



City of Colleyville City Council Agenda

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

Tuesday, September 6, 2016

CITY COUNCIL WORKSESSION 5:30 P.M. EXECUTIVE CONFERENCE ROOM THIRD FLOOR

CALL TO ORDER AND ROLL CALL

- WS-1** Demonstration of online utility billing software
- WS-2** Discussion of sign ordinance relative to directory signage
- WS-3** Discussion of the September 6, 2016, City Council regular agenda items

EXECUTIVE SESSION 6:30 P.M. EXECUTIVE CONFERENCE ROOM THIRD FLOOR

CALL TO ORDER AND ROLL CALL

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

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

Section 551.071 - Legal - Consultation with the City Attorney regarding litigation - City of Colleyville and City of Keller v. Michael S. Newman

Section 551.071 - Legal - Consultation with the City Attorney regarding litigation - Adam Flores v. City of Colleyville

Section 551.071 - Legal - Consultation with and legal advice from the City attorney regarding parking requirements for businesses along SH26

Section 551.071 - Legal - Consultation with and legal advice from the City Attorney regarding Tex Rail plans/design, environmental impact statement, and proposed mitigation measures

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

Section 551.074 - Personnel - Discussion of legal services for the City of Colleyville

Section 551.087 - Economic Development - Discuss or deliberate regarding commercial or financial information that the City has received from business prospects that the City seeks to have locate, stay, or expand in the City and with which the City is conducting economic development negotiations; deliberate the offer of a financial or other incentive to a business prospect

RESUME REGULAR MEETING

7:30 P.M.

CITY COUNCIL CHAMBERS

INVOCATION: Pastor Jeff Strickland, Colleyville Assembly of God

PLEDGE OF ALLEGIANCE: City Attorney Matthew Boyle

- 2. EXECUTIVE SESSION READING AND PUBLIC HEARING: CONSIDER AND TAKE ANY ACTION(S) NECESSARY RELATIVE TO ITEMS DISCUSSED IN EXECUTIVE SESSION - RESOLUTION R-16-4028**
- 3. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**
 - Announcements of civic and charitable events**
 - Presentation of calendar events and updates**
 - Announcements of awards and recognition**
- 4. CONSENT: READING AND PUBLIC HEARING - Resolution R-16-4029**
 - 4a** Approval of the minutes of the City Council Worksession of August 10, 2016
 - 4b** Approval of the minutes of the regular City Council meeting of August 16, 2016
 - 4c** Adopting the Economic Development Capital Improvement Program (EDCIP) for the Fiscal Years 2017-2021 (FY 2017-2021) of the Colleyville Economic Development Corporation
 - 4d** Approval of the annual review and updates to the City of Colleyville Investment Policy
 - 4e** Approval of authorized broker / dealers for investment purchases

- 4f** Approval of a janitorial services contract with Oriental Building Services, Inc., in an amount not to exceed \$136,813.17, and authorize the city manager to execute the contract, subject to the approval of funding in the Fiscal Year 2017 (FY 2017) budget
- 4g** Approval of a five year term service agreement with Trane Service Group, utilizing the U.S. Communities Government Purchasing Cooperative, to provide for the inspection, maintenance, and repair of the HVAC system in the Colleyville City Hall and Public Library, in an amount not to exceed \$134,627.76, and authorize the city manager to execute the agreement
- 4h** Approval of a five year term service agreement with Trane Service Group, utilizing the U.S. Communities Government Purchasing Cooperative, to provide for the inspection, maintenance, and repair of the HVAC system at the Justice Center, in an amount not to exceed \$264,668.12, and authorize the city manager to execute the agreement
- 4i** Approval of the first renewal term for the Combined Public Safety Dispatching and Jail Services for the cities of Colleyville, Keller, and Southlake, and authorize the city manager to execute the agreement
- 4j** Approval of a contract with Pattillo, Brown and Hill, L.L.P., for audit services for fiscal year ended September 30, 2016, in the amount of \$45,000
- 4k** Approval to extend an ongoing annual agreement with Autobahn Motor Cars to sponsor the loan of a vehicle to the Colleyville Police Department for the expressed use of the Colleyville Heritage High School Resource Officer

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

5a Ordinance O-16-1985

Consideration of a Special Use Permit for Food Packaging and Manufacturing on Lot 8R, Block 1, of the Industrial Park Addition, located at 1904 Industrial Boulevard, Case ZC16-010

5b Ordinance O-16-1986

Consideration of an ordinance amending Appendix A - Water and Sewer Policy Manual, Section 8 Financial Management, of the Colleyville, Texas, Code of Ordinances, modifying the transfers from the Utility Fund to the General Fund

6. ORDINANCE(S): FIRST READING AND PUBLIC HEARING**6a Ordinance O-16-1987**

Adoption of the Colleyville Economic Development Corporation Fiscal Year 2017 (FY 2017) Budget

6b Ordinance O-16-1988

Amending Ordinance O-15-1967 relating to the Fiscal Year 2016 budget

6c Ordinance O-16-1989

Adoption of the proposed Fiscal Year 2017 (FY 2017) budget

6d Ordinance O-16-1990

Adoption of the Ad Valorem Tax Rate for Fiscal Year 2017 (FY 2017)

6e Ordinance O-16-1991

Approval to amend Sec. 2-26 of the Colleyville, Texas, Code of Ordinances, setting fees and charges for City services

6f Ordinance O-16-1992

Approval of an ordinance to reappoint Judge Sara Jane Del Carmen as the Regional Municipal Court Judge, reappointing an Associate Municipal Court Judge, and approving the Second Amendment to the Regional Municipal Court Judge Agreement

7. RESOLUTION(S): READING AND PUBLIC HEARING**7a Resolution R-16-4030**

Consideration of a resolution to establish and provide a scope for an ad hoc committee to review utility rates

7b Resolution R-16-4031

A resolution approving a payment to Lakewood Estates Homeowners Association in an amount equal to the refund the City of Colleyville received from Oncor for duplicate payment for electricity for streetlights in Lakewood Estates

7c Resolution R-16-4032

Consideration of filling the Place 1 position on the Zoning Board of Adjustment, with Alternate 1, and filling the Alternate 1 position with the Alternate 2

8. RESOLUTION(S): TABLED**8a Resolution R-16-4026**

Consideration of tabled Resolution R-16-4026

9. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA**10. REPORTS**

Colleyville Center Advisory Committee Minutes of May 16, 2016
Colleyville Library Board Minutes of June 13, 2016

Annual activity report of the Colleyville Economic Development Corporation

Quarterly investment report for the quarter ended June 30, 2016

11. ACTION/RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR SEPTEMBER 6, 2016 - READING AND PUBLIC HEARING - RESOLUTION R-16-4033**12. ADJOURNMENT**

I hereby certify this agenda was posted on City Hall bulletin boards Friday, September 2, 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 City Council Agenda Briefing

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

Agenda Number WS-1

Agenda Date 09/06/2016

Type Worksession

Department Finance

Title

Demonstration of online utility billing software

Strategy Map Connection

C2- Deliver high quality and unique customer service

B1- Seek innovative technology solutions where appropriate

B3- Utilize partnerships to implement cost-effective service solutions

Explanation

The purpose of this item will be for Theresa Bentley, with Paymentus, the City's vendor for online utility billing, to provide an online demonstration of the utility billing software.

Chief Financial Officer Brian Hogan will provide an overview of the next steps relative to initiating the software.

Attachments



City of Colleyville City Council Agenda Briefing

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

Agenda Number WS-2

Agenda Date 09/06/2016

Type Worksession

Department Community Development

Title

Discussion of sign ordinance relative to directory signage

Strategy Map Connection

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

B2- Proactively seek process improvements and sustainable solutions

Explanation

Town Center Colleyville is a retail development consisting of a grocery store, a movie theater, several restaurants, retail stores, and other commercial uses. Due to the large size and large number of uses, the property owner is requesting to utilize some wayfinding signage, or directory signage, to help customers locate the specific businesses located within the development. The subject property is zoned CC-2 Shopping Center district. These types of signs are not currently permitted within the City of Colleyville.

Existing Conditions / Background: The subject property is currently known as Town Center Colleyville and is developed as an approximately 275,000 square foot commercial complex with a mix of retail, restaurant, office, and other commercial uses.

Existing Ordinance Language: Per the Land Development Code (LDC), businesses are allowed to have a monument sign and wall signage. Additionally, commercial development which has a single or multi-occupancy building, containing a minimum of one hundred thousand (100,000) square feet of floor area and situated on a single platted lot, or on two or more contiguous platted lots, shall be allowed major shopping center entry-wall signs and plaques. However, these signs are located along the street right-of-way or on the building, and do not direct customers once internal to the development.

The LDC already has a definition for Directory Signs: "A sign listing the occupants within a shopping center, industrial site, retail district, office district, and commercial site located on the same premises." However, no regulation is contained within the LDC for such signs.

The LDC does allow for traffic directional signs. The purpose of these signs are to guide vehicular traffic into or out of commercial businesses by identifying a public entrance

and exit for vehicular traffic. These signs are restricted to 6 square feet in area and 30 inches in height.

Proposed Signage: Per the attached sign exhibits and site plan, the applicant is proposing to install four directory signs within the interior of the site to help direct customers to the specific businesses located within the development. The applicant is proposing two signs to be double-sided with a height of 6'-3" and a width of 4'-0". The two other signs will be 4-sided with the same dimensions as described above for each side. The signs are proposed to be internally illuminated. The design will allow for up to six business names listed per sign face with an arrow pointing toward the direction of the business.

The locations of the signs are internal to the site and would be installed within existing interior landscape islands. The closest distance to a public right-of-way is over 250 feet from Church Street to the south. The sign exhibits and site plan are included as Attachment "A".

Benchmark Review: The cities of Grapevine and Hurst do not have specific regulations for directory signs. However, Grapevine has utilized ground signs for the purpose of directing traffic at the mall and within other large developments with approval of a Conditional Use Permit as allowed by their sign regulations. Similar to Colleyville, the cities of Coppell, Keller, Flower Mound, and North Richland Hills allow for traffic directional signs. But like Colleyville, these signs are small. The City of Southlake regulates directory signs similar to what is being proposed. They are allowed within commercial developments as long as they meet height and area requirements and are set back from the property line adjacent to a street a minimum of 75 feet. A full benchmark analysis is provided as Attachment "B".

Analysis – Large developments typically contain a number of uses making it difficult to find a specific business without maneuvering through the entire development. Directory signs, signs that provide a list of businesses and direct patrons to these businesses, are an effective means of minimizing traffic conflicts and maximizing customer movement. The best examples of directory signs are located at large regional malls. The names of the tenants are listed with an arrow pointing toward the business. These signs are typically located near entrances and at other strategic locations.

The proposed regulations would be similar to those allowed by the City of Southlake; however, the signs would only be available for major multi-tenant shopping centers. The proposed language associated with the amendments is included as Attachment "C".

The ordinance amendment request for consideration is consistent with other signage regulations for large commercial developments. As stated before, commercial development containing a minimum of one hundred thousand (100,000) square feet of floor area shall be allowed major shopping center entry-wall signs and plaques. Additionally, the City Council can approve a major shopping center landmark sign for

such developments.

Based on the information provided for the Town Center Colleyville development, the proposed directory signs will comply with the proposed regulations. The proposal does not appear to be of a nature anticipated to adversely impact the adjacent properties.

Staff Recommendation: The proposed amendment is consistent with the land uses located on the subject property and the governing zoning district.

Attachments

1. Signage Presentation
2. Attachment A: Proposed Sign Exhibits & Site Plan
3. Attachment B: Benchmark Analysis
4. Attachment C: Draft Ordinance Amendment
5. Attachment D: Aerial Map - Town Center Colleyville

SIGN ORDINANCE AND DIRECTORY SIGNAGE PRESENTATION

**City Council Worksession
September 6, 2016**



Ordinance Amendment – Directory Signs

Discussion regarding a possible amendment to the Land Development Code relative to directory signage for large retail developments

Objective

To receive direction from the City Council regarding an ordinance amendment to allow for directory signs

- Allow for directory signs?
- General regulations?
- Only at major shopping centers?

Summary

- A request was submitted to install four directory signs at the Town Center Colleyville development
- The current Sign Regulations do not allow for such signs
- Proposed signs would be allowed in the City of Southlake
- The proposed regulations would apply only to major shopping centers (developments with greater than 100,000 square feet of floor area)
- To be located on private property & used internal to the site

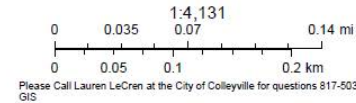
Aerial Map

Town Center Colleyville



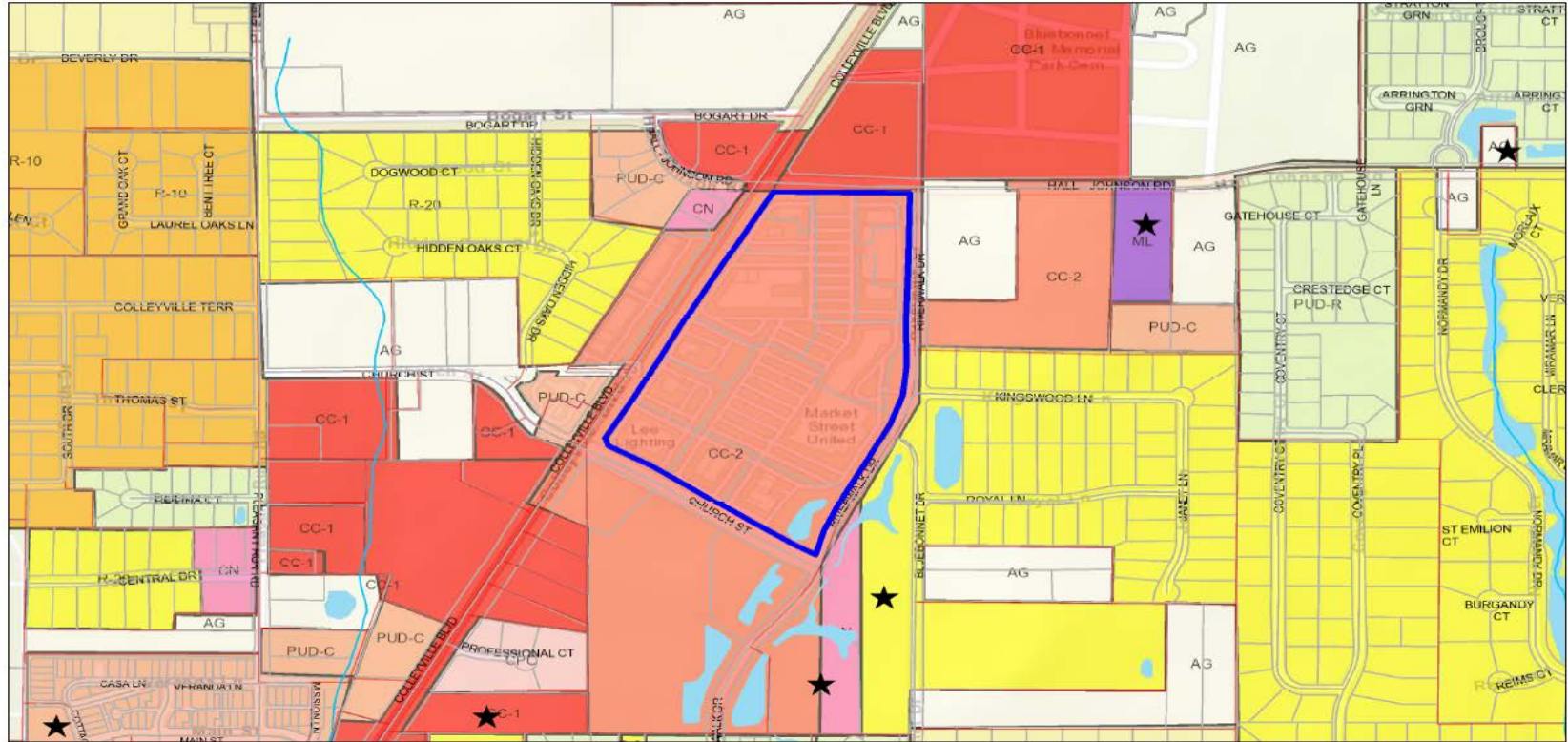
August 10, 2016

- City Limit
- ★ Municipal
- Railroad
- Roads
- Subdivisions
- Parcels
- Streams
- Ponds



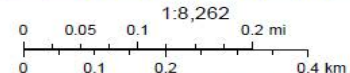
Zoning Map

Town Center Colleyville



August 10, 2016

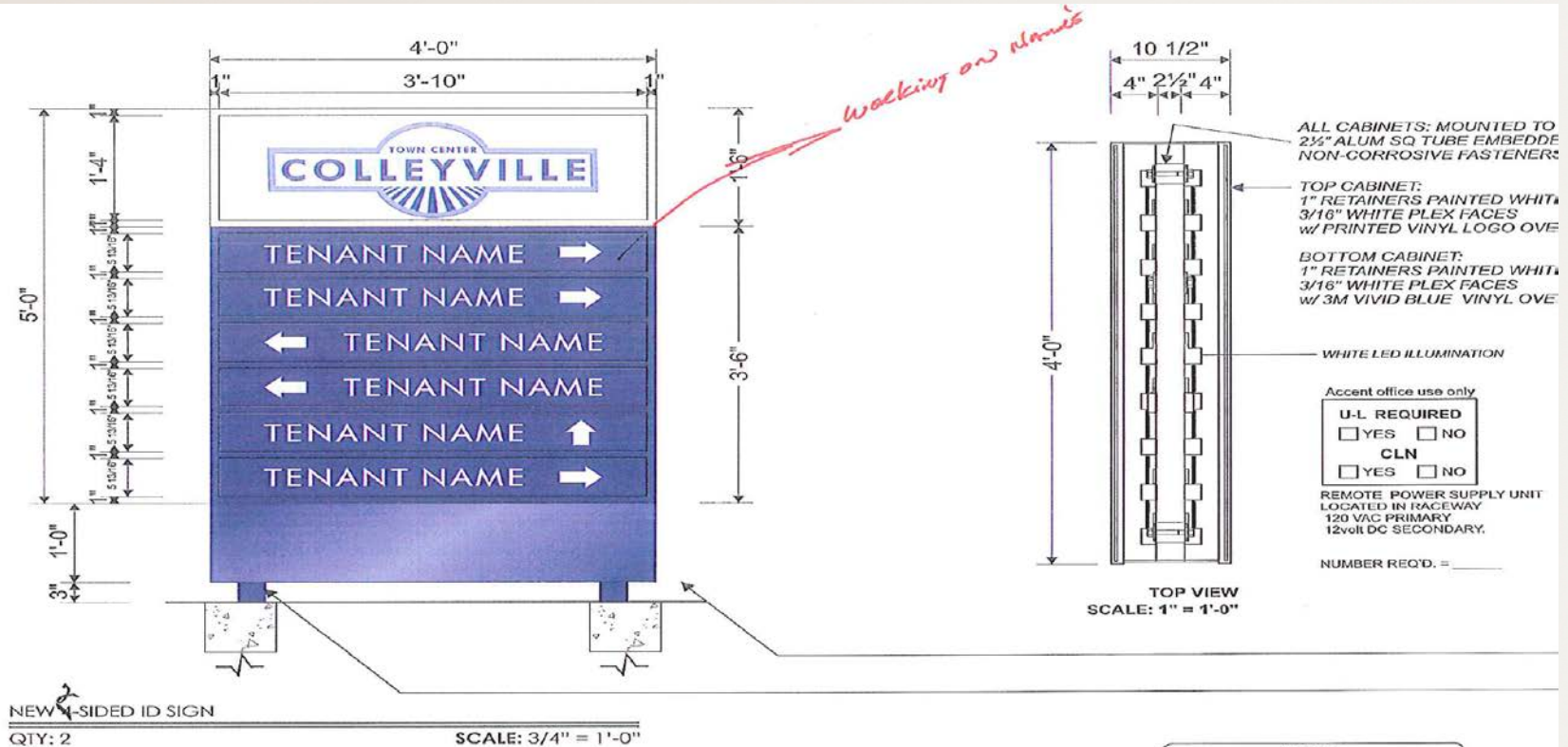
- City Limit
- ★ Municipal
- Subdivisions
- + Railroad
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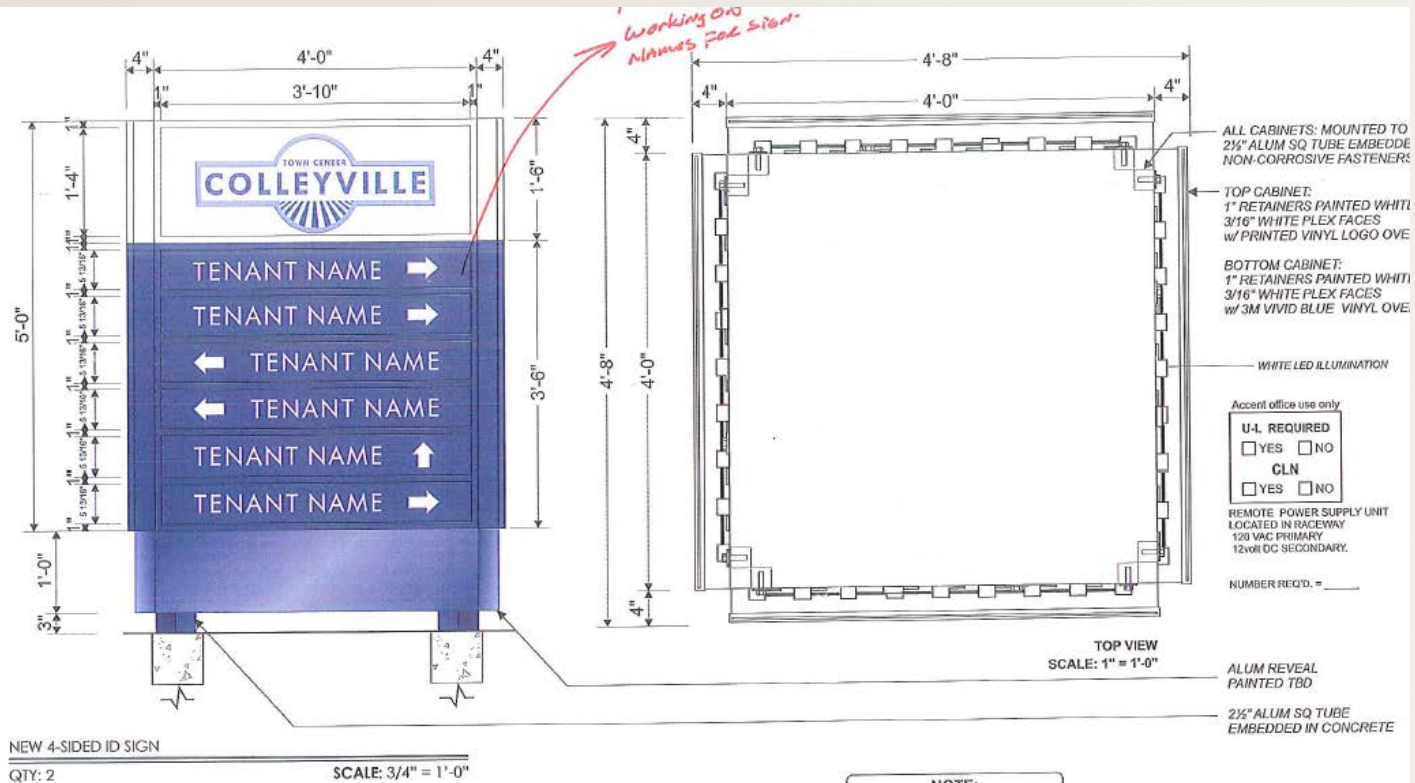
Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), MapmyIndia, © OpenStreetMap contributors, and the GIS User Community
Please Call Lauren LeCren at the City of Colleyville for questions 817-503-1085



Sign Exhibits

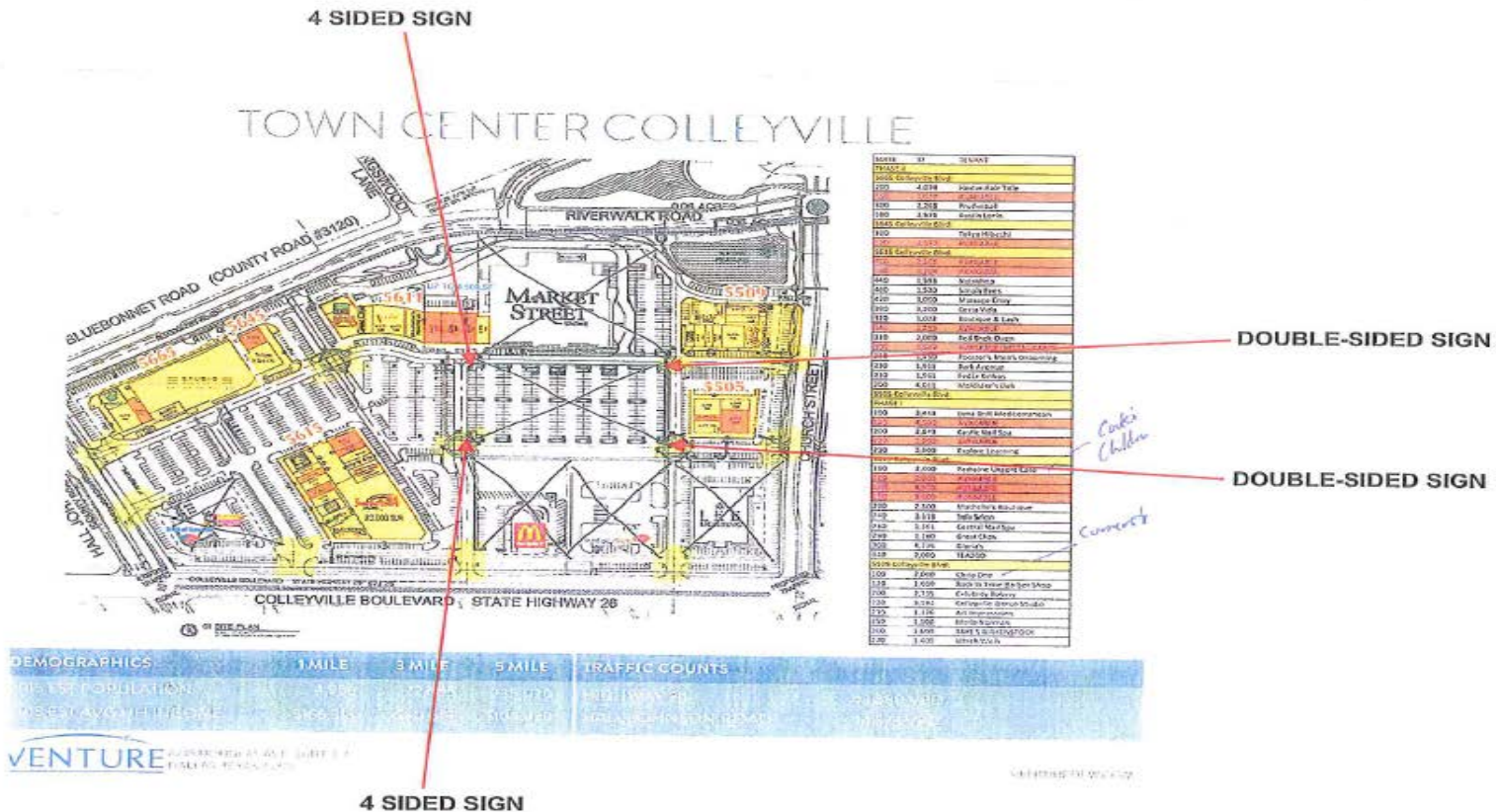


Sign Exhibits



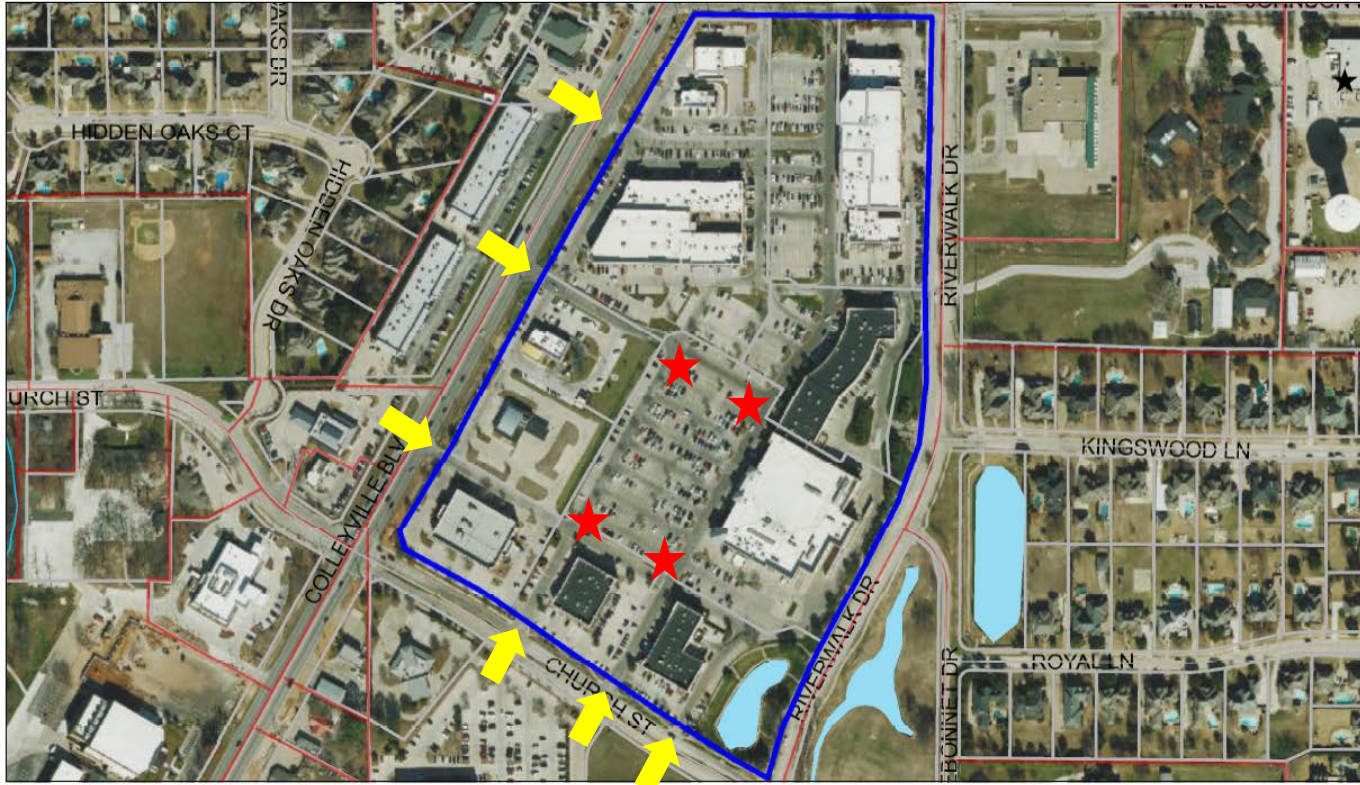
NOTE:
ACCESS REQUIRED FOR
ELECTRICAL & INSTALLATION

Site Plan



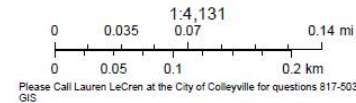
Aerial Map

Town Center Colleyville



August 10, 2016

- City Limit
- ★ Municipal
- ▭ Subdivisions
- + Railroad
- Streams
- ▭ Parcels
- Roads
- Ponds



Please Call Lauren LeCren at the City of Colleyville for questions 817-503-1085
GIS

Street View #1



Colleyville Blvd (middle entrance)

Street View #2



Colleyville Blvd (south entrance)

Street View #3



Church St (west entrance)

Street View #4



Church St (middle entrance)

Benchmark Analysis

City	Sign Type Allowed	Comments
Colleyville	Traffic Directional Signs	6 sq ft; 30" in height; 2 per curb cut; additional signs allowed behind the building setback line
Coppell	Movement Control Signs	3 sq ft; detached or attached; no limitation on number
Flower Mound	Directional Signs	5 sq ft; 3' in height; no limitation on number
Grapevine	Ground Signs	60 sq ft; 6' in height; 1 sign per lot unless a Planned Commercial Center
Keller	Movement Control Sign	6 sq ft; 4' in height; no limitation on number
North Richland Hills	Traffic Directional Signs	2 sq ft; 30" in height; 2 per public street drive approach Exemption: signs setback a min of 30' @ centers >200,000 sq ft (requires approval of the Sign Review Committee)
Southlake	Directory Sign	50 sq ft/sign face, 100 sq ft/sign; 6.5' in height; 1 per street entrance; 75' setback

Traffic Directional Sign Examples



Directory Sign Examples



Proposed Regulations

Section 7-150 Permanent Freestanding Signs – Sign Classifications & Regulations

- F. Directory Signs – The purpose of a directory sign is to provide a listing of the occupants within a major multi-tenant shopping center and providing direction to the buildings in the development. Directory signs shall be allowed in accordance with Table 7-1 and only for commercial developments that qualify as a 'major shopping center' as defined in Section 7-210 C.1. A maximum of 1 directory sign per street entrance is permitted. The maximum area and height of a directory sign shall conform to the specifications contained in Table 7-2.

Proposed Regulations (cont.)

Section 7-160 Permanent Freestanding Signs – Allowable Districts

Table 7 - 1 Allowable Districts for Permanent Freestanding Signs																	
Sign Classification	Permit Required (Y or N)	Residential Districts								Commercial Districts						Special Districts	
		R15	R20	R30	R40	RE	RD	RMF	MH	CPO	CN	CC1	CC2	CC3	ML	AG	PUD
General Business Signs	Y									P	P	P	P	P	P		(1)
Freeway Pole Signs	Y									(2)	(2)	(2)	(2)	(2)	(2)		(2)
Institutional Signs	Y	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Multi-family Signs	Y							P									(3)
Subdivision Monument Signs	Y	P	P	P	P	P	P	P	P								P
Traffic Directional Signs	N	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	P	P	P	P	P	P	P	(1)
<u>Directory Signs</u>	<u>Y</u>												(5)	(5)			(5)

Notes for Table 7-1:

(1) Permitted where the PUD ordinance allows commercial uses

(2) Permitted only in the Freeway Overlay Zone

(3) Permitted where the PUD ordinance allows multi-family uses

(4) Permitted for Institutional uses in the applicable districts

(5) Permitted for Major Shopping Centers only

Legend:

P = Sign permitted in this district

(1) = Sign permitted in this district per special footnote

Major Shopping Center = commercial development containing a minimum of 100,000 SF of floor area



Proposed Regulations (cont.)

Section 7-165 Permanent Freestanding Signs – Area, Height and Setback Requirements

Table 7 - 2 Area, Height and Setback for Permanent Freestanding Signs						
Type of Sign	Maximum Sign Area	Maximum Sign Height	Minimum Front Property Line Setback (1)	Minimum Side Property Line Setback	Minimum Spacing B/T Next Free-Stand. Sign	Special Conditions
General Business Signs	112 s. f. (2)	8 ft. (2)	8 ft.	30 ft.	60 ft. (7)	1 per 250' street frontage
Freeway Pole Signs	250 s. f.	35 ft.	8 ft.	30 ft.	60 ft. (7)	1 per lot (3)
Institutional Signs (on-premises)	45 s f. (4)	5 ft.	8 ft.	30 ft.	60 ft.	1 per street frontage
Institutional Signs (off-premises)	16 s f.	5 ft.	none	none	none	Maximum of two signs
Multi-family Signs	25 s. f.	5 ft.	8 ft.	30 ft.	60 ft.	1 per street frontage
Subdivision Monument Signs	(8)	10 ft.	0 ft.	0 ft. (5)	n/a	Maximum 2 per entrance
Traffic Directional Signs (6)	6 s. f.	30 inches	0 ft.	0 ft.	0 ft.	2 per curb cut
<u>Directory Signs</u>	<u>50 s. f. per sign face;</u> <u>100 s.f. per sign</u>	<u>6 ½ ft. (2)</u>	<u>75 ft.</u>	<u>none</u>	<u>60 ft.</u>	<u>1 per street entrance; Sign shall only be located along an internal drive or street within the development</u>

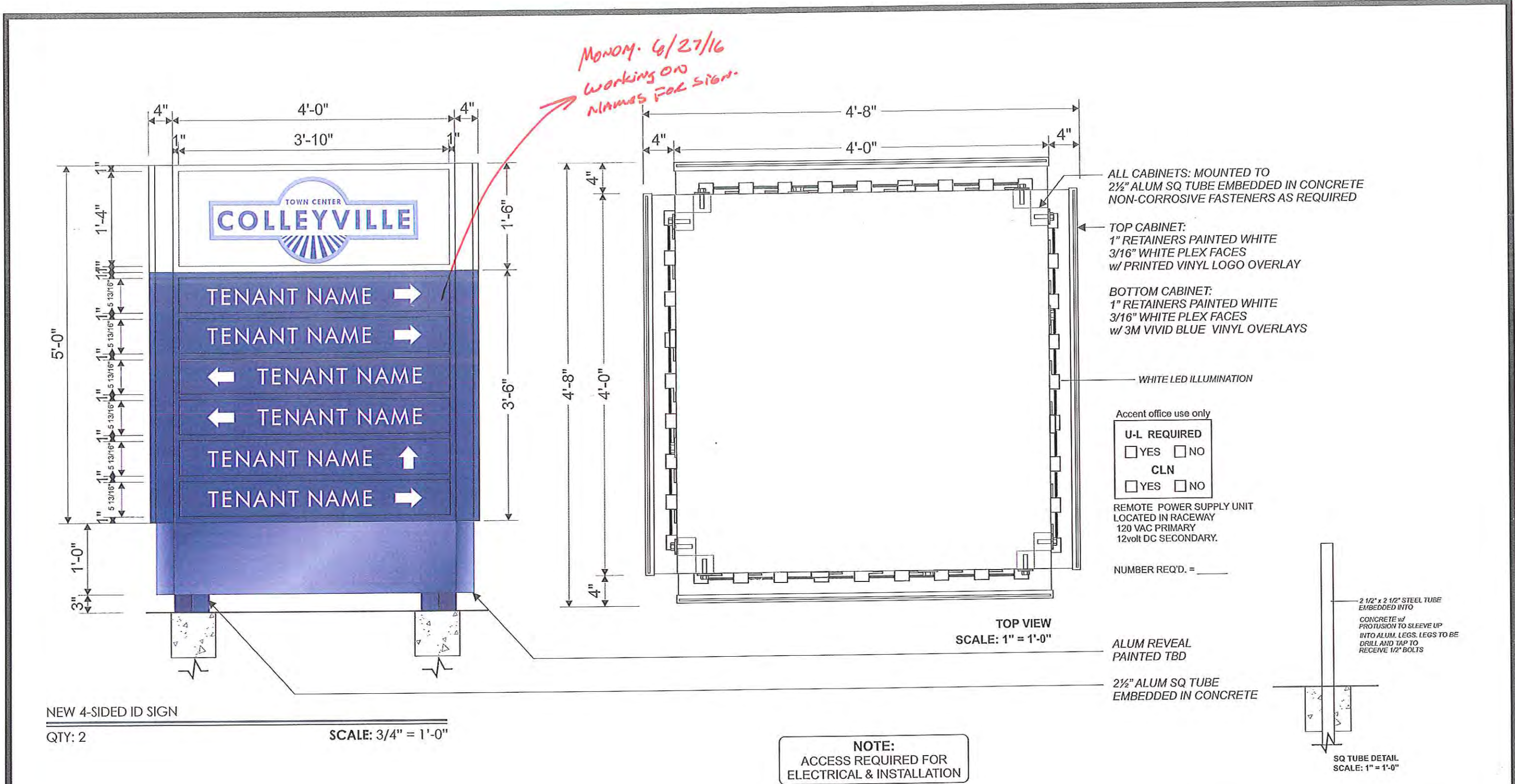
Notes for Table 7-2:

- (1) Any street frontage shall be considered a front property line
- (2) Maximum structure size.
- (3) Only permitted within 250 feet of Hwy. 121 right-of-way.
- (4) An on-premises Institutional Sign located in a non-residential zoning district may be constructed in accordance with the General Business Sign regulations for the applicable zoning district.
- (5) Signs on a street island must be designed to permit appropriate driver visibility- joint use agreement required.
- (6) Spacing requirements for Freestanding Signs are not applicable to Traffic Directional Signs.
- (7) 100 feet between signs when signs are located on the same lot.
- (8) Maximum message area is 50 s.f.

Summary

- A request was submitted to install four directory signs at the Town Center Colleyville development
- The current Sign Regulations do not allow for such signs
- Proposed signs would be allowed in the City of Southlake
- The proposed regulations would apply only to major shopping centers (developments with greater than 100,000 square feet of floor area)
- To be located on private property & used internal to the site

Attachment "A" - Proposed Sign Exhibits & Site Plan



DATE	REVISIONS	NAME
5-17-16	REVISE SIGN TYPE	AB
5-20-16	UPDATE SIZE SPECS	AB
6-1-16	REMOVE "L" SHAPED SIGNS; UPDATE QTYS	AB

AUTHORIZATION	
CLIENT	DATE
ACCOUNT EXECUTIVE	DATE
LANDLORD	DATE
ALL CHANGES MUST BE INITIALED BY CLIENT AND ACCOUNT EXECUTIVE ON FINAL APPROVED PRINT.	

This drawing is the exclusive property of Accent Graphics, Inc. and is the result of the original work of its employees. The plans are provided to your company for the sole purpose of considering the purchase of a sign manufactured by Accent Graphics, Inc. based on these plans OR the purchase of the plans and design concepts contained therein for manufacture elsewhere. Distribution or exhibition of the plans to anyone outside of your company or the use of the plans by others to manufacture or design a similar sign as displayed in the plans is expressly forbidden. In the event that such exhibition occurs, Accent Graphics will expect payment of a minimum \$2000 design fee in recompense for the time and effort entailed to produce the plans.

CLIENT TOWN CENTER STORE # _____

INSTALLATION ADDRESS COLLEYVILLE BLVD. & HWY 26 COLLEYVILLE, TX

DESIGNER AB ACCOUNT EXECUTIVE KEVIN KENDALL

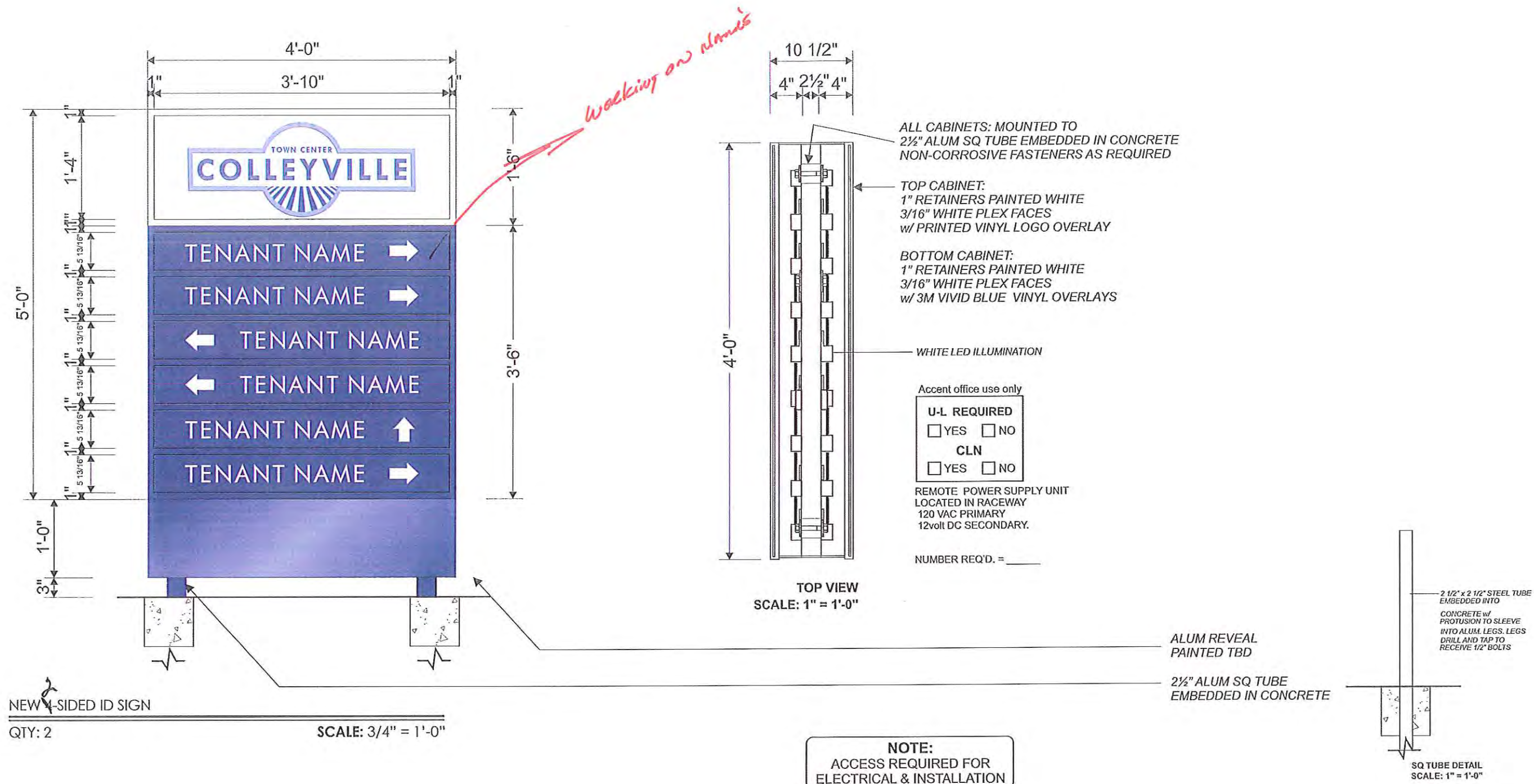
DATE 5-5-16 SHEET 1 OF 3 DESIGN # AB 5-5-16 R2

accent SIGNS graphics
COMPLETE SIGN SERVICE & FABRICATION

23 E. ROCK ISLAND
RAND PRAIRIE, TX 75050
MAIL k.kendall@accentgraphicsinc.com
WEBSITE www.accentgraphicsinc.com

TOLL FREE (800) 810-3044
METRO (972) 399-0333
FAX (972) 986-4456
FAX (800) 810-3045

Attachment "A" - Proposed Sign Exhibits & Site Plan



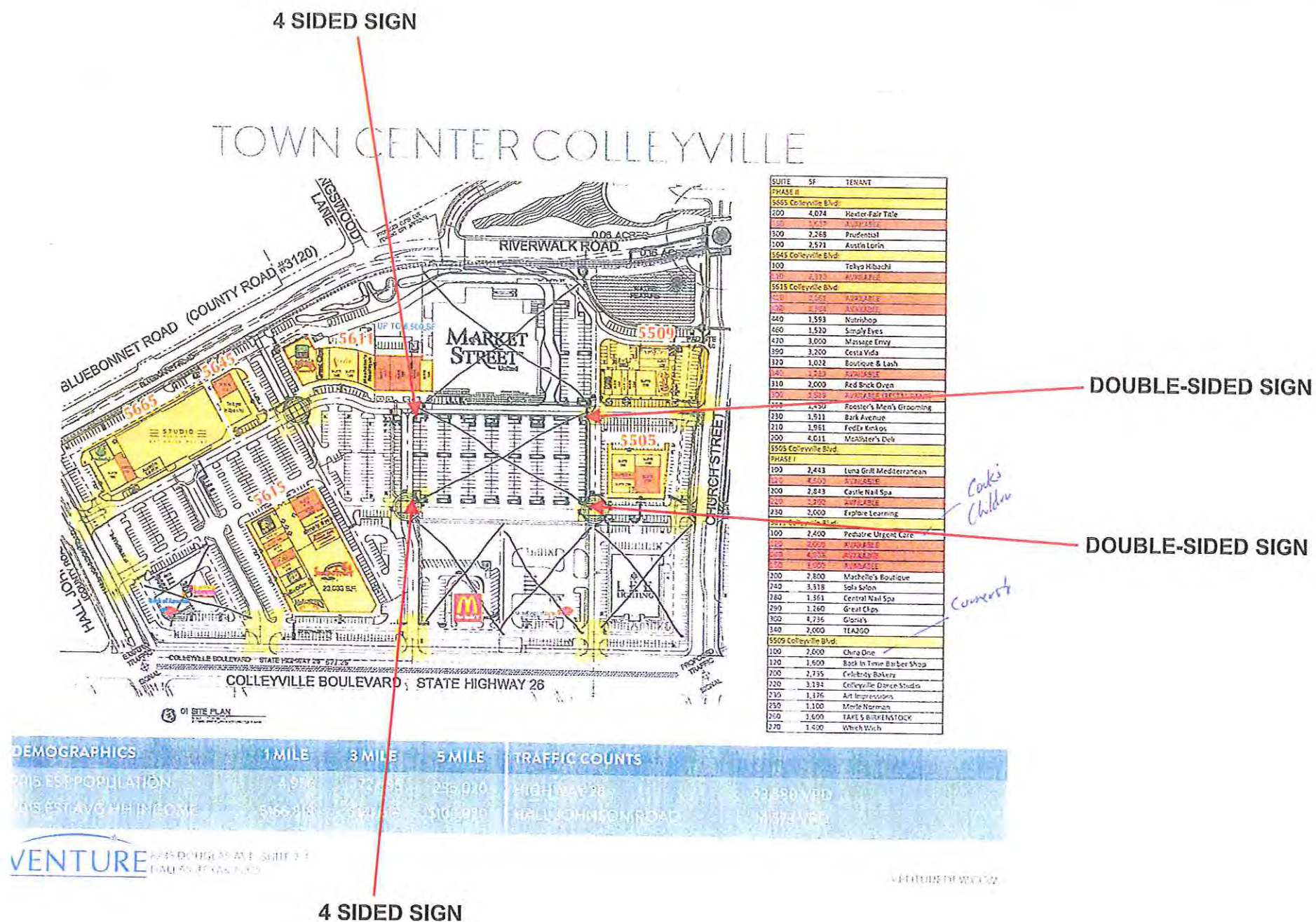
DATE	REVISIONS	NAME	AUTHORIZATION
			CLIENT: <i>[Signature]</i> DATE: 5/24/16
			ACCOUNT EXECUTIVE: <i>[Signature]</i> DATE: 5/24/16
			LANDLORD: <i>[Signature]</i> DATE: 5/24/16
			ALL CHANGES MUST BE INITIALED BY CLIENT AND ACCOUNT EXECUTIVE ON FINAL APPROVED PRINT.

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CLIENT: TOWN CENTER STORE # _____
INSTALLATION ADDRESS: COLLEYVILLE BLVD. & HWY 26 COLLEYVILLE, TX
DESIGNER: AB ACCOUNT EXECUTIVE: KEVIN KENDALL
DATE: 5-5-16 SHEET 2 OF 3 DESIGN # AB 5-5-16 R2

accent graphics
COMPLETE SIGN SERVICE & FABRICATION
23 E. ROCK ISLAND RAND PRAIRIE, TX 75050 TOLL FREE (800) 810-3044
MAIL: k.kendall@accentgraphicsinc.com METRO (972) 399-0333
WEBSITE: www.accentgraphicsinc.com FAX: (972) 986-4456 (800) 810-3045

Attachment "A" - Proposed Sign Exhibits & Site Plan



SITE PLAN

SCALE: NTS

DATE	REVISIONS	NAME	AUTHORIZATION	This drawing is the exclusive property of Accent Graphics, Inc. and is the result of the original work of its employees. The plans are provided to your company for the sole purpose of considering the purchase of a sign manufactured by Accent Graphics, Inc. based on these plans OR the purchase of the plans and design concepts contained therein for manufacture elsewhere. Distribution or exhibition of the plans to anyone outside of your company or the use of the plans by others to manufacture or design a similar sign as displayed in the plans is expressly forbidden. In the event that such exhibition occurs, Accent Graphics will expect payment of a minimum \$2000 design fee in recompense for the time and effort entailed to produce the plans.	CLIENT _____ TOWN CENTER _____ STORE # _____
			CLIENT _____ DATE _____		INSTALLATION ADDRESS _____
			ACCOUNT EXECUTIVE _____ DATE _____		COLLEYVILLE BLVD. & HWY 26 COLLEYVILLE, TX
			LANDLORD _____ DATE _____		DESIGNER _____ AB _____ ACCOUNT EXECUTIVE KEVIN KENDALL
			ALL CHANGES MUST BE INITIALED BY CLIENT AND ACCOUNT EXECUTIVE ON FINAL APPROVED PRINT.		DATE 5-5-16 SHEET 3 OF 3 DESIGN # AB 5-5-16 R2



COMPLETE SIGN SERVICE & FABRICATION

23 E. ROCK ISLAND	TOLL FREE (800) 810-3044
RAND PRAIRIE, TX 75050	METRO (972) 399-0333
MAIL k.kendall@accentgraphicsinc.com	FAX (972) 986-4456
WEBSITE www.accentgraphicsinc.com	FAX (800) 810-3045

Attachment "B"
Benchmark Analysis

City of Colleyville:

Traffic Directional Signs – The purpose of a traffic directional sign is to guide vehicular traffic into or out of an institutional use or commercial business by identifying a public entrance and exit for vehicular traffic. No more than two traffic directional signs per entrance or exit shall be allowed in accordance with Table 7-1, provided additional traffic directional signs shall be allowed when located behind the building set-back line. The maximum area and height of a traffic directional sign shall conform to the specifications contained in Table 7-2. No permit shall be required for a traffic directional sign, provided all such signs shall comply with the regulations contained in this section.

Table 7 - 2 Area, Height and Setback for Permanent Freestanding Signs						
Type of Sign	Maximum Sign Area	Maximum Sign Height	Minimum Front Property Line Setback (1)	Minimum Side Property Line Setback	Minimum Spacing B/T Next Free-Stand. Sign	Special Conditions
Traffic Directional Signs (6)	6 s. f.	30 inches	0 ft.	0 ft.	0 ft.	2 per curb cut

Movement Control /Directional Signs

Coppell:

Movement control signs: Movement control signs may be erected at any occupancy or any premises, other than single-family or duplex premises, may be attached or detached, and may be erected without limits as to number; provided that such signs shall comply with all other applicable requirements of this section. Movement control signs shall be premise signs only and shall not be construed as any sign listed in sections 12-29-4 or 12-29-5. The occupant who erects a movement control sign on the premises shall comply with the following requirements:

- i. Each sign must not exceed three square feet in effective area;
- ii. If a sign is an attached sign, the words must not exceed six inches in height;
- iii. Each sign must convey a message which directs vehicular or pedestrian movement within or onto the premises on which the sign is located;
- iv. The signs must contain no advertising identification message unless it is a logo, then the logo may cover ten percent of the sign.

Flower Mound:

Directional Signs. No permit shall be required for small signs not exceeding five square feet in sign area and three feet in height that are displayed on private property for the convenience of the public, including signs to identify entrance and exit drives, location of drive-up windows, directions to parking areas, one-way

drives, restrooms, freight entrances and the like. These signs shall be directional only and may contain advertising with registered corporate logos. Maximum height applies to ground mounted signs and is not intended to prohibit placement of these signs over doorways, freight entrances, etc.

Grapevine:

GROUND SIGNS. A sign, except a portable sign, permanently placed upon, or supported by the ground independent of the principal building or structure on the property, the top edge of which sign is no more than six (6) feet above ground level, except ground signs in the HGT District shall be three (3) feet above ground level. All ground signs must conform to the following regulations:

- (1) Sign support shall be masonry, non-decaying wood, or structural steel tubing.
- (2) Sign face shall be non-decaying wood, or flat, clear acrylic sheet with all copy and background sprayed on second surface with acrylic colors.
- (3) Maximum gross surface area: Sixty (60) square feet, except signs in the HGT District shall be nine (9) square feet.

PERMITTED MONUMENT AND GROUND SIGNS. In all districts where monument and ground signs are permitted, only one of the two (2) structural types shall be permitted per lot. More than one monument or ground sign may be permitted for Planned Commercial Centers provided they meet the provisions of Section 48, and a Conditional Use Permit is issued.

Planned Commercial Centers are defined as having a five (5) acre minimum size with a combination of retail stores, offices, personal service establishments and similar uses.

City of Keller:

Detached Type	Max. Size	Number	Height	Width	Zoning Districts	Additional Standards
Movement Control Sign	6 sf	No Limit	4'	None	All Non-residential	The letters shall not exceed 4" in height.

North Richland Hills:

Traffic directional signs. The purpose of a traffic directional sign is to aid vehicular traffic into or out of a business establishment by identifying only the vehicle entrances or exits. Traffic directional signs shall comply with the following regulations:

a. Generally.

1. Traffic directional signs shall be allowed in zoning districts shown in section 106-9, table of permitted signs.
2. Only two traffic directional signs may be allowed at each public street drive approach. Each sign must be either an "entrance" or an "exit" labeled sign, and/or may contain an arrow guiding the proper direction.
3. A traffic directional sign shall not exceed two square feet in area with a maximum height of 30 inches.
4. Traffic directional signs may include a company name or logo.
5. A traffic directional sign may be internally illuminated.

6. Traffic directional signs shall be located on private property.
7. Portable and temporary signs shall be prohibited.
8. Traffic directional signs shall be permanently installed on a concrete footing or other approved foundation system with above grade bases or pedestals consisting of decorative concrete, masonry, plastic, or metal finishes.
9. Interior traffic directional signs on sites having combined building areas greater than 200,000 square feet and setback a minimum of 30 feet from public right-of-way may be exempted from the above requirements by approval of the sign review committee.

Directory Signs

City of Southlake:

<i>Sign Type</i>	<i>Maximum Sign Height</i>	<i>Maximum Sign Face Area</i>	<i>Maximum Sign Structure Area</i>	<i>Number of Signs</i>	<i>Location</i>	<i>Illumination</i>	<i>Additional regulations</i>
5. Directory	Total Height: 6'6" Base: 18" Sign Face: 4' Sign Structure: 5'	50 s.f. per sign face; 100 s.f. per sign	70 s.f.	One sign per street entrance.	Minimum of 75 feet from drive entrance at ROW.	Ground lighting where the light itself and supporting structure are not visible from public ROW. Internal lighting may be utilized for sculpted aluminum panels.	A minimum of 6 inches of sign structure must completely surround sign face. Sign shall only be located along an internal drive or street within the development.

Attachment "C"

AMEND: Section 7-150 Permanent Freestanding Signs – Sign Classifications & Regulations

ADD: Add a classification for 'Directory Signs' to include the regulations pertaining to such signs

F. Directory Signs – The purpose of a directory sign is to provide a listing of the occupants within a major multi-tenant shopping center and direction to the buildings in the development. Directory signs shall be allowed in accordance with Table 7-1 and only for commercial developments that qualify as a 'major shopping center' as defined in Section 7-210 C.1. A maximum of 1 directory sign per street entrance is permitted. The maximum area and height of a directory sign shall conform to the specifications contained in Table 7-2.

AMEND: Section 7-160 Permanent Freestanding Signs – Allowable Districts

ADD: Add listing for directory signs in Table 7-1

Table 7 - 1 Allowable Districts for Permanent Freestanding Signs																	
Sign Classification	Permit Required (Y or N)	Residential Districts								Commercial Districts						Special Districts	
		R15	R20	R30	R40	RE	RD	RMF	MH	CPO	CN	CC1	CC2	CC3	ML	AG	PUD
General Business Signs	Y									P	P	P	P	P	P		(1)
Freeway Pole Signs	Y									(2)	(2)	(2)	(2)	(2)	(2)		(2)
Institutional Signs	Y	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Multi-family Signs	Y							P									(3)
Subdivision Monument Signs	Y	P	P	P	P	P	P	P	P								P
Traffic Directional Signs	N	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	P	P	P	P	P	P	P	(1)
<u>Directory Signs</u>	<u>Y</u>													<u>(5)</u>	<u>(5)</u>		<u>(5)</u>

Notes for Table 7-1:

(1) Permitted where the PUD ordinance allows commercial uses

(2) Permitted only in the Freeway Overlay Zone

(3) Permitted where the PUD ordinance allows multi-family uses

(4) Permitted for Institutional uses in the applicable districts

(5) Permitted for Major Shopping Centers only

Legend: P = Sign permitted in this district

(1) = Sign permitted in this district

per special footnote

AMEND: Section 7-165 Permanent Freestanding Signs – Area, Height and Setback Requirements

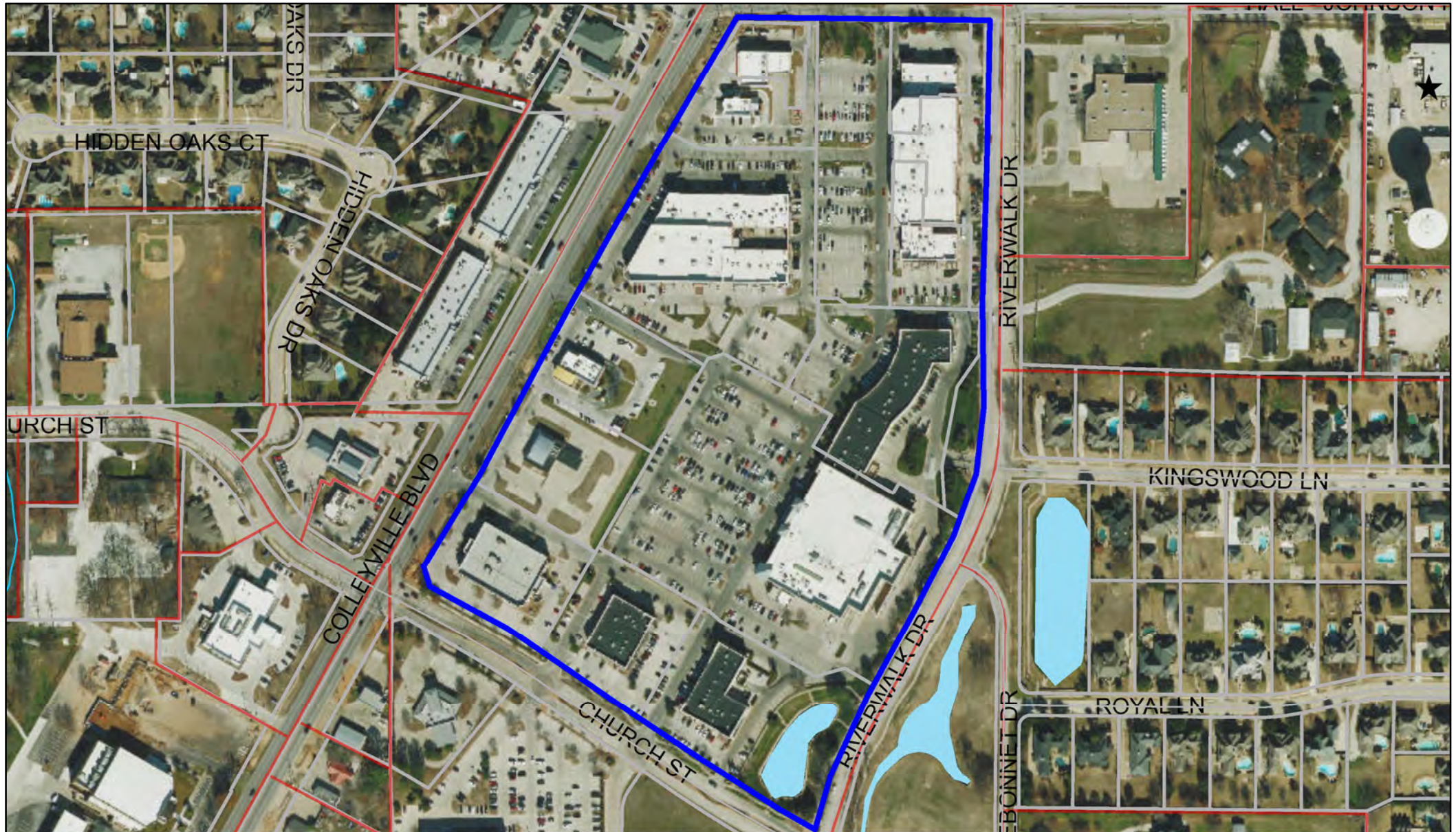
ADD: Add listing for directory signs in Table 7-2

Table 7 - 2 Area, Height and Setback for Permanent Freestanding Signs						
Type of Sign	Maximum Sign Area	Maximum Sign Height	Minimum Front Property Line Setback (1)	Minimum Side Property Line Setback	Minimum Spacing B/T Next Free-Stand. Sign	Special Conditions
General Business Signs	112 s. f. (2)	8 ft. (2)	8 ft.	30 ft.	60 ft. (7)	1 per 250' street frontage
Freeway Pole Signs	250 s. f.	35 ft.	8 ft.	30 ft.	60 ft. (7)	1 per lot (3)
Institutional Signs (on-premises)	45 s f. (4)	5 ft.	8 ft.	30 ft.	60 ft.	1 per street frontage
Institutional Signs (off-premises)	16 s f.	5 ft.	none	none	none	Maximum of two signs
Multi-family Signs	25 s. f.	5 ft.	8 ft.	30 ft.	60 ft.	1 per street frontage
Subdivision Monument Signs	(8)	10 ft.	0 ft.	0 ft. (5)	n/a	Maximum 2 per entrance
Traffic Directional Signs (6)	6 s. f.	30 inches	0 ft.	0 ft.	0 ft.	2 per curb cut
<u>Directory Signs</u>	<u>50 s. f. per sign face;</u> <u>100 s.f. per sign</u>	<u>6 ½ ft. (2)</u>	<u>75 ft.</u>	<u>none</u>	<u>60 ft.</u>	<u>1 per street entrance;</u> <u>Sign shall only be located along an internal drive or street within the development</u>

Notes for Table 7-2:

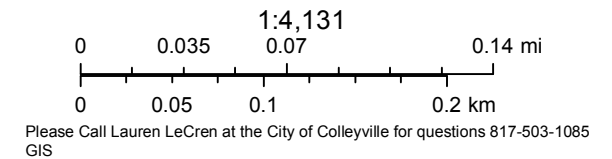
- (1) Any street frontage shall be considered a front property line
- (2) Maximum structure size.
- (3) Only permitted within 250 feet of Hwy. 121 right-of-way.
- (4) An on-premises Institutional Sign located in a non-residential zoning district may be constructed in accordance with the General Business Sign regulations for the applicable zoning district.
- (5) Signs on a street island must be designed to permit appropriate driver visibility- joint use agreement required.
- (6) Spacing requirements for Freestanding Signs are not applicable to Traffic Directional Signs.
- (7) 100 feet between signs when signs are located on the same lot.
- (8) Maximum message area is 50 s.f.

Attachment "D" - Aerial Map - Town Center Colleyville



August 10, 2016

- | | | | | | |
|-----|------------|---|-----------|---|--------------|
| --- | City Limit | ★ | Municipal | □ | Subdivisions |
| + | Railroad | — | Streams | □ | Parcels |
| — | Roads | ■ | Ponds | | |





City of Colleyville City Council Agenda Briefing

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

Agenda Number WS-3
Type Worksession
Department City Council

Agenda Date 09/06/2016

Title

Discussion of the September 6, 2016, City Council regular agenda items



City of Colleyville City Council Agenda Briefing

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

Agenda Number 1

Agenda Date 09/06/2016

Type Executive Session

Department City Secretary

Title

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

Section 551.071 - Legal - Consultation with the City Attorney regarding litigation - City of Colleyville and City of Keller v. Michael S. Newman

Section 551.071 - Legal - Consultation with the City Attorney regarding litigation - Adam Flores v. City of Colleyville

Section 551.071 - Legal - Consultation with and legal advice from the City attorney regarding parking requirements for businesses along SH26

Section 551.071 - Legal - Consultation with and legal advice from the City Attorney regarding Tex Rail plans/design, environmental impact statement, and proposed mitigation measures

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

Section 551.074 - Personnel - Discussion of legal services for the City of Colleyville

Section 551.087 - Economic Development - Discuss or deliberate regarding commercial or financial information that the City has received from business prospects that the City seeks to have locate, stay, or expand in the City and with which the City is conducting economic development negotiations; deliberate the offer of a financial or other incentive to a business prospect

Attachments

RESOLUTION R-16-4028

A RESOLUTION APPROVING COUNCIL ACTION REGARDING
EXECUTIVE SESSION ITEMS AT THE
REGULAR CITY COUNCIL MEETING OF SEPTEMBER 6, 2016

WHEREAS, following discussion in Executive Session, and in full accordance with the requirements of the Open Meetings Act, the City Council determines that the following action is in the best interests of the health, safety, and welfare of the public.

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

Sec. 1. THAT

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS
ON THIS THE 6TH DAY OF SEPTEMBER 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

RESOLUTION R-16-4029

A RESOLUTION APPROVING CITY COUNCIL ACTION UNDER
CONSENT ITEMS AT THE REGULAR CITY COUNCIL MEETING OF
SEPTEMBER 6, 2016

WHEREAS, City Council has taken action on certain items on the agenda under Consent Items.

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

Sec. 1. THAT the agenda decisions approved by City Council action under Consent Items as follows are hereby adopted:

- a. Approval of the minutes of the City Council Worksession of August 10, 2016
- b. Approval of the minutes of the regular City Council meeting of August 16, 2016
- c. Adopting the Economic Development Capital Improvement Program (EDCIP) for the Fiscal Years 2017-2021 (FY 2017-2021) of the Colleyville Economic Development Corporation
- d. Approval of the annual review and updates to the City of Colleyville Investment Policy
- e. Approval of authorized broker / dealers for investment purchases
- f. Approval of a janitorial services contract with Oriental Building Services, Inc. in an amount not to exceed \$136,813.17, and authorize the city manager to execute the contract, subject to the approval of funding in the Fiscal Year 2017 (FY 2017) budget
- g. Approval of a five year term service agreement with Trane Service Group, utilizing the U.S. Communities Government Purchasing Cooperative, to provide for the inspection, maintenance, and repair of the HVAC system in the Colleyville City Hall and Public Library, in an amount not to exceed \$134,627.76, and authorize the city manager to execute the agreement

- h. Approval of a five year term service agreement with Trane Service Group, utilizing the U.S. Communities Government Purchasing Cooperative, to provide for the inspection, maintenance, and repair of the HVAC system at the Justice Center, in an amount not to exceed \$264,668.12, and authorize the city manager to execute the agreement
- i. Approval of the first renewal term for the Combined Public Safety Dispatching and Jail Services for the cities of Colleyville, Keller, and Southlake, and authorize the city manager to execute the agreement
- j. Approval of a contract with Pattillo, Brown and Hill, L.L.P., for audit services for fiscal year ended September 30, 2016, in the amount of \$45,000
- k. Approval to extend an ongoing annual agreement with Autobahn Motor Cars to sponsor the loan of a vehicle to the Colleyville Police Department for the expressed use of the Colleyville Heritage High School Resource Officer

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS
ON THIS THE 6TH DAY OF SEPTEMBER 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

City Council Worksession

Minutes - Draft

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

Wednesday, August 10, 2016
5:30 p.m.

Executive Conference Room
Third Floor – City Hall

Mayor Pro Tem Chris Putnam called the Colleyville City Council Worksession to order on August 10, 2016, at 5:30 p.m.

ROLL CALL: Mayor Pro Tem Chris Putnam, and Councilmembers Tammy Nakamura, Bobby Lindamood, Jody Short, Nancy Coplen and Mike Taylor

Absent: Mayor Richard Newton

City Manager Jennifer Fadden, Deputy City Manager Chris Fuller, Assistant City Manager/Director of Public Safety Mike Holder, Fire Chief Brian Riley, Chief Financial Officer Brian Hogan, Public Works Director Jeremy Hutt, City Engineer Cheryl Taylor, Environmental Compliance Officer Randy Bright, Recreation and Library Director Mary Rodne, Colleyville Center Manager Leslie Hill, Finance Manager Karen Hines, Community Development Director Ben Bryner, Parks Manager Heather Dowell, SH26 Coordinator James Hubbard, Communications and Marketing Coordinator Dustin Dangli, Strategic Services Manager Adrienne Lothery, Information Systems Manager Chris Pena, and City Secretary Amy Shelley

2a Discussion of Tarrant County Health Department recommendations for mosquito aerial spraying

Public Works Director Jeremy Hutt presented this item and answered questions of the City Council.

Councilmember Lindamood asked staff about how effective the two programs are. Mayor Pro Tem Putnam asked staff if there is any data for either of them. Director Hutt replied, depending on the report, there are different results. He stated the truck spraying is really covering the right-of-way approach with a fairly good coverage of the community, but it is not as effective with Colleyville because of the larger lots. He stated aerial spraying does not get through tree canopies. He explained targeted spraying is much more effective and fairly successful with treating effected areas, such as creeks.

Mayor Pro Tem Putnam asked staff about why the reported cases in Tarrant County plummeted so precipitously. Director Hutt replied Denton County did make a recommendation in 2012; however, Tarrant County did not do any aerial spraying in the 2012 season.

Mayor Pro Tem Putnam asked staff if there is more of a targeted approach. Director Hutt replied a lot of the communities have responded proactively with more testing, and the monitoring has gone up significantly since 2012.

Councilmember Coplen asked staff if there is a reasoning this is being brought up, given the numbers have come down. Director Hutt Jeremy replied Tarrant County has had some discussions, and they did brief the Commissioners Court last week about the treatment, even though there has been a decline toward the end of the season.

Mayor Pro Tem Putnam asked staff if they are looking for direction so that if Tarrant County makes a decision, staff can take action without having to come back to City Council. Director Hutt replied yes, this will allow staff to respond.

Councilmember Lindamood asked staff if there are any differences in the health risks between the three options. Director Hutt replied that with aerial spraying, you are treating the entire City, but if there is a concern to avoid a certain street, pocket areas can be treated with truck mounted spraying and the same thing with targeted spraying.

Councilmember Coplen stated aerial or truck mounted spraying does not seem to be as efficient, given Colleyville's geographical area. Director Hutt explained from staff's perspective, the targeted approach is more efficient.

Mayor Pro Tem Putnam asked staff if more areas can be treated, if necessary, with the targeted approach. Director Hutt replied absolutely.

Councilmember Lindamood asked staff if there are enough resources to have multiple areas being treated at the same time. Director Hutt replied a third party contractor is available in the event multiple areas need to be treated at the same time.

Councilmember Taylor asked staff why not just treat the creek beds rather than entire neighborhoods, especially if the creeks are the only areas affected. Director Hutt replied that is an option, and that was done in 2012. He stated some neighborhoods are going to be effected, given the amount of creek beds in Colleyville.

Councilmember Taylor asked staff about the patterns consistently needing treatment. Director Hutt replied the dense wooded, creeks, and non-manicured areas.

Councilmember Coplen asked staff if private parks are treated. Director Hutt replied no.

Councilmember Coplen asked staff if they even know if those areas need to be treated. Director Hutt replied there are 14 sample sites, and five testing samples are taken each week to Tarrant County.

Councilmember Coplen stated what we are doing now seems to be the most efficient, and stated being in favor if the treatments need to be increased.

Mayor Pro Tem Putnam stated if there are no other thoughts, we should keep doing what we are doing, but it will be a different discussion if a County crisis occurs. City Councilmembers concurred.

2b Presentation of the 2016 certified tax roll

Strategic Services Manager Adrienne Lothery presented the certified tax roll and answered questions.

Councilmember Taylor asked staff who decided the tax rate for the proposed agenda for the next City Council meeting. Manager Lothery replied a resolution has been included for the next meeting for the City Council to provide direction on what tax rate they would like to consider. She stated the number is the exact same tax rate number used in the proposed budget. She added whatever is approved, the number in the resolution is not an obligation, only if City Council wishes to approve a tax rate above the effective rate, as that will trigger additional noticing and public hearing requirements.

2c Presentation and discussion of the proposed Fiscal Year 2017 (FY 2017) budget

City Manager Jennifer Fadden presented the proposed FY 2017 budget and answered questions of the City Council.

Councilmember Coplen asked staff about other road projects that had been accelerated. City Manager Jennifer Fadden replied L.D. Lockett Road was originally scheduled for rehabilitation in 2018. She stated John McCain Road was currently proposed for the current fiscal year CIP, at a cost of \$662,000, for the section from Pleasant Run Road to Shepherds Glen. She added the proposed CIP includes moving that funding forward into the next fiscal year for the remainder of that roadway. She stated the other sections of John McCain were not in the current five year CIP.

Councilmember Coplen asked staff about the 2017 civil improvements at the public works service center in the amount of \$500,000. City Manager Jennifer Fadden replied it is for the road construction with no direct relation to the rehabilitation of the public works service center itself.

Councilmember Coplen asked staff about water projects number 8 and 11. City Manager Jennifer Fadden replied those were originally scheduled for 2018, which has been accelerated a year to match the John McCain work. Director Hutt concurred and added the utility projects were moved to coincide with the street projects. He added Roberts Road was moved to 2017 and the Glade Road maintenance component for Phases 2 and 3 were also added to the five year CIP.

Councilmember Coplen asked staff if the maintenance just includes patch work. Director Hutt replied yes.

Councilmember Coplen asked staff if the Glade Road Partial Maintenance as outlined on the CIP are new. City Manager Jennifer Fadden replied yes. Mayor Pro Tem Putnam stated that maintenance is a really expensive band aid. He stated the road does need to be repaired, but there are a lot of roads that need to be repaired. Councilmember Coplen agreed.

Mayor Pro Tem Putnam asked staff when the Glade Road worksession will be held. City Manager Jennifer Fadden replied August 24.

Councilmember Coplen asked staff if the cost for John McCain is \$1.6 million. Director Hutt replied yes, but we could see some savings if we use the county.

Councilmember Coplen asked staff about the county's portion of John McCain. Director Hutt replied the county will provide the labor and equipment with a cost savings of between 40 and 60 percent.

Mayor Pro Tem Putnam asked staff about Hunter Lane. Director Hutt replied it was an addition.

Councilmember Short asked staff if this is the first time to pay for personnel from the CEDC budget, given the shift of Library personnel from the General Fund to CEDC. City Manager Jennifer Fadden replied it is not, and the first utilization was done when the City acquired the Senior Center. Councilmember Short stated having concerns about moving staff to those funding sources, given there is a risk in renewing the CEDC.

Councilmember Short asked staff if this is to keep the Library functioning at the current levels. City Manager Jennifer Fadden replied yes.

Councilmember Coplen asked staff about the reason to go down in the tax rate by 1.6776, and if that is the limit of reduction. City Manager Jennifer Fadden replied staff believes this tax rate supports current programs and services; however, if City Council would like to consider a lower tax rate, staff believes it will impact services and programs which would need to be studied and discussed.

Councilmember Short asked staff about the communications reductions, given the struggle we have had with communicating to our residents. City Manager Jennifer Fadden replied none of these reductions come without some impact. She stated the direction was to propose a tax rate that is the least impactful on the citizens' services, and that was the scope through which those were viewed. She stated while communication is of utmost importance, it permeates throughout the organization. She stated we feel like we will be able to continue to do those things which are important from a communication engagement perspective and maybe improve efficiencies while reducing those resources. She stated we approach communication efforts as a team to ensure no matter what we are doing as an organization, communication is a piece of our job.

Councilmember Taylor asked staff if the CIP projects are reflective in the budget proposal. City Manager Jennifer Fadden replied yes.

Councilmember Coplen asked staff about the hotel occupancy tax. City Manager Jennifer Fadden replied stays at the hotel are assessed at a seven percent rate, and this tax will be deposited into a specific fund.

Councilmember Coplen asked staff about what those funds can be used for. City Manager Jennifer Fadden replied there are seven, state statute uses, and they all have to have a direct correlation to tourism. She added for next year's budget, staff will do our best to utilize those funds, especially with the Colleyville Center.

Councilmember Coplen asked staff if communications is one of those uses. City Manager Jennifer Fadden replied advertising to bring people into your city to stay in your hotels is a use of those funds.

Councilmember Short asked staff about the senior property tax freeze, and if the tax rate decreases does that reset the freeze for those that have been in place. Strategic Services Manager Adrienne Lothery replied unless the tax rate is dramatically dropped to reset those frozen values lower, they will not have any change.

Mayor Pro Tem Putnam stated he would like to know what the senior exemption levels are for our neighboring cities. City Manager Jennifer Fadden replied there is a \$65,000 exemption, and then we have a freeze, and 21 percent of our accounts are frozen.

Councilmember Lindamood asked staff about the voting module costs. City Secretary Amy Shelley explained the ongoing costs for the voting module of \$1,200 is in addition to the agenda software module costs.

Councilmember Lindamood asked staff about the community outreach program for the judge. City Manager Jennifer Fadden replied this is a new program/service to be launched in the next fiscal year.

Councilmember Lindamood asked staff about the street sweeper, and if it is needed right now. Director Hutt replied overall it is in good shape; however, it has also reached a point in its life that we are having maintenance issues. City Manager Jennifer Fadden stated staff can take a closer look at the equipment and follow-up with City Council.

Councilmember Short asked staff if we have looked at having a private company provide the street maintenance service. Director Hutt replied it is much more cost effective to run this ourselves, as we are very aggressive with our street sweeper program.

Councilmember Lindamood asked staff about the \$128,000 for the street sweeper. City Manager Jennifer Fadden replied the replacement cost of the street sweeper is \$250,000 and that is a onetime cost included in the \$730,376 for drainage operations.

Councilmember Lindamood asked staff why there is a need to do the road along the side of the public works service center. Director Hutt replied this cost includes drainage and utility improvements for the entire service center site, not just the roadway improvements.

Councilmember Coplen asked staff about what was going to be done for the Lawn Firm. Director Hutt replied the City agreed to provide the road for an improved access to the Lawn Firm.

Councilmember Coplen asked staff if we said what kind of access we would provide, curb and gutter, etc. Director Hutt replied there were no specifications other than it would be a public street.

Councilmember Short asked staff if in exchange the Lawn Firm is going to accommodate our drainage. Director Hutt replied correct, one single detention pond serving both properties.

Councilmember Lindamood asked staff if the detention is part of the \$500,000. Director Hutt replied correct.

Councilmember Short asked staff if they are anticipating paying more for TRA water, and if it is based on usage. City Manager Jennifer Fadden replied the rate from TRA is increasing almost 10 percent. Chief Financial Officer Brian Hogan added the debt service piece is anticipated to decrease; however the cost of treated water is anticipated to increase.

Councilmember Short asked staff if they anticipate the usage to remain constant. Manager Lothery replied the usage included in the budget forecast is consistent

with what has been used year-to-date in fiscal year 2016 and the last three months of fiscal year 2015.

Mayor Pro Tem Putnam asked staff about the depreciation schedule for the street sweeper. Director Hutt replied \$38,000 per year for seven to eight years.

Councilmember Nakamura asked staff about the numbers for the agency agreements. City Manager Jennifer Fadden replied the funding amounts are set based on the agency's request, and on the number of Colleyville citizens served.

Councilmember Nakamura stated having a concern that this may not be something that the City really needs to do. Councilmember Short stated being concerned if the agencies were not funded, the residents would not be able to receive the benefits of the agency. City Manager Jennifer Fadden stated she did not believe that to be the case, and staff will confirm.

Councilmember Coplen suggested providing a voluntary fund, like the voluntary park fund, and this will allow those who want to contribute to the agencies to have the ability to do so voluntarily. Councilmember Taylor suggested eliminating this for a year to see what feedback is received from having eliminated the funding.

Mayor Pro Tem Putnam recommended not making the change for this budget, but we will have another opportunity to address this before we adopt the formal budget.

Councilmember Nakamura stated having a concern of other items, such as this, that have been in the budget for years, but are not necessarily a City service. Councilmember Taylor stated these services are going to go on with or without Colleyville.

Councilmember Short asked staff about the significant reduction in the engineering department. Director Hutt replied there was a reduction in the materials testing due to there not being a lot of large developments which will require more quality control. City Manager Jennifer Fadden added the revenue side was also reduced.

Councilmember Short stated having a concern about projects going up and dollars going down. Director Hutt added the development side is slowing down and the CIP projects are funded separately.

City Manager Jennifer Fadden explained the next steps in the budget process.

3. ADJOURNMENT

There being no further business before the City Council, Mayor Pro Tem Putnam adjourned the worksession at 7:30 p.m.

APPROVED BY A VOTE OF _ AYES, _ NAYS, AND _ ABSTENTIONS ON THIS THE 6TH
DAY OF SEPTEMBER 2016.

Minutes taken and prepared by:

Amy Shelley, TRMC
City Secretary



City of Colleyville

City Council

Minutes - Draft

City Hall
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Colleyville, Texas 76034
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Tuesday, August 16, 2016

City Council Chambers

Mayor Richard Newton called the Pre Council meeting of the Colleyville City Council to order on Tuesday, August 16, 2016, at 5:01 p.m.

ROLL CALL: Mayor Richard Newton, and Councilmembers Tammy Nakamura, Bobby Lindamood, Jody Short, Nancy Coplen and Mike Taylor

Absent: Mayor Pro Tem Chris Putnam

City Manager Jennifer Fadden, Deputy City Manager Chris Fuller, Assistant City Manager/Director of Public Safety Mike Holder, Fire Marshal Rob McKeown, Assistant Police Chief Robert Hinton, Chief Financial Officer Brian Hogan, Human Resources Director Rachel Huitt, Public Works Director Jeremy Hutt, City Engineer Cheryl Taylor, Principal Planner Shane Pace, Recreation and Library Director Mary Rodne, Community Development Director Ben Bryner, Colleyville Center Manager Leslie Hill, Accounting Manager Karen Hines, Parks Manager Heather Dowell, SH26 Coordinator James Hubbard, Strategic Services Manager Adrienne Lothery, Information Systems Manager Chris Pena, City Attorney Matthew Boyle, and City Secretary Amy Shelley

PC-1 Discussion of the Water and Wastewater Rate Analysis

Chris Ekrut, Newgen Strategies and Solutions, presented this item and answered questions of the City Council.

Councilmember Coplen asked Mr. Ekrut about the meter counts. Mr. Ekrut replied for 2 inch meters = 110; for 3 inch meters = 3; for 4 inch meters = 1; and, for 1½ inch meters = 15.

Councilmember Lindamood asked Mr. Ekrut who puts in these meters. Mr. Ekrut replied the size of the meter is determined by the plumbing code. Public Works Director Jeremy Hutt added the size of the meter depends on the water demand.

Councilmember Nakamura asked staff who has the four inch meter. Director Hutt replied the four inch meter belongs to the City, and a six inch meter may be installed for the hotel.

Mayor Newton asked staff why the non-departmental fixed costs being exactly the same on the water and wastewater side. Strategic Services Manager Adrienne Lothery replied the non-departmental expenditures include items such as

electricity, copier leases, property and liability insurance, radio system, phone, and cable charges.

Mayor Newton asked Mr. Ekrut if the other fixed costs are departmental such as personnel. Mr. Ekrut replied yes. Chief Financial Officer Brian Hogan added those costs also include any third party items such as High Cotton used for utility billing.

Councilmember Coplen asked staff if the departmental costs are split between water and wastewater. Manager Lothery replied yes.

Mayor Newton asked Mr. Ekrut about his experience, and if this is the right ratio. Mr. Ekrut replied there is not necessarily a correct ratio.

Mayor Newton asked Mr. Ekrut if it is an efficient ratio. Mr. Ekrut replied yes, for the purposes of who is the provider, but Colleyville is one of the higher ratios.

Mayor Newton asked Mr. Ekrut what is the denominator. Mr. Ekrut replied your purchased water cost, as a percentage of the total cost of service, is one of the highest he has seen.

Mayor Newton stated we either charge a lot for water or we are very effective at providing that service. Mr. Ekrut replied Colleyville is very effective with water distribution.

Mayor Newton asked Mr. Ekrut if government means City exclusively. Mr. Ekrut replied yes.

Mayor Newton asked Mr. Ekrut about the percentage of water used by the City, or what is that component. Mr. Ekrut replied as it relates to government consumption, it is a very small component, at 43.4 million gallons. He added if the City were to be charged for water, it would be about \$200,000, which is not a significant amount of revenue.

Councilmember Coplen asked Mr. Ekrut if the school district is included in that. Mr. Ekrut replied no, the school district is charged for water.

Councilmember Lindamood asked Mr. Ekrut if raising the prices on the bigger meters would generate that much revenue. Mr. Ekrut replied no.

Mayor Newton asked Mr. Ekrut if infrastructure is built based on the meter sizes. Mr. Ekrut replied yes, and TCEQ looks at the meter sizes based on regulatory requirements.

Mayor Newton asked Mr. Ekrut if the numbers are based on the actual use and conforms with regulatory requirements. Mr. Ekrut replied yes.

Mayor Newton stated he is looking for the base fixed cost for all users to be equitably distributed as much as possible. Mr. Ekrut concurred.

Councilmember Coplen asked Mr. Ekrut what the cost would be to eliminate the 1,500 gallons. Mr. Ekrut replied it is not that much of a decrease; however, it has not been equated, but the minimum rate would have to be raised.

Mayor Newton suggested putting together an ad hoc citizens committee to help determine the right philosophy and further help to educate the entire community.

Councilmember Nakamura asked Mr. Ekrut if we are making enough on water, but it is just a matter of how we charge for it. Mr. Ekrut replied currently there is a use of available cash, but it is not a practice that can be continued long term while keeping nothing lower than the use of available cash of 90 days. He added the rates will need to be raised in the future.

Councilmember Lindamood asked Mr. Ekrut if he said Colleyville is paying the highest rates. Mr. Ekrut replied he had not said that, he stated when looking at the percentages for cost of service, the water is the highest cost of service, and the distribution portion of the cost of service is highly efficient.

Councilmember Lindamood asked Mr. Ekrut, for clarification, if he said TRA is selling water at one of the highest rates to Colleyville. Mr. Ekrut replied if he said that, he misspoke. He stated he has not quantified TRA's rates with other wholesale providers.

Councilmember Nakamura asked Mr. Ekrut if Colleyville is currently covering costs, at this point. Mr. Ekrut replied yes, so long as you use available cash.

Mayor Newton asked staff how long has available cash been used. Chief Financial Officer Brian Hogan replied the tiered rates have masked this, as there is enough revenue, and we have not pulled cash to meet budget. He stated cash was pulled to pay for capital projects.

Councilmember Short asked staff where the fund balance came from. Chief Financial Officer Brian Hogan replied the past tiered rates.

Councilmember Taylor asked staff about the \$1.6 million. Chief Financial Officer Brian Hogan replied tiers four and five alone generated the \$1.6. He added the tiered rate system paid for the transfer plus it put more money into fund balance.

Councilmember Taylor asked staff about the infrastructure recovery amount in the previous study. City Manager Jennifer Fadden replied the 2014 Master Plan identified the Capital Improvement Plan (CIP), which includes a \$2 million dollar investment into the CIP with \$1.4 million for water projects and \$600,000 for wastewater projects.

Councilmember Taylor asked staff if the \$1.2 million cost recovery was for the shared usage of employees. City Manager Jennifer Fadden replied the annual transfer from the Utility Fund to the General Fund is a total of eight percent of the previous year's actual sales. She stated four percent of that was put in place for franchise fees relative to the infrastructure and another four percent for the general and administrative costs incurred as indirect costs for the utility system operations, not otherwise in the Utility Fund. She added we do have positions directly budgeted to the General Fund.

Mayor Newton asked Mr. Ekrut if all current charges match the budget, with a deficit of what is being used from cash balance. Mr. Ekrut replied yes.

Mayor Newton stated Mr. Ekrut will come back with a rate to figure out cost recovery.

Councilmember Taylor stated he wants a sustainable recommendation within the model. Mayor Newton agreed, and stated being adamant about not confusing citizens.

Councilmember Taylor asked Mayor Newton if this is a two stage presentation. Mayor Newton replied yes; the cost of running the utility system was provided here; next, rates will be provided.

Mayor Newton asked Mr. Ekrut if they considered the class of customer (residential, commercial, and institutional). Mr. Ekrut replied the problem with the classes is that there are so few commercial and institutional customers, given this is a bedroom community. He stated the rates would have to be substantial to make any type of offset. Mayor Newton suggested to forget about the meter size, and look at the actual infrastructure being used.

Mayor Newton suggested looking at creating another class for the bigger users, such as HOAs, schools, city, or businesses.

Councilmember Short asked Mayor Newton about the highest tier. Mayor Newton replied Tier 5 at \$6.54.

Councilmember Taylor asked Mayor Newton if it would be smarter, going forward, to restructure the cost of the tiers and gallonage. Mayor Newton replied same problem will exist, if you have a drought, as you are covering the fixed cost in the volumetric charge.

Councilmember Coplen asked Mr. Ekrut if a mandatory two-day a week watering restriction would cover the costs in Colleyville. Mr. Ekrut replied no. Councilmember Lindamood stated it made sense to conserve during the drought;

however, now that we have the abundance, and we do not use the water, we have to flush it down the drain.

Councilmember Short asked staff about the flushing of water. Director Hutt replied it is something done when there is a drastic change in demand such as rain. He stated staff works closely with TRA to limit what is being delivered to match what is being delivered out or stored.

Councilmember Short asked staff if this equates to about 10 percent. Director Hutt replied the water loss equates to about three percent, and the flushing is a part of that component. Mr. Ekrut added it is a regulatory requirement.

Councilmember Nakamura stated her biggest concern is penalizing the larger lots.

Councilmember Short asked Mr. Ekrut if there were costs associated with HR personnel. Mr. Ekrut replied no.

Councilmember Short asked staff if there were costs associated with the city manager. City Manager Jennifer Fadden replied a portion of the deputy city manager's salary is directly charged to the Utility Fund.

Mayor Newton suggested having a citizen committee to communicate the rate structure based on the philosophy and criteria.

PC-2 Discussion of the August 16, 2016, City Council regular agenda items

There was no discussion of this item.

Mayor Newton adjourned the Pre Council meeting at 6:26 p.m.

The regular meeting of the Colleyville City Council was called to order by Mayor Newton at 7:30 p.m.

ROLL CALL: Mayor Richard Newton, Mayor Pro Tem Chris Putnam, and Councilmembers Tammy Nakamura, Bobby Lindamood, Jody Short, Nancy Coplen and Mike Taylor

City Manager Jennifer Fadden, Deputy City Manager Chris Fuller, Assistant City Manager/Director of Public Safety Mike Holder, Fire Chief Brian Riley, Assistant Police Chief Robert Hinton, Chief Financial Officer Brian Hogan, Human Resources Director Rachel Huitt, Public Works Director Jeremy Hutt, City Engineer Cheryl Taylor, Principal Planner Shane Pace, Recreation and Library Director Mary Rodne, Community Development Director Ben Bryner, Building Official Eddie Wilson, Colleyville Center Manager Leslie Hill, Accounting Manager Karen Hines, Parks Manager Heather Dowell, SH26 Coordinator James Hubbard, Strategic Services

Manager Adrienne Lothery, Information Systems Manager Chris Pena, City Attorney Matthew Boyle, and City Secretary Amy Shelley

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

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

Section 551.071 - Legal - Consultation with City Attorney regarding litigation - Lincoln et al v. City of Colleyville

Section 551.071 - Legal - Consultation with City Attorney regarding City sign ordinance

Section 551.071 - Legal - Consultation with City Attorney regarding City Developer Agreement

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

Section 551.074 - Personnel - Deliberate the appointment, employment, evaluation, and duties of the Municipal Court Judge

Section 551.074 - Personnel - Deliberate the appointment, employment, evaluation, and duties of the economic development director

Section 551.074 - Personnel/Officers - Discussion of the appointment and duties of the Planning and Zoning Commission and the Zoning Board of Adjustment

Section 551.087 - Economic Development - Discuss or deliberate regarding commercial or financial information that the City has received from business prospects that the City seeks to have locate, stay, or expand in the City and with which the City is conducting economic development negotiations; deliberate the offer of a financial or other incentive to a business prospect

Mayor Newton explained the Executive Session had been called in accordance with the Texas Government Code, Chapter 551, Subchapter D, Section 551.071, Legal, Section 551.072, Real Estate, Section 551.074 Personnel and Section 551.087, Economic Development. He further explained there would be no decisions made or action taken during this time. The meeting was convened and recessed at 6:26 p.m.

INVOCATION: City Councilmember Nancy Coplen
PLEDGE OF ALLEGIANCE: City Attorney Matthew Boyle

2. EXECUTIVE SESSION READING AND PUBLIC HEARING: CONSIDER AND TAKE ANY ACTION(S) NECESSARY RELATIVE TO ITEMS DISCUSSED IN EXECUTIVE SESSION - RESOLUTION R-16-4016

This resolution was not needed.

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

Councilmember Coplen announced that the City of Colleyville is privileged to have had two of its citizens who went to school here, participation through the Olympics, and Katie Meili won a bronze medal in the women's 100m breaststroke, and a gold medal in the women's relay race (4 by 100 medley); and, Steven Lambdin will compete in Taekwondo. She stated she hopes to see great celebrations in October for these athletes.

Councilmember Lindamood announced that the Colleyville Lions Club is seeking sponsors for the Hole-in-One Shoot Out on September 23-25, 2016. He stated the contact persons for this event are Chuck Mogged or Wayne Maynard.

Councilmember Taylor expressed his appreciation to Mayor Newton and Councilmember Nakamura for attending the 2016-2017 Convocation, sponsored by the Education Foundation. He announced that \$30 million will be leaving our district to go to the state. He thanked the teachers for their support.

Proclamation recognizing the Grapevine High School Baseball Team - Mayor Richard Newton and Coach Steven Hutcherson

Mayor Newton recognized the Grapevine High School Baseball Team by presenting a proclamation to Coach Steven Hutcherson and the baseball team. Coach Hutcherson expressed his appreciation to the Mayor for the recognition.

In recognition of Colleyville's Featured Business of the Month - Red Barn Bar-B-Que, 4913 Colleyville Boulevard, Restaurant Owner Von Husbands - Mayor Richard Newton and SH26 Project Coordinator James Hubbard

Mayor Newton and SH26 Project Coordinator James Hubbard recognized Von Husbands, owner of Red Barn B-Que as the featured business of the month. Mr. Husbands expressed his appreciation to the Mayor for the recognition.

4. CONSENT: READING AND PUBLIC HEARING- Resolution R-16-4017
- 4a Approval of the minutes of the regular City Council meeting of July 19, 2016
 - 4b Approval of the minutes of the City Council Worksession of July 25, 2016
 - 4c Approval of the minutes of the City Council Worksession of July 27, 2016
 - 4d Approval of the minutes of the City Council Worksession of August 2, 2016
 - 4e Approval of an Interlocal Agreement and funding for the Metroport Teen Court Program
 - 4f Approval of an engineering services agreement with Kimley-Horn and Associates, in an amount not to exceed \$347,500, for the design of drainage improvements, trail construction, water and sanitary sewer line replacement, and the street reconstruction of Pleasant Run Road, from Shelton Road to John McCain Road, and authorize the city manager to execute the agreement
 - 4g Approval of an interlocal agreement between the City of Colleyville and the City of Fort Worth to extend participation in Fort Worth's Environmental Collection Center Household Hazardous Waste Program through Fiscal Year 2017, and authorize the city manager to execute the agreement
 - 4h Approval of a construction contract with Intermountain Slurry Seal, Inc. through an Interlocal Agreement with the City of North Richland Hills for the Fiscal Year 2016 Micro-Surfacing Project in an amount not to exceed \$169,748, and authorize the city manager to execute the contract
 - 4i Approval to use Voluntary Park Fund monies to make improvements to Sparger Park, Pleasant Run Park, and City Park, in an amount not to exceed \$137,000
 - 4j Approval of the Colleyville Center Advisory Committee bylaws

Mayor Newton read Resolution R-16-4017 in its entirety.

Public Works Director Jeremy Hutt presented item 4f and briefed the City Council.

Mayor Pro Tem Putnam asked staff if additional right-of-way is needed to complete the trail. Director Hutt replied we do not expect a need for additional right-of-way based on the preliminary design of the layout and drainage to be accomplished in the existing parkway. He added there is a part of the additional services identified in the right-of-way scope, if they are determined to be needed.

Mayor Pro Tem Putnam asked staff if the \$300,000 for the trail includes the drainage improvements. Director Hutt replied staff has discussed with the design consultant about the impacts of the removal of the trail, and if the trail was removed from the project, it would remove some of the drainage design components. He added it would reduce the design cost by \$80,000 with a total project cost reduction of \$500,000 based on the estimates, if the pedestrian element is moved.

Mayor Newton asked staff why the project has nearly doubled since the original estimate. Director Hutt replied the cost estimate in the original scope included a full depth reclamation utilizing an existing asphalt contractor's unit rate for that particular service. He added this includes factors for traffic control, project management, warranties, bid bonds and bidding services, above the original budget.

Councilmember Short asked staff if this includes a public involvement component. Director Hutt replied this does not include any communication elements as that will be handled internally. Councilmember Short suggested communication may be important given our recent experience with roadway projects.

Councilmember Lindamood asked staff if this contract was put out for bid. Director Hutt replied this is a professional engineering services contract which, by law, is not required to be a bid.

Councilmember Lindamood asked staff how the cost is so far off from the original budget. Director Hutt replied the original project was meant to be a maintenance project and this has evolved to more of a reconstruction project.

Mayor Newton asked staff how reasonable estimates are considered when these have not gone out for bid. Director Hutt replied the project will go out for bid, but the contract for services of the actual design is not bid.

Councilmember Nakamura asked staff who decides what does and does not require a bid for professional services. City Attorney Matthew Boyle replied in accordance with state law, it is against state law to competitively bid professional services like engineering.

Councilmember Lindamood asked staff who makes that decision. City Attorney Matthew Boyle replied state legislation. Mayor Newton agreed.

Mayor Newton asked staff where this trail fits into the master trail plan. Director Hutt replied it is the 20th project identified on that trail plan. He stated this was an opportunity to build the trail along with roadway construction.

Mayor Pro Tem Putnam asked staff if the deliverables would allow us to have that design and understand the cost impacts to remove that element, if we want to debate on it further, or are we locked in. Director Hutt replied if we want to move forward, with this particular design, and have that conversation later in the design process, we can do that, or we can make that amendment now.

Councilmember Lindamood asked staff about the Interlocal Agreement with the City of North Richland Hills, and if this item could be pulled off until a presentation can be made by a contractor with a different product. Director Hutt replied an Interlocal Agreement allows for staff to use the competitive pricing that has been established. He stated there are costs to go out for bidding relative to documents. He added staff does monitor these agreements to ensure the pricing is consistent with what has been done in years past. He stated staff does continue to look for ways to stretch our dollar, and we are meeting with the contractor tomorrow about his product. He stated he is unsure if his product will be used for this project.

Councilmember Lindamood asked staff if they are able to compare pricing with other companies or municipalities. Director Hutt replied staff does compare and track the market with what is reasonable.

Mayor Newton stated item 4h and 4j would be removed and placed on the ending resolution.

Mayor Newton opened the public hearing at 8:08 p.m.

George Dodson, 7309 Balmoral Drive, spoke about 4f and stated he would like efforts to be considered for cost savings relative to streets.

There was no one else present wishing to speak and Mayor Newton closed the public hearing at 8:10 p.m.

Councilmember Lindamood made a motion to approve Resolution R-16-4017 with the removal of items 4h and 4j. Councilmember Coplen seconded the motion.

The motion carried with the following vote:

Aye: 7 – Mayor Richard Newton, Mayor Pro Tem Chris Putnam, and Councilmembers Tammy Nakamura, Bobby Lindamood, Jody Short, Nancy Coplen, and Mike Taylor

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

5a Ordinance O-16-1984

Consideration of amending Ordinance O-14-1936, adopting the 2015 edition of the *International Energy Conservation Code*; amending all conflicting portions of Section 18 of the Colleyville Code of Ordinances and amending Chapter 11 of the 2012 International Residential Code

Mayor Newton read the caption of Ordinance O-16-1984.

Building Official Eddie Wilson presented this item and updated the City Council.

Mayor Newton asked staff if this will be incorporated into the Land Development Code. Official Wilson replied yes.

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

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

Councilmember Short made a motion to approve Ordinance O-16-1984. Councilmember Taylor seconded the motion.

The motion carried with the following vote:

Aye: 7 – Mayor Richard Newton, Mayor Pro Tem Chris Putnam, and Councilmembers Tammy Nakamura, Bobby Lindamood, Jody Short, Nancy Coplen, and Mike Taylor

6. ORDINANCE(S): FIRST READING AND PUBLIC HEARING

6a Ordinance O-16-1985

Consideration of a Special Use Permit for Food Packaging and Manufacturing on Lot 8R, Block 1, of the Industrial Park Addition, located at 1904 Industrial Boulevard, Case ZC16-010

Mayor Newton read the caption of Ordinance O-16-1985.

Community Development Director Ben Bryner presented this item and briefed the City Council.

Mayor Newton asked staff if the food packaging will occur in that suite. Director Bryner replied yes.

Mayor Newton asked staff about the parking requirements. Director Bryner replied the applicant states the deliveries are limited, no more than a standard delivery, like a UPS truck.

Sherry White, the applicant, presented this item and briefed the City Council.

Mayor Newton opened the public hearing at 8:21 p.m.

There were no others present wishing to speak and Mayor Newton closed the public hearing at 8:21 p.m.

This is a first reading, therefore City Council will not take action.

6b Ordinance O-16-1986

Consideration of an ordinance amending Appendix A - Water and Sewer Policy Manual, Section 8 Financial Management, of the Colleyville, Texas, Code of Ordinances, modifying the transfers from the Utility Fund to the General Fund

Mayor Newton read the caption of Ordinance O-16-1986.

Chief Financial Officer Brian Hogan presented this item and briefed the City Council.

Councilmember Lindamood expressed his appreciation to staff for their work on this item.

Councilmember Taylor stated he is supportive of this, and appreciates the effort with staff and the study. He stated he believes we will be able to simplify it more for the citizens.

Councilmember Short asked staff if \$678,000 is being taken out of the General Fund because of the non-transfer from the Utility Fund. Chief Financial Officer Brian Hogan replied yes.

Councilmember Short asked staff where those monies would have gone in the General Fund. Chief Financial Officer Brian Hogan replied it is an extra revenue spent at the discretion of City Council. City Manager Jennifer Fadden added for fiscal year 2016, staff proposed to reduce the amount transferred from the General Fund to the Capital Projects Fund. She explained there was \$200,000 in future facility capital maintenance, in addition to \$400,000 in capital projects that staff is recommending to claw back from the capital projects fund established with the fiscal year 2016 budget.

Councilmember Short asked staff if there was a reduction in capital projects. City Manager Jennifer Fadden replied there were no identified projects, this was

transfers to that capital projects fund for future needs as were identified. Mayor Newton added there was no effect for this fiscal year because there was excess money.

Mayor Newton opened the public hearing at 8:25 p.m.

George Dodson, 7309 Balmoral Drive, expressed his appreciation to City Council and staff with the details of the study.

The following person did not wish to speak, but did wish to register her support. Judy Chappell, 1716 Glade Road.

There was no one else present wishing to speak and Mayor Newton closed the public hearing at 8:27 p.m.

This is a first reading, therefore City Council will not take action.

Mayor Newton moved to read item 7d first to allow for the guest speaker to catch a flight. The items below have not been rearranged, but are noted in the minutes for their respective opening and closing of the public hearing times.

7. RESOLUTION(S): READING AND PUBLIC HEARING

7a Resolution R-16-4018

Acceptance of the Colleyville Citizen's Charter Review Committee recommendations

Mayor Newton read Resolution R-16-4018 in its entirety.

Charter Review Committee Chairman Frank Carroll presented this item and briefed the City Council.

Mayor Newton thanked Mr. Carroll for his service as Chair on the committee.

Councilmember Coplen expressed her appreciation to the work of committee, but said she had no representation on the committee. She stated she believed a slate of members had already been chosen for this committee, as City Council had no discussion about it.

Councilmember Taylor asked Chairman Carroll if there was discussion about whether or not term limits were needed or necessary. Chairman Carroll replied all committee members wanted term limits, and the citizens spoke during the last election about the reasons for term limits.

Mayor Pro Tem Putnam stated term limits have been long, long overdue in Colleyville. He stated without term limits, you get institutionalized incumbencies, and that is precisely what Colleyville had for the last 10 years.

Councilmember Lindamood stated all City Council members had an opportunity to provide persons for the committee appointments, and everyone voted, and majority ruled.

Mayor Newton opened the public hearing at 8:53 p.m.

George Dodson, 7309 Balmoral, spoke in support of this item.

Claudia Bevill, 119 Cheek-Sparger Road, spoke in support of this item.

Steve Waltens, 716 Duns Tew Path, spoke in support of this item.

David Medlin, 605 Montreux Avenue, spoke in support of this item.

Kathy Hadley, 204 Timberline Drive North, spoke in support of this item.

The following person did not wish to speak, but did wish to register their support. Judy Chappell, 1716 Glade Road; and Tony Seris, 5000 Montclair Drive.

There was no one else present wishing to speak and Mayor Newton closed the public hearing at 9:04 p.m.

Councilmember Lindamood encouraged everyone to get out and vote on the City Charter amendments.

Mayor Pro Tem Putnam made a motion to approve Resolution R-16-4018. Councilmember Coplen seconded the motion.

Councilmember Short stated he had wished the committee would have had more time to participate, and the flexibility to attend more meetings. He expressed his concerns about the City Councilmembers who were in attendance and participating during the committee meetings.

Mayor Newton stated he attended the first meeting for the purpose of setting the background from a Councilmember's perspective. He attributed Chairman Carroll's efficiencies in the meetings to be able to accomplish what they did in a short timeframe.

The motion carried with the following vote:

Aye: 6 – Mayor Richard Newton, Mayor Pro Tem Chris Putnam, and Councilmembers Tammy Nakamura, Bobby Lindamood, Jody Short, and Nancy Coplen

Nay: 1 – Councilmember Mike Taylor

7b Resolution R-16-4019

A resolution calling a special election for the purpose of submitting to the registered voters of the City of Colleyville the adoption or rejection of proposed amendments to the existing Colleyville City Charter

Mayor Newton read Resolution R-16-4019 in its entirety.

Councilmember Nakamura asked Mayor Newton if this is exactly how the information will be on the ballot. Mayor Newton replied yes.

Mayor Newton asked staff if the sections appointing personnel can be combined into one proposition. City Attorney Matthew Boyle replied the Local Government Code that talks about charter amendments states that each proposed charter amendment has to be listed and available to be voted on separately. He stated there is a possibility that those could be combined and still be consistent with state law; however, that is not what is in the resolution, nor recommended by the committee, but it is something that could be considered by the City Council.

Mayor Newton asked Chairman Carroll if the committee proposed it to be this way on the ballot. Chairman Carroll replied the committee proposed it to be that way as it was his understanding about the Local Government Code. He stated he believed all of section 7 could be combined, and the two dealing with section 14. He stated the committee was unsure about proposing it that way.

Mayor Newton asked Chairman Carroll if those changes would make sense from an understandability perspective to the voters. Chairman Carroll replied yes, it would make sense.

Mayor Newton asked staff if that could be done. City Attorney Matthew Boyle replied it could be done and still remain in compliance with the Local Government Code. All City Councilmembers agreed.

City Attorney Matthew Boyle stated the motion could be made such that “approve the resolution under the advised that Propositions 3, 4, 5, 6 and 7 be combined for purposes of the ballot.”

Mayor Newton opened the public hearing at 9:25 p.m.

George Dodson, 7309 Balmoral Drive, spoke in support of this item.

The following persons did not wish to speak, but did wish to register their support: Judy Chappell, 1716 Glade Road; Claudia Bevill, 119 Cheek-Sparger Road; Steve Waltens, 716 Duns Tew Path; and Tony Seris, 5000 Montclair Drive.

There were no others present wishing to speak and Mayor Newton closed the public hearing at 9:26 p.m.

Councilmember Lindamood made a motion to approve Resolution R-16-4019 by combining Propositions 3, 4, 5, 6 and 7 (Section 7) into one; and by combining Propositions 9, 10 and 11 (Section 14) into one.

Councilmember Short asked Mayor Newton if the question could be separated for this item to allow for Councilmembers to vote on the various propositions rather than as a package. Councilmember Taylor seconded. Mayor Pro Tem Putnam stated he would not support that.

Mayor Newton asked staff if that could be done. City Attorney Matthew Boyle replied the Charter limits the City Council to take action on ordinances and resolutions. He stated there is a motion on the table to approve the resolution, and it needs a second; however, there may be some additional clarification for it. He stated that motion could die for a lack of second, or it could not be approved. He added in that case, an additional motion would need to be made and it could then be parceled out into multiple resolutions.

Councilmember Nakamura seconded the motion.

Mayor Newton replied having no problem with separating the items out; however, there has been a second on the motion.

Councilmember Coplen stated she believed City Council could move through the item very quickly, if we vote on them separately.

Councilmember Coplen asked Mayor Newton if the motion was on the division of the items. Mayor Newton replied no.

Councilmember Coplen asked Mayor Newton if it is to approve every item. Mayor Newton replied it is to approve the resolution with the amendment, and if the vote passes, the resolution is approved.

Councilmember Taylor provided the following, *"In 2014, I announced that this would be my last term if the voters re-elected me in 2015. Therefore, my comments will be as an American. I use to be for term limits until I really studied the issue. I oppose Government taking the liberty and right of ballot access to stand before the qualified voters to be hired or fired, especially with the privacy of*

the ballot box. I oppose Government taking the liberty and right we have to hire and fire who we want to lead our Government. The definition of liberty is the state or condition of people who are able to act and speak freely; the power to do or choose what you want to; a political right. The full definition is the quality or state of being free; the power to do as one pleases; freedom from physical restraint; freedom from arbitrary or despotic control; the positive enjoyment of various social, political, or economic rights and privileges; and the power of choice. The 2016 Colleyville Election is what our framers intended; the citizens removed a 4 Term Mayor; a 3 Term Councilmember, and a First term Councilmember, WITHOUT TERM LIMITS."

Mayor Pro Tem Putnam made a motion to call the question. Councilmember Taylor called a point of order and stated he did not believe the motion is in order. Councilmember Lindamood seconded.

Mayor Newton asked staff about proceeding. City Attorney Matthew Boyle replied the Mayor is the presiding officer; therefore, you can honor or deny the Mayor Pro Tem's request, which is subject to the City Council Rules of Procedure under an appeal. He stated the appeal would be subject to a majority vote of the City Council.

Mayor Newton stated he allowed for the calling of the question, and stated there is a right to appeal that as a City Council.

Councilmember Short requested an appeal to the question. Mayor Newton stated we will vote on the appeal. He explained if you want to take the vote, you will vote "no" but if you do not want to take the vote, you will vote "yes".

The motion to the appeal of the Mayor's decision failed with the following vote:

Yes: 1 – Councilmember Short

No: 6 – Mayor Richard Newton, Mayor Pro Tem Chris Putnam, and Councilmembers Tammy Nakamura, Bobby Lindamood, Nancy Coplen, and Mike Taylor

The motion to approve Resolution R-16-4019, with the proposed amendments carried with the following vote:

Aye: 6 – Mayor Richard Newton, Mayor Pro Tem Chris Putnam, and Councilmembers Tammy Nakamura, Bobby Lindamood, Nancy Coplen, and Mike Taylor

May: 1 – Councilmember Short

7c Resolution R-16-4020

Approval of a proposal to set the ad valorem tax rate for Fiscal Year 2017 at \$0.33913 per hundred dollars of valuation and schedule the two required public hearings on the tax rate for August 25, 2016 and September 6, 2016

Mayor Newton read Resolution R-16-4020 in its entirety.

Strategic Services Manager Adrienne Lothery presented this item and briefed the City Council.

Mayor Newton opened the public hearing at 9:52 p.m.

George Dodson, 7309 Balmoral Drive, spoke in support of this item.

The following person did not wish to speak, but did wish to register his support of this item: David Medlin, 605 Montreux Avenue.

There was no one else present wishing to speak and Mayor Newton closed the public hearing at 9:53 p.m.

Mayor Newton asked staff if the school district has set their tax rate. City Manager Jennifer Fadden replied yes.

Councilmember Taylor made a motion to approve Resolution R-16-4020. Councilmember Coplen seconded the motion.

The motion carried with the following vote:

Aye: 7 – Mayor Richard Newton, Mayor Pro Tem Chris Putnam, and Councilmembers Tammy Nakamura, Bobby Lindamood, Jody Short, Nancy Coplen, and Mike Taylor

7d Resolution R-16-4021

Approval of a resolution relating to the Texas Municipal Retirement System supporting additional flexibility or alternatives in regard to cost of living adjustments for retirees

Mayor Newton read Resolution R-16-4021 in its entirety.

Human Resources Director Rachel Huitt presented this item and briefed the City Council. Anthony Mills, representative with the Texas Municipal Retirement System (TMRS), was also available for questions.

Mayor Newton asked Mr. Mills if this request for legislative places Colleyville, and other cities, in a better position for retirees, and is this something beneficial. Mr. Mills replied it certainly could be, and he further explained the process in which a retroactive feature would take place if the cost of living adjustment (COLA) feature is turned back on in the future.

Mayor Newton opened the public hearing at 8:35 p.m.

There was no one present wishing to speak and Mayor Newton closed the public hearing at 8:35 p.m.

Councilmember Taylor made a motion to approve Resolution R-16-4021. Councilmember Nakamura seconded the motion.

The motion carried with the following vote:

Aye: 7 – Mayor Richard Newton, Mayor Pro Tem Chris Putnam, and Councilmembers Tammy Nakamura, Bobby Lindamood, Jody Short, Nancy Coplen, and Mike Taylor

7e Resolution R-16-4022
Appointing a City Councilmember to the Audit Committee

Mayor Newton read Resolution R-16-4022 in its entirety.

Mayor Newton opened the public hearing at 9:55 p.m.

There was no one present wishing to speak and Mayor Newton closed the public hearing at 9:55 p.m.

Mayor Newton made a motion to approve Resolution R-16-4022 appointing Councilmember Nakamura to the Audit Committee with a term expiring August 2017. Councilmember Taylor seconded the motion.

The motion carried with the following vote:

Aye: 7 – Mayor Richard Newton, Mayor Pro Tem Chris Putnam, and Councilmembers Tammy Nakamura, Bobby Lindamood, Jody Short, Nancy Coplen, and Mike Taylor

7f Resolution R-16-4023
Approval to replace Resolution R-13-3645, adopting City Council Rules of Procedure

Mayor Newton read Resolution R-16-4023 in its entirety.

Mayor Newton presented this item and briefed the City Council.

Councilmember Coplen asked Mayor Newton about the “discussion of items not for action?” Mayor Newton explained it is a place in which City Council can discuss something publicly, but there will not be any action given.

Councilmember Short asked Mayor Newton about the votes recorded at the end of the resolutions and ordinances, and how did that happen. Mayor Newton explained that he had asked the city secretary to add the voting information to the ordinances and resolutions so that you do not have to go to the minutes to know how something was voted, as a convenience for the citizens.

Mayor Newton opened the public hearing at 10:04 p.m.

Claudia Bevill, 119 Cheek-Sparger Road, spoke in support of this item.

The following persons did not wish to speak, but did wish to register their support: Judy Chappell, 1716 Glade Road and George Dodson, 7309 Balmoral Drive.

There was no one else present wishing to speak and Mayor Newton closed the public hearing at 10:06 p.m.

Councilmember Taylor made a motion to approve Resolution R-16-4023. Councilmember Lindamood seconded the motion.

Councilmember Taylor expressed his appreciation to the Mayor for the changes made to the order of the meetings.

The motion carried with the following vote:

Aye: 7 – Mayor Richard Newton, Mayor Pro Tem Chris Putnam, and Councilmembers Tammy Nakamura, Bobby Lindamood, Jody Short, Nancy Coplen, and Mike Taylor

7g Resolution R-16-4024

Approval of an amendment to an existing agreement between CTC, Inc. and the City of Colleyville to provide maintenance services on the active warning and advance pre-emption equipment installed at the Fort Worth and Western Railroad crossings at Bransford Road, Pleasant Run Road, and John McCain Road, and authorize the city manager to execute the amendment

Mayor Newton read Resolution R-16-4024 in its entirety.

Public Works Director Jeremy Hutt presented this item and briefed the City Council.

Mayor Newton opened the public hearing at 10:13 p.m.

There was no one present wishing to speak and Mayor Newton closed the public hearing at 10:13 p.m.

Councilmember Taylor made a motion to approve Resolution R-16-4024. Councilmember Short seconded the motion.

The motion carried with the following vote:

Aye: 4 – Mayor Richard Newton, Councilmembers Jody Short, Nancy Coplen, and Mike Taylor

Nay: 3 – Councilmembers Bobby Lindamood, Tammy Nakamura, and Mayor Pro Tem Chris Putnam

7h Resolution R-16-4025

Consideration of an appeal to the provisions of Section 5.9 (Minimum Tree Preservation Requirements) of the Land Development Code on Lot 4, Block 2, and Lot 3, Block 1, of the St. Andrews Addition, located at 6004 and 5812 St. Andrews Court, Case GC16-006

Mayor Newton read Resolution R-16-4025 in its entirety.

Community Development Director Ben Bryner presented this item and briefed the City Council.

Dustin Austin, the applicant, presented this item and briefed the City Council.

Mayor Newton asked Mr. Austin about flipping the floor plan for 5812 St. Andrews Court. Mr. Austin replied it could solve the problem, but it takes the symmetry out of the subdivision with the home in the middle of the lot. Mayor Newton stated there are other homes with the same layout of the garage.

Councilmember Taylor asked Mr. Austin why you are not offering new plantings, and what the remedy for tree replacement is. Mr. Austin replied it is written in the tree mitigation about an "x" caliper inches of replacement.

Councilmember Taylor and Mayor Newton asked Mr. Austin if the plantings will take place on the lots or will they be scattered in the subdivision. Mr. Austin replied not knowing why the plantings would go back on the lot, in fairness to the homeowner.

Mayor Newton asked Mr. Austin where are you going to put the trees and where are you going to mitigate them, if City Council approves the resolution. Mr. Austin replied he believes they will be mitigated on those individual lots.

Councilmember Lindamood asked Mayor Newton if this could be put in writing to make sure there is a guarantee on the caliper inches. Mayor Newton replied Mr. Austin will be cited if he does not take care of the mitigation. City Manager Jennifer Fadden concurred.

City Manager Jennifer Fadden asked City Attorney Matthew Boyle if a provision needs to be added to the resolution that the applicant would be responsible for meeting all of the requirements of Chapter 5 - Tree preservation, or additional mitigation efforts specifically waived. City Attorney Matthew Boyle replied if the City Council would like for those trees to be on those two lots, Section 2 could include a provision, which states, ..."is hereby approved subject to all mitigation plantings being located on lots 5812 and 6004 St. Andrews Court."

Councilmember Lindamood asked Mr. Austin if he is able to replace those caliper inches on those two lots. Mr. Austin replied yes.

Councilmember Short asked staff if this action will not have any effect on our current enforcement efforts with builder number one. Director Bryner replied correct.

Mayor Newton opened the public hearing at 10:35 p.m.

The following person did not wish to speak, but did wish to register his opposition to the request: George Dodson, 7309 Balmoral Drive.

There was no one else present wishing to speak and Mayor Newton closed the public hearing at 10:35 p.m.

Councilmember Taylor made a motion to approve Resolution R-16-4025 with the addition to include that all mitigation plantings shall be mitigated on the respective lots. Councilmember Lindamood seconded the motion.

The motion carried with the following vote:

Aye: 7 – Mayor Richard Newton, Mayor Pro Tem Chris Putnam, and Councilmembers Tammy Nakamura, Bobby Lindamood, Jody Short, Nancy Coplen, and Mike Taylor

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

Mike Sexton, 3612 Greenbriar Court, spoke about the active shootings all over the United States, and asked for one expenditure to provide all police officers, EMS, and firefighters with necessary tactical body armor, such as ballistic gear/shields.

Jason Hermus, 1100 Plantation Court, spoke about the repeated flooding and erosion damage in the Tara subdivision and provided photos.

Louis Miller, 7802 Tillman Hill Court, stated being concerned about the actions of the current City Council.

Kathy Hadley, 204 Timberline Drive North, expressed her appreciation for the opportunity to talk about the water rates; and stated Colleyville residents are educated and smart.

