AGENDA
WATAUGA CITY COUNCIL
WORKSHOP MEETING
WEDNESDAY, AUGUST 7, 2019
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
5:30 PM

This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a **City Council Workshop Meeting** of the City of Watauga, Texas will be held at which time the following subjects will be discussed and may be acted upon.

CALL TO ORDER (Council Members, City Staff, Members of the Public - when speaking during the meeting please speak directly into the microphones on the dais or podium)

ROLL CALL

PLEDGE OF ALLEGIANCE United States and Texas Flags

DISCUSSION AND APPROVAL OF MEETING AGENDA

PRESENTATIONS

1. Presentation on the FY 2019-2020 Proposed Budget - Department Presentations
   Sandra Gibson
   CGFO
   CGFM

ADJOURNMENT

Meeting Notices and Reservation of Rights

The City Council may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code if the requisite information is otherwise posted; deliberation regarding real property pursuant to Chapter 551.072 of the Texas Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.087 of the Texas Government Code; and/or deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code (as applicable) when determined necessary by the to address a subject matter on the agenda. Action, if any, will be taken in open session.

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has

been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance by Other Elected or Appointed Officials: It is anticipated that members of other governmental bodies, and/or city council, boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a possible meeting of the other body, board, commission and/or committee, whose members may be in attendance, if such numbers constitute a quorum. The members of the city council, boards, commissions and/or committees may be permitted to participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that city council, body, board, commission or committee subject to the Texas Open Meetings Act.

NOTICE

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (817) 514-5825, OR FAX (817) 514-3625.

I, Andrea Gardner, City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on August 2, 2019, before 5:30 p.m., in accordance with Chapter 551 of the Texas Government Code.

Andrea Gardner, City Secretary

AGENDA MEMORANDUM

DATE: July 19, 2019

TO: Honorable City Council Members

FROM: Sandra Gibson
CGFO
CGFM

THROUGH: Andrea Gardner, City Manager

SUBJECT: Presentation on the FY 2019-2020 Proposed Budget - Department Presentations

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BACKGROUND/INFORMATION:

Staff will present department expenditures and significant issues/impacts relating to the FY2019-2020 Proposed Budget.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

This item does not require a recommendation as it is a presentation/report.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. DEPARTMENTAL BUDGET PRESENTATION - August 7th

REVIEWED BY:

Sandra Gibson, CGFO, CGFM, Director of Finance — Approved - 8/2/2019
Andrea Gardner, City Manager — Final Approval - 8/2/2019

Approved as to form for inclusion on Agenda

City of Watauga

TEXAS

Fiscal Year
2019-2020

PROPOSED
BUDGET
&
Plan of
Municipal
Services

City Functions

- Public Safety
  - Police
  - Animal Control
  - Fire/EMS

- City Administration
  - City Council
  - City Manager
  - City Secretary
  - City Attorney (contract)
  - Finance
  - Human Resources
  - Information Systems
  - Economic Development

- Community Services
  - Parks & Recreation
  - Special Events
  - Library

- Development Services
  - Code (under Police Dept. supervision)
  - Building
  - Planning & Zoning

- Public Works
  - Streets
  - Building Maintenance
  - Fleet Maintenance
  - Utility and Storm Drain (Enterprise Funds)

CITY OF WATAUGA FUND/DEPARTMENT RELATIONSHIP

FUNDS

	GENERAL		SPECIAL REVENUE							PROPRIETARY			CAPITAL		
DEPARTMENT/FUNCTION	GENERAL	STRATEGIC	CRIME CONTROL	ECONOMIC DEVELOPMENT	STREET MAINT	PEG FEE	TRAFFIC SAFETY	LIB DONATIONS	COURT FUNDS	UTILITY	STORM DRAIN	INTERNAL SERVICE (EQUIPMENT REPLACEMENT)	GENERAL CAPITAL PROJECTS	UTILITY CONSTR. FUND	ECONOMIC DEV. CAPITAL PROJECTS
CITY MANAGER/CITY SECRETARY	X														
NON-DEPARTMENTAL	X									X					
HUMAN RESOURCES	X														
DEVELOPMENT SERVICES	X	X													
ECONOMIC DEVELOPMENT	X	X		X											X
FINANCE	X								X						
FINANCE COURTS	X								X						
INFORMATION TECHOLOGY	X					X				X		X			
LIBRARY	X							X							
PARKS/RECREATION	X														
POLICE DEPARTMENT	X		X				X								
ANIMAL CONTROL (POLICE)	X														
FIRE/EMS DEPARTMENT	X														
PUBLIC WORKS	X				X					X	X	X	X	X	
FLEET	X											X			
FACILITIES	X											X			
UTILITY BILLING/FINANCE										X					
WATER										X				X	
WASTEWATER										X				X	
DEBT SERVICE	X									X					

