



AGENDA
WATAUGA ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
TUESDAY, OCTOBER 15, 2019
6:00 PM

CALL TO ORDER

PRESENTATIONS

1. Presentation of Certificate of Congratulations for 15 Years of Business Service to Little Caesar's Pizza
Andrea Gardner, City Manager
2. Presentation of Certificate of Congratulations for 15 Years of Business Service to Chipotle
Andrea Gardner, City Manager
3. Presentation of Certificate of Congratulations for 15 Years of Business Service to Zale's Jewelers
Andrea Gardner, City Manager

PUBLIC TESTIMONY Members of the public are invited and encouraged to attend all public meetings of the Watauga Economic Development Corporation that are not closed to the public in accordance with the Texas Open Meetings Act. It is the desire of the WEDC Board that citizens actively participate in the City's governance system and processes. Public input to the WEDC Board 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 provided. 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 Body. 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 FROM STAFF

1. Monthly Financial Report for August, 2019
Sandra Gibson, CGFO, CGFM, Director of Finance
Andrea Gardner, City Manager

APPROVAL OF MINUTES

1. Consider and take action to approve the meeting minutes for September 17, 2019
Andrea Gardner, City Manager

PUBLIC HEARING/ACTION

1. Conduct a public hearing to be followed by discussion and consideration to approve amending the FY2019-2020 Economic Development Budget and forwarding amendment to City Council for final approval
Sandra Gibson, CGFO, CGFM, Director of Finance
Andrea Gardner, City Manager

ACTION ITEMS

1. Discuss and provide direction to the City Manager for scheduling the Strategic Planning Session for the WEDC
Andrea Gardner, City Manager
2. Consider and take action to contract with The Retail Coach for economic development services to include market analyses, and business attraction and retention strategies.
Andrea Gardner, City Manager
3. Discuss and provide direction to the City Manager on logo options for the Watauga Economic Development Corporation
Andrea Gardner, City Manager
4. Discuss and consider action authorizing the Finance Director to issue payment for a WEDC Team participation in the Medical City North Hills Golf Tournament as an advertising expenditure of the Watauga Economic Development Corporation
Andrea Gardner, City Manager

ADJOURNMENT

Meeting Notices and Reservation of Rights

The Watauga Economic Development Corporation Board of Directors 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 Friday, October 4, 2019 before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

Andrea Gardner

Andrea Gardner, City Secretary





AGENDA MEMORANDUM

DATE: October 3, 2019

TO: Watauga Economic Development Corporation Directors

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

SUBJECT: Monthly Financial Report for August, 2019

BACKGROUND/INFORMATION:

The Monthly Financial Report for the month of August, 2019 is attached for the Board's review.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

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

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. EDC Monthly Financial - August 2019

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 10/4/2019

Approved as to form for inclusion on Agenda



AGENDA MEMORANDUM

DATE: October 4, 2019

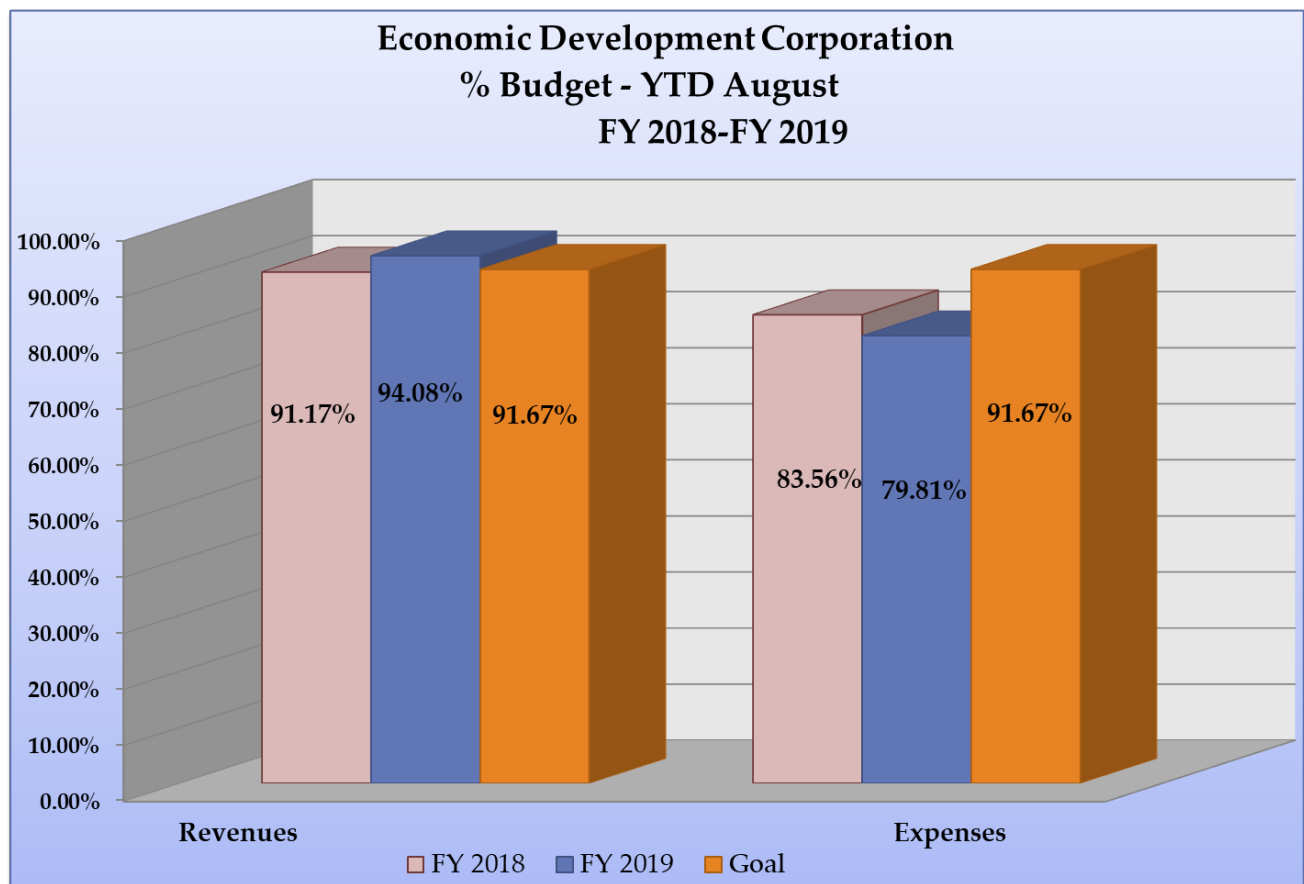
TO: Watauga Economic Development Board

FROM: Sandra Gibson, Director of Finance

SUBJECT: Financial Report for the Month of August, 2019

The attached report and below graph represent the results of transactions through August, 2019 which is the 11th month of the fiscal year and 92% through the FY2018-19 budget.

