Painting, Arts & Crafts, Piano/Keyboard lessons, Special Interest Groups (Genealogy, Book Clubs, Trivia, Education Classes)
- AARP Driving, Language, Computer, Babysitter, Training)
- Mad Science, Lego Engineering, AARP Income Tax Assistance, Technology Classes
- Singles Committee (Organize Events Aimed for Seniors)



Group Fitness Room

- Ball Room Dance, Social Dance, Country/Western Dance, Tap & Ballet, Jazz, Yoga, Tai Chi, Jazzercise, Zumba, Silver Sneakers



Fitness Room

- Strength Training (Senior/Rec)
- Basics of Fitness Room
- Intro to Fitness
- Cardio Fitness

Active Adult Zone

- Texas Hold'em
- Movies
- Wii Programs
- Social Games
- Rummikub, Euchre, "42", Bridge, Chess, Mah Johgg, Puzzles, Billiards



PLAN OPTION 1 PROGRAMMING

PREPARED BY HIDELL AND ASSOCIATES ARCHITECTS, INC.

EXISTING FACILITY RENOVATION OPTIONS

CONSTRUCTION TIMELINE

•Phase I Construction	5 Months
•Phase II Construction	5 Months
•Phase III Construction	3 Months
Total	13 Months

PHASE II CONSTRUCTION

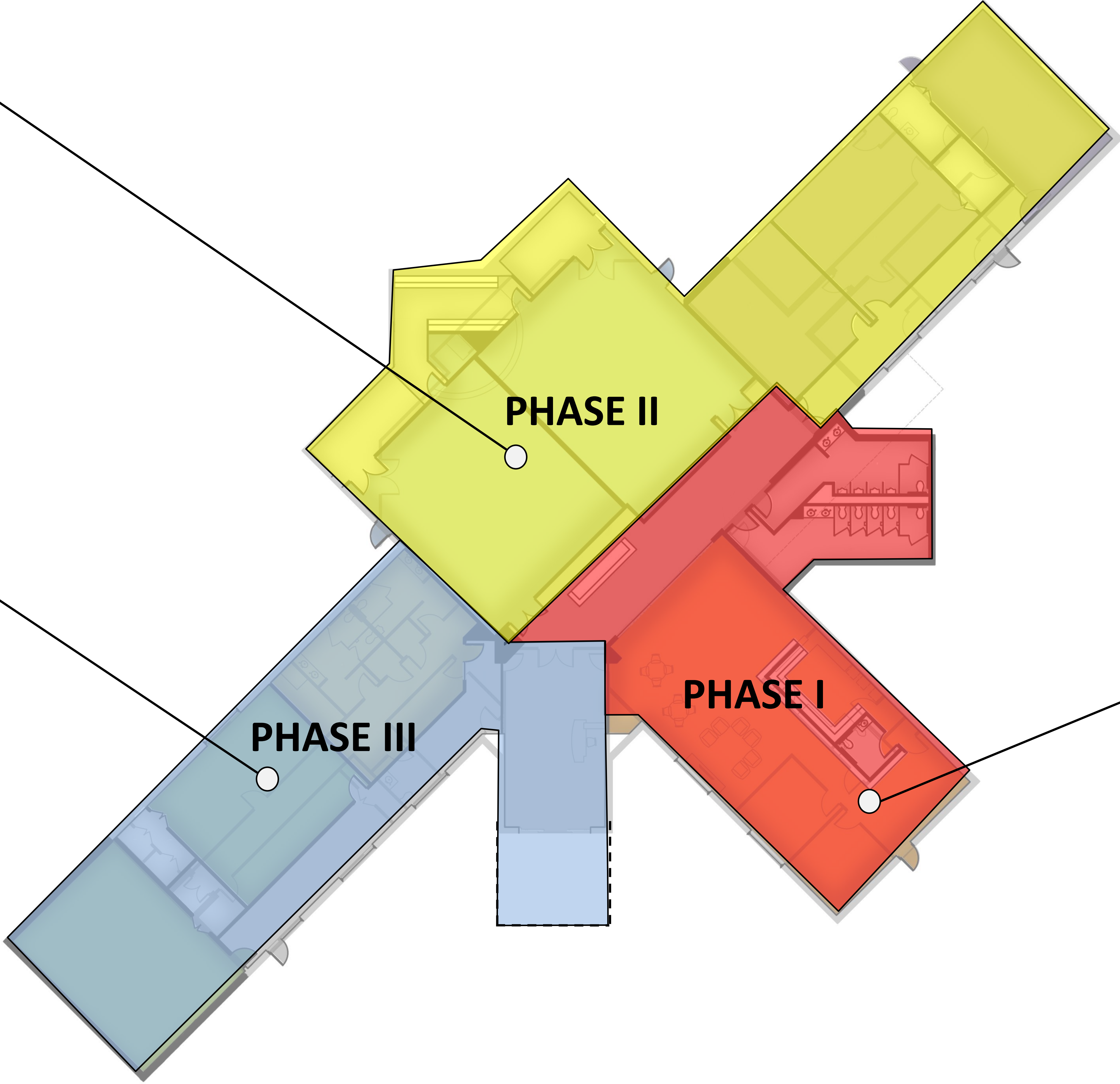
- Cost-\$571,310-\$742,703
- FF&E Cost - \$119,600
- Construction Timeline: 5 months

PHASE I CONSTRUCTION

- Cost-\$512,025-\$665,632
- FF&E Cost - \$29,400
- Construction Timeline: 3 months

PHASE I CONSTRUCTION

- Cost-\$322,905-\$419,776
- FF&E Cost - \$56,000
- Construction Timeline: 5 months



CONSTRUCTION PHASING PLAN OPTION 1

EXISTING FACILITY RENOVATION OPTIONS

Kitchen

- New Room Configuration
- Pantry Type Kitchen

Flex Space

- Keep Existing Room Configuration
- New Folding Partition Wall
- Updated Finishes

Storage Rooms

- Modify Existing Room Configuration @ each side

Existing Restrooms

- Keep Existing Room Configuration
- No Renovation Required

Active Adult Zone

- New Room Configuration
- Updated Finishes
- New Furniture
- New Kitchen Area

Building Addition

- Enclose Existing Porte-Cochere
- Utilize Existing Roof Structure
- 750 SF

Group Fitness Room

- Keep Room Configuration
- Update Finishes

Group Fitness Room

- New Room Configuration

Fitness Room

- New Room Configuration
- New Equipment

Storage

- New Room Configuration
- Enclose Existing Breezeway

New Restrooms

- 560 SF Building Addition

Recreation Office

- Centralized Location
- Maximum Space for Staff (6)
- New Room Configuration

Activity Room

- New Room Configuration
- Limited Storage

Entry/Façade Modification

- Create New Architectural Element to define entry
- New Landscaping
- Electronic Sign

PLAN OPTION 2 – ALTERNATE OPTION

COST SUMMARY – PLAN OPTION NO. 2

ASSUMPTIONS:				TOTAL CAPITAL & OPERATIONAL COST							
1. No Land Cost				10,100 SF Renovation of Existing Building 1,560 SF Building Addition							
2. Cost Range				A. Capital Cost Range			Low Range		High Range		
Renovation							\$95 to \$115 /SF				
New Construction							\$220 to \$330/SF				
3. Professional Fees				8% of Construction and Furniture Cost							
4. Staff cost not included											
5. Proposed hours of Operation (additional utility costs based on hours)				53 Hours per Week							
6. New Tables, Chairs and Lounge Seating											
7. New Fitness Equipment											
8. Total Capital & Operational costs assume a complete building renovation and addition. (If a phased construction cost is required, a breakdown of the capital cost only have been provided)											
				Renovation			10,100 SF	\$ 90 to \$110	\$909,000	to	\$1,111,000
				New Addition			1,560 SF	\$220 to \$330	\$343,200	to	\$514,800
				Entry/Façade Modification				Allowance	\$80,000		\$120,000
				Outdoor Programming Element				Allowance	\$50,000		\$80,000
				Furniture and Equipment				Allowance	\$190,000		\$220,000
				Technology				Allowance	\$30,000		\$60,000
				Subtotal Capital Cost					\$1,602,200		\$2,105,800
				Professional Fee					\$128,176		\$168,464
				Total Capital Cost					\$1,730,376		\$2,274,264
				B. Annual Operational Cost Range							
				Additional Utility Operating Cost					\$13,500		
				Additional Maintenance Cost					\$5,000		

EXISTING FACILITY RENOVATION OPTIONS



Flex Space

- USTA Tennis (Senior)
- Health Fair
- Singing/Theater Programs
- Workshops (Scrapbooking, Education)
- Breakfast Brigades
- Lunch/Dinner & Learns Dances
- Meals on Wheels



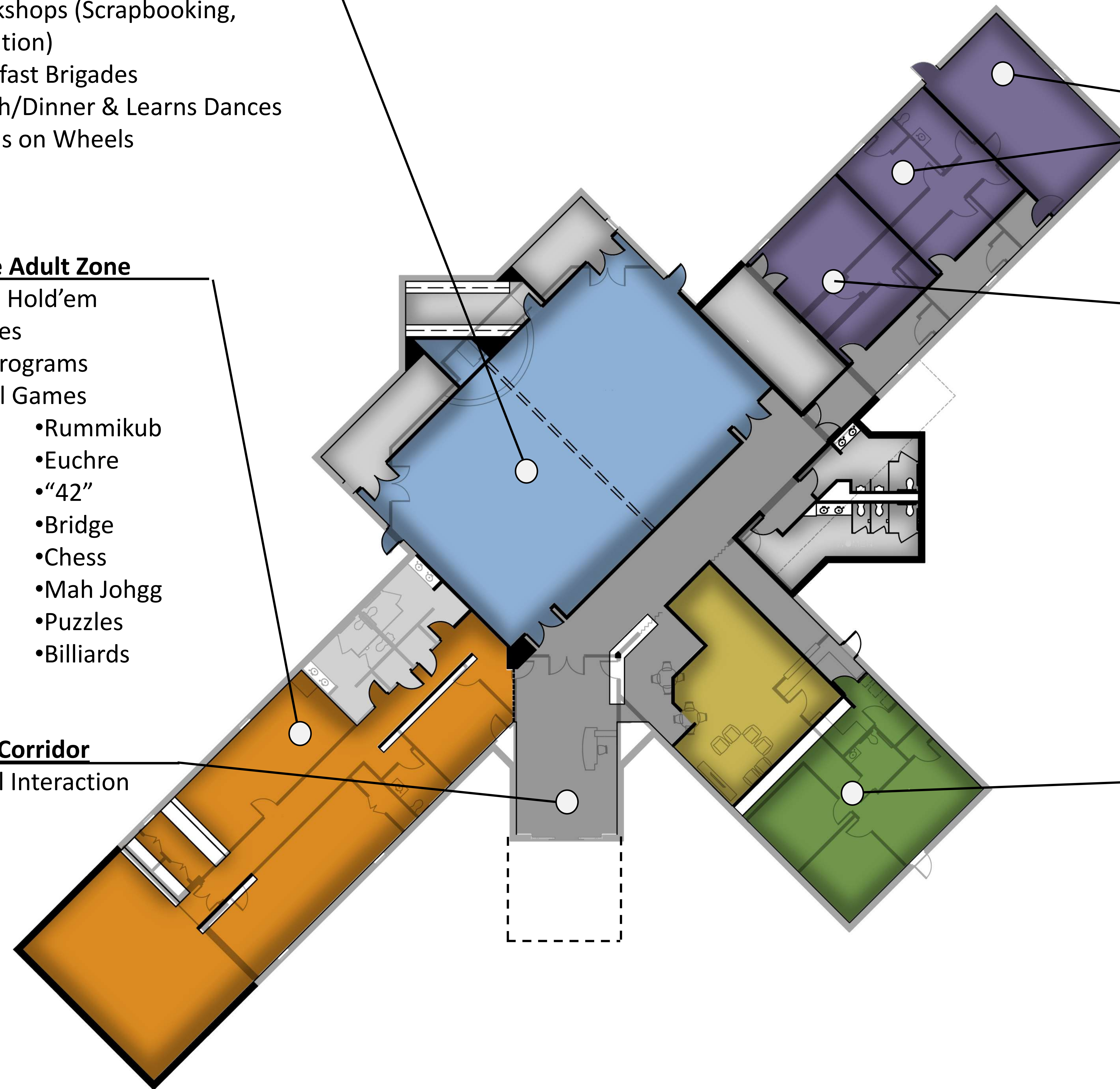
Active Adult Zone

- Texas Hold'em
- Movies
- Wii Programs
- Social Games
 - Rummikub
 - Euchre
 - "42"
 - Bridge
 - Chess
 - Mah Johgg
 - Puzzles
 - Billiards



Entry Corridor

- Social Interaction



Group Fitness Room

- Ball Room Dance, Social Dance, Country/Western Dance, Tap & Ballet, Jazz, Yoga, Tai Chi, Jazzercise, Zumba, Silver Sneakers

Fitness Room

- Strength Training (Senior/Rec)
- Basics of Fitness Room
- Intro to Fitness
- Silver Sneakers
- Cardio Fitness



Activity Room

- Painting, Arts & Crafts, Piano/Keyboard lessons, Special Interest Groups (Genealogy, Book Clubs, Trivia, Education Classes)
- AARP Driving, Language, Computer, Babysitter, Training)
- Mad Science, Lego Engineering, AARP Income Tax Assistance, Technology Classes

PLAN OPTION 2 PROGRAMMING

EXISTING FACILITY RENOVATION OPTIONS

CONSTRUCTION TIMELINE

•Phase I Construction	4 Months
•Phase II Construction	3 Months
•Phase III Construction	3 Months
•Phase IV Construction	3 Months
Total	13 Months

PHASE I CONSTRUCTION

- Cost-\$587,123-\$763,260
- FF&E Cost - \$50,000
- Construction Timeline: 4 Months

PHASE IV CONSTRUCTION

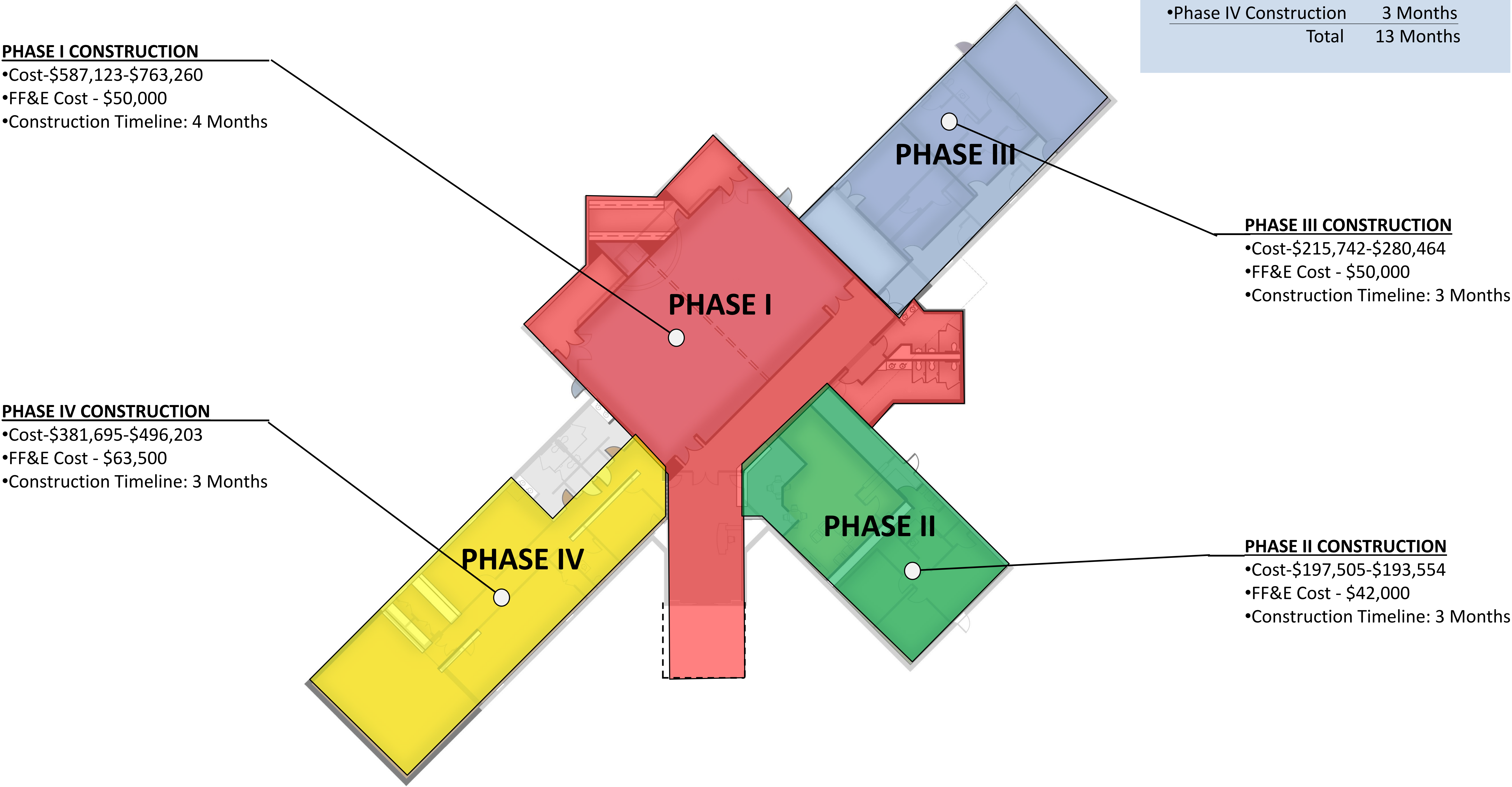
- Cost-\$381,695-\$496,203
- FF&E Cost - \$63,500
- Construction Timeline: 3 Months

PHASE III CONSTRUCTION

- Cost-\$215,742-\$280,464
- FF&E Cost - \$50,000
- Construction Timeline: 3 Months

PHASE II CONSTRUCTION

- Cost-\$197,505-\$193,554
- FF&E Cost - \$42,000
- Construction Timeline: 3 Months



CONSTRUCTION PHASING PLAN OPTION 2

OUTDOOR PROGRAMMING

Develop passive and active programming spaces adjacent to senior center complex.



CITY OF COLLEYVILLE

Prepared by Hidell and Associates Architects, Inc.

