



City of Colleyville City Council Worksession Agenda

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

Monday, June 20, 2016
5:30 p.m.

Executive Conference Room
Third Floor - City Hall

1. CALL TO ORDER

2. PRESENTATION AND DISCUSSION

2a Discussion of the Charter review

2b Presentation and discussion of the annual budget

3. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Friday, June 17, 2016 by 5:00 p.m.

Amy Shelley, TRMC
City Secretary

A quorum of any Colleyville board, commission, or committee may be present at this meeting.

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

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



City of Colleyville Colleyville City Council Worksession Agenda Briefing

City Hall
100 Main Street
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Agenda Number 2a	Agenda Date 06/20/2016	Number
Type Presentation		
Department City Secretary		
Title		
Discussion of the Charter review		

Strategy Map Connection

B4- Cultivate a culture of transparency and consistent communication

Explanation

At the Charter Review Worksession held on June 14, 2016, City Council provided direction to staff to include this item to further discuss a proposed resolution to establish a Colleyville Citizens City Charter Review Committee, appoint members, and provide a date for the committee to submit a final report.

Mayor Newton requested each City Councilmember to provide two (2) names of persons they would like to serve on this committee, of which seven (7) members would be selected to serve. Staff has received the following names for City Council's consideration:

Steve Waltens, Nelson Thibodeaux, Michael Muhm, David Medlin, Claudia Bevill, Tim Weymuth, Frank Carroll, Rich Hendler, Karen Deakin, Ann Nicholson, Kay Allen, Shirley Schollmeyer, and Vince Hawkins

Staff has attached a detailed calendar of events leading up to a Special Charter Election on November 8, however, key dates are highlighted below:

<u>Action</u>	<u>Date</u>
City Council appointments members	June 21, 2016
Initial Committee meeting	June 27-30, 2016
Committee submits final report	July 29, 2016
City Council receives report	August 9, 2016
Special Election called by City Council	August 16, 2016
Special Election conducted	November 8, 2016
Canvassing of Special Election results	Tent. November 15, 2016

This item provides for City Council to discuss the attached proposed resolution relative to members of the Charter Review Committee and their responsibilities. Staff has included the proposed resolution on the June 21, 2016, City Council agenda; however,

any changes can be made during the public hearing, and corrected in the form of a motion.

Attachments

1. Calendar of Events
2. Proposed Resolution

**November 8, 2016 – Uniform Election Date
Special Charter Election**

ACTION	DATE
City Council appointments	June 21, 2016
Initial Committee meeting	June 27-30, 2016 (any day)
Second Committee meeting	July 5-8, 2016 (any day)
Third Committee meeting	July 14-15, 2016 (any day)
Fourth Committee meeting	July 20-22, 2016 (any day)
Committee has final report ready for City Council	July 29, 2016
City Council accepts final report at a special meeting (prior to worksession)	August 9, 2016
Deadline for calling special election and posting notice of election on bulletin board	Tuesday, August 16, 2016 at the regular City Council meeting
Last Day to Register to Vote	Tuesday, October 11, 2016
First Day of Early Voting	Monday, October 24, 2016
Last Day to Apply for Ballot by Mail (Received , not Postmarked)	Friday, October 28, 2016
Last Day of Early Voting	Friday, November 4, 2016
Last Day to Receive Ballot by Mail	Tuesday, November 8, 2016 (election day) at 7:00 p.m. (unless overseas deadline applies)
Election Day	Tuesday, November 8, 2016
Recommended period for canvassing the special election	Wednesday, November 16, 2016 through Monday, November 21, 2106 <i>(If official election results are available from Tarrant County earlier than this deadline, the canvass may be moved to the regular City Council meeting on Tuesday, November 15, 2016)</i>

RESOLUTION R-16-4007

A RESOLUTION OF THE CITY OF COLLEYVILLE, TEXAS ESTABLISHING A COLLEYVILLE CITIZENS CITY CHARTER REVIEW COMMITTEE, APPOINTING MEMBERS, AND PROVIDING A DATE FOR THE CHARTER REVIEW COMMITTEE TO SUBMIT A FINAL REPORT

WHEREAS, the City Council believes that positive changes can be possibly made to the Colleyville City Charter to enhance the document without significantly effecting the democratic principles of the Colleyville City Charter or the opportunities of citizens to become informed on City issues and make known to their elected representatives their concerns and comments; and

WHEREAS, the City Council understands the need to review the City Charter to clarify, add or subtract as necessary to ensure the powers, rights and duties of the City government adhere to its original concepts and structure as a "Council-Manager Government."

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

- Sec. 1. THAT a Colleyville Citizens City Charter Review Committee is hereby established.
- Sec. 2. THAT the following citizens are appointed to the Colleyville Citizens City Charter Review Committee:
- Sec. 3. THAT _____ is appointed as Chair, and _____ is appointed as Vice Chair.
- Sec. 4. THAT the City Manager shall provide administrative support services to the Colleyville Citizens City Charter Review Committee.
- Sec. 5. THAT the Colleyville Citizens Charter Review Committee's responsibilities may include:
 - a. Section 3.01 Number, Selection, Term: should contain language which limits consecutive terms to two in the same office, and how or when this shall commence. Compare this amendment with those of area cities for benchmarking.

- b. Section 3.09C Quorum and Voting: should provide language which allows electronic voting for City Council meetings, and language that allows for nominations and appointments and voting by name.
- c. Section 14.02 Personal Financial Interest: should include an additional subsection to provide the following:
 - k. Financial Disclosure and Business Conflict of Interest Forms shall be provided by applicants seeking appointments to the Planning and Zoning Commission or the Zoning Board of Adjustment, and shall file within two (2) business days following the end of the application period stated in the official City advertisement for application for the position. The city manager and the city manager's senior staff members shall also file the same within thirty (30) days of hiring. All person(s), as outlined above, shall have a duty to file supplemental disclosures within five (5) days of an occurrence of any change in the information reflected in the forms previously filed by the individual. These forms shall include the following information:
 - i. The location, size, and current use of all property owned within the portion of Tarrant County north of Interstate 30 and east of Interstate 35W, and that portion of Denton County south of State Highway 114 and east of Interstate 35W, or held in trust by the person(s), as outlined above, their spouse, and any dependent minor children, or any business entity in which the person has a financial interest.
 - ii. The name and address of any person or corporation which currently has or during the preceding twelve (12) months has had a contractual relationship with the City and from which the person(s), as outlined above, their spouse or dependent minor children have received a fee, salary, or gift of a value

exceeding one hundred dollars(\$100.00).

- iii. The name and address of any corporation or business, which currently has or in the preceding twelve (12) months has had a contractual relationship with the City, of which the person(s), as outlined above, their spouse, or any dependent minor children own more than two percent (2%) of the outstanding equity interest or more than two percent (2%) of the assets.
- d. Section 7.02 City Secretary: should provide an addition of "with the approval of City Council" to the following statement: "The City Manager, *with the approval of City Council*, shall appoint a qualified individual to fill the position of City Secretary."
- e. Section 7.03(A) Chief of Police: should provide an addition of "with the approval of City Council" to the following statement: "The Chief of Police shall be appointed by the City Manager, *with the approval of City Council*, for an indefinite term."
- f. Section 7.04(A) Fire Chief: should provide an addition of "with the approval of City Council" to the following statement: "The Fire Chief shall be appointed by the City Manager, *with the approval of City Council*, for an indefinite term."
- g. Section 7.05 Department of Public Works: should provide an addition of "with the approval of City Council" to the following statement: "The Director of Public Works shall be appointed by the City Manager, *with the approval of City Council*, for an indefinite term."
- h. Section 7.06 Department of Finance: should provide an addition of "with the approval of City Council" to the following statement: "There shall be a Department of Finance headed by the City Manager or his appointee, *with the approval of City Council*."

Sec. 6. THAT the recommendations of the Colleyville Citizens Charter Review Committee shall be finalized and ready to be presented to the City Council by July 29, 2016.

Sec. 7. THAT this resolution shall take effect immediately upon passage.

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS
ON THIS THE 21ST DAY OF JUNE 2016.

Mayor Richard Newton	_____	Mayor Pro Tem Chris Putnam	_____
Place 1, Tammy Nakamura	_____	Place 5, Nancy Coplen	_____
Place 2, Bobby Lindamood	_____	Place 6, Mike Taylor	_____
Place 4, Jody Short	_____		

ATTEST:

CITY OF COLLEYVILLE

Amy Shelley, TRMC
City Secretary

Richard Newton
Mayor



City of Colleyville Colleyville City Council Worksession Agenda Briefing

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Agenda Number 2b	Agenda Date 06/20/2016	Number
Type Presentation and Discussion		
Department City Manager		
Title		

Presentation and discussion of the annual budget

Strategy Map Connection

F3- Forecast needs and plan for the future, balancing priorities with resources
F4- Adhere to the City's financial and budgetary policies

Explanation

This agenda item provides for discussion of the FY 2017 annual budget. Staff will present the attached presentation, review line item budget detail, respond to any questions, and seek City Council direction regarding revenues and expenditures for the upcoming fiscal year.

Attachments

1. FY 2017 Budget Worksession Presentation - June 20, 2016

Budget Line Item Review

Budget Worksession
June 20, 2016

General Fund

Property Values



May 31, 2016 Estimates

July 24, 2015 Certified Value: \$4,204,340,103

TIF Value: \$ 267,715,328

Not in TIF: \$3,936,624,775

May 31, 2016 Appraised Value: \$5,031,814,670

May 31, 2016 **Net Taxable Value**: \$4,527,153,573
(+7.68%)

Increase from new construction: \$163,923,993

Increase from existing property: \$158,889,477

Total Increase: \$322,813,470

May 31, 2016 Appraised Value: \$5,031,814,670

May 31, 2016 **Est. Net Tax. Value**: \$4,662,960,143
(+10.9%)

Increase from new construction: \$163,923,993

Increase from existing property: \$294,696,047

Total Increase: \$458,620,040

***The 2016 information provided **does not give the amount of TIF valuation included** in the taxable value and is subject to significant change; these values cannot be relied upon for revenue projections

General Fund Totals

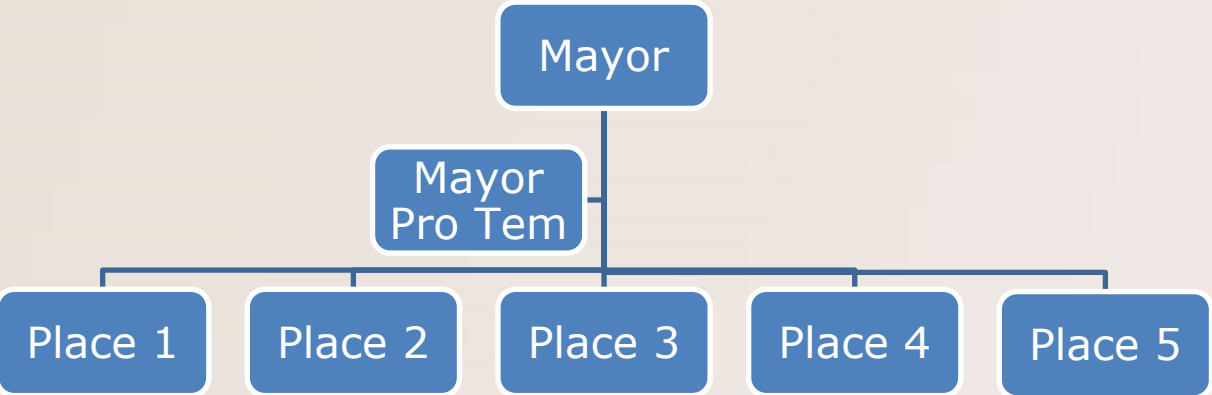


	FY 16 Budget	FY 16 Projections	FY 17 Projections
Ad Valorem Revenue	\$12,928,456	\$12,908,456	\$13,618,703
Sales Tax	3,480,000	3,690,072	3,595,000
Franchise Fees	2,061,000	2,149,251	2,115,000
Licenses & Permits	882,800	946,647	931,500
Fines	876,000	874,420	874,420
Charges for Service	1,089,800	828,506	900,300
Intergovernmental	311,979	311,979	316,693
Misc./Interest Earnings	155,040	198,339	175,000
Use of Fund Balance	1,000,000	1,000,000	1,000,000
Transfers In	1,233,417	1,165,563	1,165,563
Total Revenue	\$24,018,492	\$24,073,233	\$24,692,179
Total Expenditures	\$23,977,370	\$23,977,370	\$24,155,192
Net Difference	\$41,122	\$95,863	\$536,987
<i>Days of Working Capital</i>	<i>131</i>	<i>132</i>	<i>124</i>

Notes:

- \$1M draw down only through FY 18
- FY 17 Net difference is before:
 - Final health insurance costs
 - Market or merit increases
 - Additional funding requests from departments
- AV revenue projects values +5%
- Utility Fund transfers included until Council action to approve changes

City Council: 001-1010



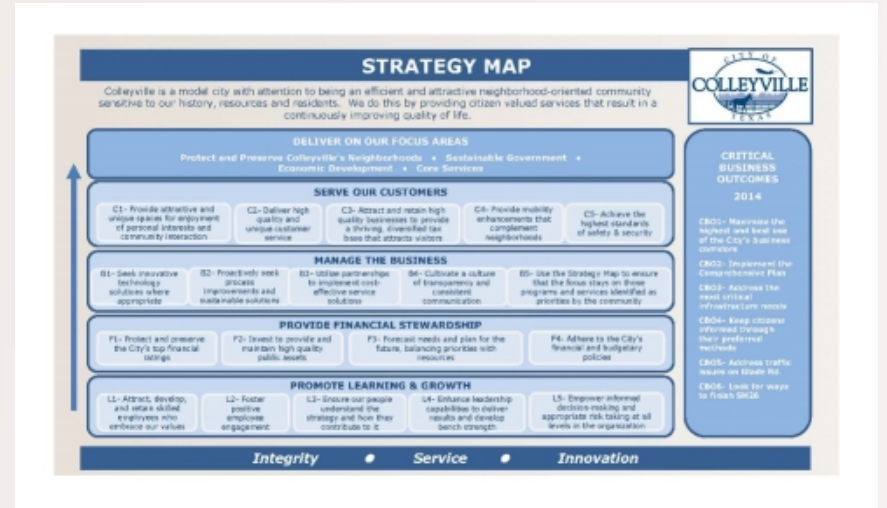
Expenditure Categories	Amount
Personnel	\$ 0
Contractual Services	182,681
Supplies	9,070
Total	\$191,751

City Manager's Office

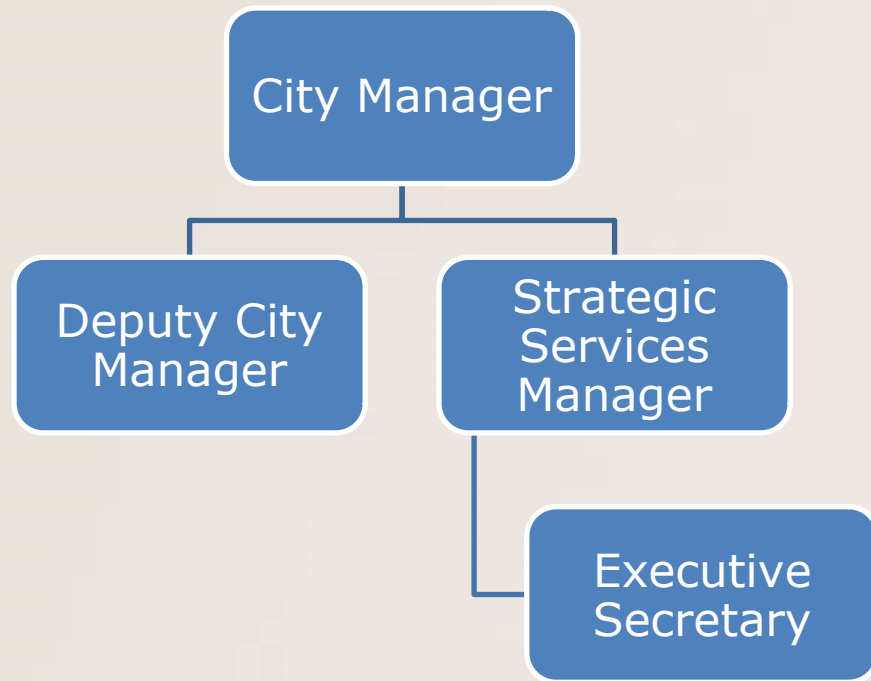


Core Services:

1. Provide leadership, direction, and oversight of all programs and services based on City Council priorities
2. Develop, implement, and monitor the City's budget
3. Direct the City's strategic management system and evaluate programs and services for alignment
4. Coordinate the city's franchise agreements
5. Respond to City Council and citizen requests for service
6. Develop policy and procedure recommendations
7. Develop and maintain working relationships with community groups, other governmental entities, and other stakeholders



City Manager's Office: 001-1110



Expenditure Categories	Amount
Personnel	\$576,181
Contractual Services	52,545
Supplies	2,050
Total	\$630,776

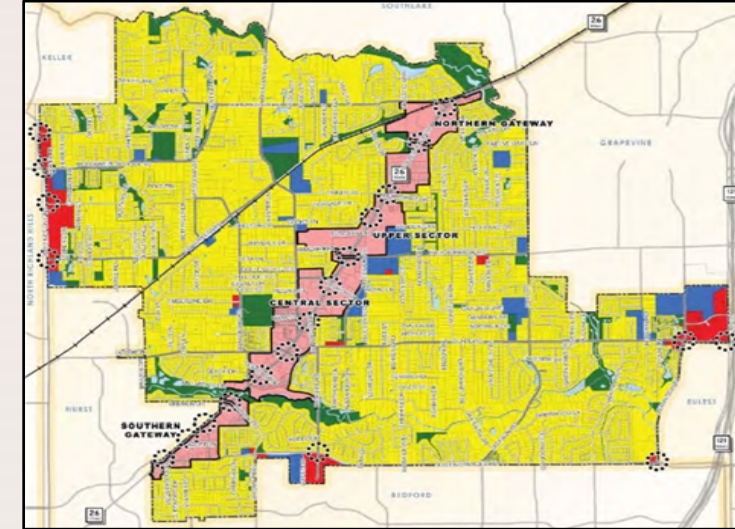
Note: Deputy City Manager is partially funded by the Utility Fund

Community Development

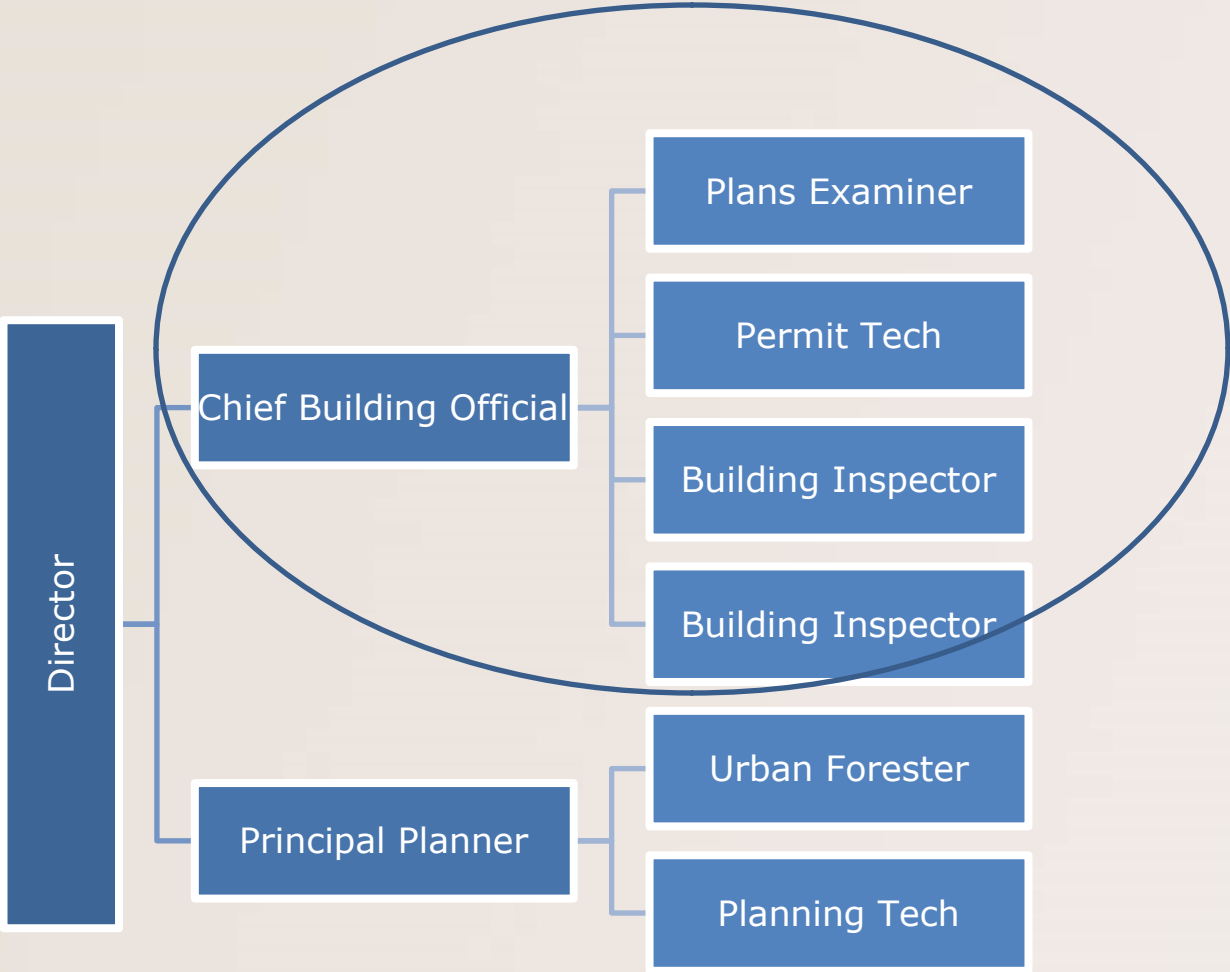


Core Services:

1. Provide guidance for the orderly and effective development of the city that is attractive, safe and consistent with the comprehensive plan and community expectations
2. Manage comprehensive planning to support the city's vision
3. Promote communication and awareness in the planning and development process
4. Manage and oversee the development process
5. Urban forestry



Building Inspection: 001-1210



Expenditure Categories	Amount
Personnel	\$392,305
Contractual Services	15,543
Supplies	4,083
Total	\$411,931

Economic Development

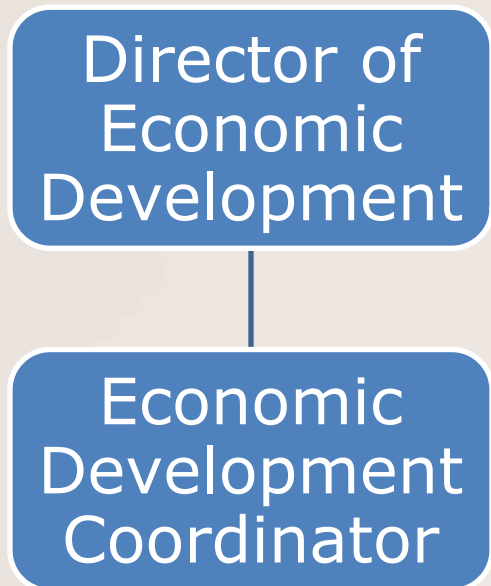


Core Services:

1. Retain existing Colleyville businesses, facilitate their profits and seek to stimulate their in-place growth and expansion
2. Help create and attract new businesses in targeted markets and along key commercial corridors
3. Protect and preserve commercial development along Colleyville Boulevard and Precinct Line Road in order to maximize the highest and best use of Colleyville's primary commercial corridors; seek opportunities to foster and expand commercial development in conjunction with the Colleyville Boulevard reconstruction
4. Link property development and redevelopment opportunities with commercial real estate brokers, developers, investors and their associated consultants to foster new investment



Economic Development: 001-1310

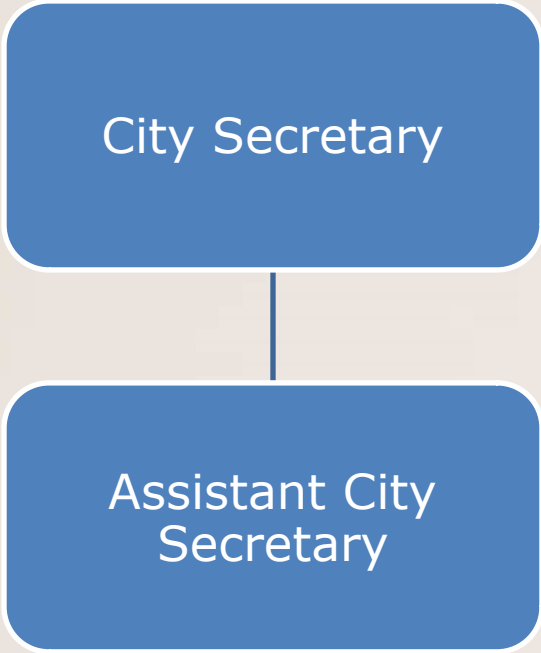


Expenditure Categories	Amount
Personnel	\$251,171
Contractual Services	49,305
Supplies	2,900
Total	\$303,376

1. Provide professional and courteous customer service
2. Ensure an open government
3. Enhance governmental transparency
4. Deliver exceptional administrative support to the governing body
5. Coordinate convenient, efficient, and sound municipal elections



City Secretary's Office: 001-1410



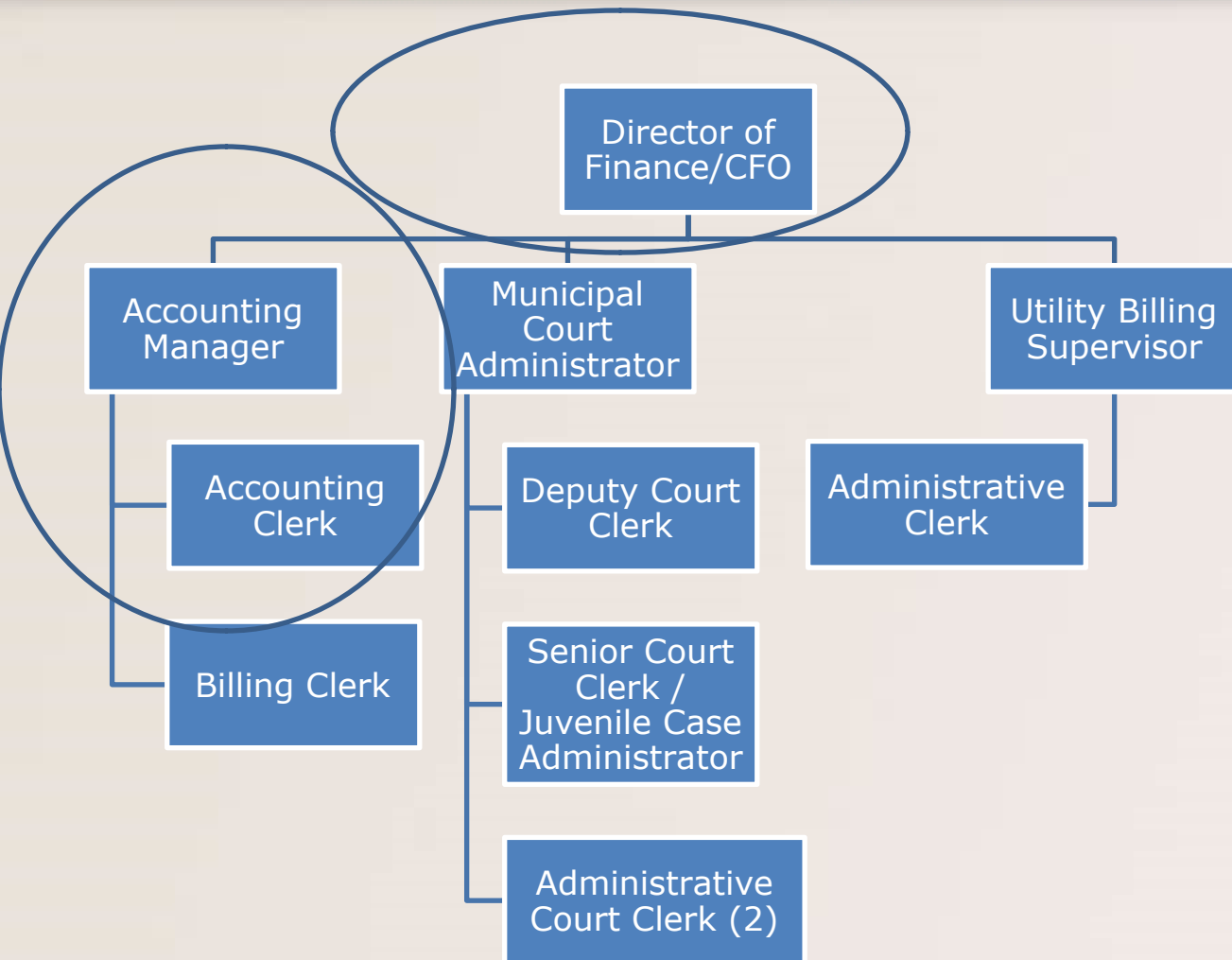
Expenditure Categories	Amount
Personnel	\$195,279
Contractual Services	28,906
Supplies	2,852
Total	\$227,037

Core Services:

1. Provide accurate, reliable reporting of financial data
2. Ensure all expenditures made are in accordance with the city's purchasing policy and state law
3. Process payroll
4. Preparation of the Comprehensive Annual Financial Report (CAFR)
5. Manage the city's investments and debt
6. Provide municipal court services
7. Maintain billing and collection for the city's utility billing system



Finance: 001-1510



Expenditure Categories	Amount
Personnel	\$314,201
Contractual Services	143,905
Supplies	5,272
Total	\$463,378

Note: 3 positions are funded by the Utility Fund; 1 position is funded by the Juvenile Case Manager Fund; all others are General Fund

Expenditure Categories	Amount
Personnel	\$ 0
Contractual Services	200,000
Supplies	0
Total	\$200,000

Library & Recreation

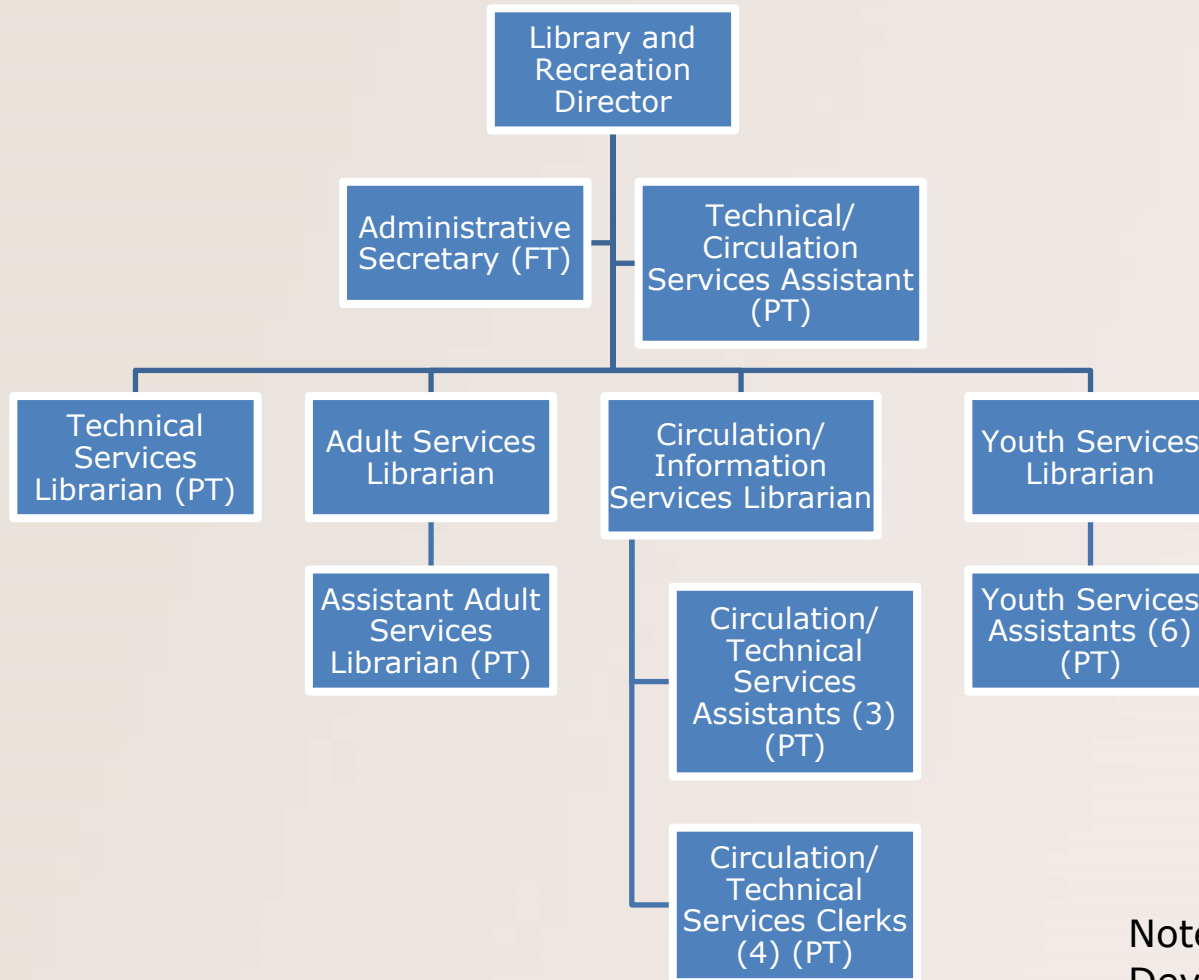


Core Services:

1. Provide reading, viewing and listening materials
2. Provide early literacy programs and services to create young readers
3. Provide resources for lifelong learning
4. Provide unique and innovative recreation programming for all ages
5. Provide special events that promote a sense of community in a safe and fun environment
6. Coordinate and maintain the reservations of park and recreation facilities



Library: 001-1710



Expenditure Categories	Amount
Personnel	\$685,349
Contractual Services	41,267
Supplies	39,671
Total	\$766,287

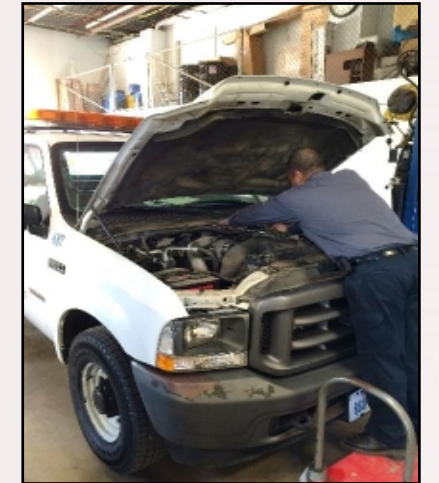
Note: 2 FTEs are funded by the Colleyville Economic Development Corporation (CEDC) Fund, as are special events

Public Works

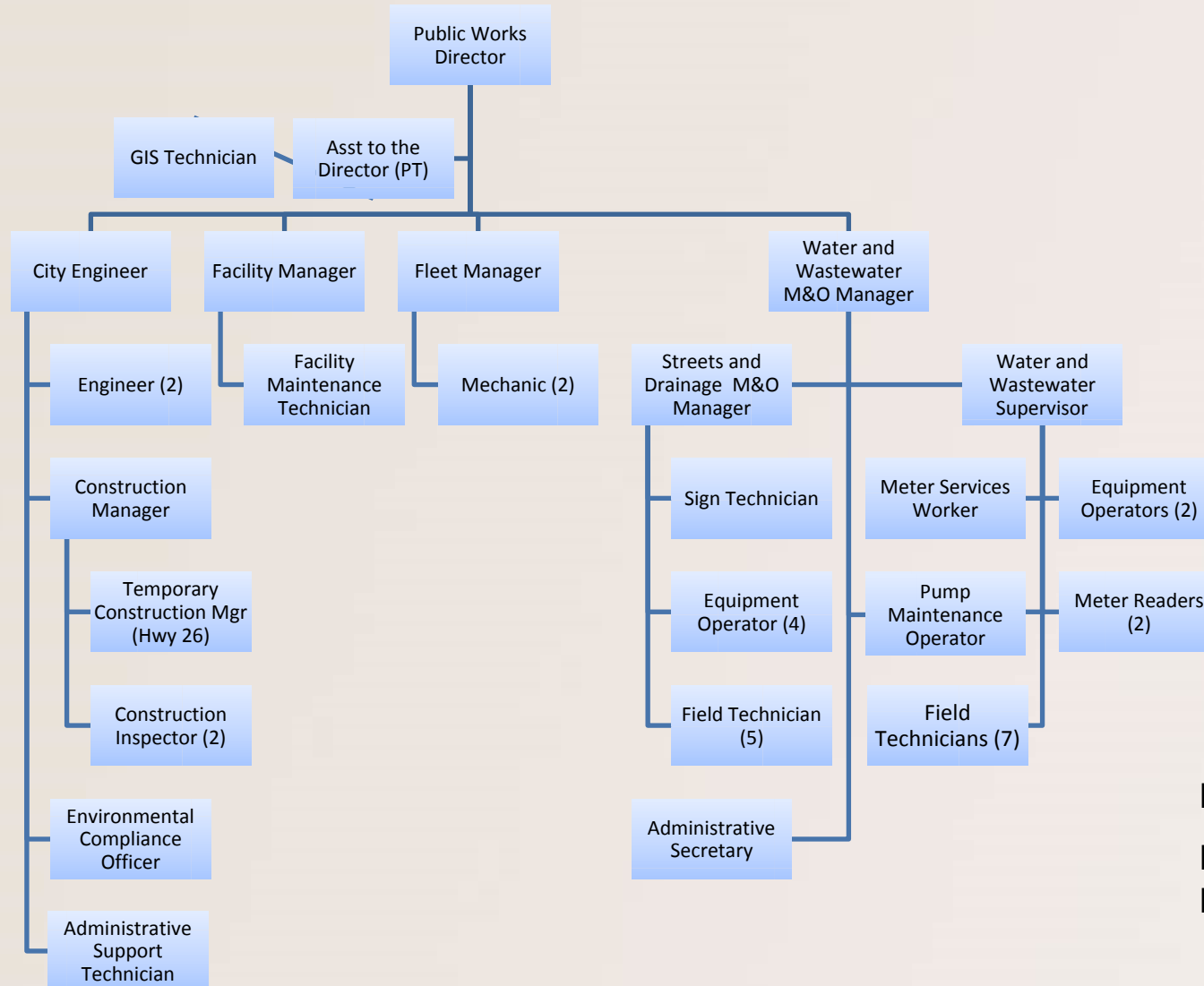


Core Services:

1. Guarantee a safe, reliable and adequate **WATER SUPPLY** is provided to residents and visitors of Colleyville
2. Ensure **WASTEWATER** is managed in a safe and efficient manner for the sake of maintaining the public health
3. Maintain and extend the useful life of the **TRANSPORTATION SYSTEM** in order to protect and preserve neighborhoods and support economic prosperity
4. Provide adaptable, clean, safe, accessible and energy efficient **PUBLIC FACILITIES** to uphold Colleyville's reputation as a quality community
5. Provide all maintenance, monitoring, and procurement services for the City's **FLEET**
6. Manage the **STORMWATER** system to protect properties from flooding, ensure that stormwater entering our creeks and water ways is free of pollutants, and reduce health risks through our Mosquito Management Program



Engineering: 001-1810



Expenditure Categories	Amount
Personnel	\$411,744
Contractual Services	248,477
Supplies	4,730
Total	\$664,951

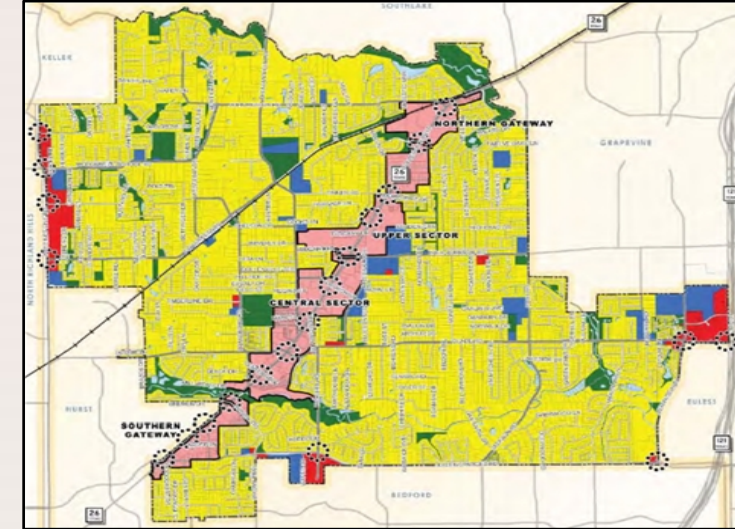
Note: Engineering Budget includes 3.75 FTEs;
Positions may be funded by the General Fund, Utility Fund, Drainage Fund, or a combination thereof.

