



AGENDA
WATAUGA CITY COUNCIL
REGULAR MEETING
MONDAY, SEPTEMBER 14, 2020
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
6:30 PM

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

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.

EXPANDED OPPORTUNITY FOR PUBLIC COMMENT OR PUBLIC TESTIMONY:

The City shall continue to allow expanded opportunities for members of the public who do not attend to participate in Public Comment and Public Testimony. Such participation will be allowed when recognized upon the Mayor's announcement.

ANYONE WHO DOES NOT ATTEND BUT DESIRES TO COMMENT ON A MATTER NOT ON THE AGENDA OR TESTIFY ON A MATTER ON THE AGENDA AT THIS

MEETING MUST SEND THEIR COMMENT IN WRITING USING THE FORM AT <http://www.cowtx.org/Councilcomments> NO LATER THAN ONE (1) HOUR PRIOR TO THE MEETING.

All written comments must comply with applicable decorum rules for comments made during a public meeting of the Watauga City Council to be read into the record. Up to three minutes shall be allotted for each written or oral comment to be read/spoken into the record of the meeting. All timely written comments will be read into the record of the meeting at the appropriate time during the meeting. While reasonable efforts will be taken to gather comments received within the hour prior to the meeting or received during the meeting, all such comments are considered untimely and may not be recognized and read during 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

INVOCATION

PLEDGE OF ALLEGIANCE United States and Texas Flags

ANNOUNCEMENTS

PRESENTATIONS

1. Presentation of Service Awards for City of Watauga Employees celebrating a milestone anniversary during the month of September 2020
Andrea Gardner, City Manager

PUBLIC TESTIMONY Government Code Section 551.007(b) provides that a governmental body shall allow each member of the public who desires to address the body regarding an item on the agenda to address the body regarding the item at the meeting before or during the body's consideration of the item. The governing body is permitted to decide when during the meeting a member of the public speaks. The City Council encourages citizens to share their viewpoints on any item listed on the agenda. Questions raised to the Council during a meeting may be directed to the City Manager for prompt response, within a reasonable time, after the meeting. Individuals desiring to speak during Public Testimony shall be called upon to speak only after completing a Request to Speak form attached hereto as Annex E. The Request to Speak form must be completed truthfully and submitted to the administrative staff member prior to speaking. Once the form is received by administrative staff, the individual shall be recognized and called upon by the Chair prior to being allowed to speak. Reasonable time limitations may be placed on public testimony by the presiding officer in order to conduct an efficient and effective public meeting.

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 approving a resolution setting the City Observed Holiday Schedule for the 2021 Calendar Year; providing for repeal; providing for severability; providing an effective date
Marcia Reyna, Human Resources and Civil Service Director
Andrea Gardner, City Manager
2. Consider action approving a resolution by the City Council of the City of Watauga, Texas amending Policy 8.01 Holidays of the Personnel, Administration and Financial Policies and Procedures Manual regarding holidays for employees; providing for repeal; providing for severability; providing an effective date
Marcia Reyna, Human Resources and Civil Service Director
Andrea Gardner, City Manager
3. Consider adopting an Ordinance of the City of Watauga, Texas, amending the general budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, approving supplemental appropriations; transferring various appropriations among accounts, authorizing the appropriate city officials to take action necessary to accomplish same; providing that this ordinance shall be cumulative of all ordinances; providing a severability clause; and providing an effective date.
Sandra Gibson, CGFO, CGFM, Director of Finance
Andrea Gardner, City Manager
4. Consider action to adopt an Ordinance by the City Council of the City of Watauga, Texas adopting the capital outlay plan for fiscal years 2021-2025; providing for repeal; providing a savings clause; providing an effective date
Sandra Gibson, CGFO, CGFM, Director of Finance
Andrea Gardner, City Manager
5. Consider action to declare the items shown on the 2020 Master Auction List as surplus personal property assets of the city approved for sale or disposition
Paul Hackleman, P.E., CFM, Director of Public Works
Andrea Gardner, City Manager
6. Consider action to approve the Quarterly Investment Report for the period ending June 30, 2020
Sandra Gibson, CGFO, CGFM, Director of Finance
Andrea Gardner, City Manager
7. Consider action to approve the Monthly Financial Report for the period ending July 31, 2020
Sandra Gibson, CGFO, CGFM, Director of Finance
Andrea Gardner, City Manager
8. Consider action approving a Resolution of the City Council of the City of Watauga, Texas adopting Written Investment Policies Standards Governing the City's Investment Practices; Amending Authorized Broker/Dealers list for the City of Watauga; repealing conflicting resolutions; and providing an effective date.
Sandra Gibson, CGFO, CGFM, Director of Finance
Andrea Gardner, City Manager
9. Discuss and consider action to approve the meeting minutes for the City Council 2020 Retreat held on August 1, 2020; City Council Budget Workshop held on August 5, 2020; and City Council Special Meeting held on August 5, 2020

Raquel Guajardo, Deputy City Secretary
Andrea Gardner, City Manager

PUBLIC HEARINGS / ACTION

1. **Planning and Zoning Case Z-20-02 with SUP:** Conduct a public hearing and consider action adopting an Ordinance of the City Council of the City of Watauga, Texas authorizing a zoning map amendment to the zoning ordinance affecting a portion of the property located in Regency Square Addition, Lot 1, commonly known as 6531 Watauga Road, from General Business (GB) to Commercial (C); authorizing the issuance of a specific use permit (SUP), for Frontier States Development Services, to allow a facility for the storage of ice and water for retail sale for individual or family use at 6527 Watauga Road, commonly known as 6531 Watauga Road being Lot 1 of the Regency Square Addition. The property is located west of Rufe Snow Drive. Tan B. Le, is the owner. and Mark Sellers is the authorized applicant.
Randy Richards, CFM, Building Official
Paul Hackleman, P.E., CFM, Director of Public Works
Andrea Gardner, City Manager
2. Conduct a Public Hearing on the Proposed Tax Rate of \$0.580404 per \$100 valuation for the Fiscal Year 2020-2021
Sandra Gibson, CGFO, CGFM, Director of Finance
Andrea Gardner, City Manager

ACTION ITEMS

1. Discuss and consider action to adopt an ordinance by the City Council of the City of Watauga, Texas adopting the Personnel Improvement Plan for Fiscal Years 2021-2025; providing for repeal; providing a savings clause; providing an effective date
Marcia Reyna, Human Resources and Civil Service Director
Andrea Gardner, City Manager
2. Discuss and consider action to approve a resolution to adopt the Fiscal Year 2020-21 Classification Plan for all employees; providing for repeal; providing for severability; providing an effective date
Marcia Reyna, Human Resources and Civil Service Director
Andrea Gardner, City Manager
3. Consider action to amend the Election Order calling for the General Election of Places 1, 2, 6 and 7 on the City of Watauga City Council to amend the early voting period as required by the Governor's Proclamation
Andrea Gardner, City Manager
4. Discuss and approve Mercury Communications as the awarded vendor of Request for Proposals Phone System; provide direction and authorization to the City Manager regarding the executing of a contract with Mercury Communications for a phone systems substantially like that which is presented to Council, once approved by the City Attorney as to legal form.
Bradley Fraley, Chief Information Officer
Deby Woodard, Assistant Director of Finance
Andrea Gardner, City Manager

5. Discuss and consider action approving a resolution by the City Council of the City of Watauga authorizing the continuation of the park vista public improvement district established January 1999 as provided by Chapter 372 of the Local Government Code; describing the method of assessment; providing that all resolutions in conflict herewith are hereby repealed to the extent that they are in conflict, providing a savings clause; providing an effective date.
Sandra Gibson, CGFO, CGFM, Director of Finance
Andrea Gardner, City Manager
6. Discuss and consider action adopting an ordinance by the City Council of the city of Watauga, Texas levying assessment for use and support of the park vista public improvement district of the City of Watauga, Texas for the 2020-2021 fiscal year, providing that all ordinance in conflict herewith are hereby repealed to the extent that they are in conflict; providing a savings clause; providing an effective date.
Sandra Gibson, CGFO, CGFM, Director of Finance
Andrea Gardner, City Manager
7. Discuss and consider action adopting an ordinance by the City Council of the City of Watauga, Texas adopting and approving a budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021 in accordance with the Home Rule Charter of the City of Watauga; providing for the appropriation of funds in the budget; providing that all ordinance in conflict herewith are hereby repealed to the extent they they are in conflict; providing a savings clause; providing an effective date.
Sandra Gibson, CGFO, CGFM, Director of Finance
Andrea Gardner, City Manager
8. Discuss and consider action adopting an ordinance by the City Council of the city of Watauga, Texas levying ad valorem taxes for use and support of the municipal government of the City of Watauga, Texas for the 2020-2021 Fiscal Year; providing for apportioning each levy for specific purposes; providing for the statement required by section 26.05(b) of the Property Tax Code; providing for the date when taxes shall become delinquent if not paid; providing that all ordinances in conflict herewith are hereby repealed to the extent that they are in conflict; providing a savings clause; providing an effective date and levying ad valorem taxes for Fiscal Year October 1, 2020 through September 30, 2021 in the amount of \$0.580404 per \$100 of assessed value, comprised of \$0.400696 on each \$100,00 valuation of property for maintenance and support of the general government and in the amount of \$0.179708 on each \$100.00 valuation of property for the Interest and Sinking Fund.
Sandra Gibson, CGFO, CGFM, Director of Finance
Andrea Gardner, City Manager
9. Discuss and consider action adopting an ordinance of the City Council of the City of Watauga adopting and approving a property tax increase reflected in the budget for the City of Watauga for fiscal year beginning October 1, 2020 and ending September 30, 2021, in accordance with Teas Local Government Code Section 102.007; providing that all ordinances in conflict herewith are hereby repealed to the extent that they are in conflict; providing a savings clause; providing an effective date.
Sandra Gibson, CGFO, CGFM, Director of Finance
Andrea Gardner, City Manager
10. Discuss and consider action to approve the purchase and installation of UV lights in the

existing central HVAC units for all City buildings from A & G Services in response to COVID-19 to reduce the possible spread of the virus within city facilities and authorize the City Manager to execute all documents necessary to complete the project

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

Sandra Gibson, CGFO, CGFM, Director of Finance

Deby Woodard, Assistant Director of Finance

Clint Harmon

11. Discuss and consider action to approve a resolution approving a negotiated settlement between the Atmos Cities Steering Committee and Atmos Energy Corporation, Mid-Tex Division regarding the Company's 2020 Rate Review Mechanism Filing; declaring existing rates to be unreasonable; adopting tariffs that reflect rate adjustments consistent with the negotiated settlement; finding the rates to be set by the attached settlement tariffs to be just and reasonable and in the public interest; approving an attached exhibit establishing a benchmark for pensions and retiree medical benefits; approving an attached exhibit regarding amortization of regulatory liability; requiring the Company to reimburse ACSC's reasonable ratemaking expenses; determining that this resolution was passed in accordance with the requirements of the Texas Open Meetings Act; adopting a savings clause; declaring an effective date; and requiring delivery of this resolution to the Company and the ACSC's legal counsel

Andrea Gardner, City Manager

12. Discuss and take action on authorizing the City Manager to submit the official ballot for places 1-4 of the Texas Municipal League Intergovernmental Risk Pool Board of Trustees

Andrea Gardner, City Manager

13. Discuss and consider action on a Resolution of the City Council of the City of Watauga, Texas, approving Mayoral liaison appointments to City boards, commissions, and committees pursuant to Council Rules of Procedures Section 5.04; providing for repeal; providing for a severability clause; and providing for an effective date

Mayor Arthur L. Miner

ITEMS FOR FUTURE CITY COUNCIL MEETINGS

ADJOURNMENT

Meeting Notices and Reservation of Rights

The City Council may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code if the requisite information is otherwise posted; deliberation regarding real property pursuant to Chapter 551.072 of the Texas Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.087 of the Texas Government Code; and/or deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code (as applicable) when determined necessary by the to address a subject matter on the agenda. Action, if any, will be taken in open session.

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and

constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance by Other Elected or Appointed Officials: It is anticipated that members of other governmental bodies, and/or city council, boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a possible meeting of the other body, board, commission and/or committee, whose members may be in attendance, if such numbers constitute a quorum. The members of the city council, boards, commissions and/or committees may be permitted to participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that city council, body, board, commission or committee subject to the Texas Open Meetings Act.

NOTICE

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (817) 514-5825, OR FAX (817) 514-3625.

I, Andrea Gardner, City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on Wednesday, September 11, 2020, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.



Andrea Gardner, City Secretary





AGENDA MEMORANDUM

DATE: August 5, 2020

TO: Honorable City Council Members

FROM: Andrea Gardner, City Manager

THROUGH:

SUBJECT: Presentation of Service Awards for City of Watauga Employees celebrating a milestone anniversary during the month of September 2020

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 9/9/2020

Approved as to form for inclusion on Agenda



AGENDA MEMORANDUM

DATE: August 11, 2020

TO: Honorable City Council Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

THROUGH: Andrea Gardner, City Manager

SUBJECT: Consider action approving a resolution setting the City Observed Holiday Schedule for the 2021 Calendar Year; providing for repeal; providing for severability; providing an effective date

BACKGROUND/INFORMATION:

The 2021 City Observed Holiday Dates are being proposed for City Council's consideration and approval. The total number of holidays have been changed from 13 to 11 removing New Year's Eve and Veteran's Day. Employees will be encouraged to use vacation leave, with supervisor approval, on these two holidays. The Employee Leave Program is being re-evaluated to encourage employees to use more vacation leave and to promote a work/life balance.

FINANCIAL IMPLICATIONS:

Holidays are funded as part of an employee's salary in the budget for the respective fiscal year.

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that the City Council consider approving resolution 2020-045 setting the City Observed Holiday Dates for the 2021 Calendar Year.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Resolution setting 2021 City Holiday Schedule

REVIEWED BY:

Marcia Reyna, Human Resources and Civil Service Director	Approved - 9/8/2020
Karrie Marling, Legal	Approved - 9/9/2020
George Hyde, Legal	Approved - 9/9/2020
Andrea Gardner, City Manager	Final Approval - 9/9/2020

Approved as to form for inclusion on Agenda

**CITY OF WATAUGA, TEXAS
RESOLUTION NO. 2020-045**

**A RESOLUTION BY THE CITY COUNCIL OF THE
CITY OF WATAUGA, TEXAS FOR THE PURPOSE
OF SETTING THE 2021 CITY OBSERVED
HOLIDAYS; PROVIDING FOR REPEAL;
PROVIDING A SAVINGS CLAUSE; PROVIDING
AN EFFECTIVE DATE.**

WHEREAS, the City Council finds it is in the best interest of the city to establish the City Observed Holiday Schedule for the period of January 1, 2021 through December 31, 2021 in advance of the coming year; and

WHEREAS, the City Council finds establishing the City Observed Holiday Schedule in advance provides for the efficient and effective operation of the City by providing the administration, department directors, supervisors and city employees the necessary opportunity for advanced planning to ensure the city maintains an adequate workforce at all times.

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

I.

The City Observed Holidays for the period of January 1, 2021 through December 31, 2021, shall be observed on the following dates:

Holiday	Day and Date
New Year's Day	Friday, January 1, 2021
President's Day	Monday, February 15, 2021
Good Friday	Friday, April 2, 2021
Memorial Day	Monday, May 31, 2021
Independence Day (Observed)	Monday, July 5, 2021
Labor Day	Monday, September 6, 2021
Thanksgiving Day	Thursday, November 25, 2021
Day After Thanksgiving	Friday, November 26, 2021
Christmas Eve (Observed)	Thursday, December 23, 2021
Christmas Day (Observed)	Friday, December 24, 2021
Personal Day	Must be used between January 1, 2021 - December 17, 2021

II.

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

III.

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

IV.

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

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas, on this the ____ day of _____ 2020.

APPROVED:

ARTHUR L. MINER, Mayor

ATTEST:

ANDREA GARDNER, City Secretary

APPROVED AS TO FORM AND LEGALITY:

By: GEORGE HYDE, City Attorney



AGENDA MEMORANDUM

DATE: August 18, 2020

TO: Honorable City Council Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

THROUGH: Andrea Gardner, City Manager

SUBJECT: Consider action approving a resolution by the City Council of the City of Watauga, Texas amending Policy 8.01 Holidays of the Personnel, Administration and Financial Policies and Procedures Manual regarding holidays for employees; providing for repeal; providing for severability; providing an effective date

BACKGROUND/INFORMATION:

During the City Council Retreat held on August 1, 2020, the Employee Leave Program was discussed. It was determined that changes needed to be made to encourage employees to use their vacation leave. Encouraging employees to use leave not only promotes a work/life balance, but also reduces the amount of leave an employee rolls over yearly which has become costly for the City. As part of this effort, the total number of City holidays will be reduced from 13 to 11 removing New Year's Eve and Veteran's Day. Employees will be encouraged to use vacation leave on these two holidays with supervisor approval. Policy 8.01 Holidays has been changed to reflect the change in the number of holidays.

FINANCIAL IMPLICATIONS:

Holidays are funded as part of an employee's salary in the budget for the respective fiscal year.

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that City Council consider approving resolution 2020-046 amending Policy 8.01 Holidays of the Personnel, Administration and Financial Policies and Procedures Manual.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Resolution Policy 8.01 2021 Holidays
2. Exhibit A Policy 8.01 Holidays

REVIEWED BY:

Marcia Reyna, Human Resources and Civil Service Director Approved - 9/8/2020



AGENDA MEMORANDUM

Karrie Marling, Legal

George Hyde, Legal

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 9/9/2020

Approved - 9/9/2020

Final Approval - 9/9/2020

**CITY OF WATAUGA, TEXAS
RESOLUTION NO. 2020-046**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY
OF WATAUGA, TEXAS AMENDING POLICY 8.01
HOLIDAYS OF THE PERSONNEL, ADMINISTRATION
AND FINANCIAL POLICIES AND PROCEDURES
MANUAL REGARDING PROCEDURES FOR
ADMINISTERING EMPLOYEE HOLIDAYS; PROVIDING
FOR REPEAL; PROVIDING FOR SEVERABILITY;
PROVIDING AN EFFECTIVE DATE.**

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

WHEREAS, the City Council finds the annual rollover of employee vacation leave creates an unfunded liability when taken in lump sum by city employees, which places a financial burden upon the city;

WHEREAS, the City Council finds vacation leave accrued at a lower rate of pay, which is taken later in time, after the employee experiences a pay increase or promotion, increases the cost of employee vacation for the City; and

WHEREAS, the City Council finds encouraging City employees to regularly use vacation leave increases productivity when working, provides employees with greater job satisfaction, reduces employee stress levels, promote a healthy work/life balance, and is the best interest of City employees; and

WHEREAS, the City Council finds that the Society for Human Resource Management (SHRM) conducted a 2014 Holiday Study revealing that 78% of full-time employees received six to 10 paid holidays per year; and

WHEREAS, the City Council finds the city has previously offered full-time employees 13 paid holidays per year, and further finds it necessary and appropriate to reduce the total number of full-time employee paid holidays from 13 to 11, removing New Year's Eve and Veteran's Day beginning January 1, 2021 and continuing thereafter for the 2021 calendar year; and

WHEREAS, the City Council finds that adopting a policy which encourages supervisor approval for employees requesting to use accrued but unused vacation leave on these two formerly recognized holidays is in the best interest of the City.

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

I.

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

II.

Policy 8.01 Holidays of the City's Personnel, Administration and Financial Policies and Procedures Manual as set forth in Exhibit "A" attached hereto and incorporated by reference, is hereby adopted.

III.

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

provisions of this Resolution, in which event, such conflicting provisions, if any, in such other Resolutions are hereby repealed.

IV.

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

V.

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

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this the ____ day of _____ 2020.

APPROVED:

ARTHUR L. MINER, Mayor

ATTEST:

ANDREA GARDNER, City Secretary

APPROVED AS TO FORM AND LEGALITY:

RUSSELL RODRIGUEZ HYDE BULLOCK, LLP
By: GEORGE HYDE, City Attorney



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

POLICY TITLE	Holidays
INITIAL EFFECTIVE DATE	May 23, 2016
LAST REVISION DATE	June 8, 2020 <u>September 14, 2020</u>
POLICY NUMBER	8.01

OBJECTIVE This policy provides procedures for administering official City Holidays.

SCOPE This policy applies to all employees.

POLICY

A. Official City Holidays

The City of Watauga recognizes ~~thirteen (13)~~ eleven (11) paid holidays each year:

Official City Holidays	
New Year's Day	Thanksgiving Day
President's Day	Friday after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year's Eve Day
Labor Day	Personal Day*
Veteran's Day	

Holidays occurring on Saturday will be observed on the preceding Friday and holidays occurring on Sunday will be observed on the following Monday. Additional holidays may be declared by the City Council and inclement weather days may be declared by the Mayor or the City Manager and shall be observed in accordance with this policy.

*Per Local Government, Section 142.0013(c), firefighters shall have one of the above holidays designated as September 11th. The City of Watauga has designated the Personal Day as September 11th.

B. Personal Day

Employees are not eligible to take their Personal Day until after the successful completion of an initial six (6) month of employment. Personal Days are taken at the discretion of the employee with Supervisor approval. Personal Days must be taken by the third Friday in December. Personal Days do not carry over to the following year.

C. Administrative Guidelines

1. It is the City's intent for employees to be off on City approved holidays. However, due to operational needs, employees may be required to work. Holiday time off will be based on departmental needs and supervisor approval. [The City encourages supervisor approval for employees requesting to use accrued but unused vacation leave on any recognized holiday which is not included in the Official City Holidays as it is in the best interest of the City to do so.](#)
2. Seasonal and temporary employees will be paid their regular rates on a holiday only if required to work.
3. Full-time regular employees shall be entitled to paid holidays. Regular part-time employees shall receive prorated holiday pay time and receive prorated pay for the Personal Day as indicated below:

Employee Schedule	Holiday Pay Hours
20 Hours Per Week	3
21 to 25 Hours Per Week	4
26 to 29 Hours Per Week	5
40 Hours Per Week	8 or 10
Police Officers/Firefighters (12 or 24 Hour Shifts)	12

4. All non-exempt employees who are required to work a designated holiday shall accrue the holiday for that day. The holiday must be used within twelve (12) months of accrual. If the holiday is not used within 12 months, the holiday hours will be deducted from the employee's holiday leave accruals.
 - a. (8) hours of holiday pay for employees scheduled to work (8) hours
 - b. (10) hours of holiday pay for employees scheduled to work (10) hours
 - c. (12) hours of holiday pay for employees scheduled to work (12) and (24) hours
5. When the holiday and regular day off occur on the same day, those non-exempt employees who are scheduled off duty on that day will accrue the holiday for that day. The holiday must be used within twelve (12) months of accrual. If the holiday is not used within 12 months, the holiday hours will be deducted from the employee's holiday leave accruals.
6. Unused accrued holiday hours will be paid upon separation only if the employee leaves the City before the 12 month accrual period expires.
7. For purposes of calculating overtime for non-exempt employees, holiday hours will not be counted as hours worked during the work week the holiday is observed by the City.
8. Employees on any type of paid leave will not receive holiday pay unless they are scheduled to work on the holiday (i.e. Police and Fire). Only holiday pay will apply.

8.01 Holidays

9. If the last day of employment falls on the holiday, the employee will not be paid for that holiday. Exceptions will be made for retirements.
10. An employee on workers' compensation or other extended approved paid leave, will receive holiday pay only when the employee would have normally been authorized to be paid for that holiday.
11. Employees on an extended unpaid leave status (authorized or unauthorized) will not receive holiday pay.
12. To receive holiday pay, an employee must be at work or on an authorized absence on the scheduled work days immediately preceding and immediately following the day on which the holiday is observed. If an employee is absent immediately preceding, during, or subsequent to a designated holiday because of an illness or injury, the City reserves the right to verify the reason for the absence before approving payment of the holiday. An employee that fails to report to work due to illness or injury under this section must use sick leave for an absence under this paragraph unless the employee is on approved Family Medical Leave.
13. Employees desiring to observe religious or other holidays not coinciding with official holidays may be given time off without pay or may be authorized to use accrued vacation leave.



AGENDA MEMORANDUM

DATE: August 18, 2020

TO: Honorable City Council Members

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

THROUGH: Andrea Gardner, City Manager

SUBJECT: Consider adopting an Ordinance of the City of Watauga, Texas, amending the general budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, approving supplemental appropriations; transferring various appropriations among accounts, authorizing the appropriate city officials to take action necessary to accomplish same; providing that this ordinance shall be cumulative of all ordinances; providing a severability clause; and providing an effective date.

BACKGROUND/INFORMATION:

Section 102.010 of the Local Government Code authorizes the City Council of the City of Watauga to make changes in the Fiscal Year 2019-2020 budget for municipal purposes. Furthermore, Article IX, Subsection 9.04A of the City Charter allows for the City Council to make supplemental appropriations if the City Manager certifies that there are revenues to support those appropriations towards the intended purposes for which the same were made or designated. Article IX, Subsection 9.04D of the City Charter authorizes the City Manager to transfer part or all of any unencumbered appropriation balance among programs within (a) department, division, or office, and upon written request by the City Manager, the City Council may by ordinance transfer part or all of any unencumbered appropriation balance from one department, office, or agency to another.

The City received notification of the award of the SAFER Grant to fund six additional firefighters in September, 2019. City Council passed a budget amendment ordinance to provide for the anticipated grant revenues and the total anticipated expenditures in the SAFER Grant Fund. The grant covers 75% of the cost of the additional personnel.

This budget amendment transfers the remaining 25% of the expenditures to the General Fund fire department budget and will be absorbed within that department's budget.

The City entered into Inter-local agreements with Blue Mound, Trophy Club, and



AGENDA MEMORANDUM

Westlake to provide fleet services for those entities. This amendment provides for anticipated revenues and expenditures relating to these inter-local agreements.

FINANCIAL IMPLICATIONS:

The amendment transfers appropriations from the SAFER Grant Fund (12) to the General Fund (01) and provides for additional revenues and appropriations for the Fleet Inter-local Fund (21). See Attachment A

RECOMMENDATION/ACTION DESIRED:

Respectfully request the Council take action on the item as presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Attachment A Supplemental Revenues and Appropriations Fleet ILA and Transfer of Appropriations
2. Budget Amendment Ordinance 9.04AD I

REVIEWED BY:

Sandra Gibson, CGFO, CGFM, Director of Finance

Karrie Marling, Legal

George Hyde, Legal

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 8/31/2020

Approved - 8/31/2020

Approved - 9/9/2020

Final Approval - 9/9/2020

ATTACHMENT A:

SUPPLEMENTAL REVENUES AND APPROPRIATIONS FY 2019- FY 2020

FLEET INTERLOCAL FUND FUND 21

REVENUES		
	DESCRIPTION	Amount
Miscellaneous	Inter Local Revenue (Other)	\$ 20,000.00
TOTALS		\$ 20,000.00
EXPENDITURES		
	DESCRIPTION	Amount
Personnel	Labor charged for ILA	\$ 6,000.00
Supplies	Parts charged for ILA	\$ 8,000.00
Maintenance	Software Maintenance - RTA	\$ 3,070.00
TOTALS		\$ 17,070.00

TRANSFER OF APPROPRIATIONS FY 2019 - FY 2020

TRANSFER FROM SAFER GRANT FUND (12) TO GENERAL FUND (01)

EXPENDITURES		
	DESCRIPTION	Amount
Personnel - 01-085	TRANSFER FROM SAFER GRANT FUND (12) TO GENERAL FUND (01)	\$ 95,437.00
Personnel - 12-085	TRANSFER FROM SAFER GRANT FUND (12) TO GENERAL FUND (01)	\$ (95,437.00)
TOTALS		\$ -

ORDINANCE NO. 2020-037

AN ORDINANCE OF THE CITY OF WATAUGA, TEXAS, AMENDING THE GENERAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020; APPROVING SUPPLEMENTAL APPROPRIATIONS; TRANSFERRING VARIOUS APPROPRIATIONS AMONG ACCOUNTS; AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO TAKE ACTION NECESSARY TO ACCOMPLISH SAME; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the City Council finds Section 102.010 of the Local Government Code authorizes the City Council of the City of Watauga to make changes in the Fiscal Year 2019-2020 budget for municipal purposes; and

WHEREAS, the City Council finds 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, the City Council to make supplemental appropriations towards the intended purposes for which the same were made or designated; and

WHEREAS, the City Council finds that the city manager has made the necessary certification in compliance with Article IX, Subsection 9.04A of the City Charter; and

WHEREAS, the City Council finds Article IX, Subsection 9.04D of the City Charter authorizes the City Council to transfer part or all of any unencumbered appropriation balance among programs within a department, division, or office or, upon written request by the city manager, the City Council may, by ordinance, transfer part or all of any unencumbered appropriation balance from one department, office or agency to another; and

WHEREAS, the City Council finds that in accordance with state law and the City Charter, the 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:

I.

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

II.

The General Budget of the City of Watauga, Texas, for Fiscal Year 2019-2020, be and is hereby amended as set forth in Exhibit “A” which is attached hereto and incorporated herein by reference.

III.

The appropriate officials are hereby authorized and directed to take those steps necessary to accomplish such amendment and to cause the same to be duly reflected in the records of the City.

IV.

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.

V.

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.

VI.

This Ordinance shall become effective and shall be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas, and upon application of law and in accordance with Sections 3.11 and 3.13 of the Charter of the City of Watauga, Texas.

[SPACE LEFT INTENTIONALLY BLANK]

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this 14th day of September 2020.

APPROVED:

Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner, City Secretary

APPROVED AS TO FORM AND LEGALITY:

RUSSELL RODRIGUEZ HYDE BULLOCK, LLP
By: George Hyde, City Attorney



AGENDA MEMORANDUM

DATE: August 18, 2020

TO: Honorable City Council Members

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

THROUGH: Andrea Gardner, City Manager

SUBJECT: Consider action to adopt an Ordinance by the City Council of the City of Watauga, Texas adopting the capital outlay plan for fiscal years 2021-2025; providing for repeal; providing a savings clause; providing an effective date

BACKGROUND/INFORMATION:

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

The 5-year COP identifies funding needs and a replacement schedule for capital equipment, vehicles and technology totaling \$4,785,797. Fiscal Year 2020-2021 capital asset replacements are proposed at \$816,369 and are funded through the 2020 Certificates of Obligation proceeds, the Equipment Replacement Fund, and General Fund revenue funding. These items have been included in the City Manager's Proposed 2020-2021 Fiscal Year Budget.

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

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that City Council consider action to approve the attached ordinance to adopt the Capital Outlay Plan for Fiscal Years 2021-2025.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. ATTACHMENT A CAPITAL OUTLAY PLAN 2021-2025



AGENDA MEMORANDUM

2. Ordinance FY2021-25 Capital Outlay Plan

REVIEWED BY:

Sandra Gibson, CGFO, CGFM, Director of Finance

Karrie Marling, Legal

George Hyde, Legal

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 8/28/2020

Approved - 8/31/2020

Approved - 9/9/2020

Final Approval - 9/9/2020



CAPITAL OUTLAY PLAN

FY 2021 – FY 2025





City of Watauga

FY2021 - FY2025

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City of Watauga

Capital Outlay Plan Summaries

Summary by Category/Type

Summary by Funding Source

CAPITAL OUTLAY SUMMARY - CATEGORY/TYPE

FY2021-FY2025

	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

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	6	389,250	11	436,000	7	369,300	8	694,700			32	1,889,250
Tax Note												
ERF	12	103,664	21	248,869	1	1,200	6	217,500	7	21,800	47	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

CLASS CODE CHART

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



City of Watauga

Capital Outlay Plan

Detailed List by Year

Sorted by Fund and Department

Water and Sewer Fund

CAPITAL OUTLAY SUMMARY - WATER/SEWER

VEHICLE	ODO	MAKE	MODEL	TYPE	FUND	LIFE EXPECTANCY	REPLACEMENT YEAR	FUNDING SOURCE	ESTIMATED REPLACEMENT COST
410	89483	FORD	F150 4X4	LIGHT DUTY TRUCK	WATER/SEWER	8 YEAR/120K MILES	2020-21	EQUIPMENT REPLACEMENT FUND	\$ 35,000.00
808	90363	FORD	F150	LIGHT DUTY TRUCK	WATER/SEWER	8 YEAR/120K MILES	2020-21	EQUIPMENT REPLACEMENT FUND	\$ 27,000.00
809	95239	FORD	F150	LIGHT DUTY TRUCK	WATER/SEWER	8 YEAR/120K MILES	2020-21	EQUIPMENT REPLACEMENT FUND	\$ 27,000.00
422	85	PIPEHUNTER	38T44-STK 3101 SEWER TRAILER	EQUIPMENT - HEAVY	WATER/SEWER	10 YEAR/7K HOURS	2021-22	EQUIPMENT REPLACEMENT FUND	\$ 75,000.00
632	0	PARKER	TRAILER	TRAILERS	WATER/SEWER	8 YEAR MIN	2021-22	EQUIPMENT REPLACEMENT FUND	\$ 7,500.00
402	69589	FORD	F350	LIGHT DUTY TRUCK	WATER/SEWER	8 YEAR/120K MILES	2020-23	DEBT ISSUANCE	\$ 100,000.00
420	43131	CAT	430E BACKHOE LOADER	EQUIPMENT - HEAVY	WATER/SEWER	10 YEAR/7K HOURS	2020-23	DEBT ISSUANCE	\$ 130,000.00
423	77897	INTERNATIONAL	7400 SBA 6X4 DUMP TRUCK	HEAVY DUTY TRUCK	WATER/SEWER	10 YEAR/150K MILES	2020-23	EQUIPMENT REPLACEMENT FUND	\$ 100,000.00
407	29486	INTERNATIONAL	7400 SBA 6X4 DUMP TRUCK	HEAVY DUTY TRUCK	WATER/SEWER	10 YEAR/150K MILES	2020-23	DEBT ISSUANCE	\$ 125,000.00
419	43084	INTERNATIONAL	TANDEM DUMP TRUCK	HEAVY DUTY TRUCK	WATER/SEWER	10 YEAR/150K MILES	2020-23	DEBT ISSUANCE	\$ 125,000.00
444	19214	GAP-VAC	JET VAC TRUCK	HEAVY DUTY TRUCK	WATER/SEWER	10 YEAR/150K MILES	2023-24	DEBT ISSUANCE	\$ 500,000.00
810	36579	FORD	F150	LIGHT DUTY TRUCK	WATER/SEWER	8 YEAR/120K MILES	2023-24	DEBT ISSUANCE	\$ 39,300.00
811	58404	FORD	F150	LIGHT DUTY TRUCK	WATER/SEWER	8 YEAR/120K MILES	2023-24	DEBT ISSUANCE	\$ 39,300.00

Note: Additional Replacement Cost in 2020-21 of \$15,000 due to split cost listed for IT



City of Watauga

Capital Outlay Plan

Detailed List by Year

Sorted by Fund and Department

General Fund

CAPITAL OUTLAY SUMMARY - GENERAL FUND

VEHICLE	ODO	MAKE	MODEL	TYPE	DEPARTMENT	FUND	LIFE EXPECTANCY	REPLACEMENT YEAR	FUNDING SOURCE	ESTIMATED REPLACEMENT COST
104	59986	FORD	F250	LIGHT DUTY TRUCK	ANIMAL CONTROL	GENERAL FUND	8 YEAR/120K MILES	2020-21	DEBT ISSUANCE	\$ 60,000.00
		HARLEY DAVIDSON	RADAR UNITS	MOTORCYCLE	POLICE	GENERAL FUND	5-6 YEAR	2020-21	EQUIPMENT REPLACEMENT FUND	\$ 12,000.00
903	54142	FORD	VAN	LIGHT DUTY TRUCK	RECREATION	GENERAL FUND	8 YEAR/120K MILES	2020-21	DEBT ISSUANCE	\$ 65,000.00
325	816	DYNAPAC	CC122 DRUM ROLLER	EQUIPMENT - HEAVY	STREETS	GENERAL FUND	10 YEAR/7K HOURS	2020-21	DEBT ISSUANCE	\$ 48,000.00
635	912	SCAGG	STT61V27CH MOWER	SMALL ENGINE EQUIPMENT	PARKS	GENERAL FUND	6 YEAR/3K HOURS	2020-21	EQUIPMENT REPLACEMENT FUND	\$ 30,000.00
		AWE Acquisitions	Early Literacy Stations	COMPUTER	Library	GENERAL FUND	5-6 YEAR	2020-21	EQUIPMENT REPLACEMENT FUND	\$ 6,778.00
		AWE Acquisitions	After School Edge Stations	COMPUTER	Library	GENERAL FUND	5-6 YEAR	2020-21	EQUIPMENT REPLACEMENT FUND	\$ 6,778.00
		ASUS	Notepad PC X55M	COMPUTER	Library	GENERAL FUND	5-6 YEAR	2020-21	EQUIPMENT REPLACEMENT FUND	\$ 8,018.00
		CoinPro	K00790	OFFICE EQUIPMENT	Library	GENERAL FUND	5-6 YEAR	2020-21	EQUIPMENT REPLACEMENT FUND	\$ 3,500.00
		CARRIER	48HJE004-351CA	7 TON	ANIMAL CONTROL	GENERAL FUND	15 YRS	2020-21	EQUIPMENT REPLACEMENT FUND	\$ 6,700.00
		CARRIER	48HJE004-351CA	7 TON	ANIMAL CONTROL	GENERAL FUND	15 YRS	2020-21	EQUIPMENT REPLACEMENT FUND	\$ 6,700.00
		LENNOX	TGA120H2BM1Y	10 TON	LIBRARY	GENERAL FUND	15 YRS	2020-21	EQUIPMENT REPLACEMENT FUND	\$ 11,595.00
		LENNOX	TGA120H2BM1Y	10 TON	LIBRARY	GENERAL FUND	15 YRS	2020-21	EQUIPMENT REPLACEMENT FUND	\$ 11,595.00
		GOODMAN	CKL49-1	2 TON SPLIT	OLD SENIOR CENTER	GENERAL FUND	15 YRS	2020-21	EQUIPMENT REPLACEMENT FUND	TBD
		GIBSON	J55BD-030K	2 TON SPLIT	OLD SENIOR CENTER	GENERAL FUND	15 YRS	2020-21	EQUIPMENT REPLACEMENT FUND	TBD
67	14125	HARLEY DAVIDSON	MOTORCYCLE	MOTORCYCLE	POLICE	GENERAL FUND		2021-22	DEBT ISSUANCE	\$ 30,000.00
157	69529	CHEVY	TAHOE	EMERGENCY CAR	POLICE DEPARTMENT	GENERAL FUND	5 YEAR/100K MILES	2021-22	DEBT ISSUANCE	\$ 60,000.00
68	6774	HARLEY DAVIDSON	MOTORCYCLE	MOTORCYCLE	POLICE	GENERAL FUND		2021-22	DEBT ISSUANCE	\$ 30,000.00
202	49427	FORD	F150	LIGHT DUTY TRUCK	POLICE	GENERAL FUND	8 YEAR/120K MILES	2021-22	DEBT ISSUANCE	\$ 40,000.00
204	50418	FORD	F150	LIGHT DUTY TRUCK	POLICE	GENERAL FUND	8 YEAR/120K MILES	2021-22	DEBT ISSUANCE	\$ 40,000.00
205	64419	FORD	F150	LIGHT DUTY TRUCK	POLICE	GENERAL FUND	8 YEAR/120K MILES	2021-22	DEBT ISSUANCE	\$ 40,000.00
8	69481	FORD	F150 4X4	LIGHT DUTY TRUCK	FIRE & EMS	GENERAL FUND	8 YEAR/120K MILES	2021-22	DEBT ISSUANCE	\$ 55,000.00
331	538693	FLINK	LMCSH SANDER	EQUIPMENT - HEAVY	STREETS	GENERAL FUND	10 YEAR/7K HOURS	2021-22	EQUIPMENT REPLACEMENT FUND	\$ 8,470.00
337	0	LINELAZER	IV3900 PAINT STRIPPER	EQUIPMENT-LIGHT	STREETS	GENERAL FUND	12 YEAR/6K HOURS	2021-22	EQUIPMENT REPLACEMENT FUND	\$ 7,260.00
629	1135	JOHN DEERE	3320H TRACTOR	EQUIPMENT-LIGHT	PARKS	GENERAL FUND	12 YEAR/6K HOURS	2021-22	DEBT ISSUANCE	\$ 35,000.00
609	33823	FORD	F150	LIGHT DUTY TRUCK	PARKS	GENERAL FUND	8 YEAR/120K MILES	2021-22	DEBT ISSUANCE	\$ 29,000.00
624	0	BLUE BIRD	SC18	EQUIPMENT-LIGHT	PARKS	GENERAL FUND	12 YEAR/6K HOURS	2021-22	EQUIPMENT REPLACEMENT FUND	\$ 4,300.00
617	111	SCAGG	STT61V27CH MOWER	SMALL ENGINE EQUIPMENT	PARKS	GENERAL FUND	6 YEAR/3K HOURS	2021-22	EQUIPMENT REPLACEMENT FUND	\$ 13,000.00
618	0	SCAGG	STT61V27CH MOWER	SMALL ENGINE EQUIPMENT	PARKS	GENERAL FUND	6 YEAR/3K HOURS	2021-22	EQUIPMENT REPLACEMENT FUND	\$ 13,000.00
630	848	SCAGG	STT61V27CH MOWER	SMALL ENGINE EQUIPMENT	PARKS	GENERAL FUND	6 YEAR/3K HOURS	2021-22	EQUIPMENT REPLACEMENT FUND	\$ 13,000.00
611	0	WELLS CARGO	COVERED TRAILER	TRAILERS	PARKS	GENERAL FUND	8 YEAR MIN	2021-22	EQUIPMENT REPLACEMENT FUND	\$ 10,000.00
621	0	PARKER	TRAILER	TRAILERS	PARKS	GENERAL FUND	8 YEAR MIN	2021-22	EQUIPMENT REPLACEMENT FUND	\$ 8,000.00
633	0	TEXAS TRAILER	TRAILER	TRAILERS	PARKS	GENERAL FUND	8 YEAR MIN	2021-22	EQUIPMENT REPLACEMENT FUND	\$ 6,000.00
628	1815	JOHN DEERE	GATOR TS ATV	ATV	PARKS	GENERAL FUND	12 YEAR/6K HOURS	2021-22	EQUIPMENT REPLACEMENT FUND	\$ 10,000.00
620	25008	FORD	F250	LIGHT DUTY TRUCK	PARKS	GENERAL FUND	8 YEAR/120K MILES	2021-22	DEBT ISSUANCE	\$ 38,000.00
637	0	BIG TEX	TRAILER	TRAILERS	PARKS	GENERAL FUND	8 YEAR MIN	2021-22	EQUIPMENT REPLACEMENT FUND	\$ 7,000.00
701	55111	FORD	F150 4X4	LIGHT DUTY TRUCK	FLEET	GENERAL FUND	12 YEAR/6K HOURS	2021-22	DEBT ISSUANCE	\$ 39,000.00
		Lenovo	Idea Pad Flex 4	COMPUTER	LIBRARY	GENERAL FUND	5-6 YEAR	2021-22	EQUIPMENT REPLACEMENT FUND	\$ 2,673.00
		Furniture	Family	OFFICE EQUIPMENT	LIBRARY	GENERAL FUND	8 YEAR MIN	2021-22	EQUIPMENT REPLACEMENT FUND	\$ 2,312.00
		CARRIER	48TMD009-501	8.5 TON	LIBRARY	GENERAL FUND	15 YRS	2021-22	EQUIPMENT REPLACEMENT FUND	\$ 9,962.00
		CARRIER	48TFE004-A-511	3 TON	LIBRARY	GENERAL FUND	15 YRS	2021-22	EQUIPMENT REPLACEMENT FUND	\$ 6,761.00
		CARRIER	48TMD012-A-501	10 TON	LIBRARY	GENERAL FUND	15 YRS	2021-22	EQUIPMENT REPLACEMENT FUND	\$ 10,527.00
		CARRIER	48TMD009-501	8.5 TON	LIBRARY	GENERAL FUND	15 YRS	2021-22	EQUIPMENT REPLACEMENT FUND	\$ 9,962.00
		CARRIER	48TFD006-A-511	5 TON	LIBRARY	GENERAL FUND	15 YRS	2021-22	EQUIPMENT REPLACEMENT FUND	\$ 7,642.00
69	10882	HARLEY DAVIDSON	MOTORCYCLE	MOTORCYCLE	POLICE	GENERAL FUND		2022-23	DEBT ISSUANCE	\$ 30,000.00
77	N/A	MATRIX	CABLE CROSS	FITNESS EQUIPMENT	RECREATION	GENERAL FUND	15 YEAR	2022-23	EQUIPMENT REPLACEMENT FUND	\$ 1,200.00
600	28994	FORD	F350	LIGHT DUTY TRUCK	PARKS	GENERAL FUND	8 YEAR/120K MILES	2022-23	DEBT ISSUANCE	\$ 40,000.00
601	18924	FORD	F350	LIGHT DUTY TRUCK	PARKS	GENERAL FUND	8 YEAR/120K MILES	2022-23	DEBT ISSUANCE	\$ 40,000.00
626	26809	FORD	F150	LIGHT DUTY TRUCK	PARKS	GENERAL FUND	8 YEAR/120K MILES	2022-23	DEBT ISSUANCE	\$ 38,000.00
		CARRIER	48HJF004-541HY	3 TON	POLICE	GENERAL FUND	15 YRS	2022-23	OTHER	\$ 6,761.00
		CARRIER	48HJE006-541HY	5 TON	POLICE	GENERAL FUND	15 YRS	2022-23	OTHER	\$ 7,642.00
		CARRIER	48HJE006G-541HY	5 TON	POLICE	GENERAL FUND	15 YRS	2022-23	OTHER	\$ 7,642.00
		CARRIER	48HJF004-541HY	3 TON	POLICE	GENERAL FUND	15 YRS	2022-23	OTHER	\$ 6,761.00
		CARRIER	48HJF004-541HY	3 TON	POLICE	GENERAL FUND	15 YRS	2022-23	OTHER	\$ 6,761.00
		CARRIER	48HJD005-551	4 TON	POLICE	GENERAL FUND	15 YRS	2022-23	OTHER	\$ 7,268.00
		CARRIER	48SD-030060311	5 TON	POLICE	GENERAL FUND	15 YRS	2022-23	OTHER	\$ 6,024.00
		CARRIER	48HJE005---551	4 TON	POLICE	GENERAL FUND	15 YRS	2022-23	OTHER	\$ 7,268.00
		CARRIER	48HEE003-301HY	2 TON	POLICE	GENERAL FUND	15 YRS	2022-23	OTHER	\$ 6,287.00
11	20325	FORD	EXPEDITION XL	LIGHT DUTY TRUCK	FIRE DEPARTMENT	GENERAL FUND	8 YEAR/120K MILES	2023-24	DEBT ISSUANCE	\$ 75,000.00
			Bunker Gear	Bunker Gear	FIRE DEPARTMENT	GENERAL FUND	5 years	2023-24	DEBT ISSUANCE	\$ 73,500.00
200	60690	FORD	F150 4X4	LIGHT DUTY TRUCK	PUBLIC WORKS	GENERAL FUND	8 YEAR/120K MILES	2023-24	EQUIPMENT REPLACEMENT FUND	\$ 40,000.00
304	2399	CAT	430F BACKHOE	EQUIPMENT - HEAVY	STREETS	GENERAL FUND	10 YEAR/7K HOURS	2023-24	DEBT ISSUANCE	\$ 160,000.00
305	50217	INTERNATIONAL	7400 SBA DUMP TRUCK	HEAVY DUTY TRUCK	STREETS	GENERAL FUND	10 YEAR/150K MILES	2023-24	DEBT ISSUANCE	\$ 200,000.00
324-A	0	HENDERSON	FSP2 SANDER	EQUIPMENT-LIGHT	STREETS	GENERAL FUND	12 YEAR/6K HOURS	2023-24	DEBT ISSUANCE	\$ 7,200.00
302	51637	FORD	TRUCK	LIGHT DUTY TRUCK	STREETS	GENERAL FUND	8 YEAR/120K MILES	2023-24	DEBT ISSUANCE	\$ 44,000.00
616	173	TORO	PRO 3040 BALLFIELD MAINT.	EQUIPMENT-LIGHT	PARKS	GENERAL FUND	12 YEAR/6K HOURS	2023-24	EQUIPMENT REPLACEMENT FUND	\$ 17,500.00
634	500	KUBOTA	Kx41-3VR1 EXCAVATOR	EQUIPMENT-LIGHT	PARKS	GENERAL FUND	12 YEAR/6K HOURS	2023-24	EQUIPMENT REPLACEMENT FUND	\$ 35,000.00
641	0	SCAGG	STT1161V26CH MOWER	SMALL ENGINE EQUIPMENT	PARKS	GENERAL FUND	6 YEAR/3K HOURS	2023-24	EQUIPMENT REPLACEMENT FUND	\$ 15,000.00
777	35402	FORD	F250	LIGHT DUTY TRUCK	FLEET	GENERAL FUND	8 YEAR/120K MILES	2023-24	DEBT ISSUANCE	\$ 55,000.00
709	24621	FORD	F450	MEDIUM DUTY TRUCK	FLEET	GENERAL FUND	8 YEAR/150K MILES	2023-24	DEBT ISSUANCE	\$ 80,000.00
1300	50905	FORD	CROWN VIC	EMERGENCY CAR	MARSHAL DEPT	GENERAL FUND	5 YEAR/100K MILES	2023-24	EQUIPMENT REPLACEMENT FUND	\$ 55,000.00
162	18824	CHEVY	TAHOE	EMERGENCY CAR	MARSHAL DEPT	GENERAL FUND	5 YEAR/100K MILES	2023-24	EQUIPMENT REPLACEMENT FUND	\$ 55,000.00
106		LIFE FITNESS	HIP ADDUCT/ABDUCT	FITNESS EQUIPMENT	RECREATION	GENERAL FUND	10 YEAR	2024-25	EQUIPMENT REPLACEMENT FUND	\$ 2,000.00
1		LIFE FITNESS	RECUMBENT BIKE	FITNESS EQUIPMENT	RECREATION	GENERAL FUND	8 YEAR	2024-25	EQUIPMENT REPLACEMENT FUND	\$ 2,300.00
2		LIFE FITNESS	RECUMBENT BIKE	FITNESS EQUIPMENT	RECREATION	GENERAL FUND	8 YEAR	2024-25	EQUIPMENT REPLACEMENT FUND	\$ 2,300.00
3		LIFE FITNESS	RECUMBENT BIKE	FITNESS EQUIPMENT	RECREATION	GENERAL FUND	8 YEAR	2024-25	EQUIPMENT REPLACEMENT FUND	\$ 2,300.00
6		LIFE FITNESS	POWERMILL	FITNESS EQUIPMENT	RECREATION	GENERAL FUND	8 YEAR	2024-25	EQUIPMENT REPLACEMENT FUND	\$ 6,300.00
9		LIFE FITNESS	ELLIPTICAL	FITNESS EQUIPMENT	RECREATION	GENERAL FUND	8 YEAR	2024-25	EQUIPMENT REPLACEMENT FUND	\$ 3,300.00
10		LIFE FITNESS	ELLIPTICAL	FITNESS EQUIPMENT	RECREATION	GENERAL FUND	8 YEAR	2024-25	EQUIPMENT REPLACEMENT FUND	\$ 3,300.00

TECHNOLOGY CAPITAL OUTLAY PLAN - GENERAL FUND

DEPARTMENT	NAME/TYPE	MODEL	QTY in SERVICE	PROPOSED QUANTITY	PURCHASE DATE	WARRANTY EXPIRES	REPLACEMENT YEAR	FUNDING SOURCE	ESTIMATED REPLACEMENT COST
IT	Microsoft Office Software	2010	160	160	12/10/2010		2020-21	OTHER *	\$ 30,000.00
IT	Workstation Replacements	OptiPlex 3020	88	90	1/5/2015	1/4/2020	2020-21	DEBT ISSUANCE	\$ 112,500.00
IT	IT Workstations	Generic	4	4	1/5/2015		2020-21	DEBT ISSUANCE	\$ 10,000.00
IT	Phone System Cloud Lease (Year 2)		133	143	12/12/2012	12/31/2019	2020-21	**	\$ 35,760.00
IT	Workstation Replacements	OptiPlex 3020	69	75	12/10/2015	12/11/2020	2020-21	DEBT ISSUANCE	\$ 93,750.00
IT	Microsoft Exchange Server Software	2016	1 + 240 CALS	1 + 240 CALS	1/10/2017		2021-22	EQUIPMENT REPLACEMENT FUND	\$ 30,000.00
IT	Phone System Cloud Lease (Year 3)		133	143	12/12/2012	12/31/2019	2021-22	**	\$ 35,760.00
IT	Dell Server Replacements (I.T.)	Dell	5	5	1/10/2017	1/9/2022	2021-22	EQUIPMENT REPLACEMENT FUND	\$ 65,000.00
IT	Microsof SQL Server	2016	1	1	1/10/2017		2021-22	EQUIPMENT REPLACEMENT FUND	\$ 4,000.00
IT	Microsoft Office Software	2010	160	160	12/10/2010		2021-22	OTHER	\$ 30,000.00
IT	Microsoft Windows Server Software	2016	11 + 225 CALS	11 + 225 CALS	1/10/2017		2021-22	OTHER	\$ 19,000.00
IT	Phone System Cloud Lease (Year 4)		133	143	12/12/2012	12/31/2019	2022-23	**	\$ 35,760.00
IT	Panasonic Police MDT	CF-33	17	17	2/24/2018	3/23/2023	2022-23	DEBT ISSUANCE	\$ 66,300.00
IT	HP Switch Replacements	HP	16	16	11/20/2012		2022-23	DEBT ISSUANCE	\$ 125,000.00
IT	Microsoft Office Software	2010	160	160	12/10/2010		2022-23	OTHER	\$ 30,000.00
IT	Netgear Wireless Controller and Access Points	Netgear	40	40			2022-23	DEBT ISSUANCE	\$ 30,000.00
IT	Phone System Cloud Lease (Year 5)		133	143	12/12/2012	12/31/2019	2023-24	**	\$ 35,760.00

* Replacement Cost in 2020-21 of \$30,000 split - GF/WS

** Leased Cost - Not Replacement



City of Watauga

Capital Outlay Plan

Detailed List by Year

Sorted by Fund and Department

Crime Control and Prevention District Fund

CAPITAL OUTLAY SUMMARY - CCD FUND

VEHICLE	ODO	MAKE	MODEL	TYPE	FUND	LIFE EXPECTANCY	REPLACEMENT YEAR	FUNDING SOURCE	ESTIMATED REPLACEMENT COST
153	105939	CHEVY	TAHOE	EMERGENCY CAR	CCD FUND	5 YEAR/100K MILES	2020-21	EQUIPMENT REPLACEMENT FUND	\$ 60,000.00
154	93004	CHEVY	TAHOE	EMERGENCY CAR	CCD FUND	5 YEAR/100K MILES	2020-21	EQUIPMENT REPLACEMENT FUND	\$ 60,000.00
155	69709	CHEVY	TAHOE	EMERGENCY CAR	CCD FUND	5 YEAR/100K MILES	2020-21	EQUIPMENT REPLACEMENT FUND	\$ 60,000.00
150	63092	CHEVY	TAHOE	EMERGENCY CAR	CCD FUND	8 YEAR/120K MILES	2022-23	EQUIPMENT REPLACEMENT FUND	\$ 40,000.00
151	64000	CHEVY	TAHOE	EMERGENCY CAR	CCD FUND	8 YEAR/120K MILES	2022-23	EQUIPMENT REPLACEMENT FUND	\$ 40,000.00
158	86000	CHEVY	TAHOE	EMERGENCY CAR	CCD FUND	5 YEAR/100K MILES	2022-23	EQUIPMENT REPLACEMENT FUND	\$ 60,000.00
159	88217	CHEVY	TAHOE	EMERGENCY CAR	CCD FUND	5 YEAR/100K MILES	2023-24	EQUIPMENT REPLACEMENT FUND	\$ 60,000.00
161	27409	CHEVY	SUBURBAN	PASSENGER CAR	CCD FUND	8 YEAR/120K MILES	2024-25	EQUIPMENT REPLACEMENT FUND	\$ 40,000.00
165	21834	CHEVY	TAHOE	EMERGENCY CAR	CCD FUND	5 YEAR/100K MILES	2024-25	EQUIPMENT REPLACEMENT FUND	\$ 60,000.00
166	19353	CHEVY	TAHOE	EMERGENCY CAR	CCD FUND	5 YEAR/100K MILES	2024-25	EQUIPMENT REPLACEMENT FUND	\$ 60,000.00
167	19799	CHEVY	TAHOE	EMERGENCY CAR	CCD FUND	5 YEAR/100K MILES	2024-25	EQUIPMENT REPLACEMENT FUND	\$ 60,000.00
168	14915	CHEVY	TAHOE	EMERGENCY CAR	CCD FUND	5 YEAR/100K MILES	2024-25	EQUIPMENT REPLACEMENT FUND	\$ 60,000.00
169	18798	CHEVY	TAHOE	EMERGENCY CAR	CCD FUND	5 YEAR/100K MILES	2024-25	EQUIPMENT REPLACEMENT FUND	\$ 60,000.00
TL2	0	STAR AMERICAN	TRAILER	TRAILERS	CCD FUND	8 YEAR MIN	2024-25	EQUIPMENT REPLACEMENT FUND	\$ 6,000.00



City of Watauga

Capital Outlay Plan
Detailed List by Year
Sorted by Fund and Department

Storm Drain Fund

CAPITAL OUTLAY SUMMARY - STORM DRAIN

VEHICLE	ODO	MAKE	MODEL	TYPE	FUND	LIFE EXPECTANCY	REPLACEMENT YEAR	FUNDING SOURCE	ESTIMATED REPLACEMENT COST
500	93394	FORD	F150 4X4	LIGHT DUTY TRUCK	STORM	8 YEAR/120K MILES	2020-21	EQUIPMENT REPLACEMENT FUND	\$ 35,000.00
555	0	WELLS CARGO	TRAILER	TRAILERS	STORM	8 YEAR MIN	2020-21	EQUIPMENT REPLACEMENT FUND	\$ 8,000.00
			MINI-TRACK LOADER	EQUIPMENT - HEAVY	STORM	10 YEAR/7K HOURS	2020-21	EQUIPMENT REPLACEMENT FUND	\$ 33,000.00

**CITY OF WATAUGA, TEXAS
ORDINANCE NO. 2020-032**

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY
OF WATAUGA, TEXAS ADOPTING THE CAPITAL
OUTLAY PLAN FOR FISCAL YEARS 2021-2025;
PROVIDING FOR REPEAL; PROVIDING A SAVINGS
CLAUSE; PROVIDING AN EFFECTIVE DATE.**

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

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

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

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

WHEREAS, the City Council finds that it, as the governing body, discussed the 2021-2025 Capital Outlay Plan and the capital items included in Fiscal Year 2020-21 during a Workshop Meeting held on August 10, 2020; and

WHEREAS, the City Council finds the said Fiscal Year 2020-21 Budget has been submitted to the City Council by the City Manager in accordance with the City Charter including funded items identified in the Capital Outlay Plan.

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

I.

The City Council of the City of Watauga hereby adopts the Capital Outlay Plan (COP) for FY2021-2025, a copy of which is attached hereto as Exhibit A;

II.

That the City Council provides that funded assets approved during the Fiscal Year 2020-21 will be consistent with the approved Capital Outlay Plan unless the changes are substantive in nature.

III.

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

IV.

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

V.

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

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this the 14th day of September 2020.

APPROVED:

ARTHUR L. MINER, Mayor

ATTEST:

ANDREA GARDNER, City Secretary

APPROVED AS TO FORM AND LEGALITY:

RUSSELL RODRIGUEZ HYDE BULLOCK, LLP
By: GEORGE HYDE, City Attorney



AGENDA MEMORANDUM

DATE: August 21, 2020

TO: Honorable City Council Members

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

THROUGH: Andrea Gardner, City Manager

SUBJECT: Consider action to declare the items shown on the 2020 Master Auction List as surplus personal property assets of the city approved for sale or disposition

BACKGROUND/INFORMATION:

The surplus asset disposal policy allows for the Director of Public Works to recommend real property for the City Council to review and declare as surplus.

Once the property is declared surplus by City Council, surplus equipment maybe disposed of by one of the following methods:

1. Sold competitively by public auction or by sealed bids
2. Traded in for new equipment
3. If the item has no value, the City Manager or designee, may authorized such items to be sold as scrap

The attachments to this memo list all items by department that are being recommended to be declared surplus.

City employees/City Council Members and their immediate families may not purchase any surplus city property either by sealed bid, at an auction, or resale from trade-in.

FINANCIAL IMPLICATIONS:

Revenue from the sale of property shall be restored to the appropriate originating funds.

