



AGENDA
WATAUGA CITY COUNCIL
REGULAR MEETING
MONDAY, SEPTEMBER 9, 2019
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
6:30 PM

This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a **Regular City Council 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

INVOCATION

PLEDGE OF ALLEGIANCE United States and Texas Flags

ANNOUNCEMENTS

PRESENTATIONS

1. A Proclamation Declaring September Senior Center Month.
Sal Torres, Parks and Community Services Director
Andrea Gardner, City Manager
Tara Rogers, Deputy City Secretary
2. Presentation of Service Awards for City of Watauga Employees celebrating a milestone anniversary during the month of September 2019
Andrea Gardner, City Manager
3. Presentation to the Watauga Police Department Explorer Cadets
Robert Parker, Chief of Police

PUBLIC TESTIMONY Members of the public are invited and encouraged to attend all public meetings of the City Council that are not closed to the public in accordance with the Texas Open Meetings Act. It is the desire of the City Council that citizens actively participate in the City's governance system and processes. Public input to the City Council is encouraged during the Public Testimony, Public Hearings, or Action Item sections of a meeting agenda. Individuals desiring to speak during Public Testimony shall be called upon to speak only after completing a Request to Speak form attached hereto as Annex E. The Request to Speak form for Public Testimony shall be submitted to the administrative staff prior to speaking. Individuals desiring to speak on an agenda item or during a public hearing shall submit the Request to Speak form prior to the introduction of that respective item by the Chair. Once the form is received by administrative staff, the individual shall be recognized and called upon by the Chair prior to speaking. Any public testimony must occur prior to formal action being taken by the City Council. The Chair shall have the power to suspend citizen comments at any time during the meeting to preserve the order and efficiency of the meeting. Reasonable time limitations may be placed on public testimony by the presiding officer in order to conduct an efficient and effective public meeting.

REPORTS

CONSENT AGENDA

All of the items on the consent agenda are considered to be self-explanatory by the Council and will be enacted with one motion, one second, and one vote. There will be no separate discussion of these items.

1. Consider action to approve a resolution to adopt the Fiscal Year 2019-20 Classification Plan for all employees
Marcia Reyna, Human Resources and Civil Service Director
2. Consider action to approve an ordinance to adopt the Personnel Improvement Plan for Fiscal Years 2020-2024 {CAPTION}
Marcia Reyna, Human Resources and Civil Service Director
3. Consider action to approve a resolution amending Policy 9.01 Mobile Communication Devices in the Personnel, Administration and Financial Policies and Procedures Manual
Marcia Reyna, Human Resources and Civil Service Director
4. Consider action to approve an Ordinance to adopt the Capital Outlay Plan for Fiscal Year 2020 - Fiscal Year 2024 {CAPTION}
Sandra Gibson, CGFO, CGFM, Director of Finance
5. Consider action on Monthly Financial Report for the period ending July 31, 2019
Sandra Gibson, CGFO, CGFM, Director of Finance

6. Consider action on the July 30, 2019 Party City Business Recognition Event Minutes; August 2, 2019 Coffee After Hours Minutes; August 5, 2019 Workshop Minutes; August 5, 2019 Special Council Meeting Minutes; August 7, 2019 Budget Workshop Minutes; 2019 Bi-Annual Bowling Mixer Minutes, August 12, 2019 Workshop Minutes, August 26, 2019 Special Council Meeting Minutes, August 15, 2019 Joint Special Meeting Minutes, and August 19, 2019 Special Council Meeting Minutes.

Tara Rogers, Deputy City Secretary

PUBLIC HEARINGS

1. Public Hearing on the Proposed Budget for Fiscal Year 2019-2020
Sandra Gibson, CGFO, CGFM, Director of Finance

ACTION ITEMS

1. Discuss and consider action on appointments and reappointments to the Charter Review Commission
Andrea Gardner, City Manager
2. Discuss and consider action on a resolution to confirm the City of Watauga desires to continue imposing and receiving a share of the bingo prize fees from the licensed authorized organization within the City's jurisdiction as required by the amendments included in HB 914, passed during the 86th Legislative Session
Andrea Gardner, City Manager
3. Discuss and consider action on appointments and reappointments to the Board of Appeals
Paul Hackleman, P.E., CFM, Director of Public Works
4. Discuss and consider action on a resolution of the City of Watauga declaring the location for the Official Agenda and Public Notice Bulletin Board, the official email address for receiving Requests for Public Information, the location for Police and Fire Civil Service postings, and the location for breastfeeding mothers at work
Andrea Gardner, City Manager
5. Discuss and consider action on approval of a proposed resolution that continues the Park Vista Public Improvement District through Fiscal Year 2019-2020 {CAPTION}
Sandra Gibson, CGFO, CGFM, Director of Finance
6. Discuss and consider action on approval of an ordinance authorizing the levying of an assessment rate of \$0.00 per \$100.00 of assessed value of property located in the Park Vista Public Improvement District (PID) for FY2019-2020 {CAPTION}
Sandra Gibson, CGFO, CGFM, Director of Finance
7. Discuss and consider action on approval of the Watauga Economic Development Corporation (WEDC) Budget for Fiscal Year 2019-2020
Sandra Gibson, CGFO, CGFM, Director of Finance

8. Discuss and consider action on a resolution approving the Tax Assessment Roll for 2019
Sandra Gibson, CGFO, CGFM, Director of Finance
9. Discuss and consider action on approval of an ordinance adopting and approving the City of Watauga Budget for Fiscal Year beginning October 1, 2019 and ending September 30, 2020 {CAPTION}
Sandra Gibson, CGFO, CGFM, Director of Finance
10. Discuss and consider action on an ordinance adopting and approving the levying of Ad Valorem taxes for Fiscal Year October 1, 2019 through September 30, 2020 in the amount of \$0.580500 per \$100 valuation {CAPTION}
Sandra Gibson, CGFO, CGFM, Director of Finance
11. Discuss and consider action on an ordinance adopting and approving a property tax increase reflected in the Budget of the City of Watauga for the Fiscal Year beginning October 1, 2019 and ending September 30, 2020 {CAPTION}
Sandra Gibson, CGFO, CGFM, Director of Finance
12. Discuss and consider action on an ordinance approving a negotiated settlement between the Atmos Cities Steering Committee ("ACSC") and Atmos Energy Corp., Mid-Tex Division regarding the Company's 2019 Rate Review Mechanism filing; declaring existing rates to be unreasonable; adopting tariffs that reflect rate adjustments consistent with the negotiated settlement; finding the rates to be set by that attached settlement tariffs to be just and reasonable and in the public interest; approving an attached exhibit establishing a benchmark for pensions and retiree medical benefits; approving an attached exhibit regarding amortization of regulatory liability; requiring the company to reimburse ACSC's reasonable ratemaking expenses; determining that this ordinance was passed in accordance with the requirements of the Texas Open Meetings Act; adopting a savings clause; declaring an effective date; and requiring delivery of this ordinance to the Company and the ACSC's Legal Counsel {CAPTION}
Andrea Gardner, City Manager
13. Discuss and consider action to approve an Ordinance providing for a transfer of appropriations in the Fiscal Year 2018-2019 Budget in the General Fund (CAPTION)
Sandra Gibson, CGFO, CGFM, Director of Finance

ITEMS FOR FUTURE CITY COUNCIL MEETINGS

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 Wednesday, September 4, 2019 before 5:30 p.m., in accordance with Chapter 551 of the Texas Government Code.

Andrea Gardner

Andrea Gardner, City Secretary





AGENDA MEMORANDUM

DATE: August 2, 2019

TO: Honorable City Council Members

FROM: Sal Torres, Parks and Community Services Director
Andrea Gardner, City Manager
Tara Rogers, Deputy City Secretary

THROUGH: Sal Torres, Parks and Community Services Director

SUBJECT: A Proclamation Declaring September Senior Center Month.

BACKGROUND/INFORMATION:

Every September our older Americans are recognized as significant member of our society, investing their wisdom and experience to help enrich and better the lives of generations to come.

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

Accept September as National Senior Center Month.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Senior Proclamation 2019

REVIEWED BY:

Tara Rogers, Deputy City Secretary
Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 9/3/2019

Final Approval - 9/3/2019

Proclamation

By the Mayor of the City of Watauga, Texas

WHEREAS, Older Americans are significant members of our society, investing their wisdom and experience to help enrich and better the lives of younger generations; and

WHEREAS, Watauga Active Senior Adult Center with Sixty and Better, Inc., has acted as a catalyst for mobilizing the creativity, energy, vitality, and commitment of the older residents of Watauga, Texas; and

WHEREAS, through a wide array of services, programs, and activities, Watauga Active Senior Adult Center and Sixty and Better empower the older citizens of Watauga to contribute to their own health and well-being and the health and well-being of their fellow citizens of all ages; and

WHEREAS, Watauga Active Senior Adult Center and Sixty and Better affirm the dignity, self-worth, and independence of older persons; tapping their experiences, skills, and knowledge; and enabling their continued contributions to the community;

NOW THEREFORE I, Arthur L Miner, Mayor of the City of Watauga, do hereby proclaim the month of September 2019

SENIOR CENTER MONTH

And call upon all citizens to recognize the tremendous contributions of the Watauga Active Senior Adult Center participants, and the outstanding efforts of the Watauga Active Senior Adult Center and Sixty and Better staff and volunteers who work every day to change the perception of aging and create important community resources for older adults to live with purpose, independence, and dignity.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the City of Watauga, Texas to be affixed this the _____ day of _____, 2019.

Arthur L. Miner
Arthur L. Miner, MAYOR

ATTEST: Andrea Gardner, CITY SECRETARY

BY: *Andrea Gardner*





AGENDA MEMORANDUM

DATE: August 2, 2019
TO: Honorable City Council Members
FROM: Robert Parker, Chief of Police
THROUGH:
SUBJECT: Presentation to the Watauga Police Department Explorer Cadets

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Robert Parker, Chief of Police

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 8/5/2019

Final Approval - 8/5/2019



AGENDA MEMORANDUM

DATE: August 13, 2019

TO: Honorable City Council Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

THROUGH: Andrea Gardner, City Manager

SUBJECT: Consider action to approve a resolution to adopt the Fiscal Year 2019-20 Classification Plan for all employees

BACKGROUND/INFORMATION:

Policy 6.06 of Personnel, Administration and Financial, Policies and Procedures Manual requires that the Human Resources Department maintain the City's classification plan. The Human Resources Department is also tasked with conducting external surveys of whole departments or occupational groups located in various departments, and auditing individual positions, as needed.

The City of Watauga's Home Rule Charter Section 3.07(m) Specific Powers of the Council also states that the Council shall "fix the salaries and compensation of the City officers and employees."

General Government Employees (Full Time, Part Time and Seasonal)

A 1.5% Cost of Living Adjustment (COLA) for employees has been proposed in the FY 2019-20 budget. The proposed Classification Plan for General Government Employees does not include a pay adjustments to the existing pay grades.

Proposed changes to the General Government Pay Plan are as follows: (1) the position of Administrative Assistant (Library) was reclassified to Technical Services Supervisor; (2) the position of Homework Help Center Coordinator was added; (3) the position of Water Meter Reader was removed due to a reclassification to the position of Water Service Representative for existing personnel and (4) the City Marshal and Deputy City Marshal positions were moved to a Step Plan in alignment with the Police and Fire Step Plans.

Civil Service Step Plan



AGENDA MEMORANDUM

The Police and Fire Step Plans were increased by 1.5% to include the Cost of Living Adjustment (COLA) approved in the FY 2019-20 budget.

FINANCIAL IMPLICATIONS:

Included in the proposed FY 2019-20 budget.

RECOMMENDATION/ACTION DESIRED:

City Administration respectfully requests that the City Council consider action to approve resolution 2019-013 to adopt the FY 2019-20 Classification Plan for all employees as presented effective October 1, 2019.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. FY2019-20 Classification Plan Resolution
2. FY2019-20 Classification Plan DRAFT

REVIEWED BY:

Tara Rogers, Deputy City Secretary

George Hyde, Legal

Sandra Gibson, CGFO, CGFM, Director of Finance

Marcia Reyna, Human Resources and Civil Service Director

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 8/16/2019

Approved - 8/21/2019

Approved - 8/21/2019

Approved - 8/21/2019

Final Approval - 8/22/2019

**CITY OF WATAUGA, TEXAS
RESOLUTION NO. 2019-013**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY
OF WATAUGA, TEXAS AMENDING THE
CLASSIFICATION PLAN FOR ALL POSITIONS
EFFECTIVE OCTOBER 1, 2019; PROVIDING FOR
REPEAL; PROVIDING A SAVINGS CLAUSE;
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Article III, Section 3.07(m) of the Home Rule Charter of the City of Watauga, Texas (hereinafter “the City”) provides that the City Council fix the salaries and compensation of the city officers and employees, and establish qualifications, rules and standards of and for all employees of the City; and

WHEREAS Policy 6.06 Position Classification and Evaluation of the Watauga Personnel, Administration and Financial Policies and Procedures Manual provides that the Classification Plan shall be approved by the City Council, as amended; and

WHEREAS, the Classification Plan provides for the position title, job code, grade and salary ranges for all employees (full-time, part-time, seasonal) and general government and civil service; and

WHEREAS, the Police and Fire Step Plans were increased by 1.5% to include the Cost of Living Adjustment (COLA) approved in the FY2019-20 budget; and

WHEREAS, the City Marshal and Deputy City Marshal positions were moved to a Step Plan in alignment with the Police and Fire Step Plans; and

WHEREAS, the General Government Classification Plan was amended as follows (1) the position of Administrative Assistant (Library) was reclassified to Technical Services Supervisor; (2) the position of Homework Help Center Coordinator was added; and (3) the position of Water

Meter Reader was removed due to a reclassification to the position of Water Service Representative for existing personnel.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS AS FOLLOWS:

I.

The City Council of the City of Watauga hereby finds that the statements set forth in the recitals of this Resolution are true and correct and hereby incorporates such recitals as a part of this Resolution.

II.

Fiscal Year 2019-20 Classification Plan as set forth in Exhibit "A" attached hereto and incorporated by reference, is hereby adopted.

III.

This Resolution shall be and is hereby cumulative of all other Resolutions of the City of Watauga, Texas, and this Resolution shall not operate to repeal or affect any such other Resolutions except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Resolution, in which event, such conflicting provisions, if any, in such other Resolutions are hereby repealed.

IV.

If any section, sub-section, sentence, clause, or phrase of this Resolution shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of the Resolution.

V.

This Resolution shall become effective and be in full force and effect from and after the date of passage and adoption by the City Council and upon approval thereof by the Mayor and the City of Watauga, Texas.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this the 9th day of September, 2019.

APPROVED:

ARTHUR L. MINER, Mayor

ATTEST:

ANDREA GARDNER, City Secretary

APPROVED AS TO FORM AND LEGALITY:

GEORGE HYDE, Interim City Attorney



CITY OF WATAUGA, TEXAS
CLASSIFICATION PLAN FISCAL YEAR 2019-20
GENERAL GOVERNMENT EMPLOYEES (Full Time, Part Time and Seasonal)

Job Code	Position Title	FLSA	Salary Range	Pay Basis	Minimum	Midpoint	Maximum
ADM 00-101	City Manager	E	45	Annual	\$129,042	\$161,302	\$193,563
				Monthly	\$10,753.49	\$13,441.86	\$16,130.23
				Hourly	\$62.04	\$77.55	\$93.06
PF 05-101	Chief of Police	E	39	Annual	\$96,293	\$120,366	\$144,439
FD 06-101	Fire Chief	E		Monthly	\$8,024.42	\$10,030.52	\$12,036.62
PW 13-101	Director of Public Works	E		Hourly	\$46.29	\$57.87	\$69.44
FIN 01-101	Director of Finance	E					
IT 02-101	Chief Information Officer	E	36	Annual	\$83,182	\$103,977	\$124,772
HR 00-101	Director of Human Resources and Civil Service	E		Monthly	\$6,931.79	\$8,664.74	\$10,397.69
PCS 04-101	Director of Parks and Community Services	E		Hourly	\$39.99	\$49.99	\$59.99
PD 05-124	Assistant Chief of Police	E	35	Annual	\$79,220	\$99,026	\$118,831
FD 06-108	Assistant Fire Chief	E		Monthly	\$6,601.67	\$8,252.17	\$9,902.58
				Hourly	\$38.09	\$47.61	\$57.13
ADM 00-103	City Secretary	E	33	Annual	\$71,855	\$89,819	\$107,783
LIB 03-101	Director of Library Services	E		Monthly	\$5,987.94	\$7,484.93	\$8,981.91
				Hourly	\$34.55	\$43.18	\$51.82
FIN 01-102	Assistant Director of Finance	E	32	Annual	\$68,434	\$85,542	\$102,650
				Monthly	\$5,702.80	\$7,128.50	\$8,554.20
				Hourly	\$32.90	\$41.13	\$49.35
PW 13-111	Building Official	E	30	Annual	\$62,071	\$77,589	\$93,107
FBM 08-101	Fleet and Facilities Superintendent	E		Monthly	\$5,172.61	\$6,465.76	\$7,758.92
PW 07-101	Streets and Drainage Superintendent	E		Hourly	\$29.84	\$37.30	\$44.76
PW 13-102	Utilities Superintendent	E					
LIB 03-104	Assistant Library Director	E	27	Annual	\$53,620	\$67,024	\$80,429
IT 02-102	Systems Administrator	E		Monthly	\$4,468.30	\$5,585.37	\$6,702.44
PCS 09-101	Parks Superintendent	NE		Hourly	\$25.78	\$32.22	\$38.67
PCS 04-102	Recreation Superintendent	E					
FIN 01-106	Municipal Court Administrator	E	26	Annual	\$51,066	\$63,833	\$76,599
FIN 11-101	Utility Billing Administrator	E		Monthly	\$4,255.52	\$5,319.40	\$6,383.28
				Hourly	\$24.55	\$30.69	\$36.83
FIN 01-104	Senior Accountant	E	25	Annual	\$48,635	\$60,793	\$72,952
PW 10-101	Storm Drain Supervisor	NE		Monthly	\$4,052.88	\$5,066.09	\$6,079.31
PW 07-102	Streets Supervisor	NE		Hourly	\$23.38	\$29.23	\$35.07
PW 13-103	Utilities Supervisor	NE					
FIN 01-103	Purchasing Agent	E					
PD 05-117	Animal Services Supervisor	E	23	Annual	\$44,113	\$55,141	\$66,169
FIN 11-108	City Marshal	NE		Monthly	\$3,676.08	\$4,595.10	\$5,514.12
HR 00-102	Human Resources Generalist	E		Hourly	\$21.21	\$26.51	\$31.81
IT 02-103	IT Support Specialist	NE					
ADM 00-110	Deputy City Secretary	NE					
LIB 03-118	Senior Librarian - Adult Services	E					



CLASSIFICATION PLAN FISCAL YEAR 2019-20
GENERAL GOVERNMENT EMPLOYEES (Full Time, Part Time and Seasonal)

Job Code	Position Title	FLSA	Salary Range	Pay Basis	Minimum	Midpoint	Maximum
LIB 03-117	Senior Librarian - Youth Services	E					
PD 05-110	Police Records Supervisor	E					
PW 07-105	Combination Building Inspector	NE	22	Annual	\$42,012	\$52,515	\$63,018
PW 07-110	Construction Inspector	NE		Monthly	\$3,501.03	\$4,376.28	\$5,251.54
LIB 03-102	Librarian - Adult Services	E		Hourly	\$20.20	\$25.25	\$30.30
LIB 03-105	Librarian - Youth Services	E					
FBM 08-105	Mechanic II	NE	21	Annual	\$40,012	\$50,015	\$60,018
PCS 04-103	Recreation Programmer	NE		Monthly	\$3,334.31	\$4,167.89	\$5,001.47
PD 05-125	Senior Code Enforcement Officer	NE		Hourly	\$19.24	\$24.05	\$28.85
FIN 11-107	Deputy City Marshal	NE	20	Annual	\$38,106	\$47,633	\$57,160
PW 13-116	Planning & Zoning Coordinator	NE		Monthly	\$3,175.53	\$3,969.42	\$4,763.30
ADM 00-108	Economic Development Specialist	NE		Hourly	\$18.32	\$22.90	\$27.48
PD 05-127	Reserve Police Officer - Part Time	NE					
FIN 01-105	Payroll Specialist	NE					
PW 07-104	Equipment Operator (Public Works)	NE	19	Annual	\$36,292	\$45,365	\$54,438
PW 10-103	Equipment Operator (Street Sweeper)	NE		Monthly	\$3,024.32	\$3,780.40	\$4,536.48
PW 10-102	Equipment Operator (Storm Drainage Utility)	NE		Hourly	\$17.45	\$21.81	\$26.17
PW 13-112	Equipment Operator (Jet Vac)	NE					
PW 13-105	Equipment Operator (Utilities)	NE					
PW 13-110	Water Quality Technician	NE					
PD 05-126	Code Enforcement Officer	NE	18	Annual	\$34,564	\$43,205	\$51,845
PCS 09-104	Landscape Gardener	NE		Monthly	\$2,880.30	\$3,600.38	\$4,320.45
FBM 08-106	Mechanic I	NE		Hourly	\$16.62	\$20.77	\$24.93
PW 07-111	Signs and Signals Technician	NE					
FIN 01-109	Accounts Payable Clerk	NE	17	Annual	\$32,918	\$41,147	\$49,377
LIB 03-109	Administrative Assistant (Library)-	NE		Monthly	\$2,743.15	\$3,428.93	\$4,114.72
PD 05-112	Administrative Assistant (Police)	NE		Hourly	\$15.83	\$19.78	\$23.74
PD 05-116	Administrative Assistant (Animal Services)	NE					
ADM 00-107	Assistant to the City Secretary	NE					
PCS 04-113	Administrative Assistant (Recreation)	NE					
PD 05-118	Animal Control Officer	NE					
FBM 08-108	Building Maintenance Technician II	NE					
LIB 03-106	Circulation Supervisor	NE					
LIB 03-119	Technical Services Supervisor	NE					
FIN 01-108	Deputy Court Clerk	NE					
PW 07-109	Permit Technician	NE					
FIN 11-103	Utility Billing Representative	NE					
PCS 04-107	Summer Recreation Coordinator	NE					
PCS 09-105	Chemical Applicator/Irrigation Technician	NE	16	Annual	\$31,350	\$39,188	\$47,025
PD 05-121	Property Room Technician	NE		Monthly	\$2,612.52	\$3,265.65	\$3,918.78
				Hourly	\$15.07	\$18.84	\$22.61
FBM 08-103	Building Maintenance Technician I	NE	15	Annual	\$29,857	\$37,322	\$44,786
PCS 09-102	Parks Maintenance Worker II	NE		Monthly	\$2,488.11	\$3,110.14	\$3,732.17
PW 10-104	Storm Drain Maintenance Worker II	NE		Hourly	\$14.35	\$17.94	\$21.53



CLASSIFICATION PLAN FISCAL YEAR 2019-20
GENERAL GOVERNMENT EMPLOYEES (Full Time, Part Time and Seasonal)

Job Code	Position Title	FLSA	Salary Range	Pay Basis	Minimum	Midpoint	Maximum
FBM 08-107	Fleet Services Technician	NE					
FBM 08-109	Janitorial Service Technician II	NE					
PW 07-107	Streets Maintenance Worker II	NE					
PW 13-106	Utilities Maintenance Worker II (Water)	NE					
PW 13-108	Utilities Maintenance Worker II (Sewer)	NE					
FIN 11-105	Water Service Field Representative	NE					
PD 05-114	Police Records Clerk	NE					
PD 05-115	Police Records Clerk - Part Time	NE					
PCS 09-103	Parks Maintenance Worker I	NE	13	Annual	\$27,082	\$33,852	\$40,622
PW 10-105	Storm Drain Maintenance Worker I	NE		Monthly	\$2,256.79	\$2,820.99	\$3,385.19
PW 07-108	Streets Maintenance Worker I	NE		Hourly	\$13.02	\$16.27	\$19.53
PW 13-107	Utilities Maintenance Worker I (Water)	NE					
PW 13-109	Utilities Maintenance Worker I (Sewer)	NE					
FIN 11-104	Water Meter Reader	NE	12	Annual	\$25,792	\$32,240	\$38,688
PCS 04-110	Preschool Instructor - Part Time	NE		Monthly	\$2,149.33	\$2,686.66	\$3,223.99
LIB 03-111	Library Assistant (Circulation)	NE		Hourly	\$12.40	\$15.50	\$18.60
LIB 03-114	Library Assistant (Youth Services) - Part Time	NE					
LIB 03-107	Library Assistant (Circulation) - Part Time	NE					
LIB 03-110	Library Assistant (Technical Services) - Part Time	NE					
LIB 03-108	Library Assistant (Reference) - Part Time	NE					
LIB 03-120	Homework Help Center Coordinator	NE					
LIB 03-116	Summer Library Assistant - Part Time	NE					
FBM 08-104	Janitorial Service Technician	NE	11	Annual	\$24,564	\$30,705	\$36,846
				Monthly	\$2,046.98	\$2,558.72	\$3,070.47
				Hourly	\$11.81	\$14.76	\$17.71
PD 05-119	Kennel Technician - Part Time	NE	10	Annual	\$23,394	\$29,243	\$35,091
FIN 01-111	Summer Finance Intern - Part Time	NE		Monthly	\$1,949.50	\$2,436.92	\$2,924.25
PW 10-106	Summer Storm Drain Maintenance Worker	NE		Hourly	\$11.25	\$14.06	\$16.87
PCS 09-106	Summer Parks Maintenance Worker	NE					
LIB 03-112	Library Aide - Part Time	NE	9	Annual	\$22,280	\$27,850	\$33,420
LIB 03-113	Library Aide (Technical Services) - Part Time	NE		Monthly	\$1,856.67	\$2,320.83	\$2,785.00
PCS 04-106	Recreation Attendant - Part Time	NE		Hourly	\$10.71	\$13.39	\$16.07
PCS 04-111	PM Play Time Attendant - Part Time	NE					
LIB 03-115	Summer Library Aide - Part Time	NE					
PD 05-120	School Crossing Guard - Part Time	NE	8	Annual	\$21,219	\$26,524	\$31,829
				Monthly	\$1,768.25	\$2,210.33	\$2,652.42
				Hourly	\$10.20	\$12.75	\$15.30
PCS 04-108	Summer Recreation Instructor - Part Time	NE	6	Annual	\$19,246	\$24,058	\$28,869
				Monthly	\$1,603.83	\$2,004.83	\$2,405.75
				Hourly	\$9.25	\$11.57	\$13.88
PCS 04-109	Summer Recreation Assistant - Part Time	NE	4	Annual	\$17,457	\$21,821	\$26,185
				Monthly	\$1,454.75	\$1,818.42	\$2,182.08
				Hourly	\$8.39	\$10.49	\$12.59



CLASSIFICATION PLAN FISCAL YEAR 2019-20

CITY OF WATAUGA, TEXAS

STEP PLAN - POLICE DEPARTMENT



JOB CODE	POSITION	FLSA	PAY FREQUENCY	PAY STEPS									
				STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
GRADE: CS1													
PD 05-105	Police Officer Includes assignments to Patrol, Criminal Investigations, Traffic Enforcement, School Resource Officer, K9 & Training	NE	Annual	\$ 56,584	\$ 58,282	\$ 60,030	\$ 61,831	\$ 63,686	\$ 65,597	\$ 67,565	\$ 69,591	\$ 71,679	\$ 73,830
			Monthly	\$ 4,715.35	\$ 4,856.81	\$ 5,002.52	\$ 5,152.59	\$ 5,307.17	\$ 5,466.38	\$ 5,630.38	\$ 5,799.29	\$ 5,973.27	\$ 6,152.46
			Hourly (2080)	\$ 27.20	\$ 28.02	\$ 28.86	\$ 29.73	\$ 30.62	\$ 31.54	\$ 32.48	\$ 33.46	\$ 34.46	\$ 35.49
			Hourly (2223)	\$ 25.45	\$ 26.22	\$ 27.00	\$ 27.81	\$ 28.65	\$ 29.51	\$ 30.39	\$ 31.31	\$ 32.24	\$ 33.21
GRADE: CS2													
PD 05-128	Police Corporal Includes assignment to Patrol and Criminal Investigations	NE	Annual	\$ 77,521	\$ 79,847	\$ 82,242	\$ 84,709						
			Monthly	\$ 6,460.08	\$ 6,653.89	\$ 6,853.50	\$ 7,059.11						
			Hourly (2080)	\$ 37.27	\$ 38.39	\$ 39.54	\$ 40.73						
			Hourly (2223)	\$ 34.87	\$ 35.92	\$ 37.00	\$ 38.11						
GRADE: CS3													
PD 05-103	Police Sergeant Includes assignment to Patrol, Traffic Enforcement, Professional Standards and Criminal Investigations	NE	Annual	\$ 88,945	\$ 91,613	\$ 94,362	\$ 97,193						
			Monthly	\$ 7,412.08	\$ 7,634.45	\$ 7,863.48	\$ 8,099.38						
			Hourly (2080)	\$ 42.76	\$ 44.04	\$ 45.37	\$ 46.73						
			Hourly (2223)	\$ 40.01	\$ 41.21	\$ 42.45	\$ 43.72						
GRADE: CS4													
PD 05-102	Police Lieutenant	NE	Annual	\$ 102,052	\$ 105,114	\$ 108,267	\$ 111,515						
			Monthly	\$ 8,504.33	\$ 8,759.46	\$ 9,022.25	\$ 9,292.91						
			Hourly (2080)	\$ 49.06	\$ 50.54	\$ 52.05	\$ 53.61						
			Hourly (2223)	\$ 45.91	\$ 47.28	\$ 48.70	\$ 50.16						

Certification Pay

Certification

TCOLE Intermediate	\$ 300.00	\$ 11.54
TCOLE Advanced	\$ 600.00	\$ 23.08
TCOLE Master	\$ 900.00	\$ 34.62

Amount

Annual Bi-Weekly

	\$ 300.00	\$ 11.54
	\$ 600.00	\$ 23.08
	\$ 900.00	\$ 34.62

Amount

Advanced Degree Annual Bi-Weekly

Associate College Degree	\$ 300.00	\$ 11.54
Bachelor College Degree	\$ 600.00	\$ 23.08
Master College Degree	\$ 900.00	\$ 34.62

Annual pay is non cumulative

Effective October 1, 2019



CLASSIFICATION PLAN FISCAL YEAR 2019-20



CITY OF WATAUGA, TEXAS

STEP PLAN - FIRE DEPARTMENT

JOB CODE	POSITION	PAY FREQUENCY	FLSA	PAY STEPS										
				STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	
GRADE: CS1														
FD 06-107	Firefighter/EMT	NE	Annual											\$ 64,195
			Monthly											\$ 5,349.56
			Hourly (2080)											\$ 30.86
			Hourly (2223)											\$ 28.88
			Hourly (2920)											\$ 21.98
GRADE: CS2														
FD 06-105	Firefighter/Paramedic	NE	Annual	\$ 56,584	\$ 58,282	\$ 60,030	\$ 61,831	\$ 63,686	\$ 65,596	\$ 67,564	\$ 69,591	\$ 71,679	\$ 73,829	
			Monthly	\$ 4,715.33	\$ 4,856.79	\$ 5,002.50	\$ 5,152.57	\$ 5,307.15	\$ 5,466.36	\$ 5,630.35	\$ 5,799.27	\$ 5,973.24	\$ 6,152.44	
			Hourly (2080)	\$ 27.20	\$ 28.02	\$ 28.86	\$ 29.73	\$ 30.62	\$ 31.54	\$ 32.48	\$ 33.46	\$ 34.46	\$ 35.49	
			Hourly (2920)	\$ 19.38	\$ 19.96	\$ 20.56	\$ 21.17	\$ 21.81	\$ 22.46	\$ 23.14	\$ 23.83	\$ 24.55	\$ 25.28	
GRADE: CS3														
FD 06-104	Fire Lieutenant	NE	Annual	\$ 78,312	\$ 80,661	\$ 83,081	\$ 85,574							
			Monthly	\$ 6,526.00	\$ 6,721.78	\$ 6,923.43	\$ 7,131.14							
			Hourly (2080)	\$ 37.65	\$ 38.78	\$ 39.94	\$ 41.14							
			Hourly (2920)	\$ 26.82	\$ 27.62	\$ 28.45	\$ 29.31							
GRADE: CS4														
FD 06-102	Battalion Chief	NE	Annual	\$ 91,172	\$ 93,907	\$ 96,724	\$ 99,626							
			Monthly	\$ 7,597.67	\$ 7,825.60	\$ 8,060.36	\$ 8,302.18							
			Hourly (2080)	\$ 43.83	\$ 45.15	\$ 46.50	\$ 47.90							
			Hourly (2920)	\$ 31.22	\$ 32.16	\$ 33.12	\$ 34.12							

Certification Pay

Certification	Annual	Bi-Weekly
TCFP Intermediate	\$ 300.00	\$ 11.54
TCFP Advanced	\$ 600.00	\$ 23.08
TCFP Master	\$ 900.00	\$ 34.62
Paramedic	\$ 300.00	\$ 11.54

Amount

Amount	Annual	Bi-Weekly
TCFP Intermediate	\$ 300.00	\$ 11.54
TCFP Advanced	\$ 600.00	\$ 23.08
TCFP Master	\$ 900.00	\$ 34.62
Paramedic	\$ 300.00	\$ 11.54

Advanced Degree

Advanced Degree	Annual	Bi-Weekly
Associate College Degree	\$ 300.00	\$ 11.54
Bachelor College Degree	\$ 600.00	\$ 23.08
Master College Degree	\$ 900.00	\$ 34.62

Annual pay is non cumulative

Effective October 1, 2019



CLASSIFICATION PLAN FISCAL YEAR 2019-20
CITY OF WATAUGA, TEXAS



STEP PLAN - CITY MARSHAL

JOB CODE	POSITION	FLSA	PAY FREQUENCY	PAY STEPS									
				STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
GRADE: CM1													
FIN 11-107	Deputy City Marshal	NE	Annual	\$ 49,365	\$ 50,845	\$ 52,371	\$ 53,942	\$ 55,560	\$ 57,227	\$ 58,944	\$ 60,712	\$ 62,534	\$ 64,410
			Monthly	\$ 4,113.71	\$ 4,237.12	\$ 4,364.24	\$ 4,495.16	\$ 4,630.02	\$ 4,768.92	\$ 4,911.99	\$ 5,059.34	\$ 5,211.13	\$ 5,367.46
			Hourly (2080)	\$ 23.73	\$ 24.44	\$ 25.18	\$ 25.93	\$ 26.71	\$ 27.51	\$ 28.34	\$ 29.19	\$ 30.06	\$ 30.97
GRADE: CM2													
FIN 11-108	City Marshal	NE	Annual	\$ 68,235	\$ 70,282	\$ 72,391	\$ 74,562						
			Monthly	\$ 5,686.25	\$ 5,856.84	\$ 6,032.54	\$ 6,213.52						
			Hourly (2080)	\$ 32.81	\$ 33.79	\$ 34.80	\$ 35.85						

Certification Pay

Certification	Amount	
	Annual	Bi-Weekly
TCOLE Intermediate	\$ 300.00	\$ 11.54
TCOLE Advanced	\$ 600.00	\$ 23.08
TCOLE Master	\$ 900.00	\$ 34.62

Advanced Degree	Amount	
	Annual	Bi-Weekly
Associate College Degree	\$ 300.00	\$ 11.54
Bachelor College Degree	\$ 600.00	\$ 23.08
Master College Degree	\$ 900.00	\$ 34.62

Annual pay is non cumulative

Effective October 1, 2019



AGENDA MEMORANDUM

DATE: August 13, 2019

TO: Honorable City Council Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

THROUGH: Andrea Gardner, City Manager

SUBJECT: Consider action to approve an ordinance to adopt the Personnel Improvement Plan for Fiscal Years 2020-2024 {CAPTION}

BACKGROUND/INFORMATION:

The Personnel Improvement Plan's (PIP) purpose is to identify current and future personnel needs, justify these needs and develop a plan to fund these positions. The PIP provides a five (5) year staffing plan created as a result of Department Directors' requests. It is used as a tool during the annual budgeting process.

Department Directors requested over 20 new positions for FY 2019-20. The only request approved was the position of Homework Help Coordinator (part time/seasonal) at the Library which increased our Full Time Equivalent (FTE) employees from 170.25 FTE in FY 2018-19 to 170.50 FTE in FY 2019-20. The entire budgeting process for FY 2019-20 presented challenges primarily due to results of this year's legislative session.

Despite the challenges presented by the legislature and anticipated future challenges, City Administration will continue to work together to identify cost saving measures, improve inefficiencies and use other funding sources such as grants. Being a service oriented industry the City must insure that we have the correct people and positions in place. The Personnel Improvement Plan will assist the City of Watauga in achieving its goals.

FINANCIAL IMPLICATIONS:

As included in the proposed FY 2019-20 budget and future budgets.

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that City Council consider action to approve ordinance 2019-011 to adopt the Personnel Improvement Plan for Fiscal Years 2020-2024

ATTACHMENTS/ SUPPORTING DOCUMENTATION:



AGENDA MEMORANDUM

1. FY2020-24 Personnel Improvement Plan Ordinance DRAFT
2. Personnel Improvement Plan PIP 2020-2024 Council Draft

REVIEWED BY:

Tara Rogers, Deputy City Secretary

Approved - 8/20/2019

George Hyde, Legal

Approved - 8/21/2019

Sandra Gibson, CGFO, CGFM, Director of Finance

Approved - 8/28/2019

Marcia Reyna, Human Resources and Civil Service Director

Approved - 8/28/2019

Andrea Gardner, City Manager

Final Approval - 9/3/2019

Approved as to form for inclusion on Agenda

**CITY OF WATAUGA, TEXAS
ORDINANCE NO. 2019-011**

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY
OF WATAUGA, TEXAS ADOPTING THE PERSONNEL
IMPROVEMENT PLAN FOR FISCAL YEARS 2020-2024;
PROVIDING FOR REPEAL; PROVIDING A SAVINGS
CLAUSE; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, The City of Watauga invests a large percentage of the annual budget in personnel in order for the City to provide quality services; and

WHEREAS, Each funded position is considered only after due consideration of the City's needs, service required to be provided by the City, and the City's ability to fund each position; and

WHEREAS, The governing body discussed the 2020-2024 Personnel Improvement Plan and the specific funded and unfunded positions included in Fiscal Year 2019-20 during a Special Meeting held on August 19, 2019; and

WHEREAS, Said Fiscal Year 2019-20 Budget has been submitted to the City Council by the City Manager in accordance with the City Charter including funded positions identified in the Personnel Improvement Plan.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS:

I.

The City Council of the City of Watauga hereby adopts the Personnel Improvement Plan (PIP) for FY2020-2024.

II.

That the City Council provides that funded positions approved during the Fiscal Year 2019-20 will be consistent with the approved Personnel Improvement Plan unless the changes are substantive in nature.

III.

That the City Council provides that all ordinances appropriating funds for positions included in the PIP as approved or amended will include information citing the PIP position along with appropriate financial accounting information

IV.

If any section, sub-section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

V.

This Ordinance shall become effective and be in full force and effect from and after the date of passage and adoption by the City Council and upon approval thereof by the Mayor of the City of Watauga, Texas and publication hereof as prescribed by law.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this the 9th day of September, 2019.

APPROVED:

ARTHUR L, MINER, Mayor

ATTEST:

ANDREA GARDNER, City Secretary

APPROVED AS TO FORM AND LEGALITY:

GEORGE HYDE, Interim City Attorney



CITY OF WATAUGA

FY2020-2024

PERSONNEL IMPROVEMENT PLAN (PIP)

5 YEAR PLAN



DRAFT

Proposed on September 9, 2019



FY2020-2024

PERSONNEL IMPROVEMENT PLAN (PIP)

5 YEAR PLAN

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September 9, 2019

To the Honorable Mayor Arthur L. Miner, Members of the City Council, and
Citizens of Watauga,

I am pleased to present the City of Watauga's first Personnel Improvement Plan (PIP). The purpose of this plan is to identify current and future personnel needs, justify these needs and develop a plan to fund these positions. The PIP provides a five (5) year staffing plan created as a result of Department Directors' requests. It is used as a tool for the annual budgeting process.

Department Directors requested over 20 new positions for FY2019-20. The only request approved was the position of Homework Help Coordinator (part time/seasonal) at the Library which increased our Full Time Equivalent (FTE) employees from 170.25 FTE in FY2018-19 to 170.50 FTE in FY2019-20. The entire budgeting process for FY2019-20 presented challenges primarily due to results of this year's legislative session.

The results of the 86th Legislative Session have negatively impacted all local governments by limiting a City's ability to produce sufficient revenues to fund necessary City services. The City of Watauga will experience a significant decrease in revenues in the upcoming years which will continue to create new challenges in funding programs, personnel and overall City operations. Although the results of the legislative session present many challenges, City Administration will rely on planning tools and documents, such as the Personnel Improvement Plan, to ensure sufficient staffing numbers exists to maintain quality services to our residents.

SB2, also known as the Texas Property Reform and Transparency Act of 2019, limited the "roll back rate" now known as "voter-approval rate" from 8 percent to 3.5 percent for cities such as Watauga. This may result in an estimated \$240,000 loss of property tax revenue. HB1631, which prohibits the use of red light cameras, is likely to result in a revenue loss of \$750,000 - \$900,000 per year (\$350,000-\$450,000 impacting the City of Watauga). SB1152 allows cable and telecom companies to stop paying the lower of cable or telecom franchise fees. This may result in a loss of revenue ranging from \$33,000 in telecom fees to \$103,000 in cable fees. Unfunded mandates such as SB944 for records retention, HB3834 for cybersecurity training and HB852 requiring a change in the

calculation of residential property fees will also impact City operations and revenue. The financial impact of these laws has yet to be determined.

It is anticipated that the legislative session in 2021 will continue to present challenges for cities. SB29, which would have limited cities' ability to lobby on certain issues or join organizations, did not pass this year, but is expected to be introduced again next session. The City of Watauga benefits greatly from its membership with Texas Municipal League (TML). TML assists with lobbying, training and guidance on legal matters. Removing the ability to partner with TML will drastically increase the cost of having to pay for these services from a third party organization. Cities will also need to hire lobbyist which will result in an additional cost.

Despite the challenges presented by the legislature, City Administration will continue to work together to identify cost saving measures and improve inefficiencies. Being a service oriented industry the City must insure that we have the correct people and positions in place. The Personnel Improvement Plan will assist the City of Watauga in meeting its goals.

Sincerely,



Andrea Gardner
City Manager



CITY OF WATAUGA PERSONNEL IMPROVEMENT PLAN
FISCAL YEARS 2020-2024

	FY 2017-18 Prior Year	FY 2018-19 Current	FY 2019-20	Projected	FY 2019-20 Recommended	Future Needs			
SUMMARY	Funded	Funded	Funded	Unfunded or Reclassified	Financial Funded Impact (Salary & Benefits)	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
SUMMARY OF TOTAL POSITIONS BY DEPARTMENT									
GENERAL FUND (01)									
CITY MANAGER DEPARTMENT	1	1	1	0	1 \$ -	1	1	1	1
CITY SECRETARY DEPARTMENT	2	2	2	1	2 \$ (35,078)	3	3	3	3
ECONOMIC DEVELOPMENT DEPARTMENT	3	1	1	0	1 \$ -	2	2	2	2
HUMAN RESOURCES DEPARTMENT	2	2	2	0	2 \$ -	2	3	3	3
FIRE DEPARTMENT	21	21	21	0	21 \$ -	30	30	30	30
FINANCE DEPARTMENT	6.25	6.25	6.25	0	6.25 \$ -	6.25	6.25	6.25	6.25
FINANCE DEPARTMENT - MUNICIPAL COURT	5	5	5	0	5 \$ -	5	5	5	5
LIBRARY DEPARTMENT	12.25	12.25	12.5	1.25	12.5 \$ 2,039	14.25	14.25	14.25	14.25
INFORMATION TECHNOLOGY DEPARTMENT	2	2	2	0	2 \$ -	3	4	5	5
PARKS & COMMUNITY SERVICES DEPARTMENT	15.25	16.25	15.25	1	15.25 \$ -	16.75	16.75	16.75	16.75
POLICE DEPARTMENT	27.5	28.5	27.5	0	27.5 \$ -	34.75	34.75	34.75	34.75
POLICE - ENVIRONMENTAL SERVICES	8	8	8	0	8 \$ -	9	9	9	9
PUBLIC WORKS - DEVELOPMENT SERVICES	5	5	6	1	6 \$ -	8	8	8	8
PUBLIC WORKS - STREETS	10	10	10	0	10 \$ -	11	11	11	11
PUBLIC WORKS - FLEET MAINTENANCE	4	4	4	0	4 \$ -	5	5	5	5
PUBLIC WORKS - FACILITIES MAINTENANCE	6	6	6	0	6 \$ -	6	6	6	6
SPECIAL REVENUE FUNDS									
FINANCE - COURT SECURITY (25)/JUVENILE CASE MANAGER (27)	0	0	0	0	0 \$ -	0	0	0	0
POLICE - CRIME CONTROL PREVENTION DISTRICT (18)	11	11	11	0	11 \$ -	11	11	11	11
POLICE - TRAFFIC SAFETY (28)	4	4	5	0	5 \$ -	0	0	0	0
ECONOMIC DEVELOPMENT CORPORATION (04)	0	0	0	0	0 \$ -	0	0	0	0
ENTERPRISE FUNDS									
PUBLIC WORKS - DRAINAGE UTILITY (15)	6	6	6	0	6 \$ -	6	7	7	7
PUBLIC WORKS - WATER DISTRIBUTION (40)	8	8	8	0	8 \$ -	9	9	9	9
PUBLIC WORKS - SEWER COLLECTION (40)	4	4	4	0	4 \$ -	4	4	4	4
FINANCE - UTILITY BILLING & COLLECTIONS (40)	7	7	7	2	7 \$ -	7	7	7	7
CITY WIDE TOTAL	170.25	170.25	170.50	6.25	170.50 \$ (33,039)	194.00	197.00	198.00	198.00

Changes in Full Time Equivalent Employees (FTE): The above chart illustrates the positions that were recommended in the FY2019-20 Budget. The total number of FTEs increased from 170.25 FTE in FY2018-19 to 170.50 FTE in FY2019-20. The increase of 0.25 FTE is attributed to the Homework Help Coordinator (part time/seasonal position) added to the Library.

Unfunded Positions or Reclassifications: The total unfunded or reclassified positions is 6.25 FTE. These are explained in the *Funded Positions* section of this plan.

City of Watauga
FY2020-2024
Personnel Improvement Plan (PIP)



Summary of Positions and
Financial Impact

City of Watauga

FY2020-2024

Personnel Improvement Plan (PIP)



Fiscal Impact By Fund

	FY 2018-19 CURRENT		FY 2019-20 PROJECTED	
	FUNDED	UNFUNDED	FUNDED	UNFUNDED
GENERAL FUND	\$ 9,473,700		\$ 10,031,050	\$ 1,931,579
SPECIAL REVENUE FUNDS				
PDC/EDC (04)	\$ 452,400		\$ -	\$ -
Crime Control District (18)	\$ 994,000		\$ 982,500	\$ -
Traffic Safety (28)	\$ 263,200		\$ 374,930	\$ -
Court Security (25)	\$ 13,245		\$ 6,840	\$ -
Court Juvenile Case Manager (27)	\$ 21,000		\$ 21,160	\$ -
Subtotal	\$ 1,743,845		\$ 1,385,430	\$ -
ENTERPRISE FUNDS				
Storm Drain (15)	\$ 497,200		\$ 501,300	\$ 39,164
Water/Sewer (40)	\$ 1,636,600		\$ 1,558,700	\$ 69,735
Subtotal	\$ 2,133,800		\$ 2,060,000	\$ 108,899
Total Fiscal Impact	\$ 13,351,345		\$ 13,476,480	\$ 2,040,478

The Personnel Improvement Plan was created this year; therefore, data for unfunded positions in FY2018-19 is not available

**City of Watauga
FY2020-2024
Personnel Improvement Plan (PIP)**



Funded Positions



**CITY OF WATAUGA PERSONNEL IMPROVEMENT PLAN
FISCAL YEARS 2020-2024**

FUNDED POSITIONS		FY 2017-18 Prior Year	FY 2018-19 Current		FY 2019-20 Projected	
Department/Position	Funded	Funded	Requested Change		Financial Impact (Salary & Benefits)	
GENERAL FUND (01)						
CITY MANAGER DEPARTMENT						
City Manager*	1	1		1	\$	-
Subtotal Department	1	1	0	1	\$	-
CITY SECRETARY DEPARTMENT						
City Secretary	1	0	-1	0	\$	(99,691)
Deputy City Secretary	0	1	1	1	\$	64,383
Assistant to the City Secretary	1	1		1	\$	-
Subtotal Department	2	2	0	2	\$	(35,308)
Justification: The duties of City Secretary have been absorbed by the City Manager. The position of Deputy City Secretary was created to assist in the City Secretary's Office. The position of City Secretary was unfunded creating a savings.						
ECONOMIC DEVELOPMENT DEPARTMENT						
Economic Development Director	1	0		0	\$	-
Economic Development Specialist	1	1		1	\$	-
Planning and Zoning Specialist	1	0		0	\$	-
Subtotal Department	3	1	0	1	\$	-
HUMAN RESOURCES DEPARTMENT						
Director of Human Resources & Civil Service*	1	1		1	\$	-
Human Resources Generalist	1	1		1	\$	-
Subtotal Department	2	2	0	2	\$	-
FIRE DEPARTMENT						
Fire Chief	1	1		1	\$	-
Assistant Fire Chief	0	1		1	\$	-
Batallion Chief	2	1		1	\$	-
Fire Lieutenant	3	3		3	\$	-
Firefighter/Paramedic	14	14		14	\$	-
Firefighter/EMT	1	1		1	\$	-
Subtotal Department	21	21	0	21	\$	-
LIBRARY DEPARTMENT						
Director of Library Services	1	1		1	\$	-
Assistant Library Director	1	1		1	\$	-
Senior Librarian - Adult Services	1	1		1	\$	-
Senior Librarian - Youth Services	1	1		1	\$	-
Librarian - Youth Services	1	1		1	\$	-
Circulation Supervisor	1	1		1	\$	-
Technical Services Supervisor	0	0	1	1	\$	-
Library Assistant I (Circulation)	1	1		1	\$	-
Library Assistant I (Circulation) (PT)	1.25	1.25		1.25	\$	-
Library Assistant I (Youth Services) (PT)	0.75	0.75		0.75	\$	-

FUNDED POSITIONS		FY 2017-18 Prior Year	FY 2018-19 Current		FY 2019-20 Projected	
Department/Position	Funded	Funded	Requested Change		Financial Impact (Salary & Benefits)	
Administrative Assistant (Library)	1	1	-1	0	\$	-
Library Assistant I (Technical Services) (PT)	0.5	0.5	0.25	0.75	\$	-
Library Aide (PT)	1	1	-0.25	0.75	\$	-
Library Assistant I (Reference) (PT)	0.25	0.25		0.25	\$	-
Homework Help Center Coordinator	0	0	0.25	0.25	\$	2,039
Summer Library Aide	0.25	0.25		0.25	\$	-
Summer Library Assistant	0.25	0.25		0.25	\$	-
Subtotal Department	12.25	12.25	0.25	12.5	\$	2,039
Justification: A request has been made to change the position title of Administrative Assistant - Library to Technical Services Supervisor because the title best fits the duties of this position. It has also been requested that the position of Library Aide be changed to Library Assistant - Technical Services due to the increased level of duties. The position of Homework Help Center Coordinator (part time/seasonal) was added to the proposed FY19-20 budget.						
FINANCE DEPARTMENT						
Director of Finance*	1	1		1	\$	-
Assistant Director of Finance*	1	1		1	\$	-
Purchasing Agent*	1	1		1	\$	-
Senior Accountant	1	1		1	\$	-
Payroll Specialist**	1	1		1	\$	-
Accounts Payable Clerk	1	1		1	\$	-
Summer Finance Intern(PT)	0.25	0.25		0.25	\$	-
Subtotal Department	6.25	6.25	0	6.25	\$	-
FINANCE DEPARTMENT - MUNICIPAL COURT						
Municipal Court Administrator	1	1		1	\$	-
Deputy Court Clerk*	2	2		2	\$	-
City Marshal	1	1		1	\$	-
Deputy City Marshal*	1	1		1	\$	-
Subtotal Department	5	5	0	5	\$	-
INFORMATION TECHNOLOGY DEPARTMENT						
Chief Information Officer*	1	1		1	\$	-
Systems Administrator	1	1		1	\$	-
Subtotal Department	2	2	0	2	\$	-
PARKS & COMMUNITY SERVICES DEPARTMENT						
Director of Parks and Community Services*	1	1		1	\$	-
Recreation Superintendent	1	1		1	\$	-
Recreation Programmer	3	3		3	\$	-
Administrative Assistant (Recreation)	0	1	-1	0	\$	-
Recreation Attendant (PT)	2.5	2.5		2.5	\$	-
Summer Recreation Coordinator	0.25	0.25		0.25	\$	-
Summer Recreation Instructor (PT)	0.5	0.5		0.5	\$	-
Summer Recreation Assistant (PT)	0.25	0.25		0.25	\$	-
Pre-School Program Instructor (PT)	0.25	0.25		0.25	\$	-
PM Play Time Attendant	0.25	0.25		0.25	\$	-
Parks Superintendent	1	1		1	\$	-
Parks Maintenance Worker II	2	2		2	\$	-
Parks Maintenance Worker I	2	2		2	\$	-

FUNDED POSITIONS		FY 2017-18 Prior Year	FY 2018-19 Current		FY 2019-20 Projected	
Department/Position	Funded	Funded	Requested Change		Financial Impact (Salary & Benefits)	
Landscape Gardener	1	1		1	\$	-
Chemical Applicator & Irrigation Technician	0	0		0	\$	-
Summer Parks Maintenance Worker	0.25	0.25		0.25	\$	-
Subtotal Department	15.25	16.25	-1	15.25	\$	-
Justification: The position of Administrative Assistant (Recreation) was unfunded. The incumbent was transferred to the position of Planning and Zoning Coordinator.						
POLICE						
POLICE DEPARTMENT						
Chief of Police	1	1		1	\$	-
Assistant Chief of Police	1	1		1	\$	-
Police Lieutenant	2	2		2	\$	-
Police Sergeant	5.5	6.5	-0.5	6	\$	-
Police Corporal	0	0	5	5	\$	-
Police Officer	13.5	13.5	-5.5	8	\$	-
Police Officer (Two (2) Unfunded FY2015-16)	0	0		0	\$	-
Police Officer (One (1) Unfunded FY2016-17)	0	0		0	\$	-
Police Officer (One (1) Unfunded FY2017-18)	0	0		0	\$	-
Reserve Police Officer (PT)	0	0		0	\$	-
Police Records Supervisor	1	1		1	\$	-
Police Records Clerk	1	1		1	\$	-
Police Records Clerk (PT)	0.5	0.5		0.5	\$	-
Property Room Technician	1	1		1	\$	-
Administrative Assistant (Police)	1	1		1	\$	-
Subtotal Department	27.5	28.5	-1	27.5	\$	-
Justification: Five (5) Police Corporal positions were created using five (5) existing Police Officer positions. FTE 0.5 of a Police Officer and FTE 0.5 Police Sergeant were transferred to the Traffic Safety Fund from the General Fund. Four (4) Police Officer positions were unfunded in the past years. They are being illustrated in this chart for historical reference. One (1) Police Officer position was unfunded in FY2019-20, but the plan is to fill this position with salary savings.						
POLICE - ENVIRONMENTAL SERVICES						
Code Enforcement Officer	2	2		2	\$	-
Senior Code Enforcement Officer	1	1		1	\$	-
Administrative Assistant (Animal Control)	1	1		1	\$	-
Animal Control Supervisor	1	1		1	\$	-
Animal Control Officer	2	2		2	\$	-
Kennel Technician (PT)	1	1		1	\$	-
Subtotal Department	8	8	0	8	\$	-
PUBLIC WORKS DEPARTMENT						
PUBLIC WORKS - DEVELOPMENT SERVICES						
Building Official*	1	1		1	\$	-
Construction Inspector*	1	1		1	\$	-
Planning and Zoning Coordinator	0	0	1	1	\$	-
Permit Technician*	2	2		2	\$	-
Combination Building Inspector	1	1		1	\$	-
Subtotal Department	5	5	1	6	\$	-

FUNDED POSITIONS	FY 2017-18 Prior Year	FY 2018-19 Current		FY 2019-20 Projected	
Department/Position	Funded	Funded	Requested Change		Financial Impact (Salary & Benefits)
Justification: The incumbent in the position of Administrative Assistant (Recreation) was transferred to the position of Planning and Zoning Coordinator. This is a new position. The previous position was unfunded.					
PUBLIC WORKS - STREETS					
Director of Public Works*	1	1		1	\$ -
Streets and Drainage Superintendent*	1	1		1	\$ -
Streets Supervisor	1	1		1	\$ -
Equipment Operator (Public Works)	1	1		1	\$ -
Streets Maintenance Worker II	1	1		1	\$ -
Streets Maintenance Worker I	4	4		4	\$ -
Sign and Signal Technician	1	1		1	\$ -
Subtotal Department	10	10	0	10	\$ -
PUBLIC WORKS - FLEET MAINTENANCE					
Fleet and Facilities Superintendent	1	1		1	\$ -
Mechanic II	1	1		1	\$ -
Mechanic I	1	1		1	\$ -
Fleet Services Technician	1	1		1	\$ -
Subtotal Department	4	4	0	4	\$ -
PUBLIC WORKS - FACILITIES MAINTENANCE					
Building Maintenance Technician I	1	1		1	\$ -
Building Maintenance Technician II	1	1		1	\$ -
Janitorial Service Technician	3	3		3	\$ -
Janitorial Service Technician II	1	1		1	\$ -
Subtotal Department	6	6	0	6	\$ -
GENERAL FUND TOTAL	130.25	130.25	-0.75	129.5	\$ (33,269)
SPECIAL REVENUE FUNDS					
FINANCE DEPARTMENT					
FINANCE - COURT SECURITY (25)/JUVENILE CASE MANAGER (27)					
Deputy Court Clerk*	0	0		0	\$ -
Deputy City Marshal*	0	0		0	\$ -
Subtotal Department	0	0	0	0	\$ -
POLICE DEPARTMENT					
POLICE - CRIME CONTROL PREVENTION DISTRICT (18)					
Police Sergeant	1	1		1	\$ -
Police Officer	10	10		10	\$ -
Subtotal Department	11	11	0	11	\$ -
POLICE - TRAFFIC SAFETY (28)					
Traffic Sergeant*	0.5	0.5	0.5	1	\$ -
Police Officer*	1.5	1.5	0.5	2	\$ -
School Crossing Guard (PT)	2	2		2	\$ -
Subtotal Department	4	4	1	5	\$ -
Justification: FTE 0.5 of a Police Officer and FTE 0.5 Police Sergeant were transferred to the Traffic Safety Fund from the General Fund.					

FUNDED POSITIONS	FY 2017-18 Prior Year	FY 2018-19 Current		FY 2019-20 Projected	
Department/Position	Funded	Funded	Requested Change		Financial Impact (Salary & Benefits)
ECONOMIC DEVELOPMENT CORPORATION (04)					
Interfund transfer for various positions*	0	0		0	\$ -
Subtotal Department	0	0	0	0	\$ -
SPECIAL REVENUE FUNDS TOTAL	22	22	1	23	\$ -
ENTERPRISE FUNDS					
PUBLIC WORKS DEPARTMENT					
PUBLIC WORKS - DRAINAGE UTILITY (15)					
Storm Drain Supervisor	1	1		1	\$ -
Equipment Operator (Storm Drainage Utility)	1	1		1	\$ -
Equipment Operator (Sweeper)	1	1		1	\$ -
Storm Drain Maintenance Worker II	1	1		1	\$ -
Storm Drain Maintenance Worker I	1	1		1	\$ -
Summer Storm Drain Maintenance Worker I	1	1		1	\$ -
Subtotal Department	6	6	0	6	\$ -
PUBLIC WORKS - WATER DISTRIBUTION (40)					
Utilities Superintendent*	1	1		1	\$ -
Utilities Supervisor*	1	1		1	\$ -
Environmental Compliance Specialist	0	0		0	\$ -
Equipment Operator (Water & Wastewater)*	2	2		2	\$ -
Water Maintenance Worker II	1	1		1	\$ -
Water Maintenance Worker I	3	3		3	\$ -
Subtotal Department	8	8	0	8	\$ -
PUBLIC WORKS - SEWER COLLECTION (40)					
Sewer Maintenance Worker II	1	1		1	\$ -
Sewer Maintenance Worker I	1	1		1	\$ -
Water Quality Technician	1	1		1	\$ -
Equipment Operator (Jet Vac)*	1	1		1	\$ -
Subtotal Department	4	4	0	4	\$ -
FINANCE - UTILITY BILLING & COLLECTIONS (40)					
Utility Billing Administrator	1	1		1	\$ -
Utility Billing Representative	2	2		2	\$ -
Water Meter Reader	2	2		0	\$ -
Water Service Field Representative	2	2		4	\$ -
Subtotal Department	7	7	0	7	\$ -
Justification: The Water Meter Reader position title is being changed to Water Service Field Representative. Water Meter Readers have fully cross-trained over the last year and are working at a higher level than the job description entails. The cross-training of duties has allowed for more efficient operations and providing coverage for employees out on vacation or illness. These additional duties include: responding to customer's complaints and inquiries regarding water services such as leaks, meter malfunctions, and various other items; verifying misreads or high consumption work orders; exchanging old and non-functioning meters, meter boxes, curb stops, and connections and investigating residential and commercial consumption complaints.					
ENTERPRISE FUNDS TOTAL	18	18	0	18	\$ -
TOTAL ALL FUNDS	170.25	170.25	0.25	170.5	\$ (33,269.00)

* Funding for these positions is split amongst various funds ** Position on hold pending approval from the City Manager

City of Watauga
FY2020-2024
Personnel Improvement Plan (PIP)



Unfunded Positions/
Future Needs

**CITY OF WATAUGA PERSONNEL IMPROVEMENT PLAN
FISCAL YEARS 2020-2024**



		Unfunded & Unmet Needs	Future Needs				Financial Impact (Salary, Benefits, Training and Equipment)
	FLSA Status	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	
UNFUNDED POSITIONS							
GENERAL FUND							
CITY SECRETARY DEPARTMENT							
City Secretary	E	0	0	0	1	1	\$ 92,513
Assistant to the City Secretary	NE	0	0	0	-1	-1	\$ -
Records Analyst	NE	1	1	1	1	1	\$ 70,113
Subtotal Department		1	1	1	1	1	\$ 162,626
Justification: The City Secretary's Office is in a period of transition and training with the goal of filling the City Secretary position in FY2022-23 and eliminating the Assistant to the City Secretary position. The current City Manager serves as the City Secretary. A Records Analyst will coordinate the control, access, and destruction of the City's records and provided records management support to the City Secretary's Office in compliance with recordkeeping requirements established in state law, city charter, and city code.							
ECONOMIC DEVELOPMENT DEPARTMENT							
Business Retention Specialist	NE	0	1	1	1	1	\$ 67,112
Subtotal Department		0	1	1	1	1	\$ 67,112
Justification: A Business Retention Specialist is requested in FY 2020-21 to manage business retention within the City of Watauga. With the City of Watauga being close to built out, business retention is key to the vitality and economic development of the City.							
HUMAN RESOURCES DEPARTMENT							
Risk Manager	E	0	0	1	1	1	\$ 62,613
Subtotal Department		0	0	1	1	1	\$ 62,613
Justification: A Risk Manager position is being requested in FY 2021-22 to manage property and workers' compensation claims; conduct Fleet accident reviews; administer the City's Safety program and head the Safety Committee; manage Family Medical Leave and assist Finance with managing accrued leave. This position will ensure compliance with ADA, HIPAA, GINA and other applicable laws. They will also manage the Drug Free Workplace policy which consist of post accident testing, reasonable suspicion and DOT Testing.							
FIRE DEPARTMENT							
Driver/Engineer	NE	3	3	3	3	3	\$ 122,377
Firefighter/Paramedic	NE	6	6	6	6	6	\$ 490,116
Subtotal Department		9	9	9	9	9	\$ 612,493
Justification: The Driver/Engineer is a first line level supervision position which helps prepare the future leaders of the department and creates a professional development program giving a pathway to promotion. This eliminates promoting from an entry level position into a primary person in charge of a emergency without having sufficient time and experience. Driver/Engineers will act as leaders in field situations when a Lieutenant is off due to vacation, sick leave, training. A Driver/Engineer rank provides for enhanced career development, vertical movement in the organization, and an recognized means for employee supervision and the delivery of professional service to the residents and visitors in the community. It is also a strong tool for staff retention and the grooming of employees for future competency in the rank of Fire Lieutenant. This is a vital need for the continued professionalization of the agency. This position also limits the driving of Engine/Quint to only those who hold the position, allowing for more consistency in knowing the apparatus limits, handling, and also allows for more "ownership" of the equipment. The addition of six (6) Firefighter/Paramedic positions is requested to allow two (2) more firefighters on shift per day. This will allow eight (8) firefighters on duty per shift to staff an Engine with three (3) personnel, an ambulance with two (2) personnel, and also a squad type concept with three (3) personnel assigned it. The squad concept will allow for the apparatus (either a Quint or Medic) to be available to respond depending on which unit is needed. This will decrease the need for mutual-aid coming into the city, as well as the possible increase in revenue from the second ambulance being available if needed. This increase in staff will also help the City of Watauga to maintain its ISO 1 ranking.							
LIBRARY DEPARTMENT							
Librarian - Reference	E	1	1	1	1	1	\$ 57,712
Library Assistant I (Youth Services)	NE	0.5	0.5	0.5	0.5	0.5	\$ 26,641
Library Assistant (Adult Services) (PT)	NE	0.25	0.25	0.25	0.25	0.25	\$ 12,588
Subtotal Department		1.75	1.75	1.75	1.75	1.75	\$ 96,941



UNFUNDED POSITIONS

FLSA Status	Unfunded & Unmet Needs	Future Needs				Financial Impact (Salary, Benefits, Training and Equipment)
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	

Justification: Currently, the Librarian - Adult Services, Director of Library Services and Assistant Director of Library Services cover the Reference Desk. A Librarian - Reference is needed to manage this division of the Library. The Reference Desk oversees 22 public computers, answers phone calls and helps customers who come into the Library looking for information, services and books. The Reference Desk instructs customers on how to use computers, databases and downloading eBooks/eAudiobooks onto their devices. Library customers are often not computer literate. A Reference Librarian would also be responsible for developing promotional materials that advertises classes, resources and events, as well as regularly completing a variety of statistical reports and visual presentations. These duties have had to be divided among those staff rotating at the desk. At present, the Reference Desk has one 19 hour/week Library Assistant assigned to the desk. A full-time Reference Librarian would ease staff shortages and improve customer service by assuring adequate desk coverage at all times allowing other leadership within the Library to focus on their duties and assignments.

It is requested that the existing Library Assistant I - Youth Services position be reclassified to full time. The Youth Service Department is one of the busiest areas in the Library and has worked hard to establish a strong relationship with schools and other organizations in our community. We not only serve those who visit us in-house, but increasingly we receive requests from community organizations to provide service and educate them on what the Library has to offer. We also have a very high circulation of Youth library materials. Youth Librarians must research current trends in education and early literacy skills. It takes a great deal of time to do the research and locate materials that support this very important mission. We hope to develop new programs, especially for our homeschool families. With current staffing levels, we are sometimes put in a position of having to rethink our priorities with the potential of neglecting an important program or service. With this reclassification, the Youth Librarians would have more time for collection and program development. In addition to providing needed public desk coverage, the Library Assistant could keep social media/website updated. A Library Assistant I - Adult Services is requested to assist with the stark increase in the number of In-house classes and events, and the attendance at these adult oriented programs in the past six (6) years. Comparing the total numbers of In-house adult classes and events from FY 2012/2013 (429) to FY 2017/2018 (1,195) there was a 178.55% increase. Attendance at these programs in FY 2012/2013 (3,360) to FY 2017/2018 (14,789) was 340.15% increase. Public libraries are gateways to their communities that provide a way for folks to connect with resources, learn new skills and meet others. The increase in attendance we see is evidence of the success the Adult Services Department is having in the community. More staff is needed to sustain this success.

INFORMATION TECHNOLOGY DEPARTMENT

Director of Technology and Communications	E	1	1	1	1	1	\$	-
Systems Administrator	E	0	1	0	0	0	\$	-
Information Technology Manager	E	0	0	1	1	1	\$	6,510
Information Technology Support Specialist	NE	0	0	1	1	1	\$	62,513
Communications Specialist	NE	1	1	1	1	1	\$	62,513
Media Specialist	NE	0	0	0	1	1	\$	62,613
Subtotal Department		2	3	4	5	5	\$	194,149

Justification: A Communications Specialist position is needed to establish a dedicated person to coordinate our online presence, interface with the media and improve our marketing position. Presently, this effort is decentralized resulting in issues with information not being relayed through all appropriate channels. This proposed position would handle the management of all social media feeds, management of the web-site, management of the newsletter, would produce marketing materials and videos and would act as the single point of contact for media inquiries. Would serve as the City PIO and spokesperson for the City with the media. This position would work closely with departments to insure that information being provided to the public is both coordinated and accurate. A title change from Chief Information Officer to Director of Technology and Communication is requested if the position of Communications Specialist is created to encompass the communications role.



UNFUNDED POSITIONS

FLSA Status	Unfunded & Unmet Needs	Future Needs				Financial Impact (Salary, Benefits, Training and Equipment)
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	

The Information Technology Manager position is requested in FY2021-22. Information Technology is the foundation for all City operations. Succession planning is paramount in sustainability in services. Work-loads are increasing. This position would be a reclassification of the existing System Administrator and would be an assistant director level position from which a person could successfully transition to the Director role. It would include supervision of the proposed Support Specialist, added roles such as budgeting, and would also retain system administrator responsibilities. This position would also serve in the absence of the Director. An Information Technology Specialist position is requested in FY2021-22. The role of I.T. in the organization is critical and the requirements of current staff continues to outpace reasonable expectations. As the foundation for all City operations, I.T. requires adequate personnel to handle the various deployments of new technology, the maintenance of existing technologies and the over-all manpower to address growing technology needs and concerns. Presently, existing staff is spread very, very thin and as a result, critical areas of responsibility are at risk, including security. There is only so much two individuals can facilitate. Staff is required to prioritize and often, lower priorities are not addressed in a timely fashion due to the lack of manpower. This proposed position would take the day to day support responsibilities off of existing staff so that system administration, planning, security and other necessary I.T. requirements can be successfully addressed. Current staffing levels are not sufficient to maintain existing levels of service.

The Media Specialist is requested in FY 2022-23 and would be responsible for photograph documentation and filming and production of video programming for City events. Working with the Communications Specialist, this position would work to enhance the City's communication efforts between City staff and citizens, would manage all digital signage throughout the City, would manage the City's PEG channel and would create new content for the web site and City Youtube channel. This position would also assist in web site maintenance and would cross-train to fill in for the Communication Specialist when needed.

DEPARTMENT								
Recreation Attendant (PT)	NE	0.5	0.5	0.5	0.5	0.5	\$	18,562
Chemical Applicator & Irrigation Technician	NE	1	1	1	1	1	\$	45,258
Subtotal Department		1.5	1.5	1.5	1.5	1.5	\$	63,820

Justification: The Chemical Applicator & Irrigation Technician is requested to augment the Parks Department. Specialization in irrigation will allow for scheduled checks and maintenance of the irrigation systems throughout our parks which can result in water savings. This additional position would relieve the Landscape Gardener and Parks Superintendent of irrigation and chemical spraying duties allowing them to focus on other parks' issues and their beautification. With the new Senior Active Adult Wing that is now a part of the Community Center building, the number of programs and activities are expanding. A Recreation Attendant (PT) position is requested to help taper down the average weekly hours of our current Recreation Attendants, keeping their hours under the required average of 30 hours. An additional Recreation Attendant position will also help cover shifts for other attendants when taking off work for sick or vacation.

POLICE								
POLICE DEPARTMENT								
Reserve Police Officer (PT)	NE	0.25	0.25	0.25	0.25	0.25	\$	27,229
Police Officer	NE	0	4	4	4	4	\$	335,392
Police Sergeant	NE	0	0	0	0	0	\$	-
Subtotal Department		0.25	4.25	4.25	4.25	4.25	\$	362,621

Justification: The Reserve Police Officer (PT) position has been requested to supplement existing Patrol staff and to assist with special events. Four (4) Police Officer positions were unfunded between FY15-16, FY16-17 and FY17-18. It is requested that these four positions be refunded so that the Police Department can achieve staffing as approved in the Strength of Force Classifications adopted by the City Council and Civil Service Commission. These positions are needed to adequately staff shifts and to continue to provide the best quality of service and protection to the City of Watauga. Note: In FY20-21, two (2) Police Officer and one (1) Police Sergeant position will be moved from Traffic Safety (Fund 28) to General Fund. This movement is being tracked on the Personnel Improvement Plan.

POLICE - ENVIRONMENTAL SERVICES								
Code Enforcement Officer	NE	0	1	1	1	1	\$	78,672
Subtotal Department		0	1	1	1	1	\$	78,672

Justification: The Code Enforcement Officer position has been requested in FY2020-21 to supplement existing staff that is overloaded with code enforcement claims. A fourth position will allow for a geographic division of the city between all of the Code staff which allows for case balance and provides the level of customer service that is expected to keep Watauga a safe and attractive City.

PUBLIC WORKS DEPARTMENT								
PUBLIC WORKS - DEVELOPMENT SERVICES								



UNFUNDED POSITIONS	FLSA Status	Unfunded & Unmet Needs	Future Needs					Financial Impact (Salary, Benefits, Training and Equipment)
		FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24		
Engineering Technician I	NE	1	1	1	1	1	\$	72,488
Neighborhood Empowerment Zone Coordinator	NE	1	1	1	1	1	\$	52,726
Subtotal Department		2	2	2	2	2	\$	125,214
Justification: The Development Services Department desires to add an Engineering Technician I. This position will be responsible for assembling, organizing, and managing all aspects of geo-spacial data, compiling audit reports for water / sewer to maintain compliance with all state & federal agencies, grant writing and performing inspection for Development Services. as needed. This position will reduce the need for outside contracting and engineering costs. The Development Services Department desires to add a Neighborhood Empowerment Zone Coordinator position. This position would be responsible for guiding applicants to the Neighborhood Empowerment Zone program throught the vetting and processing stages for gaining approval for Basic Incentives or possible tax abatemens. This position would additionally coordinate with other departments as necessary to research and process transactions for waived fees by determining validity of accounts, availability of funds or exemptions based on City agreements.								
PUBLIC WORKS - STREETS								
Sign and Signal Technician II	NE	1	1	1	1	1	\$	2,576
Sign and Signal Technician I	NE	1	1	1	1	1	\$	52,775
Subtotal Department		2	2	2	2	2	\$	55,351
Justification: The position of Sign and Signal Technician II is requested due to the increase in responsibilities of this existing position. This will be a reclassification. The incumbent must be certified to maintain and service the traffic signal boxes. They are responsible for school flashers, signs road markings throughout the city. A Sign and Signal Technician I position is requested to have additional personnel in the sign department. Currently an employee from the Street Department is used daily to assist in sign and signal operations.								
PUBLIC WORKS - FLEET MAINTENANCE								
Administrative Assistant - Fleet and Facilities	NE	1	1	1	1	1	\$	49,968
Subtotal Department		1	1	1	1	1	\$	49,968
Justification: Administrative Assistant - Fleet and Facilities would enhance the capabilities of this division by providing administrative support and freeing up the Superintendent's time to focus on coordinating projects and the needs of his staff. Without a supervisor role to overlook the 9 direct employees, the Superintendent is constantly juggling the abundance of purchase orders processed and tracking of invoices to managing his employees and projects. This position would create a more streamline working scenario and excel this division to higher standards.								
GENERAL FUND TOTAL		20.5	27.5	29.5	30.5	30.5	\$	1,931,579
SPECIAL REVENUE FUNDS								
FINANCE DEPARTMENT								
FINANCE - MUNICIPAL COURT SECURITY								
		0	0	0	0	0		
Subtotal Department		0	0	0	0	0		0
POLICE DEPARTMENT								
DISTRICT								
		0	0	0	0	0		
Subtotal Department		0	0	0	0	0		0
POLICE - TRAFFIC SAFETY								
		0	-5	-5	-5	-5		
Subtotal Department		0	-5	-5	-5	-5		0
Note: In FY2020-21, two (2) Police Officer and one (1) Police Sergeant position will be moved from Traffic Safety (Fund 28) to General Fund. Funding for School Crossing Guard positions will also be evaluated in FY2020-21. These changes are taking place as a result of HB1631 banning Red Light Cameras and the loss of revenue to the City.								
ECONOMIC DEVELOPMENT CORPORATION								
		0	0	0	0	0		
Subtotal Department		0	0	0	0	0		0
SPECIAL REVENUE FUNDS TOTAL		0	-5	-5	-5	-5		0
ENTERPRISE FUNDS								
PUBLIC WORKS DEPARTMENT								



								
UNFUNDED POSITIONS	FLSA Status	Unfunded & Unmet Needs	Future Needs				Financial Impact (Salary, Benefits, Training and Equipment)	
		FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24		
PUBLIC WORKS - DRAINAGE UTILITY								
Storm Drain Maintenance Worker I	NE	0	0	1	1	1	\$	39,164
Subtotal Department		0	0	1	1	1	\$	39,164
Justification: The Storm Drain Utilities Division would like to expand its maintenance crew by 1 full time employee adding a Storm Drain Maintenance Worker I in FY 2021-22 in order to maintain the highest level of service possible to the residents of Watauga. The Storm Drain crew currently employes two (2) Equipment Operators, one (1) Storm Drain Maintenance Worker II and one (1) Storm Drain Maintenance Worker I. The Equipment Operators are usually not with the crews because of other duties which leaves only two individuals to maintain channels. In the event of illness, vacation or other circumstances this leaves the Storm Drain crew understaffed.								
PUBLIC WORKS - WATER DISTRIBUTION								
Environmental Compliance Specialist	NE	1	1	1	1	1	\$	69,735
Subtotal Department		1	1	1	1	1	\$	69,735
Justification: The position of Environmental Compliance Specialist is requested. Duties will include keeping the City in compliance with all state and federal agencies. This employee will handle water/ sewer audits, Consumer Confidence Report (CCR), Cross Connection Control Program (CCCP) and all other reports. This additional level could also provide a promotional path for current employees.								
PUBLIC WORKS - SEWER COLLECTION								
		0	0	0	0	0		
Subtotal Department		0	0	0	0	0	\$	-
FINANCE - UTILITY BILLING & COLLECTIONS								
		0	0	0	0	0		
Subtotal Department		0	0	0	0	0		0
ENTERPRISE FUNDS TOTAL		1	1	2	2	2	\$	108,899
TOTAL ALL FUNDS		21.5	23.5	26.5	27.5	27.5	\$	2,040,478



AGENDA MEMORANDUM

DATE: August 13, 2019

TO: Honorable City Council Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

THROUGH: Andrea Gardner, City Manager

SUBJECT: Consider action to approve a resolution amending Policy 9.01 Mobile Communication Devices in the Personnel, Administration and Financial Policies and Procedures Manual

BACKGROUND/INFORMATION:

In an effort to comply with Senate Bill 944 passed during the 86th Legislature, City Administration requests an amendment to Policy 9.01 Mobile Communication Devices. SB 944 requires that new and former employees and Council Members preserve public information on a privately owned device. The amendment to this policy provides procedures for employees and Council Members to follow in order to remain in compliance with the changes to the Public Information Act.

FINANCIAL IMPLICATIONS:

The financial impact is uncertain. The time spent by employees archiving information from personal devices is difficult to capture.

RECOMMENDATION/ACTION DESIRED:

City Administration respectfully requests that the City Council consider action to approve Resolution 2019-014 to amend Policy 9.01 Mobile Communication Devices in the Personnel, Administration and Financial Policies and Procedures Manual.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Resolution Policy 9.01 Mobile Communication Devices
2. 9.01 Mobile Communication Devices DRAFT

REVIEWED BY:

Tara Rogers, Deputy City Secretary

George Hyde, Legal

Marcia Reyna, Human Resources and Civil Service Director

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 8/16/2019

Approved - 8/21/2019

Approved - 8/21/2019

Final Approval - 8/22/2019

**CITY OF WATAUGA, TEXAS
RESOLUTION NO. 2019-014**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY
OF WATAUGA, TEXAS AMENDING POLICY 9.01
MOBILE COMMUNICATION DEVICES OF THE
PERSONNEL, ADMINISTRATION AND FINANCIAL
POLICIES AND PROCEDURES MANUAL REGARDING
THE USE OF MOBILE COMMUNICATION DEVICES
AND RETENTION OF CITY INFORMATION;
PROVIDING FOR REPEAL; PROVIDING A SAVINGS
CLAUSE; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Article III, Section 3.07(m) of the Home Rule Charter of the City of Watauga, Texas (hereinafter “the City”) provides that the City Council fix the salaries and compensation of the city officers and employees, and establish qualifications, rules and standards of and for all employees of the City; and

WHEREAS, City Council desires to comply with Senate Bill 944 passed during the 86th Legislature; and

WHEREAS, new and former employees and Council Members are required to preserve public information on a privately owned device for the period of time specified in the Texas State Records Retention Schedule; and

WHEREAS, employees and Council Members are required to archive public information in the form of text messages, emails, pictures, etc. on a monthly basis; and

WHEREAS, employees must scan the information to the Laser Fiche accounts established for their departments. Documents can be given to the department’s Records Liaison for the purpose of archiving to Laser Fiche.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS AS FOLLOWS:

I.

The City Council of the City of Watauga hereby finds that the statements set forth in the recitals of this Resolution are true and correct and hereby incorporates such recitals as a part of this Resolution.

II.

Policy 9.01 Mobile Communication Devices of the City's Personnel, Administration and Financial Policies and Procedures Manual as set forth in Exhibit "A" attached hereto and incorporated by reference, is hereby adopted.

III.

This Resolution shall be and is hereby cumulative of all other Resolutions of the City of Watauga, Texas, and this Resolution shall not operate to repeal or affect any such other Resolutions except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Resolution, in which event, such conflicting provisions, if any, in such other Resolutions are hereby repealed.

IV.

If any section, sub-section, sentence, clause, or phrase of this Resolution shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of the Resolution.

V.

This Resolution shall become effective and be in full force and effect from and after the date of passage and adoption by the City Council and upon approval thereof by the Mayor and the City of Watauga, Texas.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this the 9th day of September, 2019.

APPROVED:

ARTHUR L, MINER, Mayor

ATTEST:

ANDREA GARDNER, City Secretary

APPROVED AS TO FORM AND LEGALITY:

GEORGE HYDE, Interim City Attorney



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	Mobile Communication Devices
INITIAL EFFECTIVE DATE	November 14, 2016
LAST REVISION DATE	September 9, 2019
POLICY NUMBER	9.01

OBJECTIVE

This policy addresses the use of personally-owned Mobile Communication Devices (MCDs) or City-issued MCDS for business purposes by employees or Council Members.

SCOPE

This policy applies to employees and Council Members who receive an allowance for their personal mobile communication device, use their personal mobile device for city business or have been provided with a City issued mobile communication device.

POLICY

This policy will address issues surrounding personal mobile communication devices (MCDs) and city-issued MCDs. While at work, employees are expected to exercise the same discretion in using personal mobile devices as is expected for the use of city-issued mobile devices. Excessive personal calls during the workday, regardless of the mobile device used, can interfere with employee productivity and may be distracting to others. Therefore, personal mobile calls, texting, and web browsing/social media websites should be limited to use during non-work time where possible, on breaks, lunch, or before/after work. Friends and family members should be asked to limit their calls to emergency use, or to leave a message for a return call when the employee is on break. Abuse of this policy may result in the loss of the use of a city-owned mobile phone and/or disciplinary action.

A. Definitions

1. **Mobile Communications Device (MCD):** Any device that is capable of using the services provided by the public/private cellular networks. These devices range from a simple cell phone to devices with capability to access the Internet (generally referred to as a Smart Phone).
2. **Conversation:** Communication exchange between two (2) or more individuals taking place in voice or data format.

B. Personally Owned Mobile Communication Devices

The City will continue providing City-owned MCDs for assignment to eligible individual employees, however, employees with access to a personal MCD are encouraged to utilize the stipend process. On-call and medic phones will remain City-owned devices and issued to departments for shared, temporary or infrequent use.

1. Eligibility

Justification for an MCD allowance should include an explanation of how the device will be used in conducting City business as well as an estimate on the frequency of usage. Justification must be submitted in writing by the Department Director to the City Manager for processing and approval. It should not be issued based solely on position or title. Eligibility must also fall under at least one (1) of the following categories:

- a. **Public/Personal Safety:** The employee requires immediate direct communication with local police, fire and/or emergency medical units or agencies in order to provide for the safety of citizens or employees.
- b. **Accessibility:** The employee requires immediate direct communication to conduct City business and there is typically no access to a conventional telephone, or computer, or it is deemed more cost effective than the employee seeking alternative methods of completing the task.
- c. **Responsiveness:** The employee requires immediate direct communication to conduct urgent City business to ensure responsiveness to operational and/or support functions.

Interns, contract employees, part-time employees, temporary employees, or consultants will not be eligible to receive MCD allowances unless extenuating circumstances require such an arrangement. These requests would be reviewed and approved by the City Manager.

2. Allowance

The MCD allowance is not intended to pay the full costs of the employee's monthly usage costs with their provider. It is intended to only cover the reasonable costs that the employee incurs while using the device/service as part of their City job duties and responsibilities. The MCD Allowance guidelines are as follows:

- a. The employee is responsible for procuring and paying for all services and equipment.
- b. MCD allowances are based upon careful analysis of type of service required, employees' business usage trends, as well as cost comparisons of current market offerings.
- c. All MCD allowances are taxable income. The allowance does not constitute an increase to base pay and will not be included in the calculation of pay increases or overtime.

Taxes incurred as a result of the MCD allowance are the responsibility of the employee and will not be reimbursed to the employee.

- d. All employees receiving an allowance will be paid through payroll and will be subject to withholdings such as Federal Income Tax, TMRS, etc. The allowance provided will be calculated on a monthly payment. This monthly payment will be then multiplied by twelve months, for a total annual cost to the City. The total annual cost will then be divided by the number of pay periods in a year and distributed to the employee as part of their payroll check every two weeks.
- e. The employee must retain an active MCD service ~~contract~~ as long as the allowance is in place. The employee owns the device and may use the device for both personal and business purposes, as needed. Additional features or services may be added at the employees' own expense.
- f. There are two (2) Tier Levels for Mobile Communication Device allowances.

Tier I: Employee meets requirements under this policy. Employee must possess cellular MCD with capability of making/receiving phone calls, text messaging, capability of receiving/sending email, contacts, calendar events with City's Microsoft Exchange. The employee will receive a monthly stipend of \$75. Each October the employee will receive an annual hardware stipend of \$75. In compliance with the IRS regulations, the stipends will be reported as income on the employee's W2.

Tier II: Employee meets requirements under this policy. Employee must possess cellular MCD with capability of making/receiving phone calls and text messaging. The employee will receive a monthly stipend of \$40. Each October the employee will receive an annual hardware stipend of \$40. In compliance with the IRS regulations, the stipends will be reported as income on the employee's W2.

3. Employee Responsibilities

- a. Select a device and service provider whose service and coverage meets the requirements of the job responsibilities. If an employee is repeatedly unable to be contacted via their MCD due to problems with the selected mobile service provider, the City may request that the employee change providers.
- b. Provide Department Director and Human Resources with current contact information or address of the communication device within three (3) days of activation. MCD Allowance Authorization Form (**See Form A**) must be completed by HR and approved by the Employee, Department Director and City Manager before implementation.
- c. Acknowledge that Department Director periodically request that the employee provide a copy of the first page of the phone bill in order to verify that they have an active mobile communications device. **Department Directors may also**

periodically request documentation of business use to determine the appropriateness of eligibility and level of the allowance amount.

- d. Assure availability for communication, be in possession of the MCD, and have it charged and turned on during the days/times as specified by Department Director.
- e. Notify supervisor immediately of damaged, lost, or stolen MCD, and service cancellations. Employee must secure device/service replacement within three (3) days or a timeframe set by Department Director. Any associated costs for replacement will be the responsibility of the employee. Employees utilizing MCDs that store electronic files, data, e-mail messages or other potentially sensitive City data are required to notify the Information Technology Department immediately of the loss or theft. If possible, Information Technology will take appropriate action to ensure the confidentiality of City data, including, but not limited to, remote deactivation of City-sponsored applications loaded on the missing device. If theft is suspected, employees must file a police report and cooperate with law enforcement.
- f. Acknowledge responsibility for complying with any contracts the employee enters into with service providers, including payment of all charges incurred. In the event an employee ceases to be employed with the City or becomes ineligible for the allowance, the employee continues to be responsible for the contractual obligations of the service plan.
- g. Comply with various policies or laws (i.e.; City policies related to safety while using MCDs, state and municipal laws regarding the use of MCDs while driving, City's Social Media Policy, etc.) currently in effect which pertain to MCDs. Employees whose MCDs are capable of accessing the City of Watauga's email or other information system are reminded that these systems are intended for official City business only.
- h. Acknowledge that MCD transmissions are not secure and employees should use discretion in relaying confidential City business-related information over a MCD. Conversations (i.e.; voice and data) over an MCD can be monitored legally or illegally.
- i. **Acknowledge that MCD records may be subject to the Public Information Act. Information generated on, processed by, or stored on an MCD used for City-related business, as well as all related billing records, is considered as public information and may be subject to requests made by members of the public including the Press. Examples of types of information requested may include, but are not limited to, phone calls, voicemails, emails, all types of messaging, photographs, internet usage, and application usage. Information related to phone conversations typically obtained through the Public Information Act include phone numbers called/received, length of calls, and date/time of calls, except in narrowly defined circumstances.**
- j. Ensure that MCDs audible/vibrate notification settings are appropriate for current working environment and should not interfere with customers or other employees.

- k. Make the personal MCD phone number available for inclusion in the City's telephone and department directories as deemed appropriate by supervisor.
- l. Reimburse City for allowances received by employee for periods of inactive service exceeding seven (7) days. In some instances, a prorated amount may apply.
- m. Assure that MCDs used to access any City information system or which may contain any City data is locked and password protected when not in use.

4. Departmental Responsibilities

- a. The Department Director must periodically review the need for MCDs used by employees for business purposes.
- b. The Department Director has the option of revoking the allowance approval.
- c. If an employee transfers, changes positions or for any reason is no longer eligible for a mobile communications device allowance, the supervisor will submit a Payroll Authorization Form showing the service end date to terminate the allowance and will notify Human Resources immediately.
- d. Supervisors are responsible for ensuring that personal conversations on MCDs are kept to a minimum during official working hours.
- e. Departments will budget the monthly allowance and annual device allowance for all approved devices within their annual budgets.

5. Information Technology Responsibilities

- 1. The Information Technology Department will provide recommendation for contracted service providers and MCDs in the event that employees may desire that City-licensed applications be loaded onto their personal device. Contracted discounts may be available and may vary from vendor to vendor.
- 2. When necessary, Information Technology will load City-licensed or City-required applications onto employee-owned MCDs.
- 3. Information Technology will not provide any troubleshooting services for employees who elect to purchase devices other than those recommended by Information Technology. Limited support may be provided for employees purchasing recommended devices.
- 4. Information Technology will not assume liability for any operating issues or data loss/corruption which may result from a City application/service or from troubleshooting employee-owned MCDs.

C. City-Issued Mobile Communication Device

The City will own and retain a certain number of mobile communications devices (MCDs) as departmental pool phones and for emergency use, or disaster response/recovery purposes. The intent of these MCDs is to improve and better facilitate communication with employees serving on a shift rotation basis or to employees in temporary situations.

City-owned MCDs issued to employees will improve efficiency, enable employees to respond promptly in emergency situations, and/or provide safety for Watauga citizens and employees when more conventional and cost effective means of communications are not available.

1. Eligibility

Justification for a City-owned MCD should include an explanation of how the device will be used in conducting City business as well as an estimate on the frequency of usage. Requests for new City-owned MCD's should be submitted in writing to City Manager ([See Form B](#)) for processing and approval. It should not be issued based solely on position or title. Eligibility must also fall under at least one of the following categories:

- a. Public/Personal Safety: The employee requires immediate direct communication with local police, fire and/or emergency medical units or agencies in order to provide for the safety of citizens or employees.
- b. Accessibility: The employee requires immediate direct communication to conduct urgent city business and there is typically no access to a conventional telephone, or computer, or it is deemed more cost effective than the employee seeking alternative methods of completing the task.
- c. Responsiveness: The employee requires immediate direct communication to conduct urgent city business to ensure responsiveness to operational and/or support functions.

2. General Guidelines for Use

After justification for a City-owned MCD has been approved, a device will be assigned to the department. City-owned MCD guidelines are as follows:

- a. Departments should only "check-out" the MCD to employees serving in positions which meet the Eligibility criteria defined above, serve on a shift rotation basis, or to employees who need to communicate while in temporary situations. It may not be assigned to an individual employee on a long-term basis.
- b. The device must be used for City-related business **ONLY**.
- c. The IRS may require that specific information be documented for each communication a City-owned MCD. Each department may be consulted to provide that information periodically.

- d. The device may not be utilized for personal use by any employee.

3. Employee Responsibilities

- a. For departments that have MCDs for “check-out”, the employee must “check-out” the City-owned MCD on a temporary basis or on an as needed basis (on-call, project, etc). “Check-outs” must be approved by the Department Director.
- b. Personal use of a City-owned MCD is strictly prohibited and will not be tolerated. Employee will be responsible for reimbursing the City for any personal usage. If personal usage continues, the employee may be reprimanded and suspended from usage of City-owned MCDs.
- c. Employees using City-issued MCDs shall have no expectation of privacy in mobile phone calls, pictures, or text messages on these phones.
- d. Comply with various policies or laws (i.e.; City policies related to safety while using MCDs, state and municipal laws regarding the use of MCDs while driving, City’s Social Media Policy, etc.) currently in effect which pertain to MCDs. Employees whose job responsibilities include driving and who are issued a MCD for business use are expected to refrain from using their phone (includes web browsing, texting, taking pictures, etc.) while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before using the MCD. Special care should be taken in situations where there is traffic, inclement weather, or unfamiliar area.
- e. Employees whose MCDs are capable of accessing the City of Watauga’s email or other information systems are reminded that these systems are intended for official City business only.
- f. Ensure that MCDs audible/vibrate notification settings are appropriate for current working environment and should not interfere with customers or other employees.
- g. Employees in possession of a City-owned MCD are expected to protect the equipment from loss, damage, or theft. Upon separation of employment or at any time upon request, the employee will be asked to produce the phone for return and inspection. Employees unable to present the phone in good working condition within 24-hours may be expected to bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will have such charges deducted from their final check.

4. Departmental Responsibilities

- a. Once eligibility is established, the Department Director must submit a detailed written justification/request to the City Manager for approval. The approved request will be forwarded to the Finance Department to be fulfilled.

- b. Finance will maintain logs which shows date and time MCD was “checked-out” including which employee used the MCD. Should the MCD need repair or replacement, the department will provide this request to the Finance Department.
- c. The Department Director must periodically review the need for MCDs used by employees for business purposes.
- d. Supervisors are responsible for ensuring that employees do not conduct personal conversations on City-owned MCDs. Department Director and/or supervisor have the discretion to suspend usage of City-owned MCDs to employees who exhibit continued personal usage as well as conducting employee reprimand.
- e. As with any policy, management staff is expected to serve as role models for proper compliance and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

5. Information Technology Responsibilities

- a. Information Technology will provide recommendation for contracted service providers and MCDs.
- b. When necessary, Information Technology will load City-licensed or City-required applications onto City-owned MCDs. Limited support may be provided.

6. Public Information Act

Employees are advised that records related to calls, text messages, and/or pictures made and received on City-owned MCDs are public information. Information related to telephone numbers called, length of call, and time and date of call as well as the text message itself may be obtainable through the Texas Public Information Act except in narrowly defined circumstances.

In compliance with Senate Bill 944 passed in 2019 and its amendment to the Public Information Act, new and former employees and Council Members are required to preserve public information on a privately owned device for the period of time specified in the Texas State Records Retention Schedule. Employees and Council Members are required to archive public information in the form of text messages, emails, pictures, etc. on a monthly basis. Employees must scan the information to the Laser Fiche accounts established for their departments. Documents can be given to the department's Records Liaison for the purpose of archiving to Laser Fiche.

7. Monitoring of Mobile Phone Calls

Employees should be aware that mobile phone calls are not secure and can be monitored. It is a crime for a third party to intentionally monitor mobile phone conversations without the consent of one of the parties to the conversation.

Although it is technically difficult, inadvertent monitoring of private mobile conversations is possible. Caution should be used whenever confidential or sensitive information must be discussed on a City-provided mobile phone.



FORM A

**MOBILE COMMUNICATIONS DEVICE
ALLOWANCE AUTHORIZATION FORM**

Employee Name _____	Employee No. _____
Job Title _____	Department _____

Start Date _____	End Date _____	
Voice Service – Monthly Allowance	Voice +Data Service – Monthly Allowance	Equipment Replacement
___ \$40 Plan	___ \$75 Plan	___ \$75 (available Oct 1)
		___ \$40 (available Oct 1)

The City of Watauga will pay an amount up to the amount an employee would normally incur for a plan sufficient to meet the employee's business needs.

Employee:

I certify that I have read the Mobile Communications Device Allowance Policy and agree to the employee responsibilities. I understand the amounts received under this plan are taxable income and not part of my base salary. I understand I am responsible for all costs and contract terms associated with my service plan.

Employee's Signature

Date

Department Director:

I certify this allowance is necessary to cover work related expenses for mobile communication usage. Business justification/explanation:

--

Mobile Device Number:

Department Director Signature

Date

City Manager Signature

Date



FORM B

MOBILE COMMUNICATIONS DEVICE

CITY OWNED

Employee Name _____ Employee No. _____
Job Title _____ Department _____

Check- out _____ Check-In _____

Employee:

I certify that I have read the Mobile Communications Device Allowance Policy and agree to the employee responsibilities.

Employee's Signature Date

Department Director:

I certify this MCD is necessary to facilitate communication with employees serving on a shift rotation basis or on-call situations.

Business justification/explanation:

Mobile Device Number:

Department Director Signature Date

City Manager Signature Date



AGENDA MEMORANDUM

DATE: August 20, 2019

TO: Honorable City Council Members

FROM: Sandra Gibson, CGFO, CGFM, Director of Finance

THROUGH: Andrea Gardner, City Manager

SUBJECT: Consider action to approve an Ordinance to adopt the Capital Outlay Plan for Fiscal Year 2020 - Fiscal Year 2024 {CAPTION}

BACKGROUND/INFORMATION:

The 5-year Capital Outlay Plan (COP) outlines the capital costs associated with providing City services to include vehicles, equipment, and technology and identifies funding sources for replacement of these items. The COP summarizes capital outlay items by Category/Type, Funding Source, and provides for detail listings by fund and department. This plan will be reviewed and updated annually through a committee process that includes all City departments.

The 5-year COP identifies funding needs and a replacement schedule for 119 items totaling \$6,338,033. Fiscal Year 2019-2020 capital asset replacements are proposed at \$1,375,655 and are funded through the 2019 Certificates of Obligation proceeds, the Equipment Replacement Fund, and the PEG fund. These items have been included in the City Manager's Proposed 2019-2020 Fiscal Year Budget.

The proposed resolution has been reviewed by legal. The Capital Outlay Plan is attached as "Exhibit A".

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that City Council consider action to approve ordinance 2019-017 to adopt the Capital Outlay Plan for Fiscal Years 2020-2024.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Ordinance FY2020-24 Capital Outlay Plan legal review
2. EXHIBIT A: CAPITAL OUTLAY PLAN 2020-2024

REVIEWED BY:



AGENDA MEMORANDUM

Tara Rogers, Deputy City Secretary

George Hyde, Legal

Sandra Gibson, CGFO, CGFM, Director of Finance

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 8/29/2019

Approved - 8/29/2019

Approved - 8/30/2019

Final Approval - 9/3/2019

**CITY OF WATAUGA, TEXAS
ORDINANCE NO. 2019-017**

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY
OF WATAUGA, TEXAS ADOPTING THE CAPITAL
OUTLAY PLAN FOR FISCAL YEARS 2020-2024;
PROVIDING FOR REPEAL; PROVIDING A SAVINGS
CLAUSE; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of Watauga makes major investments, from time to time, in costly capital assets that improve the quality of service provided by the City; and

WHEREAS, each asset requires a long-term investment that should only take place after due consideration of the City's needs, service required to be provided by the City, and the City's ability to finance the assets; and

WHEREAS, the City Council has a number of funding resources at its disposal, including tax revenue, utility revenues, and financial aid from county, state, and federal agencies that can be used to replace and purchase capital assets; and

WHEREAS, the City of Watauga desires to maintain a continuous process of planning for the replacement and purchase of capital assets; and

WHEREAS, the governing body discussed the 2020-2024 Capital Outlay Plan and the capital items included in Fiscal Year 2019-20 during a Special Meeting held on August 19, 2019; and

WHEREAS, said Fiscal Year 2019-20 Budget has been submitted to the City Council by the City Manager in accordance with the City Charter including funded items identified in the Capital Outlay Plan.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Watauga, Texas as follows:

I.

The facts and recitations set forth in the preamble of this ordinance are hereby found to be true and correct and adopted herein for all purposes.

II.

The City Council of the City of Watauga hereby adopts the Capital Outlay Plan (COP) for FY2020-2024, a copy of which is attached hereto as Exhibit A;

III.

That the City Council provides that funded assets approved during the Fiscal Year 2019-20 will be consistent with the approved Capital Outlay Plan unless the changes are substantive in nature.

IV.

That the City Council provides that all ordinances appropriating funds for assets included in the approved or amended will include information citing the COP asset along with appropriate financial accounting information

V.

If any section, sub-section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

VI.

This Ordinance shall become effective and shall be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas, and upon

application of law and in accordance with Sections 3.11 and 3.13 of the Charter of the City of Watauga, Texas.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this the 9th day of September, 2019.

APPROVED:

ARTHUR L. MINER, Mayor

ATTEST:

ANDREA GARDNER, City Secretary

APPROVED AS TO FORM AND LEGALITY:

GEORGE HYDE, Interim City Attorney



CAPITAL OUTLAY PLAN

FY 2020 – FY 2024





City of Watauga

FY2020-FY2024

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City of Watauga

Capital Outlay Plan Summaries

Summary by Category/Type

Summary by Funding Source

CAPITAL OUTLAY SUMMARY - CATEGORY/TYPE

FY2020-FY2024

CATEGORY/TYPE	2019-20		2020-21		2021-22		2022-23		2023-24		Totals	
	#	COST	#	COST	#	COST	#	COST	#	COST	#	COST
VEHICLES												
AMBULANCE	-	-	1	350,000	-	-	-	-	-	-	1	350,000
ATV	1	20,000	-	-	1	10,000	-	-	-	-	2	30,000
EMERGENCY CAR	1	60,000	5	300,000	1	60,000	1	60,000	3	170,000	11	650,000
LIGHT DUTY TRUCK	5	295,000	5	260,000	4	161,000	3	118,000	6	292,600	23	1,126,600
HEAVY DUTY TRUCK	-	-	1	100,000	-	-	2	250,000	2	700,000	4	950,000
MEDIUM DUTY TRUCK	-	-	-	-	-	-	-	-	1	80,000	1	80,000
MOTORCYCLE	-	-	1	30,000	1	30,000	1	30,000	-	-	3	90,000
PASSENGER CAR	2	80,000	-	-	2	57,000	2	80,000	-	-	6	217,000
MACHINERY/MOTORIZED EQUIPMENT												
HEAVY EQUIPMENT	1	215,000	4	444,200	1	8,470	-	-	1	160,000	7	827,670
LIGHT EQUIPMENT	4	109,500	1	35,000	2	11,560	-	-	4	133,200	11	289,260
SMALL ENGINE EQUIPMENT	2	26,000	2	24,500	3	39,000	-	-	1	15,000	8	104,500
TRAILER	-	-	-	-	4	31,000	-	-	-	-	4	31,000
COMMUNICATIONS EQUIPMENT												
RADIO		0		0		0		TBD		TBD		
COMPUTERS/ELECTRONIC EQUIPMENT												
SERVERS	5	72,760	1	35,760	3	104,760	1	35,760	1	35,760	11	284,800
COMPUTERS/AV	2	198,400	6	289,450	-	-	3	221,300	-	-	11	709,150
PRINTER	-	-	-	-	-	-	-	-	-	-	-	-
SOFTWARE	1	40,000	-	-	2	49,000	-	-	-	-	2	49,000
OTHER EQUIPMENT												
FITNESS EQUIPMENT	2	3,000	-	-	-	-	1	1,200	-	-	3	4,200
OFFICE EQUIPMENT	2	74,000	1	5,000	-	-	-	-	-	-	2	74,000
FACILITIES												
HVAC	1	66,995	1	36,590	1	44,854	1	62,414	1	TBD	5	210,853
GENERATOR	1	115,000	-	-	-	-	-	-	-	-	1	115,000
TOTALS	30	\$ 1,375,655	29	\$ 1,910,500	25	\$ 606,644	15	858,674	20	\$ 1,586,560	119	\$ 6,338,033

FUND TOTALS	2019-20		2020-21		2021-22		2022-23		2023-24		Totals	
	#	COST	#	COST	#	COST	#	COST	#	COST	#	COST
GENERAL FUND	24	807,655	15	909,000	24	576,644	10	468,674	16	947,960	89	3,709,933
WATER AND SEWER FUND	5	528,000	7	570,000			2	250,000	3	578,600	17	1,926,600
STORM DRAIN			2	161,500							2	161,500
TRAFFIC SAFETY			1	30,000	1	30,000					2	60,000
CCD			4	240,000			3	140,000	1	60,000	8	440,000
EDC/PDC											-	-
PEG	1	40,000									1	40,000
TOTALS	30	1,375,655	29	1,910,500	25	606,644	15	858,674	20	1,586,560	119	6,338,033

CAPITAL OUTLAY SUMMARY - Funding Source

FY2020-FY2024

General Fund

	2019-20		2020-21		2021-22		2022-23		2023-24		Totals	
Funding Source	#	COST	#	COST	#	COST	#	COST	#	COST	#	COST
Debt Issuance	10	\$ 410,000	3	470,000	4	172,000	3	118,000	7	621,200	27	1,791,200
ERF	14	397,655	11	\$ 326,500	20	404,644	7	350,674.00	9	326,760	61	1,806,233
PEG	1	40,000									1	40,000
Other			1	112,500							1	112,500
Totals	25	\$ 847,655	15	\$ 909,000	24	\$ 576,644	10	\$ 468,674	16	\$ 947,960	90	\$ 3,749,933

Water & Sewer

	2019-20		2020-21		2021-22		2022-23		2023-24		Totals	
Funding Source	#	COST	#	COST	#	COST	#	COST	#	COST	#	COST
Debt Issuance	3	395,000	1	100,000			2	250,000	3	578,600	9	\$ 1,323,600
ERF	2	133,000	5	240,000							7	\$ 373,000
Water & Sewer Fund			1	230,000							1	\$ 230,000
Totals	5	\$ 528,000	7	\$ 570,000			2	\$ 250,000	3	\$ 578,600	17	\$ 1,926,600

Storm Drain

	2019-20		2020-21		2021-22		2022-23		2023-24		Totals	
Funding Source	#	COST	#	COST	#	COST	#	COST	#	COST	#	COST
ERF			1	150,000.00							1	\$ 150,000
Storm Drain Fund			1	11,500							1	\$ 11,500
Totals	0	\$ -	2	\$ 161,500							2	\$ 161,500

Traffic Safety

	2019-20		2020-21		2021-22		2022-23		2023-24		Totals	
Funding Source	#	COST	#	COST	#	COST	#	COST	#	COST	#	COST
Traffic Safety Fund			1	30,000	1	30,000					2	\$ 60,000
Totals	0	\$ -	1	\$ 30,000	1	30000					2	\$ 60,000

CCD

	2019-20		2020-21		2021-22		2022-23		2023-24		Totals	
Funding Source	#	COST	#	COST	#	COST	#	COST	#	COST	#	COST
ERF			4	240,000			3	140,000	1	60,000	8	\$ 440,000
Totals	0	\$ -	4	\$ 240,000			3	\$ 140,000	1	\$ 60,000	8	\$ 440,000

TOTALS	30	\$ 1,375,655	29	\$ 1,910,500	25	\$ 606,644	15	\$ 858,674	20	\$ 1,586,560	119	\$ 6,338,033
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CLASS CODE CHART

CLASS CODE	REPLACEMENT THRESHOLD YEAR/MILES OR HOURS	DESCRIPTIONS
EMERGENCY CAR	5 YEAR/100K MILES	MARKED EMERGENCY RESPONDERS
CAR	8 YEAR/120K MILES	CARS NON-EMERGENCY
LT TRK	8 YEAR/120K MILES	LIGHT DUTY PICK-UPS
MED TRK	8 YEAR/150K MILES	MEDIUM DUTY PICK-UPS (DIESEL)
HD TRK	10 YEAR/150K MILES	HEAVY DUTY TRUCKS (DUMP TRUCKS, VACTOR TRUCK)
LT EQUIP	12 YEAR/6K HOURS	LIGHT EQUIPMENT (SMALL TRACTORS, CONCRETE SAWS, CRACK SEALERS, ROLLERS, LIFTS, SANDERS, SKID STEERS)
HD EQUIP	10 YEAR/7K HOURS	HEAVY DUTY EQUIPMENT (LARGE TRACTORS, BACK HOE, LOADERS, MOTOR GRADER, DOZERS, SWEEPER)
MOWERS	6 YEAR/3K HOURS	ZERO TRUNS
ATV	12 YEARS/6K HOURS	GATOR, MULES, HUMVEE
MEDIC	8 YEAR/80K MILES	AMBULANCES
FIRE TRK	10 YEAR FRONT LINE/10 YEAR RESERVE	FIRE TRUCKS (ENGINE, PUMPER, QUINT, RESCUE)
GEN/COM	12 YEAR/6K HOURS	GENERATORS, COMPRESSORS
TRAILERS	8 YEAR MIN	ALL TRAILERS
BOAT	12 YEAR/6K HOURS	BOAT AND MOTORS



City of Watauga

Capital Outlay Plan

Detailed List by Year

Sorted by Fund and Department

Water and Sewer Fund

CAPITAL OUTLAY SUMMARY - Water/Sewer

VEHICLE #	CURRENT ODOMETER	MAKE	MODEL	YEAR	TYPE	DEPARTMENT	FUND	LIFE EXPECTANCY - YEARS/MILES	REPLACEMENT YEAR	REPLACEMENT FUNDING SOURCE	ESTIMATED REPLACEMENT COST
401	53293	FORD	F350	2012	LIGHT DUTY TRUCK	WATER/SEWER	WATER/SEWER	8 YEAR/120K MILES	2019-20	EQUIPMENT REPLACEMENT	\$100,000
406	54630	FORD	F350	2004	LIGHT DUTY TRUCK	WATER/SEWER	WATER/SEWER	8 YEAR/120K MILES	2019-20	DEBT ISSUANCE 2019	\$65,000
411	3662	CAT	430E BACKHOE	2008	EQUIPMENT - HEAVY	WATER/SEWER	WATER/SEWER	10 YEAR/7K HOURS	2019-20	DEBT ISSUANCE 2019	\$215,000
330	16228	TARGET	24" CONCRETE SAW	2000	EQUIPMENT-LIGHT	WATER/SEWER	WATER/SEWER	12 YEAR/6K HOURS	2019-20	EQUIPMENT REPLACEMENT	\$33,000
703	99	GENERAC	20KW GENERATOR/COM	1999	SMALL ENGINE EQUIPMENT	BLDG	WATER/SEWER	12 YEAR/6K HOURS	2019-20	DEBT ISSUANCE 2019	\$115,000
402	69589	FORD	F350	2012	LIGHT DUTY TRUCK	WATER/SEWER	WATER/SEWER	8 YEAR/120K MILES	2020-21	DEBT ISSUANCE 2021	\$100,000
420	43131	CAT	430E BACKHOE LOADER	2009	EQUIPMENT - HEAVY	WATER/SEWER	WATER/SEWER	10 YEAR/7K HOURS	2020-21	WATER/SEWER FUND	\$230,000
422	85	PIPEHUNTER	38T44-STK 3101 SEWER T	2006	EQUIPMENT - HEAVY	WATER/SEWER	WATER/SEWER	10 YEAR/7K HOURS	2020-21	EQUIPMENT REPLACEMENT	\$40,000
423	77596	INTERNATIONAL	7400 SBA 6X4 DUMP TRU	2007	HEAVY DUTY TRUCK	WATER/SEWER	WATER/SEWER	10 YEAR/150K MILES	2020-21	EQUIPMENT REPLACEMENT	\$100,000
410	73365	FORD	F150 4X4	2012	LIGHT DUTY TRUCK	WATER/SEWER	WATER/SEWER	8 YEAR/120K MILES	2020-21	EQUIPMENT REPLACEMENT	\$35,000
808	86505	FORD	F150	2008	LIGHT DUTY TRUCK	UTILITY BILLING	WATER/SEWER	8 YEAR/120K MILES	2020-21	EQUIPMENT REPLACEMENT	\$32,500
809	85599	FORD	F150	2008	LIGHT DUTY TRUCK	UTILITY BILLING	WATER/SEWER	8 YEAR/120K MILES	2020-21	EQUIPMENT REPLACEMENT	\$32,500
407	29486	INTERNATIONAL	7400 SBA 6X4 DUMP TRU	2012	HEAVY DUTY TRUCK	WATER/SEWER	WATER/SEWER	10 YEAR/150K MILES	2022-23	DEBT ISSUANCE 2022	\$125,000
419	43084	INTERNATIONAL	TANDEM DUMP TRUCK	2012	HEAVY DUTY TRUCK	WATER/SEWER	WATER/SEWER	10 YEAR/150K MILES	2022-23	DEBT ISSUANCE 2022	\$125,000
444	19214	GAP-VAC	JET VAC TRUCK	2012	HEAVY DUTY TRUCK	WATER/SEWER	WATER/SEWER	10 YEAR/150K MILES	2023-24	DEBT ISSUANCE 2023	\$500,000
810	36579	FORD	F150	2014	LIGHT DUTY TRUCK	UTILITY BILLING	WATER/SEWER	8 YEAR/120K MILES	2023-24	DEBT ISSUANCE 2023	\$39,300
811	58404	FORD	F150	2014	LIGHT DUTY TRUCK	UTILITY BILLING	WATER/SEWER	8 YEAR/120K MILES	2023-24	DEBT ISSUANCE 2023	\$39,300



City of Watauga

Capital Outlay Plan

Detailed List by Year

Sorted by Fund and Department

General Fund

CAPITAL OUTLAY SUMMARY - General Fund

VEHICLE #	CURRENT ODOMETER	MAKE	MODEL	YEAR	TYPE	DEPARTMENT	FUND	LIFE EXPECTANCY - YEARS/MILES	REPLACEMENT YEAR	REPLACEMENT FUNDING SOURCE	ESTIMATED REPLACEMENT COST
103	374	JOHN DEERE	GATOR ATV	2000	ATV	POLICE DEPARTMENT	GENERAL FUND	12 YEAR/6K HOURS	2019-20	DEBT ISSUANCE 2019	\$20,000
140	100328	CHEVY	TAHOE	2011	PASSENGER CAR	POLICE DEPARTMENT	GENERAL FUND	8 YEAR/120K MILES	2019-20	DEBT ISSUANCE 2019	\$40,000
144	118038	CHEVY	TAHOE	2012	PASSENGER CAR	POLICE DEPARTMENT	GENERAL FUND	8 YEAR/120K MILES	2019-20	DEBT ISSUANCE 2019	\$40,000
149	87627	CHEVY	TAHOE	2012	EMERGENCY CAR	POLICE DEPARTMENT	GENERAL FUND	5 YEAR/100K MILES	2019-20	DEBT ISSUANCE 2019	\$60,000
106	116897	FORD	F250	1999	LIGHT DUTY TRUCK	ANIMAL CONTROL	GENERAL FUND	8 YEAR/120K MILES	2019-20	DEBT ISSUANCE 2019	\$60,000
N/A	N/A	UNIMAT	EXTRACTOR	1993	EQUIPMENT-LIGHT	FIRE DEPARTMENT	GENERAL FUND	12 YEAR/6K HOURS	2019-20	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$12,500
55	N/A	CONCEPT2 PM3	ROWING MACH	2009	FITNESS EQUIPMENT	RECREATION	GENERAL FUND	8 YEAR	2019-20	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$1,500
56	N/A	CONCEPT2 PM3	ROWING MACH	2009	FITNESS EQUIPMENT	RECREATION	GENERAL FUND	8 YEAR	2019-20	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$1,500
903	54142	FORD	VAN	2003	LIGHT DUTY TRUCK	RECREATION	GENERAL FUND	8 YEAR/120K MILES	2019-20	DEBT ISSUANCE 2019	\$35,000
329	825	HUSQVARNA	FS4800 D RP 30"	2008	EQUIPMENT-LIGHT	STREETS	GENERAL FUND	12 YEAR/6K HOURS	2019-20	DEBT ISSUANCE 2019	\$33,000
606	825	SCAGG	MOWER	2011	SMALL ENGINE EQUIPMENT	PARKS	GENERAL FUND	6 YEAR/3K HOURS	2019-20	EQUIPMENT REPLACEMENT FUND - PARKS	\$13,000
607	940	SCAGG	MOWER	2011	SMALL ENGINE EQUIPMENT	PARKS	GENERAL FUND	6 YEAR/3K HOURS	2019-20	EQUIPMENT REPLACEMENT FUND - PARKS	\$13,000
713	48093	GENIE MANLIFT	TM2-34/19 TRAILER LIFT	2002	EQUIPMENT-LIGHT	FLEET	GENERAL FUND	12 YEAR/6K HOURS	2019-20	DEBT ISSUANCE 2019	\$31,000
789	75726	FORD	EXPEDITION	2002	LIGHT DUTY TRUCK	I.T. DEPT	GENERAL FUND	8 YEAR/120K MILES	2019-20	DEBT ISSUANCE 2019	\$35,000
N/A	N/A	ECO-MASTER	ECO-MASTER	2011	OFFICE EQUIPMENT	Library	GENERAL FUND	5-6 YEAR	2019-20	EQUIPMENT REPLACEMENT FUND - LEGACY	\$18,000
N/A	N/A	BIBLIOTHECA	RFID EQUIP	2011	OFFICE EQUIPMENT	Library	GENERAL FUND	8 YEAR	2019-20	DEBT ISSUANCE 2019	\$56,000
N/A	N/A	VARIOUS	A/C UNITS CITY HALL	2006	HVAC	BUILDING	GENERAL FUND	15 YEARS	2019-20	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$66,995
138	81769	CHEVY	TAHOE	2011	EMERGENCY CAR	POLICE DEPARTMENT	GENERAL FUND	5 YEAR/100K MILES	2020-21	DEBT ISSUANCE 2021	\$60,000
104	51038	FORD	F250	2008	LIGHT DUTY TRUCK	ANIMAL CONTROL	GENERAL FUND	8 YEAR/120K MILES	2020-21	DEBT ISSUANCE 2021	\$60,000
6	105799	FORD	F450	2012	AMBULANCE	FIRE DEPARTMENT	GENERAL FUND	8 YEAR/80K MILES	2020-21	DEBT ISSUANCE 2021	\$350,000
325	816	DYNAPAC	CC122 DRUM ROLLER	1997	EQUIPMENT - HEAVY	STREETS	GENERAL FUND	10 YEAR/7K HOURS	2020-21	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$24,200
635	912	SCAGG	STTB1V27CH MOWER	2011	SMALL ENGINE EQUIPMENT	PARKS	GENERAL FUND	6 YEAR/3K HOURS	2020-21	EQUIPMENT REPLACEMENT FUND - PARKS	\$13,000
629	1135	JOHN DEERE	3320H TRACTOR	2006	EQUIPMENT-LIGHT	PARKS	GENERAL FUND	12 YEAR/6K HOURS	2020-21	EQUIPMENT REPLACEMENT FUND - PARKS	\$35,000
		VARIOUS	WALK-THROUGH METAL DETECTOR	2000	OFFICE EQUIPMENT	FINANCE - COURT	GENERAL FUND	15 YEARS	2020-21	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$5,000
		VARIOUS	A/C UNITS LIBRARY & ANIMAL CONT	2006	HVAC	BUILDING	GENERAL FUND	15 YEARS	2020-21	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$36,590
157	50154	CHEVY	TAHOE	2014	EMERGENCY CAR	POLICE DEPARTMENT	GENERAL FUND	5 YEAR/100K MILES	2021-22	DEBT ISSUANCE 2021	\$60,000
8	56970	FORD	F150 4X4	2012	LIGHT DUTY TRUCK	FIRE & EMS	GENERAL FUND	8 YEAR/120K MILES	2021-22	DEBT ISSUANCE 2021	\$55,000
622	94403	DODGE	CHARGER	2008	PASSENGER CAR	REC CENTER CAR	GENERAL FUND	8 YEAR/120K MILES	2021-22	DEBT ISSUANCE 2021	\$28,500
209	101582	DODGE	CHARGER	2007	PASSENGER CAR	PW OFFICE CAR	GENERAL FUND	8 YEAR/120K MILES	2021-22	DEBT ISSUANCE 2021	\$28,500
331	538693	FLUNK	LMCSH SANDER	2002	EQUIPMENT - HEAVY	STREETS	GENERAL FUND	10 YEAR/7K HOURS	2021-22	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$8,470
337	0	LINELAZER	IV3900 PAINT STRIPPER	2014	EQUIPMENT-LIGHT	STREETS	GENERAL FUND	12 YEAR/6K HOURS	2021-22	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$7,260
609	32663	FORD	F150	2009	LIGHT DUTY TRUCK	PARKS	GENERAL FUND	8 YEAR/120K MILES	2021-22	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$29,000
624	0	BLUE BIRD	SC18	2005	EQUIPMENT-LIGHT	PARKS	GENERAL FUND	12 YEAR/6K HOURS	2021-22	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$4,300
617	111	SCAGG	STTB1V27CH MOWER	2011	SMALL ENGINE EQUIPMENT	PARKS	GENERAL FUND	6 YEAR/3K HOURS	2021-22	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$13,000
618	0	SCAGG	STTB1V27CH MOWER	2011	SMALL ENGINE EQUIPMENT	PARKS	GENERAL FUND	6 YEAR/3K HOURS	2021-22	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$13,000
630	848	SCAGG	STTB1V27CH MOWER	2011	SMALL ENGINE EQUIPMENT	PARKS	GENERAL FUND	6 YEAR/3K HOURS	2021-22	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$13,000
611	0	WELLS CARGO	COVERED TRAILER	1995	TRAILERS	PARKS	GENERAL FUND	8 YEAR MIN	2021-22	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$10,000
621	0	PARKER	TRAILER	2004	TRAILERS	PARKS	GENERAL FUND	8 YEAR MIN	2021-22	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$8,000
633	0	TEXAS TRAILER	TRAILER	2010	TRAILERS	PARKS	GENERAL FUND	8 YEAR MIN	2021-22	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$6,000
628	1815	JOHN DEERE	GATOR TS ATV	2006	ATV	PARKS	GENERAL FUND	12 YEAR/6K HOURS	2021-22	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$10,000
620	22593	FORD	F250	2011	LIGHT DUTY TRUCK	PARKS	GENERAL FUND	8 YEAR/120K MILES	2021-22	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$38,000
637	0	BIG TEX	TRAILER	2013	TRAILERS	PARKS	GENERAL FUND	8 YEAR MIN	2021-22	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$7,000
701	54715	FORD	F150 4X4	1997	LIGHT DUTY TRUCK	FLEET	GENERAL FUND	12 YEAR/6K HOURS	2021-22	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$39,000
			A/C UNITS LIBRARY	2007	HVAC	BUILDING	GENERAL FUND	15 YEARS	2021-22	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$44,854
69	0	HARLEY DAVIDSON	MOTORCYCLE	2016	MOTORCYCLE	POLICE	GENERAL FUND		2022-23	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$30,000
77	N/A	MATRIX	CABLE CROSS	2006	FITNESS EQUIPMENT	RECREATION	GENERAL FUND	15 YEAR	2022-23	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$1,200
600	28994	FORD	F350	2012	LIGHT DUTY TRUCK	PARKS	GENERAL FUND	8 YEAR/120K MILES	2022-23	DEBT ISSUANCE 2022	\$40,000
601	18924	FORD	F350	2012	LIGHT DUTY TRUCK	PARKS	GENERAL FUND	8 YEAR/120K MILES	2022-23	DEBT ISSUANCE 2022	\$40,000
626	26809	FORD	F150	2012	LIGHT DUTY TRUCK	PARKS	GENERAL FUND	8 YEAR/120K MILES	2022-23	DEBT ISSUANCE 2022	\$38,000
			A/C UNITS POLICE STATION	2008	HVAC	BUILDING	GENERAL FUND	15 YEARS	2022-23	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$62,414
11	13477	FORD	EXPEDITION XL	2016	LIGHT DUTY TRUCK	FIRE DEPARTMENT	GENERAL FUND	8 YEAR/120K MILES	2023-24	DEBT ISSUANCE 2023	\$75,000
			Bunker Gear			FIRE DEPARTMENT	GENERAL FUND	5 years	2023-24	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$73,500
200	60690	FORD	F150 4X4	2012	LIGHT DUTY TRUCK	PUBLIC WORKS	GENERAL FUND	8 YEAR/120K MILES	2023-24	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$40,000
304	2399	CAT	430F BACKHOE	2013	EQUIPMENT - HEAVY	STREETS	GENERAL FUND	10 YEAR/7K HOURS	2023-24	DEBT ISSUANCE 2023	\$160,000
305	50217	INTERNATIONAL	7400 SBA DUMP TRUCK	2012	HEAVY DUTY TRUCK	STREETS	GENERAL FUND	10 YEAR/150K MILES	2023-24	DEBT ISSUANCE 2023	\$200,000
324-A	0	HENDERSON	FSP2 SANDER	2012	EQUIPMENT-LIGHT	STREETS	GENERAL FUND	12 YEAR/6K HOURS	2023-24	DEBT ISSUANCE 2023	\$7,200
302	51637	FORD	TRUCK	2012	LIGHT DUTY TRUCK	STREETS	GENERAL FUND	8 YEAR/120K MILES	2023-24	DEBT ISSUANCE 2023	\$44,000
616	173	TORO	SAND PRO 3040 BALLFIELD MAINTA	2011	EQUIPMENT-LIGHT	PARKS	GENERAL FUND	12 YEAR/6K HOURS	2023-24	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$17,500
634	500	KUBOTA	KX41-3VR1 EXCAVATOR	2008	EQUIPMENT-LIGHT	PARKS	GENERAL FUND	12 YEAR/6K HOURS	2023-24	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$35,000
641	0	SCAGG	STT1161V26CH MOWER	2016	SMALL ENGINE EQUIPMENT	PARKS	GENERAL FUND	6 YEAR/3K HOURS	2023-24	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$15,000
777	35402	FORD	F250	2008	LIGHT DUTY TRUCK	FLEET	GENERAL FUND	8 YEAR/120K MILES	2023-24	DEBT ISSUANCE 2023	\$55,000
709	24621	FORD	F450	1999	MEDIUM DUTY TRUCK	FLEET	GENERAL FUND	8 YEAR/150K MILES	2023-24	DEBT ISSUANCE 2023	\$80,000
1300	50905	FORD	CROWN VIC	2011	EMERGENCY CAR	MARSHAL DEPT	GENERAL FUND	5 YEAR/100K MILES	2023-24	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$55,000
162	18824	CHEVY	TAHOE	2016	EMERGENCY CAR	MARSHAL DEPT	GENERAL FUND	5 YEAR/100K MILES	2023-24	EQUIPMENT REPLACEMENT FUND - GENERAL FUND	\$55,000

TECHNOLOGY CAPITAL OUTLAY PLAN - GENERAL FUND

DEPARTMENT	Name / Type	Quantity in Service	Proposed Quantity	Purchase Date	Warranty Expiration	Replace Fiscal Year	Note	FUNDING SOURCE	Replacement Cost
IT	Council A/V	1	1	1/1/2006		FY 2019 - 2020	PEG \$40k AND ERF Legacy \$135,000	PEG/ERF \$40,000/\$135,000	\$ 175,000.00
IT	Fire MDT	6	6	3/19/2012	3/18/2015	FY 2019 - 2020		Equipment Replacement General Fund	\$ 23,400.00
per year for 60 months roughly offset by current									
IT	Phone System Cloud Lease (Year 1)	133	143	12/12/2012	12/31/2019	FY 2019 - 2020	telco and PBX maintenance	Fund 20,000 1st year & remainder in GF	\$ 35,760.00
IT	RecPro (Replace with CivicRec)	1	1			FY 2019 - 2020	Replace RecPro - Data Conversion	Equipment Replacement General Fund	\$ 40,000.00
IT	Server Replacements (Financial)	2	2	2/19/2015	2/18/2020	FY 2019 - 2020	In equip repl @ 7 years	Equipment Replacement General Fund	\$ 12,000.00
IT	Server Replacements (I.T.)	2	2	1/12/2015	1/11/2020	FY 2019 - 2020	In equip repl @ 7 years	Equipment Replacement General Fund	\$ 15,000.00
IT	Server Replacements (Library)	2	2	1/12/2012	1/11/2017	FY 2019 - 2020	In equip repl @ 7 years	Equipment Replacement General Fund	\$ 6,000.00
IT	SQL Server	1	1	2/19/2015	1/14/2020	FY 2019 - 2020	In equip repl @ 7 years	Equipment Replacement General Fund	\$ 4,000.00
With computer replacement and look at									
IT	Office Software	160	160	12/10/2010		FY 2020 - 2021	subscription	General Fund - Operating - Subscription	\$ 64,000.00
IT	Workstation Replacements	88	90	1/5/2015	1/4/2020	FY 2020 - 2021		General Fund - Lease/3year	\$ 112,500.00
IT	Council iPads	8	8	12/31/2015	12/29/2017	FY 2020 - 2021		Equipment Replacement General Fund	\$ 6,400.00
IT	Council iPhones	8	8	5/1/2018	5/1/2019	FY 2020 - 2021		Equipment Replacement General Fund	\$ 2,800.00
IT	IT Workstations	4	4	1/5/2015		FY 2020 - 2021		Equipment Replacement General Fund	\$ 10,000.00
per year for 60 months roughly offset by current									
IT	Phone System Cloud Lease (Year 2)	133	143	12/12/2012	12/31/2019	FY 2020 - 2021	telco and PBX maintenance		\$ 35,760.00
IT	Workstation Replacements	69	75	12/10/2015	12/11/2020	FY 2020 - 2021		Equipment Replacement General Fund	\$ 93,750.00
IT	Exchange Server Software	1 + 240 CALS	1 + 240 CALS	1/10/2017		FY 2021 - 2022		Equipment Replacement General Fund	\$ 30,000.00
per year for 60 months roughly offset by current									
IT	Phone System Cloud Lease (Year 3)	133	143	12/12/2012	12/31/2019	FY 2021 - 2022	telco and PBX maintenance		\$ 35,760.00
IT	Server Replacements (I.T.)	5	5	1/10/2017	1/9/2022	FY 2021 - 2022		Equipment Replacement General Fund	\$ 65,000.00
IT	SQL Server	1	1	1/10/2017		FY 2021 - 2022		Equipment Replacement General Fund	\$ 4,000.00
IT	Windows Server Software	11 + 225 CALS	11 + 225 CALS	1/10/2017		FY 2021 - 2022		Equipment Replacement General Fund	\$ 19,000.00
per year for 60 months roughly offset by current									
IT	Phone System Cloud Lease (Year 4)	133	143	12/12/2012	12/31/2019	FY 2022 - 2023	telco and PBX maintenance		\$ 35,760.00
IT	Police MDT	17	17	2/24/2018	3/23/2023	FY 2022 - 2023		Equipment Replacement General Fund	\$ 66,300.00
IT	Switch Replacements	16	16	11/20/2012		FY 2022 - 2023		Equipment Replacement General Fund	\$ 125,000.00
IT	Wireless Controller and Access Points	40	40			FY 2022 - 2023		Equipment Replacement General Fund	\$ 30,000.00
per year for 60 months roughly offset by current									
IT	Phone System Cloud Lease (Year 5)	133	143	12/12/2012	12/31/2019	FY 2023 - 2024	telco and PBX maintenance		\$ 35,760.00
IT	Firewall Replacements	4	4						



City of Watauga

Capital Outlay Plan

Detailed List by Year

Sorted by Fund and Department

Crime Control and Prevention District Fund

CAPITAL OUTLAY SUMMARY - CCD Fund

VEHICLE #	CURRENT ODOMETER	MAKE	MODEL	YEAR	TYPE	DEPARTMENT	FUND	LIFE EXPECTANCY - YEARS/MILES	REPLACEMENT YEAR	REPLACEMENT FUNDING SOURCE	ESTIMATED REPLACEMENT COST
153	92682	CHEVY	TAHOE	2013	EMERGENCY CAR	POLICE DEPARTMENT	CCD FUND	5 YEAR/100K MILES	2020-21	EQUIPMENT REPLACEMENT FUND	\$60,000
152	69303	CHEVY	TAHOE	2013	EMERGENCY CAR	POLICE DEPARTMENT	CCD FUND	5 YEAR/100K MILES	2020-21	EQUIPMENT REPLACEMENT FUND	\$60,000
154	82516	CHEVY	TAHOE	2013	EMERGENCY CAR	POLICE DEPARTMENT	CCD FUND	5 YEAR/100K MILES	2020-21	EQUIPMENT REPLACEMENT FUND	\$60,000
155	366154	CHEVY	TAHOE	2013	EMERGENCY CAR	POLICE DEPARTMENT	CCD FUND	5 YEAR/100K MILES	2020-21	EQUIPMENT REPLACEMENT FUND	\$60,000
150	51214	CHEVY	TAHOE	2013	PASSENGER CAR	POLICE DEPARTMENT	CCD FUND	8 YEAR/120K MILES	2022-23	EQUIPMENT REPLACEMENT FUND	\$40,000
151	64000	CHEVY	TAHOE	2012	PASSENGER CAR	POLICE DEPARTMENT	CCD FUND	8 YEAR/120K MILES	2022-23	EQUIPMENT REPLACEMENT FUND	\$40,000
158	86000	CHEVY	TAHOE	2014	EMERGENCY CAR	POLICE DEPARTMENT	CCD FUND	5 YEAR/100K MILES	2022-23	EQUIPMENT REPLACEMENT FUND	\$60,000
159	59815	CHEVY	TAHOE	2014	EMERGENCY CAR	POLICE DEPARTMENT	CCD FUND	5 YEAR/100K MILES	2023-24	EQUIPMENT REPLACEMENT FUND	\$60,000



City of Watauga

Capital Outlay Plan

Detailed List by Year

Sorted by Fund and Department

Storm Drain Fund

CAPITAL OUTLAY SUMMARY - Storm Drain

VEHICLE #	CURRENT ODOMETER	MAKE	MODEL	YEAR	TYPE	DEPARTMENT	FUND	LIFE EXPECTANCY - YEARS/MILES	REPLACEMENT YEAR	REPLACEMENT FUNDING SOURCE	ESTIMATED REPLACEMENT COST
524	1302	SCAGG	MOWER	2008	SMALL ENGINE EQUIPMENT	STORM DRAIN	STORM	6 YEAR/3K HOURS	2020-21	STORM DRAIN FUND	\$11,500
505	7554	JOHN DEERE	410G BACKHOE LOADER	2000	EQUIPMENT - HEAVY	STORM DRAIN	STORM	10 YEAR/7K HOURS	2020-21	EQUIPMENT REPLACEMENT FUND -	\$150,000



City of Watauga

Capital Outlay Plan

Detailed List by Year

Sorted by Fund and Department

Traffic Safety Fund

CAPITAL OUTLAY SUMMARY - Traffic Safety

VEHICLE #	CURRENT ODOMETER	MAKE	MODEL	YEAR	TYPE	DEPARTMENT	LIFE EXPECTANCY - YEARS/MILES	REPLACEMENT YEAR	REPLACEMENT FUNDING SOURCE	ESTIMATED REPLACEMENT COST
67	0	HARLEY DAVIDSON	MOTORCYCLE	2016	MOTORCYCLE	POLICE DEPARTMENT		2020-21	TRAFFIC SAFETY FUND	\$30,000
68	0	HARLEY DAVIDSON	MOTORCYCLE	2016	MOTORCYCLE	POLICE DEPARTMENT		2021-22	TRAFFIC SAFETY FUND	\$30,000



AGENDA MEMORANDUM

DATE: August 23, 2019

TO: Honorable City Council Members

FROM: Sandra Gibson, CGFO, CGFM, Director of Finance

THROUGH: Andrea Gardner, City Manager

SUBJECT: Consider action on Monthly Financial Report for the period ending July 31, 2019

BACKGROUND/INFORMATION:

The Monthly Financial Report for the period ending July 31, 2019 is attached for Council review and approval.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Council review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Council Report - 201909(JULY2019)

REVIEWED BY:

Tara Rogers, Deputy City Secretary

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 8/26/2019

Final Approval - 8/26/2019



Monthly Financial Report

July, 2019

Sales Tax

The City's sales tax receipts from the State Comptroller received in the month of August 2019 (reflecting June 2019 sales receipts) decreased by 3.69%, or \$15,221 from the same time last year. This amount includes prior period adjustments, future period adjustments and audit collections. The Crime Control Prevention District's sales tax received decreased by 3.71%, or \$5,047.