DEPARTMENT REPORTS

Finance
Sandra Gibson

Finance – General Fund Expenditures

Category	Adopted FY 2019	Estimated FY 2019	Proposed FY 2020
Salaries & Benefits	375,500	368,550	381,600
Supplies	5,700	4,650	5,700
Contractual Services	78,600	78,200	80,300
Capital Outlay	-	-	2,840
Total	459,800	451,400	470,440

Finance – General Fund Significant Impacts

- Adjusted Appraisal Services costs due to increase in costs
- Reorganization of the Finance Department with one position on hold
- New Requests
  - Tyler Content Management will provide for more efficiencies and improve workflow

** funded in Equipment Replacement Fund

Finance: Municipal Court – General Fund Expenditures

Category	Adopted FY 2019	Estimated FY 2019	Proposed FY 2020
Salaries & Benefits	311,500	319,900	335,700
Supplies	3,300	4,395	5,100
Maintenance	3,700	2,800	3,000
Contractual Services	91,950	83,150	92,950
Total	410,450	410,245	436,750

Finance: Municipal Court – General Fund Significant Impacts

- Reallocated partial funding (.10 FTE) of personnel to General Fund - Finance Municipal Court due to end of Traffic Photo Enforcement Program

Finance: Municipal Court - Other Funds Expenditures

Category	Adopted FY 2019	Estimated FY 2019	Proposed FY 2020
Salaries & Benefits	34,245	29,080	28,000
Contractual Services	22,750	18,000	24,000
Capital Outlay	-	-	1,900
Total	56,995	47,080	53,900

Finance: Municipal Court - Other Funds Significant Impacts

- Reallocated partial funding (.10 FTE) of personnel to General Fund - Finance Municipal Court due to end of Traffic Photo Enforcement Program

- New Request
  - On-line Records Tool & Notification System

Finance: Utility Billing & Collections
Water/Sewer Fund
Expenditures

Category	Adopted FY 2019	Estimated FY 2019	Proposed FY 2020
Salaries & Benefits	401,000	395,750	413,100
Supplies	66,200	62,500	66,200
Maintenance	5,500	5,500	6,000
Contractual Services	35,100	33,050	35,100
Capital Outlay	-	-	6,300
Total	507,800	496,800	526,700

Finance: Utility Billing & Collections
Water/Sewer Fund
Expenditures

- New Request
  - Incode Output Director to allow for e-bills and customer service initiatives

Non-Departmental
Sandra Gibson

Non-Departmental Expenditures

Category	Adopted FY 2019	Estimated FY 2019	Proposed FY 2020
Salaries & Benefits	135,000	128,000	111,000
Supplies	51,700	48,200	47,800
Maintenance	1,000	-	500
Contractual Services	1,024,000	1,016,600	966,366
Total	1,211,700	1,192,800	1,125,666

Non-Departmental Significant Impacts

- Decreases in various line items to include:
  - Health insurance supplement
  - Lease payment to Equipment Replacement Fund

- Increase due to Grounds Maintenance contract EDC (formerly PDC)

Police Department
Chief Robert Parker

Police – General Fund Expenditures

Category	Adopted FY 2019	Estimated FY 2019	Proposed FY 2020
Salaries & Benefits	3,357,550	3,258,215	3,287,600
Supplies	69,500	62,800	47,500
Maintenance	6,000	4,200	6,000
Contractual Services	641,600	639,650	681,600
Total	4,074,650	3,964,865	4,022,700