9. REPORTS

Planning and Zoning Commission Meeting Minutes of July 11, 2016
Zoning Board of Adjustment Meeting Minutes of July 13, 2016
Monthly Financial Report - July 2016
Quarterly Performance Management Report

There was no discussion of this item.

10. ACTION/RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR AUGUST 16, 2016 - READING AND PUBLIC HEARING - RESOLUTION R-16-4026

Mayor Newton explained that items 4h and 4j were removed from the consent resolution to the ending resolution and have been placed on the same resolution. He stated the items could be separated.

Mayor Newton stated he would like to table item 4j.

Councilmember Lindamood stated he would like to table item 4h.

Councilmember Short asked Mayor Newton about why the bylaws covered in item 4j need to be tabled. Mayor Newton replied he is meeting with the Chamber and he would prefer to meet with them before the bylaws are approved. He stated the bylaws include the removal of the Arts Council and adding the Chamber.

Mayor Newton opened the public hearing at 11:01 p.m.

There were no speakers present wishing to speak and Mayor Newton closed the public hearing at 11:01 p.m.

Mayor Newton made a motion to table Resolution R-16-4026. Councilmember Lindamood seconded the motion.

The motion to table carried with the following vote:

Aye: 7 – Mayor Richard Newton, Mayor Pro Tem Chris Putnam, and Councilmembers Tammy Nakamura, Bobby Lindamood, Jody Short, Nancy Coplen, and Mike Taylor

11. ADJOURNMENT

There being no further business before the City Council, Mayor Newton adjourned the City Council meeting at 11:03 p.m.

APPROVED BY A VOTE OF _ AYES, _ NAYS, AND _ ABSTENTIONS ON THIS THE 6TH DAY OF SEPTEMBER 2016.

Minutes taken and prepared by:

Amy Shelley, TRMC
City Secretary



City of Colleyville City Council Agenda Briefing

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

Agenda Number 4c

Agenda Date 09/06/2016

Number Resolution R-16-4029

Type Resolution

Department City Manager

Title

Adopting the Economic Development Capital Improvement Program (EDCIP) for the Fiscal Years 2017-2021 (FY 2017-2021) of the Colleyville Economic Development Corporation

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

Reading and Public Hearing

The Colleyville Economic Development Corporation Bylaws require the Board to develop a combined Economic Development Capital Improvement Program (EDCIP) annually, which sets forth long and short-term goals. This program *"shall be one that addresses the development needs of the City within the financial constraints available to the Corporation."* The *"EDCIP shall identify the projects to be undertaken by the Corporation and include proposed methods and the expected cost of the implementation."* After the EDCIP is developed, it must be approved by the City Council.

On August 23, 2016, the Board approved the attached EDCIP (Exhibit A) for FY 2017-2021. The Board's amendments to the proposed EDCIP, to move \$178,519 from the library personnel category to the future projects category, is reflected in the attachment.

Financial Impact

The EDCIP serves as a planning tool, to forecast anticipated uses of CEDC funds. Actual appropriation of funds occurs on an annual basis for the next fiscal year and is authorized via the annual budget approval in a separate agenda item.

Recommendation

Approve

Attachments

1. EDCIP FY 2017 - 2021 - Exhibit A

COLLEYVILLE ECONOMIC DEVELOPMENT CORPORATION
ECONOMIC DEVELOPMENT CAPITAL IMPROVEMENT PROGRAM FY 2017 - FY 2021

Exhibit A

FISCAL YEAR	Budget 2016	Projection 2016	Projection 2017	Projection 2018	Projection 2019	Projection 2020	Projection 2021
BEGINNING FUND BALANCE	\$2,733,324	\$2,975,894	\$3,351,459	\$2,602,229	\$2,145,041	\$1,846,277	\$1,528,365
REVENUES:							
PROJECTED 1/2 CENT SALES TAX REVENUE	\$1,700,000	\$1,800,000	\$1,750,000	\$1,750,000	\$1,767,500	\$1,785,175	\$1,803,027
INTEREST INCOME	\$5,467	\$3,741	\$3,741	\$5,204	\$4,290	\$3,693	\$3,057
USE OF AVAILABLE CASH	\$1,104,240	\$1,005,965	\$989,979	\$695,069	\$539,635	\$559,569	\$522,946
TOTAL REVENUES	\$2,809,707	\$2,809,706	\$2,743,720	\$2,450,273	\$2,311,425	\$2,348,437	\$2,329,029
EXPENDITURES:							
OPERATING:							
ADMINISTRATIVE:	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
2005 DEBT SERVICE & 1.4 TIMES COVERAGE	\$845,354	\$845,354	\$842,621	\$832,586	\$843,046	\$845,802	\$845,802
PARKS:							
WATER / WASTEWATER- MC PHERSON PARK	\$18,540	\$18,540	\$19,096	\$19,669	\$20,259	\$20,867	\$21,493
TECHNOLOGY - HARDWARE REPLACEMENT	\$0	\$0	\$0	\$0	\$6,800	\$0	\$0
LIBRARY:							
PERSONNEL	\$81,081	\$81,081	\$91,340	\$94,080	\$96,903	\$99,810	\$102,804
OPERATIONS	\$4,689	\$4,689	\$7,830	\$8,065	\$8,307	\$8,556	\$8,813
TECHNOLOGY - SOFTWARE & MAINTENANCE CONTRACTS	\$0	\$0	\$18,927	\$19,306	\$19,692	\$20,085	\$20,487
TECHNOLOGY - HARDWARE REPLACEMENT	\$0	\$0	\$10,400	\$11,800	\$5,450	\$27,600	\$0
SENIOR CENTER:							
PERSONNEL	\$70,536	\$70,536	\$72,652	\$74,832	\$77,077	\$79,389	\$81,771
OPERATIONS	\$0	\$0	\$500	\$500	\$500	\$500	\$500
TECHNOLOGY - HARDWARE REPLACEMENT	\$0	\$0	\$4,800	\$8,000	\$1,550	\$3,100	\$0
COLLEYVILLE CENTER:							
OPERATIONS	\$0	\$0	\$500	\$500	\$500	\$500	\$500
TECHNOLOGY- SOFTWARE & MAINTENANCE CONTRACTS	\$3,700	\$3,700	\$8,854	\$9,031	\$9,212	\$9,396	\$9,584
TECHNOLOGY - HARDWARE REPLACEMENT	\$0	\$0	\$1,500	\$8,800	\$1,200	\$3,850	\$0
PROMOTIONAL:							
SPECIAL EVENTS	\$87,000	\$87,000	\$87,000	\$87,000	\$87,000	\$87,000	\$87,000
ECONOMIC DEVELOPMENT PROMOTIONAL	\$35,000	\$35,000	\$39,000	\$39,780	\$40,576	\$41,387	\$42,215
PERSONNEL - COMMUNICATIONS	\$41,029	\$41,029	\$48,981	\$50,450	\$51,964	\$53,523	\$55,129
CAPITAL:							
COLLEYVILLE CENTER -							
SITE MASTER PLAN- CARRY FORWARD	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0
DYSON HAND DRYERS	\$3,000	\$3,000	\$0	\$0	\$0	\$0	\$0
REPLACEMENT DISHWASHER	\$6,350	\$6,350	\$0	\$0	\$0	\$0	\$0
FRIDGE MERCHANDISER	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0
INCREASED INTERNET BANDWIDTH	\$5,428	\$5,428	\$0	\$0	\$0	\$0	\$0
AV UPGRADE	\$170,000	\$200,000	\$0	\$0	\$0	\$0	\$0
FACILITY UPDATES AND REPLACEMENTS	\$0	\$30,000	\$9,200	\$0	\$0	\$0	\$0
REPLACEMENT OF PALLADIUM WINDOWS	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0
CITYWIDE TRAIL SYSTEM -							
IMPROVEMENTS AT COTTON BELT - LD LOCKETT PARK TRAILHEAD - CARRY FORWARD	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0
FUTURE TRAIL CONSTRUCTION (COTTON BELT TRAIL CONNECTION)	\$150,000	\$50,000	\$0	\$0	\$0	\$0	\$0
PLEASANT RUN TRAIL CONSTRUCTION (COTTON BELT TO JOHN MCMCAIN)	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0
PARKS MASTER PLAN UPDATE	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0
SENIOR CENTER							
REPAIRS- CARRY FORWARD	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0
FUTURE PROJECTS	\$1,000,000	\$0	\$1,078,519	\$1,033,875	\$1,039,391	\$1,045,072	\$1,050,924
TOTAL EXPENDITURES	\$2,809,707	\$1,669,707	\$2,743,720	\$2,450,273	\$2,311,425	\$2,348,436	\$2,329,029
EXCESS REVENUES OVER EXPENDITURES	\$0	\$1,140,000	\$0	\$0	\$0	\$0	\$0
ADD BACK .4 TIMES BOND COVERAGE RATIO	\$241,530	\$241,530	\$240,749	\$237,882	\$240,870	\$241,658	\$241,658
ENDING FUND BALANCE	\$1,870,614	\$3,351,459	\$2,602,229	\$2,145,041	\$1,846,277	\$1,528,365	\$1,247,077



City of Colleyville City Council Agenda Briefing

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

Agenda Number 4d

Agenda Date 09/06/2016

Number Resolution R-16-4029

Type Resolution

Department Finance

Title

Approval of the annual review and updates to the City of Colleyville Investment Policy

Strategy Map Connection

B4- Cultivate a culture of transparency and consistent communication

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

F2- Invest to provide and maintain high quality public

Explanation

Reading and Public Hearing

The most recent legislative session approved updates to the Public Funds Investment Act, which governs the City's investment process and investment policy. To be compliant with the updates, attached is the City's Investment Policy with proposed revisions. Additionally, staff has incorporated revisions to update the names of the investment officers in the policy.

Major changes by section:

Delegation of Authority

The City designates the Investment Officers to be the City Manager with overall responsibilities to see that investment objectives are accomplished and the Chief Financial Officer and Accounting Manager with the specific day-to-day performance of managing the funds of the City.

Prudence

The Investment Officers of the City (City Manager, Chief Financial Officer, and Accounting Manager) shall be personally indemnified in the event of investment loss provided the Investment Policy is followed.

Internal Controls

The Chief Financial Officer and Accounting Manager shall establish a system of written internal controls which shall be reviewed annually by the independent auditor.

Safekeeping

Either the City Manager, Chief Financial Officer or Accounting Manager must approve release of collateral in writing prior to its removal from the safekeeping account.

Reporting Requirements

The Chief Financial Officer and Accounting Manager shall issue a written report quarterly to the Audit Committee and City Council concerning the City's investment transactions for the preceding quarter and describing in detail the investment position of the City as of the end of the quarter, indicating the market values of all investments held during the quarter.

The report shall be signed by the Chief Financial Officer and Accounting Manager, as the investment officers for the City, and state its compliance with the Public Funds Investment Act and adopted investment policy strategy.

Training Requirements

In accordance with the Act (2256.005 and 2256.008), the Chief Financial Officer and Accounting Manager shall attend 10 hours of investment training within 12 months of assuming duties and 8 hours not less than once in a two-year period that begins on the first day of the City's fiscal year and consists of the two consecutive fiscal years after that date.

Investment Strategy

A section in the Public Funds Investment Act requires that the governing body of a public entity review the investment strategy annually. The City's investment strategy is contained in the section of the City of Colleyville Investment Policy entitled "Investment Strategy", and will be presented for the City Council's review, when the above changes are proposed to City Council. There are no changes proposed in the existing investment strategy.

Financial Impact

The Investment Policy provides required parameters for the investment of City funds as required by the State of Texas Public Funds Investment Act.

Recommendation

Approve

Attachments

1. City of Colleyville Investment Policy

CITY OF COLLEYVILLE INVESTMENT POLICY

Policy

It is the policy of the City of Colleyville (the City) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all State of Texas laws and statutes including the Public Funds Investment Act, Chapter 2256 of the Government Code and City ordinances.

Scope

This investment policy applies to all financial assets of the City. These funds are accounted for in the City's Comprehensive Annual Financial Report and include:

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Enterprise Funds
- Debt Service Funds, including reserves and sinking funds
- Trust and Agency Funds, to the extent not required by law or existing contract to be kept segregated and managed separately

and any new fund created by the City Council, unless specifically exempted by the City Council or by law. All funds may be combined as pooled funds unless specifically prohibited by State law or statute or City ordinance.

Objectives

The primary objectives, in priority order, of the City's investment activities shall be:

Safety: Safety of principal is the foremost objective of the City in managing its portfolio. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective the City will diversify its investments by investing funds among

a variety of securities offering independent returns and financial institutions. The City will also take into account the marketability of the investment if the need arises to liquidate the investment before maturity.

Liquidity: The City will also maintain sufficient liquidity to provide adequate and timely working funds.

Return on Investments: The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and cash flow needs. The City investment strategy is passive and the portfolio shall be designed with the objective of regularly exceeding the weighted average return on thirteen-week Treasury bills. This is considered a benchmark for riskless investment transactions, and therefore, is a minimum standard for the portfolio's rate of return. For bond funds that fall under the arbitrage provisions of the Tax Reform Act of 1986, the City will attempt to earn allowable bond yield with market conditions permitting.

Delegation of Authority

The City designates the Investment Officers to be the City Manager with overall responsibilities to see that investment objectives are accomplished and the ~~Finance Manager~~ **Chief Financial Officer** and ~~Assistant Finance Accounting~~ Manager with the specific day-to-day performance of managing the funds of the City.

Ethics and Conflict of Interest

All investment Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or that could impair their ability to make impartial investment decisions. Employees shall disclose to the City of Colleyville and Texas Ethics Commission a statement under the following conditions:

A. If they have a personal business relationship with a business organization offering to engage in an investment transaction with the entity. Under the Public Funds Investment Act, a personal business relationship is defined as:

1. The investment officer owns 10 percent or more of the voting

stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization:

2. Funds received by the investment officer from the business organization exceed 10 percent of the investment officer's gross income for the previous year; or
 3. The investment officer has acquired from the business organization during the previous year, investments with a book value of \$2,500 or more for the personal account of the investment officer.
- B. If they are related within the second degree by affinity or consanguinity, as determined by Chapter 573 V.A.T.C.S. to an individual seeking to sell an investment to the City of Colleyville.

Prudence

Investments shall be made with judgement and care – under circumstances then prevailing – which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent person", which means the officer may not be an expert but is obligated to act responsibly and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Investment officers shall notify the City Council in writing of any conflicts of interest, as defined by the Public Funds Investment Act, no later than the next regularly scheduled Council meeting.

It is the policy of the City that the Investment Officers perform their duties in accordance with the policies and procedures set forth in this policy. The Investment Officers of the City (City Manager, **Chief Financial Officer** and **Finance Accounting Manager**, ~~and Assistant Finance Manager~~) shall be personally indemnified in the event of investment loss provided the

Investment Policy is followed.

Internal Controls

The **Chief Financial Officer** and Finance **Accounting** Manager and ~~Assistant Finance Manager~~ shall establish a system of written internal controls which shall be reviewed annually by the independent auditor. The controls shall be designed to prevent the loss of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions.

Permissible Instruments

The following is a list of permissible instruments as authorized by the 70th Texas Legislature in the Public Funds Investment Act (TEX. REV. CIV. STAT. ANN. ACT 842A-2) and amended by the 71st Legislature:

1. Obligations of the United States or its agencies or instrumentalities;
2. Direct obligations of the State of Texas or its agencies;
3. Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the State of Texas or the United States or its agencies or instrumentalities;
4. Obligations of states, agencies, counties, cities, and other political subdivisions of any state having been rated as to investment quality by nationally recognized investment rating firm and having received a rating of not less than "A" or its equivalent;
5. Certificates of deposit issued by state and national depository institutions that have its main office or branch office in this state that are:
 - a. Guaranteed or insured by the Federal Deposit Insurance Corporation, FSLIC or its successors; or
 - b. Secured by obligations that are described by subdivisions (1) through (4) of this subsection, which are intended to include all direct federal agency or instrumentality issued mortgage backed securities, and which have a market value of not less than the principal amount of the certificates or in any other manner and amount provided by law for deposits of the investing entities;

6. Invest in a local government investment pool as authorized by the Interlocal Cooperation Act (TEX. REV. CIV. STAT. ANN. ACT. 4413 (32c), as amended, and the Public Funds Investment Act (TEX. REV. CIV. STAT. ACT. 842a-2), as amended. The investment pool must comply with the requirements of the Public Funds Investment Act, as amended, as follows:
 - a. The investment pool maintains a stable asset value of one dollar as defined in the Public Funds Investment Act;
 - b. The investment pool maintains a AAA, or AAAM rating by one of the nationally recognized rating agencies;
 - c. The investment pool's maximum average dollar weighted maturity does not exceed 90 days; and
 - d. The investment pool's continued compliance with the remaining provisions of the Public Funds Investment Act.
 - e. The eligible investments of the pool are as follows: obligations of the United States or its agencies and instrumentalities, other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the United States, fully collateralized repurchase agreements with a defined termination date secured by obligations of the United States or its agencies and instrumentalities, other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the United States, and SEC registered money market funds authorized by the Public Funds Investment Act and rated in the highest category by at least one nationally recognized rating agency, reverse repurchase agreements with a term of no longer than 90 days.
 - f. Include in its investment policy and/or operating procedures the following information: a description of eligible investment securities and unacceptable investments, a written statement on investment policy and objectives, a description of interest calculations, distribution, and treatment of gains and losses, security safeguarding, valuation collateralization and auditing, and a fee schedule.
7. Direct repurchase agreements with primary security dealers or financial institutions doing business in the State of Texas having a defined termination date, and secured by U.S. Government or federal agency securities, provided that the ownership of collateral for the repurchase agreement is transferred to the City, and deposited with a safekeeping agent for the duration of the contract and a signed master repurchase agreement has been executed with the counterparty.

8. SEC-registered no-load money market mutual funds with a dollar weighted average portfolio of 90 days or less whose assets consist exclusively of United States Government Securities whose investment objectives include seeking to maintain a stable net asset value of \$1.00 per share. Investment in mutual funds shall be limited to a maximum of ten percent (10%) of the City's available funds.
9. Certificate of Deposit Account Registry Service (CDARS) deposited with a certificate of deposit issued by a depository institution that has its main office or branch office in this state that is selected by the investing entity pursuant to the requirements of Section 2256.010 of the Government Code.

The City is not required to liquidate an investment that was authorized at the time of its purchase.

Unacceptable Investment Instruments

The following securities, although authorized by the Public Funds Investment Act, are not eligible investments for the City:

1. Collateralized mortgage obligations and/or obligations of the following structure
 - a) obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
 - b) obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
 - c) collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and
 - d) collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.
2. Commercial paper
3. Banker's acceptances
4. Reverse repurchase agreements (Local Government Investment Pools which the City participates in may engage in reverse

repurchase agreements if the term is 90 days or less)

5. No-load mutual funds other than SEC-registered no-load money market mutual funds with a dollar weighted average portfolio of 90 days or less whose assets consist exclusively of United States Government Securities whose investment objectives include seeking to maintain a stable net asset value of \$1.00 per share.
6. Guaranteed investment contracts
7. Share certificates of qualifying credit unions

Effect of Loss of Required Rating

An investment that requires a minimum rating does not qualify as an authorized investment during the period the investment does not have a minimum rating. The Investment Officer shall take all prudent measures that are consistent with the City's investment policy to liquidate the investment(s) that does not have the minimum rating (2256.021). In accordance with Section (2256.005(b)), the Investment Officer shall monitor rating changes in current investments by keeping a monthly record of ratings issued by three nationally recognized rating agencies.

Investment Strategy

The investment strategy by type of fund is as follows:

(1) Operating Funds

The investment strategy for operating fund(s) is to assure that anticipated cash flows are matched with adequate investment liquidity. A secondary objective is to create a portfolio, which will experience minimum volatility during economic cycles. These funds shall not have an investment with a stated maturity greater than two years and the weighted average maturity shall not exceed eighteen months.

(2) Debt Service Funds

The investment strategy for debt service fund(s) is the assurance of investment liquidity to cover the debt service obligations on the required payment date. Investments purchased shall not have a stated final maturity

date which exceeds the corresponding debt service payment date. The weighted average maturity shall not exceed one year.

(3) Reserve Funds

The investment strategy for reserve fund(s) is the assurance of investment liquidity adequate to cover the debt service obligations not funded by debt service funds on the required payment date. Investment of reserve funds are controlled by their ordinance, resolution or indenture, and Federal and State law. Bond documents must be examined for each issue, for potential differences with this policy concerning investment instruments, maximum maturity or average life restrictions, call dates or sinking fund redemptions, and applicable arbitrage yields and rebate liability. Provisions contained in the bond documents will supersede provisions of this policy. Weighted average maturity shall be in compliance with bond requirements, as stated.

Reserve funds will be invested using a more conservative approach than the current standard investment strategy when arbitrage rebate rules require refunding excess earnings. All excess earnings received will be segregated to allow a proper determination of interest income to be used in the arbitrage calculation.

(4) Special Project or Special Purpose Funds

The investment strategy for special projects or special purpose fund portfolio(s) will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The city's final maturity dates of securities held shall not exceed the estimated project completion date. Funds in excess of defined construction payment schedules shall be limited to a maximum final maturity date of three years.

Maturity limitations for single issue reserve funds shall not exceed the sooner of five (5) years, the call provisions of the bond ordinance, or the final maturity of the bond issue.

Annually, the City Council shall formally review the Investment Policy and investment strategy contained with the Policy and record in writing that it has reviewed the Policy and record any changes to either the policy or strategy.

A. Diversification

The City will attempt to limit the risk of loss through diversification of its

portfolio and to achieve the aforementioned investment strategies by diversification of instruments.

Diversification by Instrument of Portfolio	Maximum Percent
U.S. Treasury Obligations (Bills, Notes and Bonds),	100%
U.S. Government Agency Securities, and Instrumentalities of Government Sponsored Corporations	75%
Certificates of Deposit (CD's) Commercial Bank's	75%
Local Government Investment Pool	75%
Certificate of Deposit Account Registry Service (CDARS)	75%
Tri-Party Repurchase Agreement	75%
SEC registered, no-load mutual fund	10%

Investment Procedures

The City shall enter the following agreements (if applicable): safekeeping, PSA repurchase agreements, wire transfer agreements, banking services contracts, and collateral/depository agreements. These contracts shall include the explicit delegation of authority to persons responsible for the transactions involving these agreements. No person except those designated in the contract may engage in any investment transactions.

On all funds invested in instruments as listed in "Permissible Investments" numbers one through five, oral bids shall be requested from at least two broker/dealers or national banks. The City will accept the bid that provides the highest rate of return within the maturity required and within the parameters of this policy. Records will be kept of the bids offered, bids accepted, and a brief explanation of the decision that was made regarding the investment.

Qualified Institutions

Annually, the City Council shall approve four financial institutions for

investment purposes as recommended by the **Chief Financial Officer** ~~Finance Manager~~. All firms shall answer the Broker/Dealer questionnaire (Appendix A) and submit their most recent audited financial statements to the City Council for evaluation of credit worthiness. All personnel in the firms who will be trading or quoting securities to the City Council must maintain a current NASD license and be registered to deal securities in the State of Texas. An investment certification form (Appendix B) on the firm's letterhead signed by a principal of the firm must be on file with the City.

Safekeeping

All marketable securities purchased by the City shall be held in third party safekeeping by an institution designated as primary agent. All securities will be delivered to the third party institution by seller. Personnel in the third party institution will verify the correct security was delivered by the seller ("delivery vs payment"). The third party institution shall issue a safekeeping receipt to the City listing the specific instrument, rate/yield, maturity, CUSIP, and other pertinent information. Collateral on deposit type securities which exceed the FDIC coverage shall be held in a third party safekeeping institution. In the event a third party safekeeping institution is used, a collateral agreement shall be executed between the City Council, depository which pledged the collateral, and the third party custodian of the collateral. The City will retain possession of all original safekeeping receipts and the receipts will state the security is pledged to the City. Either the City Manager, **Chief Financial Officer** or **Accounting** Manager, ~~or the Assistant Finance Manager~~ must approve release of collateral in writing prior to its removal from the safekeeping account.

Selection of Financial Institutions

Depositories shall be selected through the City's banking services procurement process, which shall include a formal request for application. In selecting depositories, the services available, service costs, and credit-worthiness of institutions shall be considered, and the Investment Officers, shall conduct a comprehensive review of prospective depositories' credit characteristics and financial history.

The City shall select financial institutions from which the City may purchase certificates of deposit in accordance with the Act and this Policy. The City will have a written depository agreement with any financial institution with whom the City has time or demand deposits. The Investment Officer shall monitor

the financial condition of financial institutions where certificates of deposit are held. A qualified representative of the financial institution must sign the investment certification form (Appendix B) on the financial institutions letterhead and it must be kept on file with the City.

Collateral Securities for Certificates of Deposit and Demand Accounts

The City will accept as collateral for its Certificates of Deposit and demand accounts the following securities:

- A. FDIC coverage
- B. U.S. Treasury bills, notes and bonds
- C. United States Agency and instrumentalities bills or notes
- D. GNMA mortgage backed fully modified pass through securities
- E. Texas state, city, county or school bonds with a remaining maturity of seven years or less and a rating of "A" or better by Moody's, Fitch Ratings, and Standard and Poor's.
- F. Surety Bond

G. Federal Home Loan Bank Letter of Credit issued to the City

Collateral shall be "marked to market" monthly by the Finance Manager. The following percentages constitute the minimum market value for collateral instruments that are pledged for the City's Certificates of Deposit and demand deposits.

Form of Collateral Pledged	Collateral	Ratio
1. U.S. Treasury bills, notes, and bonds		
	a. maturing within 1 year	102%
	b. maturing in 1-5 years	105%
	c. maturing in more than 5 years	110%
2. Actively traded U.S. Government Agency securities		
	a. maturing in less than 1 year	103%
	b. maturing in 1-5 years	107%
	c. maturing in more than 5 years	115%
3. GNMA mortgage pass through securities		115%

4. Entities in the State of Texas bonds

General Obligation Bonds	
a. maturing in less than 1 year	102%
b. maturing in 1-5 years	105%
c. maturing in more than 5 years	107%
Revenue Bonds	
a. maturing in less than 1 year	105%
b. maturing in 1-5 years	110%
c. maturing in more than 5 years	115%

Collateral shall be audited annually by the City's independent auditor and may be audited by the City at anytime during normal business hours of the safekeeping bank.

Arbitrage

The Tax Reform Act of 1986 places limitations on the City's yield from investing certain tax-exempt bond proceeds, debt service funds and reserve funds. The rebate provisions require that the City compute earnings on investments from certain issues of bonds on a periodic basis to determine if rebate is required.

To determine the City's arbitrage position, the City is required to calculate the actual yield earned on the investment of the funds and compare it to the yield that would have been earned if the funds had been invested at a rate equal to the yield on the applicable bonds sold by the City. The rebate provisions state that periodically (not less than once every five years and not later than sixty days after maturity of the bonds), the City is required to pay the United States Treasury a rebate of any excess earnings. These restrictions require extreme precision in the monitoring and record keeping of investments, particularly in computing yields to ensure compliance. Failure to comply can dictate that the bonds become taxable, retroactively from the date of issuance.

The investment strategy for bond funds which fall under the arbitrage provisions of the Tax Reform Act of 1986, is that the City will attempt to earn maximum allowable bond yield with market conditions permitting.

Reporting Requirements

The **Chief Financial Officer** and Finance **Accounting** Manager and ~~Assistant Finance Manager~~ shall issue a written report quarterly to the Audit Committee and City Council concerning the City's investment transactions for the preceding quarter and describing in detail the investment position of the City as of the end of the quarter indicating the market values of all investments held during the quarter. The report shall list for each investment held during the quarter: the purchase price of the investment, the par value of the investment, the market value of the investment at the beginning of the quarter, market value of the investment at the end of the quarter, and fully accrued interest for the period. The portfolio shall be marked to market monthly and market pricing information is to be obtained through the use of appropriate external third party software, third party safekeeping service, or a third party independent pricing service. This report shall be in compliance with provisions of the Public Funds Investment Act, as amended. The report shall be signed by the **Chief Financial Officer** and Finance **Accounting** Manager and ~~Assistant Finance Manager~~, as the investment officers for the City, and state its compliance with the Public Funds Investment Act and adopted investment policy strategy. The quarterly investment reports must be reviewed annually by the City's external audit firm as a part of the City's annual audit and reported to the City Council.

Training Requirements

In accordance with the Act (2256.005 and 2256.008), the **Chief Financial Officer** and Finance **Accounting** Manager and ~~Assistant Finance Manager~~ shall attend 10 hours of investment training within 12 months of assuming duties and 8 hours not less than once in a two-year period that begins on the first day of the City's fiscal year and consists of the two consecutive fiscal years after that date. Both the **Chief Financial Officer** and Finance **Accounting** Manager and ~~Assistant Finance Manager~~ shall complete ten hours of training every two years as required by the Public Funds Investment Act. This training may be obtained from the following sources: North Central Texas Council of Governments, Government Treasurer's Organization of Texas, Government Finance Officer's of Texas, Texas Municipal League or the University of North Texas Center for Professional Development. The training must include education in investment controls, security risks, strategy risks, market risks, and any other topics as required by the Public Funds Investment Act.

GLOSSARY

AGENCIES - Federal agency securities and/or Government-sponsored entities.

BENCHMARK – A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

BROKER – A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT – A time deposit with a specific maturity evidenced by a certificate. Large- denomination CD's are typically negotiable.

COLLATERAL – Securities, evidence of deposit, or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

DEALER – A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DELIVERY VERSUS PAYMENT – Delivery versus payment is the delivery of a security and there is an exchange of money after the delivery of the security.

DISCOUNT SECURITIES – Non-interest bearing money market instruments that are being issued at a discount and redeemed at maturity for full face value, e.g. Treasury Bills.

DIVERSIFICATION – Dividing instruments among securities offering independent returns.

FEDERAL CREDIT AGENCIES – Agencies of the Federal government set up to supply credit to various classes of institutions and individuals e.g. savings and loans, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC) – A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

FEDERAL HOME LOAN BANKS (FHLB) – Government sponsored regional wholesale

banks which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLB is to liquefy the housing related assets of its members who must purchase stock in their district bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA) – FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. It is a federal corporation and the largest single provider of residential mortgage funds in the United States. FNMA's securities are highly liquid and widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA) – Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations. Security holder is backed by the full faith and credit of the US Government.

LIQUIDITY – An asset that can be converted quickly and easily to cash.

LOCAL GOVERNMENT INVESTMENT POOL – An investment by local governments in which their money is pooled as a method for managing local funds.

MARKET VALUE – The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT – A written contract that establishes each party's rights in the transactions. A master agreement will specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MATURITY – The date upon which the principal or stated value of an investment becomes due and payable.

MUTUAL FUND – An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments. Mutual funds are regulated by the Investment Company Act of 1940 and must abide by Securities and Exchange disclosure guidelines.

PORTFOLIO – Collection of securities held by an investor.

PRIMARY DEALER – A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to informal oversight.

PRUDENT PERSON RULE – An investment standard outlining fiduciary responsibilities of public funds investors relating to investment practices.

RATE OF RETURN – The yield obtainable on a security based on its purchase price or its current market price.

REPURCHASE AGREEMENT – An agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement of the first party to repurchase the securities at a specified price or at a specified later date.

REVERSE REPURCHASE AGREEMENT – An agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement by the first party to resell the securities at a specified price to the second party on demand or at a specified date.

SAFEKEEPING – Holding of assets (e.g. securities) by a financial institution.

TREASURY BILLS – A non-interest bearing discount security issued by the US Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year. The yields on these bills are monitored closely for interest rate trends.

TREASURY BONDS – Long term US government debt securities with maturities of ten to thirty years.

TREASURY NOTES – Intermediate term US government debt securities with maturities of one to ten years.

YIELD – The current rate of return on an investment security generally expressed as a percentage of the securities current price.



City of Colleyville City Council Agenda Briefing

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

Agenda Number 4e

Agenda Date 09/06/2016

Number Resolution R-16-4029

Type Resolution

Department Finance

Title

Approval of authorized broker / dealers for investment purchases

Strategy Map Connection

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

F2- Invest to provide and maintain high quality public assets

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

Explanation

Reading and Public Hearing

The City's Investment Policy (attached) provides that the City Council shall annually approve broker/dealer firms to receive quotes for investment purchases. By definition an investment broker brings buyers and sellers of investments together and an investment dealer, as opposed to an investment broker, sells from their inventory of investment purchases that they own. A recap of the responses received to the City's broker/dealer questionnaire from the following firms is attached:

- Cantor Fitzgerald L.P.
- Coastal Securities, Inc.
- Duncan-Williams, Inc.
- Credit Suisse Securities (USA) LLC

Cantor Fitzgerald L.P., Coastal Securities, Inc., Duncan Williams, Inc., and Credit Suisse Securities (USA) LLC are firms the City has approved in the past and is currently using.

Financial Impact

There is no financial impact to the City.

Recommendation

Approve

Attachments

1. City of Colleyville Investment Policy
2. Recap of Broker / Dealer questionnaire responses

CITY OF COLLEYVILLE INVESTMENT POLICY

Policy

It is the policy of the City of Colleyville (the City) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all State of Texas laws and statutes including the Public Funds Investment Act, Chapter 2256 of the Government Code and City ordinances.

Scope

This investment policy applies to all financial assets of the City. These funds are accounted for in the City's Comprehensive Annual Financial Report and include:

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Enterprise Funds
- Debt Service Funds, including reserves and sinking funds
- Trust and Agency Funds, to the extent not required by law or existing contract to be kept segregated and managed separately

and any new fund created by the City Council, unless specifically exempted by the City Council or by law. All funds may be combined as pooled funds unless specifically prohibited by State law or statute or City ordinance.

Objectives

The primary objectives, in priority order, of the City's investment activities shall be:

Safety: Safety of principal is the foremost objective of the City in managing its portfolio. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective the City will diversify its investments by investing funds among

a variety of securities offering independent returns and financial institutions. The City will also take into account the marketability of the investment if the need arises to liquidate the investment before maturity.

Liquidity: The City will also maintain sufficient liquidity to provide adequate and timely working funds.

Return on Investments: The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and cash flow needs. The City investment strategy is passive and the portfolio shall be designed with the objective of regularly exceeding the weighted average return on thirteen-week Treasury bills. This is considered a benchmark for riskless investment transactions, and therefore, is a minimum standard for the portfolio's rate of return. For bond funds that fall under the arbitrage provisions of the Tax Reform Act of 1986, the City will attempt to earn allowable bond yield with market conditions permitting.

Delegation of Authority

The City designates the Investment Officers to be the City Manager with overall responsibilities to see that investment objectives are accomplished and the Chief Financial Officer and Accounting Manager with the specific day-to-day performance of managing the funds of the City.

Ethics and Conflict of Interest

All investment Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or that could impair their ability to make impartial investment decisions. Employees shall disclose to the City of Colleyville and Texas Ethics Commission a statement under the following conditions:

- A. If they have a personal business relationship with a business organization offering to engage in an investment transaction with the entity. Under the Public Funds Investment Act, a personal business relationship is defined as:
 - 1. The investment officer owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or

more of the fair market value of the business organization:

2. Funds received by the investment officer from the business organization exceed 10 percent of the investment officer's gross income for the previous year; or
 3. The investment officer has acquired from the business organization during the previous year, investments with a book value of \$2,500 or more for the personal account of the investment officer.
- B. If they are related within the second degree by affinity or consanguinity, as determined by Chapter 573 V.A.T.C.S. to an individual seeking to sell an investment to the City of Colleyville.

Prudence

Investments shall be made with judgement and care – under circumstances then prevailing – which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent person", which means the officer may not be an expert but is obligated to act responsibly and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Investment officers shall notify the City Council in writing of any conflicts of interest, as defined by the Public Funds Investment Act, no later than the next regularly scheduled Council meeting.

It is the policy of the City that the Investment Officers perform their duties in accordance with the policies and procedures set forth in this policy. The Investment Officers of the City (City Manager, Chief Financial Officer and Accounting Manager) shall be personally indemnified in the event of investment loss provided the Investment Policy is followed.

Internal Controls

The Chief Financial Officer and Accounting Manager shall establish a system of written internal controls which shall be reviewed annually by the independent auditor. The controls shall be designed to prevent the loss of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions.

Permissible Instruments

The following is a list of permissible instruments as authorized by the 70th Texas Legislature in the Public Funds Investment Act (TEX. REV. CIV. STAT. ANN. ACT 842A-2) and amended by the 71st Legislature:

1. Obligations of the United States or its agencies or instrumentalities;
2. Direct obligations of the State of Texas or its agencies;
3. Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the State of Texas or the United States or its agencies or instrumentalities;
4. Obligations of states, agencies, counties, cities, and other political subdivisions of any state having been rated as to investment quality by nationally recognized investment rating firm and having received a rating of not less than "A" or its equivalent;
5. Certificates of deposit issued by state and national depository institutions that have its main office or branch office in this state that are:
 - a. Guaranteed or insured by the Federal Deposit Insurance Corporation, FSLIC or its successors; or
 - b. Secured by obligations that are described by subdivisions (1) through (4) of this subsection, which are intended to include all direct federal agency or instrumentality issued mortgage backed securities, and which have a market value of not less than the principal amount of the certificates or in any other manner and amount provided by law for deposits of the investing entities;
6. Invest in a local government investment pool as authorized by the Interlocal Cooperation Act (TEX. REV. CIV. STAT. ANN. ACT. 4413

(32c), as amended, and the Public Funds Investment Act (TEX. REV. CIV. STAT. ACT. 842a-2), as amended. The investment pool must comply with the requirements of the Public Funds Investment Act, as amended, as follows:

- a. The investment pool maintains a stable asset value of one dollar as defined in the Public Funds Investment Act;
 - b. The investment pool maintains a AAA, or AAAM rating by one of the nationally recognized rating agencies;
 - c. The investment pool's maximum average dollar weighted maturity does not exceed 90 days; and
 - d. The investment pool's continued compliance with the remaining provisions of the Public Funds Investment Act.
 - e. The eligible investments of the pool are as follows: obligations of the United States or its agencies and instrumentalities, other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the United States, fully collateralized repurchase agreements with a defined termination date secured by obligations of the United States or its agencies and instrumentalities, other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the United States, and SEC registered money market funds authorized by the Public Funds Investment Act and rated in the highest category by at least one nationally recognized rating agency, reverse repurchase agreements with a term of no longer than 90 days.
 - f. Include in its investment policy and/or operating procedures the following information: a description of eligible investment securities and unacceptable investments, a written statement on investment policy and objectives, a description of interest calculations, distribution, and treatment of gains and losses, security safeguarding, valuation collateralization and auditing, and a fee schedule.
7. Direct repurchase agreements with primary security dealers or financial institutions doing business in the State of Texas having a defined termination date, and secured by U.S. Government or federal agency securities, provided that the ownership of collateral for the repurchase agreement is transferred to the City, and deposited with a safekeeping agent for the duration of the contract and a signed master repurchase agreement has been executed with the counterparty.
 8. SEC-registered no-load money market mutual funds with a dollar weighted average portfolio of 90 days or less whose assets consist

exclusively of United States Government Securities whose investment objectives include seeking to maintain a stable net asset value of \$1.00 per share. Investment in mutual funds shall be limited to a maximum of ten percent (10%) of the City's available funds.

9. Certificate of Deposit Account Registry Service (CDARS) deposited with a certificate of deposit issued by a depository institution that has its main office or branch office in this state that is selected by the investing entity pursuant to the requirements of Section 2256.010 of the Government Code.

The City is not required to liquidate an investment that was authorized at the time of its purchase.

Unacceptable Investment Instruments

The following securities, although authorized by the Public Funds Investment Act, are not eligible investments for the City:

1. Collateralized mortgage obligations and/or obligations of the following structure
 - a) obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
 - b) obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
 - c) collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and
 - d) collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.
2. Commercial paper
3. Banker's acceptances
4. Reverse repurchase agreements (Local Government Investment Pools which the City participates in may engage in reverse repurchase agreements if the term is 90 days or less)
5. No-load mutual funds other than SEC-registered no-load money

market mutual funds with a dollar weighted average portfolio of 90 days or less whose assets consist exclusively of United States Government Securities whose investment objectives include seeking to maintain a stable net asset value of \$1.00 per share.

6. Guaranteed investment contracts
7. Share certificates of qualifying credit unions

Effect of Loss of Required Rating

An investment that requires a minimum rating does not qualify as an authorized investment during the period the investment does not have a minimum rating. The Investment Officer shall take all prudent measures that are consistent with the City's investment policy to liquidate the investment(s) that does not have the minimum rating (2256.021). In accordance with Section (2256.005(b)), the Investment Officer shall monitor rating changes in current investments by keeping a monthly record of ratings issued by three nationally recognized rating agencies.

Investment Strategy

The investment strategy by type of fund is as follows:

(1) Operating Funds

The investment strategy for operating fund(s) is to assure that anticipated cash flows are matched with adequate investment liquidity. A secondary objective is to create a portfolio, which will experience minimum volatility during economic cycles. These funds shall not have an investment with a stated maturity greater than two years and the weighted average maturity shall not exceed eighteen months.

(2) Debt Service Funds

The investment strategy for debt service fund(s) is the assurance of investment liquidity to cover the debt service obligations on the required payment date. Investments purchased shall not have a stated final maturity date which exceeds the corresponding debt service payment date. The weighted average maturity shall not exceed one year.

(3) Reserve Funds

The investment strategy for reserve fund(s) is the assurance of investment liquidity adequate to cover the debt service obligations not funded by debt service funds on the required payment date. Investment of reserve funds are controlled by their ordinance, resolution or indenture, and Federal and State law. Bond documents must be examined for each issue, for potential differences with this policy concerning investment instruments, maximum maturity or average life restrictions, call dates or sinking fund redemptions, and applicable arbitrage yields and rebate liability. Provisions contained in the bond documents will supersede provisions of this policy. Weighted average maturity shall be in compliance with bond requirements, as stated.

Reserve funds will be invested using a more conservative approach than the current standard investment strategy when arbitrage rebate rules require refunding excess earnings. All excess earnings received will be segregated to allow a proper determination of interest income to be used in the arbitrage calculation.

(4) Special Project or Special Purpose Funds

The investment strategy for special projects or special purpose fund portfolio(s) will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The city's final maturity dates of securities held shall not exceed the estimated project completion date. Funds in excess of defined construction payment schedules shall be limited to a maximum final maturity date of three years.

Maturity limitations for single issue reserve funds shall not exceed the sooner of five (5) years, the call provisions of the bond ordinance, or the final maturity of the bond issue.

Annually, the City Council shall formally review the Investment Policy and investment strategy contained with the Policy and record in writing that it has reviewed the Policy and record any changes to either the policy or strategy.

A. Diversification

The City will attempt to limit the risk of loss through diversification of its portfolio and to achieve the aforementioned investment strategies by diversification of instruments.

Diversification by Instrument of Portfolio

Maximum Percent

U.S. Treasury Obligations (Bills, Notes and Bonds),	100%
U.S. Government Agency Securities, and Instrumentalities of Government Sponsored Corporations	75%
Certificates of Deposit (CD's) Commercial Bank's	75%
Local Government Investment Pool	75%
Certificate of Deposit Account Registry Service (CDARS)	75%
Tri-Party Repurchase Agreement	75%
SEC registered, no-load mutual fund	10%

Investment Procedures

The City shall enter the following agreements (if applicable): safekeeping, PSA repurchase agreements, wire transfer agreements, banking services contracts, and collateral/depository agreements. These contracts shall include the explicit delegation of authority to persons responsible for the transactions involving these agreements. No person except those designated in the contract may engage in any investment transactions.

On all funds invested in instruments as listed in "Permissible Investments" numbers one through five, oral bids shall be requested from at least two broker/dealers or national banks. The City will accept the bid that provides the highest rate of return within the maturity required and within the parameters of this policy. Records will be kept of the bids offered, bids accepted, and a brief explanation of the decision that was made regarding the investment.

Qualified Institutions

Annually, the City Council shall approve four financial institutions for investment purposes as recommended by the Chief Financial Officer. All firms shall answer the Broker/Dealer questionnaire (Appendix A) and submit their most recent audited financial statements to the City Council for evaluation of credit worthiness. All personnel in the firms who will be trading or quoting securities to the City Council must maintain a current NASD license and be

registered to deal securities in the State of Texas. An investment certification form (Appendix B) on the firm's letterhead signed by a principal of the firm must be on file with the City.

Safekeeping

All marketable securities purchased by the City shall be held in third party safekeeping by an institution designated as primary agent. All securities will be delivered to the third party institution by seller. Personnel in the third party institution will verify the correct security was delivered by the seller ("delivery vs payment"). The third party institution shall issue a safekeeping receipt to the City listing the specific instrument, rate/yield, maturity, CUSIP, and other pertinent information. Collateral on deposit type securities which exceed the FDIC coverage shall be held in a third party safekeeping institution. In the event a third party safekeeping institution is used, a collateral agreement shall be executed between the City Council, depository which pledged the collateral, and the third party custodian of the collateral. The City will retain possession of all original safekeeping receipts and the receipts will state the security is pledged to the City. Either the City Manager, Chief Financial Officer or Accounting Manager must approve release of collateral in writing prior to its removal from the safekeeping account.

Selection of Financial Institutions

Depositories shall be selected through the City's banking services procurement process, which shall include a formal request for application. In selecting depositories, the services available, service costs, and credit-worthiness of institutions shall be considered, and the Investment Officers, shall conduct a comprehensive review of prospective depositories' credit characteristics and financial history.

The City shall select financial institutions from which the City may purchase certificates of deposit in accordance with the Act and this Policy. The City will have a written depository agreement with any financial institution with whom the City has time or demand deposits. The Investment Officer shall monitor the financial condition of financial institutions where certificates of deposit are held. A qualified representative of the financial institution must sign the investment certification form (Appendix B) on the financial institutions letterhead and it must be kept on file with the City.

Collateral Securities for Certificates of Deposit and Demand Accounts

The City will accept as collateral for its Certificates of Deposit and demand accounts the following securities:

- A. FDIC coverage
- B. U.S. Treasury bills, notes and bonds
- C. United States Agency and instrumentalities bills or notes
- D. GNMA mortgage backed fully modified pass through securities
- E. Texas state, city, county or school bonds with a remaining maturity of seven years or less and a rating of "A" or better by Moody's, Fitch Ratings, and Standard and Poor's.
- F. Surety Bond

G. Federal Home Loan Bank Letter of Credit issued to the City

Collateral shall be "marked to market" monthly by the Finance Manager. The following percentages constitute the minimum market value for collateral instruments that are pledged for the City's Certificates of Deposit and demand deposits.

Form of Collateral Pledged	Collateral	Ratio
1. U.S. Treasury bills, notes, and bonds		
	a. maturing within 1 year	102%
	b. maturing in 1-5 years	105%
	c. maturing in more than 5 years	110%
2. Actively traded U.S. Government Agency securities		
	a. maturing in less than 1 year	103%
	b. maturing in 1-5 years	107%
	c. maturing in more than 5 years	115%
3. GNMA mortgage pass through securities		115%

4. Entities in the State of Texas bonds

General Obligation Bonds

a. maturing in less than 1 year	102%
b. maturing in 1-5 years	105%
c. maturing in more than 5 years	107%

Revenue Bonds

a. maturing in less than 1 year	105%
b. maturing in 1-5 years	110%
c. maturing in more than 5 years	115%

Collateral shall be audited annually by the City's independent auditor and may be audited by the City at anytime during normal business hours of the safekeeping bank.

Arbitrage

The Tax Reform Act of 1986 places limitations on the City's yield from investing certain tax-exempt bond proceeds, debt service funds and reserve funds. The rebate provisions require that the City compute earnings on investments from certain issues of bonds on a periodic basis to determine if rebate is required.

To determine the City's arbitrage position, the City is required to calculate the actual yield earned on the investment of the funds and compare it to the yield that would have been earned if the funds had been invested at a rate equal to the yield on the applicable bonds sold by the City. The rebate provisions state that periodically (not less than once every five years and not later than sixty days after maturity of the bonds), the City is required to pay the United States Treasury a rebate of any excess earnings. These restrictions require extreme precision in the monitoring and record keeping of investments, particularly in computing yields to ensure compliance. Failure to comply can dictate that the bonds become taxable, retroactively from the date of issuance.

The investment strategy for bond funds which fall under the arbitrage provisions of the Tax Reform Act of 1986, is that the City will attempt to earn maximum allowable bond yield with market conditions permitting.

Reporting Requirements

The Chief Financial Officer and Accounting Manager shall issue a written report quarterly to the Audit Committee and City Council concerning the City's investment transactions for the preceding quarter and describing in detail the

investment position of the City as of the end of the quarter indicating the market values of all investments held during the quarter. The report shall list for each investment held during the quarter: the purchase price of the investment, the par value of the investment, the market value of the investment at the beginning of the quarter, market value of the investment at the end of the quarter, and fully accrued interest for the period. The portfolio shall be marked to market monthly and market pricing information is to be obtained through the use of appropriate external third party software, third party safekeeping service, or a third party independent pricing service. This report shall be in compliance with provisions of the Public Funds Investment Act, as amended. The report shall be signed by the Chief Financial Officer and Accounting Manager, as the investment officers for the City, and state its compliance with the Public Funds Investment Act and adopted investment policy strategy. The quarterly investment reports must be reviewed annually by the City's external audit firm as a part of the City's annual audit and reported to the City Council.

Training Requirements

In accordance with the Act (2256.005 and 2256.008), the Chief Financial Officer and Accounting Manager shall attend 10 hours of investment training within 12 months of assuming duties and 8 hours not less than once in a two-year period that begins on the first day of the City's fiscal year and consists of the two consecutive fiscal years after that date. Both the Chief Financial Officer and Accounting Manager shall complete ten hours of training every two years as required by the Public Funds Investment Act. This training may be obtained from the following sources: North Central Texas Council of Governments, Government Treasurer's Organization of Texas, Government Finance Officer's of Texas, Texas Municipal League or the University of North Texas Center for Professional Development. The training must include education in investment controls, security risks, strategy risks, market risks, and any other topics as required by the Public Funds Investment Act.

GLOSSARY

AGENCIES - Federal agency securities and/or Government-sponsored entities.

BENCHMARK – A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

BROKER – A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT – A time deposit with a specific maturity evidenced by a certificate. Large- denomination CD's are typically negotiable.

COLLATERAL – Securities, evidence of deposit, or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

DEALER – A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DELIVERY VERSUS PAYMENT – Delivery versus payment is the delivery of a security and there is an exchange of money after the delivery of the security.

DISCOUNT SECURITIES – Non-interest bearing money market instruments that are being issued at a discount and redeemed at maturity for full face value, e.g. Treasury Bills.

DIVERSIFICATION – Dividing instruments among securities offering independent returns.

FEDERAL CREDIT AGENCIES – Agencies of the Federal government set up to supply credit to various classes of institutions and individuals e.g. savings and loans, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC) – A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

FEDERAL HOME LOAN BANKS (FHLB) – Government sponsored regional wholesale banks which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLB is to liquefy the housing related assets of its members who must purchase stock in their district bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA) – FNMA, like GNMA was

chartered under the Federal National Mortgage Association Act in 1938. It is a federal corporation and the largest single provider of residential mortgage funds in the United States. FNMA's securities are highly liquid and widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA) – Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations. Security holder is backed by the full faith and credit of the US Government.

LIQUIDITY – An asset that can be converted quickly and easily to cash.

LOCAL GOVERNMENT INVESTMENT POOL – An investment by local governments in which their money is pooled as a method for managing local funds.

MARKET VALUE – The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT – A written contract that establishes each party's rights in the transactions. A master agreement will specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MATURITY – The date upon which the principal or stated value of an investment becomes due and payable.

MUTUAL FUND – An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments. Mutual funds are regulated by the Investment Company Act of 1940 and must abide by Securities and Exchange disclosure guidelines.

PORTFOLIO – Collection of securities held by an investor.

PRIMARY DEALER – A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to informal oversight.

PRUDENT PERSON RULE – An investment standard outlining fiduciary responsibilities of public funds investors relating to investment practices.

RATE OF RETURN – The yield obtainable on a security based on its purchase price or its current market price.

REPURCHASE AGREEMENT – An agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement of the first party to

repurchase the securities at a specified price or at a specified later date.

REVERSE REPURCHASE AGREEMENT – An agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement by the first party to resell the securities at a specified price to the second party on demand or at a specified date.

SAFEKEEPING – Holding of assets (e.g. securities) by a financial institution.

TREASURY BILLS – A non-interest bearing discount security issued by the US Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year. The yields on these bills are monitored closely for interest rate trends.

TREASURY BONDS – Long term US government debt securities with maturities of ten to thirty years.

TREASURY NOTES – Intermediate term US government debt securities with maturities of one to ten years.

YIELD – The current rate of return on an investment security generally expressed as a percentage of the securities current price.

RECAP OF BROKER/DEALER QUESTIONNAIRE RESPONSES

	CANTOR FITZGERALD	COASTAL SECURITIES	DUNCAN WILLIAMS	CREDIT SUISSE
PRIMARY DEALER?	YES	NO	NO	YES
HAVE FIRM'S PERSONNEL READ CITY'S INVESTMENT POLICY?	YES	YES	YES	YES
ANY PUBLIC SECTOR LOSSES OVER 10% DUE TO MISUNDERSTANDING OR MISREPRESENTATION?	NO	NO	NO	NO
DOES FIRM COMPLY WITH FEDERAL RESERVE CAPITAL ADEQUACY GUIDELINES?	YES	YES	YES	YES
DOES FIRM PARTICIPATE IN SPIC INSURANCE PROGRAM?	YES	YES	YES	YES
WHAT % OF FIRMS TRANSACTIONS FAILED LAST YEAR?	UNDER 1%	UNDER 1%	UNDER 1%	UNDER 1%
FINANCIAL STATEMENTS SUBMITTED?	YES	YES	YES	YES
CURRENT LICENSES SUBMITTED	YES	YES	YES	YES



City of Colleyville City Council Agenda Briefing

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

Agenda Number 4f

Agenda Date 09/06/2016

Number Resolution R-16-4029

Type Resolution

Department Public Works

Title

Approval of a janitorial services contract with Oriental Building Services, Inc., in an amount not to exceed \$136,813.17, and authorize the city manager to execute the contract, subject to the approval of funding in the Fiscal Year 2017 (FY 2017) budget

Strategy Map Connection

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

B3- Utilize partnerships to implement cost-effective service solutions

F2- Invest to provide and maintain high quality public assets

Explanation

Reading and Public Hearing

On September 17, 2013, City Council, through Resolution R-13-3665, approved a one year agreement, with the option to renew four additional years, with Oriental Building Services, Inc. to provide janitorial and ancillary maintenance services for the Justice Center, City Hall, Public Library, Senior Center, Fire Administration, Colleyville Center, and the Public Works Service Center. The agreement was renewed for fiscal year 2015 by Resolution R-14-3780 and fiscal year 2016 by Resolution R-15-3906.

Oriental Building Services, Inc. has satisfactorily provided the janitorial and ancillary maintenance services to Colleyville since 2013. Under the current program, ancillary services, such as carpet shampooing, and floor striping and waxing, are included in the base contract price, as opposed to being additional costs. The award amount of \$136,813.27, which is the same price as fiscal year 2016, includes a five percent (5%) contingency to cover any additional services that may be required during the year, such as cleaning after a major event or additional night meetings. The current vendor is performing at a satisfactory level and staff recommends renewal of the contract for an additional year.

The Oriental Building Services, Inc. contract is offered through an Interlocal Agreement (ILA) between the City of Colleyville and the City of Arlington. The ILA allows the City to piggy-back on contracts bid by the City of Arlington. On February 10, 2011 the City of Arlington submitted an invitation to bid for a one year contract with four one-year options to renew, for janitorial services for their municipal buildings. They received seven bids and on March 22, 2011 the City of Arlington awarded Bid No. 11-0014 to Oriental Building Services, Inc. The City of Arlington continues to utilize the vendor.

Acceptance of this purchasing option through the ILA allows the City of Colleyville to use the same vendor, fixed pricing, and terms and conditions offered to the City of Arlington.

Staff recommends approving the renewal agreement with Oriental Building Services, Inc. which extends the contract to September 30, 2017 and is the third renewal.

Financial Impact

Funding is available in the Building Maintenance Budget, Account 001-5710-6285, and other departmental budgets for buildings serviced by the custodial contractor, subject to adoption of the FY2017 operating budget.

Form 1295 - Acknowledged by City

Recommendation

Approve

Attachments

1. Agreement
2. Contract Cost Summary
3. ILA City of Arlington
4. Resolution R-13-3665
5. Resolution R-14-3780
6. Resolution R-15-3906



CUSTODIAL SERVICE AGREEMENT

WHEREAS, the City of Colleyville desires to enter into a contract for janitorial services as described in the attached Proposal for Janitorial Services for City Facilities dated _____, 20____, this AGREEMENT, made this ____ day of _____, 20____, is between Oriental Building Services, (hereinafter "Contractor") and the City of Colleyville, (hereinafter "Owner").

1. Services: Contractor will provide janitorial and related services to Owner or its Agent in the following buildings located in Colleyville, Texas, according to the attached proposal.

City Hall	Central Fire Station
City Library	Senior Center
Justice Center	Colleyville Center
Public Works Service Center	

Contractor may perform the services by any reasonable means and shall not be responsible for delays in performance beyond its control.

2. Term: This agreement shall be in effect for Renewal Period one (1) year commencing October 1, 2016 to September 30th, 2017, renewal option 3 of 4 and the contract may be extended on a one (1) year option for a maximum of four (4) one-year options.
3. Termination: If Owner is dissatisfied with the quality of services, Owner or its Agent may inform Contractor in writing of the specific areas of dissatisfaction, and if Contractor shall fail to substantially correct the deficiencies within ten (10) days, Owner or its Agent may terminate this Agreement upon a thirty (30) day written notice to the Contractor. Owner or its Agent may terminate this Agreement at any time if the premises are destroyed. If Owner vacates the premises, Owner or its Agent may terminate this agreement upon a thirty (30) day written notice to the Contractor. Contractor may terminate services at any time after five (5) notices for nonpayment, after proper written notification of default on payments, and allowing at least fifteen (15) days to correct for nonpayment.
4. Price: Owner agrees to pay Contractor for the services on a monthly basis, the amount of **\$10,337.20**, or 7.933 percent of the contract amount of **\$130,298.35**. This price does include providing all common area restrooms and tenant suites with paper products. Payment shall be due on the 21st day after receipt of invoice for services performed. A late charge of 1½ percent per month shall be paid by Owner to Contractor on any past due payment not received with thirty (30) days of receipt of invoice on the last day of following month in which services are performed.
5. Credit for Unoccupied Space: Owner agrees to notify Contractor in advance and in writing in the event cleaning responsibilities are to be decreased from those previously established. Unless Contractor receives in advance a thirty (30) day written notice, no credit for unoccupied space can be given on a retroactive basis as work had already been performed.



6. Change in Work Performed: The above price is based upon the service area and frequency of services in the attached specifications. If there is any change in such area or services, Owner and Contractor agree to negotiate a reasonable price adjustment.
7. Extraordinary Cost Change: If any extraordinary event affects Contractor's costs, upon written notice to Owner, the parties agree to negotiate a reasonable adjustment. Such events shall include armed hostilities, riots, strikes, picketing, boycott, acts of God, national financial or economic disturbances, epidemics, and other events not reasonably foreseeable or against which Contractor reasonably cannot protect itself.
8. Holidays: Services are to be performed five (5) days a week, excluding only the following holidays: Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday following Thanksgiving, Christmas Eve and Christmas Day, and New Year's Day. In the event the cleaning day falls on the holiday, the contractor will perform the cleaning on the next business day.
9. Insurance: Contractor agrees to maintain in effect, during the term hereof, insurance for personal injury and property damage with \$1,000,000 combined single limit liability per occurrence. Contractor has the right to be self-insured, where permitted by State law and shall abide by and comply with all relevant statutes therein. Contractor shall furnish to Owner a Certificate of Insurance evidencing such coverage and specifying that thirty (30) days prior notice of cancellation will be sent to Owner. Contractor shall be responsible for paying all payroll-based taxes affecting its employees. Owner agrees to pay for any sales and use taxes as well as increases in any taxes, insurance and other similar expenses of Contractor.
10. Conformance with Legal Obligations: Owner agrees to keep its facilities in a safe condition and in conformance with Federal, State and local laws, ordinances and regulations, and agrees to indemnify and hold harmless the Contractor from loss and liability (including reasonable attorneys' fees) caused by Owner's failure to do so. Contractor agrees to notify Owner, via tenant complaint forms or similar form, of any hazards detected by Contractor during the course of services performed.
11. Storage Area: The Owner shall furnish a locked storage area, when applicable, where all janitorial equipment and supplies can be secured. Said storage area shall be accessible solely to Contractor and Owner. Should Owner need to use Contractor's equipment and supplies, and if any equipment and supplies are lost or damaged, Owner agrees to pay a reasonable fee to replace or repair said equipment, if Owner is deemed responsible for the loss or damage.
12. Independent Contractor: Contractor is an independent contractor and all persons employed to furnish services hereunder are employees of Contractor and not of Owner.



13. Binding: This Agreement shall inure to and bind the successors, assigns, agents and representatives of the parties.
14. Entire Agreement: This Agreement contains the entire agreement between the parties. All prior negotiations between the parties are merged in this Agreement, and there are no understandings or agreements other than those incorporated herein. This Agreement may not be modified except by written instrument signed by both parties. In the event of conflict between any of the foregoing provisions of this agreement and the attached specifications, the former shall be controlling.
15. Notices: Notices, requests, demands and other communications hereunder shall be in writing and delivered or mailed with postage prepaid,

To Owner at:

City of Colleyville
100 Main Street
Colleyville, TX 76034

To Contractor at:

Oriental Building Services, Inc.
2526 Manana Dr., Suite 208
Dallas, TX 75220

Or at any other address that may be given by either party to the other in the manner provided above.

CITY OF COLLEYVILLE

ORIENTAL BUILDING SERVICES, INC.

By: _____
Signature

By: _____
Signature

Jennifer Fadden, City Manager
Printed Name and Title

Steve Gye/President
Printed Name and Title

Date

8/23/2016
Date



City of Colleyville

Cost by Building Break Down

Fiscal Year Oct. -2016 to Sept. 2017

BL DG	DESCRIPTION	SF	SF COST	Cleaning COST/MO	Monthly Supply Cost Per Building	Monthly Cost Per Building	Sub Annual Cost Per Building	Floor Care (Shampoo & Wax) Unit Cost Per Building	2 Time Per Year Cost	Total Annual Cost Per Building
1	City Hall	29,585	\$ 0.084	\$ 2,486.00	\$ 171.00	\$ 2,657.00	\$ 31,884.00	\$ 739.63	\$ 1,479.25	\$ 33,363.25
2	Library	22,543	\$ 0.094	\$ 2,118.48	\$ 296.40	\$ 2,414.88	\$ 28,978.56	\$ 563.58	\$ 1,127.15	\$ 30,105.71
3	Fire Station	12,172	\$ 0.017	\$ 203.71	\$ 57.00	\$ 260.71	\$ 3,128.52	\$ 304.30	\$ 608.60	\$ 3,737.12
4	Justice	31,293	\$ 0.086	\$ 2,698.14	\$ 296.40	\$ 2,994.54	\$ 35,934.48	\$ 782.33	\$ 1,564.65	\$ 37,499.13
5	Senior Center	9,667	\$ 0.063	\$ 606.90	\$ 91.20	\$ 698.10	\$ 8,377.20	\$ 241.68	\$ 483.35	\$ 8,860.55
6	Public Work	8,720	\$ 0.087	\$ 754.64	\$ 125.40	\$ 880.04	\$ 10,560.48	\$ 218.00	\$ 436.00	\$ 10,996.48
7	Colleyville Center	11,059	\$ 0.031	\$ 340.73	\$ 91.20	\$ 431.93	\$ 5,183.16	\$ 276.48	\$ 552.95	\$ 5,736.11
	Group Total	125,039		\$ 9,208.60	\$ 1,128.60	\$ 10,337.20	\$ 124,046.40	\$ 3,125.98	\$ 6,251.95	\$ 130,298.35

Annual Total Services & Supply	\$ 124,046.40
Annual Total Floor Care	\$ 6,251.95
Grand Total	\$ 130,298.35

INTERLOCAL AGREEMENT

This Interlocal Agreement ("the Agreement") is made and entered into by and between the **CITY OF COLLEYVILLE, TEXAS**, a municipal corporation ("**COLLEYVILLE**") and **CITY OF ARLINGTON** ("**ARLINGTON**"), each organized and existing under the laws of the State of Texas, and acting by, through and under the authority of their respective governing bodies and officials in accordance with the "Interlocal Cooperation Act," Chapter 791 of the Texas Government Code (the "Act").

WHEREAS, **COLLEYVILLE** and **ARLINGTON** are both governmental entities engaged in the purchase of goods and services, which is a recognized governmental function; and

WHEREAS, **COLLEYVILLE** and **ARLINGTON** wish to enter into this Agreement to set forth the terms and conditions upon which they may purchase various goods and services commonly utilized by each entity; and

WHEREAS, participation in this Agreement will be highly beneficial to the taxpayers of **COLLEYVILLE** and **ARLINGTON** through the anticipated savings to be realized and is of mutual concern to the parties; and

WHEREAS, **COLLEYVILLE** and **ARLINGTON** have current funds available to satisfy any fees owed pursuant to this Agreement.

NOW THEREFORE, **COLLEYVILLE** and **ARLINGTON**, for and in consideration of the premises and the mutual covenants set forth in this Agreement, and pursuant to the authority granted by the governing bodies of each of the parties hereto, do hereby agree as follows:

1. **COLLEYVILLE** and **ARLINGTON** may cooperate in the purchase of various goods and services commonly utilized by the parties, where available and applicable, and may purchase goods and services from vendors under present and future contracts;
2. **COLLEYVILLE** and **ARLINGTON** shall each be individually responsible for payments directly to the vendor and for the vendor's compliance with all conditions of delivery and quality of the purchased items under such contracts. **COLLEYVILLE** and **ARLINGTON** shall each make their respective payments from current revenues available to the paying party;
3. The City Manager of **COLLEYVILLE** and the head of **ARLINGTON**'s purchasing department are designated to act on all matters related to this Agreement;
3. The Agreement shall be in full force and effect for a period of 12 months and then continue to automatically renew for additional 12 month periods unless it is terminated by either party as provided below.
4. Notwithstanding anything herein to the contrary, participation in this Agreement may be terminated by either party upon thirty (30) days written notice to the other party;

5. The undersigned officer and/or agents of the party(ies) hereto are duly authorized officials and possess the requisite authority to execute this Agreement on behalf of the parties;

6. This Agreement may be executed separately by the parties, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective upon execution and dating by each party. This Agreement shall be effective from the last date signed and marked on this Agreement by a participating party.

APPROVED BY THE CITY COUNCIL OF COLLEYVILLE, TEXAS:

Colleyville City Council

BY:

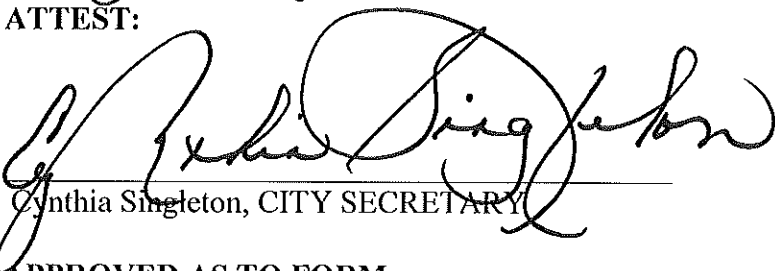
MAR 20 2012

Approved


Jennifer Fadden, City Manager

DATE: March 31, 2012

ATTEST:

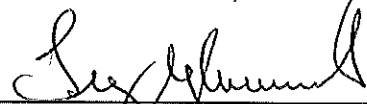

Cynthia Singleton, CITY SECRETARY

APPROVED AS TO FORM:

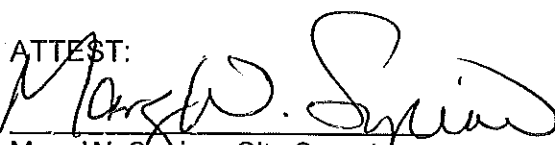

Matthew Boyle, CITY ATTORNEY

APPROVED BY THE CITY OF ARLINGTON, TEXAS:

CITY OF ARLINGTON, TEXAS

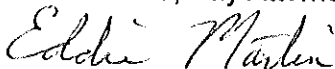
BY 
Trey Yelverton, City Manager

DATE: 7/12/12

ATTEST:

Mary W. Supino, City Secretary

APPROVED AS TO FORM:

JAY B. DOEGEY, City Attorney

BY 

RESOLUTION R-13-3665

**A RESOLUTION APPROVING CITY COUNCIL ACTION UNDER
CONSENT ITEMS AT THE REGULAR CITY COUNCIL MEETING OF
SEPTEMBER 17, 2013**

WHEREAS, City Council has taken action on certain items on the agenda under Consent Items.

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

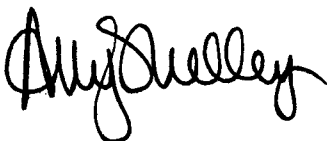
- Sec. 1. THAT the agenda decisions approved by City Council action under Consent Items as follows are hereby adopted:
- a. Approval of the minutes of the regular City Council meeting of September 3, 2013
 - b. Approval of an Interlocal Agreement with Tarrant County for the purchase of liquid asphalt from the Tarrant County Precinct Three Maintenance Department, at the County's contract price, and authorize the city manager to execute the agreement
 - c. Approval of an Interlocal Agreement with the City of Southlake to share the cost of repairs to the Pleasant Run Road/South White Chapel Road bridge over Big Bear Creek, and authorize the city manager to execute the agreement
 - d. Approval to award a janitorial services contract to Oriental Building Services, Inc., acting as a primary vendor through the City of Arlington Interlocal Agreement, in an amount not to exceed \$128,000, and authorize the city manager to execute same, subject to the approval of funding in the Fiscal Year 2014 (FY 2014) budget
 - e. Approval to renew the Grounds Maintenance Mowing Contract with Whitmore and Sons, Inc., in an amount not to exceed \$141,340.29, and authorize the city manager to execute same, and any associated change orders, in an amount not to exceed \$25,000, subject to the approval of funding in the Fiscal Year 2014 (FY 2014) budget

- f. Approval of a contract renewal for the Horticultural Grounds Maintenance Contract to the Lawn Firm, in an amount not to exceed \$145,734, and authorizing the city manager to execute same, and any associated change orders, in an amount not to exceed \$25,000, subject to the approval of funding in the Fiscal Year 2014 (FY 2014) budget
- g. Approval of an Interlocal Agreement for participation in Fort Worth's Environmental Collection Center Household Hazardous Waste program, and authorize the city manager to execute the agreement
- h. Approval of Broker/Dealer firms for investment purchases
- i. Approval of the use of the Voluntary Library Fund in Fiscal Year 2014 (FY 2014), for the purchase of library materials, collection processing supplies, and library programs, in an amount not to exceed \$145,000
- j. Approval of the disposal of surplus, damaged, worn and outdated library books, audiovisual items, DVDs, CDs, and non-book materials, learning games, and puzzles
- k. Approval of the disposal of obsolete and non-serviceable equipment and vehicles

AND IT IS SO RESOLVED.

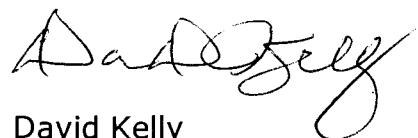
APPROVED BY A VOTE OF 7 AYES, 0 NAYS, AND 0 ABSTENTIONS
ON THIS THE 17TH DAY OF SEPTEMBER 2013.

ATTEST:



Amy Shelley, TRMC
City Secretary

CITY OF COLLEYVILLE



David Kelly
Mayor

RESOLUTION R-14-3780

**A RESOLUTION APPROVING CITY COUNCIL ACTION UNDER CONSENT
ITEMS AT THE REGULAR CITY COUNCIL MEETING OF
SEPTEMBER 16, 2014**

WHEREAS, City Council has taken action on certain items on the agenda under Consent Items.

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

Sec. 1. THAT the agenda decisions approved by City Council action under Consent Items as follows are hereby adopted:

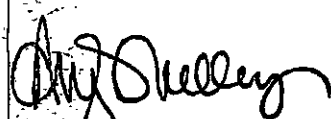
- a. Approval of the minutes of the regular City Council meeting of September 2, 2014
- b. Approval to award a janitorial services contract to Oriental Building Services, Inc., acting as a primary vendor through the City of Arlington Interlocal Agreement, in an amount not to exceed \$132,550.88, and authorize the city manager to execute the contract, subject to the approval of funding in the Fiscal Year 2015 (FY 2015) budget
- c. Approval of Service Agreements between the City of Colleyville and Trane Service Group, through the Texas Cooperative Purchasing Network (TCPN), to provide for year four of a five year agreement for the inspection, maintenance, and repair of the HVAC systems in the Colleyville City Hall, Colleyville Public Library, and Colleyville Justice Center, in an amount not to exceed \$63,577.84, and authorize the city manager to execute the agreements, subject to approval of funding in the Fiscal Year 2015 (FY 2015) budget
- d. Approval to extend an ongoing annual agreement with Autobahn Motor Cars to sponsor the loan of a vehicle to the Colleyville Police Department for the expressed use of the Colleyville Heritage High School Resource Officer
- e. Approval of an Interlocal Agreement with Tarrant County for the rehabilitation of Jackson Road, from the bridge over Little Bear Creek to just south of Glade Road, and authorize the city manager to execute the agreement, subject to approval of funding in the Fiscal Year 2015 (FY 2015) budget

- f. Approval to renew the Grounds Maintenance Mowing Contract with Whitmore and Sons, Inc., in an amount not to exceed \$140,513.96, and authorize the city manager to execute same, and any associated change orders, in an amount not to exceed \$25,000, subject to the approval of funding in the Fiscal Year 2015 (FY 2015) budget
- g. Approval of a contract renewal for the Horticultural Grounds Maintenance Contract to the Lawn Firm, in an amount not to exceed \$147,189, and authorize the city manager to execute the contract, and any associated change orders, in an amount not to exceed \$25,000, subject to the approval of funding in the Fiscal Year 2015 (FY 2015) budget
- h. Approval of an Interlocal Agreement between the City of Colleyville and the City of Euless regarding access to and use of Heritage Avenue

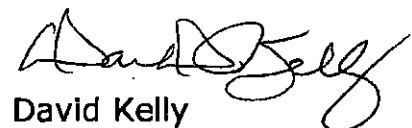
AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF 1 AYES, 0 NAYS, AND 0 ABSTENTIONS
ON THIS THE 16TH DAY OF SEPTEMBER 2014.

ATTEST:


Amy Shelley, TRMC
City Secretary

CITY OF COLLEYVILLE


David Kelly
Mayor

RESOLUTION R-15-3906

A RESOLUTION APPROVING CITY COUNCIL ACTION UNDER CONSENT ITEMS AT THE REGULAR CITY COUNCIL MEETING OF SEPTEMBER 15, 2015

WHEREAS, City Council has taken action on certain items on the agenda under Consent Items.

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

- Sec. 1. THAT the agenda decisions approved by City Council action under Consent Items as follows are hereby adopted:
- a. Approval of the minutes of the Special City Council meeting of August 25, 2015
 - b. Approval of the minutes of the regular City Council meeting of September 1, 2015
 - c. Approval of a janitorial services contract with Oriental Building Services, Inc., acting as a primary vendor through the City of Arlington Interlocal Agreement, in an amount not to exceed \$136,813.27, and authorize the city manager to execute the contract, subject to the approval of funding in the Fiscal Year 2016 (FY 2016) budget
 - d. Approval of Service Agreements between the City of Colleyville and Trane Service Group, through the Texas Cooperative Purchasing Network (TCPN), to provide for year five of a five year agreement for the inspection, maintenance, and repair of the Heating, Ventilating, and Air Conditioning (HVAC) systems in the Colleyville City Hall, Colleyville Public Library, and Colleyville Justice Center, in an amount not to exceed \$66,756.72, and authorize the city manager to execute the agreements, subject to approval of funding in the Fiscal Year 2016 (FY 2016) budget
 - e. Approval to purchase a Ditch Witch model FX50 trailer mounted vacuum extractor in the amount of \$82,443.14 from EKA, Inc., utilizing the Texas Buy Board Cooperative Purchasing Agreement #42413, and authorize the city manager to execute the purchase agreement, subject to adoption of the FY 2016 budget

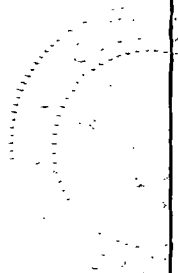
- f. Approval to purchase six (6) Ford F150 pickups in the amount of \$125,244.00, one (1) Ford F250 crew cab pickup in the amount of \$25,043.00 and one (1) Ford F350 crew cab pickup in the amount of \$27,073.00 from Silsbee Ford, utilizing the Texas Procurement and Support Services Division (TPASS) or the Houston/Galveston Area Council Purchasing Program (HGAC) cooperative purchasing agreements, and authorize the city manager to execute the purchase agreements upon receipt and acceptance of the vehicles, subject to adoption of the Fiscal Year 2016 budget
- g. Approval of the disposal of surplus, damaged, worn and outdated library books, audiovisual items, DVDs and CDs, and non-book materials, learning games, and puzzles
- h. Approval of the use of the Voluntary Library Fund in Fiscal Year 2016 (FY 2016), for the purchase of library materials, collection processing supplies, and library programs, in an amount not to exceed \$145,000
- i. Approval to renew the Grounds Maintenance Mowing Contract with Whitmore and Sons, Inc., in an amount not to exceed \$142,483.16, and authorize the city manager to execute same, and any associated change orders, in an amount not to exceed \$25,000, subject to the approval of funding in the Fiscal Year 2016 (FY 2016) budget
- j. Approval of a contract renewal for the Horticultural Grounds Maintenance Contract to the Lawn Firm, in an amount not to exceed \$162,324 and authorize the city manager to execute the contract, and any associated change orders, in an amount not to exceed \$25,000, subject to the approval of funding in the Fiscal Year 2016 (FY 2016) budget
- k. Approval of first amendment to the Regional Municipal Court Judge Agreement
- l. Approval to use \$45,000 from the Parks Tomorrow Fund for the L.D. Lockett Park/Cotton Belt Trailhead Enhancement Project
- m. Approval of a contract with C. Green Scaping, LP, for the L.D. Lockett Park/Cotton Belt Trailhead Enhancement Project, in an amount not to exceed \$546,859.43, and authorize the city manager to authorize the contract

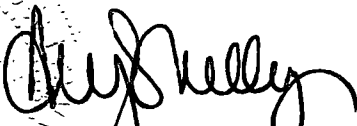
- n. Approval of the disposal of obsolete and non-serviceable equipment and sale of vehicles
- o. Approval to extend an ongoing annual agreement with Autobahn Motor Cars to sponsor the loan of a vehicle to the Colleyville Police Department for the expressed use of the Colleyville Heritage High School Resource Officer

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF 6 AYES, 0 NAYS, AND 0 ABSTENTIONS
ON THIS THE 15TH DAY OF SEPTEMBER 2015.

ATTEST:




Amy Shelley, TRMC
City Secretary

CITY OF COLLEYVILLE


David Kelly
Mayor



City of Colleyville City Council Agenda Briefing

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

Agenda Number 4g

Agenda Date 09/06/2016

Number Resolution R-16-4029

Type Resolution

Department Public Works

Title

Approval of a five year term service agreement with Trane Service Group, utilizing the U.S. Communities Government Purchasing Cooperative, to provide for the inspection, maintenance, and repair of the HVAC system in the Colleyville City Hall and Public Library, in an amount not to exceed \$134,627.76, and authorize the city manager to execute the agreement

Strategy Map Connection

B3- Utilize partnerships to implement cost-effective service solutions

F2- Invest to provide and maintain high quality public assets

Explanation

Reading and Public Hearing

As part of the building services preventative maintenance program, the HVAC units servicing the City Hall and Library complex have been covered under a preventative maintenance plan since 2011. Preventive maintenance extends the useful life of building systems through regularly scheduled inspections, adjustments, lubrication, testing, and replacements.

The scope of services outlined in the attached service agreement provides for an annual comprehensive inspection, three run inspections, filter change-outs, and semi-annual condenser coil cleaning for the HVAC units servicing the City Hall and Library complex. Trane Service Group assumes responsibility for all costs related to the inspection and repair of the systems, including parts, materials, labor, emergency service calls under two hours, and a preferential rate on any work outside of the scope of this agreement. By initiating a Trane Select Service Agreement, the City can accurately budget repairs to maintain peak performance of the system and minimize down time and unexpected expense. Regular maintenance can save an estimated 12-18% of the budget compared to a run-to-fail approach.

The HVAC units covered by the maintenance contract were installed in 2003 and have a life expectancy of 15 to 20 years. During the past couple of years, signs of aging are becoming apparent as system repairs are more prevalent, and an evaporator coil required replacement. The five year service agreement will ensure any additional major expenditures are contained to the price of the agreement rather than costly repairs.

The Trane Service Group contract is offered through U.S. Communities Government Purchasing Cooperative. U.S. Communities was founded in 1996 as a partnership between the Association of School Business Officials, the National Association of Counties, the National League of Cities, and the United States Conference of Mayors. By combining the potential cooperative purchasing power of up to 90,000 public agencies, they provide access to the best overall supplier government pricing. Third party audits on contracts ensure that program pricing commitments are met, with benchmark analyses against other suppliers and retailers to guarantee participants the best overall value. As a member, there are no costs or fees for the City to participate in the cooperative.

On September 20, 2011, City Council, through Resolution R-11-3400, approved a five-year service agreement with Trane Service Group. This agreement expires on September 30, 2016. Trane has provided outstanding service, responding same day to emergency situations, and prioritizing repairs for immediate resolution. The contract price of \$134,627.76 is allocated on an annual basis as identified in the table below. The initial annual cost of \$24,364.24 equates to an eight percent increase from the 2016 rate. The annual cost increases five percent each subsequent year for the length of the agreement.

ContractYear	Annual Amount	3%Advance Discount (details below)	Annual Payment
Year 1- 2016-2017	\$24,364.24	\$730.93	\$ 23,633.31
Year 2- 2017-2018	\$25,582.44	\$767.47	\$ 24,814.97
Year 3- 2018-2019	\$26,861.56	\$805.85	\$ 26,055.71
Year 4- 2019-2020	\$28,204.64	\$845.14	\$ 27,358.50
Year 5-2020-2021	\$29,614.88	\$888.42	\$ 28,726.46
Total Contract	\$134,627.76	\$4,037.81	\$130,588.95

A one-time three percent discount is offered for full payment of 1 year(s) in advance of the commencement of the Service Agreement. An invoice would be issued at the start of the agreement and is due net 15 days from date of invoice. The discount for year one would be \$730.93. Each subsequent year is eligible for the three percent discount when paid 15 days from date of invoice.

Financial Impact

Funding in the amount of \$24,364.24 has been allocated in the proposed FY2017 Building Services budget, Account 001-5710-6285.

Form 1295 - Acknowledged by City

Recommendation

Approve

Attachments

1. Contract Agreement City Hall/Library
2. Resolution R-11-3400



Trane Select Service Agreement

SERVICE PROPOSAL FOR:

City of Colleyville

100 Main Street
Colleyville, TX 76034.
Jamie Guterrezl

SITE ADDRESS:

Colleyville City Hall & Library
100 Main Street
Colleyville, TX 76034

LOCAL TRANE OFFICE:

Trane U.S. Inc. dba Trane
4200 N. Sylvania Avenue
Fort Worth, TX 76137-6603

LOCAL TRANE REPRESENTATIVE:

Shirley Hernandez Ross
Cell: (817) 875-1820
Office: (817) 838-1300

PROPOSAL ID / AGREEMENT NUMBER:

1871403 / 144119R3

QUOTE NUMBER / CO-OP CONTRACT NUMBER

02-10077-15-001 / USC 15-JLP-023

DATE:

March 26, 2015

Revised March 17, 2016



TRANE SELECT SERVICE AGREEMENT

Executive Summary

Thank you for choosing Trane Building Services as your HVAC support partner. We are committed to working with you to help you ensure your building serves the needs of your organization. The details of that commitment are in the following pages.

A Trane Select Service Agreement will provide planned maintenance and repair for your HVAC systems as specified in the scope of the Agreement. The Agreement assures that factory recommended services are executed on scheduled intervals, while also allowing you to accurately budget repairs to maintain peak performance. With repairs included in your annual planned maintenance, the Agreement should help you minimize unplanned down time and unexpected expense.

Beyond the benefits of a typical service plan, a Trane Select Service Agreement can deliver enhanced value through an optional Performance Package. Trane is continuously collecting data from your HVAC system that can be streamed into a report to provide insight into the overall system performance of your building. Based on a professional analysis of the report's findings, we can demonstrate opportunities for improvement, and recommend actions to help you achieve performance objectives for energy usage, operational efficiency, environmental impact, air quality and more.

Additionally, as a Trane customer you can count on:



- ☑ **Priority Response** – as a Trane Service Agreement customer you will have service priority, above time and materials customers.
- ☑ **Advanced Diagnostics** – Trane proprietary applications and technologies equip technicians to analyze system performance and make actionable service recommendations.
- ☑ **Trane OEM Service Delivery** – ensures the right services are completely and consistently performed to keep your equipment running efficiently and reliably.
- ☑ **Dedicated Trane Service Team** – a local service team consisting of a Service Coordinator, one or more Service Technicians and an Account Manager, all of whom will be familiar with your service requirements, your HVAC equipment and your facility.

WE VALUE THE CONFIDENCE YOU HAVE PLACED IN TRANE AND LOOK FORWARD TO WORKING WITH YOU.

TRANE SELECT SERVICE AGREEMENT

Added Value

Proper maintenance can save an estimated 12-18%* of your budget compared to a run-to-fail approach. A Service Agreement is structured to help you capture those savings.



Research has shown that regular maintenance can:

Cut unexpected breakdowns by	70-75%*
Reduce downtime by	35-45%*
Lower equipment repairs and maintenance costs by	25-30%*
Reduce energy consumption by	5-20%*

* Source: FEMP O&M Guide – July 2004

In addition to financial value, when you partner with Trane you can expect:

Dependability and Consistency

Assigned Service Team - Your service team will consist of our professional Service Coordinator, Service Technicians, and Account Manager with extensive HVAC experience. Our technicians have a thorough understanding of controls, heating, refrigeration, and airside systems.

Priority Response - Colleyville City of will receive preferred service status. Priority Emergency Response is available on a 24-hour-per-day basis.

Automated Scheduling System - Trane utilizes a computerized scheduling program to ensure that all services included in the agreement are performed.

Superior Service Delivery

Trane's OEM Service Delivery Process ensures consistent quality through:

- Uniform service delivery
- Pre-job parts planning
- Documented work procedures
- Efficient and economical delivery of services
- Emphasis on Safety & Environments

Superior Service Delivery (continued)

Service Work Flow - Trane's industry exclusive service flow process includes detailed procedures that identify steps for: safety, parts, materials, tools, and sequence for execution. Trane's procedures also include steps for safety, quality control, work validation, and environmental compliance.

This process assures a complete service event. No critical steps are skipped or lost. Systems serviced in this way offer a higher degree of reliability and operational longevity. Trane's exclusive service procedures deliver superior service and most reliable outcomes at the most cost-effective price.

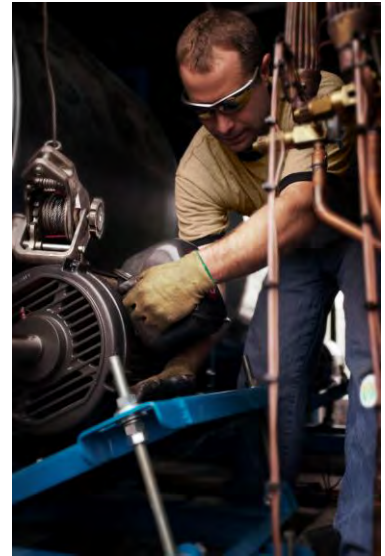
Where applicable, Trane's exclusive service process meets or exceeds ASHRAE 180-2008 Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems.

Trane's proprietary program is unequalled in the industry.

Knowledge Transfer

Documentation - Work performed on your equipment will be documented by the technician and reviewed with you at the completion of each visit.

Operational System Optimization - Trane Technicians will review operating sequences and practices for the equipment covered by the agreement and advise you of operational improvement opportunities.



Health and Safety

Safety Management Program - Trane Building Services employs several full time Occupational Safety and Health Administration (OSHA) 30-hr certified safety managers who are available to perform safety consultations related to the service performed at your site. Our Safety Management Program includes monthly safety training for all Trane Building Services field personnel, field supervisor jobsite audits, technician job safety analyses, and other key risk assessments and control strategies.

Personal Safety - Trane service technicians are, at a minimum, OSHA 10-hr certified, or equivalent with yearly retraining on all key occupational safety and health topics. Most of our technicians have participated in "Smith Safe" driver training and are Department of Transportation (DOT) Hazmat certified. They are provided with up to date personal protective equipment (PPE), training on its use and limitations, and FR protective apparel. Trane maintains an industry leading position in National Fire Protection Agency (NFPA) 70E Electrical Safety, technician ergonomics and fall protection programs.

Drug-Free Workplace - Trane service maintains a Drug-Free Workplace, with a robust drug and alcohol testing program.

Environmental Management

Refrigerant Policy - Trane Building Services practices and procedures are compliant with all Federal and State laws and regulations concerning the proper handling, storage, and repair of leaks of ozone-depleting refrigerants and their substitutes according to Environmental Protection Agency regulation 40 CFR Part 82. Trane service technicians are Universal-certified and use only certified recovery equipment.

Refrigerant Management Program - Trane Building Services maintains and uses Trane Refrigerant Management Software (RMS) to capture, manage and report Refrigerant Activity. The Refrigerant Activity Report Form is used by the technician to record all refrigerant activity that has occurred on each piece of equipment. The form data is entered into RMS after it is submitted to and checked by central office personnel. Annually, Trane prints a report from RMS of all Refrigerant activity that has occurred at each site. The report details all refrigerant activity performed by Trane Building Services Technicians for each piece of equipment, and can be used to satisfy reporting requirements.

Oil Disposal - Trane Building Services removes used oil from your refrigeration units and disposes of it in accordance with applicable environmental regulations. Trane has a national contract with a leading provider of used oil services to recycle used oil where allowed and properly dispose of used oil which does not meet recycling requirements (in states where used oil is a hazardous waste, Trane will remove used oil from refrigeration units for the customer to arrange disposal).



The Agreement



TRANE SELECT SERVICE AGREEMENT

SERVICE PROPOSAL FOR:

Colleyville City of
100 Main Street
Colleyville, TX 76034.
Jamie Gutierrez

SITE ADDRESS:

Colleyville City Hall & Library
100 Main Street
Colleyville, TX 76034

LOCAL TRANE OFFICE:

Trane U.S. Inc. dba Trane
4200 N. Sylvania Avenue
Fort Worth, TX 76137-6603

LOCAL TRANE REPRESENTATIVE:

Shirley Hernandez Ross
Cell: (817) 875-1820
Office: (817) 838-1300

PROPOSAL ID / AGREEMENT NUMBER:

1871403 / 144119R3

QUOTE NUMBER / CO-OP CONTRACT NUMBER

02-10077-15-001 / USC 15-JLP-023

DATE:

March 26, 2015

Revised March 17, 2016

CONTACT TELEPHONE NUMBER FOR SERVICE:

(817) 838-1300





TRANE SELECT SERVICE AGREEMENT

Scope of Services – Standard Inclusions

Provided in your Select Service Agreement:

Trane Scheduled Maintenance

Scheduled number of specific service events and associated labor performed during Trane normal business hours as outlined in the Equipment Coverage and Services section of this Agreement. Basic materials and supplies determined necessary by the Trane Technician for the normal performance of Scheduled Maintenance are covered by the annual fee and include grease, cleaning solvents, and wiping cloths.

Refrigerant Management

This scope includes:

- Refrigerant Replacement at **100%** of Charge per unit per year
- Trane Technicians will capture and track all refrigerant activity performed by Trane for each piece of Covered Equipment
- Refrigerant Usage Reports can be generated annually

Trane Laboratory Analysis

The Trane Chemical Laboratory performs routine analysis and trending of oil, absorption solutions, and refrigerants as required. Equipped with this knowledge and Trane's extensive experience we can identify and head off potential system failures more definitively than service providers who depend on third party testing laboratories.

Specified System Repair Coverage

Covers the cost of all required repairs to maintainable components on the systems specified during Trane normal business hours. Non-specified equipment repairs will be invoiced separately on a time and materials basis.

Overtime repair labor for emergency failures (outside of Trane regular business hours) will be invoiced separately on a time and material basis.

EMERGENCY SERVICE

This coverage includes all emergency calls between inspections as required for purpose of diagnosis of trouble, adjustment, and resetting controls for equipment that falls under this agreement, limited to two hours. Nuisance calls are not covered and premium portion of overtime and holiday rates will be billed to the customer.





Cooling Contingency Planning

Trane emergency preparedness personnel will provide Cooling Contingency Planning to anticipate and respond to unusual or unplanned cooling needs. Planning will address temporary chillers, portable auxiliary power units, and recommendations for facility modifications to prepare your system for temporary cooling.

Obtaining Service

To obtain repair service within the Scope of Services, contact your local Trane District office identified on the first page of the Agreement by calling the telephone number stated on that page. The Trane District office identified on the first page of the Agreement is responsible for Trane's performance of this Agreement. Only Trane authorized personnel may perform service under this Agreement. For repair service covered under this Agreement, Trane will be responsible for the cost of transporting a part requiring service.

Customer must reimburse Trane for services, repairs, and/or replacements performed by Trane at Customer's request beyond the Scope of Services or otherwise excluded under this Agreement. The reimbursement shall be at the then prevailing applicable regular, overtime, or holiday rates for labor/labour and prices for materials. Prior to Trane performing the additional services, repairs, and/or replacements, Customer may request a separate written quote stating the work to be performed and the price to be paid by Customer for the work.



TRANE SELECT SERVICE AGREEMENT

Equipment Coverage and Services



Trane will perform the following scheduled services on the described equipment located at:

Colleyville City Hall & Library

The following "Covered Equipment" will be serviced at Colleyville City Hall & Library:

Equipment	Manufacturer	Model Number	Serial Number	Asset Tag
Rooftop Air Conditioners	Carrier Corporation	50ZR090HK6	4202F84961	
Rooftop Air Conditioners	Carrier Corporation	50ZR090JK6	4202F84963	

Description

Quantity Per Term

Carrier Package Rooftop Annual Cooling Inspection
Rooftop Quarterly Cooling Inspection
Air Filter Change
Condenser Coil Cleaning

5
15
20
10



TRANE SELECT SERVICE AGREEMENT

Pricing and Acceptance

Jamie Gutierrez
Colleyville City of
100 Main Street
Colleyville, TX 76034

Site Address:
Colleyville City Hall & Library
100 Main Street
Colleyville, TX 76034

Trane Service Agreement

This Service Agreement consists of the pages beginning with the title page entitled "The Agreement," the consecutively numbered pages immediately following such title page, and includes and ends with the Trane Terms and Conditions (Service) (collectively, the "Service Agreement" or "Agreement"). Trane agrees to inspect and maintain the Covered Equipment according to the terms of this Service Agreement, including the "Terms and Conditions," and "Scope of Services" sections. Trane agrees to give preferential service to Customer over non-contract customers.

Service Fee

As the fee(s) (the "Service Fee(s)") for the inspection and maintenance services described in the Scope of Services section with respect to the Covered Equipment, Customer agrees to pay to Trane the following amounts, plus applicable tax, as and when due.

Contract Year	Annual Amount	3% Advance Discount (details below)	Annual Payment
Year 1 2016-2017	24,364.24	\$730.93	\$23,633.31
Year 2 2017-2018	25,582.44	\$767.47	\$24,814.97
Year 3 2018-2019	26,861.56	\$805.85	\$26,055.71
Year 4 2019-2020	28,204.64	\$845.14	\$27,358.50
Year 5 2020-2021	29,614.88	\$888.42	\$28,726.43
Total Contract Amt.	\$134,627.76		

☐ A one-time 3.00 % discount is offered for full payment of 1 year(s) in advance of the commencement of the Service Agreement. Invoice would be issued at start of the Agreement and is due net 15 days from date of invoice. The discount would be 730.93. USD if this option is selected. Tax will be calculated based upon the pre-discounted price. The discount for advance payment is not applicable to credit card transactions. Please check the box for this option.

In addition to any other amounts then due hereunder, if this Agreement is terminated or cancelled prior to its scheduled expiration, Customer shall pay to Company the balance of any amounts billed to but unpaid by Customer and, if a "Service Project" is included in the Agreement, the Cancellation Fee set forth in "Exhibit A" Cancellation Schedule attached hereto and incorporated herein, which Cancellation Fee represents unbilled labor, non-labor expenses and parts materials and components

Term

The Initial Term of this Service Agreement is **5 years**, beginning **October 01, 2016**. However, Trane's obligation under this Agreement will not begin until authorized representatives of Trane and Customer have both signed this Agreement in the spaces provided below.

Following expiration of the initial term on **September 30, 2021**, this Agreement shall renew automatically for successive periods of 1 year (the "Renewal Term") until terminated as provided herein. If you do not want to renew this Agreement for the Renewal Term, please notify Trane by telephone or by U.S. mail prior to the expiration date set forth in the preceding sentence. If any questions arise regarding this Service Agreement or how to cancel this Agreement, Trane can be reached either by telephone at (817) 838-1300 or by direct mail addressed to: 4200 N. Sylvania Avenue Fort Worth, TX 76137-6603.

Renewal Pricing Adjustment

The Service Fees for an impending Renewal Term shall be the current Service Fees (defined as the Service Fees for the initial Term or Renewal Term immediately preceding the impending Renewal Term) annually adjusted based on changes to the cost of service. The Service Fees for an impending Renewal Term shall be set forth in the service renewal letter furnished to Customer

Cancellation by Customer Prior to Services; Refund

If Customer cancels this Agreement within (a) thirty (30) days of the date this Agreement was mailed to Customer or (b) twenty (20) days of the date this Agreement was delivered to Customer, if it was delivered at the time of sale, and if no Services have been provided by Company under this Agreement, the Agreement will be void and Company will refund to Customer, or credit Customer's account, the full Service Fee of this Agreement that Customer paid to Company, if any. A ten percent (10%) penalty per month will be added to a refund that is due but is not paid or credited within forty-five (45) days after return of this Agreement to Company. Customer's right to cancel this Agreement only applies to the original owner of this Agreement and only if no Services have been provided by Company under this Agreement prior to its return to Company.

Cancellation by Company

This Agreement may be cancelled during the Initial Term or, if applicable, a Renewal Term for any reason or no reason, upon written notice from Company to Customer no later than 30 days prior to the scheduled expiration date and Company will refund to Customer, or credit Customer's account, that part of the Service Fee attributable to Services not performed by Company. Customer shall remain liable for and shall pay to Company all amounts due for Services provided by Company and not yet paid.

This Agreement is subject to Customer's acceptance of the attached Trane Terms and Conditions (Service).

Submitted By: Shirley Hernandez Ross	Cell: (817) 875-1820 Office: (817) 838-1300 Proposal Date: March 26, 2015, Revised March 17, 2016
CUSTOMER ACCEPTANCE	TRANE ACCEPTANCE Trane U.S. Inc. dba Trane
Authorized Representative	Authorized Representative
Printed Name	Title
Title	Signature Date
Purchase Order	
Acceptance Date	

Regulated by the Texas Department of Licensing and Regulation
PO Box 12157, Austin, TX 78711 Ph.800-803-9292; 512-463-6599
License TACLA23802C

"Company" shall mean Trane U.S. Inc. dba Trane for Company performance in the United States and Trane Canada ULC for Company performance in



Terms and Conditions (Service)

Canada.

1. Agreement. These terms and conditions ("Terms") are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the following commercial services as stated in the Proposal (collectively, the "Services"): inspection, maintenance and repair (the "Maintenance Services") on equipment (the "Covered Equipment"), specified Additional Work (if any), and, if included in the Proposal, Intelligent Services, Energy Assessment, Energy Performance Solutions, and any other services using remote connectivity (collectively and individually referred to in these Terms as "Energy and Building Performance Services"). **COMPANY'S TERMS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.**

2. Acceptance. The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to these Terms and Conditions. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's Terms and Conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counter-offer to perform in accordance with the Proposal and Company Terms and Conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counter-offer will be deemed accepted. Customer's acceptance of performance by Company will in any event constitute an acceptance by Customer of Company's Terms and Conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or Terms and Conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Services provided by Company to the date of cancellation.

3. Fees and Taxes. Fees for the Services (the "Service Fees") are as set forth in the Proposal. Except as otherwise stated in the Proposal, Service Fees are based on performance during regular business hours. Charges for performance outside Company's normal business hours shall be billed separately according to then prevailing overtime or emergency labor/labour rates. In addition to the stated Service Fees, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with an acceptable tax exemption certificate.

4. Payment. Payment is due upon receipt of Company's invoice. Service Fees shall be paid no less frequently than quarterly and in advance of performance of the Services. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Without liability to Customer, Company may discontinue performance whenever payment is overdue. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due or otherwise enforcing this Agreement.

5. Customer Breach. Each of the following constitutes a breach by Customer and shall give Company the right, without an election of remedies, to suspend performance or terminate this Agreement by delivery of written notice declaring termination. Upon termination, Customer shall be liable to the Company for all Services furnished to date and all damages sustained by Company (including lost profit and overhead): (a) Any failure by Customer to pay amounts when due; (b) any general assignment by Customer for the benefit of its creditors, Customer's bankruptcy, insolvency, or receivership; (c) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (d) Any failure by Customer to perform or comply with any material provision of this Agreement.

6. Performance. Company shall perform the Services in accordance with industry standards generally applicable in the state or province where the Services are performed under similar circumstances when Company performs the Services. Company may refuse to perform where working conditions could endanger property or put people at risk. Unless otherwise agreed by Customer and Company, at Customer's expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA, state, or provincial industrial safety regulations or any other applicable industrial safety standards or guidelines. This Agreement presupposes that all major pieces of Covered Equipment are in proper operating condition as of the date hereof. Services furnished are premised on the Covered Equipment being in a maintainable condition. In no event shall Company have any obligation to replace Covered Equipment that is no longer maintainable. During the first 30 days of this Agreement, or upon initial inspection, and/or upon seasonal start-up (if included in the Services), if an inspection by Company of Covered Equipment indicates repairs or replacement is required, Company will provide a written quotation for such repairs or replacement. If Customer does not authorize such repairs or replacement, Company may remove the unacceptable equipment from the Covered Equipment and adjust the Service Fees accordingly. Customer authorizes Company to utilize Customer's telephone line or network infrastructure to connect to controls, systems and/or equipment provided or serviced by Company and to provide Services contracted for or otherwise requested by Customer, including remote diagnostic and repair service. Customer acknowledges that Company is not responsible for any adverse impact to Customer's communications and network infrastructure. Company may elect to install/attach to Customer equipment or provide portable devices (hardware and/or software) for execution of control or diagnostic procedures. Such devices shall remain the personal proprietary property of Company and in no event shall become a fixture of Customer locations. Customer shall not acquire any interest, title or equity in any hardware, software, processes, and other intellectual or proprietary rights to devices used in connection with the Services on Customer equipment. Company may remove such devices at its discretion. Parts used for any repairs made will be those selected by Company as suitable for the repair and may be parts not manufactured by Company.

7. Customer Obligations. Customer shall: (a) Provide Company reasonable and safe access to the Covered Equipment and areas where Company is to work; (b) Follow manufacturer recommendations concerning teardown and internal inspection, major overhaul, restoration or refurbishing of the Covered Equipment; unless expressly stated in the Scope of Services statement, Company is not performing any manufacturer recommended teardown and internal inspection, major overhaul, restoration or refurbishing of the Covered Equipment; and (c) Where applicable, unless water treatment is expressly included in the Services, provide professional cooling tower water treatment in accordance with any reasonable recommendations provided by Company.

8. Exclusions. Unless expressly included in the Covered Equipment or the Services, the Services do not include, and Company shall not be responsible for or liable to the Customer for any claims, losses, damages or expenses suffered by the Customer in any way connected with, relating to or arising from, any of the following: (a) Any guarantee of room conditions or system performance; (b) Inspection, maintenance, repair, replacement of or services for: chilled water and condenser water pumps and piping; electrical disconnect switches or circuit breakers; motor starting equipment that is not factory mounted and interconnecting power wiring; recording or portable instruments, gauges or thermometers; non-moving parts or non-maintainable parts of the system, including, but not limited to, storage tanks; pressure vessels, shells, coils, tubes, housings, castings, casings, drain pans, panels, duct work; piping: hydraulic, hydronic, pneumatic, gas, or refrigerant; insulation; pipe covering; refractory material; fuses, unit cabinets; electrical wiring; ductwork or conduit; electrical distribution system; hydronic structural supports and similar items; the appearance of decorative casing or cabinets; damage sustained by other equipment or systems; and/or any failure, misadjustment or design deficiencies in other equipment or systems; (c) Damage, repairs or replacement of parts made necessary as a result of electrical power failure, low voltage, burned out main or branch fuses, low water pressure, vandalism, misuse or abuse, wear and tear, end of life failure, water damage, improper operation, unauthorized alteration of equipment, accident, acts or omissions of Customer or others, damage due to freezing weather, calamity, malicious act, or any Event of Force Majeure; (d) Any damage or malfunction resulting from vibration, electrolytic action, freezing, contamination, corrosion, erosion, or caused by scale or sludge on internal tubes except where water treatment protection services are provided by Company as part of this Agreement; (e) Furnishing any items of equipment, material, or labor/labour, or performing special tests recommended or required by insurance companies or federal, state, or local governments; (f) Failure or inadequacy of any structure or foundation supporting or surrounding the equipment to be worked on or any portion thereof; (g) Building access or alterations that might be necessary to repair or replace Customer's existing equipment; (h) The normal function of starting and stopping equipment or the opening and closing of valves, dampers or regulators normally installed to protect equipment against damage; (i) Valves that are not factory

mounted; balance, stop, control, and other valves external to the device unless specifically included in the Agreement; (j) Any responsibility for design or redesign of the system or the Covered Equipment, obsolescence, safety tests, or removal or reinstallation of valve bodies and dampers; (k) Any services, claims, or damages arising out of Customer's failure to comply with its obligations under this Agreement; (l) Failure of Customer to follow manufacturer recommendations concerning teardown and internal inspection, overhaul and refurbishing of equipment; (m) Any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the effective date of this Agreement ("Pre-Existing Conditions"), including, without limitation, damages, losses, or expenses involving pre-existing building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or fungi; (n) Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included within the Services, in which case replacement shall in no event exceed the stated percentage of rated system charge per year expressly stated in the Services; (o) crane or rigging costs; (p) Any Services, claims, or damages arising out of refrigerant not supplied by Trane. Customer shall be responsible for: (i) The cost of any additional replacement refrigerant; (ii) Operation of any equipment; and (iii) Any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company.

9. Limited Warranty. Company warrants that: (a) the material manufactured by Company and provided to Customer in performance of the Services is free from defects in material and manufacture for a period of 12 months from the earlier of the date of equipment start-up or replacement; and (b) the labor/labour portion of the Maintenance Services and Additional Work has been properly performed for a period of 90 days from date of completion (the "Limited Warranty"). Company obligations of equipment start-up, if any are stated in the Proposal, are coterminous with the Limited Warranty period. Defects must be reported to Company within the Limited Warranty period. Company's obligation under the Limited Warranty is limited to repairing or replacing the defective part at its option and to correcting any labor/labour improperly performed by Company. No liability whatsoever shall attach to Company until the Maintenance Services and Additional Work have been paid for in full. Exclusions from this Warranty include claims, losses, damages and expenses in any way connected with, related to or arising from failure or malfunction of equipment due to the following: wear and tear; end of life failure; corrosion; erosion; deterioration; Customer's failure to follow the Company-provided maintenance plan; unauthorized or improper maintenance; unauthorized or improper parts or material; refrigerant not supplied by Trane; and modifications made by others to equipment. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Some components of equipment manufactured by Company may be warranted directly from the component supplier, in which case this Limited Warranty shall not apply to those components and any warranty of such components shall be the warranty given by such component supplier. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. Equipment, material and/or parts that are not manufactured by Company are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **THE REMEDIES SET FORTH IN THIS LIMITED WARRANTY ARE THE SOLE AND EXCLUSIVE REMEDIES FOR WARRANTY CLAIMS PROVIDED BY COMPANY TO CUSTOMER UNDER THIS AGREEMENT AND ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, LIABILITIES, CONDITIONS AND REMEDIES, WHETHER IN CONTRACT, WARRANTY, STATUTE OR TORT (INCLUDING NEGLIGENCE), EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY EXPRESSLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, ENDORSEMENTS OR CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY, DURABILITY AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE OR REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF, OF MOLD/MOULD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR ANY OTHER CONTAMINATES. COMPANY EXPRESSLY DISCLAIMS ANY LIABILITY IF THE SCOPE OF SERVICES OR ANY COMPONENT THEREOF IS USED TO PREVENT OR INHIBIT THE GROWTH OF SUCH MATERIALS. THE ENERGY AND BUILDING PERFORMANCE SERVICES ARE PROVIDED ON AN "AS IS" BASIS WITHOUT WARRANTIES OF ANY KIND.**

10. Indemnity. To the maximum extent permitted by law, Company and Customer shall indemnify and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party or third parties. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify and hold harmless will continue in full force and effect, notwithstanding the expiration or early termination of this Agreement, with respect to any claims based on facts or conditions that occurred prior to expiration or termination of this Agreement.

11. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL LOSSES OR DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, PRODUCT LOSS, LOST REVENUE OR PROFITS, OR LIABILITY TO THIRD PARTIES), OR PUNITIVE DAMAGES WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, THE TOTAL AND AGGREGATE LIABILITY OF THE COMPANY TO THE CUSTOMER WITH RESPECT TO ANY AND ALL CLAIMS CONNECTED WITH, RELATED TO OR ARISING FROM THE PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT, WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS, SHALL NOT EXCEED THE COMPENSATION RECEIVED BY COMPANY OVER THE 12 MONTH PERIOD PRECEDING THE DATE OF OCCURRENCE FOR THE SERVICES AND ADDITIONAL WORK FOR THE LOCATION WHERE THE LOSS OCCURRED. IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD/MOULD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS. TO THE MAXIMUM EXTENT ALLOWED BY LAW, COMPANY SHALL NOT BE LIABLE FOR ANY OF THE FOLLOWING IN CONNECTION WITH PROVIDING THE ENERGY AND BUILDING PERFORMANCE SERVICES: INTERRUPTION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION; CUSTOMER'S NETWORK SECURITY; COMPUTER VIRUS; COMMUNICATION FAILURE; THEFT OR DESTRUCTION OF DATA; GAPS IN DATA COLLECTED; AND UNAUTHORIZED ACCESS TO CUSTOMER'S DATA OR COMMUNICATIONS NETWORK.

12. Asbestos and Hazardous Materials. The Services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos polychlorinated biphenyl ("PCB"), or other hazardous materials (collectively, "Hazardous Materials"). Customer warrants and represents that there are no Hazardous Materials on the premises that will in any way affect Company's performance, except as set forth in a writing signed by Company disclosing the existence and location of any Hazardous Materials in all areas within which Company will be performing. Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and notify Customer. Customer will be responsible for correcting the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for and shall indemnify and hold harmless Company (including its employees, agents and subcontractors) from and against any loss, claim, liability, fees, penalties, injury (including death) or liability of any nature, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Company. Company shall be required to resume performance only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Company be obligated to transport or handle Hazardous Materials, provide any notices to any governmental agency, or examine the premises site for the presence of Hazardous Materials.

13. Insurance. Company agrees to maintain the following insurance during the term of this Agreement with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company or its insurer waive rights of subrogation.

14. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company is unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; lightning; tornado; storm; fire; civil disobedience; pandemic; insurrections; riots; labor/labour disputes; labor/labour or material shortages from the usual sources of supply; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

15. Maintenance Services Other Than Solely Scheduled Service. If Company's Maintenance Services hereunder are not limited solely to Scheduled Service, the following provisions shall also apply: (a) Required restoration shall be performed by Customer at its cost prior to Company being obligated to

perform hereunder; (b) any changes, adjustments, service or repairs made to the Equipment by any party other than Company, unless approved by Company in writing, may, at Company's option, terminate Company's obligation to render further service to the Equipment so affected; in such case no refund of any portion of the Service Fees shall be made; and (c) Customer shall (i) promptly notify Company of any unusual performance of Equipment; (ii) permit only Company personnel to repair or adjust Equipment and/or controls during the Term or a Renewal Term; and (iii) utilize qualified personnel to properly operate the Equipment in accordance with the applicable operating manuals and recommended procedures.

16. Remote Connectivity. Customer grants to Company the right to remotely connect (via phone modem, internet or other agreed upon means) to Customer's building automation system (BAS) and/or HVAC equipment to view, extract, or otherwise collect and retain data from the BAS, HVAC equipment or other building systems, and to diagnose and remotely make repairs at Customer's request. The Intelligent Services, including any reports and other information Company provides, are intended to provide operational assessments and recommendations. **Electronic Monitoring.** Any electronic monitoring Company performs is undertaken solely to enable Company to collect the data and perform any analysis included in Company's Services. Customer agrees that Company is not liable for inability to perform and/or losses that may occur in cases of malfunction or nonfunctioning of communications equipment, HVAC and other equipment, the energy management system, failure to identify equipment or system performance issues, failure to recommend corrective action, or otherwise related to the monitoring of Customer's equipment and building systems. **Data Collected.** Customer hereby grants to Company the irrevocable, perpetual, nonexclusive, worldwide, royalty-free right and license to use, reproduce, display, distribute internally or externally and prepare derivative works based upon any such data Company collects from Customer. Company shall not use or publish such data in any way that identifies Customer as the source of that data without Customer's prior written consent. The data Company will collect from Customer will not include any personal or individual information. Upon Customer's written request, Company will endeavor to provide an electronic copy of data collected from Customer, subject to availability. For Energy and Building Performance Services (except Energy Assessments and digital assessments), Company will use commercially reasonable efforts to store Customer's data for up to 18 months. Company cannot guarantee the availability of the data. **Data Privacy and Security.** Company has implemented various security measures for the purpose of protecting Customer's data against accidental or unlawful access, unauthorized disclosure, loss, destruction, and alteration. Customer is responsible for maintaining the confidentiality of Customer's user name(s) and password(s). Customer is responsible for all uses of Customer's password(s), whether or not authorized by Customer. Customer must inform Company immediately of any unauthorized use of Customer's user name(s) or password(s). Transmission of data over the Internet by its nature entails the use of systems under the control of third parties, and as a result Company cannot ensure total control of the security of such systems. Company will take commercially reasonable efforts to ensure that data and other configuration parameters are not visible or accessed by other customers. Customer acknowledges that the very nature of communication via the Internet restricts Company from offering any guarantee of the privacy or confidentiality of information relating to Customer passing over the Internet. In gaining access via the Internet, Customer also acknowledges and accepts that electronic communication may not be free from interference by unauthorized persons and may not remain confidential. Customer therefore accepts that access and storage of data is at Customer's own risk. Company will notify Customer of any breach in security of which Company become aware. Any breach in privacy of which Customer become aware should be reported by Customer to Company immediately. Company does not disclose Customer's information to third parties for their marketing purposes, but Company does use third party software and services to assist Company with collecting and analyzing information. Company may also disclose Customer's information if required to do so by law, in which case, Company would inform Customer of such disclosure.

17. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which Company performs the Services. Any dispute arising under or relating to this Agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Services are performed. To the extent the premises are owned and/or operated by any agency of the United States Federal Government, determination of any substantive issue of law shall be according to the United States Federal common law of Government contracts as enunciated and applied by United States Federal judicial bodies and boards of contract appeals of the United States Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the Services. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other Terms of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, without the written consent of Company. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the parties' respective successors and assigns. No failure or delay by the Company in enforcing any right or exercising any remedy under this Agreement shall be deemed to be a waiver by the Company of any right or remedy.

18. Equal Employment Opportunity/Affirmative Action Clause. Company is a federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250 Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

19. U.S. Government Services. The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business. **The following provision applies only to indirect sales by Company to the US Government.** As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Services are in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

20. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver or its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-26.130-7 (0415)
Supersedes 1-26.130-7 (1114)

Appendix

CONTENTS:

Safety
Customer Service Flows

Safety



Trane's Safety Standard

Trane is committed to providing a safe work environment for all employees and to preventing accidents in its business operations. To accomplish our objectives Trane has instituted safety programs, procedures and training that incorporate a progressive approach to injury prevention.

Proven Safety Success

Trane's safety culture in North America is unparalleled in the building services industry and has demonstrated proven results via continuous reduction of injury rates.

Trane Injury Rates v. Industry Competitors

Since 2003 the US Bureau of Labor Statistics records reflect Trane's Total Recordable Rate (TRIR) and Days away from work (DAFW) rate have been significantly lower than HVAC repair and maintenance contractors and Specialty Trade contractors (construction). Trane's safety culture in America is unparalleled in the building services industry and has demonstrated proven results via continuous reduction of injury rates.

Trane's incident (OSHA) rates are consistently 50-70% below the industry average. This outstanding safety achievement is the end result of the rigorous team oriented approach to our safety program that creates accountability and empowerment in all employees and management and fuels our institutional safety culture. This is the key to our continual improvement.

Safety Tools, Training & Expertise

Trane's service and contracting technicians are not only among the most skilled in the industry they are also extensively trained in safe work procedures. Our technicians receive safety training, equipment, tools, procedures, and management support to identify jobsite hazards and take appropriate measures to prevent personal injuries. The resources available to Trane technicians include:

- Safety Training – 20 hrs per year, including classroom and web-based platforms.
 - Topics include, but are not limited to, Lockout/Tagout, Confined Space Entry, Hazard Communication, Respiratory Protection, Hearing Conservation, Excavations, Scaffolding, Rigging, Powered Industrial Truck operation, Ladders, Vehicle Safety, Fire Protection, PPE, Emergency Response, First Aid / CPR.
- Electrical Safety – NFPA 70E compliant – electrical PPE; flame-resistant clothing; training.
- Fall Protection – full complement of fall arrest and fall restraint equipment for each technician.
- Ergonomics – custom-designed for HVAC field technicians, includes training, material handling equipment and procedures.

Safety Tools, Training & Expertise (continued)

- Smith System Safe Driving Program – Trane's safety Managers are certified instructors; safety Managers train technicians; 1-800 "How's My Driving?" stickers are located on the back of service vehicles.
- USDOT compliance – technicians scheduled within Material of Trade and Hours of Service limits and are fully qualified under Department of Transportation rules for driving commercial motor vehicles with GVWR >10,000 and 26,000 lbs.
- Refrigerant Management – Service technicians are trained to manage refrigerant in accordance with U.S. EPA rules using a sophisticated electronic tracking system developed by Trane.
- Empowerment - Technicians are empowered with full management support to address safety hazards as they see fit. If ever in doubt about how to do a job or task safely, the technician is required to ask a qualified person for assistance before proceeding with work.

Management Leadership and Commitment

Accident prevention is a primary responsibility of management at Trane. Trane's safety culture is based on the following management principles:

- Leadership at the local level manages the local organization's safety performance.
- Management is financially accountable for safety performance.
- Local management is actively engaged in risk reduction activities and training and manages safety performance outcomes.
- Management clearly communicates to all Trane employees their safety expectations and strongly enforces compliance with those expectations.
- Employees are held accountable when they fail to meet safety expectations.

Local management and supervisory personnel at the local level are responsible for implementation of the following safety program elements:

- The Safety Management System developed by Trane – developed in accordance with OHSAS 18001.
- Audits and Inspections – Supervisors, Middle and Upper Managers must conduct field inspections. Corporate Safety conducts detailed compliance and management systems audits.
- Company safety compliance programs – ensure that they are fully implemented.
- Safety and environmental performance – tracked using a Balanced Scorecard with leading and lagging indicators and metrics.
- Subcontractor Qualification – implement this process to promote safety and safety plan compliance on multi-employer job sites.
- Six Sigma and Lean – use these productivity tools to enhance safety on job sites.
- Drug and Alcohol Policy – mandatory DOT required for-cause and post-accident testing after recordable injuries and property damage.
- Motor Vehicle Records Search – annual checking of driving records of employees driving company vehicles.

Jobsite Safety Equals Customer Value

At Trane safety is part of our culture for every employee. What this means to our customers is fewer job site accidents and the delays and liability concerns that come along with them. What this means to our staff is greater confidence in the practices and procedures they use on the job and the pride that comes from working for one of the premier service organizations in the world. Tighter safety standards and fewer accidents can also lead to better on-time project completion and higher quality results.

When you use Trane Building Services to install, maintain or upgrade your building systems you will take full advantage of our superior safety program, low incident rates and subcontractor safety management procedures. These help you manage project risk more effectively than you could using multiple contractors or even a single prime contractor with a less impressive safety record.



TRANE SELECT SERVICE AGREEMENT

Customer Service Flows



The following Customer Service Flows provide additional service description detail for Covered Equipment.

Comprehensive Annual Maintenance-Cooling Cycle RTU-110

- Report in with the Customer Representative.
- Record and report abnormal conditions, measurements taken, etc.
- Review customer logs with the customer for operational problems and trends.

General Assembly

- Inspect for leaks and report leak check results.
- Repair minor leaks as required (e.g. valve packing, flare nuts).
- Check the sheaves and pulleys for wear and alignment.
- Check the belts for tension, wear, cracks, and/or glazing.
- Verify clean condenser and evaporator
- Verify clean evaporator fan.
- **Replace air filters.**
- Verify proper damper operation.
- Check mechanical linkages for wear, tightness, and clearances.
- Check the operation and setup of the RTM module.
- Check the VFD, if applicable.
- Verify the starter operation.
- Verify smooth operation of the compressors and fans.
- Review operating procedures with operating personnel.
- Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.

Controls and Safeties

- Verify the operation of the discharge air temperature control device.
- Verify the operation of the outside air temperature control device.
- Verify the operation of the mixed air temperature control device.
- Test the operation of the high condenser pressure safety device. Calibrate, if applicable, and record setting.

- Test the operation of the low evaporator pressure safety device. Calibrate, if applicable, and record setting.
- Test the operation of the low temperature safety device. Calibrate, if applicable, and record setting.
- Test the operation of the low oil pressure safety device, if applicable. Calibrate and record setting.
- Verify the operation of the static pressure control.

Lubrication

- Lubricate damper bearings, if applicable.
- Lubricate motor bearing, if applicable.
- Lubricate fan bearings.
- Check oil level in the compressor(s), if applicable.
- Check oil for acid content and discoloration. Make recommendations to the customer based on the results of the test.

Motor and Starter

- Clean the starter and cabinet.
- Inspect wiring and connections for tightness and signs of overheating and discoloration.
- Check the contactors for free and smooth operation.
- Meg the compressor motor(s) and record readings.
- Verify the tightness of the compressor motor terminal connections.
- Verify the operation of the compressor oil heater(s).

Three Scheduled Cooling Inspection RTU-130

- Check the general condition of the unit.
- Log the operating condition after system has stabilized.
- Verify the operation of the control circuits.
- **Replace air filters.**
- Analyze the recorded data. Compare the data to the original design conditions.
- Review operating procedures with operating personnel.
- Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.

Air Filter Maintenance Procedures Filter Replacement

- Supply and install air filters (4 times per year)

Condenser Cleaning Air-Cooled Condensers CDS-220C

Clean air-cooled condenser, using pressurized water two times per year.

RESOLUTION R-11-3400

**A RESOLUTION APPROVING COUNCIL ACTION
UNDER CONSENT ITEMS AT THE REGULAR CITY
COUNCIL MEETING OF SEPTEMBER 20, 2011**

WHEREAS, Council has taken action on certain items on the agenda under Consent Items.