The State Comptroller's office reports that net sales tax payments for cities statewide are up 4.19% in comparison with prior year. Watauga's fiscal year-to-date net sales tax receipts are up 3.78% in comparison with last year.

A comparison of June 2019 sales tax receipts for Watauga and surrounding cities are shown below:

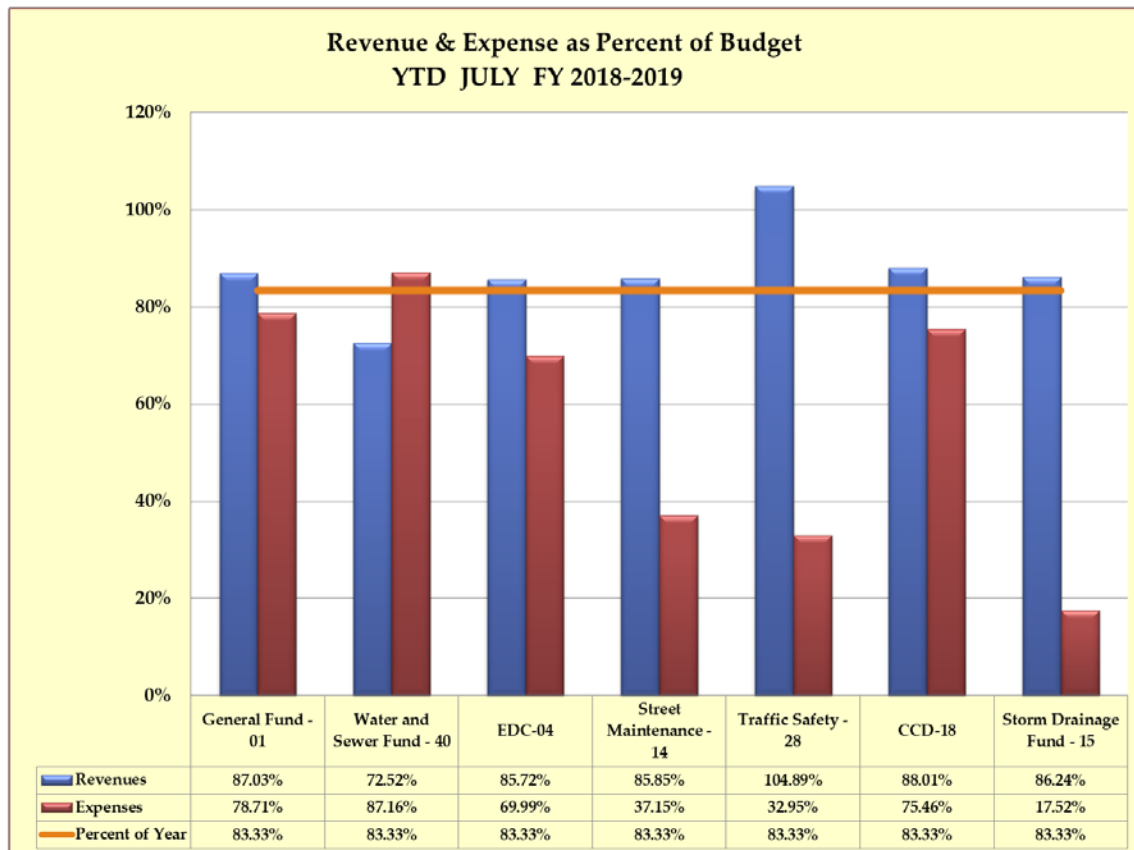
SALES TAX RECEIPTS COMPARISONS JUNE 2018 vs. JUNE 2019 RECEIVED FROM COMPTROLLER - AUGUST FISCAL YEAR 2018-19

Sales Tax Receipts for the Month:					
City	JUNE 2019 Sales	JUNE 2018 Sales	\$ Change	% Change	
Richland Hills	\$ 473,946.93	\$ 331,886.76	\$ 142,060.17	42.80%	
Euless	\$ 1,831,823.31	\$ 1,745,049.23	\$ 86,774.08	4.97%	
Fort Worth	\$ 14,975,148.66	\$ 14,675,449.36	\$ 299,699.30	2.04%	
Bedford	\$ 1,102,248.98	\$ 1,082,678.91	\$ 19,570.07	1.81%	
Keller	\$ 1,053,266.59	\$ 1,036,428.20	\$ 16,838.39	1.62%	
Roanoke	\$ 1,369,822.09	\$ 1,377,967.48	\$ (8,145.39)	-0.59%	
Southlake	\$ 2,404,412.07	\$ 2,437,904.11	\$ (33,492.04)	-1.37%	
Saginaw	\$ 526,730.62	\$ 538,988.83	\$ (12,258.21)	-2.27%	
Haltom City	\$ 1,302,985.19	\$ 1,348,822.58	\$ (45,837.39)	-3.40%	
Watauga	\$ 396,789.57	\$ 412,010.65	\$ (15,221.08)	-3.69%	
Grapevine	\$ 3,827,726.32	\$ 4,073,631.29	\$ (245,904.97)	-6.04%	
N. Richland Hills	\$ 1,392,599.89	\$ 1,483,711.21	\$ (91,111.32)	-6.14%	
Hurst	\$ 1,393,315.89	\$ 1,488,389.10	\$ (95,073.21)	-6.39%	
Colleyville	\$ 553,033.07	\$ 606,990.50	\$ (53,957.43)	-8.89%	

Source: State Comptroller

Financial Highlights

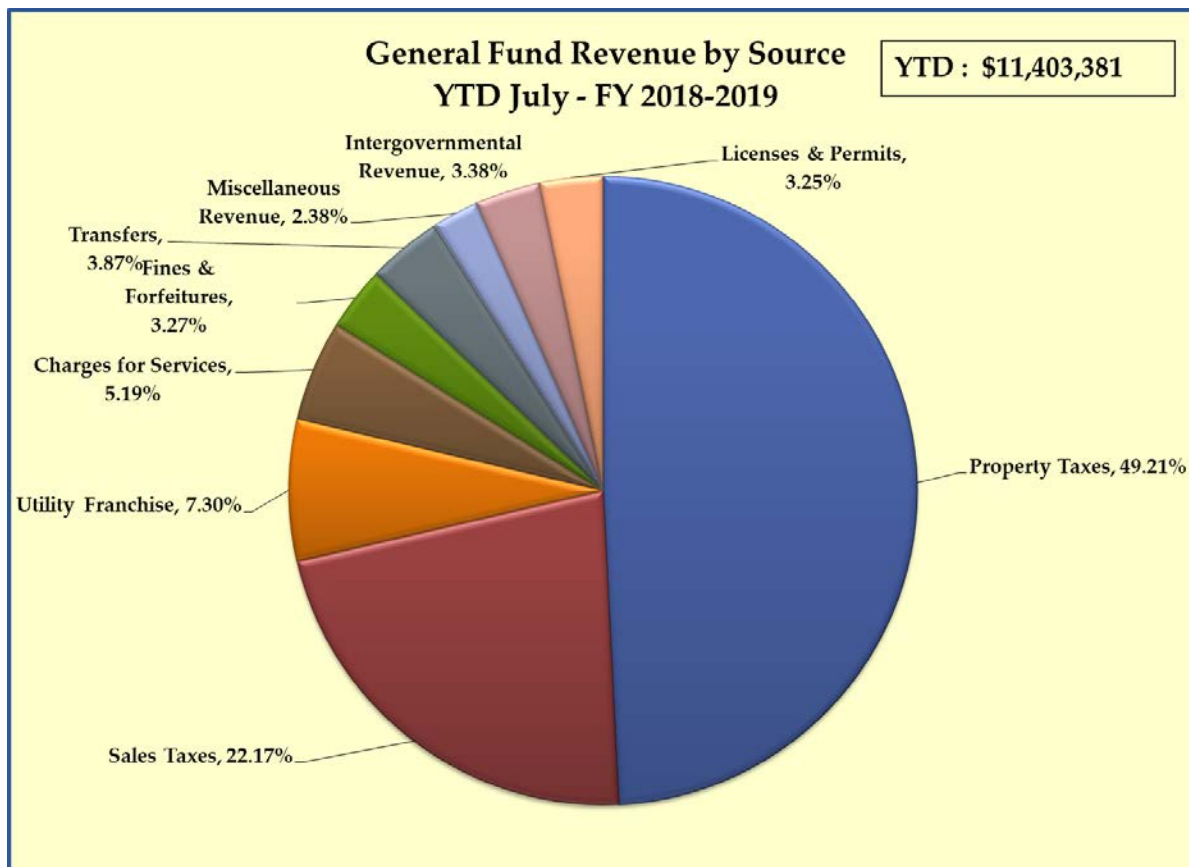
Through July, 2019, the City is 83% through the fiscal year. All revenue and expenses are reflected in the chart below and details of each fund's revenues and expenditures are attached.



General Fund

Revenues – Year-to-date revenues are in line with expectations representing 87% of budget collected.

Property Tax - Year-to-date, the City has received 99.6% of budgeted property taxes. Receipts are in line with expectations at this time. The majority of the City's ad valorem tax receipts are received in the month of December and January.



Utility Franchise Revenue - The majority of franchise receipts are received on a quarterly basis. The City has received 81.9% of budgeted franchise fee revenues through July, 2019. The City also receives annual electric and gas franchise fees on an annual basis. The electric and gas franchise fees were received in March, 2019.

Licenses and Permits - License and permit fees are at 70% of budget collected, a decrease of \$363,459 over prior year, primarily due to the Parkview subdivision being completed last fiscal year.

Charges for Services - Charges for Services revenues are at 77.9% of budget collected. Charges for services include recreation fees, ambulance services, garbage collection fees and animal adoption fees.

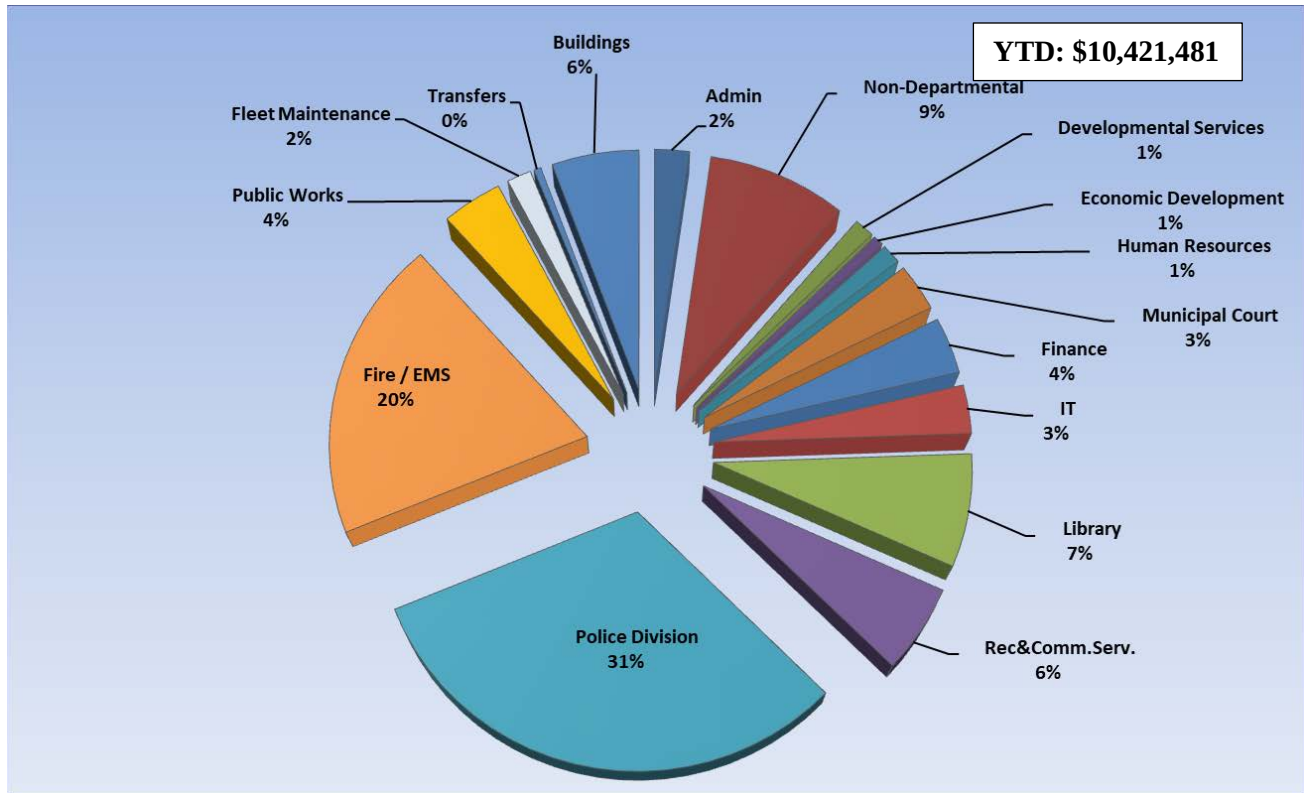
Fines and Forfeitures - Fines and Forfeitures are at 50% of budget which is \$9,466, or 2.6% higher than last year's collections.

Miscellaneous Revenue - Miscellaneous revenues include Interest earnings, rental of recreational facilities, and other revenue. These receipts total \$271,379 which is 71.8% of budgeted revenues.

Intergovernmental Revenue and Transfers - Intergovernmental Revenue is 76.7% of budget and Transfers are at 77.6% of budget.

Expenses - General fund expenses in total are in line with budget expectations at 78.7% of budget expended. Expenditures are 2.2% lower in comparison to prior year.

GENERAL FUND EXPENDITURES BY DEPARTMENT

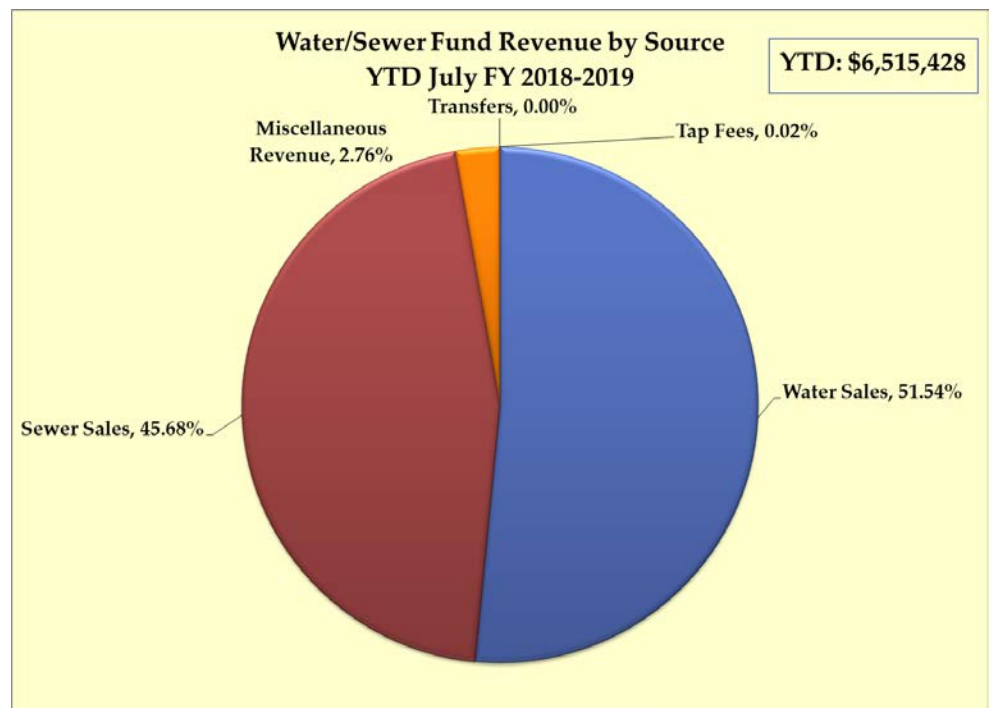


Water and Sewer Fund

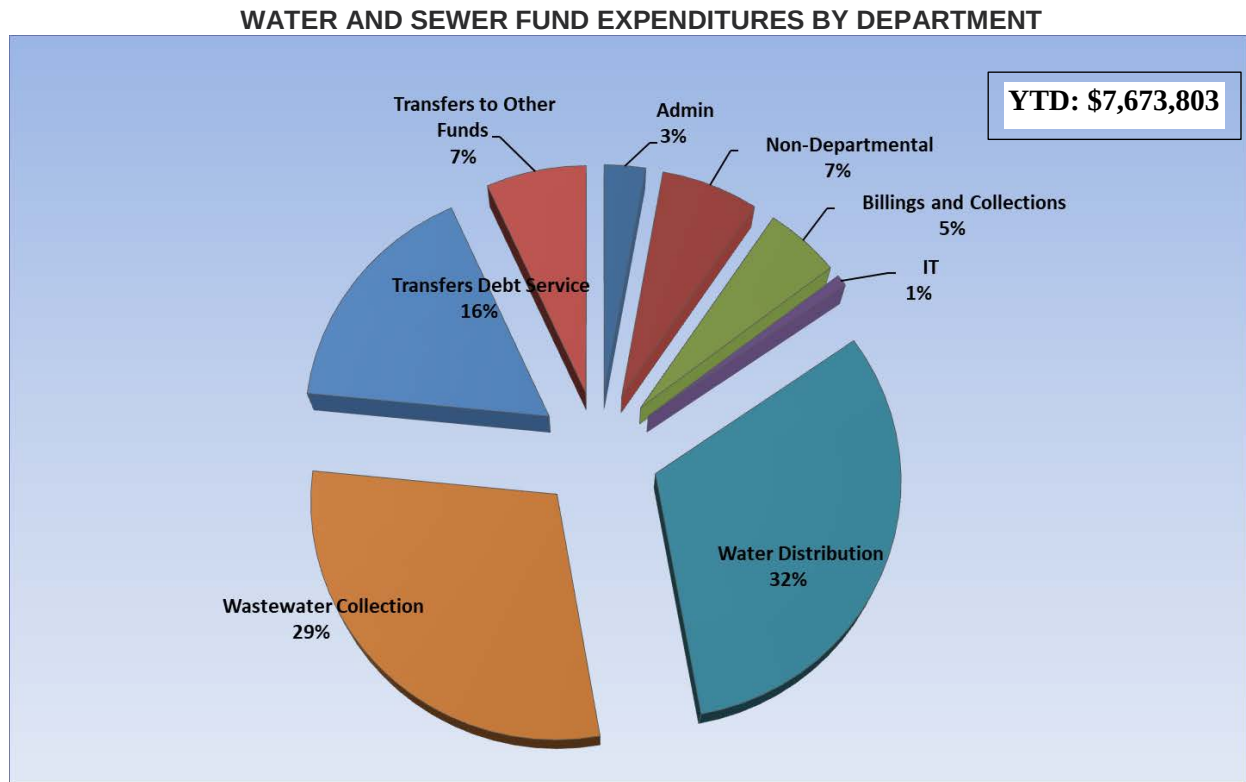
Water and sewer revenues are currently at 72.5% of budgeted revenues through July, 2019. Water revenues have decreased by 6.89% in comparison to last year due to lower consumption.

Miscellaneous Sales

- Miscellaneous sales include penalty revenue, EPA revenue, service charges, returned check fees, and damaged/tampering fees. This category of revenue is at 83.7% of budget collected.



Expenses – Year-to-date expenses in the Water/Sewer fund are higher than budget expectations and are currently at 87.2%. This is primarily due to increased wastewater costs from the City of Ft. Worth for increased wastewater volume treated. Earlier this fiscal year, the excessive rainfall has caused the City to experience inflow and infiltration in the City’s wastewater lines. In addition, the City has experienced higher wholesale water billings due to water leaks. Public Works continues to investigate these issues. The breakdown of expenses by department is shown below:



Storm Drain Fund – Revenues have increased 2.5% when compared with FY2017-18 and represent 86.2% of budget collected. Expenses are at 17.5% of budget in this fund through July 2019. The capital improvement projects budgeted in this fund total \$2.4 million. The Whitley Road 2 drainage project will begin later this fiscal year.

Special Revenue Funds - In the Street Maintenance Fund, revenues are on target with 85.9% of budget collected and expenses are at 37.2% of budget. The Crime Control and Prevention District has collected 88% of total revenues and is at 75.5% of budget expended. The Economic Development Corporation Fund has collected 85.7% of sales tax revenues and is at 70% of budget expended through July, 2019. The Traffic Safety Fund (Red Light ticket program) has collected \$841,655 of fines or 105.2% of budget year-to-date and expenditures are at 32.9% of budget at this time. The City’s photographic enforcement program was discontinued effective 6/2/2019 due to the passage of HB1631 but collections continue through 8/31/2019 for tickets issued before termination of the program.

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2019
For the period ending July 31, 2019 (4th FY Qtr.)

GENERAL FUND - 01

REVENUE:	CURRENT BUDGET	7/31/2019 YTD ACTUAL	% USED	% REMAINING	7/31/2018 YTD ACTUAL	\$ CHG 19 vs 18	% CHG 19 vs 18
TAXES							
AD VALOREM	5,583,000	5,559,045	99.57%	0.43%	5,153,351	405,694	7.87%
Delinquent	26,000	24,300	93.46%	6.54%	10,030	14,270	142.27%
Penalty & Interest	27,000	27,846	103.13%	-3.13%	24,579	3,267	13.29%
SALES TAX	2,967,000	2,527,707	85.19%	14.81%	2,444,540	83,167	3.40%
UTILITY FRANCHISE	1,017,000	832,416	81.85%	18.15%	791,838	40,578	5.12%
LICENSES & PERMITS	529,000	370,058	69.95%	30.05%	733,517	(363,459)	-49.55%
INTERGOVERNMENTAL REVENUE	502,600	385,268	76.65%	23.35%	399,616	(14,348)	-3.59%
CHARGES FOR SERVICES	760,000	591,768	77.86%	22.14%	598,729	(6,962)	-1.16%
FINES & FORFEITURES	745,700	372,602	49.97%	50.03%	363,137	9,466	2.61%
MISCELLANEOUS INCOME	378,200	271,379	71.76%	28.24%	262,177	9,202	3.51%
OPERATING TRANSFERS IN	568,000	440,993	77.64%	22.36%	453,481	(12,488)	-2.75%
TOTAL REVENUE	\$13,103,500	\$11,403,381	87.03%	12.97%	\$11,234,994	\$168,387	1.50%
ADMINISTRATION	293,800	234,616	79.86%	20.14%	210,706	23,910	11.35%
HUMAN RESOURCES	168,250	132,587	78.80%	21.20%	134,872	(2,284)	-1.69%
BUILDINGS - PW	819,000	587,561	71.74%	28.26%	594,048	(6,487)	-1.09%
FINANCE	459,850	385,096	83.74%	16.26%	363,493	21,603	5.94%
MUNICIPAL COURT - FIN	410,450	324,641	79.09%	20.91%	297,998	26,643	8.94%
DEVELOPMENTAL SERVICES - PW	176,018	133,791	76.01%	23.99%	206,927	(73,136)	-35.34%
LIBRARY	985,700	760,824	77.19%	22.81%	753,949	6,875	0.91%
RECREATION	706,082	590,555	83.64%	16.36%	565,250	25,305	4.48%
POLICE	4,074,650	3,268,032	80.20%	19.80%	2,748,067	519,965	18.92%
FIRE/EMS	2,576,350	2,049,480	79.55%	20.45%	1,886,594	162,885	8.63%
PUBLIC WORKS - STREETS	618,950	407,896	65.90%	34.10%	409,855	(1,958)	-0.48%
FLEET MANAGEMENT - PW	203,800	162,554	79.76%	20.24%	150,586	11,968	7.95%
NON-DEPARTMENTAL	1,211,700	940,220	77.60%	22.40%	1,097,255	(157,035)	-14.31%
INFORMATION TECHNOLOGY	395,050	328,460	83.14%	16.86%	285,033	43,428	15.24%
ECONOMIC DEVELOPMENT	93,580	67,667	72.31%	27.69%	155,456	(87,790)	-56.47%
TRANSFERS TO OTHER FUNDS	47,500	47,500	100.00%	0.00%	335,583	(288,083)	-85.85%
TOTAL EXPENDITURES	\$13,240,730	\$10,421,481	78.71%	21.29%	\$10,195,672	\$225,809	2.21%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$137,230)	\$981,900			\$1,039,322	(\$57,422.04)	

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2019
For the period ending July 31, 2019 (4th FY Qtr.)

DEBT SERVICE FUND - 03

	<u>CURRENT BUDGET</u>	<u>7/31/2019 YTD ACTUAL</u>	<u>% USED</u>	<u>% REMAINING</u>	<u>7/31/2018 YTD ACTUAL</u>	<u>\$ CHG 19 vs 18</u>	<u>% CHG 19 vs 18</u>
REVENUE:							
TAXES							
AD VALOREM	2,420,000	2,394,222	98.93%	1.07%	2,236,676	\$157,546	7.04%
Delinquent	12,000	10,547	87.89%	12.11%	4,633	\$5,914	127.65%
Penalty & Interest	10,000	10,743	107.43%	-7.43%	9,757	\$986	10.11%
INTEREST EARNINGS	800	17,286	2160.75%	-2060.75%	10,265	\$7,021	68.40%
OTHER FINANCING SOURCES	-	0	-	-	0	\$0	-
OPERATING TRANSFERS IN	-	0	-	-	0	\$0	-
TOTAL REVENUE	\$2,442,800	\$2,432,797	99.59%	0.41%	\$2,261,330	\$171,467	7.58%
 Contractual & Sundry	 2,496,122	 299,033	 11.98%	 88.02%	 192,265	 \$106,768	 0.00%
TOTAL EXPENDITURES	\$2,496,122	2,489,917	99.75%	0.25%	2,084,116	\$405,801	0.00%
 EXCESS REVENUE OVER (UNDER) EXPENDITURES	 (\$53,321.58)	 -\$57,119			 \$177,215	 -\$234,334	

100.00%

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2019
For the period ending July 31, 2019 (4th FY Qtr.)

Strategic Initiative Fund - 13

REVENUE:	CURRENT BUDGET	7/31/2019 YTD ACTUAL	% USED	% REMAINING	7/31/2018 YTD ACTUAL	\$ CHG 19 vs 18	% CHG 19 vs 18
INTEREST EARNINGS	1,000	4,067	406.71%	-306.71%	3,682	385	10.46%
INTEREST/ESCROW	-	-	-	-	-	-	-
TRANSFERS	-	-	-	-	49,583	(49,583)	-100.00%
TOTAL REVENUE	\$1,000	\$4,067	406.71%	-306.71%	\$53,265	(49,198)	-92.36%
CONTRACTUAL & SUNDRY	155,000	71,851	46.36%	53.64%	85,987	(14,136)	-16.44%
TOTAL EXPENDITURES	155,000	71,851	46.36%	53.64%	\$ 85,987	(14,136)	-16.44%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$154,000)	(\$67,784)			(\$32,721)	-\$35,063	

100.00%

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2019
For the period ending July 31, 2019 (4th FY Qtr.)

WATER & SEWER - 40

	CURRENT BUDGET	7/31/2019 YTD ACTUAL	% USED	% REMAINING	7/31/2018 YTD ACTUAL	\$ CHG 19 vs 18	% CHG 19 vs 18
REVENUE:							
WATER SALES	4,800,000	3,271,626	68.16%	31.84%	3,513,582	(241,956)	-6.89%
SEWER SALES	3,750,000	2,899,561	77.32%	22.68%	2,934,814	(35,253)	-1.20%
MISCELLANEOUS	209,000	175,022	83.74%	16.26%	175,796	(774)	-0.44%
PENALTY	205,000	142,026	69.28%	30.72%	145,992	(3,966)	-2.72%
INTEREST	20,000	25,942	129.71%	-29.71%	15,490	10,453	67.48%
TRANSFERS	-	-	-	-	-	-	0.00%
TAP FEES	-	1,250	-	-	22,550	(21,300)	-94.46%
SALE OF ASSETS	-	-	-	-	-	-	-
TOTAL REVENUE	\$8,984,000	\$6,515,428	72.52%	27.48%	\$6,808,224	(\$292,796)	-4.30%
ADMINISTRATIVE	271,300	216,938	79.96%	20.04%	223,825	(6,887)	-3.08%
NON-DEPARTMENTAL	655,180	509,057	77.70%	22.30%	569,848	(60,792)	-10.67%
BILLING & COLLECTIONS	507,800	395,736	77.93%	22.07%	371,458	24,277	6.54%
MGT. INFO SYSTEMS	75,900	60,475	79.68%	20.32%	58,780	1,696	2.88%
WATER DISTRIBUTION	2,899,400	2,439,903	84.15%	15.85%	1,987,212	452,691	22.78%
WASTEWATER COLLECTION	2,407,700	2,252,956	93.57%	6.43%	1,389,680	863,276	62.12%
TRANSFERS	1,986,500	1,798,738	90.55%	9.45%	1,759,828	38,910	2.21%
TOTAL EXPENDITURES	\$8,803,780	\$7,673,803	87.16%	12.84%	\$6,360,630	\$1,313,172	20.65%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	\$180,220	(\$1,158,375)			\$447,594	(\$1,605,968)	

100.00%

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2019
For the period ending July 31, 2019 (4th FY Qtr.)

ECONOMIC DEVELOPMENT CORP - 04

	CURRENT BUDGET	7/31/2019 YTD ACTUAL	% USED	% REMAINING	7/31/2018 YTD ACTUAL	\$ CHG 19 vs 18	% CHG 19 vs 18
REVENUE:							
SALES TAX	728,000	621,481	85.37%	14.63%	602,821	18,659	3.10%
INTEREST EARNINGS	7,500	8,987	119.82%	-19.82%	7,547	1,439	19.07%
INTEREST/ESCROW	-	-	-	-	-	-	-
CONTRIBUTIONS/OTHER	-	-	-	-	-	-	-
TOTAL REVENUE	\$735,500	\$630,467	85.72%	14.28%	\$610,369	20,099	3.29%
PERSONNEL SERVICES	447,400	334,714	74.81%	25.19%	362,371	(27,657)	-7.63%
NON-DEPARTMENTAL	21,390	14,813	69.25%	30.75%	13,276	1,538	11.58%
SUPPLIES	63,100	28,312	44.87%	55.13%	27,536	776	2.82%
MAINTENANCE	62,200	28,472	45.77%	54.23%	46,346	(17,874)	-38.57%
CONTRACTUAL & SUNDRY	144,100	101,159	70.20%	29.80%	79,717	21,443	26.90%
TRANSFERS	50,900	43,157	84.79%	15.21%	30,127	13,030	43.25%
CAPITAL OUTLAY	5,500	5,500	100.00%	0.00%	6,200	(700)	0.00%
TOTAL EXPENDITURES	794,590	556,128	69.99%	30.01%	\$ 565,572	(9,444)	-1.67%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$59,090)	\$74,340			\$44,796	\$29,543	

100.00%

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2019
For the period ending July 31, 2019 (4th FY Qtr.)

STREET MAINTENANCE FUND - 14

	<u>CURRENT BUDGET</u>	<u>7/31/2019 YTD ACTUAL</u>	<u>% USED</u>	<u>% REMAINING</u>	<u>7/31/2018 YTD ACTUAL</u>	<u>\$ CHG 19 vs 18</u>	<u>% CHG 19 vs 18</u>
REVENUE:							
SALES TAX	723,000	620,725	85.85%	14.15%	596,065	24,661	4.1%
INTEREST EARNINGS	9,000	13,301	-	-	9,447	3,855	40.8%
INTEREST/ESCROW	-	-	-	-	-	0	-
CONTRIBUTIONS/OTHER	-	-	-	-	-	0	-
TOTAL REVENUE	\$ 732,000	\$634,027	85.85%	14.15%	605,512	\$28,515	4.71%
MAINTENANCE	100,000	59,525	59.53%	40.47%	73,278	(13,753)	-18.8%
CONTRACTUAL & SUNDRY	8,000	595	7.44%	92.56%	3,665	(3,070)	-83.8%
CAPITAL OUTLAY	600,000	202,918	33.82%	66.18%	179,810	23,108	12.9%
TOTAL EXPENDITURES	708,000	263,038	37.15%	62.85%	256,753	\$6,285	2.4%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	\$24,000	\$370,989			\$348,758	\$22,230	

100.00%

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2019
For the period ending July 31, 2019 (4th FY Qtr.)

STORM DRAIN FUND - 15

	<u>CURRENT BUDGET</u>	<u>7/31/2019 YTD ACTUAL</u>	<u>% USED</u>	<u>% REMAINING</u>	<u>7/31/2018 YTD ACTUAL</u>	<u>\$ CHG 19 vs 18</u>	<u>% CHG 19 vs 18</u>
REVENUE:							
USERS FEE	1,452,000	1,224,327	84.32%	15.68%	1,207,782	16,545	1.37%
OTHER REVENUE	-	-	-	-	-	-	-
INTEREST INCOME	25,000	49,379	197.52%	-97.52%	34,569	14,810	42.84%
						-	-
TOTAL REVENUE	\$1,477,000	\$1,273,706	86.24%	13.76%	\$1,242,351	\$31,355	2.52%
PERSONNEL	497,200	356,529	71.71%	28.29%	\$358,035	(1,506)	-0.42%
SUPPLIES	38,600	13,927	36.08%	63.92%	\$20,662	(6,735)	-32.59%
MAINTENANCE	56,500	10,434	18.47%	81.53%	\$7,127	3,308	46.41%
CONTRACTUAL & SUNDRY	203,230	117,812	57.97%	42.03%	\$129,092	(11,280)	-8.74%
CAPITAL	2,483,000	6,646	0.27%	99.73%	\$72,828	(66,181)	-90.87%
TRANSFERS TO OTHER FUNDS	103,600	87,049	84.02%	15.98%	\$98,722	(11,673)	-11.82%
TOTAL EXPENDITURES	\$3,382,130	\$592,399	17.52%	82.48%	\$686,467	(\$94,068)	-13.70%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$1,905,130)	\$681,308			\$555,885	\$125,423	

100.00%

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2019
For the period ending July 31, 2019 (4th FY Qtr.)

CRIME CONTROL DISTRICT - 18

REVENUE:	CURRENT BUDGET	7/31/2019 YTD ACTUAL	% USED	% REMAINING	7/31/2018 YTD ACTUAL	\$ CHG 19 vs 18	% CHG 19 vs 18
SALES TAX	1,436,000	1,232,549	85.83%	14.17%	1,185,306	47,244	3.99%
INTEREST EARNING/OTHER	57,000	81,390	142.79%	-42.79%	14,129	67,260	476.04%
			-	-		-	-
TOTAL REVENUE	\$1,493,000	\$1,313,939	88.01%	11.99%	\$1,199,435	\$114,504	9.55%
PERSONNEL SERVICES	994,000	734,001	73.84%	26.16%	\$721,840	12,161	1.68%
SUPPLIES	147,500	102,879	69.75%	30.25%	\$100,906	1,974	1.96%
MAINTENANCE	206,000	178,635	86.72%	13.28%	\$192,516	(13,881)	-7.21%
CONTRACTUAL & SUNDRY	316,870	250,619	79.09%	20.91%	\$234,787	15,832	6.74%
TRANSFERS	44,000	37,151	84.43%	15.57%	\$330,405	(293,254)	-88.76%
CAPITAL OUTLAY	24,500	4,372	17.85%	82.15%	\$28,807	(24,435)	0.00%
TOTAL EXPENDITURES	1,732,870	1,307,658	75.46%	24.54%	\$1,609,261	(\$301,603)	-18.74%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$239,870)	\$6,281			\$ (409,826)	\$416,107	

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2019
For the period ending July 31, 2019 (4th FY Qtr.)

Traffic Safety - 28

	CURRENT BUDGET	7/31/2019 YTD ACTUAL	% USED	% REMAINING	7/31/2018 YTD ACTUAL	\$ CHG 19 vs 18	% CHG 19 vs 18
REVENUE:							
FINES & FORFEITURES	800,000	839,108	104.89%	-4.89%	809,816	29,292	3.62%
INTEREST	-	2,547	-	-	1,050	1,497	-
		-	-	-	-	-	-
TOTAL REVENUE	800,000	841,655	105.21%	-4.89%	810,866	30,789	3.80%
PERSONNEL SERVICES	263,200	125,812	47.80%	52.20%	98,888	26,923	27.23%
SUPPLIES	4,500	720	16.00%	84.00%	2,000	(1,280)	0.00%
CONTRACTUAL & SUNDRY	506,060	122,465	24.20%	75.80%	169,683	(47,218)	-27.83%
CAPITAL OUTLAY	7,600	8,455	111.25%	-11.25%	43,577	(35,122)	0.00%
TOTAL EXPENDITURES	781,360	257,452	32.95%	67.05%	314,149	(56,697)	-18.05%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	\$18,640	\$584,203			\$496,717	\$87,486	

100.00%



AGENDA MEMORANDUM

DATE: August 28, 2019

TO: Honorable City Council Members

FROM: Andrea Gardner, City Manager

SUBJECT: Consider action on the July 30, 2019 Party City Business Recognition Event Minutes; August 2, 2019 Coffee After Hours Minutes; August 5, 2019 Workshop Minutes; August 5, 2019 Special Council Meeting Minutes; August 7, 2019 Budget Workshop Minutes; 2019 Bi-Annual Bowling Mixer Minutes, August 12, 2019 Workshop Minutes, August 26, 2019 Special Council Meeting Minutes, August 15, 2019 Joint Special Meeting Minutes, and August 19, 2019 Special Council Meeting Minutes.

BACKGROUND/INFORMATION:

This item contains the draft for Meeting Minutes for Council review and approval.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Council review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 08052019 SP CC MIN
2. 08052019 WKSHP
3. 08022019 CC MIN COFFEE
4. 07302019 CC Party City
5. 08072019 BUDGET WKSHP MIN
6. 08272019 CC BOWLING MIXER
7. 08122019 WKSHP
8. 08262019 SP CC MIN
9. 08152019 SP CC MIN
10. 08192019 SP CC MIN

REVIEWED BY:

Tara Rogers, Deputy City Secretary
Andrea Gardner, City Manager

Approved - 9/4/2019
Final Approval - 9/4/2019



AGENDA MEMORANDUM

Approved as to form for inclusion on Agenda

**MINUTES
WATAUGA CITY COUNCIL
SPECIAL MEETING
MONDAY, AUGUST 5, 2019
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
6:30 P.M.**

CALL TO ORDER

The City Council of the City of Watauga, Texas convened at 6:54 p.m., for the purpose of conducting a special meeting with the following members present:

Mayor Arthur L. Miner
Mayor Pro Tem/Council Member, Place 6 Mark Taylor
Council Member, Place 1 Scott Prescher
Council Member, Place 2 Tom Snyder
Council Member, Place 3 Lovie Downey
Council Member, Place 4 Andrew Neal
Council Member, Place 5 Juanita King
Council Member, Place 7 Kim Irving

and

Andrea Gardner, City Manager
Tara Rogers, Deputy City Secretary
Marcia Reyna, Director of Human Resources/Civil Service
Sandra Gibson, Finance Director
Raquel Guajardo, Assistant to the City Secretary
Brad Fraley, Systems Administrator

INVOCATION

The invocation was given by Watauga citizen, Lindsey Neal.

PLEDGE TO THE FLAG

Mayor Miner led the pledge to the United States flag and the Texas flag.

DISCUSSION AND APPROVAL OF MEETING AGENDA

1. Consideration and action on approval of meeting agenda

Mayor Miner asked for discussion.

Council Member Andrew Neal made a motion to accept the item as presented.
The motion was seconded by Council Member Kim Irving.

The vote was called to accept the meeting agenda as presented passed as follows: 7-0-0-0.

AYES: Neal, King, Downey, Taylor, Prescher, Snyder, Irving
NAYS: None
ABSENT: None
ABSTAIN: None

- Council Member Downey's vote was manual by a show of hand due to technical issues.

REPORTS

NEW BUSINESS

1. Discussion and consider action setting a Public Hearing date for the proposed FY 2019-20 Budget for August 19, 2019.

Finance Director, Sandra Gibson, recommended public hearing be set for August 19, 2019, to allow for public input on the Budget for FY 2019-20.

Mayor called for Public Comment.

Citizen, **Steve Welch 6925 Bernadine Drive**, thanked Sandra Gibson for her earlier presentation during the Budget Workshop and asked for a list of acronyms to help in understanding some of them.

Council Member, Irving made a motion to set a public hearing date for FY 2019-20 Budget for August 19, 2019 at 6:30 p.m. The motion was seconded by Council Member, King. The vote was called and passed as follows: 7-0-0-0.

AYES: Neal, King, Downey, Taylor, Prescher, Snyder, Irving
NAYS: None
ABSENT: None
ABSTAIN: None

- Council Member Downey's vote was manual by a show of hand due to technical issues.

2. Discuss and consider action on setting a public hearing date for the FY 2019-20 proposed tax rate of .058050 per \$100 valuation for August 19 and August 26, 2019.

Finance Director, Sandra Gibson, recommended the public hearing be set for August 19 and August 26, 2019 to allow for public input on the proposed tax rate for FY 2019-20. Stated 2 (two) public hearings are required.

Mayor called for Public Comment. There were none.

Mayor Pro Tem, Taylor made a motion to set the public hearings for August 19 and August 26 for the proposed tax rate for FY 2019-20 at 6:30 p.m. The motion was seconded by Council Member, Irving. The vote was called and passed as follows: 7-0-0-0.

AYES: Neal, King, Downey, Taylor, Prescher, Snyder, Irving
NAYS: None
ABSENT: None
ABSTAIN: None

- Council Member Downey's vote was manual by a show of hand due to technical issues.

3. Discuss and consider the adoption of a Resolution of the City Council of the City of Watauga, Texas, adopting and implementing standard operating procedure No. CMO-007 for the purpose of providing a consistent process for the selection of board, committee and commission members; providing a savings clause, providing for repeal; and providing an effective date.

City Manager, Andrea Gardner, presented a standard operating procedure that was created due to council direction from the July 2019 meeting. The SOP is to add standard processes to the appointments and reappointments of the Council to the Boards, Committees, and Commissions.

Mayor called for Public Comment. There was none.

Council Member, Scott Prescher, made a motion to adopt the resolution. The motion was seconded by Council Member Neal. The vote passed as follows: 7-0-0-0.

AYES: Neal, King, Downey, Taylor, Prescher, Snyder, Irving
NAYS: None
ABSENT: None
ABSTAIN: None

- Council Member Downey's vote was manual by a show of hand due to technical issues.

4. Discuss and consider action on approval of Mayor's recommendations to appoint City Council Liaisons.

City Manager, Andrea Gardner, explained that due to discussions the regular June recommendations had been postponed to tonight, and yielded the floor to the Mayor.

Mayor Miner amended the Council Liaisons appointments as follows: Council Member Prescher and Council Member King will switch places for the Parks Advisory Board, Youth Advisory Board, and the Library Board.

Mayor called for Public Comment. There was none.

Mayor Pro Tem, Mark Taylor, made a motion to accept the appointments as amended. The motion was seconded by Council Member King. The vote passed as follows: 7-0-0-0.

AYES: Neal, King, Downey, Taylor, Prescher, Snyder, Irving
NAYS: None
ABSENT: None
ABSTAIN: None

- Council Member Downey's vote was manual by a show of hand due to technical issues.

5. Discuss and consider action on appointments and reappointments to the Charter Review Commission.

City Manager, Andrea Gardner made Council aware the Code of Ordinances affords the Charter Review Commission to make recommendations to the Mayor, who in turn makes recommendations to the Council.

Mayor called for Public Comment. There was none.

After a lengthy discussion between Council, Mayor and the City Manager, the Council proceeded to amend the recommendations of the Mayor as follows:

Council Member Irving made a motion to amend the Mayors recommendation by recommending Danielle Tucker for Charter Review Commission Place 2, replacing the recommendation of Jan Hill. The motion was seconded by Council Member Neal. The vote on the motion passed as follows: 4-3-0-0.

AYES: Neal, Downey, Prescher, Irving
NAYS: Taylor, King, Snyder,
ABSENT: None
ABSTAIN: None

- Council Member Downey's vote was manual by a show of hand due to technical issues.

Council Member Neal made a motion to amend the Mayor's recommendation by recommending Mary Stormer for the Charter Review Commission to Place 5, replacing Pete Bierschmitt. The motion was seconded by Council Member Prescher. The vote on the motion passed as follows: 6-1-0-0.

AYES: Neal, King, Downey, Prescher, Snyder, Irving
NAYS: Taylor
ABSENT: None
ABSTAIN: None

- Council Member Downey's vote was manual by a show of hand due to technical issues.

Council Member Prescher made a motion to approve the Mayor's recommendations as amended by the prior 2 amendments. The motion was seconded by Council Member Irving.

Council Member Downey made a motion to amend the Mayor's recommendations by recommending Jan Hill to Place 1 of the Charter Review Commission., replacing Becky Heartless. The motion was seconded by Council Member Andrew Neal. The vote passed as follows:

AYES: Neal, King, Downey, Prescher, Snyder, Irving
NAYS: Taylor
ABSENT: None
ABSTAIN: None

- Council Member Downey's vote was manual by a show of hand due to technical issues.

The vote for the previous motion from Council Member Scott Prescher was restated to include the 3 amendments to the Mayor's recommendations and was seconded by Council Member Irving. The vote passed as follows: 6-1-0-0.

AYES: Neal, King, Downey, Prescher, Snyder, Irving
NAYS: Taylor
ABSENT: None
ABSTAIN: None

- Council Member Downey's vote was manual by a show of hand due to technical issues.

City Manager, Andrea Gardner restated the actions that had just taken place for clarification.

Place 1 Jan Hill, Place 2 Danielle Tucker, Place 3 Andrew Ivy, Place 4 Leah Chauvin, Place 5 Mary Stormer, Place 6 Lee Griffin, Place 7 Kip Woodruff.

Motion made by Council Member Downey to recess for 10 minutes. The motion was seconded by Council Member Snyder.

Recess at 7:43pm.

Mayor called meeting back in session at 7:50 p.m.

6. Discuss and consider action on appointments and reappointments to the Watauga Civil Service Commission and revise the term end dates for certain Places on the Commission.

City Manager, Andrea Gardner gave overview of the Commission and the rules and laws for appointments. The recommendation from the Mayor is to reappoint Barry Sullivan.

Mayor asked for Public Comments:

Citizen, **Steve Welch 6925 Bernadine Drive**, suggested the Council review at a later date the applications before they make an appointment.

Mayor Miner responded that the applications and the process have been through a lengthy recommendation process.

Citizen, **Lindsey Neal 6920 Cheetham Drive**, asked if there are background checks and a verification process of the applicants applying for the positions on the Boards, Commissions, and Committees.

City Manager, Andrea Gardner responded that the vetting process of the applicants is dependent of the Board and the rules and laws that apply specifically to that Board.

Council further discussed the process regarding the Board appointments.

Council Member, Scott Prescher made a motion to approve the item as presented. The motion was seconded by Mayor Pro Tem, Taylor. The vote passed as follows: 7-0-0-0.

AYES: Neal, King, Downey, Prescher, Snyder, Irving, Taylor
NAYS: None
ABSENT: None
ABSTAIN: None

- Council Member Downey's vote was manual by a show of hand due to technical issues.

7. Discuss and consider the adoption of a Resolution of the City Council of the City of Watauga, Texas, adopting and implementing the City of Watauga Council

Rules of Procedure Manual; providing a savings clause, providing for repeal and providing an effective date.

City Manager, Andrea Gardner gave an overview of the changes requested after the July Workshop that are incorporated within the item.

Mayor called for Public Comment. There was none.

Council Member Prescher made some grammatical amendments to the procedures manual.

Council Member, Scott Prescher made a motion to approve the item as amended. The motion was seconded by Council Member Snyder.

Council discussed further.

Council Member, Andrew Neal made a motion to require 2 council members for an item to be placed on an agenda. The motion was seconded by Council Member, King. Council discussed further. The vote passed as follows: 4-3-0-0.

AYES: Neal, King, Downey, Taylor

NAYS: Prescher, Irving, Snyder

ABSENT: None

ABSTAIN: None

- Council Member Downey's vote was manual by a show of hand due to technical issues.

Council Members discussed further.

Council Member, Scott Prescher made a motion to add additional amendment adding the word personal in front of "electronic devises". The motion was seconded by Council Member, Downey. The vote passed as follows: 7-0-0-0.

AYES: Neal, King, Downey, Prescher, Snyder, Irving, Taylor

NAYS: None

ABSENT: None

ABSTAIN: None

- Council Member Downey's vote was manual by a show of hand due to technical issues.

Council discussed further.

Original motion was brought back to the table, Council Member, Scott Prescher made a motion to approve the item as amended. The motion was seconded by Council Member Snyder. The vote passed as follows: 6-1-0-0.

AYES: Neal, King, Downey, Prescher, Snyder, Irving
NAYS: Taylor
ABSENT: None
ABSTAIN: None

- Council Member Downey's vote was manual by a show of hand due to technical issues.

8. Discuss and consider action to reschedule the Public Hearing on Watauga Crime Control & Prevention District proposed budget for 20192020 Fiscal Year.

Director of Finance, Sandra Gibson stated there the deadline for posting this item was not met, asking to reschedule the Public Hearing to August 12, 2019 at 6:30pm.

Mayor called for Public Comment. There was none.

Council Member, Tom Snyder made a motion to accept the item as presented. The motion was seconded by Council Member, Downey. The vote passed as follows: 7-0-0-0.

AYES: Neal, King, Downey, Prescher, Snyder, Irving, Taylor
NAYS: None
ABSENT: None
ABSTAIN: None

- Council Member Downey's vote was manual by a show of hand due to technical issues.

9. Discuss and consider and action on setting the date of September 9, 2019 as the date to adopt the proposed tax rate of \$0.58050 per \$100 valuation for the FY20192020 Fiscal Year.

Director of Finance, Sandra Gibson requested this item be placed as an action item be put on the agenda for September 9, 2019, to adopt the proposed tax rate.

Mayor called for Public Comment. There was none.

Council Member, Andrew Neal made a motion to accept the item as presented. The motion was seconded by Mayor Pro Tem Taylor. The vote passed as follows: 7-0-0-0.

AYES: Neal, King, Downey, Prescher, Snyder, Irving, Taylor
NAYS: None
ABSENT: None
ABSTAIN: None

- Council Member Downey's vote was manual by a show of hand due to technical issues.

ITEMS FOR FUTURE AGENDAS

1. Mayor Miner would like the Council to consider a written process of interview questions of what they expect to see in applicants that are brought before them for Boards.

ADJOURNMENT

Mayor Miner adjourned the Special Meeting at 8:47 p.m.

APPROVED: this day of , 2019

SIGNED: this day of , 2019

APPROVED:

/s/ _____
Arthur L. Miner, Mayor

ATTEST:

/s/ _____
Andrea Gardner, City Secretary

NOTE: Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office

**MINUTES
WATAUGA CITY COUNCIL
WORKSHOP
MONDAY, AUGUST 5, 2019
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
5:30 P.M.**

The City Council of the City of Watauga, Texas convened at 5:35 p.m., for the purpose of conducting a workshop with the following members present:

Mayor, Arthur Miner
Council Member, Place 1 Scott Prescher
Council Member, Place 2 Tom Snyder
Council Member, Place 3 Lovie Downey
Council Member, Place 4 Andrew Neal
Council Member, Place 5 Juanita King
MPT, Council Member, Place 6 Mark Taylor

and

Andrea Gardner, City Manager
Tara Rogers, Deputy City Secretary
Sandra Gibson, Director of Finance
Bradley Fraley, Chief Information Officer/PIO

with

Council Member Kim Irving, arriving late with notice (5:56 p.m.)

Workshop to provide an overview of the Proposed Budget for FY 2019-2020

City Council met to receive an overview of the purposed budget for FY 2019-2020

Mayor gave the floor to City Manager, Andrea Gardner, who after brief comments of thanks for the work of the various departments on the budget, yielded the floor to Finance Director, Sandra Gibson, who led the presentation.

During the course of discussion, information was exchanged between Council and City Staff. No vote, order, decision, or other action was taken on the information presented.

ADJOURNMENT

Mayor Arthur Miner adjourned the workshop at 6:29 p.m.

APPROVED: this day of , 2019

SIGNED: this day of , 2019

APPROVED:

/S/
Arthur Miner, Mayor

ATTEST:

/S/
Andrea Gardner, City Secretary

NOTE: Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office

**MINUTES
COFFEE AFTER HOURS
WATAUGA CITY COUNCIL
CITY HALL 7105 WHITLEY ROAD
FRIDAY, AUGUST 2, 2019
7:00 P.M.**

The following members of the Watauga City Council attended the Coffee after Hours held on Friday, August 2, 2019 at 7:00 p.m. in the lobby of City Hall:

Arthur Miner	Mayor
Mark Taylor	Mayor Pro Tem, Council Member, Place 6
Scott Prescher	Council Member, Place 1
Tom Snyder	Council Member, Place 2
Lovie Downey,	Council Member, Place 3
Andrew Neal	Council Member, Place 4
Juanita King	Council Member, Place 5
Kim Irving	Council Member, Place 7

and

Andrea Gardner, City Manager

A meet and greet was held for the citizens of Watauga to interact with the members of the City Council on an informal basis. Each Council Member was assigned a station for the citizen engagement. The engagement consisted of citizens sharing thoughts, ideas and concerns with the individual members of the governing body that included the following topics:

- Code Enforcement
- Street Conditions
- User Fees
- Rental Properties
- Serving on Boards
- Curfew
- Splash Pad
- Bulk Waste Pick up
- Property Development
- Cell Tower

There was no discussion and debate by the members present and no action was taken on any City business at this meet and greet.

APPROVED:

this the ____ day of ____ 2019

SIGNED:

this the ____ day of ____ 2019

Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner, City Secretary

**MINUTES
PARTY CITY
15 YEAR BUSINESS ANNIVERSARY
WATAUGA CITY COUNCIL
7612 DENTON HWY, WATAUGA, TEXAS
TUESDAY, JULY 30, 2019
1:30 P.M.**

The following members of the Watauga City Council attended the 15 year business anniversary recognition ceremony of Party City, held on Tuesday, July 30, 2019 at 1:30 p.m. located at 7612 Denton Hwy, Watauga, Texas:

Arthur Miner	Mayor
Mark Taylor	Mayor Pro Tem, Council Member, Place 6
Lovie Downey,	Council Member, Place 3
Juanita King	Council Member, Place 5

and

Andrea Gardner, City Manager
Chief Shawn Fannan, Fire Department
Chief Robert Parker, Police Department
Denise Wilkinson, Economic Development
Jan Hill, WEDC Board Member

A presentation of recognition was given to Party City for their 15 year anniversary. There was no discussion and debate by the members present and no action was taken on any City business at this recognition event.

APPROVED: this the ____ day of ____ 2019

SIGNED: this the ____ day of ____ 2019

Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner, City Secretary

**MINUTES
WATAUGA CITY COUNCIL
BUDGET WORKSHOP
WEDNESDAY, AUGUST 7, 2019
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
6:30 P.M.**

CALL TO ORDER

The City Council of the City of Watauga, Texas convened at 6:50 p.m., for the purpose of conducting a special meeting with the following members present:

Mayor Arthur L. Miner
Mayor Pro Tem/Council Member, Place 6 Mark Taylor
Council Member, Place 1 Scott Prescher
Council Member, Place 2 Tom Snyder
Council Member, Place 3 Lovie Downey
Council Member, Place 4 Andrew Neal
Council Member, Place 5 Juanita King
Council Member, Place 7 Kim Irving

and

Andrea Gardner, City Manager
Tara Rogers, Deputy City Secretary
Marcia Reyna, Director of Human Resources/Civil Service
Sandra Gibson, Finance Director
Brad Fraley, Systems Administrator
Robert Parker, Chief of Police
Shawn Fannan, Fire Chief
Paul Hackleman, Director of Public Works
Lana Ewell, Library Director
Sal Torres, Director of Parks and Community Services

PRESENTATIONS

1. Presentation on the FY 2019-2020 Proposed Budget - Department Presentations

Director of Finance, Sandra Gibson gave an overview of the departmental budget presentations and gave the presentation for the Finance department.

Police Chief, Robert Parker, gave an overview of the departmental budget for the police department, animal control, and code enforcement.

Fire Chief, Shawn Fannan, gave an overview of the departmental budget for the fire department.

Director of Human Resources, Marcia Reyna gave an overview of the departmental budget for Human Resources.

Director of Public Works, Paul Hackleman, gave an overview of the departmental budget for public works.

Systems Administrator, Brad Fraley, gave an overview of the departmental budget for the IT department.

Library Director, Lana Ewell, gave an overview of the departmental budget for the city library.

Director of Parks and Community Services, Sal Torres, gave an overview of the departmental budget for the city's parks and recreation departments.

City Manager, Andrea Gardner, gave an overview of the budgets for the City Manager's Office, Economic Development Corporation, and the City Secretary's Office.

Council asked various questions from staff regarding the presentations. Questions included the negative impact to the City of no longer receiving red light camera revenues, the description of capital outlay requests and its relation to the budget, the impact and benefits of the Watauga Fit program from last Fiscal Year, the 4th of July celebration shared with the Mid Cities, how are sidewalks funded and how many miles of sidewalk does Watauga have.

ADJOURNMENT

APPROVED: this the ____ day of ____ 2019

SIGNED: this the ____ day of ____ 2019

Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner, City Secretary

NOTE: Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office

MINUTES
NE TARRANT CHAMBER 17TH BI-ANNUAL BOWLING MIXER
WATAUGA CITY COUNCIL
WATAUGA BOWLERO
7301 RUFÉ SNOW DR. WATAUGA, TEXAS 76148
TUESDAY, AUGUST 27, 2019
5:30 P.M.

The following members of the Watauga City Council attended the NE Tarrant 17TH Bi-annual Bowling Mixer held on Tuesday, August 27, 2019 at 5:30 p.m. located at 7301 Rufe Snow Dr., Watauga, Texas:

Arthur Miner	Mayor
Mark Taylor	Mayor Pro Tem, Council Member, Place 6
Lovie Downey,	Council Member, Place 3
Juanita King	Council Member, Place 5
Scott Prescher	Council Member, Place 1
Kim Irving	Council Member, Place 7
Andrew Neal	Council Member, Place 4

and

Andrea Gardner, City Manager

A group of participants from all around the NE Tarrant Chamber membership area gathered at this event to bowl and socialize. There was no discussion and debate by the members present and no action was taken on any City business at this social event.

APPROVED: this the ____ day of ____ 2019

SIGNED: this the ____ day of ____ 2019

Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner, City Secretary

**MINUTES
WATAUGA CITY COUNCIL
WORKSHOP
MONDAY, AUGUST 12, 2019
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
5:30 P.M.**

The City Council of the City of Watauga, Texas convened at 5:35 p.m., for the purpose of conducting a workshop with the following members present:

Mayor, Arthur Miner (absent with notice)
Council Member, Place 1 Scott Prescher (absent with notice)
Council Member, Place 2 Tom Snyder
Council Member, Place 3 Lovie Downey
Council Member, Place 4 Andrew Neal
Council Member, Place 5 Juanita King
MPT, Council Member, Place 6 Mark Taylor

and

Andrea Gardner, City Manager
Tara Rogers, Deputy City Secretary
George Hyde, Interim City Attorney
Sandra Gibson, Director of Finance
Randy Richards, Building Official
Sal Torres, Director of Parks and Community Services
Bradley Fraley, Chief Information Officer/PIO

with

Council Member Kim Irving, arriving late with notice (5:40 p.m.)

Workshop to provide an overview of the Proposed User Fee Changes

City Council met to receive an overview of the purposed user fee changes.

Mayor Pro Tem gave the floor to Director of Finance, Sandra Gibson, who led the presentation.

During the course of discussion, information was exchanged between Council and City Staff. No vote, order, decision, or other action was taken on the information presented.

ADJOURNMENT

Mayor Pro Tem adjourned the workshop at 5:54 p.m.

APPROVED: this day of , 2019

SIGNED: this day of , 2019

APPROVED:

/S/
Arthur Miner, Mayor

ATTEST:

/S/
Andrea Gardner, City Secretary

NOTE: Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office

**MINUTES
WATAUGA CITY COUNCIL
SPECIAL MEETING
MONDAY, AUGUST 26, 2019
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
6:30 P.M.**

CALL TO ORDER

The City Council of the City of Watauga, Texas convened at 6:30 p.m., for the purpose of conducting a special meeting with the following members present:

Mayor Arthur L. Miner
Mayor Pro Tem/Council Member, Place 6 Mark Taylor
Council Member, Place 1 Scott Prescher
Council Member, Place 2 Tom Snyder (absent with notice)
Council Member, Place 3 Lovie Downey
Council Member, Place 4 Andrew Neal
Council Member, Place 5 Juanita King
Council Member, Place 7 Kim Irving (absent with notice)

and

Andrea Gardner, City Manager
Tara Rogers, Deputy City Secretary
Sandra Gibson, Director of Finance
Deby Woodard, Assistant Finance Director
Raquel Guajardo, Assistant to the City Secretary
Trang Nguyen, Systems Administrator

INVOCATION

The invocation was given by Watauga Citizen, Debra Adams.

PLEDGE OF ALLEGIANCE

The pledge to the American Flag and Texas Flag was lead by Mayor Miner.

PUBLIC HEARING

1. Conduct a Public Hearing for the Proposed FY2019-2020 Economic Development Budget

Director of Finance, Sandra Gibson, gave a brief summary of the budget.

Public hearing opened by Mayor Miner at 6:35 P.M.

Paul Hopkins, 7509 Meadow Brook Drive, asked questions regarding Capp Smith Park amenities and data base software. City Manager, Andrea Gardner, responded to the concerns, explaining the database uses and what exactly the

needs are for the database software. The response to the Capp Smith Park concerns was the EDC is involved in two major projects for the parks that is allowed under the law. The City has other funds that are designated for the other needs regarding parks. Economic Development funds must be utilized in accordance with Chapter 500 of the Texas Local government code.

The Mayor closed Public Hearing at 6:44 P.M.

2. Conduct a Public Hearing on a proposed tax rate of \$0.58050 per \$100 valuation for the FY 2019-2020 Fiscal Year

City Manager, Andrea Gardner, stated this is the second public hearing on the tax rate, which is to be voted on September, 9, 2019.

The Mayor opened the Public Hearing at 6:45 P.M.

Paul Hopkins, 7509 Meadow Brook Drive, thanked the City for the lower tax rate.

Mayor closed the public hearing at 6:48 P.M.

3. Conduct a Public Hearing on the changes to various User Fees

Mayor opened the public hearing at 6:48 P.M.

Director of Finance, Sandra Gibson, gave an overview of the changes to user fees, referencing the Council Workshop help on the topic on August 12, 2019.

Paul Hopkins, 7509 Meadow Brook Drive, asked questions and made comments regarding the increases in some of the fees.

Neal Cooper, 6921 Cheatham, commented on the block parties and the user fees associated with the block party applications and barricade deliveries.

Council Member Prescher asked who delivers the barricades on the weekend. He asked if we can mandate Friday deliveries only for weekend block parties. Questions regarding the process of the water department procedures prior to disconnecting a service were also asked and explained. Sandra Gibson commented these fees have not been adjusted since 2001.

Mayor Pro Tem Taylor asked for clarification of the water cut off fees, library fees, and the block party fees.

Staff addressed all concerns and questions presented by council and the public.

Mayor closed the public hearing at 7:08 P.M.

ACTION ITEMS

1. Consider and action on approving ordinance amending Chapter 12 Fee Schedule, Code of Ordinances

CITY OF WATAUGA, TEXAS ORDINANCE NO. 2019-009

**AN ORDINANCE OF THE CITY OF WATAUGA, TEXAS
AMENDING CHAPTER 12 OF THE CITY OF WATAUGA
CODE OF ORDINANCES; AMENDING THE FEE
SCHEDULE; PROVIDING FOR REPEAL; PROVIDING
FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE
DATE.**

Mayor Pro Tem Taylor made a motion to approve the item as presented. The motion was seconded by Council Member Downey.

Council Member Prescher questioned the clarity of certain sections of the ordinance, stating the wording needs clarification for understanding.

Council Member Prescher made a motion to amend the above motion made by Mayor Pro Tem Taylor to approve the item with a second review from the City Attorney and to lower the fee for block party barricade rental from \$75.00 to \$25.00 for weekend use. The motion was seconded by Council Member Neal. The vote failed as follows: 1-4-2-0

AYES: Prescher
NAYS: Downey, Neal, King, Taylor
ABSENT: Snyder, Irving
ABSTAIN: None

Council Member Neal asked a question regarding building fees and noted they mirror North Richland Hills.

Council Member Prescher attempted to make a motion to amend the motion once again asking that the wording on the ordinance be changed regarding delivery of barricades after a second legal review and to lower the fee for the block party barricade rental from \$75.00 to \$50.00 for weekend use.

Mayor Miner questioned the validity of Council Member Prescher's ability to continue making amendments to the original motion. Mayor Miner obtained Council consensus to recess the meeting and contact the City Attorney for legal guidance.

Mayor called for recess at 7:32 P.M.

Mayor reconvened the meeting at 7:36 P.M. and yielded the floor to the City Manager, Andrea Gardner.

Ms. Gardner relayed the legal advice received from the City Attorney, which was the original motion was required to be acted upon and only a friendly amendment could be permitted with the consensus of the original motion maker.

Mayor Pro Tem Taylor declined to allow a friendly amendment, thus a vote was taken on the original motion.

The vote on the original motion passed as follows: 4-1-2-0

AYES: Taylor, King, Neal, Downey
NAYS: Prescher
ABSENT: Snyder, Irving
ABSTAIN: None

FUTRUE AGENDA ITEMS

There was none.

ADJOURNMENT

Mayor Miner adjourned the Special Meeting at 7 :41 P.M.

APPROVED: this day of , 2019

SIGNED: this the day of , 2019

APPROVED:

/s/
Arthur L. Miner, Mayor

ATTEST:

/s/
Andrea Gardner, City Secretary

NOTE: Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office

**MINUTES
WATAUGA CITY COUNCIL
JOINT SPECIAL MEETING
THURSDAY, AUGUST 15, 2019
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
6:30 P.M.**

CALL TO ORDER

The City Council of the City of Watauga, Texas convened at 6:32 p.m., for the purpose of conducting a special meeting with the following members present:

Mayor Arthur L. Miner (absent with notice)
Mayor Pro Tem/Council Member, Place 6 Mark Taylor
Council Member, Place 1 Scott Prescher (absent with notice)
Council Member, Place 2 Tom Snyder
Council Member, Place 3 Lovie Downey
Council Member, Place 4 Andrew Neal
Council Member, Place 5 Juanita King
Council Member, Place 7 Kim Irving

and

Andrea Gardner, City Manager
Tara Rogers, Deputy City Secretary
George Hyde, Interim City Attorney
Raquel Guajardo, Assistant to the City Secretary
Bradley Fraley, Chief Information Officer/PIO

Mayor Pro Tem announced this is a joint special meeting with the Charter Review Commission.

Charter Review Commission called the meeting to order at 6:33 P.M.

Roll Call

Board Member	Pete Bierschmitt
Board Member	Leah Chauvin
Commissioner	Becky Hartless
Board Member	Andrew Ivey
Board Member	Kip Woodruff
Board Member	Lee Griffin (absent)

INVOCATION

The invocation was given Council Member, Kim Irving.

PLEDGE OF ALLEGIANCE

The pledge to the American Flag and Texas Flag was lead by Mayor Pro Tem Taylor.

ACTION ITEMS

1. Discuss and consider action on an ordinance of the City of Watauga, Texas ordering a special election to be held on November 5, 2019 for the purpose of submitting to the qualified voters, for adoption or rejection, certain proposed amendments to the existing Charter of the City of Watauga, Texas; stating the subject matter of the proposed amendments; providing for a joint election; establishing election precincts, precinct polling places and early polling places for such election; making provisions for the conduct of the election; providing for the approval of such amendment or amendments upon a majority of the vote; providing a method for adoption of same

CITY OF WATAUGA TEXAS ORDINANCE NO. 2019-010

AN ORDINANCE OF THE CITY OF WATAUGA, TEXAS ORDERING A SPECIAL ELECTION TO BE HELD ON NOVEMBER 5, 2019 FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED VOTERS, FOR ADOPTION OR REJECTION, CERTAIN PROPOSED AMENDMENTS TO THE EXISTING CHARTER OF THE CITY OF WATAUGA, TEXAS; STATING THE SUBJECT MATTER OF THE PROPOSED AMENDMENTS; PROVIDING FOR A JOINT ELECTION; ESTABLISHING ELECTION PRECINCTS, PRECINCT POLLING PLACES AND EARLY POLLING PLACES FOR SUCH ELECTION; MAKING PROVISIONS FOR THE CONDUCT OF THE ELECTION; PROVIDING FOR THE APPROVAL OF SUCH AMENDMENT OR AMENDMENTS UPON A MAJORITY OF THE VOTE; PROVIDING A METHOD FOR ADOPTION OF SAME; PROVIDING A SAVINGS CLAUSE, AS APPLICABLE; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

The floor was yielded to the City Attorney, George Hyde, who gave explanations of the law regarding charter amendment procedures and went through the draft recommended amendments to the City of Watauga Charter as outlined in Ordinance 2019-010.

The City Attorney explained the ordinance requires a vote of the people of Watauga, Texas and gave the deadlines required by law to have an election.

Mayor Pro Tem yielded the floor to Board Member Bierschmitt, who called for comments from the Board Members of the Charter Review Commission. After

discussion with the City Attorney, City Council and staff regarding clarifications of procedures, the Charter Commission called for a motion.

A motion was made by Board Member Woodruff to accept the item as presented for recommendation to the City Council. The motion was seconded by Board Member Hartless. The vote passed as follows: 5-0-1-0

AYES: Bierschmitt, Chauvin, Hartless, Ivey, Woodruff
NAYS: None
ABSENT: Lee
ABSTAIN: None

The Charter Review Commission yielded the floor back to the City Council, Mayor Pro Tem Taylor.

Mayor Pro Tem Taylor called for public testimony as follows:

Danielle Tucker, 5952 Highcrest Dr made comments regarding the City as a whole, city plans, and the people. She read a verse from scripture.

Mayor Pro Tem Taylor asked for Council comments and questions.

Council Member Neal asked a question regarding Proposition D and the expiration of the Mayor's term.

Council Member Downey commented on the number of propositions being requested for the ballot for voting.

City Attorney, George Hyde, responded to questions and comments and provided clarification.

Council Member Neal made a motion to accept the item and schedule the election for November 5, 2019. The motion was seconded by Council Member Snyder. The vote passed as follows: 6-0-1-0

AYES: Snyder, Neal, King, Downey, Taylor, Irving
NAYS: None
ABSENT: Prescher
ABSTAIN: None

Mayor Pro Tem yielded the floor to Board Member Bierschmitt, who adjourned the Charter Review Commission meeting at 7:51 P.M.

ADJOURNMENT

Mayor Pro Tem Taylor adjourned the Special Council Meeting at 7:52 P.M.

APPROVED: _____ this _____ day of _____, 2019

SIGNED: _____ this the _____ day of _____, 2019

APPROVED:

/s/
Arthur L. Miner, Mayor

ATTEST:

/s/
Andrea Gardner, City Secretary

NOTE: Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office

**MINUTES
WATAUGA CITY COUNCIL
SPECIAL MEETING
MONDAY, AUGUST 19, 2019
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
6:30 P.M.**

CALL TO ORDER

The City Council of the City of Watauga, Texas convened at 6:33 p.m., for the purpose of conducting a special meeting with the following members present:

Mayor Arthur L. Miner
Mayor Pro Tem/Council Member, Place 6 Mark Taylor
Council Member, Place 1 Scott Prescher (absent with notice)
Council Member, Place 2 Tom Snyder
Council Member, Place 3 Lovie Downey
Council Member, Place 4 Andrew Neal
Council Member, Place 5 Juanita King
Council Member, Place 7 Kim Irving

and

Andrea Gardner, City Manager
Tara Rogers, Deputy City Secretary
Sandra Gibson, Director of Finance
Shawn Fannan, Fire Chief
Raquel Guajardo, Assistant to the City Secretary
Sal Torres, Director of Parks and Community Services
Paul Hackleman, Director of Public Works
Bradley Fraley, Chief Information Officer/PIO

INVOCATION

The invocation was given Chief Robert Parker

PLEDGE OF ALLEGIANCE

The pledge to the American Flag and Texas Flag was lead by Mayor Miner

PRESENTATIONS

1. Presentation of the City of Watauga Capital Outlay Plan

Director of Finance, Sandra Gibson, gave an overview of the City of Watauga Capital Outlay Plan. The plan overview included prioritizing city assets and the committee process used to discuss and justify prioritization.

Council had various questions and discussion with staff regarding vehicles and other replacement needs.

2. Presentation of the City of Watauga's Personnel Improvement Plan

Director of Human Resources, Marcia Reyna, gave an overview of the Personnel Improvement Plan. The plan laid out the personnel needs of the various city departments and the fiscal year the department would like to have the positions filled.

Council questioned the City's ability to have the funds to cover additional staffing needs and if there is a plan on savings in other areas and processes to cover these needs. City Manager, Andrea Gardner, explained there are different programs and other expenditure reduction avenues currently being vetted and discussed to help with these needs.

3. Discussion and direction on Dog Park Locations and Amenities.

Director of Parks and Community Services, Sal Torres, gave an overview and laid out the locations most suited to a dog park within the city and the amenities needed at each location.

Discussions between council and staff ensued regarding locations and amenities. No direction was provided.

4. Presentation of the City of Watauga's Capital Improvement Projects and Debt.

Director of Finance, Sandra Gibson, gave an overview of the capital improvement projects and the debt involved with these projects.

Director of Parks and Community Services, Sal Torres, explained the status and stages of continuing parks projects.

Director of Public Works, Paul Hackleman, explained the status and stages of continuing public works projects.

PUBLIC HEARING

Mayor opened the public hearing at 7:36 P.M.

1. Conduct a Public Hearing on a proposed tax rate of \$0.58050 per \$100 valuation for the FY 2019-2020 Fiscal Year.

This is the first of two required public hearings regarding the proposed tax rate for FY 2019-2020.

Director of Finance, Sandra Gibson, gave an overview presentation of the proposed tax rate.

Mayor closed the public hearing at 7:40 P.M.
A motion was by Council Member Downey to take a brief recess. The motion was seconded by Council Member Snyder.

The Mayor called the brief recess at 7:43 P.M

The meeting was reconvened at 7:55 P.M.

ACTION ITEMS

1. Discuss and consider action on appointments and reappointments to the Watauga Library Board.

City Manager, Andrea Gardner, gave a brief overview of the item. The floor was yielded to Council Member, Kim Irving to give her recommendations.

Council Member Irving recommended Ms. Coy for Place 3, Mr. Woodruff for Place 7, Ms. Tucker for Place 1, and Ms. Price for Place 5.

Mayor opened the Public Testimony:

Lindsey Neal, 6920 Cheetham Drive, is a current library board member. She stated she would like to continue to serve as a library board member.

Kip Woodruff, 6905 Quail Meadow Drive, is a current library board member. He stated he would like to speak on behalf of Lindsey Neal. He recommended Ms. Neal be reappointed.

Jan Hill, 6444 West Ridge Drive, she made comments that the health or potential health issues of a citizen should not be a deterring factor on their ability to serve on a board for the City. She also commented that social media slandering someone's health should not be allowed.

Council had no comments.

A motion was made by Mayor Pro Tem, Mark Taylor, to reappoint all the existing library board members as currently assigned. Lindsey Neal, Kip Woodruff, Carol Coy, and Sharon Subjeck. The motion was seconded by Council Member King. The vote passed as follows : 5-1-1-0.

AYES: Snyder, Taylor, Downey, King, Neal

NAYS: Irving

ABSENT: Prescher

ABSTAIN: None

Council Member, Kim Irving left the meeting at 8:07 P.M. No reason was provided.

2. Discuss and consider action to reschedule the Public Hearing on the Proposed Budget for 20192020 Fiscal Year to September 9, 2019.

Director of Finance, Sandra Gibson, gave an overview of the need to reschedule this item to September 9, 2019.

A motion was made by Council Member Snyder to approve the item as presented. The motion was seconded by Council Member Neal. The vote passed as follows: 5-0-1-0.

AYES: Snyder, Taylor, Downey, King, Neal
NAYS: None
ABSENT: Prescher
ABSTAIN: None

3. Consider action on approving a contract with Entech Signs for a Continuous Electronic Variable Message Sign (CEVMS) to be located at the Hector F. Garcia Community Center. Paul Hackleman, P.E., CFM, Director of Public Works.

Director of Public Works, Paul Hackleman gave an overview of the item and to recommend awarding the contract to Entech. This is not a competitive bid situation.

Public Comment: There was none.

Council Member Neal asked questions regarding the warranty of 7 years on the sign.

A motion was made by Council Member Neal to approve the item as presented. The motion was seconded by Council Member Downey. The vote passed as follows: 5-0-1-0.

AYES: Snyder, Taylor, Downey, King, Neal
NAYS: None
ABSENT: Prescher
ABSTAIN: None

FUTURE AGENDA ITEMS:

There were none.

ADJOURNMENT

Mayor Miner adjourned the Special Meeting at 8:17 P.M.

APPROVED: _____ this _____ day of _____, 2019

SIGNED: _____ this the _____ day of _____, 2019

APPROVED:

/s/
Arthur L. Miner, Mayor

ATTEST:

/s/
Andrea Gardner, City Secretary

NOTE: Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office



AGENDA MEMORANDUM

DATE: July 22, 2019

TO: Honorable City Council Members

FROM: Sandra Gibson, CGFO, CGFM, Director of Finance

THROUGH: Andrea Gardner, City Manager

SUBJECT: Public Hearing on the Proposed Budget for Fiscal Year 2019-2020

BACKGROUND/INFORMATION:

Texas Local Government Code Section 102.006 requires the governing body of a municipality to hold a public hearing on the proposed budget and allow any person to attend and participate in the hearing. The hearing shall be set for a date occurring after the 15th day after the date the proposed budget is filed with the municipal clerk but before the governing body makes its tax levy.

The budget was filed with the Municipal Clerk on August 1, 2019 and the date set to adopt a tax rate (make a tax levy) is September 9, 2019.

The governing body shall provide for public notice of the date, time, and location of the hearing.

City Charter Section 9.02 requires the council to post in the city hall and publish in the official newspaper a notice stating (1) the times and places where copies of the message and budget are available for inspection by the public, and (2) the time and place, not less than two (2) weeks after such publication, for a public hearing on the budget.

The Public Hearing for citizen input on the Proposed Fiscal Year 2019-2020 Budget was duly posted at City Hall and published in the Fort Worth Star Telegram on August 9, 2019.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Council allow for public input as posted and advertised.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 2019-2020 BUDGET PUBLIC HEARING
2. Budget- PH Notice 080919

REVIEWED BY:



AGENDA MEMORANDUM

Tara Rogers, Deputy City Secretary
Andrea Gardner, City Manager
Approved as to form for inclusion on Agenda

Approved - 8/13/2019
Final Approval - 8/20/2019



Proposed 2019-2020 Budget Public Hearing

August 19, 2019



REQUIREMENTS

The City Manager submitted a proposed budget on August 1 to the City Council for the upcoming fiscal year.

Public Hearings on budget must be set and held in accordance with Local Government Code 102.006 (August 19th)

By City Charter, the budget must be adopted by September 15 for the upcoming fiscal year (Sept. 9)



Total Proposed Budget — All Funds

Fund	Beginning Fund Balance	Revenues	Expenses	Ending Fund Balance
General & Strategic Fund	\$4,349,548	\$13,766,492	\$13,990,306	\$4,125,734
Water & Sewer	\$1,472,887	\$9,066,000	\$8,813,580	\$1,725,307
Sales Tax Funds	\$2,695,418	\$3,119,000	\$3,039,490	\$2,774,928
Storm Drain	\$3,955,479	\$1,525,000	\$4,517,348	\$ 963,131
Debt Service – General and Utility	\$ 653,667	\$4,368,765	\$4,241,559	\$ 780,873
Capital Funds*	\$22,029,796	\$ 301,000	\$19,926,308	\$2,404,488
Other Funds	\$ 4,599,035	\$ 558,746	\$ 1,137,430	\$4,020,351
TOTAL	\$39,755,830	\$32,705,003	\$55,666,021	\$16,794,812

*Includes proceeds from debt issuance proceeds, to include 2019 CO



Significant Budget Items FY2019-20

Proposed Property Tax Rate of \$0.58050 per \$100 valuation

Funding for infrastructure improvements and capital equipment

Funding for increases to include general cost increases, personnel costs, and debt service



BUDGET TIMETABLE



- ∞ August 19th & 26th – Public Hearings on Tax Rate
- ∞ August 19th – Public Hearing on Budget
- ∞ September 9th – 2019-20 Budget & Tax Rate Adoption
- ∞ October 1st – 2019-20 Budget Implementation



NOTICE OF PUBLIC HEARING FISCAL YEAR 2019-2020 CITY BUDGET

Notice is hereby given that the City Council of the City of Watauga, Texas will hold a Public Hearing on the proposed budget for Fiscal Year October 1, 2019 through September 30, 2020, on Monday, August 19, 2019 during a Special City Council Meeting, at 6:30 p.m.

THIS BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET BY \$671,768 OR 9.01%, AND OF THAT AMOUNT, \$95,329 IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR.

Published on Friday, August 9, 2019 in the Fort Worth Star Telegram.

I, Andrea Gardner, City Secretary for the City of Watauga, Texas, hereby certify that this notice was posted on the official bulletin board at City Hall, 7105 Whitley Road, Watauga, Texas, on August 9, before 6:00 p.m.

Andrea Gardner, City Secretary



**INTEROFFICE MEMORANDUM
MAYOR'S OFFICE**

DATE: 01 August 19
TO: City Manager Andrea Gardner
FROM: Mayor Art Miner
RE: CHARTER REVIEW COMMISSION APPOINTMENTS

Ms Gardner:

Please find below my recommendations for the Charter Review Commission. Please place these on the agenda for the August 5th 2019 agenda for council approval.

Place 1	Becky Hartless	Reappoint to June 2021
Place 2	Vacant	Appoint Jan Hill to unexpired term ending June 2020
Place 3	Andrew Ivey	Reappointment to June 2021
Place 4	Leah Chauvin	Current Term expires June 2020
Place 5	Pete Beierschmitt	Reappoint to June 2021
Place 6	Lee Griffin	Current Term expires June 2020
Place 7	Kip Woodruff	Reappointment to June 2021

Thank you
Art Miner
Mayor



AGENDA MEMORANDUM

DATE: August 13, 2019

TO: Honorable City Council Members

FROM: Andrea Gardner, City Manager

THROUGH:

SUBJECT: Discuss and consider action on a resolution to confirm the City of Watauga desires to continue imposing and receiving a share of the bingo prize fees from the licensed authorized organization within the City's jurisdiction as required by the amendments included in HB 914, passed during the 86th Legislative Session

BACKGROUND/INFORMATION:

The City of Watauga currently receives a share of the bingo prize fees from the Texas Lottery Commission on an annual basis.

During the 86th Legislative Session, HB 914 was passed and signed by the Governor. HB 914 amends the Texas Occupations Code Chapter 2001, which changed the collection and remittance of prize fees. If the Council confirms (required to confirm prior to November 1, 2019 to continue receiving share) the desire to continue receiving a share of the prize fees, the City will begin receiving the bingo prize fee payments (50% of the prize fees) from the licensed organization conducting bingo in its jurisdiction on a quarterly basis.

To be compliant with HB 914 and continuing receiving the bingo prize fees collected after January 1, 2020, the City must complete the following steps:

1. approve the continued receipt of the share of bingo prize fee funds by a majority vote; and
2. notify the Texas Lottery Commission of that decision no later than November 1, 2019; and
3. notify each licensed authorized organization within the municipality's jurisdiction, as applicable, of the continued imposition of the fee.

FINANCIAL IMPLICATIONS:

Approximately \$20,000 per year in Bingo Prize revenues

RECOMMENDATION/ACTION DESIRED:



AGENDA MEMORANDUM

City staff recommends the City Council approve Resolution No. 2019-012, continuing the imposition of the bingo prize fees collected within the City's jurisdiction.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Bingo State Statute
2. Resolution to Continue Receiving Bingo Prize Fee
3. Letter from Texas Lottery Commission

REVIEWED BY:

Tara Rogers, Deputy City Secretary

George Hyde, Legal

Sandra Gibson, CGFO, CGFM, Director of Finance

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 8/13/2019

Approved - 8/21/2019

Approved - 8/21/2019

Final Approval - 8/21/2019

Sec. 2001.431. DEFINITIONS. In this subchapter:

(1) "Unit" means two or more licensed authorized organizations that conduct bingo at the same location joining together to share revenues, authorized expenses, and inventory related to bingo operations.

(2) "Unit accounting" means a method by which licensed authorized organizations that are members of a unit account for the sharing of revenues, authorized expenses, and inventory related to bingo operations.

(3) "Unit accounting agreement" means a written agreement by all the licensed authorized organizations that are members of a unit that contains, at a minimum:

(A) the taxpayer name and number of each licensed authorized organization that is a member of the unit;

(B) the method by which the net proceeds of the bingo operations of the unit will be apportioned among the members of the unit;

(C) the name of the unit manager or designated agent of the unit; and

(D) the methods by which the unit may be dissolved and by which one or more members of the unit may withdraw from participation in the unit, including the distribution of funds, records, and inventory and the allocation of authorized expenses and liabilities on dissolution or withdrawal of one or more members of the unit.

(4) "Unit manager" means an individual who is responsible for the revenues, authorized expenses, and inventory of a unit.

Added by Acts 2003, 78th Leg., ch. 1114, Sec. 19, eff. Sept. 1, 2003.

Amended by:

Acts 2017, 85th Leg., R.S., Ch. 967 (S.B. 2065), Sec. 12.001, eff. September 1, 2017.

CITY OF WATAUGA, TEXAS
RESOLUTION NO. 2019-012

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS FOR THE PURPOSE OF IMPOSING AND RECEIVING A SHARE OF THE BINGO PRIZE FEES FROM THE LICENSED AUTHORIZED ORGANIZATION WITHIN THE CITY OF WATAUGA'S JURISDICTION; PROVIDING THAT ALL RESOLUTIONS IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE

WHEREAS, during the 86th Texas Legislative Session, the Governor signed into law H.B. 914, amending the Texas Occupations Code, Chapter 2001; and

WHEREAS, the amendment to Sec. 2001.502 relates to prize fee for licensed authorized organizations and requires a municipality currently receiving a share of the bingo prize fee declare its intent to continuing receiving said fee by November 1, 2019; and

WHEREAS, if the City fails to declare its intent to impose and receive the fee by November 1, 2019; the City will cease collection of the fee after January 1, 2020; and

WHEREAS, the City Council of the City of Watauga determined it to be in the best interest of the City of Watauga to continue to receive a share of the bingo prize fee.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Watauga, Texas that:

I.

With the passage of this resolution the declares its intent to continue receiving a share of the bingo prize fee and that said resolution was passed by a majority vote of the governing body of the City of Watauga, Texas.

II.

The governing body of the City of Watauga agrees to (1) notify the Texas Lottery Commission of the decision to declare its intent to continue receipt of the bingo prize fee no later than November 1, 2019 and (2) notify each licensed

authorized organization within the City of Watauga's jurisdiction, as applicable, of the continued imposition of the fee.

III.

This resolution shall be and is hereby cumulative of all other resolutions of the City of Watauga, Texas, and this resolution shall not operate to repeal or affect any of such other resolutions, except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this resolution, in which event such conflicting provisions, if any, in such other resolution or resolutions are hereby repealed.

III.

If any section, subsection, sentence, clause or phrase of this resolution shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of this resolution.

IV.

This resolution shall become effective and be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas and upon approval thereof by the Mayor of the City of Watauga, Texas to become effective immediately.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas, on this the 9th day of September, 2019.

APPROVED:

Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner, City Secretary

APPROVED AS TO FORM AND LEGALITY:

George Hyde, City Attorney



Texas Lottery Commission

Commissioners:

J. Winston Krause, Chairman
Mark A. Franz • Robert Rivera

Rec'd 24 July 19



Michael P. Farrell
Director

July 17, 2019

Mayor Art Miner
City of Watauga
7105 Whitley Rd
Watauga, TX 76148-2024

Dear Mayor Miner:

The Texas Lottery Commission (TLC), Charitable Bingo Operations Division, is providing this notification because your county and/or municipality currently receives a share of the prize fees collected on charitable bingo activity that occurs in its jurisdiction.

Pursuant to House Bill (HB) 914, enacted by the 86th Texas Legislature, in order to continue to receive a share of bingo prize fees after Jan. 1, 2020, your county and/or municipal governing board must affirmatively vote to do so and submit proof of that vote to the TLC by Nov. 1, 2019. If no eligible local governments vote to continue receiving their share of the prize fee, the bingo organizations will keep that share for themselves to fund their charitable purposes.¹

Currently, non-profit charitable organizations conducting bingo collect a 5% fee on prizes awarded. These funds are submitted each quarter to the TLC, which in turn remits a *pro rata* share of the funds to local governments at the end of each fiscal year. Your county and/or municipality receives a share of the bingo prize fees because it elected to do so prior to Sept. 1, 1993.

Effective Jan. 1, 2020, H.B. 914 includes another change regarding the collection and remittance of prize fees. Local governments will no longer receive their bingo prize fee payments from the TLC at the end of the fiscal year; instead, the licensed organizations conducting bingo in the local jurisdiction will be responsible for sending eligible local governments 50% of the prize fees they collect on a quarterly basis.

The most immediate matter for your attention is that your local government will only continue to receive a share of the bingo prize fees collected after Jan. 1, 2020 if it meets the requirements set forth in HB 914 that require your governing body to:

- (1) approve the continued receipt of the share of bingo prize fee funds by a majority vote; and**
- (2) notify the TLC of that decision no later than Nov. 1, 2019; and**
- (3) notify each licensed authorized organization within the county's or municipality's jurisdiction, as applicable, of the continued imposition of the fee.**

¹ For the full text of H.B. 914, see <https://legiscan.com/TX/text/HB914/id/2027641>



AGENDA MEMORANDUM

DATE: August 13, 2019

TO: Honorable City Council Members

FROM: Paul Hackleman, P.E., CFM, Director of Public Works

THROUGH: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action on appointments and reappointments to the Board of Appeals

BACKGROUND/INFORMATION:

The Council should discuss and consider making appointments to the Board of Appeals.

The following is the current composition of the Board:

Place 1 - David Villafuerte - serving a current term which expires September 30, 2019.

Place 2 - Paola Munoz - serving a current term which expires September 30, 2019.

Place 3 - VACANT - term expires September 30, 2019.

Place 4 - Robert Daniel - serving a current term which expires September 30, 2020.

Place 5 - Jeremy Blain - serving a current term which expires September 30, 2020.

Of the five (5) members on the Board of Appeals, three (3) are set to expire in September 2019. Currently, Place 1 and Place 2 members will not be seeking reappointment.

The Board of Appeals shall consist of five regular members. Places on the board shall be numbered one through five, with all members appointed for two-year terms, however they may be reappointed for consecutive terms. Places 1, 2 and 3 on the Board of Appeals shall have terms of office that expire on September 30 of odd-numbered years. Places 4 and 5 on the Board of Appeals shall have terms of office that expire on September 30 of even-numbered years. Vacancies shall be filled by appointment for the unexpired term. Section 2-109 - Residency; qualifications. (a) Members of the board of appeals are not required to be residents of the City of Watauga. (b) No voting



AGENDA MEMORANDUM

member of the board of appeals shall be a city employee. (c) The city council shall endeavor to appoint members to the board of appeals who have sufficient training or experience in matters relating to building construction, fire hazards, explosions, hazardous conditions and fire protection systems.

Council Member Tom Snyder and Council Member Andrew Neal serve as the liaisons to the Board of Appeals and shall review applications received for the board, conduct interviews and make desired recommendations to the City Council for appointment or reappointment.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the Council consider appointing members to the Board of Appeals to fill the vacancies for Places 1, 2 and 3 for a term ending September 30, 2021.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Danielle Tucker Application
2. Mary Stormer Application
3. Mary Stormer Resume

REVIEWED BY:

Paul Hackleman, P.E., CFM, Director of Public Works

George Hyde, Legal

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 9/3/2019

Approved - 9/3/2019

Final Approval - 9/3/2019



AGENDA MEMORANDUM

DATE: August 14, 2019

TO: Honorable City Council Members

FROM: Andrea Gardner, City Manager

THROUGH:

SUBJECT: Discuss and consider action on a resolution of the City of Watauga declaring the location for the Official Agenda and Public Notice Bulletin Board, the official email address for receiving Requests for Public Information, the location for Police and Fire Civil Service postings, and the location for breastfeeding mothers at work

BACKGROUND/INFORMATION:

The attached resolution is proposed for approval as a means to alleviate confusion regarding the locations or email addresses related to postings and availability under the Texas Open Meetings Act, the Public Information Act, Civil Service Act and the Fair Labor Standards Act.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the City Council approve Resolution 2019-015.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Resolution to Declare Locations and Emails

REVIEWED BY:

Tara Rogers, Deputy City Secretary

Approved - 8/20/2019

Marcia Reyna, Human Resources and Civil Service Director

Approved - 8/20/2019

George Hyde, Legal

Approved - 8/21/2019

Andrea Gardner, City Manager

Final Approval - 8/22/2019

Approved as to form for inclusion on Agenda

CITY OF WATAUGA, TEXAS
RESOLUTION NO. 2019-015

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS, DECLARING THE LOCATION FOR THE PRINCIPAL BULLETIN BOARD OF THE CITY OF WATAUGA FOR MEETING AND OTHER REQUIRED NOTICES; FOR THE POSTING OF NOTICES RELATED TO CIVIL SERVICE MATTERS; DECLARING THE OFFICIAL EMAIL ADDRESS FOR PUBLIC INFORMATION ACT REQUESTS SUBMITTED TO THE CITY OF WATAUGA, TEXAS; DECLARING A LOCATION WITHIN CITY HALL AS A LACTATION ROOM FOR BREASTFEEDING MOTHERS AT WORK; PROVIDING THAT ALL RESOLUTIONS IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Watauga, Texas pursuant to Texas Government Code 551.050, declares the outside bulletin board located at 7105 Whitley Road, Watauga, Texas as the official City Bulletin Board for City of Watauga meeting notices and other notices as required by law; and

WHEREAS, the City Council of the City of Watauga, Texas pursuant to Texas Local Government Code 143.024, 143.029, 143.032 and 143.033, declares the City Hall Main Lobby Bulletin Board and the Civil Service Director's Office as the two locations for posting notices as required by Civil Service law; and

WHEREAS, the City Council of the City of Watauga, Texas pursuant to Fair Labor Standards Act requirements declares the office located in City Hall and commonly referenced as the City Attorney work office as the private lactation space that is not a bathroom for City employees ; and

WHEREAS, the City Council of the City of Watauga, Texas pursuant to Chapter 552 of the Texas Government Code, declares PIARequests@wataugatx.org as the official email address for submitting requests for public information under the Texas Public Information Act; and

WHEREAS, the City Council of the City of Watauga, Texas declares WPLibrary@wataugatx.org as the official email address for the Watauga Public Library; and

WHEREAS, the action authorized by this Resolution is in furtherance of the public interest, for the good of the community, and necessary and proper for carrying out the authority granted by federal and state laws to the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Watauga, Texas that:

I.

The City Council hereby finds that the statements set forth in the recitals of this Resolution are true and correct, and the Council hereby incorporates such recitals as a part of this Resolution.

II.

The Mayor of the City of Watauga, Texas is hereby authorized to execute for and on behalf of the City of Watauga, and the City Secretary is hereby authorized to attest the execution of this resolution.

III.

This Resolution shall be and is hereby cumulative of all other resolutions of the City of Watauga, Texas and this resolution shall not operate to repeal or affect any such other resolutions except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this resolution, in which event such conflicting provisions, if any, in such other resolution or resolutions are hereby repealed.

IV.

If any section, subsection, sentence, clause or phrase of this resolution shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of this resolution.

V.

This resolution shall become effective and be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas, and upon approval thereof by the Mayor of the City of Watauga, Texas and publication hereof as prescribed by law.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas on this 9th day of September 2019.

APPROVED

Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner, City Secretary

APPROVED AS TO FORM AND LEGALITY:

City Attorney



AGENDA MEMORANDUM

DATE: August 19, 2019

TO: Honorable City Council Members

FROM: Sandra Gibson, CGFO, CGFM, Director of Finance

THROUGH: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action on approval of a proposed resolution that continues the Park Vista Public Improvement District through Fiscal Year 2019-2020 {CAPTION}

BACKGROUND/INFORMATION:

The City of Watauga authorized the creation of the Park Visa Public Improvement District (PID) in 1998 and is the administrator of the District. The City will remain the administrator of the District unless 50% of the property owners petition to dissolve the District, or create a Homeowner's Association to take over the District.

This year, no tax will be collected and the areas will be maintained as part of the City's maintenance program.

The attached resolution has been reviewed and approved by legal.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Approval and adoption of Resolution 2019-016 that continues the Park Vista Public Improvement District through FY2019-2020.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Resolution Park Vista PID 2019-2020 Resolution legal
2. PID A AND B EXHIBITS

REVIEWED BY:

Tara Rogers, Deputy City Secretary
George Hyde, Legal
Andrea Gardner, City Manager

Approved - 8/26/2019
Approved - 9/3/2019
Final Approval - 9/3/2019

Approved as to form for inclusion on Agenda

CITY OF WATAUGA, TEXAS
RESOLUTION NO. 2019-016

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WATAUGA AUTHORIZING THE CONTINUATION OF THE PARK VISTA PUBLIC IMPROVEMENT DISTRICT ESTABLISHED JANUARY 1999 AS PROVIDED BY CHAPTER 372 OF THE LOCAL GOVERNMENT CODE; DESCRIBING THE METHOD OF ASSESSMENT; PROVIDING THAT ALL RESOLUTIONS IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Watauga, Texas, adopted Resolution No. 98-12-14-3 which authorized the establishment of the Park Vista Public Improvement District as provided by Chapter 372 of the Local Government Code on December 14, 1998; and

WHEREAS, the City Council adopted Resolution No. 99-1-19-3 on January 19, 1999 adopting a service plan and budget for Fiscal Years 1998-99 and 1999-2000; and

WHEREAS, the City Council adopted Resolution No. 00-9-25-7 on September 25, 2000 adopting a service plan and budget for Fiscal Years 2000-2001, 2001-2002, and 2002-2003; and

WHEREAS, the City Council adopted Resolution No. 03-09-18-03 on September 18, 2003, adopting a service plan and budget for Fiscal Year 2003-2004; and

WHEREAS, the City Council adopted Resolution No. 04-09-13-04 on September 13, 2004, adopting a service plan and budget for Fiscal Year 2004-2005; and

WHEREAS, the City Council adopted Resolution 05-09-12-02 on September 12, 2005, adopting a service plan and budget for Fiscal Year 2005-2006; and

WHEREAS, the City Council adopted Resolution 06-09-11-04 on September 11, 2006, adopting a service plan and budget for Fiscal Year 2006-2007; and

WHEREAS, the City Council adopted Resolution 07-09-10-05 on September 10, 2007, adopting a service plan and budget for Fiscal Year 2007-2008; and

WHEREAS, the City Council adopted Resolution 08-09-08-02 on September 8, 2008, adopting a service plan and budget for Fiscal Year 2008-2009; and

WHEREAS, the City Council adopted Resolution 09-09-07-03 on September 7, 2009, adopting a service plan and budget for Fiscal Year 2009-2010.

WHEREAS, the City Council adopted Resolution 10-09-08-03 on September 8, 2010, adopting a service plan and budget for Fiscal Year 2010-2011.

WHEREAS, the City Council adopted Resolution 11-09-07-02 on September 7, 2011, adopting a service plan and budget for Fiscal Year 2011-2012.

WHEREAS, the City Council adopted Resolution 12-09-05-01 on September 5, 2012, adopting a service plan and budget for Fiscal Year 2012-2013.

WHEREAS, the City Council adopted Resolution 13-09-04-01 on September 4th, 2013, adopting a service plan and budget for Fiscal Year 2013-2014.

WHEREAS, the City Council adopted Resolution 14-09-03-01 on September 3rd, 2014, adopting a service plan and budget for Fiscal Year 2014-2015.

WHEREAS, the City Council adopted Resolution 15-09-08-01 on September 8th, 2015, adopting a service plan and budget for Fiscal Year 2015-2016.

WHEREAS, the City Council adopted Resolution 16-09-07-02 on September 7th, 2016, adopting a service plan and budget for Fiscal Year 2016-2017.

WHEREAS, the City Council adopted Resolution 17-09-06-01 on September 6th, 2017, adopting a service plan and budget for Fiscal Year 2017-2018.

WHEREASE, the City Council adopted Resolution 18-09-05-02 on September 5th, 2018, adopted a service plan and budget for Fiscal Year 2018-2019.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Watauga, Texas as follows:

I.

The facts and recitations set forth in the preamble of this resolution are hereby found to be true and correct and adopted herein for all purposes.

II.

- (a) It is not advisable for the Park Vista Public Improvement District to continue to provide services during the fiscal year 2019-2020.
- (b) The City will furnish or pay for standard improvements and/or services in Park Vista Public Improvement District at the same level as they would be provided to the taxpayers generally.

TOTAL COST FOR FISCAL YEAR 2019-2020

(1) Cost of Maintenance & Operating Expense	\$0.00
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TOTAL	\$0.00
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The cost of constructing additional improvements and/or providing additional supplemental services in subsequent years will be determined in the annual service plan to be adopted and amended from time to time by the City Council.

(c) The boundaries of the Park Vista Public Improvement District are set forth in Exhibits “A” and “B” attached hereto and incorporated by references for all purposes as is set forth at length herein.

(d) The method of assessment is:

(1) A service plan is approved and adopted by the City Council for a period of one year. The plan will be reviewed and updated annually by the City Council to determine the annual budget for improvements and/or services within Park Vista Public Improvement District.

(2) The cost of an improvement and/or special services will be assessed against real property within Park Vista Public Improvement District according to value of the property with improvements as determined by the Tarrant Appraisal District.

(e) The apportionment of costs between the Park Vista Public Improvement District and the City as a whole shall be:

(1) All of the cost of an improvement and/or service shall be paid by special assessments against real property in Park Vista Public Improvement District.

(2) The City Council of the City of Watauga will be authorized to establish by Ordinance reasonable classifications and formulas for the apportionment of costs between the City and the property to be assessed.

(3) The City as a whole will continue to provide standard improvements and services to Park Vista Public Improvement District at the same level as they are provided to other areas in the City and the taxpayers generally.

(f) The probable maximum benefits to be conferred on each tract in Park Vista Public Improvement District because of the

improvements and/or services shall be greater than the amount of the assessment against such tract and the owners thereof.

- (g) The City Council Resolution of December 14, 1998 and Interlocal Agreement with the City of Fort Worth dated July 13, 1998 authorizing establishment of Park Vista Improvement District provides that the Park Vista Public Improvement District will exist for five (5) years and for an indefinite term thereafter unless the Park Vista Improvement District is terminated as provided by law.
- (h) The City Secretary is hereby directed to give notice of authorization for the Park Vista Public Improvement District to provide services during Fiscal Year 2019-2020 by publishing a copy of this Resolution once in a newspaper of general circulation in the City of Watauga.

III.

The service plan for Fiscal Year 2019-2020 is hereby adopted by the City Council.

IV.

The Park Vista Public Improvement District shall be a complete alternate to other methods by which the City of Watauga may finance public improvements and/or special supplemental services by assessing property owners.

V.

This Resolution shall be and is hereby cumulative of all other resolutions of the City of Watauga, Texas and this Resolution shall not operate to repeal or affect any such other resolutions except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Resolution, in which event such conflicting provisions, if any, in such other resolution or resolutions are hereby repealed.

VI.

If any section, subsection, sentence, clause, or phrase of this Resolution shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of this Resolution.

VII.

This Resolution shall become effective and shall be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas, and upon application of law and in accordance with Section 3.13 of the Charter of the City of Watauga, Texas.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this 9th day of September 2019.

APPROVED:

Arthur L. Miner, Mayor

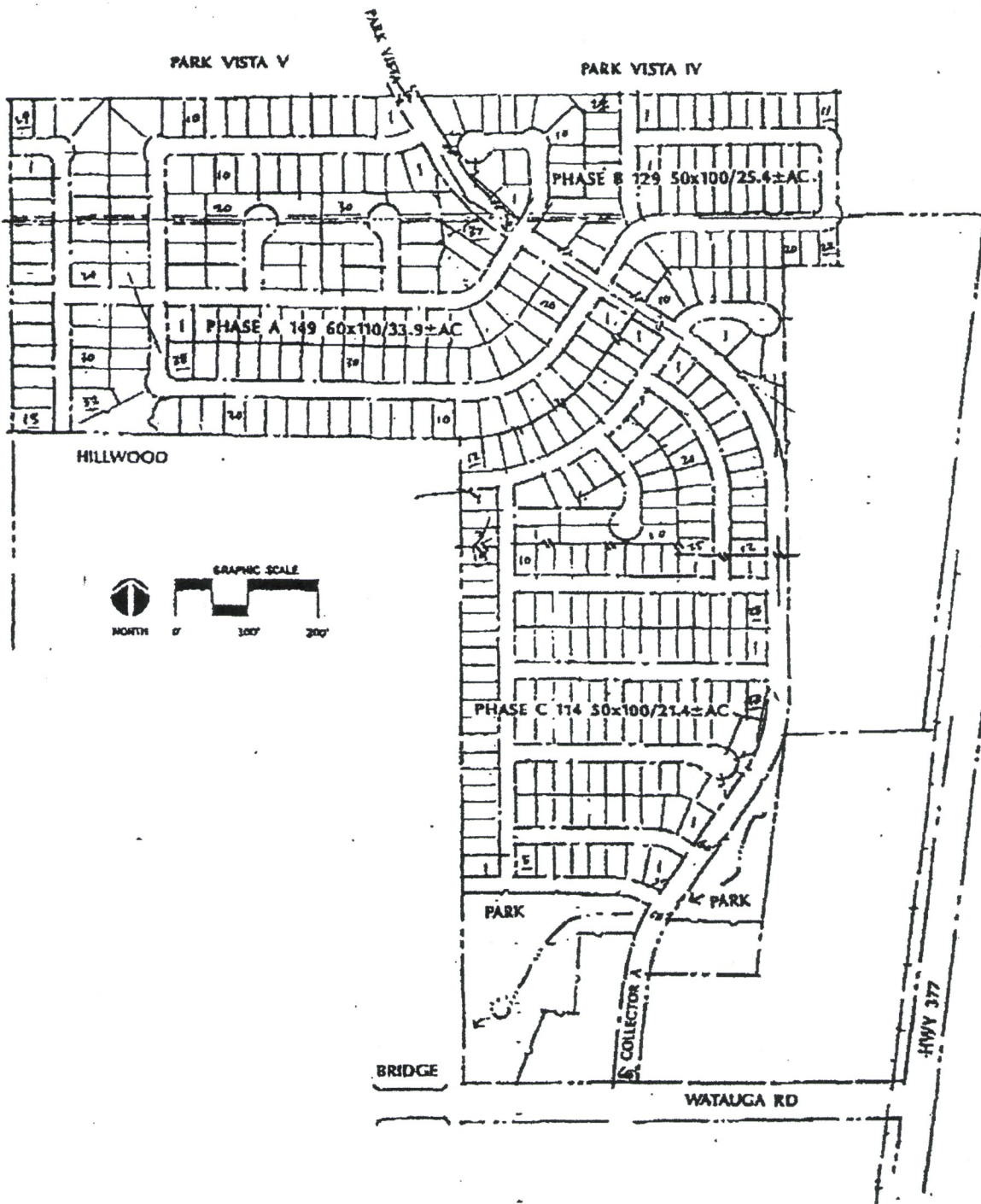
ATTEST:

Andrea Gardner, City Secretary

APPROVED AS TO FORM AND LEGALITY:

George E. Hyde, Interim City Attorney

Exhibit "A"



WATAUGA 80.7 ACRES ALTERNATE PLAN A-1D

392± LOTS IN 80.7± ACRES

71050 4-27-98 R

Exhibit "B"

LEGAL DESCRIPTION

BEING a tract of land situated in the William Evans Survey, Abstract No.467 and the David L. Hall Survey, Abstract No.700, Tarrant County, Texas and being a portion of that tract of land as described by deed to Havener Rupert Limited Partnership and recorded in Volume 12415, Page 1824, County Records. Tarrant County, Texas, said tract being more particularly described by metes and bounds as follows:

BEGINNING at the northeast corner of Phase V, Section 2B, Park Glen Addition, an addition to the City of Fort Worth as recorded in Cabinet A, Slide No. 3979, said County Records, said point being the northeast corner of Lot 2, Block 64 of said addition, same being in the southerly line of Phase V, Section 2A, Park Glen Addition as recorded in Cabinet A, Slide No. 3152, said County Records;

THENCE S 89°38'32"E, 2345.71 feet;

THENCE S 00°34'10"W, 348.64 feet to the beginning of a curve to the right;

THENCE 44.86 feet along the arc of said curve, through a central angle of 51°24'08", which radius is 50.00 feet, the long chord of which bears S 07°44'28"W, 43.37 feet;

THENCE S 00°21'28"W, 112.06 feet;

THENCE N 89°38'32"W, 136.05 feet;

THENCE S 01°48'03"W, 583.87 feet to the beginning of a curve to the right;

THENCE 131.17 feet along the arc of said curve, through a central angle of 14°02'52", which radius is 535.00 feet, the long chord of which bears S 05°13'23"E, 130.84 feet;

THENCE S 01°48'03"W, 569.35 feet to the beginning of a curve to the right;

THENCE 109.34 feet along the arc of said curve, through a central angle of 11°31'46", which radius is 543.39 feet, the long chord of which bears S 07°33'56"W, 109.16 feet;

THENCE S 07°33'43"W, 578.71 feet;

THENCE N 88°01'22"W, 274.96 feet to the beginning of a curve to the left;

THENCE 144.49 feet along the arc of said curve, through a central angle of 20°29'32", which radius is 404.00 feet, the long chord of which bears S 17°52'44"W, 143.73 feet;

THENCE S 07°37'58"W, 354.58 feet to the northerly right-of-way line of Watauga Road, the beginning of a curve to the left;

THENCE 60.20 feet along the arc of said curve and along said road, through a central angle of 01°10'46", which radius is 2924.79 feet, the long chord of which bears N 87°04'14"W, 60.20 feet;

THENCE N 07°37'58"E, 359.52 feet leaving said road to the beginning of a curve to the right;

THENCE 105.41 feet along the arc of said curve, through a central angle of 13°01'00", which radius is 464.00 feet, the long chord of which bears N 14°08'28"E, 105.19 feet;

THENCE N 88°01'22"W, 157.00 feet;

THENCE S 06°50'00"W, 255.00 feet;

THENCE N 88°01'22"W, 81.00 feet;

THENCE S 23°38'16"W, 231.54 feet;

THENCE S 89°33'46"W, 140.00 feet;

THENCE N 00°41'33"E, 1940.84 feet

THENCE N 88°07'20"W, 1264.63 feet;

THENCE N 00°36'16"E, 975.57 feet to the **POINT OF BEGINNING** and containing 86.409 acres of land, more or less.



AGENDA MEMORANDUM

DATE: August 19, 2019

TO: Honorable City Council Members

FROM: Sandra Gibson, CGFO, CGFM, Director of Finance

THROUGH: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action on approval of an ordinance authorizing the levying of an assessment rate of \$0.00 per \$100.00 of assessed value of property located in the Park Vista Public Improvement District (PID) for FY2019-2020 {CAPTION}

BACKGROUND/INFORMATION:

The City Council, according to Local Government Code 372.017, shall by Ordinance levy an assessment on property within the Public Improvement District and specify the method of payment on the property.

This year, no tax will be collected and the areas will be maintained as part of the City's maintenance program.

The attached ordinance has been reviewed and approved by legal.

FINANCIAL IMPLICATIONS:

The proposed levy is \$0.00 per \$100 valuation for the Park Vista Public Improvement District.

RECOMMENDATION/ACTION DESIRED:

Approval of Ordinance 2019-013 authorizing an assessment of \$0.00 per \$100.00 valuation on property within the Park Vista Public Improvement District (PID).

