City of Colleyville
City Council Worksession
Agenda

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

Thursday, June 18, 2015
6:00 p.m.

Executive Conference Room
Third Floor, City Hall

1. **CALL TO ORDER**

2. **PRESENTATION AND DISCUSSION**

- **2a** Financial Forecast and Draft Capital Improvement Plan (CIP)
- **2b** Discussion of Police Department Staffing Plan
- **2c** Fire Apparatus Replacement Program
- **2d** Strategic Management System Update

3. **ADJOURNMENT**

I hereby certify this agenda was posted on City Hall bulletin boards Monday, June 15, 2015, 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

City Hall
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Agenda Number 2a **Agenda Date** 06/18/2015 **Number**
Type Presentation and Discussion
Department City Manager

Title
Financial Forecast and Draft Capital Improvement Plan (CIP)

Strategy Map Connection

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 2016 (FY 2016), but for several future years as well.

Fiscal Year 2016 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 2015.

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 2015-2019 CIP and new project requests. Staff will also provide recommendations for how to balance the FY 2016 CIP, which must be balanced, as it is formally adopted with the FY 2016 budget.

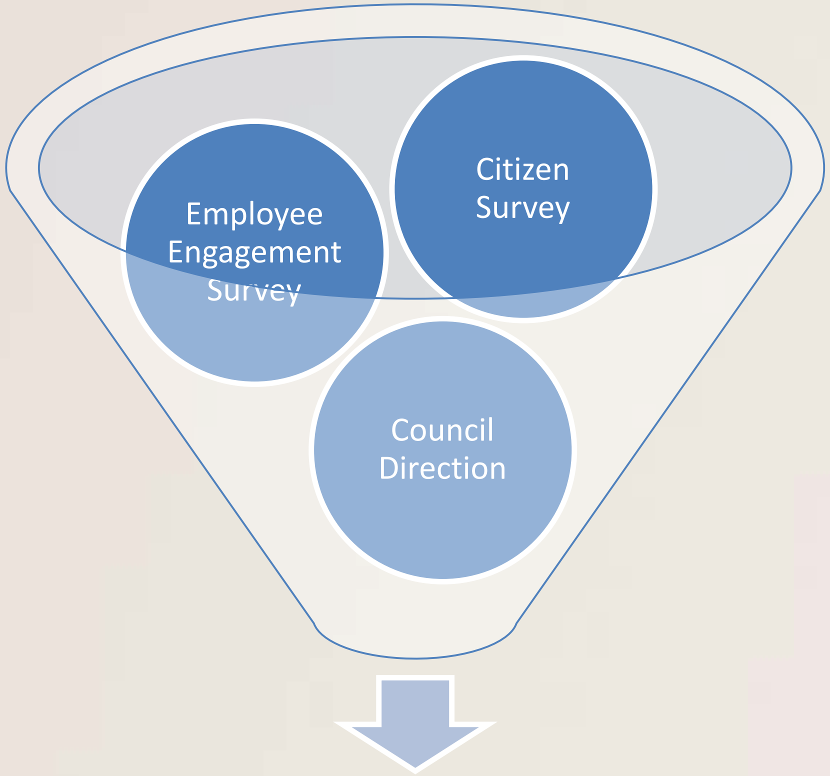
Staff seeks and welcomes the input and direction of the City Council in the budget process and in the identification of funding priorities.

Attachments
1. Financial Forecast and Draft CIP presentation

Financial Forecast & Draft CIP

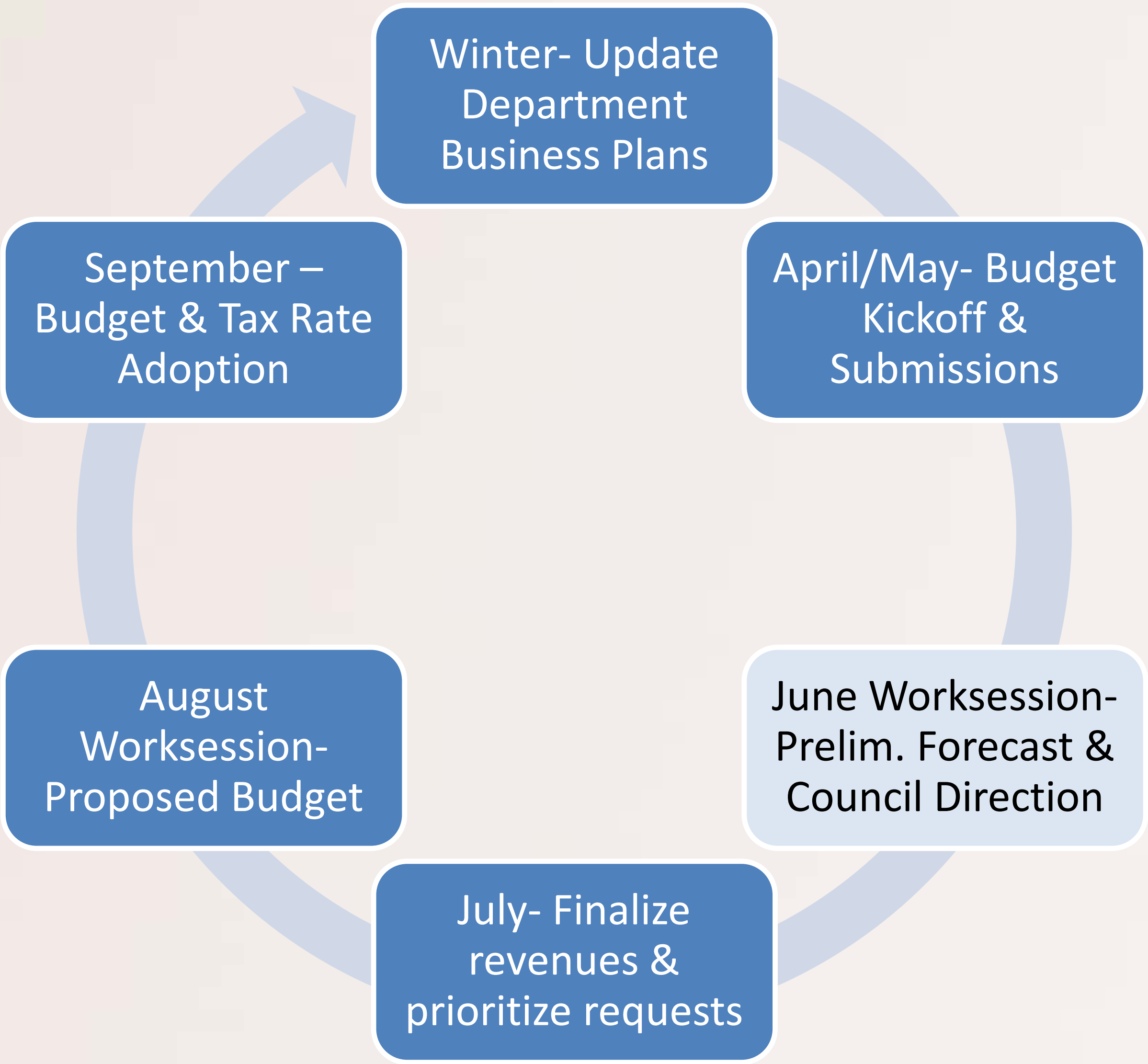
City Council Worksession
June 18, 2015

Strategic Management System Cycle



Strategy Map &

Department Business Plans



Presentation Overview

- Provide a general financial outlook
- Detail sources of funding and forecast revenue
- Review expenditure forecast at the current service level
- Provide a CIP update; review draft FY 2016-2020 CIP

Budget 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
- Capital Improvement Plan (CIP) Project Requests

*Necessary to maintain current service level

General Fund Outlook

Sales Tax from New Businesses

Total General Fund Sales Tax from new businesses:

Calendar Year 2014	Calendar Year 2013
$146,482.07	$73,835.40

Requested special report from the Comptroller:

- Timeframe: Sales made January - December 2014
- Scope: Sales tax paid by businesses that pulled a new sales tax permit in FY 2014 (October 2013 - September 2014)
- 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.
- Data extrapolated from standard reports from Comptroller's Office in order to quantify additional sales tax attributable to new business

Preliminary Assessed Valuation (AV)

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

$4,256,196,467 (includes TIF)

- Includes $63,508,078 (1.55%) in new construction
- Represents an increase of $164,892,946 (4.03%) over the current year's certified taxable valuation of $4,091,303,521
- The taxable value of all existing property on the 2014 tax roll increased by $101,384,868 (2.48%)
- The tax freeze loss on over-65 and disabled accounts is $69,920,204 value / $248,846 in revenue

General Fund: 5-Year Forecast

	BUDGET FY 2015	PROJECTED FY 2016	PROJECTED FY 2017	PROJECTED FY 2018	PROJECTED FY 2019	PROJECTED FY 2020
BEGINNING FUND BALANCE	$10,080,617	$9,115,979	$8,869,661	$8,463,851	$7,889,394	$8,105,358
REVENUE:						
Ad Valorem Taxes	$12,566,254	$12,838,537	$12,998,819	$13,145,462	$13,279,636	$13,460,230
Sales Tax	$3,270,000	$3,562,723	$3,562,723	$3,562,723	$3,562,723	$3,562,723
Franchise Fees	$1,994,000	$2,061,000	$2,097,068	$2,133,766	$2,171,107	$2,209,101
Licenses & Permits	$856,500	$882,800	$865,144	$847,841	$830,884	$814,267
Fines	$810,288	$876,000	$884,760	$893,608	$902,544	$911,569
Charges for Service	$906,600	$989,800	$999,698	$1,009,695	$1,019,792	$1,029,990
Intergovernmental	$311,979	$311,979	$315,099	$318,250	$321,432	$324,647
Miscellaneous Income	$165,040	$155,040	$158,141	$161,304	$164,530	$167,820
Use of Fund Balance	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$0	$0
Transfers In	$1,182,919	$1,183,126	$1,220,117	$1,267,699	$1,293,053	$1,318,914
TOTAL REVENUES	**$23,063,580**	**$23,861,005**	**$24,101,568**	**$24,340,347**	**$23,545,700**	**$23,799,261**
Base Expenditures (projected 1.5% annual increase)	$8,794,663	$8,418,162	$8,544,434	$8,672,601	$8,802,690	$8,934,730
Personnel (projected 2.0% annual increase)	$13,233,555	$13,689,161	$13,962,944	$14,242,203	$14,527,047	$14,817,588
Fund Balance- Street Maintenance	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$0	$0
TOTAL EXPENDITURES	**$23,028,218**	**$23,107,323**	**$23,507,379**	**$23,914,804**	**$23,329,737**	**$23,752,318**
NET REVENUE	**$35,362**	**$753,682**	**$594,190**	**$425,543**	**$215,963**	**$46,943**
ENDING FUND BALANCE	$9,115,979	$8,869,661	$8,463,851	$7,889,394	$8,105,358	$8,152,301
DAYS OF WORKING CAPITAL	144	140	131	120	127	125

General Fund: 5-Year Forecast

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Fully Funding Current Service Level