FUNDING OPTIONS

Building :

CEDC FY 2014 operating budget	\$	125,000	*
CEDC FY 2015 operating budget	\$	900,000	**
Parks Tomorrow Fund interfund loan	\$	<u>1,180,000</u>	(3 or 4 year repayment)
Total	\$	2,205,000	

Furnishings:

CEDC FY 2016 operating budget	\$	200,000	**
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* Design fees - included in FY 2014 CEDC budget

** Could be allocated from FY 2015 and FY 2016 CEDC EDCIP Future Projects designation

COLLEYVILLE SENIOR CENTER

CITY OF COLLEYVILLE



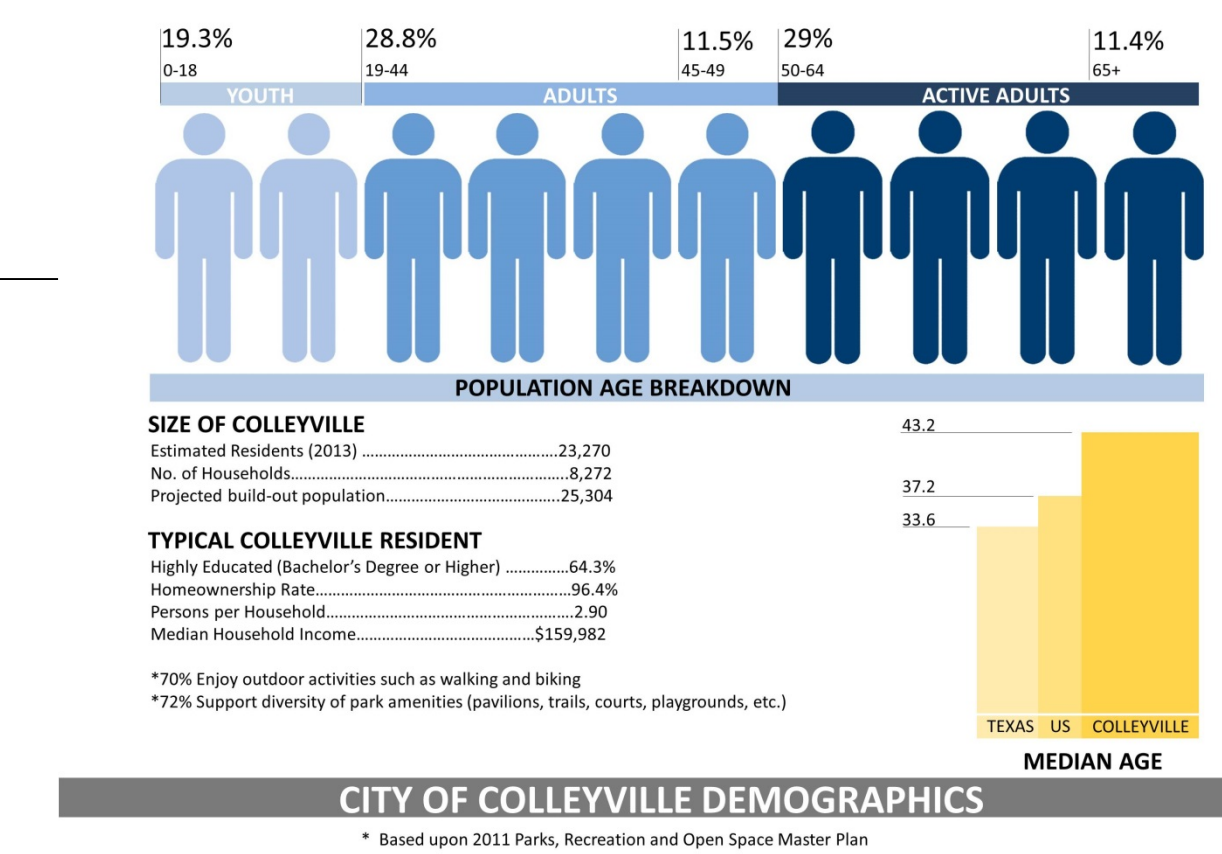
COUNCIL PRESENTATION MAY 28, 2014

Prepared by Hidell and Associates Architects, Inc.

OUR PROCESS HAS INCLUDED...

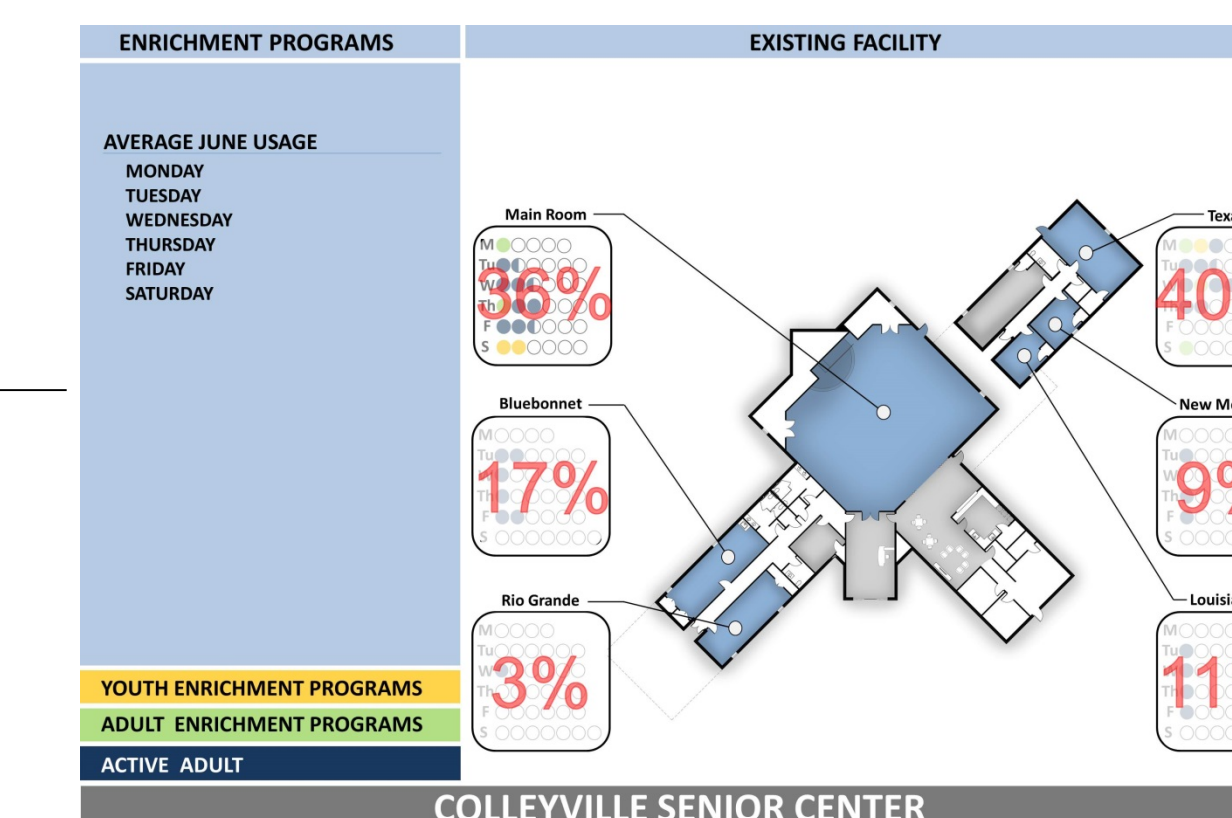
Task 1

Analyzed the demographics of Colleyville



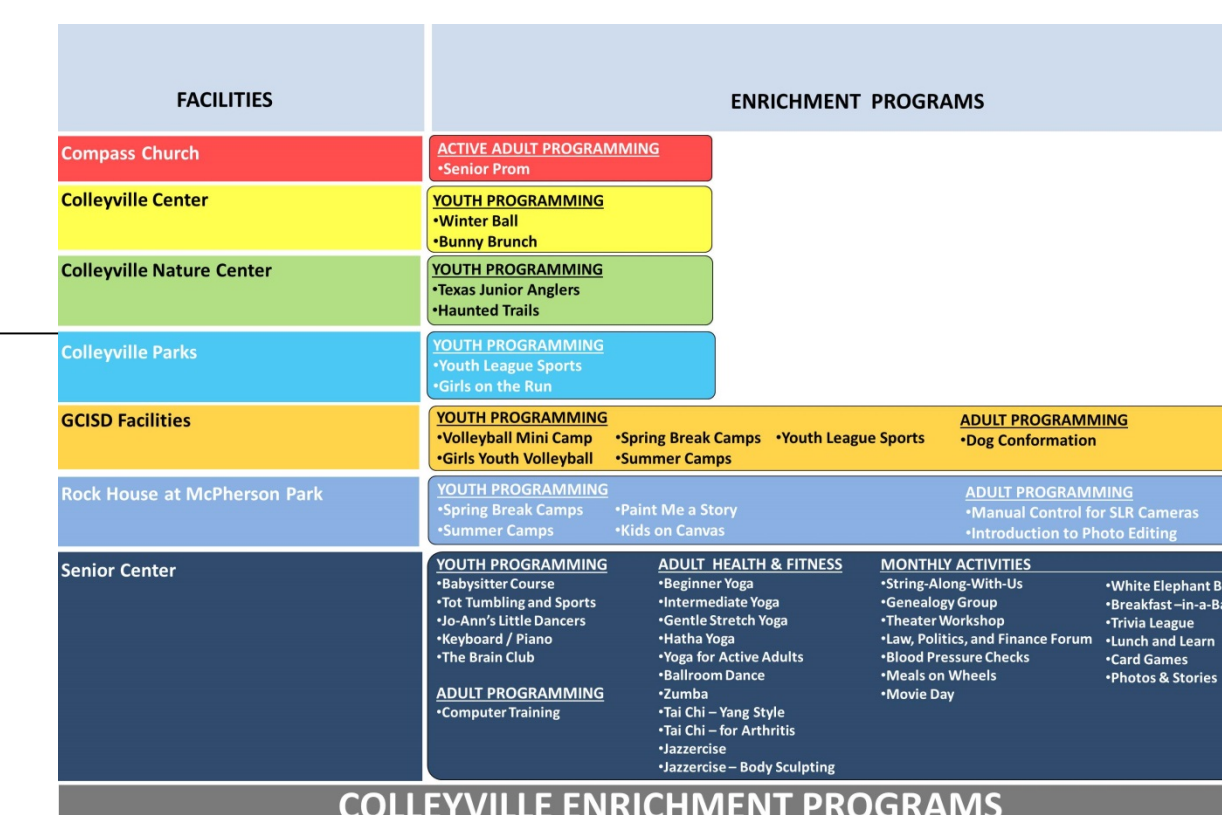
Task 2

Surveyed the existing building usage



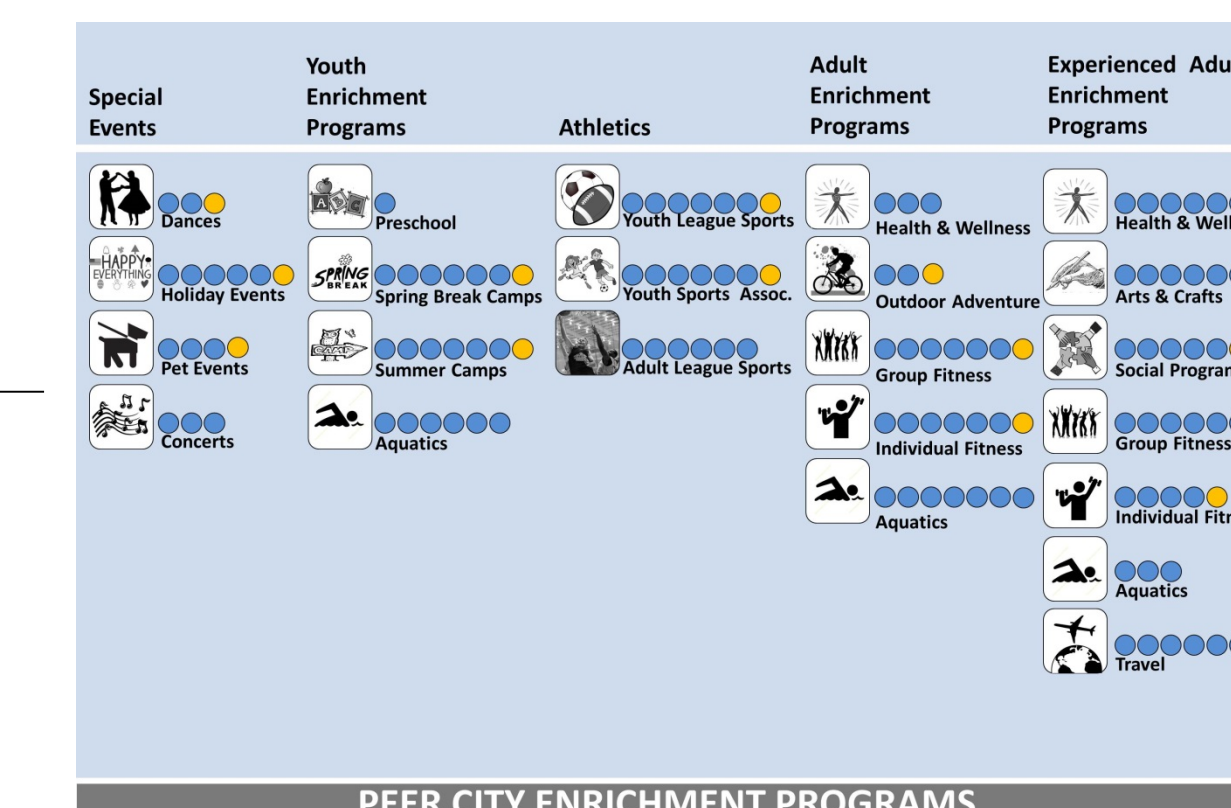
Task 3

Reviewed recreation programming



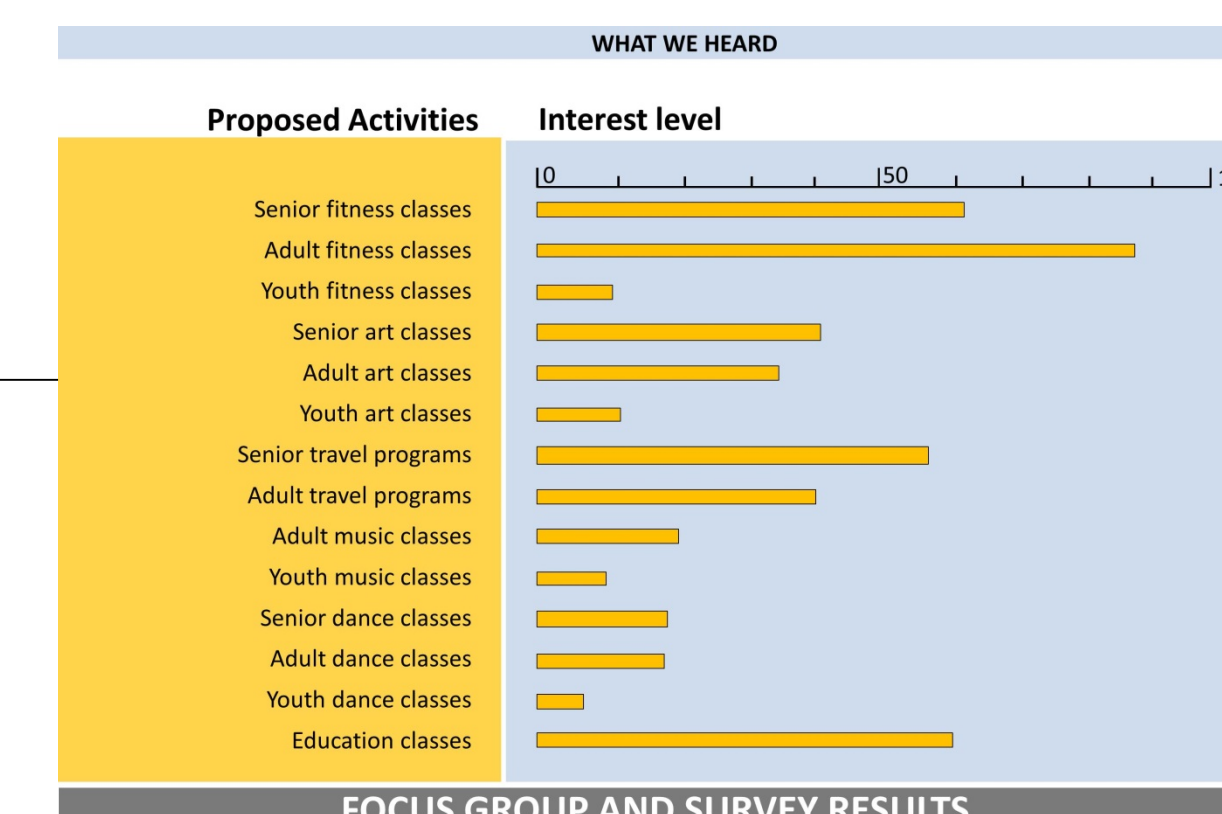
Task 4

Compared this to peer cites



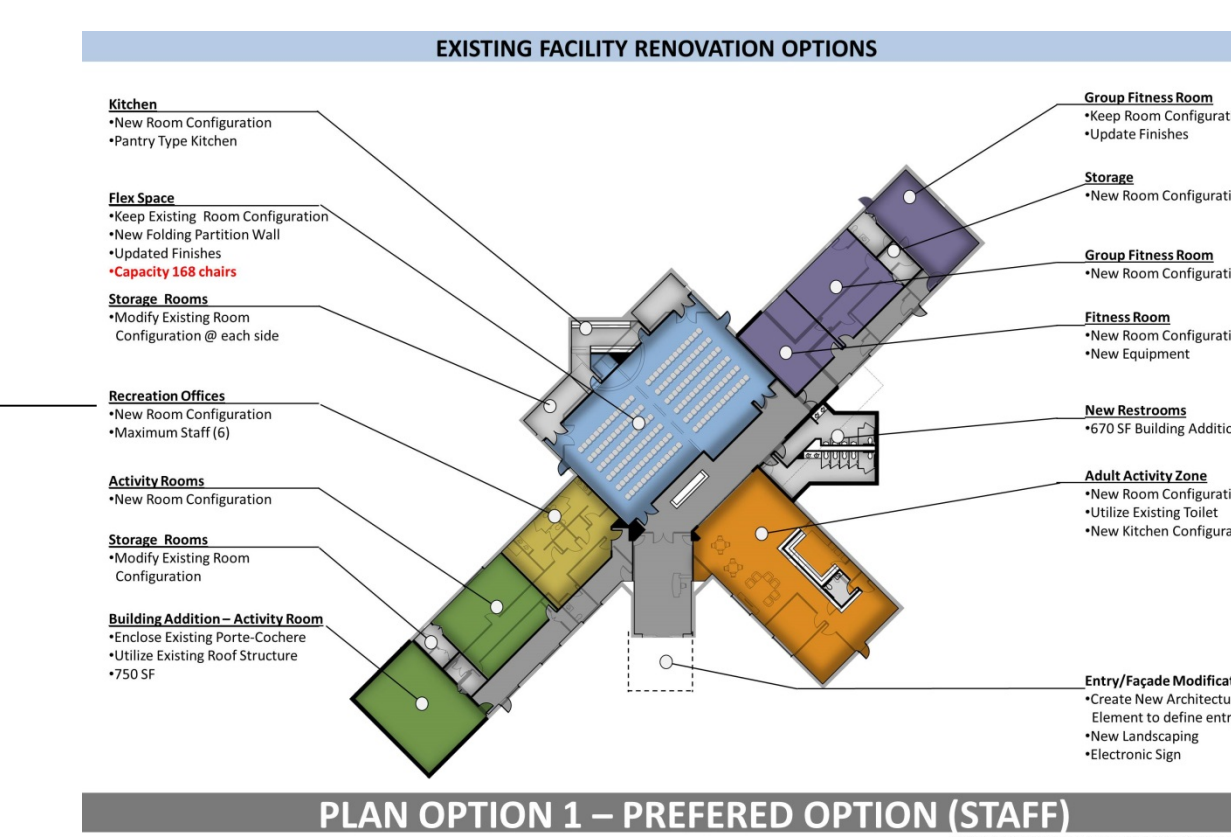
Task 5

Asked the community



Task 6

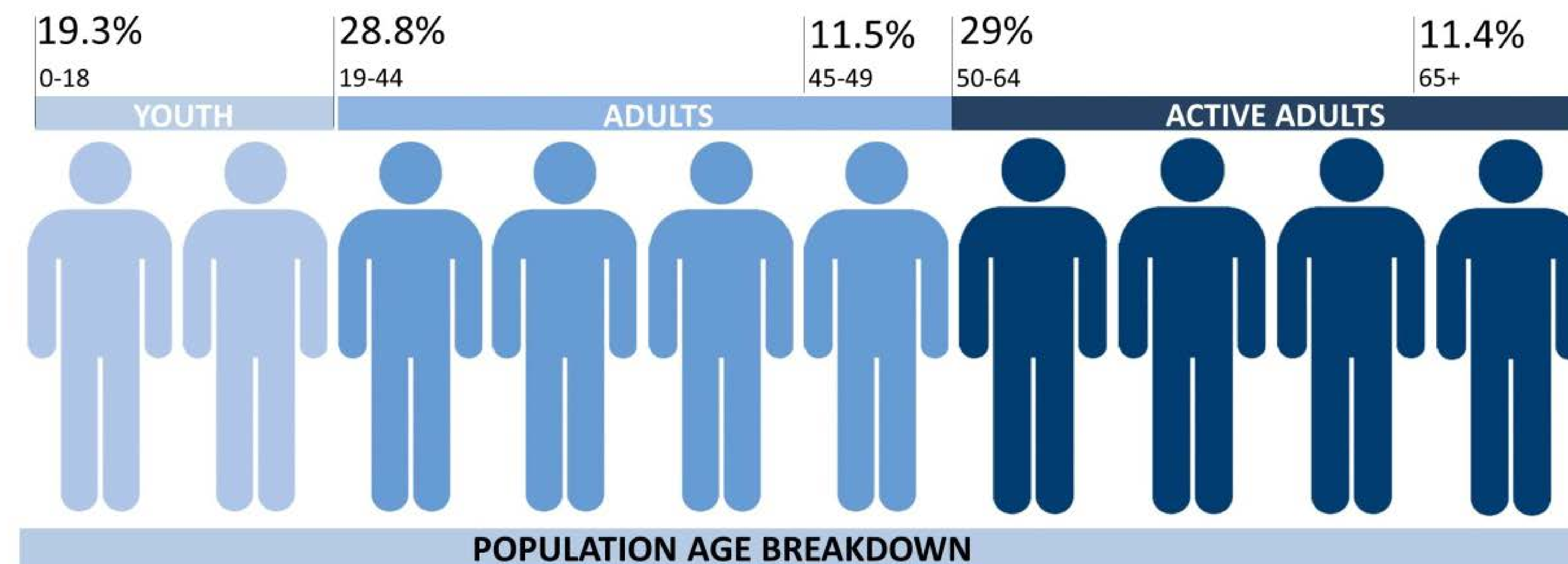
Developed renovation options with cost



SENIOR CENTER TRANSFORMATION

WHAT WE LEARNED THROUGH OUR PROCESS

COLLEYVILLE DEMOGRAPHICS



RESIDENTS EXPRESSED

Focus Group and online survey top results

- Increased hours (Mon. & Thurs. night)
- More fitness programs
- Access to fitness classes

PROGRAMS ARE GROWING

As recreation programming (*Youth, Adult, and Senior*) has increased, the building configuration has...