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Ordinance Park Vista PID 2019-20 legal

REVIEWED BY:

Tara Rogers, Deputy City Secretary
George Hyde, Legal
Andrea Gardner, City Manager

Approved - 8/26/2019
Approved - 9/3/2019
Final Approval - 9/3/2019



AGENDA MEMORANDUM

Approved as to form for inclusion on Agenda

CITY OF WATAUGA, TEXAS
ORDINANCE NO. 2019-013

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS
LEVYING ASSESSMENTS FOR USE AND SUPPORT OF THE PARK VISTA
PUBLIC IMPROVEMENT DISTRICT OF THE CITY OF WATAUGA, TEXAS FOR
THE 2019-2020 FISCAL YEAR; PROVIDING THAT ALL ORDINANCES IN
CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY
ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN
EFFECTIVE DATE

WHEREAS, the City Council of the City of Watauga, Texas adopted Resolution No. 98-12-14-3 which created the Park Vista Public Improvement District on December 14, 1998; and

WHEREAS, the City Council adopted Ordinance No. 1035 on September 25, 2000 levying assessments for use and support of the Park Vista Public Improvement District for the 2000-2001, 2001-2002, and 2002-2003 fiscal years; and

WHEREAS, the City Council adopted Ordinance No. 1166 on September 18, 2003 levying assessments for use and support of the Park Vista Public Improvement District for the 2003-2004 fiscal year; and

WHEREAS, the City Council adopted Ordinance No. 1205 on September 13, 2004 levying assessments for use and support of the Park Vista Public Improvement District for the 2004-2005 fiscal year; and

WHEREAS, the City Council adopted Ordinance No. 1242 on September 12, 2005 levying assessments for use and support of the Park Vista Public Improvement District for the 2005-2006 fiscal year; and

WHEREAS the City Council adopted Ordinance No. 1290 on September 11, 2006 levying assessments for use and support of the Park Vista Public Improvement District for the 2006-2007 fiscal year; and

WHEREAS, the City Council adopted Ordinance No. 1377 on September 10, 2007 levying assessments for use and support of the Park Vista Public Improvement District for the 2007-2008 fiscal year; and

WHEREAS, the City Council adopted Ordinance No. 1388 on September 8, 2008 levying assessments for use and support of the Park Vista Public Improvement District for the 2008-2009 fiscal year; and

WHEREAS, the City Council adopted Ordinance No. 1424 on September 7, 2009 levying assessments for use and support of the Park Vista Public Improvement District for the 2009-2010 fiscal year; and

WHEREAS, the City Council adopted Ordinance No. 1451 on September 8, 2010 levying assessments for use and support of the Park Vista Public Improvement District for the 2010-2011 fiscal year; and

WHEREAS, the City Council adopted Ordinance No. 1471 on September 7, 2011 levying assessments for use and support of the Park Vista Public Improvement District for the 2011-2012 fiscal year; and

WHEREAS, the City Council adopted Ordinance No. 1507 on September 5, 2012 levying assessments for use and support of the Park Vista Public Improvement District for the 2012-2013 fiscal year; and

WHEREAS, the City Council adopted Ordinance No. 5126 on September 4, 2013 levying assessments for use and support of the Park Vista Public Improvement District for the 2013-2014 fiscal year; and

WHEREAS, the City Council adopted Ordinance No. 1572 on September 3, 2014 levying assessments for use and support of the Park Vista Public Improvement District for the 2014-2015 fiscal year, and

WHEREAS, the City Council adopted Ordinance No. 1605 on September 8, 2015 levying assessments for use and support of the Park Vista Public Improvement District for the 2015-2016 fiscal year, and

WHEREAS, the City Council adopted Ordinance No. 1629 on September 7, 2016 levying assessments for use and support of the Park Vista Public Improvement District for the 2016-2017 fiscal year, and

WHEREAS, the City Council adopted Ordinance No. 1644 on September 6, 2017 levying assessments for use and support of the Park Vista Public Improvement District for the 2017-2018 fiscal year, and

WHEREAS, the City Council adopted Ordinance No. 1676 on September 5, 2018 levying assessments for use and support of the Park Vista Public Improvement District for the 2018-2019 fiscal year, and

WHEREAS, the City Council finds it necessary to levy the assessment rate of \$0.00 on each \$100.00 valuation for the use and support of the Park Vista Public Improvement District in the City of Watauga.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Watauga, Texas, as follows:

I.

The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct and adopted herein for all purposes.

II.

In accordance with Local Government Code 372.017, there is hereby levied and there shall be collected for the use and support of the Park Vista Public Improvement District in the City of Watauga, Texas, for the 2019-2020 fiscal year, upon all real property within the Park Vista Public Improvement District subject to taxation, an assessment of \$0.00 on each \$100.00 valuation of property, said assessments being so levied and apportioned to the specific purposes set forth in the resolution by the City Council of the City of Watauga, authorizing the establishment of the Park Vista Public Improvement District as provided by Chapter 372 of the Local Government Code.

III.

Assessments levied under the Ordinance shall be due October 1 of the respective year and if not paid on or before January 31 of the respective year, shall immediately become delinquent.

IV.

All assessments shall become a lien upon the property against which assessed, and the city assessor and collector of the City of Watauga, Texas, shall by virtue of the tax rolls, fix and establish a lien by levying upon such property for the payment of said assessments, penalty and interest, and the interest and penalty collected from such delinquent assessments shall be apportioned to the Park Vista Public Improvement District. All delinquent assessments shall bear interest from the date of delinquency at the rate as prescribed by state law.

V.

The City assessor and collector of the City of Watauga, Texas is hereby directed and authorized to assess for the 2019-2020 fiscal year, the rates and amounts herein levied, and when such assessments are collected, and to distribute the collections to the Park Vista Public Improvement District in accordance with this Ordinance.

VI.

This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Watauga, Texas and this Ordinance shall not operate to repeal or affect any such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other ordinance or ordinances are hereby repealed.

VII.

If any section, subsection, sentence, clause, or phrase of this Ordinance shall for any reason be held invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

VIII.

This Ordinance shall become effective and shall be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas, and upon application of law and in accordance with Section 3.13 of the Charter of the City of Watauga, Texas.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas, this 9th day of September 2019.

APPROVED:

Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner, City Secretary

APPROVED AS TO FORM AND LEGALITY:

George E. Hyde, Interim City Attorney



AGENDA MEMORANDUM

DATE: August 19, 2019

TO: Honorable City Council Members

FROM: Sandra Gibson, CGFO, CGFM, Director of Finance

THROUGH: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action on approval of the Watauga Economic Development Corporation (WEDC) Budget for Fiscal Year 2019-2020

BACKGROUND/INFORMATION:

The City Council held the required Public Hearing on the Proposed Watauga Economic Development Corporation Budget on August 26, 2019.

The Watauga Economic Development Corporation Board previously held their Public Hearing and adoption the of the Proposed Budget for FY2019-2020 on July 16, 2019, and has recommended approval by the City Council for adoption.

FINANCIAL IMPLICATIONS:

Total proposed expenses for the Watauga Economic Development Corporation (WEDC) are as follows: WEDC Operating in the amount of \$426,120 and WEDC Capital Projects in the amount of \$50,000.

RECOMMENDATION/ACTION DESIRED:

Approval of the Watauga Economic Development Corporation Budget for FY2019-2020

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. WEDC PROPOSED BUDGET FY2019-20

REVIEWED BY:

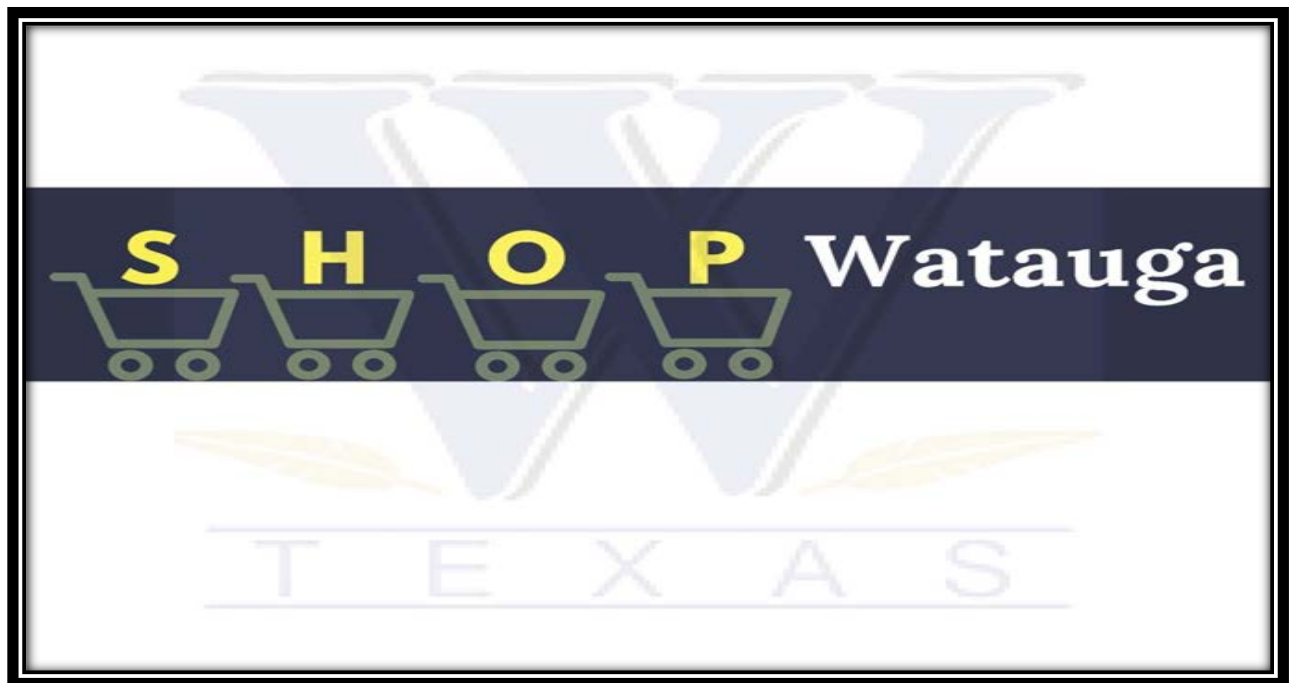
Tara Rogers, Deputy City Secretary
Sandra Gibson, CGFO, CGFM, Director of Finance
Andrea Gardner, City Manager
Approved as to form for inclusion on Agenda

Approved - 8/26/2019
Approved - 8/26/2019
Final Approval - 8/26/2019

Watauga

Economic Development Corporation

Proposed Budget



Fiscal Year 2019-2020

SPECIAL REVENUE FUND

ECONOMIC DEVELOPMENT CORPORATION (FORMERLY PARKS DEVELOPMENT CORPORATION)

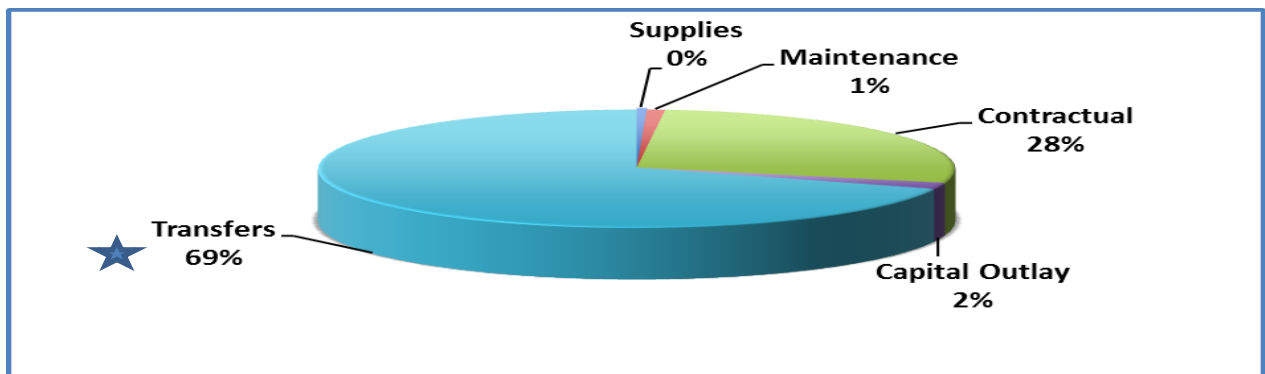
Voters established the Watauga Parks Development Corporation Sales Tax Fund to account for a ½ cent sales tax increase in May 1994 under the 4b Economic Development Legislation. The purpose of the increase in sales tax is to build city parks and improve existing parks under the supervision of the Watauga Parks Development Corporation. In May 2012, voters approved a reduction of the sales and use tax for the Watauga Parks Development Corporation to ¼ of one percent and reallocate ¼ of one percent for maintenance and repairs of municipal streets. This reduction took place on October 1, 2012. In FY2018-19 the corporation's name was changed to Economic Development Corporation and the focus was redirected to economic development within the City. Sales tax revenues for FY2020 are expected to be \$764,000.

This Special Revenue Fund is used to account for specific revenues that are legally restricted to expenditures for particular purposes. The fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when liability is incurred.

Where Does the Money Come From?



Where Does the Money Go?



★ *Note: Transfers to general fund cover personnel expenses and debt for branding signs & splashpad*

SPECIAL REVENUE FUND

ECONOMIC DEVELOPMENT CORPORATION BUDGET SUMMARY - FUND 04 (FORMERLY PARKS DEVELOPMENT CORPORATION)

	HISTORY		PROJECTED YEAR		BUDGET	%CHANGE
	2016-17 Actual	2017-2018 Actual	2018-2019 Budget	2018-2019 Projected	2019-2020 Budget	FY2019-20 VS 2018-19
Fund Balance, October 1	\$728,986	\$812,820	\$798,375	\$837,207	\$829,447	
<u>Revenues:</u>						
Sales Taxes	723,260	729,841	728,000	745,000	764,000	4.9%
Other Transfers In	0	0	0	0	0	0.0%
Interest Earnings	4,699	12,824	7,500	10,000	10,000	33.3%
Proceeds from Sale of Assets	7,151	0	0	0	0	0.0%
Operating Revenues	\$ 735,110	\$ 742,665	\$ 735,500	\$ 755,000	\$ 774,000	5.2%
Total Available Resources	\$ 1,464,096	\$ 1,555,485	\$ 1,533,875	\$ 1,592,207	\$ 1,603,447	2.5%
<u>Expenditures:</u>						
Non-Departmental	14,807	15,505	21,390	18,900	0	-100.0%
General Administration	0	0	0	0	89,100	100.0%
Business Retention	0	0	0	0	19,300	100.0%
Business Attraction	0	0	0	0	23,250	100.0%
Parks Department	603,004	666,330	722,300	692,960	0	-100.0%
Operating Expenditures	617,811	681,834	743,690	711,860	131,650	-100.0%
<u>Operating Transfers-Out</u>						
To General Fund	36,285	36,443	36,400	36,400	194,292	433.8%
To PDC Construction	0	0	0	0	0	0.0%
To Internal Service Fund	0	0	14,500	14,500	0	-100.0%
To Debt Service	0	0	0	0	100,178	100.0%
Total Operating Transfers-Out	36,285	36,443	50,900	50,900	294,470	168.3%
TOTAL OPERATING & TRANSFERS	\$ 654,096	\$ 718,277	\$ 794,590	\$ 762,760	\$ 426,120	-46.4%
Fund Balance, September 30	\$810,000	\$837,207	\$739,285	\$829,447	\$1,177,327	
CHANGE IN FUND BALANCE	\$81,014	\$24,387	(\$59,090)	(\$7,760)	\$347,880	

SPECIAL REVENUE FUND

DEPARTMENT: ECONOMIC DEVELOPMENT

DIVISION / ACTIVITY: ECONOMIC DEVELOPMENT CORPORATION – FUND 04

LOCATION:

7105 Whitley Road

Watauga, Texas 76148

Phone Number: 817-514-5800

HOURS OF OPERATION:

Monday – Friday

8:00 A.M. – 5:00 P.M.

MISSION / PROGRAMS / SERVICES:

Economic Development functions to implement a program of activities that works to improve Watauga's well-being and quality of life. Emphasis is placed on improving the business climate through specific efforts by way of the following projects and activities: new development, redevelopment, workforce development, business retention and expansion, and small business development.

FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS:

- Completion of the required State filing documents to officially change the name of the Watauga Park Development Corporation to the Watauga Economic Development Corporation
- Supported the rezone of the City owned property commonly known as the Nat Brooks property from Government Use to General Business in support of economic development
- Board members and staff completed basic economic development training for elected officials
- Continued recognition of business milestone anniversaries
- Continued and expanded the recognition of Small Business Week to include hosting a Business Expo
- Completed a review and update to Chapter 30 of the Watauga Code of Ordinances related to economic development

FY2019-2020 GOALS/ OBJECTIVES:

- Participate in the update to the City's Comprehensive Plan
- Complete a Strategic Plan for the WEDC
- Complete a Business Retention Program
- Update the Watauga Commercial Improvement Program (WCIP)
- Market the property known as the Nat Brooks property
- Continue recognition of businesses celebrating milestone anniversaries
- Complete a New Business Recruitment Strategy
- Complete a Redevelopment Plan for the City

MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS:

SPECIAL REVENUE FUND

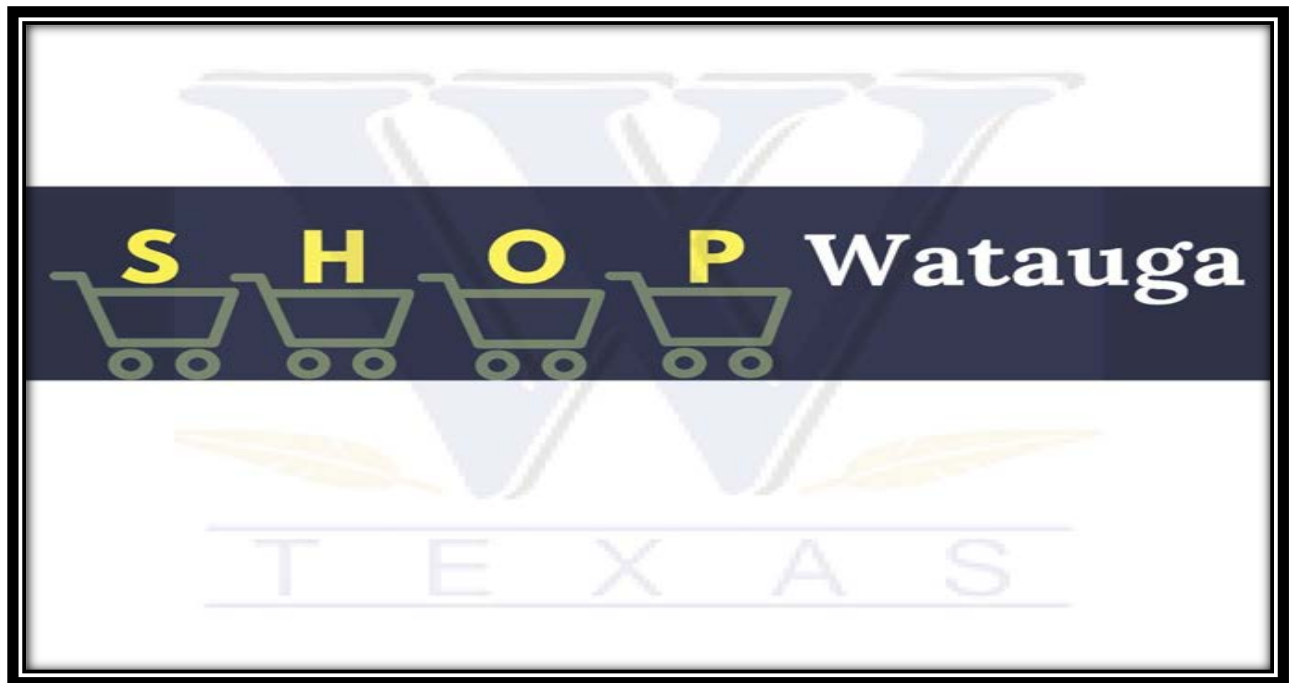
DEPARTMENT: ECONOMIC DEVELOPMENT						
DIVISION / ACTIVITY: ECONOMIC DEVELOPMENT CORPORATION - FUND 04						
	OPERATED AS PARKS DEVELOPMENT CORPORATION					
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Non-Departmental	\$14,536	\$14,807	\$15,505	\$21,390	\$18,900	\$0
Personnel	\$443,838	\$393,284	\$433,236	\$447,400	\$422,400	\$0
Supplies	\$38,189	\$44,874	\$44,413	\$63,100	\$60,495	\$2,200
Maintenance	\$54,228	\$62,453	\$68,694	\$62,200	\$62,100	\$4,000
Contractual/Sundry	\$52,932	\$94,699	\$113,786	\$144,100	\$142,465	\$117,950
Capital Outlay	\$0	\$7,695	\$6,200	\$5,500	\$5,500	\$7,500
Transfers	\$85,542	\$36,285	\$36,443	\$50,900	\$50,900	\$294,470
TOTAL	\$689,265	\$654,097	\$718,277	\$794,590	\$762,760	\$426,120
PERFORMANCE MEASURES / SERVICE LEVELS						
Input / Demand			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Staff Dedicated			PREVIOUSLY PDC			1.50
Volunteers						2
Inquiries Received						20
Output/ Workload			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Project Files Opened			PREVIOUSLY PDC		5	5
Cilents Served					5	5
Jobs Created					5	5
Potential New Business Calls/Contacts					75	85
Responses Submitted					20	20
Efficiency Measures / Impact			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
M & O percentage of City budget			1.65%	1.84%	1.77%	0.99%
M & O budget per capita			\$29.29	\$33.68	\$32.33	\$18.05
Effectiveness Measures / Outcomes		Goals	Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Business Closures		1	PREVIOUSLY PDC		4	2
Business Retention Visits		1			200	200
Small Business Development		1			2	4
Unemployment Rate		1			3.3%	3.2%
New Businesses Opened		1			10	10
Redevelopment Projects		1			3	2

SPECIAL REVENUE FUND
ECONOMIC
DEVELOPMENT CORPORATION BUDGET SUMMARY
FUND 05 - CAPITAL PROJECTS

	HISTORY			PROJECTED YEAR		BUDGET
	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Projected	2019-20 Budget
Fund Balance, October 1	\$ 523,728	\$ 504,545	\$ 430,389	\$374,357	\$374,357	\$89,307
<u>Revenues:</u>						
Interest Earnings	2,673	4,294	5,060	1,000	5,200	1,000
Proceeds from Sale of Assets	0	0	0	0	0	0
Transfer from PDC Sales Tax Fund	0	0	0	0	0	0
Other Financing Sources	0	0	0	0	0	0
Matching Grants	0	0	0	0	0	0
Total Revenues	\$ 2,673	\$ 4,294	\$ 5,060	\$ 1,000	\$ 5,200	1,000
Total Available Resources	\$ 526,401	\$ 508,839	\$ 435,449	\$ 375,357	\$ 379,557	90,307
<u>Expenditures:*</u>						
Irrigation	0	0	0	0	0	0
Foster Village Improvements	0	0	49,962	50,000	50,000	0
Playground Equipment - BISD	0	0	0	0	0	0
Skate Park	0	0	0	0	0	0
Park Equipment (Picnic Pads, etc.)	0	44,000	0	86,248	86,250	0
Capp Smith Park Improvements	21,856	34,450	11,130	154,420	154,000	0
Capp Smith Improvements EDC	0	0	0	0	0	50,000
Trail System Improvements	0	0	0	0	0	0
Indian Springs Improvements	0	0	0	0	0	0
Furniture & Fixtures	0	0	0	0	0	0
Total Expenditures	21,856	78,450	61,092	290,668	290,250	50,000
<u>Other Expenditures</u>						
Transfer to PDC Debt Service	0	0	0	0	0	0
Total Other Sources (Uses)	0	0	0	0	0	0
REVENUES OVER (UNDER) EXPENSES	\$ (19,183)	\$ (74,156)	\$ (56,032)	\$ (289,668)	\$ (285,050)	\$ (49,000)
Fund Balance, September 30	\$504,545	\$430,389	\$374,357	\$84,689	\$89,307	\$40,307
CHANGE IN FUND BALANCE	(\$19,183)	(\$74,156)	(\$56,032)	(\$289,668)	(\$285,050)	(\$49,000)

*WAS PARKS DEVELOPMENT CORPORATION UNTIL FY2018-19

New Requests



SPECIAL REVENUE FUND

FY2019-20

NEW AND EXPANDED PROGRAM REQUESTS

ECONOMIC DEVELOPMENT CORPORATION FUND 04 AND FUND 05

Rank	Item	One-Time FY2019-20	On-Going and/or Amort	Total Requested	Funded Amount		Account
	FUND 04						
1	Retail Development Strategy - Phase 1	\$ 10,500		\$ 10,500	\$ 10,500	F	Contractual Services (04-017)
2	BRE Plan & Program Development	\$ 8,000		\$ 8,000	\$ 8,000	F	Contractual Services (04-016)
3	Advertising - Economic Development	\$ 3,000		\$ 3,000	\$ 3,000	F	Advertising (04-017)
4	Contacts Management Database	\$ 5,000	\$ 4,000	\$ 9,000	\$ 9,000	F	Computer Software/Software Maint. (04-018)
5	GIS Consulting Services	\$ 8,750	\$ 1,400	\$ 10,150	\$ 10,150	F	Contractual Services (04-018)
	FUND 05						
1	Capp Smith Park Site Amenities Repl.	\$ 50,000		\$ 50,000			Parks Projects
	TOTAL	\$ 85,250	\$ 5,400	\$ 90,650	\$ 40,650		

F = FUNDED (INCLUDED IN BUDGET TOTALS)
T = TO BE DETERMINED (NOT INCLUDED IN BUDGET TOTALS)
C = IN CURRENT BUDGET YEAR
P = PARTIALLY FUNDED REQUEST
U = UNFUNDED

**NEW REQUEST FORM****FISCAL YEAR: 2019-20**

DEPARTMENT: Business Attraction
PROGRAM TITLE: Retail Development Strategy Phase I
REQUEST TYPE: One-Time **RANKING:** 1
FUND/DEPT: 04-017 **GOAL #:** 3
FULL FY2019-2020 COST: \$10,500
ANY ON-GOING FUTURE COSTS:
FULL FY2019-2020 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

In order to attract targeting retailers, it is imperative to provide accurate, current, and site-specific information on the community Retail Trade Area and available sites.

SAVINGS/BENEFITS

Developer networking and recruitment have become key components in a community's retail recruitment and development success.

CONSEQUENCES OF NOT FUNDING PROGRAM

A retail development strategy is crucial to the success of business attraction for our community.

EXPENSE IMPACT

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
04-017-74790	Contractual Services	\$10,500	
	TOTALS:	\$10,500	\$0

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0

**NEW REQUEST FORM****FISCAL YEAR:****2019-20****DEPARTMENT:** Business Retention**PROGRAM TITLE:** Business Retention Program Development**REQUEST TYPE:** One-Time**RANKING:** 2**FUND/DEPT:** 04-016**GOAL #:** 3**FULL FY2019-2020 COST:** \$8,000**ANY ON-GOING FUTURE COSTS:****FULL FY2019-2020 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:****RECOMMENDATION FOR DISPOSITION:****PROGRAM DESCRIPTION**

This program will provide a thorough review and comprehensive recommendations for the development, updating, or renovation of the Economic Development Website and develop a business retention and expansion program to support existing businesses.

SAVINGS/BENEFITS

Updating of the website and creating a business retention and expansion plan will identify and assist with the challenges being faced by local businesses. This will help retain businesses in our community.

CONSEQUENCES OF NOT FUNDING PROGRAM

The website will be outdated and the community will not have a business retention program in place.

EXPENSE IMPACT

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 EXPENSE	ON-GOING EXPENSE
04-016-74790	Contractual Services	\$8,000	
	TOTALS:	\$8,000	\$0

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 SAVINGS	ON-GOING SAVINGS
	TOTALS:	\$0	\$0

**NEW REQUEST FORM****FISCAL YEAR:****2019-20****DEPARTMENT:** Business Attraction**PROGRAM TITLE:** Advertising - Economic Development Guide**REQUEST TYPE:** One-Time**RANKING:** 3**FUND/DEPT:** 04-017**GOAL #:** 3**FULL FY2019-2020 COST:** \$3,000**ANY ON-GOING FUTURE COSTS:****FULL FY2019-2020 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:****RECOMMENDATION FOR DISPOSITION:****PROGRAM DESCRIPTION**

This program expands the advertising budget for inclusion in the Economic Development Guide in the D Magazine. This publication sets the stage for companies looking to relocate or expand to the North Texas region. It provides a statistical overview of the area, as well as details on the regional economy.

SAVINGS/BENEFITS

Advertising is an essential element in sharing information to potential businesses that may want to relocate to this area.

CONSEQUENCES OF NOT FUNDING PROGRAM**EXPENSE IMPACT**

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
04-017-74050	Advertising	\$3,000	
	TOTALS:	\$3,000	\$0

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0



NEW REQUEST FORM

FISCAL YEAR:

2019-20

DEPARTMENT: Economic Development

PROGRAM TITLE: Contacts Management Database

REQUEST TYPE: One-Time & On-Going

RANKING: 4

FUND/DEPT: 04-018

GOAL #: 1

FULL FY2019-2020 COST: \$5,000

ANY ON-GOING FUTURE COSTS: \$4,000

FULL FY2019-2020 SAVINGS OFFSET:

LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:

RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

This program will provide common access for tracking existing business contacts, historical data, and all other related information. This can also be used for prospect management and tracking.

SAVINGS/BENEFITS

This program will provide huge efficiencies for the Economic Development office and staff.

CONSEQUENCES OF NOT FUNDING PROGRAM

EXPENSE IMPACT

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 EXPENSE	ON-GOING EXPENSE
04-018-85050	Computer Software	\$5,000	
04-018-63510	Software Maintenance		\$4,000
	TOTALS:	\$5,000	\$4,000

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 SAVINGS	ON-GOING SAVINGS
	TOTALS:	\$0	\$0

**NEW REQUEST FORM****FISCAL YEAR:****2019-2020****DEPARTMENT:** Public Works - Development Services**PROGRAM TITLE:** GIS Consulting Services**REQUEST TYPE:** On-Going**RANKING:** 1**FUND/DEPT:** 04-018 01-013 40-020 15-090**GOAL #:** 5**FULL FY2018-2019 COST:** \$35,000**ANY ON-GOING FUTURE COSTS:** \$4,200 (40-020 15-090 04-018)**FULL FY2018-2019 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:****RECOMMENDATION FOR DISPOSITION:****PROGRAM DESCRIPTION**

A GIS Consultant would be able to provide analysis for making more informed, effective, and targeted decisions. They would provide for the integration of city-wide topographical, infrastructure, floodplain, floodway, zoning, comprehensive master plan, parks, streets, waterline, sewerline, easements, code compliance, police, and fire information. The first year includes a set up fee and thereafter is a yearly hosting and maintenance fee for the software. Staff training is included within the fee.

SAVINGS/BENEFITS

The resources sent to create, print, scan, and analyze complex data could be accomplished faster, which provides a higher level of customer service both to internal and external customers.

CONSEQUENCES OF NOT FUNDING PROGRAM

Continued outsourcing of demand for mapping and analyses, which slows down the ability to provide timely customer service both internally and externally.

EXPENSE IMPACT

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
01-013-74040	Special Services	\$8,750	
40-020-74040	Special Services	\$8,750	\$1,400
15-090-74040	Special Services	\$8,750	\$1,400
04-018-74790	Contractual Services	\$8,750	\$1,400
	TOTALS:	\$35,000	\$4,200

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0

**NEW REQUEST FORM****FISCAL YEAR:****2019-20****DEPARTMENT:** Parks**PROGRAM TITLE:** Capp Smith Parks Site Amenities Replacement**REQUEST TYPE:** One-Time**RANKING:** 1**FUND/DEPT:** 01-075 and EDC Fund 05**GOAL #:** 2**FULL FY2019-2020 COST:** \$100,000**ANY ON-GOING FUTURE COSTS:****FULL FY2019-2020 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:****RECOMMENDATION FOR DISPOSITION:****PROGRAM DESCRIPTION**

Request for the replacement of site amenities to include trash cans, tables, and benches. A portion of these amenities will include Watauga branding and promote economic development efforts.

SAVINGS/BENEFITS

The benefit of this program is the updated overall look of the most popular and utilized park within the City. This program will meet the Strategic Plan 2018-19 Goal #3 objective which is to enhance quality of life and will continue to advocate Capp Smith Park areas for activities and economic impact.

CONSEQUENCES OF NOT FUNDING PROGRAM

Replacement of current site amenities with individual pieces results in mismatched color, style, and type. The current amenities are no longer manufactured or available. The site amenities have been in place for 20 years and are beginning to deteriorate.

EXPENSE IMPACT

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
07-550-85261	Parks Projects	\$50,000	
	(2018 CO Funding)		
05-550-85360	Parks Projects	\$50,000	
	TOTALS:	\$100,000	\$0

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0

PARK BENCH SAMPLE





AGENDA MEMORANDUM

DATE: August 19, 2019

TO: Honorable City Council Members

FROM: Sandra Gibson, CGFO, CGFM, Director of Finance

THROUGH: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action on a resolution approving the Tax Assessment Roll for 2019

BACKGROUND/INFORMATION:

The attached resolution approving the Tax Assessment Roll for 2019, as submitted per Section 26.09 sub-section (e) of the Texas Property Code, is submitted for your consideration.

FINANCIAL IMPLICATIONS:

Failure to approve resolution will result in an invalid tax rate per the tax roll.

RECOMMENDATION/ACTION DESIRED:

Approval of Resolution 2019-017 approving the Tax Assessment Roll for 2019 for the City of Watauga as provided by the Tarrant Appraisal District (TAD).

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Resolution Tax Assessment Roll 2019-20 legal review
2. TAD CERTIFIED JULY 2019

REVIEWED BY:

Tara Rogers, Deputy City Secretary
George Hyde, Legal
Andrea Gardner, City Manager

Approved - 8/26/2019
Approved - 9/3/2019
Final Approval - 9/3/2019

Approved as to form for inclusion on Agenda

CITY OF WATAUGA, TEXAS
RESOLUTION NO. 2019-017

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS APPROVING AND ADOPTING THE 2019 TARRANT APPRAISAL DISTRICT CERTIFIED APPRAISAL ROLL.

WHEREAS, Section 26.09, sub-section (e) of the Texas Property Tax Code, provides that the tax assessor for each taxing unit shall submit the unit's tax appraisal roll to the government body for approval; and

WHEREAS, the Tarrant Appraisal District has provided the City of Watauga with a Certified Appraisal Roll for the tax year 2019; and

WHEREAS, the City Council of the City of Watauga desires to approve and adopt the 2019 Tarrant Appraisal District Certified Appraisal Roll pursuant to Section 26.09(e) of the Texas Property Tax Code;

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

I.

The facts and recitations set forth in the preamble of this Resolution are hereby found to be true and correct and adopted herein for all purposes.

II.

The 2019 Certified Appraisal Roll for the City of Watauga as provided and certified by the Tarrant Appraisal District, is hereby approved and adopted by the City Council of the City of Watauga.

III.

This Resolution shall become effective and shall be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas, and upon application of law and in accordance with Section 3.13 of the Charter of the City of Watauga, Texas.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this the 9th day of September 2019.

APPROVED:

ARTHUR L. MINER, MAYOR

ATTEST:

ANDREA GARDNER, CITY SECRETARY

APPROVED AS TO FORM AND LEGALITY:

GEORGE E. HYDE, INTERM CITY ATTORNEY



CITY OF WATAUGA 031

Appraisal Roll Information Valuation Summary as of July 22, 2019
2019 Certified Property Information

I, Jeff Law, Chief Appraiser for the Tarrant Appraisal District, to the best of my ability do solemnly swear that the attached is that portion of the appraisal roll for the Tarrant Appraisal District which lists property taxable by the above named entity and constitutes their Certified Appraisal Roll.

APPRAISED VALUE (Considers Value Caps) -----> \$ 1,719,348,604

Number of Accounts: 20,580

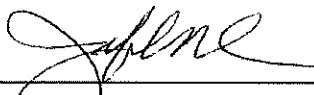
Absolute Exemptions	\$ 45,168,445
Cases before ARB – Appraised Value	\$ 23,511,345
Incompletes	\$ 40,593,732
Partial Exemptions	\$ 75,319,398
In Process	\$ 30

NET TAXABLE VALUE -----> \$ 1,534,755,654

Appraised Value minus Absolute Exemption amount, minus Cases before ARB amount, minus Incompletes, minus Partial Exemptions, minus the In Process accounts equals the Net Taxable Value.

ESTIMATED NET TAXABLE VALUE -----> \$ 1,573,355,021

Including suggested values to be used for pending ARB accounts (see page two), Incompletes (see page three) and In Process accounts (see page four).



Jeff Law, Chief Appraiser

Tarrant Appraisal District
2500 Handley Ederville Road - Fort Worth, Texas 76118 - 817.284.0024



CITY OF WATAUGA 031

**Appraisal Roll Information Valuation Summary as of July 22, 2019
2019 Appraisal Review Board Information**

Section 25.01 (c) of the State Property Tax code directs the Chief Appraiser to prepare a list of all properties under protest with the Appraisal Review Board and pending disposition at the time of value roll certification.

The values below are from the ARB roll and are not included in the totals by the Chief Appraiser and represented on page 1 of this report.

\$ 23,511,345

Total appraised value of properties under protest.

\$ 23,185,441

Net taxable value of properties under protest.

\$ 16,229,809

Estimated minimum taxable value for the same properties.

This value should be added to the net taxable value on page one.

Tarrant Appraisal District
2500 Handley Ederville Road - Fort Worth, Texas 76118 - 817.284.0024



CITY OF WATAUGA 031

**Appraisal Roll Information Valuation Summary as of July 22, 2019
2019 Incomplete Property Information**

Section 26.01(d) of the State Property Tax Code directs the Chief Appraiser to prepare a list of all properties that are not on the appraisal roll and not included on the ARB roll.

The values below are from the incomplete property listing and are not included in the totals by the Chief Appraiser and represented on page 1 of this report.

The value of incomplete properties are subject to change and are also subject to appeal before the Appraisal Review Board.

\$ 40,593,732

Total appraised value of incomplete properties

\$ 31,956,512

Net taxable value of properties under of incomplete properties.

\$ 22,369,558

62

Estimated minimum taxable value for the same properties.

This value should be added to the net taxable value on page one

Tarrant Appraisal District
2500 Handley Ederville Road - Fort Worth, Texas 76118 - 817.284.0024



CITY OF WATAUGA 031

**Appraisal Roll Information Valuation Summary as of July 22, 2019
2019 In Process Property Information**

The values below are from In Process properties and are not included in the totals by the Chief Appraiser and represented on page 1 of this report.

\$ 30

Total appraised value of In Process properties

\$

Estimated net taxable value of In Process properties.

This value should be added to the net taxable value on page one.

Tarrant Appraisal District
2500 Handley Ederville Road - Fort Worth, Texas 76118 - 817.284.0024



**Tarrant Appraisal District
CITY OF WATAUGA031
Totals for Roll Instance 000 - JULY ROLL
2019**

Value Detail	Market	Appraised	Counts	Taxable
Real Estate Residential	1,467,017,545	1,306,971,828	8,139	1,235,016,443
Real Estate Commercial	336,063,647	336,063,647	299	290,049,788
Real Estate Industrial	0	0	0	0
Personal Property Commercial	75,608,908	75,608,908	725	64,344,115
Personal Property Industrial	2,211	2,211	1	2,211
Mineral Lease Properties	699,800	699,800	11,415	482,840
Agricultural Properties	2,210,208	2,210	1	2,210
Total Value	1,881,602,319	1,719,348,604	20,580	1,589,897,607

Pending Detail	Market	Appraised	Counts	Taxable
Cases Before ARB	23,867,741	23,511,345	81	23,185,441
Incomplete Accounts	40,593,732	40,593,732	285	31,956,512
In Process Accounts	30	30	2	0

Certified Value	1,817,140,816	1,655,243,497	20,212	1,534,755,654
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Exemption Detail	Market	Exempt	Counts	Appraised
Absolute Public	26,307,035	26,307,035	77	26,307,035
Absolute Charitable	2,470,378	2,470,378	15	2,470,378
Absolute Miscellaneous	0	0	0	0
Absolute Religious & Private Schools	16,391,032	16,391,032	22	16,391,032
Indigent Housing	0	0	0	0
Nominal Value	204,429	204,429	8,929	204,429
Disabled Vet 10-29%	4,584,066	119,500	25	3,836,066
Disabled Vet 30-49%	2,836,603	111,300	16	2,370,460
Disabled Vet 50-69%	2,831,421	140,000	14	2,411,370
Disabled Vet 70-99%	21,487,905	1,374,000	115	17,675,622
Disabled Vet 100%	9,503,344	6,386,313	47	7,855,430
Surviving Spouse Disabled Vet 100%	2,143,351	1,051,958	12	1,679,323
Donated Disabled Vet	0	0	0	0
Surviving Spouse Donated Disabled Vet	0	0	0	0
Surviving Spouse KIA Armed Service Member	163,773	125,474	1	125,474
Transfer Base Value for SS Disable Vet	145,000	86,000	1	145,000
Inventory	0	0	0	0
Homestead State Mandated-General	0	0	0	0
Homestead State Mandated-Over 65	0	0	0	0
Homestead State Mandated-Disabled Person	0	0	0	0
Homestead Local Option-General	0	0	0	0
Homestead Local Option-Over 65	271,021,837	59,226,488	1,507	218,395,740
Homestead Local Option-Disabled Person	0	0	0	0
Solar & Wind Powered Devices	0	0	0	0
Pollution control	821,497	86,730	1	821,497
Community Housing Development	0	0	0	0
Abatements	0	0	0	0
Historic Sites	0	0	0	0
Foreign Trade Zone	0	0	0	0
Misc Personal Property (Vehicles, etc.)	6,603,496	6,407,206	15	6,603,496
Surviving Spouse of First Responder KLD	0	0	0	0
Transfer Base Value SS KIA Armed Service Member	0	0	0	0
Transfer Base Value SS of First Responder KLD	0	0	0	0
Total Exemptions		120,487,843	10,797	

Deferrals	Market	Deferred	Counts	Appraised
Ag Deferrals	2,210,208	2,207,998	1	2,210
Scenic Deferrals	0	0	0	0
Public Access Airports	0	0	0	0
Other Deferrals	0	0	0	0
Total Deferrals	2,210,208	2,207,998	1	2,210

New Exemptions	Market	Exempt	Counts	Appraised
Absolute Public	0	0	0	0
Absolute Charitable	0	0	0	0
Absolute Miscellaneous	0	0	0	0
Absolute Religious & Private Schools	0	0	0	0
Indigent Housing	0	0	0	0
Nominal Value	0	0	0	0
Disabled Vet 10-29%	393,192	10,000	2	374,192
Disabled Vet 30-49%	187,396	7,500	1	179,407
Disabled Vet 50-69%	906,058	40,000	4	868,087
Disabled Vet 70-99%	1,207,388	84,000	7	1,134,492
Disabled Vet 100%	883,291	565,383	5	798,500
Surviving Spouse Disabled Vet 100%	187,765	73,487	1	152,852
Donated Disabled Vet	0	0	0	0
Surviving Spouse Donated Disabled Vet	0	0	0	0
Surviving Spouse KIA Armed Service Member	0	0	0	0
Transfer Base Value for SS Disable Vet	0	0	0	0
Inventory	0	0	0	0
Homestead State Mandated-General	0	0	0	0
Homestead State Mandated-Over 65	0	0	0	0
Homestead State Mandated-Disabled Person	0	0	0	0
Homestead Local Option-General	0	0	0	0
Homestead Local Option-Over 65	8,630,073	1,693,332	45	7,758,411
Homestead Local Option-Disabled Person	0	0	0	0
Solar & Wind Powered Devices	0	0	0	0
Pollution control	0	86,730	1	821,497
Community Housing Development	0	0	0	0
Abatements	0	0	0	0
Historic Sites	0	0	0	0
Foreign Trade Zone	0	0	0	0
Misc Personal Property (Vehicles, etc.)	43,904	43,904	2	43,904
Surviving Spouse of First Responder KLD	0	0	0	0
Transfer Base Value SS KIA Armed Service Member	0	0	0	0
Transfer Base Value SS of First Responder KLD	0	0	0	0
Total New Exemptions	EI 2,604,336		68	

New Construction	Market	New Value	Counts	Taxable
All Real Estate	22,256,852	16,755,978	69	20,715,265
New business in new improvement	0	0	0	0
Total New Construction	22,256,852	16,755,978	69	20,715,265
New Construction in Residential	18,513,181	14,499,210	66	17,829,721
New Construction in Commercial	3,743,671	2,256,768	3	2,885,544
	Market	Appraised	Counts	Taxable
Annexation	0	0	0	0
Deannexation	0	0	0	0

Tax Ceiling	Market	Taxable	Counts	Ceiling Amount
Over 65	271,021,837	154,422,435	1,507	574,683.00
Disable Person	23,926,111	19,162,076	135	80,572.00
Total Ceilings	294,947,948	173,584,511	1,642	655,255.00
New Over 65 Ceilings	11,764,706	0	65	0.00
New Disabled Person Ceilings	200,670	0	1	0.00
Capped Accounts	Market	Cap Loss	Counts	Appraised
Cap Total	891,984,349	159,689,321	4,818	732,295,028
New Cap this Year	124,490,044	11,956,645	616	112,533,399
All Exemptions by Group	Market	Exempt	Counts	Appraised
Residential	291,383,748	71,629,481	1,625	236,648,763
Commercial	49,572,489	48,641,432	87	49,572,489
Industrial	0	0	0	0
Mineral Lease	216,930	216,930	8,941	216,930
Agricultural	0	0	0	0
Exemption Total		120,487,843	10,653	
	Market	Exempt	Counts	Appraised
Prorated Absolute	0	0	0	0
Multi-Prorated Absolute	0	0	0	0
		Current Taxable	Counts	Appraised
Value Loss - 25.25(d)		0	0	0
	Average Market	Average Appraised	Counts	Average Taxable
Averages for Value Single Family	181,376	161,505	8,034	152,618



Entity Exemptions Report 2019 000 - JULY ROLL

031 CITY OF WATAUGA

Exemption Type	Certified Loss	Count	ARB Loss	Count	Incomplete Loss	Count	Total Loss	Count
Abatements	\$0	0	\$0	0	\$0	0	\$0	0
Absolute Charitable	\$2,470,378	15	\$0	0	\$3,938,480	1	\$6,408,858	16
Absolute Miscellaneous	\$0	0	\$0	0	\$0	0	\$0	0
Absolute Public	\$26,307,035	77	\$0	0	\$3,864	1	\$26,310,899	78
Absolute Religious & Private Schools	\$16,391,032	22	\$0	0	\$0	0	\$16,391,032	22
Community Housing Development	\$0	0	\$0	0	\$0	0	\$0	0
Disabled Vet 100%	\$6,386,313	47	\$233,904	1	\$0	0	\$6,620,217	48
Disabled Vet 10-29%	\$119,500	25	\$0	0	\$0	0	\$119,500	25
Disabled Vet 30-49%	\$111,300	16	\$0	0	\$0	0	\$111,300	16
Disabled Vet 50-69%	\$140,000	14	\$0	0	\$0	0	\$140,000	14
Disabled Vet 70-99%	\$1,374,000	115	\$12,000	1	\$0	0	\$1,386,000	116
Donated Disabled Vet	\$0	0	\$0	0	\$0	0	\$0	0
Foreign Trade Zone	\$0	0	\$0	0	\$0	0	\$0	0
Historic Sites	\$0	0	\$0	0	\$0	0	\$0	0
Homestead Local Option-Disabled Person	\$0	0	\$0	0	\$0	0	\$0	0
Homestead Local Option-General	\$0	0	\$0	0	\$0	0	\$0	0
Homestead Local Option-Over 65	\$59,226,488	1,507	\$80,000	2	\$0	0	\$59,306,488	1,509
Homestead State Mandated-Disabled Person	\$0	0	\$0	0	\$0	0	\$0	0
Homestead State Mandated-General	\$0	0	\$0	0	\$0	0	\$0	0
Homestead State Mandated-Over 65	\$0	0	\$0	0	\$0	0	\$0	0
Indigent Housing	\$0	0	\$0	0	\$0	0	\$0	0
Inventory	\$0	0	\$0	0	\$0	0	\$0	0
Misc Personal Property (Vehicles, etc.)	\$6,407,206	15	\$0	0	\$4,688,326	18	\$11,095,532	33
Nominal Value	\$204,429	8,929	\$0	0	\$79	1	\$204,508	8,930
Pollution control	\$86,730	1	\$0	0	\$6,471	1	\$93,201	2
Solar & Wind Powered Devices	\$0	0	\$0	0	\$0	0	\$0	0
Surviving Spouse Disabled Vet 100%	\$1,051,958	12	\$0	0	\$0	0	\$1,051,958	12
Surviving Spouse Donated Disabled Vet	\$0	0	\$0	0	\$0	0	\$0	0
Surviving Spouse KIA Armed Service Member	\$125,474	1	\$0	0	\$0	0	\$125,474	1
Surviving Spouse of First Responder KID	\$0	0	\$0	0	\$0	0	\$0	0
Transfer Base Value for SS Disabled Vet	\$86,000	1	\$0	0	\$0	0	\$86,000	1



Entity Exemptions Report 2019 000 - JULY ROLL

031 CITY OF WATAUGA

Exemption Type	Certified Loss	Count	ARB Loss	Count	Incomplete Loss	Count	Total Loss	Count
Transfer Base Value SS KIA Armed Service Member	\$0	0	\$0	0	\$0	0	\$0	0
Transfer Base Value SS of First Responder KLD	\$0	0	\$0	0	\$0	0	\$0	0
Subtotals ==>	\$120,487,843	10,797	\$325,904	4	\$8,637,220	22	\$129,450,967	10,823



Entity Exemptions Report 2019 000 - JULY ROLL

031 CITY OF WATAUGA

Exemption Type	Certified Loss	Count	ARB Loss	Count	Incomplete Loss	Count	Total Loss	Count
Prorated Absolute (included in above Absolute categories)	\$0	0	\$0	0	\$0	0	\$0	0
Deferral Type	Certified Loss	Count	ARB Loss	Count	Incomplete Loss	Count	Total Loss	Count
Ag Deferrals	\$2,207,998	1	\$0	0	\$0	0	\$2,207,998	1
Scenic Deferrals	\$0	0	\$0	0	\$0	0	\$0	0
Subtotals ==>	\$2,207,998	1	\$0	0	\$0	0	\$2,207,998	1

Entity Totals	
Total Appraised *	\$1,719,348,604
Absolute Exempt	\$45,168,445
Cases Before ARB	\$23,511,345
Incompletes	\$40,593,732
Partial Exemptions	\$75,319,398
In Process	\$30
Calculated Net Taxable Value	\$1,534,755,654
Total # of Accounts *	20,580

* Only includes totals from Agricultural Properties, Mineral Lease Properties, Personal Property Commercial, Personal Property Industrial, Real Estate Commercial, Real Estate Industrial, and Real Estate Residential.



Current Use Code Report - Certified
Entity: 031 CITY OF WATAUGA

Page 1 of 3
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Category	Roll Status	# of Accts	Market Value	Appraised Value	Taxable Value	Ag Acreage	Ag Deferred	New Const. Value
A -- "Residential SingleFamily"	ARB	50	\$8,864,351	\$8,507,955	\$8,182,051	0.0000	\$0	\$0
A -- "Residential SingleFamily"	Certified	8,017	\$1,454,205,250	\$1,294,558,058	\$1,225,950,358	0.0000	\$0	\$14,499,210
A -- "Residential SingleFamily" Totals:		8,067	\$1,463,069,601	\$1,303,066,013	\$1,234,132,409	0.0000	\$0	\$14,499,210
AC -- "Single Family Interim Use"	ARB	1	\$40,000	\$40,000	\$40,000	0.0000	\$0	\$0
AC -- "Single Family Interim Use"	Certified	1	\$187,747	\$187,747	\$187,747	0.0000	\$0	\$0
AC -- "Single Family Interim Use" Totals:		2	\$227,747	\$227,747	\$227,747	0.0000	\$0	\$0
BC -- "MultiFamily Commercial"	Certified	2	\$16,510,000	\$16,510,000	\$16,510,000	0.0000	\$0	\$0
BC -- "MultiFamily Commercial" Totals:		2	\$16,510,000	\$16,510,000	\$16,510,000	0.0000	\$0	\$0
C1 -- "Vacant Land Residential"	Certified	41	\$939,496	\$897,367	\$884,034	0.0000	\$0	\$0
C1 -- "Vacant Land Residential" Totals:		41	\$939,496	\$897,367	\$884,034	0.0000	\$0	\$0
C1C -- "Vacant Land Commercial"	ARB	3	\$676,253	\$676,253	\$676,253	0.0000	\$0	\$0
C1C -- "Vacant Land Commercial"	Certified	36	\$8,289,667	\$8,289,667	\$8,289,667	0.0000	\$0	\$0
C1C -- "Vacant Land Commercial" Totals:		1	\$622,004	\$622,004	\$622,004	0.0000	\$0	\$0
C1C -- "Vacant Land Commercial" Totals:		40	\$9,587,924	\$9,587,924	\$9,587,924	0.0000	\$0	\$0
C2C -- "CommercialLandWithImprovementValue"	ARB	1	\$127,515	\$127,515	\$127,515	0.0000	\$0	\$0
C2C -- "CommercialLandWithImprovementValue"	Certified	3	\$465,140	\$465,140	\$465,140	0.0000	\$0	\$0
C2C -- "CommercialLandWithImprovementValue"	Incomplete	1	\$5,446,148	\$5,446,148	\$5,446,148	0.0000	\$0	\$0
C2C -- "CommercialLandWithImprovementValue" Totals:		5	\$6,038,803	\$6,038,803	\$6,038,803	0.0000	\$0	\$0
D1 -- "Qualified Open Space Land"	Certified	1	\$2,210,208	\$2,210	\$2,210	24.0240	\$2,207,998	\$0
D1 -- "Qualified Open Space Land" Totals:		1	\$2,210,208	\$2,210	\$2,210	24.0240	\$2,207,998	\$0
F1 -- "Commercial"	ARB	9	\$10,134,611	\$10,134,611	\$10,134,611	0.0000	\$0	\$0
F1 -- "Commercial"	Certified	173	\$233,304,426	\$233,304,426	\$233,304,426	0.0000	\$0	\$2,238,721
F1 -- "Commercial"	Incomplete	5	\$12,257,649	\$12,257,649	\$12,257,649	0.0000	\$0	\$0
F1 -- "Commercial" Totals:		187	\$255,696,686	\$255,696,686	\$255,696,686	0.0000	\$0	\$2,238,721
F1C -- "VarX Billboards"	Certified	1	\$45,107	\$45,107	\$45,107	0.0000	\$0	\$0
F1C -- "VarX Billboards"	Incomplete	1	\$14,480	\$14,480	\$14,480	0.0000	\$0	\$0
F1C -- "VarX Billboards" Totals:		2	\$59,587	\$59,587	\$59,587	0.0000	\$0	\$0

Process Code: 220

Table Group Name: 000 - JULY ROLL



**Current Use Code Report - Certified
Entity: 031 CITY OF WATAUGA**

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Category	Roll Status	# of Accts	Market Value	Appraised Value	Taxable Value	Ag Acreage	Ag Deferred	New Const. Value
G1 -- "Oil, Gas and Mineral Reserve"	Certified	11,392	\$683,790	\$683,790	\$482,840	0.0000	\$0	\$0
G1 -- "Oil, Gas and Mineral Reserve"	InProcess	2	\$30	\$30	\$0	0.0000	\$0	\$0
G1 -- "Oil, Gas and Mineral Reserve" Totals:		11,394	\$683,820	\$683,820	\$482,840	0.0000	\$0	\$0
J2C -- "VarX Utility Gas Companies"	Certified	1	\$2,124,790	\$2,124,790	\$2,124,790	0.0000	\$0	\$0
J2C -- "VarX Utility Gas Companies" Totals:		1	\$2,124,790	\$2,124,790	\$2,124,790	0.0000	\$0	\$0
J3 -- "Commercial Utility Electric Companies"	Certified	1	\$654,234	\$654,234	\$654,234	0.0000	\$0	\$0
J3 -- "Commercial Utility Electric Companies" Totals:		1	\$654,234	\$654,234	\$654,234	0.0000	\$0	\$0
J3C -- "VarX Utility Electric Companies"	Certified	2	\$6,265,920	\$6,265,920	\$6,265,920	0.0000	\$0	\$0
J3C -- "VarX Utility Electric Companies" Totals:		2	\$6,265,920	\$6,265,920	\$6,265,920	0.0000	\$0	\$0
J4 -- "Commercial Utility Telephone Companies"	Certified	1	\$1,334,394	\$1,334,394	\$1,334,394	0.0000	\$0	\$0
J4 -- "Commercial Utility Telephone Companies" Totals:		1	\$1,334,394	\$1,334,394	\$1,334,394	0.0000	\$0	\$0
J4C -- "VarX Utility Telephone Companies"	ARB	1	\$239	\$239	\$239	0.0000	\$0	\$0
J4C -- "VarX Utility Telephone Companies" Totals:		15	\$5,852,553	\$5,852,553	\$5,852,553	0.0000	\$0	\$0
J4C -- "VarX Utility Telephone Companies"	Incomplete	8	\$1,262,920	\$1,262,920	\$1,262,920	0.0000	\$0	\$0
J4C -- "VarX Utility Telephone Companies" Totals:		24	\$7,115,712	\$7,115,712	\$7,115,712	0.0000	\$0	\$0
J5C -- "VarX Utility Railroads"	Certified	1	\$239,351	\$239,351	\$239,351	0.0000	\$0	\$0
J5C -- "VarX Utility Railroads" Totals:		1	\$239,351	\$239,351	\$239,351	0.0000	\$0	\$0
J6C -- "VarX Utility Pipelines"	Certified	2	\$182,850	\$182,850	\$182,850	0.0000	\$0	\$0
J6C -- "VarX Utility Pipelines" Totals:		2	\$182,850	\$182,850	\$182,850	0.0000	\$0	\$0
J7C -- "VarX Utility Cable Companies"	ARB	1	\$1,299,835	\$1,299,835	\$1,299,835	0.0000	\$0	\$0
J7C -- "VarX Utility Cable Companies" Totals:		1	\$1,299,835	\$1,299,835	\$1,299,835	0.0000	\$0	\$0
J7C -- "VarX Utility Cable Companies"	Certified	2	\$1,354,671	\$1,354,671	\$1,354,671	0.0000	\$0	\$0
J7C -- "VarX Utility Cable Companies" Totals:		2	\$1,354,671	\$1,354,671	\$1,354,671	0.0000	\$0	\$0
L1 -- "Personal Property Tangible Commercial"	ARB	15	\$2,724,937	\$2,724,937	\$2,724,937	0.0000	\$0	\$0
L1 -- "Personal Property Tangible Commercial" Totals:		270	\$27,325,074	\$27,325,074	\$27,325,074	0.0000	\$0	\$0
L1 -- "Personal Property Tangible Commercial"	Incomplete	68	\$11,267,745	\$11,267,745	\$11,267,745	0.0000	\$0	\$0
L1 -- "Personal Property Tangible Commercial" Totals:		353	\$41,317,756	\$41,317,756	\$41,317,756	0.0000	\$0	\$0

Process Code: 220

Table Group Name: 000 - JULY ROLL



Current Use Code Report - Certified
Entity: 031 CITY OF WATAUGA

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Category	Roll Status	# of Accts	Market Value	Appraised Value	Taxable Value	Ag Acreage	Ag Deferred	New Const. Value
L1C -- "VarX Commercial"	Certified	84	\$9,077,195	\$9,077,195	\$2,669,989	0.0000	\$0	\$0
L1C -- "VarX Commercial"	Incomplete	199	\$5,780,442	\$5,780,442	\$1,092,037	0.0000	\$0	\$0
L1C -- "VarX Commercial" Totals:		283	\$14,857,637	\$14,857,637	\$3,762,026	0.0000	\$0	\$0
L2 -- "Personal Property Tangible Industrial"	Certified	1	\$2,211	\$2,211	\$2,211	0.0000	\$0	\$0
L2 -- "Personal Property Tangible Industrial" Totals:		1	\$2,211	\$2,211	\$2,211	0.0000	\$0	\$0
S -- "Personal Property Special Inventory"	Certified	10	\$2,018,132	\$2,018,132	\$2,015,637	0.0000	\$0	\$0
S -- "Personal Property Special Inventory" Totals:		10	\$2,018,132	\$2,018,132	\$2,015,637	0.0000	\$0	\$0
ARB Totals:		81	\$23,867,741	\$23,511,345	\$23,485,441	0.0000	\$0	\$0
Certified Totals:		20,056	\$1,771,972,371	\$1,610,075,052	\$1,534,755,654	24.0240	\$2,207,998	\$16,737,931
Incomplete Totals:		283	\$36,651,388	\$36,651,388	\$31,956,512	0.0000	\$0	\$0
In Process Totals:		2	\$30	\$30	\$0	0.0000	\$0	\$0
Report Totals:		20,422	\$1,832,491,530	\$1,670,237,815	\$1,589,897,607	24.0240	\$2,207,998	\$16,737,931

Process Code: 220

Table Group Name: 000 - JULY ROLL



2019

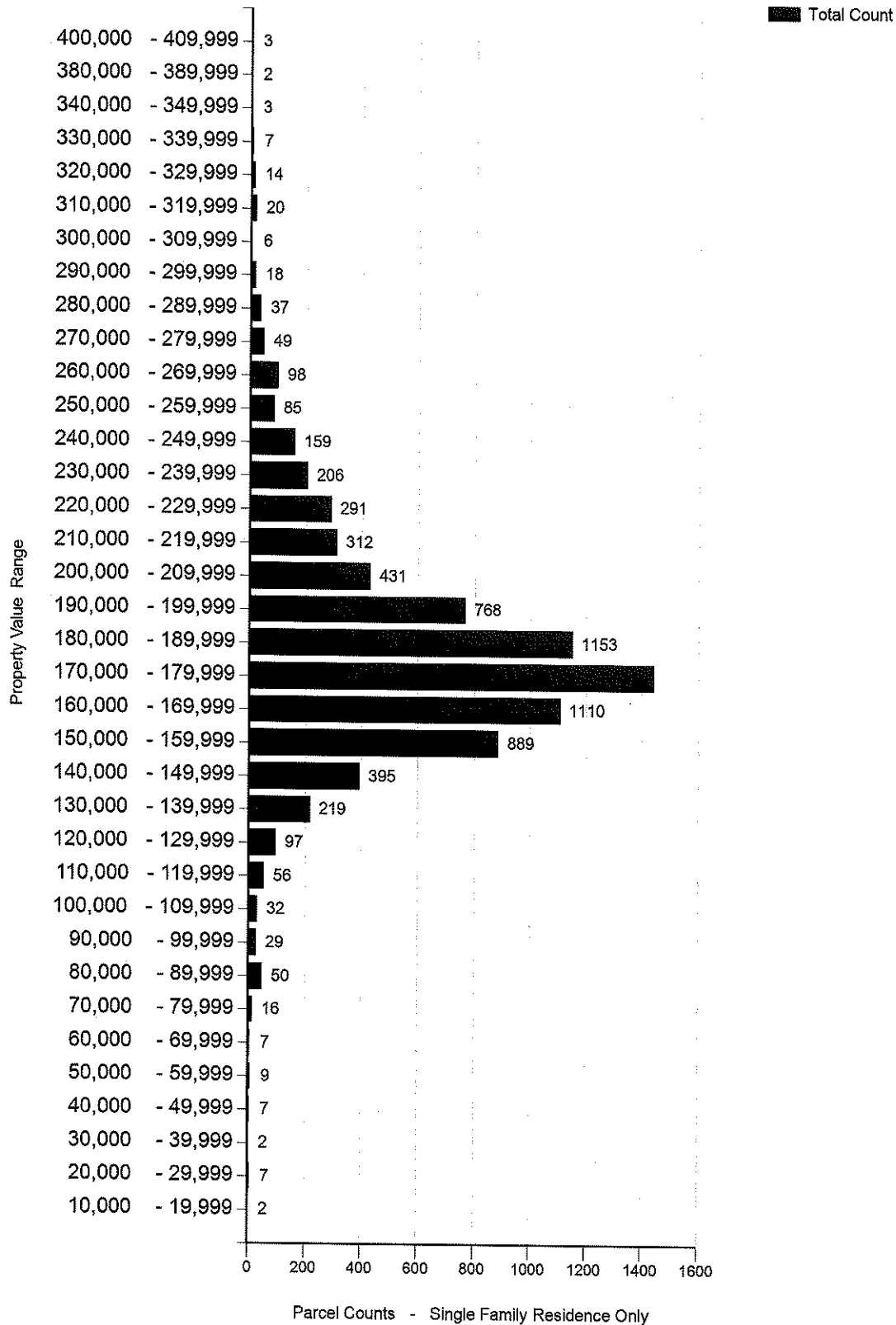
CITY OF WATAUGA

7/21/2019
11:10:11 AM

Total Parcel Counts: 8,033

Average
Market 181,376

Average
NTV 152,614





AGENDA MEMORANDUM

DATE: August 19, 2019

TO: Honorable City Council Members

FROM: Sandra Gibson, CGFO, CGFM, Director of Finance

THROUGH: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action on approval of an ordinance adopting and approving the City of Watauga Budget for Fiscal Year beginning October 1, 2019 and ending September 30, 2020 {CAPTION}

BACKGROUND/INFORMATION:

As required by City Charter, the City Manager's Proposed Budget was submitted to the City Council on August 1, 2019, and represents the proposed financial plan for Fiscal Year 2019-2020.

All of the required Public Hearings, notices, and publications relating to the proposed Budget for Fiscal Year 2019-2020 have been completed, and the required budget appropriations ordinance has been drafted and approved by legal counsel for your consideration.

The FY2019-2020 Proposed Budget is attached for reference.

FINANCIAL IMPLICATIONS:

Failure to adopt and approve the proposed Ordinance will delay the budget process for the City of Watauga for Fiscal Year 2019-2020.

RECOMMENDATION/ACTION DESIRED:

Approval and adoption of Ordinance 2019-014 that will approve and adopt the 2019-2020 Fiscal Year Budget for the City of Watauga.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 2019 Budget and Tax Rate Legislation Script Sept. 2019 (record votes)
2. Ordinance Budget Ordinance 19-20 legal
3. FISCAL YEAR 2019-20 CITY MANAGER PROPOSED BUDGET



AGENDA MEMORANDUM

REVIEWED BY:

Tara Rogers, Deputy City Secretary

George Hyde, Legal

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 8/26/2019

Approved - 9/3/2019

Final Approval - 9/3/2019

Budget Legislation Script September 2019

Agenda Item #C.9. - Budget Ordinance Reading:

***I move to adopt the ordinance providing for the fiscal year 2019-20
budget as presented.***

A record vote will be required. Chairman will you please call for the record vote:

Prescher, Snyder, Downey, Neal, King, Taylor, and Irving.

CITY OF WATAUGA, TEXAS
ORDINANCE NO. 2019-014

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS ADOPTING AND APPROVING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020 IN ACCORDANCE WITH THE HOME RULE CHARTER OF THE CITY OF WATAUGA; PROVIDING FOR THE APPROPRIATION OF FUNDS IN THE BUDGET; PROVIDING THAT ALL ORDINANCES IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE, PROVIDING AN EFFECTIVE DATE

WHEREAS, an annual budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020 was duly presented to the City Council by the City Manager in accordance with the City Charter; and

WHEREAS, a public hearing notice was published and said public hearing was held, the subject of which was the proposed budget submitted by the City Manager; and

WHEREAS, after full and final consideration, it is the consensus of the City Council that the budget, as hereinafter set forth, should be approved and adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS, THAT:

I.

The facts and recitations set forth in the preamble of this ordinance are hereby found to be true and correct and adopted herein for all purposes.

II.

The attached budget for the City of Watauga, Texas for the fiscal year beginning October 1, 2019 and ending September 30, 2020 is hereby approved and adopted, and appropriations are made as follows:

1.	General Fund Operating Appropriations – Fund 01	\$13,855,306
2.	General Obligation Debt Service Fund – Fund 03	\$2,642,003
3.	Storm Drain Utility Enterprise Fund – Fund 15	\$4,517,348
4.	Economic Development Corporation Fund – Fund 04	\$426,120

5.	Capital Projects (Plus Prior Appropriations) – Fund 07	\$8,333,308
6.	Crime Control and Prevention District – Fund 18	\$1,705,370
7.	Economic Development Corporation Capital Projects – Fund 05 (Plus Prior Appropriations)	\$50,000
8.	Water Impact Fee – Fund 47	\$0
9.	Sewer Impact Fee – Fund 48	\$0
10.	Water/Sewer Joint Use Facilities – Fund 46	\$0
11.	Water/Sewer Capital Projects (Plus Prior Appropriations) – Fund 45	\$11,543,000
12.	Water and Sewer Operating Fund – Fund 40	\$8,813,580
13.	Internal Service Fund – Fund 22	\$646,900
14.	Water and Sewer Certificates of Obligation Debt Service Fund – Fund 44	\$1,599,556
15.	Water and Sewer Revenue Bond Debt Service Fund – Fund 42	\$0
16.	Water and Sewer Debt Reserve Fund – Fund 43	\$0
17.	Library Donation Fund – Fund 23	\$10,700
18.	Bunker Hill Drainage Fund – Fund 16	\$0
19.	Municipal Court Security Fee – Fund 25	\$6,840
20.	Municipal Court Technology Fund – Fund 26	\$15,700
21.	Municipal Court Juvenile Fund – Fund 27	\$31,360
22.	Park Vista Public Improvement District – Fund 30	\$0
23.	Traffic Safety Fund – Fund 28	\$380,930
24.	Oil Gas Fund – Fund 12	\$0
25.	Street Maintenance Fund – Fund 14	\$908,000

26. Strategic Initiative Fund – Fund 13 \$135,000

27. PEG Fund – Fund 24 \$45,000

III.

This Ordinance shall be and is hereby cumulative of all other Ordinances of the City of Watauga, Texas, and this Ordinance shall not operate to repeal or affect any such other Ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event, such conflicting provisions, if any, in such other Ordinance or Ordinances are hereby repealed.

IV.

If any section, subsection, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portion of this Ordinance.

V.

This Ordinance shall become effective and shall be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas, and upon application of law and in accordance with Sections 3.11 and 3.13 of the Charter of the City of Watauga, Texas.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this 9th day of September 2019.

APPROVED:

Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner, City Secretary

APPROVED AS TO FORM AND LEGALITY:

George E. Hyde, Interim City Attorney

CITY OF WATAUGA

PROPOSED ANNUAL BUDGET

FISCAL YEAR 2019-2020





City of Watauga Fiscal Year 2019–2020 Budget Cover Page PRELIMINARY

This budget will raise more revenue from property taxes than last year's budget by an amount of \$671,768, which is a 9.01 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 \$95,329.

The members of the governing body voted on the budget as follows:

FOR:

AGAINST:

PRESENT and not voting:

ABSENT:

Property Tax Rate Comparison

	2019-2020	2018-2019
Property Tax Rate:	\$0.580500/100	\$0.601788/100
Effective Tax Rate:	\$0.537697/100	\$0.558786/100
Effective Maintenance & Operations Tax Rate:	\$0.376204/100	\$0.390038/100
Rollback Tax Rate:	\$0.580916/100	\$0.602401/100
Debt Rate:	\$0.174616/100	\$0.181160/100

Total outstanding municipal debt obligations secured by property taxes are \$41,460,000 (including the 2019 Proposed \$8.850 million issuance), of which \$22,235,000 is considered to be self-supporting. Self-supporting debt is paid through utility charges.



BUDGET

for

FISCAL YEAR ENDING SEPTEMBER 30, 2020

SUBMITTED BY:

**ANDREA M. GARDNER
CITY MANAGER**

AND

**SANDRA GIBSON, CGFO, CGFM
DIRECTOR OF FINANCE**

AS PROPOSED ON SEPTEMBER 9, 2019

THE WATAUGA CITY COUNCIL

MAYOR ARTHUR L. MINER

MAYOR PRO TEM COUNCIL MEMBER PLACE 6:	MARK TAYLOR
COUNCIL MEMBER PLACE 1:	SCOTT PRESCHER
COUNCIL MEMBER PLACE 2:	TOM SNYDER
COUNCIL MEMBER PLACE 3:	LOVIE DOWNEY
COUNCIL MEMBER PLACE 4:	ANDREW NEAL
COUNCIL MEMBER PLACE 5:	JUANITA KING
COUNCIL MEMBER PLACE 7:	KIM IRVING

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THE PURPOSE OF THIS BUDGET DOCUMENT

The Document

This is the budget document for the City of Watauga, Texas for the fiscal year beginning October 1, 2019 and ending September 30, 2020. The Budget for the City of Watauga is intended to serve four purposes:

This document should serve as a policy document, a financial plan, and an operations guide to our City, as well as a communication device to our readers. We designed this document to be a reference for a wide variety of users. As approved by the City Council for the fiscal year, City Management may use this document as a guide for operations. The City Council may use this document as a communication medium to staff and citizens to describe objectives, goals, and mission of the City. City staff may use this document to inform City Council and citizens of accomplishments and services. Current and prospective citizens and businesses may use this document to learn about the City and its plans for the future.

1. The Budget as a Policy Document

As a policy document, the budget indicates what services the City will provide during the twelve-month period beginning October 1, 2019 and why. The Budget Message, in the Introductory Section, summarizes the challenges facing the City and how the budget addresses them.

2. The Budget as an Operations Guide

As an operations guide, the budget indicates how services will be delivered to the community. The Personnel Positions Schedule outlines the number of proposed authorized full-time and part-time employees. Specific budgetary information related to each department is provided for each Fund, as appropriate.

3. The Budget as a Financial Plan

As a financial plan, the budget outlines how much City services will cost and how they will be funded. The Introductory Section provides a Budget Message, an overview of the budget, including information about the City, financial structure, major revenue and expenditure categories for each Fund, financial policies, and Budget Calendar.

The next sections of this document include the detailed financial information of the City of Watauga budget. These sections are broken down by fund type. The City uses the following funds: General Fund, Special Revenue Funds, Proprietary Funds, Capital Project Funds, and, finally, Debt Service Funds. Each fund section will provide financial summaries, general information, and management assumptions in the budget preparation. A few of the major operating funds are more detailed in showing objectives, goals, staffing, organizational structures, and accomplishments by division. Each Department has identified goals which are included in the accomplishments in their specific division, and relate back to the City's Goals detailed in the Budget Overview section. At the request of City Management, we

THE PURPOSE OF THIS BUDGET DOCUMENT

have also included a line item budget for these same major operating funds. The Capital Project Funds detail current and future projects. The Debt Service Fund section also provides individual debt service reimbursement schedules.

More detail can be found in the separately published Comprehensive Annual Financial Report (CAFR).

4. **The Budget as a Communications Device**

The budget is designed to be user friendly with summary information in text, tables, and graphs. A Glossary of Budget Terms is included for your reference. Should you have any questions about the City budget that this document does not answer, please feel free to call the Finance Office at 817-514-5822. Copies of this document are available for review at the City Secretary's Office, City Hall, and City library. It can also be accessed through the Internet at <https://www.cowtx.org/Budgeting>

Introductory Information

The Table of Contents should aid a user of this document as a guide to the organization of this book. The Budget Message should be read first as an introduction to the more detailed budget presentation. The Introductory Section provides a detailed description of the City of Watauga, its mission and goals, requirements during the budget process, the overall financial structure, and layout of the City, and demographic and graphical information about the City.

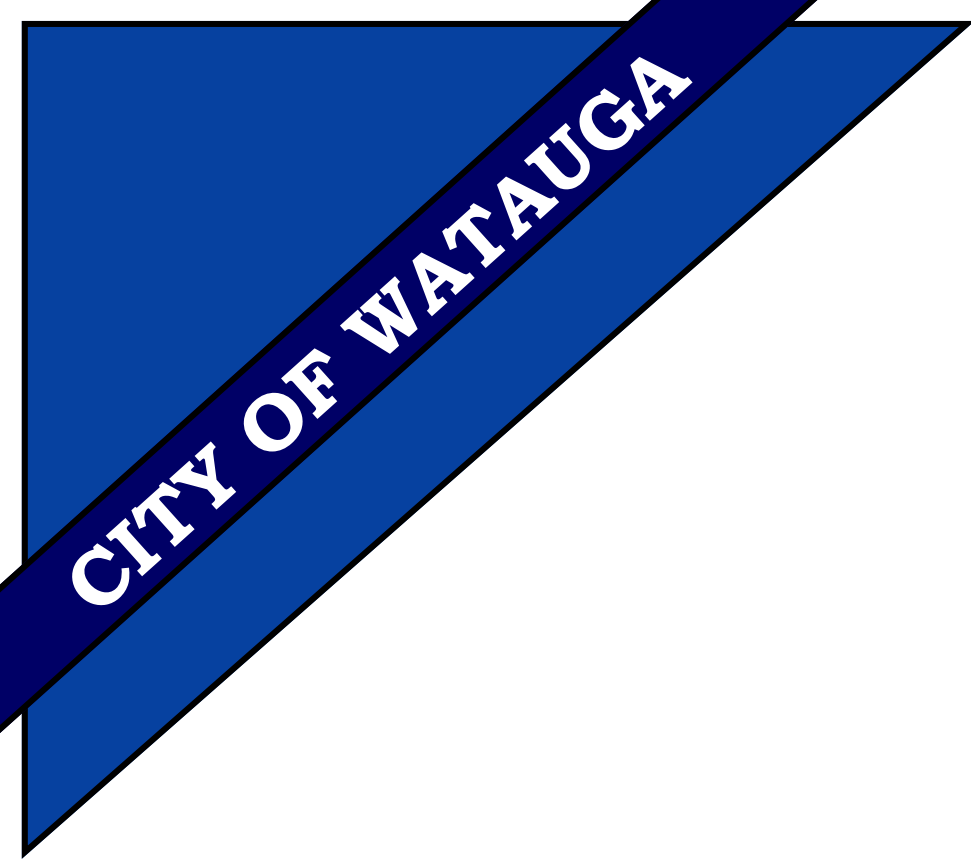
Glossary

The glossary section of the book provides both a glossary of terms and an abbreviation guide to aid users with technical terms as well as industry jargon that appears in the document.

Budget Ordinances

The budget ordinance section provides the Budget Resolutions and Ordinances passed by the City Council implementing this budget, as well as some required publications.

To contact the City of Watauga, write to 7105 Whitley Road, Watauga, Texas, 76148-2024, or call (817) 514-5800. More information may be obtained by visiting the City web site at <https://www.cowtx.org/>



INTRODUCTORY SECTION

BUDGET MESSAGE FOR FY 2019-2020



August 1, 2019

To the Honorable Mayor Arthur L. Miner, Members of the City Council and the Citizens of Watauga:

I am pleased to provide you with the Proposed FY2019-2020 Annual Budget for the City of Watauga. This spending plan reflects our commitment to provide quality services and amenities to our residents, while enhancing our organization's long-term financial sustainability. The objectives used in developing this budget were to present a balanced budget with prudent revenue and expenditure estimated and implement the City Council's priorities and initiatives outlined in the City's Strategic Plan.

The Annual Budget for the Fiscal Year beginning October 1, 2019 and ending September 30, 2020 is constructed for your review and feedback. It presents, in summary form, the revenues and expenditures for each of the City's Funds, departmental highlights, accomplishments and expenditures, as well as the five-year Capital Improvement Plan (CIP). The **Budget in Brief** that follows this message provides a concise summary of the Proposed Budget.

The Proposed Budget for the Fiscal Year 2019-2020 connects the priorities and financial planning as documented from the Council Strategic Planning Session this past February. The primary concerns while preparing this budget were continuing all existing services for our citizens, maintaining appropriate staffing levels, and maintaining reserve levels in accordance with the City's fiscal policies. Services provided by the City include fire and police protection, emergency medical services, planning and zoning, economic development, code compliance, street maintenance, water and wastewater services, parks, recreation, library, and senior citizen services. A primary focus of this year's budget was to shift more funding to economic development in accordance with State Law and in support of Council prioritization.

Due to the many harmful legislative changes proposed and adopted by the Texas State Legislature in their 86th session from January to May, 2019, this budget can be characterized as "proceed with caution". Although some of the changes do not affect this year's budget, it is prudent to begin planning and preparing for the future impacts. A summary of the legislation is provided later in this section.

BUDGET MESSAGE FOR FY 2019-2020

Strategic Direction

Setting long-term priorities for the City is one of the most important responsibilities for Watauga's elected officials. In February, 2019 Council met to discuss top priority goals for the City. By focusing on goals and strategic initiatives, Council and staff are better able to position the community in a positive direction. These goals guide financial and operational decisions to achieve community excellence. Following are the City Council's goals and strategic initiatives for FY2019-20, which are supported in the budget:

City Council Goals

- Goal #1: Establish an environment conducive to strong and sustainable economic development.**
- Goal #2: Enhance a secure and safe City.**
- Goal #3: Enhance quality of life through recreational, cultural, and educational services.**
- Goal #4: Establish responsible fiscal management and excellent governance.**
- Goal#5: Sustain and enhance infrastructure network.**
- Goal #6: Commitment to maintain a highly skilled, well-trained, fairly compensated, customer service oriented workforce.**

Watauga continues to move at a healthy pace toward its strategic goals and objectives with regard to meeting the needs of citizens, encouraging new business development and planning for revitalization efforts, improving infrastructure and making Watauga, "A Great Place to Live." The budget reflects the City Council's vision to be "***A Community that meets the needs of citizens by offering a high quality of life through transparent governance.***"

The FY2019-2020 Budget will provide funding for Strategic Initiatives that will enable the City to achieve the above stated priority goals:

- *Maintain the Financial Strength of the City* – this includes maintaining sound fiscal management practices, ensuring the City's bond rating is maintained or improved, developing an internal audit committee, reviewing the City's eligibility to participate in the Federal Opportunity Zones program, and seeking grant opportunities,
- *Develop a sustainable economic development effort* – In FY2018-19, the City shifted from a primarily Parks focused to economic development driven use of

BUDGET MESSAGE FOR FY 2019-2020

the ¼ cent Type B sales tax. To accomplish economic development initiatives, many planning activities will take place this year which include a new business recruitment strategy, an economic development incentive policy, a tax abatement policy, and a strategic plan for economic development. The City will continue efforts and develop policies and plans to reinvest, revitalize, and improve aging shopping center sites and foster economic development, redevelopment, business retention and attraction.

- *Strengthen Future Planning* – this budget provides funding for an update to the Comprehensive Plan to include economic development. A review of City ordinances is underway and will continue this year.
- *Improve Community Involvement* – this initiative includes developing and implementing a Youth Advisory Council, Parks Advisory Board and continuing funding for a citizen survey every three years.
- *Improve the City Brand* – funding for branding signs are included in this year's Watauga Economic Development Corporation's budget. The City is focusing on developing a marketing strategy to promote the City.
- *Attract, retain and motivate qualified staff* – a Personnel Improvement Plan is included with this budget to identify areas of staffing needs for all City departments. The City plans to extend funding beyond salaries, thus included funding for an employee satisfaction survey in this year's budget.
- *The 5-year Capital Improvement Plan* outlines efforts to continue infrastructure improvements such as water, wastewater, street, and storm drain capital improvements. Quality of life projects such as parks improvement projects are also included in this plan. These projects include shade structures, trails, park lighting, and other parks projects.

Planning for the Future

The City's financial condition is strong, and the immediate future looks bright with the Dallas Ft. Worth economy continuing to expand. Over the last few years, the City has experienced property valuation increases and Fiscal Year 2020 (Tax Year 2019) provides for an increase of 13.8% growth in the City's net taxable property values. Parkview Estates, a 55-home development in the northern part of the City was completed in FY2018-19 and added to the City's property values this year. The same builder is planning for a 70-home single family residential development that will be located on Hightower Drive. The development will add significant benefit to the City by adding new quality housing with improved streetscapes, new sidewalks, and greenspace. Some smaller residential developments are currently in the early planning stages. Future commercial development includes a new office park, Magnolia Office Park, which is currently underway. This 3.596 acre of land is located less than two

BUDGET MESSAGE FOR FY 2019-2020

miles from Interstate 820. The owner will initially develop two to four lots and continue development with demonstrated demand.

Although the economy is strong, there are numerous variables that merit a cautious approach when developing the current year budget with a long-term outlook. These include:

- o The near build-out status of the City requires a strategic approach to attracting new development and revitalization of existing businesses.
- o Sales taxes are expected to remain steady with modest increases in future years. The transition in the retail market and emergence of on-line retailer and marketplaces is well under way.
- o The actions of the State Legislature in passing 330 City-Related bills during the 2019 session. It is important to address the Bills that were passed and will have an almost immediate impact, as well as some of the Bills that didn't pass since those Bills are likely to be introduced in a future session. A few areas of concern are listed below:
 - o Property tax legislation (SB2) –This Bill reforms property tax legislation and lowers the rollback rate, now termed voter-approval rate, from the current 8% to 3.5%. Additionally, if a City desired to exceed the rollback (voter-approval) rate, citizens were required to submit a petition to force an election. However, SB2 makes an election automatic if the voter-approval rate is exceeded. This legislation takes effect next fiscal year.
 - o Photographic Camera Enforcement was banned June 1, 2019 (HB1631) and resulted in a loss of \$750,000-\$900,000 a year in fee revenues. Although one-half of these funds were sent to the State, the remainder was used as an important source of funds for traffic safety programs. The City will have to fund these programs within the City's General Fund in future years.
 - o SB1152 allows for cable and telecom companies to stop paying the lower of cable or telecom franchise fees. These franchise fee reductions remain a concern for future years. This legislation has the potential for a big impact on future revenues for the City, however, the amount of loss is unknown due to the lower fee is based on statewide fees, not by municipality.
 - o To make matters worse, the legislature saddled cities with unfunded mandates, particularly in areas of open government. HB3834 requires cybersecurity training annually and SB944 requires cities to collect and maintain records of City-related business carried out on City issued and

BUDGET MESSAGE FOR FY 2019-2020

personally owned devices in the event the City should receive a request for public information related to the records.

The City continues a long-term approach through various planning tools. These include the following:

- ❖ **A Comprehensive Land Use Plan** was adopted by City Council to be used as a tool in the development of the City. As the City approaches full build out, planning initiatives for re-development and improvement of certain aging corridors in the City are of primary focus.
- ❖ **The Equipment Replacement Fund** put into place a few years ago continues to be assurance that certain equipment, technology, and vehicle needs will be met in the future.
- ❖ **The Capital Outlay Plan** provides for a 5-year format to identify timing of replacement and sources of funding for major equipment, vehicles, and technology City-wide.
- ❖ **5-year Capital Improvement Plan** is a long range financial planning document that revolves around several major street projects and water/sewer system infrastructure projects as well as significant improvements to our storm water drainage system. Over the next couple of years, various water and sewer infrastructure projects will be funded by the 2017 Certificates of Obligation proceeds. The 2018 Certificates of Obligation proceeds will fund street projects, parks improvements, and building improvements throughout the City. The 2019 Certificates of Obligation proceeds will fund water and wastewater projects throughout the City and provide funding for various Capital Outlay items.
- ❖ **The Parks Master plan** identifies various parks improvement projects throughout the City of Watauga. Many of these projects are incorporated into the 5-year Capital Improvement Plan with funding sources identified.
- ❖ **A Personnel Improvement Plan** identifies needed personnel positions in order to provide services and programs to our Citizens.

Summary

The FY2019-2020 proposed budget totals \$55,666,021 which includes approximately \$23.7 million in capital projects and \$1.4 million in capital equipment. The budget this year continues to focus on sustainability in order to continue our program of services and to improve on the quality of life in our City.

We remain committed to having a City budget that spends within its means while we together serve, enhance and transform our community. City departments are focused

BUDGET MESSAGE FOR FY 2019-2020

on the big picture and look beyond the boundaries of their departments to contribute towards problem solving and the improvement of programs and services critical to the quality of life in our community. I believe this budget underscores a commitment by all city departments to maintain service levels in our core services, and to implement cost saving efficiencies wherever possible, while preserving those things that make Watauga "A Great Place to Live".

I would like to thank City Council for their commitment to the Community, as well as their guidance and support throughout the development of this proposed budget. In addition, I wish to thank all the staff members who contributed their time and efforts in the development of this document.

Respectfully Submitted,

Andrea Gardner, City Manager

BUDGET MESSAGE FOR FY 2019-2020



Budget-in-Brief

This budget reflects the positive financial condition of the City and utilizes sound fiscal policies and a conservative approach in revenue and expenditure forecasting. For FY2019-2020, the City's budget provides for continued programs and services and a reduction in the tax rate by \$0.0213 (from \$0.601788/\$100 valuation to \$0.58050/\$100 valuation). The proposed rate will also provide funding for increases in operating expenses such as general cost of service increases, funding for parks employee salaries that were previously funded by Type B sales tax funds, employee compensation to include increases in the requirement for the City's retirement rate, funding of equipment replacement needs, and increased debt service that will provide for funding of capital equipment needs.

This budget is a fluid document that is changing and moving on a constant basis and serves as a guide for the following twelve-month period. We utilize past history, present conditions, and expected future trends in preparing estimated revenues. Once revenues are developed, we then evaluate costs associated with the delivery of existing services, any new and expanded costs or programs, and new programs established by Council. Within the limited resources available, we adjust the costs to achieve a balanced budget. The budget document, even after adoption, is still an estimated financial plan and is always subject to change by amendment. More often than not, elements within the body of the document will change throughout the year. Changes in economic conditions, new projects, project overruns, emergencies and unforeseen events can necessitate a budget amendment.

This budget document and financial plan for FY2019-2020 has been developed and constructed in such a way as to balance revenues to expenditures with minimal use of fund balances. Typically, fund balances are used to allow for one-time needs or liabilities that have accrued over long periods of time. When fund balances are used, the remaining fund balances are well above the minimums approved by Council. These balances throughout the various City Funds are used to provide as much economic

BUDGET MESSAGE FOR FY 2019-2020

relief to our citizens as possible, while still providing a financially sound and strong municipal organization.

Fiscal Year 2019-2020 Financial and Economic Outlook

The financial plan as presented in the proposed budget should be considered from the broad perspective of the specific environment within which the City operates. The City of Watauga is located in Tarrant County and is part of the Dallas-Fort Worth Metroplex that has a total population of 6.5 million people. The City of Watauga encompasses 4 square miles of which 96% is developed. The 2010 census reflects a population of 23,497.

Property tax revenues are a major revenue category for the City's General Fund, comprising 45% of all revenues. This heavy reliance on property tax revenues is a significant challenge as the community is 96% built out. In FY2018-2019, property valuations certified by Tarrant Appraisal District came in at a 9.2% increase over prior year. In FY2019-2020, the City's valuations have increased to \$1,573,355,021. This represents an increase of 13.8%, or \$190,623,670 in taxable value compared to FY2018-2019. This increase in valuations will allow the City to have operational funds for programs and expenses while lowering the tax rate

A significant portion (22%) of the city's general operating revenue is derived from sales tax. Over the past several years, the City, along with the DFW Metroplex and the State of Texas, in general, had experienced an increase in sales tax revenues. Beginning in FY2015-16 and continuing through FY2017-18, the City experienced decreases in the sales tax revenue category. According to various retail reports, more and more consumers are buying goods on-line and consumers are spending more on services and less on material goods. The sales tax decline flattened in FY2017-2018, and experienced a 3% increase in sales tax revenues in FY2018-2019. We are projecting FY2019-20 receipts to be 2% higher than FY2018-2019 year-end projections.

The City's economic development goals include attraction of quality visually appealing businesses, as well as revitalize and invest in areas that have seen some deterioration of economic activity. Efforts to maintain and grow our sales tax base continue to be a high priority. In FY2018-19, the Parks Development Corporation, a Type B Sales Tax Fund, was renamed to the Economic Development Corporation and the focus was shifted from parks to economic development funding.

BUDGET MESSAGE FOR FY 2019-2020

BUDGET HIGHLIGHTS – ALL FUNDS

The total budget for FY2019-2020, including transfers between funds and capital projects is \$55,666,021. This represents an increase of \$12,583,413 when compared to FY2018-2019. Funding for planned capital projects this fiscal year is \$23.7 million in comparison to capital projects funding at \$10.3 million last fiscal year. \$1.4 million in capital equipment purchases are planned for this fiscal year and are outlined in the Capital Outlay Plan Summary.

Changes in operating expenditures vary in each fund based on the nature of the services provided in each fund.

Personnel, Compensation and Benefits

A compensation and classification survey was conducted in FY2015-16 as a tool to assess and evaluate the City's compensation plan in comparison to the market and also to ensure fair and accurate job classification. The City has a multi-year plan to phase in the recommendations resulting from the survey. This year, funding will be provided for the following:

- o Continue to provide funding for civil service step increases.
- o Provide for a 1.5% cost of living adjustment for all full-time and part-time employees (civil-service and non-civil service).

Police retention, hiring, and retirements have impacted the City in the last few years. Improvements to the hiring processes, and compensation, began in FY2016-17 and continue through this proposed budget year in response to this need. A mid-year compensation adjustment for civil service and civil service management was put in place in FY2016-17 and FY2017-18, along with additional recruitment tools and incentives to attract and retain public safety personnel. In FY2018-19, Police Corporal positions were funded to provide a path of growth and promotion opportunities.

➤ There are (2) **unfunded** positions this year:

Asst. Landscape Gardener – General Fund – This position was not funded this year in an effort to balance the fund revenues and expenditures. As sales tax has declined the past few years, funds with the primary source of revenues as sales tax have to be balanced through a decrease in expenditures.

Police Officer – General Fund – One (1) police officer position is on hold this year. Due to anticipated savings because of vacancies, it is anticipated that there will be enough salary savings during the year to cover funding the position when filled during the fiscal year. The Police Department has 41 sworn positions authorized through the classifications approved by the City Council and the Civil

BUDGET MESSAGE FOR FY 2019-2020

Service Commission. Four (4) of these positions were unfunded in the years FY2014-15, FY2016-17, and FY2017-18. There are currently 37 positions funded in the FY2019-20 budget.

- The City's Secretary's Office was reorganized in FY2018-19 which will result in a savings in FY2019-20.
- There are **full-time new positions** funded this year. The Homework Help position for the Library was funded as a seasonal part-time position. The City's Personnel Improvement Plan outlines staffing needs for every department in the City. Funding for various reclassifications of positions is proposed in this budget.
- The **City's Employee Retirement (TMRS)** rate is forecast to be 14.37%, up .69% from last year's rate of 13.68%.
- **Health insurance** cost increases over the last few fiscal years has been a major concern in the City. This fiscal year, health insurance came in a 2.4% decrease over last year by switching to a new carrier. The budget impact resulting from this cost decrease for health care is approximately \$40,000 across all funds. Employee cost will remain the same as last year. The City is looking at different methods to mitigate increases to insurance costs in future years.

In FY2016-17, the City contributed to dependent care cost for the first time. (The employees have traditionally covered this cost at 100%). This year, the City continues to contribute funds to dependent insurance costs. This contribution amount totals \$65,000. In addition, appropriations have been made in the amount of \$35,000 for matching contributions for employees Health Savings Accounts.



The City implemented "WataugaFit", an employee wellness program to identify risk and provide avenues for behavior modification which reduces chronic disease, medical costs and absenteeism last fiscal year. This program is funded again this year and has been increased to further support programs for the Health and Wellness of City Employees.

Other Programs and Initiatives

- This year's budget provides funding for an Employee Satisfaction Survey. This will be the first year to conduct a survey and is planned for every three years. This tool will be effective to assess employee satisfaction and improve engagement, satisfaction, productivity and retention.
- Various equipment and vehicle purchases will be funded this year and the majority of these items are listed in the 5-year Capital Outlay Plan with identified funding sources. Some of the items are listed below:
 - o Police Department

BUDGET MESSAGE FOR FY 2019-2020

- Police vehicles (5) to include patrol, administration and Animal Control
- o Fire Department
 - Replacement Washer-Extractor for Gear
 - Class A Dress uniforms
- o Public Works Department
 - Heavy equipment vehicles to include backhoe loader and flatbed truck
 - Other light equipment such as trailer lift and concrete saws
 - Generator for the water tower
- o Finance Department
 - Meter Replacement Program continuation
 - Technology upgrades to provide for E-billing, Court, and Financial Efficiencies
- o Information Technology
 - Council A/V replacement
 - Server Replacements
 - Software Upgrades
 - Phone System replacement
 - Fire apparatus (MDT) – 6 units
 - IT Department Vehicle replacement
- o Parks and Recreation
 - Cardio Equipment
 - Recreation van
 - Small engine equipment (mowers) for Parks Maintenance
 - Double Court Volleyball System
- o Library
 - Radio Frequency Identification System
 - Disc Repair System replacement
 - Inventory Wand
 - Replacement Coin-Op device
 - Furniture replacement

Capital Projects

The City's Capital Improvement Plan (CIP) is a 5-year plan for public physical improvements to include infrastructure such as streets, water and sewer and drainage improvements. In addition, parks and building improvements are included in the CIP. The CIP provides a forecast of funds available for capital projects and identifies all planned capital improvement projects and their estimated costs. A detail of these projects can be found in the Capital Improvement section of this document.

Approximately \$23.7 million in planned capital projects are included in this year's budget. Continuation of some projects will carry over from FY2018-19 and year-end projections are subject to change. Unused funds roll over each year until the projects are completed.

BUDGET MESSAGE FOR FY 2019-2020

General Fund

General Fund Revenues - The proposed budget provides funding for continuation of all current programs and services. Revenue projections for FY2019-20 total \$13,764,492, an increase of \$661,992, or 5.3% over the FY2018-19 budget. Increases have been projected for property tax, sales tax, licenses and building permits, franchise fees and miscellaneous revenue categories.

- **Property Taxes** - Revenue collected from property taxes is the largest component of the General Fund, comprising 43% of revenues. This revenue is projected based on information from the Certified Tax Roll received July 25th from the Tarrant Appraisal District. The certified roll reflects all taxable property in the City as of January 1, 2019. After the roll is received, the tax rate is set by the City Council based on both the debt rate required to pay the City's General bonded indebtedness and funds needed for maintenance and operations.

In FY2019-20, valuations increased by 13.8% compared to 9.2% in FY2018-19. In the FY2019-20 budget, the proposed tax rate of \$0.5805 per 100 of valuation decreases the tax rate by \$0.021288 from last year's rate of \$0.601788. The rate is a result of the higher valuations and will ensure that we can maintain the same quality service levels and programs and cover operational cost increases.



BUDGET MESSAGE FOR FY 2019-2020

- The proposed tax rate for FY2018-19 is **\$0.58050/\$100** of valuation. The tax rate distribution for FY2019-20 compared to FY2018-19 is as follows:

	<u>FY2019-20</u>	<u>FY2018-19</u>
Operations:	\$0.405884/\$100	\$0.420628/\$100
Interest & Sinking	\$0.174616/\$100	\$0.181160/\$100
TOTAL TAX RATE:	\$0.580500/\$100	\$0.601788/\$100

TABLE OF TRENDS IN ASSESSED VALUES, RATES, AND LEVIES

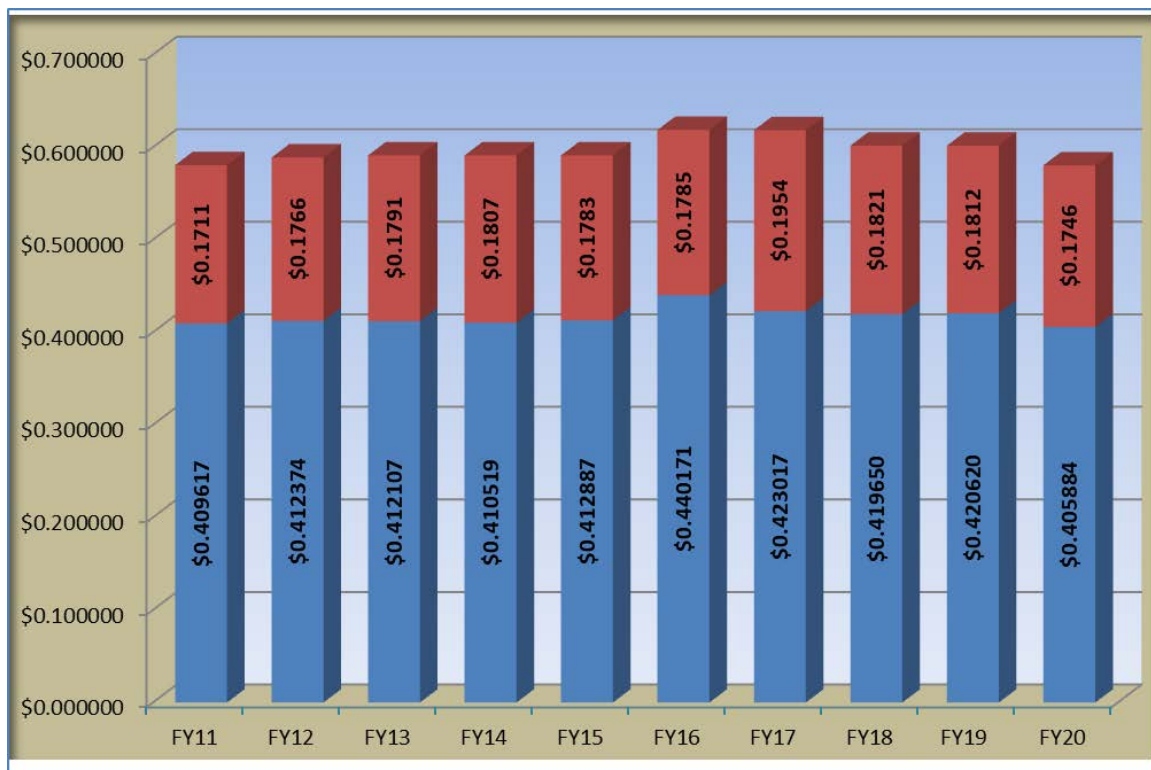
As shown in the table below and the Assessed Value of Taxable Property Graph, City valuations remained fairly flat from Fiscal Years 2011-2014. The City has experienced healthy increases in property valuations from Fiscal Years 2017 to current. The City's collection rates for property taxes are strong at approximately 99% annually.

Year Ending Sept. 30	Assessed Value of Taxable Property (Adjusted)	Tax Rate/\$100 of valuation	Tax Levy	Current Year's Taxes Collected	% Current Levy Collected
2011	\$ 971,784,583	0.580763	\$ 5,652,695.00	\$ 5,567,194	98.49%
2012	\$ 964,172,471	0.589001	\$ 5,636,137.00	\$ 5,565,685	98.75%
2013	\$ 959,370,713	0.591216	\$ 5,661,880.00	\$ 5,591,107	98.75%
2014	\$ 956,468,332	0.591216	\$ 5,699,054.00	\$ 5,627,816	98.75%
2015	\$ 1,016,667,348	0.591216	\$ 5,986,463.99	\$ 5,926,599	99.00%
2016	\$ 1,024,630,104	0.618718	\$ 6,325,757.00	\$ 6,262,499	99.00%
2017	\$ 1,157,125,543	0.618411	\$ 7,051,791.64	\$ 6,969,084	98.83%
2018	\$ 1,265,325,039	0.601788	\$ 7,487,384.32	\$ 7,401,975	98.86%
2019 est	\$ 1,382,731,351	0.601788	\$ 8,040,121.00	\$ 7,959,720	99.00%
2020 est	\$ 1,573,355,021	0.580500	\$ 8,780,923.00	n/a	n/a

BUDGET MESSAGE FOR FY 2019-2020

The property tax rate history for the past ten years is shown below:

	M&O	I&S	TOTAL
FY11	\$0.409617	\$0.1711	\$0.5807630
FY12	\$0.412374	\$0.1766	\$0.5890010
FY13	\$0.412107	\$0.1791	\$0.5912160
FY14	\$0.410519	\$0.1807	\$0.5912160
FY15	\$0.412887	\$0.1783	\$0.5912160
FY16	\$0.440171	\$0.1785	\$0.6187180
FY17	\$0.423017	\$0.1954	\$0.6184110
FY18	\$0.419650	\$0.1821	\$0.6017880
FY19	\$0.420620	\$0.1812	\$0.6017880
FY2020 proposed	\$0.405884	\$0.1746	\$0.5805000

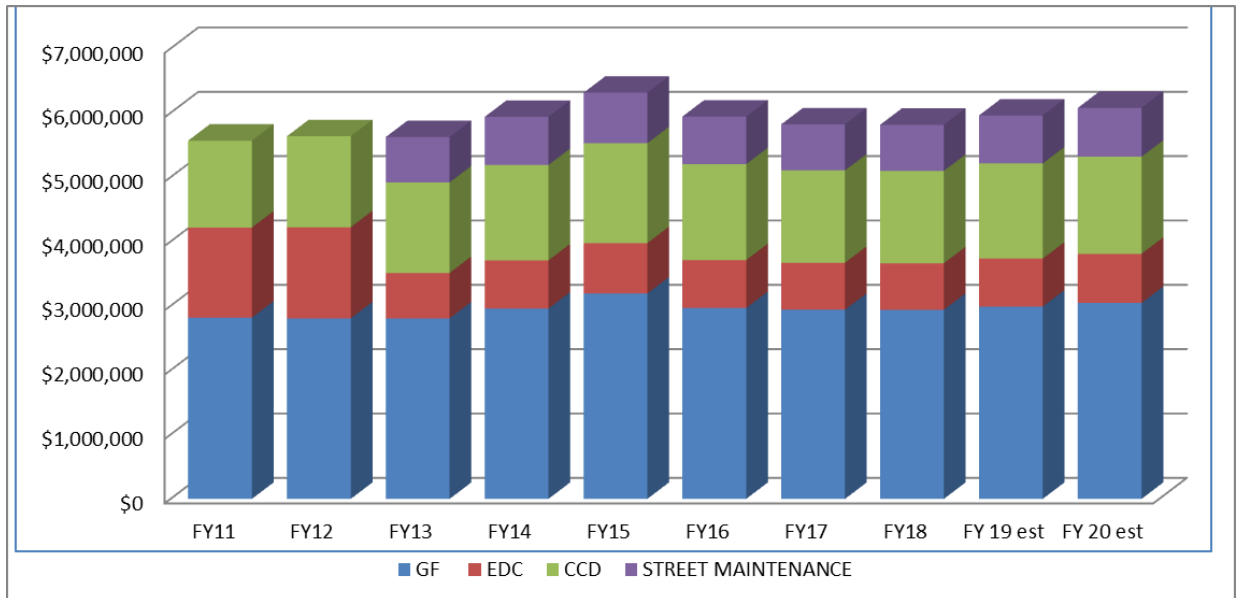


The average taxable value of a home in Watauga this year is \$152,618, an increase of \$17,820 from last year's average taxable value of \$134,798. The amount of annual City property tax on the average home at the proposed tax rate of \$0.58050/\$100 is \$885.95, up from \$811.20 last year. This is an annual increase of \$74.75 or \$6.23 per month. The average taxable value on a Watauga home today is the highest it has been in the past ten years.

BUDGET MESSAGE FOR FY 2019-2020

Sales Tax Collections

The second major financial consideration that guides the development of the budget for the upcoming year is the projection of sales tax revenues. Sales tax revenues comprise 23% of General Fund (GF) revenues. We are forecasting sales tax revenues to be 2% higher than FY2018-19 estimates.



General Fund Expenditures

The operating expenditures including transfers for the General Fund are proposed at \$13,855,306. This is a \$614,576, or a 4.8% increase over last year's budgeted expenditures. It is important to note that the majority of the increase was due to the change in funding source for the Parks Department to General Fund from Type B sales tax funding in prior years. The City experienced increases in jail/dispatch fees, employee compensation, and other operational costs. This year, there was a small decrease in medical insurance, which provided some relief for the City. Operating expenditures include one-time expenditures of \$104,100 to include one-time expenditures such as the employee survey, the update to the City's Comprehensive Plan, various equipment purchases and separation pay.

In addition, the general fund expenditures include \$25,000 of contingency funds for unforeseen events or emergency purchases during the year. Transfers from the General Fund have been decreased this fiscal year to ensure fund balance reserves remain at an acceptable level. Transfers will not be made this year to the Capital Projects Fund to pay for the debt service for the Rufe Snow Street Project, a City of North Richland Hills project, and miscellaneous engineering services. Instead, these costs will be covered by Capital Projects Fund reserves created by interest earnings over the past several years. The only transfer from General Fund to other funds is a transfer to the Equipment Replacement Fund for FY2019-2020 equipment purchases in the amount of \$12,500.

BUDGET MESSAGE FOR FY 2019-2020

There will be a utilization of fund balance in the amount of \$90,814 proposed for this year for the transfers and one-time expenditures mentioned previously. The projected ending fund balance for FY2019-2020 is \$4,125,230, which equates to 30% of operating expenditures in reserves. This is above the minimum target policy of twenty-five percent (25%) by an amount of \$687,429.

General Fund Debt Service Fund

The debt service requirement for principal and interest payments for Fiscal Year 2019-2020 totals \$2,640,803. In 2019, an \$8.850 million Certificates of Obligation debt issuance is proposed that will provide funds for various capital outlay items in the amount of \$460,000. The remainder of the issuance will be repaid by the Utility Fund. The ending fund balance is projected to be \$774,805.

General Capital Projects Fund

The following projects will be funded this year:

- ✓ This year the sidewalk program will be funded at \$100,000.
- ✓ Engineering costs have been funded at \$25,000 in anticipation of additional needs throughout the City.
- ✓ Whitley Road street projects, parks projects, including a splash pad and trails will be in progress and will be funded by the 2016 and 2018 Certificates of Obligation proceeds. \$2.536 million is projected for funding of parks projects, and \$4.944 million will fund street projects. Some of these projects will continue in future fiscal years.
- ✓ Capital equipment and vehicles in the amount of \$710,000 for Police, Fire, Public Works vehicles, building equipment, and community branding signs are included this year and will be largely funded by debt issuance proceeds.

General capital projects and equipment expenses for this year are proposed at \$8,333,308. The ending Fund Balance is forecast to be \$2,192,610. See the General Capital Projects Fund for a detailed description.

BUDGET MESSAGE FOR FY 2019-2020

Strategic Initiative Fund

The Strategic Initiative Fund was created in FY2015-2016 in order to fund the strategic initiatives identified as priorities by Council. The funding source for this fund is through General Fund transfers. This year, fund balance in the Strategic Initiative Fund will provide for the planned expenditures. Expenditures in this fund include \$30,000 for the Watauga Improving Neighborhoods (WIN) home revitalization program through the Tarrant County HOME program, and the remaining \$115,000 is appropriated for other Council identified strategic projects such as the Green Ribbon Project design and construction. It is anticipated that this fund will be closed out next fiscal year since funding for economic development initiatives are now funded by the Economic Development Corporation.

Special Revenue Funds

➤ Economic Development Corporation

Voters elected to redistribute $\frac{1}{4}$ cent from the Parks Development Corporation Fund to Street Maintenance in May, 2012, with an effective date of October 1, 2012. This effectively made the Parks Development Fund into an operations and maintenance fund and limited the fund's ability to fund large dollar capital projects. In FY2018-19, the Parks Development Corporation and City Council voted to change the corporation's focus from Parks Funding to Economic Development funding. The corporation's name was changed to reflect this change. Sales tax revenues are proposed to be \$764,000 for FY2019-FY2020.

The proposed budget for this fund includes funding for completion of various economic development plans such as participation in the City's Comprehensive Plan, completion of a Strategic Plan, Business Retention Plan, New Business Recruitment Strategy, and a Redevelopment Plan for the City. Expenditures are proposed at \$426,120. The ending fund balance is projected to be \$1,177,327.

The EDC Capital Fund Budget includes \$50,000 for amenities that include branding at Capp Smith Park. The projected ending fund balance is \$40,307.

➤ Street Maintenance Fund

This fund was established in FY2012-2013 to account for $\frac{1}{4}$ cent sales tax reallocated from the Parks Development Corporation. This allocation was effective October 1, 2012. This $\frac{1}{4}$ cent sales tax was reauthorized by voters in May, 2016 for another four years. We expect sales tax revenues collected for the year to total \$759,000. Street maintenance projects funded for the year total \$908,000, leaving an ending fund balance of \$1,045,330.

➤ Crime Control and Prevention District Fund

BUDGET MESSAGE FOR FY 2019-2020

Sales tax revenues are generated from a ½ cent sales tax and are expected to be \$1,509,000. Total revenues are forecast to be \$1,576,000. The FY2019-2020 operating budget is \$1,688,370 and funding for capital equipment is provided for in the amount of \$17,000. Ending fund balance is projected to be \$552,271.

➤ **Library Donation Fund**

Estimated revenues for this fund are expected to be \$6,050. Revenues represent donations made by customers as part of utility bill payment. The proposed budget expenditure of \$10,700 will leave an estimated ending fund balance of \$37,093.

➤ **PEG Fee Fund**

This fund was created in FY2017-18 to account for a 1% PEG (public, educational or governmental) fee received from Cable Providers operating in the City. Revenue estimates are conservative. Fees are estimated to be \$40,000 for FY2019-20. Expenditures are budgeted at \$45,000 this fiscal year for capital projects such as the Council A/V Technology replacement. Expenditures can only be capital items for the local access channel as described by federal law. Estimated ending fund balance is \$41,303.

➤ **Municipal Court Revenue Funds**

Revenues for the Security Fund, Technology Fund, and Juvenile Case Manager Fund come from a \$3.00, \$4.00, and \$5.00 fee, respectively, on each citation for which there is a conviction. Forecast revenues are \$39,550 for all of these funds combined.

Expenses are for security and technology improvements for the Court office, a portion of the Juvenile Case Manager salary and a portion of the Deputy Marshal's salary. The total budget for this year is \$53,900, leaving combined fund balances of \$197,750.

➤ **Traffic Safety Fund**

In June, 2019, legislation passed by the Texas Legislature affected cities that have automatic photographic enforcement programs. The City's contract was terminated June 1, 2019 when the law to ban photo enforcement programs became effective. This year, the City is using fund balance to fund the traffic safety program. Expenses are projected at \$380,930, and the ending fund balance is expected to be \$262,041. City Administration reached an agreement with Birdville Independent School District to participate with a 50/50 cost share for the 6 of the 12 school crossing guard positions. Keller Independent School District is considering the same cost share agreement but understands the five positions will not be covered at 100% for FY2020. Both Districts have agreed to

BUDGET MESSAGE FOR FY 2019-2020

assume 100% financial responsibility for the school crossing guard program in FY2021 and beyond.

Proprietary Funds

➤ **Storm Drainage Fund**

Total charges for services are forecast to be \$1,470,000 for service charges, with total revenues of \$1,525,000. The proposed operating expenditure budget is \$837,830. This year, \$3,679,518 in capital projects are included in the budget to include the drainage portion of Whitley Road Phase II and III, and the continuation of the Channel Protection Program, partial funding for the pavestone wall repair at Capp Smith, and the Drainage Master Plan. Proposed ending fund resources are \$963,131.

➤ **Water and Sewer Fund**

Total charges for services are forecast to be \$8,570,000, with total revenues of \$9,066,000 and total available resources are \$10,538,887. Projections are based on historical averages and will fluctuate with usage and weather. In an effort to cover the Utility's fixed costs, these projections include an increase to the base rate for residential and commercial customers for both water and sewer base rates. The City contracts with the City of Ft. Worth for wastewater treatment and North Richland Hills for water purchases.

Expenditures for water purchases and sewer treatment services also vary based on customer usage and weather. Total expenses are estimated as \$8,813,580. These expenditures include a decrease in our wholesale water and wastewater costs by the City of Ft. Worth. Transfers are included to cover debt service payments. In 2019, a debt issuance for the Utility Fund is proposed and debt service payments will increase in FY2019-20 from prior year. This fund is in a reserve recovery mode due to increased wastewater treatment costs attributed to inflow and infiltration issues in FY2018-19. The ending Fund Balance is expected to be \$1,725,307. Fund balance is at a 20% reserve level at the end of FY2019-20. The reserve level policy is proposed to change to 25% in FY2018-19. The City will be addressing measures to increase reserves over the next several months.

Water and Sewer Debt Service Fund

The Utility Fund debt service requirement for FY 2019-2020 is \$1,598,469 and will be funded by a transfer from the Water/Sewer operating fund. The fund balance at the end of the year is expected to be \$6,068. Debt service requirements increased in FY2019-20 from FY2018-19 due to the 2019 Certificates of Obligation proposed issuance that will fund wastewater improvements identified in the 5-year Capital Improvement Plan.

BUDGET MESSAGE FOR FY 2019-2020

Water and Sewer Capital Projects Funds

Total available resources are projected at \$11,714,571 which includes remaining proceeds from a debt issuance of \$7.325 million that occurred in summer of 2017 to provide funding for various water and sewer infrastructure projects and the new \$8.390 million issuance proposed for 2019. Total expenditures are \$11,543,000 and include the water and wastewater projects that were identified and prioritized in the City's 5-year Capital Improvement Plan. An estimated \$240,000 in estimated water and sewer main repairs and maintenance is budgeted this year. The ending fund balance will be \$171,571 in this fund if the projects are completed by September 30, 2020. Unused funds will roll over to the next fiscal year until the projects are completed.

Joint Use Facility Fund

The City of Watauga and City of North Richland Hills jointly maintain a transfer station for water. A maintenance reserve of \$60,000 per year is scheduled. These reserves are transferred in annually from the Water/Sewer operating fund. Reserves are used for pump replacements and other maintenance, as necessary.

Equipment Replacement Fund

This year the City continues the use of the Equipment Replacement Fund that began in FY2013-2014, but on a smaller scale. The City maintains an equipment replacement fund for use in the purchase of rolling stock, equipment, facility needs such as HVAC and roofing, and technology replacement with a minimum cost of \$5,000 and a useful life of at least five years. This fund is designed to provide on-going financing for replacement equipment once it reaches its expected life span. The Equipment Replacement Fund purchases these items and then charges the acquiring fund a prorated amount based on the cost and useful life of the equipment. This year we are utilizing this fund for the purchase of rolling stock, equipment, technology, and facility needs in the amount of \$646,900. The City utilized some of the legacy fund balance to fund equipment this fiscal year. The forecasted ending Fund Balance is \$2,233,922.

Conclusion

This City Manager Budget Message is a summary of the major highlights of the 2019-2020 Fiscal Year Budget document. The following pages summarize the significant budget changes and new and expanded requests submitted by departments this fiscal year. The summaries by fund and departmental detail can be found in the fund sections of this document.

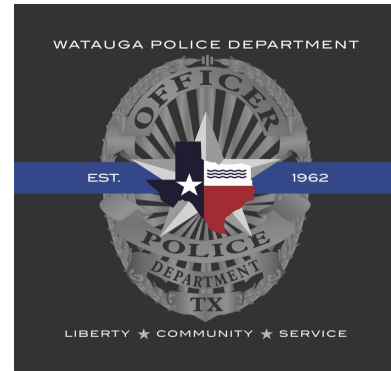


The Cost of City Services

Based on average home value of \$152,618 each household will pay \$885.95 in city taxes for the year, or \$73.83 per month, to support these city services:



Emergency Services



Library Services

Animal Control Services



Park & Recreation Services



Public Works Services

Building & Permit Services



Economic Development

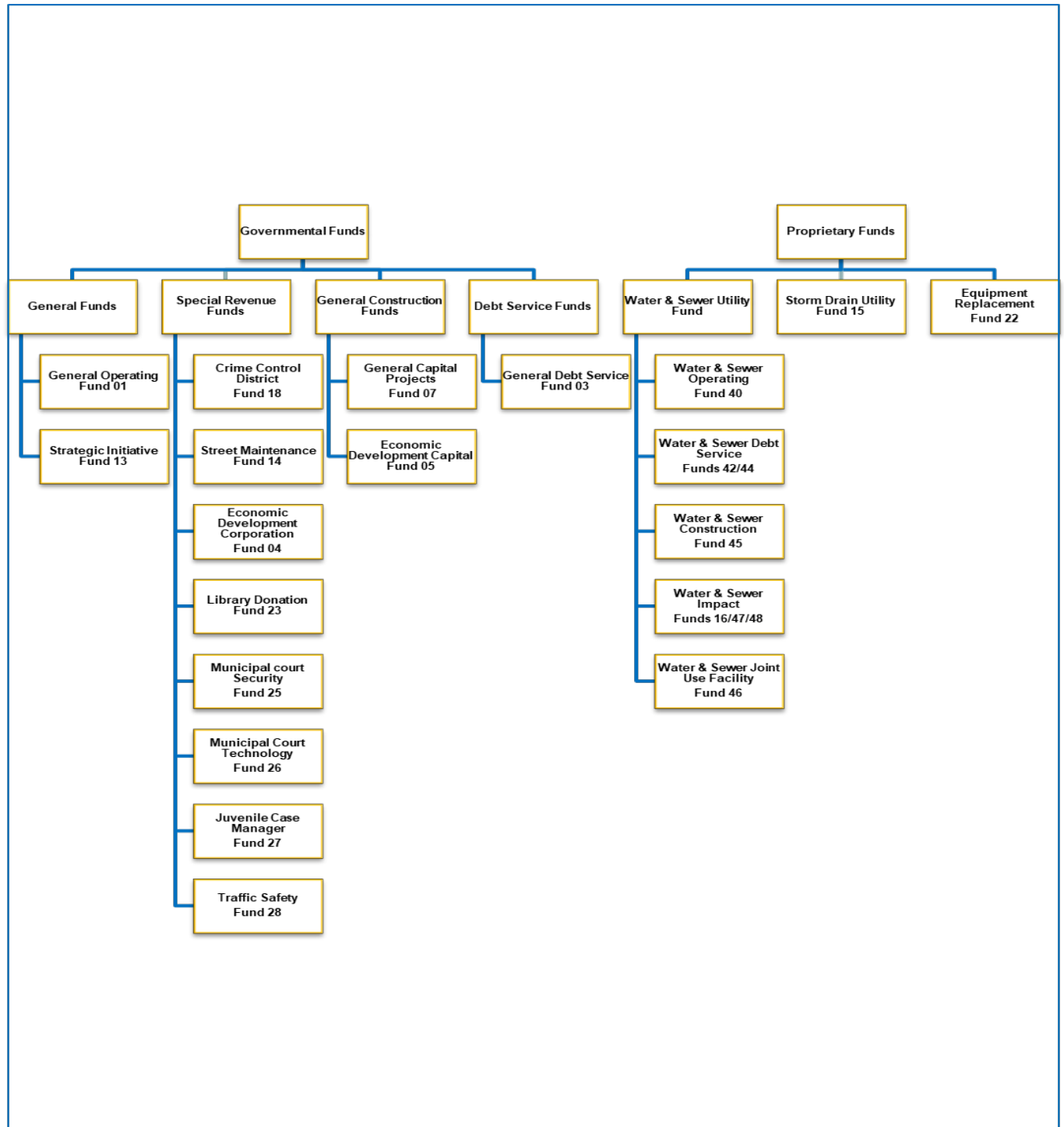


BUDGET OVERVIEW

FINANCIAL STRUCTURE

Funds and Account Groups

The City uses and appropriates annually for the following fund types, which are shown graphically and then, defined:



BUDGET OVERVIEW

For financial reporting purposes, the accounts of the City are organized on the basis of funds or account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts, which comprise its assets, liabilities, fund balance/retained earnings, revenues, and expenditures/expenses.

Governmental Fund Types

Governmental Funds are those that fund most governmental functions of the City. Governmental funds also account for the acquisition, use, and balances of the City's expendable financial resources and the related liabilities. The measurement focus is upon determination of changes in financial position, rather than upon net income determination. The following are the City's governmental funds:

General Fund

The General Fund is the general operating fund of the City. All general tax revenues and other receipts that are not restricted by law or contractual agreements to some other fund are recorded in this fund. The General Fund also records the general operating expenditures, the fixed charges, and the capital improvement costs that are not paid through other funds.

Special Revenue Funds

There are three major Special Revenue Funds:

The Parks Development Corporation Sales Tax Fund was established to account for a ½ cent sales tax increase approved by the voters in May 1994. The purpose of the increase in sales tax is to build city parks and improve existing parks under the supervision of the Watauga Parks Development Corporation. In FY2018-19 the corporation's name was changed to Economic Development Corporation and the focus was redirected to economic development.

In May, 2012, voters approved a reallocation of ¼ cent sales tax from the Parks Development Corporation to the Street Maintenance Fund to provide for the maintenance of existing city streets. The reallocation was effective October 1, 2012 and reauthorized by voters in May, 2016.

The Crime Control and Prevention District was established to account for a ½ cent sales tax increase approved by voters in March 1996. The purpose of the increase in sales tax is to enhance law enforcement in the area. In 2001 voters approved a ten-year extension of this tax. A ten-year extension was passed in November 2010.

Capital Projects Fund

The Capital Projects Fund is used to account for financial resources to be used for the acquisition and construction of major capital facilities and equipment.

BUDGET OVERVIEW

Financing is provided primarily by the sale of general obligation and contractual obligation bonds.

Debt Service Fund

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general and contractual obligation bonds, interest, and related costs.

Proprietary Fund Type

Proprietary funds are used to account for activities that are similar to those often found in the private sector. The measurement focus is upon determination of net income and capital maintenance. The City's proprietary fund type consists of:

Enterprise Funds

The Water and Sewer Utility Enterprise Fund is a proprietary fund used to account for revenues and expenses related to the operations and maintenance of the City's water and sewer utility system including, but not limited to, administration, operations, maintenance, billing, and collections.

The Storm Drainage Utility Enterprise Fund is a proprietary fund used to account for revenues and expenses related to the operations and maintenance of the City's drainage utility system. Costs of the system are recovered through drainage utility fees, which are levied against all developed property within the City.

Account Groups

Account groups are used to establish accounting control and accountability for the City's general fixed assets and general long-term debt. The following are the City's account groups:

General Fixed Assets Account Group - This account group is established to account for all general fixed assets of the City, other than those accounted for in the proprietary fund.

General Long-term Debt Account Group - This account group is established to account for all general long-term debt of the City, other than those accounted for in the proprietary fund.

BUDGET OVERVIEW

Basis of Accounting and Budgeting

Governmental funds follow the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the fiscal period. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The obligations of the city (e.g., outstanding purchase orders) are budgeted as expenses during the fiscal year they are issued.

Proprietary funds use the accrual basis of accounting. Under this method, revenues are recorded when earned (for example, drainage utility fees are recognized as revenue when bills are produced) and expenses are recorded when a commitment is made (e.g., through a purchase order).