Community Development

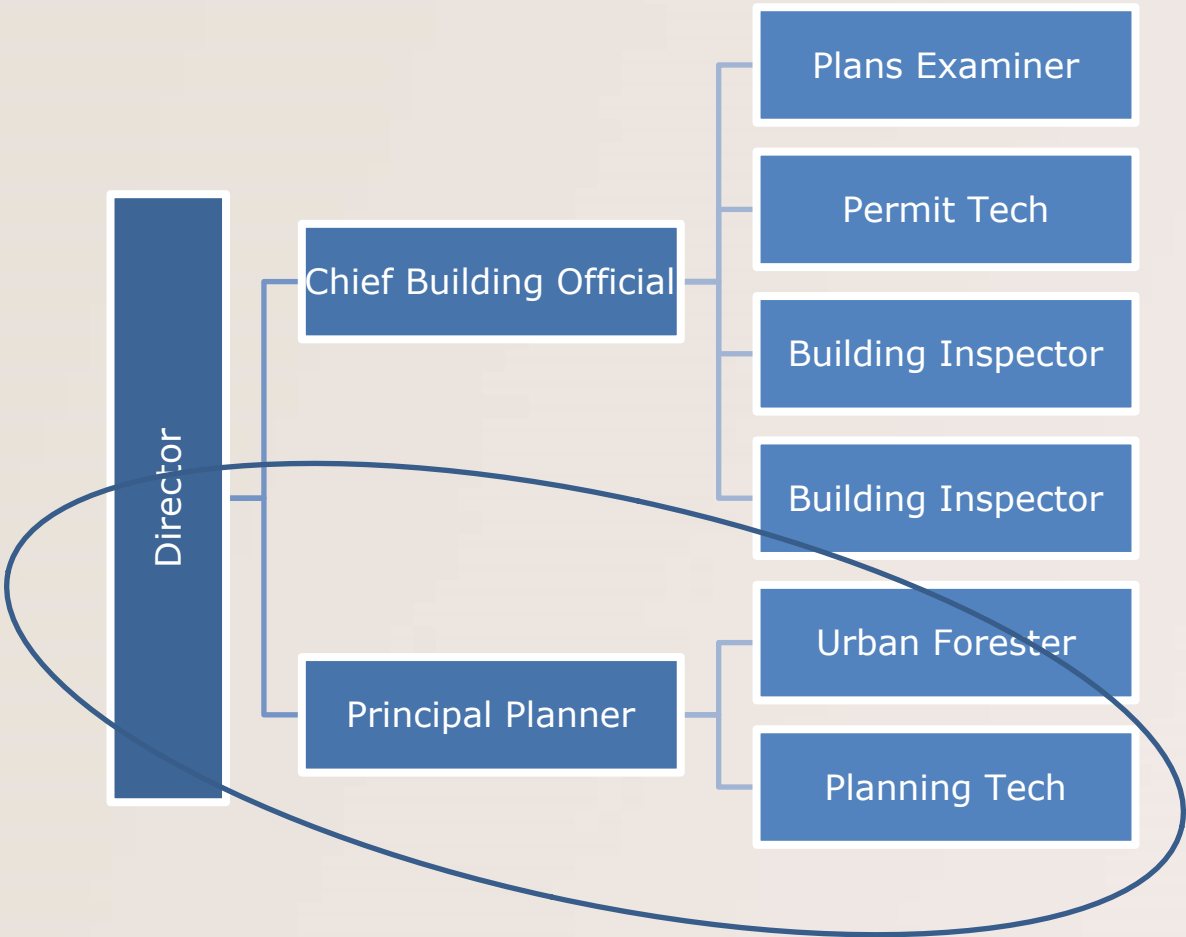


Core Services:

1. Provide guidance for the orderly and effective development of the city that is attractive, safe and consistent with the comprehensive plan and community expectations
2. Manage comprehensive planning to support the city's vision
3. Promote communication and awareness in the planning and development process
4. Manage and oversee the development process
5. Urban forestry



Community Development: 001-1910



Expenditure Categories	Amount
Personnel	\$361,092
Contractual Services	61,090
Supplies	2,814
Total	\$424,996

Fire Department

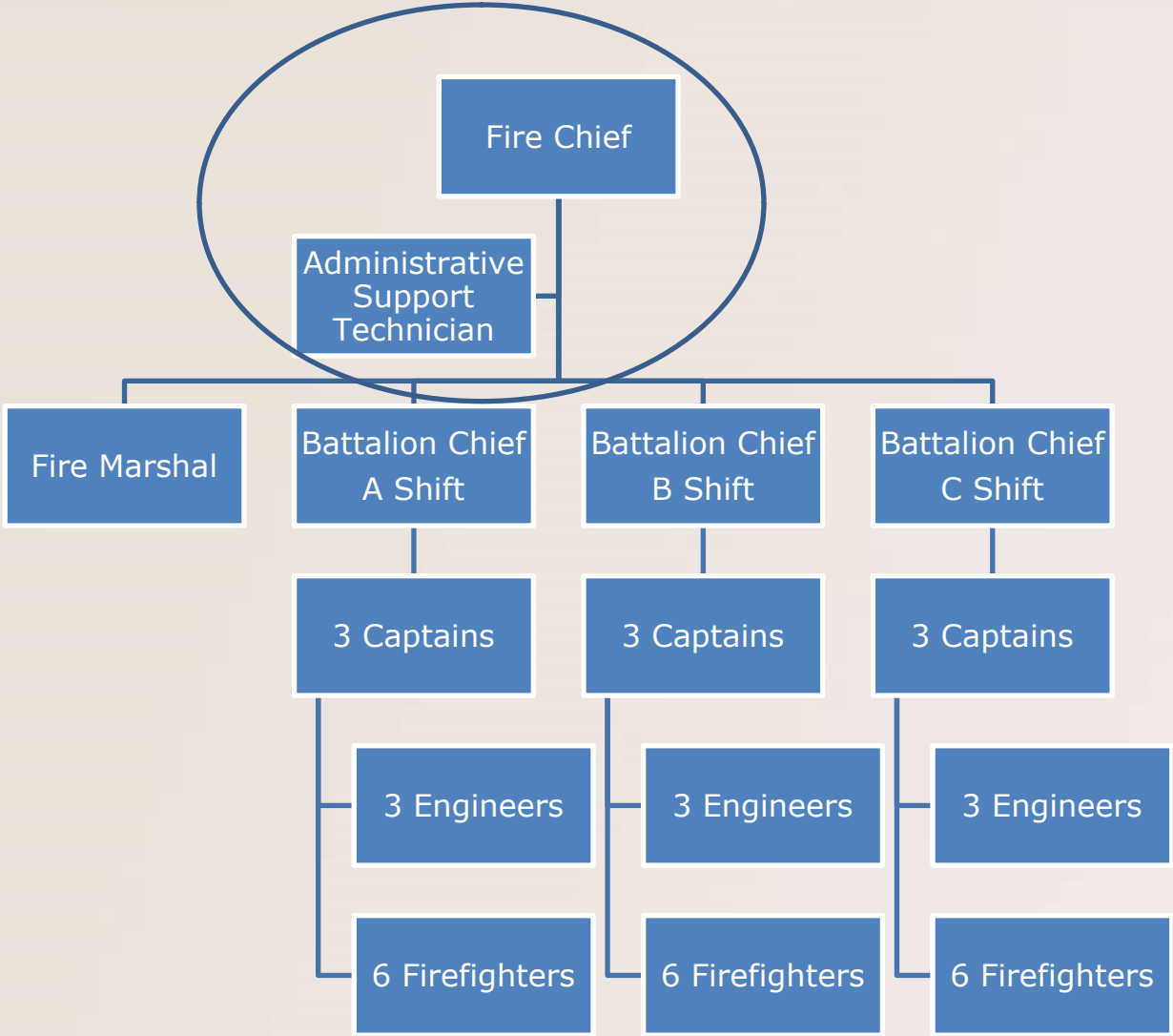


Core Services:

1. Provide fire rescue operations
2. Provide fire prevention/investigation
3. Provide emergency medical services (EMS)
4. Provide emergency management services and support

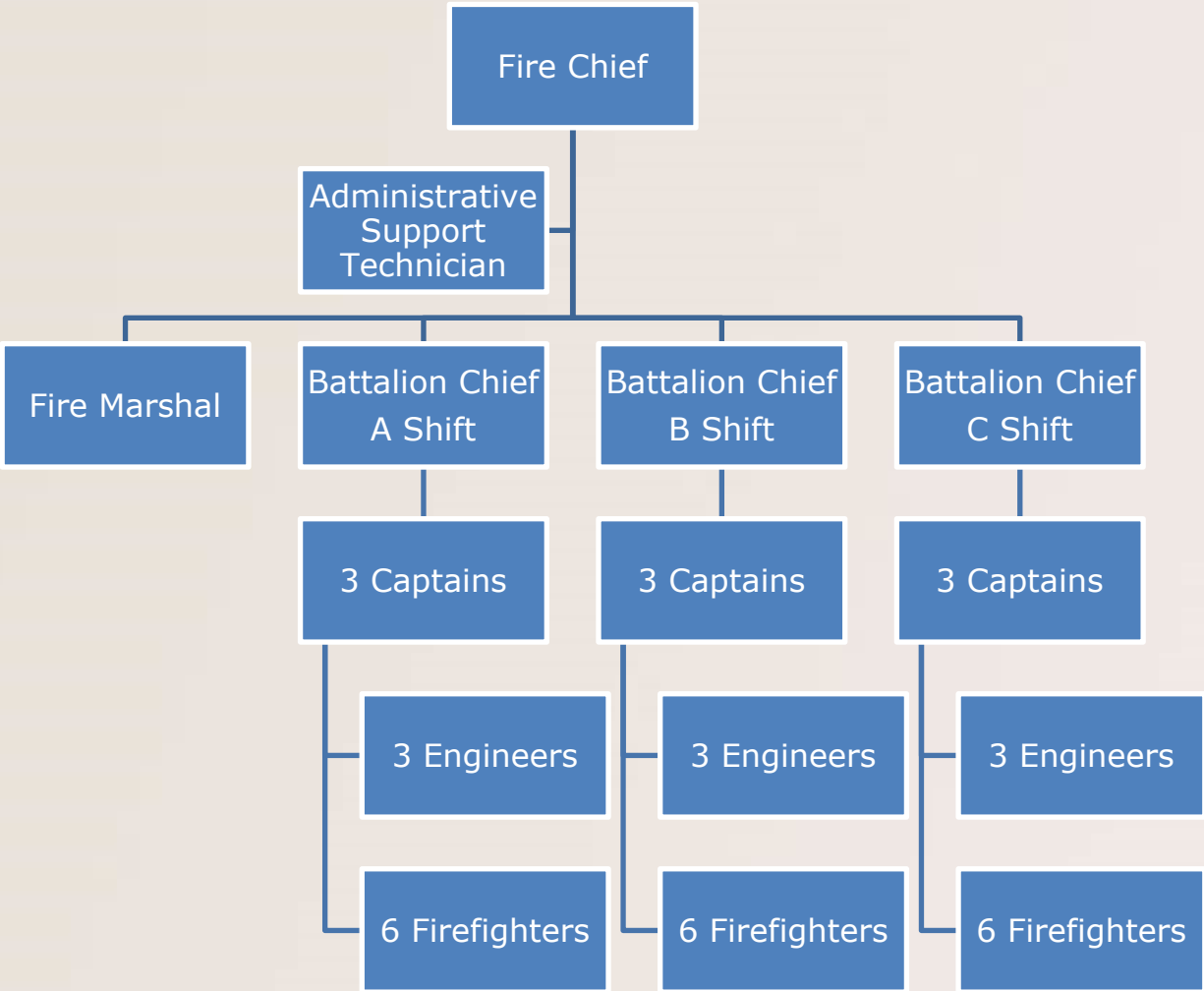


Fire Administration: 001-2210



Expenditure Categories	Amount
Personnel	\$229,739
Contractual Services	12,790
Supplies	17,567
Total	\$260,096

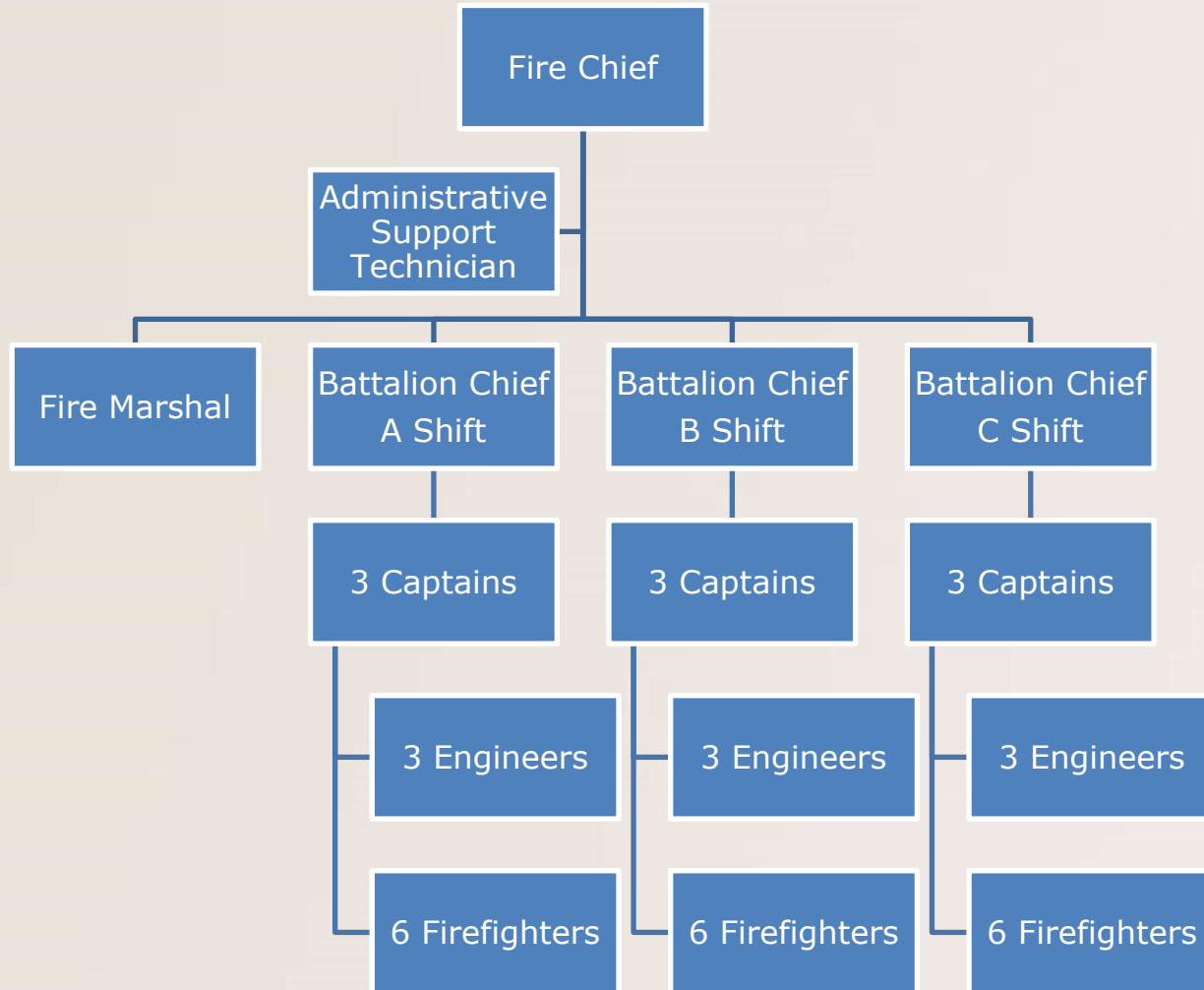
Fire EMS Operations: 001-2220



Expenditure Categories	Amount
Personnel	\$496,144
Contractual Services	66,852
Supplies	47,781
Total	\$610,777

Note: EMS Budget includes 6 Firefighter/Paramedics

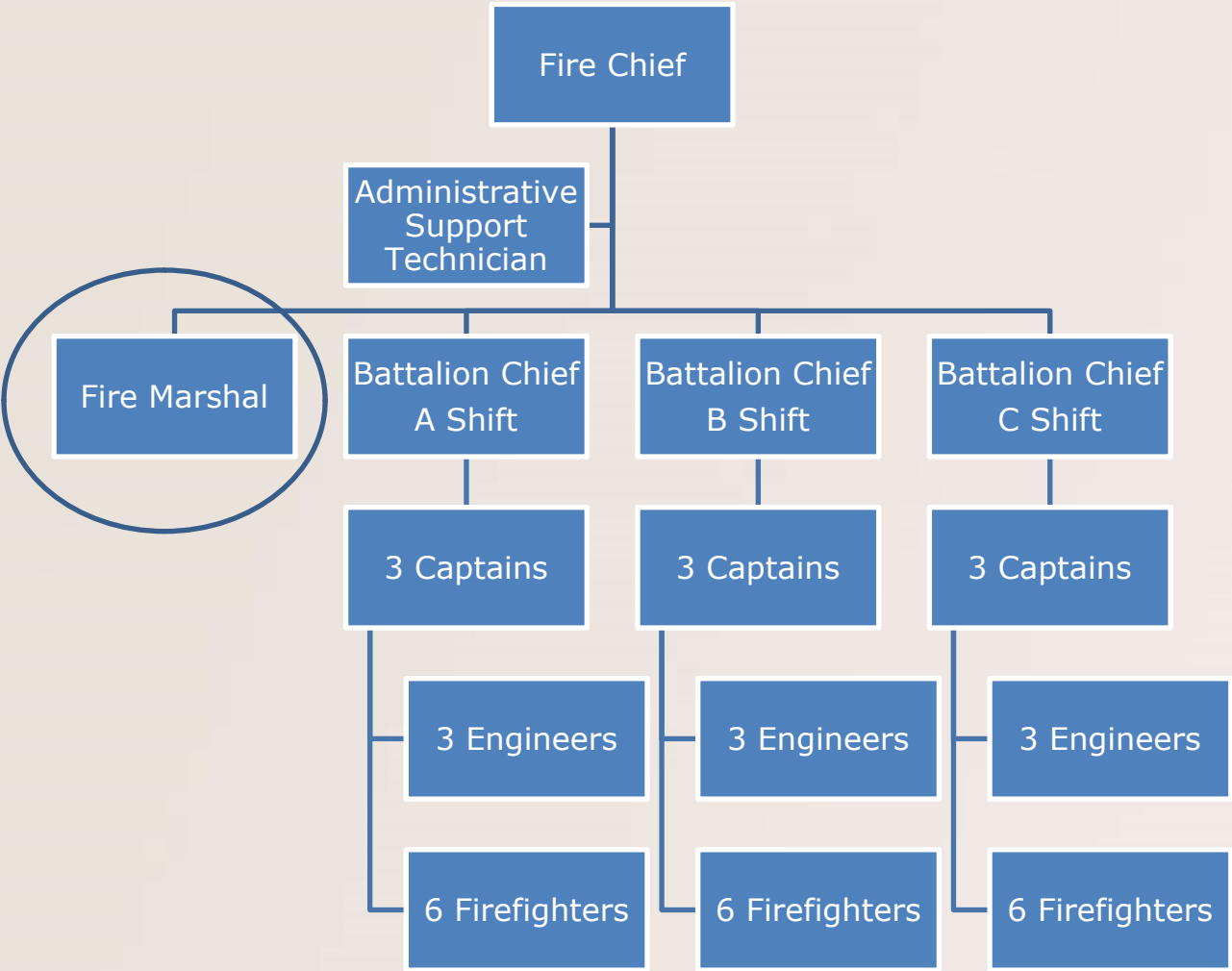
Fire Operations: 001-2230



Expenditure Categories	Amount
Personnel	\$3,256,746
Contractual Services	208,970
Supplies	84,967
Transfers	26,706
Total	\$3,577,389