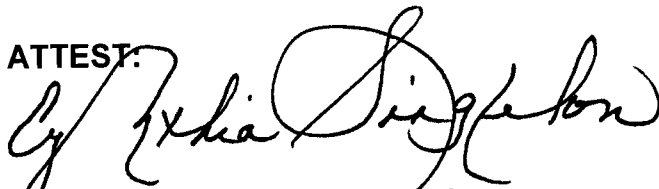
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

- Sec. 1. THAT the agenda decisions approved by Council action under Consent Items as follows are hereby adopted:
- a. Approval of the minutes of the regular City Council meeting of September 6, 2011
 - b. Approval of the minutes of the City Council worksession of August 9, 2011
 - c. Approval to renew the Horticulture Grounds Maintenance contract with The Lawn Firm, Inc., in an amount not to exceed \$147,667, and authorize the city manager to execute same and any associated change orders, in an amount not to exceed \$25,000, and subject to the approval of funding in the Fiscal Year 2012 (FY 2012) budget
 - d. Approval to renew the Grounds Maintenance Mowing contract with Whitmore and Sons, Inc., in an amount not to exceed \$124,312.59, and authorize the city manager to execute same and any associated change orders, in an amount not to exceed \$25,000, and subject to the approval of funding in the Fiscal Year 2012 (FY 2012) budget
 - e. Approval of an update to the Fund Balance policy for Governmental Accounting Standards Board (GASB) 54 compliance
 - f. Approval of Service Agreements between the City of Colleyville and Trane Service Group, through the Texas Cooperative Purchasing Network (TCPN) to provide for year one of a five-year agreement for the inspection, maintenance, and repair of the HVAC systems in the Colleyville City Hall, Colleyville Public Library, and Colleyville Justice Center, in an amount not to exceed \$54,920.92

AND IT IS SO RESOLVED.

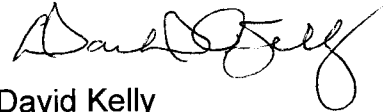
APPROVED BY A VOTE OF 7 AYES, 0 NAYS AND 0 ABSTENTIONS
ON THIS THE 20th DAY OF September 2011.

ATTEST:

A handwritten signature in black ink, appearing to read 'Cynthia Singleton', written over the printed name.

Cynthia Singleton, TRMC, OMC
City Secretary

CITY OF COLLEYVILLE

A handwritten signature in black ink, appearing to read 'David Kelly', written over the printed name.

David Kelly
Mayor



City of Colleyville City Council Agenda Briefing

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

Agenda Number 4h
Type Resolution
Department Public Works

Agenda Date 09/06/2016

Number Resolution R-16-4029

Title

Approval of a five year term service agreement with Trane Service Group, utilizing the U.S. Communities Government Purchasing Cooperative, to provide for the inspection, maintenance, and repair of the HVAC system at the Justice Center, in an amount not to exceed \$264,668.12, and authorize the city manager to execute the agreement

Strategy Map Connection

B3- Utilize partnerships to implement cost-effective service solutions
F2- Invest to provide and maintain high quality public assets

Explanation

Reading and Public Hearing

As part of the building services preventative maintenance program, the HVAC units servicing the Justice Center complex have been covered under a preventative maintenance plan since 2011. Preventive maintenance extends the useful life of building systems through regularly scheduled inspections, adjustments, lubrication, testing, and replacements.

The scope of services outlined in the attached service agreement provides for an annual comprehensive inspection, three run inspections, filter change-outs, and semi-annual condenser coil cleaning for the HVAC units servicing the Justice Center complex. Trane Service Group assumes responsibility for all costs related to the inspection and repair of the systems, including parts, materials, labor, emergency service calls under two hours, and a preferential rate on any work outside of the scope of this agreement. By initiating a Trane Select Service Agreement, the City can accurately budget repairs to maintain peak performance of the system and minimize down time and unexpected expense. Regular maintenance can save an estimated 12-18% of the budget compared to a run-to-fail approach.

The HVAC units covered by the maintenance contract were installed in 2003 and have a life expectancy of 15 to 20 years. During the past couple of years, signs of aging are becoming apparent as system repairs are more prevalent and two compressors required replacement. The five year service agreement will ensure any additional major expenditures are contained to the price of the agreement rather than costly repairs.

The Trane Service Group contract is offered through the U.S. Communities Government

Purchasing Cooperative. U.S. Communities was founded in 1996 as a partnership between the Association of School Business Officials, the National Association of Counties, the National League of Cities, and the United States Conference of Mayors. By combining the potential cooperative purchasing power of up to 90,000 public agencies, they provide access to the best overall supplier government pricing. Third party audits on contracts ensure that program pricing commitments are met, with benchmark analyses against other suppliers and retailers to guarantee participants the best overall value. As a member, there are no costs or fees for the City to participate in the cooperative.

On September 20, 2011, City Council, through Resolution R-11-3400, approved a five-year service agreement with Trane Service Group. This agreement expires on September 30, 2016. Trane has provided outstanding service responding to same day to emergency situations and prioritizing repairs for immediate resolution. The contract price of \$264,668.12 is allocated on an annual basis as identified in the table below. The initial annual cost of \$47,898.24 equates to an eight percent increase from the 2016 rate. The annual cost increases five percent each subsequent year for the length of the agreement.

Contract Year	Annual Amount	3 % Advance Discount (details below)	Annual Payment
Year 1- 2016-2017	\$ 47,898.24	\$1,436.95	\$ 46,461.29
Year 2- 2017-2018	\$ 50,293.16	\$1,508.79	\$ 48,784.37
Year 3- 2018-2019	\$ 52,807.84	\$1,584.23	\$ 51,223.61
Year 4- 2019-2020	\$ 55,448.24	\$1,663.45	\$ 53,784.79
Year 5- 2020-2021	\$ 58,220.64	\$1,746.62	\$ 56,474.02
Total Contract	\$264,668.12	\$7,940.04	\$256,728.08

A one-time three percent discount is offered for full payment of 1 year(s) in advance of the commencement of the Service Agreement. An invoice would be issued at the start of the agreement and is due net 15 days from date of invoice. The discount for year one would be \$1,436.95. Each subsequent year is eligible to receive a three percent discount when paid in full 15 days from the date of invoice.

Financial Impact

Funding in the amount of \$47,898.24 has been allocated in the proposed FY2017 Building Services budget, Account 001-5710-6285. Form 1295 - Acknowledged by City

Recommendation

Approve

Attachments

1. Trane Service Agreement Justice Center
2. Resolution R-11-3400

Trane Select Service Agreement

SERVICE PROPOSAL FOR:

Colleyville City of
100 Main Street
Colleyville, TX 76034
Jaime Gutierrez

SITE ADDRESS:

Colleyville Justice Center
5201 Riverwalk Drive
Colleyville, TX 76034

LOCAL TRANE OFFICE:

Trane U.S. Inc. dba Trane
4200 N. Sylvania Avenue
Fort Worth, TX 76137-6603

LOCAL TRANE REPRESENTATIVE:

Shirley Hernandez Ross
Cell: (817) 875-1820
Office: (817) 838-1300

PROPOSAL ID / AGREEMENT NUMBER:

1871395 / 143334R3

QUOTE NUMBER / CO-OP CONTRACT NUMBER

02-10077-15-002 / USC 15-JLP-023

DATE:

March 26, 2015

Revised March 17, 2016

TRANE SELECT SERVICE AGREEMENT

Executive Summary

Thank you for choosing Trane Building Services as your HVAC support partner. We are committed to working with you to help you ensure your building serves the needs of your organization. The details of that commitment are in the following pages.

A Trane Select Service Agreement will provide planned maintenance and repair for your HVAC systems as specified in the scope of the Agreement. The Agreement assures that factory recommended services are executed on scheduled intervals, while also allowing you to accurately budget repairs to maintain peak performance. With repairs included in your annual planned maintenance, the Agreement should help you minimize unplanned down time and unexpected expense.

Beyond the benefits of a typical service plan, a Trane Select Service Agreement can deliver enhanced value through an optional Performance Package. Trane is continuously collecting data from your HVAC system that can be streamed into a report to provide insight into the overall system performance of your building. Based on a professional analysis of the report's findings, we can demonstrate opportunities for improvement, and recommend actions to help you achieve performance objectives for energy usage, operational efficiency, environmental impact, air quality and more.

Additionally, as a Trane customer you can count on:



- ☑ **Priority Response** – as a Trane Service Agreement customer you will have service priority, above time and materials customers.
- ☑ **Advanced Diagnostics** – Trane proprietary applications and technologies equip technicians to analyze system performance and make actionable service recommendations.
- ☑ **Trane OEM Service Delivery** – ensures the right services are completely and consistently performed to keep your equipment running efficiently and reliably.
- ☑ **Dedicated Trane Service Team** – a local service team consisting of a Service Coordinator, one or more Service Technicians and an Account Manager, all of whom will be familiar with your service requirements, your HVAC equipment and your facility.

WE VALUE THE CONFIDENCE YOU HAVE PLACED IN TRANE AND LOOK FORWARD TO WORKING WITH YOU.

TRANE SELECT SERVICE AGREEMENT

Added Value

Proper maintenance can save an estimated 12-18%* of your budget compared to a run-to-fail approach. A Service Agreement is structured to help you capture those savings.



Research has shown that regular maintenance can:

Cut unexpected breakdowns by	70-75%*
Reduce downtime by	35-45%*
Lower equipment repairs and maintenance costs by	25-30%*
Reduce energy consumption by	5-20%*

* Source: FEMP O&M Guide – July 2004

In addition to financial value, when you partner with Trane you can expect:

Dependability and Consistency

Assigned Service Team - Your service team will consist of our professional Service Coordinator, Service Technicians, and Account Manager with extensive HVAC experience. Our technicians have a thorough understanding of controls, heating, refrigeration, and airside systems.

Priority Response - Colleyville City of will receive preferred service status. Priority Emergency Response is available on a 24-hour-per-day basis.

Automated Scheduling System - Trane utilizes a computerized scheduling program to ensure that all services included in the agreement are performed.

Superior Service Delivery

Trane's OEM Service Delivery Process ensures consistent quality through:

- Uniform service delivery
- Pre-job parts planning
- Documented work procedures
- Efficient and economical delivery of services
- Emphasis on Safety & Environments

Superior Service Delivery (continued)

Service Work Flow - Trane's industry exclusive service flow process includes detailed procedures that identify steps for: safety, parts, materials, tools, and sequence for execution. Trane's procedures also include steps for safety, quality control, work validation, and environmental compliance.

This process assures a complete service event. No critical steps are skipped or lost. Systems serviced in this way offer a higher degree of reliability and operational longevity. Trane's exclusive service procedures deliver superior service and most reliable outcomes at the most cost-effective price.

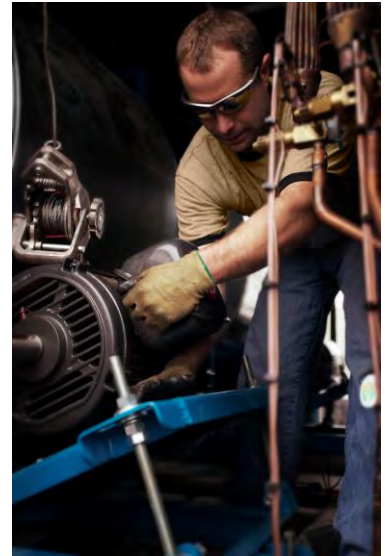
Where applicable, Trane's exclusive service process meets or exceeds ASHRAE 180-2008 Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems.

Trane's proprietary program is unequalled in the industry.

Knowledge Transfer

Documentation - Work performed on your equipment will be documented by the technician and reviewed with you at the completion of each visit.

Operational System Optimization - Trane Technicians will review operating sequences and practices for the equipment covered by the agreement and advise you of operational improvement opportunities.



Health and Safety

Safety Management Program - Trane Building Services employs several full time Occupational Safety and Health Administration (OSHA) 30-hr certified safety managers who are available to perform safety consultations related to the service performed at your site. Our Safety Management Program includes monthly safety training for all Trane Building Services field personnel, field supervisor jobsite audits, technician job safety analyses, and other key risk assessments and control strategies.

Personal Safety - Trane service technicians are, at a minimum, OSHA 10-hr certified, or equivalent with yearly retraining on all key occupational safety and health topics. Most of our technicians have participated in "Smith Safe" driver training and are Department of Transportation (DOT) Hazmat certified. They are provided with up to date personal protective equipment (PPE), training on its use and limitations, and FR protective apparel. Trane maintains an industry leading position in National Fire Protection Agency (NFPA) 70E Electrical Safety, technician ergonomics and fall protection programs.

Drug-Free Workplace - Trane service maintains a Drug-Free Workplace, with a robust drug and alcohol testing program.



Environmental Management

Refrigerant Policy - Trane Building Services practices and procedures are compliant with all Federal and State laws and regulations concerning the proper handling, storage, and repair of leaks of ozone-depleting refrigerants and their substitutes according to Environmental Protection Agency regulation 40 CFR Part 82. Trane service technicians are Universal-certified and use only certified recovery equipment.

Refrigerant Management Program - Trane Building Services maintains and uses Trane Refrigerant Management Software (RMS) to capture, manage and report Refrigerant Activity. The Refrigerant Activity Report Form is used by the technician to record all refrigerant activity that has occurred on each piece of equipment. The form data is entered into RMS after it is submitted to and checked by central office personnel. Annually, Trane prints a report from RMS of all Refrigerant activity that has occurred at each site. The report details all refrigerant activity performed by Trane Building Services Technicians for each piece of equipment, and can be used to satisfy reporting requirements.

Oil Disposal - Trane Building Services removes used oil from your refrigeration units and disposes of it in accordance with applicable environmental regulations. Trane has a national contract with a leading provider of used oil services to recycle used oil where allowed and properly dispose of used oil which does not meet recycling requirements (in states where used oil is a hazardous waste, Trane will remove used oil from refrigeration units for the customer to arrange disposal).



The Agreement



TRANE SELECT SERVICE AGREEMENT

SERVICE PROPOSAL FOR:

Colleyville City of
100 Main Street
Colleyville, TX 76034
Jaime Gutierrez

SITE ADDRESS:

Colleyville Justice Center
5201 Riverwalk Drive
Colleyville, TX 76034

LOCAL TRANE OFFICE:

Trane U.S. Inc. dba Trane
4200 N. Sylvania Avenue
Fort Worth, TX 76137-6603

LOCAL TRANE REPRESENTATIVE:

Shirley Hernandez Ross
Cell: (817) 875-1820
Office: (817) 838-1300

PROPOSAL ID / AGREEMENT NUMBER:

1871395 / 143334R3

QUOTE NUMBER / CO-OP CONTRACT NUMBER

02-10077-15-002 / USC 15-JLP-023

DATE:

March 26, 2015

Revised March 17, 2016





TRANE SELECT SERVICE AGREEMENT

Scope of Services – Standard Inclusions

Provided in your Select Service Agreement:

Trane Scheduled Maintenance

Scheduled number of specific service events and associated labor performed during Trane normal business hours as outlined in the Equipment Coverage and Services section of this Agreement. Basic materials and supplies determined necessary by the Trane Technician for the normal performance of Scheduled Maintenance are covered by the annual fee and include grease, cleaning solvents, and wiping cloths.

Refrigerant Management

This scope includes:

- Refrigerant Replacement at **100%** of Charge per unit per year
- Trane Technicians will capture and track all refrigerant activity performed by Trane for each piece of Covered Equipment
- Refrigerant Usage Reports can be generated annually

Trane Laboratory Analysis

The Trane Chemical Laboratory performs routine analysis and trending of oil, absorption solutions, and refrigerants as required. Equipped with this knowledge and Trane's extensive experience we can identify and head off potential system failures more definitively than service providers who depend on third party testing laboratories.

Specified System Repair Coverage

Covers the cost of all required repairs to maintainable components on the systems specified during Trane normal business hours. Non-specified equipment repairs will be invoiced separately on a time and materials basis.

Overtime repair labor for emergency failures (outside of Trane regular business hours) will be invoiced separately on a time and material basis.

EMERGENCY SERVICE

This coverage includes all emergency calls between inspections as required for purpose of diagnosis of trouble, adjustment, and resetting controls for equipment that falls under this agreement, limited to two hours. Nuisance calls are not covered and premium portion of overtime and holiday rates will be billed to the customer.





Cooling Contingency Planning

Trane emergency preparedness personnel will provide Cooling Contingency Planning to anticipate and respond to unusual or unplanned cooling needs. Planning will address temporary chillers, portable auxiliary power units, and recommendations for facility modifications to prepare your system for temporary cooling.

Obtaining Service

To obtain repair service within the Scope of Services, contact your local Trane District office identified on the first page of the Agreement by calling the telephone number stated on that page. The Trane District office identified on the first page of the Agreement is responsible for Trane's performance of this Agreement. Only Trane authorized personnel may perform service under this Agreement. For repair service covered under this Agreement, Trane will be responsible for the cost of transporting a part requiring service.

Customer must reimburse Trane for services, repairs, and/or replacements performed by Trane at Customer's request beyond the Scope of Services or otherwise excluded under this Agreement. The reimbursement shall be at the then prevailing applicable regular, overtime, or holiday rates for labor/labour and prices for materials. Prior to Trane performing the additional services, repairs, and/or replacements, Customer may request a separate written quote stating the work to be performed and the price to be paid by Customer for the work.



TRANE SELECT SERVICE AGREEMENT

Equipment Coverage and Services



Trane will perform the following scheduled services on the described equipment located at:

Colleyville Justice Center

The following "Covered Equipment" will be serviced at Colleyville Justice Center:

Equipment	Manufacturer	Model Number	Serial Number	Asset Tag
AHU	Trane	MCCA008UB0	K02A05955	AHU 1

Description	Quantity Per Term
M Series Annual Inspection	5
M Series Quarterly Running Inspections	15
Air Filter Change	20

Equipment	Manufacturer	Model Number	Serial Number	Asset Tag
RTU	Trane	TCD330A40H	C01M67362	RTU 2
RTU	Trane	TCD600A40H	C01M67361	RTU 1
RTU	Trane	TCH211C40F	202101093D	RTU 3
RTU	Trane	THC048A4RG	203100313L	RTU 4
RTU	Trane	TSC092A4RN	203160563L	RTU 5
RTU	Trane	TSC048A4RG	203100403L	RTU 6

Description	Quantity Per Term
RTU Cooling Annual Inspection	5
RTU Quarterly Running Inspections	3
Air Filter Change	20
Condenser Coil Cleaning	10

Equipment	Manufacturer	Model Number	Serial Number	Asset Tag
Split System	Trane	TTA042D400	20133FS3F	#3 COND
Split System	Trane	TTA048D400	20138053F	#2 COND
Split System	Trane	TTA120120A	Z351PXFAD	#1 COND JAIL
Split System	Trane	TWE042C140	Z325MJH1V	AHU 2
Split System	Trane	TWE048C140	Z36287G1V	AHU 3

Description

Quantity Per Term

UNT/DX-110a Split System Annual Maintenance Inspection (
UNT/DX-120 Mid-Season Running Inspection
Air Filter Changes
Condenser Coil Cleaning

1
3
20
10

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Variable Frequency Drive	1	UNKNOWN	VFD AHU 2	NA-1	VFD FOR AHU 2

Description

Quantity Per Term

Variable Frequency Drive Annual Inspection
VFD Scheduled Inspections

1
3

Equipment Not Covered Under Select Maintenance

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
VAV Fan Power	24	Trane	VAV BOXES	N/A	

Description

Quantity Per Term

" One Time Per Year Change Air Filters

5



TRANE SELECT SERVICE AGREEMENT

Pricing and Acceptance

Jaime Gutierrez
City of Colleyville
100 Main Street
Colleyville, TX 76034

Site Address:
Colleyville Justice Center
5201 Riverwalk Drive
Colleyville, TX 76034

Trane Service Agreement

This Service Agreement consists of the pages beginning with the title page entitled "The Agreement," the consecutively numbered pages immediately following such title page, and includes and ends with the Trane Terms and Conditions (Service) (collectively, the "Service Agreement" or "Agreement"). Trane agrees to inspect and maintain the Covered Equipment according to the terms of this Service Agreement, including the "Terms and Conditions," and "Scope of Services" sections. Trane agrees to give preferential service to Customer over non-contract customers.

Service Fee

As the fee(s) (the "Service Fee(s)") for the inspection and maintenance services described in the Scope of Services section with respect to the Covered Equipment, Customer agrees to pay to Trane the following amounts, plus applicable tax, as and when due.

Contract Year	Annual Amount	3% Advance Discount (details below)	Annual Payment
Year 1 2016-2017	\$47,898.24	\$1,436.95	\$46,461.29
Year 2 2017-2018	\$50,293.16	\$1,508.79	\$48,784.37
Year 3 2018-2019	\$52,807.84	\$1,584.23	\$51,223.61
Year 4 2019-2020	\$55,448.24	\$1,663.45	\$53,784.79
Year 5 2020-2021	\$58,220.64	\$1,746.62	\$56,474.02
Total Contract Amt.	\$264,668.12		

☐ A one-time 3.00 % discount is offered for full payment of 1 year(s) in advance of the commencement of the Service Agreement. Invoice would be issued at start of the Agreement and is due net 15 days from date of invoice. The discount would be 1,436.95 USD if this option is selected. Tax will be calculated based upon the pre-discounted price. The discount for advance payment is not applicable to credit card transactions. Please check the box for this option.

In addition to any other amounts then due hereunder, if this Agreement is terminated or cancelled prior to its scheduled expiration, Customer shall pay to Company the balance of any amounts billed to but unpaid by Customer and, if a "Service Project" is included in the Agreement, the Cancellation Fee set forth in "Exhibit A" Cancellation Schedule attached hereto and incorporated herein, which Cancellation Fee represents unbilled labor, non-labor expenses and parts materials and components

Term

The Initial Term of this Service Agreement is **5 years**, beginning **October 01, 2016**. However, Trane's obligation under this Agreement will not begin until authorized representatives of Trane and Customer have both signed this Agreement in the spaces provided below.

Following expiration of the initial term on **September 30, 2021**, this Agreement shall renew automatically for successive periods of 1 year (the "Renewal Term") until terminated as provided herein. If you do not want to renew this Agreement for the Renewal Term, please notify Trane by telephone or by U.S. mail prior to the expiration date set forth in the preceding sentence. If any questions arise regarding this Service Agreement or how to cancel this Agreement, Trane can be reached either by telephone at (817) 838-1300 or by direct mail addressed to: 4200 N. Sylvania Avenue Fort Worth, TX 76137-6603.

Renewal Pricing Adjustment

The Service Fees for an impending Renewal Term shall be the current Service Fees (defined as the Service Fees for the initial Term or Renewal Term immediately preceding the impending Renewal Term) annually adjusted based on changes to the cost of service. The Service Fees for an impending Renewal Term shall be set forth in the service renewal letter furnished to Customer

Cancellation by Customer Prior to Services; Refund

If Customer cancels this Agreement within (a) thirty (30) days of the date this Agreement was mailed to Customer or (b) twenty (20) days of the date this Agreement was delivered to Customer, if it was delivered at the time of sale, and if no Services have been provided by Company under this Agreement, the Agreement will be void and Company will refund to Customer, or credit Customer's account, the full Service Fee of this Agreement that Customer paid to Company, if any. A ten percent (10%) penalty per month will be added to a refund that is due but is not paid or credited within forty-five (45) days after return of this Agreement to Company. Customer's right to cancel this Agreement only applies to the original owner of this Agreement and only if no Services have been provided by Company under this Agreement prior to its return to Company.

Cancellation by Company

This Agreement may be cancelled during the Initial Term or, if applicable, a Renewal Term for any reason or no reason, upon written notice from Company to Customer no later than 30 days prior to the scheduled expiration date and Company will refund to Customer, or credit Customer's account, that part of the Service Fee attributable to Services not performed by Company. Customer shall remain liable for and shall pay to Company all amounts due for Services provided by Company and not yet paid.

This Agreement is subject to Customer's acceptance of the attached Trane Terms and Conditions (Service).

Submitted By: Shirley Hernandez Ross	Cell: (817) 875-1820 Office: (817) 838-1300 Proposal Date: March 26, 2015, Revised March 17, 2016
CUSTOMER ACCEPTANCE	TRANE ACCEPTANCE Trane U.S. Inc. dba Trane
Authorized Representative	Authorized Representative
Printed Name	Title
Title	Signature Date
Purchase Order	
Acceptance Date	:

Regulated by the Texas Department of Licensing and Regulation
PO Box 12157, Austin, TX 78711 Ph.800-803-9292; 512-463-6599
License TACLA23802C

"Company" shall mean Trane U.S. Inc. dba Trane for Company performance in the United States and Trane Canada ULC for Company performance in



Terms and Conditions (Service)

Canada.

1. Agreement. These terms and conditions ("Terms") are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the following commercial services as stated in the Proposal (collectively, the "Services"): inspection, maintenance and repair (the "Maintenance Services") on equipment (the "Covered Equipment"), specified Additional Work (if any), and, if included in the Proposal, Intelligent Services, Energy Assessment, Energy Performance Solutions, and any other services using remote connectivity (collectively and individually referred to in these Terms as "Energy and Building Performance Services"). **COMPANY'S TERMS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.**

2. Acceptance. The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to these Terms and Conditions. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's Terms and Conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counter-offer to perform in accordance with the Proposal and Company Terms and Conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counter-offer will be deemed accepted. Customer's acceptance of performance by Company will in any event constitute an acceptance by Customer of Company's Terms and Conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or Terms and Conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Services provided by Company to the date of cancellation.

3. Fees and Taxes. Fees for the Services (the "Service Fees") are as set forth in the Proposal. Except as otherwise stated in the Proposal, Service Fees are based on performance during regular business hours. Charges for performance outside Company's normal business hours shall be billed separately according to then prevailing overtime or emergency labor/labour rates. In addition to the stated Service Fees, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with an acceptable tax exemption certificate.

4. Payment. Payment is due upon receipt of Company's invoice. Service Fees shall be paid no less frequently than quarterly and in advance of performance of the Services. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Without liability to Customer, Company may discontinue performance whenever payment is overdue. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due or otherwise enforcing this Agreement.

5. Customer Breach. Each of the following constitutes a breach by Customer and shall give Company the right, without an election of remedies, to suspend performance or terminate this Agreement by delivery of written notice declaring termination. Upon termination, Customer shall be liable to the Company for all Services furnished to date and all damages sustained by Company (including lost profit and overhead): (a) Any failure by Customer to pay amounts when due; (b) any general assignment by Customer for the benefit of its creditors, Customer's bankruptcy, insolvency, or receivership; (c) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (d) Any failure by Customer to perform or comply with any material provision of this Agreement.

6. Performance. Company shall perform the Services in accordance with industry standards generally applicable in the state or province where the Services are performed under similar circumstances when Company performs the Services. Company may refuse to perform where working conditions could endanger property or put people at risk. Unless otherwise agreed by Customer and Company, at Customer's expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA, state, or provincial industrial safety regulations or any other applicable industrial safety standards or guidelines. This Agreement presupposes that all major pieces of Covered Equipment are in proper operating condition as of the date hereof. Services furnished are premised on the Covered Equipment being in a maintainable condition. In no event shall Company have any obligation to replace Covered Equipment that is no longer maintainable. During the first 30 days of this Agreement, or upon initial inspection, and/or upon seasonal start-up (if included in the Services), if an inspection by Company of Covered Equipment indicates repairs or replacement is required, Company will provide a written quotation for such repairs or replacement. If Customer does not authorize such repairs or replacement, Company may remove the unacceptable equipment from the Covered Equipment and adjust the Service Fees accordingly. Customer authorizes Company to utilize Customer's telephone line or network infrastructure to connect to controls, systems and/or equipment provided or serviced by Company and to provide Services contracted for or otherwise requested by Customer, including remote diagnostic and repair service. Customer acknowledges that Company is not responsible for any adverse impact to Customer's communications and network infrastructure. Company may elect to install/attach to Customer equipment or provide portable devices (hardware and/or software) for execution of control or diagnostic procedures. Such devices shall remain the personal proprietary property of Company and in no event shall become a fixture of Customer locations. Customer shall not acquire any interest, title or equity in any hardware, software, processes, and other intellectual or proprietary rights to devices used in connection with the Services on Customer equipment. Company may remove such devices at its discretion. Parts used for any repairs made will be those selected by Company as suitable for the repair and may be parts not manufactured by Company.

7. Customer Obligations. Customer shall: (a) Provide Company reasonable and safe access to the Covered Equipment and areas where Company is to work; (b) Follow manufacturer recommendations concerning teardown and internal inspection, major overhaul, restoration or refurbishing of the Covered Equipment; unless expressly stated in the Scope of Services statement, Company is not performing any manufacturer recommended teardown and internal inspection, major overhaul, restoration or refurbishing of the Covered Equipment; and (c) Where applicable, unless water treatment is expressly included in the Services, provide professional cooling tower water treatment in accordance with any reasonable recommendations provided by Company.

8. Exclusions. Unless expressly included in the Covered Equipment or the Services, the Services do not include, and Company shall not be responsible for or liable to the Customer for any claims, losses, damages or expenses suffered by the Customer in any way connected with, relating to or arising from, any of the following: (a) Any guarantee of room conditions or system performance; (b) Inspection, maintenance, repair, replacement of or services for: chilled water and condenser water pumps and piping; electrical disconnect switches or circuit breakers; motor starting equipment that is not factory mounted and interconnecting power wiring; recording or portable instruments, gauges or thermometers; non-moving parts or non-maintainable parts of the system, including, but not limited to, storage tanks; pressure vessels, shells, coils, tubes, housings, castings, casings, drain pans, panels, duct work; piping: hydraulic, hydronic, pneumatic, gas, or refrigerant; insulation; pipe covering; refractory material; fuses, unit cabinets; electrical wiring; ductwork or conduit; electrical distribution system; hydronic structural supports and similar items; the appearance of decorative casing or cabinets; damage sustained by other equipment or systems; and/or any failure, misadjustment or design deficiencies in other equipment or systems; (c) Damage, repairs or replacement of parts made necessary as a result of electrical power failure, low voltage, burned out main or branch fuses, low water pressure, vandalism, misuse or abuse, wear and tear, end of life failure, water damage, improper operation, unauthorized alteration of equipment, accident, acts or omissions of Customer or others, damage due to freezing weather, calamity, malicious act, or any Event of Force Majeure; (d) Any damage or malfunction resulting from vibration, electrolytic action, freezing, contamination, corrosion, erosion, or caused by scale or sludge on internal tubes except where water treatment protection services are provided by Company as part of this Agreement; (e) Furnishing any items of equipment, material, or labor/labour, or performing special tests recommended or required by insurance companies or federal, state, or local governments; (f) Failure or inadequacy of any structure or foundation supporting or surrounding the equipment to be worked on or any portion thereof; (g) Building access or alterations that might be necessary to repair or replace Customer's existing equipment; (h) The normal function of starting and stopping equipment or the opening and closing of valves, dampers or regulators normally installed to protect equipment against damage; (i) Valves that are not factory

mounted; balance, stop, control, and other valves external to the device unless specifically included in the Agreement; (j) Any responsibility for design or redesign of the system or the Covered Equipment, obsolescence, safety tests, or removal or reinstallation of valve bodies and dampers; (k) Any services, claims, or damages arising out of Customer's failure to comply with its obligations under this Agreement; (l) Failure of Customer to follow manufacturer recommendations concerning teardown and internal inspection, overhaul and refurbishing of equipment; (m) Any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the effective date of this Agreement ("Pre-Existing Conditions"), including, without limitation, damages, losses, or expenses involving pre-existing building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or fungi; (n) Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included within the Services, in which case replacement shall in no event exceed the stated percentage of rated system charge per year expressly stated in the Services; (o) crane or rigging costs; (p) Any Services, claims, or damages arising out of refrigerant not supplied by Trane. Customer shall be responsible for: (i) The cost of any additional replacement refrigerant; (ii) Operation of any equipment; and (iii) Any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company.

9. Limited Warranty. Company warrants that: (a) the material manufactured by Company and provided to Customer in performance of the Services is free from defects in material and manufacture for a period of 12 months from the earlier of the date of equipment start-up or replacement; and (b) the labor/labour portion of the Maintenance Services and Additional Work has been properly performed for a period of 90 days from date of completion (the "Limited Warranty"). Company obligations of equipment start-up, if any are stated in the Proposal, are coterminous with the Limited Warranty period. Defects must be reported to Company within the Limited Warranty period. Company's obligation under the Limited Warranty is limited to repairing or replacing the defective part at its option and to correcting any labor/labour improperly performed by Company. No liability whatsoever shall attach to Company until the Maintenance Services and Additional Work have been paid for in full. Exclusions from this Warranty include claims, losses, damages and expenses in any way connected with, related to or arising from failure or malfunction of equipment due to the following: wear and tear; end of life failure; corrosion; erosion; deterioration; Customer's failure to follow the Company-provided maintenance plan; unauthorized or improper maintenance; unauthorized or improper parts or material; refrigerant not supplied by Trane; and modifications made by others to equipment. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Some components of equipment manufactured by Company may be warranted directly from the component supplier, in which case this Limited Warranty shall not apply to those components and any warranty of such components shall be the warranty given by such component supplier. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. Equipment, material and/or parts that are not manufactured by Company are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **THE REMEDIES SET FORTH IN THIS LIMITED WARRANTY ARE THE SOLE AND EXCLUSIVE REMEDIES FOR WARRANTY CLAIMS PROVIDED BY COMPANY TO CUSTOMER UNDER THIS AGREEMENT AND ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, LIABILITIES, CONDITIONS AND REMEDIES, WHETHER IN CONTRACT, WARRANTY, STATUTE OR TORT (INCLUDING NEGLIGENCE), EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY EXPRESSLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, ENDORSEMENTS OR CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY, DURABILITY AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE OR REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF, OF MOLD/MOULD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR ANY OTHER CONTAMINATES. COMPANY EXPRESSLY DISCLAIMS ANY LIABILITY IF THE SCOPE OF SERVICES OR ANY COMPONENT THEREOF IS USED TO PREVENT OR INHIBIT THE GROWTH OF SUCH MATERIALS. THE ENERGY AND BUILDING PERFORMANCE SERVICES ARE PROVIDED ON AN "AS IS" BASIS WITHOUT WARRANTIES OF ANY KIND.**

10. Indemnity. To the maximum extent permitted by law, Company and Customer shall indemnify and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party or third parties. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify and hold harmless will continue in full force and effect, notwithstanding the expiration or early termination of this Agreement, with respect to any claims based on facts or conditions that occurred prior to expiration or termination of this Agreement.

11. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL LOSSES OR DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, PRODUCT LOSS, LOST REVENUE OR PROFITS, OR LIABILITY TO THIRD PARTIES), OR PUNITIVE DAMAGES WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, THE TOTAL AND AGGREGATE LIABILITY OF THE COMPANY TO THE CUSTOMER WITH RESPECT TO ANY AND ALL CLAIMS CONNECTED WITH, RELATED TO OR ARISING FROM THE PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT, WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS, SHALL NOT EXCEED THE COMPENSATION RECEIVED BY COMPANY OVER THE 12 MONTH PERIOD PRECEDING THE DATE OF OCCURRENCE FOR THE SERVICES AND ADDITIONAL WORK FOR THE LOCATION WHERE THE LOSS OCCURRED. IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD/MOULD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS. TO THE MAXIMUM EXTENT ALLOWED BY LAW, COMPANY SHALL NOT BE LIABLE FOR ANY OF THE FOLLOWING IN CONNECTION WITH PROVIDING THE ENERGY AND BUILDING PERFORMANCE SERVICES: INTERRUPTION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION; CUSTOMER'S NETWORK SECURITY; COMPUTER VIRUS; COMMUNICATION FAILURE; THEFT OR DESTRUCTION OF DATA; GAPS IN DATA COLLECTED; AND UNAUTHORIZED ACCESS TO CUSTOMER'S DATA OR COMMUNICATIONS NETWORK.

12. Asbestos and Hazardous Materials. The Services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos polychlorinated biphenyl ("PCB"), or other hazardous materials (collectively, "Hazardous Materials"). Customer warrants and represents that there are no Hazardous Materials on the premises that will in any way affect Company's performance, except as set forth in a writing signed by Company disclosing the existence and location of any Hazardous Materials in all areas within which Company will be performing. Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and notify Customer. Customer will be responsible for correcting the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for and shall indemnify and hold harmless Company (including its employees, agents and subcontractors) from and against any loss, claim, liability, fees, penalties, injury (including death) or liability of any nature, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Company. Company shall be required to resume performance only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Company be obligated to transport or handle Hazardous Materials, provide any notices to any governmental agency, or examine the premises site for the presence of Hazardous Materials.

13. Insurance. Company agrees to maintain the following insurance during the term of this Agreement with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company or its insurer waive rights of subrogation.

14. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company is unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; lightning; tornado; storm; fire; civil disobedience; pandemic; insurrections; riots; labor/labour disputes; labor/labour or material shortages from the usual sources of supply; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

15. Maintenance Services Other Than Solely Scheduled Service. If Company's Maintenance Services hereunder are not limited solely to Scheduled Service, the following provisions shall also apply: (a) Required restoration shall be performed by Customer at its cost prior to Company being obligated to

perform hereunder; (b) any changes, adjustments, service or repairs made to the Equipment by any party other than Company, unless approved by Company in writing, may, at Company's option, terminate Company's obligation to render further service to the Equipment so affected; in such case no refund of any portion of the Service Fees shall be made; and (c) Customer shall (i) promptly notify Company of any unusual performance of Equipment; (ii) permit only Company personnel to repair or adjust Equipment and/or controls during the Term or a Renewal Term; and (iii) utilize qualified personnel to properly operate the Equipment in accordance with the applicable operating manuals and recommended procedures.

16. Remote Connectivity. Customer grants to Company the right to remotely connect (via phone modem, internet or other agreed upon means) to Customer's building automation system (BAS) and/or HVAC equipment to view, extract, or otherwise collect and retain data from the BAS, HVAC equipment or other building systems, and to diagnose and remotely make repairs at Customer's request. The Intelligent Services, including any reports and other information Company provides, are intended to provide operational assessments and recommendations. **Electronic Monitoring.** Any electronic monitoring Company performs is undertaken solely to enable Company to collect the data and perform any analysis included in Company's Services. Customer agrees that Company is not liable for inability to perform and/or losses that may occur in cases of malfunction or nonfunctioning of communications equipment, HVAC and other equipment, the energy management system, failure to identify equipment or system performance issues, failure to recommend corrective action, or otherwise related to the monitoring of Customer's equipment and building systems. **Data Collected.** Customer hereby grants to Company the irrevocable, perpetual, nonexclusive, worldwide, royalty-free right and license to use, reproduce, display, distribute internally or externally and prepare derivative works based upon any such data Company collects from Customer. Company shall not use or publish such data in any way that identifies Customer as the source of that data without Customer's prior written consent. The data Company will collect from Customer will not include any personal or individual information. Upon Customer's written request, Company will endeavor to provide an electronic copy of data collected from Customer, subject to availability. For Energy and Building Performance Services (except Energy Assessments and digital assessments), Company will use commercially reasonable efforts to store Customer's data for up to 18 months. Company cannot guarantee the availability of the data. **Data Privacy and Security.** Company has implemented various security measures for the purpose of protecting Customer's data against accidental or unlawful access, unauthorized disclosure, loss, destruction, and alteration. Customer is responsible for maintaining the confidentiality of Customer's user name(s) and password(s). Customer is responsible for all uses of Customer's password(s), whether or not authorized by Customer. Customer must inform Company immediately of any unauthorized use of Customer's user name(s) or password(s). Transmission of data over the Internet by its nature entails the use of systems under the control of third parties, and as a result Company cannot ensure total control of the security of such systems. Company will take commercially reasonable efforts to ensure that data and other configuration parameters are not visible or accessed by other customers. Customer acknowledges that the very nature of communication via the Internet restricts Company from offering any guarantee of the privacy or confidentiality of information relating to Customer passing over the Internet. In gaining access via the Internet, Customer also acknowledges and accepts that electronic communication may not be free from interference by unauthorized persons and may not remain confidential. Customer therefore accepts that access and storage of data is at Customer's own risk. Company will notify Customer of any breach in security of which Company become aware. Any breach in privacy of which Customer become aware should be reported by Customer to Company immediately. Company does not disclose Customer's information to third parties for their marketing purposes, but Company does use third party software and services to assist Company with collecting and analyzing information. Company may also disclose Customer's information if required to do so by law, in which case, Company would inform Customer of such disclosure.

17. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which Company performs the Services. Any dispute arising under or relating to this Agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Services are performed. To the extent the premises are owned and/or operated by any agency of the United States Federal Government, determination of any substantive issue of law shall be according to the United States Federal common law of Government contracts as enunciated and applied by United States Federal judicial bodies and boards of contract appeals of the United States Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the Services. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other Terms of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, without the written consent of Company. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the parties' respective successors and assigns. No failure or delay by the Company in enforcing any right or exercising any remedy under this Agreement shall be deemed to be a waiver by the Company of any right or remedy.

18. Equal Employment Opportunity/Affirmative Action Clause. Company is a federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250 Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

19. U.S. Government Services. The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business. **The following provision applies only to indirect sales by Company to the US Government.** As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Services are in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

20. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver or its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-26.130-7 (0415)
Supersedes 1-26.130-7 (1114)

Appendix

CONTENTS:

Safety
Customer Service Flows

Safety



Trane's Safety Standard

Trane is committed to providing a safe work environment for all employees and to preventing accidents in its business operations. To accomplish our objectives Trane has instituted safety programs, procedures and training that incorporate a progressive approach to injury prevention.

Proven Safety Success

Trane's safety culture in North America is unparalleled in the building services industry and has demonstrated proven results via continuous reduction of injury rates.

Trane Injury Rates v. Industry Competitors

Since 2003 the US Bureau of Labor Statistics records reflect Trane's Total Recordable Rate (TRIR) and Days away from work (DAFW) rate have been significantly lower than HVAC repair and maintenance contractors and Specialty Trade contractors (construction). Trane's safety culture in America is unparalleled in the building services industry and has demonstrated proven results via continuous reduction of injury rates.

Trane's incident (OSHA) rates are consistently 50-70% below the industry average. This outstanding safety achievement is the end result of the rigorous team oriented approach to our safety program that creates accountability and empowerment in all employees and management and fuels our institutional safety culture. This is the key to our continual improvement.

Safety Tools, Training & Expertise

Trane's service and contracting technicians are not only among the most skilled in the industry they are also extensively trained in safe work procedures. Our technicians receive safety training, equipment, tools, procedures, and management support to identify jobsite hazards and take appropriate measures to prevent personal injuries. The resources available to Trane technicians include:

- Safety Training – 20 hrs per year, including classroom and web-based platforms.
 - Topics include, but are not limited to, Lockout/Tagout, Confined Space Entry, Hazard Communication, Respiratory Protection, Hearing Conservation, Excavations, Scaffolding, Rigging, Powered Industrial Truck operation, Ladders, Vehicle Safety, Fire Protection, PPE, Emergency Response, First Aid / CPR.
- Electrical Safety – NFPA 70E compliant – electrical PPE; flame-resistant clothing; training.
- Fall Protection – full complement of fall arrest and fall restraint equipment for each technician.
- Ergonomics – custom-designed for HVAC field technicians, includes training, material handling equipment and procedures.

Safety Tools, Training & Expertise (continued)

- Smith System Safe Driving Program – Trane's safety Managers are certified instructors; safety Managers train technicians; 1-800 "How's My Driving?" stickers are located on the back of service vehicles.
- USDOT compliance – technicians scheduled within Material of Trade and Hours of Service limits and are fully qualified under Department of Transportation rules for driving commercial motor vehicles with GVWR >10,000 and 26,000 lbs.
- Refrigerant Management – Service technicians are trained to manage refrigerant in accordance with U.S. EPA rules using a sophisticated electronic tracking system developed by Trane.
- Empowerment - Technicians are empowered with full management support to address safety hazards as they see fit. If ever in doubt about how to do a job or task safely, the technician is required to ask a qualified person for assistance before proceeding with work.

Management Leadership and Commitment

Accident prevention is a primary responsibility of management at Trane. Trane's safety culture is based on the following management principles:

- Leadership at the local level manages the local organization's safety performance.
- Management is financially accountable for safety performance.
- Local management is actively engaged in risk reduction activities and training and manages safety performance outcomes.
- Management clearly communicates to all Trane employees their safety expectations and strongly enforces compliance with those expectations.
- Employees are held accountable when they fail to meet safety expectations.

Local management and supervisory personnel at the local level are responsible for implementation of the following safety program elements:

- The Safety Management System developed by Trane – developed in accordance with OHSAS 18001.
- Audits and Inspections – Supervisors, Middle and Upper Managers must conduct field inspections. Corporate Safety conducts detailed compliance and management systems audits.
- Company safety compliance programs – ensure that they are fully implemented.
- Safety and environmental performance – tracked using a Balanced Scorecard with leading and lagging indicators and metrics.
- Subcontractor Qualification – implement this process to promote safety and safety plan compliance on multi-employer job sites.
- Six Sigma and Lean – use these productivity tools to enhance safety on job sites.
- Drug and Alcohol Policy – mandatory DOT required for-cause and post-accident testing after recordable injuries and property damage.
- Motor Vehicle Records Search – annual checking of driving records of employees driving company vehicles.

Jobsite Safety Equals Customer Value

At Trane safety is part of our culture for every employee. What this means to our customers is fewer job site accidents and the delays and liability concerns that come along with them. What this means to our staff is greater confidence in the practices and procedures they use on the job and the pride that comes from working for one of the premier service organizations in the world. Tighter safety standards and fewer accidents can also lead to better on-time project completion and higher quality results.

When you use Trane Building Services to install, maintain or upgrade your building systems you will take full advantage of our superior safety program, low incident rates and subcontractor safety management procedures. These help you manage project risk more effectively than you could using multiple contractors or even a single prime contractor with a less impressive safety record.



TRANE SELECT SERVICE AGREEMENT

Customer Service Flows



The following Customer Service Flows provide additional service description detail for Covered Equipment.

Central Station Air Handling Units Comprehensive Annual Inspection AHU-110

- Report in with the Customer Representative.
- Record and report abnormal conditions, measurements taken, etc.
- Review customer logs with the customer for operational problems and trends.

General Assembly

- Inspect the unit for cleanliness.
- Inspect the fan wheel and shaft for wear and clearance.
- Check the sheaves and pulleys for wear and alignment.
- Check the belts for tension, wear, cracks, and glazing.
- Verify tight bolts, set screws, and locking collars.
- Check dampers for wear, security and linkage adjustment.
- Verify clean condensate pan.
- Verify proper operation of the condensate drain.
- **Replace air filters**
- Verify clean coils.
- Verify proper operation of the spray pump, if applicable.
- Verify smooth fan operation.
- Log operating conditions after system has stabilized.
- Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.

Lubrication

- Lubricate the fan shaft bearings, if applicable.
- Lubricate the motor bearings, if applicable.

Controls and Safeties

- Test the operation of the low temperature safety device, if applicable.
- Test the operation of the high static pressure safety device, if applicable.
- Test the operation of the low static pressure safety device, if applicable.
- Check the thermal cutout on electric heaters, if applicable.
- Check the step controller, if applicable.
- Check and record supply air and control air pressure, if applicable.
- Verify the operation of the control system and dampers while the fan is operating.

Motor and Starter

- Clean the starter and cabinet.
- Inspect the wiring and connections for tightness and signs of overheating and discoloration. This includes wiring to the electric heat, if applicable.
- Check the condition of the contacts for wear and pitting.
- Check the contactors for free and smooth operation.
- Meg the motor and record readings.

Three Scheduled Running Inspection AHU-130

- Check the general condition of the fan.
- Verify smooth fan operation.
- Check and record supply and control air pressure, if applicable.
- Verify the operation of the control system.
- **Replace air filters**
- Log the operating conditions after the system has stabilized.
- Review operating procedures with operating personnel.
- Provide a written report of completed work, operating log, and indicate uncorrected deficiencies detected.

RTU Voyager III

Comprehensive Annual Maintenance-Cooling Cycle RTU-310

- Report in with the Customer Representative
- Record and report abnormal conditions, measurements taken, etc.
- Review customer logs with the customer for operational problems and trends.

General Assembly

- Inspect for leaks and report leak check results.
- Repair minor leaks as required (e.g. valve packing, flare nuts).
- Check the sheaves and pulleys for wear and alignment.
- Check the belts for tension, wear, cracks, and/or glazing.
- Verify proper damper operation.
- Check mechanical linkages for wear, tightness, and clearances.
- Verify clean condenser and evaporator.
- Verify clean evaporator fan.
- **Replace air filters.**
- Verify the operation of the crankcase oil heater(s), if applicable.

Controls and Safeties

- Verify the operation of the discharge air temperature control device, if applicable.
- Verify the operation of the outside air temperature control device.
- Verify the operation of the mixed air temperature control device.
- Test the operation of the high condenser pressure safety device. Calibrate, if necessary, and record setting.
- Test the operation of the low temperature safety device. Calibrate, if necessary, and record setting.

- Test the operation of the low pressure safety device(s). Calibrate, if necessary, and record setting.

Lubrication

- Lubricate motor bearings, if applicable.
- Lubricate fan bearings.
- Check oil level in the compressor(s), if applicable.

Motor and Starter

- Clean the starter and cabinet.
- Inspect wiring and connections for tightness and signs of overheating and discoloration.
- Check the contactors for free and smooth operation.
- Meg the compressor motor(s) and record readings.
- Verify the tightness of the compressor motor terminal connections.
- Verify the operation of the crankcase oil heater(s), if applicable.

Start-up / Checkout Procedure

- Start the unit.
- Verify the starter operation.
- Verify the smooth operation of the compressors and fans.
- Log operating conditions of the unit after the system has stabilized.
- Review operating procedures with operating personnel.
- Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.

Three Scheduled Cooling Inspection RTU-330

- Start the unit.
- Verify the starter operation.
- Verify the smooth operation of the compressors and fans.
- **Replace air filters.**
- Log operating conditions of the unit after the system has stabilized.
- Review operating procedures with operating personnel.
- Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.

RTU-Voyager II

Comprehensive Annual Maintenance-Cooling Cycle RTU-210

- Report in with the Customer Representative.
- Record and report abnormal conditions, measurements taken, etc.
- Review customer logs with the customer for operational problems and trends.

General Assembly

- Inspect for leaks and report leak check results.
- Repair minor leaks as required (e.g. valve packing, flare nuts).
- Check the sheaves and pulleys for wear and alignment.
- Check the belts for tension, wear, cracks, and/or glazing.
- Verify proper damper operation.
- Check mechanical linkages for wear, tightness, and clearances.
- Verify clean condenser and evaporator.
- Verify clean evaporator fan.
- **Replace air filters.**
- Verify the operation of the crankcase oil heater(s), if applicable.

Controls and Safeties

- Verify the operation of the discharge air temperature control device, if applicable.

- Verify the operation of the outside air temperature control device.
- Verify the operation of the mixed air temperature control device.
- Test the operation of the high condenser pressure safety device. Calibrate, if necessary, and record setting.
- Test the operation of the low temperature safety device. Calibrate, if necessary, and record setting.
- Test the operation of the low pressure safety device(s). Calibrate, if necessary, and record setting.

Lubrication

- Lubricate motor bearings, if applicable.
- Lubricate fan bearings.
- Check oil level in the compressor(s), if applicable.

Motor and Starter

- Clean the starter and cabinet.
- Inspect wiring and connections for tightness and signs of overheating and discoloration.
- Check the contactors for free and smooth operation.
- Meg the compressor motor(s) and record readings.
- Verify the tightness of the compressor motor terminal connections.
- Verify the operation of the crankcase oil heater(s), if applicable.

Start-up / Checkout Procedure

- Start the unit.
- Verify the starter operation.
- Verify the smooth operation of the compressors and fans.
- Log operating conditions of the unit after the system has stabilized.
- Review operating procedures with operating personnel.
- Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.

Three Scheduled Cooling Inspection RTU-230

- Verify the smooth operation of the compressors and fans.
- **Replace air filters.**
- Log operating conditions of the unit after the system has stabilized.
- Review operating procedures with operating personnel.
- Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.

Split Systems

Split Systems Comprehensive Annual Maintenance-Cooling Cycle

- Report in with the Customer Representative.
- Record and report abnormal conditions, measurements taken, etc.
- Review customer logs with the customer for operational problems and trends.

General Assembly

- Inspect for refrigerant and oil leaks and report leak check results.
- Check the sheaves and pulleys for wear and alignment.
- Check the belts for tension, wear, cracks, and/or glazing.
- Check mechanical linkages for wear, tightness, and clearances.
- Verify clean fan and coils.
- Check and clean drain evaporator drain pan, drain, and trap.
- Verify evaporator fan cleanliness.
- **Replace air filters.**
- Verify the operation of the crankcase oil heater(s), if applicable.

Controls and Safeties

- Verify the operation of the discharge air temperature control device, if applicable.
- Verify unit thermostat controller operates properly.

Lubrication

- Lubricate motor bearings, if applicable.
- Lubricate fan bearings, if applicable.
- Check oil level in the compressor(s), if applicable.

Motor and Starter

- Clean the starter and cabinet, if applicable.
- Inspect wiring and connections for tightness and signs of overheating and discoloration.
- Check the contactors for free and smooth operation.
- Meg the compressor motor(s) and record readings, if above 25 tons.
- Verify the tightness of the compressor motor terminal connections.

Start-up / Checkout Procedure (this will only be done on units that require shutdown.)

- Start the unit.
- Verify the starter operation, if applicable.
- Verify the smooth operation of the compressors and fans.
- Log operating conditions of the unit after the system has stabilized.
- Review operating procedures with operating personnel.

Three Scheduled Cooling Inspections Split Systems

- Check general condition of the unit.
- Verify proper operation of the motor and starter.
- Verify the proper operation of the control circuit.
- Verify smooth operation of the unit.
- **Replace Air filters.**
- Provide a written report of completed work, operating log and indicate any uncorrected deficiencies detected.

Variable Frequency Drives Maintenance Procedure MSC-130

- Report in with the Customer Representative.
- Record and report abnormal conditions, measurements taken, etc.
- Review customer logs with the customer for operational problems and trends.
- Clean the heat sink.
- Inspect wiring and connections for tightness and signs of overheating and discoloration.
- Visually inspect panel for loose or damaged parts or wiring; also check for any accumulation of dirt and/or moisture.
- Verify proper operation of the unit.
- Verify proper DC buss voltage.

Condenser Cleaning Air-Cooled Condensers CDS-220C

- Clean air-cooled condensers, using pressurized water two times per year.

Air Filter Maintenance Procedures Under Select Maintenance Filter Replacement

- Replace air filters four times per year

Scope of Service Included: Units Not Under Select Maintenance

Air Filter Maintenance Procedures 24 Fan Powered VAV Boxes: Filter Replacement

- Replace air filters one time per year

RESOLUTION R-11-3400

**A RESOLUTION APPROVING COUNCIL ACTION
UNDER CONSENT ITEMS AT THE REGULAR CITY
COUNCIL MEETING OF SEPTEMBER 20, 2011**

WHEREAS, Council has taken action on certain items on the agenda under Consent Items.

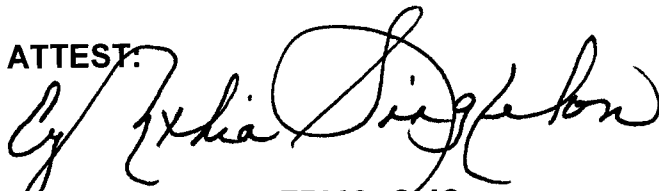
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

- Sec. 1. THAT the agenda decisions approved by Council action under Consent Items as follows are hereby adopted:
- a. Approval of the minutes of the regular City Council meeting of September 6, 2011
 - b. Approval of the minutes of the City Council worksession of August 9, 2011
 - c. Approval to renew the Horticulture Grounds Maintenance contract with The Lawn Firm, Inc., in an amount not to exceed \$147,667, and authorize the city manager to execute same and any associated change orders, in an amount not to exceed \$25,000, and subject to the approval of funding in the Fiscal Year 2012 (FY 2012) budget
 - d. Approval to renew the Grounds Maintenance Mowing contract with Whitmore and Sons, Inc., in an amount not to exceed \$124,312.59, and authorize the city manager to execute same and any associated change orders, in an amount not to exceed \$25,000, and subject to the approval of funding in the Fiscal Year 2012 (FY 2012) budget
 - e. Approval of an update to the Fund Balance policy for Governmental Accounting Standards Board (GASB) 54 compliance
 - f. Approval of Service Agreements between the City of Colleyville and Trane Service Group, through the Texas Cooperative Purchasing Network (TCPN) to provide for year one of a five-year agreement for the inspection, maintenance, and repair of the HVAC systems in the Colleyville City Hall, Colleyville Public Library, and Colleyville Justice Center, in an amount not to exceed \$54,920.92

AND IT IS SO RESOLVED.

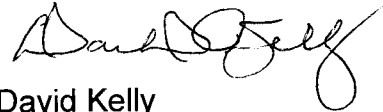
APPROVED BY A VOTE OF 7 AYES, 0 NAYS AND 0 ABSTENTIONS
ON THIS THE 20th DAY OF September 2011.

ATTEST:

A handwritten signature in black ink, appearing to read "Cynthia Singleton". The signature is fluid and cursive, with a large loop at the end.

Cynthia Singleton, TRMC, OMC
City Secretary

CITY OF COLLEYVILLE

A handwritten signature in black ink, appearing to read "David Kelly". The signature is cursive and somewhat stylized.

David Kelly
Mayor



City of Colleyville City Council Agenda Briefing

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

Agenda Number 4i

Agenda Date 09/06/2016

Number Resolution R-16-4029

Type Resolution

Department City Manager

Title

Approval of the first renewal term for the Combined Public Safety Dispatching and Jail Services for the cities of Colleyville, Keller, and Southlake, and authorize the city manager to execute the agreement

Strategy Map Connection

C5- Achieve the highest standards of safety & security

B3- Utilize partnerships to implement cost-effective service solutions

Explanation

Reading and Public Hearing

On July 6, 2010, City Council approved attached Resolution R-10-3245, entering into an Interlocal Agreement for Combined Public Safety Dispatching and Jail Services which facilitates regionalization of the City's 9-1-1 communication services and jail operations through a partnership with the cities of Keller and Southlake. Pursuant to the stated terms in the Interlocal Agreement, the partner cities (Colleyville, Keller, and Southlake), have the option to renew the agreement for an additional five-year period, known as the First Renewal Term, by mutual consent.

This item seeks approval to authorize the city manager to execute the first renewal term.

Background:

In 2009, City staff received approval to begin a cost-benefit analysis to explore the possibilities of participation in a regional dispatch center which would increase efficiency and effectiveness. As a result, the police and fire chiefs began a feasibility study in January of 2010. The scope of the study included a review of the number of calls for service each year for the Colleyville Police and Fire Departments; availability and compatibility of nearby regional partners; effect on current operations; and an analysis of the Colleyville Police Department Jail operations.

An analysis of the dispatch and jail workloads for the City of Colleyville concluded the combined workload for the City would not be a deterrent to establishing a partnership with a suitable agency(s) that could offer enhanced levels of service and cost avoidance through the elimination of a jail operation. The search for a suitable partner focused on available physical space, as well as similar city population, demographics,

levels of service, dispatch and operational protocol, and records management systems. After a thorough search and review of area agencies, it was determined the Keller and Southlake dispatch and jail center which was located in Keller, was a potential match for the City of Colleyville. Additionally, the Keller and Southlake regional dispatch and jail center had been successfully operating since 2007.

Regionalization with Keller and Southlake was feasible for several reasons. Keller and Southlake had been successfully operating together for almost three years and all three cities have similar demographics and expectations of service. The chiefs from the cities were committed to successful regionalization and attentive stewardship of city resources in terms of cost effectiveness and providing enhanced levels of service. The cities of Colleyville, Keller, and Southlake shared the same records management systems, operating standards, and dispatch protocol, as well as contiguous borders with mutual aid compacts already in place. The City of Colleyville had a need for jailers to meet current jail standards and ensure the safety of employees and prisoners. The addition of jailers would have been a significant cost to absorb during the already strained budget conditions the City of Colleyville was experiencing at this time.

In 2010, it was apparent regionalization was quickly becoming the future direction for small and medium size agencies in order to reduce redundancy and improve service and staffing levels, especially in the midst of these challenging budget times.

The overall purpose of adding Colleyville to the Keller and Southlake regional dispatch and jail center was to achieve a more effective and efficient delivery of public safety services to all three communities while reducing redundancy.

As the regionalization concept was researched and developed, the cities of Keller, Southlake and Colleyville worked closely to evaluate all areas of service and cost analysis. The original Public Safety Regionalization study conducted in 2010 indicated a potential savings of \$115,482 for Colleyville during the first year of regionalization.

The regional communications and jail partnership that was entered into in 2010 has been extremely successful. Services have been enhanced, safety has improved, and the City of Colleyville has experienced a fiscal benefit through cost savings and cost avoidance. Current estimates show a continued cost savings through at least 2022. If the City of Colleyville were to consider not renewing the Interlocal Agreement, the cost to reinstitute communications and jail operations would be significant. The City would be required to purchase and insure all of the radio and computer equipment needed to restart the Police and Fire dispatch center and hire at least five dispatch personnel. The City would also be required to negotiate the end of the Interlocal Agreement with Tarrant County 911, which currently utilizes the dispatch center as an emergency backup dispatch center and pays the City annual lease fees. The City would also need to reconfigure and insure the jail facility to allow for prisoners and booking, as well as hire at least seven jailers. The Police Department would also need to fund additional supervisors to manage the operations.

Considering the success of the regional partnership, cost savings and avoidance, and the logistical and fiscal issues of reinstituting the City's communications and jail operations, staff recommends approving the first renewal term of the Communications and Jail agreement.

Financial Impact

The total estimated cost for 2016/17 Combined Public Safety Dispatch and Detention Services is \$699,644. Per the Interlocal Agreement, the final costs cannot exceed this amount by 5%.

Recommendation

Approve

Attachments

1. Resolution R-10-3245
2. First Renewal Letter

RESOLUTION R-10-3245

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS,
APPROVING AN INTERLOCAL AGREEMENT FOR COMBINED
PUBLIC SAFETY DISPATCHING AND JAIL SERVICES FOR THE CITIES OF
KELLER, SOUTHLAKE, AND COLLEYVILLE, TEXAS**

WHEREAS, the City Council of the City of Colleyville has determined there is a need to form a regional communications and jail center with the cities of Keller and Southlake; and

WHEREAS, the City Council deems it to be in the best interest of the citizens of Colleyville to enter into an Interlocal Agreement with the cities of Keller and Southlake, to enhance the levels of public safety services through the formation of a regional emergency communications and jail center; and

WHEREAS, the current Colleyville communications center and jail will now serve as a permanent back-up site for Tarrant County 911, to service northeast Tarrant County.

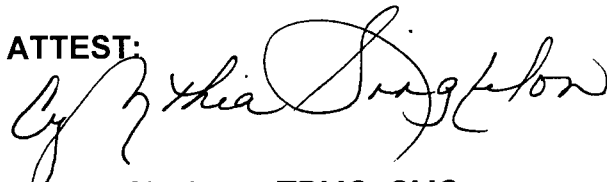
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

Sec. 1. THAT the City Council of the City of Colleyville, Texas hereby approves the Interlocal Agreement for Combined Public Safety Dispatching and Jail Services for the Cities of Keller, Southlake and Colleyville, Texas attached hereto as Exhibit "A".

AND IT IS SO RESOLVED.

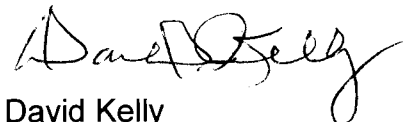
APPROVED BY A VOTE OF 7 AYES, 0 NAYS AND 0 ABSTENTIONS
ON THIS THE 6th DAY OF July 2010.

ATTEST:



Cynthia Singleton, TRMC, CMC
City Secretary

CITY OF COLLEYVILLE



David Kelly
Mayor

**INTERLOCAL AGREEMENT
FOR COMBINED PUBLIC SAFETY DISPATCHING AND
JAIL SERVICES FOR THE CITIES OF KELLER, SOUTHLAKE AND COLLEYVILLE**

THE STATE OF TEXAS)(

COUNTY OF TARRANT)(

THIS ("AGREEMENT"), is made and entered into by the CITY OF KELLER, TEXAS, a Home Rule municipal corporation, ("KELLER"), the CITY OF SOUTHLAKE, TEXAS a Home Rule municipal corporation, ("SOUTHLAKE"), and the CITY OF COLLEYVILLE, TEXAS a Home Rule municipal corporation, ("COLLEYVILLE") each acting by and through its duly appointed and authorized city managers:

W I T N E S E T H :

WHEREAS, KELLER AND SOUTHLAKE entered into an Interlocal Agreement to combine public safety dispatching ("Dispatching") and jail services ("Jail Services") back on September 5th, 2006, for an initial period of ten (10) years with an option for two successive five (5) year terms; and

WHEREAS, KELLER AND SOUTHLAKE have been operating continuously under the Interlocal Agreement; and

WHEREAS, COLLEYVILLE is desirous of joining the agreement by combining public safety dispatching ("Dispatching") and jail services ("Jail Services") with KELLER and SOUTHLAKE to provide their residents and businesses with a more effective and efficient delivery of these key public safety services; and

WHEREAS, KELLER has the facilities available to perform the Dispatching and Jail Services for the three cities; and

WHEREAS, KELLER, SOUTHLAKE, and COLLEYVILLE desire to enter into this Agreement to combine Dispatching and Jail Services to deliver these key public safety services at the highest level possible for both communities in accordance with the terms and conditions set forth herein; and

WHEREAS, this Agreement amends and replaces the Interlocal Agreement upon the effective date of this Agreement; and

WHEREAS, all payments for Dispatching and Jail Services to be made hereunder shall be made from current revenues available to the paying party; and

WHEREAS, KELLER, SOUTHLAKE and COLLEYVILLE have concluded that this Agreement fairly compensates the performing party for the Dispatching and Jail Services being provided hereunder; and

WHEREAS, KELLER, SOUTHLAKE and COLLEYVILLE believe that this Agreement is in the best interests of KELLER, SOUTHLAKE and COLLEYVILLE; and

WHEREAS, this Agreement is approved by the governing bodies of KELLER, SOUTHLAKE and COLLEYVILLE; and

WHEREAS, this Agreement is authorized by and in conformance with Chapter 791 of the Texas Government Code, the Interlocal Cooperation Act (the "Act").

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND CONSIDERATION PROVIDED FOR HEREIN, THE RECEIPT AND SUFFICIENCY OF WHICH ARE HEREBY CONFIRMED, KELLER, SOUTHLAKE AND COLLEYVILLE HEREBY AGREE TO THE FOLLOWING:

- Section 1. All matters stated above are found to be true and correct and are incorporated herein by reference as if copied in their entirety.
- Section 2. **Term.** This Agreement shall be for an initial term of six (6) years commencing on October 1, 2010, and ending September 30, 2016, (the "Initial Term") and may be extended thereafter by mutual consent of the parties hereto and for two successive five (5) year terms. (The renewal terms shall be referred to as the "First Renewal Term" and "Second Renewal Term", respectively)
- Section 3. **Scope of Services to be provided by KELLER.** KELLER hereby agrees to provide SOUTHLAKE and COLLEYVILLE the following equipment, services, personnel, and facilities:
- a. Commencing October 1, 2010, KELLER will provide Jail Services at the KELLER Police Department. The KELLER Municipal Judge will work with the SOUTHLAKE and COLLEYVILLE Municipal Judges in establishing a mutually agreeable daily arraignment protocol of SOUTHLAKE and COLLEYVILLE prisoners. KELLER will provide the necessary detention officers and other employees to properly supervise and operate KELLER'S jail facility. SOUTHLAKE and COLLEYVILLE prisoners shall be released in accordance with specific written procedures agreed upon by KELLER, SOUTHLAKE and COLLEYVILLE. Jail Services shall include at a minimum the following:
1. accepting full responsibility for the custodial care of all persons taken into custody by SOUTHLAKE and COLLEYVILLE and delivered to the KELLER Police Department jail facility;
 2. providing necessary all booking services when accepting prisoners to the facility;
 3. providing SOUTHLAKE and COLLEYVILLE with full access to inmates for the purpose of conducting interviews or interrogations, in accordance with reasonable regulations established by KELLER;
 4. making available all prisoners whose presence is requested or ordered by a court of competent jurisdiction;

5. releasing prisoners for investigative purposes outside the jail facility when such requests are authorized by a duly authorized SOUTHLAKE and COLLEYVILLE official;
 6. maintaining a log and other applicable records of these and all other significant events related to SOUTHLAKE and COLLEYVILLE prisoners.
 7. maintaining a service level that complies with all applicable standards for the jail function as required presently and in the future by the Commission on Accreditation for Law Enforcement Agencies, Inc., by maintaining accreditation status throughout the period of this agreement.
- b. On October 1, 2010, KELLER, SOUTHLAKE and COLLEYVILLE will merge Public Safety Dispatching Services for police, fire and emergency medical service ("EMS") services for KELLER, SOUTHLAKE AND COLLEYVILLE, at the KELLER Police Department, and KELLER shall provide all such Dispatching Services for SOUTHLAKE and COLLEYVILLE. The Dispatching personnel will be KELLER employees and will be under the supervision and control of the KELLER Chief of Police or his authorized designee. For identification purposes the KELLER Police Department Dispatch Center will be identified as the Keller/Southlake/Colleyville Emergency Communications Center. KELLER shall at all times maintain sufficient staff to perform the Dispatching Services it provides under this agreement. Dispatching Services shall mean all public communication functions necessary for the provision by SOUTHLAKE and COLLEYVILLE of police, fire, and emergency medical services to SOUTHLAKE's and COLLEYVILLE'S citizens, and shall include at a minimum the following:
1. answering all SOUTHLAKE and COLLEYVILLE emergency 9-1-1 calls within ten seconds or less;
 2. dispatches emergency calls for Fire/EMS service in one minute or less 90% of the time;
 3. dispatching emergency calls for Police Service in one and a half minutes or less 90% of the time;
 4. providing a dedicated person assigned as a Fire Dispatcher;
 5. answering any citizen requests for service placed to the designated non-emergency number;
 6. dispatching police patrol units, fire apparatus, or EMS as appropriate in response to 9-1-1 or other calls, or at SOUTHLAKE's and COLLEYVILLE's direction;
 7. maintaining radio or other remote communications with SOUTHLAKE's and COLLEYVILLE's police, fire, or EMS units as necessary to facilitate provision of services;
 8. maintaining documentary records according to industry standard of all dispatching activity.
 9. maintaining a service level that complies with all applicable standards for the communications function as required presently and in the future by the Commission on Accreditation for Law Enforcement Agencies, Inc., by maintaining accreditation status throughout the period of this agreement.

- c. KELLER shall make a conditional offer of employment to not less than four (4) public safety dispatchers currently employed by the Colleyville Police Department on or before September 1, 2010, for employment with KELLER to become effective on the merger date of October 1, 2010, contingent upon the COLLEYVILLE dispatch employees passing a KELLER pre-employment drug screen. One position will be for the new Detention Officer position, and one newly created dispatcher position due to the merger. The other two dispatcher positions are current vacancies. KELLER shall place the COLLEYVILLE dispatchers on the KELLER dispatch pay scale at the amount closest to their current hourly base rate at COLLEYVILLE. The dispatcher who elected to be a jailer will be placed on the appropriate step of the Detention Officer pay scale closest to his current pay at COLLEYVILLE. Upon employment by KELLER, COLLEYVILLE Public Safety dispatchers will receive the same employment benefits provided to KELLER employees at a comparable pay scale. An annual \$4,000 regional dispatcher stipend will be paid on a bi-weekly interval in addition to the KELLER dispatcher pay scale to all of the employees assigned to the communications center. This will insure an initial pay increase for all Colleyville dispatchers who accept a position in KELLER. The COLLEYVILLE dispatcher electing the position as the Detention Officer will receive an annual \$2,500 regional stipend paid bi-weekly in addition to the pay step on the KELLER Detention Officer pay scale. All of the Detention Officers will receive the regional stipend as long as this Agreement is in force.
- d. KELLER shall provide SOUTHLAKE and COLLEYVILLE monthly service reports detailing prisoner counts and dispatching performance measures including the number of calls for service, response times, number of 911 emergency calls dispatched, and any other statistical reports requested by SOUTHLAKE and COLLEYVILLE capable of being provided by the CRIMES records management program.
- e. All Human Resource services necessary for the recruitment, screening, employment, and training of all personnel required to provide Jail Services and Dispatching to SOUTHLAKE and COLLEYVILLE, including providing all employee policies and procedures and the administration thereof shall be provided by KELLER.
- f. KELLER shall provide access to SOUTHLAKE'S and COLLEYVILLE'S warrant information retained at the communications center to the SOUTHLAKE Department of Public Safety, SOUTHLAKE Municipal Court, COLLEYVILLE Police Department, COLLEYVILLE Municipal Court, and all other law enforcement agencies.
- g. KELLER will form a standing committee consisting of three (3) SOUTHLAKE Department of Public Safety employees selected by the Director of the SOUTHLAKE Department of Public Safety, three (3) KELLER employees selected by the KELLER Chief of Police, and three (3) COLLEYVILLE

employees to address operational and policy decisions that will arise from operating the public safety dispatch center and Jail. Supervisors from SOUTHLAKE and COLLEYVILLE will be invited to attend all staff meetings called by the Dispatch Manager or Jail Supervisors.

- h. KELLER agrees to perform all services under this agreement in a good and workmanlike manner, and in accordance with all applicable laws and regulations.

Section 4. SOUTHLAKE Obligations. SOUTHLAKE agrees to perform the following:

- a. Pay the sum of One Hundred and Twenty-Four Thousand, One Hundred and Twenty- Four Dollars (\$124,121.00) to KELLER for Jail Services for the Fiscal Year 2010/11 beginning on October 1, 2010 and ending on September 30, 2011. The amount of charges to be established based on the adopted Fiscal Year 2010/11 KELLER Police Department Operating budget to operate the KELLER jail. This payment represents a 28% cost share of all Jail Services by SOUTHLAKE based on the previous calendar year prisoner count of SOUTHLAKE arrests (See payment schedule, Section 6.)
- b. Pay the sum of Seven Hundred and Twenty-Two Thousand, Forty-Eight Dollars (\$722,048.00) to KELLER for their share of expenses to operate the public safety dispatching center; representing a 42% cost share calculated by using KELLER'S Fiscal Year 2010/11 Budgeted Expenses. (See payment schedule, Section 6.)
- c. Pay the sum of Fifty Thousand, Dollars (\$50,000.00) for General and Administrative Charges based on KELLER'S operating budget for Fiscal Year 2010/11. (Payment percentages described in Exhibit "A" shall remain the same for the duration of this agreement.)
- d. SOUTHLAKE will continue as a member of the Northeast Tarrant County Radio Consortium and pay the required member fees, including the radio maintenance fees for radio control stations within SOUTHLAKE and all mobile and hand-held radios assigned to the employees of SOUTHLAKE. The fees for the maintenance agreement for the radio equipment within the public safety dispatch center will be the responsibility of KELLER and will be part of the annual budget operating costs subject to cost sharing agreement for dispatching services as stated in Exhibit "A".
- e. Agree to utilize the CRIMES Records Management System to be compatible with the CRIMES Computer Aided Dispatch System that will be used by the public safety dispatching center. SOUTHLAKE will be responsible for the purchase and maintenance of all computer workstations at SOUTHLAKE facilities and their own police and fire vehicles or other Public Safety Emergency equipment. SOUTHLAKE will maintain their own Public Safety records unit at a Southlake facility and be responsible for all law enforcement and fire reporting requirements to State and Federal agencies. SOUTHLAKE will also be responsible for SOUTHLAKE'S record dissemination responsibilities to the public, except direct inquiries from the public regarding a jail or public safety dispatching incident.

- f. Arrange for the timely delivery of all the required paperwork to properly hold and arraign SOUTHLAKE prisoners. SOUTHLAKE Department of Public Safety will be responsible for the transportation of all SOUTHLAKE prisoners to KELLER'S jail facility. Should the need arise for an in-custody transportation for emergency medical treatment of a SOUTHLAKE prisoner housed at the KELLER jail, a KELLER police officer shall provide security for up to two hours until a SOUTHLAKE police officer can respond to the medical facility to assume custody.

Section 5. **COLLEYVILLE Obligations.** COLLEYVILLE agrees to perform the following:

- a. Pay the sum of Ninety-Nine Thousand, Two Hundred and Ninety-Seven Dollars (\$99,297) to KELLER for Jail Services for the Fiscal Year 2010/11 beginning on October 1, 2010 and ending on September 30, 2011. The amount of charges to be established based on the adopted Fiscal Year 2010/11 KELLER Police Department Operating budget to operate the KELLER jail. This payment represents a 24% cost share of all Jail Services by COLLEYVILLE based on the previous calendar year prisoner count supplied by COLLEYVILLE. (See payment schedule, Section 6.)
- b. Pay the sum of Two Hundred and Seventy-Five Thousand, Sixty-Six Dollars (\$275,066) to KELLER for their share of expenses to operate the public safety dispatching center; representing a 16% cost share calculated by using KELLER'S Fiscal Year 2010/11 Budgeted Expenses. (See payment schedule, Section 6.)
- c. Pay the sum of Thirty-Eight Thousand Dollars (\$38,000.00) for General and Administrative Charges based on KELLER'S operating budget for Fiscal Year 2010/11. (Payment percentages described in Exhibit "A" shall remain the same for the duration of this agreement.)
- d. Pay a one-time equipment and configuration cost of approximately Thirty Thousand Dollars (\$30,000.00) to KELLER to prepare the public safety dispatch center to accommodate the merger of services. KELLER will provide the necessary documentation to COLLEYVILLE for reimbursement. Exhibit "B" is an estimate for the costs known at this time. KELLER will retain the title to all the equipment in the public safety dispatch center and is responsible to properly maintain and insure the equipment.
- e. COLLEYVILLE will continue as a member of the Northeast Tarrant County Radio Consortium and pay the required member fees, including the radio maintenance fees for radio control stations within COLLEYVILLE and all mobile and hand-held radios assigned to the employees of COLLEYVILLE. The fees for the maintenance agreement for the radio equipment within the public safety dispatch center will be the responsibility of KELLER and will be part of the annual budget operating costs, subject to the cost sharing agreement for dispatching services as stated in Exhibit "A".

- f. Agree to utilize the CRIMES Records Management System to be compatible with the CRIMES Computer Aided Dispatch System that will be used by the public safety dispatching center. COLLEYVILLE will be responsible for the purchase and maintenance of all computer workstations at COLLEYVILLE facilities and their own police and fire vehicles or other Public Safety Emergency equipment. COLLEYVILLE will maintain their own Public Safety records unit at a COLLEYVILLE facility and be responsible for all law enforcement and fire reporting requirements to State and Federal agencies. COLLEYVILLE will also be responsible for COLLEYVILLE'S record dissemination responsibilities to the public, except direct inquiries from the public regarding a jail or public safety dispatching incident.
- g. Arrange for the timely delivery of all the required paperwork to properly hold and arraign COLLEYVILLE prisoners. COLLEYVILLE Police Department will be responsible for the transportation of all COLLEYVILLE prisoners to KELLER'S jail facility. Should the need arise for an in-custody transportation for emergency medical treatment of a COLLEYVILLE prisoner housed at the KELLER jail, a KELLER police officer shall provide security for up to two hours until a COLLEYVILLE police officer can respond to the medical facility to assume custody.

Section 6. Payments for Services Performed. All payments for Jail Services and Dispatching Services except for the one time configuration and equipment payment period outlined in Section 5.d., hereto shall be paid by SOUTHLAKE and COLLEYVILLE to KELLER in four (4) equal installments due on the 1st day of each calendar quarter beginning October 1, 2010 in advance of the services performed by KELLER for SOUTHLAKE and COLLEYVILLE for each subsequent calendar quarter of KELLER'S fiscal year and continuing thereafter throughout the term of the Agreement.

Each annual payment amount for Jail Services shall be in accordance with KELLER'S Fiscal Year Police Department Operating budgeted amount for the jail adjusted annually to include budgeted increases in operating costs, and capital costs as anticipated to be approved by the KELLER City Council during the annual budgeting process for the upcoming Fiscal Year beginning October 1, multiplied by the cost share amount to be determined by the prisoner count from the previous calendar year.

Each annual payment for the operation of the public safety dispatching center shall be in accordance with KELLER'S Fiscal Year Police Department Operating budgeted amount for the communications center adjusted annually to include budgeted increases in operating costs, and capital costs as anticipated to be approved by the KELLER City Council during the annual budgeting process for the upcoming Fiscal Year beginning October 1, multiplied by the cost share factor. For the first three years of this agreement the cost share factor will be fixed at 42% for SOUTHLAKE and 16% for COLLEYVILLE. The workload factors in the communications center include the number of 9-1-1 calls answered for each respective city, the number of police, fire, and EMS calls dispatched and initiated for each respective city for the three years will be averaged and the cost share formula may then be adjusted up or down for SOUTHLAKE and COLLEYVILLE for the fourth year of the agreement. Subsequent adjustments during this agreement will be done once every three years using an average from the preceding three years of data.

Each annual payments for the General and Administrative Charge shall be based on the fixed percentages described in Exhibit "A", adjusted annually, based on KELLER'S respective departmental budget anticipated to be approved by the KELLER City Council during the annual budgeting process for the upcoming Fiscal Year beginning October 1.

KELLER shall notify SOUTHLAKE and COLLEYVILLE of the anticipated costs of the Jail Services and Dispatching Services and general and administrative charges by May 30 of each fiscal year for budgeting and planning purposes. The final costs will be determined and communicated in writing when the KELLER City Council adopts the KELLER annual budget, but shall not exceed the estimate by more than 5%. The annual cost increase for SOUTHLAKE and COLLEYVILLE for the Jail Services and Dispatching and general and administrative costs shall not exceed the percentage increase of the KELLER Police Department's annual operating budget.

In the event the SOUTHLAKE and COLLEYVILLE City Councils fail or refuse to approve the annual payment amount set forth in this section by September 25, prior to any fiscal year during the term of this Agreement, the Agreement shall be deemed to be cancelled, effective at the end of the then current fiscal year of KELLER.

Section 7. Cancellation.

- a. SOUTHLAKE and or COLLEYVILLE shall have the right to terminate, based on the provisions of this Agreement, if KELLER breaches any of its terms or fails to perform any of the obligations it imposes, and then fails to cure the breach or failure within thirty (30) days following written notice from SOUTHLAKE and or COLLEYVILLE. If the Agreement is terminated under this paragraph, KELLER shall be entitled to retain money already received prorated to the period from the last payment until the date of termination, and shall refund the remainder to SOUTHLAKE and or COLLEYVILLE.
- b. After the initial twenty-four (24) months of this agreement, all parties shall have the right to terminate this Agreement by giving written notice to KELLER at least twenty-four (24) months prior to the subsequent Fiscal Year, October 1. All payments by SOUTHLAKE and or COLLEYVILLE to KELLER shall continue until the cancellation date or as mutually agreed to by both parties. Should either SOUTHLAKE or COLLEYVILLE choose to cancel this agreement the remaining city can choose to continue the agreement with KELLER with new cost sharing formulas developed at that time and mutually agreed upon.

Section 8. Notices. All notices required or provided for in this Agreement shall be sent to the following parties by certified mail – return receipt requested:

KELLER

**Dan O'Leary, City Manager
City of Keller
P.O. Box 770
Keller, TX 76244**

SOUTHLAKE

**Shana Yelverton, City Manager
City of Southlake
1400 Main Street
Southlake, TX 76092**

COLLEYVILLE

Jennifer Fadden, City Manager
City of Colleyville
100 Main Street
Colleyville, TX. 76034

Section 9. Dispute Resolution. In order to ensure an effective relationship between the parties and to provide the best possible public services, it is mutually agreed that all questions arising under this Agreement shall first be handled and attempted to be resolved between the City Managers of KELLER, SOUTHLAKE and COLLEYVILLE.

All issues regarding the performance of Dispatching, or Jail Services shall be brought directly to the attention of the KELLER Chief of Police or his authorized designee. Immediate performance complaints or concerns should be addressed by communicating the problem to the on-duty dispatch supervisor.

Any issues not resolved hereunder may be referred to the respective governing bodies for resolution and if necessary, the parties hereby agree to the appointment of a court-certified (certified in Tarrant County) Mediator to assist in resolving said dispute as a prerequisite to the filing of any lawsuit over such issues.

Section 10. Venue. Venue for any legal dispute arising pursuant to this Agreement shall lie in Tarrant County, Texas. No litigation shall be commenced prior to both parties completion of mediation in accordance with Section 9.

Section 11. All parties mutually agree that KELLER is an independent contractor, and shall have exclusive control of performance hereunder, and that employees of KELLER in no way are to be considered employees of SOUTHLAKE or COLLEYVILLE. The employment rights of KELLER personnel assigned under this agreement will not be abridged.

Section 12. To the extent allowed by law, KELLER hereby agrees to indemnify and otherwise hold harmless SOUTHLAKE and COLLEYVILLE, its officers, agents and employees in both public and private capacity against all liability claims, suits, demands, losses, damages, attorney fees, including all expense of litigation or settlement, or causes of action of any kind which may arise by reason of injury to or death of any person or for a loss of, damage to, or loss of the use of any property arising out of or in any way connected to KELLER'S performance of jail services under this agreement including any intentional or negligent acts or omissions of KELLER'S officials, officers, agents or employees relating to or arising out of the performance of the jail services.

KELLER, SOUTHLAKE AND COLLEYVILLE each agree to accept full responsibility for the actions of their own officers, agents and employees in the operation of the communications center, or in the performance or use of dispatching services under this agreement, and each party hereby agrees to indemnify and otherwise hold harmless the other party, its officers, agents and employees in both public and private capacity against all liability claims, suits, demands, losses, damages, attorney fees, including all expense of litigation or settlement, or causes of action of any kind which may arise by reason of injury to or death of any person or for a loss of, damage to, or loss of the use of any property arising out of or in any way connected to the intentional or

negligent acts or omissions of that party, its officers, agents or employees, in the operation of the communications center, or in the performance or use of dispatching services under this agreement.

It is expressly understood and agreed that, in the execution of this Agreement, KELLER SOUTHLAKE and COLLEYVILLE do not waive, nor shall be deemed hereby to waive any immunity or defense that would otherwise be available to or against claims arising in the exercise of governmental functions relating hereto or otherwise. By entering into this Agreement, KELLER, SOUTHLAKE and COLLEYVILLE do not create any obligations express or implied, other than those set forth herein, and this Agreement shall not create any rights in any parties not signatory hereto.

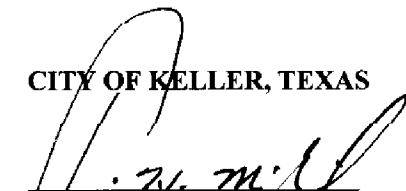
Section 13. In the event that the jail and or communications center located at the KELLER Police Facility is damaged due to a natural or a man made disaster and is unusable, KELLER will have a contingency plan to continue to provide the services under this Agreement at another facility within Northeast Tarrant County.

Section 14. Annually, at the time the cost for Jail Services and Dispatching Services are recalculated, this Agreement will be reviewed by both parties for needed clarification and or revisions. This Agreement may only be modified, changed or altered at any time, upon mutual agreement of parties, provided that any such modification, change and/or alteration be reduced to writing, and approved by the governing bodies of KELLER, SOUTHLAKE and COLLEYVILLE.

Section 15. This Agreement has been approved by the governing bodies of KELLER, SOUTHLAKE and COLLEYVILLE respectively. The execution of this Agreement has been authorized by an act of the governing bodies of KELLER, SOUTHLAKE and COLLEYVILLE at a duly called and posted meeting.

IN WITNESS WHEREOF, we have hereunto set our hands this the 3rd day of August, 2010, in duplicate originals.

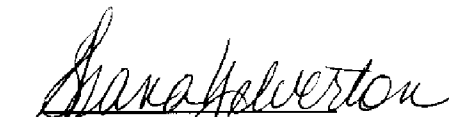
CITY OF KELLER, TEXAS


By: P.H. McGrail
Mayor


By: Dan O'Leary
City Manager

CITY OF SOUTHLAKE, TEXAS


By: John Terrell
Mayor


By: Shana Yelverton
City Manager

ATTEST:


By: Sheila Stephens
City Secretary




By: ~~Lori Farwell~~ Lori Payne
City Secretary

CITY OF COLLEYVILLE, TEXAS

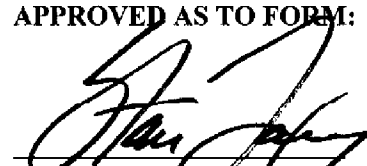

By: David Kelly
Mayor


By: Jennifer Fadden
City Manager

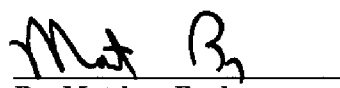
ATTEST:


By: Cynthia Singleton
City Secretary

APPROVED AS TO FORM:


By: L. Stanton Lowry
City Attorney for Keller


By: Allen Taylor
City Attorney for Southlake


By: Matthew Boyle
City Attorney for Colleyville

**FISCAL YEAR 2010/11
COMBINED DISPATCH AND JAIL BUDGETS
And GENERAL AND ADMINISTRATIVE CHARGES
FOR SERVICES TO THE CITIES OF SOUTHLAKE AND COLLEYVILLE.**

**OPERATING BUDGET FOR KELLER/SOUTHLAKE/COLLEYVILLE
EMERGENCY COMMUNICATIONS CENTER FISCAL YEAR 2010/2011**

\$1,719,163

Includes twenty (21) full-time employee equivalents (FTEs), 19 public safety dispatchers, 1 communications supervisor, 1 communications center manager; operations, records keeping, building capital and maintenance costs.

Southlake Annual Service Level at 42% cost share	\$ 722,048
Colleyville Annual Service Level at 16% cost share	\$ 275,066

OPERATING BUDGET FOR JAIL SERVICES FISCAL YEAR 2010/11.

Includes six (6) full-time employee equivalents, detention officers; operations, capital , and maintenance costs.

\$ 413,736

Southlake Annual Service Level at 28% cost share.	\$ 124,121
Colleyville Annual Service Level at 24% cost share.	\$ 99,297

GENERAL AND ADMINISTRATIVE CHARGES (1)

Includes services of Police Administration,
Human Resources, Information Services.

Southlake	\$ 50,000
Colleyville	\$ 38,000

TOTAL ANNUAL COST FOR FISCAL YEAR 2010/11

Southlake	\$ 896,169
Colleyville	\$ 412,363

- (1) PERCENT (%) OF RESPECTIVE ANNUAL
OPERATING BUDGET USED:

	Southlake	Colleyville
Police Administration	4.5%	2.5%
Human Resources	4%	2%
Information Services	2.6%	2.5%

EXHIBIT A

**ESTIMATED EQUIPMENT AND CONFIGURATION COSTS TO BE PAID BY
COLLEYVILLE
TO PREPARE THE EMERGENCY COMMUNICATIONS CENTER**

• Computer	\$2,000
• Dispatch Furniture	\$2,000
• Additional Phone/radio recording licensing fee	\$ 850
• Dispatch Wireless Headset	\$1,100
• Gold-Elite Radio Console	\$15,900
• Motorola Installation Cost	<u>\$8,840</u>
• Estimate Total	\$30,690

EXHIBIT B

July 15, 2016

City of Colleyville
5201 Riverwalk Drive
Colleyville, TX 76034

Attn: Police ~~Chief~~ Michael Holder

Re: First Renewal Term for Combined Public Safety Dispatching and Jail Services for the Cities of Keller, Southlake, and Colleyville. Contract No. 10-77

Pursuant to the stated terms in Contract No. 10-77 for Combine Public Safety Dispatching and Jail Services for the Cities of Keller, Southlake, and Colleyville, the partner cities have the option to renew the combined services agreement for an additional (5) year period, known as the First Renewal Term, by mutual consent of all parties.

If you agree to this renewal the following will apply:

Renewal period: October 1, 2016 through September 30, 2021

All originally agreed upon services, obligations, payments for services performed, terms for cancellation, notices, dispute resolution, and venue originally agreed to by the City of Keller, City of Southlake, and City of Colleyville as detailed in the original Interlocal Agreement for Combined Public Safety Dispatching and Jail Services, Contract No. 10-77, will remain in effect for the duration of this renewal period.

Please check one of the following:

☐ Yes, City of Colleyville agrees to the First Renewal Term for Contract No. 10-77.
☐ No, City of Colleyville does not agree to the First Renewal Term for Contract No. 10-77.

Please sign and submit to the following:

City of Keller
Michael Wilson, Chief of Police
P.O. Box 770
Keller, TX 76244

Jennifer Fadden, City Manager Date

Sincerely Yours,


Michael Wilson
Chief of Police

Printed Name

Mark Hafner, City Manager Date

Printed Name



City of Colleyville City Council Agenda Briefing

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

Agenda Number 4j

Agenda Date 09/06/2016

Number Resolution R-16-4029

Type Resolution

Department Finance

Title

Approval of a contract with Pattillo, Brown and Hill, L.L.P., for audit services for fiscal year ended September 30, 2016, in the amount of \$45,000

Strategy Map Connection

F1- Protect and preserve the City's top financial ratings
F4- Adhere to the City's financial and budgetary policies

Explanation

Reading and Public Hearing

On May 14, 2013, the City Council awarded the contract for auditing services to Pattillo, Brown and Hill, L.L.P., for a five-year term (Fiscal Years 2013-2017) by Resolution R-13-3627. The cost of auditing services for fiscal year ended September 30, 2016 is \$45,000, as proposed for the fourth year of services, in the original request for proposal and attached engagement letter. Also, attached is the firm's most recent peer review report dated August 29, 2013. They received a peer review rating of pass, which is the highest rating a firm can receive.

Financial Impact

Funding for the annual audit is provided in the following budgets: General Fund (Finance), Utility Fund (Utility Billing), Drainage Utility Fund, Crime Control and Prevention District Fund, and Colleyville Economic Development Corporation Fund.

Recommendation

Approve

Attachments

1. Fiscal Year 2016 Audit Engagement Letter
2. Audit Peer Review Report

August 23, 2016

City of Colleyville, Texas
100 Main Street
Colleyville, Texas 76034

Dear City Council of Colleyville, Texas and Finance Manager:

You have requested that we audit the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of City of Colleyville, Texas, as of September 30, 2016, and for the year then ended, and the related notes to the financial statements, which collectively comprise City of Colleyville, Texas' basic financial statements as listed in the table of contents.

In addition, we will audit the entity's compliance over major federal award programs for the period ended September 30, 2016. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the entity's major federal award programs.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, and pension related information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis

- Schedule of Changes in Net Pension Liability and Related Ratios.
- Schedule of Contributions.

Supplementary information other than RSI will accompany City of Colleyville, Texas' basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- Combining Statements and Schedules

Schedule of Expenditures of Federal Awards

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements:

- Introductory Section.
- Statistical Section.

Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of City of Colleyville, Texas' basic financial statements. Our report will be addressed to the governing body of City of Colleyville, Texas. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Audit of Major Program Compliance

Our audit of City of Colleyville, Texas' major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the entity has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major federal award programs. Our procedures will consist of determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. However, our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management's Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
3. For safeguarding assets;
4. For identifying all federal awards expended during the period including federal awards and funding increments received prior to December 26, 2014, and those received in accordance with the Uniform Guidance generally received after December 26, 2014;
5. For preparing the schedule of expenses of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance requirements;
6. For the design, implementation, and maintenance of internal control over compliance;
7. For identifying and ensuring that the entity complies with laws, regulations, grants, and contracts applicable to its activities and its federal award programs;
8. For following up and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
9. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
10. For submitting the reporting package and data collection form to the appropriate parties;
11. For making the auditor aware of any significant vendor relationships where the vendor is responsible for program compliance;
12. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

13. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
14. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets; and
15. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

With respect to any nonattest services we perform, such as preparation of financial statements and related note disclosures and the schedule of expenditures of federal awards, the entity's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Engagement Administration, Fees and Timing

We will schedule the engagement based in part on deadlines, working condition, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

The timing of our audit will be scheduled for performance and completion as follows:

Document internal control and preliminary tests	August 2016
Mail confirmations	October 2016
Perform year-end audit procedures	November 2016
Issue audit reports	January 2017

John K. Manning is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Pattillo, Brown & Hill, L.L.P.'s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees for these services will be at our standard hourly rates plus out-of-pocket cost (such as reports reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$45,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If you elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional cost.

Other Matters

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The audit documentation for this engagement is the property of Pattillo, Brown & Hill, L.L.P. and constitutes confidential information. However, we may be requested to make certain audit documentation available to federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be

provided under the supervision of Pattillo, Brown & Hill, L.L.P.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to management and those charged with governance the following significant findings from the audit:

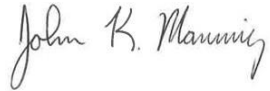
- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements compliance over major federal award programs including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,
Pattillo, Brown & Hill, L.L.P.

A handwritten signature in cursive script that reads "John K. Manning".

John K. Manning, CPA
Waco, Texas

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of City of Colleyville, Texas by:

Name: _____

Title: _____

Date: _____

American Institute of
Certified Board Accountants

Mississippi Society of
Certified Public Accountants

An Independent Member of
CPA Associates International, Inc.,
A Worldwide Association of Accounting Firms



3820 I-55 North, Suite 100
Jackson, MS 39211

Post Office Box 16090
Jackson, MS 39236-6090

Phone: 601-987-4300
Fax: 601-987-4314

www.eubankbetts.com

SYSTEM REVIEW REPORT

August 29, 2013

**To the Partners of
Pattillo, Brown & Hill, L. L. P.
and the National Peer Review Committee**

We have reviewed the system of quality control for the accounting and auditing practice of **Pattillo, Brown & Hill, L. L. P.** (the firm) in effect for the year ended May 31, 2013. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans, audits performed under FDICIA and examinations of service organizations [Service Organizations Control (SOC) 1 engagements].

In our opinion, the system of quality control for the accounting and auditing practice of **Pattillo, Brown & Hill, L. L. P.** in effect for the year ended May 31, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. **Pattillo, Brown & Hill, L. L. P.** has received a peer review rating of *pass*.



EUBANK, BETTS, HIRN, WOOD, PLLC



City of Colleyville City Council Agenda Briefing

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

Agenda Number 4k

Agenda Date 09/06/2016

Number Resolution R-16-4029

Type Resolution

Department Police

Title

Approval to extend an ongoing annual agreement with Autobahn Motor Cars to sponsor the loan of a vehicle to the Colleyville Police Department for the expressed use of the Colleyville Heritage High School Resource Officer

Strategy Map Connection

B3- Utilize partnerships to implement cost-effective service solutions

Explanation

Reading and Public Hearing

The Colleyville Police Department requests the extension of the attached ongoing agreement with Autobahn Motor Cars that allows the dealership to provide a vehicle to the Colleyville Police Department for the expressed use by the School Resource Officer assigned to Colleyville Heritage High School. The sponsorship program began in 2004 as a way for Autobahn Motor Cars to enter into a community partnership that benefits the City of Colleyville, Colleyville Police Department, and the Grapevine-Colleyville Independent School District. The annual sponsorship of the vehicle begins and ends in conjunction with the Grapevine-Colleyville Independent School District academic calendar year.

The attached agreement allows the Colleyville Police Department the ability to place the Police Department's markings on the vehicle to clearly identify it as a Colleyville Police Department vehicle. In addition, the vehicle will be marked with decals that state "provided by Autobahn Motor Cars". The agreement allows the vehicle to be used at all school related functions, as well as City of Colleyville or Colleyville Police Department sponsored events. Autobahn will retain ownership of the vehicle and Colleyville will provide insurance coverage for the vehicle and a certificate of insurance to Autobahn.

Financial Impact

The Colleyville Police Department is responsible for the fuel, markings, and insurance costs related to the vehicle. All other maintenance related costs will be the responsibility of Autobahn Motor Cars. The City of Colleyville is required to list the vehicle for insurance coverage through Texas Municipal League.

Recommendation

Approve

Attachments

1. Autobahn-Colleyville Agreement for Loan Vehicle

Agreement for Loan Vehicle

Participants:

Autobahn Motor Cars (Autobahn)
and
City of Colleyville, Texas (Colleyville)

Vehicle Make	Volkswagen
Model	2017 Tiguan S
VIN	WVGAV7AX4HW510060
Mileage @ Delivery	24
Value of Vehicle	\$26,180.00

The following details include conditions with which a vehicle is loaned to the City of Colleyville by Autobahn Motor Cars.

- Autobahn agrees to furnish the above vehicle to the City of Colleyville Police Department for the primary use of the Colleyville Heritage High School Resource Officer (SRO).
- Autobahn will retain ownership of the above vehicle and Colleyville will provide insurance coverage for the vehicle and a certificate of insurance to Autobahn.
- Autobahn being the rightful owner of the above vehicle reserves the right to withdraw the loan of the vehicle with four weeks advance notice if this action is necessary. Colleyville reserves the right to return the vehicle prior to the end of the loan agreement with four weeks advanced notice if this action is necessary.
- Colleyville will place decals on the vehicle in order to create the appearance of a Police Unit. All decals will be removed by Colleyville prior to return to Autobahn. The only Police equipment installed in the vehicle will be temporarily added and not require permanent mounting brackets or drilling holes on any part of the vehicle's exterior or interior. In addition to parking the vehicle at the High School on school days, the vehicle will also be used during school sponsored activities and local community functions.
- The vehicle will have two decals indication "provided by Autobahn Motor Cars" with one placed at the top of the windshield with not less than 2" letters and one on the lower part of the rear window with not less than 4" letters.
- The vehicle will be loaned to Colleyville for a term that would include the Colleyville Heritage school year or other term preferred by Autobahn.
- Colleyville will maintain and service the vehicle as directed by Autobahn.

This agreement is entered into on the _____ day of _____, 20____

John Chase, CEO
Autobahn Motor Cars

Richard Newton, Mayor
City of Colleyville



City of Colleyville City Council Agenda Briefing

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

Agenda Number 5a

Agenda Date 09/06/2016

Number Ordinance O-16-1985

Type Ordinance

Department Community Development

Title

Consideration of a Special Use Permit for Food Packaging and Manufacturing on Lot 8R, Block 1, of the Industrial Park Addition, located at 1904 Industrial Boulevard, Case ZC16-010

Strategy Map Connection

There is no strategy map connection for this item.

Explanation

Second Reading and Public Hearing

There were no speakers regarding this request at the August 16, 2016, City Council meeting.

First Reading and Public Hearing

Todd White, the applicant, has submitted a request for a Special Use Permit (SUP) to allow a Food Packaging and Manufacturing business at 1904 Industrial Boulevard, Suite 103. The subject property is zoned ML-Light Manufacturing district. A Food Packaging and Manufacturing business is allowed in the ML-Light Manufacturing zoning district with the approval of an SUP.

Existing Conditions/Background: The subject property is currently known as the Colleyville Technical Center and is developed as an approximately 13,400 square foot commercial building with a mix of office, light manufacturing, and warehouse uses. Per the attached site plan and floor plan exhibits, the proposed business would occupy 1,500 square feet of lease space that is currently vacant.

Proposed Business: Per the attached Statement of Planning Objectives the proposed name of the business is "Trulee Foods". The business currently has six employees and plans to relocate from Southlake to Colleyville upon approval of the Special Use Permit request.

According to the Statement of Planning Objectives the business will manufacture, package, and ship "Bliss Bites", a superfood dessert currently sold in Central Market grocery stores throughout Texas, with plans to begin selling in Market Street grocery stores in the near future.

The applicant has indicated that no cooking of food will take place on the premises.

The process primarily consists of mixing ingredients, packaging, and shipping.

Ordinance – Chapter 3 (Land Use) of the Land Development Code identifies the purpose of a Special Use Permit as:

"The purpose of a Special Use Permit is to allow a use not normally allowed in a zoning district, which could be of benefit in a particular case to the general welfare, provided adequate development standards and special requirements are imposed to protect surrounding uses or to preserve the character of the neighborhood."

Analysis – The Special Use Permit request up for consideration is consistent with the land uses located on the subject property, and the governing zoning district. Based on the information provided by the applicant, the business appears to be a low intensity land use with few employees and standard hours of operation. Although residential adjacency exists to the east (Ross Downs Estates), the proposal does not appear to be of a nature anticipated to adversely impact the adjacent residential properties.

Hours of Operation: According to the applicant, the business will generally operate during the following hours:

- 8:00 am to 6:00 pm

Parking: The attached site plan identifies 43 parking spaces provided for 1904 Industrial Boulevard. The Land Development Code does not prescribe a specific parking ratio for the proposed land use. Rather, Chapter 3 of the Land Development Code states that the number of parking spaces for a Food Packaging and Manufacturing land use be established *"As set by the SUP or PUD approved ordinance"*. Based on the limited number of employees, the nature of the business, and no overnight parking of distribution trucks on the premises, staff recommends a parking ratio commensurate to a general office land use. This requirement is one parking space per 300 square feet of gross floor area. Utilizing this ratio, five parking spaces will be required for the proposed use.

Comprehensive Plan: The City's comprehensive plan, *Destination Colleyville*, identifies the subject property within the Upper Sector of the Colleyville Boulevard Corridor. This area is encouraged to evolve over time into a more attractive and cohesive section of the Corridor. The current land uses are characterized by auto-service and light industrial uses. However, a focus on transitioning to flex offices, garden offices, and retail services would create some redevelopment activity in an area of the Corridor that would benefit from incremental changes.

Surrounding Development: The table below reflects the surrounding zoning and existing land uses for the subject property as further illustrated on the attached location map:

ML-Light Manufacturing (Commercial Buildings)	ML-Light Manufacturing (Commercial Buildings)	PUD-R-Planned Unit Development-Residential (Ross Downs Estates)
ML-Light Manufacturing (Commercial Buildings)	<i>Subject Property</i> ML-Light Manufacturing (Commercial Buildings)	PUD-R-Planned Unit Development-Residential (Ross Downs Estates)
ML-Light Manufacturing (Commercial Buildings)	ML-Light Manufacturing (Commercial Buildings)	PUD-R-Planned Unit Development-Residential (Ross Downs Estates)

Public Notification: Staff mailed notices to all property owners within 200 feet as well as any Homeowners Associations within 500 feet of the subject property regarding this request. Grapevine-Colleyville ISD, where the subject property is located, was notified per State law. Notice was published in the *Fort Worth Star-Telegram* as required by State law and the Land Development Code. To date, no correspondence has been received.

Planning and Zoning Commission Recommendation: The Planning and Zoning Commission recommended approval of this request at the August 8, 2016 meeting by a vote of 7-0, subject to the following conditions:

The Special Use Permit shall be limited to Suite 103. The ordinance shall be revised to include this information.

Staff Recommendation: The proposed zoning change is generally consistent with the City's comprehensive plan. Additionally the request is consistent with the land uses located on the subject property and the governing zoning district. Staff recommends approval of the Special Use Permit.

Financial Impact

There is no financial impact to the City.

Recommendation

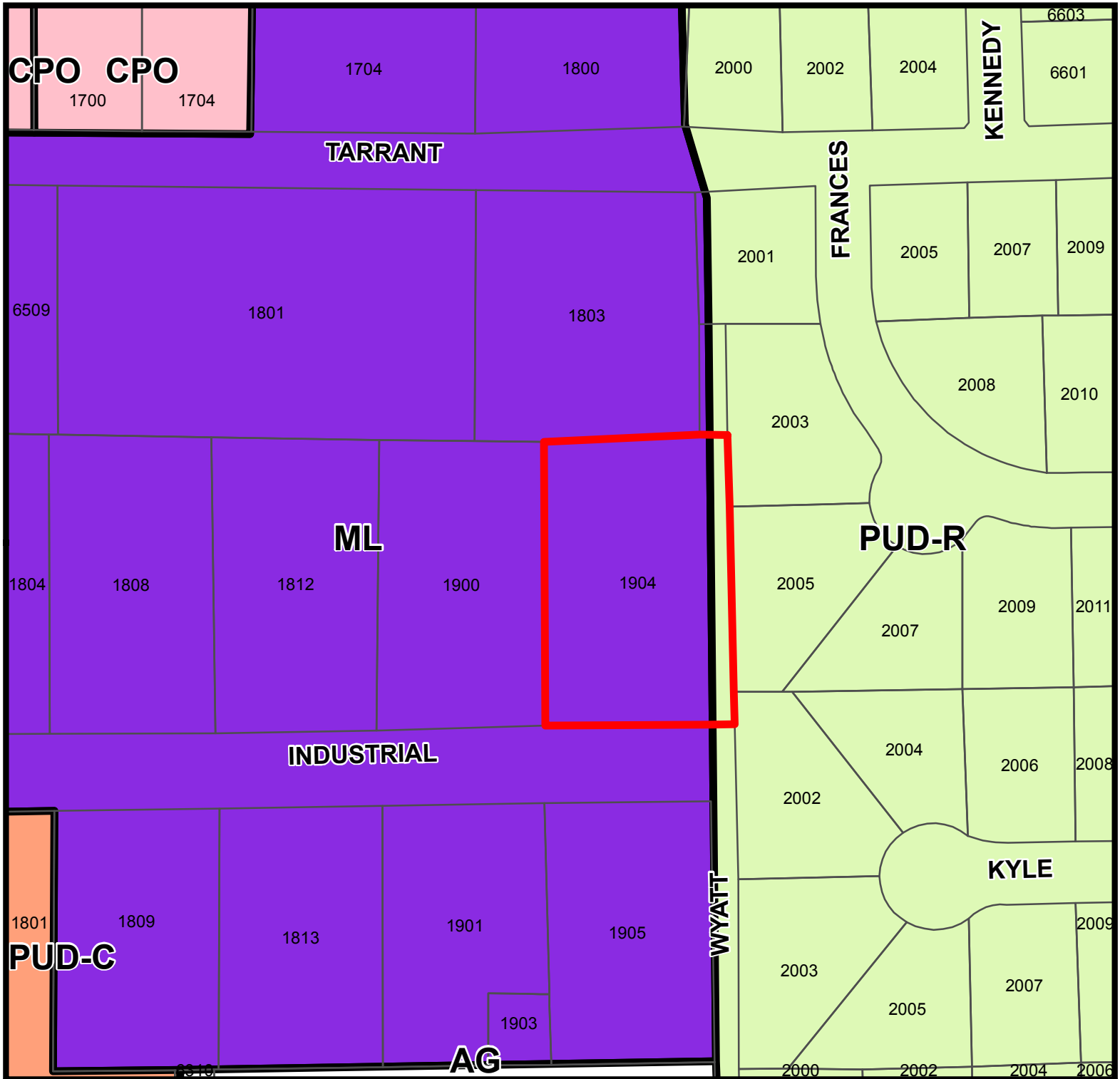
Approve

Attachments

1. Zoning Map
2. Aerial Map
3. Future Land Use Map
4. Statement of Planning Objectives
5. Site Plan
6. Suite 103 Floorplan
7. Executive Summary
8. Parking Analysis

9. Notification Map
10. Notification List
11. Ordinance O-16-1985

ZONING MAP



ZC16-010

1904 INDUSTRIAL BLVD. # 103

Legend

Subject Property



1 inch = 125 feet

Vicinity Map



DISCLAIMER: This map and information contained in it were developed exclusively for use by the City of Colleyville. Any use or reliance on this map by anyone else is at that party's risk and without liability to the City of Colleyville, its officials or employees for any discrepancies, errors, or variances which may exist.

AERIAL MAP



ZC16-010

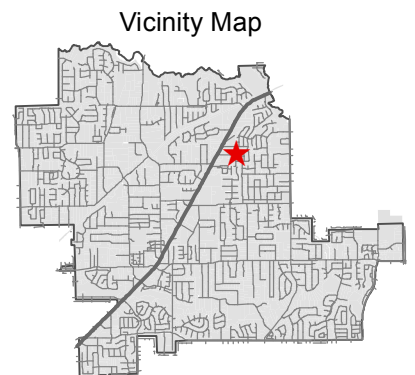
1904 INDUSTRIAL BLVD. # 103



1 inch = 125 feet

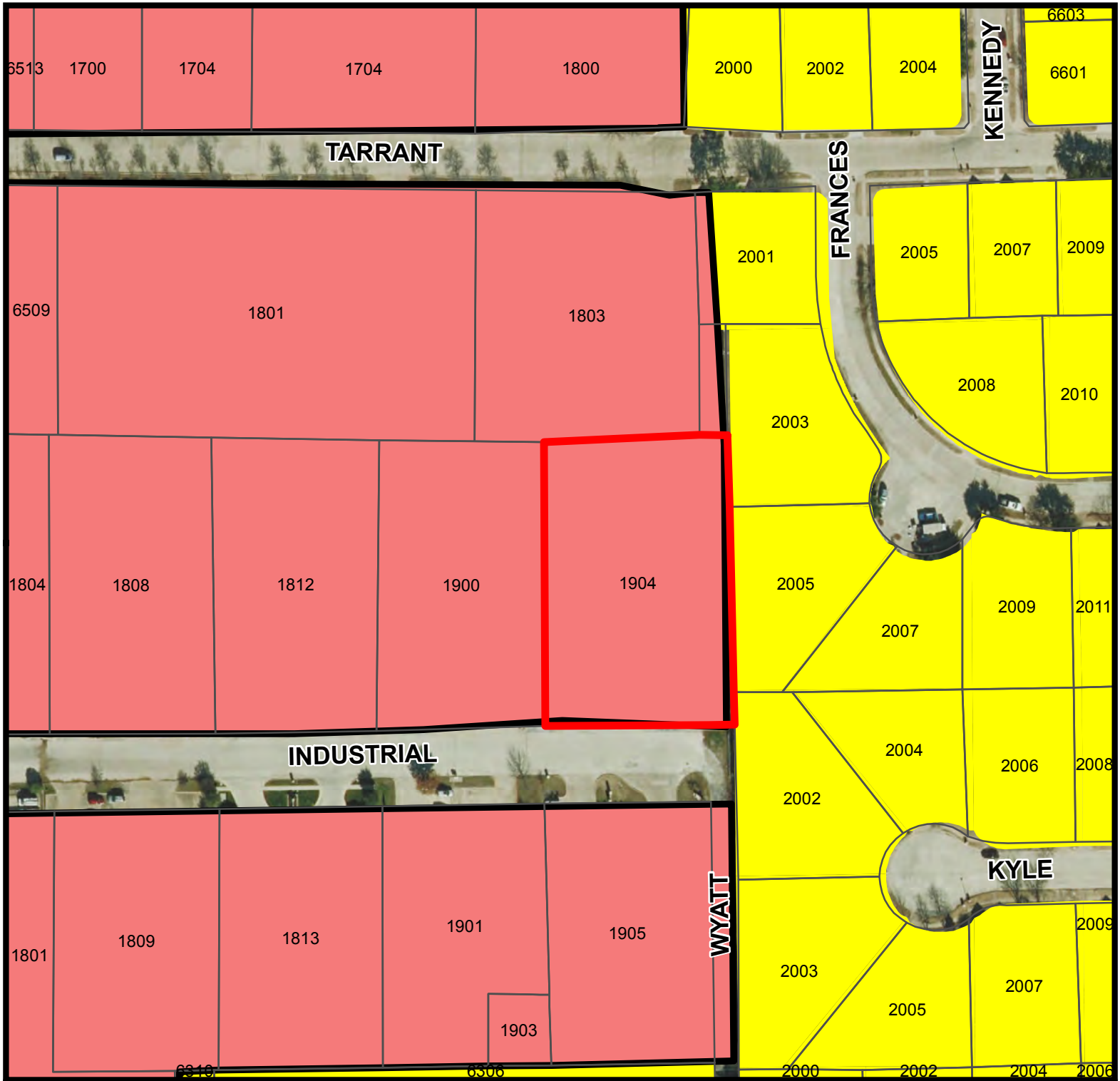
Legend

 Subject Property



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FUTURE LAND USE MAP



ZC16-010

1904 INDUSTRIAL BLVD. # 103

Legend

Subject Property

COLLEYVILLE BLVD CORRIDOR

RESIDENTIAL

COMMERCIAL

INSTITUTIONAL

PARKS/ OPEN SPACE



1 inch = 125 feet

Vicinity Map



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Statement of Planning Objectives

Trulee Foods

Todd White

Chief Operating Officer

1904 Industrial Blvd., Suite 103
Colleyville, TX 76034
844-EAT-HAPPY

City of Colleyville

100 Main Street
Colleyville, TX 76034
817-503-1050

July 13, 2016

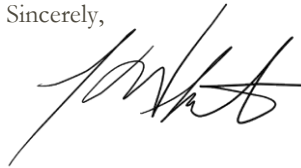
To whom it may concern,

Thank you so much for your consideration of our Special Use Permit.

We are beyond excited to be moving into a dedicated space with our very own loading dock in such a wonderful and business-friendly city! Our company, Trulee Foods, currently creates "Bliss Bites!" superfood desserts - gluten-free, dairy-free, vegan, and incredibly delicious! We pride ourselves on producing organic, raw, all-natural foods that are a key component in helping people achieve a healthy lifestyle. Our founder, Sherry Lee White (my wife), went through an incredible journey of self-healing that has ultimately lead us to this point, and we couldn't be more excited about this next step!

Bliss Bites! are currently available at all Central Market locations across Texas, and will soon be in Market Street as well, which as I'm sure you know, has a location right here in Colleyville. With more product lines on the way, we are anxious to get our new facility in full production mode as soon as possible.

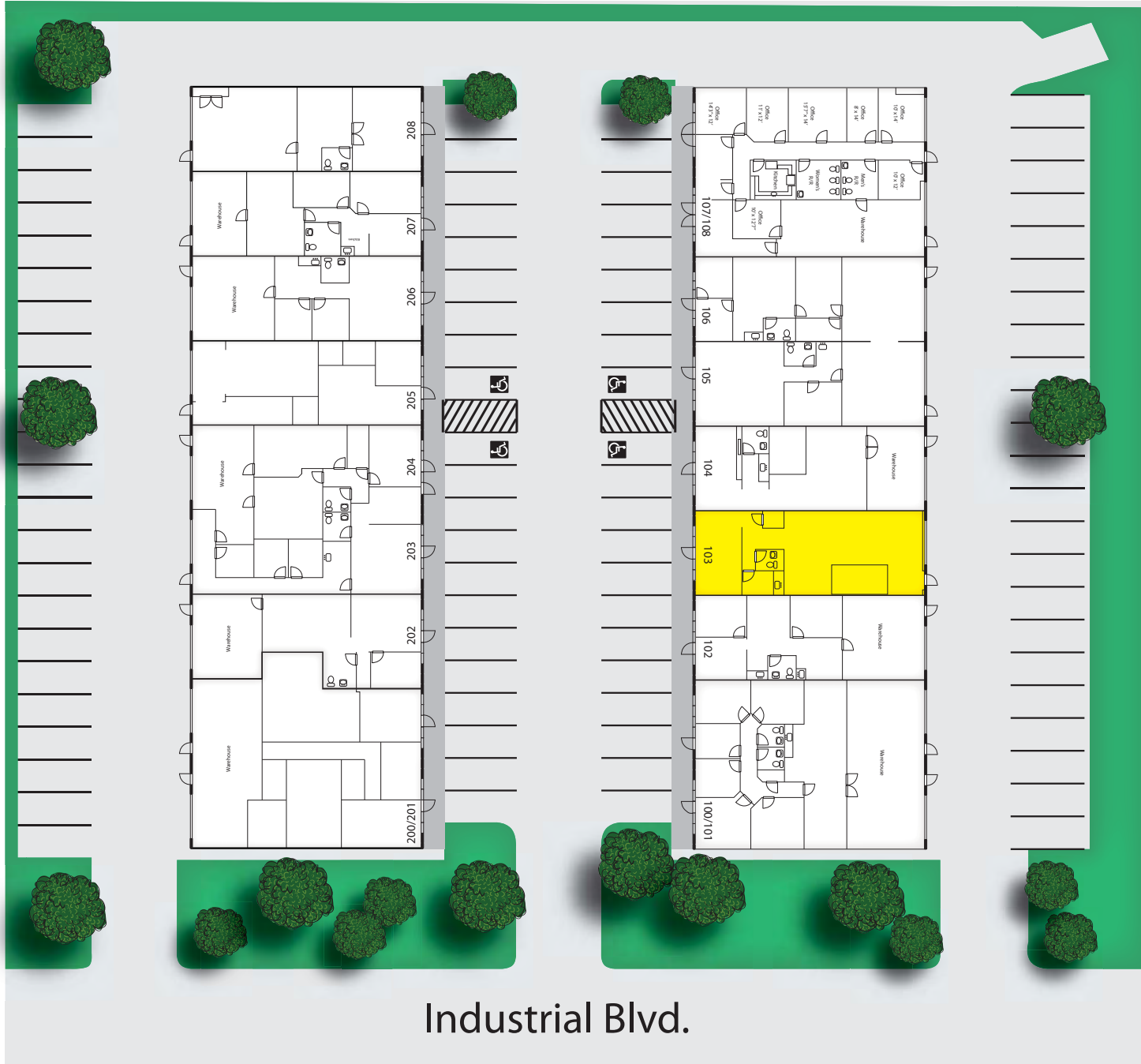
Sincerely,



Todd White

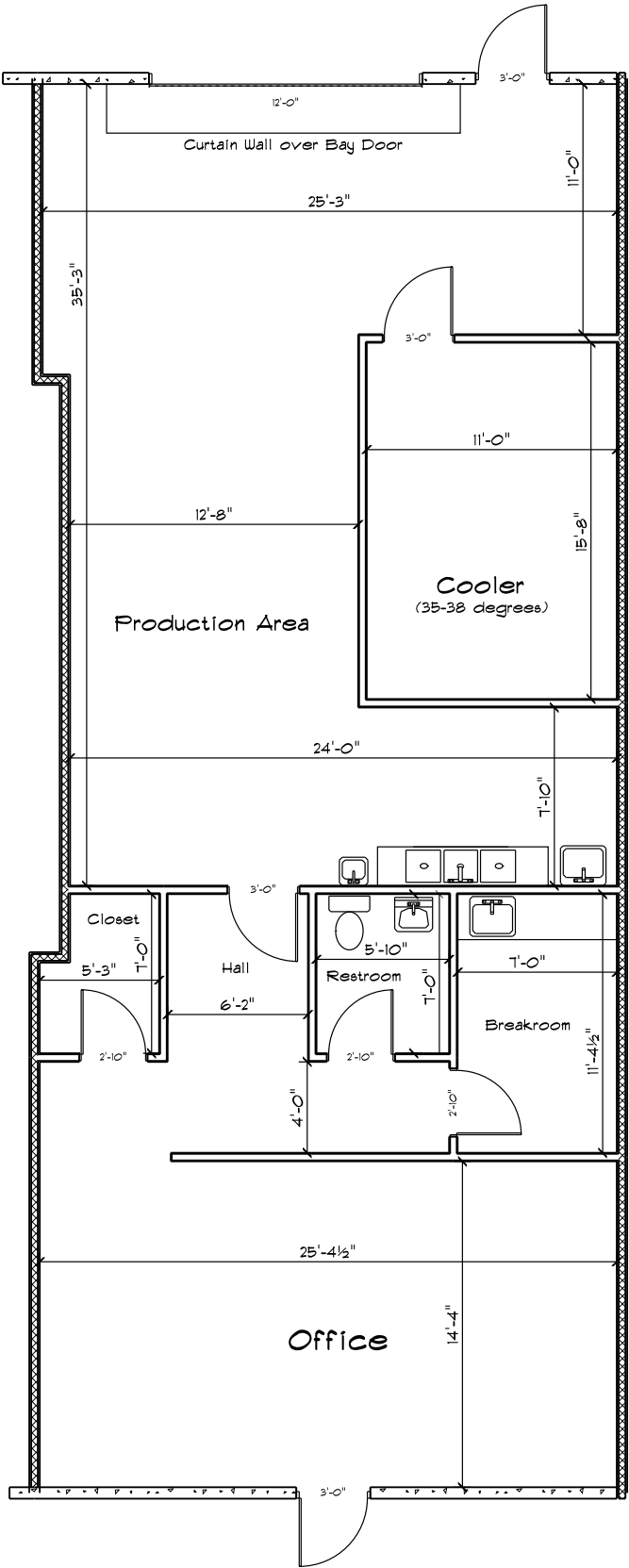
Site Plan

Colleyville Tech Center



Suite 103 Floorplan

Fork That Foods
Colleyville Tech Center Ste 103



CONFIDENTIAL

Fork That Foods Inc.