RECOMMENDATION/ACTION DESIRED:



AGENDA MEMORANDUM

City staff respectfully recommends City Council declare the real property as attached to this agenda item as surplus property.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 2020 MASTER AUCTION LIST

REVIEWED BY:

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

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 9/4/2020

Final Approval - 9/9/2020

LOT#	BRAND	MODEL	DESCRIPTION	CONDITION
FIRE 1	TORO	TIMECUTTER SS 5000	zero turn mower	FAIR
FIRE 2	STIHL & ECHO	FS 56 RC, PAS 225	WEED EATER & EDGER	GOOD
Library 1			3 ea DVD Kiosks - MAR-LINE Oak Frame Rotor Screen Media Deluxe Displays Hexagon 5-Tier Video/Paperback Display	Fair
Library 2			5 ea Acrylic Media Displays Acrylic Paperback/Video/DVD/ Cube 10-3/4" x 12" x12"	Fair
			Wire Grid downslope shelves - 6 ea 48"L x 12"W and 8 ea 24"L x 12"W	New
			11 ea Library Shelves 11" x 35.5" for base of shelf range	Fair
			Shelving hardware	Good
			AM/FM Radio Cassette player recorder - Optimus SCR-64	
Library 3			Haworth Chair	Fair
			2 Heavy wood folding tables 6" x 3"	Good
POLICE 1	KENT	NIGHTMARE	20" BICYCLE S/N G1403024797	FAIR
	MONGOOSE	STREAK	20" BICYCLE S/N SNFSD10AB7233	FAIR
	KENT	CHAOS	20" BICYCLE S/N M50361	FAIR
	UNKNOWN	UNKNOWN	BICYCLE FRAME, NO SEAT, NO WHEELS	POOR
POLICE 2	HYPER	UNKNOWN	20" BICYCLE S/N 260200969	FAIR
	MONGOOSE	MODE 100	20" BICYCLE	FAIR
	MONSTER HIGH	MONSTER HIGH	20" BICYCLE	FAIR
POLICE 3	NEXT	UNKNOWN	20" BICYCLE S/N 8595-59G	FAIR
	HUFFY	ROCKIT	20" BICYCLE S/N AH18FU55569	FAIR
	MONGOOSE	EXCURSION	29" BICYCLE S/N SNFSD17L64742	GOOD
	NEXT	UNKNOWN	20" BICYCLE S/N 30883763	FAIR
POLICE 4	RAZOR	UNKNOWN	SCOOTER	POOR
	RAZOR	UNKNOWN	SCOOTER	FAIR
	TRIKKE8	T8 TRIKKE	3 WHEEL CAMBERING VEHICLE S/N HL0703011145	FAIR
	KENT	UNKNOWN	CRUSIER BICYCLE S/N GS140349646	FAIR
POLICE 5	SUNBICYCLES	MATRIX	20" BICYCLE S/N B101802625	GOOD
	OZONE	UNKNOWN	20" BICYCLE B101802625	GOOD
POLICE 6	NEXT	UNKNOWN	26" BICYCLE S/N LWCOA21857	GOOD
	UNKNOWN	UNKNOWN	20" BICYCLE S/N DMA000339892	FAIR
	MONGOOSE	EXCURSION	29" BICYCLE S/N 319187150	GOOD
	KENT	AMBUSH	20" BICYCLE, NO WHEELS OR PEDALS SN L4J3U8U952	POOR
POLICE 7	NEXT	UNKNOWN	20" BICYCLE S/N ZDB2457B	FAIR
	HUFFY	UNKNOWN	20" BICYCLE S/NSNHTC16M11599	FAIR
	ROADMASTER	UNKNOWN	24" BICYCLE S/N SNFSD1500	FAIR

	MONGOOSE	UNKNOWN	20" BICYCLE S/N SNFSD14G72553	FAIR
POLICE 8	ROADMASTER	UNKNOWN	26" BICYCLE S/N SNFSD17AF879	GOOD
	MONGOOSE	MODE 100	20" BICYCLE S/N SNFSD14HD4346	GOOD
	HARO	UNKNOWN	20" BICYCLE	FAIR
POLICE 9	SETINA	UNKNOWN	PARTITION & PUSH BUMPER OFF 2011 TAHOE	FAIR
POLICE 10	FORD	F250	(UNIT 106) 1999 ANIMAL CONTROL TRUCK 1FTNX20LYEA99207	FAIR
POLICE 11	FORD	TAURUS	(UNIT 092) 2003 SEDAN VIN#1FAFP532X3A223313	GOOD
POLICE 12	FORD	CROWN VIC	(UNIT 121) 2005 SEDAN VIN#2FAFP73WX5X106954	GOOD
POLICE 13	CHEVY	TAHOE PPV	(UNIT 138) 2011 SUV VIN#1GNLC2E03BR361401	FAIR
POLICE 14	CHEVY	TAHOE PPV	(UNIT 140) 2012 SUV VIN#1GNLC2E06BR359903	FAIR
POLICE 15	CHEVY	TAHOE PPV	(UNIT 144) 2012 SUV VIN#1GNLC2E03CR283056	FAIR
POLICE 16	CHEVY	TAHOE PPV	(UNIT 152) 2013 SUV VIN#1GNLC2E08DR317557 WRECKED OUT MISSING ENGINE, TRANS, FRONT CLIP, ETC.	POOR
POLICE 17			CONSOLES, GUN RACK, PUSH BUMPER	FAIR
POLICE 18	SOUND OFF		RED/BLUE LIGHT BAR, MIRROR LIGHTS, SPOT LIGHTS	FAIR
F&F 1	KENWOOD		NUMEROUS PORTABLE RADIOS AND CHARGERS	FAIR
F&F2			Used CNG tanks 2- sets of 5	FAIR
F&F3	Trinity Industries	A250H	Used Propane tank	FAIR
F&F4	Genie	TMZ 34/19	2002 Trailer Man Lift (Unit713)	FAIR
F&F5	Ford	Expedition	(Unit 789) 2002 SUV VIN#1FMRU15L22LA96747	FAIR
F&F6	Ford	F150	(UNIT 717) 2003 Truck with ladder rack & tool box VIN#2FTRF17W33CA92854	FAIR
F&F7	DODGE	CHARGER	(UNIT 209) 2007 CAR VIN#2B3KA43G57H690485	FAIR
SDU 1	FORD	F150	(INIT 512) 2002 TRUCK WITH TOOL BOX VIN#1FTRF17W52KA80912	FAIR
STREETS 1	HUSQVARNA	FS4800 D 30"	(UNIT 329)2008 CONCRETE/ASPHALT FLOOR SAW - 30" BLADE CAPACITY, DIESEL ENGINE, DIFFERENTIAL LOCK, 882 HOURS	FAIR
W&S 1	MUELLER	1982	FIRE HYDRANT	POOR
W & S 2	MUELLER	1977	FIRE HYDRANT	POOR
W & S 3	CLOW	2003	FIRE HYDRANT	POOR

W & S 4	MUELLER	1976	FIRE HYDRANT	POOR
W & S 5	MUELLER	1983	FIRE HYDRANT	POOR
W & S 6	WATEROUS	2001	FIRE HYDRANT	POOR
W & S 7	MUELLER	1983	FIRE HYDRANT	POOR
W & S 8	FORD	F-350	(UNIT 406) 2004 TRUCK VIN#1FDWW36S54EB03275	FAIR
P&R 1	NA	NA	(37) 92" X 48" WHITE PLASTIC FENCING PANELS	GOOD
P&R 2	NA	NA	(8) 8' X 4' CEDAR PICKET FENCE PANELS	GOOD
P&R 3	STIHL	SG20	() BACKPACK SPRAYERS-PARTS ONLY	POOR
P&R 4	KOMBI		BATTERY POWERED WALK BEHIND FIELD STRIPPER	FAIR
P&R 5	STIHL	FS100RX/BR430	WEEDEATER/BLOWER	POOR
P&R 6	MISC	NA	(6) WALL PACKS,(2) CEILING, (1) LENS	GOOD
P&R 7	SCAG	MISC	MISC SPARE PARTS FOR STT61V	GOOD
P&R 8	NA	BENCH	(10) 8FT , (7) 6FT , SURFACE MOUNT	FAIR
P&R 9	NA	TRASH CAN	(16) SURFACE MOUNT 32 GAL TRASH CANS	FAIR
P&R 10	NA	TABLE	(4) 8FT PORTABLE TABLE, (2) 4FT ROUND, (2) 6FT DIAMOND, (1) 4FT SQUARE, SURFACE MOUNT	FAIR
P&R 11	NA	BENCH	(2) 10FT INGROUND NO BACK BENCH	GOOD
P&R 12	NA	BLEACHER	15 ALUMINUM BLEACHER 3 SEAT	FAIR
P&R 13	PAVESTONE	BLOCK	(120 +/-) RETAINING WALL BLOCKS- CHARCOAL	GOOD
P&R 14	NA	LIMESTONE	(56 +/-) CHOPPED 14" BLOCK	GOOD
P&R 15	NA	NA	METAL ROOFING PANELS FOR SCRAP	FAIR
P&R 16	NA	MEDALLION	24" ROUND COLORED MEDALLIONS- ARMY, NAVY, AIRFORCE, COAST GUARD	GOOD
P&R 17	NA	MEDALLION	24" SQUARE ALUMINIUM MEDALLIONS- ARMY, NAVY, AIRFORCE, MARINES, COAST GUARD	FAIR
P&R 18	NA	NA	(140+/-) YELLOW PAVEMENT MARKER	GOOD
P&R 19	DEWALT	18VOLT/AIR	(5) DRILLS, (2) IMPACT DRIVERS, (2) SAWS, (7) CHARGERS, (6) BATTERIES, (2) AIR IMPACTS, MISC ACCESSORIES	FAIR

P&R 20	N/A	N/A	YOUTH BASEBALL EQUIPMENT/HLMT/PADS/BAGS	FAIR
P&R 21	DODGE	CHARGER	(UNIT 622) 2008 SEDAN VIN#2B3KA43G88H206133	FAIR
P&R 22	SCAG	STT61V-27CH	(UNIT 630) 2011 ZERO TURN MOWER SHELL	POOR

SURPLUS/TRADE

YEAR	BRAND	MODEL	SERIAL #	CONDITION
2011	SCAG	STT61V-27CH	F5600185 UNIT607	FAIR
2011	SCAG	STT61V-27CH	F5600218 UNIT635	FAIR
2011	SCAG	STT61V-27CH	F5600171 UNIT606	FAIR
2011	SCAG	STT61V-27CH	F5600260 UNIT617	GOOD
1997	DYNAPAC	CC122	6011338 (UNIT 325) STEEL DRUM ROLLER	FAIR
2000	JOHN DEERE	670CH	DW670CH575699 (UNIT307) MOTOR GRADER	GOOD
2000	JOHN DEERE	410G	T0410GX895033 (UNIT 505) BACKHOE	FAIR
2007	PARKER	TRAILER	13ZLA162271000332 (UNIT 632) TRAILER	FAIR
2008	WELLS CARGO	18' TRAILER	1WC200H2382063301 (UNIT 555) TRAILER	GOOD
2008	SCAG	STT61V-27CH	D7500197 (UNIT 524) ZERO TURN MOWER	FAIR
2012	FORD	F150	1FTNF1EFXCKD52521 (UNIT 410)	FAIR
2012	FORD	F150	1FTNF1EF7CKD52525 (UNIT 500)	FAIR



AGENDA MEMORANDUM

DATE: August 24, 2020

TO: Honorable City Council Members

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

THROUGH: Andrea Gardner, City Manager

SUBJECT: Consider action to approve the Quarterly Investment Report for the period ending June 30, 2020

BACKGROUND/INFORMATION:

The Quarterly Investment Report for June 30, 2020 was approved by Council on August 24, 2020. The report is being re-issued with a correction regarding the original face/par value for Certificates of Deposits. There were no changes to the book values and market values in the report.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Approval of the Investment Report for the period ending June 30, 2020.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Quarterly Investment Report 6-30-2020

REVIEWED BY:

Sandra Gibson, CGFO, CGFM, Director of Finance

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 8/31/2020

Final Approval - 9/1/2020



"A GREAT PLACE TO LIVE"

QUARTERLY INVESTMENT REPORT

For the Quarter Ended

June 30, 2020

Prepared by

Valley View Consulting, L.L.C.

The investment portfolio of the City of Watauga is in compliance with the Public Funds Investment Act and the City of Watauga Investment Policy.

City Manager

Director of Finance

Assistant Director of Finance

Disclaimer: These reports were compiled using information provided by the City of Watauga. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment adviser fees.

Summary

Quarter End Results by Investment Category:

<u>Asset Type</u>	<u>March 31, 2020</u>		<u>June 30, 2020</u>		
	<u>Book Value</u>	<u>Market Value</u>	<u>Book Value</u>	<u>Market Value</u>	<u>Ave. Yield</u>
DDA/MMA/NOW	\$ 21,660,424	\$ 21,660,424	\$ 22,551,288	\$ 22,551,288	0.42%
Pools	7,090,157	7,090,157	6,617,683	6,617,683	0.29%
CD/Security	11,255,782	11,255,782	9,208,495	9,208,495	2.23%
Totals	\$ 40,006,363	\$ 40,006,363	\$ 38,377,466	\$ 38,377,466	0.83%

Current Quarter Portfolio Performance (1)

Average Quarterly Yield	0.83%
Rolling Three Month Treasury	0.14%
Rolling Six Month Treasury	0.66%
TexPool	0.22%

Fiscal Year-to-Date Portfolio Performance (2)

Average Quarter End Yield	1.44%
Rolling Three Month Treasury	0.97%
Rolling Six Month Treasury	1.28%
TexPool	0.95%

Interest Earnings (Unaudited)

Quarterly Interest Earnings	\$ 89,275
Fiscal YTD Interest Earnings	\$ 459,679

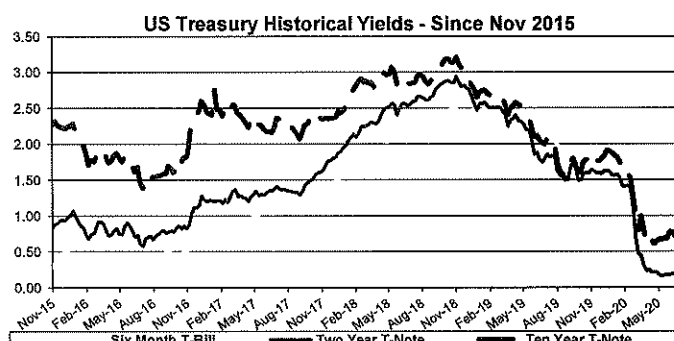
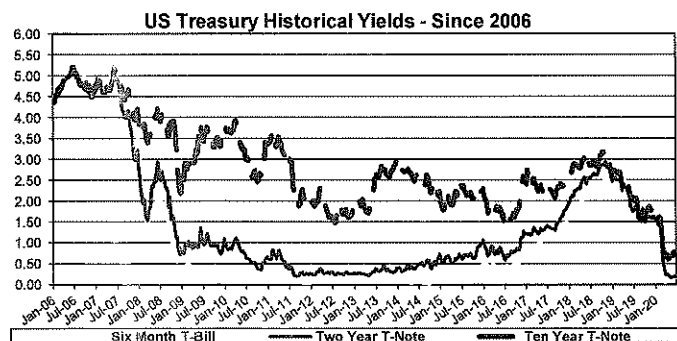
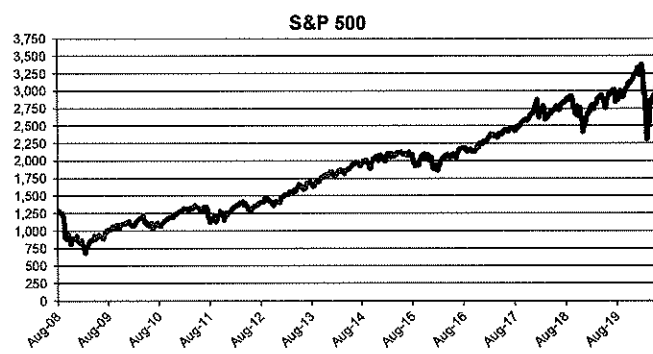
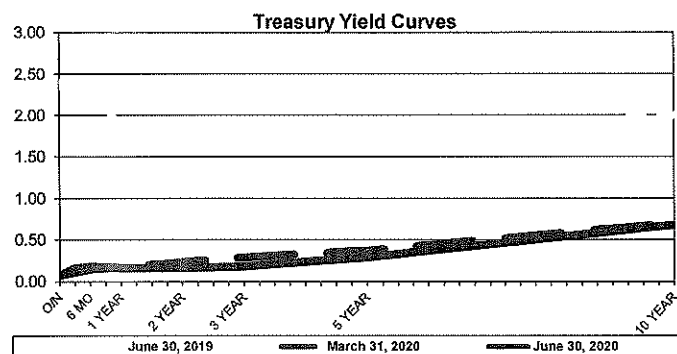
(1) Current Quarter Average Yield - based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for bank, pool, and money market balances.

(2) Fiscal Year-to-Date Average Yields - calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees..

Economic Overview

6/30/2020

The Federal Open Market Committee (FOMC) maintained the Fed Funds target range at 0.00% to 0.25% (Effective Fed Funds are trading +/-0.08%). Worldwide and domestic economic activity popped-up as isolation protocols eased. However, continued positive COVID test growth may impact additional activity. The Yield Curve remains stabilized at current levels. The FOMC has signaled reduced rates for an extended period. Crude oil increased to \$40+ per barrel. Unemployment claims continued to rise, but June Non Farm Payroll surged to 4.8 million. The Stock Market wobbled but stabilized. Full recovery timeline still very uncertain.



Investment Holdings
June 30, 2020

Corrected
✱

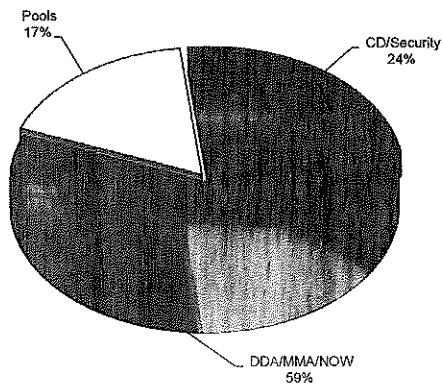
Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
Southside Bank MMA		0.42%	07/01/20	06/30/20	\$ 22,551,288	\$ 22,551,288	1.00	\$ 22,551,288	1	0.42%
Texas Term Daily	AAAm	0.24%	07/01/20	06/30/20	471,285	471,285	1.00	471,285	1	0.24%
LOGIC	AAAm	0.63%	07/01/20	06/30/20	308,553	308,553	1.00	308,553	1	0.63%
TexPool	AAAm	0.22%	07/01/20	06/30/20	4,795,396	4,795,396	1.00	4,795,396	1	0.22%
TexPool Prime	AAAm	0.52%	07/01/20	06/30/20	1,042,449	1,042,449	1.00	1,042,449	1	0.52%
Prosperity Bank CD		3.00%	07/20/20	10/19/18	1,500,000	1,576,894	100.00	1,576,894	20	3.04%
Southside Bank CD		1.81%	10/17/20	10/17/19	3,000,000	3,027,286	100.00	3,027,286	109	1.82%
Prosperity Bank CD		3.04%	10/19/20	10/19/18	1,500,000	1,577,945	100.00	1,577,945	111	3.08%
BBVA CD		1.77%	01/24/21	10/24/19	1,000,000	1,008,884	100.00	1,008,884	208	1.79%
BBVA CD		1.75%	04/24/21	10/24/19	1,000,000	1,008,793	100.00	1,008,793	298	1.77%
BBVA CD		1.73%	10/24/21	10/24/19	1,000,000	1,008,693	100.00	1,008,693	481	1.75%
					\$ 38,168,971	\$ 38,377,466				
									41	0.83%

(1) (2)

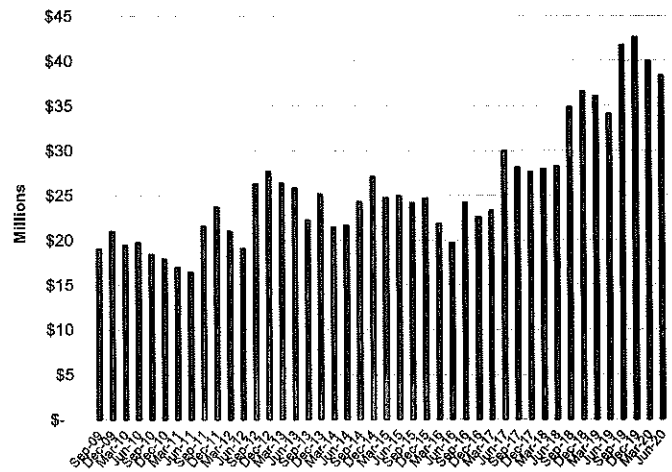
(1) Weighted average life - Pools, Money Market Funds, and Bank Deposits are assumed to have a one day maturity.

(2) Weighted average yield to maturity - The weighted average yield to maturity is based on Adjusted Book Value, adviser fees and realized and unrealized gains/losses are not considered. The pool and mutual fund yields are the average for the last month of the quarter. Bank deposit yields are estimated from the monthly allocated earnings.

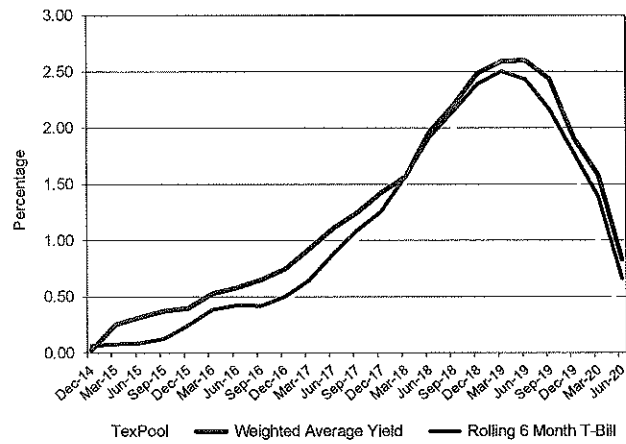
Portfolio Composition



Quarter End Book Value



Total Portfolio Performance



Book and Market Value Comparison

Description	Coupon/ Discount	Maturity Date	March 31, 2020				June 30, 2020		
			* Original Face\		Purchases/ Adjustments	Sales/Adjust/ Maturities	* Original Face\		Book Value
			Par Value	Book Value			Par Value	Book Value	
Southside Bank MMA	0.42%	07/01/20	\$ 21,660,424	\$ 21,660,424	\$ 890,864	\$ —	\$ 22,551,288	\$ 22,551,288	
Texas Term Daily	0.24%	07/01/20	470,714	470,714	571		471,285	471,285	
LOGIC	0.63%	07/01/20	307,915	307,915	638		308,553	308,553	
TexPool	0.22%	07/01/20	5,270,999	5,270,999		(475,603)	4,795,396	4,795,396	
TexPool Prime	0.52%	07/01/20	1,040,529	1,040,529	1,920		1,042,449	1,042,449	
Prosperity Bank CD	2.55%	04/17/20	1,000,000	1,050,062		(1,050,062)	—	—	
East West Bank CD	2.54%	04/17/20	1,022,652	1,047,865		(1,047,865)	—	—	
Prosperity Bank CD	3.00%	07/20/20	1,500,000	1,565,030	11,864		1,500,000	1,576,894	
Southside Bank CD	1.81%	10/17/20	3,000,000	3,013,687	13,600		3,000,000	3,027,286	
Prosperity Bank CD	3.04%	10/19/20	1,500,000	1,565,915	12,029		1,500,000	1,577,945	
BBVA CD	1.77%	01/24/21	1,000,000	1,004,451	4,433		1,000,000	1,008,884	
BBVA CD	1.75%	04/24/21	1,000,000	1,004,411	4,382		1,000,000	1,008,793	
BBVA CD	1.73%	10/24/21	1,000,000	1,004,361	4,332		1,000,000	1,008,693	
TOTAL			\$ 39,773,233	\$ 40,006,363	\$ 944,633	\$ (2,573,530)	\$ 38,168,971	\$ 38,377,466	

* Corrected

Allocation
June 30, 2020
Book & Market Value

	Total	Consolidated Cash	Construction	Crime Control District
Southside Bank MMA	\$ 22,551,288	\$ 4,581,090	\$ 17,970,199	\$ --
Texas Term Daily	471,285	471,285	--	--
LOGIC	308,553	308,553	--	--
TexPool	4,795,396	4,771,798	--	23,599
TexPool Prime	1,042,449	1,042,449	--	--
07/20/20-Prosperity Bank CD	1,576,894	1,576,894	--	--
10/17/20-Southside Bank CD	3,027,286	--	3,027,286	--
10/19/20-Prosperity Bank CD	1,577,945	1,577,945	--	--
01/24/21-BBVA CD	1,008,884	--	1,008,884	--
04/24/21-BBVA CD	1,008,793	--	1,008,793	--
10/24/21-BBVA CD	1,008,693	--	1,008,693	--
Totals	\$ 38,377,466	\$ 14,330,013	\$ 24,023,854	\$ 23,599

Allocation
March 31, 2020
Book & Market Value

	Total	Consolidated Cash	Construction	Crime Control District
Southside Bank MMA	\$ 21,660,424	\$ 4,025,904	\$ 17,634,520	\$ -
Texas Term Daily	470,714	470,714	-	-
LOGIC	307,915	307,915	-	-
TexPool	5,270,999	5,247,419	-	23,580
TexPool Prime	1,040,529	1,040,529	-	-
04/17/20-Prosperity Bank CD	1,050,062	-	1,050,062	-
04/17/20-East West Bank CD	1,047,865	1,047,865	-	-
07/20/20-Prosperity Bank CD	1,565,030	1,565,030	-	-
10/17/20-Southside Bank CD	3,013,687	-	3,013,687	-
10/19/20-Prosperity Bank CD	1,565,915	1,565,915	-	-
01/24/21-BBVA CD	1,004,451	-	1,004,451	-
04/24/21-BBVA CD	1,004,411	-	1,004,411	-
10/24/21-BBVA CD	1,004,361	-	1,004,361	-
Totals	\$ 40,006,363	\$ 15,271,291	\$ 24,711,492	\$ 23,580



AGENDA MEMORANDUM

DATE: August 24, 2020

TO: Honorable City Council Members

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

THROUGH: Andrea Gardner, City Manager

SUBJECT: Consider action to approve the Monthly Financial Report for the period ending July 31, 2020

BACKGROUND/INFORMATION:

The Monthly Financial Report for the period ending July 31, 2020 is attached for Council review and approval.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Respectfully request Council take action on the item as presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Council Report - July 2020 to Council September 14 2020

REVIEWED BY:

Sandra Gibson, CGFO, CGFM, Director of Finance

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 9/8/2020

Final Approval - 9/9/2020



Monthly Financial Report Fiscal 2019-2020

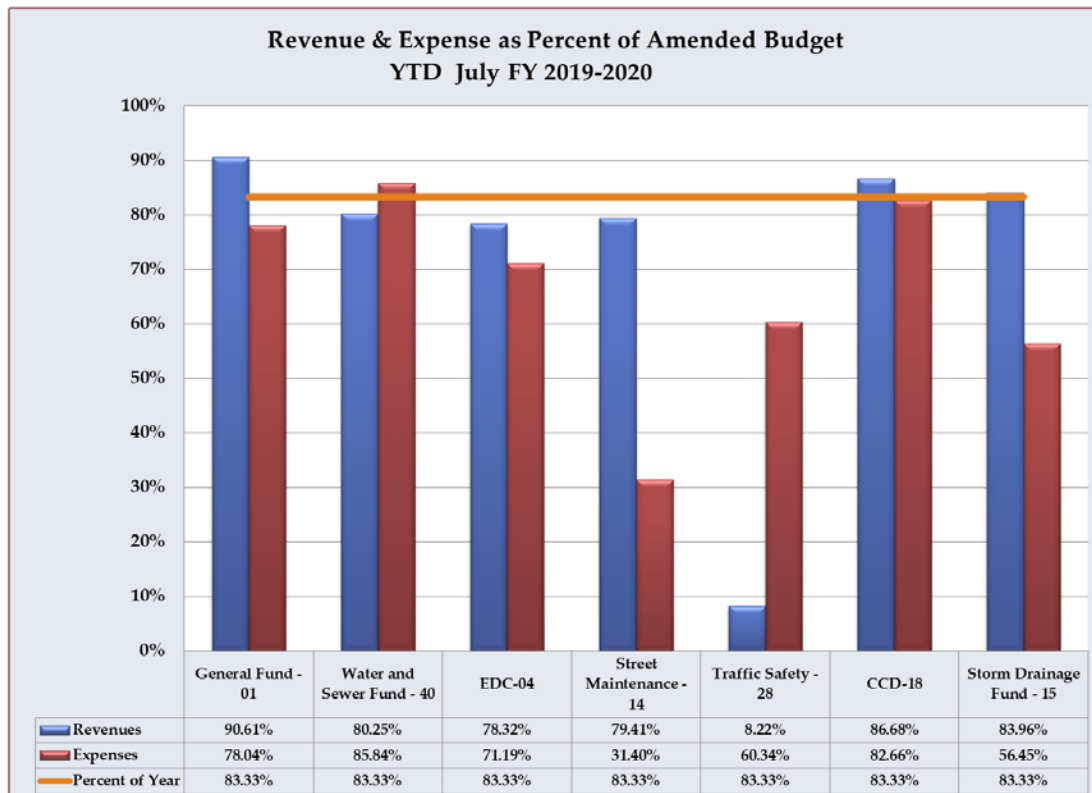
For the period ending July 31, 2020

Sales Tax

Due to the timing of this report, the July sales tax numbers are not yet available. The City's sales tax distribution from the State Comptroller's office for the July, 2020 sales tax receipts will be received on September 14, 2020. An estimated accrual of sales tax has been calculated in this financial report using a 12% decline over the same time last year. The year-to-date decline is forecast at 3.36% through July, 2020. The actual sales tax data and comparison to surrounding cities will be included on next month's financial report.

Financial Highlights

Through July, 2020, the City is 83.3% through the fiscal year 2019-2020. Revenue and expenses are reflected with recent budget amendments in the chart below and details of each fund's revenues and expenditures are attached. An amended budget for the General Fund and Crime Control Prevention District was passed by Council on July 13, 2020 to reflect anticipated revenue declines due in large part to the COVID-19 pandemic and expenditure reductions made to offset the revenue losses.



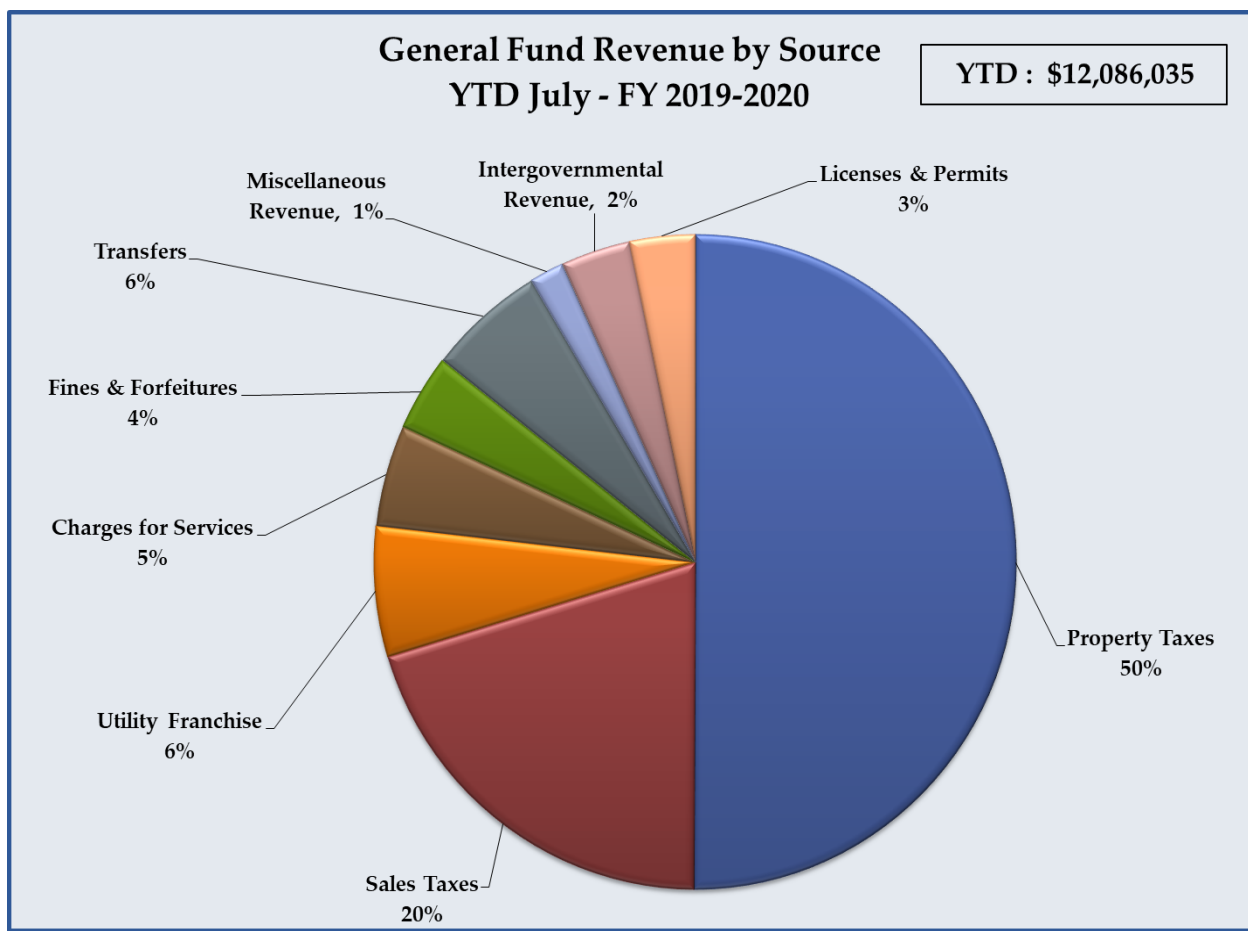
General Fund

Revenues – Year-to-date revenues represent 90.6% of amended budget collected, or \$12,086,035.

Property Tax – As we approach the end of fiscal year 2019-2020, the City has received 97.8% of budgeted property taxes and receipts are in line with expectations at this time. The majority of property tax revenues are received in December and January.

Utility Franchise Revenue - The majority of franchise receipts are received on a quarterly basis. The City has received \$779,285 or 88.1% in the amended budgeted franchise fee revenues through July, 2020. The year-to-date decrease in comparison to last year's receipts is \$53,131 or 6.4% lower than last year. The decline is attributed to HB 1152 Legislative action that was effective January, 2020 and eliminated the lower of telecommunications or cable franchise fees for providers of these services.

Licenses and Permits - License and permit fees are at 80.4% of amended budget collected; an increase of \$28,397 from prior year.



Charges for Services - Charges for Services revenues are at 85.4% of amended budget collected. Charges for services include recreation fees, ambulance services, garbage collection fees and animal adoption fees. For the month of July, this revenue

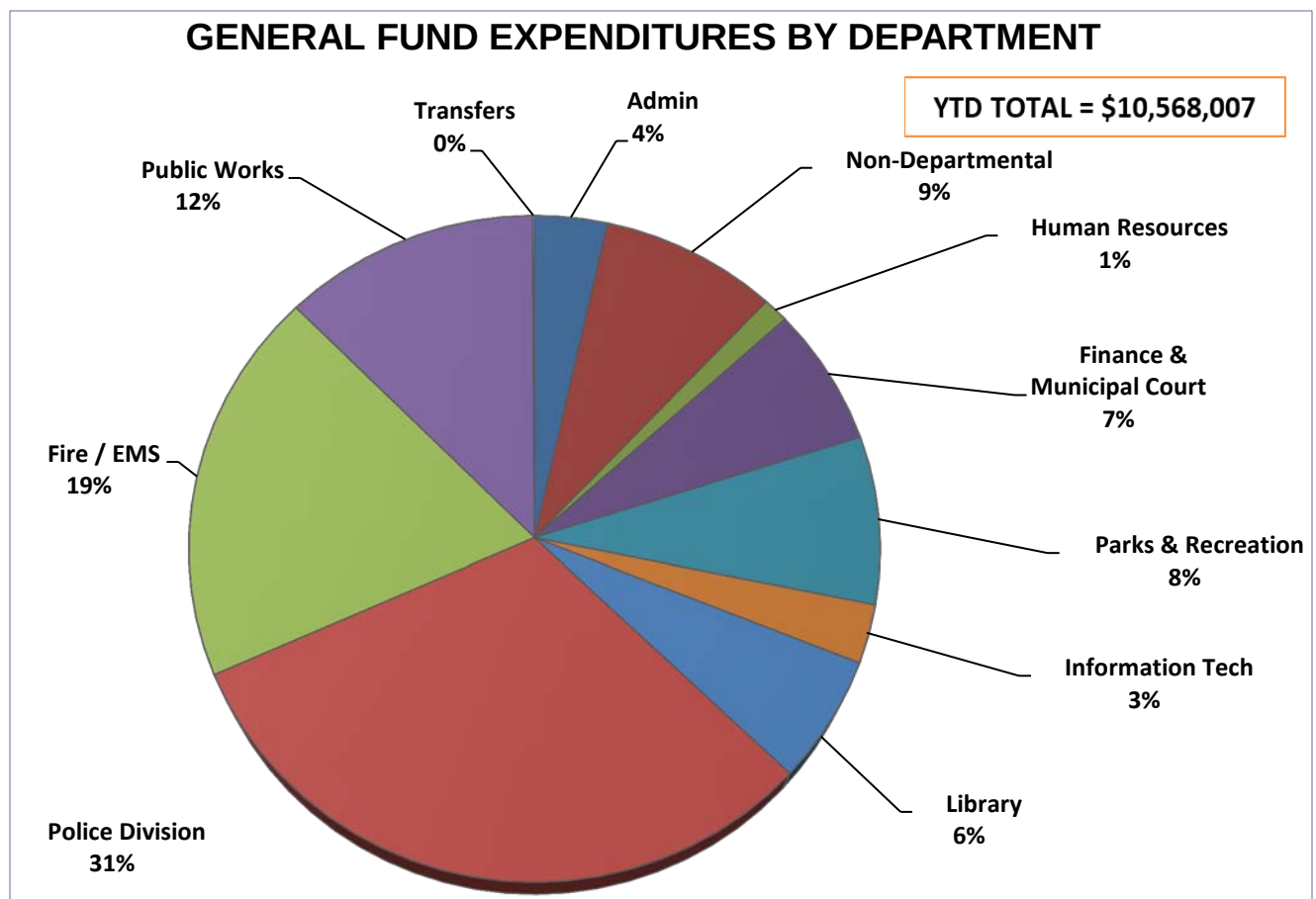
category is up \$8,001 or 15.2% higher in comparison to the period last year, although YTD comparisons remain marginally higher at 2.2% over prior year.

Fines and Forfeitures - Fines and Forfeitures are at 89.1% of amended budget which is \$85,609 or 23% higher than last year's collections. Citations have trended higher this fiscal year due to additional personnel assigned to traffic enforcement. Fine receipts in July were up \$1,298 or 2.4% higher in comparison to last year.

Miscellaneous Revenue - Miscellaneous revenues include Interest earnings, rental of recreational facilities, and other revenue. These receipts total \$210,024, which is 56% of amended budget collected. The City has applied for the Ambulance Supplemental Revenue program through the State of Texas and anticipates approximately \$125,000 in supplemental payments before the end of the fiscal year. In comparison to prior year, this revenue category has decreased 31.8%, or \$97,779 due to declines in recreation receipts such as facilities rentals, and lower interest yields in the City's investment and money market accounts.

Intergovernmental Revenue and Transfers - Intergovernmental Revenue include transfers from other funds for services the general fund provides and payments in lieu of taxes from the enterprise funds. Currently these revenues are on target with Intergovernmental at 84.2% of amended budget and Transfers at 86% of amended budget.

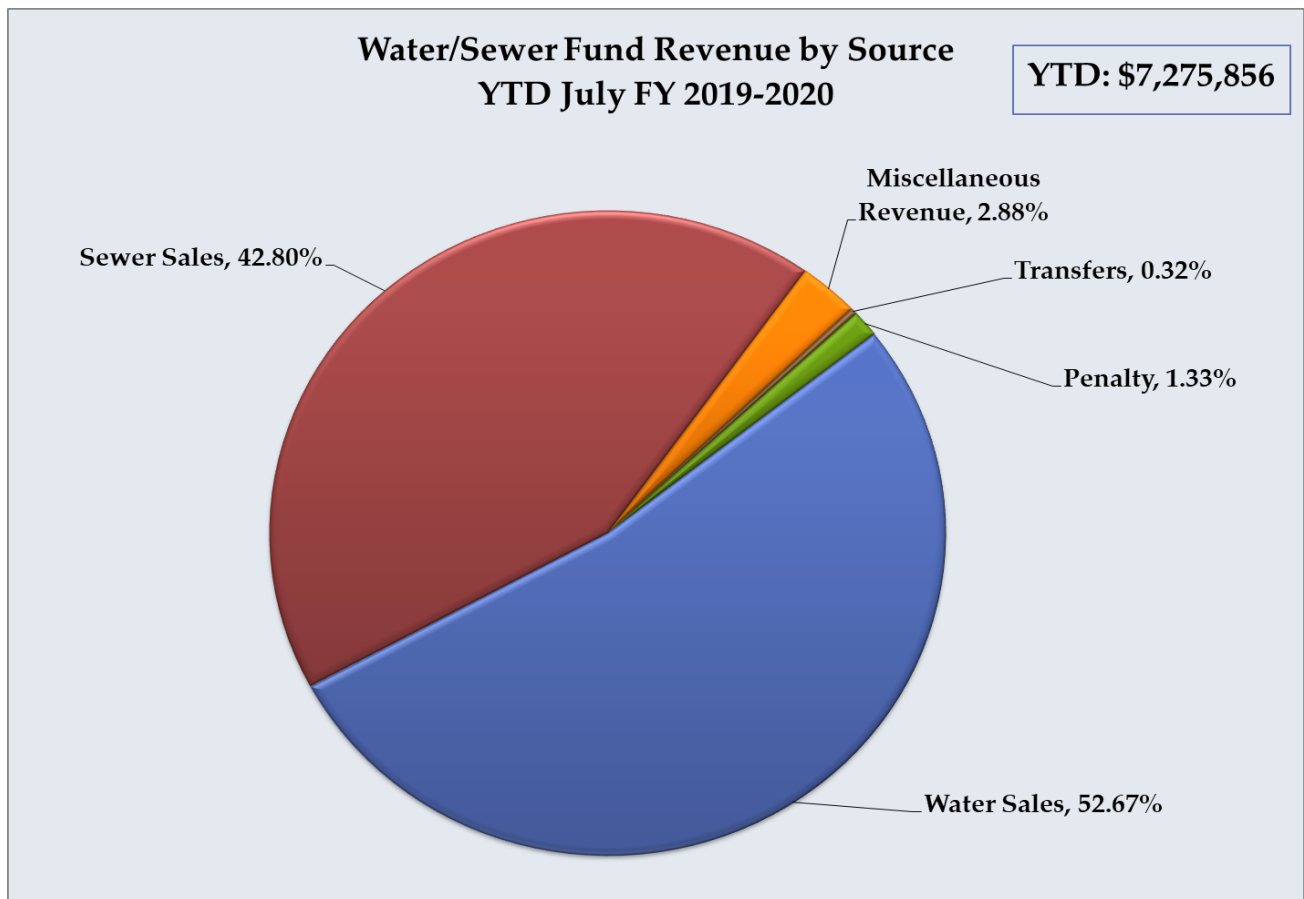
Expenses - General fund expenses are at 78% of amended budget expended and total \$10,568,007 for the year. Expenditures are 1.4% higher in comparison to the prior year.



In March, due to the COVID-19 pandemic and expected financial impact, expense reduction measures were put in place to help offset the expected revenue losses in future months. These actions include a hiring freeze, ceasing all discretionary spending, and discontinuing lease payments to the equipment replacement fund for the remainder of the year.

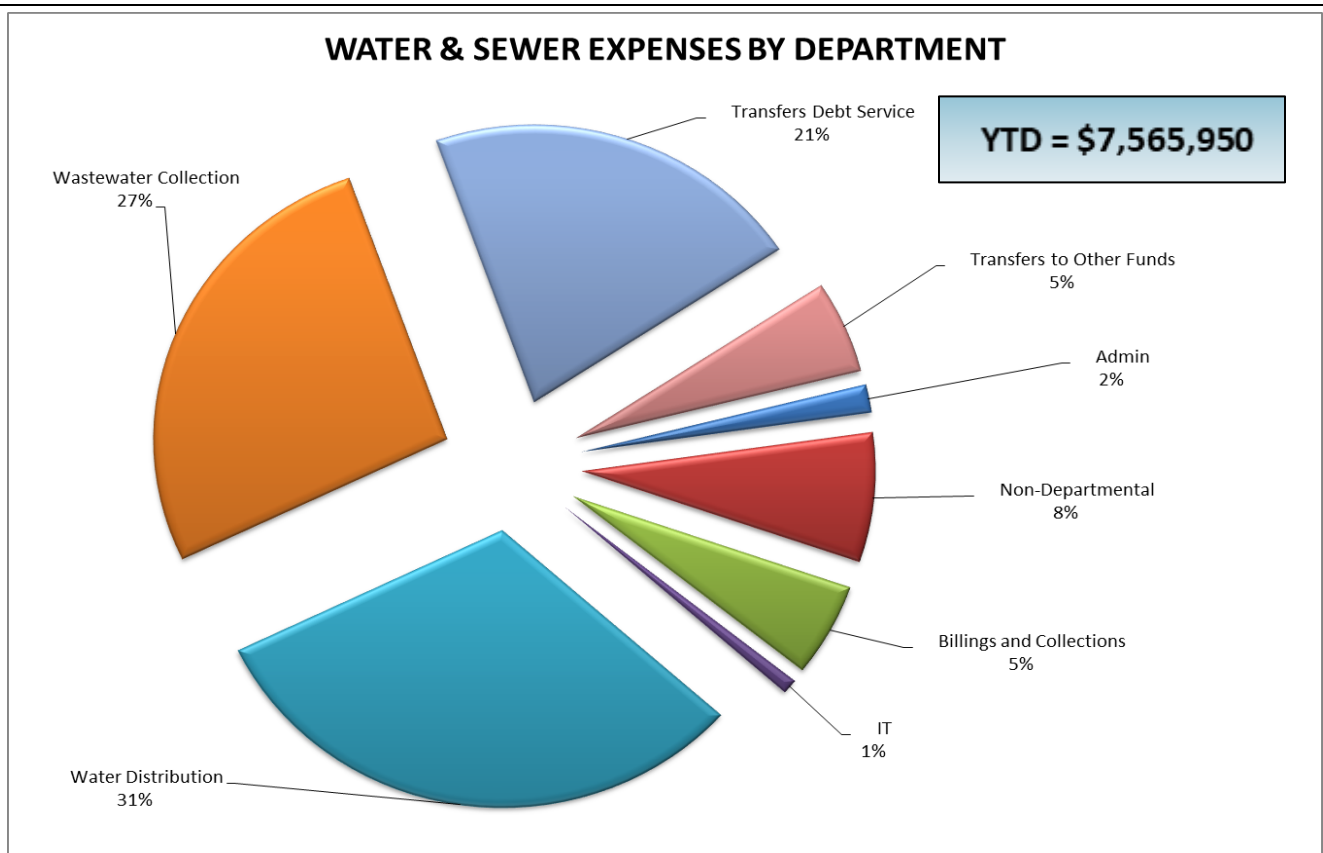
Water and Sewer Fund

Total water and sewer revenues are 3% below target and are currently at 80.3% of budgeted revenues through July, 2020. Water sales are at 80.8% of budgeted revenues and Sewer revenues are at 81.4% of budget.



Miscellaneous Sales and Penalties- Miscellaneous sales include penalty revenue, EPA revenue, service charges, returned check fees, and damaged/tampering fees. This category of revenue is at 93.8% of budget collected.

Expenses – Year-to-date expenses in the Water/Sewer fund are 2.5% higher than budget expectations and are currently at 85.8%. Transfers to Debt Service are at 96% of budget due to the payments that were due and paid thru August 1, 2020. Wastewater expenditures are down \$217,612 or 9.7% from last year. Wastewater expenditures were higher than normal last year due to inflow and infiltration issues.



Storm Drain Fund – Revenues represent 83.6% of budget collected. Expenses are at 56.5% of budget in this fund through July, 2020. Capital projects budgeted this year include Capp Smith wall repair, Whitley Road phase 2 and phase 3, of which expenditures total \$1,980,531 through July, 2020.

Special Revenue Funds - In the **Street Maintenance Fund**, revenues are at 79.4% of budget collected and expenses are at 31.4% of budget. The **Watauga Crime Control and Prevention District** has collected 78% of total revenues and is at 75% of budget expended. The **Watauga Economic Development Corporation Fund** has collected 78.3% of sales tax revenues and is at 71.2% of budget expended through July, 2020. The **Traffic Safety Fund** will not collect any fine receipts this year due to the photographic enforcement program discontinuation by HB1631, but the fund received \$2,358 of investment income or 8.2% of budget year-to-date and expenditures are at 60.3% of budget at this time. Traffic personnel are budgeted in this fund.

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending July 31, 2020 (4th FY Qtr.)

GENERAL FUND - 01

REVENUE:	ORIGINAL BUDGET	AMENDED BUDGET	7/31/2020 YTD ACTUAL	% USED	% AMD USED	% REMAINING	% AMD REMAINING	7/31/2019 YTD ACTUAL	\$ CHG 20 vs 19	% CHG 20 vs 19
TAXES										
AD VALOREM	6,120,000	6,120,000	5,986,849	97.82%	97.82%	2.18%	2.18%	5,559,045	427,803	7.70%
Delinquent	26,000	32,000	33,917	130.45%	105.99%	-30.45%	-5.99%	24,300	9,617	39.58%
Penalty & Interest	27,000	27,500	31,165	115.43%	113.33%	-15.43%	-13.33%	27,846	3,319	11.92%
SALES TAX	3,107,000	2,851,000	2,448,513	78.81%	85.88%	21.19%	14.12%	2,533,559	(85,046)	-3.36%
UTILITY FRANCHISE	932,000	885,000	779,285	83.61%	88.05%	16.39%	11.95%	832,416	(53,131)	-6.38%
LICENSES & PERMITS	529,000	495,500	398,455	75.32%	80.41%	24.68%	19.59%	370,058	28,397	7.67%
INTERGOVERNMENTAL REVENUE	502,600	502,600	423,147	84.19%	84.19%	15.81%	15.81%	385,268	37,879	9.83%
CHARGES FOR SERVICES	797,000	708,200	604,777	75.88%	85.40%	24.12%	14.60%	591,718	13,059	2.21%
FINES & FORFEITURES	617,900	514,000	458,211	74.16%	89.15%	25.84%	10.85%	372,602	85,609	22.98%
MISCELLANEOUS INCOME	378,200	375,100	210,024	55.53%	55.99%	44.47%	44.01%	307,803	(97,779)	-31.77%
OPERATING TRANSFERS IN	727,792	827,792	711,692	97.79%	85.97%	2.21%	14.03%	440,993	270,699	61.38%
TOTAL REVENUE	\$13,764,492	13,338,692	\$12,086,035	87.81%	90.61%	12.19%	9.39%	\$11,445,608	\$640,427	5.60%
ADMINISTRATION	449,585	457,600	371,338	82.60%	81.15%	17.40%	18.85%	234,616	136,722	58.27%
HUMAN RESOURCES	165,175	154,961	128,531	77.82%	82.94%	22.18%	17.06%	132,587	(4,057)	-3.06%
BUILDINGS - PW	823,000	805,794	605,018	73.51%	75.08%	26.49%	24.92%	587,561	17,457	2.97%
FINANCE	470,440	427,008	365,925	77.78%	85.70%	22.22%	14.30%	385,096	(19,171)	-4.98%
MUNICIPAL COURT - FIN	436,750	436,623	351,495	80.48%	80.50%	19.52%	19.50%	324,641	26,854	8.27%
DEVELOPMENTAL SERVICES - PW	205,555	235,781	164,690	80.12%	69.85%	19.88%	30.15%	133,791	30,899	23.10%
LIBRARY	998,400	873,695	645,492	64.65%	73.88%	35.35%	26.12%	760,824	(115,332)	-15.16%
PARKS AND RECREATION	1,340,550	1,181,590	858,549	64.04%	72.66%	35.96%	27.34%	590,555	267,993	45.38%
POLICE	4,022,700	3,961,749	3,298,858	82.01%	83.27%	17.99%	16.73%	3,268,032	30,826	0.94%
FIRE/EMS	2,621,325	2,684,333	2,023,122	77.18%	75.37%	22.82%	24.63%	2,049,480	(26,358)	-1.29%
PUBLIC WORKS - STREETS	606,650	503,848	383,363	63.19%	76.09%	36.81%	23.91%	407,896	(24,534)	-6.01%
FLEET MANAGEMENT - PW	198,450	195,814	156,656	78.94%	80.00%	21.06%	20.00%	162,554	(5,898)	-3.63%
NON-DEPARTMENTAL	1,125,666	1,249,100	904,088	80.32%	72.38%	19.68%	27.62%	940,235	(36,147)	-3.84%
INFORMATION TECHNOLOGY	378,560	361,590	300,465	79.37%	83.10%	20.63%	16.90%	328,460	(27,995)	-8.52%
ECONOMIC DEVELOPMENT	-	-	0	0.00%	0.00%	100.00%	100.00%	67,667	(67,666)	-100.00%
TRANSFERS TO OTHER FUNDS	12,500	12,500	10,417	83.34%	83.34%	16.66%	16.66%	47,500	(37,083)	-78.07%
TOTAL EXPENDITURES	\$13,855,306	13,541,986	\$10,568,007	76.27%	78.04%	23.73%	21.96%	\$10,421,495	\$146,511	1.41%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$90,814)	(\$203,294)	\$1,518,028					\$1,024,113	\$493,915.78	

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending July 31, 2020 (4th FY Qtr.)

DEBT SERVICE FUND - 03

	CURRENT BUDGET	7/31/2020 YTD ACTUAL	% USED	% REMAINING	7/31/2019 YTD ACTUAL	\$ CHG 20 vs 19	% CHG 20 vs 19
REVENUE:							
TAXES							
AD VALOREM	2,628,000	2,575,612	98.01%	1.99%	2,394,222	\$181,391	7.58%
Delinquent	12,000	14,607	121.72%	-21.72%	10,547	\$4,060	38.49%
Penalty & Interest	10,000	12,297	122.97%	-22.97%	10,743	\$1,554	14.46%
INTEREST EARNINGS	15,500	11,360	73.29%	26.71%	17,286	(\$5,926)	-34.28%
OTHER FINANCING SOURCES	-	0	-	-	0	\$0	-
OPERATING TRANSFERS IN	100,178	83,481	83.33%	16.67%	0	\$83,481	-
TOTAL REVENUE	\$2,765,678	\$2,697,357	97.53%	2.47%	\$2,432,797	\$264,560	10.87%
Contractual & Sundry	2,642,003	2,631,629	99.61%	0.39%	2,489,917	\$141,712	5.69%
TOTAL EXPENDITURES	\$2,642,003	2,631,629	99.61%	0.39%	2,489,917	\$141,712	5.69%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	\$123,675.00	\$65,729			-\$57,119	\$122,848	

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending July 31, 2020 (4th FY Qtr.)

WATER & SEWER - 40

REVENUE:	CURRENT BUDGET	7/31/2020 YTD ACTUAL	% USED	% REMAINING	7/31/2019 YTD ACTUAL	\$ CHG 20 vs 19	% CHG 20 vs 19
WATER SALES	4,745,000	3,831,851	80.76%	19.24%	3,271,626	560,225	17.12%
SEWER SALES	3,825,000	3,113,741	81.41%	18.59%	2,899,561	214,180	7.39%
MISCELLANEOUS	211,000	197,893	93.79%	6.21%	175,022	22,871	13.07%
PENALTY	205,000	97,120	47.38%	52.62%	142,026	(44,906)	-31.62%
INTEREST	50,000	8,737	17.47%	82.53%	32,892	(24,155)	-73.44%
TRANSFERS	30,000	23,248	-	-	-	23,248	0.00%
TAP FEES	-	3,266	-	-	1,250	2,016	0.00%
SALE OF ASSETS	-	-	-	-	-	-	-
TOTAL REVENUE	\$9,066,000	\$7,275,856	80.25%	19.75%	\$6,522,378	\$753,479	11.55%
ADMINISTRATIVE	152,850	124,099	81.19%	18.81%	216,938	(92,839)	-42.80%
NON-DEPARTMENTAL	684,830	570,949	83.37%	16.63%	509,057	61,892	12.16%
BILLING & COLLECTIONS	526,700	411,088	78.05%	21.95%	395,736	15,352	3.88%
MGT. INFO SYSTEMS	78,050	64,999	83.28%	16.72%	60,475	4,524	7.48%
WATER DISTRIBUTION	2,749,200	2,366,804	86.09%	13.91%	2,408,144	(41,340)	-1.72%
WASTEWATER COLLECTION	2,531,950	2,020,693	79.81%	20.19%	2,238,305	(217,612)	-9.72%
TRANSFERS	2,090,000	2,007,318	96.04%	3.96%	1,811,568	195,750	10.81%
TOTAL EXPENDITURES	\$8,813,580	\$7,565,950	85.84%	14.16%	\$7,640,224	(\$74,274)	-0.97%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	\$252,420	(\$290,094)			(\$1,117,846)	\$827,752	

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending July 31, 2020 (4th FY Qtr.)

WATAUGA ECONOMIC DEVELOPMENT CORP - 04

	CURRENT BUDGET	7/31/2020 YTD ACTUAL	% USED	% REMAINING	7/31/2019 YTD ACTUAL	\$ CHG 20 vs 19	% CHG 20 vs 19
REVENUE:							
SALES TAX	764,000	602,744	78.89%	21.11%	622,944	(20,200)	-3.24%
INTEREST EARNINGS	10,000	3,436	34.36%	65.64%	19,769	(16,332)	-82.62%
INTEREST/ESCROW	-	-	-	-	-	-	-
CONTRIBUTIONS/OTHER	-	-	-	-	-	-	-
TOTAL REVENUE	\$774,000	\$606,180	78.32%	21.68%	\$642,712	(36,533)	-5.68%
PERSONNEL SERVICES	-	(0)	0.00%	100.00%	334,714	(334,714)	-100.00%
NON-DEPARTMENTAL	-	-	0.00%	100.00%	14,813	(14,813)	-100.00%
SUPPLIES	2,200	324	14.71%	85.29%	28,312	(27,988)	-98.86%
MAINTENANCE	4,000	-	0.00%	100.00%	28,472	(28,472)	-100.00%
CONTRACTUAL & SUNDRY	148,450	79,470	53.53%	46.47%	101,159	(21,690)	-21.44%
TRANSFERS	294,470	245,291	83.30%	16.70%	43,157	202,133	468.36%
CAPITAL OUTLAY	7,500	-	0.00%	100.00%	5,500	(5,500)	0.00%
TOTAL EXPENDITURES	456,620	325,084	71.19%	28.81%	\$ 556,128	(231,044)	-41.55%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	\$317,380	\$281,096			\$86,584	\$194,511	

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending July 31, 2020 (4th FY Qtr.)

STREET MAINTENANCE FUND - 14

	CURRENT BUDGET	7/31/2020 YTD ACTUAL	% USED	% REMAINING	7/31/2019 YTD ACTUAL	\$ CHG 20 vs 19	% CHG 20 vs 19
REVENUE:							
SALES TAX	759,000	602,733	79.41%	20.59%	622,188	(19,455)	-3.1%
INTEREST EARNINGS	10,000	7,603	-	-	31,789	(24,186)	-76.1%
INTEREST/ESCROW	-	-	-	-	-	0	-
CONTRIBUTIONS/OTHER	-	-	-	-	-	0	-
TOTAL REVENUE	\$ 769,000	\$610,336	79.41%	20.59%	653,977	(\$43,641)	-6.67%
 MAINTENANCE	100,000	61,101	61.10%	38.90%	59,525	1,576	0.0%
CONTRACTUAL & SUNDRY	8,000	850	10.63%	89.38%	595	255	0.0%
CAPITAL OUTLAY	800,000	223,193	27.90%	72.10%	202,918	20,275	10.0%
 TOTAL EXPENDITURES	908,000	285,144	31.40%	68.60%	263,038	\$22,106	8.4%
 EXCESS REVENUE OVER (UNDER) EXPENDITURES	 (\$139,000)	 \$325,192			 \$390,939	 (\$65,747)	

100.00%

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending July 31, 2020 (4th FY Qtr.)

STORM DRAIN FUND - 15

	CURRENT BUDGET	7/31/2020 YTD ACTUAL	% USED	% REMAINING	7/31/2019 YTD ACTUAL	\$ CHG 20 vs 19	% CHG 20 vs 19
REVENUE:							
USERS FEE	1,470,000	1,228,936	83.60%	16.40%	1,224,327	4,609	0.38%
OTHER REVENUE	-	-	-	-	-	-	-
INTEREST INCOME	55,000	51,395	93.45%	6.55%	98,272	(46,877)	-47.70%
						-	-
TOTAL REVENUE	\$1,525,000	\$1,280,332	83.96%	16.04%	\$1,322,599	(\$42,267)	-3.20%
PERSONNEL	501,300	376,440	75.09%	24.91%	\$356,529	19,911	5.58%
SUPPLIES	38,650	13,064	33.80%	66.20%	\$13,927	(863)	-6.20%
MAINTENANCE	56,500	9,987	17.68%	82.32%	\$10,434	(447)	0.00%
CONTRACTUAL & SUNDRY	167,880	108,776	64.79%	35.21%	\$117,812	(9,036)	-7.67%
CAPITAL	3,679,518	1,980,531	53.83%	46.17%	\$6,646	1,973,885	0.00%
TRANSFERS TO OTHER FUNDS	73,500	61,447	83.60%	16.40%	\$87,049	(25,602)	-29.41%
TOTAL EXPENDITURES	\$4,517,348	\$2,550,245	56.45%	43.55%	\$592,399	\$1,957,847	330.49%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$2,992,348)	(\$1,269,913)			\$730,201	(\$2,000,114)	

100.00%

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending July 31, 2020 (4th FY Qtr.)

CRIME CONTROL DISTRICT - 18

REVENUE:	ORIGINAL BUDGET	AMENDED BUDGET	7/31/2020 YTD ACTUAL	% USED	% AMD USED	% REMAINING	% AMD REMAINING	7/31/2019 YTD ACTUAL	\$ CHG 20 vs 19	% CHG 20 vs 19
SALES TAX	1,509,000	1,314,000	1,186,731	78.64%	90.31%	21.36%	9.69%	1,232,268	(45,537)	-3.70%
INTEREST EARNING/OTHER	67,000	34,500	42,826	63.92%	124.13%	36.08%	-24.13%	81,390	(38,564)	-47.38%
TRANSFERS		70,000			0.00%					
				-		-	-		-	-
TOTAL REVENUE	\$1,576,000	1,418,500	\$1,229,557	78.02%	86.68%	21.98%	13.32%	\$1,313,658	(\$84,101)	-6.40%
PERSONNEL SERVICES	982,500	1,012,500	840,330	85.53%	83.00%	14.47%	17.00%	\$734,001	106,328	14.49%
SUPPLIES	147,500	116,500	82,806	56.14%	71.08%	43.86%	28.92%	\$102,879	(20,074)	-19.51%
MAINTENANCE	198,500	218,250	214,423	108.02%	98.25%	-8.02%	1.75%	\$178,635	35,788	20.03%
CONTRACTUAL & SUNDRY	329,870	160,925	111,823	33.90%	69.49%	66.10%	30.51%	\$250,619	(138,796)	-55.38%
TRANSFERS	30,000	30,000	23,735	79.12%	79.12%	20.88%	20.88%	\$37,151	(13,416)	-36.11%
CAPITAL OUTLAY	17,000	9,000	5,760	33.88%	64.00%	66.12%	36.00%	\$4,372	1,388	0.00%
TOTAL EXPENDITURES	1,705,370	1,547,175	1,278,877	74.99%	82.66%	25.01%	17.34%	\$1,307,658	(\$28,781)	-2.20%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$129,370)	(\$128,675)	(\$49,320)					\$ 6,000	(\$55,319)	

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending July 31, 2020 (4th FY Qtr.)

Traffic Safety - 28

REVENUE:	CURRENT BUDGET	7/31/2020 YTD ACTUAL	% USED	% REMAINING	7/31/2019 YTD ACTUAL	\$ CHG 20 vs 19	% CHG 20 vs 19
FINES & FORFEITURES	-	-	0.00%	100.00%	839,108	(839,108)	-100.00%
INTEREST	28,700	2,358	8.22%	91.78%	2,547	(189)	-
		-	-	-	-	-	-
TOTAL REVENUE	28,700	2,358	8.22%	191.78%	841,655	(839,296)	-99.72%
PERSONNEL SERVICES	374,930	227,777	60.75%	39.25%	125,812	101,965	81.05%
SUPPLIES	4,500	1,364	30.31%	69.69%	720	644	0.00%
CONTRACTUAL & SUNDRY	1,500	705	47.00%	53.00%	122,465	(121,760)	-99.42%
CAPITAL OUTLAY	-	-	0.00%	100.00%	-	-	0.00%
TOTAL EXPENDITURES	380,930	229,846	60.34%	39.66%	248,997	(19,151)	-7.69%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$352,230)	(\$227,487)			\$592,658	(\$820,145)	

100.00%



AGENDA MEMORANDUM

DATE: August 31, 2020

TO: Honorable City Council Members

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

THROUGH: Andrea Gardner, City Manager

SUBJECT: Consider action approving a Resolution of the City Council of the City of Watauga, Texas adopting Written Investment Policies Standards Governing the City's Investment Practices; Amending Authorized Broker/Dealers list for the City of Watauga; repealing conflicting resolutions; and providing an effective date.

BACKGROUND/INFORMATION:

An annual review of the City's investment policy and strategy must be documented by formal action of the City Council. The policy was last reviewed and approved by the City Council in July, 2019. There are no changes to this year's policy. A listing of Broker/Dealers is also attached.

The City of Watauga Investment Policy was acknowledged in April, 2018 by the Government Treasurers' Organization of Texas with the Investment Policy of Distinction. This Certificate is awarded for two years and then is eligible for renewal upon review. Our policy meets all of the requirements set by the Public Funds Investment Act adopted by the Texas Legislature

The attached resolution has been reviewed and approved by legal.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Consideration and action on a Resolution adopting an Investment Policy and Broker Dealer listing for the City of Watauga

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Investment Policy 2020 Watauga Proposed



AGENDA MEMORANDUM

2. INVESTMENT POLICY RESOLUTION 2020

REVIEWED BY:

Sandra Gibson, CGFO, CGFM, Director of Finance

Karrie Marling, Legal

George Hyde, Legal

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 8/31/2020

Approved - 9/4/2020

Approved - 9/9/2020

Final Approval - 9/9/2020

CITY OF WATAUGA, TEXAS

INVESTMENT POLICY

Proposed September 14, 2020

POLICY

It is the policy of the City of Watauga (City) after allowing for the anticipated cash flow requirements in its bank accounts to meet daily needs and after giving due consideration to the safety and risk of investments, providing protection for both principal and liquidity, to invest public funds in a manner which will provide the highest investment return while conforming to all state and local statutes governing the investment of public funds. This Investment Policy is authorized by the City Council in accordance with Texas Government Code, Chapter 2256-Public Funds Investment, also cited as the Public Funds Investment Act (Act), to satisfy the statutory requirements to define, adopt, and review a written Investment Policy regarding the investment of its funds and funds under its control. The City Council shall review and adopt by resolution, its investment strategies and policy not less than annually. This is required even if there are no changes within the policy. Such an Investment Policy must be written, emphasize safety, address investment management and include types of authorized investments, maximum allowable stated maturity, maximum dollar-weighted average maturity, method to monitor the market price and credit ratings of investments, and requirements for settlement of transactions. The resolution shall state that the Policy has been reviewed and include record of changes made to either the Investment Policy or strategy.