The year-to-date sales tax distribution is \$682,000 which is 93.7% of budgeted sales tax revenues. Total year-to-date expenditures are \$634,131 which is 79.8% of the budget expended for the year.



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

ECONOMIC DEVELOPMENT CORP - 04

	CURRENT BUDGET	8/31/2019 YTD ACTUAL	% USED	% REMAINING	8/31/2018 YTD ACTUAL	\$ CHG 19 vs 18	% CHG 19 vs 18
REVENUE:							
SALES TAX	728,000	682,000	93.68%	6.32%	662,362	19,639	2.96%
INTEREST EARNINGS	7,500	9,992	133.22%	-33.22%	8,664	1,328	15.33%
INTEREST/ESCROW	-	-	-	-	-	-	-
CONTRIBUTIONS/OTHER	-	-	-	-	-	-	-
TOTAL REVENUE	\$735,500	\$691,992	94.08%	5.92%	\$671,025	20,967	3.12%
PERSONNEL SERVICES	447,400	365,091	81.60%	18.40%	390,972	(25,881)	-6.62%
NON-DEPARTMENTAL	21,390	18,697	87.41%	12.59%	14,390	4,307	29.93%
SUPPLIES	63,100	35,131	55.67%	44.33%	34,065	1,066	3.13%
MAINTENANCE	62,200	46,904	75.41%	24.59%	63,833	(16,929)	-26.52%
CONTRACTUAL & SUNDRY	144,100	115,416	80.09%	19.91%	90,637	24,779	27.34%
TRANSFERS	50,900	47,392	93.11%	6.89%	33,166	14,226	42.89%
CAPITAL OUTLAY	5,500	5,500	100.00%	0.00%	6,200	(700)	0.00%
TOTAL EXPENDITURES	794,590	634,131	79.81%	20.19%	\$ 633,263	868	0.14%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$59,090)	\$57,861			\$37,762	\$20,099	



AGENDA MEMORANDUM

DATE: October 1, 2019

TO: Watauga Economic Development Corporation Directors

FROM: Andrea Gardner, City Manager

SUBJECT: Consider and take action to approve the meeting minutes for September 17, 2019

BACKGROUND/INFORMATION:

Draft minutes of the Regular Meeting of the Watauga Economic Development Corporation are attached for your review.

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

Respectfully request the Board review and take action on this item as presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 9-17-19

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 10/1/2019

Approved as to form for inclusion on Agenda

**MINUTES
WATAUGA ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
September 17, 2019
6:00 P.M.**

DIRECTORS PRESENT:

Art Miner, President, Place 1
Amirali (A.J.) Fazalbhai, Place 2
Jan Hill, Place 3
Cheneya Cruze, Place 6

DIRECTORS ABSENT:

Becky Hartless, Secretary, Place 4
Mike Alexander, Place 5
Robert Gaffney, Place 7. Director Gaffney was present and observed the meeting from the audience but could not participate due to this meeting preceded the oath of office for his position.

CITY STAFF PRESENT:

Andrea Gardner, City Manager
Sandra Gibson, Finance Director
Deby Woodard, Assistant Finance Director
Denise Wilkinson, Economic Development Specialist

CALL TO ORDER:

President Miner called the meeting to order at 6:00 PM.

PUBLIC TESTIMONY:

No public testimony was received.

PRESENTATIONS

1. Presentation of Certificate of Congratulations for 15 Years of Business Service to Kip Woodruff Insurance. President Miner presented a Certificate of Congratulations to Mr. Kip Woodruff, owner of Kip Woodruff Insurance.
2. Presentation of Certificate of Congratulations for 15 Years of Business Service to Rufe Snow Farmers Market. Mr. Benton Gatewood, owner of Rufe Snow Farmers Market, was not able to attend the meeting. President Miner recognized the Business Anniversary and asked Staff to schedule a visit to Rufe Snow Farmers Market to present the Certificate.

REPORTS FROM STAFF

1. Monthly Financial Report for the period ending July 31, 2019
Ms. Gibson presented the Financial Report for the period ending July 31, 2019.

APPROVAL OF MINUTES:

1. Approval of July 16, 2019 Minutes

Ms. Hill motioned to approve the minutes of July 16, 2019 as presented. Ms. Cruze seconded the motion with all members present voting aye

AYES: Fazalbhai, Hill, Cruze
NAYS: None

PUBLIC HEARING

ACTION ITEMS

1. Discuss and consider action on a resolution of the Watauga Economic Development Corporation declaring the location for the Official Agenda and Public Notice Bulletin Board and the official email address for receiving Requests for Public Information

Ms. Gardner explained the purpose of the resolution. Ms. Hill motioned to approve the resolution as presented. Mr. Fazalbhai seconded the motion with all members present voting aye.

AYES: Fazalbhai, Hill, Cruze
NAYS: None

2. Discuss and provide direction to the City Manager on logo options for the Watauga Economic Development Corporation

Ms. Gardner presented four options for the board to consider. Discussion was held and the consensus was for Option 2 provided by MacKay Advertising and for Ms. Gardner to work with MacKay Advertising for full use of the logo.

ACTION ITEMS: (continued)

3. Discuss and consider action on a Request for Qualifications for Legal Services

The Board reviewed three Requests for Qualifications submittals. Ms. Gardner explained the process for choosing an attorney for the Corporation. After evaluations provided by the RFQ Committee were reviewed, and discussion was held by the Board, Ms. Hill motioned to reject all of the RFQ's submitted. Ms. Cruze seconded the motion with all members present voting aye.

AYES: Fazalbhai, Hill, Cruze

NAYS: None

ADJOURNMENT

With no further business to discuss, President Miner adjourned the meeting at 6:23 PM.

APPROVED: this the _____ day of _____ 20____.

SIGNED: this the _____ day of _____ 20____.