Requests to Fully Fund the Current Service Level	One-time Cost	Ongoing Cost	Total Cost
ADA Building Accessibility (City Hall & Library)	$ 15,000	$ -	$ 15,000
Fire Station 3 capital maintenance	$ 57,836	$ -	$ 57,836
Library Millwork	$ 4,502	$ -	$ 4,502
Land Development Code Updates	$ -	$ 50,000	$ 50,000
Urban Forester FTE	$ 18,750	$ 85,738	$ 104,488
APWA Accreditation	$ 4,075	$ -	$ 4,075
Phone System Software Upgrade	$ 13,879	$ -	$ 13,879
Tablet for Field Operations Supervisor	$ 1,200	$ 600	$ 1,800
Brine Machine (Prepare streets for ice)	$ 6,330	$ -	$ 6,330
TOTAL	**$ 121,572**	**$ 136,338**	**$ 257,910**

Service Level Enhancements

Requests for Service Level Enhancements	One-time Cost	Ongoing Cost	Total Cost
City Hall/Library Exterior LED Lighting	$ 17,400	$ -	$ 17,400
Justice Center Exterior LED Lighting	$ 40,920	$ -	$ 40,920
Training Room Technology Update	$ 23,967	$ -	$ 23,967
Portable Generator and LED Light for Fire	$ 2,000	$ -	$ 2,000
Additional Fire Inspector/Investigator FTE	$ 20,000	$ 87,000	$ 107,000
Council Chambers Upgrade (for PC overflow)	$ 4,690	$ -	$ 4,690
Council Chambers Upgrade (screen toggle)	$ 6,509	$ -	$ 6,509
Courts AV Upgrade Phase 2	$ 68,942	$ -	$ 68,942
Courts (Incode) Notify System	$ -	$ 8,400	$ 8,400
Additional Digital Signage - City Hall & Senior Center	$ 4,222	$ -	$ 4,222
Internet Redundancy	$ 5,429	$ 2,400	$ 7,829
Phone Reporting Software	$ 6,695	$ 780	$ 7,475
Senior Center Classroom AV replacement	$ 6,954	$ -	$ 6,954
CRM Replacement	$ 7,000	$ -	$ 7,000
Facility Access Control Replacement	$ 8,891	$ -	$ 8,891
Dedicated funding for concrete repairs	$ -	$ 500,000	$ 500,000
Dedicated funding for pavement markings	$ -	$ 100,000	$ 100,000
TOTAL	**$ 223,619**	**$ 698,580**	**$ 922,199**

Utility Fund Outlook

Utility Fund: 3-Year Forecast

		BUDGET FY 2015	PROJECTION FY 2016	PROJECTION FY 2017	PROJECTION FY 2018
TOTAL OPERATING REVENUES	**$**	**15,029,149**	**15,802,672**	**16,477,573**	**17,289,963**
OPERATING EXPENSES					
Utility Support	$	1,101,132	1,158,860	1,182,037	1,205,678
Utility Billing		381,081	387,361	395,108	403,010
Utility Operations - Water		565,737	727,715	742,269	757,114
TRA Water		6,778,454	7,310,025	7,754,639	8,142,371
Utility Operations - Wastewater		279,959	295,500	301,410	307,438
TRA Wastewater		2,672,056	2,864,625	3,058,787	3,211,726
Non-Departmental		305,133	315,752	322,067	328,508
Transfer to General Fund		1,115,969	1,165,563	1,220,117	1,359,866
Transfer to Colleyville Tomorrow Fund (Repymt)		44,286	44,286	44,286	0
Infrastructure Renewal		**250,000**	**250,000**	**250,000**	**250,000**
Compensation Adjustment		21,733	0	0	0
TOTAL OPERATING EXPENSES	**$**	**13,515,540**	**14,519,686**	**15,270,720**	**15,965,712**
NON-OPERATING REVENUES(EXPENSES)					
Interest Income	$	20,300	20,300	20,300	20,300
Debt Service		(490,100)	(365,325)	(359,900)	(157,325)
TOTAL NON-OPERATING REVENUES(EXPENSES)	**$**	**(469,800)**	**(345,025)**	**(339,600)**	**(137,025)**
NET INCOME	$	1,043,809	937,961	867,253	1,187,226
ENDING RETAINED EARNINGS - 9/30	$	7,796,562	8,734,523	9,601,776	10,789,002
NET INCOME FOR COVERAGE RATIO		1,533,909	1,303,286	1,227,153	1,344,551
AMOUNT NEEDED FOR COVERAGE RATIO		588,120	438,390	431,880	188,790
ADDITIONAL AVAILABLE FOR CIP/REHAB		**945,789**	**864,896**	**795,273**	**1,155,761**

Drainage Fund Outlook

Drainage Fund: 3-Year Forecast

		BUDGETED FY 2015	PROJECTED FY 2016	PROJECTED FY 2017	PROJECTED FY 2018
TOTAL BEG. RETAINED EARNINGS	$	1,375,897	1,205,218	1,246,339	1,318,199
FUND REVENUES					
Drainage Fees	$	933,236	939,116	944,996	950,876
Penalties/Misc		16,332	16,435	16,537	16,640
Use of Available Cash		250,500	0	0	0
Interest Income		1,579	1,610	1,642	1,675
TOTAL REVENUES	$	1,201,646	957,161	963,176	969,191
FUND EXPENSES					
Drainage Operations	$	509,837	512,403	522,651	533,104
Stormwater Management		39,246	34,460	35,149	35,852
Non-Departmental		4,891	5,974	6,093	6,215
Compensation Adjustment		5,472	0	0	0
Debt Service		252,847	127,121	128,391	124,574
Interfund loan repayment		19,032	19,032	19,032	0
Infrastructure renewal		0	180,000	180,000	180,000
Vehicle Replacement (2 F250s)		0	37,050	0	0
Update to Floodplain Maps		290,500	0	0	0
TOTAL EXPENSES	$	1,121,825	916,039	891,316	879,745
NET REVENUE		79,821	41,121	71,860	89,446
Required Coverage Ratio (25% of debt service)		63,212	31,780	32,098	31,144
Balance Available		16,609	9,341	39,762	58,303
Use of Available Cash		-250,500	0	0	0
ENDING RETAINED EARNINGS	$	1,205,218	1,246,339	1,318,199	1,407,645

Special Revenue Funds Status

Special Revenue Funds

	9/30/14 Available Balance
Library - Parks - Recreation:	
Voluntary Park	$ 761,544
Voluntary Library	404,101
Tree Preservation	25,555
Library Donation	135,259
Recreational Event	4,475
Parks Tomorrow	1,196,364
Parkland Dedication	2,031,326
Kimzey Park	3,576
Kidsville Maintenance	20,426
Colleyville Eco. Dev. (after Budget Adoption)	-
Public Safety & Courts:	
Police Asset Forfeiture	4,188
Crime District (after Budget Adoption)	-
LEOSE (training purposes)	1,057
Court Technology	-
Court Security	-

	9/30/14 Available Balance
Capital Projects or Facilities:	
Colleyville Tomorrow	$ 2,223,945
CEDC Capital Project	146,825
Colleyville Center Development	5,857
TDPA Grant (EECBG Grant)	8,133
For Other City Purposes:	
Vehicle and Equipment Replacement	-
Recycling (ECC & Crud Cruiser)	-
Public Art	7,904
Special Donations	
Parks	29,584
Police	5,231
Fire	27,707

Capital Improvement Plan (CIP) Update and Draft FY 2016-2020 CIP

Note: CIP Projects are $50,000+ and have a useful life of 5+ years

FY 2015 Projects Update (1 of 2)

Project Title	Status
Service Center - Design	On hold pending completion of negotiations with the Lawn Firm for drainage easement
Temporary Repair of Whites Chapel Road Bridge	Complete
Reconstruct Bedford Road Retaining Wall	Design 80% complete – expect delay in start of construction until late fall due to long lead time for materials after construction contract is awarded
City Park - Landscape and Amenities	Complete in June
Construct Cotton Belt II Spur @ Webb House	Complete
Pleasant Run Trail Construction: Veranda to Bogart	Under construction – completion expected November 2015
Reconstruct Pleasant Run: Veranda to Bogart (FY 2014 Project)	Under construction – completion expected November 2015
Senior Center Repairs	Planning in progress – Pre Council discussion anticipated on July 21
Improvements at Cotton Belt-LD Lockett Park Trailhead	No bids received at bid opening on June 4; will advertise again

FY 2015 Projects Update (2 of 2)

Project Title	Status
Kingston Estates Road and Drainage (FY 2014 Project)	Under construction – completion expected September 2015
Pleasant Run Playground	On hold; next step is award contract
2015 Miscellaneous Concrete Repairs	Ongoing
Rehabilitate Jackson Road (2015 County Project)	Complete
Pavement Markings 2015	Complete
Glade Road: Bransford Road to Manning Drive	Design nearing 60% completion
Misc. Major Asphalt Maintenance 2015	Ongoing – East and west approaches to Jackson
Construct SH26, Phase II	Redesign underway – Expect 95% plans complete by July 15
Fiber Build Phase 1-3	On hold- waiting to work with Grapevine & GCISD, which will be more cost effective
Upsize Utility Lines (Reagan Estates)	Reagan Estates complete; Expected completion of Western Trails October 2015

Draft FY 2016 - 2020 CIP

- Contains all projects approved with the adoption of the 5-Year CIP for FY 2015-2019, as well as additional projects that have been identified and have funding available
- It ***does not*** include any reconstruction project that addresses unimproved streets, other than
  - Pleasant Run Road
  - Glade Road (Bransford to Manning)
  - Roberts Road
- Combined Pleasant Run into a single project from Shelton to John McCain
  - Moved design from 2016 to 2017
  - Construction entirely in 2019 to provide unhindered detours while SH26 is under construction
- Includes water and wastewater projects based on new rate structure

Pending Projects

- Glade Road – scope and related cost to be determined
- Service Center construction – evaluating funding strategies
- Colleyville Center AV upgrade – pending CEDC budget worksession and board recommendations

  - Not included in the draft FY 2016-2020 CIP
  - Currently reflected in the project pool
  - Will be included in the CIP recommended for adoption based on upcoming decisions, strategies, and meetings

CIP: FY 2016 Proposed Projects

Project	Cost	Funding Source
City Hall Backup Power	$181,000	TIF Bond Funds & General Fund
Justice Center - Roof Repair	$100,171	CCCPD
Construct New Trail 2016	$150,000	CEDC
Rehabilitate Cheek-Sparger Road - Brown Trail to Bedford Road including new curb on south side	$750,000	General Fund
Rehabilitate John McCain - Pleasant Run Rd to Shepherds Glen	$662,222	General Fund
Reconstruct Glade Road – Bransford to Manning (rolled forward)	$5,700,00	TIF
Rehabilitate Bandit Trail (County Project)	$300,000	County & General Fund
Construct SH26- Phase II and III	$31,848,898	TxDOT, County, & TIF
Fiber Build Phase 1-3 (rolled forward)	$394,700	Colleyville Tomorrow Fund
Upsize and Replace Water Lines in Sunrise Terrace	$380,000	Utility Fund
Demolish Overland Trail Pump Station and Storage Tank	$130,000	Utility Fund
Rehabilitate Sewer Manholes (poor condition)	$186,000	Utility Fund
Misc. Repairs to Elevated Storage Tanks	$226,600	Utility Fund
Install Backup Generator at L.D. Lockett Pump Station	$138,516	Utility Fund
Vermeer Hydro Excavator (2008) Replacement	$87,000	Vehicle & Equip. Replacement
TOTAL	**$41,236,591**	

