



AGENDA
WATAUGA CITY COUNCIL
WORKSHOP MEETING
MONDAY, AUGUST 10, 2020
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
5:30 PM

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

COVID-19 PRECAUTIONS

The operation of a municipality is an Essential Service. The Texas Governor's Order, with the guidance of DSHS Commissioner Dr. Hellerstedt, allows all persons in Texas to obtain essential services, but directs the public to do so by minimizing in-person contact with people who are not in the same household and direct the implementation of social distancing, good hygiene, environmental cleanliness and sanitation. Therefore, the following social distancing rules apply to the public attending this meeting:

- 1) Any member of the public attending the meeting shall maintain a six-foot distance from others (except for those you live in the same household). City Staff and City Officials shall practice social distancing to the extent able without interfering in the ability to carry out the essential governmental functions to be conducted at this meeting.
- 2) To enter City Hall to attend this meeting all persons must wear a face covering (i.e. a cloth mask that effectively covers the mouth and nose with more than one layer of fabric) or equivalent device.
- 3) Attendance in the Council Chamber will be limited to allow for the public in attendance to practice social distancing. Seating may be assigned.
- 4) Coughs and sneezes must be covered with a cloth or tissue, which should then be properly disposed of or washed, and shall not be exposed to others.
- 5) Public courtesies such as handshakes or other greetings shall be respectfully avoided.
- 6) Any member of the public approaching city representatives, whether they be city staff or elected or appointed officials must maintain six-foot social distancing.

Any person who fails to comply with the COVID-19 Precautions may be removed from the meeting.

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

ROLL CALL

PLEDGE OF ALLEGIANCE United States and Texas Flags

PRESENTATIONS

1. Presentation of the City of Watauga's Personnel Improvement Plan for FY2021-2025
Marcia Reyna, Human Resources and Civil Service Director
Andrea Gardner, City Manager
2. Presentation of the City of Watauga's Capital Outlay Plan for FY2021-2025
Sandra Gibson, CGFO, CGFM, Director of Finance
3. Presentation of the City of Watauga's Capital Improvement Plan
Sandra Gibson, CGFO, CGFM, Director of Finance

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 Friday, August 7, 2020, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.



Andrea Gardner, City Secretary





AGENDA MEMORANDUM

DATE: July 23, 2020

TO: Honorable City Council Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

THROUGH: Andrea Gardner, City Manager

SUBJECT: Presentation of the City of Watauga's Personnel Improvement Plan for FY2021-2025

BACKGROUND/INFORMATION:

The purpose of the Personnel Improvement 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.

To help balance the FY 2020-21 budget, the City has unfunded 8.75 FTE (Full Time Equivalent Employees) vacant positions. 12 FTE were eliminated as a result of reorganizations within the Finance, Public Works, Police and Parks and Community Services Department. A total of 1.5 FTE have been added in the FY2020-21 budget for the positions of Public Information Officer (FTE 0.5), Administrative Assistant – Financial Services (FTE 0.5) and Police Records Clerk (FTE 0.5 increasing from a part time to a full time position). The total FTE from 2019-2020 has reduced from 176.50 to 155.75 in FY 2020-21. The PIP will be discussed in greater detail during the Council Workshop presentation on August 10, 2020.

FINANCIAL IMPLICATIONS:

Personnel costs as included in the FY 2020-21 proposed budget.

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that City Council provide feedback regarding the proposed Personnel Improvement Plan (PIP) for 2021-2025.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Personnel Improvement Plan 2021-2025 Presentation

REVIEWED BY:

Marcia Reyna, Human Resources and Civil Service Director	New -
Sandra Gibson, CGFO, CGFM, Director of Finance	Approved - 8/6/2020



AGENDA MEMORANDUM

Marcia Reyna, Human Resources and Civil Service Director Approved - 8/6/2020
Andrea Gardner, City Manager Final Approval - 8/7/2020
Approved as to form for inclusion on Agenda

Personnel Improvement Plan

FY 2021 – 2025

5 Year Plan



August 10, 2020

Proposed Adoption Date September 14, 2020

FY 2021-2025

Personnel Improvement Plan (PIP)

- **Purpose**
 - To identify current and future personnel needs
 - To justify these needs
 - To develop a plan to fund these positions
- **Note:** Financial estimates do not include salary adjustments, health benefit changes, retirement contribution changes or additional pay which is specific to each employee (i.e. certification pay, cell phone allowance, longevity, etc.)

FY 2021-2025

Personnel Improvement Plan (PIP)

- What is a Full Time Equivalent (FTE)?
 - 1 FTE = Full Time Employee
 - 0.5 FTE = Part Time Employee / 20+ hours per week
 - 0.25 FTE = Seasonal/Part Time Employee / -19 hours per week

FY 2021-2025



Changes in the Personnel Improvement Plan (P.L. ,

- FY 2019-20 FTE 176.5
- FY 2020-21 FTE 157.25

- FTE 20.75
 - FTE 8.75 Unfunded (highlighted in yellow)
 - FTE 12 Eliminated

- FTE 1.5 (New)
 - Police Records Clerk (part time to full time) (FTE 0.5)
 - Public Information Officer (FTE 0.5)
 - Administrative Assistant – Finance (FTE 0.5)

FY 2021-2025 PIP - Summary

	FY 2018-19 Prior Year	FY 2019-20 Current	FY 2019-20 Projected		FY 2020-21 Recommended		Future Needs			
SUMMARY	Funded	Funded	Funded	Unfunded or Eliminated	Funded	Financial Impact (Salary & Benefits)	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
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	0	2	\$ -	2	2	2	2
ECONOMIC DEVELOPMENT DEPARTMENT	1	1	0	1	0.5	\$ (31,829)	1.5	1.5	1.5	1.5
HUMAN RESOURCES DEPARTMENT	2	2	2	0	2	\$ -	2	2	2	2
FIRE DEPARTMENT	21	27	27	0	27	\$ -	27	27	27	27
FINANCE DEPARTMENT	6.25	6.25	5	1.25	5.5	\$ (41,259)	5.75	5.75	5.75	5.75
FINANCE DEPARTMENT - MUNICIPAL COURT	5	5	4	1	4	\$ (71,996)	4	4.25	4.25	4.25
LIBRARY DEPARTMENT	12.25	12.5	11.25	1.25	11.25	\$ (68,400)	13.5	14	15	15
INFORMATION TECHNOLOGY DEPARTMENT	2	2	2	0	2	\$ -	3	4	4	4
PARKS & COMMUNITY SERVICES DEPARTMENT	16.25	15.25	9	6.25	9	\$ (388,509)	11.25	11.25	11.25	11.25
POLICE DEPARTMENT	28.5	27.5	27.5	0	28	\$ 26,634	30	33.25	36.25	39.25
POLICE - ENVIRONMENTAL SERVICES	8	8	8	0	8	\$ -	9	9	9	9
PUBLIC WORKS - DEVELOPMENT SERVICES	5	6	4	2	4	\$ (125,898)	5.25	6.25	6.25	6.25
PUBLIC WORKS - STREETS	10	10	7	3	7	\$ (117,000)	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	5	3	2	3	\$ (56,000)	3	3	3	3
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	7	1	7	\$ (39,000)	9	9	9	9
PUBLIC WORKS - SEWER COLLECTION (40)	4	4	2	2	2	\$ (81,230)	4	4	4	4
FINANCE - UTILITY BILLING & COLLECTIONS (40)	7	7	7	0	7	\$ -	7	7	7	7
CITY WIDE TOTAL	170.25	176.50	155.75	20.75	157.25	\$ (994,487)	177.25	184.25	188.25	191.25

FY 2021-2025 PIP - Fiscal Impact By Fund



	FY 2019-20 CURRENT		FY 2020-21 PROJECTED	
	FUNDED	UNFUNDED	FUNDED	UNFUNDED
GENERAL FUND	\$10,102,450	\$1,319,086	\$ 9,569,264	\$1,985,369
SPECIAL REVENUE FUNDS				
Safer Grant (12)	\$ 381,744		\$ 368,550	
PDC/EDC (04)	\$ -		\$ -	
Crime Control District (18)	\$ 982,500		\$ 991,000	
Traffic Safety (28)	\$ 374,930		\$ 341,650	
Court Security (25)	\$ 6,840		\$ -	
Court Juvenile Case Manager (27)	\$ 21,160		\$ 21,415	
Subtotal	\$ 1,767,174		\$ 1,722,615	
ENTERPRISE FUNDS				
Storm Drain (15)	\$ 501,300	\$ 39,164	\$ 465,400	\$ 41,955
Water/Sewer (40)	\$ 1,558,700	\$ 69,735	\$ 1,448,940	\$ 199,782
Subtotal	\$ 2,060,000	\$ 108,899	\$ 1,914,340	\$ 241,737
Total Fiscal Impact	\$13,929,624	\$1,427,985	\$13,206,219	\$2,227,106

Funded Positions

FY 2021-2025 PIP - Funded Positions

FUNDED POSITIONS	FY 2018-19 Prior Year	FY 2019-20 Current	FY 2019-20 Projected		FY 2020-21 Recommended	
	Funded	Funded	Funded	Eliminated or Unfunded	Funded	Financial Impact (Salary & Benefits)
GENERAL FUND (01)						
Subtotal	130.25	135.5	119.75	15.75	121.25	\$ (818,257)
SPECIAL REVENUE FUNDS						
Subtotal	15	16	14	2	14	\$ (56,000)
ENTERPRISE FUNDS						
Subtotal	25	25	22	3	22	\$ (120,230)
CITY WIDE TOTAL	170.25	176.50	155.75	20.75	157.25	\$ (994,487)

- Decrease by FTE 20.75
 - FTE 8.75 Unfunded
 - FTE 12 Eliminated
- Increase FTE 1.5 (New)
 - Police Records Clerk (part time to full time) (FTE 0.5)
 - Public Information Officer (FTE 0.5)
 - Administrative Assistant – Finance (FTE 0.5)

Unfunded Positions

FY 2021-2025 PIP - UnFunded Positions

	Unfunded & Unmet Needs	Future Needs				Financial Impact (Salary, Benefits, Training and Equipment)
UNFUNDED POSITIONS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	
GENERAL FUND						
Subtotal	5.75	16	22	26	29	\$ 1,985,369
SPECIAL REVENUE FUNDS						
Subtotal	0	0	0	0	0	\$ -
ENTERPRISE FUNDS						
Subtotal	3	4	5	5	5	\$ 241,737
TOTAL ALL FUNDS (FTEs)	8.75	20	27	31	34	\$ 2,227,106

- Justification for these positions are included in the Personnel Improvement Plan document
- 8.75 positions unfunded for FY2020-21 are included