Note: Fire Ops. Budget includes 33 FTEs

Fire Prevention/Invest.: 001-2240



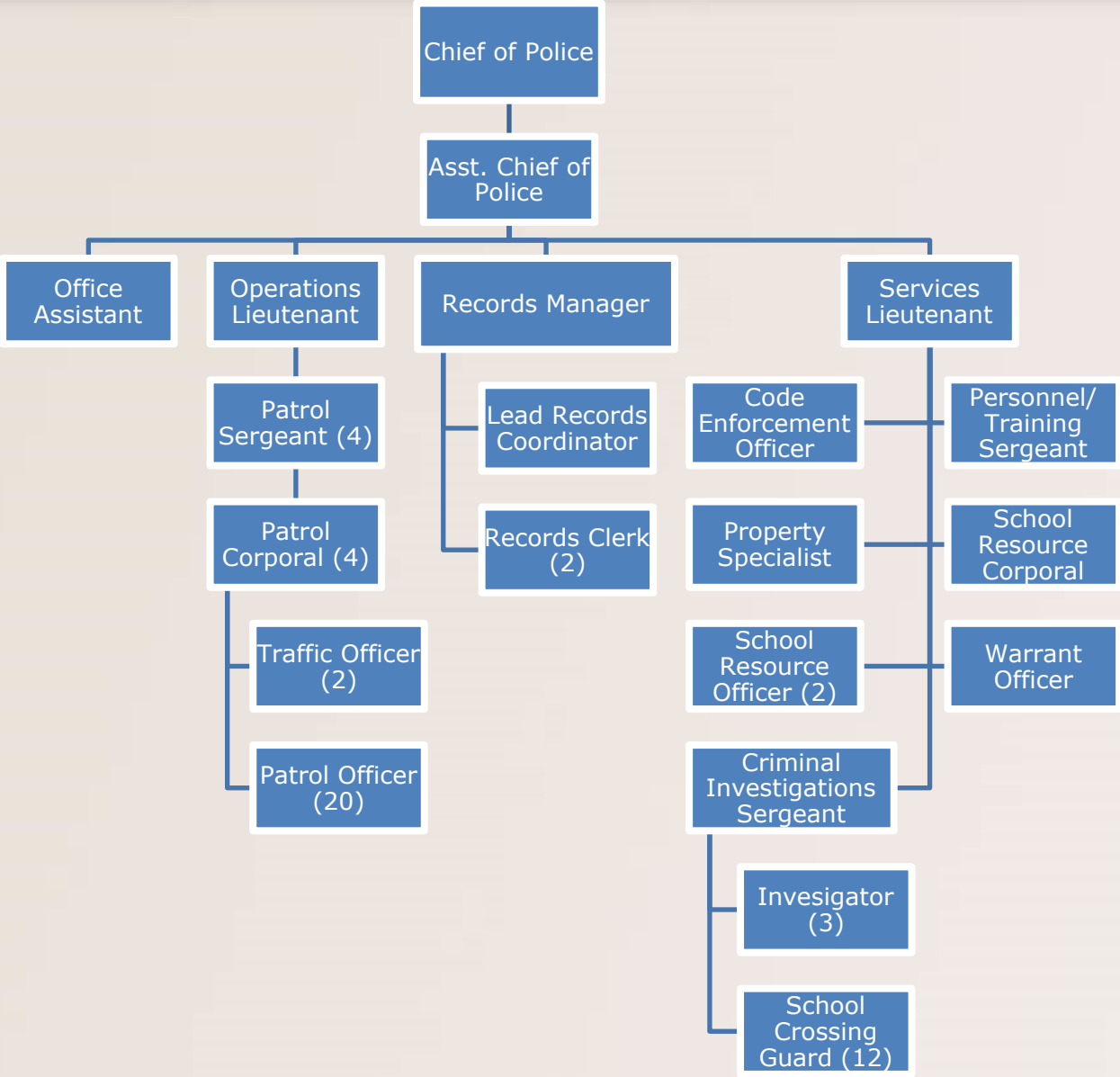
Expenditure Categories	Amount
Personnel	\$126,702
Contractual Services	9,735
Supplies	6,913
Total	\$143,350

Core Services:

1. Protect and preserve the safety of neighborhoods
2. Timely response to all citizen calls for police services
3. Promote traffic safety and reduce accidents on roadways
4. Enhance crime prevention
5. Focus on community-based policing
6. Provide investigations for all criminal offenses
7. Efficient processing and management of physical evidence and recovered property
8. Provide school safety and security
9. Enhance and maintain neighborhoods and commercial property through effective code enforcement
10. Process all open records requests
11. Provide telephone and walk-in reception of all citizen requests for service



Police Administration: 001-2310



Expenditure Categories	Amount
Personnel	\$895,676
Contractual Services	22,402
Supplies	18,734
Total	\$936,812

Note: Police Admin Budget includes 8.5 FTEs

Police Animal Control: 001-2320



Expenditure Categories	Amount
Personnel	\$ 0
Contractual Services	97,259
Supplies	0
Total	\$97,259

Why Regionalize Animal Services



- Enhance service levels and coverage to the communities of Colleyville, Keller, and Southlake
- Take advantage of cost savings resulting from the pooling of resources
- Expand service offerings to customers
- Provide a long term solution for Animal Services

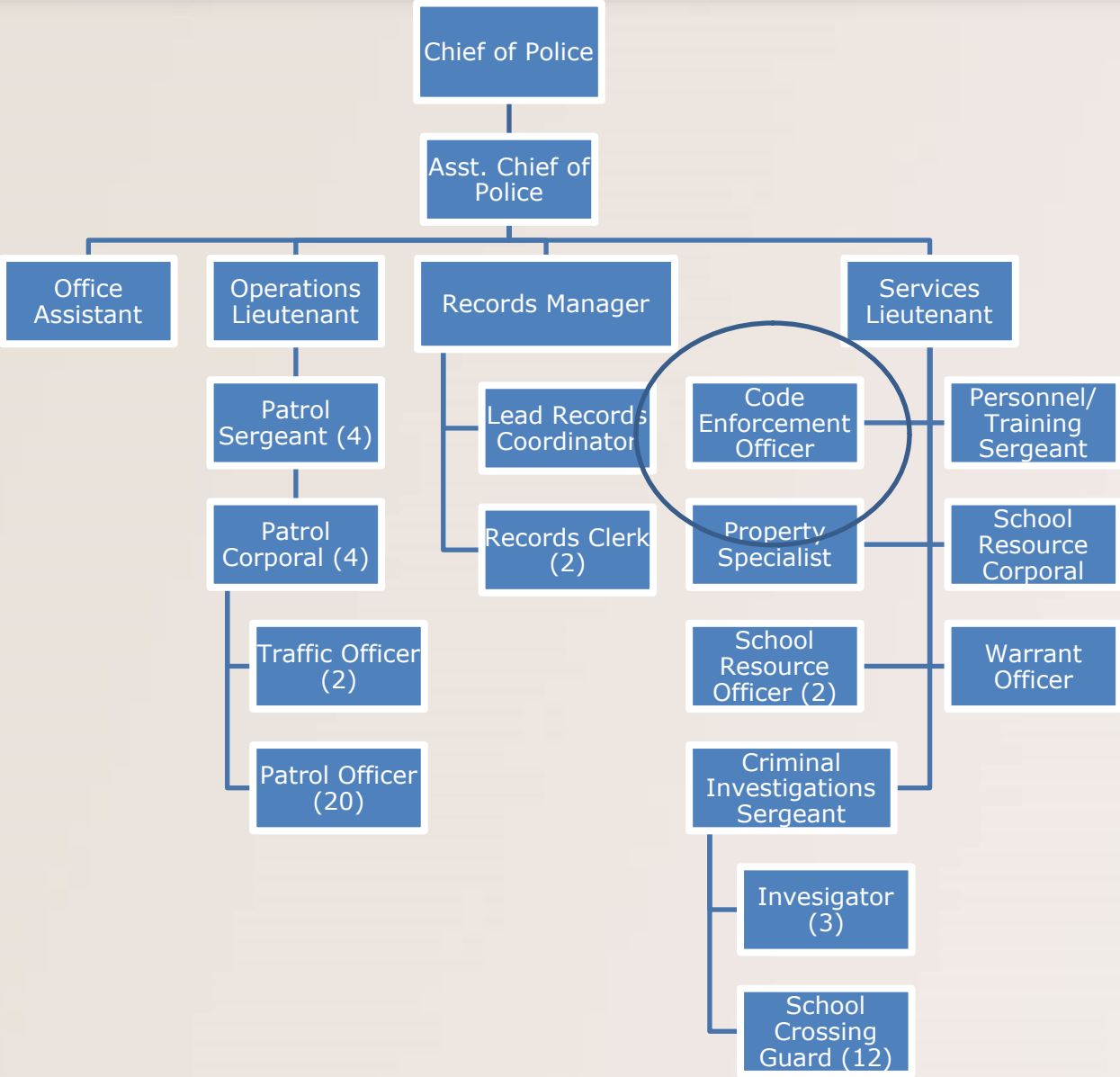
Animal Services Regionalization



2012 Colleyville Animal Services Cost		2013 Colleyville Animal Services Cost	2017 Colleyville Animal Services Cost
Personnel	\$54,558		
Contract Services	\$11,339	\$59,007	\$97,259
Supplies	\$935		
Building/Vehicle Maintenance	\$2,500		
Training/Dues/Other	\$300		
Lease Agreement	0		
TOTAL	\$69,632	\$59,007 (-\$10,625)	\$97,259*

*Increase related to activity percentage changes and capital expense for new Animal Shelter/Adoption Center

Police Code Enforcement: 001-2330



Expenditure Categories	Amount
Personnel	\$62,153
Contractual Services	10,652
Supplies	651
Total	\$73,456

Police Communications: 001-2340



Expenditure Categories	Amount
Personnel	\$ 0
Contractual Services	699,654
Supplies	0
Total	\$699,654

Why Regionalize Communication and Jail



- Improved public safety services to all three communities
- Reduces redundancy of operations
- Less time handling prisoners/increased time on patrol in Colleyville
- Cost savings and cost avoidance
- Dedicated fire dispatcher
- Improved sharing of police and fire data
- Improved compliance with national standards

Police Regionalization



2010 Colleyville Operating Costs Communications and Jail		2011 Regional Operating Cost Communications and Jail		2017 Regional Cost Estimate Communications and Jail	
Communications	\$464,368	Communications	\$276,452	Communications	\$495,426
Jail	\$35,888	Jail	\$99,132	Jail	\$163,277
		General/Admin	\$38,000	General/Admin	\$40,941
Total	\$500,256	Total	\$413,584	Total	\$699,644
2011 – 2017 Realized and Estimated Savings					
2011-2017 Approximate operating cost savings.			\$229,095		
Radio System P25 conversion estimated savings.			\$250,000		
2011-2017 Tarrant Co. Lease payments			\$140,000		
Total Cost Savings and Income			\$619,095		
Averaging Savings Per Year			\$88,442		

Police Regionalization



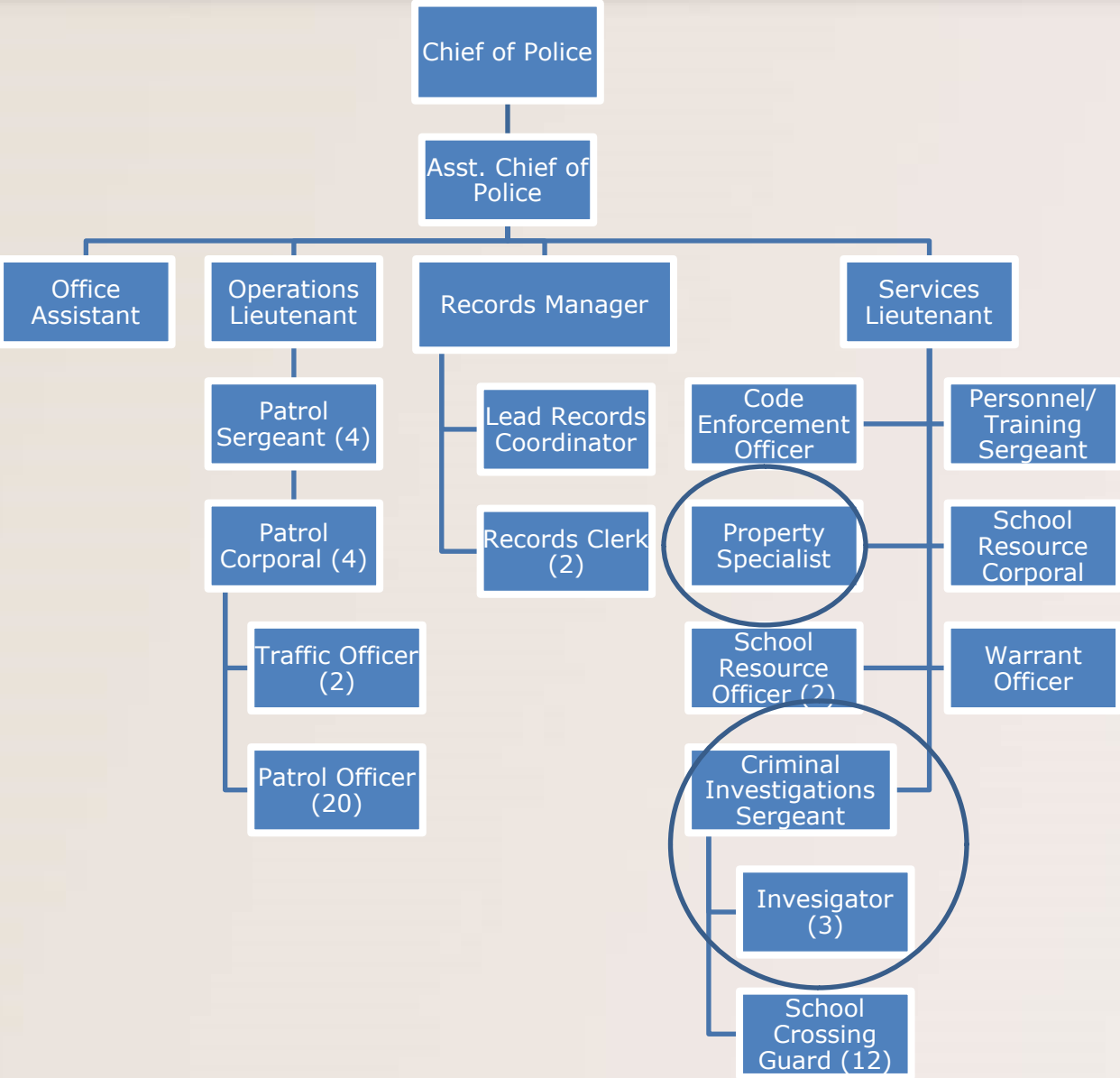
2011 – 2017 Operating Cost Avoidance		
Minimum of 5 Detention Officers		\$2,038,400
Limited Liability		N/A
Patrol Time Soft Cost		N/A
Average Savings Per Year	Total	\$291,200
2011-2017 Total Savings/Income/Avoidance		\$2,657,495
Average Savings Per Year		\$379,642
Estimated Savings to Cost Crossover Timeline		
At current costs and without jailers crossover would likely occur in FY 2018		
At current costs and including jailers crossover would likely occur in FY 2022		

Police Community Svc.: 001-2350



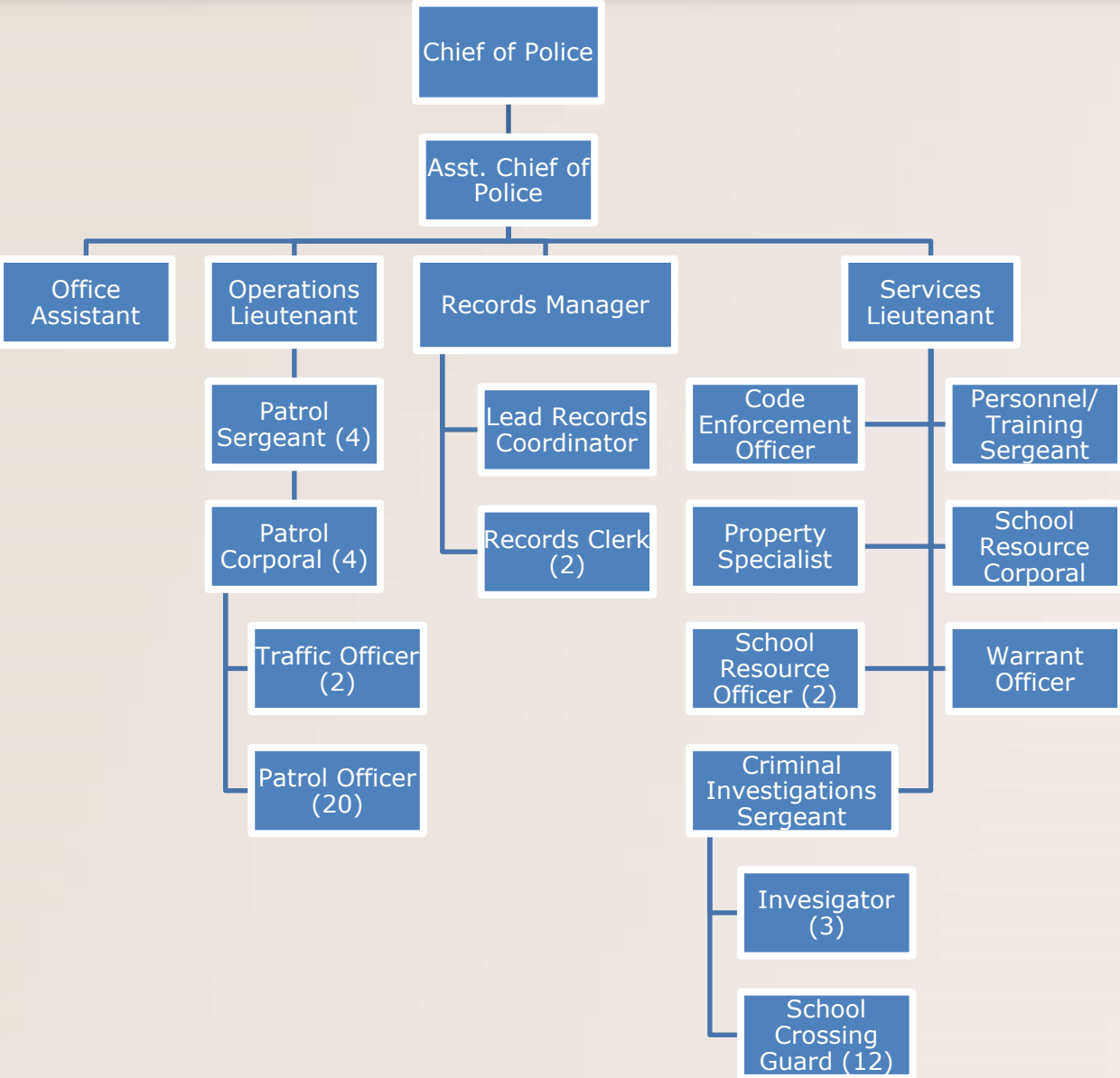
Expenditure Categories	Amount
Personnel	\$ 0
Contractual Services	4,182
Supplies	100
Total	\$4,282

Police CID: 001-2360



Expenditure Categories	Amount
Personnel	\$444,888
Contractual Services	20,271
Supplies	2,075
Total	\$467,234

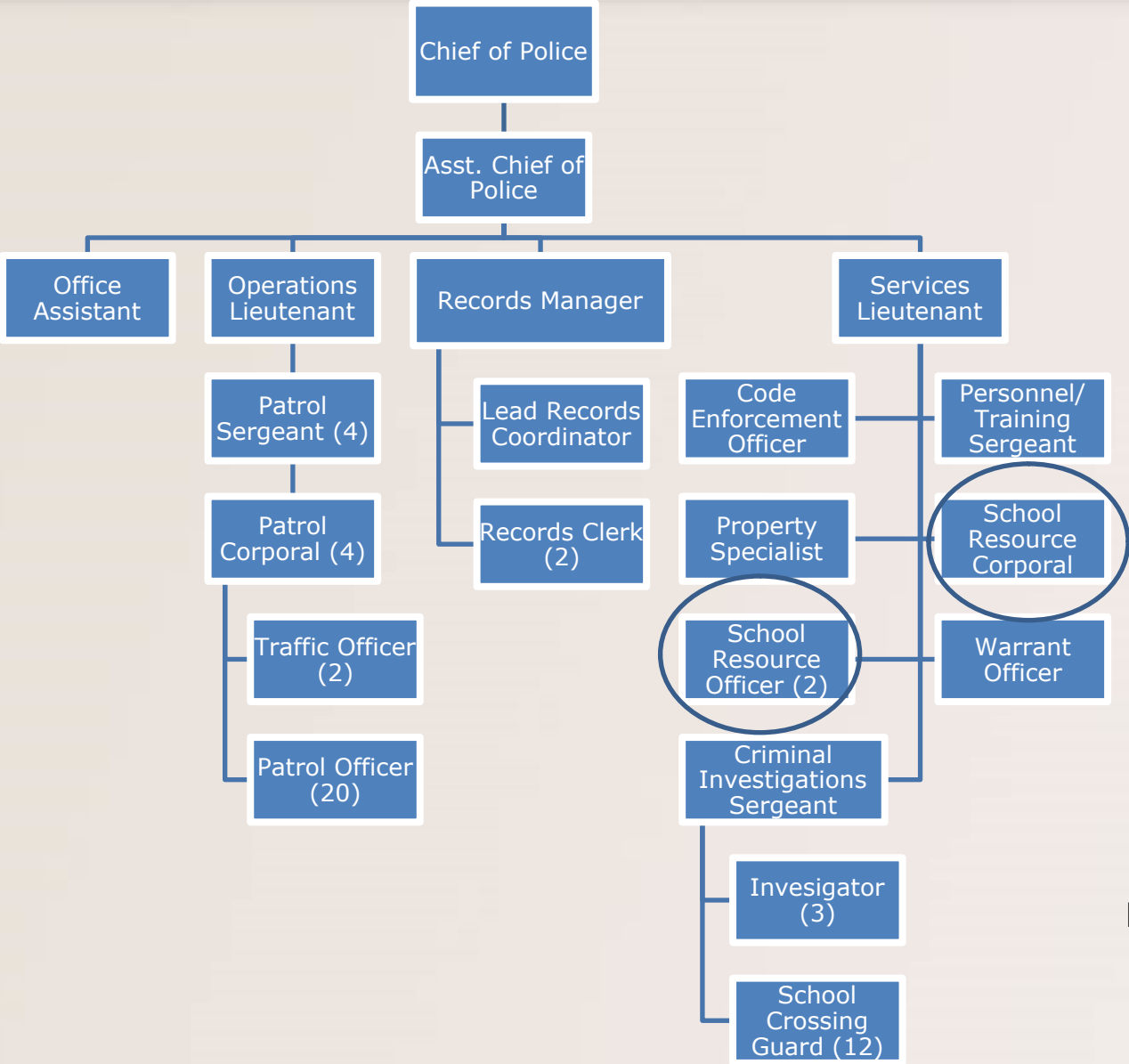
Police Patrol: 001-2370



Expenditure Categories	Amount
Personnel	\$2,010,891
Contractual Services	129,869
Supplies	36,115
Total	\$2,176,875