CIP: FY 2017 Proposed Projects

Project	Cost	Funding Source
UPS Battery Backup Replacement at Justice Center	$85,000	CCCPD
Construct New Trail 2017	$150,000	CEDC
Rehabilitate Bedford Road (County Project)	$500,000	County & General Fund
Rehabilitate Westcoat	$613,849	General Fund
Pleasant Run - Design (Shelton to John McCain)	$477,000	General Fund
Design - Installation of Pressure Relief and Flow Control Valves and Associated Piping to Regulate Flow Between High and Low Pressure Planes	$42,500	Utility Fund
Upsize and Replace Water Lines in Brighton Oaks Subdivision	$1,515,100	Utility Fund
Design - Replacement of 10” Sewer Lines in Remington Park and Claremont Subdivisions	$33,000	Utility Fund
Design - Water Group E Capital Improvements	$53,000	Utility Fund
Design- Replacement of 6" and 8" Pipelines on Manning Drive and in vicinity of Pleasant Run Rd and McDonwell School Rd	$75,000	Utility Fund
Ford F550 Bucket Truck (2001) Replacement	$84,379	Vehicle & Equipment Replacement Fund
Elgin Street Sweeper (2009) Replacement	$197,527	Vehicle & Equipment Replacement Fund
TOTAL	**$3,826,355**	

CIP: FY 2018 Proposed Projects

Project	Cost	Funding Source
Construct New Trail 2018	$150,000	CEDC
Rehabilitate Lowrie Road (County Project)	$135,000	County & General Fund
Rehabilitate Bransford – LD Lockett Rd to Glade Rd	$706,667	General Fund
Rehabilitate Reagan Road (County Project)	$155,000	County & General Fund
Design - New Elevated Water Storage Tank and Associated Distribution Lines	$545,000	Water Impact Fees
Construction - Sewer Group C Line Improvements	$132,000	Utility Fund
Install Pressure Relief and Flow Control Valves and Associated Piping to Regulate Flow Between High and Low Pressure Planes	$295,000	Utility Fund
Design - Water Group D Capital Improvements	$372,000	Utility Fund
Construction - Water Group E Capital Improvements	$459,000	Utility Fund
Replacement of 6" and 8" Pipelines on Manning Drive and in the Vicinity of Pleasant Run Road and McDonwell School Road	$470,000	Utility Fund
TOTAL	**$3,419,667**	

CIP: FY 2019 Proposed Projects

Project	Cost	Funding Source
Construct Pleasant Run Trail (Cotton Belt RR to John McCain)	$300,000	CEDC
Rehabilitate Montclair (County Project)	$435,000	County & General Fund
Reconstruct Pleasant Run (Shelton to John McCain)	$3,557,950	General Fund
Design - Roberts Road Reconstruction	$152,880	General Fund
Design – Sewer Group F Line Improvements	$90,000	Utility Fund
Upsize and Replace Water Lines in Woodbriar Estates and Quail Crest Subdivisions	$1,555,000	Utility Fund
Replace Sewer Lines in Woodbriar Estates and Quail Crest Subdivisions	$1,670,000	Utility Fund
Sewer T.V. Van E350 (2008) Replacement	$80,370	Vehicle & Equipment Replacement Fund
Crafco Supershot Crack Sealer (2004) Replacement	$119,744	Vehicle & Equipment Replacement Fund
TOTAL	**$7,960,944**	

CIP: FY 2020 Proposed Projects

Project	Cost	Funding Source
Justice Center - HVAC Replacement	$237,000	CCCPD
Justice Center - Metal Roof Coating	$167,000	CCCPD
County Project – TBD	$800,000	County & General Fund
Roberts Road Reconstruction	$1,200,950	General Fund
Construct - New Elevated Water Storage Tank and Associated Distribution Lines	$3,871,975	Water Impact Fees
Construct - Water Group D Capital Improvements	$2,540,000	Utility Fund
Construct - Sewer Group F Line Improvements	$625,000	Utility Fund
Target V465D Street Saw (2005) Replacement	$56,345	Vehicle & Equipment Replacement Fund
TOTAL	**$9,498,270**	

CIP: FY 2021 to 2025 Project Pool (1 of 2)

Street Projects	Cost
Acuff Lane	$115,360
Bedford Ct	$149,209
Bedford Road Bridge	$60,000
Behrens	$392,196
Bettinger Dr	$378,080
Beverly Dr	$222,098
Bill Simmons Rd	$269,867
Black Drive	$174,987
Bluebonnet Drive	$323,440
Brook Meadows Addition	$404,444
Caldwell Hughes Road	$115,360
Cedar Ct	$209,964
Cheek-Sparger Road - Bedford Road to Warwick Drive	$463,556
Cheek-Sparger Road - Buckingham Place to Martin Parkway	$360,444
Cheek-Sparger Road - SH26 to Brown Trail	$583,111
Fairway Addition	$351,111
Cheek-Sparger Road - Martin Parkway to Heritage Avenue	$291,111
Community Home Addition	$262,222
Cooks Ln	$61,653
Cutter Ridge Ct	$48,695
Felps Ct	$32,853
Felps Drive	$223,289
Ford Drive	$22,276
Garry Lynne Drive	$203,813

Street Projects	Cost
Hidden Acres Subdivision	$280,000
Highland Acres Subdivision Rehabilitation	$806,222
Hunter Lane	$130,427
Jackson Road Bridge	$60,000
Jo Carol Ln	$97,413
Jo Will St	$186,453
John McCain - Monticello Pkwy to Pleasant Run Rd	$151,111
John McCain - Williamsburg Ct. to Monticello Pkwy	$302,222
L.D. Lockett - Hunter Trail to Westcoat Drive	$333,333
L.D. Lockett - Precinct Line Rd to Hunter Trail	$377,778
L.D. Lockett - Westcoat Dr to Pleasant Run Rd	$422,222
Leta Ln	$179,840
Lloyd Circle	$105,964
Maranatha Ct	$4,191
McDonwell School Road	$713,316
Oak Knoll Ct	$105,618
Oak Knoll Drive	$871,236
Oak Timbers Court	$148,836
Old Glade Road	$70,667
Patterson Ln	$203,218
Pecan Park Estates Subdivision	$724,444
Pleasant Run - Design (John McCain To North City Limit)	$226,680

Street Projects	Cost
Pleasant Run - Reconstruct (John McCain To North City Limits)	$1,699,550
Plymouth Hills Addition	$762,222
Quail Crest Estates	$600,311
Queensbury Way Bridge	$100,000
Renfro Rd	$169,476
Ross Downs Estates - Reconstruction	$4,000,000
Saddlebrook Addition	$667,333
Sand Oak Acres Addition	$864,000
Shelton	$288,293
Stafford Heights Subdivision	$542,222
Stone Crest Estates	$63,556
Suellen Circle	$44,373
Sunrise Terrace/Brighton Oaks	$1,730,200
Tara Plantation Addition	$495,444
Tinker - Caldwell Hughes Road to Highway 26	$235,556
Tinker - Pleasant Run to Caldwell Hughes Rd	$217,778
Thompson Terrace	$167,378
Van Oaks Drive	$126,720
Waller Lane	$81,600
Wayne Drive	$160,276
Western Trails Subdivision	$1,200,000
Woodland Hills Subdivision	$1,295,667
Woodbriar, Quail Crest Estates	$1,984,400

CIP: FY 2021 to 2025 Project Pool (2 of 2)

Facility Projects	Cost
Justice Center - Roof Replacement	$139,838
City Hall/Library - HVAC Replacement	$273,000
City Hall - Boiler Replacement	$107,900
Library Fountain Repair	$70,447
Service Center Construction	$4,000,000
Justice Center- Carpet and VCT Tile	$88,052
City Hall - Carpet and VCT Tile	$102,443
Library - Carpet and VCT Tile	$98,055
Colleyville Center AV Replacement	$170,000
Folding Doors- Fire Station #1	$66,000
Folding Doors- Fire Station #3	$44,000

Drainage Projects	Cost
Flood Gates Upgrade	$365,020
Bransford Creek	$2,080,000
Glade Road Bridge at Trib LB2	$500,000
Update Stormwater Master Plan	$500,000
Jackson Creek Drainage Improvements	$2,500,000
Oak Knoll Bridge	$2,700,000
Pleasant Run Road Bridge at Big Bear	$3,800,000
Bedford Road Bridge at Little Bear	$2,100,000
Heritage Avenue at Little Bear	$2,800,000
Glade Road Culverts at Bluebonnet Creek	$536,000
John McCain Box Culvert at White Chapel Creek West	$250,000
Jackson Road Bridge	$3,400,000

Water Projects	Cost
Project 12: Water Group F Capital Improvements - DESIGN	$363,000
Project 12: Water Group F Capital Improvements - CONSTRUCT	$2,417,000
Project 13: Water Group L Capital Improvements - DESIGN	$214,000
Project 13: Water Group L Capital Improvements - CONSTRUCT	$1,426,000
Project 14: Water Group I Capital Improvements - DESIGN	$220,000
Project 14: Water Group I Capital Improvements - CONSTRCT	$1,470,000
Project 15: Water Group G Capital Improvements	$5,389,000
Project 16: Water Group H Capital Improvements	$2,264,000
Project 17: Water Group J Capital Improvements	$1,404,000
Project 18: Water Group K Capital Improvements	$8,158,000
Project 19: Water Group M Capital Improvements	$4,094,000
Project 20: Water Group W Capital Improvements	$1,477,000
Project 21: Water Group X Capital Improvements	$646,000
Project 22: Water Group C Capital Improvements	$1,225,000
Project 23: Water Group Q Capital Improvements	$1,827,000
Project 24: Water Group N Capital Improvements	$2,567,000

Water Projects Cont.	Cost
Project 25: Water Group R Capital Improvements	$1,211,000
Project 26: Water Group S Capital Improvements	$176,000
Project 27: Water Group T Capital Improvements	$4,570,000

Wastewater Projects	Cost
Project 6: Sewer Group A Line Improvements	$800,000
Project 7: Sewer Group T Line Improvements	$790,000
Project 8: Sewer Group G Line Improvements	$412,000
Project 9: Sewer Group U Improvements	$2,936,000
Project 10: Sewer Group P Improvements	$710,000
Project 11: Sewer Group Q Improvements	$277,000
Project 12: Sewer Group R Improvements	$415,000
Project 13: Sewer Group E Line Improvements	$1,407,000
Project 14: Sewer Group V Improvements	$3,304,000
Project 15: Sewer Group D Line Improvements	$758,000
Project 16: Sewer Group S Improvements	$1,416,000
Project 17: Sewer Group W Improvements	$3,946,000

Next Steps

- **July 7**
  - Pre Council discussion on recommended fee changes
- **July 27**
  - TAD provides certified assessed valuation (AV)
- **August 11**
  - Budget Worksession: A balanced proposed budget and five-year CIP will be presented
  - CEDC Budget Worksession

Questions and Discussion

City of Colleyville
Colleyville City Council Worksession Agenda Briefing

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

Agenda Number 2b **Agenda Date** 06/18/2015 **Number**
Type Presentation and Discussion
Department Police

Title
Discussion of Police Department Staffing Plan

Strategy Map Connection

Explanation
Over the last several months, the police department has conducted an analysis of current staffing levels and subsequently formulated a staffing plan that will ensure the continuance of effective police services for the community into the future. This proposed staffing plan is designed to assist in maintaining Colleyville's low crime rate, address current and future traffic mobility issues, and enhance overall public safety. The analysis has culminated in a recommendation to add two officer positions, and one traffic supervisor position over the next four years. The proposed positions would be new positions.