BUSINESS PLAN



WHERE NUTRITIOUS MEETS DELICIOUS!

PREPARED SEPTEMBER 2015

Contact Information

Sherry White

blissbites.co

**280 Commerce St.
Southlake, TX 76092
844-EAT-HAPPY**

Executive Summary

Overview

Fork That Foods Inc. ("Fork That!" or the "Company") has been steadily growing its Gourmet Superfood Desserts business in the Dallas / Fort Worth metroplex since September 2012. Fork That! began as a dietary consulting company offering a variety of meal plans and cleanse programs to its clients. The popularity of one of the desserts offered was so overwhelming, that Fork That! chose to focus entirely on the (then unnamed) gluten-free, dairy-free, superfood desserts now known as *Bliss Bites!* The home-based business began selling to friends and neighbors in 2013, and by Spring 2014 *Bliss Bites!* were available at local coffee shops and juice bars. Today, you can find them in a variety of local and regional gyms, coffee shops, juice bars, health foods distributors, and grocery stores. Fork That! delivered its first full pallet of *Bliss Bites!* to Central Market in September of 2015. Fork That Foods Inc. is on the verge of even more national accounts, and is poised to expand its market share even more within the next 6 to 9 months.

Background

The story behind Fork That! is actually the story of the company's owner, Sherry Lee White, and her struggle to overcome a debilitating auto-immune disease and clinical depression. For several years, Sherry was crippled with pain in her joints that multiple specialists and even the Mayo Clinic couldn't diagnose. With her joints literally dissolving away on MRI scans, the only treatment the doctors could offer was a course of chemotherapy followed by a lifetime of immuno-suppressant injections, with the possibility of life in a wheelchair. Sherry decided to find a better way. She spent nearly 5 years conducting her own research, and eventually found a big part of the answer was in the food that she ate. By cutting out gluten, dairy, and processed foods, Sherry began to find relief within days of implementing her new lifestyle. After only a month of putting better foods and supplements in her system, Sherry again felt like the healthy

young mother that she was, and Fork That! was born. She made it her mission to bring hope to anyone else suffering under similar circumstances, and bring healthy food options to everyone she could.

Opportunity

Problem

Consumers are actively looking for ready-made, healthier alternatives to the Standard American Diet. Today's explosive gluten-free consumer demand has grown 44% since 2011, and is projected to grow another 48% to \$15.6 billion by 2016. Organic and vegan markets are experiencing similar growth. Current gluten-free, vegan (dairy-free), options are lacking in either taste or nutrition.

Solution

Drawing from her personal experience, Fork That Foods' founder, Sherry Lee White, has created something that the health food market has never seen until now...decadent gourmet desserts that are actually good for you. By using only the highest quality ingredients, and avoiding refined sugars and other processed additives, Fork That! has invented a new way to look at health food. When most people think of "healthy" eating options, they usually assume that taste will be sacrificed. Not so with Fork That Foods' flagship product, *Bliss Bites!* By sourcing the best possible nutrient-dense ingredients to create treats that tantalize the taste buds of foodies and children alike, *Bliss Bites!* achieve the perfect blend of nutritious and delicious.

Who We Sell To

The appeal for healthy desserts is universal. *Bliss Bites!* are the perfect companion to a morning coffee, as an after school snacks for the kids, and go great with an evening glass of wine. Fork That! has been selling *Bliss Bites!* to coffee shops, juice bars, local gyms, and wine shops successfully for the past two years. Our target demographic markets include:

Executive Summary

- Health Conscious Individuals
- Coffee Enthusiasts
- Dietary Restricted Individuals (diabetics, celiac, etc.)
- The Wine & Dine Crowd
- Special Needs Individuals (autistic, ADHD, etc.)

Competition

Several companies offer healthy foods. Several companies offer tasty foods. Very few offer both. Most "healthy" foods available on the market today suffer from either a gross misrepresentation of what it means to be truly healthy, or they sacrifice flavor for better nutrition metrics. Everyone who has tried a healthy dessert or bar has become accustomed to expecting flavor just slightly better than cardboard. Others products that do in fact taste good can only ***claim*** to be healthy in their marketing, but a closer look at their nutrition facts reveals a different story. While some competitors have either taste ***or*** nutrition, none have the superior taste ***and*** nutrition found in *Bliss Bites!*

Why Us?

By leveraging the incredibly compelling personal story of founder, Sherry Lee White, coupled with a solid team of successful business professionals and advisers, and a proven track record since its inception, Fork That! is poised to become the Mrs. Fields of today's health conscious generation.

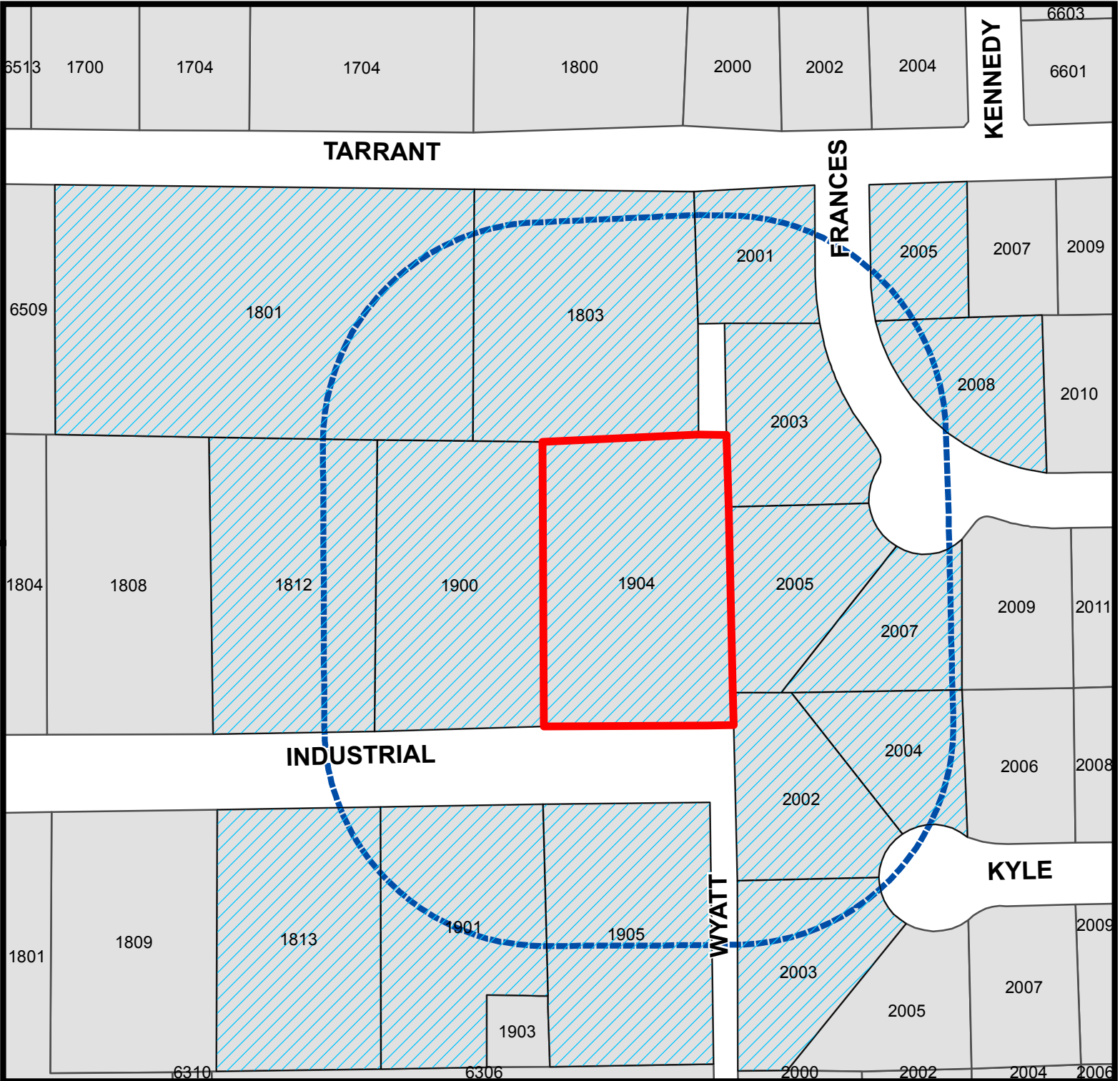
**Parking Analysis
1904 Industrial Boulevard**

Suite	Tenant Name	Gross Floor Area	Land Use	Parking Ratio	Required Parking	Parking Provided
100/101	Tek Nek Toys	3000	Warehouse and Distribution Facilities	1/300	10	
102	Mattress by Appointment	1500	Office/Showroom	*1/300	5	
103	Trulee Foods	1500	Food Packaging and Manufacturing	1/300	5	
104	Polk Design Build Group	1500	Contractor Office without Storage Yard	1/300	5	
105/106	Smart Parts Crafts	3000	Warehouse and Distribution Facilities	*1/300	10	
107/108	GSS Inc	3000	Contractor Office without Storage Yard	1/300	10	
					45	43

* Per Table 3.29 (Parking Group Schedule) of the Land Development Code, the minimum number of off-street parking spaces required for "Warehouse and Distribution Facilities" is *"Determined by the Building Official using acceptable industry comparables"*.

Staff has utilized a 1/300 parking ratio in the table above to demonstrate the most intense parking requirements. However, industry comparables typically prescribe a parking ratio of 1/1000 for "Warehouse and Distribution Facilities". Based on this information, the site appears to have adequate parking.

NOTIFICATION MAP



ZC16-010

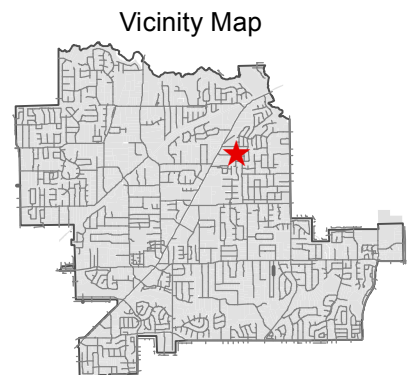
1904 INDUSTRIAL BLVD.

Legend

-  Subject Property
 Properties within 200 ft.
 200 ft Buffer



1 inch = 125 feet



DISCLAIMER: This map and information contained in it were developed exclusively for use by the City of Colleyville. Any use or reliance on this map by anyone else is at that party's risk and without liability to the City of Colleyville, its officials or employees for any discrepancies, errors, or variances which may exist.

Notification List

Owner Name	Owner Address	Owner City	Owner Zip	Situs Address
PRINCE, DOUG D	2003 KYLE CT	COLLEYVILLE, TX	76034	2003 KYLE CT
LAND, BRAD	813 HOLLY RIDGE CT	KELLER, TX	76248	1813 INDUSTRIAL BLVD
LINDLEY, SWIFT L	2002 KYLE CT	COLLEYVILLE, TX	76034	2002 KYLE CT
VIENNA CHANNELS REALTY LLC	1905 INDUSTRIAL BLVD	COLLEYVILLE, TX	76034	1905 INDUSTRIAL BLVD
COLLEYVILLE TECH CENTER LLC	PO BOX 742346	DALLAS, TX	75374	1900 INDUSTRIAL BLVD # 2
ECHOLS, BRENT K	2001 TARRANT LN	COLLEYVILLE, TX	76034	2001 TARRANT LN
MEDI-DYNE HEALTHCARE PRODUCTS	1812 INDUSTRIAL BLVD	COLLEYVILLE, TX	76034	1812 INDUSTRIAL BLVD
LUERS FAMILY REVOCABLE TRUST	3509 WINDVIEW CT	GRAPEVINE, TX	76051	1901 INDUSTRIAL BLVD
AMERICA'S STORAGE	4311 OAK LAWN AVE STE 360	DALLAS, TX	75219	1803 TARRANT LN # 220
OWENS, CHRISTOPHER D	2004 KYLE CT	COLLEYVILLE, TX	76034	2004 KYLE CT
LINZ, WILLIAM J	2005 FRANCES DR	COLLEYVILLE, TX	76034	2005 FRANCES DR
COLLEYVILLE TECH CENTER LLC	PO BOX 742346	DALLAS, TX	75374	1900 INDUSTRIAL BLVD
HAGEN, WILLIAM R	2005 TARRANT LN	COLLEYVILLE, TX	76034	2005 TARRANT LN
HANCOCK, LUID T	2007 FRANCES DR	COLLEYVILLE, TX	76034	2007 FRANCES DR
LOFTUS, DONNA M	2008 FRANCES DR	COLLEYVILLE, TX	76034	2008 FRANCES DR
CAMERON, DAVID A	2003 FRANCES DR	COLLEYVILLE, TX	76034	2003 FRANCES DR
DOOR WORKS OVERHEAD DOOR INC	1803 TARRANT LN STE 200	COLLEYVILLE, TX	76034	1803 TARRANT LN # 220
ROSS DOWNS ESTATES HOA	4113 GATEWAY DR #100	COLLEYVILLE, TX	76034	COURTESY NOTICE
TODD WHITE	1904 INDUSTRIAL BLVD, SUITE 103	COLLEYVILLE, TX	76034	APPLICANT
GRAPEVINE COLLEYVILLE ISD	3051 IRA WOODS AVE E	GRAPEVINE, TX	76051	STATE LAW REQUIRED

Public hearing notices were mailed
Friday, July 22, 2016 by Araceli Botello

ORDINANCE O-16-1985

AMENDING THE ZONING ORDINANCE AND THE OFFICIAL ZONING MAP OF THE CITY OF COLLEYVILLE, TEXAS, BY CHANGING THE ZONING OF LOT 8R, BLOCK 1, OF THE INDUSTRIAL PARK ADDITION, LOCATED AT 1904 INDUSTRIAL BOULEVARD, SUITE 103, BY AUTHORIZING A SPECIAL USE PERMIT FOR FOOD PACKAGING AND MANUFACTURING; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Colleyville has received an application for rezoning under Case No. ZC16-010; and

WHEREAS, the City of Colleyville deems it necessary, for the purpose of promoting the health, safety, morals, or general welfare of the City to enact a new zoning ordinance; and

WHEREAS, the City Council has appointed a Planning and Zoning Commission to recommend the boundaries of the various original zoning districts and appropriate regulations be enforced therein and to recommend a new zoning ordinance; and

WHEREAS, the Planning and Zoning Commission has divided the City into districts and has prepared regulations pertaining to such districts in accordance with a comprehensive plan and designed to lessen congestion in the streets; to secure safety from fire, panic, and other dangers; to promote health, general welfare; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; to facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements; and

WHEREAS, the Planning and Zoning Commission, has given reasonable consideration to, among other things, the character of the districts and their peculiar suitability for particular uses, with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the City; and

WHEREAS, the Planning and Zoning Commission of the City of Colleyville and the City of Colleyville City Council, in compliance with the Charter of the City of Colleyville, and State Law with reference to changes to zoning classifications under the Zoning Ordinance Regulations and Zoning Map, having given the requisite notices

by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all the property owners generally, and to the persons interested and situated in the affected area and in the vicinity thereof, the governing body of the City of Colleyville is of the opinion that said change in zoning should be made.

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

- Sec. 1. THAT all the foregoing premises and findings are found to be true and correct and are incorporated into the body of this ordinance as if copied in their entirety.
- Sec. 2. THAT the Comprehensive Zoning Ordinance of the City of Colleyville, Texas, be, and the same is hereby amended by authorizing a Special Use Permit for Food Packaging and Manufacturing on Lot 8R, Block 1, of the Industrial Park Addition, located at 1904 Industrial Boulevard, Suite 103, as depicted on the attached as Exhibit "A".
- Sec. 3. THAT the above described tract of land shall be used only in the manner and for the purposes provided by the Comprehensive Zoning Ordinance of the City of Colleyville as heretofore amended, and as amended herein.
- Sec. 4. THAT the above described tract of land shall be subject to the following conditions:

1. GENERAL

- a. This Special Use Permit shall only apply to the use of Food Packaging and Manufacturing on the subject property as described in Exhibit "B".
- b. The name of the business authorized under this ordinance shall be "Trulee Foods".
- c. The subject property shall generally conform to the site plan as depicted in "Exhibit B".
- d. Noxious fumes shall not be emitted from the premises as a result of the manufacturing of food.

- e. Parking requirements for the business shall be: 1 space per 300 square feet of gross floor area.
- f. The Special Use Permit shall automatically expire upon the abandonment of the business, change in use, a change in ownership, or upon the expiration or termination of the Certificate of Occupancy for the approved use.

Sec. 5. THAT any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the City of Colleyville, and upon conviction shall be punishable by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense.

Sec. 6. THAT if any section, paragraph, subdivision, clause, phrase or provision of this ordinance shall be judged invalid or unconstitutional, the same shall not affect the validity of this ordinance as a whole or any portion thereof other than that portion so decided to be invalid or unconstitutional.

Sec. 7. THAT in addition to and accumulative of all other penalties, the City shall have the right to seek injunctive relief for any and all violations of this ordinance.

Sec. 8. THAT it has been found that there has been a change in conditions in the above described property, it is now necessary that it be given the above zoning classification in order to permit its proper development and in order to protect the public interest, comfort and general welfare, and requires that this ordinance shall take effect immediately from and after its passage.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 16th day of August 2016.

The second reading and public hearing being conducted on the 6th day of September 2016.

PASSED AND APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____
ABSTENTIONS ON THIS THE 6TH DAY OF SEPTEMBER 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

APPROVED AS TO FORM AND LEGALITY:

Matthew C. G. Boyle
City Attorney

Exhibit "A" - Location and Zoning Map

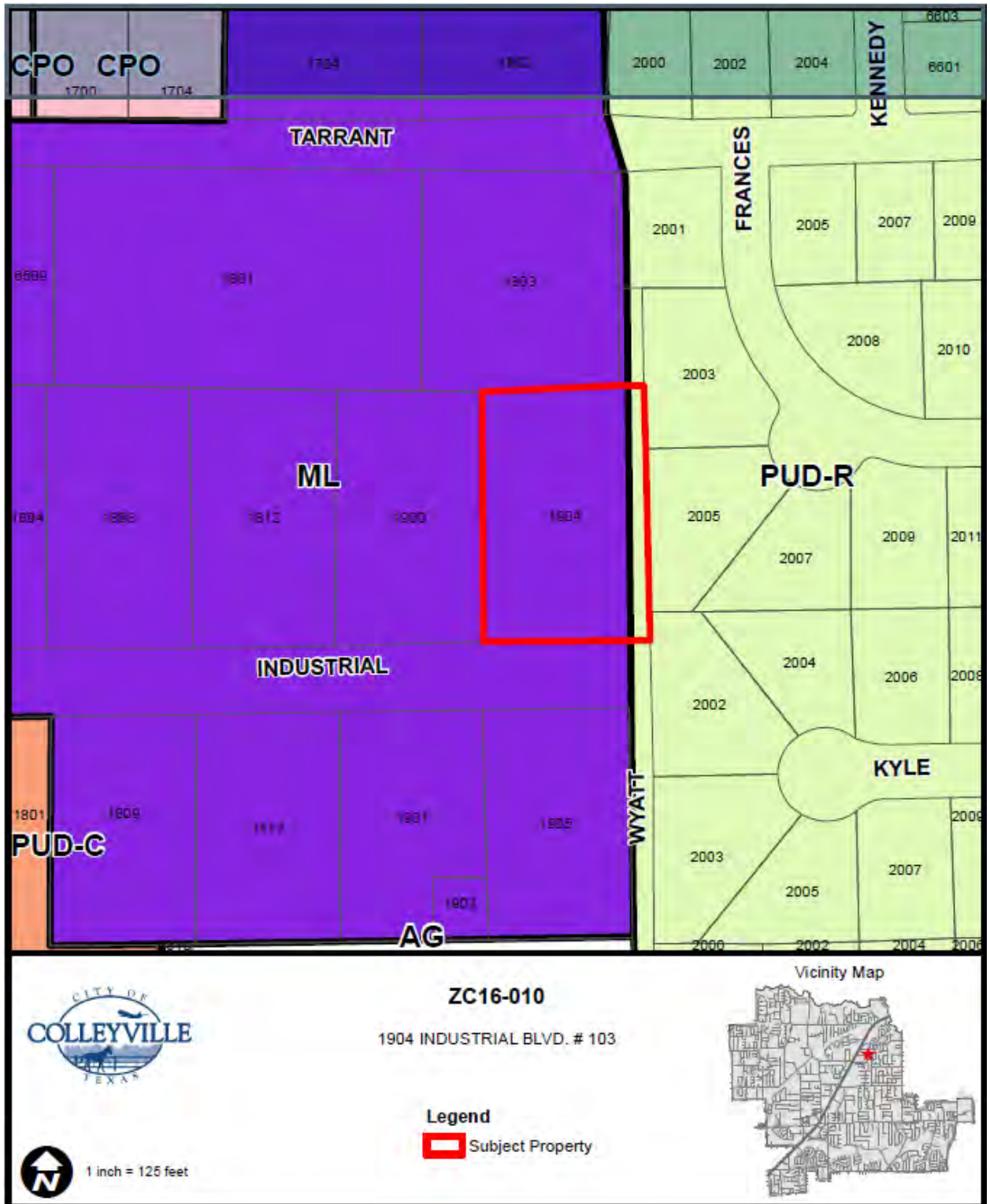
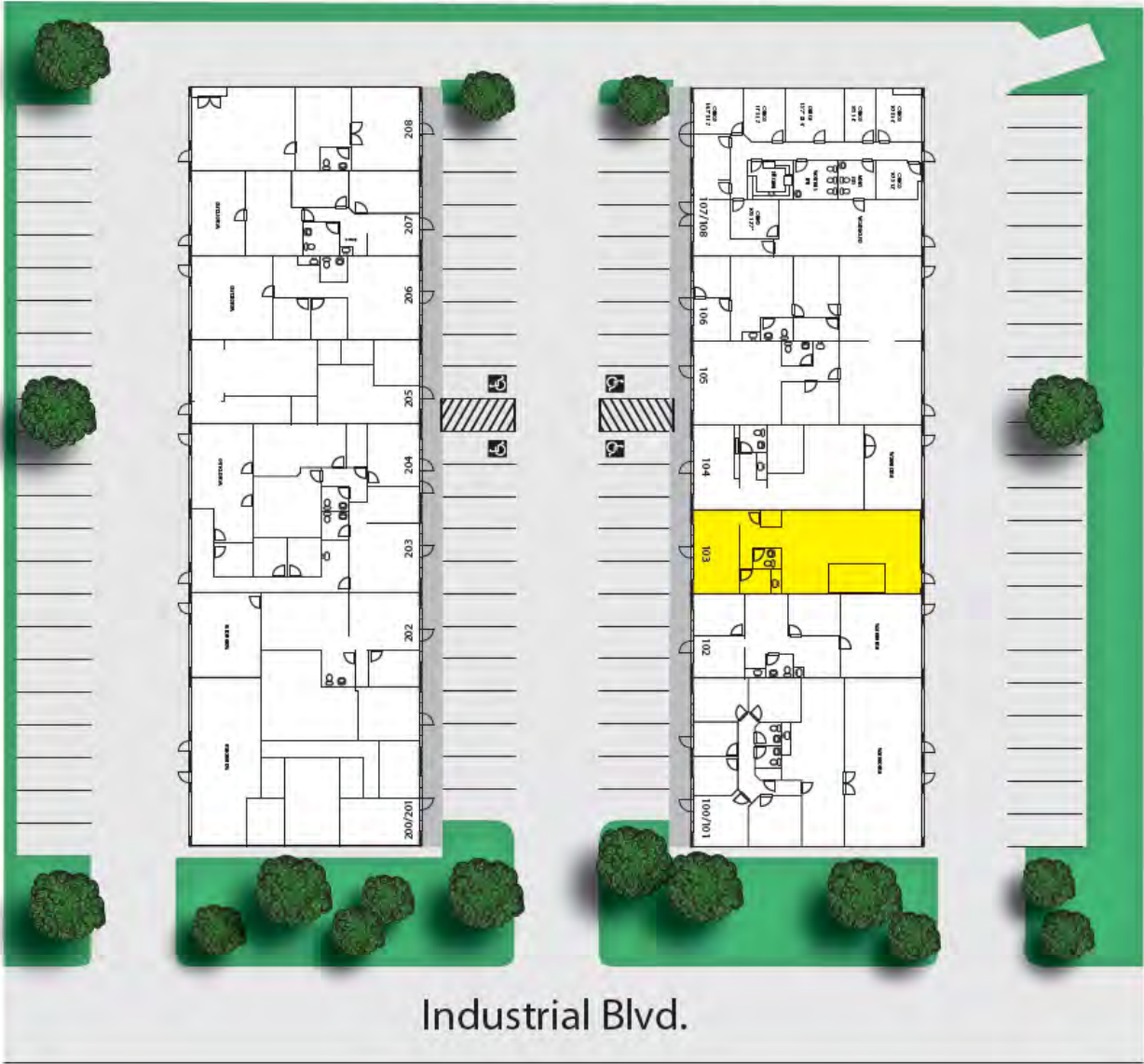


Exhibit “B” – Site Plan

Colleyville Tech Center





City of Colleyville City Council Agenda Briefing

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

Agenda Number 5b

Agenda Date 09/06/2016

Number Ordinance O-16-1986

Type Ordinance

Department Finance

Title

Consideration of an ordinance amending Appendix A - Water and Sewer Policy Manual, Section 8 Financial Management, of the Colleyville, Texas, Code of Ordinances, modifying the transfers from the Utility Fund to the General Fund

Strategy Map Connection

C5- Achieve the highest standards of safety & security

F2- Invest to provide and maintain high quality public assets

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

Explanation

Second Reading and Public Hearing

There was one speaker and one citizen who did not wish to speak who registered support of this request at the City Council meeting on August 16, 2016.

First Reading and Public Hearing

At the June 7, 2016 Pre Council meeting, staff made a presentation to City Council to discuss changing the current water rate structure. An interim flat rate of \$4.36 per thousand gallons, for all gallons not included in the base rate, was adopted by City Council on July 12, 2016. To offset the corresponding reduction in revenue, City Council directed staff to amend the Water and Sewer Policy Manual with regard to the Utility Fund transfers to the General Fund. This ordinance will reduce the transfers to the General Fund by a maximum of \$678,000 in FY 2016 (to accommodate the revenue reduction for July, August, and September due to the interim rate). This ordinance will also repeal the transfers to the General Fund effective October 1, 2016 (FY 2017).

Financial Impact

Adoption of this ordinance will decrease non-operating expenditures (transfers) in the Utility Fund by \$678,000 for Fiscal Year 2016. It will conversely decrease revenues in the General Fund by the same amount in Fiscal Year 2016. For Fiscal Year 2017 and all future years, this ordinance will repeal the transfer.

Recommendation

Approve

Attachments

1. August 16, 2016 Speaker Cards
2. Ordinance O-16-1986

SPEAKER CARD

Date: 8/16/16

Agenda Item Number: 6B ← Item must be completed!

For example: 5a (this can be found on the far left side of the agenda copy)

Do you have special technology needs, such as loading photos, connecting a laptop or tablet, during your time to speak? _____ Yes _____ No

☒ I will speak **In Support** of this item. _____ I will speak **In Opposition** to this item.

_____ I do not wish to speak, but please record my: _____ support _____ opposition

Name: GEORGE DODSON

Address: 7309 BALMORAL City: COLLEYVILLE

I understand I am limited to speaking for five minutes. For agenda items not listed on the agenda as a Public Hearing, City Council cannot respond to speakers in accordance with the Texas Open Meetings Law, Chapter 551 of the Texas Local Government Code. This includes persons speaking under the Citizen's Comments section of the agenda.

Signed: _____

This information is a Public Record

SPEAKER CARD

Date: 8-16-16

Agenda Item Number: 6b ← Item must be completed!

For example: 5a (this can be found on the far left side of the agenda copy)

Do you have special technology needs, such as loading photos, connecting a laptop or tablet, during your time to speak? _____ Yes _____ No

_____ I will speak **In Support** of this item. _____ I will speak **In Opposition** to this item.

☒ I do not wish to speak, but please record my: ☒ support _____ opposition

Name: Nedie Chaparron

Address: 1714 Glade Rd City: Colleyville

I understand I am limited to speaking for five minutes. For agenda items not listed on the agenda as a Public Hearing, City Council cannot respond to speakers in accordance with the Texas Open Meetings Law, Chapter 551 of the Texas Local Government Code. This includes persons speaking under the Citizen's Comments section of the agenda.

Signed: Nedie Chaparron

This information is a Public Record

ORDINANCE O-16-1986

AN ORDINANCE AMENDING APPENDIX A – WATER AND SEWER POLICY AND PROCEDURE MANUAL, SECTION 8 FINANCIAL MANAGEMENT, OF THE COLLEYVILLE, TEXAS, CODE OF ORDINANCES, MODIFYING THE TRANSFERS FROM THE UTILITY FUND TO THE GENERAL FUND, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Council desires to modify the provisions for transfers from the Utility Fund to the General Fund.

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

- Sec. 1. THAT all matters stated hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.
- Sec. 2. THAT the franchise fee and operating transfer from the Utility Fund to the General Fund will end on September 30, 2016, and no franchise fees or operating transfers shall be paid by the Utility Fund to the General Fund of the City after said day.
- Sec. 3. THAT the combined amount of the franchise fee and operating transfer from the Utility Fund to the General Fund for Fiscal Year 2016 will be reduced by an amount not to exceed \$678,000.
- Sec. 4. THAT as of October 1, 2016, Appendix A – Water and Sewer Policy and Procedure Manual, Section 8 Financial Management, of the Code of Ordinances, shall be deleted and replaced in its entirety with the revisions as shown on Exhibit A.
- Sec. 5. THAT the effective date of this ordinance shall be September 6, 2016.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 16th day of August 2016.

The second reading and public hearing being conducted on the 6th day of September 2016.

APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS ON
THIS THE 6TH DAY OF SEPTEMBER 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

APPROVED AS TO FORM AND LEGALITY:

Matthew C. G. Boyle
City Attorney

Exhibit "A"

SECTION 8. - FINANCIAL MANAGEMENT

Sec. A. - Guidelines adopted.

As a means of ensuring the financial integrity of the utility enterprise fund, the City Council hereby adopts the following as financial management guidelines:

1. Gross revenues of the utility enterprise fund shall be sufficient during each and every fiscal year period to pay all maintenance and operating expenses, debt service on all outstanding indebtedness payable by the fund, depreciation expense, and other nonoperating expenses. Retained earnings and working capital balances available from prior years shall not be used as a means of satisfying this requirement.
2. Net income before depreciation and other nonoperating expenses shall [be] equal to at least 1.2 times the average annual debt service requirement on all outstanding indebtedness secured by a pledge of utility fund revenues.
3. The working capital balance in the utility enterprise fund at the end of each fiscal year shall be equal to at least 90 days of operation.
4. The City shall develop and maintain accurate cash flow projections to ensure that sufficient funds are available at all times to pay current obligations of the utility enterprise fund, and to ensure that available cash is invested to the fullest extent possible.
5. All assumptions and projections concerning utility fund revenues and expenses shall be reviewed on at least an annual basis to ensure the adequacy of existing water and sewer rates.
6. Utility fund revenues and expenses shall be formally monitored on at least a quarterly basis to ensure that budget estimates are still valid.

Sec. B. - Separate account for delinquent penalties.

A separate revenue account is established in the water and sewer utility enterprise fund to account for penalties on delinquent utility bills.

Sec. C. - Pass through rate increase.

The City Council may by resolution increase water and sewer rates to pass through direct rate increases, originated by the Trinity River Authority, on a per 1,000 gallons basis for water delivery or sewer treatment charges on all water and sewer gallons billed and those gallons of usage included in the water and sewer minimum bill.



City of Colleyville City Council Agenda Briefing

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

Agenda Number 6a

Agenda Date 09/06/2016

Number Ordinance O-16-1987

Type Ordinance

Department City Manager

Title

Adoption of the Colleyville Economic Development Corporation Fiscal Year 2017 (FY 2017) Budget

Strategy Map Connection

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

Explanation

First Reading and Public Hearing

Per the Colleyville Economic Development Corporation (CEDC) Corporate Bylaws, the Board of Directors must adopt an annual budget for the CEDC. This budget must also be approved and adopted by the City Council. The CEDC Board unanimously adopted the Fiscal Year 2017 (FY 2017) budget as reflected in the attached ordinance, at the annual Board meeting held August 23, 2016. This budget replicates the FY 2017 expenditures in the Economic Development Capital Improvement Program (EDCIP) FY 2017 - 2021 adopted by the Board on August 23, 2016. Proposed expenditures for FY 2017 total \$2,502,971, as reflected in the attached FY 2017 CEDC Budget. Major components include:

Operating Expenditures:

The debt service payment for FY 2017 is \$601,872, for bonds that will be paid off in 2029. Personnel costs of \$212,973 fund four part-time positions for the library, a recreation specialist at the Senior Center, and a portion of the cost for the marketing coordinator position. Special events funding has been maintained at \$87,000, for events including Red, White & Sousa, Colleyville Old Tyme BBQ, Haunted Trail Fest, and the Christmas Tree Lighting Celebration. The economic development promotional category has increased from \$35,000 to \$39,000. Beginning in FY 2017 eligible technology expenditures, such as replacement of computers and other hardware at the Library, Senior Center, or Colleyville Center, are included in the CEDC budget.

Capital Expenditures:

The FY 2017 CEDC budget carries forward \$100,000 for the Parks Master Plan update originally budgeted in FY 2016, as staff anticipates that payment of invoices will not begin until after October 1, 2016. There is \$9,200 included for facility updates and replacements at the Colleyville Center, specifically the replacement of the ice machine,

blinds for the small conference room, and replacement of several banquet tables (those most in need of replacement). There is also \$300,000 included for the construction of a trail along Pleasant Run Road, from the Cotton Belt trail to John McCain Road, which is planned in conjunction with the Pleasant Run Road rehabilitation project. The FY 2017 future projects budget totals \$1,078,519, and is available for use on priorities as they are identified.

The CEDC must have a debt service coverage ratio of 1.4 to meet the sales tax bond covenants for FY 2017, which means that revenues must exceed expenditures by at least \$240,749. The proposed FY 2017 CEDC budget meets this requirement.

Financial Impact

Adoption will provide appropriations for the FY 2017 CEDC budget.

Recommendation

Approve

Attachments

1. Proposed FY 2017 CEDC Budget
2. Ordinance O-16-1987

COLLEYVILLE ECONOMIC DEVELOPMENT CORPORATION
FY 2017 Proposed Budget

FISCAL YEAR	Budget 2016	YE Projection 2016	Proposed 2017
BEGINNING FUND BALANCE	\$2,733,324	\$2,975,894	\$3,351,458
REVENUES:			
PROJECTED 1/2 CENT SALES TAX REVENUE	\$1,700,000	\$1,800,000	\$1,750,000
INTEREST INCOME	\$5,467	\$3,741	\$3,741
USE OF AVAILABLE CASH	\$1,104,240	\$1,005,965	\$989,979
TOTAL REVENUES	\$2,809,707	\$2,809,706	\$2,743,720
EXPENDITURES:			
OPERATING:			
ADMINISTRATIVE:	\$2,000	\$2,000	\$2,000
2005 DEBT SERVICE	\$603,824	\$603,824	\$601,872
PARKS:			
WATER / WASTEWATER- MC PHERSON PARK	\$18,540	\$18,540	\$19,096
LIBRARY:			
PERSONNEL	\$81,081	\$81,081	\$91,340
OPERATIONS	\$4,689	\$4,689	\$7,830
TECHNOLOGY - SOFTWARE & MAINTENANCE CONTRACTS	\$0	\$0	\$18,927
TECHNOLOGY - HARDWARE REPLACEMENT	\$0	\$0	\$10,400
SENIOR CENTER:			
PERSONNEL	\$70,536	\$70,536	\$72,652
OPERATIONS	\$0	\$0	\$500
TECHNOLOGY - HARDWARE REPLACEMENT	\$0	\$0	\$4,800
COLLEYVILLE CENTER:			
OPERATIONS	\$0	\$0	\$500
TECHNOLOGY- SOFTWARE & MAINTENANCE CONTRACTS	\$3,700	\$3,700	\$8,854
TECHNOLOGY - HARDWARE REPLACEMENT	\$0	\$0	\$1,500
PROMOTIONAL:			
SPECIAL EVENTS	\$87,000	\$87,000	\$87,000
ECONOMIC DEVELOPMENT PROMOTIONAL	\$35,000	\$35,000	\$39,000
PERSONNEL - COMMUNICATIONS	\$41,029	\$41,029	\$48,981
CAPITAL:			
COLLEYVILLE CENTER -			
SITE MASTER PLAN- CARRY FORWARD	\$25,000	\$25,000	\$0
DYSON HAND DRYERS	\$3,000	\$3,000	\$0
REPLACEMENT DISHWASHER	\$6,350	\$6,350	\$0
FRIDGE MERCHANDISER	\$1,000	\$1,000	\$0
INCREASED INTERNET BANDWIDTH	\$5,428	\$5,428	\$0
AV UPGRADE	\$170,000	\$200,000	\$0
FACILITY UPDATES AND REPLACEMENTS	\$0	\$30,000	\$9,200
CITYWIDE TRAIL SYSTEM -			
IMPROVEMENTS AT COTTON BELT - LD LOCKETT PARK TRAILHEAD - CARRY FORWARD	\$60,000	\$60,000	\$0
FUTURE TRAIL CONSTRUCTION (COTTON BELT TRAIL CONNECTION)	\$150,000	\$50,000	\$0
PLEASANT RUN TRAIL CONSTRUCTION (COTTON BELT TO JOHN MCMCAIN)	\$0	\$0	\$300,000
PARKS MASTER PLAN UPDATE	\$100,000	\$0	\$100,000
SENIOR CENTER			
REPAIRS- CARRY FORWARD	\$100,000	\$100,000	\$0
FUTURE PROJECTS	\$1,000,000	\$0	\$1,078,519
TOTAL EXPENDITURES	\$2,568,177	\$1,428,177	\$2,502,971
EXCESS REVENUES OVER EXPENDITURES	\$241,530	\$1,381,529	\$240,749
ENDING FUND BALANCE	\$1,870,614	\$3,351,458	\$2,602,229

NOTE: A COVERAGE RATIO OF 1.4 IS REQUIRED TO MEET THE SALES TAX BOND COVENANTS
FOR FY 2017; REVENUES MUST EXCEED EXPENDITURES BY AT LEAST \$240,749.

ORDINANCE O-16-1987

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS, APPROVING AND ADOPTING THE ANNUAL BUDGET FOR THE COLLEYVILLE ECONOMIC DEVELOPMENT CORPORATION, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017; A COPY OF SAME BEING ON FILE IN THE OFFICE OF THE CITY SECRETARY

WHEREAS, the Bylaws of the Colleyville Economic Development Corporation require the Board of Directors of the Corporation to adopt a budget of proposed revenues and expenditures and the budget must be formally approved by the City Council; and

WHEREAS, on August 23, 2016, the Board of Directors of the Colleyville Economic Development Corporation approved the following budget for expected revenues and expenditures; and

WHEREAS, the Colleyville Economic Development Corporation Board of Directors and the City Council have determined that the projects, included in the annual budget for the fiscal year beginning October 1, 2016 through September 30, 2017, further the objectives of the purpose of the Colleyville Economic Development Corporation, as established by the electorate of the City and the provisions of state statute.

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

Sec. 1. THAT the budget of the proposed revenues and expenditures for the fiscal year beginning October 1, 2016, and ending September 30, 2017, for the Colleyville Economic Development Corporation, a copy of which is on file in the Office of the City Secretary, is hereby made a part of this ordinance by reference and is hereby approved and adopted by the City Council of the City of Colleyville, Texas, as the official budget for the fiscal year beginning October 1, 2016, and ending September 30, 2017.

Sec. 2. THAT the revenue and expenditure amounts for the Fiscal Year 2017 budget for the Colleyville Economic Development Corporation are hereby fixed as follows:

Revenues	\$2,743,720
Expenditures	\$2,502,971

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 6th day of September 2016.

The second reading and public hearing being conducted on the 20th day of September 2016.

APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS ON THIS THE 20TH DAY OF SEPTEMBER 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

APPROVED AS TO FORM AND LEGALITY:

Matthew C. G. Boyle
City Attorney



City of Colleyville City Council Agenda Briefing

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

Agenda Number 6b
Type Ordinance
Department City Manager

Agenda Date 09/06/2016

Number Ordinance O-16-1988

Title

Amending Ordinance O-15-1967 relating to the Fiscal Year 2016 budget

Strategy Map Connection

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

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

Explanation

First Reading and Public Hearing

The proposed ordinance will amend attached Ordinance O-15-1967, approving and adopting the Fiscal Year 2016 budget, for several purposes:

1. To transfer \$120,000 from the General Fund to the Capital Projects Fund for management support of the Colleyville Boulevard/SH26 reconstruction project, from anticipated General Fund revenues exceeding the budget;
2. To transfer the balance of any additional General Fund revenue received in FY 2016 that exceeds expenditures in FY 2016 to the Capital Projects Fund for future capital projects;
3. To transfer FY 2016 Utility Fund revenues that exceed the amount needed for the debt coverage ratio to a reserved cash account for use solely on future capital projects for utility infrastructure; and
4. To preserve unspent FY 2016 General Fund budget appropriations for contractual services for the community development department, replacement of bay doors at fire station one, and city hall façade lighting by transferring unspent funding for these items to the Capital Projects Fund where they may be spent for the originally intended purpose in a future fiscal year.

Additionally, if expenditures in a department exceed the adopted budget, the city manager is authorized to transfer all or part of the unencumbered appropriation balance from one department to another, per the Charter of the City of Colleyville, Section 9.04 (D), attached.

Financial Impact

The amendment to the FY 2016 General Fund budget for the transfer of \$120,000 for

management support of the Colleyville Boulevard/SH26 reconstruction project and the balance of revenues received over expenditures to be transferred for future capital projects, is offset by the General Fund revenue received in excess of expenditures. Also, the funds to be transferred to the Capital Projects Fund from the unspent balance of contractual services for the Community Development Department, replacement of bay doors at fire station one, and city hall facade lighting, were appropriated as a part of the FY 2016 General Fund budget and there is no financial impact. Finally, the Utility Fund revenues to be transferred to a reserved cash account for future utility infrastructure projects only uses the revenue above and beyond that needed for the debt coverage ratio.

Recommendation
Approve

Attachments

1. Ordinance O-15-1967
2. Colleyville City Charter Excerpt, Section 9.04 (D)
3. Ordinance O-16-1988

ORDINANCE O-15-1967

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS, APPROVING AND ADOPTING THE ANNUAL BUDGET FOR THE CITY OF COLLEYVILLE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016, A COPY OF SAME BEING ON FILE IN THE OFFICE OF THE CITY SECRETARY, TO BECOME EFFECTIVE ON OCTOBER 1, 2015

WHEREAS, in compliance with Article 689a-14, Vernon's Texas Civil Statutes, the city manager did file with the city secretary, a copy of the budget of the proposed expenditures for the fiscal year beginning October 1, 2015, and ending September 30, 2016, such filing being more than thirty (30) days prior to the date on which the City Council makes its tax levy for said fiscal year; and

WHEREAS, all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including but not limited to the Open Meeting Act; and

WHEREAS, the City Council determines that the passage of this ordinance is in the best interests of the health, safety and welfare of the public.

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

Sec. 1. THAT all matters stated hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

Sec. 2. THAT the budget of the proposed expenditures for the fiscal year beginning October 1, 2015, and ending September 30, 2016, which was prepared by the city manager, a copy of which is on file in the Office of the City Secretary, is hereby made a part of this ordinance by reference and is hereby approved and adopted by the City Council of the City of Colleyville, Texas, as the official budget for the fiscal year beginning October 1, 2015, and ending September 30, 2016.

Sec. 3. THAT appropriation amounts for the Fiscal Year 2016 budget for the different funds of the City of Colleyville are hereby fixed as follows:

General Fund	\$23,977,370
Utility Fund (Water & Wastewater)	\$15,886,362
Debt Service Fund	\$ 1,461,593
Drainage Utility Fund	\$ 917,997

Sec. 4. THAT the expenditure budget for the Fiscal Year 2016 Capital Improvement Program (CIP) of the City of Colleyville is hereby approved as follows:

Fiscal Year 2016 CIP	\$41,935,940
----------------------	--------------

Sec. 5. THAT the city manager is hereby authorized to execute all contracts and documents for which funding is appropriated in the aforementioned budgets.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 1st day of September 2015.

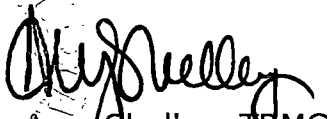
The second reading and public hearing being conducted on the 15th day of September 2015.

PASSED, APPROVED and ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS, THIS THE 15th DAY OF September 2015, BY THE FOLLOWING VOTE:

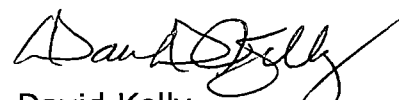
David Kelly	<u>Aye</u>
Chuck Mogged	<u>Aye</u>
Jody Short	<u>Aye</u>
Mike Taylor	<u>Aye</u>

Carol Wollin	<u>Aye</u>
Chris Putnam	<u>- ABSENT -</u>
Nancy Coplen	<u>Aye</u>

ATTEST:

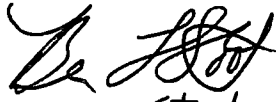

Amy Shelley, TRMC
City Secretary

CITY OF COLLEYVILLE


David Kelly
Mayor

APPROVED AS TO FORM AND LEGALITY:

Matthew C. G. Boyle
City Attorney


Ben L. Stool
Ass't City Attorney
Boyle & Lowry, LLP

Colleyville City Charter Excerpt, Section 9.04 (D)

Section 9.03 Public Records:

Copies of the approved budget, capital improvement program, and supporting papers shall be filed with the City Secretary and shall be public records available to the public upon request.

Section 9.04 Amendments after Adoption:

(A) Supplemental Appropriations. If during the fiscal year the City Manager certifies that there are available for appropriation revenues in excess of those estimated in the budget, the City Council may, by Ordinance, make supplemental appropriations to retire indebtedness or to fund emergency appropriations as described in Section 9.04 in this Charter. (Amended May 7, 2005)

(B) Emergency Appropriations. To meet a public emergency created by a natural disaster or man-made calamity affecting life, health, property, or the public peace, the City Council may make emergency appropriations. Such appropriations may be made by emergency ordinance in accordance with the provisions of this Charter. To the extent that there are no available unappropriated revenues to meet such appropriations, the City Council may by such emergency ordinance authorize the issuance of emergency notes, which may be renewed from time to time.

(C) Reduction of Appropriations. If at any time during the fiscal year it appears probable to the City Manager that the revenues available will be insufficient to meet the amount appropriated, he shall report to the City Council without delay, indicating the estimated amount of the deficit, any remedial actions taken by him and his recommendations as to any other steps to be taken. The City Council shall then take such further action as it deems necessary to prevent or minimize any deficit and for that purpose it may by ordinance reduce one (1) or more appropriations.

(D) Transfer of Appropriations. At any time during the fiscal year the City Manager may transfer part or all of any unencumbered appropriation balance among programs within a department, division, or office and, upon written request by the City Manager, the City Council may by ordinance transfer part or all of any unencumbered appropriation balance from one (1) department, office or agency to another.

(E) Limitations. No appropriation for debt service may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof.

(F) Effective Date. The supplemental and emergency appropriations and reduction or transfer or appropriations authorized by this section may be made effective immediately upon adoption of the ordinance.

ORDINANCE O-16-1988

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS, AMENDING SECTION 3 OF ORDINANCE O-15-1967 OF THE FISCAL YEAR 2016 GENERAL FUND BUDGET FOR THE TRANSFER OF \$120,000 FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND FOR FUTURE MANAGEMENT SUPPORT OF THE COLLEYVILLE BOULEVARD RECONSTRUCTION PROJECT ON SEPTEMBER 30, 2016; THE TRANSFER OF THE BALANCE OF FISCAL YEAR 2016 REVENUES RECEIVED ABOVE FISCAL YEAR 2016 EXPENDITURES FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND; THE TRANSFER OF FISCAL YEAR 2016 REVENUES RECEIVED ABOVE THOSE REQUIRED FOR THE DEBT COVERAGE RATIO IN THE UTILITY FUND TO A RESERVED CASH ACCOUNT FOR FUTURE UTILITY INFRASTRUCTURE PROJECTS ON SEPTEMBER 30, 2016; AND AUTHORIZING THE CITY MANAGER TO TRANSFER CERTAIN UNSPENT FY 2016 GENERAL FUND BUDGET APPROPRIATIONS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND TO PRESERVE FUNDING AMOUNTS ON SEPTEMBER 30, 2016

WHEREAS, the FY 2016 General Fund projected year end revenues are anticipated to exceed budget; and

WHEREAS, the City Council desires to provide funding in the amount of \$120,000 for management support of the Colleyville Boulevard Reconstruction Project, it is necessary to amend the FY 2016 General Fund budget to include the transfer of \$120,000 to the Capital Projects Fund; and

WHEREAS, the FY 2016 General Fund projected year end revenues are anticipated to exceed budgeted revenues and the City Council desires to provide funding for future capital projects, it is necessary to amend the FY 2016 budget to include the transfer of the balance of General Fund revenues received in FY 2016 over FY 2016 expenditures to the Capital Projects Fund; and

WHEREAS, the FY 2016 Utility Fund projected year end revenues are anticipated to exceed the amount required for the debt coverage ratio in the Utility Fund and the City Council desires to provide additional funding for future utility infrastructure capital projects, it is necessary to amend the FY 2016 budget to include the transfer of any Utility Fund revenues received in FY 2016 over the amount required for the debt coverage ratio to a reserved cash account; and

WHEREAS, the City Council desires to preserve unspent Fiscal Year 2016 General Fund budget appropriations for contractual services for the Community Development Department, replacement of bay doors at fire station one, and city hall façade lighting; and

WHEREAS, all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including but not limited to the Open Meetings Act; and

WHEREAS, the City Council determines that the passage of this ordinance is in the best interests of the health, safety and welfare of the public.

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

Sec. 1. Section 3 of Ordinance O-15-1967 shall be replaced in its entirety and read as follows:

THAT appropriation amounts for the Fiscal Year 2016 budget for the different funds of the City of Colleyville are hereby fixed as follows:

General Fund	\$24,097,370
Utility Fund (Water & Wastewater)	\$15,886,362
Debt Service Fund	\$ 1,461,593
Drainage Utility Fund	\$ 917,997

Sec. 2. THAT the city manager is authorized to transfer the difference in FY 2016 General Fund revenues over expenditures from the General Fund to the Capital Projects Fund for future capital projects on September 30, 2016.

Sec. 3. THAT the city manager is authorized to transfer the difference in FY 2016 Utility Fund revenues over the amount required for the debt coverage ratio in the Utility Fund to a reserved cash account for future utility infrastructure capital projects on September 30, 2016.

Sec. 4. THAT the city manager is authorized to transfer unspent Fiscal Year 2016 General Fund budget appropriations for contractual services for the Community Development Department, replacement of bay doors at fire station one, and city hall façade

lighting, from the General Fund to the Capital Projects Fund to preserve said funding on September 30, 2016.

Sec. 5. THAT, in the event that expenditures in a department exceed the adopted budget for that department, the city manager is authorized to transfer all or part of the unencumbered appropriation balance from one department to another per the Charter of the City of Colleyville, Section 9.04 (D):

Sec. 6. THAT the effective date of this ordinance shall be September 30, 2016.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 6th day of September 2016.

The second reading and public hearing being conducted on the 20th day of September 2016.

APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS ON THIS THE 20TH DAY OF SEPTEMBER 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

APPROVED AS TO FORM AND LEGALITY:

Matthew C. G. Boyle
City Attorney



City of Colleyville City Council Agenda Briefing

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

Agenda Number 6c

Agenda Date 09/06/2016

Number Ordinance O-16-1989

Type Ordinance

Department City Manager

Title

Adoption of the proposed Fiscal Year 2017 (FY 2017) budget

Strategy Map Connection

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

Explanation

First Reading and Public Hearing

On August 10, 2016, the City Council held a worksession to review the proposed Fiscal Year 2017 (FY 2017) budget. The City Council held another worksession to discuss the proposed budget on August 23, 2016, at which time several revisions were requested. The proposed budget message, presentation, and line item detail presented on August 10, 2016 has been updated (attached) to reflect those changes.

Summary of Changes to the FY 2017 Proposed Budget:

General Fund Proposed Expenditure Budget:	\$ 23,330,740
Remove City Council dues for CEO	\$ (875)
Add Council Worksession meal expenses	\$ 875
Remove City Manager's Office dues for CEO	\$ (125)
Add City Manager's Office supplies	\$ 125
Remove redundant voting equipment budget	\$ (4,740)
Additional funding Economic Development Director	\$ 21,332
Eliminate part-time Police Records Clerk position	\$ (21,090)
Move 3 library FTEs back to General Fund from CEDC	\$ 178,519
Reduce street rehabilitation/transfer to CIP	\$ (175,000)
General Fund Revised Proposed Expenditure Budget:	\$ 23,329,761
Net difference	\$ (979)

The reduction in street rehabilitation funding of \$175,000 is achieved by reducing the annual budget for miscellaneous asphalt repairs from \$200,000 to \$100,000 and the annual CIP investment from \$2,500,000 to \$2,425,000. No CIP projects are proposed for removal from the FY 2017-2021 CIP as a result of these funding changes. There is sufficient fund balance available in the Capital Projects Fund to compensate for the \$75,000 decrease in annual CIP funding for the next five years.

Financial Impact

The adoption of the budget will provide expense appropriation for the General Fund, Utility Fund, Debt Service Fund, and Drainage Utility Fund for Fiscal Year 2017.

Recommendation

Approve

Attachments

1. Ordinance O-16-1989
2. FY 2017 Proposed Budget (revised)

ORDINANCE O-16-1989

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS, APPROVING AND ADOPTING THE ANNUAL BUDGET FOR THE CITY OF COLLEYVILLE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017

WHEREAS, a notice of public hearing on the annual budget for the City of Colleyville, Texas, for the fiscal year beginning October 1, 2016 through September 30, 2017, was heretofore published in a newspaper of general circulation; and

WHEREAS, said public hearing on said budget was duly held and all interested persons were given the opportunity to be heard for or against any item therein; and

WHEREAS, all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including but not limited to the Open Meeting Act; and

WHEREAS, the City Council determines that the passage of this ordinance is in the best interests of the health, safety and welfare of the public.

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

- Sec. 1. THAT all matters stated hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.
- Sec. 2. THAT the budget of the proposed expenditures for the fiscal year beginning October 1, 2016, and ending September 30, 2017, which was prepared by the city manager, a copy of which is on file in the Office of the City Secretary, is hereby made a part of this ordinance by reference and is hereby approved and adopted by the City Council of the City of Colleyville, Texas, as the official budget for the fiscal year beginning October 1, 2016, and ending September 30, 2017.
- Sec. 3. THAT appropriation amounts for the Fiscal Year 2017 budget for the different funds of the City of Colleyville are hereby fixed as follows:

General Fund	\$23,329,761
Utility Fund (Water & Wastewater)	\$15,511,920
Debt Service Fund	\$ 1,854,037
Drainage Utility Fund	\$ 743,452

Sec. 4. THAT the City Manager is hereby authorized to execute all contracts and documents for which funding is appropriated in the aforementioned budgets.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 6th day of September 2016.

The second reading and public hearing being conducted on the 20th day of September 2016.

APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS ON THIS THE 20TH DAY OF SEPTEMBER 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

APPROVED AS TO FORM AND LEGALITY:

Matthew C. G. Boyle
City Attorney

City of Colleyville

Fiscal Year 2016-2017

Budget Cover Page

This budget will raise more revenue from property taxes than last year's budget by an amount of \$395,900, which is a 2.94 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$152,569.

The members of the governing body voted on the budget as follows:

FOR:

AGAINST:

PRESENT and not voting:

ABSENT:

Property Tax Rate Comparison

	2016-2017	2015-2016
Proposed Property Tax Rate:	\$0.339130/100	\$0.355900/100
Effective Tax Rate:	\$0.329138/100	\$0.350960/100
Effective Maintenance & Operations Tax Rate:	\$0.309453/100	\$0.329966/100
Rollback Tax Rate:	\$0.351431/100	\$0.376023/100
Debt Rate:	\$0.017222/100	\$0.019660/100

Total debt obligation for City of Colleyville secured by property taxes: \$614,420

COLLEYVILLE

FY 2017 Budget Message

We are pleased to present the revised proposed FY 2017 Combined Annual Operating Budget for the City of Colleyville. The original proposed budget was presented on August 10, 2016. Revisions requested at a subsequent budget worksession on August 23, 2016 have been incorporated into the revised proposed FY 2017 budget.

Colleyville holds strong to its rural farming roots, but now is part of a network of cities in northeast Tarrant County that have experienced explosive growth. Our City enjoys a relaxed, rural feel, but has the challenges and issues of the modern world. We are called on to balance the services our citizens want and expect as part of the Colleyville quality of life with available resources, while looking ahead to address and protect the future of our community. Vital services – public safety, maintenance of infrastructure and sustainable government – must be provided while managing the ever increasing costs of providing those services. We are committed to achieving that balance while demonstrating practical, responsible fiscal management.

The proposed budget funds current programs and services to meet the Colleyville City Council's priorities for service delivery, while lowering the current tax rate. The budget has been formulated with a philosophy of:

- Providing high-quality governmental services consistent with citizen expectations
- Constantly seeking opportunities to improve service delivery or increase efficiency through technology, partnerships, or improved processes
- Careful stewardship of City resources, emphasizing affordability and sustainability
- Valuing our employees

Additional documents included with this cover letter provide specific budget details and changes:

- Proposed Budget presentation (revised)
- Line item comparisons for FY 2016 vs. FY 2017 (revised)
- Line item details for all proposed FY 2017 expenditures (revised)



The proposed budget is balanced and prepared in accordance with state law, the Colleyville City Charter, ordinances, budget policies, and in accordance with the provisions outlined in the Governmental Accounting Standards Board (GASB) "Statement No. 34, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments."

The City provides a full range of municipal services utilizing operating funds, special revenue funds, and capital project funds to provide those services. Whenever possible, the most restrictive funding source is used first, ultimately limiting the costs borne by the primarily property tax-supported general fund.

The combined expenditures of the City's major operating funds are as follows:

Fund Type	Adopted FY 2016	Proposed FY 2017	Change
General	\$23,977,370	\$23,329,761	\$ (647,609)
Utility	\$15,886,362	\$15,511,920	\$ (374,442)
Drainage	\$ 917,997	\$ 743,452	\$ (174,545)
Debt Service	\$ 1,461,593	\$ 1,854,037	\$ 392,444
Total:	\$42,243,322	\$41,439,170	\$ (804,152)

One measure of a City's financial strength is the level of its fund balance. While the City Council has approved a conservative fiscal policy of a 90-day reserve requirement, the City's operating funds are projected to exceed the minimum requirement as of September 30, 2016 as follows:

Fund Type	Number of Days	Amount
General	131	\$8,593,523
Utility	114	\$4,952,126
Drainage	504	\$1,266,812
Debt Service	137	\$551,844

The reserve earns interest, bolsters cash flow, and is available for unanticipated expenditures or emergencies. As a non-recurring revenue source, beginning fund balances are used to fund capital or other one-time expenses only.

By definition, preparation of any budget is the allocation of finite resources. The City Council, on behalf of the citizens, establishes the price community members are willing to pay for local government services. Staff's role is to guide the process by creating and managing a budget that reflects the Council's highest priorities.

On June 6, 2016, the City Council held a priority setting worksession, at which eight consensus policy priorities were identified (listed below) that served as critical guides for compiling the proposed budget.



Issues & Challenges

Colleyville benefits from a strong residential base, which helps mitigate the negative effects of economic fluctuations. Property values have rebounded from the declines experienced in fiscal years 2011 and 2012, and have experienced tremendous growth in the last year. 2016 certified values increased 9.14% in total, compared to 2015 certified values. The fiscal year 2017 proposed budget includes a proposed tax rate of \$0.33913/\$100 of valuation, a \$0.01677 reduction from the \$0.3559 tax rate in place since 2008. This rate reduction serves to provide some relief to property owners receiving higher appraisal values, while also providing the revenue necessary to continue funding programs and services at a sustainable level. The proposed rate represents a 3.2% increase in general fund ad valorem revenue compared to the prior year. The proposed rate is slightly less than one cent above the effective rate of \$0.329138 and represents a \$53.79 increase in the average annual property tax payment (\$4.48 per month).

While appraisal values have soared, increases in property values does not necessarily result in equally greater property tax revenue. In 2003, the City Council increased the over-65 property tax exemption to \$65,000 and approved the senior property

tax freeze in 2004, which serves as a significant benefit to residents. Demographic trends indicate that this benefit will continue to increase; the number of senior frozen accounts went from 1,908 in 2015 to 2,039 in 2016. Currently, over 21 percent of all residential property tax accounts are frozen, representing a significant benefit for Colleyville seniors.

Sales tax is the second largest revenue source, however, the City's primary commercial corridor along Colleyville Boulevard (SH26) will be under construction for the next several years. Fiscal year 2017 sales tax is projected to have zero growth from fiscal year 2016 year-end projections, with zero growth projected for the next several years as well due to the potential for construction to impact traffic to nearby businesses. In accordance with the City Council's priority of managing SH26 impacts, the City is and will be committing significant resources to support and market the impacted businesses.

Colleyville's history dates back to its beginnings as a farming community in the 1850s. Even when the City was incorporated a century later, it was still a rural community. Much of our infrastructure – including streets, utility lines, buildings and other community assets—are aging and inadequate to serve residents and commuters in the burgeoning northeast Tarrant County area. In developing the 2017 budget, staff has focused attention on the most urgent priorities and addressing those situations that pose the highest risk if not addressed. Staff also carefully considers which investments will serve to extend the useful life of an asset -- essentially postponing the need for full replacement for a number of years -- when making funding recommendations.

At the budget worksession presentation on August 10, staff reviewed a five-year General Fund budget forecast to fiscal year 2021. That forecast includes estimates for expenditures and the revenues necessary to continue balancing the budget. Ad valorem revenue was projected with growth of 5%, and sales tax was projected with no increase for the reasons mentioned above. The forecast for expenditures includes general cost increases of 3.5% for materials and contractual services required each year, as well as personnel costs to continue funding appropriate market and merit adjustments and increasing healthcare costs. The forecast also includes the planned draw down of \$1,000,000 of fund balance for street maintenance through fiscal year 2018. This forecast helps staff and the City Council focus on the long-term budgetary implications of current funding decisions. It also helps to put long-term goals into perspective relative to the overall resources available in the general fund.

Priorities and Fiscal Year 2017 Focus

With this budget, staff recommends allocating resources according to the priorities of our citizens and City Council, while maintaining the conservative fiscal approach that has allowed Colleyville to attain and maintain an AAA bond rating.

Two of the top priorities identified by the City Council were to restructure water rates and provide property tax relief. In July 2016, the City Council directed staff to eliminate the two transfers from the utility fund to the general fund (franchise fee



and general and administrative transfers) in order to eliminate tiered water rates and implement a flat rate model. Elimination of these transfers reduces general fund revenues by approximately \$1.2 million annually. The City Council also provided direction to propose a 2016 tax rate that is as close to the effective tax rate as possible. In order to accomplish those objectives, staff proposes to reduce general fund expenditures \$647,609 in total, compared to the fiscal year 2016 budget. Items proposed for elimination were selected based on those that would have the least impact to citizen services, while maintaining the Council's priority of fiscal stewardship. When possible, expenditures were moved out of the general fund to other eligible funding sources. Increased revenue from the proposed tax rate (1 cent above the effective rate) and other general fund revenue sources provide the funding needed for cost increases necessary to sustain current programs and services.

The proposed budget provides a staffing level of 204.13 full-time equivalents (FTEs), 1 FTE less than in fiscal year 2016. Careful consideration was given to all position requests to ensure that decisions are both appropriate and sustainable in the long-term. The new or upgraded positions in the fiscal year 2017 budget include the addition of one staff accountant and the conversion of temporary staff funding in the utility billing department into an upgraded utility billing analyst position. Three full-time positions were eliminated, including the communications and marketing director, economic development coordinator, and a secondary construction manager position recently vacated as a result of a retirement.

To sustain and plan for Colleyville's long-term needs, the fiscal year 2017 budget includes a Five-Year Comprehensive Capital Improvement Plan (CIP). This plan identifies planned projects for the next five years, based on funding availability, and a schedule for completion. Similar to the five-year general fund projection, the CIP provides an opportunity to consider all of the City's capital needs in the coming years and determine the priority of each, as well as whether available funding resources are sufficient to support those expenditures. The CIP utilizes a variety of funding sources including the City's major operating funds, impact fees, special revenue funds, and other entities such as Tarrant County. While the plan itself covers five fiscal years, only funding for the upcoming year of the five-year plan is appropriated in the City's budget each year. To further the City Council priority of accelerating the street capital plan, several additional road projects have been added in FY 2017. The chart below summarizes fiscal year 2017 investments by project category.

FY 2017 Project Category	FY 2017 Project Cost
Streets	\$6,497,522
Utility	1,875,200
Parks	300,000
Technology	85,000
Facilities	500,000
TOTAL	\$9,257,722



As is typical in local government, funding requests exceed available revenues, requiring decisions regarding what to fund. The fiscal year 2017 budget is a balanced budget based on community and City Council priorities as we know them and makes significant progress toward achieving many of the City's needs and long-term goals. Those items that were not funded this fiscal year may be considered in future budgets.

The City has been consistently recognized throughout the years for its judicious management of financial resources to support an array of services and programs. Residents continue to receive excellent value for their tax dollars, with which staff is able to provide the programs, services, and infrastructure investment that form the foundation of the quality of life in Colleyville.

As always, staff will continue to be diligent in its review of City finances in order to assist the City Council in making decisions that will ensure the fiscal viability of its government. Additionally, staff will continue to evaluate and improve business practices in an effort to find efficiencies, while also looking at regional synergies and collaborations to reduce ongoing costs.

The fiscal year 2017 budget is presented with the commitment and confidence that it effectively funds those priorities identified by the City Council. We look forward to receiving the City Council's input on the proposed budget and working with you to achieve all the goals set forth therein.

Preparing the budget was a tremendous undertaking. It is important to acknowledge the efforts of the dedicated staff that worked resolutely to formulate fiscally responsible proposals. Appreciation goes to the Mayor and City Council for their community leadership and solid financial acumen. I also want to thank the staff budget team: Chris Fuller, deputy city manager; Mike Holder, assistant city manager/director of public safety; Karen Hines, finance manager; Brian Hogan, chief financial officer; Rachel Huitt, human resources director; and Adrienne Lothery, strategic services manager, for their efforts in building our service plan for 2017. My special thanks to all City employees who have worked so hard to provide quality services to our citizens and who are committed to the success of our great City.

In summary we pledge our time and talents to achieve continued excellence for the citizens we serve and it is our honor to do so.

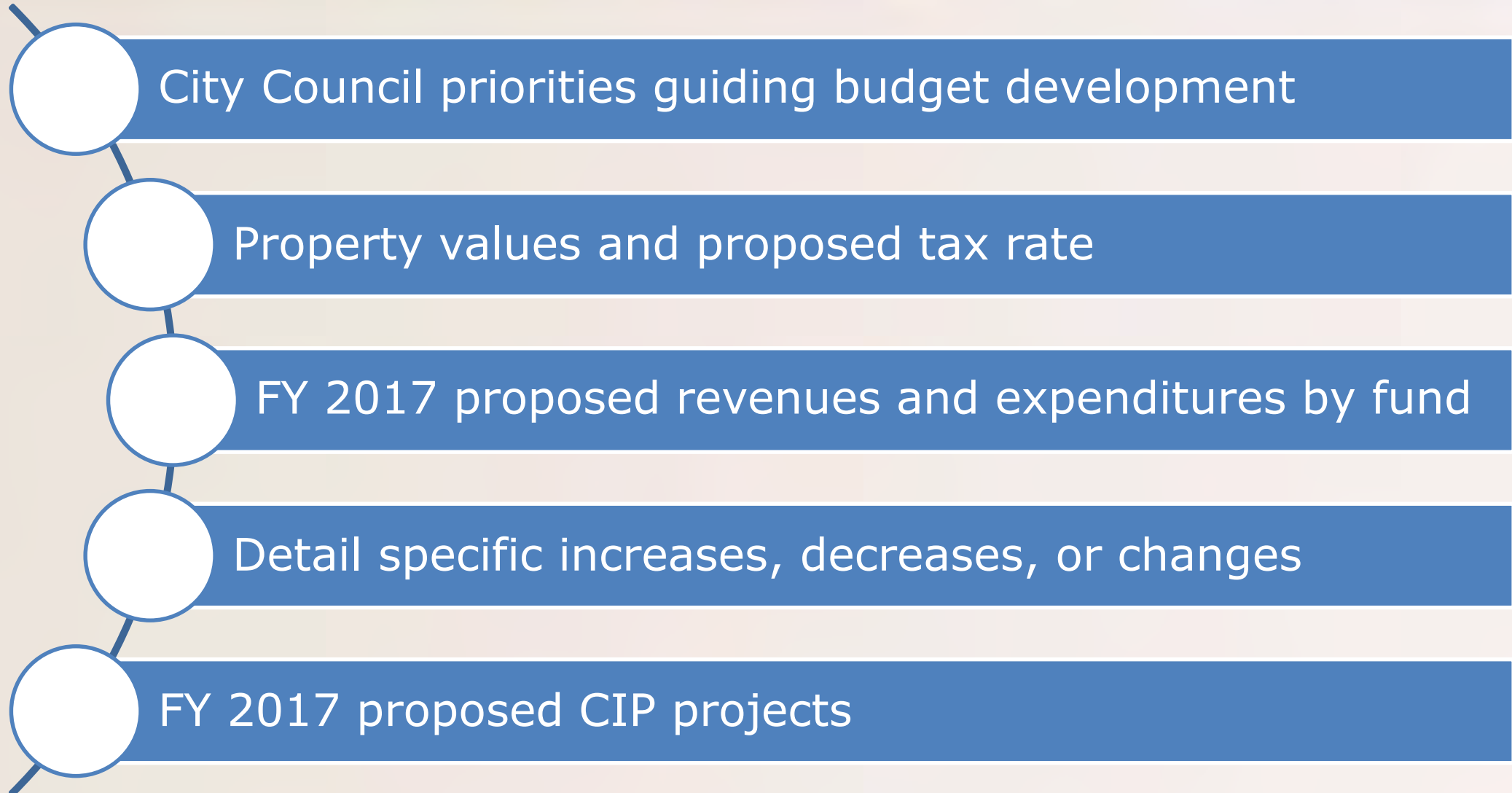
Jennifer Fadden
Jennifer Fadden
City Manager



Fiscal Year 2017 Proposed Budget (Revised)

Originally Presented at a City Council
Worksession on August 10, 2016; the
presentation has been revised to incorporate
changes requested prior to adoption

Presentation Overview



City Council Consensus Priorities



Property Tax Relief



Restructure Water Rates



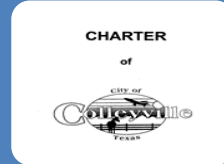
Accelerate the Street Capital Program



Improve the Comprehensive Plan



Fiscal Stewardship



Revise the City Charter



Improve Glade Road Design



Manage SH26 Project Impacts

Summary by Fund



<i>Fund</i>	<i>Adopted FY 2016</i>	<i>Proposed FY 2017</i>	<i>Change</i>
General	\$23,977,370	\$23,329,761	(\$647,609)
Utility	\$15,886,362	\$15,511,920	(\$374,442)
Drainage	\$917,997	\$743,452	(\$174,545)
Debt Service	\$1,461,593	\$1,854,037	\$392,444

Property Values



July 25, 2015

Certified Value:	\$4,204,340,103
TIF Value:	\$ 267,715,328
Frozen Value Loss:	<u>\$ 86,469,468</u>
Value (rev. projections)	\$3,850,155,307

July 25, 2016

Certified Value:	\$4,588,707,342	(+9.14%)
TIF Value:	\$ 298,582,143	(+11.5%)
Frozen Value Loss:	<u>\$ 129,865,242</u>	(+50.2%)
Value (rev. projections)	\$4,160,259,957	(+8.05%)

Value x tax rate/\$100 x 99% collection rate = revenue projection
(plus delinquent taxes and penalties & interest)

Total New Construction: \$53,668,439
TIF New Construction: \$ 8,680,058

Proposed Property Tax Rate



2015 Tax Rate: **\$0.355900**

2016 Effective Rate: \$0.329138

2016 Rollback Rate: \$0.351431

2016 Proposed Rate: **\$0.33913**

Tax Rate Reduction: \$0.016770

Above Effective Rate: \$0.009992

1 cent of tax rate = \$412,000
(General Fund)



Average Home Value

2015: \$423,650

2016: \$460,461

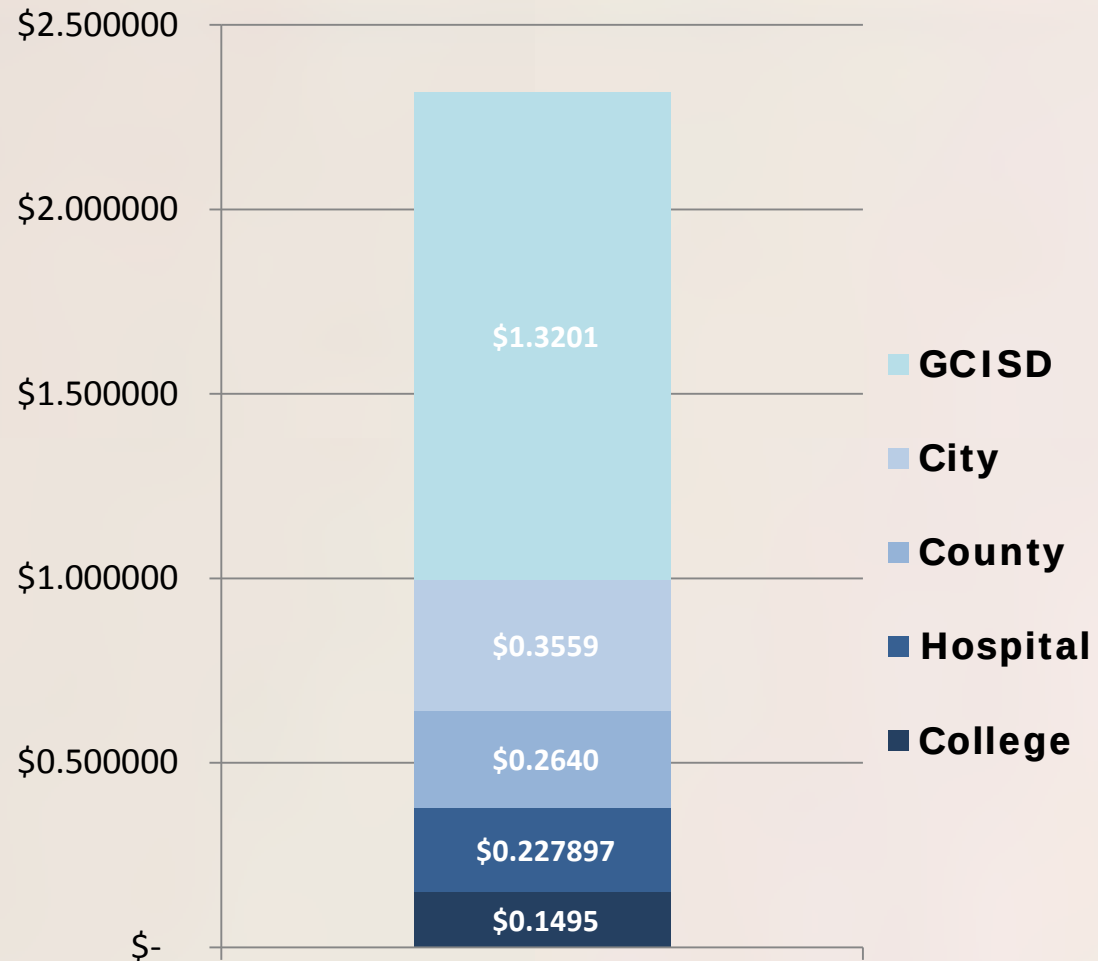
Average Property Tax Payment

2015: \$1,507.77

2016 same rate: \$1,638.78
Change: \$131.01

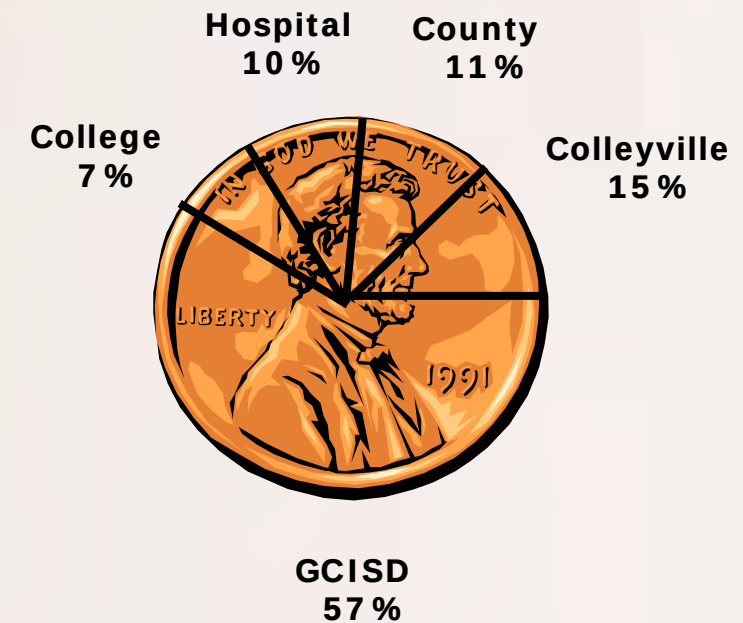
2016 proposed: \$1,561.56
Change: \$53.79

Background: Overlapping Tax Rates



FY 2016 Total Tax Rate: \$2.32

FY 2016



General Fund

General Fund Summary



	FY 16 Budget	FY 17 Proposed	FY 16 vs. FY 17
Ad Valorem Revenue	\$12,928,456	\$13,343,370	\$414,914
Sales Tax	3,480,000	3,665,000	\$185,000
Franchise Fees	2,061,000	2,115,000	\$54,000
Licenses & Permits	882,800	931,500	\$48,700
Fines	876,000	874,420	(\$1,580)
Charges for Service	1,089,800	900,300	(\$189,500)
Intergovernmental	311,979	326,693	\$14,714
Misc./Interest Earnings	155,040	175,000	\$19,960
Use of Fund Balance	1,000,000	1,000,000	-
Transfers In	1,233,417	0	(\$1,233,417)
Total Revenue	\$24,018,492	\$23,331,283	(\$687,209)
Total Expenditures	\$23,977,370	\$23,329,761	(\$647,609)
Net Difference	\$41,122	\$1,522	
<i>Days of Working Capital</i>	<i>131</i>	<i>119</i>	

Walk-forward: FY 2016 to FY 2017



\$24,018,492	FY 2016 Revenue Budget
414,914	Ad Valorem revenue increase with \$0.01667 tax rate reduction
131,294	All other revenue changes
<u>(1,233,417)</u>	<u>Transfers revenue decrease</u>
\$23,331,283	FY 2017 Revenue Budget
(\$687,209)	Net difference

\$23,977,370	FY 2016 Expenditure Budget
(883,000)	FY 2016 one-time costs
820,919	Non-discretionary increases
59,492	Turnover/Rebalance fund splits
(712,552)	Budget reductions/moves
76,019	Additional Funding Requests
204,873	Merit Pool (6 mo. FY 2017)
<u>(213,360)</u>	<u>Salary Savings (2%)</u>
\$23,329,761	FY 2017 Expenditure Budget
(\$647,609)	Net difference

Proposed vs. Effective Rate



\$24,018,492	FY 2016 Revenue Budget
414,914	Ad Valorem revenue increase with \$0.01667 tax rate reduction
131,294	All other revenue changes
(1,233,417)	Transfers revenue decrease
(411,619)	Ad Valorem revenue difference by lowering to the effective rate
\$23,331,283	FY 2017 Revenue Budget
\$22,919,664	FY 2017 Revenue Budget
(\$687,209)	Net difference
(\$1,098,828)	Net difference

\$23,977,370	FY 2016 Expenditure Budget
(883,000)	FY 2016 one-time costs
820,919	Non-discretionary increases
59,492	Turnover/rebalance fund split
(712,552)	Budget reductions/moves
76,019	Additional Funding Requests
204,873	Merit Pool (6 mo. FY 2017)
(213,360)	Salary Savings (2%)
(411,619)	Additional expenditure reductions
\$23,329,761	FY 2017 Expenditure Budget
\$22,918,142	FY 2017 Expenditure Budget
(\$647,609)	Net difference
(\$1,059,228)	Net difference

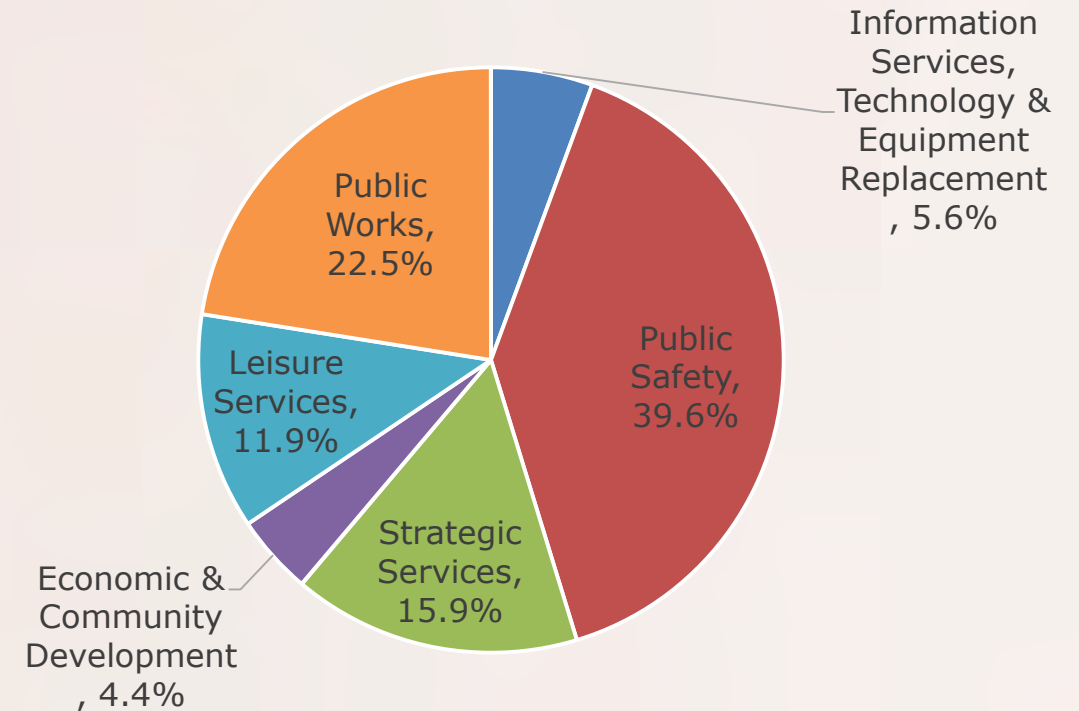
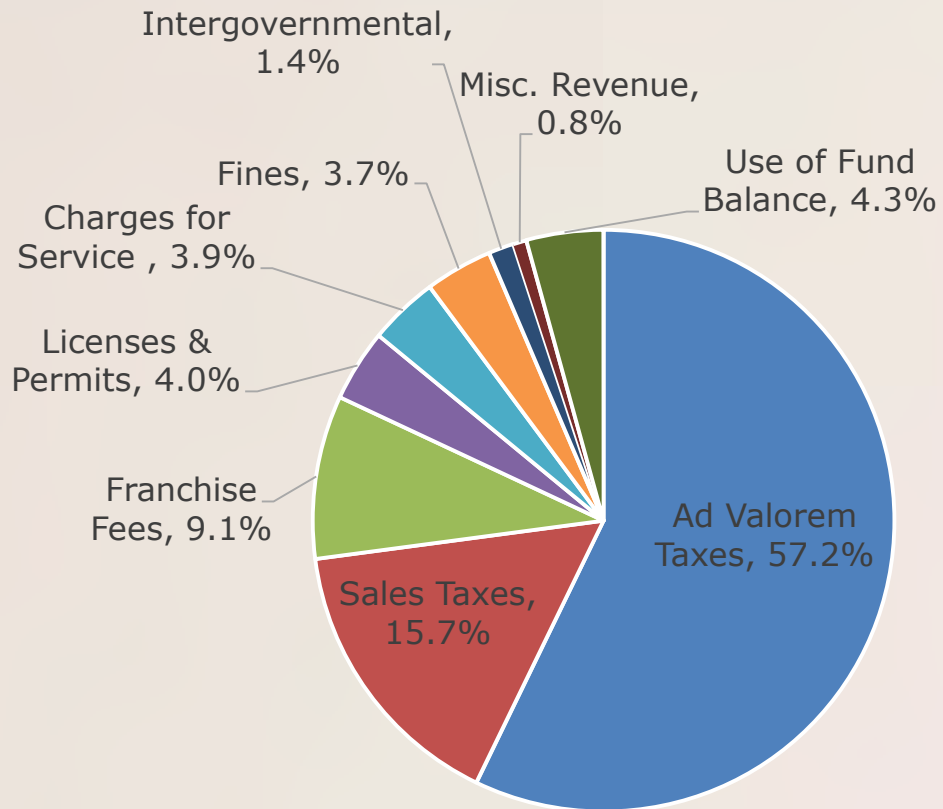
General Fund Forecast



	BUDGET FY 2016	PROJECTED FY 2017	PROJECTED FY 2018	PROJECTED FY 2019	PROJECTED FY 2020	PROJECTED FY 2021
BEGINNING FUND BALANCE	\$9,552,401	\$8,593,523	\$7,595,045	\$6,638,124	\$6,754,045	\$7,067,911
REVENUE:						
Ad Valorem Taxes	\$12,928,456	\$13,343,370	\$14,059,698	\$14,794,476	\$15,678,683	\$16,490,120
Sales Tax	\$3,480,000	\$3,665,000	\$3,665,000	\$3,701,650	\$3,738,667	\$3,776,053
Franchise Fees	\$2,061,000	\$2,115,000	\$2,152,013	\$2,189,673	\$2,227,992	\$2,266,982
Licenses & Permits	\$882,800	\$931,500	\$912,870	\$894,613	\$876,720	\$859,186
Fines	\$876,000	\$874,420	\$883,164	\$891,996	\$900,916	\$909,925
Charges for Service	\$1,089,800	\$900,300	\$909,303	\$918,396	\$927,580	\$936,856
Intergovernmental	\$311,979	\$326,693	\$329,960	\$333,260	\$336,592	\$339,958
Miscellaneous Income	\$155,040	\$175,000	\$178,500	\$182,070	\$185,711	\$189,426
Use of Fund Balance	\$1,000,000	\$1,000,000	\$1,000,000	\$0	\$0	\$0
Transfers In	\$1,233,417	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$24,018,492	\$23,331,283	\$24,090,508	\$23,906,133	\$24,872,861	\$25,768,506
Expenditures	\$20,477,370	\$20,504,761	\$21,222,428	\$21,965,213	\$22,733,995	\$23,529,685
Street Maintenance & CIP Projects	\$3,500,000	\$2,825,000	\$2,825,000	\$1,825,000	\$1,825,000	\$1,825,000
TOTAL EXPENDITURES	\$23,977,370	\$23,329,761	\$24,047,428	\$23,790,213	\$24,558,995	\$25,354,685
NET REVENUE	\$41,122	\$1,522	\$43,080	\$115,921	\$313,866	\$413,821
ENDING FUND BALANCE	\$8,593,523	\$7,595,045	\$6,638,124	\$6,754,045	\$7,067,911	\$7,481,732
DAYS OF WORKING CAPITAL	131	119	101	104	105	108

*Based on 5% AV increase for FY 2018 – FY 2021

General Fund Rev. & Exp. by Category



Non-Discretionary Increases



<u>Program</u>	<u>Request</u>	<u>One-time Cost</u>	<u>Ongoing Cost</u>	<u>Total Cost</u>
Capital Equip. Reserve	Annual transfer for Fire Apparatus Replacement Program	\$ -	\$ 150,000	\$ 150,000
City Manager's Office	OpenGov (additional needed)	\$ -	\$ 7,798	\$ 7,798
City Secretary	Seminars & mileage	-	500	500
City Secretary	Codification costs	-	43	43
City Secretary	BCC name tags and appreciation reception; Council portrait frame	-	1,096	1,096
City Secretary	Clean Sweep shredder	-	200	200
City Secretary	Certified mailings for alcohol paperwork	-	200	200
Colleyville Center	Increased cost of janitorial contract	-	621	621
Engineering	Pavement assessment survey and analysis	\$ 50,000	\$ -	\$ 50,000
Facility Services	Maintenance contracts (fire monitoring, pest, panic buttons, etc)	-	10,690	10,690
Facility Services	Justice Center wall repairs	16,475	-	16,475
Facility Services	City Hall step lighting	3,550	-	3,550
Finance	Training- GFOAT Fall and New Finance Directors Roundtable	-	1,500	1,500
Fire EMS	Increase to medical direction contract	-	11,915	11,915
Fire Operations	Vehicle maintenance	-	4,262	4,262
Fire Operations	SCBA airpack replacement program- annual funding to set aside	-	26,706	26,706
Fire Prevention	Uniforms	-	75	75
Fire Prevention	Membership for the International Assoc. of Arson Investigators	-	100	100
Fleet Maintenance	Training for mechanics	2,400	-	2,400
Fleet Maintenance	Motorcycle table lift	3,500	-	3,500
Human Resources	Org Development	-	1,988	1,988
Human Resources	Comprehensive Compensation & Classification Study	50,000	-	50,000
Human Resources	Increase for Tyler Technologies Conference	-	700	700
Library	Increased dues costs for library associations	-	12	12
Library	Laminator maintenance & film	-	102	102
Library	Increases for Service Agreements (3M, event software, courier)	-	4,656	4,656

Non-Discretionary Increases Cont.



<u>Program</u>	<u>Request</u>	<u>One-time Cost</u>	<u>Ongoing Cost</u>	<u>Total Cost</u>
ISM-GIS	SQL Training	1,000	-	1,000
ISM-GIS	Aerial photo	1,300	-	1,300
ISM-GIS	Trimble maintenance	-	260	260
ISM-GIS	Nexus maintenance	-	511	511
ISM-GIS	Binding books	-	400	400
ISM-GIS	Uniforms	-	90	90
ISM	Additional labor pool funding for A/V work	-	5,000	5,000
ISM	Swagit equipment replacement (Online streaming for broadcasted mtgs)	8,700	-	8,700
ISM	24/7 On-call Answering Service for ISM	-	1,188	1,188
ISM	Biennial security audit	19,000	-	19,000
ISM	SQL Stack security project (goes with security audit)	4,500	-	4,500
ISM	Barracuda backup upgrade	8,428	-	8,428
ISM	Laptop replacement	6,400	-	6,400
ISM	Desktop replacement	4,620	-	4,620
ISM	Firewall replacement	11,190	-	11,190
ISM	Barracuda offsite backup system	-	4,900	4,900
ISM	Ocularis maintenance contract	-	4,850	4,850
ISM	Landguard Install	-	6,600	6,600
ISM	Blade chassis support	-	5,412	5,412
ISM	Digital cloud fax model	-	3,100	3,100
Personnel	Other 6 months of FY 2016 merit increase	-	193,017	193,017
Personnel	TMRS	-	80,789	80,789
Personnel	Workers Compensation Insurance	-	4,502	4,502
Personnel	Health Insurance	-	22,410	22,410
Personnel	Market Adjustments	-	8,461	8,461
Police	Budget vacancies at \$60,000 for lateral hire program	-	28,213	28,213
Police Communications	Contract with Keller	-	36,989	36,989
TOTAL		\$ 191,063	\$ 629,856	\$ 820,919

Budget Reductions



\$2,500	Community Outreach Program for Judge
\$50,000	Compensation & Classification Study (use Strategic Initiatives Fund)
\$2,000	Break/fix funding for Fire Department
\$2,000	Medical Control Contract (tighter estimate)
\$7,650	Reduce marketing/advertising for City events/programs; move \$4,000 to CEDC
\$74,220	Move 1 officer to CCCPD budget
\$307	Dues for certain associations (police)
\$37,000	Landscaping improvements, parks sign replacement, decomposed granite for Nature Center, new trash receptacles (use Voluntary Park Funds)
\$33,000	Library books and program funding (use Voluntary Library Funds)
\$175,000	Street maintenance
\$50,000	Construction materials testing (fewer projects anticipated)
\$50,000	Pavement Condition Assessment (use Capital Projects Fund balance)
\$12,935	NCTCOG TRE membership
\$2,327	Tarrant Regional Transportation Coalition
\$2,200	Chamber cash contribution
\$5,000	Contractual services for Economic Development
\$74,582	Economic Development Coordinator
<u>\$131,831</u>	<u>Communications & Marketing Director</u>
\$712,552	General Fund Total (reduced or moved)

Additional Funding Included



<u>Program</u>	<u>Request</u>	<u>One-time Cost</u>	<u>Ongoing Cost</u>	<u>Total Cost</u>
City Secretary	Voting Equipment	\$ 1,500	\$ 1,200	\$ 2,700
Finance	Staff Accountant	\$ -	\$ 68,579	\$ 68,579

Agency Agreements



Agency Agreements	FY11	FY12	FY13	FY14	FY15	FY16	FY17 Proposed
Colleyville Chamber of Commerce	\$4,425	\$4,425	\$4,825	\$5,200	\$5,200	\$5,940	\$3,740
GRACE	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Alliance for Children	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
Metroport Meals on Wheels	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
MHMR of Tarrant County	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0
Safe Haven	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Special Needs Assistance Partners (SNAP)	\$500	\$500	\$500	\$500	\$500	\$500	\$500
Keep Colleyville Beautiful	\$3,000	\$3,000	\$3,000	\$3,000	\$0	\$0	\$0
Total:	\$30,925	\$29,925	\$30,325	\$30,700	\$27,700	\$28,440	\$26,240

Utility Fund



	FY 16 Budget	FY 17 Proposed	FY 16 vs. FY 17
Water Sales	\$11,467,441	10,869,131	(\$598,310)
Wastewater Sales	4,050,786	3,650,000	(400,786)
Water Installation	21,000	42,000	21,000
Wastewater Installation	7,000	15,000	8,000
Sewer Tie-On Charges	5,000	0	(5,000)
Engineering Charges	50,000	5,000	(45,000)
Penalties/Misc.	241,772	250,000	8,228
Interest	20,300	25,000	4,700
Use of Available Cash	450,000	750,000	300,000
Total Revenue	\$16,313,299	\$15,606,131	(\$707,168)
Total Expenditures	\$15,886,362	\$15,511,920	(\$374,442)
<i>Projected Available Fund Balance</i>	<i>\$4,952,126</i>	<i>\$4,296,337</i>	

Utility Fund Expenditures



	FY 17 Proposed
Utility Billing	\$426,102
Utility Support	1,237,273
Utility Operations- Water	607,495
TRA Water (volumetric)	6,184,886
TRA Water (debt)	2,795,881
Utility Operations- Wastewater	295,953
TRA Wastewater	2,406,633
Non-Departmental	320,803
Inter-fund Loan Repayment	44,286
Compensation Adjustment	28,208
Infrastructure Renewal	804,500
Debt Service	359,900
Total Expenditures	\$15,511,920



Highlights:

- Utility Billing Analyst
- Camera for wastewater lines

Drainage Utility Fund



	FY 16 Budget	FY 17 Proposed	FY 16 vs FY 17
Drainage Fees	\$937,872	\$945,000	7,128
Penalties/Misc.	16,413	9,450	(6,963)
Interest Income	2,289	2,100	(189)
Use of Available Cash	-	75,000	75,000
Total Revenue	\$956,574	\$1,031,550	\$74,976
Total Expenditures	\$917,997	\$743,452	(\$174,545)
<i>Projected Available Fund Balance</i>	<i>\$1,266,812</i>	<i>\$1,479,910</i>	

Drainage Fund Expenditures



	FY 17 Proposed
Drainage Operations	\$480,376
Stormwater Management	107,860
Non-Departmental	6,141
Compensation Adjustment	1,652
Debt Service	128,391
Inter-fund Loan Repayment	19,032
Total Expenditures	\$743,452



Highlights:

- Replacement of street sweeper delayed to FY 2018 for further evaluation of maintenance costs

Debt Service Fund



	FY 16 Budget	FY 17 Proposed	FY 16 vs. FY 17
Ad Valorem Revenue	\$681,434	\$642,420	(\$39,014)
Transfer In – CCCPD	500,242	503,862	3,620
Transfer In – TIF	-	655,781	655,781
Interest Income	2,251	2,251	-
Use of Available Cash	277,666	49,723	(227,943)
Total Revenue	\$1,461,593	\$1,854,037	\$392,444
Total Expenditures	\$1,461,593	\$1,854,037	\$392,444
<i>Projected Available Fund Balance</i>	<i>\$551,844</i>	<i>\$502,121</i>	

Debt Service Fund Expenditures



2013 Ambulance



	FY 17 Proposed
2006 G.O. Refunding Bonds	\$542,229
2007 G.O. Bonds	153,000
2011 G.O. Refunding Bonds	169,950
2016 G.O. Refunding Bonds	776,466
2016 Fire Engine Lease/Purchase	49,723
2013 Ambulance Lease/Purchase	44,580
2010 Fire Truck Lease/Purchase	116,839
Paying Agent Fees	1,250
Total Expenditures	\$1,854,037

2010 Truck



Highlights: Other Funding Sources



- CCCPD Fund – budget adopted
- CEDC Fund –budget adopted August 23, 2016
- Strategic Initiatives Fund - \$50,000 Compensation & Classification Study
- Strategic Initiatives Fund - \$17,358 Updated aerial photos for GIS
- Capital Projects Fund - \$50,000 Pavement condition assessment
- Vehicle & Equip. Replacement Fund (technology portion) - \$11,800 Applicant tracking system
- Voluntary Library Fund – all library materials purchases
- Voluntary Parks Fund - \$37,000 Landscaping improvements, parks sign replacement, decomposed granite for Nature Center, new trash receptacles
- Impact fees – update impact fee study

Year-end Budget Amendment



Year-end Budget Amendment: 1st reading on September 6th

- Transfer first \$120,000 of any General Fund revenues over expenditures for SH 26 reconstruction management support
- Any unspent contractual services funds in the Community Development department budget, to preserve funding for processing updates related to the Comprehensive Plan
- Transfer the \$66,000 for replacement of fire station doors into the Capital Projects Fund to preserve funds for project completion in a future year
- Transfer unspent project funds for façade lighting at City Hall to the Capital Projects Fund, to preserve funding to complete the project in FY 2017
- Transfer balance of additional General Fund revenues over expenditures to the Capital Projects Fund for future CIP projects
- Transfer additional Utility Fund revenues (over bond coverage ratio) to a cash account for future CIP utility projects

Not included in FY 2017 Proposed Budget



<u>Program</u>	<u>Request</u>	<u>One-time Cost</u>	<u>Ongoing Cost</u>	<u>Total Cost</u>
Community Development	Administrative Clerk	\$ 1,250	\$ 40,883	\$ 42,133
Community Development	Planner I (offset \$50,000 with contractual svc. budget)	\$ 1,450	\$ 68,897	\$ 70,347
Facility Services	Energy saving light conversion program	\$ -	\$ 10,000	\$ 10,000
Fire	Deputy Fire Chief	\$36,677	\$148,132	\$184,809
Fire	Fire Investigator	\$36,450	\$ 98,262	\$134,712
Municipal Court	Administrative Court Clerk- PT (split with Keller)	\$ 1,250	\$ 14,602	\$ 15,852

Capital Improvement Plan



CIP Recommendations



- Adopt the five-year CIP by Council Resolution
- Appropriate funding from operating funds for the first year of the CIP (FY 2017) as part of the annual budget ordinance
- Address any future changes to the adopted CIP by Council Resolution

FY 2017 Projects



Category	Title	Cost	Funding Source
Facilities	Civil Improvements at Public Works Service Center Site - CONSTRUCTION	\$500,000	Capital Projects Fund
Streets	Glade Road (Phase 2 - Manning to Pool) - ROW	430,000	TIF
Streets	Glade Road (Phase 3 - Pool to Heritage) - ROW	190,000	TIF
Streets	Glade Road Maintenance Partial (Phase II) (Stafford to Jim Mitchell)	198,000	Capital Projects Fund
Streets	Glade Road Maintenance Partial (Phase IV) Asphalt Rehab (Western City Limits to Bransford Road)	142,000	Capital Projects Fund
Streets	Hunter Lane - Rehabilitation	160,000	Capital Projects Fund
Streets	John McCain Rehabilitation (Westcoat to Pleasant Run and Shepherds Glen to Maranatha Court) - County Project	1,647,222	Capital Projects Fund (portion from FY16 CIP project) / County
Streets	L. D. Lockett (Precinct Line Road to Westcoat Drive) - Rehabilitation	725,000	Capital Projects Fund
Streets	McDonwell School Road and Westcoat Drive Roundabout - Design	\$100,000	Impact Fees- Area II

FY 2017 Projects (Continued)



Category	Title	Cost	Funding Source
Streets	Pleasant Run (Shelton to John McCain) - Rehabilitation (Companion to Water Project 11/Partial and Wastewater Project 3/Partial)	4,300,000	Capital Projects Fund / CEDC / Utility Fund / Water Impact Fees
Streets	Roberts Road (Glade to Grapevine City Limits) - DESIGN	162,000	Capital Projects Fund
Technology	UPS Battery Backup Replacement at Justice Center	85,000	CCCPD Fund
Utility	Water Project 10: Apple Valley Subdivision/Rustic Oaks Subdivisions/ Bills Lane Water Lines - DESIGN	70,000	Utility Fund
Utility	Water Project 11: Partial (John McCain 12" Water Line Replacement)	446,000	Utility Fund
Utility	Water Project 8: Pressure Relief and Flow Control Valves and Associated Piping to Regulate Flow Between High and Low Pressure Planes (John McCain/Bandit Trail Vicinity) - DESIGN	42,500	Utility Fund
Utility	WW Project 3 (Partial): Replacement of 6" and 8" Pipelines on Manning Drive and in the Vicinity of Pleasant Run Road and McDonwell School Road - DESIGN	27,000	Utility Fund
Utility	WW Project 4: Remington Park and Clairemont Subdivisions Sewer Line Replacements to Improve Flow - DESIGN	33,000	Utility Fund

FY 2017 Projects Summary



Project Category	Cost
Streets	\$ 6,497,522
Utility	1,875,200
Technology	85,000
Facilities	500,000
Parks	300,000
TOTAL	\$9,257,722

Funding Source	Amount
Capital Projects Fund	\$ 4,721,300
Utility Fund	804,500
TIF	620,000
Perimeter Street & Impact Fees	100,000
Water Impact Fees	1,070,700
CEDC	300,000
COG/TxDOT County	394,000
CCCPD Fund	85,000
Other	1,162,222
TOTAL	\$9,257,722

Budget Highlights by Priority



Property Tax Relief

- Property tax rate reduction of \$0.01677



Fiscal Stewardship

- Completed line item budget review
- Began Fire Apparatus replacement program
- \$640K+ General Fund expenditure reduction
- Reallocated eligible expenditures to other funds



Restructure Water Rates

- Utility Fund budget based on temporary flat rate and elimination of General Fund transfer
- Water/wastewater rate analysis underway



Revise the City Charter

- Charter Review Committee report completed
- Funding available if the City Council calls an election (Strategic Initiatives Fund)



Accelerate the Street Capital Program

- L.D. Lockett rehabilitation -FY17
- McDonwell/Westcoat roundabout design -FY17
- Glade Road maintenance -FY17
- John McCain rehabilitation -FY17



Improve Glade Road Design

- Worksession scheduled for August 24
- Funding available in the TIF to accommodate the Council's desired design



Improve the Comprehensive Plan

- Priorities identified at July Worksession
- Continued budgeting funds for code revisions



Manage SH26 Project Impacts

- Continued funding of SH26 support for businesses and citizens

Budget Process: Next Steps



- Tuesday, September 6
 - 7:30pm – Public hearing and 1st reading of FY 2017 tax rate and operating budget
- Tuesday, September 20
 - 7:30pm – Public hearing; 2nd reading (adoption) of FY 2017 tax rate and operating budget; Resolution to adopt the FY 2017-2021 CIP

Questions and Discussion

Citizens can view the Proposed FY 2017 Proposed Budget
at www.colleyville.com.

GENERAL FUND

			FY 2016 BUDGET	FY 2017 PROPOSED
REVENUES				
10000	5101	CURRENT TAXES	\$ 12,823,456	\$ 13,258,370
10000	5102	DELINQUENT TAXES	\$ 50,000	\$ 30,000
10000	5103	PENALTY & INTEREST	\$ 55,000	\$ 55,000
10000	5201	ONCOR ELECTRIC DELIVERY	\$ 875,000	\$ 900,000
10000	5202	TRI-COUNTY ELECTRIC	\$ 105,000	\$ 105,000
10000	5203	ATMOS ENERGY	\$ 350,000	\$ 350,000
10000	5204	AT&T SERVICES	\$ 70,000	\$ 70,000
10000	5205	VERIZON/OTHERS	\$ 65,000	\$ 60,000
10000	5206	GARBAGE/RECYCLING	\$ 146,000	\$ 155,000
10000	5207	CABLE TV	\$ 450,000	\$ 475,000
10000	5301	SALES TAX	\$ 3,400,000	\$ 3,575,000
10000	5302	MIXED BEVERAGE TAX	\$ 80,000	\$ 90,000
10000	5411	BUILDING	\$ 580,000	\$ 600,000
10000	5412	PLUMBING	\$ 48,000	\$ 55,000
10000	5413	MECHANICAL PERMIT	\$ 29,000	\$ 35,000
10000	5414	ELECTRICAL	\$ 40,000	\$ 45,000
10000	5416	CITY LICENSE	\$ 35,000	\$ 35,000
10000	5417	BUILDING PLAN REVIEW FEE	\$ 109,000	\$ 110,000
10000	5418	NEW BUSINESS	\$ 3,500	\$ 3,500
10000	5420	SIGN PERMITS	\$ 6,800	\$ 7,000
10000	5421	FENCE PERMITS	\$ 9,500	\$ 10,000
10000	5423	FIRE PERMIT FEES	\$ 7,000	\$ 16,000
10000	5424	IRRIGATION PERMITS	\$ 15,000	\$ 15,000
10000	5511	RE-ZONING	\$ 10,000	\$ 10,000
10000	5512	PLAT FEE	\$ 7,200	\$ 7,200
10000	5514	BOARD OF ADJUSTMENT	\$ 1,250	\$ 2,000
10000	5611	FINES-BUDGETED	\$ 800,000	\$ 800,000
10000	5612	ALARM FEES	\$ 53,000	\$ 53,000
10000	5630	LIBRARY FINES	\$ 23,000	\$ 21,420
10000	5711	SALE OF MATERIAL	\$ 100	\$ 100
10000	5712	WEED MOWING	\$ 6,500	\$ 6,500
10000	5714	SALE OF SURPLUS PROPERTY	\$ 5,000	\$ 5,000
10000	5715	SITE PLAN REVIEW FEE	\$ 1,000	\$ 1,000
10000	5716	EARNED INTEREST	\$ 25,000	\$ 25,000
10000	5719	MISCELLANEOUS	\$ 55,000	\$ 55,000
10000	5721	AMBULANCE	\$ 300,000	\$ 320,000
10000	5722	RECREATION PROGRAM	\$ 160,000	\$ 165,000
10000	5790	USE OF FUND BALANCE	\$ 1,000,000	\$ 1,000,000
10000	5811	ENGINEERING-INSPECTION	\$ 175,000	\$ 62,500
10000	5813	MATERIALS TESTING FEE	\$ 100,000	\$ 12,500
10000	5826	KELLER COURT	\$ 217,697	\$ 227,697
10000	5828	SRO REIMBURSEMENT	\$ 94,282	\$ 98,996
10000	5832	ANTENNA LEASES	\$ 70,040	\$ 90,000

GENERAL FUND

			FY 2016 BUDGET	FY 2017 PROPOSED
10000	5845	LOT DRAINAGE INSPECTION	\$ 13,000	\$ 13,000
10000	5855	FIELD USE FEE	\$ 21,500	\$ 21,500
10000	5872	TRANSFER FROM UTILITY FUND	\$ 1,165,563	\$ -
10000	5873	COLLEYVILLE CENTER REVENUES	\$ 257,250	\$ 240,000
10000	5874	NON RESIDENT FEE - PARKS	\$ 37,000	\$ 39,000
10000	5888	TRANSFER IN CONST INSPECTOR	\$ 67,854	\$ -
TOTAL	GENERAL FUND REVENUES		\$ 24,018,492	\$ 23,331,283

EXPENDITURES

11010 COUNCIL

62 CONTRACTUAL SERVICES

11010	6204	TRAVEL	\$ 18,500	\$ 19,775
11010	6209	DUES & SUBSCRIPTIONS	\$ 12,813	\$ 9,611
11010	6226	MISC. CONTRACTUAL SERVICES	\$ 41,375	\$ 26,240
11010	6294	COUNCIL EXPENSES	\$ 3,540	\$ 4,270
11010	6298	COUNCIL CONTINGENCY	\$ 104,448	\$ 104,448

TOTAL	CONTRACTUAL SERVICES		\$ 180,676	\$ 164,344
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63 SUPPLIES

11010	6308	PRINTING	\$ 200	\$ 200
11010	6323	COUNCIL SUPPLIES	\$ 8,870	\$ 9,745

TOTAL	SUPPLIES		\$ 9,070	\$ 9,945
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TOTAL	COUNCIL		\$ 189,746	\$ 174,289
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11110 ADMINISTRATION

61 PERSONNEL SERVICES

11110	6101	SALARIES	\$ 435,324	\$ 443,637
11110	6105	SALARY SAVINGS	\$ (9,230)	\$ (9,446)
11110	6141	FICA EXPENSE	\$ 28,484	\$ 28,763
11110	6142	GROUP HEALTH INSURANCE	\$ 37,545	\$ 36,115
11110	6143	WORKERS' COMPENSATION	\$ 1,379	\$ 1,428
11110	6145	UNEMPLOYMENT COMPENSATION	\$ 828	\$ 828
11110	6146	RETIREMENT	\$ 35,802	\$ 39,482
11110	6148	LONGEVITY PAY	\$ 1,713	\$ 2,054
11110	6152	ACCRUED LEAVE PAY	\$ 24,474	\$ 26,592

TOTAL	PERSONNEL SERVICES		\$ 556,319	\$ 569,453
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62 CONTRACTUAL SERVICES

11110	6204	TRAVEL	\$ 5,115	\$ 7,500
11110	6206	TRAINING	\$ 16,640	\$ 10,000

GENERAL FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
11110	6209	DUES & SUBSCRIPTIONS	\$ 4,422	\$ 4,870
11110	6213	TUITION REIMBURSEMENT	\$ 750	\$ -
11110	6226	MISC. CONTRACTUAL SERVICES	\$ 18,000	\$ 30,050
TOTAL CONTRACTUAL SERVICES			\$ 44,927	\$ 52,420
63 SUPPLIES				
11110	6301	OFFICE SUPPLIES	\$ 650	\$ 875
11110	6303	OPERATING SUPPLIES	\$ 1,045	\$ 1,000
11110	6308	PRINTING	\$ 300	\$ 300
TOTAL SUPPLIES			\$ 1,995	\$ 2,175
TOTAL ADMINISTRATION			\$ 603,241	\$ 624,048
11210 BUILDING INSPECTION				
61 PERSONNEL SERVICES				
11210	6101	SALARIES	\$ 319,184	\$ 293,764
11210	6105	SALARY SAVINGS	\$ (6,422)	\$ (5,916)
11210	6139	OVERTIME	\$ 1,442	\$ 1,442
11210	6141	FICA EXPENSE	\$ 24,562	\$ 22,631
11210	6142	GROUP HEALTH INSURANCE	\$ 56,318	\$ 47,771
11210	6143	WORKERS' COMPENSATION	\$ 1,621	\$ 1,341
11210	6145	UNEMPLOYMENT COMPENSATION	\$ 1,242	\$ 1,035
11210	6146	RETIREMENT	\$ 24,909	\$ 24,732
11210	6148	LONGEVITY PAY	\$ 455	\$ 615
TOTAL PERSONNEL SERVICES			\$ 423,311	\$ 387,415
62 CONTRACTUAL SERVICES				
11210	6204	TRAVEL	\$ 1,500	\$ 1,500
11210	6206	TRAINING	\$ 5,305	\$ 5,425
11210	6209	DUES & SUBSCRIPTIONS	\$ 2,018	\$ 1,730
11210	6240	CELL PHONES	\$ 1,432	\$ 888
11210	6261	VEHICLE MAINTENANCE	\$ 4,950	\$ 3,000
11210	6262	GAS AND OIL	\$ 3,000	\$ 3,000
TOTAL CONTRACTUAL SERVICES			\$ 18,205	\$ 15,543
63 SUPPLIES				
11210	6301	OFFICE SUPPLIES	\$ 828	\$ 678
11210	6303	OPERATING SUPPLIES	\$ 865	\$ 265
11210	6305	UNIFORMS	\$ 780	\$ 1,220
11210	6308	PRINTING	\$ 925	\$ 920
11210	6313	SMALL TOOLS	\$ 450	\$ 250

GENERAL FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
11210	6326	SAFETY EQUIPMENT/SUPPLIES	\$ 736	\$ 750
TOTAL SUPPLIES			\$ 4,584	\$ 4,083
66 CAPITAL OUTLAY				
11210	6635	COMPUTER EQUIPMENT	\$ 1,300	\$ -
11210	6650	MOTOR VEHICLES	\$ 17,000	\$ -
TOTAL CAPITAL OUTLAY			\$ 18,300	\$ -
TOTAL BUILDING INSPECTION			\$ 464,400	\$ 407,041
11310 ECONOMIC DEVELOPMENT				
61 PERSONNEL SERVICES				
11310	6101	SALARIES	\$ 205,197	\$ 129,000
11310	6105	SALARY SAVINGS	\$ (4,116)	\$ (2,580)
11310	6141	FICA EXPENSE	\$ 12,747	\$ 8,698
11310	6142	GROUP HEALTH INSURANCE	\$ 18,773	\$ 9,554
11310	6143	WORKERS' COMPENSATION	\$ 615	\$ 390
11310	6145	UNEMPLOYMENT COMPENSATION	\$ 414	\$ 207
11310	6146	RETIREMENT	\$ 15,963	\$ 10,784
11310	6148	LONGEVITY PAY	\$ 578	\$ -
TOTAL PERSONNEL SERVICES			\$ 250,171	\$ 156,053
62 CONTRACTUAL SERVICES				
11310	6204	TRAVEL	\$ 5,420	\$ 3,100
11310	6206	TRAINING	\$ 2,700	\$ 2,700
11310	6209	DUES & SUBSCRIPTIONS	\$ 5,545	\$ 3,645
11310	6226	MISC. CONTRACTUAL SERVICES	\$ 31,780	\$ 15,780
11310	6236	ADVERTISING	\$ 4,650	\$ 15,650
TOTAL CONTRACTUAL SERVICES			\$ 50,095	\$ 40,875
63 SUPPLIES				
11310	6301	OFFICE SUPPLIES	\$ 650	\$ 650
11310	6303	OPERATING SUPPLIES	\$ 550	\$ 550
11310	6308	PRINTING	\$ 1,700	\$ 1,700
TOTAL SUPPLIES			\$ 2,900	\$ 2,900
TOTAL ECONOMIC DEVELOPMENT			\$ 303,166	\$ 199,828
11410 CITY SECRETARY				
61 PERSONNEL SERVICES				
11410	6101	SALARIES	\$ 140,873	\$ 145,865

GENERAL FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
11410	6105	SALARY SAVINGS	\$ (2,926)	\$ (3,030)
11410	6141	FICA EXPENSE	\$ 11,194	\$ 11,591
11410	6142	GROUP HEALTH INSURANCE	\$ 18,773	\$ 19,108
11410	6143	WORKERS' COMPENSATION	\$ 437	\$ 458
11410	6145	UNEMPLOYMENT COMPENSATION	\$ 414	\$ 414
11410	6146	RETIREMENT	\$ 11,351	\$ 12,667
11410	6148	LONGEVITY PAY	\$ 2,640	\$ 2,820
11410	6152	ACCRUED LEAVE PAY	\$ 2,806	\$ 2,830
TOTAL PERSONNEL SERVICES			\$ 185,562	\$ 192,723
62 CONTRACTUAL SERVICES				
11410	6204	TRAVEL	\$ 540	\$ 1,040
11410	6206	TRAINING	\$ 2,600	\$ 2,600
11410	6209	DUES & SUBSCRIPTIONS	\$ 285	\$ 285
11410	6215	ELECTION EXPENSES	\$ 7,060	\$ 7,060
11410	6226	MISC. CONTRACTUAL SERVICES	\$ 6,700	\$ 6,700
11410	6231	LEGAL ADVERTISING	\$ 2,500	\$ 2,500
11410	6237	CODIFICATION	\$ 3,457	\$ 3,500
11410	6245	EQUIPMENT RENTAL	\$ 3,000	\$ 3,000
11410	6293	COMMITTEE EXPENSE	\$ 325	\$ 1,421
11410	6295	SPECIAL PROJ/CONTRIBUTION	\$ 600	\$ 800
TOTAL CONTRACTUAL SERVICES			\$ 27,067	\$ 28,906
63 SUPPLIES				
11410	6301	OFFICE SUPPLIES	\$ 300	\$ 300
11410	6302	POSTAGE	\$ 500	\$ 700
11410	6303	OPERATING SUPPLIES	\$ 1,805	\$ 1,805
11410	6308	PRINTING	\$ 47	\$ 47
TOTAL SUPPLIES			\$ 2,652	\$ 2,852
TOTAL CITY SECRETARY			\$ 215,281	\$ 224,481
11510 FINANCE				
61 PERSONNEL SERVICES				
11510	6101	SALARIES	\$ 207,047	\$ 291,762
11510	6105	SALARY SAVINGS	\$ (4,202)	\$ (5,949)
11510	6139	OVERTIME	\$ 487	\$ 487
11510	6141	FICA EXPENSE	\$ 16,072	\$ 22,754
11510	6142	GROUP HEALTH INSURANCE	\$ 28,159	\$ 38,216
11510	6143	WORKERS' COMPENSATION	\$ 627	\$ 899
11510	6145	UNEMPLOYMENT COMPENSATION	\$ 621	\$ 828
11510	6146	RETIREMENT	\$ 16,298	\$ 24,866

GENERAL FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
11510	6148	LONGEVITY PAY	\$ 2,555	\$ 2,535
11510	6152	ACCRUED LEAVE PAY	\$ -	\$ 2,653
TOTAL	PERSONNEL SERVICES		\$ 267,664	\$ 379,051
62 CONTRACTUAL SERVICES				
11510	6204	TRAVEL	\$ 4,400	\$ 4,400
11510	6206	TRAINING	\$ 2,500	\$ 4,000
11510	6209	DUES & SUBSCRIPTIONS	\$ 1,380	\$ 1,283
11510	6221	AUDIT	\$ 14,213	\$ 14,438
11510	6222	TAX COLLECTION/ASSESSING	\$ 116,733	\$ 116,733
11510	6231	LEGAL ADVERTISING	\$ 179	\$ 179
11510	6233	BANK SERVICE CHARGES	\$ 3,000	\$ 3,000
TOTAL	CONTRACTUAL SERVICES		\$ 142,405	\$ 144,033
63 SUPPLIES				
11510	6301	OFFICE SUPPLIES	\$ 1,469	\$ 1,469
11510	6303	OPERATING SUPPLIES	\$ 2,303	\$ 2,303
11510	6308	PRINTING	\$ 1,500	\$ 1,500
11510	6360	MINOR OPERATING OUTLAY	\$ -	\$ 1,450
TOTAL	SUPPLIES		\$ 5,272	\$ 6,722
TOTAL	FINANCE		\$ 415,341	\$ 529,806
11610 LEGAL				
62 CONTRACTUAL SERVICES				
11610	6216	LEGAL COUNCIL & SERVICES	\$ 200,000	\$ 200,000
TOTAL	CONTRACTUAL SERVICES		\$ 200,000	\$ 200,000
TOTAL	LEGAL		\$ 200,000	\$ 200,000
11710 LIBRARY				
61 PERSONNEL SERVICES				
11710	6101	SALARIES	\$ 524,420	\$ 537,447
11710	6102	TEMPORARY HELP	\$ 1,500	\$ 1,500
11710	6105	SALARY SAVINGS	\$ (10,757)	\$ (10,964)
11710	6141	FICA EXPENSE	\$ 40,298	\$ 40,709
11710	6142	GROUP HEALTH INSURANCE	\$ 46,932	\$ 47,771
11710	6143	WORKERS' COMPENSATION	\$ 1,653	\$ 1,832
11710	6145	UNEMPLOYMENT COMPENSATION	\$ 3,519	\$ 3,519
11710	6146	RETIREMENT	\$ 41,606	\$ 45,704
11710	6148	LONGEVITY PAY	\$ 4,143	\$ 3,645
11710	6152	ACCRUED LEAVE PAY	\$ 7,781	\$ 5,602

GENERAL FUND

			FY 2016 BUDGET	FY 2017 PROPOSED
TOTAL	PERSONNEL SERVICES		\$ 661,095	\$ 676,765
62 CONTRACTUAL SERVICES				
11710	6204	TRAVEL	\$ 4,300	\$ 2,600
11710	6206	TRAINING	\$ 2,200	\$ 3,900
11710	6207	PRE-EMPLOYMENT	\$ 245	\$ 245
11710	6209	DUES & SUBSCRIPTIONS	\$ 1,320	\$ 1,442
11710	6226	MISC. CONTRACTUAL SERVICES	\$ 24,855	\$ 29,512
11710	6246	OFFICE EQUIP & MAINTENANCE	\$ 555	\$ 568
11710	6265	LIBRARY PROGRAMS	\$ 3,000	\$ -
TOTAL	CONTRACTUAL SERVICES		\$ 36,475	\$ 38,267
63 SUPPLIES				
11710	6301	OFFICE SUPPLIES	\$ 2,500	\$ 2,500
11710	6302	POSTAGE	\$ 120	\$ 120
11710	6303	OPERATING SUPPLIES	\$ 6,573	\$ 6,551
11710	6308	PRINTING	\$ 500	\$ 500
11710	6332	BOOKS-FICTION-ADULT	\$ 4,500	\$ -
11710	6334	BOOKS-NONFICTION-ADULT	\$ 7,500	\$ -
11710	6337	BOOKS-FICTION-YOUTH	\$ 10,000	\$ -
11710	6339	BOOKS-NONFICTION-YOUTH	\$ 5,000	\$ -
11710	6353	BOOKS-FICTION-YOUNG ADULT	\$ 3,000	\$ -
TOTAL	SUPPLIES		\$ 39,693	\$ 9,671
TOTAL	LIBRARY		\$ 737,263	\$ 724,703
11810 ENGINEERING				
61 PERSONNEL SERVICES				
11810	6101	SALARIES	\$ 261,263	\$ 238,042
11810	6105	SALARY SAVINGS	\$ (6,580)	\$ (4,992)
11810	6139	OVERTIME	\$ 7,134	\$ 7,134
11810	6141	FICA EXPENSE	\$ 18,579	\$ 19,395
11810	6142	GROUP HEALTH INSURANCE	\$ 27,690	\$ 26,274
11810	6143	WORKERS' COMPENSATION	\$ 1,272	\$ 1,057
11810	6145	UNEMPLOYMENT COMPENSATION	\$ 611	\$ 569
11810	6146	RETIREMENT	\$ 25,524	\$ 20,864
11810	6147	INCENTIVE PAY	\$ 240	\$ 240
11810	6148	LONGEVITY PAY	\$ 548	\$ 825
11810	6152	ACCRUED LEAVE PAY	\$ 59,819	\$ 3,358
TOTAL	PERSONNEL SERVICES		\$ 396,100	\$ 312,766

