



AGENDA
WATAUGA ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
TUESDAY, FEBRUARY 18, 2020
6:00 PM

CALL TO ORDER

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 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.

PRESENTATIONS

REPORTS FROM STAFF

1. Monthly Financial Report for the period ending December 31, 2019
Sandra Gibson, CGFO, CGFM, Director of Finance

APPROVAL OF MINUTES

1. Consider and take action to approve the meeting minutes for the Regular Meeting of January 21, 2020.

PUBLIC HEARING

1. Conduct public hearing to receive comments regarding a business retention project for Capp Smith Park benches

NEW BUSINESS

1. Discuss and consider action authorizing a business retention project for Capp Smith Park Benches

EXECUTIVE SESSION The City Council will recess its open meeting and reconvene in executive session to discuss the following items pursuant to the below referenced section(s) of the Texas Government Code:

1. Pursuant to Texas Government Code Section 551.087, 551.072 and 551.071 the Watauga Economic Development Corporation Board will meet in closed session to deliberate upon and seek legal advice from its General Counsel on economic development incentives to be offered to a business prospect that the Board seeks to have, locate or expand in the city limits and located at 6200 Watauga Road, commonly known as the "Brooks Property"

ADJOURNMENT

PRESENTATIONS

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 DATE, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.



Andrea Gardner, City Secretary





AGENDA MEMORANDUM

DATE: February 14, 2020

TO: Watauga Economic Development Corporation Directors

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

SUBJECT: Monthly Financial Report for the period ending December 31, 2019

BACKGROUND/INFORMATION:

The Monthly Financial Report for the period ending December 31, 2019 is attached for the Board's review.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

No action is required as this is a presentation/report.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. WEDC December 2019