In 2011, the Colleyville City Council approved a staffing plan that increased the authorized strength of the police department from 38 sworn positions to 43 sworn positions. The 2011 staffing plan included adding four patrol officer positions, one command staff position and upgrading five officer positions to corporals. The 2011 staffing plan will be completed with the addition of one police officer position in the CCCPD FY 2016 budget.

In the decade preceding 2011, the police department increased staffing from 30 to 38 officers. However, of the eight additional positions only two of them were placed in patrol. The additional six positions were utilized to fill needs in important support areas such as the community services officer, traffic officer, criminal investigations detective, criminal investigations sergeant, services lieutenant, and warrant officer. This approved staffing plan was implemented in response to the need to increased patrol staffing. During this time, patrol minimum staffing was designated as three on a shift, including the shift supervisor. This staffing level was insufficient to implement the modern policing strategies needed to address the ever increasing threats to public safety. In addition, the number of sworn staff at the time was inadequate to maintain even the minimum of three per shift without utilizing overtime. The 2011 staffing plan focused on adding patrol officer positions to improve the level of service and coverage on all shifts. This was coupled with the folding in of the Traffic Unit and the Community Services Officer positions into patrol. By all accounts, increasing the sworn staffing of patrol and the implementation of modern policing strategies has been a success. The City of Colleyville has witnessed a 50 percent reduction in Part 1 crime as compared to 2010, and was named the safest city in Texas in 2014. However, this model is not sustainable long term. A modern and progressive police department should also dedicate staff to areas such as, traffic, investigations, community relations, professional standards, and training. These services are vitally important to the continued success and safety of the City. The ability to quickly respond to and address traffic mobility concerns, sustain community programs and engagement, and ensure proper accountability and performance management is essential. The police department has utilized enhanced data collection and analysis systems to enhance employee performance and guide the proper deployment of resources. The proposed new staffing plan will provide the resources to better manage traffic and event management through the addition of an evening traffic officer and providing a direct supervisor over the group. This will fully staff the traffic unit through build out of the City.

Over the last several years, the population of Tarrant County has continued to increase, as has the population of the City of Colleyville. Due to the growth of the area, the City is no longer a detached suburb, but now an extension of the major metropolitan area surrounding it. While the City of Colleyville stands out as the safest city in Tarrant County, it is no longer immune from serious crime incidents. The significant police incidents experienced in the recent past are examples of how the department is being challenged. Part 1 Crime continues to be held down, however, the overall activity of the department, including calls for service are increasing. To achieve long term success, the Patrol Division will need to direct their efforts toward crime suppression and response, while support units address the other important concerns of the community.

The additional positions identified in the staffing analysis will allow the department to expand the Traffic Unit from the current two positions to four positions, including a direct supervisor. This will better equip the department to address current and anticipated traffic mobility issues, citizen complaints, accident investigations, DWI enforcement, and special events, by assigning these specific functions to the unit. Coverage will be expanded to include evenings and nights to address a significant portion of traffic activity, DWI enforcement, and citizen complaints.

Finally, the department will implement the community services officer position again. While the neighborhood officer philosophy has been extremely successful and well received, and will continue, the department recognizes the importance of having an officer dedicated to community programs and support on a daily basis. This is especially important for the many volunteers that, not only makeup the Citizens Police Academy Alumni Association and the Citizens on Patrol, but also the hours they serve, and the manpower saved. The community services officer also provides an enhanced ability to engage the youth in our community through the explorer program which helps mentor future police officers.

In the future, the population of the City will continue to increase. The ingress and egress into the City will also increase as the surrounding area continues to grow. As a result, it is recommended the proposed police department staffing plan be enacted in order to maintain the low crime rate in Colleyville, as well as maintain the high level of police services currently afforded to the community. Additional staffing will allow the department to further enhance a community policing philosophy toward increased interaction with community members, which should facilitate partnerships to prevent crime and anticipate problems.

Staff recommends the proposed new staffing plan be approved and implemented beginning with the Fiscal Year 2017 budget. Under the proposed plan, an officer position would be added in 2017 and 2018, and the supervisory position added in 2020. Full implementation of the proposed additional staffing is estimated to cost $257,924 annually. It is anticipated at least one of the positions will be funded through the CCCPD. The first option for the two additional positions will also be the CCCPD. However, if future sales tax revenue is not sufficient to support the additional positions, staff will submit the positions as a part of the General Fund competitive budget process or reallocate future facility upgrade funding to another year. The staffing plan would bring the sworn staffing of the police department to 46. At this time, it is believed this will allow the department to continue to provide the level of service the community demands for the next five years. It is difficult to completely anticipate the demand that will be generated for services beyond that time. The area around us continues to become more densely populated and the City will be closer to build out. These changes will surely affect the activity levels and may require additional personnel down the road. Staff will continue to analyze workload and available data to ensure the department meets the expectations of the Colleyville community. It is a certainty that the community will not waiver from requiring public safety services continue as a top priority.

Attachments

1. Police Department Staffing Proposal

Discussion of Police Department Staffing Plan

City Council Worksession

June 18, 2015

Current Staffing Plan

- In 2011 the Colleyville City Council approved a staffing plan for the police department that included:
  - Adding four patrol officer positions.
  - Adding one command staff position.
  - Upgrading five police officer positions to corporals.

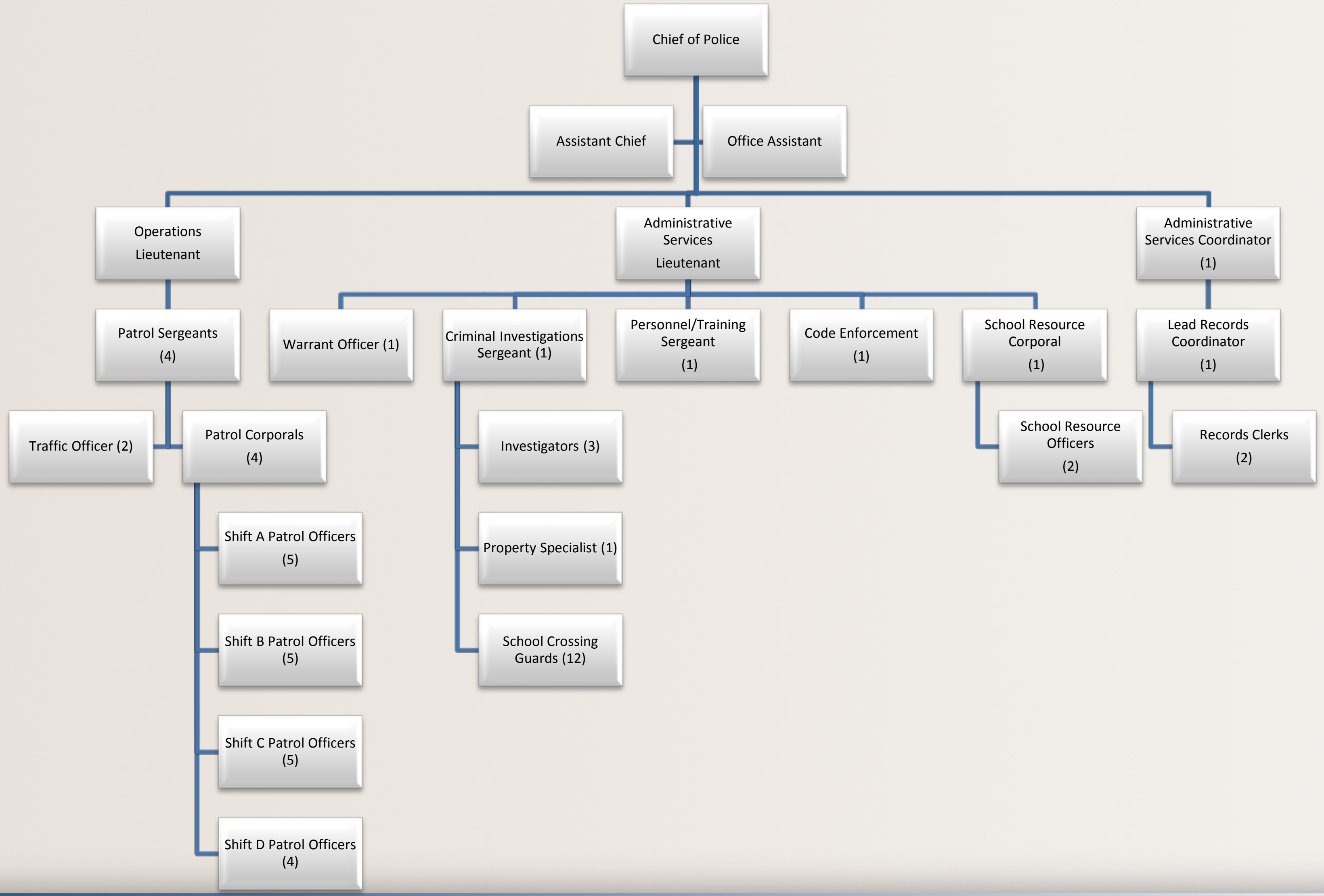
Current Staffing Plan

- The current City Council approved staffing plan was implemented beginning in FY 2012.
- The plan was designed to increase the police department's sworn staffing from 38 to 43.
- Through FY 2015, four of the sworn positions have been added, including the command staff position. The fifth and final position is proposed in the FY 2016 CCCPD Budget.
- The corporal appointment process was developed and the designated positions were filled. However, the Criminal Investigations corporal position was deemed unnecessary and eliminated through the promotion of the incumbent to Sergeant.

Additional Staffing Adjustments

- Traffic Unit personnel were reassigned to Patrol to address Patrol Shift minimum staffing issues. (1 Motorcycle Officer was reinstated in 2014.)
- Community Services Officer was reassigned to Patrol to address Patrol Shift minimum staffing issues. (Patrol Officers are currently utilized to attend community meetings and coordinate events. The CID Sergeant is assigned as the liaison to the Citizens on Patrol.)
- A patrol officer is assigned to the Texas Recognition Program, to update policies, implement training, complete electronic policy submittals, and prepare for the on-sight audit.

Current CPD Organization Chart



42 FT – Sworn
6 FT – Non-Sworn
1 PT – Non-Sworn

Current Staffing Model Issues

- Traffic enforcement, investigating crashes, community mobility, and addressing citizen complaints, is taxing for the two officer Traffic Unit. The Traffic Unit is also responsible for staffing special events.

- There is a need for coordination of all community engagement programs and events, including the Coffee with Cops, National Night Out, Citizens Police Academy Alumni Association, and the Citizens on Patrol program. It is very important to the citizens that they get to work closely with our officers.

Identified Future Staffing Needs

1) Additional Traffic Unit Officer, assigned to night shift to address citizen complaints, accident investigations, DWI enforcement, and special events.