The Comprehensive Annual Financial Report (CAFR) shows the status of the City's finances on the basis of "generally accepted accounting principles" (GAAP). The City prepares its budget on the GAAP basis except for the treatment of depreciation expense (which is not shown in the budget, although the full purchase price of equipment is shown as a capital outlay). The modified accrual basis of accounting is used for governmental fund budgets and the accrual basis of accounting is used for proprietary fund budgets.

Balanced Budget

It is the policy of the City to prepare a balanced budget. A balanced budget is one where proposed expenses are less than or equal to estimated revenues. A balanced budget may also include situations where the Council approves the use of reserves or fund balance to offset revenue shortfalls. If, during the year, the revenues received or expected to be received are less than estimated, the City Manager will recommend a revised or amended expense appropriation for Council approval that will again balance the budget.



BUDGET OVERVIEW

CITY OF WATAUGA FUND/DEPARTMENT RELATIONSHIP

FUNDS

	GENERAL		SPECIAL REVENUE						PROPRIETARY			CAPITAL		
DEPARTMENT/FUNCTION	GENERAL	STRATEGIC	CRIME CONTROL	ECONOMIC DEVELOPMENT	STREET MAINTENANCE	PEG FEE	TRAFFIC SAFETY	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 TECHNOLOGY	X					X			X		X			
LIBRARY	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	
FLEET	X										X			
FACILITIES	X										X			
UTILITY BILLING/FINANCE									X					
WATER									X				X	
WASTEWATER									X				X	
DEBT SERVICE	X								X					

LEGEND:

GENERAL FUND

SPECIAL REVENUE FUNDS

PROPRIETARY FUNDS

CAPITAL FUNDS

BUDGETARY SYSTEM AND PROCESS

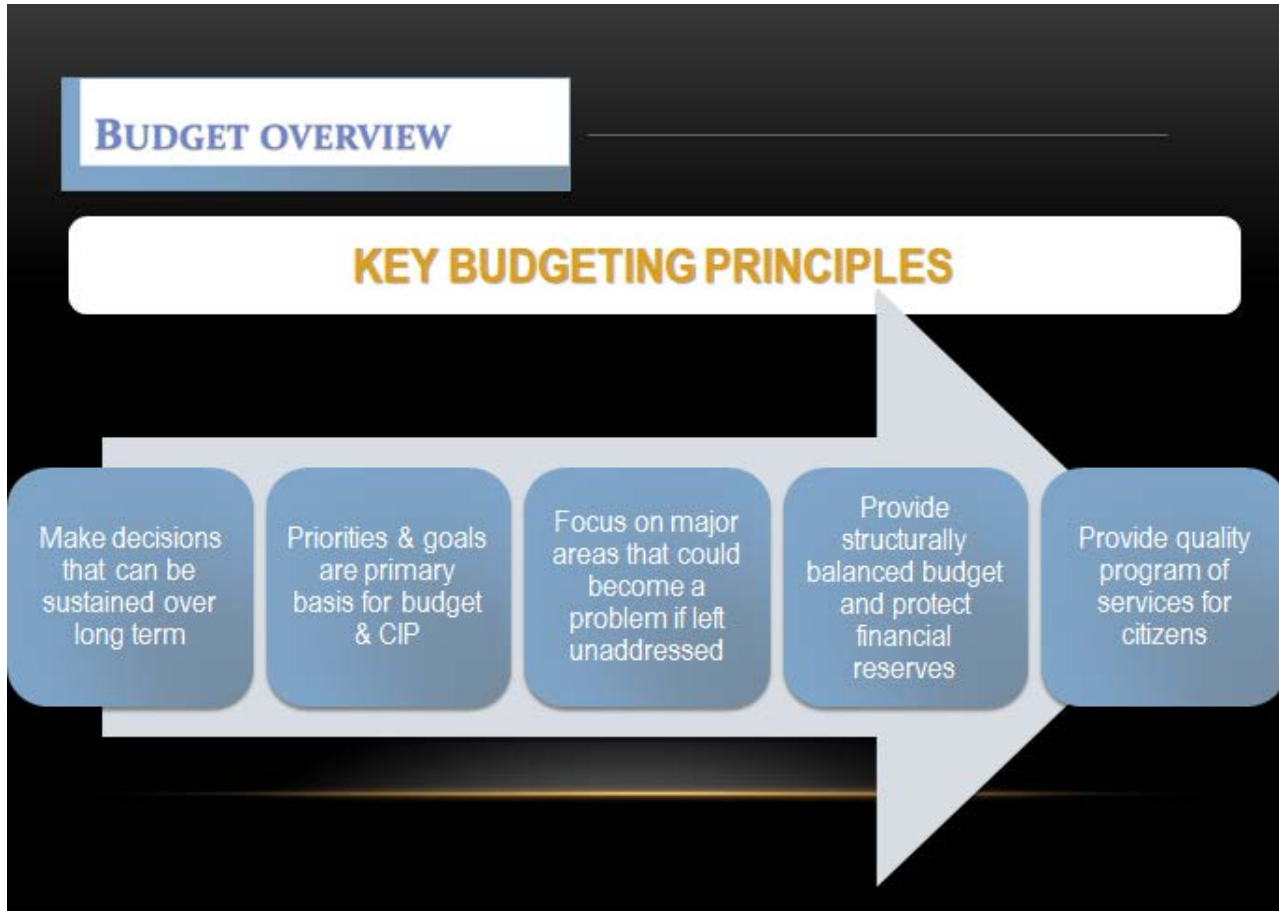
The City Charter requires the City Manager to submit a proposed budget for the fiscal year, which begins October 1, to the City Council by August 1 each year, and provides for Council adoption of the budget by September 15; Article IX Section 9.02 F states "The budget shall be finally adopted not later than the last regular Council meeting of the last month of the fiscal year." Prior to August 1, the Finance department prepares a forecast of expected revenues from property taxes, sales taxes, and other fees and transfers. The City Manager and City department heads prepare expenditure estimates for the remainder of the current fiscal year and for the ensuing fiscal year, and these are compared to estimates of revenue for the same periods. Adjustments are made to the departmental expenditure estimates as necessary to ensure that the proposed budget is balanced within total estimated income as required by the City Charter. A **balanced budget** can include a planned drawdown of fund balance within guidelines discussed on the following pages.

As part of the general government budget preparation, there is also a simultaneous preparation of a budget for both the Crime Control District and the Economic

BUDGET OVERVIEW

Development Corporation. Due to their separate legal status, the respective boards must approve their budget, which is then sent to the City Council for final approval and appropriation.

During the budget cycle, key budgeting principles are considered throughout the process as shown below. These principles insure the long term vision and fiscal sustainability is a priority throughout the budget process.



Following adoption of the budget by the City Council, the City Manager and department heads, supported by the Finance department, monitor expenditures and revenues throughout the year to ensure that the integrity of the budget is maintained.

The Charter allows the City Manager to transfer appropriation balances among programs within a department, and provides for transfer of appropriation balances from one department to another upon approval by the City Council by ordinance. If a departmental appropriation is exceeded at any time during the year, the budget must be

BUDGET OVERVIEW

amended and a supplemental or transfer appropriation ordinance approved by the City Council.

The City Manager is required to make monthly reports to the Council concerning the financial condition of the City.

The City's calendar for preparing and adopting the FY2019-20 Budget follows this Budget Overview section.

FINANCIAL POLICY GUIDELINES

These policy statements were prepared to provide a framework for fiscal decision-making to ensure that financial resources are available to meet the present and future needs of the citizens of Watauga.

The benefits of a financial policy are:

- Improve and expedite the decision-making process by allowing elected officials and staff to consider approaches to financial management from a long-term perspective.
- Enhanced credibility with the public, investors, and bond-rating agencies.
- Provide a sense of continuity as changes occur among elected officials and staff.
- Provide a means for dealing with fiscal emergencies.

Financial policies should be reviewed periodically (at least annually) by the City Council and revised and updated as necessary.

The following are the fiscal objectives of this policy:

- **Revenues:** Design, maintain, and administer revenues that will ensure reliable, equitable, and sufficient amounts to support desired services.
 - Balance and Diversify Revenue Sources: Maintain a balanced and diversified revenue system to avoid adverse fluctuations in any one source due to changes in economic conditions.
 - Property Tax Revenues: Strive to reduce reliance on property tax revenues by implementation of user fees, economic development, and revenue diversification.
 - User fees: Establish and collect fees to recover the costs for services that benefit specific users. When feasible, the City shall recover full direct and indirect costs. These fees should be reviewed on a regular basis to calculate full-cost recovery levels, compare them with current structures, and recommend adjustments when necessary.

BUDGET OVERVIEW

- **Utility/Enterprise Fund Service Fees:** Utility rates shall be set at sufficient levels to recover operating expenditures, meet debt obligations, provide funding for capital improvements, and provide an adequate level of working capital. The City should seek to eliminate all forms of subsidization to utility funds from the General Fund.
- **Administrative Service Charges:** A method should be established to determine the annual administrative service charges due the General Fund from enterprise funds for overhead and staff support. The enterprise fund shall pay the General Fund for direct services rendered when appropriate.
- **Revenue Estimates for Budgeting:** A conservative, objective, and analytical approach shall be used when preparing revenue estimates. This should include an analysis of probable economic changes, historical collection rates, and trends in revenues. This should maintain a stable level of services and reduce the probability of actual revenues being short of budget estimates.
- **Revenue Collection:** The revenue system should be as simple as possible in order to expedite payments. Since revenue should exceed the cost of producing it, administrative costs should be controlled and reduced as much as possible. The City shall pursue, to the full extent allowed by law, all delinquent taxpayers, and others overdue in their payments to the City.
- **Expenditures:** Prioritize services, establish appropriate levels of service, and administer the resources to ensure that fiscal stability is attained and maintained, and that services are delivered in an effective, efficient manner.
 - **Current Funding Basis:** Expenditures shall be budgeted and controlled to not exceed current revenues plus the planned use of fund balance accumulated through prior year saving. (Use of fund balance is discussed in another section).
 - **Operating Deficits:** Take immediate corrective action if expenditures are projected to be greater than projected revenues at year-end. Corrective actions could include, but are not limited to, expenditure reductions, fee increases, or use of fund balances. Short-term loans, use of one-time revenue sources, or expenditure deferral to the following fiscal year should be avoided.
 - **Capital Asset Maintenance:** As resources are available each year, capital assets and infrastructure should be maintained at sufficient levels to minimize future replacement and repair costs, to continue prescribed service levels, and to protect the City's investment in the assets.
 - **Program Reviews:** Make periodic staff and third-party reviews of programs to ensure efficiency and effectiveness. Consider privatization and contracting with other governmental agencies as alternative approaches for service delivery. Eliminate programs that are determined to be inefficient or

BUDGET OVERVIEW

- ineffective. Use of performance management and performance measurement techniques is encouraged.
- Purchasing: Every effort should be made to maximize discounts offered by vendors. Competitive bidding should be used to receive the most advantageous prices on goods and services.
 -
 - **Fund Balances:** Maintain fund balances in the various funds at sufficient levels to protect the creditworthiness of the City and protect the financial position from emergencies.
 - General Fund Undesignated Fund Balance: The undesignated fund balance should be maintained at or above 25% of expenditures.
 - Retained Earnings of Other Operating Funds: Positive retained earnings shall be maintained in enterprise operating funds in order to ensure that sufficient reserves are available for emergencies and revenue shortfalls. In the Water and Sewer Enterprise Fund, an operating reserve will be established and maintained at or above 20% of the current year's budget. The reserve is calculated as total budget less debt service and capital project expenditures. Special revenue funds such as Watauga Economic Development Corporation and Crime Control and Prevention District Fund should maintain positive fund balances and each respective Board should approve the amount to be retained each year.
 - Use of Fund Balance/Retained Earnings: Fund Balance/Retained Earnings should be used only for emergencies, major capital purchases, or non-recurring expenditures that cannot be provided by savings in the current year. Should the use reduce the balance below the appropriate level, recommendations will be made by management on how to restore the balance to its designated level.
 - **Capital Expenditures and Improvements:** Review and monitor the condition of capital equipment and infrastructure, establish priorities for replacement and repair based on needs and availability of resources.
 - Capital Improvement Program (CIP): An annual review of the need for capital improvements and equipment should be conducted. This review should evaluate the status of infrastructure, its replacement and repair, and any potential new projects. Prioritize all projects, both on-going and proposed, based on an analysis of current needs and resource availability. All operations, maintenance, and replacement costs should be listed for every capital project.
 - Scheduled Replacement of Capital Assets: An annual schedule shall be prepared for the replacement of non-infrastructure capital assets. As resources are available, these assets shall be replaced according to the schedule.

BUDGET OVERVIEW

- Capital Expenditure Financing: There are three methods of financing capital requirements:

- o Current revenues.
- o Fund balance/retained earnings, as allowed.
- o Debt.

Debt financing includes general obligations bonds, revenue bonds, certificates of obligation, and lease/purchase agreements. Guidelines for assuming debt are described in the Debt section, below.

- Capital Projects Reserve Fund: A fund may be established and maintained to accumulate proceeds from the sale of real property, and transfers from the General Fund undesignated fund balance. This fund should be used to pay for capital improvements and equipment with an expected life of greater than 10 years.
- **Debt:** Establish guidelines for debt financing that will provide capital equipment and infrastructure improvements while minimizing the impact of principal and interest payments on current revenues.
 - Use of Debt Financing: Debt financing, including general obligation bonds, revenue bonds, certificates of obligation, and lease/purchase agreements shall be used only when capital assets cannot be financed from current revenues or when the useful life of the asset or project exceeds the payout schedule of any debt.
 - Assumption of Additional Debt: Additional tax supported debt should not be assumed without conducting an analysis to determine the community's ability and desire to support additional debt service payments.
 - Affordability Targets: An objective analytical approach should be used to determine whether new general-purpose debt could be assumed beyond what is retired each year. Generally Accepted Standards of affordability should be used in the analysis. These include debt per capita, debt as a percent of taxable value, debt service payments as a percent of current revenues and current expenditures, and the level of overlapping net debt of all local taxing jurisdictions. The direct costs and benefits of the proposed expenditures should be examined. The decision to assume new debt should be based on the costs and benefits, plus the ability to assume the new debt without detriment to the City or its citizens.
 - Debt Structure: Debt payments should be structured to ensure level repayment. Level payment schedules improve budget planning and financial management.
 - Debt Limits: Article XI, Section 5, of the State of Texas Constitution does not provide for a statutory debt limit for cities. However, it does state: "Cities may levy, assess and collect such taxes as may be authorized by law or by their

BUDGET OVERVIEW

charters; but no tax for any purpose shall ever be lawful for any one year, which shall exceed two and one-half per cent. [sic] of the taxable property of such city, and no debt shall ever be created by any city, unless at the same time provision be made to assess and collect annually a sufficient sum to pay the interest thereon and creating a sinking fund of at least two per cent. [sic] thereon.” See also the Texas Tax Code Section 302.001(c).

City Charter Article X - Taxation, Section 10.02 - Power to Tax states: “The City shall have the power to tax property in accordance with the statutory provision of the Texas Property Tax Code, as now or hereafter amended by the state legislature.”

Thus, the maximum rate of tax for the City is \$2.50/\$100 of value of the taxable property in the municipality. The current City Tax rate is \$0.580500/\$100 of valuation and thus well below the state and charter statutory maximum.

- **Investments:** Invest the City’s operating cash to ensure its safety, provide for necessary liquidity, and optimize yield in accordance with the City of Watauga Investment Policy. Interest earned from investments shall be distributed to the fund from which the money was provided.
- **Fiscal Monitoring:** Prepare and present regular reports that analyze, evaluate, and forecast the City’s financial performance and economic condition.
 - **Financial Status and Performance Reports:** Monthly reports comparing expenditures and revenues to current budget, projecting expenditures and revenues through the end of the year, noting the status of fund balances to include dollar amounts and percentages, and outlining any remedial actions necessary to maintain the City’s financial position shall be prepared for review by the City Manager and the City Council.
 - **Three-year Forecast of Revenues and Expenditures:** A three-year forecast of revenues and expenditures should be prepared in anticipation of the annual budget process. The forecast should include critical issues facing the City, economic conditions, and the outlook for the upcoming budget year.
 - **Quarterly Status Report on Capital Projects:** A summary report on the contracts awarded, capital projects completed, and the status of the various capital programs should be prepared quarterly and presented to the City Manager and the City Council.
- **Financial Consultants:** Within available resources, employ the assistance of qualified financial advisors and consultants, as needed, in the management and administration of the City’s financial functions.

BUDGET OVERVIEW

These areas include but are not limited to investments, debt administration, financial accounting systems, program evaluations, and financial impact modeling. Advisors should be selected on a competitive basis using objective questionnaires and requests for proposals based on the scope of the work to be performed.

- **Accounting, Auditing and Financial Reporting:** Comply with prevailing federal, state, and local regulations. Conform to Generally Accepted Accounting Principles (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Government Finance Officers Association (GFOA).



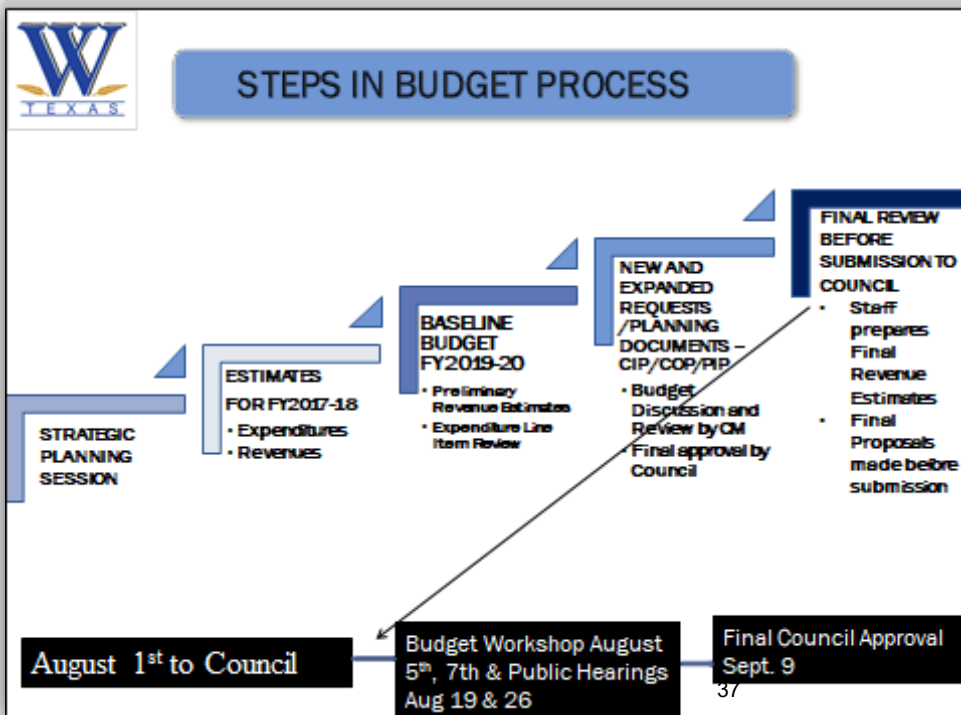
BUDGET CALENDAR

The Budget calendar is an integral part of the City's Financial Cycle:



In January-February, Council meets to prepare and review strategic goals and priorities for implementation during the budget process that begins in March. Finance staff prepares for the budget kick-off in March. During this kick-off meeting, departmental staff is given direction from the City Manager on budget priorities and goals set by

Council. Departmental staff begins work on preparing their current year estimates and budget requests for the upcoming year. Planning Documents such as the Capital Outlay Plan, Personnel Improvement Plan, and Capital Outlay Plan are developed or updated during this time.



To the left is a summary of the steps staff must complete before Council begins their budget review. The FY2019-20 budget calendar can be found on the following pages.

FY 2019-2020 Budget Calendar

Date	Group Affected	Action Needed	Requirement
City Wide Budget			
Thu2/4/2019 & 2/5/2019	CM/ CC/Directors	Strategic Planning - City Council directs City Manager on Budget Objectives for FY 2018-19	
Thu, Feb 21, 2019	CM/CC/Directors	Strategic Planning - City Council/Departmental Objectives for FY 2018-19	
Tue, Apr 2, 2019	Directors / FD / CM	Budget Kick-Off	
Tue, Apr 2, 2019	Directors / FD / CM	Budget System Training	
Wed, Apr 24, 2019	Directors / FD	Baseline Budgets &End of Year Projections Due	
Fri, May 3, 2019	Directors/FD	New & Expanded Requests Due	
Feb-June, 2019	Directors/CM	Capital Improvement Plan Development	CIP Development with Engineer based estimates.
Fri, May 17, 2019	TAD / FD	Preliminary TAD Taxable Values are received. Finance Department begins Effective and Rollback Tax Rate Analysis.	Tarrant Appraisal District submits preliminary tax values to cities
Tue, May 21, 2019	FD	Preliminary Revenue Estimates	
Fri, May 31, 2019	FD / CMO	Finance Department submits preliminary consolidated budget to CMO	
Wed, 6/4/2019 - 6/12/2019	Directors/FD/CM	Budget Request Discussions	Meeting with City Manager - Directors - Finance Director to allow departments to present budget requests
Thu, Jul 25, 2019	TAD / FD	Revenue estimates updated and revisions to the Budget Book are made as necessary.	
Thu, Jul 25, 2019	CM	Final Decisions & Budget Message Prepared	
Thu, Aug 1, 2019	FD / CM	Submit Preliminary Budget to Council	Article IX Sec.9.02B. Home Rule Charter
Thu, Aug 1, 2019	CSO for CC	Publish Notice of Availability of the proposed budget document for public inspection	Article IX Sec9.02C. Home Rule Charter
Mon, Aug 5, 2019	CC	Meeting of City Council to discuss tax rate; if proposed tax will exceed the rollback rate or the effective tax rate (whichever is lower), take record vote and schedule public hearing.	
Mon, Aug 5, 2019	CC/Directors/CM	Budget Presentation - Budget Highlights & Tax Rate	
Wed, Aug 7, 2019	CC/Directors/CM	Departmental Budget Presentations	
Fri, Aug 9, 2019	CSO for CC	Publish "NOTICE OF 2020 TAX YEAR PROPOSED PROPERTY TAX RATE FOR CITY OF WATAUGA (1st quarter page notice in newspaper and on TV and Website, if available, published at least seven (7) days before public hearing.	Chapter26 Sec.26.06(b) Property Tax Code
Mon, Aug 19, 2019	CC/Directors/CM	Budget Discussions - Planning Documents	
Mon, Aug 19, 2019	CC	1st Public Hearing on Budget/Tax Rate - Announce date, time, and place of the meeting it will vote on proposed tax rate.	Chapter26Sec.26.06(a) Property Tax Code
Mon, Aug 26, 2019	CC	2nd Public Hearing Announce date, time, and place of the meeting it will vote on tax rate (3-14 days from this date)	Chapter26Sec.26.06(a) Property Tax Code
Mon, Sep 9, 2019	CC	Reading of Ordinance to Adopt Budget. Meeting to adopt tax rate. Meeting is 3-14 days after public hearing. Taxing unit must adopt tax rate by the later of September 29, or the 60th day after receiving certified appraisal roll.	Article IX Sec.9.02E. Home Rule Charter Chapter26 Sec.26.05(a)
Tue, Oct 1, 2019	ALL	Budget Implementation	

FY 2019-2020 Budget Calendar

Date	Group Affected	Action Needed	Requirement
Crime Control District			
Wed, Apr 24, 2019	Directors / FD	Baseline Budgets due	
Fri, Apr 26, 2019	Directors / FD	New & Expanded Requests Submitted	
Fri, May 3, 2019	FD	Finance Dept. submits budget requests to CMO	
Tue, May 7, 2019	CM/Director	Discussion of Budget	
Wed, May 29, 2019	CCD	Crime Board Workshop Meeting (Set the date for Public Hearings on proposed WCCPD Budget)	
Wed, Jun 5, 2019	CSO for CCD	Publish Notice of Public Hearing	Sec. 363.204(b) Local Government Code Not later than 10th day before hearing
Mon, Jun 17, 2019	CCD	Public Hearing	Sec. 363.204(a) Local Government Code (not later than 100th day before fiscal year begins) 105 days
Mon, Jul 8, 2019	CCD	Budget Adoption	Sec. 363.204(d) Local Government Code Not later than 80th day before the fiscal year begins 84 days
Mon, Jul 8, 2019	CC	Budget Acceptance	Sec. 363.204(e) Local Government Code Not later than 10th day after CCD Adopts
Fri, Aug 2, 2019	CSO for CC	Publish Notice of Public Hearing	Sec. 363.205(b) Local Government Code No later than 10th day before hearing
8/12/2019* rescheduled	CC	Public Hearing	Sec. 363.205(a) Local Government Code No later than 45th day before fiscal year begins
Mon, Aug 12, 2019	CC	Budget Adoption	Sec. 363.205(d) Local Government Code Not later than 30th day before fiscal year begins
Economic Development Corporation			
Wed, Apr 24, 2019	Directors / FD	Baseline Budgets submitted	
Fri, Apr 26, 2019	Directors / FD	New & Expanded Requests Submitted	
Fri, May 31, 2019	FD/CM	Finance Dept. submits budget requests to CMO	
Tue, Jun 18, 2019	EDC	Budget Workshop	Set Public Hearing and Adoption dates
Fri, Jun 29, 2018	CSO for PDC	Publish Notice of Public Hearing	
Tue, Jul 16, 2019	EDC	Public Hearing	
Tue, Jul 16, 2019	EDC	Budget Adoption	
Mon, Aug 12, 2019	CC	Budget Acceptance	Set Public Hearing and Adoption dates
Fri, Aug 16, 2019	CSO for CC	Publish Notice of Public Hearing	
Mon, Aug 26, 2019	CC	Public Hearing	
Mon, Sep 9, 2019	CC	Budget Adoption	
City Council Dates			Deliverables by Area of Responsibility
Mon, May 13, 2019			DEPARTMENTAL
Mon, Jun 10, 2019			CITY SECRETARY
Mon, Jul 8, 2019			CITY COUNCIL
Mon, Aug 12, 2019			FINANCE
Mon, Sep 9, 2019			WEDC BOARD
			WPCCD BOARD

ALL FUNDS REVENUES AND EXPENDITURES SUMMARY

ALL FUND REVENUES	Combined Total All Funds
Estimated Beginning Resources	\$39,755,830
<u>Estimated Revenues</u>	
Taxes / Assessments	8,823,000
Sales Tax	6,139,000
Licenses and Permits	529,000
Franchise Fees	972,000
Intergovt Revenue	502,600
Charges for Service	11,153,946
Fines & Forfeitures	656,900
Interest on Investments	649,600
Grant Revenue	-
Miscellaneous	777,400
Operating Transfer In	2,501,557
Total Current Year Revenues	32,705,003
Total Available Resources	72,460,833

ALL FUND REVENUES AND EXPENDITURES	Combined Total All Funds
Estimated Beginning Resources	\$39,755,830
Total Current Year Revenues	32,705,003
Total Available Resources	72,460,833
<u>Estimated Expenditures</u>	
City Manager	321,360
City Secretary - Administration	281,075
Building Maintenance	873,000
Human Resources	165,175
Development Services	205,555
Economic Development**	131,650
Strategic Initiative Projects	135,000
Finance	470,440
Municipal Court	490,650
Library	1,009,100
Rec & Comm Svc	722,050
Parks	618,500
Police	6,062,000
Fire / EMS	2,621,325
Public Works	1,309,500
Fleet	198,450
Non-Departmental	1,914,976
Information Technology	456,610
Billing & Collection	526,700
Water Operations	2,749,200
Wastewater Operations	2,531,950
Operating Transfer Out	2,501,557
Sub Total Operating	26,295,823
Capital Projects/Equip	25,046,726
Debt Service	
Principal Payments	3,078,000
Interest Payments	1,243,872
Fiscal Agent Fees	1,600
Sub Total Debt Service	4,323,472
Total Expenditures	55,666,021
Change in Fund Balance	(22,961,018)
Est. Ending Resources	\$16,794,812

**COMBINED SUMMARY OF REVENUES AND EXPENDITURES
ALL CITY FUNDS FOR FISCAL YEAR 2019-2020**

	General Fund	Strategic Initiative Fund 13	W/S Utility Fund 40	EDC Sales Tax Fund 04	Crime Control District Sales Tax Fund 18	Storm Drain Utility Fund 15	Street Maintenance Fund 14	Capital Projects Fund 07	W/S Constr Fund 45
Estimated Beginning Resources	\$4,216,044	\$133,504	\$1,472,887	\$829,447	\$681,641	\$3,955,479	\$1,184,330	\$10,375,918	\$11,564,571
Estimated Revenues									
Taxes / Assessments	6,173,000								
Sales Tax	3,107,000			764,000	1,509,000		759,000		
Licenses and Permits	529,000								
Franchise Fees	932,000								
Intergovt Revenue	502,600				-				
Charges for Service	797,000		8,570,000			1,470,000			
Fines & Forfeitures	617,900								
Interest on Investments	100,000	2,000	80,000	10,000	18,000	55,000	10,000	150,000	150,000
Grant Revenue								-	
Miscellaneous	278,200		416,000		49,000		-	-	-
Operating Transfer In	727,792	-	-	-			-	-	-
Revenues	13,764,492	2,000	9,066,000	774,000	1,576,000	1,525,000	769,000	150,000	150,000
Total Available Resources	17,980,536	135,504	10,538,887	1,603,447	2,257,641	5,480,479	1,953,330	10,525,918	11,714,571
Estimated Expenditures									
City Manager	321,360		-						
City Secretary	128,225		152,850						
Building Maintenance	823,000						-	-	
Human Resources	165,175								
Development Services	205,555								
Economic Development**	-								
Strategic Initiative Projects		135,000							
Finance	470,440								
Municipal Court	436,750								
Library	998,400								
Rec & Comm Svc	722,050								
Parks	618,500								
Police	4,022,700				1,658,370		-	-	
Fire / EMS	2,621,325						-	-	
Public Works	606,650					667,850	-	35,000	
Fleet	198,450						-	-	
Non-Departmental	1,125,666		684,830	131,650		96,480	8,000		-
Information Technology	378,560		78,050				-	-	
Billing & Collection			526,700						
Water Operations			2,749,200						
Wastewater Operations			2,531,950						
Operating Transfer Out	12,500	-	2,090,000	294,470	30,000	73,500	-	-	-
Sub Total Operating	13,855,306	135,000	8,813,580	426,120	1,688,370	837,830	8,000	35,000	-
Capital Projects/Equip					17,000	3,679,518	900,000	8,215,308	11,543,000
Debt Service									
Principal Payments								83,000	
Interest Payments									
Fiscal Agent Fees									
Sub Total Debt Service	-	-	-	-	-	-	-	83,000	-
Total Expenditures	13,855,306	135,000	8,813,580	426,120	1,705,370	4,517,348	908,000	8,333,308	11,543,000
Change in Fund Balance	(90,814)	(133,000)	252,420	347,880	(129,370)	(2,992,348)	(139,000)	(8,183,308)	(11,393,000)
Est. Ending Resources	4,125,230	504	\$1,725,307	\$1,177,327	\$552,271	\$963,131	\$1,045,330	\$2,192,610	\$171,571
\$ Requirement	\$3,437,802	\$0	\$1,762,716	\$82,324	\$337,674	\$167,566	\$0	\$0	\$0
%Policy Requirement	25.00%	0.00%	20.00%	20.00%	20.00%	20.00%	0.00%	0.00%	0.00%
OVER/UNDER REQUIRE	\$687,429	504	(\$37,409)	\$1,095,003	\$214,597	\$795,565	\$1,045,330	\$2,192,610	\$171,571
FUND BALANCE CHANGE %	-2.2%	-99.6%	17.1%	41.9%	-19.0%	-75.7%	-11.7%	-78.9%	-98.5%

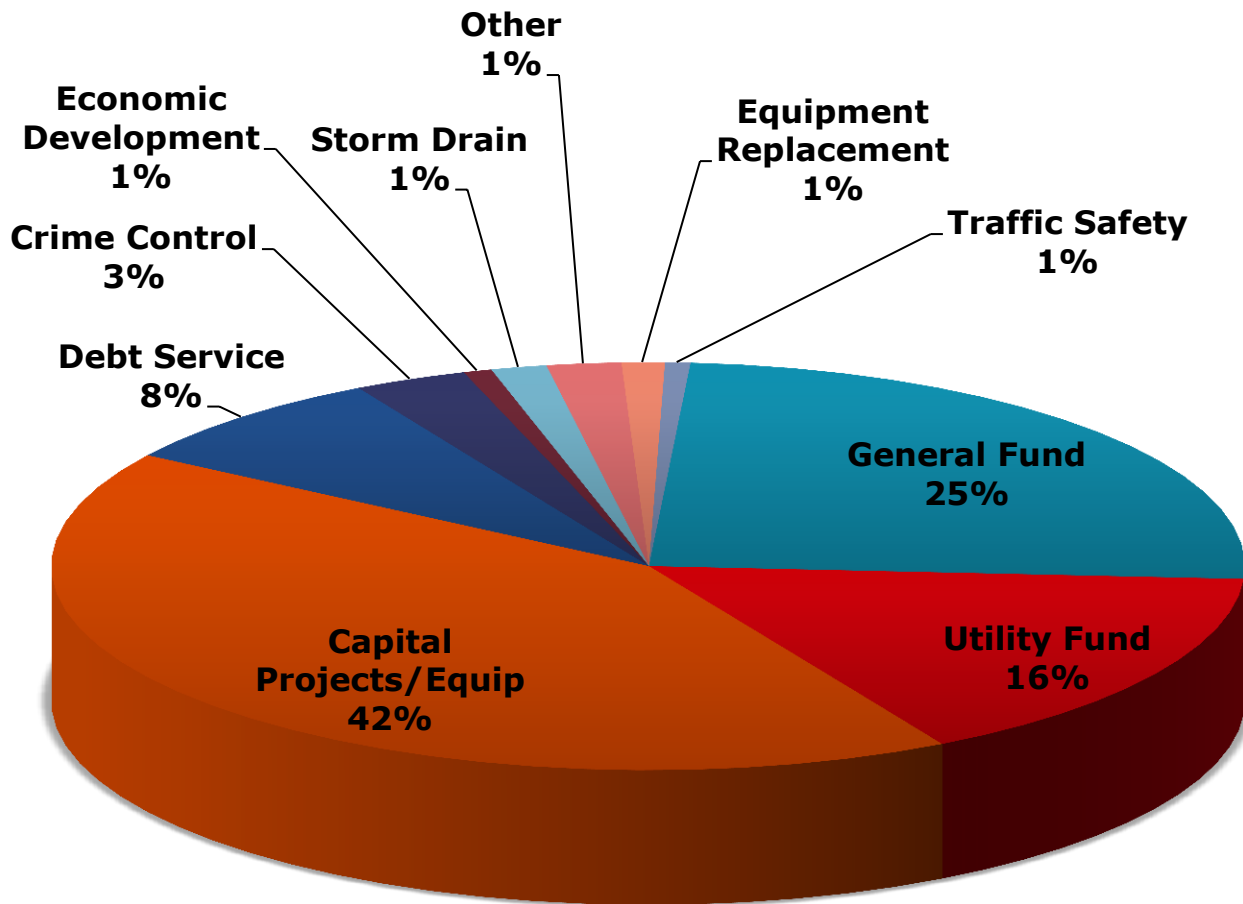
*Balance includes fund balance for funds without expenditures

**COMBINED SUMMARY OF REVENUES AND EXPENDITURES
ALL CITY FUNDS FOR FISCAL YEAR 2019-2020**

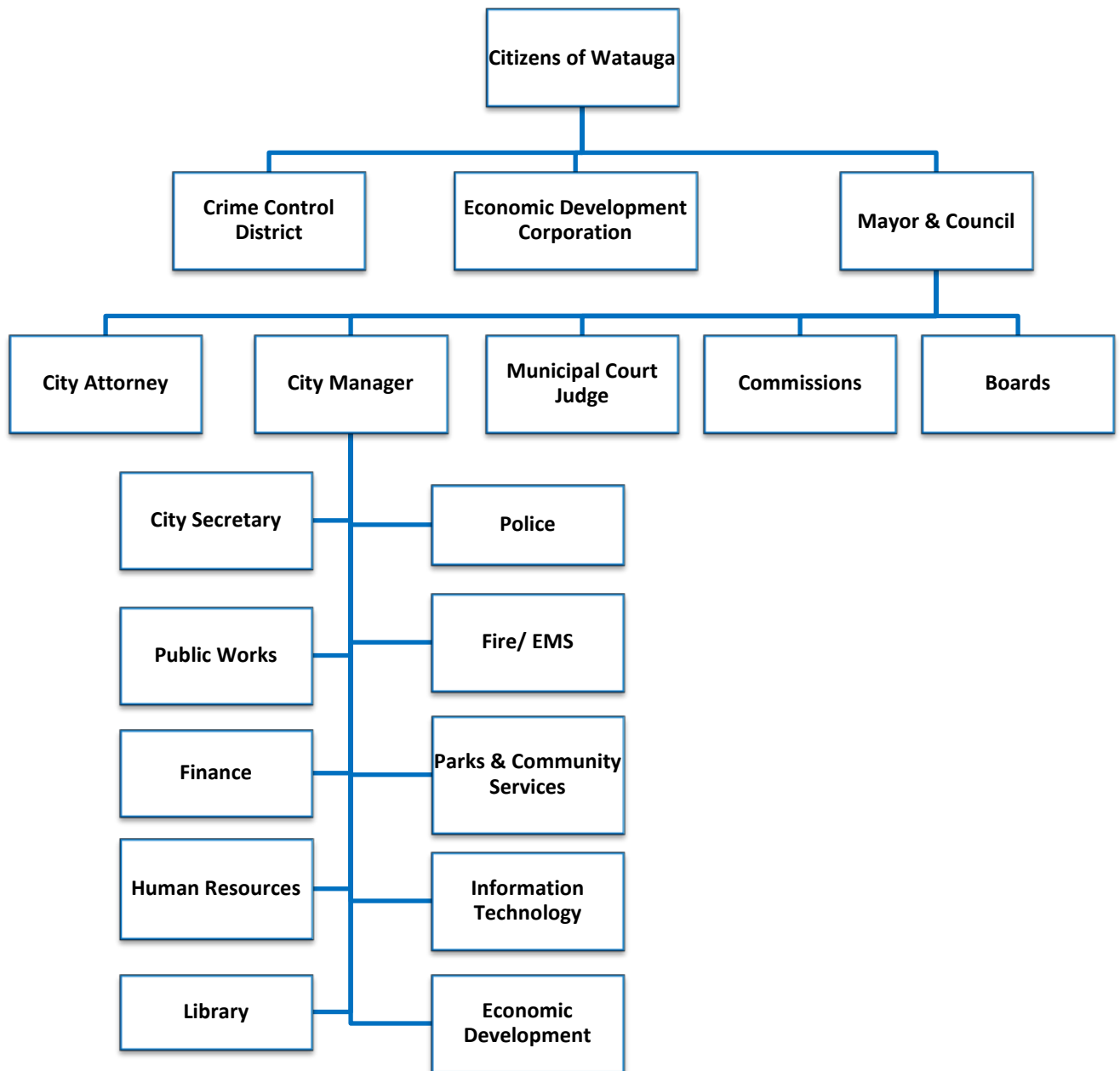
	Internal Service Fund 22	W/S Joint Use Facility Fund 46	EDC Capital Projects 05	Library Donation Fund 23	PEG Fee Fund 24	Municipal Court Funds 25/26/27	Traffic Safety Fund 28	GO Debt Service Fund 03	W/S Sewer Debt Service 42/44	Combined Total All Funds
Estimated Beginning Resources	\$2,526,376	\$1,145,633	\$89,307	\$41,743	\$46,303	\$212,100	\$614,271	\$651,130	\$2,537	\$39,755,830
Estimated Revenues										
Taxes / Assessments								2,650,000		8,823,000
Sales Tax										6,139,000
Licenses and Permits										529,000
Franchise Fees					40,000					972,000
Intergovt Revenue	-									502,600
Charges for Service	316,946									11,153,946
Fines & Forfeitures						39,000	-			656,900
Interest on Investments	25,000	30,000	1,000	50	-	550	500	15,500	2,000	649,600
Grant Revenue										-
Miscellaneous				6,000			28,200			777,400
Operating Transfer In	12,500	60,000	-					100,178	1,601,087	2,501,557
Revenues	354,446	90,000	1,000	6,050	40,000	39,550	28,700	2,765,678	1,603,087	32,705,003
Total Available Resources	2,880,822	1,235,633	90,307	47,793	86,303	251,650	642,971	3,416,808	1,605,624	72,460,833
Estimated Expenditures										
City Manager										321,360
City Secretary										281,075
Building Maintenance	50,000									873,000
Human Resources										165,175
Development Services										205,555
Economic Development**										-
Strategic Initiative Projects										135,000
Finance							-			470,440
Municipal Court						53,900				490,650
Library				10,700						1,009,100
Rec & Comm Svc	-									722,050
Parks	-									618,500
Police	-						380,930			6,062,000
Fire / EMS	-									2,621,325
Public Works	-									1,309,500
Fleet										198,450
Non-Departmental			-				-			2,046,626
Information Technology										456,610
Billing & Collection	-									526,700
Water Operations										2,749,200
Wastewater Operations										2,531,950
Operating Transfer Out		-				-	-		1,087	2,501,557
Sub Total Operating	50,000	-	-	10,700		53,900	380,930	-	1,087	26,295,823
Capital Projects/Equip	596,900	-	50,000		45,000					25,046,726
Debt Service										
Principal Payments								2,045,000	950,000	3,078,000
Interest Payments								595,803	648,069	1,243,872
Fiscal Agent Fees								1,200	400	1,600
Sub Total Debt Service	-	-	-	-			-	2,642,003	1,598,469	4,323,472
Total Expenditures	646,900	-	50,000	10,700	45,000	53,900	380,930	2,642,003	1,599,556	55,666,021
Change in Fund Balance	(292,454)	90,000	(49,000)	(4,650)	(5,000)	(14,350)	(352,230)	123,675	3,531	(22,961,018)
Est. Ending Resources	\$2,233,922	\$1,235,633	\$40,307	\$37,093	\$41,303	\$197,750	\$262,041	\$774,805	\$ 6,068	\$16,794,812
\$ Requirement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$264,000	\$0	\$6,052,082
%Policy Requirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
OVER/UNDER REQUIRE	\$2,233,922	\$1,235,633	\$40,307	\$37,093	\$41,303	\$197,750	\$262,041	\$510,805	\$ 6,068	\$10,742,731
FUND BALANCE CHANGE %	-11.6%	7.9%	-54.9%	-11.1%	-10.8%	-6.8%	-57.3%	19.0%	139.2%	-57.8%

*Balance includes fund balance
for funds without expenditures

TOTAL EXPENDITURES BY FUND FY 2019-2020 - \$55,666,021



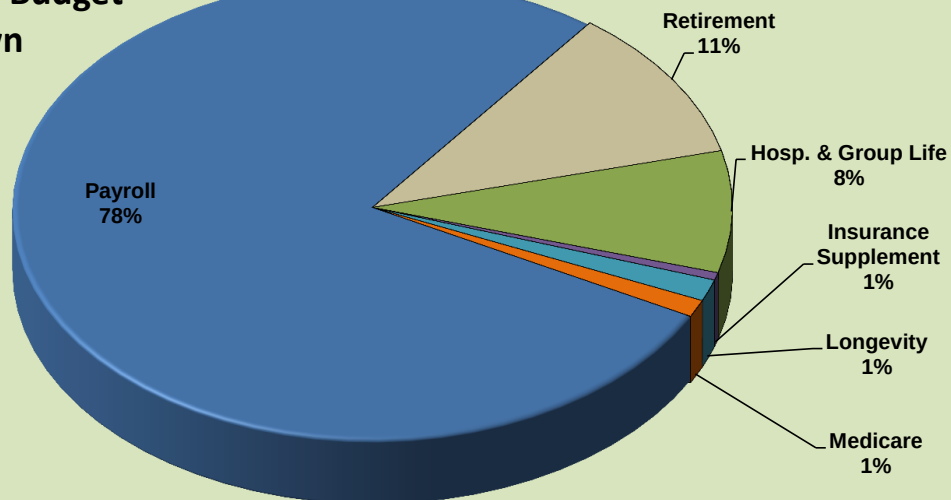
City of Watauga



PERSONNEL POSITIONS (Budgeted)

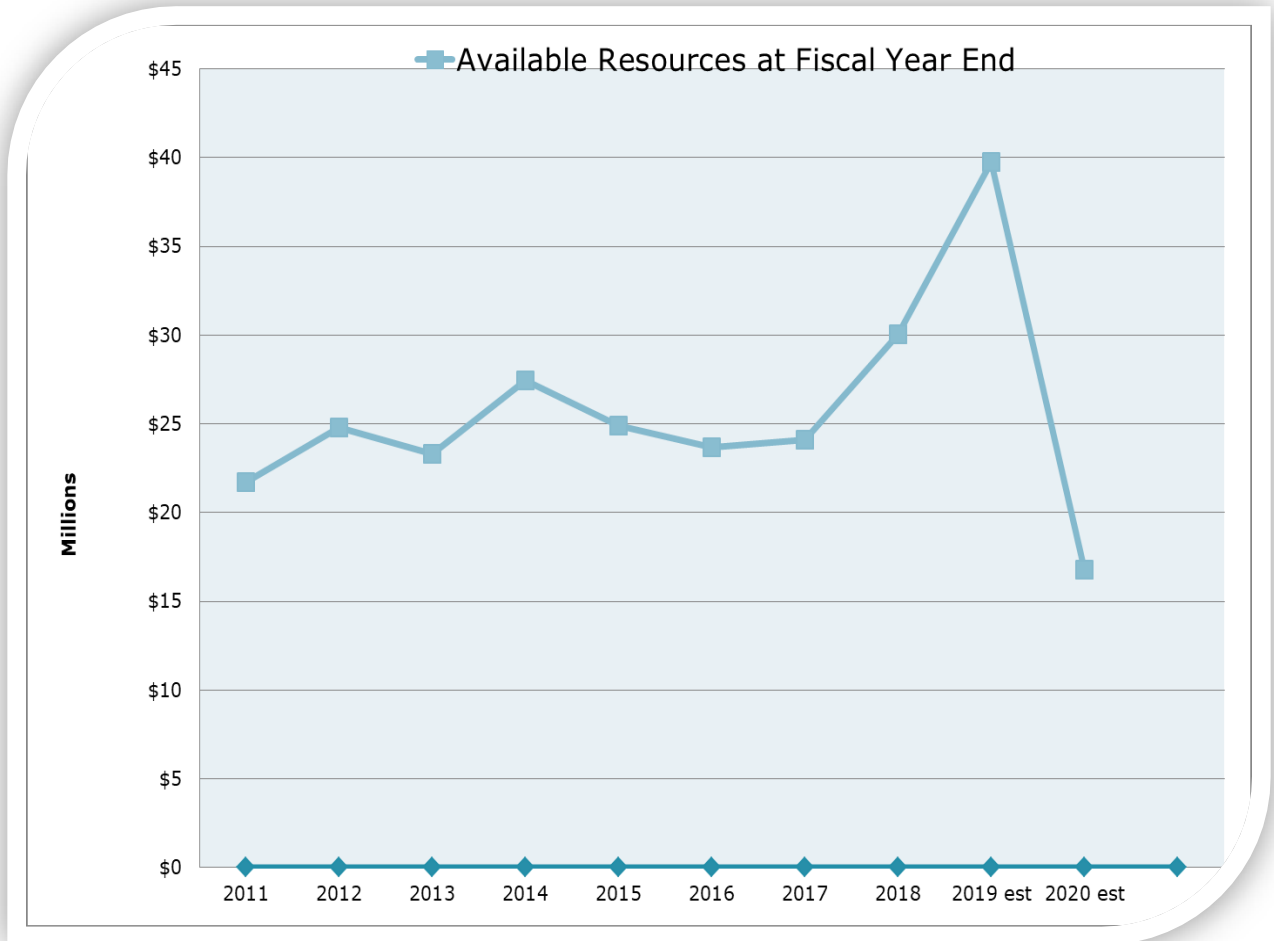
	FY2018 BUDGET		FY2019 BUDGET		FY2020 BUDGET	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
GENERAL FUND						
City Secretary	2.50		2.50		2.00	
City Manager	Captured With City Secretary				2.00	
Human Resources	1.50		1.50		1.50	
Economic Development	3.00		1.00		-	
Development Services Division	4.50		1.50		2.50	
Municipal Court Division	4.20		4.30		4.50	
Finance	4.75	0.25	4.75	0.25	4.75	0.25
Information Technology	1.50		1.50		1.50	
Library	8.00	4.25	8.00	4.25	8.00	4.50
Recreation and Community Services	4.50	4.00	5.50	4.00	4.50	4.00
*Parks	Captured Under Special Revenue				6.50	0.25
Police Division	31.00	1.50	35.00	1.50	34.00	1.50
Fire / EMS Division	21.00		21.00		21.00	
Public Works Streets Division	9.00		9.00		9.00	
Public Works - Fleet Services	3.00		3.00		3.00	
Public Works - Building Maintenance	7.00		7.00		7.00	
Total General Fund	105.45	10.00	105.55	10.00	111.75	10.50
ENTERPRISE FUNDS						
Drainage Utility	7.00	1.00	7.00	1.00	7.00	1.00
Water/Sewer Fund						
Administration	1.75		1.75		1.25	
Billing and Collections	7.50		7.50		7.50	
Information Technology	0.50		0.50		0.50	
Water Distribution	7.25		7.25		7.25	
Sewer Collections	7.25		7.25		7.25	
Total Water/Sewer Fund	24.25		24.25		23.75	
Total Enterprise Funds	31.25	1.00	31.25	1.00	30.75	1.00
SPECIAL REVENUE FUNDS						
*Parks Development Corp	6.50	0.25	6.50	0.25	-	-
Crime Control District	11.00		11.00		11.00	
Traffic Safety	2.10	2.00	2.10	2.00	3.00	2.00
Municipal Court Security	0.30		0.20		0.10	
Municipal Court Juvenile Case Mgr	0.40		0.40		0.40	
Total Revenue Funds	20.30	2.25	20.20	2.25	14.50	2.00
GRAND TOTAL	157.00	13.25	157.00	13.25	157.00	13.50
Est. Population	24,525		24,602		23,610	
Personnel Per Capita	0.0069		0.00692		0.007222	

Personnel Budget Breakdown
\$13,476,980



* Parks Reallocated to General Fund (Parks Development Corp. change to Economic Development Corp.)

AVAILABLE RESOURCES AT FISCAL YEAR END



Total estimated resources at the end of FY2019-2020 are expected to be \$16,794,812 if all capital projects are completed. Of this amount, \$6,052,082 is required fund balance per the City's financial fund balance policies. The drawdown of fund balance planned for this year totals \$22,961,018 and will be used for various capital projects and equipment replacement needs. More information on these projects can be found in the Capital Projects Fund tab in this budget document.

**SIGNIFICANT BUDGET CHANGES OVERVIEW
IN COMPARISON TO FY2018-19**

DEPARTMENT/ DIVISION	EXPENSE CHANGE AMOUNT	CHANGE EXPLANATION
GENERAL FUNDS		
City Secretary	(\$165,575)	split City Manager & City Secretary budgets position adjustment to Deputy City Secretary salary adjustment FY19-20
Human Resources	(\$3,075)	salary adjustment FY19-20 retention and benefits adjustment costs adjustment
Development Services Division	\$29,537	salary adjustment FY19-20 retention and benefits adjustment new request FY19-20 GIS Consulting Services (one time) comp plan addition
Non-Departmental	(\$86,034)	insurance transition credit new request FY19-20 WataugaFit enhancement (on-going) new request FY19-20 Employee Satisfaction Survey (one time) insurance adjustments program reallocations strategic planning retreat volunteer banquet allocation adjustment dependent health supplement adjustment agreements adjustment
Finance - Court Division	\$26,300	salary adjustment FY19-20 PIP adjustment FY19-20 increased certifications costs adjustment
Finance	\$10,590	salary adjustment FY19-20 TAD costs adjustment Surface Pro purchase financial software setup fee
Information Technology	(\$16,490)	salary adjustment FY19-20 eliminated PBC maintenance costs new request FY19-20 Tyler Content Manager (on-going) costs adjustment
Library Services	\$12,700	salary adjustment FY19-20 PIP adjustments FY19-20 new request FY19-20 RFID inventory device maintenance (on-going) new request FY19-20 coin-op device maintenance (on-going) new request FY19-20 disc repair equipment maintenance (on-going) costs adjustment
Recreation & Community Services	\$15,968	salary adjustment FY19-20 additional overtime category reallocations from Parks (04-075) programs enhancement new request FY19-20 security cameras (one time & on-going)
Parks Department compared to (04-075) Parks Development Corp.	(\$176,090)	absorbed & reallocated funds within general fund usage adjustments analysis adjustments salary adjustment FY19-20
Police Department	(\$51,950)	reallocate position to Traffic Safety Fund salary adjustment FY19-20 costs adjustment retention and benefits adjustment
Fire Department	\$44,975	salary adjustment FY19-20 retention and benefits adjustment increased certifications new request FY19-20 Class A uniforms (one time) programs expansion NEFDA increase additional screenings
Public Works - Street Division	(\$12,300)	salary adjustment FY19-20 retention and benefits adjustment historical adjustment

**SIGNIFICANT BUDGET CHANGES OVERVIEW
IN COMPARISON TO FY2018-19**

DEPARTMENT/ DIVISION	EXPENSE CHANGE AMOUNT	CHANGE EXPLANATION
GENERAL FUNDS - continued		
Public Works - Fleet Services	(\$5,350)	salary adjustment FY19-20 on-call & overtime adjustment costs adjustment
Public Works - Facilities Maintenance	\$4,000	salary adjustment FY19-20 on-call & overtime adjustment retention and benefits adjustment costs adjustment
SPECIAL REVENUE FUNDS		
Crime Control District	(\$27,500)	retention and benefits adjustment Corporal position adjustment new request FY19-20 budget increases (on-going) RIMS maintenance elimination
Public Works - Street Maintenance Fund	\$200,000	increased street maintenance
Finance - Municipal Court Security Fund	(\$8,655)	salary adjustment FY19-20 benefits & PIP FY19-20 adjustment reallocations to general fund
Finance - Municipal Court Technology Fund	\$5,400	new request FY19-20 output director (on-going) Surface Pro purchase
Municipal Court Juvenile Case Manager Fund	\$160	salary adjustment FY19-20 benefits adjustment
Traffic Safety Fund	(\$400,430)	red light camera elimination adjustment salary adjustment FY19-20 position reallocation from general fund
PROPRIETARY FUNDS		
Storm Drain Utility Fund	\$1,135,218	salary adjustment FY19-20 equipment replacement legacy adjustment reallocation adjustments retention and benefits adjustment new request FY19-20 GIS Consulting Services (one time) grounds maintenance contract adjustment capital improvement plan adjustment new request FY19-20 Blue Green Grey Grant (one time)
Water Sewer Administration	(\$118,450)	position reallocation to general fund salary adjustment FY19-20 benefits adjustment
Finance - Utility Billing & Collections	\$18,900	salary adjustment FY19-20 PIP adjustment FY19-20 new request FY19-20 output director (one time)
Water Sewer Information Technology	\$2,150	salary adjustment FY19-20 new request FY19-20 output director (on-going)
Water Distribution	(\$150,200)	salary adjustment FY19-20 retention and benefits adjustment water rate adjustment
Wastewater Collections	\$124,250	salary adjustment FY19-20 retention and benefits adjustment increased sewer costs



GENERAL FUND

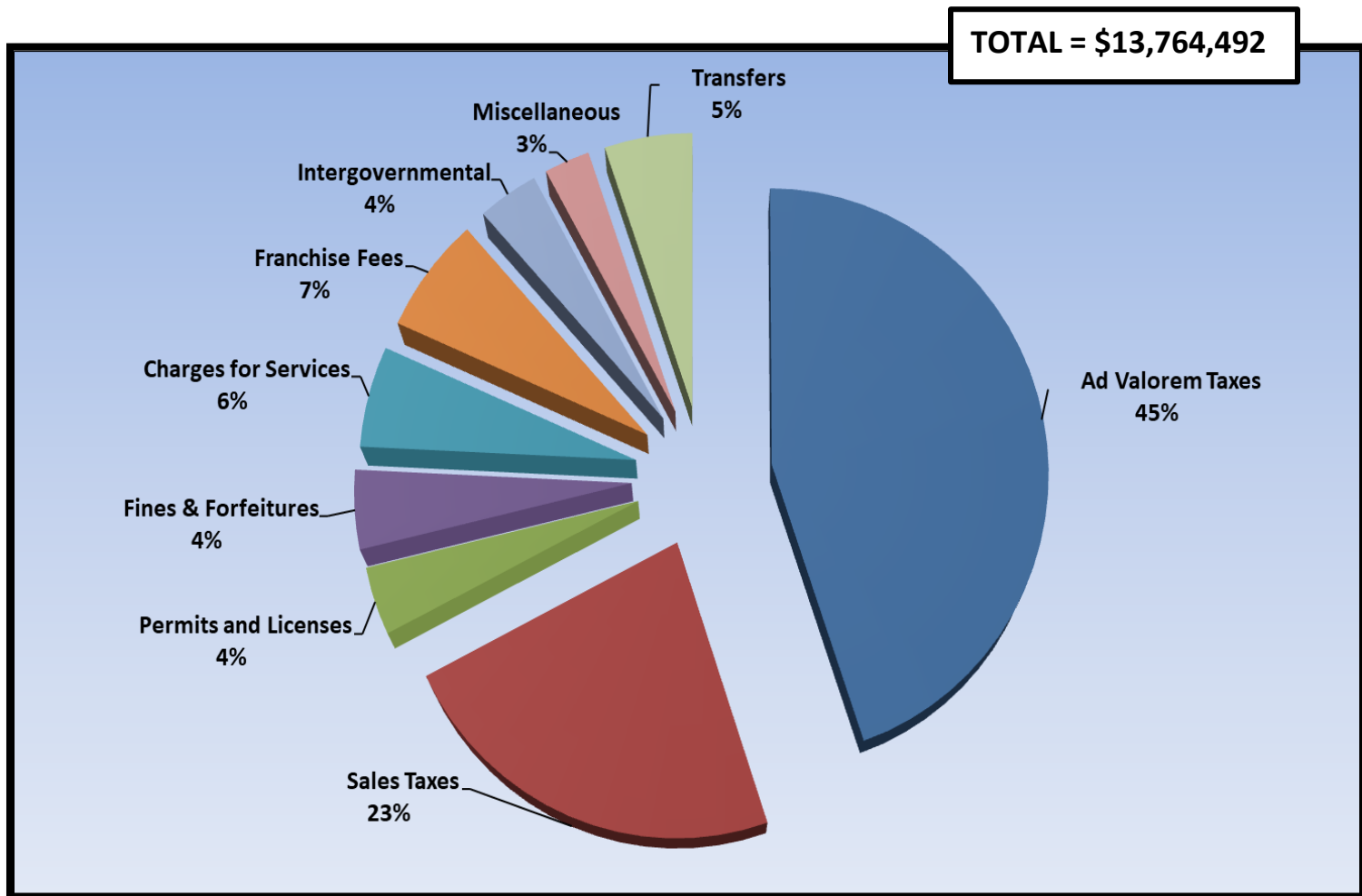
STRATEGIC INITIATIVE FUND

GENERAL FUND

The General Fund is a Governmental Fund, which means that it is used to account for tax-supported activities that benefit all citizens. The General Fund is used to account for all revenues and expenditures not accounted for in other funds. It receives a greater variety of taxes and other revenues and finances a wider range of governmental activities than other funds. The fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable and expenditures are recorded when the liability is incurred.

Where does the money come from?

GENERAL FUND REVENUES



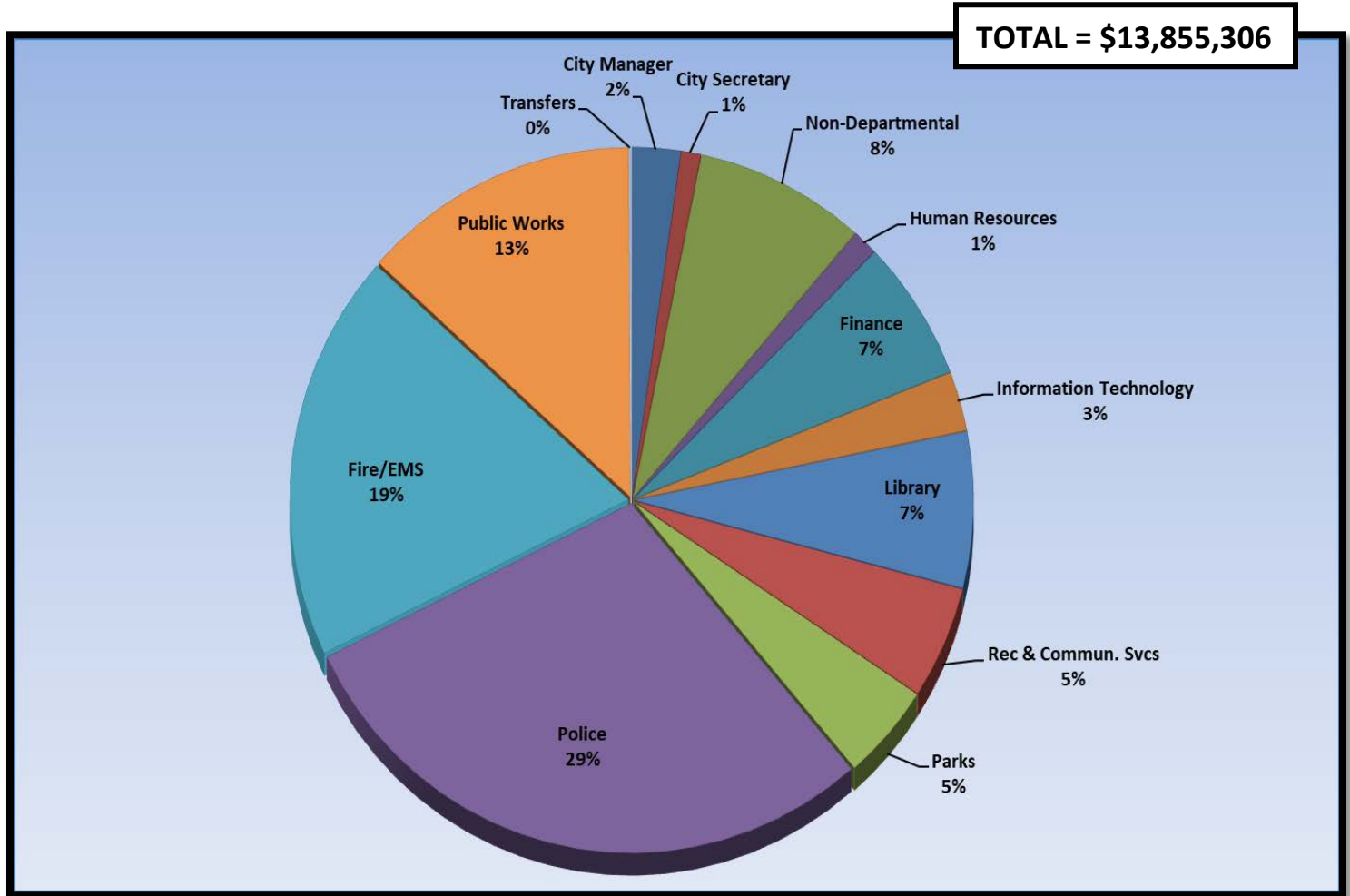
Revenues are forecasted at approximately 5.3% over prior year, or \$661,992.

Property Tax revenues (proposed) will increase revenues by approximately \$537,000.

GENERAL FUND

Where does the money go?

GENERAL FUND EXPENDITURES BY DEPARTMENT



General Fund expenditures have increased by approximately 4.8% from prior year, or \$614,576. A major component of this increase is the transfer of Parks Department expenditures from Parks Development Corporation (now the Economic Development Corporation). Utilization of fund balance this year will be \$90,814. Proposed equipment and one time purchases for a total of \$91,600 and a \$12,500 one-time transfer to the Equipment Replacement Fund.

GENERAL FUND BUDGET SUMMARY

	PROJECTED YEAR		BUDGET	CHANGE	
	2018-19 Budget	2018-19 Projected	2019-20 Budget	FY2018-19 vs FY2019-20	
				\$	%
Fund Balance, October 1	\$ 4,287,922	\$ 4,327,313	\$ 4,216,044	\$ (923)	
Revenues:					
Property Taxes	5,636,000	5,638,400	6,173,000	\$ 537,000	9.5%
Sales Taxes	2,967,000	3,051,000	3,107,000	\$ 140,000	4.7%
Permits and Licenses	529,000	470,500	529,000	\$ -	0.0%
Fines & Forfeitures	745,700	520,560	617,900	\$ (127,800)	-17.1%
Charges for Services	760,000	771,700	797,000	\$ 37,000	4.9%
Franchise Fees	1,017,000	952,000	932,000	\$ (85,000)	-7.8%
Intergovernmental Revenue	502,600	487,500	502,600	\$ -	0.0%
Miscellaneous	378,200	372,600	378,200	\$ -	0.0%
Operating Revenues	\$ 12,535,500	\$ 12,264,260	\$ 13,036,700	\$ 501,200	4.2%
Operating Transfers-In:					
Transfers from Other Funds	568,000	568,000	727,792	\$ 160,792	28.4%
Total Operating Revenues and Transfers-in	\$ 13,103,500	\$ 12,832,260	\$ 13,764,492	\$ 661,992	5.3%
Total Available Resources	\$ 17,391,422	\$ 17,159,573	\$ 17,980,536	\$ 661,069	3.9%
Expenditures:					
City Manager*	0	0	321,360	\$ 321,360	123.3%
City Secretary*	293,800	293,100	128,225	\$ (165,575)	-56.4%
Non-Departmental	1,211,700	1,192,800	1,125,666	\$ (86,034)	-7.1%
Human Resources	168,250	168,240	165,175	\$ (3,075)	-1.9%
Development Services	176,018	173,050	205,555	\$ 29,537	9.4%
Economic Development*	93,580	91,230	0	\$ (93,580)	-34.5%
Finance - Municipal Court Division	410,450	410,245	436,750	\$ 26,300	6.3%
Finance	459,850	451,400	470,440	\$ 10,590	2.3%
Information Technology	395,050	384,944	378,560	\$ (16,490)	-4.7%
Library	985,700	979,719	998,400	\$ 12,700	1.3%
Recreation & Community Serv.	706,082	703,425	722,050	\$ 15,968	2.2%
Parks**	0	0	618,500	\$ 618,500	
Police Division	4,074,650	3,964,865	4,022,700	\$ (51,950)	-1.5%
Fire / EMS	2,576,350	2,540,350	2,621,325	\$ 44,975	1.9%
Public Works - Street Division	618,950	523,810	606,650	\$ (12,300)	-2.0%
Fleet Maintenance	203,800	202,719	198,450	\$ (5,350)	-2.9%
Building Maintenance	819,000	816,132	823,000	\$ 4,000	0.5%
Operating Expenditures	13,193,230	12,896,029	13,842,806	\$ 649,576	5.2%
*City Manager & City Secretary segregated 2019-20 and **Parks Department moved from PDC (Now EDC).					
Operating Transfers-Out					
To Capital Project Fund Debt&Eng	0	0	0	\$ -	0.0%
Operating Surplus/(Deficit)	\$ (89,730)	\$ (63,769)	\$ (78,314)		
Transfers to Sustainability Funds					
To Capital Project Fund Projects	0	0	0	\$ -	
To Equipment Repl. - Current Year	47,500	47,500	12,500	\$ (35,000)	
Total Transfers to Sustainability Funds	47,500	47,500	12,500	\$ (35,000)	
TOTAL OPERATING & TRANSFERS	\$ 13,240,730	\$ 12,943,529	\$ 13,855,306	\$ 614,576	4.8%
Fund Balance, September 30	\$ 4,150,692	\$ 4,216,044	\$ 4,125,230		
STRATEGIC INITIATIVE					
CHANGE IN FUND BALANCE	\$ (137,230)	\$ (111,269)	\$ (90,814)		
% OF EXPENDITURES	31%	33%	30%		

25% Policy Reserve Requirement	3,437,801.50
Amount over 25% Policy	\$687,428

City Secretary Office Fund 01-010



City Manager

**Assistant to City
Secretary
1.00 FTE**

**Deputy City Secretary
1.00 FTE**



GENERAL FUND

DEPARTMENT: ADMINISTRATION**DIVISION / ACTIVITY: CITY SECRETARY OFFICE – FUND 01-010****LOCATION:**

7105 Whitley Road
Watauga, Texas 76148
Phone Number: 817-514-5800

HOURS OF OPERATION:

Monday – Friday 8:00 A.M. – 5:00 P.M.
Extended hours for meetings and elections

MISSION / PROGRAMS / SERVICES:

The Mission of the Watauga City Secretary's Office is to ensure continuity in the municipal legislative process through the guardianship of City Council, Boards, Commissions, and Committees agendas, minutes, ordinances, resolutions, board appointments and elections, as well as to promote quality service to all customers in a cost effective and efficient manner.

- The City Secretary serves at the discretion of the City Council, and is responsible for attending the all City Council meetings and receives and addresses all complaints/concern in regard to City Services.
- The City Secretary manages and maintains all official records of the City such as:
 - Ordinances
 - Resolutions
 - Contracts
 - Agendas & Minutes
 - Liens
 - Mixed Beverage Licenses/Massage Establishment Licenses
 - Insurance Coverage and Claims
- The City Secretary serves as the Chief Election Officer and Records Management Officer for the City.

FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS:

- Assisted with social media postings and interaction on behalf of City
- Successfully managed Watauga 101-Citizen's Academy Program
- Conducted General & Special Elections
- Updated and codified City Code of Ordinances
- Ensured record retention schedules were kept and supervised the destruction of appropriate records
- Responded to Public Information Requests in a timely manner in accordance with the Texas Public Information Act
- Managed and processed all inquiries and responses received via "Contact Us/Citizen Concern Line"
- Provided daily administrative support to Mayor, Council, City Manager, and other City Departments as needed

FY2019-2020 GOALS/ OBJECTIVES:

- Conduct General and Special Election as required
- Continue with digitization of historical documents
- Process all public information requests according to State statutes
- Maintain and update the Code of Ordinances as needed
- Monitor status of retention schedule revisions by the Texas Library Archives Commission and update as needed
- Monitor and implement legislative changes which require updating the Code of Ordinances
- Improve the Records Management Program through the purchase of software and necessary devices

MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS:

- Code of Ordinances ongoing supplementation (quarterly)

GENERAL FUND

DEPARTMENT: ADMINISTRATION

DIVISION / ACTIVITY: CITY SECRETARY OFFICE - FUND 01-010

EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Personnel	\$247,211	\$255,636	\$244,570	\$268,400	\$274,000	\$116,500
Supplies	\$787	\$4,284	\$1,828	\$3,500	\$2,600	\$1,100
Maintenance	\$0	\$0	\$0	\$0	\$0	\$0
Contractual/Sundry	\$12,035	\$10,528	\$14,182	\$21,900	\$16,500	\$10,625
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$260,033	\$270,448	\$260,580	\$293,800	\$293,100	\$128,225

PERSONNEL

City Manager	0.50	0.50	0.50	0.50	0.50	0.00
Administrative Assistant	1.00	1.00	1.00	0.00	0.00	0.00
City Secretary	1.00	1.00	1.00	1.00	0.00	0.00
Deputy City Secretary	0.00	0.00	0.00	0.00	1.00	1.00
Assistant to City Secretary	0.00	0.00	0.00	1.00	1.00	1.00
TOTAL	2.50	2.50	2.50	2.50	2.50	2.00

PERFORMANCE MEASURES / SERVICE LEVELS

<i>Input / Demand</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
City Council Meetings Held	20	30	30	30
Board/Commission/Committee Meetings Held	30	35	40	40

<i>Output/Workload</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
City Council Agenda Packets Prepared	20	30	30	30
City Council Minutes Prepared	20	30	30	30
Boards & Commission Agenda Packets Prepared	30	35	40	40
Boards & Commission Minutes Prepared	33	35	40	40
Resolutions Processed	31	35	35	40
Ordinances Processed	20	30	30	30
"Contact Us/Citizen Concerns" Requests Processed	697	635	700	750
Hazardous Waste Vouchers	110	110	110	110
Public Information Requests Processed	120	135	150	170
Property Claims Processed	7	10	10	10
Liability Claims Processed	17	15	20	20
Application for Board/Committee/Comm	9	15	20	20
Alcohol Beverage /Massage Establishment Permits Processed	33	33	33	33
Affidavits of Gross Alcohol Sales Processed	396	396	396	396

<i>Efficiency Measures / Impact</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
M & O Budget Per Capita	\$10.63	\$12.45	\$12.42	\$5.43
M & O Budget Percentage of City Budget	0.60%	0.68%	0.68%	0.23%

<i>Effectiveness Measures / Outcomes</i>	<i>Goals</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
Agenda Packets Processed Prior to Mtg	4,5,6	50	65	70	70
Open Records Req. Processed-10 Days	4,5,6	120	135	150	170
Contact Us/Citizen Concerns Processed	1,2,3,4,5,6	697	635	700	750



GENERAL FUND

BUDGET CHANGES

Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: ADMINISTRATION				
DIVISION / ACTIVITY: CITY SECRETARY OFFICE - FUND 01-010				
DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Personnel	Personnel Services		(\$78,500)	Split City Manager & City Secretary Office Budgets
Personnel	Personnel Services		(\$33,000)	Position Adjustment to Deputy City Secretary
Overtime	Personnel Services		\$700	Projection Adjustment
Longevity	Personnel Services		(\$1,700)	Split Budgets & Tenure Adjustment
Car Allowance	Personnel Services		(\$4,000)	Split City Manager & City Secretary Office Budgets
Retirement	Personnel Services		(\$15,500)	Split City Manager & City Secretary Office Budgets
Deferred Compensation	Personnel Services		(\$6,500)	Split City Manager & City Secretary Office Budgets
Insurance	Personnel Services		(\$13,300)	Split Budgets & Estimated Savings
Medicare	Personnel Services		(\$1,600)	Split City Manager & City Secretary Office Budgets
Salary Adjustments	Personnel Services		\$1,500	FY19-20 1.5% Salary Increase
Office Supplies	Supplies		(\$400)	Split City Manager & City Secretary Office Budgets
Misc. Equipment/Furniture	Supplies	(\$2,000)		New/Expanded FY18-19 - Projector Screen
Communications	Contractual/Sundry		(\$1,500)	Split City Manager & City Secretary Office Budgets
Special Services	Contractual/Sundry		\$300	Split City Manager & City Secretary Office Budgets
Travel Expenses	Contractual/Sundry		(\$4,500)	Split City Manager & City Secretary Office Budgets
Dues & Subscriptions	Contractual/Sundry		(\$2,300)	Split City Manager & City Secretary Office Budgets
Training	Contractual/Sundry		(\$2,975)	Split City Manager & City Secretary Office Budgets
Printing & Binding	Contractual/Sundry		(\$300)	Split City Manager & City Secretary Office Budgets
TOTALS:		(\$2,000)	(\$163,575)	

(\$165,575) NET INCREASE/DECREASE

Human Resources Fund 01-011

**Director of Human Resources
& Civil Service
0.50 FTE**

**Human Resources Generalist
1.00 FTE**



GENERAL FUND

DEPARTMENT: ADMINISTRATION	
DIVISION / ACTIVITY: HUMAN RESOURCES – FUND 01-011	
LOCATION: 7105 Whitley Road Watauga, Texas 76148 Phone Number: 817-514-5819	HOURS OF OPERATION: Monday – Friday 8:00 A.M. – 5:00 P.M. As needed for accidents, Worker's Compensation, and all other employee assistance as requested.
MISSION / PROGRAMS / SERVICES: The Human Resources Department is responsible for the following core services: Professional Development and Performance Management, Employee and Labor Relations, Risk Management, Compensation and Benefits and Workforce Planning. These include, but are not limited to: Recruitment, On-boarding, Workers' Compensation, Unemployment Claims, Job Descriptions, Benefits, Employment Verification, Retirement, ADA, COBRA, FMLA, Performance Evaluations, Training, Workers' Compensation, Safety, Compliance with Local Government Code Chapter 143 for Firefighters and Police Officers, Meet and Confer Negotiations, Personnel Records Management and recommending action on complex personnel issues including disciplinary issues and termination. The Human Resources Department is committed to delivering the highest quality of service to all departments, employees, applicants and citizens. It supports the City of Watauga through recruitment, training and retention of a diverse and high performing workforce and management of employee benefits and compensation. Our goal is to make Watauga <i>A Great Place to Work</i>.	
FY2018-2019 HIGHLIGHTS/ACHIEVEMENTS: • Implemented WataugaFit Wellness Program obtaining participation of over 40% of employees • Updated Human Resources' Department Standard Operating Procedures • Conducted a Certification Pay review • Developed an Internship Program • Created Personnel Improvement Plan and Succession Planning Program	
FY2019-2020 GOALS/ OBJECTIVES: • Continue to develop WataugaFit Wellness Program • Create a Customer Response Policy focusing on improving the internal and external Customer Experience • Conduct city-wide Compliance Training including Sexual Harassment, Diversity and Ethics • Conduct an employee survey • Develop and implement a recruitment and retention strategy	
MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS: • Workers' compensation claims, as well as, high dollar health insurance claims may result in an increase in insurance premiums	

GENERAL FUND

DEPARTMENT: ADMINISTRATION						
DIVISION / ACTIVITY: HUMAN RESOURCES - FUND 01-011						
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Personnel	\$113,102	\$118,361	\$126,156	\$129,050	\$135,060	\$125,500
Supplies	\$833	\$697	\$687	\$1,300	\$900	\$2,200
Maintenance	\$500	\$115	\$0	\$500	\$450	\$500
Contractual/Sundry	\$25,729	\$36,773	\$35,971	\$37,400	\$31,830	\$36,975
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$140,164	\$155,946	\$162,814	\$168,250	\$168,240	\$165,175
PERSONNEL						
Director of HR & CS	0.50	0.50	0.50	0.50	0.50	0.50
HR Generalist	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL	1.50	1.50	1.50	1.50	1.50	1.50
PERFORMANCE MEASURES / SERVICE LEVELS						
<i>Input / Demand</i>			<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
Number of Human Resources Employees			2	2	2	2
Number of City Employees Budgeted (FTEs)			162.00	170.25	170.25	170.25
<i>Output / Workload</i>			<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
Number of Separations/Retirements (excludes seasonal)			27	25	20	20
Number of Promotions			14	10	10	10
Number of Transfers			6	8	5	5
Number of Demotions			0	0	0	0
Number of Payroll/Benefit Transactions Performed			470	800	550	550
Number of Employees Hired			57	30	40	40
Number of Employment Applications Processed			1,248	1,200	800	1,000
Number of Positions Posted			37	35	30	35
Number of Equipment and Vehicle Accidents Processed			30	12	15	15
Number of Workers' Compensation Claims Processed			19	12	13	13
Number of Tuition Reimbursement Requests Processed			5	2	3	3
Number of Family Medical Leave Requests Processed			16	12	15	15
<i>Efficiency Measures / Impact</i>			<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
M & O budget per capita			\$6.64	\$7.13	\$7.13	\$7.00
M & O budget percentage of City budget			0.37%	0.39%	0.39%	0.30%
<i>Effectiveness Measures / Outcomes</i>						
		<i>Goals</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
Number of Employee Wellness Events		4,6	11	8	8	8
Number of City Wide Employee Training Events		2,4,6	3	2	2	3
Employee Turnover Rate (excludes seasonal)		4,6	18%	14%	12%	13%
Number of Employee Complaints		4,6	1	1	1	0



GENERAL FUND

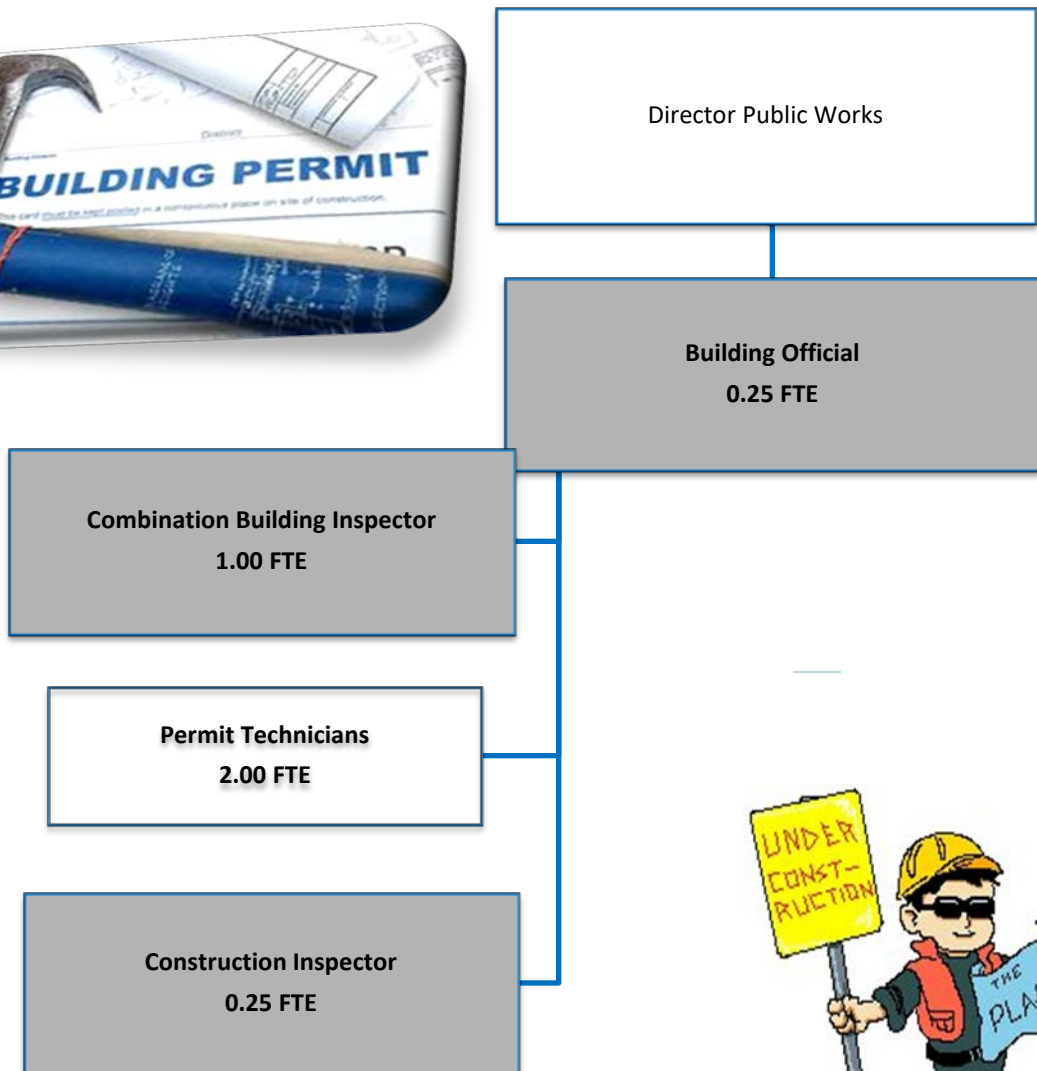
BUDGET CHANGES

Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: ADMINISTRATION				
DIVISION / ACTIVITY: HUMAN RESOURCES - FUND 01-011				
DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Personnel	Personnel Services		(\$4,450)	Retention Adjustment/Insurance Savings
Retirement	Personnel Services		\$400	Increased Rate
Longevity	Personnel Services		(\$1,200)	Retention Adjustment
Salary Adjustments	Personnel Services		\$1,700	FY19-20 1.5% Salary Increase
Office Supplies	Supplies		\$100	Historical Adjustment
Misc. Equipment/Furniture	Supplies	\$800		Purchase of a New Scantron
Communications	Contractual/Sundry		(\$25)	Adjustment
Dues & Subscriptions	Contractual/Sundry		(\$400)	Analysis of Dues Adjustment
Training	Contractual/Sundry		\$200	Compliance Training next year and director team building
Printing & Binding	Contractual/Sundry		(\$400)	Reduction in Outsourced Printing Needs
Drug Testing/Physicals	Contractual/Sundry		\$1,300	Post-Accidents Exams Increase and Cost Increase
Investigation Expense	Contractual/Sundry		(\$3,000)	Department Conducting Background Checks
Pre-Employment Expense	Contractual/Sundry		\$1,900	Continued Turnover and Pre-employment Testing Cost Increase
TOTALS:		\$800	(\$3,875)	

(\$3,075) NET INCREASE/DECREASE

Public Works Development Services Division Fund 01-013



GENERAL FUND

DEPARTMENT: PUBLIC WORKS

DIVISION / ACTIVITY: DEVELOPMENT SERVICES DIVISION – FUND 01-013

LOCATION:

7800 Virgil Anthony Sr. Blvd.
Watauga, Texas 76148
Phone Number: 817-514-5806

HOURS OF OPERATION:

Monday – Friday 8:00 A.M. – 5:00 P.M.

MISSION / PROGRAMS / SERVICES:

Development Services Division consists of several different sections, which includes planning & zoning, engineering, building inspections and permitting.

- Provide quality development, revitalization and ordinance administration and enforcement.
- Engineering and Building inspection will ensure that all plans and projects submitted meet the city specifications through plan review and field inspections.
- Customer service through the Permit and Inspection process.

FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS:

- Completed 310 Single Family Rental Inspections in FY 2018/19.
- Revitalized 3 homes in Tarrant County Home program combined FY 2018/19.
- Completed the development of 55 homes within the Parkview Addition Subdivision.
- Completed scanning all plats on file and started scans of municipal buildings plans.
- Completed the CIP 2015 wastewater / storm sewer and Chapman Road reconstruction project.
- Completed Whitley Road Phase I and Bursey Road Phase II projects.
- Permit Techs attended training on how to understand and deal with varied personalities.

FY2019-2020 GOALS/ OBJECTIVES:

- To support the goals and objectives of the Comprehensive Land Use Plan.
- To provide timely and accurate plan review for contractors and developers.
- To enhance technical knowledge of staff through in-house and outside training sources.
- Engineering Inspection will ensure that all plans and projects submitted meet the city specifications through plan review and field inspections.
- Building Inspection will ensure that all construction/remodel/alteration plans and projects submitted meet city, state and federal specifications through plan review and field inspections.
- Continue to maximize revitalization efforts (Tarrant County Home Project) within the city to allow for the most effective use of funds allowed for repairing and maintaining housing.

MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS:

- Ensuring adequate staffing numbers to maintain the infrastructure development within the City

GENERAL FUND

DEPARTMENT: PUBLIC WORKS

DIVISION / ACTIVITY: DEVELOPMENT SERVICES DIVISION - FUND 01-013

EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Personnel	\$236,844	\$251,466	\$210,351	\$146,518	\$145,700	\$157,600
Supplies	\$6,763	\$9,302	\$9,417	\$8,100	\$7,300	\$8,800
Maintenance	\$1,740	\$2,054	\$2,198	\$4,700	\$3,700	\$4,700
Contractual/Sundry	\$8,947	\$10,865	\$12,654	\$16,700	\$16,350	\$34,455
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$254,294	\$273,687	\$234,620	\$176,018	\$173,050	\$205,555

PERSONNEL						
Building Official	0.25	0.25	0.25	0.25	0.25	0.25
Planning & Zoning Coordinator	0.00	0.00	0.00	0.00	1.00	1.00
Combination Building Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Construction Inspector	0.25	0.25	0.25	0.25	0.25	0.25
Code Enforcement Officer	2.00	2.00	3.00	0.00	0.00	0.00
TOTAL	3.50	3.50	4.50	1.50	2.50	2.50

PERFORMANCE MEASURES / SERVICE LEVELS

<i>Input / Demand</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
Number of full time employees:				
Building Official	0.25	0.25	0.25	0.25
Combination Building Inspector	1.00	1.00	1.00	1.00
Construction Inspector	0.25	0.25	0.25	0.25
Planning & Zoning Coordinator	0.00	0.00	1.00	1.00
Code Compliance Officer	3.00	0.00	0.00	0.00

<i>Output/ Workload</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
New single family permits	1	0	55	70
Single family additions/remodels	123	100	150	85
New commercial buildings	6	6	5	2
Commercial remodel	26	15	30	20
Rental registrations	1,326	1,300	925	1,500
Vacant structure registrations	28	30	12	10
Value of CIP/CDBG projects completed	\$1,546,710	\$1,546,710	\$10,133,498	\$4,194,000

<i>Efficiency Measures / Impact</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
% of inspections responded to within 24 hours	98%	98%	100%	100%
M & O percentage of City budget	0.54%	0.04%	0.40%	0.37%
M & O budget per capita	\$9.57	\$7.46	\$7.34	\$8.71

<i>Effectiveness Measures / Outcomes</i>	<i>Goals</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
%- residential plans reviewed in 7 working days	1, 2, 4	100%	100%	100%	100%
%- commercial plans reviewed in 15 working days	1, 2, 4, 5	95%	93%	90%	98%



GENERAL FUND

BUDGET CHANGES

Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: PUBLIC WORKS

DIVISION / ACTIVITY: DEVELOPMENT SERVICES DIVISION - FUND 01-013

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Salary Adjustments	Personnel Services		\$2,100	FY19-20 1.5% Salary Increase
Personnel	Personnel Services		\$8,982	Benefits & Retention Adjustment
Vehicle Fuels & Lubricants	Supplies		\$700	Historical Adjustment
Special Services	Contractual/Sundry		\$8,750	New Request FY19-20 - GIS Consulting Svcs. (one-time)
Dues & Subscriptions	Contractual/Sundry		\$305	Analysis of Dues Adjustment
Printing & Binding	Contractual/Sundry		\$700	Increasing Costs & Needs
Contractual Services	Contractual/Sundry	\$8,000		Com Plan Addition
TOTALS:		\$8,000	\$21,537	

\$29,537 **NET INCREASE/DECREASE**

City Manager Fund 01-015



City Council

**City Manager
1.00 FTE**

**Economic
Development
Specialist
1.00 FTE**



GENERAL FUND

DEPARTMENT: ADMINISTRATION	
DIVISION / ACTIVITY: CITY MANAGER – FUND 01-015	
LOCATION: 7105 Whitley Road Watauga, Texas 76148 Phone Number: 817-514-5800	HOURS OF OPERATION: Monday – Friday 8:00 A.M. – 5:00 P.M. *Extended hours for meetings and elections*
MISSION / PROGRAMS / SERVICES: The mission of the Watauga City Manager's office is to provide professional management of City operations and to promote quality service to all customers. • The City Manager serves at the discretion of the City Council, and is responsible for attending all City Council meetings and provides leadership and direction for the implementation of policies and priorities set by the City Council. • The City Manager ensures City departments provide high quality services to the citizens of Watauga in the most efficient and effective manner possible, while maintaining accountability for the public funds used to provide such services.	
FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS: • Developed and delivered the City's First Annual State of the City Address • Developed and delivered Quarterly Public Meetings • Developed a citizen survey at lobby kiosk • Facilitated the delivery of a Citizen's Survey • Facilitated the creation of many City programs • Served as the staff representative/contact with the Watauga Economic Development Corporation • Participated in Watauga 101-Citizen's Academy Program • Delivered Bi-Weekly Reports to the Governing Body • Completed the City's first Legislative Policy • Implemented Director Switch Day • Conducted strategic planning sessions with City Department Heads • Completed Business Anniversary site visits • Conducted Budget Planning Session with Council • Accessible and responsive to citizen and Council inquiries, requests, and needs • Facilitated land use and comprehensive planning workshops for City Council and Planning & Zoning • Facilitated community communication workshops for City Council	
FY2019-2020 GOALS/ OBJECTIVES: • Evaluate contractual obligation of the City to determine feasibility • Evaluate and present options to the public for a dog park • Assist legal with the review of many outdated ordinances • Complete dashboard reporting for both City Council and public • Organize a Council Retreat • Develop a public relations program that included public meetings and educational videos • Continue the Watauga 101 Program • Complete the update to the City's Comprehensive Plan • Facilitate the creation of Strategic Plan for the Watauga EDC • Continue the annual State of the City Address • Continue development of a Succession Plan for the City	
MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS: • Impacts of Senate Bill 2 • Impacts of legislation prohibiting the use of red light camera	

GENERAL FUND

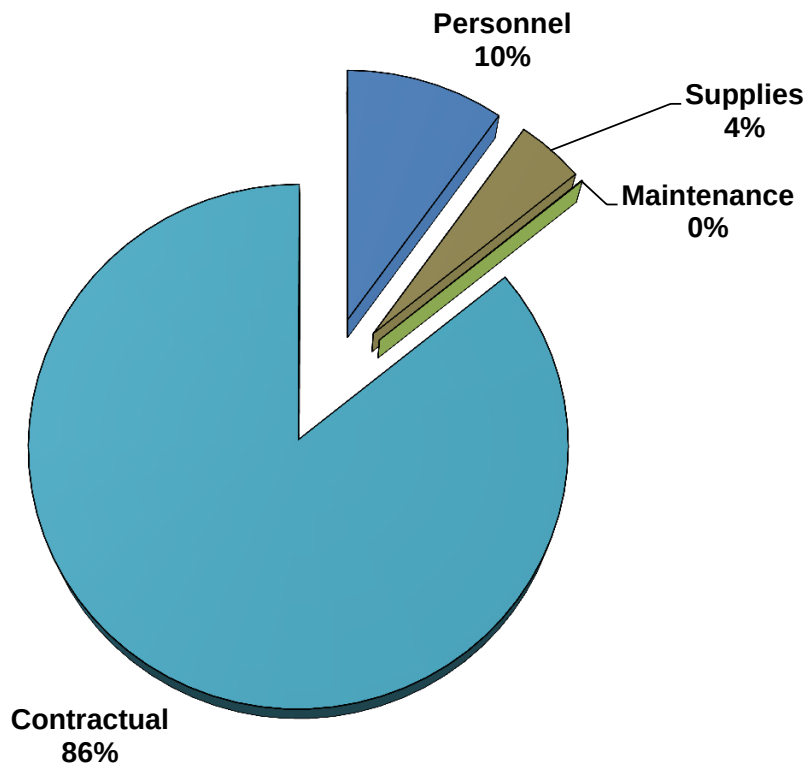
DEPARTMENT: ADMINISTRATION	
DIVISION / ACTIVITY: NON-DEPARTMENTAL – FUND 01-020	
LOCATION: 7105 Whitley Road Watauga, Texas 76148 Phone Number: 817-514-5800	HOURS OF OPERATION: Monday – Friday 8:00 A.M. – 5:00 P.M. Extended hours for meetings and elections.
MISSION / PROGRAMS / SERVICES: Management has initiated programs to define the costs in this budget that may not be specifically identifiable to any operational budget. Examples of costs here include: • General liability insurance • Attorney fees • City-wide computer leases • Copier costs • Contingency • Worker's compensation • Retirement costs	
FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS: • Funded the Northeast Tarrant Leadership Program with one participant • Funded Employee Appreciation Dinner • Addressed employee compensation issues • Funded Artsnet Program • Provided funding for the Equipment Replacement Program • Provided funding for the Employee Tuition Reimbursement Program • Funded lease of mail machine and city-wide copiers • Continued the funding for dependent health coverage assistance • Continued health insurance supplement • Continued with the city-wide beautification program • Implemented the WataugaFit Program	
FY2019-2020 GOALS/ OBJECTIVES: • Continue funding the Equipment Replacement Program • Continue funding the Employee Tuition Reimbursement Program • Continue to address employee compensation issues • Continue and expand the WataugaFit Program	
MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS: • It has been more difficult to control costs in this department as costs increases are realized annually for many line items such as City Attorney fees, unemployment, and worker's compensation costs. The City will continue to look for ways to control costs. • Property tax and sales tax	

GENERAL FUND

DEPARTMENT: ADMINISTRATION
DIVISION / ACTIVITY: NON-DEPARTMENTAL - FUND 01-020

EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Personnel	\$229,696	\$257,815	\$197,902	\$135,000	\$128,000	\$111,000
Supplies	\$42,109	\$41,041	\$48,724	\$51,700	\$48,200	\$47,800
Maintenance	\$0	\$864	\$0	\$1,000	\$0	\$500
Contractual/Sundry	\$945,208	\$902,240	\$962,550	\$1,024,000	\$1,016,600	\$966,366
Capital Outlay	\$5,000	\$183,304	\$0	\$0	\$0	\$0
TOTAL	\$1,222,013	\$1,385,264	\$1,209,176	\$1,211,700	\$1,192,800	\$1,125,666

GENERAL FUND NON-DEPARTMENTAL 2019-2020 BUDGET





GENERAL FUND

BUDGET CHANGES

Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: ADMINISTRATION

DIVISION / ACTIVITY: NON-DEPARTMENTAL - FUND 01-020

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Dependent Health Suppl.	Personnel Services		(12,000)	Usage Adjustment
Health Insurance Suppl.	Personnel Services		(10,000)	Insurance Transition Credit
Salary Adjustments	Personnel Services		(2,000)	Adjustment
Office Supplies	Supplies		(1,000)	Usage Adjustment
Wearing Apparel	Supplies		1,500	Allocation for Council Apparel
Event Refreshments/Meals	Supplies		(3,000)	Usage Adjustment
Event Refreshments/Meals	Supplies	(1,800)		Volunteer Banquet Every Other Year Allocation (2021)
Event Refreshments/Meals	Supplies		400	Court Volunteer Luncheon
Vehicle Maintenance	Maintenance		(500)	Usage Adjustment
Communications	Contractual Sundry		6,700	Reallocation/Costs Adjustment
Special Services	Contractual Sundry		(35,200)	Reallocation/Costs Adjustment
Advertising	Contractual Sundry		(2,000)	Usage Adjustment
Travel Expense	Contractual Sundry	3,000		Strategic Planning Retreat
Dues & Subscriptions	Contractual Sundry		(2,000)	Analysis Adjustment
Employee Programs	Contractual Sundry		3,000	New Request FY19-20 - Wataugafit Enhancement (on-going)
Election Expenses	Contractual Sundry		(20,000)	Reduction to One Election
Audit	Contractual Sundry		2,000	Contract Renewal Adjustment
Employee Tuition Reimb.	Contractual Sundry		(5,000)	Usage Adjustment
Pymt to Internal Service	Contractual Sundry		(39,634)	Equipment Replacement Adjustment
Public Liability Insurance	Contractual Sundry		2,000	Adjustment
Unemployment Insurance	Contractual Sundry		(5,000)	Rate Adjustment
Building Contents	Contractual Sundry		7,000	Adjustment
Public Official Liability	Contractual Sundry		2,000	Adjustment
Contractual Services	Contractual Sundry	(8,500)		New Request FY18-19 - Citizen Survey (one-time)
Contractual Services	Contractual Sundry		1,000	Increased Need for State of City Event
Contractual Services	Contractual Sundry	6,500		New Request FY19-20 - Empl. Satisfaction Survey (one-time)
Contract/Outsource Svcs.	Contractual Sundry		34,000	Reallocation of Grounds Maintenance Contract & Adjustment
Beautification	Contractual Sundry		(7,500)	Program Reallocation
TOTALS:		(\$800)	(\$85,234)	

(\$86,034) NET INCREASE/DECREASE

Finance

Municipal Court Division

Fund 01-030

Director of Finance &
Administration

Municipal Court
Administrator
1.00 FTE

Deputy Court Clerk
1.60 FTE

City Marshal
1.00 FTE

Deputy Marshal
.90 FTE



GENERAL FUND

DEPARTMENT: FINANCE

DIVISION / ACTIVITY: MUNICIPAL COURT DIVISION - FUND 01-030

LOCATION:

7105 Whitley Road
Watauga, Texas 76148
Phone Number: 817-514-5800

HOURS OF OPERATION:

Monday – Friday 8:00 A.M. – 5:00 P.M.

MISSION / PROGRAMS / SERVICES:

- The City of Watauga Municipal Court serves as the administrative arm of the City as an unbiased entity for the adjudication of cases filed
- It is our goal to serve the citizens who appear in Court with a courteous and assuring attitude.
- The Court will process complaints in an accurate and timely manner, courteously responding to requests for information from the public, efficiently docket cases for adjudication, and responsibly collect assessed fines and fees

FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS:

- Met all continuing education requirements for staff
- Continued implementation of Laserfiche for “paper light”
- Continued cross training and succession planning
- City Marshals met Senate Bill 42 mandate to attend a Court Security Officer Course prior to the required deadline

FY2019-2020 GOALS/ OBJECTIVES:

- Provide effective and impartial administration of justice
- Provide exceptional customer service
- Increase the educational opportunities for staff
- Continue with cross training and succession planning
- Establish a Diversion Program for the minors and juveniles who are first time offenders

MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS:

- The Municipal Court has seen a decrease in notices of violations from the Code Enforcement Officers along with citations issued by the Police Department
- Due to legislative changes the Deputy Marshal will no longer be funded by Traffic Safety Fund

GENERAL FUND

DEPARTMENT: FINANCE						
DIVISION / ACTIVITY: MUNICIPAL COURT DIVISION - FUND 01-030						
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Personnel		\$286,077	\$317,894	\$311,500	\$319,900	\$335,700
Supplies	DIVISION	\$2,160	\$4,544	\$3,300	\$4,395	\$5,100
Maintenance	PREVIOUSLY	\$2,344	\$2,004	\$3,700	\$2,800	\$3,000
Contractual/Sundry	UNDER 01-040	\$77,014	\$80,517	\$91,950	\$83,150	\$92,950
Capital Outlay		\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$367,595	\$404,959	\$410,450	\$410,245	\$436,750
PERSONNEL						
Municipal Court Administrator	DIVISION	1.00	1.00	1.00	1.00	1.00
Deputy Court Clerk	PREVIOUSLY	1.60	1.60	1.60	1.60	1.60
City Marshal	UNDER 01-040	1.00	1.00	1.00	1.00	1.00
Deputy Marshal		0.60	0.60	0.70	0.70	0.90
TOTAL	0.00	4.20	4.20	4.30	4.30	4.50
PERFORMANCE MEASURES / SERVICE LEVELS						
Input / Demand			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Number of citations entered annually			3,423	4,000	4,000	4,000
Number of contested cases set for trial			354	450	400	400
Number of warrants issued			1,692	2,500	1,500	1,500
Output/Workload			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Cases disposed			1,436	3,000	2,000	2,000
Warrants cleared			1,898	2,500	1,500	1,500
Efficiency Measures / Impact			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
M & O budget per capita			\$16.51	\$17.40	\$17.39	\$18.50
M & O budget percentage of City budget			0.93%	0.95%	0.95%	0.78%
Average citations processed per court clerk FTE - per month			95	200	125	125
Effectiveness Measures / Outcomes		Goals	Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
% citations entered within 24 hrs. of court filing			99%	100%	100%	100%
% contested hearings set for trial w/n 60 of request			100%	100%	100%	100%
% case notifications at least 3 wks prior to trial			100%	100%	100%	100%



GENERAL FUND

BUDGET CHANGES

Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: FINANCE

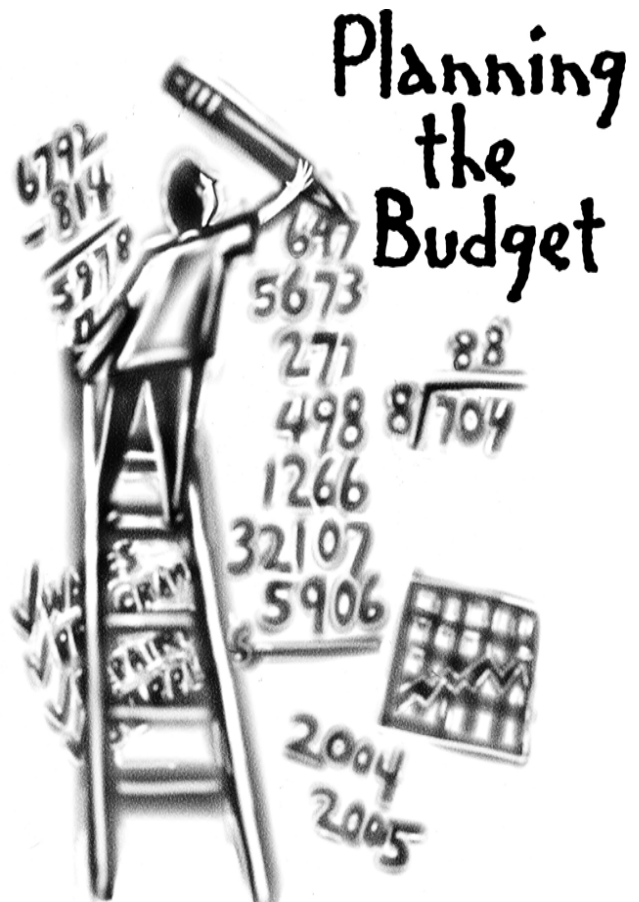
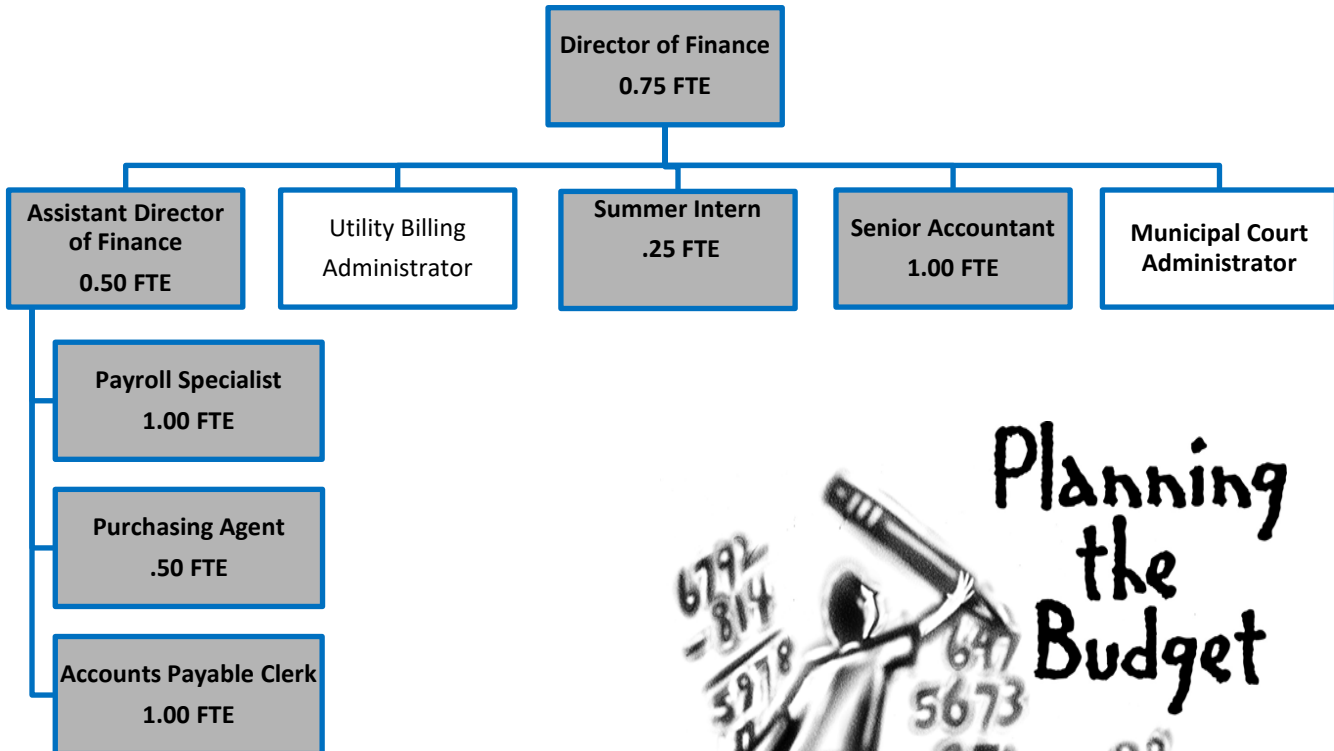
DIVISION / ACTIVITY: MUNICIPAL COURT DIVISION- FUND 01-030

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Salary Adjustment	Personnel Services		\$4,300	FY19-20 1.5% Salary Increase
Personnel	Personnel Services		\$5,000	FY19-20 Approved PIP Salary Adjustment
Personnel	Personnel Services		\$7,000	Position Reallocation from Traffic Safety Fund
Certification	Personnel Services		\$1,000	Increased Certification
Personnel	Personnel Services		\$5,200	Benefits, Retention & Hours Adjustment
Overtime	Personnel Services		\$1,700	Increased Need
Wearing Apparel	Supplies		\$500	Increased Costs
Vehicles Fuel & Lubricants	Supplies		\$1,300	Take Home Vehicle Adjustment
Vehicle Maintenance	Maintenance		(\$1,000)	Historical Adjustment
Radio Maintenance	Maintenance		\$300	Handheld Radio Maintenance
Communications	Contractual/Sundry		\$1,000	Marshal Vehicle Jetpack Service
TOTALS:		\$0	\$26,300	

\$26,300 NET INCREASE/DECREASE

Finance

Fund 01-040



GENERAL FUND

DEPARTMENT: FINANCE

DIVISION / ACTIVITY: FINANCE / ACCOUNTING /PURCHASING / ADMINISTRATION -
FUND 01-040

LOCATION:

7105 Whitley Road
Watauga, Texas 76148
Phone Number: 817-514-5800

HOURS OF OPERATION:

Monday – Friday 8:00 A.M. – 5:00 P.M.

MISSION / PROGRAMS / SERVICES:

- Finance and Administration is responsible for providing accurate and timely financial data to management and council to facilitate the financial decision making process
- This division is accountable for establishing, monitoring and updating the City's fiscal policies to ensure they are both responsive in the current environment and fiscally responsible
- Responsible for planning, collecting, recording, summarizing and reporting the results of all financial transactions of the City in a timely manner and in accordance with generally accepted accounting principles, ensuring compliance with applicable state and federal statutes, bond covenants, grant contracts, and management policies
- The purchasing area ensures that all purchases are in accordance with state laws. Responsible for obtaining the best value consistent with delivery terms. We strive to foster an understanding and appreciation of sound purchasing policy and procedures throughout all departments of the City

FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS:

- Received the Distinguished Budget Award and Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA)
- Met all continuing education requirements for staff
- Received no management comments for Fiscal Year 2018-19 from external auditors
- Implemented financial transparency reporting
- Implemented electronic direct deposit notices to employees
- Continued or improved service levels with decreased staff
- Participated in Watauga 101-Citizen's Academy Program
- Participated in the Watauga Meet Your City Event

FY2019-2020 GOALS/ OBJECTIVES:

- Apply for Texas Comptroller Leadership Circle to increase governmental transparency
- Produce Popular Annual Financial Report and post on website for increased communication to citizens
- Implement electronic vendor payments
- Implement electronic personnel budgeting
- Increase customer service training opportunities for staff

MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS:

GENERAL FUND

DEPARTMENT: FINANCE						
DIVISION / ACTIVITY: FINANCE / ACCOUNTING / PURCHASING						
FUND 01-040						
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Personnel	\$558,257	\$346,984	\$360,365	\$375,550	\$368,550	\$381,600
Supplies	\$5,013	\$4,270	\$5,594	\$5,700	\$4,650	\$5,700
Maintenance	\$0	\$0	\$0	\$0	\$0	\$0
Contractual/Sundry	\$150,741	\$67,300	\$74,837	\$78,600	\$78,200	\$80,300
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$2,840
TOTAL	\$714,011	\$418,554	\$440,796	\$459,850	\$451,400	\$470,440
PERSONNEL						
Director of Finance	0.75	0.75	0.75	0.75	0.75	0.75
Assistant Director of Finance	0.50	0.50	0.50	0.50	0.50	0.50
Municipal Court Administrator	1.00	0.00	0.00	0.00	0.00	0.00
Deputy Court Clerk I	0.90	0.00	0.00	0.00	0.00	0.00
Deputy Court Clerk II/JCM	0.70	0.00	0.00	0.00	0.00	0.00
Senior Accountant	1.00	1.00	1.00	1.00	1.00	1.00
Payroll Specialist	0.00	1.00	1.00	1.00	1.00	1.00
Accounting Specialist	1.00	0.00	0.00	0.00	0.00	0.00
Bailiff	0.60	0.00	0.00	0.00	0.00	0.00
Receptionist	1.00	0.00	0.00	0.00	0.00	0.00
Finance Assistant	1.00	0.00	0.00	0.00	0.00	0.00
Administrative Assistant	0.50	0.00	0.00	0.00	0.00	0.00
Summer Intern	0.00	0.25	0.25	0.25	0.25	0.25
Purchasing Agent	0.00	0.00	0.00	0.00	0.50	0.50
Purchasing Specialist	0.00	0.50	0.50	0.50	0.00	0.00
Accounts Payable Clerk	0.00	1.00	1.00	1.00	1.00	1.00
TOTAL	8.95	5.00	5.00	5.00	5.00	5.00
PERFORMANCE MEASURES / SERVICE LEVELS						
Input / Demand			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Number of manual journal entries processed			3,935	4,200	4,163	4,200
Output/Workload			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Number of quotes, bids, qualifications prepared			46	40	43	35
Number of purchase orders issued			2,285	2,500	2,475	2,300
Number of manual journal entries			3,935	4,200	4,163	4,200
Number of accounts payable checks issued			3,701	4,000	3,900	2,500
Number of employee direct deposits processed			6,331	5,500	6,400	6,200
Efficiency Measures / Impact			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
M & O budget per capita			\$17.97	\$19.49	\$19.14	\$19.93
M & O budget percentage of City budget			1.01%	1.07%	1.05%	0.85%
Average number of business days to close month			3	3	3	3
Number of audit adjustments			7	4	5	4
Effectiveness Measures / Outcomes		Goals	Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Ratio correcting JEs to total entries made annually		4, 6	1:97	1:95	1:95	1:95
% disbursement checks voided due to errors		4, 6	1%	1%	1%	1%
% GL reconciliations completed w/n 7 days of month		4, 6	5%	4%	4%	4%
Certificate of Achievement- Excellence Fin. Reporting		4, 6	YES	YES	YES	YES
Receive GFOA Budget Award		4, 6	YES	YES	YES	YES



GENERAL FUND

BUDGET CHANGES

Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: FINANCE

DIVISION / ACTIVITY: FINANCE/ACCOUNTING/PURCHASING - FUND 01-040

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Salary Adjustment	Personnel Services		\$5,200	FY19-20 1.5% Salary Increase
Personnel	Personnel Services		\$850	Benefits & Retention Adjustments
Dues & Subscriptions	Contractual/Sundry		\$100	Increased Costs
Training	Contractual/Sundry		\$200	Increased Costs & Usage
Printing & Binding	Contractual/Sundry		(\$600)	Usage Reduction
Appraisal Services	Contractual/Sundry		\$2,000	TAD Costs Adjustment
Computer Hardware	Contractual/Sundry	\$1,800		Surface Pro One-Time Purchase
Computer Software	Contractual/Sundry	\$1,040		One-Time Financial Software Setup Fee
TOTALS:		\$2,840	\$7,750	

\$10,590 NET INCREASE/DECREASE

Information Technology

Fund 01-050



Chief Information Officer
0.50 FTE

Systems Administrator
1.00 FTE



GENERAL FUND

DEPARTMENT: ADMINISTRATION	
DIVISION / ACTIVITY: INFORMATION TECHNOLOGY – FUND 01-050	
LOCATION: 7105 Whitley Road Watauga, Texas 76148 Phone Number: 817-514-5824	HOURS OF OPERATION: Monday – Friday 8:00 A.M. – 5:00 P.M. Continuous on-call service.
MISSION / PROGRAMS / SERVICES: Mission: To provide for the operations and development of the City through the implementation and support of cost effective technologies which enhance the efficiencies of City staff while facilitating effective information flow between the City and its citizens. Programs and Services: • Networking, Hardware and Software, Telecommunications, Web Site, Cable Channel, Audio/Video, Building Security and Technical Support and Public Information.	
FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS: • Police Department Security Camera Upgrade • State of the City • Implement Civic Ready Mass Communications System • Meet Your City Event Setup • Implemented Civic Engage Mobile App • Explored PBX Replacement Options • Implemented ATT U-verse Cable Channel 99 • Implemented Mobile Printing App for Library • Created Transparency page on City Web Site • Improved City WiFi connectivity and speed • Implemented New Backup solution and documentation software • Citizens Communications Committee • City Manager's Comp Plan Workgroup • Electronic Signs Committee • Maintained all systems to a functional level	
FY2019-2020 GOALS/ OBJECTIVES: • PBX Replacement Solution • PC Replacements • Council A/V Upgrade • Financial System Server Replacement • RecPro migration to Civic Rec • Staffing	
MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS: • Staffing. Lack of personnel will deteriorate the ability of the department to continue to provide services uninterrupted • Aging A/V equipment in the Council Chambers • End of Life PBX • Warranty Expiry on workstations	

GENERAL FUND

DEPARTMENT: ADMINISTRATION						
DIVISION / ACTIVITY: INFORMATION TECHNOLOGY - FUND 01-050						
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Personnel	\$194,793	\$133,164	\$147,004	\$151,500	\$151,604	\$154,400
Supplies	\$41,729	\$40,760	\$40,745	\$43,600	\$43,000	\$43,600
Maintenance	\$120,233	\$124,356	\$120,877	\$144,700	\$135,875	\$131,135
Contractual/Sundry	\$13,494	\$22,254	\$20,410	\$55,250	\$54,465	\$49,425
Capital Outlay	\$0	\$41,864	\$0	\$0	\$0	\$0
TOTAL	\$370,249	\$362,398	\$329,037	\$395,050	\$384,944	\$378,560
PERSONNEL						
Chief Information Officer	0.50	0.50	0.50	0.50	0.50	0.50
IT Systems Administrator	1.00	1.00	1.00	1.00	1.00	1.00
IT Systems Administrator II	0.00	1.00	0.00	0.00	0.00	0.00
TOTAL	1.50	2.50	1.50	1.50	1.50	1.50
PERFORMANCE MEASURES / SERVICE LEVELS						
Input / Demand			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
PC workstations			143	158	155	155
LAN servers			20	19	12	12
Printers			80	83	85	85
Laptops			52	52	62	62
Digital signage or conference displays			10	10	10	10
Audio / video systems			3	3	2	2
Smart boards			3	3	3	3
PBX switches			1	1	1	1
Telephones			127	132	132	132
Output / Workload			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Number of help desk calls			1,500	4,000	5,058	5,100
Number of other service calls			1,400	No Longer Tracked	No Longer Tracked	No Longer Tracked
Efficiency Measures / Impact			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
M & O budget per Capita			\$13.42	\$16.75	\$16.32	\$16.03
M & O budget percentage of city budget			0.76%	0.92%	0.89%	0.68%
Effectiveness Measures / Outcomes		Goals	Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Survey satisfaction rate		1, 3, 4, 5	95%	95%	95%	95%
Problem resolution / repair of systems:		1, 3, 4, 5				
% completed within 1 business day		1, 3, 4, 5	90%	95%	95%	95%
% completed in more than 1 business day		1, 3, 4, 5	10%	10%	5%	5%
% priority service calls closed within 4 hrs		1, 3, 4, 5	99%	99%	99%	99%
Public safety dispatch system up time		1, 3, 4, 5	99%	99%	99%	99%
Computer systems & networks up time		1, 3, 4, 5	99%	99%	99%	99%



GENERAL FUND

BUDGET CHANGES

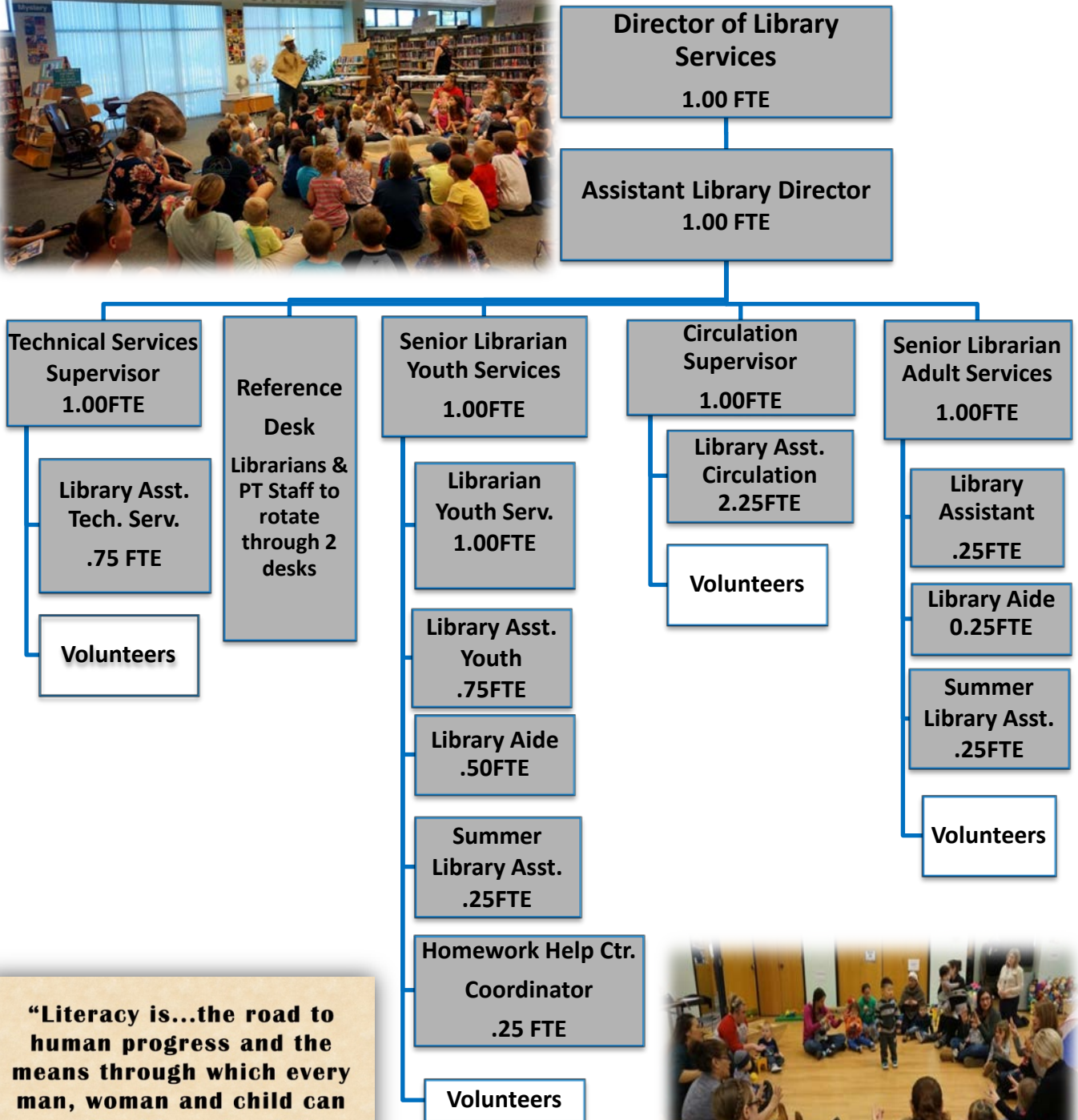
Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: ADMINISTRATION				
DIVISION / ACTIVITY: INFORMATION TECHNOLOGY - FUND 01-050				
DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Salary Adjustment	Personnel		\$2,100	FY19-20 1.5% Salary Increase
Personnel	Personnel		\$800	Benefits Adjustments
Hardware Maintenance	Maintenance		(\$12,000)	Removed PBX Maintenance
Hardware Maintenance	Maintenance		\$1,150	Increased Costs Adjustment
Software Maintenance	Maintenance		(\$5,700)	Removed PBX Maintenance
Software Maintenance	Maintenance	(\$1,025)		New Request FY18-19 - mobile print (one time)
Software Maintenance	Maintenance		\$2,210	Increased Costs Adjustment
Software Maintenance	Maintenance		\$1,800	New Request FY19-20 Tyler Content Manager (on-going)
Special Services	Contractual/Sundry	(\$7,450)		New Request FY18-19 - mobile app (one time)
Special Services	Contractual/Sundry		\$650	Civic Plus Annual Training
Special Services	Contractual/Sundry		\$1,025	Increased Costs Adjustment
Special Services	Contractual/Sundry		(\$100)	Adjustment from Blackboard Connect to CivicReady
Dues & Subscriptions	Contractual/Sundry		\$50	Membership Cost Adjustment
TOTALS:		(\$8,475)	(\$8,015)	

(\$16,490) NET INCREASE/DECREASE

Library Services

Fund 01-060



“Literacy is...the road to human progress and the means through which every man, woman and child can realize his or her full potential.”

- Kofi Annan

GENERAL FUND

DEPARTMENT: LIBRARY

DIVISION / ACTIVITY: LIBRARY SERVICES – FUND 01-060

LOCATION:

7109 Whitley Road

Watauga, Texas 76148

Phone Number: 817-514-5855

HOURS OF OPERATION:

Monday & Thursday

12:00 P.M. – 8:00 P.M.

Tuesday, Wednesday & Friday

10:00 A.M. – 6:00 P.M.

Saturday

12:00 P.M. – 4:00 P.M.

MISSION / PROGRAMS / SERVICES:

The Watauga Public Library is committed to enriching the community through full access to informational, educational, cultural, recreational, and lifelong learning materials in a variety of formats. The Library anticipates and responds to the library needs of the community and offers a variety of classes, lectures, workshops, and services in a professional, efficient, caring, and friendly manner. The four core purposes of public libraries are: 1) Learning, 2) Literacy, 3) Community Spaces, and 4) Information.

FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS:

- **New Events at the Library related to Civic / Community Engagement / Cultivating Community / Job skills / Digital Inclusion / Economic Development Issues**
 1. AARP Ride Sharing Apps— AARP presented two workshops for seniors about ride-sharing apps. The goal was to provide a way for seniors to have 24-hour access to transportation and to help them overcome the intimidation factor inherent in ridesharing services.
 2. Author Appearances — We were thrilled to host Marjorie Herrera Lewis (*When the Men Were Gone*) and authors Joy Don Baker & Terri Goodman (*The Wake Up Call*).
 3. Be Well, Live Well — Nutrition educator Tiffany Lankford provided a multi-part nutrition class designed to help people understand the basics of healthy living. The series was designed for aging adults and the special challenges they face.
 4. A Day in the Life of a Plant-Based Eater — Kelli Myatt from the Healthy Hippie in Watauga provided this helpful presentation, on healthy eating for life and all the tasty options that are available.
 5. Death and Jane Austen— Dr. Cheryl Kinney, a recognized Dallas physician and member of the Jane Austen Society of North America, provided an excellent presentation about healthcare in the late 18th and early 19th centuries in England.
 6. Drawing Class — Our new art teacher Selma Aziz taught a still-life drawing class. Attendees had an enriching time developing their artistic skills.
 7. Forensic Science — Forensic scientist Jackie Mitchell introduced the basics of her job to an eager crowd. Her presentation was complete with props and a lively Q&A session.
 8. Mayor's Book Club — The Mayor's Book Club has been launched in Watauga in 2019. The first book read and discussed was "Wonder" by R.J. Palacio. The club will meet twice a year in winter and summer.
 9. Library Mystery — Historical live-action mystery in which all the attendees participated as characters. Comments on the after-event survey were positively glowing!
 10. Nutrition Class—Jayne Bell, a nutritional health coach from Natural Grocers provided a presentation called How Your Body Really Works. We are excited to offer health and wellness programs at the library.
 11. SculptureWorks — David Wiegand the owner of SculptureWorks, installed a large rotating collection of bronze sculptures in the library. Patrons of all ages have enjoyed viewing these sculptures created by professional artists.
 12. True Crime Book Club — An eager group of true crime fans came together in December 2018 to discuss books in this genre. This cozy group was packed into one of our storage closet to hold their meeting.
 13. Yule Ball — The Adult Services Department and the Youth Services Department partnered to create an exciting new event. The Harry Potter Yule Ball brought together fans of the books/movies to play brain building games, dance, and spend time with family and friends. The trivia contest, which was a component of the Yule Ball, attracted 62 fans.

The group attendance was estimated at 200.

14. Volunteer Computer classes are being held on Friday afternoons. The walk-in help can cover Microsoft Word and Excel, Email, computer basics and social media questions.

- **New Events at the Library related to Early Childhood Literacy / Family Development & Enrichment / Education / Lifelong Learning Issues**

1. Hermes the Reading Therapy Dog has joined us this year. He is owned and handled by a Watauga resident.
2. Mother Goose Storytime for Pre-Walkers has been added this year as an outgrowth of the Family Place Library.
3. We launched a Junior Achievement Program in cooperation with a local school and volunteer in 2019.
4. Beginning in 2019 ongoing STEAM Displays from the University of Texas at Dallas are set up in the mural area and Picture Book area of the Youth Department.
5. The College Prep Series was begun in 2019
6. STEAM Fair during the March 2019 school break.
7. School Literacy Nights at the Library. This is an effort from the Youth Department that only recently was accepted by three local public elementary schools.
8. Three new Teen clubs; Anime, Random Fandom and Games were added in 2019. Teen
9. The Family Picnic is a new part of the Summer Reading program for 2019. Outdoor activities are planned, and participants are asked to bring a picnic lunch.

- **Special Recognition**

1. "Achievement of Excellence Award" from the Texas Municipal Library Directors Association for 2018.

FY2018-2019 GOALS/ OBJECTIVES:

- Continue with reorganization of Library Department with current staffing, to better address work flow
- Continue with a strong commitment to exemplary customer service
- Select the best materials and formats to meet the informational, educational, and recreational needs of users
- Expand and adapt to informational diversity
- Catalog and make materials available
- Reshelf materials to maximize their use
- Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking
- Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives
- Residents will have a central source for information about the wide variety of programs, services, and activities provided by community agencies and organizations
- Serve as a safe place where people gather and share a sense of community

MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS:

- Increase in materials budget to address diversity in informational formats (Downloadable / Digital material)
- Increase in staffing in order to maintain the excellent customer service that attracts citizens to our library. Current staffing levels make it difficult for staff to perform all functions and duties of their job descriptions. Shallow coverage makes it hard to attend training, schedule leave, miss work due to illness, etc., since three public desks must be covered
- Complete Library Needs Assessment to plan future community Library demand.

GENERAL FUND

DEPARTMENT: LIBRARY						
DIVISION / ACTIVITY: LIBRARY SERVICES - FUND 01-060						
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Personnel	\$619,217	\$651,568	\$690,120	\$725,850	\$728,940	\$733,600
Supplies	\$138,936	\$141,552	\$136,678	\$148,250	\$145,900	\$152,650
Maintenance	\$18,988	\$18,971	\$22,573	\$22,000	\$21,879	\$25,550
Contractual/Sundry	\$74,333	\$73,117	\$85,875	\$89,600	\$83,000	\$86,600
Capital Outlay	\$7,894	\$0	\$0	\$0	\$0	\$0
TOTAL	\$859,368	\$885,208	\$935,246	\$985,700	\$979,719	\$998,400
PERSONNEL						
Director of Library Services	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Library Director	1.00	1.00	1.00	1.00	1.00	1.00
Senior Librarian - Adult Services	1.00	1.00	1.00	1.00	1.00	1.00
Senior Librarian - Youth Services	1.00	1.00	1.00	1.00	1.00	1.00
Librarian - Youth Services	0.00	1.00	1.00	1.00	1.00	1.00
Librarian - Reference	1.00	0.00	0.00	0.00	0.00	0.00
Administrative Assistant - Library	1.00	1.00	1.00	1.00	1.00	0.00
Technical Services Supervisor	0.00	0.00	0.00	0.00	0.00	1.00
Library Asst. II - Circulation	1.00	0.00	0.00	0.00	0.00	0.00
Library Assistant - Circulation	0.00	2.75	2.75	2.25	2.25	2.25
Library Asst. I - Circulation	2.50	0.00	0.00	0.00	0.00	0.00
Circulation Supervisor	0.00	1.00	1.00	1.00	1.00	1.00
Homework Help Center Coordin.	0.00	0.00	0.00	0.00	0.00	0.25
Library Asst. I - Youth Services	0.00	0.00	0.00	0.00	0.00	0.00
Library Asst. - Youth Services	0.25	0.25	0.25	0.75	0.75	0.75
Library Asst. I	0.00	0.00	0.00	0.00	0.00	0.00
Library Assistant - Reference	0.00	0.25	0.25	0.25	0.25	0.25
Library Asst. - Tech Services	0.50	0.50	0.50	0.50	0.50	0.75
Summer Assistant	0.25	0.25	0.25	0.50	0.50	0.50
Summer Library Aide	0.25	0.25	0.25	0.00	0.00	0.00
Library Aide	0.75	1.00	1.00	1.00	1.00	0.75
Library School Intern	0.50	0.25	0.00	0.00	0.00	0.00
TOTAL	12.00	12.50	12.25	12.25	12.25	12.50
PERFORMANCE MEASURES / SERVICE LEVELS						
Input / Demand			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Registered borrowers			18,332	19,000	18,000	18,000
Current holdings			133,689	131,000	135,000	134,000
Total library visits			119,262	123,250	121,000	121,000
ESL students enrolled			180	170	190	200
GED students enrolled			60	50	60	60
Summer Reading Club participants			9,464	6,800	9,000	9,000
Volunteer hours			5,625	5,500	5,400	5,500
Output/Workload			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Items circulated			292,683	289,000	292,000	293,000
Items added			8,651	9,400	9,200	9,300
Items withdrawn			4,824	5,500	5,000	5,200
Effectiveness Measures / Impact			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Circ per capita			12.40	12.25	12.40	12.41
Collection turnover rate			2.20%	2.21%	2.16%	2.19%
Materials expenditure per capita			\$6.59	\$6.82	\$6.63	\$6.68
Reference transactions per capita			0.91	0.90	0.93	0.94
Program attendance per capita			1.78	1.65	1.74	1.74
Library visits per capita			5.05	5.23	5.13	5.13
M & O percentage of city budget			2.15%	2.29%	2.27%	1.79%
M & O budget per capita			\$38.13	\$41.78	\$41.53	\$42.29
Effectiveness Measures / Outcomes	Goals		Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Annual library visits per capita	1, 3, 4, 5, 6		5	5	5	5
Annual library visits per registered borrower	1, 3, 4, 5, 6		7	7	7	7
% of population who are registered borrower	1, 3, 4, 5, 6		78%	81%	76%	76%



GENERAL FUND

BUDGET CHANGES

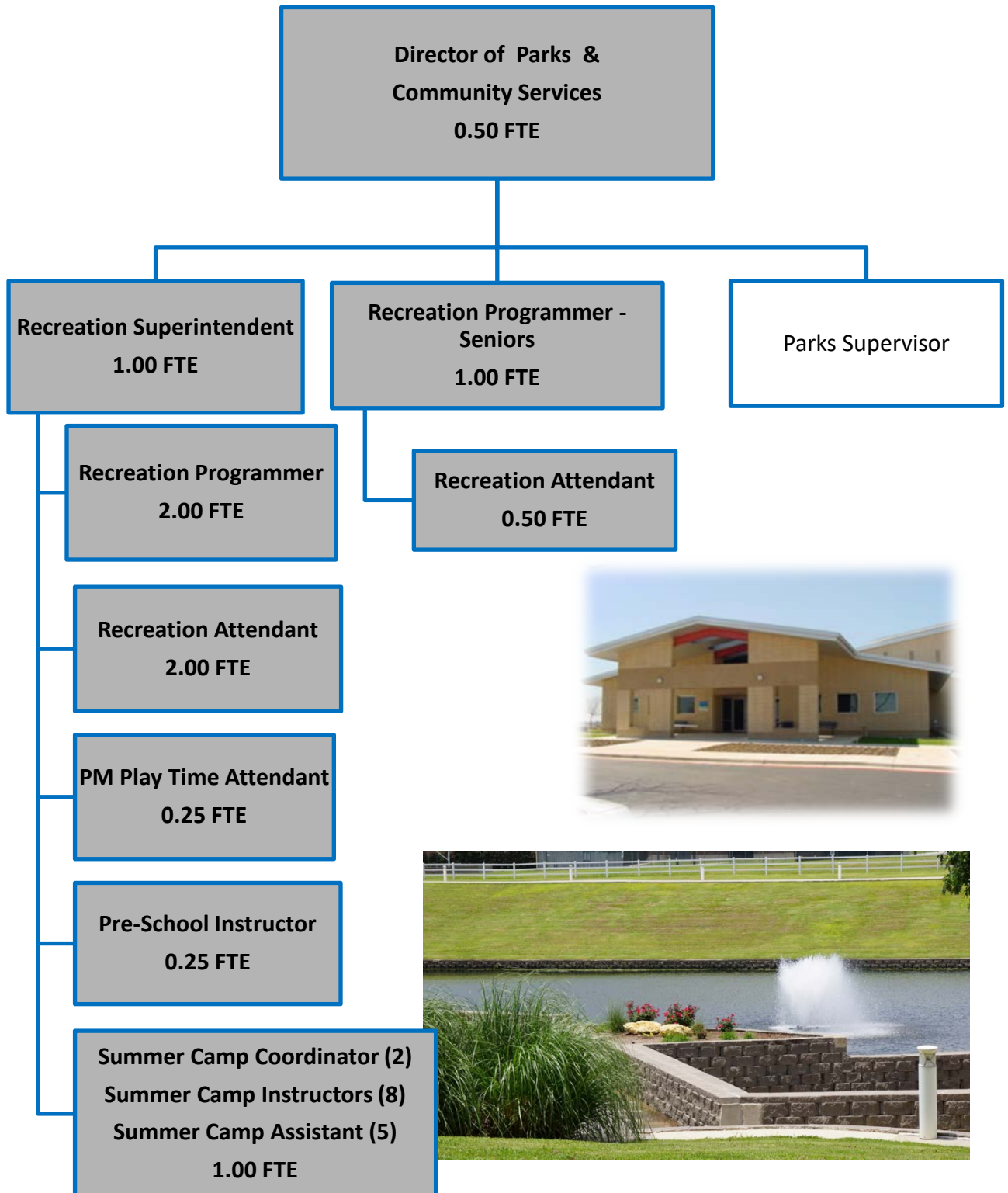
Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: LIBRARY				
DIVISION / ACTIVITY: LIBRARY SERVICES - FUND 01-060				
DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Salary Adjustments	Personnel Services		\$9,800	FY19-20 1.5% Salary Increase
Personnel	Personnel Services		(\$5,680)	Benefits Adjustments
Personnel	Personnel Services		\$2,050	Homework Help Coordinator - Approved PIP FY19-20
Personnel	Personnel Services		\$1,580	Position Reclass - Approved PIP FY19-20
Publications	Supplies		\$2,000	Reallocated from Dues & Subscriptions
Publications	Supplies		\$1,900	Increased Costs
Educational Supplies	Supplies		\$500	Increased Costs
Office Equipment	Maintenance		\$600	Estimated 5% Increase - ACCO/GBC Agreement
Office Equipment	Maintenance		\$700	Estimated Increase - Bibliotheca Agreement
Office Equipment	Maintenance		\$1,000	Disc Repair Equipment Maintenance (on-going)
Office Equipment	Maintenance		\$600	New Request FY19-20 - RFID Inventory Device (on-going)
Office Equipment	Maintenance		\$350	New Request FY19-20 - Coin-op Device (on-going)
Book Repair & Processing	Maintenance		\$300	Increased Costs
Fort Worth Contract	Contractual/Sundry		(\$1,000)	Historical Cost Adjustment
Travel Expense	Contractual/Sundry		\$400	Reallocated from Training
Dues & Subscriptions	Contractual/Sundry		(\$2,000)	Reallocated to Publications
Training	Contractual/Sundry		(\$400)	Reallocated to Travel Expense
TOTALS:		\$0	\$12,700	

\$12,700 **NET INCREASE/DECREASE**

Recreation & Community Services

Fund 01-070



GENERAL FUND

DEPARTMENT: RECREATION & COMMUNITY SERVICES

DIVISION / ACTIVITY: RECREATION & COMMUNITY SERVICES – FUND 01-070

LOCATION:

7901 Indian Springs Road
Watauga, Texas 76148
Phone Number: 817-514-5803

HOURS OF OPERATION:

Monday – Thursday 6:00 A.M. – 9:00 P.M.
Friday- 6:00 A.M. - 5:00 P.M.
Saturday 8:00 A.M. – 5:00 P.M.

MISSION / PROGRAMS / SERVICES:

To enrich the lives of Watauga citizens through the responsible administration of our resources with the goal of quality customer service, recreational opportunities and community interaction. Our vision is to enhance the quality of life, awareness of services and the public perception as it relates to our residents from a recreational and community services standpoint.

- Health and Fitness programs for senior active adults, youth and adults.
- Daily Meals provided for senior adults.
- Youth and adult athletic programs.
- Fine Art programs.
- Summer camps.
- Special events.

FY 2019/2020 HIGHLIGHTS / ACHIEVEMENTS:

- Installation of new cardio equipment: 4 Treadmills, 2 Ellipticals, 1 Recumbent Bike.
- Replacement of the multifunction weight machine(Smith Machine).
- Updating Community Center Gymnasium with the installment of sun shade blinds and wall mats.
- Adding new programs and events:
 - o Capp Smith Family Events: Paws in the Park, added an additional Concert in the Park.
 - o Health & Fitness Events: Goat Yoga, Donut Dash, Scared to Run 5K.
 - o Nature & Beautification Events: Trashin' the Park, Don't Mess With Texas Trash Off.
 - o Community Center Classes: Tai Chi for Senior Adults, Toddler Music Class, Depression Connection Group, Prim & Proper Etiquette Class for Children.
- Hosts for the ANS Rhythmic Gymnastics Competition and Pastime Comic Book Convention at the Community Center and the Walk for Water 6K at Capp Smith Park.
- Enhancement of Pickleball and Program Participation:
 - o Addition of Friday morning Pickleball.
 - o Addition of the Pickleball at Night program.
 - o Sending six Senior Adult Members to play Pickleball in the Senior Olympics.

FY2019-2020 GOALS/ OBJECTIVES:

- Create a Youth Advisory Council.
- Apply for grants applicable to Recreation/Nature and Beautification Programs.
- Continue to enhance programs and special events by seeking sponsorships.
- Continue to expand Senior Adult Programs and Senior Adult Center Members.
- Replacement of the current Recreation Software.
- Installation of Community Center Security Cameras and P.A. System.

MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS:

- Future funding for Watauga's own 4th of July Event.
- Purchase new Recreation Software to expand program capabilities and online registration for members.
- Transportation for Senior Adult Activities.

GENERAL FUND

DEPARTMENT: RECREATION & COMMUNITY SERVICES
DIVISION / ACTIVITY: RECREATION & COMMUNITY SERVICES - FUND 01-070

EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Personnel	\$435,087	\$467,798	\$548,566	\$500,632	\$501,809	\$520,900
Supplies	\$27,674	\$30,210	\$29,973	\$32,800	\$31,200	\$31,800
Maintenance	\$3,865	\$2,420	\$4,067	\$4,700	\$4,700	\$9,400
Contractual/Sundry	\$110,473	\$116,712	\$132,887	\$158,450	\$156,716	\$154,950
Capital Outlay	\$0	\$0	\$0	\$9,500	\$9,000	\$5,000
TOTAL	\$577,099	\$617,140	\$715,492	\$706,082	\$703,425	\$722,050
PERSONNEL						
Director of Rec & Comm Service	0.50	0.50	0.50	0.50	0.50	0.50
Recreation Programmer	2.00	2.00	2.00	1.00	2.00	2.00
Administrative Assistant	0.00	0.00	0.00	0.00	0.00	0.00
Recreation Programmer - Seniors	0.00	0.00	1.00	1.00	1.00	1.00
Recreation Coordinator II	1.00	1.00	0.00	1.00	0.00	0.00
Recreation Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Perm. Part-time Rec Attendant (5)	2.50	2.50	2.50	2.50	2.50	2.50
Pre-school Instructors (2 Temp.)	0.50	0.50	0.50	0.50	0.50	0.50
Summer Rec Coordinator (2-T/S)	0.25	0.25	0.25	0.25	0.25	0.25
Summer Rec Instructors (8-T/S)	0.50	0.50	0.50	0.50	0.50	0.50
Summer Rec Assts. (5-T/S)	0.25	0.25	0.25	0.25	0.25	0.25
TOTAL	8.50	8.50	8.50	8.50	8.50	8.50
PERFORMANCE MEASURES / SERVICE LEVELS						
Input / Demand			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Number of health and fitness programs			20	20	22	22
Number of fine arts programs			18	22	22	22
Number of athletic teams			126	130	178	180
Output / Workload			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Number of new memberships processed			733	760	602	650
Efficiency Measures / Impact			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
M & O budget per capita			\$29.17	\$29.93	\$29.82	\$30.58
M & O budget percentage of city budget			1.65%	1.64%	1.63%	1.30%
Effectiveness Measures / Outcomes	Goals		Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
% program attendance increase	4		4%	4%	5%	4%
Number of active members	1, 3		1,200	1,400	1,205	1,300



GENERAL FUND

BUDGET CHANGES

Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: RECREATION & COMMUNITY SERVICES				
DIVISION / ACTIVITY: RECREATION & COMMUNITY SERVICES - FUND 01-070				
DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Salary Adjustments	Personnel Services		6,000	FY19-20 1.5% Salary Increase
Event Overtime	Personnel Services		16,000	Additional Overtime Category
Personnel	Personnel Services		(1,732)	Benefits Adjustments
Vehicle Fuels	Supplies		(1,000)	Historical Adjustment
Software Maintenance	Maintenance		4,700	Reallocated from Parks Development (04-075) & Adj.
Special Services	Contractual/Sundry		3,000	Reallocated from Non-Departmental
Special Services	Contractual/Sundry		1,000	Enhancement of Programs
Special Services	Contractual/Sundry		500	New Request FY19-20 Security Camera (on-going)
Family 4th Event	Contractual/Sundry		(9,000)	Reallocated to Economic Development (Northeast)
Family 4th Event	Contractual/Sundry		10,000	Reallocated from Holidayfest for 4th City Event
Holidayfest	Contractual/Sundry		(10,000)	Reallocated to Family 4th Event for 4th City Event
Wataugafest	Contractual/Sundry		1,000	Increased Costs
Other Equipment	Capital Outlay	(6,500)		New Request FY18-19 - storage container (one time)
Other Equipment	Capital Outlay	(3,000)		New Request FY18-19 - gym blinds (one-time)
Other Equipment	Capital Outlay	5,000		New Request FY19-20 - security cameras (one-time)
TOTALS:		(4,500)	20,468	

15,968 NET INCREASE/DECREASE

Parks

Fund 01-075



Director of Parks & Community Services
0.50 FTE

Parks Superintendent
1.00 FTE



Landscape Gardener
1.00 FTE

Assistant Landscape Gardener

Parks Maintenance Worker II
2.00 FTE

Parks Maintenance Worker I
2.00 FTE

Summer Maintenance I Worker
.25 FTE

Unfunded position
1 FTE

GENERAL FUND

DEPARTMENT: RECREATION AND COMMUNITY SERVICES	
DIVISION / ACTIVITY: PARKS FUND 01-075	
LOCATION: 7901 Indian Springs Road Watauga, Texas 76148 Phone Number: 817-514-5890	HOURS OF OPERATION: Monday – Friday 7:00 A.M. – 4:00 P.M.
MISSION / PROGRAMS / SERVICES: To provide a commitment to excellence in leisure opportunities, giving government support by enhancing the quality, safety and diversity for the citizens of Watauga's way of life and to preserve them for future generations. • Maintain quality athletic fields for 220 youth and adult teams • Maintain ten park properties totaling 119 acres • Assist Recreation Division with six annual special events • Provide assistance to other City Departments as needed	
FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS: • Installation of playground shade structure at BISD Park • Installation of playground shade structure at Indian Springs Park • Installation of shade structure and picnic pads at Foster Village Park • Installation of additional storage containers for special events supplies • Installation of additional kiosk sign structures at Capp-Smith Park • Expansion of vegetation and wildflower areas at Capp-Smith Park • Repairs to paving and sidewalk at Foster Village Park • Continued sidewalk repairs throughout City Parks • Continuation of outsource mowing services and the resulting operating budget savings	
FY2019-2020 GOALS/ OBJECTIVES: • Initiate expanded natural vegetation and wildflower plantings at Capp-Smith Park and Whites Branch Creek • Initiate the updating and replacement of City Park amenities • Replacement of the trail lighting system at Capp-Smith Park • Installation of trail lighting system at BISD Park • Expand volunteer projects throughout city parks • Installation of playground shade structure at Virgil Anthony Park • Installation of playground Shade Structure at Hillview Park • Installation of new splash pad at Capp-Smith Park • Continued repairs to paving and sidewalk at Foster Village Park	
MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS: • Future funding of park improvement projects throughout the city • Future funding of capital improvement projects proposed in the 2016 Parks Master Plan	

GENERAL FUND

DEPARTMENT: RECREATION AND COMMUNITY SERVICES						
DIVISION / ACTIVITY: PARKS - FUND 01-075						
(2015-2019) previously Special Revenue Funding PDC						
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Non-Departmental	\$14,536	\$14,807	\$15,505	\$21,390	\$18,900	\$0
Personnel	\$443,838	\$393,284	\$433,236	\$447,400	\$422,400	\$423,800
Supplies	\$38,189	\$44,874	\$44,413	\$63,100	\$60,495	\$61,600
Maintenance	\$54,228	\$62,453	\$68,694	\$62,200	\$62,100	\$61,700
Contractual/Sundry	\$52,932	\$94,699	\$113,786	\$144,100	\$142,465	\$71,400
Capital Outlay	\$0	\$7,695	\$6,200	\$5,500	\$5,500	\$0
Transfers	\$85,542	\$36,285	\$36,443	\$50,900	\$50,900	\$0
TOTAL	\$689,265	\$654,097	\$718,277	\$794,590	\$762,760	\$618,500
PERSONNEL						
Director of Rec & Comm. Services	0.50	0.50	0.50	0.50	0.50	0.50
Parks Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Parks Maintenance Worker I	6.00	3.00	2.00	2.00	2.00	2.00
Parks Maint. Worker II	2.00	2.00	2.00	2.00	2.00	2.00
Landscape Gardener	1.00	1.00	1.00	1.00	1.00	1.00
Temp/PT Maint Worker I Summer	0.25	0.25	0.25	0.25	0.25	0.25
Chemical Applicator/Irrigation Technician	1.00	1.00	0.00	0.00	0.00	0.00
TOTAL	8.75	8.75	6.75	6.75	6.75	6.75
PERFORMANCE MEASURES / SERVICE LEVELS						
Input / Demand			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Athletic Fields maintained			10	10	10	10
Park Acres maintained			85	85	85	85
Efficiency Measures / Impact			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
M&O Budget per Capita			\$29.29	\$33.68	\$32.33	\$26.20
M&O Percentage of City Budget			1.65%	1.84%	1.77%	1.11%
Acres per FTE			13	13	13	13
Effectiveness Measures / Outcomes		Goals	Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Mow and maintain developed facilities weekly		2, 3	95%	100%	95%	100%
Mow and maintain undeveloped facilities monthly		2, 3	95%	100%	100%	100%
Hours of personnel training		6, 3	80	80	40	52
Number of trees planted		3	1	0	0	0



SPECIAL REVENUE FUND

SIGNIFICANT BUDGET CHANGES

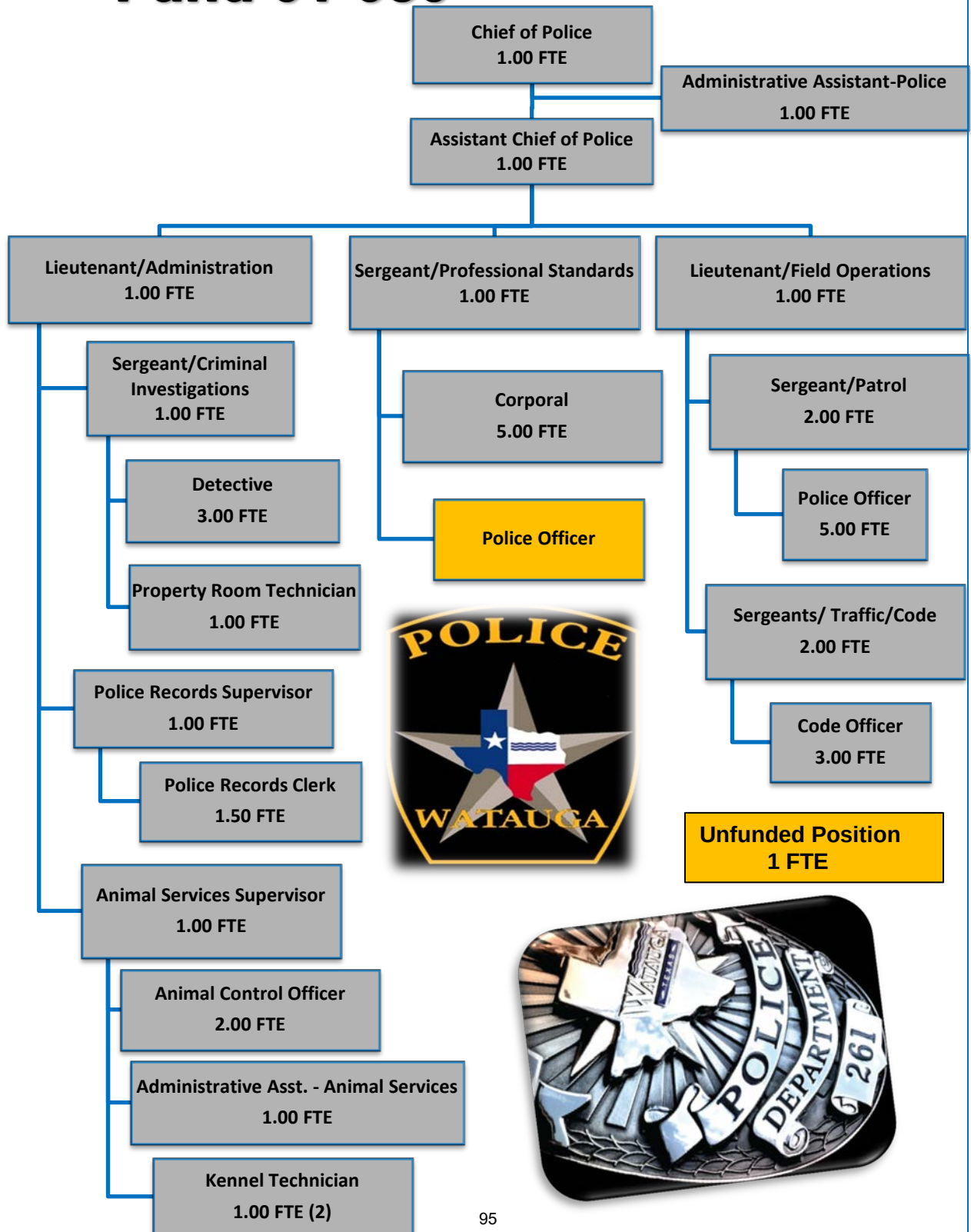
Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: RECREATION AND COMMUNITY SERVICES				
DIVISION / ACTIVITY: PARKS - FUND 01-075				
CHANGES COMPARED TO 04-075 (PARKS DEVELOPMENT CORP)				
DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Dependent Health Suppl.	Non-Departmental		(\$5,000)	Absorbed Within General Fund
Pmt. To Internal Services	Non-Departmental		(\$11,390)	Absorbed Within General Fund
Contingency	Non-Departmental		(\$5,000)	Absorbed Within General Fund
Salary Adjustments	Personnel Services		\$5,200	FY19-20 1.5% Salary Increase
Personnel	Personnel Services		(\$23,800)	Benefits & Retention Adjustments
Vacation Buyout/Retirement	Personnel Services		(\$5,000)	Absorbed Within General Fund
Office Supplies	Supplies		(\$100)	Usage Adjustment
Wearing Apparel	Supplies		(\$900)	Usage Adjustment
Minor Tools & Apparatus	Supplies		(\$1,000)	Usage Adjustment
Janitorial Supplies	Supplies		\$500	Increased Costs
Sign Maintenance	Maintenance		(\$1,000)	Usage Adjustment
Parks Maintenance	Maintenance		(\$3,000)	Line Adjustment
Park Trail Repairs	Maintenance		\$2,000	Adjustment - Increased Costs
Parks/Playgrounds	Maintenance		\$5,000	Line Adjustment
Parks Facility Maintenance	Maintenance		\$1,500	Additional Needs
Software Maintenance	Maintenance		(\$5,000)	Reallocated to Recreation & Adjustment
Communications	Contractual/Sundry		\$1,700	Analysis Adjustment
Rental of Equipment	Contractual/Sundry		\$1,500	Increased Costs & Usage
Special Services	Contractual/Sundry		(\$2,900)	Insurance Broker Reallocation
Travel Expense	Contractual/Sundry		\$500	Increased Costs & Usage
Training	Contractual/Sundry		(\$500)	Usage Adjustment
Contract/Outsource Services	Contractual/Sundry		(\$38,000)	Reallocated to General Fund & Adjustment
Electricity	Contractual/Sundry		(\$14,000)	Reallocated to General Fund
Workers Compensation	Contractual/Sundry		(\$21,000)	Absorbed Within General Fund
Other Equipment	Capital Outlay	(\$5,500)		New Request FY18-19 - Side Bucket (one time)
Transfer to General Fund	Transfers		(\$36,400)	Transfer Adjustment
Transfer to Internal Services	Transfers		(\$14,500)	Reallocated to General Fund
TOTALS:		(\$5,500)	(\$170,590)	

(\$176,090) NET INCREASE/DECREASE

Police Department

Fund 01-080



GENERAL FUND

DEPARTMENT: POLICE	
DIVISION / ACTIVITY: POLICE DIVISION – FUND 01-080	
LOCATION: 7101 Whitley Road Watauga, Texas 76148 Phone Number: 817-514-5870	HOURS OF OPERATION: 24 hours / 365 days
MISSION / PROGRAMS / SERVICES: The mission of the Watauga Police Department is to provide the highest quality police services while safeguarding individual liberties and building positive community relationships. Our mandate is to reduce both crime and the fear of crime through training, technology and the implementation of the most modern and progressive resources available. The Watauga Police Department is responsible for all crime prevention, crime reports, crime investigations, traffic law enforcement, professional standards and animal services.	
FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS: • Maintained TPCA Recognition program • Accrued close to 2,000 volunteer hours (VIPS) • Utilized specially trained officers in crime enforcement and prevention such as Bike Patrol • Implemented a workout room for all police employees • Took over Code Enforcement • Created and implemented Corporal positions	
FY2019-2020 GOALS/ OBJECTIVES: • Obtain full staffing to insure quick and effective response to community needs • Obtain and assign needed personnel to meet the increasing needs of the community • Continuation of ongoing commitment to be prudent stewards of public funds while providing the safety of the community through effective and efficient use of available and affordable technologies • Continue succession planning and career development to identify and support employee and department goals • Create planned responses and prevention of crime using available resources and technology	
MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS: • Staffing levels continue to be an issue due to fewer officers and acceptable candidate applications • Maintaining personnel salaries within market • Aging fleet replacements in a continuing effort to create a safe environment for the public and staff • Replace aging technology infrastructure (In PD and ACO) Security Camera systems, Indoor/outdoor kennels and runs, incinerator	

GENERAL FUND

DEPARTMENT: POLICE						
DIVISION / ACTIVITY: POLICE DIVISION - FUND 01-080						
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Personnel	\$2,747,957	\$2,731,384	\$2,662,075	\$3,357,550	\$3,258,215	\$3,287,600
Supplies	\$27,974	\$26,754	\$21,850	\$69,500	\$62,800	\$47,500
Maintenance	\$2,866	\$1,661	\$642	\$6,000	\$4,200	\$6,000
Contractual/Sundry	\$507,120	\$548,485	\$594,603	\$641,600	\$639,650	\$681,600
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$3,285,917	\$3,308,284	\$3,279,170	\$4,074,650	\$3,964,865	\$4,022,700
PERSONNEL						
Chief of Police	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Chief of Police	1.00	1.00	1.00	1.00	1.00	1.00
Lieutenant	2.00	2.00	2.00	2.00	2.00	2.00
Warrant Officer	1.00	0.00	0.00	0.00	0.00	0.00
Sergeant	6.00	6.00	5.50	6.50	6.50	6.00
Corporal	0.00	0.00	0.00	0.00	5.00	5.00
Records Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Training Coordinator - Officer	1.00	0.00	0.00	0.00	0.00	0.00
Police Officer	10.00	11.50	9.50	10.00	5.00	5.00
Motor Officer	0.50	0.00	0.00	0.50	0.50	0.00
Detective	3.00	3.00	4.00	3.00	3.00	3.00
Animal Control Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Animal Control Officer	2.00	2.00	2.00	2.00	2.00	2.00
Code Enforcement Officer	0.00	0.00	0.00	3.00	3.00	3.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Asst. Animal Control	1.00	1.00	1.00	1.00	1.00	1.00
Property Room Technician	0.00	1.00	1.00	1.00	1.00	1.00
Police Records Clerk	1.50	1.50	1.50	1.50	1.50	1.50
School Crossing Guards (14)	2.00	0.00	0.00	0.00	0.00	0.00
Kennel Technician (2 Part-time)	1.00	1.00	1.00	1.00	1.00	1.00
Police Officer (PT/Temporary)	0.25	0.25	0.00	0.00	0.00	0.00
TOTAL	36.25	34.25	32.50	36.50	36.50	35.50
PERFORMANCE MEASURES / SERVICE LEVELS						
Input / Demand			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Total calls for service - priority one			614	600	625	600
Total calls for service - priority two			1,787	2,500	1,941	2,500
Total calls for service - priority three			1,863	2,500	1,996	2,500
Uniform crime reporting incidents - violent			43	100	33	100
Uniform crime reporting incidents - property			426	500	448	500
Traffic collisions - non injury			71	70	65	70
Traffic collisions - injury			66	70	84	70
Traffic collisions - fatality			1	1	1	1
Number of Sworn Officers			26.25	24.50	24.50	24.50
Efficiency Measures / Impact			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
M & O budget per capita			\$133.71	\$172.73	\$168.07	\$170.38
M & O budget percentage of city budget			7.55%	9.46%	9.20%	7.23%
Number of sworn officers per 1000			0.0263	0.0245	0.0245	0.0245
Effectiveness Measures / Outcomes		Goals	Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Response time-calls for service-priority one (min.)		2	6:05	6:00	5:52	6:00
Response time-calls for service-priority two (min.)		2	6:16	6:50	5:32	6:50
Response time-calls for service-priority three (min.)		2	7:45	10:00	7:31	10:00
Municipal citations issued		2	7,454	7,500	6,400	7,500
DWI enforcement arrests		2	55	50	32	50
Inoperable Vehicle Warnings Issued						
Inoperable Vehicles Towed						
Animal Control - animals confined		2	578	700	476	700
Animal Control - animal licenses issued		2	339	375	211	375



GENERAL FUND

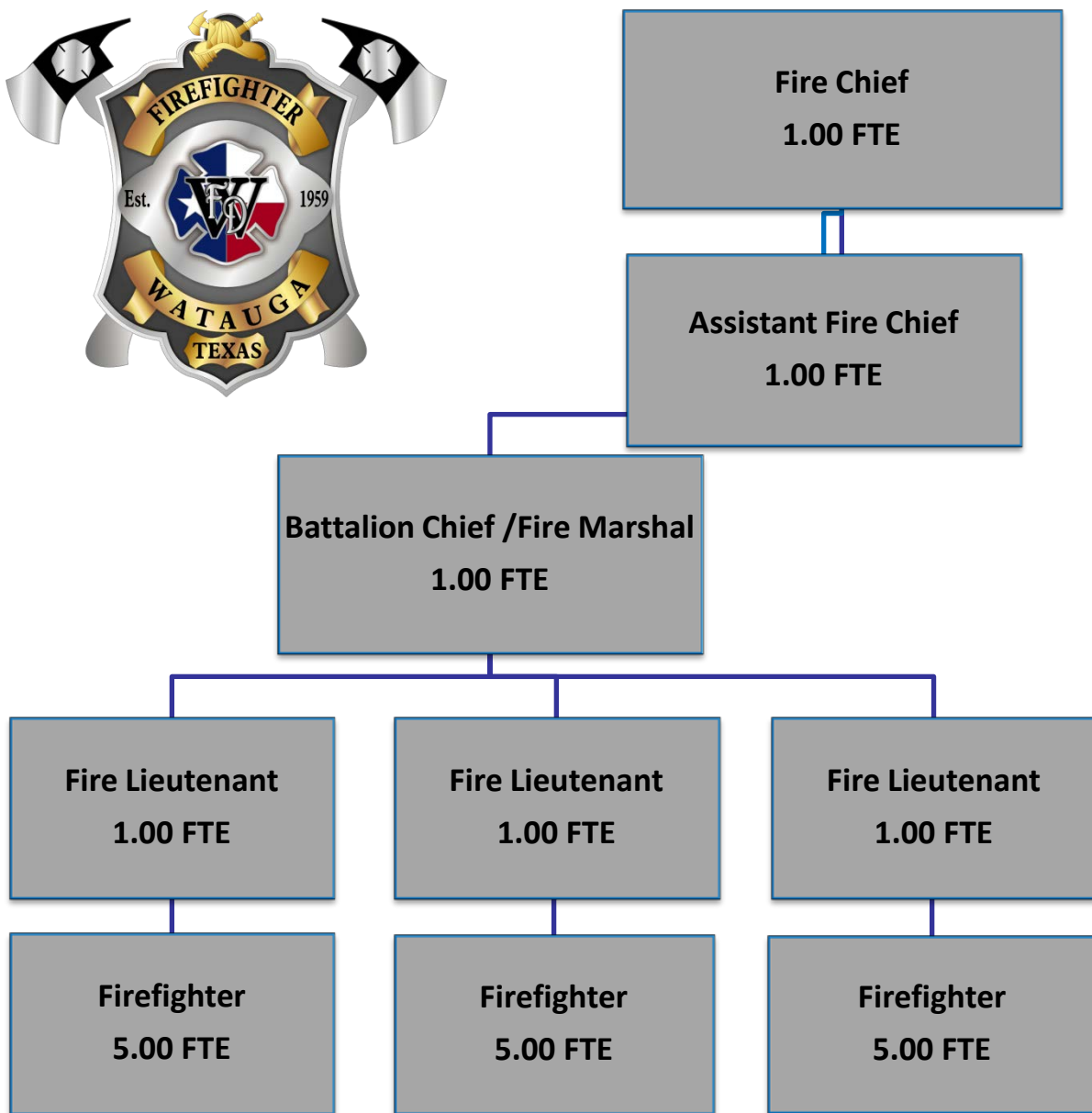
BUDGET CHANGES

Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: POLICE DEPARTMENT				
DIVISION / ACTIVITY: POLICE DIVISION - FUND 01-080				
DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Personnel	Personnel Services		(\$107,000)	Reallocated Two 1/2 FTE Positions to Traffic Safety Fund
Salary Adjustment	Personnel Services		\$43,000	FY19-20 1.5% Salary Increase
Personnel	Personnel Services		(\$5,950)	Benefits & Retention Adjustments
Wearing Apparel	Supplies	(\$17,000)		New Request FY18-19 - Ballistic Vests (one time)
Animal Control Supplies	Supplies	(\$5,000)		New Request FY18-19 - Kennel Enhancements (one time)
Contractual Payments	Contractual/Sundry		\$38,500	Increased Estimate of Consolidated Program
Travel Expense	Contractual/Sundry		\$500	Increasing Costs & Usage
Training	Contractual/Sundry		\$1,000	Increased Training
TOTALS:		(\$22,000)	(\$29,950)	

(\$51,950) NET INCREASE/DECREASE

Fire Department Fund 01-085



GENERAL FUND

DEPARTMENT: FIRE / EMS	
DIVISION / ACTIVITY: FIRE / EMS – FUND 01-085	
LOCATION: 5909 Hightower Watauga, Texas 76148 Phone Number: 817-514-5874	HOURS OF OPERATION: 24 hours
MISSION / PROGRAMS / SERVICES: The mission of the Watauga Fire Department is to safeguard the lives and property and to enhance the quality of life of any person that resides in, works in, or visits the City of Watauga through a commitment to service with Pride, Respect, Teamwork and Safety. • Offers a juvenile fire starter intervention program, numerous fire prevention programs, emergency management programs and information • Provides fire suppression and emergency medical response, car seat checks, assistance with the installation and maintenance of smoke detectors, home fire safety inspections, CPR training, fire extinguisher training, and other community education and support of community sponsored events • Provides a variety of specialized response personnel through a corporative agreement with other Northeast Tarrant County Cities	
FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS: • Awarded Gold Level of Readiness by Texas EMS for Children State Pediatric Readiness Program • Awarded Best Practices Recognition Status by Texas Fire Chiefs Association • Awarded 2017 Life Safety Achievement Award • Awarded “Heart Safe Community Award by North Central Texas Trauma Regional Advisory Council • Awarded \$19,091 grant to purchase a Lucas Chest Compression system • Conducted first Citizen’s Fire Academy and Cert Class • Awarded Perfect ISO Rating: ISO 1. Only the 64th in Texas. 300th in the US out of 50,000 FD’s • Successfully conducted first annual Summer Kids Camp	
FY2019-2020 GOALS/ OBJECTIVES: • Continue Professional Development training / Succession Planning • Continue training for all certified personnel to meet NFPA and ISO standards • Continue Community outreach programs • Decrease number of times EMS mutual aid is received. • Add Driver/Engineers to staff	
MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS: • Potential employee retirements within FY2019-20, employee large banks • Warning sirens continue to age and the replacement cost is estimated at \$25,000 • The washer extractor for bunker gear is over twenty years old and will need to be replace with 2 years – approximately \$12,500	

GENERAL FUND

DEPARTMENT: FIRE / EMS

DIVISION / ACTIVITY: FIRE / EMS - FUND 01-085

EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Personnel	\$1,850,450	\$1,963,542	\$2,121,659	\$2,257,450	\$2,224,530	\$2,313,000
Supplies	\$73,855	\$121,430	\$90,904	\$130,850	\$128,320	\$118,850
Maintenance	\$44,545	\$54,096	\$52,347	\$53,200	\$53,000	\$58,580
Contractual/Sundry	\$96,700	\$96,378	\$102,468	\$125,550	\$125,500	\$130,895
Capital Outlay	\$0	\$0	\$0	\$9,300	\$9,000	\$0
TOTAL	\$2,065,550	\$2,235,446	\$2,367,379	\$2,576,350	\$2,540,350	\$2,621,325

PERSONNEL						
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Fire Chief	0.00	0.00	0.00	1.00	1.00	1.00
Battalion Chief	1.00	1.00	1.00	0.00	0.00	0.00
Battalion Chief/Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00
Lieutenant	3.00	3.00	3.00	3.00	3.00	3.00
Paramedic / Firefighter	14.00	14.00	14.00	14.00	14.00	14.00
EMT / Firefighter	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL	21.00	21.00	21.00	21.00	21.00	21.00

PERFORMANCE MEASURES / SERVICE LEVELS

<i>Input / Demand</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
Full-time personnel	21	21	21	21
Total calls for service:	2,186	2,350	2,357	2,350
--Fire calls	785	700	890	900
--Emergency medical service calls	1,401	1,500	1,467	1,450

<i>Output/Workload</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
Ambulance transports	981	1,050	1,004	2,000
Mutual aid given	281	225	336	300
Mutual aid received	347	450	320	350
Fire inspections	687	500	680	680

<i>Efficiency Measures / Impact</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
M & O budget per capita	\$96.53	\$109.21	\$107.69	\$111.03
M & O budget percentage of city budget	5.45%	5.98%	5.90%	4.71%

<i>Effectiveness Measures / Outcomes</i>	<i>Goals</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
Fire emergency average response time (min.)	2	4.4	< 5 min	< 5 min	< 5 min
EMS emergency average response time (min.)	2	4.2	< 8 min	< 8 min	< 8 min
% of Chute Time ≤ 2 minutes	2	95%	90%	95%	90%



GENERAL FUND

BUDGET CHANGES

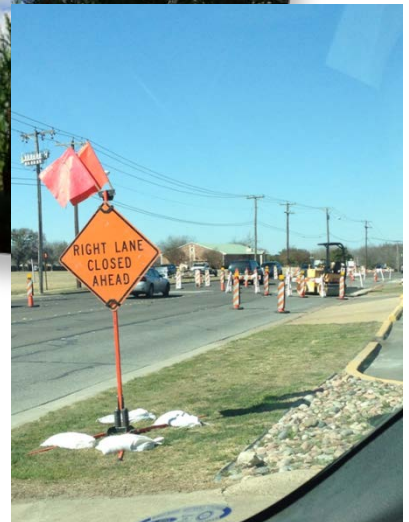
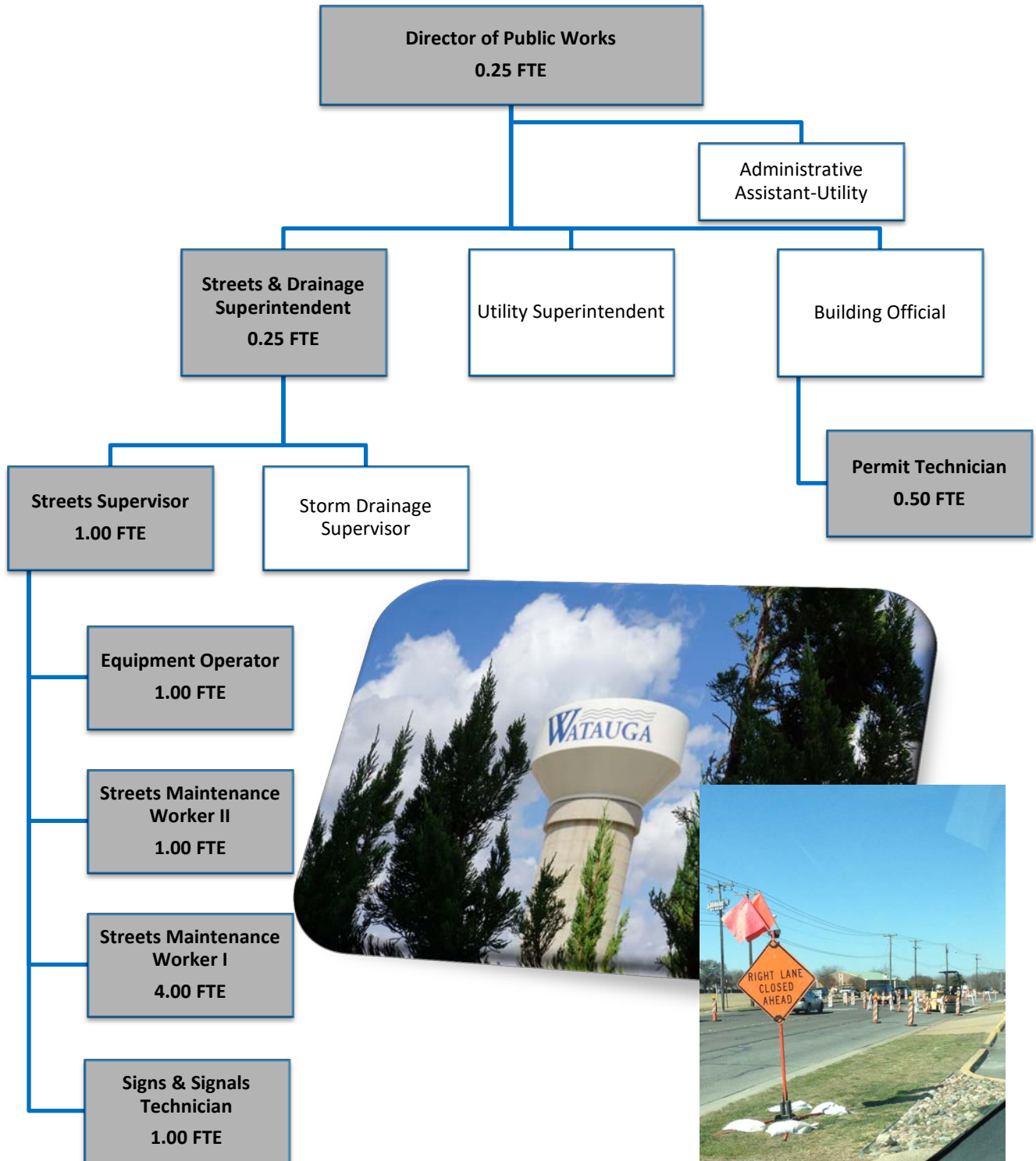
Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: FIRE / EMS				
DIVISION / ACTIVITY: FIRE/EMS - FUND 01-085				
DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Salary Adjustments	Personnel Services		\$43,000	FY19-20 1.5% Salary Increase and Steps
Personnel	Personnel Services		\$10,550	Benefits & Retention Adjustments
Certification	Personnel Services		\$2,000	Increased Certifications
Office Supplies	Supplies		\$150	Increased Costs and Programs
Publications	Supplies		\$100	Increased Costs
Wearing Apparel	Supplies		\$1,800	Increase Baseline for Required Apparel
Wearing Apparel	Supplies	\$12,600		New Request FY19-20 - Class A Uniforms (one time)
Medical Supplies	Supplies		(\$2,500)	Reallocated to Misc. Equipment Maintenance
Educational Supplies	Supplies		\$1,850	Increase Baseline for Expansion of Programs
Bunker Gear	Supplies	(\$26,000)		New Request FY18-19 - Bunker Gear (one time)
Misc. Equipment Maintenance	Maintenance		\$11,350	Reallocated from Other Accounts
Electrical Equip. Maintenance	Maintenance		(\$5,300)	Reallocated to Misc. Equipment Maintenance
Minor Tools & Apparatus	Maintenance		(\$1,800)	Reallocated to Rental of Equipment
Software Maintenance	Maintenance		\$1,130	Additional Softwares
Communications	Contractual/Sundry		(\$55)	Historical Use Adjustment
Rental of Equipment	Contractual/Sundry		\$1,800	Reallocated from Minor Tools & Apparatus
Travel Expense	Contractual/Sundry		\$1,900	Increased Travel & Usage
Dues & Subscriptions	Contractual/Sundry		\$2,600	NEFDA Increase
Exams - Medical Control	Contractual/Sundry		\$1,000	Addition of Cancer Screening
State Certification	Contractual/Sundry		\$500	Increased Employee Certification Testing
Compliance Testing	Contractual/Sundry		(\$2,400)	Reallocated to Misc. Equipment Maintenance
Other Equipment	Capital Outlay	(\$9,300)		New Request FY18-19 -Thermal Imaging (one time)
TOTALS:		(\$22,700)	\$67,675	

\$44,975 NET INCREASE/DECREASE

Public Works - Streets Division

Fund 01-090



GENERAL FUND

DEPARTMENT: PUBLIC WORKS

DIVISION / ACTIVITY: STREETS DIVISION – FUND 01-090

LOCATION:

7800 Virgil Anthony Sr. Blvd.
Watauga, Texas 76148
Phone Number: 817-514-5806

HOURS OF OPERATION:

Monday – Friday 8:00 A.M. – 5:00 P.M.

MISSION / PROGRAMS / SERVICES:

Public Works strives to:

- Provide excellent quality service and maintenance for Watauga streets, signs, and traffic signals
- Promote ease of mobility throughout the City by maintaining our streets in a timely, efficient, and cost effective manner
- Provide a high degree of customer service and satisfaction
- Maintain the traffic signals and signs to assist in the flow of the City

FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS:

- Resurface North Park from Whitley to Indian Springs. A total of 1,040 linear feet of curb and gutter was replaced. Along with 450 square feet of driveway approach, 2,460 square feet of valley gutter and 10 linear feet of storm drain inlet apron
- Maintained 88 miles of roads, signs, traffic signals and road markings to an acceptable manner
- Storm drainage safety-install fence protection at approximately three locations
- Install lighted street name signs at Maurie and Watauga Road
- Install 3rd light on the back of the school zone flashers

FY2019-2020 GOALS/ OBJECTIVES:

- Maintain a high level of service to all of our citizens and continue to maintain the 88 miles of roads and signage to a cost effective manner
- Replace defective video detection system at Whitley and Watauga Road
- Continue storm drainage safety program
- Continue overlay program

MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS:

- Rising cost of asphalt and concrete
- Unstable cost of fuel and lubrication
- Rising cost of dumping debris from repair projects
- Rising costs of contractor fees

GENERAL FUND

DEPARTMENT: PUBLIC WORKS

DIVISION / ACTIVITY: STREETS DIVISION - FUND 01-090

EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-20 BUDGET
Personnel	\$434,323	\$460,668	\$456,863	\$518,400	\$456,510	\$520,100
Supplies	\$38,939	\$21,350	\$22,568	\$47,100	\$27,700	\$32,100
Maintenance	\$30,605	\$22,656	\$21,735	\$31,100	\$28,000	\$31,100
Contractual/Sundry	\$9,063	\$55,226	\$7,247	\$22,350	\$11,600	\$23,350
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$512,930	\$559,900	\$508,413	\$618,950	\$523,810	\$606,650

PERSONNEL						
Director of Public Works	0.25	0.25	0.25	0.25	0.25	0.25
Building Official	0.00	0.00	0.00	0.00	0.00	0.00
Inspection Foreman	0.00	0.00	0.00	0.00	0.00	0.00
Streets & Drainage Superintendent	0.25	0.25	0.25	0.25	0.25	0.25
Streets Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Building Inspector	0.00	0.00	0.00	0.00	0.00	0.00
Code Enforcement Officer/Engineer	0.00	0.00	0.00	0.00	0.00	0.00
Code Enforcement Officer	0.00	0.00	0.00	0.00	0.00	0.00
Equipment Operator	1.00	1.00	1.00	1.00	1.00	1.00
Streets Maintenance Worker I	4.00	4.00	4.00	4.00	4.00	4.00
Streets Maintenance Worker II	2.00	2.00	2.00	2.00	2.00	2.00
Plan / Zoning Admin. Asst.	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Supervisor	0.00	0.00	0.00	0.00	0.00	0.00
Permit Technician	0.50	0.50	0.50	0.50	0.50	0.50
Comm. Development Coordinator	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	9.00	9.00	9.00	9.00	9.00	9.00

PERFORMANCE MEASURES / SERVICE LEVELS

<i>Input / Demand</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
Capital Improvement Street Overlays	4	6	1	1
Linear feet of curb and gutter replacement or repair	3,300	3,300	243	1,040

<i>Output/ Workload</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
Miles of right-of-ways maintained	88	88	88	88
Number of lane miles maintained	88	88	88	88
Miles of curb and gutter maintained	3,300	3,300	3,300	3,300

<i>Efficiency Measures / Impact</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
M & O percentage of city budget	1.17%	1.44%	1.22%	1.09%
M & O budget per capita	\$20.73	\$26.24	\$22.20	\$25.69

<i>Effectiveness Measures / Outcomes</i>	<i>Goals</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
% of right-of-ways mowed city-wide	1, 3, 5	100	100	100	100
Potholes repaired within a year	3, 5	229	240	180	200
Customer complaints answered within a year	3, 5	26	32	26	32
Sub grade failures made within a year.	3, 5	16	24	33	38
% of miles of roads in GOOD condition	3, 5	60%	75%	54%	56%
% of miles of roads in AVERAGE condition	3, 5	34%	24%	23%	24%
% of miles of roads in POOR condition	3, 5	1%	1%	1%	1%



GENERAL FUND

BUDGET CHANGES

Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: PUBLIC WORKS				
DIVISION / ACTIVITY: STREETS DIVISION - FUND 01-090				
DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Salary Adjustments	Personnel Services		\$6,500	FY19-20 1.5% Salary Increase
Personnel	Personnel Services		(\$4,800)	Benefits & Retention Adjustments
Vehicle Fuels & Lubricants	Supplies		(\$15,000)	Historical Adjustment
Rental of Equipment	Contractual/Sundry		\$1,000	Estimated Rental Needs
TOTALS:		\$0	(\$12,300)	

(\$12,300) NET INCREASE/DECREASE

Public Works Fleet Services Fund 01-097

Fleet & Facilities Superintendent

Fleet Services
Technician
1.00 FTE

Mechanic I
1.00 FTE

Mechanic II
1.00 FTE



GENERAL FUND

DEPARTMENT: PUBLIC WORKS

DIVISION / ACTIVITY: FLEET SERVICES – FUND 01-097

LOCATION:

7800 Virgil Anthony Sr. Blvd.
Watauga, Texas 76148
Phone Number: 817-514-5844

HOURS OF OPERATION:

Monday – Friday 7:00 A.M. – 4:00 P.M.

MISSION / PROGRAMS / SERVICES:

- Properly maintain and ensure the correct usage of the city's investment in vehicles and equipment
- Provide corrective maintenance and facilitate needed repairs
- Provide training to staff on equipment safety
- Coordinate vehicle damage claims
- Provide excellent service and maintenance to all vehicles and equipment which includes over 240 pieces of equipment

FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS:

- Upgrade 3 Public Works vehicles to LED emergency lighting
- Implement an upgraded door handle for the Police Tahoe vehicles

FY2019-2020 GOALS/ OBJECTIVES:

- Continue certifications and education for the automotive technicians
- Stay current with the increasing technology demands for Fleet Services
- Increase inventory accountability

MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS:

- Expanding Fleet Services shop to accommodate the trending pattern of larger equipment
- Continuous fluctuation of fuel prices
- Gauging fuel and lubricant usage

GENERAL FUND

DEPARTMENT: PUBLIC WORKS						
DIVISION / ACTIVITY: FLEET SERVICES - FUND 01-097						
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Personnel	\$125,685	\$139,572	\$152,703	\$159,000	\$158,864	\$161,150
Supplies	\$561	\$24,402	\$20,249	\$19,000	\$19,500	\$21,000
Maintenance	\$3,439	\$2,010	\$2,556	\$2,500	\$1,300	\$2,500
Contractual/Sundry	\$6,359	\$9,812	\$9,814	\$12,300	\$11,955	\$13,800
Capital Outlay	\$3,661	\$0	\$0	\$11,000	\$11,100	\$0
TOTAL	\$139,705	\$175,796	\$185,321	\$203,800	\$202,719	\$198,450
PERSONNEL						
Fleet Services Technician	1.00	1.00	0.00	1.00	1.00	1.00
Automotive Service Writer	0.00	0.00	1.00	0.00	0.00	0.00
Automotive Mechanic	0.00	0.00	1.00	0.00	0.00	0.00
Automotive Equip. Mechanic	0.00	0.00	1.00	0.00	0.00	0.00
Mechanic I	0.00	0.00	0.00	1.00	1.00	1.00
Mechanic II	2.00	2.00	0.00	1.00	1.00	1.00
TOTAL	3.00	3.00	3.00	3.00	3.00	3.00
PERFORMANCE MEASURES / SERVICE LEVELS						
Input / Demand			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Work orders completed			733	800	800	800
Gallons of fuel dispensed			67,556	80,000	80,000	80,000
Output / Workload			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Number of preventative maintenance inspections per month			29	25	25	25
Number of vehicles and equipment maintained			240	240	240	240
Training classes attended			16	15	15	15
Efficiency Measures / Impact			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
M & O percentage of city budget			0.43%	0.47%	0.47%	0.36%
M & O budget per capita			\$7.56	\$8.64	\$8.59	\$8.41
Effectiveness Measures / Outcomes						
		Goals	Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Automotive Service Excellence certifications		2,5,6	32	35	33	35
Emergency Vehicle Technician certifications		2,5,6	13	15	15	15
% of auto repairs performed by in-house staff		2,5,6	95%	98%	98%	98%
% of auto repairs outsourced		2,5,6	5%	2%	2%	2%
% of Average fleet availability		2,5,6	98%	98%	98%	98%
% of Average fleet down-time waiting for parts		2,5,6	2%	2%	2%	2%



GENERAL FUND

BUDGET CHANGES

Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: PUBLIC WORKS

DIVISION / ACTIVITY: FLEET SERVICES - FUND 01-097

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Salary Adjustment	Personnel Services		\$2,000	FY19-20 1.5% Salary Increase
Overtime	Personnel Services		\$1,000	On Call Pay & Overtime Adjustment
Personnel	Personnel Services		(\$850)	Benefits Adjustment
Vehicle Fuel & Lubricants	Supplies		\$2,000	Reallocation from Building Maintenance
Travel Expense	Contractual/Sundry		\$200	Increased Travel Requirements for Training
Dues & Subscriptions	Contractual/Sundry		\$1,300	Increasing Costs
Other Equipment	Capital Outlay	(\$11,000)		New Request FY18-19 - fuel pump dispenser (one time)
TOTALS:		(\$11,000)	\$5,650	

(\$5,350) NET INCREASE/DECREASE

Public Works Facilities Maintenance Fund 01-098

Fleet & Facilities Superintendent
1.00 FTE

Janitorial Service Technician II
1.00 FTE

**Building Maintenance
Technician II**
1.00 FTE

**Janitorial Service
Technician I**
3.00 FTE

**Building Maintenance
Technician I**
1.00 FTE



GENERAL FUND

DEPARTMENT: PUBLIC WORKS

DIVISION / ACTIVITY: FACILITIES MAINTENANCE – FUND 01-098

LOCATION:

7800 Virgil Anthony Sr. Blvd.
Watauga, Texas 76148
Phone Number: 817-514-5844

HOURS OF OPERATION:

Monday – Friday 7:00 A.M. – 4:00 P.M.

MISSION / PROGRAMS / SERVICES:

To provide citizens and staff with safe and accessible facilities. To maintain the city's investment in facility structures both interior and exterior and building equipment.

Facilities Maintenance is a section of the Public Works Fleet & Facilities Division. It provides the maintenance and operation of all city owned facilities, buildings, and structures which totals over 120,000 square feet.

- Minor and major remodeling and construction as needed.
- Provides an efficient and effective preventative maintenance program to maintain and upgrade city owned buildings to an acceptable condition compatible with city codes.
- Provides and maintains a pleasant and secure environment for all visitors and city employees in the buildings under city jurisdiction.

FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS:

- Remodel for the lounge area at the Recreation Center
- Installed (20) Wi-Fi thermostats at the Recreation Center, City Hall , and Water Tower for energy conservation and monitoring
- Repaint the interior Animal Shelter
- Repainted the interior of the Police Department Patrol Room
- Converted the Parks Building to energy efficient LED lighting
- Upgraded hot water system at the Parks building

FY2019-2020 GOALS/ OBJECTIVES:

- Provide a more energy efficient savings strategy throughout city facilities
- Implement equipment replacement programs to ensure the integrity of city buildings
- Provide a safe and comfortable working environment for all city personnel

MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS:

- Continuing increase in energy costs
- Increasing maintenance costs due to aging facilities and systems

GENERAL FUND

DEPARTMENT: PUBLIC WORKS						
DIVISION / ACTIVITY: FACILITIES MAINTENANCE - FUND 01-098						
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Personnel	\$315,717	\$339,141	\$370,285	\$376,100	\$378,082	\$382,600
Supplies	\$22,860	\$22,937	\$22,498	\$29,000	\$26,500	\$27,000
Maintenance	\$52,170	\$62,431	\$75,198	\$87,000	\$87,000	\$87,500
Contractual/Sundry	\$349,925	\$349,072	\$307,093	\$326,900	\$324,550	\$325,900
Capital Outlay	\$0	\$8,000	\$0	\$0	\$0	\$0
TOTAL	\$740,672	\$781,581	\$775,074	\$819,000	\$816,132	\$823,000
PERSONNEL						
Fleet & Facilities Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Bldg. Maintenance Helper	1.00	0.00	0.00	0.00	0.00	0.00
Janitorial Service Technician II	4.00	4.00	4.00	1.00	1.00	1.00
Janitorial Service Technician I	0.00	0.00	0.00	3.00	3.00	3.00
Bldg. Maintenance Technician I	1.00	1.00	1.00	1.00	1.00	1.00
Bldg. Maintenance Technician II	0.00	1.00	1.00	1.00	1.00	1.00
TOTAL	7.00	7.00	7.00	7.00	7.00	7.00
PERFORMANCE MEASURES / SERVICE LEVELS						
Input / Demand			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Number of facilities maintained			11	11	11	11
Pounds of refrigeration			15	15	10	15
Output / Workload			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Square feet of facilities maintained			115,000	115,000	120,000	120,000
Work orders processed			810	800	800	800
Special projects			10	10	10	10
Efficiency Measures / Impact			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
M & O percentage of city budget			1.78%	1.90%	1.89%	1.48%
M & O budget per capita			\$31.60	\$34.72	\$34.60	\$34.86
Effectiveness Measures / Outcomes	Goals		Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
% of repairs done by in-house staff	2,5,6		98%	98%	98%	98%
% of repairs done by contractors	2,5,6		2%	2%	2%	2%
% of repairs completed within 24 hours	2,5,6		98%	98%	98%	98%



GENERAL FUND

BUDGET CHANGES

Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: PUBLIC WORKS				
DIVISION / ACTIVITY: FACILITIES MAINTENANCE - FUND 01-098				
DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Salary Adjustment	Personnel Services		\$4,700	FY19-20 1.5% Salary Increase
Overtime	Personnel Services		\$1,000	On Call Pay & Overtime Adjustment
Personnel	Personnel Services		\$800	Benefits Adjustment
Vehicle Fuel & Lubricants	Supplies		(\$2,000)	Reallocation to Fleet Services
Electrical Equip. Maintenance	Maintenance		\$500	LED Replacement Adjustment
Special Services	Contractual/Sundry		\$5,000	Increased Costs and Services
Janitorial Service	Contractual/Sundry		\$500	Exterior Window Cleaning Services
Gas	Contractual/Sundry		(\$2,000)	Historical Adjustment
Electricity	Contractual/Sundry		\$5,000	Reallocation from Parks & Cost Adjustment
Street Lighting	Contractual/Sundry		(\$9,000)	Historical Adjustment
Printing & Binding	Contractual/Sundry		(\$500)	Paperless Adjustment
TOTALS:		\$0	\$4,000	

\$4,000 NET INCREASE/DECREASE

STRATEGIC INITIATIVE FUND – FUND 13

The Strategic Initiative Fund was created in FY2014-15 to set aside funding for high-impact projects identified by City Council. Funding is provided by fund balance transfers of reserves in excess of the established policy. Examples of projects to be funded are:

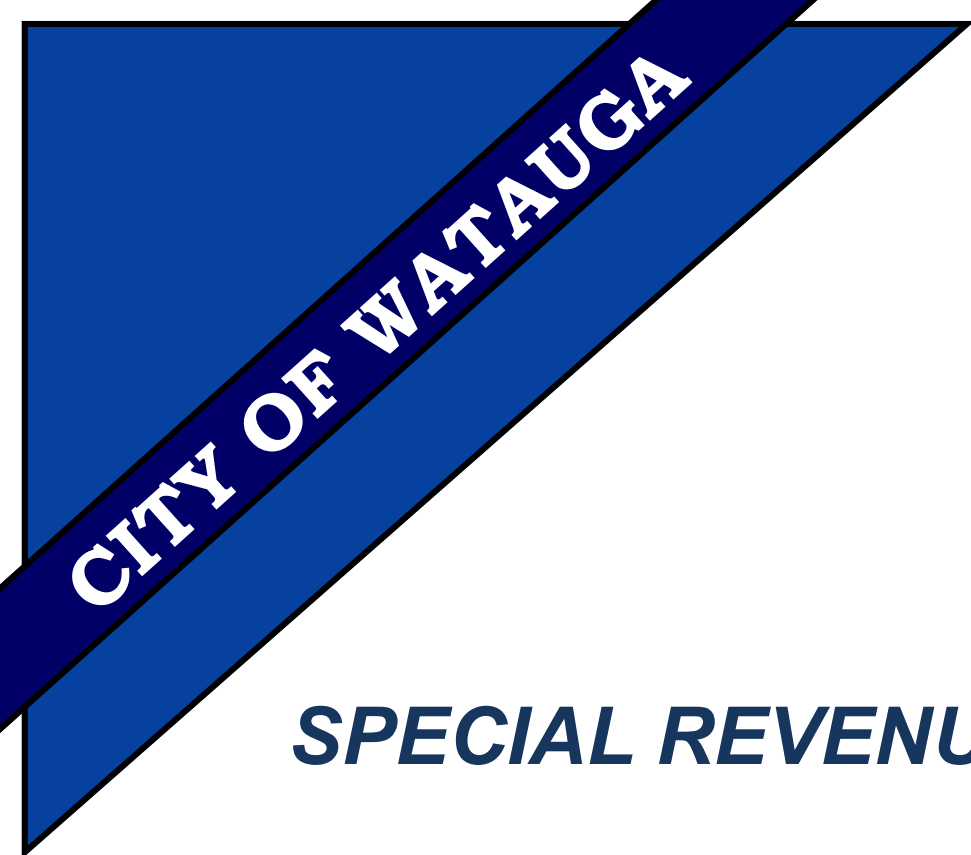
- 1) economic development and revitalization opportunities;
- 2) capital improvements cash funding, plans (Land Use, Comprehensive, CIP, Master Parks);
- 3) community enhancement projects;
- 4) and funding of other one-time projects.

The Green Ribbon Project funded in Fiscal Year 2017-2018 is scheduled for completion of Phase One in Fiscal Year 2019-20.

This fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when the liability is incurred.

BUDGET SUMMARY

	HISTORY		CURRENT YEAR		BUDGET
	2016-17 Actual	2017-18 Actuals	2018-19 Budget	2018-19 Projected	2019-20 Budget
Fund Balance, October 1	\$223,485	\$292,991	\$178,491	\$234,004	\$133,504
<u>Operating Transfers-In:</u>					
Transfers from General Fund	150,000	55,000	0	0	0
Interest	2,288	4,671	1,000	4,500	2,000
Total Available Resources	\$375,773	\$352,662	\$ 179,491	\$ 238,504	\$ 135,504
<u>Expenditures:</u>					
Home Revitalization Program	56,063	75,458	30,000	25,000	30,000
Strategic Initiatives	26,719	43,200	125,000	80,000	105,000
Operating Expenditures	82,782	118,658	155,000	105,000	135,000
TOTAL OPERATING & TRANSFERS	\$82,782	\$118,658	\$155,000	\$105,000	\$135,000
Fund Balance, September 30	\$292,991	\$234,004	\$24,491	\$133,504	\$504
CHANGE IN FUND BALANCE	\$69,506	(\$58,987)	(\$154,000)	(\$100,500)	(\$133,000)



SPECIAL REVENUE FUNDS

<i>WATAUGA ECONOMIC DEVELOPMENT CORP. (WPDC)</i>	<i>FUND 04</i>
<i>WATAUGA CRIME CONTROL & PREVENTION DISTRICT (WCPPD)</i>	<i>FUND 18</i>
<i>STREET MAINTENANCE FUND</i>	<i>FUND 14</i>
<i>LIBRARY DONATION FUND</i>	<i>FUND 23</i>
<i>PEG FEE FUND</i>	<i>FUND 24</i>
<i>MUNICIPAL COURT BLDG. SECURITY FEE FUND</i>	<i>FUND 25</i>
<i>MUNICIPAL COURT TECHNOLOGY FEE FUND</i>	<i>FUND 26</i>
<i>JUVENILE CASE MANAGER FUND</i>	<i>FUND 27</i>
<i>TRAFFIC SAFETY FUND</i>	<i>FUND 28</i>

SPECIAL REVENUE FUND

ECONOMIC DEVELOPMENT CORPORATION (FORMERLY PARKS DEVELOPMENT CORPORATION)

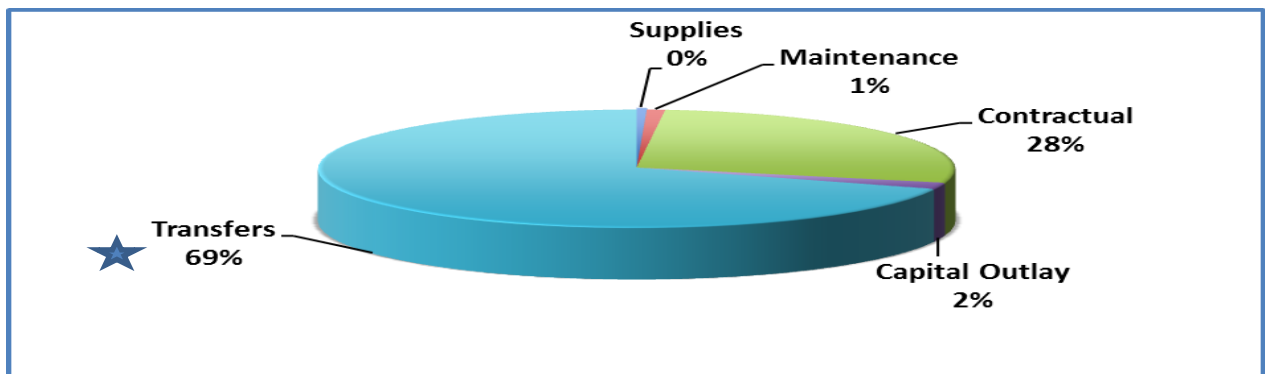
Voters established the Watauga Parks Development Corporation Sales Tax Fund to account for a ½ cent sales tax increase in May 1994 under the 4b Economic Development Legislation. The purpose of the increase in sales tax is to build city parks and improve existing parks under the supervision of the Watauga Parks Development Corporation. In May 2012, voters approved a reduction of the sales and use tax for the Watauga Parks Development Corporation to ¼ of one percent and reallocate ¼ of one percent for maintenance and repairs of municipal streets. This reduction took place on October 1, 2012. In FY2018-19 the corporation's name was changed to Economic Development Corporation and the focus was redirected to economic development within the City. Sales tax revenues for FY2020 are expected to be \$764,000.

This Special Revenue Fund is used to account for specific revenues that are legally restricted to expenditures for particular purposes. The fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when liability is incurred.

Where Does the Money Come From?



Where Does the Money Go?



★ *Note: Transfers to general fund cover personnel expenses and debt for branding signs & splashpad*

SPECIAL REVENUE FUND

**ECONOMIC DEVELOPMENT CORPORATION BUDGET SUMMARY - FUND 04
(FORMERLY PARKS DEVELOPMENT CORPORATION)**

	HISTORY		PROJECTED YEAR		BUDGET	%CHANGE
	2016-17 Actual	2017-2018 Actual	2018-2019 Budget	2018-2019 Projected	2019-2020 Budget	FY2019-20 VS 2018-19
Fund Balance, October 1	\$728,986	\$812,820	\$798,375	\$837,207	\$829,447	
Revenues:						
Sales Taxes	723,260	729,841	728,000	745,000	764,000	4.9%
Other Transfers In	0	0	0	0	0	0.0%
Interest Earnings	4,699	12,824	7,500	10,000	10,000	33.3%
Proceeds from Sale of Assets	7,151	0	0	0	0	0.0%
Operating Revenues	\$ 735,110	\$ 742,665	\$ 735,500	\$ 755,000	\$ 774,000	5.2%
Total Available Resources	\$ 1,464,096	\$ 1,555,485	\$ 1,533,875	\$ 1,592,207	\$ 1,603,447	2.5%
Expenditures:						
Non-Departmental	14,807	15,505	21,390	18,900	0	-100.0%
General Administration	0	0	0	0	89,100	100.0%
Business Retention	0	0	0	0	19,300	100.0%
Business Attraction	0	0	0	0	23,250	100.0%
Parks Department	603,004	666,330	722,300	692,960	0	-100.0%
Operating Expenditures	617,811	681,834	743,690	711,860	131,650	-100.0%
Operating Transfers-Out						
To General Fund	36,285	36,443	36,400	36,400	194,292	433.8%
To PDC Construction	0	0	0	0	0	0.0%
To Internal Service Fund	0	0	14,500	14,500	0	-100.0%
To Debt Service	0	0	0	0	100,178	100.0%
Total Operating Transfers-Out	36,285	36,443	50,900	50,900	294,470	168.3%
TOTAL OPERATING & TRANSFERS	\$ 654,096	\$ 718,277	\$ 794,590	\$ 762,760	\$ 426,120	-46.4%
Fund Balance, September 30	\$810,000	\$837,207	\$739,285	\$829,447	\$1,177,327	
CHANGE IN FUND BALANCE	\$81,014	\$24,387	(\$59,090)	(\$7,760)	\$347,880	

SPECIAL REVENUE FUND

DEPARTMENT: ECONOMIC DEVELOPMENT

DIVISION / ACTIVITY: ECONOMIC DEVELOPMENT CORPORATION – FUND 04

LOCATION:

7105 Whitley Road

Watauga, Texas 76148

Phone Number: 817-514-5800

HOURS OF OPERATION:

Monday – Friday

8:00 A.M. – 5:00 P.M.

MISSION / PROGRAMS / SERVICES:

Economic Development functions to implement a program of activities that works to improve Watauga's well-being and quality of life. Emphasis is placed on improving the business climate through specific efforts by way of the following projects and activities: new development, redevelopment, workforce development, business retention and expansion, and small business development.

FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS:

- Completion of the required State filing documents to officially change the name of the Watauga Park Development Corporation to the Watauga Economic Development Corporation
- Supported the rezone of the City owned property commonly known as the Nat Brooks property from Government Use to General Business in support of economic development
- Board members and staff completed basic economic development training for elected officials
- Continued recognition of business milestone anniversaries
- Continued and expanded the recognition of Small Business Week to include hosting a Business Expo
- Completed a review and update to Chapter 30 of the Watauga Code of Ordinances related to economic development

FY2019-2020 GOALS/ OBJECTIVES:

- Participate in the update to the City's Comprehensive Plan
- Complete a Strategic Plan for the WEDC
- Complete a Business Retention Program
- Update the Watauga Commercial Improvement Program (WCIP)
- Market the property known as the Nat Brooks property
- Continue recognition of businesses celebrating milestone anniversaries
- Complete a New Business Recruitment Strategy
- Complete a Redevelopment Plan for the City

MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS:

SPECIAL REVENUE FUND

DEPARTMENT: ECONOMIC DEVELOPMENT						
DIVISION / ACTIVITY: ECONOMIC DEVELOPMENT CORPORATION - FUND 04						
	OPERATED AS PARKS DEVELOPMENT CORPORATION					
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Non-Departmental	\$14,536	\$14,807	\$15,505	\$21,390	\$18,900	\$0
Personnel	\$443,838	\$393,284	\$433,236	\$447,400	\$422,400	\$0
Supplies	\$38,189	\$44,874	\$44,413	\$63,100	\$60,495	\$2,200
Maintenance	\$54,228	\$62,453	\$68,694	\$62,200	\$62,100	\$4,000
Contractual/Sundry	\$52,932	\$94,699	\$113,786	\$144,100	\$142,465	\$117,950
Capital Outlay	\$0	\$7,695	\$6,200	\$5,500	\$5,500	\$7,500
Transfers	\$85,542	\$36,285	\$36,443	\$50,900	\$50,900	\$294,470
TOTAL	\$689,265	\$654,097	\$718,277	\$794,590	\$762,760	\$426,120
PERFORMANCE MEASURES / SERVICE LEVELS						
Input / Demand			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Staff Dedicated			PREVIOUSLY PDC			1.50
Volunteers						2
Inquiries Received						20
Output/ Workload			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Project Files Opened			PREVIOUSLY PDC			5
Cilents Served						5
Jobs Created						5
Potential New Business Calls/Contacts						75
Responses Submitted						20
Efficiency Measures / Impact			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
M & O percentage of City budget			1.65%	1.84%	1.77%	0.99%
M & O budget per capita			\$29.29	\$33.68	\$32.33	\$18.05
Effectiveness Measures / Outcomes		Goals	Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Business Closures		1	PREVIOUSLY PDC			2
Business Retention Visits		1				200
Small Business Development		1				4
Unemployment Rate		1				3.3%
New Businesses Opened		1				10
Redevelopment Projects		1				2

SPECIAL REVENUE FUNDS

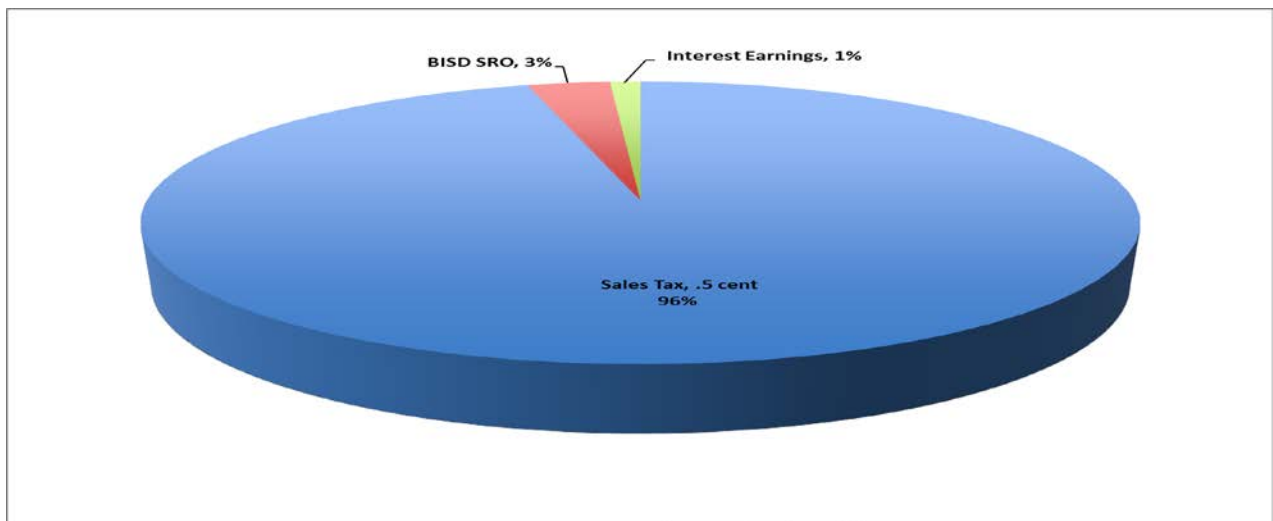
CRIME CONTROL DISTRICT – FUND 18

The Crime Control and Prevention District was established to account for a one-half cent sales tax increase approved by voters on March 23, 1996, for an initial five years. On May 5, 2001, voters extended the sales tax collection for ten more years. The purpose of the increase in sales tax is to enhance law enforcement in Watauga. The additional funding is used to add officers and purchase additional equipment and supplies for law enforcement purposes. A ten-year extension of the sales tax was passed during the November 2010 election.

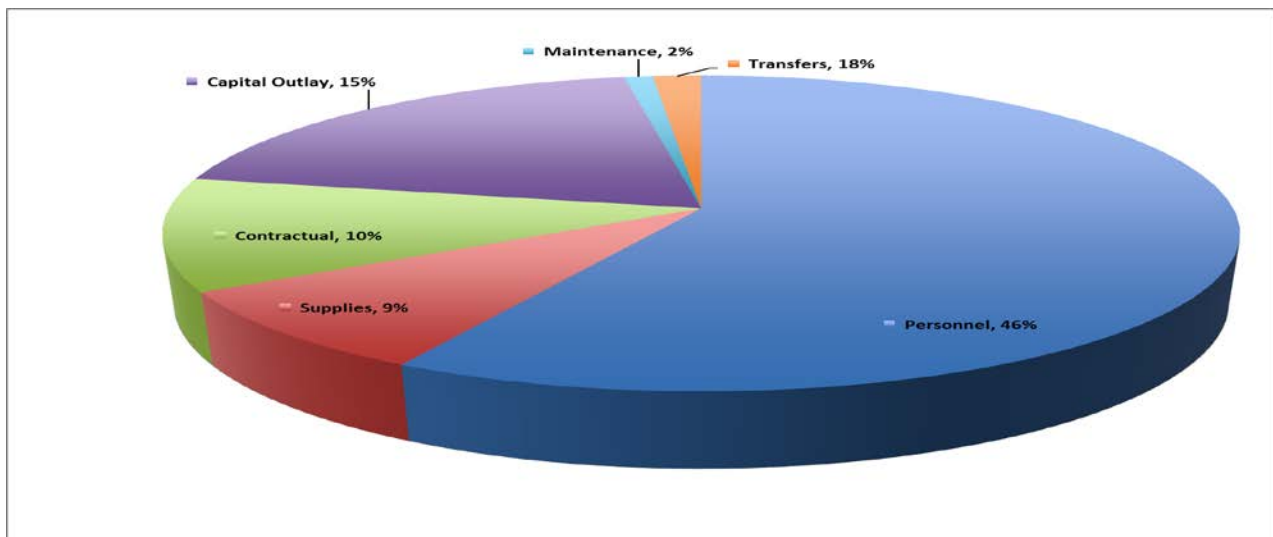
This is a Special Revenue Fund and is used to account for specific revenues that are legally restricted to expenditures for particular purposes. The fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when the liability is incurred.

Sales tax revenue for FY2019-20 is expected to be \$1,509,000. Revenues are projected to be approximately 5% higher than the FY2018-19 Budget.

Where Does the Money Come From?



Where Does the Money Go?



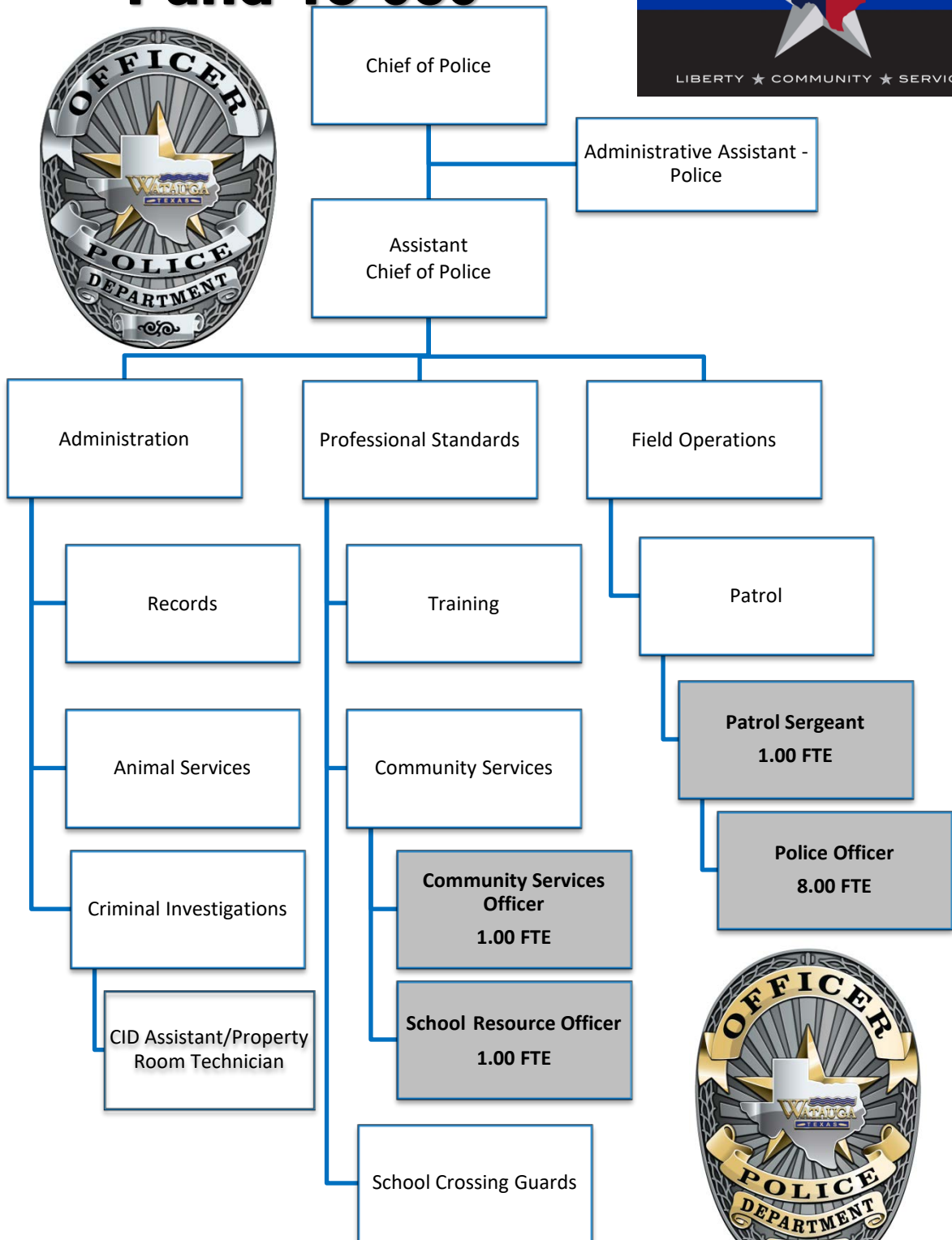
SPECIAL REVENUE FUNDS

CRIME CONTROL DISTRICT BUDGET SUMMARY - FUND 18

	HISTORY		PROJECTED YEAR		BUDGET	%CHANGE
	2016-2017 Actual	2017-2018 Actual	2018-2019 Budget	2018-2019 Projected	2019-2020 Budget	FY2019-20 VS2018-19
Fund Balance, October 1	\$1,098,418	\$1,233,129	\$698,509	\$726,911	\$681,641	
<u>Revenues:</u>						
Sales Taxes	1,435,448	1,434,679	1,436,000	1,480,000	1,509,000	5%
BISD SRO	44,114	0	48,000	47,000	49,000	2%
Interest Earnings/Other	6,539	17,856	9,000	43,000	18,000	100%
Operating Revenues	\$ 1,486,101	\$ 1,452,535	\$ 1,493,000	\$ 1,570,000	\$ 1,576,000	6%
Total Available Resources	\$ 2,584,519	\$ 2,685,664	\$ 2,191,509	\$ 2,296,911	\$ 2,257,641	3.0%
<u>Expenditures:</u>						
Operating Expenditures	1,273,966	1,533,250	1,664,370	1,550,770	1,658,370	-0.4%
Capital Outlay	48,611	28,807	24,500	20,500	17,000	-30.6%
Total Expenditures	1,322,577	1,562,057	1,688,870	1,571,270	1,675,370	-0.8%
<u>Operating Transfers-Out</u>						
To General Fund	28,813	28,696	29,000	29,000	30,000	3.4%
To Capital Projects	0	0	0	0	0	0.00%
To Internal Service Fund	0	368,000	15,000	15,000	0	-100.0%
Total Operating Transfers-Out	28,813	396,696	44,000	44,000	30,000	-34.1%
TOTAL OPERATING & TRANSFERS	\$ 1,351,390	\$ 1,958,753	\$ 1,732,870	\$ 1,615,270	\$ 1,705,370	-1.6%
Fund Balance, September 30	\$1,233,129	\$726,911	\$458,639	\$681,641	\$552,271	
CHANGE IN FUND BALANCE	\$134,711	(\$506,218)	(\$239,870)	(\$45,270)	(\$129,370)	
Fund Balance Policy Min @ 20%					\$337,674	

Crime Control District

Fund 18-080



SPECIAL REVENUE FUNDS

DEPARTMENT: POLICE

DIVISION / ACTIVITY: WATAUGA CRIME CONTROL AND PREVENTION DISTRICT – FUND 18

LOCATION:

7101 Whitley Road
Watauga, Texas 76148

HOURS OF OPERATION:

24 hours a day

MISSION / PROGRAMS / SERVICES:

The mission of the Watauga Police Department is to provide the highest quality police services while safeguarding individual liberties and building positive community relationships. Our mandate is to reduce both crime and the fear of crime through training, technology and the implementation of the most modern and progressive resources available. The Watauga Police Department is responsible for all crime prevention, crime reports, crime investigations, traffic law enforcement, professional standards and animal services.

FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS:

- Maintained the Texas Police Chief's Association Recognition
- Accrued close to 2,000 volunteer hours (VIPS)
- Utilized specially trained officers in crime enforcement and prevention such as a Bike Patrol
- Implemented a workout room for all police employees
- Implemented the "Coffee with Cops" program
- Participated in the Back to School program distributing over 1,000 backpacks
- Implemented new in-car computers for all vehicles
- Implemented new In-car audio/video recording
- Created the Crossing Guard Coordinator position

FY2019-2020 GOALS/ OBJECTIVES:

- Obtain full staffing to ensure quick and effective response to community needs
- Obtain and assign needed personnel to meet the increasing needs of the community
- Continuation of ongoing commitment to be prudent stewards of public funds while providing for the safety of the community through effective and efficient use of available and affordable technologies
- Continue succession planning and career development to identify and support employee and department goals
- Create planned responses and prevention of crime using available resources and technology

MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS:

- Staffing levels continue to be an issue due to fewer officers and acceptable candidate applications
- Maintaining personnel salaries within market
- Aging fleet replacements in a continuing effort to create a safe environment for the public and staff
- Possible impact to this fund due to proposed State Legislation to prohibit red light cameras
- Renewal election required in May, 2020 for dedicated sales tax for Crime Control

SPECIAL REVENUE FUNDS

DEPARTMENT: POLICE						
DIVISION / ACTIVITY: WATAUGA CRIME CONTROL AND PREVENTION DISTRICT - FUND 18						
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Personnel	\$966,361	\$775,532	\$889,873	\$994,000	\$902,500	\$982,500
Supplies	\$138,487	\$127,289	\$148,808	\$147,500	\$132,600	\$147,500
Maintenance	\$175,037	\$172,581	\$206,498	\$204,000	\$196,000	\$198,500
Contractual/Sundry	\$222,638	\$198,809	\$288,071	\$318,870	\$319,670	\$329,870
Capital Outlay	\$42,148	\$48,365	\$28,807	\$24,500	\$20,500	\$17,000
Transfers	\$113,942	\$28,813	\$396,696	\$44,000	\$44,000	\$30,000
TOTAL	\$1,658,613	\$1,351,389	\$1,958,753	\$1,732,870	\$1,615,270	\$1,705,370
PERSONNEL						
Officer	4.00	9.00	8.00	9.00	9.00	8.00
Sergeant	1.00	1.00	1.50	1.00	1.00	1.00
Traffic Enforcement	3.00	0.00	0.00	0.00	0.00	0.00
Community Resources Officer	0.00	0.00	1.00	0.00	0.00	1.00
School Resource Officer (SRO)	1.00	1.00	1.00	1.00	1.00	1.00
CID Secretary/Property Tech	0.00	1.00	0.00	0.00	0.00	0.00
TOTAL	9.00	12.00	11.50	11.00	11.00	11.00
PERFORMANCE MEASURES / SERVICE LEVELS						
Input / Demand			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Number of Sworn Police Officers			11.50	11.00	11.00	11.00
Efficiency Measures / Impact			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
M&O Budget per Capita			\$79.87	\$73.46	\$68.47	\$72.23
M&O Percentage of City Budget			4.51%	4.02%	3.75%	3.96%
Number of Sworn Officers Per 1000 Population from WCCPD			0.47	0.47	0.47	0.38
Effectiveness Measures / Outcomes		Goals	Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
SRO Presentations		1,3,5	0	15	10	18
SRO Student Contacts		1,3,5	0	450	392	450
Area School Events/Contacts		1,3,5	10	5	6	10
Explorer Post Meetings		1,3,5	41	48	45	47
Explorer Post Meetings Training Hours		1,3,5	700	720	1,620	2,115
Crime Prevention Training - Community Svc.		1,3,5	20	50	50	90
Business Contacts - Community Svc.		1,3,4,5	100	250	100	175
Neighborhood Watch Mtgs - Community Svc.		1,3,5	15	15	15	35
VIPS Hours		1,2,3,5	1,800	1,800	2,200	2,600
Town Hall Meetings		1,2,3,4,5	1	1	1	1



SPECIAL REVENUE FUNDS

BUDGET CHANGES

Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: POLICE

DIVISION / ACTIVITY: CRIME CONTROL DISTRICT - FUND 18-080

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Personnel	Personnel Services		(\$7,700)	Tenure, Step Pay & Corporal Position Adjustments
Step Up Pay	Personnel Services		(\$4,000)	Historical Usage Adjustment
Certification Pay	Personnel Services		(\$1,000)	Usage & Corporal Position Adjustments
Retirement	Personnel Services		\$3,200	Increased Rate
Dep. Health Supplement	Personnel Services		(\$2,000)	Historical Usage & Corporal Position Adjustments
Minor Tools & Apparatus	Maintenance		\$500	Historical Adjustment - Cost Increases Adjustment
Software Maintenance	Maintenance		(\$8,000)	Sunridge RIMS Maintenance Removal
Sundry	Contractual/Sundry		\$2,000	Program Increases - K9 Expenses
Special Services	Contractual/Sundry		\$3,000	FY19-20 New Request Approval - On-Going
Training	Contractual/Sundry		\$2,000	FY19-20 New Request Approval - On-Going
Investigation Expese	Contractual/Sundry		\$6,000	FY19-20 New Request Approval - On-Going
Other Equipment	Capital Outlay	(\$4,000)		New/Expanded FY18-19 - Interview Room AV Equipment
Other Equipment	Capital Outlay	(\$3,500)		New/Expanded FY18-19 - Fitness Area Improvements
Trans to General Fund	Transfers		\$1,000	Revenue Adjustment
Trans to Internal Services	Transfers	(\$15,000)		New/Expanded FY18-19 - Building Security
TOTALS:		(\$22,500)	(\$5,000)	

(\$27,500) NET INCREASE/DECREASE

SPECIAL REVENUE FUNDS

STREET MAINTENANCE – FUND 14

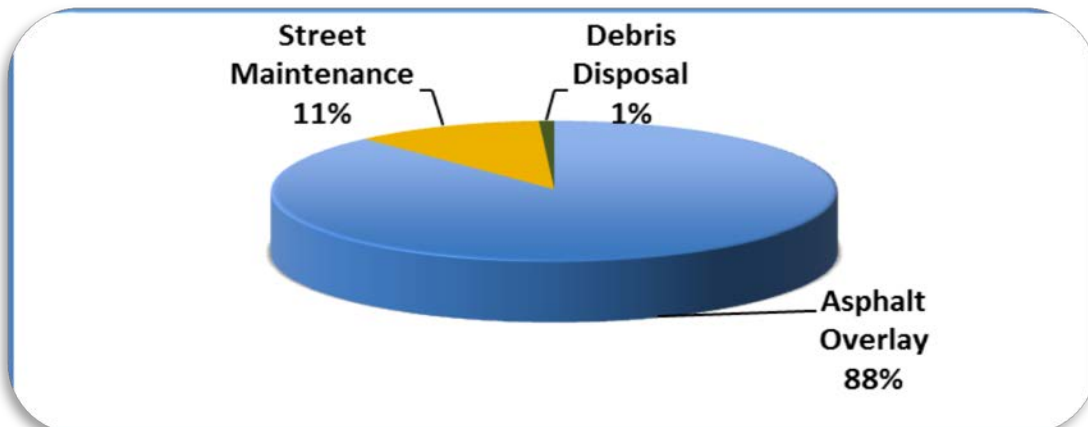
The Street Maintenance Fund was established in FY2013 to account for a ¼ cent sales tax approved by voters on May 12, 2012 for an initial four years effective October 1, 2012. The ¼ cent sales tax was reauthorized by voters on May, 2016 for another four years. The purpose of the sales tax is to provide for the maintenance and repair of municipal streets in existence at the time of the vote. The Watauga Parks Development Corporation sales and use tax was reduced by ¼ of one percent effective October 1, 2012.

Sales Tax revenue for FY2020 is expected to be \$759,000.

Where Does the Money Come From?



Where Does the Money Go?



SPECIAL REVENUE FUNDS

**STREET MAINTENANCE BUDGET SUMMARY
FUND 14**

	HISTORY		PROJECTED YEAR		BUDGET	%CHANGE
	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Projected	2019-20 Budget	FY2019-20 vs 2018-19
Fund Balance, October 1	\$818,066	\$1,084,386	\$1,108,386	\$1,119,330	\$1,184,330	
<u>Revenues:</u>						
Sales Taxes	715,360	721,630	723,000	745,000	759,000	5.0%
Interest Earnings	9,704	18,830	9,000	15,000	10,000	0.0%
Operating Revenues	\$ 725,064	\$ 740,460	\$ 732,000	\$ 760,000	\$ 769,000	5.1%
Total Available Resources	\$ 1,543,130	\$ 1,824,846	\$ 1,840,386	\$ 1,879,330	\$ 1,953,330	2.0%
<u>Expenditures:</u>						
Asphalt Overlay	371,246	615,673	600,000	600,000	800,000	33.3%
Street Maintenance	80,583	85,277	100,000	90,000	100,000	0.0%
Debris Disposal	6,915	4,565	8,000	5,000	8,000	0.0%
Operating Expenditures	458,744	705,516	708,000	695,000	908,000	28.2%
TOTAL OPERATING & TRANSFERS	\$ 458,744	\$ 705,516	\$ 708,000	\$ 695,000	\$ 908,000	28.2%
Fund Balance, September 30	\$1,084,386	\$1,119,330	\$1,132,386	\$1,184,330	\$1,045,330	
CHANGE IN FUND BALANCE	\$266,320	\$34,944	\$24,000	\$65,000	(\$139,000)	

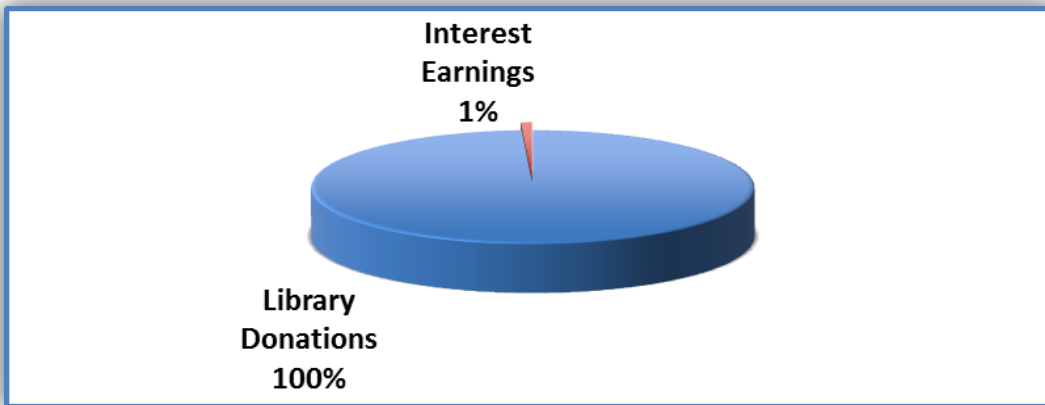
SPECIAL REVENUE FUNDS

LIBRARY DONATION FUND – FUND 23

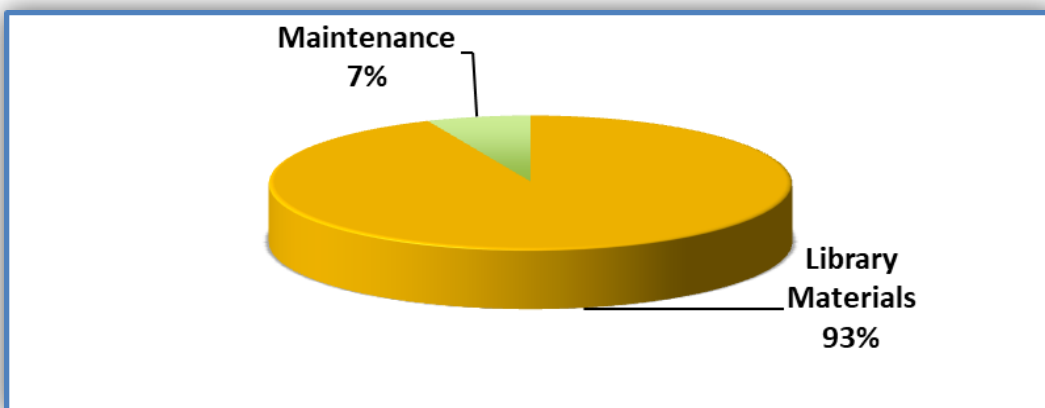
The Library Donation Fund is a Special Revenue Fund used to account for specific revenues that are legally restricted to expenditures for particular purposes. The Library Donation Fund was established to give Watauga citizens the opportunity to assist the Library in purchasing supplies. Each month, citizens are given the opportunity to donate \$1 when paying their water and sewer bill.

This money is used to purchase additional library supplies such as books, audio and videotapes, periodicals, and other types of supplies.

Where Does the Money Come From?



Where Does the Money Go?



SPECIAL REVENUE FUNDS

**LIBRARY DONATIONS BUDGET SUMMARY
FUND 23**

	HISTORY		PROJECTED YEAR		BUDGET	%CHANGE
	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Projected	2019-20 Budget	FY2019-20 VS 2018-19
Fund Balance, October 1	\$27,065	\$33,135	\$34,855	\$36,693	\$41,743	
<u>Revenues:</u>						
Library Donations	7,216	6,617	6,000	7,000	6,000	0.0%
Interest Earnings	779	589	50	500	50	0.0%
Operating Revenues	\$ 7,995	\$ 7,206	\$ 6,050	\$ 7,500	\$ 6,050	0.0%
Total Available Resources	\$ 35,060	\$ 40,341	\$ 40,905	\$ 44,193	\$ 47,793	16.8%
<u>Expenditures:</u>						
Personnel	1,925	3,648	0	0	0	0.0%
Library Materials	0	0	10,000	0	10,000	0.0%
Maintenance	0	0	700	700	700	100.0%
Capital Outlay	0	0	3,500	1,750	0	100.0%
Operating Expenditures	1,925	3,648	14,200	2,450	10,700	0.0%
TOTAL OPERATING & TRANSFERS	\$ 1,925	\$ 3,648	\$ 14,200	\$ 2,450	\$ 10,700	-24.6%
Fund Balance, September 30	\$33,135	\$36,693	\$26,705	\$41,743	\$37,093	
CHANGE IN FUND BALANCE	\$6,070	\$3,558	(\$8,150)	\$5,050	(\$4,650)	

PUBLIC, EDUCATION, GOVERNMENT (PEG) FUND FUND 24

In accordance with SB 1087, a municipality must set up a separate PEG fund to collect and account for the public, educational and government (PEG) fee collected through cable providers. The PEG fee is an additional 1% of gross revenue and can only be spent on capital items for the local access channel as described by federal law. A separate fund was established in FY2017-2018 to comply with SB 1087.

This fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when the liability is incurred.

BUDGET SUMMARY

	HISTORY		PROJECTED YEAR		BUDGET	%CHANGE
	2016-17 Actual	2017-18 Actuals	2018-19 Budget	2018-19 Projected	2019-20 Budget	FY2019-20 VS 2018-19
Fund Balance, October 1	\$0	\$0	\$17,770	\$18,403	\$46,303	
Revenues:						
PEG Fee	0	12,305	12,800	30,000	40,000	0.0%
Interest Earnings	0	12	0	500	0	0.0%
Transfer from General Fund	0	12,770	0	0		
Operating Revenues	\$ -	\$ 25,088	\$ 12,800	\$ 30,500	\$ 40,000	0.0%
Total Available Resources	\$ -	\$ 25,088	\$ 30,570	\$ 48,903	\$ 86,303	0.0%
Expenditures:						
Capital Outlay	0	6,685	3,000	2,600	45,000	0.0%
Operating Expenditures	0	6,685	3,000	2,600	45,000	0.0%
TOTAL OPERATING & TRANSFERS	\$ -	\$ 6,685	\$ 3,000	\$ 2,600	\$ 45,000	0.0%
Fund Balance, September 30	\$0	\$18,403	\$27,570	\$46,303	\$41,303	
CHANGE IN FUND BALANCE	\$0	\$18,403	\$9,800	\$27,900	(\$5,000)	

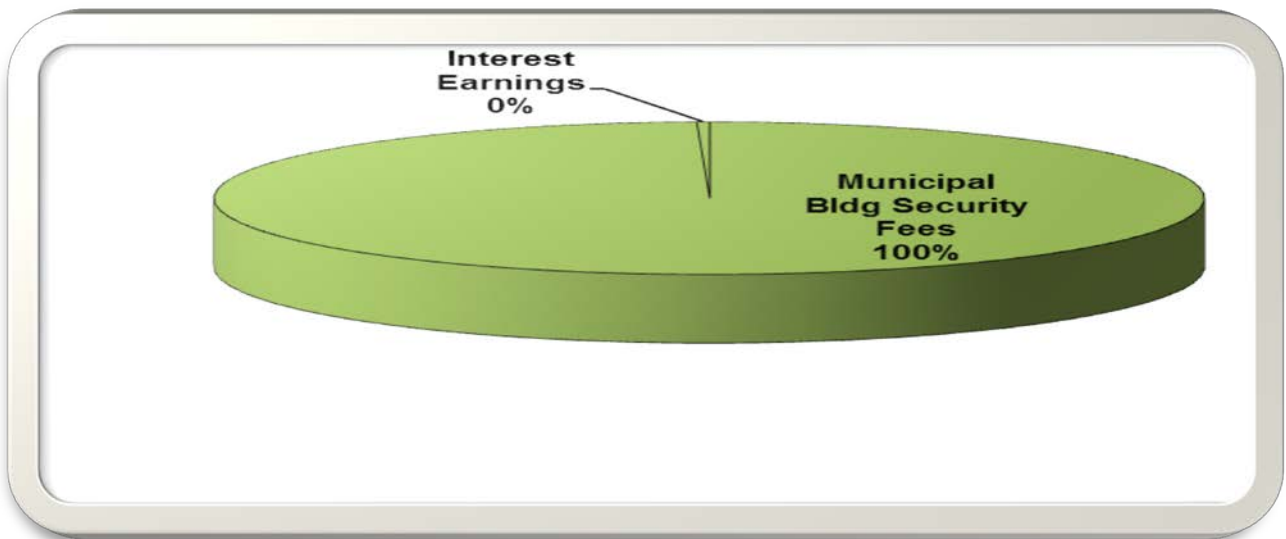
SPECIAL REVENUE FUNDS

MUNICIPAL COURT SECURITY – FUND 25

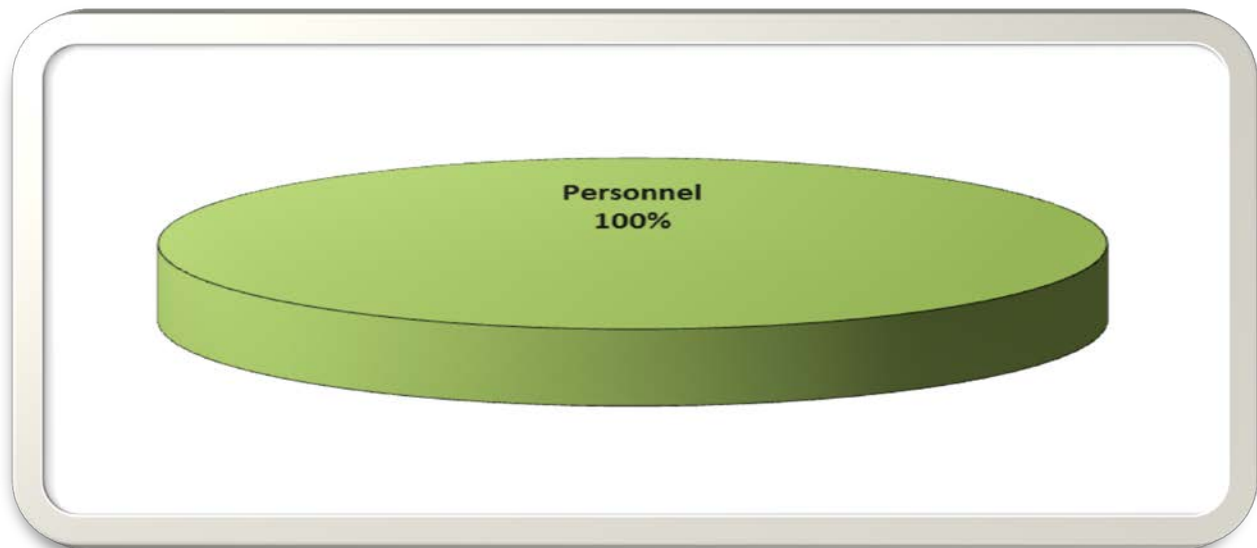
The Municipal Court Security Fund was established in the 1997 Texas Legislative Session to allow a \$3 assessment on all court fines paid. The assessment allows municipalities to purchase security equipment such as surveillance cameras, bulletproof glass, and Marshal cost for Municipal Court areas. The Municipal Building Security Fees were assessed beginning in May 1999.

The fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when the liability is incurred.

Where Does the Money Come From?



Where Does the Money Go?



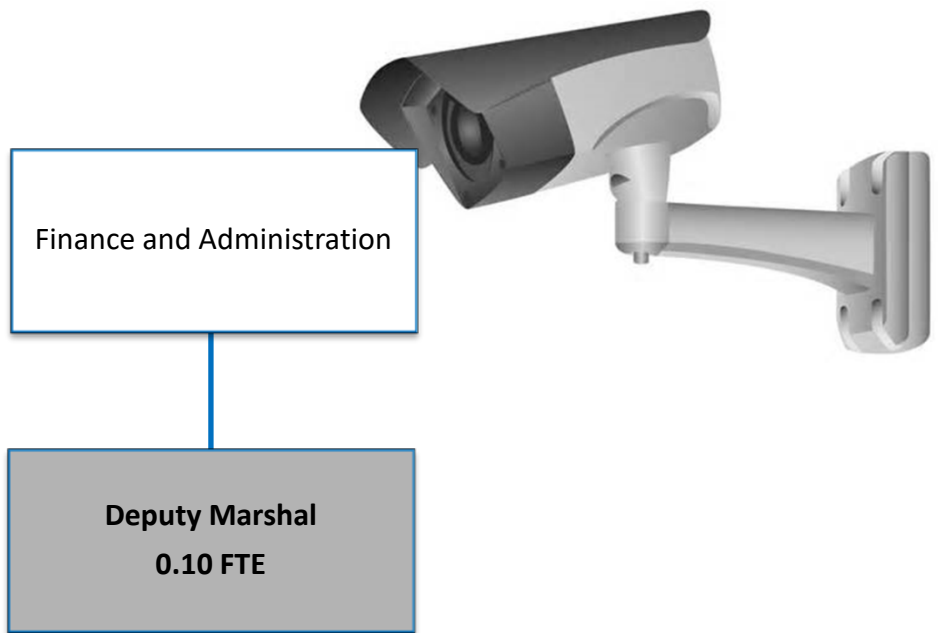
SPECIAL REVENUE FUNDS

MUNICIPAL COURT SECURITY BUDGET SUMMARY FUND 25

	HISTORY		PROJECTED YEAR		BUDGET	%CHANGE
	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Projected	2019-20 Budget	FY2019-20 VS 2018-19
Fund Balance, October 1	\$ 20,639	\$ 14,116	\$2,886	\$178	\$178	
Revenues:						
Municipal Bldg Security Fees	11,339	7,112	15,000	9,000	12,000	-20.0%
Interest Earnings	379	(31)	50	0	50	0.0%
Operating Revenues	\$ 11,718	\$ 7,081	\$ 15,050	\$ 9,000	\$ 12,050	-19.9%
Total Available Resources	\$ 32,357	\$ 21,197	\$ 17,936	\$ 9,178	\$ 12,228	-31.8%
Expenditures:						
Personnel	15,991	18,769	13,245	9,000	6,840	-48.4%
Supplies	0	0	0	0	0	0.0%
Contractual/Sundry	2,250	2,250	2,250	0	0	0.0%
Capital	0	0	0	0	0	0.0%
Operating Expenditures	18,241	21,019	15,495	9,000	6,840	-55.9%
Operating Transfers-Out						
To Internal Service Fund	0	0	0	0	0	
Total Operating Transfers-Out	0	0	0	0	0	
TOTAL OPERATING & TRANSFERS	\$ 18,241	\$ 21,019	\$ 15,495	\$ 9,000	\$ 6,840	-55.9%
Fund Balance, September 30	\$14,116	\$178	\$2,441	\$178	\$5,388	
CHANGE IN FUND BALANCE	(\$6,523)	(\$13,938)	(\$445)	\$0	\$5,210	

Municipal Court Security Fund

Fund 25





SPECIAL REVENUE FUNDS

SIGNIFICANT BUDGET CHANGES

Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: FINANCE

DIVISION / ACTIVITY: MUNICIPAL COURT SECURITY - FUND 25

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Personnel	Personnel Services		(\$6,555)	Reallocated to General Fund
Personnel	Personnel Services		\$150	Benefits & PIP FY19-20 Salary Adjustment
Lease/Purchase Cost	Contractual/Sundry		(\$2,250)	Transfer Adjustment
TOTALS:		\$0	(\$8,655)	

(\$8,655) NET INCREASE/DECREASE

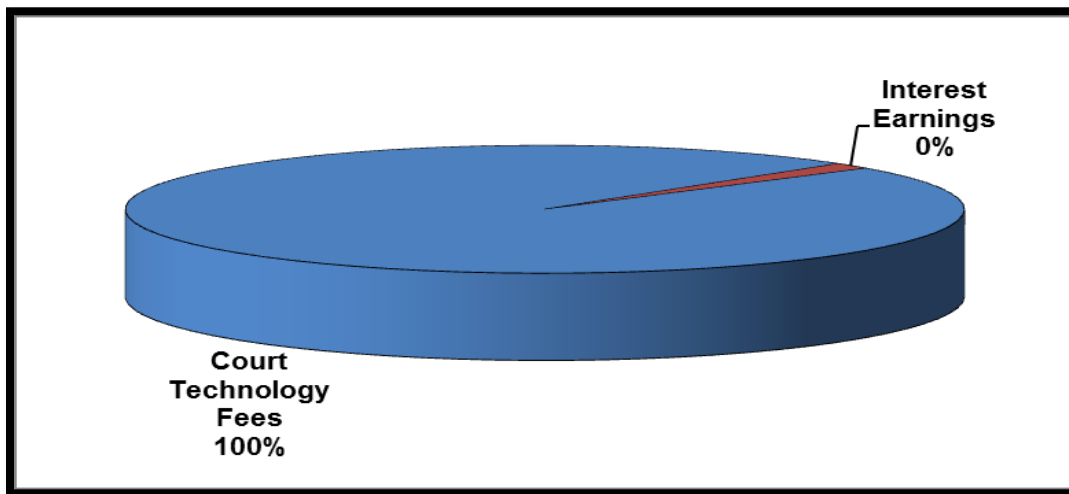
SPECIAL REVENUE FUNDS

MUNICIPAL COURT TECHNOLOGY– FUND 26

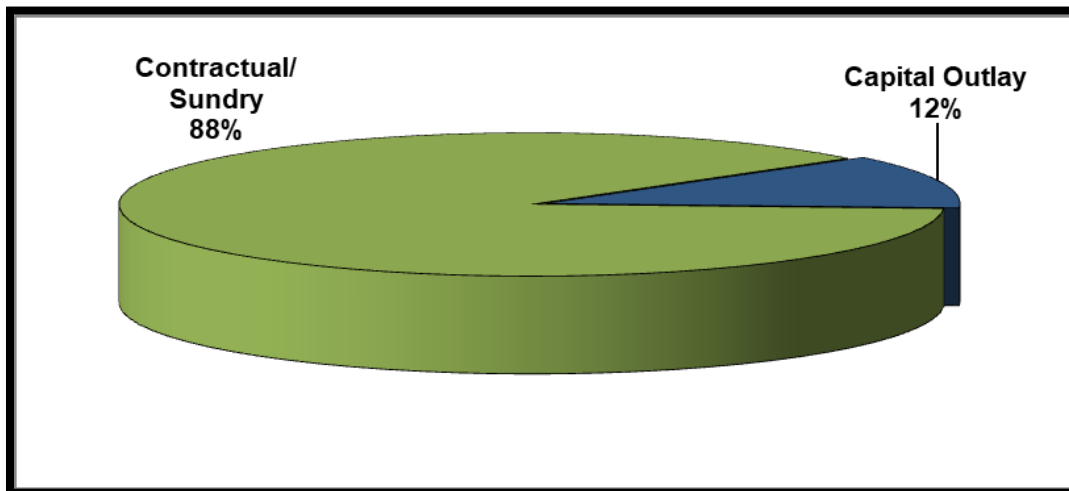
The Municipal Court Technology Fee was established in the 1997 Texas Legislative Session to allow a \$4 assessment on all court fines paid. The fees were assessed beginning October, 1999. The assessment allows municipalities to purchase and maintain technology equipment for Municipal Court areas. This equipment includes computer hardware and software. In 2003 this fee was updated to include the maintenance of such technology improvements.

The fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when the liability is incurred.

Where Does the Money Come From?



Where Does the Money Go?