FY 2021-2025 PIP - UnFunded Positions

		Unfunded & Unmet Needs	Future Needs				Financial Impact (Salary, Benefits, Training and Equipment)	
UNFUNDED POSITIONS	FLSA Status	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25		
GENERAL FUND								
CITY SECRETARY DEPARTMENT								
City Secretary	E	0	Reclass	0	0	0		\$ 32,433
Records Analyst	NE	0	Reclass	0	0	0	\$ 11,831	
Subtotal Department		0	0	0	0	0	\$ 44,264	
ECONOMIC DEVELOPMENT DEPARTMENT								
Business Retention Specialist	NE	0	1	1	1	1	\$ 66,592	
Subtotal Department		0	1	1	1	1	\$ 66,592	
FINANCE DEPARTMENT								
Bailiff (PT)	NE	0	0	0.25	0.25	0.25	\$ 11,186	
Senior Deputy Court Clerk*	NE	0	Reclass	0	0	0	\$ 2,839	
Summer Finance Intern (PT)	NE	0.25	0.25	0.25	0.25	0.25	\$ 5,000	
Subtotal Department		0.25	0.25	0.5	0.5	0.5	\$ 19,025	
LIBRARY DEPARTMENT								
Librarian - Reference	E	0	0	0	1	1	\$ 57,277	
Library Assistant I (Youth Services)	NE	0	0	0.5	0.5	0.5	\$ 23,848	
Library Assistant (Adult Services) (PT)	NE	0	1	1	1	1	\$ 38,212	
Library Assistant (Circulation)	NE	1	1	1	1	1	\$ 55,800	
Homework Help Center Coordinator	NE	0.25	0.25	0.25	0.25	0.25	\$ 12,600	
Subtotal Department		1.25	2.25	2.75	3.75	3.75	\$ 187,737	

FY 2021-2025 PIP - UnFunded Positions

 UNFUNDED POSITIONS		Unfunded & Unmet Needs	Future Needs				Financial Impact (Salary, Benefits, Training and Equipment)
	FLSA Status	FY 2020- 21	FY 2021- 22	FY 2022- 23	FY 2023- 24	FY 2024- 25	
GENERAL FUND							
PARKS & COMMUNITY SERVICES DEPARTMENT							
Director of Parks and Community Services*	E	1	1	1	1	1	\$ 124,295
Chemical Applicator & Irrigation Technician	NE	0	1	1	1	1	\$ 44,727
Summer Parks Maintenance Worker	NE	0.25	0.25	0.25	0.25	0.25	\$ 10,000
Subtotal Department		1.25	2.25	2.25	2.25	2.25	\$ 179,022
POLICE							
POLICE DEPARTMENT							
Reserve Police Officer (PT)	NE	0	0	0.25	0.25	0.25	\$ 27,229
Police Officer (FY2021-22)	NE	0	2	2	2	2	\$ 160,122
Police Officer (FY2022-23)	NE	0	0	3	3	3	\$ 240,433
Police Officer (FY2023-24)	NE	0	0	0	3	3	\$ 240,433
Police Officer (FY2024-25)	NE	0	0	0	0	3	\$ 240,433
Subtotal Department		0	2	5.25	8.25	11.25	\$ 908,650
POLICE - ENVIRONMENTAL SERVICES							
Code Enforcement Officer	NE	0	1	1	1	1	\$ 80,745
Subtotal Department		0	1	1	1	1	\$ 80,745

FY 2021-2025 PIP - UnFunded Positions

		Unfunded & Unmet Needs	Future Needs				Financial Impact (Salary, Benefits, Training and Equipment)	
UNFUNDED POSITIONS	FLSA Status	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25		
GENERAL FUND								
PUBLIC WORKS DEPARTMENT								
PUBLIC WORKS - DEVELOPMENT SERVICES								
Administrative Assistant - Public Works	NE	0	0.25	0.25	0.25	0.25		\$ 22,916
Engineering Technician I	NE	0	1	1	1	1	\$ 72,065	
Neighborhood Empowerment Zone Coordinator	NE	0	0	1	1	1	\$ 52,113	
Subtotal Department		0	1.25	2.25	2.25	2.25	\$ 147,094.00	
PUBLIC WORKS - STREETS								
Streets Maintenance Worker II	NE	0	1	1	1	1	\$ 52,295	
Streets Maintenance Worker I	NE	3	3	3	3	3	\$ 117,000	
Sign and Signal Technician II	NE	0	Reclass				\$ 2,680	
Subtotal Department		3	4	4	4	4	\$ 171,975	
PUBLIC WORKS - FLEET MAINTENANCE								
Administrative Assistant - Fleet and Facilities	NE	0	1	1	1	1	\$ 49,316	
Subtotal Department		0	1	1	1	1	\$ 49,316	
GENERAL FUND TOTAL		5.75	16	22	26	29	\$ 1,985,369.00	

FY 2021-2025 PIP - UnFunded Positions

		Unfunded & Unmet Needs	Future Needs				Financial Impact (Salary, Benefits, Training and Equipment)
	FLSA Status	FY 2020- 21	FY 2021- 22	FY 2022- 23	FY 2023- 24	FY 2024- 25	
UNFUNDED POSITIONS							
SPECIAL REVENUE FUNDS							
FINANCE DEPARTMENT							
FINANCE - MUNICIPAL COURT SECURITY							
		0	0	0	0	0	\$ -
Subtotal Department		0	0	0	0	0	\$ -
POLICE DEPARTMENT							
POLICE - CRIME CONTROL PREVENTION							
		0	0	0	0	0	\$ -
Subtotal Department		0	0	0	0	0	\$ -
POLICE - TRAFFIC SAFETY							
		0	0	0	0	0	\$ -
Subtotal Department		0	0	0	0	0	\$ -
ECONOMIC DEVELOPMENT CORPORATION							
		0	0	0	0	0	\$ -
Subtotal Department		0	0	0	0	0	\$ -
SPECIAL REVENUE FUNDS TOTAL		0	0	0	0	0	\$ -

FY 2021-2025 PIP - UnFunded Positions

		Unfunded & Unmet Needs	Future Needs				Financial Impact (Salary, Benefits, Training and Equipment)
UNFUNDED POSITIONS	FLSA Status	FY 2020- 21	FY 2021- 22	FY 2022- 23	FY 2023- 24	FY 2024- 25	
ENTERPRISE FUNDS							
PUBLIC WORKS DEPARTMENT							
PUBLIC WORKS - DRAINAGE UTILITY							
Storm Drain Maintenance Worker I	NE	0	0	1	1	1	\$ 41,955
Subtotal Department		0	0	1	1	1	\$ 41,955
PUBLIC WORKS - WATER DISTRIBUTION							
Water Maintenance Worker I	NE	1	1	1	1	1	\$ 39,000
Operator/Water Conservation Coordinator	NE	0	Reclass				\$ 10,160
Environmental Compliance Specialist	NE	0	1	1	1	1	\$ 69,392
Subtotal Department		1	2	2	2	2	\$ 118,552
PUBLIC WORKS - SEWER COLLECTION							
Sewer Maintenance Worker II	NE	1	1	1	1	1	\$ 42,230
Sewer Maintenance Worker I	NE	1	1	1	1	1	\$ 39,000
Subtotal Department		2	2	2	2	2	\$ 81,230
FINANCE - UTILITY BILLING & COLLECTIONS							
		0	0	0	0	0	\$ -
Subtotal Department		0	0	0	0	0	\$ -
ENTERPRISE FUNDS TOTAL		3	4	5	5	5	\$ 241,737
TOTAL ALL FUNDS		8.75	20	27	31	34	\$ 2,227,106

FY 2021-2025 PIP - UnFunded Positions Example

		Unfunded & Unmet Needs	Future Needs				Financial Impact (Salary, Benefits, Training and Equipment)
UNFUNDED POSITIONS	FLSA Status	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	
POLICE - ENVIRONMENTAL SERVICES							
Code Enforcement Officer	NE	0	1	1	1	1	\$ 80,745
Subtotal Department		0	1	1	1	1	\$ 80,745
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.							

PIP Implementation Plan

- PIP will be updated annually by ordinance
 - *Proposed for Adoption on September 14, 2020*
- PIP will be included within the budget document
- PIP will be updated with the Classification Plan when changes occur
- Department Directors will evaluate the PIP annually during budget preparation

- Questions, Feedback and Direction





AGENDA MEMORANDUM

DATE: July 30, 2020

TO: Honorable City Council Members

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

THROUGH: Andrea Gardner, City Manager

SUBJECT: Presentation of the City of Watauga's Capital Outlay Plan for FY2021-2025

BACKGROUND/INFORMATION:

Staff will present the Capital Outlay Plan for FY2021-FY2025.

FINANCIAL IMPLICATIONS:

Funds are budgeted within the FY2020-FY2021 Budget

RECOMMENDATION/ACTION DESIRED:

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

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CAPITAL OUTLAY PLAN FY2021-2025

REVIEWED BY:

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

Approved as to form for inclusion on Agenda

Approved - 8/6/2020
Final Approval - 8/7/2020



FY 2021–2025 Capital Outlay Plan





COP Committee Process

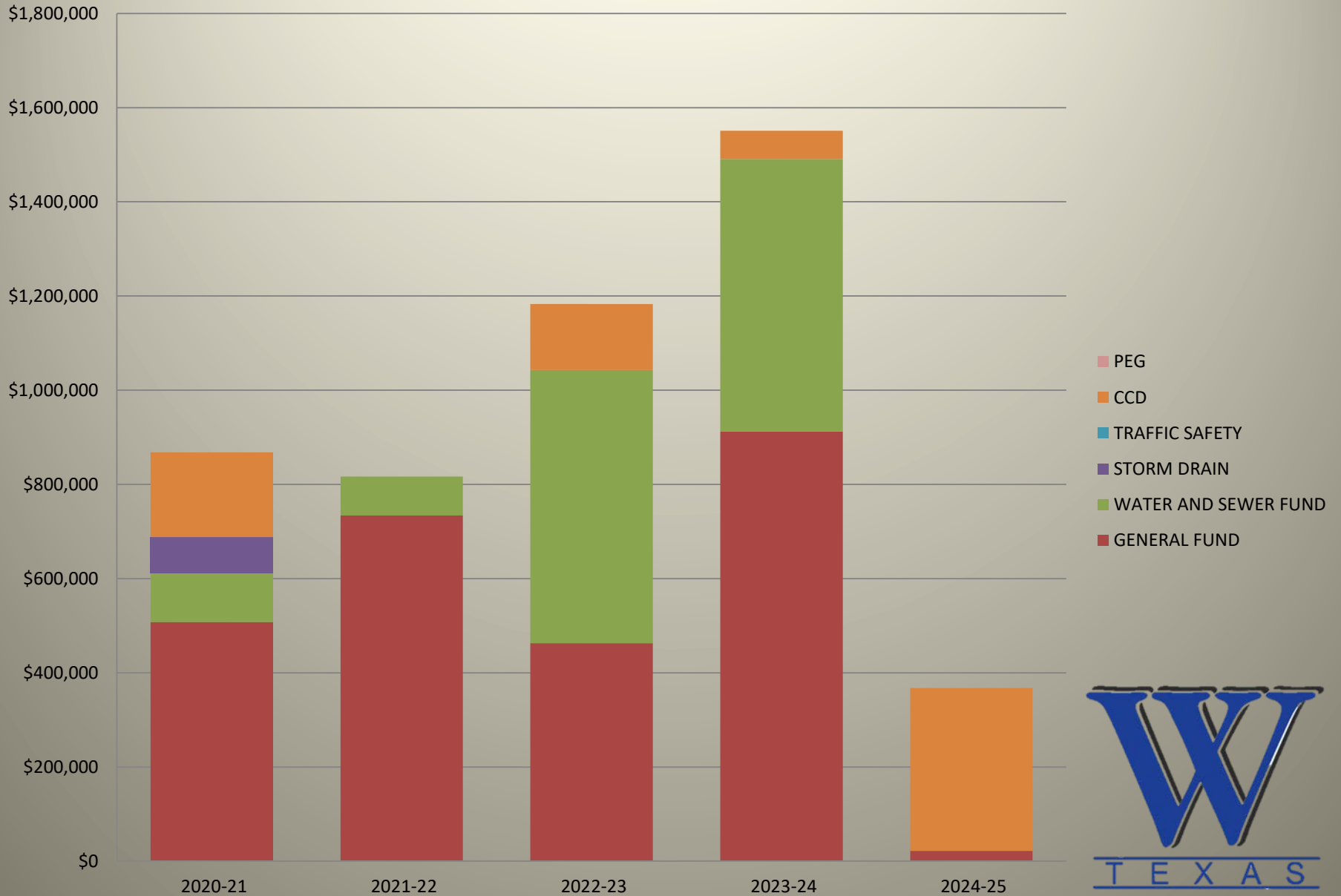
- 2nd Year to Develop Capital Outlay Plan
- Departments:
 - COP Committee prioritizes assets by fund in each fiscal year
 - Considers updated conditions of assets
 - Final prioritization for yielding a true consensus of the Capital Outlay Committee