SCOPE

This Policy applies to all funds or financial resources available for investment under the City's financial control and accounted for in the City of Watauga, Texas Comprehensive Annual Financial Report which includes the General Fund, Watauga Economic Development Corporation Sales Tax Fund, Crime Control and Prevention District Fund, Street Maintenance Fund, Library Donation Fund, Municipal Court Security Fund, Municipal Court Technology Fund, Juvenile Case Manager Fund, Traffic Safety Fund, Park Vista Fund, General Obligation Bond Debt Service Fund, Watauga Economic Development Corporation Revenue Bond Debt Service Fund, General Obligation Capital Project Fund, Watauga Economic Development Corporation Capital Projects Fund, Bunker Hill Capital Projects Fund, Water and Sewer Enterprise Fund, Drainage Utility Enterprise Fund, Utility Construction Fund and will include any new fund created by the City Council unless specifically exempt. These policies do not, however, govern funds that are managed under separate investment programs or trust agreements, such as retirement funds, pension funds, deferred compensation funds, and certain private donations that are maintained as required by Federal and State laws, other local policies, or donor stipulations. In addition to this Policy, bond funds (as defined by the Internal Revenue Service) shall be managed by their governing ordinances and all applicable State and Federal laws.

The City will consolidate cash balances from all applicable funds to optimize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles. Such earnings from investments will be used in a manner that best serves the public trust and interests of the City as deemed in the annual budget.

INVESTMENT OBJECTIVES

All investments shall be designed and managed in a manner responsive to the public trust and in compliance with all Federal, State and other legal requirements, including but not limited to the Act. The City shall manage and invest its available resources with four objectives, listed in order of priority: Safety, Liquidity, Public Trust, and Yield.

Safety

Safety of principal and the City's assets is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To increase investment safety, the City strives to decrease or minimize credit and interest rate risk. Minimization of credit risk or the risk of loss due to the failure of an investment issuer or guarantor shall be done by the City by limiting investments to safe types, pre-qualifying financial institutions and broker/dealers, and diversifying the portfolio in order that potential losses on individual investments do not exceed the income generated from the remainder of the portfolio.

Minimization of interest rate risk or the decrease in market value of investments in the City's portfolio due to changes in interest rates shall be done by the City through strong cash flow projections so that realized market value losses are reduced and through investments in shorter-term investments.

Liquidity

The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with forecasted cash flow requirements and by investing in securities with active secondary markets. A portion of the portfolio will also be placed in cash equivalent investments, which offer daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

Public Trust

Investments shall be made with judgment and care, under circumstances, then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. Investment officials shall avoid any transaction that might impair public confidence in the City's ability to govern effectively.

Yield

The City's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio. Return on investment is of secondary importance compared to the safety, liquidity and public trust objectives described above. The core of investments is limited to relatively low risk investments in anticipation of earning a fair return relative to the risk being assumed. The yield of an equally weighted, rolling six-month Treasury bill portfolio shall be the minimum yield objective or "benchmark". A secondary objective will be to obtain a yield equal to or in excess of a local government investment pool or money market mutual fund. Weighted Average Yield to Maturity will be the portfolio performance standard.

STANDARDS OF CARE

Delegation of Authority

The City Manager, the Director of Finance, and Assistant Finance Director are the Investment Officers of the City and are responsible for investment decisions and activities. The Investment Officers may delegate the day-to-day administrative duties to other persons authorized to perform investment activities for the City, or he/she may perform the duties him or herself. The City Manager will retain ultimate responsibility for investment decisions.

The Investment Officer(s) are responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived.

In conjunction with the annual audit, the City's outside auditor will review the internal control structure.

Training Requirements

The Investment Officer(s) are required to attend at least one training session relating to the Officers responsibility under the Act within 12 months after assuming duties receiving at least ten hours of Act-related instruction. Afterwards, the City shall provide at least eight hours of investment training not less than once in a two-year period that begins on the first day of the fiscal year and consists of two consecutive fiscal years after that date for the Investment Officer(s) and/or his/her delegate(s). This Policy approves courses and seminars offered by: the *Government Finance Officers Association of Texas*, the *Government Treasurers Organization of Texas*, the *Texas Municipal League*, the *North Central Texas Council of Governments*, the *International City Manager Association*, the *University of North Texas*, the *Texas State University*, or the *American Institute of Certified Public Accountants* in order to insure the quality and capability of the City's investment personnel making investment decisions in compliance with the Act. The training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Act.

The City shall also encourage those who may perform daily activities with the City investments to attend such training although they are not listed specifically as Investment Officers of the City.

Prudent Person Rule

As set forth in the Act, Investment Officers shall use the standard of prudence with the "Prudent Person Rule". "Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived." (2256.006(a))

"In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

1. The investment of all funds, or funds under the entity's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment; and
2. Whether the investment decision was consistent with the written Investment Policy of the entity." (2256.006(b))

Investment officials acting in accordance with written procedures and the Investment Policy and exercising due diligence shall be relieved of personal responsibilities for an individual investment's credit risk or market price change, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Ethics and Conflict of Interest

Investment Officers and other employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. According to the Act, a personal business relationship with a business exists if one of the following three (3) items applies:

1. The Investment Officer owns ten (10) percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization.
2. Funds received by the Investment Officer from the business organization exceed ten (10) percent of the Investment Officer's gross income for the previous year.
3. The Investment Officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the Investment Officer.

Investment Officer(s) must file a disclosure statement with the Texas Ethics Commission and the City Council if an Officer has a personal business relationship with a business organization offering to engage in an investment transaction with the City or the Officer is related within the second degree by affinity or consanguinity, as determined under Chapter 573 of the Texas Government Code, to an individual seeking to transact investment business with the entity.

Special attention should also be given the City's Standards of Conduct-Officers and Employees in Code of Ordinances Section 9.202 (1) and (2):

"No Officer or employee of the City shall:

1. Have a financial interest, direct or indirect, in any contract with the City nor shall be financially interested, directly or indirectly, in the sale to the City of any land, or rights or interest in any land, materials, supplies or service. The "financial interest" contemplated under this article requires that the officer or employee receive an actual financial benefit from the transaction with the City. An actual financial benefit from the transaction shall not include:
 - A. An ownership in the entity transacting with the City where the ownership interest is less than one (1) percent of the entity.
 - B. Compensation or benefits as an employee, officer, or director of the entity transacting business within the City where such

compensation is not affected by the entity's transaction with the City.

2. Participate in a vote or decision on any matter in which the Officer or employee has a direct or indirect financial interest or in which a relative of the Officer or employee has a direct or indirect financial interest. It is expressly provided herein that an investment or ownership in a publicly held company in an amount less than three thousand, five hundred dollars (\$3,500.00) does not constitute a prohibited financial interest under this article."

AUTHORIZED DEPOSITORY FINANCIAL INSTITUTIONS

A qualified primary depository shall be selected through the City's banking services procurement process, which shall include solicitation of proposals as required under Chapter 105 of the Local Government Code. The centralization of depository services is designed to maximize investment capabilities while minimizing service costs. The selection of a primary depository shall be based on the financial institution offering the most favorable terms and conditions at the least possible cost, while adhering to the guidelines and provisions within the request for proposal. In selecting a primary depository, the City shall give consideration to the financial institution's credit characteristics, financial history, service capabilities, location within City limits or within a ten (10) mile radius of the City limits, and costs for required services. Specialized services may be contracted for by the City with another financial institution or company if the depository cannot provide such service or charges more than the same service with little or no appreciable benefit.

The City may also establish agreements with other financial institutions under separate contract for additional deposit services. Such deposits will only be made after the financial institution has completed and returned the required written instruments and depository pledge agreements. No deposit shall be made except in a qualified public depository as established by State Law.

SELECTION OF INVESTMENT BROKER/DEALERS AND ADVISORS

Selection of Investment Advisors and Broker/Dealers will be performed by the Investment Officer(s), with ratification and approval by the City Council. The selected firms shall provide timely transaction confirmations and monthly portfolio reports. Prospective Broker/Dealers shall provide financial and other information as requested by the Investment Officer(s) sufficient to evaluate their fiscal condition and ability to service the City. The Investment Officer(s) will establish criteria to evaluate Investment Advisors and Broker/Dealers, including:

- 1.) Adherence to the City's policies and strategies,

- 2.) Investment performance and transaction pricing within accepted risk constraints,
- 3.) Responsiveness to the City's request for services, information and open communication,
- 4.) Understanding of the inherent fiduciary responsibility of investing public funds,
- 5.) Similarity in philosophy and strategy with the City's objectives, and
- 6.) References from other public entities in Texas.

The Investment Officers shall, at least annually, review, revise, and adopt a list of qualified broker/dealers authorized to engage in securities transactions with the City. The City Council will annually approve the list of those qualified broker/dealers authorized to engage in investment transactions with the City (Sec. 2256.025).

A current audited financial statement may be required to be on file for each financial institution and broker/dealer in which the City invests.

APPROVED INVESTMENT PROVIDERS AND INVESTMENT ADVISORS

Broker/Dealers, Local Government Investment Pools, Money Market Mutual Funds, Financial Institutions, Investment Advisors, and other business organizations eligible to transact investment business with the City shall be presented a written copy of this Investment Policy. Additionally, the qualified representative or equivalent of the Local Government Investment Pool or Discretionary Investment Management firm (i.e. business organization) shall execute a Certificate as shown in Appendix "A", or a Certification similar in form, to the effect that the qualified representative has:

- 1.) Received and thoroughly reviewed this Investment Policy, and
- 2.) Acknowledged that their business organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment transactions between itself and the City that are not authorized by this Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires and interpretation of subjective investment standards or relates to investment transactions of the City that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

The City may not engage in an investment transaction with a business organization prior to receiving this written acknowledgment completed by the organization.

Competitive Environment

It is the policy of the City to provide a competitive environment for all individual security purchases and sales, financial institution deposits, and money market mutual fund and local government investment pool selections. The Investment Officers shall develop and maintain procedures for ensuring competition in the investment of the City's funds.

AUTHORIZED AND SUITABLE INVESTMENTS

Investments described below are authorized by the Act as eligible securities for the City. City funds governed by this Policy may be invested in the following types of securities:

- 1.) Obligations of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks.
- 2.) Direct obligations of the State of Texas or its agencies.
- 3.) Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the State of Texas or the United States or its agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States.
- 4.) Obligations of states, agencies, counties, cities, and other political subdivisions of any state having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of not less than A or its equivalent.
- 5.) Financial institution deposits that, are issued by a state or national bank that a) has its main office or a branch office in Texas and is guaranteed or insured by the Federal Deposit Insurance Corporation or its successor, b) is secured by obligations in a manner and amount provided by law and this Policy for deposits of the City, or c) is executed through a depository institution or approved broker that has its main office or a branch office in Texas that meets the requirements of the Act.
- 6.) No-load money market mutual funds that are registered with the Securities and Exchange Commission, and no-load mutual funds which are continuously rated AAA by at least one nationally recognized rating service and follow practices authorized by the Act, are authorized investments per the Act, if:

- (a) the no-load mutual fund has an average weighted maturity of less than two years, and is invested exclusively in obligations approved by Section 2256.014 (a)-(c) of the Act
 - (b) the City has not invested more than 15% of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, in the mutual funds described above; and
 - (c) the City has not invested any portion of its bond proceeds and reserves and funds held for debt service, in mutual funds described above; and
 - (d) the City has not invested funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund described above in an amount that exceeds 10% of the total assets of the mutual fund.
- 7.) Eligible Investment Pools as defined in Section 2256.016 provided that:
- (a) investment in the particular pool has been authorized by the City Council;
 - (b) the pool shall have furnished the Investment Officer(s) an offering circular containing the information required by Section 2256.016(b);
 - (c) the pool shall furnish to the Investment Officer(s) investment transaction confirmations with respect to all investments made with it;
 - (d) the pool shall furnish to the Investment Officer(s) monthly reports that contain the information required by Section 2256.016(c);
 - (e) any pool that is created to function as a money market mutual fund must seek to maintain a stable net asset value of one dollar (\$1.00),
 - (f) the pool's investment philosophy and strategy are consistent with this Policy and the City's ongoing investment strategy; and
 - (g) the pool provides evidence of credit rating no lower than "AAA" or "AAA-m" by at least one nationally recognized credit rating service,

- (h) an investment pool must make available an annual audited financial statement,
 - (i) if the investment pool operates an Internet website, the information required by section 2256.016(b), (c)(2), and (f) must be posted on the website,
 - (j) an investment pool in advertising investment rates must include either all levels of return based on breakpoints provided or state the lowest possible level of return based on the smallest level of funds invested if an investment pool offers fee breakpoints based on fund balances invested.
- 8.) Fully collateralized direct repurchase agreements having a defined termination date that is no later than 270 days from the delivery date, secured by cash or direct obligations of the U.S. or its agencies and instrumentalities, pledged with a third party selected or approved by the political entity, and placed through a primary government securities dealer, and as otherwise defined by the Act. Each issuer of repurchase agreements must sign a copy of a Master Repurchase Agreement, or similar mutually acceptable agreement.
- 9.) Commercial paper as defined in Section 2256.013 is allowed provided that paper has a stated maturity of 270 days or less from the issuance date and is rated not less than A-1 or P-1 or an equivalent rating by at least two nationally recognized credit rating agencies or one nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States or any State.

The City shall take all prudent measures that are consistent with this Investment Policy to liquidate any investment that does not have or is down-graded to less than the minimum rating stated herein. On a quarterly basis, the Investment Officers will monitor the rating of all investments held by the City. However, as stated in Section 2256.017, the City is not required to liquidate investments that were authorized investments at the time of purchase.

UNAUTHORIZED INVESTMENTS

The following investments are specifically prohibited by State Law:

- 1.) Obligations whose payment represents the coupon payment on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.

- 2.) Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
- 3.) Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years.
- 4.) Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

COLLATERALIZATION

Consistent with the requirements of the Public Funds Investment Act and the Public Funds Collateral Act, the City requires that all bank deposits shall be federally insured or collateralized with eligible securities. This pledged collateral will have a market value equal to or no less than 102% of the deposits plus accrued interest less an amount insured by the FDIC. Evidence of the pledged collateral must be provided to and reviewed by the Director of Finance and will be retained by the City. Evidence of collateral is reviewed annually by the City's independent auditor in conjunction with the annual audit.

Financial institutions serving as City Depositories will be required to sign a Depository Agreement with the City. The Agreement shall define the City's rights to the collateral in case of default, bankruptcy, or closing, and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- 1.) the Agreement must be in writing;
- 2.) the Agreement has to be executed by the Depository and the City contemporaneously with the acquisition of the assets;
- 3.) the Agreement must be approved by the Depository's Board of Directors or loan committee, and a copy of the meeting minutes must be delivered to the City; and,
- 4.) the Agreement must be part of the Depository's "official record" continuously since its execution.

Repurchase agreements must also be secured in accordance with State Law. Each counter party to a repurchase transaction is required to sign a copy of the Securities Industry and Financial Markets Association Master Repurchase Agreement, or mutually acceptable agreement. An executed copy of the Agreement must be on file before the City will enter into any transactions with a counter party.

Monitoring Collateral Adequacy

The City requires monthly reports with market values of pledged securities from all financial institutions with which the City has bank deposits, certificates of deposit, money market account deposits, or other secured deposits. The Investment Officer(s) will monitor adequacy of collateralization monthly.

Weekly monitoring by the Investment Officer(s) of all collateral underlying repurchase agreement is required. More frequent monitoring may be necessary during periods of market volatility.

Collateral Substitution

Financial institution deposits, collateralized certificates of deposit, and repurchase agreements often require substitution of collateral. Any repurchase provider or financial institution requesting substitution must contact the Investment Officer(s) for approval and settlement. The substituted security's value will be calculated and substitution approved if its value is equal to or greater than the required collateral level. Substitution is allowable for all transactions, but should be limited, if possible, to minimize potential administrative problems and transfer expense. The Investment Officer(s) may limit substitution and assess appropriate fees if substitution becomes excessive or abusive.

Collateral Reductions

Should the collateral's market value exceed the required amount, any repurchase provider or financial institution may request approval from the Investment Officer(s) to reduce collateral. Collateral reductions may be permitted only if the City's records indicate that the collateral's market value exceeds the required amount. The Investment Officer(s), or a designee, must provide written notification of the decision to the bank or custodian holding the collateral prior to release.

SAFEKEEPING AND CUSTODY

The City shall contract with a bank or banks for the safekeeping of securities either owned by the City as part of its investment portfolio or as part of its depository and repurchase agreements. All collateral securing bank deposits must be held by third-party banking institution ("Custodian") acceptable to the City, or by the Federal Reserve Bank. The securities purchased under a repurchase agreement must be delivered to a third-party custodian with whom the City has established a safekeeping agreement ("Safekeeping Agent").

All security transactions entered into by the City shall be conducted on a delivery-verses-payment (DVP) basis. By so doing, City funds are not released

until the City has received, through the Safekeeping Agent, the securities purchased. The security shall be held in the name of the City or held on behalf of the City. The Safekeeping Agent and Custodian's records shall assure the notation of the City's ownership of or explicit claim on the securities. The original copy of all receipts and monthly reports shall be delivered to the City or confirmed by the Safekeeping Agent or Custodian.

INVESTMENT PARAMETERS

Diversification

The City will diversify its investments by security type and investment maturity. Diversification by investment type shall be established by the following maximum percentages of investment type to the total investment portfolio:

a.) U.S. Government Securities	100%
b.) Financial Institution Deposits	100%
c.) Eligible Investment Pools	100%
d.) States, Agencies, Counties, Cities and Other	50%
e.) Repurchase Agreements	50%
f.) Money Market Mutual Funds	50%
g.) Commercial Paper	10%

Maximum and Weighted Average Maturity

In order to minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirement of the funds. The City intends to match the holding periods of investment funds with liquidity need of the City. The maximum final stated maturity of any investment shall not exceed five years. All long-term maturities will be intended to cover long-term liabilities. In addition, no less than ten percent (10%) of the funds in the portfolio will be in cash equivalent investments at all times. The entire portfolio will have a weighted average maturity of one (1) year or less. This weighted average will be calculated using the stated final maturity dates of each investment.

By Fund Groups

Maturity guidelines by fund are as follows:

- a.) Operating Funds - The weighted average days to maturity for the operating fund portfolio shall be 365 days or less and the maximum allowable maturity shall be two years.
- b.) Debt Service Funds - Debt Service Funds shall be invested to ensure adequate funding for each consecutive debt service payment. The Investment Officer shall invest in such a manner as not to exceed an "unfunded" debt service date with the maturity of any investment. Any

unfunded debt service date is defined as a coupon or principal payment date that does not have cash or investments available to satisfy said payment.

- c.) Debt Service Reserve Funds - Market conditions, Bond Resolutions constraints and Arbitrage compliance will be considered when formulating Reserve Fund strategy. Maturity limitation shall generally not exceed the call provisions of the Bond Ordinance and shall not exceed the final maturity of the bond issue. All Debt Service Reserve Fund investment maturities shall not exceed five years.
- d.) Special Project, Special Purpose or Capital Improvement Funds - The investment maturity of Special Project, Special Purpose or Capital Improvement Funds shall generally be limited to the anticipated cash flow requirements. City funds that are considered “bond proceeds” for arbitrage purposes will be invested using a more conservative approach than the standard investment strategy when arbitrage rebate rules requiring refunding excess earnings. All earnings in excess of the allowable arbitrage earnings will be segregated and made available for any necessary payments to the U.S. Treasury.

INVESTMENT STRATEGY

The City primarily maintains one portfolio in which all funds under the City’s control are pooled for investment purposes. In order to minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the funds. Investment guidelines by fund-type are as follows:

1. General, Enterprise, or Operating-type Funds, and the Pooled Fund

Suitability – Any investment eligible in the Investment Policy is suitable for General, Enterprise, or Operating Funds, and the Pooled Fund.

Safety of Principal – All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur. However, managing the weighted average days to maturity of each fund’s portfolio to less than 365 days and restricting the maximum allowable maturity to two years will minimize the price volatility of the portfolio.

Marketability – Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market “spreads” between the bid and offer prices of a particular security-type of less than a quarter of a percentage point will define an efficient secondary market.

Liquidity – General, Enterprise, or Operating-type Funds, and the Pooled Fund require the greatest short-term liquidity of any of the fund-types. Short-term cash equivalent investments will provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

Diversification – Investment maturities should be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of the City. Diversifying the appropriate maturity structure up to the two-year maximum will reduce interest rate risk.

Yield – Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling six-month Treasury Bill portfolio will be the minimum yield objective.

2. Debt Service Funds

Suitability – Any investment eligible in the Investment Policy is suitable for the Debt Service Funds.

Safety of Principal – All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing Debt Service Funds maturities to not exceed the debt service payment schedule the market risk of the overall portfolio will be minimized.

Marketability – Securities with active and efficient secondary markets are not necessary as the event of an unanticipated cash flow requirement is not probable.

Liquidity – Debt Service Funds have predictable payment schedules. Therefore, investment maturities should not exceed the anticipated cash flow requirements. Investment pools and money market mutual funds may provide a competitive yield alternative for short-term fixed maturity investments.

Diversification – Market conditions influence the attractiveness of fully extending maturity to the next “unfunded” payment date. Generally, if investment rates are anticipated to decrease over time, the City is best served by locking in most investments. If the interest rates are

potentially rising, then investing in shorter and larger amounts may provide advantage. At no time shall the debt service schedule be exceeded in an attempt to bolster yield.

Yield – Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling six-month Treasury Bill portfolio shall be the minimum yield objective.

3. Debt Service Reserve Funds

Suitability – Any investment eligible in the Investment Policy is suitable for the Debt Service Reserve Funds. Bond resolution and loan documentation constraints and insurance company restrictions may create specific considerations in addition to the Investment Policy.

Safety of Principal – All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing Debt Service Reserve Fund maturities to not exceed the call provisions of the borrowing will reduce the investment's market risk if the City's debt is redeemed and the Reserve Fund liquidated. No stated final investment maturity shall exceed the shorter of the final maturity of the borrowing or five years. Annual market-to-market requirements or specific maturity and average life limitations within the borrowing's documentation will influence the attractiveness of market risk and influence maturity extension.

Marketability – Securities with less active and efficient secondary markets are acceptable for Debt Service Reserve Funds.

Liquidity – Debt Service Reserve Funds have no anticipated expenditures. The Funds are deposited to provide annual debt service payment protection to the City's debt holders. The funds are "returned" to the City at the final debt service payment. Market conditions and arbitrage regulation compliance determine the advantage of investment diversification and liquidity. Generally, if investment rates exceed the cost of borrowing, the City is best served by locking in investment maturities and reducing liquidity. If the borrowing costs cannot be exceeded, then current market conditions will determine the attractiveness of locking in maturities or investing shorter and anticipated future increased yields.

Diversification – Market conditions and the arbitrage regulations influence the attractiveness of staggering the maturity of fixed rate investments for Debt Service Reserve Funds. At no time shall the final debt service payment date of the bond issue be exceeded in an attempt to bolster yield.

Yield – Achieving a positive spread to the applicable borrowing cost is the desired objective. Debt Service Reserve Fund portfolio management shall operate within the limits of the Investment Policy's risk constraints.

4. Special Project, Special Purpose or Capital Improvement Funds

Suitability – Any investment eligible in the Investment Policy is suitable for Special Project, Special Purpose or Capital Improvement Funds.

Safety of Principal – All investments will be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing Capital Improvement Funds to not exceed the anticipated expenditure schedule, the market risk of the overall portfolio will be minimized. No stated final investment maturity shall exceed the shorter of the anticipated expenditure schedule.

Marketability – Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market “spreads” between the bid and offer prices of a particular security-type of less than a quarter of a percentage point will define an efficient secondary market.

Liquidity – Most capital improvement programs have reasonably predictable draw down schedules. Therefore, investment maturities should generally follow the anticipated cash flow requirements. Investment pools and money market mutual funds will provide readily available funds generally equal to one month's anticipated cash flow needs, or a competitive yield alternative for short-term fixed maturity investments.

Diversification – Market conditions and arbitrage regulations influence the attractiveness of staggering the maturity of fixed rate investments for bond proceeds. Generally, if investment rates exceed the applicable cost of borrowing, the City is best served by locking in most

investments. If the cost of borrowing cannot be exceeded, then current market conditions will determine the attractiveness of diversifying maturities or investing in shorter and larger amounts. At no time shall the anticipated expenditure schedule be exceeded in an attempt to bolster yield.

Yield – Achieving a positive spread to the cost of borrowing is the desired objective within the limits of the Investment Policy's risk constraints. The yield of an equally weighted, rolling six-month Treasury Bill portfolio will be the minimum yield objective for non-borrowed funds.

REPORTING

Not less than quarterly, the Investment Officer(s) shall prepare and submit to the City Council, a written, signed, investment report demonstrating a list of investment transactions for the preceding reporting period, in accordance with the Act. Reports will include, but not be limited to, the following:

- 1.) For each pooled fund group: a beginning book value and market value, book and market value additions and changes, and ending book and market value.
- 2.) The book value and market value of each investment at the beginning and end of the period by type of asset and fund type invested.
- 3.) The maturity date of each investment.
- 4.) Statement of compliance of the portfolios as it relates to the investment strategy and the Act.

Detailed and summary reports will be prepared jointly and presented to the City Council and Mayor not less than quarterly. Reports will comply with Section 2256.023, at a minimum.

Quarterly reports will be formally reviewed at least annually by an independent auditor and reported to the City Council once the City invests in items other than money market mutual funds, investment pools, or accounts offered by its depository bank in the form of CD's or money market accounts.

MONITORING OF THE MARKET VALUE OF INVESTMENTS AND COLLATERAL

The Investment Officer(s) shall determine the market value of each investment and of all Collateral pledged to secure deposits of City funds at least quarterly and at a time as close as practicable to the closing of the reporting period for the investments. The City shall utilize reliable sources independent of the investment provider. Such values shall be included on the investment report.

INTERNAL CONTROLS

Investment Officer(s) shall establish a system of internal controls, which shall be designed to prevent losses of public funds arising from fraud, employee error, unanticipated changes in financial markets, or imprudent actions by employees. Pertinent controls include custodian safekeeping receipts records management, documentation of investment bidding activities, written confirmations of oral transactions, reconciliation records, training requirement documentation, and compliance with investment policies. Where practical, the City should emphasize control of collusion, separation of duties, clear delegation of duties, accurate and timely reports, and staying informed about market conditions, changes and trends. In conjunction with the City's annual financial audit, the independent external auditor will assure compliance with the management controls on investments and adherence to investment policies.

INVESTMENT POLICY ADOPTION

The City's Investment Policy, which includes strategies for each fund, shall be adopted by resolution of the City Council. The Policy shall be reviewed annually and any modifications thereto must be approved by the City Council. This adoption by resolution is required even if there are no changes within the Policy.

APPENDIX “A” – Sample Certification

I hereby certify that I have personally read and understand the Investment Policy and master repurchase agreement (if applicable), conditions of the City of Watauga, Texas. I further acknowledge that reasonable procedures and controls designed to fulfill those objectives and conditions have been implemented. Therefore, this firm will preclude investment transactions between itself and the City of Watauga that are not authorized by the City's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup the City's entire portfolio, requires an interpretation of subjective investment standards or relates to investment transactions of the City that are not made through accounts or other contractual arrangements over which my firm has accepted discretionary investment authority, thus protecting the City's credit or market risk.

All personnel of this firm dealing with the City of Watauga's account(s) have been informed and will be routinely informed of the City's investment horizons, limitations, strategy, and risk constraints, whenever we are so informed by the City.

This firm pledges due diligence in informing the City of foreseeable risks associated with financial transactions connected to this firm.

I further acknowledge that no investment transaction shall occur between this firm and the City, until the City of Watauga receives this consent form, completed by the firm's qualified representative.

FIRM

SIGNATURE OF QUALIFIED FIRM REPRESENTATIVE

PRIMARY REPRESENTATIVE: NAME/TITLE
(please print)

DATE

GLOSSARY

AGENCIES: Federal agency and instrumentality securities.

ASKED: The price at which securities are offered.

BANKERS' ACCEPTANCE (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BID: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

BROKER: A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specified maturity evidenced by a certificate. Large-denomination non-collateralized CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property that a borrower pledges to secure repayment of a loan. Also refers to securities or letters of credit pledged by a bank to secure deposits of public moneys.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official annual report for the City of Watauga. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

DELIVERY-VERSES-PAYMENT (DVP): There are two methods of delivery of securities: delivery-verses-payment and delivery-verses-receipt. Delivery-verses-payment is delivery of securities with an exchange of money for the securities. Delivery-versus-receipt is delivery of securities with an exchange of a signed receipt for the securities.

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g. U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities and/ or maturities offering independent returns.

FEDERAL FARM CREDIT BANK: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$250,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed Funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks with member commercial banks.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is currently under conservatorship by the federal government. The corporation's purchases include a variety of adjustable rate mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Bank Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, DC regional banks and about 5,700 commercial banks that are members of the system.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): GNMA guarantees and issues obligations of qualified loans issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA, or FMHM mortgages. The term “passthroughs” is often used to describe “Ginnie Mae”.

LIQUIDITY – Market-based: A market-based liquid asset is one that can be converted easily and rapidly into cash. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and a reasonable trade size can be done at the quoted prices.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of a local government cooperative for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase –reverse repurchase agreements that establishes each party’s rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

OFFER: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve’s most important and most flexible monetary policy tool.

PORTFOLIO: Collection of investments held by an investor.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state—the so-called legal list. In other states the trustee may invest in security if it is one that would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES: A bank, credit union, or savings association that maintains a place of business within the state and offers within the state the services required by a depository services contract.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized-yield-to-maturity on a bond or the current income return.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security “buyer” in effect lends the “seller” money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RFPs extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money that is, increasing bank reserves.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES AND EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC RULE 15C3-1: See Uniform Net Capital Rule.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY NOTES: An interest bearing security issued by the U.S. Treasury to finance the national debt. Notes are routinely issued for two, three, five, seven, and ten years.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms, as well as nonmember broker-dealers in securities, maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment, expressed as a percentage. (a) **Income Yield** is obtained by dividing the current dollar income by the current market price for the security. (b) **Net Yield to Maturity** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

Exhibit “B”

Authorized Broker/Dealer List

1. Duncan Williams
2. FHN Financial (name change)
3. Hilltop Securities
4. Multi-Bank Securities
5. Raymond James & Associates
6. Wells Fargo Securities

CITY OF WATAUGA, TEXAS
RESOLUTION NO. 2020-048

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF
WATAUGA, TEXAS ADOPTING WRITTEN INVESTMENT
POLICIES AND STANDARDS GOVERNING THE CITY'S
INVESTMENT PRACTICES; AMENDING AUTHORIZED
BROKER/DEALERS LIST IN THE CITY OF WATAUGA;
REPEALING CONFLICTING RESOLUTIONS; AND PROVIDING
AN EFFECTIVE DATE

WHEREAS, the City Council finds the Public Funds Investment Act (the “Act”) as amended effective September 1, 2001, requires that an investment of public funds shall be made in accordance with written policies approved by the governing body and that such policies must address liquidity, diversification, safety or principal, yield, maturity, and quality and capability of investment management, with primary emphasis on safety and liquidity; and

WHEREAS, the City Council finds the Act and Article 2256.005, V.T.C.S., requires Texas cities to adopt rules governing investment practices, including designation of investment officers, definition of the authority of the investment officers, authorized and unauthorized investments, and provisions for quarterly reports to the governing body describing investment transactions and market value; and

WHEREAS, the City Council finds it is the desire of the City Council to establish and maintain an investments and cash management program to ensure protection of the City’s funds, availability of cash to meet current City obligations, and maximization of interest earning through the investment of idle funds.

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

SECTION 1. That the City hereby adopts the Investment Policy of the City of Watauga dated September 14, 2020 and reviewed September 14, 2020, attached hereto as Exhibit “A” .

SECTION 2. That the City hereby adopts the Approved Broker/Dealer List dated September 14, 2020 and attached hereto as Exhibit “B”.

SECTION 3. That any and all resolutions, rules, regulations, policies or provisions in conflict with the provisions of this Resolution are hereby repealed and rescinded to the extent of the conflict herewith.

SECTION 4. This Resolution shall take effect immediately from and after its adoption and it is so resolved.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas on this the 14th day of September 2020.

APPROVED:

ARTHUR L. MINER, MAYOR

ATTEST:

ANDREA GARDNER, City Secretary

APPROVED AS TO FORM & LEGALITY:

RUSSEL RODRIGUEZ HYDE BULLOCK, LLP
By: GEORGE HYDE, City Attorney



AGENDA MEMORANDUM

DATE: September 4, 2020

TO: Honorable City Council Members

FROM: Raquel Guajardo, Deputy City Secretary

THROUGH: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action to approve the meeting minutes for the City Council Special Meeting 2020 Retreat held on August 1, 2020; City Council Budget Workshop held on August 5, 2020; and City Council Special Meeting held on August 5, 2020

BACKGROUND/INFORMATION:

Meeting minutes for following are attached for action: August 1, 2020 City Council Special Meeting 2020 Retreat; August 5, 2020 City Council Budget Workshop and August 5, 2020 City Council Special Meeting.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the City Council approve the meeting minutes as presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Council Special Meeting Retreat Minutes 08012020
2. City Council Budget Workshop 08052020
3. City Council Special Meeting 08052020

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 9/10/2020

Approved as to form for inclusion on Agenda

**MINUTES
WATAUGA CITY COUNCIL
SPECIAL MEETING
COUNCIL RETREAT
SATURDAY, AUGUST 1, 2020
HURST CONFERENCE CENTER
1601 CAMPUS DRIVE, MEETING ROOMS 1-2
HURST, TX 76054
8:00 A.M.**

CALL TO ORDER

The City Council of the City of Watauga, Texas convened at 8:11 a.m.

ROLL CALL

The following members were present:

Mayor, Arthur Miner
Mayor Pro Tem/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 6, Mark Taylor

The following members were absent:

Council Member, Place 1, Danielle Tucker (Unexcused Absence)

(A written statement sent by Place 1 was read into the record by the City Secretary and has been attached to the minutes)

Council Member, Place 7, Kim Irving – (Unexcused Absence/Notice not provided)

and

Andrea Gardner, City Manager / City Secretary
Marcia Reyna, Director of Human Resources/Civil Service
George Hyde, City Attorney

PUBLIC TESTIMONY

No Public Testimony given.

ACTION ITEMS

Action Items were not presented; however, the following topics were discussed.

1. **Discuss and provide direction to the City Manager on employee benefits and Paid Time Off options**

Marcia Reyna, Director of Human Services/Civil Service, presented the item to the Council. Ms. Reyna provided a review of the City's TMRS program and a review of the phased implementation for a paid time off program.

Phase 1 – Reduce paid holidays from 13 currently to 11 in FY 2020-21 and to 10 in FY 2021-22 and a reduction of bereavement leave from 5 days to 3 days in FY 2021-22.

Phase 2 – Implement Buy Back program in FY 2020-21 at 80% of cost and in FY 2021-22 at 75% of cost.

Phase 3 – Full implementation of PTO leave with maximum carryover of 60 days for all employees and maximum payout at separation to be based on years of service.

Director Reyna emphasized Phases 2 and 3 of the proposed PTO program must be reviewed and approved by both the Police and Fire Associations for implementation with civil service employees. She also recommended establishing an employee committee to gauge how receptive employees would be to a change.

Council Member Andrew Neal inquired about integrating PTO with Watauga Fit and Director Reyna mentioned the opportunity to earn a wellness day off from work.

No vote or action was taken at this time.

The Mayor called for a recess at 9:39 a.m., and reconvened the meeting at 9:50 a.m.

2. Discuss and provide direction to the City Manager on utility matters to include senior discounts, utility deposits and utility rates

Ms. Gardner presented the item to the Council that included a review of the financial impact of the automatic return of deposits. It was pointed out that the fewer deposits on file with the City the greater the risk for bad debt becomes. A review of the activity regarding utility accounts since the Council action to automatically return the utility deposits was completed. During the discussion on bad debt, it was noted that over the long term, increases to bad debt could have an impact on the utility rates.

Several questions were asked by members of the City Council with a commitment from staff to return to Council in a workshop and provide the answers to those questions. Council did emphasize the need to initiate a public involvement process regarding the impacts such policies have on the future of utility rates.

Following the utility deposit discussion, Ms. Gardner reviewed the utility senior discounts.

Ms. Gardner and Mr. Hyde presented the topic to the Council. Mr. Hyde emphasized to the Council that the City must charge equal and uniform rates to customers. During the discussion with Council, Mr. Hyde provided an option to the Council of setting rates based on consumption/volume of use.

The next topic discussed was the utility rate study. Ms. Gardner presented a new approach for completing the utility rate study and Mr. Hyde reviewed State Law requirements with the Council.

At the conclusion of the discussion, the Council direction was to provide greater information regarding utility deposits, conduct public engagement on the topic, base future utility rates on consumption levels in some form and continue with the rate studies.

The Mayor recessed the meeting at 11:02 a.m., and reconvened the meeting at 11:16 a.m.

3. Discuss and provide direction to the City Manager on merchant and bank fees recovery

Ms. Gardner reviewed the presentation on merchant fee recovery with the City Council. The presentation noted that the City currently accepts visa and master card and that the fees vary. It was pointed out that the City is not currently recovering all of the convenience fees being charged. The current fee is \$1.75 per transaction in accordance with the fee schedule. \$1.25 of the total \$1.75 is charged to the City by Tyler Technologies, the City's software vendor, and the remaining \$.50 is retained by the City.

Mr. Hyde stated that Title IV of the law allows the City to recover its costs. He also stated that contracts are generally based on the number of transactions.

Ms. Gardner will determine if all departments accepting credit card payments work under a single contract or if each department utilizing credit card payments has a separate contract.

Council Member Taylor suggested staff to bring an item to Council to charge a percentage fee for credit card payments.

Mr. Hyde asked Ms. Gardner to determine the charges associated with transactions so if the City charges a percentage then it can be determined how that would compare to a flat per transaction fee for recovery purposes.

Council Member Neal asked if the transaction fee can be built into the base utility rate.

Council Member Taylor responded that he doesn't feel all citizens should pay for convenience of others and adding to the base rate would do that.

Mr. Hyde stated that legally the City will not be able to build into the base rate.

Mayor Miner agreed it is a convenience to pay by credit card and Mr. Neal agreed to recover more of the costs.

The overall consensus of the Council was to recover more of the fees charged.

Mayor Miner requested to move Item 5 before Item 4. With no objections, Mayor Miner introduced Item 5.

5. Update, discuss and provide direction to the City Manager regarding the Police and Library facility projects

Ms. Gardner provided the background on the police facility project status by mentioning that City staff has developed the public education platform to be utilized as directed by Council in early calendar year 2020. It was noted that the platform has not gone live due to COVID and other high-profile national issues.

Ms. Gardner inquired with the Council about delaying the project due to the need for financial recovery from COVID before issuance of that amount of debt. Ms. Gardner estimated the project would need to be pushed out 2-3 years. She also commented the Library project should be delayed too.

The entire City Council concurred with the staff recommendation to delay both the public education and the bond issuance.

Mayor Miner recessed the meeting for lunch at 11:43 a.m., and reconvened the meeting at 11:58 a.m.

Mayor Miner requested to conduct the Executive Session portion of the meeting during the lunch hour to allow completion of the agenda in one day. With no objections, the City Council adjourned into Executive Session under 551.071 and 551.074 at 11:59 a.m. to address the following items:

1. **Pursuant to Section 551.071 to deliberate and seek legal advice from the City Attorney regarding Empower Texans Foundation, Inc. v. The City of Watauga, et al and City of McAllen, Texas, et al v. State of Texas, et al**
2. **Pursuant to Section 551.074 to deliberate upon the duties of the City Attorney**

The Mayor reconvened into open session at 1:34 p.m. and stated there was no action to be taken as a result of the Executive Session.

4. City Manager update on Council assigned goals for April 2020 through March 2021

Ms. Gardner reviewed each Council assigned goal and the status. The first goal discussed was COVID-19 Recovery. Ms. Gardner stated the City was not yet in full recovery mode and that she conducts daily meetings with key members of emergency management and has visited businesses to assist with CARES Act funding applications. As a result of the business visits, staff identified the need for a new business registration system. After discussion, the WEDC Board agreed and authorized the use of a business

registration software. The financial impact of COVID was mentioned to remind Council of an executive session discussion related to the topic. Ms. Gardner stated the FY 2021 Budget was delivered to Council on July 31, 2020.

Council Member Neal inquired about Haltom City's advertisement on a billboard. Ms. Gardner couldn't confirm but suspects it was to promote Tarrant County's CARES Act funding opportunity.

Ms. Gardner stated that the City did receive about \$1.3 million from the County in CARES Act funds but that those funds may only be utilized for specific purposes/expenses. Mayor Miner inquired about the deadline to expend funds and the reply was December 31, 2020.

The next goal discussed was the evaluation of employee benefit programs. Ms. Gardner stated that this goal was complete as of today's first discussion item.

The completion of the RTMU zoning designation is expected to be complete by February 2021 after updates to the City's zoning ordinance are completed.

Continue seeking grant funding was the next topic and Ms. Gardner pointed out that the City received the SAFER grant of just under \$900,000 and the CARES Act grant and that staff is working to complete the EDA grant application for the incubator project and the Police Department applied for the COPS grant for a total of 3 positions. Thus, this goal is considered met.

Continuing representing the City at key events was discussed next. Ms. Gardner asked for confirmation from Council Member Neal as to the intent behind this goal since she already attends many events in the State and region on behalf of the City. Council Member Neal confirmed he wanted to ensure the City continues to be represented. Ms. Gardner explained that due to COVID there are not many public events, but she will continue to represent the City as appropriate.

Another goal was to research opportunities for efficiency. This goal has been satisfied, but research will continue. Ms. Gardner reminded Council of the executive session topic that completed this goal and pointed out that the contracts approved by Council and implemented by Fleet Services (contracts with the City of Trophy Club, Blue Mound and Westlake) also satisfy this goal.

Ms. Gardner stated that the next goal, continue the Annual State of the City Address, was completed by recording and broadcasting on the City website. She mentioned the event for 2021 is currently being planned and hopes to have a live event.

Completion of the City's Succession Plan is well on its way to completion by December 2020. Ms. Gardner pointed to the succession plan in the City Secretary's office as she nears completion of the Texas Municipal Clerk certification program and Ms. Raquel Guajardo, Deputy City Secretary, is set to begin in April 2021 with the first focus on budget. The hands-on experience to complement the training will come with the preparation of the FY 2022 Budget for both the City Secretary's office and the Council.

Completion of the goal for continuing efforts with new business development and business retention was discussed next. Ms. Gardner again pointed to the visits with local businesses being done monthly and the production of the business spotlight videos, assistance to businesses during COVID-19 and the new business registration program as efforts to complete this goal.

Ms. Gardner encouraged the Council to consider the options for succession (internal or external) to fill the position of City Manager when she retires. She also mentioned that she will work with the WEDC Board to determine the succession plan for the Executive Director position, since she is filling those duties currently.

It was agreed that Ms. Gardner is on track to meet all of the assigned goals for FY 2020-21 prior to March 2021.

6. Discuss and provide direction to the City Manager on the City's Strategic Plan for FY 2020 - 2030

Ms. Gardner reviewed the current Strategic Plan of the City and the initiatives included in the plan. Upon completion of the updates for each initiative, Ms. Gardner introduced some new initiatives to the Council for consideration to include in the next update to the Plan.

The new initiatives included; continue to review and evaluate the need for the Police Department to respond to calls for enforcement vs. service, evaluate the need for the appropriate response staff or enhanced officer training to sufficiently respond to the growing need for service type calls (i.e. Mental health), develop sworn and civilian positions within the department to respond to specific types of service calls to allow for proper enforcement of laws when applicable and relationship building with specialized partner entities, continue to review and evaluate the need for the number of sworn staff to respond to calls for enforcement, and continue to review our community outreach programs (i.e. Coffee with a Cop and Citizen's Police Academy) along with volunteer opportunities and find new opportunities for community engagement.

Council consensus was to update the initiatives currently included in the plan as presented and discussed during retreat agenda item #1 and include as a new goal, continue to review and evaluate the need for the Police Department to respond to calls for enforcement vs. service and evaluate the need for the appropriate response staff or enhanced officer training to sufficiently respond to the growing need for service type calls (i.e. Mental health).

The Council directed the City Manager to delay adding, develop sworn and civilian positions within the department to respond to specific types of service calls to allow for proper enforcement of laws when applicable and relationship building with specialized partner entities, until the initiative related to mental health was completed.

The Council directed the City Manager to have the Police Department to add, continue to review our community outreach programs (i.e. Coffee with a Cop and Citizen's Police Academy) along with volunteer opportunities and find new opportunities for community engagement, to the departmental strategic plan.

Mayor Miner recessed the meeting at 3:21 p.m. and reconvened the meeting at 3:36 p.m.

7. Discuss and provide direction to the City Manager and City Attorney on Council Rules and Council Conduct

Ms. Gardner introduced the item by stating the Strategic Planning Committee met after Council directed the matter to be considered by that committee and returned to the City Council. The Committee consists of the Mayor, the Mayor Pro Tem, Council Member Taylor and the City Manager. Ms. Gardner highlighted the fact that the last update was completed on November 5, 2019. Sections 3.04, 3.05(a), 4.02, and 4.05(c) were discussed. In Section 3.04 the Committee requested to remove the language permitting three (3) council members from scheduling workshop meetings. After discussion with Council and the City Attorney, it was decided that a Council Member is not likely to prepare or have available the information needed to present a topic during a workshop meeting. The City Attorney informed the Council that any meeting other than a regular meeting could be considered a special meeting, to include a workshop meeting. The final consensus was to have the City Attorney and City Manager to prepare draft language to comply with the Council intent.

The City Attorney stated the last four lines in Section 3.05(a) appear to have an accidental line added that should be removed.

Section 4.02 should have the word “proposed” added before the words “press releases” since the Council does not typically issue press releases as a body and individual members of the Council do not have the authority to issue press releases on behalf of the City.

Considerable discussion occurred as it relates to a proposed update to Section 4.05(c). The Committee proposed to prohibit a council member, arriving late to a meeting, from joining the discussion or voting on a matter before the body that they weren’t present for the entire discussion of the item. The City Attorney informed the Council that this prohibition may interfere with a council member’s charter issued rights. The consensus was not to include the recommendation change in the proposed rules.

Mayor Miner inquired with the City Attorney as to the procedure once a late member arrives. He specifically asked if the Council was required to wait for the late arriving member to get logged into the system before voting. Mr. Hyde stated that the vote could be taken by a show of hands at that point. Mr. Hyde stated that if a person is late an unreasonable number of times, it could be considered a censorable offense and could censor that member.

Mr. Hyde recommended the rules include a standard to be set regarding arrival at meeting a specified period of time prior to the start of the meeting.

Section 5.05 was requested by Mayor Miner. The Mayor proposed that if a member of council signs up to attend an event but does not show up, the member must reimburse

the City or find a substitute to attend. Council Member Taylor recommended that the language be added to require a council member to attend events for which the member requested to attend but then does not attend the event, the Mayor shall determine if the member is required to pay the City back or find a substitute, to include another member of the council, the city manager or city manager's designee. Mr. Hyde stated that it should not be left up to the Mayor, as it could cause further issues. The language proposed and agreed to by the Council was that the member attends as requested or pays the City for the event fee, if a substitute is not found. The substitute must be another member of council, the City Manager or City Manager's designee.

The next change was proposed by Council Member Taylor regarding public hearings. Council Member Taylor referenced some handouts that were provided prior to the meeting. He also mentioned public testimony and its purpose. He stated it was an opportunity for the members of the public to inform the council members of their view on the matter before the body. Citizens do not have a right to participate in the discussion of the item. He doesn't feel as though citizens have the right to engage in a question and answer session during a meeting. Citizens should contact the Mayor, members of the Council or the City Manager prior to the meeting.

Mr. Hyde stated previously the City had a public comment section then had the council meeting, of which the public didn't participate in. We now have the Statute that requires the council to allow the public to provide comment on every agenda item before council takes action on the item. He discussed the public testimony rule and its difference to that of a public hearing. Public comment is for addressing the Council about an item that is not on the agenda. Council response can only be a statement of fact and no discussion of the item. Public testimony for an item on the agenda permits dialogue about the item with the council and the members of the public because the item is posted on the agenda. Mr. Hyde pointed out that Council has the legally ability to discuss items on the agenda, including public hearing items, with members of the public and Council also has the legal ability to place in its rules a requirement to restrict discussion between the public and council.

Council Member Taylor provided clarification to the council and City Attorney and the City Attorney confirmed Council Member Taylor's proposal was to allow members of the public to express points of view on a particular topic through public testimony or a public hearing, but shall not be an opportunity to interrogate members of the Council on a particular matter.

Ms. Gardner recommended changing the agenda format to include public comment as the section on the agenda for matters not on the agenda and public testimony is reserved for public input on items included on the agenda.

Mayor Miner recessed the meeting at 4:33 p.m., and reconvened the meeting at 4:40 p.m.

8. Discuss and provide direction to the City Manager and City Attorney to draft an ordinance creating selection criteria for City of Watauga Boards, Committees and Commissions

Ms. Gardner provided an overview of the item. The Council discussed various requirements for serving on Boards, Committees and Commissions. She has discussed with Council Member Downey and Council Member Neal since they both took an interest in the topic.

Mayor Pro Tem Snyder stated it would be great to create criteria if we had enough people volunteering to serve on the boards, committees and commissions.

Council Member Downey stated she reviewed other cities qualifications to serve on City boards, committees and commissions. Specifically, that volunteers desiring to serve on boards, committees and commissions must be a citizen.

Mayor Pro Tem Snyder stated to have an internal selection criterion that is used to rank applicants is great but feels to place requirements to serve would be limiting.

Council Member Neal stated the City could give preference to citizens that desire to serve but not make it a requirement.

Council Member Taylor stated that although the Charter states to be a member of the Planning and Zoning Commission, a member must own property in Watauga, and that is not allowed under the law.

Council Member Taylor states the Board of Appeals is a quasi-jurisdictional board that has final authority on matters before them. He is concerned about appointing an individual without specific knowledge or qualifications to make decisions that have an impact on the City. He feels perhaps to serve on certain boards, a specific skill set should be set.

Mayor Pro Tem Snyder suggested utilizing selection criterion.

Council Member Taylor suggested bringing back the interview committee and to possibly include the Council Liaison to participate in the interview process.

Council Member Downey stated that she has encountered that very matter and isn't opposed to that. She asked if the Council could perceive doing this and bring back the interview committee.

Mayor Pro Tem Snyder and Council Member Taylor stated agreement with both – utilizing selection criterion and bringing back the interview committee, which also includes the Council Liaison for that board.

Mayor will recommend members to serve on the interview committee. Mayor Miner suggested he would like to serve on said committee.

Mr. Hyde stated that if the Council has a certain set of skills desired for board members that the Council should be certain to state that. He also suggested a training program for board and committee members as part of the onboarding process for board members.

Ms. Gardner asked if the Council would like for applicants to receive preference if participation was completed in Watauga 101.

Council Member Neal asked Ms. Gardner how other cities recruited members to serve on boards. Ms. Gardner explained a process utilized previously in other communities.

Ms. Gardner notified the Mayor of the need to return to Item 7 as one item needed to be addressed as directed by the Council.

Discussion added to Item 7 was allowed to comply with the direction from the Council at the last meeting. Council Member Taylor introduced the topic of town hall meetings and mentioned that the Council shut Scott Prescher down when he brought up that topic. He sees it as problematic because presentation of one position is all that is presented. Would another member with an opposite opinion be allowed to conduct his/her own Town Hall?

Council Member Neal asked for confirmation that all of the questions were submitted beforehand and answered by staff.

Council Member Taylor stated that we already have a process for citizens to submit their questions. He stated that when citizens ask questions, we could post those questions and the responses on the City website.

Mayor Pro Tem Snyder asked for confirmation that only the PIO is allowed to respond to media questions. Ms. Gardner stated the PIO and City Manager are authorized per the Council Rules.

Mayor Miner suggested he doesn't consider the Town Hall meetings to be the same as the request Mr. Prescher had, and further stated that he understands it is extra work for Ms. Gardner.

Council Member Taylor commented that is the other issue, the burden it creates for City staff.

Mayor Miner stated that he plans to hold the meetings offsite once COVID is over and that Ms. Gardner reviews and provides comments so he doesn't consider her review as an endorsement of his comments.

Council Member Neal stated that what he has seen of the Mayor's message, which includes no statements of politics, are okay.

Council Member Taylor stated as we get towards election time, someone who wants to oppose Mr. Miner for Mayor, then we are giving him a platform that the other candidate doesn't have.

Mr. Hyde stated that would be a violation because he wouldn't be allowed to utilize City resources for campaign purposes. He stated it would be a felony offense if someone crossed that line and would be taking additional risks if that forum was used for political purposes.

Council Member Downey stated it generates more staff time and that it is always the same people that submit all of the questions and makes threats toward the City Manager. She stated that if the citizens are absolute about their opinions, then the citizens should attend the Council meetings. She also stated she appreciates the Mayor's intent behind it and has no problems with the COVID updates. She stated the request for the Mayor's message translated into needing a transcript of the video.

The tool that citizens use for submitting Town Hall questions is the same platform that a citizen can use to submit a question to Council or to Mayor Miner.

Council Member Downey stated that she watched multiple WEDC meetings and heard the City Manager have threats thrown at her and answer the same questions repeatedly.

Ms. Gardner stated she doesn't see an issue with the video but doesn't see the need for a transcript. She expressed the video should be based on its ultimate purpose. Ms. Gardner stated the information on the website is the same information that is included in the Mayor's video. She further stated that she sends the information to Mr. Brad Fraley daily, including Saturdays and Sundays. The topics included in the video are on the City's website and on the website several days before the Mayor completes his video.

Mr. Mayor stated that 80% of the information that includes in his video can be found in other places. He stated currently when he does the video, he hits on COVID and at the end he hits on City stuff.

Council Member Taylor states it is a nice touch but when you highlight a business, others are left out and noted we have several hundred businesses in Watauga and those businesses might wonder why they are not being recognized.

Mr. Hyde recommended adding a disclaimer at the end of the video that notifies the businesses in Watauga and how their business can be highlighted in a future video.

Ms. Gardner suggested the separation of videos, one for COVID and one for economic development. Mr. Hyde suggested that the video could be presented by the Mayor and the Emergency Management Coordinator.

Council Member Taylor stated that the videos need to be stopped completely. Council consensus was to continue the videos for COVID only.

Mr. Hyde stated that a policy was needed for a spokesperson of the City Council and place in the Council Rules of Procedure.

ADJOURNMENT

The meeting adjourned at 5:42 p.m.

APPROVED: _____ this _____ day of _____, 2020

SIGNED: _____ this _____ day of _____, 2020

APPROVED:

Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner, City Secretary

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

**MINUTES
WATAUGA CITY COUNCIL
BUDGET WORKSHOP
WEDNESDAY, AUGUST 5, 2020
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
5:00 PM**

CALL TO ORDER

Mayor Miner called the meeting to order at 5:05 p.m.

ROLL CALL

The City Council of the City of Watauga, Texas convened the Budget Workshop Meeting of the City Council, with the following members present:

Mayor, Arthur Miner

Mayor Pro Tem/Council Member Place 2, Tom Snyder (Late with notice. Arrived at 5:10 p.m.)

Council Member Place 1, Danielle Tucker (Absent with late notice)

Council Member Place 3, Lovie Downey

Council Member Place 4, Andrew Neal

Council Member Place 5, Juanita King

Council Member Place 6, Mark Taylor

Council Member Place 7, Kim Irving (Absent with notice)

and

Andrea Gardner, City Manager/ City Secretary

Raquel Guajardo, Deputy City Secretary

Sandra Gibson, Director of Finance

Deby Woodard, Assistant Finance Director

Paul Hackleman, Director of Public Works

Bradley Fraley, Chief Information Officer/ PIO

Marcia Reyna, Director of Human Resources & Civil Service

Lana Ewell, Library Director

Robert Parker, Chief of Police

Shawn Fannan, Fire Chief

PRESENTATIONS

1. Presentation of the Fiscal Year 2020-2021 Proposed City Manager Budget - Overview and Tax Rate

Mayor Miner introduced Ms. Sandra Gibson to provide the Finance Department presentation. Ms. Gibson began by stating that this was the most difficult budget she has ever put together. She also invited citizens to contact the Finance department and City Manager with any questions. The summary included the following:

- The over 300 page budget was published on the city's website on July 31, 2020
- Public hearing is scheduled August 24, 2020

- The budget must be adopted before September 15, 2020
- All calculations of tax rates will be on the city's website and TAD website

Ms. Gibson stated that the city goals and strategic plan drives the creation of the budget document and that there many challenges to include due to the pandemic. Also, the recent legislative session have impacted the budget as well.

Council Member Taylor commented that keeping the tax rate the same or lower requires the understanding and need to continue cutting services and at some point, will need to look at an increase to the tax rate or cut more services.

2. Presentation of the Fiscal Year 2020-2021 Proposed City Manager Budget - Departmental Budget Summary

The following were called upon to provide their Departmental Budget Summary:

Ms. Woodard provided a brief presentation regarding the Finance, Municipal Court and Utility Billing departments.

Chief Parker provided a brief presentation regarding the Police Department general fund and significant impacts that included the Traffic Safety Fund, Animal Control and Code departments.

Chief Fannan provided a brief presentation regarding the Fire Department, Safer Grant Fund and Fire/EMS.

Ms. Reyna provided a brief presentation regarding the Human Resources Department expenditures and significant impacts.

Council Member Neal asked if Watauga FIT participation will drop due to the loss of monetary benefits. Ms. Reyna responded that the city will continue to promote various challenges and home workouts.

Mr. Hackleman provided a brief presentation regarding Public Works, Building, Planning & Zoning, and Fleet/Building Maintenance and Utility/Storm Drain funds.

Mayor Miner asked for an update regarding the Hightower Estates project. Mr. Hackleman stated that the developer is working on drainage issues development can't place anymore water on downstream properties post development that existed pre-development.

Mr. Fraley provided a brief presentation regarding Information Technology

Department presentation.

Mayor Miner asked if there was software that would improve virtual meetings. Mr. Fraley responded that Office 365 would have the biggest impact.

Ms. Ewell provided a brief presentation regarding Library significant impacts.

Ms. Gardner provided presentations for Parks and Recreation, Economic Development and Office of the City Secretary and City Manager's Office.

ADJOURNMENT

Mayor Miner adjourned the meeting at 6:33 p.m.

APPROVED: _____ this _____ day of _____, 2020

SIGNED: _____ **this** _____ **day of** _____, **2020**

APPROVED:

Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner, City Secretary

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

**MINUTES
WATAUGA CITY COUNCIL
SPECIAL MEETING
WEDNESDAY, AUGUST 5, 2020
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
6:30 PM**

CALL TO ORDER

Mayor Miner called the meeting to order at 6:46 p.m.

ROLL CALL

The City Council of the City of Watauga, Texas convened with the following members present:

Mayor, Art Miner

Mayor Pro Tem/Council Member Place 2, Tom Snyder

Council Member Place 1, Danielle Tucker (Absent with late notice)

Council Member Place 3, Lovie Downey

Council Member Place 4, Andrew Neal

Council Member Place 5, Juanita King

Council Member Place 7, Kim Irving (Absent with notice)

and

Andrea Gardner, City Manager/ City Secretary

Raquel Guajardo, Deputy City Secretary

Sandra Gibson, Director of Finance

Deby Woodard, Assistant Finance Director

Bradley Fraley, Chief Information Officer/ PIO

ANNOUNCEMENTS

Mayor Miner announced that Meter Calibrations has full-time positions available.

PUBLIC TESTIMONY

Mayor Miner called for Public Testimony and read the submission of Ms. Deborah Adams, 6000 Robin Drive, Watauga, into the official record and stated that staff responded to her questions directly. (To be recorded with approved minutes)

ACTION ITEMS

1. **Discuss and consider action on setting a Public Hearing on the FY2020-2021 Proposed Budget**

Council Member Neal made a motion to approve the item as presented. Motion seconded by Council Member Downey.

Mayor Miner called for discussion. Council Member Taylor stated that the date identified for the Public Hearing is August 24, 2020 at 6:30 p.m.

Mayor Miner called for Public Testimony. Ms. Gardner read the submission of Ms. Deborah Adams, 6000 Robin Drive, Watauga, into the official record. (To be recorded with approved minutes)

As there was no additional discussion, Mayor Miner called for the Council to vote. Motion passed 5-0-0.

Ayes: Snyder, Downey, Neal, King, Taylor

Nays: None

Abstain: None

2. Discuss and consider action on setting a Public Hearing for the FY2020-2021 Proposed Tax Rate

Mayor Miner stated that the date identified for the Public Hearing is September 14, 2020 at 6:30 p.m.

Mayor Pro Tem Snyder made a motion to approve the item as presented. Motion seconded by Council Member Taylor.

Mayor Miner called for discussion. Hearing none, Mayor Miner called for Public Testimony.

Ms. Gardner read the submission of Ms. Deborah Adams, 6000 Robin Drive, Watauga, into the official record. (To be recorded with approved minutes)

As there was no additional discussion, Mayor Miner called for the Council to vote. Motion passed 5-0-0.

Ayes: Snyder, Downey, Neal, King, Taylor

Nays: None

Abstain: None

3. Discuss and consider action on setting the date to adopt the proposed tax for the FY2020-2021 Fiscal Year

Mayor Miner stated that the date identified for the Public Hearing is September 14, 2020 at 6:30 p.m.

Council Member Neal made a motion to approve the item as presented. Motion seconded by Mayor Pro Tem Snyder.

As there was no additional discussion, Mayor Miner called for the Council to vote. Motion passed 5-0-0.

Ayes: Snyder, Downey, Neal, King, Taylor

Nays: None

Abstain: None

ADJOURNMENT

Mayor Miner adjourned the meeting at 6:57 p.m.

APPROVED: _____ this _____ day of _____, 2020

SIGNED: _____ this _____ day of _____, 2020

APPROVED:

Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner, City Secretary

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



AGENDA MEMORANDUM

DATE: August 21, 2020

TO: Honorable City Council Members

FROM: Randy Richards, CFM, Building Official
Paul Hackleman, P.E., CFM, Director of Public Works

THROUGH: Andrea Gardner, City Manager

SUBJECT: **Planning and Zoning Case Z-20-02 with SUP:** Conduct a public hearing and consider action adopting an Ordinance of the City Council of the City of Watauga, Texas authorizing a zoning map amendment to the zoning ordinance affecting a portion of the property located in Regency Square Addition, Lot 1, commonly known as 6531 Watauga Road, from General Business (GB) to Commercial (C); authorizing the issuance of a specific use permit (SUP), for Frontier States Development Services, to allow a facility for the storage of ice and water for retail sale for individual or family use at 6527 Watauga Road, commonly known as 6531 Watauga Road being Lot 1 of the Regency Square Addition. The property is located west of Rufe Snow Drive. Tan B. Le, is the owner. and Mark Sellers is the authorized applicant.