APPROVED: _____
Arthur L. Miner, President

ATTEST: _____
Becky Hartless, Secretary



AGENDA MEMORANDUM

DATE: October 4, 2019

TO: Watauga Economic Development Corporation Directors

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

SUBJECT: Conduct a public hearing to be followed by discussion and consideration to approve amending the FY2019-2020 Economic Development Budget and forwarding amendment to City Council for final approval

BACKGROUND/INFORMATION:

Article IX, Subsection 9.04A of the City Charter authorizes, upon the city manager's certification of the availability of revenues in excess of those estimated in the budget, to make supplemental appropriations towards the intended purposes for which the same were made or designated.

In the development of the FY2019-2020 Economic Development Budget, appropriations were included in the amount of \$10,500 for a phase of the Retail Development strategy plan, but was not inclusive of the full strategy plan which is estimated at \$41,000.

Revenues are available from Type B sales tax receipts to cover this additional appropriation. With the Board's approval, a budget amendment ordinance will be presented to City Council for final approval at the next City Council meeting. A draft of the Ordinance amending the budget is attached for the Board's review.

FINANCIAL IMPLICATIONS:

Revenues are available to cover additional appropriations of \$30,500 in the FY2019-2020 Economic Development Corporation Budget.

RECOMMENDATION/ACTION DESIRED:

Conduct a public hearing followed by action to Approve a budget amendment to include \$30,500 additional appropriations for the Economic Development Corporation FY2019-2020 Budget.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Budget Amendment Ordinance EDC for Final Council Approval - FY2019-2020
2. Exhibit A EDC

REVIEWED BY:



AGENDA MEMORANDUM

Andrea Gardner, City Manager

Final Approval - 10/4/2019

Approved as to form for inclusion on Agenda

ORDINANCE NO. 2019-

**AN ORDINANCE OF THE CITY OF WATAUGA, TEXAS,
AMENDING THE ECONOMIC DEVELOPMENT BUDGET FOR
THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND
ENDING SEPTEMBER 30, 2020; APPROVING SUPPLEMENTAL
APPROPRIATIONS; PROVIDING FOR REPEAL; PROVIDING
FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, on July 16, 2019, the Watauga Economic Development Board passed, approved, the Economic Development Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020 ("Fiscal Year 2019-2020) for final approval and adoption by City Council; and

WHEREAS, on September 9, 2019, the City Council of the City of Watauga, Texas, passed, adopted and approved the City of Watauga, Texas, Economic Development Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020 ("Fiscal Year 2019-2020); and

WHEREAS, Section 102.010 of the Local Government Code allows the City Council to make changes in the Fiscal Year 2019-2020 budget for municipal purposes with final approval of said changes by City Council; and

WHEREAS, Article IX, Subsection 9.04A of the City Charter authorizes, upon the city manager's certification of the availability of revenues in excess of those estimated in the budget, to make supplemental appropriations towards the intended purposes for which the same were made or designated; and

WHEREAS, the City Manager has certified the availability for appropriations revenues available from Type B sales tax receipts; and

WHEREAS, the City Council hereby finds that the supplemental appropriations as set forth in this ordinance fall within the intended purposes of the revenues as certified by the City Manager; and

WHEREAS, in accordance with state law and the City Charter, the Economic Development Corporation Board and City Council is of the opinion that the 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 Watauga Economic Development Corporation Fund Budget of the City of Watauga, Texas, for Fiscal Year 2019-2020 is hereby amended as set forth in Exhibit A which is attached hereto and incorporated herein for all purposes.

SECTION 3.

The Fiscal Year 2019-2020 City of Watauga Budget is hereby amended to reflect the supplemental revenues and appropriations listed above.

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 by the Watauga Economic Development Corporation and 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 of Watauga City Council this _____ of _____, 2019.

Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner, City Secretary

APPROVED AS TO FORM AND LEGALITY:

George Hyde, Interim City Attorney

Exhibit A

Budget Amendment Supplemental Appropriations Fiscal Year 2019-20

Amount	Revenue Source	Appropriations
\$30,500	Type B Sales Tax 04-000-30510	Contractual 04-017-74790



AGENDA MEMORANDUM

DATE: October 1, 2019

TO: Watauga Economic Development Corporation Directors

FROM: Andrea Gardner, City Manager

SUBJECT: Discuss and provide direction to the City Manager for scheduling the Strategic Planning Session for the WEDC

BACKGROUND/INFORMATION:

During the May 21, 2019 WEDC Meeting, City staff discussed scheduling a Strategic Planning Session and utilization of a consultant or have staff conduct the planning session. The Board provided direction for the staff to conduct the planning session. Thus, the proposal is to conduct the planning session immediately following the regular November Board Meeting, November 19, 2019. It will take about 1.5 hours to complete.

Section 30-20 of the City's Code of Ordinances requires the Board to devise and update a Strategic Plan for Economic Development.

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

City staff respectfully requests the Board provide direction for conducting the Strategic Planning Session.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Approved as to form for inclusion on Agenda



AGENDA MEMORANDUM

DATE: October 1, 2019

TO: Watauga Economic Development Corporation Directors

FROM: Andrea Gardner, City Manager

SUBJECT: Consider and take action to contract with The Retail Coach for economic development services to include market analyses, and business attraction and retention strategies.

BACKGROUND/INFORMATION:

The City's FY 2019-20 Strategic Plan included strategic initiatives as follows:

1. Develop a new business recruitment strategy within two years.
2. Identify and implement a budget strategy for economic development prior to FY 2020.

Thus, Economic Development staff met with the Retail Coach on numerous dates since early CY 2019 to determine the best strategy. Funds were included in the FY 2020 WEDC Budget to ensure the initiative for new business recruitment had the greatest opportunity for success. Additionally, the information received from the services provided by the Retail Coach will also be utilized by the Comprehensive Plan Workgroup to complete the update to the Comprehensive Plan.

The contract has been reviewed and approved by the WEDC Attorney. Staff understands a budget amendment will be required prior to contract execution should the Board desire to contract for the full amount.

FINANCIAL IMPLICATIONS:

An amount of \$10,500 was included in the FY2019-2020 Budget. The WEDC budget will need to be amended if this item is approved to include the expanded scope of work outlined in the attached agreement.

