



AGENDA
WATAUGA CITY COUNCIL
VIDEOCONFERENCE MEETING
MONDAY, DECEMBER 14, 2020
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.

If you wish to view-only, the meeting will be streamed "live" on our web-site at the normal location: <https://www.cowtx.org/1403/Agendas-and-Minutes>

If you wish to comment during the meeting, you may do so by registering using the form located at: <https://www.cowtx.org/comments>. You will have the option to join the virtual meeting and comment "live" at the appropriate time using a computer, Android device, iOS device and/or a phone. Or, you can provide your comments for public comment or items for action at the time of registration and they will be read into the record for you.

 **EMERGENCY ALERT**

COVID-19 Emergency Update Information
[Read On...](#)

Create an Account - Increase your productivity, customize your experience, and engage in information you care about.

Comprehensive Plan Update

Conducting Elections

Welcome Info

Transparency

Forms

Mobile Apps

On-line Payment Center

Public Works Construction Updates

Strategic Planning

Street Sweeper Schedule

West Nile Virus

Disclaimers

Home > Form Center

 **Form Center**

Search Forms:

Select a Category 



By [signing in or creating an account](#), some fields will auto-populate with your information and your submitted forms will be saved and accessible to you.

City Council Meeting Registration - December 14, 2020

[Sign in to Save Progress](#)

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.

Members of the public are invited and encouraged to attend all public meetings that are not closed to the public in accordance with the Texas Open Meetings Act. Public input is encouraged during Public Testimony, Public Hearings or Action sections of a meeting agenda. As authorized by the Executive Orders issued by the Texas Governor, the City is making special provisions to allow the public to comment at this meeting. The meeting will be hosted using WEBEX. "Live" participation is limited. A person desiring to comment "live," during the meeting must register in advance using this form. Once registered, citizens will be provided with the meeting link information on a first come, first served basis until all slots have been filled.

Citizens may also provide their comments in writing. ALL COMMENTS MUST BE RECEIVED NO LATER THAN 1 HOUR PRIOR TO THE MEETING. All written comments must comply with applicable decorum rules for comments made during a public meeting of the City Council to be read into the record. Up to three minutes shall be allotted for each written comment to be read into the record of the meeting. All timely 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.

First Name*

Last Name*

Address1*

"Live" meeting space is limited and will be provided on a first come, first served basis. If you select the "live" meeting option, the WEBEX meeting details will be emailed to you at the e mail

address you provide during registration. You will be responsible for ensuring that you are available in the WEBEX meeting at the time public testimony is requested and that you have a microphone or have called in via telephone so that your comments can be heard.

A copy of the agenda packet for this meeting may be obtained here: <https://www.cowtx.org/1403/Agendas-and-Minutes>. A recording of this meeting will be made available on-line at the city's website as soon as practicable after 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

ANNOUNCEMENTS

PUBLIC COMMENT If speaking for an organization or group, the speaker should identify the group represented. If speaking during Public Comment (for matters not posted on that particular meeting's agenda), members of the City Council and Staff may only provide a statement of factual information in response to the inquiry or recite existing policy in response (e.g., to correct a factual misstatement made by the citizen or provide factual information requested by the citizen). Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a future meeting. If necessary, the Chair will task the City Manager to respond to the citizen and report back to the City Council as soon as practicable. Such report to the City Council shall not constitute a meeting called by the City Council nor shall it constitute deliberation or formal action. Individual citizens addressing the City Council during Public Comment shall not exceed three (3) minutes in their comments; however, the Chair may extend or reduce the speaker's allotted time in order to conduct an efficient and effective public meeting. The time allotted shall not be donated to others desiring to speak. Public Comment is not established to engage in a conversation with the Council and no formal Council action will be taken.

PUBLIC TESTIMONY FOR ACTION ITEMS Only those persons who submit a completed Request to Speak form prior to the agenda item being introduced by the Chair will be allowed to speak on agenda items set for action (this doesn't include presentations or reports). The Chair shall ask each person requesting to speak to approach the podium when called to speak. Speakers time shall generally not exceed three (3) minutes in their comments and all comments must be germane to the specific agenda item being discussed; however, the Chair may extend or reduce the speaker's allotted time. Speakers shall not be permitted to donate their time to other speakers. Members of the City Council may ask questions or discuss the item directly with the citizen during the citizen's testimony if necessary. Any discussion between a Council member and the citizen will not count toward the time limit and Council Members are encouraged not to speak until the citizen has first utilized their allocated time.

CONSENT AGENDA

1. Consider action on the meeting minutes of the November 3, 2020 Tony's Pizza Social Function; November 6, 2020 Heart of North Texas Conference; November 9, 2020 Council workshop; November 9, 2020 Regular Council Meeting; November 12, 2020 Special Council Meeting; November 17, 2020 Special City Council Meeting; and November 23, 2020 Special Council Meeting.

Raquel Guajardo, Deputy City Secretary

Andrea Gardner, City Manager

2. Consider action to approve the Monthly Financial Report for the period ending October 31, 2020

Sandra Gibson, Director of Finance

Andrea Gardner, City Manager

3. Consider action to approve the revised Watauga Public Library Circulation Policy.

Lana Ewell, Director of Library Services

George Hyde, Legal

Raquel Guajardo, Deputy City Secretary

Andrea Gardner, City Manager

4. Consider action on a resolution to adopt a Legislative Policy for the City of Watauga

Andrea Gardner, City Manager

5. Consider action on a resolution by the City Council of the City of Watauga, Texas pursuant to Texas Local Government Code § 52.004 requiring that the City of Watauga, Texas designate an official newspaper for fiscal year 2020-2021; 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

Andrea Gardner, City Manager

6. Consideration of Voting Member and Alternate Member reappointment to the City of Fort Worth Water and Wastewater Wholesale Customer Advisory Committee

Paul Hackleman, Director of Public Works

Andrea Gardner, City Manager

7. Consider action to adopt a Resolution by the City Council of the City of Watauga, Texas approving the purchase of two 2020 Ford F-150 Trucks from Silsbee Ford, providing for repeal; providing for severability; providing an effective date

Paul Hackleman, Director of Public Works

Andrea Gardner, City Manager

8. Consider action on a resolution by the City Council of the City of Watauga, Texas declaring two 2008 Ford F-150 trucks as surplus property belonging to the City of Watauga; and authorizing disposal of the surplus property; providing that all resolutions are hereby repealed to the extent that they are in conflict; providing a savings clause, providing an effective date

Paul Hackleman, Director of Public Works
Andrea Gardner, City Manager

9. Consider action authorizing a WEDC expenditure pursuant to Section 501.073(a) of the Texas Local Government Code to purchase Blu Dot technology software for business retention support

Andrea Gardner, City Manager

10. Consider action to ratify the November 23, 2020 approval of the purchase agreement with Lake Country Chevrolet with using "TIPS "cooperative procurement replacing "Goodbuy" as originally listed.

Shawn Fannan, Fire Chief

PUBLIC HEARINGS / ACTION

1. Public Hearing, discussion and possible action on the Municipal Storm Drain Utility System Review

Sandra Gibson, Director of Finance
Paul Hackleman, Director of Public Works
Andrea Gardner, City Manager

ACTION ITEMS

1. Discuss and consider action on the purchase of PC Workstation/Laptop replacements from Dell, Inc. and CDW Government utilizing State contract DIR-TSO-3763 which satisfies all bid requirements

Bradley Fraley, Chief Information Officer
Andrea Gardner, City Manager

2. Discuss and consider action on WEDC Board appointments

Andrea Gardner, City Manager

3. Discuss and consider action approving the creation a Citizen's Focus Group for the purpose of engagement between City Administration and the general public

Andrea Gardner, City Manager

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 Friday,

December 11, 2020, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.



Andrea Gardner, City Secretary





AGENDA MEMORANDUM

DATE: November 16, 2020

TO: Honorable City Council Members

FROM: Raquel Guajardo, Deputy City Secretary

THROUGH: Andrea Gardner, City Manager

SUBJECT: Consider action on the meeting minutes of the November 3, 2020 Tony's Pizza Social Function; November 6, 2020 Heart of North Texas Conference; November 9, 2020 Council workshop; November 9, 2020 Regular Council Meeting; November 12, 2020 Special Council Meeting; November 17, 2020 Special City Council Meeting; and November 23, 2020 Special Council Meeting.

BACKGROUND/INFORMATION:

November 2020 meeting minutes are attached for review and action.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION/ACTION DESIRED:

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

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 11032020 MINS TONY'S PIZZA Draft
2. 11092020 MINS COUNCIL WORKSHOP Draft
3. 11092020 MINS REGULAR COUNCIL Draft
4. 11122020 MINS SPECIAL COUNCIL Draft
5. 11172020 MINS SPECIAL COUNCIL Draft
6. 11232020 MINS SPECIAL COUNCIL Draft
7. 11062020 MINS HEART OF NTX Draft

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 12/9/2020

Approved as to form for inclusion on Agenda

**MINUTES
WATAUGA CITY COUNCIL
TONY'S PIZZA
6245 RUFÉ SNOW DRIVE, WATAUGA, TEXAS 76148
NOVEMBER 3, 2020
7:30 PM**

The following members of the Watauga City Council attended a social event November 3, 2020 at 7:30 p.m., at Tony's Pizza, 6245 Rufe Snow Drive, Watauga, Texas, 76148:

Arthur Miner	Mayor
Lovie Downey	Council Member, Place 3
Juanita King	Council Member, Place 5
Andrew Neal	Council Member, Place 4
Mark Taylor	Council Member, Place 6

There was no discussion or debate by the members present and no action was taken on any City business at this event.

APPROVED: this the _____ day of _____, 2020

SIGNED: this the _____ day of _____, 2020

Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner, City Secretary

**MINUTES
WATAUGA CITY COUNCIL
SPECIAL MEETING
MONDAY, NOVEMBER 9, 2020
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
5:30 PM**

CALL TO ORDER

The Special Meeting of the City Council was called to order at 5:31 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 (Absent Without Notice)

Council Member Place 1, (Vacant)

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, (Vacant)

and

Andrea Gardner, City Manager/ City Secretary

Raquel Guajardo, Deputy City Secretary

Sandra Gibson, Director of Finance

Debra Defriese, Utility Billing Administrator

Bradley Fraley, Chief Information Officer/ PIO

PRESENTATIONS

1. **Presentation, discussion on, and provide direction to the City Manager on Utility Billing Operations**

Ms. Gibson introduced Ms. Debra Defriese to present the item to Council. Ms. Defriese provided an overview of the department's daily duties, scope of services, utility billing cycle, smart phone meter reading and meter reader duties.

Ms. Gibson presented the recommended timeline for items that were introduced to Council in August 2020 during the Council Retreat. Mayor Miner asked Council to provide direction to staff regarding the proposed timeline.

Council Member Neal recommended the Merchant Fee Recovery be switched with Senior Discounts on the schedule. After some discussion, the consensus of the Council agreed with the proposal made by Council Member Neal.

The updated timeline is as follows:

- Utility Deposits – January 2021
- Merchant Fee Recovery – June 2021
- Utility Rate Review – July 2021
- Senior Discounts – January 2022
- Tiered Rates (Review) – July 2023

Council inquired regarding billing cycles, notifications of spiked consumption, cost of lid and box replacements and e-bill participation in which Ms. Defriese addressed.

Mayor Miner thanked Utility Billing staff for their hard work.

ADJOURNMENT

Mayor Miner adjourned the meeting at 6:20 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
REGULAR MEETING MONDAY
NOVEMBER 9, 2020
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
6:30 PM

CALL TO ORDER

The Regular Meeting of the City Council was called to order at 6:31 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, (Vacant)
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, (Vacant)

and

Andrea Gardner, City Manager/ City Secretary
Raquel Guajardo, Deputy City Secretary
Sandra Gibson, Director of Finance
Bradley Fraley, Chief Information Officer/ PIO
Randy Richards, Building Official
Shawn Fannan, Fire Chief
Brian Hatfield, Fire Marshall
Jeannette Garcia, Planning and Zoning Coordinator
George Hyde, City Attorney

INVOCATION

Dennis Serrat gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Miner led the pledge to the flags.

ANNOUNCEMENTS

Council Member Neal announced the following events:

- November 3rd Election Vote Canvass is scheduled for November 12, 2020 at 10:00 a.m.
- Watauga Economic Development Corporation Meeting is scheduled for November 17, 2020 at 6:00 p.m.

- Small Business Saturday is November 28, 2020.
- New Council Meet & Greet is scheduled for December 14, 2020 at 5:00 p.m.

Mayor Miner announced that the Veteran's Day recognition will be posted online November 11, 2020.

PRESENTATIONS

1. Presentation of a Proclamation recognizing Small Business Saturday

Mayor Miner presented the Small Business Saturday proclamation.

2. Present the Watauga Fire Department Fire Safety Month Coloring Contest Winners

Fire Marshall Hatfield and Chief Fannan announced the coloring contest winners.

PUBLIC COMMENT

Mayor Miner called for Public testimony. Request to Speak forms were not received.

CONSENT AGENDA

Mayor Miner read through the following consent agenda items:

- 1. Consider action to approve the Monthly Financial Report for the period ending September 30, 2020 (Pre-Audit)**
- ~~2. Consider action to approve an expenditure of the Watauga Economic Development Corporation to extend a Professional Services Agreement between the Retail Coach, LLC and the Watauga Economic Development Corporation. (Moved to New Business)~~**
- 3. Consider action on the meeting minutes of the October 12, 2020 Council Workshop and October 12, 2020 Regular Council Meeting**
- 4. Consider action to approve the Quarterly Investment Report for the period ending September 30, 2020**
- ~~5. Consider action on a resolution of the City Council of the City of Watauga, Texas, approving the Texas Volkswagen Environmental Mitigation Program (TxVEMP) Grant Application to purchase and install level 2 electric charging stations; and authorizing the City Manager to act on behalf of the City of Watauga to comply with all grant requirements associated with the FY 2020 application; providing for severability; and establishing an effective date~~**

Mayor Miner stated that item #5 will be removed from the Consent Agenda and will be presented at a future meeting.

Mayor Miner requested Council present changes to the Consent Agenda.

Council Member Neal requested Item #2 be moved to the Action Item section of the agenda.

Council Member Taylor made a motion to approve Consent Agenda Items 1, 3 and 4. Motion seconded by Council Member Downey. As there was no additional discussion, Mayor Miner called for the Council to vote. Motion passed 4-0-0-1.

Ayes: Downey, Neal, King, Taylor

Nays: None

Abstain: None

Absent: Snyder

PUBLIC TESTIMONY FOR ACTION ITEMS

Mayor Miner called for public testimony. Request to Speak forms were not received.

PUBLIC HEARINGS / ACTION

Mayor Miner opened the public hearing at 6:46 p.m.

- 1. Discuss and consider action on Case SUP. 20-01: Request for a Specific Use Permit (SUP) for a massage establishment at 7600 Denton Highway #100, being Lot 1R, Block 1 of the Watauga Pavilion Addition. The subject property zoned General Business (GB), is located on the east side of Denton Highway, south of North Park Drive and north of Starnes Road. Retail Properties of America, owner. Tucker Gagen, applicant/agent. Business to be known as Mattison Avenue Salon Suites and Spa.**

Mr. Richards presented the item to Council and stated that there will be no negative impacts to the surrounding properties.

Council Member Neal inquired regarding the amount of stations located within the salon. Mr. Gagen responded that the salon will consist of 31 stations; eight (8) suites are designated for spa use and the remaining will be used by independent hair stylists that are licensed and registered with the State.

Mayor Miner closed the public hearing at 6:49 p.m.

Council Member Taylor made a motion to approve SUP 20-01. Motion seconded by Council Member Downey. As there was no additional discussion, Mayor Miner called for the Council to vote. Motion passed 4-0-0-1.

Ayes: Downey, Neal, King, Taylor

Nays: None

Abstain: None

Absent: Snyder

2. **Discuss and consider action of Case Z. 20-03 with SUP: Request for a zoning change from Local Business (LB) to General Business (GB) with a Specific Use Permit (SUP) to allow a massage establishment at 6600 Denton Highway #126 being Lot B2R, Block 4 of the Greenfield Village Addition. The property is located on the east side of Denton Highway south of Chapman Road and north of Watauga Road. Nikki Cee LLC, owner. Zaid Chaudhry, applicant.**

Mayor Miner opened the public hearing at 6:52 p.m.

Mr. Richards presented the item to Council.

Council Member Neal inquired if the SUP was for the entire building. Mr. Richards responded in the affirmative.

Mayor Miner closed the public hearing at 6:55 p.m.

Council Member Neal made a motion to accept case Z. 20-03 with SUP and Rezone. Motion seconded by Council Member King. As there was no additional discussion, Mayor Miner called for the Council to vote. Motion passed 4-0-0-1.

Ayes: Downey, Neal, King, Taylor

Nays: None

Abstain: None

Absent: Snyder

ACTION ITEMS

1. **Consider action to approve an expenditure of the Watauga Economic Development Corporation to extend a Professional Services Agreement between the Retail Coach, LLC and the Watauga Economic Development Corporation. (*Formally Consent Agenda Item #2*)**

Council Member Neal made a motion to bring the item to the table. Motion seconded by Council Member Taylor.

Ms. Gardner stated that the contract went into effect last year and this is an extension for year two and the matter was presented to the WEDC. Ms. Gardner also stated that three (3) WEDC members were in the audience and can speak to items from Council regarding the board's recommendations to approve the extension.

Mayor Miner called for Council discussion. Council Member Neal stated that Retail Coach has worked hard to bring businesses into Watauga.

Mayor Miner stated that he is aware of concerns that a definitive list of new businesses had not been shared with the public and further stated that Covid has had an impact and has put plans on hold.

Council Member Downey stated that moving forward and when feasible, would like to have Mr. Farmer present at meetings.

Council Member Taylor made a motion to extend the contract. Motion seconded by Council Member Downey. As there was no additional discussion, Mayor Miner called for the Council to vote. Motion passed 4-0-0-1.

Ayes: Downey, Neal, King, Taylor

Nays: None

Abstain: None

Absent: Snyder

2. Discuss and consider action to adopt a Resolution by the City Council of the City of Watauga, Texas adding Policy 7.07 Telecommuting to the Personnel, Administration and Financial Policies and Procedures Manual regarding procedures for offering a telecommuting work option for eligible personnel; providing for repeal; providing for severability; providing an effective date

Ms. Reyna presented the item to Council.

Council Member Taylor inquired regarding employee interest and if City will provide equipment. Ms. Reyna responded that that she has been approached by employees interested in a telecommuting option and further stated that for security purposes, that only employees with City issued devices are able to participate. Ms. Reyna also explained that further evaluation by IT will be needed before authorized use of employee owned equipment can be considered for use.

Mr. Hyde commented on the possible associated risk for a home workplace environment in regards to a workers compensation claim and further stated that State law does not allow for exemption of protection.

Council Member Downey commented regarding work environment inspections, reduction of operational costs, and negative impacts on productivity and/or connection issues when employees telecommuted during spring.

Mr. Hyde suggested employees provide pictures of home workspace as unannounced access to home will need to be addressed.

Ms. Reyna responded that the Department Head and City Manager would both need to provide telecommuting authorization.

Council Member Taylor made a motion to adopt Policy 7.07. Motion seconded by Council Member Downey. As there was no additional discussion, Mayor Miner called for the Council to vote. Motion passed 3-1-0-1.

Ayes: Downey, Neal, Taylor

Nays: King

Abstain: None

Absent: Snyder

3. Discuss and consider action to approve an Ordinance by the City Council of the City of Watauga, Texas authorizing the issuance of "City of Watauga, Texas, General Obligation Refunding Bonds, Series 2020"; and other matters incident and related thereto

Ms. Gibson introduced Mr. Friedman of SAMCO to present a brief summary to Council which included the following:

- \$84,268 from 2021-2026
- Average Coupon 3.77%
- Refund Rate 1.17 %

Council Member Neal made a motion to accept the refunding bonds. Motion seconded by Council Member Downey. As there was no additional discussion, Mayor Miner called for the Council to vote. Motion passed 4-0-0-1.

Ayes: Downey, Neal, King, Taylor

Nays: None

Abstain: None

Absent: Snyder

4. Discuss and consider action to approve the initial Massage Establishment Permit application submitted by Ms. Guli Yang of RR Massage located at 6600 Denton Highway #126, as required by Chapter 22, Article VI, Division 2, Section 22-252 of the City of Watauga Code of Ordinances

Council Member Downey made a motion to discuss the item. Motion seconded by Council Member Neal.

Mayor Miner called for discussion. Council Member Neal inquired if the permit will be the first received for the 6600 Denton Highway location. Ms. Jeannette Garcia, Planning and Zoning Coordinator, responded in the affirmative.

As there was no additional discussion, Mayor Miner called for a motion.

Council Member Neal made a motion to approve the item. Motion seconded by Council Member Downey. As there was no additional discussion, Mayor Miner called for the Council to vote. Motion passed 4-0-0-1.

Ayes: Downey, Neal, King, Taylor

Nays: None

Abstain: None

Absent: Snyder

5. Discuss and consider action to appoint a new member to the Youth Advisory Council

Council Member Taylor stated that an interview was conducted, and the committee made their recommendation to Mayor Miner.

Council Member Downey made a motion to approve the item. Motion seconded by Council Member Taylor. As there was no additional discussion, Mayor Miner called for the Council to vote. Motion passed 4-0-0-1.

Ayes: Downey, Neal, King, Taylor
Nays: None
Abstain: None
Absent: Snyder

REPORTS

1. Report and update on the City Council's request to seek a trademark of the City and WEDC logos

Mr. Hyde presented the item to the Council.

Council Member Taylor asked what the next step is if the initial application was rejected. Mr. Hyde responded that the decision might be made to make the change to use for a specified time and then reapply; it will be up to Council.

Council Member Taylor stated that if costs are not involved, there is no issue; however, if there is a cost, why proceed with the trademark? Mr. Hyde stated that it would be difficult to defend use.

ITEMS FOR FUTURE AGENDAS

Miner stated that the Citizen's Focus Group will be discussed at a future council meeting.

EXECUTIVE SESSION / MEETING

Mayor Miner recessed the Regular Council meeting at 7:55 p.m.

The City Council will recess regular session and convene into executive session pursuant to Texas Government Code Chapter 551 which allows for the following:

1. § 551.071 and § 551.074 to deliberate upon and consult with the City Attorney regarding the duties of the Mayor.

RECONVENE

Mayor Miner reconvened the Regular Council meeting at 8:39 p.m.

ITEMS OF EXECUTIVE SESSION DELIBERATION

Council Member Taylor made a motion to authorize the Mayor to participate in legislative discussions involving the City of Watauga. Motion seconded by Council Member Downey. As there was no additional discussion, Mayor Miner called for the Council to vote. Motion passed 4-0-0-1.

Ayes: Downey, Neal, King, Taylor
Nays: None
Abstain: None
Absent: Snyder

ADJOURNMENT

Mayor Miner adjourned the meeting at 8:41 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
THURSDAY, NOVEMBER 12, 2020
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
10:00 AM**

CALL TO ORDER

The Special Meeting of the City Council was called to order at 10:00 a.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 (Absent)
Council Member Place 1, (Vacant)
Council Member Place 3, Lovie Downey
Council Member Place 4, Andrew Neal (Absent)
Council Member Place 5, Juanita King
Council Member Place 6, Mark Taylor
Council Member Place 7, (Vacant)

and

Andrea Gardner, City Manager/ City Secretary
Raquel Guajardo, Deputy City Secretary
Bradley Fraley, Chief Information Officer/ PIO

ACTION ITEMS

1. **Discuss and consider action on the canvass of the votes for the November 3, 2020 General and Special Elections to include approval of a Resolution canvassing the votes and declaring the results**

Ms. Gardner, City Secretary, read the results of the canvass.

Summary is as follows:

- Place 1, Danielle Tucker Elected
- Place 2, Tom Snyder Elected
- Place 6, Mark Taylor Elected
- Place 7, Jan Hill Elected
- Proposition A Failed

Council Member Taylor made a motion to approve Resolution 2020-061. Motion seconded by Council Member Downey. As there was no additional discussion, Mayor Miner called for the Council to vote. Motion passed 3-0-0-2.

Ayes: Downey, King, Taylor
Nays: None
Abstain: None
Absent: Snyder, Neal

OATH OF OFFICE

- 1. Administer the Oath of Office to the newly elected Council Members for Places 1, 2, 6 and 7 and presentation of Election Certificates**

Judge Stewart Bass administered the Oath of Office for Mark Taylor, Place 6 and Jan Hill, Place 7.

ADJOURNMENT

Mayor Miner adjourned the meeting at 10:17 a.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
TUESDAY, NOVEMBER 17, 2020
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
7:00 PM**

CALL TO ORDER

The Special Meeting of the City Council was called to order at 7:00 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 without Notice-Oath Not Taken)
Council Member Place 3, Lovie Downey (Absent with Notice)
Council Member Place 4, Andrew Neal
Council Member Place 5, Juanita King (Absent with Notice)
Council Member Place 6, Mark Taylor
Council Member Place 7, Jan Hill

and

Andrea Gardner, City Manager/ City Secretary
Bradley Fraley, Chief Information Officer/ PIO

EXECUTIVE SESSION

Mayor Miner recessed the special meeting for executive session at 7:02 p.m.

1. **§ 551.071 and § 551.074 to deliberate upon and consult with the City Attorney regarding the duties of the Mayor and duties of the City Attorney.**

RECONVENE

Mayor Miner reconvened the Special Meeting at 7:46 p.m., and reported that no action was taken during the executive session.

ADJOURNMENT

Mayor Miner adjourned the meeting at 7:47 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 MONDAY, NOVEMBER 23, 2020
VIDEOCONFERENCE
5:30 PM

CALL TO ORDER

The Special Meeting of the City Council held by videoconference was called to order at 5:35 p.m.

ROLL CALL

Mayor, Art Miner
Mayor Pro Tem/ Council Member Place 2, Tom Snyder
Council Member Place 1, (Absent without Notice – Oath not taken)
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, Jan Hill

and

Andrea Gardner, City Manager/ City Secretary
Shawn Fannan, Fire Chief
Bradley Fraley, Chief Information Officer/ PIO

PUBLIC TESTIMONY FOR ACTION ITEMS

Mayor Miner called for Public Testimony. Request to Speak forms were not received.