GENERAL FUND

			FY 2016 BUDGET	FY 2017 PROPOSED
62 CONTRACTUAL SERVICES				
11810	6203	INSURANCE SHARE	\$ -	\$ -
11810	6204	TRAVEL	\$ 3,570	\$ 10,170
11810	6206	TRAINING	\$ 9,140	\$ 5,840
11810	6209	DUES & SUBSCRIPTIONS	\$ 4,196	\$ 3,940
11810	6223	ENGINEERING SERVICES	\$ 19,591	\$ 22,219
11810	6225	COMPUTER SERVICES	\$ 3,200	\$ 3,200
11810	6226	MISC. CONTRACTUAL SERVICES	\$ 125,935	\$ 86,635
11810	6231	LEGAL ADVERTISING	\$ -	\$ 423
11810	6235	FILING FEE	\$ 500	\$ 500
11810	6261	VEHICLE MAINTENANCE	\$ 2,000	\$ 2,250
11810	6262	GAS AND OIL	\$ 5,500	\$ 6,300
TOTAL CONTRACTUAL SERVICES			<u>\$ 173,632</u>	<u>\$ 141,477</u>
63 SUPPLIES				
11810	6301	OFFICE SUPPLIES	\$ 1,250	\$ 1,250
11810	6303	OPERATING SUPPLIES	\$ 750	\$ 750
11810	6305	UNIFORMS	\$ 750	\$ 750
11810	6308	PRINTING	\$ 380	\$ 380
11810	6313	SMALL TOOLS	\$ 1,150	\$ 1,150
11810	6326	SAFETY EQUIPMENT/SUPPLIES	\$ 450	\$ 450
TOTAL SUPPLIES			<u>\$ 4,730</u>	<u>\$ 4,730</u>
TOTAL ENGINEERING			<u>\$ 574,462</u>	<u>\$ 458,973</u>
11910 COMM DEVELOPMENT				
61 PERSONNEL SERVICES				
11910	6101	SALARIES	\$ 202,857	\$ 276,803
11910	6105	SALARY SAVINGS	\$ (4,066)	\$ (5,536)
11910	6141	FICA EXPENSE	\$ 15,555	\$ 21,175
11910	6142	GROUP HEALTH INSURANCE	\$ 28,159	\$ 38,216
11910	6143	WORKERS' COMPENSATION	\$ 608	\$ 1,059
11910	6145	UNEMPLOYMENT COMPENSATION	\$ 621	\$ 828
11910	6146	RETIREMENT	\$ 15,773	\$ 23,140
11910	6148	LONGEVITY PAY	\$ 465	\$ -
TOTAL PERSONNEL SERVICES			<u>\$ 259,972</u>	<u>\$ 355,685</u>
62 CONTRACTUAL SERVICES				
11910	6206	TRAINING	\$ 9,000	\$ 6,000
11910	6209	DUES & SUBSCRIPTIONS	\$ 2,295	\$ 1,300
11910	6226	MISC. CONTRACTUAL SERVICES	\$ 55,000	\$ 50,000
11910	6231	LEGAL ADVERTISING	\$ 1,200	\$ 1,200

GENERAL FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
11910	6235	FILING FEE	\$ 690	\$ 690
11910	6246	OFFICE EQUIP & MAINTENANCE	\$ 800	\$ 800
11910	6282	COMMISSION EXPENSES	\$ 2,200	\$ 1,100
TOTAL CONTRACTUAL SERVICES			\$ 71,185	\$ 61,090
63 SUPPLIES				
11910	6301	OFFICE SUPPLIES	\$ 525	\$ 225
11910	6303	OPERATING SUPPLIES	\$ 883	\$ 414
11910	6305	UNIFORMS	\$ 300	\$ 300
11910	6308	PRINTING	\$ 375	\$ 1,875
TOTAL SUPPLIES			\$ 2,083	\$ 2,814
TOTAL COMM DEVELOPMENT			\$ 333,240	\$ 419,589
12210 FIRE ADMINISTRATION				
61 PERSONNEL SERVICES				
12210	6101	SALARIES	\$ 169,777	\$ 174,664
12210	6105	SALARY SAVINGS	\$ (3,504)	\$ (3,592)
12210	6139	OVERTIME	\$ 564	\$ 564
12210	6141	FICA EXPENSE	\$ 12,082	\$ 12,131
12210	6142	GROUP HEALTH INSURANCE	\$ 18,773	\$ 19,108
12210	6143	WORKERS' COMPENSATION	\$ 2,940	\$ 3,059
12210	6145	UNEMPLOYMENT COMPENSATION	\$ 414	\$ 414
12210	6146	RETIREMENT	\$ 13,592	\$ 15,012
12210	6147	INCENTIVE PAY	\$ 1,500	\$ 1,500
12210	6148	LONGEVITY PAY	\$ 1,498	\$ 1,648
12210	6152	ACCRUED LEAVE PAY	\$ 1,867	\$ 1,202
TOTAL PERSONNEL SERVICES			\$ 219,503	\$ 225,710
62 CONTRACTUAL SERVICES				
12210	6204	TRAVEL	\$ 3,400	\$ 3,000
12210	6206	TRAINING	\$ 535	\$ 260
12210	6209	DUES & SUBSCRIPTIONS	\$ 3,675	\$ 3,675
12210	6226	MISC. CONTRACTUAL SERVICES	\$ 5,200	\$ 5,000
12210	6229	COMMUNITY RELATIONS	\$ 1,500	\$ -
12210	6287	PROPERTY MAINTENANCE	\$ 1,800	\$ 300
12210	6297	VACCINATIONS	\$ 520	\$ 445
TOTAL CONTRACTUAL SERVICES			\$ 16,630	\$ 12,680
63 SUPPLIES				
12210	6301	OFFICE SUPPLIES	\$ 703	\$ 700

GENERAL FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
12210	6302	POSTAGE	\$ 414	\$ 414
12210	6303	OPERATING SUPPLIES	\$ 2,560	\$ 2,380
12210	6305	UNIFORMS	\$ 975	\$ 975
12210	6308	PRINTING	\$ 592	\$ 350
12210	6310	EMERGENCY MANAGEMENT SUPPLIES	\$ 5,608	\$ 5,208
12210	6314	BUILDING SUPPLIES	\$ 7,540	\$ 7,540
TOTAL SUPPLIES			\$ 18,392	\$ 17,567
66 CAPITAL OUTLAY				
12210	6620	BUILDINGS	\$ 66,000	\$ -
TOTAL CAPITAL OUTLAY			\$ 66,000	\$ -
TOTAL FIRE ADMINISTRATION			\$ 320,525	\$ 255,957
12220 FIRE EMS OPERATIONS				
61 PERSONNEL SERVICES				
12220	6101	SALARIES	\$ 318,141	\$ 327,212
12220	6105	SALARY SAVINGS	\$ (7,248)	\$ (7,431)
12220	6139	OVERTIME	\$ 21,150	\$ 21,150
12220	6141	FICA EXPENSE	\$ 27,725	\$ 28,426
12220	6142	GROUP HEALTH INSURANCE	\$ 56,318	\$ 57,325
12220	6143	WORKERS' COMPENSATION	\$ 7,622	\$ 7,912
12220	6145	UNEMPLOYMENT COMPENSATION	\$ 1,242	\$ 1,242
12220	6146	RETIREMENT	\$ 28,115	\$ 31,063
12220	6147	INCENTIVE PAY	\$ 3,000	\$ 3,000
12220	6148	LONGEVITY PAY	\$ 2,550	\$ 2,630
12220	6149	HOLIDAY PAY	\$ 17,580	\$ 17,580
TOTAL PERSONNEL SERVICES			\$ 476,195	\$ 490,109
62 CONTRACTUAL SERVICES				
12220	6206	TRAINING	\$ 3,805	\$ 1,960
12220	6209	DUES & SUBSCRIPTIONS	\$ 1,193	\$ 2,263
12220	6226	MISC. CONTRACTUAL SERVICES	\$ 26,352	\$ 39,165
12220	6240	CELL PHONES	\$ 504	\$ 504
12220	6261	VEHICLE MAINTENANCE	\$ 6,500	\$ 7,000
12220	6262	GAS AND OIL	\$ 8,500	\$ 8,000
12220	6284	EQUIPMENT MAINTENANCE	\$ 5,000	\$ 3,500
12220	6297	VACCINATIONS	\$ 1,605	\$ 1,605
TOTAL CONTRACTUAL SERVICES			\$ 53,459	\$ 63,997

63 SUPPLIES

GENERAL FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
12220	6303	OPERATING SUPPLIES	\$ 760	\$ 760
12220	6305	UNIFORMS	\$ 2,700	\$ 2,700
12220	6311	EMERGENCY MEDICAL SUPPLIES	\$ 34,921	\$ 34,921
12220	6326	SAFETY EQUIPMENT/SUPPLIES	\$ 400	\$ 400
12220	6360	MINOR OPERATING OUTLAY	\$ 12,680	\$ 9,000
TOTAL SUPPLIES			\$ 51,461	\$ 47,781
TOTAL FIRE EMS OPERATIONS			\$ 581,115	\$ 601,887

12230 FIRE OPERATIONS**61 PERSONNEL SERVICES**

12230	6101	SALARIES	\$ 2,104,714	\$ 2,180,546
12230	6105	SALARY SAVINGS	\$ (48,205)	\$ (50,156)
12230	6139	OVERTIME	\$ 136,473	\$ 141,473
12230	6141	FICA EXPENSE	\$ 182,642	\$ 189,719
12230	6142	GROUP HEALTH INSURANCE	\$ 309,750	\$ 315,286
12230	6143	WORKERS' COMPENSATION	\$ 50,718	\$ 53,409
12230	6145	UNEMPLOYMENT COMPENSATION	\$ 6,831	\$ 6,831
12230	6146	RETIREMENT	\$ 186,972	\$ 209,650
12230	6147	INCENTIVE PAY	\$ 12,300	\$ 11,700
12230	6148	LONGEVITY PAY	\$ 27,873	\$ 30,453
12230	6149	HOLIDAY PAY	\$ 96,970	\$ 96,970
12230	6152	ACCRUED LEAVE PAY	\$ 31,917	\$ 46,632

TOTAL	PERSONNEL SERVICES	\$ 3,098,955	\$ 3,232,513
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62 CONTRACTUAL SERVICES

12230	6206	TRAINING	\$ 24,475	\$ 19,320
12230	6209	DUES & SUBSCRIPTIONS	\$ 23,874	\$ 23,874
12230	6213	TUITION REIMBURSEMENT	\$ 5,000	\$ -
12230	6226	MISC. CONTRACTUAL SERVICES	\$ 15,751	\$ 12,751
12230	6232	FIRE EQUIPMENT TESTING	\$ 7,240	\$ 7,510
12230	6261	VEHICLE MAINTENANCE	\$ 69,000	\$ 79,720
12230	6262	GAS AND OIL	\$ 33,826	\$ 30,000
12230	6284	EQUIPMENT MAINTENANCE	\$ 27,668	\$ 20,000
12230	6285	BUILDING MAINT & SUPPLIES	\$ 1,902	\$ -
12230	6297	VACCINATIONS	\$ 10,165	\$ 10,165

TOTAL	CONTRACTUAL SERVICES	\$ 218,901	\$ 203,340
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63 SUPPLIES

12230	6303	OPERATING SUPPLIES	\$ 7,780	\$ 8,330
12230	6304	CHEMICALS	\$ 2,700	\$ 2,700
12230	6305	UNIFORMS	\$ 14,850	\$ 14,850

GENERAL FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
12230	6313	SMALL TOOLS	\$ 3,050	\$ 1,350
12230	6326	SAFETY EQUIPMENT/SUPPLIES	\$ -	\$ 450
12230	6331	GEAR (PROTECTIVE)	\$ 42,459	\$ 44,466
12230	6360	MINOR OPERATING OUTLAY	\$ 11,120	\$ 12,821
TOTAL SUPPLIES			\$ 81,959	\$ 84,967
66 CAPITAL OUTLAY				
12230	6645	OPERATING EQUIPMENT	\$ 5,211	\$ -
TOTAL CAPITAL OUTLAY			\$ 5,211	\$ -
68 TRANSFER TO OTHER FUNDS				
12230	6809	TRANSFER TO CABLE/CAP EQUIP	\$ -	\$ 26,706
TOTAL TRANSFER TO OTHER FUNDS			\$ -	\$ 26,706
TOTAL FIRE OPERATIONS			\$ 3,405,026	\$ 3,547,526
12240 FIRE PREV/INVESTIGATIONS				
61 PERSONNEL SERVICES				
12240	6101	SALARIES	\$ 86,430	\$ 90,381
12240	6105	SALARY SAVINGS	\$ (1,912)	\$ (1,983)
12240	6139	OVERTIME	\$ 1,500	\$ 1,500
12240	6141	FICA EXPENSE	\$ 7,313	\$ 7,583
12240	6142	GROUP HEALTH INSURANCE	\$ 9,386	\$ 9,554
12240	6143	WORKERS' COMPENSATION	\$ 2,040	\$ 2,141
12240	6145	UNEMPLOYMENT COMPENSATION	\$ 207	\$ 207
12240	6146	RETIREMENT	\$ 7,416	\$ 8,287
12240	6147	INCENTIVE PAY	\$ 1,800	\$ 1,200
12240	6148	LONGEVITY PAY	\$ 2,000	\$ 2,000
12240	6152	ACCRUED LEAVE PAY	\$ 3,866	\$ 4,049
TOTAL PERSONNEL SERVICES			\$ 120,046	\$ 124,919
62 CONTRACTUAL SERVICES				
12240	6206	TRAINING	\$ 3,835	\$ 3,560
12240	6209	DUES & SUBSCRIPTIONS	\$ 1,379	\$ 1,415
12240	6261	VEHICLE MAINTENANCE	\$ 3,000	\$ 3,000
12240	6262	GAS AND OIL	\$ 1,650	\$ 1,650
TOTAL CONTRACTUAL SERVICES			\$ 9,864	\$ 9,625
63 SUPPLIES				
12240	6303	OPERATING SUPPLIES	\$ 2,138	\$ 2,138

GENERAL FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
12240	6305	UNIFORMS	\$ 450	\$ 975
12240	6306	FIRE PREVENTION	\$ 1,000	\$ 3,800
TOTAL SUPPLIES			\$ 3,588	\$ 6,913
TOTAL FIRE PREV/INVESTIGATIONS			\$ 133,498	\$ 141,457
12310 POLICE ADMINISTRATION				
61 PERSONNEL SERVICES				
12310	6101	SALARIES	\$ 587,142	\$ 589,562
12310	6102	TEMPORARY HELP	\$ -	\$ 52,103
12310	6105	SALARY SAVINGS	\$ (12,056)	\$ (13,656)
12310	6139	OVERTIME	\$ 980	\$ 980
12310	6141	FICA EXPENSE	\$ 43,732	\$ 45,331
12310	6142	GROUP HEALTH INSURANCE	\$ 75,091	\$ 76,433
12310	6143	WORKERS' COMPENSATION	\$ 12,355	\$ 13,694
12310	6145	UNEMPLOYMENT COMPENSATION	\$ 1,863	\$ 1,656
12310	6146	RETIREMENT	\$ 46,764	\$ 52,726
12310	6147	INCENTIVE PAY	\$ 6,000	\$ 5,700
12310	6148	LONGEVITY PAY	\$ 5,246	\$ 5,180
12310	6152	ACCRUED LEAVE PAY	\$ 3,453	\$ 29,274
TOTAL PERSONNEL SERVICES			\$ 770,570	\$ 858,983
62 CONTRACTUAL SERVICES				
12310	6204	TRAVEL	\$ 5,650	\$ 5,650
12310	6206	TRAINING	\$ 2,750	\$ 2,750
12310	6207	PRE-EMPLOYMENT	\$ 3,222	\$ 3,222
12310	6209	DUES & SUBSCRIPTIONS	\$ 3,124	\$ 2,999
12310	6261	VEHICLE MAINTENANCE	\$ 2,200	\$ 2,200
12310	6262	GAS AND OIL	\$ 5,456	\$ 5,456
12310	6299	MISCELLANEOUS	\$ 50	\$ -
TOTAL CONTRACTUAL SERVICES			\$ 22,452	\$ 22,277
63 SUPPLIES				
12310	6301	OFFICE SUPPLIES	\$ 4,795	\$ 4,795
12310	6303	OPERATING SUPPLIES	\$ 620	\$ 670
12310	6308	PRINTING	\$ 715	\$ 715
12310	6321	FIRE ARMS SUPPLIES	\$ 12,554	\$ 12,554
TOTAL SUPPLIES			\$ 18,684	\$ 18,734
TOTAL POLICE ADMINISTRATION			\$ 811,706	\$ 899,994

12320 POLICE ANIMAL CONTROL

GENERAL FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
62 CONTRACTUAL SERVICES				
12320	6226	MISC. CONTRACTUAL SERVICES	\$ 101,830	\$ 97,259
TOTAL	CONTRACTUAL SERVICES		\$ 101,830	\$ 97,259
TOTAL	POLICE ANIMAL CONTROL		\$ 101,830	\$ 97,259
12330 POLICE CODE ENFORCEMENT				
61 PERSONNEL SERVICES				
12330	6101	SALARIES	\$ 41,099	\$ 42,453
12330	6105	SALARY SAVINGS	\$ (874)	\$ (903)
12330	6139	OVERTIME	\$ 1,765	\$ 1,765
12330	6141	FICA EXPENSE	\$ 3,342	\$ 3,453
12330	6142	GROUP HEALTH INSURANCE	\$ 9,386	\$ 9,554
12330	6143	WORKERS' COMPENSATION	\$ 292	\$ 305
12330	6145	UNEMPLOYMENT COMPENSATION	\$ 207	\$ 207
12330	6146	RETIREMENT	\$ 3,389	\$ 3,773
12330	6148	LONGEVITY PAY	\$ 825	\$ 915
TOTAL	PERSONNEL SERVICES		\$ 59,431	\$ 61,522
62 CONTRACTUAL SERVICES				
12330	6206	TRAINING	\$ 629	\$ 629
12330	6209	DUES & SUBSCRIPTIONS	\$ 261	\$ 261
12330	6231	LEGAL ADVERTISING	\$ 150	\$ 150
12330	6235	FILING FEE	\$ 912	\$ 912
12330	6261	VEHICLE MAINTENANCE	\$ 250	\$ 250
12330	6262	GAS AND OIL	\$ 2,000	\$ 2,000
12330	6286	MOWING EXPENSE	\$ 6,450	\$ 6,450
TOTAL	CONTRACTUAL SERVICES		\$ 10,652	\$ 10,652
63 SUPPLIES				
12330	6305	UNIFORMS	\$ 310	\$ 310
12330	6308	PRINTING	\$ 130	\$ 130
12330	6313	SMALL TOOLS	\$ 61	\$ 61
12330	6326	SAFETY EQUIPMENT/SUPPLIES	\$ 150	\$ 150
TOTAL	SUPPLIES		\$ 651	\$ 651
TOTAL	POLICE CODE ENFORCEMENT		\$ 70,734	\$ 72,825
12340 POLICE COMMUNICATIONS				
62 CONTRACTUAL SERVICES				
12340	6226	MISC. CONTRACTUAL SERVICES	\$ 662,665	\$ 699,654

GENERAL FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
TOTAL	CONTRACTUAL SERVICES		\$ 662,665	\$ 699,654
TOTAL	POLICE COMMUNICATIONS		\$ 662,665	\$ 699,654
12350 POLICE COMMUNITY SVCS				
62 CONTRACTUAL SERVICES				
12350	6209	DUES & SUBSCRIPTIONS	\$ 182	\$ -
12350	6229	COMMUNITY RELATIONS	\$ 4,000	\$ 4,000
12350	6243	SCHOOL CROSSING GUARD	\$ 54,060	\$ -
TOTAL	CONTRACTUAL SERVICES		\$ 58,242	\$ 4,000
63 SUPPLIES				
12350	6308	PRINTING	\$ 100	\$ 100
TOTAL	SUPPLIES		\$ 100	\$ 100
TOTAL	POLICE COMMUNITY SVCS		\$ 58,342	\$ 4,100
12360 POLICE CID				
61 PERSONNEL SERVICES				
12360	6101	SALARIES	\$ 299,681	\$ 309,456
12360	6105	SALARY SAVINGS	\$ (6,483)	\$ (6,710)
12360	6139	OVERTIME	\$ 9,447	\$ 9,447
12360	6141	FICA EXPENSE	\$ 24,798	\$ 25,667
12360	6142	GROUP HEALTH INSURANCE	\$ 46,932	\$ 47,771
12360	6143	WORKERS' COMPENSATION	\$ 7,915	\$ 8,288
12360	6145	UNEMPLOYMENT COMPENSATION	\$ 1,035	\$ 1,035
12360	6146	RETIREMENT	\$ 25,147	\$ 28,049
12360	6147	INCENTIVE PAY	\$ 3,300	\$ 4,200
12360	6148	LONGEVITY PAY	\$ 5,383	\$ 5,618
12360	6152	ACCRUED LEAVE PAY	\$ 6,359	\$ 6,787
TOTAL	PERSONNEL SERVICES		\$ 423,514	\$ 439,608
62 CONTRACTUAL SERVICES				
12360	6206	TRAINING	\$ 1,900	\$ 2,400
12360	6209	DUES & SUBSCRIPTIONS	\$ 1,580	\$ 80
12360	6210	TECHNICAL & SCIENTIFIC	\$ 2,500	\$ 2,500
12360	6226	MISC. CONTRACTUAL SERVICES	\$ 2,732	\$ 2,732
12360	6261	VEHICLE MAINTENANCE	\$ 2,995	\$ 2,995
12360	6262	GAS AND OIL	\$ 9,394	\$ 9,394
12360	6299	MISCELLANEOUS	\$ 170	\$ 170
TOTAL	CONTRACTUAL SERVICES		\$ 21,271	\$ 20,271

GENERAL FUND

			FY 2016 BUDGET	FY 2017 PROPOSED
63 SUPPLIES				
12360	6308	PRINTING	\$ 365	\$ 365
12360	6322	CID SUPPLIES	\$ 1,710	\$ 1,710
TOTAL SUPPLIES			\$ 2,075	\$ 2,075
TOTAL POLICE CID			\$ 446,860	\$ 461,954
12370 POLICE PATROL				
61 PERSONNEL SERVICES				
12370	6101	SALARIES	\$ 1,351,103	\$ 1,361,664
12370	6105	SALARY SAVINGS	\$ (28,631)	\$ (28,960)
12370	6139	OVERTIME	\$ 42,492	\$ 42,492
12370	6141	FICA EXPENSE	\$ 109,516	\$ 110,770
12370	6142	GROUP HEALTH INSURANCE	\$ 215,886	\$ 210,190
12370	6143	WORKERS' COMPENSATION	\$ 41,813	\$ 42,881
12370	6145	UNEMPLOYMENT COMPENSATION	\$ 4,761	\$ 4,554
12370	6146	RETIREMENT	\$ 111,054	\$ 121,051
12370	6147	INCENTIVE PAY	\$ 16,500	\$ 19,500
12370	6148	LONGEVITY PAY	\$ 11,680	\$ 12,765
12370	6152	ACCRUED LEAVE PAY	\$ 9,781	\$ 11,559
TOTAL PERSONNEL SERVICES			\$ 1,885,955	\$ 1,908,466
62 CONTRACTUAL SERVICES				
12370	6206	TRAINING	\$ 15,215	\$ 15,215
12370	6209	DUES & SUBSCRIPTIONS	\$ 180	\$ 180
12370	6213	TUITION REIMBURSEMENT	\$ 7,500	\$ 5,000
12370	6240	CELL PHONES	\$ 1,700	\$ -
12370	6261	VEHICLE MAINTENANCE	\$ 22,288	\$ 37,288
12370	6262	GAS AND OIL	\$ 85,236	\$ 70,236
12370	6284	EQUIPMENT MAINTENANCE	\$ 1,500	\$ 1,500
12370	6297	VACCINATIONS	\$ 450	\$ 450
TOTAL CONTRACTUAL SERVICES			\$ 134,069	\$ 129,869
63 SUPPLIES				
12370	6303	OPERATING SUPPLIES	\$ 1,200	\$ 1,200
12370	6305	UNIFORMS	\$ 34,085	\$ 34,085
12370	6308	PRINTING	\$ 130	\$ 130
12370	6326	SAFETY EQUIPMENT/SUPPLIES	\$ 700	\$ 700
TOTAL SUPPLIES			\$ 36,115	\$ 36,115
TOTAL POLICE PATROL			\$ 2,056,139	\$ 2,074,450

GENERAL FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
12380 POLICE SRO				
61 PERSONNEL SERVICES				
12380	6101	SALARIES	\$ 193,212	\$ 198,858
12380	6105	SALARY SAVINGS	\$ (4,224)	\$ (4,350)
12380	6139	OVERTIME	\$ 2,748	\$ 2,748
12380	6141	FICA EXPENSE	\$ 16,156	\$ 16,638
12380	6142	GROUP HEALTH INSURANCE	\$ 28,159	\$ 28,662
12380	6143	WORKERS' COMPENSATION	\$ 5,795	\$ 6,040
12380	6145	UNEMPLOYMENT COMPENSATION	\$ 621	\$ 621
12380	6146	RETIREMENT	\$ 16,383	\$ 18,183
12380	6147	INCENTIVE PAY	\$ 4,800	\$ 5,100
12380	6148	LONGEVITY PAY	\$ 4,340	\$ 4,520
12380	6152	ACCRUED LEAVE PAY	\$ 6,105	\$ 6,276
TOTAL PERSONNEL SERVICES			<u>\$ 274,095</u>	<u>\$ 283,296</u>
62 CONTRACTUAL SERVICES				
12380	6206	TRAINING	\$ 3,000	\$ 3,000
12380	6209	DUES & SUBSCRIPTIONS	\$ 300	\$ 300
TOTAL CONTRACTUAL SERVICES			<u>\$ 3,300</u>	<u>\$ 3,300</u>
TOTAL POLICE SRO			<u>\$ 277,395</u>	<u>\$ 286,596</u>
12390 POLICE WARRANT OFFICER				
61 PERSONNEL SERVICES				
12390	6101	SALARIES	\$ 66,762	\$ 66,762
12390	6105	SALARY SAVINGS	\$ (1,667)	\$ (1,633)
12390	6139	OVERTIME	\$ 1,780	\$ 1,780
12390	6141	FICA EXPENSE	\$ 6,377	\$ 6,247
12390	6142	GROUP HEALTH INSURANCE	\$ 9,386	\$ 9,554
12390	6143	WORKERS' COMPENSATION	\$ 2,281	\$ 2,261
12390	6145	UNEMPLOYMENT COMPENSATION	\$ 207	\$ 207
12390	6146	RETIREMENT	\$ 6,466	\$ 6,826
12390	6147	INCENTIVE PAY	\$ 900	\$ 1,200
12390	6148	LONGEVITY PAY	\$ 2,000	\$ -
12390	6152	ACCRUED LEAVE PAY	\$ 11,913	\$ 11,913
TOTAL PERSONNEL SERVICES			<u>\$ 106,405</u>	<u>\$ 105,117</u>
62 CONTRACTUAL SERVICES				
12390	6240	CELL PHONES	\$ 912	\$ 912
TOTAL CONTRACTUAL SERVICES			<u>\$ 912</u>	<u>\$ 912</u>
TOTAL POLICE WARRANT OFFICER			<u>\$ 107,317</u>	<u>\$ 106,029</u>

GENERAL FUND

			FY 2016 BUDGET	FY 2017 PROPOSED
13210 PARKS MAINTENANCE				
61 PERSONNEL SERVICES				
13210	6101	SALARIES	\$ 237,334	\$ 247,714
13210	6102	TEMPORARY HELP	\$ 8,000	\$ -
13210	6105	SALARY SAVINGS	\$ (5,507)	\$ (5,566)
13210	6139	OVERTIME	\$ 6,986	\$ 6,986
13210	6141	FICA EXPENSE	\$ 20,452	\$ 21,289
13210	6142	GROUP HEALTH INSURANCE	\$ 51,625	\$ 52,548
13210	6143	WORKERS' COMPENSATION	\$ 5,668	\$ 5,915
13210	6145	UNEMPLOYMENT COMPENSATION	\$ 1,345	\$ 1,346
13210	6146	RETIREMENT	\$ 20,740	\$ 23,266
13210	6148	LONGEVITY PAY	\$ 2,678	\$ 2,923
13210	6152	ACCRUED LEAVE PAY	\$ 20,352	\$ 20,666
TOTAL PERSONNEL SERVICES			<u>\$ 369,673</u>	<u>\$ 377,087</u>
62 CONTRACTUAL SERVICES				
13210	6204	TRAVEL	\$ 2,450	\$ 2,450
13210	6206	TRAINING	\$ 1,800	\$ 1,700
13210	6209	DUES & SUBSCRIPTIONS	\$ 1,633	\$ 1,548
13210	6213	TUITION REIMBURSEMENT	\$ 2,500	\$ -
13210	6226	MISC. CONTRACTUAL SERVICES	\$ 429,407	\$ 407,397
13210	6240	CELL PHONES	\$ 624	\$ 624
13210	6245	EQUIPMENT RENTAL	\$ 500	\$ 500
13210	6261	VEHICLE MAINTENANCE	\$ 3,877	\$ 3,877
13210	6262	GAS AND OIL	\$ 12,400	\$ 12,400
13210	6284	EQUIPMENT MAINTENANCE	\$ 2,500	\$ 2,500
13210	6285	BUILDING MAINT & SUPPLIES	\$ 17,151	\$ 17,151
13210	6287	PROPERTY MAINTENANCE	\$ 54,204	\$ 36,704
TOTAL CONTRACTUAL SERVICES			<u>\$ 529,046</u>	<u>\$ 486,851</u>
63 SUPPLIES				
13210	6301	OFFICE SUPPLIES	\$ 1,000	\$ 1,000
13210	6303	OPERATING SUPPLIES	\$ 11,270	\$ 17,300
13210	6304	CHEMICALS	\$ 4,150	\$ 10,650
13210	6305	UNIFORMS	\$ 2,580	\$ 2,130
13210	6309	LANDSCAPE	\$ 6,700	\$ 7,200
13210	6313	SMALL TOOLS	\$ 2,175	\$ 2,175
13210	6314	BUILDING SUPPLIES	\$ 6,500	\$ 6,580
13210	6326	SAFETY EQUIPMENT/SUPPLIES	\$ 1,810	\$ 1,810
TOTAL SUPPLIES			<u>\$ 36,185</u>	<u>\$ 48,845</u>

GENERAL FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
TOTAL	PARKS MAINTENANCE		\$ 934,904	\$ 912,783
13220 PARKS ATHLETIC FLD MAINTENANCE				
61 PERSONNEL SERVICES				
13220	6101	SALARIES	\$ 186,351	\$ 191,884
13220	6105	SALARY SAVINGS	\$ (3,830)	\$ (3,946)
13220	6139	OVERTIME	\$ 3,115	\$ 3,115
13220	6141	FICA EXPENSE	\$ 14,649	\$ 15,094
13220	6142	GROUP HEALTH INSURANCE	\$ 42,239	\$ 42,994
13220	6143	WORKERS' COMPENSATION	\$ 5,325	\$ 5,553
13220	6145	UNEMPLOYMENT COMPENSATION	\$ 1,138	\$ 1,138
13220	6146	RETIREMENT	\$ 14,856	\$ 16,495
13220	6148	LONGEVITY PAY	\$ 2,025	\$ 2,310
TOTAL	PERSONNEL SERVICES		\$ 265,868	\$ 274,637
62 CONTRACTUAL SERVICES				
13220	6204	TRAVEL	\$ 1,290	\$ 1,290
13220	6206	TRAINING	\$ 800	\$ 800
13220	6209	DUES & SUBSCRIPTIONS	\$ 350	\$ 350
13220	6245	EQUIPMENT RENTAL	\$ 5,216	\$ 5,785
13220	6261	VEHICLE MAINTENANCE	\$ 1,350	\$ 1,350
13220	6262	GAS AND OIL	\$ 8,050	\$ 4,500
13220	6284	EQUIPMENT MAINTENANCE	\$ 6,150	\$ 5,930
13220	6287	PROPERTY MAINTENANCE	\$ 37,000	\$ 37,000
TOTAL	CONTRACTUAL SERVICES		\$ 60,206	\$ 57,005
63 SUPPLIES				
13220	6303	OPERATING SUPPLIES	\$ 4,250	\$ 5,500
13220	6304	CHEMICALS	\$ 20,250	\$ 23,000
13220	6305	UNIFORMS	\$ 2,130	\$ 2,130
13220	6309	LANDSCAPE	\$ 7,500	\$ 7,500
13220	6313	SMALL TOOLS	\$ 2,799	\$ 2,000
13220	6326	SAFETY EQUIPMENT/SUPPLIES	\$ 1,506	\$ 1,506
TOTAL	SUPPLIES		\$ 38,435	\$ 41,636
TOTAL	PARKS ATHLETIC FLD MAINTENANCE		\$ 364,509	\$ 373,278
13310 STREETS MAINTENANCE				
61 PERSONNEL SERVICES				
13310	6101	SALARIES	\$ 340,346	\$ 371,830
13310	6105	SALARY SAVINGS	\$ (7,362)	\$ (7,984)
13310	6135	STANDBY PAY	\$ 3,810	\$ 3,810

GENERAL FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
13310	6139	OVERTIME	\$ 14,864	\$ 14,864
13310	6141	FICA EXPENSE	\$ 28,158	\$ 30,539
13310	6142	GROUP HEALTH INSURANCE	\$ 78,376	\$ 79,777
13310	6143	WORKERS' COMPENSATION	\$ 23,254	\$ 25,702
13310	6145	UNEMPLOYMENT COMPENSATION	\$ 1,728	\$ 1,728
13310	6146	RETIREMENT	\$ 28,554	\$ 33,374
13310	6147	INCENTIVE PAY	\$ 600	\$ 600
13310	6148	LONGEVITY PAY	\$ 6,990	\$ 5,968
13310	6152	ACCRUED LEAVE PAY	\$ 1,472	\$ 2,118
TOTAL PERSONNEL SERVICES			\$ 520,790	\$ 562,326
62 CONTRACTUAL SERVICES				
13310	6206	TRAINING	\$ 2,690	\$ 5,893
13310	6207	PRE-EMPLOYMENT	\$ 554	\$ 554
13310	6209	DUES & SUBSCRIPTIONS	\$ 864	\$ 436
13310	6225	COMPUTER SERVICES	\$ -	\$ 760
13310	6226	MISC. CONTRACTUAL SERVICES	\$ 128,880	\$ 118,180
13310	6231	LEGAL ADVERTISING	\$ 423	\$ -
13310	6242	STREET LIGHTING	\$ 247,015	\$ 247,015
13310	6245	EQUIPMENT RENTAL	\$ -	\$ 15,000
13310	6261	VEHICLE MAINTENANCE	\$ 7,050	\$ 7,050
13310	6262	GAS AND OIL	\$ 18,160	\$ 18,160
13310	6284	EQUIPMENT MAINTENANCE	\$ 13,890	\$ 13,890
13310	6285	BUILDING MAINT & SUPPLIES	\$ -	\$ 6,497
TOTAL CONTRACTUAL SERVICES			\$ 419,526	\$ 433,435
63 SUPPLIES				
13310	6301	OFFICE SUPPLIES	\$ 500	\$ 500
13310	6305	UNIFORMS	\$ 5,229	\$ 5,229
13310	6308	PRINTING	\$ 58	\$ 58
13310	6313	SMALL TOOLS	\$ 1,700	\$ 1,700
13310	6314	BUILDING SUPPLIES	\$ -	\$ 570
13310	6317	TRAFFIC CONTROL SIGNS/SIGNALS	\$ 38,500	\$ 38,500
13310	6319	STREET RESURFACING	\$ 600,000	\$ 500,000
13310	6324	INFRASTRUCTURE REPAIR & MAINT	\$ 55,450	\$ 55,450
13310	6326	SAFETY EQUIPMENT/SUPPLIES	\$ 2,825	\$ 2,825
TOTAL SUPPLIES			\$ 704,262	\$ 604,832
68 TRANSFER TO OTHER FUNDS				
13310	6805	TRANSFER TO CAPITAL PROJECTS	\$ 3,050,000	\$ 2,425,000

GENERAL FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
TOTAL	TRANSFER TO OTHER FUNDS		\$ 3,050,000	\$ 2,425,000
TOTAL	STREETS MAINTENANCE		\$ 4,694,578	\$ 4,025,593
13410 RECREATION				
61 PERSONNEL SERVICES				
13410	6101	SALARIES	\$ 157,678	\$ 170,209
13410	6105	SALARY SAVINGS	\$ (3,157)	\$ (3,412)
13410	6141	FICA EXPENSE	\$ 12,077	\$ 13,050
13410	6142	GROUP HEALTH INSURANCE	\$ 28,159	\$ 19,108
13410	6143	WORKERS' COMPENSATION	\$ 472	\$ 516
13410	6145	UNEMPLOYMENT COMPENSATION	\$ 621	\$ 828
13410	6146	RETIREMENT	\$ 12,246	\$ 14,260
13410	6148	LONGEVITY PAY	\$ 185	\$ 370
TOTAL	PERSONNEL SERVICES		\$ 208,281	\$ 214,929
62 CONTRACTUAL SERVICES				
13410	6204	TRAVEL	\$ 3,630	\$ 3,180
13410	6207	PRE-EMPLOYMENT	\$ 1,500	\$ 1,500
13410	6209	DUES & SUBSCRIPTIONS	\$ 649	\$ 769
13410	6226	MISC. CONTRACTUAL SERVICES	\$ 3,200	\$ 3,500
13410	6236	ADVERTISING	\$ 5,608	\$ 3,800
13410	6246	OFFICE EQUIP & MAINTENANCE	\$ 434	\$ 300
13410	6257	RECREATION PROGRAM INSTRUCTORS	\$ 121,000	\$ 121,000
TOTAL	CONTRACTUAL SERVICES		\$ 136,021	\$ 134,049
63 SUPPLIES				
13410	6301	OFFICE SUPPLIES	\$ 600	\$ 550
13410	6303	OPERATING SUPPLIES	\$ 550	\$ 550
13410	6305	UNIFORMS	\$ 351	\$ 1,585
13410	6307	RECREATION PROGRAM SUPPLIES	\$ 13,400	\$ 14,200
13410	6308	PRINTING	\$ 2,292	\$ 2,000
13410	6328	RECREATION EQUIPMENT	\$ 1,800	\$ 2,080
TOTAL	SUPPLIES		\$ 18,993	\$ 20,965
TOTAL	RECREATION		\$ 363,295	\$ 369,943

13420 REC SENIOR CENTER

62 CONTRACTUAL SERVICES

13420	6204	TRAVEL	\$ 65	\$ 315
13420	6207	PRE-EMPLOYMENT	\$ 100	\$ 100
13420	6209	DUES & SUBSCRIPTIONS	\$ 576	\$ 596
13420	6245	EQUIPMENT RENTAL	\$ 400	\$ 400

GENERAL FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
13420	6257	RECREATION PROGRAM INSTRUCTORS	\$ 6,300	\$ 6,600
13420	6261	VEHICLE MAINTENANCE	\$ 160	\$ 150
13420	6262	GAS AND OIL	\$ 400	\$ 400
13420	6284	EQUIPMENT MAINTENANCE	\$ 380	\$ 300
TOTAL CONTRACTUAL SERVICES			\$ 8,381	\$ 8,861
63 SUPPLIES				
13420	6301	OFFICE SUPPLIES	\$ 150	\$ 100
13420	6302	POSTAGE	\$ 700	\$ 650
13420	6303	OPERATING SUPPLIES	\$ 1,000	\$ 1,000
13420	6305	UNIFORMS	\$ 60	\$ 60
13420	6307	RECREATION PROGRAM SUPPLIES	\$ 3,187	\$ 3,552
13420	6308	PRINTING	\$ 3,000	\$ 2,500
13420	6314	BUILDING SUPPLIES	\$ 500	\$ 300
13420	6328	RECREATION EQUIPMENT	\$ 395	\$ 350
TOTAL SUPPLIES			\$ 8,992	\$ 8,512
TOTAL REC SENIOR CENTER			\$ 17,373	\$ 17,373
13610 COMMUNICATIONS				
61 PERSONNEL SERVICES				
13610	6101	SALARIES	\$ 120,624	\$ 23,000
13610	6105	SALARY SAVINGS	\$ (2,431)	\$ (460)
13610	6141	FICA EXPENSE	\$ 9,300	\$ 1,760
13610	6142	GROUP HEALTH INSURANCE	\$ 18,758	\$ 3,583
13610	6143	WORKERS' COMPENSATION	\$ 363	\$ 70
13610	6145	UNEMPLOYMENT COMPENSATION	\$ 207	\$ -
13610	6146	RETIREMENT	\$ 9,430	\$ 1,923
13610	6148	LONGEVITY PAY	\$ 938	\$ -
TOTAL PERSONNEL SERVICES			\$ 157,189	\$ 29,876
62 CONTRACTUAL SERVICES				
13610	6204	TRAVEL	\$ 2,100	\$ 3,600
13610	6209	DUES & SUBSCRIPTIONS	\$ 790	\$ 1,140
13610	6226	MISC. CONTRACTUAL SERVICES	\$ 34,000	\$ 24,500
13610	6236	ADVERTISING	\$ 18,000	\$ -
TOTAL CONTRACTUAL SERVICES			\$ 54,890	\$ 29,240
63 SUPPLIES				
13610	6301	OFFICE SUPPLIES	\$ 165	\$ 165

GENERAL FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
TOTAL	SUPPLIES		\$ 165	\$ 165
TOTAL	COMMUNICATIONS		\$ 212,244	\$ 59,281
13710 COLLEVILLE CENTER				
61 PERSONNEL SERVICES				
13710	6101	SALARIES	\$ 197,382	\$ 187,385
13710	6102	TEMPORARY HELP	\$ 24,421	\$ 28,000
13710	6105	SALARY SAVINGS	\$ (4,960)	\$ (4,826)
13710	6139	OVERTIME	\$ 3,043	\$ 3,043
13710	6141	FICA EXPENSE	\$ 18,971	\$ 18,459
13710	6142	GROUP HEALTH INSURANCE	\$ 37,545	\$ 38,216
13710	6143	WORKERS' COMPENSATION	\$ 3,860	\$ 4,085
13710	6145	UNEMPLOYMENT COMPENSATION	\$ 1,035	\$ 828
13710	6146	RETIREMENT	\$ 17,343	\$ 17,832
13710	6148	LONGEVITY PAY	\$ 1,813	\$ 1,905
13710	6152	ACCRUED LEAVE PAY	\$ 21,322	\$ 20,963
TOTAL	PERSONNEL SERVICES		\$ 321,775	\$ 315,890
62 CONTRACTUAL SERVICES				
13710	6204	TRAVEL	\$ 1,030	\$ 1,060
13710	6209	DUES & SUBSCRIPTIONS	\$ 555	\$ 585
13710	6226	MISC. CONTRACTUAL SERVICES	\$ 300	\$ 150
13710	6236	ADVERTISING	\$ 13,918	\$ 15,043
13710	6245	EQUIPMENT RENTAL	\$ 700	\$ 1,200
13710	6285	BUILDING MAINT & SUPPLIES	\$ 21,144	\$ 19,830
13710	6287	PROPERTY MAINTENANCE	\$ 1,000	\$ 2,500
TOTAL	CONTRACTUAL SERVICES		\$ 38,647	\$ 40,368
63 SUPPLIES				
13710	6301	OFFICE SUPPLIES	\$ 650	\$ 680
13710	6303	OPERATING SUPPLIES	\$ 14,645	\$ 12,970
13710	6305	UNIFORMS	\$ 540	\$ 300
13710	6308	PRINTING	\$ 1,950	\$ 750
13710	6309	LANDSCAPE	\$ 1,000	\$ 1,000
13710	6313	SMALL TOOLS	\$ 425	\$ -
13710	6314	BUILDING SUPPLIES	\$ 11,530	\$ 13,940
TOTAL	SUPPLIES		\$ 30,740	\$ 29,640
TOTAL	COLLEVILLE CENTER		\$ 391,162	\$ 385,898

13910 HUMAN RESOURCES

61 PERSONNEL SERVICES

GENERAL FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
13910	6101	SALARIES	\$ 202,925	\$ 209,146
13910	6105	SALARY SAVINGS	\$ (4,072)	\$ (4,199)
13910	6141	FICA EXPENSE	\$ 15,578	\$ 16,060
13910	6142	GROUP HEALTH INSURANCE	\$ 28,159	\$ 28,662
13910	6143	WORKERS' COMPENSATION	\$ 608	\$ 635
13910	6145	UNEMPLOYMENT COMPENSATION	\$ 621	\$ 621
13910	6146	RETIREMENT	\$ 15,795	\$ 17,550
13910	6148	LONGEVITY PAY	\$ 698	\$ 788
TOTAL PERSONNEL SERVICES			\$ 260,312	\$ 269,263
62 CONTRACTUAL SERVICES				
13910	6206	TRAINING	\$ 3,375	\$ 6,325
13910	6208	ORGANIZATIONAL DEVELOPMENT	\$ 35,446	\$ 41,795
13910	6209	DUES & SUBSCRIPTIONS	\$ 1,480	\$ 1,170
13910	6213	TUITION REIMBURSEMENT	\$ 2,000	\$ -
13910	6226	MISC. CONTRACTUAL SERVICES	\$ 1,240	\$ 1,006
TOTAL CONTRACTUAL SERVICES			\$ 43,541	\$ 50,296
63 SUPPLIES				
13910	6301	OFFICE SUPPLIES	\$ 315	\$ 300
13910	6302	POSTAGE	\$ -	\$ 120
13910	6303	OPERATING SUPPLIES	\$ 51	\$ 360
13910	6308	PRINTING	\$ 120	\$ -
TOTAL SUPPLIES			\$ 486	\$ 780
TOTAL HUMAN RESOURCES			\$ 304,339	\$ 320,339
14110 COURT				
61 PERSONNEL SERVICES				
14110	6101	SALARIES	\$ 180,601	\$ 180,049
14110	6102	TEMPORARY HELP	\$ -	\$ 2,000
14110	6105	SALARY SAVINGS	\$ (3,673)	\$ (4,240)
14110	6126	MUNICIPAL JUDGE	\$ 120,000	\$ -
14110	6141	FICA EXPENSE	\$ 14,050	\$ 16,065
14110	6142	GROUP HEALTH INSURANCE	\$ 37,545	\$ 38,216
14110	6143	WORKERS' COMPENSATION	\$ 549	\$ 635
14110	6145	UNEMPLOYMENT COMPENSATION	\$ 828	\$ 828
14110	6146	RETIREMENT	\$ 14,247	\$ 17,555
14110	6148	LONGEVITY PAY	\$ 3,068	\$ 2,968
14110	6152	ACCRUED LEAVE PAY	\$ -	\$ 26,964
TOTAL PERSONNEL SERVICES			\$ 367,215	\$ 281,040

GENERAL FUND

			FY 2016 BUDGET	FY 2017 PROPOSED
62 CONTRACTUAL SERVICES				
14110	6204	TRAVEL	\$ 1,900	\$ 2,000
14110	6206	TRAINING	\$ 1,400	\$ 1,400
14110	6209	DUES & SUBSCRIPTIONS	\$ 330	\$ 330
14110	6218	MUNICIPAL JUDGE	\$ -	\$ 120,000
14110	6226	MISC. CONTRACTUAL SERVICES	\$ 3,527	\$ 4,127
TOTAL CONTRACTUAL SERVICES			<u>\$ 7,157</u>	<u>\$ 127,857</u>
63 SUPPLIES				
14110	6301	OFFICE SUPPLIES	\$ 1,683	\$ 1,150
14110	6303	OPERATING SUPPLIES	\$ 8,568	\$ 7,768
14110	6308	PRINTING	\$ 2,564	\$ 1,600
14110	6312	COMPUTER SUPPLIES	\$ 4,000	\$ -
TOTAL SUPPLIES			<u>\$ 16,815</u>	<u>\$ 10,518</u>
TOTAL COURT			<u>\$ 391,187</u>	<u>\$ 419,415</u>
15110 FLEET SERVICES				
61 PERSONNEL SERVICES				
15110	6101	SALARIES	\$ 140,997	\$ 145,339
15110	6105	SALARY SAVINGS	\$ (2,978)	\$ (3,076)
15110	6139	OVERTIME	\$ 1,575	\$ 1,575
15110	6141	FICA EXPENSE	\$ 11,391	\$ 11,765
15110	6142	GROUP HEALTH INSURANCE	\$ 28,159	\$ 28,662
15110	6143	WORKERS' COMPENSATION	\$ 2,330	\$ 2,437
15110	6145	UNEMPLOYMENT COMPENSATION	\$ 621	\$ 621
15110	6146	RETIREMENT	\$ 11,551	\$ 12,858
15110	6148	LONGEVITY PAY	\$ 2,780	\$ 3,005
15110	6150	TOOL ALLOWANCE	\$ 960	\$ 960
15110	6152	ACCRUED LEAVE PAY	\$ 2,594	\$ 2,921
TOTAL PERSONNEL SERVICES			<u>\$ 199,980</u>	<u>\$ 207,067</u>
62 CONTRACTUAL SERVICES				
15110	6206	TRAINING	\$ 1,439	\$ 3,839
15110	6207	PRE-EMPLOYMENT	\$ 100	\$ 100
15110	6209	DUES & SUBSCRIPTIONS	\$ 1,980	\$ 2,046
15110	6226	MISC. CONTRACTUAL SERVICES	\$ 1,868	\$ 1,868
15110	6228	PROFESSIONAL MAINTENANCE	\$ 5,700	\$ 675
15110	6261	VEHICLE MAINTENANCE	\$ 2,300	\$ 2,050
15110	6262	GAS AND OIL	\$ 4,475	\$ 8,700
15110	6283	SAFETY EQUIPMENT/SERVICES	\$ 67	\$ 67

GENERAL FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
15110	6284	EQUIPMENT MAINTENANCE	\$ 495	\$ 1,695
TOTAL	CONTRACTUAL SERVICES		\$ 18,424	\$ 21,040
63 SUPPLIES				
15110	6305	UNIFORMS	\$ 2,064	\$ 2,064
15110	6313	SMALL TOOLS	\$ 1,149	\$ 1,149
15110	6318	SHOP SUPPLIES	\$ 6,935	\$ 1,935
15110	6326	SAFETY EQUIPMENT/SUPPLIES	\$ 750	\$ 750
15110	6360	MINOR OPERATING OUTLAY	\$ -	\$ 3,500
TOTAL	SUPPLIES		\$ 10,898	\$ 9,398
TOTAL	FLEET SERVICES		\$ 229,302	\$ 237,505
15710 FACILITY SERVICES				
61 PERSONNEL SERVICES				
15710	6101	SALARIES	\$ 111,545	\$ 114,928
15710	6105	SALARY SAVINGS	\$ (2,510)	\$ (2,767)
15710	6135	STANDBY PAY	\$ 8,395	\$ -
15710	6139	OVERTIME	\$ 4,400	\$ 4,400
15710	6141	FICA EXPENSE	\$ 9,602	\$ 10,582
15710	6142	GROUP HEALTH INSURANCE	\$ 18,773	\$ 19,108
15710	6143	WORKERS' COMPENSATION	\$ 4,547	\$ 5,077
15710	6145	UNEMPLOYMENT COMPENSATION	\$ 414	\$ 414
15710	6146	RETIREMENT	\$ 9,737	\$ 11,564
15710	6148	LONGEVITY PAY	\$ 1,180	\$ 295
15710	6152	ACCRUED LEAVE PAY	\$ -	\$ 18,704
TOTAL	PERSONNEL SERVICES		\$ 166,083	\$ 182,305
62 CONTRACTUAL SERVICES				
15710	6204	TRAVEL	\$ 2,000	\$ 2,000
15710	6206	TRAINING	\$ 300	\$ 300
15710	6209	DUES & SUBSCRIPTIONS	\$ 100	\$ 100
15710	6226	MISC. CONTRACTUAL SERVICES	\$ 11,877	\$ 312
15710	6261	VEHICLE MAINTENANCE	\$ 2,000	\$ 2,000
15710	6262	GAS AND OIL	\$ 1,200	\$ 1,200
15710	6285	BUILDING MAINT & SUPPLIES	\$ 325,819	\$ 328,260
TOTAL	CONTRACTUAL SERVICES		\$ 343,296	\$ 334,172
63 SUPPLIES				
15710	6303	OPERATING SUPPLIES	\$ 1,300	\$ 500
15710	6305	UNIFORMS	\$ 1,230	\$ 600

GENERAL FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
15710	6313	SMALL TOOLS	\$ 850	\$ 850
15710	6314	BUILDING SUPPLIES	\$ 18,700	\$ 8,000
15710	6326	SAFETY EQUIPMENT/SUPPLIES	\$ 450	\$ 450
TOTAL SUPPLIES			\$ 22,530	\$ 10,400
TOTAL FACILITY SERVICES			\$ 531,909	\$ 526,877
15910 INFORMATION SERVICES				
61 PERSONNEL SERVICES				
15910	6101	SALARIES	\$ 216,154	\$ 224,200
15910	6102	TEMPORARY HELP	\$ 15,000	\$ 20,000
15910	6105	SALARY SAVINGS	\$ (4,649)	\$ (4,917)
15910	6139	OVERTIME	\$ 721	\$ 721
15910	6141	FICA EXPENSE	\$ 17,782	\$ 18,807
15910	6142	GROUP HEALTH INSURANCE	\$ 28,159	\$ 28,662
15910	6143	WORKERS' COMPENSATION	\$ 694	\$ 743
15910	6145	UNEMPLOYMENT COMPENSATION	\$ 828	\$ 828
15910	6146	RETIREMENT	\$ 18,031	\$ 20,552
15910	6148	LONGEVITY PAY	\$ 563	\$ 918
TOTAL PERSONNEL SERVICES			\$ 293,283	\$ 310,514
62 CONTRACTUAL SERVICES				
15910	6204	TRAVEL	\$ 2,250	\$ 1,430
15910	6206	TRAINING	\$ 20,270	\$ 28,105
15910	6209	DUES & SUBSCRIPTIONS	\$ 430	\$ 430
15910	6225	COMPUTER SERVICES	\$ 24,916	\$ 27,298
15910	6226	MISC. CONTRACTUAL SERVICES	\$ 279,889	\$ 283,636
15910	6240	CELL PHONES	\$ 456	\$ 456
15910	6246	OFFICE EQUIP & MAINTENANCE	\$ 27,429	\$ 25,929
15910	6261	VEHICLE MAINTENANCE	\$ 878	\$ 878
15910	6262	GAS AND OIL	\$ 500	\$ 500
TOTAL CONTRACTUAL SERVICES			\$ 357,018	\$ 368,662
63 SUPPLIES				
15910	6301	OFFICE SUPPLIES	\$ 50	\$ 50
15910	6302	POSTAGE	\$ -	\$ 500
15910	6305	UNIFORMS	\$ 270	\$ 540
15910	6312	COMPUTER SUPPLIES	\$ 13,282	\$ 9,282
15910	6360	MINOR OPERATING OUTLAY	\$ 137,325	\$ 138,613
TOTAL SUPPLIES			\$ 150,927	\$ 148,985

GENERAL FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
66 CAPITAL OUTLAY				
15910	6635	COMPUTER EQUIPMENT	\$ -	\$ 8,428
15910	6645	OPERATING EQUIPMENT	\$ 5,429	\$ -
TOTAL	CAPITAL OUTLAY		\$ 5,429	\$ 8,428
TOTAL	INFORMATION SERVICES		\$ 806,657	\$ 836,589
15920 IS GIS				
61 PERSONNEL SERVICES				
15920	6101	SALARIES	\$ 8,694	\$ 8,955
15920	6105	SALARY SAVINGS	\$ (174)	\$ (180)
15920	6141	FICA EXPENSE	\$ 665	\$ 687
15920	6142	GROUP HEALTH INSURANCE	\$ 1,314	\$ 1,338
15920	6143	WORKERS' COMPENSATION	\$ 26	\$ 27
15920	6145	UNEMPLOYMENT COMPENSATION	\$ 29	\$ 29
15920	6146	RETIREMENT	\$ 674	\$ 751
15920	6148	LONGEVITY PAY	\$ -	\$ 26
TOTAL	PERSONNEL SERVICES		\$ 11,228	\$ 11,633
62 CONTRACTUAL SERVICES				
15920	6204	TRAVEL	\$ 2,280	\$ 2,280
15920	6206	TRAINING	\$ 2,995	\$ 3,995
15920	6209	DUES & SUBSCRIPTIONS	\$ 250	\$ 250
15920	6223	ENGINEERING SERVICES	\$ 2,800	\$ 4,100
15920	6226	MISC. CONTRACTUAL SERVICES	\$ 43,460	\$ 44,231
TOTAL	CONTRACTUAL SERVICES		\$ 51,785	\$ 54,856
63 SUPPLIES				
15920	6301	OFFICE SUPPLIES	\$ 5,030	\$ 5,430
15920	6305	UNIFORMS	\$ -	\$ 90
TOTAL	SUPPLIES		\$ 5,030	\$ 5,520
TOTAL	IS GIS		\$ 68,043	\$ 72,009
16210 COMPENSATION ADJUSTMENTS				
61 PERSONNEL SERVICES				
16210	6101	SALARIES	\$ 193,017	\$ 204,873
TOTAL	PERSONNEL SERVICES		\$ 193,017	\$ 204,873
TOTAL	COMPENSATION ADJUSTMENTS		\$ 193,017	\$ 204,873

16310 CAPITAL EQUIPMENT RESERVE

GENERAL FUND

			FY 2016 BUDGET	FY 2017 PROPOSED
68 TRANSFER TO OTHER FUNDS				
16310	6810	CAPITAL EQUIPMENT RESERVE	\$ 252,000	\$ 402,000
TOTAL	TRANSFER TO OTHER FUNDS		\$ 252,000	\$ 402,000
TOTAL	CAPITAL EQUIPMENT RESERVE		\$ 252,000	\$ 402,000
16410 TRANSFERS				
68 TRANSFER TO OTHER FUNDS				
16410	6813	TRANSFER TO OTHER FUNDS	\$ 200,000	\$ -
TOTAL	TRANSFER TO OTHER FUNDS		\$ 200,000	\$ -
TOTAL	TRANSFERS		\$ 200,000	\$ -
19999 NON-DEPARTMENTAL				
62 CONTRACTUAL SERVICES				
19999	6203	INSURANCE SHARE	\$ 173,549	\$ 173,549
19999	6238	ELECTRICITY	\$ 460,428	\$ 435,158
19999	6241	TELEPHONE	\$ 101,448	\$ 145,448
19999	6246	OFFICE EQUIP & MAINTENANCE	\$ 40,406	\$ 40,406
19999	6248	GAS	\$ 53,730	\$ 35,000
19999	6281	COMMUNICATIONS MAINTENANCE	\$ 108,118	\$ 108,118
TOTAL	CONTRACTUAL SERVICES		\$ 937,679	\$ 937,679
63 SUPPLIES				
19999	6302	POSTAGE	\$ 15,880	\$ 15,880
TOTAL	SUPPLIES		\$ 15,880	\$ 15,880
TOTAL	NON-DEPARTMENTAL		\$ 953,559	\$ 953,559
TOTAL	GENERAL FUND EXPENDITURES		\$ 23,977,370	\$ 23,329,761

UTILITY FUND

			FY 2016 BUDGET	FY 2017 PROPOSED
REVENUES				
20000	5716	EARNED INTEREST	\$ 20,300	\$ 25,000
20000	5719	MISCELLANEOUS	\$ 13,000	\$ 13,000
20000	5790	USE OF FUND BALANCE	\$ 450,000	\$ 750,000
20000	5817	WATER REVENUE	\$ 11,467,441	\$ 10,869,131
20000	5818	SEWER REVENUE	\$ 4,050,786	\$ 3,650,000
20000	5821	SEWER INSTALLATION	\$ 7,000	\$ 15,000
20000	5822	WATER INSTALLATION	\$ 21,000	\$ 42,000
20000	5827	ENGINEERING & DEVELOP CHARGES	\$ 50,000	\$ 5,000
20000	5829	SEWER TIE-ON CHARGES	\$ 5,000	\$ -
20000	5833	PENALTIES	\$ 228,772	\$ 237,000
TOTAL	UTILITY FUND REVENUES		\$ 16,313,299	\$ 15,606,131

EXPENDITURES

22010 UTILITY BILLING

61 PERSONNEL SERVICES

22010	6101	SALARIES	\$ 138,484	\$ 178,825
22010	6102	TEMPORARY HELP	\$ 17,251	\$ -
22010	6139	OVERTIME	\$ 1,271	\$ 1,271
22010	6141	FICA EXPENSE	\$ 12,361	\$ 14,188
22010	6142	GROUP HEALTH INSURANCE	\$ 28,159	\$ 38,216
22010	6143	WORKERS' COMPENSATION	\$ 533	\$ 560
22010	6145	UNEMPLOYMENT COMPENSATION	\$ 828	\$ 828
22010	6146	RETIREMENT	\$ 12,535	\$ 15,505
22010	6148	LONGEVITY PAY	\$ 4,580	\$ 4,760
22010	6152	ACCRUED LEAVE PAY	\$ -	\$ 617

TOTAL PERSONNEL SERVICES

\$ 216,002	\$ 254,770
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62 CONTRACTUAL SERVICES

22010	6204	TRAVEL	\$ 1,950	\$ 2,000
22010	6206	TRAINING	\$ 198	\$ 198
22010	6221	AUDIT	\$ 25,722	\$ 25,722
22010	6225	COMPUTER SERVICES	\$ 26,815	\$ 28,359
22010	6226	MISC. CONTRACTUAL SERVICES	\$ 45,179	\$ 45,979
22010	6233	BANK SERVICE CHARGES	\$ 7,492	\$ 7,492
22010	6246	OFFICE EQUIP & MAINTENANCE	\$ 895	\$ 895
22010	6285	BUILDING MAINT & SUPPLIES	\$ 7,807	\$ 7,807

TOTAL CONTRACTUAL SERVICES

\$ 116,058	\$ 118,452
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63 SUPPLIES

22010	6301	OFFICE SUPPLIES	\$ 720	\$ 670
22010	6302	POSTAGE	\$ 43,395	\$ 47,538

UTILITY FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
22010	6303	OPERATING SUPPLIES	\$ 2,555	\$ 2,055
22010	6308	PRINTING	\$ 1,744	\$ 988
22010	6312	COMPUTER SUPPLIES	\$ 1,629	\$ 1,629
TOTAL SUPPLIES			\$ 50,043	\$ 52,880
TOTAL UTILITY BILLING			\$ 382,103	\$ 426,102

26110 UTILITY OPERATIONS WATER

61 PERSONNEL SERVICES

26110	6101	SALARIES	\$ 215,836	\$ 192,347
26110	6135	STANDBY PAY	\$ 2,955	\$ 2,955
26110	6139	OVERTIME	\$ 17,791	\$ 17,794
26110	6141	FICA EXPENSE	\$ 18,575	\$ 16,936
26110	6142	GROUP HEALTH INSURANCE	\$ 46,932	\$ 47,771
26110	6143	WORKERS' COMPENSATION	\$ 8,525	\$ 8,238
26110	6145	UNEMPLOYMENT COMPENSATION	\$ 1,242	\$ 1,035
26110	6146	RETIREMENT	\$ 18,836	\$ 18,507
26110	6147	INCENTIVE PAY	\$ 900	\$ 900
26110	6148	LONGEVITY PAY	\$ 2,705	\$ 2,968
26110	6152	ACCRUED LEAVE PAY	\$ 2,620	\$ 4,415

TOTAL	PERSONNEL SERVICES	\$ 336,917	\$ 313,866
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62 CONTRACTUAL SERVICES

26110	6206	TRAINING	\$ 2,980	\$ 3,710
26110	6207	PRE-EMPLOYMENT	\$ 647	\$ 647
26110	6209	DUES & SUBSCRIPTIONS	\$ 963	\$ 1,396
26110	6226	MISC. CONTRACTUAL SERVICES	\$ 24,346	\$ 24,390
26110	6231	LEGAL ADVERTISING	\$ 600	\$ 600
26110	6240	CELL PHONES	\$ 990	\$ 990
26110	6245	EQUIPMENT RENTAL	\$ 1,000	\$ 1,000
26110	6251	T.R.A. WATER	\$ 7,711,373	\$ 8,980,767
26110	6253	WATER SAMPLES	\$ 10,000	\$ 10,000
26110	6261	VEHICLE MAINTENANCE	\$ 4,000	\$ 4,000
26110	6262	GAS AND OIL	\$ 12,950	\$ 12,950
26110	6274	METER MAINT AND TESTING	\$ 1,500	\$ 1,500
26110	6284	EQUIPMENT MAINTENANCE	\$ 6,544	\$ 6,544
26110	6296	WATER LICENSING FEE	\$ 20,000	\$ 23,000

TOTAL	CONTRACTUAL SERVICES	\$ 7,797,893	\$ 9,071,494
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63 SUPPLIES

26110	6302	POSTAGE	\$ 3,690	\$ 3,690
26110	6304	CHEMICALS	\$ 2,450	\$ 2,450

UTILITY FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
26110	6305	UNIFORMS	\$ 2,843	\$ 2,843
26110	6308	PRINTING	\$ 3,300	\$ 3,300
26110	6313	SMALL TOOLS	\$ 3,400	\$ 3,400
26110	6324	REPAIR & MAINTENANCE	\$ 74,591	\$ 87,219
TOTAL SUPPLIES			\$ 90,274	\$ 102,902
66 CAPITAL OUTLAY				
26110	6645	OPERATING EQUIPMENT	\$ 25,000	\$ -
26110	6654	WATER METER & FIRE PLUGS	\$ 100,000	\$ 100,000
26110	6670	INFRASTRUCTURE RENEWAL	\$ 1,062,600	\$ 804,500
TOTAL CAPITAL OUTLAY			\$ 1,187,600	\$ 904,500
TOTAL UTILITY OPERATIONS WATER			\$ 9,412,684	\$ 10,392,762
26120 UTILITY OPERATIONS WASTEWATER				
61 PERSONNEL SERVICES				
26120	6101	SALARIES	\$ 102,765	\$ 101,648
26120	6135	STANDBY PAY	\$ 2,829	\$ 2,829
26120	6139	OVERTIME	\$ 16,846	\$ 16,846
26120	6141	FICA EXPENSE	\$ 9,614	\$ 9,530
26120	6142	GROUP HEALTH INSURANCE	\$ 28,159	\$ 28,662
26120	6143	WORKERS' COMPENSATION	\$ 4,321	\$ 4,548
26120	6145	UNEMPLOYMENT COMPENSATION	\$ 621	\$ 621
26120	6146	RETIREMENT	\$ 9,748	\$ 10,414
26120	6147	INCENTIVE PAY	\$ 1,500	\$ 1,500
26120	6148	LONGEVITY PAY	\$ 1,733	\$ 1,743
TOTAL PERSONNEL SERVICES			\$ 178,136	\$ 178,341
62 CONTRACTUAL SERVICES				
26120	6206	TRAINING	\$ 2,020	\$ 1,995
26120	6207	PRE-EMPLOYMENT	\$ 367	\$ 367
26120	6209	DUES & SUBSCRIPTIONS	\$ 813	\$ 752
26120	6226	MISC. CONTRACTUAL SERVICES	\$ 21,311	\$ 8,402
26120	6252	T.R.A. SEWER	\$ 2,668,486	\$ 2,406,633
26120	6261	VEHICLE MAINTENANCE	\$ 1,500	\$ 1,500
26120	6262	GAS AND OIL	\$ 10,300	\$ 10,300
26120	6284	EQUIPMENT MAINTENANCE	\$ 12,000	\$ 15,000
TOTAL CONTRACTUAL SERVICES			\$ 2,716,797	\$ 2,444,949
63 SUPPLIES				
26120	6304	CHEMICALS	\$ 3,300	\$ 3,300

UTILITY FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
26120	6305	UNIFORMS	\$ 2,988	\$ 2,988
26120	6313	SMALL TOOLS	\$ 2,600	\$ 2,600
26120	6324	REPAIR & MAINTENANCE	\$ 47,781	\$ 60,408
TOTAL SUPPLIES			\$ 56,669	\$ 69,296
66 CAPITAL OUTLAY				
26120	6645	OPERATING EQUIPMENT	\$ 38,000	\$ 10,000
TOTAL CAPITAL OUTLAY			\$ 38,000	\$ 10,000
TOTAL UTILITY OPERATIONS WASTEWATER			\$ 2,989,602	\$ 2,702,586
26130 UTILITY SUPPORT				
61 PERSONNEL SERVICES				
26130	6101	SALARIES	\$ 784,607	\$ 838,342
26130	6135	STANDBY PAY	\$ 2,460	\$ 2,460
26130	6139	OVERTIME	\$ 19,744	\$ 19,744
26130	6141	FICA EXPENSE	\$ 62,476	\$ 67,370
26130	6142	GROUP HEALTH INSURANCE	\$ 123,431	\$ 120,382
26130	6143	WORKERS' COMPENSATION	\$ 9,582	\$ 10,968
26130	6145	UNEMPLOYMENT COMPENSATION	\$ 2,888	\$ 2,929
26130	6146	RETIREMENT	\$ 63,357	\$ 73,620
26130	6147	INCENTIVE PAY	\$ 2,400	\$ 2,400
26130	6148	LONGEVITY PAY	\$ 7,467	\$ 5,696
26130	6152	ACCRUED LEAVE PAY	\$ -	\$ 11,999
TOTAL PERSONNEL SERVICES			\$ 1,078,412	\$ 1,155,910
62 CONTRACTUAL SERVICES				
26130	6206	TRAINING	\$ 5,475	\$ 9,420
26130	6207	PRE-EMPLOYMENT	\$ 201	\$ 201
26130	6208	ORGANIZATIONAL DEVELOPMENT	\$ 16,124	\$ 17,121
26130	6209	DUES & SUBSCRIPTIONS	\$ 4,223	\$ 4,112
26130	6213	TUITION REIMBURSEMENT	\$ 2,500	\$ -
26130	6225	COMPUTER SERVICES	\$ 6,220	\$ 1,920
26130	6226	MISC. CONTRACTUAL SERVICES	\$ 1,869	\$ 1,869
26130	6246	OFFICE EQUIP & MAINTENANCE	\$ 1,840	\$ 1,840
26130	6261	VEHICLE MAINTENANCE	\$ 2,900	\$ 2,900
26130	6262	GAS AND OIL	\$ 16,350	\$ 16,350
26130	6284	EQUIPMENT MAINTENANCE	\$ 400	\$ 400
26130	6285	BUILDING MAINT & SUPPLIES	\$ 14,614	\$ 7,696
26130	6287	PROPERTY MAINTENANCE	\$ 5,575	\$ -
TOTAL CONTRACTUAL SERVICES			\$ 78,291	\$ 63,829

UTILITY FUND

			FY 2016 BUDGET	FY 2017 PROPOSED
63 SUPPLIES				
26130	6301	OFFICE SUPPLIES	\$ 1,800	\$ 1,800
26130	6303	OPERATING SUPPLIES	\$ 900	\$ 900
26130	6305	UNIFORMS	\$ 4,449	\$ 4,449
26130	6308	PRINTING	\$ 485	\$ 485
26130	6312	COMPUTER SUPPLIES	\$ 1,000	\$ 1,000
26130	6313	SMALL TOOLS	\$ 3,000	\$ 2,000
26130	6314	BUILDING SUPPLIES	\$ 1,500	\$ 675
26130	6326	SAFETY EQUIPMENT/SUPPLIES	\$ 6,225	\$ 6,225
TOTAL	SUPPLIES		\$ 19,359	\$ 17,534
TOTAL	UTILITY SUPPORT		\$ 1,176,062	\$ 1,237,273
26210 COMPENSATION ADJUSTMENTS				
61 PERSONNEL SERVICES				
26210	6101	SALARIES	\$ 29,934	\$ 28,208
TOTAL	PERSONNEL SERVICES		\$ 29,934	\$ 28,208
TOTAL	COMPENSATION ADJUSTMENTS		\$ 29,934	\$ 28,208
26410 TRANSFERS				
68 TRANSFER TO OTHER FUNDS				
26410	6811	TRANSFER TO GENERAL FUND	\$ 1,165,563	\$ -
26410	6820	INTRAFUND LOAN REPYMT-TOMORROW	\$ 44,286	\$ 44,286
TOTAL	TRANSFER TO OTHER FUNDS		\$ 1,209,849	\$ 44,286
TOTAL	TRANSFERS		\$ 1,209,849	\$ 44,286
26510 DEBT SERVICE				
65 DEBT SERVICE				
26510	6592	REVENUE BOND PRINCIPAL PAYMENT	\$ 345,000	\$ 350,000
26510	6595	BOND PAYMENT INTEREST	\$ 20,325	\$ 9,900
TOTAL	DEBT SERVICE		\$ 365,325	\$ 359,900
TOTAL	DEBT SERVICE		\$ 365,325	\$ 359,900
29999 NON-DEPARTMENTAL				
62 CONTRACTUAL SERVICES				
29999	6203	INSURANCE SHARE	\$ 76,033	\$ 76,033
29999	6238	ELECTRICITY	\$ 125,454	\$ 125,454
29999	6241	TELEPHONE	\$ 3,896	\$ 3,896
29999	6246	OFFICE EQUIP & MAINTENANCE	\$ 2,715	\$ 3,165
29999	6248	GAS	\$ 10,017	\$ 9,567

UTILITY FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
29999	6281	COMMUNICATIONS MAINTENANCE	\$ 16,537	\$ 16,537
TOTAL	CONTRACTUAL SERVICES		<u>\$ 234,652</u>	<u>\$ 234,652</u>
63 SUPPLIES				
29999	6302	POSTAGE	\$ 5,051	\$ 5,051
TOTAL	SUPPLIES		<u>\$ 5,051</u>	<u>\$ 5,051</u>
66 CAPITAL OUTLAY				
29999	6650	MOTOR VEHICLES	\$ 81,100	\$ 81,100
TOTAL	CAPITAL OUTLAY		<u>\$ 81,100</u>	<u>\$ 81,100</u>
TOTAL	NON-DEPARTMENTAL		<u>\$ 320,803</u>	<u>\$ 320,803</u>
TOTAL	UTILITY FUND EXPENDITURES		<u>\$ 15,886,362</u>	<u>\$ 15,511,920</u>

DRAINAGE FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
REVENUES				
170000	5716	EARNED INTEREST	\$ 2,289	\$ 2,100
170000	5790	USE OF FUND BALANCE	\$ -	\$ -
170000	5833	PENALTIES	\$ 16,413	\$ 9,450
170000	5942	DRAINAGE FEE REVENUES	\$ 937,872	\$ 945,000
TOTAL	DRAINAGE FUND REVENUES		\$ 956,574	\$ 956,550

EXPENDITURES

175210 DRAINAGE				
61 PERSONNEL SERVICES				
175210	6101	SALARIES	\$ 224,849	\$ 193,209
175210	6135	STANDBY PAY	\$ 3,166	\$ 3,166
175210	6139	OVERTIME	\$ 18,182	\$ 18,182
175210	6141	FICA EXPENSE	\$ 19,107	\$ 17,503
175210	6142	GROUP HEALTH INSURANCE	\$ 59,228	\$ 50,732
175210	6143	WORKERS' COMPENSATION	\$ 7,399	\$ 8,318
175210	6145	UNEMPLOYMENT COMPENSATION	\$ 1,306	\$ 1,099
175210	6146	RETIREMENT	\$ 19,375	\$ 19,127
175210	6147	INCENTIVE PAY	\$ 600	\$ 600
175210	6148	LONGEVITY PAY	\$ 2,957	\$ 3,129
175210	6152	ACCRUED LEAVE PAY	\$ -	\$ 10,500
TOTAL	PERSONNEL SERVICES		\$ 356,169	\$ 325,565

62 CONTRACTUAL SERVICES				
175210	6206	TRAINING	\$ 1,200	\$ 2,397
175210	6207	PRE-EMPLOYMENT	\$ 302	\$ 302
175210	6208	ORGANIZATIONAL DEVELOPMENT	\$ 4,833	\$ 5,133
175210	6209	DUES & SUBSCRIPTIONS	\$ 61	\$ -
175210	6221	AUDIT	\$ 1,500	\$ 1,500
175210	6223	ENGINEERING SERVICES	\$ 44,501	\$ 39,355
175210	6225	COMPUTER SERVICES	\$ 7,042	\$ 7,382
175210	6226	MISC. CONTRACTUAL SERVICES	\$ 13,134	\$ 12,734
175210	6245	EQUIPMENT RENTAL	\$ 1,000	\$ 6,000
175210	6254	DRAINAGE DITCH CLEANING	\$ 7,000	\$ -
175210	6261	VEHICLE MAINTENANCE	\$ 2,850	\$ 2,850
175210	6262	GAS AND OIL	\$ 19,650	\$ 19,650
175210	6284	EQUIPMENT MAINTENANCE	\$ 10,900	\$ 10,900
175210	6285	BUILDING MAINT & SUPPLIES	\$ -	\$ 2,907
TOTAL	CONTRACTUAL SERVICES		\$ 113,973	\$ 111,110

63 SUPPLIES				
175210	6301	OFFICE SUPPLIES	\$ 500	\$ 500
175210	6305	UNIFORMS	\$ 3,200	\$ 3,200

DRAINAGE FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
175210	6312	COMPUTER SUPPLIES	\$ 400	\$ 400
175210	6313	SMALL TOOLS	\$ 1,703	\$ 1,703
175210	6314	BUILDING SUPPLIES	\$ -	\$ 255
175210	6324	REPAIR & MAINTENANCE	\$ 32,247	\$ 35,558
175210	6326	SAFETY EQUIPMENT/SUPPLIES	\$ 2,085	\$ 2,085
TOTAL SUPPLIES			\$ 40,135	\$ 43,701
66 CAPITAL OUTLAY				
175210	6650	MOTOR VEHICLES	\$ 45,917	\$ -
175210	6670	INFRASTRUCTURE RENEWAL	\$ 170,000	\$ -
TOTAL CAPITAL OUTLAY			\$ 215,917	\$ -
TOTAL DRAINAGE			\$ 726,194	\$ 480,376
175220 STORM WATER				
61 PERSONNEL SERVICES				
175220	6101	SALARIES	\$ 8,039	\$ 62,000
175220	6141	FICA EXPENSE	\$ 615	\$ 4,822
175220	6142	GROUP HEALTH INSURANCE	\$ 939	\$ 10,510
175220	6143	WORKERS' COMPENSATION	\$ 24	\$ 401
175220	6145	UNEMPLOYMENT COMPENSATION	\$ 21	\$ 228
175220	6146	RETIREMENT	\$ 624	\$ 5,270
175220	6148	LONGEVITY PAY	\$ -	\$ 1,035
TOTAL PERSONNEL SERVICES			\$ 10,262	\$ 84,266
62 CONTRACTUAL SERVICES				
175220	6206	TRAINING	\$ 500	\$ 500
175220	6209	DUES & SUBSCRIPTIONS	\$ 140	\$ 140
175220	6221	AUDIT	\$ 500	\$ 500
175220	6225	COMPUTER SERVICES	\$ 1,600	\$ 1,600
175220	6226	MISC. CONTRACTUAL SERVICES	\$ 12,312	\$ 12,312
175220	6229	COMMUNITY RELATIONS	\$ 175	\$ 175
175220	6261	VEHICLE MAINTENANCE	\$ 250	\$ 250
175220	6262	GAS AND OIL	\$ 4,000	\$ 4,000
175220	6296	WATER LICENSING FEE	\$ 3,232	\$ 3,232
TOTAL CONTRACTUAL SERVICES			\$ 22,709	\$ 22,709
63 SUPPLIES				
175220	6303	OPERATING SUPPLIES	\$ 100	\$ 100
175220	6305	UNIFORMS	\$ 448	\$ 300
175220	6313	SMALL TOOLS	\$ 300	\$ 300
175220	6326	SAFETY EQUIPMENT/SUPPLIES	\$ 185	\$ 185

DRAINAGE FUND

			FY 2016 BUDGET	FY 2017 PROPOSED
TOTAL	SUPPLIES		\$ 1,033	\$ 885
TOTAL	STORM WATER		\$ 34,004	\$ 107,860
176210	COMPENSATION ADJUSTMENTS			
61	PERSONNEL SERVICES			
176210	6101	SALARIES	\$ 5,505	\$ 1,652
TOTAL	PERSONNEL SERVICES		\$ 5,505	\$ 1,652
TOTAL	COMPENSATION ADJUSTMENT		\$ 5,505	\$ 1,652
176410	TRANSFERS			
68	TRANSFER TO OTHER FUNDS			
176410	6820	INTRAFUND LOAN REPYMT-TOMORROW	\$ 19,032	\$ 19,032
TOTAL	TRANSFER TO OTHER FUNDS		\$ 19,032	\$ 19,032
TOTAL	TRANSFERS		\$ 19,032	\$ 19,032
176510	DEBT SERVICE			
65	DEBT SERVICE			
176510	6595	BOND PAYMENT INTEREST	\$ -	\$ -
176510	6597	DRAINAGE REVENUE BONDS 2011	\$ 127,121	\$ 128,391
TOTAL	DEBT SERVICE		\$ 127,121	\$ 128,391
TOTAL	DEBT SERVICE		\$ 127,121	\$ 128,391
179999	NON-DEPARTMENTAL			
62	CONTRACTUAL SERVICES			
179999	6203	INSURANCE SHARE	\$ 2,571	\$ 2,631
179999	6238	ELECTRICITY	\$ 220	\$ 200
179999	6246	OFFICE EQUIP & MAINTENANCE	\$ 450	\$ -
179999	6248	GAS	\$ 190	\$ 600
179999	6281	COMMUNICATIONS MAINTENANCE	\$ 2,543	\$ 2,543
TOTAL	CONTRACTUAL SERVICES		\$ 5,974	\$ 5,974
63	SUPPLIES			
179999	6302	POSTAGE	\$ 167	\$ 167
TOTAL	SUPPLIES		\$ 167	\$ 167
TOTAL	NON-DEPARTMENTAL		\$ 6,141	\$ 6,141
TOTAL	DRAINAGE FUND EXPENDITURES		\$ 917,997	\$ 743,452

DEBT SERVICE FUND

			FY 2016	FY 2017
			BUDGET	PROPOSED
REVENUES				
40000	5101	CURRENT TAXES	\$ 653,434	\$ 614,420
40000	5102	DELINQUENT TAXES	\$ 16,000	\$ 16,000
40000	5103	PENALTY & INTEREST	\$ 12,000	\$ 12,000
40000	5716	EARNED INTEREST	\$ 2,251	\$ 2,251
40000	5790	USE OF FUND BALANCE	\$ 277,666	\$ 49,723
40000	5875	TRANSFER-IN CCCPD FUND	\$ 500,242	\$ 503,862
40000	5877	TRANSFER IN - TIF REFUNDING	\$ -	\$ 655,781
TOTAL	DEBT SERVICE FUND REVENUES		\$ 1,461,593	\$ 1,854,037

46510	DEBT SERVICE			
46510	6501	G.O. REFUNDING BONDS (2006)	\$ 539,883	\$ 542,229
46510	6502	G.O. REFUNDING BONDS (2011)	\$ 169,375	\$ 169,950
46510	6525	G. O. BONDS (2007)	\$ 312,000	\$ 153,000
46510	6526	G.O. REFUNDING BONDS (2016)	\$ -	\$ 776,466
46510	6583	2016 FIRE ENGINE LEASE	\$ 125,000	\$ 49,723
46510	6584	FIRE TRUCK LOAN	\$ 116,839	\$ 116,839
46510	6587	RADIO TOWER LEASE	\$ 152,666	\$ -
46510	6588	2013 AMBULANCE LEASE	\$ 44,580	\$ 44,580
46510	6599	PAYING AGENTS FEES	\$ 1,250	\$ 1,250
TOTAL	DEBT SERVICE FUND EXPENDITURES		\$ 1,461,593	\$ 1,854,037

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CITY OF COLLEYVILLE
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0011010 COUNCIL					
62 CONTRACTUAL SERVICES					
0011010 6204 - TRAVEL					19,775.00
TML Conference for 7 people: Transportation (\$250), Lodging (\$600), Per Diem (\$250), and Registration (\$345)		7.00	1,445.00		10,115.00
TML Elected Officials Conferences: Transportation (\$350), Lodging (\$630), Registration (\$200), Per Diem (\$200)		7.00	1,380.00		9,660.00
0011010 6209 - DUES & SUBSCRIPTIONS					9,611.00
NCTCOG city membership		1.00	2,327.00		2,327.00
Metroport Cities Partnership		1.00	1,250.00		1,250.00
North Texas Commission		1.00	1,746.00		1,746.00
Texas Municipal League (TML)		1.00	3,438.00		3,438.00
Northeast Leadership Forum		1.00	100.00		100.00
Mayors' Council		1.00	350.00		350.00
International Council of Shopping Centers Mayor \$100, 6 Councilmembers x \$50 = 300		1.00	400.00		400.00
0011010 6226 - MISC. CONTRACTUAL SERVICES					26,240.00
Alliance for Children: Programs/services for abused children		1.00	3,500.00		3,500.00
GRACE: Emergency Services		1.00	7,500.00		7,500.00
Metroport Meals on Wheels (Senior Center program and home deliveries)		1.00	10,000.00		10,000.00
Safe Haven, Tarrant County: programs/services for abused women		1.00	1,000.00		1,000.00

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CITY OF COLLEYVILLE
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
		1.00	500.00		500.00
	SNAP (Special Needs Assistance Partners): transportation and other services for individuals with intellectual disabilities				
		1.00	3,740.00		3,740.00
	Colleyville Area Chamber of Commerce agreement (cash component)				
0011010 6294 - COUNCIL EXPENSES					4,270.00
		1.00	500.00		500.00
	Gold Sponsorship for the Northeast Leadership Forum Heart of North Texas Conference				
		1.00	500.00		500.00
	Northeast Tarrant Transportation Summit Sponsorship				
		1.00	300.00		300.00
	Metroport Breakfast (usually host 1 per year)				
		7.00	125.00		875.00
	North Texas Commission Annual Luncheon Tickets				
		14.00	50.00		700.00
	Grapevine/Colleyville Education Foundation Luncheons				
		7.00	60.00		420.00
	NCTCOG General Assembly Tickets				
		7.00	45.00		315.00
	Northeast Leadership Forum Annual Meeting/Luncheon Tickets				
		24.00	10.00		240.00
	Colleyville Chamber of Commerce Board Meetings (monthly) x2				
		14.00	30.00		420.00
	TML Region 8 Quarterly Meetings				
0011010 6298 - COUNCIL CONTINGENCY					104,448.00
		1.00	104,448.00		104,448.00
	Council Contingency				

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CITY OF COLLEYVILLE
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
63	TOTAL CONTRACTUAL SERVICES				164,344.00
	SUPPLIES				
0011010	6308 - PRINTING				
	Mayor's Letterhead and Envelopes Business Cards for Councilmembers	1.00	200.00		200.00 200.00
0011010	6323 - COUNCIL SUPPLIES				9,745.00
	Council Meals at Council Meetings	24.00	220.00		5,280.00
	Council Holiday Meal, new Council member celebration	1.00	100.00		100.00
	Meals for Worksessions and joint meetings	1.00	1,375.00		1,375.00
	Birthday Cakes	1.00	200.00		200.00
	Proclamation Frames	1.00	550.00		550.00
	Miscellaneous supplies for City Council or City Council functions	1.00	500.00		500.00
	Nameplates for Dais	1.00	60.00		60.00
	Florist- Funerals/Illness	1.00	200.00		200.00
	Vases- Engraved for Outgoing Council	1.00	200.00		200.00
	Photographer for portrait of Mayor and Council	1.00	380.00		380.00
	Beverage service supplies for Council meetings	1.00	800.00		800.00
	Table Cloth Cleaning	1.00	100.00		100.00

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CITY OF COLLEYVILLE
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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

VENDOR	QUANTITY	UNIT COST	2017	Adopted
				9,945.00
				174,289.00

TOTAL SUPPLIES
 TOTAL COUNCIL

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CITY OF COLLEYVILLE
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0011110	ADMINISTRATION				
61	PERSONNEL SERVICES				
0011110	6101 - SALARIES				443,637.00
0011110	6105 - SALARY SAVINGS				-9,446.00
0011110	6141 - FICA EXPENSE				28,763.00
0011110	6142 - GROUP HEALTH INSURANCE				36,115.00
0011110	6143 - WORKERS' COMPENSATION				1,428.00
0011110	6145 - UNEMPLOYMENT COMPENSATION				828.00
0011110	6146 - RETIREMENT				39,482.00
0011110	6148 - LONGEVITY PAY				2,054.00
0011110	6152 - ACCRUED LEAVE PAY				26,592.00
	TOTAL PERSONNEL SERVICES				569,453.00
62	CONTRACTUAL SERVICES				
0011110	6204 - TRAVEL				7,500.00
	City Manager: International City Management Assoc (ICMA) Conference	1.00	2,000.00		2,000.00
	Strategic Services Manager: International City Management Assoc (ICMA) Conference	1.00	2,000.00		2,000.00
	Deputy City Manager: International City Management Assoc (ICMA) Conference	1.00	2,000.00		2,000.00
	General travel and training to include local mileage reimbursement, luncheons, speakers, and annual UNT MPA Alumni Conference and Luncheon	1.00	1,500.00		1,500.00

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CITY OF COLLEYVILLE
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0011110 6206 - TRAINING		1.00	1,500.00		10,000.00 1,500.00
Strategic Services Manager: Spring/Fall GFOAT Conference		1.00	8,200.00		8,200.00
Deputy City Manager- SEI		1.00	300.00		300.00
Webinars- TML Legislative Updates or Other					
0011110 6209 - DUES & SUBSCRIPTIONS		1.00	2,232.00		4,870.00 2,232.00
City Manager: ICMA \$1400, TCMA \$502, NTCMA \$65, Northeast Leadership Forum \$100, UMANNT \$40, ICSC \$50, Leadership North Texas Alumni Dues \$75					
		1.00	1,403.00		1,403.00
Deputy City Manager: \$960 ICMA dues, NTCMA \$65, TCMA \$378		1.00	610.00		610.00
Strategic Services Manager: ICMA \$200, GFOAT with CGFO and Roundtables \$200, UMANT \$50, Northeast Leadership Forum \$100, NTCMA \$60		1.00	425.00		425.00
GFOA Budget Award Application Fee		1.00	55.00		55.00
American Express Card membership for city credit card		1.00	45.00		45.00
Sam's Club membership		1.00	100.00		100.00
State of Texas Cooperative Purchasing Program annual membership fee					
0011110 6226 - MISC. CONTRACTUAL SERVICES		1.00	15,000.00		30,050.00 15,000.00
Biennial Citizen/Employee Survey		1.00	5,000.00		5,000.00
Intranet Updates and SharePoint administration		1.00	10,050.00		10,050.00
OpenGov annual fees: \$8,550 for					

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CITY OF COLLEYVILLE
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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

Transparency Module and
Intelligence Reporting, \$1,500
data auto update

VENDOR	QUANTITY	UNIT COST	2017	Adopted
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63	TOTAL CONTRACTUAL SERVICES			52,420.00
	SUPPLIES			

0011110	6301 - OFFICE SUPPLIES			875.00
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0011110	6303 - OPERATING SUPPLIES			1,000.00
	Paper	1.00	1,000.00	1,000.00

0011110	6308 - PRINTING			300.00
	Letterhead, Envelopes, Business Cards	1.00	300.00	300.00

	TOTAL SUPPLIES			2,175.00
	TOTAL ADMINISTRATION			624,048.00

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CITY OF COLLEYVILLE
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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0011210 BUILDING INSPECTION					
61 PERSONNEL SERVICES					
0011210 6101 - SALARIES					293,764.00
0011210 6105 - SALARY SAVINGS					-5,916.00
0011210 6139 - OVERTIME					1,442.00
0011210 6141 - FICA EXPENSE					22,631.00
0011210 6142 - GROUP HEALTH INSURANCE					47,771.00
0011210 6143 - WORKERS' COMPENSATION					1,341.00
0011210 6145 - UNEMPLOYMENT COMPENSATION					1,035.00
0011210 6146 - RETIREMENT					24,732.00
0011210 6148 - LONGEVITY PAY					615.00
62 TOTAL PERSONNEL SERVICES					387,415.00
62 CONTRACTUAL SERVICES					
0011210 6204 - TRAVEL					1,500.00
		1.00	1,500.00		1,500.00
Building Official to attend annual code conference (e.g. ICC Plan Review School) out of state travel and accredited training.					
0011210 6206 - TRAINING					5,425.00
		4.00	90.00		360.00
Field Inspector: State Plumbing Inspectors License (CEU's)					
		4.00	170.00		680.00
Field Inspector: ICC Certification Exam, CEU's					
		3.00	150.00		450.00
Field Inspector: State Irrigators Training					
		3.00	160.00		480.00
Field Inspector & Plans Examiner: Building Professional Institute (BPI) to obtain required CEU's.					
		1.00	340.00		340.00

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CITY OF COLLEYVILLE
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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
Building Official: ICC Certification Exams, CEU's		1.00	350.00		350.00
Building Official: TEEX OSSF/Sanitarian Required CEU's		1.00	90.00		90.00
Building Official: State Plumbing Inspectors License Required CEU's		1.00	160.00		160.00
Building Official: Building Professional Institute (BPI) CEU's		1.00	75.00		75.00
Building Official: State Required Electrical License CEU's		1.00	90.00		90.00
Building Official: Required State HVAC License CEU's		1.00	90.00		90.00
Building Official: State Irrigators Training CEU's		1.00	450.00		450.00
Building Official: Texas RAS-Accessibility Specialist Training CEU's		1.00	160.00		160.00
Permit Clerk: Training		1.00	250.00		250.00
Building Official: Training on the 2014 National Electrical Code		1.00	350.00		350.00
Building Inspector: Required Training For Plan Review. State Requirement That All Med/Gas Plan Review And Inspection Be Performed By A Licensed Plumbing Inspector and Have Applicable Irrigation Knowledge.		1.00	450.00		450.00
Field Inspector: Fire Sprinkler System Training. State Requires That All Irrigation Inspections Be Performed By a Licensed Plumbing Inspector.		1.00	600.00		600.00
Plans Examiner-Inspector, annual Building Officials of Texas Conference (TML-BOAT), travel-training expenses					

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CITY OF COLLEYVILLE
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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

included.

VENDOR QUANTITY UNIT COST 2017 Adopted

0011210 6209 - DUES & SUBSCRIPTIONS

1.00 106.00 1,730.00
106.00

Building Official: Texas
Department of Health; Code
Enforcement Officers License
Renewal.

1.00 75.00 75.00

Building Official: Texas State
Board of Plumbing Examiners:
Plumbing Inspectors License
Renewal

1.00 111.00 111.00

Building Official: State of
Texas On-Site Sewage Facilities
(OSSF) License Renewal

1.00 250.00 250.00

Building Official: State of
Texas Registered Accessibility
Specialist (RAS) Registration
Renewal

1.00 150.00 150.00

Building Official: State of
Texas Sanitarian License
Renewal

1.00 100.00 100.00

Building Official:
International Code Council
(ICC) Annual Membership Dues

1.00 50.00 50.00

Building Official: Building
Officials of Texas (TML-BOAT)
Annual Membership Dues

1.00 35.00 35.00

Building Official: North Texas
Chapter of The International
Code Council (NTICC) Annual
Membership Dues

1.00 30.00 30.00

Building Official: The Code
Enforcement Association of
Texas (CEAT) Annual Membership

1.00 40.00 40.00

Building Official: The
International Association of
Electrical Inspectors Annual
Membership

1.00 40.00 40.00

Building Official: The Texas
Environmental Health
Association (TEHA) Annual

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CITY OF COLLEYVILLE
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20171 FY 2017 Operating Budget

**ACCOUNTS FOR:
 GENERAL FUND**

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
Membership Dues.		3.00	75.00		225.00
Field Inspectors and Plans Examiner: Texas State Board of Plumbing Examiners, Plumbing Inspectors License Renewal		1.00	50.00		50.00
Field Inspector: The Building Officials of Texas (BOAT) Annual Membership Dues		3.00	106.00		318.00
2 Field Inspectors & Plans Examiner: The Texas Department of Health; Code Enforcement Officers License Renewal		2.00	35.00		70.00
Field Inspector: The North Texas Chapter of The International Code Council (NTICC) Annual Membership Dues		2.00	40.00		80.00
Field inspector: The International Association of Electrical Inspectors (IAEI) Annual Membership Dues					
0011210 6240 - CELL PHONES		2.00	444.00		888.00
2 Field Inspectors: Service for City issued cell phones					888.00
0011210 6261 - VEHICLE MAINTENANCE		3.00	1,000.00		3,000.00
Vehicle Maintenance for F150s (unit #902, 903, 904)					3,000.00
0011210 6262 - GAS AND OIL		1.00	3,000.00		3,000.00
Fuel					3,000.00

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CITY OF COLLEYVILLE
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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
63					15,543.00
TOTAL CONTRACTUAL SERVICES					
SUPPLIES					
0011210	6301 - OFFICE SUPPLIES				678.00
0011210	6303 - OPERATING SUPPLIES				265.00
	Copier Paper	1.00	245.00		245.00
	First Aid Supplies	1.00	20.00		20.00
0011210	6305 - UNIFORMS				1,220.00
	Gloves	3.00	10.00		30.00
	Shirts	4.00	150.00		600.00
	Hats	3.00	30.00		90.00
	Jeans	4.00	50.00		200.00
	Coats	4.00	75.00		300.00
0011210	6308 - PRINTING				920.00
	Building Permit Application-Residential	1.00	50.00		50.00
	Building Permit Applications-Commercial	1.00	15.00		15.00
	Business Cards	1.00	80.00		80.00
	Building Permit Application-Misc Construction	1.00	50.00		50.00
	Field Inspection Forms	1.00	20.00		20.00
	Correction Notices	1.00	25.00		25.00
	Impact Printer Paper Inspection Results Tickets	1.00	200.00		200.00
	Stationary: Letterhead	1.00	40.00		40.00
	Stationary; Envelopes	1.00	40.00		40.00
	Professionally Printed Inspection Tags Are Still Preferred By Many of Our	2.00	150.00		300.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
Building Contractors For Their Records (Opposed To Electronic Notices). Green = pass, Red = fail		1.00	100.00		100.00
Forms & Applications					
0011210 6313 - SMALL TOOLS		2.00	26.00		250.00
Tape Measure		2.00	17.00		52.00
Flashlight Batteries		2.00	4.00		34.00
Flash Light Lamps		2.00	25.00		8.00
Flash Lights		2.00	22.00		50.00
Screw Drivers		2.00	31.00		44.00
Small Levels					62.00
0011210 6326 - SAFETY EQUIPMENT/SUPPLIES		3.00	100.00		750.00
Miscellaneous Safety Items (e.g. Sunblock, Safety Glasses, etc)		3.00	150.00		300.00
Boots					450.00
TOTAL SUPPLIES					4,083.00
TOTAL BUILDING INSPECTION					407,041.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0011310 ECONOMIC DEVELOPMENT					
61 PERSONNEL SERVICES					
0011310 6101 - SALARIES					129,000.00
0011310 6105 - SALARY SAVINGS					-2,580.00
0011310 6141 - FICA EXPENSE					8,698.00
0011310 6142 - GROUP HEALTH INSURANCE					9,554.00
0011310 6143 - WORKERS' COMPENSATION					390.00
0011310 6145 - UNEMPLOYMENT COMPENSATION					207.00
0011310 6146 - RETIREMENT					10,784.00
62 TOTAL PERSONNEL SERVICES					156,053.00
CONTRACTUAL SERVICES					
0011310 6204 - TRAVEL					3,100.00
ICSC Annual Conference (RECon)		1.00	2,400.00		2,400.00
Director					
Annual event to market Colleyville to developers as well as retail and restaurant prospects.					
ICSC Texas Conference & Dealmaking		1.00	500.00		500.00
Director					
Promote Colleyville at the largest marketing opportunity within the region.					
ICSC Regional Meetings		1.00	200.00		200.00
Director					
Other opportunities to market and promote Colleyville for retail and restaurant development and redevelopment.					

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0011310 6206 - TRAINING					2,700.00
		1.00	2,100.00		2,100.00
IEDC or APA National Conference Director					
		1.00	600.00		600.00
TEDC Fall or Spring Conference Director					
0011310 6209 - DUES & SUBSCRIPTIONS					3,645.00
		1.00	385.00		385.00
IEDC Dues ED Director					
Dues for membership in the International Economic Development Council					
		1.00	275.00		275.00
TEDC Dues Director					
Dues for membership in the Texas Economic Development Council					
		1.00	100.00		100.00
ICSC Dues Director					
Membership dues for the International Council of Shopping Centers					
		1.00	300.00		300.00
NTCAR Dues Director (Full Membership)					
		1.00	100.00		100.00
Northeast Leadership Forum Director					
		1.00	125.00		125.00
Fort Worth Business Weekly publication					
Subscription to Tarrant County's weekly business publication.					
		1.00	100.00		100.00
Dallas Business Journal Greater Dallas' weekly business periodical.					
		1.00	705.00		705.00
I-Communities - NTCAR (split between ED & Communications)					
Needed for City web page data					

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
		1.00	650.00		650.00
	Metrotex Association of Realtors MLS Access Membership fee for MLS access				
		1.00	785.00		785.00
	DFW Tourism Council City Membership				
		1.00	120.00		120.00
	CIB List Subscription Online Real Estate				
0011310 6226 - MISC. CONTRACTUAL SERVICES					
		1.00	10,540.00		15,780.00 10,540.00
	CoStar subscription (access to commercial real estate information) Expanded to include all of North Texas; important for use in responding to leads found on CIB List and to provide in meeting with prospects or existing businesses considering relocation.				
		1.00	120.00		120.00
	Websites - Hosting Fee for CloseBuy Cost to maintain hosting of www.colleyvilleclosebuy.com				
		1.00	120.00		120.00
	Websites - Hosting fee for ColleyvilleED.com Hosting fees to maintain www.ColleyvilleED.com				
		1.00	5,000.00		5,000.00
	Contract Work studies, quarterly newsletter design/prep, CloseBuy C card flyers, BISNOW events Marketing collateral				

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ACCOUNTS FOR:
GENERAL FUND

0011310 6236 - ADVERTISING

DBU Business Seminars -
Cosponsorship
Cost of co-sponsoring annual
Dallas Baptist University
Business Leadership Seminars
with the City of Hurst

Colleyville ExChange Hosting
Expenses

ICSC Texas Conference Booth
Exhibition

Costs for booth, supplies,
electric, carpet, attendee
registrations, promotional
items and printing etc. to
set up and operate exhibit
space at annual ICSC Texas
Conference & Deal Making

Ads in Texas RE Businss & Shop
Ctr Bus in assoc w/ICSC
conferences
Advertising

Prospect lunches/dinners, DBJ &
FWB events
Director, Expansion & Development
Reimbursement costs for
Department meals with
prospects, existing business
owners and
operators, developers,
architects, engineers, and
others working to invest or
maintain business here in
Colleyville.

Registration, costs to
participate in annual North
Texas Commercial Association of
Realtors (NETCAR) Expo in
Dallas. Booth, electric,
attendee registration,
promotional items and event
printing.

VENDOR	QUANTITY	UNIT COST	2017	Adopted
	1.00	700.00		15,650.00 700.00
	1.00	1,000.00		1,000.00
	1.00	1,500.00		1,500.00
	1.00	10,000.00		10,000.00
	1.00	1,450.00		1,450.00
	1.00	1,000.00		1,000.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
63 TOTAL CONTRACTUAL SERVICES					40,875.00
63 SUPPLIES					
0011310 6301 - OFFICE SUPPLIES					650.00
0011310 6303 - OPERATING SUPPLIES					550.00
Copier Paper		1.00	150.00		150.00
Copier Supplies					
Cups, plates, beverages, food, etc.		1.00	250.00		250.00
Meeting Supplies, Food					
For various focus groups, meetings with Chamber and/or SCORE reps, etc.					
Paper (slick for reports, brochures)		1.00	150.00		150.00
Color copier supplies					
Needed for presentations and meetings.					
0011310 6308 - PRINTING					1,700.00
Letterhead, envelopes, business cards		1.00	200.00		200.00
Printing					
Colleyville brochures and reprints		1.00	1,500.00		1,500.00
Printing					
TOTAL SUPPLIES					2,900.00
TOTAL ECONOMIC DEVELOPMENT					199,828.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0011410 CITY SECRETARY					
61 PERSONNEL SERVICES					
0011410 6101 - SALARIES					145,865.00
0011410 6105 - SALARY SAVINGS					-3,030.00
0011410 6141 - FICA EXPENSE					11,591.00
0011410 6142 - GROUP HEALTH INSURANCE					19,108.00
0011410 6143 - WORKERS' COMPENSATION					458.00
0011410 6145 - UNEMPLOYMENT COMPENSATION					414.00
0011410 6146 - RETIREMENT					12,667.00
0011410 6148 - LONGEVITY PAY					2,820.00
0011410 6152 - ACCRUED LEAVE PAY					2,830.00
62 TOTAL PERSONNEL SERVICES					192,723.00
62 CONTRACTUAL SERVICES					
0011410 6204 - TRAVEL					1,040.00
		4.00	50.00		200.00
ATHENIAN DIALOGUES - CITY SECRETARY					
These dialogues count toward the City Secretary's recertification of the Texas Registered Municipal Clerk Certification					
		12.00	20.00		240.00
MONTHLY NTMCA MTG/LUNCHEON - City Secretary & Asst. City Secretary					
This due allows the CSO to keep a network of professional resources available to help with the operations of this office.					
		1.00	500.00		500.00
MILEAGE - ASST CITY SECRETARY					
This item allows for the City Secretary and Asst. City Secretary to participate in the NTMCA activities					

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CITY OF COLLEYVILLE
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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
		4.00	25.00		100.00
	Quarterly Women Leading Government Luncheons				
0011410 6206 - TRAINING					2,600.00
		1.00	300.00		300.00
	ELECTION LAW SEMINAR (Jan 25-27, 2017) - City Secretary				
	Seminar - TBD - City Secretary	1.00	300.00		300.00
	Legislative Update Seminar - San Marcos - Aug. 17-18, 2017 - City Secretary	1.00	700.00		700.00
	Graduate Institute - Galveston - Oct. 27-28, 2016 - City Secretary	1.00	900.00		900.00
	LASERFICHE REGIONAL TRAINING, DALLAS - City Secretary & Asst. City Secretary	1.00	400.00		400.00
0011410 6209 - DUES & SUBSCRIPTIONS					285.00
	TX MUNICIPAL LAW & PROCEDURE MANUAL SUPPLEMENT This item ensures the CSO has resources available to reference Texas Municipal Laws and Procedures via a manual provided for by the Texas Municipal Clerks Association.	1.00	45.00		45.00
	TEXAS MUNICIPAL CLERKS ASSOCIATION - City Secretary & Asst. City Secretary This due allows the CSO to keep a network of professional resources available to help with the operations of this office.	2.00	90.00		180.00
	NORTH TEXAS MUNICIPAL CLERKS ASSN. - City Secretary & Asst. City Secretary This due allows the CSO to	2.00	30.00		60.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
keep a network of professional resources available to help with the operations of this office.					
0011410 6215 - ELECTION EXPENSES					
ALL ELECTIONS - (MAYOR/COUNCIL, RUN-OFF, OR SPECIAL ELECTIONS IN NOVEMBER)		1.00	7,000.00		7,060.00 7,000.00
We have a strong relationship with Tarrant County Elections Administration to conduct efficient elections by utilizing this contractual agreement.					
SUPPLEMENT TX ELECTION LAW & PROCEDURE MANUAL		1.00	60.00		60.00
This supplement is provided by the Texas Municipal Clerks Association and it provides all laws & procedures relative to Texas elections. The cost of this manual usually increases each year.					
0011410 6226 - MISC. CONTRACTUAL SERVICES					
ANNUAL CONTRACT FOR OFF-SITE RECORD STORAGE		1.00	5,000.00		6,700.00 5,000.00
The contract for off-site records storage allows for the CSO to provide access to public documents.					
RECORD DESTRUCTION FEES		1.00	1,700.00		1,700.00
By continuing to digitize documents to Laserfiche, the number of stored documents in off-site storage is reduced by records destruction; however, this increase in scanning has increased the record destruction fees.					

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PROJECTION: 20171 FY 2017 Operating Budget
ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0011410 6231 - LEGAL ADVERTISING					
LEGAL ADS - ORDINANCES/TAX INFO/ETC.		1.00	2,500.00		2,500.00
CSO supports all departments with publication of all ordinances. This promptly and accurately delivers information of government actions.					
0011410 6237 - CODIFICATION					
CODE BOOK UPDATES - SUPPLEMENTS		1.00	2,900.00		3,500.00
CODES ON MCC WEBSITE - CITY WEBSITE LINK TO MCC		1.00	600.00		2,900.00
Promptly and accurately delivers information of government actions by the codification of ordinances.					600.00
0011410 6245 - EQUIPMENT RENTAL					
POSTAGE MACHINE ANNUAL LEASE		12.00	250.00		3,000.00
0011410 6293 - COMMITTEE EXPENSE					
PLAQUES FOR OUTGOING BCC MEMBERS		1.00	175.00		1,421.00
Provides recognition to all board, commission, and committee members					175.00
REFRESHMENTS FOR MISC. MEETINGS		1.00	100.00		100.00
Assistance with board, commission, and committee meeting preparation					
CITY COUNCIL PICTURE FRAME IN LOBBY		1.00	500.00		500.00
NAME TAGS		16.00	6.00		96.00
		1.00	500.00		500.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0011410 6295 - SPECIAL PROJ/CONTRIBUTION					
EVENING APPRECIATION RECEPTION for Board, Commission, and Committee members		1.00	50.00		50.00
CERTIFICATES FOR BCC APPRECIATION					
0011410 6295 - SPECIAL PROJ/CONTRIBUTION		1.00	800.00		800.00
SHREDDER for CLEAN SWEEP The Clean Sweep event allows this office to utilize an additional shredding resource to offset our contractual destruction services with Safesite.					800.00
63 TOTAL CONTRACTUAL SERVICES					28,906.00
63 SUPPLIES					
0011410 6301 - OFFICE SUPPLIES					300.00
0011410 6302 - POSTAGE					700.00
CITY MAIL PERMIT FEE		1.00	250.00		250.00
CITY BUSINESS REPLY MAIL PERMIT FEE		1.00	250.00		250.00
CERTIFIED MAIL FOR ALCOHOL RELATED MAILINGS		1.00	200.00		200.00
0011410 6303 - OPERATING SUPPLIES					1,805.00
COPIER SUPPLIES (PAPER)		1.00	925.00		925.00
MINUTE BOOK PAPER Colleyville offers digital copies of minutes and secures (1) original copy in a minute book binder.		3.00	50.00		150.00
MINUTE BOOKS		2.00	180.00		360.00
POSTAGE MACHINE SUPPLIES (LABLES/SOLUTION)		1.00	200.00		200.00
		1.00	50.00		50.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
MEETING SUPPLIES (FOAM BOARDS/TAPE/ADHESIVE/ETC.)		1.00	50.00		50.00
STORAGE BOXES Although the scanning of documents has increased, and the storage of documents will continue to decrease, all documents must be stored in specific boxes per the off-site storage facility requirements.		1.00	50.00		50.00
KITCHEN SUPPLIES (FOIL/BAGGIES/SARAN WRAP/BAGS)		1.00	20.00		20.00
Dusting spray, cleaning cloths, etc.					
0011410 6308 - PRINTING		1.00	22.00		47.00
LETTERHEAD - 3000 STATIONERY		1.00	25.00		22.00
ENVELOPES - STATIONERY					25.00
TOTAL SUPPLIES					2,852.00
TOTAL CITY SECRETARY					224,481.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0011510	FINANCE				
61	PERSONNEL SERVICES				
0011510	6101 - SALARIES				291,762.00
0011510	6105 - SALARY SAVINGS				-5,949.00
0011510	6139 - OVERTIME				487.00
0011510	6141 - FICA EXPENSE				22,754.00
0011510	6142 - GROUP HEALTH INSURANCE				38,216.00
0011510	6143 - WORKERS' COMPENSATION				899.00
0011510	6145 - UNEMPLOYMENT COMPENSATION				828.00
0011510	6146 - RETIREMENT				24,866.00
0011510	6148 - LONGEVITY PAY				2,535.00
0011510	6152 - ACCRUED LEAVE PAY				2,653.00
62	TOTAL PERSONNEL SERVICES				379,051.00
	CONTRACTUAL SERVICES				
0011510	6204 - TRAVEL				4,400.00
	2 finance employees - Tyler Technologies Conference 2017	2.00	2,000.00		4,000.00
	Additional Training - Texas Munis Group / American Payroll Institute	1.00	300.00		300.00
	Women Leading Government - Accounting Manager	1.00	100.00		100.00
0011510	6206 - TRAINING				4,000.00
	AMERICAN PAYROLL INSTITUTE - payroll conference	1.00	750.00		750.00
	CRYSTALLUS - 1099 Seminar	1.00	500.00		500.00
	Emerging Finance Directors Roundtable - CFO	1.00	1,000.00		1,000.00
	GFOAT - Spring Conference 2017	1.00	1,250.00		1,250.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
- AUSTIN		1.00	500.00		500.00
GFOAT - Fall Conference 2017 - ARLINGTON					
0011510 6209 - DUES & SUBSCRIPTIONS		1.00	128.00		1,283.00 128.00
GFOAT/TML - Dues & NCTCOG roundtable - CFO		1.00	128.00		128.00
GFOAT/TML - Dues & NCTCOG roundtable - Accounting Manager		1.00	275.00		275.00
AMERICAN PAYROLL ASSOC - Accounting Manager		1.00	100.00		100.00
TX BLD & COOP COMMISSION - purchasing - Accounting Manager & AP Clerk		1.00	250.00		250.00
GFOA - CFO		1.00	75.00		75.00
TX STATE BOARD OF PUBLIC ACCOUNTANCY - CFO		1.00	100.00		100.00
NOTARY DUES - Clerk		1.00	99.00		99.00
OTHER - AS NEEDED		1.00	128.00		128.00
GFOAT dues & regional roundtables - New accountant					
0011510 6221 - AUDIT		1.00	14,213.00		14,438.00 14,213.00
PATTILLO, BROWN, & HILL - Audit Fee split between Utility, Drainage, CCCPD & CEDC		1.00	225.00		225.00
GFOA - Review Fee for CAFR award (split 50/50 with Utility Fund)					

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0011510 6222 - TAX COLLECTION/ASSESSING		1.00	89,233.00		116,733.00 89,233.00
TARRANT APPRAISAL DISTRICT - annual fee for property appraisals		1.00	27,500.00		27,500.00
GCISD Tax office - property tax collection services					
0011510 6231 - LEGAL ADVERTISING		1.00	179.00		179.00 179.00
FT WORTH STAR TELEGRAM - Ads for unclaimed property / bid advertisement					
0011510 6233 - BANK SERVICE CHARGES		1.00	1,500.00		3,000.00 1,500.00
WELLS FARGO - 30% split w/Utility Fund - check clearing/deposit posting		1.00	1,500.00		1,500.00
Courier service for bank deposits (30% share - balance to Utility Fund)					
63 TOTAL CONTRACTUAL SERVICES					144,033.00
SUPPLIES					
0011510 6301 - OFFICE SUPPLIES					1,469.00
0011510 6303 - OPERATING SUPPLIES		1.00	1,878.00		2,303.00 1,878.00
TYLER TECHNOLOGIES- signature key for check processing		1.00	275.00		275.00
TYLER BUSINESS FORMS (W-2 forms)		1.00	150.00		150.00
CPI ONE POINT (copy paper)					

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0011510 6308 - PRINTING					1,500.00
PRINTING SYSTEMS INC - AP check stock		1.00	625.00		625.00
STEVE STRANGE - receipt books		1.00	525.00		525.00
TYLER BUSINESS FORMS - tax forms and envelopes		1.00	300.00		300.00
WELLS FARGO - deposit slips		1.00	50.00		50.00
0011510 6360 - MINOR OPERATING OUTLAY					1,450.00
FY 2017 one-time cost: laptop for new accountant		1.00	1,450.00		1,450.00
TOTAL SUPPLIES					6,722.00
TOTAL FINANCE					529,806.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0011610 LEGAL					
62 CONTRACTUAL SERVICES					
0011610 6216 - LEGAL COUNCIL & SERVICES					200,000.00
Membership for Oncor Cities Steering Committee		1.00	2,750.00		2,750.00
Membership for Atmos Cities Steering Committee		1.00	1,200.00		1,200.00
Legal representation on utilities or telecom issues (Clarence West)		1.00	1,983.00		1,983.00
City Attorney services: attendance at Council meetings, legal counsel, representation, litigation		1.00	182,107.00		182,107.00
Bench Trials- City Prosecutor		1.00	9,720.00		9,720.00
Bench Trials- Jury Prosecutor		1.00	2,240.00		2,240.00
TOTAL CONTRACTUAL SERVICES					200,000.00
TOTAL LEGAL					200,000.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0011710 LIBRARY					
61 PERSONNEL SERVICES					
0011710 6101 - SALARIES					537,447.00
0011710 6102 - TEMPORARY HELP					1,500.00
0011710 6105 - SALARY SAVINGS					-10,964.00
0011710 6141 - FICA EXPENSE					40,709.00
0011710 6142 - GROUP HEALTH INSURANCE					47,771.00
0011710 6143 - WORKERS' COMPENSATION					1,832.00
0011710 6145 - UNEMPLOYMENT COMPENSATION					3,519.00
0011710 6146 - RETIREMENT					45,704.00
0011710 6148 - LONGEVITY PAY					3,645.00
0011710 6152 - ACCRUED LEAVE PAY					5,602.00
62 TOTAL PERSONNEL SERVICES					676,765.00
62 CONTRACTUAL SERVICES					
0011710 6204 - TRAVEL					2,600.00
Library Solution Annual Conference for Librarian - November 5-8, 2017 - Louisville, KY		1.00	1,300.00		1,300.00
Texas Library Association Conference for Librarian - April 25-28, 2017 - San Antonio, TX		1.00	1,300.00		1,300.00
0011710 6206 - TRAINING					3,900.00
Various Workshops for Library Director (State Mandated)		1.00	100.00		100.00
Various Workshops for Circ/Tech Librarian (Professional Development)		1.00	100.00		100.00
Various Workshops for Youth Librarian (Professional		1.00	100.00		100.00

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PROJECTION: 20171 FY 2017 Operating Budget

**ACCOUNTS FOR:
 GENERAL FUND**

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
Development)		1.00	100.00		100.00
Various Workshops for Adult Librarian (Professional Development)		1.00	100.00		100.00
Various Workshops for Other Staff (Professional Development)		2.00	1,700.00		3,400.00
Public Library Association Conference for Library Director (Certification Required) and Librarian - (held every 2 years) - March 20-24, 2018 - Philadelphia, PA or Texas Library Association (TLA) - April 25-28, 2017 - San Antonio, TX					
0011710 6207 - PRE-EMPLOYMENT					245.00
0011710 6209 - DUES & SUBSCRIPTIONS					1,442.00
Texas Library Association Membership for Library Director		1.00	170.00		170.00
PLANT Dues for Library Director		1.00	35.00		35.00
American Library Association Membership for Adult Services Librarian		1.00	209.00		209.00
Texas Library Association Membership for Adult Services Librarian		1.00	145.00		145.00
American Library Association Membership for Circ/Computer Librarian		1.00	137.00		137.00
Texas Library Association Membership for Circ/Computer Librarian		1.00	145.00		145.00
American Library Association Membership for Youth Services Librarian		1.00	137.00		137.00
Texas Library Association Membership for Youth Services Librarian		1.00	145.00		145.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
American Library Association		1.00	209.00		209.00
Membership for Library Director					
Sams Club/Costco Memberships		1.00	110.00		110.00
0011710 6226 - MISC. CONTRACTUAL SERVICES					29,512.00
3-M 895 RFID Staff		4.00	391.00		1,564.00
Workstation (Upgraded 1/2012)					
Service Agreement (11/1/2016 - 10/31/2017)					
3-M 7410F SelfCheck (Upgraded V to R 2/12)		4.00	2,010.00		8,040.00
Service Agreement (11/1/2016 - 10/31/2017)					
3-M 2820 AMH Induction (Indoor Return) Service Agreement (11/1/2016 - 10/31/2017)		1.00	3,904.00		3,904.00
3-M 2840 SL AMH Sortation (Indoor Return) Service Agreement (11/1/2016 - 10/31/2017)		1.00	1,030.00		1,030.00
3-M 9102DM Detection System (Upgraded 2/12) Service Agreement (11/1/2016 - 10/31/2017)		1.00	1,414.00		1,414.00
Vision Database ID System Service Agreement (1/01/2017 - 12/31/2017)		1.00	2,320.00		2,320.00
Coin Copiers - (2) Readers (\$125 ea) Service Agreement (10/16/2016 - 10/15/2017)		1.00	250.00		250.00
Coin Copiers - (1) Reader for copier Service Agreement (10/16/2016 - 10/15/2017)		1.00	110.00		110.00
Coin Copiers - Dispensor/Encoder Service Agreement (10/16/2016 - 10/15/2017)		1.00	490.00		490.00
DiscChek for DVDs/CDs Service Agreement		1.00	325.00		325.00
		1.00	456.00		456.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
Movie Licensing USA For Library Programs to Show Movies (4/4/17 - 4/3/18)		1.00	190.00		190.00
Motion Picture Licensing Corporation (MPLC) For Library Programs to Show Movies (5/1/17 - 4/30/18)		1.00	345.00		345.00
Volunteer Squared Software Licensing For Library Volunteer Scheduling (5/22/17 - 5/21/18)		1.00	920.00		920.00
Event Keeper Standard/EK Rooms Software Library Online Event Calendar/Meeting Room Scheduler 9/10/17 - 9/9/18		1.00	250.00		250.00
Reciprocal Borrowing Payments For Lost Materials from Other Libraries		1.00	2,702.00		2,702.00
Trans-Amigos Express Courier service offering low-cost, rapid pickup and delivery of ILL items among participating libraries - 2 days a week - to offset postage for mailing materials (Renew 10/01/16) (This item is pending partial State funding)		1.00	1,030.00		1,030.00
3-M 2840 SL AMH Sortation (Outdoor Return) Service Agreement (11/1/16 - 10/31/17)					
Service Agreement (07/28/2011 - 7/27/2016) (Paid 5 years) expires 7/27/16		1.00	4,172.00		4,172.00
3-M 2822 AMH Induction (Outdoor Return) Service Agreement (11/1/16 - 10/31/17)					
Service Agreement (07/28/2011 - 7/27/2016) (Paid 5 Years) expires 7/27/2016					

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0011710 6246 - OFFICE EQUIP & MAINTENANCE		1.00	568.00		568.00
Laminator Maintenance Agreement (5/2/17-5/1/18)					
63 TOTAL CONTRACTUAL SERVICES					38,267.00
63 SUPPLIES					
0011710 6301 - OFFICE SUPPLIES					2,500.00
0011710 6302 - POSTAGE		2.00	60.00		120.00
FedEx/Overnight 2 X \$60.00 each					120.00
0011710 6303 - OPERATING SUPPLIES					6,551.00
Miscellaneous Supplies		1.00	900.00		900.00
Laminator film 4 rolls X \$43.00 each		4.00	43.00		172.00
Program Supplies - Volunteer Appreciation		1.00	1,000.00		1,000.00
DiscCheck Eco-Junior Cleaning Supplies- Cleaning pads, cleaning solution, etc.		1.00	526.00		526.00
Patron Cards 3,060 Est. \$0.50 each		3,060.00	.50		1,530.00
Coin Copier Cards 500 X \$.50 each		500.00	.50		250.00
Evolis Primacy Library Card Printer- Cleaning Supplies: Regular Cleaning Kits Advanced Cleaning Kits		1.00	90.00		90.00
Evolis Primacy Library Card Printer- YMCKOK 3,060 Cards (17 ribbons @\$58 each)		17.00	58.00		986.00
Epson Receipt Printer - M188B (1) Drive-Up Window		1.00	59.00		59.00
Thermal Receipt Paper - 50 rolls/box (1 box @ \$59 each)		4.00	59.00		236.00
Epson Receipt Printers M253A					

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
(3) Circ & Lead Desks					
Thermal Receipt Paper - 50 rolls/box (4 boxes @ \$59 each)		1.00	136.00		136.00
3-M Drive Up Automated Check In- 6" Roll \$34 roll/case of 4- 1 case @ \$136 each 3M 75470031719		1.00	136.00		136.00
3-M Indoor Automated Check In 6" Roll \$34 roll/case of 4 1 case@ \$136 each 3M 75470031719		2.00	63.00		126.00
Ithaca iTherm 280 Hold Receipt Printer (3M Sorters) (2) 5"roll/8 rolls box (2 boxes@ \$63 each) 3M 05113189780		3.00	63.00		189.00
3-M Self Checkout - Receipt Paper (5410) 5"roll/8 rolls box (3 boxes@ \$63 each) 3M 05113189780		2.00	72.00		144.00
Brother HL-2140 - Cataloging Label Printer- TN-360 (2 @\$72 each) Staples		1.00	71.00		71.00
Brother Intellifax 4100e- TN-430 (1@ \$71 each) Staples					
0011710 6308 - PRINTING		1.00	350.00		500.00 350.00
Signs/Bookmarks/Name Badges/Business Cards		1.00	50.00		50.00
Library Letterhead		1.00	50.00		50.00
Library Envelopes		1.00	50.00		50.00
Mailing Labels					

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ACCOUNTS FOR:
GENERAL FUND

VENDOR	QUANTITY	UNIT COST	2017	Adopted
				9,671.00
				724,703.00

TOTAL SUPPLIES
 TOTAL LIBRARY

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2017	Adopted
0011810	ENG PROF SVCS					
61	PERSONNEL SERVICES					
0011810	6101 - SALARIES					238,042.00
0011810	6105 - SALARY SAVINGS					-4,992.00
0011810	6139 - OVERTIME					7,134.00
0011810	6141 - FICA EXPENSE					19,395.00
0011810	6142 - GROUP HEALTH INSURANCE					26,274.00
0011810	6143 - WORKERS' COMPENSATION					1,057.00
0011810	6145 - UNEMPLOYMENT COMPENSATION					569.00
0011810	6146 - RETIREMENT					20,864.00
0011810	6147 - INCENTIVE PAY					240.00
0011810	6148 - LONGEVITY PAY					825.00
0011810	6152 - ACCRUED LEAVE PAY					3,358.00
62	TOTAL PERSONNEL SERVICES					312,766.00
	CONTRACTUAL SERVICES					
0011810	6204 - TRAVEL					10,170.00
	Construction Management Misc Training		1.00	2,500.00		2,500.00
	ArcGIS Training (GIS Mgmt Specialist)		1.00	1,070.00		1,070.00
	Certified Public Manager (City Engineer)		1.00	4,200.00		4,200.00
	APWA Conference (PW Director)		1.00	2,400.00		2,400.00

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ACCOUNTS FOR:
GENERAL FUND

0011810 6206 - TRAINING

VENDOR	QUANTITY	UNIT COST	2017	Adopted
	1.00	500.00		5,840.00 500.00
CFM Training (City Engineer)	1.00	400.00		400.00
TPWA Local Training Functions (Engineering Staff)	1.00	290.00		290.00
Texas Water Laws and Regulations (City Engineer)	1.00	400.00		400.00
Water/Sewer License Renewal Course (Construction Manager)	1.00	1,250.00		1,250.00
TFMA Conference (Development Engineer)	1.00	1,000.00		1,000.00
TPWA Short Course (PW Director)	1.00	500.00		500.00
CFM Training (Development Engineer)	1.00	1,500.00		1,500.00
Texas Society of Professional Engineers (City Engineer)				

0011810 6209 - DUES & SUBSCRIPTIONS

P.E. License Renewal (PW Director, City Engineer, Development Engineer)	3.00	40.00		3,940.00 120.00
APWA (PW Director, City Engineer, Development Engineer, Construction Manager (2))	5.00	175.00		875.00
Texas Floodplain Managers' Association (PW Director, City Engineer, Development Engineer)	3.00	90.00		270.00
Regional Public Works Program (1/2 Cost)	1.00	2,363.00		2,363.00
Texas Society of Professional Engineers (City Engineer)	1.00	312.00		312.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0011810 6223 - ENGINEERING SERVICES		1.00	22,219.00		22,219.00
Miscellaneous Engineering Services Contracts					22,219.00
0011810 6225 - COMPUTER SERVICES		1.00	700.00		3,200.00
Autocad					700.00
StreetSaver		1.00	2,500.00		2,500.00
0011810 6226 - MISC. CONTRACTUAL SERVICES		1.00	935.00		86,635.00
Networkfleet GPS Monitoring					935.00
Construction Materials Testing		1.00	50,000.00		50,000.00
Mosquito Spraying		1.00	25,000.00		25,000.00
Tree Trimming and Irrigation		1.00	10,700.00		10,700.00
Contract to have professionals address tree trimming or irrigation needs related to Public Works projects		1.00	.00		.00
ILA with Grapevine for maintenance of signals along SH26 at the John McCain and Longwood intersections		1.00	.00		.00
Pavement Condition Assessment (50,000.00 to be paid from Strategic Initiatives Fund)					
0011810 6231 - LEGAL ADVERTISING					423.00
0011810 6235 - FILING FEE					500.00
0011810 6261 - VEHICLE MAINTENANCE		1.00	2,250.00		2,250.00
Vehicles 335, 718, 719, 728					2,250.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0011810 6262 - GAS AND OIL					6,300.00
63 TOTAL CONTRACTUAL SERVICES					141,477.00
63 SUPPLIES					
0011810 6301 - OFFICE SUPPLIES					1,250.00
0011810 6303 - OPERATING SUPPLIES					750.00
0011810 6305 - UNIFORMS					750.00
Shirts (Engineering Staff)		1.00	500.00		500.00
Uniforms (Construction Mgmt)		1.00	250.00		250.00
0011810 6308 - PRINTING					380.00
0011810 6313 - SMALL TOOLS					1,150.00
Small tools for engineering and Construction Management Staff		1.00	1,150.00		1,150.00
0011810 6326 - SAFETY EQUIPMENT/SUPPLIES					450.00
TOTAL SUPPLIES					4,730.00
TOTAL ENG PROF SVCS					458,973.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0011910	COMM DEV P&Z				
61	PERSONNEL SERVICES				
0011910	6101 - SALARIES				276,803.00
0011910	6105 - SALARY SAVINGS				-5,536.00
0011910	6141 - FICA EXPENSE				21,175.00
0011910	6142 - GROUP HEALTH INSURANCE				38,216.00
0011910	6143 - WORKERS' COMPENSATION				1,059.00
0011910	6145 - UNEMPLOYMENT COMPENSATION				828.00
0011910	6146 - RETIREMENT				23,140.00
62	TOTAL PERSONNEL SERVICES CONTRACTUAL SERVICES				355,685.00
0011910	6206 - TRAINING				6,000.00
	Texas APA Conference (Director)	1.00	1,000.00		1,000.00
	General Training, AICP certification requirements	1.00	3,000.00		3,000.00
	Additional general training funds for staff and the Planning and Zoning Commission.	1.00	2,000.00		2,000.00
0011910	6209 - DUES & SUBSCRIPTIONS				1,300.00
	American Institute of Certified Planners - CD Director & Principal Planner	2.00	500.00		1,000.00
	American Planning Association - Principal Planner	1.00	300.00		300.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0011910 6226 - MISC. CONTRACTUAL SERVICES		1.00	50,000.00		50,000.00
Contractual consultants to assist with planning projects and code revisions					
0011910 6231 - LEGAL ADVERTISING		1.00	1,200.00		1,200.00
Zoning Legal Notices - Newspaper ads for zoning changes as required by Texas state law - 12 months X \$167 per month, avg.					
0011910 6235 - FILING FEE		1.00	690.00		690.00
County Plat Filing Fees - 10 plats @ \$69.00					
0011910 6246 - OFFICE EQUIP & MAINTENANCE		1.00	800.00		800.00
Blue Print Machine - Annual Agreement; Cleaning; Repair; Parts; Overage					
0011910 6282 - COMMISSION EXPENSES		1.00	100.00		1,100.00
Dias name plates - For new Commissioners and Board Members (4 X \$25.00)					
		1.00	1,000.00		1,000.00
Meals for Planning and Zoning meetings & workshops					
63 TOTAL CONTRACTUAL SERVICES					61,090.00
SUPPLIES					
0011910 6301 - OFFICE SUPPLIES					225.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0011910 6303 - OPERATING SUPPLIES					414.00
Blue Print Paper - 2 packages @ \$57.00		1.00	114.00		114.00
XEROX supplies - Copy/Fax paper		1.00	300.00		300.00
0011910 6305 - UNIFORMS					300.00
For field employees to wear logo shirts in the field		1.00	300.00		300.00
0011910 6308 - PRINTING					1,875.00
Stationery - Letterhead - 4500		1.00	100.00		100.00
Stationery - Envelopes - 4500		1.00	200.00		200.00
Misc. Printing - Business cards (500) for 2 staff - \$71.00		1.00	75.00		75.00
Comprehensive Plans- to be amended		20.00	75.00		1,500.00
 TOTAL SUPPLIES					2,814.00
TOTAL COMM DEV P&Z					419,589.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012210 FIRE ADMINISTRATION					
61 PERSONNEL SERVICES					
0012210 6101 - SALARIES					174,664.00
0012210 6105 - SALARY SAVINGS					-3,592.00
0012210 6139 - OVERTIME					564.00
0012210 6141 - FICA EXPENSE					12,131.00
0012210 6142 - GROUP HEALTH INSURANCE					19,108.00
0012210 6143 - WORKERS' COMPENSATION					3,059.00
0012210 6145 - UNEMPLOYMENT COMPENSATION					414.00
0012210 6146 - RETIREMENT					15,012.00
0012210 6147 - INCENTIVE PAY					1,500.00
0012210 6148 - LONGEVITY PAY					1,648.00
0012210 6152 - ACCRUED LEAVE PAY					1,202.00
62 TOTAL PERSONNEL SERVICES					225,710.00
62 CONTRACTUAL SERVICES					
0012210 6204 - TRAVEL					3,000.00
		1.00	900.00		900.00
Emergency Management Conference		1.00	1,500.00		1,500.00
INTERNATIONAL FIRE CHIEFS ASSOCIATION CONFERENCE					
PROFESSIONAL DEVELOPMENT		1.00	600.00		600.00
DISCRETIONARY CONFERENCES & SEMINARS					
PROFESSIONAL DEVELOPMENT					

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012210 6206 - TRAINING					260.00
LIVE FIRE TRAINING, Fire Chief,		1.00	60.00		60.00
8 Hours					
IN-HOUSE TRAINING, Props &		1.00	100.00		100.00
Supplies					
BOOKS & TRAINING		1.00	100.00		100.00
MANUALS/SOFTWARE - Fire Chief					
0012210 6209 - DUES & SUBSCRIPTIONS					3,675.00
Texas Fire Chiefs Assoc Dues		1.00	150.00		150.00
(Chief)					
Tarrant County Fire Chiefs		1.00	130.00		130.00
Assoc Dues (Chief)					
NCTCOG Regional Emergency		1.00	3,000.00		3,000.00
Management Planning Program					
Emergency Management Assoc of		1.00	100.00		100.00
TX Dues (Emergency Management					
Coordinator)		1.00	295.00		295.00
INTERNATIONAL ASSOCIATION OF					
FIRE CHIEFS DUES (Chief)					
0012210 6226 - MISC. CONTRACTUAL SERVICES					5,000.00
CODE RED SYSTEM - ANNUAL		1.00	5,000.00		5,000.00
RENEWAL FEE					
0012210 6287 - PROPERTY MAINTENANCE					300.00
LAWN MAINTENANCE SUPPLIES		1.00	300.00		300.00
0012210 6297 - VACCINATIONS					445.00
PHYSICAL - ANNUAL for Fire		1.00	400.00		400.00
Chief					
TB TESTING - Fire Chief		1.00	45.00		45.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
63 TOTAL CONTRACTUAL SERVICES					12,680.00
63 SUPPLIES					
0012210 6301 - OFFICE SUPPLIES					700.00
0012210 6302 - POSTAGE					414.00
MAILING & SHIPPING		1.00	414.00		414.00
0012210 6303 - OPERATING SUPPLIES					2,380.00
COPY PAPER		1.00	250.00		250.00
ANNUAL FLAG PURCHASE - 4'X6' 31		1.00	2,130.00		2,130.00
U.S. @ \$20.60 31 TX @					
\$27.95 31 CITY @ \$20.18					
0012210 6305 - UNIFORMS					975.00
Administrative Uniforms		1.00	975.00		975.00
0012210 6308 - PRINTING					350.00
STATIONARY & ENVELOPES		1.00	100.00		100.00
EMS REPORTS		1.00	150.00		150.00
BUSINESS CARDS		1.00	100.00		100.00
0012210 6310 - EMERGENCY MANAGEMENT SUPPLIES					5,208.00
OUTDOOR WARNING SYSTEM		1.00	4,128.00		4,128.00
MAINTENANCE PROGRAM		1.00	180.00		180.00
SEVERE WEATHER NOTIFICATION					
PROGRAM		3.00	300.00		900.00
Replacement batteries for					
outdoor warning siren system.					