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 2/14/2020

Approved as to form for inclusion on Agenda



AGENDA MEMORANDUM

DATE: February 13, 2020

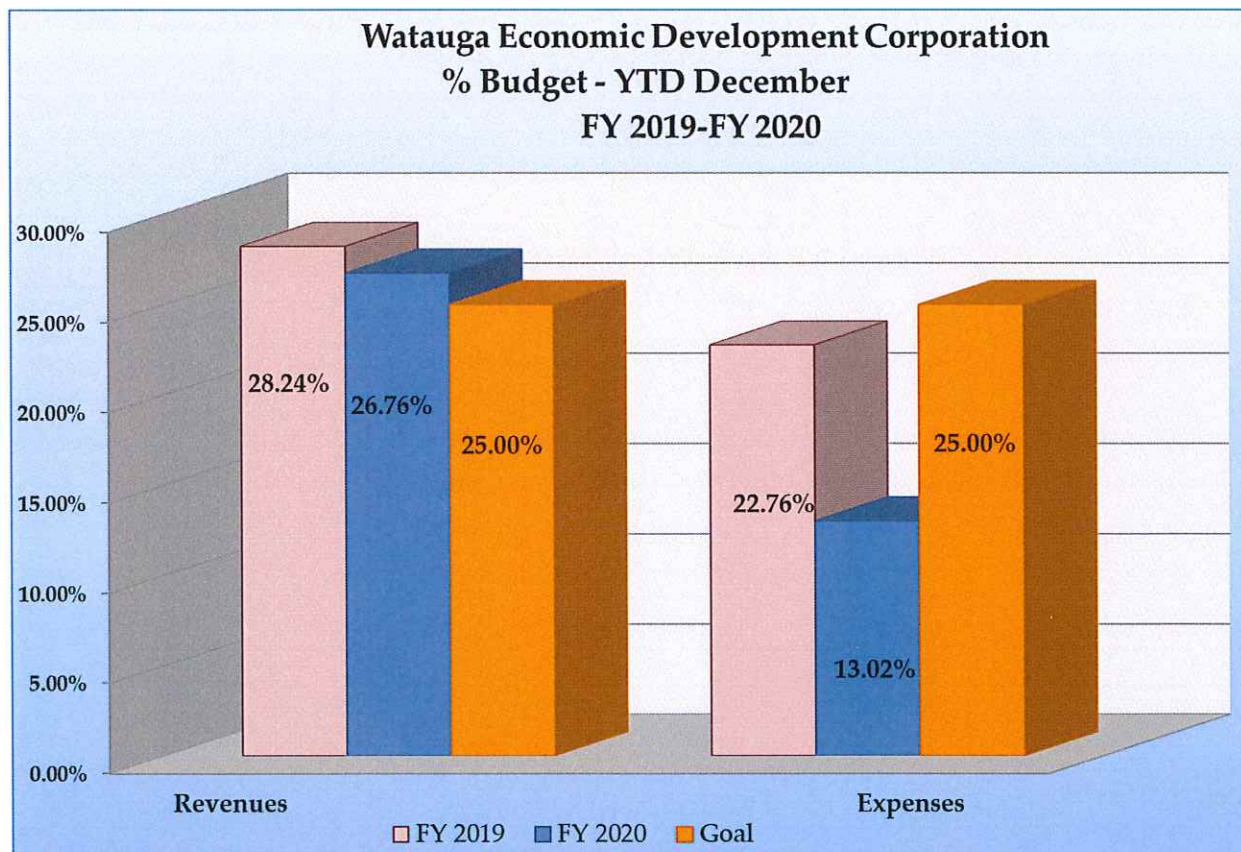
TO: Watauga Economic Development Board

FROM: Sandra Gibson, Director of Finance

SUBJECT: Financial Report for the Month of December, 2019

The attached report and below graph represent the results of transactions through December, 2019 which is the third month of Fiscal Year 2019-2020 and 25% through the FY2019-20 budget. This year's budget does not include Park personnel or expenses since they are now budgeted and paid for by the City's General Fund.

The year-to-date sales tax distribution is \$206,284 which is 27% of budgeted sales tax revenues. Total year-to-date expenditures are \$55,495 which is 13% of the budget expended for the year.



CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending December 31, 2019 (1st FY Qtr.)

WATAUGA ECONOMIC DEVELOPMENT CORP - 04

	CURRENT BUDGET	12/31/2019 YTD ACTUAL	% USED	% REMAINING	12/31/2018 YTD ACTUAL	\$ CHG 20 vs 19	% CHG 20 vs 19
REVENUE:							
SALES TAX	764,000	206,284	27.00%	73.00%	205,415	869	0.42%
INTEREST EARNINGS	10,000	863	8.63%	91.37%	2,416	(1,553)	-64.26%
INTEREST/ESCROW	-	-	-	-	-	-	-
CONTRIBUTIONS/OTHER	-	-	-	-	-	-	-
TOTAL REVENUE	\$774,000	\$207,147	26.76%	73.24%	\$207,831	(684)	-0.33%
PERSONNEL SERVICES	-	(0)	0.00%	100.00%	107,470	(107,470)	-100.00%
NON-DEPARTMENTAL	-	-	0.00%	100.00%	3,419	(3,419)	-100.00%
SUPPLIES	2,200	517	23.48%	76.52%	4,408	(3,891)	-88.28%
MAINTENANCE	4,000	-	0.00%	100.00%	13,782	(13,782)	-100.00%
CONTRACTUAL & SUNDRY	117,950	20,033	16.98%	83.02%	29,856	(9,824)	-32.90%
TRANSFERS	294,470	34,946	11.87%	88.13%	13,550	21,396	157.90%
CAPITAL OUTLAY	7,500	-	0.00%	100.00%	-	-	0.00%
TOTAL EXPENDITURES	426,120	55,495	13.02%	86.98%	\$ 172,486	(116,991)	-67.83%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	\$347,880	\$151,653			\$35,346	\$116,307	

100.00%



AGENDA MEMORANDUM

DATE: January 22, 2020

TO: Watauga Economic Development Corporation Directors

FROM: Denise Wilkinson, Economic Development Specialist

SUBJECT: Consider and take action to approve the meeting minutes for the Regular Meeting of January 21, 2020.

BACKGROUND/INFORMATION:

The minutes of the Regular Meeting of January 21, 2020 are attached.

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

Respectfully request the Board to take action on the minutes as presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 01-21-20

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 2/13/2020

Approved as to form for inclusion on Agenda

**MINUTES
WATAUGA ECONOMIC DEVELOPMENT CORPORATION
WORKSHOP
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
JANUARY 21, 2020
6:00 P.M.**

CALL TO ORDER:

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

DIRECTORS PRESENT:

Art Miner, President, Place 1
Jan Hill, Place 3
Becky Hartless, Secretary, Place 4
Cheneya Cruze, Place 6 (arrived at 6:04 PM)
Robert Gaffney, Place 7

DIRECTORS ABSENT:

Amirali (A.J.) Fazalbhai, Place 2 with notice
Mike Alexander, Place 5 with notice