ACTION ITEMS

1. **Discuss and consider action to authorize the City Manager to execute a contract for the purchase of a 2020 Chevrolet Suburban from Lake Country Chevrolet**

Chief Fannan presented the item to Council and stated that the purchase is approved for use by CARES Act funding.

Mayor Miner inquired if it will free up ambulance for other emergency responses. Chief Fannan responded that it will help to minimize exposure of staff to infectious disease.

Council Member Taylor clarified that the funds will be coming from CARES Act. Chief Fannan responded in the affirmative.

Mayor Miner read comments received from Mr. Chuck Hubbard, 6848 Hillglen Drive, Watauga, Texas; and Ms. Andra Dunn, 6516 Alta Vista Drive, Watauga, Texas.
(Comments will be archived with approved minutes)

Chief Fannan addressed both comments submitted and stated that the dealership was the closest that had the special vehicle with the needed special packages available. He further stated that the item needed to be presented as soon as possible in order to be utilized before the December 31, 2020 deadline.

Mayor Pro Tem Snyder made a motion to accept the item as presented. Motion seconded by Council Member Hill. As there was no further discussion, Mayor Miner called for the Council to vote by roll call.

Place 2/Mayor Pro Tem, Tom Snyder	Yes
Place 3, Lovie Downey	Yes
Place 4, Andrew Neal	Yes
Place 5, Juanita King	Yes
Place 6, Mark Taylor	Yes
Place 7, Jan Hill	Yes

Motion carried 6-0-0-1.

Ayes: Snyder, Downey, Neal, King, Taylor, Hill
Nays: None
Abstain: None
Absent: Tucker

ADJOURNMENT

Mayor Miner adjourned the videoconference at 5:47 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
2020 HEART OF NORTH TEXAS CONFERENCE
NRH CENTRE
6000 HAWK AVENUE, NORTH RICHLAND HILLS, TEXAS 76180
NOVEMBER 6, 2020
8:00 AM**

The following members of the Watauga City Council attended the 2020 Heart of North Texas Conference on November 6, 2020, at 8:00 a.m., at the NRH Centre, 6000 Hawk Avenue, North Richland Hills, Texas 76180:

Arthur Miner	Mayor
Lovie Downey	Council Member, Place 3
Andrew Neal	Council Member, Place 4
Juanita King	Council Member, Place 5
Mark Taylor	Council Member, Place 6

with

Andrea Gardner	City Manager/City Secretary
----------------	-----------------------------

There was no discussion or debate by the members present and no action was taken on any City business at this event.

APPROVED: this the _____ day of _____, 2020

SIGNED: this the _____ day of _____, 2020

Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner, City Secretary



AGENDA MEMORANDUM

DATE: November 23, 2020
TO: Honorable City Council Members
FROM: Sandra Gibson, Director of Finance
THROUGH: Andrea Gardner, City Manager
SUBJECT: Consider action to approve the Monthly Financial Report for the period ending October 31, 2020

BACKGROUND/INFORMATION:

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

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Council review and approve the Monthly Financial Report for the period ending October 31, 2020.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Council Report - October 2020 to Council December 14 2020kr

REVIEWED BY:

Sandra Gibson, Director of Finance

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 12/7/2020

Final Approval - 12/8/2020



Monthly Financial Report Fiscal 2020-2021

For the period ending October 31, 2020

Sales Tax

The City's sales tax receipts from the State Comptroller received in the month of November 2020 (reflecting September 2020 sales receipts) increased by 14.20%, or \$55,156.26 from the same time last year. This amount includes prior period adjustments, future period adjustments and audit collections. The Crime Control Prevention District's sales tax received increased by 14%, or \$18,114.

A comparison of September 2020 sales tax receipts for Watauga and surrounding cities are shown below:

SALES TAX RECEIPTS COMPARISONS SEPTEMBER 2019 vs. SEPTEMBER 2020 RECEIVED FROM COMPTROLLER - NOVEMBER FISCAL YEAR 2019-2020

Sales Tax Receipts for the Month:

City	SEPTEMBER 2020 Sales	SEPTEMBER 2019 Sales	\$ Change	% Change
Roanoke	\$ 2,109,844.90	\$ 1,351,523.00	\$ 758,321.90	56.11%
Keller	\$ 1,238,718.93	\$ 1,074,583.00	\$ 164,135.93	15.27%
Watauga	\$ 443,617.26	\$ 388,461.00	\$ 55,156.26	14.20%
N. Richland Hills	\$ 1,655,212.61	\$ 1,461,041.00	\$ 194,171.61	13.29%
Richland Hills	\$ 548,827.85	\$ 485,589.00	\$ 63,238.85	13.02%
Colleyville	\$ 643,002.10	\$ 584,792.00	\$ 58,210.10	9.95%
Saginaw	\$ 575,732.30	\$ 541,496.00	\$ 34,236.30	6.32%
Haltom City	\$ 1,346,140.73	\$ 1,269,343.00	\$ 76,797.73	6.05%
Southlake	\$ 2,672,124.61	\$ 2,555,334.00	\$ 116,790.61	4.57%
Bedford	\$ 1,190,984.83	\$ 1,145,289.00	\$ 45,695.83	3.99%
Euless	\$ 1,824,549.39	\$ 1,766,543.00	\$ 58,006.39	3.28%
Fort Worth	\$ 15,030,497.72	\$ 14,714,848.00	\$ 315,649.72	2.15%
Hurst	\$ 1,442,179.52	\$ 1,505,326.00	\$ (63,146.48)	-4.19%
Grapevine	\$ 3,285,491.96	\$ 4,121,226.00	\$ (835,734.04)	-20.28%

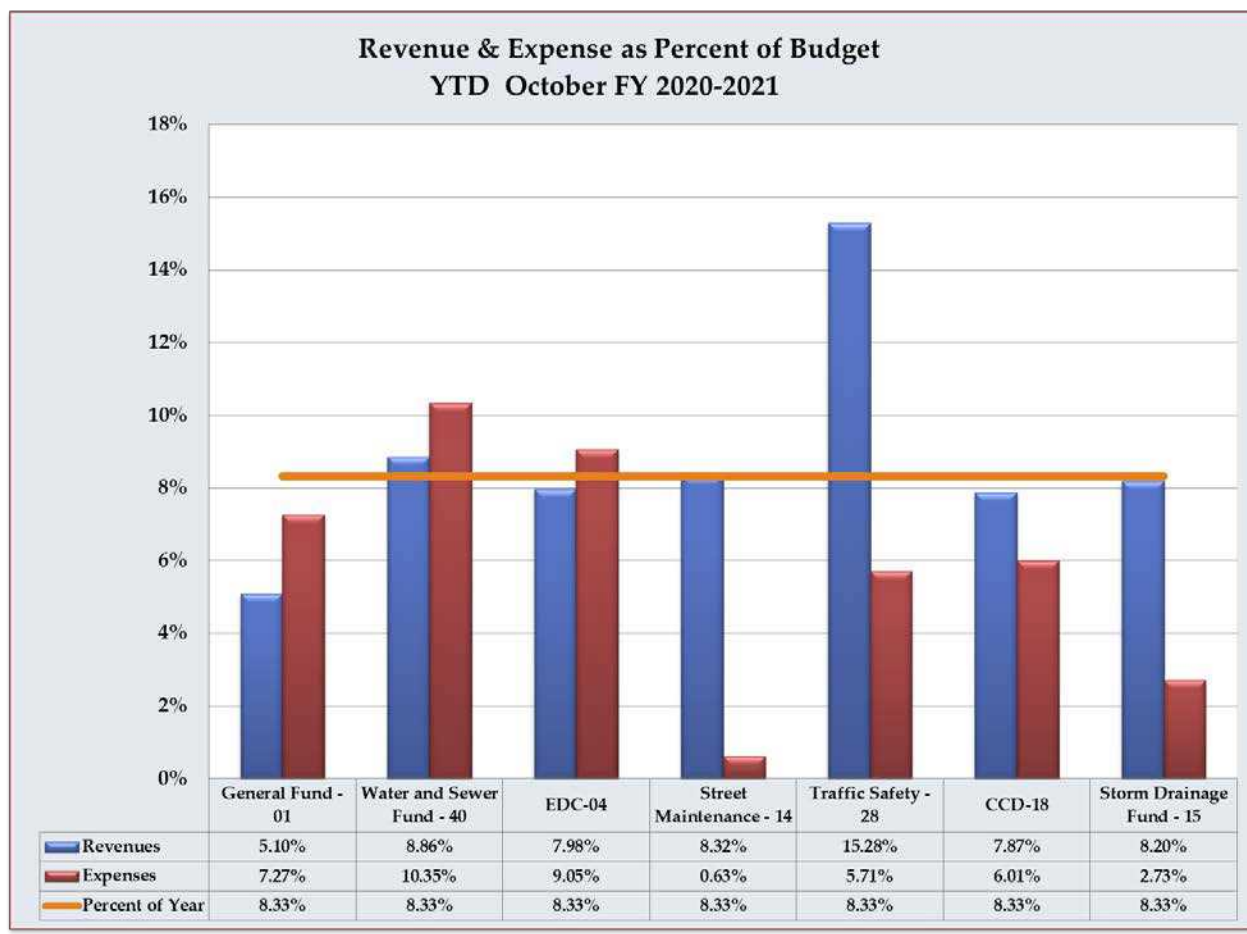
Source: State Comptroller

City Collections only - not Special Purpose Districts or Transit

The City will receive the distribution for October 2020 sales tax receipts on December 10, 2020. The sales tax numbers reflected in this report are based on estimated accruals.

Financial Highlights

The City is 8.3% through the fiscal year 2020-2021. Revenue and expenses are reflected in the chart below and details of each fund's revenues and expenditures are attached. Also attached is a Departmental Consolidated Budget Report that shows expenditures for departments across all funds. For example, the Police Department budget and expenditures are combined for the three funds in which expenditures are reported (General Fund, Crime Control, and Traffic Safety fund). The Consolidated Departmental Budget Report does not include capital outlay or debt service expenditures.



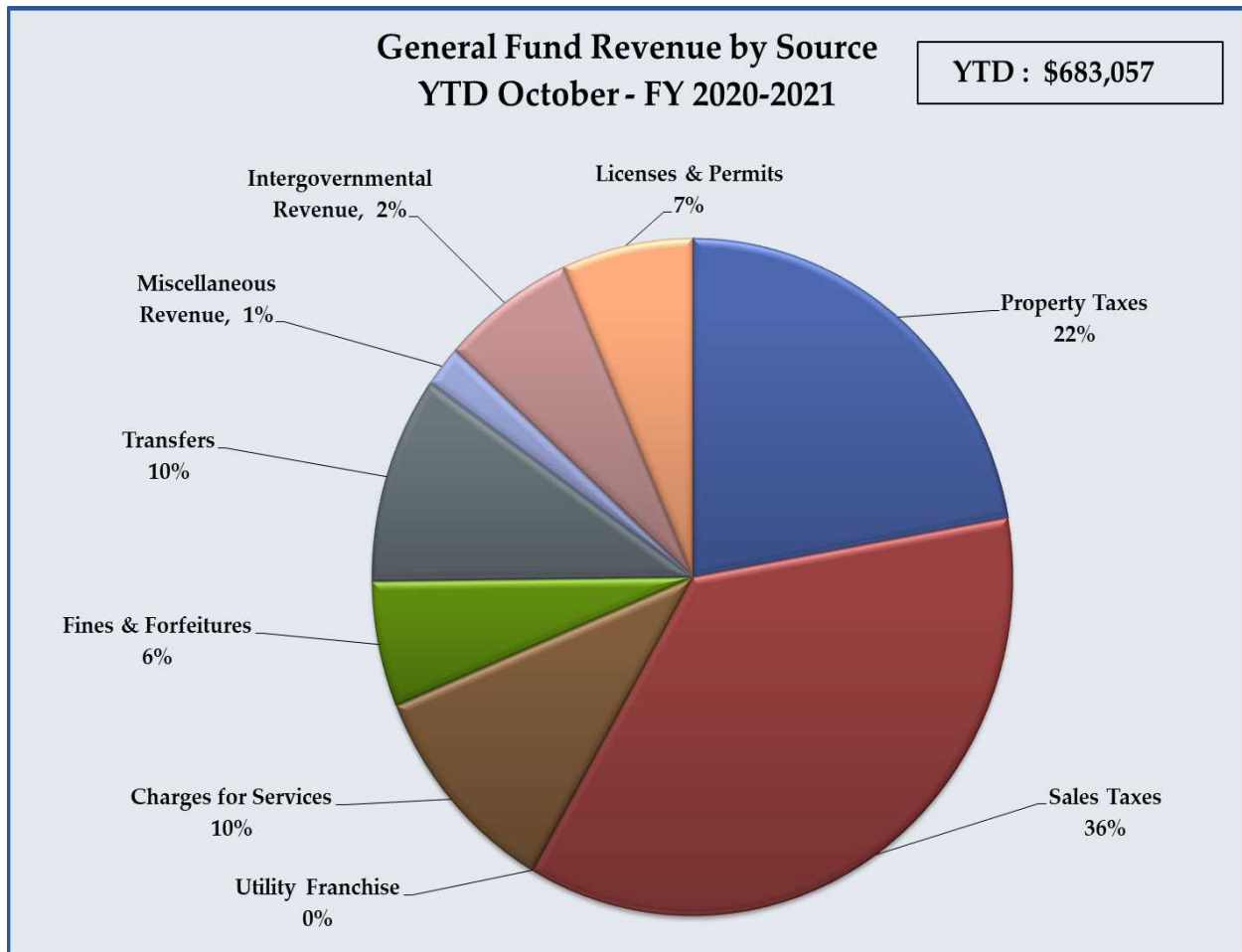
General Fund

Revenues – Year-to-date revenues represent 5.1% of budget collected, or \$683,057.

Property Tax – As of October 31, 2020, the City has received 2.4% 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 is anticipating receiving \$862,000 in franchise fee revenues in fiscal year 2020-2021. First quarter receipts are usually received in February.

Licenses and Permits - License and permit fees are at 8.5% of budget collected, an increase of \$5,491 over prior year.



Charges for Services - Charges for Services revenues are at 9.6% of budget collected. Charges for services include recreation fees, ambulance services, garbage collection fees and animal adoption fees. For the month of October, this revenue category is up \$11,311 or 18.8% in comparison to remain significantly higher over the same period of prior year.

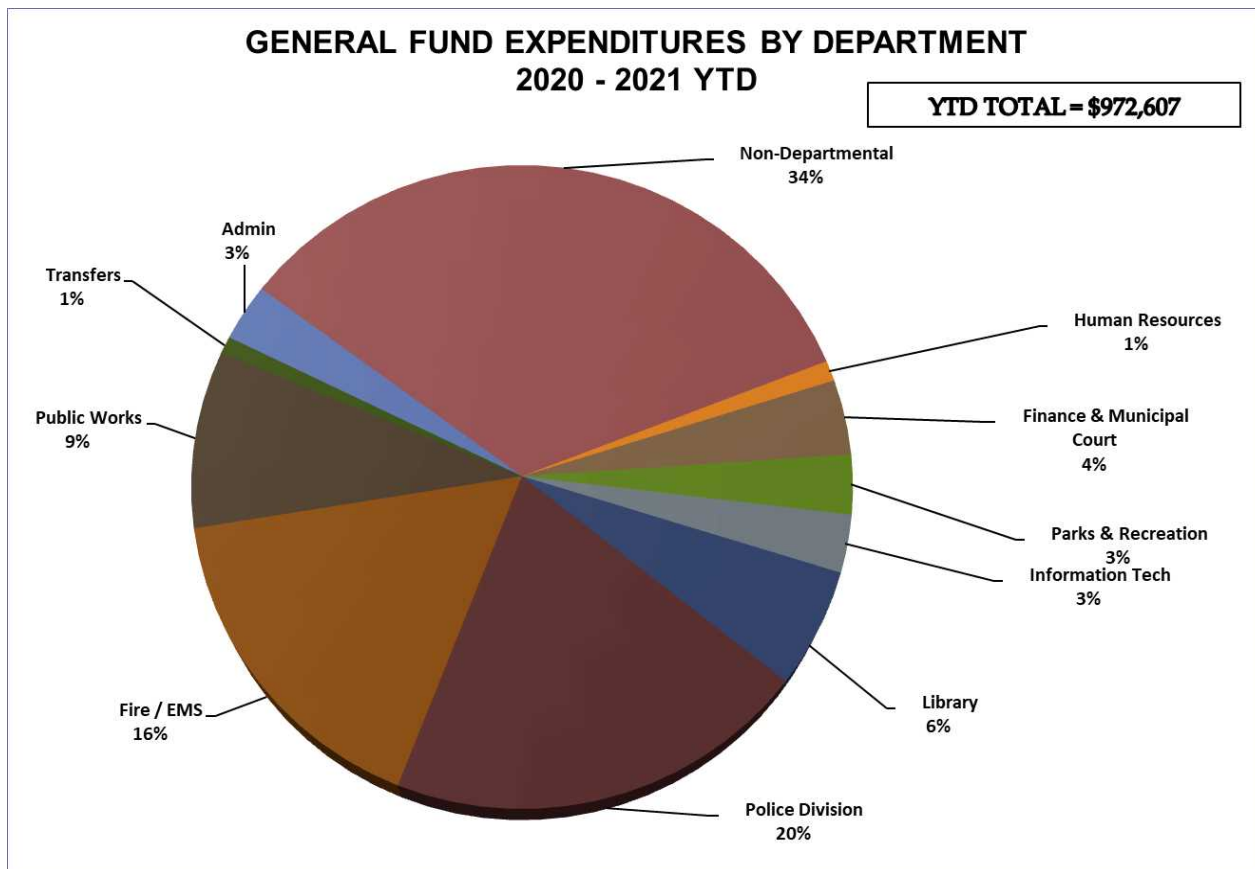
Fines and Forfeitures - Fines and Forfeitures are at 8% of budget which is \$7,760, or 15.9% lower than last year's collections.

Miscellaneous Revenue - Miscellaneous revenues include interest earnings, rental of recreational facilities, bingo, and other revenue. These receipts total \$13,265 which is 3.4% of budgeted revenues. Interest income is expected to be lower than prior year due to the decline in interest yield 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. This revenue is 9.2% of budget. Transfers are at 8.8% of budget.

Expenses - General fund expenses are at 7.3% of budget expended and total \$972,607. Expenditures are higher in comparison to the prior year due to timing of accounts payable (paid in October this year and in November last year) and expenditures pending reimbursement with CARES funding which will provide significant relief to the general fund budget.



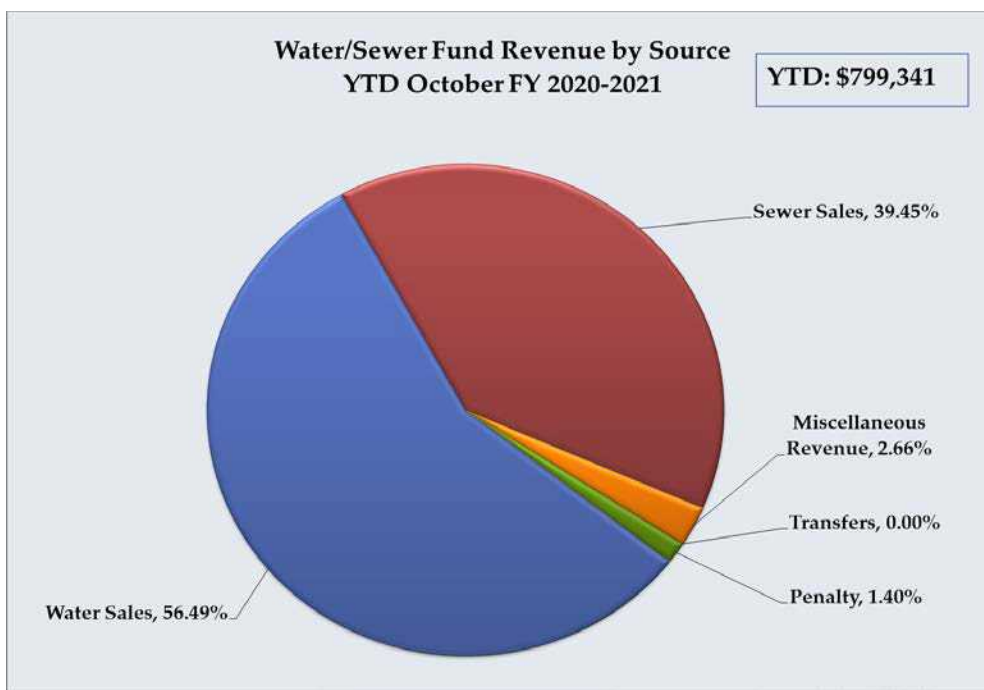
Water and Sewer Fund

Water and sewer revenues are currently in line of budgeted revenues through October 2020.

Water sales are at 9.5% of budgeted revenues and Sewer revenues are at 8.3% of budget.

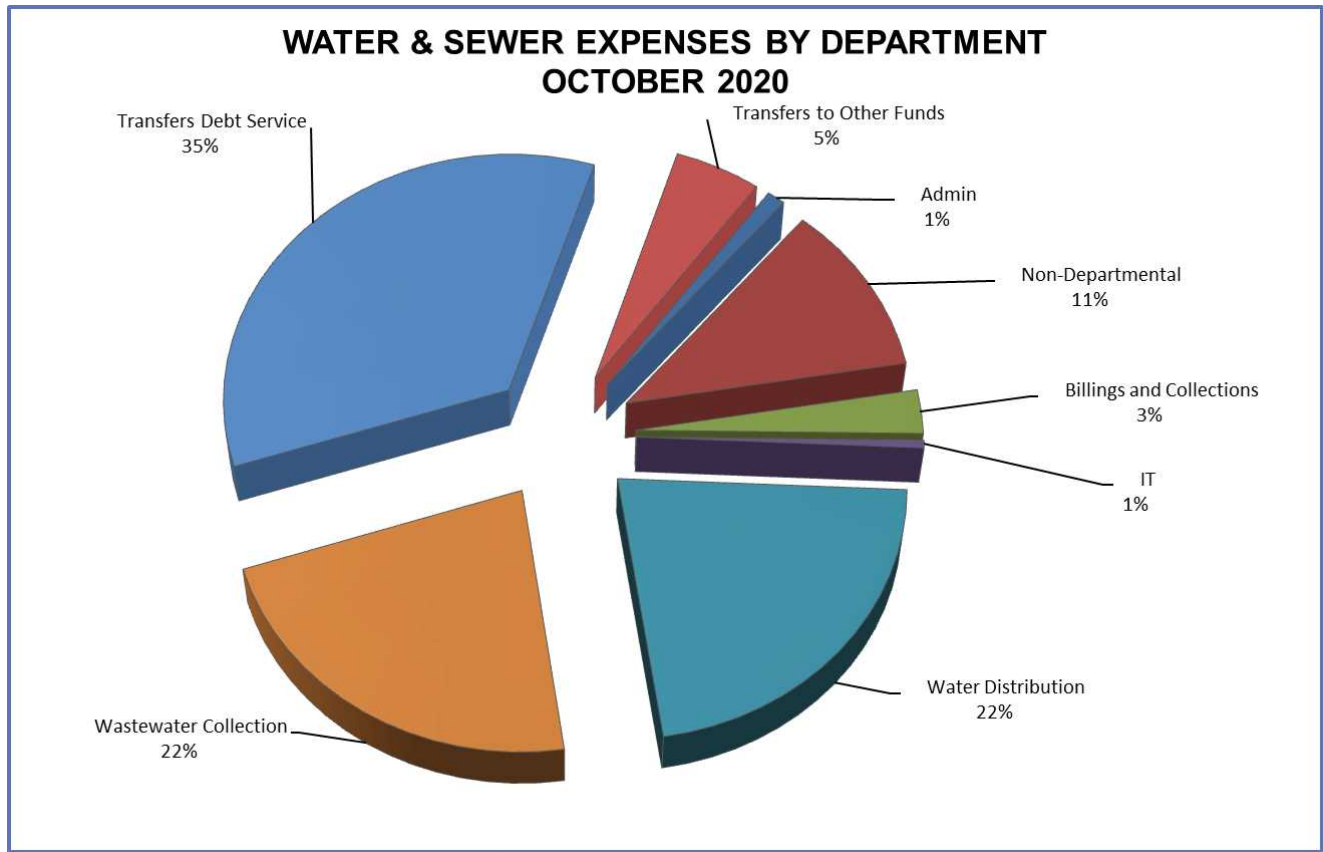
Water consumption varies due to seasonal fluctuations. Revenues are 5.97%, or \$50,742 lower than prior year through October, 2020.

Page 4 of 6



Miscellaneous Sales - Miscellaneous sales include penalty revenue, EPA revenue, service charges, returned check fees, and damaged/tampering fees. This category of revenue is at 8.8% of budget collected.

Expenses – Year-to-date expenses in the Water/Sewer fund are currently at 10.3%. Transfers to other funds for debt service for payments due in February, 2021 make up a significant portion of expenses. The breakdown of expenses by department is shown below:



Storm Drain Fund – Storm drain revenues are in line with expectations but are lower than FY2019-20 due to a decline in interest income this year. Revenues represent 8.2% of budget collected. Expenses are at 2.7% of budget in this fund through October 2020. Capital projects included in FY2020-2021 include Whitley Road phase 2-4, the drainage master plan, the Blue Green Grey project, and other storm drain improvements.

Special Revenue Funds - In the **Street Maintenance Fund**, revenues are on target with 8.4% of budget collected and expenses are at .6% of budget. The **Crime Control and Prevention District** has collected 7.9% of total revenues and is at 6% of budget expended. The **Economic Development Corporation Fund** has collected 8% of sales tax revenues and is at 9.1% of budget expended through October 2020. The **Traffic Safety Fund** will not collect any revenues due to the photographic enforcement program discontinuation by HB1631. This fiscal year the remaining fund balance is expected to be expended and traffic personnel will need to be budgeted in the general fund in future years. Through October, expenditures are at 5.7% of budget.

YEAR-END AUDIT

The Finance staff has been preparing for year-end audit. This process includes review of financials, journal entries and preparation of various schedules and reports. The City's external auditor, Weaver, will conduct field audits the weeks of December 7th and December 14th. The final report for Fiscal Year ending September 30, 2020 will be available and presented at the March Council meeting.

Fund Detail Report

OCTOBER 2020

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2021
For the period ending October 31, 2020 (1st FY Qtr.)