- Created scheduling conflicts
- Created sound control issues between adjacent programs
- Limited the number of users due to the physical room size
- Limited the number of programs due to the amount of program space

EXISTING FACILITY IS A BARRIER

- The physical separation between the fitness annex and main building is a barrier
- No simultaneous programming (*configuration only allows one program at a time e.g. no movable wall in main room*)
- Limited types of programs (*room configurations do not allow certain types of programs*)

SUMMARY OF FINDINGS

BENEFITS OF CHANGE

OPPORTUNITY TO EXPAND

INCREASED PROGRAMMING

- Opportunity to offer additional types of programming (*senior, adult, and youth*)
- Opportunity for simultaneous programming
- Create a recognized / centralized place for recreation programming

INCREASED REVENUE

- Opportunity to update membership fee structure
- Opportunity to create revenue with fitness membership
- Opportunity to create revenue with additional types of programming

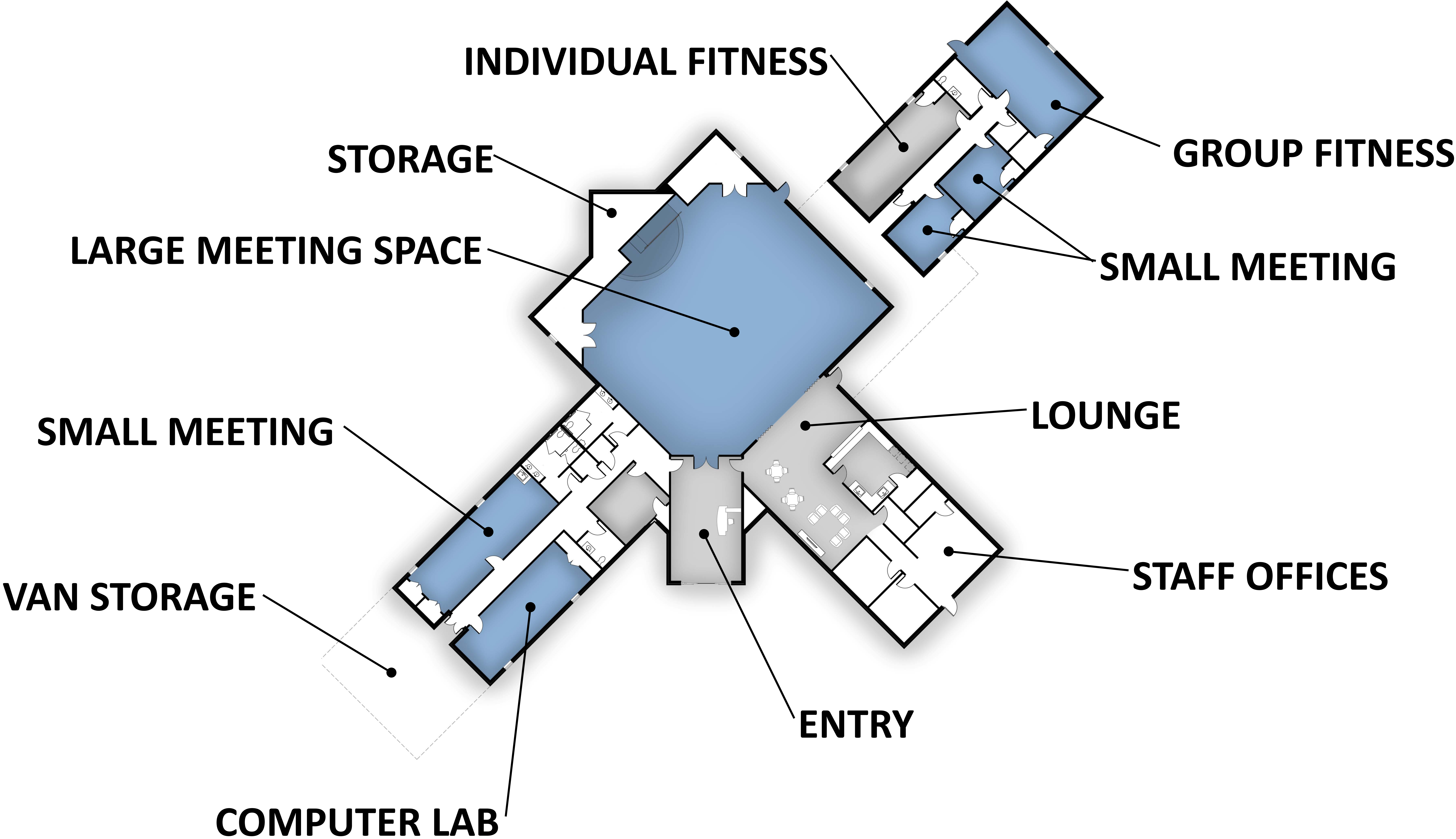
ACCESS

- Proper access to all program spaces
- Centralized entry point

EFFICIENT

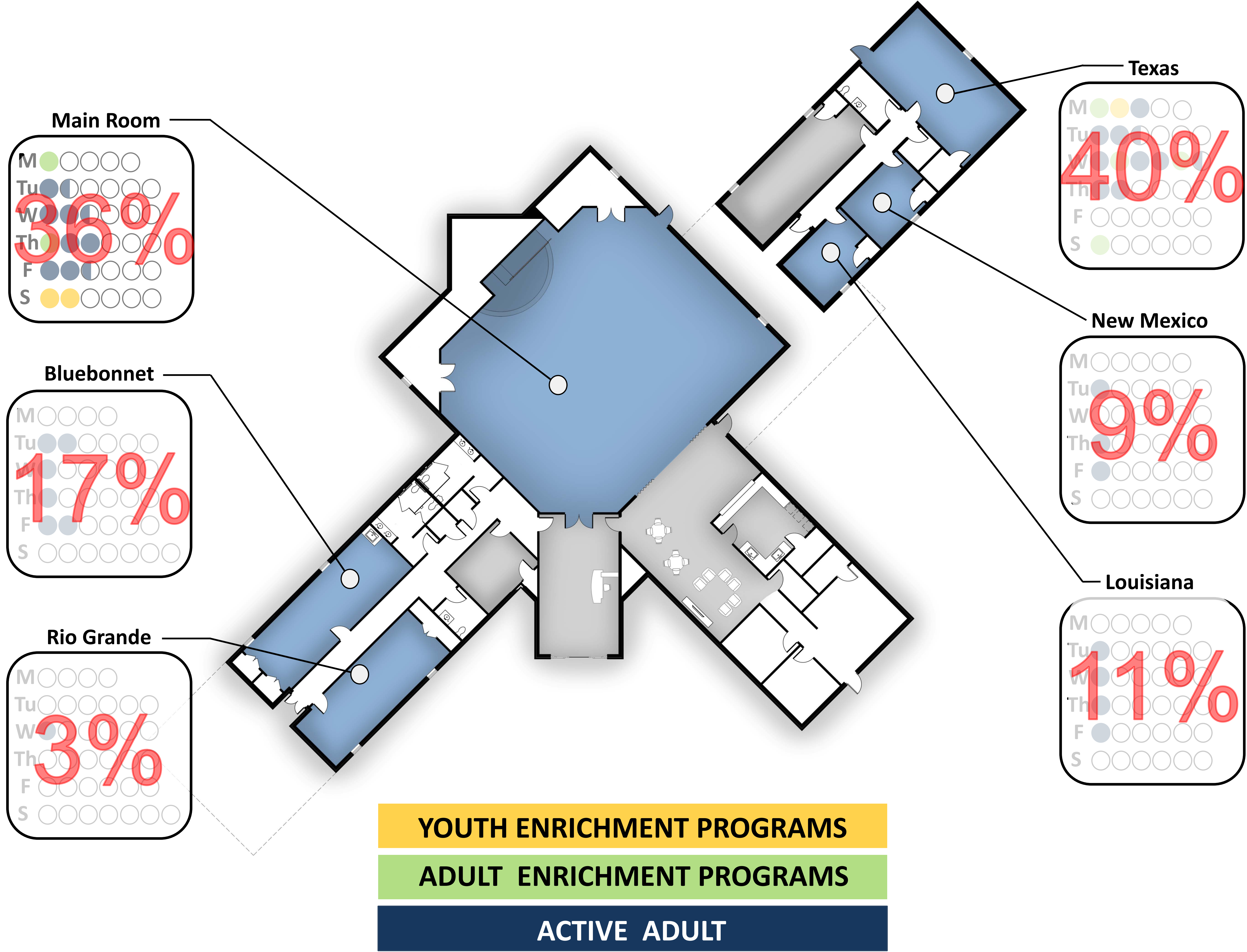
- An updated layout and room configuration will maximize utilization of building square footage

CURRENT CONFIGURATION
ORIGINALLY DESIGNED AS A CHURCH



BUILDING FLOOR PLAN

CURRENT USE



AVERAGE WEEKLY USE

CURRENT DEFICIENCIES IMPACTING PROGRAMMING

ROOM UNDERSIZED

- Linear shape and size of room does not allow proper placement of fitness equipment

ROOM CONFIGURATION

- Existing stage, flooring, and acoustics of room limit the type of programming. No room divider

LINEAR CONFIGURATION

- Linear configuration of room does not allow flexible programming

LINEAR CONFIGURATION

- Linear Configuration
- Limited Storage

REMOTE

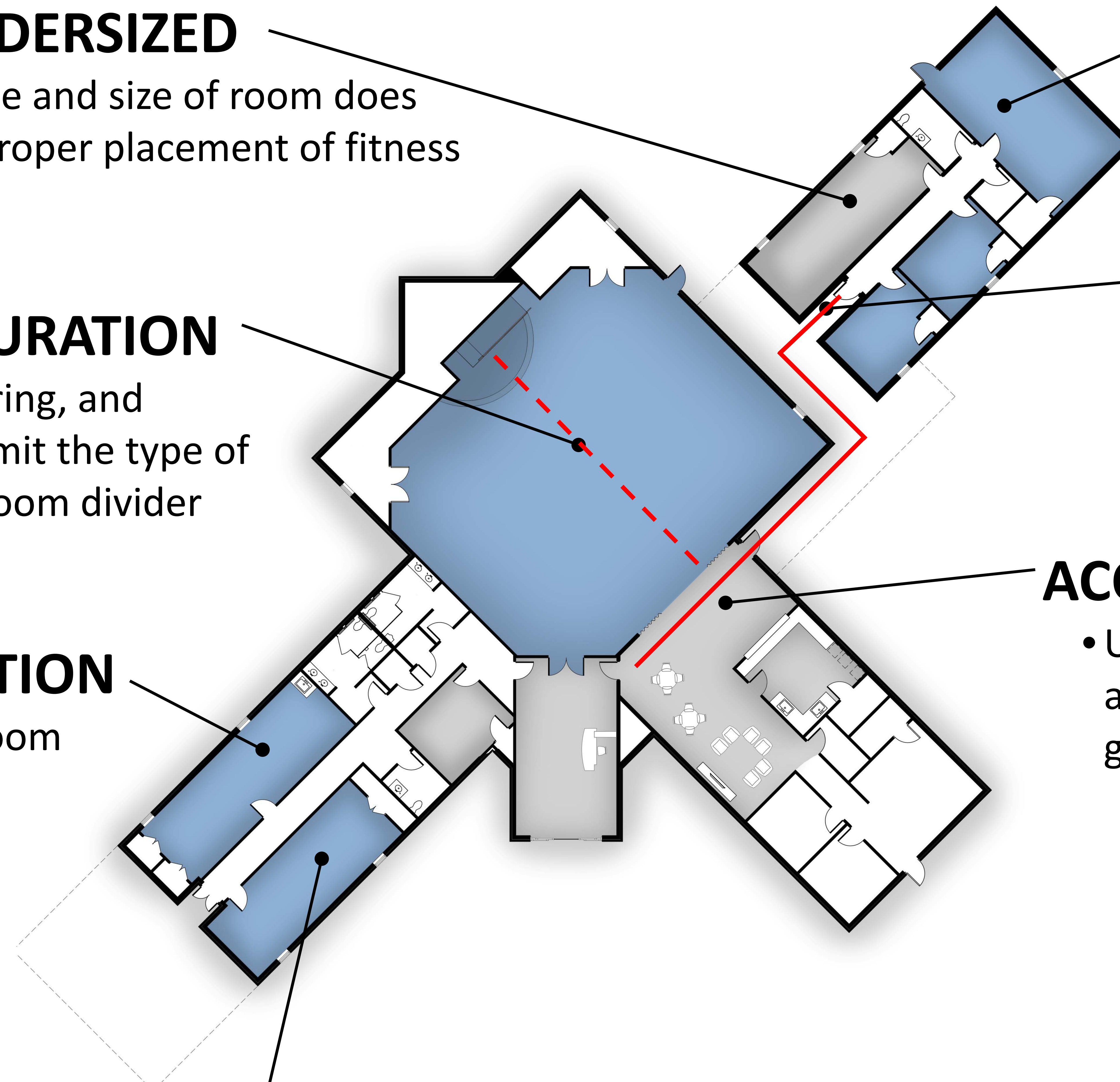
- Space that is used the most is difficult for users to access

ACCESS

- Handicap users struggle with entry sequence

ACCESS

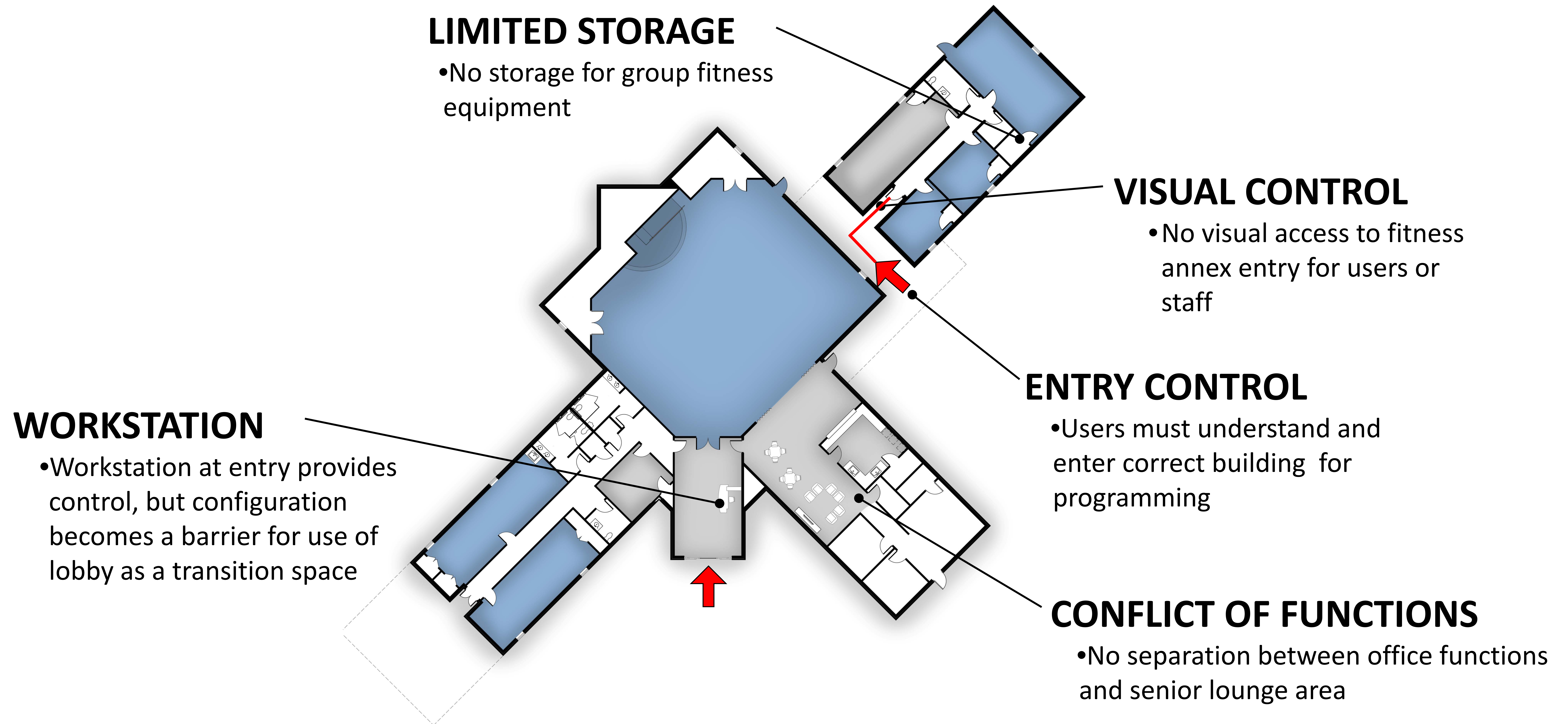
- Users must walk through lounge area, then exit main building to get access to the fitness annex.