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the WEDC Board approve the attached contract and authorize the contract to be executed by the City Manager on behalf of the Corporation.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:



AGENDA MEMORANDUM

1. The Retail Coach DRAFT

REVIEWED BY:

George Hyde, Legal

Sandra Gibson, CGFO, CGFM, Director of Finance

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 10/3/2019

Approved - 10/3/2019

Final Approval - 10/3/2019

PROFESSIONAL SERVICES AGREEMENT

This Agreement for Professional Services (“Agreement”) is made by and between the Watauga Economic Development Corporation (“Client”) and The Retail Coach, LLC, a Mississippi limited liability company (“Professional”) (each a “Party” and collectively the “Parties”), acting by and through their authorized representatives.

RECITALS:

WHEREAS, Client desires to engage the services of the Professional as an independent contractor, and not as an employee, to provide the services described in Exhibit “A” (the “Scope of Services”) to assist Client in completing a Comprehensive Retail Recruitment and Development Plan (the “Project”); and

WHEREAS, the Professional desires to render professional services for Client on the terms and conditions set forth in this Agreement;

NOW THEREFORE, in exchange for the mutual covenants set forth herein, and other valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

Article I Term

1.1 This Agreement shall commence on the last date of execution hereof (“Effective Date”) and continue until completion of the services, unless sooner terminated as provided herein.

1.2 Either Party may terminate this Agreement by giving thirty (30) days prior written notice to the other Party. In the event of such termination the Professional shall deliver to Client all finished and unfinished documents, data, studies, surveys, drawings, maps, reports, photographs or other items prepared by the Professional in connection with this Agreement. Professional shall be entitled to compensation for any services completed to the reasonable satisfaction of the Client in accordance with this Agreement prior to such termination.

Article II Scope of Service

2.1 The Professional shall perform the services in connection with the Project as set forth in the Scope of Services.

2.2 The Parties acknowledge and agree that any and all opinions provided by the Professional in connection with the Scope of Services represent the professional judgment of the

Professional, in accordance with the professional standard of care applicable by law to the services performed hereunder.

Article III Schedule of Work

The Professional agrees to complete the required services in accordance with the Scope of Services outlined in Exhibit "A".

Article IV Compensation and Method of Payment

4.1 Professional will be compensated in accordance with the payment schedule and amounts set forth in the Scope of Services, not to exceed a total amount of forty one thousand dollars (\$41,000).

Article V Devotion of Time; Personnel; and Equipment

5.1 The Professional shall devote such time as reasonably necessary for the satisfactory performance of the services under this Agreement. Should Client require additional services not included under this Agreement, the Professional shall make reasonable effort to provide such additional services within the time schedule without decreasing the effectiveness of the performance of services required under this Agreement, and shall be compensated for such additional services as agreed between the Parties.

5.2 The Professional shall furnish the facilities, equipment and personnel necessary to perform the services required under this Agreement unless otherwise provided herein.

Article VI Miscellaneous

6.1 Entire Agreement. This Agreement constitutes the sole and only agreement between the Parties and supersedes any prior understandings written or oral agreements between the Parties with respect to this subject matter.

6.2 Assignment. The Professional may not assign this Agreement without the prior written consent of Client. In the event of an assignment by the Professional to which the Client has consented, the assignee shall agree in writing with Client to personally assume, perform, and be bound by all the covenants, and obligations contained in this Agreement.

6.3 Successors and Assigns. Subject to the provisions regarding assignment, this Agreement shall be binding on and inure to the benefit of the Parties to it and their respective heirs, executors, administrators, legal representatives, successors and assigns.

6.4 Governing Law. The laws of the State of Texas shall govern this Agreement.

6.5 Amendments. This Agreement may be amended by the mutual written agreement of the Parties.

6.6 Severability. In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

6.7 Independent Contractor. It is understood and agreed by and between the Parties that the Professional, in satisfying the conditions of this Agreement, is acting independently, and that Client assumes no responsibility or liabilities to any third party in connection with these actions. All services to be performed by Professional pursuant to this Agreement shall be in the capacity of an independent contractor, and not as an agent or employee of Client. Professional shall supervise the performance of its services and shall be entitled to control the manner and means by which its services are to be performed, subject to the terms of this Agreement.

6.8 Notice. Any notice required or permitted to be delivered hereunder may be sent by first class mail, overnight courier or by confirmed telefax or facsimile to the address specified below, or to such other Party or address as either Party may designate in writing, and shall be deemed received three (3) days after delivery set forth herein:

If intended for Client:

Attn: Andrea Gardner
City of Watauga
7105 Whitley Rd.
Watauga, Texas 76148

If intended for Professional:

Attn: Aaron Farmer
The Retail Coach, LLC
PO Box 7272
Tupelo, MS 38802

6.9 Insurance.

- (a) Professional shall during the term hereof maintain in full force and effect the following insurance: (i) a comprehensive general liability policy of insurance for bodily injury, death and property damage insuring against all claims, demands or actions relating to the Professional's performance of services pursuant to this Agreement with a minimum combined single limit of not less than \$1,000,000.00 per occurrence for injury to persons (including death), and for property damage; (ii) statutory Worker's Compensation Insurance at the statutory limits and Employers Liability covering all of Professional's employees involved in the provision of services under this Agreement with policy limit of not less than \$500,000.00; and (iii) Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limit of not less than \$1,000,000.00 per claim and \$1,000,000.00 in the aggregate.
- (b) A certificate of insurance evidencing the required insurance shall be submitted prior to commencement of services and upon request by Client.

