MINUTES
WATAUGA CITY COUNCIL
REGULAR MEETING
MONDAY, OCTOBER 14, 2019
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
6:30 PM

CALL TO ORDER
The City Council of the City of Watauga, Texas convened at 6:31 p.m.

ROLL CALL
Mayor, Arthur 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 Kina
Council Member Place 7, Kim Irving

and

Andrea Gardner, City Manager / City Secretary
Raquel Guajardo, Interim Deputy City Secretary
Denise Wilkinson, Economic Development
Sandra Gibson, CGFO, CGFM, Director of Finance
Jennifer Walls, Purchasing Agent
Deby Woodard, Assistant Finance Director
Paul Hackleman, P.E., CFM, Director of Public Works
Marcia Reyna, Director of Human Resources/Civil Service
Lana Ewell, Library Director
Sal Torres, Director of Parks and Recreation
Brad Fraley, Chief Information Officer/PIO
George Hyde, Interim City Attorney

and

Nick Hardwick, Enterprise Fleet

INVOCATION
The invocation was given by Pastor J.J. Stevens of Victory Tabernacle Holiness.

PLEDGE OF ALLEGIANCE
Mayor Arthur L. Miner led the pledges of allegiance to the United States flag and the State of Texas flag.

ANNOUNCEMENTS

Mayor Miner called for announcements from Council and staff. Announcements were as follows:

Mr. Sal Torres, Director of Parks and Recreation, announced that a Veterans Day celebration will be held November 2, 2019. The breakfast event will be hosted at the Hector F. Garcia Community Center at 8:30 a.m., and a service will follow at Capp Smith Park Veteran Memorial at 10:30 a.m.

Council Member Prescher announced that the Hometown Christmas event will be held December 7, 2019, at Capp Smith Park.

Mayor Miner announced that a Proclamation recognizing Domestic Violence Awareness will be held at City hall on October 15, 2019, at 5:30 p.m.

There were no other announcements.

PRESENTATIONS

1. Presentation of Service Awards for City of Watauga Employees celebrating a milestone anniversary during the month of October 2019
   Marcia Reyna, Human Resources and Civil Service Director
   Andrea Gardner, City Manager/City Secretary

   City of Watauga Firefighter/Paramedic, Clinton Baston, celebrating 5 years
   City of Watauga Recreation Attendant, Karla Qualls, celebrating 5 years
   City of Watauga Utilities Supervisor, Bob Beach, celebrating 20 years
   City of Watauga Recreation Programmer, Vickie Atchley, celebrating 25 years

2. A Proclamation Declaring Municipal Court Week, November 4-8, 2019
   Sandra Gibson, CGFO, CGFM, Director of Finance
   Andrea Gardner, City Manager/City Secretary

PUBLIC TESTIMONY

No public testimony was given.

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 on approval of a resolution setting the City Observed Holiday Dates for the 2020 Calendar Year

2. Consider action on the September 9, 2019 regular meeting minutes, September 9, 2019 workshop meeting minutes, September 16, 2019 special council meeting minutes, and September 21-22, 2019 Council Retreat meeting minutes (*This item was moved to Action Items. Refer to #6*)

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

4. Consider action on approval of the Monthly Financial Report ending August 31, 2019

5. Consider action to approve participation in the list of cooperative purchasing organizations and interlocal agreements utilized by the City of Watauga on an as needed basis for Fiscal Year 2019-2020 purchasing goods and services

6. Consider action on the first renewal of contracts from Bid # 19-001 for Topsoil, Sand and Rock as presented (*This item was moved to Action Items. Refer to Item #7)*

7. Consider action on a resolution to declare the official email address for Public Information Requests submitted to the Watauga Police Department for police records

8. Consider action on a resolution adopting the City's Strategic Plan for FY 2020-2030

9. Consider action on approval of an Interlocal agreement with the City of North Richland Hills to continue the Teen Court program

A motion was made by Council Member Neal to approve the items as presented. The motion was seconded by Council Member Downey.

Council Member Prescher made a motion to amend the original motion to include pulling consent agenda items (2) and (6) and moving them to action items (6) and (7). The motion was seconded by Mayor Pro Tem Taylor. The motion passed as follows: 4-3-0-0

The motion to amend the motion passed as follows:
AYES: 4
NAYS: 3
ABSENT: 0
ABSTAIN: 0

The Council voted on the original motion, as amended. The motion passed as follows: 7-0-0-0
AYES: 7
NAYS: 0
ABSENT: 0
ABSTAIN: 0

ACTION ITEMS

1. Discuss and provide direction to the City Manager regarding potential revisions to Sec. 42-83(b) of the City of Watauga Code of Ordinances
Sandra Gibson, CGFO, CGFM, Director of Finance

   Ms. Gibson presented to the Council regarding the processing of utility deposit refunds for payers in good standing and stated that there is $40,000 of bad debt each year.

   Council Member Prescher commented that the current policy requires that a deposit refund request be made in writing after two (2) years. He further stated that it is reasonable for the refund be automatically credited to the account after one (1) year. In the event there are late fees, the credit can be applied to those charges.

   Mayor Miner called for public testimony.

   Public testimony was given by Ms. Marilyn Shorr, 7012 Valley Ford Court, Watauga. Ms. Shorr stated that many residents forget that a deposit was initially made and would be prefer that the refund be automatically returned to the account holder. She also recommended a periodic review of the code of ordinances.

   Mr. George Hyde, City Attorney, recommended a rate study be conducted for a 3-5 year period and part of the study should include the rate to recover bad debt.