GENERAL FUND - 01

REVENUE:	ORIGINAL BUDGET	10/31/2020 YTD ACTUAL	% USED	% REMAINING	10/31/2019 YTD ACTUAL	\$ CHG 21 vs 20	% CHG 21 vs 20
TAXES							
AD VALOREM	6,108,000	146,473	2.40%	97.60%	133,060	13,413	10.08%
Delinquent	26,000	3,788	14.57%	85.43%	4,795	(1,007)	-21.00%
Penalty & Interest	27,500	1,299	4.72%	95.28%	1,241	58	4.66%
SALES TAX	2,920,000	246,928	8.46%	91.54%	243,388	3,540	1.45%
UTILITY FRANCHISE	862,000	38	0.00%	100.00%	36	3	7.28%
LICENSES & PERMITS	531,000	45,084	8.49%	91.51%	39,593	5,491	13.87%
INTERGOVERNMENTAL REVENUE	502,600	46,033	9.16%	90.84%	48,517	(2,484)	-5.12%
CHARGES FOR SERVICES	740,500	71,426	9.65%	90.35%	60,115	11,311	18.82%
FINES & FORFEITURES	515,900	41,016	7.95%	92.05%	48,775	(7,760)	-15.91%
MISCELLANEOUS INCOME	384,900	13,265	3.45%	96.55%	16,616	(3,351)	-20.16%
OPERATING TRANSFERS IN	765,281	67,707	8.85%	91.15%	50,782	16,925	33.33%
TOTAL REVENUE	\$13,383,681	\$683,057	5.10%	94.90%	\$646,917	\$36,139	5.59%
ADMINISTRATION	492,977	28,361	5.75%	94.25%	7,186	21,175	294.68%
HUMAN RESOURCES	182,169	9,988	5.48%	94.52%	7,005	2,983	42.59%
BUILDINGS - PW	834,740	27,059	3.24%	96.76%	22,009	5,050	22.94%
FINANCE	500,247	19,083	3.81%	96.19%	17,635	1,448	8.21%
MUNICIPAL COURT - FIN	401,730	17,674	4.40%	95.60%	14,772	2,901	19.64%
DEVELOPMENTAL SERVICES - PW	237,745	17,033	7.16%	92.84%	6,699	10,335	154.28%
LIBRARY	882,480	57,624	6.53%	93.47%	23,809	33,815	142.03%
PARKS AND RECREATION	882,505	29,135	3.30%	96.70%	22,600	6,535	28.92%
POLICE	4,054,124	196,435	4.85%	95.15%	299,097	(102,662)	-34.32%
FIRE/EMS	2,644,602	160,341	6.06%	93.94%	90,162	70,179	77.84%
PUBLIC WORKS - STREETS	434,632	33,908	7.80%	92.20%	22,685	11,223	49.48%
FLEET MANAGEMENT - PW	204,900	9,058	4.42%	95.58%	6,014	3,044	50.62%
NON-DEPARTMENTAL	1,129,810	330,386	29.24%	70.76%	24,450	305,936	1251.27%
INFORMATION TECHNOLOGY	402,909	28,189	7.00%	93.00%	19,653	8,535	43.43%
ECONOMIC DEVELOPMENT	-	-	0.00%	100.00%	613	(613)	-100.00%
TRANSFERS TO OTHER FUNDS	100,000	8,333	8.33%	91.67%	1,042	7,292	700.00%
TOTAL EXPENDITURES	\$13,385,570	\$972,607	7.27%	92.73%	\$615,502	\$357,105	58.02%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$1,889)	(\$289,550)			\$31,415	(\$320,965.36)	

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2021
For the period ending October 31, 2020 (1st FY Qtr.)

DEBT SERVICE FUND - 03

	CURRENT BUDGET	10/31/2020 YTD ACTUAL	% USED	% REMAINING	10/31/2019 YTD ACTUAL	\$ CHG 21 vs 20	% CHG 21 vs 20
REVENUE:							
TAXES							
AD VALOREM	2,720,000	65,692	2.42%	97.58%	57,244	\$8,447	14.76%
Delinquent	12,000	1,630	13.58%	86.42%	2,065	(\$435)	-21.09%
Penalty & Interest	10,000	490	4.90%	95.10%	500	(\$10)	-1.96%
INTEREST EARNINGS	5,000	154	3.08%	96.92%	1,017	(\$863)	-84.85%
OTHER FINANCING SOURCES	-	0	-	-	0	\$0	-
OPERATING TRANSFERS IN	157,503	13,125	8.33%	91.67%	8,348	\$4,777	57.22%
TOTAL REVENUE	\$2,904,503	\$81,090	2.79%	97.21%	\$69,174	\$11,916	17.23%
 Contractual & Sundry	 2,957,206	 -	 0.00%	 100.00%	 -	 \$0	 0.00%
TOTAL EXPENDITURES	\$2,957,206	-	0.00%	100.00%	-	\$0	0.00%
 EXCESS REVENUE OVER (UNDER) EXPENDITURES	 (\$52,702.50)	 \$81,090			 \$69,174	 \$11,916	

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2021
For the period ending October 31, 2020 (1st FY Qtr.)

WATAUGA ECONOMIC DEVELOPMENT CORP - 04

	CURRENT BUDGET	10/31/2020 YTD ACTUAL	% USED	% REMAINING	10/31/2019 YTD ACTUAL	\$ CHG 21 vs 20	% CHG 21 vs 20
REVENUE:							
SALES TAX	705,000	59,419	8.43%	91.57%	60,847	(1,429)	-2.35%
INTEREST EARNINGS	5,000	98	1.96%	98.04%	397	(299)	-75.27%
INTEREST/ESCROW	-	-	-	-	-	-	-
CONTRIBUTIONS/OTHER	35,800	-	-	-	-	-	-
TOTAL REVENUE	\$745,800	\$59,517	7.98%	92.02%	\$61,244	(1,727)	-2.82%
PERSONNEL SERVICES	-	-	0.00%	0.00%	226	(226)	-100.00%
NON-DEPARTMENTAL	-	-	0.00%	0.00%	-	-	0.00%
SUPPLIES	1,085	-	0.00%	100.00%	296	(296)	-100.00%
MAINTENANCE	-	-	0.00%	0.00%	-	-	0.00%
CONTRACTUAL & SUNDRY	108,375	12,943	11.94%	88.06%	2,377	10,566	444.51%
TRANSFERS	389,284	32,440	8.33%	91.67%	8,348	24,092	288.60%
CAPITAL OUTLAY	2,500	-	0.00%	100.00%	-	-	0.00%
TOTAL EXPENDITURES	501,244	45,383	9.05%	90.95%	\$ 11,247	34,136	303.50%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	\$244,556	\$14,133			\$49,997	-\$35,863	

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2021
For the period ending October 31, 2020 (1st FY Qtr.)

Strategic Initiative Fund - 13

	CURRENT BUDGET	10/31/2020 YTD ACTUAL	% USED	% REMAINING	10/31/2019 YTD ACTUAL	\$ CHG 21 vs 20	% CHG 21 vs 20
REVENUE:							
INTEREST EARNINGS	500	15	2.96%	97.04%	251	(236)	-94.10%
INTEREST/ESCROW	-	-	-	-	-	-	-
TRANSFERS	-	-	-	-	-	-	0.00%
TOTAL REVENUE	\$500	\$15	2.96%	97.04%	\$251	(236)	-94.10%
CONTRACTUAL & SUNDRY	30,000	-	0.00%	100.00%	-	-	0.00%
TOTAL EXPENDITURES	30,000	-	0.00%	100.00%	\$ -	0	0.00%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$29,500)	\$15			\$251	-\$236	

100.00%

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2021
For the period ending October 31, 2020 (1st FY Qtr.)

STREET MAINTENANCE FUND - 14

	CURRENT BUDGET	10/31/2020 YTD ACTUAL	% USED	% REMAINING	10/31/2019 YTD ACTUAL	\$ CHG 21 vs 20	% CHG 21 vs 20
REVENUE:							
SALES TAX	708,000	59,419	8.39%	91.61%	60,847	(1,429)	-2.3%
INTEREST EARNINGS	8,000	187	0.00%	100.00%	715	(528)	-73.8%
INTEREST/ESCROW	-	-	-	-	-	-	-
CONTRIBUTIONS/OTHER	-	-	-	-	-	-	-
TOTAL REVENUE	\$ 716,000	\$59,606	8.39%	191.61%	61,562	(\$1,956)	-3.18%
MAINTENANCE	100,000	-	0.00%	100.00%	1,645	(1,645)	0.0%
CONTRACTUAL & SUNDRY	8,000	50	0.63%	99.38%	-	50	0.0%
CAPITAL OUTLAY	800,000	-	0.00%	100.00%	-	-	0.0%
TOTAL EXPENDITURES	908,000	50	0.01%	99.99%	1,645	(\$1,595)	-97.0%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$192,000)	\$59,556			\$59,917	(\$361)	

100.00%

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2021
For the period ending October 31, 2020 (1st FY Qtr.)

STORM DRAIN FUND - 15

	CURRENT BUDGET	10/31/2020 YTD ACTUAL	% USED	% REMAINING	10/31/2019 YTD ACTUAL	\$ CHG 21 vs 20	% CHG 21 vs 20
REVENUE:							
USERS FEE	1,470,000	122,891	8.36%	91.64%	123,047	(157)	-0.13%
OTHER REVENUE	-	-	-	-	-	-	-
INTEREST INCOME	35,000	569	1.63%	98.37%	11,833	(11,264)	-95.19%
						-	-
TOTAL REVENUE	\$1,505,000	\$123,460	8.20%	91.80%	\$134,880	(\$11,420)	-8.47%
PERSONNEL	465,400	62,319	13.39%	86.61%	\$18,077	44,242	244.74%
SUPPLIES	32,150	474	1.47%	98.53%	\$972	(498)	-51.24%
MAINTENANCE	54,500	-	0.00%	100.00%	\$0	-	0.00%
CONTRACTUAL & SUNDRY	184,445	16,737	9.07%	90.93%	\$7,714	9,023	116.97%
CAPITAL	2,328,697	-	0.00%	100.00%	\$0	-	0.00%
TRANSFERS TO OTHER FUNDS	73,500	6,144	8.36%	91.64%	\$6,152	(8)	-0.13%
TOTAL EXPENDITURES	\$3,138,692	\$85,673	2.73%	97.27%	\$32,915	\$52,758	160.29%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$1,633,692)	\$37,787			\$101,966	(\$64,179)	

100.00%

**CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2021
For the period ending October 31, 2020 (1st FY Qtr.)**

CRIME CONTROL DISTRICT - 18

	ORIGINAL BUDGET	10/31/2020 YTD ACTUAL	% USED	% REMAINING	10/31/2019 YTD ACTUAL	\$ CHG 21 vs 20	% CHG 21 vs 20
REVENUE:							
SALES TAX	1,347,000	117,978	8.76%	91.24%	120,287	(2,309)	-1.92%
INTEREST EARNING/OTHER	54,000	187	0.35%	99.65%	2,099	(1,912)	-91.09%
TRANSFERS	100,000						
			-	-		-	-
TOTAL REVENUE	\$1,501,000	\$118,165	7.87%	92.13%	\$122,386	(\$4,221)	-3.45%
PERSONNEL SERVICES	991,000	64,221	6.48%	93.52%	\$43,011	21,210	49.31%
SUPPLIES	122,500	4,537	3.70%	96.30%	\$4,445	92	2.06%
MAINTENANCE	223,000	31	0.01%	99.99%	\$4,681	(4,650)	-99.33%
CONTRACTUAL & SUNDRY	174,150	22,266	12.79%	87.21%	\$15,275	6,991	45.77%
TRANSFERS	30,000	2,359	7.86%	92.14%	\$2,265	94	4.15%
CAPITAL OUTLAY	13,000	-	0.00%	100.00%	\$0	-	0.00%
TOTAL EXPENDITURES	1,553,650	93,414	6.01%	93.99%	\$69,677	\$23,737	34.07%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$52,650)	\$24,751			\$ 52,709	(\$27,958)	

**CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2021
For the period ending October 31, 2020 (1st FY Qtr.)**

Traffic Safety - 28

	CURRENT BUDGET	10/31/2020 YTD ACTUAL	% USED	% REMAINING	10/31/2019 YTD ACTUAL	\$ CHG 21 vs 20	% CHG 21 vs 20
REVENUE:							
FINES & FORFEITURES	-	-	-	0.00%	-	-	0.00%
INTEREST	500	76	15.28%	84.72%	284	(208)	-73.12%
		-	-	-	-	-	-
TOTAL REVENUE	500	76	15.28%	84.72%	284	(208)	-73.12%
PERSONNEL SERVICES	341,650	19,973	5.85%	94.15%	11,432	8,541	74.71%
SUPPLIES	7,100	-	0.00%	100.00%	272	(272)	-100.00%
CONTRACTUAL & SUNDRY	1,100	-	0.00%	100.00%	-	-	0.00%
CAPITAL OUTLAY	-	-	-	0.00%	-	-	0.00%
TOTAL EXPENDITURES	349,850	19,973	5.71%	94.29%	11,704	8,269	70.65%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$349,350)	(\$19,897)			(\$11,420)	(\$8,477)	

100.00%

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2021
For the period ending October 31, 2020 (1st FY Qtr.)

WATER & SEWER - 40

	CURRENT BUDGET	10/31/2020 YTD ACTUAL	% USED	% REMAINING	10/31/2019 YTD ACTUAL	\$ CHG 21 vs 20	% CHG 21 vs 20
REVENUE:							
WATER SALES	4,745,000	451,533	9.52%	90.48%	499,441	(47,908)	-9.59%
SEWER SALES	3,780,000	315,367	8.34%	91.66%	310,224	5,144	1.66%
MISCELLANEOUS	236,000	20,730	8.78%	91.22%	22,278	(1,548)	-6.95%
PENALTY	205,000	11,198	5.46%	94.54%	16,209	(5,011)	-30.91%
INTEREST	30,000	452	1.51%	98.49%	1,931	(1,479)	-76.57%
TRANSFERS	30,000	-	0.00%	100.00%	-	-	0.00%
TAP FEES	-	60	-	-	-	60	0.00%
SALE OF ASSETS	-	-	-	-	-	-	-
TOTAL REVENUE	\$9,026,000	\$799,341	8.86%	91.14%	\$850,083	(\$50,742)	-5.97%
ADMINISTRATIVE	153,750	9,892	6.43%	93.57%	6,347	3,545	55.85%
NON-DEPARTMENTAL	706,830	104,735	14.82%	85.18%	55,066	49,669	90.20%
BILLING & COLLECTIONS	524,860	26,379	5.03%	94.97%	18,417	7,962	43.23%
MGT. INFO SYSTEMS	95,080	4,549	4.78%	95.22%	2,847	1,702	59.77%
WATER DISTRIBUTION	2,860,390	203,677	7.12%	92.88%	234,216	(30,539)	-13.04%
WASTEWATER COLLECTION	2,439,017	206,925	8.48%	91.52%	169,518	37,407	22.07%
TRANSFERS	2,178,000	370,937	17.03%	82.97%	362,316	8,621	2.38%
TOTAL EXPENDITURES	\$8,957,927	\$927,094	10.35%	89.65%	\$848,727	\$78,367	9.23%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	\$68,073	(\$127,753)			\$1,356	(\$129,109)	

DEPARTMENTAL CONSOLIDATED REPORT

OCTOBER 2020

Group Summary

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
010 - CITY SECRETARY OFFICE	328529.00	328,529.00	19,109.42	19,109.42	97.08	309,322.50	94.15 %
011 - HUMAN RESOURCES	182169.00	182,169.00	9,987.75	9,987.75	31,455.90	140,725.35	77.25 %
013 - DEVELOPMENT SERVICES DIVISION	237745.00	237,745.00	17,033.22	17,033.22	8,320.16	212,391.62	89.34 %
015 - CITY MANAGER	318198.00	318,198.00	19,143.07	19,143.07	35.96	299,018.97	93.97 %
016 - BUSINESS RETENTION/EDC	7300.00	7,300.00	0.00	0.00	0.00	7,300.00	100.00 %
017 - BUSINESS ATTRACTION/EDC	28250.00	28,250.00	570.00	570.00	527.90	27,152.10	96.11 %
018 - GENERAL ADMINISTRATION/EDC	76410.00	76,410.00	12,373.00	12,373.00	374.00	63,663.00	83.32 %
020 - NON-DEPARTMENTAL	1962245.00	1,962,245.00	451,475.87	451,475.87	141,398.53	1,369,370.60	69.79 %
030 - MUNICIPAL COURT DIVISION	401730.00	401,730.00	17,673.73	17,673.73	503.41	383,552.86	95.48 %
040 - FINANCE	543462.00	543,462.00	23,801.81	23,801.81	949.98	518,710.21	95.45 %
045 - BILLING & COLLECTIONS	524860.00	524,860.00	26,379.31	26,379.31	109.22	498,371.47	94.95 %
050 - INFORMATION TECHNOLOGY	497989.00	497,989.00	32,737.16	32,737.16	13,255.82	451,996.02	90.76 %
060 - LIBRARY	893180.00	893,180.00	57,623.85	57,623.85	85,202.51	750,353.64	84.01 %
070 - RECREATION	322740.00	322,740.00	12,038.59	12,038.59	9,691.10	301,010.31	93.27 %
075 - PARKS DEPARTMENT	559765.00	559,765.00	19,978.95	19,978.95	37,680.97	502,105.08	89.70 %
080 - POLICE	5927624.00	5,927,624.00	307,462.93	307,462.93	57,560.63	5,562,600.44	93.84 %
085 - FIRE/MIS	3013152.00	3,013,152.00	182,689.23	182,689.23	39,174.10	2,791,288.67	92.64 %
090 - PUBLIC WORKS	1057647.00	1,057,647.00	97,082.68	97,082.68	19,771.71	940,792.61	88.95 %
093 - WATER DISTRIBUTION	2860390.00	2,860,390.00	203,677.13	203,677.13	41,101.21	2,615,611.66	91.44 %
094 - WASTEWATER COLLECTION	2439017.00	2,439,017.00	206,924.98	206,924.98	10,762.52	2,221,329.50	91.07 %
097 - FLEET MAINTENANCE	204900.00	204,900.00	9,058.30	9,058.30	34,477.01	161,364.69	78.75 %
098 - BUILDING MAINTENANCE	834740.00	834,740.00	27,058.76	27,058.76	21,638.47	786,042.77	94.17 %
Report Total:	23,222,042.00	23,222,042.00	1,753,879.74	1,753,879.74	554,088.19	20,914,074.07	90.06 %



AGENDA MEMORANDUM

DATE: November 23, 2020

TO: Honorable City Council Members

FROM: Lana Ewell, Director of Library Services

THROUGH: George Hyde, Legal
Raquel Guajardo, Deputy City Secretary
Andrea Gardner, City Manager

SUBJECT: Consider action to approve the revised Watauga Public Library Circulation Policy.

BACKGROUND/INFORMATION:

The circulation policy was last revised and approved in 2017. Its language has been changed and redundancies removed to more clearly reflect its function, as well as recent decisions by the Library Board and the City Council.

Earlier in the year Library Board and the City Council recently approved the city's withdrawal from the TexShare Card program. The change in participation goes into effect Feb. 1, 2021, therefore references to TexShare cards have been removed.

The terms and conditions regarding participation in the MetrOPAC Library Consortium, have changed in such a way that continued participation is not in the best interest of the residents of the City of Watauga. The Watauga Library board is currently collaborating with the surrounding cities of Keller, Haltom City, Burleson, Benbrook, Richland Hills to form a new consortium.

References to late fees have been removed from this document. Nothing in this change of policy is intended to prevent the City from recovering recompense in the event of damaged or lost goods.

FINANCIAL IMPLICATIONS:

Library rate fees were not included in the FY 2020-2021 budget as a revenue source.

RECOMMENDATION/ACTION DESIRED:

Approval of updated policy.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Current Watauga Public Circulation Library Policy passed in 2017



AGENDA MEMORANDUM

2. LIBMIN 11122020
3. 2020 Draft of Proposed Update to Circulation Policy

REVIEWED BY:

Andrea Gardner, City Manager

Karrie Marling, Legal

George Hyde, Legal

Sandra Gibson, Director of Finance

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 12/4/2020

Approved - 12/8/2020

Approved - 12/8/2020

Approved - 12/8/2020

Final Approval - 12/8/2020



Circulation Policy

A valid Watauga Public Library card lets you check out books, music, DVDs and more. You can also remotely access online databases and download E-books, audiobooks and magazines to your computer or tablet.

Watauga Public Library Cards

Having a library card is a privilege. Protect it. The card is nontransferable and should be treated like a credit card. Avoid liability for misuse by reporting a lost or stolen library card immediately. Keep record information current. Report any changes in personal information to the Library.

A borrower assumes full responsibility for all use made of his or her library card. By agreeing to the terms and conditions, the borrower agrees to comply with all library rules and regulations, to pay all fines, and to be responsible for any loss or damage to materials.

Any patron who borrows materials is responsible for returning them in a timely manner and in good condition. Any patron whose fines have accumulated to \$5.00 or more shall forfeit all library card privileges until materials are returned and fines are paid.

Resident cards are issued for three years. Non-resident and specialty cards are issued for one year. When the card is renewed, the patron's record must be updated. Any fines or fees must be paid by the patron at this time.

Types of Library Cards

- **Resident:**
Any adult (18 years or older) who is a resident of Watauga is eligible to have a library card free of charge. The person must present identification (such as a valid driver's license or photo identification) with proof of a current Watauga address or taxpayer status. City employees and non-residents who own real property within the city limits and non-residents who operate a business within the city limits and who render business

personal property for ad valorem taxes and who pay those taxes will also be eligible to obtain a library card free of charge. An applicant age 17 years or under is required to have a parent or legal guardian sign the application card to show acceptance of responsibility for materials checked out on the card.

It is the policy of the Watauga Public Library that parents or guardians, not the Library staff, are responsible for monitoring and approving the selection of materials made by their children. It is the parents or guardians – and only these – who may restrict their children – and only their children – from access to Library materials and services. Parents or guardians who wish their children not to have access to certain materials or services should so advise their children. The Library staff cannot and do not act in loco parentis.

- Non-resident reciprocal:
Residents of North Richland Hills, Hurst, Bedford, Saginaw, and Blue Mound may obtain a Watauga library card at no charge. Borrowing privileges extend to the Watauga Public Library only. The person must present identification (such as a valid driver's license) or photo id with proof of current address. The policy above for applicants 17 years or under also applies here.
- Non-resident:
Any adult who resides outside the Watauga city limits, but does not reside in one of the member cities of MetroPAC (Fort Worth, Haltom City, Keller, Richland Hills, Burleson or Benbrook) or in a City that has a reciprocal borrowing agreement with Watauga (North Richland Hills, Hurst, etc.) may obtain a non-resident library card. The person must present photo identification (such as a valid driver's license) with proof of current address. Borrowing privileges extend to the Watauga Public Library collection only. The policy above for applicants 17 years or under also applies here. There is a charge of \$40 annually for each non-resident card.

- Internet-only:
- This card is issued for Internet only use. No check-out privileges are extended to this card. A photo identification and current address must be provided.
- Corporate Cards:
Businesses, organizations, and institutions in the City of Watauga are eligible to apply for a Corporate Card from the Watauga Public Library. All privileges, rules, limitations, and fees or charges that apply to the individual Library card apply to the corporate card. In requesting a corporate card, the company agrees to be responsible for all materials checked out on the card(s). The company holds the responsibility for retrieving Library cards from any staff members who leave their employ, and/or notifying the Library to cancel any card number that leaves their control. There is no charge for the Corporate Cards. Consult "Corporate Card" Policy for details.
- Teacher Cards:
These cards may be issued to teachers in the public (Birdville & Keller School Districts only), private, and parochial schools, including nursery schools, preschools, and daycare schools that serve Watauga. These cards are granted for one year, may be renewed annually, and can only be used at the Watauga Public Library. Applicants must provide proof of employment. Consult "Teacher Card" Policy for details.
- TexShare Cards:
TexShare library cards will be issued to any Watauga resident (18 years of older) with a current Watauga Library card in good standing. To be in good standing, the patron must have had a Watauga Library card for 6 months and have no fines or fees and no overdue items at the time of application. Application must be made in person with a current photo I.D. The TexShare card is valid for one year from the date of issue. The patron should be aware and must abide by all policies of any Library from which they borrow materials. TexShare cards will be invalidated for any patron that do not return items or incurs fees/fines that are not resolved within 90 days.

Renewals & Replacements of Library Cards

To renew or replace a library card, all patrons must show a photo ID and proof of current address and clear all outstanding fines and charges. The replacement fee for a lost card is \$1.00. Library customers are responsible for notifying the Library of a lost or stolen card so that a block may be put on their account in order that no additional items may be checked out. Library customers are responsible for materials checked out on lost or stolen cards that have not been reported.

Any patron who borrows materials from Watauga Public Library is responsible for returning them in a timely manner and in good condition. Any patron whose fines have accumulated to \$5.00 or more shall forfeit library card privileges until materials are returned and fines are paid.

Checking Out Materials

- A Library patron should present his/her library card in order to check out materials. If the Library card is not in his/her possession, materials may be checked out with current photo identification.
- TexShare borrowers are limited to 10 items on their account at any one time. They should be aware of and must abide by all other Watauga Public Library policies. Items should be returned to the Watauga Library and the cardholder is solely responsible for any expense in returning the items.
- Limits
 - First time borrowers are limited to three (3) items the first visit.
 - Non-fiction materials are limited to three (3) items per subject at a time per card holder.
 - DVDs are limited to fifteen (15) per library card.
 - Seasonal or high demand items may be limited as determined by staff.
- The following restrictions apply to BookandPuppet kits and Literacy kits:
 - 1. Checkout of BookandPuppet kits and literacy kits is limited to one per individual unless the individual represents a day care or another setting where there are multiple classes dividing young children by age group. Day cares, schools, and churches may check out two BookandPuppet kits per person or building.

2. BookandPuppet kits and literacy kits may not be renewed.

Length of loans

All circulating materials check out for 3 weeks

Reference items do not circulate

All loan periods will be reviewed by the Library Board on an annual basis and changes incorporated into the policy as needed.

Computers

Computers can be used in the Library with a valid library card. Computers are equipped with Internet, Microsoft Office, USB ports, and CD drives. Any print "jobs" from the public computers are sent to a network printer at the Circulation Desk. These print "jobs" must be paid for before staff will release the prints. Consult "Internet Acceptable Use" Policy for details.