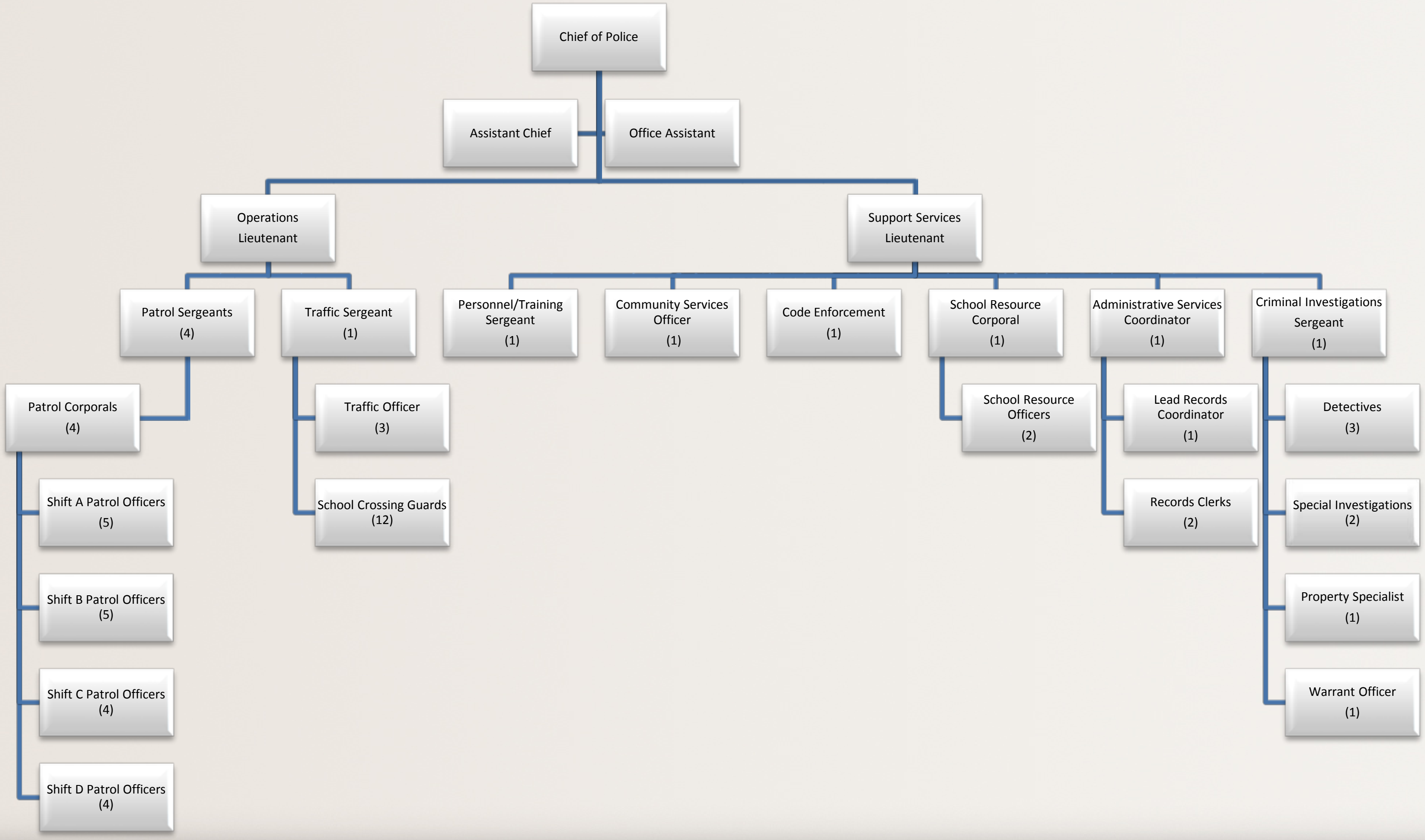
2) Traffic Sergeant, to supervise and direct all traffic-related personnel and functions. Coordinate all special event planning and staffing.

3) Community Services Officer, assigned to coordinate all community engagement programs and events, including the Coffee with Cops, National Night Out, Citizens Police Academy Alumni Association and the Citizens on Patrol Program.

Recommended Implementation Plan

- Add a sworn officer position in FY 2017 and 2018, and a sergeant position in 2020.
- The new position added in 2020 would allow for the creation of a Traffic Sergeant position.
- It is anticipated at least one of the positions will be funded through the CCCPD. The first option for the two additional positions will also be the CCCPD. However, if future sales tax revenue is not sufficient to support the additional positions, staff will submit the positions as a part of the General Fund competitive budget process or reallocate future facility upgrade funding to another year.
- The total annual cost for all new positions in FY 2020 at $257,924.

Recommended CPD Organization Chart



46 FT – Sworn
6 FT – Non-Sworn

1 PT – Non-Sworn

Discussion/Questions?

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

Agenda Number 2c **Agenda Date** 06/18/2015 **Number**
Type Presentation and Discussion
Department Fire

Title
Fire Apparatus Replacement Program

Strategy Map Connection
C5- Achieve the highest standards of safety and security
C2- Deliver high quality and unique customer service
B2- Proactively seek process improvements and sustainable solutions
B4- Cultivate a culture of transparency and consistent communication

Explanation
The Colleyville Fire Department has experienced significant growth and expansion over the past seven years. In January 2008, two newly constructed fire stations were opened and placed in operation. The apparatus needs identified at that time prescribed the purchase of two ladder trucks to facilitate water tower operations for the potential fire incidents in large homes within the city. Conversely to that scenario, many of the larger homes are built some distance from the street and ladder truck access is unattainable, other than by engines/pumpers. Prior to the purchase of the two ladder trucks in 2010, discussions also took place regarding the apparatus replacement schedule, with expectations of the ladder trucks having a much longer life than that of an engine/pumper, presumably 10 to 15 more years more. The replacement schedule for the engine/pumper was determined as every 10 years for front line service.

With the replacement schedule for the 2006 engine/pumper due in 2016, fire department staff, including the fire chief, reviewed current and future apparatus needs for the city. Staff has determined by operating with two ladder trucks for the last five years that this apparatus configuration exceeds the city’s response needs. Staff concludes that the current fleet of two ladder trucks and one engine/pumper is inversely proportional to what is optimal for our community: one ladder truck and two engines/pumpers.

Operating a ladder truck is more costly to purchase, maintain and replace compared to an engine/pumper. The current cost for the 2016 replacement engine/pumper is $550,000. For future apparatus purchase, a one percent increase in price is anticipated each year. Transitioning to two engines/pumpers and one ladder truck better serves the citizens of Colleyville from a response and cost perspective. Savings would be realized by rotating the ladder trucks in to reserve status every five years, also prolonging the life of the vehicles. From a mutual aid perspective, Colleyville receives ladder truck responses from our mutual aid cities on every structure fire call.

Going forward, the optimum apparatus configuration for the Colleyville Fire Department is two front line engine/pumpers, one front line ladder truck, one reserve engine/pumper, and one reserve ladder truck.

In addition to the apparatus configuration needs, a reserve apparatus facility will also be needed to house the reserve apparatus, as well as the REHAB 24 vehicle and the NEFDA hazardous materials decontamination trailer and pull truck. This can be accomplished by renovating and possibly adding on to the Hall-Johnson facility if necessary. The cost of renovating the Hall-Johnson fire facility into a functional reserve apparatus facility is estimated at $500,000. If approved, the renovation work could begin as soon as the funding is available. Fire stations #1 and #3 are currently housing reserve apparatus.
Staff has prepared the attached presentation to provide a platform for discussing each identified process, and is seeking input and direction from the City Council on the proposed apparatus replacement program.

Attachments
1. Fire Apparatus Replacement Program Presentation
2. Proposed Apparatus Replacement Timeline

Fire Department Apparatus Replacement Program

City Council Worksession

June 18, 2015

Engine / Pumper

- Provides the primary function of fire attack
- Carries 500 gallons of water
- Various sizes of fire hose
- Pumps water through fire hose, utilizing operator calculated hydraulic pressures
- Carries basic hand tools such as axes and pry bars
- EMS equipment

Quint

- Sixty-five foot aerial ladder with plumbed in water way and attached nozzle
- Provides aerial ladder and water tower operations
- Carries 500 gallons of water and various sizes of fire hose
- Carries forcible entry hand and power tools: saws, fans
- EMS equipment
- Quint components: water tank, fire pump, hose, ground ladders and aerial ladder

Mid-mount Ladder Truck

- Ninety-five foot platform aerial ladder
- Plumbed in water way with attached nozzles
- Provides aerial ladder and water tower operations
- Carries 300 gallons of water and select sizes of fire hose
- Carries forcible entry hand and power tools: saws, fans
- Quint components
- EMS equipment

CITY OF COLLEYVILLE

Rear-mount Ladder Truck

- One hundred-five foot aerial ladder with plumbed in water way and attached nozzles
- Provides aerial ladder and water tower operations
- Carries 500 gallons of water and select sizes of fire hose
- Carries forcible entry hand and power tools: saws, fans
- Quint components
- EMS equipment

CITY OF COLLEYVILLE

Quint Apparatus Concept

- A quintuple combination pumper or quint is a fire service apparatus that serves the dual purpose of an engine and a ladder truck
- The name quint refers to the five functions that a quint provides: pump, water tank, fire hose, aerial ladder, and ground ladders
- Quints became popular as an all in one vehicle
- Many fire departments went to all quint apparatus
- Quints are more expensive to purchase and maintain than a straight ladder truck or engine/pumper
- Many fire departments operate with quints, but over time they have concluded that having more quints than engines/pumpers exceeds their response needs and reverted back to engine/pumpers to reduce costs

Current Fire Apparatus Fleet Configuration

- Engine/pumper at fire station #3
- Reserve quint (ladder truck) at fire station #3
- Ladder truck at fire station #2
- Ladder truck at fire station #1

Optimum Fire Apparatus Fleet Configuration

- Engine/pumper at fire station #3
- Engine/pumper at fire station #2
- Ladder truck at fire station #1
- Reserve engine/pumper at reserve apparatus facility
- Reserve ladder truck at reserve apparatus facility

Optimum Fire Apparatus
Fleet Configuration Explanation

- Fire station #3, at 312 McDonwell School Road, covers a large residential area
- Roads are narrow
- Engine/pumper is smaller and quicker
- Costs of operating an engine/pumper are less expensive than a ladder truck. Costs will be discussed later in this presentation.
- Fire station #2, at 5212 Pool Road, also covers a large residential area
- Many of the roads are narrow also, such as Glade Road
- Engine/pumper is smaller and quicker
- Costs of operating an engine/pumper are less expensive than a ladder truck

Optimum Fire Apparatus Fleet Configuration (Cont.)