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NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

0012210 6314 - BUILDING SUPPLIES

JANITORIAL SUPPLIES - 3
 STATIONS

VENDOR	QUANTITY	UNIT COST	2017	Adopted
	1.00	7,540.00		7,540.00

TOTAL SUPPLIES				17,567.00
TOTAL FIRE ADMINISTRATION				255,957.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012220	FIRE EMS OPERATIONS				
61	PERSONNEL SERVICES				
0012220	6101 - SALARIES				327,212.00
0012220	6105 - SALARY SAVINGS				-7,431.00
0012220	6139 - OVERTIME				21,150.00
0012220	6141 - FICA EXPENSE				28,426.00
0012220	6142 - GROUP HEALTH INSURANCE				57,325.00
0012220	6143 - WORKERS' COMPENSATION				7,912.00
0012220	6145 - UNEMPLOYMENT COMPENSATION				1,242.00
0012220	6146 - RETIREMENT				31,063.00
0012220	6147 - INCENTIVE PAY				3,000.00
0012220	6148 - LONGEVITY PAY				2,630.00
0012220	6149 - HOLIDAY PAY				17,580.00
62	TOTAL PERSONNEL SERVICES				490,109.00
	CONTRACTUAL SERVICES				
0012220	6206 - TRAINING				1,960.00
	Live fire training- Tarrant County College	6.00	60.00		360.00
	EMS training props and supplies	1.00	350.00		350.00
	EMS books, training manuals, and software	1.00	450.00		450.00
	ND- Defensive Driving class	1.00	800.00		800.00
0012220	6209 - DUES & SUBSCRIPTIONS				2,263.00
	Texas Department of State Health Services certified paramedic renewal	7.00	96.00		672.00
	Texas Department of State Health Services licensed paramedic renewal	1.00	126.00		126.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
		7.00	35.00		245.00
	Texas Department of State Health Services EMS instructor certification renewal				
		1.00	150.00		150.00
	CLIA certification	1.00	870.00		870.00
	TXDSHS Ambulance License (due in alternate years)	1.00	200.00		200.00
	North Central Texas Trauma Regional Council				
0012220 6226 - MISC. CONTRACTUAL SERVICES					39,165.00
	Physio Control contract for all Lifepack maintenance citywide	1.00	18,365.00		18,365.00
	MEDICAL CONTROL CONTRACT	1.00	20,000.00		20,000.00
	Previous medical direction was not able to meet the needs of our current system. Staff is currently finalizing an RFP in search of a new director. The figure is based on surrounding cities' actual figures for their new medical direction.				
	DRUG DESTRUCTION CONTRACT	1.00	500.00		500.00
	Modem for Lifepak allowing required use of the Lifenet system.	1.00	300.00		300.00
0012220 6240 - CELL PHONES					504.00
	Monthly cell phone for the ambulance to call in reports to various emergency rooms	12.00	42.00		504.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012220 6261 - VEHICLE MAINTENANCE					7,000.00
Annual maintenance for unit #		1.00	3,500.00		3,500.00
409 2008 Frazer ambulance					
(Reserve)					
Annual maintenance for unit #		1.00	3,500.00		3,500.00
410 2013 Frazer ambulance					
0012220 6262 - GAS AND OIL					8,000.00
0012220 6284 - EQUIPMENT MAINTENANCE					3,500.00
Stryker Cot		2.00	1,000.00		2,000.00
MISC. MEDICAL EQUIPMENT		1.00	1,500.00		1,500.00
0012220 6297 - VACCINATIONS					1,605.00
TB TESTING		3.00	45.00		135.00
ANNUAL PHYSICALS		3.00	490.00		1,470.00
63 TOTAL CONTRACTUAL SERVICES					63,997.00
63 SUPPLIES					
0012220 6303 - OPERATING SUPPLIES					760.00
Batteries for radios,		1.00	300.00		300.00
flashlights, etc.					
Vehicle mounts for iPads		2.00	80.00		160.00
COPY PAPER		1.00	300.00		300.00
0012220 6305 - UNIFORMS					2,700.00
		6.00	450.00		2,700.00
0012220 6311 - EMERGENCY MEDICAL SUPPLIES					34,921.00
EMS medical supplies		1.00	34,921.00		34,921.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012220 6326 - SAFETY EQUIPMENT/SUPPLIES		1.00	400.00		400.00
Safety Vests					
0012220 6360 - MINOR OPERATING OUTLAY		3.00	3,000.00		9,000.00
AED REPLACEMENT PROGRAM					9,000.00
TOTAL SUPPLIES					47,781.00
TOTAL FIRE EMS OPERATIONS					601,887.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012230 FIRE OPERATIONS					
61 PERSONNEL SERVICES					
0012230 6101 - SALARIES					2,180,546.00
0012230 6105 - SALARY SAVINGS					-50,156.00
0012230 6139 - OVERTIME					141,473.00
0012230 6141 - FICA EXPENSE					189,719.00
0012230 6142 - GROUP HEALTH INSURANCE					315,286.00
0012230 6143 - WORKERS' COMPENSATION					53,409.00
0012230 6145 - UNEMPLOYMENT COMPENSATION					6,831.00
0012230 6146 - RETIREMENT					209,650.00
0012230 6147 - INCENTIVE PAY					11,700.00
0012230 6148 - LONGEVITY PAY					30,453.00
0012230 6149 - HOLIDAY PAY					96,970.00
0012230 6152 - ACCRUED LEAVE PAY					46,632.00
62 TOTAL PERSONNEL SERVICES					3,232,513.00
62 CONTRACTUAL SERVICES					
0012230 6206 - TRAINING					19,320.00
		33.00	60.00		1,980.00
LIVE FIRE TRAINING - 8 hours each					
		1.00	1,000.00		1,000.00
Fire training props and supplies					
		1.00	3,050.00		3,050.00
TCFP CERTIFICATION COURSES					
		1.00	2,950.00		2,950.00
TECHNICAL TRAINING					
		2.00	1,000.00		2,000.00
OFFICER DEVELOPMENT					
		1.00	1,300.00		1,300.00
BOOKS & TRAINING MANUALS/SOFTWARE					
		4.00	1,560.00		6,240.00
Fire Department Instructors Conference (FDIC)					
Reallocate money from					

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
tuition reimbursement.					
Fire training field monthly use contract This contract will provide 4 hours per month of drill field training.		1.00	800.00		800.00
0012230 6209 - DUES & SUBSCRIPTIONS					23,874.00
Texas Commission on Fire Protection (TCFP) ANNUAL DEPARTMENT RECERTIFICATIONS		40.00	85.00		3,400.00
NORTHEAST FIRE DEPARTMENT ASSOCIATION (NEFDA) ANNUAL DUES- Operational		1.00	6,555.00		6,555.00
DEPARTMENT TX FIRE COMMISSION CERTIFICATION UPGRADES		28.00	85.00		2,380.00
FIRE INSTRUCTORS ASSOCIATION OF NORTH TEXAS (FIANT)		1.00	140.00		140.00
NORTHEAST FIRE DEPARTMENT ASSOCIATION (NEFDA) Capital Replacement Dues		1.00	11,399.00		11,399.00
0012230 6226 - MISC. CONTRACTUAL SERVICES					12,751.00
Air Sample and Maintenance on 3 Compressors		1.00	4,300.00		4,300.00
Farrwest 5 Gas monitors.		1.00	5,400.00		5,400.00
Bunker gear extractor maintenance		1.00	750.00		750.00
Ice maker cleaning and maintenance		1.00	600.00		600.00
Digital Television Adaptors		27.00	63.00		1,701.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012230 6232 - FIRE EQUIPMENT TESTING					7,510.00
SCBA cylinders - Hydrostatic testing annually		1.00	2,000.00		2,000.00
SCBA - annual flow testing		1.00	1,210.00		1,210.00
Ladders - Annual ground and aerial ladder testing		1.00	2,700.00		2,700.00
Apparatus pump testing		4.00	400.00		1,600.00
0012230 6261 - VEHICLE MAINTENANCE					79,720.00
Annual maintenance for unit # 406 2005 Ford Excursion		1.00	2,000.00		2,000.00
Annual maintenance for unit # 407 2006 Pierce engine		1.00	21,500.00		21,500.00
Annual maintenance for unit #418 1995 Freightliner CFAAA rehab unit		1.00	1,800.00		1,800.00
Annual maintenance for unit # 420 2006 F-550 Haz-Mat response truck		1.00	4,500.00		4,500.00
Annual maintenance for unit # 421 2003 Haz-Mat response trailer		1.00	800.00		800.00
Annual maintenance for unit # 422 2010 Pierce 95' Platform		1.00	21,500.00		21,500.00
Annual maintenance for unit # 423 2010 Pierce 105' Rear Mount Ladder Truck		1.00	21,500.00		21,500.00
Annual maintenance for 2016 Pierce fire engine		1.00	2,500.00		2,500.00
Annual maintenance for 2013 Chevrolet Suburban Command Vehicle		1.00	3,620.00		3,620.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012230 6262 - GAS AND OIL					30,000.00
0012230 6284 - EQUIPMENT MAINTENANCE					20,000.00
Break/fix funding to cover: exercise equipment, grills, flashlights, thermal imaging cameras, breathing air compressors, SCBA air packs and bottles, saws, rescue tools, generators, etc.		1.00	20,000.00		20,000.00
0012230 6297 - VACCINATIONS					10,165.00
TB testing		16.00	45.00		720.00
Annual Physicals		16.00	490.00		7,840.00
Physicals and vaccinations for new hires		3.00	535.00		1,605.00
TOTAL CONTRACTUAL SERVICES					203,340.00
63 SUPPLIES					
0012230 6303 - OPERATING SUPPLIES					8,330.00
Batteries (9V, AA, AAA, C, D, 800 Radio) *For Daily Work - Flashlights, Pulse Oximeter, Thermometer.		1.00	630.00		630.00
Tarps/ Salvage Covers *To cover exposed areas at fires.		25.00	40.00		1,000.00
Fire Hose/ Nozzles / Adapters *Annual Replacement Program cost increase in hose over the last 3 years.		1.00	6,000.00		6,000.00
Copy Paper		1.00	600.00		600.00
Shop Towels for daily work, cleaning vehicles		1.00	100.00		100.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012230 6304 - CHEMICALS		1.00	1,250.00		2,700.00 1,250.00
Fire Extinguisher Recharging *Anually recharging of expired extinguishers or after an extinguisher has been discharged.		1.00	150.00		150.00
Biodegradable Emulsifier Flammable Liquid Dispersement		1.00	1,000.00		1,000.00
Class A & A-FFF Foam for Flammable Liquid Fires		1.00	300.00		300.00
Haz Mat Absorbent for Chemical Spills					
0012230 6305 - UNIFORMS		33.00	450.00		14,850.00 14,850.00
Nomex pants, shirts, t-shirts, and boots					
0012230 6313 - SMALL TOOLS		1.00	1,000.00		1,350.00 1,000.00
Hand Tools, Shovels, Axes, Picks		4.00	50.00		200.00
Hydrant Wrenches, Hydrant Maintenance		1.00	150.00		150.00
Brushes, Brooms, and Wire					
0012230 6326 - SAFETY EQUIPMENT/SUPPLIES		1.00	150.00		450.00 150.00
Traffic Cones, Caution Tape, etc. to protect citizens from dangerous areas		1.00	300.00		300.00
Incident Command Supplies to aid on-scene command such as accountability tags, dry erase boards and supplies to assign activities/locations					

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012230 6331 - GEAR (PROTECTIVE)					44,466.00
		11.00	1,242.00		13,662.00
Bunker Coats		11.00	764.00		8,404.00
Bunker Pants		11.00	315.00		3,465.00
Firefighter Bunker Boots		35.00	72.00		2,520.00
Firefighter Bunker Gloves		35.00	45.00		1,575.00
Firefighter Hoods		10.00	300.00		3,000.00
Fire Helmets		16.00	48.00		768.00
Repair Bunker Gear Patches		1.00	3,119.00		3,119.00
Protective Markings (Replacing reflective trim)		35.00	46.00		1,610.00
Replacement Bunker Gear Suspenders		1.00	305.00		305.00
Bunker Gear Cleaning Soap * Special detergent used in Extractor		41.00	103.00		4,223.00
National Fire Protection Agency Inspections (Mandated Annual Bunker Gear Inspections)		9.00	50.00		450.00
Fire Helmet Shields (Shields must be purchased seperately when a fire helmet is replaced)		13.00	105.00		1,365.00
Durable LED flashlight. Helmet mounted with forward facing LED flashlight with rearfacing searchlight.					
0012230 6360 - MINOR OPERATING OUTLAY		7.00	780.00		12,821.00
SCBA Bottle Replacement: Scott 4.5 Self Contained Breathing Apparatus Bottles		10.00	350.00		3,500.00
Self Contained Breathing Apparatus (SCBA) Mask		10.00	216.00		2,160.00
Epic Communicator		1.00	1.00		1.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
Replacement physical fitness equipment		1.00	600.00		600.00
Chainsaw for Fire Apparatus		1.00	1,100.00		1,100.00
Cutoff saw					
 TOTAL SUPPLIES					84,967.00
68 TRANSFER TO OTHER FU					
0012230 6809 - TRANSFER TO CABLE/CAP EQUIP		3.00	8,902.00		26,706.00
Cost to purchase a complete airpack.					26,706.00
 TOTAL TRANSFER TO OTHER FU					26,706.00
TOTAL FIRE OPERATIONS					3,547,526.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012240 FIRE PREV/INVESTIGATIONS					
61 PERSONNEL SERVICES					
0012240 6101 - SALARIES					90,381.00
0012240 6105 - SALARY SAVINGS					-1,983.00
0012240 6139 - OVERTIME					1,500.00
0012240 6141 - FICA EXPENSE					7,583.00
0012240 6142 - GROUP HEALTH INSURANCE					9,554.00
0012240 6143 - WORKERS' COMPENSATION					2,141.00
0012240 6145 - UNEMPLOYMENT COMPENSATION					207.00
0012240 6146 - RETIREMENT					8,287.00
0012240 6147 - INCENTIVE PAY					1,200.00
0012240 6148 - LONGEVITY PAY					2,000.00
0012240 6152 - ACCRUED LEAVE PAY					4,049.00
62 TOTAL PERSONNEL SERVICES					124,919.00
62 CONTRACTUAL SERVICES					
0012240 6206 - TRAINING					3,560.00
		2.00	750.00		1,500.00
Texas Fire Marshals Conferance in Austin Texas Provides continuing Education hours for TCLEOSE and Fire Commission requirements. The price includes hotel registration, per diem, and conference registration. Training hours required.					
		2.00	750.00		1,500.00
Texas TEEX Arson Conferance. This conferance provides continuing Education hours for TCLEOSE and Fire Commission mandated training. The price includes conferance registration, per diem, and hotel for two personnel.					

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
required training hrs					
Building Professional Institute Training This is a group of courses offered at UTA. The courses will provide Continuing Education Hours mandated by the Fire Commission. Mandated Hours		1.00	500.00		500.00
Live Fire Training		1.00	60.00		60.00
0012240 6209 - DUES & SUBSCRIPTIONS		1.00	85.00		1,415.00 85.00
Tarrant County Arson Investigator Association Dues for four Investigators. This includes being able to call an investigation trailer for any fire investigation needing evidence collection. This also inculdes assistance if needed.		1.00	1,000.00		1,000.00
National Fire Protection Association (NFPA) Subscription Service Dues. This gives online access to all NFPA codes applicable to national fire codes.		1.00	145.00		145.00
Texas Commission on Law Enforcement Data Distribution System (TCLEDDS) Dues payable to the Productivity Center This allows entering and tracking of all TCLEOSE hours of all Fire Investigators.		1.00	85.00		85.00
Texas Commission on Fire Protection Annual Re-certification		1.00	100.00		100.00
International Association of Arson Investigators annual membership.					

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012240 6261 - VEHICLE MAINTENANCE		1.00	3,000.00		3,000.00
Annual maintenance for unit # 408 2006 Ford Expedition					
0012240 6262 - GAS AND OIL		1.00	1,650.00		1,650.00
Gas and oil					
63 TOTAL CONTRACTUAL SERVICES SUPPLIES					9,625.00
0012240 6303 - OPERATING SUPPLIES		1.00	100.00		2,138.00
Copy Paper		1.00	150.00		150.00
Batteries for camera,flashlight, Radio		1.00	888.00		888.00
Fire Investigation Tools/locks/chains/ fireline tape		1.00	1,000.00		1,000.00
Ammunition for Fire Investigator Qualification					
0012240 6305 - UNIFORMS		1.00	975.00		975.00
Nomex pants, shirts, T-shirts and boots					
0012240 6306 - FIRE PREVENTION		1.00	1,800.00		3,800.00
Kids Camp: T-Shirts, water bottles, fire prevention materials, hand outs, helmets stickers, and supplies		1.00	2,000.00		2,000.00
Citizen Fire Academy (CFA) Program: printing, training supplies, t-shirts, certificates, etc.					

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ACCOUNTS FOR:
GENERAL FUND

VENDOR	QUANTITY	UNIT COST	2017	Adopted
				6,913.00
				141,457.00

TOTAL SUPPLIES

TOTAL FIRE PREV/INVESTIGATIONS

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012310	POLICE ADMINISTRATION				
61	PERSONNEL SERVICES				
0012310	6101 - SALARIES				589,562.00
0012310	6102 - TEMPORARY HELP				52,103.00
0012310	6105 - SALARY SAVINGS				-13,656.00
0012310	6139 - OVERTIME				980.00
0012310	6141 - FICA EXPENSE				45,331.00
0012310	6142 - GROUP HEALTH INSURANCE				76,433.00
0012310	6143 - WORKERS' COMPENSATION				13,694.00
0012310	6145 - UNEMPLOYMENT COMPENSATION				1,656.00
0012310	6146 - RETIREMENT				52,726.00
0012310	6147 - INCENTIVE PAY				5,700.00
0012310	6148 - LONGEVITY PAY				5,180.00
0012310	6152 - ACCRUED LEAVE PAY				29,274.00
	TOTAL PERSONNEL SERVICES				858,983.00
62	CONTRACTUAL SERVICES				
0012310	6204 - TRAVEL				5,650.00
	International Association of Chiefs of Police (IACP) Conference	2.00	2,000.00		4,000.00
	Chief of Police's State required training at Sam Houston State University	1.00	450.00		450.00
	Texas Police Chiefs Association (TPCA) Annual Conference	1.00	500.00		500.00
	Texas Association of Property and Evidence Inventory Technicians (TAPEIT) Conference	1.00	700.00		700.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012310 6206 - TRAINING					2,750.00
		1.00	2,375.00		2,375.00
Required Texas Commission on Law Enforcement Officers Standards and Education (TECLEOSE) training for Administrative Personnel					
		1.00	375.00		375.00
Annual Property Room Certification					
0012310 6207 - PRE-EMPLOYMENT					3,222.00
		6.00	152.00		912.00
Psychological exams for new hires					
		6.00	152.00		912.00
Polygraph exams for new hires					
		6.00	233.00		1,398.00
Medical Exams for new hires					
0012310 6209 - DUES & SUBSCRIPTIONS					2,999.00
		2.00	100.00		200.00
International Association of Chiefs of Police Dues for Chief and Asst. Chief					
		2.00	212.50		425.00
Texas Police Chiefs Association - Chief and Asst. Chief					
		2.00	15.00		30.00
North Texas Police Chiefs Association Chief and Asst. Chief					
		1.00	40.00		40.00
Texas Law Enforcement Records Association					
		1.00	300.00		300.00
Police Executive Research Forum					
		1.00	1,200.00		1,200.00
Texas Police Chief Association Foundation Recognition Program					
		1.00	654.00		654.00
Texas Commission on Law Enforcement Data Distribution System (TECLEDDS) Annual Subscription (required for access to TECLEOSE records)					
		1.00	50.00		50.00
North Texas Crime Commission Dues					
		1.00	100.00		100.00
Dues for Institute for Law					

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2017	Adopted
Enforcement Administration (ILEA)						
0012310	6261 - VEHICLE MAINTENANCE		1.00	2,200.00		2,200.00
	Vehicle maintenance for 3 vehicles					2,200.00
0012310	6262 - GAS AND OIL					5,456.00
63	TOTAL CONTRACTUAL SERVICES SUPPLIES					22,277.00
0012310	6301 - OFFICE SUPPLIES					4,795.00
0012310	6303 - OPERATING SUPPLIES					670.00
0012310	6308 - PRINTING					715.00
0012310	6321 - FIRE ARMS SUPPLIES		1.00	12,554.00		12,554.00
	Ammunition for the entire department					12,554.00
	TOTAL SUPPLIES					18,734.00
	TOTAL POLICE ADMINISTRATION					899,994.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012320 POLICE ANIMAL CONTROL					
62 CONTRACTUAL SERVICES					
0012320 6226 - MISC. CONTRACTUAL SERVICES					97,259.00
Joint Animal Control with City of Keller		1.00	97,259.00		97,259.00
TOTAL CONTRACTUAL SERVICES					97,259.00
TOTAL POLICE ANIMAL CONTROL					97,259.00

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PROJECTION: 20171 FY 2017 Operating Budget

**ACCOUNTS FOR:
 GENERAL FUND**

		VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012330	POLICE CODE ENFORCEMENT					
61	PERSONNEL SERVICES					
0012330	6101 - SALARIES					42,453.00
0012330	6105 - SALARY SAVINGS					-903.00
0012330	6139 - OVERTIME					1,765.00
0012330	6141 - FICA EXPENSE					3,453.00
0012330	6142 - GROUP HEALTH INSURANCE					9,554.00
0012330	6143 - WORKERS' COMPENSATION					305.00
0012330	6145 - UNEMPLOYMENT COMPENSATION					207.00
0012330	6146 - RETIREMENT					3,773.00
0012330	6148 - LONGEVITY PAY					915.00
	TOTAL PERSONNEL SERVICES					61,522.00
62	CONTRACTUAL SERVICES					
0012330	6206 - TRAINING					629.00
	Building Professional Institute training for Code Enforcement Officer		1.00	185.00		185.00
	NCTCOG Training		1.00	165.00		165.00
	Code enforcement officer Exam		1.00	25.00		25.00
	Additional State Mandated Training		1.00	254.00		254.00
0012330	6209 - DUES & SUBSCRIPTIONS					261.00
	Texas Dept of Health Code Enforcement License Renewal		1.00	106.00		106.00
	Code Enforcement Association of Texas dues		1.00	30.00		30.00
	American Association of Code Enforcement Dues		1.00	45.00		45.00
	Code Enforcement Assoc of Texas		1.00	80.00		80.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012330 6231 - LEGAL ADVERTISING					150.00
0012330 6235 - FILING FEE					912.00
0012330 6261 - VEHICLE MAINTENANCE					250.00
0012330 6262 - GAS AND OIL					2,000.00
0012330 6286 - MOWING EXPENSE					6,450.00
63 TOTAL CONTRACTUAL SERVICES					10,652.00
63 SUPPLIES					
0012330 6305 - UNIFORMS					310.00
Code Enforcement Uniforms		1.00	310.00		310.00
0012330 6308 - PRINTING					130.00
0012330 6313 - SMALL TOOLS					61.00
0012330 6326 - SAFETY EQUIPMENT/SUPPLIES					150.00
TOTAL SUPPLIES					651.00
TOTAL POLICE CODE ENFORCEMENT					72,825.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012340 POLICE COMMUNICATIONS					
62 CONTRACTUAL SERVICES					
0012340 6226 - MISC. CONTRACTUAL SERVICES					
		1.00	699,654.00		699,654.00
Jail and Communications Contract with the City of Keller					699,654.00
TOTAL CONTRACTUAL SERVICES					699,654.00
TOTAL POLICE COMMUNICATIONS					699,654.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012350 POLICE COMMUNITY SVCS					
62 CONTRACTUAL SERVICES					
0012350 6229 - COMMUNITY RELATIONS					4,000.00
63 TOTAL CONTRACTUAL SERVICES					4,000.00
63 SUPPLIES					
0012350 6308 - PRINTING					100.00
TOTAL SUPPLIES					100.00
TOTAL POLICE COMMUNITY SVCS					4,100.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012360 POLICE CID					
61 PERSONNEL SERVICES					
0012360 6101 - SALARIES					309,456.00
0012360 6105 - SALARY SAVINGS					-6,710.00
0012360 6139 - OVERTIME					9,447.00
0012360 6141 - FICA EXPENSE					25,667.00
0012360 6142 - GROUP HEALTH INSURANCE					47,771.00
0012360 6143 - WORKERS' COMPENSATION					8,288.00
0012360 6145 - UNEMPLOYMENT COMPENSATION					1,035.00
0012360 6146 - RETIREMENT					28,049.00
0012360 6147 - INCENTIVE PAY					4,200.00
0012360 6148 - LONGEVITY PAY					5,618.00
0012360 6152 - ACCRUED LEAVE PAY					6,787.00
62 TOTAL PERSONNEL SERVICES					439,608.00
62 CONTRACTUAL SERVICES					
0012360 6206 - TRAINING					2,400.00
		1.00	2,400.00		2,400.00
	Texas Commission on Law Enforcement (TECOLE) Training for CID Detectives				
0012360 6209 - DUES & SUBSCRIPTIONS					80.00
		1.00	80.00		80.00
	Texas Association of Hostage Negotiators				
0012360 6210 - TECHNICAL & SCIENTIFIC					2,500.00
		1.00	1,000.00		1,000.00
	Medical Examiner Lab Charges				
		1.00	1,500.00		1,500.00
	Sexual Assault Exam Charges				

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012360 6226 - MISC. CONTRACTUAL SERVICES					2,732.00
CID Database Service		1.00	750.00		750.00
CID Investigative Polygraph Service		1.00	600.00		600.00
Leads on Line Pawn shop web program		1.00	882.00		882.00
Evidence/BioHazard Disposal services		1.00	500.00		500.00
0012360 6261 - VEHICLE MAINTENANCE					2,995.00
Vehicle maintenance for 5 vehicles		1.00	2,995.00		2,995.00
0012360 6262 - GAS AND OIL					9,394.00
0012360 6299 - MISCELLANEOUS					170.00
63 TOTAL CONTRACTUAL SERVICES					20,271.00
63 SUPPLIES					
0012360 6308 - PRINTING					365.00
0012360 6322 - CID SUPPLIES					1,710.00
TOTAL SUPPLIES					2,075.00
TOTAL POLICE CID					461,954.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012370	POLICE PATROL				
61	PERSONNEL SERVICES				
0012370	6101 - SALARIES			1,361,664.00	
0012370	6105 - SALARY SAVINGS			-28,960.00	
0012370	6139 - OVERTIME			42,492.00	
0012370	6141 - FICA EXPENSE			110,770.00	
0012370	6142 - GROUP HEALTH INSURANCE			210,190.00	
0012370	6143 - WORKERS' COMPENSATION			42,881.00	
0012370	6145 - UNEMPLOYMENT COMPENSATION			4,554.00	
0012370	6146 - RETIREMENT			121,051.00	
0012370	6147 - INCENTIVE PAY			19,500.00	
0012370	6148 - LONGEVITY PAY			12,765.00	
0012370	6152 - ACCRUED LEAVE PAY			11,559.00	
62	TOTAL PERSONNEL SERVICES			1,908,466.00	
	CONTRACTUAL SERVICES				
0012370	6206 - TRAINING			15,215.00	
		20.00	760.75	15,215.00	
	Mandatory Texas Commission on Law Enforcement Officers and Education (TECLEOSE) training per officer per year				
0012370	6209 - DUES & SUBSCRIPTIONS			180.00	
	International Association of Chiefs of Police	1.00	100.00	100.00	
	Texas Police Chiefs Association	1.00	50.00	50.00	
	Texas Tactical Police Officer Association	1.00	30.00	30.00	

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012370 6213 - TUITION REIMBURSEMENT		2.00	2,500.00		5,000.00
Tuition reimbursement					5,000.00
0012370 6261 - VEHICLE MAINTENANCE		1.00	37,288.00		37,288.00
Vehicle maintenance for 13 vehicles and 2 motorcycles					37,288.00
0012370 6262 - GAS AND OIL					70,236.00
0012370 6284 - EQUIPMENT MAINTENANCE					1,500.00
0012370 6297 - VACCINATIONS		10.00	45.00		450.00
Preventative Hep B Vaccinations for new officers					450.00
63 TOTAL CONTRACTUAL SERVICES					129,869.00
63 SUPPLIES					
0012370 6303 - OPERATING SUPPLIES					1,200.00
0012370 6305 - UNIFORMS		1.00	3,693.00		34,085.00
Replace 2 shirt average per officer		1.00	2,482.00		3,693.00
Replace 2 pants on average per officer		2.00	5,696.00		2,482.00
All equipment except Weapon and Radio for two new hires		1.00	863.00		11,392.00
Replace leather gear		1.00	2,530.00		863.00
Cold weather coats and rain gear		1.00	225.00		2,530.00
Patches and insignia replacement		1.00	2,400.00		225.00
Replacement Footwear for officers		1.00	3,300.00		2,400.00
Bicycle unit uniforms		1.00	7,200.00		3,300.00
Kevlar Vest replacement					7,200.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012370 6308 - PRINTING					130.00
0012370 6326 - SAFETY EQUIPMENT/SUPPLIES					700.00
TOTAL SUPPLIES					36,115.00
TOTAL POLICE PATROL					2,074,450.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012380	POLICE SRO					
61	PERSONNEL SERVICES					
0012380	6101 - SALARIES					198,858.00
0012380	6105 - SALARY SAVINGS					-4,350.00
0012380	6139 - OVERTIME					2,748.00
0012380	6141 - FICA EXPENSE					16,638.00
0012380	6142 - GROUP HEALTH INSURANCE					28,662.00
0012380	6143 - WORKERS' COMPENSATION					6,040.00
0012380	6145 - UNEMPLOYMENT COMPENSATION					621.00
0012380	6146 - RETIREMENT					18,183.00
0012380	6147 - INCENTIVE PAY					5,100.00
0012380	6148 - LONGEVITY PAY					4,520.00
0012380	6152 - ACCRUED LEAVE PAY					6,276.00
62	TOTAL PERSONNEL SERVICES					283,296.00
	CONTRACTUAL SERVICES					
0012380	6206 - TRAINING					3,000.00
	National SRO Conference		1.00	1,870.00		1,870.00
	School Based Law Enforcement Training		1.00	1,130.00		1,130.00
0012380	6209 - DUES & SUBSCRIPTIONS					300.00
	National Association of School Resource Officers		3.00	100.00		300.00

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ACCOUNTS FOR:
GENERAL FUND

VENDOR	QUANTITY	UNIT COST	2017	Adopted
				3,300.00
				286,596.00

TOTAL CONTRACTUAL SERVICES
 TOTAL POLICE SRO

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0012390 POLICE WARRANT OFFICER					
61 PERSONNEL SERVICES					
0012390 6101 - SALARIES					66,762.00
0012390 6105 - SALARY SAVINGS					-1,633.00
0012390 6139 - OVERTIME					1,780.00
0012390 6141 - FICA EXPENSE					6,247.00
0012390 6142 - GROUP HEALTH INSURANCE					9,554.00
0012390 6143 - WORKERS' COMPENSATION					2,261.00
0012390 6145 - UNEMPLOYMENT COMPENSATION					207.00
0012390 6146 - RETIREMENT					6,826.00
0012390 6147 - INCENTIVE PAY					1,200.00
0012390 6152 - ACCRUED LEAVE PAY					11,913.00
62 TOTAL PERSONNEL SERVICES					105,117.00
62 CONTRACTUAL SERVICES					
0012390 6240 - CELL PHONES					912.00
		1.00	912.00		912.00
City Owned Cell Phone for the Warrant Officer					
TOTAL CONTRACTUAL SERVICES					912.00
TOTAL POLICE WARRANT OFFICER					106,029.00

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ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2017	Adopted
0013210	PARKS MAINTENANCE					
61	PERSONNEL SERVICES					
0013210	6101 - SALARIES					247,714.00
0013210	6105 - SALARY SAVINGS					-5,566.00
0013210	6139 - OVERTIME					6,986.00
0013210	6141 - FICA EXPENSE					21,289.00
0013210	6142 - GROUP HEALTH INSURANCE					52,548.00
0013210	6143 - WORKERS' COMPENSATION					5,915.00
0013210	6145 - UNEMPLOYMENT COMPENSATION					1,346.00
0013210	6146 - RETIREMENT					23,266.00
0013210	6148 - LONGEVITY PAY					2,923.00
0013210	6152 - ACCRUED LEAVE PAY					20,666.00
62	TOTAL PERSONNEL SERVICES					377,087.00
	CONTRACTUAL SERVICES					
0013210	6204 - TRAVEL					2,450.00
	National Recreation and Park Association Conference (Parks Manager)		1.00	800.00		800.00
	Keep Texas Beautiful Conference (Parks Manager)		1.00	800.00		800.00
	ISA Texas Tree Conference (Parks Manager)		1.00	800.00		800.00
	Local TRAPS Conference (Park Staff)		1.00	50.00		50.00

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ACCOUNTS FOR:
GENERAL FUND

0013210 6206 - TRAINING

VENDOR	QUANTITY	UNIT COST	2017	Adopted
	2.00	125.00		1,700.00 250.00
Irrigation CEUs for Irrigator and Parks Manager				
	4.00	50.00		200.00
Texas Department of Agriculture Non-Comercial Pesticide CEUs.				
Parks Manager M&O Specialist Parks Supervisor Parks Maintenance				
	1.00	700.00		700.00
Certified Playground Safety Inspector (CPSI) - classroom course and test				
Parks Manager Cost of course \$300-\$600				
Courses may require travel/lodging.				
	1.00	300.00		300.00
Certified Park and Recreation Professional (CPRP) CEU's -Parks Manager				
	2.00	125.00		250.00
International Society of Arboriculture CEU's Parks Manager Parks Supervisor				

0013210 6209 - DUES & SUBSCRIPTIONS

	3.00	110.00		1,548.00 330.00
Texas Irrigators License renewal for 2 M&O Specialists and Parks Manager				
	4.00	85.00		340.00
Texas Department of Agriculture Non-Comercial Pesticide License renewal fees for:				
Parks Manger M&O Supervisor (2) Maintenance				
	2.00	70.00		140.00
Texas Recreation and Parks Society membership dues for				

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
Parks Manager and Parks Supervisor		1.00	713.00		713.00
National Recreation and Park Association membership dues for the agency, 4 professional staff personnel and advisory board.		1.00	25.00		25.00
National Arbor Day Foundation agency dues					
0013210 6226 - MISC. CONTRACTUAL SERVICES		1.00	155,539.00		407,397.00 155,539.00
Ground Maintenance Mowing Contract with Whitmore & Sons (to be rebid this year) for parks, public buildings, medians, and roundabouts. Add in maintenance of all brick paver nosecones, triangles, medians and etc. for spray/trim cycles.		1.00	182,058.00		182,058.00
Horticulture Ground Maintenance Contract with The Lawn Firm (to be rebid this year) for horticulture maintenance needs at city parks, municipal buildings, medians, and roundabouts. Add new SH 26 median and ROW.		1.00	11,500.00		11,500.00
Plant replacement of dead trees, shrubs and ground cover for parks, municipal buildings, medians and roundabouts.		1.00	18,000.00		18,000.00
All parks - Tree trimming and removal of dead and unsafe trees over trails, and park amenities, or that could pose a damage threat to personal property.		1.00	8,000.00		8,000.00
Fire Ant control for 12 parks and properities.		1.00	.00		.00
Landscaping improvements for city buildings, medians and					

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**ACCOUNTS FOR:
GENERAL FUND**

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
parks. - Voluntary Park Fund		1.00	12,400.00		12,400.00
Pond maintenance for algea and weeds on 14 ponds located at 5 parks and properities.		1.00	2,000.00		2,000.00
Wildlife management of beavers, bees and other nuisance wildlife that are a potential safety threat or may do potential damage to properities.		1.00	15,000.00		15,000.00
DART Right-of-way maintenance. Funding allows for area around bridge to have debris and trash removed as well as specifically identified tree issues encroaching the rail ROW.		1.00	2,900.00		2,900.00
Western Exterminating - Pest control for park offices, Webb House, park maintenace facility, Rock House, Bidault House, and concession stands.					
0013210 6240 - CELL PHONES		1.00	624.00		624.00
Park Ranger phone allowance					624.00
0013210 6245 - EQUIPMENT RENTAL		1.00	500.00		500.00
Equipment rental for facility and amenity maintenance, such as lifts, port-a-lets etc.					500.00
0013210 6261 - VEHICLE MAINTENANCE		1.00	2,320.00		3,877.00
Vehicle maintenance allocation for 5 park maintenance fleet, vehicles unit numbers: 502 508 523 526 585					2,320.00
GIS fleet tracking annual fee		5.00	311.40		1,557.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0013210 6262 - GAS AND OIL		1.00	7,200.00		12,400.00 7,200.00
Fuel and Oil for park maintenance fleet, units: 502 508 523 526 585		1.00	5,200.00		5,200.00
Fuel and Oil for parks maintenance equipment mowers, utility vehicles, tractors, etc.					
0013210 6284 - EQUIPMENT MAINTENANCE		1.00	2,500.00		2,500.00 2,500.00
Funding for equipment maintenance for park designated equipment such as: 2006 Club car 2004 Z mower 2013 Mule 2006 Kubota Tractor 2014 Toro Workman MDX					
0013210 6285 - BUILDING MAINT & SUPPLIES		9.00	200.00		17,151.00 1,800.00
Maintenance and repairs to HVAC units within park system		13.00	77.00		1,001.00
Emergency plumbing services for 13 facilities		1.00	3,000.00		3,000.00
Annual maintenance supplies, paint, hardware, door closures, etc.		9.00	300.00		2,700.00
Monitronics - alarm monitoring for 9 park buildings and facilities. Plus additional funding for batteries for systems and sensors.		1.00	1,000.00		1,000.00
Padlocks, locks, cores, and keys for assorted gates, electrical boxes, buildings and facilities.		1.00	2,100.00		2,100.00
Replacement of recepticles, switches, ballasts etc.		1.00	750.00		750.00
Miscellaneous maintenance supplies for carpet cleaning, minor roof repairs, and					

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
building contractor services at park buildings		1.00	4,800.00		4,800.00
Miscellaneous contract painting or sealing of wood gables at City Park and Pleasant Run Park.					
0013210 6287 - PROPERTY MAINTENANCE		1.00	700.00		36,704.00 700.00
Entry sign sealer for stone work, and solar panels and battery maintenance.		1.00	8,043.00		8,043.00
Playground parts and surfacing material.		1.00	2,511.00		2,511.00
Maintenance and emergency repair to pumps and fountains located in city ponds.		1.00	6,500.00		6,500.00
Electrical repairs to park security lights, tennis lights, parking lot lights, etc.		1.00	2,000.00		2,000.00
Sand for volleyball courts at City Park and McPherson Park.		1.00	2,500.00		2,500.00
Miscellaneous repairs to parks facilities and amenities as a result of vandalism, use and age.		1.00	2,500.00		2,500.00
Miscellaneous supplies for repairs and fabrication to park amenities and purchase of litter containers, lumber, hardware etc. (moved \$5,000 to Voluntary Park Fund)		1.00	1,200.00		1,200.00
Repair and replacement of damaged or out-dated park signs, playground signs, and assorted signage within the parks. (moved \$6,000 to Voluntary Park Fund)		1.00	3,000.00		3,000.00
Concrete, stone, and brick repair to flatwork, trails and pavilions.		1.00	1,750.00		1,750.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
Chain link and split rail fence repairs for City Park, Sparger Park, Nature Center, Reagan Park and Kimzey Park.		1.00	1,000.00		1,000.00
Shade fabric repair and maintenance picnic, playground, bleachers etc.		1.00	1,000.00		1,000.00
Decomposed granite and rock for trail use at Nature Center. Need major work on the granite trail due to flooding. (Moved \$11,000 to Voluntary Park Fund)		1.00	4,000.00		4,000.00
Trash can liners and doggie dump bags for all parks and trails.					
TOTAL CONTRACTUAL SERVICES					486,851.00
63 SUPPLIES					
0013210 6301 - OFFICE SUPPLIES					
Miscellaneous office supplies for park offices and maintenance facility.		1.00	1,000.00		1,000.00
0013210 6303 - OPERATING SUPPLIES					
Mandated backflow testing on all irrigation systems properities include parks, municipal buildings, medians, entry signs, roundabouts. 41 total.		41.00	50.00		17,300.00 2,050.00
Paper for copier, fax and printers.		1.00	150.00		150.00
Irrigation parts such as heads, valves, nozzles, wire, pipe, glue, primer, valve boxes, bubblers, numerous fittings, etc. Funding allocated is for a total of 48 controllers, 774 valves, an estimated 7,400 heads and nozzels and an underestimated 263,506 linear feet or 49.9 miles of pipe and		1.00	12,000.00		12,000.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
associated fittings that comprise our current irrigation systems. Current funding level is \$11.72 per zone.		1.00	3,100.00		3,100.00
Promotional supplies for ribbon cuttings, arbor day, other events and educational opportunities.					
0013210 6304 - CHEMICALS		1.00	150.00		10,650.00 150.00
Ant bait to spot treat around playgrounds, volleyball courts, etc.		1.00	7,000.00		7,000.00
Pesticides / Herbicides / Fertilizers - General use all public areas. Organic products for parks.		1.00	3,500.00		3,500.00
Tree maintenance for fertilizers, fungicides, insecticides, etc. all public areas. Add in organics.					
0013210 6305 - UNIFORMS		5.00	125.00		2,130.00 625.00
Uniform shirts for park staff members.		5.00	100.00		500.00
Uniform pants for park staff.		10.00	15.00		150.00
City logo caps for park staff members.		5.00	130.00		650.00
Winter coat or bib coveralls for park staff members 2 year rotation.		5.00	41.00		205.00
Inclement weather gear for park staff members.					

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0013210 6309 - LANDSCAPE		1.00	5,200.00		7,200.00 5,200.00
Shrubs, groundcover, trees for various park areas.		1.00	2,000.00		2,000.00
Wildflower display areas, annual re-seeding of wildflowers at McPherson Park and Bransford Park (Webb House).					
0013210 6313 - SMALL TOOLS		1.00	1,175.00		2,175.00 1,175.00
Small engine equipment such as string trimmers, edgers, pumps, grounds vacuum, chain saws, power pole saw, tiller and miscellaneous small equipment as necessary.		1.00	500.00		500.00
Lawn/Garden tools such as shovels, rakes, brooms, saw blades, chain, ect.		1.00	500.00		500.00
Hand tools such as screwdrivers, wrenches, hammers, drills, etc.					
0013210 6314 - BUILDING SUPPLIES		1.00	6,580.00		6,580.00 6,580.00
Paper products and janitorial supplies for park restrooms, park maintenance facility, and park offices.					
0013210 6326 - SAFETY EQUIPMENT/SUPPLIES		1.00	310.00		1,810.00 310.00
Safety gear for maintenance staff to meet OSHA guidelines to include, safety glasses, ear plugs, gloves, traffic vests, etc.		7.00	150.00		1,050.00
Leather work boots for park maintenance staff.		1.00	450.00		450.00
First aid supplies to include bandages, anti-bacterial ointment, sunscreen, mosquito repellent, ect.					

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
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TOTAL SUPPLIES					48,845.00
TOTAL PARKS MAINTENANCE					912,783.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0013220	PARKS ATHLETIC FLD MAINT				
61	PERSONNEL SERVICES				
0013220	6101 - SALARIES				191,884.00
0013220	6105 - SALARY SAVINGS				-3,946.00
0013220	6139 - OVERTIME				3,115.00
0013220	6141 - FICA EXPENSE				15,094.00
0013220	6142 - GROUP HEALTH INSURANCE				42,994.00
0013220	6143 - WORKERS' COMPENSATION				5,553.00
0013220	6145 - UNEMPLOYMENT COMPENSATION				1,138.00
0013220	6146 - RETIREMENT				16,495.00
0013220	6148 - LONGEVITY PAY				2,310.00
	TOTAL PERSONNEL SERVICES				274,637.00
62	CONTRACTUAL SERVICES				
0013220	6204 - TRAVEL				1,290.00
		5.00	30.00		150.00
	To allow athletic field maintenance staff to attend local North Texas Sport Turf Managers Association training opportunities.				
		2.00	245.00		490.00
	Texas Turfgrass Association Conference located in Arlington, Texas. - M&O Supervisor and M&O Specialist				
		1.00	650.00		650.00
	Irrigation class and license testing per job description for M&O Supervisor.				

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0013220 6206 - TRAINING					800.00
		1.00	300.00		300.00
Irrigation CEUs for: M&O Specialist					
		4.00	125.00		500.00
Pesticide License Fees and CEUs for:					
M&O Specialist					
M&O Technician (3)					
0013220 6209 - DUES & SUBSCRIPTIONS					350.00
		2.00	80.00		160.00
Texas Turf Grass Association dues for M&O Supervisor and M&O Specialist.					
		2.00	95.00		190.00
Dues for Sports Turf Managers Association for M&O Supervisor and M&O Specialist.					
0013220 6245 - EQUIPMENT RENTAL					5,785.00
		1.00	3,600.00		3,600.00
Port-a-let rental for Reagan Park and Pleasant Run Soccer Practice facility.					
		1.00	2,185.00		2,185.00
Miscellaneous equipment rental for athletic field maintenance and repairs. Equipment to include roll offs, water pumps auger, trencher, rollers, etc.					
0013220 6261 - VEHICLE MAINTENANCE					1,350.00
		2.00	675.00		1,350.00
Vehicle maintenance for designated vehicles allocated to athletic field maintenance, units 525 and 547.					

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0013220 6262 - GAS AND OIL		1.00	1,500.00		4,500.00 1,500.00
Fuel and oil allocation for units:					
525 - \$550					
547 - \$950					
		1.00	3,000.00		3,000.00
Fuel and Oil allocation for athletic field equipment:					
2010 - JD Tractor					
Toro - Reel Mower					
JD - Reel Mower					
Toro - Workman / Spray rig					
3 - Groomers					
sod cutter					
etc.					
0013220 6284 - EQUIPMENT MAINTENANCE		1.00	5,930.00		5,930.00 5,930.00
Funding for maintenance of equipment associated with athletic field maintenance as listed on 6262.					
0013220 6287 - PROPERTY MAINTENANCE		1.00	6,700.00		37,000.00 6,700.00
Athletic field marking paint for soccer, baseball and softball.		1.00	4,800.00		4,800.00
Infield conditioner for baseball and softball fields at Reagan Park and City Park.		1.00	2,000.00		2,000.00
Calcine clay, drying agent for baseball and softball fields.		1.00	1,000.00		1,000.00
Mound clay and infield clay required for pitching mounds and infield maintenance at City Park and Reagan Park.		1.00	1,000.00		1,000.00
Scoreboards, bulbs and controller repair or replacement.		1.00	1,000.00		1,000.00
Masonry chalk, athelic field marking chalk.		1.00	6,000.00		6,000.00
Electrical, repairs and installation of bulbs on					

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
athletic fields at City Park, Reagan Park, Pleasant run Soccer Complex and Pleasant Run Practice facility.		1.00	6,500.00		6,500.00
Sand, compost, and top dressing materials used for athletic fields maintenance.		1.00	3,000.00		3,000.00
Miscellaneous athletic supplies, including bases, pitching rubbers, plugs, corner markers, batter's box clay bricks etc.		1.00	1,000.00		1,000.00
Musco lighting communication, software support for the athletic field Control Link lighting system.		1.00	250.00		250.00
Batting cage astroturf at Reagan Park, annual maintenance for astroturf.		1.00	250.00		250.00
Lightning detectors, annual maintenance, parts and components.		1.00	1,500.00		1,500.00
Athletic field materials used on warning tracks such as, cinder or shale, etc. for softball fields at City Park.		1.00	2,000.00		2,000.00
Trash liners used at athletic complexes, dugouts and spectator areas.					
TOTAL CONTRACTUAL SERVICES					57,005.00
63 SUPPLIES					
0013220 6303 - OPERATING SUPPLIES		1.00	5,500.00		5,500.00
Irrigation parts to repair irrigation systems on the athletic fields to include; irrigation heads, pipe valves, wire, drip lines, valve boxes, diaphragms, double checks, quick couplers, controllers, fittings, reducers, splice kits, irrigation marker flags,					

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
tree bubblers, connectors, drainage pipe, collection boxes, inlet grates, and other miscellaneous irrigation items as necessary.					
0013220 6304 - CHEMICALS					23,000.00
Chemical application tracker agent, dye and foam for tracking chemical application.		1.00	800.00		800.00
Fertilizer for athletic fields at City Park and Pleasant Run Soccer Complex. Organic materials.		1.00	10,030.00		10,030.00
Ant control program for athletic fields at City Park and Pleasant Run Soccer Complex.		1.00	5,520.00		5,520.00
Wetting agent for water conservation chemical for athletic playing fields at City Park and Pleasant Run Complex.		1.00	500.00		500.00
Pesticide / Herbicide for athletic fields at City Park and Pleasant Run Soccer Complex. Added \$1000.00 for herbicide needed to spray out rye grass over seeding.		1.00	6,150.00		6,150.00
0013220 6305 - UNIFORMS					2,130.00
Uniform shirts for athletic field maintenance staff.		25.00	25.00		625.00
Uniform pants for athletic field maintenance staff.		25.00	20.00		500.00
City logo caps for athletic field maintenance staff members.		10.00	15.00		150.00
Foul weather gear for athletic field staff members.		5.00	41.00		205.00
Winter coats or bib coveralls for athletic field maintenance		5.00	130.00		650.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
staff, winter wear and coveralls on a 2 year rotation.					
0013220 6309 - LANDSCAPE					7,500.00
Replacement of sod in worn and bare areas on athletic fields due to compaction and high traffic on athletic fields at City Park and Pleasant Run Soccer Complex.		1.00	1,500.00		1,500.00
Overseeding of Pleasant Run Soccer Complex.		1.00	6,000.00		6,000.00
0013220 6313 - SMALL TOOLS					2,000.00
Small engine equipment such as, string trimmers, blowers, edgers, pumps, grounds vaccume, chain saws, power pole saws, tiller, and miscellaneous small equipment as necessary.		1.00	1,000.00		1,000.00
Athletic field tools, shovels, rakes, infield mats, spike drags, chalkers etc.		1.00	1,000.00		1,000.00
0013220 6326 - SAFETY EQUIPMENT/SUPPLIES					1,506.00
Eye and ear protection, to meet OSHA specifications. Funding also allows for purchase of gloves, sun screen, mosquito repellent and first aid supplies.		1.00	400.00		400.00
Safety gear to meet OSHA specifications to include, glasses, ear plugs, gloves, traffic vests, ect.		1.00	236.00		236.00
Leather work boots for 5 staff members.		5.00	150.00		750.00
First aid supplies to include bandages, anti-bacterial ointment, sunscreen, mosquito repellent, ect		1.00	120.00		120.00

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ACCOUNTS FOR:
GENERAL FUND

VENDOR	QUANTITY	UNIT COST	2017	Adopted
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TOTAL SUPPLIES				41,636.00
TOTAL PARKS ATHLETIC FLD MAINT				373,278.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0013310	STREETS MAINTENANCE				
61	PERSONNEL SERVICES				
0013310	6101 - SALARIES				371,830.00
0013310	6105 - SALARY SAVINGS				-7,984.00
0013310	6135 - STANDBY PAY				3,810.00
0013310	6139 - OVERTIME				14,864.00
0013310	6141 - FICA EXPENSE				30,539.00
0013310	6142 - GROUP HEALTH INSURANCE				79,777.00
0013310	6143 - WORKERS' COMPENSATION				25,702.00
0013310	6145 - UNEMPLOYMENT COMPENSATION				1,728.00
0013310	6146 - RETIREMENT				33,374.00
0013310	6147 - INCENTIVE PAY				600.00
0013310	6148 - LONGEVITY PAY				5,968.00
0013310	6152 - ACCRUED LEAVE PAY				2,118.00
	TOTAL PERSONNEL SERVICES				562,326.00
62	CONTRACTUAL SERVICES				
0013310	6206 - TRAINING				5,893.00
	Street and Road Maintenance (Streets & Drainage Operations and Maintenance Manager)	1.00	385.00		385.00
	Pavement Markings (Sign Technician)	1.00	240.00		240.00
	Work Zone Safety (6 FTE'S)	6.00	200.00		1,200.00
	Teex Training (2 Equipment Operators + 6 Field Techs)	8.00	385.00		3,080.00
	Public Works Road-E-0 38% of \$2,600 cost	1.00	988.00		988.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0013310 6207 - PRE-EMPLOYMENT		1.00	554.00		554.00
Screenings					
0013310 6209 - DUES & SUBSCRIPTIONS		2.00	100.00		436.00
Texas Water Utilities Association (Streets & Drainage Operations and Maintenance Manager, Equipment Operator)		1.00	175.00		200.00
APWA (Streets & Drainage Operations and Maintenance Manager)		1.00	175.00		175.00
CDL Renewal (Equipment Operator)		1.00	61.00		61.00
0013310 6225 - COMPUTER SERVICES		1.00	760.00		760.00
CRM Software- 38% of \$1,100 cost					760.00
0013310 6226 - MISC. CONTRACTUAL SERVICES		1.00	46,000.00		118,180.00
Signal Maintenance Contract (2 Traffic Signals and 21 School Zone Flashers)		1.00	4,000.00		46,000.00
VueWorks Subscription		1.00	4,000.00		4,000.00
City Property Mowing		1.00	15,000.00		15,000.00
Networkfleet GPS Monitoring		1.00	2,180.00		2,180.00
Contract Maintenance for Quiet Zones		1.00	51,000.00		51,000.00
0013310 6242 - STREET LIGHTING		1.00	247,015.00		247,015.00
Streetlighting Costs					247,015.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0013310 6245 - EQUIPMENT RENTAL		1.00	15,000.00		15,000.00
Rental of specialized equipment such as mini-excavators, motor graders, etc.					
0013310 6261 - VEHICLE MAINTENANCE		1.00	7,050.00		7,050.00
Vehicles 603, 692, 695, 821, 880					
0013310 6262 - GAS AND OIL					18,160.00
0013310 6284 - EQUIPMENT MAINTENANCE		1.00	13,890.00		13,890.00
Equipment 602, 606, 610, 611, 612, 613, 614, 615, 616, 617, 618, 661, 662, 672, 672S, 674, 675, 684, 685, 689, 696					
0013310 6285 - BUILDING MAINT & SUPPLIES		1.00	4,419.00		6,497.00
Service Center custodial contract (38%)		1.00	1,565.00		1,565.00
Misc. repairs to Service Center (38%)		1.00	513.00		513.00
Service Center floor mats contract (38%)					
63 TOTAL CONTRACTUAL SERVICES					433,435.00
SUPPLIES					
0013310 6301 - OFFICE SUPPLIES					500.00
0013310 6305 - UNIFORMS		1.00	5,229.00		5,229.00
Uniform Rental and Clothing Supplies (Street Crew)					

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0013310 6308 - PRINTING					58.00
0013310 6313 - SMALL TOOLS					1,700.00
0013310 6314 - BUILDING SUPPLIES					570.00
Paper Supplies for Service Center- 38% of \$1,500		1.00	570.00		570.00
0013310 6317 - TRAFFIC CONTROL SIGNS/SIGNALS					38,500.00
Original budget amount		1.00	23,500.00		23,500.00
Colleyville Boulevard (SH26) Reconstruction Signage		1.00	15,000.00		15,000.00
0013310 6319 - STREET RESURFACING					500,000.00
Pavement Markings Annual Contract		1.00	100,000.00		100,000.00
Miscellaneous Concrete Contract		1.00	300,000.00		300,000.00
Miscellaneous Asphalt Maintenance Contract		1.00	100,000.00		100,000.00
0013310 6324 - INFRASTRUCTURE REPAIR & MAINT					55,450.00
Street Maintenance Supplies		1.00	55,450.00		55,450.00
0013310 6326 - SAFETY EQUIPMENT/SUPPLIES					2,825.00
68 TOTAL SUPPLIES					604,832.00
68 TRANSFER TO OTHER FU					
0013310 6805 - TRANSFER TO CAPITAL PROJECTS					2,425,000.00
Transfer to Capital Projects Fund for street CIP projects		1.00	2,425,000.00		2,425,000.00

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ACCOUNTS FOR:
GENERAL FUND

VENDOR	QUANTITY	UNIT COST	2017	Adopted
TOTAL TRANSFER TO OTHER FU			2,425,000.00	
TOTAL STREETS MAINTENANCE			4,025,593.00	

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2017	Adopted
0013410	RECREATION					
61	PERSONNEL SERVICES					
0013410	6101 - SALARIES					170,209.00
0013410	6105 - SALARY SAVINGS					-3,412.00
0013410	6141 - FICA EXPENSE					13,050.00
0013410	6142 - GROUP HEALTH INSURANCE					19,108.00
0013410	6143 - WORKERS' COMPENSATION					516.00
0013410	6145 - UNEMPLOYMENT COMPENSATION					828.00
0013410	6146 - RETIREMENT					14,260.00
0013410	6148 - LONGEVITY PAY					370.00
62	TOTAL PERSONNEL SERVICES					214,929.00
	CONTRACTUAL SERVICES					
0013410	6204 - TRAVEL					3,180.00
	National Recreation & Park Association (NRPA) Conference October 4-7, 2016 - St. Louis, MO Recreation Manager		1.00	2,550.00		2,550.00
	Texas Recreation and Park Society (TRAPS) North Region Conference (Plano, TX) Recreation Manager		1.00	65.00		65.00
	Texas Recreation and Park Society (TRAPS) State Conference (Irving, TX) Recreation Manager		1.00	250.00		250.00
	Texas Recreation and Park Society (TRAPS) North Region Conference (Plano, TX) Recreation Specialist		1.00	65.00		65.00
	Texas Recreation and Park Society (TRAPS) State Conference (Irving, TX) Recreation Specialist		1.00	250.00		250.00

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**ACCOUNTS FOR:
 GENERAL FUND**

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0013410 6207 - PRE-EMPLOYMENT					1,500.00
Background Checks - Instructors, Volleyball Coaches, Gym Monitors, etc.		1.00	1,500.00		1,500.00
0013410 6209 - DUES & SUBSCRIPTIONS					769.00
Texas Recreation and Park Society (TRAPS) Membership - Recreation Manager		1.00	85.00		85.00
Texas Recreation and Park Society (TRAPS) Membership - Recreation Specialist		1.00	85.00		85.00
Texas Amateur Athletic Federation (TAAF) Membership - Recreation Manager		1.00	200.00		200.00
National Recreation and Park Association (NRPA) Membership - Recreation Manager		1.00	165.00		165.00
United States Tennis Association (USTA) Membership - Recreation Manager		1.00	35.00		35.00
National Recreation and Park Association (NRPA) Membership - Recreation Specialist		1.00	99.00		99.00
Sam's Membership - Recreation Manager		1.00	45.00		45.00
Costco Membership - Recreation Manager		1.00	55.00		55.00
0013410 6226 - MISC. CONTRACTUAL SERVICES					3,500.00
Texas Junior Anglers - Fishing event for youth (fish stocking program)		1.00	3,500.00		3,500.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0013410 6236 - ADVERTISING		1.00	2,500.00		3,800.00 2,500.00
Brochures - Creative layout, design and production of Library & Recreation brochure three times annually (Winter/Spring, Summer, and Fall Brochures)		1.00	1,000.00		1,000.00
Advertising Events - Winter Ball, Bunny Brunch, Volleyball Leagues, and Summer Programs		1.00	300.00		300.00
Advertising Brochures (3) - Fall, Winter/Spring and Summer brochures					
0013410 6246 - OFFICE EQUIP & MAINTENANCE		1.00	300.00		300.00 300.00
Laminator Maintenance Fee					
0013410 6257 - RECREATION PROGRAM INSTRUCTORS		1.00	16,500.00		121,000.00 16,500.00
Youth Development Classes - Instructor Payments		1.00	3,500.00		3,500.00
Adult Enrichment Classes - Instructor Payments		1.00	25,000.00		25,000.00
Tennis Program - Instructor Payments		1.00	76,000.00		76,000.00
Youth Athletic Programs - Instructor Payment, Volleyball Game Officials and Gym Monitors.					
63 TOTAL CONTRACTUAL SERVICES					134,049.00
63 SUPPLIES					
0013410 6301 - OFFICE SUPPLIES		1.00	550.00		550.00 550.00
Miscellaneous Office Supplies - Writing instruments, binders, desk accessories, legal pads, three-ring binders, labels, post-it notes, and other miscellaneous office items as necessary.					

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0013410 6303 - OPERATING SUPPLIES					550.00
Copy and Fax Paper		1.00	300.00		300.00
Card Stock and Foam Board - Advertising		1.00	150.00		150.00
Batteries		1.00	100.00		100.00
0013410 6305 - UNIFORMS					1,585.00
Staff Shirts - Uniform shirts to be worn to special events and volleyball		1.00	1,585.00		1,585.00
0013410 6307 - RECREATION PROGRAM SUPPLIES					14,200.00
Tennis Program Supplies - Tennis ball, tennis ball hoppers		1.00	200.00		200.00
Volleyball League Supplies - Uniforms and Trophies (Fall, Spring, & Summer). New Sand Volleyball Leagues (Fall & Spring)		1.00	4,500.00		4,500.00
Bunny Brunch - Catered Brunch, Eggs, Supplies, Prizes, Entertainment, Petting Zoo, and Decorations		1.00	4,200.00		4,200.00
Winter Ball (Jan.) - DJ, Snacks, Refreshments, Decorations, Supplies, Prizes, Photo Supplies		1.00	3,800.00		3,800.00
Recreation Promotional Items - Custom giveaways for State of the City, Mayor for the Day, School Presentations/Expos (pencils, pens, bags, water bottles, etc.)		1.00	1,300.00		1,300.00
Recreation Programs / Activities - Class materials and supplies		1.00	200.00		200.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

0013410 6308 - PRINTING

VENDOR	QUANTITY	UNIT COST	2017	Adopted
	1.00	1,800.00		2,000.00
Promotional Printing (Flyers, Posters, Bookmarks, etc.)				1,800.00
	1.00	200.00		200.00
Miscellaneous Printing (business cards, etc.)				

0013410 6328 - RECREATION EQUIPMENT

	1.00	200.00		2,080.00
Tennis Equipment - Roll-Dri, Nets, Windscreen, Scorekeepers, Trash Cans				200.00
	1.00	1,280.00		1,280.00
Volleyball Equipment - Ball Carts, Volleyballs, Ball Bags, Flags, Floor Tape, Score Boards, etc.				
	1.00	600.00		600.00
Miscellaneous Recreation Equipment - Miscellaneous Balls, Storage Bins, Tools, Cones, Game Equipment, etc.				

TOTAL SUPPLIES
 TOTAL RECREATION

20,965.00
 369,943.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2017	Adopted
0013420	REC SENIOR CENTER					
62	CONTRACTUAL SERVICES					
0013420	6204 - TRAVEL					315.00
			1.00	65.00		65.00
	Texas Recreation and Park Society (TRAPS) North Region Conference (Plano, TX) Recreation Specialist		1.00	250.00		250.00
	Texas Recreation and Park Society (TRAPS) State Conference (Irving, TX) Recreation Specialist					
0013420	6207 - PRE-EMPLOYMENT					100.00
	Annual Background Checks - Instructors		1.00	100.00		100.00
0013420	6209 - DUES & SUBSCRIPTIONS					596.00
	International Council on Active Aging (ICAA) Membership - Recreation Specialist		1.00	219.00		219.00
	Texas Recreation and Park Society (TRAPS) Membership - Recreation Specialist		1.00	85.00		85.00
	Star Telegram - Annual newspaper subscription		1.00	276.00		276.00
	AARP - Annual membership dues		1.00	16.00		16.00
0013420	6245 - EQUIPMENT RENTAL					400.00
	Senior Health Fair - Table Rental		1.00	400.00		400.00

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PROJECTION: 20171 FY 2017 Operating Budget
ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0013420 6257 - RECREATION PROGRAM INSTRUCTORS		1.00	6,600.00		6,600.00 6,600.00
Senior Recreation Classes - Instructor Payments					
0013420 6261 - VEHICLE MAINTENANCE		1.00	150.00		150.00 150.00
Vehicle #507 - 2010 Ford 15 Passenger Van					
0013420 6262 - GAS AND OIL					400.00
0013420 6284 - EQUIPMENT MAINTENANCE		1.00	300.00		300.00 300.00
Senior Center - Exercise Equipment Maintenance & Repairs					
63 TOTAL CONTRACTUAL SERVICES					8,861.00
63 SUPPLIES					
0013420 6301 - OFFICE SUPPLIES		1.00	100.00		100.00 100.00
Miscellaneous Office Supplies - Writing instruments, paper clips, staples, post-it notes, binders, note pads, other miscellaneous office items as necessary					
0013420 6302 - POSTAGE		1.00	650.00		650.00 650.00
Active Adult Brochure - Mailed three times annually (Fall, Winter/Spring and Summer)					
0013420 6303 - OPERATING SUPPLIES		1.00	650.00		1,000.00 650.00
Senior Center Coffee Supplies - Coffee, filters, creamer, sugar, stir sticks, artificial sweetners, cups					
Senior Center First Aid Supplies - Ice packs and bandages		1.00	100.00		100.00
ID Printer - Supplies (Ribbon,		1.00	250.00		250.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2017	Adopted
	Cards, etc.)					
0013420	6305 - UNIFORMS					
	Staff Shirts - Uniform to be worn at special events		1.00	60.00		60.00 60.00
0013420	6307 - RECREATION PROGRAM SUPPLIES					
	Senior Center Holiday Party - Food, drinks, decorations, prizes, supplies, photo supplies		1.00	1,100.00		3,552.00 1,100.00
	Senior Center Special Events (Senior Health Fair & Miscellaneous Monthly Social Events) - lunch ingredients, game prizes, decorations & misc. event supplies		1.00	1,000.00		1,000.00
	Egg-in-a-Bag Supplies (3rd Wednesday of the Month Event) - Eggs, juice, biscuits, misc. supplies		1.00	262.00		262.00
	Senior Center Facility Supplies - fans, television trays, utility cart, etc.		1.00	190.00		190.00
	Senior Center Tuesday Night Dinner Supplies - Paper products, beverages, utensils, cups		1.00	1,000.00		1,000.00
0013420	6308 - PRINTING					
	Senior Brochure - Brochures printed three times annually		1.00	2,500.00		2,500.00 2,500.00
0013420	6314 - BUILDING SUPPLIES					
	Miscellaneous Building Supplies - Paper towels, disinfectant wipes, light bulbs, cleaning supplies, and other supplies needed for basic building operation		1.00	300.00		300.00 300.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0013420 6328 - RECREATION EQUIPMENT					350.00
Senior Center Fitness Equipment		1.00	200.00		200.00
- Replace worn / damaged items					
Senior Center Miscellaneous		1.00	150.00		150.00
Equipment - Replace worn /					
damaged items					
 TOTAL SUPPLIES					8,512.00
TOTAL REC SENIOR CENTER					17,373.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2017	Adopted
0013610	COMMUNICATIONS					
61	PERSONNEL SERVICES					
0013610	6101 - SALARIES					23,000.00
0013610	6105 - SALARY SAVINGS					-460.00
0013610	6141 - FICA EXPENSE					1,760.00
0013610	6142 - GROUP HEALTH INSURANCE					3,583.00
0013610	6143 - WORKERS' COMPENSATION					70.00
0013610	6146 - RETIREMENT					1,923.00
	TOTAL PERSONNEL SERVICES					29,876.00
62	CONTRACTUAL SERVICES					
0013610	6204 - TRAVEL					3,600.00
	City-County Communications and Marketing Association (3CMA) Conferece		1.00	1,800.00		1,800.00
	Government Social Media Conference		1.00	1,800.00		1,800.00
	Communications and marketing is continuously evolving, especially social media platforms. The conference, geared to the special requirements of government employees in helping to engage our constituency, keeps the department up to date on the latest methods and technology in the social media arena.					
0013610	6209 - DUES & SUBSCRIPTIONS					1,140.00
	Annual Dues for Government Social Media Communicators		1.00	350.00		350.00
	Annual dues - TAMIO Texas Association for Municipal Information Officers - statewide		1.00	85.00		85.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
organization catering to the informational needs of city and county PIOs.					
Annual dues - International Association of Business Communicators Professional international organization offering professional development in the field of communications for both public and private sector professionals.		1.00	304.00		304.00
Annual subscription to AP Stylebook Online AP style guide for media/communications professionals.		1.00	26.00		26.00
City-County Communications and Marketing Association (3CMA) Annual Dues		1.00	375.00		375.00
0013610 6226 - MISC. CONTRACTUAL SERVICES					24,500.00
Annual renewal and hosting fees for website + programming changes		1.00	12,000.00		12,000.00
Photography/video services		1.00	7,500.00		7,500.00
Subscriptions for digital services - Archive Social, WeTransfer, Prezi, etc.		1.00	5,000.00		5,000.00
63 TOTAL CONTRACTUAL SERVICES					29,240.00
63 SUPPLIES					
0013610 6301 - OFFICE SUPPLIES					165.00
General office supplies Supplies used for daily business activities and special projects.		1.00	165.00		165.00

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ACCOUNTS FOR:
GENERAL FUND

VENDOR	QUANTITY	UNIT COST	2017	Adopted
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TOTAL SUPPLIES				165.00
TOTAL COMMUNICATIONS				59,281.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0013710 COLLEVILLE CENTER					
61 PERSONNEL SERVICES					
0013710 6101 - SALARIES					187,385.00
0013710 6102 - TEMPORARY HELP					28,000.00
0013710 6105 - SALARY SAVINGS					-4,826.00
0013710 6139 - OVERTIME					3,043.00
0013710 6141 - FICA EXPENSE					18,459.00
0013710 6142 - GROUP HEALTH INSURANCE					38,216.00
0013710 6143 - WORKERS' COMPENSATION					4,085.00
0013710 6145 - UNEMPLOYMENT COMPENSATION					828.00
0013710 6146 - RETIREMENT					17,832.00
0013710 6148 - LONGEVITY PAY					1,905.00
0013710 6152 - ACCRUED LEAVE PAY					20,963.00
62 TOTAL PERSONNEL SERVICES					315,890.00
62 CONTRACTUAL SERVICES					
0013710 6204 - TRAVEL					
		10.00	20.00		1,060.00 200.00
10 Chamber Luncheons Networking For Businees Bookings at Center					
		1.00	860.00		860.00
Accommodations when attending Texas Civic Center Association Managers/Conference Annual seminar and conference with venue managers from across Texas that serve similar and larger municipal venues.					

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0013710 6209 - DUES & SUBSCRIPTIONS					585.00
Texas Association of Venues		1.00	160.00		160.00
Center Manager Membership Texas Municipal and Public Venues					
Membership-Center Manager National Association of Assembly Managers National membership provides discounts on seminars and access to venue manager blogs, research methodology and trending in venue and event management practises.		1.00	425.00		425.00
0013710 6226 - MISC. CONTRACTUAL SERVICES					150.00
Piano tuning fee (as needed)		1.00	150.00		150.00
0013710 6236 - ADVERTISING					15,043.00
Center Sponsored Bridal and Event Open House November FY17 -Center Vendor Bridal and Event Open House - Marketing materials as well as promotional premium items to showcase and brand the Colleyville Center as well as local Colleyville businesses.		1.00	1,225.00		1,225.00
Fort Worth Star Telegram Community Newspaper Advertising 12 X run 1/4 page Advertising West Zone-65K Distribution Keller, Westlake, Roanoke, Alliance, Haslet, Trophy Club East Zone--28K Distribution		1.00	4,500.00		4,500.00

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ACCOUNTS FOR:
GENERAL FUND

Southlake, Grapevine, Colleyville	VENDOR	QUANTITY	UNIT COST	2017	Adopted
Wedding Pages, LLC on behalf of The Knot Online Digital Advertising Number one online source for bridal venue information. 12 month contract for lead generation/email contact with brides searching online for venues		4.00	656.00		2,624.00
The Knot Print Spring/Summer 2017 Fall / Winter 2017 Branding Texas/Oklahoma focused region.		2.00	657.00		1,314.00
Wedding Wire Online Listing weddingwire.com 3rd year advertising on this website. We have recieved to date over 30 leads. This is do it yourself bride website and they provide immeasurable webinar training in marketing trends.		3.00	960.00		2,880.00
Promotional Items- Bags, squeeze dolls, pens, promotional items for Center branding Branding and promotion at shows and with bridal walk thrus. Bags are used to provide booked brides with Center policies and vendor information upon booking.		1.00	2,500.00		2,500.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0013710 6245 - EQUIPMENT RENTAL		4.00	300.00		1,200.00 1,200.00
Lift Rental For 4X annually rental of lift for lighting, ceiling and shade maintenance					
0013710 6285 - BUILDING MAINT & SUPPLIES		12.00	483.00		19,830.00 5,796.00
Maintenance Cleaning Service (amount provided by Buidling Services) 2017- 5% increase					
Emergency/non preventative maintenance work on non-warranty repairs and maintenance of mechanical systems and equipment. The Center is entering its 19th year and many mechanical items are not under warranty and need fixing, typically on an emergency basis. Includes water fountain, exhaust fans, ice machines, ovens, exit signs, water heater, HVAC, door mechanisms, floor mats, plumbing, auto floor scrubbers, buffer, hand dryers, auto tollet flushers, sink faucets, garbage disposal		1.00	5,500.00		5,500.00
Monitronix- Security System Monthly monitoring		12.00	27.00		324.00
BWS-Fire Alarm Monitoring		4.00	125.00		500.00
Quarterly Window washing of Paladium Windows and Center smaller windows inside and out Ken Crooks Window washing (local Colleyville business)		4.00	700.00		2,800.00
Quarterly Service filter changing system check, filter cleaning and maintenance on 4 AC units Arctic Air ongoing		4.00	365.00		1,460.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
maintenance 5% increase Checking of 6 AC units located on rooftop. Includes filter and belt and safety check of all units. Filters changed each quarter.					
		1.00	800.00		800.00
BWS-annual building sprinkler system and vent hood check.					
		1.00	950.00		950.00
Annual door maintenance With over 20K visitors a year, the doors need re-alignment, greasing and replacement of weather stripping to keep doors compliant with ADA standards.					
		1.00	1,700.00		1,700.00
Hufcor Annual Partition Maintenance of room dividers in large hall and small conference room Wall is leveled for employee safety in moving during events as well as tracks cleaned and oiled for smooth operation.					
0013710 6287 - PROPERTY MAINTENANCE					2,500.00
Exterior paint and facade touch ups		1.00	1,000.00		1,000.00
Painting of black safety curb line in front of Center					
Monthly spraying of facility interior and exterior (Western Exterminators)		12.00	70.00		840.00
Quarterly Grease Trap Cleaning Located outside kitchen this underground tank collects all the grease from kitchen. Cleaning pumps grease, disposes of grease and includes fuel surcharge for disposal.		4.00	165.00		660.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
63 TOTAL CONTRACTUAL SERVICES					40,368.00
63 SUPPLIES					
0013710 6301 - OFFICE SUPPLIES					680.00
0013710 6303 - OPERATING SUPPLIES					12,970.00
6303-Operating Supplies		4.00	100.00		400.00
computer/copier paper, first aid supplies					
Catering Supplies and Foods-		12.00	500.00		6,000.00
offset by revenue					
With increase in business seminars with breakfast and coffee,tea, soda and water service Center anticipate 25% increase in supplies required.					
Flowers for lobby and restroom		12.00	35.00		420.00
Linen Service- \$2.00 cost per linen/clients charged \$5.00 per linen or linen provided free with standard business booking Monday-Friday 10% increase FY17 @ \$12.50 \$50/month Business rentals in 2017 to include linen rental. Weekly rental contract is @ \$125.00 with weekly replenish of new linens and back door mat, linen bags, linen bag holder, cleaning rags. Service charge, environmental charge for laundering and fuel included in weekly fee.		12.00	512.50		6,150.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0013710 6305 - UNIFORMS		1.00	300.00		300.00 300.00
Facility Staffing- branded shirts for events, work slacks for maintenance crew					
Annual replacement of maintenance crew shirts and new employees for weekend City events.					
0013710 6308 - PRINTING		1.00	750.00		750.00 750.00
Letterhead, business cards, fliers for conventions, customer satisfaction surveys, rate cards, etc.					
0013710 6309 - LANDSCAPE					1,000.00
0013710 6314 - BUILDING SUPPLIES		12.00	800.00		13,940.00 9,600.00
Cleaning Supplies & Paper Products					
Cleaning chemicals including viruscide for restrooms, toilet bowl cleaners, latex gloves, trash can liners, and covers, oven cleaner, dishwashing soap, magic erasers, dusters, micro-fiberpads, air freshners, hand soap.					
Flourescent light bulb replacement		1.00	1,100.00		1,100.00
Floor Care Products including stripper and wax		12.00	250.00		3,000.00
In order to keep main hall floor and the stage finish with high gloss, specialized products are needed and applied on quarterly basis.					
Batteries for microphones		12.00	20.00		240.00
9 volt batteries required for microphones and Crestron remote controller for audio					

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ACCOUNTS FOR:
GENERAL FUND

visual equipment

VENDOR QUANTITY UNIT COST 2017 Adopted

TOTAL SUPPLIES	29,640.00
TOTAL COLLEYVILLE CENTER	385,898.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2017	Adopted
0013910	HUMAN RESOURCES					
61	PERSONNEL SERVICES					
0013910	6101 - SALARIES					209,146.00
0013910	6105 - SALARY SAVINGS					-4,199.00
0013910	6141 - FICA EXPENSE					16,060.00
0013910	6142 - GROUP HEALTH INSURANCE					28,662.00
0013910	6143 - WORKERS' COMPENSATION					635.00
0013910	6145 - UNEMPLOYMENT COMPENSATION					621.00
0013910	6146 - RETIREMENT					17,550.00
0013910	6148 - LONGEVITY PAY					788.00
62	TOTAL PERSONNEL SERVICES					269,263.00
	CONTRACTUAL SERVICES					
0013910	6206 - TRAINING					6,325.00
	Texas Municipal Human Resources Association (TMHRA) Annual Conference - HR Dir & HR Analyst		2.00	800.00		1,600.00
	Tyler Technologies Conference for 1 HR staff member		1.00	2,000.00		2,000.00
	HR Southwest Seminar - HR Analyst & HR Mgr		2.00	800.00		1,600.00
	Fort Worth Human Resources Management Association (FWHRMA) Employment Law Seminar - HR Dir & HR Mgr		2.00	200.00		400.00
	Fort Worth Human Resources Management Association (FWHRMA) Strategic Mindset Conference - HR Dir		1.00	175.00		175.00
	Women in Govt - HR Dir or HR Analyst		1.00	100.00		100.00
	Professional in Human Resources		1.00	450.00		450.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

(PHR) Certification Test - HR
Analyst

VENDOR QUANTITY UNIT COST 2017 Adopted

0013910 6208 - ORGANIZATIONAL DEVELOPMENT

1.00 37,090.00 41,795.00
37,090.00

General Fund: \$37,090 (62.50%)
Utility Fund: \$17,121 (28.85%)
Drainage Fund: \$5,133 (8.65%)
TOTAL: \$59,344

Administrative Asst Luncheon
\$1,000
Assistant's Roundtable \$800
Benefit Bid Ad \$50
Benefits Health Fair \$300
Birthday Breakfasts \$660
EAP \$9,096
Employee Picnic \$1,800
Employee Recognition \$4,000
Field Appreciation Day \$1,000
Flu Shots \$1,200
In-Service Day \$8,000
Leadership Team Retreat \$1,000
NCTCOG Training Account \$1,000
Onboarding Box Lunches \$500
Recognition Certificate
Booklets \$100
Retirement Plaques \$555
Softball Team \$795
Team of Excellence Award Photos
\$75
Training \$18,413
Training - Learning Mgmt System
\$9,800
Years of Service Pins \$1,200

1.00 4,705.00 4,705.00

Move Target Solutions software
budget from Fire Department to
HR to use as city-wide training
software

0013910 6209 - DUES & SUBSCRIPTIONS

3.00 190.00 1,170.00
570.00

Society for Human Resource
Management (SHRM) Membership
Dues - HR Dir, HR Mgr & HR
Analyst

1.00 150.00 150.00

Dallas HR - HR Mgr

1.00 150.00 150.00

Texas Public Risk Management

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PROJECTION: 20171 FY 2017 Operating Budget
ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
Association (PRIMA) dues - HR Mgr		2.00	75.00		150.00
Texas Human Resources Management Association (TMHRA) Membership Dues - HR Dir & HR Analyst		1.00	150.00		150.00
SPHR Recertification - HR Dir					
0013910 6226 - MISC. CONTRACTUAL SERVICES					1,006.00
Labor Law Poster Compliance		1.00	650.00		650.00
ERS Annual Fee (Texas Social Security Program)		1.00	35.00		35.00
FSA and HRA Privacy Policies		1.00	100.00		100.00
Texas Municipal Human Resources Association (MHRA) Luncheon		1.00	221.00		221.00
Classification and Compensation Study (every 4 years) (50,000.00 paid from Strategic Initiatives Fund)		1.00	.00		.00
63 TOTAL CONTRACTUAL SERVICES					50,296.00
63 SUPPLIES					
0013910 6301 - OFFICE SUPPLIES		1.00	300.00		300.00
0013910 6302 - POSTAGE		1.00	120.00		120.00
0013910 6303 - OPERATING SUPPLIES		1.00	51.00		360.00
HR fax machine replacement cartridge		1.00	275.00		51.00
Tyler ACA Forms		1.00	275.00		275.00
Misc		1.00	34.00		34.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

VENDOR	QUANTITY	UNIT COST	2017	Adopted
				780.00
				320,339.00

TOTAL SUPPLIES
 TOTAL HUMAN RESOURCES

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0014110 COURT					
61 PERSONNEL SERVICES					
0014110 6101 - SALARIES					180,049.00
0014110 6102 - TEMPORARY HELP					2,000.00
0014110 6105 - SALARY SAVINGS					-4,240.00
0014110 6141 - FICA EXPENSE					16,065.00
0014110 6142 - GROUP HEALTH INSURANCE					38,216.00
0014110 6143 - WORKERS' COMPENSATION					635.00
0014110 6145 - UNEMPLOYMENT COMPENSATION					828.00
0014110 6146 - RETIREMENT					17,555.00
0014110 6148 - LONGEVITY PAY					2,968.00
0014110 6152 - ACCRUED LEAVE PAY					26,964.00
62 TOTAL PERSONNEL SERVICES					281,040.00
62 CONTRACTUAL SERVICES					
0014110 6204 - TRAVEL					2,000.00
		1.00	2,000.00		2,000.00
TYLER TECHNOLOGIES CONFERENCE					
Tyler Incode Conference keeps					
the court staff up on					
training with Incode products					
and traning					
0014110 6206 - TRAINING					1,400.00
		3.00	100.00		300.00
TX MUNICIPAL COURT EDUCATION					
CENTER (TMCEC) - continuing					
education for (3) REQUIRED					
		4.00	50.00		200.00
4 REGISTRATIONS FOR TX					
MUNICIPAL COURT EDUCATION					
CENTER (TMCEC) SEMINARS x					
\$50.00 A PERSON					
		2.00	300.00		600.00
TX MUNICIPAL COURT EDUCATION					
CENTER (TMCEC) TRAINING FOR					
COURT ADMINISTRATOR AND					

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
JUVENILE CASE MANAGER - AUSTIN - STATE MANDATORY		2.00	100.00		200.00
CLERKS LEGISLATIVE UPDATE SEMINAR - DALLAS COURT ADMINISTRATOR AND CERTIFICATION TRAINING		1.00	100.00		100.00
LOCAL TRAINING FOR CERTIFIED CLERK					
0014110 6209 - DUES & SUBSCRIPTIONS		5.00	40.00		330.00 200.00
NORTH TEXAS COURT CLERKS ASSOCIATION - 5 employees		1.00	50.00		50.00
LEXIS NEXIS RISK SOLUTIONS - traffic law books		1.00	80.00		80.00
GOULDS LAW MANUAL UPDATE FOR JUDGE AND COURT STAFF					
0014110 6218 - MUNICIPAL JUDGE					120,000.00
0014110 6226 - MISC. CONTRACTUAL SERVICES					4,127.00
SAFESITE - document storage		1.00	1,250.00		1,250.00
LEXIS NEXIS RISK SOLUTIONS - legal research		1.00	750.00		750.00
HIRED HANDS - translation services (bilingual and sign language)		1.00	2,127.00		2,127.00
63 TOTAL CONTRACTUAL SERVICES					127,857.00
SUPPLIES					
0014110 6301 - OFFICE SUPPLIES					1,150.00
misc. office supplies		1.00	800.00		800.00
WARRANT ROUNDUP - misc supplies/food/water		1.00	350.00		350.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0014110 6303 - OPERATING SUPPLIES					7,768.00
OFFICE DEPOT - thermal paper for payment receipts		1.00	800.00		800.00
STAPLES - mailing labels		1.00	700.00		700.00
CPI ONE POINT - copy paper		1.00	1,200.00		1,200.00
SAFE SITE - document storage		1.00	500.00		500.00
CPI ONE POINT - paper for letters, dockets, & complaints		1.00	1,600.00		1,600.00
COLLEYVILLE - paper warrant issue		1.00	325.00		325.00
KELLER - paper warrant issue		1.00	325.00		325.00
OFFICE DEPOT - receipt printer ribbons		1.00	300.00		300.00
OFFICE DEPOT - ticket writer paper for PD		1.00	1,500.00		1,500.00
STAPLES - envelopes for mailing (2 types)		1.00	518.00		518.00
0014110 6308 - PRINTING					1,600.00
KIT JONES INC - hard copy citations, warrant cards, and blue envelopes		1.00	1,250.00		1,250.00
STEVE STRANGE - printing of letterhead / envelopes		1.00	250.00		250.00
STAPLES - misc office supplies / envelopes		1.00	100.00		100.00
TOTAL SUPPLIES					10,518.00
TOTAL COURT					419,415.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0015110	FLEET SERVICES				
61	PERSONNEL SERVICES				
0015110	6101 - SALARIES				145,339.00
0015110	6105 - SALARY SAVINGS				-3,076.00
0015110	6139 - OVERTIME				1,575.00
0015110	6141 - FICA EXPENSE				11,765.00
0015110	6142 - GROUP HEALTH INSURANCE				28,662.00
0015110	6143 - WORKERS' COMPENSATION				2,437.00
0015110	6145 - UNEMPLOYMENT COMPENSATION				621.00
0015110	6146 - RETIREMENT				12,858.00
0015110	6148 - LONGEVITY PAY				3,005.00
0015110	6150 - TOOL ALLOWANCE				960.00
0015110	6152 - ACCRUED LEAVE PAY				2,921.00
62	TOTAL PERSONNEL SERVICES				207,067.00
	CONTRACTUAL SERVICES				
0015110	6206 - TRAINING				3,839.00
	Automotive Service Excellence (ASE) Master Certification Testing-Online Program (Fleet Manager)	1.00	500.00		500.00
	Automotive Service Excellence (ASE) Certification Testing-Self-Study Program (2 Mechanics)	2.00	140.00		280.00
	Mechanical and Diagnostic and Repair Training (x 3)	1.00	659.00		659.00
	Motorcycle Repair Training	2.00	1,200.00		2,400.00

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PROJECTION: 20171 FY 2017 Operating Budget

**ACCOUNTS FOR:
 GENERAL FUND**

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0015110 6207 - PRE-EMPLOYMENT					100.00
0015110 6209 - DUES & SUBSCRIPTIONS					2,046.00
Chilton's On-Line Repair Manuals Annual Subscription Cost		1.00	1,500.00		1,500.00
American Public Works Association (APWA) (Fleet Manager)		1.00	175.00		175.00
Rocky Mountain Fleet Mgrs Assoc (Fleet Manager)		1.00	310.00		310.00
Texas Operator's License - Commercial (Fleet Manager)		1.00	61.00		61.00
0015110 6226 - MISC. CONTRACTUAL SERVICES					1,868.00
Networkfleet GPS Monitoring		1.00	1,868.00		1,868.00
0015110 6228 - PROFESSIONAL MAINTENANCE					675.00
Service Parts Cleaner		5.00	135.00		675.00
0015110 6261 - VEHICLE MAINTENANCE					2,050.00
Vehicles 302, 394, 507, 707, 891		1.00	2,050.00		2,050.00
0015110 6262 - GAS AND OIL					8,700.00
Motor Pool Gas and Oil		1.00	3,675.00		3,675.00
All City Vehicles Bulk Oil		1.00	5,025.00		5,025.00
0015110 6283 - SAFETY EQUIPMENT/SERVICES					67.00
0015110 6284 - EQUIPMENT MAINTENANCE					1,695.00
Equipment 300, 303, 334		1.00	495.00		495.00
Fire Department Generator		1.00	1,200.00		1,200.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
TOTAL CONTRACTUAL SERVICES					21,040.00
63 SUPPLIES					
0015110 6305 - UNIFORMS					2,064.00
Uniform Rental and Misc		1.00	2,064.00		2,064.00
Clothing Supply (X 3)					
0015110 6313 - SMALL TOOLS					1,149.00
0015110 6318 - SHOP SUPPLIES					1,935.00
Various Shop Supplies		1.00	1,935.00		1,935.00
0015110 6326 - SAFETY EQUIPMENT/SUPPLIES					750.00
0015110 6360 - MINOR OPERATING OUTLAY					3,500.00
Motorcycle Table Lift		1.00	3,500.00		3,500.00
(One-Time)					
TOTAL SUPPLIES					9,398.00
TOTAL FLEET SERVICES					237,505.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0015710 FACILITY SERVICES					
61 PERSONNEL SERVICES					
0015710 6101 - SALARIES					114,928.00
0015710 6105 - SALARY SAVINGS					-2,767.00
0015710 6139 - OVERTIME					4,400.00
0015710 6141 - FICA EXPENSE					10,582.00
0015710 6142 - GROUP HEALTH INSURANCE					19,108.00
0015710 6143 - WORKERS' COMPENSATION					5,077.00
0015710 6145 - UNEMPLOYMENT COMPENSATION					414.00
0015710 6146 - RETIREMENT					11,564.00
0015710 6148 - LONGEVITY PAY					295.00
0015710 6152 - ACCRUED LEAVE PAY					18,704.00
62 TOTAL PERSONNEL SERVICES					182,305.00
62 CONTRACTUAL SERVICES					
0015710 6204 - TRAVEL					2,000.00
Building Maintenance Seminars		2.00	500.00		1,000.00
TBD (Facilities Manager and					
Building Maintenance					
Technician)					
Vocational Training (Building		1.00	1,000.00		1,000.00
Maintenance Technician)					
0015710 6206 - TRAINING					300.00
HVAC Continuing Education		1.00	300.00		300.00
(Facility Manager)					

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0015710 6209 - DUES & SUBSCRIPTIONS		2.00	50.00		100.00 100.00
HVAC License (Building Technician and Facility Manager)					
0015710 6226 - MISC. CONTRACTUAL SERVICES		1.00	312.00		312.00 312.00
Networkfleet GPS Monitoring					
0015710 6261 - VEHICLE MAINTENANCE		1.00	2,000.00		2,000.00 2,000.00
Vehicle 693					
0015710 6262 - GAS AND OIL					1,200.00
0015710 6285 - BUILDING MAINT & SUPPLIES		1.00	1,155.00		328,260.00 1,155.00
Backflow Testing (City Hall/Library/Justice Center)		1.00	5,788.00		5,788.00
Elevator Maintenance Agreement (City Hall/Library)		1.00	106,525.00		106,525.00
Janitorial Service (City Hall/Library/Justice Center/Senior Center)		1.00	35,000.00		35,000.00
Miscellaneous Maintenance (boiler repairs, thermostat zone controllers, hot water actuators not covered in blanket maintenance, fire station rollup door repairs, miscellaneous electrical and plumbing, fire alarms, rental equipment expense, locksmith services)		1.00	4,455.00		4,455.00
Window Cleaning (City Hall/Library/Justice Center)		1.00	3,345.00		3,345.00
Boiler Inspections and Maintenance (City Hall/Library)		1.00	1,000.00		1,000.00
Elevator Inspections (City Hall/Library)		1.00	2,000.00		2,000.00
Energy Audit (All Buildings)		1.00	4,400.00		4,400.00

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PROJECTION: 20171 FY 2017 Operating Budget

**ACCOUNTS FOR:
 GENERAL FUND**

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
Fire Inspections (City Hall/Library/Justice Center)		1.00	3,961.00		3,961.00
Floor Mats Contract (City Hall/Library/Justice Center)		1.00	1,600.00		1,600.00
Door Maintenance (Library)		1.00	5,410.00		5,410.00
Pest Control (City Hall/Library/Justice Center)		1.00	5,985.00		5,985.00
Security Systems Maintenance and Supply (City Hall/Library/Justice Center)		1.00	72,264.00		72,264.00
HVAC Maintenance (City Hall/Library/Justice Center)		1.00	1,080.00		1,080.00
Fire Monitoring (City Hall/Library/Justice Center)		1.00	6,300.00		6,300.00
HVAC Maintenance - Repairs, Service, Replacement (Fire Stations 1, 2 and 3)		1.00	792.00		792.00
Pest Control (Fire Stations 1, 2 and 3)		1.00	3,963.00		3,963.00
Janitorial Services (Fire Administration)		1.00	1,250.00		1,250.00
Maintenance Supplies - Paint, Hardware, Door Closures, Lockets, Keys, etc., (Senior Center)		1.00	360.00		360.00
Fire Alarm Monitoring (Senior Center)		1.00	335.00		335.00
Fire Alarm Maintenance Services (Senior Center)		1.00	2,310.00		2,310.00
HVAC Maintenance and Repair (Senior Center)		3.00	1,000.00		3,000.00
Fire Alarm Inspections (Fire Station 1, 2, and 3)		1.00	1,000.00		1,000.00
Door Service Plan (Senior Center)		1.00	1,000.00		1,000.00
Door Service Plan (Library)		1.00	8,565.00		8,565.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
Light Bulb Disposal Contract		1.00	3,000.00		3,000.00
Gate Maintenance Contract (Justice Center)		1.00	11,000.00		11,000.00
Miscellaneous Maintenance (Fire Stations 1, 2, and 3) (General Building Repair, Plumbing Maintenance, Electrical Appliance Repair, Statue Cleaning)		1.00	1,440.00		1,440.00
Fire Monitoring (Fire Stations 1, 2 and 3)		1.00	480.00		480.00
HVAC Maintenance (Senior Center)		1.00	570.00		570.00
Pest Control (Senior Center)		1.00	260.00		260.00
Pest Control (Service Center)		1.00	2,500.00		2,500.00
Bidault House Miscellaneous Repairs		1.00	2,500.00		2,500.00
Original Fire Station - Miscellaneous Repairs		1.00	2,940.00		2,940.00
Panic Button Monitoring		1.00	3,550.00		3,550.00
City Hall Concrete Step Lighting (One-Time)		1.00	16,475.00		16,475.00
Justice Center Wall Repairs (One-Time)		1.00	702.00		702.00
Fire Sprinkler at Fire Stations					
TOTAL CONTRACTUAL SERVICES					334,172.00
63 SUPPLIES					
0015710 6303 - OPERATING SUPPLIES		1.00	500.00		500.00
Tapes, Access Cards, etc.					

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0015710 6305 - UNIFORMS		1.00	600.00		600.00
Uniforms and Misc Clothing Supply (Building Technician, Facility Services Manager)					
0015710 6313 - SMALL TOOLS					850.00
0015710 6314 - BUILDING SUPPLIES		1.00	6,000.00		8,000.00
Lighting Supplies (City Hall/Library/Justice Center)					
		1.00	2,000.00		2,000.00
Lighting Supplies/Bulbs (Fire Stations 1, 2 and 3)					
0015710 6326 - SAFETY EQUIPMENT/SUPPLIES					450.00
TOTAL SUPPLIES					10,400.00
TOTAL FACILITY SERVICES					526,877.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0015910	INFORMATION SERVICES				
61	PERSONNEL SERVICES				
0015910	6101 - SALARIES			224,200.00	
0015910	6102 - TEMPORARY HELP			20,000.00	
0015910	6105 - SALARY SAVINGS			-4,917.00	
0015910	6139 - OVERTIME			721.00	
0015910	6141 - FICA EXPENSE			18,807.00	
0015910	6142 - GROUP HEALTH INSURANCE			28,662.00	
0015910	6143 - WORKERS' COMPENSATION			743.00	
0015910	6145 - UNEMPLOYMENT COMPENSATION			828.00	
0015910	6146 - RETIREMENT			20,552.00	
0015910	6148 - LONGEVITY PAY			918.00	
	TOTAL PERSONNEL SERVICES			310,514.00	
62	CONTRACTUAL SERVICES				
0015910	6204 - TRAVEL			1,430.00	
	Mileage Re-imbursement for travel and exp.	1.00	850.00	850.00	
	Texas Association of Governmental Information Managers (TAGITM) -Houston, TX				
	Employee Training (Dallas, TX-Irving, TX)				
	Global Knowledge				
	Texas Association of Governmental Information Managers (TAGITM) Hotel	1.00	580.00	580.00	

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ACCOUNTS FOR:
GENERAL FUND

0015910 6206 - TRAINING

ISM CISCO Adaptive Security
 Appliance (ASA) Security
 Training
 Cisco Certified Network
 Professional (CCNP)
 Certification (Updated
 Network Engineer skills)

ISM Manager-- State-owned
 Assets Supervision and
 Administration Commission
 (Sasac) Adaptive Security
 Appliance (ASA)
 Further Security Training

Systems Analyst -- Net +
 Microsoft

Systems Analyst -- Global
 Security Essentials
 Certification (GSEC) 301
 Microsoft

SYSTEM Admin -- SQL Server
 Training
 Microsoft

SYSTEM Admin -- Global Security
 Essentials Certification (GSEC)
 301
 VMWARE

ISM Staff-- various online
 training

City Staff- Individual
 Security Training

VENDOR	QUANTITY	UNIT COST	2017	Adopted
	1.00	3,995.00		28,105.00 3,995.00
	1.00	3,595.00		3,595.00
	1.00	3,995.00		3,995.00
	1.00	2,695.00		2,695.00
	1.00	3,995.00		3,995.00
	1.00	2,695.00		2,695.00
	1.00	2,985.00		2,985.00
	1.00	4,150.00		4,150.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0015910 6209 - DUES & SUBSCRIPTIONS		2.00	140.00		430.00 280.00
TX Assoc. of Govt. Info. Tech Mgrs. (TAGITM)					
		1.00	150.00		150.00
Texas Association of State systems for Computing and Communications					
0015910 6225 - COMPUTER SERVICES					27,298.00
Building inspection 3 Aircards (\$45.00 monthly)		1.00	1,620.00		1,620.00
Fire-EMS Aircard		1.00	600.00		600.00
Fire-Operations Verizon Aircards 5 vehicles		1.00	3,000.00		3,000.00
Fire-Operations Fire Check software maintenance		1.00	600.00		600.00
Fire-Prevention Verizon Aircard		12.00	50.00		600.00
Library-TLC 1 epson Printer		1.00	79.00		79.00
Parks Maintenance- Time Warner Cable Fees \$82.99 Monthly		1.00	1,002.00		1,002.00
Urban Forester- Aircard		1.00	591.00		591.00
AT&T Data Line for regionalization		1.00	3,354.00		3,354.00
Aircards for 20 laptops in patrol/unmarked cars		20.00	600.00		12,000.00
PD ADMIN- 2 aircards for Bait cars		1.00	912.00		912.00
PD-Code Enforcement Aircard		1.00	540.00		540.00
Internet redundancy on-going cost		1.00	2,400.00		2,400.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0015910 6226 - MISC. CONTRACTUAL SERVICES					283,636.00
Laserfiche: Enterprise Rio		1.00	18,890.00		18,890.00
Lic. - 50 concurrent users					
		1.00	7,440.00		7,440.00
Agenda management Software					
(Board Sync)- \$1,500 one time					
in FY 2017 for set up of					
electronic voting module					
		1.00	16,800.00		16,800.00
CRW permitting software Annual					
Maintenance Contract					
		1.00	7,100.00		7,100.00
CRW Offsite (IVR) software as a					
service (SAAS)					
		1.00	4,884.00		4,884.00
Finance - Fund Balance					
Maintenance					
		1.00	21,754.00		21,754.00
Finance-Munis ERP annual					
Maintenance Contract					
		1.00	10,876.00		10,876.00
Munis Operating System and					
Database Administration (OSDBA)					
Support and DR site					
		1.00	681.00		681.00
Fleet- Vehicle Maintenance DB					
software Annual Maintenance					
		1.00	624.00		624.00
Communications --Rushworks					
Maintenance for cable channel					
		1.00	2,800.00		2,800.00
Gov Connection (CALL ON					
COLLEYVILLE) Customer Response					
Module (CRM) Hosting					
		1.00	47,880.00		47,880.00
Microsoft Infrastructure					
support					
Infrastructure support is					
built into Enterprise					
Agreement.					
Moving to Enterprise					
Agreement 2016-This covers					
all systems and application					
upgrades for the City of					
Colleyville annually.					
		1.00	7,760.00		7,760.00
VMWARE Support Contract					
		1.00	16,500.00		16,500.00
Swagit online Webcast annual					
agreement					
		1.00	3,900.00		3,900.00

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CITY OF COLLEYVILLE
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
Barracuda Spam Filter		1.00	3,400.00		3,400.00
Barracuda email Archiver		1.00	1,860.00		1,860.00
VMWARE View Desktop Annual Contract		1.00	3,837.00		3,837.00
FIRE-Emergency Reporing Software Maintenance		1.00	550.00		550.00
Fire- Checkoffs-maintenance		70.00	10.50		735.00
Fire-Active 911		1.00	1,100.00		1,100.00
Engineering- AutoCad Maintenance		1.00	37,000.00		37,000.00
Digitizing documents to laserfiche annual funding		1.00	10,359.00		10,359.00
Munis Disaster Recovery		1.00	1,650.00		1,650.00
Tyler Unlimited Client Access Maintenance		1.00	619.00		619.00
HOSTMONITOR Service- network monitoring software		1.00	2,500.00		2,500.00
CRW-GIS TRAK Annual Maintenance		1.00	1,799.00		1,799.00
Netbrain Annual Maintenance- network monitoring		1.00	4,900.00		4,900.00
Barracuda OFF-site Backup system		1.00	6,200.00		6,200.00
Blade chassis support SERVICE IT direct		1.00	6,600.00		6,600.00
Landguard annual cost- network vulnerability assessment tool		1.00	4,850.00		4,850.00
Ocularis camera maintenance starting after original 3yr contract over.		1.00	19,000.00		19,000.00
Penetration Testing and security audit (Biennial)		1.00	4,500.00		4,500.00
Sql Server Security project		1.00	1,188.00		1,188.00

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CITY OF COLLEYVILLE
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
American Answering Services (City ISM 24/7 on-call answering service)		1.00	3,100.00		3,100.00
Digital cloud fax model					
0015910 6240 - CELL PHONES		1.00	456.00		456.00
ISM Aircard					456.00
0015910 6246 - OFFICE EQUIP & MAINTENANCE		1.00	22,100.00		25,929.00
A/V Equipment City Hall, Library, and Colleyville Center Repair and maint. of equipment (break/fix annual budget)		1.00	1,645.00		22,100.00
Council Chamber Projector bulbs for overheads Replaced 2 this year at 841.00 each. We should be able to maintain at purchasing 2 a year...		1.00	1,645.00		1,645.00
UPS Annual Battery replacement City Hall We are moving to Smart UPS's over the next 5 years that are a little more expensive. we have 19 closet UPS's we are scheduled to replace 10 a year at \$140.00 a piece. the price is moving to new equipment at \$711.00 EACH. we are going to replace 4 next year plus battery replacement of 6 other battery replacements. (moved \$1,500 to CEDC FY 2017)		1.00	2,184.00		2,184.00

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CITY OF COLLEYVILLE
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0015910 6261 - VEHICLE MAINTENANCE		1.00	878.00		878.00
2005 Ford Expedition maintenance					878.00
0015910 6262 - GAS AND OIL		1.00	500.00		500.00
2005 Ford Expedition Gas/Oil					500.00
63 TOTAL CONTRACTUAL SERVICES					368,662.00
SUPPLIES					
0015910 6301 - OFFICE SUPPLIES					50.00
0015910 6302 - POSTAGE		1.00	500.00		500.00
Shipping for Equipment returns					500.00
0015910 6305 - UNIFORMS		12.00	45.00		540.00
staff shirts					540.00
0015910 6312 - COMPUTER SUPPLIES		1.00	7,782.00		9,282.00
Toner/Ink for printers city-wide					7,782.00
Miscellaneous Computer Supplies		1.00	1,500.00		1,500.00
0015910 6360 - MINOR OPERATING OUTLAY		1.00	4,800.00		138,613.00
Thin Clients For Virtual Desktops					4,800.00
Laptop Replacement Program For Staff		1.00	20,800.00		20,800.00
IPAD Replacement Program for Fire Department		1.00	6,400.00		6,400.00
20 Monitors for replacement		1.00	1,955.00		1,955.00
Replacement of Data Center 2 Blade servers		1.00	33,721.00		33,721.00
Switch replacement		1.00	27,419.00		27,419.00

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CITY OF COLLEYVILLE
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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
Desktop replacement program City Hall		1.00	18,600.00		18,600.00
Phone replacement with additional services		1.00	5,028.00		5,028.00
Firewall adaptive security appliance (ASA) replacement- City Hall		1.00	11,190.00		11,190.00
Swagit equipment replacement L2 add (online streaming for broadcasted meetings)		1.00	8,700.00		8,700.00
TOTAL SUPPLIES					148,985.00
66 CAPITAL OUTLAY					
0015910 6635 - COMPUTER EQUIPMENT		1.00	8,428.00		8,428.00
Barracuda backup 490 to 690 upgrade					8,428.00
TOTAL CAPITAL OUTLAY					8,428.00
TOTAL INFORMATION SERVICES					836,589.00

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PROJECTION: 20171 FY 2017 Operating Budget
ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2017	Adopted
0015920	IS GIS					
61	PERSONNEL SERVICES					
0015920	6101 - SALARIES					8,955.00
0015920	6105 - SALARY SAVINGS					-180.00
0015920	6141 - FICA EXPENSE					687.00
0015920	6142 - GROUP HEALTH INSURANCE					1,338.00
0015920	6143 - WORKERS' COMPENSATION					27.00
0015920	6145 - UNEMPLOYMENT COMPENSATION					29.00
0015920	6146 - RETIREMENT					751.00
0015920	6148 - LONGEVITY PAY					26.00
62	TOTAL PERSONNEL SERVICES					11,633.00
	CONTRACTUAL SERVICES					
0015920	6204 - TRAVEL					2,280.00
	Esri World User Conference		1.00	1,100.00		1,100.00
	Hotel					
	Annual San Diego, CA					
	Per Diem for travel Esri &		1.00	730.00		730.00
	Technology Training					
	Mileage Reimbursement		1.00	450.00		450.00
0015920	6206 - TRAINING					3,995.00
	Microsoft SQL Training &		1.00	3,995.00		3,995.00
	Server 2014					
0015920	6209 - DUES & SUBSCRIPTIONS					250.00
	Southcentral ARC user group		1.00	250.00		250.00
	(SCUAG)					

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0015920 6223 - ENGINEERING SERVICES					4,100.00
AERIAL PHOTOGRAPHY 6" COLOR		1.00	4,100.00		4,100.00
 0015920 6226 - MISC. CONTRACTUAL SERVICES					44,231.00
GPS Service-Annual Service Agreement Trimble Software		1.00	1,100.00		1,100.00
I-Communities NCTCOG-Annual Maintenance agreement		1.00	4,800.00		4,800.00
Development Services-Application Service Consulting		1.00	4,000.00		4,000.00
Nexus Viewer maintenance-online map viewing		1.00	3,650.00		3,650.00
Enterprise License Agreement (ESRI)		1.00	29,550.00		29,550.00
Plotter Maintenance		1.00	1,131.00		1,131.00
 TOTAL CONTRACTUAL SERVICES					54,856.00
63 SUPPLIES					
0015920 6301 - OFFICE SUPPLIES					5,430.00
Office Supplies - Printing and Binding (Map Books)		1.00	1,750.00		1,750.00
 Plotter Ink		2.00	1,250.00		2,500.00
Plotter Paper Rolls 36"		4.00	100.00		400.00
Outside Plotter Prints larger than 36"		1.00	780.00		780.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

0015920 6305 - UNIFORMS

staff shirts

VENDOR	QUANTITY	UNIT COST	2017	Adopted
	1.00	90.00		90.00
				90.00

TOTAL SUPPLIES
 TOTAL IS GIS

5,520.00
 72,009.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

VENDOR QUANTITY UNIT COST 2017 Adopted

0016210 COMPENSATION ADJUSTMENTS

61 PERSONNEL SERVICES

0016210 6101 - SALARIES

204,873.00

TOTAL PERSONNEL SERVICES

204,873.00

TOTAL COMPENSATION ADJUSTMENTS

204,873.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0016310 CAPITAL EQUIPMENT RESERVE					
68 TRANSFER TO OTHER FU					
0016310 6810 - CAPITAL EQUIPMENT RESERVE					
Server Replacements		1.00	31,000.00		402,000.00 31,000.00
Vehicle and Capital Equipment Replacement		1.00	221,000.00		221,000.00
Fire Apparatus replacement program		1.00	150,000.00		150,000.00
TOTAL TRANSFER TO OTHER FU					402,000.00
TOTAL CAPITAL EQUIPMENT RESERVE					402,000.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0019999 NON-DEPARTMENTAL					
62 CONTRACTUAL SERVICES					
0019999 6203 - INSURANCE SHARE					
Property and liability insurance for the General Fund		1.00	173,549.00		173,549.00
Increase of \$20,552 for FY 2015					
Increase of \$21,000 for FY 2016					
(\$14,280 or 68% to General Fund)					
0019999 6238 - ELECTRICITY					
Reduced electricity budget by \$15,000 in FY 2016 based on prior years' history. Savings moved to Police Patrol fuel. Reduced in FY 2017- savings moved to telephone line item.		1.00	435,158.00		435,158.00
0019999 6241 - TELEPHONE					
AT&T bill- \$2,000 per month		12.00	2,000.00		145,448.00
Time Warner- PRIs		12.00	7,000.00		24,000.00
SmartNet contract- annual maintenance fee for new phone equipment		1.00	17,000.00		84,000.00
Colleyville to Keller Time Warner line for Courts		12.00	579.00		17,000.00
Moves/Adds/Changes city-wide phone system		1.00	13,500.00		6,948.00
0019999 6246 - OFFICE EQUIP & MAINTENANCE					
Lease of 14 Copiers and Maintenance on 18 Copiers (General Fund Portion)		1.00	40,406.00		40,406.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
GENERAL FUND

0019999 6248 - GAS

Reduced gas budget by \$15,000
 in FY 2016 based on trends.
 Savings went to Police Patrol
 fuel. Reduced in FY 2017-
 savings to telephone line item.