Police – General Fund
Significant Impacts

- Increase costs for shared services with North Richland Hills, Richland Hills & Haltom City

- Reallocated two ½ (.50 FTEs) positions to Traffic Safety Fund

Police – Traffic Safety Fund Expenditures

Category	Adopted FY 2019	Estimates FY 2019	Proposed FY 2020
Salaries & Benefits	263,200	168,550	374,930
Supplies	4,500	3,500	4,500
Maintenance	-	-	-
Contractual Services	302,060	295,560	1,500
Capital Outlay	7,600	8,500	-
Total	577,360	476,110	380,930

Police – Traffic Safety Fund Significant Impacts

- Traffic signal enforcement system was eliminated with HB1631 during the 86th Legislature

- Reallocated two ½ (.50 FTEs) positions from General Fund to utilize the remaining fund balance for traffic enforcement personnel

Police – CCD (funded by ½ cent sales tax) Expenditures

Category	Adopted FY 2019	Estimated FY 2019	Proposed FY 2020
Salaries & Benefits	994,000	902,500	982,500
Supplies	147,500	132,600	147,500
Maintenance	204,000	196,000	198,500
Contractual Services	318,870	319,670	329,870
Capital Outlay	24,500	20,500	17,000
Transfers	44,000	44,000	30,000
Total	1,732,870	1,615,270	1,705,370

CCD Budget is adopted separately and has additional legal requirements for Public Hearing and adoption per TLGC 363

Police – CCD (funded by ½ cent sales tax) Significant Impacts

- Use of fund balance to cover operational costs
- Renewal election of dedicated sales tax required in May 2020
- Possible impact to this fund in future due to state legislation prohibiting red light cameras
- New Requests
  - Special Services Increase
  - Training Increase
  - Investigation Expense Increase

Fire/EMS
Chief Shawn Fannan

Fire/EMS Expenditures

Category	Adopted FY 2019	Estimated FY 2019	Proposed FY 2020
Salaries & Benefits	$2,257,450	$2,224,530	$2,313,000
Supplies	130,850	128,320	118,850
Maintenance	53,200	53,000	58,580
Contractual Services	125,550	125,500	130,895
Capital Outlay	9,300	9000	-
Total	$2,576,350	$2,540,350	$2,621,325

Fire/EMS
Significant Impacts

- New Requests
  - Class A Uniforms
  - NEFDA Dues

Human Resources
Marcia Reyna

Human Resources Expenditures

Category	Adopted FY 2019	Estimated FY 2019	Proposed FY 2020
Salaries & Benefits	129,050	135,060	125,500
Supplies	1,300	900	2,200
Maintenance	500	450	500
Contractual Services	37,400	31,830	36,975
Total	168,250	168,240	165,175

Human Resources
Significant Impacts

- Pre-employment costs increase
- Decrease in investigation expense with Police Department conducting background checks
- New Requests
  - WataugaFit Program Enhancement
  - Employee Satisfaction Survey

  **Both are funded in Non-Departmental

Public Works
Paul Hackleman

Public Works: Development Services General Fund Expenditures

Category	Adopted FY 2019	Estimated FY 2019	Proposed FY 2010
Salaries & Benefits	146,518	145,700	157,600
Supplies	8,100	7,300	8,800
Maintenance	4,700	3,700	4,700
Contractual Services	16,700	16,350	34,455
Total	176,018	173,050	205,555

Public Works: Development Services
General Fund
Expenditures

- Addition of Comprehensive Plan one-time costs

- New Request
  - GIS Consulting Services

  ** Partial funding

  (split between Development Services, Storm Drain, Economic Development Corporation, Water & Sewer)

Public Works: Streets – General Fund Expenditures

Category	Adopted FY 2019	Estimated FY 2019	Proposed FY 2020
Salaries & Benefits	518,400	456,510	520,100
Supplies	47,100	27,700	32,100
Maintenance	31,100	28,000	31,100
Contractual Services	22,350	11,600	23,350
Total	618,950	523,810	606,650