6.10 Indemnification. CLIENT SHALL NOT BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY OF ANY KIND OR CHARACTER TO ANY PERSON OR PROPERTY ARISING FROM THE SERVICES OF THE PROFESSIONAL PURSUANT TO THIS AGREEMENT. PROFESSIONAL HEREBY WAIVES ALL CLAIMS AGAINST CLIENT, ITS OFFICERS, AGENTS AND EMPLOYEES (COLLECTIVELY REFERRED TO IN THIS SECTION AS "CLIENT") FOR DAMAGE TO ANY PROPERTY OR INJURY TO, OR DEATH OF, ANY PERSON ARISING AT ANY TIME AND FROM ANY CAUSE OTHER THAN THE NEGLIGENCE OR WILLFUL MISCONDUCT OF CLIENT OR BREACH OF CLIENT'S OBLIGATIONS HEREUNDER. PROFESSIONAL AGREES TO INDEMNIFY AND SAVE HARMLESS CLIENT FROM AND AGAINST ANY AND ALL LIABILITIES, DAMAGES, CLAIMS, SUITS, COSTS (INCLUDING COURT COSTS, ATTORNEYS' FEES AND COSTS OF INVESTIGATION) AND ACTIONS OF ANY KIND BY REASON OF INJURY TO OR DEATH OF ANY PERSON OR DAMAGE TO OR LOSS OF PROPERTY TO THE EXTENT CAUSED BY THE PROFESSIONAL'S NEGLIGENT PERFORMANCE OF SERVICES UNDER THIS AGREEMENT OR BY REASON OF ANY NEGLIGENT ACT OR OMISSION ON THE PART OF PROFESSIONAL, ITS OFFICERS, DIRECTORS, SERVANTS, EMPLOYEES, REPRESENTATIVES, CONSULTANTS, LICENSEES, SUCCESSORS OR PERMITTED ASSIGNS (EXCEPT WHEN SUCH LIABILITY, CLAIMS, SUITS, COSTS, INJURIES, DEATHS OR DAMAGES ARISE FROM OR ARE ATTRIBUTED TO NEGLIGENCE OF THE CLIENT, IN WHOLE OR IN PART, IN WHICH CASE PROFESSIONAL SHALL INDEMNIFY CLIENT ONLY TO THE EXTENT OR PROPORTION OF NEGLIGENCE ATTRIBUTED TO PROFESSIONAL AS DETERMINED BY A COURT OR OTHER FORUM OF COMPETENT JURISDICTION). THE PROFESSIONAL'S OBLIGATIONS UNDER THIS SECTION SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR

REQUIRED TO BE MAINTAINED BY PROFESSIONAL UNDER THIS AGREEMENT. THIS PROVISION SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

6.11 Counterparts. This Agreement may be executed by the Parties hereto in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument. Each counterpart may consist of any number of copies hereof each signed by less than all, but together signed by all of the Parties hereto.

6.12 Exhibits. The exhibits attached hereto are incorporated herein and made a part hereof for all purposes.

[Signature Page to Follow]

EXECUTED this _____ day of _____, 2019.

City of Watauga

By: _____
Name: _____
Title: _____

EXECUTED this _____ day of _____, 2019.

The Retail Coach, LLC

By:  _____
Name: Aaron Farmer
Title: President

EXHIBIT “A”
Scope of Services



Comprehensive Retail Recruitment & Development Plan

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Our Team & Retail Successes.....03

The Retail360® Process.....04

Scope of Services & Deliverables.....05

Timeline & Pricing.....12

Optional Contract Extensions.....13

PROPOSAL FOR:

City of Watauga

PREPARED BY:

Aaron Farmer
Senior Vice President

The Retail Coach, LLC
Ph. 662.844.2155
Fx. 662.844.2738



WHO WE ARE

Your Retail Partner

We are a national retail consulting, market research, and development firm. Our experience combines strategy, technology, and creative marketing to execute high-impact retail recruitment and development strategies for local governments, chambers of commerce, and economic development organizations.

Since 2000, we have provided the research, relationships, and strategies needed to drive new retail developments in communities across the United States.

PROVEN RESULTS

3.5+ million

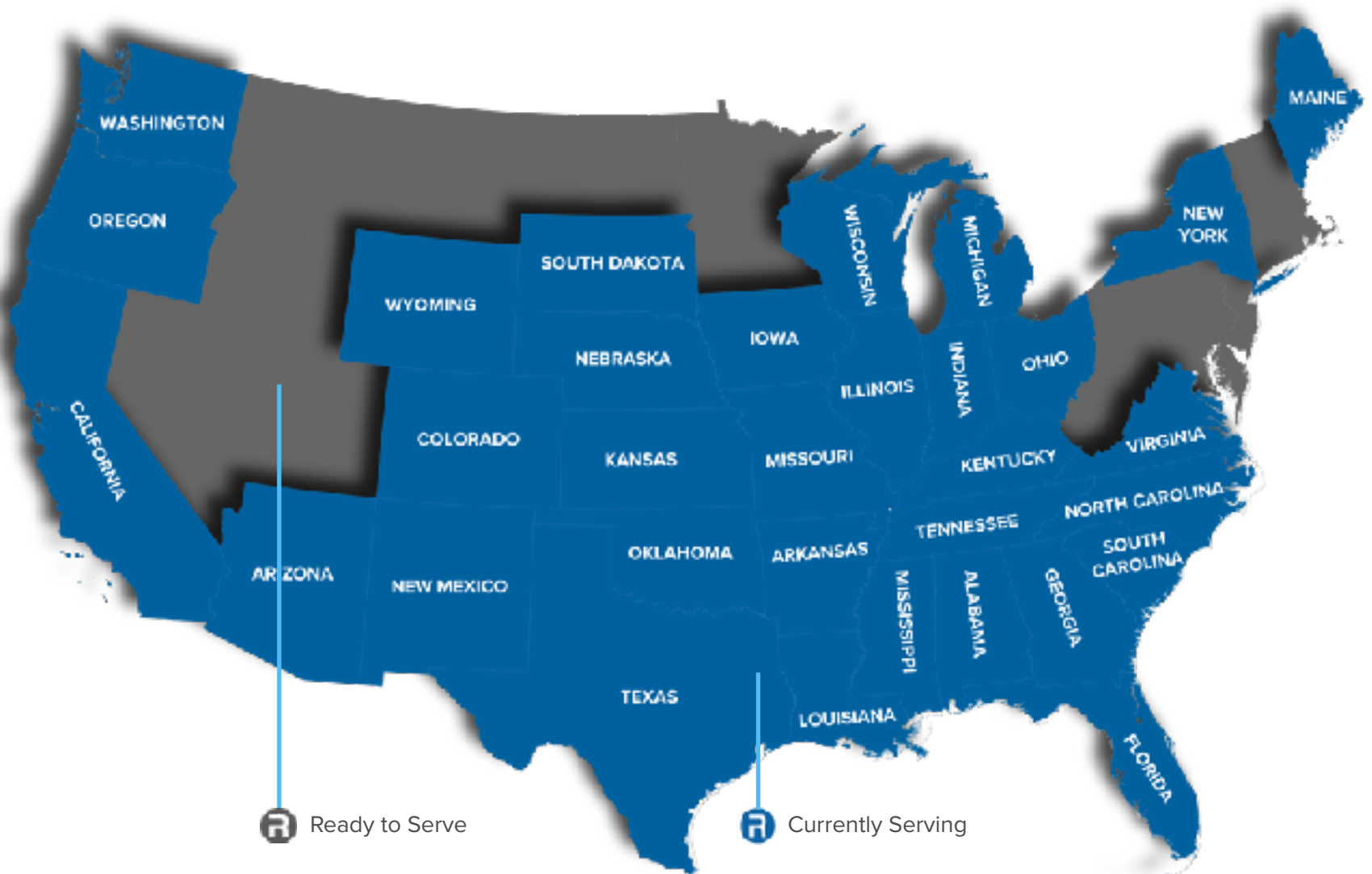
Square feet of new retail space recruited to client communities in the past five years