Note: The General Fund Police Patrol Budget includes 23 FTEs; 8 additional positions are paid from the Crime Control and Prevention District budget funded by a ½ cent sales tax

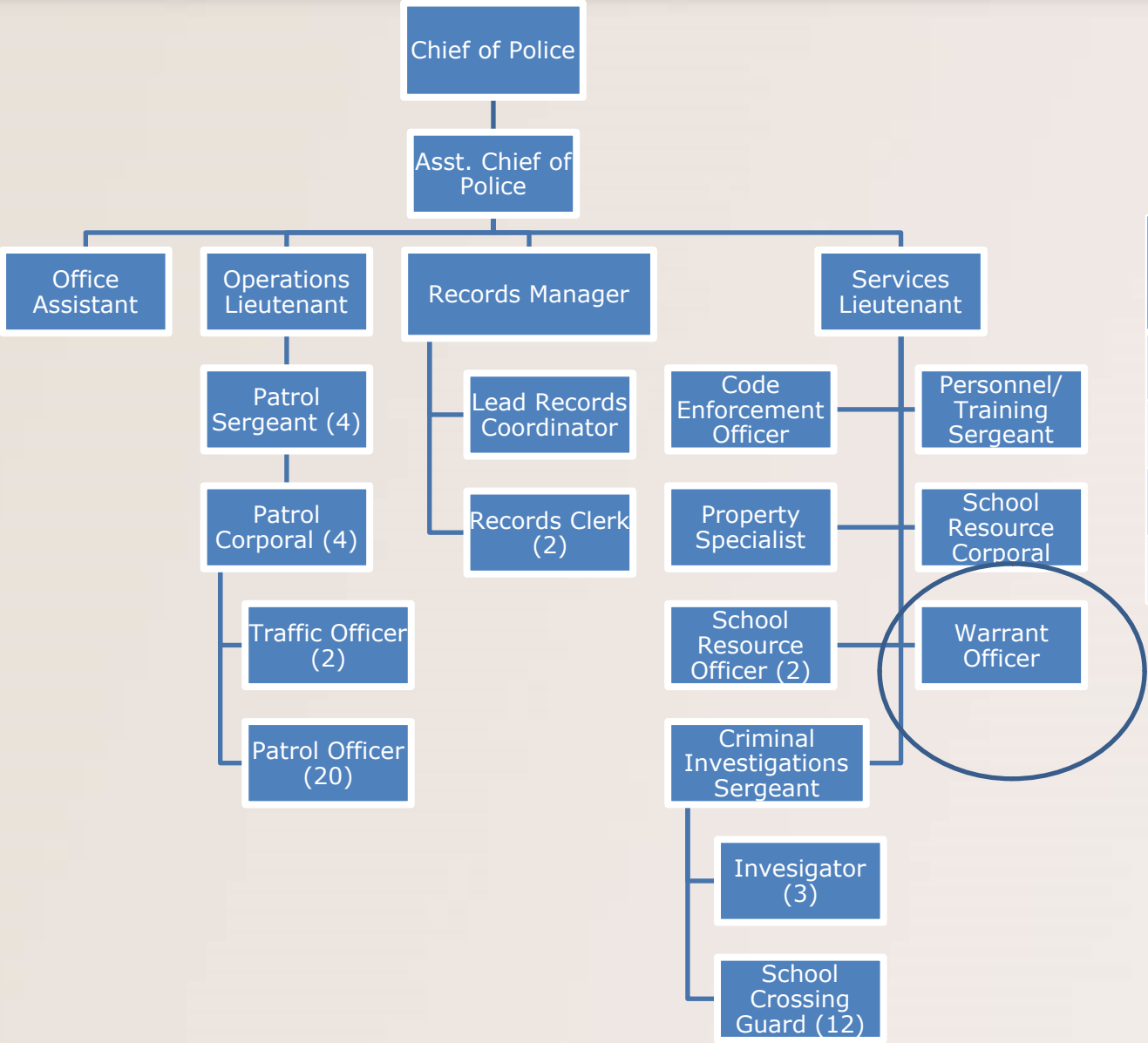
Police SRO: 001-2380



Expenditure Categories	Amount
Personnel	\$286,927
Contractual Services	3,300
Supplies	0
Total	\$290,227

Note: GCISD pays a portion of the two SRO salaries (80%)

Police Warrant Officer: 001-2390



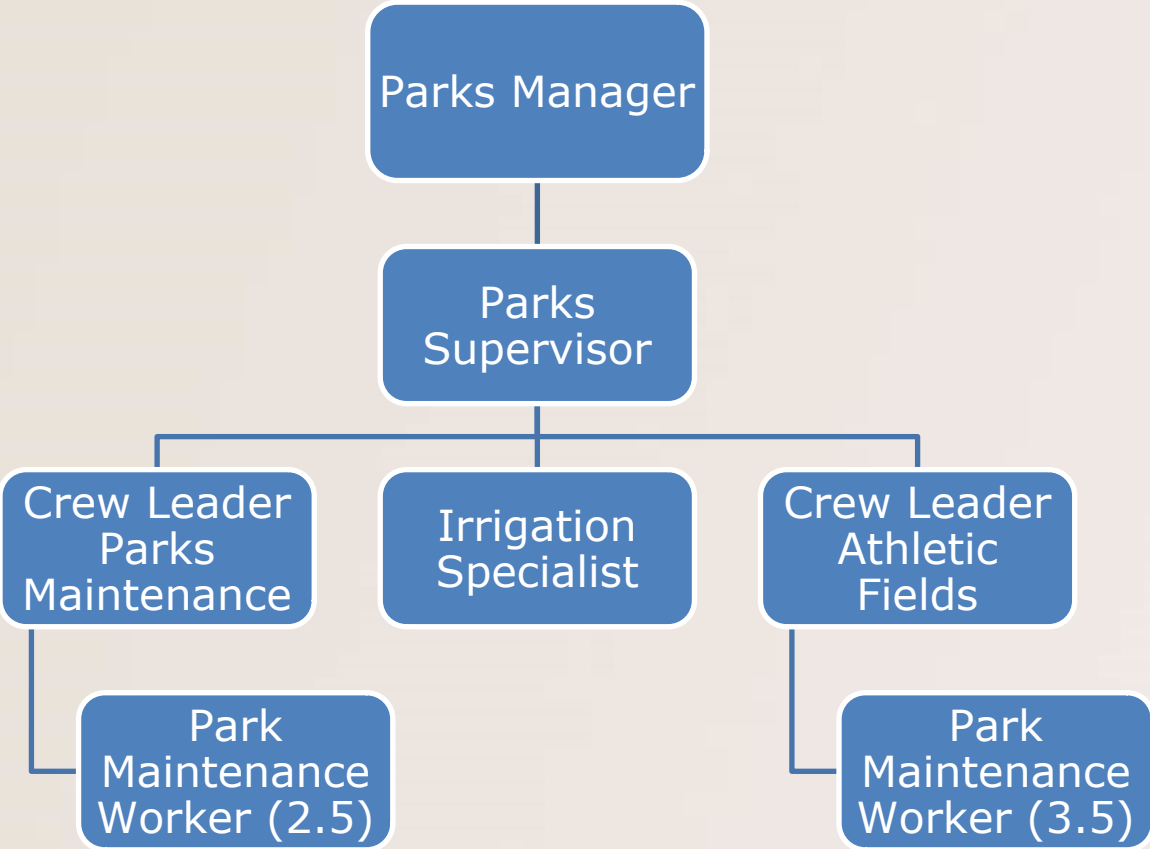
Expenditure Categories	Amount
Personnel	\$108,959
Contractual Services	912
Supplies	0
Total	\$109,871

Core Services:

1. Park and facility maintenance
2. Athletic field maintenance
3. Youth Sports Association management
4. Trail system management
5. Public property management



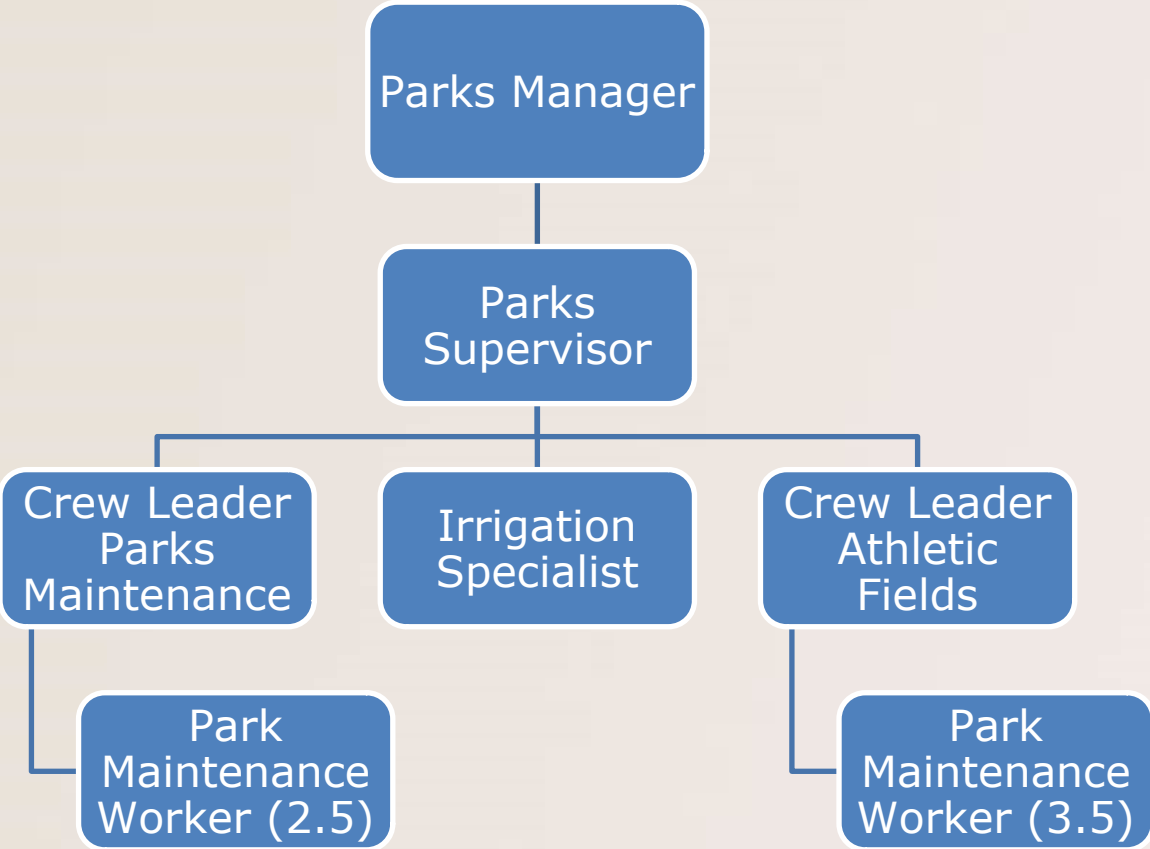
Parks Maintenance: 001-3210



Expenditure Categories	Amount
Personnel	\$380,913
Contractual Services	523,851
Supplies	48,845
Total	\$953,609

Note: Parks Maintenance Budget includes 6 FTEs

Parks Athletic Field Maint.: 001-3220



Expenditure Categories	Amount
Personnel	\$277,489
Contractual Services	57,005
Supplies	41,636
Total	\$376,130

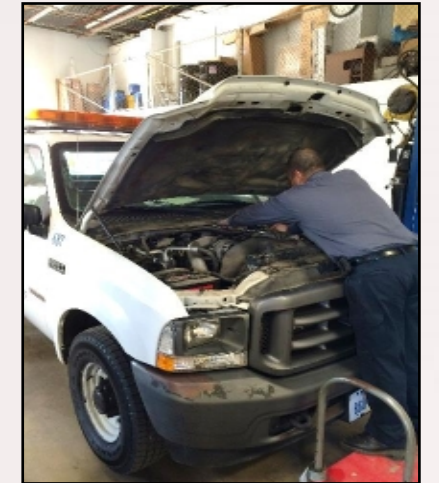
Note: Parks Athletic Field Maint. Budget includes 5 FTEs

Public Works

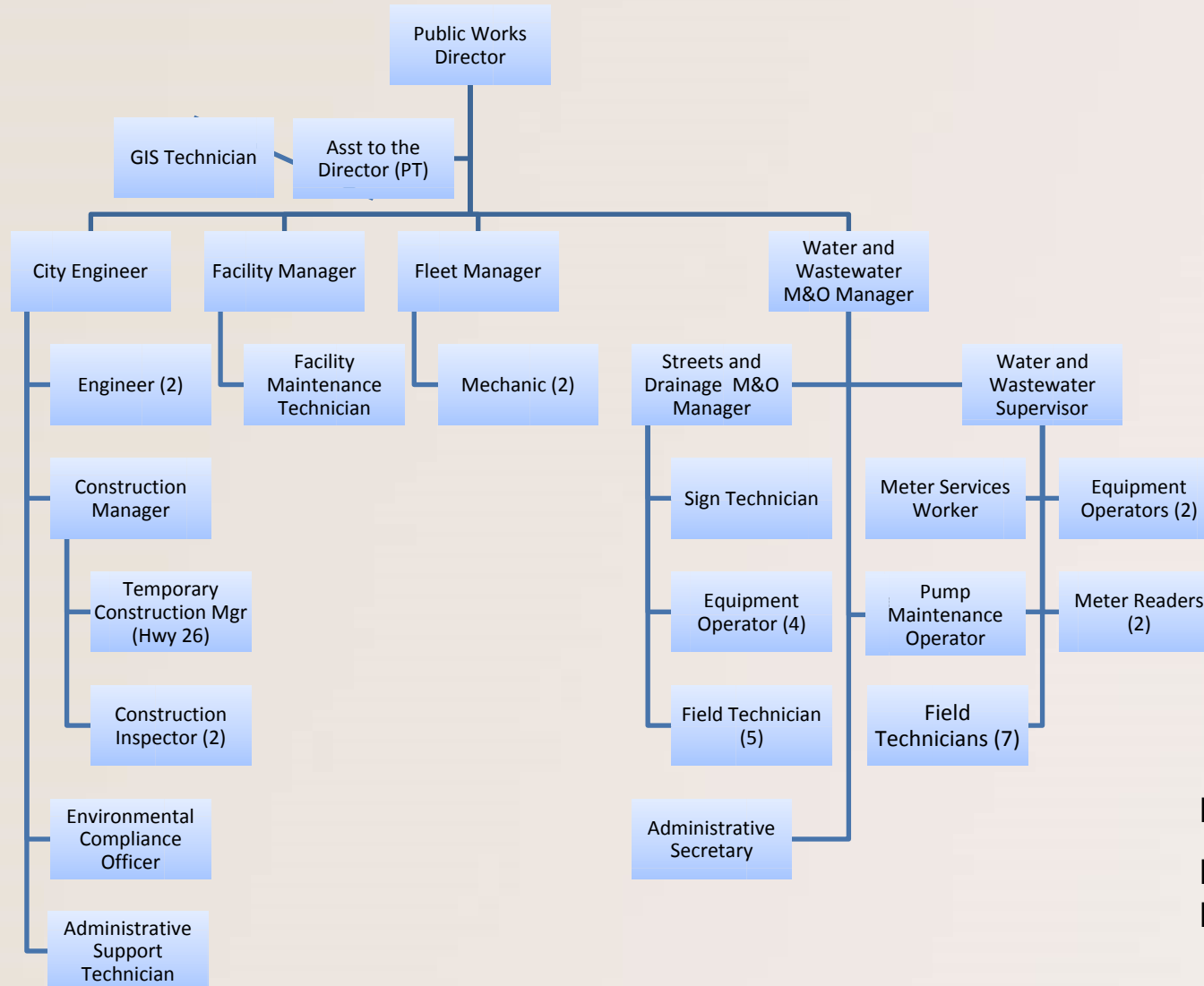


Core Services:

1. Guarantee a safe, reliable and adequate **WATER SUPPLY** is provided to residents and visitors of Colleyville
2. Ensure **WASTEWATER** is managed in a safe and efficient manner for the sake of maintaining the public health
3. Maintain and extend the useful life of the **TRANSPORTATION SYSTEM** in order to protect and preserve neighborhoods and support economic prosperity
4. Provide adaptable, clean, safe, accessible and energy efficient **PUBLIC FACILITIES** to uphold Colleyville's reputation as a quality community
5. Provide all maintenance, monitoring, and procurement services for the City's **FLEET**
6. Manage the **STORMWATER** system to protect properties from flooding, ensure that stormwater entering our creeks and water ways is free of pollutants, and reduce health risks through our Mosquito Management Program



Streets Maintenance: 001-3310



Expenditure Categories	Amount
Personnel	\$ 567,463
Contractual Services	433,435
Supplies	704,832
Transfers	2,500,000
Total	\$4,205,730

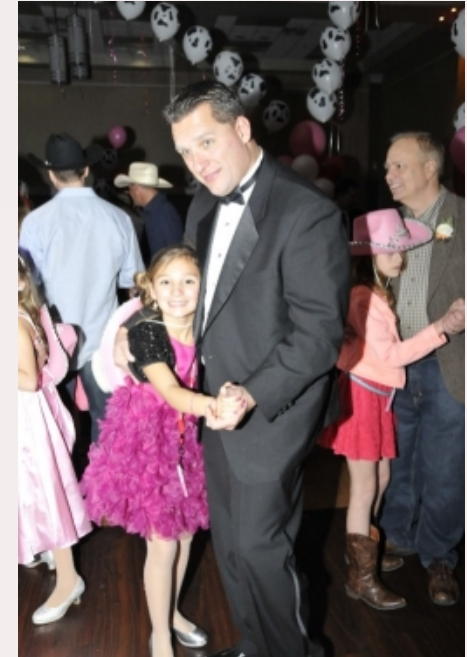
Note: Street Maint. Budget includes 8.35 FTEs;
Positions may be funded by the General Fund, Utility Fund, Drainage Fund, or a combination thereof.