VENDOR	QUANTITY	UNIT COST	2017	Adopted
	1.00	35,000.00		35,000.00

0019999 6281 - COMMUNICATIONS MAINTENANCE

NRH Contract/Consortium

City of Fort Worth Contract

American Tower Corporation
 Lease- Eules Tower

Motorola Maintenance Hardware

Single User Account (SUA)-II

Batteries, Parts, Repairs

A/C Contract and Repairs

Radio Tower Propane

Radio Site Generator Repairs

1.00	8,046.00	108,118.00
1.00	4,070.00	8,046.00
1.00	4,070.00	4,070.00
1.00	6,472.00	6,472.00
1.00	53,050.00	53,050.00
1.00	23,517.00	23,517.00
1.00	7,183.00	7,183.00
1.00	4,250.00	4,250.00
1.00	680.00	680.00
1.00	850.00	850.00

63 TOTAL CONTRACTUAL SERVICES
 SUPPLIES

937,679.00

0019999 6302 - POSTAGE

15,880.00

TOTAL SUPPLIES
 TOTAL NON-DEPARTMENTAL
 TOTAL GENERAL FUND

23,329,761.00

15,880.00
 953,559.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
UTILITY FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0022010	UTILITY BILLING				
61	PERSONNEL SERVICES				
0022010	6101 - SALARIES				178,825.00
0022010	6139 - OVERTIME				1,271.00
0022010	6141 - FICA EXPENSE				14,188.00
0022010	6142 - GROUP HEALTH INSURANCE				38,216.00
0022010	6143 - WORKERS' COMPENSATION				560.00
0022010	6145 - UNEMPLOYMENT COMPENSATION				828.00
0022010	6146 - RETIREMENT				15,505.00
0022010	6148 - LONGEVITY PAY				4,760.00
0022010	6152 - ACCRUED LEAVE PAY				617.00
	TOTAL PERSONNEL SERVICES				254,770.00
62	CONTRACTUAL SERVICES				
0022010	6204 - TRAVEL				2,000.00
	Utility Billing Supervisor - Tyler Technologies Conference 2017	1.00	2,000.00		2,000.00
0022010	6206 - TRAINING				198.00
	Training Class TBD for utility billing staff	2.00	99.00		198.00
0022010	6221 - AUDIT				25,722.00
	PATTILLO, BROWN, & HILL ANNUAL AUDIT (Utility Fund Portion)	1.00	25,497.00		25,497.00
	GFOA (CAFR filing fee)	1.00	225.00		225.00

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PROJECTION: 20171 FY 2017 Operating Budget
ACCOUNTS FOR:
UTILITY FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0022010 6225 - COMPUTER SERVICES		1.00	1,999.00		28,359.00 1,999.00
TYLER TECHNOLOGIES - Maintenance Contract		1.00	2,762.00		2,762.00
TYLER TECHNOLOGIES - Hand Held Meter Reading Software		1.00	22,842.00		22,842.00
Munis ERP Financial Suite Annual Maintenance Contract		1.00	756.00		756.00
Munis Support & Update Licensing - IVR Gateway					
0022010 6226 - MISC. CONTRACTUAL SERVICES		1.00	45,979.00		45,979.00 45,979.00
Outsource Printing / Mailing of Utility Bills/PDF File					
0022010 6233 - BANK SERVICE CHARGES		1.00	3,742.00		7,492.00 3,742.00
Wells Fargo - check clearing/deposit posting (70 % split with General Fund)		1.00	3,750.00		3,750.00
GARD CL SW - courier charges armored delivery (70% - 30% to General Fund)					
0022010 6246 - OFFICE EQUIP & MAINTENANCE		1.00	200.00		895.00 200.00
Automatic Letter Opener Annual Contract		1.00	695.00		695.00
Shredder Maintenance Cleaning/Maintenance					
0022010 6285 - BUILDING MAINT & SUPPLIES		1.00	7,807.00		7,807.00 7,807.00
ORIENTAL BLDG SERVICES - Janitorial Service 1/6 of City Hall					

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CITY OF COLLEYVILLE
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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
UTILITY FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
TOTAL CONTRACTUAL SERVICES					118,452.00
63 SUPPLIES					
0022010 6301 - OFFICE SUPPLIES					670.00
STAPLES - misc supplies		1.00	670.00		670.00
0022010 6302 - POSTAGE					47,538.00
USPS - P.O.Box Rental for Box 1016 Return Address for Utility Bills		1.00	150.00		150.00
P.O. Box rental					
Department letters					
PURCHASE POWER - postage for meter		1.00	2,700.00		2,700.00
HIGH COTTON - metered postage		1.00	44,688.00		44,688.00
Utility Bills					
Currently water bill					
postage is \$3,652.00 x 12 = \$43,824.00					
Delinquent notices postage is \$72.00 x 12 = \$864.00					
0022010 6303 - OPERATING SUPPLIES					2,055.00
STAPLES - misc supplies		1.00	750.00		750.00
CPI ONE POINT - copy paper		1.00	500.00		500.00
PRINTING SYSTEMS INC - notices/forms		1.00	250.00		250.00
STEVE STRANGE - forms		1.00	55.00		55.00
RECEIPT SCANNERS / OTHER		1.00	500.00		500.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
UTILITY FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0022010 6308 - PRINTING					988.00
		1.00	450.00		450.00
STEVE STRANGE - deposit books, letter head & envelopes					
		1.00	538.00		538.00
PRINTING SYSTEMS INC - past due envelopes for final bills & reprint bills					
0022010 6312 - COMPUTER SUPPLIES					1,629.00
		1.00	1,629.00		1,629.00
STAPLES - HP Laser Printers - toner/supplies					
TOTAL SUPPLIES					52,880.00
TOTAL UTILITY BILLING					426,102.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
UTILITY FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0026110	UTILITY OPERATIONS WATER				
61	PERSONNEL SERVICES				
0026110	6101 - SALARIES				192,347.00
0026110	6135 - STANDBY PAY				2,955.00
0026110	6139 - OVERTIME				17,794.00
0026110	6141 - FICA EXPENSE				16,936.00
0026110	6142 - GROUP HEALTH INSURANCE				47,771.00
0026110	6143 - WORKERS' COMPENSATION				8,238.00
0026110	6145 - UNEMPLOYMENT COMPENSATION				1,035.00
0026110	6146 - RETIREMENT				18,507.00
0026110	6147 - INCENTIVE PAY				900.00
0026110	6148 - LONGEVITY PAY				2,968.00
0026110	6152 - ACCRUED LEAVE PAY				4,415.00
62	TOTAL PERSONNEL SERVICES				313,866.00
	CONTRACTUAL SERVICES				
0026110	6206 - TRAINING				3,710.00
	Work Zone Safety (7 FTE's)	7.00	200.00		1,400.00
	Texas A&M Engineering Extension Service (TEEX) Training (6 FTE's)	6.00	385.00		2,310.00
0026110	6207 - PRE-EMPLOYMENT				647.00
0026110	6209 - DUES & SUBSCRIPTIONS				1,396.00
	Texas Water Utilities Association (Equipment Operator & Water and Wastewater Supervisor)	1.00	200.00		200.00
	American Water Works Association (Division)	1.00	752.00		752.00
	Backflow Prevention Assembly	1.00	111.00		111.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
UTILITY FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
Tester (Water and Wastewater Supervisor)		1.00	111.00		111.00
Customer Service Inspector (Water and Wastewater Supervisor)		1.00	111.00		111.00
Water License Renewal (Equipment Operator)		1.00	111.00		111.00
Wastewater License Renewal (Equipment Operator)					
0026110 6226 - MISC. CONTRACTUAL SERVICES					24,390.00
DART ROW Agreement 200791 (16" Water Line)		1.00	16,544.00		16,544.00
VueWorks Asset Management Software Subscription		1.00	6,000.00		6,000.00
Networkfleet GPS Monitoring		1.00	1,246.00		1,246.00
DART ROW Agreement 980501 (@ John McCain)		1.00	300.00		300.00
DART ROW Agreement 991004		1.00	300.00		300.00
0026110 6231 - LEGAL ADVERTISING					600.00
0026110 6240 - CELL PHONES					990.00
Two (2) After-Hour Cell Phones		1.00	990.00		990.00
0026110 6245 - EQUIPMENT RENTAL					1,000.00
Emergency Rental of Pumps and Equipment		1.00	1,000.00		1,000.00
0026110 6251 - T.R.A. WATER					8,980,767.00
FY 2017 estimated TRA debt service		1.00	2,795,881.00		2,795,881.00
FY 2017 estimated TRA volumetric charges		1.00	6,184,886.00		6,184,886.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
UTILITY FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0026110 6253 - WATER SAMPLES		1.00	10,000.00		10,000.00
Water samples for water quality testing					10,000.00
0026110 6261 - VEHICLE MAINTENANCE		1.00	4,000.00		4,000.00
Vehicles 811, 822, 883					4,000.00
0026110 6262 - GAS AND OIL					12,950.00
0026110 6274 - METER MAINT AND TESTING					1,500.00
0026110 6284 - EQUIPMENT MAINTENANCE		1.00	6,544.00		6,544.00
Equipment 810, 883, 884 885, 897					6,544.00
0026110 6296 - WATER LICENSING FEE		1.00	23,000.00		23,000.00
TCEQ fee for water system at \$2.45 per connection					23,000.00
63 TOTAL CONTRACTUAL SERVICES					9,071,494.00
SUPPLIES					
0026110 6302 - POSTAGE					3,690.00
0026110 6304 - CHEMICALS					2,450.00
0026110 6305 - UNIFORMS		1.00	2,843.00		2,843.00
Uniform Rental and Miscellaneous Clothing Supplies - Water Crew					2,843.00
0026110 6308 - PRINTING		1.00	3,000.00		3,300.00
Water Quality Report		1.00	300.00		3,000.00
Printing of door hangers					300.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
UTILITY FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0026110 6313 - SMALL TOOLS					3,400.00
0026110 6324 - REPAIR & MAINTENANCE					87,219.00
Water System Maintenance		1.00	59,909.00		59,909.00
Well and Pump Maintenance		1.00	10,000.00		10,000.00
Storage System Maintenance		1.00	13,750.00		13,750.00
Water and Pipe Supplies		1.00	3,560.00		3,560.00
66 TOTAL SUPPLIES					102,902.00
66 CAPITAL OUTLAY					
0026110 6654 - WATER METER & FIRE PLUGS					100,000.00
Water meters and fire hydrants		1.00	100,000.00		100,000.00
0026110 6670 - INFRASTRUCTURE RENEWAL					804,500.00
FY 2017 contribution to utility CIP projects		1.00	804,500.00		804,500.00
TOTAL CAPITAL OUTLAY					904,500.00
TOTAL UTILITY OPERATIONS WATER					10,392,762.00

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PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
UTILITY FUND

		VENDOR	QUANTITY	UNIT COST	2017	Adopted
0026120	UTILITY OPERATIONS WASTEWATER					
61	PERSONNEL SERVICES					
0026120	6101 - SALARIES					101,648.00
0026120	6135 - STANDBY PAY					2,829.00
0026120	6139 - OVERTIME					16,846.00
0026120	6141 - FICA EXPENSE					9,530.00
0026120	6142 - GROUP HEALTH INSURANCE					28,662.00
0026120	6143 - WORKERS' COMPENSATION					4,548.00
0026120	6145 - UNEMPLOYMENT COMPENSATION					621.00
0026120	6146 - RETIREMENT					10,414.00
0026120	6147 - INCENTIVE PAY					1,500.00
0026120	6148 - LONGEVITY PAY					1,743.00
	TOTAL PERSONNEL SERVICES					178,341.00
62	CONTRACTUAL SERVICES					
0026120	6206 - TRAINING					1,995.00
	Supervisory Training (Water and Wastewater Supervisor)		1.00	240.00		240.00
	Texas A&M Engineering Extension Service (TEEX) Training (3 FTE's)		3.00	385.00		1,155.00
	Work Zone Safety (3 FTE's)		3.00	200.00		600.00
0026120	6207 - PRE-EMPLOYMENT					367.00
0026120	6209 - DUES & SUBSCRIPTIONS					752.00
	American Water Works Association (Division)		1.00	752.00		752.00

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ACCOUNTS FOR:
UTILITY FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0026120 6226 - MISC. CONTRACTUAL SERVICES					8,402.00
VueWorks Asset Management Software Subscription		1.00	5,000.00		5,000.00
Leasing/Repair of Air Monitors (Q-Rae)		1.00	1,845.00		1,845.00
Networkfleet GPS Monitoring		1.00	1,557.00		1,557.00
0026120 6252 - T.R.A. SEWER					2,406,633.00
FY 2017 estimate for TRA wastewater flows and debt		1.00	2,406,633.00		2,406,633.00
0026120 6261 - VEHICLE MAINTENANCE					1,500.00
Vehicle 889		1.00	1,500.00		1,500.00
0026120 6262 - GAS AND OIL					10,300.00
0026120 6284 - EQUIPMENT MAINTENANCE					15,000.00
Equipment 803, 819, 820, 823, 823T, 820AB, 898		1.00	15,000.00		15,000.00
63 TOTAL CONTRACTUAL SERVICES					2,444,949.00
63 SUPPLIES					
0026120 6304 - CHEMICALS					3,300.00
0026120 6305 - UNIFORMS					2,988.00
Uniform Rental and Miscellaneous Clothing Supplies (Wastewater Crew)		1.00	2,988.00		2,988.00
0026120 6313 - SMALL TOOLS					2,600.00

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ACCOUNTS FOR:
UTILITY FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0026120 6324 - REPAIR & MAINTENANCE					60,408.00
Wastewater System Maintenance		1.00	50,408.00		50,408.00
Lift Station and Pump Maintenance		1.00	8,000.00		8,000.00
Sewer Pipe Supply		1.00	2,000.00		2,000.00
TOTAL SUPPLIES					69,296.00
66 CAPITAL OUTLAY					
0026120 6645 - OPERATING EQUIPMENT					10,000.00
FY 2017 Camera for Wastewater lines (one-time \$9,000 and \$1,000 ongoing)		1.00	10,000.00		10,000.00
TOTAL CAPITAL OUTLAY					10,000.00
TOTAL UTILITY OPERATIONS WASTEWATER					2,702,586.00

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ACCOUNTS FOR:
UTILITY FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0026130	UTILITY SUPPORT				
61	PERSONNEL SERVICES				
0026130	6101 - SALARIES				838,342.00
0026130	6135 - STANDBY PAY				2,460.00
0026130	6139 - OVERTIME				19,744.00
0026130	6141 - FICA EXPENSE				67,370.00
0026130	6142 - GROUP HEALTH INSURANCE				120,382.00
0026130	6143 - WORKERS' COMPENSATION				10,968.00
0026130	6145 - UNEMPLOYMENT COMPENSATION				2,929.00
0026130	6146 - RETIREMENT				73,620.00
0026130	6147 - INCENTIVE PAY				2,400.00
0026130	6148 - LONGEVITY PAY				5,696.00
0026130	6152 - ACCRUED LEAVE PAY				11,999.00
62	TOTAL PERSONNEL SERVICES				1,155,910.00
	CONTRACTUAL SERVICES				
0026130	6206 - TRAINING				9,420.00
	VueWorks Conference (Asst. to Director)	1.00	1,500.00		1,500.00
	Pump and Motor Maintenance (Pump Maintenance Operator)	1.00	385.00		385.00
	Certified Floodplain Manager Training (Project Engineer)	1.00	500.00		500.00
	Texas Public Works Association (TPWA) Local Training Functions (Project Engineer)	1.00	200.00		200.00
	Texas Public Works Association (TPWA) Short Course (Project Engineer)	1.00	1,000.00		1,000.00
	Texas Water Laws and Regulations (Project Engineer)	1.00	290.00		290.00
		1.00	1,070.00		1,070.00

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ACCOUNTS FOR:
UTILITY FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
ArcGIS Training (GIS Technician)		1.00	1,155.00		1,155.00
Texas A&M Engineering Extension Service (TEEX) Training (3 FTE's)		1.00	600.00		600.00
Work Zone Safety (3 FTE's)		1.00	300.00		300.00
Texas Water Utilities Association (TWUA) Regional School (Water and Wastewater Maintenance and Operations Manager)		1.00	1,250.00		1,250.00
Texas American Water Works Association (AWWA) Annual Conference - "Texas Water" (Water and Wastewater Maintenance and Operations Manager)		1.00	1,170.00		1,170.00
Public Works Road-E-0 45% of \$2,600 cost					
0026130 6207 - PRE-EMPLOYMENT					201.00
0026130 6208 - ORGANIZATIONAL DEVELOPMENT					17,121.00
0026130 6209 - DUES & SUBSCRIPTIONS		3.00	100.00		4,112.00 300.00
Texas Water Utilities Association (Water and Wastewater Maintenance and Operations Manager, Pump Maintenance Operator, and Meter Services Worker)		1.00	90.00		90.00
Certified Floodplain Manager (Project Engineer)		1.00	40.00		40.00
P.E. Renewal (Project Engineer)		5.00	175.00		875.00
APWA (Water and Wastewater Maintenance and Operations Manager, Project Engineer, Water and Wastewater Supervisor, Asst. to Director, GIS Technician)		1.00	2,363.00		2,363.00
Regional Public Works Program (1/2 cost)					

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ACCOUNTS FOR:
UTILITY FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
		2.00	111.00		222.00
	Wastewater License (Water and Wastewater Maintenance and Operations Manager, Pump Maintenance Operator)				
		2.00	111.00		222.00
	Water License (Water and Wastewater Maintenance and Operations Manager, Pump Maintenance Operator)				
0026130 6225 - COMPUTER SERVICES		12.00	85.00		1,920.00
	WI-FI Cards for Field Connectivity- monthly charge				1,020.00
		1.00	900.00		900.00
	CRM Software- 45% of \$1,100 cost				
0026130 6226 - MISC. CONTRACTUAL SERVICES		1.00	1,869.00		1,869.00
	Networkfleet GPS Monitoring				1,869.00
0026130 6246 - OFFICE EQUIP & MAINTENANCE					1,840.00
0026130 6261 - VEHICLE MAINTENANCE		1.00	2,900.00		2,900.00
	Vehicles 620, 679, 807, 815, 817, 899				2,900.00
0026130 6262 - GAS AND OIL					16,350.00
0026130 6284 - EQUIPMENT MAINTENANCE		1.00	400.00		400.00
	Equipment 813				400.00
0026130 6285 - BUILDING MAINT & SUPPLIES		1.00	5,234.00		7,696.00
	Custodial Contract for Public Works Service Center (45%)				5,234.00
	Misc Repairs of Service Center (45%)	1.00	1,854.00		1,854.00
	Floor Mats Contract (45%)	1.00	608.00		608.00

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ACCOUNTS FOR:
UTILITY FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
63 TOTAL CONTRACTUAL SERVICES					63,829.00
63 SUPPLIES					
0026130 6301 - OFFICE SUPPLIES					1,800.00
0026130 6303 - OPERATING SUPPLIES					900.00
0026130 6305 - UNIFORMS					4,449.00
Uniform Rental and Miscellaneous Clothing Supply (Utility Support Personnel)		1.00	4,449.00		4,449.00
0026130 6308 - PRINTING					485.00
0026130 6312 - COMPUTER SUPPLIES					1,000.00
0026130 6313 - SMALL TOOLS					2,000.00
0026130 6314 - BUILDING SUPPLIES					675.00
Paper Supplies for Service Center- 45% of \$1,500		1.00	675.00		675.00
0026130 6326 - SAFETY EQUIPMENT/SUPPLIES					6,225.00
Barricades, Cones, Personal Protective Equipment (Gloves, Germicide, Sunscreen, Electrolytes, etc.) for Utility Support, Water and Wastewater		1.00	6,225.00		6,225.00
TOTAL SUPPLIES					17,534.00
TOTAL UTILITY SUPPORT					1,237,273.00

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ACCOUNTS FOR:
UTILITY FUND

VENDOR QUANTITY UNIT COST 2017 Adopted

0026210 COMPENSATION ADJUSTMENTS

61 PERSONNEL SERVICES

0026210 6101 - SALARIES

28,208.00

TOTAL PERSONNEL SERVICES

28,208.00

TOTAL COMPENSATION ADJUSTMENTS

28,208.00

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ACCOUNTS FOR:
UTILITY FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0026410 TRANSFERS					
68 TRANSFER TO OTHER FU					
0026410 6820 - INTRAFUND LOAN REPYMT-TOMORROW					
		1.00	44,286.00		44,286.00
Interfund loan repayment to Colleyville Tomorrow Fund for the 2012 Vactor Truck (7 years)					44,286.00
TOTAL TRANSFER TO OTHER FU					44,286.00
TOTAL TRANSFERS					44,286.00

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ACCOUNTS FOR:
UTILITY FUND

		VENDOR	QUANTITY	UNIT COST	2017	Adopted
0026510	DEBT SERVICE					
65	DEBT SERVICE					
0026510	6592 - REVENUE BOND PRINCIPAL PAYMENT					
	FY 2017 principal payment for		1.00	350,000.00		350,000.00
	2010 Refunding Bonds					350,000.00
0026510	6595 - BOND PAYMENT INTEREST					
	FY 2017 interest payment for		1.00	9,900.00		9,900.00
	2010 Refunding Bonds					9,900.00
TOTAL DEBT SERVICE						359,900.00
TOTAL DEBT SERVICE						359,900.00

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ACCOUNTS FOR:
UTILITY FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0029999 NON-DEPARTMENTAL					
62 CONTRACTUAL SERVICES					
0029999 6203 - INSURANCE SHARE		1.00	76,033.00		76,033.00
Property and liability insurance for the Utility Fund					76,033.00
Increase of \$9,000 for FY 2015					
Increase of \$6,300 for FY 2016 (30% of increase)					
0029999 6238 - ELECTRICITY		1.00	116,000.00		125,454.00
Based on electricity cost % from FY 2012 actuals.					116,000.00
8.15% increase for electricity per TCAP		1.00	9,454.00		9,454.00
0029999 6241 - TELEPHONE					3,896.00
0029999 6246 - OFFICE EQUIP & MAINTENANCE		1.00	3,165.00		3,165.00
Copier Lease and Maintenance (Utility Fund Portion)					3,165.00
0029999 6248 - GAS					9,567.00
0029999 6281 - COMMUNICATIONS MAINTENANCE		1.00	1,231.00		16,537.00
NRH Contract/Consortium		1.00	622.00		1,231.00
City of Fort Worth Contract		1.00	622.00		622.00
American Tower Corporation Lease- Eulless Tower		1.00	990.00		990.00
Motorola Maintenance Hardware		1.00	8,114.00		8,114.00
SUA-II		1.00	3,597.00		3,597.00
Batteries, Parts, and Repairs		1.00	1,099.00		1,099.00
A/C Contract and Repairs		1.00	650.00		650.00
Radio Tower Propane		1.00	104.00		104.00
		1.00	130.00		130.00

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ACCOUNTS FOR:
UTILITY FUND

Radio Site Generator Repairs

VENDOR QUANTITY UNIT COST 2017 Adopted

63	TOTAL CONTRACTUAL SERVICES				234,652.00
	SUPPLIES				
0029999	6302 - POSTAGE				5,051.00
66	TOTAL SUPPLIES				5,051.00
	CAPITAL OUTLAY				
0029999	6650 - MOTOR VEHICLES				81,100.00
		1.00	81,100.00		81,100.00
	Vehicle and Capital Equipment				
	Replacement; To be moved to a				
	cash account				
	TOTAL CAPITAL OUTLAY				81,100.00
	TOTAL NON-DEPARTMENTAL				320,803.00
	TOTAL UTILITY FUND			15,511,920.00	

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ACCOUNTS FOR:
DEBT SERVICE FUND

		VENDOR	QUANTITY	UNIT COST	2017	Adopted
0046510	DEBT SERVICE					
65	DEBT SERVICE					
0046510	6501 - G.O. REFUNDING BONDS (2006)					542,229.00
	2006 G.O. Refunding Bonds include a refinance of general fund debt and debt paid from the CCCPD Fund that is supported by sales tax. This portion is the general tax supported debt.		1.00	38,367.00		38,367.00
	2006 G.O. Refunding Bonds include a refinance of general fund debt and debt paid from the CCCPD Fund that is supported by sales tax. This portion is the sales tax supported debt. The CCCPD Fund transfers funds for payment of its portion over to the Debt Service Fund and both portions are rolled up into a single payment.		1.00	503,862.00		503,862.00
0046510	6502 - G.O. REFUNDING BONDS (2011)					169,950.00
0046510	6525 - G. O. BONDS (2007)					153,000.00
0046510	6526 - G.O. REFUNDING BONDS (2016)					776,466.00
0046510	6583 - 2016 FIRE ENGINE LEASE					49,723.00
	Annual lease purchase payment on 2016 Fire Engine (10 year)		1.00	49,723.00		49,723.00
0046510	6584 - FIRE TRUCK LOAN					116,839.00
	Annual lease purchase payment for 2010 Fire Truck (10 Year)		1.00	116,839.00		116,839.00

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ACCOUNTS FOR:
DEBT SERVICE FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0046510 6588 - 2013 AMBULANCE LEASE					44,580.00
2008 Ambulance Lease Purchase		1.00	44,580.00		44,580.00
annual payment (10 year)					
0046510 6599 - PAYING AGENTS FEES					1,250.00
TOTAL DEBT SERVICE					1,854,037.00
TOTAL DEBT SERVICE					1,854,037.00
TOTAL DEBT SERVICE FUND		1,854,037.00			

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ACCOUNTS FOR:
DRAINAGE FEE FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0175210 DRAINAGE					
61 PERSONNEL SERVICES					
0175210 6101 - SALARIES					193,209.00
0175210 6135 - STANDBY PAY					3,166.00
0175210 6139 - OVERTIME					18,182.00
0175210 6141 - FICA EXPENSE					17,503.00
0175210 6142 - GROUP HEALTH INSURANCE					50,732.00
0175210 6143 - WORKERS' COMPENSATION					8,318.00
0175210 6145 - UNEMPLOYMENT COMPENSATION					1,099.00
0175210 6146 - RETIREMENT					19,127.00
0175210 6147 - INCENTIVE PAY					600.00
0175210 6148 - LONGEVITY PAY					3,129.00
0175210 6152 - ACCRUED LEAVE PAY					10,500.00
62 TOTAL PERSONNEL SERVICES					325,565.00
62 CONTRACTUAL SERVICES					
0175210 6206 - TRAINING					
		4.00	200.00		2,397.00
Traffic Safety Training (4 FTE's)					800.00
		3.00	385.00		1,155.00
Texas A&M Engineering Extension Service (TEEX) Training (2 Equipment Operators + 1 Field Technician)					
		1.00	442.00		442.00
Public Works Road-E-0 17% of \$2,600 cost					

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ACCOUNTS FOR:
DRAINAGE FEE FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0175210 6207 - PRE-EMPLOYMENT					302.00
0175210 6208 - ORGANIZATIONAL DEVELOPMENT					5,133.00
0175210 6221 - AUDIT					1,500.00
Patillo, Brown, & Hill annual audit- Drainage Fund portion		1.00	1,500.00		1,500.00
0175210 6223 - ENGINEERING SERVICES					39,355.00
0175210 6225 - COMPUTER SERVICES					7,382.00
Citizen Response Module		1.00	2,000.00		2,000.00
Data Wise Software/ for Advanced Flood Warning System		1.00	1,500.00		1,500.00
Lights at Low Water Crossings		1.00	3,542.00		3,542.00
Aircards for Cameras at Low Water Crossings		1.00	340.00		340.00
CRM Software- 17% of \$1,100 cost					
0175210 6226 - MISC. CONTRACTUAL SERVICES					12,734.00
DART ROW Agreement 920526 (Ditch Near Pleasant Run Road)		1.00	100.00		100.00
VueWorks Asset Management Software Subscription		1.00	3,000.00		3,000.00
Networkfleet GPS Monitoring		1.00	1,246.00		1,246.00
Flood Warning System Maintenance Contract		1.00	5,288.00		5,288.00
Ditch Spraying in Public ROW		1.00	3,000.00		3,000.00
DART ROW Agreement 941104 (Oak Crest Subdivision)		1.00	100.00		100.00

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ACCOUNTS FOR:
DRAINAGE FEE FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0175210 6245 - EQUIPMENT RENTAL		1.00	6,000.00		6,000.00
Rental of Excavators, Loaders, Pumps and Other Necessary Equipment					
0175210 6261 - VEHICLE MAINTENANCE		1.00	2,850.00		2,850.00
Vehicles 682, 697					
0175210 6262 - GAS AND OIL					19,650.00
0175210 6284 - EQUIPMENT MAINTENANCE		1.00	10,900.00		10,900.00
Equipment 601, 609, 686, 688, 896					
0175210 6285 - BUILDING MAINT & SUPPLIES		1.00	1,977.00		2,907.00
Service Center Custodial Contract (17%)					
		1.00	700.00		700.00
Misc. repairs to Service Center (17%)					
		1.00	230.00		230.00
Service Center floor mats contract (17%)					
63 TOTAL CONTRACTUAL SERVICES					111,110.00
SUPPLIES					
0175210 6301 - OFFICE SUPPLIES					500.00
0175210 6305 - UNIFORMS		1.00	3,200.00		3,200.00
Uniform Rental and Miscellaneous Clothing Supply for Drainage Crew					

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ACCOUNTS FOR:
DRAINAGE FEE FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0175210 6312 - COMPUTER SUPPLIES					400.00
0175210 6313 - SMALL TOOLS					1,703.00
0175210 6314 - BUILDING SUPPLIES					255.00
Paper Supplies for Service Center- 17% of \$1,500		1.00	255.00		255.00
0175210 6324 - REPAIR & MAINTENANCE					35,558.00
Drainage Maintenance and Supply		1.00	35,558.00		35,558.00
(Curlex, asphalt disposal, small tools, tarps, etc.)					
0175210 6326 - SAFETY EQUIPMENT/SUPPLIES					2,085.00
TOTAL SUPPLIES					43,701.00
TOTAL DRAINAGE					480,376.00

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ACCOUNTS FOR:
DRAINAGE FEE FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0175220	STORM WATER				
61	PERSONNEL SERVICES				
0175220	6101 - SALARIES				62,000.00
0175220	6141 - FICA EXPENSE				4,822.00
0175220	6142 - GROUP HEALTH INSURANCE				10,510.00
0175220	6143 - WORKERS' COMPENSATION				401.00
0175220	6145 - UNEMPLOYMENT COMPENSATION				228.00
0175220	6146 - RETIREMENT				5,270.00
0175220	6148 - LONGEVITY PAY				1,035.00
62	TOTAL PERSONNEL SERVICES CONTRACTUAL SERVICES				84,266.00
0175220	6206 - TRAINING				500.00
	Extended Education Classes for Code Enforcement Certification (Environmental Compliance Officer)	1.00	500.00		500.00
0175220	6209 - DUES & SUBSCRIPTIONS				140.00
	TCEQ Stormwater Annual Permit	1.00	100.00		100.00
	Code Enforcement License Renewal (Env Compl Officer)	1.00	40.00		40.00
0175220	6221 - AUDIT				500.00
0175220	6225 - COMPUTER SERVICES				1,600.00
	Assist Stormwater Software	1.00	1,000.00		1,000.00
	Aircard for Environmental Compliance Officer	1.00	600.00		600.00

08/30/2016 11:21
 alothery

CITY OF COLLEYVILLE
NEXT YEAR BUDGET DETAIL REPORT

P 179
bgnyrpts

PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
DRAINAGE FEE FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0175220 6226 - MISC. CONTRACTUAL SERVICES		1.00	12,000.00		12,312.00
Spring Sweep Event		1.00	312.00		12,000.00
Networkfleet GPS Monitoring					312.00
0175220 6229 - COMMUNITY RELATIONS					175.00
0175220 6261 - VEHICLE MAINTENANCE		1.00	250.00		250.00
Vehicle 717					250.00
0175220 6262 - GAS AND OIL					4,000.00
0175220 6296 - WATER LICENSING FEE		1.00	3,220.00		3,232.00
NCTCOG ISwim Fees		1.00	12.00		3,220.00
Texas Department of Agriculture Pesticide License- Environmental Compliance Officer					12.00
63 TOTAL CONTRACTUAL SERVICES					22,709.00
63 SUPPLIES					
0175220 6303 - OPERATING SUPPLIES					100.00
0175220 6305 - UNIFORMS		1.00	300.00		300.00
Boots and City Shirts (Environmental Compliance Officer)					300.00
0175220 6313 - SMALL TOOLS					300.00
0175220 6326 - SAFETY EQUIPMENT/SUPPLIES					185.00
TOTAL SUPPLIES					885.00
TOTAL STORM WATER					107,860.00

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CITY OF COLLEYVILLE
NEXT YEAR BUDGET DETAIL REPORT

P 180
bgnyrpts

PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
DRAINAGE FEE FUND

VENDOR QUANTITY UNIT COST 2017 Adopted

0176210 COMPENSATION ADJUSTMENTS

61 PERSONNEL SERVICES

0176210 6101 - SALARIES

1,652.00

TOTAL PERSONNEL SERVICES

1,652.00

TOTAL COMPENSATION ADJUSTMENTS

1,652.00

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CITY OF COLLEYVILLE
NEXT YEAR BUDGET DETAIL REPORT

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bgnyrpts

PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
DRAINAGE FEE FUND

0176410 TRANSFERS

68 TRANSFER TO OTHER FU

0176410 6820 - INTRAFUND LOAN REPYMT-TOMORROW

FY 2014 transfer to Colleyville
 Tomorrow Fund for Gradall
 Excavator

VENDOR	QUANTITY	UNIT COST	2017	Adopted
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	1.00	19,032.00		19,032.00
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TOTAL TRANSFER TO OTHER FU
 TOTAL TRANSFERS

	19,032.00
19,032.00	

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CITY OF COLLEYVILLE
NEXT YEAR BUDGET DETAIL REPORT

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bgnyrpts

PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
DRAINAGE FEE FUND

0176510 DEBT SERVICE

65 DEBT SERVICE

0176510 6597 - DRAINAGE REVENUE BONDS 2011

Revenue Bonds

VENDOR	QUANTITY	UNIT COST	2017	Adopted
--------	----------	-----------	------	---------

	1.00	128,391.00	128,391.00	128,391.00
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TOTAL DEBT SERVICE			128,391.00	128,391.00
TOTAL DEBT SERVICE			128,391.00	128,391.00

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CITY OF COLLEYVILLE
NEXT YEAR BUDGET DETAIL REPORT

P 183
bgnyrpts

PROJECTION: 20171 FY 2017 Operating Budget

ACCOUNTS FOR:
DRAINAGE FEE FUND

	VENDOR	QUANTITY	UNIT COST	2017	Adopted
0179999 NON-DEPARTMENTAL					
62 CONTRACTUAL SERVICES					
0179999 6203 - INSURANCE SHARE					2,631.00
Property and liability insurance for the Drainage Fund		1.00	2,631.00		2,631.00
0179999 6238 - ELECTRICITY					200.00
0179999 6248 - GAS					600.00
0179999 6281 - COMMUNICATIONS MAINTENANCE					2,543.00
NRH Contract/Consortium		1.00	189.00		189.00
City of Fort Worth Contract		1.00	96.00		96.00
American Tower Corporation Lease- Euless Tower		1.00	152.00		152.00
Motorola Maintenance Hardware		1.00	1,248.00		1,248.00
SUA-II		1.00	553.00		553.00
Batteries, Parts, Repairs		1.00	169.00		169.00
A/C Contract and Repairs		1.00	100.00		100.00
Radio Tower Propane		1.00	16.00		16.00
Radio Site Generator Repairs		1.00	20.00		20.00
63 TOTAL CONTRACTUAL SERVICES					5,974.00
SUPPLIES					
0179999 6302 - POSTAGE					167.00
TOTAL SUPPLIES					167.00
TOTAL NON-DEPARTMENTAL					6,141.00
TOTAL DRAINAGE FEE FUND					743,452.00
GRAND TOTAL					41,439,170.00

** END OF REPORT - Generated by Adrienne Lothery **



City of Colleyville City Council Agenda Briefing

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

Agenda Number 6d
Type Ordinance
Department City Manager

Agenda Date 09/06/2016

Number Ordinance O-16-1990

Title

Adoption of the Ad Valorem Tax Rate for Fiscal Year 2017 (FY 2017)

Strategy Map Connection

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

Explanation

First Reading and Public Hearing

Chapter 26, Texas Property Tax Code, requires taxing units to comply with "Truth-in-Taxation" laws in setting tax rates and performing an effective tax rate calculation. The calculated Fiscal Year 2017 (FY 2017) effective tax rate is \$.329138/\$100 valuation. As the proposed rate of \$.33913 is higher than the effective tax rate, legislation requires that a city take several actions in order to be in compliance with Chapter 26 of the Texas Property Tax Code. The city must publish the attached "Notice of 2016 Tax Year Proposed Property Tax Rate for the City of Colleyville". This notice was published in the *Fort Worth Star-Telegram* on Thursday, August 18, 2016. The City must also hold two public hearings on the tax rate. The first public hearing was held on Thursday, August 25, 2015 at 5:30 p.m., at 100 Main Street, Colleyville, Texas. There were no speakers at the first public hearing. This is the second of the two public hearings, where citizens have an opportunity to address the City Council on the proposed tax rate. In order that the citizens of Colleyville be informed of the proposed FY 2017 tax rate, City Council adopted Resolution R-16-4020 (attached) reflecting their intention to adopt a tax rate of \$.33913 per hundred dollars of valuation at the City Council Meeting and public hearing held on August 16, 2016.

The average residential value for FY 2016 was \$423,650, and the average residential value for FY 2017 is \$460,461. If the proposed tax rate is adopted, it will equate to an average annual property tax increase of \$53.79, or an adjustment of \$4.48 per month to support City services.

Financial Impact

Adoption of the tax rate and its subsequent levy will provide a portion of the funding for the Fiscal Year 2017 General Fund and Debt Service Fund budgets.

Recommendation

Approve

Attachments

1. Notice of 2016 Tax Year Proposed Property Tax Rate for the City of Colleyville
2. Resolution R-16-4020
3. Ordinance O-16-1990

NOTICE OF 2016 TAX YEAR PROPOSED PROPERTY TAX RATE FOR CITY OF COLLEYVILLE

A tax rate of \$0.339130 per \$100 valuation has been proposed for adoption by the governing body of City of Colleyville. This rate exceeds the lower of the effective or rollback tax rate, and state law requires that two public hearings be held by the governing body before adopting the proposed tax rate.

The governing body of City of Colleyville proposes to use revenue attributable to the tax rate increase for the purpose of maintaining current programs and services.

PROPOSED TAX RATE	\$0.339130 per \$100
PRECEDING YEAR'S TAX RATE	\$0.355900 per \$100
EFFECTIVE TAX RATE	\$0.329138 per \$100
ROLLBACK TAX RATE	\$0.351431 per \$100

The effective tax rate is the total tax rate needed to raise the same amount of property tax revenue for City of Colleyville from the same properties in both the 2015 tax year and the 2016 tax year.

The rollback tax rate is the highest tax rate that City of Colleyville may adopt before voters are entitled to petition for an election to limit the rate that may be approved to the rollback rate.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS
FOLLOWS:

$$\text{property tax amount} = (\text{rate}) \times (\text{taxable value of your property}) / 100$$

For assistance or detailed information about tax calculations, please contact:

Colette Ballinger, RTA
City of Colleyville Tax Assessor-Collector
100 Main Street, Colleyville, TX 76034
817-481-1242
colette.ballinger@gcisd.net
www.colleyville.com

You are urged to attend and express your views at the following public hearings on the proposed tax rate:

First Hearing: August 25, 2016 at 5:30 PM at City Hall, 100 Main Street, Colleyville, TX 76034.

Second Hearing: September 6, 2016 at 7:30 PM at City Hall, 100 Main Street, Colleyville, TX 76034.

RESOLUTION R-16-4020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS PASSED PURSUANT TO SECTION 26.04 AND 26.05, OF THE PROPERTY TAX CODE OF THE STATE OF TEXAS, APPROVING A PROPOSAL OF THE INTENT TO SET PROPERTY TAX RATES AT THIRTY THREE THOUSAND AND NINE HUNDRED THIRTEEN HUNDRED-THOUSANDTHS CENTS (\$.33913) PER ONE HUNDRED DOLLARS VALUATION FOR FISCAL YEAR 2017; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Tax Assessor/Collector for the City of Colleyville, Texas (the "City"), has calculated the amount of the effective tax rate and the rollback tax rate pursuant to Section 26.04(c) of the Property Tax Code of the State of Texas (the "Property Tax Code"); and

WHEREAS, pursuant to Section 26.04(e) of the Property Tax Code, the said tax rates have been submitted to the City Council; and

WHEREAS, it appears necessary to adopt a tax rate of thirty three thousand and nine hundred thirteen hundred-thousandths cents (.33913) per one hundred dollars of valuation.

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

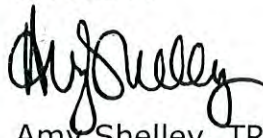
- Sec. 1. THAT the City Council does hereby, by the approval of this resolution, state its intention to adopt a tax rate for Fiscal Year 2017 of thirty three thousand and nine hundred thirteen hundred-thousandths cents (.33913) per one hundred dollars of valuation. The Fiscal Year 2017 tax rate will be adopted at the City Council meeting to be held on September 20, 2016.
- Sec. 2. THAT the 2016 tax roll as certified on July 25, 2016 by the Chief Appraiser of Tarrant Appraisal District is adopted and is the basis for the Fiscal Year 2017 proposed tax rate.
- Sec. 3. THAT pursuant to Section 26.05(d) of the Property Tax Code, the two public hearings on the tax rate will be held on August 25, 2016 at 5:30 p.m. and September 6, 2016 at 7:30 p.m. at 100 Main Street, Colleyville, Texas.
- Sec. 4. THAT this resolution shall take effect from and after the date of its passage.

AND IT IS SO RESOLVED.

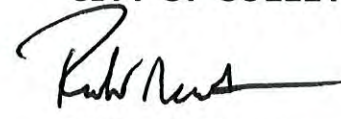
APPROVED BY A VOTE OF 7 AYES, 0 NAYS, AND 0 ABSTENTIONS ON
THIS THE 16TH DAY OF AUGUST 2016.

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

ATTEST:


Amy Shelley, TRMC
City Secretary

CITY OF COLLEYVILLE


Richard Newton
Mayor

ORDINANCE O-16-1990

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS, LEVYING TAXES FOR THE OPERATION OF THE MUNICIPAL GOVERNMENT OF THE CITY OF COLLEYVILLE, TEXAS, FOR THE FISCAL YEAR 2017; ESTABLISHING THE AD VALOREM TAX RATE OF THIRTY THREE THOUSAND AND NINE HUNDRED THIRTEEN HUNDRED-THOUSANDTHS CENTS (\$.33913) PER ONE HUNDRED DOLLARS VALUATION; PROVIDING FOR APPORTIONMENT OF TAXES FOR INTEREST AND SINKING FUND FOR CERTAIN BOND INDEBTEDNESS AND FOR GENERAL OPERATING NEEDS, PROVIDING PENALTIES AND INTEREST FOR THE DELINQUENT TAXES, AND TO BECOME EFFECTIVE ON OCTOBER 1, 2016

WHEREAS, a budget has been adopted by the City Council of the City of Colleyville, Texas, covering the proposed expenditures of the municipal government of the City of Colleyville for the fiscal year beginning October 1, 2016 and ending September 30, 2017; and

WHEREAS, said budget reflects the needs for revenue to meet the expenses proposed therein; and

WHEREAS, the City is required to accumulate an Interest and Sinking Fund for certain outstanding bond indebtedness; and

WHEREAS, all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including, but not limited to, the Open Meetings Act; and

WHEREAS, the City Council determines that the passage of this ordinance is in the best interests of the health, safety, and welfare of the public.

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

Sec. 1. THAT there is hereby levied an ad valorem tax that shall be collected for the use and support of the municipal government of the City of Colleyville. It shall provide the legally required Interest and Sinking Fund for certain outstanding bond indebtedness during the 2017 fiscal year. Such tax shall be levied upon all property, real, personal, or mixed within the corporate limits of Colleyville, Texas, which is subject to

taxation. The rate of tax shall be thirty three thousand and nine hundred thirteen hundred-thousandths cents (\$.33913) on each one hundred dollars (\$100.00) property assessment. Said tax levied for and apportioned to the following specific purposes:

A. For the General Fund, a tax rate of \$.321908 is levied.

B. For the Interest and Sinking Fund, a tax rate of \$.017222 is levied.

Sec. 2. THAT taxes levied by this ordinance shall be due and payable on the first day of October 2016, and shall become delinquent on the first day of February 2017, if unpaid. Upon taxes becoming delinquent, interest and penalty will be added as required in Section 33.01 of the Texas Property Tax Code, and shall commence on the first day of February 2017. The City of Colleyville is hereby authorized to adopt any and all legal remedies provided by the Texas Property Tax Code for the purpose of collecting delinquent taxes.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 6th day of September 2016.

The second reading and public hearing being conducted on the 20th day of September 2016.

APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS ON THIS THE 20TH DAY OF SEPTEMBER 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

APPROVED AS TO FORM AND LEGALITY:

Matthew C. G. Boyle
City Attorney



City of Colleyville City Council Agenda Briefing

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

Agenda Number 6e

Agenda Date 09/06/2016

Number Ordinance O-16-1991

Type Ordinance

Department City Manager

Title

Approval to amend Sec. 2-26 of the Colleyville, Texas, Code of Ordinances, setting fees and charges for City services

Strategy Map Connection

B2- Proactively seek process improvements and sustainable solutions

Explanation

First Reading and Public Hearing

As a part of the annual budget process, staff reviews the fees charged by the City and proposes new fees, revisions of current fees, or deletions of fees. The following fee changes are proposed by staff and were presented and discussed at the Pre Council meeting on July 12, 2016.

Colleyville Center Non-profit Rental Rates

Colleyville based non-profit organizations receive deeply discounted rental rates at the Colleyville Center, which have been in effect since 1998. In recognition that costs have increased during that time period, and that the non-profit segment represents the majority of Colleyville Center utilization, the Colleyville Center Advisory Committee (CCAC) requested that staff evaluate an appropriate methodology to adjust non-profit rental rates. In discussions for what a reasonable methodology might be to adjust rates, the Consumer Price Index, or CPI, was identified as a reasonable benchmark. However, the CPI change from 1998 to present day is a 45% increase and was thought to be too significant to consider in a single year, so several phase in options were considered. The CCAC understands the Center's purpose is to be the community's meeting place and it is important to maintain affordable rates.

At the May 16, 2016 CCAC meeting, the CCAC formally recommended that adjustments be made over a two year period, with an adjustment of 25% effective for contracts executed after October 1, 2016, and an adjustment of 20% effective for contracts executed after October 1, 2017. Those changes are reflected in the following chart:

Weekday Room Rental	Current Non-profit Rate	Oct. 1, 2016 (25%)	Oct. 1, 2017 (20%)
Small Conference	\$ 60	\$ 75	\$ 90
North Hall	\$ 80	\$100	\$120
South Hall	\$ 80	\$100	\$120
North & South Combined	\$140	\$175	\$210
Entire Building	\$300	\$375	\$450
Garden Plaza	\$300	\$375	\$450

The CCAC felt that organizations understood the value provided by the Colleyville Center staff and the facility, particularly given the investments the City has made over the last 18 years, and felt confident that these proposed rate changes would continue to provide reasonable rates, while providing some much needed adjustments to continue with the current 70% operating cost recovery goal. The attached ordinance implements the first year of rate changes, with the second year changes to be brought forward in the summer of 2017, concurrent with any other recommended changes.

City Secretary Services

Two changes are recommended to the fee schedule related to City Secretary services. Both changes are administrative in nature to provide clarification and are not substantive changes. In the current Code of Ordinances, Sec. 2-26 Fees and charges for City services, agenda mailings are listed as an available service. After transitioning to paperless processes and posting agenda packets on the City's website, this is not a service that is often utilized. If a citizen requests a hard copy of an agenda packet, the City Secretary's Office would charge a rate of \$0.10 per page, similar to the printing of any other city documents requested. Accordingly, the agenda mailings service and related charge are recommended for removal from Sec. 2-26.

The second change recommended in the section for City Secretary services is the reference to the state law that City staff references to determine amounts charged for public information requests. The code currently references the Texas State Library and Archives Commission, but the more appropriate reference is the Texas Local Government Code and Administrative Code.

Financial Impact

Approval of the recommended fee changes for the Colleyville Center non-profit rental rates will increase the amount of revenue received by the City, but will likely not be realized until FY 2018 as the majority of non-profit organizations have already executed their rental agreements for FY 2017. The changes to the City Secretary services fee schedule will have no impact on revenue.

Recommendation

Approve

Attachments

1. Ordinance O-16-1991

ORDINANCE O-16-1991

AN ORDINANCE AMENDING PART II, CHAPTER 2-ADMINISTRATION, ARTICLE II- FINANCE, DIVISION 1, SEC. 2-26 FEES AND CHARGES FOR CITY SERVICES, OF THE COLLEYVILLE, TEXAS, CODE OF ORDINANCES, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Colleyville charges fees for services and materials as authorized in the Code of Ordinances and it is desirous to update those fees; and

WHEREAS, all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including but not limited to the Open Meeting Act; and

WHEREAS, the City Council determines that the passage of this ordinance is in the best interests of the health, safety, and welfare of the public.

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

- Sec. 1. THAT all matters stated hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.
- Sec. 2. THAT from and after the effective date of this ordinance, Chapter 2 Section 2-26 of the Code of Ordinances, fees and charges for city services shall be deleted and replaced in its entirety with the revisions as shown on Exhibit "A".
- Sec. 3. THAT the effective date of this ordinance shall be September 20, 2016.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 6th day of September 2016.

The second reading and public hearing being conducted on the 20th day of September 2016.

APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS ON
THIS THE 20TH DAY OF SEPTEMBER 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

APPROVED AS TO FORM AND LEGALITY:

Matthew C. G. Boyle
City Attorney

Exhibit "A"

Sec. 2-26. - Fees and charges for city services.

(a) The following fees will be in effect in all city departments:

Notary fee (non-city related business): As prescribed by V.T.C.A., Government Code § 406.024.

(b) City secretary services:

Records request research, per hour\$15.00

Document certification (per transaction)8.00

The city will charge fees for public information per Texas Government Code, Chapter 552 in accordance with the Administrative Code, Title I, Part 3, Chapter 70.

(c) Financial services:

New utility account processing\$2.00

Confidentiality of utility records request processing2.00

Parking violation court cost fee5.00

Failure to appear warrant fee25.00

Broken/damaged/cut lock or tie25.00

(d) Police services:

Accident reports\$6.00

Fingerprinting—First card10.00

Fingerprinting—Each additional card5.00

Conduct letters:

For original10.00

For each additional5.00

Miscellaneous police reports2.00

Press release of police report1.00

(e) Animal services:

Daily care of impounded animals, per day\$10.00

Each additional impounded animal, same owner, per day10.00

Removal and disposal of live unwanted pets30.00

Animal impound fee (second impounding)50.00

Exhibit "A"

Animal impound fee (third impounding)75.00

Animal impound fee (fourth impounding)150.00

Animal impound fee (fifth and greater impoundings)150.00

Removal of individually trapped animals (private trap)30.00

(f) Fire prevention:

Fire alarm systems:

Plans review (new, alteration, or relocation)\$70.00

Inspection of system once in place:

Number of Devices	Fee
1 to 10	75.00
11 to 25	100.00
26 to 100	200.00
101 to 200	275.00
201 to 500	500.00
Per device for each over 500	1.00

Fire sprinkler systems—Above ground:

Plans review (new, alteration, or relocation)150.00

Inspection of system once in place:

<i>Number of heads</i>	<i>Fee</i>
1 to 19 heads	75.00
20 to 100 Heads	100.00
101 to 300 Heads	200.00

Exhibit "A"

301 to 1,000 Heads	400.00
Per head for each over 1,000 heads	1.00

Fire sprinkler systems—Underground:

Fire Sprinkler System (Relocation or modification) three sets of detailed plans

- a. Inspection is required before ditch is covered
- b. 2 hour/200 lb. test is required50.00

Licensing inspections:

Hospitals100.00

Nursing/long term care homes75.00

Day care/mothers' day out50.00

Foster and adoptive homes10.00

Home inspection—Insurance50.00

Permits and miscellaneous fees:

Fixed fire protection system (new, alteration, or relocation) three sets of detailed plans50.00

Security gates (required three set of detail plans) plus \$25.00 per required sign.50.00

Storage of flammable or combustible liquids at construction sites50.00

Installation of compressed natural gas (CNG) container or stations50.00

Removal, relocation of compressed natural gas (CNG) container or station50.00

Installation of liquid petroleum gas (LPG) container50.00

Removal, relocation of liquid petroleum gas (LPG) container50.00

Installation of liquefied natural gas (LNG) container or station50.00

Removal, relocation of liquefied natural gas (LNG) container or station50.00

Spray booths (new) three sets of detailed plans50.00

Exhibit "A"

Spray booths (modification or relocation) three sets of detailed plans
.....50.00

Carnivals and fairs—Site plan and layout of vendors required50.00

Fireworks display—Site inspection is required100.00

Flammable and combustible liquids:

a. Repair or modify a pipeline100.00

b. Product removal from underground storage tank50.00

c. Status change in product facilities50.00

d. Change type of contents in liquid tank(s)50.00

Occupant load increase50.00

Pyrotechnical special effects100.00

Tents (any size)50.00

- (g) Response related to natural gas leaks and hazardous materials releases:
Recovery of expenses related to natural gas leaks and hazardous materials releases caused by contractors or carriers which require an on scene response where city staff are unavailable for other emergencies for one hour or more and incidents involving negligence related to drug and/or alcohol impairment will be billed for public safety services if the incident involved any criminal offense greater than a Class C misdemeanor will be as follows:

Employee costs—Actual employee salary costs during the incident.

Emergency vehicle use fees:

Ambulance—To 210 HP, per hour\$ 41.00

Police car—Patrolling, per mile0.63

Police car—Stationary, per hour18.00

Fire truck—1500 GPM, per hour95.00

Fire truck—2000 GPM, per hour105.00

Ladder truck—At least 75 feet, per hour145.00

- (h) Development fees- Planning and zoning services:

Preliminary plat\$250.00

plus, per lot7.50

Final plat or replat350.00

Exhibit "A"

- plus, per lot7.50
- Minor plat250.00
- Amending plat250.00
- Rezoning application500.00
 - plus, per acre5.00
- PUD application500.00
 - plus, per acre5.00
- Amendment to existing PUD to add, delete, or change a special condition to an existing PUD ordinance450.00
- SUP application500.00
 - plus, per acre5.00
- SUP residential accessory building175.00
- SUP residential carport175.00
- SUP alcoholic beverage sales500.00
- ZBA variance and appeal application175.00
- Sign board appeal175.00
- Tree mitigation appeal125.00
- Site plan application review250.00
- Landscape plan application review250.00
- Zoning verification letter20.00
- (i) Development fees:
 - Permanent sign permits75.00
 - Temporary sign permits50.00
 - exception: grand opening0.00
 - Sign recovery fee25.00
- (j) Development fees—Plan review, inspection, and permit fees:
 - Permit fees.* The schedule of permit fees shall be in accordance with the fee schedules contained in the 1997 Uniform Administrative Code as follows:
 - (1) Table 3-A—Building Permit Fees

Exhibit "A"

- (2) Table 3-B—Electrical Permit Fees
- (3) Table 3-C—Mechanical Permit Fees
- (4) Table 3-D—Plumbing Permit Fees

Calculating construction values. The construction values used for calculating permit fees shall not be less than the most recent building valuation data published by the International Conference of Building Officials. Said permit fees shall be adjusted on an annual basis for permit applications received on or after the 1st day of June using the most recent edition of the building valuation data. The regional modifier of 0.93 shall be applied to the building valuation data used for calculating construction values.

Plan review fee. When a plan or other data are required to be submitted by the building code, a plan review fee shall be paid at the time of submitting plans and specifications for review. The plan review fees specified in this subsection are separate fees and are in addition to the permit fees. No additional plan review fee shall be charged where plans are incomplete or for reviewing a construction plan that has been previously reviewed and resubmitted with corrections. Where construction plans are changed to a new proposal or where a third plan review is necessary, an additional plan review fee is required.

Inspection charges. Permit fees shall include the cost of all required inspections.

Reinspection fees. If the code official is required to make a reinspection, the following fees shall apply: (1) The first reinspection fee shall be \$75.00; (2) The second, and any subsequent, reinspection fee shall be \$125.00. Failure to pay such charges as provided in this code may result in the forfeiture of the right of such contractor to obtain other permits until such charges are paid.

Fees due. All building permit fees shall be due when the permit is issued.

Fee refunds. The code official shall be authorized the refunding of fees as follows:

- (1) The full amount of any fee paid hereunder that was erroneously paid or collected.
- (2) Not more than 90 percent of the permit fee when no work has been done under a permit issued in accordance with this code.
- (3) Not more than 90 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan review effort has been expended.

The code official shall not authorize the refunding of any fee paid except upon written application filed by the original permittee not later than 180 days after the date of fee payment.

Sport court (concrete, nets, fencing, lighting)\$100.00

Lot grading and drainage compliance fee125.00

New residence plan review350.00

Residential addition and remodel plan review150.00

Exhibit "A"

Commercial plan review fee65% of building permit fee

Swimming pool plan review fee50.00

Water well drilling permit\$50.00

Irrigation system permit75.00

Fence permit75.00

Masonry screening fence permit125.00

Retaining wall125.00

Swimming pool permit300.00

Spas, Hot Tubs, or Fountains\$200.00

Re-roofing permit (one square or more)50.00

Grading and earthwork permit75.00

Curb cut permit55.00

Driveway approach permit75.00

Temporary construction trailer100.00

Temporary event permit100.00

Temporary use permit100.00

Temporary use permit—Portable storage structure\$25.00

Used/obsolete street sign purchase fee (per sign)25.00

Certificate of Occupancy or re-occupancy100.00

Temporary certificate of occupancy250.00 (per month)

Contractor registration fee100.00 (per 12 month period)

Construction concealment fee (for work performed without inspections)
.....350.00

Special inspection fee100.00/hour (min. 2 hours)

Additional plan review50.00 per plan review

Application for Encroachment and Joint Use Agreement:

Document Length	Fee
-----------------	-----

Exhibit "A"

1 to 10 pages	120
11 to 20 pages	160
21 to 30 pages	200
Over 30 pages	240

Weed mowing administrative fee120.00

Weed mowing violation notification letter fee (second and all following notification letters within current calendar year)50.00

Weed mowing fee, per acre175.00

Demolition fee50.00

Brush abatement fee:

Actual expenses incurred, not to exceed the estimated value of the affected property.

Sidewalk waiver request general waiver request to a Land Development Code or Code of Ordinances requirement125.00

(k) Charges related to oil and gas wells:

Gas and oil well permit fee (per well bore)\$10,000.00

Gas well special use permit fee (per pad site)15,000.00

Seismic survey permit250.00

Pipeline permit2,500.00

(l) Public infrastructure plan review and inspection: Prior to the commencement of any public infrastructure improvements associated with private development, the developer shall pay the city a plan review and inspection fee as follows:

Engineering plan review fee—Two percent of the actual cost of the public improvements

Engineering inspection fee—Three percent of the actual cost of the public improvements

Construction materials testing fee—One percent of the actual cost of the public improvements

Exhibit "A"

For each additional review after the second submittal250.00

Inspections performed outside of regular business hours for the construction of public infrastructure projects50.00 per hour

(m) Recreation:

City sponsored activities—The fee for the city park and recreation sponsored recreation and athletic activities not covered elsewhere shall be calculated for respective activity based upon the estimated costs of conducting such activity (including such items as materials, instructors, umpires, scorekeeper, trophies and other direct program costs) plus an administrative fee, or shall be as stipulated by nationally or statewide recognized athletic organizations.

Nonresident programming fee5.00 per class/course

Senior center annual membership required for participation in all activities:

Colleyville residentFree

Non-Colleyville resident10.00

Senior center membership card replacement fee:

Colleyville resident2.00

Non-Colleyville resident2.00

(n) Parks:

Youth sports associations:

Athletic field use fees:

Colleyville residents (per participant/per season/per association)5.00

Non-Colleyville residents (per participant/per season/per association)5.00

Non-Colleyville resident Fee: A fee of \$20.00 shall be charged to each non-resident, per participation in each organized sports association per season.

Field rental fees:

Field		No lights/with lights	Time
Reagan Park	Resident Nonresident	35.00/50.00 60.00/100.00	Per 2 hours Per 2 hours

Exhibit "A"

City Park	Resident Nonresident	50.00/80.00 100.00/180.00	Per 2 hours Per 2 hours
Pleasant Run Park (Game Field)	Resident Nonresident	50.00/80.00 125.00/175.00	Per 2 hours Per 2 hours
Pleasant Run Park (Practice Field)	Resident Nonresident	35.00/50.00 60.00/100.00	Per 2 hours Per 2 hours

Rental fees:

Park pavilion rental per hour (no minimum):

Colleyville residents20.00

Non-Colleyville residents30.00

Webb house rental:

Weekday (Monday—Thursday) three hour minimum

Colleyville resident60.00/hr

Non-Colleyville resident90.00/hr

Weekday (Monday—Thursday) each additional hour

Colleyville resident20.00/hr

Non-Colleyville resident35.00/hr

Weekend (Friday—Sunday) three hour minimum

Colleyville resident80.00/hr

Non-Colleyville resident130.00/hr

Weekend (Friday—Sunday) each additional hour

Colleyville resident35.00/hr

Non-Colleyville resident55.00/hr

Webb house damage deposit200.00

Tennis court rental—Per person (per one and one-half hour increment
.....3.00

Exhibit "A"

McPherson Park group pavilion rental per hour (no minimum):

Colleyville residents40.00

Non-Colleyville residents70.00

Wedding event in a park without amenities100.00

(o) Colleyville center fees and charges:

Non-Resident and Business—Standard Rates

Room	Max occ.	*Weekday rate	Prime weekend Fri/Sat/Sun
	Theater = T Banquet = B Classroom = C	Four-hour block of time, except for entire building rental which is eight hours	Eight-hour rental
Small conference room 792 sq. ft.	T-60 B-50 C-35	\$200.00	Entire building rental only
North hall 3,155 sq. ft. 1,664 plus 1,491 stage	T-200 B-100 C-70	\$375.00	Entire building rental only
South hall 2,872 sq. ft. 1,872 plus 1,000 kitchen	T-200 B-100 C-70	\$375.00	Entire building rental only
North-South hall total 6,027 floor -3,536	T-500 B-300 C-150	\$700.00	Entire building rental only

Exhibit "A"

Entire building 8,475 sq. ft.	Building occupancy T-500	\$1,800.00 weekday	Friday and Sunday \$1,800.00 prime Saturday \$2,200.00
Garden plaza (Including chairs)	T-50	\$300.00	\$300.00

*includes tables, chairs, and all add-ons listed in the video, audio, and room set sections of the administrative fee schedule.

Colleyville Resident/Business—With 20 % Discount

Room	Max occ.	*Weekday rate	Prime weekend Fri/Sat/Sun
	Theater = T Banquet = B Classroom = C	Four-hour block of time, except for entire building rental which is eight hours	Eight-hour rental
Small conference room 792 sq. ft.	T-60 B-50 C-35	\$160.00	Entire building rental only
North hall 3,155 sq. ft. 1,664 plus 1,491 stage	T-200 B-100 C-70	\$300.00	Entire building rental only
South hall 2,872 sq. ft. 1,872 plus 1,000 kitchen	T-200 B-100 C-70	\$300.00	Entire building rental only

Exhibit "A"

North-South hall total 6,027 floor -3,536	T-500 B-300 C-150	\$560.00	Entire building rental only
Entire building 8,475 sq. ft.	Building occupancy T-500	\$1,440.00 weekday	\$1,440.00 Friday and Sunday \$1,760.00 prime Saturday
Garden plaza (including chairs)	T-150	\$300.00	\$300.00

*Includes tables, chairs, and all add-ons listed in the video, audio, and room set sections of the administrative fee schedule.

Colleyville Based Non-Profit and Civic Organizations

Room	Max occ.	*Weekday rate	Prime weekend Fri/Sat/Sun
	Theater = T Banquet = B Classroom = C	Four-hour block of time, except for entire building rental which is eight hours	Eight-hour rental
Small conference room 792 sq. ft.	T-60 B-50 C-35	\$75.00	Entire building rental only
North hall 3,155 sq. ft. 1,664 plus 1,491 stage	T-200 B-100 C-70	\$100.00	Entire building rental only

Exhibit "A"

South hall 2,872 sq. ft. 1,872 plus 1,000 kitchen	T-200 B-100 C-70	\$100.00	Entire building rental only
North-South hall total 6,027 floor -3,536	T-500 B-300 C-150	\$175.00	Entire building rental only
Entire building 8,475 sq. ft.	Building occupancy T-500	\$375.00 weekday	50% discount Friday and Sunday \$900.00 20% discount prime Saturday \$1,760.00
Garden plaza (including chairs)	T-150	\$375.00	\$375.00

Administrative Fees		
	Non-profit	Standard
Video		
LCD Projector per hour (portable and ceiling mount)	\$65.00 with weekday max \$150.00	\$65.00
LCD 220" rear screen HD projector per hour	\$75.00 with weekday max \$200.00	\$75.00
Rolling video cart with electrical and extension	\$2.00	\$10.00
Gallery flat screen or TV monitor (per event)	\$65.00	\$65.00

Exhibit "A"

Stage front drop screen	\$10.00	\$40.00
Portable screen (9')	\$40.00	\$40.00
Conference room pull down	\$20.00	\$20.00
White board/flip chart with easel	\$20.00	\$20.00
Easel	\$15.00	\$15.00
Audio		
Baby grand piano	\$100.00	\$100.00
Stage lighting (one time setting— Per hour)	\$50.00	\$50.00
Stage lighting and sound board (must use AV tech)	\$200.00 + AV tech	\$200.00 + AV tech
Podium with microphone	\$20.00	\$35.00
iPod connection	\$20.00	\$20.00
Corded microphone on stand—One free with N/S hall	\$15.00	\$15.00
Wireless microphone (hand held or lapel)	\$25.00	\$50.00
Colored up lights	\$200.00	\$200.00
Room set		
Linens (per linen) weekdays only	\$5.00	\$5.00
Draped and skirted registration table	\$15.00	\$15.00

Exhibit "A"

Room change after final set (per table and chair set)	\$20.00	\$20.00
Repositioning room during event	\$400.00 + \$10.00 ea. Table set	\$400.00 + \$10.00 ea. Table Set
Catering		
Catering fee 15% of F&B with \$1.50 pp min.	15% F&B	15% F&B
Catering (client self-catering—KU) flat fee based upon set up or attendance whichever is greater	\$1.00 per person weekday or weekend (\$300.00 max)	\$1.00 per person weekday \$2.00 per person weekends
Deluxe coffee service with condiments	15 cup carafe—\$15.00	15 cup carafe—\$15.00
Continental Breakfast (w/20 person minimum)	\$10.00 pp including fruit	\$10.00 pp including fruit
Gourmet box lunch (w/20 person minimum)	\$15.00 pp including beverage	\$15.00 pp including beverage
Break service (beverage & cookies—W/20 person minimum)	\$5.00 per person	\$5.00 per person
Water/soda service	\$1.00 per bottle	\$1.00 per bottle
Miscellaneous		
Copies 1—50—\$0.25 first copy, \$0.10 thereafter	\$0.25/\$0.10	\$0.25/\$0.10
Fax machine (incoming and outgoing)	\$2.00 per page	\$2.00 per page
Deposits		
Entire building	\$500.00	\$500.00

Exhibit "A"

Grand hall	\$300.00	\$300.00
Half hall (North or South)	\$200.00	\$200.00
Conference room	\$50.00	\$50.00

Miscellaneous Fees / Policies

Cancellation Policy—Any cancellation of a Friday, Saturday, or Sunday entire building rental or combined north/south hall booking shall result in lessee forfeiting one-half of the deposit. If the cancellation is received 180 to 120 calendar days prior to the event, the lessee will forfeit all of the deposit. If the cancellation is received less than 120 calendar days prior to the event, the lessee will forfeit all monies paid to the Colleyville Center.

Colleyville Center service fees—A service fee of up to \$500.00 will be charged to lessee for failure to leave the premises (building and grounds) in as good or better condition than it was prior to being leased.

AV surcharge—All rented audio visual equipment brought into the building by another vendor incurs a 15 percent charge of the Colleyville Center fee for same equipment.

Non-profit donations—Any not for profit organization that donates over \$50,000.00 to the Colleyville Center does not incur equipment fees. Supply and service fees are not included in this waiver. If a not for profit organization donates a single piece of equipment, it becomes Colleyville Center property and use of that equipment by that organization does not incur equipment fees.

Discount for using local businesses—If a client uses three or more Colleyville businesses during their event, the center will provide complimentary colored up-lighting (\$200.00 value).

Additional rental hours—If a client requests to extend a rental of the entire building beyond their eight hour rental, additional hours will be available for an additional \$250.00 per hour, within the business hours of the center. The additional hours must be requested in advance. Fees will not be pro-rated for increments of time less than one hour.

Late fees—The Colleyville Center closes at 12:00 a.m. (midnight) on Friday and Saturday and 11:00 p.m. Sunday through Thursday. Should a client remain on the premises after the building is closed, a fee will be assessed at the rate of \$500.00 per hour until such time the building is vacated. Fees will not be pro-rated for increments of time less than one hour.

Colleyville Center rental hours—The Colleyville Center is available for rental from 8:00 a.m. to 11:00 p.m. Monday through Thursday, 8:00 a.m. to midnight on Friday, 11:00 a.m. to midnight on Saturday, and 11:00 a.m. to 11:00 p.m. on Sunday.

Exhibit "A"

Weekday rental rates apply Monday through 4:00 p.m. on Friday. Prime weekend rates apply 4:00 p.m. Friday through 11:00 p.m. Sunday.

(p) Library:

**Colleyville Public Library
Circulating Materials Restrictions**

Materials	Loan period	Limits*	Fees/fines**	Renewal limits***
Fiction books	21 days	No limit	\$0.25 per day	5
Non-fiction books	21 days	No limit	\$0.25 per day	5
Best sellers	7 or 14 days	No limit	\$0.25 per day	5
Magazines	7 days	No limit	\$0.25 per day	5
Pamphlets	7 days	No limit	\$0.25 per day	5
Feature-length DVDs (60 min.+)	7 days	10	\$1.00 per day	5
Educational/DVDs	7 days	10	\$0.25 per day	5
Children's DVDs (under 60 min.)	7 days	10	\$0.25 per day	5
Compact discs	7 days	10	\$0.25 per day	5
J Kits	21 days	No limit	\$0.25 per day	5

Exhibit "A"

Books on compact disc	21 days	No limit	\$0.25 per day	5
J Holiday books	7 days	Varies by holiday	\$0.25 per day	0 during holiday

* No limit until a maximum of 40 items is reached. A total of 40 items per card.

** Overdue fines threshold is \$5.00.

*** Renewals are allowed when materials are not on reserve for another patron.

**Colleyville Public Library
Materials Replacement and Processing Fees**

Item	Cost	Processing fee
Library card	\$2.00	\$0.00
Book	Cost of item	5.00
Paperback book	Cost of item	5.00
Board book	Cost of item	2.00
Magazine	Cost of item	2.00
Compact disc	Cost of item	5.00
Lost compact disc outer insert	0.00	5.00
Book on CD	Cost of item	5.00
Lost/damaged single book on CD disc	Cost of single CD	1.00
DVD	Cost of item	5.00
Lost DVD outer insert	0.00	5.00

Exhibit "A"

Audio-visual material containers	Cost of item	5.00
Kit bags	Cost of item	2.00
Bar codes/RFID tags	\$1.00	0.00

Print card0.50

Color copies (per page)1.00

Black and white copies (per page)0.10

Fax—Incoming (per page)1.00

Fax—Outgoing (per page)

Local1.00

Long distance2.00

Non-resident fees:

Non-resident card (non-TexShare, non-reciprocal borrowing participating home library)25.00

Non-resident card (without home library)25.00

Interlibrary loan materials not picked up2.00

(O-14-1945, § 2(Exh. A), 12-16-2014; Ord. No. O-15-1969, § 3, 9-15-15)

Editor's note— Ord. No. O-14-1945, § 2(Exh. A), adopted December 16, 2014, repealed the former § 2-26, and enacted a new § 2-26 as set out herein. The former § 2-26 pertained to similar subject matter. See Code Comparative Table for complete derivation.



City of Colleyville City Council Agenda Briefing

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

Agenda Number 6f
Type Ordinance
Department City Manager

Agenda Date 09/06/2016

Number Ordinance O-16-1992

Title

Approval of an ordinance to reappoint Judge Sara Jane Del Carmen as the Regional Municipal Court Judge, reappointing an Associate Municipal Court Judge, and approving the Second Amendment to the Regional Municipal Court Judge Agreement

Strategy Map Connection

B3- Utilize partnerships to implement cost-effective service solutions
B4- Cultivate a culture of transparency and consistent communication

Explanation

First Reading and Public Hearing

In 2012, the cities of Colleyville and Keller entered into an Interlocal Agreement to establish combined municipal court operations pursuant to HB 984 which states: "A municipality may enter into an agreement with a contiguous municipality or a municipality with boundaries that are within one-half mile of the municipality seeking to enter into the agreement to establish concurrent jurisdiction of the municipal courts in the municipalities and provide original jurisdiction to a municipal court in which a case is brought as if the municipal court were located in the municipality in which the case arose."

With the execution of the Interlocal Agreement between the cities of Colleyville and Keller for combined municipal court services, it was recognized that the combined municipal court will operate most efficiently with the appointment of a single municipal court judge. Per the attached Exhibit "A" of the Interlocal Agreement, a review and selection committee representing both cities was established for the purpose of recommending to each respective City Council a municipal court judge for formal appointment.

Included in the Interlocal Agreement (Exhibit "A") is a provision for the appointment of a municipal court judge. The charter requirement for the City of Colleyville for judicial services is as follows:

Section 8.02. – Judge of the Municipal Court:

The Judge of the Municipal Court shall be appointed by the City Council to serve at the discretion of the City Council. He shall be an attorney licensed and practicing in the State of Texas, and shall receive such salary as may be fixed by the City Council. In

case of the disability or absence of the Judge of the Municipal Court, the City Council shall appoint a qualified person to act in his place.

The Municipal Court Review and Selection Committee consists of the Mayors and two City Councilmembers from both Colleyville and Keller. The Committee conducted interviews of candidates for the position, and recommended Sara Jane del Carmen. On September 2, 2014 by attached Resolution R-14-3777, City Council approved the Municipal Court Review and Selection Committee recommendation to appoint Sara Jane del Carmen as Regional Municipal Court Judge, for a two year term effective October 1, 2014 through September 30, 2016. The City of Colleyville Municipal Court of Record was created pursuant to Chapter 30, Subchapter P, of the Texas Government Code, and Section 30.006(b) of the Texas Government Code provides that Municipal Courts of Record must have their Judges appointed by an ordinance of the City Council. The attached Ordinance O-14-1939, complied with the requirements of Section 30.006(b) and formalized the appointment of Sara Jane del Carmen as the City of Colleyville Municipal Court Judge for the City of Colleyville Municipal Court of Record to serve through September 30, 2016.

Additionally, per the attached Exhibit "A" of the Interlocal Agreement, it is the responsibility of the appointed Municipal Court Judge to propose to the Municipal Court Review and Selection Committee a temporary replacement(s), who shall perform the duties of the Municipal Judge in his/her absences. In accordance with the Interlocal Agreement Exhibit A, Judge Sara del Carmen submitted the name of Leticia Evans as City of Colleyville Associate Municipal Court Judge for the City of Colleyville Municipal Court of Record to serve through September 30, 2016. Attached to the briefing is a bio of Leticia Evans, and Ordinance O-14-1939 which provided for the appointment of Leticia Evans as the Associate Judge.

The Municipal Court Judge Committee met on July 12, 2016, to discuss the appointment, employment, evaluation, duties, and salary of the Municipal Judge. Per the Committee, the average annualized compensation in 2014 was \$120,000; which was the amount requested by Judge del Carmen in 2014, but after discussions, the Committee agreed on \$104,000 since this was her first time having complete responsibility oversight for the court.

The Committee considered the following recommendations to the City Council: Judge del Carmen serves as judge for two cities, not one city like all other judges; she is responsible for paying her Associate Judge(s); she is responsible for her own health care costs and retirement; expected to be readily available at all times; and she has exceeded expectations in performance, effectiveness, efficiency and creating a positive reputation and customer service with the community. For these reasons, the Committee is recommending a new salary of \$120,000 per year for the next two year contract period. While she did receive a one-time bonus last year, this would be the only increase over a 4-year period. The impact is \$8,000 to each city budget.

Staff has also included the Regional Municipal Court Judge Agreement September 2014; First Amendment to the Regional Municipal Court Judge Agreement September 2015; a Municipal Court Judge Salary Survey July 2016; Second Amendment to the Regional Municipal Court Judge Agreement September 2016; and proposed Ordinance O-16-1992.

Financial Impact

Funding for the annual salary of the Regional Municipal Court Judge is available in the Fiscal Year 2017 Municipal Court budget with reimbursement from the City of Keller, as contained in the Interlocal Agreement for Combined Municipal Court Services for the cities of Colleyville and Keller.

Recommendation

Approve

Attachments

1. Interlocal Agreement Exhibit "A"
2. Resolution R-14-3777
3. Leticia Evans bio
4. Ordinance O-14-1939
5. Regional Municipal Court Judge Agreement September 2014
6. First Amendment to the Regional Municipal Court Judge Agreement September 2015
7. Municipal Court Judge Salary Survey July 2016
8. Second Amendment to the Regional Municipal Court Judge Agreement September 2016
9. Ordinance O-16-1992

Exhibit A

Colleyville and Keller recognize that the combined Municipal Court will operate most efficiently with the appointment of a single Municipal Court Judge, and the parties will endeavor to achieve that goal. That said, Colleyville and Keller reserve the right to select and/or remove their Municipal Court Judge in accordance with their applicable Charter provisions. A municipal judge review and selection committee consisting of both Mayor's and two duly appointed City Council members from each City will formulate a process for obtaining and assessing candidates for the Municipal Court Judge position. The current Judges for Colleyville and Keller will be invited to submit their candidacy for the combined Court. Upon the conclusion of such process, the Committee shall make a recommendation to the full Colleyville and Keller City Councils for the selection of the Municipal Court Judge. If such candidate is approved by both the Colleyville and Keller City Councils, that candidate shall serve as the Municipal Court Judge for the combined Municipal Court for an initial term of two (2) years. In the event the candidate is not approved by both Colleyville and Keller, the matter shall be referred back to the standing committee for the recommendation of an alternative appointment. In the event such alternative appointment is not approved by both Colleyville and Keller, then this issue shall be sent to dispute resolution pursuant to Section 9 of the Agreement. Any renewals of term or approval of a replacement Judge will be subject to this process.

Upon appointment, the Municipal Court Judge will be responsible for all judicial services for the combined Court, including but not limited to the following: adjudication of all cases, plea dockets, trial dockets (both before the court and jury trials), property hearings, arraignments, emergency protective order hearings, dangerous dog hearings, warrant issuance (including search, arrest, and blood warrants), juror notification, setting of bonds, other judicial proceedings and magistrate services. The Municipal Judge shall propose to the standing committee a temporary replacement(s) who shall perform the duties of the Municipal Judge in his/her absence. In the event either Colleyville or Keller objects to the proposed temporary replacement Judge(s), the Municipal Court Judge must propose an alternative replacement(s) until such replacement(s) is approved by both Colleyville and Keller. If for any reason, the Municipal Court Judge is unable to attend to their duties on a given date, the Judge must notify the Court Administrator. Any temporary replacement Judge will be compensated by the Municipal Court Judge out of his/her salary.

The standing committee shall recommend an annual salary for the Municipal Judge to be considered by the respective City Councils and if approved incorporated into the employment contract of the Municipal Judge.

RESOLUTION R-14-3777

**A RESOLUTION APPOINTING A REGIONAL MUNICIPAL COURT JUDGE
IN ACCORDANCE WITH THE PROVISIONS OF THE CITY OF
COLLEYVILLE, TEXAS CHARTER, SECTION 8.02 AND
WITH EXHIBIT "A" OF THE INTERLOCAL AGREEMENT FOR
COMBINED MUNICIPAL COURT SERVICES FOR THE CITIES OF
COLLEYVILLE AND KELLER**

WHEREAS, the Interlocal Agreement for Combined Municipal Court Services for the cities of Colleyville and Keller, Exhibit "A", provided for the selection of a Regional Municipal Judge; and

WHEREAS, Section 8.02 of the City of Colleyville, Texas Charter states that "The Judge of the Municipal Court shall be appointed by the City Council to serve at the discretion of the City Council. He shall be an attorney licensed and practicing in the State of Texas, and shall receive such salary as may be fixed by the City Council. In case of the disability or absence of the Judge of the Municipal Court, the City Council shall appoint a qualified person to act in his place.

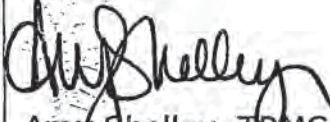
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF COLLEYVILLE, TEXAS:**

- Sec. 1. THAT the above findings are hereby found to be true and correct and are incorporated herein in their entirety.
- Sec. 2. THAT the City Council of the City of Colleyville, Texas in accordance with the Interlocal Agreement for Combined Municipal Court Services for the cities of Colleyville and Keller, Exhibit "A", hereby appoints Sara Jane del Carmen as the City of Colleyville Municipal Court Judge for the City of Colleyville Municipal Court of Record for a period of two years effective October 1, 2014, and is hereby also appointed as Associate Municipal Court Judge for the period of September 15-30, 2014.
- Sec. 3. THAT the Mayor is authorized to sign the Regional Municipal Court Judge agreement.

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF 7 AYES, 0 NAYS, AND 0 ABSTENTIONS ON THIS
THE 2ND DAY OF SEPTEMBER 2014.

ATTEST:


Amy Shelley, TRMC
City Secretary

CITY OF COLLEYVILLE


David Kelly
Mayor

Exhibit A

Colleyville and Keller recognize that the combined Municipal Court will operate most efficiently with the appointment of a single Municipal Court Judge, and the parties will endeavor to achieve that goal. That said, Colleyville and Keller reserve the right to select and/or remove their Municipal Court Judge in accordance with their applicable Charter provisions. A municipal judge review and selection committee consisting of both Mayor's and two duly appointed City Council members from each City will formulate a process for obtaining and assessing candidates for the Municipal Court Judge position. The current Judges for Colleyville and Keller will be invited to submit their candidacy for the combined Court. Upon the conclusion of such process, the Committee shall make a recommendation to the full Colleyville and Keller City Councils for the selection of the Municipal Court Judge. If such candidate is approved by both the Colleyville and Keller City Councils, that candidate shall serve as the Municipal Court Judge for the combined Municipal Court for an initial term of two (2) years. In the event the candidate is not approved by both Colleyville and Keller, the matter shall be referred back to the standing committee for the recommendation of an alternative appointment. In the event such alternative appointment is not approved by both Colleyville and Keller, then this issue shall be sent to dispute resolution pursuant to Section 9 of the Agreement. Any renewals of term or approval of a replacement Judge will be subject to this process.

Upon appointment, the Municipal Court Judge will be responsible for all judicial services for the combined Court, including but not limited to the following: adjudication of all cases, plea dockets, trial dockets (both before the court and jury trials), property hearings, arraignments, emergency protective order hearings, dangerous dog hearings, warrant issuance (including search, arrest, and blood warrants), juror notification, setting of bonds, other judicial proceedings and magistrate services. The Municipal Judge shall propose to the standing committee a temporary replacement(s) who shall perform the duties of the Municipal Judge in his/her absence. In the event either Colleyville or Keller objects to the proposed temporary replacement Judge(s), the Municipal Court Judge must propose an alternative replacement(s) until such replacement(s) is approved by both Colleyville and Keller. If for any reason, the Municipal Court Judge is unable to attend to their duties on a given date, the Judge must notify the Court Administrator. Any temporary replacement Judge will be compensated by the Municipal Court Judge out of his/her salary.

The standing committee shall recommend an annual salary for the Municipal Judge to be considered by the respective City Councils and if approved incorporated into the employment contract of the Municipal Judge.

Leticia Evans bio – Proposed Associate Municipal Court Judge

Leticia (Letty) Evans is a former public defender in Dallas County, is closely acquainted with area law enforcement practices, and is bilingual in Spanish. She is currently an associate for the law firm Bailey and Galyen in Arlington, Texas. Her primary practice is in bankruptcy and mortgage litigation. She graduated with her Juris Doctorate from Southern Methodist University School of Law in May 1999. She has been rated as a Fort Worth Top Attorney for six years, 2007-2013.

ORDINANCE O-14-1939

RATIFYING AND AFFIRMING THE APPOINTMENT OF SARA JANE DEL CARMEN AS THE MUNICIPAL COURT JUDGE AND APPOINTING AN ASSOCIATE MUNICIPAL COURT JUDGE IN ACCORDANCE WITH THE PROVISIONS OF THE CITY OF COLLEYVILLE, TEXAS CHARTER SECTION 8.02 AND WITH THE INTERLOCAL AGREEMENT FOR COMBINED MUNICIPAL COURT SERVICES FOR THE CITIES OF COLLEYVILLE AND KELLER

WHEREAS, Sara Jane del Carmen was appointed as the Municipal Court Judge on September 2, 2014, with the passage of Resolution R-14-3777; and,

WHEREAS, the City Council wishes to ratify and affirm the appointment of Sara Jane del Carmen as Municipal Court Judge with the adoption of this Ordinance; and

WHEREAS, the City Council also wishes to appoint an Associate Municipal Court Judge; and

WHEREAS, the City Council is authorized by law to adopt the provisions contained herein, and has complied with all the prerequisites necessary for the passage of this Ordinance; and

WHEREAS, all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including but not limited to the Open Meetings Act; and

WHEREAS, the purposes of this Ordinance include protecting and promoting the public health, safety, and general welfare of the citizens of the City of Colleyville.

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

Sec. 1. THAT the above findings are hereby found to be true and correct and are incorporated herein in their entirety.

Sec. 2. THAT the City Council of the City of Colleyville, Texas hereby ratifies and affirms the appointment of Sara Jane del Carmen as the City of Colleyville Municipal Court Judge for the City of Colleyville Municipal Court of Record to serve from October 1, 2014, through September 30, 2016. Said appointment was effective as provided in Resolution R-14-3777.

Sec. 3. THAT the City Council of the City of Colleyville, Texas hereby appoints Leticia Evans as the City of Colleyville Associate Municipal Court Judge for the City of Colleyville Municipal Court of Record to serve through September 30, 2016.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 21ST day of October 2014.

The second reading and public hearing being conducted on the 5TH day of November 2014.

PASSED AND APPROVED by the City Council of the City of Colleyville, Texas, on this the 5th day of November 2014.

ATTEST:



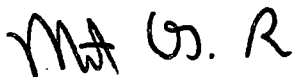
Amy Shelly, TRMC
City Secretary

CITY OF COLLEYVILLE



David Kelly
Mayor

APPROVED AS TO FORM AND LEGALITY:



Matthew C. G. Boyle
City Attorney

REGIONAL MUNICIPAL COURT JUDGE AGREEMENT

On the 2nd day of September, 2014, the City Council of the City of Colleyville appointed Sara Jane del Carmen to serve as the Municipal Court Judge for the municipal court of record for the City of Colleyville contingent upon the execution of this Regional Municipal Court Judge Agreement (the "Agreement"). On the 2nd day of September, 2014, the City Council of the City of Keller appointed Sara Jane del Carmen to serve as the Municipal Court Judge for the municipal court of record for the City of Keller contingent upon the execution of this Agreement. This Agreement between the City of Colleyville, the City of Keller, and Sara Jane del Carmen shall become effective September 17, 2014 upon the acceptance of the following terms and conditions for such professional services as evidenced by the signature of the parties.

Appointment

- a. The Regional Municipal Court Judge is appointed for a two (2) year term of office to commence on October 1, 2014. During that time, the Regional Municipal Court Judge shall serve as Presiding Judge over the Colleyville and Keller Municipal Courts of Record in accordance with Section 30.00007 of the Texas Government Code. Additionally, Sara Jane Del Carmen shall serve as an Associate Municipal Court Judge beginning September 17, 2014, and through September 30, 2014, to assist in her transition to serving as the Regional Municipal Court Judge. The Regional Municipal Court Judge may be removed from office only as provided by law. The removal of the Regional Municipal Court Judge by either the City of Colleyville or the City of Keller shall be mutually effective to terminate this Agreement. In the event of removal, there shall be no other liability to the Cities of Colleyville and Keller.
- b. The Regional Municipal Court Judge is an appointee of the City Council of Colleyville and the City Council of Keller from whom only broad, general guidance is received. The Regional Municipal Court Judge shall exercise direct supervision over the Associate Municipal Court Judge(s). The Regional Municipal Court Judge shall have all authority vested under law and shall undertake her duties fairly, impartially, independently, and without supervision. The Cities of Colleyville and Keller do not have the right to exercise control over the details of the Regional Municipal Court Judge's work.
- c. The Regional Municipal Court Judge shall be responsible for obtaining the services of an Associate Judge(s) and assigning substitute Judges to act in her absence in accordance with Section 30.00007(a)(4) of the Texas Government Code. The Associate Judge(s) are subject to the appointment by the City Council Committee in accordance with State law. The Associate Judge position shall not be vacant during the term of the Regional Municipal Court Judge for more than 60 consecutive days. All compensation due the Associate Judge(s) will be paid by the Regional Municipal Court Judge.
- d. The Regional Municipal Court Judge and any Associate Municipal Court Judge(s) are required to keep abreast of State law and local ordinances, including State mandated fees, as applicable to Texas Municipal Courts, as well as criminal laws applicable to magistrate duties, and issuance of warrants. Although a recognized function of judicial discretion, the Regional Municipal Court Judge agrees to adjudicate consistently and within all applicable legal standards. The Regional Municipal Court Judge must be an attorney licensed by the Texas Supreme Court, and must remain in good standing with the State Bar of Texas at all

times during the term of this Agreement. The Regional Municipal Court Judge must attend the minimum required Texas Judicial Continuing Legal Education, including, but not limited to, the annual judge's training, at no additional cost to the City of Colleyville and the City of Keller.

- e. For the duration of this Agreement, the Regional Municipal Court Judge shall provide best efforts to respond physically, verbally or electronically within 30 minutes or as may be warranted for purposes of arraignments, warrants, and the like.
- f. The Regional Municipal Court Judge shall fully adhere to the Texas Code of Judicial Conduct and all other statutory and constitutional requirements of office.

Municipal Court

- a. Court dockets for adult and juvenile cases shall be scheduled as designated by the Regional Municipal Court Judge in coordination with the Municipal Court Administrator in order to facilitate optimal court efficiency in support of the cities of Colleyville and Keller's customer service values. The Regional Municipal Court Judge agrees that she is not required to maintain any specific schedule.
- b. The Regional Municipal Court Judge shall operate court proceedings, including but not limited to, court technology and court security, within the allocated budget and staffing as approved by the City Councils of the cities of Colleyville and Keller.
- c. Essential and other responsibilities and duties include, but are not limited to, the following:
 - 1. The Regional Municipal Court Judge shall preside over court dockets and trials (Class C Misdemeanors, City ordinances, traffic violations, criminal misdemeanor, property matters, criminal jury and non-jury trials, pre-trial conferences, juvenile warnings, and other cases appropriately tried in Municipal Court).
 - 2. Preside over jury and non-jury cases and levy fines commensurate with the violation in such manner to preserve equity and uniformity in the application of existing laws and ordinances.
 - 3. Be available (or designated Associate Judge(s)) on a 24/7 basis to review and/or sign search, arrest and blood warrants, appeal bonds, prisoner transfer documentation, etc.
 - 4. Coordinate court activities with Municipal Court Administrator, City Attorney and/or City Prosecutors, and other city departments.
 - 5. Conduct hearings (property, emergency protective order, dangerous dog, etc.).
 - 6. Provide arraignment duties as needed and shall be available for magistrate services within a reasonable time after notice by the Municipal Court Administrator or Police Department.
 - 7. Ensure two (2) daily (AM and PM) arraignments, or as may be needed, at the Regional Holding Facility in Keller.
 - 8. Collaborate with the City Council Committee (as defined in the Interlocal Agreement between the cities of Colleyville and Keller) and applicable city department(s) to ensure policies and orders are within the parameters of state law but also consistent with the values of the communities and needs of other departments.

9. Any duties or responsibilities of a municipal court Judge pursuant to and consistent with State law.
- d. All court documents including, but not limited to: disposition sheets, judgment forms, court orders, bond forfeitures must be properly completed. The Regional Municipal Court Judge shall ensure that all documents are properly completed to ensure the enforceability of same and that no information is omitted on judgments, orders, Adult Warning Sheets, Request for Counsel, or other documentation.
 - e. The Regional Municipal Court Judge may be called upon to perform all services and duties, as they relate to arraignment customarily performed by the Judge or Magistrate of a municipal court of record in the State of Texas.
 - f. The Regional Municipal Court Judge shall become proficient within 90 days of appointment in the use of the Court software(s) and/or technology. The Regional Municipal Court Judge shall be provided a reasonable level of training for such software and technology.
 - g. The Regional Municipal Court Judge will serve as an official for the City of Colleyville and the City of Keller and will be afforded all protections of the applicable City Charter and insurance policy(ies). In addition, the Regional Municipal Court Judge shall retain all protections and immunities provided by State Constitution and law.

Compensation and Evaluation

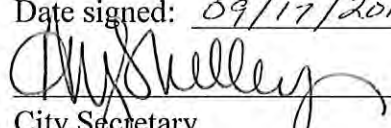
- a. As compensation for all required services, as outlined herein, the City agrees to pay the Regional Municipal Court Judge \$4,000.00 bi-weekly fee which equates to total annual fees of \$104,000.00. No other compensation or benefits shall be paid to the Regional Municipal Court Judge, and the Regional Municipal Court Judge shall receive no health or death benefits, or accrue sick or vacation leave, or any other benefits.
- b. It is the intention of the parties that the Regional Municipal Court Judge shall be an independent contractor and not an employee of either City for all purposes, including but not limited to, the application of the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Act, provisions of the Internal Revenue Code. The Cities will not pay for or provide Workers Compensation Insurance on the Regional Municipal Court Judge. The Regional Municipal Court Judge shall pay federal self-employment taxes upon amounts received under this Agreement.
- c. Parties shall comply with all provisions of the Internal Revenue Code, as amended.
- d. The term of this Agreement shall be for a period of two years and fifteen days, commencing on the effective date of September 15, 2014, unless otherwise terminated in advance. The compensation provided for above shall cease immediately upon the expiration or termination of this Agreement, the resignation of the Regional Municipal Court Judge, or

any other circumstance which prevents the Municipal Court Judge from performing their duties.

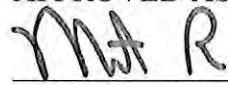
- e. The Regional Municipal Court Judge shall meet with the City Council Committee on a quarterly basis for the first year and at least annually thereafter on an on-going basis to assess performance and foster communication.
- f. The Regional Municipal Court Judge shall collaborate with the City Council Committee within 90 days of appointment to establish judge specific performance benchmarks regarding the effectiveness and productivity of the court, which may be amended from time to time as needed.
- g. No later than 30 days prior to the annual appointment date, the Regional Municipal Court Judge shall prepare annual self-evaluation performance reviews for examination by the City of Colleyville City Council and the City of Keller City Council.

CITY OF COLLEYVILLE

By: 
Mayor David Kelly

Date signed: 09/17/2014

City Secretary

APPROVED AS TO FORM AND LEGALITY:


City Attorney

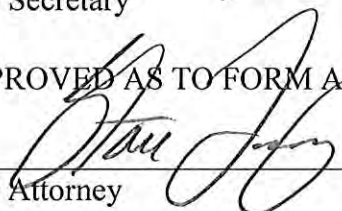
CITY OF KELLER

By: 
Mayor Mark Mathews

Date signed: 9/23/2014

City Secretary

APPROVED AS TO FORM AND LEGALITY:


City Attorney

REGIONAL MUNICIPAL COURT JUDGE

By: 
Sara Jane del Carmen

Date signed: 9/17/14

FIRST AMENDMENT TO REGIONAL MUNICIPAL COURT JUDGE AGREEMENT

This First Amendment ("Amendment") to the the Regional Municipal Court Judge Agreement, is made and entered into by and between the City of Colleyville ("Colleyville"), the City of Keller ("Keller"), and Judge Sara Jane del Carmen ("Judge del Carmen"). Colleyville, Keller, and Judge del Carmen may collectively be referred to as the parties.

WHEREAS, the parties entered into the Regional Municipal Court Judge Agreement dated September 17, 2014 (the "Agreement"); and

WHEREAS, Judge del Carmen has served well during her first year of service as Regional Municipal Court Judge; and

WHEREAS, Judge del Carmen has brought innovation and leadership to the bench yielding improved operations and efficiencies in the Court; and

WHEREAS, the parties wish to provide a one time, lump sum salary adjustment to Judge del Carmen; and

WHEREAS, the parties agree that the approval of this Amendment is in the mutual interests of the parties and is in the best interests of the health, safety, and welfare of the public.

NOW, THEREFORE, in consideration of the covenants, conditions, and provisions set forth in this Amendment, the receipt and sufficiency of which are hereby affirmed, the parties agree to the Amendment as follows:

1. All matters stated hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.
2. The Compensation and Evaluation Section is hereby amended with the addition of a new Section a.1. as follows:

In addition, the Regional Municipal Court Judge shall be paid a one time, lump sum salary adjustment in the amount of \$5,200.00 within thirty (30) days of the approval of this Amendment. The cost of said one time, lump sum salary adjustment shall be split evenly between Colleyville and Keller.
3. Based on the above and foregoing, the parties agree that these revisions shall be considered a part of the Agreement referred to above and incorporated by reference for all purposes. These revisions shall be subject to any and all other provisions of the Agreement, with the exception of the parts or provisions of the Agreement which have been revised by this Amendment.

In witness whereof, the undersigned parties have executed this amendment on the 15 day of September, 2015.

CITY OF COLLEYVILLE

By:

David Kelly
Mayor David Kelly

Date signed: _____

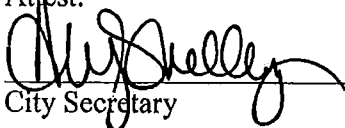
REGIONAL MUNICIPAL COURT JUDGE

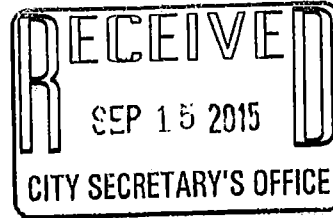
By:

Sara Jane del Carmen
Sara Jane del Carmen

Date signed: August 11, 2016

Attest:


City Secretary

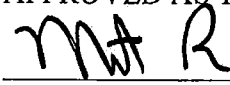


Colleyville City Council

SEP 15 2015

Approved

APPROVED AS TO FORM AND LEGALITY:


City Attorney

CITY OF KELLER

By:


Mayor Mark Mathews

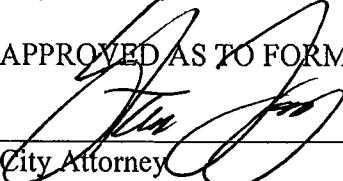
Date signed:

8-15-16

Attest:


City Secretary

APPROVED AS TO FORM AND LEGALITY:


City Attorney

Judge Survey - July 2016

City	Actual Annual Base Salary	FT, PT, Elected or Contract	Annualized FT Salary	City Pay for Health Insurance?	Participate in TMRS	Years in Position
Bedford	\$86,000	Appointed	\$86,000	No	No	12
Burleson	\$50,400	PT Employee w/Contract	\$100,800	Yes	Yes	3
Colleyville	\$104,000	Contract PT	\$104,000	No	No	2
Coppell	\$76,920	Contract	\$76,920	No	No	15
Eules	\$80,000	PT Employee w/Contract	N/A	No	No	16.5
Farmers Branch	\$78,000	Contract PT	\$148,000	No	No	0
Flower Mound	\$1,000/mo + \$65 phone allowance/mo + piecemeal work	Contract PT	N/A	No	No	10
Grapevine	\$120,819	FT Employee (no longer on Contract)	\$120,819	Yes	Yes	1.5
Haltom City	\$61,800	Contract	\$61,800	No	No	7
Hurst	\$250/session; \$90/weekday call-out; \$120/weekend call-out	Contract	N/A	No	No	3
Lewisville	\$132,922	Elected	\$132,922	No	Yes	14
N. Richland Hills	\$74,793	Contract	\$74,793	No	No	8
Southlake	\$64,775	Contract PT	\$129,550	No	Yes	14
The Colony	\$63,000	Contract PT	\$126,000	No	No	5
AVERAGE	\$82,786		\$105,600			

**SECOND AMENDMENT TO
REGIONAL MUNICIPAL COURT JUDGE AGREEMENT**

This Second Amendment ("Amendment") to the the Regional Municipal Court Judge Agreement, is made and entered into by and between the City of Colleyville ("Colleyville"), the City of Keller ("Keller"), and Judge Sara Jane del Carmen ("Judge del Carmen"). Colleyville, Keller, and Judge del Carmen may collectively be referred to as the parties.

WHEREAS, the parties entered into the Regional Municipal Court Judge Agreement dated September 2, 2014 (the "Agreement"); and

WHEREAS, Judge del Carmen has served well during her first term of service as Regional Municipal Court Judge; and

WHEREAS, Judge del Carmen has brought innovation and leadership to the bench yielding improved operations and efficiencies in the Court; and

WHEREAS, the parties wish to adjust the annual compensation to Judge del Carmen; and

WHEREAS, the parties agree that the approval of this Amendment is in the mutual interests of the parties and is in the best interests of the health, safety, and welfare of the public.

NOW, THEREFORE, in consideration of the covenants, conditions, and provisions set forth in this Amendment, the receipt and sufficiency of which are hereby affirmed, the parties agree to the Amendment as follows:

1. All matters stated hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.
2. The Appointment Section is hereby amended with subsection a. being amended and replaced as follows:
 - a. The Regional Municipal Court Judge is reappointed for a two (2) year term of office to commence on October 1, 2016. During that time, the Regional Municipal Court Judge shall serve as Presiding Judge over the Colleyville and Keller Municipal Courts of Record in accordance with Section 30.00007 of the Texas Government Code. The Regional Municipal Court Judge may be removed from office only as provided by law. The removal of the Regional Municipal Court Judge by either the City of Colleyville or the City of Keller shall be mutually effective to terminate this Agreement. In the event of removal, there shall be no other liability to the Cities of Colleyville and Keller.
3. The Compensation and Evaluation Section is hereby amended with subsection a. being amended and replaced as follows:
 - a. As compensation for all required services, as outlined herein, the City agrees to pay the Regional Municipal Court Judge \$4,615.39 bi-weekly fee which equates to total annual

fees of \$120,000.00. No other compensation or benefits shall be paid to the Regional Municipal Court Judge, and the Regional Municipal Court Judge shall receive no health or death benefits, or accrue sick or vacation leave, or any other benefits.

4. Based on the above and foregoing, the parties agree that these revisions shall be considered a part of the Agreement referred to above and incorporated by reference for all purposes. These revisions shall be subject to any and all other provisions of the Agreement, with the exception of the parts or provisions of the Agreement which have been revised by this Amendment.

In witness whereof, the undersigned parties have executed this amendment on the _____ day of _____, 2016.

CITY OF COLLEYVILLE

REGIONAL MUNICIPAL COURT JUDGE

By: _____

Mayor Richard Newton

Date signed: _____

By: _____

Sara Jane del Carmen

Date signed: _____

Attest:

City Secretary

APPROVED AS TO FORM AND LEGALITY:

City Attorney

CITY OF KELLER

By: _____

Mayor Mark Mathews

Date signed: _____

Attest:

City Secretary

APPROVED AS TO FORM AND LEGALITY:

City Attorney

ORDINANCE O-16-1992

REAPPOINTING JUDGE SARA JANE DEL CARMEN AS THE MUNICIPAL COURT JUDGE, REAPPOINTING ASSOCIATE MUNICIPAL COURT JUDGES, AND APPROVING THE SECOND AMENDMENT TO THE REGIONAL MUNICIPAL COURT JUDGE AGREEMENT

WHEREAS, Judge Sara Jane del Carmen was appointed as the Municipal Court Judge on September 2, 2014, with the passage of Resolution R-14-3777; and

WHEREAS, the appointment of Judge Sara Jane del Carmen was ratified and affirmed on November 5, 2014, with the passage of Ordinance O-14-1939; and

WHEREAS, the City Council wishes to reappoint Judge Sara Jane del Carmen as Municipal Court Judge with the adoption of this Ordinance for an additional two year term; and

WHEREAS, the City Council also wishes to reappoint Leticia Evans as the Associate Municipal Court Judge; and

WHEREAS, the City Council is authorized by law to adopt the provisions contained herein, and has complied with all the prerequisites necessary for the passage of this Ordinance; and

WHEREAS, all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including but not limited to the Open Meetings Act; and

WHEREAS, the purposes of this Ordinance include protecting and promoting the public health, safety, and general welfare of the citizens of the City of Colleyville.

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

Sec. 1. THAT the above findings are hereby found to be true and correct and are incorporated herein in their entirety.

Sec. 2. THAT the City Council of the City of Colleyville, Texas hereby reappointments Judge Sara Jane del Carmen as the City of Colleyville Municipal Court Judge for the City of Colleyville Municipal Court of Record to serve from October 1, 2016, through September 30, 2018.

Sec. 3. THAT the City Council of the City of Colleyville, Texas hereby reappoints Leticia Evans as the City of Colleyville Associate Municipal Court Judge for the City of Colleyville Municipal Court of Record to serve through September 30, 2018. Bill Lane is hereby appointed Alternate Associate Municipal Court Judge for the City of Colleyville Municipal Court of Record to serve October 1, 2016, through September 30, 2018.

Sec. 4. THAT the City Council of the City of Colleyville, Texas hereby approves the Second Amendment to the Regional Municipal Court Judge Agreement to include the annual compensation of \$120,000 to Judge Sara Jane del Carmen.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 6th day of September 2016.

The second reading and public hearing being conducted on the 20th day of September 2016.

PASSED AND APPROVED by the City Council of the City of Colleyville, Texas, on this the _____ day of _____ 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 Shelly, TRMC
City Secretary

Richard Newton
Mayor

APPROVED AS TO FORM AND LEGALITY:

Matthew C. G. Boyle
City Attorney



City of Colleyville City Council Agenda Briefing

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

Agenda Number 7a
Type Resolution
Department City Council

Agenda Date 09/06/2016

Number Resolution R-16-4030

Title

Consideration of a resolution to establish and provide a scope for an ad hoc committee to review utility rates

Strategy Map Connection

B4- Cultivate a culture of transparency and consistent communication

Explanation

Reading and Public Hearing

At the August 16, 2016, City Council meeting, Mayor Richard Newton stated he would like to form an ad hoc committee to review water and wastewater utility rates based on the study currently being conducted by Newgen Strategies and Solutions.

The purpose of this ad hoc committee is to review the cost of service study; review options to implement the cost of service; make a recommendation to City Council; and, help communicate with and educate the community about utility rates.

Mayor Newton would like for the committee to consist of between seven and ten members. City Council will determine the name of the committee, make appointments at the September 20, 2016 City Council meeting, and will appoint a Chair and Vice Chair.

Staff has included proposed Resolution R-16-4030 for City Council's consideration.

Financial Impact

There is no financial impact to the City.

Recommendation

Approve

Attachments

1. Resolution R-16-4030

RESOLUTION R-16-4030

A RESOLUTION ESTABLISHING AND PROVIDING A SCOPE FOR AN AD HOC COMMITTEE TO REVIEW UTILITY RATES

WHEREAS, on June 6, 2016, the City Council held a priority setting worksession, at which eight consensus policy priorities were identified; and

WHEREAS, of those eight consensus policy priorities, restructuring the water rate was included; and

WHEREAS, action was taken by the City Council to provide immediate water rate relief by adopting a temporary flat volumetric rate of \$4.36 per 1,000 gallons was initiated; and

WHEREAS, the City Council further engaged NewGen Strategies & Solutions to conduct a full analysis of the City's water and wastewater rates to provide options for permanent rates.

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

- Sec. 1. THAT an ad hoc committee is hereby established to review the water and wastewater rates as provided in the analysis performed by NewGen Strategies & Solutions.
- Sec. 2. THAT the committee will consist of between seven and ten members to be appointed at the September 20, 2016, City Council meeting.
- Sec. 3. THAT City Council will determine a Chair and Vice Chair after appointments have been determined.
- Sec. 4. THAT the ad hoc committee's responsibilities may include:
 - a. Review the cost of service study or analysis.
 - b. Review options to implement the cost of service.
 - c. Make recommendations to the City Council.
 - d. Help to communicate and educate the community about water and wastewater rates.

Sec. 5. 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 6TH DAY OF SEPTEMBER 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 City Council Agenda Briefing

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

Agenda Number 7b

Agenda Date 09/06/2016

Number Resolution R-16-4031

Type Resolution

Department City Manager

Title

A resolution approving a payment to Lakewood Estates Homeowners Association in an amount equal to the refund the City of Colleyville received from Oncor for duplicate payment for electricity for streetlights in Lakewood Estates

Strategy Map Connection

There is no strategy map connection for this item.

Explanation

Reading and Public Hearing

This agenda item has been included on the Council's agenda at Mayor Newton's request. In December 2015, the City of Colleyville received a refund from Oncor upon conclusion of a city-wide streetlight audit. \$20,473.86 of the refund was due to duplicate payment by both the City of Colleyville and the Lakewood Estates Homeowners Association for electricity for streetlights in the Lakewood Estates neighborhood. Oncor determined that due to the classification of the neighborhood's streetlights, the Lakewood Estates Homeowners Association was the party contractually obligated for payment of electricity by the developer of the neighborhood and that the City of Colleyville was owed a refund. In addition, the City's Land Development Code is silent as it relates to the responsibility for electricity for streetlights in private subdivisions. The cost for that electricity has traditionally been incurred by the City of Colleyville rather than the private subdivision HOAs. Electricity for streetlights in the Lakewood Estates neighborhood and the Sapphire Enclave neighborhood had been paid by their respective HOAs until February 2016, at which time the City assumed responsibility for payment to provide consistent treatment with other private subdivisions. To the City's knowledge, there are no other private subdivisions paying for electricity for streetlights at this time.

The settlement payment from Oncor was deposited into a dedicated cash account for future SH26 enhancements (including streetlights) in the Capital Projects Fund. The attached resolution approves payment of an amount equal to the refund the City of Colleyville received from Oncor related to the duplicate payment (\$20,473.86) to the Lakewood Estates Homeowners Association.

Financial Impact

Approval of this resolution will reduce the balance in the Capital Projects Fund by \$20,473.86.

Attachments

1. Resolution R-16-4031

RESOLUTION R-16-4031

A RESOLUTION APPROVING A PAYMENT TO LAKEWOOD ESTATES
HOMEOWNERS ASSOCIATION IN AN AMOUNT EQUAL TO THE
REFUND THE CITY OF COLLEYVILLE RECEIVED FROM ONCOR FOR
DUPLICATE PAYMENT FOR ELECTRICITY FOR STREETLIGHTS IN
LAKEWOOD ESTATES

WHEREAS, the City of Colleyville and Lakewood Estates Homeowners Association both paid Oncor for electricity for streetlights in the Lakewood Estates neighborhood for a period of time; and

WHEREAS, Oncor determined the City of Colleyville was owed a refund according to Oncor's determination the developer had contractually obligated the Lakewood Estates Homeowners Association for payment of electricity for the neighborhood; and

WHEREAS, the City of Colleyville received a refund from Oncor in December 2015, of which \$20,473.86 was related to payment for electricity for streetlights in the Lakewood Estates neighborhood; and

WHEREAS, the City Council desires to provide the \$20,473.86 refund to the Lakewood Estates Homeowners Association.

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

Sec. 1. THAT payment in the amount of \$20,473.86 shall be made to the Lakewood Estates Homeowners Association upon passage of this resolution.

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF _ AYES, _ NAYS, AND _ ABSTENTIONS ON THIS 6TH DAY OF SEPTEMBER 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
Secretary

Richard Newton
Mayor



City of Colleyville City Council Agenda Briefing

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

Agenda Number 7c
Type Resolution
Department City Secretary

Agenda Date 09/06/2016

Number Resolution R-16-4032

Title

Consideration of filling the Place 1 position on the Zoning Board of Adjustment, with Alternate 1, and filling the Alternate 1 position with the Alternate 2

Strategy Map Connection

B4- Cultivate a culture of transparency and consistent communication

Explanation

Reading and Public Hearing

Judson Orlando, whose term expires September 2016, resigned from the Zoning Board of Adjustment, Place 1, August 25, 2016.

The Zoning Board of Adjustment Rules of Procedure state, "if a regular member vacancy occurs, the senior alternate will fill this position, and the City Council will appoint another alternate".

At the direction of Mayor Newton, board, commission, and committee members whose terms expire in September 2016, were notified the City Council wishes to conduct a future worksession to discuss the boards, commissions, and committees. Members were asked to continue their service until such time as City Council directed staff to move forward.

This item provides for City Council to appoint Dee Kamerman, Alternate 1, to the unexpired September 2016 term of Place 1, resigned by Judson Orlando, to appoint Richard Vallario, Alternate 2, to the position of Alternate 1, with a term expiring September 2016, and to consider an appointment to the Alternate 2 position which has a term expiring September 2016, or leave the Alternate 2 position vacant until such time as City Council directs staff to move forward with the board, commission, and committee process.

Financial Impact

There is no financial impact to the City.

Recommendation

Approve

Attachments

1. Zoning Board of Adjustment Rules of Procedure Excerpt
2. Zoning Board of Adjustment roster
3. Resolution R-16-4032

Zoning Board of Adjustment Rules of Procedure Excerpt

ZONING BOARD OF ADJUSTMENT RULES OF PROCEDURE

I. ORGANIZATION AND OFFICERS

101. Organization

A Board of Adjustment is hereby established which shall consist of five members and two alternates to be appointed by the City Council. The term of office of said members and alternates shall be two (2) years. All vacancies occurring on the Board of Adjustment shall be filled by appointment of the City Council. Members and alternates of the Board of Adjustment may be removed from office by the City Council for cause upon receipt of written charges and after public hearing. Vacancies shall be filled by appointment of the City Council for the unexpired term of the member or alternate affected. If a regular member vacancy occurs, the senior alternate will fill his position and the City Council will appoint another alternate.

102. Officers

A Chairman and Vice-Chairman shall be elected from among the Board's membership at the annual meeting of the Board and at such other times as an officer position may become vacant. The city's chief executive officer shall designate his representative to serve the Board as Executive Secretary.

103. Duties

- A. The Chairman, or in his absence the Vice-Chairman, shall preside at all meetings and shall decide all points of order or procedure.
- B. The Executive Secretary shall be custodian of the minutes and other official records, shall attend to the correspondence of the Board, and shall cause to be given such notices as are required and in the manner prescribed by law.

104. Rules of Order

Roberts Rules of Order, latest revision, are hereby adopted and said rules shall govern the procedures of the Board unless otherwise provided for by statute, ordinance or these rules.

II. MEETINGS

201. Quorum

A quorum shall consist of four members. If a regular member is absent, the senior alternate will fill the position. If two regular members are absent, the

ZONING BOARD OF ADJUSTMENT

PLACE 1

Vacant due to Resignation
TERM: Sep 2014 - Sep 2016

PLACE 2

Jason Elms
801 Shelton
Colleyville, TX 76034
W: (214) 420-8494
H: (817) 808-7275
Jelms@pape-dawson.com
TERM: Sep 2014 - Sep 2016

PLACE 3 - VICE CHAIR

Wayne Maynard
3004 Edgewood Lane
Colleyville, TX 76034
W: (864) 238-3995
H: (817) 369-4290
southeastqualitycoins@gmail.com
TERM: Sep 2014 - Sep 2016

PLACE 4 - CHAIR

Dee McNosky
5108 Pleasant Run Road
Colleyville, TX 76034
H: (817) 320-4060
dtmcnosky@aol.com
TERM: Sep 2015 - Sep 2017

PLACE 5

Raymond Allee
5907 Highland Hills
Colleyville, TX 76034
H: (817) 329-0186
rayallee@aol.com
TERM: Sep 2015 - Sep 2017

ALTERNATE 1

Dee Kamerman
1521 Tennison Parkway
Colleyville, TX 76034
H: (817) 416-2277
deekamerman@hotmail.com
TERM: Sep 2014 - Sep 2016

ALTERNATE 2

Richard Vallario
201 Mill Wood Court
Colleyville, TX 76034
W: (817) 988-4063
H: (817) 605-8008
ricsharval@aol.com
TERM: Feb 2014 - Sep 2016

RESOLUTION R-16-4032

A RESOLUTION APPOINTING THE ZONING BOARD OF ADJUSTMENT, ALTERNATE 1, TO FILL THE POSITION OF PLACE 1, VACATED BY RESIGNATION, AND FILLING THE ALTERNATE 1 POSITION WITH ALTERNATE 2, LEAVING THE ALTERNATE 2 POSITION VACANT

WHEREAS, a member of the Zoning Board of Adjustment, whose term expires September 2016 resigned; and

WHEREAS, the Zoning Board of Adjustment Rules of Procedure state, *If a regular member vacancy occurs, the senior alternate will fill this position and the City Council will appoint another alternate.*

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

- Sec. 1. THAT the Colleyville City Council hereby appoints Dee Kamerman to the Zoning Board of Adjustment, Place 1, to an unexpired term of September 2016.
- Sec. 2. THAT Richard Vallario is appointed to the Zoning Board of Adjustment, Alternate 1, to an unexpired term of September 2016.
- Sec. 3. THAT the position of Zoning Board of Adjustment, Alternate 2, will remain vacant pending direction from the City Council.

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF ___ AYES, ___ NAYS, AND ___ ABSTENTIONS ON THIS THE 6TH DAY OF SEPTEMBER 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 City Council Agenda Briefing

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

Agenda Number 8a

Agenda Date 09/06/2016

Number Resolution R-16-4026

Type Resolution

Department City Secretary

Title

Consideration of tabled Resolution R-16-4026

Strategy Map Connection

B3- Utilize partnerships to implement cost-effective service solutions

F2- Invest to provide and maintain high quality public assets

B4- Cultivate a culture of transparency and consistent communication

Explanation

Reading and Public Hearing

At the August 16, 2016 City Council meeting, City Council requested Consent Resolution R-16-4017 items h. and j. be moved from consent to ending Resolution R-16-4026, to allow for further discussion and consideration of each item. However, after providing direction to staff, City Council voted to table Resolution R-16-4026.

The August 16, 2016 agenda briefings for both item h. and j. are attached.

h. Approval of a construction contract with Intermountain Slurry Seal, Inc., through an Interlocal Agreement with the City of North Richland Hills for the Fiscal Year 2016 Micro-Surfacing Project, in an amount not to exceed \$169,748, and authorize the city manager to execute the contract

j. Approval of the Colleyville Center Advisory Committee bylaws

Resolution R-16-4026 is attached for City Council discussion and consideration.

Financial Impact

Item h. The total contract amount is \$169,748. Funding is available for this project from the capital projects cash account 003-1508 which is a restricted account set up for the micro-surfacing program with a current balance of \$305,704. Form 1295 - Acknowledged by City

Item j. There is no financial impact to the City.

Recommendation

Approve

Attachments

1. August 16, 2016 City Council Briefing and Attachments - Approval of a construction contract with Intermountain Slurry Seal, Inc.
2. August 16, 2016 City Council Briefing and Attachments - Approval of the Colleyville Center Advisory Committee bylaws
3. Resolution R-16-4026



City of Colleyville City Council Agenda Briefing

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

Agenda Number 4h

Agenda Date 08/16/2016

Number Resolution R-16-4017

Type Resolution

Department Public Works

Title

Approval of a construction contract with Intermountain Slurry Seal, Inc. through an Interlocal Agreement with the City of North Richland Hills for the Fiscal Year 2016 Micro-Surfacing Project in an amount not to exceed \$169,748, and authorize the city manager to execute the contract

Strategy Map Connection

B3- Utilize partnerships to implement cost-effective service solutions

F2- Invest to provide and maintain high quality public assets

Explanation

Reading and Public Hearing

City staff recommends inclusion of the Meadowview and Stonecrest Additions as part of the ongoing FY 2016 (FY 2016) street maintenance program. The contract being considered will facilitate the micro-surfacing of the asphalt streets in the identified subdivisions. This maintenance project includes the streets shown on the attached location map and are listed below:

Meadowview Addition

- Meadowview Drive
- Meadowview Court
- Green Oaks Drive
- Shadycreek Lane
- Shadywood Lane
- Wildwood Court
- Jackson Court
- Shenandoah Lane
- Lakeside Drive

Stonecrest Addition

- Coventry Court
- Crestedge Court
- Coventry Place
- Gatehouse Court

These street segments have an average Pavement Condition Index (PCI) of 80.2 and

are prime candidates for a micro-surface treatment. This maintenance technique applies a thin surface that seals any cracks that may be forming and provides a new wearing surface. This will slow the deterioration of the existing pavement, keeping the PCI rating at a higher level for a longer period of time, thus extending the useful life of the existing pavement.

This treatment technique was last used by the City during Fiscal Year 2015 (FY 2015) to address eight street segments in the Highland Meadows subdivision. This treatment slows the rate of deterioration of the existing pavement which delays the need for more expensive maintenance techniques. The advantage of using the micro-surface technique is that vehicle traffic can utilize the road surface within two to four (2-4) hours depending on weather and curing time.

In preparing for the micro-surfacing contract, City staff determined that it could utilize an interlocal agreement between the City of North Richland Hills and the City of Colleyville. Both cities collaborated on an agreement, which was approved by the City of North Richland Hills March 2, 2015, and by Colleyville City Council approval of attached Resolution R-15-3853, on March 3, 2015.

Intermountain Slurry Seal, Inc., currently holds a contract with the City of North Richland Hills and has a contract rate that was established through the required bidding process. Intermountain Slurry Seal, Inc. performed the micro-surface treatment in the Highland Meadows subdivision in FY 2015. Included in this contract is a \$30,000 owner's contingency to cover any additional services that may be required, in the event that unknown conditions arise that may require additional contract services. Use of the attached interlocal agreement between the City of Colleyville and City of North Richland Hills will allow the City of Colleyville to perform the proposed work at the established rate of the North Richland Hills contract.