BUILDING CONFIGURATION IMPACTING PROGRAMMING

CURRENT DEFICIENCIES

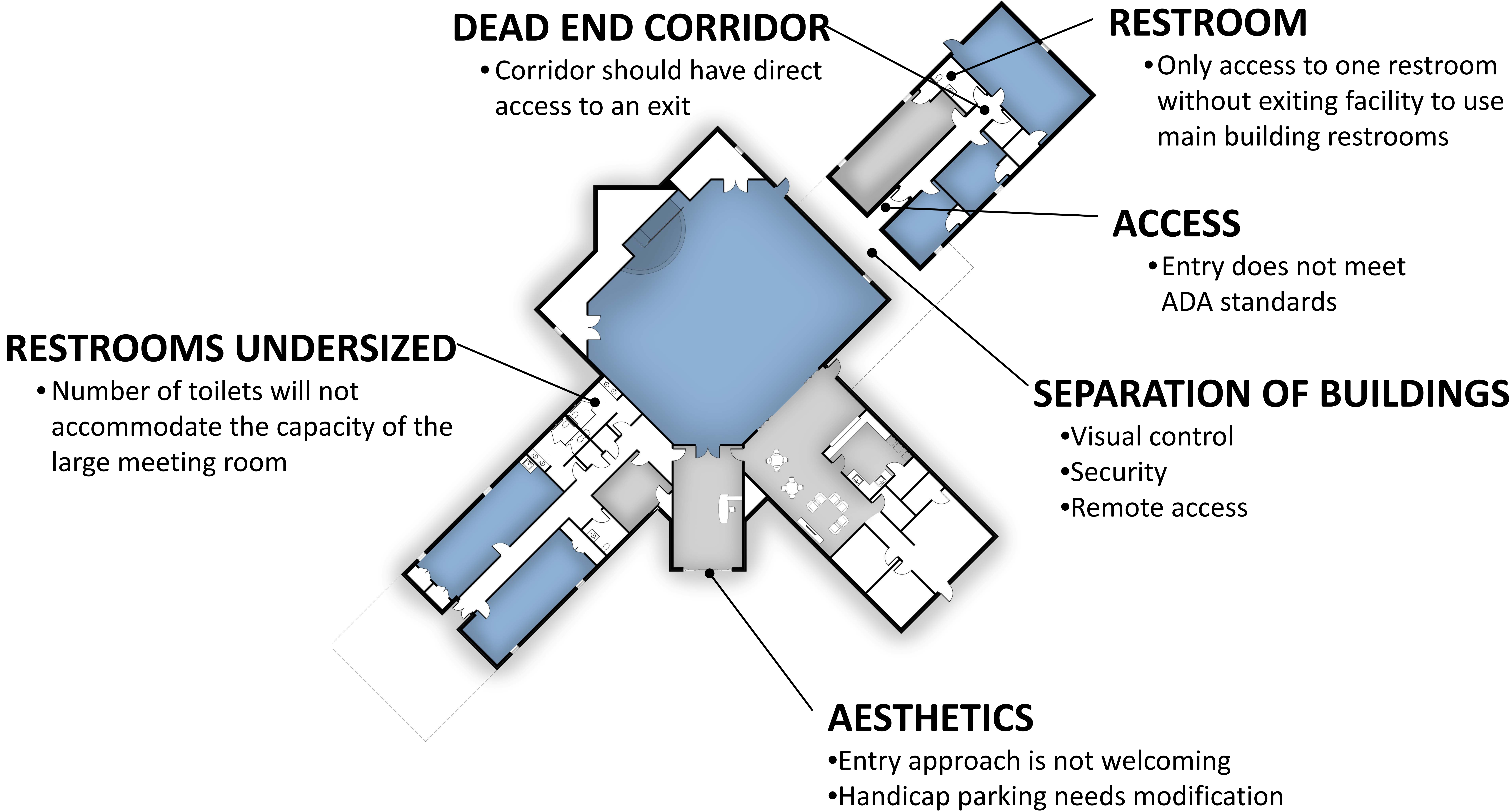
IMPACTING SERVICE DELIVERY



BUILDING CONFIGURATION IMPACTING SERVICE DELIVERY

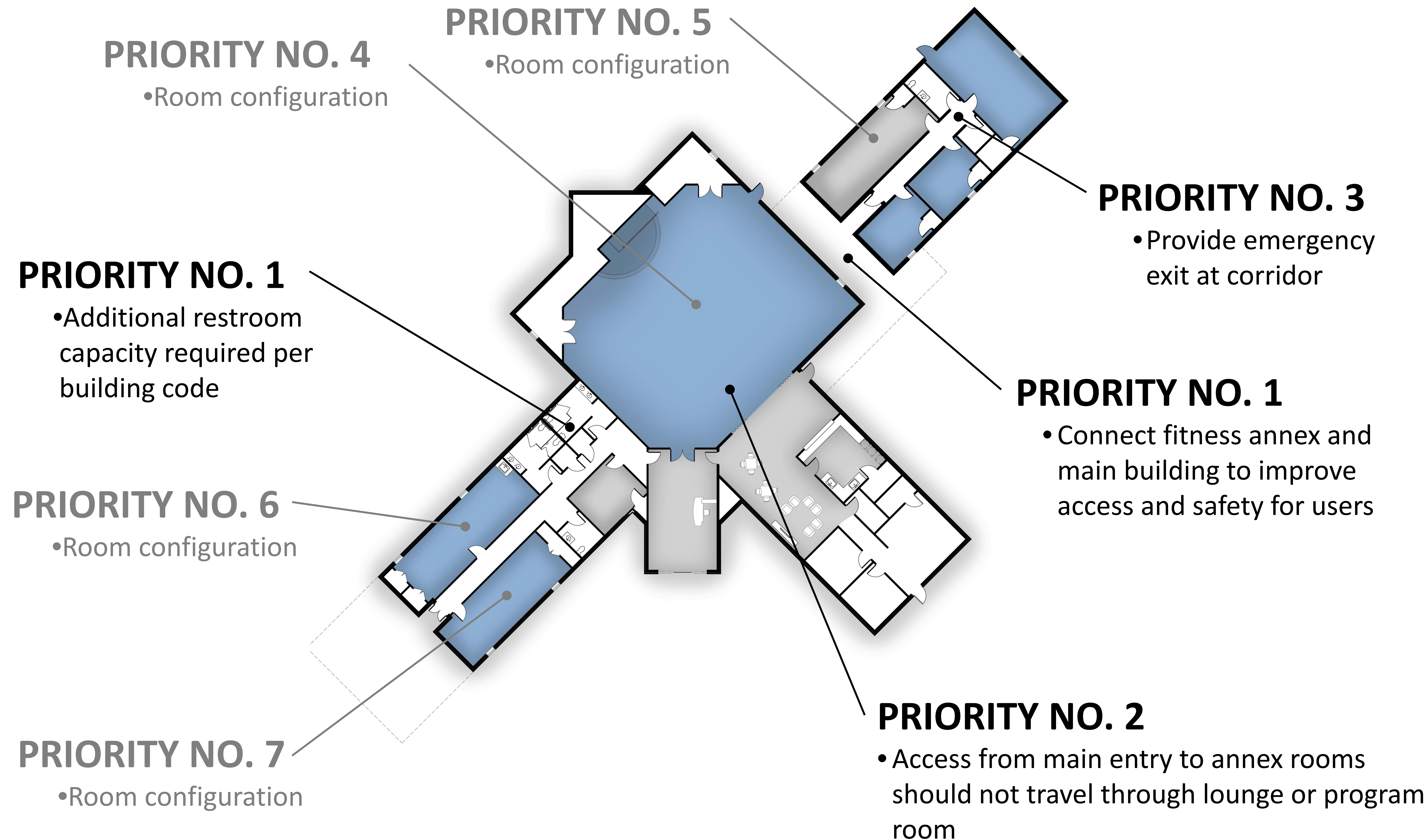
CURRENT DEFICIENCIES

FACILITY



PRIORITIES FOR CHANGE

MODIFYING THE CURRENT FACILITY



RANKING THE PRIORITIES



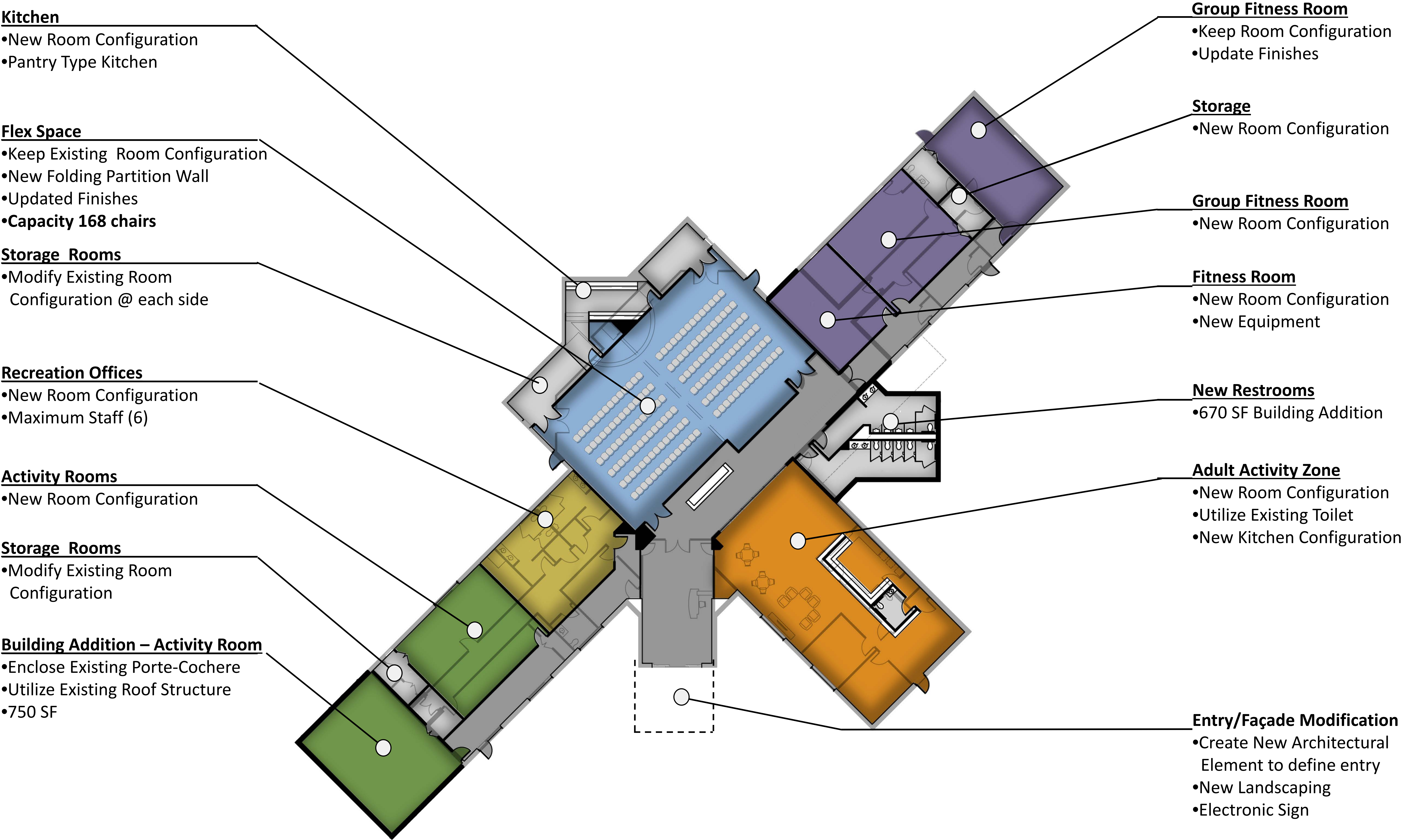
DEVELOP A PLAN

PREFERED OPTION PRESENTED TO CITY COUNCIL FEBRUARY 2014

INITIAL FACILITY RECONFIGURATION OPTION

RECONFIGURATION OPTION A

PREFERED OPTION



TOTAL FACILITY RECONFIGURATION

RECONFIGURATION OPTION A

PREFERED OPTION

2016 DOLLARS

COST SUMMARY OPTION A

TOTAL CAPITAL & OPERATIONAL COST – CONSTRUCTION.

Square Feet

10,100 SF Renovation of Existing Building

1,680 SF Building Addition

Cost Range Phase I (2016)

Renovation

\$98 to \$115 /SF

New Construction

\$229 to \$343/SF

A. Capital Cost Range

Low Range

High Range

Building Cost

Renovation(2016)	10,100 SF	\$ 98	to	\$115	\$989,800	to	\$1,161,500
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New Addition(2016)	1,680 SF	\$ 229	to	\$343	\$384,720	to	\$576,240
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Entry/Façade Modification				Allowance	\$80,000		\$120,000
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Outdoor Programming Element				Allowance	\$50,000		\$80,000
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Furniture and Equipment				Allowance	\$190,000		\$220,000
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Technology				Allowance	\$30,000		\$60,000
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Subtotal Capital Cost					\$1,724,520		\$2,217,740
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Professional Fee					\$137,962		\$177,419
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Total Capital Cost					\$1,862,482		\$2,395,159
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B. Additional Annual Operational Cost Range

Additional Utility Operating Cost	\$13,500
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Additional Maintenance Cost	\$5,000
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Additional Staff Member Cost	\$35,409
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Several construction cost indexes are forecasting a 4% increase in the next 12 months then a 3% increase in the next 24 months

FACILITY RECONFIGURATION OPTION A



REVISED PLAN

PHASED CONSTRUCTION OPTIONS

PREFERRED PLAN OPTION A

REVISED RECONFIGURATION OPTIONS

OPTIONS FOR CHANGE

PHASED CONSTRUCTION OPTIONS OF PREFERRED PLAN OPTION A

PHASED RECONFIGURATION OPTION A.1

BENEFIT - LESS UP FRONT COST

PRIORITY NO. 1

- Reconfigure Restrooms

PRIORITY NO. 3

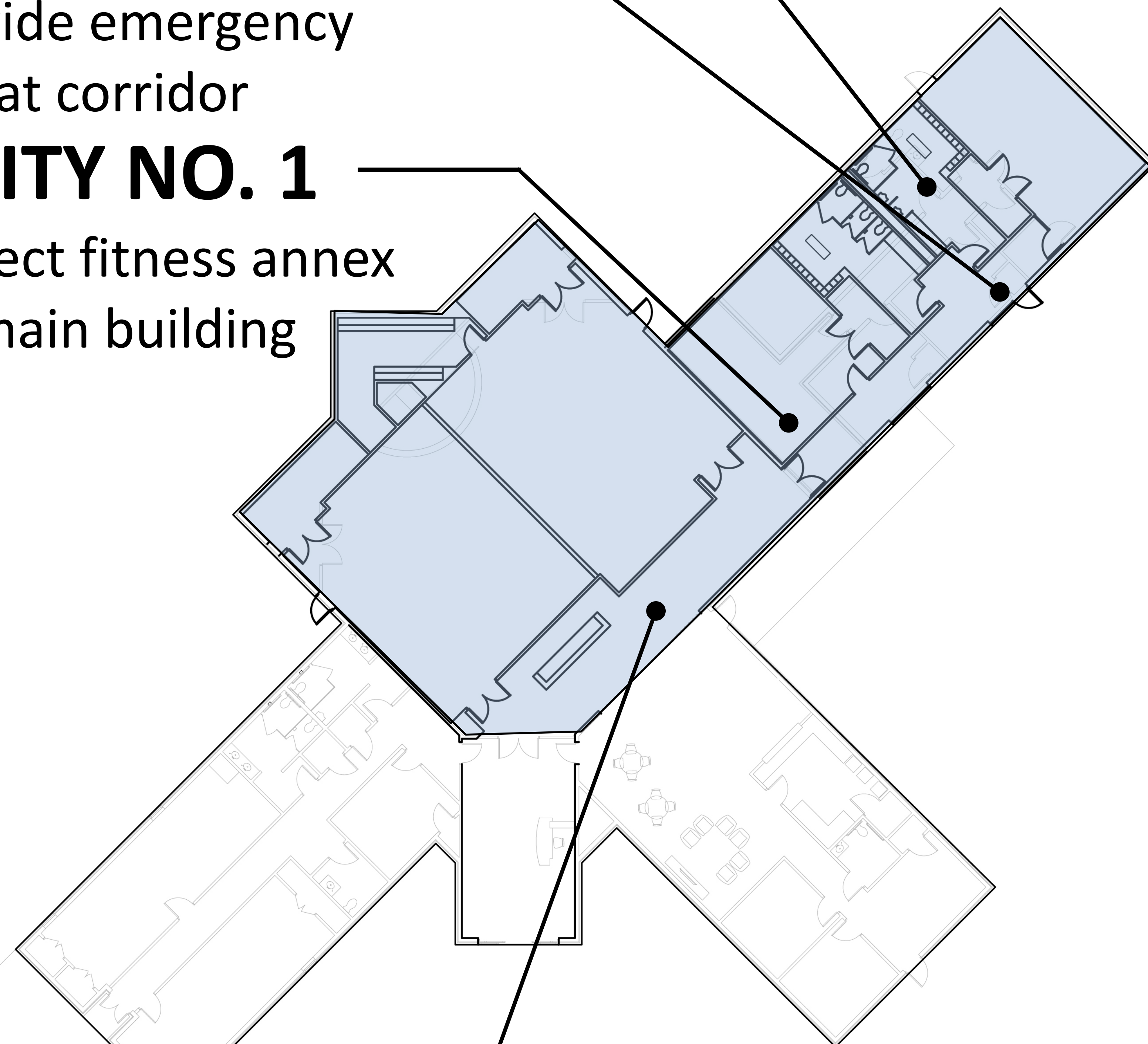
- Provide emergency exit at corridor

PRIORITY NO. 1

- Connect fitness annex and main building

PRIORITY NO. 2

- Access from entry



PHASED RECONFIGURATION OPTION A.2

BENEFIT - ADDITIONAL PROGRAM ROOM

PRIORITY NO. 3

- Provide emergency exit at corridor

PRIORITY NO. 1

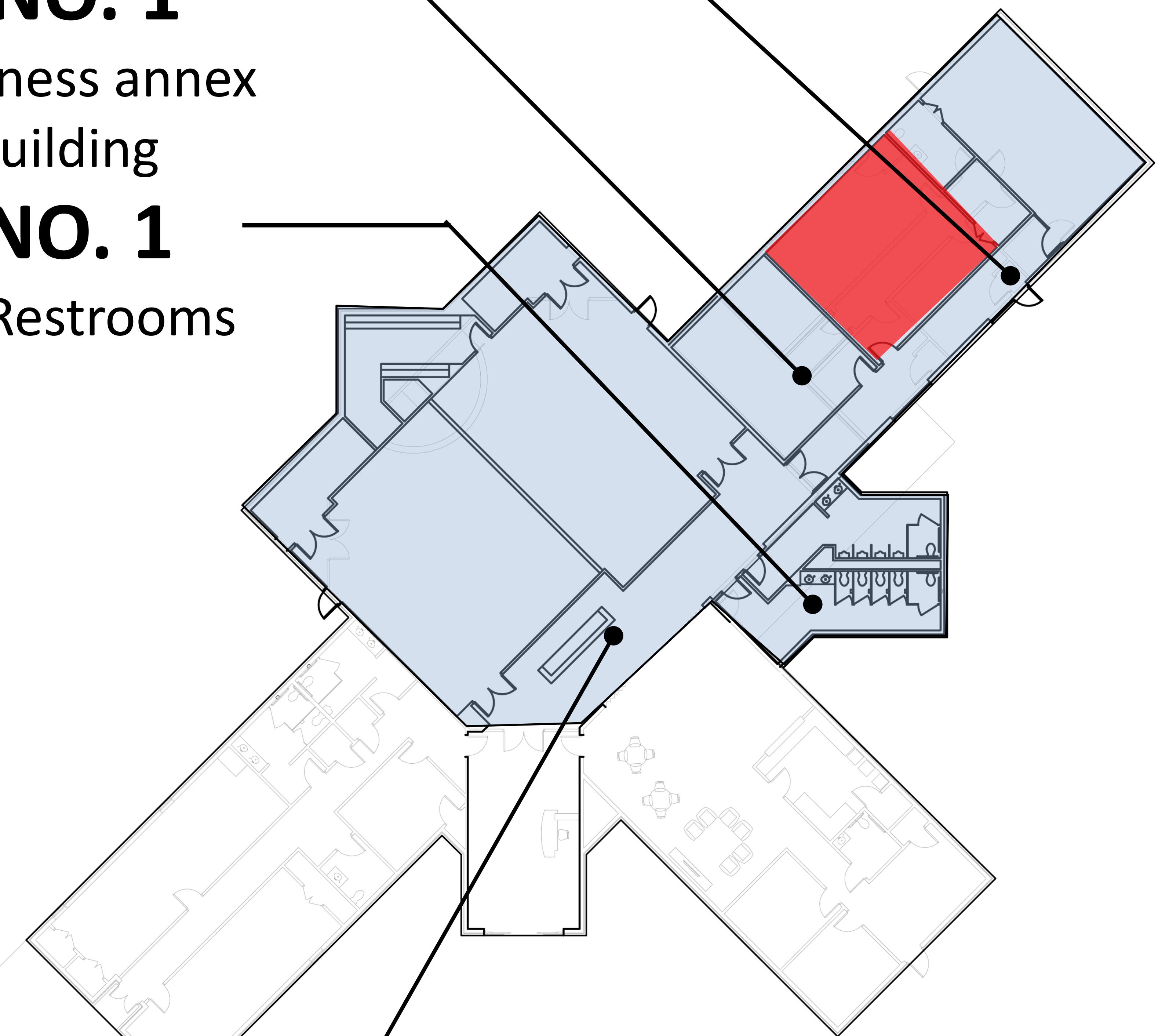
- Connect fitness annex and main building