\$600 million

Additional sales tax dollars generated in client communities in the past five years

450+

Communities throughout the United States have trusted The Retail Coach with their retail recruitment efforts





Retail Recruitment Experts You Can Trust



- 50+ years of retail recruitment and development experience.
- We are consultants, not brokers. We have no conflicts of interest and will do what is best for the long-term growth of your community.
- Member of the most exclusive retail professional network - CCIM.

RETAILERS WE'VE RECRUITED



And Hundreds More...

OUR TEAM OF RETAIL RECRUITMENT EXPERTS

Project Lead



Kelly Cofer, CCIM
President
& CEO



Aaron Farmer
Senior Vice
President



Charles Parker
Director - Retail
Strategy



Will Kline
Director - Retail
Strategy



Nancy Dees
Director
of Finance



Matthew Lautensack
Director of Research
& Development



Caroline Hearnberger
Retail Recruitment
Specialist



Kyle Cofer
Project Manager -
Retail Strategy



Shelby Nickol
Project
Coordinator



Austin Farmer
Director of
Marketing



A PROVEN PROCESS FOR RESULTS

Retail360® :
Moving Beyond Data to
Bring Retailers to Watauga

Retail recruitment is a process, not an event. Through our proprietary Retail360® process, we offer a dynamic system of products and services that enable communities to expand their retail base and generate additional sales tax revenue.

OUR COMPREHENSIVE APPROACH



Market-Based Solutions

We understand that no two communities are the same. Each has its unique set of development or redevelopment needs. We work with our clients to determine these needs and offer custom, tailored solutions. Our strategies are data driven, and verified through our comprehensive Retail360® process.

On-The-Ground Analysis

Just as each client has their own set of needs, we know that each client has a unique position in the marketplace as it competes to recruit new retailers. We spend time in your community with leaders and stakeholders. We are able to determine your market position and identify retailers that fit your community.

Retail Action Plan

We analyze, recommend, and execute aggressive strategies for pursuing the ideal retailers. This partnership typically produces the best results when together, we derive short-term and long-term strategies based on market data and opportunities. We coach our clients through the recruitment and development process.

Analyzing The Market

Custom Retail Trade Areas

The Retail Trade Area (RTA) is the foundation of the retail recruitment strategy, and its accuracy is critical. The Retail Trade Area is the geographical area from which a community's retailers derive a majority of their business.

To best confirm a community's Retail Trade Area, we will execute the following strategic steps:

Mobile Data for Location Decisions

The Retail Coach will utilize mobile location technology that analyzes location and behavioral data collected from mobile devices to determine consumer visits to **Watauga**. This high-confidence data is used to verify Retail Trade Areas and validate retail site selection decisions.

Retail Trade Area Mapping

The Retail Coach will delineate a boundary map of the Retail Trade Area using mobile data collected.

Demographic Profiling

A community must be able to instantaneously provide information and data sets sought by retailers during the site selection and site evaluation process. The data must be accurate, current, and readily available.

The Retail Coach will create comprehensive **2010** Census, **2019**, and **2024** demographic profiles for the Retail Trade Area and **each** community. The profile includes population and projected population growth, ethnicities, average and median household incomes, median age, households and household growth, and educational attainment.

Psychographic Profiling

As retail site selection has evolved from an art to a science, psychographic lifestyle segmentation has become an essential element of retailers' preferred location criteria. Understanding a consumer's propensity to purchase certain retail goods and services—as well as specific retail brands—is valuable to national, regional, and independent retailers.

Based on the market segmentation system developed by ESRI, The Retail Coach will develop a Tapestry Segmentation profile of the households in the Retail Trade Area. This is done by using the most advanced socioeconomic and demographic data to measure consumer attitudes, values, lifestyles, and purchasing behaviors to understand the categories and brands of retailers that may be of interest.

Daytime Population

The workplace population, or daytime labor market area, is important to quick-serve and casual dining restaurants that rely heavily on lunch business.

The Retail Coach will provide an employment summary report detailing the total number of establishments, by industry, and employee counts within the designated labor market area. This report will provide insight into the "work here" population versus the "live here" population.

PHASE 2

Determining Retail Opportunities

Retail Gap Analysis

A Retail Gap Analysis (RGA) will determine the level of retail demand for the designated Retail Trade Area. The analysis computes the retail potential of the Retail Trade Area and then compares it to estimated actual sales in the community. The difference is either a leakage, where consumers are traveling outside the **Watuaga** to purchase certain retail goods and services, or a surplus, where consumers are traveling from outside to **Watauga** to purchase certain retail goods and services.

The Retail Coach will perform a Retail Gap Analysis to calculate the approximate flow of retail dollars in and out of **Watauga**.

The Retail Gap Analysis will:

- Identify retail sales surpluses and leakages for more than 70 retail categories.
- Distinguish retail categories with the highest prospect for success and quantify their retail potential.

PHASE 3

Identifying Development & Redevelopment Opportunities

Identifying & Marketing Vacancies & Development/Redevelopment Sites

Retailers are interested not only in the market data on your community, but also in evaluating all available sites that fit their location preferences. A community must create and maintain a database of prime available properties along with accurate and current marketing information.

The Retail Coach will identify priority retail vacancies and development/redevelopment sites to market. Factors influencing site selection for priority sites will include:

- Existing market conditions
- Retail Trade Area population
- Traffic counts and traffic patterns
- Site-line visibility from primary & secondary traffic arteries
- Ingress/regress
- Adequate parking
- Site characteristics
- Topography
- Proximity to retail clusters

Retail Site Profiles

The Retail Coach will create a retail site profile for five identified vacancies and sites with current site-specific information, including:

- Location
- Aerial photographs
- Site plan
- Demographic profile
- Property size and dimensions
- Traffic count
- Appropriate contact information

Identifying Retailers & Developers for Recruitment

The Retail Coach has been successful in recruiting leading retail brands to our client communities for more than 17 years. Our process is driven by providing accurate and current data sets as well as site-specific information to retailers, developers, and brokers.