- Fire station #1, at 5209 Colleyville Blvd, is located in the heart of the City
- Major roads are wider and easier for a ladder truck to get around on
- Less wear takes place on the wider roads for a ladder truck
- Operating one front line ladder truck will substantially reduce the cost as opposed to the current operations of two front line ladder trucks
- Reserve engine/pumper needed for when the front line unit is out of service for maintenance or repairs
- Reserve ladder truck needed for when the front line unit is out of service for maintenance or repairs
- In the event of a large scale incident (tornado type) both the reserve units could be put in service and staffed with call back firefighters

Previous Program Vs. Proposed Program

Previous

- 2016-Purchase an engine
- 2025-Purchase a ladder truck and an engine to replace 2010 ladder trucks
- 2026-Purchase an engine
- 2035-Purchase a ladder truck and an engine
- 2036-Purchase an engine

Proposed

- 2016-Purchase an engine/pumper for station 2, move truck 242 to reserve
- 2021-Purchase an engine/pumper to replace the current engine
- 2025-Swap the two ladder trucks, mid-mount ladder will move to reserve, rear-mount will move to front line
- 2028-Purchase an engine/pumper

Previous Program Vs. Proposed Program (Cont.)

Previous

- 2045-Purchase a ladder truck and an engine
- 2046-Purchase an engine

Proposed

- 2033-Purchase an engine/pumper
- 2035-Purchase a ladder truck to replace both 2010 ladder trucks
- 2040-Purchase an engine/pumper
- 2045 Purchase an engine/pumper
- 2047-Purchase a ladder truck

Previous Program Analysis

All apparatus prices include a built in 1% increase per year based off purchasing history

- Total of 10 apparatus purchased through 2050 totaling $7,393,531
- Every 10 years the City is purchasing two apparatus with an average outlay of $1,600,000, with a subsequent apparatus purchase the following year averaging $650,000
- Continued maintenance of two front line aerial apparatus including an annual tire replacement cost of $14,000

Proposed Program Analysis

All apparatus prices include a built in 1% increase per year based off purchasing history

- Total of 8 apparatus purchased through 2050 totaling $5,808,856
- All purchases are for single apparatus
- Utilizing only one aerial apparatus at a time front line, reduces maintenance cost, including an annual tire replacement cost of $8,752

Apparatus Operating Costs Approximates

Ladder Trucks

- Tires-$7,000 per set
- Tire life-7,000 miles
- Replaced 1 time a year
- Fuel-$700 monthly

Engine/Pumpers

- Tires-$3,500 per set
- Tire life-22,000 miles
- Replaced 1 time every 3 years
- Fuel-$522 monthly

Program Comparison

Previous

- Apparatus purchasing of $7,393,531 includes double purchases every 10 years
- Annual tire replacement cost- $14,000 totaling $476,000
- Monthly fuel costs $1,922 totaling $784,176
- Total program cost $8,653,707

Proposed

- Apparatus purchasing of $5,808,856 (21% savings)
- Annual tire replacement cost- $8,752 totaling $297,568 (37% savings)
- Monthly fuel costs $1,744 totaling $711,552 (10% savings)
- Total program cost $6,817,976
- Savings of $1,835,731 (21%)

CITY OF COLLEYVILLE TEXAS

Funding Options

Previous

- 2016 apparatus will be purchased utilizing debt service
- All subsequent apparatus will be purchased through the Capital Equipment Replacement Fund with ten percent of the total apparatus cost budgeted annually in the General Fund

Proposed

- 2016 and 2021 apparatus will be purchased utilizing debt service
- All subsequent apparatus will be purchased through the Capital Equipment Replacement Fund with ten percent of the total apparatus cost budgeted annually in the General Fund

Neighboring Cities
Ladder Trucks to Engines

Keller

- 15 year replacement plan
- 5 year reserve status
- 20 year total service life
- Moving from quint concept to purchasing engines
- Ladder truck in reserve only goes into service when the front line ladder is out
- Quint in reserve for the rest of the stations

Euless

- Purchased two engines last year to replace two quints that were 7 years old
- Replacing ladder truck this fiscal year after 13 years of service
- Quints and truck being moved into reserve status
- Ladder truck will only go into service when front line ladder is out

Hall-Johnson
Reserve Apparatus Facility

Hall-Johnson
Reserve Apparatus Facility (Cont.)

- The Hall-Johnson facility was repurposed when new fire stations #1 and #2 were occupied in January 2008
- The Hall-Johnson facility became the location for housing the REHAB 24 vehicle and the NEFDA hazardous materials decontamination trailer and flatbed truck
- The Hall-Johnson facility also became a storage facility for fire department phased out radio equipment and firefighter uniforms

Hall-Johnson
Reserve Apparatus Facility (Cont.)

- With the proposed apparatus replacement program, the Hall-Johnson facility will need to be renovated

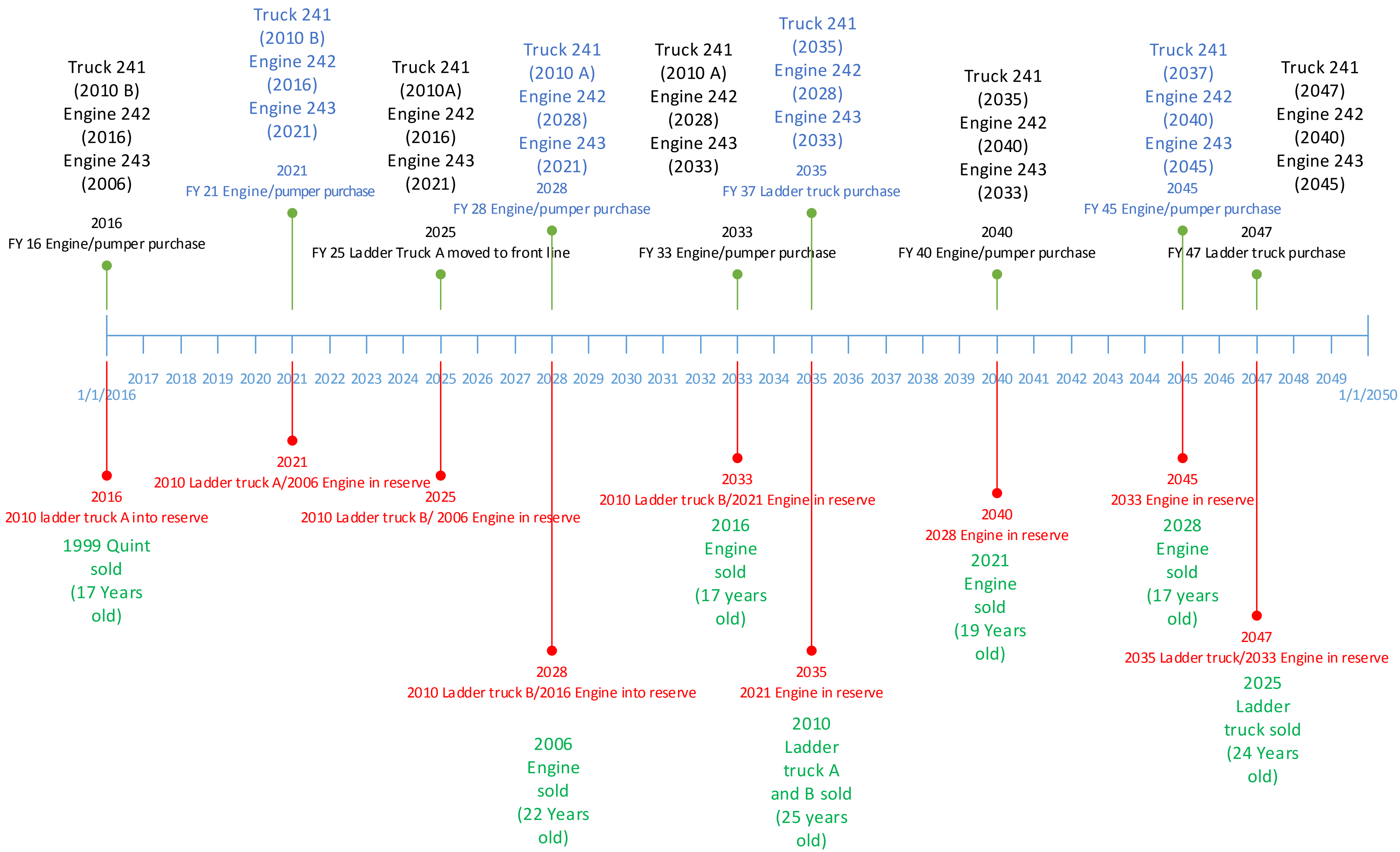
- The cost of renovating the Hall-Johnson fire facility into a functional reserve apparatus facility is estimated at $500,000

Hall-Johnson
Reserve Apparatus Facility (Cont.)

- The facility will need to be gutted and possibly expanded to make room for the reserve engine/pumper, reserve ladder truck, reserve ambulance currently at station #1, the utility terrain vehicle (UTV) currently at fire station #3, REHAB 24 vehicle currently at the Hall-Johnson facility, along with the NEFDA hazardous materials truck and decontamination trailer, due to be removed from NEFDA assets in 2025


Questions and Discussion

Proposed Apparatus Replacement Timeline



Truck = Ladder Truck
Engine = Engine/Pumper

City of Colleyville
Colleyville City Council Worksession Agenda Briefing

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

Agenda Number 2d **Agenda Date** 06/18/2015 **Number**
Type Presentation and Discussion
Department City Manager

Title
Strategic Management System Update

Strategy Map Connection
B5- Use the Strategy Map to ensure that the focus stays on those programs and services identified as priorities by the community
L2- Foster positive employee engagement

Explanation
The purpose of this agenda item is to provide an update on several components of the City of Colleyville's Strategic Management System, and introduce the STAR (Status, Transparency, Accountability, & Results) Report as a new component to assist with prioritization and allocation of staff resources. The attached presentation will provide updates and an opportunity for discussion on:

(1) the Strategy Map,
(2) the Citizen Survey,
(3) the STAR Report, and
(4) the Employee Engagement Survey.

Components of the Strategic Management System are tools used to ensure financial and performance accountability, transparency, maintained focus, and alignment of resources with priorities. Staff will continue to monitor and evaluate the use of these tools and will bring updates to and seek direction from the City Council as appropriate.

Attachments
1. Strategic Management System Update presentation
2. STAR Report

Strategic Management System Update

June 18, 2015

CITY OF COLLEYVILLE TEXAS

STRATEGIC FRAMEWORK DEVELOPMENT

CITY OF COLLEYVILLE TEXAS

2009

Strategic Plan adopted;

Employee Satisfaction Survey

2010

Introduced Department Business Plans;

Citizen Survey (January)

2011

Employee Satisfaction Survey;

Begin presenting Quarterly performance reports to Council

2012

Modified the Strategic Plan;

Citizen Survey (Feb/Mar)

2013

Employee Satisfaction Survey;

Introduced "The Colleyville Way" values document;

Comprehensive CIP;

Long-range forecasting

2014

Quarterly Dashboard Performance Reports;

Citizen Survey (January);

Comprehensive Plan;

Re-framed the Strategic Plan as a Strategy Map;

First Employee "In-Service Day"

2015

Update Department Business Plans;

Gallup Employee Engagement Survey;

Align budget with Strategy Map

Update Strategy Map

STAR Report

2016

Citizen Survey (October);

Employee Engagement Initiatives

2017

Gallup Employee Engagement Survey;

Begin working on Focus Area metrics

Strategy Map Update

Balanced Scorecard

View the organization from four perspectives:

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

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

CBO1- Maximize the highest and best use of the City's business corridors

CBO2- Implement the Comprehensive Plan

CBO3- Address the most critical infrastructure needs

CBO4- Keep citizens informed through their preferred methods

CBO5- Address traffic issues on Glade Rd.