BACKGROUND/INFORMATION:

Written notice of the public hearing held by the Planning and Zoning Commission on the proposed change was sent to all owners of property, or to the person rendering the same for city taxes, affected by such proposed changes of classification, and to all owners of property, or to the person rendering the same for city taxes located within 200 feet of any property affected thereby. Of the 34 notices sent as of August 28, 2020, 31 did not reply and 3 did not object.

The Public Hearing Notice was duly posted and published by the City Secretary's Office on August 28, 2020 in the Fort Worth Star Telegram.

Frontier States Development Services is requesting an amendment to the zoning ordinance from General Business (GB) to Commercial (C) with a specific use permit (SUP) to allow a facility for the storage of ice and water for retail sale for individual or family use. This amendment under the SUP granted to the owner is not a permanent



AGENDA MEMORANDUM

change in the zoning of the property.

The business will construct a 251 S.F. building with an additional 60 S.F. of customer "approach" under a front awning and work with city staff to provide a raised sidewalk around the facility for customer safety. This will remove 4 parking spaces at no effective loss to the center.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Council consider the comments received during the public hearing and the recommendation of the Planning and Zoning Commission at the August 19, 2020 Planning and Zoning meeting prior to taking action to approve Ordinance No. 2020-031.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. FW Star Telegram - OrderConf - 2020-08-21T104339.625
2. Exhibit A - 6531 Watauga Rd - Survey - Warranty Deed
3. Exhibit B - Application and Statements Combined
4. Exhibit C - Site Plan - Regency Square Addition
5. Exhibit D - Responses Received to date - August 28, 2020
6. Exhibit E - P&Z Recommendation to Council
7. Exhibit F - FW Star Telegram Publication - August 28, 2020
8. Ordinance No. 2020-031 - Case #Z.20-02

REVIEWED BY:

Randy Richards, CFM, Building Official

Karrie Marling, Legal

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

George Hyde, Legal

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 8/31/2020

Approved - 9/4/2020

Approved - 9/4/2020

Approved - 9/9/2020

Final Approval - 9/9/2020

Star-Telegram MEDIA

Arlington Citizen-Journal | The Keller Citizen | La Estrella
Mansfield News-Mirror | Star-Telegram Northeast | Weatherford Star-Telegram
star-telegram.com | 808 Throckmorton St. | Ft Worth, Tx. 76102-6315

Order Confirmation

Customer

CITY OF WATAUGA

Customer Account

600616

Customer Address

7105 WHITLEY RD
FORT WORTH TX 761482024 USA

Customer Phone

817-281-8047

Customer Fax**Sales Rep**

clopez@star-telegram.com

Payor Customer

CITY OF WATAUGA

Payor Account

600616

Payor Address

7105 WHITLEY RD
FORT WORTH TX 761482024 USA

Payor Phone

817-281-8047

Customer EMail**Order Taker**

agrisham@mcclatchy.com

PO Number

Legal Notice

Payment Method

Invoice

Blind Box**Tear Sheets**

0

Proofs

0

Affidavits

1

Net Amount

\$81.24

Tax Amount

\$0.00

Total Amount

\$81.24

Payment Amount

\$0.00

Amount Due

\$81.24

Ad Order Number

0004735141

Order Source**Ordered By**

Raquel Guajardo

Special Pricing**Invoice Text****Promo Type****Package Buy****Materials**

Ad Order Information

<u>Ad Number</u>	<u>Ad Type</u>	<u>Production Method</u>	<u>Production Notes</u>
0004735141-01	FTW-Legal Liner	AdBooker	

<u>External Ad Number</u>	<u>Ad Attributes</u>	<u>Ad Released</u>	<u>Pick Up</u>
		No	

<u>Ad Size</u>	<u>Color</u>
1 X 46 li	

<u>Product</u>	<u>Placement</u>	<u>Times Run</u>	<u>Schedule Cost</u>
FTW- Star-Telegram	0300 - Legals Classified	1	\$66.24

<u>Run Schedule Invoice Text</u>	<u>Position</u>
NOTICE OF PUBLIC HEARINGS WATAUGA CITY	0301 - Legals & Public Notices

Run Dates
08/28/2020

<u>Product</u>	<u>Placement</u>	<u>Times Run</u>	<u>Schedule Cost</u>
FTW-Upsell ST.Com	0300 - Legals Classified	1	\$15.00

<u>Run Schedule Invoice Text</u>	<u>Position</u>
NOTICE OF PUBLIC HEARINGS WATAUGA CITY	0301 - Legals & Public Notices

Run Dates
08/28/2020

NOTICE OF PUBLIC HEARINGS
WATAUGA CITY COUNCIL
CITY HALL COUNCIL CHAMBER
7105 WHITLEY ROAD,
WATAUGA, TEXAS 76148
SEPTEMBER 14, 2020
6:30 P.M.

Notice is hereby given of a public hearing to be held in the City of Watauga Council Chambers located at 7105 Whitley Road, on Monday, September 14, 2020 at 6:30 p.m. during the regular City Council meeting, for the purpose of hearing the following case:

Z. 20-02 with SUP: Consider request for a zoning change from General Business (GB) to Commercial (C) with a Specific Use Permit (SUP) for Frontier States Development Services, to allow a facility for the storage of ice and water for retail sale for individual or family use, at 6531 Watauga Rd., being Lot 1 of the Regency Square Addition. The property is located west of Rufe Snow Drive. Tan B. Le, owner. Mark Sellers, applicant.

Published on Friday, August 28, 2020, in the Star Telegram, Legal Notices Section.

I, Andrea Gardner, City Secretary for the City of Watauga, Texas, hereby certify that this notice was posted on the official bulletin board at City Hall, 7105 Whitley Road, Watauga, Texas, on Friday, August 28, 2020 before 6:30 p.m., in accordance with Chapter 551 of the Texas Government Code.

/s/Andrea Gardner
City Secretary

LEGAL DESCRIPTION

BEING a 150,630 square foot or 3.4580 acres of land situated in the William J. Miller Survey, Abstract No. 1020, Tarrant County, Texas and being all of Lot 1., Regency Square Addition, an addition to the City of Watauga, Tarrant County, Texas according to the plat thereof recorded in Volume 388-188 Page 12, Plat Records of Tarrant County, Texas, said tract conveyed to Regency Advantage Limited Partnership by deed recorded in Volume 9763, Page 252, Deed Records of Tarrant County, Texas, and being more particularly described as follows:

BEGINNING at a found 1/2 inch iron rod for a corner in the north line of Watauga Road (a 100 foot right of way), said point being easterly, a distance of 120.0 feet from the intersection of the north line of Watauga Road with the east line of Skylark Lane (a 50 foot right of way), and said point being the common south corner of the said Regency Square Addition and First Unit Singing Hills Addition, an addition to the City of Watauga, Texas according to the plat thereof recorded in Volume 388-22, Page 5, Plat Records of Tarrant County, Texas;

THENCE, N 00°04'00" W, departing the north line of Watauga Road and with the common line of said Regency Square Addition and said First Unit Singing Hills Addition, a distance of 399.75 feet to a found 1/2 inch iron rod for a corner;

THENCE, S 89°51'31" E, continuing with the said common line, a distance of 427.97 feet to a found 1/2 inch iron rod for a corner, said point being the common north corner of said Regency Square Addition and Singing Hills Addition, an addition to the City of Watauga, Texas according to the plat thereof recorded in Volume 388-183, Page 13, Plat Records of Tarrant County, Texas;

THENCE, S 00°04'00" E, with the common line of said Regency Square Addition and the said Singing Hills Addition, a distance of 248.77 feet to a found 1/2 inch iron rod for a corner at the northeast corner of a tract of land conveyed to D. Q. Properties by deed recorded in Volume 8803, Page 1178, Deed Records of Tarrant County, Texas, said point being the most easterly southeast corner of the said Regency Square Addition;

THENCE, S 89°56'00" W, with the north line of said D. Q. Properties tract, a distance of 130.00 feet to a found 1/2 inch iron rod for a corner at the northwest corner of said D. Q. Properties;

THENCE, S 00°04'08" E, with the west line of said D. Q. Properties tract, a distance of 142.62 feet to a found 1/2 inch iron rod for a corner in the north line of Watauga Road, said point being the most southerly southeast corner of the said Regency Square Addition;

THENCE, S 87°04'02" W, with the north line of Watauga Road, a distance of 14.00 feet to a found 1/2 inch iron at the beginning of a tangent curve to the right with a central angle of 02°51'58", a radius of 5,679.58 feet, a chord bearing of S 88°30'03" W and a chord distance of 284.08 feet;

THENCE, Southwesterly, continuing with the north line of Watauga Road and along said curve, an arc distance of 284.11 feet to Point of Beginning.

SURVEYOR'S CERTIFICATE

The undersigned hereby certifies to:
REGENCY ADVANTAGE LIMITED PARTNERSHIP, TONY SAADE, Trustee,
SAFECO LAND TITLE OF TARRANT and SECURITY UNION TITLE INSURANCE COMPANY
that this Survey (i) complies with the current Texas Society Professional Surveyors Standards and Specifications for a Category 1A; Condition II Survey; (ii) was made on the ground under my supervision as per the field notes shown hereon and correctly shows the boundary lines and dimensions and the area of the land indicated hereon; (iii) correctly shows the location of all buildings, structures and other visible improvements on the subject property; (iv) correctly shows the location of all alleys, streets, roads, rights of way, easements and other matters of record of which the undersigned has been advised affecting the subject property according to the legal description in such easements and other matters (with instrument, book and page indicated); (v) correctly shows the location of all streets and roads providing access to the subject property; (vi) except as shown on the Survey, there are no visible encroachments onto adjoining premises, streets or alleys by any of said buildings, structures or other visible improvements, and there are no visible encroachments on the subject property by buildings, structures or other visible improvements situated on adjoining premises; and (vii) the subject property lies in Zone X (areas determined to be outside the 500 year flood plain) according to the F.E.M.A. Flood Insurance Rate Map No. 48439C0301 H dated August 2, 1995.

Dated: April 25, 1999
GF No.: TC99-105978
Job No.: 615

L. Lynn Kadleck
Registered Professional
Land Surveyor No. 3952
AN OFFICIAL DOCUMENT ONLY
WITH AN ORIGINAL SIGNATURE

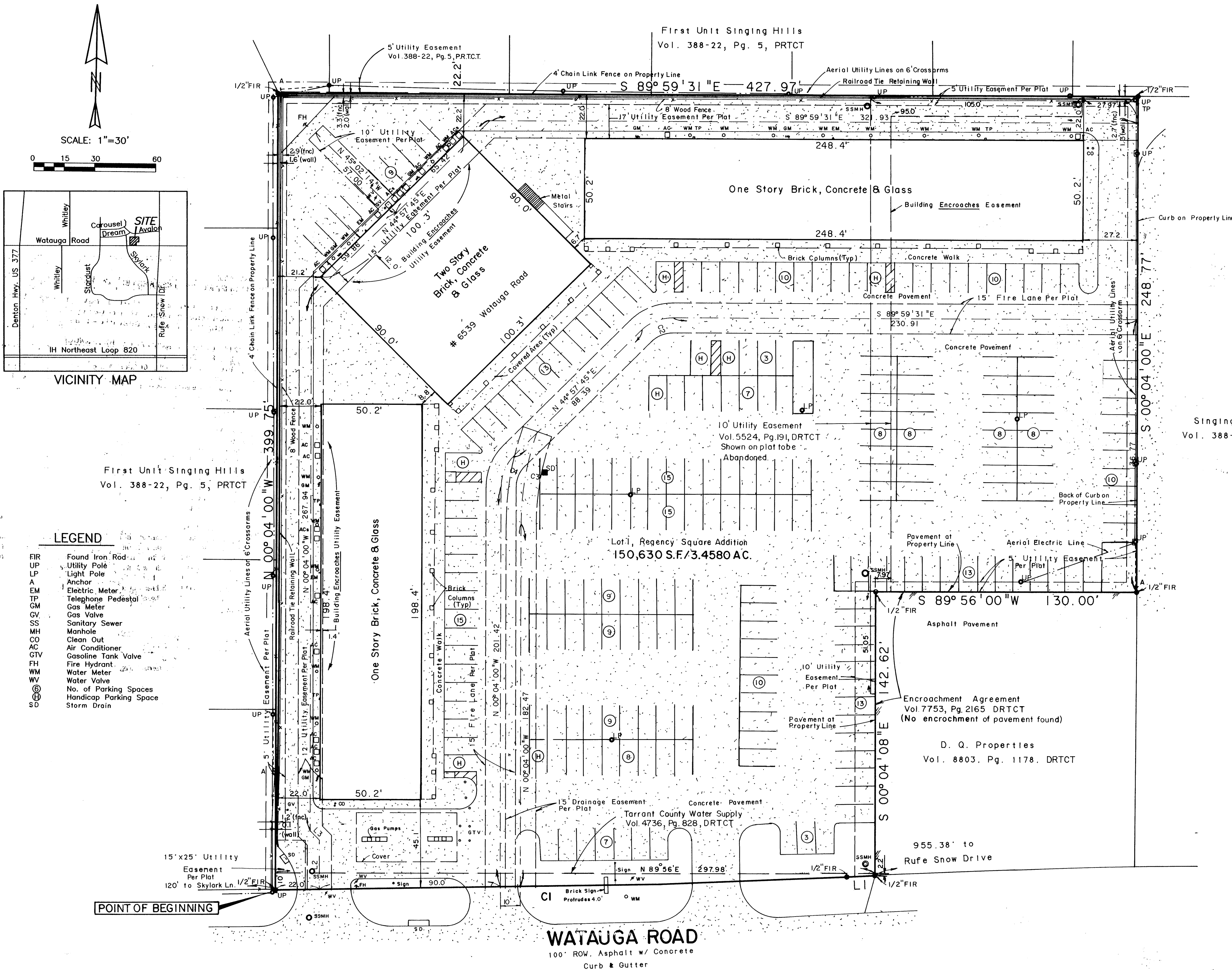
UPDATED AND RECERTIFIED: January 26, 1999.
REVISED: February 17, 1999; Correct legal description.

NOTES

- 1) Unless otherwise noted, all easements shown within the property were created by the plat of Regency Square Addition recorded in Volume 388-188, Page 12, Plat Records of Tarrant County, Texas.
- 2) The property described hereon is affected by the following as recorded in the noted Volume and Page of the Deed Records of Tarrant County, Texas:
 - a) Easement for sanitary sewer and/or water lines to Tarrant County Water Supply Corporation in Volume 4736, Page 828.
 - b) 10 foot easement for utilities to the City of North Richland Hills in Volume 5524, Page 191.
 - c) Terms, conditions and stipulations of Encroachment Agreement between Dan McCarty, Trustee, and Alan W. Hamm and L. B. Sandlin in Volume 7753, Page 2165.
- 3) The bearing basis for this survey is a bearing of N 00°04'00" W for the west line of Regency Square Addition as shown on the plat of Regency Square Addition recorded in Volume 388-188, Page 12, Plat Records of Tarrant County, Texas.

CURVE	DELTA ANGLE	RADIUS	ARC	TANGENT	CHORD	CHORD BEARING
C 1	02° 51' 58"	5679.58	284.11	142.09	284.08	S 88° 30' 03" W
C 2	45° 02' 44"	22.50	17.69	9.33	17.24	N 67° 29' 07" E
C 3	19° 27' 07"	140.00	47.53	24.00	47.30	N 09° 39' 33" E
C 4	45° 01' 45"	22.50	17.68	9.33	17.23	N 22° 26' 53" E

LINE	BEARING	DISTANCE
L 1	S 87° 04' 02" W	14.00
L 2	N 00° 04' 00" W	25.00
L 3	N 45° 04' 00" W	6.49



4
NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

GENERAL WARRANTY AND ASSUMPTION DEED

STATE OF TEXAS §
 § KNOW ALL BY THESE PRESENTS:
COUNTY OF DALLAS §

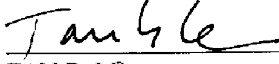
That **TAN B. LE** and **KAREN NGUYEN-LE**, husband and wife (hereinafter collectively referred to as "**Grantor**"), for and in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration, including the assumption and agreement to pay and perform by **6531 WATAUGA, LTD.**, a Texas limited partnership, whose address is 805 Marquis Court, Costa Mesa, CA 92626 (hereinafter referred to as "**Grantee**"), all payments and other obligations due or to become due and payable under the terms of that certain Promissory Note of even date herewith payable to the order of Prosperity Bank in the original principal amount of \$1,250,000.00, and under the terms of that certain Deed of Trust, Security Agreement and Financing Statement of even date herewith conveyed to David Zalman, Trustee, securing said Note, has GRANTED, SOLD and CONVEYED, and by these presents does GRANT, SELL and CONVEY unto Grantee, all of Grantor's right, title and interest in and to that certain real property located in Tarrant County, Texas, as more particularly described on **Exhibit A** attached hereto and incorporated herein by reference, together with all improvements located thereon, fixtures thereto, and any and all appurtenances belonging or appertaining thereto, and any right, title or interest of Grantor in and to any adjacent streets, alleys, rights-of-way, strips or gores of real estate adjoining such real property (hereinafter collectively referred to as the "**Property**");

Subject, however, to the lien against the Property for ad valorem taxes for the current year only, and all matters of public record to the extent they affect the Property.

TO HAVE AND TO HOLD the Property, together with all and singular the rights and appurtenances thereto in anywise belonging, unto the said Grantee, its successors and assigns forever; and Grantor does hereby bind its successors and assigns, to WARRANT and FOREVER DEFEND all and singular the Property unto the said Grantee, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

EXECUTED this 12 day of June 2006.

GRANTOR:


TAN B. LE

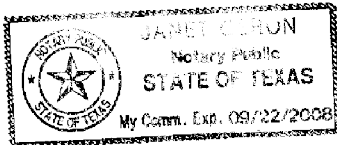
KAREN NGUYEN-LE

ACKNOWLEDGMENT

STATE OF Texas §
COUNTY OF Tarrant §

BEFORE ME, the undersigned authority, on this day personally appeared TAN B. LE and KAREN NGUYEN-LE, known to me to be the persons whose names are subscribed to the foregoing instrument, and each acknowledged to me that he or she executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 12 day of May 2006.



NOTARY PUBLIC, STATE OF Texas
Printed Name: _____
My Commission Expires: _____

AFTER RECORDING RETURN TO:

Tan B. Le
805 Marquis Ct.
Costa Mesa, CA 92626

EXHIBIT A

LEGAL DESCRIPTION

Unofficial Copy

EXHIBIT "A"

BEING a 150,630 square foot or 3.4580 acres of land situated in the William J. Miller Survey, Abstract No. 1020, Tarrant County, Texas and being all of Lot 1, Regency Square Addition, an addition to the City of Watauga, Tarrant County, Texas, according to the plat thereof recorded in Volume 388-188, Page 12, Plat Records of Tarrant County, Texas, said tract conveyed to Regency Advantage Limited Partnership by deed recorded in Volume 9763, Page 252, Deed Records of Tarrant County, Texas, and being more particularly described as follows:

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THENCE, North 00 degrees 04 minutes 00 seconds West, departing the north line of Watauga Road and with the common line of said Regency Square Addition and said First Unit Singing Hills Addition, a distance of 399.75 feet to a found 1/2 inch iron rod for a corner;

THENCE, South 89 degrees 51 minutes 31 seconds East, continuing with the said common line, a distance of 427.97 feet to a found 1/2 inch iron rod for a corner said point being the common north corner of said Regency Square Addition and Singing Hills Addition, an addition to the City of Watauga, Texas according to the plat thereof recorded in Volume 388-183, Page 13, Plat Records of Tarrant County, Texas;

THENCE, South 00 degrees 04 minutes 00 seconds East, with the common line of said Regency Square Addition and the said Singing Hills Addition, a distance of 248.77 feet to a found 1/2 inch iron rod for a corner at the northeast corner of a tract of land conveyed to D.Q. Properties by deed recorded in Volume 8803, Page 1178, Deed Records of Tarrant County, Texas, said point being the most easterly southeast corner of said Regency Square Addition;

THENCE, South 89 degrees 56 minutes 00 seconds West, with the north line of said D.Q. Properties tract, a distance of 130.00 feet to a found 1/2 inch iron rod for a corner at the northwest corner of said D.Q. Properties;

THENCE, South 00 degrees 04 minutes 08 seconds East, with the west line of said D.Q. Properties tract, a distance of 142.62 feet to a found 1/2 inch iron rod for a corner in the north line of Watauga Road, said point being the most southerly southeast corner of the said Regency Square Addition;

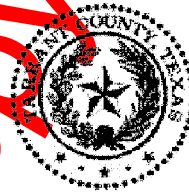
THENCE, South 87 degrees 04 minutes 02 seconds West, with the north line of Watauga Road, a distance of 14.00 feet to a found 1/2 inch iron at the beginning of a tangent curve to the right with a central angle of 02 degrees, 51 minutes 58 seconds, a radius of 5,679.58 feet, a chord bearing of South 88 degrees 30 minutes 03 seconds West and a chord distance of 284.08 feet;

THENCE, Southwesterly, continuing with the north line of Watauga Road and along said curve, an arc distance of 284.11 feet to the Point of Beginning.

TAN B LE
805 MARQUIS CT

COSTA MESA CA 92626

Submitter: REPUBLIC TITLE OF TEX INC



SUZANNE HENDERSON
TARRANT COUNTY CLERK
TARRANT COUNTY COURTHOUSE
100 WEST WEATHERFORD
FORT WORTH, TX 76196-0401

DO NOT DESTROY

WARNING - THIS IS PART OF THE OFFICIAL RECORD.

Filed For Registration: 06/14/2006 12:30 PM
Instrument #: D206179377
WD 5 PGS \$28.00

By: _____



D206179377

ANY PROVISION WHICH RESTRICTS THE SALE, RENTAL OR USE
OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR
RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW.



Planning & Zoning Application

CASE NO. Z. 20-02 w/sup

P&Z Fee: \$1200.00

Date Paid: 7/30/2020

Receipt #: 20-00754

SELECT ZONING APPLICATION TYPE:

☒ Zoning Change

☒ Specific Use Permit

☐ Planned Development

PROPOSED USE OF PROPERTY: Additional Use (will NOT replace existing): ice and water kiosk - self-service/24HR operation

EXISTING USE OF PROPERTY: Shopping center w/parking

ZONING INFORMATION: From Existing GB-General Business District to Proposed C-Commercial District
with additional approval of the SUP

PROPERTY ADDRESS: 6531 Watauga Road Watauga, TX 76148

Legal Description: (Abstract) REGENCY SQUARE (Tract) (Block) (Lot) LOT 1
ADDITION Lot 1

(Survey) (Addition) REGENCY SQUARE

IF PROPERTY IS NOT PLATTED, PLEASE PROVIDE METES AND BOUNDS DESCRIPTION.

COMPLIANCE OF PROPOSED PROJECT TO THE CITY OF WATAUGA COMPREHENSIVE USE PLAN: If Yes then skip to next section of application if No then provide answers to the questions below:

- ☐ Will the proposed change enhance the site and the surrounding area? XYes No
- ☐ Is the necessary infrastructure already in place? XYes No (if not, explain in narrative)
- ☐ Is the proposed change a better use than that is recommended by Future Land Use Plan/Map?
XYes No (if yes, explain in narrative) N/A - no existing recommended.
- ☐ Will the proposed use impact adjacent residential areas in a negative manner or may it enhance it? May/probably will enhance.
Yes XNo Local residents and businesses welcome this use in other new installations.
- ☐ Are uses adjacent to proposed use similar in nature in terms of appearance, hours of operation, and other general aspects of compatibility?
XYes No Generally yes, but business operation is self-serve/ 24x7x365.
- ☐ Does the proposed use present a significant benefit to public health, safety and welfare of community? Convenient (serve-yourself), high-quality ice and water, new construction, well lit.
XYes No

OWNER INFORMATION: NAME: TAN B. LE

(Please Print)

ADDRESS: 805 MARQUIS CT, COSTA MESA, CA 92626

PHONE: (714) 697-3808 EMAIL: Tan.le@sbcglobal.net

For additional owners, please include additional copies of this page. The property owner may sign the application or submit a notarized letter of authorization.



Planning & Zoning Application

REPRESENTATIVE/AGENT INFORMATION: NAME: Mark Sellers
 (Please Print)
 BUSINESS NAME (If applicable): Frontier States Development Services (Owner/Operator)
 (Title)
 BUSINESS ADDRESS: 4513 N Shore Dr., The Colony, TX 75056
 PHONE: 469.446.3518 EMAIL: marksellers@bestice2go.com

***I have read the completed application and know the same is true and correct and hereby agree that if a permit is issued all provisions of the City Ordinances and State Laws will be complied with whether herein specified or not. I agree to comply with all property restrictions. I am the owner of the property or the duly authorized agent.**

***Submittal of false information or omission as required by this application may result in any permit, license, or approval being revoked.**

***Signatures certify that all information provided is true and correct.**

***Application will be considered filed when project is set on an appropriate agenda.**

TAN B. LE 7/21/2020 [Signature]
 Owner Name (Print) Date Owner Signature
Sanford Mark Sellers 6/15/2020 [Signature]
 Agent Name (Print) Date Agent Signature

APPLICATION SUBMITTAL REQUIREMENTS

- ☐ Ten (10) folded copies of 24"x36" of a Site Plan (Technical requirements provided on separate sheet), Landscaping Plan, Elevations in color and one digital (PDF) copy of zoning exhibit.
- ☐ The following items are required with all types of applications:
- ☐ Planning and Zoning Application form.
- ☐ Application fee of \$600 – Zoning Change; \$600 – Planned Development; \$600 – Specific Use Permit, plus costs incurred by the City for postage, mailing, copying and other related expenses. This is non-refundable.
- ☐ One 11"x17" copy of subdivision plat (if the property is platted).
- ☐ One digital (PDF) copy of subdivision plat (if property is platted).
- ☐ If request is for (i) a portion of a platted lot, or (ii) an un-platted lot, surveyed site boundary dimensions (metes and bounds) and gross acreage determined by licensed surveyor must be provided electronically in Microsoft Word format and in paper copy.
- ☐ Additional information may be requested by the Development Review Team if deemed essential for review and consideration by Planning and Zoning Commission and City Council.
- ☐ Written narrative explaining in detail the proposal.

OFFICE USE ONLY: CASE APPROVED BY:

PLANNING & ZONING COMMISSION: ✓ Yes No
 CITY COUNCIL: Yes No
 ADDITIONAL P&Z FEE: RECEIPT #:

DATE: Aug. 19, 2020
 DATE:
 DATE:



Statement of Agent Authorization

I, Tan B Le, owner of 6531 Watauga Rd also
(PLEASE PRINT NAME HERE) ADDRESS
known as Block _____, Lot 1 _____ of the REGENCY SQUARE ADDITION Subdivision in the City
of Watauga hereby certify that I have given my permission to Frontier States Dev Srvs / Mark Sellers
AGENT
to act as my agent for zoning, specific use permit, preliminary plat, final plat, or variance/special
exception for said property. As the owner of the aforementioned property, I accept and agree to be
bound by and comply with any written requirements a zoning, specific use permit, preliminary plat, final
plat or variance/special exception of the property.

Signature of Owner

TAN B. LE

Name (Typed or Printed)

JULY 20, 2020

Date

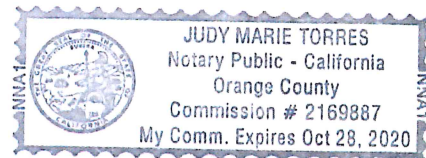
Notary Acknowledgement No. 2: Before me, the undersigned authority, on this day personally
appeared TAN B. LE, known to me to be the person whose name is
subscribed to the above and foregoing instrument, and knowledge to me that he/she executed the
same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office on this the 21st day of July, 20 20

Notary Public

Notary Public in and For the State of California

My commission expires the 10 day of 28, 20 20.





Statement of Owner Verification

I, TAN BLE hereby certify that the statements furnished on my
(PLEASE PRINT NAME HERE)

Planning & Zoning Application for Planning & Zoning Case 220-02 and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

By signing this application, I certify that I am the legal title holder for the property concerned in the application for the above mentioned Planning & Zoning Case.

Compliance with written requirements. No specific use permit shall be granted unless the applicant, owner, and grantee of the specific use permit shall be willing to accept and agree to be bound by and comply with the written requirements of the specific use permit as attached to the site plan drawing (or drawings) and recommendation by the planning and zoning commission and approved by the city council.

I understand that it is necessary for me or my agent to be present at the Planning and Zoning Commission and City Council public meetings to represent this request.

Tan Ble
Applicant Signature

7/21/20
Date

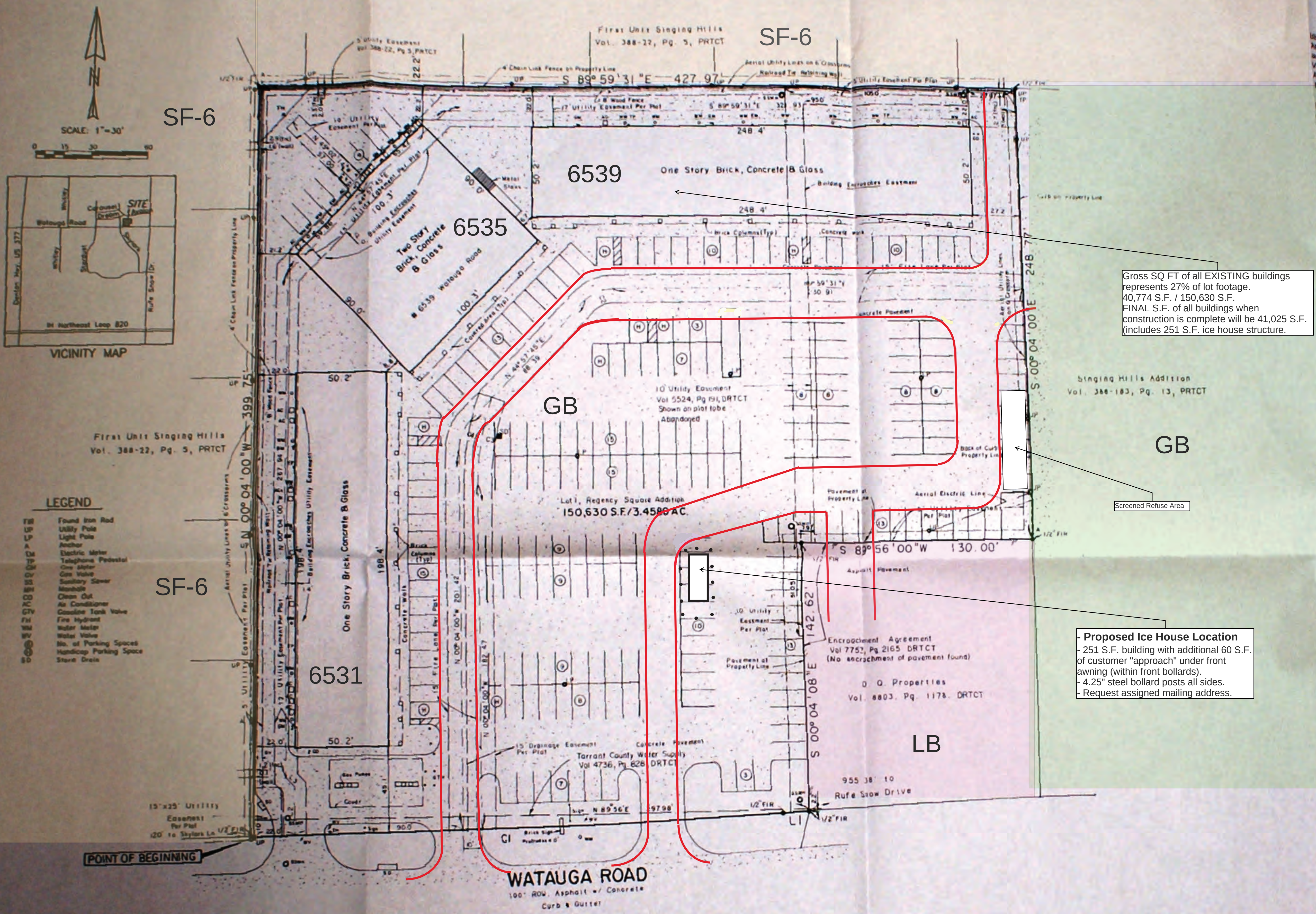
State of Texas
County of _____

Before me, the undersigned authority, on this day personally appeared TAN BLE, known to me, or proved to me on the oath of Driver License Verification, or through description to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this 21st day of July, 2020
Judy Marie Torres
Signature of Notary Public

My commission expires the 10 day of 28, 2020.





LEGAL DESCRIPTION

BEING a 150,630 square foot or 3.4580 acres of land situated in the William J. Miller Survey, Abstract No. 1020, Tarrant County, Texas and being all of Lot 2, Regency Square Addition, an addition to the City of Watauga, Tarrant County, Texas according to the plat thereof recorded in Volume 388-188 Page 12, Plat Records of Tarrant County, Texas, said tract conveyed to Regency Advantage Limited Partnership by deed recorded in Volume 9763, Page 252, Deed Records of Tarrant County, Texas, and being more particularly described as follows:

BEGINNING at a found 1/4 inch iron rod for a corner in the north line of Watauga Road (a 100 foot right of way), said point being easterly, a distance of 120.0 feet from the intersection of the north line of Watauga Road with the east line of Skylark Lane (a 50 foot right of way), and said point being the common south corner of the said Regency Square Addition and First Unit Singing Hills Addition, an addition to the City of Watauga, Texas according to the plat thereof recorded in Volume 388-22, Page 5, Plat Records of Tarrant County, Texas;

THENCE, N 00°04'00" W, departing the north line of Watauga Road and with the common line of said Regency Square Addition and said First Unit Singing Hills Addition, a distance of 399.75 feet to a found 1/4 inch iron rod for a corner;

THENCE, S 89°51'31" E, continuing with the said common line, a distance of 427.97 feet to a found 1/4 inch iron rod for a corner, said point being the common north corner of said Regency Square Addition and Singing Hills Addition, an addition to the City of Watauga, Texas according to the plat thereof recorded in Volume 388-183, Page 13, Plat Records of Tarrant County, Texas;

THENCE, S 00°04'00" E, with the common line of said Regency Square Addition and the said Singing Hills Addition, a distance of 248.77 feet to a found 1/4 inch iron rod for a corner at the northeast corner of a tract of land conveyed to D. Q. Properties by deed recorded in Volume 8803, Page 1178, Deed Records of Tarrant County, Texas, said point being the most easterly southeast corner of the said Regency Square Addition;

THENCE, S 89°56'00" W, with the north line of said D. Q. Properties tract, a distance of 130.00 feet to a found 1/4 inch iron rod for a corner at the northwest corner of said D. Q. Properties;

THENCE, S 00°04'08" E, with the west line of said D. Q. Properties tract, a distance of 142.62 feet to a found 1/4 inch iron rod for a corner in the north line of Watauga Road, said point being the most southerly southeast corner of the said Regency Square Addition;

THENCE, S 87°04'02" W, with the north line of Watauga Road, a distance of 14.00 feet to a found 1/4 inch iron at the beginning of a tangent curve to the right with a central angle of 02°51'58", a radius of 5,679.58 feet, a chord bearing of S 88°30'03" W and a chord distance of 284.08 feet;

THENCE, Southwesterly, continuing with the north line of Watauga Road and along said curve, an arc distance of 284.11 feet to the Point of Beginning.

SURVEYOR'S CERTIFICATE

I, the undersigned hereby certify that:

REGENCY ADVANTAGE LIMITED PARTNERSHIP, TONY SAADE, Trustee, SAHCO LAND TITLE OF TARRANT and SECURITY UNION TITLE INSURANCE COMPANY that this Survey (i) complies with the current Texas Society Professional Surveyors Standards and Specifications for a Category 1A, Condition II Survey, (ii) was made on the ground under my supervision as per the field notes shown hereon and correctly shows the boundary lines and dimensions and the area of the land indicated hereon; (iii) correctly shows the location of all buildings, structures and other visible improvements on the subject property; (iv) correctly shows the location of all alleys, streets, roads, rights of way, easements and other matters of record of which the undersigned has been advised affecting the subject property according to the legal description in such easements and other matters (with instrument, book and page indicated); (v) correctly shows the location of all streets and roads providing access to the subject property; (vi) except as shown on the Survey, there are no visible encroachments onto adjoining premises, streets or alleys by any of said buildings, structures or other visible improvements, and there are no visible encroachments on the subject property by buildings, structures or other visible improvements situated on adjoining premises, and (vii) the subject property lies in Zone X (areas determined to be outside the 500 year flood plain) according to the F.E.M.A. Flood Insurance Rate Map No. 48439C0301 H dated August 2, 1995.

Dated: April 25, 1989
GF No: TC99-105978
Job No: 615

L. Lynn Kadleck
L. Lynn Kadleck
Registered Professional
Land Surveyor No. 3952
AN OFFICIAL DOCUMENT ONLY
WITH AN ORIGINAL SIGNATURE

UPDATED AND RECERTIFIED: January 26, 1999.

CURVE	DELTA ANGLE	RADIUS	ARC	TANGENT	CHORD	CHORD BEARING
C 1	02°51'58"	5679.58	284.11	142.08	284.08	S 89°50'03"W
C 2	45°02'44"	22.50	17.69	9.33	17.24	N 67°29'07"E
C 3	19°27'07"	140.00	47.53	24.00	47.30	N 09°59'33"E
C 4	45°01'45"	22.50	17.68	9.33	17.23	N 22°26'55"E

LINE	BEARING	DISTANCE
L 1	S 87°04'02"W	16.00
L 2	N 00°04'00"W	25.00
L 3	N 45°04'00"W	5.49

PARKING ANALYSIS / RATIOS						
Name	Address	Floor	Space Use	SF	Required	Code
QuickStop	6531	1st	Convenience Store	2300	6	1 per 400
Tita's	6531	1st	Restaurant	2500	10	1 per 250
Karina's	6531	1st	Party Supply	5250	13	1 per 400
Bingo	6535	1st	Bingo	8324	33	1 per 250
Vacant	6535	2nd	Vacant	10000	40	1 per 250
Vacant	6539	1st	Vacant	1100	5	1 per 250
Dental	6539	1st	Dental	1750	6	1 per 300
This N That	6539	1st	Retail	8750	30	1 per 400
BestHair	6539	1st	Salon	800	3	1 per 250
TOTAL EXISTING				40774	146	1 per 250
NEW				251	1	1 per 250
AFTER CONSTRUCTION				41025	147	
			Provided		212	
			Handicap		8	

- NOTES
- Unless otherwise noted, all easements shown within the property were created by the plat of Regency Square Addition recorded in Volume 388-188, Page 12, Plat Records of Tarrant County, Texas.
 - The property described hereon is affected by the following as recorded in the noted Volume and Page of the Deed Records of Tarrant County, Texas:
 - Easement for sanitary sewer and/or water lines to Tarrant County Water Supply Corporation in Volume 4736, Page 828.
 - 10 foot easement for utilities to the City of North Richland Hills in Volume 5524, Page 191.
 - Terms, conditions and stipulations of Encroachment Agreement between Dan McCarty, Trustee, and Alan W. Hammett and L. B. Sandlin in Volume 7753, Page 2165.
 - The bearing basis for this survey is a bearing of N 00°04'00" W for the west line of Regency Square Addition as shown on the plat of Regency Square Addition recorded in Volume 388-188, Page 12, Plat Records of Tarrant County, Texas.

LAND TITLE SURVEY
3.4580 ACRE TRACT
LOT 1, REGENCY SQUARE ADDITION
WILLIAM J. MILLER SURVEY, ABSTRACT NO. 1020
WATAUGA, TARRANT COUNTY, TEXAS

PREPARED BY
KADLECK & ASSOCIATES
ENGINEERING PLANNING SURVEYING
5336 Alpha Road, Suite 3, Dallas, Texas 75242
(972) 422-0771

PLANNING & ZONING CASE Z. 20-02 W/ SUP

<u>NAME</u>	<u>ADDRESS</u>	<u>RESPONSE</u>
6531 WATAUGA LTD Regency Square Addition	6531 Watauga Rd Lot 1	_____
Daunis Letaine Gregory, James M Survey	6500 Watauga Rd Abstract 630 Tract 1C01N	_____
Dolgen Corp of Texas Inc Sunnybrook Addition	6546 Watauga Rd Block 27 Lot 1	_____
Jiffy Lube International Inc Gregory, James M Survey	6546 Watauga Rd Abstract 630 Tract 1C01N	_____
Firooz & Yomtoob LLC MILLER, WILLIAM J SURVEY	6441 Watauga Rd Abstract 1020 Tract 1E04	<u>Approval</u>
Woodcrest Marketplace LP Singing Hills Addition	6601 Watauga Rd Block 3 Lot 25	_____
Richard R Tanner Singing Hills Addition	6300 Skylark Ln Block 3 Lot 24	_____
Sandra Guevara Elizabeth Fuentes Singing Hills Addition	6304 Skylark Ln Block 3 Lot 23	_____
Patricia F Higginbotham Singing Hills Addition	6308 Skylark Ln Block 3 Lot 22	_____
Maxmiano Diaz Singing Hills Addition	6312 Skylark Ln Block 3 Lot 21	_____
Andrew Loza Singing Hills Addition	6316 Skylark Ln Block 3 Lot 20	_____
Terri Ann Stembridge Singing Hills Addition	6320 Skylark Ln Block 3 Lot 19	_____
Roberto Castro Singing Hills Addition	6321 Skylark Ln Block 19 Lot 1	_____

City of Watauga
Development Services
7800 Virgil R. Anthony Sr. Blvd.
Watauga, TX 76148
<http://www.wataugatx.org>

Jose A & Gloria Benitez Singing Hills Addition	6313 Skylark Ln Block 19 Lot 30	_____
SS Homes LLC Singing Hills Addition	6309 Skylark Ln Block 19 Lot 29	_____
SLV Homes LLC Singing Hills Addition	6305 Skylark Ln Block 19 Lot 28	_____
Thomas David Dolan Singing Hills Addition	6301 Skylark Ln Block 19 Lot 27	_____
Larry J Plant Singing Hills Addition	6600 Avalon Dr Block 3 Lot 10	<u>Approval</u> _____
LP Global Properties LLC Singing Hills Addition	6544 Avalon Dr Block 3 Lot 11	_____
Leigh Court Investments LLC Singing Hills Addition	6540 Avalon Dr Block 3 Lot 12	_____
Anthony Carl Kojis Singing Hills Addition	6536 Avalon Dr Block 3 Lot 13	_____
Ryan Douglas Giles Singing Hills Addition	6532 Avalon Dr Block 3 Lot 14	_____
6528 Avalon LLC Singing Hills Addition	6528 Avalon Dr Block 3 Lot 15	_____
Ronald and Linda Nuzum Singing Hills Addition	6524 Avalon Dr Block 3 Lot 16	<u>Approval</u> _____
Trinity River Inv Singing Hills Addition	6520 Avalon Dr Block 3 Lot 17	_____
Michael Forest Seaver Singing Hills Addition	6428 Dream Ln Block 3 Lot 18	_____
Clayton and Emma Venable Singing Hills Addition	6517 Avalon Dr Block 4 Lot 21	_____

City of Watauga
Development Services
7800 Virgil R. Anthony Sr. Blvd.
Watauga, TX 76148
<http://www.wataugatx.org>

Michael Ross Singing Hills Addition	6521 Avalon Dr Block 4 Lot 22	_____
Carlos and Deborah Martinez Singing Hills Addition	6525 Avalon Dr Block 4 Lot 23	_____
Antonio and Avelar Alvarez Singing Hills Addition	6529 Avalon Dr Block 4 Lot 24	_____
Vianey Figueroa Singing Hills Addition	6533 Avalon Dr Block 4 Lot 25	_____
Max Raymond Webb Singing Hills Addition	6537 Avalon Dr Block 4 Lot 26	_____
Avalon Trust Singing Hills Addition	6541 Avalon Dr Block 4 Lot 27	_____
Betty Mae Richardson Singing Hills Addition	6601 Avalon Dr Block 4 Lot 28	_____

34 Notices were mailed out:

 3 Do Not Object Does Object Did Not Reply.

City of Watauga
Development Services
7800 Virgil R. Anthony Sr. Blvd.
Watauga, TX 76148
<http://www.wataugatx.org>

To: City of Watauga, Texas

From:

TACO Casa

6441 Watauga Rd.

(Address of Your Property that Could Be Impacted by this Request)

RE: **Z. 20-02 with SUP:** Consider request for a zoning change from General Business (GB) to Commercial (C) with a Specific Use Permit (SUP) for Frontier States Development Services, to allow a facility for the storage of ice and water for retail sale for individual or family use, at 6531 Watauga Rd., being Lot 1 of the Regency Square Addition. The property is located west of Rufe Snow Drive. Tan B. Le, owner. Mark Sellers, applicant.



I RECOMMEND APPROVAL OF THE REQUEST



I RECOMMEND DENIAL OF THE REQUEST

Comments: _____

Jason Matricke

Printed Name

Signature

8-19-20

Date

City of Watauga
Development Services
7800 Virgil R. Anthony Sr. Blvd.
Watauga, TX 76148
<http://www.wataugatx.org>

received
8/19/2020

To: City of Watauga, Texas

From:

Ron and Linda Nuzum
6524 Avalon Dr, Watauga, TX.
76148

(Address of Your Property that Could Be Impacted by this Request)

RE: **Z. 20-02 with SUP:** Consider request for a zoning change from General Business (GB) to Commercial (C) with a Specific Use Permit (SUP) for Frontier States Development Services, to allow a facility for the storage of ice and water for retail sale for individual or family use, at 6531 Watauga Rd., being Lot 1 of the Regency Square Addition. The property is located west of Rufe Snow Drive. Tan B. Le, owner. Mark Sellers, applicant.



I RECOMMEND APPROVAL OF THE REQUEST



I RECOMMEND DENIAL OF THE REQUEST

Comments: _____

Ronald Nuzum

Printed Name

Ronald Nuzum

Signature

8-12-20

Date

City of Watauga
Development Services
7800 Virgil R. Anthony Sr. Blvd.
Watauga, TX 76148
<http://www.wataugatx.org>

received
8/17/2020 JH

To: City of Watauga, Texas

From: Larry Plant
6600 Avalon Dr Watauga, TX 76148

(Address of Your Property that Could Be Impacted by this Request)

RE: **Z. 20-02 with SUP:** Consider request for a zoning change from General Business (GB) to Commercial (C) with a Specific Use Permit (SUP) for Frontier States Development Services, to allow a facility for the storage of ice and water for retail sale for individual or family use, at 6531 Watauga Rd., being Lot 1 of the Regency Square Addition. The property is located west of Rufe Snow Drive. Tan B. Le, owner. Mark Sellers, applicant.



I RECOMMEND APPROVAL OF THE REQUEST

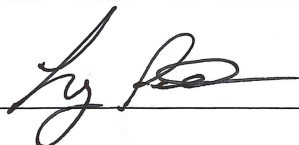


I RECOMMEND DENIAL OF THE REQUEST

Comments: _____

Larry Plant

Printed Name



Signature

8-9-2020

Date

City of Watauga
Development Services
7800 Virgil R. Anthony Sr. Blvd.
Watauga, TX 76148
<http://www.wataugatx.org>





**PLANNING AND ZONING COMMISSION
RECOMMENDATION TO COUNCIL**

PLANNING AND ZONING MEETING: August 19, 2020

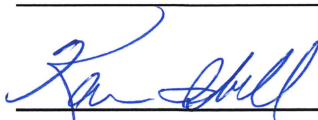
PLANNING AND ZONING CASE NO: Planning & Zoning Case Z. 20-02 with SUP

Consideration and action on case **Z. 20-02 with SUP**: Request for a zoning change for Frontier States Development Services, from General Business (GB) to Commercial (C) with a Specific Use Permit (SUP) to allow a facility for the storage of ice and water for retail sale at 6527 Watauga Rd. commonly known as 6531 Watauga Rd., being Lot 1 of the Regency Square Addition..

RECOMMEND APPROVAL OR DENIAL:
APPROVAL ☒ DENIAL ☐

COMMENTS:

(REQUIRED FOR DISAPPROVALS)


Karen Isbell - Secretary


Larry Clark – Chairman

CLASSIFIEDS

Toll Free: 800-222-2222

Place newspaper

ng.com

automotive

automobiles

1954 JEEP totally rebuilt mechanically 817-599-0963

auto/class and specialty

1950 Dodge Wayfarer Business Coupe Mechanic Orig w/ 12 volt electrical system. for pics or more info call or txt 817-980-4072 asking \$8900 obo consider part trade.

Ordinance No. 20-037
Ordinance changing the zoning classification on certain property known as 2501 Ascension Boulevard and 1830 North Green Oaks Boulevard to Planned Development (PD) for limited Residential Multi-Family (RMF-22), with a Development Plan; amending the Zoning District Map accordingly; authorizing the building official to issue permits upon the effective date; providing for a fine of up to \$2,000.00 for each violation; providing this ordinance be cumulative; and providing for severability, governmental immunity, injunctions, and publication; and providing an effective date.

Ordinance No. 20-038
Ordinance changing the zoning classification on certain property known as 1102 Danville Drive to Planned Development (PD) for limited Residential Single-Family 20 (RS-20), Residential Single-Family 15 (RS-15), and Residential Single-Family 7.2 (RS-7.2) uses, with a Development Plan; amending the Zoning District Map accordingly; authorizing the building official to issue permits upon the effective date; providing for a fine of up to \$2,000.00 for each violation; providing this ordinance be cumulative; and providing for severability, governmental immunity, injunctions, publication; and an effective date.

legals & public notices

City of Burleson Public Hearings will be on Thursday, September 10, 2020 at 6:30 P.M. (Planning and Zoning Commission) and Monday, October 5, 2020 at 6:30 P.M. (City Council) in the Council Chambers, located at 141 W Renfro St. City for the following case:
1465 E Renfro St. (Case 20-062): Hold a public hearing and consider a zoning change request from GR, General Retail to SP, Site Plan to allow uses suitable to the site.

THE TAX ROLL THIS YEAR IS \$235,250.

**NOTICE OF PUBLIC HEARINGS
WATAUGA CITY COUNCIL
CITY HALL COUNCIL CHAMBER
7105 WHITLEY ROAD,
WATAUGA, TEXAS 76148
SEPTEMBER 14, 2020
6:30 P.M.**

Notice is hereby given of a public hearing to be held in the City of Watauga Council Chambers located at 7105 Whitley Road, on Monday, September 14, 2020 at 6:30 p.m. during the regular City Council meeting, for the purpose of hearing the following case:

Z. 20-02 with SUP: Consider request for a zoning change from General Business (GB) to Commercial (C) with a Specific Use Permit (SUP) for Frontier States Development Services, to allow a facility for the storage of ice and water for retail sale for individual or family use, at 6531 Watauga Rd., being Lot 1 of the Regency Square Addition. The property is located west of Rufe Snow Drive. Tan B. Le, owner. Mark Sellers, applicant.

Published on Friday, August 28, 2020, in the Star Telegram, Legal Notices Section.

I, Andrea Gardner, City Secretary for the City of Watauga, Texas, hereby certify that this notice was posted on the official bulletin board at City Hall,

legals & public notices

7105 Whitley Road, Watauga, Texas, on Friday, August 28, 2020 before 6:30 p.m., in accordance with Chapter 551 of the Texas Government Code.
/s/Andrea Gardner
City Secretary

**NOTICE TO BIDDERS
CITY OF BURELSON
ELK DRIVE PEDESTRIAN
IMPROVEMENTS
RECEIPT OF BIDS
City of Burleson
Purchasing Department**

way at IH-635 interchange for preventative maintenance. Work includes Class 6 and 7 cleaning and sealing bridge joints and cleaning and sealing with a specialized bridge expansion joint seal (BEJS). Work also includes the repair of concrete cracks.
The North Texas Tollway Authority (NTTA) is accepting bids for the above-mentioned solicitation until September 17, 2020 at 11:00 a.m. CT. Bidders are encouraged to upload their bids to NTTA's Marketplace (<https://www.nttamarketplace.org>). Alternatively, bids may be submitted to NTTA at 5900 West Plano Parkway, Suite 100, Customer Service Center, Plano, Texas 75093.

A virtual pre-bid conference will be held on September 8, 2020 at 10:00 a.m. CT. See RFB documents for meeting details. Bids are due on September 17, 2020 at 11:00 a.m. CT. Bids will be opened and read at a virtual bid opening meeting on September 17, 2020 at 3:00 p.m. CT. See RFB documents for meeting details.

A copy of the RFB documents can be downloaded at NTTA's Marketplace (<https://www.nttamarketplace.org>). Questions are to be submitted online on Marketplace Q&A tab no later than the stated deadline.

Prospective bidders are highly encouraged to register in NTTA's Marketplace. Registra-

legals & public notices

tion is required to submit qualified bids. The Planning Commission is notified of the agenda to be heard. Awarded at 7:00 p.m. to register in Street for a consideration for request for use of water. R-40 is a local district. Council's Subcommittee

vision, located at 1101 Tin Road
Case ZC20-018 - Consideration of a Special Use Permit for Fence to extend into the required street side yard on Lot 6, Creekside at Colleyville Phase 3, located at 4110 Campania Court
Case ZC20-020 - Consideration of a Special Use Permit for Fence to extend into the required street side yard on Lot 4, Block 7, Creekside at Colleyville Phase 3, located at 3508 Che Blanc
Case ZC20-019 - Consideration of a Special Use Permit for Fence to extend into the required street side yard on Lot 18, Block 9, Creekside at Colleyville Phase 3, located at 3501 Als Avenue
Case ZC20-021 - Consideration of a Special Use Permit for Fence to extend into the required street side yard on Lot 18, Block 9, Creekside at Colleyville Phase 3, located at 3501 Lejoie Lane
Case ZC20-022 - Consideration of a Special Use Permit for Accessory Building to extend the required 4% maximum coverage for accessory building on Lot 16, Block C, Brook Meadows Addition, located at 4110 Shadycreek Lane
The City Council will hold a Public Hearing on the above items on 10/5/2020 and 10/20/2020 at 7:30 p.m. at City Hall, 100 N Street, Colleyville, Texas.

CITY OF WATAUGA, TEXAS
ORDINANCE NO. 2020-031

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS AUTHORIZING A ZONING MAP AMENDMENT TO THE ZONING ORDINANCE AFFECTING A PORTION OF THE PROPERTY LOCATED IN REGENCY SQUARE ADDITION, LOT 1, COMMONLY KNOWN AS 6531 WATAUGA RD., FROM GENERAL BUSINESS (GB) TO COMMERCIAL (C); AUTHORIZING THE ISSUANCE OF A SPECIFIC USE PERMIT (SUP), PERMITTING A FACILITY FOR THE STORAGE OF ICE AND WATER FOR RETAIL SALE, AS DESCRIBED IN PLANNING AND ZONING CASE Z.20-02 TO FRONTIER STATES DEVELOPMENT SERVICES AS THE APPLICANT OF PROPERTY; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; PROVIDING A PENALTY; PROVIDING AN EFFECTIVE DATE; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.

WHEREAS, Tan B. Le owns the Property addressed as 6527 Watauga Rd., commonly known as a portion of 6531 Watauga Rd., located in the City of Watauga, Tarrant County, Texas, such real property being more particularly described in **Exhibit “A”** attached hereto and fully incorporated herein for all purposes; and

WHEREAS, for purposes of this Ordinance, Tan B. Le, shall be known as the “Owner”, Mark Sellers, tenant of the property located at 6527 Watauga Rd, and authorized agent of Frontier States Development Services, shall be known as “Owner/Agent” and the property described in **Exhibit “A”** attached hereto and made a part hereof for all purposes shall be known as the “Property”; and

WHEREAS, the Property is presently zoned with the classification of General Business (GB) district pursuant to Ordinance No. 1658 adopted on April 23, 2018; and

WHEREAS, under Section 115 of the City of Watauga Code of Ordinances, the City of Watauga, Texas has adopted a comprehensive Zoning Code providing for the development of the City (hereinafter “Zoning Code”); and

WHEREAS, the City Council, pursuant to Section 115-33(a), by an affirmative vote and after public hearing and proper notice to all parties affected have been made, and after recommendations from the Planning and Zoning Commission that the use is in general conformance with the master plan of the city and containing such requirements and safeguards as are necessary to protect adjoining property, may authorize the location of specific uses in certain districts; and

WHEREAS, the specific use permit granted to the “Owner/Agent” of a portion of property shall be considered as an amendment to the zoning ordinance as applicable to such property under construction but shall not be considered as being a permanent change in zoning; and

WHEREAS, in the event the building, premise, or land use under the specific use permit is voluntarily vacated by the Owner/Agent for a period of no less than six months, or if such building, premise, or land is more than 50 percent destroyed by fire or other cause, the use of the same shall thereafter conform to the regulations of the original zoning; and

WHEREAS, the Owner/Agent of the Property has made proper application to the Planning and Zoning Commission, in accordance with Section 115-33(h), to change the zoning classification of the Property from General Business (GB) to Commercial (C) and for a specific use permit (SUP) authorizing the use of said Property as a Facility for the storage of ice and water for retail sale; (**Exhibit “B”** attached hereto and fully incorporated herein for all purposes); and

WHEREAS, in granting a specific use permit, the city council may impose requirements and safeguards as are necessary to protect adjoining property regarding certain uses of land located within the City which shall be complied with by the Owner/Agent; and

WHEREAS, the Planning and Zoning Commission has determined, pursuant to Section 115-85(c) 2, 5 and 7, that certain conditions and special regulations are imposed for the issuance of this SUP to the Owner/Agent; and

WHEREAS, the Planning and Zoning Commission has studied the Property to confirm compliance with the conditions and special regulations associated with the proposed zoning amendment and granting of a SUP; and

WHEREAS, such application, and the required accompanying Site Plan, was presented to and approved by the Planning and Zoning Commission as Planning and Zoning Case Z.20-02 with Specific Use Permit on August 19, 2020, (**Exhibit “C”** attached hereto and fully incorporated herein for all purposes); and

WHEREAS, written notice of the Planning Zoning public hearing on the proposed changes was sent to all owners of property, or to the person rendering the same for city taxes, affected by such proposed changes of classification, and to all owners of property, or to the person rendering the same for city taxes located within 200 feet of the Property affected thereby, in accordance with Section 115-35(c)(3)(b) (**Exhibit “D”** attached hereto and fully incorporated herein for all purposes); of the 34 notices sent, 31 did not reply and 3 did not object; and

WHEREAS, the City of Watauga Planning and Zoning Commission have issued a recommendation regarding the zoning classification of Property (**Exhibit “E”** attached hereto and fully incorporated herein for all purposes), and

WHEREAS, the City of Watauga published, in its designated newspaper of general circulation, legal notice of the public hearing and the consideration of the application for zoning change for the Property and the request for SUP for the Owner/Agent and provided all notices as required by law to adjacent property owners (**Exhibit “F”** attached hereto and fully incorporated herein for all purposes); and,

WHEREAS, the City Council of the City of Watauga, Texas has considered the application and the materials presented referenced herein and now deems it appropriate to grant such requested map amendment to the zoning classification and approve the issuance of such SUP.

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

I.

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

II.

The zoning classification of the Property is hereby amended from General Business (GB) to Commercial (C).

III.

The specific use permitted to the Owner/Agent by this Ordinance is to allow a facility for the storage of ice and water for retail sale, pursuant to Section 115-85. If the use authorized by the Specific Use Permit granted is not commenced within one (1) year from the date of issuance for this permit, then this permit shall become void, provided that such limitation may be extended upon application by the owner/agent of such property to the City Council of the City of Watauga.

IV.

The Zoning District Map of City of Watauga, Texas shall be revised and amended to show the zoning classification of the Property as provided in Section II hereof and the specific use permitted on the Property as provided in Section III hereof, with the appropriate reference thereon to the number and effective date of this Ordinance and a brief description of the nature of the changes.

V.

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 of such other ordinances, except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other ordinance(s) are hereby repealed. However, to the extent this Ordinance represents any deviation from the 2016 Future Land Use Plan of the City of Watauga City Comprehensive Plan; such map is hereby amended to conform to this Ordinance.

VI.

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

VII.

Any person who violates, or any person who causes or allows another person to violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine in accordance with the general penalty provision found in section 1-7. Each occurrence of any violation of this Ordinance shall constitute a separate offense. Each day in which any violation of this Ordinance occurs shall constitute a separate offense.

VIII.

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

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas, the _____ day
of _____, 2020.

APPROVED:

ARTHUR L. MINER, MAYOR

ATTEST:

ANDREA GARDNER, CITY SECRETARY

APPROVED AS TO FORM AND LEGALITY:

GEORGE HYDE, CITY ATTORNEY
RUSSELL RODRIGUEZ HYDE BULLOCK LLP



AGENDA MEMORANDUM

DATE: August 24, 2020

TO: Honorable City Council Members

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

THROUGH: Andrea Gardner, City Manager

SUBJECT: Conduct a Public Hearing on the Proposed Tax Rate of \$0.580404 per \$100 valuation for the Fiscal Year 2020-2021

BACKGROUND/INFORMATION:

This Public Hearing is held for citizen input on the Proposed Tax Rate of \$0.580404 per \$100.00 valuation for Fiscal Year 2020-2021, was duly posted at City Hall and published in the Fort Worth Star Telegram on August 28, 2020.

The Public Hearing shall be conducted in accordance with the requirements set forth in the Texas Property Tax Code Chapter 26.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

No recommendation or action required as this is a public hearing for citizen input.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. PROPERTY TAX PUBLIC HEARING 2020
2. Public Hearing Notice 8-28-2020 Star Telegram

REVIEWED BY:

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

Approved as to form for inclusion on Agenda

Approved - 8/31/2020
Final Approval - 9/1/2020



PROPERTY TAX RATE PUBLIC HEARING

September 14, 2020



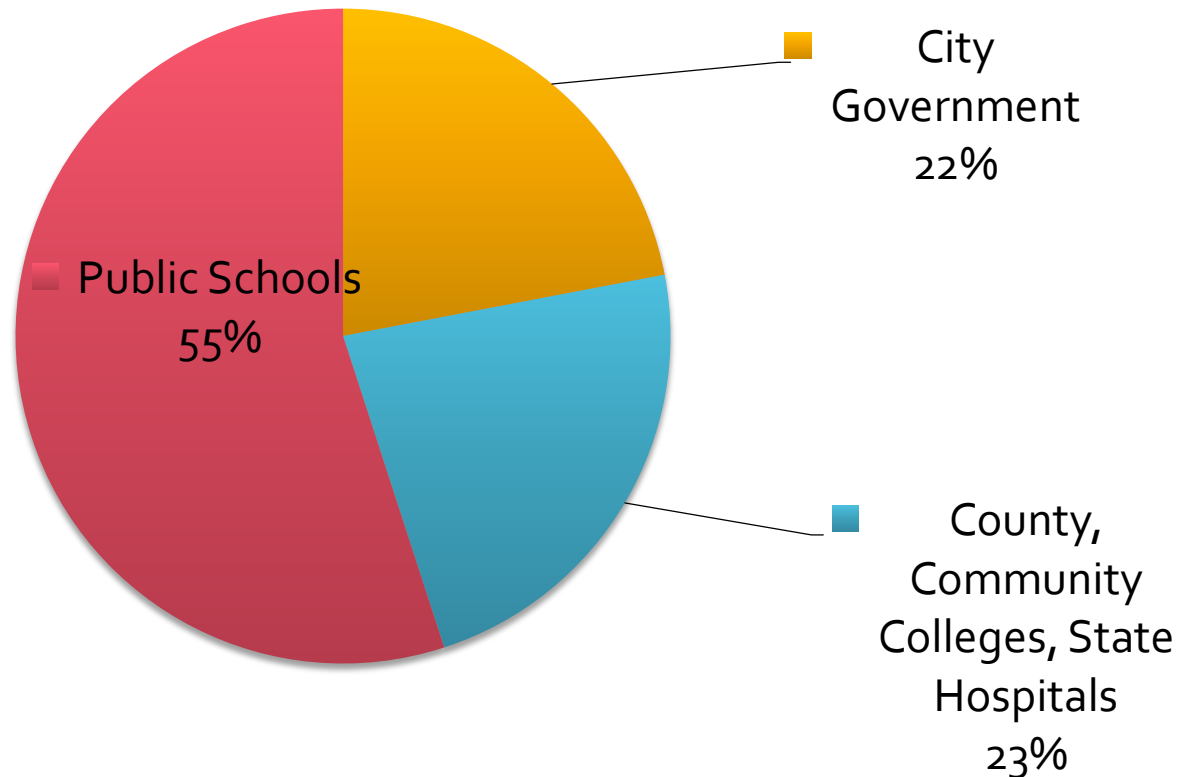
PROPERTY TAX RATE

- ∞ Public hearing on the proposed tax rate of \$0.580404/\$100 valuation
- ∞ Council is scheduled to adopt the tax rate on Monday, September 14, 2020.