PRIORITY NO. 1

- Additional Restrooms

PRIORITY NO. 2

- Access from entry



CHANGING THE FACILITY BASED ON PRIORITIES

OPTIONS FOR CHANGE

PHASE I CONSTRUCTION

Kitchen

- New Room Configuration
- Pantry Type Kitchen
- Cost-\$54,600-\$60,400

Storage Room

- Modify Existing Room Configuration
- Limited updates
- Cost-\$22,750-\$28,000

Flex Space

- Keep Existing Room Configuration
- New Folding Partition Wall
- Updated Finishes
- Cost-\$255,000-\$306,000

Existing Wing

- Existing Room Configuration to remain

Group Fitness Room

- Keep Room Configuration
- Update Finishes
- Cost-\$16,200-\$18,900

Renovated Restrooms

- Utilize Existing Plumbing Location
- New Room Configuration with changing/lockers
- Cost-\$182,400-\$193,800

Fitness Room

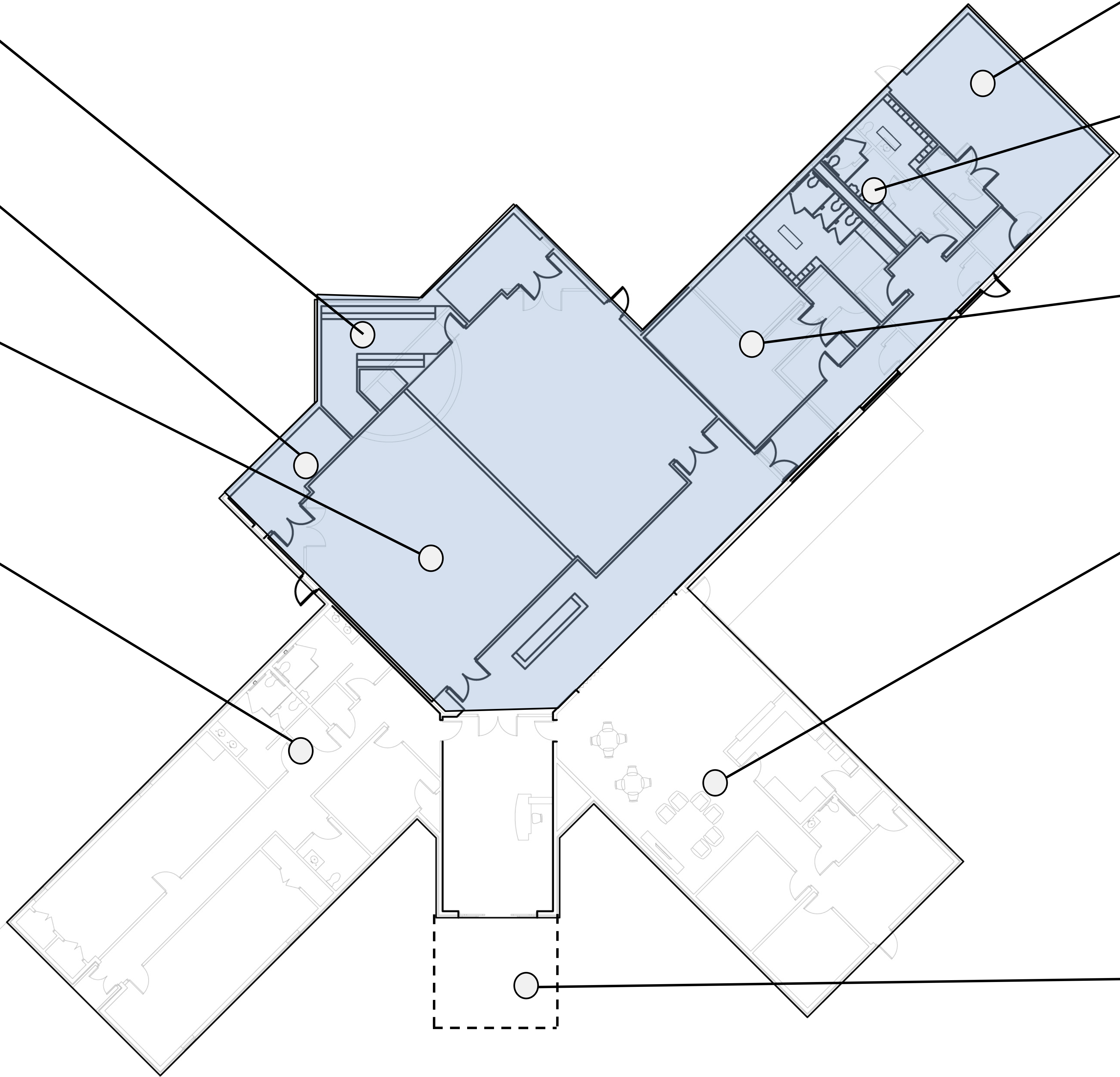
- New Room Configuration
- New Equipment
- Cost-\$52,350-\$99,000

Existing Wing

- Existing Room Configuration to remain

ATTRIBUTES

- Utilized existing footprint
- Added restrooms and locker rooms to existing restrooms
- Connected fitness annex and main building



Entry/Façade Modification

- Existing entry to remain
- Change handicap parking configuration

OPTIONS FOR CHANGE

PHASE II CONSTRUCTION

ATTRIBUTES

- Utilized existing restrooms
- Building addition for recreation offices

Existing Restrooms

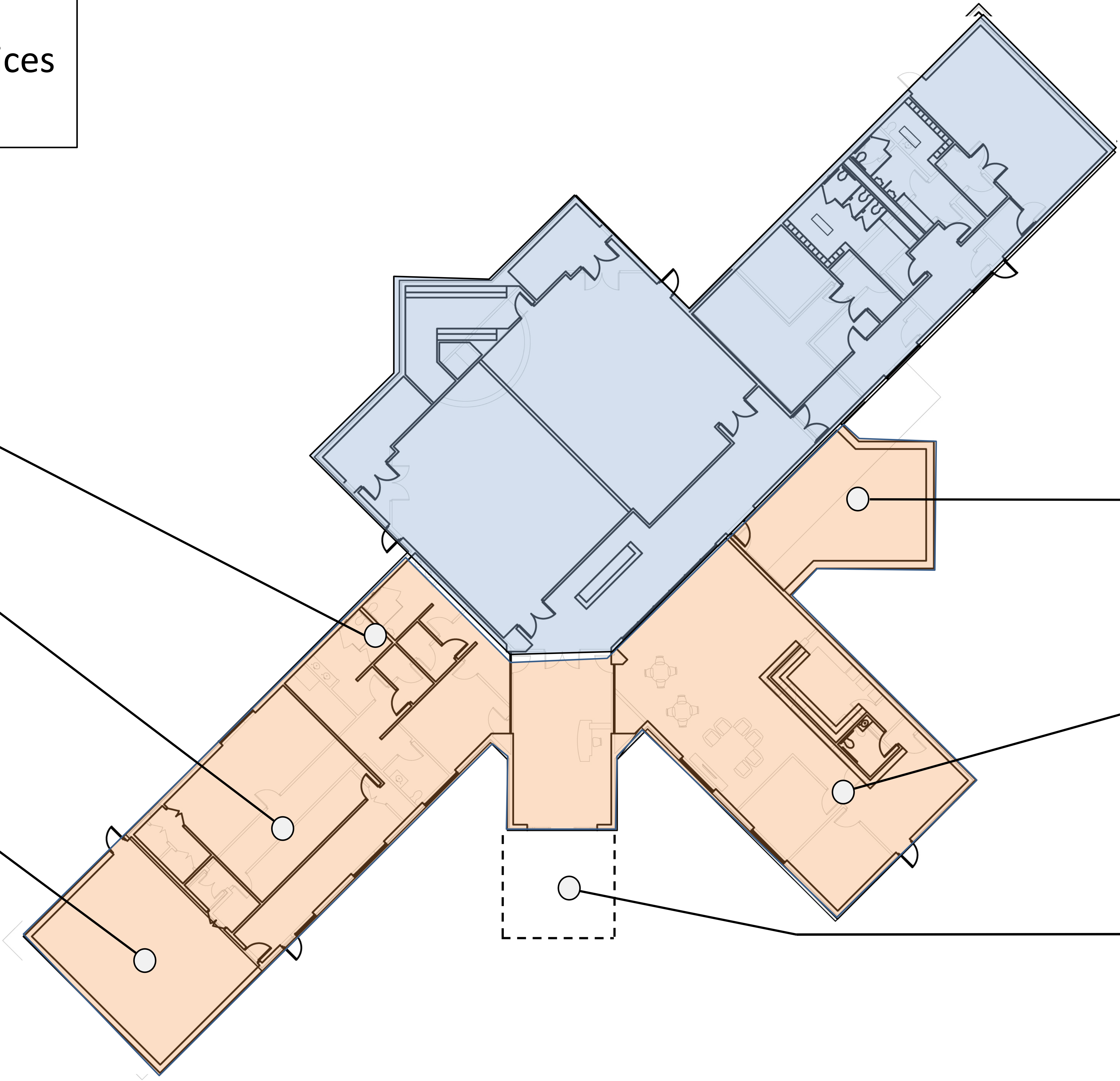
- Keep Existing Room Configuration
- Modify Utility Rooms
- Cost - \$32,000-\$61,000

Activity Room

- New Room Configuration
- Cost-\$102,200-\$118,200

Building Addition

- Enclose Existing Porte-Cochere
- Utilize Existing Roof Structure
- 750 SF
- Cost-\$238,060-\$296,360



Recreation Office

- Centralized Location
- Maximum Staff (6)
- New Room Configuration
- Cost-\$293,860-\$335,160

Adult Activity Zone

- New Room Configuration
- Utilize Existing Toilet
- New Kitchen Configuration
- Cost-\$291,000 - \$332,750

Entry/Façade Modification

- Create New Architectural Element to define entry
- New Landscaping
- Electronic Sign
- Cost-\$80,000-\$120,000

OPTIONS FOR CHANGE

CONSTRUCTION COST

COST SUMMARY OPTION A.1

2016 DOLLARS

TOTAL CAPITAL & OPERATIONAL COST - PHASE I CONSTRUCTION

Square Feet

6,140 SF Renovation of Existing Building

Cost Range Phase I (2016)

Renovation	\$98 to \$115 /SF
New Construction	\$229 to \$343/SF

A. Capital Cost Range

Low Range High Range

Building Cost

Renovation (2016)	6,140 SF \$ 98 to \$115	\$601,720 to	\$706,100
New Addition (2016)	0 SF \$ 229 to \$343	\$0 to	\$0
Entry/Façade Modification	Allowance	\$0	\$0
Outdoor Programming Element	Allowance	\$0	\$0
Furniture and Equipment	Allowance	\$90,000	\$12,000
Technology	Allowance	\$10,000	\$30,000

Subtotal Capital Cost \$701,720 \$748,100

Professional Fee \$56,138 \$59,848

Total Capital Cost Phase I \$757,858 \$807,948

B. Additional Annual Operational Cost Range

Additional Utility Operating Cost	\$13,500
Additional Maintenance Cost	\$5,000
Additional Staff Member Cost	\$35,409

2020 DOLLARS

TOTAL CAPITAL & OPERATIONAL COST - PHASE II CONSTRUCTION

Square Feet

5,860 SF Renovation of Existing Bldg

1,560 SF Building Addition

Cost Range Phase II (2020)

Renovation	\$108 to \$129 /SF
New Construction	\$253 to \$379/SF

A. Capital Cost Range

Low Range High Range

Building Cost

Renovation (2020)	5,860 SF \$ 108 to \$129	\$632,880 to	\$755,940
New Addition (2020)	1,560 SF \$ 253 to \$379	\$394,680 to	\$591,240
Entry/Façade Modification	Allowance	\$80,000	\$120,000
Outdoor Programming Element	Allowance	\$50,000	\$80,000
Furniture and Equipment	Allowance	\$100,000	\$140,000
Technology	Allowance	\$20,000	\$40,000

Subtotal Capital Cost \$1,277,560 \$1,727,180

Professional Fee \$102,205 \$138,174

Premium cost to bid and remobilize contractor \$38,327 \$51,815

Total Capital Cost Phase II \$1,418,092 \$1,917,170

Total Captial Cost Phase I and Phase II construction \$2,175,949 \$2,725,118

Several construction cost indexes are forecasting a 4% increase in the next 12 months then a 3% increase in the next 24 months

PHASED RECONFIGURATION OPTION A.1

OPTIONS FOR CHANGE

PHASE I CONSTRUCTION

Kitchen

- New Room Configuration
- Pantry Type Kitchen
- Cost-\$54,600-\$60,400

Storage Room

- Modify Existing Room Configuration
- Limited updates
- Cost-\$22,750-\$28,000

Flex Space

- Keep Existing Room Configuration
- New Folding Partition Wall
- Updated Finishes
- Cost-\$255,000-\$306,000

Existing Wing

- Existing Room Configuration to remain

Group Fitness Room

- Keep Room Configuration
- Update Finishes
- Cost-\$16,200-\$18,900

Group Fitness Room

- New Room Configuration
- Cost-\$87,000-\$96,400

Fitness Room

- New Room Configuration
- New Equipment
- Cost-\$52,350-\$99,000

New Restrooms

- 570 SF Building Addition
- Cost-\$253,410-\$334,070

Existing Wing

- Existing Room Configuration to remain

Entry/Façade Modification

- Existing entry to remain
- Change handicap parking configuration

ATTRIBUTES

- As presented in February Council Meeting

OPTIONS FOR CHANGE

PHASE II CONSTRUCTION

ATTRIBUTES

- As presented in February Council Meeting

Recreation Office

- Centralized Location
- Maximum Staff (6)
- New Room Configuration
- Cost-\$98,020 - \$112,000

Activity Room

- New Room Configuration
- Cost-\$102,200-\$118,200

Building Addition

- Enclose Existing Porte-Cochere
- Utilize Existing Roof Structure
- 750 SF
- Cost-\$238,060-\$296,360

Adult Activity Zone

- New Room Configuration
- Utilize Existing Toilet
- New Kitchen Configuration
- Cost-\$291,000 - \$332,750

Entry/Façade Modification

- Create New Architectural Element to define entry
- New Landscaping
- Electronic Sign
- Cost-\$80,000-\$120,000

PHASED RECONFIGURATION OPTION A.2 – PHASE II

OPTIONS FOR CHANGE

CONSTRUCTION COST

COST SUMMARY OPTION A.2

2016 DOLLARS

TOTAL CAPITAL & OPERATIONAL COST - PHASE I CONSTRUCTION

Square Feet

6,140 SF Renovation of Existing Building

690 SF Building Addition

Cost Range Phase I (2016)

Renovation

\$98 to \$115 /SF

New Construction

\$229 to \$343/SF

A. Capital Cost Range

Low Range

High Range

Building Cost

Renovation (2016) 6,140 SF \$ 98 to \$115 \$601,720 to \$706,100

New Addition (2016) 690 SF \$ 229 to \$343 \$158,010 to \$236,670

Entry/Façade Modification Allowance \$0 \$0

Outdoor Programming Element Allowance \$0 \$0

Furniture and Equipment Allowance \$90,000 \$12,000

Technology Allowance \$10,000 \$30,000

Subtotal Capital Cost \$859,730 \$984,770

Professional Fee \$68,778 \$78,782

Total Capital Cost Phase I **\$928,508** **\$1,063,552**

B. Additional Annual Operational Cost Range

Additional Utility Operating Cost \$13,500

Additional Maintenance Cost \$5,000

Additional Staff Member Cost \$35,409

2020 DOLLARS

TOTAL CAPITAL & OPERATIONAL COST - PHASE II CONSTRUCTION

Square Feet

5,860 SF Renovation of Existing Building

870 SF Building Addition

Cost Range Phase II (2020)

Renovation

\$108 to \$129 /SF

New Construction

\$253 to \$379/SF

A. Capital Cost Range

Low Range

High Range

Building Cost

Renovation (2020) 5,860 SF \$ 108 to \$129 \$632,880 to \$755,940

New Addition (2020) 870 SF \$ 253 to \$379 \$220,110 to \$329,730

Entry/Façade Modification Allowance \$80,000 \$120,000

Outdoor Programming Element Allowance \$50,000 \$80,000

Furniture and Equipment Allowance \$100,000 \$140,000

Technology Allowance \$20,000 \$40,000

Subtotal Capital Cost \$1,102,990 \$1,465,670

Professional Fee \$88,239 \$117,254

Premium cost to bid and remobilize contractor \$33,090 \$43,970

Total Capital Cost Phase II **\$1,224,319** **\$1,626,894**

Total Captial Cost Phase I and Phase II construction **\$2,152,827** **\$2,690,445**

Several construction cost indexes are forecasting a 4% increase in the next 12 months then a 3% increase in the next 24 months

PHASED RECONFIGURATION OPTION A.2

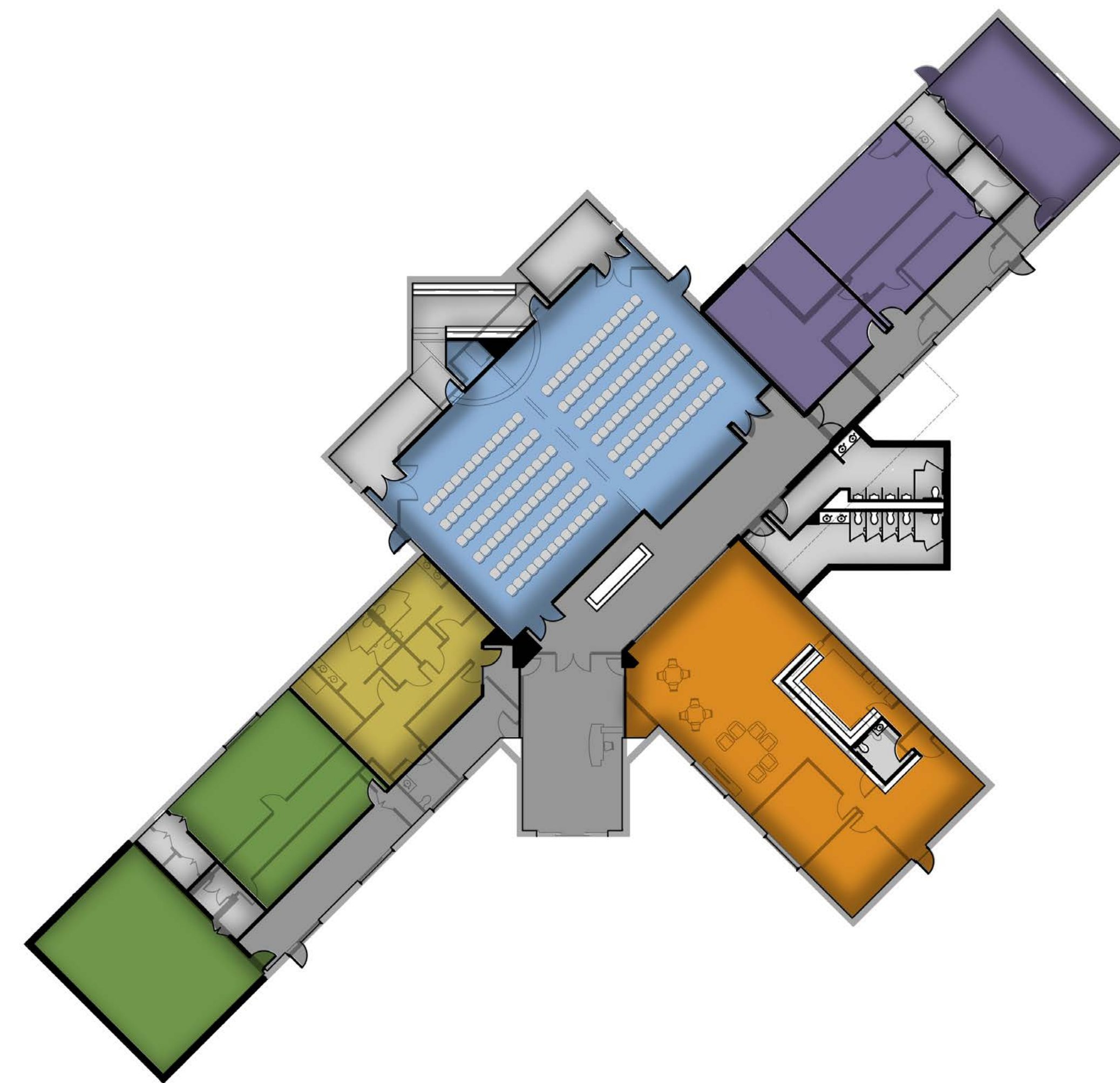
COST SUMMARY ALL OPTIONS

PHASED CONSTRUCTION OPTIONS OF PREFERRED PLAN OPTION A

OPTION A (NO PHASING)