CBO6- Look for ways to finish SH26

Integrity • Service • Innovation

2016 Citizen Survey

Timeframe and Process

October
- Citizen Survey

Late Fall/Early Winter
- Strategy Map Confirmation/ Update

Winter
- Department Business Plans

Spring
- Budget Kickoff & Submissions

STAR Report

(Status, Transparency, Accountability, & Results)

STAR Purpose & Highlights

- Council driven prioritization
- Clear direction for staff
- Provides additional accountability
- Enhanced communication
- Clarifies expectations

Employee Engagement Survey 2015 Results

What is Employee Engagement?

"A heightened emotional connection that an employee feels for his or her organization, that influences him or her to exert greater discretionary effort to his or her work."

- The Conference Board

Finding the Right Questions: Gallup's Q12 Survey

3+ Million Employee Interviews

10+ Million Customer Interviews

2+ Million "Fit to Role" Reviews

200,000 Manager Interviews

100,000 Leadership Interviews

Concurrent study of recent advances in neuroscience, psychology, and economics

The Twelve Questions

1. I know what is expected of me at work.
2. I have the materials and equipment I need to do my job right.
3. At work, I have the opportunity to do what I do best every day.
4. In the last seven days, I have received recognition or praise for doing good work.
5. My supervisor, or someone at work, seems to care about me as a person.
6. There is someone at work who encourages my development.
7. At work, my opinions seem to count.
8. The mission or purpose of my company makes me feel my job is important.
9. My associates or fellow employees are committed to doing quality work.
10. I have a best friend at work.
11. In the last six months, someone at work has talked to me about my progress.
12. This last year, I have had opportunities at work to learn and grow.

Employee Engagement Levels

Engaged

Not Engaged

Actively Disengaged

Colleyville Employee Engagement Survey 2015 | Overall

Percentile range in Gallup Database < 33 | 33-66 | > 66

*Item data not shown if sample size is less than 4. Workgroup data not shown to protect confidentiality.

ENGAGEMENT INDEX

Engaged | Not Engaged | Actively Disengaged

Current Engagement Index Ratio: 4.20

Engaged	Not Engaged	Actively Disengaged
42%	48%	10%

OVERALL

3.94

GRANDMEAN
PERCENTILE RANK: 51

		Score (Respondents)	Gallup Database Percentile Rank
Q00	**Overall Satisfaction** How satisfied are you with your organization as a place to work?	3.96 (162)	53
Q01	**Know What's Expected** I know what is expected of me at work.	4.46 (162)	65
Q02	**Materials and Equipment** I have the materials and equipment I need to do my work right.	4.10 (164)	67
Q03	**Opportunity to do Best** At work, I have the opportunity to do what I do best every day.	4.13 (165)	66
Q04	**Recognition** In the last seven days, I have received recognition or praise for doing good work.	3.59 (163)	54
Q05	**Cares About Me** My supervisor, or someone at work, seems to care about me as a person.	4.25 (159)	76
Q06	**Development** There is someone at work who encourages my development.	3.85 (163)	49
Q07	**Opinions Count** At work, my opinions seem to count.	3.68 (164)	49
Q08	**Mission/Purpose** The mission or purpose of my organization makes me feel my job is important.	4.13 (164)	62
Q09	**Committed to Quality** My team members are committed to doing quality work.	4.17 (163)	65
Q10	**Best Friend** I have a best friend at work.	3.17 (156)	6
Q11	**Progress** In the last six months, someone at work has talked to me about my progress.	3.80 (161)	40
Q12	**Learn and Grow** This last year, I have had opportunities at work to learn and grow.	3.98 (161)	47

Next Steps

- State of the Team meetings
- Department action plans
- Organization-wide initiatives

Questions?

STAR Report

Upcoming Council Presentations

Council Target Date	Responsible Dept/Program	Action Item	Strategy Map Connection
6/18/2015	CMO	Worksession: Strategic Management System Update	B5
6/18/2015	CMO	Worksession: Financial Forecast & Update	F3
6/18/2015	Police	Worksession: Police Staffing Update	F3, C5
6/18/2015	Fire	Worksession: Fire Apparatus Update	C5, C2,
Summer 2015	Fire	PC: Ambulance Billing Discussion	B2, F3
Summer 2015	CMO	PC: Fee Change Recommendations	F3, B2
Summer 2015	CSO	PC: City Council Rules of Procedure Review	B4
Summer 2015	CSO	PC: Discussion on Boards, Commissions, and Committees	B2,
Summer 2015	CSO	PC: Presentation by GRACE	B3
Summer 2015	Finance	PC: Summation 360 Demo	B4, C2
Summer 2015	Recreation	PC: Senior Center Repairs	C1, C5
August 2015	CMO	PC: Quarterly Performance Management Report	B4, B5

STAR Report

Projects: Strategic Services

Status	Responsible Dept/Program	Action Item	Notes	Strategy Map Connection
In Progress	CMO	Employee Engagement Survey & Follow Up	Survey- Feb/Mar; Results- March; May/June- State of the Team Mtgs	L2
In Progress	CMO	Time Warner franchise fee audit	received data from TW	F3
In Progress	Finance	Set up, test & implement General Billing Module in Munis	Fall	B1
In Progress	Finance- Utility Billing	Design Build of Summation360 website	Summer	C2, B1
Scheduled	Communications	Mobile App	Design of a mobile "app" will be incorporated into the new website deliverables - Mid-summer 2015 start	B1, B4, C2, CB04
Scheduled	Communications	New Website	Mid-Summer 2015 start/launch scheduled for State of the City	B1, B4, C2, CB04
Scheduled	Communications	Council priorities/goals document	Winter	B1, B4, C2
Scheduled	HR	Establish procedures for new Affordable Care Act reporting	Summer/Fall	B2
Scheduled	HR	Personnel Manual revision and training	Fall 2015	L1
Scheduled	HR	Employee ethics/harassment training	Nov. 2015	L1
Scheduled	ISM	Replacement of Data Center Blade Chassis/Blades/Storage	July 2015	B1, B2
Scheduled	ISM	Phase 2 PD/EOC technology upgrade	June 2015	B1, B2
TBD	Finance	Set up, test & implement Expense Report Module in Munis	Winter	B1
TBD	Finance/HR	Review Employee Self Service for rollout to employees	Spring 2016	B1
TBD	HR	Colleyville College -- determine the future of this program	Fall/Winter	L4
TBD- On Hold	CMO	Oncor franchise agreement update- currently expired	handled by City Attorney; may be impacted by litigation from other cities	F3
TBD- On Hold	ISM	Fiber Build Phase 1-3	Waiting to use GCISD	B1, B3
COMPLETE	ISM	Off-site back-up Moved to Barracuda	Feb. 2015	B1, B3, B4
COMPLETE	CSO	Conversion of minutes to SuiteOne platform	Spring 2015	B2
COMPLETE	Communications	Additional Contractual Support for Communications Activities		
COMPLETE	Finance- Utility Billing	Receipt printer for new software	Ordered	
COMPLETE	ISM	Digitizing Documents to Laserfiche (continuation of work)		B1, B2,C2
COMPLETE	Finance	Conversion of UB software to Munis		

COMPLETE	CMO	FY 2016 business plans		B5, L3
COMPLETE	CMO	Update Employee Intranet	All Employee Meetings- February 23-25, 2015	B1, B4, L2
COMPLETE	CMO	City Council candidate orientation	3/6/2015	C2
COMPLETE	Finance	Audit finalized	2/3/2015	
COMPLETE	Finance	Bank Depository Bid	2/17/2015	
COMPLETE	Municipal Court	Laptop and Monitor for Court Room (2nd clerk for payments)		
COMPLETE	Municipal Court	Scanner for Court Room (2nd clerk for payments)		
COMPLETE	ISM	Upgrade Desktop Support Technician to Management Analyst	Upgrading February 12, 2015	L1
COMPLETE	ISM	Phase 1 Courts technology replacement and upgrade		B2,
COMPLETE	ISM	Laserfiche License upgrade (from 28 to 50 concurrent users)		B2,
COMPLETE	ISM	Increase Leased Fiber (4 months of increase for lines we will still lease)		B2,B3
COMPLETE	ISM	Venue Mapper for Colleyville Center		C2
COMPLETE	ISM	Additional Security Cameras at the Senior Center and City Hall		C5
COMPLETE	ISM	Laserfiche Integration Project: CRW		B1, B2,C2
COMPLETE	ISM	Laserfiche Integration Project: Crimes Software		B1, B2,C2
COMPLETE	ISM	Phase 2 City Hall AV Upgrades		B1, B2,C2
COMPLETE	ISM	Replacement GIS Licensing with Enterprise Licensing		B1,C2, L5
COMPLETE	ISM	Replacement of laptop computers		B2
COMPLETE	ISM	Replacement of ToughBook computers		B2
COMPLETE	ISM	Replacement of wireless system		B1, C2
COMPLETE	Utility Billing	Replacement of Hand Held Meter Devices		

STAR Report

Projects: Public Safety

Status	Responsible Dept/Program	Action Item	Notes	Strategy Map Connection
In Progress	Fire	Fire Apparatus Replacement Plan update	June 18th Worksession	C5, C2, B2
In Progress	Fire	Intermedix Contract Renegotiation	July 7th City Council	C2, B1, B3
In Progress	Police	City plan/policy on community run requests	Coordinating with multiple departments	C1, C2, C5, B2
In Progress	Police	Hire new officer (CCCPD funded)	Testing end of May	L1, C5
COMPLETE	Police	Self Aid Trauma Kits	Purchased and Training complete	
COMPLETE	Fire	Adobe Web Events Software	May	B1
COMPLETE	Fire	Articulate Software	May	B1
COMPLETE	Fire	Update the Fire Code		
COMPLETE	Fire Operations	Hire 3 new firefighters		
COMPLETE	Fire Operations	Collaborative Adaptive Sensing of the Atmosphere (CASA WX) Project		
COMPLETE	Police	Hire new officer (CCCPD funded) mid-year		
COMPLETE	Police	AV equipment upgrade in the Interview Room		
COMPLETE	Police	Vehicle Replacement per schedule (CCCPD funded)		
COMPLETE	Police	Purchase pistols (CCCPD)		
COMPLETE	Police	Replacement of Radar Trailer (CCCPD)		
COMPLETE	Police	Hire Police Property Room Clerk		
COMPLETE	Police	Four handheld radar units		
COMPLETE	Police	Increase PT Records Clerk to FT		
COMPLETE	Police	Texas Worksforce Commission Annual Subscription for CID Investigations		
COMPLETE	Fire	Hire 3 New Firefighter/paramedics		