   The direction of the majority of the Council was to return the refund automatically after a two year period.

2. Discuss and consider action to authorize the City to enter into multiple agreements to transition most of the City's fleet of vehicles to a lease and maintenance program offered by Enterprise Fleet Management Trust
Andrea Gardner, City Manager/City Secretary

   Ms. Gardner introduced Mr. Nick Hardwick to provide an update as requested by the Council at the retreat held in September.

   Mr. Hardwick stated that the goal of the program was to reduce expenses associated with acquisition and operating costs. The current fleets consists of (81) vehicles and the projected downsizing to (74) totaling a 10 year savings of $973,000. This is a proposed equity lease agreement and applies to non-emergency response vehicles. This agreement will allow replacement of more vehicles over the next five years.

Mayor Miner called for public testimony. No one spoke during public testimony.

Council Member Prescher made a motion to postpone action until further information is received on impact to fleet staff. Motion seconded by Council Member Downey. The motion passed as follows: 7-0-0-0

AYES: 7
NAYS: 0
ABSENT: 0
ABSTAIN: 0

The mayor adjourned the meeting for a ten minute recess at 7:44 p.m.

The mayor reconvened the meeting at 7:57 p.m.

3. Discuss and provide direction to the Mayor for reviewing the roles and responsibilities of board chairpersons and members
Mayor Art Miner

Mayor Miner proposed a meeting to review roles and responsibilities of Chairpersons of all boards to define roles, expectations and procedures as a governing body. The date is to be determined following direction of Council. Mayor Miner clarified that he envisions a group meeting to include board and committee council liaisons.

The consensus of the Council was to move forward with scheduling a group meeting to include liaisons.

No public testimony was given during this item.

4. Consider action on a Professional Services Agreement between the City of Watauga, Texas and Burgess & Niple, Inc. for the 2019-2020 Water and Wastewater CIP
Paul Hackleman, P.E., CFM, Director of Public Works
Andrea Gardner, City Manager/City Secretary

Mr. Hackleman provided an overview of the 2019-2020 services agreement between the City and Burgess & Niple to include a contingency of $88,000.

Mayor Miner called for public testimony. No one spoke during public testimony.

Council Member Irving made a motion to accept the agreement as presented. Motion seconded by Council Member King. The motion passed as follows: 7-0-0-0

AYES: 7
NAYS: 0
ABSENT: 0
ABSTAIN: 0

5. Consider action on a Professional Services Agreement between the City of Watauga, Texas and Pacheco Koch, LLC. for the Green Ribbon 2 Project on Denton Highway
Paul Hackleman, P.E., CFM, Director of Public Works
Andrea Gardner, City Manager/City Secretary

Mr. Hackleman stated that The Green Ribbon Grant provides funds for landscaping, irrigation and related elements of Denton Highway as it is a TXDOT Roadway. Green Ribbon 2 is an award of $400,000 but is contingent upon funds over budget, however, an option is provided to reduce the scope of the project. The low maintenance theme was selected and should remain the overall theme as long as the grants are awarded. The City of Watauga contribution is $37,900, which is needed to access the full amount of the $400,000 grant. The city's contribution is needed to prevent funds being left on the table.

Council Member Prescher recommended that there be more distinctive colors used to avoid the landscape from blending in with the railroad brush.

Mr. Hackleman stated that after the project is complete, the railroad will be contacted regarding the unkempt areas directly behind the landscaped areas.

Mayor Miner called for public testimony. No one spoke during public testimony.

Council Member Neal made a motion to accept the item as presented. Motion seconded by Council Member Snyder. The motion passed as follows: 7-0-0-0

AYES: 7
NAYS: 0
ABSENT: 0
ABSTAIN: 0

6. Consider action on the September 9, 2019 regular meeting minutes, September 9, 2019 workshop meeting minutes, September 16, 2019 special council meeting minutes, and September 21-22, 2019 Council Retreat meeting minutes
Andrea Gardner, City Manager/City Secretary

Council Member Prescher made a motion to approve the item as presented with an amendment to the September 9, 2019 workshop meeting minutes to reflect that he was *absent with notice*. Motion was seconded by Council Member Neal. Motion passed as follows: 7-0-0-0

AYES: 7
NAYS: 0
ABSENT: 0
ABSTAIN: 0

No public testimony was given during this item.

7. Consider action to authorize the payment of annual expenditures in amounts anticipated to exceed $50,000 for recurring and estimated contractual expenses incurred for goods or services throughout Fiscal Year 2019-2020
Sandra Gibson, CGFO, CGFM, Director of Finance
Jennifer Walls, Purchasing Agent

Council Member Prescher asked for an overview of information on page 80 within packet regarding items over $50,000 to include the purpose said contracts.

Ms. Gardner, Ms. Woodard and Ms. Walls provided a brief overview and purpose of each listed contract.

Council Member Neal made a motion to approve the item as presented. Motion was seconded by Council Member Downey. Motion passed as follows: 7-0-0-0

AYES: 7
NAYS: 0
ABSENT: 0
ABSTAIN: 0

ITEMS FOR FUTURE CITY COUNCIL MEETINGS
Mayor Miner called for Council to present items for future meetings. None were given at this time.

ADJOURNMENT
Mayor Miner adjourned the meeting at 8:33 p.m.

APPROVED: this the 12TH day of NOV, 2019

SIGNED: this the 15TH day of NOV, 2019

APPROVED:

Arthur L. Miner /s/
Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner /s/
Andrea Gardner, City Secretary

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