Total Capital Cost (2016 Dollars)

Range \$1,814,124 To \$2,388,977



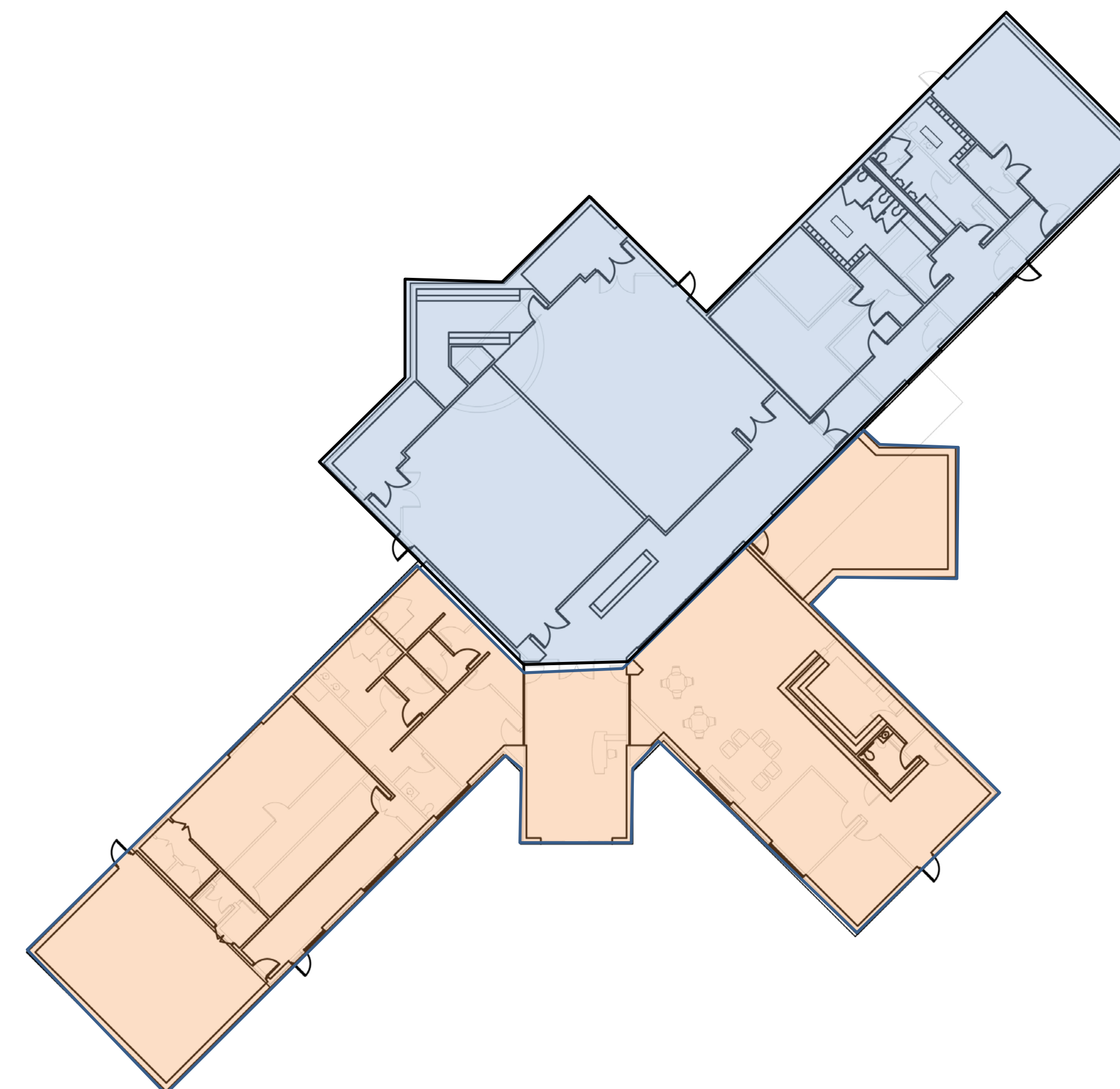
BENEFITS

- Complete renovation
- Most cost effective

OPTION A.1 (PHASE I -2016, PHASE II-2020)

Total Capital Cost (2016 -2020 Dollars)

Range \$2,175,949 to \$2,725,118



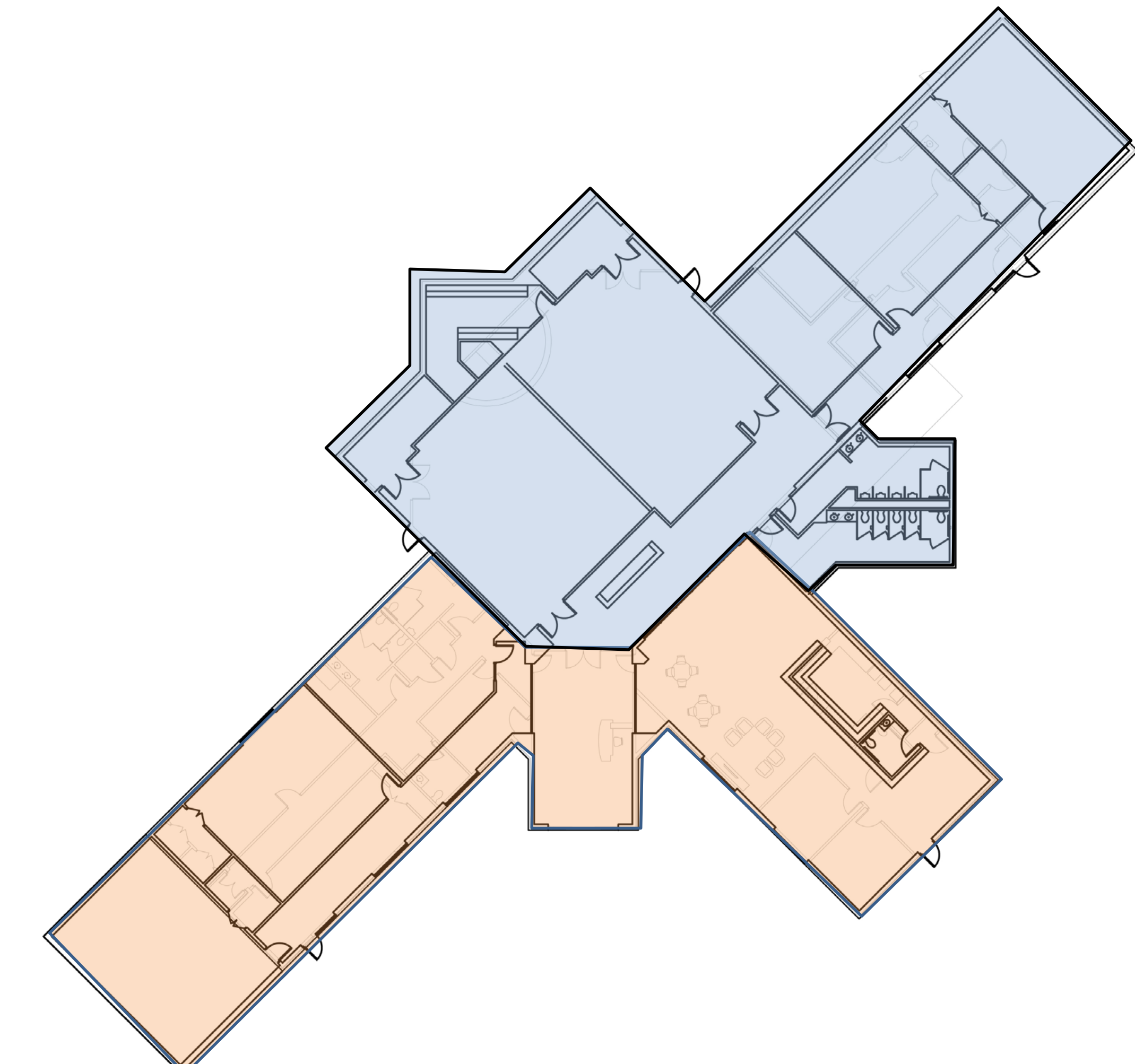
BENEFITS

- Lower initial Phase I cost

OPTION A.2 (PHASE I-2016, PHASE II-2020)

Total Capital Cost (2016-2020 Dollars)

Range \$2,152,827 To \$2,690,445



BENEFITS

- Maximize program space
- Small Phase II construction = less cost

CHANGING THE FACILITY BASED ON PRIORITIES

FUNDING OPTIONS

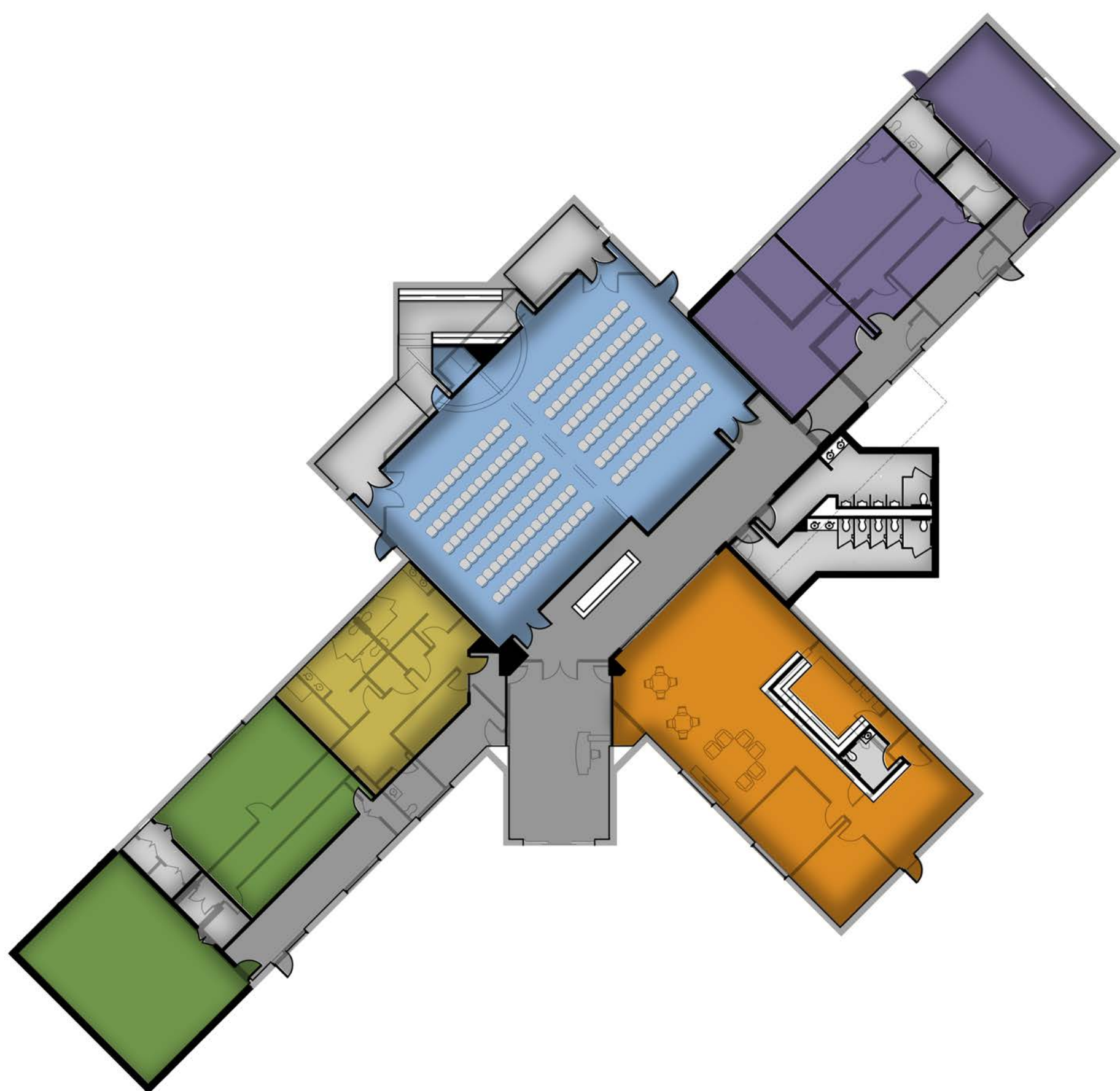
PHASED CONSTRUCTION OPTIONS OF PREFERRED PLAN OPTION A

OPTION A (NO PHASING)

Total Capital Cost (\$2,388,977)

BUILDING

CEDC FY 2014	\$125,000
CEDC FY 2015	\$900,000
CEDC FY 2016	\$200,000
Parks Tomorrow	\$1,100,000
Park Land Dedication	\$80,000
TOTAL	\$2,405,000



OPTION A.1 (PHASE I -2016, PHASE II-2020)

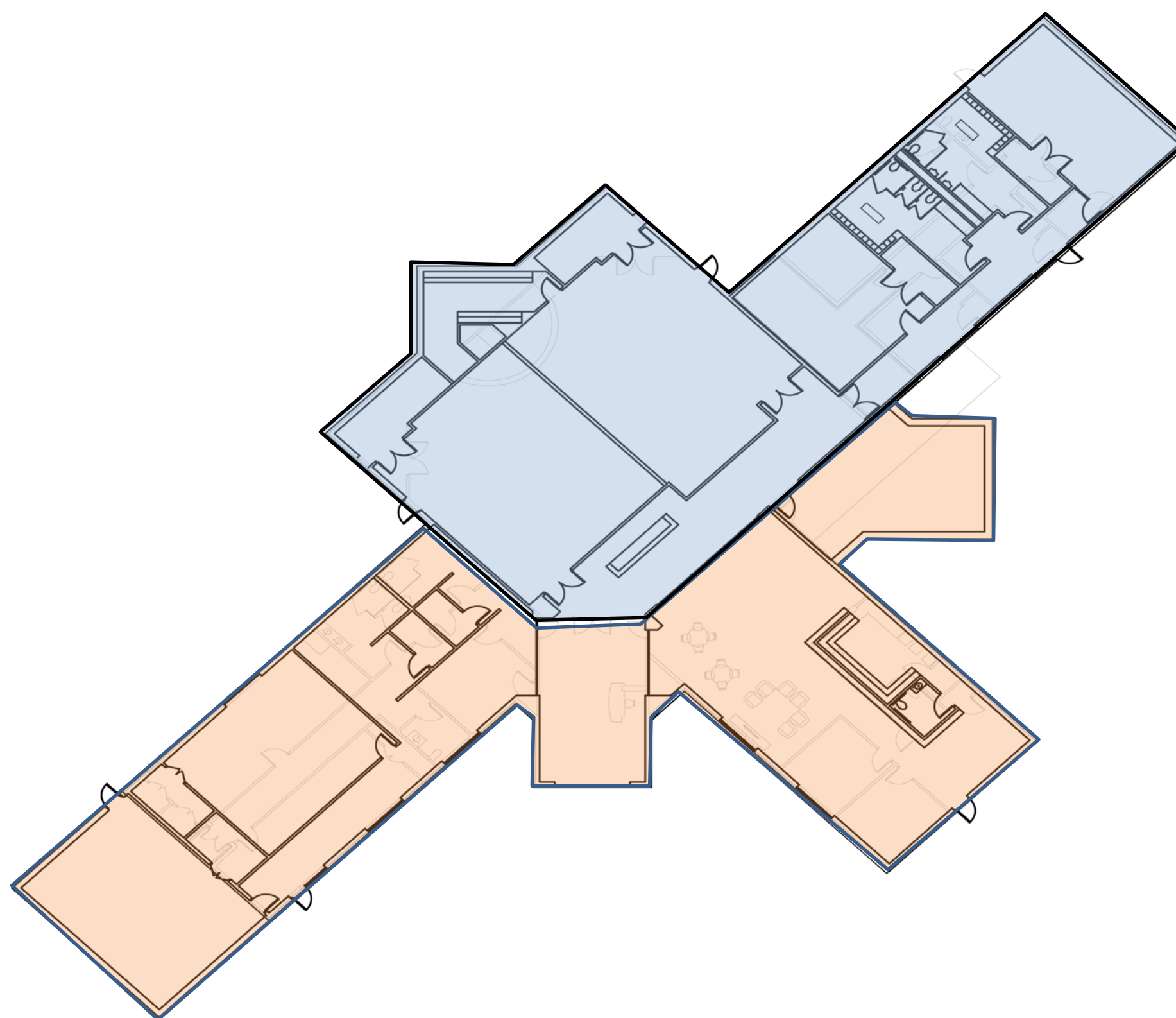
Total Capital Cost (\$2,725,118)

2016 CONSTRUCTION PHASE I

CEDC FY 2014	\$125,000
CEDC FY 2015	\$900,000
TOTAL	\$1,025,000

2020 CONSTRUCTION PHASE II

CEDC FY 2016	\$325,000
CEDC FY 2017	\$325,000
CEDC FY 2018	\$325,000
CEDC FY 2019	\$325,000
CEDC FY 2020	\$325,000
Park Land Dedication	\$80,000
TOTAL	\$1,705,000



OPTION A.2 (PHASE I-2016, PHASE II-2020)

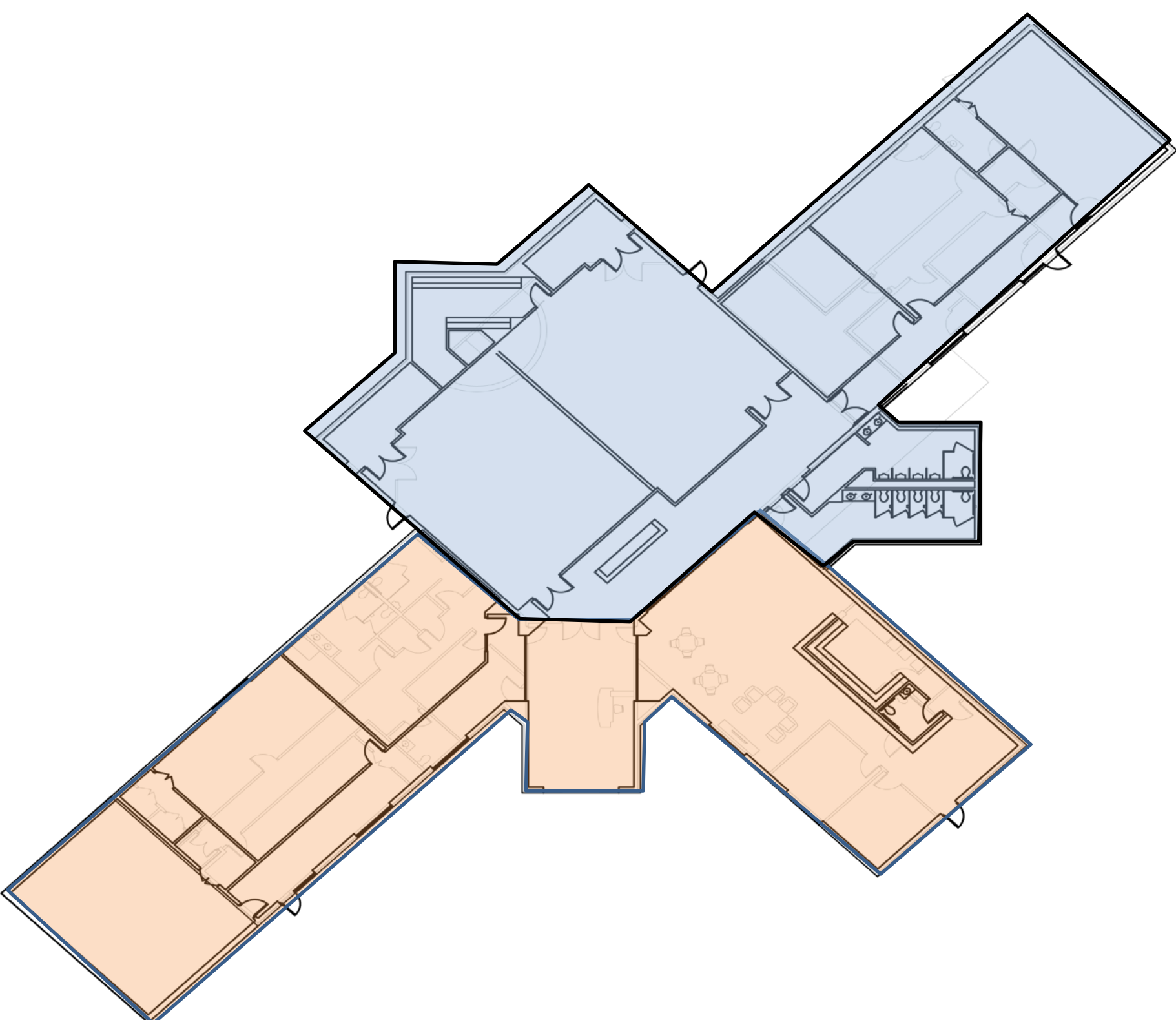
Total Capital Cost (\$2,690,445)

2016 CONSTRUCTION PHASE I

CEDC FY 2014	\$125,000
CEDC FY 2015	\$900,000
CEDC FY 2016	\$40,000
TOTAL	\$1,065,000

2020 CONSTRUCTION PHASE II

CEDC FY 2016	\$310,000
CEDC FY 2017	\$310,000
CEDC FY 2018	\$310,000
CEDC FY 2019	\$310,000
CEDC FY 2020	\$310,000
Park Land Dedication	\$80,000
TOTAL	\$1,630,000



CHANGING THE FACILITY BASED ON PRIORITIES



City of Colleyville Colleyville City Council Worksession Agenda Briefing

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

Agenda Number	Agenda Date	Number
2d	05/28/2014	
Type Presentation and Discussion		
Department Human Resources		
Title		
Presentation and discussion of compensation and market analysis		

Explanation

The purpose of this item is to receive the City Council's direction on the yearly and long-term maintenance of salary ranges in our compensation system.