STAR Report

Projects: Development & Infrastructure

Status	Responsible Dept./Program	Action Item	Notes	Strategy Map Connection
In Progress	Building Maintenance	Replace Water Heaters at Justice Center (Priority 1)	Estimated Completion June 2015	F2
In Progress	Building Maintenance	Repairs and Improvements to the Bidault House	Resolution for funding and contract approval on June 16, 2015 council agenda	F2
In Progress	Community Development	Comprehensive Plan Update of the Master Plan	Summer 2015	F3, B4
In Progress	Public Works	Master Thoroughfare Plan Update Address the Heritage Avenue boundary change	Expected to be considered at the July P&Z meeting	C4
In Progress	Public Works	First reading of Ordinance to adopt new utiltiy rate structure	June 16 Council	F2, F3
In Progress	Public Works	Plan Review and Inspection Fee Update (to address testing costs)	July 7 Pre Council	B2
In Progress	Public Works	ADA Sidewalk Assessment	July 2015	C4
In Progress	Public Works	Bedford Road Retaining Wall	Currently in the design phase	F2
In Progress	Public Works	Water Facility Renewal (Area 1 & 2 - Western Trails and Reagan Estates)	Currently under construction	F2
In Progress	Public Works	FEMA Grant Study (creek modeling)	Halff Associates is currently working on the survey	F3, B3
In Progress	Public Works	American Public Works Association Accreditation		B2
In Progress	Public Works	Utility Relocations along SH26		C4
In Progress	Public Works	Glade Road Preliminary Design Entire Corridor	Worksession to be scheduled to discuss the projects and the expectations for the remaining portions of the corridor	C4, C5, F2
In Progress	Public Works	Glade Road Phase I: - Final Design ($701,000)- July 15, 2014 Contract for design from Bransford to Manning to Council - Construction ($5,700,000) - Bransford to Manning	Consultant currently working on the design	C4, C5, F2
Scheduled	Building Maintenance	Construct Trophy Case in City Hall (Priority 2)	Estimated Completion August 2015	F2
Scheduled	Community Development	Review current restrictions on construction working hours in the City	Summer 2015	C5, C1
TBD	Building Maintenance	Dumpster Enclosure Fire Station 1	Estimated Completion September 2015	F2
TBD	Community Development	Various action items as identified within the Comprehensive Plan update		C1, F2,
TBD	Community Development	Amendments to the Village CDA		B2

TBD	Community Development	Create hotel licensing process/agreement		C5
TBD	Community Development	Review basic hotel/motel development regulations This will be included with the other special provisions contained in Chapter 3 of Land Development Code		C5
TBD	Public Works	Update of City's right-of-way maintenance ordinance		F2
TBD	Public Works	Update City Council on Access Midstream Pipeline alignment and right-of-way use fee	7/1/2015	C5
TBD	Public Works	Construct SH26 Phase II and III	Letting Date Est. December 2015	C4, C5, F2
TBD	Public Works	Reconstruction of Kingston Estates	Estimated Completion July 2015	C4, C5, F2
TBD	Public Works	Construction of the Jackson Cheek-Sparger Roundabout	Estimated Completion June 2015	C4, C5, F2
TBD	Public Works	Reconstruction of Pleasant Run from Veranda to Bogart	Estimated Completion November 2015	C4, C5, F2
TBD	Public Works	Construction SH26 Phase I Enhancements	Estimated Completion June 2015	C4, C5, F2
TBD	Public Works	Construct Cottonbelt Trail Phase 3	Estimated Completion October 2015	C4, C5, F2
TBD	Public Works	Construct Roundabout at Bedford and Cheek-Sparger	Contigent upon the developer of Heritage Farms, could start in May 2016	C4, C5, F2
TBD	Public Works	2015 Miscellaneous Concrete Repairs	ONGOING	C2, F2
TBD	Public Works	Miscellaneous Major Asphalt Maintenance 2015	ONGOING	C4, C5, F2
TBD	Public Works	Top 10 List Most Unsafe Roads or Intersections	Lee Engineering is doing pro bono	C5
TBD	Public Works	Field Connectivity for Meter Services Worker	Waiting on approval from CFO/ACM for equipment purchase	B1, C2
TBD	Public Works	Service Center Design	Currently considering the viability of a CDA with adjacent property	F2, F3, L1
TBD	Public Works	Overland Trail Ground Storage Tank and Pump Station decommissioning	Proposed for 2016 CIP	F2, F3
TBD	Public Works	Land Development Code Chapter 15 Update		B2, B4
TBD	Public Works	Land Development Code Chapter 9 Update		B2, B4
TBD	Public Works	Land Development Code Chapter 14 Update		B2, B4
TBD	Public Works	Real Time Water System Pressure Monitors		C2
TBD	Public Works	Backflow inspections (restructuring and process changes)		B2
TBD	Public Works	Storm Water Master Plan Update		F3
TBD	Public Works	Drainage Fee Structure and Use (impervious area)	On Hold	B2

TBD	Public Works	Research creek/tributary maintenance options/requirements on private property (HOAs, etc.)	New project pending	C2, F3
COMPLETE	Public Works	Water/Wastewater Master Plan Continuation of Rate Discussion		
COMPLETE	Building Maintenance	Council Chamber Lighting for Council/staff name signage (Priority 1)	Complete	F2
COMPLETE	Fleet	Implement Vehicle and Equipment Replacement Schedule		
COMPLETE	Public Works	Clean and Seal Exterior Stone City Hall/Library		F2
COMPLETE	Economic Development	Hire new ED Coordinator		
COMPLETE	Public Works	Mosquito Program Presentation	3/17/2015	C2, C5
COMPLETE	Public Works	Adopt Water/Wastewater Master Plan (Resolution)	3/17/2015	C2, C5, F2, F3
COMPLETE	Public Works	Approve Engineering Services Agreement for redesign of SH26	3/17/2015	C4, F2, F3
COMPLETE	Public Works	Temporary Repair of Whites Chapel Road Bridge		F2
COMPLETE	Building Maintenance	Replace City Hall Water Valve Actuators (Priority 1)		F2
COMPLETE	Public Works	Rehabilitate Lavaca Trail - 2014 County Project		
COMPLETE	Public Works	Rehabilitate Jackson Road (2015 County Project)		
COMPLETE	Public Works	Pavement Markings 2015		
COMPLETE	Public Works- CIP	Pavement Markings		
COMPLETE	Public Works- CIP	Rehabilitate Streets in Jewel Estates Subdivision		
COMPLETE	Building Maintenance	Fan Powered Box to heat CH Executive Conference Room (Priority 1)		F2
COMPLETE	Community Development	Adoption of 2012 IBC and IFC- This will be an update of all building and fire codes to the 2012 (or higher) versions.		
COMPLETE	Building Maintenance	City Hall/library fire alarm system		
COMPLETE	Building Maintenance	Justice Center fire alarm system		
COMPLETE	Building Maintenance	Implement contract for disposal of fluorescent light bulbs		
COMPLETE	Building Maintenance	Implement contract for maintenance of parking lot gates at Justice Center		
COMPLETE	Building Maintenance	City Hall/library emergency lighting		
COMPLETE	Building Maintenance	Justice Center VAV boxes		

COMPLETE	Building Maintenance	Redundant HVAC unit for the City Hall Data Center	
COMPLETE	Building Maintenance	Colleyville Center back doors	
COMPLETE	Building Maintenance	Colleyville Center equipment doors to electrical and irrigation rooms	
COMPLETE	Building Maintenance	Colleyville Center 6-ton HVAC rooftop unit	
COMPLETE	Building Maintenance	Redundant HVAC unit for the Justice Center Data Center	
COMPLETE	Building Maintenance	City Hall/library boiler pumps and motors	
COMPLETE	Building Maintenance	Seal exterior building openings at the Justice Center	
COMPLETE	Building Maintenance	Colleyville Center parking lot and fire lane striping	
COMPLETE	Community Development	Hire Plans Examiner	
COMPLETE	Fleet	Vehicles and Equipment sent to auction	
COMPLETE	Public Works	Street Maintenance (one-time)	
COMPLETE	Public Works	Purchase and implement Networkfleet GPS Monitoring	
COMPLETE	Public Works	Hire Construction Inspector (project-funded)	
COMPLETE	Public Works	Implement Flood System Maintenance Contract	
COMPLETE	Public Works	Implement Traffic Signal Maintenance Contract	
COMPLETE	Public Works	Guardrail Repair Program (use some of one-time street maintenance $)	
COMPLETE	Public Works	Field Connectivity- purchase 3 tablets & aircards	
COMPLETE	Community Development	GC14-015 Amendments to Chapter 5-Tree Preservation- Bring forward amendments to Chapter 5, particularly with regard to punitive actions	Pre Council 9/2/14

STAR Report

Projects: Leisure Services

Status	Responsible Dept/Program	Action Item	Notes	Strategy Map Connection
In Progress	Colleyville Center	Replacement of Catering Oven	Purchase expected in July	C2, F2
In Progress	Colleyville Center	Update Rental Agreement	Will be updating the document Summer 2015 for City Attorney review	C1, B2
In Progress	Parks	Community Garden Analysis	Need further direction on methods for guaging community interest (setting up an email account, mailer, etc.)	C1, F3, B3
In Progress	Parks	Improvements at Cotton Belt-LD Lockett Park Trailhead	Contract to Council in July	C1, F2, F3
In Progress	Parks	Sign Lighting for Entry Markers (convert from solar to hard-wired lighting)	Need to explore alternative options to hard wiring which requires the installation of additional power poles	F2
In Progress	Parks	Park Signage update- Woodbriar and Reagan Park	Waiting on quote for sign at L.D. Lockett Park. We are planning to use the same contractor for all three signs.	F2
In Progress	Parks	Retaining Wall and Drainage Enhancement at Tennis Court 6	Wall to be built by a contractor that is scheduled to build a different retaining wall at City Park in the summer of 2015	F2
In Progress	Parks	City Park - Landscape and Amenities	Underway - March 22nd substantial competition	C1
In Progress	Parks	Pleasant Run Trail Construction (Bogart to Mission)	Underway with road improvements	C4
In Progress	Recreation	Senior Center Repairs	Planning in progress – Pre Council discussion anticipated on July 21. The Hidell Team has developed a preliminary parking lot improvement. Currently awaiting confirmation of topographic information to finalize the construction documents, which will be sent for pricing. The floor covering material upgrades have been identified and are currently out for pricing.	C1, C5
In Progress	Library	Library Long-Range Plan Update	The Hidell Associates Architects team has started work on the Library's Long-Range Plan update. The Hidell team conducted focus group work sessions with the Library staff and Library Board to discuss current library use, processes, and layout. A public survey will be issued this summer. Project scheduled for completion- fall 2015.	C1, C2, B2,F3
TBD	Colleyville Center	Site Master Plan	On hold	F3, C1
COMPLETE	Library	Upgrade 0.5 FTE Administrative Secretary to 1.0 FTE		
COMPLETE	Parks	Shade Structure Replacement at City Park- Fields 1-3	Underway - Victory Awning	C1
COMPLETE	Library & Recreation	Special Events Discussion	4/7/2015	
COMPLETE	Parks	Construct Cottonbelt II Spur @ Webb House		C4
COMPLETE	Athletic Field Maint.	Baseball/Softball field laser grading maintenance rotation		
COMPLETE	Colleyville Center	Repairs to original sloped metal roof		
COMPLETE	Library	PT Technical Services Librarian Position (from 6 hr/wk position)		
COMPLETE	Parks	Pleasant Run Trail ROW (Bogart to Mission)		
COMPLETE	Parks Maintenance	Railroad rights-of-way maintenance		
COMPLETE	Parks Maintenance	Tree falling and removal at Nature Center		