Identification of Retail Prospects

The Retail Coach will target national and regional retail brands that are a good “fit” for **Watauga**. This means the Retail Trade Area population, disposable incomes, consumer spending habits, and education levels meet the retailers’ ideal location criteria.

The Retail Coach will review a master list with staff and work together to prepare a final target list of retailers for recruitment.

Identification of Developer Prospects

Much of our recruitment success comes from establishing a network of national retail developers over the past 17 years.

Developer networking and recruitment have become key components in a community’s retail recruitment and development success. Retailers have specific property requirements based on their site location criteria. A mid-to high-tier retailer might show interest in a community; however, there may not be sufficient ready-to-lease properties matching their needs and brand requirements.

In this case it is important to illustrate the need for new development / redevelopment to developers in your market.

The Retail Coach will use its network to identify retail real estate developers active in the region for recruitment.

Marketing & Branding

To attract targeted retailers, the most critical step is providing accurate, current, and site-specific information on the community Retail Trade Area, and available sites. It is important that this marketing information positively reflects your community's attributes and brand to corporate site selectors, real estate brokers, and developers.

Retail Market Profile

The Retail Coach will develop a retail market profile tailored to the specific needs of targeted retailers' essential site selection and location criteria. The profile serves as a community introduction and includes:

- Retail Trade Area Map
- Location Map
- Traffic Count Map
- Demographic Profile Summary
- Appropriate logo and contact information

Retailer Feasibility Packages

The Retail Coach will create a retailer-specific feasibility package to address essential location criteria. The feasibility package includes:

- Community Overview
- Retail Site Profiles
- Location Map
- Retail Trade Area Map
- Existing Retailer Aerial Map
- Retailer Location Map
- Retail Trade Area Demographic Profile Summary
- Retail Gap Analysis Summary Table
- Retail Trade Area Psychographic Profile
- Retail Trade Area Demographic Profile
- Community Demographic Profile
- Area Traffic Generators
- Appropriate logo and contact information

Marketing & Branding (Cont.)

Real Estate Developer Opportunity Package

The Retail Coach will create a Developer Opportunity Package to highlight the need for development / redevelopment. This will include:

- Community Overview
- Location Map
- Retail Trade Area
- Demographic Trends
- Aerial Imagery
- Traffic Counts
- Site-line visibility from major and secondary traffic arteries
- Ingress/egress for primary and secondary traffic arteries
- Median cuts or possibilities
- Traffic signal existence or possibilities
- Site characteristics and topography
- Appropriate Zoning
- Area Retail
- Residential clustering and support
- Proximity to “anchor” retailers
- Top Employers
- Workplace Population
- Potential retail tenants

Online Retail Dashboard & Interactive Map

The Retail Coach will create an online community dashboard, which can be embedded for visual presentation and easy downloading of marketing information and data sets.

Site Mapping

As an accredited ESRI Partner, The Retail Coach is able to create a Retail360® Community Retail Dashboard for **Watauga**. The dashboard provides easy access to the data reports and Retail Site Profiles on specific vacancies, development/ redevelopment sites identified. Considering retail site selectors do much of their research while in hotel rooms and in airports, a GIS platform that streamlines sites and data into one interactive and centralized location is a powerful tool.

Data can be presented by demographic, socioeconomic, psychographic, and retail spending layers that are detailed down to the block level to meet the needs of each individual user - whether that be a real estate broker, site selector, developer, or even a local entrepreneur. Additionally, this platform can be hosted as a stand-alone application on your iPad or embedded within your community’s website for “touch of a button” access to important economic indicators such as: median household income, population density, population growth, psychographic lifestyle segmentation, ethnicity, median home value, and median age.

Recruiting Retailers & Developers

Recruitment of Retailers

Founded in 2000, The Retail Coach was the first national retail recruitment firm to introduce retailer and developer recruitment specifically for communities. The recruitment of retailers remains one of the primary metrics of success. Today, our experience has proved a community must move beyond data and proactively recruit retail.

The retailer recruitment process includes the following steps:

- Introductory emails and retail market profiles are sent to each targeted retailer.
- Personal telephone calls are placed to measure interest level.
- Personal emails and retailer feasibility packages are sent to each targeted retailer.
- Personal emails and retail site profiles for prime sites are sent to the appropriate targeted retailer.
- Personal emails are sent to inform targeted retailers of significant market changes.
- A retailer status report is provided with each retailer's complete contact information and comments resulting from recruitment activities.
- Personal emails are sent to decision makers once per quarter to continue to seek responses regarding their interest level.

Recruitment of Developers

Much of our recruitment success comes from establishing a network of national retail developers over the past 17 years.

Developer networking and developer recruitment have become key components in a community's retail recruitment and development success. Retailers have specific property requirements based on their site location criteria. A mid to high-tier retailer might show interest in a community; however, there may not be sufficient ready-to-lease properties matching their needs and brand requirements. Relationships with developers are important in these situations to capitalize on retailer interest and opportunity.

Our developer recruitment process includes the following steps:

- Introductory emails and opportunity packages are sent to developers.
- Personal telephone calls are placed to measure interest level.
- Personal emails are sent to inform developers of the status of interested retailers and any significant market changes.

A developer status report is provided with each developer's complete contact information and comments resulting from recruitment activities.

Retail Conference Representation

The Retail Coach will assist in marketing **Watauga** and its retail vacancies and real estate sites to retailers and real estate sites to retailers, developers, and brokers at retail industry conferences, including:

- ICSC Ft. Worth
- ICSC RECON
- And other regional conferences

Coaching & Ongoing Support

Coaching

The Retail Coach will partner with **Watauga** on a long-term basis and be available when you have questions, new ideas, or need access to GIS mapping and current data and statistics. We are also available if **Watauga** needs to brainstorm opportunities as the community grows and develops.

PROJECT EXPECTATIONS

Timeline & Pricing



REPORTING

The Retail Coach will provide written or electronic project updates on a bi-monthly basis.



COMMUNITY TRIPS

The Retail Coach team will make a minimum of three (3) site visits to Watauga during the project.



PROJECT TIMELINE

The Retail Coach is available to begin work immediately upon agreement of terms with a project duration of 12 months.