History/Background

Over time, the City's classification and compensation system, which was last updated in 2006, became uncompetitive and contained outdated job-related factors, which created internal equity and limited the quality of applicants. The new job classification and compensation system, implemented in October 2013, contains a philosophy that plans for the long-term through a multi-year budget forecast, and provides greater opportunity to recruit, motivate, and retain successful and exceptional employees (Attachment A). It shifted from a traditional grade system containing over 100 narrowly-defined job classifications to a broad-banding system containing 30 broader, more flexible job classifications. Broad-banding is a method of grouping jobs that results in a salary structure constructed of few levels, with wide salary ranges. It is a successful job classification tool used in both private and public agencies such as Bank of America, Boeing, General Electric, IBM, Central Intelligence Agency, City of College Station, Texas; City of Charlotte, North Carolina; and the states of South Carolina and Virginia. In a 2013 national survey conducted among public sector organizations throughout the country, 32 percent of the respondents indicated they were either using or planned to implement a broad-band salary structure.

The broad-band philosophy incorporates internal equity which means positions in the City of Colleyville that require similar decision-making authority, leadership responsibilities, and job complexity are grouped, or classified, together. Classifying jobs by evaluating these few key elements lends itself to a simpler job classification process by saving time spent analyzing changes in a job. Also, by reducing the number of position-based distinctions between levels of work, there is greater flexibility to cross-train employees and manage changes in workload. For example, the previous job classification of a Plans Examiner position and a Building Inspector position now share the same job classification of Maintenance and Operations Project Specialist. In this example, an employee who reviews development plans is also cross-trained to inspect buildings for code compliance. The employee's applicable skill set is maximized in accordance with current workload and business priorities so that the needed service is provided to the citizens of Colleyville in an efficient and seamless manner.

The philosophy also incorporates market competitiveness, which is to pay employees, on average, at the 50th percentile of the market rate. This means half of the market pays more than Colleyville and half of the market pays less. The market rate represents the value of a job for a fully functioning and successful employee. The market comparisons for non-sworn positions includes the public and private sector because we compete for employees from both of these sectors. The market comparisons for sworn positions includes the public sector only because we typically compete for employees only in the public sector. Actual salaries of certain Colleyville positions are compared to similar external positions in the comparable market sectors to create the new salary ranges. The midpoint of the salary range for non-sworn positions represents the 50th percentile, or market rate, for that job whereas the maximum of the salary range for sworn public safety positions represents the 50th percentile, or market rate, for that job.

The new salary structure has wider ranges, which means there is more salary room between the minimum and maximum of the salary ranges. This provides hiring supervisors better flexibility to pay new hires within the new pay range based on the value they bring to the job through their individual skill sets and experience, and in accordance with the specific market conditions that might exist for that job.

Salary movement through the range is based on changes in the comparative labor market, and for successful and exceptional employee performance. In FY 2014, the City Council approved \$415,000, approximately three percent of payroll, for market adjustments and merit increases. This allowed competitive adjustments in the compensation system, which had not been updated since 2006. Of this amount, approximately \$393,736 was actually used in either market adjustments or merit raises.

Market Adjustments

Based on the comprehensive market study conducted in the spring of 2013, the City Council approved market adjustments in October 2013 to employees who were paid below the minimum of the new pay ranges, not to exceed 10% per year. This impacted 73 employees and cost approximately \$237,722 in salary and benefits to all funds. Seventeen of the capped employees will receive the remainder of their market adjustment in October 2014 and will cost approximately \$72,063 in salary and benefits to all funds. Three of the capped employees will receive the remainder of their market adjustment over the next two fiscal years, ending in October 2015, and will cost approximately \$2,766 in salary and benefits to all funds. These costs are based on moving employees to the minimum of the salary structure in effect as of October 2013 and does not factor in any potential increase in the salary structure for FY 2015 and FY 2016.

To maintain this more competitive system and keep it current, staff recommends a

two-pronged approach: long-term comprehensive maintenance, coupled with annual salary structure updates to keep abreast of any necessary market adjustments.

For long-term maintenance, a comprehensive salary survey should be conducted every three to four years to review our overall competitiveness in the labor market. The cost for this type of survey can vary from around \$10,000 to \$30,000, depending on the scope of work and the vendor. Conducting a comprehensive survey every three to four years provides a better return on investment by staggering the cost of the survey. To help alleviate significant salary lags between surveys, staff recommends making an annual market adjustment to the salary structure. This avoids an annual survey expense, yet helps maintain market competitiveness with smaller salary adjustments. These annual adjustments could be based on data from published sources, such as the consumer price index, and professional employment organizations that provide information about salary trends such as World at Work, the Society for Human Resource Management, and Challenger, Gray and Christmas Incorporated. The application of these salary structure adjustments could be handled in any of the following three ways. (For purposes of this presentation, the breakdown includes a 1 percent and a 2 percent adjustment and includes the cost of salary and benefits to all funds):

1. Move employees who fall out of the new range to the minimum by the same percentage of the salary structure increase. For example, if the salary structure increases by 1 percent, it would cost approximately \$33,923 to move up employees paid below the new minimum. It would cost approximately \$69,204 if the structure increased by 2 percent.
2. Move employees who fall below the market rate by the same percentage of the salary structure increase. This would cost approximately \$118,332 using a 1 percent structure increase and approximately \$213,050 using a 2 percent structure increase.
3. Move all employees by the same percentage of the salary structure increase. The cost would be approximately \$157,000 for a 1 percent adjustment and \$314,000 for a 2 percent adjustment.

Merit Increases

Merit increases are based on employee performance. The new performance management system was introduced in FY 2014 and holds employees accountable through a results-oriented analysis, rather than employee behaviors. Employees are now evaluated on three components:

1. Our City values of integrity, service and innovation as codified in the Colleyville Way (Attachment B);

2. The core functions of the job as codified in each employees' job classification description;
3. Specific assignments or projects assigned, or that arose, during the review period that would, by most measures, be considered "over and above" an employee's normal scope. For instance, researching, developing, and implementing a native mobile app in communications and marketing, or undertaking development, construction, and launch of a new park improvement by the parks superintendent.

The performance management system has a 12-month cycle. The review period was moved from an anniversary date to an April through March timeframe for all employees each year, providing supervisors better consistency and focus on evaluating employee performance, and making budgetary projections easier to manage. Probationary employees, who have not occupied their current position for the full 12 months, receive a six-month introductory evaluation before transitioning to the annual review process.

Initially, employees work with their supervisor to establish goals and objectives for the desired job results. Supervisors provide feedback and instruction throughout the year, adjusting the original goals or objectives as business priorities change. Before the end of the review period, the employee completes a self-evaluation, identifying accomplishments for that year (Attachment C). The supervisor then provides a final performance assessment and rates the employee in one of three categories (Attachment D):

- Exceptional - performance significantly and consistently exceeds expectations
- Successful - performance consistently meets expectations
- Needs Improvement - performance inconsistently meets expectations

An employee receiving a needs improvement rating is placed on a performance improvement plan to help the employee succeed or eventually bring their employment with the City to an end (Attachment E). Merit increases are based on employee performance at either a successful or an exceptional level, as funding allows. Employees earning at or above the market rate of their job requires an exceptional rating to be eligible for a merit increase. Employees receiving a needs improvement rating are not eligible for a merit increase.

Summary

The objective of the compensation system is to keep the City competitive in hiring, provide a merit system to retain good and great employees, and to hold all employees accountable for job performance and service delivery. The recommended program maintenance strategy, including periodic comprehensive market salary assessments, coupled with small market adjustments on an annual basis, minimizes costs, yet continues to address the primary objectives of the salary structure.

Attachments

1. Compensation and Market Analysis Presentation
2. Attachment A - Colleyville Compensation Philosophy and Strategy
3. Attachment B - The Colleyville Way
4. Attachment C - Employee Self-Evaluation Form
5. Attachment D - Employee Performance Management and Evaluation Form
6. Attachment E - Employee Performance Improvement Plan (PIP) Form

Compensation System Discussion

**City Council Worksession
May 28, 2014**

Overview



- Broader job classifications
- Internal equity
- External market competitiveness (50th percentile)
- Compensation set by market forces; salary increases based on employee performance

Market Adjustments



Recommendations for Salary Structure Maintenance

LONG-TERM APPROACH

Conduct comprehensive market salary survey every three (3) to four (4) years

- Cost of survey/staff time is incurred every few years (better return on interest)
- Couple with annual salary structure review/adjustment in off-years to offset significant salary lag

ANNUAL APPROACH

Apply overall salary structure adjustment in years that comprehensive market survey is not conducted

- No survey expense; data can be obtained from published source(s)
- Aids to maintain market competitiveness in lieu of comprehensive survey
- Smaller salary increase expense

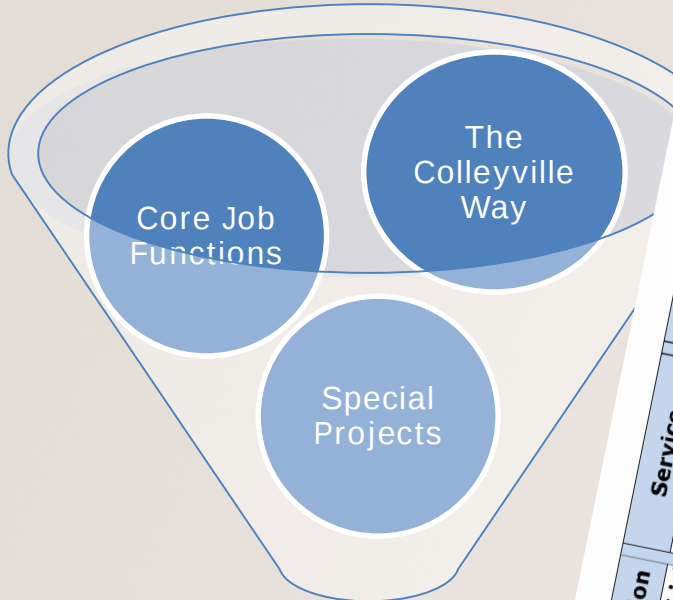
Market Adjustments



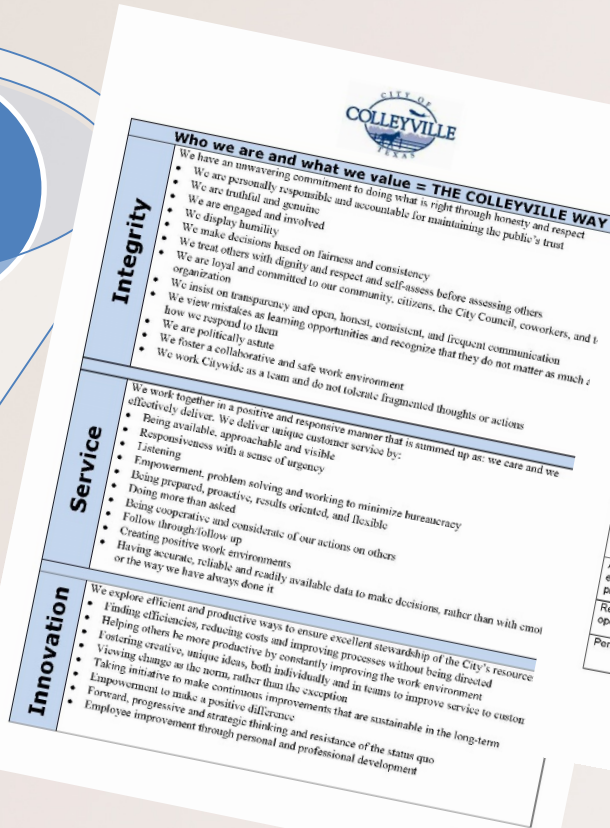
Application of Salary Structure Adjustments*	
Move employees to minimum	1% = \$ 33,923 2% = \$ 69,204
Move employees below market rate	1% = \$118,332 2% = \$213,050
Move all employees	1% = \$157,000 2% = \$314,000

*Employees with needs improvement rating on last review not eligible for salary structure adjustment

Employee Performance Accountability



Job Results



CITY OF COLLEYVILLE		
CLASS SPECIFICATION		
M&O Project Specialist		
OCCUPATIONAL GROUP	BAND/GRADE/SUBGRADE	FLSA STATUS
Maintenance & Operations	B24	Non-Exempt
CLASS SUMMARY: As assigned, incumbents provide project oversight for activities such as responding to sanitary sewer and hazardous materials spills; inspecting buildings and public works for compliance with codes; overseeing capital improvement and construction projects; and performing engineering technician studies and project execution.		
ESSENTIAL DUTIES: This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Provides project oversight, review and/or inspection of activities, facilities, or equipment related to assigned area. Schedules and meets with internal and external customers to provide information, technical data, and review comments. Manages special projects as assigned.		PERCENT OF TIME
Prepares regulatory reporting, inspection reports, cost estimates, plans, specifications and/or responses to information requests. Develops and maintains databases, spreadsheets and reports for monitoring and measuring statistics and information.		Daily 30%
Reviews plans and permits to ensure compliance and that reporting requirements are met. Reviews, inspects and analyzes operations and processes. Provides feedback and documentation of review and/or recommendations.		Daily 20%
Solicits bids and proposals for services; Manages the procurement and administration of service contracts. Provides administrative support for department related projects and programs. Provides training and orientation as needed.		Daily 15%
Assists in developing budget and monitoring project costs and other expenditures; Prepares, monitors and maintains tracking reports, databases, presentations and other related tools or documents.		Weekly 10%
Reviews and evaluates processes and procedures; recommends changes for operational improvements.		Monthly 5%
Performs other duties of a similar nature and level as assigned.		Monthly 5%
		As Required

Performance Review Cycle



Summary



- The objective of the salary system is to:
 - Keep the City competitive in hiring
 - Provide a merit system to retain good and great employees
 - Hold all employees accountable for job performance and service delivery
- The recommended program maintenance strategy, including periodic comprehensive market salary assessments, coupled with small market adjustments on an annual basis, minimizes costs, yet continues to address the primary objectives of the salary structure.

Questions and Comments



CITY OF COLLEYVILLE
COMPENSATION PHILOSOPHY & STRATEGY
Effective Fiscal Year 2014

PURPOSE	
▪ The City of Colleyville (City) values its employees as the key to providing efficient, effective, responsive and creative public services. ▪ The purpose of a compensation system is to support the recruitment, motivation and retention of well-qualified employees. In order to obtain and maintain taxpayer support, the compensation system should be fiscally sound and cost effective while supporting the employees of the City by encouraging them to be responsive to customers/taxpayers. ▪ The compensation system shall be administered in an efficient, cost effective, responsive, fair and equitable manner to meet the needs of all stakeholders including elected officials, managers, employees and citizens of the City.	
GOAL 1 – ORGANIZE THE WORK	
To provide for a simplified flexible classification system that defines the general scope and complexity of the work required. The classification system will also facilitate internal equity across all jobs within all departments of the City.	
	Objective 1 – Broad Class Structure
	To establish a classification structure that reflects meaningful and measurable differences in the level of work within each occupational group but maintains the flexibility necessary for employee growth and efficient management.
	Strategies – Broadly Defined Classes
	▪ The classification system will consist of <u>broadly defined</u> classes that reflect the essential duties and responsibilities performed by incumbents in each class. This approach will facilitate flexibility in the assignment of duties to individual employees within the job classification. ▪ Where practical and feasible within each occupational group, there will be an opportunity for career advancement opportunities. The differences in job levels will be clearly defined and defensible.
	Objective 2 – Classification Structure
	The classification plan will meet the current needs of the departments while providing maximum flexibility to manage and organize the work in a changing environment.



CITY OF COLLEYVILLE
COMPENSATION PHILOSOPHY & STRATEGY
Effective Fiscal Year 2014

	Strategies – Classification System Maintenance
	▪ The existing classification system will <u>be reviewed to identify current requirements</u> that may inhibit management flexibility. Recommendations will be made to make the system consistent with the City's goals and objectives and will position the City to be responsive to change. ▪ The <u>class specifications</u>, including the statements of essential duties, minimum qualifications, and physical requirements, will be written to reflect the current needs of the City. The goal is to ensure that new hires are qualified and capable of performing the work required. Incumbents who currently do not meet the minimum qualifications will be grandfathered into their current classes. However, any incumbent not meeting the new minimum requirements will be required to acquire the applicable knowledge and/or skills within a reasonable time period so that they will be qualified for their job. Otherwise, the employee may apply for vacant positions elsewhere in the City, or other positions external to the City, for which they qualify.
	Objective 3 – Reclassification of Jobs
	The reclassification process will be administered by the Human Resources Department in an efficient, cost effective, responsive, fair, and equitable manner to meet the needs of both the City and its employees. Because the City has adopted the concept of broad job classifications, the number of reclassifications should be minimal since the differences between classifications will be clearly defined.
	Strategies – Reclassification Process
	▪ Timetables will be established which will set the time the reclassifications will be reviewed and acted upon. ▪ Responsibilities for each step of the reclassification process will be established to include the employee, department head, and the Human Resources Department. ▪ Employees will be notified in writing of the results of the reclassification process and the reasons for approval or denial. ▪ Employees who are reclassified will not receive any adjustment in their base compensation unless the salary range for the class into which they are reclassified has a minimum salary that exceeds the employee's current salary. Reclassification should not be used to circumvent promotions into a higher job classification.
	Objective 4 – Creation of New Jobs
	The classification system will be responsive to organizational and environmental change through the creation of new classes and redefinition of job responsibilities as defined by the City and its departments.