COP COMMITTEE RECOMMENDATIONS



COP Summary by Fund FY 2021-2025



FY 2020-2021

Proposed Capital Outlay by Fund Summary

Fund	Number of Purchases	Fund Total
General Fund	19	\$507,914
Water & Sewer Fund	3	\$104,000
Storm Drain	3	\$76,000
CCD	3	\$180,000
Total	28	\$867,914



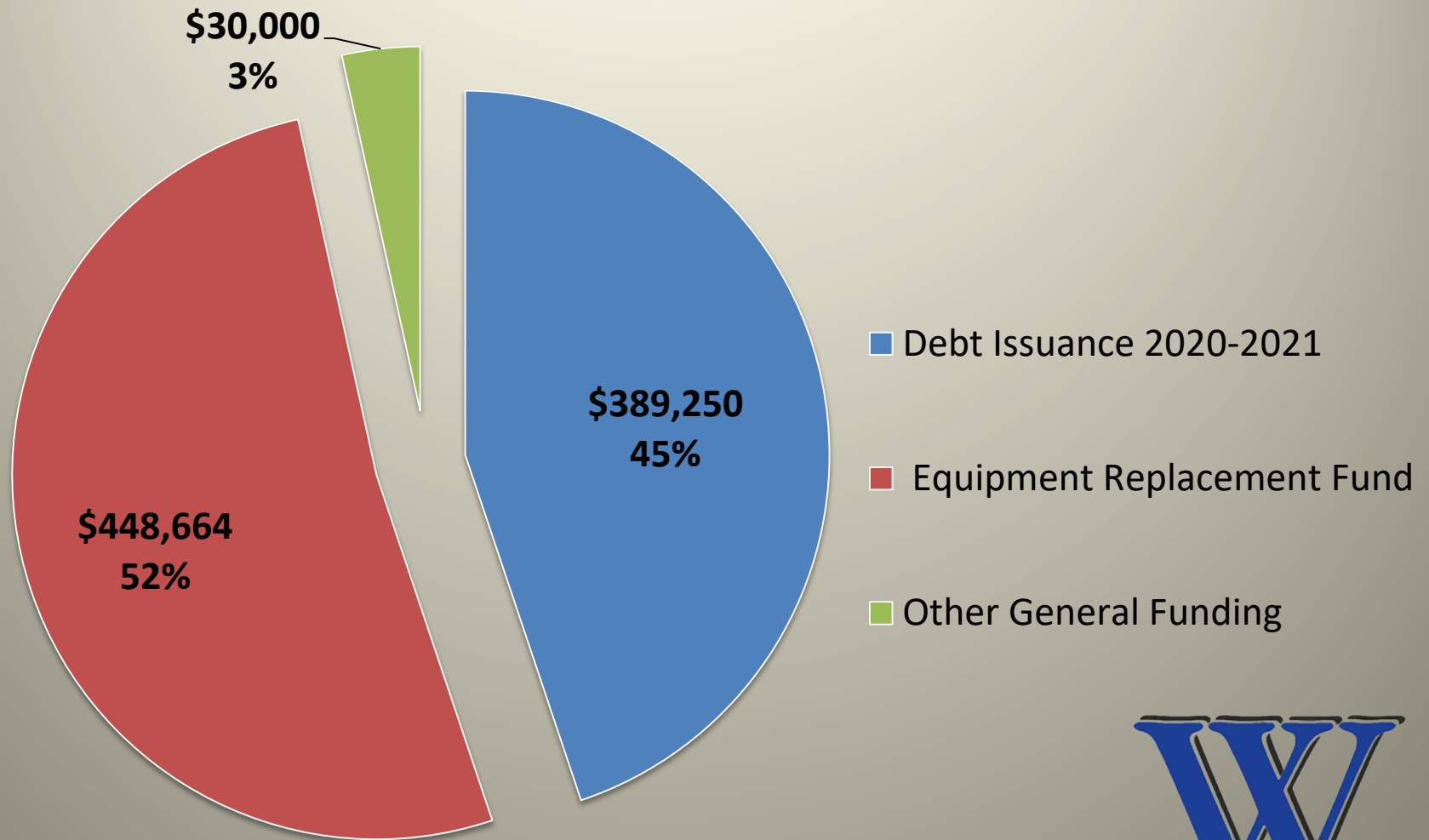
FY 2020-2021

Proposed Capital Outlay by Funding Source

Fund Source	Number of Purchases	Fund Total
Debt Issuance 2020	6	\$389,250
Equipment Replacement Fund	21	\$448,664
Other General Funding	1	\$30,000
Total	28	\$867,914



Capital Outlay Funding Sources 2020-2021



Proposed Capital Outlay by Fund and Department

FY 2021

Department	Type of Equipment	Cost
General Fund		
Animal Control	Light Duty Truck	\$60,000
Police	Motorcycle Radar Units	\$12,000
Recreation	Light Duty Truck – Sr. Van	\$65,000
Streets	Equipment- Heavy	\$48,000
Parks	Small Engine Equipment	\$30,000
Library	Office Equipment	\$3,500
	Computers (3)	\$21,574
I.T.	Computers (3)	\$216,250
	Software (.5)	\$15,000
Facilities	HVAC (6)	\$36,590
Totals		\$507,914

Proposed Capital Outlay by Fund and Department FY 2021

Department	Type of Equipment	Cost
Water & Sewer Fund		
Water & Sewer	Light Duty Truck	\$35,000
	Meter Reader (2)	\$54,000
	Software (.5)	\$15,000
Total		\$104,000
CCD Fund		
Police	Emergency Car (3)	\$180,000
Total		\$180,000



Proposed Capital Outlay by Fund and Department FY 2021

Department	Type of Equipment	Cost
Storm Drain Fund		
Storm Drain	Light Duty Truck	\$35,000
	Equipment- Heavy	\$33,000
	Trailer	\$8,000
Totals		\$76,000



FY 2021-2025

Capital Outlay Plan

City Council Questions and
Direction



Funding Recommendations

FY 2022

Department	Type of Equipment	Cost
General Fund		
Facilities	HVAC (5)	\$44,854
Fire	Light Duty Truck	\$55,000
I.T.	Servers (3)	\$99,000
	Software (2)	\$49,000
Parks	Small Engine Equipment (3)	\$39,000
	Equipment-Light (2)	\$39,300
	Light Duty Truck (2)	\$67,000
	Trailer (4)	\$31,000
	ATV	\$10,000
Fleet	Light Duty Truck	\$39,000
		Continued

Funding Recommendations

FY 2022

Department	Type of Equipment	Cost
General Fund Continued		
Police	Emergency Car	\$60,000
	Motorcycle (2)	\$60,000
	Light Duty Truck (3)	\$120,000
Streets	Equipment- Heavy	\$8,470
	Equipment- Light	\$7,260
Library	Office Equipment	\$2,312
	Computer	\$2,673
Total		\$733,869



Funding Recommendations

FY 2022

Department	Type of Equipment	Cost
Water & Sewer Fund		
Water & Sewer	Equipment- Heavy	\$75,000
	Trailer	\$7,500
Total		\$82,500



CITY OF WATAUGA
CAPITAL OUTLAY SUMMARY - CATEGORY/TYPE
FY 2021-2025

	2020-21		2021-22		2022-23		2023-24		2024-25		Total	
CATEGORY/TYPE	#	COST	#	COST	#	COST	#	COST	#	COST	#	COST
VEHICLES												
AMBULANCE *												
ATV			1	10,000							1	10,000
EMERGENCY CAR	3	180,000	1	60,000	3	140,000	3	170,000	5	300,000	15	850,000
LIGHT DUTY TRUCK	6	249,000	7	281,000	4	218,000	6	292,600			23	1,040,600
HEAVY DUTY TRUCK					3	350,000	2	700,000			5	1,050,000
MEDIUM DUTY TRUCK							1	80,000			1	80,000
MOTORCYCLE	1	12,000	2	60,000	1	30,000					4	102,000
PASSENGER CAR									1	40,000	1	40,000
MACHINERY/MOTORIZED EQUIPMENT												
HEAVY EQUIPMENT	2	81,000	2	83,470	1	130,000	1	160,000			6	454,470
LIGHT EQUIPMENT			3	46,560			3	59,700			6	106,260
SMALL ENGINE EQUIPMENT	1	30,000	3	39,000			1	15,000			5	84,000
TRAILER	1	8,000	5	38,500					1	6,000	7	52,500
COMMUNICATIONS EQUIPMENT												
RADIO												
COMPUTERS/ELECTRONIC EQUIPMENT												
SERVERS			3	99,000							3	99,000
HARDWARE					3	221,300					3	221,300
COMPUTERS	6	237,824	1	2,673							7	240,497
SOFTWARE	1	30,000	2	49,000	1	30,000					4	109,000
OTHER EQUIPMENT												
FITNESS EQUIPMENT					1	1,200			7	21,800	8	23,000
OFFICE EQUIPMENT	1	3,500	1	2,312							2	5,812
BUNKER GEAR EQUIPMENT							1	73,500			1	73,500
FACILITIES												
HVAC	6	36,590	5	44,854	9	62,414					20	143,858
GENERATOR												
TOTALS	28	\$ 867,914	36	\$ 816,369	26	1,182,914	18	\$ 1,550,800	14	\$ 367,800	122	\$ 4,785,797