TOTAL TAX BILL

Property Taxes



Property Tax FY 2020-2021

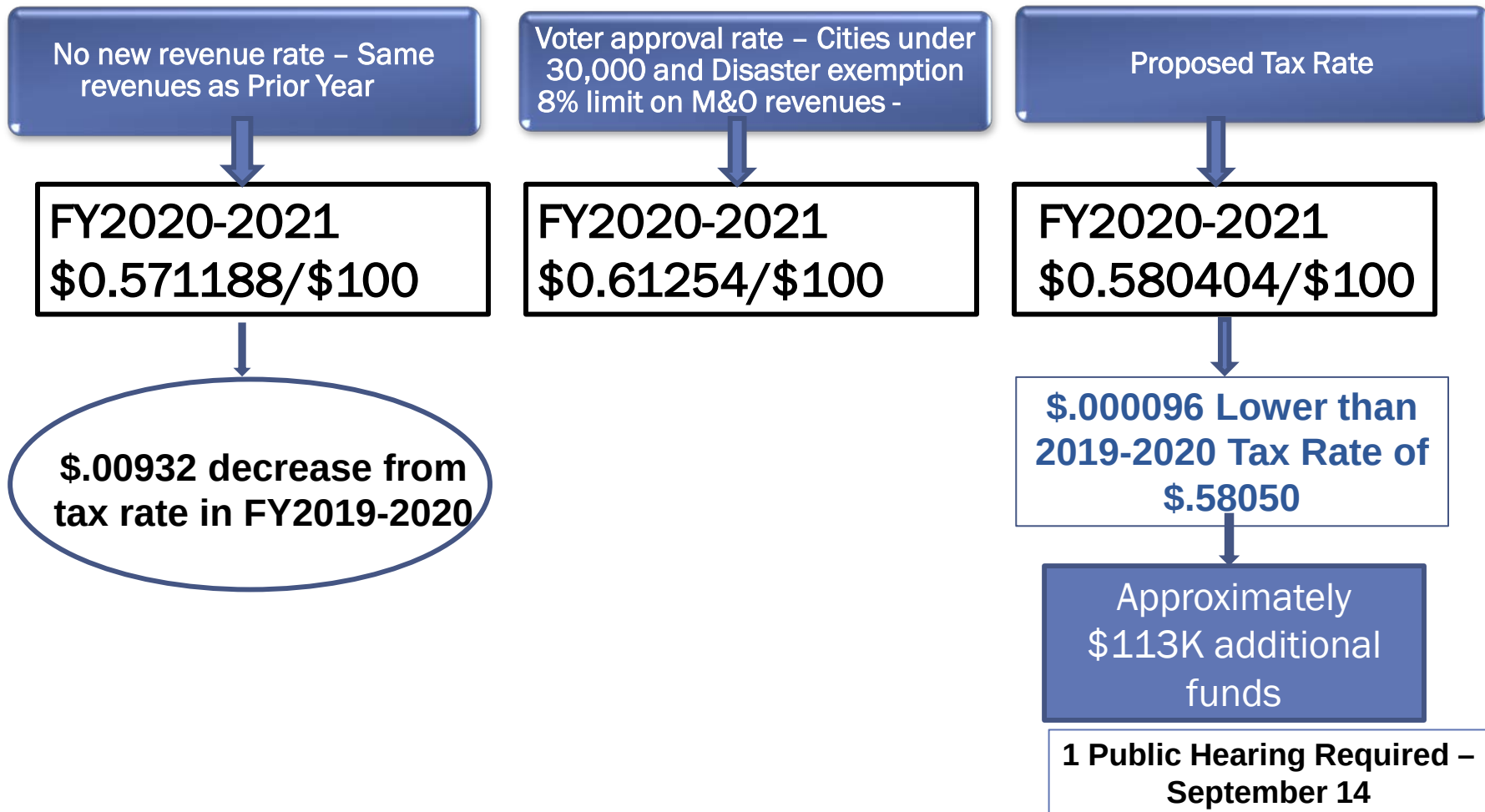
Tax Year 2020

	FY2019-2020	PROPOSED FY2020-2021
PROPERTY TAX RATE	\$0.58050/\$100	\$0.580404/\$100
DEBT RATE:	\$.174616/\$100	\$.179708/\$100
OPERATIONS:	\$.405884/\$100	\$.400696/\$100
TOTAL TAX REVENUES	\$8.8million	\$8.9 million  \$113K
VALUES CERTIFIED BY TAD July	\$1.573 billion	\$1.597 billion  1.5%



TRUTH IN TAXATION

TAD CERTIFIED VALUATIONS JULY 2020





Property Tax Rate Components and History

**Maintenance
& Operations
Rate
\$0.400696**

+

**Interest &
Sinking
(Debt) Rate
\$0.179708**

=

**TOTAL TAX
RATE
\$0.580404**

Property Tax Rate History

	M&O	I&S	TOTAL
FY12	\$0.412374	\$0.176627	\$0.589001
FY13	\$0.412107	\$0.179109	\$0.591216
FY14	\$0.410519	\$0.180697	\$0.591216
FY15	\$0.412887	\$0.178329	\$0.591216
FY16	\$0.440171	\$0.178547	\$0.618718
FY17	\$0.423017	\$0.195394	\$0.618411
FY18	\$0.419650	\$0.182138	\$0.601788
FY19	\$0.420620	\$0.181168	\$0.601788
FY20	\$0.405884	\$0.174616	\$0.580500
FY21 proposed	\$0.400696	\$0.179708	\$0.580404



General Fund Expenditures (M&O)

Source	FY2019-2020 Budget (Original)*	FY2019-2020 Proposed	% Change
TOTAL	\$14,034,143	\$13,385,570	-4.7%

PROPERTY TAX REVENUES COVER 46% OF
General Fund Expenditures

How do we use Property Tax Revenues?

- Police and Fire
- Ambulance Services
- Animal Control

Public Safety

- Recreational Programs and Park maintenance
- Senior Citizen Programs
- Library

Community Services

- Street projects such as Whitley Road
- Sidewalk Program
- Facilities
- Capital Outlay

Capital Projects (Most often debt)

*with Safer Grant and Fire Amendments



Property Tax Debt Requirements

Issue	Principal	Interest	Total Debt Requirement
Series 2019 Certificates of Obligation	\$ 55,000	\$ 9,281	\$ 64,281
Series 2018 Certificates of Obligation	\$ 480,000	\$224,590	\$704,590
Series 2016 Certificates of Obligation	\$ 245,000	\$114,869	\$359,869
Series 2014 Certificates of Obligation	\$ 515,000	\$ 72,669	\$587,669
Series 2013 (2003/2005 Refunding)	\$ 200,000	\$ 10,913	\$210,913
Series 2011 Certificates of Obligation	\$ 455,000	\$ 27,075	\$482,075
Series 2007 Certificates of Obligation	\$ 200,000	\$ 61,239	\$261,239
Series 2020 Tax Notes	\$ 75,000	\$ 22,138	\$ 97,138
Series 2020 Certificates of Obligation	<u>\$ 115,000</u>	<u>\$ 73,563</u>	<u>\$188,563</u>
Subtotal	\$2,335,000	\$621,006	\$2,956,337
Less: Tax Est. Ceiling Revenue/EDC/Other			(\$ 445,388)
2020 TOTAL PROPERTY TAX DEBT REQUIREMENT:			\$2,510,949



DAVID GOLDMAN AP

Protesters on Wednesday march past a building in Kenosha, Wisconsin, that was burned in earlier protests.

Before Kenosha attack, social media incited vigilantes

BY BARBARA ORTUTAY AND ANITA SNOW

Associated Press

Repeated calls for armed vigilantes to travel to Kenosha, Wisconsin, to protect businesses following the police shooting of Jacob Blake spread across social media in the hours before two people were shot to death and a third was wounded during a third night of unrest in the city.

Multiple threads on Facebook and Reddit urged militias and other armed people to head to the protests, researchers at the Atlantic Council’s Digital Forensic Research Lab said in a blog post Wednesday. The demonstrations broke out after Blake, a 29-year-old Black man, was left paralyzed Sunday when he was shot from behind by officers answering a domestic dispute call.

Two people were killed by gunfire Tuesday night and Kyle Rittenhouse, a white 17-year-old from nearby Antioch, Illinois, was arrested Wednesday on suspicion of first-degree intentional homicide.

A video director for the conservative website The

Daily Caller tweeted Wednesday that he had conducted a video interview with the suspected gunman before the shooting and posted a clip in which the armed young man, standing in front of a boarded-up building, said “our job is to protect this business.”

“And part of my job is to also help people,” he said. “If there is somebody hurt, I’m running into harm’s way. That’s why I have my rifle – because I can protect myself, obviously. But I also have my med kit.”

The Atlantic Council researchers said some of the online discussions before the attack encouraged acts of violence while the conspiracy website InfoWars amplified the call to arms, potentially encouraging more armed people to head to Kenosha.

In Wisconsin, people 18 and over can legally openly carry a gun without a permit.

Facebook confirmed Wednesday that it took down a page called Kenosha Guard for violating its policy against militia organizations. The company said it also is in the

process of removing other accounts and material tied to the shootings that violate its policies, such as for glorifying violence, and it is in contact with local and federal law enforcement on the matter.

Facebook later said it removed the suspected shooter’s accounts from Facebook and Instagram.

The company said it had not found evidence on Facebook that suggests the suspected shooter followed the Kenosha Guard Page or was invited on its Event Page to go to the protests.

“However, the Kenosha Guard Page and their Event Page violated our new policy addressing militia organizations and have been removed on that basis,” the company said in a statement.

The Atlantic Council researchers said that 13 hours before the shootings, the Kenosha Guard Facebook page “actively solicited armed individuals to protect neighborhoods that evening.”

“At 10:44 a.m. local time, the administrator of the ‘Kenosha Guard’ page asked if any members were willing to ‘take up arms and defend out (sic) City tonight from the evil thugs,’” the researchers said. “They continued, ‘Nondoubt (sic) they are currently planning on the next part of the City to burn tonight!’ ”

Kenosha County Sheriff David Beth said Wednesday that militia members or armed vigilantes had been patrolling the city’s streets in recent nights and asked about being deputized.

“Yesterday, I had a person call me and say, ‘Why don’t you deputize citizens who have guns to come out and patrol the city of Kenosha, and I am like, ‘Oh, hell no.’“

He said once he deputizes someone “they are a liability to me and the county.”

NOTICE OF PUBLIC HEARING ON TAX INCREASE

A tax rate of \$0.580404 per \$100 valuation had been proposed by the governing body of the City of Watauga, Texas.

PROPOSED TAX RATE	\$0.580404 per \$100
NO NEW REVENUE TAX RATE	\$0.571188 per \$100
VOTER APPROVAL RATE	\$0.612459 per \$100
DE MINIMIS RATE	\$0.616188 per \$100

The no-new-revenue tax rate is the tax rate for the 2020 tax rate that will raise the same amount of property tax revenue for the City of Watauga from the same properties in the 2019 tax year and the 2020 tax year.

The voter-approval rate is the highest tax rate that the City of Watauga may adopt without holding an election to seek voter approval of the tax rate, unless the de minimis rate for the City of Watauga exceeds the voter-approval rate for the City of Watauga.

The de minimis rate is the rate to the sum of the no-new-revenue maintenance and operations rate for the City of Watauga, the rate that will raise \$500,000, and the current debt rate for the City of Watauga.

The proposed tax rate is greater than the no new revenue rate. This means that the City of Watauga is proposing to increase property taxes for the 2020 tax year.

A PUBLIC HEARING ON THE PROPOSED TAX RATE WILL BE HELD ON September 14, 2020 at 6:30 PM at Watauga City Hall, 7105 Whitley Road, Watauga, Texas 76148.

The proposed tax rate is not greater than the voter-approval tax rate. As a result, the City is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting members of the City Council of the City of Watauga at their offices or by attending the public hearing mentioned above.

YOUR TAXES OWED UNDER ANY OF THE TAX RATES MENTIONED ABOVE CAN BE CALCULATED AS FOLLOWS:

Property tax amount = (tax rate) X (taxable value of your property)/100

The members of the governing body voted on the proposal to consider the tax increase as follows:

FOR: Tom Snyder, Place 2, Mayor Pro Tem, Lovie Downey, Place 3, Andrew Neal, Place 4, Juanita King, Place 5, Mark Taylor, Place 6

AGAINST: none

PRESENT and not voting: Arthur Miner, Mayor ABSENT: Danielle Tucker, Place 1, Kim Irving, Place 7

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the State. The following table compares the taxes imposed on the average residence homestead by the City of Watauga last year to the taxes proposed to be imposed on the average residence homestead by the City of Watauga this year:

	2019	2020	Change
Total tax rate (per \$100 of value)	\$0.58050	\$0.580404	Decrease of \$.000096
Average homestead taxable value	\$152,618	\$160,330	Increase of 5.05%
Tax on average homestead	\$885.95	\$930.56	increase of \$45 or 5.03%
Total tax levy on all properties (not including freeze levy)	\$7,996,341	\$8,109,621	Increase of \$113,281 or 1.41%

For assistance with tax calculations, please contact the Tax Assessor for the City of Watauga at 817-514-5800 or accounting@wataugatx.org, or visit www.cityofwatauga.org for more information.

NOTICE OF PUBLIC HEARING ON TAX INCREASE

A tax rate of 0.18969 per \$100 valuation has been proposed by the governing body of the Town of Westlake.

PROPOSED TAX RATE	\$0.18969 per \$100
NO-NEW REVENUE TAX RATE	\$0.16809 per \$100
VOTER-APPROVAL TAX RATE	\$0.18969 per \$100
DE MINIMIS RATE	\$0.34544 per \$100

The no-new-revenue tax rate is the tax rate for the 2020 tax year that will raise the same amount of property tax revenue for the Town of Westlake from the same properties in both the 2019 tax year and the 2020 tax year.

The voter-approval tax rate is the highest tax rate that the Town of Westlake may adopt without holding an election to seek voter approval of the rate, unless the de minimis rate for the Town of Westlake exceeds the voter-approval tax rate for the Town of Westlake.

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate for the Town of Westlake, the rate that will raise \$500,000, and the current debt rate for the Town of Westlake.

The proposed tax rate is greater than the no-new-revenue tax rate. This means that the Town of Westlake is proposing to increase property taxes for the 2020 tax year.

A virtual public hearing on the proposed tax rate will be held on September 14, 2020 at 5:00 p.m. utilizing procedures as authorized by the State of Texas. Instructions for joining the meeting will be placed at the top of the meeting agenda found at Westlake-Tx.org.

The proposed tax rate is not greater than the voter-approval tax rate. As a result, the Town of Westlake is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the Town Council or by attending the public meeting mentioned above.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS FOLLOWS:

property tax amount=(tax rate) X (taxable value of your property)/100

The members of the governing body voted on the proposed tax increase as follows:

FOR: Mayor Laura Wheat and Councilmembers Carol Langdon, Rick Rennhack, Alesa Belvedere, Greg Goble & Rajiv Trivedi

AGAINST:

PRESENT and not voting:

ABSENT:

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

The following table compares the taxes imposed on the average residence homestead by Town of Westlake last year to the taxes proposed to be imposed on the average residence homestead by Town of Westlake this year:

	2019	2020	Change
Total Tax Rate (per \$100 of value)	\$0.16018	\$0.18969	increase of \$0.02951 OR
Average homestead taxable value	\$1,290,154	\$1,289,634	decrease of -0.04%
Tax on average homestead	\$2,067	\$2,446	increase of \$380 OR 18.37%
Total tax levy on all properties	\$2,347,770	\$2,783,668	increase of \$435,898 OR 18.57%

For assistance with tax calculations, please contact the tax assessor for Town of Westlake at 817-490-5712 or TownHall@westlake-tx.org for more information.

PLEASE NOTE – The proposed tax rate should be considered a “NOT TO EXCEED” rate. Town Council may adopt a final rate at-or below-the rate stated in this notice.

Form 50-876

Statements required in notice if the proposed tax rate exceeds the no-new-revenue tax rate but does not exceed the voter-approval tax rate, as prescribed by Tax Code §26.06(b-2).

NOTICE OF PUBLIC HEARING ON TAX INCREASE

A tax rate of \$ 0.6225 per \$100 valuation has been proposed by the governing body of City of Arlington, Texas.

PROPOSED TAX RATE	<u>\$0.622500</u>	per \$100
NO-NEW-REVENUE TAX RATE	<u>\$0.615281</u>	per \$100
VOTER-APPROVAL TAX RATE	<u>\$0.685082</u>	per \$100

The no-new-revenue tax rate is the tax rate for the 2020 tax year that will raise the same amount of property tax revenue for City of Arlington, Texas from the same properties in both

The 2019 tax year and the 2020 tax year.

The voter-approval rate is the highest tax rate that City of Arlington, Texas may adopt without holding an election to seek voter approval of the rate.

The proposed tax rate is greater than the no-new-revenue tax rate. This means that City of Arlington, Texas is proposing to increase property taxes for the 2020 tax year.

A PUBLIC HEARING ON THE PROPOSED TAX RATE WILL BE HELD ON September 8, 2020 at 6:30 p.m.

at Council Chambers, 101 W. Abram Street, Arlington, Texas 76010.

The proposed tax rate is not greater than the voter-approval tax rate. As a result, City of Arlington, Texas is not required

to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the City Council of City of Arlington, Texas at their offices or by attending the public hearing mentioned above.

YOUR TAXES OWED UNDER ANY OF THE TAX RATES MENTIONED ABOVE CAN BE CALCULATED AS FOLLOWS:

Property tax amount = (tax rate) x (taxable value of your property) / 100

(List names of all members of the governing body below, showing how each voted on the proposal to consider the tax increase or, if one or more were absent, indicating absences.)

FOR the proposal: J. Williams, H. Moise, S. Capehart, M. Sutton, A. Piel, Dr. Nunez, R. Shepard,

Dr. Farrar-Myers and Dr. Odem-Wesley

AGAINST the proposal: None

PRESENT and not voting: None

ABSENT: None

The 86th Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

The following table compares the taxes imposed on the average residence homestead by City of Arlington, Texas last year to the taxes proposed to be imposed on the average residence homestead by City of Arlington, Texas this year.

City of Arlington, Texas	2019	2020	\$ Difference	% Change
Tax Rate per \$100	\$ <u>0.6240</u>	\$ <u>0.6225</u>	\$ <u>0.0015</u>	-0.24%
Avg. Homestead Taxable Value	\$ <u>155,869</u>	\$ <u>160,895</u>	\$ <u>5,026.00</u>	3.22%
Tax on Average Homestead	\$ <u>972.62</u>	\$ <u>1,001.57</u>	\$ <u>28.95</u>	2.98%
Total Tax Levy on all properties	\$ <u>181,415,915</u>	\$ <u>185,667,278</u>	\$ <u>4,251,363</u>	2.34%

(If the tax assessor for the taxing unit maintains an internet website)

For assistance with tax calculations, please contact the tax assessor for City of Arlington, Texas at 817-884-1100 or taxoffice@tarrantcounty.com, or visit www.access.tarrantcounty.com for more information.

(If the tax assessor for the taxing unit does not maintain an internet website)

For assistance with tax calculations, please contact the tax assessor for N/A at N/A or N/A.



AGENDA MEMORANDUM

DATE: August 5, 2020

TO: Honorable City Council Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

SUBJECT: Discuss and consider action to adopt an ordinance by the City Council of the City of Watauga, Texas adopting the Personnel Improvement Plan for Fiscal Years 2021-2025; providing for repeal; providing a savings clause; providing an effective date

BACKGROUND/INFORMATION:

During the Budget Workshop held on August 10, 2020, City Council was presented with the Personnel Improvement Plan (PIP) for Fiscal Years 2021 - 2025. The PIP identifies current and future personnel needs, justifies these needs and develops a plan to fund these positions. It is used as a tool for the annual budgeting process. The proposed PIP details budget challenges presented by the global pandemic and the 2019 Legislative Session requiring the unfunding of 8.75 FTE (Full Time Equivalent Employees) and elimination of 12 FTE. The PIP provides a five (5) year staffing plan created as a result of Department Directors' requests.

FINANCIAL IMPLICATIONS:

As proposed in the Fiscal Year 2020-21 budget and future budgets considered and approved by the City Council.

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that City Council consider action to approve Ordinance 2020-026 to adopt the Personnel Improvement Plan for Fiscal Years 2021-2025.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Exhibit A - 2021-2025 Personnel Improvement Plan
2. FY2021-25 Personnel Improvement Plan Ordinance

REVIEWED BY:

Marcia Reyna, Human Resources and Civil Service Director	Approved - 9/8/2020
Karrie Marling, Legal	Approved - 9/9/2020
George Hyde, Legal	Approved - 9/9/2020



AGENDA MEMORANDUM

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

Approved - 9/9/2020
Final Approval - 9/9/2020



CITY OF WATAUGA

FY2021-2025

PERSONNEL IMPROVEMENT PLAN (PIP)

5 YEAR PLAN



Proposed on September 14, 2020



FY2021-2025 PERSONNEL IMPROVEMENT PLAN (PIP) *5 YEAR PLAN*

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September 14, 2020

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

I am pleased to present the City of Watauga's Personnel Improvement Plan (PIP) for FY2021-2025. The purpose of this plan is to identify current and future personnel needs, justify these needs and develop a plan to fund these positions. The PIP provides a five (5) year staffing plan created as a result of Department Directors' requests. It is used as a tool for the annual budgeting process.

Many of the requests that were initially submitted for FY2020-21 have been pushed back a year due to the financial impact the Coronavirus (COVID-19) pandemic has had on the City of Watauga. 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 new position of Public Information Officer is fully funded by the Watauga Economic Development Corporation (WEDC) through a Staffing and Reimbursement Agreement with the City. The Administrative Assistant – Financial Services position is necessary to replace a higher salaried position that was lost to retirement in FY2019-2020. This position is partially funded by the Watauga Economic Development Corporation. The conversion from part time to full time of the Police Records Clerk was necessary due to the elimination of a full time position in the General Fund during FY2019-20. As a result of the aforementioned, the total FTE from FY2019-2020 has reduced from 176.50 to 157.25 in FY 2020-21.

In addition, to the current pandemic, the budgeting process presented challenges as a result of last year's 86th legislative session. SB2, also known as the Texas Property Reform and Transparency Act of 2019, has limited the "roll back rate" now known as "voter-approval rate" from 8 percent to 3.5 percent for cities such as Watauga. HB1631, which prohibited the use of red light cameras, resulted in a revenue loss for the City requiring the need to discontinue the School Crossing Guard Program which was absorbed by Birdville ISD and Keller ISD.

It is anticipated that the legislative session in 2021 and the on-going pandemic will continue to present challenges for the City of Watauga. City Administration will rely on planning tools and documents, such as the Personnel Improvement Plan, to ensure sufficient staffing numbers exists to maintain quality services to our residents. City Administration will continue to work together to identify cost saving measures and improve inefficiencies.

Sincerely,

A handwritten signature in blue ink, appearing to read "Andrea Gardner", with a stylized flourish at the end.

Andrea Gardner
City Manager

City of Watauga
FY2021-2025
Personnel Improvement Plan (PIP)



Summary of Positions and
Financial Impact



**CITY OF WATAUGA PERSONNEL IMPROVEMENT PLAN
FISCAL YEARS 2021-2025**

	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

Changes in Full Time Equivalent Employees (FTE): The above chart illustrates the positions that are recommended in the FY2020-21 Budget. The total number of FTEs decreased from 176.50 FTE in FY2019-20 to 157.25 FTE in FY2020-21. Three (3) positions are requested in the FY2020-21 budget for a total of 1.5 FTE. The positions include Public Information Officer, and an Administrative Assistant-Financial Services which will be filled mid-year. It also includes a reclassification of a Police Records Clerk position from part time to full time.

Unfunded Positions or Eliminated Positions: The total of eliminated positions is 12 FTE. 8.75 FTE positions have been unfunded, but not eliminated as the City plans to fill these in the future. These are explained in the *Funded Positions* section of this plan.

City of Watauga
FY2021-2025
Personnel Improvement Plan (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

City of Watauga
FY2021-2025
Personnel Improvement Plan (PIP)



Funded Positions

CITY OF WATAUGA PERSONNEL IMPROVEMENT PLAN FISCAL YEARS 2021-2025

FUND	Department/Position	FY 2018-19	FY 2019-20	FY 2020-21	
		Prior Year	Current	Requested Change	Recommended Financial Impact (Salary & Benefits)
GENERAL FUND (01)					
	CITY MANAGER DEPARTMENT				
	*City Manager**	1	1		\$ -
	Subtotal Department	1	1	0	\$ -
	CITY SECRETARY DEPARTMENT				
	City Secretary**	1	0		\$ -
	Deputy City Secretary**	0	1		\$ -
	Assistant to the City Secretary	1	0		\$ -
	Records Clerk	0	1		\$ -
	Subtotal Department	2	2	0	\$ -
	ECONOMIC DEVELOPMENT DEPARTMENT				
	Economic Development Director	0	0		\$ -
	Economic Development Specialist	1	1	-1	\$ (61,344)
	Planning and Zoning Specialist	0	0		\$ -
	Public Information Officer**	0	0	0.5	\$ 29,515
	Subtotal Department	1	1	-0.5	\$ (31,829)
	Justification: The position of Economic Development Specialist is being eliminated. A Public Information Officer position to be filled mid-year is requested to assist with press releases, online communications (i.e. social media) and administrative duties related to the Watauga Economic Development Corporation.				
	HUMAN RESOURCES DEPARTMENT				
	Director of Human Resources & Civil Service*	1	1		\$ -
	Human Resources Generalist	1	1		\$ -
	Subtotal Department	2	2	0	\$ -
	FIRE DEPARTMENT				
	Deputy City Manager/Fire Chief	1	1		\$ -
	Assistant Fire Chief	0	1		\$ -
	Battalion Chief	2	1		\$ -
	Fire Lieutenant	3	3		\$ -
	Driver/Engineer	0	3		\$ -
	Firefighter/Paramedic	14	17		\$ -
	Firefighter/EMT	1	1		\$ -
	Subtotal Department	21	27	0	\$ -
	Justification: As a result of the restructure of the Parks and Community Services department, the Fire Chief will oversee the Parks and Community Services Department along with the Fire Department serving the role of Deputy City Manager/Fire Chief.				
	LIBRARY DEPARTMENT				
	Director of Library Services	1	1		\$ -
	Assistant Library Director	1	1		\$ -
	Senior Librarian - Adult Services	1	1		\$ -
	Senior Librarian - Youth Services	1	1		\$ -
	Librarian - Youth Services	1	1		\$ -
	Circulation Supervisor	1	1		\$ -
	Technical Services Supervisor	0	0		\$ -

FUNDED POSITIONS	FY 2018-19		FY 2019-20		FY 2020-21	
	Prior Year	Current			Recommended	
Department/Position	Funded	Funded	Requested Change	Funded	Financial Impact (Salary & Benefits)	
Library Assistant (Circulation)	1	1	-1	0	\$	(55,800)
Library Assistant (Circulation) (PT)	1.25	1.25		1.25	\$	-
Library Assistant (Youth Services) (PT)	0.75	0.75		0.75	\$	-
Administrative Assistant (Library)	1	1		0	\$	-
Library Assistant (Technical Services) (PT)	0.5	0.75		0.75	\$	-
Library Aide (PT)	1	1		0.75	\$	-
Library Assistant I (Reference) (PT)	0.25	0.25		0.25	\$	-
Homework Help Center Coordinator	0	0	-0.25	0	\$	(12,600)
Summer Library Aide	0.25	0.25		0.25	\$	-
Summer Library Assistant	0.25	0.25		0.25	\$	-
Subtotal Department	12.25	12.5	-1.25	11.25	\$	(68,400)
Justification: The Library Assistant - Circulation (full time) position and Homework Help Center Coordinator positions were unfunded to assist with revenue losses.						
FINANCE DEPARTMENT						
*Director of Finance**	1	1		1	\$	-
Assistant Director of Finance*	1	1		1	\$	-
*Financial Services Technician II**	1	1		1	\$	-
Financial Services Analyst I**	1	1		1	\$	-
Payroll Specialist	1	1	-1	0	\$	(59,234)
*Financial Services Technician I**	1	1		1	\$	-
Administrative Assistant - Financial Services**	0	0	0.5	0.5	\$	22,975
Summer Finance Intern (PT)	0.25	0.25	-0.25	0	\$	(5,000)
Subtotal Department	6.25	6.25	-0.75	5.5	\$	(41,259)
Justification: Payroll duties were absorbed by the Financial Services Technician during a restructure of the Finance Department thus eliminating the Payroll Specialist position. The position of Administrative Assistant - Financial Services is being recommended to assist both the Finance Department and City Manager's Office with administrative duties. The Summer Finance Intern position was unfunded to assist with revenue losses.						
FINANCE DEPARTMENT - MUNICIPAL COURT						
Municipal Court Administrator	1	1		1	\$	-
Senior Deputy Court Clerk*	0	0		0	\$	-
Deputy Court Clerk*	2	2		2	\$	-
City Marshal	1	1		1	\$	-
Deputy City Marshal*	1	1	-1	0	\$	(71,996)
Bailiff (PT)	0	0		0	\$	-
Subtotal Department	5	5	-1	4	\$	(71,996)
Justification: The Deputy City Marshal duties are being shared by the Fire and Police Departments thus eliminating the position.						
INFORMATION TECHNOLOGY DEPARTMENT						
Chief Information Officer*	1	1		1	\$	-
Systems Administrator	1	1		1	\$	-
Subtotal Department	2	2	0	2	\$	-
PARKS & COMMUNITY SERVICES DEPARTMENT						
Director of Parks and Community Services*	1	1	-1	0	\$	(124,295)
Recreation Superintendent	1	1	-1	0	\$	(74,978)
Recreation Programmer	3	3	-1	2	\$	(56,595)

FUNDED POSITIONS	FY 2018-19 Prior Year	FY 2019-20 Current	Requested Change	FY 2020-21 Recommended	
				Funded	Financial Impact (Salary & Benefits)
Department/Position	Funded	Funded			
Administrative Assistant (Recreation)	1	0		0	\$ -
Recreation Attendant (PT)	2.5	2.5	-1.5	1	\$ (57,277)
Summer Recreation Coordinator, Instructor & Assistant	1	1	-1	0	\$ (35,000)
Pre-School Program Instructor (PT)	0.25	0.25	-0.25	0	\$ (18,994)
PM Play Time Attendant	0.25	0.25	-0.25	0	\$ (11,370)
Parks Superintendent	1	1		1	\$ -
Parks Maintenance Worker II	2	2		2	\$ -
Parks Maintenance Worker I	2	2		2	\$ -
Landscape Gardener	1	1		1	\$ -
Chemical Applicator & Irrigation Technician	0	0		0	\$ -
Summer Parks Maintenance Worker	0.25	0.25	-0.25	0	\$ (10,000)
Subtotal Department	16.25	15.25	-6.25	9	\$ (388,509)

Justification: The position of Parks and Community Services Director is being unfunded for FY2020-21. A department restructure has occurred eliminating various programs hence reducing the need for identified positions. The Summer Maintenance Worker position is unfunded this year to assist with revenue losses.

POLICE

POLICE DEPARTMENT

Chief of Police	1	1		1	\$ -
Assistant Chief of Police	1	1		1	\$ -
Police Lieutenant	2	2		2	\$ -
Police Sergeant	6.5	6		6	\$ -
Police Corporal	0	5		5	\$ -
Police Officer	13.5	8		8	\$ -
Reserve Police Officer (PT)	0	0		0	\$ -
Police Records Supervisor	1	1		1	\$ -
Police Records Clerk	1	1		2	\$ 26,634
Police Records Clerk (PT)	0.5	0.5	0.5	0	\$ -
Property Room Technician	1	1		1	\$ -
Administrative Assistant (Police)	1	1		1	\$ -
Subtotal Department	28.5	27.5	0.5	28	\$ 26,634

Justification: Duties of the unfunded Permit Technician position were reassigned to the Police Records Department requiring the Police Records Clerk part time position to be increased to full time.

POLICE - ENVIRONMENTAL SERVICES

Code Enforcement Officer	2	2		2	\$ -
Senior Code Enforcement Officer	1	1		1	\$ -
Administrative Assistant (Animal Control)	1	1		1	\$ -
Animal Control Supervisor	1	1		1	\$ -
Animal Control Officer	2	2		2	\$ -
Kennel Technician (PT)	1	1		1	\$ -
Subtotal Department	8	8	0	8	\$ -

PUBLIC WORKS DEPARTMENT

PUBLIC WORKS - DEVELOPMENT SERVICES

Building Official*	1	1		1	\$ -
Construction Inspector*	1	1		1	\$ -

FUNDED POSITIONS	FY 2018-19 Prior Year	FY 2019-20 Current	Requested Change	FY 2020-21 Recommended	
				Funded	Financial Impact (Salary & Benefits)
Department/Position	Funded	Funded			
School Crossing Guard (PT)	2	2	-2	0	\$ (56,000)
Subtotal Department	4	5	-2	3	\$ (56,000)
Justification: The School Crossing Guard program was eliminated due to the revenue losses from elimination Red Light Cameras during the 84th Legislative Session.					
ECONOMIC DEVELOPMENT CORPORATION (04)					
Interfund transfer for various positions*	0	0		0	\$ -
Subtotal Department	0	0	0	0	\$ -
SPECIAL REVENUE FUNDS TOTAL	22	23	-2	21	\$ (56,000.00)
ENTERPRISE FUNDS					
PUBLIC WORKS DEPARTMENT					
PUBLIC WORKS - DRAINAGE UTILITY (15)					
Storm Drain Supervisor	1	1		1	\$ -
Equipment Operator (Storm Drainage Utility)	1	1		1	\$ -
Equipment Operator (Sweeper)	1	1		1	\$ -
Storm Drain Maintenance Worker II	1	1		1	\$ -
Storm Drain Maintenance Worker I	1	1		1	\$ -
Summer Storm Drain Maintenance Worker I	1	1		1	\$ -
Subtotal Department	6	6	0	6	\$ -
PUBLIC WORKS - WATER DISTRIBUTION (40)					
Utilities Superintendent*	1	1		1	\$ -
Utilities Supervisor*	1	1		1	\$ -
Environmental Compliance Specialist	0	0		0	\$ -
Equipment Operator (Water & Wastewater)*	2	2		2	\$ -
Utilities Maintenance Worker II (Water)	1	1		1	\$ -
Utilities Maintenance Worker I (Water)	3	3	-1	2	\$ (39,000)
Subtotal Department	8	8	-1	7	\$ (39,000)
Justification: The Utilities Maintenance Worker I (Water) position had been frozen since last year. Revenue losses require that this position remain unfunded, but with plans to fill next year.					
PUBLIC WORKS - SEWER COLLECTION (40)					
Utilities Maintenance Worker II (Sewer)	1	1	-1	0	\$ (42,230)
Utilities Maintenance Worker I (Sewer)	1	1	-1	0	\$ (39,000)
Water Quality Technician	1	1		1	\$ -
Equipment Operator (Jet Vac)*	1	1		1	\$ -
Subtotal Department	4	4	-2	2	\$ (81,230)
Justification: One (1) Utilities Maintenance Worker I (Sewer) and one (1) Utilities Maintenance Worker II (Sewer) positions have been frozen for a few years. Revenue losses require that these positions remain unfunded, but with plans to fill next year.					
FINANCE - UTILITY BILLING & COLLECTIONS (40)					
Utility Billing Administrator	1	1		1	\$ -
Utility Billing Representative	2	2		2	\$ -
Water Meter Reader	2	0		0	\$ -
Water Service Field Representative	2	4		4	\$ -
Subtotal Department	7	7	0	7	\$ -
ENTERPRISE FUNDS TOTAL	18	18	-3	15	\$ (120,230.00)

FUNDED POSITIONS		FY 2018-19 Prior Year	FY 2019-20 Current		FY 2020-21 Recommended	
Department/Position	Funded	Funded	Requested Change	Funded	Financial Impact (Salary & Benefits)	
TOTAL ALL FUNDS	170.25	176.5	-19.25	157.25	\$ (994,487)	
* Funding for these positions is split amongst various funds						
**Positions are partial funded by Watauga Economic Development Corporation (WEDC)						
Unfunded Positions						
Eliminated Positions						

City of Watauga
FY2021-2025
Personnel Improvement Plan (PIP)



Unfunded Positions/
Future Needs

**CITY OF WATAUGA PERSONNEL IMPROVEMENT PLAN
FISCAL YEARS 2021-2025**



			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	0	0	Reclass	0	\$	32,433	
Records Analyst	NE	0	0	0	Reclass	0	\$	11,831	
Subtotal Department		0	0	0	0	0	\$	44,264	
Justification: The City Secretary's Office is in a period of transition and training with the goal of filling the City Secretary position in FY2023-24. The current City Manager serves as the City Secretary. A Records Analyst will coordinate the control, access, and destruction of the City's records and provided records management support to the City Secretary's Office in compliance with recordkeeping requirements established in state law, city charter, and city code.									
ECONOMIC DEVELOPMENT DEPARTMENT									
Business Retention Specialist	NE	0	1	1	1	1	\$	66,592	
Subtotal Department		0	1	1	1	1	\$	66,592	
Justification: A Business Retention Specialist is requested in FY 2021-22 to manage business retention within the City of Watauga. With the City of Watauga being close to built out, business retention is key to the vitality and economic development of the City.									
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	
Justification: The Summer Finance Intern position was unfunded in FY2020-21 to assist with revenue losses, but will be considered for funding in FY2021-22. A Senior Deputy Court Clerk position is requested in FY2020-21 to create a promotional path within the Municipal Court.									
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	
Justification: Currently, the Librarian - Adult Services, Director of Library Services and Assistant Director of Library Services cover the Reference Desk. A Librarian - Reference is needed to manage this division of the Library. The Reference Desk oversees 22 public computers, answers phone calls and helps customers who come into the Library looking for information, services and books. The Reference Desk instructs customers on how to use computers, databases and downloading eBooks/eAudiobooks onto their devices. Library customers are often not computer literate. A Reference Librarian would also be responsible for developing promotional materials that advertises classes, resources and events, as well as regularly completing a variety of statistical reports and visual presentations. These duties have had to be divided among those staff rotating at the desk. At present, the Reference Desk has one 19 hour/week Library Assistant assigned to the desk. A full-time Reference Librarian would ease staff shortages and improve customer service by assuring adequate desk coverage at all times allowing other leadership within the Library to focus on their duties and assignments.									



UNFUNDED POSITIONS

FLSA Status	Unfunded & Unmet Needs	Future Needs					Financial Impact (Salary, Benefits, Training and Equipment)
		FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	

It is requested that the existing **Library Assistant I - Youth Services** position be reclassified to full time. The Youth Service Department is one of the busiest areas in the Library and has worked hard to establish a strong relationship with schools and other organizations in our community. We not only serve those who visit us in-house, but increasingly we receive requests from community organizations to provide service and educate them on what the Library has to offer. We also have a very high circulation of Youth library materials. Youth Librarians must research current trends in education and early literacy skills. It takes a great deal of time to do the research and locate materials that support this very important mission. We hope to develop new programs, especially for our homeschool families. With current staffing levels, we are sometimes put in a position of having to rethink our priorities with the potential of neglecting an important program or service. With this reclassification, the Youth Librarians would have more time for collection and program development. In addition to providing needed public desk coverage, the Library Assistant could keep social media/website updated. A **Library Assistant I - Adult Services** is requested to assist with the stark increase in the number of In-house classes and events, and the attendance at these adult oriented programs in the past six (6) years. Comparing the total numbers of In-house adult classes and events from FY 2012/2013 (429) to FY 2017/2018 (1,195) there was a 178.55% increase. Attendance at these programs in FY 2012/2013 (3,360) to FY 2017/2018 (14,789) was 340.15% increase. Public libraries are gateways to their communities that provide a way for folks to connect with resources, learn new skills and meet others. The increase in attendance we see is evidence of the success the Adult Services Department is having in the community. More staff is needed to sustain this success. The **Library Assistant - Circulation and Homework Help Center Coordinator** positions were unfunded in FY2020-21 to assist with revenue losses, but will be considered for funding in FY2021-22.

INFORMATION TECHNOLOGY DEPARTMENT

Director of Technology and Communications	E	0	Reclass					\$	-
Information Technology Manager	E	0	Reclass					\$	6,569
Information Technology Support Specialist	NE	0	0	1	1	1		\$	62,190
Media Specialist	NE	0	1	1	1	1		\$	62,190
Subtotal Department		0	1	2	2	2		\$	130,949

Justification: A title change from Chief Information Officer to **Director of Technology and Communication** is requested if the position of Media Specialist is created to encompass the communications role. The Media Specialist is requested in FY 2021-22 and would be responsible for photograph documentation and filming and production of video programming for City events. Working with the Communications Specialist, this position would work to enhance the City's communication efforts between City staff and citizens, would manage all digital signage throughout the City, would manage the City's PEG channel and would create new content for the web site and City Youtube channel. This position would also assist in web site maintenance.

The **Information Technology Manager** position is requested in FY2022-23. Information Technology is the foundation for all City operations. Succession planning is paramount in sustainability in services. Work-loads are increasing. This position would be a reclassification of the existing System Administrator and would be an assistant director level position from which a person could successfully transition to the Director role. It would include supervision of the proposed Support Specialist, added roles such as budgeting, and would also retain system administrator responsibilities. This position would also serve in the absence of the Director. An **Information Technology Specialist** position is requested in FY2022-23. The role of I.T. in the organization is critical and the requirements of current staff continues to outpace reasonable expectations. As the foundation for all City operations, I.T. requires adequate personnel to handle the various deployments of new technology, the maintenance of existing technologies and the over-all manpower to address growing technology needs and concerns. Presently, existing staff is spread very, very thin and as a result, critical areas of responsibility are at risk, including security. There is only so much two individuals and facilitate. Staff is required to prioritize and often, lower priorities are not addressed in a timely fashion due to the lack of manpower. This proposed position would take the day to day support responsibilities off of exiting staff so that system administration, planning, security and other necessary I.T. requirements can be successfully addressed. Current staffing levels are not sufficient to maintain existing levels of service.

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

Justification: The **Chemical Applicator & Irrigation Technician** is requested to augment the Parks Department. Specialization in irrigation will allow for scheduled checks and maintenance of the irrigation systems throughout our parks which can results in water savings. This additional position would relieve the Landscape Gardener and Parks Superintendent of irrigation and chemical spraying duties allowing them to focus on other parks' issues and their beautification. The **Parks & Community Services Director** and **Summer Parks Maintenance Worker** positions were unfunded in FY2020-21 to assist with revenue losses, but will be considered for funding in FY2021-22.

POLICE

POLICE DEPARTMENT

Reserve Police Officer (PT)	NE	0	0	0.25	0.25	0.25		\$	27,229
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		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 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

Justification: The **Reserve Police Officer (part time)** position has been requested to supplement existing Patrol staff and to assist with special events. Four (4) **Police Officer** positions were unfunded between FY2015-16, FY2016-17 and FY2017-18. It is requested that these four (4) positions be refunded so that the Police Department can achieving staffing as approved in the Strength of Force Classifications adopted by the City Council and Civil Service Commission. In addition, seven (7) positions are being requested for a total of eleven (11) within the next five (5) years. These positions are needed to adequately staff shifts and to continue to provide the best quality of service and protection to the City of Watauga. Note: In FY2021-22, two (2) **Police Officer** and one (1) **Police Sergeant** position will be moved from Traffic Safety (Fund 28) to General Fund. This movement is being tracked on the Personnel Improvement Plan.

POLICE - ENVIRONMENTAL SERVICES

Code Enforcement Officer	NE	0	1	1	1	1	\$ 80,745
Subtotal Department		0	1	1	1	1	\$ 80,745

Justification: The **Code Enforcement Officer** position has been requested in FY2021-22 to supplement existing staff that is overloaded with code enforcement claims. A fourth position will allow for a geographic division of the city between all of the Code staff which allows for case balance and provides the level of customer service that is expected to keep Watauga a safe and attractive City.

PUBLIC WORKS DEPARTMENT

PUBLIC WORKS - DEVELOPMENT SERVICES

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

Justification: The Development Services Department desires to add an **Engineering Technician I**. This position will be responsible for assembling, organizing, and managing all aspects of geo-spatial data, compiling audit reports for water / sewer to maintain compliance with all state & federal agencies, grant writing and performing inspection for Development Services. as needed. This position will reduce the need for outside contracting and engineering costs. The Development Services Department desires to add a **Neighborhood Empowerment Zone Coordinator position**. This position would be responsible for guiding applicants to the Neighborhood Empowerment Zone program through the vetting and processing stages for gaining approval for basic incentives or possible tax abatements. This position would additionally coordinate with other departments as necessary to research and process transactions for waived fees by determining validity of accounts, availability of funds or exemptions based on City agreements. The Development Services Division also desires to add an **Administrative Assistant - Public Works** (part-time). This position would be responsible for assisting the Director of Public Works with preparing grants, scanning data into Laserfische answering phones and scheduling meetings. This position would additionally coordinate with other divisions within Public Works as necessary to research and process transactions for the Planning & Zoning Division as well as fill in on the first floor with scanning construction applications into the MyGov system.

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

Justification: The position of **Sign and Signal Technician II** is requested due to the increase in responsibilities of this existing position. This will be a reclassification. The incumbent must be certified to maintain and service the traffic signal boxes. They are responsible for school flashers, signs road markings throughout the city. Three (3) **Streets Maintenance Worker I** positions were unfunded in FY2020-21 to assist with revenue losses, but will be considered for funding in FY2021-22.

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



			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		
Justification: Administrative Assistant - Fleet and Facilities would enhance the capabilities of this division by providing administrative support and freeing up the Superintendent's time to focus on coordinating projects and the needs of his staff. Without a supervisor role to overlook the 9 direct employees, the Superintendent is constantly juggling the abundance of purchase orders processed and tracking of invoices to managing his employees and projects. This position would create a more streamline working scenario and excel this division to higher standards.									
GENERAL FUND TOTAL			5.75	16	22	26	29	\$ 1,985,369.00	
SPECIAL REVENUE FUNDS									
FINANCE DEPARTMENT									
FINANCE - MUNICIPAL COURT SECURITY									
		0	0	0	0	0	0	\$ -	
Subtotal Department		0	0	0	0	0	0	\$ -	
POLICE DEPARTMENT									
DISTRICT									
		0	0	0	0	0	0	\$ -	
Subtotal Department		0	0	0	0	0	0	\$ -	
POLICE - TRAFFIC SAFETY									
		0	0	0	0	0	0	\$ -	
Subtotal Department		0	0	0	0	0	0	\$ -	
Note: Resulting from the 86th Legislative Session, HB1631 banned Red Light Cameras causing a loss of revenue to the City resulting in the elimination of the School Crossing Guard Program.									
ECONOMIC DEVELOPMENT CORPORATION									
		0	0	0	0	0	0	\$ -	
Subtotal Department		0	0	0	0	0	0	\$ -	
SPECIAL REVENUE FUNDS TOTAL		0	0	0	0	0	0	\$ -	
ENTERPRISE FUNDS									
PUBLIC WORKS DEPARTMENT									
PUBLIC WORKS - DRAINAGE UTILITY									
Storm Drain Maintenance Worker I	NE	0	0	1	1	1	1	\$ 41,955	
Subtotal Department		0	0	1	1	1	1	\$ 41,955	
Justification: The Storm Drain Utilities Division would like to expand its maintenance crew by 1 full time employee adding a Storm Drain Maintenance Worker I in FY 2021-22 in order to maintain the highest level of service possible to the residents of Watauga. The Storm Drain crew currently employs two (2) Equipment Operators, one (1) Storm Drain Maintenance Worker II and one (1) Storm Drain Maintenance Worker I. The Equipment Operators are usually not with the crews because of other duties which leaves only two individuals to maintain channels. In the event of illness, vacation or other circumstances this leaves the Storm Drain crew understaffed.									
PUBLIC WORKS - WATER DISTRIBUTION									
Utilities Maintenance Worker I (Water)	NE	1	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	1	\$ 69,392	
Subtotal Department		1	2	2	2	2	2	\$ 118,552	
Justification: The position of Environmental Compliance Specialist is requested. Duties will include keeping the City in compliance with all state and federal agencies. This employee will handle water/ sewer audits, Consumer Confidence Report (CCR), Cross Connection Control Program (CCCP) and all other reports. This additional level could also provide a promotional path for current employees. A reclassification to the position of Operator/Water Conservation Coordinator is requested to help with water/ sewer audits, Consumer Confidence Report (CCR), Cross Connection Control Program (CCCP) and all other reports. While also continuing their duties out in the field of water/sewer everyday operations. This additional level could also provide a promotional path for current employees. The Water Maintenance Worker I position was unfunded in FY2020-21 to assist with revenue losses, but will be considered for funding in FY2021-22.									
PUBLIC WORKS - SEWER COLLECTION									
Utilities Maintenance Worker II (Sewer)	NE	1	1	1	1	1	1	\$ 42,230	
Utilities Maintenance Worker I (Sewer)	NE	1	1	1	1	1	1	\$ 39,000	
Subtotal Department		2	2	2	2	2	2	\$ 81,230	



		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	
Justification: The Utilities Maintenance Worker II (Sewer) and Utilities Maintenance Worker I (Sewer) postions were unfunded in FY2020-21 to assist with revenue losses, but will be considered for funding in FY2021-22.							
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 POSITIONS PER FISCAL YEAR		8.75	20	27	31	34	\$ 2,227,106
TOTAL COST PER FISCAL YEAR		\$ 444,925	\$ 740,820	\$ 458,954	\$ 341,974	\$ 240,433	

* Funding for these positions is split amongst various funds

**Positions budgeted by Watauga Economic Development Corporation

Unfunded Positions for FY2020-21

**CITY OF WATAUGA, TEXAS
ORDINANCE NO. 2020-026**

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY
OF WATAUGA, TEXAS ADOPTING THE PERSONNEL
IMPROVEMENT PLAN FOR FISCAL YEARS 2021-2025;
PROVIDING FOR REPEAL; PROVIDING A SAVINGS
CLAUSE; PROVIDING AN EFFECTIVE DATE.**

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

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

WHEREAS, the City Council finds the governing body discussed the 2021-2025 Personnel Improvement Plan and the specific funded and unfunded positions included in Fiscal Year 2020-21 during a Council Workshop held on August 10, 2020; and

WHEREAS, the City Council finds said Fiscal Year 2020-21 Budget has been submitted to the City Council by the City Manager in accordance with the City Charter including funded positions identified in the Personnel Improvement Plan.

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

I.

Personnel Improvement Plan (PIP) for Fiscal Year 2021-2025 as set forth in Exhibit "A" attached hereto and incorporated by reference is adopted.

II.

The funded positions approved during the Fiscal Year 2020-21 are consistent with the approved Personnel Improvement Plan unless the changes are substantive in nature.

III.

All ordinances appropriating funds for positions included in the PIP as approved or amended will include information citing the PIP position along with appropriate financial accounting information.

IV.

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

V.

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

[SPACE LEFT INTENTIONALLY BLANK]

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this the
_____ day of _____ 2020.

APPROVED:

ARTHUR L. MINER, Mayor

ATTEST:

ANDREA GARDNER, City Secretary

APPROVED AS TO FORM AND LEGALITY:

RUSSELL RODRIGUEZ HYDE BULLOCK, LLP
By: GEORGE HYDE, City Attorney



AGENDA MEMORANDUM

DATE: August 5, 2020

TO: Honorable City Council Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

THROUGH: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action to approve a resolution to adopt the Fiscal Year 2020-21 Classification Plan for all employees; providing for repeal; providing for severability; providing an effective date

BACKGROUND/INFORMATION:

The Classification Plan provides for the position title, job code, grade and salary ranges for all employees (full-time, part-time, seasonal) including general government and civil service. The Classification Plan must be approved by the City Council as required by Article III, Section 3.07(m) of the Home Rule Charter of the City of Watauga, Texas and *Policy 6.06 Position Classification and Evaluation* of the Watauga Personnel, Administration and Financial Policies and Procedures Manual.

The proposed Classification Plan does not include adjustments to salary ranges or steps. A Cost of Living Adjustment (COLA) was not proposed in the FY2020-21 Budget. Step increases for Police, Fire and City Marshal were proposed. Changes to the Classification Plan include the removal of eliminated positions and the addition of proposed positions as outlined in the resolution. Changes to the Classification Plan are shown in red.

FINANCIAL IMPLICATIONS:

As proposed in the FY 2020-21 Budget

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that City Council consider approving Resolution 2020-044 to adopt the Fiscal Year 2020-21 Classification Plan for all employees.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Exhibit A - FY 2020-21 Classification Plan
2. FY 2020-21 Classification Plan Resolution

REVIEWED BY:

Marcia Reyna, Human Resources and Civil Service Director Approved - 9/8/2020



AGENDA MEMORANDUM

Karrie Marling, Legal

George Hyde, Legal

Sandra Gibson, CGFO, CGFM, Director of Finance

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 9/9/2020

Approved - 9/9/2020

Approved - 9/9/2020

Final Approval - 9/9/2020



CITY OF WATAUGA, TEXAS
CLASSIFICATION PLAN FISCAL YEAR 2020-21
GENERAL GOVERNMENT EMPLOYEES (Full Time, Part Time and Seasonal)

Job Code	Position Title	FLSA	Salary Range	Pay Basis	Minimum	Midpoint	Maximum
ADM 00-101	City Manager	E	45	Annual	\$129,042	\$161,302	\$193,563
				Monthly	\$10,753.49	\$13,441.86	\$16,130.23
				Hourly	\$62.04	\$77.55	\$93.06
ADM 00-112	Deputy City Manager/Fire Chief	E	42	Annual	\$111,471	\$139,339	\$167,207
				Monthly	\$9,289.25	\$11,611.58	\$13,933.92
				Hourly	\$53.59	\$66.99	\$80.39
PF 05-101	Chief of Police	E	39	Annual	\$96,293	\$120,366	\$144,439
FD 06-101	Fire Chief	E		Monthly	\$8,024.42	\$10,030.52	\$12,036.62
PW 13-101	Director of Public Works	E		Hourly	\$46.29	\$57.87	\$69.44
FIN 01-101	Director of Finance	E					
IT 02-101	Chief Information Officer	E	36	Annual	\$83,182	\$103,977	\$124,772
HR 00-101	Director of Human Resources and Civil Service	E		Monthly	\$6,931.79	\$8,664.74	\$10,397.69
PCS 04-101	Director of Parks and Community Services	E		Hourly	\$39.99	\$49.99	\$59.99
PD 05-124	Assistant Chief of Police	E	35	Annual	\$79,220	\$99,026	\$118,831
FD 06-108	Assistant Fire Chief	E		Monthly	\$6,601.67	\$8,252.17	\$9,902.58
				Hourly	\$38.09	\$47.61	\$57.13
ADM 00-103	City Secretary	E	33	Annual	\$71,855	\$89,819	\$107,783
LIB 03-101	Director of Library Services	E		Monthly	\$5,987.94	\$7,484.93	\$8,981.91
				Hourly	\$34.55	\$43.18	\$51.82
FIN 01-102	Assistant Director of Finance	E	32	Annual	\$68,434	\$85,542	\$102,650
				Monthly	\$5,702.80	\$7,128.50	\$8,554.20
				Hourly	\$32.90	\$41.13	\$49.35
PW 13-111	Building Official	E	30	Annual	\$62,071	\$77,589	\$93,107
FBM 08-101	Fleet and Facilities Superintendent	E		Monthly	\$5,172.61	\$6,465.76	\$7,758.92
PW 07-101	Streets and Drainage Superintendent	E		Hourly	\$29.84	\$37.30	\$44.76
PW 13-102	Utilities Superintendent	E					
LIB 03-104	Assistant Library Director	E	27	Annual	\$53,620	\$67,024	\$80,429
IT 02-102	Systems Administrator	E		Monthly	\$4,468.30	\$5,585.37	\$6,702.44
PCS 09-101	Parks Superintendent	NE		Hourly	\$25.78	\$32.22	\$38.67
PCS 04-102	Recreation Superintendent	E					
FIN 01-106	Municipal Court Administrator	E	26	Annual	\$51,066	\$63,833	\$76,599
FIN 11-101	Utility Billing Administrator	E		Monthly	\$4,255.52	\$5,319.40	\$6,383.28
				Hourly	\$24.55	\$30.69	\$36.83
FIN 01-112	Financial Services Analyst II	E	25	Annual	\$48,635	\$60,793	\$72,952
PW 10-101	Storm Drain Supervisor	NE		Monthly	\$4,052.88	\$5,066.09	\$6,079.31
PW 07-102	Streets Supervisor	NE		Hourly	\$23.38	\$29.23	\$35.07
PW 13-103	Utilities Supervisor	NE					
FIN 01-104	Senior Accountant	E					
PD 05-117	Animal Services Supervisor	E	23	Annual	\$44,113	\$55,141	\$66,169
PD 05-110	Police Records Supervisor	E		Monthly	\$3,676.08	\$4,595.10	\$5,514.12



CLASSIFICATION PLAN FISCAL YEAR 2020-21
GENERAL GOVERNMENT EMPLOYEES (Full Time, Part Time and Seasonal)

Job Code	Position Title	FLSA	Salary Range	Pay Basis	Minimum	Midpoint	Maximum
HR 00-102	Human Resources Generalist	E		Hourly	\$21.21	\$26.51	\$31.81
ADM 00-113	Public Information Officer	NE					
IT 02-103	IT Support Specialist	NE					
FIN 01-113	Financial Services Analyst I	E					
ADM 00-110	Deputy City Secretary	NE					
LIB 03-118	Senior Librarian - Adult Services	E					
LIB 03-117	Senior Librarian - Youth Services	E					
PW 07-105	Combination Building Inspector	NE	22	Annual	\$42,012	\$52,515	\$63,018
PW 07-110	Construction Inspector	NE		Monthly	\$3,501.03	\$4,376.28	\$5,251.54
LIB 03-102	Librarian - Adult Services	E		Hourly	\$20.20	\$25.25	\$30.30
LIB 03-105	Librarian - Youth Services	E					
FIN 01-114	Financial Services Technician II	NE					
FBM 08-105	Mechanic II	NE	21	Annual	\$40,012	\$50,015	\$60,018
PCS 04-103	Recreation Programmer	NE		Monthly	\$3,334.31	\$4,167.89	\$5,001.47
PD 05-125	Senior Code Enforcement Officer	NE		Hourly	\$19.24	\$24.05	\$28.85
FIN 01-115	Financial Services Technician I	NE					
PD 05-127	Reserve Police Officer - Part Time	NE	20	Annual	\$38,106	\$47,633	\$57,160
PW 13-116	Planning & Zoning Coordinator	E		Monthly	\$3,175.53	\$3,969.42	\$4,763.30
ADM 00-108	Economic Development Specialist	NE		Hourly	\$18.32	\$22.90	\$27.48
PW 07-104	Equipment Operator (Public Works)	NE	19	Annual	\$36,292	\$45,365	\$54,438
PW 10-103	Equipment Operator (Street Sweeper)	NE		Monthly	\$3,024.32	\$3,780.40	\$4,536.48
PW 10-102	Equipment Operator (Storm Drainage Utility)	NE		Hourly	\$17.45	\$21.81	\$26.17
PW 13-112	Equipment Operator (Jet Vac)	NE					
PW 13-105	Equipment Operator (Utilities)	NE					
PW 13-117	Equipment Operator (Utilities)/Water Conservation Coordinator	NE					
PW 13-110	Water Quality Technician	NE					
PD 05-126	Code Enforcement Officer	NE	18	Annual	\$34,564	\$43,205	\$51,845
PCS 09-104	Landscape Gardener	NE		Monthly	\$2,880.30	\$3,600.38	\$4,320.45
FBM 08-106	Mechanic I	NE		Hourly	\$16.62	\$20.77	\$24.93
PW 07-111	Signs and Signals Technician	NE					
FIN 11-103	Utility Billing Representative	NE	17	Annual	\$32,918	\$41,147	\$49,377
LIB 03-119	Technical Services Supervisor	NE		Monthly	\$2,743.15	\$3,428.93	\$4,114.72
PD 05-112	Administrative Assistant (Police)	NE		Hourly	\$15.83	\$19.78	\$23.74
PD 05-116	Administrative Assistant (Animal Services)	NE					
FIN 00-116	Administrative Assistant (Financial Services)	NE					
PCS 04-113	Administrative Assistant (Recreation)	NE					
PD 05-118	Animal Control Officer	NE					
FBM 08-108	Building Maintenance Technician II	NE					
LIB 03-106	Circulation Supervisor	NE					
FIN 01-108	Deputy Court Clerk	NE					
PW 07-109	Permit Technician	NE					
PCS 04-107	Summer Recreation Coordinator	NE					
PCS 09-105	Chemical Applicator/Irrigation Technician	NE	16	Annual	\$31,350	\$39,188	\$47,025
PD 05-121	Property Room Technician	NE		Monthly	\$2,612.52	\$3,265.65	\$3,918.78
				Hourly	\$15.07	\$18.84	\$22.61



CLASSIFICATION PLAN FISCAL YEAR 2020-21
GENERAL GOVERNMENT EMPLOYEES (Full Time, Part Time and Seasonal)

Job Code	Position Title	FLSA	Salary Range	Pay Basis	Minimum	Midpoint	Maximum
FBM 08-103	Building Maintenance Technician I	NE	15	Annual	\$29,857	\$37,322	\$44,786
PCS 09-102	Parks Maintenance Worker II	NE		Monthly	\$2,488.11	\$3,110.14	\$3,732.17
PW 10-104	Storm Drain Maintenance Worker II	NE		Hourly	\$14.35	\$17.94	\$21.53
FBM 08-107	Fleet Services Technician	NE					
FBM 08-109	Janitorial Service Technician II	NE					
PW 07-107	Streets Maintenance Worker II	NE					
PW 13-106	Utilities Maintenance Worker II (Water)	NE					
PW 13-108	Utilities Maintenance Worker II (Sewer)	NE					
FIN 11-105	Water Service Field Representative	NE					
ADM 00-111	Records Clerk	NE					
PD 05-114	Police Records Clerk	NE					
PD 05-115	Police Records Clerk - Part Time	NE					
PCS 09-103	Parks Maintenance Worker I	NE	13	Annual	\$27,082	\$33,852	\$40,622
PW 10-105	Storm Drain Maintenance Worker I	NE		Monthly	\$2,256.79	\$2,820.99	\$3,385.19
PW 07-108	Streets Maintenance Worker I	NE		Hourly	\$13.02	\$16.27	\$19.53
PW 13-107	Utilities Maintenance Worker I (Water)	NE					
PW 13-109	Utilities Maintenance Worker I (Sewer)	NE					
LIB 03-120	Homework Help Center Coordinator	NE	12	Annual	\$25,792	\$32,240	\$38,688
PCS 04-110	Preschool Instructor - Part Time	NE		Monthly	\$2,149.33	\$2,686.66	\$3,223.99
LIB 03-111	Library Assistant (Circulation)	NE		Hourly	\$12.40	\$15.50	\$18.60
LIB 03-114	Library Assistant (Youth Services) - Part Time	NE					
LIB 03-107	Library Assistant (Circulation) - Part Time	NE					
LIB 03-110	Library Assistant (Technical Services) - Part Time	NE					
LIB 03-108	Library Assistant (Reference) - Part Time	NE					
LIB 03-116	Summer Library Assistant - Part Time	NE					
FBM 08-104	Janitorial Service Technician	NE	11	Annual	\$24,564	\$30,705	\$36,846
				Monthly	\$2,046.98	\$2,558.72	\$3,070.47
				Hourly	\$11.81	\$14.76	\$17.71
PD 05-119	Kennel Technician - Part Time	NE	10	Annual	\$23,394	\$29,243	\$35,091
FIN 01-111	Summer Finance Intern - Part Time	NE		Monthly	\$1,949.50	\$2,436.92	\$2,924.25
PW 10-106	Summer Storm Drain Maintenance Worker	NE		Hourly	\$11.25	\$14.06	\$16.87
PCS 09-106	Summer Parks Maintenance Worker	NE					
LIB 03-112	Library Aide - Part Time	NE	9	Annual	\$22,280	\$27,850	\$33,420
LIB 03-113	Library Aide (Technical Services) - Part Time	NE		Monthly	\$1,856.67	\$2,320.83	\$2,785.00
PCS 04-106	Recreation Attendant - Part Time	NE		Hourly	\$10.71	\$13.39	\$16.07
PCS 04-111	PM Play Time Attendant - Part Time	NE					
LIB 03-115	Summer Library Aide - Part Time	NE					
PD 05-120	School Crossing Guard - Part Time	NE	8	Annual	\$21,219	\$26,524	\$31,829
				Monthly	\$1,768.25	\$2,210.33	\$2,662.42
				Hourly	\$10.20	\$12.75	\$15.30
PCS 04-108	Summer Recreation Instructor - Part Time	NE	6	Annual	\$19,246	\$24,058	\$28,869
				Monthly	\$1,603.83	\$2,004.83	\$2,405.75
				Hourly	\$9.25	\$11.57	\$13.88
PCS 04-109	Summer Recreation Assistant - Part Time	NE	4	Annual	\$17,457	\$21,821	\$26,185
				Monthly	\$1,454.75	\$1,818.42	\$2,182.08
				Hourly	\$8.39	\$10.49	\$12.59



CLASSIFICATION PLAN FISCAL YEAR 2020-21

CITY OF WATAUGA, TEXAS

STEP PLAN - POLICE DEPARTMENT



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

Certification Pay

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

Advanced Degree

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

Annual pay is non cumulative

Effective October 1, 2020



CLASSIFICATION PLAN FISCAL YEAR 2020-21



CITY OF WATAUGA, TEXAS STEP PLAN - FIRE DEPARTMENT

JOB CODE	POSITION	PAY FREQUENCY		PAY STEPS											
				FLSA	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	
GRADE: CS1															
FD 06-107	Firefighter/EMT	NE	Annual												\$ 64,195
			Monthly												\$ 5,349.56
			Hourly (2080)												\$ 30.86
			Hourly (2223)												\$ 28.88
			Hourly (2920)												\$ 21.98
GRADE: CS2															
FD 06-105	Firefighter/Paramedic	NE	Annual	\$ 56,584	\$ 58,282	\$ 60,030	\$ 61,831	\$ 63,686	\$ 65,597	\$ 67,565	\$ 69,591	\$ 71,679	\$ 73,830		
			Monthly	\$ 4,715.35	\$ 4,856.81	\$ 5,002.52	\$ 5,152.59	\$ 5,307.17	\$ 5,466.38	\$ 5,630.38	\$ 5,799.29	\$ 5,973.27	\$ 6,152.46		
			Hourly (2080)	\$ 27.20	\$ 28.02	\$ 28.86	\$ 29.73	\$ 30.62	\$ 31.54	\$ 32.48	\$ 33.46	\$ 34.46	\$ 35.49		
			Hourly (2920)	\$ 19.38	\$ 19.96	\$ 20.56	\$ 21.18	\$ 21.81	\$ 22.46	\$ 23.14	\$ 23.83	\$ 24.55	\$ 25.28		
GRADE: CS3															
FD 06-109	Driver/Engineer	NE	Annual	\$ 77,521	\$ 79,847	\$ 82,242	\$ 84,709								
			Monthly	\$ 6,460.08	\$ 6,653.89	\$ 6,853.50	\$ 7,059.11								
			Hourly (2080)	\$ 37.27	\$ 38.39	\$ 39.54	\$ 40.73								
			Hourly (2920)	\$ 26.55	\$ 27.34	\$ 28.17	\$ 29.01								
GRADE: CS4															
FD 06-104	Fire Lieutenant	NE	Annual	\$ 88,945	\$ 91,613	\$ 94,362	\$ 97,193								
			Monthly	\$ 7,412.08	\$ 7,634.45	\$ 7,863.48	\$ 8,099.38								
			Hourly (2080)	\$ 42.76	\$ 44.04	\$ 45.37	\$ 46.73								
			Hourly (2920)	\$ 30.46	\$ 31.37	\$ 32.32	\$ 33.29								
GRADE: CS4															
FD 06-102	Battalion Chief	NE	Annual	\$ 102,052	\$ 105,114	\$ 108,267	\$ 111,515								
			Monthly	\$ 8,504.33	\$ 8,759.46	\$ 9,022.25	\$ 9,292.91								
			Hourly (2080)	\$ 49.06	\$ 50.54	\$ 52.05	\$ 53.61								
			Hourly (2920)	\$ 34.95	\$ 36.00	\$ 37.08	\$ 38.19								

Certification Pay

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

Amount

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

Advanced Degree

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

Amount

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

Annual pay is non cumulative

Effective October 1, 2020



CLASSIFICATION PLAN FISCAL YEAR 2020-21
CITY OF WATAUGA, TEXAS



STEP PLAN - CITY MARSHAL

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

Certification Pay

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

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

Annual pay is non cumulative

Effective October 1, 2020

**CITY OF WATAUGA, TEXAS
RESOLUTION NO. 2020-044**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY
OF WATAUGA, TEXAS AMENDING THE
CLASSIFICATION PLAN FOR ALL EMPLOYEES
EFFECTIVE OCTOBER 1, 2020; PROVIDING FOR
REPEAL; PROVIDING FOR SEVERABILITY; AND
PROVIDING AN EFFECTIVE DATE.**

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

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

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

WHEREAS, the City Council finds the Classification Plan was discussed during the FY2020-21 Budget Workshop on August 10, 2020 and from the discussion, the City did not propose a Cost of Living Adjustment (COLA) or Merit Increase for employees in the FY2020-21 budget, but has proposed the continuation of step increases for public safety positions including Police, Fire and City Marshal; and

WHEREAS, the City Council finds that as discussed during the FY2020-21 Budget Workshop on August 10, 2020 the City has assessed departmental needs and reorganized the Parks & Community Services Department, Finance Department, Police Department and Public Works Department; and

WHEREAS, as a result of the reorganization 12 Full Time Equivalent (FTE) positions are being eliminated from the FY 2020-21 Budget and Classification Plan which include:

Position/Job Code	FTE
Deputy City Marshal (FIN 11-107)	1
Permit Technician (PW 07-109)	1 of 2
Economic Development Specialist (ADM 00-108)	1
Payroll Specialist (FIN 01-105)	1
School Crossing Guards (PD 05-120)	2
Combination Building Inspector (PW 07-105)	1
Summer Recreation Coordinator (PCS 04-107)	0.5
Summer Recreation Instructors (PCS 04-108)	0.25
Summer Recreation Assistants (PCS 04-109)	0.25
PM Play Time Attendant (PCS 04-111)	0.25
Pre-School Instructor (PCS 04-110)	0.25
Recreation Programmer (PCS 04-103)	1 of 3
Recreation Attendant (PCS 04-106)	1.5 of 2.5
Recreation Superintendent (PCS 04-102)	1
Total FTE	12

WHEREAS, the City Council finds as also discussed in the FY2020-21 Workshop on August 10, 2020, that FTE 1.5 positions were being requested in the budget. The Police Records Clerk –Part Time (PD 05-115) (FTE 0.5) is being converted from part time to full time due to the elimination of a full-time position in the General Fund during FY2019-20 and additional responsibilities transferred to the Police Records division. The position of Public Information Officer (FTE 0.5) is fully funded by the Watauga Economic Development Corporation through a Staffing and Reimbursement Agreement with the City. The Administrative Assistant – Financial Services position (FTE 0.5) is necessary to replace a higher salaried position that was lost to

retirement in FY2019-2020. This position is partially funded by the Watauga Economic Development Corporation; and

WHEREAS, the City Council finds additional changes include the removal of the position of Senior Accountant (FIN 01-104) from the Classification Plan which was reclassified to Financial Services Analyst I in 2019-2020 and the reclassification of the position of Fire Chief (FD 06-101) to the position of Deputy City Manager/Fire Chief (ADM 00-112) due to the newly assigned duties of managing the Parks & Community Services Department.