Renewal

Automatic-renewal is provided for most items not returned by their due date. Auto-renew will NOT occur if

- 1) the item is not renewable,
- 2) the item is requested,
- 3) maximum number of renewals has occurred,
- 4) charges of \$5.00 or more on the patron's account,
- 5) the patron's account has overdue items.

Renewal may also be made in person, online, or on the phone. Renewals may not be allowed on all items borrowed from members of the MetrOPAC Library Consortium.

Holds

Residents can place requests on all circulating material belonging to the Watauga Public Library and members of the MetrOPAC Library Consortium. Non-resident card holders may place requests only on Watauga Public Library materials.

Copyright Laws

Copyright laws limit CDs and DVDs to home viewing only, and prohibit their duplication. Copyright laws also protect most books, magazines, and other library media. It may be illegal to copy, reproduce, rebroadcast, tamper with, or alter copyrighted materials, including the Internet, in any manner. There are strict limits on the making and use of print copies. The Library is not responsible for any abuse of Copyright law by users of Library materials.

Interlibrary loans

Interlibrary loan service is provided to all Watauga Public Library Card holders. ILL forms are available at the Circulation Desk. The user is responsible for paying the return postage on each item requested.

Fines & Charges

1. Replacement library card \$1.00
2. Book, CDs, book kit, audiobook, DVDs and periodicals
Overdue fine: \$.25 per day per item
Maximum fine: \$5.00 per item
3. Damage costs: \$5.00 rebinding or \$5.00 processing fee plus cost to repair/replace
4. Lost items: Cost of replacement + \$5.00 processing.
(If the cost of the item is less than \$5.00, processing fee is waived)
The Watauga Public Library does not accept replacement copies for lost or damaged items
5. Literacy Kits and BookandPuppet Kits
Overdue fine: \$1.00 per day
Maximum fine: \$25.00
Lost or damaged items within the Literacy Kits may be charged and replaced individually per replacement cost for each item.
BookandPuppet Kits must be returned in their entirety or full replacement cost paid.
6. Interlibrary loan items
Overdue fine: \$.50 per day

Maximum fine: \$10.00 per item
Damage and lost fine set by lending library

FAX Service

Local FAX: Charges follow the current City guidelines and are posted at the Circulation desk.
No FAXs will be accepted during the 15 minutes before closing.

Overdue notices

A first and second notice will be produced by the automated circulation system and disseminated on a regular schedule. Failure to receive these notices does not relieve the borrower of the obligation to return or renew the borrowed materials by the due date, does not justify a reduction in fines or exempt the borrower from paying late fees. After two notices, the patron will receive a letter advising, (1) that the material is past due, (2) if not returned a complaint may be filed with the Municipal Court Clerk within 30 days of the date of the letter. If there is still no response, a complaint will be filed for any account with unreturned material valued at more than \$50.00.

Revised by Library Board 9/14/2000
Revised by Library Board 9/13/2001
Approved by Council 3/25/2002
Revised by Library Board 11/14/2002
Revised by Library Board 9/11/2008
Approved by Council 10/27/2008
Revised by Library Board 11/18/2010
Approved by Council 12/20/2010
Revised by Library Board 9/29/2011
Approved by Council 10/24/2011
Approved by Library Board 3/08/2012
Approved by Council 3/26/2012
Approved by Library Board 3/13/2014
Approved by Council 4/28/2014
Approved by Library Board 5/11/2017
Approved by Council 11/13/2017

**MINUTES
WATAUGA LIBRARY BOARD
REGULAR MEETING
THURSDAY, NOVEMBER 12, 2020
VIDEOCONFERENCE
6:00 PM**

MEMBERS PRESENT:

Kip Woodruff
Lindsey Neal
Kristen Chapman
Joy Don Baker
Carol Z. Coy
Henrietta Egenti
Sharon Subject

Chairperson/Place 7
Vice-Chairperson/Place 1
Secretary/Place 6
Member/Place 2
Member/Place 3
Member/Place 4
Member/Place 5 (Absent with Notice)

and

Lana Ewell
Art Miner

Library Director
Mayor and Council Liaison

CALL TO ORDER

Chairman Woodruff called the meeting to order at 6:02 p.m.

PUBLIC TESTIMONY

No public testimony or comments were provided.

REPORTS FROM STAFF

1. Library Director's Report

Ms. Ewell presented the report which included pictures of the staff taking materials out for curbside delivery, the youth area being utilized to create Family Place Kits, and the staff rearranging the Fiction section. Other pictures included the meeting room currently being utilized as a quarantine room. Ms. Ewell mentioned that the recent data indicates that materials should not be stacked and should be spread out. It was also recommended that materials are set in a quarantine area for 7-9 days. She stated that Senior Youth Librarian, Ms. Barbara Goss, has been the most resourceful individual and has done an excellent job at creating new ways to engage patrons online. Staff is staying busy rearranging the fiction materials into different sections, putting Westerns, Sci-Fi, Horror, etc. together.

Ms. Coy asked if the library was also moving around the non-fiction items. Ms. Ewell indicated that they would not.

ROLL CALL

Vice-Chair Neal requested that Roll Call be officially taken. Chairman Woodruff conducted the roll call.

APPROVAL OF MINUTES

1. Consider action on the Library Board Meeting Minutes for January 9, 2020 and

Ms. Coy made a motion to approve the minutes of the January 9, 2020 Library Board Meeting and the minutes of the September 10, 2020 Library Board Meeting. The motion was seconded by Ms. Egenti. Motion carried 6-0-1-0.

Ayes: Woodruff, Neal, Chapman, Egenti, Baker, Coy

Nays: None

Absent: Subjeck

Abstain: None

UNFINISHED BUSINESS

No unfinished business was discussed.

NEW BUSINESS

- 1. Ms. Ewell presented the updates to the circulation policy. It was last revised in 2017 and needed language changed and terms amended. Terms for e-books, e-audio, and e-magazines needed to be included, as well as clarifying terms in other areas. Redundancies were removed. References to the MetroPAC, and TexShare were also removed. Various kits have been streamlined, so the new circulation policy now refers to them in generalized terms. References to late fees were removed.**

Ms. Ewell replied that it had not been addressed last year. City Staff has not found any ordinance that requires late fees. If City Council approves, there will be no late fees. If this update to the Circulation Policy passes tonight, Ms. Ewell will take it to the City Council Meeting next month and that it presumably would go into effect the date that City Council passes it.

Vice-Chair Neal made a motion to accept the new Circulation Policy. Motion seconded by Ms. Baker. Motion carried 5-1-1-0.

Ayes: Woodruff, Neal, Chapman, Egenti, Baker

Nays: Coy

Absent: Subjeck

Abstain: None

ADJOURNMENT

With no further business to discuss, Chairperson Woodruff adjourned the meeting at 6:16 p.m.

APPROVED: this ____ day of _____, 2020.

SIGNED: this ____ day of _____, 2020.

APPROVED:

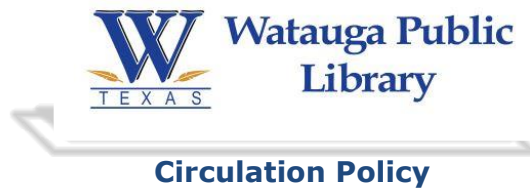
Kip Woodruff, Chairperson

ATTEST:

Kristen Chapman, Secretary

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

DRAFT



A valid Watauga Public Library card lets you check out books, cds, dvds and more. You can also remotely access online databases and download eBooks, eAudiobooks and eMagazines to your computer or handheld device.

Watauga Public Library Cards

Having a library card is a privilege. Protect it. The card is nontransferable and should be treated like a credit card. Avoid liability for misuse by reporting a lost or stolen library card immediately. Keep record your information on file with the Library current. Report any changes in personal information to the Library.

A borrower assumes full responsibility for all uses made for usage of their library card. By agreeing to the terms and conditions, the borrower agrees to comply with all library rules and regulations, to pay all fines, and to be responsible for any loss or damage to materials, and pay monies owed.

Any patron who borrows materials is responsible for returning them in a timely manner and in good condition. Any patron whose fines/ or fees that have accumulated to \$5.00 or more shall forfeit all library card privileges until materials are returned and fines are paid.

Resident cards are issued for three years. Non-resident and specialty cards are issued for one year unless otherwise stated. When the card is renewed, the patron's record is updated, and all outstanding fines/fees must be paid.

Types of Library Cards

- Resident:

Any adult (18 years or older) who is a resident of Watauga is eligible to have a library card free of charge. The person must present identification (such as a valid driver's license or photo ID) with proof of a current Watauga address or taxpayer status. ~~City employees~~ and Non-residents who own real property within the city limits and non-residents who

Commented [CN1]: City employees get a free card regardless of where they live.

DRAFT

operate a business within the city limits and who render business personal property for ad valorem taxes and who pay those taxes will also be eligible to obtain a library card free of charge. An applicant age 17 years or under is required to have a parent/legal guardian sign application to show acceptance of responsibility for materials checked out on the card. Youth cards are renewable or until the patron's 18th birthday, whichever occurs first.

It is the policy of the Watauga Public Library that parents/legal guardians, not the Library staff, are responsible for monitoring and approving the selection of materials made by their children. ~~It is the parents/legal guardians – and only these – who may restrict their children – and only their children – from access to library materials and services.~~

Parents/legal guardians who wish their children not to have access to certain materials or services should so advise their children. The Library staff cannot and ~~do~~ will not act in loco parentis.

Commented [CN2]: Sounds redundant.

- Non-resident reciprocal:
Residents of North Richland Hills, Hurst, Bedford, Saginaw, and Blue Mound may obtain a Watauga library card at no charge. Borrowing privileges extend to the Watauga Public Library collection only. The person must present identification (such as a valid driver's license or photo ID) with proof of current address. This card is valid for one year. The policy above for applicants age 17 years or under also applies here.
- Non-resident:
Any adult who resides outside the Watauga city limits, but does not reside in one of the member cities of any consortium Watauga is a member of MetrOPAC (Fort Worth, Haltom City, Keller, Richland Hills, Burleson or Benbrook) or in a city that has a reciprocal borrowing agreement with Watauga (North Richland Hills, Hurst, etc.) may obtain a non-resident library card. The person must present identification (such as a valid driver's license or photo ID) with proof of current address. Borrowing privileges extend to the Watauga Public Library collection only. The policy above for applicants age 17 years or under also applies here. This card is valid for one year with an annual charge of \$40 annually for each non-resident card.

DRAFT

- Internet-only:
This card is issued for Internet only use, **and is renewable every 6 months**
No check-out privileges are extended to this card. A photo ID and current address must be provided.
- Corporate Cards:
Businesses, organizations, and institutions in the City of Watauga are eligible to apply for a Corporate Card from the Watauga Public Library. All privileges, rules, limitations, and fees/charges that applies to an individual library card, also applies to a corporate card. In requesting a corporate card, the company agrees to be responsible for all materials borrowed on the card(s). The company holds the responsibility for retrieving library cards from any staff members who leave their employer. The company must notify the Library to cancel any card(s) that leaves their control. **A Corporate Card is valid for one year and there is no charge for this card.** Consult "Corporate Card" Policy for details.
- Teacher Cards:
Any teachers in the public (Birdville & Keller School Districts only), private, and parochial schools that serve Watauga can obtain this card. This card is offered for the current school year only, and must be renewed for each future school year.

Nursery schools, preschools, and daycare schools that serve Watauga may obtain a teacher card. This card is valid for one year, renewed annually.

Borrowing privileges extends to the Watauga Public Library collection only. Applicants must provide proof of employment. Consult "Teacher Card" Policy for details.

- ~~TexShare Cards:~~
~~TexShare Library card will be issued to any Watauga resident (18 years or older) with a current Watauga Library card in good standing. To be in good standing, the patron must have had a Watauga Library card for 6 months with no fines/fees and no overdue items at the time of application. Application must be made in person with a current photo ID. TexShare~~

DRAFT

~~cards are valid for one year. The patron should be aware and must abide by all policies of any Library from which they borrow materials. TexShare cards will be invalidated for any patron that do not return items or incurs fees/fines that are not resolved within 90 days.~~

Renewals & Replacements of Library Cards

To renew a library card, patron must show a photo ID and proof of current address, and all **outstanding fees/fines must be paid**. The replacement fee for a lost library card is \$1.00 **or free if renewing library card**. Patron is responsible for notifying the Library of a lost/stolen card so that a block may be put on their account **ensuring no in-order that no** additional items may be checked out. **The patron is** responsible for materials checked out on lost or stolen cards that have not been reported.

~~Any patron who borrows materials from the Watauga Public Library is responsible for returning them in a timely manner and in good condition. Any patron whose fines have accumulated to \$5.00 or more shall forfeit library card privileges until materials are returned and fines are paid.~~

Commented [TN3]: This is an awkward sentence

Commented [CN4]: Already mention in the beginning . I feel it has nothing to do with renewal & replacement of cards

Checking Out Materials

- **A valid Watauga Public Library card or a current photo ID is required to check out materials.**
- ~~TexShare borrowers are limited to 10 items on their account at any one time. They should be aware of and must abide by all other Watauga Library policies. Items should be returned to the Watauga Library and the cardholder is solely responsible for any expense in returning the items.~~
- Limits:
 1. First time borrowers are limited to three (3) items the first **checkout.**
 2. Non-fiction materials are limited to three (3) items per subject at a time per cardholder.
 3. DVDs are limited to fifteen (15) per library card.
 4. Seasonal or high demand items may be limited as determined by staff
- The following restrictions **applies to** BookandPuppet kits **Special Loan Kits:**

DRAFT

1. Checkout of ~~Book and Puppet kits and Literacy~~ **Special Loan Kits** is limited to one **of each** per patron unless the patron represents a day care or another setting where there are multiple classes dividing young children by age group. Day cares, schools, and churches may check out two ~~Book and Puppet kits and Literacy~~ **Special Loan Kits** per person or building.
2. ~~Book and Puppet kits~~ **Special Loan Kits** may not be renewed.
3. **Special Loan Kits must be returned to the Watauga Public Library.**

Length of loans

All circulating materials check out for 3 weeks

Reference items do not circulate

All loan periods will be reviewed by the Library Board ~~on an annual basis~~ **as needed and changes incorporated into the policy** ~~as needed~~.

Computers

Computers can be used in the Library with a valid library card. Computers are equipped with Internet, Microsoft Office, USB ports, and CD drives. ~~Any~~ Print jobs from the public computers are sent to a network printer at the Circulation Desk. **Print cost .10 for bw, and .25 for color. Print jobs can also be sent remotely from any device from anywhere and picked up at the Watauga Public Library.** Consult "Internet Acceptable Use" Policy for details.

Renewal

Automatic-renewal is provided for most items not returned by their due date. Auto-renew will NOT occur if

- 1) the item is not renewable,
- 2) the item is requested,
- 3) maximum number of renewals has occurred,
- 4) charges of \$5.00 or more on the patron's account,
- 5) the patron's account has overdue items.

DRAFT

Renewal may also be made in person, online, or on the phone. Renewals may not be allowed on all items borrowed from members of the MetroPAC Library Consortium.

Holds

Residents can place requests on all circulating materials belonging to the Watauga Library and members of the MetroPAC Library Consortium. Non-resident cardholders may place requests only on Watauga Public Library materials. **There is a limit of 10 holds requests on physical materials at any one time. This includes active/pending requests, holds in-transit, and items on hold shelf.**

Copyright Laws

Copyright laws limit CDs and DVDs to home viewing only, and prohibit their duplication. Copyright laws also protect most books, magazines, and other library media. It may be illegal to copy, reproduce, rebroadcast, tamper with, or alter copyrighted materials, including the Internet, in any manner. There are strict limits on the making and use of print copies. The Library is not responsible for any abuse of Copyright law by users of Library materials.

Interlibrary loans

Interlibrary loan service is provided to residents/property owners of Watauga with a valid library card in good standing. Specialty cardholders are not eligible for this service. ILL forms are available at the ~~Circulation~~ Check Out Desk or **online**. The user is responsible for paying the return postage on each item requested. **Consult "Interlibrary Loan" Policy for details.**

Fines & Charges

Fines/fees can be paid in person or with your credit card by accessing your account online.

- ~~1. Replacement library card \$1.00~~
- ~~2. Book, CDs, book kit, audiobook, DVDs and periodicals~~
~~— Overdue fine: \$.25 per day per item~~

Commented [CN5]: already under renewals & replacements

DRAFT

~~—Maximum fine: \$5.00 per item~~

3. Damage costs: \$5.00 rebinding or \$5.00 processing fee plus cost to repair/replace. **Damage of one audio cd will result in the replacement of the entire set at current cost.**
4. Lost items: Cost of replacement + \$5.00 processing fee.
(If the cost of the item is less than \$5.00, processing fee is waived)
The Watauga Public Library does not accept replacement copies for lost or damaged items. **Damage of one audio cd will result in the replacement of the entire set at current cost.**
5. **Special Loan Kits** Literacy Kits, ~~Book and Puppet Kits,~~
Overdue fine: \$1.00 per day
~~—Maximum fine: \$25.00~~
~~Lost or damaged items within the Literacy Kits may be charged and replaced individually per replacement cost for each item.~~
Lost fee: Total cost of kit
Missing/Damaged fee: Replacement cost of each item
6. Interlibrary loan items
Overdue fine: \$.50 per day
~~—Maximum fine: \$10.00 per item~~
Lost/Damage fee ~~Damage and lost fine set by lending library~~

FAX Service

Local FAX: Charges follow the current City guidelines and are posted at the Circulation desk.
No FAXs will be accepted during the 15 minutes before closing.

Overdue notices

A first and second notice will be produced by the automated circulation system and disseminated on a regular schedule. Failure to receive these notices does not relieve the borrower of the obligation to return or renew the borrowed materials by the due date, ~~does not justify a reduction in fines or exempt the borrower from paying late fees~~ **does not exempt the borrower**

DRAFT

from paying recompense for damaged or lost materials. After two notices, the patron will receive a letter advising, (1) that the material is past due, (2) if not returned a complaint may be filed with the Municipal Court Clerk within 30 days of the date of the letter. If there is still no response, a complaint will be filed for any account with unreturned material valued at more than \$50.00.

Revised by Library Board 9/14/2000
Revised by Library Board 9/13/2001
Approved by Council 3/25/2002
Revised by Library Board 11/14/2002
Revised by Library Board 9/11/2008
Approved by Council 10/27/2008
Revised by Library Board 11/18/2010
Approved by Council 12/20/2010
Revised by Library Board 9/29/2011
Approved by Council 10/24/2011
Approved by Library Board 3/08/2012
Approved by Council 3/26/2012
Approved by Library Board 3/13/2014
Approved by Council 4/28/2014
Approved by Library Board 5/11/2017
Approved by Council 11/13/2017
Approved by Library Board 11/12/2020



AGENDA MEMORANDUM

DATE: November 25, 2020

TO: Honorable City Council Members

FROM: Andrea Gardner, City Manager

THROUGH:

SUBJECT: Consider action on a resolution to adopt a Legislative Policy for the City of Watauga

BACKGROUND/INFORMATION:

During each State Legislative Session, multiple pieces of legislation are introduced to the Texas Legislature. Over the past few legislative sessions, record numbers of bills were filed. During the 2019 session, 7,541 bills were introduced; more than 2,000 of them would have affected Texas cities in some substantial way. In the end, 1,437 bills or resolutions passed and were signed into law; 338 of them impacted cities in some way.

The 86th Session began on January 8, 2019 and concluded on May 27, 2019. The 87th Session is scheduled to convene on January 12, 2021 and adjourn on May 31, 2021. The Governor may call for a Special Session.

It is important to protect the interests of the citizens of Watauga and City staff is most knowledgeable on the impacts legislation may have on the City. The attached General Legislative Policy provides the guidelines for City staff when providing testimony and written position statements. Furthermore, most bills requiring testimony or written position statements do not allow sufficient time for the governing body of the City to meet and vote to authorize staff testimony and/or provide written position statement(s).

FINANCIAL IMPLICATIONS:

Funds were included in the FY 2021 Budget for legislative matters; although the State hasn't determined the method of allowing public participation.

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the City Council approve Resolution No. 2020-063, approving the City of Watauga Legislative Policy for the 2021 Texas Legislative Session.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. General Legislative Policy 2020-21



AGENDA MEMORANDUM

2. Legislative Resolution

REVIEWED BY:

Karrie Marling, Legal

George Hyde, Legal

Sandra Gibson, Director of Finance

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 12/7/2020

Approved - 12/8/2020

Approved - 12/8/2020

Final Approval - 12/8/2020

GENERAL LEGISLATIVE POLICY



7105 Whitley Road, Watauga, TX 76148



Submitted by:

Andrea M. Gardner

City Manager

City of Watauga, TX

General Legislative Policy

Date Presented/Approved: December 13, 2020

TABLE OF CONTENTS

Document Objective3

City of Watauga Vision Statement.....3

City Council Goals3

Statement of Preservation.....4

Statement of Support4

Form Coalitions.....4

Activity Reports5

Department Assignments5

Testimony6

Letters and Correspondence of Support6

Resolutions of Opposition and Support.....6

DOCUMENT OBJECTIVE

The purpose of this policy is to provide guidance to City staff and elected officials for issuing written documentation or providing testimony regarding federal and state legislative matters and rulemaking by authoritative agencies. The policy details the process of tracking and responding to legislative issues in a timely and consistent manner.

VISION STATEMENT

The vision of Watauga is a community that meets the needs of citizens by offering a high quality of life through transparent governance.

CITY COUNCIL GOALS

- Establish an environment conducive to strong and sustainable economic development.
- Enhance a secure and safe city.
- Enhance quality of life through recreational, cultural, and educational services.
- Enhance responsible fiscal management and excellent governance.
- Sustain and enhance infrastructure network.
- Commitment to maintain a highly skilled, well trained, fairly compensated, customer service-oriented workforce.

PRESERVE THE CITY'S GOALS AND INTEREST

Statement of Preservation:

As a general policy, the City of Watauga seeks to preserve its current authority to govern the city, its citizens, and its property. The City will oppose any legislation or rulemaking viewed as detrimental to the City's goals; or that is contrary to the health, safety, and welfare of its citizens; or that mandates increased costs or loss of revenues; or that would diminish the fundamental authority of the City.

SUPPORT LEGISLATION THAT ADVANCES THE CITY'S GOALS AND INTEREST

Statement of Support:

The City supports any legislation and rulemaking viewed as advancing the City's goals; or that improves the health, safety, and welfare of its citizens; or that responsibly increases revenues; or that advances the City's authority to conduct the public's business.

Specific legislation the City supports includes improving public transportation, air quality and property tax reform.

FORM COALITIONS WITH PARTIES THAT SHARE COMMON GOALS AND INTEREST WITH THE CITY

Form Coalitions:

The City will form strategic partnerships with cities, political subdivisions, and private sector entities that share common goals with the City of Watauga. The formation of strategic partnerships and coordinated efforts is intended to provide the City with a stronger presence in the legislative process. Additionally, the City will work in coordination with affiliate organizations when their adopted positions align with the legislative objectives and goals of the City. Those affiliate organizations include, but are not limited to the following:

Texas Municipal League (TML) – The purpose of TML is to empower Texas cities to serve their citizens with a mission to serve the needs and advocate the interests of its members, which includes representation for cities on municipal legislative issues at the state and federal levels.

Prior to the 2019 Legislative Session, TML launched the “Our Home, Our Decisions” campaign with the goal of the campaign being to raise awareness about the State of Texas eroding the ability of Texans to have a voice in developing local solutions to local problems that affect their neighborhoods and their communities. The League developed informational materials for city officials to use in meetings with local groups and organizations prior to the 2019 Session and is currently updating the information for the 2021 Session. The City of Watauga will begin utilizing the informational materials as part of the City's General Legislative Policy program. Examples of affiliate organizations of TML include Government Finance Officers Association of Texas, Building Officials Association of Texas, Texas Chapter of the American Planning Association, Texas Fire Chiefs Association, Texas Police Chiefs Association, and Texas Recreation and Park Society.

National League of Cities (NLC) - The NLC is dedicated to helping city leaders build better communities. Working in partnership with the 49 state municipal leagues, NLC serves as a resource to and an advocate for the more than 19,000 cities, villages and towns it represents.

Steering Committee of Cities Served by Oncor – The Steering Committee of Cities Served by Oncor is a permanent standing coalition of more than 140 Texas cities that has been authorized, through council

resolutions, to represent the interests of municipal and residential consumers in electric utility regulatory matters.

Texas Coalition for Affordable Power (TCAP) – TCAP advocates for market reforms that enhance competition for the benefit of all consumers.

ACTIVITY REPORTS

During Legislative Sessions, City staff and/or the firm contracted by the City Council to assist with legislative matters shall report to the City Council quarterly on the legislative activities and results.

DEPARTMENT ASSIGNMENTS

All legislative issues will be assigned based on topic and overseen by the City Manager.

Legislation Topic	Division Responsible
Municipal Revenue and Finance	Financial Services and Budget
Public Safety	Public Safety
Utilities and Transportation	Public Works
Eminent Domain and Regulation of Development	Planning and Public Works
Oil & Gas Drilling	Planning and Public Works
General Government	City Administration
Quality of Life	Parks and Recreation

TESTIMONY

Testimony provided by City staff shall require prior approval from the City Manager followed by a complete detailed written report to the City Manager within 10 business days of the date of testimony.

LETTERS AND CORRESPONDENCE OF SUPPORT

Letters of support that comply with the goals and interest of this Policy may be signed by the Mayor without additional approval by the City Council. An explanation and copy of the letter of support will be

provided to City Council at the time the letter is released to state and federal elected and appointed officials.

Other correspondence such as informational flyers and infographics providing support of the goals and interest of this Policy may be prepared and distributed to state and federal elected and appointed officials. A copy of such material will be provided to City Council at the time the information is released to state and federal elected and appointed officials.

RESOLUTIONS OF OPPOSITION AND SUPPORT

Resolutions opposing or supporting proposed legislation will be presented to City Council that comply with the goals and interest of this policy.