Public Works: Streets – General Fund Significant Impacts

- Vehicle Fuels adjustment

Public Works: Fleet Services – General Fund Expenditures

Category	Adopted FY 2019	Estimated FY 2019	Proposed FY 2020
Salaries & Benefits	159,000	158,864	161,150
Supplies	19,000	19,500	21,000
Maintenance	2,500	1,300	2,500
Contractual Services	12,300	11,955	13,800
Capital Outlay	11,000	11,100	-
Total	203,800	202,719	198,450

Public Works: Building Maintenance General Fund Expenditures

Category	Adopted FY 2019	Estimated FY 2019	Proposed FY 2020
Salaries & Benefits	376,100	378,082	382,600
Supplies	29,000	26,500	27,000
Maintenance	87,000	87,000	87,500
Contractual Services	326,900	324,550	325,900
Total	819,000	816,132	823,000

Public Works: Building Maintenance
General Fund
Expenditures

- Increase in maintenance costs due to aging facilities and systems

- New Request
  - Demolition of Old Senior Center Building

**funded in Equipment Replacement Fund

Public Works: Street Maintenance Fund Expenditures

Category	Adopted FY 2019	Estimated FY 2019	Proposed FY 2020
Street Maintenance	100,000	90,000	100,000
Overlay Materials	600,000	600,000	800,000
Debris Disposal	8,000	5,000	8,000
Total	708,000	695,000	908,000

Public Works: Street Maintenance Fund Expenditures

- Increasing the Overlay program

Public: Water Distribution Division Water/Sewer Fund Expenditures

Category	Adopted FY 2019	Estimated FY 2019	Proposed FY 2020
Salaries & Benefits	424,900	372,750	433,400
Supplies	33,100	28,398	33,650
Maintenance	37,000	31,000	37,000
Contractual Services	2,402,400	2,491,700	2,243,150
Capital Outlay	2,000	1,500	2,000
Total	2,899,400	2,925,348	2,749,200

Public: Water Distribution Division
Water/Sewer Fund
Expenditures

- Decrease in wholesale water anticipated

- New Request
  - GIS Consulting Services

  ** Partial funding

  (split between Development Services, Storm Drain, Economic Development Corporation, Water & Sewer)

Public Works: Wastewater Collection Water/Sewer Fund Expenditures

Category	Adopted FY 2019	Estimated FY 2020	Proposed FY 2020
Salaries & Benefits	449,500	406,240	468,650
Supplies	31,200	20,400	26,200
Maintenance	7,000	5,700	7,000
Contractual Services	1,920,000	2,126,800	2,030,100
Total	2,407,700	2,559,140	2,531,950

Public Works: Wastewater Collection
Water/Sewer Fund
Expenditures

- Inflow and infiltration issues continue to increase treatment costs

- New Request
  - GIS Consulting Services

  ** Partial funding

  (split between Development Services, Storm Drain, Economic Development Corporation, Water & Sewer)

Public Works: Storm Drain Fund Expenditures

Category	Adopted FY 2019	Estimated FY 2020	Proposed FY 2020
Salaries & Benefits	497,200	467,200	501,300
Supplies	38,600	29,900	38,650
Maintenance	56,500	36,500	56,500
Non-Departmental	118,580	118,580	96,480
Capital Outlay	2,483,000	350,000	3,679,518*
Transfers	103,600	103,600	73,500
Contractual Services	84,650	70,500	71,400
Total	3,382,130	1,176,280	4,517,348

* Included in Capital Improvement Plan

Public Works: Storm Drain Fund Significant Impacts

- New Request
  - Blue Green Grey Grant
  - GIS Consulting Services**

** Partial funding

(split between Development Services, Storm Drain, Economic Development Corporation, Water & Sewer

Information Technology
Bradley Fraley

Information Technology Expenditures

Category	Adopted FY 2019	Estimated FY 2019	Proposed FY 2020
Salaries & Benefits	151,500	151,604	154,400
Supplies	43,600	43,000	43,600
Maintenance	144,700	135,875	131,135
Contractual Services	55,250	54,465	49,425
Total	395,050	384,944	378,560