Project Pricing

Work Fees

The total fee for completion of this work is \$40,000, payable in three installments:

- a) \$15,000 upon execution of the agreement;
- b) \$10,000 at 90 days following execution of contract; and
- c) \$15,000 at 180 days following execution of contract.

Work fees are payable within 7 days of receiving invoice.

Reimbursable Project Expenses

It is estimated that reimbursable expenses will be approximately \$1,000 Reimbursable expenses include:

- a) All travel costs;
- b) Cost of special renderings and maps, if any;
- c) Cost of copies for reports and maps/drawings; and
- d) Cost of shipping expenses, if any.

Project expenses are payable within 30 days after receipt of the expense invoice. The Retail Coach will provide a digital copy of the deliverables.

Optional Contract Extensions

Because we believe retail recruitment is an ongoing process, and not an event, we offer the ability to extend the project agreement for up to two additional years. Your agreement can be extended at any time to ensure you have the tools, resources, and support you need to successfully recruit retailers.

Year 2

Contract Extension

\$25,000

Extends your agreement by 12 months. During that 12 month period, you will continue to receive the following:

- Continued Recruitment of Retailers and Developers
- Coaching and Support from the The Retail Coach Team
- Designated Point of Contact for Recruitment and Data Needs
- Access to GIS Mapping and Data Resources

Year 3

Contract Extension

\$25,000

Extends your agreement by an additional 12 months. During that 12 month period, you will continue to receive the following:

- Ongoing Recruitment of Retailers and Developers
- Coaching and Support from the The Retail Coach Team
- Designated Point of Contact for Recruitment and Data Needs
- Access to GIS Mapping and Data Resources



PLEASE CONTACT:

Aaron Farmer
Senior Vice President
662-231-0608

**BETTER RETAIL.
BETTER COMMUNITIES.**





AGENDA MEMORANDUM

DATE: October 3, 2019

TO: Watauga Economic Development Corporation Directors

FROM: Andrea Gardner, City Manager

SUBJECT: Discuss and provide direction to the City Manager on logo options for the Watauga Economic Development Corporation

BACKGROUND/INFORMATION:

On April 16, 2019, City staff requested direction from the WEDC Board regarding utilizing the City logo or creating its own logo and if the staff should contract with a firm to create a logo or have staff submit a sample logo. MacKay Advertising provided two logo options for Board consideration. MacKay Advertising has a contractual relationship with the City for the advertising benches located throughout the City.

During the September 2019 Board Meeting the staff received direction to utilize the attached logo labeled current logo. However, after the meeting, staff became aware that there is also a Watauga, TN. Mackay Advertising was contacted to provide a new logo design that identified Watauga as a Texas city.

FINANCIAL IMPLICATIONS:

The WEDC was invoiced for \$300 for unlimited license usage.

RECOMMENDATION/ACTION DESIRED:

City staff recommends the Board provide direction on moving forward with a logo for the WEDC.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Current WEDC Logo
2. WEDC logo revision

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 10/3/2019

Approved as to form for inclusion on Agenda

The logo for Watauga Economic Development Corporation. The word "WATAUGA" is in large, bold, blue capital letters. The letter "W" is stylized with a blue arrow pointing upwards and to the right, starting from the bottom left of the "W" and ending above the "A". Below "WATAUGA" is a horizontal blue line. Underneath the line, the words "ECONOMIC DEVELOPMENT" are written in bold, black capital letters. Below that is another horizontal blue line, and then the word "CORPORATION" is written in bold, black capital letters, with wide spacing between the letters.

WATAUGA

ECONOMIC DEVELOPMENT

C O R P O R A T I O N





AGENDA MEMORANDUM

DATE: October 4, 2019

TO: Watauga Economic Development Corporation Directors

FROM: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action authorizing the Finance Director to issue payment for a WEDC Team participation in the Medical City North Hills Golf Tournament as an advertising expenditure of the Watauga Economic Development Corporation

BACKGROUND/INFORMATION:

The WEDC President received a request to participate in the Medical City North Hills Golf Tournament. Such expense will help promote the corporation in the region and allow for networking opportunities of the Board Members and/or City staff playing on the team.

FINANCIAL IMPLICATIONS:

A team will cost \$500. Funds are available within the FY 2020 Budget.

RECOMMENDATION/ACTION DESIRED:

City staff respectfully requests the WEDC Board take action considered appropriate on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. N Hills Medical City Golf Tournament

REVIEWED BY:

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

Approved - 10/4/2019
Final Approval - 10/4/2019



32nd Annual Golf Classic



Entry Includes:

Golf, Lunch & Dinner, On Course Contests, CASH Prizes, Raffle Items, Topgolf pre-tournament mixer & More!

\$125 Per Player \$450 Per Foursome

(After October 11th, \$150 Per Player \$500 Per Foursome)

Thursday October 24, 2019

11:00 AM Registration - 1:00 PM Shotgun Start

4 Player Scramble

Texas Star Golf Course

1400 Texas Star Parkway, Euless TX 76040

SPONSORSHIP OPPORTUNITIES AVAILABLE!

Sign up online at www.netarrant.org

Contact Ellen McEwen at 817-281-9376 ext 205 or emcewen@netarrant.org



31st Annual Golf Classic

Iron Horse Golf Course

Thursday, October 25th

11:30 am Registration

1:00 p.m. Shotgun Start

**Please fill out your information for the upcoming Golf Classic below and fax back to
The Chamber at 817-281-9379, by Monday, October 15, 2018.**

OR YOU MAY SIGN UP AND PAY ONLINE @ www.netarrant.org

\$125 Individual Players or \$450 Foursome or \$750 Foursome PLUS Hole Sponsor

(After October 15th price will increase to: \$150 Individual and \$500 Foursome)

Name: _____

Company: _____

Phone: _____ Email: _____

Please fill in your player information:

	Name	Phone	Email
Player 1			
Player 2			
Player 3			
Player 4			

___ Paid/Registered Online

___ Payment Enclosed (Checks made payable to Northeast Tarrant Chamber)

___ Credit Card (Mastercard, Visa, Discover, American Express)

Credit Card Number _____ Exp Date _____ CVC _____

Cardholders Name _____ Authorized Amount _____

Credit Card Billing Address _____

Cardholders Signature _____

For more information contact Ellen McEwen: (817) 281-9376 ext 205 or emcewen@netarrant.org