	2020-21		2021-22		2022-23		2023-24		2024-25		Total	
FUND TOTALS	#	COST	#	COST	#	COST	#	COST	#	COST	#	COST
GENERAL FUND	19	507,914	34	733,869	18	462,914	14	912,200	7	21,800	92	2,638,697
WATER AND SEWER FUND	3	104,000	2	82,500	5	580,000	3	578,600			13	1,345,100
STORM DRAIN	3	76,000									3	76,000
TRAFFIC SAFETY												
CCD	3	180,000			3	140,000	1	60,000	7	346,000	14	726,000
PEG												
TOTALS	28	\$ 867,914	36	\$ 816,369	26	\$ 1,182,914	18	\$ 1,550,800	14	\$ 367,800	122	\$ 4,785,797

	2020-21		2021-22		2022-23		2023-24		2024-25		Total	
FUNDING SOURCE	#	COST	#	COST	#	COST	#	COST	#	COST	#	COST
CERTIFICATES OF OBLIGATION	6	389,250	11	436,000	11	849,300	11	1,273,300			39	2,947,850
TAX NOTES												
EQUIPMENT REPLACEMENT FUND	21	448,664	23	331,369	5	241,200	7	277,500	14	367,800	70	1,666,533
PEG												
OTHER GENERAL FUNDING	1	30,000	2	49,000	10	92,414					13	171,414
TOTALS	28	\$ 867,914	36	\$ 816,369	26	\$ 1,182,914	18	\$ 1,550,800	14	\$ 367,800	122	\$ 4,785,797

**CITY OF WATAUGA
CAPITAL OUTLAY SUMMARY - Funding Source
FY2021-FY2025**

General Fund

	2020-21		2021-22		2022-23		2023-24		2024-25		Total	
Funding Source	#	COST	#	COST	#	COST	#	COST	#	COST	#	COST
Certificates of Obligation	9	389,250	11	436,000	7	369,300	8	694,700			35	1,889,250
Tax Note												
ERF	9	103,664	21	248,869	1	1,200	6	217,500	7	21,800	44	593,033
PEG												
Other	0.5	15,000	2	49,000	10	92,414					12.5	156,414
TOTALS	18.5	\$ 507,914	34	\$ 733,869	18	\$ 462,914	14	\$ 912,200	7	\$ 21,800	91.5	\$ 2,638,697

Water & Sewer

	2020-21		2021-22		2022-23		2023-24		2024-25		Total	
Funding Source	#	COST	#	COST	#	COST	#	COST	#	COST	#	COST
Certificates of Obligation					4	480,000	3	578,600			7	1,058,600
Tax Note												
ERF	3	89,000	2	82,500	1	100,000					6	271,500
Other	0.5	15,000									0.5	15,000
TOTALS	3.5	\$ 104,000	2	\$ 82,500.00	5	\$ 580,000.00	3	\$ 578,600.00	\$ -	\$ -	13.5	\$ 1,345,100

Storm Drain

	2020-21		2021-22		2022-23		2023-24		2024-25		Total	
Funding Source	#	COST	#	COST	#	COST	#	COST	#	COST	#	COST
Certificates of Obligation												
Tax Note												
ERF	3	76,000									3	76,000
Other												
TOTALS	3	\$ 76,000.00		\$ -		\$ -		\$ -		\$ -	3	\$ 76,000

Traffic Safety

	2020-21		2021-22		2022-23		2023-24		2024-25		Total	
Funding Source	#	COST	#	COST	#	COST	#	COST	#	COST	#	COST
Certificates of Obligation												
Tax Note												
ERF												
Other												
TOTALS		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -

CCD

	2020-21		2021-22		2022-23		2023-24		2024-25		Total	
Funding Source	#	COST	#	COST	#	COST	#	COST	#	COST	#	COST
Certificates of Obligation												
Tax Note												
ERF	3	180,000			3	140,000	1	60,000	7	346,000	14	726,000
Other												
TOTALS	3	\$ 180,000.00		\$ -	3	\$ 140,000.00	1	\$ 60,000.00	7	\$ 346,000.00	14	\$ 726,000

TOTALS	28	\$ 867,914	36	\$ 816,369	26	\$ 1,182,914	18	\$ 1,550,800	14	\$ 367,800	122	\$ 4,785,797
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AGENDA MEMORANDUM

DATE: July 30, 2020
TO: Honorable City Council Members
FROM: Sandra Gibson, CGFO, CGFM, Director of Finance
THROUGH: Andrea Gardner, City Manager
SUBJECT: Presentation of the City of Watauga's Capital Improvement Plan

BACKGROUND/INFORMATION:

Staff will present the FY2021-2025 Capital Improvement Plan.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

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

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CAPITAL IMPROVEMENT PLAN 2021-2025-

REVIEWED BY:

Sandra Gibson, CGFO, CGFM, Director of Finance

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 8/6/2020

Final Approval - 8/7/2020



FY 2021-2025 CAPITAL IMPROVEMENT PLAN



Capital improvement Plan

- ❖ Five-year plan
- ❖ Requests submitted by departments
- ❖ Reviewed and prioritized each year
- ❖ Adopted by City Council
- ❖ Amended and updated as needed



Development Process

Finance requests
updated information to
the CIP plan by all
Departments

- Evaluation of projects included in current CIP
- Add new projects
- Update Costs
- Determine list of projects & prioritization



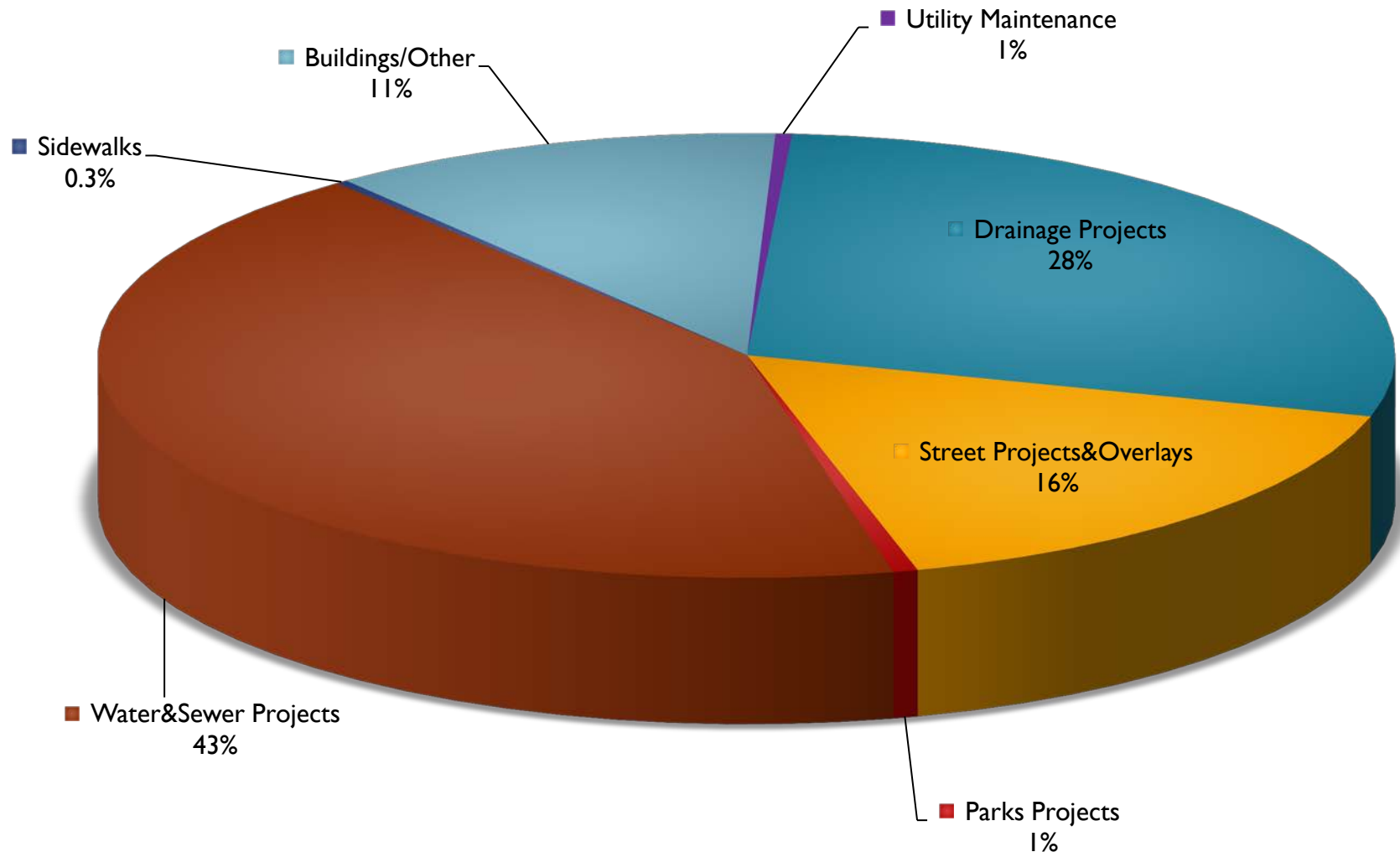
Funding Considerations

Cost generally outweighs available resources

- Cash
- Debt funding
- Grants
- To Be Determined status of funding – future years