Library & Recreation

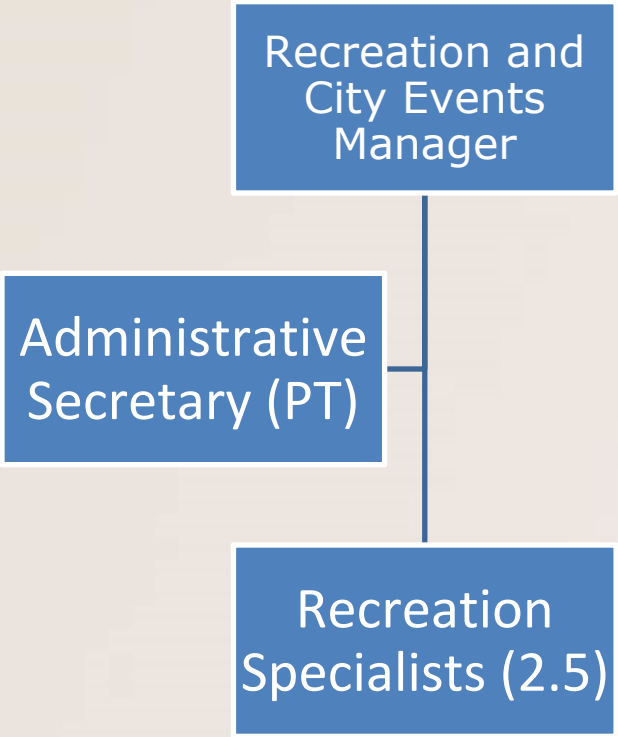


Core Services:

1. Provide reading, viewing and listening materials
2. Provide early literacy programs and services to create young readers
3. Provide resources for lifelong learning
4. Provide unique and innovative recreation programming for all ages
5. Provide special events that promote a sense of community in a safe and fun environment
6. Coordinate and maintain the reservations of park and recreation facilities



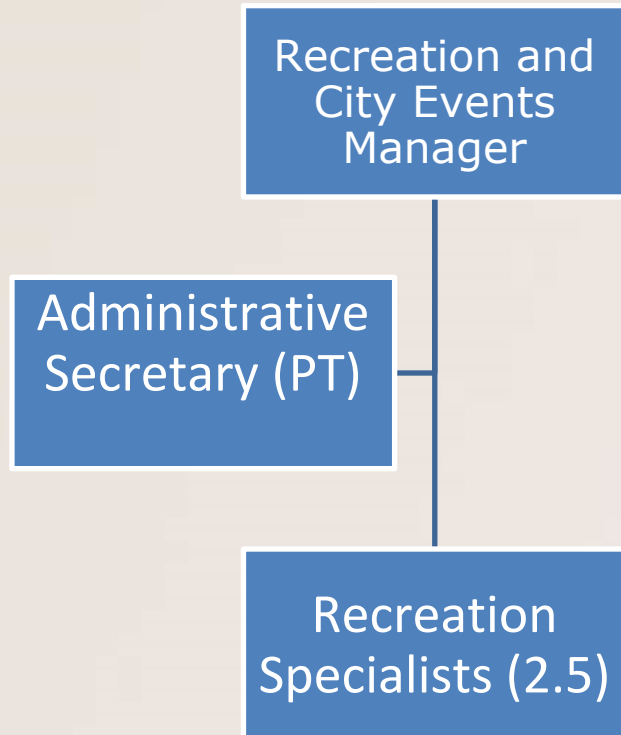
Recreation: 001-3410



Expenditure Categories	Amount
Personnel	\$216,804
Contractual Services	134,049
Supplies	20,965
Total	\$371,818

Note: Recreation Budget includes 3 FTEs

Recreation Senior Center: 001-3420



Expenditure Categories	Amount
Personnel	\$ 0
Contractual Services	8,861
Supplies	8,512
Total	\$17,373

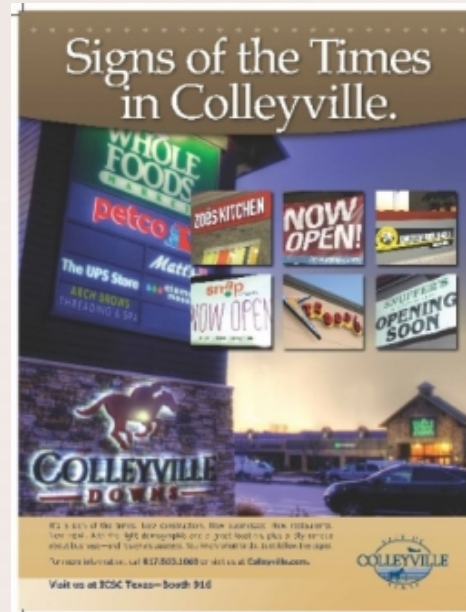
Note: Recreation Senior Center Budget includes 1 FTE (1 Full-time Recreation Specialist) paid out of the CEDC Fund

Communications



Core Services:

1. Communications programs to build awareness, inform, and educate the Colleyville public and other stakeholders about city plans, programs, and activities
2. Media relations functions to boost public outreach and public information efforts
3. Marketing and promotional activities related to city programs and events, and for activities in support of Colleyville businesses and the city's economic development initiatives
4. Manage the city's brand



Communications: 001-3610



Expenditure Categories	Amount
Personnel	\$167,617
Contractual Services	36,890
Supplies	165
Total	\$204,672

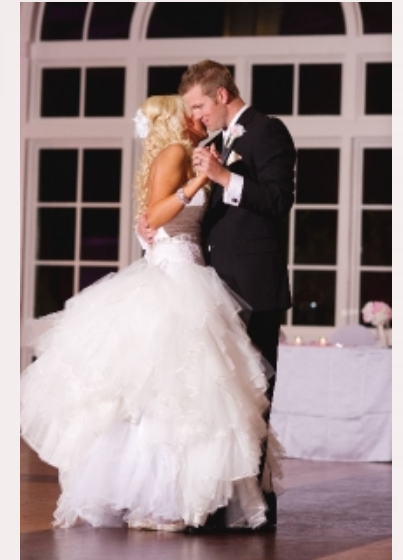
Note: 0.625 FTE of the Communications & Marketing Coordinator position is funded by the CEDC Fund

Colleyville Center

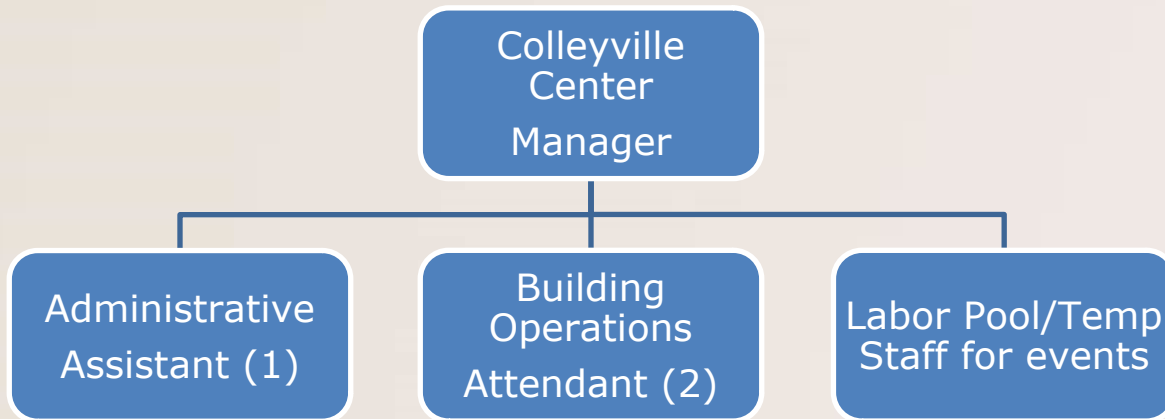


Core Services:

1. Provision of first class customer service
2. Provide a venue for public events, meetings, and city business
3. Provide a venue for private events to generate revenue that serves to offset total costs



Colleyville Center: 001-3710



Expenditure Categories	Amount
Personnel	\$334,570
Contractual Services	40,368
Supplies	29,640
Total	\$404,578

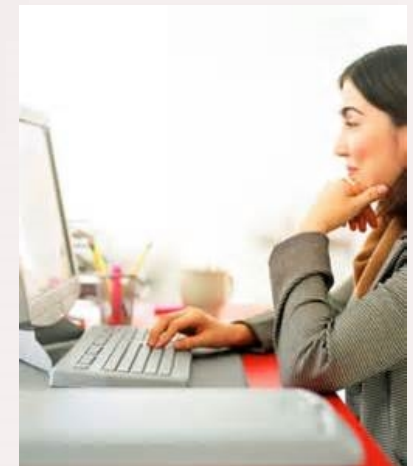
Note: Some capital and operational expenses are CEDC funded

Human Resources

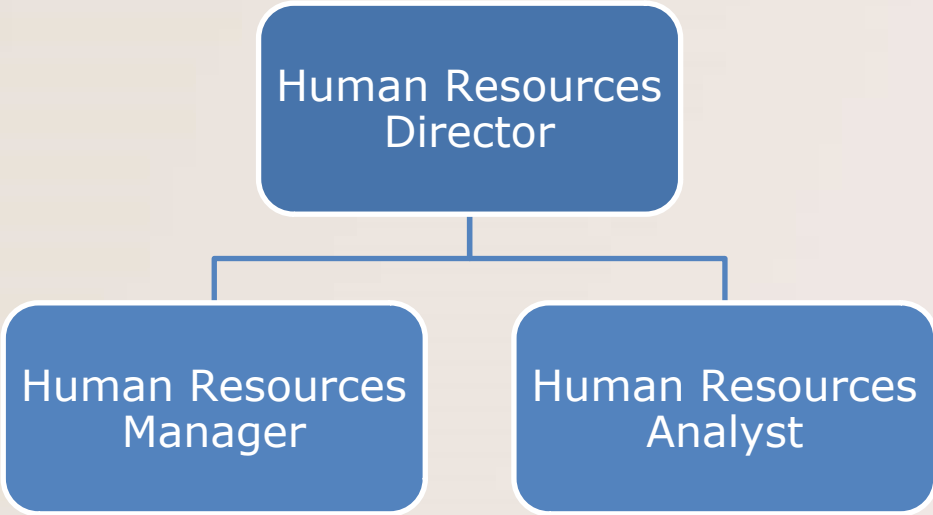


Core Services:

1. Attract, recruit and onboarding of a highly qualified and diverse workforce
2. Foster a safe working environment
3. Compensation and benefits
4. Personnel policies
5. Employee Self Service (ESS)
6. Organizational development
7. Employee wellness



Human Resources

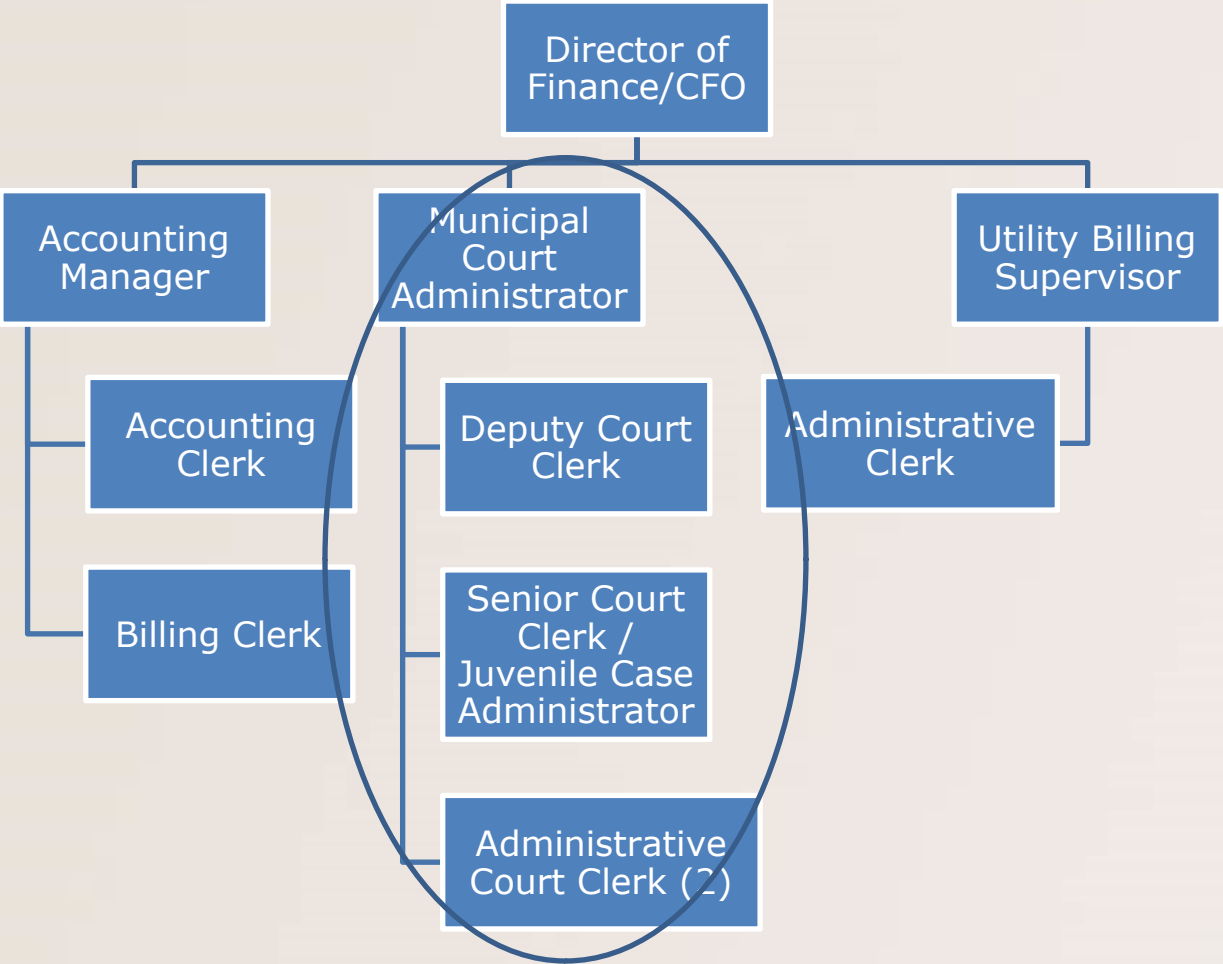


Expenditure Categories	Amount
Personnel	\$272,855
Contractual Services	95,591
Supplies	780
Total	\$369,226

Core Services:

1. Provide accurate, reliable reporting of financial data
2. Ensure all expenditures made are in accordance with the city's purchasing policy and state law
3. Process payroll
4. Preparation of the Comprehensive Annual Financial Report (CAFR)
5. Manage the city's investments and debt
6. Provide municipal court services
7. Maintain billing and collection for the city's utility billing system





Expenditure Categories	Amount
Personnel	\$283,824
Contractual Services	127,857
Supplies	13,018
Total	\$424,699

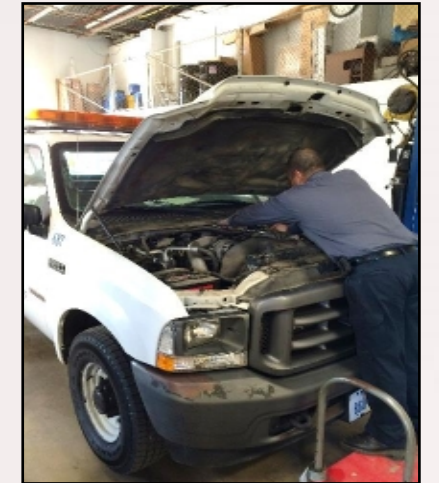
Note: 1 Court position is funded by the Juvenile Case Manager Fund

Public Works

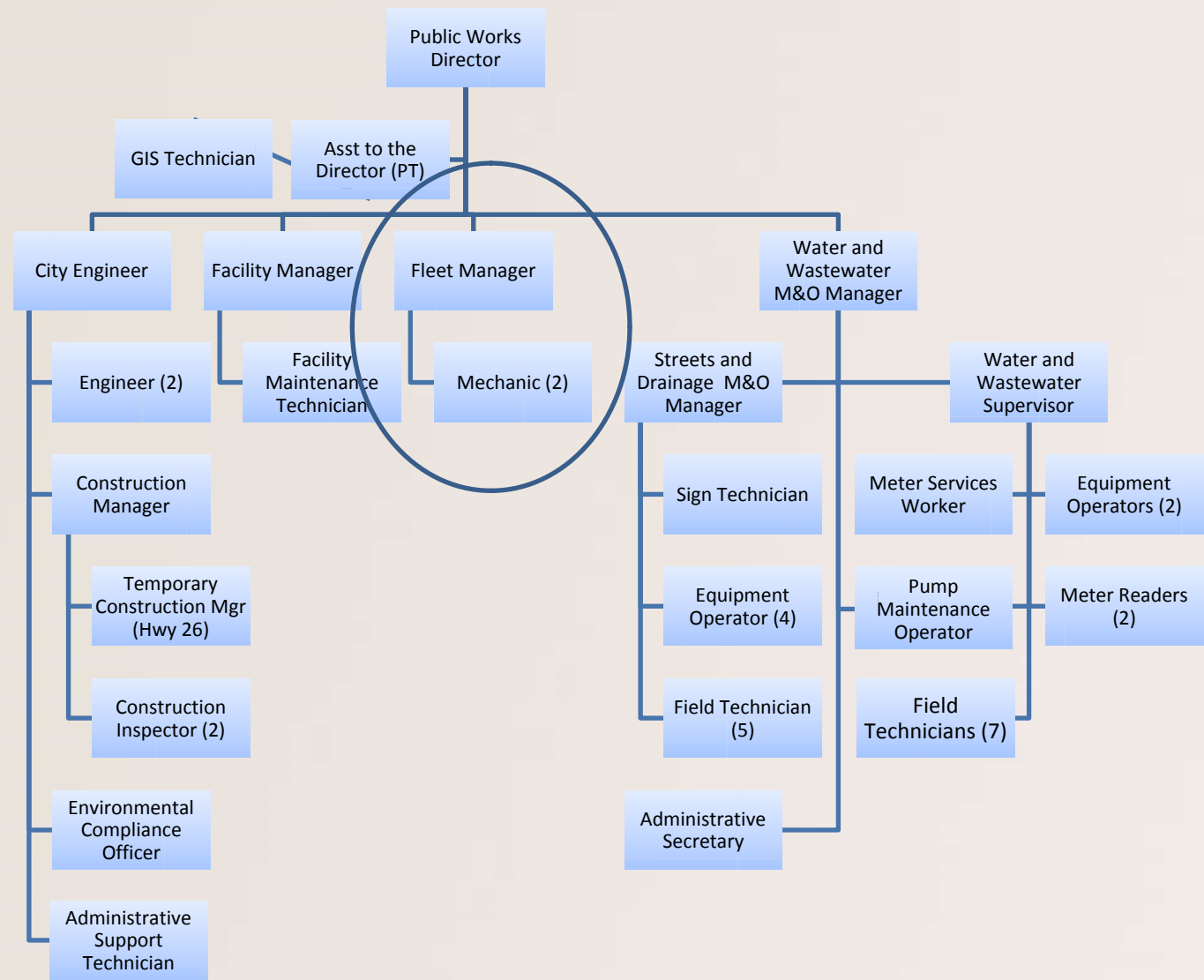


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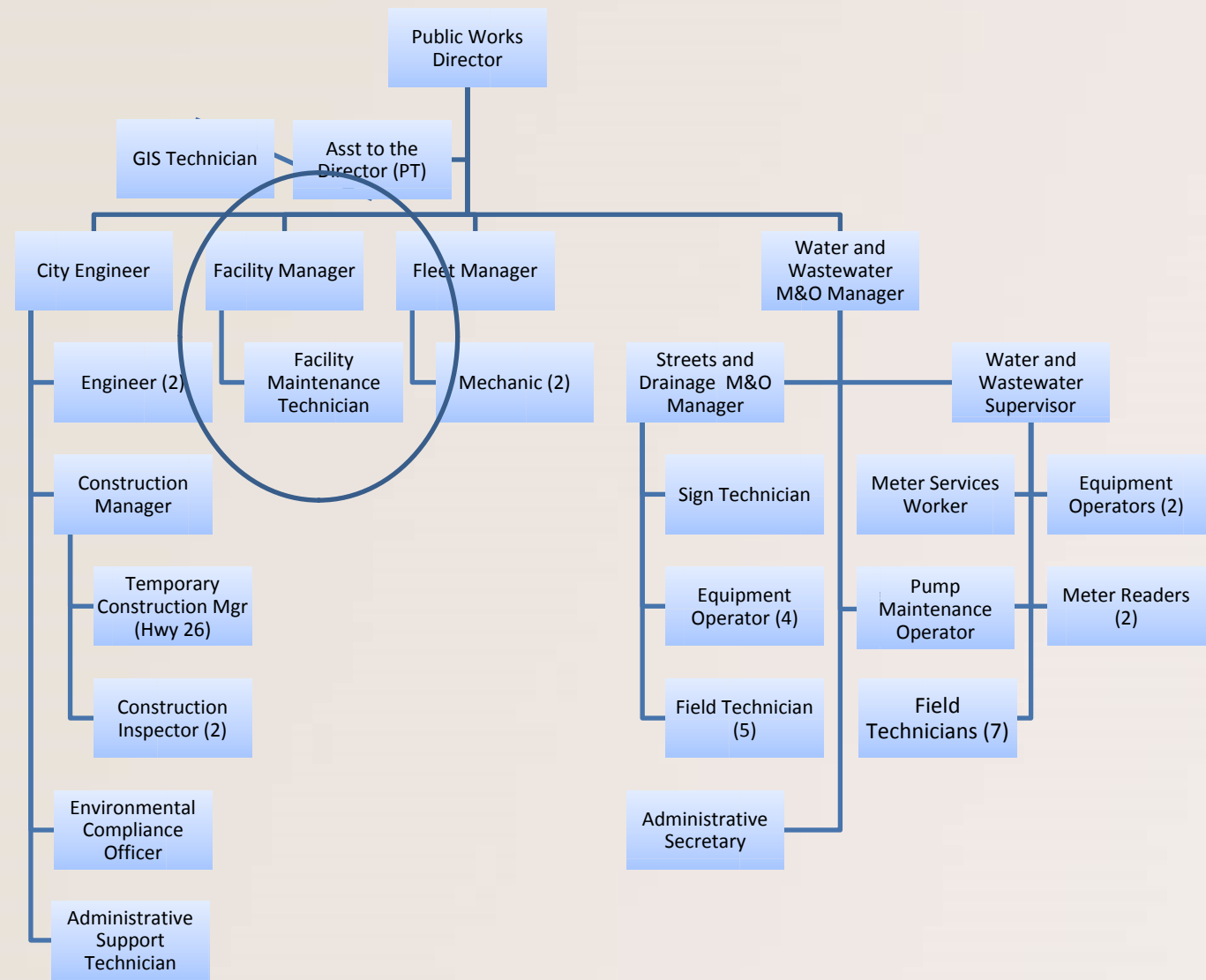


Fleet Services: 001-5110



Expenditure Categories	Amount
Personnel	\$209,082
Contractual Services	21,040
Supplies	9,398
Total	\$239,520

Facility Services: 001-5710



Expenditure Categories	Amount
Personnel	\$195,918
Contractual Services	334,172
Supplies	10,400
Total	\$540,490