WHEREAS, the City Council finds the Planning and Zoning Coordinator (PW 13-116) will be changed from an hourly position (non-exempt) to a salaried position (exempt) and does meet all of the requirements of the Fair Labors Standards Act.

WHEREAS, the City Council finds the proposed Classification Plan for General Government, Police, Fire and City Marshal employees do not include a Cost of Living Adjustment. The only changes included in the Classification Plan include the changes identified in this resolution.

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

I.

The statements set forth in the recitals of this Resolution are true and correct and are hereby incorporated as a part of this Resolution.

II.

Fiscal Year 2020-21 Classification Plan (amended) as set forth in Exhibit "A" attached hereto and incorporated by reference, is hereby adopted.

III.

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

IV.

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

V.

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

[SPACE LEFT INTENTIONALLY BLANK]

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this the ____ day of _____ 2020.

APPROVED:

ARTHUR L. MINER, Mayor

ATTEST:

ANDREA GARDNER, City Secretary

APPROVED AS TO FORM AND LEGALITY:

RUSSELL RODRIGUEZ HYDE BULLOCK, LLP
By: GEORGE HYDE, City Attorney



AGENDA MEMORANDUM

DATE: August 10, 2020

TO: Honorable City Council Members

FROM: Andrea Gardner, City Manager

SUBJECT: Consider action to amend the Election Order calling for the General Election of Places 1, 2, 6 and 7 on the City of Watauga City Council to amend the early voting period as required by the Governor's Proclamation

BACKGROUND/INFORMATION:

On August 10, 2020, the City Secretary received election bulletin CSO-3331 regarding early voting requirements for the November 3, 2020 Elections.

In the bulletin, the Secretary of State's Office references Governor Gregg Abbott's July 27, 2020 proclamation suspending Section 85.001(a) of the Texas Election Code to expand the early voting period for the November 3, 2020 elections.

The SOS recommends amending the election order(s) to reflect the changes to the early voting period. The bulletin emphasizes that the amendment to extend the early voting period doesn't need to occur by August 17, 2020 since early voting will occur on the dates dictated by the Governor's Proclamation regardless of what the order states. Amending the original order would preserve the action to be taken by the Authority who originally ordered the election.

An amendment order for the General Election of the City of Watauga is attached for Council consideration.

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the City Council approve Ordinance No. 2020-039, amending the Order of the General Election for the City of Watauga City Council Places 1, 2, 6 and 7.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. SOS Advisory - Early Voting Period



AGENDA MEMORANDUM

2. November 2020 Amended General Election Ordinance

REVIEWED BY:

Karrie Marling, Legal

George Hyde, Legal

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 8/19/2020

Approved - 8/21/2020

Final Approval - 9/9/2020

Andrea Gardner

From: Elections Internet <Elections@sos.texas.gov>
Sent: Monday, August 10, 2020 8:29 AM
To: Elections Internet
Subject: MASS EMAIL (CSO-3331) - Early Voting Requirements for November 3, 2020.

Sensitivity: Personal

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Election Officials:

On July 27, 2020, Governor Greg Abbott issued a [proclamation](#) suspending Section 85.001(a) of the Texas Election Code to expand the early voting period for the November 3, 2020 elections. We've received a number of questions related to this issue. We would like to clarify several things about the early voting requirements.

1. **Early Voting Period:** The early voting period will begin on Tuesday, October 13, 2020 and end on Friday, October 30, 2020.
2. **Hour Requirements when the County or City is the Early Voting Clerk:** Per Section 85.005(a) of the Election Code, early voting by personal appearance shall be conducted on the weekdays of the early voting period and during the hours that the early voting clerk's main business office is regularly open for business. The early voting clerk can order additional hours beyond the minimum requirements.
 - a. **Hour Requirements when the County or City is NOT the early voting Clerk:** Early voting by personal appearance must be conducted at the main early voting polling place for at least 8 hours each weekday of the early voting period that is not a legal state holiday. If the territory has fewer than 1,000 registered voters, voting shall be conducted at least three hours each day. (Sec. 85.005(b)).
3. **Extended Hour Requirements for County Early Voting Clerks**
 - a. **Extended Hours for Counties (not cities) with a population of 100,000 or greater:** Early voting in the general election for state and county officers must be conducted at the main early voting location for at least 12 hours on each weekday of the **last week** of the early voting period. (Sec. 85.005(c)). The requirement to conduct Saturday and Sunday voting at the main early voting location triggers Saturday/Sunday voting at any mandatory temporary branches in the county election established under Section 85.064(d).
 - b. **Extended Hours for Counties (not cities) with a population under 100,000:** If the county early voting clerk receives a [written request \(PDF\)](#) by at least 15 registered voters of the county for extended hours, early voting in a general election for state and county officers must be conducted at the main early voting location for at least 12 hours on each weekday of the last week of the early voting period. (Sec. 85.005(c)). The written request must be submitted in time to enable compliance with Section 85.067. (Secs. 85.005(c), 85.067(c)). **For November, this deadline is October 20, 2020.**

- c. **Extended Hours for Cities (even when the county is serving as the early voting clerk):** Per Section 85.005(d), early voting by personal appearance shall be conducted for at least 12 hours on two weekdays. If the county is conducting an election on the city's behalf either as part of a contract for election services or a joint election agreement, the county must comply with this extended hour requirement.
- 4. **Weekend Hours when the County is the Early Voting Clerk:** The county election officer may [order](#) early voting on any Saturday or Sunday during the early voting period and may determine the hours for such Saturday or Sunday early voting. [Notice of Saturday or Sunday early voting \(PDF\)](#) must be posted continuously for at least 72 hours immediately preceding the first hour that voting will be conducted. (Sec. 85.007(c)). The notice shall be posted on the bulletin board used for posting notice of meetings of the commissioners court, as well as on the political subdivision's website, if maintained. (Secs. 85.007(c), 85.007(d)).
 - a. **Extended Hours for Counties with a population of 100,000 or greater:** Early voting in the general election for state and county officers must be conducted at the main early voting location for (1) at least 12 hours on the **last Saturday** of the early voting period, **AND** (2) at least 5 hours on the **last Sunday** of the early voting period. (Sec. 85.006(e)).
 - b. **Extended Hours for Counties with a population under 100,000:** If the early voting clerk receives a [written request \(PDF\)](#) by at least 15 registered voters of the county, early voting in a general election for state and county officers must be conducted at the main early voting location for (1) at least 12 hours on the **last Saturday** of the early voting period, and (2) at least 5 hours on the **last Sunday** of the early voting period. (Sec. 85.006(e)). The request for Saturday and Sunday hours must be received in time for the early voting clerk to comply with the 72-hour posting requirement before the start of early voting. (Secs. 85.006(e), 85.007(c)). **For November, this deadline is October 20, 2020.**
- 5. **Weekend Hours when the County is NOT the early voting clerk:** The authority ordering an election may order early voting at the main early voting location on any Saturday or Sunday during the early voting period. The authority ordering early voting may also determine the hours of weekend voting. Voting on **ANY** Saturday or Sunday **must** be included in the order and notice of election. The order and notice must include the dates and hours of Saturday or Sunday voting. (Secs. 85.006, 85.007). The election notice must be posted on the political subdivision's website, if maintained. (Sec. 85.007). The political subdivision **must** have early voting on Saturday or Sunday *if* a [written request \(PDF\)](#) is received from at least 15 registered voters of the political subdivision in time to comply with the posting requirement. (Sec. 85.006(d)). **The request must be submitted in time to be included in the order and notice of election.** (Secs. 85.006, 85.007). **NOTE:** If you contract with the county for a unified joint early voting schedule, you must follow the county's schedule; when their rules change their schedule, your schedule will change.
- 6. **Temporary Branch Locations:** Temporary branch polling places must remain open for each weekday of the early voting period that the main early voting polling place will be open. The temporary branch polling places must be open at least eight hours each day, unless the city or county is not serving as the early voting clerk and the territory holding the election has less than 1,000 registered voters, in which case the temporary branch polling places must be open for at least three hours each day. (Secs. 85.062, 85.064). For additional information regarding temporary branch locations, please review our [Advisory No. 2019-20](#).
- 7. **Amending the Election Order:** We recommend amending the election order to reflect the changes to the early voting period. This amendment does not need to occur by August 17, 2020 since early voting will occur on the dates dictated by the Governor's Proclamation regardless of what the order states. This action would be taken by the authority who originally ordered the election.

Thank you for the questions you have been sending us. We will be sending out a separate email regarding the hand delivery of mail ballots. Please let us know if you have any additional questions or concerns.

Christina Worrell Adkins

Legal Director – Elections Division

Office of the Texas Secretary of State

1019 Brazos Street | Rudder Building, 2nd Floor | Austin, Texas 78701

1.800.252.VOTE (8683)

elections@sos.texas.gov | www.sos.texas.gov

For Voter Related Information, please visit:



The information contained in this email is intended to provide advice and assistance in election matters per §31.004 of the Texas Election Code. It is not intended to serve as a legal opinion for any matter. Please review the law yourself, and consult with an attorney when your legal rights are involved.

This email was scanned by Bitdefender

CITY OF WATAUGA, TEXAS
ORDINANCE NO. 2020-039

AN AMENDMENT TO ORDINANCE 2020-015 BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS, CALLING FOR THE POSTPONEMENT OF THE MAY 2, 2020 GENERAL AND SPECIAL ELECTION TO NOW BE HELD ON NOVEMBER 3, 2020; PROVIDING THAT ALL ORDINANCES IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE

WHEREAS, a May 2, 2020 general election for City Council Member Places 1, 2, 6, and 7, and special election were ordered in the City of Watauga, Texas (the " City") by the Watauga City Council; and

WHEREAS, on January 30, 2020, the World Health Organization Director General declared the outbreak of COVID-19 as a Public Health Emergency of International Concern (PHEIC), advising countries to prepare for the containment, detection, isolation and case management, contact tracing and prevention of onward spread of the disease; and ,

WHEREAS, on March 5, 2020, the World Health Organization Director General urged aggressive preparedness and activation of emergency plans to aggressively change the trajectory of this epidemic; and,

WHEREAS, on March 11, 2020, the World Health Organization declared COVID-19 a worldwide pandemic; and,

WHEREAS, Governor Greg Abbott issued a State of Disaster for all Texas counties for COVID-19 on March 13, 2020; and,

WHEREAS, President Donald Trump declared a State of National Emergency for the United States of America on March 13, 2020; and,

WHEREAS, on March 17, 2020, a Declaration of Local Disaster was issued to allow the City of Watauga to take measures to reduce the possibility of exposure to COVID-19 and promote the health and safety of Watauga residents; and,

WHE REAS, On March 18, 2020, Governor Greg Abbott issued a proclamation allowing a local political subdivision to postpone local elections set for May 2, 2020 to the next uniform election date, and the City Council wishes to exercise this authority; and

WHEREAS, on March 23, 2020, through Ordinance 2020-15, the City Council found that postponement of the general and special elections until the November 3, 2020 election date was in the best interest of the health and safety of the public; and

WHEREAS, on July 27, 2020, Governor Greg Abbott issued a proclamation calling for the extension of the Early Voting period;

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

I.

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

II.

The regular candidate filing period for the May 2, 2020 election, having closed on February 14, 2020, will remain valid for the election held on November 3, 2020, and the candidate filing period will not be reopened for the November election date.

III.

All voters who vote using the Application for Ballot by Mail due to being over 65 years of age or due to a disability will still be valid for the postponed election, and all voters who submitted Applications for Ballots by Mail because of an expected absence from the county would not be valid for the postponed election. Any returned mail ballots will still be valid for the November 3, 2020 election.

IV.

The voter registration deadline for the November 3, 2020 election is October 5, 2020.

V.

The deadline to submit an Application for Ballot by Mail for the November 3, 2020 election is October 23, 2020.

VI.

The dates Early Voting by Personal Appearance shall be from October 13-30, 2020, in accordance with the July 27, 2020 Proclamation issued by Greg Abbott, Governor of Texas ("Proclamation").

This schedule may be modified to include additional or different early voting locations, dates and times designated by the Tarrant County Elections Administrator and to conform to the joint election agreement (which shall provide for the extended voting hours required under the Proclamation) .

VII.

Early Voting by personal appearance shall be conducted in accordance with the Proclamation and the Texas Election Code at offices established by Tarrant County. At the time of drafting this

Ordinance, the schedule of dates and times related to early voting requirements has not yet been published by the Tarrant County Voting Clerk.

Extended Hours for early voting by personal appearance shall be conducted in accordance with Texas Election Code, including Section 85.005(a), Section 85.005(c), Section 85.005(d), Section 85.006(e), Section 85.007(c), Section 85.062 and Section 85.064.

Notice shall be posted in accordance with the Texas Election Code on the bulletin board used for posting notice of meetings of the commissioner's court, as well as on the Tarrant County website:

<https://www.tarrantcounty.com/en/elections/Upcoming-Election-Information/Early-Voting-Schedule-Locations-and-Maps.html?linklocation=Button%20List&linkname=>

VIII.

The election shall be conducted according to the election laws of the State of Texas and the Home Rule Charter of the City of Watauga.

IX.

The July 27, 2020 Proclamation issued by Governor Greg Abbott supersedes previous election order of the City Council for the City of Watauga. For this reason, the August 17, 2020 deadline to make any necessary revisions to this order is mute.

X.

All resident qualified electors of the City shall be permitted to vote at the election on the day of the election. The polling places for voting on election day for election precincts, shall be the election day voting locations including City Hall, 7105 Whitley Road, City of Watauga, Texas, designated by the Tarrant County Elections Administrator, set forth below, and as may be active on election day, November 3, 2020, from 7:00 a.m. until 7:00 p.m. Polling places may be modified to include additional or different election day voting locations designated by the Tarrant County Elections Administrator. The election shall be held and conducted in accordance with the provisions of the Texas Election Code, as amended, and Chapter 327, as amended, and as may be required by any other law. All election materials and proceedings shall be printed in both English, Spanish and Vietnamese. The reauthorized sales and use tax shall expire, unless reauthorized, as provided in the provisions of Section 327.007, as amended, Texas Tax Code.

XI.

A substantial copy of this Ordinance shall serve as proper notice of the election. Such notice, including a Spanish and Vietnamese translation thereof, shall be posted not later than the 21st day before the election on the bulletin board used for posting notices of meetings of the City Council and shall also be published at least once not earlier than the 30th day nor later than the 10th day before the election in a newspaper of general circulation in the City.

XII.

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

XIII

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

XVI

This Ordinance shall become effective and shall be in full force and effect from and after the date of its passage and adoption by the City Council of the City of Watauga, Texas, and it is so ordained.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas, this the 14th day of September, 2020.

APPROVED:

ARTHUR L. MINER, MAYOR

ATTEST:

ANDREA GARDNER, CITY SECRETARY

APPROVED AS TO FORM AND LEGALITY:

GEORGE E. HYDE, CITY ATTORNEY



CITY OF WATAUGA
REQUEST FOR PROPOSAL

PHONE SYSTEM

Proposal Reference Number: 20-008

Project Title: Phone System

Closing Date and Time:

Friday, July 10, 2020

3:00 PM

Proposal Instructions

A. RFP Definitions

The following definitions are used in the RFP:

- **Client** or **City** refers to the City of Watauga, Texas
- **Respondent** refers to a firm, company or organization submitting a proposal in response to this RFP.
- **Vendor** refers to the respondent(s) who is/are awarded the contract for service(s).
- **VoIP Telephone System**, the **telephone system**, or **system** means the solution that the successful Vendor(s) responding to this RFP will be responsible for providing.

B. RFP Response Deliverables

Proposals should include concise complete information about your company, emphasizing your method of approach and why you believe your company is uniquely qualified for the project.

At a minimum, the Proposal must include:

- **Transmittal Letter** (respondent supplied). Provide a brief overview of your company highlighting your understanding of the project and the benefits of accepting your proposal; explain the value that you provide to the City as a prospective customer. Since your service team is significant to this project, name and biographies, for key staff positions, as well as identification of any subcontractors that may be associated with the project is requested.
- **Response/Price Proposal** (respondent supplied). Provide the City with information related to your company's responsibility, experience and capability to meet requirements. Pricing shall be itemized for consideration of varying quantities. This shall also include any product specification sheets relevant to the proposal. Also, the responder shall provide copies of the following: the **Texas Ethics Commission Form 1295** (filed on-line), a copy of **Texas House Bill 89 Verification** and a copy of **Texas Senate Bill 252 Verification**.
- **Technical Requirements** (respondent supplied). Provide the detailed requirements proposer needs the City to provide to meet the functional requirements specified.
- **Pricing Worksheet** (respondent provided). This sheet is further described in Appendix C. It should include all costs associated with the scope of the response including one-time, recurring and any discounts available based on pre-payment of recurring expenses.
- **Compatibility Matrix** for each of the City's functional requirements, the proposer must list whether they meet the requirement without exception, whether they partially meet the requirement (with an explanation of the exception) or whether they do not meet the requirement.

All responses should include the forms provided.

Additional pages may be attached and cross-referenced as needed. Unnecessarily lengthy documents are discouraged. All responses are to include a searchable, digital copy of the proposal response on a USB drive.

It is the sole responsibility of the proposer to see that its proposal is received in the proper time. Proposals received after the submittal deadline will not be accepted.

Adherence to the rules set forth in this RFP is mandatory to ensure a fair and objective analysis of all proposals. Failure to comply with or complete any portion of this request may result in rejection of a submitted proposal.

Receipt of a proposal by the City or submission of a proposal to the City confers no rights upon the proposer nor obligates the City in any manner.

C. Procurement Schedule

Milestone	Anticipated Date/Time-frame
RFP Issuance & Advertisement # 1	Friday, June 19, 2020
RFP Advertisement # 2	Friday, June 26, 2020
Pre-proposal conference (non-mandatory)	Wednesday, June 24, 2020 2:00 PM
Deadline for submission of written questions	Thursday, July 2, 2020 12:00PM
Date of City response to questions	Monday, July 6, 2020
Respondent proposal due	Friday, July 10, 2020 3:00PM
Evaluation of proposals / Presentations / Interviews	July 13-17, 2020
Contract Negotiations	July 20-24, 2020
Submittal to City Council for approval consideration	Monday, August 10, 2020
Anticipated implementation	August – September 2020

D. Pre-proposal Conference

A non-mandatory pre-proposal conference will be held on Wednesday, June 24, 2020 at 2:00PM for all interested respondents. On-site participation is not required. The conference will be held in the Watauga Council Chambers at Watauga City Hall, located at 7105 Whitley Road, Watauga, TX 76148. The purposed of the conference will be to ask questions and review existing infrastructure.

E. Contact with City Employees/Written Questions and Proposal Delivery

To ensure a fair and objective evaluation of all proposals, all inquiries outside of those made during the pre-proposal conference, are required to be submitted in writing. Written inquiries shall be submitted using the online form provided at: www.cowtx.org/phonerfp and must be received no later than 12:00PM on the date indicated in the Procurement Schedule. The City will only accept questions submitted using the web-based form listed above. Emails, phone calls or any other forms of communication with individual employees or City representatives will not be accepted or answered. Questions properly submitted using the web-based form will be documented, and an addendum will be issued with the City's responses. Such addendum will be e-mailed to all know RFP recipients. A copy of the addendum will also be posted on the City's website no later than 5PM on the date indicated in the Procurement schedule.

In order to ensure a fair and objective evaluation, all questions related to this Request for Proposal are to be addressed using the web-based form. Contact in any other method is expressly prohibited without prior consent of the purchasing office. Respondents directly contacting any city employee directly will risk elimination of their proposal from further consideration.

Though every effort will be made to provide all identified responders notification of the addenda, it is ultimately the respondent's responsibility to check the City's web-site for verification of any issued

addenda. The City assumes no responsibility for the respondent's failure to obtain and/or properly submit any addenda.

Addenda issued shall become a part of the contract documents. All issued addenda shall be signed and included with the respondent's submission as acknowledgement of the addenda. The decision to accept or reject any proposal due to failure to acknowledge and submit addenda shall be final.

One original and one copy of the proposal, signed by an officer of the company, clearly marked "Phone System Proposal," is to be submitted and addressed on the outside as follows:

City of Watauga, Texas
Deby Woodard, Assistant Finance Director
7105 Whitley Road
Watauga, Texas 76148

Proposals may be hand delivered to the above address. Proposals must be delivered no later than Friday, July 10, 2020 at 3:00PM. It is the responsibility of the respondent to deliver the proposal in accordance with the instructions contained above and/or elsewhere in the RFP. Proposals dispatched, but not received by the City by proposal time, will not be accepted.

F. Presentation and Interview

Selected respondents may be invited to submit sample materials and/or make presentations to City personnel. These presentations may include tours of facilities, remote meetings, document sharing and examples of physical hardware. Representative(s) attending/hosting these presentations must be qualified to respond to questions related to any component of the proposal.

G. Review and Evaluation

The City will use a Proposal Evaluation Committee (PEC) comprised of project stakeholders and other City personnel to review all proposals received as part of a documented evaluation process. For each decision point in the process, the PEC will evaluate proposals on a variety of quantitative and qualitative criteria.

The sole purpose of the proposal evaluation process is to determine which proposal can provide the best value to the City (highest level of service and desired deliverables in the most cost-effective manner that most closely meets the City's needs). The evaluation process is not meant to imply that one proposal is superior to any other, but rather that the selected proposal can best support the City's needs, based on the information available and the City's best efforts of determination.

H. Evaluation Criteria

The City will evaluate the proposals based upon the following criteria and all proposals should exhibit the proposed vendor's ability to address each of the items listed.

Factor	Points
Reputation of the Vendor and the Vendor's services	15
Quality of the Vendor's services	15
Extent to which Vendor's services and materials will meet the City's needs	15
Proposer's past relationship with the City	5
Total long-term cost to the City to acquire the Vendor's services and materials	15
The prices for services and materials	25
Qualifications of the individuals who would be assigned to perform the work	10
Total Points	100

Best Value or Interest: City reserves the right to determine which proposal provides the City with the best value or which will be in the City's best interest.

Unit Prices and Extensions: If unit prices and their extensions do not coincide, the City may accept the price most beneficial to the City, and the Vendor will be bound thereby.

Deviation from Scope of Services: Any deviations from the required Scope of Services and alternate proposals must be clearly shown with complete information provided by the vendor. They may not be considered by the City, at its discretion.

Ambiguity: Any ambiguity in the proposal as a result of omission, error, lack of clarity or non-compliance by the Vendor with specifications, instructions and all conditions shall be construed in the favor of the City.

Proposal Evaluation Factors: A variety of factors may be utilized in the evaluation of the submitted proposals for this project.

Acceptance of Evaluation Methodology: Submission of proposal indicates Vendor's acceptance of the evaluation technique and Vendor's recognition that some subjective judgments may be made by the City during the evaluation and award process.

Completeness: Only those proposals that include all requirements noted herein will be considered. If the proposal fails to conform to the requirements of the RFP, the City alone will determine whether the variance is significant enough to consider the proposal susceptible to being made acceptable and therefore a candidate for further consideration, or not susceptible to being made acceptable and therefore not considered for award.

Additional Information: City may request other information to determine Vendor's ability to meet the minimum standards listed.

I. Validity of Proposals

Proposals and pricing are to be valid for ninety (90) from the proposal due date. The City may hold the proposals for ninety (90) days after the proposal due date and may award a contract at any time during that period. Should there be reasons why a contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the City and the selected proposer.

J. Contract Award

The City reserves the right to (a) reject any or all proposals, or to make no award, (b) request modifications to initial proposals or (c) make partial or multiple awards. In addition, the City reserves the right to obtain other supplemental information concerning the proposer. The City further reserves the right to excuse technical defects in a proposal when, in its sole discretion, such excuse is beneficial to the City. The City may award based on initial proposals received, without discussion of such proposals.

K. Right of Refusal

The City reserves the right to reject all RFPs in their entirety or to select certain applications from the RFPs. The City reserves the right award a contract in any manner deemed in the best interest of the City.

L. Expense of Preparing Responses to this RFP

The City accepts no responsibility for any expenses incurred by the responders to this RFP including cost associated with RFP responses and presentations. Such expenses are to be borne exclusively by the respondents.

M. Required Contract Terms

The contract terms included in **Appendix A: Governmental Contract and Purchasing Rider for Contracts with the City of Watauga, Texas** will be included in the contract between the successful Vendor and the City. If any respondent is not willing to comply with any of these terms, then the respondent must explain the reason for any requested modification of the terms in the Response/Price Proposal.

N. Confidentiality of Documents

Proposals shall be opened so as to avoid disclosure of contents to competing vendors and kept secret during the process of negotiation. However, all proposals that have been submitted shall be open for public inspection after contract award. Trade secrets and confidential information, as specified by the Respondent, contained in the proposals shall not be open for public inspections.

Open Records: Please note that all information, including financial information, submitted as part of this proposal become the property of the City and may be subject to the provisions of the Texas Open Records Act, Chapter 552, of the Texas Public Information Act. All documentation shall be open for public inspection, except for trade secrets and confidential information so identified by proposer as such. The City will follow all requirements and procedures in the Public Information Act when responding to requests for disclosure of documents.

All material submitted becomes public property and is subject to the Texas Open Record Act upon receipt. If a Respondent does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure.

O. Workplace Policies and Procedures

Vendor agrees that all employees of the vendor and its subcontractors shall always wear and display identification badges or other forms of identification when on premise. Most of the project areas

are considered highly sensitive or restricted access areas and will require an escort from the City whenever possible. All vendor employees and subcontractors shall maintain an appearance suitable for a business environment.

P. Materials

Only new, unused and FCC registered equipment shall be supplied under the terms of this RFP. Where applicable, all material that does not require FCC Registration shall be new and unused. All materials must be in conformity with the specifications and will be subject to inspection and approval upon delivery, and must comply in quality, type of material and method of manufacture with all applicable local, state or Federal laws pertaining thereto. The City reserves the right to reject and return at the expense of the vendor such portion of any shipment which may be defective or fail to comply with the specifications herein.

Q. Changes to the Specifications

The City of Watauga may, if necessary, make changes to the scope of work consisting of additions, deletions or other revisions. Should these changes be necessary, any associated financial documents will be adjusted accordingly.

R. Indemnification

Vendor shall defend, indemnify, and save harmless the City, and all its officers, agents, and employees from all suits, actions, or other claims of any character, name, and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property because of any negligent act or fault of the vendor, or of any agent, employee, subcontractor, or supplier in the execution of, or performance under, any contract which may result from proposed award. Vendor indemnifies and will indemnify and save harmless the City from liability, claim, or demand on their part, agents, servants, customers, and/or employees whether such liability, claim, or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways, or approaches of or to the facilities within which the occupied premises are located. Vendor shall pay any judgment with costs that may be obtained against the City growing out of such injury or damages.

S. Right of inspection

City shall have the right to inspect the goods upon delivery before accepting them. Vendor shall be responsible for all charges for the return to Vendor of any goods rejected as being nonconforming under the specifications.

T. Collusion

By submitting a proposal, each Respondent represents and warrants that its proposal is genuine and not a sham or collusive, or made in the interest of, or on behalf of, any person not named therein, that the Respondent has not directly or indirectly induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal. Respondent also warrants that they have not in any manner colluded to secure any improper advantage over any other person submitting a proposal, or to limit the competitiveness of the process.

U. Compliance with Laws

All Respondents submitting proposals are expected to comply with federal, state and local laws, and regulations relative to the preparation of the proposal and the services to be provided.

Respondent(s) shall give all notices and comply with all federal, state, and local laws, ordinances, rules, and regulations, and lawful orders of any public authority bearing on the performance of the services. This agreement and the rights and obligations of the parties hereto shall be interpreted, construed, and enforced in accordance with the laws of the State of Texas. The Respondent(s) warrants and covenants to the City that all services will be performed in compliance with all applicable federal, state, county, and city health and safety codes, rules and ordinances including, but not limited to, the Texas Industrial Safety and Health Act, and the Workers Right to Know Law.

V. Default

The City reserves the right to enforce the performance of the contract in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default of this contract. The City of Watauga reserves the right to terminate the contract immediately in the event the successful Vendor(s) fails to:

- Substantially meet delivery or completion schedules
- Otherwise, substantially perform in accordance with the accepted bid

Breach of Vendor(s) or default authorizes the City to award to another Vendor(s), purchase elsewhere and charge the full increase in cost and handling to the defaulting Vendor(s).

W. Disqualification of Respondent(s)

Respondent may be disqualified and their proposal not considered for any of the following reasons:

- Reason for believing collusion exists
- Reasonable grounds for believing that any Respondent is interested in more than one proposal for the service contemplated
- The Respondent being interested in any litigation against the City of Watauga
- The Respondent being in arrears on any existing contract or having defaulted on a previous contract
- Contact with any City employee as expressly prohibited without prior consent in this RFP

X. Ethics

Vendor shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official, or agent of the City. The City may, by written notice to the successful Vendor(s), cancel this contract without liability to the Vendor(s) if it is determined by the City that gratuities or bribes of entertainment, gifts, or otherwise, were offered or given by the Vendor(s), its

agents, or its representatives to any City officer, employee, or elected representative with respect to the performance of this contract. In addition, the successful Vendor(s) shall be subject to penalties as stated in Title 8 of the Texas Penal Code.

Y. Ownership of Documents

Proposals submitted in response to this RFP become the property of the City and is subject to the Texas Public Information Act after the announcement of award is made.

Original documents, including plans, designs and notes developed in connection with services or commodity provided hereunder belong to, and shall remain the property of the City. The vendor(s) may receive reproducible copies of such documents upon request. Some of these documents, if patented, trade secrets or proprietary in any way, and are so noted in the proposal, may not be subject to the Texas Open Records Act, Chapter 252, Subchapter C, Section 252.049 (Vernon's Texas Codes Annotated).

Respondent should be aware that the RFP and the contents of the successful proposal will become part of any subsequent contractual document that may arise from this RFP. In cases of discrepancy between the RFP and the vendor(s)'s submittals, the RFP will rule.

Z. Payment, Performance and Maintenance Bonds

When payment, performance, and/or maintenance bonds are required, the Vendor(s) must provide the bonds in the amounts and on the conditions required within fourteen (14) business days after notification of award, or as otherwise required by the specifications.

Introduction

A. About Watauga

The City of Watauga is a city in Tarrant County, Texas, United States, and is an inner suburb of Fort Worth. The City has a total area of 4.2 square miles (10.8 km²), all of it land.

The city is surrounded by the cities of Keller to the north, Fort Worth to the west, Haltom City to the southwest and North Richland Hills to the south and east. Almost all the city's land area is located east of US 377, though a portion extends west of that highway and includes homes and some city offices.

The estimated 2019 population is 25,031 people.

B. Project Summary

The City of Watauga is interested in soliciting proposals from qualified vendors of hosted VoIP telephone systems/services/handsets. The City is interested in a hosted solution, but may consider an on-premise solution or combination thereof, whose product offering meets or exceeds current City requirements and whose complete product offering provides a robust solution that will allow the City to continue to leverage this investment well into the future as the needs of the City continue to evolve.

The City is primarily interested in a hosted solution to accommodate our current disaster recovery requirements and available staff support, however, the City intends to select the best option and make a justifiable investment in a system that will deliver the greatest long-term value and the highest level of support to City constituents.

The City is primarily interested in a hosted lease option for a period of five (5) years with automatic renewals until terminated by either party. The City expects that handsets and other devices to be fully warranted for the entire period of the lease and that a hardware refresh be included as part of any renewal process.

The proposed solution shall provide service in a multi-location installation. All proposed equipment and/or system(s) shall comply with the minimum specifications as outlined in this RFP.

Project Scope

A. Scope of Services

The City currently utilizes an on-premise NEC SV8100 VoIP PBX. The PBX was installed in December of 2012. NEC set end of life on the PBX at December 31, 2019. Currently, the City has 116 IP handsets deployed throughout the city across 7 locations. All stations are PoE and are connected to switches via CAT 5e cabling. Building locations, except for the Animal Services Center, are interconnected to one another via 10 Gb fiber. Primary telco connectivity is currently a single PRI T-1 through AT&T with 400 DID numbers. The City has a 500Mb x 500Mb internet connection through Frontier FIOS. All switches are HP Procurve switches with PoE.

The City utilizes an on-premise Univerge UM8700 Voicemail system with 134 mailboxes. The software is integrated with the City's on-premise Exchange 2016 server and provides seamless voicemail delivery via email.

The City also utilizes an on-premise separate RightFax server for sending and receiving faxes. The system has 116 fax extensions which are also integrated with the City's on-premise Exchange 2016 server providing seamless fax delivery via email.

The City utilizes an additional on-premise server for NEC COMAnalyst to provide call accounting and SV8100 ACD MIS services to manage automated call distribution for several departments.

The scope of the services sought are as follows:

- Replace handsets
- Upgrade/Replace PBX
- Upgrade/Replace servers to provide like voicemail, faxing, call accounting and ACD services
- Provide Disaster Recovery capabilities
- Provide additional features to facilitate SMS archiving, conferencing and other features as detailed in this RFP
- Provide a dedicated connectivity option or circuit for phone system and feature support

B. RFP Project Outcomes

The intended primary objectives of this project are:

- To implement a hosted VoIP solution that meets City requirements and can support up to 500 users during the contracted term. The City is seeking a hosted solution to eliminate the need for continual back-office upgrades, minimize on-premise support and to provide a robust feature set.
- To provide uninterrupted and continuous service to constituents with no more than one, two-hour service window per quarter. The service window for initial implementation should not exceed four (4) hours.
- To provide disaster recovery and redundancy capabilities with a recovery time objective of 30 minutes.
- To provide system management tools and processes that can be easily utilized by City staff for basic system functionality (add/move/changes, reporting, etc.)
- Replace existing telco with lower cost options and/or dedicated circuit for phone system connectivity (i.e. a dedicated fiber connection to support the phone system only)

C. System Objectives

- Location transparency through uniform dialing plan and seamless transfers
- Direct calling to departments, divisions and staff members
- Automatic Call Distribution to allow incoming call queuing and to facilitate call processing for high volume locations
- Integrated Voicemail and Faxing capabilities with Exchange server
- Support for existing DIDs
- Automated attendants to guide callers to the proper departments
- Disaster recovery
- Use of the City's fiber-based WAN
- Utilize existing PoE data switches
- Ability for phone numbers to ring in two locations
- Ability to forward DID to a cell phone
- Ability to use a supported cell phone application to simulate a soft phone, provide SMS and other features
- SMS archiving
- Centralized system management which will facilitate changes to the system configuration at each site from other locations with two-factor authentication for administrators
- Support for individualized 911 location information per handset
- Dedicated circuit for telco services (if needed)
- CJIS (Criminal Justice Information System) compliant security

D. Project Management

Successful project execution encompasses the following:

- Gathering end-user information to be used in programming the new system

- Providing, programming, installing and connecting all equipment and software necessary to provide a fully functioning telecommunications system that meets the requirements of this RFP
- Programming and configuring all Voicemail boxes and Fax lines as required by this RFP
- Connecting the system and programming the system to external/intercom systems at the Fire station
- Connecting the system and programming the system to support existing analog fax devices
- Providing a public network connection and connecting the system for testing
- Porting of existing DIDs
- Conducting end-user training and system administration
- Conducting system fail-over testing
- Provide on-site post-cutover support

E. Proposed System Locations

City Facility	Address
City Hall	7105 Whitley Rd.
Police Department	7101 Whitley Rd.
Fire Station	5909 Hightower Dr.
Library	7109 Whitley Rd.
Water Tower	7800 Virgil Anthony Blvd.
Community Center	7901 Indian Springs Rd.
Animal Services Center	5203 Watauga Rd.

System Requirements

A. System Definitions

Hosted Telecommunications System– A Hosted Telecommunications System is defined as a system where the physical phone system equipment is installed in the “cloud” at a secure data facility, except for the individual telephones. Hosted systems are in essence “rented” or paid for on a monthly basis, and the monthly fee includes all costs for the system functionality, voicemail, fax, telephone lines, DID numbers, full maintenance and complete support. The end customer is responsible only for basic administrative adds, moves and changes.

B. Manufacturer Information

- Vendor shall provide a general overview of the proposed manufacturer’s organization inclusive of the following:

Years manufacturer has been in business	
Estimated yearly revenues	
Approximate share of the local market (percentage)	

- The proposal must state the system, model and software of the equipment
- The proposal must state any proposed software enhancement capabilities

- Vendor shall provide a description of the proposed product history including the following:

Product release date	
Anticipated production life-cycle (years)	
Anticipated parts availability life-cycle (years)	
Planned dates for introduction of new station equipment	

- Vendor shall provide a minimum of four (4) vendor customer references that are currently using the system being proposed. The City of Watauga intends to check all references. Customer references provided shall include appropriate contact information for each customer.

C. General System Requirements

The proposed system shall be a state-of-the-art system and must be able to network to other same-type systems using standard protocols to share coordinated dialing plans and centralized integrated systems such as Voice messaging, Fax, Call Accounting, etc. The system must:

- Support standard voice codec protocols
- Support the City's existing bank of DID numbers
- Support centralized system administration
- Support industry standards

D. Minimum System Requirements

The City of Watauga seeks a system that meets the following minimum requirements and has these minimum features for all handsets, voicemail only and fax numbers:

Compatibility Matrix

Indicate compliance and provide any necessary explanation.

Basic Features	Supported (Y/N)	Explanation
Proposed system supports the use of existing DID and analog numbers for fax or other services currently in use by the City		
Proposed system supports four-digit dialing between all endpoints		
Proposed system supports call-forwarding, both inside and outside of the system		
Proposed system includes call routing		
Proposed system supports call transfer and redial		
Proposed system includes caller ID		
Proposed system supports Enhanced 911 (E-911)		
Proposed system allows for edit of 911 ANI/ALI information for proper location designation during 911 calls		
Proposed system supports dialing 911		

directly without access code (i.e. not necessary to dial 9911 to reach 911)		
Proposed system supports in-state/out-of-state long-distance service, cost for services shall be included in pricing		
Proposed system provides presence status and head-up display		
Proposed system provides an extension directory with one touch dialing		
Proposed system provides call delegation		
Proposed system provides call screening		
Proposed system provides call flip to allow moving on-going calls between the desk phone, mobile phone or softphone		
Proposed system provides call park		
Proposed system provides intercom		
Proposed system supports and provides paging, including integration with existing overhead paging system		
Proposed system includes shared lines, allowing one phone number across multiple phones		
Proposed system provides multiple answering modes which allows call answering based on various rule sets, i.e. day mode, night mode, in court mode		
Advanced Features	Supported (Y/N)	Explanation
Proposed system provides unlimited internet faxing as assigned		
Proposed system provides unlimited voicemail-to-email as assigned		
Proposed system provides unlimited visual voicemail		
Proposed system provides unlimited greetings		
Proposed system provides multiple auto-attendant support with multi-level IVR		
Proposed system provides music on-hold		
Proposed system provides dial by name directory		
Proposed system supports and includes number porting		
Proposed system provides multi-site management for branch office locations		
Proposed system provides call monitoring		
Proposed system includes comprehensive call accounting		

Proposed system supports analog faxing with adapter		
Proposed system supports 3-way calling		
Automatic Call Distribution (ACD)	Supported (Y/N)	Explanation
Proposed system includes Automatic Call Distribution Groups for call queuing		
Proposed system includes separate ACD messages		
Proposed system includes ACD monitoring		
Proposed system includes ACD reporting		
Call Recording	Supported (Y/N)	Explanation
Proposed system includes automatic call recording		
Proposed system includes manual call recording		
Proposed system includes archiving of records (if yes, please indicate for how long recordings can be kept)		
Other Features	Supported (Y/N)	Explanation
Proposed system includes audit trail to track all system changes, including those made by users		
Proposed system allows users to login to shared phones and access their own extensions, voicemail and greetings		
Proposed system provides flexible caller ID for both incoming and outgoing caller ID		
Proposed system provides batch configuration options		
Proposed system supports international calling		
Proposed system supports restricting international calling with access code		
Proposed system supports ring-down		
SMS/MMS Features	Supported (Y/N)	Explanation
Proposed system provides SMS and MMS support		
Proposed system provides SMS and MMS archiving (if yes, please indicate for how long recordings can be kept)		
Proposed system includes a method for administrators to off-load archived SMS messages		
Proposed system provides message alerts		
Integration Features	Supported (Y/N)	Explanation
Proposed system provides Active Directory integration with single sign-on		

Proposed system provides security roles and permissions that can be assigned to groups or individuals		
Call Accounting	Supported (Y/N)	Explanation
Proposed system provides call accounting and reporting		
Proposed system provides analytics with canned reports		
Applications	Supported (Y/N)	Explanation
Proposed system provides a companion app for Windows		
Proposed system provides a companion app for iOS		
Proposed system provides a companion app for Android		
Proposed system provides a companion web-site for users		
Proposed system provides an electronic directory of extensions for users to use with name display		
Proposed system provides 3-way Conferencing		
Proposed system provides the ability to blacklist based on caller ID		

E. Connectivity

The City seeks a turn-key solution that includes a dedicated connection designed to support the proposed hosted system. Although the City has a fiber internet connection, the service is not dedicated but rather is a shared connection type. The City currently has a 500Mbx500Mb fiber connection with Frontier Communications as its primary internet solution.

As part of this proposal, the City seeks a dedicated service/circuit for the purpose of supporting the proposed hosted system. This shall include the monthly service charge for the circuit and the bandwidth and type of circuit being proposed. The circuit shall be installed as part of the project in the City Hall MDF at 7105 Whitley Road. The circuit shall include a firewall/router which can be easily managed by the vendor and customer. The circuit is for the phone system only. It is not intended to replace the existing City internet connection and is not intended to be used for services other than the hosted phone system.

If a vendor is unable to provide a turn-key solution or offer the solution as part of their services, a third-party may be used, however, the monthly fee associated with the circuit shall be itemized and included on the pricing sheet. This shall include any installation charges.

Feature	Included (Y/N)	Explanation/Type
Circuit Solution		
Company providing circuit		
Bandwidth of Solution		
Firewall/Router		

The City Animal Services Center is a unique situation. Connectivity to the center is currently provided by a Cisco Site-to-Site VPN. Connectivity at the Animal Services Center utilizes a Spectrum Business copper cable solution with 200MbX7Mb connectivity. Additionally, telco services at the Center include POTS lines. The City seeks recommendations regarding the 4 handsets and connectivity required at this location as part of this proposal.

F. Hardware

The City seeks to standardize handset hardware across all facilities. The City desires IP handsets to include the following features. Please include in the response a detailed data sheet regarding the proposed handset(s):

Feature	Included (Y/N)	Explanation
Handsets are self-labeling. Handsets have a digital screen to label all feature key buttons		
Handsets have at least 8 feature keys		
Handsets support multi-line displays		
Handsets have a backlit display		
Handsets have a pass-thru gigabit network adapter		
Handsets are headset compatible		
Handsets have a full-duplex speakerphone		
Handsets have a message waiting lamp or notification		
Handsets are desktop compatible and wall mountable		
Handsets have selectable ringtones		
Handsets provide caller ID		
Handsets have microphone mute button		
Handset has a redial button		
Handsets have hold button		

Handsets have controllable volume for both ringing and in call volume levels		
Handset supports PoE for power		

The City also seeks a limited number of Conference Phones. The City desires that conference phones have the following features:

Feature	Included (Y/N)	Explanation
IP Based		
Single Line		
3-way Conference Compatible		
Supports PoE for power		
Full Duplex Speakerphone with a 7 – 10 foot range		
360 degree microphone coverage		
Echo Cancellation		
Back-lit Display		
Built-in clock or call timer		
Mute button		
Redial button		
Call Forwarding compatible		
Call Hold compatible		
Caller ID		
Ring and in call volume control		
Pass-thru gigabit network adapter		

G. Quantities

The following quantities are required:

1. City Hall – 7105 Whitley Road (Network Core)

Device/Service	Quantity
Standard Handset w/Voicemail and App support	27
Analog Fax Adapter	3
Internet Fax (DIDs to be used)	28
Voicemail only (DIDs to be used)	0
ACD Groups	3
Auto-Attendants	3
Conference Phones	2

2. Police Department – 7101 Whitley Road (Connected to Network Core with 10Gb Fiber)

Device/Service	Quantity
Standard Handset w/Voicemail and App support	31
Analog Fax Adapter	3
Internet Fax (DIDs to be used)	32
Voicemail only (DIDs to be used)	18
ACD Groups	1
Auto-Attendants	1
Conference Phones	1

3. Fire Station – 5909 Hightower Drive (Connected to Network Core with 10Gb Fiber)

Device/Service	Quantity
Standard Handset w/Voicemail and App support	9
Analog Fax Adapter	1
Internet Fax (DIDs to be used)	9
Voicemail only (DIDs to be used)	0
ACD Groups	0
Auto-Attendants	1
Conference Phones	0

4. Library – 7109 Whitley Road (Connected to Network Core with 10Gb Fiber)

Device/Service	Quantity
Standard Handset w/Voicemail and App support	17
Analog Fax Adapter	1
Internet Fax (DIDs to be used)	17
Voicemail only (DIDs to be used)	0
ACD Groups	0
Auto-Attendants	1
Conference Phones	0

5. Water Tower / Fleet Shop (Connected to Network Core with 10Gb Fiber)

Device/Service	Quantity
Standard Handset w/Voicemail and App support	19
Analog Fax Adapter	3
Internet Fax (DIDs to be used)	19
Voicemail only (DIDs to be used)	0
ACD Groups	1
Auto-Attendants	0
Conference Phones	1

6. Hector F. Garcia Recreation Center (Connected to Network Core with 10Gb Fiber)

Device/Service	Quantity
Standard Handset w/Voicemail and App support	9
Analog Fax Adapter	1
Internet Fax (DIDs to be used)	9
Voicemail only (DIDs to be used)	0
ACD Groups	1
Auto-Attendants	1
Conference Phones	0

7. Animal Services Center (Connected to Network Core via Cisco Site-to-Site VPN with 200Mb X 7Mb)

Device/Service	Quantity
Standard Handset w/Voicemail and App support	4
Analog Fax Adapter	1
Internet Fax (DIDs to be used)	4
Voicemail only (DIDs to be used)	0
ACD Groups	0
Auto-Attendants	0
Conference Phones	0

H. Installation and Post Installation Services

The City requires white-glove installation services to be included in the proposal response. The vendor shall provide the following as part of this service:

- Written installation plan to include project timelines with a detailed cutover plan
- A qualified project manager to coordinate the project and cut-over
- Networking support where required
- Database design, in coordination with the City I.T. department and other city staff representatives as appropriate. Database design will include a default configuration for all handsets along with customizations for specific devices or services
- Configuration of all handsets, voicemail boxes, fax lines, auto-attendants, etc. prior to cut-over
- Coordination of new circuit installation and old circuit removals
- On-site technicians in sufficient quantity to deploy new handsets and remove old ones at each location
- Training for Phone users, Voicemail users and fax users, ACD agents, ACD supervisors and system administrators within one week of cutover
- On-site technical support and/or trainer on the first business day after cut-over to resolve outstanding issues and provide any additional training needed

- Training materials, such as instruction manuals, quick reference charts and cards, overlays and reference materials shall be supplied in quantities to match the number of endpoint services requested as part of this proposal request.

I. Support

The City seeks to partner with a vendor that offers 24/7 U.S. Based technical support. Support information shall be provided to include telephone support and web or email-based ticketing. Proposal shall include any additional rates that would be incurred for support or maintenance of the system.

J. Disaster Recovery and Redundancy

The City seeks a solution with disaster recovery/redundancy. Proposals shall include any features included with the proposed system that provide disaster recovery/redundancy features, including the number of and location of data centers, backup circuits or devices such as cellular modems and any other features relevant to ensuring compliance with a Service Level Agreement that includes:

- Technical support response times
- Guaranteed system availability

Appendix A: Governmental Contract and Purchasing Rider for Contracts with the City of Watauga, Texas

By submitting a response to a solicitation or bid, or by entering into a contract for goods or services and/or by accepting a purchase order, the contractor, consultant or vendor, identified below, agrees that the below terms and conditions shall govern all agreements with the City unless otherwise agreed to by a **specifically executed provision** within the contract or purchase order, provided same is permissible by law. Absent a specifically executed provision, the below terms are BINDING and SUPERSEDE any and all other terms and/or conditions whether oral or written.

Application. This GOVERNMENTAL CONTRACT AND PURCHASING RIDER FOR CONTRACTS WITH THE CITY OF WATAUGA, TEXAS ("Governmental Rider") applies to, is part of, and takes precedence over any conflicting provision in or attachment to the Response to Solicitation or Bid, Contract or Purchase Order, as applicable, ("Contract") (attached hereto) of (Vendor Name), ("Vendor"). The Contract involved in this Governmental Rider is described as follows:

Phone System

Payment Provisions. The City's payments under the Contract, including the time of payment and the payment of interest on overdue amounts, are subject to Chapter 2251, Texas Government Code. The City reserves the right to modify any amount due to Vendor presented by invoice to the City if necessary to conform the amount to the terms of the contract.

Multiyear Contracts. If the City's City Council does not appropriate funds to make any payment for a fiscal year after the City's fiscal year in which the contract becomes effective and there are no proceeds available for payment from the sale of bonds or other debt instruments, then the Contract automatically terminates at the beginning of the first day of the successive fiscal year. (Section 5, Article XI, Texas Constitution). It is understood and agreed the City shall have the right to terminate the Contract at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to continue the contract, as determined by the City's budget for the fiscal year in question. The City may execute such termination by giving Vendor a written notice of termination at the end of its then current fiscal year.

Local Preference. The City Council supports the local preference option for purchasing. In accordance with Chapter 271.9051 of the State of Texas Local Government Code, the City Council may choose to award a competitive bid to a bidder whose principal place of business is in the City limits, provided that this bid is within 5% of the lowest bid price received, provided such action is not prohibited by law. The City determines that any such local bidder offers the City the best combination of contract price and additional economic development opportunities.

No Ex-Parte Communications during Competitive Bidding Period. To insure the proper and fair evaluation of a response, the City prohibits ex parte communication initiated by the proposed Vendor to a City official or employee evaluating or considering the responses prior to the time a formal decision

has been made. Questions and other communication from vendors will be permissible until 5:00 pm on the day specified as the deadline for questions. Any communication between the proposed Vendor and the City after the deadline for questions will be initiated by the appropriate City official or employee in order to obtain information or clarification needed to develop a proper and accurate evaluation of the response. Ex parte communication may be grounds for disqualifying the offending Vendor from consideration or award of the solicitation then in evaluation, or any future solicitation.

Abandonment or Default.A Vendor who abandons or defaults the work on the contract and causes the City to purchase goods, materials or services elsewhere may be charged for any increased cost of goods, materials and/or services related thereto; may be considered disqualified in any re-advertisement of the service; and may not be considered in future bids for the same type of work for a period of three years for the same scope of work, goods or services.

Disclosure of Litigation.Each prospective Vendor shall include in its proposal a complete disclosure of any civil or criminal litigation or investigation pending which involves the Vendor or which has occurred in the past in which the Vendor has been judged guilty or liable by a competent court regardless of whether the Court Order or Judgment is final or on appeal.

Cancellation.the City reserves the right to cancel the contract without penalty by providing 30 days prior written notice to the Vendor. Termination under this paragraph shall not relieve the Vendor of any obligation or liability that has occurred prior to cancellation. **NOTE: This contract is subject to cancellation, without penalty, at any time the City deems the vendor to be non-compliant with contractual obligations.**

Annual Vendor Performance Review.The City reserves the right to review the Vendor's performance at the end of each twelve-month contract period and to cancel all or part of the Contract (without penalty) or continue the contract through the next period.

Compliance with other laws and certification of eligibility to contract.Any offer to contract with the City shall be considered an executed certification that the Vendor will comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, (as amended during the contracting period) and any orders and decrees of any court, administrative bodies or tribunals in any matter affecting the performance of the Contract, including without limitation, immigration laws, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations.

Compliance with all Codes, Permitting and Licensing Requirements.The successful Vendor shall comply with all national, state and local laws and regulations as well as those of any other authorities that have jurisdiction pertaining to equipment and materials used and their application. None of the terms or provisions of the specification shall be construed as waiving any rules, regulations or requirements of these authorities. The successful Vendor shall be responsible for obtaining all necessary permits, certificates and/or licenses to fulfill contractual obligations.

Liability and Indemnity of City.Any provision of the Contract is void and unenforceable if it: (1) limits or releases either party from liability that would exist by law in the absence of the provision; (2) creates liability for either party that would not exist by law in the absence of the provision; or (3) waives or limits either party's rights, defenses, remedies, or immunities that would exist by law in the absence of the provision. (Section 5, Article XI, Texas Constitution)

Indemnity and Independent Vendor Status of Vendor. Vendor shall indemnify, save harmless and defend the City, its officers, agents, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, attorney's fees and any and all other costs or fees (whether grounded in Constitutional law, Tort, Contract, or Property Law, or raised pursuant to local, state or federal statutory provision), arising out of the performance of the Contract and/or arising out of a willful or negligent act or omission of the Vendor its officers, agents, and employees. It is understood and agreed that the Vendor and any employee or sub- contractor of Vendor shall not be considered an employee of the City. The Vendor shall not be within protection or coverage of the City's workers' compensation insurance, health insurance, liability insurance or any other insurance that the City from time to time may have in force and effect. City specifically reserves the right to reject any and all Vendor's employees, representatives or sub-contractors and/or their employees for any cause, should the presence of any such person on City property or their interaction with City employees be found not in the best interest of the City or is found to interfere with the effective and efficient operation of the City's workplace.

Liens.Vendor agrees to and shall indemnify and save harmless the City against any and all liens and encumbrances for all labor, goods and services which may be provided under the Contract. At the City's request the Vendor shall provide and shall cause all subcontractors to provide a proper release of all liens, or satisfactory evidence of freedom from liens shall be delivered to the City.

Confidentiality.Any provision in the Contract that attempts to prevent the City's disclosure of information that is subject to public disclosure under federal or Texas law is invalid. (Chapter 552, Texas Government Code).

Tax Exemption.The City is not liable to Vendor for any federal, state, or local taxes for which the City is not liable by law, including state and local sales and use taxes (Section 151.309 and Title 3, Texas Tax Code) and federal excise tax (Subtitle D of the Internal Revenue Code). Accordingly, those taxes may not be added to any item. Texas limited sales tax exemption certificates will be furnished upon request. Vendors shall not charge for said taxes. If billed, the City will remit payment less sales tax.

Contractual Limitations Period.Any provision of the Contract that establishes a limitations period that does not run against the City by law or that is shorter than two years is void. (Sections 16.061 and 16.070, Texas Civil Practice and Remedies Code)

Sovereign Immunity.Any provision of the Contract that seeks to waive the City's immunity from suit and/or immunity from liability is void unless agreed to by specific acknowledgement of the provision within the contract.

Governing Law and Venue. Texas law governs this Contract and any lawsuit on this Contract must be filed in a court that has jurisdiction in Tarrant County, Texas.

Right to trial by Jury. Any provision of the Contract that seeks to waive an aggrieved Party's right to trial by jury is void unless agreed to by specific acknowledgement of the provision within the contract.

Certificate of Interested Parties (TEC Form 1295). For contracts that require City Council approval or that is for services that would require a person to register as a lobbyist under Chapter 305 of the Government Code, the City may not accept or enter into a contract until it has received from the Vendor a completed and signed Texas Ethics Commission (TEC) Form 1295 complete with a certificate number assigned by the (TEC), pursuant to Texas Government Code § 2252.908 and the rules promulgated thereunder by the TEC. The Vendor understands that failure to provide said form complete with a certificate number assigned by the TEC may prohibit the City from entering the Contract.