Financial Impact

The total contract amount is \$169,748. Funding is available for this project from the capital projects cash account 003-1508 which is a restricted account set up for the micro-surfacing program with a current balance of \$305,704. Form 1295 - Acknowledged by City

Recommendation

Approve

Attachments

1. Exhibit 1 - Project Location Map
2. Proposed Contract
3. City of Colleyville and City of North Richland Hills Interlocal Agreement
4. Resolution R-15-3853

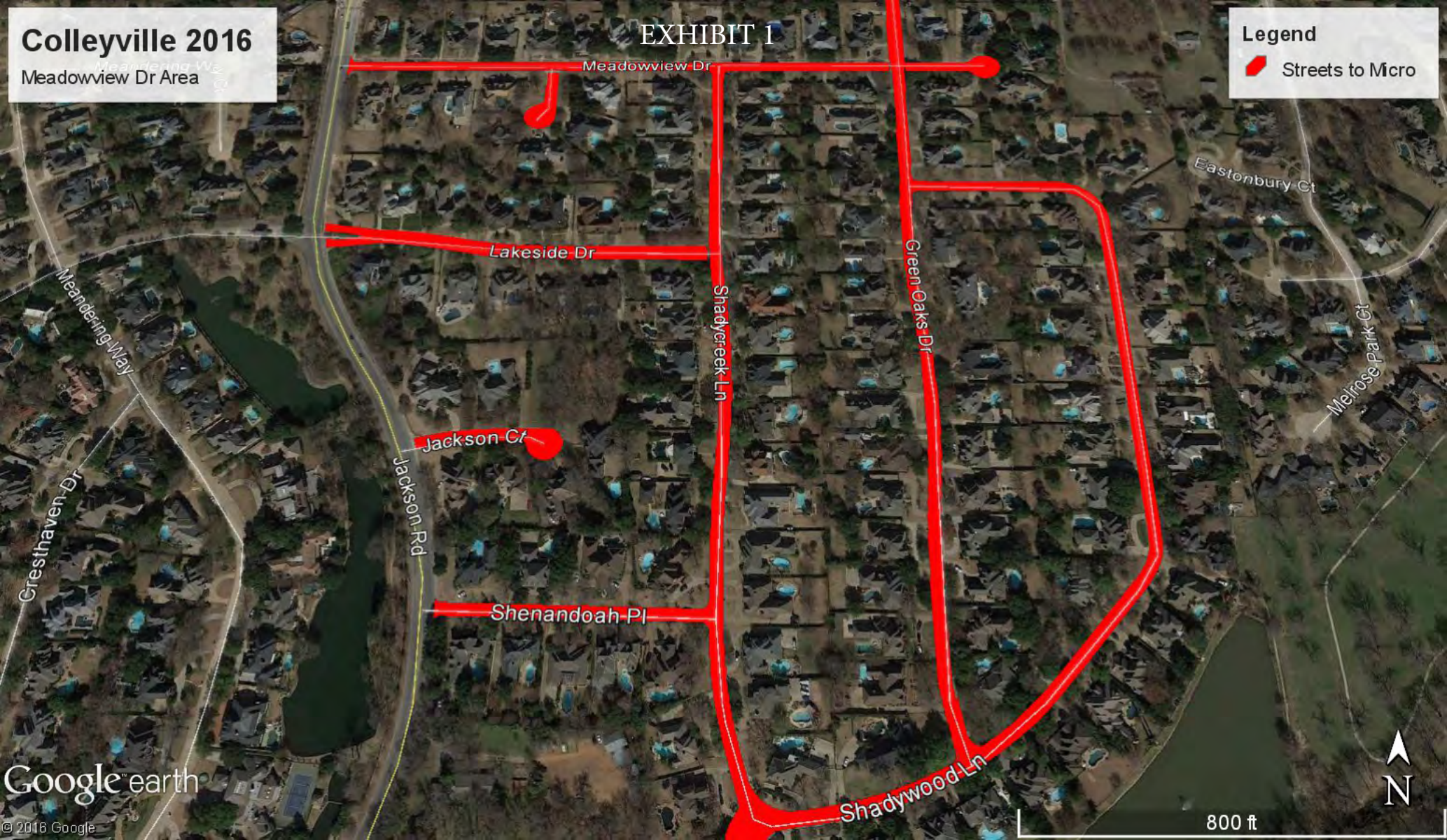
Colleyville 2016

Meadowview Dr Area

EXHIBIT 1

Legend

 Streets to Micro



Google earth

© 2016 Google

800 ft

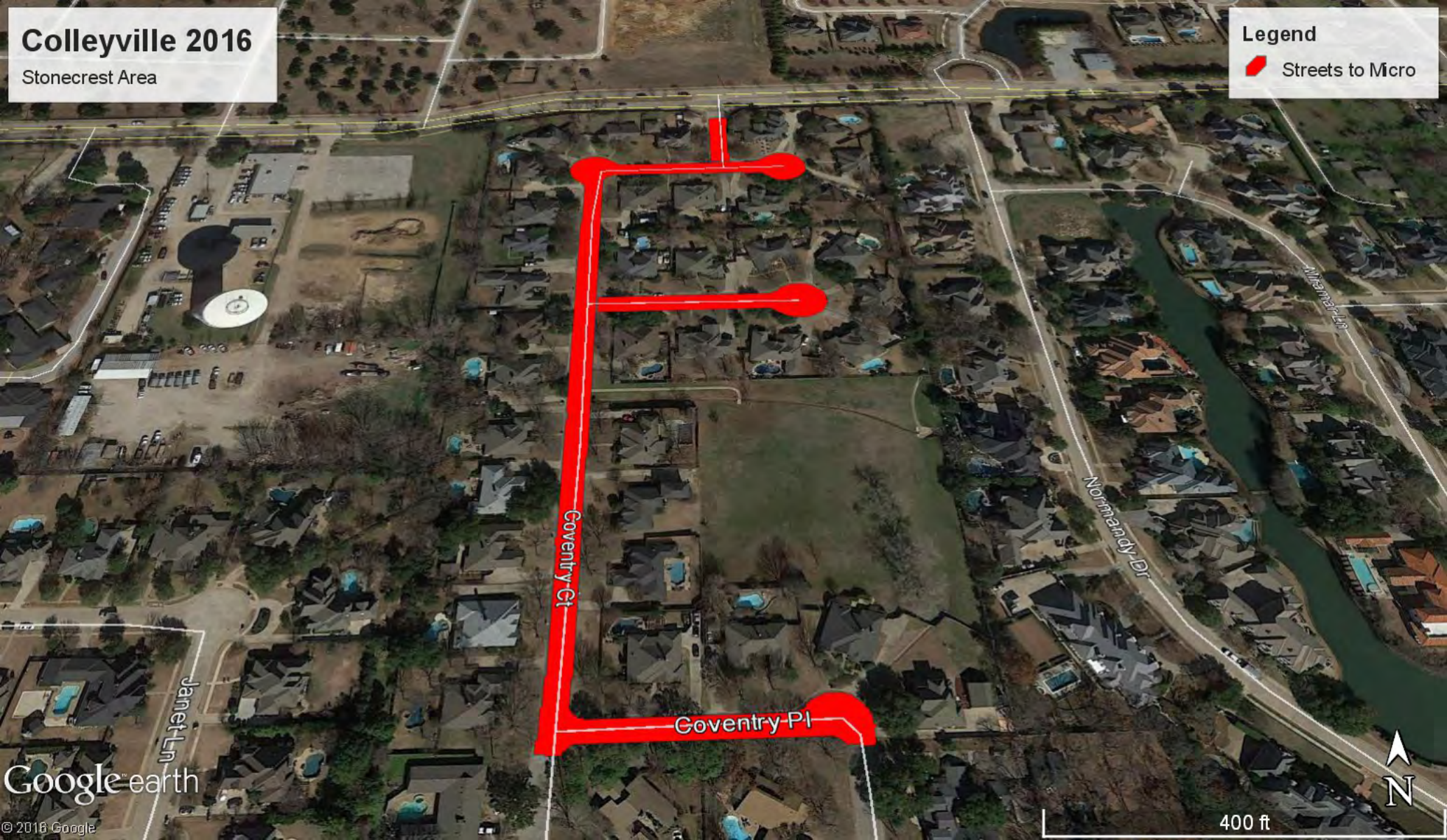
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Colleyville 2016

Stonecrest Area

Legend

 Streets to Micro



Google earth

© 2016 Google

400 ft

INTERMOUNTAIN SLURRY SEAL, INC.



PROPOSAL AND CONSTRUCTION CONTRACT

Date of Proposal: **6.28.16**

Proposal Valid Until: **10.31.16**

This Proposal and Construction Contract (including the General Conditions appearing on the reverse side hereof or attached hereto and any additional attachments identified in Section 6 below) (herein "Contract") is entered into as of the Date of Proposal by and between INTERMOUNTAIN SLURRY SEAL, INC., a Wyoming corporation, (herein "Contractor") and City of Colleyville (herein "Owner"). Owner and Contractor agree as follows:

1. **Description and Location of Work.** Contractor agrees to perform the following work (herein, "Work"):
Place approximately 39,928 SY (Micro-Surfacing (25#/SY) (Dry) per ISSA/TxDOT Specifications.

Located At: (See Attachment "A & B" – Site Maps) Formal Quote: (See Attachment "C"- Quote)
Quantities: (See Attachment "D"- Grand Summary)

2. **Plans and Specifications.** The Work described above shall be performed in accordance with the following plans and specifications:
ISSA/TxDOT Specifications. Piggybacking off of North Richland Hills' contract 15-020.

Such plans and specifications are, by this reference, incorporated herein and made a part of this Contract, but are not attached.

3. **Payment.** Owner shall pay to Contractor, as full compensation for performance by Contractor of the Work (herein, "Contract Amount") the following amount:

- A. Payments shall be made in accordance with the provisions of Section 2 on the reverse side hereof. Progress payments shall be 100% of the estimate and the sum of 1.5 % per month shall be added to any balance unpaid when due.
- B. The Contract amount shall include all applicable Sales, Use, Franchise, Excise and other taxes which may now or hereafter be levied.
- C. In the event the above price is a unit price based on quantities, final payment shall be for actual quantities jointly determined by the Owner and Contractor, upon completion of all Work hereunder.
- D. Contractor shall have the right to terminate this Contract if Owner is unable to demonstrate to the satisfaction of Contractor prior to commencement of Work (or at any time during the course of the Work in response to the written request of Contractor) Owner's ability to make payments for the Work to be performed hereunder in the manner and at the times set forth herein.

4. **Time.** Contractor shall commence and continue thereafter to diligently perform the Work in accordance with a mutually agreed upon schedule. The mutually agreed upon schedule shall provide for **20** working days in which to perform the Work. A working day is defined as any day except Saturdays, Sundays and legal holidays and except days on which the Contractor is prevented from proceeding with at least ninety percent (90%) of the normal labor and/or equipment force required to perform the Work due to events or circumstances, beyond the control of Contractor including, but not limited to, those events or circumstances identified in Sections 7 and 8 of the General Terms.

5. **Special Conditions.** Owner is responsible for all prep work including removal of raised pavement markers, removal of excess gravel from edges, applying herbicide, crack sealing, trimming trees, fog sealing patches and patching. Contractor to sweep streets prior to micro-surfacing. Contractor to notify residents by use of "Door Hangers" 24 hours in advance of paving operations. Contractor to be allowed to work on Saturday and Sunday if needed.

IN REFERENCE TO MICRO-SURFACING / SLURRY SEAL:

- A. Schedule to be mutually agreed upon by owner and contractor.
- B. Special permits and licensing prices are not included in the contractual price agreement. If permitting or licensing is required for work to be conducted, all costs to obtain permits and licenses will be the responsibility of the owner.
- C. The complete elimination of any existing drainage problem or reflective cracking is not intended or guaranteed.
- D. Contractor is not responsible for any damage done to existing asphalt due to weights of machinery during the construction process.
- E. Sweeping may be required by the Owner approximately two months after micro-surfacing placement to remove any excess aggregate.
- F. Price excludes quality control besides initial mix design.

6. **Attachments.** The following documents are attached hereto and incorporated herein and made a part of this contract by this reference: **Attachment "A& B"- (Site Maps), Attachment "C"- (Quote), Attachment "D"- (Grand Summary of streets).**



7. OWNER ACKNOWLEDGES THAT INTERMOUNTAIN SLURRY SEAL, INC. IS NOT SIGNATORY TO ANY COLLECTIVE BARGAINING AGREEMENTS. OWNER AND CONTRACTOR AGREE THAT CONTRACTOR WILL NOT BE REQUIRED TO BECOME SIGNATORY TO, OR BOUND BY, ANY COLLECTIVE BARGAINING AGREEMENTS OR OTHER UNION AGREEMENTS AND THE OBLIGATIONS THEREUNDER.

THIS CONTRACT IS SUBJECT TO THE GENERAL CONDITIONS APPEARING ON THE REVERSE SIDE
HEREOF OR, IF NOT APPEARING ON THE REVERSE SIDE HEREOF, THEN ATTACHED HERETO.

Executed at: _____ as of the date first above written.

Please Sign Original and Return to:

BY: _____
Owner

INTERMOUNTAIN SLURRY SEAL, INC.
A WYOMING CORPORATION
Contractor

Business Address

BY: _____
Contractor

Residence Address

Name of Construction Lender (if any)

(Address)

Address

ISS Job No. _____

For ISS Use Only
Initial _____



GENERAL CONDITIONS

1. **WORKMANSHIP AND MATERIALS:** Contractor acknowledges that it is familiar with the nature and location of the Work. All Work shall be performed by Contractor in a workmanlike manner, and in accordance with industry standards.
2. **PAYMENTS:** Contractor shall receive progress payments monthly in proportion to the amount of Work performed during the period covered by Contractor's billing. Progress payments will be made within ten (10) days after Owner receives a billing from Contractor setting forth the amount due for the Work performed and covered by the billing. Owner will make payment to Contractor for work performed in the percentage amount set forth under §3.A. appearing on the face page of the Contract. Final payment shall be due Contractor within ten (10) days after (i) Owner's receipt of a final billing from Contractor or (ii) completion of the Work, whichever shall occur last. The proportionate amount of Work billed on Contractor's progress billings shall be subject to the approval of Owner. Progress payments shall not be construed as an acceptance of any Work, the entire Work being subject to final inspection and approval by Owner. As it would be extremely difficult to fix and ascertain the actual damages the Contractor would sustain by Owner's failure to pay moneys due to Contractor under the terms of this Contract at the times and in the manner specified herein, it is hereby agreed by the parties hereto that the Owner shall pay to the Contractor in addition to all sums due hereunder the sum of the percentage per month set forth under §3.A. appearing on the face of the Contracts a fixed amount of any balance unpaid when due under this Contract. Nothing contained herein shall be deemed consent by the Contractor to extend the due date for payment under this Contract.
3. **CHANGES IN THE WORK:** Owner may, from time to time, by instructions or drawings issued to Contractor, make changes to the scope of the Work, issue additional instructions, request additional work or direct the omission of work previously ordered, and the provisions of this Contract shall apply to all such changes, modifications and additions with the same effect as if they were embodied in the original contract. The price or a formula for establishing the price and any time impacts to the schedule for such work shall be set forth in a written change order either prior to the commencement of work or as soon as practical thereafter and shall be mutually agreed upon with Contractor. Absent the parties' agreement to price and/or time extension for a change in the Work, Owner shall pay Contractor its actual direct costs in completing said extra work plus a mark-up of 15 percent thereon for overhead and profit.
4. **INDEMNITY:** Contractor shall indemnify and hold Owner harmless against all claims, damage suits, actions, recoveries and judgments to the extent caused by the negligence of Contractor, its agents, employees, or subcontractors, in performing the Work. Owner shall indemnify and hold Contractor harmless against all claims, damage suits, actions, recoveries and judgments to the extent caused by the negligence of Owner, its agents, employees, or other contractors.
5. **RESPONSIBILITY FOR WORK:** Except to the extent insured by property insurance provided by Owner, Contractor shall be responsible for and shall bear any loss of or damage to the Work and all materials, supplies and equipment until such time as Contractor has de-mobilized from the Work site. In no event, shall Contractor be liable for such loss or damage that results from the actions, omissions, fault or negligence, either active or passive, of the Owner, Owner's representatives, agents, employees, its other contractors or anyone acting on Owner's behalf or others over whom Contractor has no authority or control.
6. **INSURANCE:** Contractor shall maintain such insurance as will protect it from claims under workers' compensation acts and from claims for damages because of bodily injury, including death, or injury to property which may arise from and during the operation of this Contract. A certificate of such insurance shall be provided to the Owner if the Owner so requests.
7. **DELAYS BEYOND CONTROL OF CONTRACTOR:** In the event Contractor shall be delayed in the performance of the Work under this Contract by causes beyond the control of the Contractor and not caused by Contractor's negligence, including, but not limited to, Change Orders, Acts of God, or of the public enemy, acts of any governmental agency, fire, flood, epidemics, strikes, freight embargoes, inclement weather, over optimum moisture content of ground or base course, unsuitable ground conditions or delays caused by Owner, its other contractors, their subcontractors of any tier and the suppliers to any of the foregoing, Contractor shall have a time extension to the mutually agreed schedule for the time caused by said delay and shall be paid its additional costs incurred as a result of the delay, including labor and material cost or price escalations, and extended jobsite and home office overhead.
8. **DIFFERING SITE CONDITIONS:** (A) Contractor shall promptly, and before the conditions are disturbed, give a written notice to Owner of (1) subsurface or latent physical conditions at the site which differ materially from those indicated in this Contract, including but not limited to any subsurface utilities not accurately shown on plans or drawings, or (2) unknown physical conditions at the site of an unusual nature, which differ materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this Contract, or (3) the existence of contaminated, toxic or hazardous materials or conditions not specifically described in type, character, or quantity in this Contract, which existence is deemed to be a differing site condition. (B) Owner shall investigate the site conditions promptly after receiving the notice. If the conditions do materially so differ or are deemed to so differ and cause an increase or decrease in the Contractor's cost of, or the time required for, performing any part of the Work under this Contract, whether or not changed as a result of the conditions, an equitable adjustment shall be made under this clause and the Contract price increased to reflect Contractor's increased costs plus a mark-up of 15 percent, and the mutually agreed schedule extended accordingly.
9. **LAWS AND REGULATIONS:** Contractor shall at all times comply with all applicable safety, licensing, employment and environmental laws, ordinances, statutes, rules and regulations of the Federal Government, State, County, Municipalities or their Agencies of Government (herein "Law" or "Laws").
10. **OWNER:** Owner represents he/she/it is the Owner in fee simple of the real property upon which the construction improvement is to be made.
11. **ACCEPTANCE:** Upon receipt of written notice from Contractor requesting acceptance of the Work being performed hereunder, Owner and Contractor shall promptly inspect the job jointly and, in the event the same has been completed in conformity herewith, provide Contractor with a Notice of Completion in recordable manner and form. In the event the Work performed is subject to further inspection and/or final acceptance by another person or entity, and such inspection and/or final acceptance cannot be obtained through no fault of Contractor, then in such event the Work shall be deemed completed and accepted. Contractor shall warrant its Work against defects in materials and workmanship for a period of one year from the date of completion of the Work.
12. **PERMITS:** Owner will obtain and pay for all permits, inspection fees, soils test, engineering, staking, fees for utility connections, or other such similar items required for the performance of Work hereunder.
13. **SUBCONTRACTING:** Contractor shall have the right to subcontract any portion of the Work hereunder, and all Work performed by subcontractors shall be subject to all of the applicable Contract terms and conditions.
14. **LIENS AND CLAIMS:** Provided Contractor has been, and continues to be, timely paid all amounts due it, Contractor shall promptly pay valid claims of all persons, firms or corporations performing labor or furnishing equipment, materials and other items used in, upon or for the Work done hereunder.
15. **FAILURE TO MAKE PAYMENTS:** In the event Owner shall fail to make payment at the times and in the amounts provided for in this Contract, Contractor shall have the right to stop Work. In such event all amounts due Contractor, including retention, if any, shall immediately become payable and Contractor shall have the right to recover all damages sustained by Contractor as a result of such breach of contract by Owner.
16. **DEFAULT:** In the event Contractor shall fail to timely perform any provision of this Contract and if such failure should continue for thirty (30) days after receipt of written notice from Owner, then Owner may terminate this Contract and cause the balance of the Work to be completed by other parties. In any such event, if the reasonable cost of such completion exceeds the unpaid balance due on the Contract price, Contractor shall promptly pay such difference to Owner; otherwise, the unpaid contract balance shall be paid to Contractor. The Owner and Contractor each waive the right to recover from the other any indirect, incidental or consequential damages regardless of how such damages are caused.
17. **COSTS AND ATTORNEYS' FEES:** Should either party bring suit in court to enforce or interpret any of the terms hereof, or for a breach thereof, and/or to foreclose any mechanic's lien attributable to the Work done hereunder, the prevailing party, to the extent permitted by applicable law, shall be entitled to cost and reasonable attorneys' fees, which may be set by the Court in the same action or in a separate action brought for that purpose, in addition to any other relief to which the prevailing party may be entitled.
18. **NOTICES:** Any notice required or permitted hereunder shall be served personally on Contractor's construction manager or on the representative of Owner at the job site, or may be served by certified mail directed to the address of the party shown on the face of the Contract. Notices shall be effective upon receipt by the intended recipient.
19. **ASSIGNMENT:** Except as provided in Section 13 above, neither party shall assign all or any portion of this Contract without first obtaining the signed written consent of the other party. Subject to the foregoing, this agreement shall be binding upon and inure to the heirs, successors and assigns of the parties hereto.
20. **WAIVER OF RIGHTS:** Failure to enforce any rights hereunder shall not waive any rights in respect of other or future occurrences.
21. **SEVERABILITY:** To the best knowledge and belief of the Parties, this Contract now contains no provision that is contrary to any Laws. In the event that any provision of this Contract shall at any time contravene in whole or in part any applicable Law, then such provision shall remain in effect only to the extent permitted, and the remaining provisions hereof shall remain in full force and effect.
22. **JURISDICTION AND VENUE:** It is understood and agreed that each and every provision of this Contract, including any alleged breach thereof, shall be interpreted in accordance with the laws of the state where the Work is to be performed. Venue for all matters arising under this Contract shall be in the county in which the Work is to be performed. Contractor is authorized to do business in the state in which the Work is performed.
23. **ENTIRE AGREEMENT:** This Contract constitutes the entire agreement between Owner and Contractor and contains all terms and conditions agreed upon by the parties. This Contract supersedes all earlier proposals, discussions, correspondence and oral agreements, if any, between Owner and Contractor.



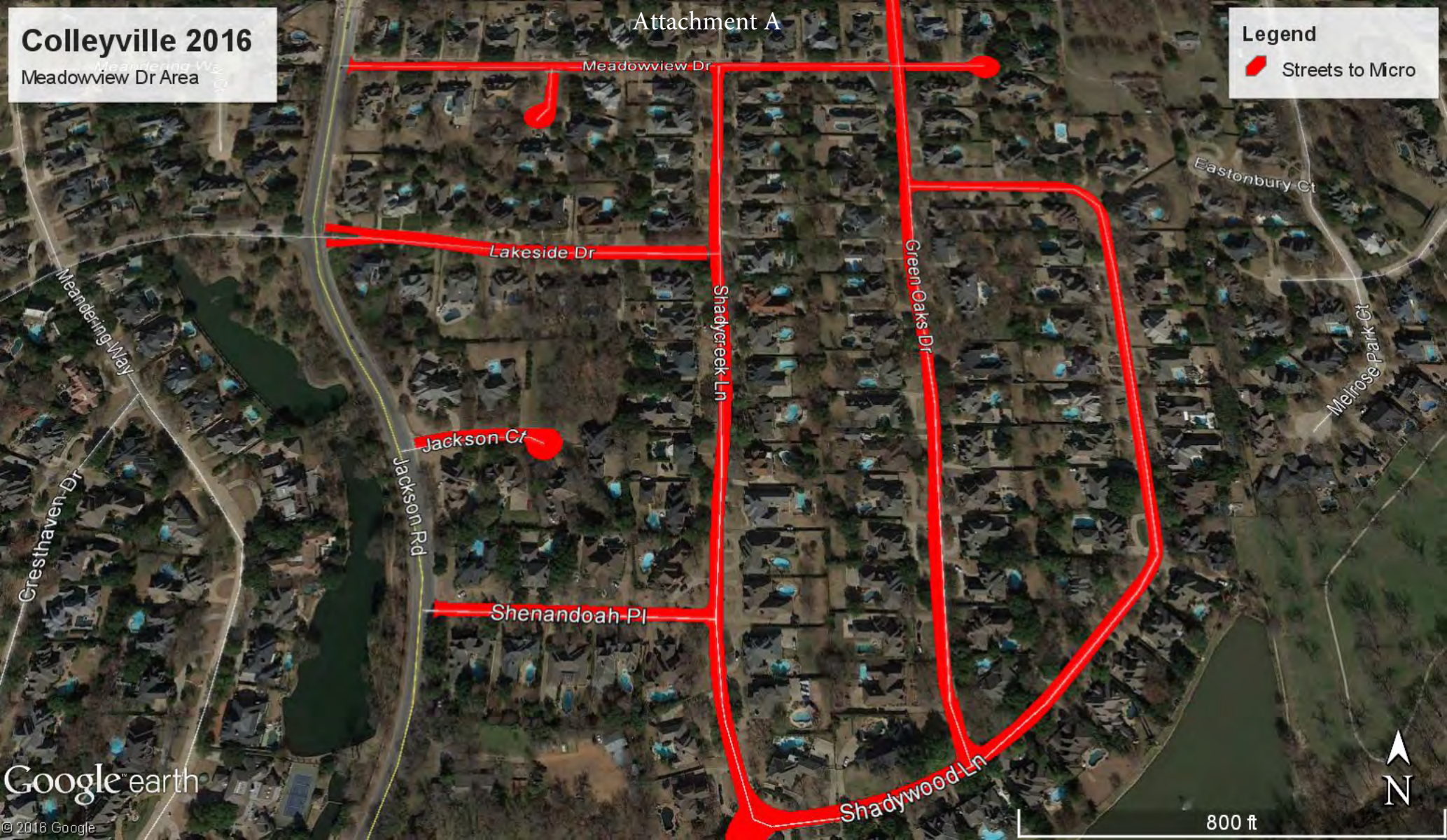
Colleyville 2016

Meadowview Dr Area

Attachment A

Legend

 Streets to Micro



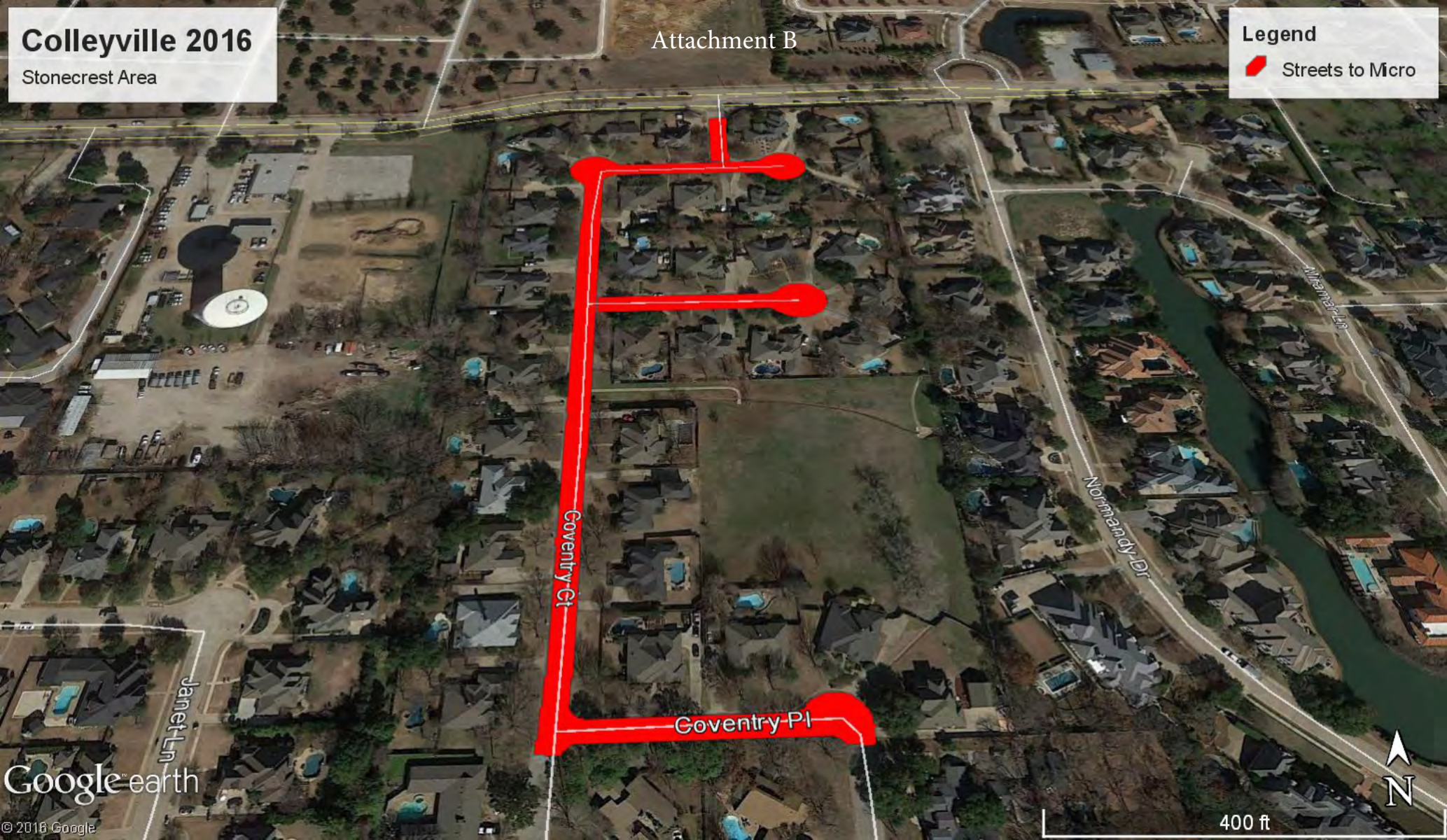
Colleyville 2016

Stonecrest Area

Attachment B

Legend

 Streets to Micro



Google earth

© 2016 Google

Coventry Ct

Coventry Pl

Normanby Dr

Miesner Ln



400 ft

Attachment C



520 North 400 West, North Salt Lake, UT 84054

Phone (801) 532-8200 | Fax (801) 526-6198

ESTIMATE

Agency: City of Colleyville
Project Number: N/A
Project Name: Micro-surfacing
Date: 8.3.16
Letting Time: N/A

Contractor: Intermountain Slurry Seal
Contact: Kevin Harris
Phone: 682.229.0843
Fax:
Email: kevin.harris@gcinc.com

Item #	Description	Quantity	Unit	Unit Price	Total
1	* Furnish & Install Micro-surfacing	39,928	SY	\$ 3.50	\$ 139,748.00
2	Contingency account	1	LS	\$ 30,000.00	\$ 30,000.00
					\$ -
	* Work is being structured through an Interlocal Agreement with City of North Richland Hills and in accordance with NRH Contract 15-020				\$ -
					\$ 169,748.00

Quote is for Labor, Equipment, and Materials for Micro-surfacing Only

NOTES:

- * Micro-surfacing to be place in one lift at a rate of 25#/SY (Dry)
- * Work to performed using Truck Mount or Continuous pavers.
- * Estimated to complete micro-surfacing in 2 shifts.
- * It is recommended that the streets be crack sealed and patched by City of Colleyville prior to our operations.
- * City to trim any tree limbs that are lower than 14' vertical clearance.
- * This project to be billed per square yard of actual area covered.
- * Price is for work to be performed through 2016 micro-surfacing season.
- * Traffic control for Micro-Surfacing only.
- * ISS to provide 1 week notice prior to starting work, and must have a mutually agreed upon schedule.

EXCLUSIONS:

- * Pavement Markings, Temporary Pavement Markings, Striping Layout, Pavement Marking Removal, Crack Sealing, Patching, Heavy Debris Removal, Noise Permits,

Estimate valid for 30 days.

Please review, sign and return VIA fax to (972)353.6275 or e-mail to kevin.harris@gcinc.com

Authorized Signature

Date

Attachment D

BIG PICTURE COST - COLLEYVILLE								
CITY OF COLLEYVILLE INFORMATION						MICRO-SURFACING		
Micro-Surface streets via City						Single Course at 25 lbs/SY (Dry)		
LISTINGS	STREET	LENGTH	AREA	Google Area	ACCUM. AREA	UNIT COST	COST PER STREET	ACCUM. COST
		LF	SY	SY	SY	\$/SY	\$	\$
	Meadowview Addition							
1	Meadowview Dr			4,071	4,071	\$ 3.50	\$ 14,248.50	\$ 14,248.50
2	Meadowview Ct			987	5,058	\$ 3.50	\$ 3,454.50	\$ 17,703.00
3	Green Oaks Dr			6,169	11,227	\$ 3.50	\$ 21,591.50	\$ 39,294.50
4	Shadycreek Ln			6,117	17,344	\$ 3.50	\$ 21,409.50	\$ 60,704.00
5	Shadywod Ln			7,030	24,374	\$ 3.50	\$ 24,605.00	\$ 85,309.00
6	Wildwood Ct			854	25,228	\$ 3.50	\$ 2,989.00	\$ 88,298.00
7	Jackson Ct			1,279	26,507	\$ 3.50	\$ 4,476.50	\$ 92,774.50
8	Shenandoah Ln			1,678	28,185	\$ 3.50	\$ 5,873.00	\$ 98,647.50
9	Lakeside Dr			3,686	31,871	\$ 3.50	\$ 12,901.00	\$ 111,548.50
				SubTotal	31,871			\$ 111,548.50
	Stonecrest Addition							
1	Coventry Ct			4,161	4,161	\$ 3.50	\$ 14,563.50	\$ 14,563.50
2	Crestedge Ct			1,439	5,600	\$ 3.50	\$ 5,036.50	\$ 19,600.00
3	Coventry Pl			1,200	6,800	\$ 3.50	\$ 4,200.00	\$ 23,800.00
4	Gatehouse Ct			1,257	8,057	\$ 3.50	\$ 4,399.50	\$ 28,199.50
				SubTotal	8,057			\$ 28,199.50
				Total	39,928		Total	\$ 139,748.00

INTERLOCAL AGREEMENT

This Interlocal Agreement ("the Agreement") is made and entered into by and between the **CITY OF COLLEYVILLE, TEXAS**, a municipal corporation ("**COLLEYVILLE**") and **CITY OF NORTH RICHLAND HILLS** ("**NORTH RICHLAND HILLS**"), each organized and existing under the laws of the State of Texas, and acting by, through and under the authority of their respective governing bodies and officials in accordance with the "Interlocal Cooperation Act," Chapter 791 of the Texas Government Code (the "Act").

WHEREAS, **COLLEYVILLE and NORTH RICHLAND HILLS** are both governmental entities engaged in the purchase of goods and services, which is a recognized governmental function; and

WHEREAS, **COLLEYVILLE and NORTH RICHLAND HILLS** wish to enter into this Agreement to set forth the terms and conditions upon which they may purchase various goods and services commonly utilized by each entity; and

WHEREAS, participation in this Agreement will be highly beneficial to the taxpayers of **COLLEYVILLE and NORTH RICHLAND HILLS** through the anticipated savings to be realized and is of mutual concern to the parties; and

WHEREAS, **COLLEYVILLE and NORTH RICHLAND HILLS** have current funds available to satisfy any fees owed pursuant to this Agreement.

NOW THEREFORE, **COLLEYVILLE and NORTH RICHLAND HILLS**, for and in consideration of the premises and the mutual covenants set forth in this Agreement, and pursuant to the authority granted by the governing bodies of each of the parties hereto, do hereby agree as follows:

1. **COLLEYVILLE and NORTH RICHLAND HILLS** may cooperate in the purchase of various goods and services commonly utilized by the parties, where available and applicable, and may purchase goods and services from vendors under present and future contracts;
2. **COLLEYVILLE and NORTH RICHLAND HILLS** shall each be individually responsible for payments directly to the vendor and for the vendor's compliance with all conditions of delivery and quality of the purchased items under such contracts. **COLLEYVILLE and NORTH RICHLAND HILLS** shall each make their respective payments from current revenues available to the paying party;
3. The City Manager of **COLLEYVILLE** and the City Manager of **NORTH RICHLAND HILLS** are designated to act on all matters related to this Agreement;
4. The Agreement shall be in full force and effect for a period of 12 months and then continue to automatically renew for additional 12 month periods unless it is terminated by either party as provided below.
5. Notwithstanding anything herein to the contrary, participation in this Agreement may be terminated by either party upon thirty (30) days written notice to the other party;
6. The undersigned officer and/or agents of the party(ies) hereto are duly authorized officials and possess the requisite authority to execute this Agreement on behalf of the parties;

7. This Agreement may be executed separately by the parties, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective upon execution and dating by each party. This Agreement shall be effective from the last date signed and marked on this Agreement by a participating party.

APPROVED BY THE CITY OF COLLEYVILLE, TEXAS:

BY:



Jennifer Fadden, CITY MANAGER

DATE: 3/4/15

ATTEST:



Amy Shelley, CITY SECRETARY

APPROVED AS TO FORM:



Matthew Boyle, CITY ATTORNEY

APPROVED BY THE CITY OF NORTH RICHLAND HILLS, TEXAS:

BY:



Mark Hindman, CITY MANAGER

DATE: 3-12-15

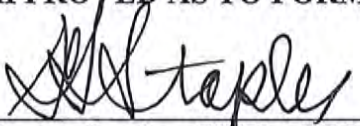
ATTEST:



Alicia Richardson, CITY SECRETARY



APPROVED AS TO FORM:



George Staples, CITY ATTORNEY

RESOLUTION R-15-3853

**A RESOLUTION APPROVING CITY COUNCIL ACTION UNDER
CONSENT ITEMS AT THE REGULAR CITY COUNCIL MEETING OF
MARCH 3, 2015**

WHEREAS, City Council has taken action on certain items on the agenda under Consent Items.

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

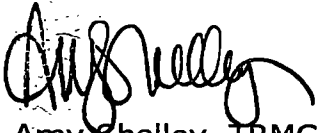
Sec. 1. THAT the agenda decisions approved by City Council action under Consent Items as follows are hereby adopted:

- a. Approval of the minutes of the regular City Council meeting of February 17, 2015
- b. Approval of a construction contract with A & M Construction & Utilities, Inc., for Area 1 and Area 2 Water Facility Renewals, in an amount not to exceed \$1,874,119.25, and authorize the city manager to execute the contract
- c. Approval of an Interlocal Agreement with the City of North Richland Hills for cooperative purchasing of goods and services, and authorize the city manager to execute the agreement

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF 6 AYES, 0 NAYS, AND 0
ABSTENTIONS ON THIS THE 3RD DAY OF MARCH 2015.

ATTEST:


Amy Shelley, TRMC
City Secretary

CITY OF COLLEYVILLE


David Kelly
Mayor



City of Colleyville City Council Agenda Briefing

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

Agenda Number 4j

Agenda Date 08/16/2016

Number Resolution R-16-4017

Type Resolution

Department City Secretary

Title

Approval of the Colleyville Center Advisory Committee bylaws

Strategy Map Connection

B4- Cultivate a culture of transparency and consistent communication

Explanation

Reading and Public Hearing

As the City Council creates, establishes, and appoints boards, commissions, and committees per the City Charter (excerpt attached), and reviews the minutes of each board, commission, and committee, under the Reports section of the City Council agenda, staff is seeking City Council approval of all bylaws approved by each board, commission, and committee, as they are approved. As some boards, commissions, and committees meet on an as needed basis only, bylaws will be attached to the Consent Agenda as they are adopted and approved by the board, commission, and committee.

At the February 16, 2016, City Council meeting, City Council requested for the Colleyville Center Advisory Committee to review their bylaws and amend Article II Membership, 2.1, to remove an Arts Council NE representative, and replace it with a representative from another local organization.

This item provides for City Council approval of the amended bylaws which were approved by the Colleyville Center Advisory Committee on May 16, 2016, replacing the Arts Council NE representative with a representative from the Colleyville Area Chamber of Commerce.

Financial Impact

There is no financial impact to the City.

Recommendation

Approve

Attachments

1. City Charter Excerpts
2. Colleyville Center Advisory Committee bylaws

City Charter Excerpts

Section 7.07 Other Departments, Boards and Commissions:

The City Council may abolish or consolidate any office or department except those created by this Charter. The City Council may divide the administration of any such departments as it may deem advisable and may create new departments.

The City Council shall create, establish, or appoint, as may be required by State law, circumstances, or this Charter, those Boards, Commissions, and Committees which are deemed necessary to carry out the functions and obligations of the City. The City Council shall prescribe accountability and tenure of each Board, Commission, and Committee where such are not prescribed by State law or this Charter.

ARTICLE XI PLANNING AND ZONING, BOARD OF ADJUSTMENTS

Section 11.01 The Planning and Zoning Commission:

There shall be established a Planning and Zoning Commission, which shall consist of seven (7) citizens of the City of Colleyville. Members of said Commission shall be appointed by the City Council for a term of two (2) years and will serve at the will and pleasure of the City Council. Three (3) members of the Planning and Zoning Commission shall be appointed each odd numbered year and four (4) members shall be appointed each even numbered year. The Commission shall elect a chairman from its membership and shall meet in the City Hall not less than once each month. The chairman of the Commission shall be a voting member. Vacancies created by resignation, removal by vote of a majority of the City Council, or by any other reason shall be filled by the City Council for the remainder of the term. A majority of the members shall constitute a quorum; however, no action shall be approved with less than four (4) affirmative votes. Attendance requirements for members shall be the same as for members of the City Council. The Commission shall keep minutes of its proceedings which shall be of public record. The Commission shall serve without compensation. (Amended May 7, 2005)

Section 11.02 Powers and Duties:

The Planning and Zoning Commission shall:

- (A) Recommend a City Plan for the physical development of the City.
- (B) Recommend to the City Council, approval or disapproval of proposed changes in the Zoning Plan.

(C) Exercise control over the platting or subdividing of land within the corporate limits of the City and outside same corporate limits to the extent authorized by State law; provided, however, this grant of authority shall not limit the City Council's right to provide that the City Council shall have final approval of plats, as provided by State law (Amended April 4, 1981)

The Commission shall be responsible to and act as an advisory body to the City Council, and shall have and perform such additional duties as may be prescribed by ordinance.

Section 11.05 Zoning Board of Adjustment:

There shall be a Zoning Board of Adjustment as specified by State law. Vacancies which are created by resignation, or for any other reason shall be filled by the City Council for the remainder of the term. (Amended May 7, 2005)

Section 11.06 Separation of Planning and Zoning Commissions:

The City Council may by ordinance, at such time as deemed in the best interest of the citizens of Colleyville, create a separate Commission to perform the duties of Planning. This Commission shall have the same structure as provided for the Zoning Commission in

Section 11.01, and will perform all duties listed in Section 11.01 through 11.05 of this Charter, for Planning only. The Zoning Commission will perform only the duties described in the same Sections for Zoning, and as advisory board to the Planning Commission.

COLLEYVILLE CENTER ADVISORY COMMITTEE BYLAWS

ARTICLE I – Identification and Purpose

The Colleyville Community Center Advisory Committee was established by the City Council of Colleyville, Texas, by Resolution R-93-893 on June 15, 1993. The purpose of the Colleyville Community Center Advisory Committee is to maximize the role of citizens in the planning, design, and operation of the Community Center project and was established for a time period not to exceed one year.

The Colleyville Community Center Advisory Committee's charge was revised by the City Council of Colleyville, Texas, by Resolution R-97-1326 on October 21, 1997. The purpose of the Colleyville Community Center Advisory Committee is to recommend policies for rental and use of the Colleyville Center including policies and procedures; fee structure; develop long range plans for the use and marketing of the Center; and provide a written report of the Committee's activities and future plans for City Council on an annual basis.

The Colleyville Community Center name was changed by City Council by Resolution R-02-2058 on November 19, 2002, to Colleyville Center.

ARTICLE II – Membership

- 2.1 The Colleyville Center Advisory Committee shall consist of 14 members who shall be appointed by the City Council for a two-year term. The following civic organizations shall select a single representative from their organization to serve on the Advisory Committee for a two-year term: Colleyville Woman's Club, Colleyville Lions Club, Colleyville Garden Club, Colleyville Chapter of National Charity League, Colleyville Area Chamber of Commerce, and Colleyville Rotary Club. All other members of the Advisory Committee shall serve at-large.
- 2.2 Members shall serve without compensation and until their successors are appointed.
- 2.3 Members must be residents of Colleyville, Texas, unless City Council waives the residency requirement.

- 2.4 Vacancies on the Colleyville Center Advisory Committee shall be reported to the City Secretary, and filled by appointment of the City Council for the length of the unexpired term.
- 2.5 If a member of the Colleyville Center Advisory Committee fails to maintain a seventy-five percent (75%) attendance record for all regularly scheduled meetings, the Chair or staff liaison will notify the City Secretary. City Council may, at its discretion, declare a vacancy, advertise the open position, or appoint a replacement without advertising.

ARTICLE III – Officers

- 3.1 The officers of the Colleyville Center Advisory Committee shall be the Chair and the Vice Chair.
- 3.2 The Colleyville Center Advisory Committee shall elect the Chair and Vice Chair from among the members at the next regularly scheduled meeting following City Council appointments. The Chair, shall have a minimum committee tenure of one-year, and the Vice Chair with no length of term requirement. The officers shall serve one-year terms, or until a successor is elected.
- 3.3 In the event of resignation or incapacity of the Chair, the Vice Chair shall serve as the Chair for the unexpired portion of the term.
- 3.4 City staff shall take minutes of the meeting and serve as custodian of Colleyville Center Advisory Committee records.

ARTICLE IV – Meetings

- 4.1 Regular meetings shall be held quarterly, on the second or third Monday of February, May, August, and November at 5:30 p.m., at Colleyville Center. Meeting dates, times, and location may be changed, as necessary.
- 4.2 Members unable to attend a regular meeting shall notify the Chair or staff liaison by noon of the meeting day.
- 4.3 A majority of the voting Colleyville Center Advisory Committee members shall constitute a quorum to conduct business of the Colleyville Center

Advisory Committee. The act of the Colleyville Center Advisory Committee members present at a meeting, at which a quorum is in attendance, shall constitute the act of the Colleyville Center Advisory Committee.

- 4.4 Meeting agendas will be posted on the City Hall bulletin boards and the City's web site 72 hours prior to a meeting. Approved meeting minutes will be included in City Council agenda packets under Reports.
- 4.5 Meeting agenda packets will be distributed to each member 72 hours prior to a meeting.
- 4.6 The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair shall preside.
- 4.7 The Chair may recognize individuals wishing to speak regarding an item on the agenda.
- 4.8 Special meetings may be called at the request of the Chair or three members of the Colleyville Center Advisory Committee for the transaction of business. Posting and notification of meeting requirements shall apply to special meetings.
- 4.9 The Colleyville Center Advisory Committee may establish sub committees as deemed appropriate. Such committees will be dissolved upon completion of the charge or task.

ARTICLE V – Duties and Responsibilities

- 5.1 The Colleyville Center Advisory Committee acts in an advisory capacity to the City Council in all matters pertaining to Colleyville Center.
- 5.2 Committee members recommend policies for rental and use of the Colleyville Center including policies and procedures, and fee structure, develop long range plans for the use and marketing of the Center, and provide a written report of the Committee's activities and future plans to City Council on an annual basis.
- 5.3 Committee members shall cooperate with City boards, commissions, and committees, other governmental agencies, civic groups, and all citizens of the City in the advancement of the Colleyville Center.

- 5.4 The Colleyville Center Advisory Committee members shall sign the Acknowledgement Statement in accordance with the Colleyville City Charter, Section 14.02, Personal Financial Interest, Subsection G, Oath, which acknowledges familiarity with the referenced section and Chapter 171 of the Local Government Code pertaining to conflict of interest.
- 5.5 The Colleyville Center Advisory Committee member shall meet the filing requirements of The Disclosure Act. The City is required to place all Conflict Disclosure Statements submitted to the City on the City's web site.
- 5.6 The Colleyville Center Advisory Committee member will take the Attorney General Texas Open Meetings Act on-line training course or obtain a DVD of the training course from the City Secretary, and provide a copy of the Certificate of Course Completion to the City Secretary. The training must be completed not later than the 90th day after the date the member takes the oath of office or otherwise assumes responsibilities as a member of the governmental body.

ARTICLE VI – Amendments

- 6.1 These bylaws may be amended by a majority vote at any regular meeting, if all members have been notified of the proposed amendment 72 hours prior to such meeting. Amendments must be in compliance with applicable City ordinances.

RESOLUTION R-16-4026

A RESOLUTION APPROVING CITY COUNCIL ACTION
UNDER BUSINESS AT THE REGULAR CITY COUNCIL MEETING OF
AUGUST 16, 2016

WHEREAS, City Council has taken action on certain items on the agenda under Business.

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

- Sec. 1. THAT a construction contract with Intermountain Slurry Seal, Inc., through an Interlocal Agreement with the City of North Richland Hills for the Fiscal Year 2016 Micro-Surfacing Project, in an amount not to exceed \$169,748, and authorize the city manager to execute the contract, is hereby accepted.
- Sec. 2 THAT the Colleyville Center Advisory Committee bylaws are hereby accepted.

AND IT IS SO RESOLVED.

TABLED AUGUST 16, 2016.

APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS ON THIS THE 6TH DAY OF SEPTEMBER 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 City Council Agenda Briefing

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

Agenda Number 10

Agenda Date 09/06/2016

Type Report

Department City Secretary

Title

Colleyville Center Advisory Committee Minutes of May 16, 2016

Colleyville Library Board Minutes of June 13, 2016

Attachments

1. Colleyville Center Advisory Committee Minutes of May 16, 2016
2. Colleyville Library Board Minutes of June 13, 2016

COLLEYVILLE CENTER ADVISORY COMMITTEE
FY 2016 – SECOND QUARTER MEETING
May 16, 2016
MINUTES

Present: Chair Mark Johnson, Tracy Cutrona, Darla Dennison, Earlene Garvey, Louis Miller, Fred Mills, Amy Redfearn, Paul Vigiletti, and Tom Westerman

Strategic Services Manager Adrienne Lothery, Center Manager Leslie Hill and Center Coordinator Marilyn Gilbert

Absent: Mike Bolton, Adrian Esquivel, Julie George, and Judy Goodwin

1. The Meeting was called to order at 5:35 p.m. by Chair Mark Johnson.
2. The minutes for Q1 2016 were approved as written.
3. A. Colleyville Center Q2 Performance and Operations Update was presented by Center Manager.

B. Center Manager reviewed the Colleyville Center rental rates for Colleyville based non-profit organizations and a discussion followed. A vote was taken and Option 1 was approved for presentation to City Council in July with increase taking effect October 2016.

C. Committee discussed and approved the updated Colleyville Center Advisory Committee bylaws.
4. The meeting was adjourned at 6:40 p.m. Next scheduled Advisory Committee meeting will be Monday August 15.



City of Colleyville

Colleyville Library Board

MINUTES

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

Monday, June 13, 2016
6:00 p.m.

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

Chair Vernon Noronha called the meeting of the Colleyville Public Library to order at 6:07 p.m.

ROLL CALL

Present Board members: Chairperson Vernon Noronha, Kay Newton, Nancy Andrews, Molly Skinner, Billie Tuttle, Seanna Billinger, Library and Recreation Director Mary Rodne, Administrative Assistant Kristi Isbell

Absent Alternate Board Members Shanti Kannan and Joan Roberts; Ex Officios Nancy Tuuling and Cecilia Monacelli

2. APPROVAL OF MINUTES

April 18, 2016

A motion was made by Kay Newton and seconded by Billie Tuttle to approve the April 18, 2016 minutes with one correction. Ex Officio Nancy Tuuling was listed as both present and absent. The minutes should reflect that Ex Officio Nancy Tuuling was absent for the April 18 meeting. The motion was approved unanimously. Director Mary Rodne explained that Vice-Chair Victoria Kennedy-Ziegler had resigned from the Library Board due to their relocation out of state.

3. REGULAR AGENDA ITEMS

3a Overview of the 2016 Summer Reading Program

Director Mary Rodne stated that registration for the Summer Reading Program was higher than in previous years. Rodne explained that the staff made presentations to all grades at Bransford Elementary and O.C. Taylor Elementary; grades K-4 at Colleyville Elementary; grades K-3 at Glen Hope Elementary; and, a preschool class at Compass Christian Preschool. Rodne added that NRH20 Family Water Park donated 500 tickets to the Summer Reading Program and that these tickets were used as early registration incentives. Rodne stated that the number of registrations reached 500 in the first three days of registration. Rodne described the circus-themed Kick-Off Party

and stated that 650 attended this event. Rodne stated, thus far in the program, there were 1,077 children, teens, and adults registered.

Rodne provided an update on the story time registrations and explained that each class had a wait list and that we were able to open a second session of one of the afternoon classes due to high demand. Rodne gave highlights of upcoming events including the Tuesday/Thursday performers, Movie Days, Legomania, Chess Club, and the Grand Finale scheduled for July 29, 2016. Chair Vernon Noronha added that he checked the program offerings at five area libraries and the Colleyville Library offered significantly more summer programs.

3b Update on the Colleyville Public Library Long-Range Plan

Director Rodne provided an overview of the Long-Range Plan and noted that the next phase would be to create a document that would detail the implementation plan recommendations.

3c Discussion of Items for Future Agendas

The next regularly scheduled meeting was tentatively set for Monday, August 8, 2016.

4. REPORTS

4a Librarian's Report

A. Monthly Statistics:

Director Rodne provided an overview of the statistics for the months of April and May 2016.

B. Donations:

Rodne stated that the Library received a total of \$6,060.04. In April, the Library received \$36.29 from Robert Jackson as a donation of the overage on his utility bill to the library when closing his account; and, \$23.75 from Sharon Walker for the purchase of a children's book in honor of her mother's birthday. In May, the Library received \$6,000.00 from the Colleyville Woman's Club for the purchase of digital audiobooks.

C. Library Programs:

Rodne stated that staff would begin planning the fall programs in July in order to prepare the digital brochure for distribution by September.

4b Friends of the Colleyville Public Library Report

Kay Newton reported that the Friends recently held their annual election of officers: Joan Roberts was elected President, Mary Alice Rippe was elected Vice-President, Kay Newton was elected Treasurer, Nancy Tuuling was elected Secretary. Newton stated

that the Friends of the Colleyville Public Library had been selected to be the non-profit beneficiary, of Whole Foods Colleyville, for the current quarter. Newton stated, as a result, Friends representatives worked a promotional display, at Whole Foods, on Wednesday, June 8, 2016 and were told that they would receive approximately \$1,700.00 as a percentage of sales from that day.

4c Colleyville Public Library Foundation Report

Director Rodne reported on behalf of the Library Foundation and stated that the Foundation had met on April 18, 2016 and was scheduled to meet again on June 20, 2016. Rodne stated that the Foundation has reorganized with the goal of fundraising in the fall.

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

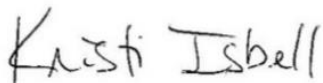
There were no citizen comments/presentations regarding items not on the agenda.

6. ADJOURNMENT

A motion was made by Molly Skinner and seconded by Kay Newton to adjourn the meeting of the Colleyville Library Board at 6:40 p.m. The motion was approved unanimously.

APPROVED BY A VOTE OF 7 AYES, 0 NAYS, AND 0 ABSTENTIONS ON THIS THE 29th DAY OF August, 2016.

Minutes taken and prepared by:



*Kristi Isbell,
Administrative Assistant*



City of Colleyville City Council Agenda Briefing

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

Agenda Number 10

Agenda Date 09/06/2016

Type Report

Department City Manager

Title

Annual activity report of the Colleyville Economic Development Corporation

Explanation

The Colleyville Economic Development Corporation Bylaws require that the Board make an annual report by February 1, 2017, to the City Council, *"reviewing the accomplishments of the Corporation for the preceding year and the activities of the Corporation for the budget year."* Attached is the annual report that was approved by the Colleyville Economic Development Corporation Board at the August 23, 2016 meeting.

Attachments

1. Annual activity report of the Colleyville Economic Development Corporation

FY 2016 ANNUAL REPORT
OF THE COLLEYVILLE ECONOMIC DEVELOPMENT CORPORATION

On August 25, 2015, the Board held its annual meeting and approved the FY 2016 annual budget for the Corporation with projected revenues of \$2,809,707 and expenses of \$2,568,177. Accomplishments and activities for FY 2016 are described below.

Revenues:

Sales tax revenue from a half-cent sales tax approved by Colleyville voters in 1996 is the primary source of revenue for the Colleyville Economic Development Corporation (CEDC). The projected sales tax for FY 2016 was \$1,700,000. Through August 2016, sales tax collections total \$1,384,165, which is up 8.9% from the prior year. Conservative estimates that assume the final three months of sales tax for FY 2016 will be equal to the amounts received in those months in the prior year project total FY 2016 collections at \$1,838,924.

Operating Expenditure/Activities:

In FY 2016, the CEDC provided funding for the following operating expenditures and activities.

- Debt service for FY 2016 of \$603,824
- The special events supported with CEDC funding- Red, White, & Sousa, Colleyville Old Tyme BBQ, Haunted Trail Fest, and the Tree Lighting Celebration- continue to be successful and are sufficiently funded with the \$87,000 budget provided. FY 2016 was the first year for the Haunted Trail Fest event to be funded through the CEDC special events budget and it drew the largest crowd to-date for that event.
- Funding for economic development promotional activities has provided for marketing of City events and activities.
- In FY 2016, the CEDC continued funding for four part-time library positions in the youth services area, a recreation specialist for the senior center, and partial funding for the marketing coordinator position.

Capital Expenditure/Activities:

In FY 2016, the CEDC provided funding for the following capital expenditures and activities.

- Purchase and installation of Dyson hand dryers and a fridge merchandiser at the Colleyville Center. These items allow for use of less paper goods (hand towels) and sale of beverages during events and meetings.
- Replacement of the dishwasher in the Colleyville Center kitchen.

- Upgrade and replacement of the AV system at the Colleyville Center. This technology project included replacing the original wiring and relocating certain equipment from the stage to a secured closet. This project brought the Center up-to-date and has received much positive feedback from customers and community organizations.
- Funding from the future projects category in the FY 2016 CEDC budget provided for the emergency replacement of the four shades on the palladium windows at the Colleyville Center after two fell down. The shades are original to the building and were already anticipated to be in need of replacement in the next several years. When the four shades were replaced, safety mechanisms were added to catch the shades in the event of malfunction, providing an additional safety measure to protect Center customers and staff.
- Purchase of a load balancer has allowed for increased internet bandwidth at the Colleyville Center, in response to customer feedback that existing internet availability was not sufficient for large events.
- Work on the comprehensive plan related to the Colleyville Center was funded by the CEDC.
- Improvements at the L.D. Lockett Park Cotton Belt Trailhead are in progress. The L.D. Lockett Park house was demolished in FY 2015 and preparation for improvements including a pavilion and restrooms is nearing completion. Construction on the improvements is expected to occur in fall 2017.
- Funding for repairs to the Senior Center provided for the repaving of the parking lot, replacing the sidewalk around the building, new flooring in the main room and lounge area, and two new parking lot lights.
- Future trails funding in the CEDC provided for the connection of the Cotton Belt trail at SH26 and John McCain. This trail connection now serves as an attractive entryway to Colleyville, including benches, a water fountain, trash and recycling receptacles, and improved landscaping.
- Future trails funding also provided for new trails at City Park, expanding the existing four foot sidewalks to allow the carts that drive on those paths to stay within the paved area, as opposed to leaving an unattractive dirt path along the edges. Replacement of these sections of sidewalk will match the eight foot trail that is in the remainder of the park.
- Nature Center trail repair is also being accomplished with future trails funding in the CEDC. Several of the trails in the Nature Center have washed out and were impassable for days after every rain. The trails have been built up and compacted with a slight crown, so the water will run off the trails and back into the forest floor.
- City Park does not have mow strips under the fence lines. Funding from the future projects category provides for the installation of mow strips at three of the large fields at City Park in FY 2016, increasing the efficiency with which the park is mowed and edged and providing for a much cleaner aesthetic. Adding mow strips to the other half of the fields will be considered in a future year.

- Work to update the Parks Master Plan began in FY 2016, but funding will be rolled forward to FY 2017 in anticipation of the expenditures actually occurring next fiscal year.



City of Colleyville Audit Committee Agenda Briefing

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

Agenda Number **Agenda Date** 09/06/2016 **Number** 10

Type Report

Department City Manager

Title

Quarterly investment report for the quarter ended June 30, 2016

Strategy Map Connection

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

Explanation

During the period of April 1, 2016 through June 30, 2016, the City of Colleyville had an average of \$52,454,642 invested on a daily basis, which earned \$79,635, with an average yield of 0.61%. The average yield on investments for this quarter is 0.06% higher than the prior quarter's average of 0.55%. As of June 30, 2016, the City had \$53,234,961 invested in the LOGIC Investment Pool, CDARS Certificates of Deposit, and various debt instruments in the following percentages:

Logic	44.85%	FFCB Notes	14.84%
FHLB Notes	19.91%	FHLMC Notes	5.63%
Treasury Note	2.44%	CDARS CD's	8.57%
FNMA Notes	3.76%		

These percentages are within the guidelines for portfolio diversification in the City's investment policy. The market value of the City's investments on June 30, 2016 was \$24,854,961 as compared to a purchase price of \$24,831,201 (this excludes LOGIC Investment Pool and CDARS Certificates of Deposit). The Colleyville Economic Development Corporation currently holds a Treasury Note (\$500,000) with a market value of \$500,489 and a purchase price of \$499,750. Additionally, \$1,002,126 was invested in the Corporation's name in the LOGIC Investment Pool. These funds earned interest of \$2,158 for the quarter.

Attachments

1. June 30, 2016 Quarterly Investment Report
2. DFW Economic Indicators - June 2016
3. Legislative Changes - Effective 9/1/2015

QUARTERLY INVESTMENT REPORT

FOR QUARTER ENDING JUNE 30, 2016

THIS REPORT IS IN COMPLIANCE WITH THE PUBLIC FUNDS INVESTMENT ACT
AND ADOPTED INVESTMENT POLICY STRATEGY

A handwritten signature in blue ink, appearing to be "Kell" followed by a stylized flourish.

OUTSTANDING INVESTMENTS AT JUNE 30, 2016

	PURCHASE PRICE	PAR VALUE	MARKET VALUE @ 6/30/16	MATURITY DATE	YIELD ON INVESTMENT
FHLB NOTE	\$1,000,590	\$1,000,000	\$1,000,338	10/17/2016	0.470%
FFCB NOTE	\$1,015,700	\$1,000,000	\$1,005,534	11/22/2016	0.375%
FHLB NOTE	\$1,201,546	\$1,200,000	\$1,200,644	11/23/2016	0.560%
FHLB NOTE	\$1,301,014	\$1,300,000	\$1,301,494	12/12/2016	0.660%
TREASURY NOTE	\$1,301,219	\$1,300,000	\$1,301,331	12/15/2016	0.562%
FHLB NOTE	\$1,003,800	\$1,000,000	\$1,003,460	4/7/2017	0.735%
FHLB NOTE	\$750,000	\$750,000	\$751,913	6/12/2017	0.820%
FFCB NOTE	\$1,001,230	\$1,000,000	\$1,001,851	6/16/2017	0.735%
FHLB NOTE	\$1,000,390	\$1,000,000	\$1,001,888	6/30/2017	0.710%
FHLMC NOTE	\$1,004,385	\$1,000,000	\$1,003,647	7/28/2017	0.800%
FFCB NOTE	\$1,003,890	\$1,000,000	\$1,001,408	8/28/2017	0.580%
FFCB NOTE	\$1,000,000	\$1,000,000	\$1,001,915	9/14/2017	0.780%
FFCB NOTE	\$897,660	\$900,000	\$900,653	10/13/2017	0.785%
FHLB NOTE	\$1,199,868	\$1,200,000	\$1,200,427	10/26/2017	0.630%
FNMA NOTE	\$999,800	\$1,000,000	\$1,003,482	10/26/2017	0.885%
FFCB NOTE	\$999,000	\$1,000,000	\$1,001,786	11/6/2017	0.811%
FHLB NOTE	\$750,750	\$750,000	\$755,134	12/8/2017	1.072%
FHLB NOTE	\$1,200,000	\$1,200,000	\$1,202,699	12/29/2017	1.010%
FFCB NOTE	\$1,000,580	\$1,000,000	\$1,002,089	2/12/2018	0.771%
FHLMC NOTE	\$999,030	\$1,000,000	\$1,001,643	3/7/2018	0.925%
FHLMC NOTE	\$999,850	\$1,000,000	\$1,001,152	4/9/2018	0.756%
FNMA NOTE	\$1,003,700	\$1,000,000	\$1,005,737	4/30/2018	0.811%
FFCB NOTE	\$997,400	\$1,000,000	\$1,001,182	5/16/2018	0.882%
FHLB NOTE	\$1,200,000	\$1,200,000	\$1,203,574	6/5/2018	0.850%
TOTAL OUTSTANDING INVESTMENTS	\$24,831,201	\$24,800,000	\$24,854,961		

CITY OF COLLEYVILLE BALANCES AT JUNE 30, 2016

INVESTMENT PURCHASES	\$24,800,000
CDAR'S CERTIFICATES OF DEPOSIT	\$4,561,235
LOGIC INVESTMENT POOL	\$23,873,726
TOTAL CITY INVESTMENTS HELD AT JUNE 30, 2016	\$53,234,961

COLLEYVILLE ECONOMIC DEVELOPMENT CORPORATION (CEDC) BALANCES AT JUNE 30, 2016

INVESTMENT PURCHASES	\$500,000
LOGIC INVESTMENT POOL	\$1,002,126
TOTAL CEDC INVESTMENTS HELD AT JUNE 30, 2016	\$1,502,126

TOTAL INVESTMENTS HELD BY CITY OF COLLEYVILLE AND COLLEYVILLE ECONOMIC DEVELOPMENT CORPORATION AT JUNE 30, 2016	\$54,737,087
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INTEREST EARNINGS ON CITY OF COLLEYVILLE INVESTMENTS FOR THE PERIOD OF APRIL 1 - JUNE 30, 2016

	PURCHASE PRICE	PAR VALUE	MATURITY DATE	YIELD ON INVESTMENT	INTEREST EARNED
FFCB NOTE	\$1,004,070	\$1,000,000	5/9/2016	0.375%	\$401
FHLB NOTE	\$1,198,200	\$1,200,000	6/10/2016	0.450%	\$1,050
FHLB NOTE	\$1,000,590	\$1,000,000	10/17/2016	0.470%	\$1,172
FFCB NOTE	\$1,015,700	\$1,000,000	11/22/2016	0.375%	\$936
FHLB NOTE	\$1,201,546	\$1,200,000	11/23/2016	0.560%	\$1,676
FHLB NOTE	\$1,301,014	\$1,300,000	12/12/2016	0.660%	\$2,140
TREASURY NOTE	\$1,301,219	\$1,300,000	12/15/2016	0.562%	\$1,822
FHLB NOTE	\$1,003,800	\$1,000,000	4/7/2017	0.735%	\$1,833
FHLB NOTE	\$750,000	\$750,000	6/12/2017	0.820%	\$1,533
FFCB NOTE	\$1,001,230	\$1,000,000	6/16/2017	0.735%	\$1,833
FHLB NOTE	\$1,000,390	\$1,000,000	6/30/2017	0.710%	\$1,771
FHLMC NOTE	\$1,004,385	\$1,000,000	7/28/2017	0.600%	\$1,496
FFCB NOTE	\$1,003,690	\$1,000,000	8/28/2017	0.580%	\$1,446
FFCB NOTE	\$1,000,000	\$1,000,000	9/14/2017	0.780%	\$1,945
FFCB NOTE	\$897,660	\$900,000	10/13/2017	0.785%	\$1,762
FHLB NOTE	\$1,199,868	\$1,200,000	10/26/2017	0.630%	\$1,886
FNMA NOTE	\$999,800	\$1,000,000	10/26/2017	0.885%	\$2,207
FFCB NOTE	\$999,000	\$1,000,000	11/6/2017	0.811%	\$2,022
FHLB NOTE	\$750,750	\$750,000	12/8/2017	1.072%	\$2,005
FHLB NOTE	\$1,200,000	\$1,200,000	12/29/2017	1.010%	\$3,022
FFCB NOTE	\$1,000,580	\$1,000,000	2/12/2018	0.771%	\$1,921
FHLMC NOTE	\$999,030	\$1,000,000	3/7/2018	0.925%	\$2,306
FHLMC NOTE	\$999,850	\$1,000,000	4/9/2018	0.758%	\$249
FNMA NOTE	\$1,003,700	\$1,000,000	4/30/2018	0.811%	\$866
FFCB NOTE	\$997,400	\$1,000,000	5/16/2018	0.882%	\$1,208
FHLB NOTE	\$1,200,000	\$1,200,000	6/5/2018	0.850%	\$1,984

TOTAL INTEREST EARNED ON CITY INVESTMENTS HELD APRIL 1, 2016 THROUGH JUNE 30, 2016

\$42,493

RECAP OF MARKET VALUES ON CITY OF COLLEYVILLE INVESTMENTS HELD APRIL 1 - JUNE 30, 2016

INVESTMENT	PURCHASE DATE	MATURITY DATE	PURCHASE PRICE	PAR VALUE	MARKET VALUE @ 3-31-16	LESS MATURITY PROCEEDS	PLUS PERIOD PURCHASES	MARKET VALUE @ 6-30-16
FHLB NOTE	6/12/2014	6/10/2016	\$1,198,200	\$1,200,000	\$1,199,952	\$1,200,000	N/A	\$0
FHLB NOTE	10/22/2014	10/17/2016	\$1,000,590	\$1,000,000	\$1,000,249	N/A	N/A	\$1,000,338
FFCB NOTE	11/14/2014	5/9/2016	\$1,004,070	\$1,000,000	\$1,000,531	\$1,000,000	N/A	\$0
FHLB NOTE	11/24/2014	11/23/2016	\$1,201,546	\$1,200,000	\$1,200,564	N/A	N/A	\$1,200,644
FHLB NOTE	12/18/2014	12/12/2016	\$1,301,014	\$1,300,000	\$1,301,846	N/A	N/A	\$1,301,494
TREASURY NOTE	6/15/2015	12/15/2016	\$1,301,219	\$1,300,000	\$1,300,660	N/A	N/A	\$1,301,331
FHLB NOTE	6/19/2015	6/12/2017	\$750,000	\$750,000	\$751,586	N/A	N/A	\$751,913
FHLB NOTE	6/24/2015	4/7/2017	\$1,003,800	\$1,000,000	\$1,001,818	N/A	N/A	\$1,003,460
FHLB NOTE	7/6/2015	6/30/2017	\$1,000,390	\$1,000,000	\$1,001,554	N/A	N/A	\$1,001,888
FFCB NOTE	7/15/2015	6/16/2017	\$1,001,230	\$1,000,000	\$1,000,657	N/A	N/A	\$1,001,651
FFCB NOTE	9/16/2015	9/14/2017	\$1,000,000	\$1,000,000	\$1,001,606	N/A	N/A	\$1,001,915
FFCB NOTE	10/19/2015	8/28/2017	\$1,003,690	\$1,000,000	\$1,001,358	N/A	N/A	\$1,001,408
FHLB NOTE	10/19/2015	10/26/2017	\$1,199,868	\$1,200,000	\$1,197,646	N/A	N/A	\$1,200,427
FHLMC NOTE	10/22/2015	7/28/2017	\$1,004,385	\$1,000,000	\$1,002,188	N/A	N/A	\$1,003,647
FFCB NOTE	11/4/2015	11/22/2016	\$1,015,700	\$1,000,000	\$1,007,900	N/A	N/A	\$1,005,534
FFCB NOTE	11/4/2015	10/13/2017	\$897,660	\$900,000	\$898,023	N/A	N/A	\$900,653
FFCB NOTE	11/12/2015	11/6/2017	\$999,000	\$1,000,000	\$999,568	N/A	N/A	\$1,001,786
FNMA NOTE	11/13/2015	10/26/2017	\$999,800	\$1,000,000	\$1,001,884	N/A	N/A	\$1,003,482
FHLB NOTE	12/29/2015	12/29/2017	\$1,200,000	\$1,200,000	\$1,202,483	N/A	N/A	\$1,202,699
FHLB NOTE	1/5/2016	12/8/2017	\$750,750	\$750,000	\$754,274	N/A	N/A	\$755,134
FFCB NOTE	2/17/2016	2/12/2018	\$1,000,580	\$1,000,000	\$999,719	N/A	N/A	\$1,002,069
FHLMC NOTE	3/23/2016	3/7/2018	\$999,030	\$1,000,000	\$1,001,494	N/A	N/A	\$1,001,843
FHLMC NOTE	4/12/2016	4/9/2018	\$999,850	\$1,000,000	\$0	N/A	\$999,850	\$1,001,152
FNMA NOTE	5/9/2016	4/30/2018	\$1,003,700	\$1,000,000	\$0	N/A	\$1,003,700	\$1,005,737
FFCB NOTE	5/20/2016	5/16/2018	\$997,400	\$1,000,000	\$0	N/A	\$997,400	\$1,001,182
FHLB NOTE	6/10/2016	6/5/2018	\$1,200,000	\$1,200,000	\$0	N/A	\$1,200,000	\$1,203,574
TOTALS					\$22,827,559	\$2,200,000	\$4,200,950	\$24,854,961

LISTING OF INVESTMENTS

BY GENERAL LEDGER

ACCOUNT NUMBER

OUTSTANDING INVESTMENTS AT 6-30-16

INVESTMENT

DATE ACQUIRED

MATURITY DATE

26 WEEK T-BILL AUCTION DISCOUNT/WEEK OF PURCHASE

YIELD TO MATURITY

CUSIP#

ACCOUNT	ALLOCATION OF INVESTMENT	INVESTMENT- G/L TOTAL
001-1172	GENERAL FUND OPERATING	\$7,013,963.06
002-1166	UTILITY DEBT SERVICE RESERVE	\$643,699.78
002-1172	UTILITY FUND OPERATING	\$3,915,454.05
002-1178	CUSTOMER DEPOSITS	\$443,236.29
002-1186	UTILITY LINE RENEWAL	\$2,492,826.00
002-1557	THE RESERVE LIFT STATION	\$62,103.77
003-1180	BEDFORD BRIDGE ESCROW	\$35,907.83
003-1188	TOWN CENTER/HWY26	\$36,326.67
003-1192	MCDONWELL WOODS EST ESCROW	\$10,996.31
003-1200	LONGWOOD-PARKING ESCROW	\$13,380.01
003-1204	BEDFORD LAKES/SOMERSET	\$227,978.36
003-1231	LAKEWOOD ESCROW	\$26,103.65
003-1236	E. GLADE CRANBROOK ESCROW	\$117,794.09
003-1247	GLADE/WAYSIDE ESCROW	\$42,420.01
003-1250	REATTI PLACE	\$98,462.36
003-1301	LAKEWOOD PH IV	\$77,530.57
003-1304	VILLAS DEL MAR	\$60,324.37
003-1307	STREET RECONSTRUCTION	\$247,753.20
003-1309	COVENANT CHRISTIAN	\$140,343.10
003-1319	REMINGTON PARK	\$27,855.96
003-1323	SHALIMAR	\$69,691.33
003-1325	PECAN GARDENS	\$32,389.09
003-1330	REMINGTON PARK	\$81,068.37
003-1340	CASTLETON MANOR	\$81,309.57
003-1357	CITGO/LD LOCKETT	\$56,809.28
003-1392	CLAIRMONT-PH I	\$104,974.96
003-1404	TANGLEWOOD	\$26,111.30
003-1418	CLAIRMONT-PH II	\$147,050.32
003-1429	WARWICK PARC	\$89,131.60
003-1434	ROCKRIMMON	\$65,055.06
003-1486	CHANEL'S COURT	\$47,895.39
003-1563	VILLAS OF COLLEYVILLE	\$52,979.48
005-1172	VOLUNTARY PARK FUND	\$849,801.56
011-1172	LIBRARY DONATIONS FUND	\$359,642.52
012-1172	PARK LAND DEDICATION FUND	\$2,114,816.14
017-1172	DRAINAGE FUND OPERATING	\$219,440.95
024-1172	CEDC OPERATING	\$499,750.00
026-1172	TIF OPERATING	\$3,873,133.23
032-1519	CAPITAL EQUIPMENT RESERVE	\$450,000.00
034-1172	COLLEYVILLE TOMORROW	\$375,441.76

PER GENERAL LEDGER \$25,330,951.35

MARKET VALUE \$25,355,449.80

VALUE AT MATURITY \$25,300,000.00

INTEREST RECEIVED TO MATURITY \$356,390.75

OUTSTANDING INVESTMENTS AT 6-30-16

INVESTMENT	FHLB NOTE	FHLB NOTE	FHLB NOTE	TREASURY	FHLB NOTE
DATE ACQUIRED	22-Oct-14	24-Nov-14	18-Dec-14	15-Jun-15	19-Jun-15
MATURITY DATE	17-Oct-16	23-Nov-16	12-Dec-16	15-Dec-16	12-Jun-17
26 WEEK T-BILL AUCTION DISCOUNT/WEEK OF PURCHASE	0.060%	0.080%	0.120%	0.110%	0.050%
YIELD TO MATURITY	0.470%	0.560%	0.660%	0.562%	0.820%
CUSIP#	3130A3CW2	3130A3J70	3130A3Q64	912828A59	3130A5PC7
001-1172	GENERAL FUND OPERATING	0.00	1,060.29		
002-1166	UTILITY DEBT SERVICE RESERVE				
002-1172	UTILITY FUND OPERATING	449,796.28	0.00		190,762.23
002-1178	CUSTOMER DEPOSITS				
002-1186	UTILITY LINE RENEWAL		1,301,014.00		37,511.00
002-1557	THE RESERVE LIFT STATION				
003-1180	BEDFORD BRIDGE ESCROW			35,907.83	
003-1188	TOWN CENTER/HWY26				
003-1192	MCDONWELL WOODS EST ESCROW				
003-1200	LONGWOOD-PARKING ESCROW				
003-1204	BEDFORD LAKES/SOMERSET				
003-1231	LAKEWOOD ESCROW				
003-1236	E. GLADE CRANBROOK ESCROW				
003-1247	GLADE/WAYSIDE ESCROW				
003-1250	REATTI PLACE				
003-1301	LAKEWOOD PH IV				
003-1304	VILLAS DEL MAR				
003-1307	STREET RECONSTRUCTION				
003-1309	COVENANT CHRISTIAN				140,343.10
003-1319	REMINGTON PARK				
003-1323	SHALIMAR				
003-1325	PECAN GARDENS			32,389.09	
003-1330	REMINGTON PARK			81,068.37	
003-1340	CASTLETON MANOR				
003-1357	CITGO/LD LOCKETT				
003-1392	CLAIRMONT-PH I				
003-1404	TANGLEWOOD				
003-1418	CLAIRMONT-PH II				
003-1429	WARWICK PARC				89,131.60
003-1434	ROCKRIMMON				65,055.06
003-1486	CHANEL'S COURT				
003-1563	VILLAS OF COLLEYVILLE				
005-1172	VOLUNTARY PARK FUND	200,374.33		199,427.23	
011-1172	LIBRARY DONATIONS FUND	359,642.52			
012-1172	PARK LAND DEDICATION FUND	115,983.26	100,187.16	461,448.71	227,197.01
017-1172	DRAINAGE FUND OPERATING			69,440.95	
024-1172	CEDC OPERATING				
026-1172	TIF OPERATING	499,872.46	450,127.54	421,536.57	
032-1519	CAPITAL EQUIPMENT RESERVE				
034-1172	COLLEYVILLE TOMORROW	25,091.76			
PER GENERAL LEDGER	\$1,000,590.00	\$1,201,545.60	\$1,301,014.00	\$1,301,218.75	\$750,000.00
MARKET VALUE	\$1,000,338.00	\$1,200,644.40	\$1,301,493.70	\$1,301,331.20	\$751,913.25
VALUE AT MATURITY	\$1,000,000.00	\$1,200,000.00	\$1,300,000.00	\$1,300,000.00	\$750,000.00
INTEREST RECEIVED TO MATURITY	\$9,350.80	\$13,441.03	\$17,051.37	\$10,991.92	\$12,198.67

OUTSTANDING INVESTMENTS AT 6-30-16

INVESTMENT	FHLB NOTE	FHLB NOTE	FFCB NOTE	TREASURY NOTE	FFCB NOTE	FHLB
DATE ACQUIRED	24-Jun-15	06-Jul-15	15-Jul-15	31-Jul-15	16-Sep-15	19-Oct-15
MATURITY DATE	07-Apr-17	30-Jun-17	16-Jun-17	31-Jul-17	14-Sep-17	26-Oct-17
26 WEEK T-BILL AUCTION DISCOUNT/WEEK OF PURCHASE	0.080%	0.080%	0.110%	0.140%	0.240%	0.120%
YIELD TO MATURITY	0.735%	0.710%	0.735%	0.650%	0.780%	0.630%
CUSIP#	313379XB0	3130A5HF9	3133EEX62	912828XP0	3133EFCY1	3130A6LZ8
001-1172	GENERAL FUND OPERATING	848,240.00			1,000,000.00	0.00
002-1166	UTILITY DEBT SERVICE RESERVE					
002-1172	UTILITY FUND OPERATING		850,729.00			499,868.00
002-1178	CUSTOMER DEPOSITS					
002-1186	UTILITY LINE RENEWAL	1,003,800.00	150,501.00			
002-1557	THE RESERVE LIFT STATION					
003-1180	BEDFORD BRIDGE ESCROW					
003-1188	TOWN CENTER/HWY26					
003-1192	MCDONWELL WOODS EST ESCROW					
003-1200	LONGWOOD-PARKING ESCROW					
003-1204	BEDFORD LAKES/SOMERSET					
003-1231	LAKEWOOD ESCROW					
003-1236	E. GLADE CRANBROOK ESCROW					
003-1247	GLADE/WAYSIDE ESCROW					
003-1250	REATTI PLACE					
003-1301	LAKEWOOD PH IV					
003-1304	VILLAS DEL MAR					
003-1307	STREET RECONSTRUCTION					
003-1309	COVENANT CHRISTIAN					
003-1319	REMINGTON PARK					
003-1323	SHALIMAR					
003-1325	PECAN GARDENS					
003-1330	REMINGTON PARK					
003-1340	CASTLETON MANOR					
003-1357	CITGO/LD LOCKETT					
003-1392	CLAIRMONT-PH I					
003-1404	TANGLEWOOD					
003-1418	CLAIRMONT-PH II					
003-1429	WARWICK PARC					
003-1434	ROCKRIMMON					
003-1486	CHANEL'S COURT					
003-1563	VILLAS OF COLLEYVILLE					
005-1172	VOLUNTARY PARK FUND					
011-1172	LIBRARY DONATIONS FUND					
012-1172	PARK LAND DEDICATION FUND					
017-1172	DRAINAGE FUND OPERATING					
024-1172	CEDC OPERATING			499,750.00		
026-1172	TIF OPERATING	152,150.00				700,000.00
032-1519	CAPITAL EQUIPMENT RESERVE					
034-1172	COLLEYVILLE TOMORROW					
PER GENERAL LEDGER	\$1,003,800.00	\$1,000,390.00	\$1,001,230.00	\$499,750.00	\$1,000,000.00	\$1,199,868.00
MARKET VALUE	\$1,003,460.00	\$1,001,888.00	\$1,001,651.00	\$500,488.50	\$1,001,915.00	\$1,200,427.20
VALUE AT MATURITY	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$500,000.00	\$1,000,000.00	\$1,200,000.00
INTEREST RECEIVED TO MATURITY	\$13,155.46	\$14,105.76	\$14,141.86	\$6,510.95	\$15,578.55	\$15,297.81

OUTSTANDING INVESTMENTS AT 6-30-16

INVESTMENT	FFCB NOTE	FHLMC	FFCB NOTE	FFCB NOTE	FFCB NOTE
DATE ACQUIRED	19-Oct-15	22-Oct-15	04-Nov-15	04-Nov-15	12-Nov-15
MATURITY DATE	28-Aug-17	28-Jul-17	22-Nov-16	13-Oct-17	06-Nov-17
26 WEEK T-BILL AUCTION DISCOUNT/WEEK OF PURCHASE	0.120%	0.110%	0.270%	0.270%	0.340%
YIELD TO MATURITY	0.580%	0.600%	0.375%	0.785%	0.811%
CUSIP#	3133EFEU7	3134G6AC7	31331J2M4	3133EFHY6	3133EFNE3
001-1172	GENERAL FUND OPERATING			513,360.00	
002-1166	UTILITY DEBT SERVICE RESERVE				
002-1172	UTILITY FUND OPERATING	6,363.67	1,004,385.00	280,000.00	198,690.95
002-1178	CUSTOMER DEPOSITS				165,687.76
002-1186	UTILITY LINE RENEWAL				
002-1557	THE RESERVE LIFT STATION	62,103.77			
003-1180	BEDFORD BRIDGE ESCROW				
003-1188	TOWN CENTER/HWY26	36,326.67			
003-1192	MCDONWELL WOODS EST ESCROW	10,996.31			
003-1200	LONGWOOD-PARKING ESCROW	13,380.01			
003-1204	BEDFORD LAKES/SOMERSET	227,978.36			
003-1231	LAKEWOOD ESCROW	26,103.65			
003-1236	E. GLADE CRANBROOK ESCROW	117,794.09			
003-1247	GLADE/WAYSIDE ESCROW	42,420.01			
003-1250	REATTI PLACE	98,462.36			
003-1301	LAKEWOOD PH IV				77,530.57
003-1304	VILLAS DEL MAR	60,324.37			
003-1307	STREET RECONSTRUCTION	43,849.86			
003-1309	COVENANT CHRISTIAN				
003-1319	REMINGTON PARK				27,855.96
003-1323	SHALIMAR	69,691.33			
003-1325	PECAN GARDENS				
003-1330	REMINGTON PARK				
003-1340	CASTLETON MANOR				81,309.57
003-1357	CITGO/LD LOCKETT	56,809.28			
003-1392	CLAIRMONT-PH I	104,974.96			
003-1404	TANGLEWOOD	26,111.30			
003-1418	CLAIRMONT-PH II				147,050.32
003-1429	WARWICK PARC				
003-1434	ROCKRIMMON				
003-1486	CHANEL'S COURT				47,895.39
003-1563	VILLAS OF COLLEYVILLE				52,979.48
005-1172	VOLUNTARY PARK FUND		200,000.00		
011-1172	LIBRARY DONATIONS FUND				
012-1172	PARK LAND DEDICATION FUND		300,000.00		200,000.00
017-1172	DRAINAGE FUND OPERATING		150,000.00		
024-1172	CEDC OPERATING				
026-1172	TIF OPERATING				
032-1519	CAPITAL EQUIPMENT RESERVE		85,700.00	364,300.00	
034-1172	COLLEYVILLE TOMORROW				
PER GENERAL LEDGER	\$1,003,690.00	\$1,004,385.00	\$1,015,700.00	\$897,660.00	\$999,000.00
MARKET VALUE	\$1,001,408.00	\$1,003,647.00	\$1,005,534.00	\$900,653.40	\$1,001,786.00
VALUE AT MATURITY	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$900,000.00	\$1,000,000.00
INTEREST RECEIVED TO MATURITY	\$10,791.19	\$10,602.95	\$3,948.73	\$13,726.27	\$16,107.24

OUTSTANDING INVESTMENTS AT 6-30-16

INVESTMENT	FNMA NOTE	FHLB NOTE	FHLB NOTE	FFCB NOTE	FHLB NOTE
DATE ACQUIRED	13-Nov-15	29-Dec-15	05-Jan-16	17-Feb-16	23-Mar-16
MATURITY DATE	26-Oct-17	29-Dec-17	08-Dec-17	12-Feb-18	07-Mar-18
26 WEEK T-BILL AUCTION DISCOUNT/WEEK OF PURCHASE	0.300%	0.490%	0.100%	0.420%	0.450%
YIELD TO MATURITY	0.885%	1.010%	1.072%	0.771%	0.925%
CUSIP#	3135G0PQ0	3130A6UK1	3130A3HF4	3133EFZR1	3137EADP1
001-1172 GENERAL FUND OPERATING	999,800.00	349,078.61	265,564.16	1,000,580.00	39,030.00
002-1166 UTILITY DEBT SERVICE RESERVE		643,699.78			
002-1172 UTILITY FUND OPERATING		175,106.74	239,752.18		
002-1178 CUSTOMER DEPOSITS		32,114.87	245,433.66		
002-1186 UTILITY LINE RENEWAL					
002-1557 THE RESERVE LIFT STATION					
003-1180 BEDFORD BRIDGE ESCROW					
003-1188 TOWN CENTER/HWY26					
003-1192 MCDONWELL WOODS EST ESCROW					
003-1200 LONGWOOD-PARKING ESCROW					
003-1204 BEDFORD LAKES/SOMERSET					
003-1231 LAKEWOOD ESCROW					
003-1236 E. GLADE CRANBROOK ESCROW					
003-1247 GLADE/WAYSIDE ESCROW					
003-1250 REATTA PLACE					
003-1301 LAKEWOOD PH IV					
003-1304 VILLAS DEL MAR					
003-1307 STREET RECONSTRUCTION					
003-1309 COVENANT CHRISTIAN					
003-1319 REMINGTON PARK					
003-1323 SHALIMAR					
003-1325 PECAN GARDENS					
003-1330 REMINGTON PARK					
003-1340 CASTLETON MANOR					
003-1357 CITGO/LD LOCKETT					
003-1392 CLAIRMONT-PH I					
003-1404 TANGLEWOOD					
003-1418 CLAIRMONT-PH II					
003-1429 WARWICK PARC					
003-1434 ROCKRIMMON					
003-1486 CHANEL'S COURT					
003-1563 VILLAS OF COLLEYVILLE					
005-1172 VOLUNTARY PARK FUND					250,000.00
011-1172 LIBRARY DONATIONS FUND					
012-1172 PARK LAND DEDICATION FUND					710,000.00
017-1172 DRAINAGE FUND OPERATING					
024-1172 CEDC OPERATING					
026-1172 TIF OPEFATING					
032-1519 CAPITAL EQUIPMENT RESERVE					
034-1172 COLLEYVILLE TOMORROW					
PER GENERAL LEDGER	\$999,800.00	\$1,200,000.00	\$750,750.00	\$1,000,580.00	\$999,030.00
MARKET VALUE	\$1,003,482.00	\$1,202,698.80	\$755,133.75	\$1,002,069.00	\$1,001,843.00
VALUE AT MATURITY	\$1,000,000.00	\$1,200,000.00	\$750,000.00	\$1,000,000.00	\$1,000,000.00
INTEREST RECEIVED TO MATURITY	\$17,293.88	\$24,273.21	\$15,489.22	\$15,325.68	\$18,096.97

OUTSTANDING INVESTMENTS AT 6-30-16

INVESTMENT	FHLMC NOTE	FNMA NOTE	FFCB NOTE	FHLB NOTE
DATE ACQUIRED	12-Apr-16	09-May-16	20-May-16	10-Jun-16
MATURITY DATE	09-Apr-18	30-Apr-18	16-May-18	05-Jun-18
26 WEEK T-BILL AUCTION DISCOUNT/WEEK OF PURCHASE	0.520%	0.370%	0.450%	0.410%
YIELD TO MATURITY	0.758%	0.811%	0.882%	0.850%
CUSIP#	3137EAEA3	3136G0V57	3133EGAF2	3130A8EJ8
001-1172 GENERAL FUND OPERATING	999,850.00	0.00	997,400.00	0.00
002-1166 UTILITY DEBT SERVICE RESERVE				
002-1172 UTILITY FUND OPERATING				
002-1178 CUSTOMER DEPOSITS				
002-1186 UTILITY LINE RENEWAL				
002-1557 THE RESERVE LIFT STATION				
003-1180 BEDFORD BRIDGE ESCROW				
003-1188 TOWN CENTER/HWY26				
003-1192 MCDONWELL WOODS EST ESCROW				
003-1200 LONGWOOD-PARKING ESCROW				
003-1204 BEDFORD LAKES/SOMERSET				
003-1231 LAKEWOOD ESCROW				
003-1236 E. GLADE CRANBROOK ESCROW				
003-1247 GLADE/WAYSIDE ESCROW				
003-1250 REATTA PLACE				
003-1301 LAKEWOOD PH IV				
003-1304 VILLAS DEL MAR				
003-1307 STREET RECONSTRUCTION		203,903.34		
003-1309 COVENANT CHRISTIAN				
003-1319 REMINGTON PARK				
003-1323 SHALIMAR				
003-1325 PECAN GARDENS				
003-1330 REMINGTON PARK				
003-1340 CASTLETON MANOR				
003-1357 CITGO/LD LOCKETT				
003-1392 CLAIRMONT-PH I				
003-1404 TANGLEWOOD				
003-1418 CLAIRMONT-PH II				
003-1429 WARWICK PARC				
003-1434 ROCKRIMMON				
003-1486 CHANEL'S COURT				
003-1563 VILLAS OF COLLEYVILLE				
005-1172 VOLUNTARY PARK FUND				
011-1172 LIBRARY DONATIONS FUND				
012-1172 PARK LAND DEDICATION FUND				
017-1172 DRAINAGE FUND OPERATING				
024-1172 CEDC OPERATING				
026-1172 TIF OPERATING		799,796.68		849,650.00
032-1519 CAPITAL EQUIPMENT RESERVE				
034-1172 COLLEYVILLE TOMORROW				350,350.00
PER GENERAL LEDGER	\$999,850.00	\$1,003,700.00	\$997,400.00	\$1,200,000.00
MARKET VALUE	\$1,001,152.00	\$1,005,737.00	\$1,001,182.00	\$1,203,573.60
VALUE AT MATURITY	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$1,200,000.00
INTEREST RECEIVED TO MATURITY	\$15,089.51	\$16,015.09	\$17,546.43	\$20,260.23

CDARS CERTIFICATE OF DEPOSIT ALLOCATION

CDARS CERTIFICATES OF DEPOSIT

FUND ALLOCATION	AMOUNT	PURCHASE DATE	MATURITY DATE	INTEREST RATE	INTEREST EARNED DURING QUARTER
UTILITY FUND	\$508,338.65	7/30/2015	7/27/2017	0.40%	\$506.95
GENERAL FUND	\$510,929.49	6/23/2016	6/21/2018	0.40%	\$128.78
GENERAL FUND	\$508,285.09	3/24/2016	3/23/2017	0.30%	\$380.17
GENERAL FUND	\$1,518,932.34	9/24/2015	9/22/2016	0.40%	\$1,511.82
GENERAL FUND	\$504,998.83	9/25/2014	9/22/2016	0.50%	\$629.52
GENERAL FUND	\$504,752.03	9/24/2015	9/21/2017	0.40%	\$503.37
GENERAL FUND	\$504,998.84	3/24/2016	3/22/2018	0.50%	\$629.52
TOTAL	\$4,561,235.27				\$4,290.12

LOGIC INVESTMENT POOL ALLOCATION

AND GENERAL INFORMATION

LOCAL GOVERNMENT INVESTMENT COOPERATIVE / "LOGIC"
ACCOUNT ALLOCATION AT JUNE 30, 2016

ACCT #	DESCRIPTION	BALANCE
<i>GENERAL FUND</i>		
001-1115	GENERAL OPERATING	\$1,116,711.11
<i>UTILITY FUND</i>		
002-1115	UTILITY OPNS	\$988,969.64
002-1116	IMPACT FEES WATER	\$1,250,276.13
002-1119	UTILITY LINE RESTORATION	\$1,368,309.14
002-1130	UTILITY INTEREST & SINKING FUND	\$535,261.04
002-1294	IMPACT FEES SEWER	\$366,720.99
<i>CAPITAL PROJECTS FUND</i>		
003-1113	IMPACT FEES/SA I	\$21,274.08
003-1508	MICRO-RESURFACING	\$305,555.27
003-1509	STREET RESURFACING	\$18,813.69
<i>DEBT SERVICE FUND</i>		
004-1115	DEBT SERVICE OPERATING	\$831,245.78
<i>DRAINAGE FUND</i>		
017-1115	DRAINAGE OPERATING	\$699,759.47
017-1159	DRAINAGE INT & SINKING FUND	\$241,905.23
017-1380	2001 DRAINAGE BONDS	\$2,334.81
<i>TIF FUND</i>		
026-1115	TIF OPERATING	\$11,505,879.00
026-1383	2001 TIF BONDS	\$123,740.15
<i>CCCPD FUND</i>		
027-1115	CCCPD OPERATING	\$816,627.38
027-1147	99 POLICE/COURT BLDG FUND	\$81.11
<i>SALES TAX INCENTIVE AGREEMENT FUND</i>		
031-1115	SALES TAX INCENTIVE AGREEMENT OPERATING	\$355,542.61
<i>CAPITAL EQUIPMENT REPLACEMENT FUND</i>		
032-1115	CAPITAL EQUIPMENT REPLACEMENT FUND	\$82,172.32
<i>COLLEYVILLE TOMORROW FUND</i>		
034-1115	COLLEYVILLE TOMORROW FUND	\$1,550,261.55
<i>PARKS TOMORROW FUND</i>		
035-1115	PARKS TOMORROW FUND	\$1,194,888.79
<i>STRATEGIC INITIATIVES FUND</i>		
036-1115	STRATEGIC INITIATIVES FUND	\$297,123.47
TOTAL LOGIC POOL BALANCE		<u>\$23,773,452.72</u>



LOGIC Newsletter

June 2016

Performance

As of June 30, 2016

Current Invested Balance	\$4,098,495,182.80
Weighted Average Maturity (1)*	33 Days
Weighted Average Maturity (2)*	48 Days
Net Asset Value	1.000156
Total Number of Participants	493
Management Fee on Invested Balance	0.0875%
Interest Distributed	\$2,156,920.39
Management Fee Collected	\$289,041.69
% of Portfolio Invested Beyond 1 Year	0.98%
Standard & Poor's Current Rating	AAAm

June Averages:

Average Invested Balance	\$4,030,084,351.83
Average Monthly Yield, on a simple basis	0.5640%
Average Weighted Average Maturity (1)*	38 Days
Average Weighted Average Maturity (2)*	54 Days

*Definition of Weighted Average Maturity (1) & (2)

- (1) This weighted average maturity calculation uses the SEC Rule 2a-7 definition for stated maturity for any floating rate instrument held in the portfolio to determine the weighted average maturity for the pool. This Rule specifies that a variable rate instrument to be paid in 397 calendar days or less shall be deemed to have a maturity equal to the period remaining until the next readjustment of the interest rate.
- (2) This weighted average maturity calculation uses the final maturity of any floating rate instruments held in the portfolio to calculate the weighted average maturity for the pool.

Rates reflect historical information and are not an indication of future performance.

Economic Commentary

At the beginning of the quarter, oil prices stabilized, pressure on China receded and the Fed remained dovish on future rate hikes. Towards the end of the quarter, the U.K.'s vote to leave the EU was a surprise resulting in a spike in market volatility with risk assets selling off in favor of safe haven assets. Global stocks plunged, the British pound nosedived to its lowest levels against the U.S. dollar since 1985 and Treasuries rallied across the board. Within about a week, the market stabilized and regained some of its losses as equity markets finished the quarter slightly positive. The oil market delivered a strong performance as prices continued to rise, briefly touching \$50 a barrel. The yield on the two-year U.S. Treasury note ended the quarter at 0.58% which is 14 bps lower since the beginning of the quarter and 30 bps lower since May month end. Throughout the quarter, the market probability for additional Fed rate hikes increased. The April FOMC minutes surprised the markets with its hawkish tone driven by stronger than expected retail sales, housing and consumer price data and propelled expectations higher for a potential hike this summer. The momentum was cut short with the release of the weak May non-farm payroll numbers along with the concerns over the U.K. referendum and resulted in the Fed's decision to keep rates on hold in June. The vote by the U.K. to leave the EU dealt the final blow in which the market ultimately priced out any chance of a Fed rate hike in 2016.

Negative rates across the globe continued to draw investors to the U.S. markets in search of higher yields. The surprise Brexit vote created an enormous amount of uncertainty in its wake. In the short run, the extraordinary accommodation that is being provided by the central banks, in aggregate, is helping to stave off the next recession and provide a backdrop for the extended sub-trend recovery to continue. A recent pickup in growth in the U.S., firming energy prices and the stabilization of Chinese economic and financial data has eased near-term risks but the probability of recession has increased from 5% to 25% and may grow as high as 40%. While one off events, such as Brexit, may continue to create market volatility, it is expected that these will be met with effective policy responses. Expectations are that a Fed rate hike is off the table at this point and that US dollar strengthening will tighten financial conditions. Further response is anticipated from central banks as they continue to be committed to doing whatever it takes to stimulate growth.

News

New Participants

We would like to welcome the following entities who joined the LOGIC program in June:

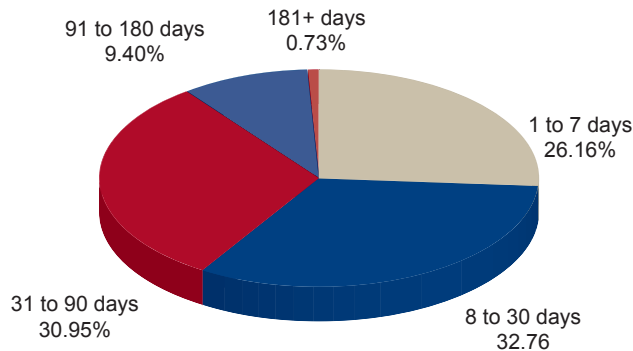
- ★ Greater Houston TIRZ 24
- ★ Harris County Redevelopment Authority
- ★ Red Oak EDC

Audit Confirmations

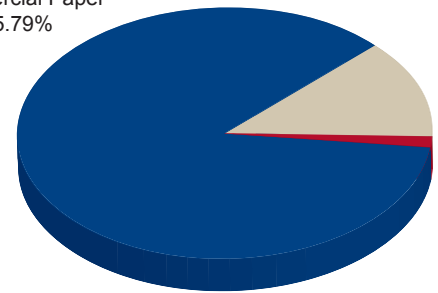
Please provide this new address to your auditors for any audit confirmations they may send to LOGIC regarding your account. There are no changes to our phone numbers, fax number or website address.

New Address:
LOGIC Participant Services
1201 Elm Street, Suite 3500
Dallas, Texas 75270

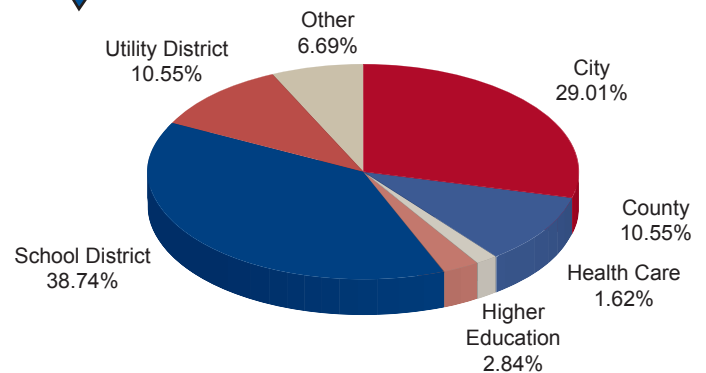
Portfolio by Type of Investment As of June 30, 2016



Commercial Paper
85.79%



Portfolio by Maturity As of June 30, 2016



Distribution of Participants by Type As of June 30, 2016

Historical Program Information

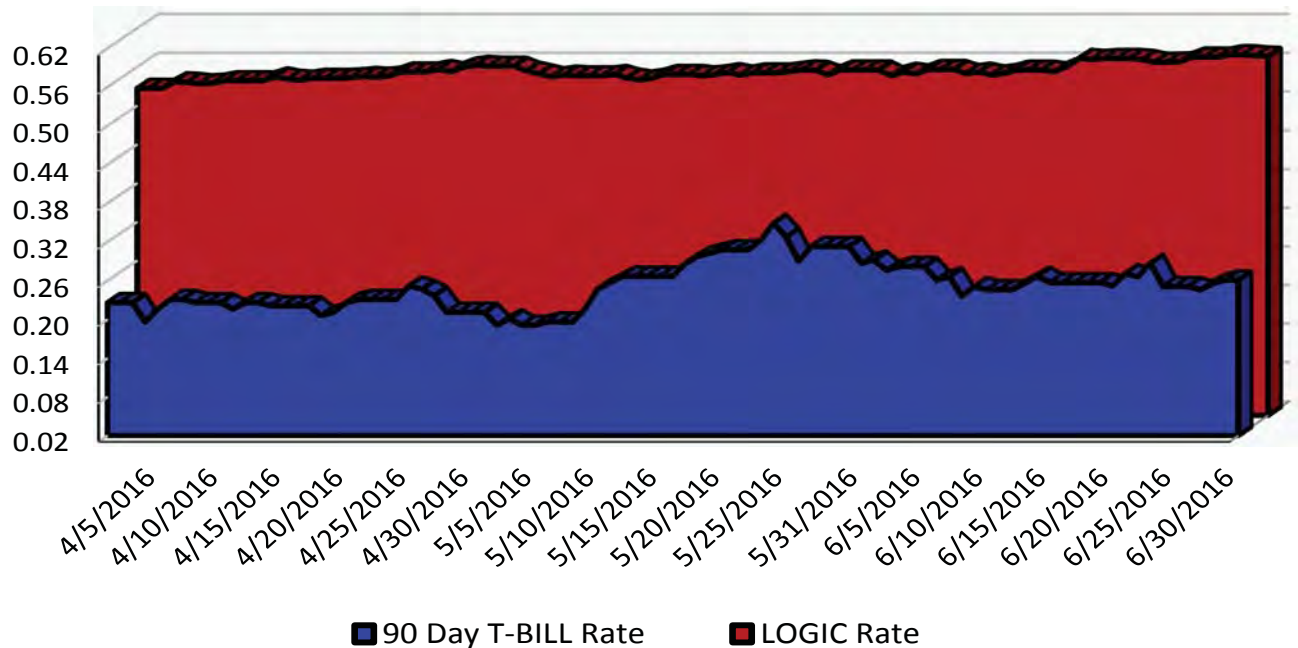
Month	Average Rate	Book Value	Market Value	Net Asset Value	WAM (1)*	WAM (2)*	Number of Participants
Jun 16	0.5640%	\$4,098,495,182.80	\$4,099,137,783.02	1.000156	38	54	493
May 16	0.5496%	4,112,196,457.64	4,112,970,867.25	1.000188	41	61	490
Apr 16	0.5439%	4,225,726,061.33	4,226,329,499.91	1.000129	35	57	489
Mar 16	0.5206%	4,641,892,583.12	4,642,690,932.90	1.000171	38	59	488
Feb 16	0.4823%	4,916,962,940.50	4,917,463,027.96	1.000101	43	64	486
Jan 16	0.3922%	4,658,046,995.69	4,658,236,771.04	1.000040	41	59	486
Dec 15	0.2331%	3,937,397,581.06	3,937,328,740.05	0.999960	37	48	486
Nov 15	0.1637%	3,408,876,009.37	3,408,877,369.21	1.000000	41	55	485
Oct 15	0.1635%	3,299,010,020.32	3,299,149,338.22	1.000037	45	60	483
Sep 15	0.1354%	3,298,434,843.78	3,298,608,218.16	1.000052	37	48	482
Aug 15	0.1354%	3,481,714,713.30	3,481,787,250.61	1.000020	41	43	482
Jul 15	0.1265%	3,695,302,543.37	3,695,464,092.30	1.000035	45	47	482

Portfolio Asset Summary as of June 30, 2016

	Book Value	Market Value
Uninvested Balance	\$ 1,902,842.35	\$ 1,902,842.35
Accrual of Interest Income	327,930.94	327,930.94
Interest and Management Fees Payable	(2,217,734.52)	(2,217,734.52)
Payable for Investment Purchased	0.00	0.00
Receivable for Investment Sold	0.00	0.00
Repurchase Agreements	522,705,999.89	522,705,999.89
Commercial Paper	3,515,783,301.63	3,516,452,544.36
Government Securities	59,992,842.51	59,966,200.00
Total	\$ 4,098,495,182.80	\$ 4,099,137,783.02

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by J.P. Morgan Chase & Co. and the assets are safekept in a separate custodial account at the Federal Reserve Bank in the name of LOGIC. The only source of payment to the Participants are the assets of LOGIC. There is no secondary source of payment for the pool such as insurance or guarantee. Should you require a copy of the portfolio, please contact LOGIC Participant Services.

LOGIC versus 90-Day Treasury Bill



This material is for information purposes only. This information does not represent an offer to buy or sell a security. The above rate information is obtained from sources that are believed to be reliable; however, its accuracy or completeness June be subject to change. The LOGIC management fee may be waived in full or in part at the discretion of the LOGIC co-administrators and the LOGIC rate for the period shown reflects waiver of fees. This table represents historical investment performance/return to the customer, net of fees, and is not an indication of future performance. An investment in the security is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the issuer seeks to preserve the value of an investment at \$1.00 per share, it is possible to lose money by investing in the security. Information about these and other program details are in the fund's Information Statement which should be read carefully before investing. The yield on the 90-Day Treasury Bill ("T-Bill Yield") is shown for comparative purposes only. When comparing the investment returns of the LOGIC pool to the T-Bill Yield, you should know that the LOGIC pool consist of allocations of specific diversified securities as detailed in the respective Information Statements. The T-Bill Yield is taken from Bloomberg Finance L.P. and represents the daily closing yield on the then current 90-day T-Bill.

Daily Summary for June 2016

Date	Mny Mkt Fund Equiv. [SEC Std.]	Daily Allocation Factor	LOGIC Invested Balance	Market Value Per Share	WAM Days (1)*	WAM Days (2)*
6/1/2016	0.5519%	0.000015121	\$4,117,383,368.24	1.000176	41	59
6/2/2016	0.5491%	0.000015043	\$4,111,998,023.23	1.000173	40	58
6/3/2016	0.5559%	0.000015229	\$4,063,781,851.22	1.000144	41	60
6/4/2016	0.5559%	0.000015229	\$4,063,781,851.22	1.000144	41	60
6/5/2016	0.5559%	0.000015229	\$4,063,781,851.22	1.000144	41	60
6/6/2016	0.5496%	0.000015057	\$4,061,350,935.52	1.000175	40	58
6/7/2016	0.5520%	0.000015124	\$4,044,252,858.89	1.000178	41	58
6/8/2016	0.5474%	0.000014997	\$4,067,526,340.15	1.000184	41	57
6/9/2016	0.5498%	0.000015063	\$4,039,641,325.19	1.000185	41	59
6/10/2016	0.5550%	0.000015206	\$4,054,176,511.58	1.000157	41	57
6/11/2016	0.5550%	0.000015206	\$4,054,176,511.58	1.000157	41	57
6/12/2016	0.5550%	0.000015206	\$4,054,176,511.58	1.000157	41	57
6/13/2016	0.5524%	0.000015135	\$4,090,054,318.54	1.000181	40	56
6/14/2016	0.5606%	0.000015359	\$4,104,788,636.85	1.000175	40	55
6/15/2016	0.5732%	0.000015705	\$3,938,636,982.67	1.000182	40	57
6/16/2016	0.5715%	0.000015658	\$3,944,786,029.88	1.000190	40	56
6/17/2016	0.5730%	0.000015699	\$3,930,251,559.77	1.000166	37	54
6/18/2016	0.5730%	0.000015699	\$3,930,251,559.77	1.000166	37	54
6/19/2016	0.5730%	0.000015699	\$3,930,251,559.77	1.000166	37	54
6/20/2016	0.5713%	0.000015651	\$3,944,876,797.49	1.000192	36	52
6/21/2016	0.5671%	0.000015536	\$3,996,870,149.94	1.000188	35	51
6/22/2016	0.5672%	0.000015541	\$3,993,037,212.86	1.000184	34	50
6/23/2016	0.5681%	0.000015565	\$3,994,224,770.58	1.000174	34	49
6/24/2016	0.5752%	0.000015758	\$4,020,382,013.37	1.000147	32	47
6/25/2016	0.5752%	0.000015758	\$4,020,382,013.37	1.000147	32	47
6/26/2016	0.5752%	0.000015758	\$4,020,382,013.37	1.000147	32	47
6/27/2016	0.5789%	0.000015861	\$3,979,041,207.89	1.000169	32	47
6/28/2016	0.5789%	0.000015861	\$4,088,067,286.71	1.000160	34	48
6/29/2016	0.5770%	0.000015809	\$4,081,723,319.61	1.000162	34	49
6/30/2016	0.5764%	0.000015791	\$4,098,495,182.80	1.000156	33	48
Average	0.5640%	0.000015452	\$4,030,084,351.83		38	54

LOGIC Participant Services
FirstSouthwest, A Division of Hilltop Securities
1201 Elm Street, Suite 3500
Dallas, TX 75270



LOGIC Board

LOGIC Board Members

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Contacts

For more information contact LOGIC Participant Services ★ 1-800-895-6442 ★ www.logic.org



J.P.Morgan
Asset Management

FEDERAL RESERVE BANK OF DALLAS • JUNE 21, 2016

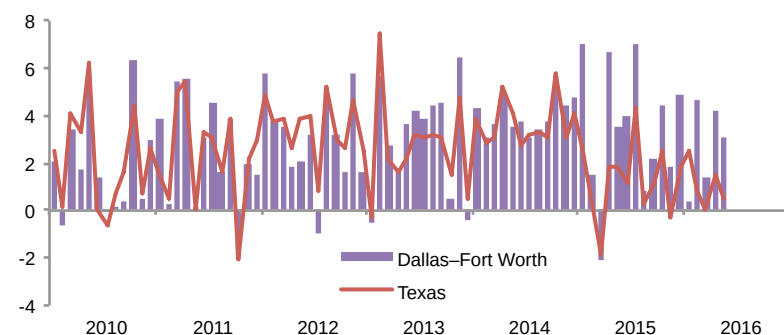
Summary

The Dallas–Fort Worth economy continued to expand in May. Year to date through May, DFW employment grew an annualized 2.7 percent, twice as fast as the nation’s 1.3 percent rate. DFW home prices continued to climb in the first quarter, and sales were up in April. New-home construction was solid, and multifamily construction, although elevated, appears to be slowing. Unemployment remained near multiyear lows, suggesting continued tightness in the labor market. The Dallas Fed business-cycle indexes indicate continued growth for the metroplex.

Employment

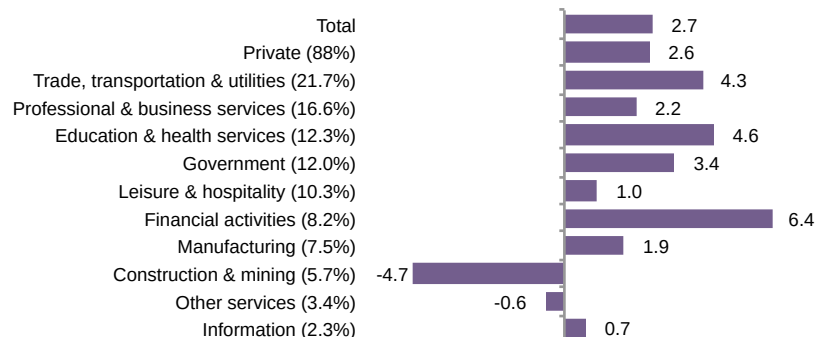
Employment Growth

Month/month percent change, annualized



SOURCES: Bureau of Labor Statistics; Texas Workforce Commission; seasonal and other adjustments by the Dallas Fed.

Employment Growth by Sector



NOTES: Data show seasonally adjusted and annualized percentage growth by industry supersector for December 2015–May 2016. Numbers in parentheses represent shares of total Dallas–Fort Worth nonfarm employment and may not sum to 100 due to rounding.

SOURCES: Bureau of Labor Statistics; Texas Workforce Commission; seasonal and other adjustments by the Dallas Fed.

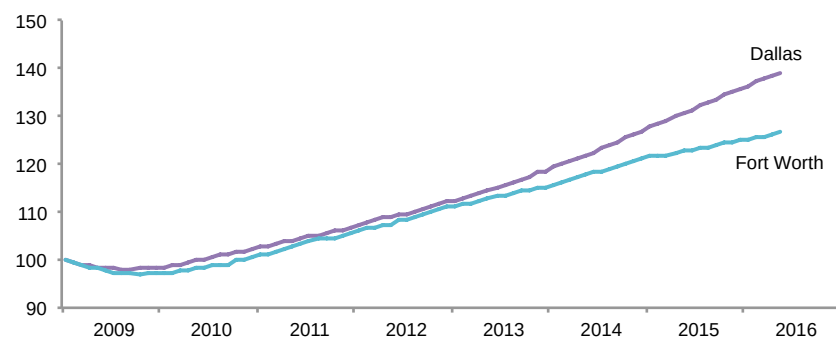
► DFW payroll employment grew at an annualized 3.1 percent pace in May, an addition of 8,800 jobs. Job gains were robust in Dallas at an annual 4.1 percent but sluggish in Fort Worth at 0.6 percent. Year to date, job growth in Dallas has outperformed Fort Worth, which is witnessing slow job gains likely due to its higher dependence on the energy and manufacturing sectors.

► The top three contributors to year-to-date growth remain the financial services, education and health services, and trade, transportation and utilities sectors, which added a combined 28,400 jobs. Losses in construction and mining continued, and year-to-date payrolls in the sector are down an annualized 4.7 percent (4,000 jobs).

► In May, the unemployment rate fell to 3.5 percent in Dallas and held steady at 3.8 percent in Fort Worth and 4.4 percent in Texas. All three figures remain lower than the U.S. rate, which fell to 4.7 percent. Unemployment in both Dallas and Fort Worth is at multiyear lows.

Business-Cycle Indexes

Index, January 2009 = 100*



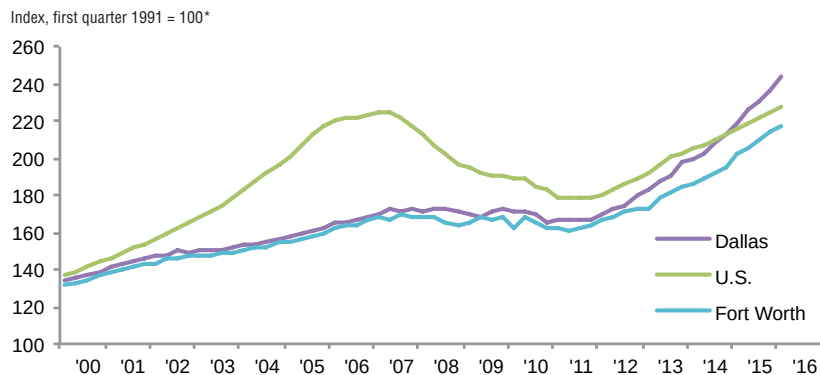
► Overall economic growth was robust in Dallas but slowed in Fort Worth, according to the Dallas Fed’s metro business-cycle indexes. The Dallas index rose an annualized 6.6 percent in May following a 6.6 percent increase in April. The Fort Worth index climbed 2.3 percent in May after posting a 4.6 percent increase in April. Year over year, the Dallas index was up 6.4 percent, while the Fort Worth index was 3.0 percent higher as a result of continued job creation and low unemployment.

*Monthly, seasonally adjusted.

SOURCE: Dallas Fed.

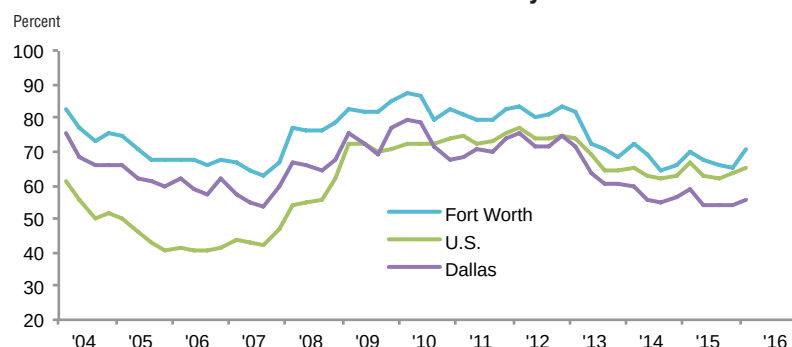
Housing

Home Prices



SOURCE: Federal Housing Finance Agency.

Home Affordability



SOURCE: National Association of Home Builders/Wells Fargo Housing Opportunity Indexes.

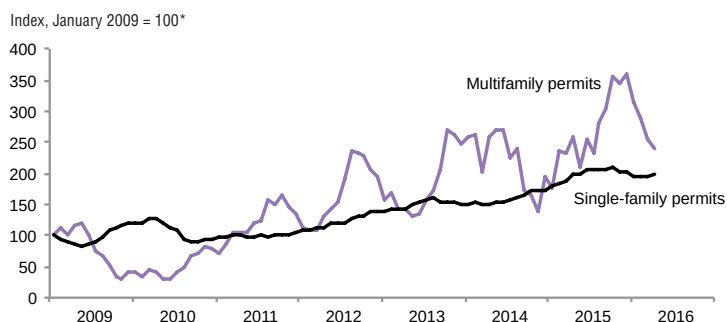
► The DFW housing market remains healthy, and home prices continue to trend upward. Home prices rose 3.1 percent in Dallas and 1.1 percent in Fort Worth in the first quarter, according to the Federal Housing Finance Agency purchase-only house price index. On a year-over-year basis, prices were up 11.0 percent in Dallas and 7.3 percent in Fort Worth—both higher than in Texas (7.1 percent) and the nation (5.7 percent). U.S. home prices have finally surpassed the highs seen during the housing boom, while prices in the metroplex are well above their prehousing bust peak, in part due to low inventories and continued strong demand. Home price appreciation will likely moderate this year.

► In April, existing-home inventories were at 2.2 months of supply in Dallas and 2.3 months in Fort Worth. Inventories in both metros have consistently been below the six-month level since early 2012, which indicates a balanced housing market.

► Existing-home sales climbed 2.7 percent in Dallas and 6.4 percent in Fort Worth in April. Year-over-year sales in April were up 11.5 percent in Dallas and 16.9 percent in Fort Worth, far outpacing the 8.0 percent increase for Texas. Even new-home sales remain healthy in the metroplex and are strongest for low- to mid-priced homes, according to Dallas Fed business contacts. Continued solid job growth is buoying DFW housing demand.

► Rapidly rising home prices have reduced affordability in the metroplex. The National Association of Home Builders/Wells Fargo Housing Opportunity Index (HOI) for Dallas was 55.9 in first quarter 2016, suggesting that about 56 percent of the homes sold during the quarter were affordable to median-income families. The HOI for Fort Worth came in at 70.8 during the same period. Affordability in Dallas is lower than the U.S., where 65 percent of homes sold during the quarter were affordable to median-income families.

Residential Construction



*Five-month moving average; seasonally adjusted.

SOURCE: Census Bureau.

► Apartment building in North Texas remains elevated in the first quarter, with just over 43,000 units under construction, according to MPF Research. However, we have seen a pullback in permits issued—a forward-looking indicator, with total multifamily permits down 9.3 percent through April compared with the same period last year.

► DFW has overtaken Houston as the top U.S. market in terms of annual new-home starts as of first quarter 2016, according to Metrostudy. DFW had 28,878 annual starts ending in the first quarter, a year-over-year increase of more than 5,300 starts. Although starts are up, single-family permitting appears to have slowed slightly, with total single-family permits down 2 percent through April versus the same period last year.

NOTE: Data may not match previously published numbers due to revisions.

Questions can be addressed to Laila Assanie at laila.assanie@dal.frb.org.

More Dallas Fed economic updates: www.dallasfed.org/research/update/

2015 PFIA Legislative Changes

Two Legislative bills were passed that will impact the Texas Public Funds Investment Act 2256 effective September 1, 2015:

HB 870

Reduces the amount of Public Funds Investment Act (Chapter 2256.008, Texas Government Code) training hours for city and school district finance and investment officers from ten hours every two years to eight hours every two years. City and school district finance and investment officers must still initially receive ten hours of training within 12 months after taking office or assuming investment duties. Effective September 1, 2015.

HB 1148

Provides that a city finance or investment officer must take only the initial 10 hour training under the Public Funds Investment Act (Chapter 2256.008, Texas Government Code) but no continuing investment training if the city: (1) does not invest city funds; or (2) only deposits city funds in interest-bearing deposit accounts or certificates of deposit. Effective September 1, 2015.

Since the phrase “does not invest city funds” is not defined in the bill, any city finance or investment officer desiring to forgo investment training under this bill may want to provide a definition of this phrase in the city’s approved investment policy, which is still a requirement under the Public Funds Investment Act.

Additionally, it is recommended that any city finance or investment officer desiring to forgo investment training under this bill may want to confirm the applicability of the training hour changes with their local attorney/auditor.

RESOLUTION R-16-4033

A RESOLUTION APPROVING CITY COUNCIL ACTION
UNDER BUSINESS AT THE REGULAR CITY COUNCIL MEETING OF
SEPTEMBER 6, 2016

WHEREAS, City Council has taken action on certain items on the agenda
under Business.

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

Sec. 1. THAT

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS ON
THIS THE 6TH DAY OF SEPTEMBER 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