SPECIAL REVENUE FUNDS

MUNICIPAL COURT TECHNOLOGY BUDGET SUMMARY FUND 26

	HISTORY		PROJECTED YEAR		BUDGET	%CHANGE
	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Projected	2019-20 Budget	FY2019-20 vs 2018-19
Fund Balance, October 1	\$ 115,188	\$ 126,233	\$107,533	\$109,874	\$113,774	
<u>Revenues:</u>						
Municipal Court Technology Fee	15,095	9,450	19,000	10,000	12,000	-36.8%
Interest Earnings	757	1,656	300	1,700	300	0.0%
Operating Revenues	\$ 15,852	\$ 11,106	\$ 19,300	\$ 11,700	\$ 12,300	-36.3%
Total Available Resources	\$ 131,040	\$ 137,339	\$ 126,833	\$ 121,574	\$ 126,074	-0.6%
<u>Expenditures:</u>						
Supplies	0	0	0	0	0.00	0.0%
Contractual/Sundry	4,807	7,465	10,300	7,800	13,800	34.0%
Capital	0	0	0	0	1,900	0.0%
Operating Expenditures	4,807	7,465	10,300	7,800	15,700	52.4%
Transfer to Internal Service (Equipment)	0	20,000	0	0	0	
TOTAL OPERATING & TRANSFERS	\$ 4,807	\$ 27,465	\$ 10,300	\$ 7,800	\$ 15,700	52.4%
Fund Balance, September 30	\$126,233	\$109,874	\$116,533	\$113,774	\$110,374	
CHANGE IN FUND BALANCE	\$11,045	(\$16,359)	\$9,000	\$3,900	(\$3,400)	



SPECIAL REVENUE FUNDS

BUDGET CHANGES

Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: FINANCE				
DIVISION / ACTIVITY: MUNICIPAL COURT TECHNOLOGY - FUND 26				
DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Special Services	Contractual/Sundry	3,500		FY19-20 New Request - Output Director (on-going)
Other Equipment	Capital Outlay	1,900		Surface Pro for Court Administrator
TOTALS:		\$5,400	\$0	

\$5,400 NET INCREASE/DECREASE

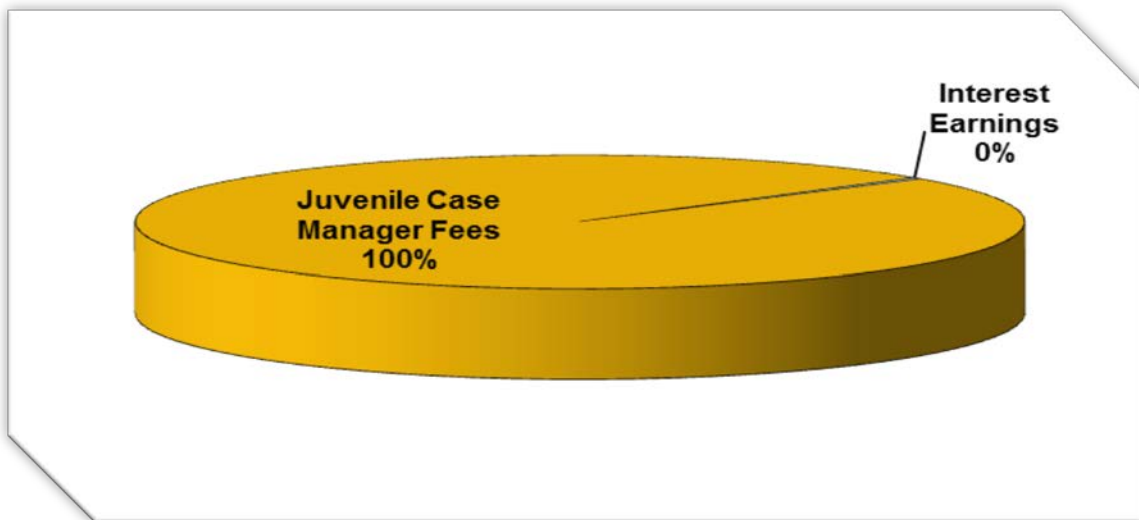
SPECIAL REVENUE FUNDS

MUNICIPAL COURT JUVENILE CASE MANAGER – FUND 27

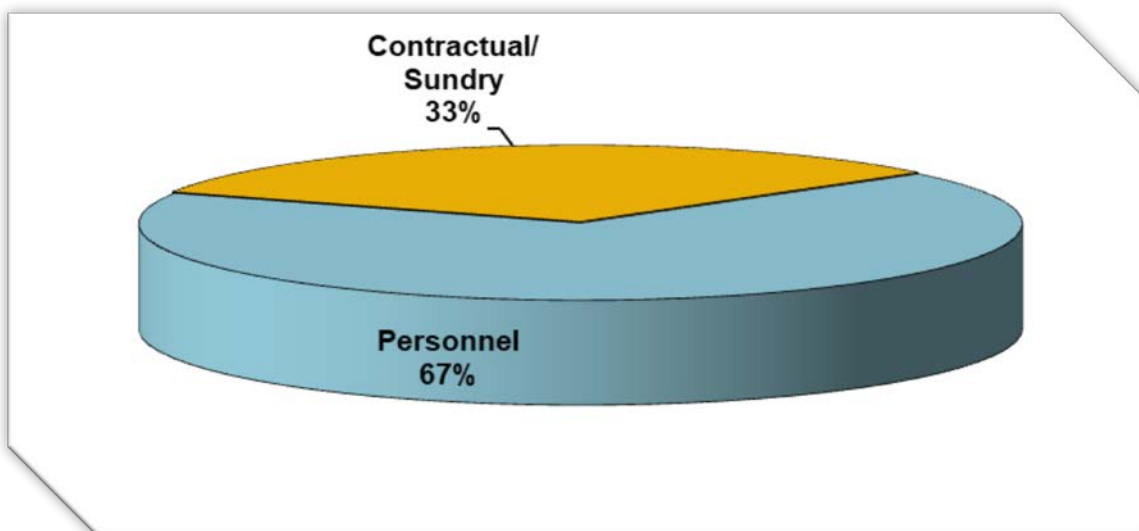
The Municipal Court Juvenile Case Manager Fee was established in the Texas Legislative session to allow a \$5 assessment on fines for misdemeanor offenses. The assessment allows municipalities to fund the salaries for a juvenile case manager.

The fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when the liability is incurred.

Where Does the Money Come From?



Where Does the Money Go?



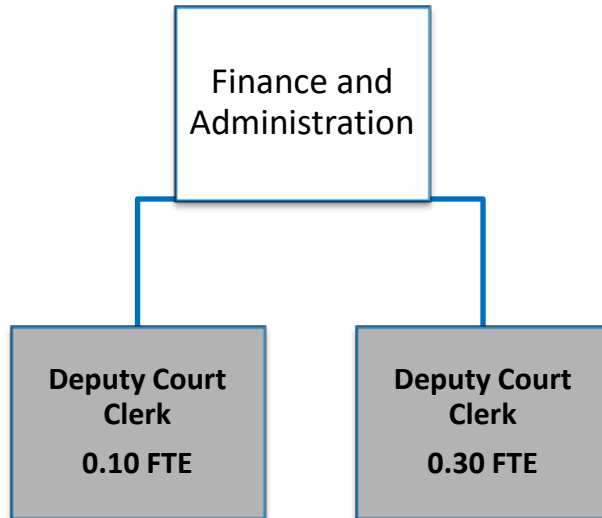
SPECIAL REVENUE FUNDS

**MUNICIPAL COURT JUVENILE CASE MANAGER BUDGET SUMMARY
FUND 27**

	HISTORY		PROJECTED YEAR		BUDGET	%CHANGE
	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Projected	2019-20 Budget	FY2019-20 VS 2018-19
Fund Balance, October 1	\$ 130,854	\$ 126,801	\$112,301	\$119,128	\$98,148	
Revenues:						
Juvenile Case Manager Fee	18,798	11,771	25,000	12,000	15,000	-40.0%
Interest Earnings	913	1,694	200	1,800	200	0.0%
Operating Revenues	\$ 19,711	\$ 13,465	\$ 25,200	\$ 13,800	\$ 15,200	-39.7%
Total Available Resources	\$ 150,565	\$ 140,266	\$ 137,501	\$ 132,928	\$ 113,348	-17.6%
Expenditures:						
Personnel	14,866	19,833	21,000	20,080	21,160	0.8%
Contractual/Sundry	8,898	1,306	10,200	14,700	10,200	0.0%
Operating Expenditures	23,764	21,138	31,200	34,780	31,360	0.5%
TOTAL OPERATING & TRANSFERS	\$ 23,764	\$ 21,138	\$ 31,200	\$ 34,780	\$ 31,360	0.5%
Fund Balance, September 30	\$126,801	\$119,128	\$106,301	\$98,148	\$81,988	
CHANGE IN FUND BALANCE	(\$4,053)	(\$7,673)	(\$6,000)	(\$20,980)	(\$16,160)	

Juvenile Case Manager

Fund 27-040





SPECIAL REVENUE FUNDS

BUDGET CHANGES

Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: FINANCE

DIVISION / ACTIVITY: JUVENILE CASE MANAGER - FUND 27

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Personnel	Personnel Services		\$500	FY19-20 1.5% Salary Increase
Personnel	Personnel Services		(\$290)	Benefits Adjustment
Dependent Health Supplement	Personnel Services		(\$50)	Usage/historical adjustment
TOTALS:		\$0	\$160	

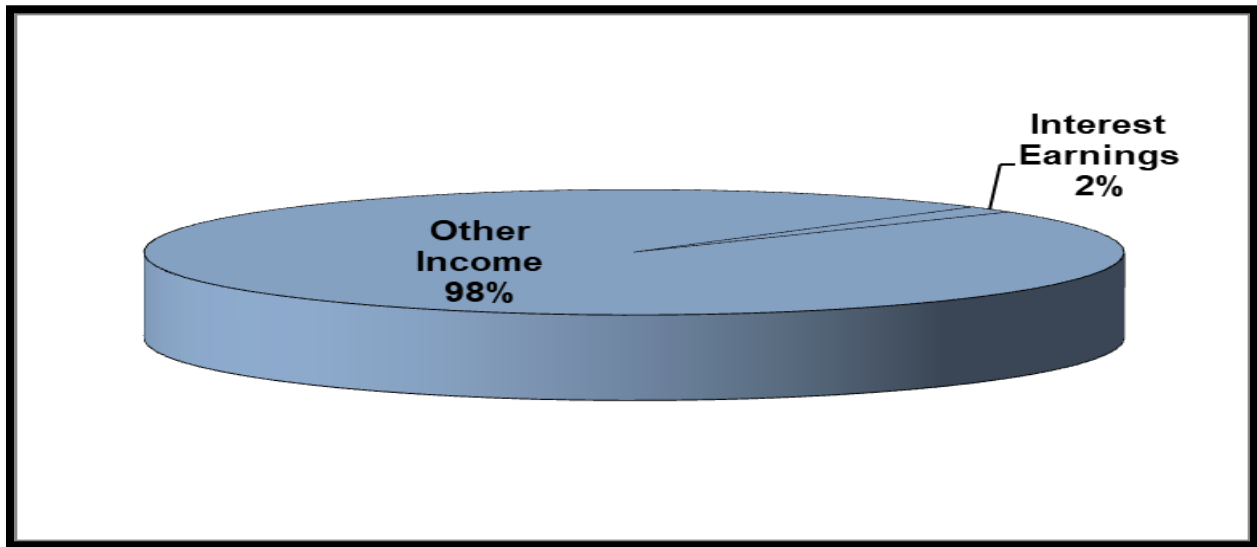
\$160 NET INCREASE/DECREASE

SPECIAL REVENUE FUNDS

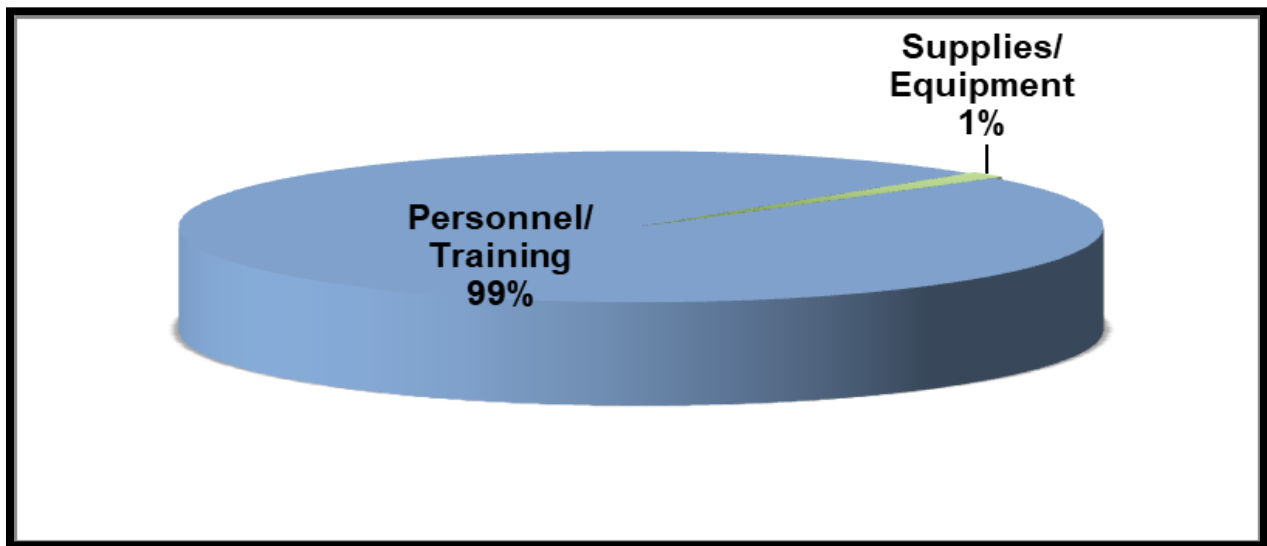
TRAFFIC SAFETY – FUND 28

This fund is to account for civil or administrative penalties to no more than \$75 and late penalties to no more than \$25. Legislation passed by the 80th Texas Legislature allows a local government entity to use a photographic traffic signal enforcement system. One-half the net revenue from this fund is remitted to the Texas Comptroller for deposit into a Regional Trauma Account. The City's traffic signal enforcement system was established December, 2010. In June, 2019 during the 86th Legislature, the traffic signal enforcement system was eliminated with HB1631.

Where Does the Money Come From?



Where Does the Money Go?

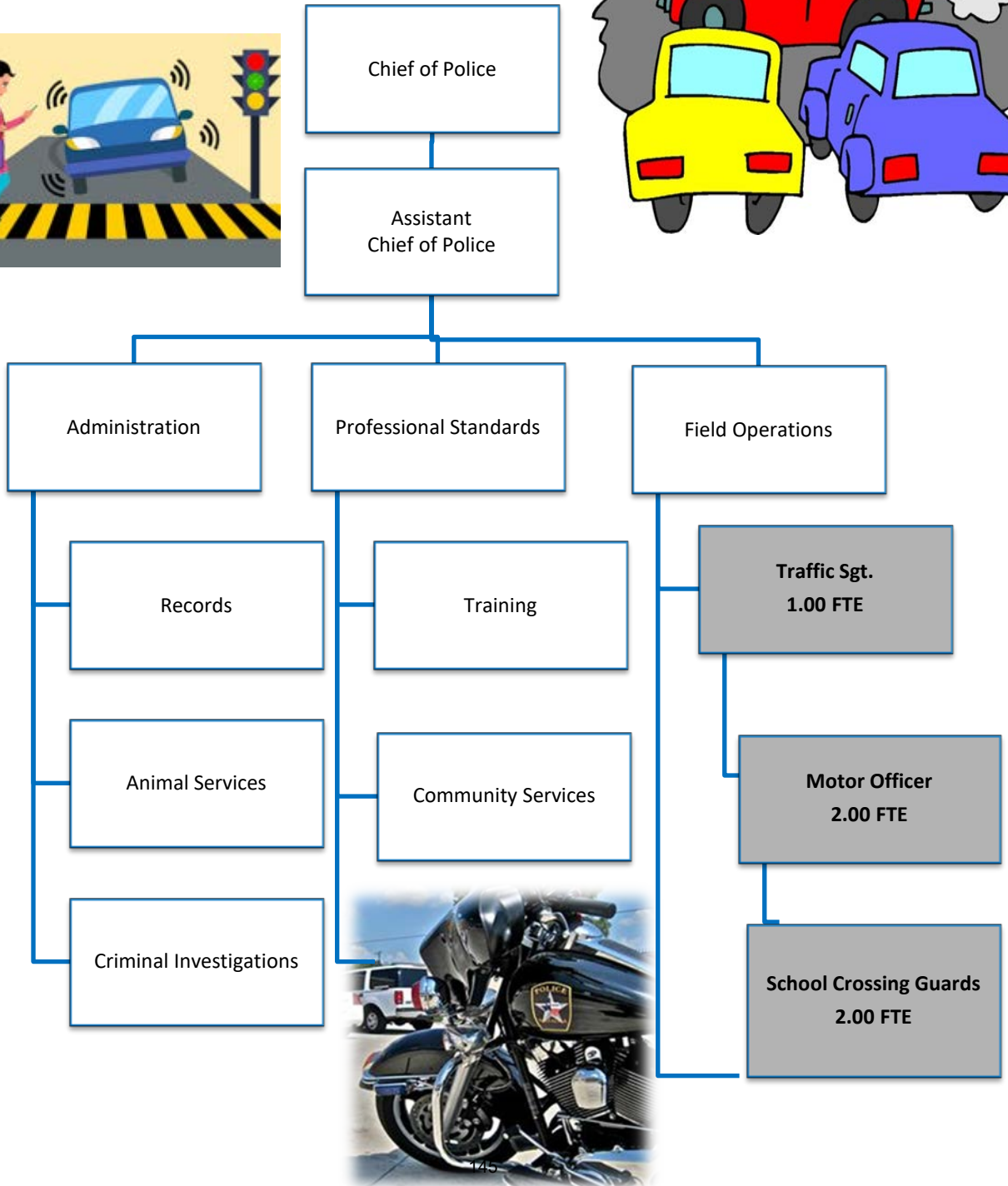


SPECIAL REVENUE FUNDS

TRAFFIC SAFETY BUDGET SUMMARY FUND 28

	HISTORY		PROJECTED YEAR		BUDGET	%CHANGE
	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Projected	2019-20 Budget	FY2019-20 VS 2018-19
Fund Balance, October 1	\$ 130,943	\$ 270,907	\$443,647	\$468,381	\$614,271	
<u>Revenues:</u>						
Traffic Safety Fee	891,853	970,089	800,000	756,000	0	-100.0%
Other Revenue	0	0	0	0	28,200	100.0%
Interest Earnings	393	1,331	0	2,000	500	0.0%
Operating Revenues	\$ 892,246	\$ 971,419	\$ 800,000	\$ 758,000	\$ 28,700	-99.9%
Total Available Resources	\$ 1,023,188	\$ 1,242,327	\$ 1,243,647	\$ 1,226,381	\$ 642,971	-64.3%
<u>Expenditures:</u>						
Personnel/Training Expenses	178,226	118,248	265,200	170,050	376,430	41.9%
Supplies & Equipment	6,965	6,060	8,560	7,560	4,500	100.0%
Other Equipment	23,860	66,702	7,600	8,500	0	-100.0%
Traffic Safety Fees	204,000	204,000	204,000	136,000	0	0.0%
Total Operating Expenditures	413,051	395,010	485,360	322,110	380,930	-20.7%
Operating Transfers-Out						
To Gen Capital Projects	0	0	0	0	0	0.0%
To State Trauma Center	339,230	378,936	296,000	290,000	0	-100.0%
Total Operating Transfers-Out	339,230	378,936	296,000	290,000	0	-100.0%
TOTAL OPERATING & TRANSFERS	\$ 752,281	\$ 773,946	\$ 781,360	\$ 612,110	\$ 380,930	-51.2%
Fund Balance, September 30	\$270,907	\$468,381	\$462,287	\$614,271	\$262,041	
CHANGE IN FUND BALANCE	\$ 139,965	\$ 197,473	\$18,640	\$145,890	(\$352,230)	

Traffic Safety Fund 28-080



SPECIAL REVENUE FUNDS

DEPARTMENT: POLICE

DIVISION / ACTIVITY: WATAUGA TRAFFIC SAFETY – FUND 28

LOCATION:

7101 Whitley Road
Watauga, Texas 76148

HOURS OF OPERATION:

24 hours a day

MISSION / PROGRAMS / SERVICES:

The mission of the Watauga Police Department is to provide the highest quality police services while safeguarding individual liberties and building impartial community relationships. Our mandate is to reduce both crime and the fear of crime through training, technology and the implementation of the most modern and progressive resources available. Watauga Police Department is responsible for all crime prevention, crime reports, crime investigations, traffic law enforcement and professional standards.

FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS:

- Full staffing obtained for a short time
- Sgt. Faglie and Officer Todd obtained Instructor certification in LIDR
- Instructed Motors class to surrounding agencies
- Entire unit is safety seat certified
- Assisted in community events for child safety seats/Big Vehicle day
- Utilized traffic trailer for PR and citizen complaints
- Responded to multiple Crash Team requests involving criminal charges

FY2019-2020 GOALS/ OBJECTIVES:

- Obtain full staffing
- Increase child safety seat events
- Host advanced mapping class
- Host/obtain CRUSH certification
- Host/obtain Auto Pedestrian certification
- Obtain commercial vehicle enforcement training
- Continue to review existing ordinances for changes
- Explore opportunities for safety enhancement ordinances
- Explore opportunities to work with Public Works to enhance the driving safety of all drivers

MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS:

- Staffing level continues to be an issue as traffic is utilized to fill vacancies in other areas of the department
- Loss of Red Light Camera revenues

SPECIAL REVENUE FUNDS

DEPARTMENT: POLICE						
DIVISION / ACTIVITY: WATAUGA TRAFFIC SAFETY - FUND 28						
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Non-Departmental	\$204,000	\$204,000	\$204,000	\$204,000	\$136,000	\$0
Personnel	\$130,672	\$176,866	\$117,935	\$263,200	\$168,550	\$374,930
Supplies	\$0	\$2,319	\$2,000	\$4,500	\$3,500	\$4,500
Maintenance	\$0	\$0	\$0	\$0	\$0	\$0
Contractual/Sundry	\$295,619	\$364,450	\$396,508	\$302,060	\$295,560	\$1,500
Capital Outlay	\$0	\$4,646	\$53,502	\$7,600	\$8,500	\$0
Transfers	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$630,291	\$752,281	\$773,946	\$781,360	\$612,110	\$380,930
PERSONNEL						
Officer	1.50	1.50	1.50	1.50	1.50	2.00
Sergeant	0.00	0.00	0.50	0.50	0.50	1.00
Crossing Guards	0.00	2.00	2.00	2.00	2.00	2.00
Deputy Marshal	0.10	0.10	0.10	0.10	0.10	0.00
TOTAL	1.60	3.60	4.10	4.10	4.10	5.00
PERFORMANCE MEASURES / SERVICE LEVELS						
Input / Demand			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Number of Sworn Police Officers			2.00	2.00	2.00	3.00
Efficiency Measures / Impact			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
M&O Budget per Capita			\$31.56	\$33.12	\$25.95	\$16.13
M&O Percentage of City Budget			1.78%	1.81%	1.42%	0.68%
Number of Sworn Officers Per 1000 Population						
Effectiveness Measures / Outcomes						
	Goals	Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20	
Traffic Studies	2	14	12	8	12	
Crash Reports	2	62	80	90	90	
Traffic Safety Hearings	2	16	24	20	20	
Traffic Safety Camera Review Hours	2	226	500	300	400	
Traffic Stops	2	10,000	5,000	3,000	4,000	
Crash Tream Call Outs	2	3	5	5	5	
Safety Seat Inspections	2	24	36	25	30	
Safety Seat Events	2	4	2	0	8	
Traffic Safety Presentations	2	24	24	24	24	

SPECIAL REVENUE FUNDS

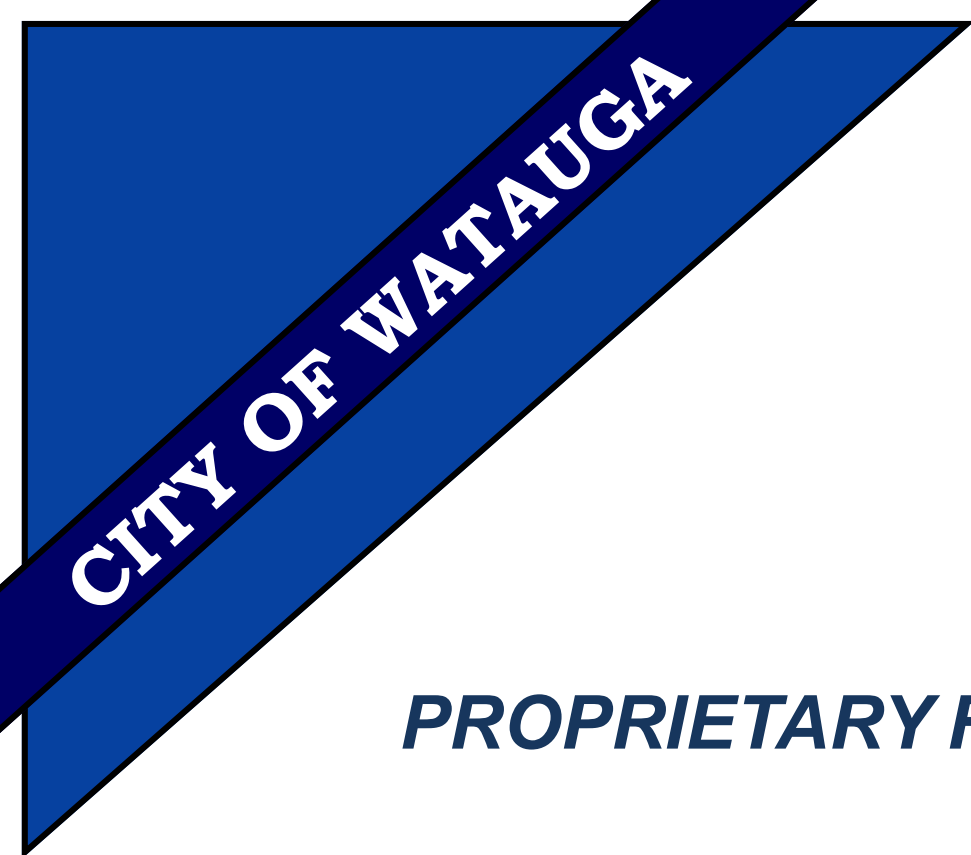
BUDGET CHANGES

Fiscal Year 2019-20 Compared to Fiscal Year 2018-19



DEPARTMENT: POLICE				
DIVISION / ACTIVITY: TRAFFIC SAFETY - FUND 28				
DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Personnel	Personnel Services		\$107,000	Reallocated Two 1/2 FTE Positions from General Fund (01-080)
Personnel	Personnel Services		(\$7,000)	Reallocated .10 FTE to General Fund (01-030)
Personnel	Personnel Services		\$7,730	Benefits Adjustment
Salary Adjustments	Personnel Services		\$4,000	FY19-20 1.5% Salary Increase
Traffic Light Fees	Non-Departmental		(\$204,000)	Red Light Camera
Special Services	Contractual/Sundry		(\$296,000)	Red Light Camera
Travel Expense	Contractual/Sundry		(\$500)	Reduction
Pynt to Internal Svcs	Contractual/Sundry		(\$4,060)	Adjustment
Other Equipment	Capital Outlay	(\$7,600)		New Request FY18-19 - school zone flasher upgrade (one-time)
TOTALS:		(\$7,600)	(\$392,830)	

(\$400,430) NET INCREASE/DECREASE



PROPRIETARY FUNDS

<i>STORM DRAIN FUND</i>	<i>FUND 15</i>
<i>WATER & SEWER UTILITY ENTERPRISE FUND</i>	<i>FUND 40</i>
<i>WATER/SEWER JOINT USE FACILITY</i>	<i>FUND 46</i>
<i>EQUIPMENT REPLACEMENT FUND</i>	<i>FUND 22</i>

PROPRIETARY FUNDS

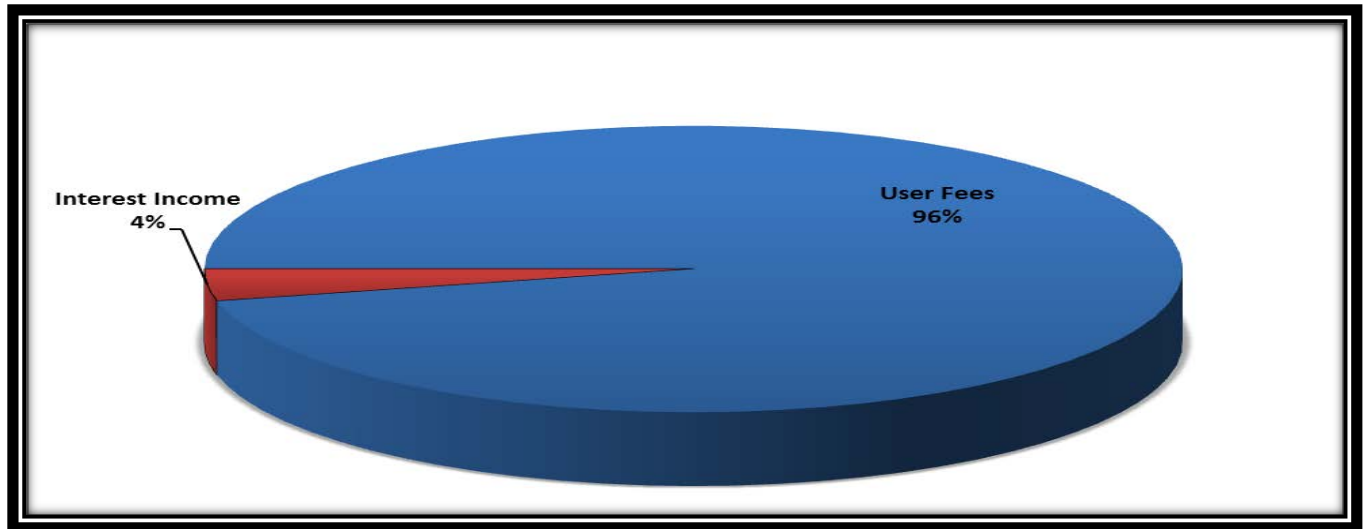
Storm Drain Utility Enterprise Fund

The Storm Drain Utility Enterprise is a proprietary fund. Its purpose is to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the City Council is that cost of providing services to the general public on a continuing basis be financed or recovered primarily through use charges.

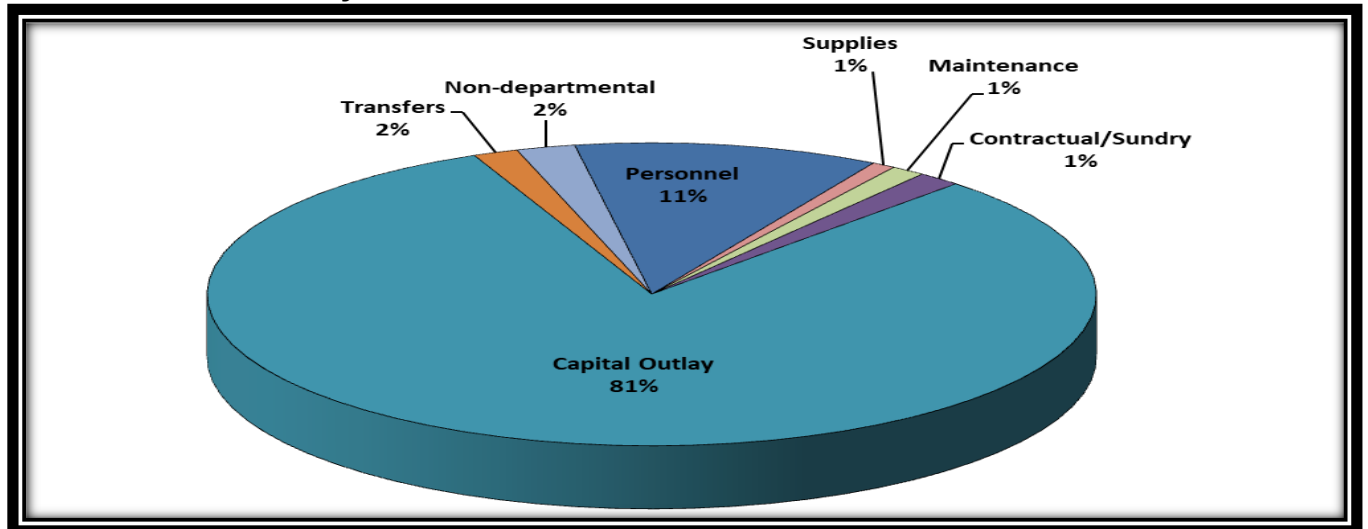
This fund is used to account for user fees charged per residential and commercial unit to enhance drainage of properties within the City. All activities necessary to provide such services are accounted for in this fund, including but not limited to, administration, operations and maintenance.

Accounting records for the Storm Drain Utility Fund are maintained on the accrual basis.

Where Does the Money Come From?



Where Does the Money Go?



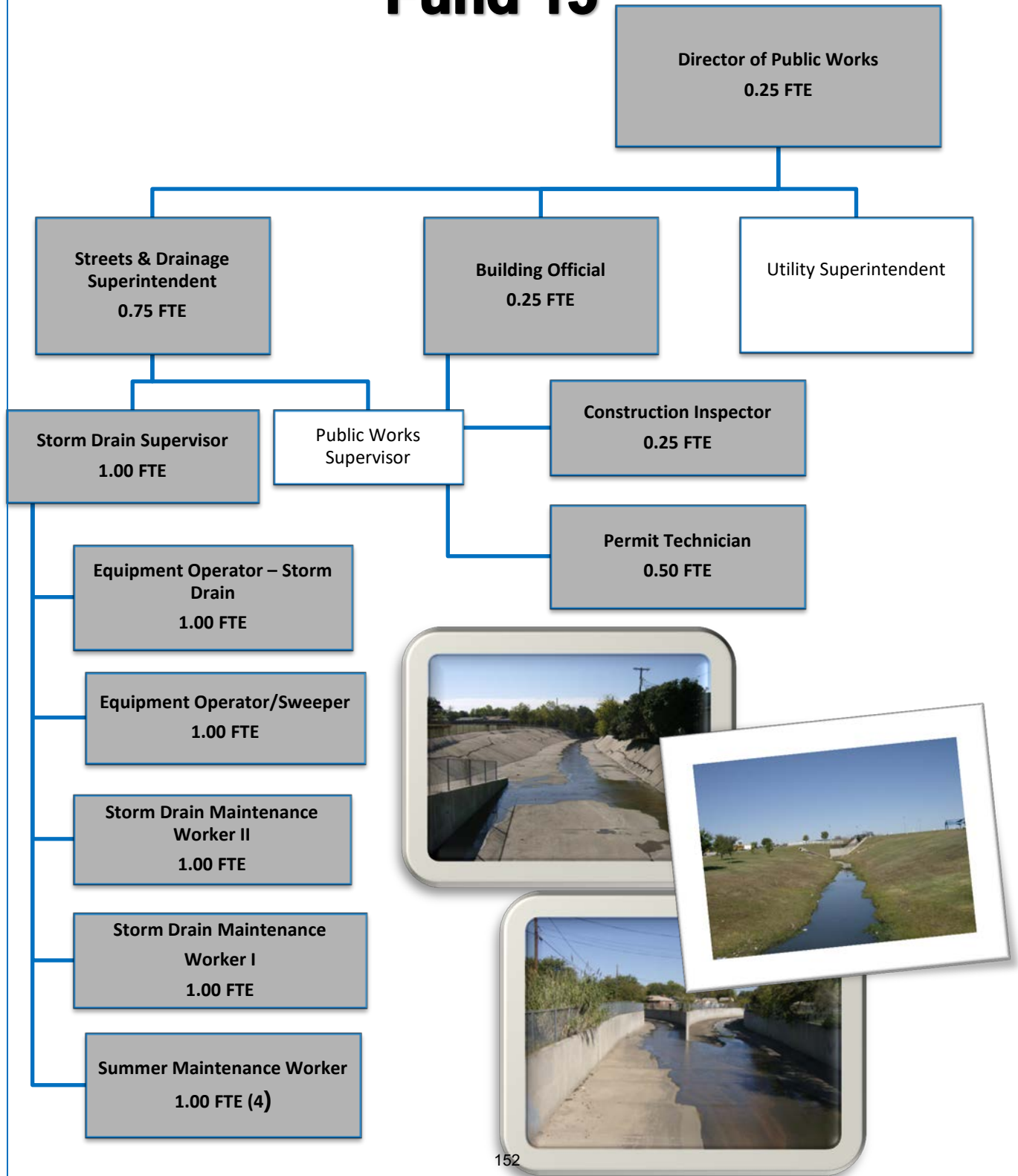
PROPRIETARY FUNDS

**STORM DRAIN UTILITY BUDGET SUMMARY
FUND 15**

	HISTORY		PROJECTED YEAR		BUDGET	%CHANGE
	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Projected	2019-20 Budget	FY2019-20 VS 2018-19
Working Capital, October 1	\$2,822,257	\$3,229,086	\$3,853,173	\$3,607,759	\$3,955,479	
<u>Revenues:</u>						
Operating Revenues	1,419,460	1,451,829	1,452,000	1,470,000	1,470,000	1.2%
Interest Income	24,878	64,709	25,000	54,000	55,000	120.0%
Other Revenue	8,150	0	0	0	0	0.0%
Total Revenues	\$ 1,452,488	\$ 1,516,538	\$ 1,477,000	\$ 1,524,000	\$ 1,525,000	3.2%
Total Available Resources	\$ 4,274,745	\$ 4,745,624	\$ 5,330,173	\$ 5,131,759	\$ 5,480,479	0.9%
<u>Expenditures:</u>						
Personnel	425,147	445,980	497,200	467,200	501,300	0.8%
Supplies	22,199	27,410	38,600	29,900	38,650	0.1%
Maintenance	12,677	14,441	56,500	36,500	56,500	0.0%
Contractual/Sundry	156,939	174,942	203,230	189,080	167,880	-17.4%
Depreciation	348,724	358,092	0	0	0	0.0%
Total Operating Expenditures	965,686	1,020,865	795,530	722,680	764,330	-3.9%
<u>Operating Transfers-Out</u>						
To General Fund	70,973	71,000	72,600	72,600	73,500	1.2%
To Internal Service Fund	9,000	46,000	31,000	31,000	0	-100.0%
Total Operating Transfers-Out	79,973	117,000	103,600	103,600	73,500	-29.1%
Operating Surplus/(Deficit)	\$406,829	\$378,673	\$ 577,870	\$ 697,720	687,170	
CAPITAL PROJECTS	0	0	2,483,000	350,000	3,679,518	48.2%
TOTAL OPERATING & TRNSFRS&CAP	\$ 1,045,659	\$ 1,137,865	\$ 3,382,130	\$ 1,176,280	\$ 4,517,348	33.6%
Working Capital, September 30	\$3,229,086	\$3,607,759	\$1,948,043	\$3,955,479	\$963,131	
CHANGE IN NET ASSETS	\$406,829	\$378,673	(\$1,905,130)	\$347,720	(\$2,992,348)	

* Working Capital adjusted to CAFR first of year

Public Works Storm Drain Fund 15



PROPRIETARY FUNDS

DEPARTMENT: PUBLIC WORKS DIVISION / ACTIVITY: STORM DRAIN UTILITY – FUND 15	
LOCATION: 7800 Virgil Anthony Sr. Blvd. Watauga, Texas 76148 Phone Number: 817-514-5806	HOURS OF OPERATION: Monday – Friday 8:00 A.M. – 5:00 P.M.
MISSION / PROGRAMS / SERVICES: • Perform maintenance on concrete and earthen channels, as well as, the maintenance of ditches in the City owned right of ways to keep City in compliance with Storm Water Permit • Clean and maintain curb and gutters, storm drain inlets, junction boxes and underground storm system boxes • Coordinate new sidewalk installation and repair • Storm Drain Utility Division of Public Works is responsible for street sweeping • Place and retrieve mosquito traps for West Nile and Zika virus testing in coordination with Tarrant County Health Department	
FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS: • Swept all City streets periodically • Maintained channels • Placed and retrieved mosquito traps for West Nile virus testing in coordination with Tarrant County Health Department • Repaired or replaced approximately 5,250 linear feet of sidewalk and eight wheelchair ramps	
FY2019-2020 GOALS/ OBJECTIVES: • Sweep all City streets on an alternating monthly schedule • Maintain channels • Continue repair necessary sidewalk as identified • Place and retrieve mosquito traps for West Nile and Zika virus testing in coordination with Tarrant County Health Department	
MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS: • Unstable cost of fuel and lubricants • Rising cost of dumping debris from repair projects • Rising contractor fee costs	

PROPRIETARY FUNDS

DEPARTMENT: PUBLIC WORKS						
DIVISION / ACTIVITY: STORM DRAIN UTILITY - FUND 15						
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Non-Departmental	\$112,750	\$122,907	\$126,167	\$118,580	\$118,580	\$96,480
Personnel	\$415,944	\$425,148	\$445,980	\$497,200	\$467,200	\$501,300
Supplies	\$28,477	\$22,199	\$27,410	\$38,600	\$29,900	\$38,650
Maintenance	\$14,180	\$12,677	\$14,441	\$56,500	\$36,500	\$56,500
Contractual/Sundry	\$12,356	\$34,032	\$48,775	\$84,650	\$70,500	\$71,400
Capital Outlay	\$349,100	\$348,724	\$358,092	\$2,483,000	\$350,000	\$3,679,518
Transfers	\$103,500	\$79,973	\$117,000	\$103,600	\$103,600	\$73,500
TOTAL	\$1,036,307	\$1,045,660	\$1,137,865	\$3,382,130	\$1,176,280	\$4,517,348
PERSONNEL						
Director of Public Works	0.25	0.25	0.25	0.25	0.25	0.25
Building Official	0.25	0.25	0.25	0.25	0.25	0.25
Code Enforcement Officer/Engineer	0.25	0.25	0.00	0.00	0.00	0.00
Construction Inspector	0.00	0.00	0.25	0.25	0.25	0.25
Streets & Drainage Superintendent	0.75	0.75	0.75	0.75	0.75	0.75
Storm Drain Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Equipment Operator	1.00	1.00	1.00	1.00	1.00	1.00
Equipment Operator / Sweeper	1.00	1.00	1.00	1.00	1.00	1.00
Storm Drain Maintenance Worker I	2.00	2.00	1.00	1.00	1.00	1.00
Storm Drain Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00
Permit Technician	0.50	0.50	0.50	0.50	0.50	0.50
Summer Temp. Help	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL	9.00	9.00	8.00	8.00	8.00	8.00
PERFORMANCE MEASURES / SERVICE LEVELS						
Input / Demand			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Number of right of way miles mowed / weeded			19	0	0	0
Miles of street cleaned			88	88	88	88
Number of miles of drainage channels mowed / weeded			9	9	9	9
Output / Workload			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Crew hours spent mowing and cutting weeds			1,514	1,650	1,764	1,785
Crew hours spent chipping limbs at Browning			18	0	0	0
Efficiency Measures / Impact			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
M & O percentage of city budget			3%	8%	3%	8%
M & O budget per capita			\$46.40	\$143.37	\$49.86	\$191.33
Effectiveness Measures / Outcomes						
	Goals	Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20	
Monthly maintenance on right of ways (crew hrs)	1,3	652	216	240	245	
Monthly maintenance on channels (m crew hrs)	2,3	812	342	348	350	
Sweeping of city streets per schedule (man hrs)	2,6	310	354	98	100	
Tree trimming in channels (crew hrs)	2	44	90	12	93	
Treertrimming in right of ways.(crew hrs)	2	66	80	20	24	
Number of sandbags delivered	2,6	8	0	16	20	



PROPRIETARY FUNDS

BUDGET CHANGES

Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: PUBLIC WORKS

DIVISION / ACTIVITY: STORM DRAIN UTILITY - FUND 15

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Payment to Internal Services	Non-Departmental		(\$28,000)	Equipment replacement legacy adjustment
Workers Compensation	Non-Departmental		\$5,000	Reallocation Adjustment
Payment in Lieu of Taxes	Non-Departmental	\$900		Revenue Adjustment
Salary Adjustments	Personnel Services		\$6,300	FY19-20 1.5% Salary Adjustment
Personnel	Personnel Services		(\$2,200)	Benefits & Retention Adjustments
Office Supplies	Supplies		\$50	Minor Usage Adjustment
Rental of Equipment	Contractual/Sundry		\$1,000	Needs Adjustment
Special Services	Contractual/Sundry	(\$18,000)		New Request FY18-19 - MS4 TCEQ Permit (one-time)
Special Services	Contractual/Sundry		\$3,000	Insurance Brokerage Allocation
Special Services	Contractual/Sundry	\$8,750	\$1,400	New Request FY19-20 - GIS Consulting Services
Travel Expense	Contractual/Sundry		\$1,000	Needs Adjustment
Contract/Outsource	Contractual/Sundry		(\$10,400)	Grounds Maintenance Contract Adjustment
Storm Drain Improvements	Capital Outlay	\$1,106,518		Capital Improvement Plan Adjustment
Storm Drain Improvements	Capital Outlay	\$90,000		New Request FY19-20 - Blue Green Grey Grant (one-time)
Transfer to Internal Services	Transfers	(\$31,000)		Equipment Replacement Adjustment
Transfer to General Fund	Transfers	\$900		Revenue Adjustment
TOTALS:		\$1,158,068	(\$22,850)	

\$1,135,218 NET INCREASE/DECREASE

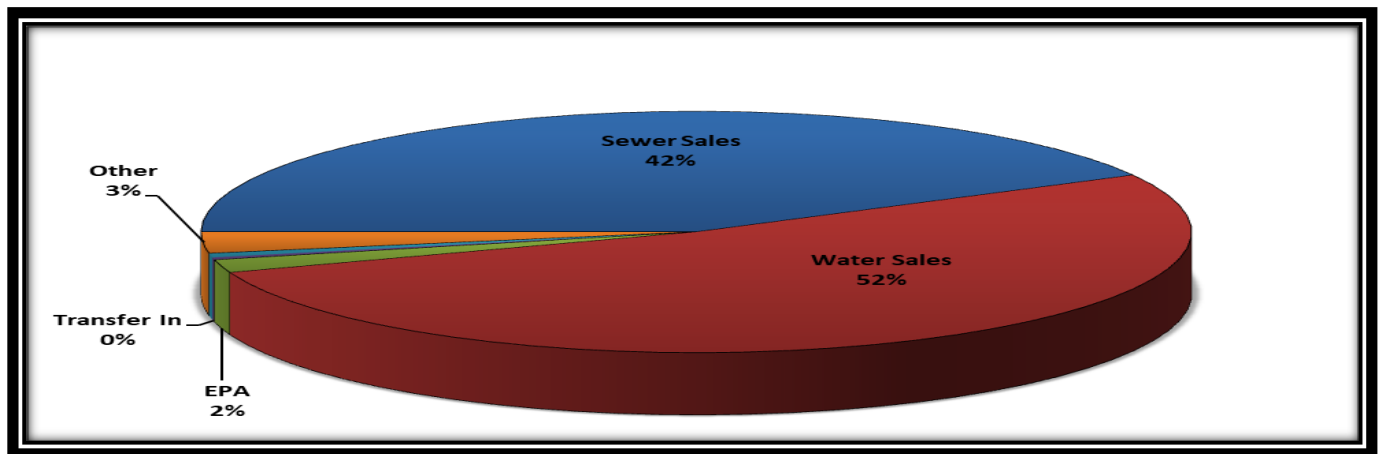
PROPRIETARY FUNDS

Water and Sewer Utility Operating Fund

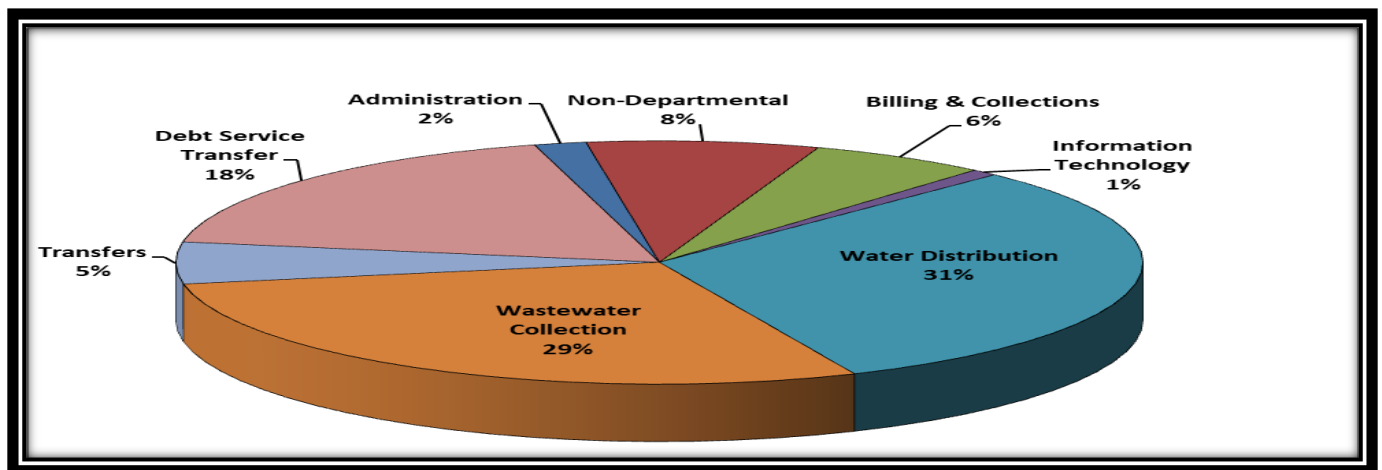
The Water and Sewer Utility Fund is one of two enterprise funds of the City. Its purpose is to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the City Council is that cost of providing services to the general public on a continuing basis be financed or recovered primarily through user charges. Watauga implemented Water and Sewer rates in 1996 as a result of the system purchase from North Richland Hills. Rates were not raised until October 2001 when a tiered rate system was put into effect. Rates were again changed in April 2002 to a flat rate structure due to the difficulty in regulating a tiered rate structure. Sewer rates were also increased during October 2001. A pass-through rate change was also made effective at that time based on actual charges incurred by wholesalers. In December, 2011, rates were increased by 30% in order to make this fund self-sustaining and to acquire enough working capital for various projects in future years.

This fund is used to account for user fees charged to residential and commercial units located within the City of Watauga. All activities necessary to providing such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance, and billing and collections. Accounting records for the Water and Sewer Utility Fund are maintained on the accrual basis.

Where Does the Money Come From?



Where Does the Money Go?

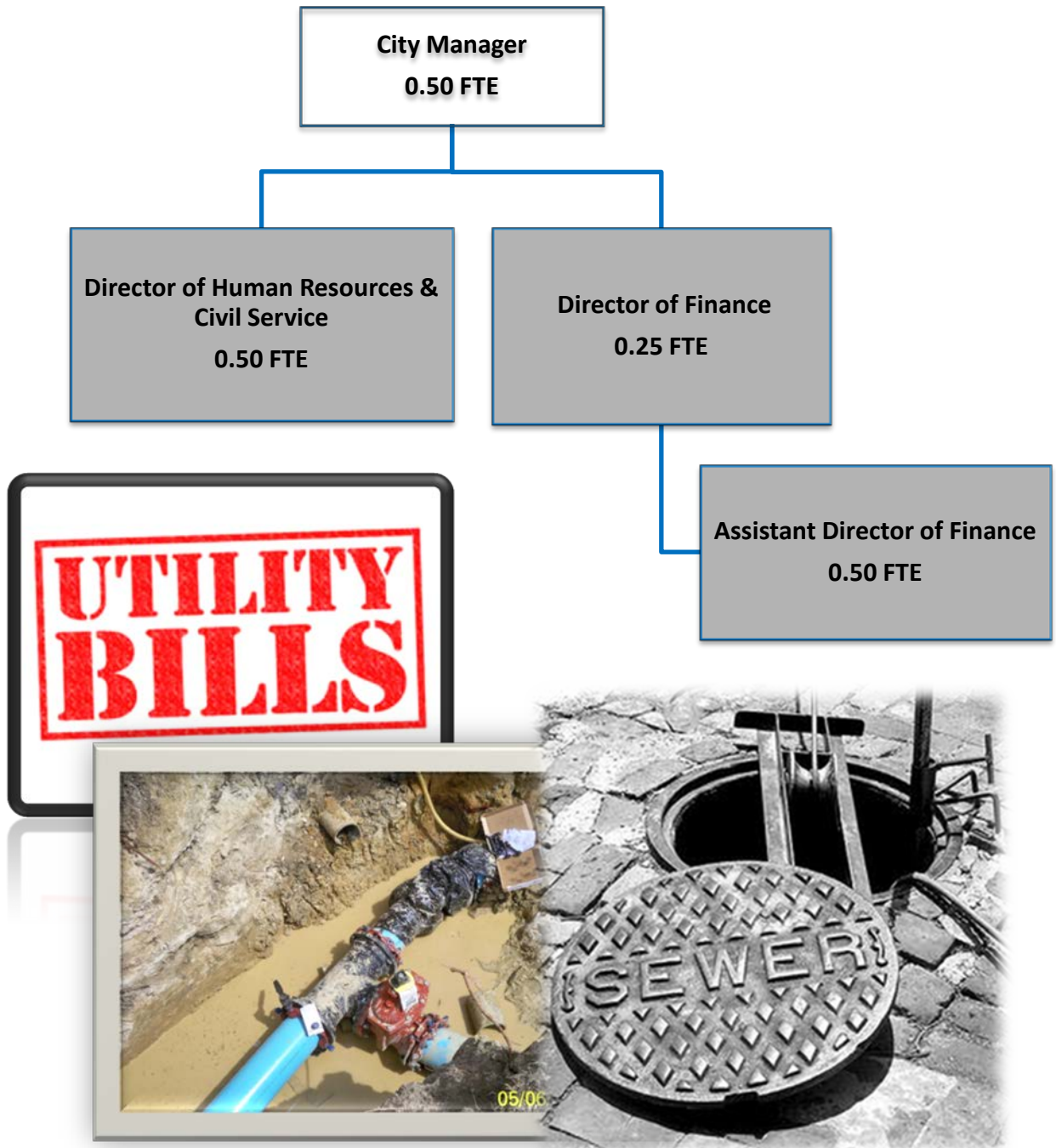


PROPRIETARY FUNDS

WATER SEWER UTILITY BUDGET SUMMARY – FUND 40

	HISTORY			CURRENT YEAR		REVISED WITH RATE INCREASE IN FY2019-20
	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Projected	2019-20 Budget
Retained Earnings, October 1	\$ 1,127,895	\$693,869	\$1,310,956	\$ 1,406,087	\$ 1,988,995	\$1,472,887
<u>Revenues:</u>						
Water Sales	4,599,547	4,239,099	4,474,557	4,800,000	4,352,000	4,745,000
Sewer Sales	3,522,972	3,397,237	3,342,387	3,750,000	3,496,000	3,825,000
Penalty Revenue	192,009	180,106	175,518	205,000	200,000	205,000
Other Revenue	8,552	15,493	14,267	13,000	13,700	14,000
Water Taps	3,200	1,600	19,650	0	1,500	0
Sewer Taps	200	150	2,900	0	100	0
Service Charges	41,216	38,409	37,479	40,000	40,000	40,000
EPA Revenues	166,149	160,647	156,320	156,000	157,000	157,000
Water Inspection Fees	0	0	0	0	0	0
Sewer Inspection Fees	0	0	0	0	0	0
Interest Income	(279)	10,302	27,028	20,000	38,000	50,000
Operating Revenues	\$ 8,533,567	\$ 8,043,043	\$ 8,250,106	\$ 8,984,000	\$ 8,298,300	\$ 9,036,000
	(6,167)					
<u>Operating Transfers-In:</u>						
Transfers In JUF - Other	514	10,509	17,150	0	20,000	30,000
Total Available Resources	\$ 9,661,976	\$ 8,747,421	\$ 9,578,212	\$ 10,390,087	\$ 10,307,295	\$ 10,538,887
<u>Expenditures:</u>						
Administration	251,812	255,769	274,142	271,300	265,660	152,850
Non-Departmental	509,939	667,211	695,416	655,180	629,680	684,830
Billing & Collections	453,790	448,694	470,579	507,800	496,800	526,700
Information Technology	67,250	68,193	73,073	75,900	74,280	78,050
Water Distribution	2,607,241	2,419,979	2,583,738	2,899,400	2,925,348	2,749,200
Wastewater Collection	2,553,149	2,180,557	1,625,575	2,407,700	2,559,140	2,531,950
Total Operating Expenditures	6,443,181	6,040,403	5,722,523	6,817,280	6,950,908	6,723,580
<u>Operating Transfers-Out</u>						
To General Fund	300,397	386,722	426,961	430,000	393,000	430,000
To Joint Use Facility Fund	53,361	51,775	38,945	75,000	49,000	60,000
To CO Debt Service	1,685,863	765,838	1,260,788	1,275,000	1,275,000	1,600,000
To Revenue Bond Debt Service	325,304	0	0	0	0	0
To Water/Wastewater Construction	140,000	140,000	140,000	140,000	100,000	0
Total Operating Transfers-Out	2,504,925	1,344,335	1,866,694	1,920,000	1,817,000	2,090,000
Operating Surplus/(Deficit)	\$ (414,026)	\$ 668,814	\$ 678,039	246,720	(449,608)	252,420
<u>Transfers to Sustainability Funds</u>						
To Equipment Repl. - Current Year	50,000	50,000	0	66,500	66,500	0
Total Transfers to Sustainability Funds	50,000	50,000	0	66,500	66,500	0
Net Income Before Transfers	2,090,900	2,013,149	2,544,733	2,166,720	1,367,392	2,342,420
TOTAL OPERATING & TRANSFERS	\$ 8,998,106	\$ 7,434,738	\$ 7,589,217	\$ 8,803,780	\$ 8,834,408	\$ 8,813,580
Retained Earnings, September 30	\$ 693,869	\$1,312,683	\$ 1,988,995	\$1,586,307	\$1,472,887	\$1,725,307
CHANGE IN NET ASSETS	(\$464,026)	\$ 618,814	\$678,039	\$180,220	(\$516,108)	\$252,420
% OF EXPENDITURES	7%	17%	26%	17%	16%	20%

Water and Sewer Fund Fund 40-010



PROPRIETARY FUNDS

DEPARTMENT: WATER & SEWER FUND

DIVISION / ACTIVITY: ADMINISTRATIVE – FUND 40-010

LOCATION:

7105 Whitley Road
Watauga, Texas 76148
Phone Number: 817-514-5800

HOURS OF OPERATION:

Monday – Friday 8:00 A.M. – 5:00 P.M.

MISSION / PROGRAMS / SERVICES:

- Responsible for the planning, development, programming and management of activities and services provided to the citizens of Watauga through the City Manager's office, Personnel Director/Public Information Office, HR Coordinator's Office and Finance Department.
- This department includes only personnel costs associated with these services provided.

FY2017-2018 HIGHLIGHTS / ACCOMPLISHMENTS:

See Fund 01-010, Fund 01-011, and Fund 01-040

FY2018-2019 GOALS/ OBJECTIVES:

See Fund 01-010, Fund 01-011, and Fund 01-040

MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS:

See Fund 01-010, Fund 01-011, and Fund 01-040

PROPRIETARY FUNDS

DEPARTMENT: WATER & SEWER FUND						
DIVISION / ACTIVITY: ADMINISTRATION - FUND 40-010						
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-19 BUDGET	2018-19 PROJECTED	2019-20 BUDGET
Personnel	\$251,813	\$255,769	\$274,142	\$271,300	\$265,660	\$152,850
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0	\$0	\$0	\$0
Contractual/Sundry	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$251,813	\$255,769	\$274,142	\$271,300	\$265,660	\$152,850
PERSONNEL						
City Manager	0.50	0.50	0.50	0.50	0.50	0.00
Director of Finance	0.25	0.25	0.25	0.25	0.25	0.25
Assistant Director of Finance	0.50	0.50	0.50	0.50	0.50	0.50
Director of HR & CS	0.50	0.50	0.50	0.50	0.50	0.50
TOTAL	1.75	1.75	1.75	1.75	1.75	1.25
Efficiency Measures / Impact			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
M & O budget per capita			\$11.18	\$11.50	\$11.26	\$6.47
M & O percentage of city budget			0.63%	0.63%	0.62%	0.27%



PROPRIETARY FUNDS

BUDGET CHANGES

Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: WATER & SEWER FUND				
DIVISION / ACTIVITY: ADMINISTRATIVE - FUND 40-010				
DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Personnel	Personnel Services		(\$120,300)	Reallocated .50 FTE Position to General Fund
Salary Adjustments	Personnel Services		\$2,100	FY19-20 1.5% Salary Increase
Personnel	Personnel Services		(\$250)	Benefits Adjustment
TOTALS:		\$0	(\$118,450)	

(\$118,450) NET INCREASE/DECREASE

PROPRIETARY FUNDS

DEPARTMENT: WATER & SEWER

DIVISION / ACTIVITY: NON-DEPARTMENTAL – FUND 40-020

LOCATION:

7105 Whitley Road

Watauga, Texas 76148

Phone Number: 817-514-5800

HOURS OF OPERATION:

Monday – Friday 8:00 A.M. – 5:00 P.M.

Extended hours for meetings and elections.

MISSION / PROGRAMS / SERVICES:

- Management has initiated programs to define the costs in this budget that may not be specifically identifiable to any operational budget.
- Examples of costs here include:
 - general liability insurance
 - city-wide computer leases
 - copier costs
 - merchant fees
 - contingency
 - worker's compensation
 - vacation buy-back
 - retirement costs
 - general administrative costs

FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS:

- Continued to address employee compensation issues

FY2019-2020 GOALS/ OBJECTIVES:

- Continue to fund employee compensation in order to remain competitive in the current market

MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS:

- In order to recruit and retain a solid workforce, the City will continually review and revise the current employee pay plan

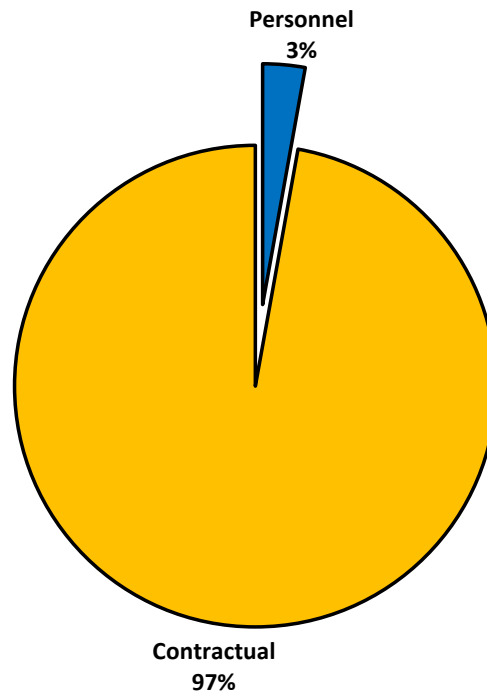
PROPRIETARY FUNDS

DEPARTMENT: WATER & SEWER

DIVISION / ACTIVITY: NON DEPARTMENTAL - FUND 40-020

EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Personnel	\$13,161	\$11,224	\$56,140	\$20,000	\$1,500	\$20,000
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance	\$0	\$2,000	\$0	\$0	\$0	\$0
Contractual/Sundry	\$496,779	\$653,986	\$639,276	\$635,180	\$628,180	\$664,830
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$509,940	\$667,210	\$695,416	\$655,180	\$629,680	\$684,830

PROPRIETARY FUND NON-DEPARTMENTAL 2019-2020 BUDGET





PROPRIETARY FUNDS

BUDGET CHANGES

Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: WATER & SEWER

DIVISION / ACTIVITY: NON-DEPARTMENTAL - FUND 40-020

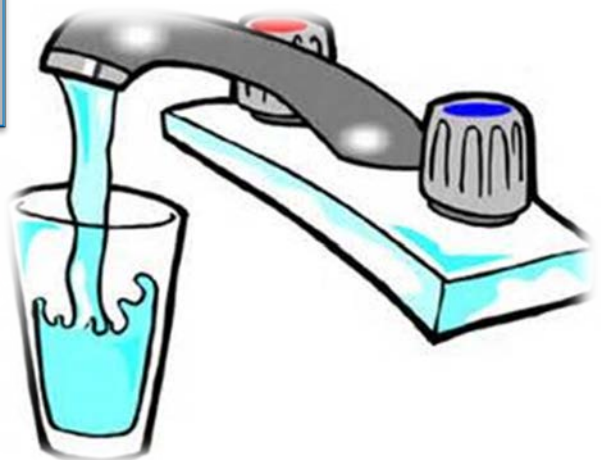
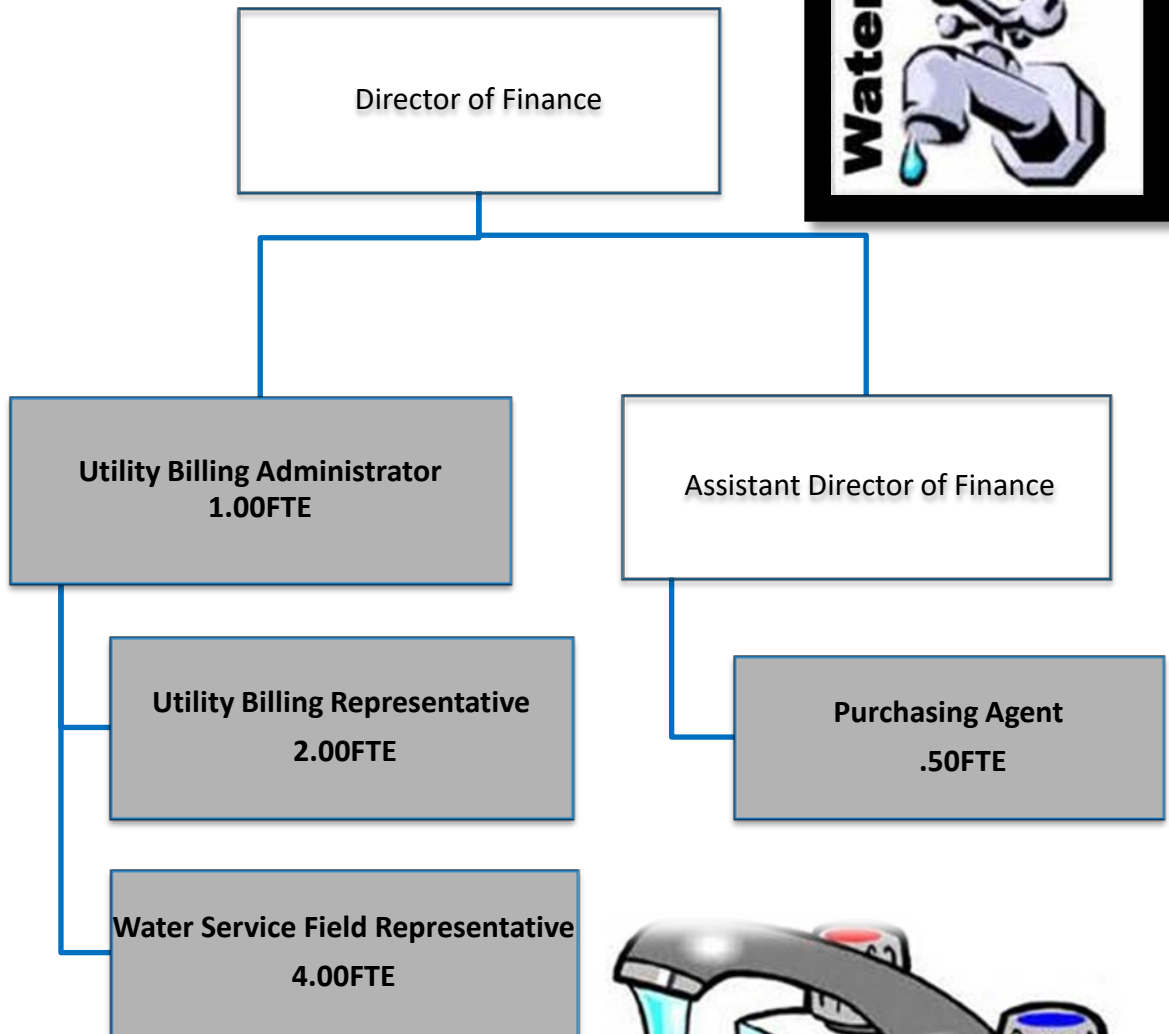
DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Special Services	Contractual/Sundry		\$5,000	Insurance Broker Allocation Increase
Special Services	Contractual/Sundry		\$10,000	Investment Advisor Consultant
Special Services	Contractual/Sundry	\$8,750	\$1,400	New Request FY19-20 GIS Consulting Services
Merchant/Bank Charges	Contractual/Sundry		\$10,000	Increased Credit Card Usage
Pmt. To Internal Services	Contractual/Sundry		(\$10,500)	Equipment Replacement Adjustment
Workers Compensation	Contractual/Sundry		\$4,000	Increased Cost
Contingency	Contractual/Sundry		\$1,000	Adjustment
TOTALS:		\$8,750	\$20,900	

\$29,650 NET INCREASE/DECREASE

Finance

Utility Billing & Collections

Fund 40-045



PROPRIETARY FUNDS

DEPARTMENT: FINANCE	
DIVISION / ACTIVITY: UTILITY BILLING AND COLLECTIONS – FUND 40-045	
LOCATION: 7105 Whitley Road Watauga, Texas 76148 Phone Number: 817-514-5820	HOURS OF OPERATION: Monday – Friday 8:00 A.M. – 5:00 P.M.
MISSION / PROGRAMS / SERVICES: Provide customers with the best service possible for prompt administration of their utility accounts. Perform duties in such a way as to protect the assets of the City and its citizens. Continue to seek ways to raise the level and quality of customer service provided by this office through continuous training. Ensure accurate reading of meters by properly maintaining meters and correctly read water customers' meters in a timely manner to meet billing cycle schedules. Provided services include: • Establishing new accounts and updating existing accounts • Handle customer inquiries • Meter reading • Initiate work orders • Process delinquent accounts • Bill and process customer payments • Receipting and posting the financial activity for other City departments • Our Field Service Representatives change out meters, perform meter box maintenance and installations, as well as assist with other departments	
FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS: • Continued meter replacement program with a total of 250 residential water meters replaced • Continued cross-training staff • Performed a storm drain/permits audit	
FY2019-2020 GOALS/ OBJECTIVES: • Continue with the meter and meter lid replacement program • Continue with the storm drain audit • Encourage customer service representatives to network with others within the same industry to help better serve our customers, both internally and externally • Provide customer service training • Implementation of E-billing services for utility customers	
MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS: • Monitor monthly water and waste water consumption to stay apprised of year-to-date revenue	

PROPRIETARY FUNDS

DEPARTMENT: FINANCE

DIVISION / ACTIVITY: UTILITY BILLING AND COLLECTIONS - FUND 40-045

EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Personnel	\$356,644	\$356,748	\$373,934	\$401,000	\$395,750	\$413,100
Supplies	\$62,127	\$57,351	\$62,437	\$66,200	\$62,500	\$66,200
Maintenance	\$4,385	\$4,937	\$4,864	\$5,500	\$5,500	\$6,000
Contractual/Sundry	\$30,632	\$29,659	\$29,344	\$35,100	\$33,050	\$35,100
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$6,300
TOTAL	\$453,788	\$448,695	\$470,579	\$507,800	\$496,800	\$526,700

PERSONNEL						
Utility Billing Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Utility Billing Representative	0.00	0.00	0.00	0.00	2.00	2.00
Customer Service Rep I	1.00	1.00	1.00	1.00	0.00	0.00
Customer Service Rep II	1.00	1.00	1.00	1.00	0.00	0.00
Administrative Assistant	0.50	0.50	0.00	0.00	0.00	0.00
Purchasing Agent	0.00	0.00	0.50	0.50	0.50	0.50
Purchasing Specialist	0.00	0.00	0.00	0.00	0.00	0.00
Water Service Field Representative	2.00	2.00	2.00	2.00	2.00	4.00
Meter Reader	2.00	2.00	2.00	2.00	2.00	0.00
TOTAL	7.50	7.50	7.50	7.50	7.50	7.50

PERFORMANCE MEASURES / SERVICE LEVELS

<i>Input / Demand</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
Service orders	4,350	5,000	5,000	5,000
Number of water billings	98,680	98,500	98,500	98,500
Number of wastewater billings	98,500	98,500	98,500	98,500
Number of water account	8,255	8,250	8,250	8,250
Number of wastewater accounts	8,255	8,200	8,200	8,200
Meters read annually	98,000	98,000	98,000	98,000

<i>Output/Workload</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
New accounts	1,331	1,400	1,400	1,400
Transfers	24	50	50	50
Billing cycles	5	5	5	5
Meters replaced	291	500	300+	300+
Cu. Ft. billed - water	90,300,000	90,000,000	90,000,000	90,000,000
Cu. Ft. billed - wastewater	70,000,000	71,000,000	71,000,000	71,000,000

<i>Efficiency Measures / Impact</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
M & O budget per capita	\$19.19	\$21.53	\$21.06	\$22.31
M & O percentage of city budget	1.08%	1.18%	1.15%	0.95%
Delinquent cut-off water customer	1,400	1,400	1,400	1,400
Percentage of billings that go to bad debt	1%	1%	1%	1%

<i>Effectiveness Measures / Outcomes</i>	<i>Goals</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
% of same day service	1,2,3,4,5	100%	100%	100%	100%
% of accurate readings	1,4,5	100%	100%	100%	100%
% of revenues recorded within 24 hours	1,4,5	100%	100%	100%	100%
% of complaints addressed within 3 days	1,2,3,4,5	100%	100%	100%	100%



PROPRIETARY FUNDS

BUDGET CHANGES

Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: FINANCE				
DIVISION / ACTIVITY: UTILITY BILLING & COLLECTIONS - FUND 40-045				
DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Salary Adjustments	Personnel Services		\$5,100	FY19-20 1.5% Salary Increase
Personnel	Personnel Services		\$7,800	Position Reclass - Approved PIP FY19-20
Personnel	Personnel Services		\$200	Benefits Adjustment
Overtime	Personnel Services		(\$1,000)	Usage Adjustment
Meter Reading System	Maintenance		\$500	Increased Costs
Computer Software	Capital Outlay	\$6,300		New Request FY19-20 - Output Director (one-time)
TOTALS:		\$6,300	\$12,600	

\$18,900 NET INCREASE/DECREASE

Information Technology

Fund 40-050



City Manager

Chief Information Officer
0.50 FTE



PROPRIETARY FUNDS

DEPARTMENT: WATER & SEWER	
DIVISION / ACTIVITY: INFORMATION TECHNOLOGY – FUND 40-050	
LOCATION: 7105 Whitley Road Watauga, Texas 76148 Phone Number: 817-514-5824	HOURS OF OPERATION: Monday – Friday 8:00 A.M. – 5:00 P.M. Continuous on-call service
MISSION / PROGRAMS / SERVICES: Mission: To provide for the operations and development of the City through the implementation and support of cost effective technologies which enhance the efficiencies of City staff while facilitating effective information flow between the City and its citizens. Programs and Services: • Networking, Hardware and Software, Telecommunications, Web Site, Cable Channel, Audio/Video, Building Security and Technical Support and Public Information	
FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS: • Police Department Security Camera Upgrade • State of the City • Implement Civic Ready Mass Communications System • Meet Your City Event Setup • Implemented Civic Engage Mobile App • Explored PBX Replacement Options • Implemented ATT U-verse Cable Channel 99 • Implemented Mobile Printing App for Library • Created Transparency page on City Web Site • Improved City WiFi connectivity and speed • Implemented New Backup solution and documentation software • Citizens Communications Committee • City Manager's Comp Plan Workgroup • Electronic Signs Committee • Maintained all systems to a functional level	
FY2019-2020 GOALS/ OBJECTIVES: • PBX Replacement Solution • PC Replacements • Council A/V Upgrade • Financial System Server Replacement • RecPro migration to Civic Rec • Staffing	
MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS: • Staffing. Lack of personnel will deteriorate the ability of the department to continue to provide services uninterrupted • Aging A/V equipment in the Council Chambers • End of Life PBX • Warranty Expiry on workstations	

PROPRIETARY FUNDS

DEPARTMENT: WATER & SEWER

DIVISION / ACTIVITY: INFORMATION TECHNOLOGY - FUND - 40-050

EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Personnel	\$62,210	\$63,573	\$67,567	\$69,900	\$69,240	\$70,700
Supplies	\$0	\$0	\$466	\$500	\$0	\$500
Maintenance	\$5,040	\$4,620	\$5,040	\$5,500	\$5,040	\$6,850
Contractual/Sundry	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$67,250	\$68,193	\$73,073	\$75,900	\$74,280	\$78,050

PERSONNEL						
Chief Information Officer	0.50	0.50	0.50	0.50	0.50	0.50
TOTAL	0.50	0.50	0.50	0.50	0.50	0.50

PERFORMANCE MEASURES / SERVICE LEVELS

<i>Input / Demand</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
PC workstations	143	158	155	155
LAN servers	20	19	12	12
Printers	80	83	85	85
Laptops	52	52	62	62
Digital signage or conference displays	10	10	10	10
Audio / Video systems	3	3	2	2
Smart boards	3	3	3	3
PBX switches	1	1	1	1
Telephones	127	132	132	132

<i>Output / Workload</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
Number of help desk calls	1,500	4,000	4,780	5,000
Number of other service calls	1,400	No Longer Tracked		

<i>Efficiency Measures / Impact</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
M & O budget per capita	\$2.98	\$3.22	\$3.15	\$3.31
M & O budget percentage of city budget	0.17%	0.18%	0.17%	0.14%

<i>Effectiveness Measures / Outcomes</i>	<i>Goals</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
Survey satisfaction rate	1, 3, 4, 5	95%	95%	100%	100%
Problem resolution / repair of systems:	1, 3, 4, 5				
% completed within 1 business day	1, 3, 4, 5	90%	95%	95%	95%
% completed in greater than 1 business day	1, 3, 4, 5	10%	10%	5%	5%
% of priority service calls closed within 4 hrs	1, 3, 4, 5	99%	99%	99%	99%
		99%	99%	99%	99%
Public safety dispatch system up time	1, 3, 4, 5	99%	99%	99%	99%
Computer systems & networks up time	1, 3, 4, 5	99%	99%	98%	99%



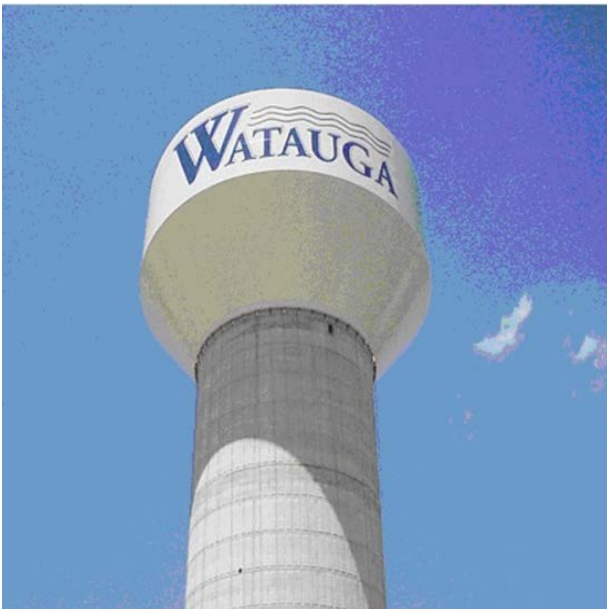
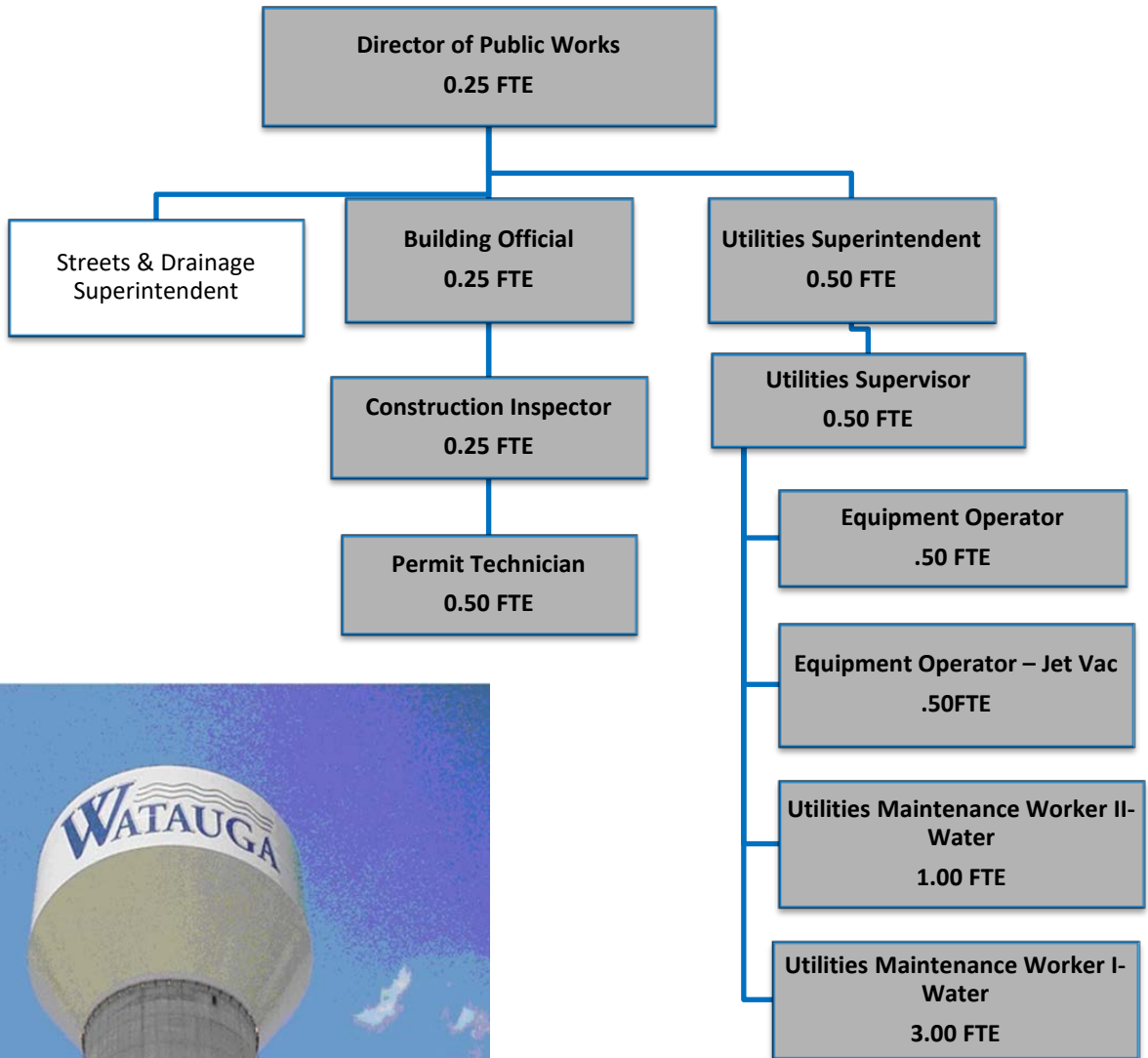
PROPRIETARY FUNDS **SIGNIFICANT BUDGET CHANGES**

Fiscal Year 2019-20 Compared to Fiscal Year 208-19

DEPARTMENT: WATER & SEWER				
DIVISION / ACTIVITY: INFORMATION TECHNOLOGY - 40-050				
DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Salary Adjustments	Personnel Services		\$1,000	FY19-20 1.5% Salary Increase
Personnel	Personnel Services		(\$200)	Benefits Adjustment
Software Maintenance	Maintenance		\$1,350	New Request FY19-20 - Output Director (on-going)
TOTALS:		\$0	\$2,150	

\$2,150 NET INCREASE/DECREASE

Public Works Water Distribution Fund 40-093



PROPRIETARY FUNDS

DEPARTMENT: PUBLIC WORKS DIVISION / ACTIVITY: WATER DISTRIBUTION – FUND 40-093	
LOCATION: 7800 Virgil Anthony Sr. Blvd. Watauga, Texas 76148 Phone Number: 817-514-5843	HOURS OF OPERATION: Monday – Friday 7:00 A.M. – 4 P.M.
MISSION / PROGRAMS / SERVICES: The mission of the City of Watauga Water Department is to provide the highest quality and quantity of water by collecting bacteriological water samples and flushing mains to ensure safe drinking water while providing world class customer service to our citizens. • The City’s water quality meets or exceeds requirements set forth by the Texas Commission on Environmental Quality (TCEQ) • The City of Watauga Water Department repairs leaks on mains and service lines to prevent loss of water and revenues • Strive to provide a world class customer service attitude	
FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS: • The Water Department collected 300 routine bacteriological water samples • Maintained 107 miles of water mains in the system • Flushed dead end water mains to ensure a high quality of water on dead ends and exercised water main valves • Delivered the Consumer Confidence Report to our citizens as well as posted in public places • Monitored disinfection levels daily as required by the Texas Commission on Environmental Quality (TCEQ), as well as, provided customer service to our citizens	
FY2019-2020 GOALS/ OBJECTIVES: • Compliance with TCEQ regulations will be through continued quarterly and annual operating reports, the Consumer Confidence Report, bacteriological water sampling, dead end water main flushing and valve exercising • Water leaks will be repaired in a timely manner • The Water Department will continue to provide the highest quality drinking water possible combined with World Class customer service	
MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS: • The Water Department must maintain compliance with the Texas Commission on Environmental Quality (TCEQ) regulations to ensure the citizens of Watauga receive the highest quality and quantity of water possible • Maintaining our superior water system rating will be accomplished through continued water sampling and water main repairs to prevent water and revenue loss	

PROPRIETARY FUNDS

DEPARTMENT: PUBLIC WORKS

DIVISION / ACTIVITY: WATER DISTRIBUTION - FUND 40-093

EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Personnel	\$353,993	\$390,668	\$361,748	\$424,900	\$372,750	\$433,400
Supplies	\$28,036	\$28,593	\$34,748	\$33,100	\$28,398	\$33,650
Maintenance	\$15,215	\$24,539	\$28,386	\$37,000	\$31,000	\$37,000
Contractual/Sundry	\$2,209,999	\$1,966,881	\$2,127,936	\$2,402,400	\$2,491,700	\$2,243,150
Capital Outlay	(\$27,401)	\$9,299	\$30,919	\$2,000	\$1,500	\$2,000
TOTAL	\$2,579,842	\$2,419,980	\$2,583,738	\$2,899,400	\$2,925,348	\$2,749,200
PERSONNEL						
Director of Public Works	0.25	0.25	0.25	0.25	0.25	0.25
Code Enforcement Officer/Engineer	0.25	0.25	0.00	0.00	0.00	0.00
Construction Inspector	0.00	0.00	0.25	0.25	0.25	0.25
Building Official	0.25	0.25	0.25	0.25	0.25	0.25
Utilities Superintendent	0.50	0.50	0.50	0.50	0.50	0.50
Utilities Supervisor	0.50	0.50	0.50	0.50	0.50	0.50
Equipment Operator (2)	1.00	1.00	1.00	1.00	1.00	1.00
Utilities Maintenance Worker I-Water	3.00	3.00	3.00	3.00	3.00	3.00
Administrative Supervisor	0.00	0.00	0.00	0.00	0.00	0.00
Utilities Maintenance Worker II-Water	1.00	1.00	1.00	1.00	1.00	1.00
Permit Technician	0.50	0.50	0.50	0.50	0.50	0.50
TOTAL	7.25	7.25	7.25	7.25	7.25	7.25
PERFORMANCE MEASURES / SERVICE LEVELS						
Input / Demand			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Number of water service calls			282	300	316	300
Miles of water lines maintained			107	107	107	107
Number of fire hydrants maintained			656	656	660	660
Output / Workload			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
Percent of dead-end lines flushed monthly			100%	100%	100%	100%
Percent of fire hydrants inspected, lubricated, and tested			60%	60%	50%	50%
Percent of Fire hydrants in service			99%	100%	99%	100%
Number of water samples taken			300	300	300	300
Efficiency Measures / Impact			Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
M & O percentage of city budget			5.95%	6.73%	6.79%	4.94%
M & O budget per capita			\$105.35	\$122.91	\$124.01	\$116.44
Effectiveness Measures / Outcomes		Goals	Actual 17-18	Budget 18-19	Projected 18-19	Budget 19-20
% water unaccounted for (water loss rate)		5	4.15%	5%	4%	5%
% emergency calls responded - 30 min		5	95%	95%	95%	95%
% non-emergency calls responded -1 hour		5	100%	100%	100%	100%
% main breaks repaired within 24 hours		5	99%	100%	100%	100%



PROPRIETARY FUNDS

BUDGET CHANGES

Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: PUBLIC WORKS				
DIVISION / ACTIVITY: WATER DISTRIBUTION - FUND 40-093				
DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Salary Adjustments	Personnel Services		\$5,300	FY19-20 1.5% Salary Increase
Personnel	Personnel Services		\$3,200	Retention & Benefits Adjustment
Publications	Supplies		\$550	Needs Adjustment
Communications	Contractual/Sundry		(\$1,250)	Analysis Adjustment
Electricity	Contractual/Sundry		\$16,000	Adjustment from Parks Fund 04
Water Purchases	Contractual/Sundry		(\$150,000)	Rate Adjustment
Laboratory Testing	Contractual/Sundry	(\$24,000)		New Request FY18-19 - UCMR4 Testing (one-time)
TOTALS:		(\$24,000)	(\$126,200)	

(\$150,200) NET INCREASE/DECREASE



PROPRIETARY FUNDS

DEPARTMENT: PUBLIC WORKS	
DIVISION / ACTIVITY: WASTEWATER COLLECTION – FUND 40-094	
LOCATION: 7800 Virgil Anthony Sr. Blvd. Watauga, Texas 76148 Phone Number: 817-514-5843	HOURS OF OPERATION: Monday – Friday 7:00 A.M. – 4 P.M.
MISSION / PROGRAMS / SERVICES: The City of Watauga Wastewater Division: • Maintains 81 miles of sewer mains • Maintain compliance with the Texas Commission on Environmental Quality regulations in monitoring and reporting overflows • Perform preventive maintenance flushing of sewer mains to reduce blockages • Replace and repair sewer mains and service lines • Perform video inspections to locate deficiencies for repair or replacement • Perform manhole and main line inspections to identify and repair inflow infiltration • Inspect sewer mains installed by contractors • Inspect grease and grit traps to ensure customers are in compliance with City ordinances • Provide world class customer service to citizens	
FY2018-2019 HIGHLIGHTS / ACHIEVEMENTS: • Performed preventative flushing of sewer mains to prevent blockages and unauthorized sewage bypass • Video inspected 20,000 feet of sewer mains to locate problem areas • Repaired and replaced numerous customer sewer service lines in streets and right-of-ways • Repaired 12 manholes to stop inflow infiltration • Inspected grease traps to ensure compliance with City Ordinance # 1060 to prevent Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) as well as unauthorized discharge	
FY2019-2020 GOALS/ OBJECTIVES: • Continue video inspections, manhole inspections for inflow/infiltration and preventative maintenance flushing of sewer mains to unstop and prevent sewer main blockages as well as locate problem areas and repair as necessary • Major problem areas will be listed for inclusion in the Capital Improvement Plan • Grease traps will be inspected monthly to ensure compliance with City Ordinances • Continue to repair or replace old deteriorated sewer mains • Continue to provide world class customer service	
MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS: • Must remain in compliance with the Texas Commission on Environmental Quality (TCEQ) regulations • Perform routine sewer main cleaning to prevent blockages and unauthorized sewage bypass • Repair or replace damaged sewer mains and sewer service lines within the City • Perform video inspections to identify problem areas in need of repair or replacement • Perform manhole inspections to prevent inflow infiltration • Perform grease trap inspections to ensure customers remain in compliance with City Ordinance # 1060	

PROPRIETARY FUNDS

DEPARTMENT: PUBLIC WORKS

DIVISION / ACTIVITY: WASTEWATER COLLECTION - FUND 40-094

EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGET	2018-2019 PROJECTED	2019-2020 BUDGET
Personnel	\$363,505	\$365,486	\$387,557	\$449,500	\$406,240	\$468,650
Supplies	\$18,922	\$16,208	\$21,029	\$31,200	\$20,400	\$26,200
Maintenance	\$2,804	\$4,276	\$2,241	\$7,000	\$5,700	\$7,000
Contractual/Sundry	\$2,167,918	\$1,794,587	\$1,214,747	\$1,920,000	\$2,126,800	\$2,030,100
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$2,553,149	\$2,180,557	\$1,625,575	\$2,407,700	\$2,559,140	\$2,531,950

PERSONNEL						
Building Official	0.25	0.25	0.25	0.25	0.25	0.25
Director of Public Works	0.25	0.25	0.25	0.25	0.25	0.25
Code Enforcement Officer/Engineer	0.25	0.25	0.00	0.00	0.00	0.00
Construction Inspector	0.00	0.00	0.25	0.25	0.25	0.25
Utilities Superintendent	0.50	0.50	0.50	0.50	0.50	0.50
Utilities Supervisor	0.50	0.50	0.50	0.50	0.50	0.50
Equipment Operator (2)	1.00	1.00	1.50	1.00	1.50	1.50
Equipment Operator / Jet Vac	1.00	1.00	0.50	1.00	0.50	0.50
Water Quality Technician	1.00	1.00	1.00	1.00	1.00	1.00
Utilities Maintenance Worker I - Sewer	1.00	1.00	1.00	1.00	1.00	1.00
Utilities Maintenance Worker II - Sewer	1.00	1.00	1.00	1.00	1.00	1.00
Permit Technician	0.50	0.50	0.50	0.50	0.50	0.50
TOTAL	7.25	7.25	7.25	7.25	7.25	7.25

PERFORMANCE MEASURES / SERVICE LEVELS

<i>Input / Demand</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
Linear feet of sewer line fully inspected	18,000	20,000	20,000	25,000
Linear feet of sewer line cleaned	181,000	300,000	250,000	250,000
Number of manholes maintained	1,022	1,031	1,031	1031
Miles of sewer lines maintained	81	81	81	81

<i>Output / Workload</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
Linear feet of sewer line repaired	375	400	350	400
Number of manholes inspected	100	0	250	250
Number of manholes repaired	57	20	20	20
Number of manholes cleaned	78	100	100	150

<i>Efficiency Measures / Impact</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
M & O percentage of city budget	3.74%	5.59%	5.94%	4.55%
M & O budget per capita	\$66.28	\$102.06	\$108.48	\$107.24

<i>Effectiveness Measures / Outcomes</i>	<i>Goals</i>	<i>Actual 17-18</i>	<i>Budget 18-19</i>	<i>Projected 18-19</i>	<i>Budget 19-20</i>
% backup calls responded within 30 minutes	5	95%	95%	95%	95%
% manholes inspected	5	75%	75%	95%	95%
% sewer lines cleaned	5	50%	50%	55%	55%
% sewer line blockages repaired within 24 hrs	5	99%	100%	100%	100%



PROPRIETARY FUNDS

BUDGET CHANGES

Fiscal Year 2019-20 Compared to Fiscal Year 2018-19

DEPARTMENT: PUBLIC WORKS

DIVISION / ACTIVITY: WASTEWATER COLLECTIONS - FUND 40-094

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Salary Adjustments	Personnel Services		\$5,700	FY19-20 1.5% Salary Increase
Personnel	Personnel Services		\$13,450	Benefits & Retention Adjustment
Vehicle Fuel & Lubricants	Supplies		(\$5,000)	Usage Adjustment
Communications	Contractual/Sundry		(\$900)	Analysis Adjustment
Travel Expense	Contractual/Sundry		\$1,000	Needs Adjustment
Sewer Costs	Contractual/Sundry		\$110,000	Increased Costs
TOTALS:		\$0	\$124,250	

\$124,250 NET INCREASE/DECREASE

PROPRIETARY FUNDS

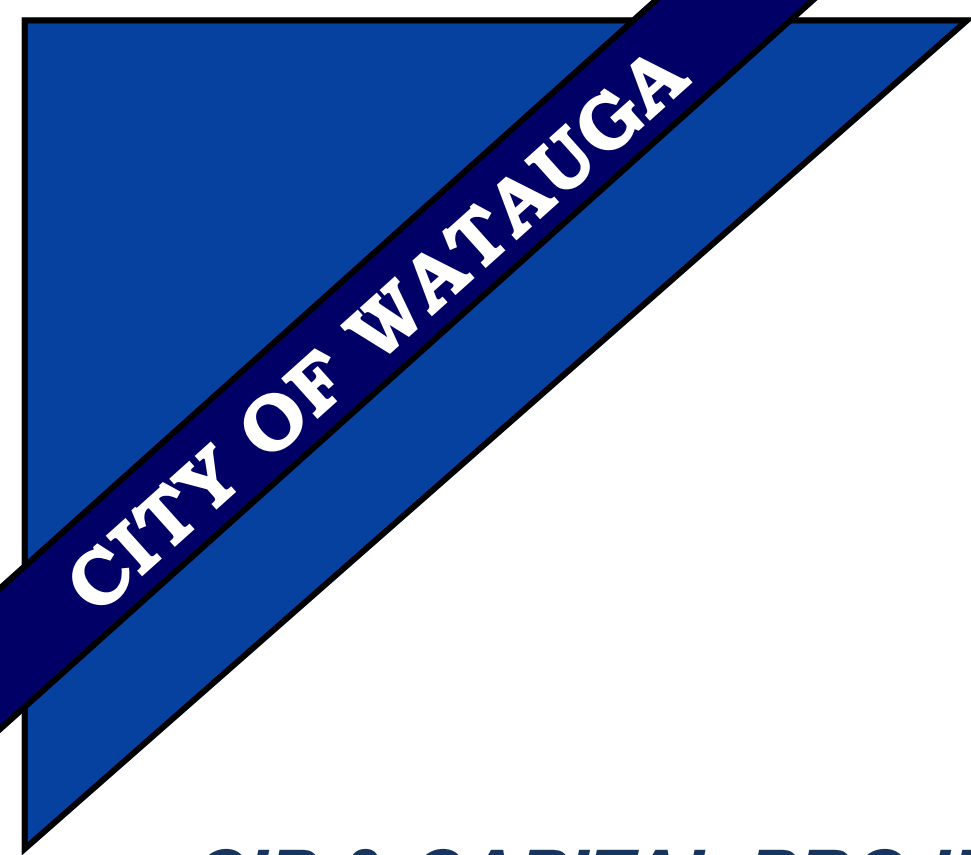
EQUIPMENT REPLACEMENT FUND Internal Service Fund – 22 Budget Summary

The Internal Service Fund is used to account for the acquisition of various replacement capital items in the City. The objective of the fund is to accumulate sufficient funds to meet the capital needs of the City. The fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when the liability is incurred.

Beginning in the FY2013-14 Budget Year, the use of the Equipment Replacement Fund was enhanced for all the City one-time purchases for all funds. We have continued this commitment this year and have evaluated prior year purchase equipment, vehicle, technology, and building maintenance needs. We began funding a portion of these future needs in FY2014-15 Fiscal Year as the Legacy Program. Transfers for capital financing of major equipment purchases will be made from funds on an annual basis based on the purchases made per fund.

	HISTORY			PROJECTED YEAR		BUDGET
	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Projected	2019-20 Budget
Working Capital, October 1	\$831,599	\$1,221,535	\$1,514,279	\$1,802,936	\$2,163,326	\$2,526,376
<u>Revenues:</u>						
Total Revenue Charges for Service	\$ 256,010	\$ 294,336	\$ 407,040	\$ 410,530	\$ 402,550	\$ 316,946
<u>Other Revenues:</u>						
Interest Income	1,500	13,277	32,574	15,000	25,000	25,000
Total Other Revenue	\$ 2,044	\$ 13,277	\$ 32,574	\$ 15,000	\$ 25,000	\$ 25,000
<u>Transfers-In:</u>						
Total Transfers-In	\$528,000	\$350,000	\$500,000	\$174,500	\$174,500	\$12,500
Total Revenues	\$785,510	\$657,613	\$939,614	\$600,030	\$602,050	\$354,446
<u>Expenditures:</u>						
Motor Vehicles - CCD	39,892	0	289,000	35,000	35,000	0
Other Equipment - CCD	30,870	0	59,000	15,000	15,000	0
Motor Vehicles & Equip W&S	52,977	0	0	29,000	29,000	133,000
Storm Drain Vehicles and Equip	0	0	36,989	31,000	31,000	0
Motor Vehicles - General Fund	0	0	14,895	0	0	0
Other Equipment - General Fund	17,888	61,005	0	0	0	18,000
Technology Replacement - GF	61,872	57,754	0	0	0	266,800
Technology Replacement - TS	0	0	0	0	0	0
Technology Replacement - FIN	0	14,515	20,146	0	0	0
Motor Vehicles - Fire	32,000	0	230,936	0	0	0
Fire Department Equipment	0	0	0	21,500	21,500	12,500
Furniture and Fixtures/Office Equip	0	0	0	0	0	19,100
Signage	18,389	0	0	7,500	7,500	0
Motor Vehicles - Parks	49,000	0	0	0	0	0
Recreation and Parks Equipment	40,959	21,000	0	40,500	40,500	43,000
Water Meter Program	52,590	19,064	27,410	37,500	37,500	37,500
Bldg/HVAC	10,170	30,000	5,972	27,000	22,000	117,000
Depreciation Expense	134,185	161,531	163,478	0	0	0
Total Operating Expenditures	540,792	364,869	847,826	244,000	239,000	646,900
Operating Surplus/(Deficit)	\$ 244,718	292,744	91,788	356,030	363,050	(292,454)
Working Capital, September 30*	\$1,076,317	\$1,514,279	\$1,606,067	\$2,158,966	\$2,526,376	\$2,233,922

*Adjusted to end of year actual Working Capital



CIP & CAPITAL PROJECTS FUNDS

<i>GENERAL CAPITAL FUND</i>	<i>FUND 07</i>
<i>WATAUGA ECONOMIC DEVELOPMENT CAPITAL FUND</i>	<i>FUND 05</i>
<i>UTILITY CONSTRUCTION FUND</i>	<i>FUND 45</i>

CIP AND CAPITAL PROJECTS FUNDS

The Capital Projects Fund accounts for the acquisition of and construction or reconstruction of major capital facilities, infrastructure, and equipment. The projects are financed with resources allocated to the General Capital Projects Fund, Watauga Parks Development Corporation Capital Fund, and the Water and Sewer Capital Projects Fund.

The City of Watauga updates its 5-year Capital Improvement Program (CIP) annually. The objective continues to be to match capital expenditures with available resources and that will satisfy City tax rate objectives. The Capital Improvements Program attempts to identify and plan for all major capital needs and deals with capital items that are different from those which are covered under the capital outlay category in each department's budget and in the Internal Service (Equipment Replacement) Fund. Generally, the CIP includes improvements that are relatively expensive, are non-recurring, have a multi-year useful life, and, like capital outlay items, result in fixed assets. Programs the City of Watauga currently identifies include:

Drainage Projects – Such projects include several drainage channels throughout the City that have been identified as known problem areas. All developed property owners within the City pay a monthly drainage utility fee, which is utilized for drainage development, redevelopment, and maintenance. The City has significantly lessened flooding along smaller channels and ditches throughout the City by keeping these facilities free of foliage and debris. These projects are included in the Operating Storm Drainage Fund and any long-term projects can be carried under General Capital or Water and Sewer Capital funds, depending on project goals.

Signalization Projects - Such projects include the construction or redevelopment of traffic light signalization needs for the City. These projects are included in the General Capital Fund.

Special Building Projects – Such projects include the construction or major renovations of special facilities owned by the City. These projects can be included in any of the three capital funds, depending on project purpose.

Street Projects – Such projects include construction or major redevelopment of the 301 current streets in the City. Street projects do not include normal repair and maintenance on sub-grades, milling, and overlay. Both street projects and normal repair and maintenance activities of street are included in the General Capital Fund.

Wastewater Projects – Such projects include improvements, expansions, or construction of wastewater lines in the City. Many of these projects are implemented to stay within EPA Administrative Orders. These projects are included in the Water and Sewer Capital Fund.

Water Projects – Such projects include new waterlines or improvements to existing waterlines for future development or existing customer needs. These projects are included in the Water and Sewer Capital Fund.

Parks Projects – Parks projects improve the quality of life of Watauga residents and projects in the Parks Master Plan such as trails and parks improvements are included in the 5-year Capital Improvement Plan

CIP AND CAPITAL PROJECTS FUNDS

CAPITAL IMPROVEMENTS PROGRAM (CIP)

It is the goal of the City of Watauga to have a Capital Improvements Program that is focused on adding value and extending the life of City infrastructure with no increase in operating costs or property tax. Consideration is given to debt issuance only if the overall tax rate remains unchanged and to prioritizing projects that will either decrease operational costs or have no operational cost impact.

The funds are accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when the liability is incurred.

During FY2003-FY2011, the City was focused on an aggressive facilities campaign. During this time, we have constructed a new City Hall and Animal Shelter, and upgraded facilities for the Police and Recreation departments, along with upgrades to major streets. The new Fire/EMS facility, was completed in FY2011, for just under \$3.8 million dollars.

In FY2011, the City's focus began to move from constructing and renovating facilities to the city's infrastructure and the need for replacement of outdated equipment and vehicles city-wide. In July of 2011, in order to fund future capital projects and needed equipment, the City issued \$7,365,000 in Combination and Limited Pledge Revenue Certificates of Obligation. This new issuance was designed to fund the following:

- street improvements, curb, gutter, and sidewalks
- drainage projects
- renovation of public buildings
- purchase of new equipment and vehicles
- traffic lights and traffic safety equipment
- vehicles and machinery, and
- improvements to the City's utility system
- hardware, software and other technology

This debt issuance is payable by ad valorem taxes and additionally payable from and secured by a lien on and pledged revenues in the amount of \$4.5M. The issuance was timed in FY2011 as a portion of debt was paid off. This timing allowed the City to maintain relatively the same amount of debt service as prior years. The utility fund debt portion was for approximately \$2.8 million. The fund was able to maintain relatively the same amount of debt service as prior years.

In the Spring of 2012, the City staff and Council began discussions on a possible debt issuance for large water and sewer infrastructure projects and related street projects. These discussions resulted in an issuance of \$7.73 million in new debt for the utility fund in July, 2012. The new issuance funded:

- constructing, renovating, and improving the City's utility system

CIP AND CAPITAL PROJECTS FUNDS

- street improvements including utilities repair, replacement and relocation
- curb, gutters, and sidewalk improvements and drainage incidental
- improvements to the storm water and drainage system
- purchase of materials, supplies and equipment relating to the water and sewer and drainage improvements

With this \$7.73 million issuance, the City embarked on major improvements in the City's water and sewer infrastructure. The above projects began in FY2013 were completed in FY2018.

The issuance of \$3.50 million in Certificates of Obligation occurred in August, 2014. Certain projects were identified as priority needs such as street projects, infrastructure, parks, and a Senior Center. These funds partially funded the expansion of the Community Center to include a Senior Center which was completed in FY2016-2017. Also, the Bursey Road, Phase I street project, a major thoroughfare in the City, was funded by this debt issuance that was completed in FY2015-2016.

A \$5.885 million Certificates of Obligation issuance was completed in September, 2016 to fund street projects such as Bursey Road, Phase II and Whitley Road, and parks projects to enhance the quality of life for Watauga citizens.

In the Spring of 2017, a \$7.325 million Certificates of Obligation was issued to provide funding for improvements to the City's utility system. Various wastewater and water projects began in FY2017-2018 and will continue in future years utilizing these funds.

In Fiscal Year 2017-18, a \$6.780 million Certificates of Obligation issuance provided funding for parks projects, street projects, and other improvements listed within the 5-year Capital Plan.

This fiscal year, a \$8.85 million Certificates of Obligation issuance is proposed to continue the major utility infrastructure improvement projects and provide for some vehicle and heavy equipment replacements. \$8.0 million of the proceeds will fund projects such as replacements of water and sewer lines and manhole replacements throughout the City.

The 5-year Capital Improvement Plan include projects that total \$159,035,513 for FY2018-2019 through FY2022-2023. This amount includes \$79.3 million in water and wastewater projects, of which \$60.4 million are in FY2022-2023 and future projects. Revenues will have an impact on the scope of these projects. Within the updated 5-year CIP plan, \$24.5 million in street and street overlay projects and \$47.9 million in drainage projects have been identified. The funding source of the many of the capital projects will include debt issuances and pay-as-you-go methods, and many projects are in a "to be determined" funding status at this time.

A Parks Master Plan was completed in FY2016-2017 that identified projects that our citizens desire. Parks and Buildings 5-year CIP total \$5.9 million and include a splashpad at Capp Smith Park, lighting replacement at Capp Smith Park, expansion and/or renovation of the Library, branding signs throughout the City of Watauga, trail projects, and other park amenities.

CIP AND CAPITAL PROJECTS FUNDS

As can be seen on the CIP summary schedule and detail schedule on the following pages, the City will focus on major infrastructure upgrades, as well as continuing our street overlay program. Actual program expenditures may vary depending on changes in priority or addition or deletion of projects or emergencies.

In the current schedule, projects for FY2019-2020 total \$23.7 million in capital projects (not including capital equipment). Many of these projects are continuation of projects that began in prior years. The \$23.7 million is comprised of \$5.8 million for streets projects such as Whitley Road, Bowie Road, street overlays and sidewalks, \$3.7 million in drainage projects, and \$10.9 million in water and sewer projects. Parks and quality of life projects are funded this year such as shade structures in various parks, the continuation of bridge and sidewalk improvements at Foster Village park, a splash pad at Capp Smith Park, continuation of the Capp Smith pavestone wall repair, trails, and other parks project total approximately \$3 million and will be funded with the 2016 and 2018 Certificates of Obligation proceeds. Other improvement projects include Branding signs throughout the City of Watauga and the Green Ribbon Project which will beautify the 377 corridor.

The following table shows the City's 5-year Capital Improvement Projects Plan:

CIP AND CAPITAL PROJECTS FUNDS

PROJECTS	Location	Cost FY2019-23	FUNDING SOURCE	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23
				ESTIMATE				&Future
PARKS & BUILDINGS		\$5,934,000		\$788,000	\$3,001,000	\$290,000	\$1,680,000	\$175,000
Shade Structure City Wide	City Parks	\$71,000	TYPE B/2019 CO	\$25,000	\$46,000			
Yampa Street Park - Sidewalk/Fill	Park Vista	\$78,000	2018 CO			\$78,000		
Yampa Street Park - Playground Equip	Park Vista	\$92,000	2018 CO			\$92,000		
Dog Park	To Be Determined	\$100,000	TBD - 2021 CO				\$100,000	
Picnic Pads	City Parks	\$40,000	TYPE B	\$40,000				
Bridge&Sidewalk Improvements	Foster Village Park	\$100,000	TYPE B/2018 CO	\$50,000	\$50,000			
Capp Smith Park Amenities	Capp Smith	\$100,000	TYPE B/2018 CO		\$100,000			
Tennis/Basketball Ct. Repl.	Foster Village Park	\$175,000	TBD - 2021 CO					\$175,000
Pavestone Wall Repair	Capp Smith	\$293,000	TYPE B/2016 CO	\$293,000				
Capp Smith Weir	Capp Smith	\$50,000	2018 CO		\$50,000			
Capp Smith Outdoor Fitness Station	Capp Smith	\$120,000	TBD - 2021 CO			\$120,000		
Splashpad & Amenities	Capp Smith	\$800,000	2018 CO		\$800,000			
Splashpad Engineering for site work	Capp Smith	\$0	2016 CO					
Splashpad parking/sidewalks/drain	Capp Smith	\$610,000	2016/2018 CO	\$270,000	\$340,000			
Whitesbranch Creek Trail	Park Vista	\$300,000	2018 CO		\$300,000			
Lighting Replacement	Capp Smith	\$700,000	2018 CO		\$700,000			
Library Facility Needs Assessment	Whitley Road	\$60,000	2018 CO	\$60,000				
Library Expansion/Tech	Whitley Road	\$1,580,000	TBD - 2021 CO				\$1,580,000	
Police Facility Needs Assessment	Whitley Road	\$50,000	2018 CO	\$50,000				
Recreation Center Needs Assessment	Indian Springs	\$50,000	2018 CO		\$50,000			
Other Park Projects/Trails	City wide	\$200,000	2018 CO		\$200,000			
Green Ribbon Project (II)	377 Corridor	\$115,000	ENG/GRANT FUNDING		\$115,000			
Branding Signs	City Wide - Denton Hwy (2),	\$250,000	2018 CO		\$250,000			
DRAINAGE		\$47,938,406		\$0	\$3,679,518	\$1,947,888	\$145,000	\$42,166,000
Whitley Rd. Ph. II (Drainage Portion)**	Watauga to Chapman	\$2,125,000	Storm Drain		\$2,125,000			
Whitley Rd. Ph. III (Drainage Portion)**	Chapman to Hightower	\$490,519	Storm Drain		\$490,519			
Whitley Rd. 4 (Drainage Portion)		\$310,448	Storm Drain			\$310,448		
Pavestone Wall Repair	Capp Smith	\$351,519	Storm Drain		\$351,519			
Bunker Hill		\$1,809,920	Storm Drain		\$172,480	\$1,637,440		
Channel Protection/Ped. Rails	Multiple Locations	\$50,000	Storm Drain		\$50,000			
Sunny Brook South		\$6,220,000	TBD					\$6,220,000
Astor Heights		\$1,469,000	TBD				\$145,000	\$1,324,000
Blue Green Grey Project - Raingardens	Hightower	\$90,000	ENG/GRANT FUNDING		\$90,000			
Drainage Master Plan		\$400,000	Storm Drain		\$400,000			
Future Storm Drain Projects		\$34,622,000	TBD					\$34,622,000
STREET PROJECTS		\$24,590,098		\$700,000	\$5,794,308	\$900,000	\$3,804,000	\$13,391,790
Chapman 1	Whitley to Brookdale	\$2,267,000	TBD					\$2,267,000
Chapman 2	Brookdale to Mona Lisa	\$2,146,000	TBD					\$2,146,000
Chapman 3	Mona Lisa to Summit Ridge	\$1,156,000	TBD					\$1,156,000
Chapman 4	Summit Ridge to Rufe Snow	\$2,065,790	TBD					\$2,065,790
Whitley Rd. Ph. III (Paving & Misc.)	Chapman to Hightower	\$2,284,308	2016 CO		\$2,284,308			
Whitley Rd. 4	Hightower to OakHill	\$2,904,000	2018 CO				\$2,904,000	\$0
Whitley Rd. 5	Starnes to North Tarrant	\$4,857,000	TBD					\$4,857,000
Whitley Roundabout	Hightower & Whitley	\$2,100,000	TBD		\$2,100,000			
TXDOT Median Improvement								
Bowie Street	377 to Plum	\$510,000	2018 CO		\$510,000			
Sidewalks	Multiple Locations	\$500,000	GF Revenues/CO	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Overlays	Annual Determination	\$3,800,000	Street Maint	\$600,000	\$800,000	\$800,000	\$800,000	\$800,000
WATER & WASTEWATER PROJECTS		\$79,273,009		\$3,703,080	\$10,914,929	\$225,000	\$4,033,000	\$60,397,000
CDBG 42nd, 44th, 46th Years	TO BE DETERMINED	\$2,024,000	CDBG/Rev	\$205,000	\$33,000	\$225,000	\$33,000	\$1,528,000
Water Tower Improvements (Resurfacing)	7901 Virgil Anthony	\$270,000	2012 CO/Rev	\$270,000				
Whitley Road Phase III (Water Portion)	Chapman to Hightower	\$884,514	2017 CO		\$884,514			
Whitley Rd. Ph. II (Water Portion)**	Watauga to Chapman	\$2,131,080	2017 CO	\$2,131,080				
Sanitary Sewer Evaluation Survey	Multiple Locations	\$225,000	2017 CO	\$225,000				
Starnes Road 16" water line	Starnes Road	\$872,000	2017 CO	\$872,000				
Whitley Rd. 4 (Water Portion)	Hightower Road to Oakhill	\$519,116	2017 CO		\$519,116			
Meadowlark Lane East	Meadowlark	\$1,478,300	2017 CO		\$1,478,300			
Various Sewer Projects	Multiple Locations	\$5,500,000	TBD - 2019 CO		\$5,500,000			
Various Water Projects	Multiple Locations	\$2,500,000	TBD - 2019 CO		\$2,500,000			
Various Sewer Projects	Multiple Locations	\$2,000,000	TBD - 2022 CO				\$2,000,000	
Various Water Projects	Multiple Locations	\$2,000,000	TBD - 2022 CO				\$2,000,000	
Future Water/Wastewater	Multiple Locations	\$58,869,000	TBD					\$58,869,000
		\$157,735,513		\$5,191,080	\$23,389,755	\$3,362,888	\$9,662,000	\$116,129,790
MAINTENANCE W&S & STREETS		\$1,300,000	W&S Rev/ST	\$240,000	\$340,000	\$240,000	\$240,000	\$240,000
GRAND TOTAL		\$159,035,513		\$5,431,080	\$23,729,755	\$3,602,888	\$9,902,000	\$116,369,790

CIP AND CAPITAL PROJECTS FUNDS

The funding for capital projects is evaluated and planned with a 5-year outlook. The “To Be Determined” category makes up approximately 73%, or of the 5-year funding plan. This is for future projects that include streets, drainage and water and wastewater.

REVENUE SOURCES FOR CIP	FUND	AMOUNT		FY18-19	FY19-20	FY20-21	FY21-22	FY21-22&FUTURE
CDBG/Revenues		\$2,024,000		\$205,000	\$33,000	\$225,000	\$33,000	\$1,528,000
2016 CO (6M)	GENERAL FUND	\$2,681,308		\$397,000	\$2,284,308	\$0	\$0	\$0
2017 CO (7.5M)	W&WW	\$6,110,009		\$3,228,080	\$2,881,929			
2018 CO	GENERAL FUND	\$5,890,000		\$110,000	\$3,300,000	\$170,000	\$2,310,000	
2019 CO (TBD)	W&WW	\$8,000,000			\$8,000,000			
2019 CO (TBD)	GENERAL FUND	\$46,000			\$46,000			
2021 CO (TBD)	GENERAL FUND	\$2,569,000				\$120,000	\$2,274,000	\$175,000
2022 CO (TBD)	W&WW	\$4,000,000					\$4,000,000	
STORM DRAIN REVENUES	STORM	\$5,627,406			\$3,679,518	\$1,947,888		
EDC SALES TAX REVENUES	TYPE B	\$331,000		\$281,000	\$50,000			
REVENUES	UTILITY & GF	\$770,000		\$370,000	\$100,000	\$100,000	\$100,000	\$100,000
GRANT/REVENUE	GENERAL FUND	\$115,000		\$0	\$115,000			
TO BE DETERMINED(TBD)	STREETS	\$14,591,790			\$2,100,000			\$12,491,790
TO BE DETERMINED(TBD)	DRAINAGE	\$42,311,000					\$145,000	\$42,166,000
TO BE DETERMINED(TBD)	W&WW	\$58,869,000						\$58,869,000
MAINTENANCE W&S & STREETS	W&S REV/STREET MAINT	\$1,300,000	W&S Rev/ST	\$240,000	\$340,000	\$240,000	\$240,000	\$240,000
STREET MAINTENANCE (SALES TAX)	STREET MAINT	\$3,800,000		\$600,000	\$800,000	\$800,000	\$800,000	\$800,000
CIP 2016-2020		\$159,035,513		\$5,431,080	\$23,729,755	\$3,602,888	\$9,902,000	\$116,369,790

FY2019-2020 PARKS PROJECTS DISCUSSION

- ❖ **Description: Shade Structure** - This project provides for a shade structures in the Virgil Anthony and Hillview Parks.

Justification: The shade structure will provide for the protective shade for citizens utilizing the parks, especially in the summer months due to sun exposure and excessive temperatures.



Operating Impact: Minimal impact to the operating budget is anticipated for the Park Shade Structures. These shade structures will be paid for by the 2019 Certificates of Obligation proceeds.

- ❖ **Description: Bridge and Sidewalk Improvements** - This project provides for improvements and repairs to Foster Village Park trails, walkways, and bridge. This project was identified in the five-year Capital Improvements Plan.



Justification: The trails and bridge have numerous maintenance issues and need to be repaired to maintain to a satisfactory level. This project would improve the aesthetic appearance of the overall park as well as reduce the necessary maintenance as the current conditions require.

Operating Impact: Savings is projected as a reduction of on-going maintenance costs. This project was funded by the PDC Capital

CIP AND CAPITAL PROJECTS FUNDS

Project Fund in prior years but will be funded by the General Fund Capital Projects fund in FY2019-20. This is the final year of a three year project in the amount of \$50,000 annually.

- ❖ **Description: Pavestone Wall Repair** - This project provides for repairs to the east and west retaining walls around the lake in Capp Smith Park. These structural repairs are necessary to ensure the wall will be safe and remain intact and structurally sound.

Justification: The repairs to the wall are needed to ensure the wall is structurally sound. Ongoing cosmetic repairs are no longer adequate and a rebuild is now necessary to assure the public's safety and prevent any further compromise to the wall structure and collapse of the surrounding slopes. Significant shifting has occurred along the wall to warrant a complete rebuild. Soil that has been holding above the wall structure has shifted and created enough pressure to cause noticeable movement along the retaining wall.

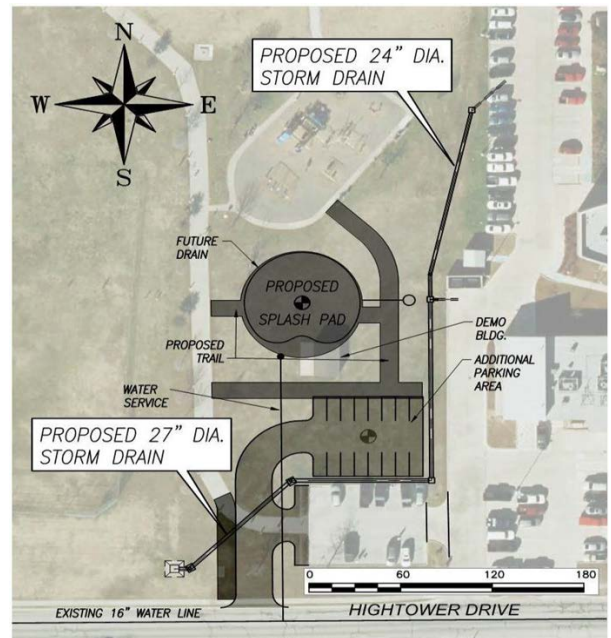
Operating Impact: Minimal impact to the operating budget is anticipated. The wall repairs are partially paid for by the Type B sales tax funds and, debt issuance proceeds, and storm drain funds.

- ❖ **Description: Splash pad Project** – A water splash pad is funded this fiscal year that will include installation and design for a water feature quality of life project at Capp Smith Park. This project commenced in FY2016 and was delayed due to the application of a Parks and Wildlife Grant. The City did not receive the grant.

Justification: These enhancements have been requested by Watauga citizens in the Parks Master Plan, 2016.

Operating Impact: Certificates of obligation bond proceeds will pay for these projects. The debt service for the splash pad will be paid for by the Economic Development Corporation and the General Fund I&S portion of the tax rate. The debt service payment for these projects are anticipated at \$120,000 annually. Maintenance and water cost associated with the splash pad project will be minimalized due to the filtration system.

- ❖ **Description: Lighting Replacement, Capp Smith Park** – The lighting system at Capp Smith Park needs to be replaced due to the age and



CIP AND CAPITAL PROJECTS FUNDS

maintenance costs of the current system. The Replacement of Ballard Lights with overhead LED lighting will enhance the safety of the park.

Justification: These enhancements are needed to provide for safety and security of the Capp Smith Park walking trail.

Operating Impact: Certificates of obligation bond proceeds will pay for these projects. The debt service will be paid for by the I&S portion of the tax rate. The debt service payment for these projects are anticipated at \$70,000 annually. Maintenance costs are expected to decrease with the replacement of the lighting system.

- ❖ **Description: Capp Smith Park Amenities** – This project will replace all of the trash receptacles, tables, and benches within Capp Smith Park. A portion of these amenities will include Watauga branding and promote economic development efforts. This project will update the most popular and utilized park within the City.

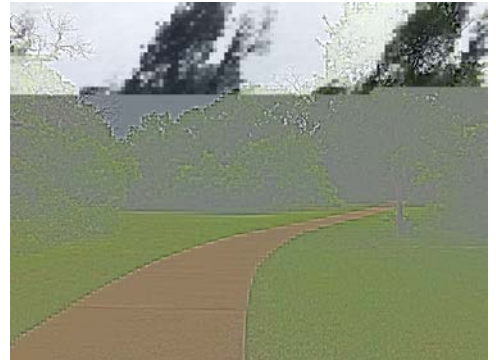
Justification: The current site amenities are no longer manufactured or available and the current site amenities have been in place for 20 years and are beginning to deteriorate.

Operating Impact: Certificates of obligation bond proceeds will pay for ½ of this project. The remaining funding will be provided by the Economic Development Corporation.

- ❖ **Description: Whitesbranch Creek Trail** – This project will widen the remainder of the trail from the low water crossing to the end of Whitesbranch Creek Park. This project will be coordinated with the City of Ft. Worth.

Justification: Trail improvements provide for quality of life in the City of Watauga.

Operating Impact: 2018 Certificates of obligation bond proceeds will pay for this project.



FY2019-20 STREETS/SIDEWALKS DISCUSSION

FY2019-2020 STREET OVERLAY

- ❖ **Description:** This project provides for the curb and gutter, subgrade, milling and asphalt overlay for 7-8 streets annually.

Justification: The existing asphalt pavement for certain streets is deteriorating. The asphalt overlay will provide an improved riding surface and will



CIP AND CAPITAL PROJECTS FUNDS

extend the life of the roadways and will enhance the appearance of the streets.

Operating Impact: Savings of approximately \$4,000 in annual street maintenance costs are anticipated from completion of this project.



FY2019-2020 WHITLEY ROAD STREET PROJECTS

❖ **Description:** The Whitley Road Street Project, Phases I, II, III, IV and V encompasses the area of Oakhill to Starnes (I), Watauga to Chapman (II), Chapman to Hightower (III), Hightower to Oakhill (IV) and Starnes to North Tarrant Parkway (V), which is approximately 12,500 linear feet. Whitley Road is a thoroughfare listed on the Watauga Master Thoroughfare Plan. Whitley Road Phase I is now complete. Whitley Road Phase II is scheduled to start construction on August 12, 2019. The improvement will also include underground storm drains and the rehabilitation or replacement of any water

lines and sanitary sewer lines under Whitley Road as needed.

Justification: Whitley Road is a major thoroughfare of the City. The existing asphalt pavement is deteriorating. The traffic flow on Whitley Road will improve considerably with the improvements to this road.

Operating Impact: This project began in FY2016/2017 and will carry over into FY2019-2020. This street improvement will have little or no impact on operations. These projects are funded through the 2016 and 2017 Certificate of Obligation proceeds and Storm Drain fees.

- ❖ **Description: Bowie Street** – The Bowie Street project limits are from Highway 377 to Plum Street, a length of approximately 415 linear feet. Bowie Street is an asphalt street that has severely deteriorated. The project will repave the asphalt, add sidewalks, replace underground storm drains and rehabilitate or replace any water lines and sanitary sewer lines under Bowie Street as needed.



CIP AND CAPITAL PROJECTS FUNDS

Justification: The existing asphalt pavement in Bowie Street is deteriorating. We anticipate this will rejuvenate the area for commercial development.

Operating Impact: This street improvement will have little or no impact on operations. It will be funded through the 2018 Certificate of Obligation proceeds and Storm Drain fees.

FY2019-2020 SIDEWALK PROGRAM

- ❖ **Description:** Approximately 5,000 square feet of sidewalks will be maintained this fiscal year. The City identifies various sidewalks annually for replacement.

Justification: Safe, pedestrian-friendly neighborhoods are a priority of our community. An important component of this is the City's Sidewalk Program which is developed to provide for the maintenance of sidewalks within the City of Watauga.

Operating Impact: The Sidewalk program this year is funded by the General Capital Projects Fund reserves.