Pursuant to the rules prescribed by the TEC, the TEC Form 1295 must be completed online through the TEC's website, assigned a certificate number, printed, signed and provided to the City. The TEC Form 1295 may accompany the bid or may be submitted separately but must be provided to the City prior to the award of the contract. Neither the City nor its consultants have the ability to verify the information included in a TEC Form 1295, and neither have an obligation nor undertake responsibility for advising any potential Vendor with respect to the proper completion of the TEC Form 1295.

Anti-Boycott Israel Verification. *In accordance with Chapter 2270, Texas Government Code, the City may not enter into a contract with a company, excluding a sole proprietorship, with 10 or more full-time employees for goods or services valued at \$100,000 or more unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.*

*The signatory executing the Contract on behalf of Vendor verifies that Vendor and its parent company, wholly-owned subsidiaries, majority-owned subsidiaries and other affiliates, if any, do not boycott Israel and, to the extent the Contract is a contract for goods or services, will not boycott Israel during the term of the Contract. The foregoing verification is made solely to comply with Section 2270.002, Texas Government Code, and to the extent such Section does not contravene applicable Federal law. As used in the foregoing verification, "boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes. The signatory understands "affiliate" to mean an entity that controls, is controlled by, or is under common control with the signatory and exists to make a profit. This section does not apply to a Vendor which is a sole proprietorship and/or which has less than 10 full-time employees. This section does not apply to a contract valued at less than \$100,000, **Iran, Sudan, and Foreign Terrorist Organizations**. The signatory executing the Contract on behalf of Vendor represents that neither Vendor nor any of its parent company, wholly-owned subsidiaries, majority-owned subsidiaries, and other affiliates is a company identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under Section*

2252.153 or Section 2270.0201, Texas Government Code, and posted on any of the following pages of such officer's internet website:

<https://comptroller.texas.gov/purchasing/docs/sudan-list.pdf>,

<https://comptroller.texas.gov/purchasing/docs/iran-list.pdf>, or

<https://comptroller.texas.gov/purchasing/docs/fto-list.pdf>.

The foregoing representation is made solely to comply with Section 2252.152, Texas Government Code, and to the extent such Section does not contravene applicable Federal law and excludes the entity and each of its parent company, wholly-owned subsidiaries, majority-owned subsidiaries, and other affiliates, if any, that the United States government has affirmatively declared to be excluded from its federal sanctions regime relating to Sudan or Iran or any federal sanctions regime relating to a foreign terrorist organization. The signatory understands "affiliate" to mean any entity that controls, is controlled by, or is under common control with the signatory and exists to make a profit.

CITY OF WATAUGA, TEXAS

Vendor

By: _____

By: _____

Andrea Gardner, City Manager

Name: _____

Title: _____

Date: _____

Date: _____

Appendix B: Forms



City of Watauga, Texas House Bill 89 Verification

I, _____ (name), the undersigned
representative of:

Company or Business name: _____

(Hereafter referred to as company) being an adult over the age of eighteen (18) years of age, do hereby depose and verify that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, Texas Government Code:

1. *“Boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
2. *“Company” means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

DATE

SIGNATURE OF COMPANY REPRESENTATIVE



**CITY OF WATAUGA, TEXAS
SENATE BILL 252 CERTIFICATION**

I, _____ (name), the undersigned
representative of:

Company or Business name:

Do hereby depose and certify that the company named above is not identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as Foreign Terrorist Organization by the U.S. Secretary of State. In addition it is further certified that company shall not do business with any of these organizations while providing products or services to the City of Watauga.

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

Appendix C –Pricing Sheets

Cost Summary Respondents shall submit itemized costs sheets covering all of the components in the RFP proposal response. This shall include all material component costs which are part of the turnkey solution, all labor costs, all project management, all training, warranties and shipping costs. The vendor shall also submit a Cost Summary sheet which provides an overall cost summary of the proposed project. The City is primarily interested in a Hosted solution. The City seeks cost proposals for leased contract periods of 36 months and 60 months with an automatic renewal option regardless of whether the proposal is hosted or on-premises. The City requires that at the end of the lease a refresh of hardware option also be included in the pricing proposal. If services or features are all inclusive, there is no need to break out the cost, i.e. if installation is included as part of the hosted station, then only the pricing for the hosted station is required.

Pricing for 36 Month Option Lease / Hosted PBX

36 Month Lease PBX

Qty	Item	Description	Term	Price Monthly	Total Monthly
	Hosted PBX Stations	Hosted PBX Stations – Per Seat/Handset	36	\$	\$
	Fax Lines	Dedicated Hosted Fax Lines	36	\$	\$
	Conference Phones	Hosted Conference Phones	36	\$	\$
	Paging	Paging Interface	36	\$	\$
	Voicemail Only	Hosted Voicemail Only DIDs	36	\$	\$
	Fax to Email / Email to Fax	Hosted Fax to Email / Email to Fax Only DIDs	36	\$	\$
	Auto Attendants	Auto Attendants	36	\$	\$
	ACD Groups	ACD Groups	36	\$	\$
	Installation	Installation	36	\$	\$
	Training	Training	36	\$	\$
	Maintenance	Maintenance	36	\$	\$
				Total Monthly	

36 Month Lease Circuit

Qty	Item	Description	Term	Price Monthly	Total Monthly
	Circuit	Proposed Circuit	36	\$	\$
				Total Monthly	

36 Month End of Lease Refresh Costs

Qty	Item	Description	Term	Price Monthly	Total Monthly
	End of Lease Refresh Costs	Any End of Lease costs to refresh the system	36	\$	\$
				Total Monthly	

Other 36 Month Lease Costs (Explain)

Qty	Item	Description	Term	Price Monthly	Total Monthly
			36	\$	\$
			36	\$	\$
			36	\$	\$
			36	\$	\$
			36	\$	\$
			36	\$	\$
			36	\$	\$
			36	\$	\$
			36	\$	\$
			36	\$	\$
			36	\$	\$
				Total Monthly	

Total Monthly Price for 36 Month Option Lease / Hosted PBX including all fees, circuit costs, maintenance, installation, training and any additional fees

Total Monthly Charge	\$
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Pricing for 60 Month Option Lease / Hosted PBX

60 Month Lease PBX

Qty	Item	Description	Term	Price Monthly	Total Monthly
	Hosted PBX Stations	Hosted PBX Stations – Per Seat/Handset	60	\$	\$
	Fax Lines	Dedicated Hosted Fax Lines	60	\$	\$
	Conference Phones	Hosted Conference Phones	60	\$	\$
	Paging	Paging Interface	60	\$	\$
	Voicemail Only	Hosted Voicemail Only DIDs	60	\$	\$
	Fax to Email / Email to Fax	Hosted Fax to Email / Email to Fax Only DIDs	60	\$	\$
	Auto Attendants	Auto Attendants	60	\$	\$
	ACD Groups	ACD Groups	60	\$	\$
	Installation	Installation	60	\$	\$
	Training	Training	60	\$	\$
	Maintenance	Maintenance	60	\$	\$
				Total Monthly	

60 Month Lease Circuit

Qty	Item	Description	Term	Price Monthly	Total Monthly
	Circuit	Proposed Circuit	60	\$	\$
				Total Monthly	

60 Month End of Lease Refresh Costs

Qty	Item	Description	Term	Price Monthly	Total Monthly
	End of Lease Refresh Costs	Any End of Lease costs to refresh the system	60	\$	\$
				Total Monthly	

Other 60 Month Lease Costs (Explain)

Qty	Item	Description	Term	Price Monthly	Total Monthly
			60	\$	\$
			60	\$	\$
			60	\$	\$
			60	\$	\$
			60	\$	\$
			60	\$	\$
			60	\$	\$
			60	\$	\$
			60	\$	\$
			60	\$	\$
			60	\$	\$
				Total Monthly	

Total Monthly Price for 60 Month Option Lease / Hosted PBX including all fees, circuit costs, maintenance, installation, training and any additional fees

Total Monthly Charge	\$
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**CITY OF WATAUGA
REQUEST FOR PROPOSALS
PHONE SYSTEM
20-008**

ADDENDUM # 1

JULY 6, 2020

This addendum is hereby made part of said documents and shall be acknowledged in the space provided by all persons submitting Proposals for # 20-008 Phone System. The following are questions and answers that have been received.

NOTE: The due date for receipt of proposals has been extended until Wednesday, July 15, 2020 at 10:00AM.

Please see the attached non-mandatory pre-proposal meeting attendee log.

Q: I understand the City is requesting two hard copies and a USB drive as response deliverables for this RFP. In light of COVID-19 and work from home directives, as well as our attempt to be more environmentally conscious, would the City agree to allow an online or electronic submittal and waive the hard copy requirements?

A: The City is willing to waive the requirement for two hard copies, but not the submission of an electronic version on USB through normal channels (i.e. mail). The City **will not** offer a mechanism to submit the responses online or through email.

Q: Can you tell us a little bit about your current setup?

A: The City currently has an NEC 8100 system. IP Based. Remote PBX at each of our locations connected via fiber except for the Animal Services Center which is connected by a Cisco point to point VPN over a cable internet connection. All phones are IP based and PoE. We have sufficient switch capacity to accommodate the requested quantities moving forward. Voicemail is a UM 8000 which sends forwards voicemails to our exchange server users. We also have a Right Fax server with a lot of receivers, but very few people who are using it to send. We also have hard fax machines. Current Telco circuit is a PRI. We also have POTS lines at each location for 911 ANI/ALI.

Q: Will the City manage the 911 ANI/ALI data for each station?

A: Yes. The City is happy to handle the input of this data.

Q: Do you want the system to provide 911 service or do you have a separate system?

A: We are looking for the system to provide 911 ANI/ALI. We do not need 911 services for a dispatch center as 911 services are handled by a partner city.

Q: Who is responsible for ANI/ALI setup. Does the system need to be able to support that natively?

A: We do not have 911 services. The system needs to support delivery of the ANI/ALI information when 911 is called from a station. The City can input ANI/ALI information as necessary.

Q: From the 911 perspective, is that just for Police/Dispatch? Can the vendor enter the ANI/ALI information?

A: No, the City does not have a dispatch center on location. The requested 911 abilities are to deliver ANI/ALI information only. The vendor may enter the ANI/ALI information, or the City is willing to maintain the data.

Q: Do you currently have a voice VLAN configured on your network?

A: Yes.

Q: What type of Firewall are you currently using?

A: We have a Barracuda firewall and we currently have HP Procurve switches for Layer 2/3.

Q: In the RFP, you require a secondary circuit. Can the vendor size the circuit, will there be other data transporting the circuit? Do you prefer fiber or cable?

A: The City seeks a dedicated circuit for voice only. Vendor should size the circuit to facilitate only voice and should size the circuit to support all proposed devices. The City is ok with using our internet for fail-over, but not as the primary circuit to support voice. The City has no preference in regard to fiber or copper. The vendor shall determine the best solution to ensure that City voice services are properly supported.

Q: On the fail-over services, are you willing to use you existing internet for this purpose until the original circuit is restored?

A: Yes.

Q: SMS Text Messaging, how are using this today and what are you trying to accomplish? What is your legal hold? Do you use Instant Messaging? Can the SMS solution be a separate app? Would we support Email to SMS or vice versa?

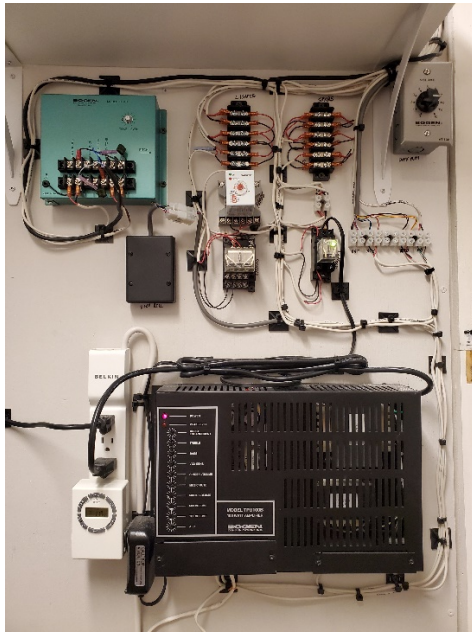
A: The City is under the impression that some solutions would provide an app that would allow you to softphone your office extension onto your mobile device. In some cases, this would allow for SMS messaging to the softphone, versus a user's private cell number. The City seeks a solution which would allow for this, while also providing a mechanism to retain the messages for centralized access if requested as part of an Open Records request. Messages may also be stored and accessible at the user level. The state requires that SMS be preserved. The City is currently keeping SMS on an indefinite schedule per the Records Management Officer. The City does not use instant messaging, although this is a feature of our current UC Desktop suite. The City does not object to using a separate app for SMS, however our goal is to merge a solution which will allow us to stop giving out our personal contact information for the purposes of messaging, but rather using our soft phone or a different phone number.

Q: Can you tell me how many licensed stations you are requiring?

A: In the RFP specifications, everywhere where we listed a handset is a licensed user with voicemail and fax. The quantities are listed in the RFP.

Q: Paging requirements for the Fire Station overhead, is it currently analog, what type of speakers, etc.?

A: Current overhead paging system is using analog from PBX. System is Bogen model TPU100B. Picture attached.



Q: What is the quantity of needed ACD agents and supervisors?

A: The City currently has 6 ACD groups. Each group is as follows:

Court ACD

- 4 agents
- 1 supervisor

Operator ACD

- 4 agents

Police ACD

- 7 agents

Public Works ACD

- 3 agents

Recreation ACD

- 5 agents

Water Billing ACD

- 4 agents
- 1 supervisor

Q: Are you using Microsoft Teams? Is that something that is in the future?

A: No. We do not have plans to use Teams at this time. The City uses Cisco Webex and Cisco Teams in a very limited fashion. The City currently does not have Office 365. We are still using Office 2010.

Q: Do you have any toll free numbers?

A: We do not have toll free or metro numbers.

Q: If we provide multiple options of phones or different types, how do you want that presented?

A: The only requirement the City has regarding phones is that they have sufficient function keys to support the requested services and that the button labeling be LCD or equivalent. The City has no preference for color over monochrome. The City does not wish to have labels that require reprinting of templates which a function key is changed. Looking for something that is reasonable in cost.

Q: Implementation, will there be someone from City staff to perform necessary networking and configuration?

A: Yes. Both members of the staff will be available. We have experience with configuring switches and firewalls in house. There may be a situation that exists which would be beyond our scope, but in general, City staff should be able to handle network configuration changes.

Q: You are looking for primarily a hosted solution with a dedicated circuit?

A: We are looking for a dedicated circuit with sufficient capacity to support all voice functions and voice devices. Our current internet can be used as a fail-over, but we intend for the proposed circuit to support the proposed voice platform. We do not intend to use the proposed voice circuit for any other purpose so it should be sized according to the requirements of the voice solution only.

Q: Any requirement for video conferencing?

A: No requirements for video conferencing. We currently use Cisco Webex in a limited fashion.

Q: Can we see or get pictures of the MDF?

A:



Q: I am unable to attend the onsite meeting today for the Bidder's conference, I respectfully request that conference bridge information be provided.

A: The meeting is in person only. Attendance at the meeting does not impact the evaluation process.

Q: I understand the City is requesting two hard copies and a USB drive as response deliverables for this RFP. In light of COVID-19 and work from home directives, as well as our attempt to be more environmentally conscious, would the City agree to allow an online or electronic submittal and waive the hard copy requirements?

A: The City is willing to waive the requirement for two hard copies, but not the submission of an electronic version on USB through normal channels (i.e. mail). The City **will not** offer a mechanism to submit the responses online or through email.

Q: In reviewing the online form filing requirements for the Texas Ethics Commission Form 1295, it appears as though a specific contract number is required, as well as a City agent's name. Since this is an RFP with no firm contract in place, what information should be provided for this submittal? Or is this Form 1295 only required of the chosen vendor once the contract has been awarded?

A: Use the following as the identification number and description of services: RFP # 20-008 Phone System. Pursuant to the rules prescribed by the TEC, the TEC Form 1295 must be completed online through the TEC's website, assigned a certificate number, printed, signed and provided to the City. The TEC Form 1295 may accompany the bid or may be submitted separately but must be provided to the City prior to the award of the contract.

Q: Can we get a list of existing DIDs to ensure portability?

A: The DID blocks are:

817.514.5700 – 817.514.5899

817.514.3121 – 817.514.3139

817.514.3609 – 817.514.3699

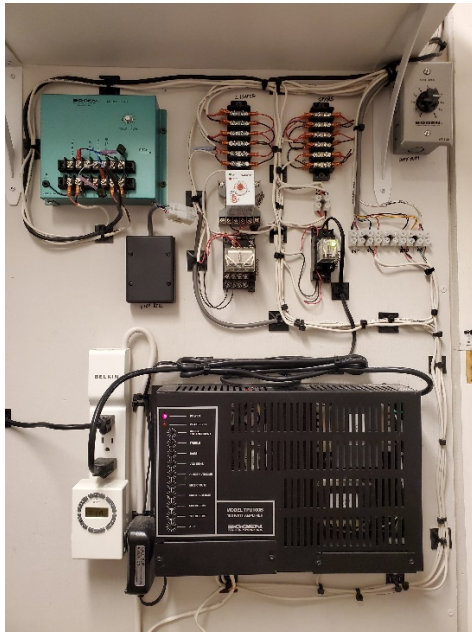
817.514.3710 – 817.514.3789

Q: In the RFP you state: "Ability to use a supported cell phone application to simulate a softphone, provide SMS and other features" In regards to the SMS request are you asking for instant messaging? Please clarify.

A: The City is under the impression that some solutions would provide an app that would allow you to softphone your office extension onto your mobile device. In some cases, this would allow for SMS messaging to the softphone, versus a user's private cell number. The City seeks a solution which would allow for this, while also providing a mechanism to retain the messages for centralized access if requested as part of an Open Records request. Messages may also be stored and accessible at the user level. The state requires that SMS be preserved. The City is currently keeping SMS on an indefinite schedule per the Records Management Officer. The City does not use instant messaging, although this is a feature of our current UC Desktop suite. The City does not object to using a separate app for SMS, however our goal is to merge a solution which will allow us to stop giving out our personal contact information for the purposes of messaging, but rather using our soft phone or a different phone number.

Q: What manufacturer is your existing overhead paging system?

A: Current overhead paging system is using analog from PBX. System is Bogen model TPU100B. Picture attached.



Q: How many users will need automatic or manual call recording?

A: All users with physical handsets require the ability to manually record calls.

Q: In the quantities section, you specify numbers for ACD groups. How many ACD agents are in each group?

A: The City currently has 6 ACD groups. Each group is as follows:

Court ACD

- 4 agents
- 1 supervisor

Operator ACD

- 4 agents

Police ACD

- 7 agents

Public Works ACD

- 3 agents

Recreation ACD

- 5 agents

Water Billing ACD

- 4 agents

1 supervisor

Q: Manual Call Recording - Is the functionality turning this on and off during calls? Our system would allow you to toggle recording prior to a call, but not during.

A: The City requests the ability to start recording prior to or once a call has commenced if possible.

Q: Audit Logs - Is this something you have today? We will have audit logs available shortly on our platform (is this a problem?)

A: No. We do not currently have audit logs for adds, moves or changes.

Q: Batch Configuration - We have this ability on our backend (is this ok?)

A: Yes

Q: AD Integration - This will be available very soon as well. (also is this ok?)

A: The City prefers AD integration, but is willing to consider solutions without it.

Q: Mobile App for Windows - This is not something we have and it is not on our roadmap (would this prohibit us from participating)?

A: This does not prohibit a vendor from participating.

Q: Are there any emergency lines or 24/7 lines as part of this project that you want provided by us?

A: There are no inbound 911 lines involved in this project, however the system is needed to be operational 24/7 for both Police and Fire. 911 ANI/ALI Delivery is required as part of this project.

Q: Just to confirm, you only want one circuit at City Hall? The other sites will run your existing Internet Service at each location?

A: All facilities with the exception of the Animal Services Center are connected via fiber and use the same network (partitioned with VLANs and other security). The City intends a circuit to be delivered to City Hall which will be dedicated to Voice City-wide (except for Animal Services) meaning, the bandwidth shall be sufficient to handle all handsets and call paths proposed. The circuit shall be dedicated to voice only and bandwidth shall only be required to support the voice system. The City only intends to use its current internet connection as a fail-over. The exception is the Animal Services Center. Please see the RFP specifications for details regarding the current services available at this location.

Q: "Approx share of the local market" – When you say 'local market' are they referring to the DFW area?

A: The City seeks references from other customers with like systems as proposed within the State of Texas.

Q: Can you provide a breakdown of the total required telephones, particularly which phones are common area phones versus phones that are directly tied to an Employee? 116 IP handsets with 134 mailboxes BUT how many phones are uniquely linked to an individual that would benefit from integrating with a soft phone & mobile phone?

A: Approximately 19 of the IP handsets are in areas designated as a "shared" handset and therefore are not assigned to a single user. All other handsets are assigned to individuals. A few of the "shared" phones, for example 2 at Recreation and 4 in the Library would benefit from the ability to softphone the extension to a mobile phone in the event of disaster, or if the extension needs to be answered when staff are not present, such as in the case when offices are closed for emergency reasons. These extensions are considered primary call points for these locations. We do not have a count on the number of individuals who have personal mobile phones, so, we are requesting the capability for each handset on an as needed basis. If the softphone app is a separate cost, the City requests that you indicate this in your RFP response.

Q: Do you have an Extension List and a Network Diagram you can share with me?

A: The DID blocks are:

817.514.5700 – 817.514.5899

817.514.3121 – 817.514.3139

817.514.3609 – 817.514.3699

817.514.3710 – 817.514.3789

Dedicated POTS (Fax Lines)

817.429.0268

817.581.3910

817.427.0935

817.281.1568

817.788.8865

For security reasons, the City does not have a detailed network diagram we can publicly share at this time. However, for the sake of this RFP, the City is providing the following information:

The City Network utilizes HP Procurve switches. The core switch is a Layer-3 switch located within the City Hall MDF which connects to each of the other locations via 10Gb fiber. Switches at each IDF location (Fire Station, Police Station, Library, Recreation Center and Water Tower) are Layer-2 switches. All switches have PoE and sufficient ports to support our current VoIP solution and therefore should also be sufficient for the proposed hosted replacement. The network has a dedicated voice VLAN with QOS already built and in operation. The City has a Barracuda Firewall with available ports to add an additional network (circuit). The City has a FIOS 500mb x 500Mb fiber connection for internet that is shared by each location (Fire Station, Police Station, Library, Recreation Center and Water Tower and City Hall)

The Animal Services Center has a Spectrum Cable connection as detailed in the RFP and connects to City Hall via a Cisco ASA VPN.

Q: Who is your existing Internet Service Provider and do you have a Secondary Provider? The City has a 500Mb x 500Mb internet connection through Frontier FIOS. Do you have a Secondary ISP, who is the ISP for the Animal Services Center?

A: The City's 500Mb x 500Mb connection is through Frontier Communications (FIOS). The connection at the Animal Services Center is Spectrum Cable.

Q: Who is the voice services provider at the Animal Services Center?

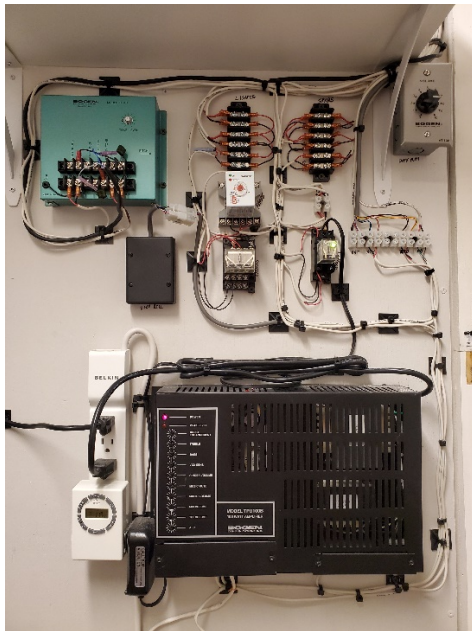
A: AT&T

Q: How many simultaneous faxes can the Right Fax server currently handle?

A: 4

Q: Do any of these facilities have a series of overhead speakers utilized for overhead paging?

A: Yes. The Fire Station. Current overhead paging system is using analog from PBX. System is Bogen model TPU100B. Picture attached.



Q: Please give the exact make/model of every existing network switch within both locations, they must be VLAN capable and PoE- All switches are HP Procurve switches with PoE. We still need the part number and or the exact make and model number, and how many of each model and at which locations, etc.

A: The City prefers not to provide this information at this time. The City is not looking to replace our current network infrastructure as part of this RFP. However, for the sake of this RFP, the City is providing the following information:

The City Network utilizes HP Procurve switches. The core switch is a Layer-3 switch located within the City Hall MDF which connects to each of the other locations via 10Gb fiber. Switches at each IDF location (Fire Station, Police Station, Library, Recreation Center and Water Tower) are Layer-2 switches. All switches have PoE and sufficient ports to support our current VoIP solution and therefore should also be sufficient for the proposed hosted replacement. The network has a dedicated voice VLAN with QOS already built and in operation. The City has a Barracuda Firewall with available ports to add an additional network (circuit). The City has a FIOS 500mb x 500Mb fiber connection for internet that is shared by each location (Fire Station, Police Station, Library, Recreation Center and Water Tower and City Hall)

The Animal Services Center has a Spectrum Cable connection as detailed in the RFP and connects to City Hall via a Cisco ASA VPN.

Q: Is the PBX on premise?

A: The existing PBX is on premise. The City is primarily interested in a hosted solution, however an on premise solution may also be considered.

Q: Please clarify what is needed with respect to CJIS compliance requirements?

A: Any criminal justice data, or access there to must meet certain requirements. Although the City does not anticipate that CJIS data will be stored by the system, the City requests that all vendors be aware of the requirements. The current governing document is available at:

<https://www.dps.texas.gov/SecurityReview/documents/cjisSecurityPolicy.pdf>

Q: Is archiving needed?

A: Archiving of SMS messages, as specified in the RFP is requested.

Q: In light of the ongoing COVID-19 challenges, will the City consider electronic delivery of the RFP responses?

A: The City is willing to waive the requirement for two hard copies, but not the submission of an electronic version on USB through normal channels (i.e. mail). The City **will not** offer a mechanism to submit the responses online or through email.

Q: Please describe the City's current disaster recovery requirements as stated in the Project Summary section.

A: The City seeks a solution that will offer Disaster Recovery fail-over to our current internet connection in the event the dedicated voice circuit is lost. Further, the City requires that for hosted systems, the City's system be maintained in at least two (2) separate vendor managed data centers with automatic failover capabilities in the event one location is lost. The City prefers these centers to be regional. Where possible, the City seeks 99.9999% availability of the system at all times. The City is hopeful that solutions will also offer failover to an app or cellular in the event the entire network is lost, or users are required to telecommute. In these scenarios, the users would use a softphone app on their cell phone to answer calls on their office extension.

Q: Will the City consider a purchase option in addition to the lease option in the RFP?

A: Yes. It will be considered.

Q: Please explain the reason/s for the 500-users requirement stated in the RFP Project Outcomes section. Do you want to start with 250 User system solution and expand to 500 when you are ready to conserve budget?

A: The 500 user requirement is for scale, to ensure that the system is capable of supporting more users than we currently have. For growth. The City may still consider systems that do not scale to 500 users.

Q: Will the City consider an extension of the deadline to 07/24/20?

A: No. However, the city is extending the submittal deadline to July 15, 2020 at 10:00AM (local time).

Q: Due to our not being aware of your RFP until this week I respectfully request if possible, an extension of your due date of 1-2 weeks. Thank you! CenturyLink has the solution your RFP has outlined and are very interested in bidding. With the amount of time left I am not sure I will be able to complete the RFP on time. Thank you!

A: The city is extending the submittal deadline to July 15, 2020 at 10:00AM (local time).

Q: What's the purpose of SMS and its use case? is this Generic based or used with ACD?

A: The City is under the impression that some solutions would provide an app that would allow you to softphone your office extension onto your mobile device. In some cases, this would allow for SMS messaging to the softphone, versus a user's private cell number. The City seeks a solution which would allow for this, while also providing a mechanism to retain the messages for centralized access if requested as part of an Open Records request. Messages may also be stored and accessible at the user level. The state requires that SMS be preserved. The City is currently keeping SMS on an indefinite schedule per the Records Management Officer. The City does not use instant messaging, although this is a feature of our current UC Desktop suite. The City does not object to using a separate app for SMS, however our goal is to merge a solution which will allow us to stop giving out our personal contact information for the purposes of messaging, but rather using our soft phone or a different phone number.

Q: Do you also want Mass Notification for emergencies?

A: The City already has a separate third-party solution for mass notification.

Q: Is CJIS compliancy mandatory for this BID?

A: Any criminal justice data, or access there to must meet certain requirements. Although the City does not anticipate that CJIS data will be stored by the system, the City requests that all vendors be aware of the requirements. The current governing document is available at:

<https://www.dps.texas.gov/SecurityReview/documents/cjisSecurityPolicy.pdf>

Q: Do you want fax to email for all users as well as additional dedicated Analog fax lines? If yes to dedicated Analog fax line then how many?

A: Yes. The City want fax to email for all users and, per the RFP requirements, seeks a solution for the dedicated fax machines listed in the RFP as analog fax adapters (quantity 13)

Q: Besides the Standard Handset for all users do you also need any Admin/Reception type phone, lobby phones etc.?

A: Vendors can provide pricing for lobby/courtesy phones as an option. The City does not currently utilize a Reception system, therefore this option is not required at this time. The City would like additional pricing, if available, to add line appearances to standard handsets on a case by case situation if deemed necessary.

Q: Do you want Price to include Call Recording and Call Reporting for all users or just want to know if proposed solution provides those options?

A: The City desires to implement these features and therefore will need pricing for Call Recording and Reporting.

Q: How many Ring Down Circuits are currently in use?

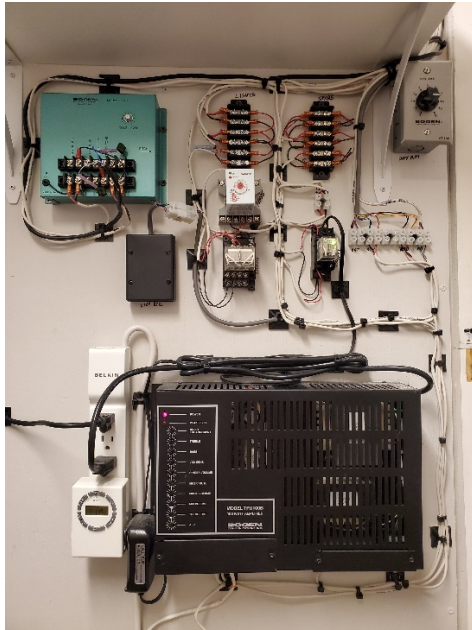
A: 2

Q: Why do you need ATA along with Internet Fax?

A: The City has specific areas which still utilize faxing with dedicated machines. The City will evaluate, based on costs, whether this is still appropriate once proposals are received.

Q: Will you be connecting over-head paging speakers?

A: Yes. The Fire Station. Current overhead paging system is using analog from PBX. System is Bogen model TPU100B. Picture attached.



Q: We were not made aware of the RFP until late 6/25/2020. May we ask for an extension?

A: The city is extending the submittal deadline to Wednesday, July 15, 2020 at 10:00AM (local time).

Q: Do you want to start with 250 User system solution and expand to 500 when you are ready to conserve budget?

A: The 500 user requirement is for scale, to ensure that the system is capable of supporting more users than we currently have. For growth. The City may still consider systems that do not scale to 500 users.

Q: A. Will you provide us with a list of DID's (telephone numbers, both local and toll free) pre-bid so we may check portability?

A: The DID blocks are:

817.514.5700 – 817.514.5899

817.514.3121 – 817.514.3139

817.514.3609 – 817.514.3699

817.514.3710 – 817.514.3789

Dedicated POTS (Fax Lines)

817.429.0268

817.581.3910

817.427.0935

817.281.1568

817.788.8865

Q: Do you have a Mass notification or intercom system (PA Public Address System)? If so, what is the Model and manufacturer of your Mass Notification system?

A: The City already has a separate third-party solution for mass notification. The make and model are not relevant to the RFP.

Q: Do you have any POTS (Plain old Telephone Service) phone lines (i.e.: used for Fax, alarm, etc.)? If so, how many and will you list them in the DID list?

A: Dedicated POTS (Fax Lines)

817.429.0268

817.581.3910

817.427.0935

817.281.1568

817.788.8865

Q: What level of Support, do we need to provide remote control sessions for desktop support of the Phone Browser supported VoIP control, i.e. Voicemail, configuration etc. This is beyond the normal support that will be included for the Hosted and Managed part of the VoIP System.

A: Support is detailed in the RFP. The City seeks installation services and general support of the system there-after to maintain functionality. Respondents should include any information which details specific SLAs available as standard or as optional purchases.

Q: What are the model numbers of your HP switches (We are an HPE Aruba Partner)? What is the model and manufacturer of your firewall?

A: The City is not providing specific information regarding our devices for security purposes, However, the City Network utilizes HP Procurve switches. The core switch is a Layer-3 switch located within the City Hall MDF which connects to each of the other locations via 10Gb fiber. Switches at each IDF location (Fire Station, Police Station, Library, Recreation Center and Water Tower) are Layer-2 switches. All switches have PoE and sufficient ports to support our current VoIP solution and therefore should also be sufficient for the proposed hosted replacement. The network has a dedicated voice VLAN with QOS already built and in operation. The City has a Barracuda Firewall with available ports to add an additional network (circuit). The City has a FIOS 500mb x 500Mb fiber connection for internet that is shared by each location (Fire Station, Police Station, Library, Recreation Center and Water Tower and City Hall)

The Animal Services Center has a Spectrum Cable connection as detailed in the RFP and connects to City Hall via a Cisco ASA VPN.

Q: What are you using for your conferencing or telepresence solutions (Zoom, Blue Jeans, Poly, etc.)?

A: Cisco WebEx

Q: How many licenses will be needed for reporting for the ACD replacement? Options are 10, 20, 50, 100 and unlimited.

A: The City currently has 6 ACD groups. Each group is as follows:

Court ACD

- 4 agents
- 1 supervisor

Operator ACD

- 4 agents

Police ACD

- 7 agents

Public Works ACD

- 3 agents

Recreation ACD

- 5 agents

Water Billing ACD

- 4 agents
- 1 supervisor

Q: The new system we provide is fully managed and will be completely supported by our support team (s). We will provide training for your IT Administrator. In addition would you need a Managed Service option beyond the standard service and support provided with the Hosted VoIP solution we would provide?

We can provide Level 1, 2 & 3 with remote support and onsite if needed in a tailored package, or acting as an enhancement/augmentation of your existing personnel. They would be the onsite and we would Level 2 and 3 where we would provide remote desktop support for the Voice system, and we can provide patch and security management, along with the ability to securely remote in to interact with the user.

A: Respondents should include any information which details specific SLAs available as standard or as optional purchases. The City has technical staff which will serve as Level 1 support and perform most add/moves/changes.

Q: Is there a plan for Change orders if any are necessary? Do we need to include a plan for change orders in the bid proposal or will we make this part of the post bid discovery?

A: This will be part of the contract negotiation/post bid discovery process.

Q: Who is your current local/long-distance carrier (AT&T, Verizon, Centurylink, etc)?

A: AT&T

Q: Does the City accept digital signatures (DocuSign, for example) from company officers on requested forms or is a "wet ink" signature required.

A: Yes.

Q: Please confirm the City requires one original proposal and one copy of the proposal in paper form (two paper proposals) and then one digital copy of the proposal on a thumb drive. Or should there be one original paper copy and the second copy is on the thumb drive?

A: The City is willing to waive the requirement for two hard copies, but not the submission of an electronic version on USB through normal channels (i.e. mail). The City **will not offer a mechanism to submit the responses online or through email.**

Q: What sort of disaster recovery is needed regarding Project cope section C bullet 7? Is this local fail-over with analog lines, or simply routing calls to cell phones when connectivity or power is lost? - I notice on page 21 Disaster recovery is outlined in further detail. Wanting to confirm if these are redundant or in fact separate items.

A: The City seeks a solution that will offer Disaster Recovery fail-over to our current internet connection in the event the dedicated voice circuit is lost. Further, the City requires that for hosted systems, the City's system be maintained in at least two (2) separate vendor managed data centers with automatic failover capabilities in the event one location is lost. The City prefers these centers to be regional. Where possible, the City seeks 99.9999% availability of the system at all times. The City is hopeful that solutions will also offer failover to an app or cellular in the event the entire network is lost, or users are required to telecommute. In these scenarios, the users would use a softphone app on their cell phone to answer calls on their office extension.

Q: In System Requirements Section C, what is meant by Supports industry standards?

A: System is compliant with industry standards.

PRE-BID MEETING
Phone System
20-008
WEDNESDAY, JUNE 24, 2020
2:00PM

NAME	COMPANY	TELEPHONE	Email Address
Deby Woodard	City of Watauga	817-514-5833	dwoodard@cowtx.org
Brad Fraley	City of Watauga	817-514-5824	bfraley@cowtx.org
St. Jordan	Mercery	214-637-4900	edordan@mercery.com.com
Tony Dorica	Voxai Solutions	972-891-3333	tdorica@voxai.com
Alise Gaudet			
Margaret Wallace	Hardy Services	214-415-0525	Margaret@HardyServices.com
Michael Morgan	Hardy Services	214-909-2545	Morgan@HardyServices.com
Kerri Lytle	Hardy Services	844-444-2439	info@HardyServices.com
Doreen Morgan	Toda Vendor	432-528-3074	doreen@todavend.com
Todd Rabun	Toda Vendor	214-535-8800	Todd@todavend.com
TJ Porter	KMB	214-680-5058	tporter@kmb.konica-minolta.us
Mark Waggoner	KMB	214-763-9966	mwaggoner@kmb.konica-minolta.us
AARON NICKLES	AUSTEN CONSULTANTS	817-989-6400	arnickles@austen-it.com
MATT USSERY	AUSTENTEL	817-989-6400	mussey@austen-it.com



ADDENDUM # 1

**REQUEST FOR PROPOSAL
PHONE SYSTEM
20-008**

ACKNOWLEDGED RECEIPT OF ADDENDUM # 1 DATED JULY 6, 2020

COMPANY: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

FAX: _____

REPRESENTATIVE: _____

SIGNATURE: _____



AGENDA MEMORANDUM

DATE: August 18, 2020

TO: Honorable City Council Members

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

THROUGH: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action approving a resolution by the City Council of the City of Watauga authorizing the continuation of the park vista public improvement district established January 1999 as provided by Chapter 372 of the Local Government Code; describing the method of assessment; providing that all resolutions in conflict herewith are hereby repealed to the extend that they are in conflict, providing a savings clause; providing an effective date.

BACKGROUND/INFORMATION:

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

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

The attached resolution has been reviewed and approved by legal.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Approval and adoption of Resolution 2020-047 that continues the Park Vista Public Improvement District through FY2020-2021.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. PID A AND B EXHIBITS
2. Resolution Park Vista PID 2020-2021 Resolution legal

REVIEWED BY:

Sandra Gibson, CGFO, CGFM, Director of Finance

Approved - 8/28/2020



AGENDA MEMORANDUM

Karrie Marling, Legal

George Hyde, Legal

Andrea Gardner, City Manager

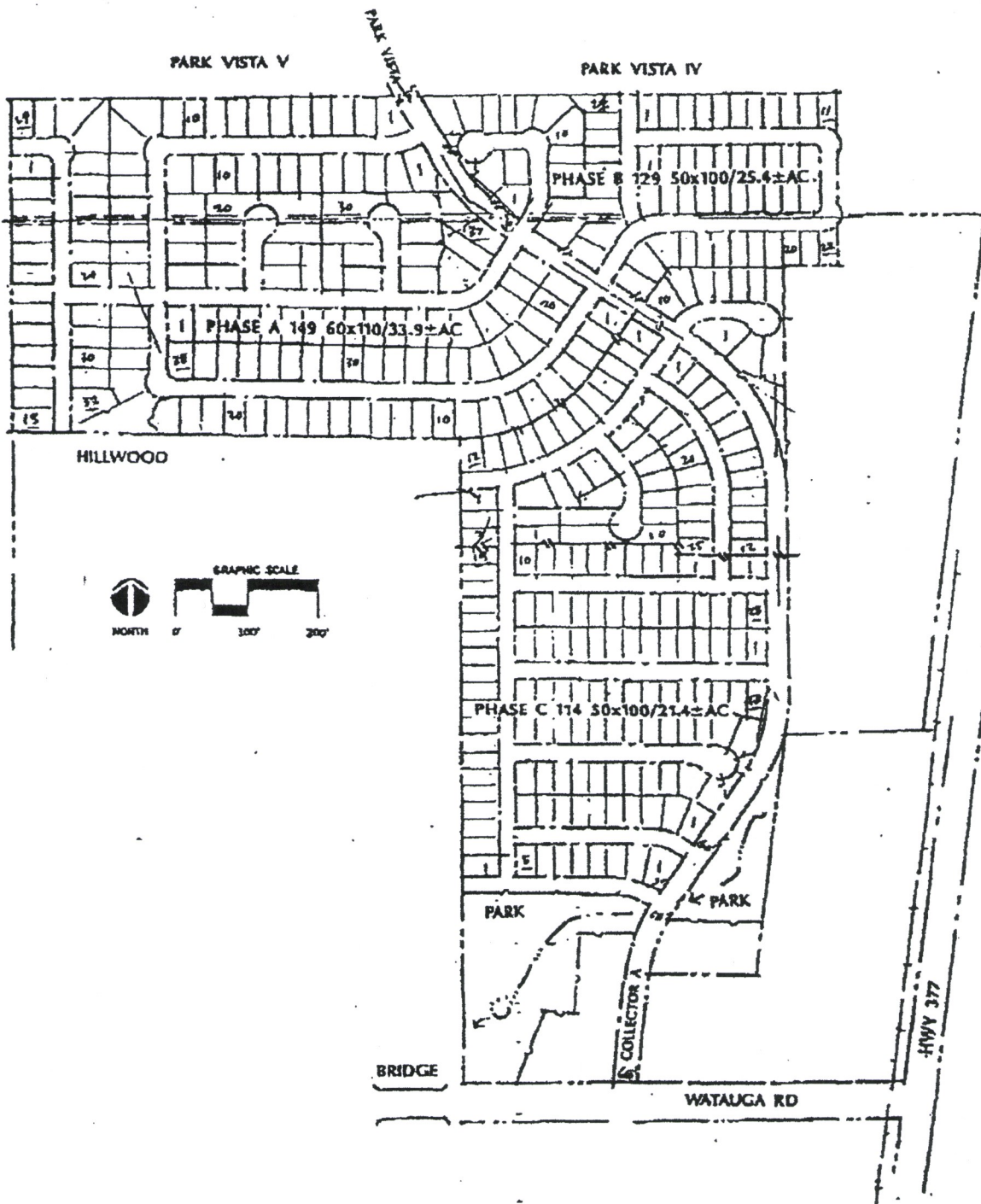
Approved as to form for inclusion on Agenda

Approved - 8/31/2020

Approved - 9/9/2020

Final Approval - 9/9/2020

Exhibit "A"



WATAUGA 80.7 ACRES ALTERNATE PLAN A-1D

392± LOTS IN 80.7± ACRES

71050 4-27-98 R

Exhibit "B"

LEGAL DESCRIPTION

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

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

THENCE S 89°38'32"E, 2345.71 feet;

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

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

THENCE S 00°21'28"W, 112.06 feet;

THENCE N 89°38'32"W, 136.05 feet;

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

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

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

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

THENCE S 07°33'43"W, 578.71 feet;

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

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

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

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

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

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

THENCE N 88°01'22"W, 157.00 feet;

THENCE S 06°50'00"W, 255.00 feet;

THENCE N 88°01'22"W, 81.00 feet;

THENCE S 23°38'16"W, 231.54 feet;

THENCE S 89°33'46"W, 140.00 feet;

THENCE N 00°41'33"E, 1940.84 feet

THENCE N 88°07'20"W, 1264.63 feet;

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

CITY OF WATAUGA, TEXAS
RESOLUTION NO. 2020-047

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

WHEREAS, the City Council adopted Resolution 2019-016 on September 9th, 2019, adopted a service plan and budget for Fiscal Year 2019-2020.

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

I.

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

II.

- (a) It is not advisable for the Park Vista Public Improvement District to continue to provide services during the fiscal year 2020-2021.
- (b) The City will furnish or pay for standard improvements and/or services in Park Vista Public Improvement District at the same level as they would be provided to the taxpayers generally.

TOTAL COST FOR FISCAL YEAR 2020-2021

(1) Cost of Maintenance & Operating Expense	\$0.00
TOTAL	\$0.00

The cost of constructing additional improvements and/or providing additional supplemental services in subsequent years will be determined in the annual service plan to be adopted and amended from time to time by the City Council.

- (c) The boundaries of the Park Vista Public Improvement District are set forth in Exhibits “A” and “B” attached hereto and incorporated by references for all purposes as is set forth at length herein.
- (d) The method of assessment is:
 - (1) A service plan is approved and adopted by the City Council for a period of one year. The plan will be reviewed and updated annually by the City Council to determine the annual budget for improvements and/or services within Park Vista Public Improvement District.
 - (2) The cost of an improvement and/or special services will be assessed against real property within Park Vista Public Improvement District according to value of the property with improvements as determined by the Tarrant Appraisal District.
- (e) The apportionment of costs between the Park Vista Public Improvement District and the City as a whole shall be:
 - (1) All of the cost of an improvement and/or service shall be paid by special assessments against real property in Park Vista Public Improvement District.
 - (2) The City Council of the City of Watauga will be authorized to establish by Ordinance reasonable classifications and formulas for the apportionment of costs between the City and the property to be assessed.
 - (3) The City as a whole will continue to provide standard improvements and services to Park Vista Public Improvement District at the same level as they are provided to other areas in the City and the taxpayers generally.

- (f) The probable maximum benefits to be conferred on each tract in Park Vista Public Improvement District because of the improvements and/or services shall be greater than the amount of the assessment against such tract and the owners thereof.
- (g) The City Council Resolution of December 14, 1998 and Interlocal Agreement with the City of Fort Worth dated July 13, 1998 authorizing establishment of Park Vista Improvement District provides that the Park Vista Public Improvement District will exist for five (5) years and for an indefinite term thereafter unless the Park Vista Improvement District is terminated as provided by law.
- (h) The City Secretary is hereby directed to give notice of authorization for the Park Vista Public Improvement District to provide services during Fiscal Year 2020-2021 by publishing a copy of this Resolution once in a newspaper of general circulation in the City of Watauga.

III.

The five year service plan including Fiscal Year 2019-2020, which shall continue for the following four years, is hereby adopted by the City Council.

IV.

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

V.

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

VI.

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

VII.

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

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this 14th day of September 2020.

APPROVED:

Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner, City Secretary

APPROVED AS TO FORM AND LEGALITY:

George E. Hyde, City Attorney



AGENDA MEMORANDUM

DATE: August 18, 2020

TO: Honorable City Council Members

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

THROUGH: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action adopting an ordinance by the City Council of the city of Watauga, Texas levying assessment for use and support of the park vista public improvement district of the City of Watauga, Texas for the 2020-2021 fiscal year, providing that all ordinance in conflict herewith are hereby repealed to the extent that they are in conflict; providing a savings clause; providing an effective date.

BACKGROUND/INFORMATION:

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

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

The attached ordinance has been reviewed and approved by legal.

FINANCIAL IMPLICATIONS:

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

RECOMMENDATION/ACTION DESIRED:

Approval of Ordinance 2020-034 authorizing an assessment of \$0.00 per \$100.00 valuation on property within the Park Vista Public Improvement District (PID).

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Ordinance Park Vista PID 2020-2021 legal

REVIEWED BY:



AGENDA MEMORANDUM

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

Approved - 8/28/2020
Approved - 8/31/2020
Approved - 9/9/2020
Final Approval - 9/9/2020

CITY OF WATAUGA, TEXAS
ORDINANCE NO. 2020-034

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS LEVYING ASSESSMENTS FOR USE AND SUPPORT OF THE PARK VISTA PUBLIC IMPROVEMENT DISTRICT OF THE CITY OF WATAUGA, TEXAS FOR THE 2020-2021 FISCAL YEAR; PROVIDING THAT ALL ORDINANCES IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

WHEREAS, the City Council finds the City Council adopted Ordinance No. 2019-013 on September 9, 2019 levying assessments for use and support of the Park Vista Public Improvement District for the 2019-2020 fiscal year, and

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

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

I.

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

II.

In accordance with Local Government Code 372.017, there is hereby levied and there shall be collected for the use and support of the Park Vista Public Improvement District in the City of Watauga, Texas, for the 2020-2021 fiscal year, upon all real property within the Park Vista Public Improvement District subject to taxation, an assessment of \$0.00 on each \$100.00 valuation of property, said assessments being so levied and apportioned to the specific purposes set forth in the resolution by the City Council of the City of Watauga, authorizing the establishment of the Park Vista Public Improvement District as provided by Chapter 372 of the Local Government Code.

III.

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

IV.

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

V.

The City assessor and collector of the City of Watauga, Texas is hereby directed and authorized to assess for the 2020-2021 fiscal year, the rates and amounts herein levied, and when such assessments are collected, and to distribute the collections to the Park Vista Public Improvement District in accordance with this Ordinance.

VI.

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

VII.

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

VIII.

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

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas, this 14th day of September 2020.

APPROVED:

Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner, City Secretary

APPROVED AS TO FORM AND LEGALITY:

RUSSELL RODRIGUEZ HYDE BULLOCK, LLP
By: George E. Hyde, City Attorney



AGENDA MEMORANDUM

DATE: August 18, 2020

TO: Honorable City Council Members

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

THROUGH: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action adopting an ordinance by the City Council of the City of Watauga, Texas adopting and approving a budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021 in accordance with the Home Rule Charter of the City of Watauga; providing for the appropriation of funds in the budget; providing that all ordinance in conflict herewith are hereby repealed to the extent they they are in conflict; providing a savings clause; providing an effective date.

BACKGROUND/INFORMATION:

As required by Chapter 102 of the Local Government Code, as well as the City Charter, the City Manager's Proposed Budget was submitted to the City Council on August 1, 2020, and represents the proposed financial plan for Fiscal Year 2020-2021.

All of the required Public Hearings, notices, and publications relating to the proposed Budget for Fiscal Year 2020-2021 have been completed, and the required budget appropriations ordinance has been drafted and approved by legal counsel for your consideration.

The FY 2020-2021 Proposed Budget is provided for public view on the City's website, and additionally at City Hall.

FINANCIAL IMPLICATIONS:

Appropriations by fund are listed in the attached Ordinance.

RECOMMENDATION/ACTION DESIRED:

Approval and adoption of Ordinance 2020-033 that will approve and adopt the 2020-2021 Fiscal Year Budget for the City of Watauga.



AGENDA MEMORANDUM

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Ordinance Budget Appropriations Ordinance 20-21 legal (1)

REVIEWED BY:

Sandra Gibson, CGFO, CGFM, Director of Finance

Karrie Marling, Legal

George Hyde, Legal

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 8/28/2020

Approved - 8/31/2020

Approved - 9/9/2020

Final Approval - 9/9/2020

CITY OF WATAUGA, TEXAS
ORDINANCE NO. 2020-033

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS ADOPTING AND APPROVING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021 IN ACCORDANCE WITH THE HOME RULE CHARTER OF THE CITY OF WATAUGA; PROVIDING FOR THE APPROPRIATION OF FUNDS IN THE BUDGET; PROVIDING THAT ALL ORDINANCES IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE, PROVIDING AN EFFECTIVE DATE

WHEREAS, an annual budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021 was duly presented to the City Council by the City Manager in accordance with the City Charter; and

WHEREAS, a public hearing notice was published and said public hearing was held, the subject of which was the proposed budget submitted by the City Manager; and

WHEREAS, after full and final consideration, it is the consensus of the City Council that the budget, as hereinafter set forth, should be approved and adopted.

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

I.

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

II.

The attached budget for the City of Watauga, Texas for the fiscal year beginning October 1, 2020 and ending September 30, 2021 is hereby approved and adopted, and appropriations are made as follows:

- | | | |
|----|---|--------------|
| 1. | General Fund Operating Appropriations – Fund 01 | \$13,385,570 |
| 2. | General Obligation Debt Service Fund – Fund 03 | \$2,957,206 |
| 3. | Storm Drain Utility Enterprise Fund – Fund 15 | \$3,138,692 |
| 4. | Economic Development Corporation Fund – Fund 04 | \$501,244 |

5.	Capital Projects (Plus Prior Appropriations) – Fund 07	\$7,021,500
6.	Crime Control and Prevention District – Fund 18	\$1,553,650
7.	Economic Development Corporation Capital Projects – Fund 05 (Plus Prior Appropriations)	\$40,000
8.	Water Impact Fee – Fund 47	\$0
9.	Sewer Impact Fee – Fund 48	\$0
10.	Water/Sewer Joint Use Facilities – Fund 46	\$30,000
11.	Water/Sewer Capital Projects (Plus Prior Appropriations) – Fund 45	\$5,285,410
12.	Water and Sewer Operating Fund – Fund 40	\$8,957,927
13.	Internal Service Fund – Fund 22	\$621,574
14.	Water and Sewer Debt Service Fund – Fund 44	\$1,595,475
15.	Water and Sewer Revenue Bond Debt Service Fund – Fund 42	\$0
16.	Water and Sewer Debt Reserve Fund – Fund 43	\$0
17.	Library Donation Fund – Fund 23	\$10,700
18.	Bunker Hill Drainage Fund – Fund 16	\$0
19.	Municipal Court Security Fee – Fund 25	\$0
20.	Municipal Court Technology Fund – Fund 26	\$10,800
21.	Municipal Court Truancy Prevention Fund – Fund 27	\$32,415
22.	Park Vista Public Improvement District – Fund 30	\$0
23.	Traffic Safety Fund – Fund 28	\$349,850
24.	CARES Grant Fund – Fund 10	\$356,307
25.	Street Maintenance Fund – Fund 14	\$908,000

26.	Strategic Initiative Fund – Fund 13	\$30,000
27.	PEG Fund – Fund 24	\$10,000
29.	SAFER Grant Fund – Fund 12	\$368,550
30..	Fleet ILA Fund – Fund 21	\$ 71,900

III.

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

IV.

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

V.

This Ordinance shall become effective and shall be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas, and upon application of law and in accordance with Sections 3.11 and 3.13 of the Charter of the City of Watauga, Texas.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this 14th day of September 2020.

APPROVED:

Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner, City Secretary

APPROVED AS TO FORM AND LEGALITY:

George E. Hyde, Interim City Attorney



AGENDA MEMORANDUM

DATE: August 18, 2020

TO: Honorable City Council Members

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

THROUGH: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action adopting an ordinance by the City Council of the city of Watauga, Texas levying ad valorem taxes for use and support of the municipal government of the City of Watauga, Texas for the 2020-2021 Fiscal Year; providing for apportioning each levy for specific purposes; providing for the statement required by section 26.05(b) of the Property Tax Code; providing for the date when taxes shall become delinquent if not paid; providing that all ordinances in conflict herewith are hereby repealed to the extent that they are in conflict; providing a savings clause; providing an effective date and levying ad valorem taxes for Fiscal Year October 1, 2020 through September 30, 2021 in the amount of \$0.580404 per \$100 of assessed value, comprised of \$0.400696 on each \$100.00 valuation of property for maintenance and support of the general government and in the amount of \$0.179708 on each \$100.00 valuation of property for the Interest and Sinking Fund.

BACKGROUND/INFORMATION:

Section 10 of the Watauga Home Rule Charter authorizes the levying of ad valorem taxes for the City of Watauga. The required Public Hearings on the tax rate was held on September 14, 2020 and all of the required notices and publications have been completed.

Section 26.05 of the Texas Property Tax Code states that the vote on the ordinance setting the tax rate that exceeds the effective rate must be a record vote, and at least 60 percent of the members of the governing body must vote in favor of the ordinance.

The attached ordinance has been prepared including the required language from Texas Tax Code Sec. 26.05 and has been reviewed and approved by Legal.

The required motion format is included in this agenda item (see attached).



AGENDA MEMORANDUM

FINANCIAL IMPLICATIONS:

The tax rate is proposed at \$0.580404 per 100 of valuation. Failure to adopt and approve the proposed Ordinance will delay the budget process for the City of Watauga for FY2020-2021.

RECOMMENDATION/ACTION DESIRED:

Approval of Ordinance adopting and approving the levying of Ad Valorem Taxes for Fiscal Year 2020-2021.

MOTION FORMAT: See attached

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Tax Rate Ordinance Reading
2. Ordinance Tax Levy 2020 legal review

REVIEWED BY:

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

Approved - 8/28/2020
Approved - 8/31/2020
Approved - 9/9/2020
Final Approval - 9/9/2020

Tax Rate Ordinance Reading:

All 4 motions must be passed to adopt the Tax Rate ordinance:

1. I move that the property tax rate be increased by the adoption of a tax rate of \$0.580404 per \$100 valuation, which is effectively a 1.61% increase in the tax rate.
2. I move to approve a debt service tax rate of \$0.179708 per \$100 valuation for the 2020-2021 tax year.
3. I move to approve a maintenance and operations tax rate of \$0.400696 per \$100 of valuation for the 2020-2021 tax year.
4. I move to approve the Tax Rate Ordinance as presented. A record vote will be required.
Chairman will you please call for the record vote:

CITY OF WATAUGA, TEXAS
ORDINANCE NO. 2020-036

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS LEVYING AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF WATAUGA, TEXAS FOR THE 2020-2021 FISCAL YEAR; PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; PROVIDING FOR THE STATEMENT REQUIRED BY SECTION 26.05(b) OF THE PROPERTY TAX CODE; PROVIDING FOR THE DATE WHEN TAXES SHALL BECOME DELINQUENT IF NOT PAID; PROVIDING THAT ALL ORDINANCES IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE, PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council finds the City of Watauga, Texas has previously complied with all notice, publications and public hearing requirements of the Home Rule Charter of the City of Watauga, Texas and the laws of the State of Texas including notice and publication of the 2020 Tax Year Proposed Property Tax Rate; and

WHEREAS, the City Council finds pursuant to Section 26.05(b) of the Property Tax Code, the City of Watauga, Texas is required to place specific statements in the Ordinance adopting the tax rate.

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

I.

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

II.

There is hereby levied and there shall be collected for the use and support of the municipal government of the City of Watauga, Texas, and to provide an Interest and Sinking Fund for the 2020-2021 fiscal year, upon all property, real, personal and mixed, within the corporate limits of said City subject to taxation, a tax of \$0.580404 on each \$100.00 valuation of property, said tax being so levied and apportioned to the specific purposes herein set forth:

1. For the maintenance and support of the general government (General Fund), \$0.400696 on each \$100.00 valuation of property; and
2. For the Interest and Sinking Fund, \$0.179708 on each \$100.00 valuation of property.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 1.61 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY -\$5.19.

III.

Taxes levied under the Ordinance shall be due October 1, 2020, and if not paid on or before January 31, 2021 shall immediately become delinquent.

IV.

All taxes shall become a lien upon the property against which assessed, and the City assessor and collector of the City of Watauga, Texas, shall by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest, and the interest and penalty collected from such delinquent taxes shall be apportioned to the General Fund of the City of Watauga, Texas. All delinquent taxes shall bear interest from the date of delinquency at the rate as prescribed by State Law.

V.

The City assessor and collector of the City of Watauga, Texas is hereby directed to assess for the 2020-2021 fiscal year the rates and amounts herein levied and when such taxes are collected, to distribute the collections in accordance with this Ordinance.

VI.

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

VII.

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

VIII.

This Ordinance shall become effective and shall be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas, and upon application of law and in accordance with Sections 3.11 and 3.13 of the Charter of the City of Watauga, Texas.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this 14th day of September 2020.

APPROVED:

Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner, City Secretary

APPROVED AS TO FORM AND LEGALITY:

RUSSELL RODRIGUEZ HYDE BULLOCK, LLP
By: George E. Hyde, City Attorney



AGENDA MEMORANDUM

DATE: August 18, 2020

TO: Honorable City Council Members

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

THROUGH: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action adopting an ordinance of the City Council of the City of Watauga adopting and approving a property tax increase reflected in the budget for the City of Watauga for fiscal year beginning October 1, 2020 and ending September 30, 2021, in accordance with Teas Local Government Code Section 102.007; providing that all ordinances in conflict herewith are hereby repealed to the extent that they are in conflict; providing a savings clause; providing an effective date.

BACKGROUND/INFORMATION:

Local Government Code Section 102.007 requires that if a City's property tax levy raises more revenue from property taxes than in the preceding year, the governing body must hold a separate vote to ratify the property tax increase reflected in the budget.

This budget will raise more revenue from property taxes than last year's budget by an amount of \$113,231, or 1.41% and of that amount, \$4,364 is tax revenue to be raised from new property added to the tax roll this year.

All of the required Public Hearings, notices, and publications relating to the Proposed Budget for Fiscal Year 2020-2021 have been completed.

The proposed Ordinance has been reviewed and approved by Legal.

FINANCIAL IMPLICATIONS:

Failure to adopt and approve the proposed Ordinance will delay the budget process for the City of Watauga for Fiscal Year 2020-2021.

RECOMMENDATION/ACTION DESIRED:

Approval of Ordinance 2020-035 adopting and approving a property tax increase reflected in the Budget of the City of Watauga for the Fiscal Year beginning October 1,



AGENDA MEMORANDUM

2020 and ending September 30, 2021.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Property Tax Increase in Budget
2. Ordinance Tax Revenue Increase 2020-21 legal

REVIEWED BY:

Sandra Gibson, CGFO, CGFM, Director of Finance

Karrie Marling, Legal

George Hyde, Legal

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 8/28/2020

Approved - 8/31/2020

Approved - 9/9/2020

Final Approval - 9/9/2020

Agenda Item - Ratification of the property tax increase reflected in the City's fiscal year 2020-2021 operating budget.

I move to ratify the property tax increase reflected in the City's fiscal year 2020-2021 operating budget, as presented.

CITY OF WATAUGA, TEXAS
ORDINANCE NO. 2020-

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF WATAUGA ADOPTING AND APPROVING A PROPERTY TAX INCREASE REFLECTED IN THE BUDGET FOR THE CITY OF WATAUGA FOR FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021, IN ACCORDANCE WITH TEXAS LOCAL GOVERNMENT CODE SECTION 102.007; PROVIDING THAT ALL ORDINANCES IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE, PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council finds the proposed budget for this fiscal year for the City of Watauga will require raising more revenue from property taxes than in the previous year; and

WHEREAS, the City Council finds the 80th Legislature of Texas has amended Local Government Code Section 102.007, effective September 1, 2007, to require a separate vote by the governing body of a municipality to ratify a property tax increase reflected in a proposed municipal budget in order to adopt the proposed budget.

NOW, THEREFORE, BE IT ORDAINED by the City Council for the City of Watauga, Texas.

I.

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

II.

The budget for the City of Watauga for the fiscal year beginning October 1, 2020 and ending September 30, 2021 will raise more total property taxes than last fiscal year's budget by \$113,231 or 1.41%, and of that amount, \$4,364 is tax revenue to be raised from new property added to the tax roll this year. The property tax increase that is reflected in the budget for the City of Watauga for the fiscal year beginning October 1, 2020 and ending September 30, 2021 is hereby approved and adopted.

III.

This Ordinance shall be and is hereby cumulative of all other Ordinances of the City of Watauga, Texas, and this Ordinance shall not operate to repeal or affect any such other Ordinances except insofar as the provisions thereof might be inconsistent or in

conflict with the provisions of this Ordinance, in which event, such conflicting provisions, if any, in such other Ordinance or Ordinances are hereby repealed.

IV.

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

V.

This Ordinance shall become effective and shall be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas, and upon application of law and in accordance with Sections 3.11 and 3.13 of the Charter of the City of Watauga, Texas.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this the 14th day of September 2020.