Information Technology
Significant Impacts

- Remove current PBX system maintenance costs

Library
Lana Ewell

Library Expenditures

Category	Adopted FY 2019	Estimated FY 2019	Proposed FY 2020
Salaries & Benefits	725,850	728,940	733,600
Supplies	148,250	145,900	152,650
Maintenance	22,000	21,879	25,550
Contractual Services	89,600	83,000	86,600
Total	985,700	979,719	998,400

Library
Significant Impacts

- New Requests
  - Replace Coin-op Device for Copier
  - RFID Inventory Device
  - Furniture Replacement (partial funding)

** all items funded in Equipment Replacement Fund

Library
Significant Impacts

- Highlights
  - Family engagement in adult and youth programming
  - Community oriented providing opportunities for citizens to come together, and become involved
  - Connect people to information and ideas which furthers both personal and civic enrichment

  - Top Issues
    - Space, Space, and Space
    - Staffing
    - Technology
    - Public libraries as “Third Places”

Recreation and Parks
Sal Torres

Recreation & Community Services Expenditures

Category	Adopted FY 2019	Estimated FY 2019	Proposed FY 2020
Salaries & Benefits	500,632	501,809	520,900
Supplies	32,800	31,200	31,800
Maintenance	4,700	4,700	9,400
Contractual Services	158,450	156,716	154,950
Capital Outlay	9,500	9,000	5,000
Total	706,082	703,425	722,050

Recreation & Community Services Significant Impacts

- Shifted funding from Holiday Event to July 4th Event
- Increased Overtime with the addition of events

- New Requests
  - Double Court Volleyball System**
  - Security Cameras Enhancement

** funded In Equipment Replacement Fund

Parks Expenditures

Category	Adopted FY 2019	Estimated FY 2019	Proposed FY 2020
Salaries & Benefits	447,400	422,400	423,800
Supplies	63,100	60,495	61,600
Maintenance	62,200	62,100	61,700
Contractual Services	144,100	142,465	71,400
Capital Outlay	5,500	5,500	-
Transfers	50,900	50,900	-
Non- Departmental	21,390	18,900	-
Total	794,590	762,760	618,500

Operated as Parks Development Corporation before FY19-20

Parks
Significant Impacts

- Adjustment of funding source to General Fund from Parks Development Corporation (Type B sales tax funding)

Economic Development Corporation
Andrea Gardner

Economic Development Corporation Expenditures

Category	Adopted FY 2019	Estimated FY 2019	Proposed FY 2020
Non-Departmental	21,390	18,900	-
Personnel	447,400	422,400	-
Supplies	63,100	60,495	2,200
Maintenance	62,200	62,100	4,000
Contractual Services	144,100	142,465	117,950
Capital Outlay	5,500	5,500	7,500
Transfers	50,900	50,900	294,470
Total	794,590	762,760	426,120

Operated as Parks Development Corporation before FY19-20

Economic Development Corporation Significant Impacts

- New Requests
  - Retail Development Strategy – Phase One
  - Advertising – Economic Development
  - Business Retention Plan & Program Development
  - Contacts Management Database
  - GIS Consulting Services**

** Partial funding

(split between Development Services, Storm Drain, Economic Development Corporation, Water & Sewer)

City Secretary
Andrea Gardner

City Secretary Expenditures

Category	Adopted FY 2019	Estimated FY 2019	Proposed FY 2020
Salaries & Benefits	268,400	274,000	116,500
Supplies	3,500	2,600	1,100
Contractual Services	21,900	16,500	10,625
Total	293,800	293,100	128,225

City Secretary
Significant Impacts

- City Secretary and City Manager departments were segregated
- City Secretary's Office was reorganized Mid-Year FY2018-19

City Manager
Andrea Gardner

City Manager Expenditures

Category	Adopted FY 2019	Estimated FY 2019	Proposed FY 2020
Salaries & Benefits	-	-	306,000
Supplies	-	-	400
Contractual Services	-	-	14,960
Total			321,360

City Manager
Significant Impacts

- City Manager and City Secretary departments were segregated
- Part of City Manager salary was funded 50% by Water and Sewer Fund in FY2018-19
- Funding for the City Manager and Economic Specialist positions will be partially recovered from the Watauga Economic Development Corporation through a Staffing Reimbursement Agreement

Direction

Questions

Comments