CITY STAFF PRESENT:

Andrea Gardner, City Manager
Sandra Gibson, Finance Director
Denise Wilkinson, Economic Development Specialist
Chad Stephens, Parks Superintendent

Also present was Council Member Andrew Neal, Liaison

PRESENTATIONS

1. Recognition of 15 Year Business Anniversary – Tex's Star Grill
George Kallinikos, owner

President Minor presented a Certificate of Congratulations to George and Sonya Kallinikos, owners of Tex's Star Grill

2. Presentation and update to the WEDC Board from The Retail Coach on consultant activities from October 2019 to January 2020 to include the retail market profile, economic development mobile data survey, community retail dashboard and the International council of Shopping Centers Conference held in Fort Worth, Texas

Ms. Gardner introduced Mr. Aaron Farmer, The Retail Coach. Mr. Farmer gave a presentation of the activities performed by The Retail Coach.

REPORTS FROM STAFF

1. Receive 2019 Year End Economic Development Report

Ms. Wilkinson provided an update of new businesses, closed businesses and status of current commercial projects.

2. Monthly Financial Report for the period ending September 30, 2019

Ms. Gibson provided the Monthly Financial Report for the period ending September 30, 2019.

3. Monthly Financial Report for the period ending October 31, 2019

Ms. Gibson provided the Monthly Financial Report for the period ending October 31, 2019.

APPROVAL OF MINUTES

1. Consider and take action to approve the minutes of the Regular Meeting of October 15, 2019

Ms. Hartless made a motion to approve the minutes of the Regular Meeting of October 15, 2019 as presented. Ms. Hill seconded and the motion carried unanimously as follows:

Ayes: Hill, Hartless, Cruze, Gaffney
Noes: None

2. Consider and take action to approve the minutes of the Workshop Meeting of November 19, 2019

Ms. Hartless made a motion to approve the minutes of the Workshop Meeting of November 19, 2019 as presented. Mr. Gaffney seconded and the motion carried unanimously as follows:

Ayes: Hill, Hartless, Cruze, Gaffney
Noes: None

3. Consider and take action to approve the minutes of the Special Meeting of January

7, 2020

Ms. Hill made a motion to approve the minutes of the Special Meeting of January 7, 2020 as presented. Ms. Cruze seconded and the motion carried unanimously as follows:

Ayes: Hill, Hartless, Cruze, Gaffney
Noes: None

NEW BUSINESS

1. Discuss and provide direction on the bench style and promotional language recommended by City staff for the benches to be located in Capp Smith Park in support of the WEDC "Shop Local" campaign

Discussion was held regarding the style of the bench, the logo, the location of the logo and the messaging. Mr. Chad Stephens provided information regarding the materials of the benches. The Board asked that additional depictions of the benches be provided that show the logo in the center of the bench back and the top left corner of the bench back. Mr. Stephens said he would provide the options at their next meeting to review.

ADJOURNMENT

With no further business to discuss, President Miner adjourned the meeting at 7:05 PM.

APPROVED: this the _____ day of _____ 20____.

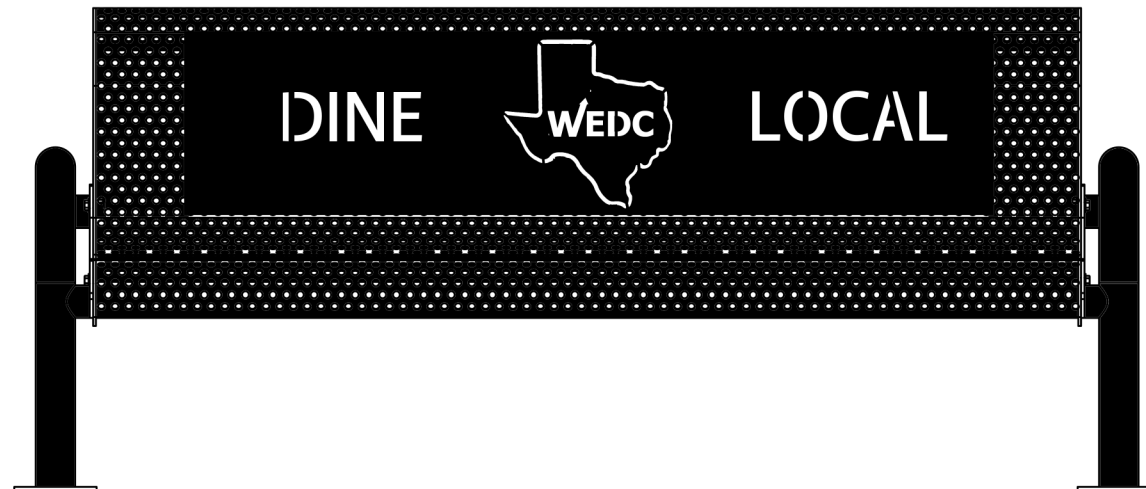
SIGNED: this the _____ day of _____ 20____.