CITY OF COLLEYVILLE
COMPENSATION PHILOSOPHY & STRATEGY
Effective Fiscal Year 2014

	Strategies – New Job Development Process
	▪ The <u>class specifications will be reviewed</u> by the departments on an <u>annual basis</u> to ensure they meet current needs. The Human Resources Department will facilitate the review process. ▪ The Human Resources Department will <u>respond to department requests for individual reclassification</u>, and will assist with the revision of class specifications and development of new class specifications within the broad class concept, as necessary to meet the on-going operational requirements of the City.
GOAL 2 – DISTRIBUTE PAY	
The compensation system should reflect economic conditions of the various occupational labor markets in which the City competes. The system should also reward employees who perform at above-standard levels within their respective job class.	
	Objective 1 – Compensation Levels
	Compensation levels should reflect the multiple labor markets (both public sector and private sector) in which the City competes. The value of compensation offered to City employees shall be consistent with the value of compensation offered by employers with whom the City must compete within both the public and the private sectors.
	Strategies – Executive Level Classes
	▪ For FLSA exempt classes and jobs that are most commonly found in the public sector, the labor market should include the various government entities within Texas. The jurisdictions and organizations should be similar in size and character and perform a similar range of services as the City. Salary comparisons shall reflect the cost of labor differences for each geographic location.
	Strategies – All Other Classes
	▪ For FLSA non-exempt classes, the labor market should include public and private sector employers in the Dallas/Fort Worth metropolitan area that are of a similar size and complexity to the City and/or with whom the City competes for such employees.
	Objective 2 – Market Parity
	Pay grade midpoints should approximate the actual average salaries paid to positions in the relevant labor market(s) as reported in salary survey and market pricing results. Pay range minimums and maximums should be established from survey/market pricing results to provide for market parity within the pay structures.



CITY OF COLLEYVILLE
COMPENSATION PHILOSOPHY & STRATEGY
Effective Fiscal Year 2014

	Strategies – Range Spans
	▪ The salary structure should provide sufficient breadth with range spans based on the level of the job classification and market information. Typically, salary ranges for lower level jobs are narrower than for upper level jobs. For example, defined jobs within an organization might have a maximum salary that is only 20% to 25% greater than the salary range minimum for the job class. For executive level jobs, the salary range maximum may be as much as 75% to 90% greater than the minimum of the salary range for the class. This range spread at higher levels in the organization reflects a variety of factors including a longer learning curve, greater consequence of error, the cost of recruitment and training, and increasing value to the organization over time. As class structures become broader to accommodate simplification and flexibility, broader salary ranges will have higher maximum rates of pay than with a narrow structure.
	Strategies – Depth of Range Progression
	▪ The salary structure should provide sufficient depth to achieve midpoint progression between salary ranges of five to ten percent. (This is the percentage difference in salary range midpoints from one level or salary grade to the next.) The salary structure is based on a multiple regression model using salary survey results. (Most regression models exclude outliers that exceed two standard deviations from the norm.)
	Strategies – Process for Salary Progression
	▪ The length of time for progression within the salary range should increase as jobs move up the salary grade structure. Progression within the salary range should be based on proficient or competent performance up to the 50th percentile or job rate of the established salary range. Progression above the job rate of the salary range shall be based on performance that is above proficient and should be tied to the performance management process. Compensation above the job rate will be performance based and may be added to base compensation or may be granted as a one-time bonus.
	Strategies – Job Rate Percentile
	▪ Each classification should have a job rate (the midpoint for non-sworn positions and the maximum for sworn positions) set at a percentage of the actual average salary paid incumbents occupying like positions in the relevant labor market. The job rate shall approximate the 50th percentile or the median of pay for like positions in the labor market.
	Strategies – Hiring Range
	▪ The hiring range is from the range minimum for minimally acceptable qualified candidates to the job rate for exceptionally well qualified candidates.



CITY OF COLLEYVILLE
COMPENSATION PHILOSOPHY & STRATEGY
Effective Fiscal Year 2014

	Appointment above the mid-point will require the approval of the City Manager.
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Who we are and what we value = THE COLLEYVILLE WAY

Integrity

- We have an unwavering commitment to doing what is right through honesty and respect
- We are personally responsible and accountable for maintaining the public's trust
 - We are truthful and genuine
 - We are engaged and involved
 - We display humility
 - We make decisions based on fairness and consistency
 - We treat others with dignity and respect and self-assess before assessing others
 - We are loyal and committed to our community, citizens, the City Council, coworkers, and to the organization
 - We insist on transparency and open, honest, consistent, and frequent communication
 - We view mistakes as learning opportunities and recognize that they do not matter as much as how we respond to them
 - We are politically astute
 - We foster a collaborative and safe work environment
 - We work Citywide as a team and do not tolerate fragmented thoughts or actions

Service

- We work together in a positive and responsive manner that is summed up as: we care and we effectively deliver. We deliver unique customer service by:
- Being available, approachable and visible
 - Responsiveness with a sense of urgency
 - Listening
 - Empowerment, problem solving and working to minimize bureaucracy
 - Being prepared, proactive, results oriented, and flexible
 - Doing more than asked
 - Being cooperative and considerate of our actions on others
 - Follow through/follow up
 - Creating positive work environments
 - Having accurate, reliable and readily available data to make decisions, rather than with emotion or the way we have always done it

Innovation

- We explore efficient and productive ways to ensure excellent stewardship of the City's resources by:
- Finding efficiencies, reducing costs and improving processes without being directed
 - Helping others be more productive by constantly improving the work environment
 - Fostering creative, unique ideas, both individually and in teams to improve service to customers
 - Viewing change as the norm, rather than the exception
 - Taking initiative to make continuous improvements that are sustainable in the long-term
 - Empowerment to make a positive difference
 - Forward, progressive and strategic thinking and resistance of the status quo
 - Employee improvement through personal and professional development



Integrity - Service - Innovation

EMPLOYEE SELF-EVALUATION FORM

This form is the mandatory initiation of the evaluation process to be completed by the employee and provided to the supervisor at least two weeks before the annual or probation performance evaluation meeting. This form is to be attached to the final Employee Performance Management and Evaluation Form.

Employee Name:		Job Title:	
Date:		Signature:	
Evaluation Period: 00/00/2013 to 00/00/2014	Evaluation Type: _____ Annual _____ Probationary _____ Close Out _____ Other		

Please describe and evaluate your job performance during the evaluation period considering:

Overall Job Results – City Values: [Reference The Colleyville Way]

Overall Job Results - Core Job Functions: [Reference Essential Duties of the Job]

Overall Job Results - Specific Assignments/Projects: [Optional Category – Appropriate if assignments/projects were established as evaluation elements]



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EMPLOYEE SELF-EVALUATION FORM

Accomplishments, Recognition, and Strengths:

Areas in Need of Development or Improvement:

Challenges to Meeting Performance Expectations:

Additional Actions and/or Support of Supervisor/Manager that would improve your ability to effectively perform your job:

Additional Skills/Knowledge/Training that would improve your ability to effectively perform your job:

Other Topics for Performance Evaluation Discussion:

Suggested Performance Planning Elements (goals, projects, etc) for the Next Performance Cycle:



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EMPLOYEE PERFORMANCE MANAGEMENT AND EVALUATION FORM

Employee Name:		Job Title:	
Department:		Supervisor:	
Evaluation Period:	Evaluation Type: _____ Annual _____ Probationary _____ Close Out _____ Other		

Overall Performance Rating:

___ **Exceptional:** The employee's performance significantly and consistently exceeds established job expectations. This level of performance recognizes an employee's sustained excellence and accomplishments, such as:

- Consistently raises and exceeds expectations, does more than asked
- Finds efficiencies, reduces costs, improves processes without being asked
- Solves big problems, or finds new opportunities without needing direction
- Is known as an expert by other employees
- Shares knowledge as a process, mentors others regularly
- Helps others be more productive by improving the work environment
- Communicates effectively across and outside the organization
- Attracts additional support and resources
- Personally invested in helping the whole team perform better, both departmental and organization-wide
- Very strategic thinker — redefines the job to meet evolving business needs
- Relentlessly models City's values (Always models and in such a way that it sets the example for others)

Please indicate in the exceptional justification block below specifically how the performance is exceptional.

___ **Successful:** The employee's performance consistently meets the established job expectations. This level of performance recognizes an employee's regular, dependable and predictable accomplishments that supervisors/managers expect, such as:

- Always meet expectations, can be counted on
- Sometimes exceeds expectations
- Sometimes contributes additional value
- Sometimes goes above and beyond expectations
- Does an excellent job, as the job is defined
- Generally positive impact on people and team performance
- Strategic thinker – contributes new ideas, improvements, and/or suggestions
- Can take on big problems or opportunities with minimal direction
- Regularly shares knowledge
- Always models City's values

If an employee is not rated as Exceptional or Needs Improvement, the employee must be rated as Successful.



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EMPLOYEE PERFORMANCE MANAGEMENT AND EVALUATION FORM

___ **Needs Improvement:** The employee's performance inconsistently meets the established job expectations. This level of performance indicates that significant requirements are not completed in the time or manner expected, such as:

- Does not meet commitments, does not do what they say
- Does not show up, does not participate
- Work of poor quality, late, incorrect, and/or frequently needs rework
- Consistently below expectations
- Negative impact on people and team performance
- Needs continuous direction or explanation about the work required
- Does not generally contribute extra effort or energy
- Does not generally share knowledge
- Occasionally models the City's values

This rating requires the development of a Performance Improvement Plan (PIP).

___ **PIP Form attached.**

After the evaluation form has been completed, all approving signatures should be obtained before sharing the evaluation form with the employee.

This document represents my impartial evaluation of the employee's performance for the period under review.

Supervisor Signature:		Date:	
Mgr/Dept Reviewer Signature & Job Title:		Date:	
Final Dept Reviewer Signature & Job Title:		Date:	

This evaluation has been discussed with me. I understand that my signature does not necessarily indicate agreement with this review.

Employee Signature:		Date:	
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EMPLOYEE PERFORMANCE MANAGEMENT AND EVALUATION FORM

Justification for Exceptional Rating			
Supervisor / Manager Signature:			

Part I: Evaluation of Performance - Core Functions [Essential Duties] of the Job Including City Values

Core Job Functions – This section focuses on the contribution of the employee to the essential duties of the job that are core functions and evaluates how well an individual performs the responsibilities required of the position, measures performance related to job accountabilities and essential duties, and focuses on the results an employee achieves.

City Values – This section focuses on the contribution of the employee to the City values as described in The Colleyville Way that support the City's defined values and evaluates how well an individual performs the responsibilities related to the goals, measures performance related to job accountabilities and duties, and focuses on the results an employee achieves.

Directions: Please evaluate the employee by commenting on employee's performance over the course of the performance period. Please provide narrative comments, including specific examples, to explain or support the contribution relative to the City values and essential duties consistent with the overall performance rating and provide context about specific duties and performance.



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EMPLOYEE PERFORMANCE MANAGEMENT AND EVALUATION FORM

CITY VALUES: [Relates specifically to the overall performance related to those defined job results associated with The Colleyville Way]

Comments:

Core Job Functions

Comments:



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EMPLOYEE PERFORMANCE MANAGEMENT AND EVALUATION FORM

Part II: Evaluation of Performance Based on Job Assignments/Projects [OPTIONAL]

Job Assignments/Projects – This section provides the option of identifying 2-4 specific assignments or projects to be specifically evaluated in addition to commenting on Core Job Functions for the performance period. Specific results associated with focused projects or assignments are identified and included as evaluation elements during the performance planning cycle and/or updated during ongoing performance documentation.

Directions: Please fill in 2-4 important major assignments and/or projects in the tables provided. The performance indicators of **1) Demonstrate Knowledge & Skills, 2) Quality of Work, 3) Quantity of Work, and 4) Timeliness of Completion** are to be considered.

<u>ASSIGNMENT / PROJECT:</u>
Comments:

<u>ASSIGNMENT / PROJECT</u>
Comments:



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EMPLOYEE PERFORMANCE MANAGEMENT AND EVALUATION FORM

Part III: Training, Support & Career Development Needs

Professional Development – Identify training and development needs as well as career planning objectives and management support needed to achieve objectives.

Directions: This section is not intended to replace a Performance Improvement Plan (PIP) if the overall rating is “Needs Improvement”. This section is intended to document discussion regarding supervisor/manager and/or employee views of additional support and/or training needed to better address job results and/or career advancement.

Training, Support & Career Development:

Part IV: Performance Planning for the Upcoming Year

New Performance Objectives – This section is designed to identify the focus of core job functions as well as, optionally, assignments/projects of the position and the measures associated with performance related to upcoming job accountabilities, essential duties, and/or assignments/projects. This section focuses on the results an employee is expected to achieve. These projected performance elements may be amended over the course of the performance period as documented.

Directions: Refer to the employee's major assignments/projects for the next evaluation period and the City's values for the upcoming year. Please develop up to **four** areas of focus and/or major assigned project(s) as expected for the coming year in the tables provided keeping in mind the need to understand the performance indicators of **1) Demonstrate Knowledge & Skills, 2) Quality of Work, 3) Quantity of Work, and 4) Timeliness of Completion.**

FOCUS OF JOB RESULTS RELATED TO CITY VALUES: [Refer to The Colleyville Way]

FOCUS OF CORE JOB FUNCTION: [Refer to Essential Duties of the Job]

Comments:



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EMPLOYEE PERFORMANCE MANAGEMENT AND EVALUATION FORM

ASSIGNMENT / PROJECT:

Comments:

ASSIGNMENT / PROJECT:

Comments:



EMPLOYEE PERFORMANCE IMPROVEMENT PLAN (PIP) FORM

This form is to be completed by the supervisor/manager for an employee receiving a Needs Improvement (NI) as an overall performance rating. A copy of this form must be attached to the Employee Performance Management and Evaluation Form.

Employee Name:		Job Title:	
Department:		Supervisor:	
Date PIP Presented:		Associated with:	
00/00/2014		_____ Annual Evaluation _____ Other	

Please complete the following for each area needing improvement. Each area must be discussed with the employee, and reviewed by the supervisor and employee within 30 days. The follow up meeting must be scheduled during the initial meeting.

Area Needing Improvement:
Plan for Improvement:
Result(s) Required by Employee:
Consequences and Timeline for Improvement:
Follow-up Meeting: 00/00/2014, 0:00 a.m./p.m.
Outcome of Follow-up Meeting:

Area Needing Improvement:
Plan for Improvement:
Result(s) Required by Employee:
Consequences and Timeline for Improvement:
Follow-up Meeting: 00/00/2014, 0:00 a.m./p.m.
Outcome of Follow-up Meeting:



EMPLOYEE PERFORMANCE IMPROVEMENT PLAN (PIP) FORM

Area Needing Improvement:
Plan for Improvement:
Result(s) Required by Employee:
Consequences and Timeline for Improvement:
Follow-up Meeting: 00/00/2014, 0:00 a.m./p.m.
Outcome of Follow-up Meeting:

This Performance Improvement Plan (PIP) must be reviewed by the Department Head and Human Resources Director before the Performance Improvement Plan meeting is held with the employee.

Department Head Signature:		Date:	
HR Director Signature:		Date:	

This Performance Improvement Plan (PIP) has been discussed with me by my supervisor/manager and I understand the actions required of me and the consequences of not meeting the requirements detailed within this plan. I understand that unless I fully and satisfactorily complete the requirements of this Performance Improvement Plan (PIP) that I may be subject to further action, up to and including termination of employment.

Employee Signature:		Date:	
Supervisor / Manager Signature:		Date:	

The follow up meeting for this Performance Improvement Plan was conducted. The outcome of the meeting is addressed in the appropriate section(s) above and I understand these outcomes, conditions and requirements.

Employee Signature:		Date:	
Supervisor / Manager Signature:		Date:	



City of Colleyville Colleyville City Council Worksession Agenda Briefing

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

Agenda Number 3e	Agenda Date 05/28/2014	Number
Type Presentation and Discussion		
Department City Manager		

Title

Presentation and discussion of other items with budgetary impact

Explanation

The purpose of this item is to bring forward a few items for discussion that have budgetary impact and should be considered as we begin to develop the FY 2015 budget. These items include potentially offering a Citizens Academy, and Texas Senate Bill 898. This is also an opportunity for City Council to direct staff to review other items to consider in the budget. If City Council would like staff to pursue any of these presented items, staff will put together a budget request to seek direction on how to reprioritize projects to accommodate the resources, both financial and staff time, necessary to implement such.

Attachments

1. Other Items with Budgetary Impact presentation

Other Items with Budgetary Impact

City Council Budget Worksession
May 28, 2014

Citizens Academy

Citizen Academy



UTA Capstone presentation- April 2011

- Goal:
 - Increase applicants for boards and commissions
 - Increase volunteers
 - Increase number of citizens that attend City Council meetings
- Weekly sessions for 8 weeks
- Sessions are 2.5 hours each
- Maximum class size of 20 participants (citizen or business owner)
- No cost for participants
- Supplies and materials approx. \$1,500

Sample Curriculum



Session 1: Course Overview and Introduction

Session 2: Strategic Services/Municipal Courts

Session 3: Public Works

Session 4: Community/Economic Development

Session 5: Public Safety Night

Session 6: Leisure Services

Session 7: Colleyville's Regional Role

Session 8: Boards and Commissions/Graduation

Citizen Academy



- Supplies and materials approx. \$1,500
- Staff time
 - Coordinator(s)- 6 hours per week for 8 weeks, plus approx. 40 hours for preparation/coordination and course design (\$4,565)
 - Department Directors- 4 hours on lecture night, plus 4-6 hours of preparation (\$6,151)
 - Communications Director- 8 hours for promotion of Citizens' Academy and application for participation (\$489)
 - If an alumni association is created, communication and coordination with that group would require staff time as well

Texas Senate Bill 898

Texas Senate Bill 898 (SB 898)



Enacted in September of 2011, SB 898 signified the continuance of previously enacted Senate Bills aimed at encouraging energy efficiency in Texas public entities

SB 898 requires that public entities:

1. Establish a goal to reduce entity electrical consumption by at least 5 (five) percent each year for 10 (ten) years, beginning September 1, 2011.
2. Submit a report to the State Energy Conservation Office (SECO) annually regarding the entity's progress and efforts to meet the 5% goal to reduce electrical consumption.
3. A political subdivision, institute of higher education or state agency that does not attain the goals established must provide justification in the SB898 report that the entity has already implemented all cost-effective measures.

*Entities can request an exemption from the above requirements if all cost-effective measures to reduce electrical consumption have already been implemented.

SB 898 Reporting Requirements



Entities are required to submit annual reports tracking their progress in reaching the 5% goal to reduce energy consumption.

- Entity energy consumption data is reported in the following categories using kilowatt-hours (kWh).
 - Buildings
 - Water (pumps)
 - Wastewater
 - Traffic Lighting
 - Street Lighting
 - Stormwater*
 - Emergency/ Communications*
 - Parks/Landscape*

*For reporting purposes we chose to break consumption data into these additional categories

- The gross square footage of the buildings included in the report is taken into consideration.

SB 898 Reporting Results



Use	SFY 2012 (kWh)	SFY 2013 (kWh)
Buildings	3,348,906	3,110,804
Street Lighting	890,178	871,561
Water (Pumps)	747,189	750,001
Parks/Landscape	321,021	338,493
Emergency/Communications	159,978	160,616
Wastewater	57,025	38,662
Traffic Lighting	17,002	13,974
Stormwater	279	391
Total	5,541,578	5,284,502

4.64%
Reduction in Energy
Consumption

Reduction in energy consumption attributed to:

- Increasing the use of technology in the operation of HVAC and lighting components
- Energy Audits provided by Oncor as part of their Government Facilities Program (GFP)
- Consolidation of network servers by the City's ISM Department
- Colleyville Center's new 20 ton high efficiency HVAC system
- Installation of LED lights in City Hall
- "Efficiency" contract with Trane Heating and Cooling

The Cost of Continued Success



Staff will continue to seek out innovative and cost-effective methods of reducing energy consumption; however future success in reducing energy consumption will rely heavily on upgrading equipment and increasing the use of new technology.

Examples of potential future energy saving projects:

- Installation of high efficiency HVAC units at City Hall, Library and Justice Center
- Retrofitting existing light fixtures with LED bulbs
- Installing motion sensors to activate lighting only when necessary
- Installation of a high efficiency boiler at City Hall

*Entities can request an exemption from the above requirements if all cost-effective measures to reduce electrical consumption have already been implemented.

Questions and Discussion