CITY OF WATAUGA, TEXAS
RESOLUTION NO. 2020-063

A RESOLUTION OF THE CITY OF WATAUGA, TEXAS, APPROVING THE ATTACHED GENERAL LEGISLATIVE POLICY OF THE CITY OF WATAUGA, TEXAS; 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 of Watauga, Texas has taken a position on legislation relating to legislation affecting or potentially affecting the City and the City participates in the Texas Municipal League's legislative program; and

WHEREAS, The nature of the legislative process in Texas, including the frequent short notice of the consideration of bills that would be detrimental or beneficial to cities, makes it unreasonable for the governing body of the City of Watauga, Texas to meet and vote to authorize staff testimony and/or written position statement(s) in individual cases or on individual bills; and

WHEREAS, City staff are often the most knowledgeable people with regard to how a bill would benefit or harm the City; and

WHEREAS, Testimony from city officials often is the only way to prevent detrimental legislation from moving forward in the legislative process; and

WHEREAS, Similarly, testimony from city officials often is the only way to assist beneficial legislation to move forward in the legislative process; and

WHEREAS, The governing body of the City of Watauga, Texas finds that it is to the advantage of the City to pass this resolution.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF WATAUGA, TEXAS THAT:

I.

The members of the governing body of the City of Watauga, Texas hereby authorize staff to testify before the Texas Legislature and prepare and provide a written position statement(s) of the City on items relating to legislation affecting or potentially affecting the City and the City participates in the Texas Municipal League's legislative program and to protect the ability of the City of Watauga, Texas to govern its own local affairs, subject to the discretion of the City Manager, regardless of whether the governing body has voted to allow that testimony or written position statement(s) in any specific instance.

II.

Any such staff testimony and written position statements shall be in keeping with the City's or Texas Municipal League's duly adopted legislative program.

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 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.

IV.

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.

V.

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.

(INTENTIONALLY LEFT BLANK)

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas, on this the 14th day of December 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: December 1, 2020

TO: Honorable City Council Members

FROM: Andrea Gardner, City Manager

THROUGH:

SUBJECT: Consider action on a resolution by the City Council of the City of Watauga, Texas pursuant to Texas Local Government Code § 52.004 requiring that the City of Watauga, Texas designate an official newspaper for fiscal year 2020-2021; 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

BACKGROUND/INFORMATION:

Local Government Code, Chapter 52, Section 52.004, requires municipalities to designate an official newspaper each year in which to post each Ordinance, notice, bid or other matters as required by law. The Fort Worth Star Telegram is a publication that meets all of the criteria legally required of an officially designated newspaper for the City of Watauga.

City Staff recommends that the City Council adopt the proposed resolution attached hereto designating the Fort Worth Star Telegram the official newspaper of the City of Watauga, Texas for Fiscal Year 2020-2021.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the City Council approve Resolution No. 2020-064 establishing the Fort Worth Star Telegram as the Official Newspaper for the City of Watauga Fiscal Year 2020-2021, pursuant to Local Government Code 52.004.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Resolution designating Fort Worth Star Telegram for 2020-21

REVIEWED BY:

Andrea Gardner, City Manager
Karrie Marling, Legal

Approved - 12/1/2020
Approved - 12/3/2020



AGENDA MEMORANDUM

George Hyde, Legal
Andrea Gardner, City Manager
Approved as to form for inclusion on Agenda

Approved - 12/8/2020
Final Approval - 12/8/2020

CITY OF WATAUGA, TEXAS
RESOLUTION NO. 2020-064

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS PURSUANT TO LOCAL GOVERNMENT CODE 52.004 REQUIRING THAT THE CITY OF WATAUGA, TEXAS DESIGNATE AN OFFICIAL NEWSPAPER FOR FISCAL YEAR 2020-2021; 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 finds it is in the best interest of the City of Watauga and its citizens that a newspaper of general circulation within the City be designated as the official newspaper of the City of Watauga, Texas; and

WHEREAS, the City Council of the City of Watauga, Texas finds that the Fort Worth Star Telegram:

1. Devotes not less than 25% of its total column lineage to general interest items; and
2. Is published at least once each week; and
3. Is entered as 2nd class postal matter in the county where published; and
4. Has been published regularly and continuously for at least twelve (12) months before the governmental entity or representative publishes notices; and

WHEREAS, the City Council finds that the Fort Worth Star Telegram is a publication that meets all of the criteria legally required of an officially designated newspaper for the City of Watauga.

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

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.

The Fort Worth Star Telegram shall hereinafter be the official newspaper of the City of Watauga, Texas for Fiscal Year 2020-2021 commencing October 1, 2020.

III.

All official publications, notices, advertisements, and solicitations for bids shall henceforth be published in such manner as may be prescribed by law, in the Fort Worth Star Telegram.

IV.

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.

V.

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.

VI.

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 14th day of December, 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: December 3, 2020

TO: Honorable City Council Members

FROM: Paul Hackleman, Director of Public Works

THROUGH: Andrea Gardner, City Manager

SUBJECT: Consideration of Voting Member and Alternate Member reappointment to the City of Fort Worth Water and Wastewater Wholesale Customer Advisory Committee

BACKGROUND/INFORMATION:

The Voting Member and Alternate Member representing the City of Watauga at the Fort Worth Water and Wastewater Wholesale Customer Advisory Committee have historically been the Director of Public Works and the Utilities Superintendent.

Currently, the Director of Public Works serves as the Secretary on this committee.

Recommended reappointments:

1. Paul Hackleman, P.E., Voting Member
2. Brandon Dupree, Alternate Member

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Staff respectfully recommends the City Council reappoint the two proposed members to another one year term.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. OfficialAppointmentsForm-FY2021-Filled

REVIEWED BY:

Paul Hackleman, Director of Public Works
Andrea Gardner, City Manager
Karrie Marling, Legal
George Hyde, Legal
Andrea Gardner, City Manager

Approved - 12/3/2020
Approved - 12/4/2020
Approved - 12/7/2020
Approved - 12/8/2020
Final Approval - 12/8/2020



AGENDA MEMORANDUM

Approved as to form for inclusion on Agenda



APPOINTMENT FORM
Wholesale Water and Wastewater Customer Advisory Committee

DATE: _____

WHOLESALE CUSTOMER: _____

Check all that apply: ☐ Water ☐ Wastewater

The following individuals have been officially appointed by the **CUSTOMER's GOVERNING BODY**, under the terms of the Wholesale Contract for Services as the **VOTING MEMBER** and **ALTERNATE** for the Water and/or Wastewater System Advisory Committee. The term is for the Fiscal Year beginning October 1, 2020 through September 30, 2021.

Voting Member:

Alternate Member

Name

Name

Title

Title

Office Phone

Office Phone

Cell Phone

Cell Phone

Email Address

Email Address

Mailing Address:

Mailing Address:

Signature of Mayor/Board President

Official Seal

Please complete and return as soon as possible, but no later than December 31, 2020
to: WaterWholesale@fortworthtexas.gov

or

City of Fort Worth Water Utility
Billing Section/Wholesale
P. O. Box 870
Fort Worth, Texas 76101



AGENDA MEMORANDUM

DATE: December 3, 2020

TO: Honorable City Council Members

FROM: Paul Hackleman, Director of Public Works

THROUGH: Andrea Gardner, City Manager

SUBJECT: Consider action to adopt a Resolution by the City Council of the City of Watauga, Texas approving the purchase of two 2020 Ford F-150 Trucks from Silsbee Ford, providing for repeal; providing for severability; providing an effective date

BACKGROUND/INFORMATION:

The Fiscal Year 2020-21 approved Budget provides funding for two (2) F-150 Trucks utilizing Water and Sewer Equipment Replacement Funds.

Texas Local Government Code Chapter 252 requires Council approval of expenditures in excess of \$50,000.

The City is a member of the TIPS which allows us to utilize contracts offered through the TIPS per Local Government Code Section 217.102 and Texas Government Code 791. The codes were designed to allow government entities the ability to utilize contracts for products and services that meet all State and Local purchasing laws and requirements.

The Fleet and Building Maintenance Division of the Public Works Department obtained a quote for two (2) Ford F-150 Trucks from Silsbee Ford utilizing the The Interlocal Purchasing System (TIPS) Contract No. 200206 in the amount of \$51,886.50.

These two (2) F-150 Trucks are for Utility Billing Meter Readers. Silsbee Ford states that both trucks are in stock and ready for delivery.

The attached proposed resolution authorizing the purchase has been drafted and approved by the City Attorney's Office.

FINANCIAL IMPLICATIONS:

This purchase is funded by the Water and Sewer Equipment Replacement Fund in Fiscal Year 2020-21.



AGENDA MEMORANDUM

RECOMMENDATION/ACTION DESIRED:

Staff respectfully recommends the City Council approve the purchase of two (2) 2020 F-150 Trucks from Sidsbee Ford.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Quote - F150 - TIPS - Silsbee Ford
2. PURCHASING RIDER FORM SILSBEE FORD FOR CITY OF WATAUGA 112420
3. Resolution Approving Purchase of 2 Ford F150
4. Form 1295 - Animal Control Vehicle - Sam Pack - January 2020 City Council

REVIEWED BY:

Paul Hackleman, Director of Public Works

Karrie Marling, Legal

George Hyde, Legal

Sandra Gibson, Director of Finance

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 12/3/2020

Approved - 12/4/2020

Approved - 12/8/2020

Approved - 12/8/2020

Final Approval - 12/8/2020



PRODUCT PRICING SUMMARY

TIPS USA 200206 TRANSPORTATION VEHICLES

VENDOR- Silsbee Ford, 1211 Hwy 96 N., Silsbee TX 77656

End User: WATAUGA, CITY OF TX999607

Prepared by: SETH GAMBLIN

Contact: CLINT HARMON

Phone: 512.436.1313

Email: _____

Email: SGAMBLIN.SILSBEEFLEET@GMAIL.COM

Product Description: F150 REGULAR CAB

Date: November 18, 2020

A. Bid Item: _____

A. Base Price: \$ **22,695.00**

B. Factory Options

Code	Description	Bid Price	Code	Description	Bid Price
FIC	2020 FORD F150 REGULAR CAB	\$ 2,375.00	101A	ORDER GROUP XL	
99B	3.3L V6	\$ -			
	122 WHEELBASE				
85A	XL POWER GROUP	-			

Total of B. Published Options: \$ **2,375.00**

Published Option Discount (5%) \$ **-**

C. Unpublished Options [not to exceed 25%]

\$= 0.0 %

Description	Bid Price	Options	Bid Price
		EXTERIOR- OXFORD WHITE	
		INTERIOR- AG GRAY	

Total of C. Unpublished Options: \$ **-**

D. Floor Plan Interest (for in-stock and/or equipped vehicles):

\$ **-**

E. Lot Insurance (for in-stock and/or equipped vehicles):

\$ **350.00**

F. Contract Price Adjustment:

G. Additional Delivery Charge: 299

\$ **523.25**

H. Subtotal:

\$ **25,943.25**

I. Quantity Ordered 2 x H =

\$ **51,886.50**

J. Trade in:

\$ **-**

K.

L. Total Purchase Price

\$ **51,886.50**

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 SILSBEE FLEET GROUP, ("Vendor"). The Contract involved in this Governmental Rider is described as follows:

(2) F150 TRUCKS

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: _____

Silsbee Ford Inc.
Vendor
By: [Signature]
Name: Seth Gambler
Title: Fleet Sales
Date: 11/24/2020

CITY OF WATAUGA, TEXAS
RESOLUTION NO. _____

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF
WATAUGA, TEXAS APPROVING THE PURCHASE OF TWO
2020 POLICE PACKAGE CHEVROLET TAHOES FROM
CALDWELL COUNTY CHEVROLET; PROVIDING FOR
REPEAL; PROVIDING FOR SEVERABILITY; PROVIDING
AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Watauga (the “City”) approved in the Fiscal Year 2020-21 Budget which provides funding for the purchase two (2) F-150 Trucks as part of the Capital Outlay Plan utilizing Water and Sewer Equipment Replacement Fund; and

WHEREAS, Chapter 252 of the Texas Local Government Code requires City Council approval of expenditures in excess of \$50,000; and

WHEREAS, the City of Watauga is a member of The Interlocal Purchasing System (TIPS), which allows the City to utilize contracts offered under a cooperative purchasing program under Section 271.102, Texas Local Government Code and Chapter 791, Texas Government Code; and

WHEREAS, these two (2) F-150 Trucks are for Utility Billing Meter Readers

WHEREAS, The Fleet and Building Maintenance Division of the Public Works Department obtained a quote for the purchase two (2) F-150 Trucks from Silsbee Ford for police department use utilizing the TIPS Contract No. 200206 in the amount of \$51,886.50; and

WHEREAS, members of City Council have determined that the approval of the purchase of the two (2) F-150 Trucks for police department use is for the benefit of the staff and the City in that these new vehicles will help to serve and protect its residents.

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 ordinance are hereby found to be true and correct and adopted herein for all purposes.

II.

The City Council of the City of Watauga, Texas, hereby approves of the purchase of these vehicles in accordance with the TIPS Contract No. 200206 in the amount of \$51,886.50, which is incorporated by reference herein.

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 14th day of December 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

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.

SILSBEE FORD
SILSBEE, TX United States

Certificate Number:
2020-692964

Date Filed:
11/24/2020

Date Acknowledged:

12-4-2020

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

WATAUGA, CITY OF

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.

2021-001
VEHCILES

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	DONALSON, DREW	SILSBEE, TX United States	X	

5 Check only if there is NO Interested Party.

☐

6 UNSWORN DECLARATION

My name is SETH GAMBLIN, and my date of birth is 11/24/2020.

My address is 1211 US HIGHWAY 96 N. SILSBEE TX 77856 USA
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in HARDIN County, State of TEXAS, on the 24 day of NOV, 20 20
(month) (year)

SETH GAMBLIN

Signature of authorized agent of contracting business entity
(Declarant)



AGENDA MEMORANDUM

DATE: December 3, 2020

TO: Honorable City Council Members

FROM: Paul Hackleman, Director of Public Works

THROUGH: Andrea Gardner, City Manager

SUBJECT: Consider action on a resolution by the City Council of the City of Watauga, Texas declaring two 2008 Ford F-150 trucks as surplus property belonging to the City of Watauga; and authorizing disposal of the surplus property; providing that all resolutions are hereby repealed to the extent that they are in conflict; providing a savings clause, providing an effective date

BACKGROUND/INFORMATION:

The Surplus Asset Disposal Policy No. 13.05 of the Personnel, Administrative and Financial Policies and Procedures Manual allows for the Director of Public Works to recommend real property for the City Council to review and declare as surplus.

To that end, there are two 2008 Ford F-150 Trucks being replaced this year in Utility Billing Division of the Finance Department create the opportunity to sell or trade in the existing trucks. The trucks to be replaced are units 808 (VIN#1FTRF12W58KE55912) and 809 VIN#1FTRF12W78KE55911). Both trucks have in excess of 90,000 miles.

Once the property has been declared surplus by City Council, surplus equipment may be disposed of by one of the following methods:

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

Sections 51.015 and 51.034 of the Texas Local Government Code requires the City Council to approve the disposal of personal property.

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 a trade-in.



AGENDA MEMORANDUM

FINANCIAL IMPLICATIONS:

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

RECOMMENDATION/ACTION DESIRED:

Staff respectfully recommends declaring the two 2008 F-150 Trucks as surplus property.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. F -150 Property Surplus Resolution

REVIEWED BY:

Karrie Marling, Legal

George Hyde, Legal

Sandra Gibson, Director of Finance

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 12/7/2020

Approved - 12/8/2020

Approved - 12/8/2020

Final Approval - 12/8/2020

CITY OF WATAUGA, TEXAS
RESOLUTION NO. 2020-_____

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS DECLARING TWO 2008 FORD F-150 TRUCKS AS SURPLUS PROPERTY BELONGING TO THE CITY OF WATAUGA; AND AUTHORIZING DISPOSAL OF THE SURPLUS PROPERTY; PROVIDING THAT ALL RESOLUTIONS 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 Surplus Asset Disposal Policy No. 13.05 of the Personnel, Administrative and Financial Policies and Procedures Manual allows for the Director of Public Works to recommend real property for the City Council to review and declare as surplus; and

WHEREAS the City Council finds, two 2008 Ford F-150 Trucks are being replaced this year in Utility Billing Division of the Finance Department; and

WHEREAS the City Council finds, unit 808 (VIN#1FTRF12W58KE55912) and unit 809 (VIN#1FTRF12W78KE55911) have in excess of 90,000 miles; and

WHEREAS the City Council finds, once the property has been declared surplus by City Council, surplus equipment may be disposed of by one of the following methods:

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

WHEREAS, revenue from the sale of property shall be restored to the appropriate originating funding source: and

WHEREAS the City Council finds that Sections 51.015 and 51.034 of the Texas Local Government Code requires the City Council to approve the disposal of personal property; and

WHEREAS the City Council finds, the proposed action by Director of Public Works is in furtherance of the public interest, for the good of the community, and necessary and proper; and

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

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.

The declaration of surplus property, specifically of the 2008 F-150 Trucks, unit 808 (VIN#1FTRF12W58KE55912) and unit 809 VIN#1FTRF12W78KE55911), in accordance with the City Charter and TEX. LOC. GOV'T CODE §§ 501.015 and 505.034, is approved and ratified by the City Council of the City of Watauga.

III.

The City Manager, or her designee, is hereby authorized to sell the surplus property; and, revenue from the sale of property shall be restored to the originating funding source.

IV.

This Resolution shall be and is hereby cumulative of all other resolutions of the Watauga City Council 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.

V.

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.

VI.

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 as prescribed by law.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas on this 14th day of December 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: December 4, 2020

TO: Honorable City Council Members

FROM: Andrea Gardner, City Manager

THROUGH:

SUBJECT: Consider action authorizing a WEDC expenditure pursuant to Section 501.073(a) of the Texas Local Government Code to purchase Blu Dot technology software for business retention support

BACKGROUND/INFORMATION:

Staff presented a technology option to the WEDC Board for consideration at the November 17, 2020 WEDC Meeting. The proposed technology is a software purchase that provides an open portal with existing businesses, a business development module for existing businesses and a reporting feature for the Board and public.

Staff recently implemented a Business Registration program that will work well with this new proposed technology tool.

FINANCIAL IMPLICATIONS:

The technology fee is a monthly fee of \$125 for the first year unless a multi-year contract were negotiated and executed. If a single year contract is executed and the WEDC desires to continue with the technology the monthly fee would increase to \$195 in year 2.

Sufficient funds exist in the WEDC Fund 04 to cover the expense.

RECOMMENDATION/ACTION DESIRED:

The WEDC Board and City staff respectfully recommend the City Council authorize the WEDC Executive Director to execute a contract with Blu Dot Technologies for purpose of providing Business Retention and Expansion support.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Bludot Demo_Watauga TX
2. Bludot Pricing Tiers_EarlyAccess

REVIEWED BY:

Karrie Marling, Legal

Approved - 12/7/2020

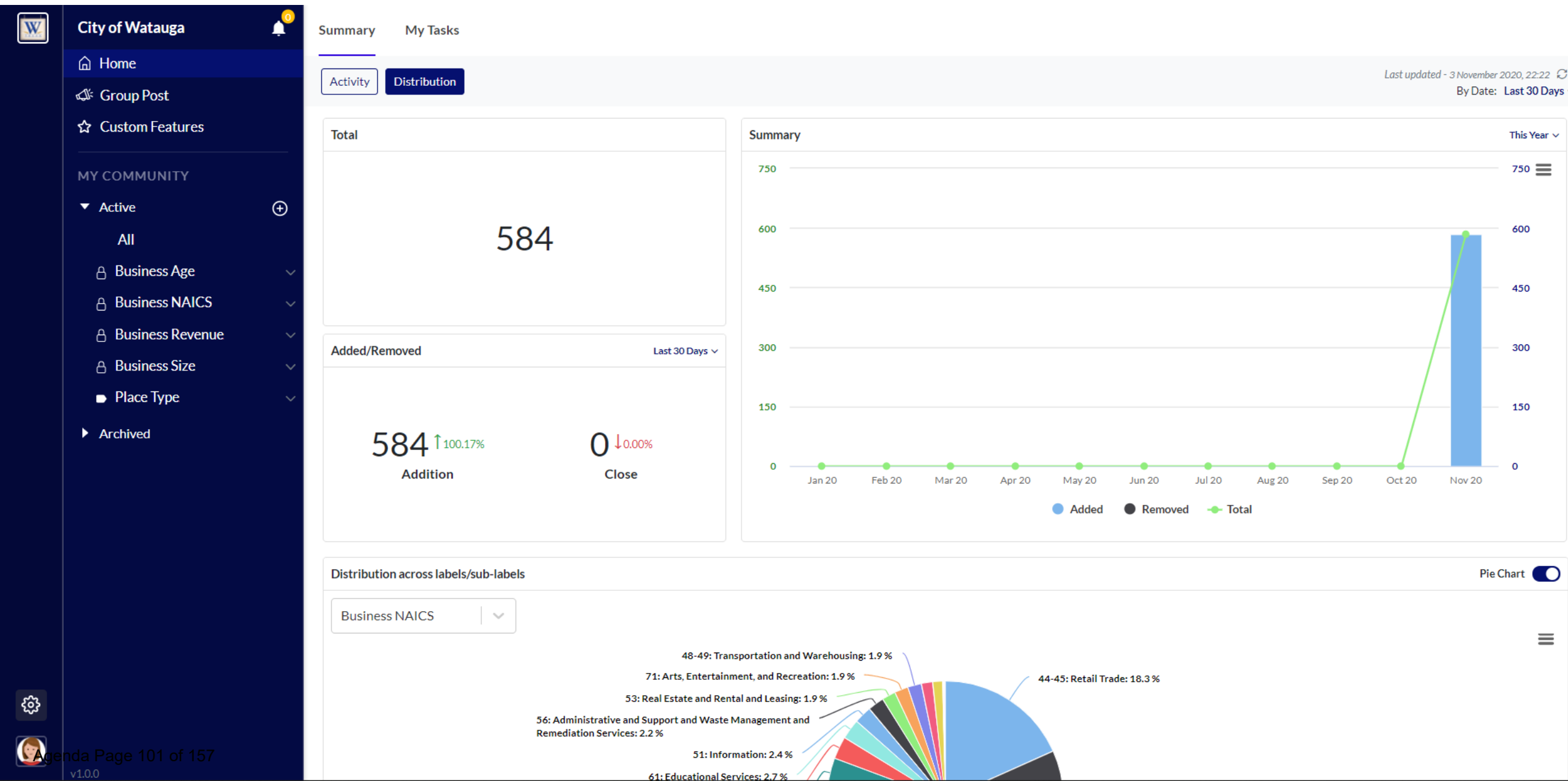


AGENDA MEMORANDUM

George Hyde, Legal
Sandra Gibson, Director of Finance
Andrea Gardner, City Manager
Approved as to form for inclusion on Agenda

Approved - 12/8/2020
Approved - 12/8/2020
Final Approval - 12/8/2020

Summary dashboard with interactive charts to track local business changes and activities



Intuitive local business list & custom labels



City of Watauga

 Home

 Group Post

 Custom Features

MY COMMUNITY

▼ Active

All

 Business Age

 Business NAICS

 Business Revenue

 Business Size

 Place Type

► Archived

Active (584)

Search

Advanced Search



1st Saint John Baptist Church

5825 Watauga Rd,Watauga

Business NAICS|81: Other Services (except Public Administration)

Business Size|1-10

Business Revenue|Unclassified

Place Type|independent



31 Stitches

6540 Bernadine Dr,Watauga

Business NAICS|54: Professional, Scientific, and Technical Services

Business Size|1-10

Business Revenue|0-0.5M

Place Type|independent



5 Star Fadez

6500 Denton Hwy,Watauga

Business NAICS|81: Other Services (except Public Administration)

Business Size|1-10

Business Revenue|0-0.5M

Place Type|independent



7-Eleven

7001 Rufe Snow Dr,Watauga

Business NAICS|44-45: Retail Trade

Business Size|1-10

Business Revenue|1M-5M

Place Type|branch



A & A Jubilee Inc

6701 Rufe Snow Dr,Watauga

Business NAICS|72: Accommodation and Food Services

Business Size|1-10

Business Revenue|0-0.5M

Place Type|independent



A & D Fence

6400 High Lawn Ter,Watauga

Business NAICS|42: Wholesale Trade

Business Size|1-10

Business Revenue|1M-5M

Place Type|independent



A Cigarette Plus

6622 Rufe Snow Dr,Watauga

Business NAICS|44-45: Retail Trade

Business Size|1-10

Business Revenue|0-0.5M

Place Type|independent



A Fine Shine

5930 Plum St,Watauga

Business NAICS|Unclassified

Business Size|Unclassified

Business Revenue|Unclassified

Place Type|independent



A Work Of Art

6544 Meadowlark Ln E,Watauga

Business NAICS|23: Construction

Business Size|1-10

Business Revenue|0-0.5M

Place Type|independent



ABC Construction Plumbing

5616 Main St,Watauga

Business NAICS|23: Construction

Business Size|1-10

Business Revenue|0.5M-1M

Place Type|independent





Agenda Page 102 of 157

v1.0.0

Map visualization with 1-click

City of Watauga

Home

Group Post

Custom Features

MY COMMUNITY

▼ Active

All

Business Age

Business NAICS

11: Agriculture, Forestry,...

21: Mining, Quarrying, an...

22: Utilities

23: Construction

31-33: Manufacturing

42: Wholesale Trade

44-45: Retail Trade

48-49: Transportation an...

51: Information

52: Finance and Insurance

53: Real Estate and Renta...

54: Professional, Scientifi...

55: Management of Comp...

44-45: Retail Trade (107)

Search

Advanced Search

7-Eleven
7001 Rufe Snow Dr...

Business NAICS44-45: Retail Trade

Business Size1-10

Business Revenue1M-5M

Place Typebranch

A Cigarette Plus
6622 Rufe Snow Dr...

Business NAICS44-45: Retail Trade

Business Size1-10

Business Revenue0-0.5M

Place Typeindependent

Advance Auto ...
6300 Denton Hwy...

Business NAICS44-45: Retail Trade

Business Size1-10

Business Revenue1M-5M

Place Typebranch

Akabanga Inter...
6651 Watauga Rd,W...

Business NAICS44-45: Retail Trade

Business Size1-10

Business Revenue0.5M-1M

Place Typeindependent

Albertsons
6249 Rufe Snow Dr...

Business NAICS44-45: Retail Trade

Business Size50-100

Business Revenue10M+

Place Typebranch

Altex Electroni...
5405 Watauga Rd...