APPROVED: _____
Arthur L. Miner, President

ATTEST: _____
Becky Hartless, Secretary

Approximate Layout for Watauga MOD Benches

Accepted By _____ Date _____





AGENDA MEMORANDUM

DATE: January 22, 2020

TO: Watauga Economic Development Corporation Directors

FROM: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action authorizing a business retention project for Capp Smith Park Benches

BACKGROUND/INFORMATION:

The Economic Development Corporation is a Type B sales tax corporation and is authorized to expend funds related to community or recreational facilities.

A discussion was provided to the Board at the January 2020 Board Meeting to receive input on the project. The Board requested staff return with additional design options (see attached). In an effort to keep the project moving forward and comply with State Law requirements, a public hearing was held for citizen input on the proposed business retention project in accordance with Local Government Code 505.152.

The project cannot begin and monies cannot be expended until 60 days after the Public Hearing per Local Government Code 505.159.

FINANCIAL IMPLICATIONS:

\$50,000 of the required funding for the project is being provided by the WEDC Construction Fund and the balance is being covered by the General Fund.

RECOMMENDATION/ACTION DESIRED:

City staff recommends the Board project direction on the project layout and authorize the project.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. MOD BENCH DINE LOCAL APPROVAL RIGHT REV.1
2. MOD BENCH DINE LOCAL APPROVAL LEFT REV.1
3. MOD BENCH DINE LOCAL APPROVAL CENTER REV.1

REVIEWED BY:

George Hyde, Legal
Sandra Gibson, CGFO, CGFM, Director of Finance
Andrea Gardner, City Manager

Approved - 2/14/2020
Approved - 2/14/2020
Final Approval - 2/14/2020



AGENDA MEMORANDUM

Approved as to form for inclusion on Agenda

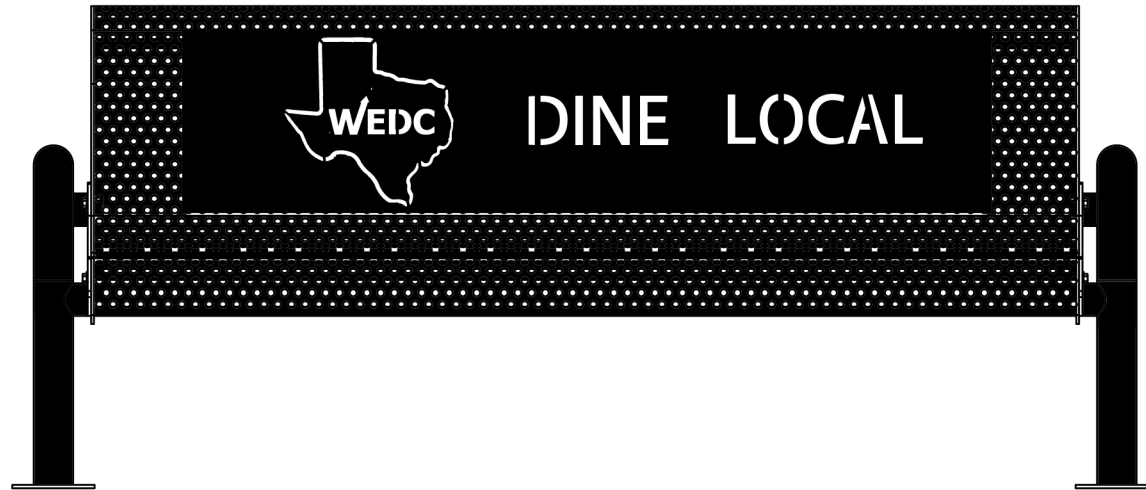
Approximate Layout for Watauga MOD Benches

Accepted By _____ Date _____



Approximate Layout for Watauga MOD Benches

Accepted By _____ Date _____



Approximate Layout for Watauga MOD Benches

Accepted By _____ Date _____