FY2019-2020 STORM DRAIN PROJECTS DISCUSSION

- ❖ **Description: The Whitley Road Phases I-IV projects** will make major storm drain improvements along Whitley Road. Currently, there are ditches along Whitley Road that carry the storm water. This storm water will be put under Whitley Road and carried by pipes.

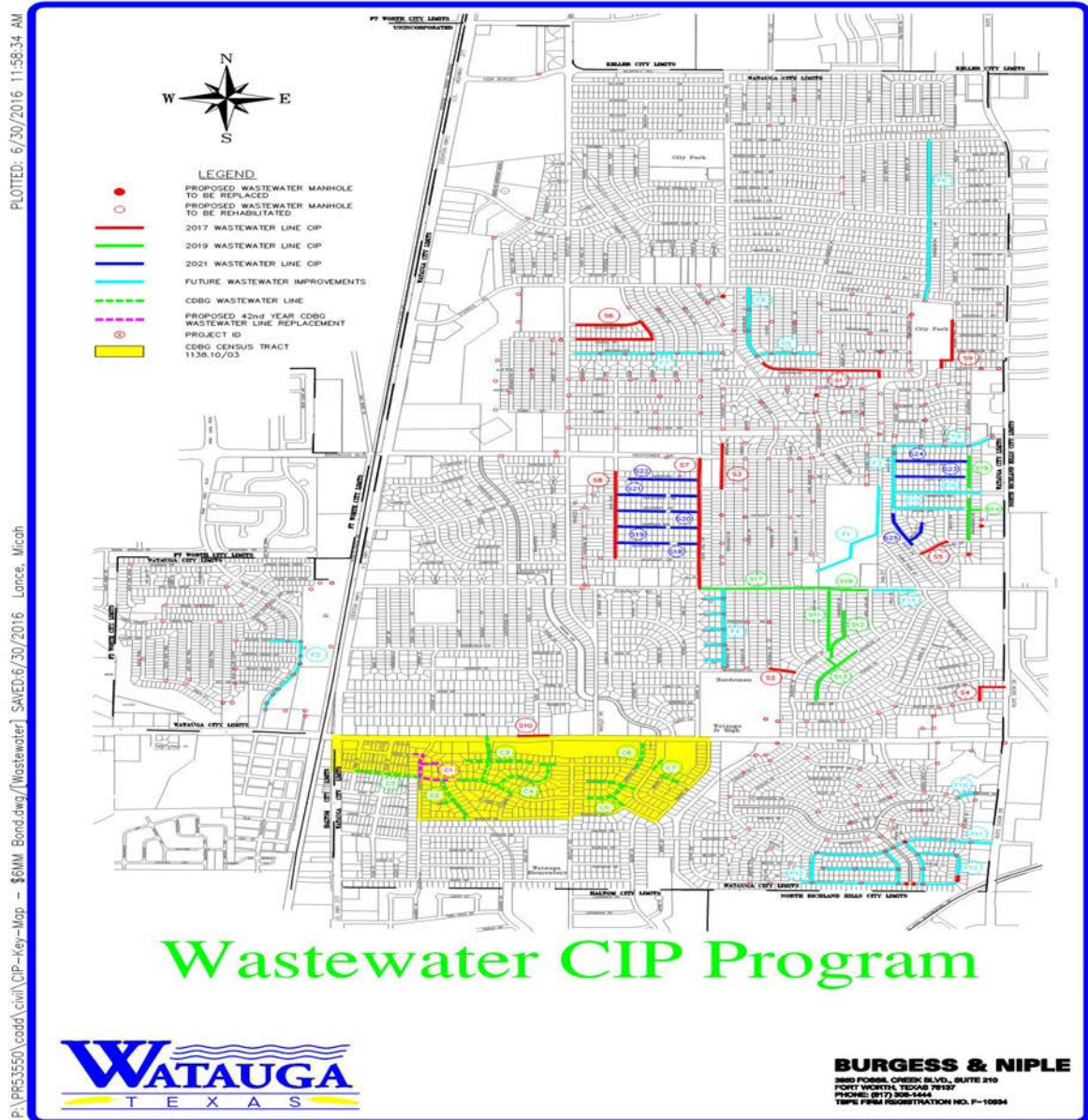
Justification: When we widen Whitley Road, there won't be room within the right of way for the ditches to carry the storm water. Adding curbs and curb inlets allow us to carry the storm water underground.

Operating Impact: Little to no impact upon operations is anticipated. This project is paid for with storm drain revenues with the current level of user fee charges.

- ❖ **Description: Channel Protection Projects** will include safety improvements to identified drainage channels City-wide. A need has been identified for pedestrian rails at 19 locations where channels cross under roads throughout the City of Watauga. These projects began in 2014 and will continue until completion.
 - ❖ **Description:** The Blue Green Grey Project – This project will install rain gardens along Hightower just south of Capp Smith Park. This project is partially funded by a \$50,000 grant from North Central Texas Council of Government to install the rain gardens.
- Justification:** This project will address the problem associated with first flush pollution to creeks and rivers within an urban environment. The proposed project will incorporate a more efficient sediment trap and biofiltration systems to clean storm water runoff before entering the storm drain system.

CIP AND CAPITAL PROJECTS FUNDS

Operating Impact: Little to no impact upon operations is anticipated. This project is paid for with storm drain revenues with the current level of user fee charges



FY2019-2020 WASTEWATER PROJECTS DISCUSSION

- ❖ **Description:** The 2019 Wastewater CIP will replace wastewater lines that were identified in the Sewer System Evaluation Survey (SSES) in 2015. These projects will include Sanitary Sewer Line Replacements throughout the City that have a high amount of inflow and infiltration and need to be replaced. This replaces the aging clay piping with Polyvinylchloride (PVC) piping in the older parts of the City. The 2019 Wastewater CIP and Certificates of Obligation proceeds will continue funding for these projects. A

CIP AND CAPITAL PROJECTS FUNDS

Sewer System Evaluation Survey (SSES) will commence in FY2018-19 to identify high priority projects.

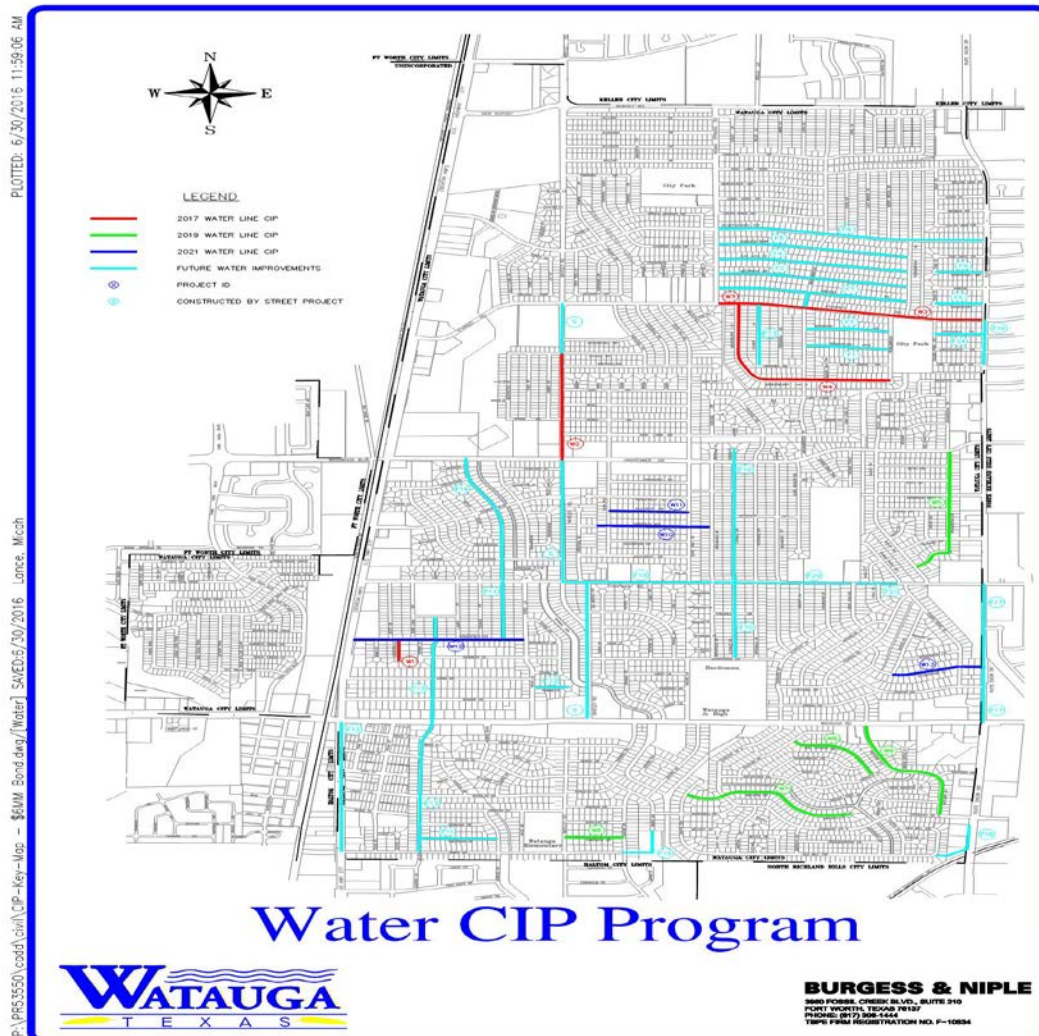
Justification: The aging wastewater lines throughout the City are 30+ years old. The lines are subject to ground movement, pulled joints, root infiltration and deterioration. Many have inflow and infiltration problems. Proactive replacement, instead of reactive replacement, will reduce maintenance costs and customer problems.

Operating Impact: Savings of approximately \$100,000 annually are expected in decreased wastewater fees paid due to prevention of inflow and infiltration into the system after completion of this project.

FY2019-2020 WATER PROJECTS DISCUSSION

- ❖ **Description:** The continuation of the 2017 Water CIP will replace the aging 16" water lines in Whitley and Starnes. Various water lines throughout the city will also be replaced. The water lines are old and present frequent maintenance issues. The recommended improvements will significantly increase the level of service of these water lines. The 2019 Water CIP water line projects are planned for Greenfield, Emerson, Melinda, and Macarthur.

CIP AND CAPITAL PROJECTS FUNDS



Justification: The aging water lines throughout the City are old and present frequent maintenance issues. Systematic replacement will reduce maintenance costs and customer problems.

Operating Impact: Savings of approximately \$15,000 annually are expected in decreased maintenance issues for the system after completion of this project. The debt service to cover the 2017 bond issuance began in FY2018 and the debt service for the 2019 debt issuance will begin in FY2020.

FUTURE WASTEWATER AND WATER PROJECTS

Approximately \$58.9 million in future wastewater improvements identified. These are small diameter vitrified clay wastewater lines that otherwise had no issues. Since they are vitrified clay, these lines need to be proactively replaced whenever the opportunity presents itself. These lines are brittle and old, but can continue being in service as they have no other issues.

CIP AND CAPITAL PROJECTS FUNDS

Future water improvements needed are remaining water lines that need to be replaced and water lines that will loop into the system. These water lines will be replaced in a future water program. These lines will help improve water flow and pressure into the system and reduce potential water stagnation.

OTHER UTILITY SYSTEM PROJECTS

FY2019-2020 UTILITY MAINTENANCE PROJECTS

- ❖ **Description:** This project includes small, previously unidentified wastewater and water line problems detected and repaired throughout the fiscal year.

Justification: The aging wastewater lines throughout the City are 30+ years old. The lines are subject to ground movement, pulled joints, root infiltration and deterioration. Many have inflow and infiltration problems. Systematic replacement will reduce maintenance costs and customer problems.

Operating Impact: Savings are expected in decreased wastewater fees paid due to prevention of inflow and infiltration into the system.

GENERAL CAPITAL PROJECTS FUND

CAPITAL PROJECTS SUMMARY

FUND 07	HISTORY			CURRENT YEAR		BUDGET
	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Estimate	2019-20 Budget
Beginning Fund Balance*	\$3,552,550	\$8,073,547	\$5,488,952	\$9,666,518	\$10,249,770	\$10,375,918
<u>Revenues:</u>						
Transfer from General Fund	259,998	370,000	220,000	0	0	0
Transfer from Crime Control District	0	0	0	0	0	0
Transfer from Traffic Safety	0	0	0	0	0	0
Grants	0	0	0	161,000	161,000	0
2011 Certificate of Obligation	0	0	0	0	0	0
2014 Certificate of Obligation	0	0	0	0	0	0
2016 Certificate of Obligation	5,885,000	0	0	0	0	0
2018 Certificate of Obligation (Proposed)	0	0	6,780,000	0	460,000	0
Other financing sources	193,580	0	0	0	0	0
Interest Income / Misc.	15,167	44,047	94,384	60,000	120,000	150,000
Total Revenue:	\$6,353,745	\$414,047	\$7,094,384	\$221,000	\$741,000	\$150,000
Total Available Resources	\$9,906,295	\$8,487,594	\$12,583,336	\$9,887,518	\$10,990,770	\$10,525,918
<u>Expenditures:</u>						
Public Works:						
Bond Issuance	78,580	0	64,489	0	0	0
Building Improvements	42,960	0	6,598	0	0	0
CDBG 38th/39th/40th Year	0	0	0	0	0	0
Contingency	5,346	11,457	0	10,000	10,000	10,000
Engineering	12,471	5,138	4,376	65,000	25,000	25,000
Pmt to NRH for Rufe Snow	82,853	82,853	82,853	83,800	82,852	83,000
Sidewalk Replacement	170,124	148,705	52,686	100,000	100,000	100,000
Street Overlays	0	0	0	0	0	0
2014 CO Funded Projects:						
Bursey Road	1,059,064	0	0	0	0	0
Senior Center Bond	381,350	1,731,483	32,644	0	0	0
Senior Center (GF transfer & 2011 Bond)	0	0	0	0	-	0
2016 CO Funded Projects:		1,019,006	2,089,920	2,891,075	397,000	2,284,308
2018 CO Funded Projects & Equipment:				4,234,000	1,487,000	5,375,000
Police Vehicles						
Fire Dept. Vehicles						
Public Works Vehicles						
Fleet Bay Doors & Water Tower Fire Alarm						
Parks Projects						
Street Projects (Bowie, Whitley Road)						
Community Branding Signs						
2018 Needs Assessments						
2019 CO Funded Equipment:						456,000
Total Fund Expenditures:	\$1,832,748	\$2,998,642	\$2,333,566	\$7,383,875	\$614,852	\$8,333,308
Ending Fund Balance	\$8,073,547	\$5,488,952	\$10,249,770	\$2,503,643	\$10,375,918	\$2,192,610

SPECIAL REVENUE FUND
ECONOMIC
DEVELOPMENT CORPORATION BUDGET SUMMARY
FUND 05 - CAPITAL PROJECTS

	HISTORY			PROJECTED YEAR		BUDGET
	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Projected	2019-20 Budget
Fund Balance, October 1	\$ 523,728	\$ 504,545	\$ 430,389	\$374,357	\$374,357	\$89,307
<u>Revenues:</u>						
Interest Earnings	2,673	4,294	5,060	1,000	5,200	1,000
Proceeds from Sale of Assets	0	0	0	0	0	0
Transfer from PDC Sales Tax Fund	0	0	0	0	0	0
Other Financing Sources	0	0	0	0	0	0
Matching Grants	0	0	0	0	0	0
Total Revenues	\$ 2,673	\$ 4,294	\$ 5,060	\$ 1,000	\$ 5,200	1,000
Total Available Resources	\$ 526,401	\$ 508,839	\$ 435,449	\$ 375,357	\$ 379,557	90,307
<u>Expenditures:*</u>						
Irrigation	0	0	0	0	0	0
Foster Village Improvements	0	0	49,962	50,000	50,000	0
Playground Equipment - BISD	0	0	0	0	0	0
Skate Park	0	0	0	0	0	0
Park Equipment (Picnic Pads, etc.)	0	44,000	0	86,248	86,250	0
Capp Smith Park Improvements	21,856	34,450	11,130	154,420	154,000	0
Capp Smith Improvements EDC	0	0	0	0	0	50,000
Trail System Improvements	0	0	0	0	0	0
Indian Springs Improvements	0	0	0	0	0	0
Furniture & Fixtures	0	0	0	0	0	0
Total Expenditures	21,856	78,450	61,092	290,668	290,250	50,000
<u>Other Expenditures</u>						
Transfer to PDC Debt Service	0	0	0	0	0	0
Total Other Sources (Uses)	0	0	0	0	0	0
REVENUES OVER (UNDER) EXPENSES	\$ (19,183)	\$ (74,156)	\$ (56,032)	\$ (289,668)	\$ (285,050)	\$ (49,000)
Fund Balance, September 30	\$504,545	\$430,389	\$374,357	\$84,689	\$89,307	\$40,307
CHANGE IN FUND BALANCE	(\$19,183)	(\$74,156)	(\$56,032)	(\$289,668)	(\$285,050)	(\$49,000)

*WAS PARKS DEVELOPMENT CORPORATION UNTIL FY2018-19

**Utility Construction Fund 45 - Capital Projects
Budget Summary**

	HISTORY			CURRENT YEAR		BUDGET
	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Estimate	2019-20 Budget
FUND 45						
Working Capital, at October 1	\$6,202,923	\$2,977,791	\$7,846,329	\$8,035,702	\$7,656,349	\$11,564,571
<u>Revenue:</u>						
Interest Income	22,363	57,857	108,757	80,000	120,000	150,000
Bond Proceeds	0	7,586,913	0	0	8,390,000	0
Transfer from Water Sewer Operating	140,000	140,000	140,000	140,000	140,000	0
Miscellaneous	167,125	204,234	36,559	0	0	0
Total Revenue/Other Sources	\$329,488	\$7,989,004	\$285,317	\$220,000	\$8,650,000	\$150,000
Total Available Resources	\$6,532,411	\$10,966,795	\$8,131,646	\$8,255,702	\$16,306,349	\$11,714,571
<u>Expenditures:</u>						
Pension Plan Adj	51,343	0	0	0	0	0
Bond Issuance Costs		86,912	0	0		
Loss on Refunding	23,502	11,752	0	0	0	0
Building Improvements	0	0	0	0	0	0
Water & Sewer Mains	88,646	56,944	60,465	80,000	80,000	80,000
SSS Repairs	50,450	44,011	49,657	60,000	60,000	160,000
2019 Bond Expenditures:						
Heavy Equipment	0	0	0	0	0	390,000
Motor Vehicles	0	0	0	0	0	0
Water Tower Improvements	0	0	15,220	260,000	155,000	0
CDBG	0	0	0	205,000	205,000	30,000
Water & Wastewater Improvements 2019						8,000,000
2012//2017 Water & Wastewater Improvements	3,714,362	1,964,971	349,955	7,124,778	4,241,778	2,883,000
Total Expenditures	\$3,928,303	\$2,164,590	\$475,297	\$7,729,778	\$4,741,778	\$11,543,000
Depreciation	\$403,892	\$403,020	\$433,225	\$0	\$0	\$0
<u>Transfers:</u>						
Transfer	0	0	0	0	0	0
Total Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Cash Balance, September 30	\$2,604,108	\$8,802,205	\$7,656,349	\$525,924	\$11,564,571	\$171,571
Revenue over (under) Expense	(3,598,815)	5,824,414	(189,980)	(7,509,778)	3,908,222	(11,393,000)

*Budget rolls over each Fiscal Year until completion



DEBT SERVICE FUNDS

GENERAL DEBT SERVICE FUND ***FUND 03***

***WATER & SEWER CERTIFICATES OF OBLIGATION
DEBT SERVICE FUND*** ***FUND 44***

WATER & SEWER REVENUE BOND SERVICE FUND ***FUND 42***

DEBT SERVICE

General Fund Debt - The Debt Service Fund, also known as General Obligation Interest and Sinking Fund, was established to provide for the payment of bond principal and interest and for the payment of fiscal agent fees as they come due. Property tax rates and tax levy are required to be computed and levied to provide the money required to pay principal and interest as it comes due. Revenues are collected in the General Obligation Interest and Sinking Fund for the payment of general long-term debt, principal, and interest. The General Obligation debt is financed by property taxes and interest earned on investments. Of the proposed \$0.58050 tax rate, an amount of \$0.174616 funds the property tax share of the 2019-2020 debt payment. This is 30.1% of the overall tax rate. Debt issuance finances the City's purchase of land, buildings, land improvements, parks, and the construction and reconstruction of streets and drainage facilities. In addition to infrastructure, debt issuance finances large dollar capital outlay items such as fire trucks and public works heavy equipment.

The fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when the liability is incurred.

Debt Management

The Watauga Charter provides that any limitation on the tax rate shall be determined in accordance with the statutory provisions of the Texas Property Tax Code, as now or hereafter amended by the state legislature, but does not set a limitation on the debt component. Prior to 1998, the last debt issuance was in 1994. In 1998, \$2,000,000 was issued to pay for a drainage management lake to control flooding in the southern portion of the city. It was determined that for the first few years of debt payments, funding for this 1998 debt would come from the Bunker Hill Drainage Impact Fee Fund and, in a limited amount, from the Watauga Parks Development Corporation Sales Tax operating fund.

A preliminary Capital Improvements Plan identified approximately \$11,800,000 in unfunded street construction and reconstruction. The preferred position of "pay-as-you-go" was reconsidered due to the number of streets identified and the dollar amount of the projections. As a result of being able to maintain a constant tax rate in FY 1999-2000 and the ability to lower future tax rates, the City issued debt in the amount of \$4,060,000 in December 1999. Lower interest rates did make it possible for the City to refinance the majority of this debt (\$2,855,000) in FY2005-06.

The lowering of interest rates and market conditions in 2001 did make conditions possible for the City to refinance Series 1992 General Obligation bonds.

DEBT SERVICE

Certificates of Obligation were sold in the amount of \$2,300,000 in 2003 for construction of a city hall and an animal shelter, as well as for additional street reconstruction money. This debt is repayable within fifteen years.

During FY 2004 the City was once again able to take advantage of low interest rates and refunded the General Obligation Debt Series 1994 and advance refunded the Watauga Parks Development 1995 Sales Tax Revenue Bonds.

During FY 2005 the City issued \$5,000,000 of Certificates of Obligation for construction, purchasing, renovating, and improving the City's public safety facilities, expansion of the City library, and construction or improvements to streets, curbs, and sidewalks within the City.

During FY 2007, the City issued \$3,400,000 of Combination Tax and Limited Pledge Revenue Certificates of Obligation for the purpose of paying contractual obligations for constructing, purchasing, renovating, and improving the City's public safety facilities, including police, fire, and emergency medical services, and constructing street improvements and drainage incidental thereto.

In March 2008, the City refinanced the bonds issued in 1996, which were used to pay for acquisition, improvements, and extensions to the Water/Sewer system including payment for professional services related to the construction and financing of water/sewer improvements. The City was able to reduce interest from 4.783% to 3.12%, while also freeing up \$360,000 from the Bond Reserve Fund, which is no longer required.

During FY 2011, The City issued \$7,365,000 Combination Tax and Limited Pledge Revenue Certificate of Obligation Bonds, of which \$4,585,000 are paid from property tax levies. These bonds were issued to finance various equipment needs (i.e., radios, computer hardware), street projects and improvements, specific use vehicles such as a quint fire truck, ambulance, public works heavy equipment, traffic lights and traffic safety equipment, and possible renovation of some buildings. This debt issuance was timed for FY 2012 since the City's total debt obligations decreased the end of FY 2011. Also during FY 2011, the City refunded \$1,000,000 in Certificates of Obligation, Series 1998. The City was able to reduce interest from 4.6% to 1.95%.

During FY 2012, the City issued \$7,730,000 Combination Tax and Limited Pledge Revenue Certificate of Obligation bonds, which will be paid from water and sewer fund revenues. These bonds were issued to finance various utility system projects, to include street improvements and storm water and drainage system improvements. The City began these projects in FY2013 and the projects will continue through FY2016.

During FY 2013 the City was once again able to take advantage of low interest rates and refunded the Series 2003 and Series 2005 Certificate of Obligation. The gross savings to the City was \$126,523.12 through this refunding.

DEBT SERVICE

In FY 2014, the City issued \$3,500,000 Combination Tax and Limited Pledge Revenue Certificate of Obligation bonds, which will be paid from property tax levies. This debt opportunity was available without any increase in the tax rate since the City's total debt obligations decreased the end of FY2014. The expansion of the existing Community Center to provide for an updated Senior Center facility and improvements to Bursey Road, a major thoroughfare in the City were established as priorities to be funded through the \$3,500,000 debt issuance. These projects began in FY2014-15. Bursey Road Phase I was completed in FY2015-16 and the Senior Center was completed in FY2016- 2017.

In FY2015-2016, the City issued \$5,885,000 Combination Tax and Limited Pledge Revenue Certificates of Obligation bonds, which will be paid from property tax levies. These funds will be used for street improvements throughout the City and quality of life projects such as a splash pad, trails, and parking improvements.

In FY2016-2017, \$1.2 million of the Utility Fund debt service dropped off due to the final payment being made in FY2015-2016 for the debt service associated with the purchase of the Water system from North Richland Hills. In the summer of 2017, the City Council considered and approved additional utility project infrastructure funding by issuing certificates of obligation in the amount of \$7.325 million. These funds were received in August, 2017 and will be used for water and sewer projects identified in the City's 5-year Capital Improvements Project plan over the next several years.

A \$6.780 million Certificates of Obligation issuance was approved by Council in FY2017-2018. Proceeds will be used for street projects, park projects, building equipment, signage throughout the City, and capital equipment items.

The focus for future budgets will be on phasing in portions of the bond program and adopting a combination of bond issuance and cash financing to fit within budgetary (tax rate) constraints. Special consideration will be given to the leveling of City Debt.

Current Bond Ratings

August 18, 2005, Standard and Poor's raised its underlying rating on Watauga's General Obligation debt outstanding one notch to 'A+' from 'A' based on the expectation that the City will complete its major identified capital items with the proceeds of the series 2005 issuance, coupled with a moderating debt burden, affording management a greater flexibility to fund future capital expenditures with internally generated cash.

Reflecting the City's continued conservative financial management, Standard & Poor's further increased this rating to "AA" from "A+" on February 8, 2009. In addition, on October 5, 2009, Fitch Rating Agency issued an affirmation of bond rating of "A," and provided a comment of "Stable" for their rating outlook. On April 22, 2010, Moody's upgraded their rating from A3 to A2.

DEBT SERVICE

Moody's also assigned an Aa3 underlying rating to the City's \$7.36 million Combination Tax and Limited Pledge Revenue Certificates of Obligation, Series 2011. The Aa3 rating reflects the City's stable financial operations and healthy reserve position. In September 2011, Fitch Ratings affirmed the City's \$1 million 1998 Certificate of Obligations at "AA-" with a rating outlook of "Stable."

Moody's also assigned an Aa3 underlying rating the City's \$7.730 million Combination Tax and Limited Pledge Revenue Certificates of Obligation, Series 2012. The rating reinforced the above strengths listed, as well as the solid management practices reflected in an increase in the City's formal fund balance policy and maintenance of ample reserves. Challenges cited include the declines in the city's tax base and the negative five year average annual growth rate in assessed value.

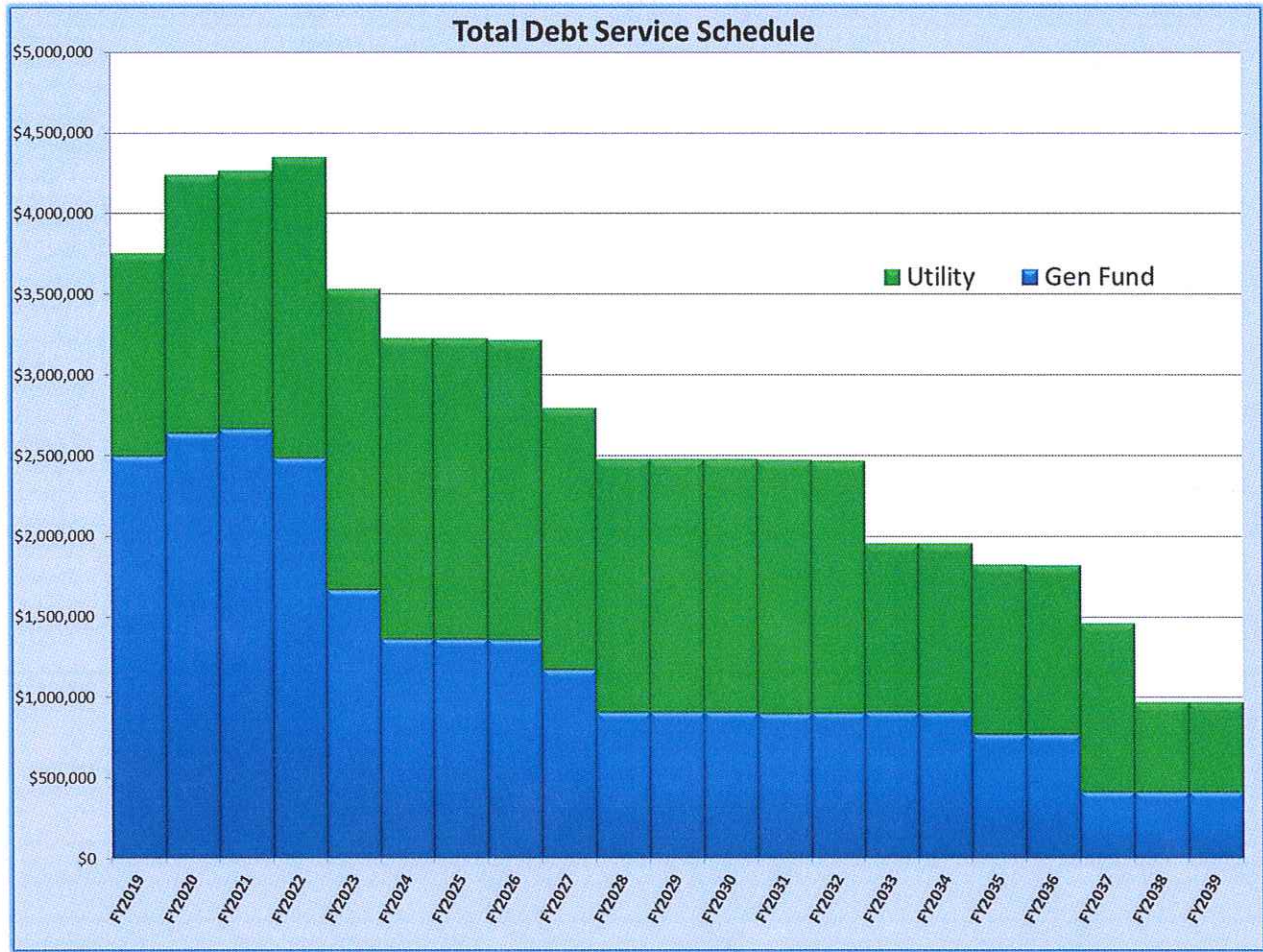
Standard & Poor's Rating Services assigned its 'AA' long-term rating to the City's \$3.50 million Combination and Limited Pledge Revenue Certificates of Obligation, 2014. The rating cited very strong budgetary flexibility, very strong liquidity, adequate budgetary performance and adequate debt and contingent liabilities.

Standard & Poor's also assigned its 'AA' long term rating to the City's \$5.885 million Combination and Limited Pledge Revenue Certificates of Obligation, 2016. The rating cited very strong management, with strong financial policies and practices, very strong budgetary flexibility, very strong liquidity and adequate economy and budgetary performance in support of this rating.. Standard and Poor's also assigned its 'AA' long-term rating to the 2017 Certificates of Obligation issuance and 2018 Certificates of Obligation Issuance.

A Proposed 2019 \$8.850 million Combination and Limited Pledge Revenue Certificates of Obligation is currently under rating review and will be available in the next couple of weeks.

DEBT SERVICE

The chart below shows the detail of City bonded debt for all funds as of September 30, 2019 through FY2039.

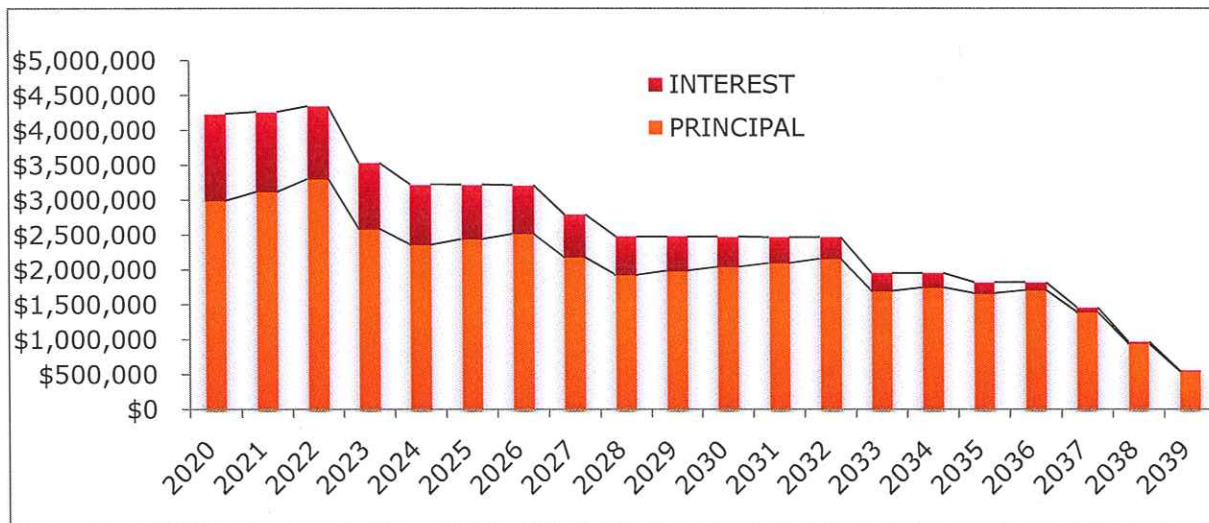


All Debt Service Requirements to Maturity (Gen. Fund & Water)

as of October 1, 2019

YEAR ENDING SEPT. 30	DEBT			
	OUTSTANDING OCT. 1	PRINCIPAL	INTEREST	TOTAL
2020	\$41,460,000	\$2,995,000	\$1,243,872	\$4,238,872
2021	\$38,465,000	\$3,125,000	\$1,140,111	\$4,265,111
2022	\$35,340,000	\$3,310,000	\$1,038,616	\$4,348,616
2023	\$32,030,000	\$2,590,000	\$945,349	\$3,535,349
2024	\$29,440,000	\$2,365,000	\$863,029	\$3,228,029
2025	\$27,075,000	\$2,445,000	\$781,426	\$3,226,426
2026	\$24,630,000	\$2,520,000	\$695,731	\$3,215,731
2027	\$22,110,000	\$2,180,000	\$616,297	\$2,796,297
2028	\$19,930,000	\$1,930,000	\$549,422	\$2,479,422
2029	\$18,000,000	\$1,990,000	\$489,634	\$2,479,634
2030	\$16,010,000	\$2,045,000	\$431,150	\$2,476,150
2031	\$13,965,000	\$2,100,000	\$371,041	\$2,471,041
2032	\$11,865,000	\$2,160,000	\$309,253	\$2,469,253
2033	\$9,705,000	\$1,700,000	\$254,156	\$1,954,156
2034	\$8,005,000	\$1,750,000	\$205,648	\$1,955,648
2035	\$6,255,000	\$1,665,000	\$157,613	\$1,822,613
2036	\$4,590,000	\$1,710,000	\$110,378	\$1,820,378
2037	\$2,880,000	\$1,395,000	\$65,175	\$1,460,175
2038	\$1,485,000	\$940,000	\$29,450	\$969,450
2039	\$545,000	\$545,000	\$7,494	\$552,494
	\$41,460,000	\$10,304,844	\$51,764,844	

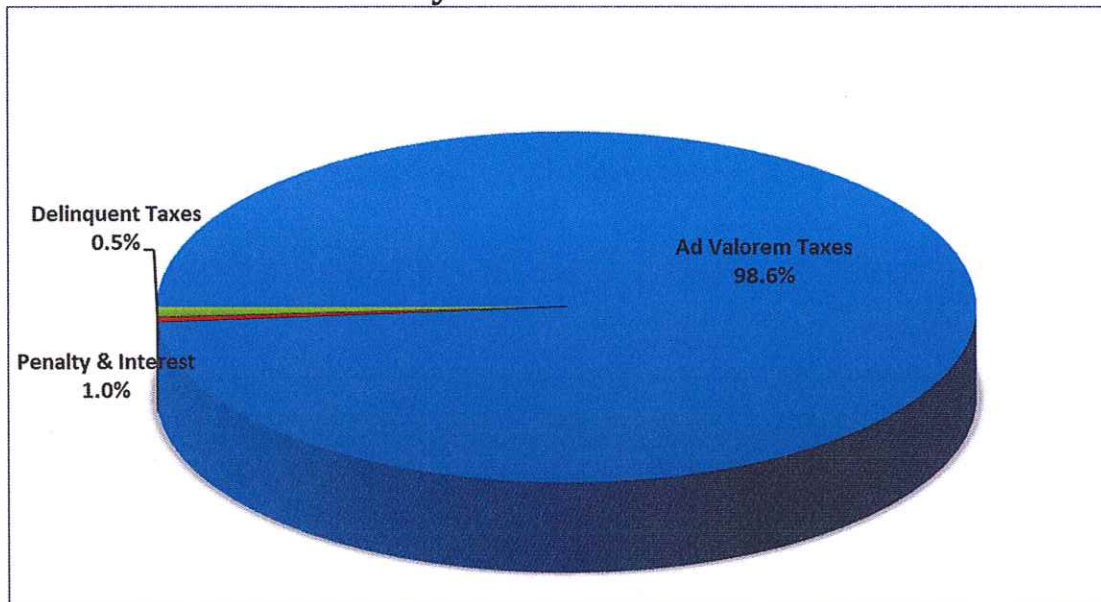
	Year	Total	Principal	Interest
This Year's Requirement	2020	\$4,238,872	\$2,995,000	\$ 1,243,872
Maximum Requirement	2022	\$4,348,616	\$3,310,000	\$ 1,038,616



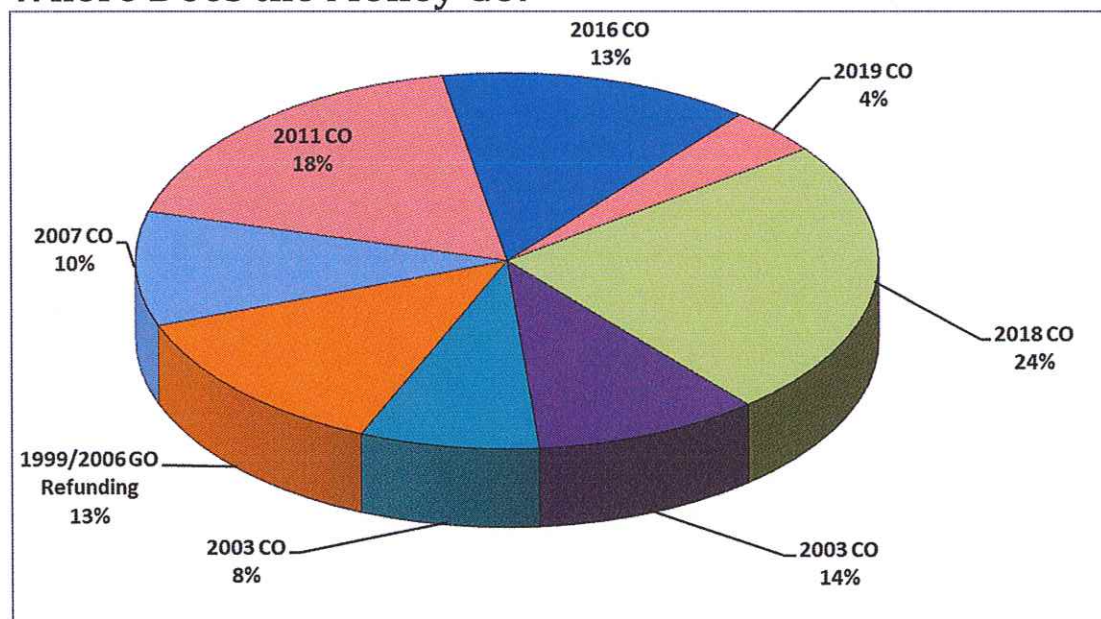
General Obligation Debt Service – Fund 03

Ordinances authorizing the issuance of tax notes, general, and contractual obligation bonds to provide for the payment of bond principal and interest as they come due established the General Obligation Debt Service Fund. This is also referred to as the Interest and Sinking Fund. A property tax is levied and allocated annually to the General Obligation Bond Debt Service Fund in amounts sufficient to service the debt payments. This fund is also used to provide for the payment of fiscal agent fees.

Where Does the Money Come From:



Where Does the Money Go:



General Obligation Debt Service Fund 03

Budget Summary

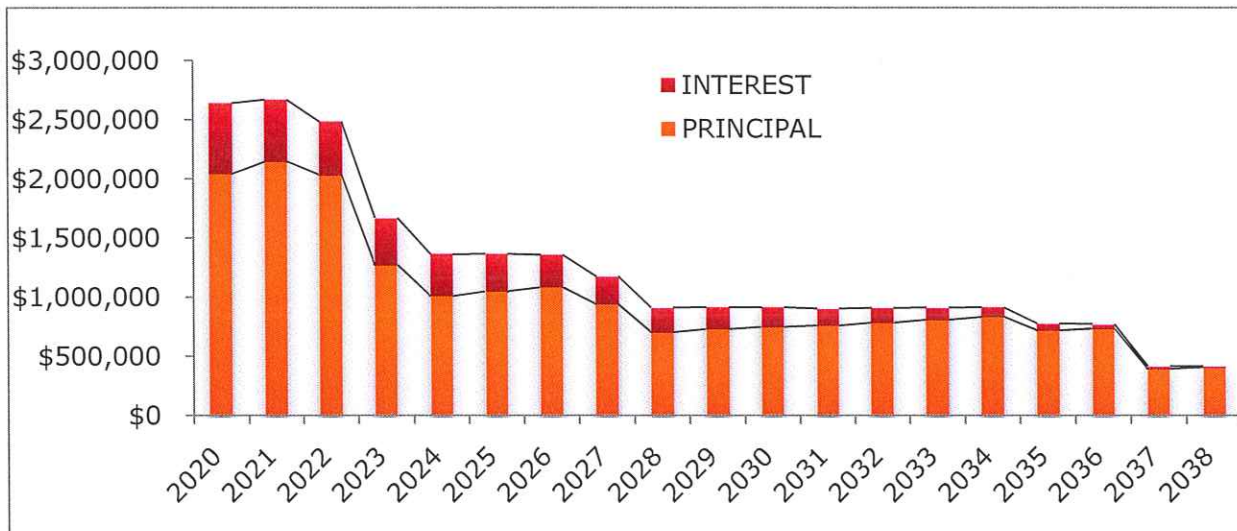
	HISTORY		CURRENT YEAR		BUDGET
	2016-17 Actual	2017-18 Actual	FY2019 Budget	FY2019 Estimate	FY2020 Budget
Fund Balance, October 1*	\$395,192	\$537,076	\$665,437	\$710,902	\$651,130
Revenues:					
Ad Valorem Taxes	2,201,962	2,241,279	2,420,000	2,400,000	2,628,000
Delinquent Taxes	10,265	5,296	12,000	11,000	12,000
Penalty & Interest	12,102	10,746	10,000	10,000	10,000
Interest Income	4,536	12,616	800	15,500	15,500
Transfer from EDC	0	0	0	0	100,178
Other Financing Sources	0	0	0	0	0
Proceed From Bond Sales	0	0	0	0	0
Current Year Resources	\$2,228,865	\$2,269,937	\$2,442,800	\$2,436,500	\$2,765,678
Total Available Resources	\$ 2,624,057	\$ 2,807,013	\$ 3,108,237	\$ 3,147,402	\$ 3,416,808
1998/2011 Certificates of Obligation					
Principal	155,000	160,000	0	0	0
Interest	4,581	1,560	0	0	0
2016 Certificates of Obligation					
Principal	285,000	275,000	230,000	230,000	235,000
Interest	121,101	138,819	132,619	132,619	124,469
2018 Certificates of Obligation					
Principal	0	0	365,000	365,000	390,000
Interest	0	0	230,641	230,641	242,440
2014 Certificates of Obligation					
Principal	85,000	85,000	180,000	180,000	180,000
Interest	88,213	86,513	83,863	83,863	80,263
2003/2013 Certificate of Obligation					
Principal	265,000	260,000	180,000	180,000	190,000
Interest	30,319	24,413	19,463	19,463	15,300
2005/2013 Certificates of Obligation					
Principle	0	0	0	0	0
Interest	0	0	0	0	0
1999 / 2006 General Obligation Refunding					
Principle	290,000	310,000	320,000	320,000	330,000
Interest	41,156	29,898	18,277	18,277	12,310
2007 Certificates of Obligation					
Principle	170,000	175,000	185,000	185,000	190,000
Interest	91,448	84,358	76,959	76,959	69,254
2011 Certificates of Obligation					
Principal	385,000	400,000	420,000	420,000	435,000
Interest	74,363	64,550	53,250	53,250	40,425
2019 Certificates of Obligation					
Principal	0	0	0	0	95,000
Interest	0	0	0	0	11,344
Fiscal Agent Charges	800	1,000	1,200	1,200	1,200
Total Debt Service Requirement	\$2,086,981	\$2,096,111	\$2,496,272	\$2,496,272	\$2,642,005
Fund Balance, September 30	\$537,076	\$710,902	\$611,965	\$651,130	\$774,803

General Fund Debt Service Requirements to Maturity

as of October 1, 2019

YEAR ENDING SEPT. 30	DEBT			
	OUTSTANDING OCT. 1	PRINCIPAL	INTEREST	TOTAL
2020	\$19,225,000	\$2,045,000	\$595,803	\$2,640,803
2021	\$17,180,000	\$2,150,000	\$520,636	\$2,670,636
2022	\$15,030,000	\$2,035,000	\$452,266	\$2,487,266
2023	\$12,995,000	\$1,275,000	\$397,398	\$1,672,398
2024	\$11,720,000	\$1,010,000	\$355,216	\$1,365,216
2025	\$10,710,000	\$1,050,000	\$316,069	\$1,366,069
2026	\$9,660,000	\$1,085,000	\$275,168	\$1,360,168
2027	\$8,575,000	\$940,000	\$237,028	\$1,177,028
2028	\$7,635,000	\$705,000	\$207,166	\$912,166
2029	\$6,930,000	\$730,000	\$184,771	\$914,771
2030	\$6,200,000	\$750,000	\$164,744	\$914,744
2031	\$5,450,000	\$760,000	\$144,297	\$904,297
2032	\$4,690,000	\$785,000	\$123,378	\$908,378
2033	\$3,905,000	\$810,000	\$101,750	\$911,750
2034	\$3,095,000	\$835,000	\$79,142	\$914,142
2035	\$2,260,000	\$720,000	\$57,800	\$777,800
2036	\$1,540,000	\$735,000	\$38,122	\$773,122
2037	\$805,000	\$395,000	\$21,263	\$416,263
2038	\$410,000	\$410,000	\$7,175	\$417,175
	\$19,225,000	\$4,279,190	\$23,504,190	

	Year	Total	Principal	Interest
This Year's Requirement	2020	\$2,640,803	\$2,045,000	\$ 595,803
Maximum Requirement	2021	\$2,670,636	\$2,150,000	\$520,636



General Obligation Debt Service Fund

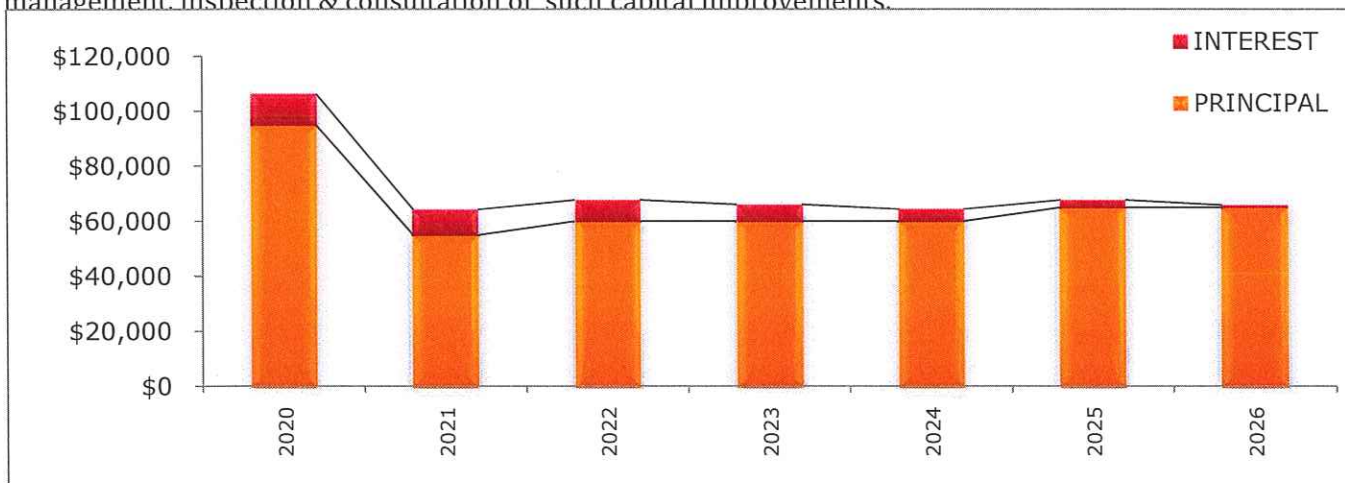
Annual Debt Service Requirement

Series 2019 Certificates of Obligation (\$460,000) *Est.

YEAR ENDING SEPT. 30	DEBT OUTSTANDING	PRINCIPAL	Interest Rate	INTEREST	TOTAL
	OCT. 1				
2020	\$460,000	\$95,000	2.750%	\$11,343	\$106,343
2021	\$365,000	\$55,000	2.750%	\$9,281	\$64,281
2022	\$310,000	\$60,000	2.750%	\$7,700	\$67,700
2023	\$250,000	\$60,000	2.750%	\$6,050	\$66,050
2024	\$190,000	\$60,000	2.750%	\$4,400	\$64,400
2025	\$130,000	\$65,000	2.750%	\$2,681	\$67,681
2026	\$65,000	\$65,000	2.750%	\$894	\$65,894
		<u>\$460,000</u>		<u>\$42,349</u>	<u>\$502,349</u>

	<u>Year</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>
This Year's Requirement	2020	\$106,343	\$95,000	\$11,343
Maximum Requirement	2020	\$106,343	\$95,000	\$11,343
Total Outstanding Bonds		\$460,000		
Total Original Issue		\$460,000		
Issue Date		8/15/2019		

Proceeds to be used for capital equipment. Proceeds can also be used for: construct street improvements such as utilities repair, curb, gutters, sidewalk and drainage improvement. Construct, improve, renovate existing municipal facilities or parks projects. Purchase of materials, supplies, equipment and land for aforementioned capital improvements. Payment of professional services - design, construction, project management, inspection & consultation of such capital improvements.



General Obligation Debt Service Fund

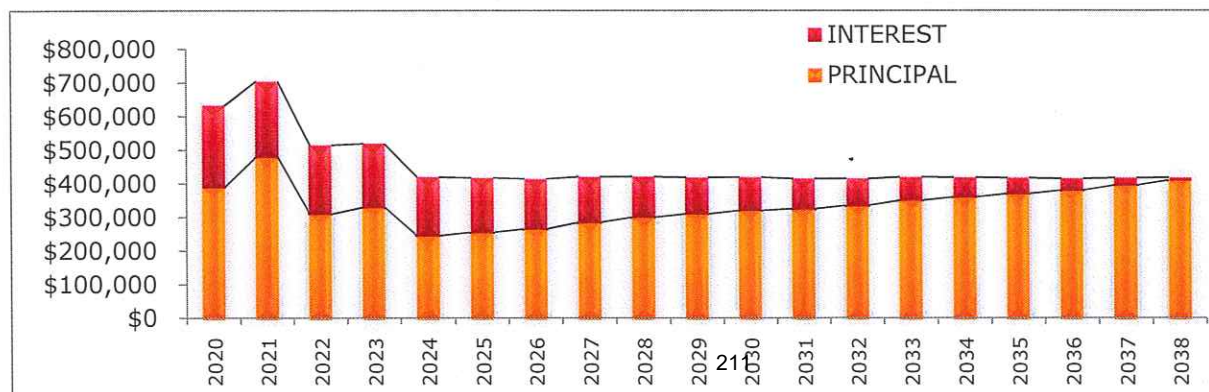
Annual Debt Service Requirement

Series 2018 Certificates of Obligation (\$6,780,000)

YEAR ENDING SEPT. 30	DEBT OUTSTANDING OCT. 1	PRINCIPAL	Interest Rate	INTEREST	TOTAL
2020	\$6,415,000	\$390,000	3.000%	\$242,440	\$632,440
2021	\$6,025,000	\$480,000	5.000%	\$224,590	\$704,590
2022	\$5,545,000	\$310,000	5.000%	\$204,840	\$514,840
2023	\$5,235,000	\$330,000	5.000%	\$188,840	\$518,840
2024	\$4,905,000	\$245,000	5.000%	\$174,465	\$419,465
2025	\$4,660,000	\$255,000	5.000%	\$161,965	\$416,965
2026	\$4,405,000	\$265,000	5.000%	\$148,965	\$413,965
2027	\$4,140,000	\$285,000	5.000%	\$135,215	\$420,215
2028	\$3,855,000	\$300,000	3.000%	\$120,590	\$420,590
2029	\$3,555,000	\$310,000	3.000%	\$108,440	\$418,440
2030	\$3,245,000	\$320,000	3.000%	\$98,990	\$418,990
2031	\$2,925,000	\$325,000	3.000%	\$89,315	\$414,315
2032	\$2,600,000	\$335,000	3.000%	\$79,415	\$414,415
2033	\$2,265,000	\$350,000	3.000%	\$69,140	\$419,140
2034	\$1,915,000	\$360,000	3.150%	\$58,220	\$418,220
2035	\$1,555,000	\$370,000	3.250%	\$46,538	\$416,538
2036	\$1,185,000	\$380,000	3.250%	\$34,350	\$414,350
2037	\$805,000	\$395,000	3.500%	\$21,263	\$416,263
2038	\$410,000	\$410,000	3.500%	\$7,175	\$417,175
		<u>\$6,415,000</u>		<u>\$2,214,755</u>	<u>\$8,629,755</u>

	<u>Year</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>
This Year's Requirement	2020	\$632,440	\$390,000	\$242,440
Maximum Requirement	2021	\$704,590	\$480,000	\$224,590
Total Outstanding Bonds		\$6,415,000		
Total Original Issue		\$6,780,000		
Issue Date		9/18/2018		

Construct street improvements such as utilities repair, curb, gutters, sidewalk and drainage improvement. Construct, improve, renovate existing municipal facilities including a splash pad and park trails. Purchase of materials, supplies, equipment and land for aforementioned capital improvements. Payment of professional services - design, construction, project management, inspection & consultation of such capital improvements.



General Obligation Debt Service Fund

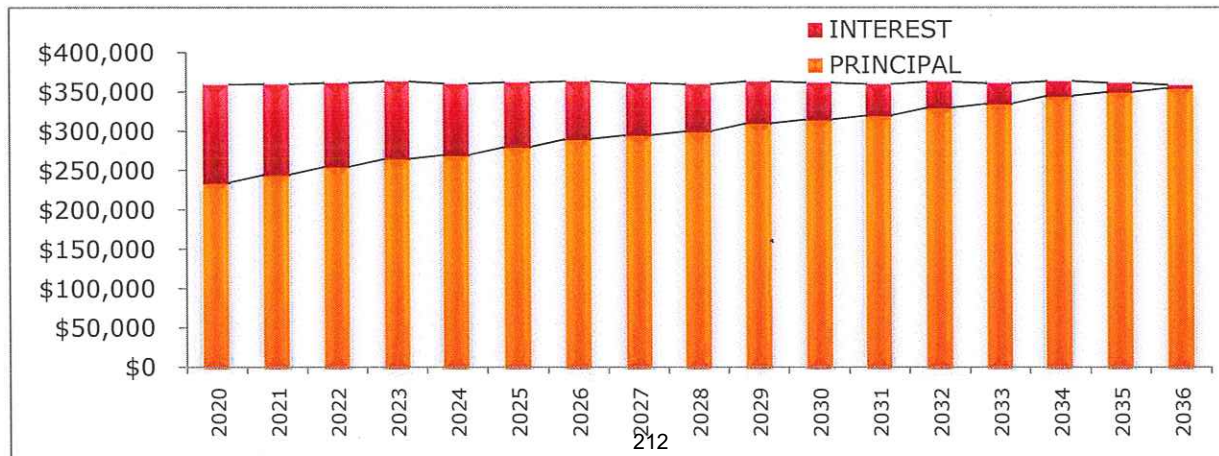
Annual Debt Service Requirement

Series 2016 Certificates of Obligation (\$5,885,000)

YEAR ENDING SEPT. 30	DEBT OUTSTANDING OCT. 1	PRINCIPAL	Interest Rate	INTEREST	TOTAL
2020	\$5,095,000	\$235,000	4.000%	\$124,469	\$359,469
2021	\$4,860,000	\$245,000	4.000%	\$114,869	\$359,869
2022	\$4,615,000	\$255,000	3.000%	\$106,144	\$361,144
2023	\$4,360,000	\$265,000	3.000%	\$98,344	\$363,344
2024	\$4,095,000	\$270,000	3.000%	\$90,319	\$360,319
2025	\$3,825,000	\$280,000	3.000%	\$82,069	\$362,069
2026	\$3,545,000	\$290,000	3.000%	\$73,519	\$363,519
2027	\$3,255,000	\$295,000	2.125%	\$66,034	\$361,034
2028	\$2,960,000	\$300,000	2.125%	\$59,713	\$359,713
2029	\$2,660,000	\$310,000	2.125%	\$53,231	\$363,231
2030	\$2,350,000	\$315,000	2.125%	\$46,591	\$361,591
2031	\$2,035,000	\$320,000	2.125%	\$39,844	\$359,844
2032	\$1,715,000	\$330,000	2.125%	\$32,938	\$362,938
2033	\$1,385,000	\$335,000	2.125%	\$25,872	\$360,872
2034	\$1,050,000	\$345,000	2.125%	\$18,647	\$363,647
2035	\$705,000	\$350,000	2.125%	\$11,263	\$361,263
2036	\$355,000	\$355,000	2.125%	\$3,772	\$358,772
		<u>\$5,095,000</u>		<u>\$1,047,635</u>	<u>\$6,142,635</u>

	<u>Year</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>
This Year's Requirement	2020	\$359,469	\$235,000	\$124,469
Maximum Requirement	2034	\$363,647	\$345,000	\$18,647
Total Outstanding Bonds	\$5,095,000			
Total Original Issue	\$5,885,000			
Issue Date	9/28/2016			

Construct street improvements such as utilities repair, curb, gutters, sidewalk and drainage improvement. Construct, improve, renovate existing municipal facilities including a splash pad and park trails. Purchase of materials, supplies, equipment and land for aforementioned capital improvements. Payment of professional services - design, construction, project management, inspection & consultation of such capital improvements.



General Obligation Debt Service Fund

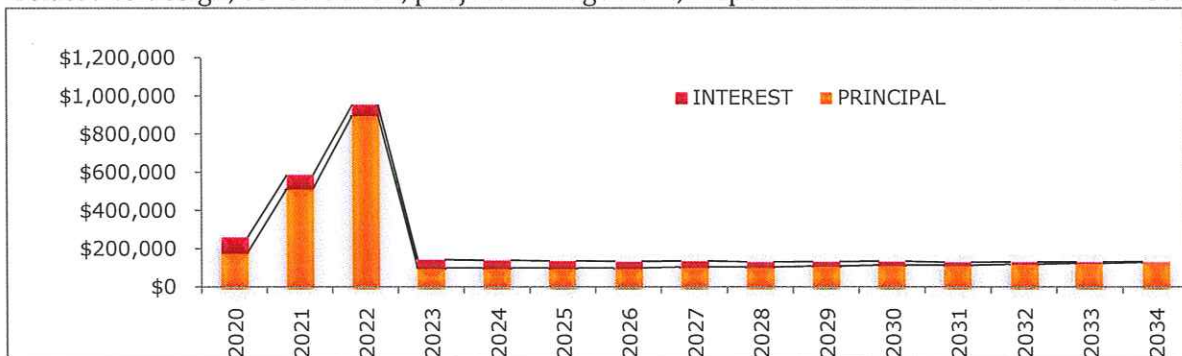
Annual Debt Service Requirement

Series 2014 Certificates of Obligation (\$3,500,000)

YEAR ENDING SEPT. 30	DEBT OUTSTANDING OCT. 1	PRINCIPAL	Interest Rate	INTEREST	TOTAL
2020	\$2,920,000	\$180,000	2.000%	\$80,263	\$260,263
2021	\$2,740,000	\$515,000	2.250%	\$72,669	\$587,669
2022	\$2,225,000	\$900,000	2.500%	\$55,625	\$955,625
2023	\$1,325,000	\$100,000	3.000%	\$42,875	\$142,875
2024	\$1,225,000	\$100,000	0.000%	\$39,875	\$139,875
2025	\$1,125,000	\$100,000	0.000%	\$36,875	\$136,875
2026	\$1,025,000	\$100,000	0.000%	\$33,875	\$133,875
2027	\$925,000	\$105,000	3.500%	\$30,538	\$135,538
2028	\$820,000	\$105,000	3.500%	\$26,863	\$131,863
2029	\$715,000	\$110,000	3.500%	\$23,100	\$133,100
2030	\$605,000	\$115,000	3.500%	\$19,163	\$134,163
2031	\$490,000	\$115,000	3.500%	\$15,138	\$130,138
2032	\$375,000	\$120,000	3.500%	\$11,025	\$131,025
2033	\$255,000	\$125,000	3.500%	\$6,738	\$131,738
2034	\$130,000	\$130,000	3.500%	\$2,275	\$132,275
		<u>\$2,920,000</u>		<u>\$496,897</u>	<u>\$3,416,897</u>

	<u>Year</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>
This Year's Requirement	2020	\$260,263	\$180,000	\$80,263
Maximum Requirement	2022	\$955,625	\$900,000	\$55,625
Total Outstanding Bonds	\$2,920,000			
Total Original Issue	\$3,500,000			
Issue Date	7/28/2014			

Constructing street improvements such as utilities repair, curb, gutters, sidewalk and drainage; Demolish, construct, improve, renovate and enlarge parks and recreation projects such as the Purchase of materials, supplies, equipment and land for Senior Center Facility. Payment of principal related to design, construction, project management, inspection & consultation of Senior Center



General Obligation Debt Service Fund

Annual Debt Service Requirement

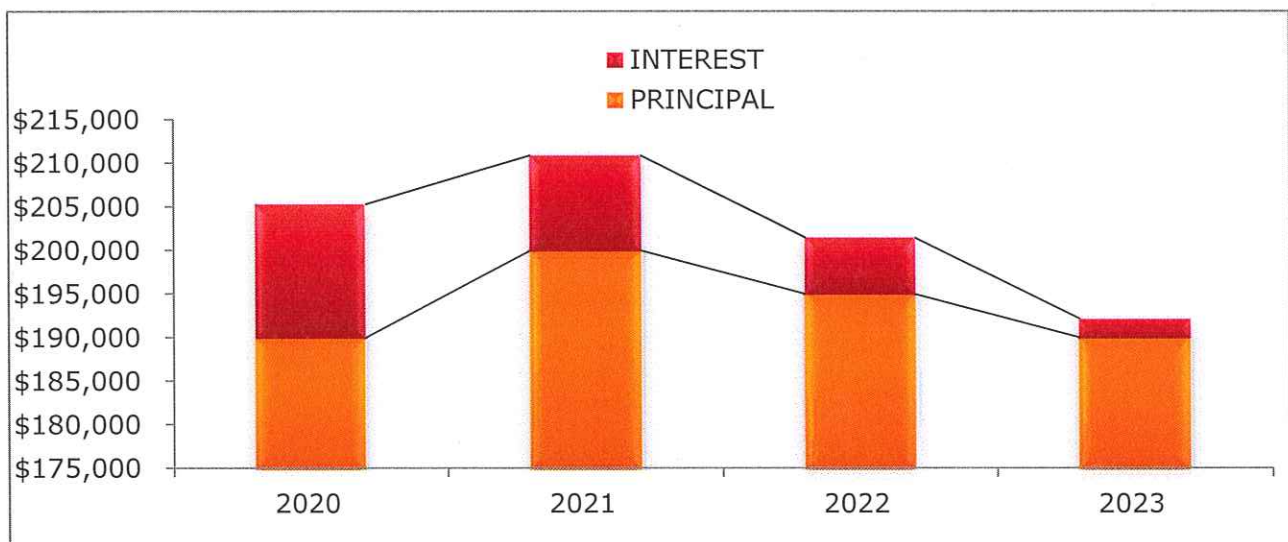
Series 2013 Certificates of Obligation (2003/2005 REF)

\$5,000,000

YEAR ENDING SEPT. 30	DEBT OUTSTANDING OCT. 1	PRINCIPAL	Interest Rate	INTEREST	TOTAL
2020	\$775,000	\$190,000	2.25%	\$15,300	\$205,300
2021	\$585,000	\$200,000	2.25%	\$10,913	\$210,913
2022	\$385,000	\$195,000	2.25%	\$6,469	\$201,469
2023	\$190,000	\$190,000	2.25%	\$2,138	\$192,138
		<u>\$775,000</u>		<u>\$34,819</u>	<u>\$809,819</u>

	<u>Year</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>
This Year's Requirement	2020	\$395,300	\$190,000	\$205,300
Maximum Requirement	2021	\$210,913	\$200,000	\$10,913
Total Outstanding Bonds		\$775,000		
Total Original Issue		\$5,000,000		
Issue Date		8/1/2005		

Constructing, purchasing, renovating, and improving the City's public safety facilities' for police, fire, emergency medical, and animal control services. To pay for the expansion of the City's library facility, as well as the construction of street, curb, and sidewalk improvements, including utilities repair, replacement, and relocation as well as incidental drainage related to sidewalk construction.



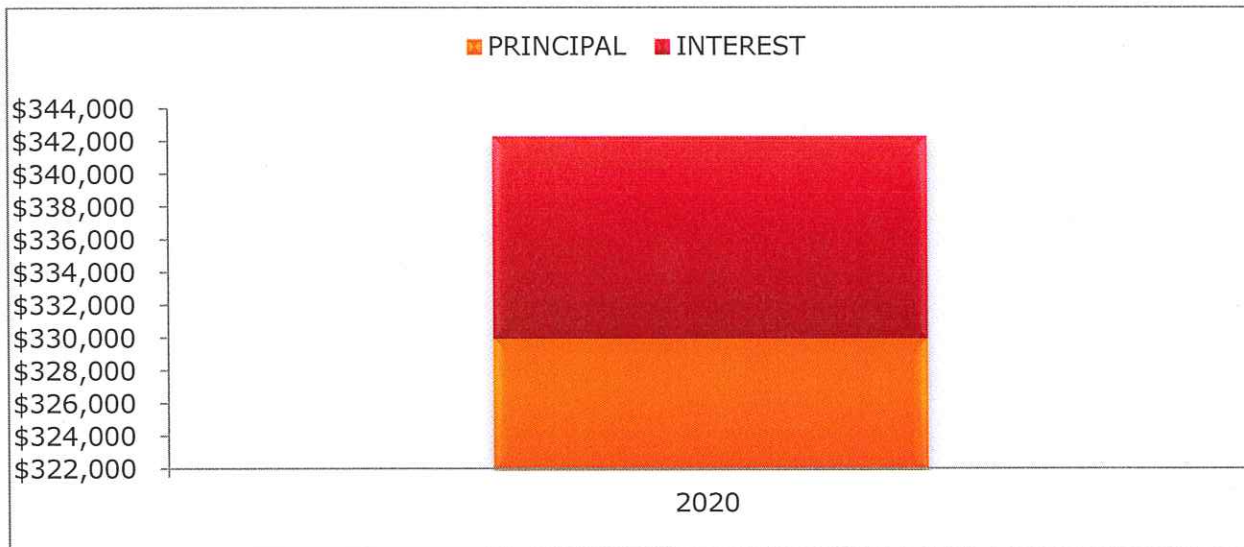
General Obligation Debt Service Fund

Annual Debt Service Requirement Series 2006 Refunding (\$2,855,000)

YEAR ENDING SEPT. 30	DEBT OUTSTANDING OCT. 1	PRINCIPAL	Interest Rate	INTEREST	TOTAL
2020	\$330,000	\$330,000	3.73%	\$12,310	\$342,310
		<u>\$330,000</u>		<u>\$12,310</u>	<u>\$342,310</u>
		<u>Year</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>
This Year's Requirement		2020	\$342,310	\$330,000	\$12,310
Maximum Requirement		2020	\$342,310	\$330,000	\$12,310
Total Outstanding Note		\$330,000			
Total Original Note		\$2,855,000			
Issue Date		11/15/2006			
No Call Date					

Payments due on 10/01 of each year are budgeted in prior fiscal year since that is the year earned.

To refund Series 1999 Certificates of Obligation.



General Obligation Debt Service Fund

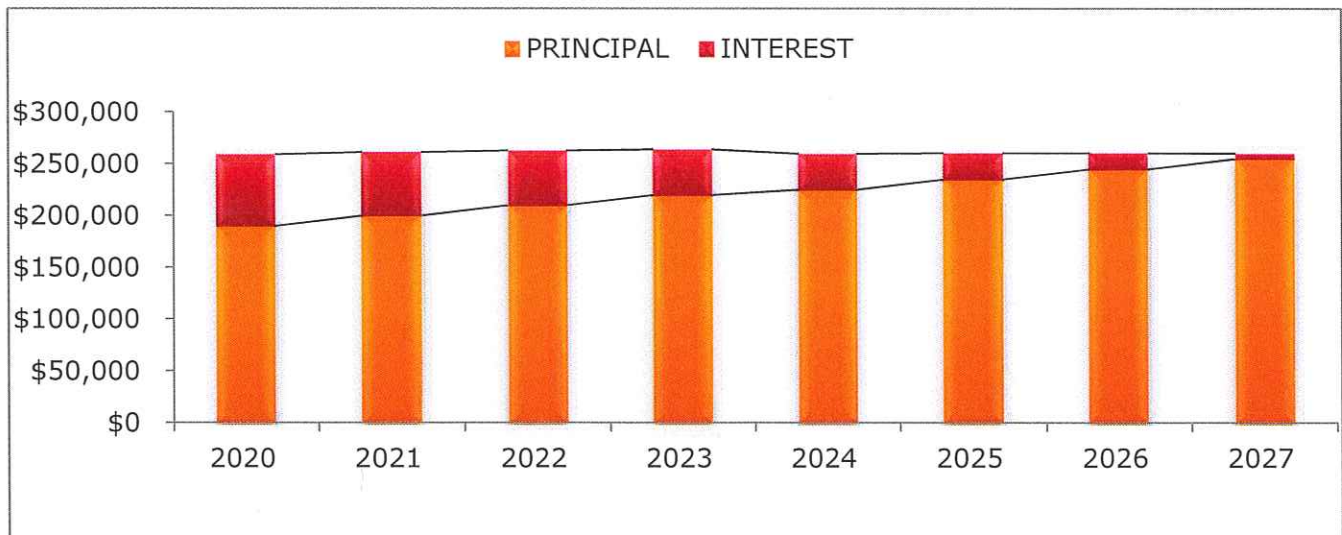
Annual Debt Service Requirement

Series 2007 Certificate of Obligation (\$3,400,000)

YEAR ENDING SEPT. 30	DEBT OUTSTANDING OCT. 1	PRINCIPAL	Interest Rate	INTEREST	TOTAL
2020	\$ 1,780,000	\$190,000	4.11%	\$69,254	\$259,254
2021	\$ 1,590,000	\$200,000	4.11%	\$61,239	\$261,239
2022	\$ 1,390,000	\$210,000	4.11%	\$52,814	\$262,814
2023	\$ 1,180,000	\$220,000	4.11%	\$43,977	\$263,977
2024	\$ 960,000	\$225,000	4.11%	\$34,832	\$259,832
2025	\$ 735,000	\$235,000	4.11%	\$25,379	\$260,379
2026	\$ 500,000	\$245,000	4.11%	\$15,515	\$260,515
2027	\$ 255,000	\$255,000	4.11%	\$5,240	\$260,240
		\$1,780,000		\$308,250	\$2,088,250

	<u>Year</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>
This Year's Requirement	2020	\$259,254	\$190,000	\$69,254
Maximum Requirement	2023	\$263,977	\$220,000	\$43,977
Total Outstanding Bonds	\$1,780,000			
Total Original Issue	\$3,400,000			
Issue Date	8/29/2007			

For the purpose of paying contractual obligations of the City to be incurred for making permanent public improvements and for other public purposes, to wit: (1) constructing, purchasing, renovating, and improving the City's public safety facilities, including police, fire, and emergency medical services, (2) constructing street improvements (including utilities repair, replacement, and relocation) and drainage incidental thereto; (3) the purchase of materials, supplies, equipment, machinery, land, rights-of-way for authorized needs and purposes relating to public safety improvement purposes and street improvement purposes, and (4) the payment of professional services related to the construction and financing of the aforementioned projects.



General Obligation Debt Service Fund

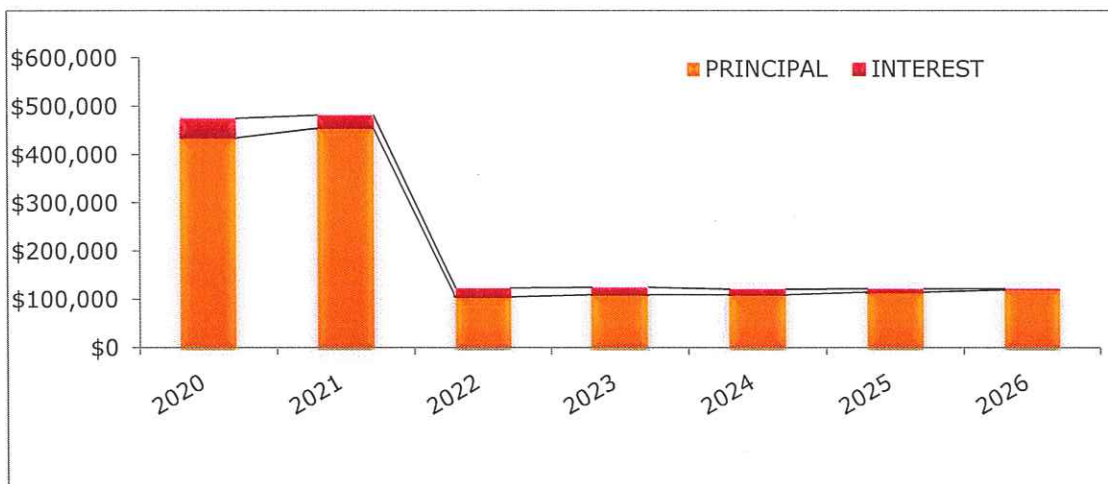
Annual Debt Service Requirement - GF (03)

Series 2011 - Certificate of Obligation (\$7,365,000)

YEAR ENDING SEPT. 30	DEBT OUTSTANDING		Interest Rate	INTEREST	TOTAL
	OCT. 1	PRINCIPAL			
2020	\$1,450,000	\$435,000	3.00%	\$40,425	\$475,425
2021	\$1,015,000	\$455,000	3.00%	\$27,075	\$482,075
2022	\$560,000	\$105,000	3.00%	\$18,675	\$123,675
2023	\$455,000	\$110,000	3.50%	\$15,175	\$125,175
2024	\$345,000	\$110,000	3.50%	\$11,325	\$121,325
2025	\$235,000	\$115,000	4.00%	\$7,100	\$122,100
2026	\$120,000	\$120,000	4.00%	\$2,400	\$122,400
		<u>\$1,450,000</u>		<u>\$122,175</u>	<u>\$1,572,175</u>
Total Outstanding Bonds		\$1,450,000			
Total Original Issue		\$4,585,000			
Issue Date		7/27/2011			

For the purpose of paying contractual obligations of the City to be incurred for making permanent public improvements and for other public purposes, to wit: (1) constructing, acquiring, purchasing, renovating, enlarging , and improving the System, (2) constructing street improvements (including utility repair, replacement, and relocation), curb, gutters, and sidewalk improvements, (3) constructing, renovating, and improving various City facilities, (4) purchasing a new fire truck, public safety vehicles and ambulance vehicles.

	<u>Year</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>
This Year's Requirement	2020	\$475,425	\$435,000	\$40,425
Maximum Requirement	2021	\$482,075	\$455,000	\$27,075



DEBT SERVICE

Water and Sewer Certificates of Obligation Debt Service Fund 44

The Water and Sewer Certificates of Obligation Debt Service fund is used to account for Certificates of Obligation whose principal and interest are payable from earnings of the City of Watauga's Water and Sewer Enterprise Fund. The original debt in the amount of \$11,370,000 was used to purchase the Water and Sewer system from the City of North Richland Hills in October 1996, to build the necessary infrastructure, including an elevated water tank, and to purchase the necessary equipment in order to efficiently run the utility system. In July of 2001, City engineers, along with the firm of Knowlton - English - Flowers, Inc., produced a Capital Improvement Plan. Over \$2.8 million in water and wastewater needs were detailed in this plan. Due to the urgency of some of these needs, the City issued revenues bonds during FY 2001-2002 to fund \$1.7 million of these projects and the remaining projects were completed on a pay-as-you-go basis. Due to low interest rates, the City was able to refund the 1996 Certificates (years 2008 - 2016) in FY 2004-2005 for significant savings.

In July 2011, the City issued \$7,365,000 of Combination Tax and Limited Pledge Revenue Certificates of Obligation. Of this amount, \$2,780,000 is payable from and secured by a lien on the net revenues of the City's utility system, and the remaining \$4,585,000 is funded by ad valorem taxes. These bonds financed heavy equipment for water and sewer operations, and various improvements to the utility system.

In July 2012, the City issued \$7,730,000 of Combination Tax and Limited Pledge Revenue Certificates of Obligation. These bonds will finance Water and Sewer Projects to be completed in the next few years.

In FY2016-2017, \$1.2 million of the Utility Fund debt service dropped off due to the final payment being made in FY2015-2016 for the debt service associated with the purchase of the Water system from North Richland Hills. In the summer of 2017, the City Council considered and approved additional utility project infrastructure funding by issuing certificates of obligation in the amount of \$7.325 million. These funds were received in August, 2017 and will be used for water and sewer projects identified in the City's 5-year Capital Improvements Project plan.

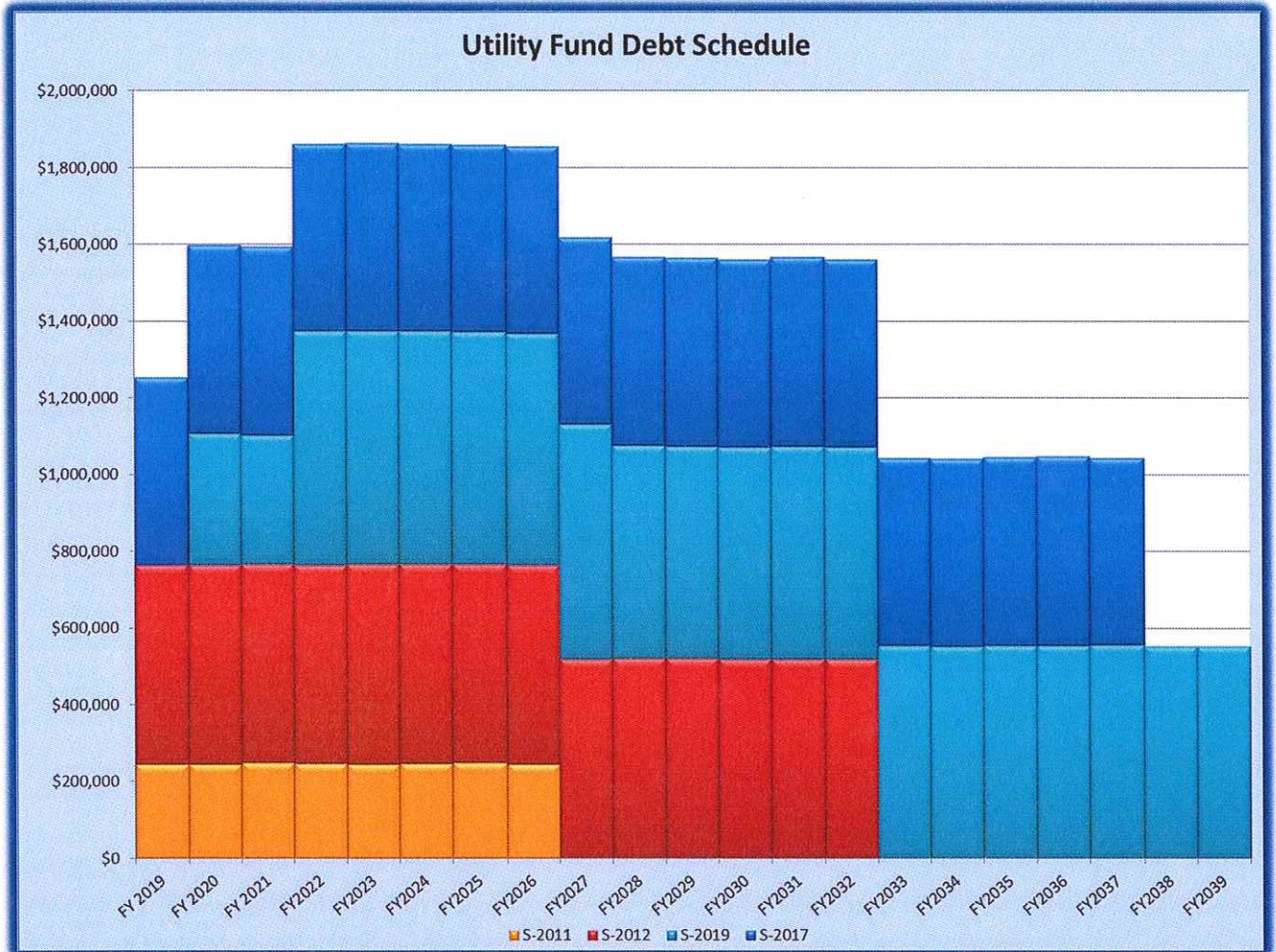
A \$8.830 million Combination Tax and Limited Pledge Revenue Certificates of Obligation is proposed for 2019. These funds will finance Water and Sewer projects throughout the next several years.

The fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when the liability is incurred.

DEBT SERVICE

Debt Management

The existing debt payment schedule was level through 2016 until the final payment on the Series 2005 Refunding certificates was made. At the end of FY2016, approximately \$1.2 million in debt service dropped off. The Certificates of Obligation issuance in FY2017 resulted in approximately \$500,000 debt service, bringing the annual debt service payment to approximately \$1.3 million annually. In FY2019, additional water and sewer projects are scheduled for funding by debt issuance. Debt service will begin for the 2019 issuance in FY2020.



W/S Certificate of Obligation Bonds

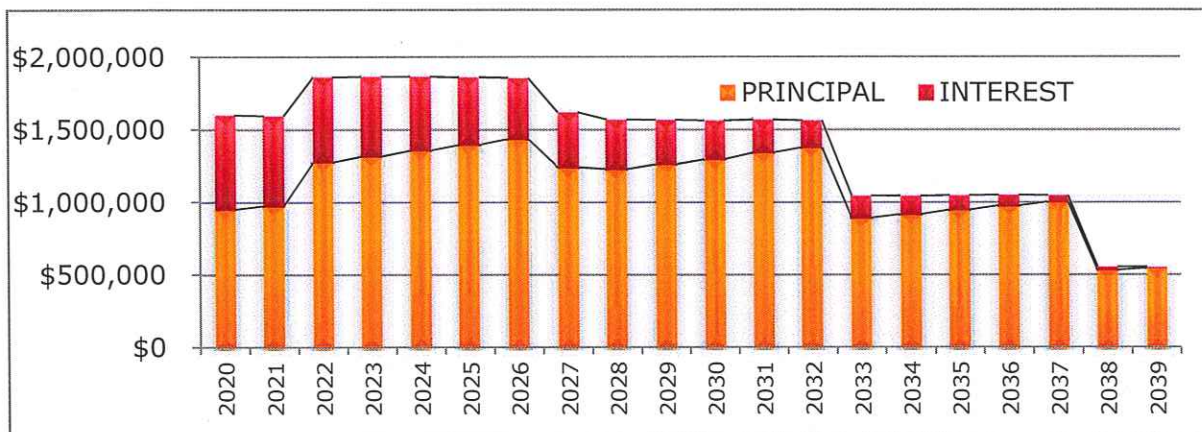
Debt Service Schedule

Requirements to Maturity

All Issues

YEAR ENDING SEPT. 30	DEBT OUTSTANDING OCT.1	PRINCIPAL	INTEREST	TOTAL
2020	\$22,235,000	\$950,000	\$648,069	\$1,598,069
2021	\$21,285,000	\$975,000	\$619,475	\$1,594,475
2022	\$20,310,000	\$1,275,000	\$586,350	\$1,861,350
2023	\$19,035,000	\$1,315,000	\$547,951	\$1,862,951
2024	\$17,720,000	\$1,355,000	\$507,813	\$1,862,813
2025	\$16,365,000	\$1,395,000	\$465,357	\$1,860,357
2026	\$14,970,000	\$1,435,000	\$420,563	\$1,855,563
2027	\$13,535,000	\$1,240,000	\$379,269	\$1,619,269
2028	\$12,295,000	\$1,225,000	\$342,257	\$1,567,257
2029	\$11,070,000	\$1,260,000	\$304,863	\$1,564,863
2030	\$9,810,000	\$1,295,000	\$266,407	\$1,561,407
2031	\$8,515,000	\$1,340,000	\$226,744	\$1,566,744
2032	\$7,175,000	\$1,375,000	\$185,876	\$1,560,876
2033	\$5,800,000	\$890,000	\$152,406	\$1,042,406
2034	\$4,910,000	\$915,000	\$126,506	\$1,041,506
2035	\$3,995,000	\$945,000	\$99,813	\$1,044,813
2036	\$3,050,000	\$975,000	\$72,256	\$1,047,256
2037	\$2,075,000	\$1,000,000	\$43,913	\$1,043,913
2038	\$1,075,000	\$530,000	\$22,275	\$552,275
2039	\$545,000	\$545,000	\$7,494	\$552,494
		\$22,235,000	\$6,025,654	\$28,260,654

	Year	Total	Principal	Interest
This Year's Requirement	2020	\$1,308,400	\$950,000	\$358,400
Maximum Requirement	2025	\$1,855,344	\$1,395,000	\$460,344



**Water and Sewer Certificates of Obligation
Budget Summary FUND 42/44**

	HISTORY		CURRENT YEAR		BUDGET
	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Estimate*	2019-20 Budget*
Fund Balance, October 1	\$22,341	(\$21,388)	(\$19,964)	(\$19,313)	\$2,537
<u>Revenue:</u>					
Transfer from W/S Op Fund	765,838	1,260,788	1,275,000	1,275,000	1,600,000
Transfer from W/S CO	0	0	0	0	1,087
Interest income	1,320	2,875	0	0	2,000
Total Revenue	767,158	1,263,663	1,275,000	1,275,000	1,603,087
Total Available Resources	789,499	1,242,275	1,255,036	1,255,687	1,605,624
<u>Debt Service Requirements:</u>					
Series 1996 & 2011 C O					
Principal	180,000	185,000	190,000	190,000	195,000
Interest	109,724	60,713	55,550	55,550	49,775
Series 2012 CO					
Principal	325,000	330,000	340,000	340,000	350,000
Interest	195,563	187,375	179,000	179,000	169,500
Series 2017 CO					
Principal	0	245,000	280,000	280,000	290,000
Interest	0	252,700	208,200	208,200	199,650
Series 2019 CO					
Principal	0	0	0	0	115,000
Interest	0	0	0	0	229,144
Transfer to Fund 42					1,087
Fiscal Agent Charges	600	800	400	400	400
Total Debt Service Requirements	810,887	1,261,588	1,253,150	1,253,150	1,599,556
Fund Balance, September 30	(\$21,388)	(\$19,313)	\$1,886	\$2,537	\$6,068

***Fund 42 fund balance included**

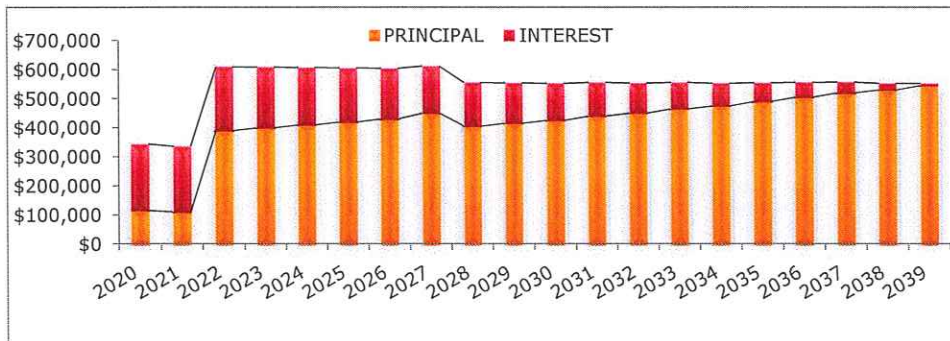
W/S Debt Service Fund 44
Annual Debt Service Requirement - Utility (44)
Series 2019 - Certificate of Obligation (\$8,390,000) *Est.

YEAR ENDING SEPT. 30	DEBT OUTSTANDING		Interest		TOTAL
	OCT. 1	PRINCIPAL	Rate	INTEREST	
2020	\$8,390,000	\$115,000	2.75%	\$229,144	\$344,144
2021	\$8,275,000	\$110,000	2.75%	\$226,050	\$336,050
2022	\$8,165,000	\$390,000	2.75%	\$219,175	\$609,175
2023	\$7,775,000	\$400,000	2.75%	\$208,313	\$608,313
2024	\$7,375,000	\$410,000	2.75%	\$197,175	\$607,175
2025	\$6,965,000	\$420,000	2.75%	\$185,763	\$605,763
2026	\$6,545,000	\$430,000	2.75%	\$174,075	\$604,075
2027	\$6,115,000	\$450,000	2.75%	\$161,975	\$611,975
2028	\$5,665,000	\$405,000	2.75%	\$150,219	\$555,219
2029	\$5,260,000	\$415,000	2.75%	\$138,944	\$553,944
2030	\$4,845,000	\$425,000	2.75%	\$127,394	\$552,394
2031	\$4,420,000	\$440,000	2.75%	\$115,500	\$555,500
2032	\$3,980,000	\$450,000	2.75%	\$103,263	\$553,263
2033	\$3,530,000	\$465,000	2.75%	\$90,681	\$555,681
2034	\$3,065,000	\$475,000	2.75%	\$77,756	\$552,756
2035	\$2,590,000	\$490,000	2.75%	\$64,488	\$554,488
2036	\$2,100,000	\$505,000	2.75%	\$50,806	\$555,806
2037	\$1,595,000	\$520,000	2.75%	\$36,713	\$556,713
2038	\$1,075,000	\$530,000	2.75%	\$22,275	\$552,275
2039	\$545,000	\$545,000	2.75%	\$7,494	\$552,494
		\$8,390,000		\$2,587,200	\$10,977,200

Total Outstanding Bonds **\$8,390,000**
Total Original Issue **\$8,390,000**
Issue Date **8/1/2019**

For the purpose of paying contractual obligations of the City to be incurred for making permanent put improvements and for other public purposes, to wit: (1) constructing, acquiring, purchasing, renovating, enlarging, and improving the System, (2) constructing street improvements (including utility repair, replacement, and relocation), curb, gutters, and sidewalk improvements, (3) constructing, acquiring, purchasing, renovating, enlarging and improving the storm water and drainage system.

	<u>Year</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>
This Year's Requirement	2020	\$344,144	\$115,000	\$229,144
Maximum Requirement	2022	\$608,313	\$400,000	\$208,313



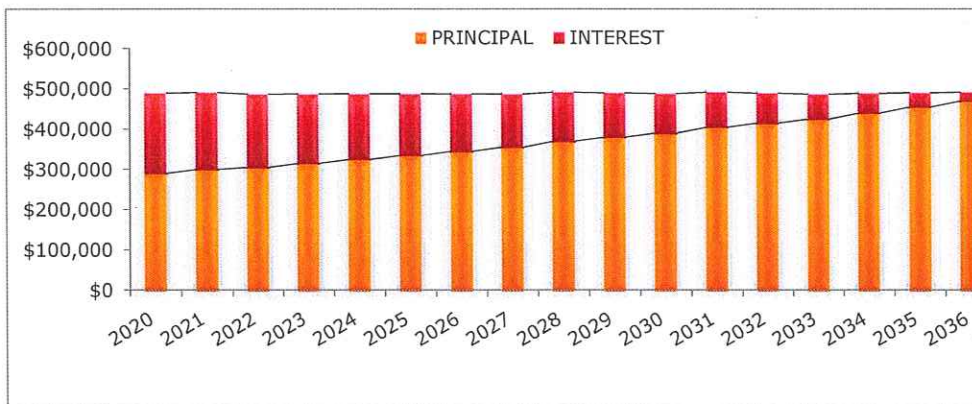
W/S Debt Service Fund 44
Annual Debt Service Requirement - Utility (44)
Series 2017 - Certificate of Obligation (\$7,325,000)

YEAR ENDING SEPT. 30	DEBT OUTSTANDING		Interest		TOTAL
	OCT. 1	PRINCIPAL	Rate	INTEREST	
2020	\$6,800,000	\$290,000	3.00%	\$199,650	\$489,650
2021	\$6,510,000	\$300,000	3.00%	\$190,800	\$490,800
2022	\$6,210,000	\$305,000	3.00%	\$181,725	\$486,725
2023	\$5,905,000	\$315,000	3.00%	\$172,425	\$487,425
2024	\$5,590,000	\$325,000	3.00%	\$162,825	\$487,825
2025	\$5,265,000	\$335,000	3.00%	\$152,925	\$487,925
2026	\$4,930,000	\$345,000	3.00%	\$142,725	\$487,725
2027	\$4,585,000	\$355,000	3.00%	\$132,225	\$487,225
2028	\$4,230,000	\$370,000	3.00%	\$121,350	\$491,350
2029	\$3,860,000	\$380,000	3.00%	\$110,100	\$490,100
2030	\$3,480,000	\$390,000	3.00%	\$98,550	\$488,550
2031	\$3,090,000	\$405,000	3.00%	\$86,625	\$491,625
2032	\$2,685,000	\$415,000	3.00%	\$74,325	\$489,325
2033	\$2,270,000	\$425,000	3.00%	\$61,725	\$486,725
2034	\$1,845,000	\$440,000	3.00%	\$48,750	\$488,750
2035	\$1,405,000	\$455,000	3.00%	\$35,325	\$490,325
2036	\$950,000	\$470,000	3.00%	\$21,450	\$491,450
2037	\$480,000	\$480,000	3.00%	\$7,200	\$487,200
		<u>\$6,800,000</u>		<u>\$2,000,700</u>	<u>\$8,800,700</u>

Total Outstanding Bonds \$6,800,000
Total Original Issue \$7,325,000
Issue Date 6/1/2017

For the purpose of paying contractual obligations of the City to be incurred for making permanent put improvements and for other public purposes, to wit: (1) constructing, acquiring, purchasing, renovating, enlarging, and improving the System, (2) constructing street improvements (including utility repair, replacement, and relocation), curb, gutters, and sidewalk improvements, (3) constructing, acquiring, purchasing, renovating, enlarging and improving the storm water and drainage system.

	<u>Year</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>
This Year's Requirement	2020	\$489,650	\$290,000	\$199,650
Maximum Requirement	2031	\$491,625	\$405,000	\$86,625



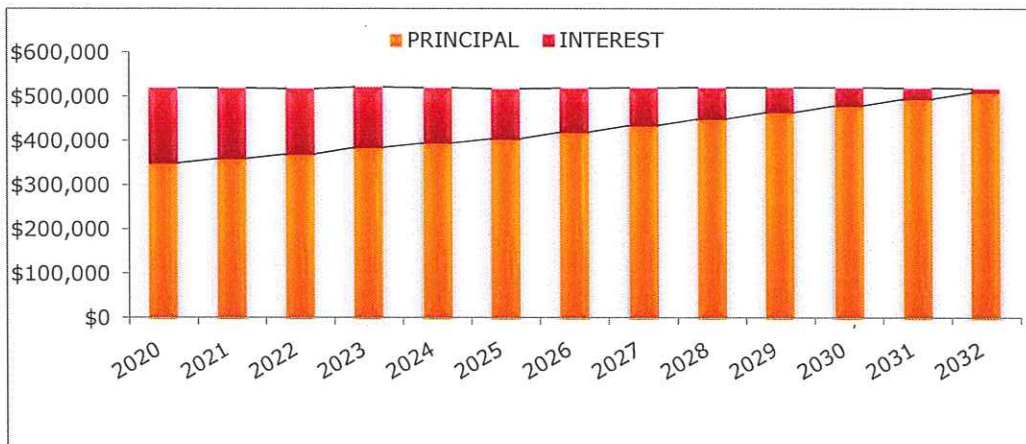
W/S Debt Service Fund 44
Annual Debt Service Requirement - Utility (44)
Series 2012 - Certificate of Obligation (\$7,730,000)

YEAR ENDING SEPT. 30	DEBT		Interest Rate	INTEREST	TOTAL
	OUTSTANDING OCT. 1	PRINCIPAL			
2020	\$5,520,000	\$350,000	3.00%	\$169,500	\$519,500
2021	\$5,170,000	\$360,000	3.00%	\$158,850	\$518,850
2022	\$4,810,000	\$370,000	3.00%	\$147,900	\$517,900
2023	\$4,440,000	\$385,000	3.00%	\$136,575	\$521,575
2024	\$4,055,000	\$395,000	3.00%	\$124,875	\$519,875
2025	\$3,660,000	\$405,000	3.25%	\$112,369	\$517,369
2026	\$3,255,000	\$420,000	3.25%	\$98,963	\$518,963
2027	\$2,835,000	\$435,000	3.25%	\$85,069	\$520,069
2028	\$2,400,000	\$450,000	3.25%	\$70,688	\$520,688
2029	\$1,950,000	\$465,000	3.25%	\$55,819	\$520,819
2030	\$1,485,000	\$480,000	3.25%	\$40,463	\$520,463
2031	\$1,005,000	\$495,000	3.25%	\$24,619	\$519,619
2032	\$510,000	\$510,000	3.25%	\$8,288	\$518,288
		<u>\$5,520,000</u>		<u>\$1,233,978</u>	<u>\$6,753,978</u>

Total Outstanding Bonds \$5,520,000
Total Original Issue \$7,730,000
Issue Date 8/27/2012

For the purpose of paying contractual obligations of the City to be incurred for making permanent public improvements and for other public purposes, to wit: (1) constructing, acquiring, purchasing, renovating, enlarging, and improving the System, (2) constructing street improvements (including utility repair, replacement, and relocation), curb, gutters, and sidewalk improvements, (3) constructing, acquiring, purchasing, renovating, enlarging and improving the storm water and drainage system.

	<u>Year</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>
This Year's Requirement	2020	\$519,000	\$340,000	\$179,000
Maximum Requirement	2023	\$521,575	\$385,000	\$136,575



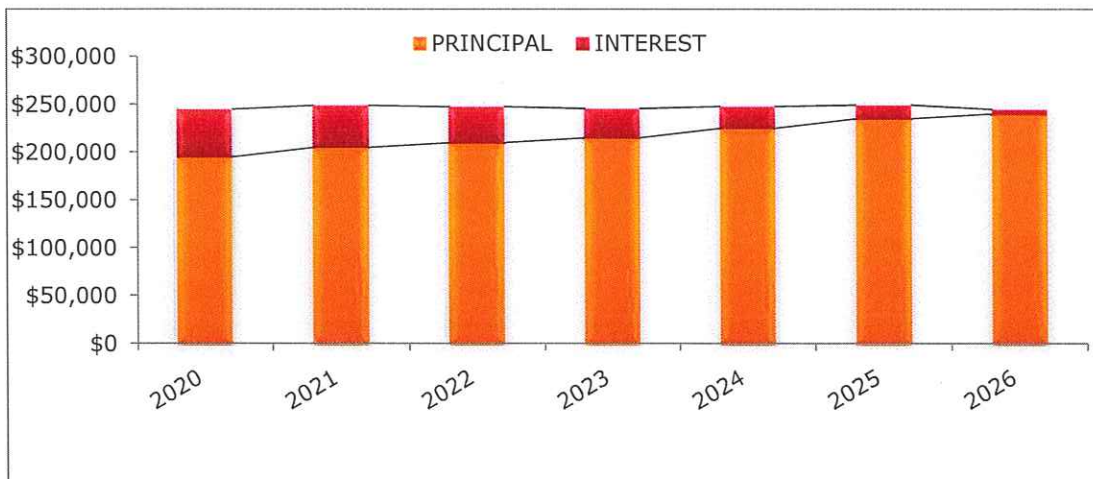
W/S Debt Service Fund - 44
Annual Debt Service Requirement - Utility (44)
Series 2011 - Certificate of Obligation (\$7,365,000)

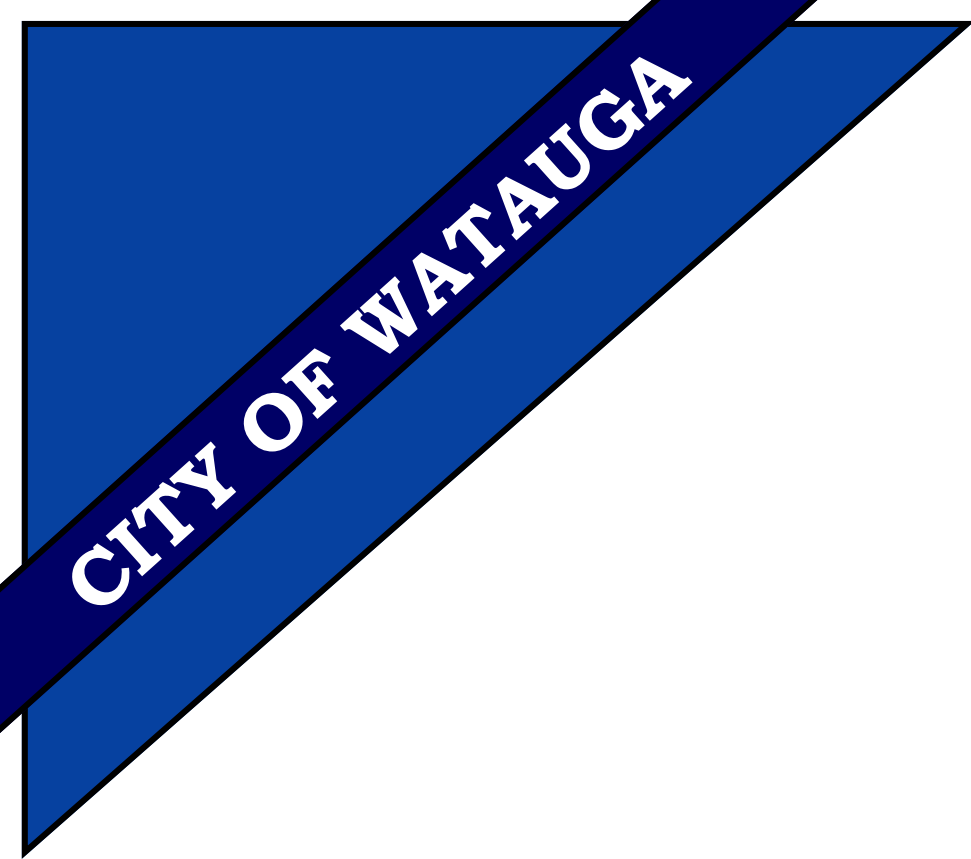
YEAR ENDING SEPT. 30	DEBT OUTSTANDING	PRINCIPAL	Interest		TOTAL
	OCT. 1		Rate	INTEREST	
2020	\$1,525,000	\$195,000	3.00%	\$49,775	\$244,775
2021	\$1,330,000	\$205,000	3.00%	\$43,775	\$248,775
2022	\$1,125,000	\$210,000	3.00%	\$37,550	\$247,550
2023	\$915,000	\$215,000	3.50%	\$30,638	\$245,638
2024	\$700,000	\$225,000	3.50%	\$22,938	\$247,938
2025	\$475,000	\$235,000	4.00%	\$14,300	\$249,300
2026	\$240,000	\$240,000	4.00%	\$4,800	\$244,800
		\$1,525,000		\$203,776	\$1,728,776

Total Outstanding Bonds **\$1,525,000**
Total Original Issue **\$2,780,000**
Issue Date **7/27/2011**

For the purpose of paying contractual obligations of the City to be incurred for making permanent public improvements and for other public purposes, to wit: (1) constructing, acquiring, purchasing, renovating, enlarging , and improving the System, (2) constructing street improvements (including utility repair, replacement, and relocation), curb, gutters, and sidewalk improvements, (3) constructing, renovating, and improving various City facilities, (4) purchasing a new fire truck, public safety vehicles and

	<u>Year</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>
This Year's Requirement	2020	\$244,775	\$195,000	\$49,775
Maximum Requirement	2025	\$249,300	\$235,000	\$14,300





MULTI-YEAR PLANNING DOCUMENTS



FY2020-2024
PERSONNEL IMPROVEMENT PLAN (PIP)
5 YEAR PLAN



**CITY OF WATAUGA PERSONNEL IMPROVEMENT PLAN
FISCAL YEAR 2020-2024**



	FY 2017-18 Prior Year	FY 2018-19 Current	FY 2019-20 Projected		FY 2019-20 Recommended Financial Impact (Salary & Benefits)		Future Needs			
SUMMARY	Funded	Funded	Funded	Unfunded	Funded		FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
GENERAL FUND										
CITY MANAGER DEPARTMENT										
City Manager*	1	1	1	0	1		1	1	1	1
Subtotal Department	1	1	1	0	1	\$ -	1	1	1	1
CITY SECRETARY DEPARTMENT										
City Secretary	1	0	0	1	0	\$ (99,461)	0	0	1	1
Deputy City Secretary	0	1	1	0	1	\$ 64,383	1	1	1	1
Assistant to the City Secretary	1	1	1	0	1		1	1	0	0
Records Analyst	0	0	0	0	0		1	1	1	1
Subtotal Department	2	2	2	1	2	\$ (35,078)	3	3	3	3
ECONOMIC DEVELOPMENT DEPARTMENT										
Economic Development Director	1	0	0	0	0		0	0	0	0
Economic Development Specialist	1	1	1	0	1		1	1	1	1
Planning and Zoning Specialist	1	0	0	0	0		0	0	0	0
Business Retention Specialist	0	0	0	0	0		1	1	1	1
Subtotal Department	3	1	1	0	1	\$ -	2	2	2	2
HUMAN RESOURCES DEPARTMENT										
Director of Human Resources & Civil Service*	1	1	1	0	1		1	1	1	1
Human Resources Generalist	1	1	1	0	1		1	1	1	1
Risk Manager	0	0	0	0	0		0	1	1	1
Subtotal Department	2	2	2	0	2	\$ -	2	3	3	3
FIRE DEPARTMENT										
Fire Chief	1	1	1	0	1		1	1	1	1
Assistant Fire Chief	0	1	1	0	1		1	1	1	1
Battalion Chief	2	1	1	0	1		1	1	1	1
Fire Lieutenant	3	3	3	0	3		3	3	3	3
Driver/Engineer	0	0	0	0	0		3	3	3	3
Firefighter/Paramedic	14	14	14	0	14		20	20	20	20
Firefighter/EMT	1	1	1	0	1		1	1	1	1
Subtotal Department	21	21	21	0	21	\$ -	30	30	30	30
LIBRARY DEPARTMENT										
Director of Library Services	1	1	1	0	1		1	1	1	1
Assistant Library Director	1	1	1	0	1		1	1	1	1
Senior Librarian - Adult Services	1	1	1	0	1		1	1	1	1
Senior Librarian - Youth Services	1	1	1	0	1		1	1	1	1
Librarian - Youth Services	1	1	1	0	1		1	1	1	1
Librarian - Reference	0	0	0	0	0		1	1	1	1
Circulation Supervisor	1	1	1	0	1		1	1	1	1
Technical Services Supervisor	0	0	1	0	1		1	1	1	1
Library Assistant I (Circulation)	1	1	1	0	1		1	1	1	1
Library Assistant I (Circulation) (PT)	1.25	1.25	1.25	0	1.25		1.25	1.25	1.25	1.25
Library Assistant I (Youth Services)	0	0	0	0	0		1	1	1	1
Library Assistant I (Youth Services) (PT)	0.75	0.75	0.75	0	0.75		0.25	0.25	0.25	0.25
Administrative Assistant (Library)	1	1	0	1	0		0	0	0	0
Library Assistant I (Technical Services) (PT)	0.5	0.5	0.75	0	0.75		0.75	0.75	0.75	0.75
Library Assistant (Adult Services) (PT)	0	0	0	0	0		0.25	0.25	0.25	0.25
Library Aide (PT)	1	1	0.75	0.25	0.75		0.75	0.75	0.75	0.75
Library Assistant I (Reference) (PT)	0.25	0.25	0.25	0	0.25		0.25	0.25	0.25	0.25
Homework Help Center Coordinator	0	0	0.25	0	0.25	\$ 2,039	0.25	0.25	0.25	0.25
Summer Library Aide	0.25	0.25	0.25	0	0.25		0.25	0.25	0.25	0.25
Summer Library Assistant	0.25	0.25	0.25	0	0.25		0.25	0.25	0.25	0.25
Subtotal Department	12.25	12.25	12.5	1.25	12.5	\$ 2,039	14.25	14.25	14.25	14.25
FINANCE DEPARTMENT										
Director of Finance*	1	1	1	0	1		1	1	1	1
Assistant Director of Finance*	1	1	1	0	1		1	1	1	1
Purchasing Agent*	1	1	1	0	1		1	1	1	1
Senior Accountant	1	1	1	0	1		1	1	1	1
Payroll Specialist**	1	1	1	0	1		1	1	1	1
Accounts Payable Clerk	1	1	1	0	1		1	1	1	1
Summer Finance Intern(PT)	0.25	0.25	0.25	0	0.25		0.25	0.25	0.25	0.25
Subtotal Department	6.25	6.25	6.25	0	6.25	\$ -	6.25	6.25	6.25	6.25
MUNICIPAL COURT										
Municipal Court Administrator	1	1	1	0	1		1	1	1	1
Deputy Court Clerk*	2	2	2	0	2		2	2	2	2
City Marshal	1	1	1	0	1		1	1	1	1
Deputy City Marshal*	1	1	1	0	1		1	1	1	1
Subtotal Department	5	5	5	0	5	\$ -	5	5	5	5
INFORMATION TECHNOLOGY DEPARTMENT										
Chief Information Officer*	1	1	1	0	1		0	0	0	0
Director of Technology and Communications	0	0	0	0	0		1	1	1	1

**CITY OF WATAUGA PERSONNEL IMPROVEMENT PLAN
FISCAL YEAR 2020-2024**



	FY 2017-18 Prior Year	FY 2018-19 Current	FY 2019-20 Projected		FY 2019-20 Recommended Financial Impact (Salary & Benefits)	Future Needs			
SUMMARY	Funded	Funded	Funded	Unfunded	Funded	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
Systems Administrator	1	1	1	0	1	0	0	0	0
Information Technology Manager	0	0	0	0	0	1	1	1	1
Information Technology Support Specialist	0	0	0	0	0	1	1	1	1
Communications Specialist	0	0	0	0	0	1	1	1	1
Media Specialist	0	0	0	0	0	1	1	1	1
Subtotal Department	2	2	2	0	2 \$ -	5	5	5	5
PARKS & COMMUNITY SERVICES DEPARTMENT									
Director of Parks and Community Services*	1	1	1	0	1	1	1	1	1
Recreation Superintendent	1	1	1	0	1	1	1	1	1
Recreation Programmer	3	3	3	0	3	3	3	3	3
Administrative Assistant (Recreation)	0	1	0	0	0	0	0	0	0
Recreation Attendant (PT)	2.5	2.5	2.5	0	2.5	3	3	3	3
Summer Recreation Coordinator	0.25	0.25	0.25	0	0.25	0.25	0.25	0.25	0.25
Summer Recreation Instructor (PT)	0.5	0.5	0.5	0	0.5	0.5	0.5	0.5	0.5
Summer Recreation Assistant (PT)	0.25	0.25	0.25	0	0.25	0.25	0.25	0.25	0.25
Pre-School Program Instructor (PT)	0.25	0.25	0.25	0	0.25	0.25	0.25	0.25	0.25
PM Play Time Attendant	0.25	0.25	0.25	0	0.25	0.25	0.25	0.25	0.25
Parks Superintendent	1	1	1	0	1	1	1	1	1
Parks Maintenance Worker II	2	2	2	0	2	2	2	2	2
Parks Maintenance Worker I	2	2	2	0	2	2	2	2	2
Landscape Gardener	1	1	1	0	1	1	1	1	1
Chemical Applicator & Irrigation Technician	0	0	0	0	0	1	1	1	1
Summer Parks Maintenance Worker	0.25	0.25	0.25	0	0.25	0.25	0.25	0.25	0.25
Subtotal Department	15.25	16.25	15.25	0	15.25 \$ -	16.75	16.75	16.75	16.75
POLICE									
POLICE DEPARTMENT									
Chief of Police	1	1	1	0	1	1	1	1	1
Assistant Chief of Police	1	1	1	0	1	1	1	1	1
Police Lieutenant	2	2	2	0	2	2	2	2	2
Police Sergeant	5.5	6.5	6	0	6	7	7	7	7
Police Corporal	0	0	5	0	5	5	5	5	5
Police Officer**	13.5	13.5	8	4	8	10	10	10	10
Reserve Police Officer (PT)	0	0	0	0	0	0.25	0.25	0.25	0.25
Police Records Supervisor	1	1	1	0	1	1	1	1	1
Police Records Clerk	1	1	1	0	1	1	1	1	1
Police Records Clerk (PT)	0.5	0.5	0.5	0	0.5	0.5	0.5	0.5	0.5
Property Room Technician	1	1	1	0	1	1	1	1	1
Administrative Assistant (Police)	1	1	1	0	1	1	1	1	1
Subtotal Department	27.5	28.5	27.5	4	27.5 \$ -	30.75	30.75	30.75	30.75
POLICE - ENVIRONMENTAL SERVICES									
Code Compliance Officer	2	2	2	0	2	3	3	3	3
Senior Code Compliance Officer	1	1	1	0	1	1	1	1	1
Administrative Assistant (Animal Control)	1	1	1	0	1	1	1	1	1
Animal Control Supervisor	1	1	1	0	1	1	1	1	1
Animal Control Officer	2	2	2	0	2	2	2	2	2
Kennel Technician (PT)	1	1	1	0	1	1	1	1	1
Subtotal Department	8	8	8	0	8 \$ -	9	9	9	9
PUBLIC WORKS DEPARTMENT									
PUBLIC WORKS - DEVELOPMENT SERVICES									
Building Official*	1	1	1	0	1	1	1	1	1
Construction Inspector*	1	1	1	0	1	1	1	1	1
Planning and Zoning Coordinator	0	0	1	0	1	1	1	1	1
Permit Technician*	2	2	2	0	2	2	2	2	2
Combination Building Inspector	1	1	1	0	1	1	1	1	1
Engineering Technician I	0	0	0	0	0	1	1	1	1
Neighborhood Empowerment Zone Coordinator	0	0	0	0	0	1	1	1	1
Subtotal Department	5	5	6	0	6 \$ -	8	8	8	8
PUBLIC WORKS - STREETS									
Director of Public Works*	1	1	1	0	1	1	1	1	1
Streets and Drainage Superintendent*	1	1	1	0	1	1	1	1	1
Streets Supervisor	1	1	1	0	1	1	1	1	1
Equipment Operator (Public Works)	1	1	1	0	1	1	1	1	1
Streets Maintenance Worker II	1	1	1	0	1	1	1	1	1
Streets Maintenance Worker I	4	4	4	0	4	4	4	4	4
Senior Sign and Signal Technician	0	0	0	0	0	1	1	1	1
Sign and Signal Technician	1	1	1	0	1	0	0	0	0
Traffic Technician Maintenance Worker	0	0	0	0	0	1	1	1	1
Subtotal Department	10	10	10	0	10 \$ -	11	11	11	11
PUBLIC WORKS - FLEET MAINTENANCE									
Fleet and Facilities Superintendent	1	1	1	0	1	1	1	1	1

**CITY OF WATAUGA PERSONNEL IMPROVEMENT PLAN
FISCAL YEAR 2020-2024**



	FY 2017-18 Prior Year	FY 2018-19 Current	FY 2019-20 Projected		FY 2019-20 Recommended	Financial Impact (Salary & Benefits)	Future Needs			
SUMMARY	Funded	Funded	Funded	Unfunded	Funded		FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
Administrative Assistant - Fleet and Facilities	0	0	0	0	0		1	1	1	1
Mechanic II	1	1	1	0	1		1	1	1	1
Mechanic I	1	1	1	0	1		1	1	1	1
Fleet Services Technician	1	1	1	0	1		1	1	1	1
Subtotal Department	4	4	4	0	4	\$ -	5	5	5	5
PUBLIC WORKS - FACILITIES MAINTENANCE										
Building Maintenance Technician I	1	1	1	0	1		1	1	1	1
Building Maintenance Technician II	1	1	1	0	1		1	1	1	1
Janitorial Service Technician	3	3	3	0	3		3	3	3	3
Janitorial Service Technician II	1	1	1	0	1		1	1	1	1
Subtotal Department	6	6	6	0	6	\$ -	6	6	6	6
GENERAL FUND TOTAL	130.25	130.25	129.5	6.25	129.5	\$ (33,039.00)	155	156	156	156
SPECIAL REVENUE FUNDS										
FINANCE DEPARTMENT										
FINANCE - MUNICIPAL COURT SECURITY										
Deputy Court Clerk*	0	0	0	0	0		0	0	0	0
Deputy City Marshal*	0	0	0	0	0		0	0	0	0
Subtotal Department	0	0	0	0	0	\$ -	0	0	0	0
FINANCE - UTILITY BILLING & COLLECTIONS										
Utility Billing Administrator	1	1	1	0	1		1	1	1	1
Utility Billing Representative	2	2	2	0	2		2	2	2	2
Water Meter Reader	2	2	0	2	0		0	0	0	0
Water Service Field Representative	2	2	4	0	4		4	4	4	4
Subtotal Department	7	7	7	2	7	\$ -	7	7	7	7
POLICE DEPARTMENT										
POLICE - CRIME CONTROL PREVENTION DISTRICT										
Police Sergeant	1	1	1	0	1		1	1	1	1
Police Officer	10	10	10	0	10		10	10	10	10
Subtotal Department	11	11	11	0	11	\$ -	11	11	11	11
POLICE - TRAFFIC SAFETY										
Traffic Sergeant*	0.5	0.5	1	0	1		0	0	0	0
Police Officer*	1.5	1.5	2	0	2		0	0	0	0
School Crossing Guard (PT)	2	2	2	0	2		0	0	0	0
Subtotal Department	4	4	5	0	5	\$ -	0	0	0	0
ECONOMIC DEVELOPMENT CORPORATION										
Various*	0	0	0	0	0		0	0	0	0
Subtotal Department	0	0	0	0	0	\$ -	0	0	0	0
SPECIAL REVENUE FUNDS TOTAL	22	22	23	2	23	\$ -	18	18	18	18
ENTERPRISE FUNDS										
PUBLIC WORKS DEPARTMENT										
PUBLIC WORKS - DRAINAGE UTILITY										
Storm Drain Supervisor	1	1	1	0	1		1	1	1	1
Equipment Operator (Storm Drainage Utility)	1	1	1	0	1		1	1	1	1
Equipment Operator (Sweeper)	1	1	1	0	1		1	1	1	1
Storm Drain Maintenance Worker II	1	1	1	0	1		1	1	1	1
Storm Drain Maintenance Worker I	1	1	1	0	1		1	1	1	1
Summer Storm Drain Maintenance Worker I	1	1	1	0	1		1	2	2	2
Subtotal Department	6	6	6	0	6	\$ -	6	7	7	7
PUBLIC WORKS - WATER DISTRIBUTION										
Utilities Superintendent*	1	1	1	0	1		1	1	1	1
Utilities Supervisor*	1	1	1	0	1		1	1	1	1
Environmental Compliance Specialist	0	0	0	0	0		1	1	1	1
Equipment Operator (Water & Wastewater)*	2	2	2	0	2		2	2	2	2
Water Maintenance Worker II	1	1	1	0	1		1	1	1	1
Water Maintenance Worker I	3	3	3	0	3		3	3	3	3
Subtotal Department	8	8	8	0	8	\$ -	9	9	9	9
PUBLIC WORKS - SEWER COLLECTION										
Sewer Maintenance Worker II	1	1	1	0	1		1	1	1	1
Sewer Maintenance Worker I	1	1	1	0	1		1	1	1	1
Water Quality Technician	1	1	1	0	1		1	1	1	1
Equipment Operator (Jet Vac)*	1	1	1	0	1		1	1	1	1
Subtotal Department	4	4	4	0	4	\$ -	4	4	4	4
ENTERPRISE FUNDS TOTAL	18	18	18	0	18	\$ -	19	20	20	20
TOTAL ALL FUNDS	170.25	170.25	170.5	8.25	170.5	\$ (33,039)	192	194	194	194

**CITY OF WATAUGA PERSONNEL IMPROVEMENT PLAN
FISCAL YEAR 2020-2024**



SUMMARY	FY 2017-18 Prior Year	FY 2018-19 Current	FY 2019-20 Projected		FY 2019-20 Recommended		Future Needs			
	Funded	Funded	Funded	Unfunded	Funded	Financial Impact (Salary & Benefits)	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
BY FUND/DEPARTMENT										
GENERAL FUND										
CITY MANAGER DEPARTMENT	1	1	1	0	1	\$ -	1	1	1	1
CITY SECRETARY DEPARTMENT	2	2	2	1	2	\$ (35,078)	3	3	3	3
ECONOMIC DEVELOPMENT DEPARTMENT	3	1	1	0	1	\$ -	2	2	2	2
HUMAN RESOURCES DEPARTMENT	2	2	2	0	2	\$ -	2	3	3	3
FIRE DEPARTMENT	21	21	21	0	21	\$ -	30	30	30	30
FINANCE DEPARTMENT	6.25	6.25	6.25	0	6.25	\$ -	6.25	6.25	6.25	6.25
FINANCE - MUNICIPAL COURT SECURITY	5	5	5	0	5	\$ -	5	5	5	5
LIBRARY DEPARTMENT	12.25	12.25	12.5	1.25	12.5	\$ 2,039	14.25	14.25	14.25	14.25
INFORMATION TECHNOLOGY DEPARTMENT	2	2	2	0	2	\$ -	5	5	5	5
PARKS & COMMUNITY SERVICES DEPARTMENT	15.25	16.25	15.25	0	15.25	\$ -	16.75	16.75	16.75	16.75
POLICE DEPARTMENT	27.5	28.5	27.5	4	27.5	\$ -	30.75	30.75	30.75	30.75
POLICE - ENVIRONMENTAL SERVICES	8	8	8	0	8	\$ -	9	9	9	9
PUBLIC WORKS - DEVELOPMENT SERVICES	5	5	6	0	6	\$ -	8	8	8	8
PUBLIC WORKS - STREETS	10	10	10	0	10	\$ -	11	11	11	11
PUBLIC WORKS - FLEET MAINTENANCE	4	4	4	0	4	\$ -	5	5	5	5
PUBLIC WORKS - FACILITIES MAINTENANCE	6	6	6	0	6	\$ -	6	6	6	6
SPECIAL REVENUE FUNDS										
FINANCE - MUNICIPAL COURT SECURITY	0	0	0	0	0	\$ -	0	0	0	0
FINANCE - UTILITY BILLING & COLLECTIONS	7	7	7	2	7	\$ -	7	7	7	7
POLICE - CRIME CONTROL PREVENTION DISTRICT	11	11	11	0	11	\$ -	11	11	11	11
POLICE - TRAFFIC SAFETY	4	4	5	0	5	\$ -	0	0	0	0
ECONOMIC DEVELOPMENT CORPORATION	0	0	0	0	0	\$ -	0	0	0	0
ENTERPRISE FUNDS										
PUBLIC WORKS - DRAINAGE UTILITY	6	6	6	0	6	\$ -	6	7	7	7
PUBLIC WORKS - WATER DISTRIBUTION	8	8	8	0	8	\$ -	9	9	9	9
PUBLIC WORKS - SEWER COLLECTION	4	4	4	0	4	\$ -	4	4	4	4
CITY WIDE TOTAL	170.25	170.25	170.50	8.25	170.50	\$ (33,039)	192	194	194	194

* Funding for these positions is split amongst various funds

** Position on hold pending approval from the City Manager

FY19-20 Budget includes funding for 37 of the 41 authorized sworn positions. Four (4) Police Officer Positions were unfunded in FY14-15 (2), FY16-17(1) & FY17-18(1).

FY19-20 School Crossing Guards will be funded through a Shared Services Agreement with Keller ISD and Birdville ISD.