Business NAICS44-45: Retail Trade

Business Size1-10

Business Revenue1M-5M

Place Typebranch

AmeriGas Pro...
7001 Rufe Snow Dr...

Business NAICS44-45: Retail Trade

Business SizeUnclassified

Business RevenueUnclassified

Place Typekiosk

AmeriGas Pro...
6546 Watauga Rd...

Business NAICS44-45: Retail Trade

Business SizeUnclassified

Business RevenueUnclassified

Place Typekiosk

Apollo Store
6101 Watauga Rd...

Business NAICS44-45: Retail Trade

Business Size1-10

Business Revenue0-0.5M

Place Typeindependent

ListMap

Sort By: Activity

Show businesses that are not listed on Google Maps (11)

Agenda Page 103 of 157

v1.0.0

Clean, relevant business profile in one view with customizable data fields

b

New Demo City

Home

Inbox

Group Post

Custom Features

MY COMMUNITY

Active

All

Business Age

Business NAICS

Business Size

Business Area

Business Category

Business License Type

Emergency Grant Appli...

Archived

1515 Restaurant & Lounge

1515 N MAIN ST, Walnut Creek

Wall

Tasks

Details

Public Profile

Address1515 N MAIN ST, Walnut Creek, California, 94596

Phone Number9259391515

Email Addressbusiness@democity.com

Websitehttp://1515wc.com

External Links

Custom Data

twitterhttps://twitter.com/wcrestaurantwk

youtubeyoutube.com

facebookhttps://www.facebook.com/1515wc

linkedin

place typeindependent

start date12/01/2007

age (years)12

sales volume291000

Archive

Read Metrics - Total

19

Total

Read (84%)Unread (16%)

Labels

Business License Type|eating place - liquor

Business NAICS|72: Accommodation and Food Services

Business Age|10-20Business Size|1-10

Emergency Grant ApplicantEmergency Grant Applicant|Awarded

Business Area|DowntownBusiness Category|Restaurant

Agenda Page 104 of 157

v1.0.0

Business communication wall + internal notes

Send messages directly to business owners and track when they are read; Be the digital “concierge desk” for business owners to reach out and get help; Collaborate internally across departments’ staff

b

New Demo City

2

Home

Inbox

Group Post

Custom Features

MY COMMUNITY

Active

All

Business Age

Business NAICS

Business Size

Business Area

Business Category

Business License Type

Emergency Grant Appli...

Archived

1515 Restaurant & Lounge

1515 N MAIN ST, Walnut Creek

Wall

Tasks

Details

Sophia (Economic Development Manager)

17 July 2020, 11:08

Hi! this is an example message!

Business Owner

Hi! reply from business owner

17 July 2020, 11:09

Reply

Marked as Task Assigned to Sophia Zheng (Economic Development Specialist)

Follow up

follow up in 2 days!

Support

13 October 2020, 10:47

type something! Hi!!

Reply

B

I

U

S

x₂

x²

ABC

1=

:=

≡

≡

≡

≡

Normal

This is an example of sending a msg to a business

Seen on 13 October 2020 at 1:05 pm

Sort by: Updated

Hide Internal Comments

Sophia (Economic Development Manager) created task

17 July 2020, 11:12

Sophia (Economic Development Manager)

18 August 2020, 10:19

code enforcement discussion PRIVATE!!!

Support edited task

12 October 2020, 23:08

Write internal comment

Sophia (Economic Development Manager)

22 October 2020, 10:24

Sophia Zheng (New Demo City, Economic Development Specialist) can we check xyz

Support created task

22 October 2020, 12:51

Support

added due date Oct 26,2020 12:50 PM to the task

22 October 2020, 12:51

Write internal comment

Agenda Page 105 of 157

v1.0.0

Integrated tasks & reminders

b

New Demo City

Home

Inbox

Group Post

Custom Features

MY COMMUNITY

Active

All

Business Age

Business NAICS

Business Size

Business Area

Business Category

Business License Type

Emergency Grant Appli...

Archived

1515 Restaurant & Lounge

1515 N MAIN ST, Walnut Creek

Wall

Tasks

Details

Support

12 October 2020, 10:19

From: sophia@bludot.io

To: newdemocity@mail.bludot.io

Subject: Test attachment

Date & Time: 28 July 2020, 09:12

Screenshot_20200727-162353.png

Reply

Support

12 October 2020, 10:19

From: newdemocity@mail.bludot.io

To: sophia@bludot.io

Subject: Re: Test attachment

Date & Time: 12 October 2020, 10:19

Test reply to email

Reply

Message 1515 Restaurant & Lounge

Sort by: Updated

Hide Internal Comments

Write internal comment

Write internal comment

Mark as task

Task Title* This is an example task

Assignee* Sophia Zheng (New Dem... x

Follow up with this business owner by Friday

Due Date 23 Oct at 5:12 PM

Reminder 1 day before

Agenda Page 106 of 157

v1.0.0

Easily target outreach messages to a group of businesses

W

City of Watauga

0

Home

Group Post

Custom Features

MY COMMUNITY

▼ Active

All

Business Age

Business NAICS

Business Revenue

Business Size

Place Type

▶ Archived

Posted

Scheduled

Draft

Filter by Recipients: All

Filter by Labels: All

No results

+

Add recipients

Send to All

INCLUDE

Labels

Business NAICS|44-45: Retail Trade

Individual Recipients

Business Age

Business Age|0-1

Business Age|1-2

EXCLUDE

Labels

Enter label

Individual Recipients

Enter name

① Sending to #Business NAICS|44-45: Retail Trade.

① Total Recipients: 107

Agenda Page 107 of 157

v1.0.0

Track group messages' open results
Be informed on which businesses may require an on-site visit

b

New Demo City

Home

Inbox

Group Post

Custom Features

MY COMMUNITY

Active

All

Business Age

Business NAICS

Business Size

Business Area

Business Category

Business License Type

Emergency Grant Appli...

Archived

Settings

b

PostedScheduledDraft

Filter by Recipients: AllFilter by Labels: All

Sent to #Business NAICS|31-33: Manufacturing, #Business NAICS|44-45: Retail Trade.

Support

24 August 2020, 14:55

Hi downtown businesses, please take this survey and let us know how we can be

Example Survey

This is an example survey

Take Survey

Sent to #Business Area|Downtown.

Support

15 October 2020, 10:12

new group post!

Sent to #Business NAICS|44-45: Retail Trade, #Business License Type|eating place.

Sending To

+ Add Recipients

Type your message here

Post Analytics

Support

15 October 2020, 10:12

Read Metrics - Total

Total Recipients: 166

Total Recipients Notified: 166

A donut chart illustrating the read status of 166 recipients. The chart is divided into two segments: a blue segment representing 117 recipients who have read the post (70%), and a grey segment representing 49 recipients who have not read the post (30%). A tooltip points to the blue segment, stating 'Read: 117 recipients'. The center of the donut contains the text '166 Received'.

Status	Count	Percentage
Read	117	70%
Unread	49	30%
Total	166	100%

Read (70%) Unread (30%)

Read Metrics - by Time

24 Hours After Sent

A line chart showing the number of recipients who have read the post over a 24-hour period. The y-axis represents the number of recipients, ranging from 0 to 125 in increments of 25. The x-axis represents time in hours. A single data point is shown at the 0-hour mark, with a value of approximately 117. The line remains flat at this level for the rest of the 24-hour period.

Time (Hours)	Read Count
0	117
1	117
2	117
3	117
4	117
5	117
6	117
7	117
8	117
9	117
10	117
11	117
12	117
13	117
14	117
15	117
16	117
17	117
18	117
19	117
20	117
21	117
22	117
23	117
24	117

Agenda Page 108 of 157
v1.0.0

Track outbound and inbound emails

b

New Demo City

2

Home

Inbox

Group Post

Custom Features

MY COMMUNITY

▼ Active

All

Business Age

Business NAICS

Business Size

Business Area

Business Category

Business License Type

Emergency Grant Appli...

Archived

Settings

b

Agenda Page 109 of 157

v1.0.0

Email ConsolidationFormSurveyManage Zones

Email Consolidation

Use the following email address to get emails on Bludot.

newdemocity

@mail.bludot.io

copy

2 ways to track emails:

- a. A custom, dedicated system email address for your city via Bludot
 - Automatically organize outbound and inbound messages
- b. IMAP integration with your outlook/gmail (coming soon by Nov 30)
 - All emails with matching email addresses will be automatically posted to the corresponding business's wall, no manual steps required.

Track outbound and inbound emails

b

New Demo City

2

Home

Inbox

Group Post

Custom Features

MY COMMUNITY

Active

All

Business Age

Business NAICS

Business Size

Business Area

Business Category

Business License Type

Emergency Grant Appli...

Archived

Inbox

Posted

Sophia Zheng	Questions about business resources	22/10/2020
New Demo City	Re: Test attachment	12/10/2020
sophia@bludot.io	Test attachment	28/07/2020

Questions about business resources

Sophia Zheng<sophia@bludot.io>

22 October 2020, 17:26

To: newdemocity@mail.bludot.io

Post

Posted to - 1515 Restaurant & Lounge

Last Posted On - 22 October 2020, 17:27

To: sophia@bludot.io x

Enter email address

Cc Bcc

☒ Post to - 1515 Restaurant & Lounge

Reply to the business directly

Activity

Support posted email to 1515 Restaurant & Lounge

22 October 2020, 17:27

Built-in surveys



Fluvanna County, VA

 Home

 Group Post

 Custom Features

MY COMMUNITY

▼ Active

All

 Business Age

 Business NAICS

 Business Revenue

 Business Size

 Place Type

► Archived

Email Consolidation

Form

Survey

Manage Zones

Survey Name

+ Add New

Survey Template Form

×

Survey Name*

Enter survey name

Survey description

Enter survey description

Type

Short Answer

Paragraph

Multiple Choice

Short Answer

Checkboxes

Date

Attachments

Dropdown

Linear Scale

Required ☐ delete

Preview

Save

Publish

Created On



Agenda Page 111 of 157

v1.0.0

Collect survey responses directly in the platform

b

New Demo City

2

Home

Inbox

Group Post

Custom Features

MY COMMUNITY

Active

All

Business Age

Business NAICS

Business Size

Business Area

Business Category

Business License Type

Emergency Grant Appli...

Archived

Settings

b

Agenda Page 112 of 157

v1.0.0

Posted

Scheduled

Draft

Filter by Recipients: All Filter by Labels: All

Sent to #Business NAICS|31-33: Manufacturing, #Business NAICS|44-45: Retail Trade.

Support

24 August 2020, 14:55

Hi downtown businesses, please take this survey and let us know how we can help

Example Survey

This is an example survey

Take Survey

Sent to #Business Area|Downtown.

Support

15 October 2020, 10:12

new group post!

Sent to #Business NAICS|44-45: Retail Trade, #Business License Type|eating place.

Sending To

+ Add Recipients

Type your message here

Responses (Total Responses: 2)

Summary

Questions

Respondent

1. What does your business need help with?

Responses: 2

Advertising banners

Masks, hand sanitizers, cleaning supplies, etc

Outdoor seats and tables, dividers, etc

Promotion support

Other, please describe:

0

1

2

3

2. What else can we help you with?

Responses: 2

Maybe some kind of incentive program that encourages people to buy local? happy to brainstorm ideas

Reboot 2020? Just kidding.. Y'all are great

Linked public-facing site for people to see and search businesses in your community

City of Walnut Creek Open For Business

bludot

+ List My Business

Subscribe

Filter By

Open Now

Delivery

Gift Card

Take-Out/Curbside

Outdoor Dining

Shop Online

By Area

Downtown

Northwest Walnut Creek

Ygnacio

By Category

Auto

Grocery Store

Hotel

Other

Restaurant

Retail

Reset

All Businesses (224)

Promotions (2)

Search

1

101 Ygnacio Plaza

1802 N Main St,Walnut Creek

1

1515 Restaurant & Lounge

1515 N MAIN ST,Walnut Creek

3

360 Gourmet Burrito

1558 NEWELL AVE,Walnut Creek

Open Now 10:00AM-08:00PM

5

54 Mint Forno Italiano

1686 LOCUST ST,Walnut Creek

Open Now 05:00PM-08:00PM

A

Custom Jewelry & Repair, We buy GOLD

A

A & G Jewelers

1385 N MAIN ST B,Walnut Creek

A

A Sweet Affair

1815 YGNACIO VALLEY RD F,Walnut Creek

Today 07:00AM-03:00PM

A

A Sweet Affair Bakery

1990 N CALIFORNIA BLVD 10,Walnut Creek

Open Now 06:00AM-07:30PM

A

Allstar Medical Supply LLC

1930 MT DIABLO BLVD,Walnut Creek

Today 10:00AM-02:00PM

Unique URL for your community

Map showing business locations in Walnut Creek, CA. The map displays various streets including Locust St, Commercial Ln, N Main St, Bonanza St, Cypress St, and Broadway. Red pins indicate business locations, while blue pins mark specific zones like "15-Min Pickup Zone". Labels such as "Street Closure" are visible on the map.

Agenda Page 113 of 157

[Back to business listing](#)

Business Profile

H

Harps Etc.

1601 N. Main Street Walnut Creek | Phone: 9259374277

Last updated: 13 October 2020 at 08:04 PM (PDT)

Business Details

Edit

 Your First Month's Harp Rental is 50% off

Name

Harps Etc.

Address

1601 N. Main Street, Suite 106 Walnut Creek, California, 94596

Website

https://www.harpsetc.com

Links

[facebook](#)

Phone Number

9259374277

Hours

Monday

10:00am-6:00pm

Tuesday

10:00am-3:00pm

Wednesday

10:00am-6:00pm

Thursday

10:00am-6:00pm

Friday

10:00am-6:00pm

Saturday

10:00am-5:00pm

Business hours notes

By appointment at all times if you wish to enter the store or take lessons. Only one party limited to two people allowed in at one time. Please wear a mask and bring gloves. Thank you.

Area
Agenda Page 114 of 157

Categories

Downtown

Detail

Promotion



9 days left

First Month of Harp Rental is 50% Off

Gallery

Manage



Let businesses update their information directly; all requests come to you for approval before going live

City of Walnut Creek Open For Business

←

→

↺

🔒

open.bludot.io/cities/walnutcreek/businesses/4713b40a-102b-4ebc-8d45-5caec1a071ff

🔍

☆

🔄

📁

🏠

🌐

⚙️

⋮

bludot

←

Back to business listing

Business Profile

H

Harps Etc.

1601 N. Main Street Walnut Creek | Phone: 9259374277

🕒 Last updated: 13 October 2020 at 08:04 PM (PDT)

Business Details

🌟 Your First Month's Harp Rental is 50% off

Name

Harps Etc.

Address

1601 N. Main Street, Suite 106

Website

https://www.harpsetc.com

Links

facebook

Phone Number

9259374277

Hours

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Business hours notes

By appointment at all times for private lessons. Only one party allowed. Please wear a mask and bring your own harp.

Area

Downtown

Edit Business

×

Name*

Harps Etc.

Display Name* (This would show on Business Listing Page)

Harps Etc.

Highlights (Do you have special offers, deals, etc. that you'd like to highlight? This will show in the main listing page.)

Your First Month's Harp Rental is 50% off

9 characters remaining

Address 1*

1601 N. Main Street

Address 2

Suite 106

City*

Walnut Creek

State*

California

Zipcode*

94596

Area*

Downtown

Website

https://www.harpsetc.com

External Links

Facebook

https://business.facebook.com/harpsetc/

×

+ Add Another Link

Manage

Agenda Page 115 of 157



Pricing Tiers

Number of Businesses	\$/month *
<=1000	\$195 \$125 **
<=2500	\$395 \$245 **
<=5000	\$595 \$395 **
<=10,000	\$895 \$695 **
10,000+	Contact Bludot

* Annual Subscription 10% Off

* Flat Fee, Unlimited Users

** Bludot 2.0 Early Access + Free Full-Service Onboarding - **Sign up by Nov 30!**



AGENDA MEMORANDUM

DATE: December 4, 2020

TO: Honorable City Council Members

FROM: Shawn Fannan, Fire Chief

THROUGH: Andrea Gardner, City Manager

SUBJECT: Consider action to ratify the November 23, 2020 approval of the purchase agreement with Lake Country Chevrolet with using "TIPS" cooperative procurement replacing "Goodbuy" as originally listed.

BACKGROUND/INFORMATION:

On November 23, 2020, a special city council meeting was held and at which time it was approved to purchase a 2020 Chevrolet Suburban from the CARES Act funds received by the City for response to the pandemic and funds from the Equipment Replacement Fund. It was later determined that by changing the cooperative procurement from Goodbuy to TIPS, it would provide savings to the City of Watauga.

FINANCIAL IMPLICATIONS:

As indicated at the November 23, 2020 Special Meeting, funding will be provided from the CARES Act funds and from equipment replacement funds.

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the Council to ratify the approval action from November 23, 2020, authorizing staff to purchase the vehicle through cooperative purchasing.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. TIPSQUOTE
2. GoodbuyQuote

REVIEWED BY:

Sandra Gibson, Director of Finance
Andrea Gardner, City Manager
Karrie Marling, Legal
George Hyde, Legal
Andrea Gardner, City Manager

Approved - 12/7/2020
Approved - 12/7/2020
Approved - 12/7/2020
Approved - 12/8/2020
Final Approval - 12/8/2020

Approved as to form for inclusion on Agenda



AGENDA MEMORANDUM

DATE: November 5, 2020

TO: Honorable City Council Members

FROM: Sandra Gibson, Director of Finance
Paul Hackleman, Director of Public Works

THROUGH: Andrea Gardner, City Manager

SUBJECT: Public Hearing, discussion and possible action on the Municipal Storm Drain Utility System Review

BACKGROUND/INFORMATION:

The purpose of this public hearing is to review the Municipal Drainage Utility System (MDUS) operations, cost of services, revenues, and schedule of charges for drainage services and allow for citizen input. As required by Watauga Code of Ordinances, Article V., Section 42-260(e), a review and public hearing of the Watauga Municipal Drainage Utility System (MDUS) must be held every three years. The last review and public hearing was December 17, 2017.

The City of Watauga established the MDUS to protect the public health and safety from loss of life and property caused by surface water overflows and surface water stagnation within the boundaries of the City. Each and every owner of a lot or parcel of developed property within the city should pay for the availability, use, and maintenance of our storm drainage system. Developed properties have impervious surfaces (buildings, sidewalks, parking lots, etc.) that prevent water from permeating into the ground. Thus, all developed properties have an impact on the storm drainage system.

FINANCIAL IMPLICATIONS:

No change to the current storm drain fee is recommended.

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Council allow for public input as posted and take action to approve the Municipal Storm Drain Utility System Review.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. MUNICIPAL DRAINAGE REVIEW 12-14-2020
2. Storm Drain Review December 14, 2020
3. Code of Ordinances, Chapter 42__ Utilities. Drainage
4. MDUS Public Hearing December 14 2020



AGENDA MEMORANDUM

REVIEWED BY:

Sandra Gibson, Director of Finance

Paul Hackleman, Director of Public Works

Karrie Marling, Legal

George Hyde, Legal

Sandra Gibson, Director of Finance

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 12/2/2020

Approved - 12/9/2020

Approved - 12/10/2020

Approved - 12/10/2020

Approved - 12/10/2020

Final Approval - 12/11/2020



MUNICIPAL STORM DRAIN REVIEW December 14, 2020

OPERATIONS AND FINANCIAL REVIEW:

The Storm Drain Utility Fund currently provides for seven and one-half (7.5) full-time equivalents. Two and one half of these positions provide supervisory and administrative support, while five positions provide for the maintenance of concrete and earthen channels, and ditches on City owned right-of-ways and inspection services. The maintenance personnel clean and maintain curb and gutters, storm drain inlets, junction boxes, and underground system piping. Storm Drain Fund staff also ensures compliance with EPA storm water issues and provides funding for projects identified as problem areas in the City's Drainage Master Plan. Below is a table of personnel positions funded from FY2017 to present:

EXPENDITURES	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 BUDGET (ORIGINAL)	2019-2020 PROJECTED/ REVISED	2020-2021 BUDGET
PERSONNEL						
Director of Public Works	0.25	0.25	0.25	0.25	0.25	0.25
Building Official	0.25	0.25	0.25	0.25	0.25	0.25
Code Enforcement Officer/Engineer	0.25	0.25	0.00	0.00	0.00	0.00
Construction Inspector	0.00	0.00	0.25	0.25	0.25	0.25
Streets & Drainage Superintendent	0.75	0.75	0.75	0.75	0.75	0.75
Storm Drain Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Equipment Operator	1.00	1.00	1.00	1.00	1.00	1.00
Equipment Operator / Sweeper	1.00	1.00	1.00	1.00	1.00	1.00
Storm Drain Maintenance Worker I	2.00	2.00	1.00	1.00	1.00	1.00
Storm Drain Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00
Permit Technician	0.50	0.50	0.50	0.50	0.50	0.00
Summer Temp. Help	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL	9.00	9.00	8.00	8.00	8.00	7.50

*In FY2020-21, the Permit Technician (.5 FTE) position was eliminated and duties absorbed by existing personnel.

As of September 30, 2019, this proprietary fund had total assets in the amount of \$13,649,027. Of this amount, \$8,839,031 were capital assets net of depreciation. The capital assets include the storm drain system infrastructure throughout the City, various equipment, vehicles, and street improvements.

Revenues and Expenses:

The storm drain fee is currently set at \$11.00 per equivalent residential unit (ERU) and no change in fee is proposed. The last fee adjustment was in December, 2017 and the fee was decreased from \$12.00 to \$11.00. Revenues are anticipated at approximately \$1.475 million annually. Maintaining the current fee allows for continued funding of capital projects identified by the Master Drainage Study conducted in 2007.

Expenses for the Storm Drain Utility Fund include personnel, supplies, maintenance, contractual, transfers, and depreciation and capital outlay. A three year history of revenues and expenses is provided below. Also included are estimates for FY2019-20 and budget for FY2020-21:

	HISTORY			PROJECTED YEAR		BUDGET
	2016-17 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimated	2020-2021 Budget
Working Capital, October 1*	\$2,822,257	\$3,350,383	\$4,010,878	\$3,955,479	\$4,696,706	\$3,337,662
Revenues:						
Operating Revenues	1,419,460	1,451,829	1,469,673	1,470,000	1,475,089	1,470,000
Interest Income	24,878	64,709	135,051	55,000	69,058	35,000
Other Revenue	8,150	0	509	0	0	0
Total Revenues	\$ 1,452,488	\$ 1,516,538	\$ 1,605,233	\$ 1,525,000	\$ 1,544,147	\$ 1,505,000
Total Available Resources	\$ 4,274,745	\$ 4,866,921	\$ 5,616,111	\$ 5,480,479	\$ 6,240,853	\$ 4,842,662
Expenditures:						
Personnel	425,147	445,980	466,356	501,300	451,164	465,400
Supplies	22,199	27,410	18,819	38,650	15,525	32,150
Maintenance	12,677	14,441	14,899	56,500	14,441	54,500
Contractual/Sundry	156,939	174,942	174,404	167,880	137,086	184,445
Depreciation	348,724	358,092	380,696	0	0	0
Total Operating Expenditures	965,686	1,020,865	1,055,175	764,330	618,216	736,495
Operating Transfers-Out						
To General Fund	70,973	71,000	72,600	73,500	73,500	73,500
To Internal Service Fund	9,000	46,000	31,000	0	0	0
Total Operating Transfers-Out	79,973	117,000	103,600	73,500	73,500	73,500
Operating Surplus/(Deficit)	\$406,829	\$378,673	\$446,458	\$ 687,170	\$ 852,431	695,005
CAPITAL PROJECTS	0	0	11,130	3,679,518	2,211,475	2,328,697
TOTAL OPERATING & TRNSFRS&CAP	\$ 1,045,659	\$ 1,137,865	\$ 1,169,905	\$ 4,517,348	\$ 2,903,191	\$ 3,138,692
Working Capital, September 30	\$3,229,086	\$3,729,056	\$4,446,206	\$963,131	\$3,337,662	\$1,703,970
CHANGE IN NET ASSETS	\$406,829	\$378,673	\$435,328	(\$2,992,348)	(\$1,359,044)	(\$1,633,692)

* Working Capital adjusted to CAFR first of year

Capital Projects

In the 2007 Drainage Master Plan, all drainage areas in the City south of Hightower Drive were analyzed to determine requirements for storm drain system upgrades based on capacity to meet 100 year storm criteria. The recommendations in the Master Plan show upsizing some existing storm drain pipes and installation of new pipes throughout the study area. In FY2020-2021, the Drainage Master Plan is funded and will provide additional information on requirements for storm drain system upgrades. The 2015-2016/2020-2021 Capital Improvements Plan further identified current and future drainage projects that will help prevent flooding and improve the drainage system. The Capital Improvements Plan also identified need for pedestrian rails at 19 locations where channels cross under roads throughout the City of Watauga. Outside the Capital Improvement Plan, City Staff has identified other locations in need of improvement and shall continue to make improvement yearly. The Capital Improvement Plan shall be updated later in 2021 and these locations shall be added at that time.

In the 5 year Capital Improvement Plan, the City is continuing work on addressing drainage problem areas. The 5 year CIP have projects totalling \$50,605,148 through FY2024-2025, which include \$34,622,000 of future projects. There are major storm drain improvement projects currently planned to alleviate drainage issues in several residential areas and improvements will provide drainage relief to prevent flooding and damage to residential properties in those areas. The Watauga Heights drainage project has been completed, along with Whitley Road Phase I. Whitley Road phase II,III, and phase 4 are underway and will be completed in the next couple of years. Bunker Hill is scheduled to begin in FY2020-2021 and Astor Heights drainage projects are scheduled to commence in FY2021-2022. Future Storm Drain projects include other areas throughout the City where drainage improvements can be made. The City's engineering firm, Burgess and Niple, Inc. updated the City's Capital Improvement

Plan in FY2016-17 and the Drainage Master plan is scheduled to commence in FY2020-2021 to include the project cost updates and other potential projects.