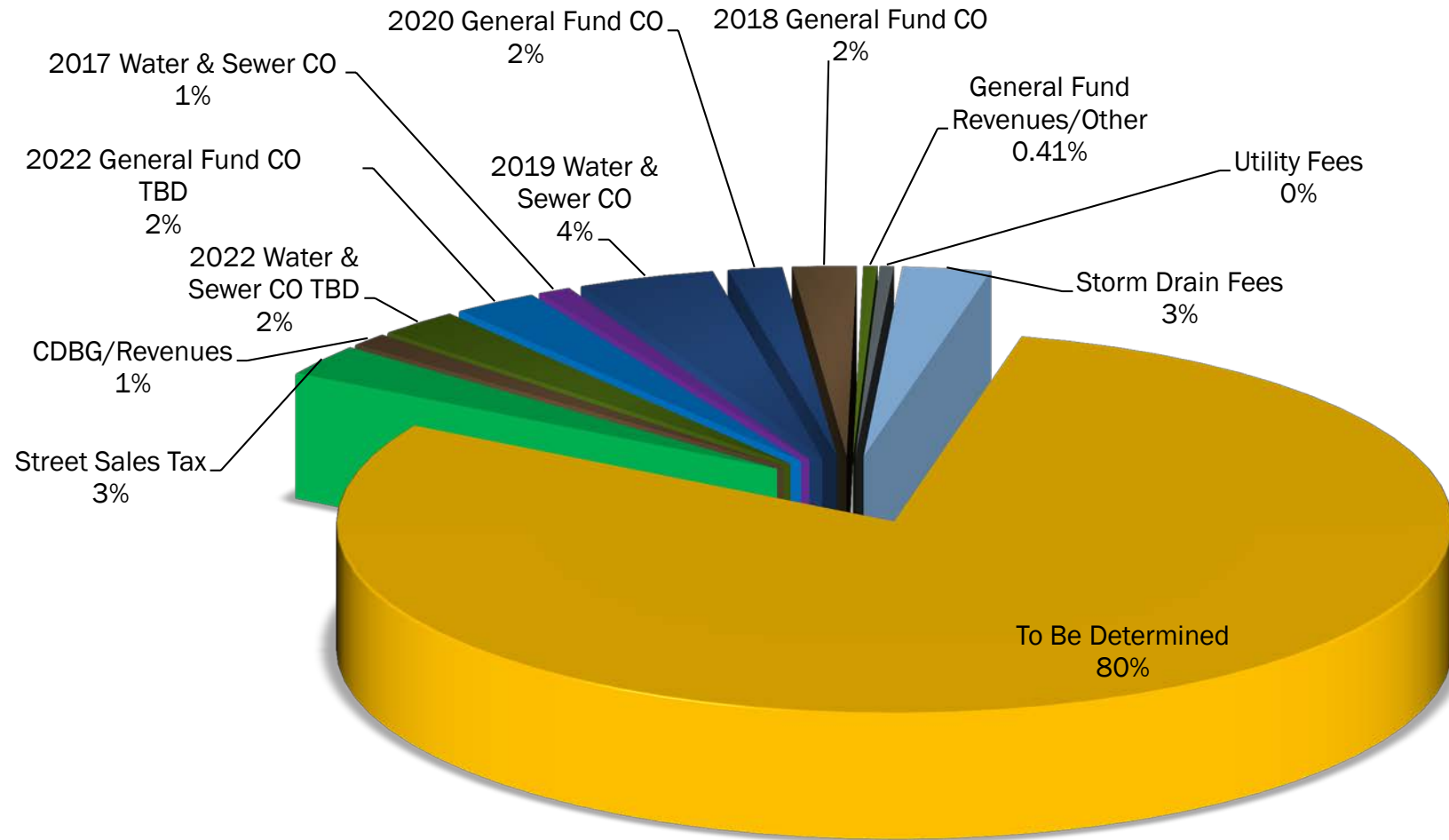
TOTAL IDENTIFIED CIP PROJECTS FY2021-2025 & FUTURE = \$170,708,119





5-YEAR FUNDING PLAN

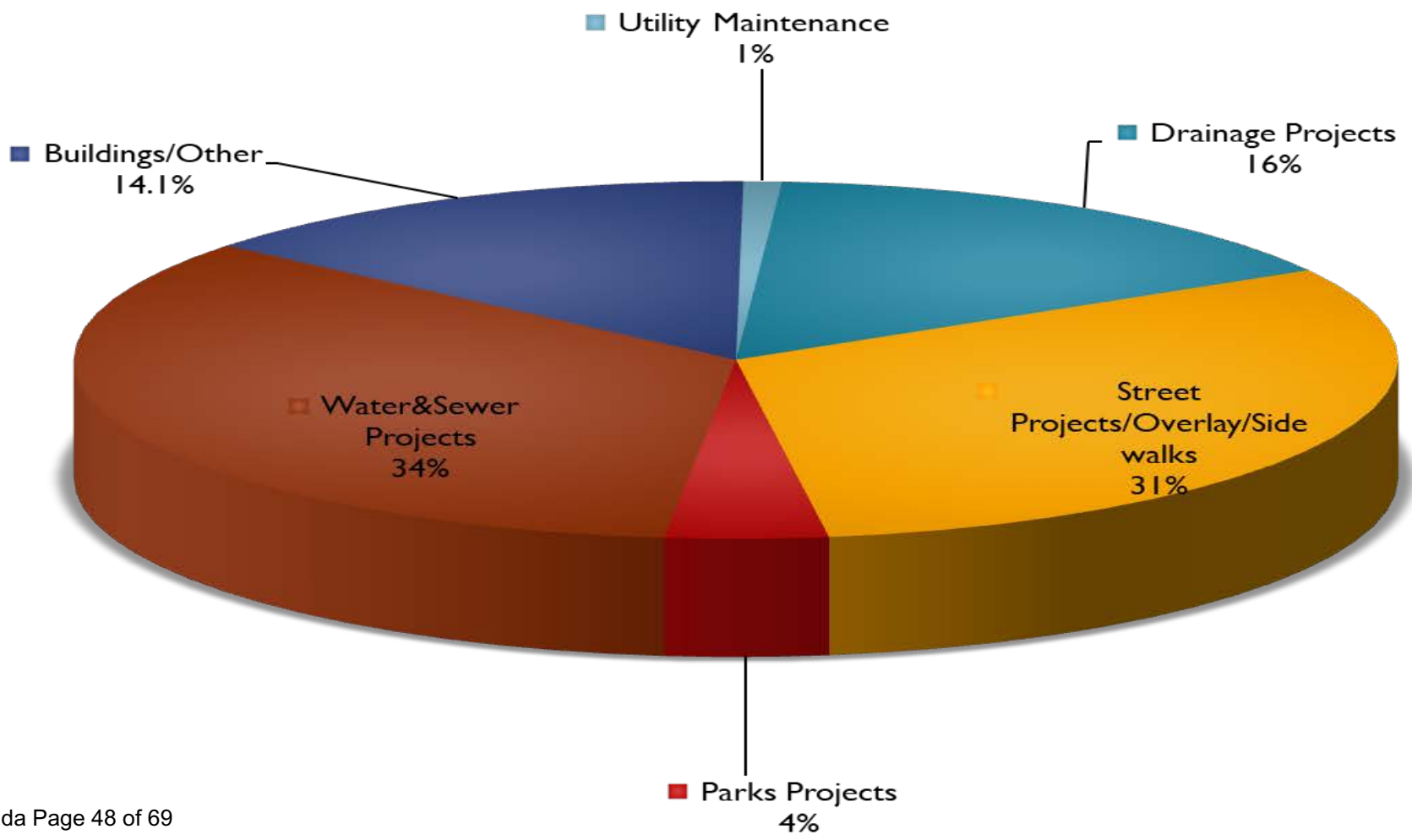
FY2021-2025 & FUTURE = \$170,708,119





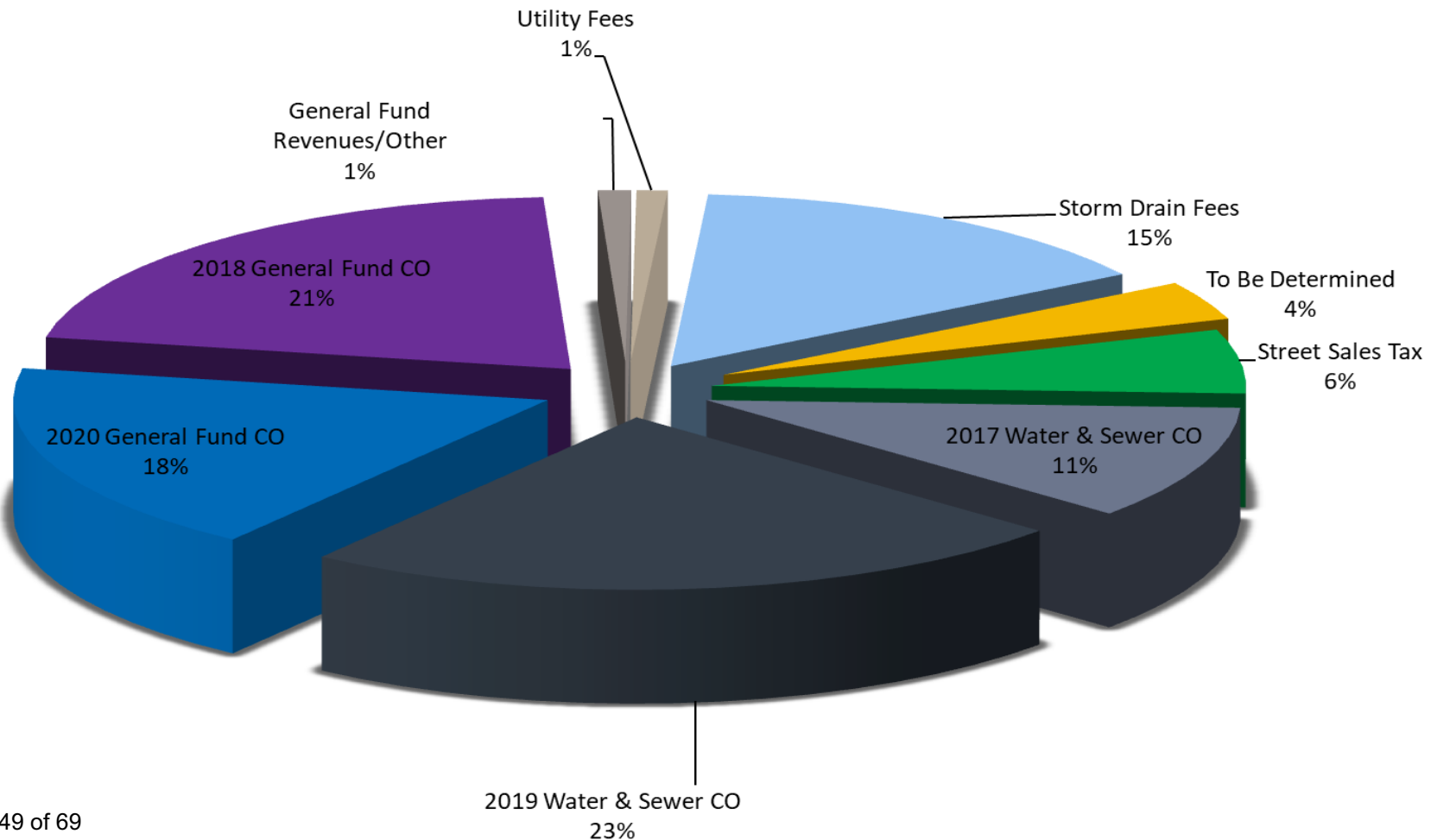
FY2020-2021 CIP PROJECTS

\$14,997,107





FY2020-21 CIP FUNDING REQUIREMENTS = \$14,997,107



2020-21 CIP Projects Overview

Project Type	Description
PARKS	❖ Lighting System at Capp Smith Park ❖ Whites Branch Creek Trail ❖ Splash Pad (continuation) WEDC ❖ Park Vista – Sidewalk/Fill – Playground Equipment
DRAINAGE	❖ Whitley Road 2, 3, & 4 ❖ Bunker Hill (Engineering) ❖ Channel Protection Project Continuation ❖ Drainage Master Plan ❖ Blue Green Grey Grant Project
STREETS/SIDEWALKS	❖ Overlay Program 2020-2021 ❖ Whitley Road 2, 3 & 4 ❖ Bowie Street ❖ Sidewalk Program 2020-2021
WATER & WASTEWATER	❖ Whitley Road 2, 3, & 4 ❖ Meadowlark Lane East – Includes Streets/sidewalks ❖ Water and Wastewater 2019 Projects
OTHER IMPROVEMENTS	❖ Fire Station Renovation (Restroom) ❖ Restaurant Incubator Site ❖ Branding signs (continuation) ❖ Green Ribbon Project - Beautification 377 corridor ❖ Building improvements – Library Roof, Parks facility storage