Approved:

ARTUR L. MINER, MAYOR

Attest:

ANDREA GARDNER, CITY SECRETARY

APPROVED AS TO FORM AND LEGALITY:

RUSSELL RODRIGUEZ HYDE BULLOCK, LLP
By: George E. Hyde, City Attorney



AGENDA MEMORANDUM

DATE: August 28, 2020

TO: Honorable City Council Members

FROM: Paul Hackleman, P.E., CFM, Director of Public Works
Sandra Gibson, CGFO, CGFM, Director of Finance
Deby Woodard, Assistant Director of Finance
Clint Harmon

THROUGH: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action to approve the purchase and installation of UV lights in the existing central HVAC units for all City buildings from A & G Services in response to COVID-19 to reduce the possible spread of the virus within city facilities and authorize the City Manager to execute all documents necessary to complete the project

BACKGROUND/INFORMATION:

The City received Coronavirus Relief Funding from Tarrant County for expenses relating to COVID-19 response efforts. The Proposed Budget was submitted and approved by Tarrant County. The budget included various capital items that will assist with the COVID-19 public health emergency.

A quote was received from A&G Services for the installation of UV lights in the existing central HVAC units of all City buildings. Once installed, the equipment will assist in killing viruses and other germs in the conditioned air.

The quote obtained from A&G Services is based on the Tarrant County Contract 2019-226. The City of Watauga is a member of the Tarrant County cooperative which allows us to utilize contracts offered through the purchasing cooperatives per Local Government Code Section 271.102 and Texas Government Code Chapter 791.

FINANCIAL IMPLICATIONS:

Funds are budgeted utilizing the Tarrant County Coronavirus Relief Funding

RECOMMENDATION/ACTION DESIRED:

Respectfully request approval of the purchase and installation of UV lights in the



AGENDA MEMORANDUM

existing central HVAC units for all City buildings by A & G Services as presented

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. A&G SERVICES AGREEMENT
2. 1295 FORM A&G SERVICES
3. A&G SERVICES PURCHASING RIDER

REVIEWED BY:

Sandra Gibson, CGFO, CGFM, Director of Finance
Paul Hackleman, P.E., CFM, Director of Public Works
Karrie Marling, Legal
George Hyde, Legal
Andrea Gardner, City Manager
Approved as to form for inclusion on Agenda

Approved - 9/1/2020
Approved - 9/3/2020
Approved - 9/4/2020
Approved - 9/9/2020
Final Approval - 9/9/2020



A&G Services

Since 1984

HVAC ♦ Plumbing ♦ Controls ♦ Piping ♦ Construction

www.agservicestx.com

CITY OF WATAUGA

City of Watauga UV Lights

Proposed Project Agreement

Date:

7/31/2020

Proposal Number:

Q20-2732

Prepared for:

CITY OF WATAUGA
7105 WHITLEY RD
WATAUGA, TX 76148

Prepared by:

Chris Reiter
8175515000
Chris.Reiter@agservicestx.com

PROJECT PROPOSAL

Company

A&G Services
3124 Wichita Ct.
Fort Worth, TX 76140
Ph: 8175515000 Fax: 817-551-5050

Proposal Date: 7/31/2020
Proposal Number: Q20-2732

Bill To Identity

CITY OF WATAUGA
7105 WHITLEY RD
WATAUGA, TX 76148
Clint Harmon

Agreement Location

CITY OF WATAUGA
7105 WHITLEY RD
WATAUGA, TX 76148
Clint Harmon

WE ARE PLEASED TO SUBMIT OUR PROPOSAL TO PERFORM THE FOLLOWING:

OUR PRICE FOR THIS PROPOSAL IS\$61,642.00(TAX Exempt)

OUR PROPOSAL INCLUDES THE FOLLOWING:

A&G to Install UV lights on 11 buildings for the City of Watauga
A&G to verify amperage and electrical before installation of UV lights
A&G to install safety switches to door panel so that when the unit is worked on the UV is turned off.
A&G to mount UV in duct or in blower section of airhandlers.
The bulbs come with a 4 year full run time warranty for parts only.
UV light have a 12 week lead time on the Bulbs because of high demand.
A&G will Invoice at T&M per Tarrant County Contract 2019-226
All Time and budget numbers will be given to supervisor during a weekly meeting.
During the weekly meeting A&G will discuss the current timeline and job forecasting with customer.
This quote excludes any and all electrical power upgrades.

Upon execution as provided below, this agreement, including the following pages attached hereto (collectively, the "Agreement"), shall become a binding and enforceable agreement against both parties hereto. Customer, by execution of this Agreement, acknowledges that it has reviewed and understands the attached terms and conditions and has the authority to enter into this Agreement.

Contractor

Chris Reiter

Signature (Authorized Representative)
Chris Reiter

Name (Print/ Type)
8175515000

Phone
7/31/2020 Q20-2732

Date Proposal #

Customer

Signature (Authorized Representative)

Name (Print/ Type)

Title

Date PO#

Project Agreement Terms and Conditions

The following terms and conditions are incorporated into and a part of the agreement between Contractor and Customer (the "Agreement"):

1. Customer shall permit Contractor free and timely access to areas and equipment and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Contractor's normal working hours.
2. Contractor warrants that the workmanship hereunder shall be free from defects for thirty (30) days from date of installation. If any replacement part or item of equipment proves defective, Contractor will extend to Customer the benefits of any warranty Contractor has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Customer's expense and at the rates in effect. CONTRACTOR MAKES NO OTHER WARRANTIES, EXCEPT AS DESCRIBED HEREIN, AND EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
3. Contractor may invoice Customer on a monthly basis. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately without notice or demand. In addition, if Contractor does not receive payment of a properly submitted invoice within thirty (30) days, Customer shall accrue a late charge on the balance outstanding at the lesser of (a) 1 1/2% per month or (b) the highest rate allowed by law, in each case compounded monthly to the extent allowed by law.
4. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-materials basis at Contractor's rates then in effect) over the sum stated in this Agreement.
5. In the event Contractor must commence legal action in order to recover any amount payable or owed to Contractor under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
6. In the event of a breach by Contractor of the terms of this Agreement, including without limitation Section 2, or in the event Customer incurs any liability in connection with the rendering of services by Contractor, Customer's sole remedy against Contractor shall be for Contractor to re-perform the services in accordance with the warranty or, if such services cannot be re-performed or such re-performance does not cure the breach or the liability, to refund to Customer the amount paid to Contractor under this Agreement, up to Customer's direct damages caused by such breach or liability. Notwithstanding the foregoing, in no event shall the liability of Contractor in connection with any products or services, whether by reason of breach of contract, tort (including without limitation negligence), statute or otherwise exceed the amount of fees paid by Customer to Contractor for those products or services. Further, in no event shall Contractor have any liability for loss of profits, loss of business, indirect, incidental, consequential, special, punitive, indirect or exemplary damages, even if Contractor has been advised of the possibility of such damages. In furtherance and not in limitation of the foregoing, Contractor shall not be liable in respect of any decisions made by Customer as a result of Contractor's services. Any action, regardless of form, against the Contractor relating to this Agreement, or the breach thereof, must be commenced within one (1) year from the date of the work.
7. Contractor shall not be liable for any delay, loss, damage or detention caused by acts or circumstances beyond its control including, without limitation, unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, war, acts of terrorism, action of the elements, forces of nature, or by any cause beyond its control.



8. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agent and employees from and against all claims, liabilities, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder or any act or omission arising out of or related to this Agreement, provided that such claim, damage, loss or expense is caused by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor. Further, and notwithstanding the preceding sentence, Contractor shall be held harmless and shall not be liable to Customer for any claims, liabilities, damages, losses and expenses related to mold or to the creation of mold at Customer's location(s) and shall have no obligation to treat, identify or remove such mold.

9. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA'S Hazard Communication Standard Regulations.

11. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos, mold or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted. As previously provided, Contractor shall be held harmless and shall not be liable for any claims, liabilities, damages, losses and expenses related to such substances, wastes and materials, including the failure to identify or notify Customer of such substances, wastes and materials.

12. This Agreement is between Contractor and Customer alone, and neither intends that there be any third-party beneficiaries to this Agreement. Without limiting the generality of the foregoing, by entering into this Agreement and providing services on Customer's behalf, Contractor is not assuming any duty or obligation to any of Customer's employees, vendors, clients, subcontractors, agents, shareholders, partners or members. Customer agrees to indemnify and hold Contractor harmless from and against any and all liabilities, losses, claims, costs, expenses and damages (including without limitation reasonable attorneys' fees) incurred by Contractor by reason of a claim brought against Contractor by any of Customer's employees, vendors, clients, subcontractors, agents, shareholders, partners or members with respect to the services provided by Contractor on Customer's behalf.

13. Each of the parties hereto is an independent contractor and neither party is, nor shall be considered to be, an agent, distributor or representative of the other. Neither party shall act or present itself, directly or indirectly, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other.

14. These terms and conditions, together with the attached documents, constitutes the entire agreement and understanding among the parties hereto and supersedes any and all prior agreements and understandings, oral or written, relating to the subject matter hereof. It sets forth the terms for the provision of any products or services Contractor may provide Customer, whether in connection with the particular engagement that is identified as the subject of this Agreement or otherwise, unless and until a written instrument is signed by an authorized representative of Contractor agreeing to different terms. This Agreement shall not be assignable by Customer and Contractor without the express prior written consent of either party. This Agreement shall be governed by and construed in accordance with the laws of the State of the Contractor's headquarters are located, without giving effect to that State's conflicts of laws principles.

15. This Proposal is valid for 30 days

16. If paying with credit card a 3% surcharge will be added to total project price.

*Regulated by the Texas Department of Licensing and Regulation PO Box 12157 Austin TX 78711 www.tdlr.texas.gov
(800) 803-92102 (512) 463-6599 TACLA16938C*

*Regulated by the Texas State Board of Plumbing Examiners PO Box 4200 Austin TX 78765 <https://tsbpe.texas.gov>
(800) 845-6584 (512) 936-5200 Tracy M. Auen M-41888*

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

A&G Piping, Inc
Fort Worth, TX United States

Certificate Number:
2020-661998

Date Filed:
08/28/2020

Date Acknowledged:

8-31-2020

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City of Watauga

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

RFB 2019-226 Annual Contractor
Mechanical HVAC and plumbing installation, maintenance, and repairs services

4	Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.



6 UNSWORN DECLARATION

My name is BOBBY GRIMES, and my date of birth is 4-12-1968

My address is 3124 WICHITA CT, FORT WORTH, TX, 76140, USA
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in TARRANT County, State of TEXAS, on the 28 day of August, 2020.
(month) (year)


Signature of authorized agent of contracting business entity
(Declarant)

GOVERNMENTAL CONTRACT AND PURCHASING RIDER
FOR CONTRACTS WITH THE CITY OF WATAUGA, TEXAS

By submitting a response to a solicitation or bid, or by entering into a contract for goods or services and/or by accepting a purchase order, the contractor, consultant or vendor, identified below, agrees that the below terms and conditions shall govern all agreements with the City unless otherwise agreed to by a **specifically executed provision** within the contract or purchase order, provided same is permissible by law. Absent a specifically executed provision, the below terms are BINDING and SUPERSEDE any and all other terms and/or conditions whether oral or written.

Application. This GOVERNMENTAL CONTRACT AND PURCHASING RIDER FOR CONTRACTS WITH THE CITY OF WATAUGA, TEXAS (“Governmental Rider”) applies to, is part of, and takes precedence over any conflicting provision in or attachment to the Response to Solicitation or Bid, Contract or Purchase Order, as applicable, (“Contract”) (attached hereto) of **A&G Services** (“Vendor”). The Contract involved in this Governmental Rider is described as follows:

UV lights installation

Payment Provisions. The City’s payments under the Contract, including the time of payment and the payment of interest on overdue amounts, are subject to Chapter 2251, Texas Government Code. The City reserves the right to modify any amount due to Vendor presented by invoice to the City if necessary to conform the amount to the terms of the contract.

Multiyear Contracts. If the City’s City Council does not appropriate funds to make any payment for a fiscal year after the City’s fiscal year in which the contract becomes effective and there are no proceeds available for payment from the sale of bonds or other debt instruments, then the Contract automatically terminates at the beginning of the first day of the successive fiscal year. (Section 5, Article XI, Texas Constitution). It is understood and agreed the City shall have the right to terminate the Contract at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to continue the contract, as determined by the City’s budget for the fiscal year in question. The City may execute such termination by giving Vendor a written notice of termination at the end of its then current fiscal year.

Local Preference. The City Council supports the local preference option for purchasing. In accordance with Chapter 271.9051 of the State of Texas Local Government Code, the City Council may choose to award a competitive bid to a bidder whose principal place of business is in the City limits, provided that this bid is within 5% of the lowest bid price received, provided such action is not prohibited by law. The City determines that any such local bidder offers the City the best combination of contract price and additional economic development opportunities.

No Ex-Parte Communications during Competitive Bidding Period. To insure the proper and fair evaluation of a response, the City prohibits ex parte communication initiated by the proposed Vendor to a City official or employee evaluating or considering the responses prior to the time a

formal decision has been made. Questions and other communication from vendors will be permissible until 5:00 pm on the day specified as the deadline for questions. Any communication between the proposed Vendor and the City after the deadline for questions will be initiated by the appropriate City official or employee in order to obtain information or clarification needed to develop a proper and accurate evaluation of the response. Ex parte communication may be grounds for disqualifying the offending Vendor from consideration or award of the solicitation then in evaluation, or any future solicitation.

Abandonment or Default. A Vendor who abandons or defaults the work on the contract and causes the City to purchase goods, materials or services elsewhere may be charged for any increased cost of goods, materials and/or services related thereto; may be considered disqualified in any re-advertisement of the service; and may not be considered in future bids for the same type of work for a period of three years for the same scope of work, goods or services.

Disclosure of Litigation. Each prospective Vendor shall include in its proposal a complete disclosure of any civil or criminal litigation or investigation pending which involves the Vendor or which has occurred in the past in which the Vendor has been judged guilty or liable by a competent court regardless of whether the Court Order or Judgment is final or on appeal.

Cancellation. the City reserves the right to cancel the contract without penalty by providing 30 days prior written notice to the Vendor. Termination under this paragraph shall not relieve the Vendor of any obligation or liability that has occurred prior to cancellation. **NOTE: This contract is subject to cancellation, without penalty, at any time the City deems the vendor to be non-compliant with contractual obligations.**

Annual Vendor Performance Review. The City reserves the right to review the Vendor's performance at the end of each twelve-month contract period and to cancel all or part of the Contract (without penalty) or continue the contract through the next period.

Compliance with other laws and certification of eligibility to contract. Any offer to contract with the City shall be considered an executed certification that the Vendor will comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, (as amended during the contracting period) and any orders and decrees of any court, administrative bodies or tribunals in any matter affecting the performance of the Contract, including without limitation, immigration laws, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations.

Compliance with all Codes, Permitting and Licensing Requirements. The successful Vendor shall comply with all national, state and local laws and regulations as well as those of any other authorities that have jurisdiction pertaining to equipment and materials used and their application. None of the terms or provisions of the specification shall be construed as waiving any rules, regulations or requirements of these authorities. The successful Vendor shall be responsible for obtaining all necessary permits, certificates and/or licenses to fulfill contractual obligations.

Liability and Indemnity of City. Any provision of the Contract is void and unenforceable if it: (1) limits or releases either party from liability that would exist by law in the absence of the provision; (2) creates liability for either party that would not exist by law in the absence of the provision; or (3) waives or limits either party's rights, defenses, remedies, or immunities that would exist by law in the absence of the provision. (Section 5, Article XI, Texas Constitution)

Indemnity and Independent Vendor Status of Vendor. Vendor shall indemnify, save harmless and defend the City, its officers, agents, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, attorney's fees and any and all other costs or fees (whether grounded in Constitutional law, Tort, Contract, or Property Law, or raised pursuant to local, state or federal statutory provision), arising out of the performance of the Contract and/or arising out of a willful or negligent act or omission of the Vendor its officers, agents, and employees. It is understood and agreed that the Vendor and any employee or sub-contractor of Vendor shall not be considered an employee of the City. The Vendor shall not be within protection or coverage of the City's workers' compensation insurance, health insurance, liability insurance or any other insurance that the City from time to time may have in force and effect. City specifically reserves the right to reject any and all Vendor's employees, representatives or sub-contractors and/or their employees for any cause, should the presence of any such person on City property or their interaction with City employees be found not in the best interest of the City or is found to interfere with the effective and efficient operation of the City's workplace.

Liens. Vendor agrees to and shall indemnify and save harmless the City against any and all liens and encumbrances for all labor, goods and services which may be provided under the Contract. At the City's request the Vendor shall provide and shall cause all subcontractors to provide a proper release of all liens, or satisfactory evidence of freedom from liens shall be delivered to the City.

Confidentiality. Any provision in the Contract that attempts to prevent the City's disclosure of information that is subject to public disclosure under federal or Texas law is invalid. (Chapter 552, Texas Government Code).

Tax Exemption. The City is not liable to Vendor for any federal, state, or local taxes for which the City is not liable by law, including state and local sales and use taxes (Section 151.309 and Title 3, Texas Tax Code) and federal excise tax (Subtitle D of the Internal Revenue Code). Accordingly, those taxes may not be added to any item. Texas limited sales tax exemption certificates will be furnished upon request. Vendors shall not charge for said taxes. If billed, the City will remit payment less sales tax.

Contractual Limitations Period. Any provision of the Contract that establishes a limitations period that does not run against the City by law or that is shorter than two years is void. (Sections 16.061 and 16.070, Texas Civil Practice and Remedies Code)

Sovereign Immunity. Any provision of the Contract that seeks to waive the City's immunity from suit and/or immunity from liability is void unless agreed to by specific acknowledgement of the provision within the contract.

Governing Law and Venue. Texas law governs this Contract and any lawsuit on this Contract must be filed in a court that has jurisdiction in Tarrant County, Texas.

Right to trial by Jury. Any provision of the Contract that seeks to waive an aggrieved Party's right to trial by jury is void unless agreed to by specific acknowledgement of the provision within the contract.

Certificate of Interested Parties (TEC Form 1295). For contracts that require City Council approval or that is for services that would require a person to register as a lobbyist under Chapter 305 of the Government Code, the City may not accept or enter into a contract until it has received from the Vendor a completed and signed Texas Ethics Commission (TEC) Form 1295 complete with a certificate number assigned by the (TEC), pursuant to Texas Government Code § 2252.908 and the rules promulgated thereunder by the TEC. The Vendor understands that failure to provide said form complete with a certificate number assigned by the TEC may prohibit the City from entering the Contract.

Pursuant to the rules prescribed by the TEC, the TEC Form 1295 must be completed online through the TEC's website, assigned a certificate number, printed, signed and provided to the City. The TEC Form 1295 may accompany the bid or may be submitted separately but must be provided to the City prior to the award of the contract. Neither the City nor its consultants have the ability to verify the information included in a TEC Form 1295, and neither have an obligation nor undertake responsibility for advising any potential Vendor with respect to the proper completion of the TEC Form 1295.

Anti-Boycott Israel Verification. In accordance with Chapter 2270, Texas Government Code, the City may not enter into a contract with a company, excluding a sole proprietorship, with 10 or more full-time employees for goods or services valued at \$100,000 or more unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

The signatory executing the Contract on behalf of Vendor verifies that Vendor and its parent company, wholly-owned subsidiaries, majority-owned subsidiaries and other affiliates, if any, do not boycott Israel and, to the extent the Contract is a contract for goods or services, will not boycott Israel during the term of the Contract. The foregoing verification is made solely to comply with Section 2270.002, Texas Government Code, and to the extent such Section does not contravene applicable Federal law. As used in the foregoing verification, "boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes. The signatory understands "affiliate" to mean an entity that controls, is controlled by, or is under common control with the signatory and exists to make a profit. This section does not apply to a Vendor which is a sole proprietorship and/or which has less than 10 full-time employees. This section does not apply to a contract valued at less than \$100,000,

Iran, Sudan, and Foreign Terrorist Organizations. The signatory executing the Contract on behalf of Vendor represents that neither Vendor nor any of its parent company, wholly-owned

subsidiaries, majority-owned subsidiaries, and other affiliates is a company identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under Section 2252.153 or Section 2270.0201, Texas Government Code, and posted on any of the following pages of such officer's internet website:

<https://comptroller.texas.gov/purchasing/docs/sudan-list.pdf>,
<https://comptroller.texas.gov/purchasing/docs/iran-list.pdf>, or
<https://comptroller.texas.gov/purchasing/docs/fto-list.pdf>.

The foregoing representation is made solely to comply with Section 2252.152, Texas Government Code, and to the extent such Section does not contravene applicable Federal law and excludes the entity and each of its parent company, wholly-owned subsidiaries, majority-owned subsidiaries, and other affiliates, if any, that the United States government has affirmatively declared to be excluded from its federal sanctions regime relating to Sudan or Iran or any federal sanctions regime relating to a foreign terrorist organization. The signatory understands "affiliate" to mean any entity that controls, is controlled by, or is under common control with the signatory and exists to make a profit.

CITY OF WATAUGA, TEXAS

By: _____
Andrea Gardner, City Manager

Date: _____

AIG Services
Vendor

By: Chris Reiter / Chris Reiter

Name: Chris Reiter

Title: Sales Manager

Date: 9/1/2020



AGENDA MEMORANDUM

DATE: September 1, 2020

TO: Honorable City Council Members

FROM: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action to approve a resolution approving a negotiated settlement between the Atmos Cities Steering Committee and Atmos Energy Corporation, Mid-Tex Division regarding the Company's 2020 Rate Review Mechanism Filing; declaring existing rates to be unreasonable; adopting tariffs that reflect rate adjustments consistent with the negotiated settlement; finding the rates to be set by the attached settlement tariffs to be just and reasonable and in the public interest; approving an attached exhibit establishing a benchmark for pensions and retiree medical benefits; approving an attached exhibit regarding amortization of regulatory liability; requiring the Company to reimburse ACSC's reasonable ratemaking expenses; determining that this resolution was passed in accordance with the requirements of the Texas Open Meetings Act; adopting a savings clause; declaring an effective date; and requiring delivery of this resolution to the Company and the ACSC's legal counsel

BACKGROUND/INFORMATION:

The City, along with 171 other Mid-Texas cities served by Atmos Energy Corporation, Mid-Tex Division ("Atmos Mid-Tex" or "Company"), is a member of the Atmos Cities Steering Committee ("ACSC"). In 2007, ACSC and Atmos Mid-Tex settled a rate application filed by the Company pursuant to Section 104.301 of the Texas Utilities Code for an interim rate adjustment commonly referred to as a GRIP filing (arising out of the Gas Reliability Infrastructure Program legislation). That settlement created a substitute rate review process, referred to as Rate Review Mechanism ("RRM"), as a substitute for future filings under the GRIP statute.

Since 2007, there have been several modifications to the original RRM Tariff. The most recent iteration of an RRM Tariff was reflected in an ordinance adopted by ACSC members in 2018. On or about March 31, 2020, the Company filed a rate request pursuant to the RRM Tariff adopted by ACSC members. The Company claimed that its cost-of-service in a test year ending December 31, 2019, entitled it to additional system-wide revenues of \$141.2 million. Application of the standards set forth in ACSC's RRM Tariff required Atmos to reduce its request to \$136.3 million, \$98.7 million



AGENDA MEMORANDUM

of which would be applicable to ACSC members. ACSC's consultants concluded that the system-wide deficiency under the RRM regime should be \$111.5 million instead of the claimed \$136.3 million. The amount of the \$111.5 million deficiency applicable to ACSC members would be \$80.8 million.

After the Company reviewed ACSC's consultants' report, ACSC's Executive Committee and the Company negotiated a settlement whereby the Company would receive an increase of \$90 million from ACSC Cities, but with a two-month delay in the Effective Date until December 1, 2020. This should save ratepayers approximately \$9 million such that the case is functionally equivalent to ACSC's consultants' recommendation of \$80.8 million.

The Executive Committee recommends a settlement at \$90 million. The Effective Date for new rates is December 1, 2020. Atmos generated proof that the rate tariffs attached to the Resolution will generate \$90 million in additional revenues from ACSC Cities. That proof is attached as Attachment 1 to this Staff Report. ACSC consultants have agreed that Atmos' Proof of Revenues is accurate.

FINANCIAL IMPLICATIONS:

The impact of the settlement on average residential rates is an increase of \$5.15 on a monthly basis, or 9.9 percent. The increase for average commercial usage will be \$15.48 or 6.56 percent. A bill impact comparison is attached as Attachment 2.

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the City Council approve Resolution No. 2020-xx approving the RRM Settlement at \$90 million for ACSC Cities.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 2020 Atmos Mid-Tex RRM Settlement Resolution
2. 2020 Atmos Mid-Tex RRM Model Staff Report Attachments
3. 2020 Atmos Mid-Tex RRM Settlement Resolution Attachments

REVIEWED BY:

Karrie Marling, Legal
George Hyde, Legal

Approved - 9/8/2020
Approved - 9/9/2020



AGENDA MEMORANDUM

Andrea Gardner, City Manager

Final Approval - 9/9/2020

Approved as to form for inclusion on Agenda

RESOLUTION NO. 2020-050

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS, APPROVING A NEGOTIATED SETTLEMENT BETWEEN THE ATMOS CITIES STEERING COMMITTEE (“ACSC”) AND ATMOS ENERGY CORP., MID-TEX DIVISION REGARDING THE COMPANY’S 2020 RATE REVIEW MECHANISM FILING; DECLARING EXISTING RATES TO BE UNREASONABLE; ADOPTING TARIFFS THAT REFLECT RATE ADJUSTMENTS CONSISTENT WITH THE NEGOTIATED SETTLEMENT; FINDING THE RATES TO BE SET BY THE ATTACHED SETTLEMENT TARIFFS TO BE JUST AND REASONABLE AND IN THE PUBLIC INTEREST; APPROVING AN ATTACHED EXHIBIT ESTABLISHING A BENCHMARK FOR PENSIONS AND RETIREE MEDICAL BENEFITS; APPROVING AN ATTACHED EXHIBIT REGARDING AMORTIZATION OF REGULATORY LIABILITY; REQUIRING THE COMPANY TO REIMBURSE ACSC’S REASONABLE RATEMAKING EXPENSES; DETERMINING THAT THIS RESOLUTION WAS PASSED IN ACCORDANCE WITH THE REQUIREMENTS OF THE TEXAS OPEN MEETINGS ACT; ADOPTING A SAVINGS CLAUSE; DECLARING AN EFFECTIVE DATE; AND REQUIRING DELIVERY OF THIS RESOLUTION TO THE COMPANY AND THE ACSC’S LEGAL COUNSEL.

WHEREAS, the City of Watauga, Texas (“City”) is a gas utility customer of Atmos Energy Corp., Mid-Tex Division (“Atmos Mid-Tex” or “Company”), and a regulatory authority with an interest in the rates, charges, and services of Atmos Mid-Tex; and

WHEREAS, the City is a member of the Atmos Cities Steering Committee (“ACSC”), a coalition of similarly-situated cities served by Atmos Mid-Tex (“ACSC Cities”) that have joined together to facilitate the review of, and response to, natural gas issues affecting rates charged in the Atmos Mid-Tex service area; and

WHEREAS, ACSC and the Company worked collaboratively to develop a Rate Review Mechanism (“RRM”) tariff that allows for an expedited rate review process by ACSC Cities as a substitute to the Gas Reliability Infrastructure Program (“GRIP”) process instituted by the

RESOLUTION NO. 2020-050

Legislature, and that will establish rates for the ACSC Cities based on the system-wide cost of serving the Atmos Mid-Tex Division; and

WHEREAS, the current RRM tariff was adopted by the City in a rate ordinance in 2018; and

WHEREAS, on about March 31, 2020, Atmos Mid-Tex filed its 2020 RRM rate request with ACSC Cities based on a test year ending December 31, 2019; and

WHEREAS, ACSC coordinated its review of the Atmos Mid-Tex 2020 RRM filing through its Executive Committee, assisted by ACSC's attorneys and consultants, to resolve issues identified in the Company's RRM filing; and

WHEREAS, the Executive Committee, as well as ACSC's counsel and consultants, recommend that ACSC Cities approve an increase in base rates for Atmos Mid-Tex of \$90 million applicable to ACSC Cities with an Effective Date of December 1, 2020; and

WHEREAS, ACSC agrees that Atmos plant-in-service is reasonable; and

WHEREAS, with the exception of approved plant-in-service, ACSC is not foreclosed from future reasonableness evaluation of costs associated with incidents related to gas leaks; and

WHEREAS, the two month delayed Effective Date from October 1 to December 1 will save ACSC ratepayers approximately \$9 million off new rates imposed by the attached tariffs (Exhibit A), the impact on ratepayers should approximate the reasonable value of the rate filing found by the ACSC Consultants' Report, which was \$81 million; and

WHEREAS, the attached tariffs (Exhibit A) implementing new rates are consistent with the recommendation of the ACSC Executive Committee, are agreed to by the Company, and are just, reasonable, and in the public interest; and

WHEREAS, the settlement agreement sets a new benchmark for pensions and retiree medical benefits (Exhibit B); and

WHEREAS, the settlement agreement establishes an amortization schedule for regulatory liability prepared by Atmos Mid-Tex (Exhibit C); and

WHEREAS, the RRM Tariff contemplates reimbursement of ACSC's reasonable expenses associated with RRM applications;

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

Section 1. That the findings set forth in this Resolution are hereby in all things approved.

Section 2. That, without prejudice to future litigation of any issue identified by ACSC, the City Council finds that the settled amount of an increase in revenues of \$90 million for ACSC Cities represents a comprehensive settlement of gas utility rate issues affecting the rates, operations, and services offered by Atmos Mid-Tex within the municipal limits arising from Atmos Mid-Tex's 2020 RRM filing, is in the public interest, and is consistent with the City's authority under Section 103.001 of the Texas Utilities Code.

Section 3. That despite finding Atmos Mid-Tex's plant-in-service to be reasonable, ACSC is not foreclosed in future cases from evaluating the reasonableness of costs associated with incidents involving leaks of natural gas.

Section 4. That the existing rates for natural gas service provided by Atmos Mid-Tex are unreasonable. The new tariffs attached hereto and incorporated herein as Exhibit A, are just and reasonable, and are designed to allow Atmos Mid-Tex to recover annually an additional \$90 million from customers in ACSC Cities, over the amount allowed under currently approved rates. Such tariffs are hereby adopted.

Section 5. That the ratemaking treatment for pensions and retiree medical benefits in Atmos Mid-Tex's next RRM filing shall be as set forth on Exhibit B, attached hereto and incorporated herein.

Section 6. That subject to any future settlement or decision regarding the balance of Excess Deferred Income Tax to be refunded to ratepayers, the amortization of regulatory liability shall be consistent with the schedule found in Exhibit C, attached hereto and incorporated herein.

Section 7. That Atmos Mid-Tex shall reimburse the reasonable ratemaking expenses of the ACSC in processing the Company's 2020 RRM filing.

Section 8. That to the extent any resolution or ordinance previously adopted by the Council is inconsistent with this Resolution, it is hereby repealed.

Section 9. That the meeting at which this Resolution was approved was in all things conducted in strict compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Section 10. That if any one or more sections or clauses of this Resolution is adjudged to be unconstitutional or invalid, such judgment shall not affect, impair, or invalidate the remaining provisions of this Resolution, and the remaining provisions of the Resolution shall be interpreted as if the offending section or clause never existed.

Section 11. That consistent with the City Ordinance that established the RRM process, this Resolution shall become effective from and after its passage with rates authorized by attached tariffs to be effective for bills rendered on or after December 1, 2020.

Section 12. That a copy of this Resolution shall be sent to Atmos Mid-Tex, care of Chris Felan, Vice President of Rates and Regulatory Affairs Mid-Tex Division, Atmos Energy Corporation, 5420 LBJ Freeway, Suite 1862, Dallas, Texas 75240, and to Geoffrey Gay, General

RESOLUTION NO. 2020-050

Counsel to ACSC, at Lloyd Gosselink Rochelle & Townsend, P.C., 816 Congress Avenue,
Suite 1900, Austin, Texas 78701.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF
WATAUGA, TEXAS, BY A VOTE OF ____ TO ____, ON THIS THE 14TH DAY OF
SEPTEMBER 2020.

Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner, City Secretary

APPROVED AS TO FORM:

George Hyde, City Attorney

2557/32/8108360

**Attachment 1 to
Model Staff Report**

2020 RRM

Proof of Revenues

ATMOS ENERGY CORP., MID-TEX DIVISION
RRM CITIES RATE REVIEW MECHANISM
PROOF OF REVENUES - RRM CITIES
TEST YEAR ENDING DECEMBER 31, 2019

Line No.	Customer Class	Current	Proposed	Bills	Ccf/MmBtu	Current Revenues	Proposed Revenues	Increase
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
1	Residential							
2	Customer Charge	\$ 19.55	\$ 20.25	13,644,834	\$ 266,756,505	\$ 276,307,889		
3	Consumption Charge	0.17423	0.26651		608,491,998	106,017,561	162,169,202	
4	Revenue Related Taxes					26,692,882	31,397,617	
5	Total Class Revenue					\$ 399,466,948	\$ 469,874,708	\$ 70,407,760
6								
7	Commercial							
8	Customer Charge	\$ 46.50	\$ 54.50	1,115,081	\$ 51,851,267	\$ 60,771,915		
9	Consumption Charge	0.09924	0.11728		398,510,866	39,548,218	46,737,354	
10	Revenue Related Taxes					6,544,757	7,698,315	
11	Total Class Revenue					\$ 97,944,242	\$ 115,207,584	\$ 17,263,342
12								
13	Industrial & Transportation							
14	Customer Charge	\$ 845.50	\$ 1,014.50	7,272	\$ 6,148,476	\$ 7,377,444		
15	Consumption Charge Tier 1	\$ 0.3572	\$ 0.4157		7,769,155	2,775,142	3,229,638	
16	Consumption Charge Tier 2	\$ 0.2616	\$ 0.3044		8,666,094	2,267,050	2,637,959	
17	Consumption Charge Tier 3	\$ 0.0561	\$ 0.0653		13,696,172	768,355	894,360	
18	Revenue Related Taxes					856,339	1,012,467	
19	Total Class Revenue					\$ 12,815,362	\$ 15,151,868	\$ 2,336,505
20								
21	Total Excluding Other Revenue					\$ 510,226,552	\$ 600,234,159	\$ 90,007,608
22								
23								
24	Revenue Related Tax Factor	7.1606%						

**Attachment 2
to 2020 RRM Staff Report**

Bill Impact

ATMOS ENERGY CORP., MID-TEX DIVISION
AVERAGE BILL COMPARISON - BASE RATES
TEST YEAR ENDING DECEMBER 31, 2019

[illegible]

[illegible]

**Attachment 3
to 2020 RRM Staff Report**

RRM Monthly Savings Over GRIP and DARR Rates

**ATMOS ENERGY CORP., MID-TEX DIVISION
RESIDENTIAL AVERAGE RATE COMPARISON
TEST YEAR ENDING DECEMBER 31, 2019**

	ACSC Settled	DARR Filing	ATM Filing	Environs Filing
Cust Charge	\$20.25	\$23.75	\$26.40	\$24.60
Monthly Ccf	44.5	44.5	44.5	44.5
Cons Charge	\$0.26651	\$0.19336	\$0.14846	\$0.18653
Average Mo Bill	\$32.11	\$32.35	\$33.01	\$32.90
		-\$0.24	-\$0.90	-\$0.79

Exhibit A
to 2020 RRM Resolution or Ordinance

Mid-Tex Tariffs
Effective December 1, 2020

RATE SCHEDULE:	R – RESIDENTIAL SALES	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 12/01/2020	PAGE:

Application

Applicable to Residential Customers for all natural gas provided at one Point of Delivery and measured through one meter.

Type of Service

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

Monthly Rate

Customer's monthly bill will be calculated by adding the following Customer and Ccf charges to the amounts due under the riders listed below:

Charge	Amount
Customer Charge per Bill	\$ 20.25 per month
Rider CEE Surcharge	\$ 0.05 per month ¹
Total Customer Charge	\$ 20.30 per month
Commodity Charge – All <u>Ccf</u>	\$0.26651 per Ccf

Gas Cost Recovery: Plus an amount for gas costs and upstream transportation costs calculated in accordance with Part (a) and Part (b), respectively, of Rider GCR.

Weather Normalization Adjustment: Plus or Minus an amount for weather normalization calculated in accordance with Rider WNA.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

Agreement

An Agreement for Gas Service may be required.

Notice

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

¹Reference Rider CEE - Conservation and Energy Efficiency as approved in GUD 10170. Surcharge billing effective July 1, 2020.

RATE SCHEDULE:	C – COMMERCIAL SALES	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 12/01/2020	PAGE:

Application

Applicable to Commercial Customers for all natural gas provided at one Point of Delivery and measured through one meter and to Industrial Customers with an average annual usage of less than 30,000 Ccf.

Type of Service

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

Monthly Rate

Customer's monthly bill will be calculated by adding the following Customer and Ccf charges to the amounts due under the riders listed below:

Charge	Amount
Customer Charge per Bill	\$ 54.50 per month
Rider CEE Surcharge	\$ 0.02 per month ¹
Total Customer Charge	\$ 54.52 per month
Commodity Charge – All Ccf	\$ 0.11728 per Ccf

Gas Cost Recovery: Plus an amount for gas costs and upstream transportation costs calculated in accordance with Part (a) and Part (b), respectively, of Rider GCR.

Weather Normalization Adjustment: Plus or Minus an amount for weather normalization calculated in accordance with Rider WNA.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

Agreement

An Agreement for Gas Service may be required.

Notice

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

¹ Reference Rider CEE - Conservation and Energy Efficiency as approved in GUD 10170. Surcharge billing effective July 1, 2020.

RATE SCHEDULE:	I – INDUSTRIAL SALES	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 12/01/2020	PAGE:

Application

Applicable to Industrial Customers with a maximum daily usage (MDU) of less than 3,500 MMBtu per day for all natural gas provided at one Point of Delivery and measured through one meter. Service for Industrial Customers with an MDU equal to or greater than 3,500 MMBtu per day will be provided at Company's sole option and will require special contract arrangements between Company and Customer.

Type of Service

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

Monthly Rate

Customer's monthly bill will be calculated by adding the following Customer and MMBtu charges to the amounts due under the riders listed below:

Charge	Amount
Customer Charge per Meter	\$ 1,014.50 per month
First 0 MMBtu to 1,500 MMBtu	\$ 0.4157 per MMBtu
Next 3,500 MMBtu	\$ 0.3044 per MMBtu
All MMBtu over 5,000 MMBtu	\$ 0.0653 per MMBtu

Gas Cost Recovery: Plus an amount for gas costs and upstream transportation costs calculated in accordance with Part (a) and Part (b), respectively, of Rider GCR.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

Curtailment Overpull Fee

Upon notification by Company of an event of curtailment or interruption of Customer's deliveries, Customer will, for each MMBtu delivered in excess of the stated level of curtailment or interruption, pay Company 200% of the midpoint price for the Katy point listed in *Platts Gas Daily* published for the applicable Gas Day in the table entitled "Daily Price Survey."

Replacement Index

In the event the "midpoint" or "common" price for the Katy point listed in *Platts Gas Daily* in the table entitled "Daily Price Survey" is no longer published, Company will calculate the applicable imbalance fees utilizing a daily price index recognized as authoritative by the natural gas industry and most closely approximating the applicable index.

RATE SCHEDULE:	I – INDUSTRIAL SALES	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 12/01/2020	PAGE:

Agreement

An Agreement for Gas Service may be required.

Notice

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

Special Conditions

In order to receive service under Rate I, Customer must have the type of meter required by Company. Customer must pay Company all costs associated with the acquisition and installation of the meter.

RATE SCHEDULE:	T – TRANSPORTATION	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 12/01/2020	PAGE:

Application

Applicable, in the event that Company has entered into a Transportation Agreement, to a customer directly connected to the Atmos Energy Corp., Mid-Tex Division Distribution System (Customer) for the transportation of all natural gas supplied by Customer or Customer's agent at one Point of Delivery for use in Customer's facility.

Type of Service

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

Monthly Rate

Customer's bill will be calculated by adding the following Customer and MMBtu charges to the amounts and quantities due under the riders listed below:

Charge	Amount
Customer Charge per Meter	\$ 1,014.50 per month
First 0 MMBtu to 1,500 MMBtu	\$ 0.4157 per MMBtu
Next 3,500 MMBtu	\$ 0.3044 per MMBtu
All MMBtu over 5,000 MMBtu	\$ 0.0653 per MMBtu

Upstream Transportation Cost Recovery: Plus an amount for upstream transportation costs in accordance with Part (b) of Rider GCR.

Retention Adjustment: Plus a quantity of gas as calculated in accordance with Rider RA.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

Imbalance Fees

All fees charged to Customer under this Rate Schedule will be charged based on the quantities determined under the applicable Transportation Agreement and quantities will not be aggregated for any Customer with multiple Transportation Agreements for the purposes of such fees.

Monthly Imbalance Fees

Customer shall pay Company the greater of (i) \$0.10 per MMBtu, or (ii) 150% of the difference per MMBtu between the highest and lowest "midpoint" price for the Katy point listed in *Platts Gas Daily* in the table entitled "Daily Price Survey" during such month, for the MMBtu of Customer's monthly Cumulative Imbalance, as defined in the applicable Transportation Agreement, at the end of each month that exceeds 10% of Customer's receipt quantities for the month.

RATE SCHEDULE:	T – TRANSPORTATION	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 12/01/2020	PAGE:

Curtailment Overpull Fee

Upon notification by Company of an event of curtailment or interruption of Customer's deliveries, Customer will, for each MMBtu delivered in excess of the stated level of curtailment or interruption, pay Company 200% of the midpoint price for the Katy point listed in *Platts Gas Daily* published for the applicable Gas Day in the table entitled "Daily Price Survey."

Replacement Index

In the event the "midpoint" or "common" price for the Katy point listed in *Platts Gas Daily* in the table entitled "Daily Price Survey" is no longer published, Company will calculate the applicable imbalance fees utilizing a daily price index recognized as authoritative by the natural gas industry and most closely approximating the applicable index.

Agreement

A transportation agreement is required.

Notice

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

Special Conditions

In order to receive service under Rate T, customer must have the type of meter required by Company. Customer must pay Company all costs associated with the acquisition and installation of the meter.

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RIDER:	WNA – WEATHER NORMALIZATION ADJUSTMENT	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 12/01/2020	PAGE:

Provisions for Adjustment

The Commodity Charge per Ccf (100 cubic feet) for gas service set forth in any Rate Schedules utilized by the cities of the Mid-Tex Division service area for determining normalized winter period revenues shall be adjusted by an amount hereinafter described, which amount is referred to as the "Weather Normalization Adjustment." The Weather Normalization Adjustment shall apply to all temperature sensitive residential and commercial bills based on meters read during the revenue months of November through April. The five regional weather stations are Abilene, Austin, Dallas, Waco, and Wichita Falls.

Computation of Weather Normalization Adjustment

The Weather Normalization Adjustment Factor shall be computed to the nearest one-hundredth cent per Ccf by the following formula:

$$WNAF_i = R_i \frac{(HSF_i \times (NDD-ADD))}{(BL_i + (HSF_i \times ADD))}$$

Where
 i = any particular Rate Schedule or billing classification within any such particular Rate Schedule that contains more than one billing classification

$WNAF_i$ = Weather Normalization Adjustment Factor for the i^{th} rate schedule or classification expressed in cents per Ccf

R_i = Commodity Charge rate of temperature sensitive sales for the i^{th} schedule or classification.

HSF_i = heat sensitive factor for the i^{th} schedule or classification divided by the average bill count in that class

NDD = billing cycle normal heating degree days calculated as the simple ten-year average of actual heating degree days.

ADD = billing cycle actual heating degree days.

BL_i = base load sales for the i^{th} schedule or classification divided by the average bill count in that class

The Weather Normalization Adjustment for the j th customer in i th rate schedule is computed as:

$$WNA_i = WNAF_i \times q_{ij}$$

Where q_{ij} is the relevant sales quantity for the j th customer in i th rate schedule.

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RIDER:	WNA – WEATHER NORMALIZATION ADJUSTMENT	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 12/01/2020	PAGE:

Base Use/Heat Use Factors

Weather Station	<u>Residential</u>		<u>Commercial</u>	
	Base use <u>Ccf</u>	Heat use <u>Ccf/HDD</u>	Base use <u>Ccf</u>	Heat use <u>Ccf/HDD</u>
Abilene	10.73	0.1545	94.79	0.7284
Austin	9.53	0.1489	211.76	0.9405
Dallas	15.77	0.1792	199.74	0.9385
Waco	9.99	0.1341	145.27	0.7110
Wichita Falls	11.61	0.1402	120.34	0.5747

Weather Normalization Adjustment (WNA) Report

On or before June 1 of each year, the company posts on its website at atmosenergy.com/mtx-wna, in Excel format, a *Weather Normalization Adjustment (WNA) Report* to show how the company calculated its WNAs factor during the preceding winter season. Additionally, on or before June 1 of each year, the company files one hard copy and an Excel version of the *WNA Report* with the Railroad Commission of Texas' Gas Services Division, addressed to the Director of that Division.

Exhibit B
to 2020 RRM Resolution or Ordinance

Mid-Tex
2020 Benchmark for Pensions
and Retiree Benefits

**ATMOS ENERGY CORP., MID-TEX DIVISION
PENSIONS AND RETIREE MEDICAL BENEFITS FOR CITIES APPROVAL
TEST YEAR ENDING DECEMBER 31, 2019**

Line No.	Description	Shared Services		Mid-Tex Direct			Adjustment Total
		Pension Account Plan	Post-Employment Benefit Plan	Pension Account Plan	Supplemental Executive Benefit Plan	Post-Employment Benefit Plan	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Proposed Benefits Benchmark - Fiscal Year 2020 Willis Towers Watson Report as adjusted (1) (2) (3)	\$ 3,460,135	\$ 3,695,384	\$ 6,132,704	\$ 280,578	\$ 4,992,449	
2	Allocation to Mid-Tex	43.29%	43.29%	76.59%	100.00%	76.59%	
3	Proposed Benefits Benchmark Costs Allocated to Mid-Tex (Ln 1 x Ln 2)	\$ 1,497,774	\$ 1,599,605	\$ 4,697,072	\$ 280,578	\$ 3,823,744	
4	O&M and Capital Allocation Factor	100.00%	100.00%	100.00%	100.00%	100.00%	
5	Proposed Benefits Benchmark Costs to Approve (Ln 3 x Ln 4) (3)	\$ 1,497,774	\$ 1,599,605	\$ 4,697,072	\$ 280,578	\$ 3,823,744	\$ 11,898,774
6							
7							
8	Summary of Costs to Approve (1):						
9							
10	O&M Expense Factor (WP_F-2.3, Ln 2)	79.55%	79.55%	37.83%	11.67%	37.83%	
11							
12							
13	Total Pension Account Plan	\$ 1,191,410		\$ 1,777,056			\$ 2,968,466
14	Total Post-Employment Benefit Plan		\$ 1,272,412			\$ 1,446,647	\$ 2,719,060
15	Total Supplemental Executive Benefit Plan				\$ 32,754		\$ 32,754
16	Total (Ln 13 + Ln 14 + Ln 15)	\$ 1,191,410	\$ 1,272,412	\$ 1,777,056	\$ 32,754	\$ 1,446,647	\$ 5,720,280
17							

- Notes:
- Studies not applicable to Mid-Tex or Shared Services are omitted.
 - Mid-Tex is proposing that the Fiscal Year 2020 Willis Towers Watson actuarial amounts shown on WP_F-2.3 and WP_F-2.3.1, be approved by the RRM Cities as the benchmark amounts to be used to calculate the regulatory asset or liability for future periods. The benchmark amount approved by the RRM Cities for future periods includes only the expense amount. The amount attributable to capital is recorded to utility plant through the overhead process as described in the CAM.
 - SSU amounts exclude cost centers which do not allocate to Mid-Tex for rate making purposes.

Exhibit C
to 2020 RRM Resolution or Ordinance

Mid-Tex 2020 Schedule for
Amortization for Regulatory Liability

ATMOS ENERGY CORP., MID-TEX DIVISION
RATE BASE ADJUSTMENTS
TEST YEAR ENDING DECEMBER 31, 2019
AMORTIZATION OF REGULATORY LIABILITY

Line No.	Year Ended Dec. 31	Beginning of Year Rate Base Adjustment Amount	Annual Amortization (1)	End of Year Rate Base Adjustment Amount (2)	Corrected Balance for December 31, 2017 (3)
	(a)	(b)	(c)	(d)	(e)
1	2017		\$ -	\$ 292,268,881	\$ 292,268,881
2	2018	292,268,881	12,075,562	280,193,319	
3	2019	280,193,319	12,085,165	268,108,155	
4	2020	268,108,155	11,171,173	256,936,982	
5	2021	256,936,982	11,171,173	245,765,809	
6	2022	245,765,809	11,171,173	234,594,635	
7	2023	234,594,635	11,171,173	223,423,462	
8	2024	223,423,462	11,171,173	212,252,289	
9	2025	212,252,289	11,171,173	201,081,116	
10	2026	201,081,116	11,171,173	189,909,943	
11	2027	189,909,943	11,171,173	178,738,770	
12	2028	178,738,770	11,171,173	167,567,597	
13	2029	167,567,597	11,171,173	156,396,424	
14	2030	156,396,424	11,171,173	145,225,251	
15	2031	145,225,251	11,171,173	134,054,077	
16	2032	134,054,077	11,171,173	122,882,904	
17	2033	122,882,904	11,171,173	111,711,731	
18	2034	111,711,731	11,171,173	100,540,558	
19	2035	100,540,558	11,171,173	89,369,385	
20	2036	89,369,385	11,171,173	78,198,212	
21	2037	78,198,212	11,171,173	67,027,039	
22	2038	67,027,039	11,171,173	55,855,866	
23	2039	55,855,866	11,171,173	44,684,692	
24	2040	44,684,692	11,171,173	33,513,519	
25	2041	33,513,519	11,171,173	22,342,346	
26	2042	22,342,346	11,171,173	11,171,173	
27	2043	11,171,173	11,171,173	(0)	
28					
29	Revenue Related Tax Factor		7.16%	See WP_F-5.1	
	Revenue Related Taxes on Annual			Amortization * Tax	
30	Amortization		\$ 799,924	Factor	
31	Amortization Including Revenue		<u>\$ 11,971,097</u>	Amortization + Taxes	
32					
33	Notes:				
34	1. The annual amortization of a 26 year recovery period is based on the				
35	Reverse South Georgia Method.				
36	2. The Regulatory Liability is recorded to FERC Account 253, Sub Account 27909.				
37	3. This is the final Mid-Tex liability balance filing the Fiscal Year 2018 tax return.				



AGENDA MEMORANDUM

DATE: September 1, 2020

TO: Honorable City Council Members

FROM: Andrea Gardner, City Manager

SUBJECT: Discuss and take action on authorizing the City Manager to submit the official ballot for places 1-4 of the Texas Municipal League Intergovernmental Risk Pool Board of Trustees

BACKGROUND/INFORMATION:

The Texas Municipal League Intergovernmental Risk Pool Board of Trustees will be having an election for places 1-4. The City of Watauga has been provided with a ballot which outlines the candidates by place and included a brief biography on each individual.

If the Council authorizes the City Manager to submit the ballot, the ballot will need to be completed by September 30, 2020.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the Council take action on authorizing the City Manager to submit an official ballot for the Texas Municipal League Intergovernmental Risk Pool Board of Trustees election.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 2020 Ballot
2. Jeff Snyder - 2020 Ballot Candidate

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 9/1/2020

Approved as to form for inclusion on Agenda

OFFICIAL BALLOT

Texas Municipal League Intergovernmental Risk Pool Board of Trustees Election

This is the official ballot for the election of Places 1 – 4 of the Board of Trustees for the Texas Municipal League Intergovernmental Risk Pool. Each Member of the Pool is entitled to vote for Board of Trustee members. Please record your organization's choices by placing an "X" in the square beside the candidate's name or writing in the name of an eligible person in the space provided. You can only vote for one candidate for each place.

The officials listed on this ballot have been nominated to serve a six-year term on the TML Intergovernmental Risk Pool (Workers' Compensation, Property and Liability) Board of Trustees. The names of the candidates for each Place on the Board of Trustees are listed in alphabetical order on this ballot.

Ballots must reach the office of David Reagan, Secretary of the Board, no later than September 30, 2020. Ballots received after September 30, 2020, cannot be counted. **The ballot must be properly signed, and all pages of the ballot must be mailed to:**

**Trustee Election
David Reagan, Secretary of the Board
P.O. Box 149194
Austin, Texas 78714-9194**

If the ballot is not signed, it will not be counted.

PLACE 1

- ☐ **Robert T. Herrera** (Incumbent). City Manager, City of Cibolo (Region 7) since 2012. Mr. Herrera served as City Manager of Hondo, Texas from 2003 to 2012 and as City Manager of La Porte from 1986 to 2002. He has served other Texas cities, including management positions with the cities of San Marcos, Missouri City, and Woodway. Mr. Herrera has been a Board member of the TML Intergovernmental Risk Pool since 1993 and has served as Chair and Vice Chair of the Board. He also served as Chair of the Finance-Information Technology Committee and the Underwriting-Claims Committee of the TML Intergovernmental Risk Pool.

WRITE IN CANDIDATE:

PLACE 2

- ☐ **Chris Armacost.** City Commissioner for the City of Hitchcock (Region 14). Mr. Armacost is Director of Technology, Transportation, Facilities, and Operations for the Hitchcock Independent School District. He serves on the Hitchcock Education Foundation and Hitchcock Chamber of Commerce. He is the president of the Hitchcock Little League Baseball Association and coached several teams. Mr. Armacort has been awarded the Hitchcock Chamber President Award and the Above and Beyond Citizen Award from the Hitchcock ISD. He has obtained a Certified Municipal Official certification from TML.
- ☐ **John W. (Buzz) Fullen** (Incumbent). Mayor of the City of Henderson since 2019 and from 2004 to 2012 (Region 15). Mr. Fullen also served as a Commissioner of the Henderson Housing Authority from 2011 to 2019 and is now ex-officio on same. He currently serves on the Henderson Main Street Board (2004–present), Henderson Civic Center Board (2003–present), and the Henderson ETMC Hospital Diabetes Board (2009–present). He has been a Board member of the TML Intergovernmental Risk Pool since 2010, during which time he served as Chair (2018-2020) and Vice Chair (2016-2018).

WRITE IN CANDIDATE:

PLACE 3

- ☐ **George Hyde.** City Attorney for the City of Watuaga (Region 8). Mr. Hyde is a partner in the law firm Russell Rodriquez Hyde Bullock, LLP, located in Georgetown. He is a member of and holds Merit Certification in Municipal Law from the Texas City Attorneys Association. He has served as City Attorney for ten other cities across Texas, since 2003. He has also served local governments in various public safety positions within Fire Departments, Parks Departments, and Police Departments. During his tenure as a peace officer, Mr. Hyde received the Texas Commission on Law Enforcement Educational Achievement Award for exceeding normal expectations in job performance.
- ☐ **Roy E. Maynor.** City Alderman, Position 3, for the City of West Columbia (Region 14). He has been an elected official of West Columbia since 2013. Mr. Maynor is a Life Safety Systems Specialist for Vallen Safety Services and a member of Gulf Coast Christian Church. He is also part-owner of Grit Fitness in West Columbia. He and his wife, Rachel, have two children.
- ☐ **Jeffrey Snyder** (Incumbent). City Manager for the City of Plainview (Region 2). He previously served as the Assistant City Manager for Plainview and as the City Manager for Idalou. Mr. Snyder graduated from West Texas A&M University and obtained a Master of Public Administration from Texas Tech University. He is a member of the International City Management Association (ICMA) and TCMA. He is a graduate of the Public Executive Institute through the University of Texas and is a credentialed manager through ICMA. He has been a Board member of the TML Intergovernmental Risk Pool since 2018 and served on various committees with TML, TCMA and ICMA and as past president of the Panhandle City Management Association.

WRITE IN CANDIDATE:

PLACE 4

- ☐ **Robert S. Hauck** (Incumbent). City Manager for the City of Tomball (Region 14), a position he has held since April 2018. He began his full-time career in public service with the Los Angeles Police Department in 1988. In 2008, Mr. Hauck retired from the LAPD and joined the City of Tomball, where he has served as Chief of Police, Assistant City Manager, and now City Manager. Mr. Hauck holds a Bachelor of Arts degree in Business Administration, and a Master of Science degree in Management. He has been a Board member of the TML Intergovernmental Risk Pool since 2019. Mr. Hauck and his wife Kathleen have three children – Lauren, Conner, and Madeline.
- ☐ **Dave Martin**. City Councilmember and current Mayor Pro Tem for the City of Houston (Region 14). Mr. Martin serves as Chair of the City Council Budget and Fiscal Affairs Committee. He previously served on the Humble ISD Board of Trustees and as Secretary/Treasurer of the Board of Directors for the Harris County Houston Sports Authority. Mr. Martin is a Managing Director of Marsh & McLennan Companies, Inc., the largest Global Risk Management firm. Previously he worked for two “Big Four” accounting firms, PricewaterhouseCoopers, LLP and Ernst & Young, LLP.
- ☐ **Kimberly Meisner**. Executive Director for General Operations for Kerrville (Region 7), overseeing Human Resources, Municipal Court, Public Library, Public Information, the Senior Services Advisory Committee, and the Kerrville Area Youth Leadership Academy. Ms. Meisner has over 23 years of public service, which includes serving Kerrville and La Porte. She is a member of the TCMA, International Public Management Association for Human Resources (IPMA-HR), Society for Human Resource Management (SHRM), and is a former President of the Bay Area Human Resource Management Association. She has a Master’s degree in Public Administration and is an IPMA-HR Senior Certified Professional and a SHRM Certified Professional.
- ☐ **Sean Overeynder**. City Manager for the City of Lamesa, Texas (Region 3). Sean Overeynder began his career in local government administration in August 2014 in Economic Development, working for various public and private organizations. He has held the position of City Manager for the City of Lamesa since March 2020. Prior to becoming the City Manager, he was appointed as the Economic Development Director for the City of Lamesa on August 27, 2018.

WRITE IN CANDIDATE:

Certificate

I certify that the vote cast above has been cast in accordance with the will of the majority of the governing body of the public entity named below.

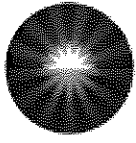
Witness my hand, this _____ day of _____, 2020.

Signature of Authorized Official

Title

Printed Name of Authorized Official

Printed Name of Political Entity



PLAINVIEW, TX
explore the opportunities

August 21, 2020

Andrea Marie, Gardner, City Manager/City
City of Watauga
7105 Whitley Rd
Watauga, TX 76148-2024

RE: Jeffrey Snyder, Place 3
TML Intergovernmental Risk Pool Board of Trustee Election

Dear Andrea Marie:

You have recently received your Official Ballot to elect Board of Trustees for the Texas Municipal League Intergovernmental Risk Pool (IRP). I am running for re-election for Place 3 and I would sincerely appreciate your vote and support.

For over 40 years, the mission of the TMLIRP has been to provide Texas cities and other units of local government with a stable source of risk financing and loss prevention services at the lowest cost consistent with sound business practices. Today, the Pool provides coverage for over 96% of Texas's local governments (almost 2,800 members); over 165,000 public servants; and over \$25.0 billion in governmental property. In addition, the TMLIRP provides their members with Loss Prevention Training Programs at no additional cost throughout all regions of the State.

The financial position of the Pool remains strong, with Members' Equity projected to end the fiscal year at \$382 million. As a result, the Pool authorized a \$5.5 million equity return to the membership with over \$4.0 million in the form of a "Partnership Equity Return" providing immediate support for the Pool's members during these challenging times and earmarked \$1.5 million for a Cyber Defense and Resiliency Grant Program for members.

The City Council of Plainview and the TMLIRP Board have nominated me for your consideration for Place 3 on the Board of Trustees. It has been an honor to represent you and I look forward to continue serving you – the cities and other local governments of Texas in this office. I would appreciate your vote and continuing support. Thank you.

Truly,

Jeffrey Snyder
City Manager



AGENDA MEMORANDUM

DATE: September 1, 2020

TO: Honorable City Council Members

FROM: Mayor Arthur L. Miner

SUBJECT: Discuss and consider action on a Resolution of the City Council of the City of Watauga, Texas, approving Mayoral liaison appointments to City boards, commissions, and committees pursuant to Council Rules of Procedures Section 5.04; providing for repeal; providing for a severability clause; and providing for an effective date

BACKGROUND/INFORMATION:

In accordance with Council Rules of Procedures Section 5.04(a), City Council members serve as liaisons between the City Council and the various City boards, commissions, associations, corporations, and other City related organizations and entities "Entities" .

Pursuant to Council Rules of Procedures Section 5.04(c), in the event of a vacancy the Mayor shall appoint a new Liaison member for the unexpired term, subject to the approval of the City Council.

On September 1, 2020, the Mayor submitted a request to the City Secretary's Office to add the attached appointment recommendations to the September 14, 2020 Agenda.

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

City staff recommends the City Council approve Resolution 2020-051 approving the Mayoral liaison appointments to City Boards, Commissions and Committees.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Email from Mayor Miner 09012020
2. Copy of Board Liaisons
3. Resolution Mayoral Liaison Appointments (2)

REVIEWED BY:



AGENDA MEMORANDUM

Karrie Marling, Legal

George Hyde, Legal

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 9/4/2020

Approved - 9/9/2020

Final Approval - 9/9/2020

Andrea Gardner

From: Mayor Arthur Miner
Sent: Tuesday, September 1, 2020 1:29 PM
To: Andrea Gardner
Subject: BOARD LIAISONS
Attachments: Board Liaisons.xlsx

Ms Gardner:

Due to the resignation of Ms Irving from Place 7 I have made the necessary changes to the Board Liaisons positions. Please place them on the 14 September agenda for council consideration and approval.

Thank you

Arthur L. Miner
Mayor
City of Watauga

This email was scanned by Bitdefender

Board/Committee/Commission Name	Primary Liaison	Alternate Liaison
Board of Appeals	Neal	Miner
Charter Review Commission	Taylor	Downey
Library Board	Miner	King
Planning & Zoning Commission	Snyder	Taylor
Zoning Board of Adjustment	Neal	Miner
Animal Services Advisory	King	Miner
Civil Service Commission	Downey	Snyder
Watauga Economic Development Corporation	Downey	King
Parks Advisory Board	Taylor	Miner
Youth Advisory Council	Downey	Miner

CITY OF WATAUGA, TEXAS
RESOLUTION NO. 2020-051

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS, APPROVING MAYORAL LIAISON APPOINTMENTS TO CITY BOARDS, COMMISSIONS, AND COMMITTEES PURSUANT TO COUNCIL RULES OF PROCEDURES SECTION 5.04; PROVIDING FOR REPEAL; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council finds Section 5.04(b) of the City Council Rules of Procedures, Liaisons to City boards, commissions, associations, corporations, and other City related organizations are appointed by the Mayor with the approval of City Council for a term of one year, and for other periods deemed necessary and in the best interest of the City; and

WHEREAS, the City Council finds pursuant to Exhibit “A” incorporated herein by reference, the Mayor appoints Primary and Alternate Liaisons to the Board of Appeals, Charter Review Commission, Library Board, Planning and Zoning Commission, Zoning Board of Adjustment, Animal Services Advisory, Civil Service Commission, Watauga Economic Development Corporation, Parks Advisory Board, and Youth Advisory Council; and

WHEREAS, the City Council finds that the appointments made by the Mayor are valid and benefit the City of Watauga, and therefore approve of those appointments pursuant to Section 5.04(b) of the City Council Rules of Procedures.

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

I.

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

II.

The City Council of the City of Watauga finds that the following Primary and Alternate Liaisons named in Exhibit “A” are hereby approved.

III.

This Resolution shall become effective and shall be in full force and effect from and after the date of passage and adoption by the WCCD Board.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this the 14th day of September 2020.

APPROVED:

ARTHUR L. MINER, MAYOR

ATTEST:

ANDREA GARDNER, CITY SECRETARY

APPROVED AS TO FORM AND LEGALITY:

GEORGE HYDE, CITY ATTORNEY
Russell Rodriguez Hyde & Bullock, LLP