CAPITAL OUTLAY PLAN

FY 2020 – FY 2024



CAPITAL OUTLAY SUMMARY - CATEGORY/TYPE
FY2020-FY2024

	2019-20		2020-21		2021-22		2022-23		2023-24		Totals	
CATEGORY/TYPE	#	COST	#	COST	#	COST	#	COST	#	COST	#	COST
VEHICLES												
AMBULANCE	-	-	1	350,000	-	-	-	-	-	-	1	350,000
ATV	1	20,000	-	-	1	10,000	-	-	-	-	2	30,000
EMERGENCY CAR	1	60,000	5	300,000	1	60,000	1	60,000	3	170,000	11	650,000
LIGHT DUTY TRUCK	5	295,000	5	260,000	4	161,000	3	118,000	6	292,600	23	1,126,600
HEAVY DUTY TRUCK	-	-	1	100000	-	-	2	250,000	2	700,000	4	950,000
MEDIUM DUTY TRUCK	-	-	-	-	-	-	-	-	1	80,000	1	80,000
MOTORCYCLE	-	-	1	30,000	1	30,000	1	30,000	-	-	3	90,000
PASSENGER CAR	2	80,000	-	-	2	57,000	2	80,000	-	-	6	217,000
MACHINERY/MOTORIZED EQUIPMENT												
HEAVY EQUIPMENT	1	215,000	4	444,200	1	8,470	-	-	1	160,000	7	827,670
LIGHT EQUIPMENT	4	109,500	1	35,000	2	11,560	-	-	4	133,200	11	289,260
SMALL ENGINE EQUIPMENT	2	26,000	2	24,500	3	39,000	-	-	1	15,000	8	104,500
TRAILER	-	-	-	-	4	31,000	-	-	-	-	4	31,000
COMMUNICATIONS EQUIPMENT												
RADIO		0		0		0		TBD		TBD		
COMPUTERS/ELECTRONIC EQUIPMENT												
SERVERS	5	72,760	1	35,760	3	104,760	1	35,760	1	35,760	11	284,800
COMPUTERS/AV	2	198,400	6	289,450	-	-	3	221,300	-	-	11	709,150
PRINTER	-	-	-	-	-	-	-	-	-	-	-	-
SOFTWARE	1	40,000	-	-	2	49,000	-	-	-	-	2	49,000
OTHER EQUIPMENT												
FITNESS EQUIPMENT	2	3,000	-	-	-	-	1	1,200	-	-	3	4,200
OFFICE EQUIPMENT	2	74,000	1	5,000	-	-	-	-	-	-	2	74,000
FACILITIES												
HVAC	1	66,995	1	36,590	1	44,854	1	62,414	1	TBD	5	210,853
GENERATOR	1	115,000	-	-	-	-	-	-	-	-	1	115,000
TOTALS	30	\$ 1,375,655	29	\$ 1,910,500	25	\$ 606,644	15	858,674	20	\$ 1,586,560	119	\$ 6,338,033

		2019-20		2020-21		2021-22		2022-23		2023-24		Totals	
FUND TOTALS												#	COST
GENERAL FUND	24	807,655	15	909,000	24	576,644	10	468,674	16	947,960		89	3,709,933
WATER AND SEWER FUND	5	528,000	7	570,000			2	250,000	3	578,600		17	1,926,600
STORM DRAIN			2	161,500								2	161,500
TRAFFIC SAFETY			1	30,000	1	30,000						2	60,000
CCD			4	240,000			3	140,000	1	60,000		8	440,000
EDC/PDC												-	-
PEG	1	40,000										1	40,000
TOTALS	30	1,375,655	29	1,910,500	25	606,644	15	858,674	20	1,586,560		119	6,338,033

CAPITAL OUTLAY SUMMARY - Funding Source

FY2020-FY2024

General Fund

	2019-20		2020-21		2021-22		2022-23		2023-24		Totals	
Funding Source	#	COST	#	COST	#	COST	#	COST	#	COST	#	COST
Debt Issuance	10	\$ 410,000	3	470,000	4	172,000	3	118,000	7	621,200	27	1,791,200
ERF	14	397,655	11	\$ 326,500	20	404,644	7	350,674.00	9	326,760	61	1,806,233
PEG	1	40,000									1	40,000
Other			1	112,500							1	112,500
Totals	25	\$ 847,655	15	\$ 909,000	24	\$ 576,644	10	\$ 468,674	16	\$ 947,960	90	\$ 3,749,933

Water & Sewer

	2019-20		2020-21		2021-22		2022-23		2023-24		Totals	
Funding Source	#	COST	#	COST	#	COST	#	COST	#	COST	#	COST
Debt Issuance	3	395,000	1	100,000			2	250,000	3	578,600	9	\$ 1,323,600
ERF	2	133,000	5	240,000							7	\$ 373,000
Water & Sewer Fund			1	230,000							1	\$ 230,000
Totals	5	\$ 528,000	7	\$ 570,000			2	\$ 250,000	3	\$ 578,600	17	\$ 1,926,600

Storm Drain

	2019-20		2020-21		2021-22		2022-23		2023-24		Totals	
Funding Source	#	COST	#	COST	#	COST	#	COST	#	COST	#	COST
ERF			1	150,000.00							1	\$ 150,000
Storm Drain Fund			1	11,500							1	\$ 11,500
Totals	0	\$ -	2	\$ 161,500							2	\$ 161,500

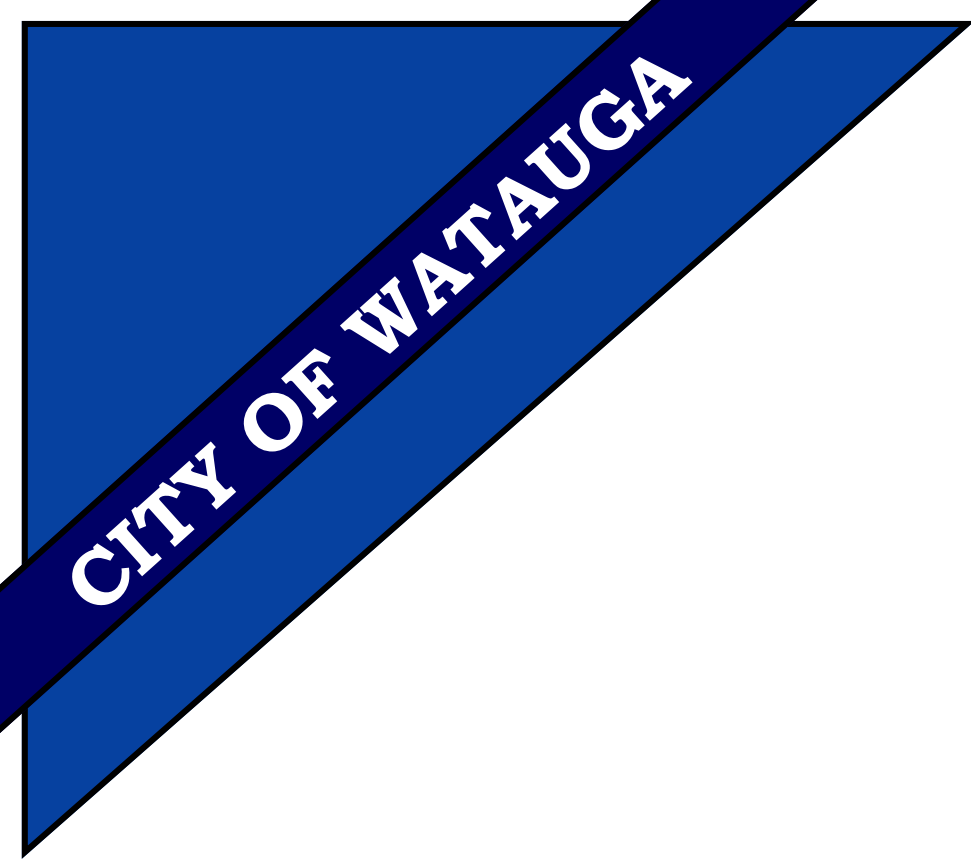
Traffic Safety

	2019-20		2020-21		2021-22		2022-23		2023-24		Totals	
Funding Source	#	COST	#	COST	#	COST	#	COST	#	COST	#	COST
Traffic Safety Fund			1	30,000	1	30,000					2	\$ 60,000
Totals	0	\$ -	1	\$ 30,000	1	30000					2	\$ 60,000

CCD

	2019-20		2020-21		2021-22		2022-23		2023-24		Totals	
Funding Source	#	COST	#	COST	#	COST	#	COST	#	COST	#	COST
ERF			4	240,000			3	140,000	1	60,000	8	\$ 440,000
Totals	0	\$ -	4	\$ 240,000			3	\$ 140,000	1	\$ 60,000	8	\$ 440,000

TOTALS	30	\$ 1,375,655	29	\$ 1,910,500	25	\$ 606,644	15	\$ 858,674	20	\$ 1,586,560	119	\$ 6,338,033
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NEW REQUESTS

NEW REQUESTS FY 2019-20

DEPARTMENT OR DIVISION		DESCRIPTION	ONE-TIME FY2019-20	ON-GOING	TOTAL REQUESTED	AMOUNT APPROVED		FUNDING SOURCE	STATUS/NOTES
GENERAL FUND									
Public Works - Development Services	01-013	GIS Consulting Services	\$8,750		\$8,750	\$8,750	F	O & M	split between GF,SD,EDC,W&S
Public Works - Development Services	01-013	Position Payout	\$20,000		\$20,000		U		
Non-Departmental	01-020	WataugaFit Program Enhancement		\$3,000	\$3,000	\$3,000	F	O & M	
Non-Departmental	01-020	Employee Satisfaction Survey	\$6,500		\$6,500	\$6,500	F	O & M	
Finance	01-050	Tyler Content Management		\$1,800	\$1,800	\$1,800	F	O & M	one-time cost portion in ERF
Library	01-060	RFID Inventory Device		\$600	\$600	\$600	F	O & M	one-time cost portion in ERF
Library	01-060	Replace Coin-op Device for Copier		\$350	\$350	\$350	F	O & M	one-time cost portion in ERF
Recreation & Community Services	01-070	Security Cameras	\$5,000	\$500	\$5,500	\$5,500	F	O & M	
Fire Department	01-085	Dues & Subscriptions Line Item Increase		\$2,600	\$2,600	\$2,600	F	O & M	10% annual increase for NEFDA
Fire Department	01-085	Recliner Replacement	\$6,400		\$6,400		U		
Fire Department	01-085	Class A Uniforms	\$12,600		\$12,600	\$12,600	F	O & M	
Fire Department	01-085	ATV Purchase	\$9,500		\$9,500		U		
Public Works - Fleet Services	01-097	Certification Incentive Pay		\$4,500	\$4,500		U		
Public Works - Facilities Management	01-098	Replace Public Works Gates & Openers	\$15,000		\$15,000		U		
Public Works - Facilities Management	01-098	City Hall Fountain Lighting Upgrade	\$25,000		\$25,000		U		
TOTAL GENERAL FUND			\$108,750	\$13,350	\$122,100	\$41,700			
SPECIAL REVENUE FUNDS									
Economic Development Corporation	04-017	Retail Development Strategy - Phase 1	\$10,500		\$10,500	\$10,500	F	O & M	
Economic Development Corporation	04-017	Advertising - Economic Development	\$3,000		\$3,000	\$3,000	F	O & M	
Economic Development Corporation	04-016	BRE Plan & Program Development	\$8,000		\$8,000	\$8,000	F	O & M	
Economic Development Corporation	04-018	GIS Consulting Services	\$8,750	\$1,400	\$10,150	\$10,150	F	O & M	split between GF,SD,EDC,W&S
Economic Development Corporation	04-018	Contacts Management Database	\$5,000	\$4,000	\$9,000	\$9,000	F	O & M	
Economic Development Corporation	05-550	Capp Smith Park Amenities	\$50,000		\$50,000	\$50,000	F		
Police Department - CCD	18-080	Investigation Expense Line Item Increase		\$6,000	\$6,000	\$6,000	F	O & M	
Police Department - CCD	18-080	Special Services Line Item Increase		\$3,000	\$3,000	\$3,000	F	O & M	
Police Department - CCD	18-080	Training Line Item Increase		\$2,000	\$2,000	\$2,000	F	O & M	
Finance - Court Technology	26-040	On-Line Records Tool/ Notifications		\$3,500	\$3,500	\$3,500	F	O & M	
TOTAL SPECIAL REVENUE FUNDS			\$85,250	\$19,900	\$105,150	\$105,150			
PROPRIETARY FUNDS									
Public Works - Storm Drain	15-090	Blue Green Grey Grant	\$90,000		\$90,000	\$90,000	F	O & M	
Public Works - Storm Drain	15-090	GIS Consulting Services	\$8,750	\$1,400	\$10,150	\$10,150	F	O & M	split between GF,SD,EDC,W&S
Public Works - Water & Sewer	40-020	GIS Consulting Services	\$8,750	\$1,400	\$10,150	\$10,150	F	O & M	split between GF,SD,EDC,W&S
Finance - Utility Billing & Collections	40-045	Front Counter Renovation	\$15,000		\$15,000		U		maybe mid year
Finance - Utility Billing & Collections	40-045/40-050	Output Director & Forms Package	\$6,300	\$1,350	\$7,650	\$7,650	F	O & M	
TOTAL PROPRIETARY FUNDS			\$128,800	\$4,150	\$132,950	\$117,950			
EQUIPMENT REPLACEMENT FUND									
Public Works - Facilities Management	22-020	Demolition - Old Senior Center Facility	\$30,000		\$30,000	\$20,000	P	ERF - LEGACY	
Finance	22-050	Tyler Content Management	\$11,400		\$11,400	\$11,400	F	ERF - LEGACY	on-going maintenance in GF
Library	22-060	Replace Coin-op Device for Copier	\$3,000		\$3,000	\$3,000	F	ERF - LEGACY	on-going maintenance in GF
Library	22-060	RFID Inventory Device	\$8,100		\$8,100	\$8,100	F	ERF - LEGACY	on-going maintenance in GF
Library	22-060	Furniture Replacement & Upholstery	\$31,100		\$31,100	\$8,000	P	ERF - LEGACY	
Recreation & Community Services	22-070	Double Court Volleyball System	\$14,000		\$14,000	\$14,000	F	ERF - LEGACY	
TOTAL EQUIPMENT REPLACEMENT FUND			\$97,600	\$0	\$97,600	\$64,500			
TOTALS			\$420,400	\$37,400	\$457,800	\$329,300			

U = UNFUNDED

F = FUNDED (INCLUDED IN BUDGET TOTALS)

I = UNFUNDED - TO BE INCLUDED IN POSITION IMPROVEMENT PLAN

T = TO BE DETERMINED (NOT INCLUDED IN BUDGET TOTALS)

C = IN CURRENT BUDGET YEAR

P = PARTIALLY FUNDED REQUEST (INCLUDED IN BUDGET TOTALS)

GENERAL FUNDS
FY2019-20
NEW AND EXPANDED PROGRAM REQUESTS

DEVELOPMENT SERVICES
FUND 01-013

Rank	Item	One-Time FY2019-20	On-Going and/or Amort.	Total Requested	Funded Amount		Account Category
1	GIS Consulting Services	\$ 8,750		\$ 8,750	\$ 8,750	F	Split between GF, SD, EDC, WS
2	Position Payout	\$ 20,000		\$ 20,000		U	Personnel Services
TOTAL		\$ 28,750	\$ -	\$ 28,750	\$ 8,750		

F =FUNDED (INCLUDED IN BUDGET TOTALS)
T = TO BE DETERMINED (NOT INCLUDED IN BUDGET TOTALS)
C = IN CURRENT BUDGET YEAR
P = PARTIALLY FUNDED REQUEST
U = UNFUNDED

**NEW REQUEST FORM****FISCAL YEAR:****2019-2020****DEPARTMENT:** Public Works - Development Services**PROGRAM TITLE:** GIS Consulting Services**REQUEST TYPE:** On-Going**RANKING:** 1**FUND/DEPT:** 01-013 40-020 15-090 04-018**GOAL #:** 5**FULL FY2018-2019 COST:** \$35,000**ANY ON-GOING FUTURE COSTS:** \$4,200 (40-020 15-090 04-018)**FULL FY2018-2019 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:****RECOMMENDATION FOR DISPOSITION:****PROGRAM DESCRIPTION**

A GIS Consultant would be able to provide analysis for making more informed, effective, and targeted decisions. They would provide for the integration of city-wide topographical, infrastructure, floodplain, floodway, zoning, comprehensive master plan, parks, streets, waterline, sewerline, easements, code compliance, police, and fire information. The first year includes a set up fee and thereafter is a yearly hosting and maintenance fee for the software. Staff training is included within the fee.

SAVINGS/BENEFITS

The resources sent to create, print, scan, and analyze complex data could be accomplished faster, which provides a higher level of customer service both to internal and external customers.

CONSEQUENCES OF NOT FUNDING PROGRAM

Continued outsourcing of demand for mapping and analyses, which slows down the ability to provide timely customer service both internally and externally.

EXPENSE IMPACT

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
01-013-74040	Special Services	\$8,750	
40-020-74040	Special Services	\$8,750	\$1,400
15-090-74040	Special Services	\$8,750	\$1,400
04-018-74790	Contractual Services	\$8,750	\$1,400
	TOTALS:	\$35,000	\$4,200

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0

**NEW REQUEST FORM****FISCAL YEAR: 2019-20**

DEPARTMENT: Public Works - Developmental Services
PROGRAM TITLE: Retirement Payout - Combination Building Inspector
REQUEST TYPE: One-Time **RANKING:** 2
FUND/DEPT: 01-013 **GOAL #:** 2
FULL FY2019-2020 COST: \$20,000
ANY ON-GOING FUTURE COSTS:
FULL FY2019-2020 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

This request is for the retirement payout for the Combination Building Inspectors position. The current position is expected to retire in February or March of 2020. An additional \$8,000 is included to cover the hiring of an inspector while the current position holder is still here to allow the training of the new hire.

SAVINGS/BENEFITS

The time required to train new staff would be decreased if the new hire was allowed to have the current position holder along for one on one training.

CONSEQUENCES OF NOT FUNDING PROGRAM

Not funding the payout and ability to hire new staff prior to existing staff retiring would leave the Public Works Department without a dedicated inspector to handle daily inspections. The Supervisors work load is too heavy to cover inspections until a new hire can be approved.

EXPENSE IMPACT

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
01-013-41050	Payout	\$20,000	
	TOTALS:	\$20,000	

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0

GENERAL FUND

FY2019-20 NEW AND EXPANDED PROGRAM REQUESTS

NON-DEPARTMENTAL FUND 01-020

Rank	Item	One-Time FY2019-20	On-Going and/or Amort.	Total Requested	Funded Amount		Account
1	WataugaFit Program Enhancement		\$ 3,000	\$ 3,000	\$ 3,000	F	Employee Programs
2	Employee Satisfaction Survey	\$ 6,500		\$ 6,500	\$ 6,500	F	Contractual Services
TOTAL		\$ 6,500	\$ 3,000	\$ 9,500	\$ 9,500		

F = FUNDED (INCLUDED IN BUDGET TOTALS)
 T = TO BE DETERMINED (NOT INCLUDED IN BUDGET TOTALS)
 C = IN CURRENT BUDGET YEAR
 P = PARTIALLY FUNDED REQUEST
 U = UNFUNDED

**NEW REQUEST FORM****FISCAL YEAR:****2019-20****DEPARTMENT:** Human Resources**PROGRAM TITLE:** Wataugafit**REQUEST TYPE:** On-Going**RANKING:** 1**FUND/DEPT:** 01-020**GOAL #:** 6**FULL FY2019-2020 COST:** \$3,000**ANY ON-GOING FUTURE COSTS:** \$3,000**FULL FY2019-2020 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:****RECOMMENDATION FOR DISPOSITION:****PROGRAM DESCRIPTION**

The City kicked off the WataugaFIT program in October 2018. We had 77 enroll in the program. Based on participation projections, it is expected that about 30 will be eligible for the \$200 incentive. In addition, participant shirts need to be ordered.

SAVINGS/BENEFITS

Benefits include overall improvement in employee health and reductions in hospital/doctor visits, absenteeism and insurance premiums.

CONSEQUENCES OF NOT FUNDING PROGRAM

This program is scheduled to be funded in FY 2019-20. The current budget for this line item is \$5000 and \$3000 is being added to fully fund the program.

EXPENSE IMPACT

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 EXPENSE	ON-GOING EXPENSE
01-020-74103	Employee Programs	\$3,000	\$3,000
	TOTALS:	\$3,000	\$3,000

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 SAVINGS	ON-GOING SAVINGS
	TOTALS:	\$0	\$0

**NEW REQUEST FORM****FISCAL YEAR:****2019-20**

DEPARTMENT: Non Departmental
PROGRAM TITLE: Employee Satisfaction Survey
REQUEST TYPE: One-Time **RANKING:** 2
FUND/DEPT: 01-020 **GOAL #:** 6
FULL FY2019-2020 COST: \$6,500
ANY ON-GOING FUTURE COSTS:
FULL FY2019-2020 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

This program is designed to measure and improve employee satisfaction and improvement engagement, satisfaction, productivity and retention. This survey will provide feedback to the organization and be an effective performance management tool.

SAVINGS/BENEFITS

Satisfied employees lead to a healthier work environment, resulting in higher productivity and more satisfied customers. Conducting an employee satisfaction survey allows the City to identify areas to improve upon and aid in employee retention.

CONSEQUENCES OF NOT FUNDING PROGRAM

This program ties to the City's commitment to maintain and enhance the City's workforce.

EXPENSE IMPACT

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 EXPENSE	ON-GOING EXPENSE
01-020-74790	Contractual Services	\$6,500	
	TOTALS:	\$6,500	\$0

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 SAVINGS	ON-GOING SAVINGS
	TOTALS:	\$0	\$0

GENERAL FUND

FY2019-20 NEW AND EXPANDED PROGRAM REQUESTS

FINANCE FUND 01-040

Rank	Item	One-Time FY2019-20	On-Going and/or Amort.	Total Requested	Funded Amount		Account
1	Tyler Content Management	\$ 11,400	\$ 1,800	\$ 13,200	\$ 13,200	F	ERF -Computer Software/Maintenance (IT)
	TOTAL	\$ 11,400	\$ 1,800	\$ 13,200	\$ 13,200		

F =FUNDED (INCLUDED IN BUDGET TOTALS)
 T = TO BE DETERMINED (NOT INCLUDED IN BUDGET TOTALS)
 C = IN CURRENT BUDGET YEAR
 P = PARTIALLY FUNDED REQUEST
 U = UNFUNDED

**NEW REQUEST FORM****FISCAL YEAR:****2019-20**

DEPARTMENT: Finance
PROGRAM TITLE: Tyler Content Manager
REQUEST TYPE: One-Time
FUND/DEPT: 22-050
FULL FY2019-2020 COST: \$11,400
ANY ON-GOING FUTURE COSTS: \$1,800
FULL FY2019-2020 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

RANKING: 1
GOAL #: 4

PROGRAM DESCRIPTION

This tool allows for document management and eliminates paper usage and efficiencies in workflow, materials, and storage. TCM allows to capture from multiple sources and has a powerful indexing and search system to quickly retrieve documents. Check images, purchase orders, and contracts link to the transaction or account for instant access.

SAVINGS/BENEFITS

Staff will spend less time on inefficient paper based processes such as printing, filing, and retrieving paper documents. A savings in paper and toner cartridges is anticipated.

CONSEQUENCES OF NOT FUNDING PROGRAM

Finance will not be able to improve the efficiencies of work flow and processes.

EXPENSE IMPACT

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 EXPENSE	ON-GOING EXPENSE
22-050-85050	Computer Software	\$11,400	
01-050-63510	Software Maintenance		\$1,800
	TOTALS:	\$11,400	\$1,800

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 SAVINGS	ON-GOING SAVINGS
	TOTALS:	\$0	\$0

GENERAL FUND

FY2019-20 NEW AND EXPANDED PROGRAM REQUESTS

LIBRARY SERVICES FUND 01-060

Rank	Item	One-Time FY2019-20	On-Going and/or Amort.	Total Requested	Funded Amount		Account
1	Furniture Replacement & Upholstery	\$ 31,100		\$ 31,100	\$ 8,000	P	Equipment Replacement
2	RFID Inventory Device	\$ 8,100	\$ 600	\$ 8,700	\$ 8,700	F	Equip. Replacement/Office Equipment
3	Replace Coin-Op Device	\$ 3,000	\$ 350	\$ 3,350	\$ 3,350	F	Equip. Replacement/Office Equipment
TOTAL		\$ 42,200	\$ 950	\$ 43,150	\$ 20,050		

F = FUNDED (INCLUDED IN BUDGET TOTALS)
T = TO BE DETERMINED (NOT INCLUDED IN BUDGET TOTALS)
C = IN CURRENT BUDGET YEAR
P = PARTIALLY FUNDED REQUEST
I = UNFUNDED - TO BE INCLUDED IN POSITION IMPROVEMENT PLAN
U = UNFUNDED

**NEW REQUEST FORM****FISCAL YEAR:****2019-20****DEPARTMENT:** Library Services**PROGRAM TITLE:** Furniture Replacement and Reupholster**REQUEST TYPE:** One-Time**RANKING:** 1**FUND/DEPT:** 22-060**GOAL #:** 1 3**FULL FY2019-2020 COST:** \$31,100

4 5

ANY ON-GOING FUTURE COSTS:**FULL FY2019-2020 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:****RECOMMENDATION FOR DISPOSITION:** Salvage/Auction**PROGRAM DESCRIPTION**

Replace existing table chairs and lounge chairs. Reupholster youth cafe chairs. Purchase additional mobile flip top tables.

SAVINGS/BENEFITS

Attractive, clean, comfortable seating is needed in the heavily used Library. Vinyl upholstery will help eliminate fluid staining and prolong the life-span and usefulness of the furniture. Mobile tables help with set-up/tear down of programs and reduce injury to staff.

CONSEQUENCES OF NOT FUNDING PROGRAM

Continued use of worn and fluid stained chairs will lead to the removal of damaged furniture resulting in fewer seating areas. Worn and stained furniture diminishes the image of the Library and City. The majority of Library furniture is 29 years old, and was reupholstered 13 years ago.

EXPENSE IMPACT

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 EXPENSE	ON-GOING EXPENSE
22-060-85100	Furniture & Fixtures	\$31,100	\$0
	TOTALS:	\$31,100	\$0

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 SAVINGS	ON-GOING SAVINGS
	TOTALS:	\$0	\$0

**NEW REQUEST FORM****FISCAL YEAR:****2019-20****DEPARTMENT:** Library Services**PROGRAM TITLE:** RFID Inventory Device**REQUEST TYPE:** One-Time & On-Going**RANKING:** 2**FUND/DEPT:** 01-060**GOAL #:** 3 4**FULL FY2019-2020 COST:** \$8,100**ANY ON-GOING FUTURE COSTS:** \$600**FULL FY2019-2020 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:****RECOMMENDATION FOR DISPOSITION:****PROGRAM DESCRIPTION**

RFID Inventory Device for Library materials management.

SAVINGS/BENEFITS

Will provide better management of Library materials, enhance security and allow for inventory control.

CONSEQUENCES OF NOT FUNDING PROGRAM

Continued delay of the RFID project started in 2011 will inhibit the modernization of Library operations.

EXPENSE IMPACT

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
22-060-85110	Office Equipment	\$8,100	
01-060-63020	Office Equipment		\$600
	TOTALS:	\$8,100	\$600

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0

**NEW REQUEST FORM****FISCAL YEAR:****2019-20****DEPARTMENT:** Library Services**PROGRAM TITLE:** Replace Coin-Op for Public Copier**REQUEST TYPE:** One-Time & On-Going**RANKING:** 3**FUND/DEPT:****GOAL #:** 4**FULL FY2019-2020 COST:** \$3,000**ANY ON-GOING FUTURE COSTS:** \$350**FULL FY2019-2020 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:** Broken Coin-op**RECOMMENDATION FOR DISPOSITION:** Salvage/Auction**PROGRAM DESCRIPTION**

Replace inoperable public copier coin-op.

SAVINGS/BENEFITS

Increase copier revenue and reduce staff time assisting patrons by taking payment for copies.

CONSEQUENCES OF NOT FUNDING PROGRAM

Loss of copier revenue. Continued loss of staff time receiving copier change versus a self-service copier.

EXPENSE IMPACT

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
22-060-85110	Office Equipment	\$3,000	
01-060-63020	Office Equipment		\$350
	TOTALS:	\$3,000	\$350

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0

GENERAL FUND

FY2019-20

NEW AND EXPANDED PROGRAM REQUESTS

RECREATION & COMMUNITY SERVICES

FUND 01-070

Rank	Item	One-Time FY2019-20	On-Going and/or Amort.	Total Requested	Funded Amount		Account
1	Security Cameras	\$ 5,000	\$ 500	\$ 5,500	\$ 5,500	F	Other Equipment/Special Services
2	Double Court Volleyball System	\$ 14,000		\$ 14,000	\$ 14,000	F	Equipment Replacement
	TOTAL	\$ 19,000	\$ 500	\$ 19,500	\$ 19,500		

F =FUNDED (INCLUDED IN BUDGET TOTALS)
T = TO BE DETERMINED (NOT INCLUDED IN BUDGET TOTALS)
C = IN CURRNT BUDGET YEAR
P = PARTIALLY FUNDED REQUEST
U = UNFUNDED

**NEW REQUEST FORM****FISCAL YEAR:****2019-20**

DEPARTMENT: Recreation Services
PROGRAM TITLE: Indoor & Outdoor Security Cameras & Services
REQUEST TYPE: One-Time & On-Going **RANKING:** 1
FUND/DEPT: 01-070 **GOAL #:** 2
FULL FY2019-2020 COST: \$5,000
ANY ON-GOING FUTURE COSTS: \$500
FULL FY2019-2020 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

Request to add additional security cameras throughout the inside and outside of the Community Center for increased safety.

SAVINGS/BENEFITS

By adding additional cameras throughout the facility and the outside areas, there will be more areas with surveillance and will provide an increased level of security.

CONSEQUENCES OF NOT FUNDING PROGRAM

The Recreation Department will not have access to camera footage when needed for security purposes.

EXPENSE IMPACT

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
01-070-85170	Other Equipment	\$5,000	
01-070-74040	Special Services		\$500
	TOTALS:	\$5,000	\$500

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0

**NEW REQUEST FORM****FISCAL YEAR:****2019-20****DEPARTMENT:** Recreation Services**PROGRAM TITLE:** Side by Side, Double Court Volleyball System**REQUEST TYPE:** One-Time**RANKING:** 2**FUND/DEPT:** 22-070**GOAL #:** 3**FULL FY2019-2020 COST:** \$14,000**ANY ON-GOING FUTURE COSTS:****FULL FY2019-2020 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:** Volleyball Poles**RECOMMENDATION FOR DISPOSITION:** Salvage/Auction**PROGRAM DESCRIPTION**

Request to replacing the current volleyball net with a double court volleyball system.

SAVINGS/BENEFITS

By purchasing and installing a double court volleyball system, the current Watauga Volleyball Leagues and Programs can expand by being able to run 2 games/practices at a time. Therefore, more games and practices can be scheduled.

CONSEQUENCES OF NOT FUNDING PROGRAM

With only one gymnasium, there is limited practice and game time for indoor sports and other programs that are scheduled in the gymnasium. Without a double court volleyball system, Watauga Volleyball Leagues and Programs will not be able to expand due to limited gym time and space.

EXPENSE IMPACT

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 EXPENSE	ON-GOING EXPENSE
22-070-85170	Other Equipment	\$14,000	
	TOTALS:	\$14,000	\$0

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 SAVINGS	ON-GOING SAVINGS
	TOTALS:	\$0	\$0

GENERAL FUND

FY2019-20 NEW AND EXPANDED PROGRAM REQUESTS

FIRE/EMS FUND 01-085

Rank	Item	One-Time FY2019-20	On-Going and/or Amort	Total Requested	Funded Amount		Account
1	Dues & Subscriptions Line Increase	\$ 2,600	10% annually	\$ 2,600	\$ 2,600	F	Dues & Subscriptions
2	Recliner Replacement	\$ 6,400		\$ 6,400		U	Furniture & Fixtures
3	Class A Uniforms	\$ 12,600		\$ 12,600	\$ 12,600	F	Wearing Apparel
4	ATV for Special Events	\$ 9,500		\$ 9,500		U	Motor Vehicles
TOTAL		\$ 31,100	\$ -	\$ 31,100	\$ 15,200		

F = FUNDED (INCLUDED IN BUDGET TOTALS)
 T = TO BE DETERMINED (NOT INCLUDED IN BUDGET TOTALS)
 C = IN CURRENT BUDGET YEAR
 P = PARTIALLY FUNDED REQUEST
 U = UNFUNDED

**NEW REQUEST FORM****FISCAL YEAR: 2019-20**

DEPARTMENT: Fire
PROGRAM TITLE: Dues & Subscriptions Line Item Increase
REQUEST TYPE: On-Going **RANKING:** 1
FUND/DEPT: 01-085 **GOAL #:** 2
FULL FY2019-2020 COST: \$2,600
ANY ON-GOING FUTURE COSTS: 10% annual increase for NEFDA
FULL FY2019-2020 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

The main increase in this line item is due to a 10% increase in NEFDA Departmental Dues and Capital Replacement Fund Dues. In addition this budget covers the Texas Fire Chief

SAVINGS/BENEFITS

Our involvement in NEFDA is crucial to the ability to provide the needed services at a minimal cost to our residents. The other organizational dues provide regional or national involvement to track trends and improve organizational response.

CONSEQUENCES OF NOT FUNDING PROGRAM

No mutual aid available.

EXPENSE IMPACT

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 EXPENSE	ON-GOING EXPENSE
01-085-74070	Dues & Subscriptions	\$2,600	10% annual increase
	TOTALS:	\$2,600	\$0

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 SAVINGS	ON-GOING SAVINGS
	TOTALS:	\$0	\$0

**NEW REQUEST FORM****FISCAL YEAR:****2019-20**

DEPARTMENT: Fire
PROGRAM TITLE: Recliner Replacement
REQUEST TYPE: One-Time **RANKING:** 2
FUND/DEPT: 01-085 **GOAL #:** 6
FULL FY2019-2020 COST: \$6,400
ANY ON-GOING FUTURE COSTS:
FULL FY2019-2020 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST: Existing recliners
RECOMMENDATION FOR DISPOSITION: Salvage/Auction

PROGRAM DESCRIPTION

Replace the existing recliners that were purchased during the initial construction of the fire station in 2011. These recliners are worn and being repaired by staff daily due to

SAVINGS/BENEFITS

Improved moral and increased station appearance and overall condition.

CONSEQUENCES OF NOT FUNDING PROGRAM

Risk factors stated above.

EXPENSE IMPACT

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 EXPENSE	ON-GOING EXPENSE
01-085-85100	Furniture & Fixtures	\$6,400	
	TOTALS:	\$6,400	\$0

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 SAVINGS	ON-GOING SAVINGS
	TOTALS:	\$0	\$0

**NEW REQUEST FORM****FISCAL YEAR:****2019-20****DEPARTMENT:** Fire**PROGRAM TITLE:** Class A Uniforms**REQUEST TYPE:** One-Time**RANKING:** 3**FUND/DEPT:** 01-085**GOAL #:** 6**FULL FY2019-2020 COST:** \$12,600**ANY ON-GOING FUTURE COSTS:****FULL FY2019-2020 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:****RECOMMENDATION FOR DISPOSITION:****PROGRAM DESCRIPTION**

Beyond their field work attire, firefighters appear in public in one of two dress uniforms styles. Class A and Class B. Currently we do not have Class A uniforms. Class A Fire uniforms are formal or parade uniforms reserved for ceremonies, receptions, funerals, and other special occasions.

SAVINGS/BENEFITS

This ensemble is meant to impart an air of professionalism. This is the highest level of dress uniform. This uniform is worn as a symbol of honor.

CONSEQUENCES OF NOT FUNDING PROGRAM

No consistent with any other department when attending funerals, special events, etc.

EXPENSE IMPACT

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
01-085-52040	Wearing Apparel	\$12,600	
	TOTALS:	\$12,600	\$0

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0

**NEW REQUEST FORM****FISCAL YEAR:****2019-20****DEPARTMENT:** Fire**PROGRAM TITLE:** ATV for Special Events**REQUEST TYPE:** One-Time**RANKING:** 4**FUND/DEPT:** 01-085**GOAL #:** 2**FULL FY2019-2020 COST:** \$9,500**ANY ON-GOING FUTURE COSTS:****FULL FY2019-2020 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:****RECOMMENDATION FOR DISPOSITION:****PROGRAM DESCRIPTION**

ATV for special events, equipment carry on large scenes, Response to medical calls around Capp Smith Park where an ambulance cannot drive.

SAVINGS/BENEFITS

ATV for special events, equipment carry on large scenes, response to medical calls around Capp Smith Park where an ambulance cannot drive.

CONSEQUENCES OF NOT FUNDING PROGRAM

Not available for the above description

EXPENSE IMPACT

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
01-085-85130	Motor Vehicles	\$9,500	
	TOTALS:	\$9,500	\$0

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0

GENERAL FUND

FY2019-20 NEW AND EXPANDED PROGRAM REQUESTS

PUBLIC WORKS - FLEET SERVICES FUND 01-097

Rank	Item	One-Time FY2019-20	On-Going and/or Amort.	Total Requested	Funded Amount		Account
1	Certification Incentive Pay		\$ 4,500	\$ 4,500		U	Certification Pay
	TOTAL	\$ -	\$ 4,500	\$ 4,500	\$ -		

F = FUNDED (INCLUDED IN BUDGET TOTALS)
T = TO BE DETERMINED (NOT INCLUDED IN BUDGET TOTALS)
C = IN CURRENT BUDGET YEAR
P = PARTIALLY FUNDED REQUEST
I = UNFUNDED - TO BE INCLUDED IN POSITION IMPROVEMENT PLAN
U = UNFUNDED

**NEW REQUEST FORM****FISCAL YEAR:****2019-20****DEPARTMENT:** Public Works - Fleet Services**PROGRAM TITLE:** Certification Incentive Pay Plan**REQUEST TYPE:** On-Going**RANKING:** 1**FUND/DEPT:** 01-097**GOAL #:** 6**FULL FY2019-2020 COST:** \$4,500**ANY ON-GOING FUTURE COSTS:** \$4,500**FULL FY2019-2020 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:****RECOMMENDATION FOR DISPOSITION:****PROGRAM DESCRIPTION**

The purpose of the Fleet Maintenance certification pay plan is to provide an incentive for mechanics and supervisors to increase their technical knowledge and skills by pursuing training, testing, and certification.

SAVINGS/BENEFITS

The benefit of this plan is to assure the citizens and employee's that the highest certified personnel are maintaining their vehicles and equipment through rigorous inspections and repairs. This will help insure the City's assets are in the best interest.

CONSEQUENCES OF NOT FUNDING PROGRAM

Risking unqualified personnel doing repairs that are not necessary or incorrectly.

EXPENSE IMPACT

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 EXPENSE	ON-GOING EXPENSE
01-097-40250	Certification Pay	\$4,500	\$4,500
	TOTALS:	\$4,500	\$4,500

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 SAVINGS	ON-GOING SAVINGS
	TOTALS:	\$0	\$0

GENERAL FUND

FY2019-20

NEW AND EXPANDED PROGRAM REQUESTS

PUBLIC WORKS - BUILDING MAINTENANCE

FUND 01-098

Rank	Item	One-Time FY2019-20	On-Going and/or Amort.	Total Requested	Funded Amount		Account
1	Demolition - Old Senior Center Facility	\$ 30,000		\$ 30,000	\$ 20,000	P	Equipment Replacement
2	Replace Public Works Gates & Openers	\$ 15,000		\$ 15,000		U	General Fund Building Maintenance
3	City Hall Water Fountain Lighting Upgrade	\$ 25,000		\$ 25,000		U	General Fund Building Maintenance
TOTAL		\$ 70,000	\$ -	\$ 70,000	\$ 20,000		

F =FUNDED (INCLUDED IN BUDGET TOTALS)

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C = IN CURRENT BUDGET YEAR

P = PARTIALLY FUNDED REQUEST

U = UNFUNDED

**NEW REQUEST FORM****FISCAL YEAR: 2019-20****DEPARTMENT:** Public Works - Facilities Maintenance**PROGRAM TITLE:** Demo Old Senior Center**REQUEST TYPE:** One-Time**RANKING:** 1**FUND/DEPT:** 22-020**GOAL #:** 5**FULL FY2019-2020 COST:** \$30,000**ANY ON-GOING FUTURE COSTS:****FULL FY2019-2020 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:****RECOMMENDATION FOR DISPOSITION:****PROGRAM DESCRIPTION**

This request is for the demolition of the old senior center building and the beautification of removal site. The building is not being used and is dilapidated and becoming unsafe. The possibility of asbestos could increase the expense.

SAVINGS/BENEFITS

Demolition of this building would save maintenance expenses and alarm monitoring fees.

CONSEQUENCES OF NOT FUNDING PROGRAM

Further deterioration and possible safety hazard due to lack of use.

EXPENSE IMPACT

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
22-020-85030	Building Maintenance	\$30,000	
	TOTALS:	\$30,000	\$0

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0

**NEW REQUEST FORM****FISCAL YEAR: 2019-20**

DEPARTMENT: Public Works - Facilities Maintenance
PROGRAM TITLE: Replace Public Works Facility Gates and Openers
REQUEST TYPE: One-Time **RANKING:** 2
FUND/DEPT: 01-098 **GOAL #:** 5
FULL FY2019-2020 COST: \$15,000
ANY ON-GOING FUTURE COSTS:
FULL FY2019-2020 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION: Salvage/Auction

PROGRAM DESCRIPTION

Request to replace the existing gates and openers at the Public Works Facility. The gates are used regularly after hours to gain access to the fuel site and dropping off equipment.

SAVINGS/BENEFITS

By replacing the gates with a reliable system it could prevent theft or vandalism. Public Works has valuable assets on the yard that could be susceptible to vandalism or theft if not replaced with a secure system.

CONSEQUENCES OF NOT FUNDING PROGRAM

The current gates could pose a security threat when they malfunction again leaving the Public Works yard open and accessible to the fuel, equipment, and public water source.

EXPENSE IMPACT

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 EXPENSE	ON-GOING EXPENSE
01-098-63240	Building Maintenance	\$15,000	
	TOTALS:	\$15,000	\$0

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 SAVINGS	ON-GOING SAVINGS
	TOTALS:	\$0	\$0

**NEW REQUEST FORM****FISCAL YEAR: 2019-20**

DEPARTMENT: Public Works - Facilities Maintenance
PROGRAM TITLE: City Hall Water Fountain Lighting Upgrade
REQUEST TYPE: One-Time **RANKING:** 3
FUND/DEPT: 01-098 **GOAL #:** 5
FULL FY2019-2020 COST: \$25,000
ANY ON-GOING FUTURE COSTS:
FULL FY2019-2020 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION: Salvage/Auction

PROGRAM DESCRIPTION

Request to upgrade the existing water fountain lighting in front of City Hall in an effort in increase energy efficiency and add a vibrant color changing display that can be customized for any occasion or holiday for increased appeal.

SAVINGS/BENEFITS

The current lighting is continually in need of repairs. When a repair is required, the fountain must be drained. With the replacement of the curent lighting there would be a savings in down time as well as expenses. The existing lights are becoming harder to replace and the amount of electricity they use would be drastically decrease by going to LED's. The current 200 watt bulbs cost the city roughly \$600 annually and new LED 25 watt light assemblies will cost around \$70 annually to run.

CONSEQUENCES OF NOT FUNDING PROGRAM

Increased costs for parts and water usage for repairs. Inability to locate replacements for the existing outdated bulbs.

EXPENSE IMPACT

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 EXPENSE	ON-GOING EXPENSE
01-098-63240	Building Maintenance	\$25,000	
	TOTALS:	\$25,000	\$0

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 SAVINGS	ON-GOING SAVINGS
	TOTALS:	\$0	\$0

SPECIAL REVENUE FUND

FY2019-20

NEW AND EXPANDED PROGRAM REQUESTS

ECONOMIC DEVELOPMENT CORPORATION FUND 04 AND FUND 05

Rank	Item	One-Time FY2019-20	On-Going and/or Amort	Total Requested	Funded Amount		Account
	FUND 04						
1	Retail Development Strategy - Phase 1	\$ 10,500		\$ 10,500	\$ 10,500	F	Contractual Services (04-017)
2	BRE Plan & Program Development	\$ 8,000		\$ 8,000	\$ 8,000	F	Contractual Services (04-016)
3	Advertising - Economic Development	\$ 3,000		\$ 3,000	\$ 3,000	F	Advertising (04-017)
4	Contacts Management Database	\$ 5,000	\$ 4,000	\$ 9,000	\$ 9,000	F	Computer Software/Software Maint. (04-018)
5	GIS Consulting Services	\$ 8,750	\$ 1,400	\$ 10,150	\$ 10,150	F	Contractual Services (04-018)
	FUND 05						
1	Capp Smith Park Site Amenities Repl.	\$ 50,000		\$ 50,000		F	Parks Projects (fund 05)
	TOTAL	\$ 85,250	\$ 5,400	\$ 90,650	\$ 40,650		

F = FUNDED (INCLUDED IN BUDGET TOTALS)
T = TO BE DETERMINED (NOT INCLUDED IN BUDGET TOTALS)
C = IN CURRENT BUDGET YEAR
P = PARTIALLY FUNDED REQUEST
U = UNFUNDED

**NEW REQUEST FORM****FISCAL YEAR: 2019-20**

DEPARTMENT: Business Attraction
PROGRAM TITLE: Retail Development Strategy Phase I
REQUEST TYPE: One-Time **RANKING:** 1
FUND/DEPT: 04-017 **GOAL #:** 3
FULL FY2019-2020 COST: \$10,500
ANY ON-GOING FUTURE COSTS:
FULL FY2019-2020 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

In order to attract targeting retailers, it is imperative to provide accurate, current, and site-specific information on the community Retail Trade Area and available sites.

SAVINGS/BENEFITS

Developer networking and recruitment have become key components in a community's retail recruitment and development success.

CONSEQUENCES OF NOT FUNDING PROGRAM

A retail development strategy is crucial to the success of business attraction for our community.

EXPENSE IMPACT

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
04-017-74790	Contractual Services	\$10,500	
	TOTALS:	\$10,500	\$0

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0

**NEW REQUEST FORM****FISCAL YEAR:****2019-20****DEPARTMENT:** Business Retention**PROGRAM TITLE:** Business Retention Program Development**REQUEST TYPE:** One-Time**RANKING:** 2**FUND/DEPT:** 04-016**GOAL #:** 3**FULL FY2019-2020 COST:** \$8,000**ANY ON-GOING FUTURE COSTS:****FULL FY2019-2020 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:****RECOMMENDATION FOR DISPOSITION:****PROGRAM DESCRIPTION**

This program will provide a thorough review and comprehensive recommendations for the development, updating, or renovation of the Economic Development Website and develop a business retention and expansion program to support existing businesses.

SAVINGS/BENEFITS

Updating of the website and creating a business retention and expansion plan will identify and assist with the challenges being faced by local businesses. This will help retain businesses in our community.

CONSEQUENCES OF NOT FUNDING PROGRAM

The website will be outdated and the community will not have a business retention program in place.

EXPENSE IMPACT

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 EXPENSE	ON-GOING EXPENSE
04-016-74790	Contractual Services	\$8,000	
	TOTALS:	\$8,000	\$0

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 SAVINGS	ON-GOING SAVINGS
	TOTALS:	\$0	\$0

**NEW REQUEST FORM****FISCAL YEAR:****2019-20****DEPARTMENT:** Business Attraction**PROGRAM TITLE:** Advertising - Economic Development Guide**REQUEST TYPE:** One-Time**RANKING:** 3**FUND/DEPT:** 04-017**GOAL #:** 3**FULL FY2019-2020 COST:** \$3,000**ANY ON-GOING FUTURE COSTS:****FULL FY2019-2020 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:****RECOMMENDATION FOR DISPOSITION:****PROGRAM DESCRIPTION**

This program expands the advertising budget for inclusion in the Economic Development Guide in the D Magazine. This publication sets the stage for companies looking to relocate or expand to the North Texas region. It provides a statistical overview of the area, as well as details on the regional economy.

SAVINGS/BENEFITS

Advertising is an essential element in sharing information to potential businesses that may want to relocate to this area.

CONSEQUENCES OF NOT FUNDING PROGRAM**EXPENSE IMPACT**

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
04-017-74050	Advertising	\$3,000	
	TOTALS:	\$3,000	\$0

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0



NEW REQUEST FORM

FISCAL YEAR:

2019-20

DEPARTMENT: Economic Development

PROGRAM TITLE: Contacts Management Database

REQUEST TYPE: One-Time & On-Going

RANKING: 4

FUND/DEPT: 04-018

GOAL #: 1

FULL FY2019-2020 COST: \$5,000

ANY ON-GOING FUTURE COSTS: \$4,000

FULL FY2019-2020 SAVINGS OFFSET:

LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:

RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

This program will provide common access for tracking existing business contacts, historical data, and all other related information. This can also be used for prospect management and tracking.

SAVINGS/BENEFITS

This program will provide huge efficiencies for the Economic Development office and staff.

CONSEQUENCES OF NOT FUNDING PROGRAM

EXPENSE IMPACT

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 EXPENSE	ON-GOING EXPENSE
04-018-85050	Computer Software	\$5,000	
04-018-63510	Software Maintenance		\$4,000
	TOTALS:	\$5,000	\$4,000

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 SAVINGS	ON-GOING SAVINGS
	TOTALS:	\$0	\$0

**NEW REQUEST FORM****FISCAL YEAR:****2019-2020****DEPARTMENT:** Public Works - Development Services**PROGRAM TITLE:** GIS Consulting Services**REQUEST TYPE:** On-Going**RANKING:** 1**FUND/DEPT:** 04-018 01-013 40-020 15-090**GOAL #:** 5**FULL FY2018-2019 COST:** \$35,000**ANY ON-GOING FUTURE COSTS:** \$4,200 (40-020 15-090 04-018)**FULL FY2018-2019 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:****RECOMMENDATION FOR DISPOSITION:****PROGRAM DESCRIPTION**

A GIS Consultant would be able to provide analysis for making more informed, effective, and targeted decisions. They would provide for the integration of city-wide topographical, infrastructure, floodplain, floodway, zoning, comprehensive master plan, parks, streets, waterline, sewerline, easements, code compliance, police, and fire information. The first year includes a set up fee and thereafter is a yearly hosting and maintenance fee for the software. Staff training is included within the fee.

SAVINGS/BENEFITS

The resources sent to create, print, scan, and analyze complex data could be accomplished faster, which provides a higher level of customer service both to internal and external customers.

CONSEQUENCES OF NOT FUNDING PROGRAM

Continued outsourcing of demand for mapping and analyses, which slows down the ability to provide timely customer service both internally and externally.

EXPENSE IMPACT

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
01-013-74040	Special Services	\$8,750	
40-020-74040	Special Services	\$8,750	\$1,400
15-090-74040	Special Services	\$8,750	\$1,400
04-018-74790	Contractual Services	\$8,750	\$1,400
	TOTALS:	\$35,000	\$4,200

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0

**NEW REQUEST FORM****FISCAL YEAR:****2019-20****DEPARTMENT:** Parks**PROGRAM TITLE:** Capp Smith Parks Site Amenities Replacement**REQUEST TYPE:** One-Time**RANKING:** 1**FUND/DEPT:** 07-550 and EDC Fund 05**GOAL #:** 2**FULL FY2019-2020 COST:** \$100,000**ANY ON-GOING FUTURE COSTS:****FULL FY2019-2020 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:****RECOMMENDATION FOR DISPOSITION:****PROGRAM DESCRIPTION**

Request for the replacement of site amenities to include trash cans, tables, and benches. A portion of these amenities will include Watauga branding and promote economic development efforts.

SAVINGS/BENEFITS

The benefit of this program is the updated overall look of the most popular and utilized park within the City. This program will meet the Strategic Plan 2018-19 Goal #3 objective which is to enhance quality of life and will continue to advocate Capp Smith Park areas for activities and economic impact.

CONSEQUENCES OF NOT FUNDING PROGRAM

Replacement of current site amenities with individual pieces results in mismatched color, style, and type. The current amenities are no longer manufactured or available. The site amenities have been in place for 20 years and are beginning to deteriorate.

EXPENSE IMPACT

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
07-550-85261	Parks Projects	\$50,000	
	(2018 CO Funding)		
05-550-85360	Parks Projects	\$50,000	
	TOTALS:	\$100,000	\$0

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0

SPECIAL REVENUE FUNDS

FY2019-20

NEW AND EXPANDED PROGRAM REQUESTS

POLICE - CRIME CONTROL DISTRICT

FUND 18-080

Rank	Item	One-Time FY2019-20	On-Going and/or Amort.	Total Requested	Funded Amount		Account Category
1	Investigation Expenses Increase		\$ 6,000	\$ 6,000	\$ 6,000	F	Investigation Expenses
2	Special Services Increase		\$ 3,000	\$ 3,000	\$ 3,000	F	Special Services
3	Training Increase		\$ 2,000	\$ 2,000	\$ 2,000	F	Training
TOTAL		\$ -	\$ 11,000	\$ 11,000	\$ 11,000		

F =FUNDED (INCLUDED IN BUDGET TOTALS)

T = TO BE DETERMINED (NOT INCLUDED IN BUDGET TOTALS)

C = IN CURRENT BUDGET YEAR

P = PARTIALLY FUNDED REQUEST

U = UNFUNDED

**NEW REQUEST FORM****FISCAL YEAR:****2019-20**

DEPARTMENT: Police - Crime Control District
PROGRAM TITLE: Increase Investigation Expenses Line Item
REQUEST TYPE: On-Going **RANKING:** 1
FUND/DEPT: 18-080 **GOAL #:** 2
FULL FY2019-2020 COST: \$6,000
ANY ON-GOING FUTURE COSTS: \$6,000
FULL FY2019-2020 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

This is a request to increase our investigation expenses due to increased costs of lab fees and other miscellaneous items purchased for investigations.

SAVINGS/BENEFITS

This is not an area that would be affected with any savings as this is a general increase needed due to investigating costs increases and an increase in the current lab testing contract with NIMS.

CONSEQUENCES OF NOT FUNDING PROGRAM

Not having sufficient funds to properly analyze evidence for prosecution of cases therefor not have successful prosecution of WPD cases.

EXPENSE IMPACT

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
18-080-74450	Investigation expenses	\$6,000	\$6,000
	TOTALS:	\$6,000	\$6,000

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0

**NEW REQUEST FORM****FISCAL YEAR:****2019-20****DEPARTMENT:** Police - Crime Control District**PROGRAM TITLE:** Department Awards Program**REQUEST TYPE:** On-Going**RANKING:** 2**FUND/DEPT:** 18-080**GOAL #:** 6**FULL FY2019-2020 COST:** \$3,000**ANY ON-GOING FUTURE COSTS:** \$3,000**FULL FY2019-2020 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:****RECOMMENDATION FOR DISPOSITION:****PROGRAM DESCRIPTION**

Increase the Special Services line item by \$3,000 to accommodate for the annual departmental awards.

SAVINGS/BENEFITS

Awards and recognition for officers and staff in order to develop a strong desire to serve the public and aid in meeting strategic plan Goal # 6 of having a highly skilled, well trained, fairly compensated, customer service oriented work- force. In addition, this annual recognition helps build moral and is part of the employee retention effort.

CONSEQUENCES OF NOT FUNDING PROGRAM

Not funding could result in a strain on the current level of budget dollars in the effort to continue the annual awards program.

EXPENSE IMPACT

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 EXPENSE	ON-GOING EXPENSE
18-080-74040	Special Services	\$3,000	\$3,000
	TOTALS:	\$3,000	\$3,000

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 SAVINGS	ON-GOING SAVINGS
	TOTALS:	\$0	\$0

**NEW REQUEST FORM****FISCAL YEAR: 2019-20**

DEPARTMENT: Police - Crime Control District
PROGRAM TITLE: Increase Training Line Item
REQUEST TYPE: On-Going **RANKING:** 2
FUND/DEPT: 18-080 **GOAL #:** 6
FULL FY2019-2020 COST: \$2,000
ANY ON-GOING FUTURE COSTS: \$2,000
FULL FY2019-2020 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

Request to increase the Training line item due to increasing costs and training opportunities to develop well trained staff.

SAVINGS/BENEFITS

Training for officers and other staff to develop skills to serve the public and aid in meeting strategic plan Goal #6 of having a highly skilled, well trained, customer service oriented work force.

CONSEQUENCES OF NOT FUNDING PROGRAM

Training opportunities for officers and staff will be minimized in order to stay within the current budget constraints.

EXPENSE IMPACT

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
18-080-74100	Training	\$2,000	\$2,000
	TOTALS:	\$2,000	\$2,000

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0

SPECIAL REVENUE FUNDS

FY2019-20

NEW AND EXPANDED PROGRAM REQUESTS

FINANCE FUND 26 - COURT TECHNOLOGY

Rank	Item	One-Time FY2019-20	On-going and/or Amort.	Total Requested	Funded Amount		Account
1	On-Line Records Tool/Notifications		\$ 3,500	\$ 3,500	\$ 3,500	F	Special Services
	TOTAL	\$ -	\$ 3,500	\$ 3,500	\$ 3,500		

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P = PARTIALLY FUNDED REQUEST
U = UNFUNDED

**NEW REQUEST FORM****FISCAL YEAR:****2019-20**

DEPARTMENT: Finance - Municipal Court
PROGRAM TITLE: On-line Records Tool and Notifications
REQUEST TYPE: On-Going **RANKING:** 1
FUND/DEPT: 26-040 **GOAL #:** 4
FULL FY2019-2020 COST: \$3,500
ANY ON-GOING FUTURE COSTS: \$3,500
FULL FY2019-2020 SAVINGS OFFSET: some postage savings
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

This program allows for on-line records search and notifications to send customized messages via phone, email and text in a secure auditable environment. Court defendants can be notified of court date and warrant notifications. On-line records tool will allow a defendant to access closed or open case information that currently requires a court records request to be completed by court staff.

SAVINGS/BENEFITS

A savings in postage and staff processing time is anticipated.

CONSEQUENCES OF NOT FUNDING PROGRAM**EXPENSE IMPACT**

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
26-040-74040	Special Services	\$3,500	\$3,500
	TOTALS:	\$3,500	\$3,500

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0

PROPRIETARY FUNDS

FY2019-20

NEW AND EXPANDED PROGRAM REQUESTS

STORM DRAIN FUND 15

Rank	Item	One-Time FY2019-20	On-Going and/or Amort.	Total Requested	Funded Amount		Account
1	Blue Green Grey Grant	\$ 90,000		\$ 90,000	\$ 90,000	F	Storm Drain Improvements split between GF, SD, EDC, WS
2	GIS Consulting	\$ 8,750	\$ 1,400	\$ 10,150	\$ 10,150	F	
	TOTAL	\$ 98,750	\$ 1,400	\$ 100,150	\$ 90,000		

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C = IN CURRENT BUDGET YEAR
P = PARTIALLY FUNDED REQUEST
U = UNFUNDED



NEW REQUEST FORM

FISCAL YEAR:

2019-20

DEPARTMENT: Public Works - Storm Drain

PROGRAM TITLE: Blue Green-Grey Grant

REQUEST TYPE: One-Time

RANKING: 1

FUND/DEPT: 15-090

GOAL #: 1

FULL FY2019-2020 COST: \$90,000

ANY ON-GOING FUTURE COSTS:

FULL FY2019-2020 SAVINGS OFFSET:

LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:

RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

Install rain gardens along Hightower just south of Capp Smith Park. The city received a grant from NCTCOG for \$ 50,000 to install them. We estimated the total cost of the whole project at \$ 79,268. There will be a required annual maintenance cost.

SAVINGS/BENEFITS

The city will add sidewalk from the rain gardens to Capp Smith Park. So residents can enjoy the rain gardens and walk straight to the park.

CONSEQUENCES OF NOT FUNDING PROGRAM

NCTCOG will not reimburse the \$ 50,000 for the grant.

EXPENSE IMPACT

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 EXPENSE	ON-GOING EXPENSE
15-090-85671	Storm Drain Impr.	\$90,000	
	TOTALS:	\$90,000	\$0

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 SAVINGS	ON-GOING SAVINGS
	TOTALS:	\$0	\$0

**NEW REQUEST FORM****FISCAL YEAR:****2019-2020****DEPARTMENT:** Public Works - Development Services**PROGRAM TITLE:** GIS Consulting Services**REQUEST TYPE:** On-Going**RANKING:** 1**FUND/DEPT:** 15-090 01-013 40-020 04-018**GOAL #:** 5**FULL FY2018-2019 COST:** \$35,000**ANY ON-GOING FUTURE COSTS:** \$4,200 (40-020 15-090 04-018)**FULL FY2018-2019 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:****RECOMMENDATION FOR DISPOSITION:****PROGRAM DESCRIPTION**

A GIS Consultant would be able to provide analysis for making more informed, effective, and targeted decisions. They would provide for the integration of city-wide topographical, infrastructure, floodplain, floodway, zoning, comprehensive master plan, parks, streets, waterline, sewerline, easements, code compliance, police, and fire information. The first year includes a set up fee and thereafter is a yearly hosting and maintenance fee for the software. Staff training is included within the fee.

SAVINGS/BENEFITS

The resources sent to create, print, scan, and analyze complex data could be accomplished faster, which provides a higher level of customer service both to internal and external customers.

CONSEQUENCES OF NOT FUNDING PROGRAM

Continued outsourcing of demand for mapping and analyses, which slows down the ability to provide timely customer service both internally and externally.

EXPENSE IMPACT

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
01-013-74040	Special Services	\$8,750	
40-020-74040	Special Services	\$8,750	\$1,400
15-090-74040	Special Services	\$8,750	\$1,400
04-018-74790	Contractual Services	\$8,750	\$1,400
	TOTALS:	\$35,000	\$4,200

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0

PROPRIETARY FUNDS

FY2019-20

NEW AND EXPANDED PROGRAM REQUESTS

FINANCE & ADMINISTRATION - UTILITY BILLING & COLLECTIONS FUND 40-045

Rank	Item	One-Time FY2019-20	On-Going and/or Amort.	Total Requested	Funded Amount		Account
1	Front Counter Renovation	\$ 15,000		\$ 15,000		U	Furniture & Fixtures
2	Output Director/Forms Pkg	\$ 6,300	\$ 1,350	\$ 7,650		F	Computer Software/Software Maint.
TOTAL		\$ 21,300	\$ 1,350	\$ 22,650	\$ -		

F =FUNDED (INCLUDED IN BUDGET TOTALS)
T = TO BE DETERMINED (NOT INCLUDED IN BUDGET TOTALS)
P = PARTIALLY FUNDED REQUEST
U = UNFUNDED

**NEW REQUEST FORM****FISCAL YEAR:****2020-21****DEPARTMENT:** Finance - Utility Billing & Collections**PROGRAM TITLE:** Renovation of Front Counter in Utility Billing**REQUEST TYPE:** One-Time**RANKING:** 1**FUND/DEPT:** 40-045**GOAL #:** 4**FULL FY2019-2020 COST:** \$15,000**ANY ON-GOING FUTURE COSTS:****FULL FY2019-2020 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:****RECOMMENDATION FOR DISPOSITION:****PROGRAM DESCRIPTION**

The current counter configuration is too low and is causing health issues for staff. Staff is experiencing back and neck issues when working at the front counter.

SAVINGS/BENEFITS

The replacement of the counter will help with employee health issues and promote a healthy workplace.

CONSEQUENCES OF NOT FUNDING PROGRAM

Continued health issues for staff.

EXPENSE IMPACT

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 EXPENSE</i>	<i>ON-GOING EXPENSE</i>
40-045-85100	Furniture & Fixtures	\$15,000	
	TOTALS:	\$15,000	\$0

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2019-2020 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0

**NEW REQUEST FORM****FISCAL YEAR:****2019-20**

DEPARTMENT: Finance - Utility Billing & Collections
PROGRAM TITLE: Tyle Incode - Output Director and Forms Package
REQUEST TYPE: One-Time & On-Going **RANKING:** 2
FUND/DEPT: 40-045 **GOAL #:** 4
FULL FY2019-2020 COST: \$6,300
ANY ON-GOING FUTURE COSTS: \$1,350
FULL FY2019-2020 SAVINGS OFFSET: some postage savings
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

The Output Director and Forms Package allows for customer e-billing and output of other city material such as the newsletter. This program will enhance customer service by providing this service requested by citizens. There will be annual maintenance costs.

SAVINGS/BENEFITS

Some postage savings is anticipated.

CONSEQUENCES OF NOT FUNDING PROGRAM

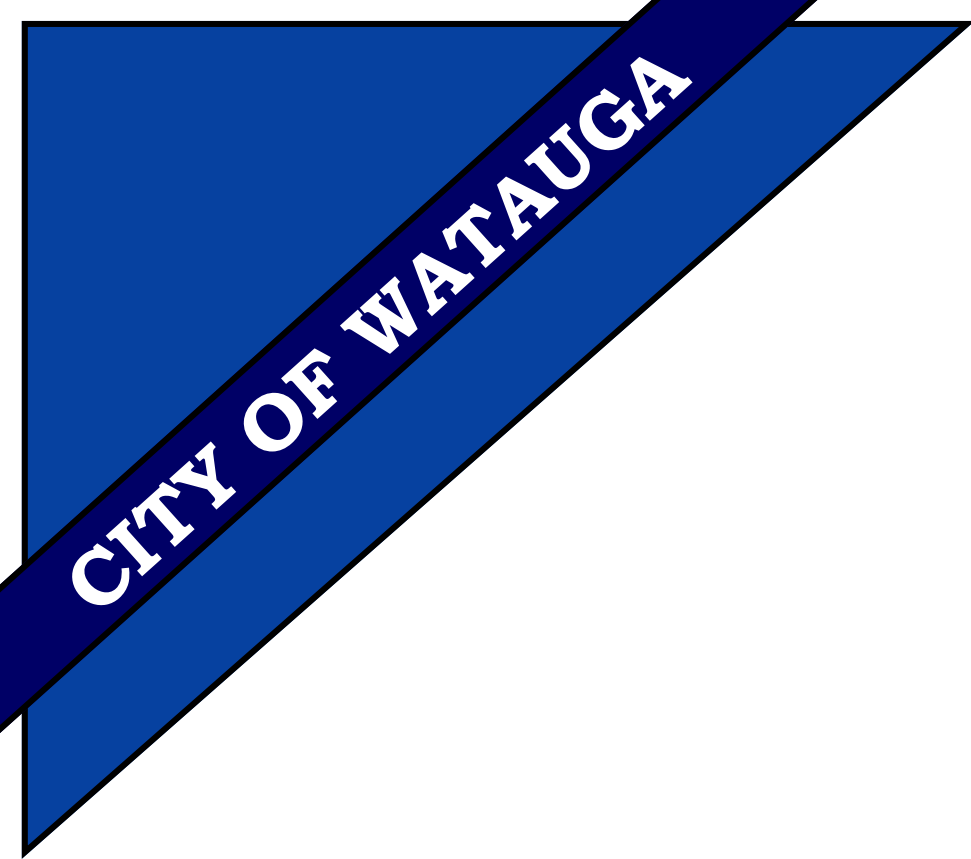
Customers will not be able to receive e-billings as requested.

EXPENSE IMPACT

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 EXPENSE	ON-GOING EXPENSE
40-045-85050	Computer Software	\$6,300	
40-050-63510	Software Maintenance		\$1,350
	TOTALS:	\$6,300	\$1,350

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	ACCOUNT NAME	FY2019-2020 SAVINGS	ON-GOING SAVINGS
	TOTALS:	\$0	\$0



GLOSSARY OF TERMS

GLOSSARY OF TERMS

Accrual Accounting: A basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period in which they are incurred.

Ad Valorem Tax: A tax assessed against property (land, improvements, and personal property) for the purpose of financing general operations of the City and debt service requirements.

Advanced Refunding: A transaction in which new debt is issued to provide monies to pay interest on old, outstanding debt as it becomes due, and to pay the principal on the old debt either as it matures or at an earlier call date.

Allocation: A part of a lump-sum appropriation, which is designed for expenditures by specific organization units and/or for special purposes, activities, or objects.

Appraised Value: The market value of real and personal property located in the City as of January 1 each year, determined by the Tarrant Appraisal District (TAD).

Appropriation: The maximum level of spending for each fund and for each department as authorized annually by the City Council.

Appropriation Ordinance: The official enactment by the legislative body by means of which appropriations are given legal effect. It is the method by which the expenditure side of the annual operating budget is enacted into law by the legislative body.

Assessed Valuation: A value that is established for real or personal property for use as a basis for levying property taxes. The Tarrant Appraisal District establishes property values in Watauga.

Assessment Ratio: The ratio at which tax rate is applied to tax base. State Law currently sets the assessment ratio at 100%.

Assets: Resources owned or held by the City, which have monetary value.

Balanced Budget: A budget where expenditures are equal to income or sometimes where expenditures are less than income. A balanced budget can include a planned draw down of fund balances within set guidelines.

Basis of Accounting: The timing of recognition, that is, when the effects of transactions or events should be recognized for financial reporting purposes.

Bond: A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date in the future, call the maturity date, together with periodic interest at a specified rate. The most common types of bonds are general obligation and revenue bonds. They are most frequently used for construction of large capital projects, such as buildings, streets, and bridges.

Budget: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

Budget Calendar: The schedule of key dates or milestones, which the City departments follow in the preparation, adoption, and administration of the budget.

GLOSSARY OF TERMS

Budget Document: The instrument used by the budget-making authority to present a comprehensive financial plan of operations to the City Council.

Budgetary Control: The control or management of a governmental or enterprise fund in accordance with an approved budget to keep expenditures within the limitations of available appropriations of revenue.

Capital Budget: A plan for the financing and completion of designated capital projects, financed for the most part with proceeds from general obligation bond issues. The “capital improvements program” is similar multi-year plan, which includes the year covered by the “capital budget”.

Capital Projects Fund: A fund created to account for financial resources to be used for the acquisition or the construction of major capital facilities or equipment.

Capital Outlay: type of expenditure within the budget, which results in the acquisition of an asset which has a value of at least \$5,000 and a useful life of three years or more.

Certificate of Obligation: A type of municipal debt that is unconditionally backed that can be issued without voter approval, usually by a vote of the City Council. Often used for smaller projects.

City Charter: The document of a home rule City similar to a constitution, which established the City’s government structure and provides for the distribution of powers and duties among the various branches of government.

City Council: The Mayor and seven (7) Council members collectively acting as the legislative and policy-making body of the City.

Comprehensive Annual Financial Report (CAFR): This report is published annually to provide to the Council, the representatives of financial institutions, our citizens, and other interested persons, detailed information concerning the financial condition of the City government.

Contractual Services: The cost related to services performed for the City by individuals, business, or utilities.

Crime Control and Prevention District: The State Legislature in 1989 allowed certain cities and counties to establish a district and impose a local sales tax to fund its programs. Since that time, eligibility has been extended.

Current Refunding: A refunding transaction in which the proceeds of the refunding debt are applied immediately to redeem the debt to be refunded.

Current Taxes: Property taxes that are levied and due within one year.

Debt Service: The City’s obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

Debt Service Fund: A fund established to account for the accumulation of resources for the payment of principal and interest on long term debt. May also be called Interest and Sinking Fund (I & S).

GLOSSARY OF TERMS

Delinquent Taxes: Taxes that remain unpaid on and after the date for which penalty for non-payment is attached.

Department: A major administrative organizational unit of the City, which indicates overall management responsibility for one or more divisions.

Depreciation: The portion of the cost of a fixed asset charged as an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life of such an asset. Through this process, the entire cost of the asset is ultimately charged off as an expense.

Division: A major administrative organizational unit of the City, which indicates overall management responsibility for one or more activities.

Economic Development Corporation (EDC): A corporation established for the focus of economic development within the City.

Effectiveness: The degree to which an entity, program, or procedure is successful at achieving its goals and objectives.

Effective Tax Rate: The rate that will generate the same revenue as the year before. State law in Texas prescribes a formula for calculating the effective tax rate for cities. The net effect of the formula is to produce a tax rate that decreases when property values rise because of inflation and vice versa. The formula does make adjustments for newly annexed property and newly constructed property for the effective tax rate calculation; however, for notice and hearing requirements, the benefit of new growth is excluded.

Efficiency: The degree to which an entity, program, or procedure is successful at achieving its goals and objectives with the least use of scarce resources.

Encumbrances: Obligations in the form of purchase orders and contracts, which are chargeable to an appropriation and for which a part of the appropriation is reserved because the goods or services have not been received. When paid, the encumbrance is liquidated.

Enterprise Fund: A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to insure that revenues are adequate to meet all necessary expenditures. Two Enterprise Funds are established for Watauga - one for storm drainage maintenance and one for Water and Wastewater Operations.

Estimated Revenue: The amount of projected revenues to be collected during the fiscal year.

Expenditure: Decreases in net financial resources. Expenditures include current operating expenses, which may require the present or future use of net current assets, debt service, and capital outlay.

Expenses: This term refers to the outflows or other using up of assets or incurrence of liabilities from rendering services or carrying out other activities that constitute the City's major operations.

Fiduciary Fund: A fund used to report and record assets held in trust or as in an agency capacity for others.

Financial Policies: Financial policies are used to enable the City to achieve a sound financial position. They are in writing and are periodically updated and endorsed.

GLOSSARY OF TERMS

Fiscal Year: The 12-month period covered by the budget. For the City of Watauga, the fiscal year begins October 1 and ends September 30.

Fixed Assets: Assets of long-term character, which are intended to continue to be held or used, such as buildings, infrastructure, machinery, and equipment.

Franchise Fee: Fees levied by the City in return for granting a privilege, which permits the continual use of public property, such as city streets, in providing their services to the citizens of the community.

Full-Time Equivalent: Refers to the number of full-time employees, plus all part time and seasonal employees pro-rated to full time increments.

Fund: A fiscal and accounting entity with a self- balancing set of accounts recording cash and other financial resources along with all related liabilities and residual equities or balances and related changes. These accounts are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Balance: The assets of a fund less liabilities, as determined at the end of each fiscal period. Any reservations of fund balance are deducted to result in an “unreserved fund balance”.

Fund Type: In governmental accounting, all funds are classified into eight fund types: General, Special Revenue, Debt Service, Capital Projects, Special Assessment, Enterprise, Internal Service, and Trust and Agency.

GAAP: “Generally Accepted Accounting Principles” as determined through common practice or as promulgated by the Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), or various other accounting standard setting bodies.

General Fund: The General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, local taxes, service charges, and other types of revenue. This fund usually includes most of the basic operating services, such as fire and police protection, park and recreation, library, public works and general administration.

General Obligation Bonds: Bonds that finance a variety of public projects, which pledge the full faith and credit of the City.

Governmental Accounting Standards Board (GASB): The ultimate authoritative accounting and financial reporting standard – setting body for state and local governments.

Governmental Fund: A fund used to account for mainly tax-supported activities.

Impact Fees: Fees charged to developers to cover, in whole or in part, the anticipated cost of improvements that will be necessary as a result of the development.

Infrastructure: The underlying permanent foundation or basic framework.

Interest and Sinking Fund (I & S): See Debt Service Fund.

Interest Earnings: The earnings from available funds invested during the year in approved investment vehicles such as U.S. Treasury Bonds, Governmental Agencies, and Certificates of Deposits.

GLOSSARY OF TERMS

Inter-fund Transfer: Amounts transferred from one fund to another.

Intergovernmental Revenues: Funds received from federal, state, and other local governmental sources in the form of grants, shared revenues, and payments in lieu of taxes (PILOT).

Internal Service Fund: A fund used to account for the financing of goods or services provided by one department to another on a cost reimbursement basis.

Investments: Securities, bonds and real property (land or buildings) held for the production of revenues in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in the normal course of governmental operations.

Joint Use Facility: An agreement between both the City of Watauga and the City of North Richland Hills that establishes the method by which the responsibility to operate and the obligation to provide services related to a particular water facility will be shared until the sole ownership is transferred to the City of Watauga pursuant to the Settlement and Purchase agreement.

Levy: To impose taxes, special assessments, or service charges for the support of the City services.

Liabilities: Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date.

Long-term Debt: Loans and obligations with a maturity of longer than one year; usually accompanied by interest payments; also called funded debt.

Maintenance & Operations (M&O): Represents the portion of taxes assessed for the maintenance and operations of General Fund Services.

Materials and Supplies: Expendable materials and operating supplies necessary to conduct departmental activity.

Modified Accrual Accounting: A basis of accounting in which revenues are recognized in the accounting period when they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred.

Net Bonded Debt: Gross bonded debt less any cash or other assets available and earmarked for its retirement.

Non-Departmental Expense: Expenses that benefit the fund as a whole rather than a particular department within the fund.

Operating Budget: A financial plan outlining estimated revenues and expenditures and other information for a specified period (usually a fiscal year). The “proposed budget” is the financial plan presented by the City Manager for consideration by the City Council, and the “adopted budget” is the financial plan ultimately approved and authorized by the City Council.

Ordinance: A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a State statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments, and service charges, universally require ordinances. Ordinances and other legislation are not passed until the plans for and costs of endorsements are known.

GLOSSARY OF TERMS

Overlapping Debt: Proportionate share that property must bear of the debts of other local governments located wholly or in part within the geographic boundaries of the reporting government. Examples include BISD/KISD School Districts and debts related to County.

Paying (Fiscal) Agent Fee: Fee paid to the financial institution that receives and disburses bond payments made on the City's debt obligations.

Per Capita Costs: The cost of service per person. Per capita costs are based on the population estimates provided by the North Texas Council of Governments.

Performance Measures: Specific quantitative measures of work performed within a City department.

Personnel Services: The costs associated with compensating employees for their labor. This includes salaries and fringe benefits.

Proprietary Fund: A fund to account for activities that focus on operating income and cash flows. Such activities are often business-like, whether internal or external to the organization.

Refunding: The issuance of new debt whose proceeds are used to repay previously issued debt.

Reserve: An account used to indicate that a portion of a fund balance is restricted for a specific purpose.

Revenues: All amounts of money earned or received by the City from external sources.

Revenue Bonds: Bonds usually sold for constructing a project that will produce revenue for the governmental entity. All or part of the produced revenue is used to pay the principle and interest of the bond.

Revised Budget: A department's authorized budget as modified by City Council action, through new or decreased appropriation or appropriation transfers from contingency, or transfers from or to another department or fund.

Rollback Rate: A Total Tax Rate that incorporates an eight-percent (8%) increase over the calculated effective M&O rate, plus the I&S rate. Any rate proposed above the Rollback Rate is subject to taxpayer petition to "rollback" the rate to the Rollback Rate.

SCADA: Supervisory Control and Data Acquisition is an automated system that is the normal daily means of water system operation. This automated system records flow data and operates pumps and valves.

Special Revenue Fund: A governmental fund, which is used to account for activities in which a specific revenue source is legally restricted for a specific activity.

Tap Fees: Fees charged to join or to extend an existing utility system.

Tax Anticipation Notes: Short-term, interest bearing note issued by a government in anticipation of tax revenues to be received at a later date.

Taxes: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. The term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges.

GLOSSARY OF TERMS

Tax Levy: The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

Tax Rate: An amount applied to the taxable value of assessed property, expressed as cents per \$100 of assessed property, e.g. \$0.591216/\$100 of valuation.

Tax Roll: The official list of taxable property for a given tax year and the amount of taxes levied against each taxpayer.

Texas Municipal Retirement System (T.M.R.S.): An agent multiple-employer public retirement system. Watauga provides pension benefits for all permanent employees through a joint contributory plan in the statewide Texas Municipal Retirement System.

Utility Franchise Tax: A tax paid by a utility for a special privilege granted by the Watauga City Council, permitting the continued use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

Warrants: A legal writ authorizing an officer to make an arrest, seizure, or search.

Working Capital: Current assets less current liabilities. The measure of working capital indicates the relatively liquid portion of total enterprise fund capital, which constitutes a margin or buffer for meeting obligations.

GLOSSARY OF TERMS

A.C.O.	Animal Control Officer
A.V.	Ad Valorem
A/C	Air Conditioning
B.I.S.D.	Birdville Independent School District
C.A.F.R.	Comprehensive Annual Financial Report
C.C.	City Council
C.C.D.	Crime Control and Prevention District
C.I.D.	Criminal Investigation Division
C.M.O.	City Manager's Office
C.O.	Certificate of Obligation
C.O.W.	City of Watauga
C.S.O.	City Secretary's Office
C.S.S.	Customer Service Statement
C.S.S.#	Customer Service Statement as Defined in Budget Overview
D.P.S.	Department of Public Safety – See Police or Fire/EMS
E.D.C.	Economic Development Corporation
E.M.S.	Emergency Medical Support
F.D.	Finance Director
F.T.E.	Full-Time Equivalent
F/T	Full-Time
G.A.A.P.	Generally Accepted Accounting Principles
G.A.S.B.	Governmental Accounting Standards Board
G.F.	General Fund
G.F.O.A.	Government Finance Officers Association
G.F.O.A.T.	Government Finance Officers Association of Texas
G.O.	General Obligation
H.V.A.C.	Heating Ventilation and Air Conditioning
I & S	Interest and Sinking
I.C.M.A.	International City/County Management Association
J.S.F.	Joint Use Facilities
K-9	Canine
K.I.S.D.	Keller Independent School District
L.O.M.R.	Letter of Map Revisions
M&O	Maintenance and Operations

GLOSSARY OF TERMS

N.C.T.C.O.G.	North Central Texas Council of Governments
N.E.T.C.	Northeast Tarrant County
N.E.T.S.	Northeast Tarrant Street Crimes Unit
N.R.H.	North Richland Hills
P.G.A.	Professional Golf Association
P/T	Part-Time
R.O.W.	Right of Way
T.C.M.A.	Texas City Management Association
U.C.R.	Uniform Crime Report
W#	City of Watauga Goals as Defined in Budget Overview
W&S	Water and Sewer Fund



AGENDA MEMORANDUM

DATE: August 19, 2019

TO: Honorable City Council Members

FROM: Sandra Gibson, CGFO, CGFM, Director of Finance

THROUGH: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action on an ordinance adopting and approving the levying of Ad Valorem taxes for Fiscal Year October 1, 2019 through September 30, 2020 in the amount of \$0.580500 per \$100 valuation {CAPTION}

BACKGROUND/INFORMATION:

Section 10 of the Watauga Home Rule Charter authorizes the levying of ad valorem taxes for the City of Watauga. The required Public Hearings on the tax rate were held on August 19 and August 26, 2019 and all of the required notices and publications have been completed.

Section 26.05 of the Texas Property Tax Code states that the vote on the ordinance setting the tax rate that exceeds the effective rate must be a record vote, and at least 60 percent of the members of the governing body must vote in favor of the ordinance.

The attached ordinance has been prepared including the required language from Texas Tax Code Sec. 26.05 and has been reviewed and approved by Legal.

The required motion format is included under the Recommendation/Action Requested section of this memorandum.

FINANCIAL IMPLICATIONS:

The tax rate is proposed at \$0.58050 per 100 of valuation. Failure to adopt and approve the proposed Ordinance will delay the budget process for the City of Watauga for FY2019-2020.

RECOMMENDATION/ACTION DESIRED:

Approval of Ordinance 2019-016 adopting and approving the levying of Ad Valorem Taxes for Fiscal Year 2019-2020.



AGENDA MEMORANDUM

MOTION FORMAT: "I move that the property tax rate be increased by the adoption of a tax rate of \$0.580500, which is effectively a 7.96 percent increase in the tax rate."

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Agenda Item 10
2. Ordinance Tax Levy 19 legal review

REVIEWED BY:

Tara Rogers, Deputy City Secretary

George Hyde, Legal

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 8/26/2019

Approved - 9/3/2019

Final Approval - 9/3/2019

Agenda Item #C.10. - Tax Rate Ordinance Reading:

All 4 motions must be passed to adopt the Tax Rate ordinance:

1. I move that the property tax rate be increased by the adoption of a tax rate of 58.05 cents, which is effectively a 7.89% increase in the tax rate.
2. I move to approve a debt service tax rate of 17.4616 cents per \$100 of valuation for the 2019-20 tax year.
3. I move to approve a maintenance and operations tax rate of 40.5884 cents per \$100 of valuation for the 2019-20 tax year.
4. I move to approve the Tax Rate Ordinance as presented. A record vote will be required. Chairman will you please call for the record vote:

Prescher, Snyder, Downey, Neal, King, Taylor, and Irving.

CITY OF WATAUGA, TEXAS
ORDINANCE NO. 2019-016

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS LEVYING AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF WATAUGA, TEXAS FOR THE 2019-2020 FISCAL YEAR; PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; PROVIDING FOR THE STATEMENT REQUIRED BY SECTION 26.05(b) OF PROPERTY TAX CODE; PROVIDING FOR THE DATE WHEN TAXES SHALL BECOME DELINQUENT IF NOT PAID; PROVIDING THAT ALL ORDINANCES IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE, PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Watauga, Texas has previously complied with all notice, publications and public hearing requirements of the Home Rule Charter of the City of Watauga, Texas and the laws of the State of Texas including notice and publication of the 2019 Tax Year Proposed Property Tax Rate; and

WHEREAS, pursuant to Section 26.05(b) of the Property Tax Code, the City of Watauga, Texas is required to place specific statements in the Ordinance adopting the tax rate.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS:

I.

The facts and recitations set forth in the preamble of this ordinance are hereby found to be true and correct and are adopted herein for all purposes.

II.

There is hereby levied and there shall be collected for the use and support of the municipal government of the City of Watauga, Texas, and to provide an Interest and Sinking Fund for the 2019-2020 fiscal year, upon all property, real, personal and mixed, within the corporate limits of said City subject to taxation, a tax of \$0.58050 on each \$100.00 valuation of property, said tax being so levied and apportioned to the specific purposes herein set forth:

1. For the maintenance and support of the general government (General Fund), \$0.405884 on each \$100.00 valuation of property; and
2. For the Interest and Sinking Fund, \$0.174616 on each \$100.00 valuation of property.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 7.89 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY -\$14.75.

III.

Taxes levied under the Ordinance shall be due October 1, 2019, and if not paid on or before January 31, 2020 shall immediately become delinquent.

IV.

All taxes shall become a lien upon the property against which assessed, and the City assessor and collector of the City of Watauga, Texas, shall by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest, and the interest and penalty collected from such delinquent taxes shall be apportioned to the General Fund of the City of Watauga, Texas. All delinquent taxes shall bear interest from the date of delinquency at the rate as prescribed by State Law.

V.

The City assessor and collector of the City of Watauga, Texas is hereby directed to assess for the 2019-2020 fiscal year the rates and amounts herein levied and when such taxes are collected, to distribute the collections in accordance with this Ordinance.

VI.

This Ordinance shall be and is hereby cumulative of all other Ordinances of the City of Watauga, Texas, and this Ordinance shall not operate to repeal or affect any such other Ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions, if any, in such other Ordinance or Ordinances are hereby repealed.

VII.

If any section, subsection, sentence, or clause or phrase of this Ordinance shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portion of this Ordinance.

VIII.

This Ordinance shall become effective and shall be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas, and upon application of law and in accordance with Sections 3.11 and 3.13 of the Charter of the City of Watauga, Texas.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this 9th day of September 2019.

APPROVED:

Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner, City Secretary

APPROVED AS TO FORM AND LEGALITY:

George E. Hyde, Interim City Attorney



AGENDA MEMORANDUM

DATE: August 19, 2019

TO: Honorable City Council Members

FROM: Sandra Gibson, CGFO, CGFM, Director of Finance

THROUGH: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action on an ordinance adopting and approving a property tax increase reflected in the Budget of the City of Watauga for the Fiscal Year beginning October 1, 2019 and ending September 30, 2020 {CAPTION}

BACKGROUND/INFORMATION:

Truth-in-Taxation rules require that if a City's property tax levy raises more revenue from property taxes than in the preceding year, the governing body must hold a separate vote to ratify the property tax increase reflected in the budget.

This budget will raise more revenue from property taxes than last year's budget by an amount of \$671,768, or 9.01% and of that amount, \$95,329 is tax revenue to be raised from new property added to the tax roll this year.

All of the required Public Hearings, notices, and publications relating to the Proposed Budget for Fiscal Year 2019-2020 have been completed.

The proposed Ordinance has been reviewed and approved by Legal.

FINANCIAL IMPLICATIONS:

Failure to adopt and approve the proposed Ordinance will delay the budget process for the City of Watauga for Fiscal Year 2019-2020.

RECOMMENDATION/ACTION DESIRED:

Approval of Ordinance 2019-015 adopting and approving a property tax increase reflected in the Budget of the City of Watauga for the Fiscal Year beginning October 1, 2019 and ending September 30, 2020.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Agenda Item 11
2. Ordinance Tax Revenue Increase 2019-20 legal



AGENDA MEMORANDUM

REVIEWED BY:

Tara Rogers, Deputy City Secretary

George Hyde, Legal

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 8/26/2019

Approved - 9/3/2019

Final Approval - 9/3/2019

Agenda Item #C.11. - Ratification of the property tax increase reflected in the City's fiscal year 2019-20 operating budget.

I move to ratify the property tax increase reflected in the City's fiscal year 2019-20 operating budget, as presented.

CITY OF WATAUGA, TEXAS
ORDINANCE NO. 2019-015

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF WATAUGA ADOPTING AND APPROVING A PROPERTY TAX INCREASE REFLECTED IN THE BUDGET FOR THE CITY OF WATAUGA FOR FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020, IN ACCORDANCE WITH TEXAS LOCAL GOVERNMENT CODE SECTION 102.007; PROVIDING THAT ALL ORDINANCES IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE, PROVIDING AN EFFECTIVE DATE

WHEREAS, the proposed budget for this fiscal year for the City of Watauga will require raising more revenue from property taxes than in the previous year; and

WHEREAS, the 80th Legislature of Texas has amended Local Government Code Section 102.007, effective September 1, 2007, to require a separate vote by the governing body of a municipality to ratify a property tax increase reflected in a proposed municipal budget in order to adopt the proposed budget.

NOW, THEREFORE, BE IT ORDAINED by the City Council for the City of Watauga, Texas.

I.

The facts and recitations set forth in the preamble of this ordinance are hereby found to be true and correct and adopted herein for all purposes.

II.

The budget for the City of Watauga for the fiscal year beginning October 1, 2019 and ending September 30, 2020 will raise more total property taxes than last fiscal year's budget by \$671,768 or 9.01%, and of that amount, \$95,329 is tax revenue to be raised from new property added to the tax roll this year. The property tax increase that is reflected in the budget for the City of Watauga for the fiscal year beginning October 1, 2019 and ending September 30, 2020 is hereby approved and adopted.

III.

This Ordinance shall be and is hereby cumulative of all other Ordinances of the City of Watauga, Texas, and this Ordinance shall not operate to repeal or affect any such other Ordinances except insofar as the provisions thereof might be inconsistent or in

conflict with the provisions of this Ordinance, in which event, such conflicting provisions, if any, in such other Ordinance or Ordinances are hereby repealed.

IV.

If any section, subsection, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portion of this Ordinance.

V.

This Ordinance shall become effective and shall be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas, and upon application of law and in accordance with Sections 3.11 and 3.13 of the Charter of the City of Watauga, Texas.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this the 9th day of September 2019.

Approved:

ARTUR L. MINER, MAYOR

Attest:

ANDREA GARDNER, CITY SECRETARY

APPROVED AS TO FORM AND LEGALITY:

GEORGE E. HYDE, INTERIM CITY ATTORNEY



AGENDA MEMORANDUM

DATE: August 19, 2019

TO: Honorable City Council Members

FROM: Andrea Gardner, City Manager

THROUGH:

SUBJECT: Discuss and consider action on an ordinance approving a negotiated settlement between the Atmos Cities Steering Committee ("ACSC") and Atmos Energy Corp., Mid-Tex Division regarding the Company's 2019 Rate Review Mechanism filing; declaring existing rates to be unreasonable; adopting tariffs that reflect rate adjustments consistent with the negotiated settlement; finding the rates to be set by that attached settlement tariffs to be just and reasonable and in the public interest; approving an attached exhibit establishing a benchmark for pensions and retiree medical benefits; approving an attached exhibit regarding amortization of regulatory liability; requiring the company to reimburse ACSC's reasonable ratemaking expenses; determining that this ordinance was passed in accordance with the requirements of the Texas Open Meetings Act; adopting a savings clause; declaring an effective date; and requiring delivery of this ordinance to the Company and the ACSC's Legal Counsel {CAPTION}

BACKGROUND/INFORMATION:

The City, along with 171 other Mid-Texas cities served by Atmos Energy Corporation, Mid-Tex Division ("Atmos Mid-Tex" or "Company"), is a member of the Atmos Cities Steering Committee ("ACSC"). In 2007, ACSC and Atmos Mid-Tex settled a rate application filed by the Company pursuant to Section 104.301 of the Texas Utilities Code for an interim rate adjustment commonly referred to as a GRIP filing (arising out of the Gas Reliability Infrastructure Program legislation). That settlement created a substitute rate review process, referred to as Rate Review Mechanism ("RRM"), as a substitute for future filings under the GRIP statute.

Since 2007, there have been several modifications to the original RRM Tariff. The most recent iteration of an RRM Tariff was reflected in an ordinance adopted by ACSC members in 2018. On or about April 1, 2019, the Company filed a rate request pursuant to the RRM Tariff adopted by ACSC members. The Company claimed that its costs-of-service in a test year ending December 31, 2018, entitled it to additional



AGENDA MEMORANDUM

system-wide revenues of \$70 million. Application of the standards set forth in ACSC's RRM Tariff required Atmos to reduce its request to \$54 million, \$39.3 million of which would be applicable to ACSC members. ACSC's consultants concluded that the system-wide deficiency under the RRM regime should be \$38.7 million instead of the claimed \$54 million. The amount of the \$38.7 million deficiency applicable to ACSC members would be \$28.2 million.

After the Company reviewed ACSC's consultants' report, ACSC's Executive Committee and the Company negotiated a settlement whereby the Company would receive an increase of \$35.4 million from ACSC Cities. The Effective Date for new rates is October 1, 2019.

FINANCIAL IMPLICATIONS:

The impact of the settlement on average residential rates is an increase of \$2.05 on a monthly basis, or 3.7 percent. The increase for average commercial usage will be \$6.18 or 2.31 percent. A bill impact comparison is attached as Attachment 2. Atmos generated proof that the rate tariffs attached to the Ordinance will generate \$35.4 million in additional revenues from ACSC Cities. That proof is attached as Attachment 1.

RECOMMENDATION/ACTION DESIRED:

City staff and the ACSC Executive Committee respectfully recommend the City Council approve Ordinance No. 2019-012, approving the negotiated Settlement Agreement between the Atmos Steering Committee and Atmos Energy Corporation.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 2019.08.16 Ordinance RE Settlement Between ACSC and Atmos Energy Mid-Tex (Word format)
2. 2019.08.16 Ordinance Attachments
3. Attachment 1
4. Attachment 2

REVIEWED BY:

Tara Rogers, Deputy City Secretary
George Hyde, Legal
Andrea Gardner, City Manager

Approved - 8/19/2019
Approved - 8/21/2019
Final Approval - 8/22/2019

Approved as to form for inclusion on Agenda

ORDINANCE NO. 2019-012

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS, APPROVING A NEGOTIATED SETTLEMENT BETWEEN THE ATMOS CITIES STEERING COMMITTEE (“ACSC”) AND ATMOS ENERGY CORP., MID-TEX DIVISION REGARDING THE COMPANY’S 2019 RATE REVIEW MECHANISM FILING; DECLARING EXISTING RATES TO BE UNREASONABLE; ADOPTING TARIFFS THAT REFLECT RATE ADJUSTMENTS CONSISTENT WITH THE NEGOTIATED SETTLEMENT; FINDING THE RATES TO BE SET BY THE ATTACHED SETTLEMENT TARIFFS TO BE JUST AND REASONABLE AND IN THE PUBLIC INTEREST; APPROVING AN ATTACHED EXHIBIT ESTABLISHING A BENCHMARK FOR PENSIONS AND RETIREE MEDICAL BENEFITS; APPROVING AN ATTACHED EXHIBIT REGARDING AMORTIZATION OF REGULATORY LIABILITY; REQUIRING THE COMPANY TO REIMBURSE ACSC’S REASONABLE RATEMAKING EXPENSES; DETERMINING THAT THIS ORDINANCE WAS PASSED IN ACCORDANCE WITH THE REQUIREMENTS OF THE TEXAS OPEN MEETINGS ACT; ADOPTING A SAVINGS CLAUSE; DECLARING AN EFFECTIVE DATE; AND REQUIRING DELIVERY OF THIS ORDINANCE TO THE COMPANY AND THE ACSC’S LEGAL COUNSEL.

WHEREAS, the City of Watauga, Texas (“City”) is a gas utility customer of Atmos Energy Corp., Mid-Tex Division (“Atmos Mid-Tex” or “Company”), and a regulatory authority with an interest in the rates and charges of Atmos Mid-Tex; and

WHEREAS, the City is a member of the Atmos Cities Steering Committee (“ACSC”), a coalition of similarly-situated cities served by Atmos Mid-Tex (“ACSC Cities”) that have joined together to facilitate the review of, and response to, natural gas issues affecting rates charged in the Atmos Mid-Tex service area; and

WHEREAS, ACSC and the Company worked collaboratively to develop a new Rate Review Mechanism (“RRM”) tariff that allows for an expedited rate review process by ACSC Cities as a substitute to the Gas Reliability Infrastructure Program (“GRIP”) process instituted by

the Legislature, and that will establish rates for the ACSC Cities based on the system-wide cost of serving the Atmos Mid-Tex Division; and

WHEREAS, the current RRM tariff was adopted by the City in a rate ordinance in 2018; and

WHEREAS, on about April 1, 2019, Atmos Mid-Tex filed its 2019 RRM rate request with ACSC Cities based on a test year ending December 31, 2018; and

WHEREAS, ACSC coordinated its review of the Atmos Mid-Tex 2019 RRM filing through its Executive Committee, assisted by ACSC's attorneys and consultants, to resolve issues identified in the Company's RRM filing; and

WHEREAS, the Executive Committee, as well as ACSC's counsel and consultants, recommend that ACSC Cities approve an increase in base rates for Atmos Mid-Tex of \$35.4 million applicable to ACSC Cities; and

WHEREAS, the attached tariffs (Exhibit A) implementing new rates are consistent with the recommendation of the ACSC Executive Committee, are agreed to by the Company, and are just, reasonable, and in the public interest; and

WHEREAS, the settlement agreement sets a new benchmark for pensions and retiree medical benefits (Exhibit B); and

WHEREAS, the settlement agreement establishes an amortization schedule for regulatory liability (Exhibit C); and

WHEREAS, the RRM Tariff contemplates reimbursement of ACSC's reasonable expenses associated with RRM applications;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF Watauga, TEXAS:

Section 1. That the findings set forth in this Ordinance are hereby in all things approved.

Section 2. That, without prejudice to future litigation of any issue identified by ACSC, the City Council finds that the settled amount of an increase in revenues of \$35.4 million for ACSC Cities represents a comprehensive settlement of gas utility rate issues affecting the rates, operations, and services offered by Atmos Mid-Tex within the municipal limits arising from Atmos Mid-Tex's 2019 RRM filing, is in the public interest, and is consistent with the City's authority under Section 103.001 of the Texas Utilities Code.

Section 3. That the existing rates for natural gas service provided by Atmos Mid-Tex are unreasonable. The new tariffs attached hereto and incorporated herein as Exhibit A, are just and reasonable, and are designed to allow Atmos Mid-Tex to recover annually an additional \$35.4 million from customers in ACSC Cities, over the amount allowed under currently approved rates. Such tariffs are hereby adopted.

Section 4. That the ratemaking treatment for pensions and retiree medical benefits in Atmos Mid-Tex's next RRM filing shall be as set forth on Exhibit B, attached hereto and incorporated herein.

Section 5. That amortization of regulatory liability shall be consistent with the schedule found in attached Exhibit C attached hereto and incorporated herein.

Section 6. That Atmos Mid-Tex shall reimburse the reasonable ratemaking expenses of the ACSC in processing the Company's 2019 RRM filing.

Section 7. That to the extent any resolution or ordinance previously adopted by the Council is inconsistent with this Ordinance, it is hereby repealed.

Section 8. That the meeting at which this Ordinance was approved was in all things conducted in strict compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Section 9. That if any one or more sections or clauses of this Ordinance is adjudged to be unconstitutional or invalid, such judgment shall not affect, impair, or invalidate the remaining provisions of this Ordinance, and the remaining provisions of the Ordinance shall be interpreted as if the offending section or clause never existed.

Section 10. That consistent with the City Ordinance that established the RRM process, this Ordinance shall become effective from and after its passage with rates authorized by attached tariffs to be effective for bills rendered on or after October 1, 2019.

Section 11. That a copy of this Ordinance shall be sent to Atmos Mid-Tex, care of Chris Felan, Vice President of Rates and Regulatory Affairs Mid-Tex Division, Atmos Energy Corporation, 5420 LJB Freeway, Suite 1862, Dallas, Texas 75240, and to Geoffrey Gay, General Counsel to ACSC, at Lloyd Gosselink Rochelle & Townsend, P.C., 816 Congress Avenue, Suite 1900, Austin, Texas 78701.

PASSED AND APPROVED this 9th day of September 2019.

Arthur L. Miner, Mayor

ATTEST:

APPROVED AS TO FORM:

Andrea Gardner, City Secretary

George Hyde, City Attorney

2557/31/7897503

Exhibit A

Rate Tariffs Effective October 1, 2019

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RRC Tariff No:

RATE SCHEDULE:	R – RESIDENTIAL SALES	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2019	PAGE:

Application

Applicable to Residential Customers for all natural gas provided at one Point of Delivery and measured through one meter.

Type of Service

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

Monthly Rate

Customer's monthly bill will be calculated by adding the following Customer and Ccf charges to the amounts due under the riders listed below:

Charge	Amount
Customer Charge per Bill	\$ 19.55 per month
Rider CEE Surcharge	\$ 0.05 per month ¹
Total Customer Charge	\$ 19.60 per month
Commodity Charge – All <u>Ccf</u>	\$0.17423 per Ccf

Gas Cost Recovery: Plus an amount for gas costs and upstream transportation costs calculated in accordance with Part (a) and Part (b), respectively, of Rider GCR.

Weather Normalization Adjustment: Plus or Minus an amount for weather normalization calculated in accordance with Rider WNA.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

Agreement

An Agreement for Gas Service may be required.

Notice

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

¹Reference Rider CEE - Conservation and Energy Efficiency as approved in GUD 10170. Surcharge billing effective July 1, 2019.

RATE SCHEDULE:	C – COMMERCIAL SALES	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2019	PAGE:

Application

Applicable to Commercial Customers for all natural gas provided at one Point of Delivery and measured through one meter and to Industrial Customers with an average annual usage of less than 30,000 Ccf.

Type of Service

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

Monthly Rate

Customer's monthly bill will be calculated by adding the following Customer and Ccf charges to the amounts due under the riders listed below:

Charge	Amount
Customer Charge per Bill	\$ 46.50 per month
Rider CEE Surcharge	\$ 0.02 per month ²
Total Customer Charge	\$ 46.52 per month
Commodity Charge – All Ccf	\$ 0.09924 per Ccf

Gas Cost Recovery: Plus an amount for gas costs and upstream transportation costs calculated in accordance with Part (a) and Part (b), respectively, of Rider GCR.

Weather Normalization Adjustment: Plus or Minus an amount for weather normalization calculated in accordance with Rider WNA.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

Agreement

An Agreement for Gas Service may be required.

Notice

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

¹ Reference Rider CEE - Conservation and Energy Efficiency as approved in GUD 10170. Surcharge billing effective July 1, 2019.

RATE SCHEDULE:	I – INDUSTRIAL SALES	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2019	PAGE:

Application

Applicable to Industrial Customers with a maximum daily usage (MDU) of less than 3,500 MMBtu per day for all natural gas provided at one Point of Delivery and measured through one meter. Service for Industrial Customers with an MDU equal to or greater than 3,500 MMBtu per day will be provided at Company's sole option and will require special contract arrangements between Company and Customer.

Type of Service

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

Monthly Rate

Customer's monthly bill will be calculated by adding the following Customer and MMBtu charges to the amounts due under the riders listed below:

Charge	Amount
Customer Charge per Meter	\$ 845.50 per month
First 0 MMBtu to 1,500 MMBtu	\$ 0.3572 per MMBtu
Next 3,500 MMBtu	\$ 0.2616 per MMBtu
All MMBtu over 5,000 MMBtu	\$ 0.0561 per MMBtu

Gas Cost Recovery: Plus an amount for gas costs and upstream transportation costs calculated in accordance with Part (a) and Part (b), respectively, of Rider GCR.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

Curtailment Overpull Fee

Upon notification by Company of an event of curtailment or interruption of Customer's deliveries, Customer will, for each MMBtu delivered in excess of the stated level of curtailment or interruption, pay Company 200% of the midpoint price for the Katy point listed in *Platts Gas Daily* published for the applicable Gas Day in the table entitled "Daily Price Survey."

Replacement Index

In the event the "midpoint" or "common" price for the Katy point listed in *Platts Gas Daily* in the table entitled "Daily Price Survey" is no longer published, Company will calculate the applicable imbalance fees utilizing a daily price index recognized as authoritative by the natural gas industry and most closely approximating the applicable index.

RATE SCHEDULE:	I – INDUSTRIAL SALES	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2019	PAGE:

Agreement

An Agreement for Gas Service may be required.

Notice

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

Special Conditions

In order to receive service under Rate I, Customer must have the type of meter required by Company. Customer must pay Company all costs associated with the acquisition and installation of the meter.

RATE SCHEDULE:	T – TRANSPORTATION	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2019	PAGE:

Application

Applicable, in the event that Company has entered into a Transportation Agreement, to a customer directly connected to the Atmos Energy Corp., Mid-Tex Division Distribution System (Customer) for the transportation of all natural gas supplied by Customer or Customer's agent at one Point of Delivery for use in Customer's facility.

Type of Service

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

Monthly Rate

Customer's bill will be calculated by adding the following Customer and MMBtu charges to the amounts and quantities due under the riders listed below:

Charge	Amount
Customer Charge per Meter	\$ 845.50 per month
First 0 MMBtu to 1,500 MMBtu	\$ 0.3572 per MMBtu
Next 3,500 MMBtu	\$ 0.2616 per MMBtu
All MMBtu over 5,000 MMBtu	\$ 0.0561 per MMBtu

Upstream Transportation Cost Recovery: Plus an amount for upstream transportation costs in accordance with Part (b) of Rider GCR.

Retention Adjustment: Plus a quantity of gas as calculated in accordance with Rider RA.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

Imbalance Fees

All fees charged to Customer under this Rate Schedule will be charged based on the quantities determined under the applicable Transportation Agreement and quantities will not be aggregated for any Customer with multiple Transportation Agreements for the purposes of such fees.

Monthly Imbalance Fees

Customer shall pay Company the greater of (i) \$0.10 per MMBtu, or (ii) 150% of the difference per MMBtu between the highest and lowest "midpoint" price for the Katy point listed in *Platts Gas Daily* in the table entitled "Daily Price Survey" during such month, for the MMBtu of Customer's monthly Cumulative Imbalance, as defined in the applicable Transportation Agreement, at the end of each month that exceeds 10% of Customer's receipt quantities for the month.

RATE SCHEDULE:	T – TRANSPORTATION	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2019	PAGE:

Curtailment Overpull Fee

Upon notification by Company of an event of curtailment or interruption of Customer's deliveries, Customer will, for each MMBtu delivered in excess of the stated level of curtailment or interruption, pay Company 200% of the midpoint price for the Katy point listed in *Platts Gas Daily* published for the applicable Gas Day in the table entitled "Daily Price Survey."

Replacement Index

In the event the "midpoint" or "common" price for the Katy point listed in *Platts Gas Daily* in the table entitled "Daily Price Survey" is no longer published, Company will calculate the applicable imbalance fees utilizing a daily price index recognized as authoritative by the natural gas industry and most closely approximating the applicable index.

Agreement

A transportation agreement is required.

Notice

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

Special Conditions

In order to receive service under Rate T, customer must have the type of meter required by Company. Customer must pay Company all costs associated with the acquisition and installation of the meter.

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RIDER:	WNA – WEATHER NORMALIZATION ADJUSTMENT	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 11/01/2019	PAGE:

Provisions for Adjustment

The Commodity Charge per Ccf (100 cubic feet) for gas service set forth in any Rate Schedules utilized by the cities of the Mid-Tex Division service area for determining normalized winter period revenues shall be adjusted by an amount hereinafter described, which amount is referred to as the "Weather Normalization Adjustment." The Weather Normalization Adjustment shall apply to all temperature sensitive residential and commercial bills based on meters read during the revenue months of November through April. The five regional weather stations are Abilene, Austin, Dallas, Waco, and Wichita Falls.

Computation of Weather Normalization Adjustment

The Weather Normalization Adjustment Factor shall be computed to the nearest one-hundredth cent per Ccf by the following formula:

$$WNAF_i = R_i \frac{(HSF_i \times (NDD-ADD))}{(BL_i + (HSF_i \times ADD))}$$

Where

i = any particular Rate Schedule or billing classification within any such particular Rate Schedule that contains more than one billing classification

$WNAF_i$ = Weather Normalization Adjustment Factor for the i^{th} rate schedule or classification expressed in cents per Ccf

R_i = Commodity Charge rate of temperature sensitive sales for the i^{th} schedule or classification.

HSF_i = heat sensitive factor for the i^{th} schedule or classification divided by the average bill count in that class

NDD = billing cycle normal heating degree days calculated as the simple ten-year average of actual heating degree days.

ADD = billing cycle actual heating degree days.

BL_i = base load sales for the i^{th} schedule or classification divided by the average bill count in that class

The Weather Normalization Adjustment for the j th customer in i th rate schedule is computed as:

$$WNA_j = WNAF_i \times q_{ij}$$

Where q_{ij} is the relevant sales quantity for the j th customer in i th rate schedule.

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RIDER:	WNA – WEATHER NORMALIZATION ADJUSTMENT	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 11/01/2019	PAGE:

Base Use/Heat Use Factors

Weather Station	<u>Residential</u>		<u>Commercial</u>	
	<u>Base use</u> <u>Ccf</u>	<u>Heat use</u> <u>Ccf/HDD</u>	<u>Base use</u> <u>Ccf</u>	<u>Heat use</u> <u>Ccf/HDD</u>
Abilene	9.77	0.1487	88.49	0.7036
Austin	9.04	0.1537	201.48	1.0000
Dallas	13.07	0.2202	184.64	1.1385
Waco	8.77	0.1470	135.70	0.7744
Wichita Falls	11.40	0.1468	117.90	0.5943

Weather Normalization Adjustment (WNA) Report

On or before June 1 of each year, the company posts on its website at atmosenergy.com/mtx-wna, in Excel format, a *Weather Normalization Adjustment (WNA) Report* to show how the company calculated its WNAs factor during the preceding winter season. Additionally, on or before June 1 of each year, the company files one hard copy and an Excel version of the *WNA Report* with the Railroad Commission of Texas' Gas Services Division, addressed to the Director of that Division.

Exhibit B

2019 Benchmark for Pensions and Retiree Medical Benefits

ATMOS ENERGY CORP., MID-TEX DIVISION
PENSIONS AND RETIREE MEDICAL BENEFITS FOR CITIES APPROVAL
TEST YEAR ENDING DECEMBER 31, 2018

Line No.	Description	Shared Services		Mid-Tex Direct			Adjustment Total
		Pension Account Plan	Post-Employment Benefit Plan	Pension Account Plan	Supplemental Executive Benefit Plan	Post-Employment Benefit Plan	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Proposed Benefits Benchmark - Fiscal Year 2019 Willis Towers Watson Report as adjusted (1) (2) (3)	\$ 2,744,088	\$ 2,267,927	\$ 4,724,119	\$ 193,211	\$ 2,621,842	
2	Allocation to Mid-Tex	43.48%	43.48%	73.88%	100.00%	73.88%	
3	Proposed Benefits Benchmark Costs Allocated to Mid-Tex (Ln 1 x Ln 2)						
4	O&M and Capital Allocation Factor	\$ 1,193,029	\$ 986,012	\$ 3,490,241	\$ 193,211	\$ 1,937,051	
5	Proposed Benefits Benchmark Costs to Approve (Ln 3 x Ln 4) (3)	100.00%	100.00%	100.00%	100.00%	100.00%	
6		\$ 1,193,029	\$ 986,012	\$ 3,490,241	\$ 193,211	\$ 1,937,051	\$ 7,799,544
7							
8	Summary of Costs to Approve (1):						
9							
10	O&M Expense Factor (WP_F-2.3, Ln 2)	81.35%	81.35%	38.28%	16.24%	38.28%	
11							
12							
13	Total Pension Account Plan	\$ 970,514		\$ 1,336,038			\$ 2,306,553
14	Total Post-Employment Benefit Plan		\$ 802,108			\$ 741,489	1,543,597
15	Total Supplemental Executive Benefit Plan				\$ 31,377		31,377
16	Total (Ln 13 + Ln 14 + Ln 15)	\$ 970,514	\$ 802,108	\$ 1,336,038	\$ 31,377	\$ 741,489	\$ 3,881,527

Notes:

1. Studies not applicable to Mid-Tex or Shared Services are omitted.
2. The Company is requesting that the benchmark amount approved by the RRM Cities for future periods include only the expense amount.
- The amount attributable to capital would continue to be recorded to utility plant through the overhead process as described in the CAM.
3. SSU amounts exclude cost centers which do not allocate to Mid-Tex for rate making purposes.

Exhibit C

2019 Amortization Schedule for Regulatory Liability

ATMOS ENERGY CORP., MID-TEX DIVISION
RATE BASE ADJUSTMENTS
TEST YEAR ENDING DECEMBER 31, 2018
AMORTIZATION OF REGULATORY LIABILITY

Line No.	Year Ended Dec. 31	Beginning of Year Rate Base Adjustment Amount (1)	Annual Amortization (2)	End of Year Rate Base Adjustment Amount
	(a)	(b)	(c)	(d)
1	2018	\$ 290,043,948	\$ -	290,043,948
2	2019	290,043,948	12,085,165	277,958,784
3	2020	277,958,784	12,085,165	265,873,619
4	2021	265,873,619	12,085,165	253,788,455
5	2022	253,788,455	12,085,165	241,703,290
6	2023	241,703,290	12,085,165	229,618,126
7	2024	229,618,126	12,085,165	217,532,961
8	2025	217,532,961	12,085,165	205,447,797
9	2026	205,447,797	12,085,165	193,362,632
10	2027	193,362,632	12,085,165	181,277,468
11	2028	181,277,468	12,085,165	169,192,303
12	2029	169,192,303	12,085,165	157,107,139
13	2030	157,107,139	12,085,165	145,021,974
14	2031	145,021,974	12,085,165	132,936,810
15	2032	132,936,810	12,085,165	120,851,645
16	2033	120,851,645	12,085,165	108,766,481
17	2034	108,766,481	12,085,165	96,681,316
18	2035	96,681,316	12,085,165	84,596,152
19	2036	84,596,152	12,085,165	72,510,987
20	2037	72,510,987	12,085,165	60,425,823
21	2038	60,425,823	12,085,165	48,340,658
22	2039	48,340,658	12,085,165	36,255,494
23	2040	36,255,494	12,085,165	24,170,329
24	2041	24,170,329	12,085,165	12,085,165

25	2042	12,085,165	12,085,165	(0)
----	------	------------	------------	-----

27

28

29	Revenue Related Tax Factor	6.71%	See WP_F-5.1
	Revenue Related Taxes on Annual		Amortization * Tax
30	Amortization (see WP_B-6.3)	\$ 810,653	Factor
31	Related Taxes (see WP_B-6.3)	<u>\$ 12,905,421</u>	Amortization + Taxes

32

33 Notes:

- 34 1. The beginning 2018 balance is the September, 2018 balance. The regulatory
- 35 liability for excess deferred taxes is an estimate. This estimate will be
- 36 finalized when the Company files its federal tax return in July, 2019. To the
- 37 extent that this estimate changes with the filing of the Company's tax return,
- 38 the Company will 'true-up' the amount in the 2020 RRM filing.
- 39 2. The annual amortization of a 24 year recovery period is based on the
- 40 Reverse South Georgia Method.
- 41 3. The Regulatory Liability is recorded to FERC Account 253, Sub Account 27909.

Attachment 1

Proof of Revenues

**ATMOS ENERGY CORP., MID-TEX DIVISION
RRM CITIES RATE REVIEW MECHANISM
PROOF OF REVENUES - SYSTEMWIDE
TEST YEAR ENDING DECEMBER 31, 2018**

Line No.	Customer Class	Current	Proposed	Bills	Ccf/MmBtu
	(a)	(b)	(c)	(d)	(e)
1	Residential				
2	Customer Charge	\$ 18.85	\$ 19.55	18,572,400	
3	Consumption Charge	0.14846	0.17423		876,575,629
4	Revenue Related Taxes				
5	Total Class Revenue				
6					
7	Commercial				
8	Customer Charge	\$ 43.50	\$ 46.50	1,492,740	
9	Consumption Charge	0.09165	0.09924		576,758,305
10	Revenue Related Taxes				
11	Total Class Revenue				
12					
13	Industrial & Transportation				
14	Customer Charge	\$ 784.00	\$ 845.50	9,804	
15	Consumption Charge Tier 1	\$ 0.3312	\$ 0.3572		10,724,328
16	Consumption Charge Tier 2	\$ 0.2425	\$ 0.2616		12,346,302
17	Consumption Charge Tier 3	\$ 0.0520	\$ 0.0561		22,335,700
18	Revenue Related Taxes				
19	Total Class Revenue				
20					
21	Total Excluding Other Revenue				
22					
23					
24	Revenue Related Tax Factor	6.7078%			

Current Revenues	Proposed Revenues	Increase
(f)	(g)	(h)
\$ 350,089,740	\$ 363,090,420	
130,136,418	152,725,772	
32,212,790	34,600,111	
<u>\$ 512,438,948</u>	<u>\$ 550,416,303</u>	<u>\$ 37,977,356</u>
\$ 64,934,190	\$ 69,412,410	
52,859,899	57,237,494	
7,901,436	8,495,470	
<u>\$ 125,695,525</u>	<u>\$ 135,145,374</u>	<u>\$ 9,449,849</u>
\$ 7,686,336	\$ 8,289,282	
3,551,897	3,830,730	
2,993,978	3,229,793	
1,161,456	1,253,033	
1,032,582	1,113,691	
<u>\$ 16,426,250</u>	<u>\$ 17,716,529</u>	<u>\$ 1,290,278</u>
<u>\$ 654,560,722</u>	<u>\$ 703,278,206</u>	<u>\$ 48,717,483</u>

Attachment 2

Bill Impact

Line		CURRENT	PROPOSED	CHANGE
1	Rate R @ 47.5 Ccf			
2	Customer charge	\$ 18.85		
3	Consumption change	7.05		
4	Rider GCR Part A	13.00		
5	Rider GCR Part B	13.06		
6	Subtotal	\$ 51.96		
7	Rider FF & Rider TAX	=		
8	Total	<u>\$ 55.45</u>		
9				
10	Customer charge		\$ 19.55	
11	Consumption change		8.28	
12	Rider GCR Part A		13.00	
13	Rider GCR Part B		13.06	
14	Subtotal		\$ 53.89	
15	Rider FF & Rider TAX		3.61	
16	Total		<u>\$ 57.50</u>	
17				2.05 3.70%
18				
19	Rate C @ 367.6 Ccf			
20	Customer charge	\$ 43.50		
21	Consumption change	33.69		
22	Rider GCR Part A	100.62		
23	Rider GCR Part B	73.25		
24	Subtotal	\$ 251.06		
25	Rider FF & Rider TAX	=	16.84	
26	Total	<u>\$ 267.90</u>		
27				
28	Customer charge		\$ 46.50	
29	Consumption change		36.48	
30	Rider GCR Part A		100.62	
31	Rider GCR Part B		73.25	
32	Subtotal		\$ 256.85	
33	Rider FF & Rider TAX		17.23	
34	Total	\$ 256.85	<u>\$ 274.08</u>	
35				6.18 2.31%

Line		CURRENT	PROPOSED	CHANGE
36	Rate I @ 4066 MMBTU			
37	Customer charge	\$ 784.00		
38	Consumption change	496.80		
39	Consumption change	622.14		
40	Consumption change	-		
41	Rider GCR Part A	10,868.51		
42	Rider GCR Part B	1,825.85		
43	Subtotal	\$ 14,597.30		
44	Rider FF & Rider TAX	979.16		
45	Total	\$ 15,576.46		
46				
47	Customer charge		\$ 845.50	
48	Consumption change		535.80	
49	Consumption change		671.14	
50	Consumption change		-	
51	Rider GCR Part A		10,868.51	
52	Rider GCR Part B		1,825.85	
53	Subtotal		\$ 14,746.80	
54	Rider FF & Rider TAX		989.19	
55	Total		\$ 15,735.99	\$ 159.53
56				1.02%
57	Rate I @ 4066 MMBTU			
58	Customer charge	\$ 784.00		
59	Consumption change	496.80		
60	Consumption change	622.14		
61	Consumption change	-		
62	Rider GCR Part B	1,825.85		
63	Subtotal	\$ 3,728.79		
64	Rider FF & Rider TAX	250.12		
65	Total	\$ 3,978.91		
66				
67	Customer charge		\$ 845.50	
68	Consumption change		535.80	
69	Consumption change		671.14	
70	Consumption change		-	
71	Rider GCR Part B		1,825.85	
72	Subtotal		\$ 3,878.29	
73	Rider FF & Rider TAX		260.15	
74	Total		\$ 4,138.44	\$ 159.53
75				4.01%



AGENDA MEMORANDUM

DATE: August 23, 2019

TO: Honorable City Council Members

FROM: Sandra Gibson, CGFO, CGFM, Director of Finance

THROUGH: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action to approve an Ordinance providing for a transfer of appropriations in the Fiscal Year 2018-2019 Budget in the General Fund (CAPTION)

BACKGROUND/INFORMATION:

Article IX, Subsection 9.04D of the City Charter authorizes the City Council to transfer part or all of any unencumbered appropriation balance among programs within a department, division, or office or, upon written request by the city manager, the City Council may, by ordinance, transfer part or all of any unencumbered appropriation balance from one department, office or agency to another. Attachment "A" reflects the proposed transfers within the FY2018-2019 General Fund Budget to cover legal costs in excess of budgeted appropriations.

The attached proposed ordinance has been reviewed by legal.

FINANCIAL IMPLICATIONS:

A transfer of appropriations within the General Fund as indicated on Attachment A.

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Council review approve Ordinance 2019-18 amending the FY 2018-19 Budget.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Budget Amendment Ordinance 9.04D 2018-19
2. Exhibit A

REVIEWED BY:

Tara Rogers, Deputy City Secretary
George Hyde, Legal
Sandra Gibson, CGFO, CGFM, Director of Finance
Andrea Gardner, City Manager

Approved - 8/28/2019
Approved - 8/29/2019
Approved - 8/30/2019
Final Approval - 9/3/2019

Approved as to form for inclusion on Agenda



AGENDA MEMORANDUM

ORDINANCE NO. 2019-018

AN ORDINANCE OF THE CITY OF WATAUGA, TEXAS, AMENDING THE GENERAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019; TRANSFERRING VARIOUS APPROPRIATIONS AMONG ACCOUNTS; AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO TAKE ACTION NECESSARY TO ACCOMPLISH SUCH TRANSFERS; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on September 5, 2018, the City Council of the City of Watauga, Texas, passed, adopted and approved the City of Watauga, Texas, General Budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019 (“Fiscal Year 2018-2019”); and

WHEREAS, Section 102.010 of the Local Government Code authorizes the City Council of the City of Watauga to make changes in the annual budget for municipal purposes; and

WHEREAS, Article IX, Subsection 9.04D of the City Charter authorizes the City Council to transfer part or all of any unencumbered appropriation balance among programs within a department, division, or office or, upon written request by the city manager, the City Council may, by ordinance, transfer part or all of any unencumbered appropriation balance from one department, office or agency to another; and

WHEREAS, in accordance with state law and the City Charter, the City Council is of the opinion that the fiscal year 2018-19 budget should be amended;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS, THAT:

SECTION 1.

The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

SECTION 2.

The General Budget of the City of Watauga, Texas, for Fiscal Year 2018-2019, be and is hereby amended as set forth in Exhibit “A,” which is attached hereto and incorporated herein by reference.

SECTION 3.

The appropriate officials are hereby authorized and directed to take those steps necessary to accomplish such transfers and to cause the same to be duly reflected in the records of the City.

SECTION 4.

This ordinance shall be and is hereby cumulative of all other ordinances of the City of Watauga, Texas and this Ordinance shall not operate to repeal or affect any such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which such event conflicting provisions of this Ordinance, in which such event conflicting provisions, if any, in such other ordinance or ordinances are hereby repealed.

SECTION 5.

If any section, subsection, sentence, clause, or phrase of this Ordinance shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 6.

This Ordinance shall become effective and shall be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas, and upon application of law and in accordance with Sections 3.11 and 3.13 of the Charter of the City of Watauga, Texas.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this 9th day of September, 2019.

APPROVED:

Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner, City Secretary

APPROVED AS TO FORM AND LEGALITY:

George Hyde, Interim City Attorney

Exhibit A

Budget Amendment Transfer of Appropriations Fiscal Year 2018-19

Amount	Transfer From	Transfer To
\$95,000	01-080-41070 Salary Adjustments	01-020-74220 Attorney Fees
\$17,000	01-090-52060 Vehicle Fuel and Lubricants	01-020-74220 Attorney Fees
\$ 8,000	01-090-41020 Hospital and Group Life	01-030-74810 Court Costs