Parks Projects

- **Lighting System**
Capp Smith Park
Replacement of Ballard Lights
with overhead LED Lighting
\$700,000
- **Whites Branch Creek Trail**
Tie in completion with the
City of Fort Worth Arcadia Park
\$300,000 (design began FY19-FY20)



Parks Projects

Park Vista Park – Playground - Trail



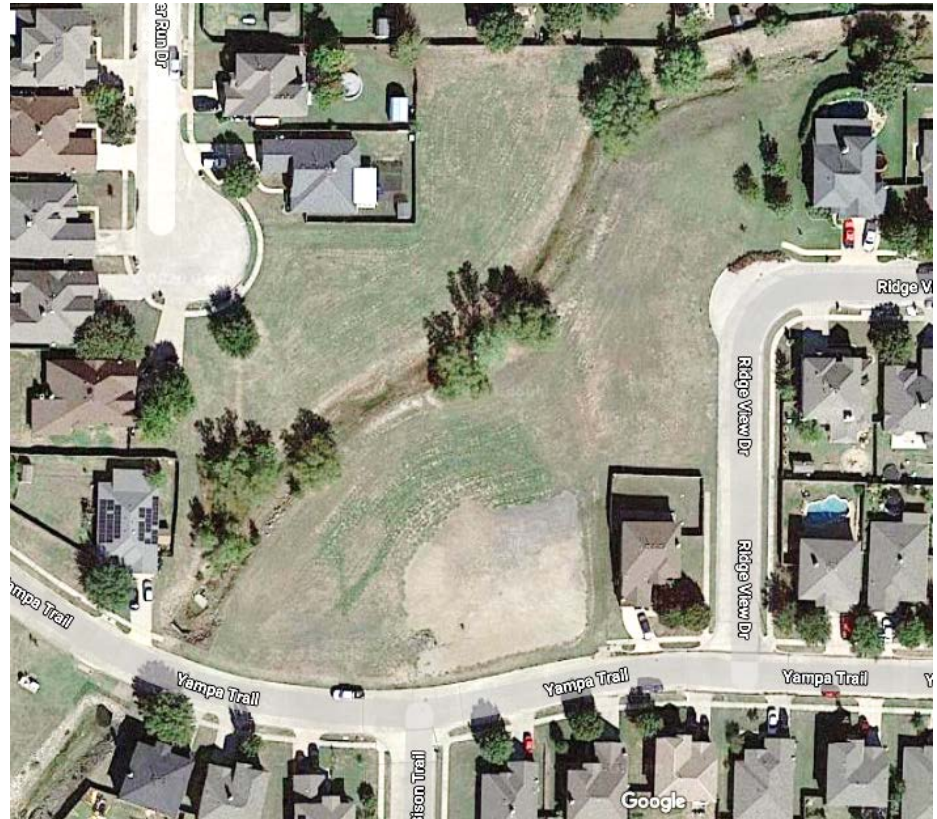
Location
Yampa Trail at Bison Trail

Design
November 2020

Estimated Construction Dates:
Start TBD
Completion TBD

Construction Cost Estimate:
TDB

Amenities:
Playground
Trail
Creek Crossing



Parks Projects

Splash Pad & Site Design Elements

Location
Capp Smith Park

Construction Bids

Site/Parking

\$520,568.00

Special Needs

\$43,266.24

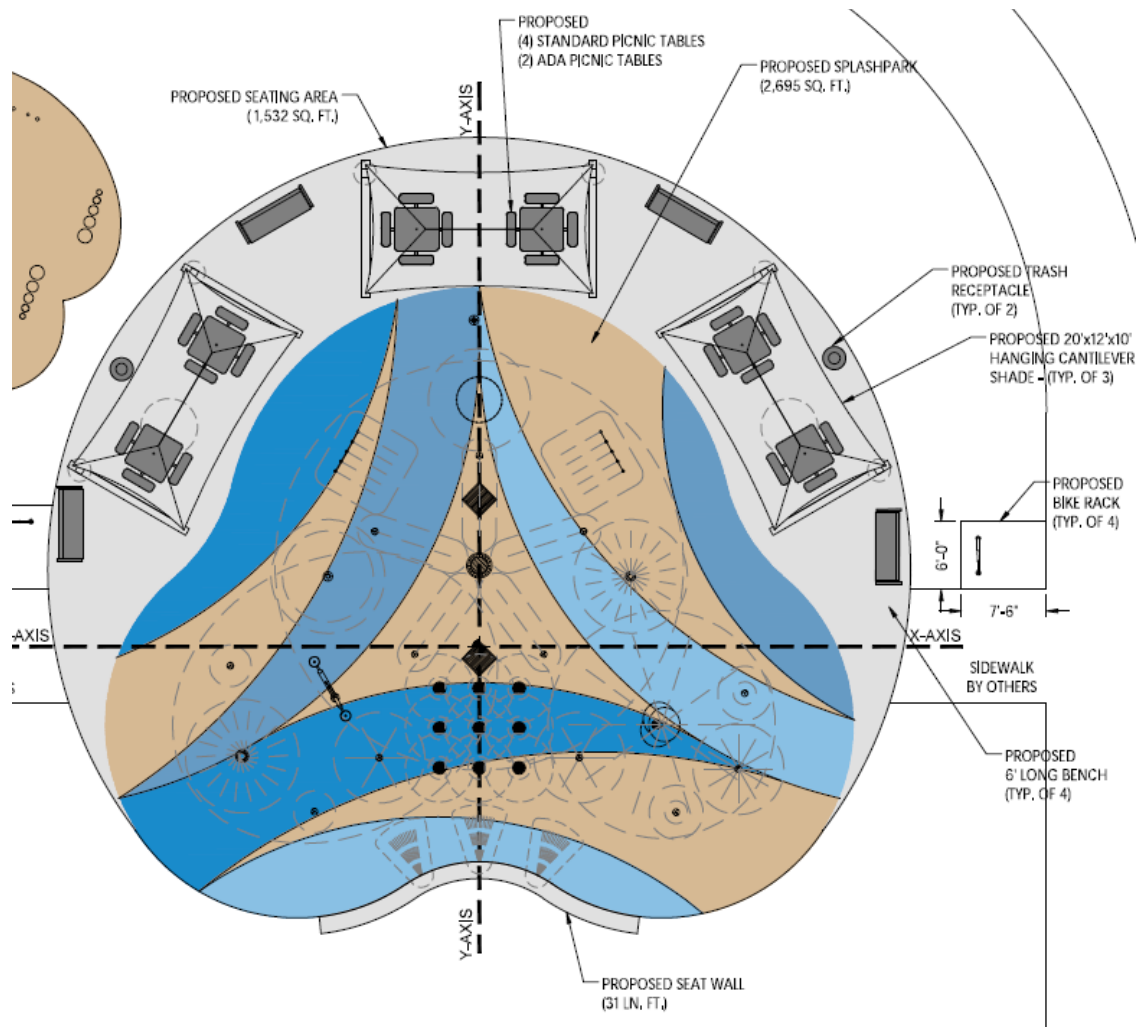
Splash Pad

\$699,905.22

Total \$1,263,739.46

Construction started
June 29, 2020.

Estimated Completion
January 16, 2021



Economic Development Projects

Community Branding Signs – 3-4 Signs



Locations

1. Watauga Rd – Western Entrance
2. Watauga Rd – Eastern Entrance
3. TBD – Rufe Snow Dr
4. TBD if funding available

Construction Bids

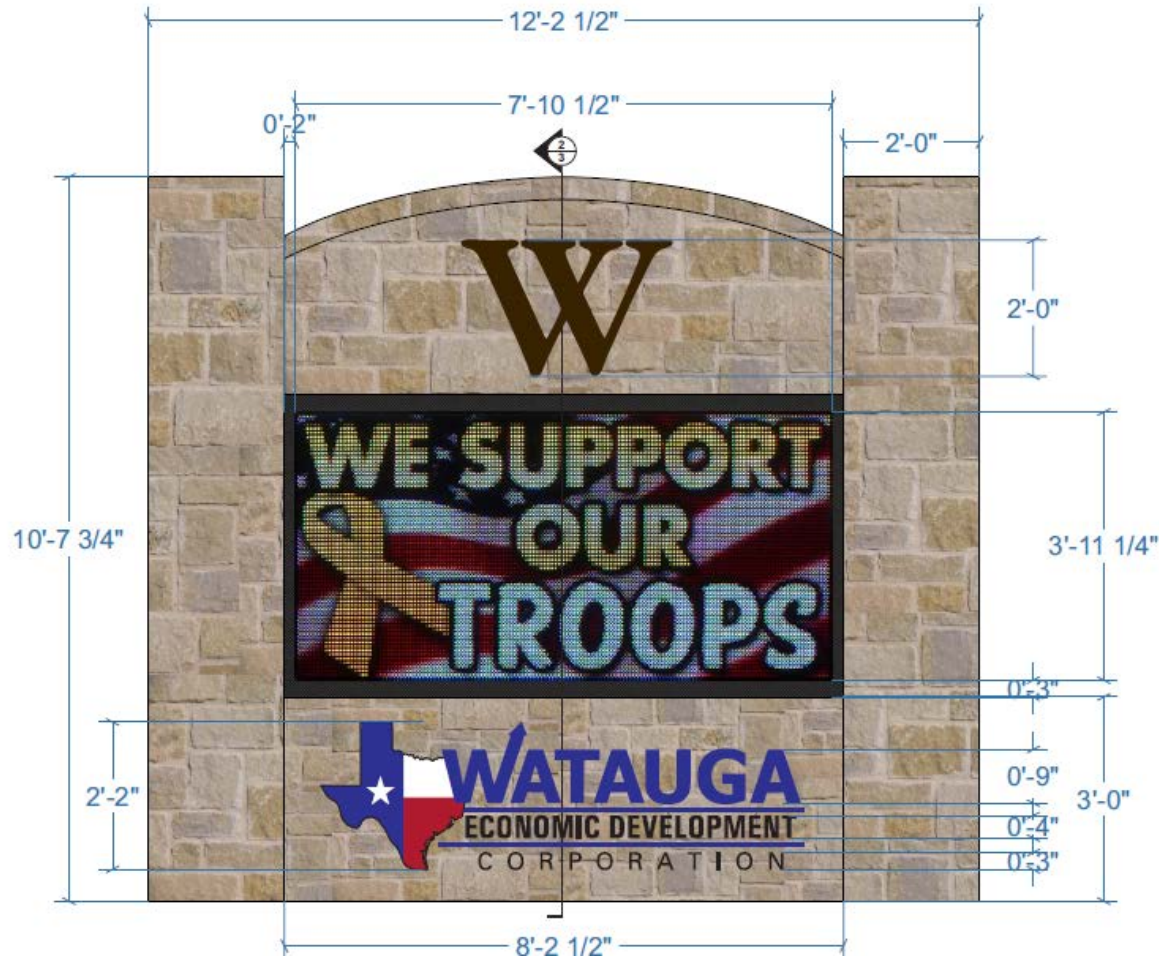
1. \$81,500 – Double Sided
 2. \$58,200
 3. \$58,200 est.
- Total Est. \$197,900