			FUNDING						
			SOURCE	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25
PROJECTS	Location	Cost FY2020-25		ESTIMATE					& FUTURE
DRAINAGE		\$50,605,148		\$2,101,519	\$2,328,697	\$1,995,933	\$1,556,000	\$7,801,000	\$34,822,000
Whitley Rd. Ph. II (Drainage Portion)**	Watauga to Chapman	\$2,125,000	Storm Drain	\$1,625,000	\$500,000				
Whitley Rd. Ph. III (Drainage Portion)**	Chapman to Concord	\$490,519	Storm Drain	\$0	\$490,519				
Whitley Rd. 4 (Drainage Portion)	Concord to Oakhill	\$615,000	Storm Drain	\$75,000	\$540,000				
Pavestone Wall Repair	Capp Smith	\$351,519	Storm Drain	\$351,519					
Bunker Hill		\$2,027,110	Storm Drain		\$193,178	\$1,833,933			
Channel Protection/Ped. Rails	Multiple Locations	\$125,000	Storm Drain	\$50,000	\$75,000				
Sunny Brook South		\$7,801,000	TBD					\$7,801,000	
Astor Heights		\$1,718,000	TBD			\$162,000	\$1,556,000		
Blue Green Grey Project - Raingardens	Hightower	\$90,000	ENG/GRANT	\$0	\$90,000				
Park Vista Drainage/Ft. Worth	Park Vista	\$200,000	Storm Drain						\$200,000
Drainage Master Plan		\$440,000	Storm Drain		\$440,000				
Future Storm Drain Projects		\$34,622,000	TBD						\$34,622,000

Five Year Forecast:

The current storm drain fee revenues allow for approximately \$650,000 of revenues annually to fund capital projects. The City of Watauga is currently funding capital projects on a pay-as-you-go basis (projects completed as funds become available), however, the City may choose to fund projects by issuance of debt if desired. The Astor Heights project will be funded by storm drain revenues, however, this project is anticipated to be carried over into FY23-24 to provide for additional funding needed. The Sunny Brook South Project is listed as a To Be Determined Project since funding is not identified yet for this high dollar project. A five year forecast is attached for more detailed information.

**Drainage Utility Fund
Multi-Year Financial Plan**

	Actual 2019-20	Year 1 Budget 2020-21	Year 2 Projected 2021-22	Year 3 Projected 2022-23	Year 4 Projected 2023-24	Year 5 Projected 2024-25
BEGINNING WORKING CAPITAL	4,696,706	3,337,662	1,703,970	391,338	154,668	152,954
REVENUES						
Drainage Fees	1,475,089	1,470,000	1,484,248	1,484,908	1,486,228	1,486,228
Penalties	-	-	-	-	-	-
Interest Income	69,058	35,000	17,125	3,933	1,083	1,071
Total Revenues	1,544,147	1,505,000	1,501,373	1,488,841	1,487,311	1,487,299
EXPENSES						
Operating Expenses	(618,216)	(736,495)	(743,860)	(751,299)	(758,812)	(766,400)
Transfers to Other Funds	(73,500)	(73,500)	(74,212)	(74,212)	(74,212)	(74,212)
Total Expenses	(691,716)	(809,995)	(818,072)	(825,511)	(833,024)	(840,612)
Recommended Reserves per Policy 20%	(123,643)	(147,299)	(148,772)	(150,260)	(151,762)	(153,280)
Available for Supplemental	852,431	695,005	683,301	663,330	654,287	646,687
Remaining Supplemental	852,431	695,005	683,301	663,330	654,287	646,687
Additional Available for Capital	4,573,063	3,190,363	1,555,198	241,078	2,905	(326)
Total Available for Capital	5,425,494	3,885,368	2,238,499	904,408	657,192	646,361
Capital Projects	A (2,211,475)	B (2,328,697)	C (1,995,933)	D (900,000)	E (656,000)	F (200,000)
Remaining Funds Available	3,214,019	1,556,671	242,566	4,408	1,192	446,361
ENDING WORKING CAPITAL	3,337,662	1,703,970	391,338	154,668	152,954	599,641

Rates						
Drainage Rate	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00

Staffing Variable:						
Full-time positions	7.00	6.50	6.50	6.50	6.50	6.50
Part-time positions	1.0	1.0	1.0	1.0	1.0	1.0

Capital Projects

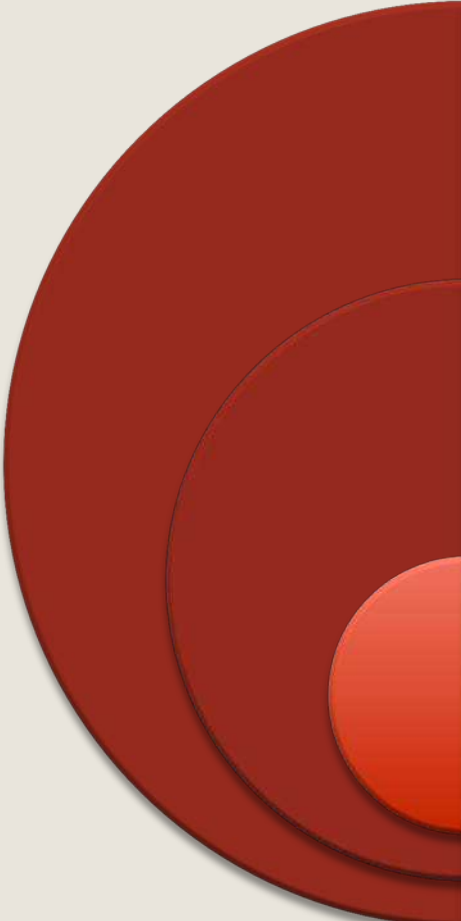
- A. Whitley Road PHASE II&4, Channel Protection**
- B. Whitley Road PHASE II,III,4, Begin Bunker Hill Design, Channel Protection, Blue Green Grey Project, Drainage Master Plan**
- C. Bunker Hill Project, Astor Heights Design**
- D. Astor Heights - \$1.556 million - Begin Project - Fund remainder in FY203-24**
- E. Complete Astor Heights Project, Determine funding of Sunny Brook South - \$7,801 million**
- F. Drainage Master Plan update, Determine future project priorities**



DRAINAGE UTILITY SYSTEM REVIEW

December 14, 2020

BACKGROUND



Established in 1992 to manage storm water and combat potential consequences resulting from severe flooding conditions.

Financed by user charges not property taxes. Current fee is \$11.00 Equivalent Residential Unit (ERU) which equals \$118.60 per impervious acre of land.

Fee is designed to cover maintenance and capital projects.

STORM DRAIN OPERATIONS REVIEW

- Last Review December 17, 2017
- Review & Public Hearing December 14, 2020
 - Staffing Levels
 - Capital Projects
 - Financial Information
 - Review of Storm Drain Fee

Storm drain fee assessed to both Residential and Commercial Customers (developed land)

STAFFING

EXPENDITURES	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 BUDGET (ORIGINAL)	2019-2020 PROJECTED/ REVISED	2020-2021 BUDGET
PERSONNEL						
Director of Public Works	0.25	0.25	0.25	0.25	0.25	0.25
Building Official	0.25	0.25	0.25	0.25	0.25	0.25
Code Enforcement Officer/Engineer	0.25	0.25	0.00	0.00	0.00	0.00
Construction Inspector	0.00	0.00	0.25	0.25	0.25	0.25
Streets & Drainage Superintendent	0.75	0.75	0.75	0.75	0.75	0.75
Storm Drain Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Equipment Operator	1.00	1.00	1.00	1.00	1.00	1.00
Equipment Operator / Sweeper	1.00	1.00	1.00	1.00	1.00	1.00
Storm Drain Maintenance Worker I	2.00	2.00	1.00	1.00	1.00	1.00
Storm Drain Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00
Permit Technician	0.50	0.50	0.50	0.50	0.50	0.00
Summer Temp. Help	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL	9.00	9.00	8.00	8.00	8.00	7.50

CAPITAL PROJECTS – STORM DRAIN

			FUNDING SOURCE						
				FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25
PROJECTS	Location	Cost FY2020-25		ESTIMATE					& FUTURE
DRAINAGE		\$50,605,148		\$2,101,519	\$2,328,697	\$1,995,933	\$1,556,000	\$7,801,000	\$34,822,000
Whitley Rd. Ph. II (Drainage Portion)**	Watauga to Chapman	\$2,125,000	Storm Drain	\$1,625,000	\$500,000	\$1,833,933		\$7,801,000	
Whitley Rd. Ph. III (Drainage Portion)**	Chapman to Concord	\$490,519	Storm Drain	\$0	\$490,519				
Whitley Rd. 4 (Drainage Portion)	Concord to Oakhill	\$615,000	Storm Drain	\$75,000	\$540,000				
Pavestone Wall Repair	Capp Smith	\$351,519	Storm Drain	\$351,519					
Bunker Hill		\$2,027,110	Storm Drain		\$193,178				
Channel Protection/Ped. Rails	Multiple Locations	\$125,000	Storm Drain	\$50,000	\$75,000				
Sunny Brook South		\$7,801,000	TBD						
Astor Heights		\$1,718,000	TBD			\$162,000	\$1,556,000		
Blue Green Grey Project - Raingardens	Hightower	\$90,000	ENG/GRANT	\$0	\$90,000				
Park Vista Drainage/Ft. Worth	Park Vista	\$200,000	Storm Drain						\$200,000
Drainage Master Plan		\$440,000	Storm Drain		\$440,000				
Future Storm Drain Projects		\$34,622,000	TBD						\$34,622,000

ASSETS (AS OF 9/30/2019)

Total

- Assets total **\$13.6M**

1

- Drainage Improvements
- Equipment

\$8.8M

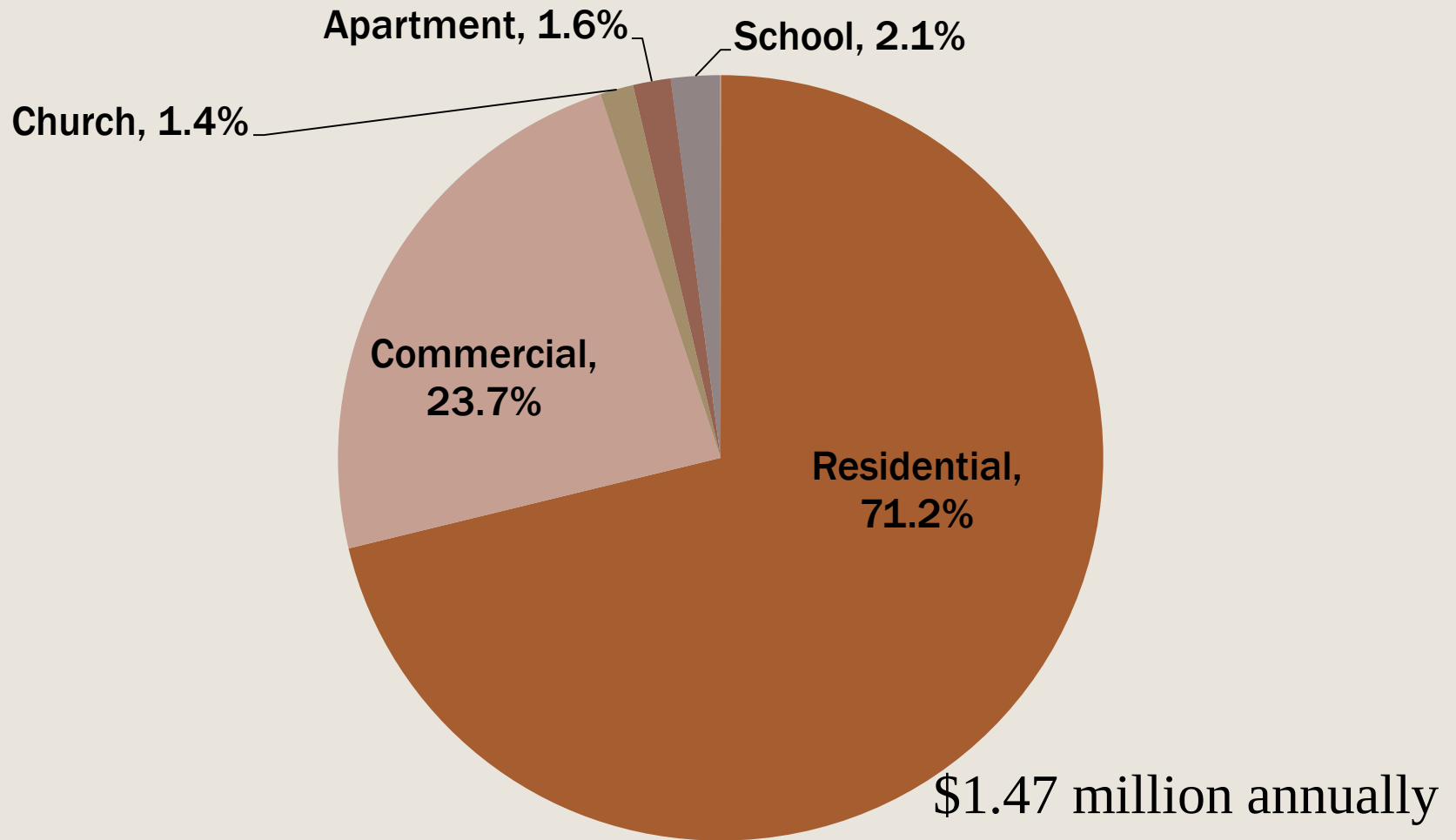
2

- Cash & Investments & A/R

\$4.8M

Net position = \$13.2 million

BREAKDOWN OF STORM DRAIN USER FEES BY CUSTOMER CATEGORY



FINANCIAL INFORMATION

	HISTORY			PROJECTED YEAR		BUDGET
	2016-17 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimated	2020-2021 Budget
Working Capital, October 1*	\$2,822,257	\$3,350,383	\$4,010,878	\$3,955,479	\$4,696,706	\$3,337,662
Revenues:						
Operating Revenues	1,419,460	1,451,829	1,469,673	1,470,000	1,475,089	1,470,000
Interest Income	24,878	64,709	135,051	55,000	69,058	35,000
Other Revenue	8,150	0	509	0	0	0
Total Revenues	\$ 1,452,488	\$ 1,516,538	\$ 1,605,233	\$ 1,525,000	\$ 1,544,147	\$ 1,505,000
Total Available Resources	\$ 4,274,745	\$ 4,866,921	\$ 5,616,111	\$ 5,480,479	\$ 6,240,853	\$ 4,842,662
Expenditures:						
Personnel	425,147	445,980	466,356	501,300	451,164	465,400
Supplies	22,199	27,410	18,819	38,650	15,525	32,150
Maintenance	12,677	14,441	14,899	56,500	14,441	54,500
Contractual/Sundry	156,939	174,942	174,404	167,880	137,086	184,445
Depreciation	348,724	358,092	380,696	0	0	0
Total Operating Expenditures	965,686	1,020,865	1,055,175	764,330	618,216	736,495
Operating Transfers-Out						
To General Fund	70,973	71,000	72,600	73,500	73,500	73,500
To Internal Service Fund	9,000	46,000	31,000	0	0	0
Total Operating Transfers-Out	79,973	117,000	103,600	73,500	73,500	73,500
Operating Surplus/(Deficit)	\$406,829	\$378,673	\$446,458	\$ 687,170	\$ 852,431	695,005
CAPITAL PROJECTS	0	0	11,130	3,679,518	2,211,475	2,328,697
TOTAL OPERATING & TRNSFRS&CAP	\$ 1,045,659	\$ 1,137,865	\$ 1,169,905	\$ 4,517,348	\$ 2,903,191	\$ 3,138,692
Working Capital, September 30	\$3,229,086	\$3,729,056	\$4,446,206	\$963,131	\$3,337,662	\$1,703,970
CHANGE IN NET ASSETS	\$406,829	\$378,673	\$435,328	(\$2,992,348)	(\$1,359,044)	(\$1,633,692)

* Working Capital adjusted to CAFR first of year

COMPARISON OF RATES

CATEGORY	CURRENT	PROPOSED
RESIDENTIAL	\$11.00 PER MONTH	No change proposed
COMMERCIAL	\$106.74 /ACRE PER MONTH	No change proposed
SCHOOLS	\$59.30/ACRE PER MONTH	No change proposed
CHURCHES	\$77.09/ACRE PER MONTH	No change proposed

QUESTIONS?



Sec. 12-42. - Chapter 42, Utilities.

(o) *Drainage charges.*

- (1) *Basic drainage charge.* The rate set forth herein is calculated on the basis of a drainage charge of \$11.00 per ERU (equivalent residential unit) which is equal to \$118.60 per impervious acre of land. Runoff coefficients and corresponding rates per acres for various land uses may be modified by the city council from time to time by a modification of said basic drainage charge.
- (2) *Residential property.* The city council finds that the residential lots within the city based upon a runoff coefficient of 0.50 will be charged at a rate of \$11.00 per month, per platted lot, tract and parcels of land when a building exists on the platted lot, tract and parcel of land.
- (3) All other lots, tracts and parcels of land within the city shall be charged on the basis of the acreage contained in said lot, tract or parcel of land, and the use made of such property, in accordance with the following schedule of drainage charges which are hereby levied against all such remaining lots, tracts and parcels of land within the city.

Land Use	Runoff Coefficient	Rate Per Acre
Commercial	0.90	\$106.74
Industrial	0.80	94.88
School	0.50	59.30
Churches	0.65	77.09
Vacant Land	0.30	0.00

Calculation: Land use rate per acre × total acreage of property = monthly fee.

Example: A commercial property has total acreage of 1.50 acres.

Calculation: \$106.74 × 1.50 acres = \$160.11 fee per month.

- (4) *Changes to rates and charges.* The city council may later change, adjust, and readjust the rates and charges established herein for drainage services from time to time by ordinance. Prior to adjusting any drainage service rates and charges, the city council shall hold a public hearing in accordance with V.T.C.A., Local Government Code § 552.045(c), as now or hereafter amended. No action may be taken upon the proposed rate changes or adjustments by the city council until the following meeting of the city council.
- (5) *Review.* Following the initial five years of substantial continuous operations of the municipal drainage utility system, a review and public hearing (requiring notice pursuant to the Texas Open Meetings Act, V.T.C.A., Government Code ch. 551, as now or hereafter amended) shall be conducted every three years addressing revenues, necessity for increases or decreases of the schedule of charges for drainage service, facilities, costs of service, drainage system, service area, and all other aspects of the operation of the MDUS.

- (6) *Discontinuance of system.* If, after at least five years of substantially continuous operation of the municipal drainage utility system, the city council determines that the system should be discontinued, and that the provision for municipal drainage should be made by other revenues, the city council may adopt an ordinance in accordance with V.T.C.A., Local Government Code § 552.052 to that effect after providing notice and a public hearing as required by V.T.C.A., Local Government Code § 552.045.
- (7) *Disclaimer.* By the passage of this section, the city makes no representation that all of the city drainage problems will be immediately remedied, and the city council is given full discretion in establishing time and quantitative priorities in expending funds as the same become available to meet the drainage needs of the city on a reasonable basis. The passage of this section shall not be construed to relieve private landowners, developers or other individuals or entities from providing drainage improvements pursuant to the ordinances of the city and the laws of this state which relate to drainage or drainage improvements.
- (8) *Use of income.* All income from the city municipal drainage utility system shall be segregated and completely identifiable in municipal accounts. If drainage charges are solely for the cost of service, the city may transfer the charges in whole or in part to its general fund except for any part collected outside the city boundary and except for any part pledged to retire any outstanding indebtedness or obligation incurred or as a reserve for future construction, repair, or maintenance of the drainage system. Any sum levied in the drainage charges for contribution to the fundings of future system improvements including replacement, new construction, or extension of the system shall be used for such improvements and shall not be transferred to the general fund.
- (9) *Adoption of additional rules.* The city council may, by subsequent ordinance, adopt rules for the operation and conduct of the city municipal drainage utility system, including exemptions, if any, from the drainage charges levied therein, consistent with its authority and state law.



NOTICE OF PUBLIC HEARING

MUNICIPAL DRAINAGE UTILITY SYSTEM (MDUS) REVIEW

Notice is hereby given that the City Council of the City of Watauga, Texas will hold a videoconference meeting to conduct a Public Hearing on Monday, December 14, 2020 during the Regular City Council Meeting which begins at 6:30 p.m.

The purpose of the public hearing is to review the Municipal Drainage Utility System (MDUS) operations, revenues, schedule of charges for drainage service, facilities, costs of services, drainage system, service area, and all other aspects of the operation of the MDUS as required by the City of Watauga Code of Ordinances, Section 42-260(e).

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 December 11, 2020, before 6:30 p.m., in accordance with 551 of the Texas Local Government Code.

/s/ Andrea Gardner
Andrea Gardner, City Secretary



AGENDA MEMORANDUM

DATE: November 6, 2020

TO: Honorable City Council Members

FROM: Bradley Fraley, Chief Information Officer

THROUGH: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action on the purchase of PC Workstation/Laptop replacements from Dell, Inc. and CDW Government utilizing State contract DIR-TSO-3763 which satisfies all bid requirements

BACKGROUND/INFORMATION:

In order to maintain the daily operations and productivity of the City while minimizing overall equipment maintenance costs, the City has adopted a hardware refresh strategy with a schedule for replacements of every 5-6 years. This strategy takes into account available warranty options, parts availability, desired standardization and I.T. staff resources. Presently, the City's installed equipment base is between 5 and 6 years in age and is currently out of warranty service. Parts availability is limited which makes supporting failed systems extremely difficult. Current system specs no longer meet expected performance thresholds.

For the Fiscal Year 2020-2021 budgeting process, the Capital Outlay Plan included sufficient monies to provide for the replacement of the installed computer workstation base city-wide. I.T. has therefore conducted an inventory of existing workstation equipment, evaluated hardware requirements for the next 5 years and has requested and received quotes for suitable replacement hardware that includes extended warranty coverage. The final quote from Dell, Marketing for Council consideration includes 153 workstations, 210 monitors, 10 City training laptop replacements, 6 Library laptop replacements and one laptop replacement for the City Manager's Surface Pro. This quote, in an amount of \$216,558.15 is from State contract DIR-TSO-3763 which satisfies all bid requirements. For comparison, a quote from SHI Government is also included but is not part of the recommendation.

Also included as part of this request is a quote for unassembled hardware parts for two I.T. video editing workstations from CDW-Government. These higher spec components are designed to provide the resources necessary for video editing and simultaneous multi-tasking. They are provided unassembled at a reduced cost to the City over pre-built systems. At present, due to COVID-19, demand and other production chain issues, many of these parts are backordered with unknown delivery times. This has complicated



AGENDA MEMORANDUM

the City's ability to provide comparison pricing at this time as many vendors simply mark the items as unavailable. The included quote from CDW-Government however, in the amount of \$2,359.03 per system is from the National IPA Technology Solutions contract which satisfies all bid requirements.

Replaced City stations will be wiped using DOD 5220.22-M methods and then placed up for auction. Replaced Police Stations will have hard drives physically destroyed per CJIS requirements with remaining parts placed for auction. The City will maintain a small inventory of replaced monitors, between 10-30 depending on age and remaining quality, with the remaining monitors being placed up for auction.