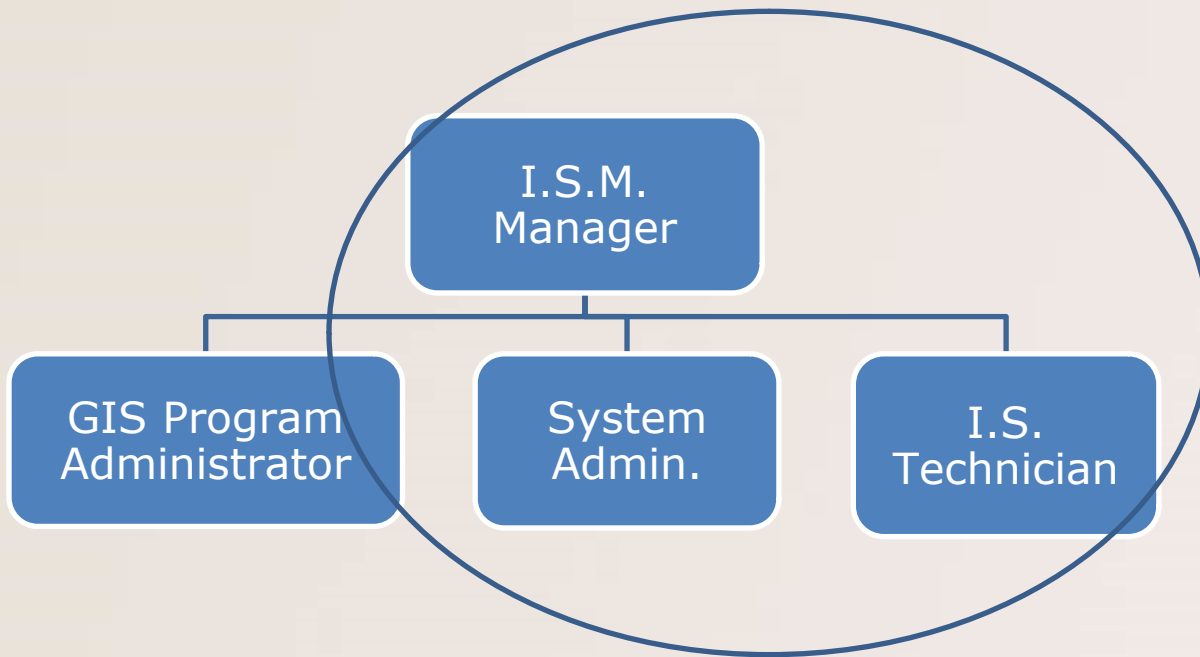
Information Systems Mgmt. (ISM)



Core Services:

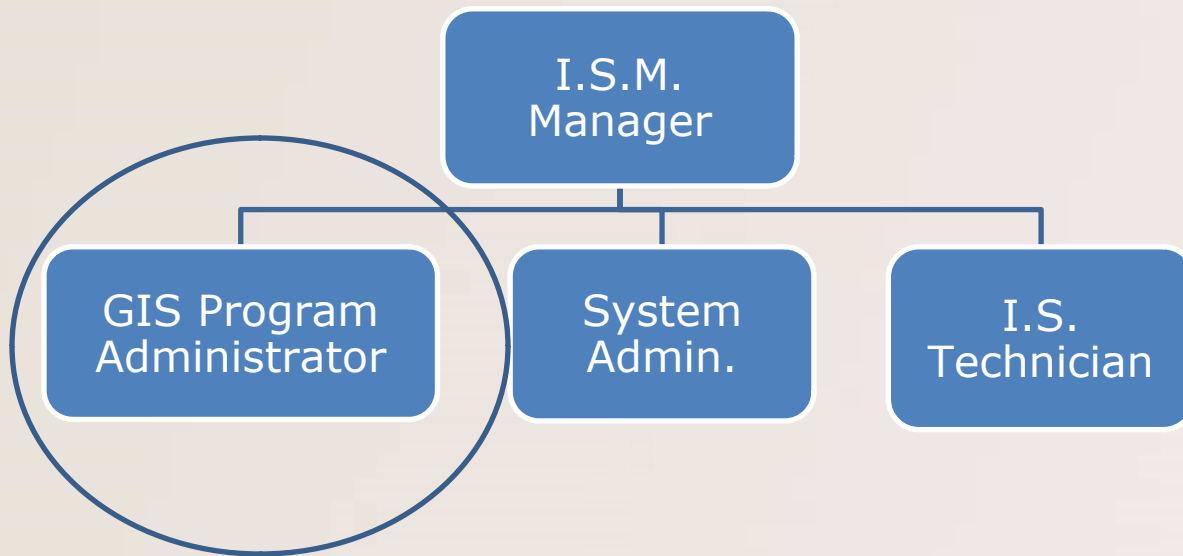
1. Network operations
2. Application systems operations
3. Geographical information systems (GIS)
4. Audio/Visual broadcast operations
5. Data Center operations
6. Desktop operations
7. Technology advancement

Information Services: 001-5910



Expenditure Categories	Amount
Personnel	\$314,514
Contractual Services	365,962
Supplies	148,985
Capital Outlay	8,428
Total	\$837,889

IS GIS: 001-5920



Expenditure Categories	Amount
Personnel	\$11,759
Contractual Services	54,856
Supplies	5,520
Total	\$72,135

Note: GIS position is 0.14 FTE General Fund / 0.65 FTE Utility Fund / 0.21 FTE Drainage Fund

Capital Equip. Reserve: 001-6310



Expenditure Categories	Amount
Personnel	\$ 0
Contractual Services	0
Supplies	0
Transfers	452,000
Total	\$452,000

Non-Departmental: 001-9999



Expenditure Categories	Amount
Personnel	\$ 0
Contractual Services	937,679
Supplies	15,880
Total	\$953,559

General Fund: Additional Funding Requests



Program		One-time Cost	Ongoing Cost	Total Cost	Fully Fund/ Enhancement
City Secretary	Voting Equipment	\$ -	\$ 15,000	\$ 15,000	Council Directive
Community Development	Planner I (offset cost by eliminating \$50K in contractual svc.)	\$ 1,450	\$ 68,897	\$ 70,347	Fully Fund
Facility Services	Energy saving light conversion program	\$ -	\$ 10,000	\$ 10,000	Fully Fund
Finance	Staff Accountant	\$ -	\$ 70,475	\$ 70,475	Fully Fund
Fire	Deputy Fire Chief	\$ 36,677	\$ 148,132	\$ 184,809	Enhancement
Fire	Fire Investigator	\$ 36,450	\$ 98,262	\$ 134,712	Enhancement
Human Resources	Applicant Tracking System	\$ 5,000	\$ 6,800	\$ 11,800	Enhancement
ISM-GIS	Updated aerial collection	\$ 17,358	\$ -	\$ 17,358	Fully Fund
Municipal Court	Administrative Court Clerk- PT (split with Keller)	\$ 1,250	\$ 14,602	\$ 15,852	Enhancement
TOTAL		\$ 98,185	\$ 432,168	\$ 530,353	

Note: These are requests from Departments to be considered for inclusion in the Proposed Budget.
This is not a list of recommended inclusions.

General Fund Totals



	FY 16 Budget	FY 16 Projections	FY 17 Projections
Ad Valorem Revenue	\$12,928,456	\$12,908,456	\$13,618,703
Sales Tax	3,480,000	3,690,072	3,595,000
Franchise Fees	2,061,000	2,149,251	2,115,000
Licenses & Permits	882,800	946,647	931,500
Fines	876,000	874,420	874,420
Charges for Service	1,089,800	828,506	900,300
Intergovernmental	311,979	311,979	316,693
Misc./Interest Earnings	155,040	198,339	175,000
Use of Fund Balance	1,000,000	1,000,000	1,000,000
Transfers In	1,233,417	1,165,563	1,165,563
Total Revenue	\$24,018,492	\$24,073,233	\$24,692,179
Total Expenditures	\$23,977,370	\$23,977,370	\$24,155,192
Net Difference	\$41,122	\$95,863	\$536,987

Notes:

- \$1M draw down only through FY 18
- FY 17 Net difference is before:
 - Final health insurance costs
 - Market or merit increases
 - Additional funding requests from departments
- AV revenue projects values +5%
- Utility Fund transfers included until Council action to approve changes

General Fund: FY 2016 revised



	FY 16 Budget	FY 16 Projections	Difference
Ad Valorem Revenue	\$12,928,456	\$12,908,456	\$(20,000)
Sales Tax	3,480,000	3,690,072	210,072
Franchise Fees	2,061,000	2,149,251	88,251
Licenses & Permits	882,800	946,647	63,847
Fines	876,000	874,420	(1,580)
Charges for Service	1,089,800	828,506	(261,294)
Intergovernmental	311,979	311,979	-
Misc./Interest Earnings	155,040	198,339	43,299
Use of Fund Balance	1,000,000	1,000,000	-
Transfers In	1,233,417	487,102	(746,315)
Total Revenue	\$24,018,492	\$23,394,772	\$623,720
Total Expenditures	\$23,977,370	\$23,394,772	\$582,598

Needed FY 2016 Expenditure Reduction: \$582,598

Discussion of Options:

- Reduce expenditures without impacting service levels
 - Target one-time reductions for FY 2016
1. Reverse the FY 2016 one-time \$200,000 transfer to the Capital Projects Fund for future facilities needs
 2. Draw down fund balance
 3. Use Capital Projects Fund available cash for street projects in the FY 2016 CIP and reverse part of the \$3 Million transfer to the Capital Projects Fund
 4. Move eligible expenditures to the CEDC Fund

General Fund: FY 2017 revised



	FY 17 Initial Projections	FY 17 Revised Projections
Ad Valorem Revenue	\$13,618,703	\$13,618,703
Sales Tax	3,595,000	3,595,000
Franchise Fees	2,115,000	2,115,000
Licenses & Permits	931,500	931,500
Fines	874,420	874,420
Charges for Service	900,300	900,300
Intergovernmental	316,693	316,693
Misc./Interest Earnings	175,000	175,000
Use of Fund Balance	1,000,000	1,000,000
Transfers In	1,165,563	0
Total Revenue	\$24,692,179	\$23,526,616
Total Expenditures	\$24,155,192	\$24,155,192
Net Difference	\$536,987	(\$628,576)

FY 2017 Considerations:

- Ad Valorem revenue projects current tax rate with values up 5%
- Shortfall after elimination of the Utility Fund transfers: (\$628,576)
- Additions to consider:
 - Final health insurance costs (estimate) (\$100,000)
 - Market/merit increases (est. if use salary savings to offset) (\$ 50,000)
 - Additional funding requests (estimate of funding some) (\$100,000)
- **Potential total shortfall: (\$878,576)**

Utility Fund

Utility Fund Totals



	FY 16 Budget	FY 16 Projections	FY 17 Projections
Water Sales	\$11,467,441	11,378,826	11,400,000
Wastewater Sales	4,050,786	3,596,269	3,700,000
Water Installation	21,000	42,000	42,000
Wastewater Installation	7,000	15,000	15,000
Sewer Tie-On Charges	5,000	0	0
Engineering Charges	50,000	5,000	5,000
Penalties/Misc.	241,772	250,000	250,000
Interest	20,300	25,000	25,000
Use of Available Cash	450,000	450,000	450,000
Total Revenue	\$16,313,299	\$15,762,095	\$15,887,000
Total Expenditures	\$15,886,362	\$15,762,095	\$15,849,554

Notes:

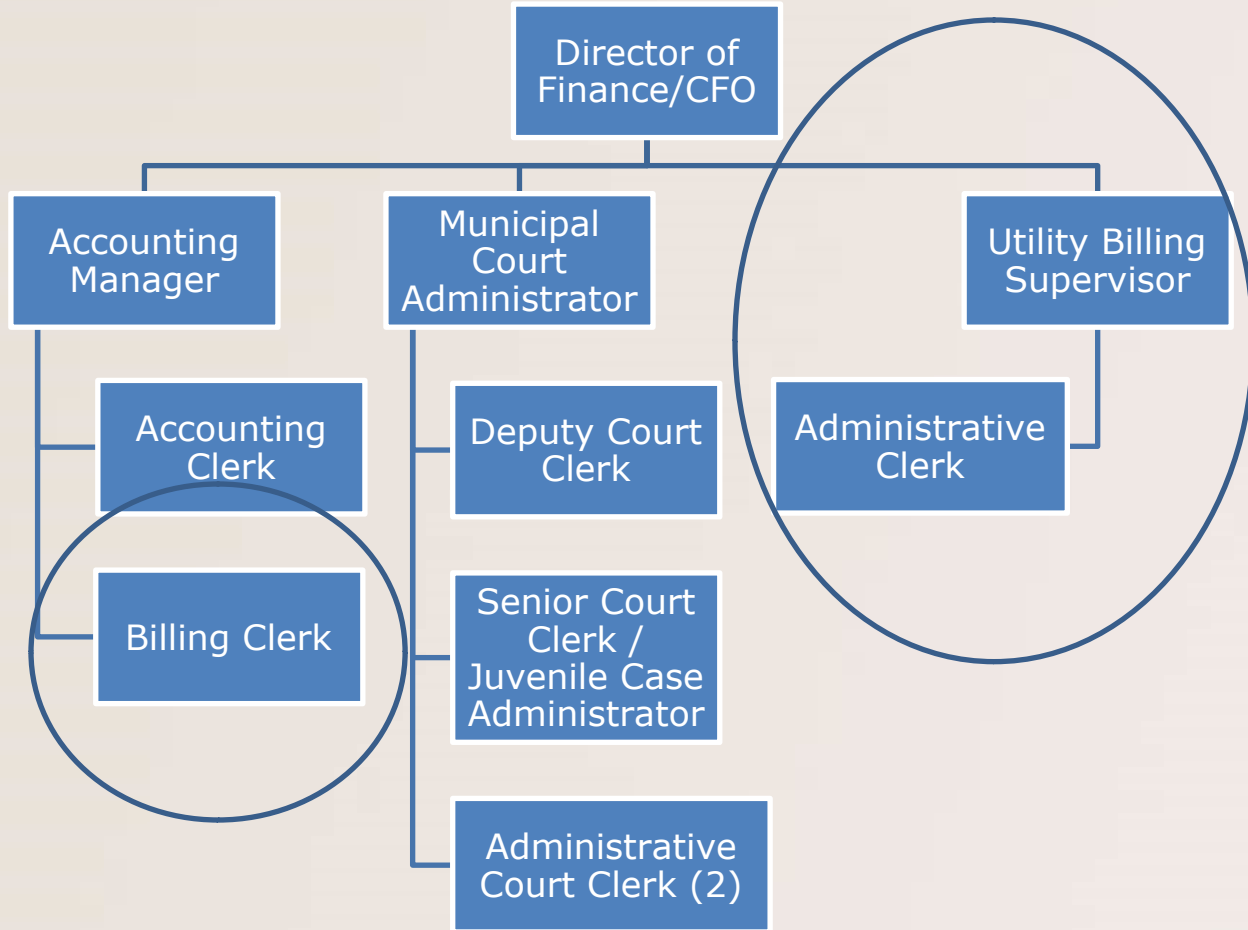
- FY 17 expenditures do not include:
 - Final health insurance costs
 - Market or merit increases
 - Additional funding requests from departments
- Does not include developer contributions or impact fees
- Utility Fund transfers included until Council action to approve changes
- Revenues based on current rate structure (not \$4.36 rate)

Core Services:

1. Provide accurate, reliable reporting of financial data
2. Ensure all expenditures made are in accordance with the city's purchasing policy and state law
3. Process payroll
4. Preparation of the Comprehensive Annual Financial Report (CAFR)
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6. Provide municipal court services
7. Maintain billing and collection for the city's utility billing system



Utility Billing: 002-2010



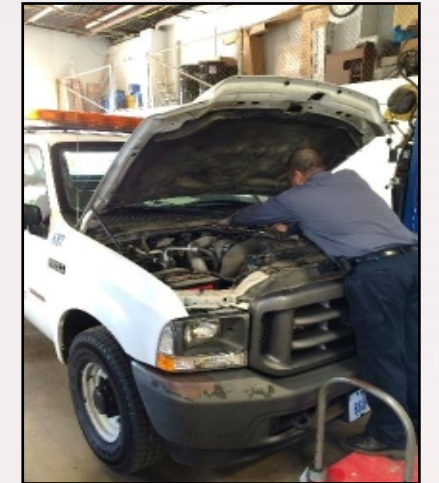
Expenditure Categories	Amount
Personnel	\$222,566
Contractual Services	118,452
Supplies	52,880
Total	\$393,898

Public Works

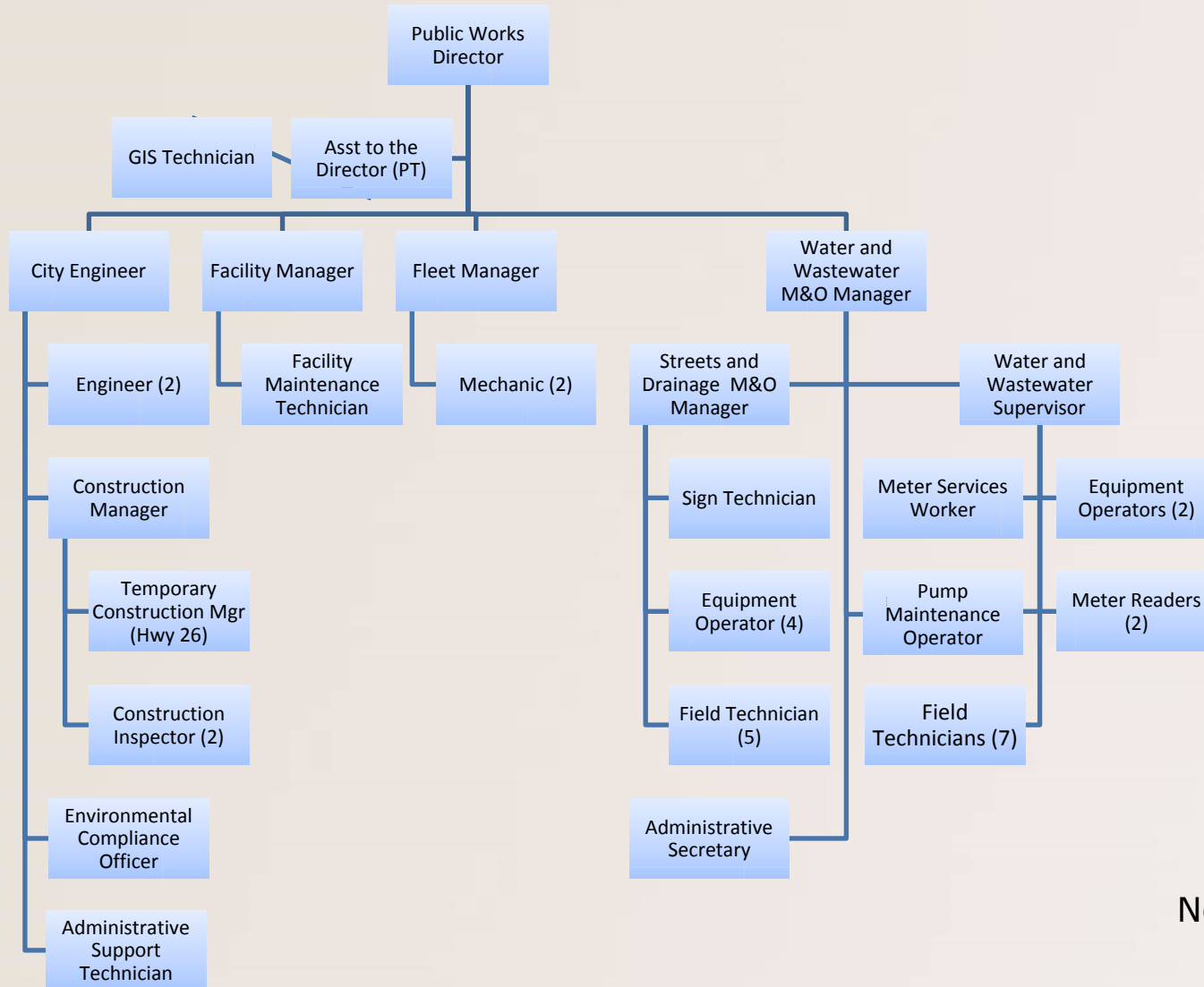


Core Services:

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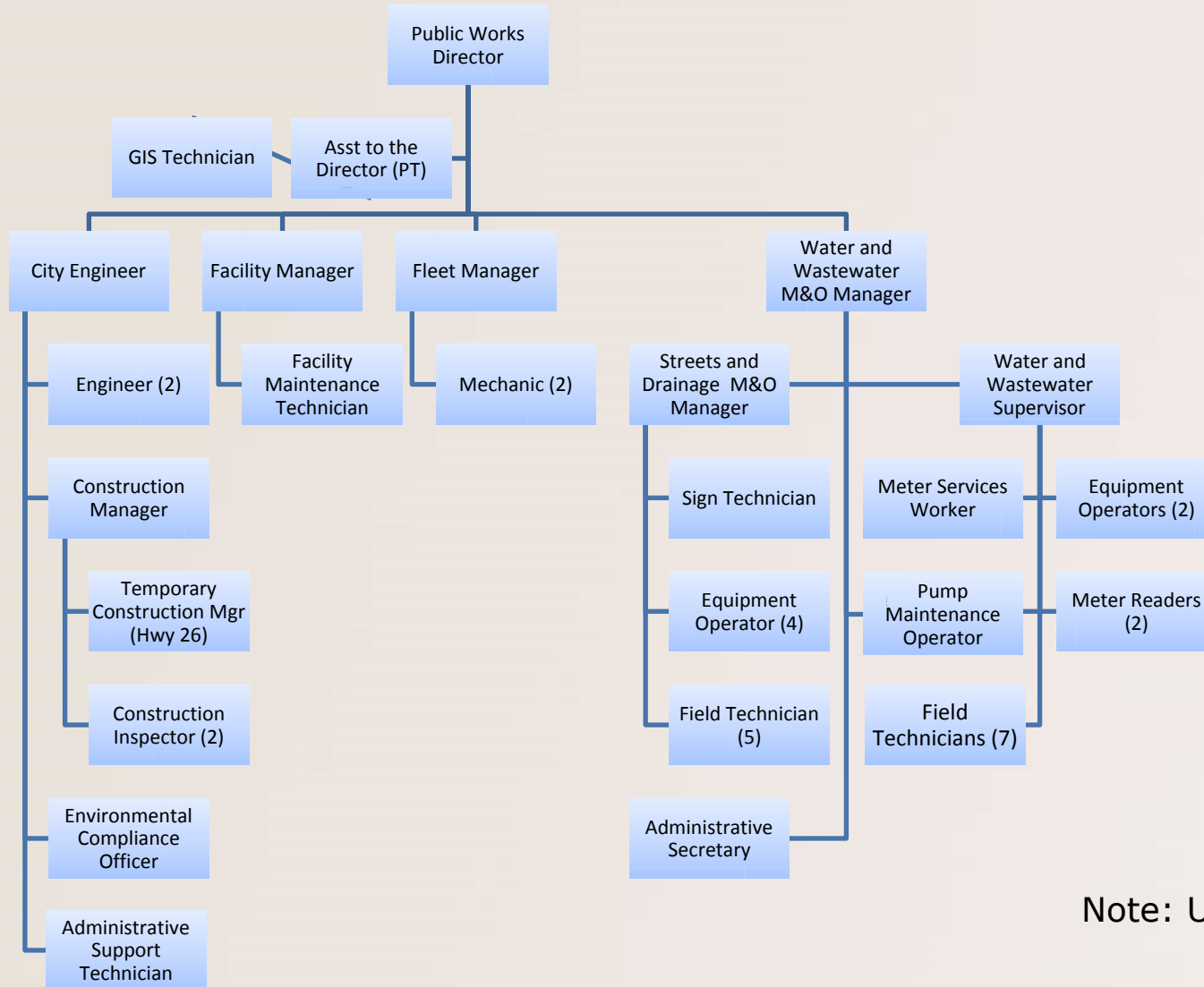
Utility Ops.- Water: 002-6110



Expenditure Categories	Amount
Personnel	\$ 309,313
Contractual Services	7,802,100
Supplies	102,902
Capital Outlay	1,162,600
Total	\$9,376,915

Note: Utility Operations- Water Budget includes 5 FTEs

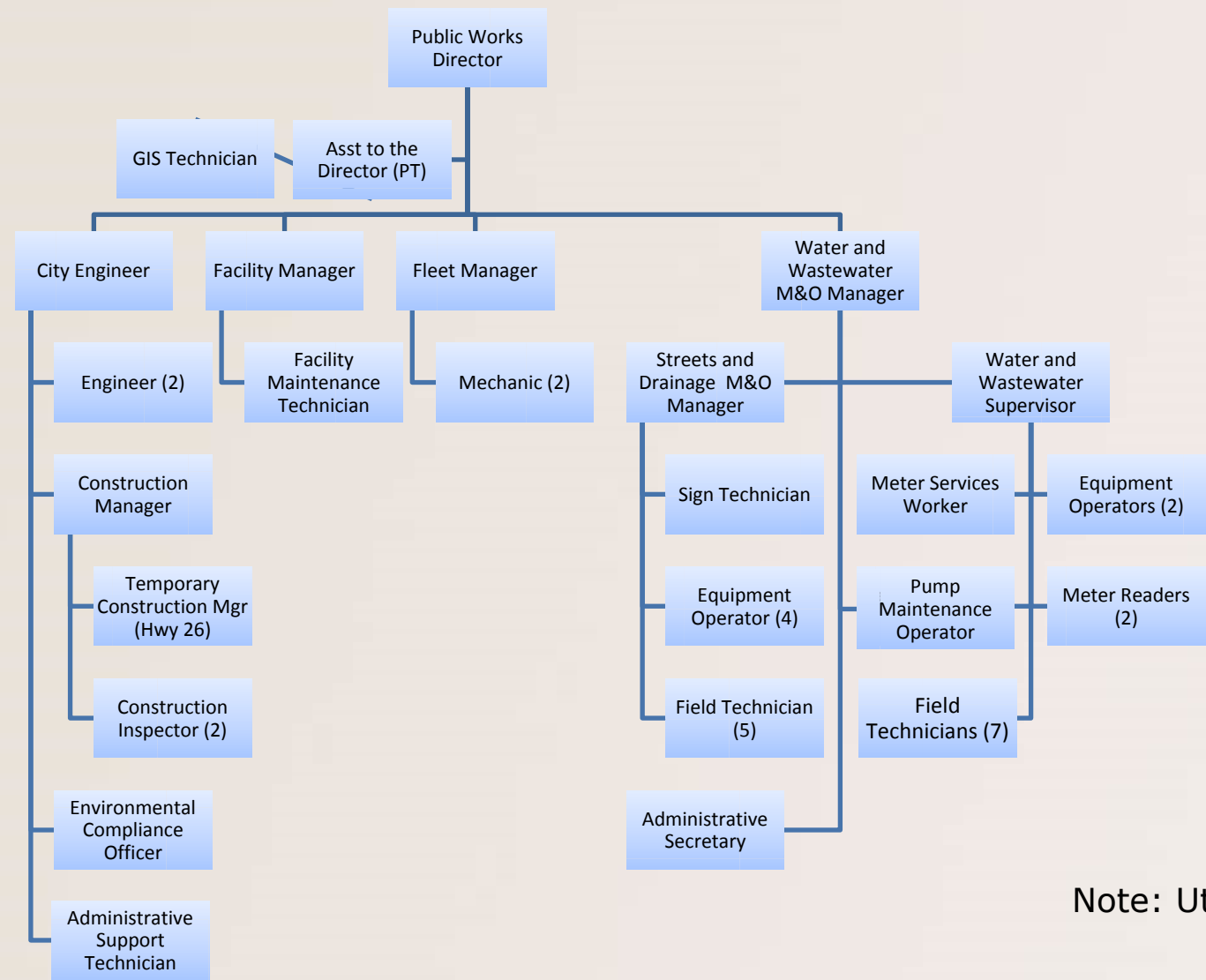
Utility Ops.- Wastewater: 002-6120



Expenditure Categories	Amount
Personnel	\$ 176,956
Contractual Services	2,706,802
Supplies	69,296
Total	\$2,953,054

Note: Utility Operations- Wastewater Budget includes 3 FTEs

Utility Support: 002-6130



Expenditure Categories	Amount
Personnel	\$1,153,773
Contractual Services	63,829
Supplies	17,534
Total	\$1,235,136

Note: Utility Support Budget includes 13.225 FTEs

Transfers: 002-6410



Expenditure Categories	Amount
Personnel	\$ 0
Contractual Services	0
Supplies	0
Transfers	1,209,849
Total	\$1,209,849

Debt Service: 002-6510



Expenditure Categories	Amount
Personnel	\$ 0
Contractual Services	0
Supplies	0
Debt Service	359,900
Total	\$359,900

Non-Departmental: 002-9999



Expenditure Categories	Amount
Personnel	\$ 0
Contractual Services	234,652
Supplies	5,051
Capital Outlay	81,100
Total	\$ 320,803

Utility Fund: Additional Funding Requests



Program	Request	One-time Cost	Ongoing Cost	Total Cost	Fully Fund/ Enhancement
Utility Billing	Utility Billing Analyst reclassification	\$ -	\$ 32,508	\$ 32,508	Fully Fund
Utility Ops- Wastewater	Camera for Wastewater Lines	\$ 9,000	\$ 1,000	\$ 10,000	Fully Fund

Note: These are requests from Departments to be considered for inclusion in the Proposed Budget. This is not a list of recommended inclusions.

Utility Fund: FY 2017 revised



	FY 16 Budget	FY 16 Projections	FY 17 Initial Projections	FY 17 Revised Projections
Water Sales	\$11,467,441	11,378,826	11,400,000	10,234,437
Wastewater Sales	4,050,786	3,596,269	3,700,000	3,700,000
Water Installation	21,000	42,000	42,000	42,000
Wastewater Installation	7,000	15,000	15,000	15,000
Sewer Tie-On Charges	5,000	0	0	0
Engineering Charges	50,000	5,000	5,000	5,000
Penalties/Misc.	241,772	250,000	250,000	250,000
Interest	20,300	25,000	25,000	25,000
Use of Available Cash	450,000	450,000	450,000	450,000
Total Revenue	\$16,313,299	\$15,762,095	\$15,887,000	\$14,721,437
Total Expenditures	\$15,886,362	\$15,762,095	\$15,849,554	\$14,683,992

Notes:

- FY 17 expenditures do not include:
 - Final health insurance costs
 - Market or merit increases
 - Additional funding requests from departments
- Does not include developer contributions or impact fees
- Revised Projections:
 - Elimination of transfers to the General Fund
 - Revenues based \$4.36 rate

Debt Service Fund

Debt Service Fund Totals



	FY 16 Budget	FY 16 Projections	FY 17 Projections
Ad Valorem Revenue	\$681,434	\$750,000	\$674,735
Transfer In – CCCPD	500,242	500,242	503,862
Interest Income	2,251	2,500	2,251
Use of Available Cash	277,666	208,851	49,723
Total Revenue	\$1,461,593	\$1,461,593	\$1,230,571
Total Expenditures	\$1,461,593	\$1,461,593	\$1,230,571
Fund Balance	\$472,158	\$551,844	\$502,121

Debt Service: 004-6510



Expenditure Categories	Amount
Personnel	\$ 0
Contractual Services	0
Supplies	0
Debt Service	1,230,571
Total	\$1,230,571

Drainage Fund

Drainage Fund Totals



	FY 16 Budget	FY 16 Projections	FY 17 Projections
Drainage Fees	\$937,872	940,000	\$943,752
Penalties/Misc.	16,413	5,000	9,438
Interest Income	2,289	4,500	2,100
Use of Available Cash	0	0	50,000
Total Revenue	\$956,574	\$949,000	\$1,005,290
Total Expenditures	\$917,997	\$917,000	\$970,440

Notes:

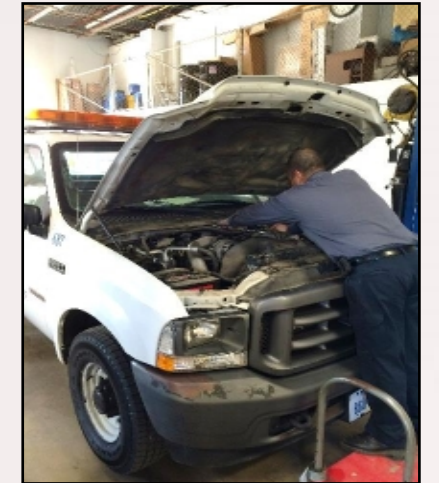
- FY 17 expenditures are before:
 - Final health insurance costs
 - Market or merit increases

Public Works

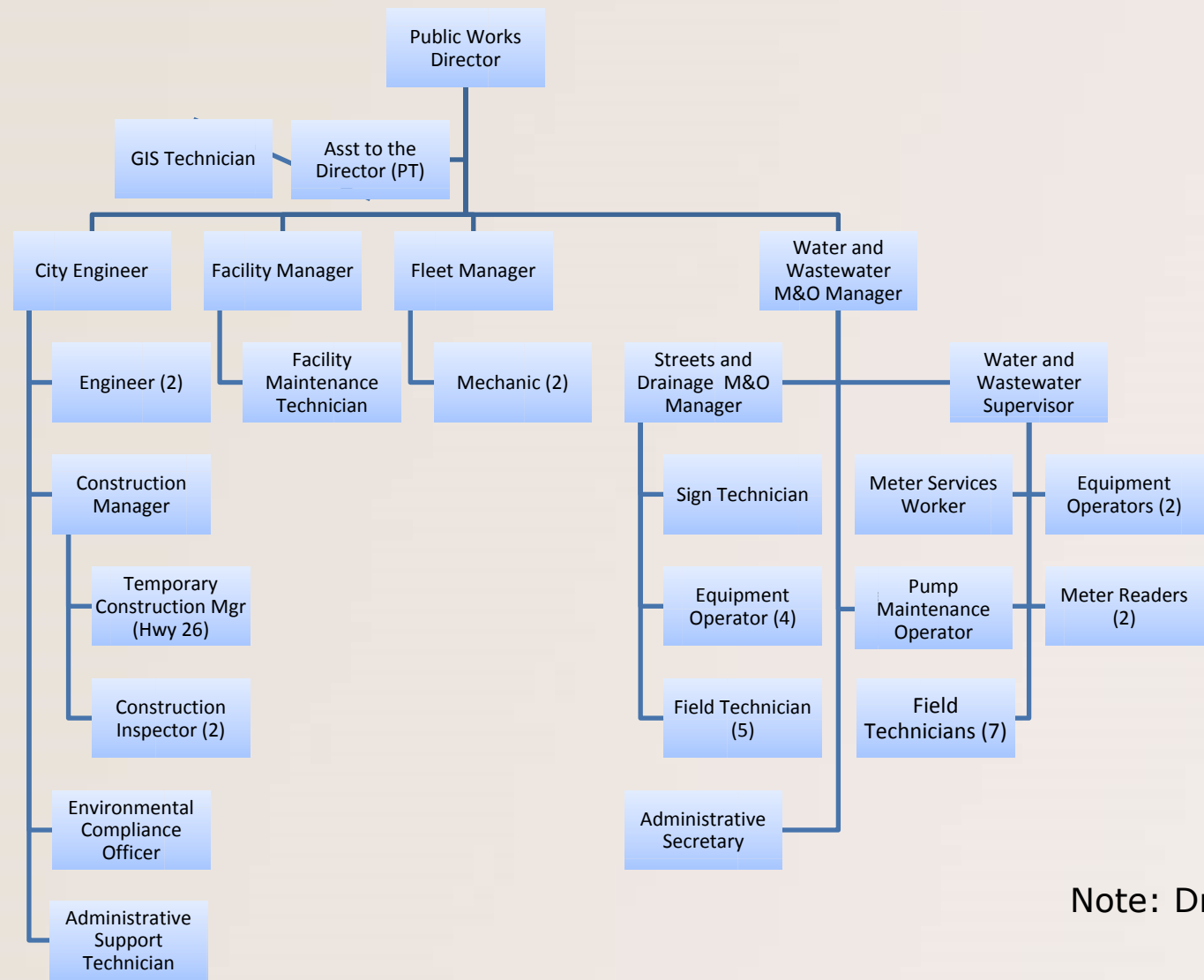


Core Services:

1. Guarantee a safe, reliable and adequate **WATER SUPPLY** is provided to residents and visitors of Colleyville
2. Ensure **WASTEWATER** is managed in a safe and efficient manner for the sake of maintaining the public health
3. Maintain and extend the useful life of the **TRANSPORTATION SYSTEM** in order to protect and preserve neighborhoods and support economic prosperity
4. Provide adaptable, clean, safe, accessible and energy efficient **PUBLIC FACILITIES** to uphold Colleyville's reputation as a quality community
5. Provide all maintenance, monitoring, and procurement services for the City's **FLEET**
6. Manage the **STORMWATER** system to protect properties from flooding, ensure that stormwater entering our creeks and water ways is free of pollutants, and reduce health risks through our Mosquito Management Program



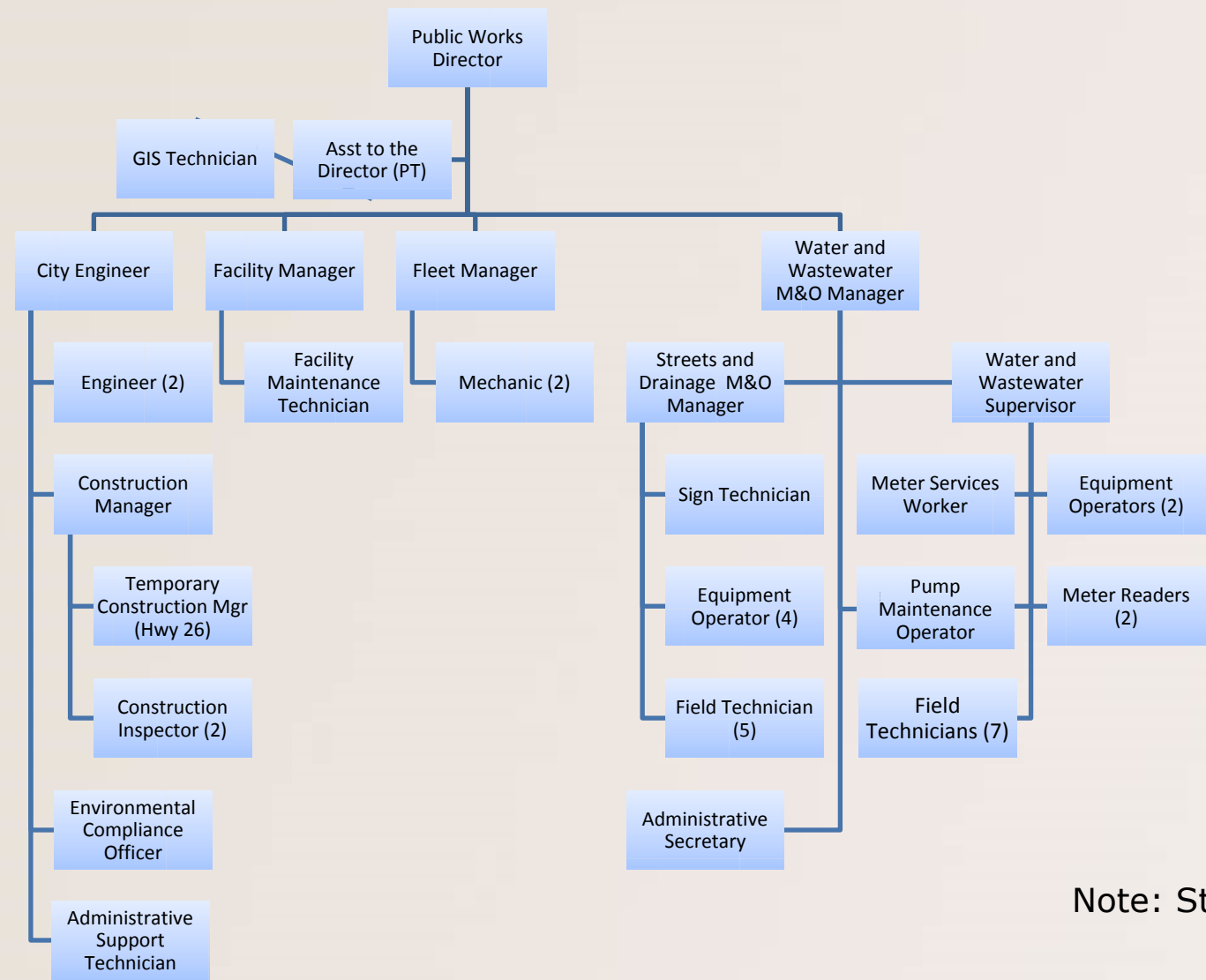
Drainage: 017-5210



Expenditure Categories	Amount
Personnel	\$322,678
Contractual Services	111,110
Supplies	43,701
Capital Outlay	250,000
Total	\$727,489

Note: Drainage Budget includes 5.31 FTEs

Stormwater: 017-5220



Expenditure Categories	Amount
Personnel	\$65,793
Contractual Services	22,709
Supplies	885
Total	\$89,387

Note: Stormwater Budget includes 1.1 FTEs

Transfers: 017-6410



Expenditure Categories	Amount
Personnel	\$ 0
Contractual Services	0
Supplies	0
Transfers	19,032
Total	\$ 19,032

Debt Service: 017-6510



Expenditure Categories	Amount
Personnel	\$ 0
Contractual Services	0
Supplies	0
Debt Service	128,391
Total	\$128,391

Non-Departmental: 017-9999



Expenditure Categories	Amount
Personnel	\$ 0
Contractual Services	5,974
Supplies	167
Total	\$ 6,141

Drainage Fund Totals



	FY 16 Budget	FY 16 Projections	FY 17 Projections
Drainage Fees	\$937,872	940,000	\$943,752
Penalties/Misc.	16,413	5,000	9,438
Interest Income	2,289	4,500	2,100
Use of Available Cash	0	0	50,000
Total Revenue	\$956,574	\$949,000	\$1,005,290
Total Expenditures	\$917,997	\$917,000	\$970,440

Notes:

- FY 17 expenditures are before:
 - Final health insurance costs
 - Market or merit increases