Construction

- 1 & 2 – Winter 2020
3 – Winter-Spring 2020

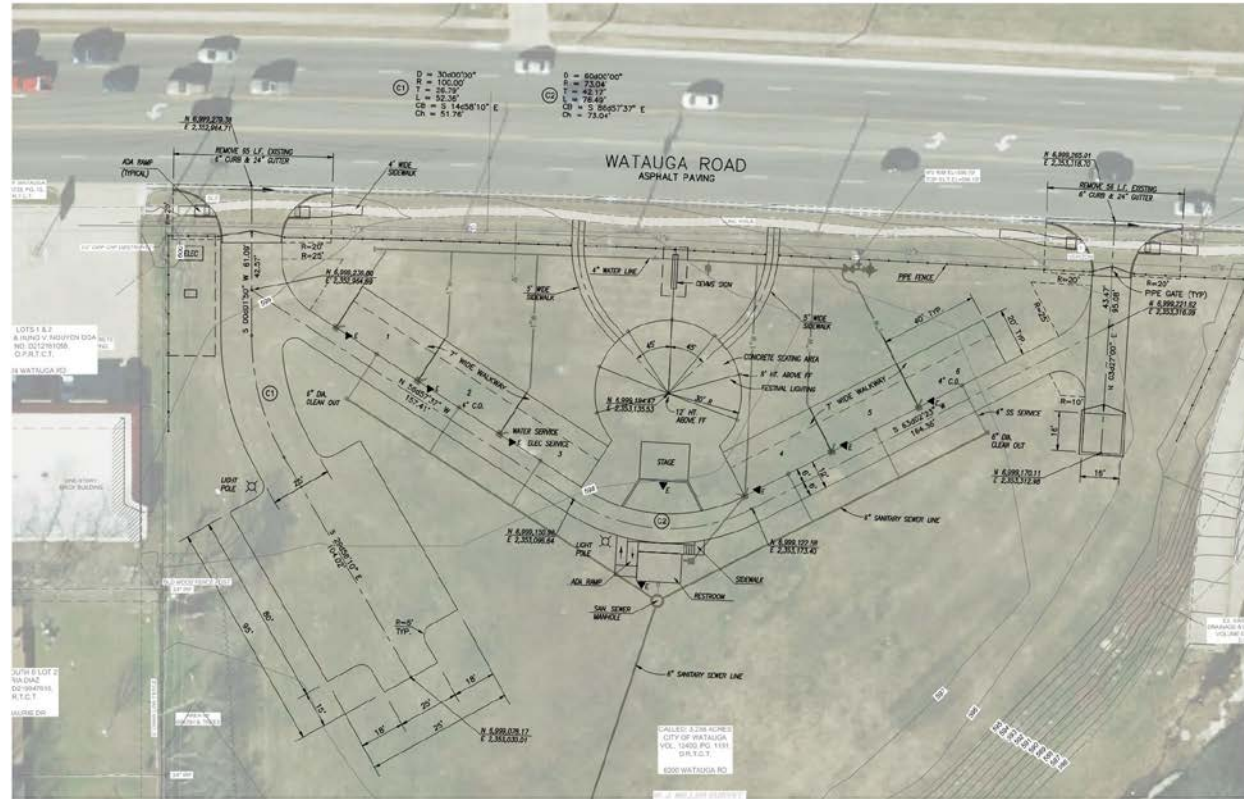
Funding

\$250,000 WEDC



WATAUGA
TEXAS

Construction Costs (est):
\$500,000



Beautification Project

Green Ribbon 2 Grant – 377 Denton Hwy



Limits: North Tarrant Pkwy
to North Park Dr

Design 100%

Construction
TBD – Fall 2020

Construction Cost Est.
\$406,916

Grant Funding
Bid Opening August 8

Project will be bid and let by
TxDot



Whitley Road 2

Limits: Watauga Road to south of
Chapman Road

Public Input Meeting Held
January 23, 2018

Construction started
August 12, 2019

Estimated Completion
December 25, 2020

Construction Bid
\$4,255,678



Whitley Road 3

Limits: South of Chapman Road to
south of Concord Street

Design Almost Complete

Estimated Construction Dates:
Start January 2021
Completion February 2022

Construction Cost Estimate:
\$3,098,000



Bowie Street

Limits: HWY 377 to
Plum Street

Project Funded
by 2018 C.O.

Construction will be
included in Whitley
Road 3 project

Construction Cost
Est. \$510,000



Whitley Road 4

Limits: South of Concord Street to
south of Oakhill Road

Design started April 24, 2020

Estimated Construction Dates:
Start April 2021
Completion July 2022

Construction Cost Estimate:
\$4,804,000



Street Maintenance Projects

¼ Sales Tax & Sidewalk Funds



*Possible Partnership with
Tarrant County Precinct 3 &
City*

Streets - \$800,000 annually
Sidewalks - \$100,000 annually

Construction
February – Curb & Gutter,
Sidewalks

Summer 2021 – Subgrade &
Paving Surface
Complete by Sept. 2021



Meadowlark Lane East

Limits: Heather Drive to
Pebblebrook Drive

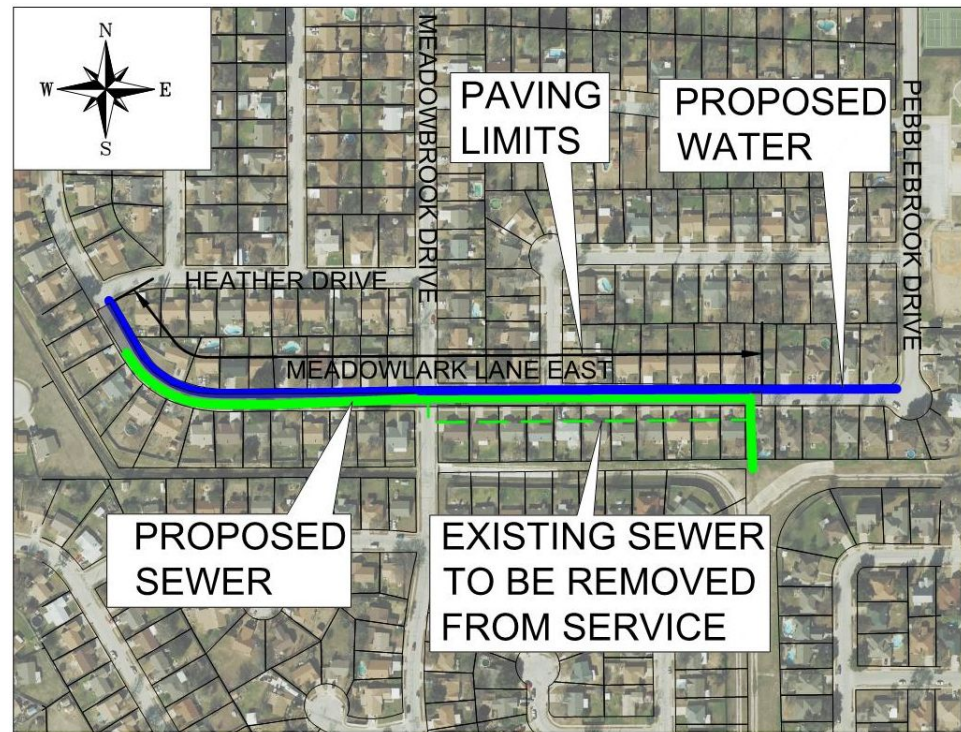
Public meeting was held on
November 6, 2019.

Construction started
July 27, 2020

Move in August 11, 2020

Estimated Completion
April 23, 2021

Construction Bid
\$1,543,687



2019-2020 Water & Wastewater CIP, Group 1

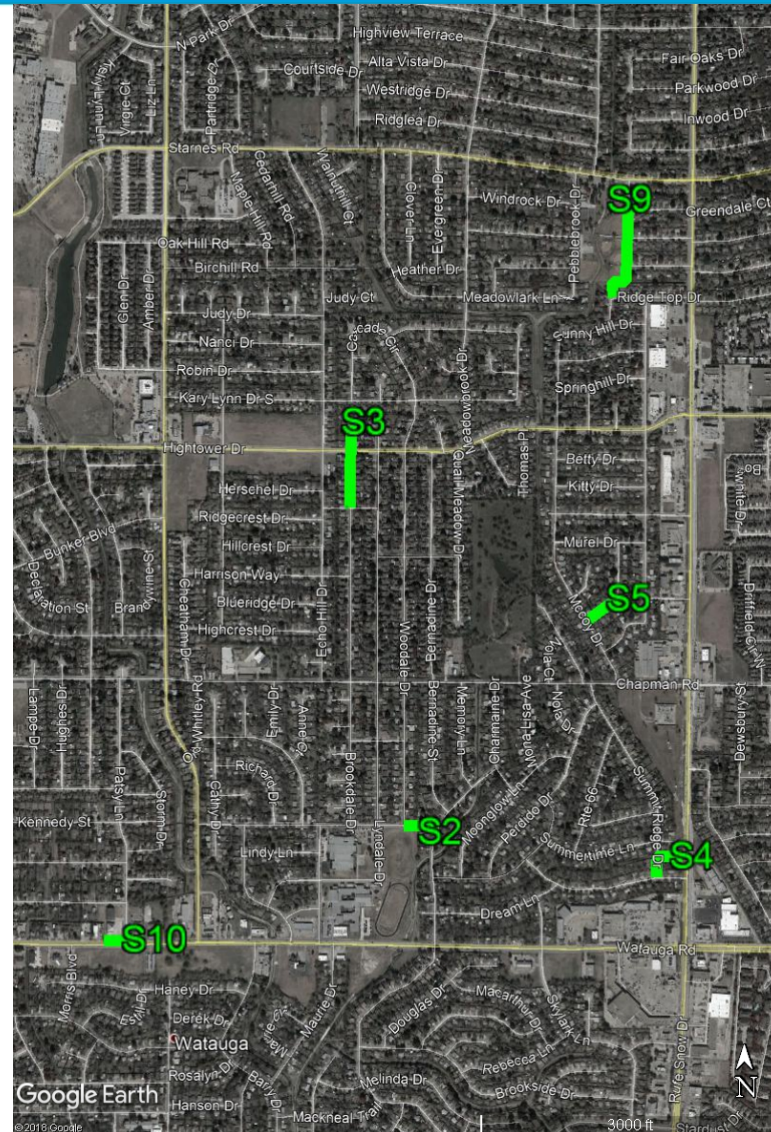


Wastewater rehabilitations from the Capital Improvements Plan:

- S2 Whispering Lane from Wooddale Drive to Stardust Drive
- S3 Brookdale Drive from Hightower Drive to Ridgecrest
- S4 Summit Ridge Drive from Rufe Snow Drive to Avalon Drive
- S5 Oaklawn Drive from Mickey Drive to McCoy Drive
- S9 Village Park Drive from Greendale Drive to Ridgetop Drive
- S10 Watauga Road from Patsy Lane to Morris Boulevard
- MH Sanitary sewer manhole rehabilitations and repairs

Construction Estimate: \$1,878,000

Project Design possibly starting Summer 2020



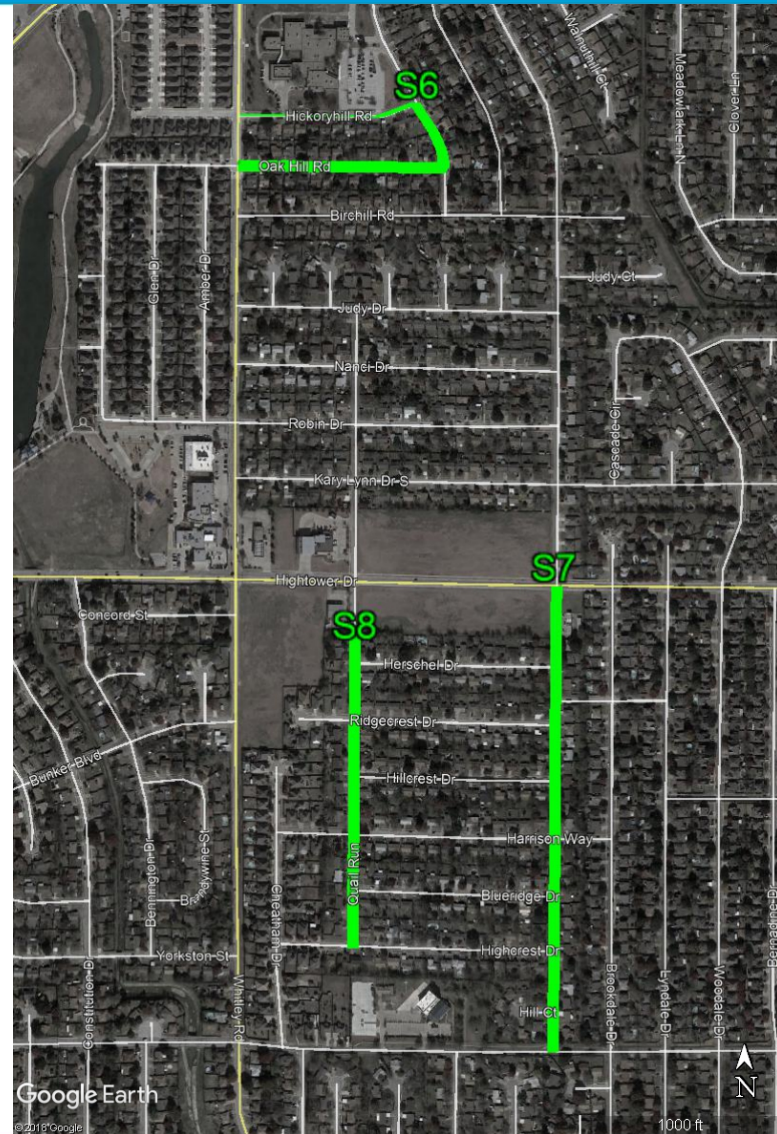
2019-2020 Water & Wastewater CIP, Group 2

Wastewater rehabilitations from the Capital Improvements Plan:

- S6 Hickoryhill Road and Oakhill Road from Whitley Road to Maplehill Road
- S7 Echo Hill Drive from Hightower Drive to Chapman Road
- S8 Quail Run from Herschel Drive to Highcrest Drive

Construction Estimate: \$2,125,000

Construction plans are 90% complete



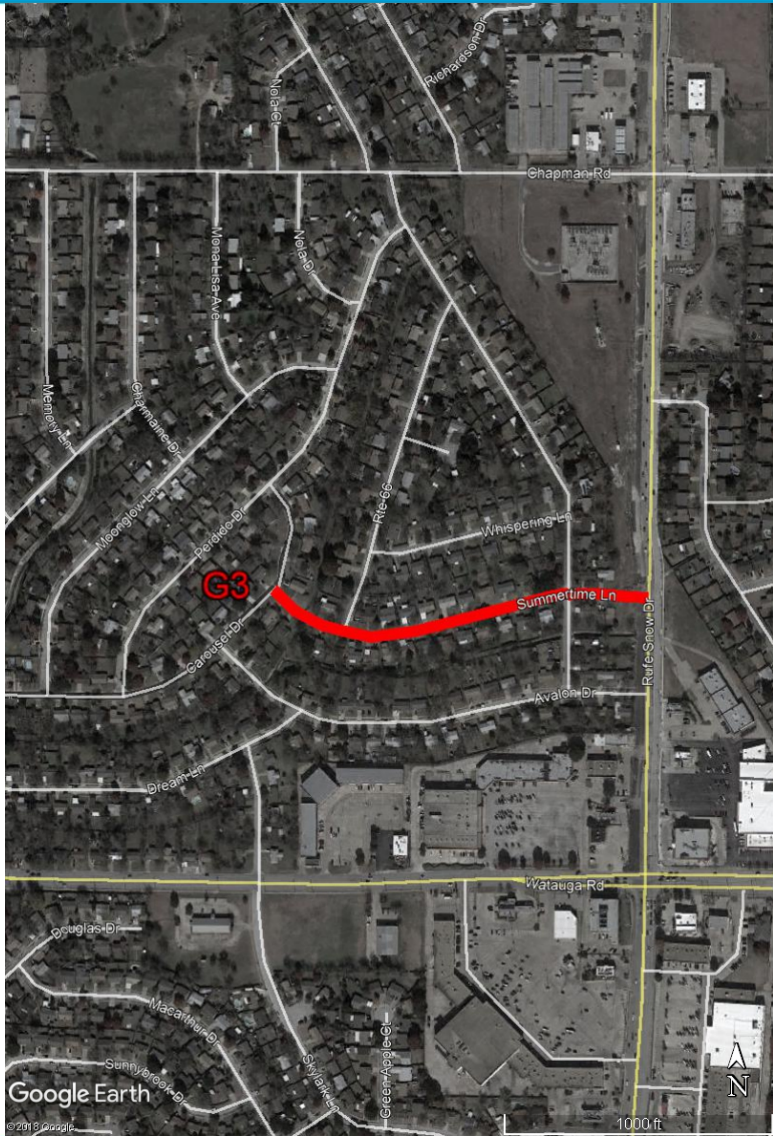
2019-2020 Water & Wastewater CIP, Group 3

Summertime Lane includes a complete reconstruction of the street, storm water drainage system, water main improvements, and sanitary sewer improvements. The new street section shall be concrete paving with 4' wide sidewalks running along both sides of the roadway.

G3 Summertime Lane from Rufe Snow Drive to Carousel Drive

Construction Estimate: \$1,413,410

Construction plans are 80% complete



2019-2020 Water & Wastewater CIP, Group 4



Water main rehabilitations from the Capital Improvements Plan:

- W1 Greenfield Court from cul-de-sac to Greenfield Street
- W7 Melinda Drive from Jackie Terrace to Marigold Drive
- W8 Macarthur Drive from Douglas Drive to Rebecca Lane
- F18 Rufe Snow from Old Mill Circle to Stardust Drive South

Construction Estimate: \$1,362,000

Project Design possibly starting Summer 2020



2019-2020 Water & Wastewater CIP, Group 5

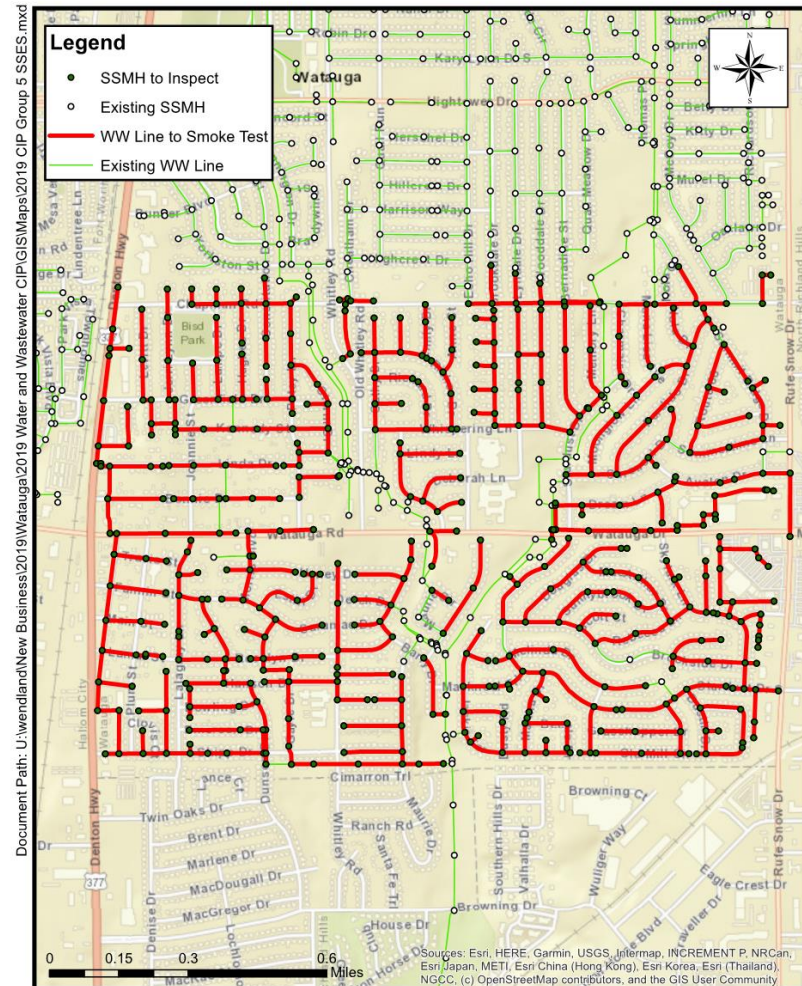
Sanitary Sewer Evaluation Study

Smoke test up to 142,100 LF of sanitary sewer lines, clean and CCTV up to 28,400 LF of sanitary sewer lines and inspect up to 498 manholes. The limits of work shall be south of Chapman Road and east of Highway 377.

Study Cost: \$290,000

Manhole inspections have been completed; smoke testing is completed; CCTV of defective lines began July 6, 2020.

2019 CIP Group 5 SSES Location Map



2021 Drainage Master Plan

Limits: Whole City

The Drainage Master Plan will expand on the out-of-date master plan that only included the southern portion of the city. The existing storm drainage system will be evaluated based upon newer drainage criteria. Ordinance revisions.

Engineering
October 2020

Estimated Completion
December 2021

Engineering Fee
\$440,000



July 3, 2007 Watauga Road near Watauga Middle School area.

Questions?