FINANCIAL IMPLICATIONS:

Budgeted monies are available in the Fiscal Year 2020-2021 Capital Outlay Plan utilizing 2020 Certificates of Obligation proceeds and through the Library Internal Service Fund Equipment Replacement Account

RECOMMENDATION/ACTION DESIRED:

Approval of the purchase of PC Workstations and Laptop replacements from Dell, Inc. in the amount of \$216,558.15 and Component Replacements from CDW-Government in the amount of \$4,718.06.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Computer Counts 2020
2. Dell Computer DIR Contract Quote
3. CDW Government National IPA Contract Quote
4. SHI Government Comparison Quote

REVIEWED BY:

Deby Woodard, Assistant Director of Finance

Sandra Gibson, Director of Finance

Andrea Gardner, City Manager

Karrie Marling, Legal

George Hyde, Legal

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 12/1/2020

Approved - 12/1/2020

Approved - 12/4/2020

Approved - 12/8/2020

Approved - 12/8/2020

Final Approval - 12/8/2020

Station Name	User	Position	PC	Monitor Quantity
FIN01	Sandra Gibson	Finance Director	1	2
FIN02	Deby Woodard	Assistant Finance Director	1	2
FIN03	Stacey Stocks	Payroll	1	2
FIN04	Jennifer Walls	Payables / Purchasing	1	2
FIN05				
FIN06	Kimberly Rupkalvis	Accounting	1	2
FININTERN01				
BALIFF01				
COURT01	Jennifer Dorsett	Court Administrator	1	2
COURT02	Guadalupe Calvillo	Court Clerk	1	2
COURT03	Magenta Landers	Court Front Desk	1	1
COURT04	Guadalupe Calvillo	Court Front Desk	1	1
COURT05	Magenta Landers	Court Clerk	1	2
COURT06				
JUDGE01	Stewart Bass	Judge	1	1
WATERBILLING01	Debra Defriese	Water Billing Administrator	1	2
WATERBILLING02	Sonia Glosup	Billing Clerk	1	1
WATERBILLING03	Morgan Roper	Front Desk	1	1
WATERBILLING04	Sonia Glosup	Front Desk	1	1
WATERBILLINGHH				
FIN ADMIN ASSISTANT			1	2
ADMRECORDS01	Samantha Ortega	Records	1	2
CITYMANAGER01	Andrea Gardner	City Manager	1	2
CITYSECRETARY01	Raquel Guajardo	Deputy CSO	1	2
COUNCILPC	Council	Council	1	1
HUMANRESOURCE01	Marcia Reyna	HR Director	1	2
MAYOR01	Art Miner	Mayor	1	2
CITYSECRETARY02	Corie Wood	HR Assistant	1	2
PIO1			1	2
CHCONF	City Hall Conference Room	Conference Room	1	
CHAV01	AV Room	AV Room	1	1
BOARDMEETING01	CSO	Council Chambers	1	2
AVCAPTUREALL	AV Room	AV Room Meeting Manage	1	2
ITACCESS	ID Card	ID Cards / Security	1	1
IT Conference	IT Conference	IT Conference	1	1
FD01	Randy Barkley	Assistant Fire Chief	1	1
FD02	Brian Hatfield	Fire Marshall	1	2
FD03	Fire Lt.	Fire Lt.	1	2
FD04	Fire Shared	Report Room	1	1
FD05	Fire Shared	Report Room	1	1
FIRECHIEF	Shawn Fannan	Fire Chief	1	2
FDTRAINING	Fire Training Room	Fire Training Room	1	1
FDFRONT01	Fire Shared	Report Room	1	1
FDFRONT02	Fire Shared	Fire Front Reporting	1	2
FBMAINTENANCE01	Pete Green	Maintenance	1	1
FBMANAGER01	Clint Harmon	Building and Maintenance Manager	1	2
FBMECHANIC01	Tommy Sanders	Mechanic	1	1

FBMECHANIC02	Kevin Voight	Mechanic	1	1
ASSISTLIBDIR	Betty King	Assistant Library Director	1	1
LIBADMIN	Admin	Admin	1	1
LIBCASH	Payment Computer	Front Desk	1	1
LIBCIRC01	Circulation	Circulation	1	1
LIBCIRC02	Circulation	Circulation	1	1
LIBCIRC03	Circulation	Circulation	1	1
LIBCIRC04	Circulation	Circulation	1	1
LIBCIRC05	Cathy Nguyen	Circulation	1	1
LIBCIRC06	Anne Metcalk	Circulation	1	1
LIBCIRC07	Trina Nosenzo	Circulation	1	2
LIBHELPDESK	Help Desk	Help Desk	1	1
LIBRARYDIRECTOR	Lana Ewell	Director	1	2
LIBREF01	Reference	Reference	1	1
LIBREF02	Rosa Chujoy-McCollum	Reference	1	1
LIBREF03				
LIBREF04	Dana Harper	Reference	1	1
LIBYOUTH01	Sarah Richter	Youth	1	1
LIBYOUTH02	Christina Hestilow	Youth	1	1
LIBYOUTH03	Emily Cornell	Youth	1	1
LIBYOUTH04	Barbara Goss	Youth	1	2
PLANNING02				
ACO01	Alex Magee	ACO	1	1
ACO02	ACO	ACO	1	1
ACO03	Alicia Johnson	ACO	1	1
CID01	Keith Hartman	Assistant Chief	1	2
CID02	James Parham	Lt.	1	2
CID03	Ben Little	CID	1	2
CID04	Brandon McComis	CID	1	2
CID05	Milissa Tank-Holland	CID	1	2
CRIMELIASION01	VIPS	VIPS	1	1
CVLIASION01	Dennise Espeleta	Crime Liason	1	1
CVLIASION02		Crime Liason	1	1
CVLIASION03		Crime Liason	1	1
MOTORS01	Bobby Faglie	Motors	1	2
MOTORS02	Kacee Honardar	Motors	1	1
PATROL01	Max Muller	CID	1	2
PATROL02		SGT	1	2
PATROL03		SGT	1	2
PATROL04	Alex Hetler	SGT	1	2
PATROL05	Dwayne Letart	CID	1	2
PATROL06	Brandon Pickett	Patrol	1	1
PATROL07	Tyler Johnson	Patrol	1	1
PATROL08	Kevin Bell	Patrol	1	1
PATROLPODIUM	Podium	Call Monitor	1	
PD	James Varleans	SGT	1	2
PD01	Robert Parker	Chief	1	2
PD03	Sandy Toney	Administrative Assistant	1	1
PDCODESGT01	Kevin Mead	SGT	1	1

PDINTERVIEW	Interview Room Recorder	Interview Room Recorder	1	1
PDSTANDARDS	James Cates	Standards	1	2
PDSTANDARDS01	Jason Babcock	LT.	1	2
PDSTANDARDS02	Steve Gochal	Support Services	1	2
PDTRAINER	Training Room	Training Room	1	1
PROPERTY01	Vicki Seay	Property Room Office	1	2
PROPERTY02	Vicki Seay	Property Room	1	1
RECORDS01	Kimberly Bruns	Records Supervisor	1	2
RECORDS02	Spencer Elliot	Records	1	2
RECORDS03	Connie McCray	Records	1	1
SRO01				
WARRANTS01	Ridley Campbell	Warrants	1	2
DEVELOPMENT01	Jeanette Garcia	Development Services	1	2
PWBUILD0F01	Randy Richards	Building Official	1	2
PWCODECOMP01				
PWCODECOMP02				
PWCODECOMP04	Wayne Jarvis		1	2
PWCODECOMP05	Michael Pitarro		1	2
PWDIRECTOR01	Paul Hackleman	PW Director	1	2
PWFOREMAN01	Aaron Kaut	Foreman	1	2
PWFOREMAN02	Bob Beach	Foreman	1	1
PWFOREMAN03	David Taylro	Foreman	1	1
PWFRONTDESK01	PD Records	Cash	1	1
PWFRONTDESK02	Helen Newpher	Administrative Assistant	1	2
PWSUPERSTREETSO		Streets Super	1	2
PWSUPERWATER01		Brandon Dupree	1	2
PWWATERTECH01	Water Tech	Dexter Holyfield	1	1
PWORKS-SIGN	Ty Cobb	Sign Shop	1	2
PW Second Floor	General Access	General Access	1	1
PARKSSUPER01	Chad Stephens	Parks Super	1	2
RECDIRECTOR01	Shawn Fannan	Director	1	2
RECFRONT01	Recreation Front Desk	Front Desk	1	2
RECFRONT02	Recreation Front Desk	Front Desk	1	2
RECPROGRAMS01	Vickie Vickers	Senior Programs	1	1
RECPROGRAMS02	Don Rymer	Athletics Programs	1	1
RECPROGRAMS03				
RECSCHOOL01				
RECSENIORS01	Seniors	Seniors	1	1
RECSENIORS02	Seniors	Seniors	1	1
INTERNET01	Public	Internet	1	1
INTERNET02	Public	Internet	1	1
INTERNET03	Public	Internet	1	1
INTERNET04	Public	Internet	1	1
INTERNET05	Public	Internet	1	1
INTERNET06	Public	Internet	1	1
INTERNET07	Public	Internet	1	1
INTERNET08	Public	Internet	1	1
INTERNET09	Public	Internet	1	1
INTERNET10	Public	Internet	1	1

INTERNET11	Public	Internet	1	1
INTERNET12	Public	Internet	1	1
INTERNET13	Public	Internet	1	1
INTERNET14	Public	Internet	1	1
INTERNET15	Public	Internet	1	1
INTERNET16	Public	Internet	1	1
INTERNET17	Public	Internet	1	1
INTERNET18	Public	Internet	1	1
INTERNET19	Public	Internet	1	1
INTERNET20	Public	Internet	1	1
XPRESS-A	Public	Internet	1	1
XPRESS-B	Public	Internet	1	1
LIBCAT01	Public	Catalog	1	1
LIBCAT02	Public	Catalog	1	1
LIBCAT03	Public	Catalog	1	1
LIBCAT04	Public	Catalog	1	1
LIBRARYLPT1	Public	Print Control	1	1
PCRESCONSOLE	Public	Reservation Control	1	1
Totals			151	210



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	3000073654652.1	Sales Rep	Jonny LaComb
Total	\$216,558.15	Phone	(800) 456-3355, 6178997
Customer #	75146100	Email	Jonathan_LaComb@Dell.com
Quoted On	Nov. 19, 2020	Billing To	BRADLEY FRALEY
Expires by	Dec. 19, 2020		CITY OF WATAUGA
Deal ID	20951914		7105 WHITLEY RD
			WATAUGA, TX 76148

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Jonny LaComb

Shipping Group

Shipping To	Shipping Method
BRADLEY FRALEY CITY OF WATAUGA 7105 WHITLEY RD WATAUGA, TX 76148-2024 (817) 514-5824	Standard Delivery

Product	Unit Price	Qty	Subtotal
OptiPlex 7080 Micro	\$1,053.03	153	\$161,113.59
Dell 24 Monitor - P2419H	\$136.24	210	\$28,610.40
XPS 13 2-in-1 9310	\$1,578.48	17	\$26,834.16

Subtotal:	\$216,558.15
Shipping:	\$0.00
Non-Taxable Amount:	\$216,558.15
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total:	\$216,558.15
---------------	---------------------

Consult your DFS rep. Special lease pricing may be available.

Shipping Group Details

Shipping To

BRADLEY FRALEY
CITY OF WATAUGA
7105 WHITLEY RD
WATAUGA, TX 76148-2024
(817) 514-5824

Shipping Method

Standard Delivery

		Qty	Subtotal
OptiPlex 7080 Micro	\$1,053.03	153	\$161,113.59

Estimated delivery if purchased today:
Dec. 03, 2020
Contract # C000000006841
Customer Agreement # DIR-TSO-3763

Description	SKU	Unit Price	Qty	Subtotal
OptiPlex 7080 MFF BTX	210-AVLK	-	153	-
Intel(R) Core(TM) i7-10700T (8 Cores/16MB/16T/2.0GHz to 4.5GHz/35W)	338-BVDG	-	153	-
Win 10 Pro 64 English, French, Spanish	619-AHKN	-	153	-
No Microsoft Office License Included – 30 day Trial Offer Only	658-BCSB	-	153	-
16GB (1x16GB) DDR4 non-ECC Memory	370-AFIX	-	153	-
M.2 512GB PCIe NVMe Class 40 Solid State Drive	400-BEUR	-	153	-
Thermal Pad	412-AALV	-	153	-
M2X3.5 Screw for SSD/DDPE	773-BBBC	-	153	-
No Additional Hard Drive	401-AANH	-	153	-
Intel Integrated Graphics, Dell OptiPlex	490-BBFG	-	153	-
OptiPlex 7080 Micro 35W	329-BEUG	-	153	-
130 Watt AC Adapter	450-AHYZ	-	153	-
System Power Cord (Philippine/U	450-AAZN	-	153	-
No Wireless LAN Card	555-BBFO	-	153	-
No Wireless Driver	340-AFMQ	-	153	-
No Stand Option	575-BBBI	-	153	-
No Additional Cable Requested	379-BBCY	-	153	-
No PCIe add-in card	492-BBFF	-	153	-
Dell Wireless Keyboard&Mouse-KM636 (Blk)	580-AISH	-	153	-
Mouse included with Keyboard	570-AADI	-	153	-
No Cable Cover	325-BCZQ	-	153	-
Waves Maxx Audio	658-BBRB	-	153	-
Dell SupportAssist OS Recovery Tool	658-BEOK	-	153	-
Dell Optimizer	658-BEQP	-	153	-
Adobe Acrobat Standard DC- 1 Yr Subscription	634-BVSL	-	153	-
OS-Windows Media Not Included	620-AALW	-	153	-
ENERGY STAR Qualified	387-BBLW	-	153	-
EPEAT 2018 Registered (Gold)	379-BDZB	-	153	-
Dell Watchdog Timer	379-BDWG	-	153	-

Quick Start Guide for OptiPlex 7080 Micro	340-CQNH	-	153	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	153	-
Ship Material for OptiPlex Micro Form Factor	340-CQYN	-	153	-
Shipping Label for DAO	389-BBUU	-	153	-
Regulatory Label for 130 W Adapter (DAO)	389-DVNX	-	153	-
No Intel Responsive	551-BBBJ	-	153	-
Intel Core i7 vPro Processor Label	340-CPOZ	-	153	-
Desktop BTS/BTP Shipment	800-BBIP	-	153	-
No Anti-Virus Software	650-AAAM	-	153	-
No Additional Network Card Selected (Integrated NIC included)	555-BBJO	-	153	-
Fixed Hardware Configuration	998-EFXI	-	153	-
No Additional Add In Cards	382-BBHX	-	153	-
No Optane	400-BFPO	-	153	-
Intel vPro Technology Enabled	631-ACNM	-	153	-
Speaker for OptiPlex MFF	520-AARC	-	153	-
No Option Included	340-ACQQ	-	153	-
Dell Limited Hardware Warranty Plus Service	812-3886	-	153	-
ProSupport: 7x24 Technical Support, 5 Years	812-3900	-	153	-
ProSupport: Next Business Day Onsite 5 Years	812-3910	-	153	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport	989-3449	-	153	-
			Qty	Subtotal

Dell 24 Monitor - P2419H

\$136.24 210 \$28,610.40

Estimated delivery if purchased today:
Dec. 03, 2020
Contract # C000000006841
Customer Agreement # DIR-TSO-3763

Description	SKU	Unit Price	Qty	Subtotal
Dell 24 Monitor - P2419H	210-AQDX	-	210	-
Dell Limited Hardware Warranty	814-5380	-	210	-
Advanced Exchange Service, 3 Years	814-5381	-	210	-

Qty Subtotal

XPS 13 2-in-1 9310

\$1,578.48 17 \$26,834.16

Estimated delivery if purchased today:
Dec. 08, 2020
Contract # C000000006841
Customer Agreement # DIR-TSO-3763

Description	SKU	Unit Price	Qty	Subtotal
XPS 13 2-in-1 9310	210-AWVR	-	17	-
11th Generation Intel(R) Core(TM) i5-1135G7 Processor (8MB Cache, up to 4.2 GHz)	338-BXKL	-	17	-
Win 10 Pro 64 English, French, Spanish	619-AHKN	-	17	-
16GB 4267MHz LPDDR4x Memory Onboard	370-AFVG	-	17	-
Black English Backlit Keyboard with Fingerprint Reader	580-AJHX	-	17	-
13.4" 16:10 FHD+ WLED Touch Display (1920 x 1200)	391-BFLX	-	17	-
512GB PCIe NVMe x4 Solid State Drive Onboard	400-BGVP	-	17	-

Killer(TM) Wi-Fi 6 AX1650 (2x2) and Bluetooth 5.1	555-BFHL	-	17	-
Intel(R) Iris Xe Graphics	490-BGHD	-	17	-
45W USB-C AC Adapter Black	470-AEMY	-	17	-
4-Cell, 51WHr (Integrated)	451-BCSD	-	17	-
No Microsoft Office License Included – 30 day Trial Offer Only	658-BCSB	-	17	-
Custom Configuration	817-BBBB	-	17	-
Windows System Driver	631-ACSR	-	17	-
ENERGY STAR Qualified	389-DOVG	-	17	-
Platinum silver exterior, black interior	320-BECO	-	17	-
ProSupport Plus: 7x24 Technical Support, 4 Years	801-1595	-	17	-
Dell Limited Hardware Warranty Initial Year	801-1596	-	17	-
ProSupport Plus: Next Business Day Onsite, 1 Year	801-1660	-	17	-
ProSupport Plus: Accidental Damage Service, 4 Years	801-1679	-	17	-
ProSupport Plus: Next Business Day Onsite, 3 Years Extended	801-1680	-	17	-
KYHD not available on this platform	825-1849	-	17	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	17	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	17	-

Subtotal:	\$216,558.15
Shipping:	\$0.00
Estimated Tax:	\$0.00
Total:	\$216,558.15

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions : Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringsspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

^Dell Business Credit (DBC):

OFFER VARIES BY CREDITWORTHINESS AS DETERMINED BY LENDER. Offered by WebBank to Small and Medium Business customers with approved credit. Taxes, shipping and other charges are extra and vary. Minimum monthly payments are the greater of \$15 or 3% of account balance. Dell Business Credit is not offered to government or public entities, or business entities located and organized outside of the United States.

QUOTE CONFIRMATION



DEAR BRAD FRALEY,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
1C3C70T	11/16/2020	IT PC BUILD I9/3070	6100289	\$2,359.03

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
PNY GeForce RTX™ 3070 8GB UPRISING Edition Mfg. Part#: VCG30708DFMPB Contract: National IPA Technology Solutions (2018011-01)	1	6245251	\$581.39	\$581.39
Asus ROG MAXIMUS XII HERO (WI-FI) - motherboard - ATX - LGA1200 Socket - Z4 Mfg. Part#: ROG MAXIMUS XII HERO (WI-FI)	1	6245777	\$429.70	\$429.70
CORSAIR VENGEANCE RGB PRO Series 64GB DDR4 3000MHz CL15 Memory Kit - Black Mfg. Part#: CMW64GX4M4C3000C15 Contract: National IPA Technology Solutions (2018011-01)	1	5921163	\$305.47	\$305.47
CORSAIR iCUE H100i RGB PRO XT processor liquid cooling system Mfg. Part#: CW-9060043-WW Contract: National IPA Technology Solutions (2018011-01)	1	6059058	\$103.27	\$103.27
Samsung 970 EVO MZ-V7E1T0BW - solid state drive - 1 TB - PCI Express 3.0 x4 Mfg. Part#: MZ-V7E1T0BW UNSPSC: 43201830 Contract: National IPA Technology Solutions (2018011-01)	1	5475246	\$188.99	\$188.99
CORSAIR RMx Series RM850x - 2018 Edition - power supply - 850 Watt Mfg. Part#: CP-9020180-NA UNSPSC: 39121004 Contract: National IPA Technology Solutions (2018011-01)	1	5013146	\$147.82	\$147.82
Intel Core i9 10850K / 3.6 GHz processor Mfg. Part#: BX8070110850K Contract: National IPA Technology Solutions (2018011-01)	1	6192023	\$442.59	\$442.59
CORSAIR Obsidian Series 750D - Airflow Edition - tower - extended ATX Mfg. Part#: CC-9011078-WW UNSPSC: 43201601 Contract: National IPA Technology Solutions (2018011-01)	1	4212702	\$147.53	\$147.53

PURCHASER BILLING INFO	SUBTOTAL	\$2,346.76
------------------------	----------	------------

Billing Address: CITY OF WATAUGA ACCOUNTS PAYABLE 7105 WHITLEY RD WATAUGA, TX 76148-2024 Phone: (817) 514-5800 Payment Terms:	SHIPPING	\$12.27
	SALES TAX	\$0.00
	GRAND TOTAL	\$2,359.03
DELIVER TO	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	
Shipping Address: CITY OF WATAUGA ATTN:BRAD FRALEY 7105 WHITLEY ROAD WATAUGA, TX 76148 Phone: (817) 514-5800 Shipping Method: UPS Ground		

Need Assistance? CDW•G SALES CONTACT INFORMATION			
	Alex Pas	(877) 837-2705	alexpas@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at http://www.cdwg.com/content/terms-conditions/product-sales.aspx For more information, contact a CDW account manager © 2020 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 800.808.4239



Pricing Proposal
Quotation #: 19600016
Created On: 10/23/2020
Valid Until: 10/30/2020

City of Watauga TX

Bradley Fraley

7101 Whitley Road
Watauga, TX 76148
UNITED STATES
Phone: (817) 514-5824
Fax: (817) 514-3624
Email: BFraley@wataugatx.org

Senior Inside Account Executive

Jessica Vos

P.O. Box 847434
Dallas, TX 75284-7434
Phone: 800-870-6079 x6527657
Fax: 512-732-0232
Email: Jessica_Vos@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Dell OptiPlex 7080 - Micro - Core i7 10700T / 2 GHz - RAM 16 GB - SSD 512 GB - NVMe, Class 40 - UHD Graphics 630 - GigE - Win 10 Pro 64-bit - vPro - monitor: none - BTS - with 5 Years Hardware Service with Onsite/In-Home Service After Remote Diagnosis - Dell - Part#: KVWPY Note: 2 week lead time	153	\$1,324.37	\$202,628.61
2 Dell KM636 - Keyboard and mouse set - wireless - 2.4 GHz - black - for Inspiron 34XX, 36XX, 5490, 5590; Latitude 33XX, 53XX, 74XX; OptiPlex 5480; Vostro 36XX Dell - Part#: KM636	153	\$39.12	\$5,985.36
3 Dell 24 Monitor Dell - Part#: P2419h	210	\$198.36	\$41,655.60
4 XPS 13 2-in-1 9310 Dell - Part#: 3000073695399.1 Note: Please see attached for specs. 2-3 week lead time	17	\$2,015.26	\$34,259.42
Subtotal			\$284,528.99
Shipping			\$0.00
Total			\$284,528.99

Additional Optional Items

Dell OptiPlex 7080 - Micro - Core i5 10500T / 2.3 GHz - RAM 16 GB - SSD 512 GB - NVMe, Class 35 - UHD Graphics 630 - GigE - Win 10 Pro 64-bit - vPro - monitor: none - BTS - with 5 Years Hardware Service with Onsite/In-Home Service After Remote Diagnosis Dell - Part#: 3VR5K Note: 2 week lead time	153	\$1,128.72	\$172,694.16
---	-----	------------	--------------

Additional Comments

Thank you for choosing SHI-GS! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address, Quote Number, and applicable Contract Number when submitting a Purchase Order. SHI Government Solutions, Inc. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3695478; DUNS# 14-724-3096

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI-GS! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

**SHI Government Solutions, Inc. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3695478; DUNS# 14-724-3096**

The Products offered under this proposal are resold in accordance with the [SHI Online Customer Resale Terms and Conditions](#), unless a separate resale agreement exists between SHI and the Customer.



AGENDA MEMORANDUM

DATE: December 8, 2020
TO: Honorable City Council Members
FROM: Andrea Gardner, City Manager
SUBJECT: Discuss and consider action on WEDC Board appointments

BACKGROUND/INFORMATION:

The Watauga Economic Development Corporation Board consists of seven places (Place 1, Place 2, Place 3, Place 4, Place 5, Place 6 and Place 7). Per Texas Local Government Code Section 501.062, board members are referred to as directors and shall not serve a term that exceeds six years. The City may be more restrictive than State Law but not less restrictive, thus the Bylaws adopted by both the Board and City Council limit the term to two years for board members. State Law doesn't limit the number of terms a director may serve and neither does the Corporation's Bylaws.

In accordance with Article 2, Section 7 of the WEDC Bylaws vacancies on the Board of Directors may be filled by a majority vote of the Watauga City Council at a regular meeting or special meeting called for that purpose. A vacancy occurring on the Board of Directors may be filled by the City Council at any time. Any Director appointed by the City Council shall serve the remainder of the term of appointment of their predecessor. Nothing in this provision should be construed to prevent such a successor from being appointed and serving one or more subsequent terms.

The following is the current Board composition:

Place 1 - Art Miner - Serving a two year term expiring on the last day of August 2021

Place 2 - Amirali (AJ) Fazalbhair - Serving a two year term expiring on the last day of August 2022

Place 3 - Jan Hill - serving a two year term expiring on the last day of August 2021

Place 4 - Damon Solko - serving a two year term expiring on the last day of August 2022

Place 5 - Mike Alexander - serving a two year term expiring on the last day of August 2021

Place 6 - Cheney Cruz- serving a two term expiring on the last day of August 2022



AGENDA MEMORANDUM

Place 7 - Vacant - appointee will serve the unexpired term ending on the last day of August 2021

Place 7 was previously held by Robert Gaffney. A press release was issued on October 21, 2020 notifying the public of the upcoming vacancy and opportunity to serve. A total of 10 applications were presented for Council appointment consideration in which (7) interviews were conducted; (1) no show to interview - application not attached; (2) no response to interview offer.

The Council Liaison for the WEDC is Council Member Downey and the alternate is Council Member King.

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the City Council appoint an individual to serve as a Director/Board Member on the WEDC Board in place 7 for an unexpired term ending on August 31, 2021.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. WEDC Press Release Place 7
2. Robert Gaffney Resignation Redacted Version
3. WEDC Recommendation Dec 2020
4. 05.09.2020 Mel Eperthener
5. 06.16.2020 Mary Stormer
6. 07.27.2020 Malissa Minacci
7. 08.04.2020 Brian Beaudry
8. 08.31.2020 Grant Brister
9. 10.21.2020 Chuck Hubbard
10. 10.26.2020 Leah Chauvin
11. 10.31.2020 Lissa Sieja
12. 11.08.2020 Karla Qualls

REVIEWED BY:

Karrie Marling, Legal

George Hyde, Legal

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 12/9/2020

Approved - 12/9/2020

Final Approval - 12/9/2020

FOR IMMEDIATE RELEASE

October 21, 2020



Bradley Fraley
City of Watauga
Phone: 817.514.5824
Fax: 817.514.3624

7105 Whitley Road
Watauga, TX 76148
wataugatx.org

Watauga Economic Development Corporation

Watauga, Texas – The City of Watauga is accepting applications to fill a position on the Watauga Economic Development Commission. The Watauga Economic Development Corporation was created to encourage the development and advancement of City businesses, development and parks within the City. The Watauga Economic Development Corporation collects a 1/4-cent sales-tax and is an type B corporation. The WEDC contracts with the City for financial and other administrative services.

Per Section 501.062 of the Texas Local Government Code, a director of an EDC Board serves for a term of not more than six years but no limits on the number of terms a Director serves unless imposed by the City Council as a local rule. WEDC Bylaws only allows for two-year terms but no limits on the number of terms. Per Section 505.053 requires the board of directors of a Type B corporation to appoint (1) a president; (2) a secretary; and (3) other officers of the corporation the governing body of the authorizing municipality considers necessary. Section 505.054 states a majority of the entire membership of the board of directors of a Type B corporation is a quorum. Section 505.052 requires each director of a Type B corporation authorized to be created by a municipality with a population of 20,000 or more must be a resident of the municipality.

The Watauga Economic Development Corporation meets on the 3rd Tuesday of the month at 6:00 p.m. at City Hall Council Chambers, 7105 Whitley Road, when there is business to consider.

Applications are available at City Hall, 7105 Whitley Road, or on the City of Watauga web site at www.wataugatx.org. The position vacancy will be advertised through November 4, 2020. Completed applications must be submitted to the office of the City Secretary by the submittal deadline, November 4, 2020 at 5 p.m., for consideration.

If you have submitted an application within the prior 6 months, you do not need to submit a new application.

For further information please contact the City Secretary's Office at cs@cowtx.org or 817.514.5825.

FOR IMMEDIATE RELEASE



**INTEROFFICE MEMORANDUM
MAYOR'S OFFICE**

DATE: 08 December 2020

TO: City Manager Andrea Gardner

FROM: Mayor Arthur Miner

RE: WATAUGA ECONOMIC DEVELOPMENT CORPORATION APPOINTMENT

Ms Gardner:

Please find below my recommendation for Place 7 (unexpired term) on the Watauga Economic Development Corporation. Please place this on the December 14th 2020 agenda for council approval.

Place 7 Lisa Sieja Term to expire August 2021

Thank you

Art Miner
Mayor



AGENDA MEMORANDUM

DATE: December 9, 2020

TO: Honorable City Council Members

FROM: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action approving the creation a Citizen's Focus Group for the purpose of engagement between City Administration and the general public

BACKGROUND/INFORMATION:

In an effort to improve communication between the general public (includes citizens and business owners of Watauga), City Administration is requesting Council consider authorizing the creation of a Citizen's Focus Group.

The meetings will be held at a City Facility during normal business hours once per month.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

City staff respectfully requests the City Council authorize the creation of a Citizen's Focus Group.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

George Hyde, Legal

Final Approval - 12/10/2020

Approved as to form for inclusion on Agenda