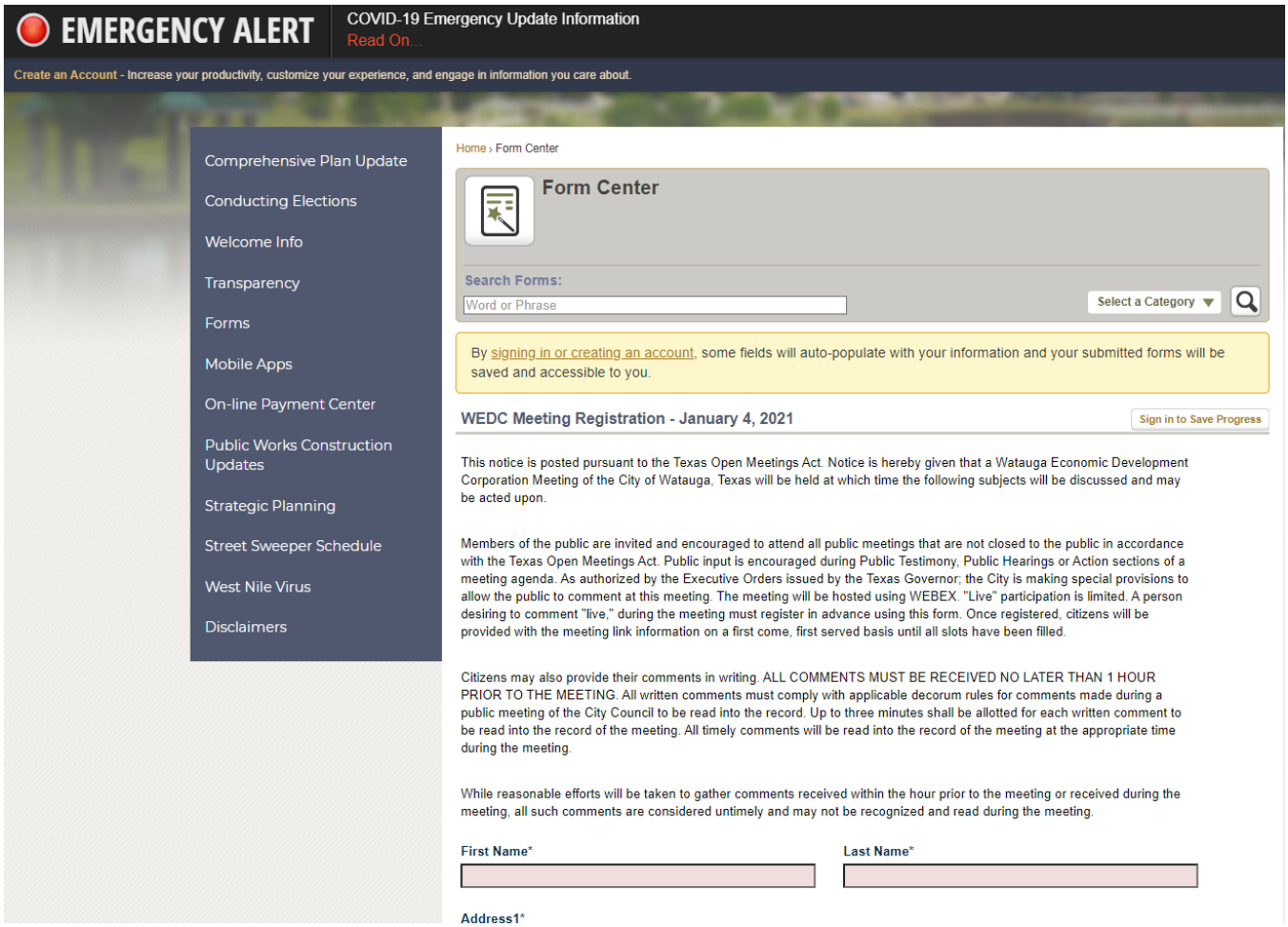
AGENDA
WATAUGA ECONOMIC DEVELOPMENT CORPORATION
VIDEOCONFERENCE MEETING
MONDAY, JANUARY 4, 2021
6:00 PM

This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a **Joint Special Meeting of the City Council and Watauga Economic Development Corporation Board** of the City of Watauga, Texas and the Watauga Economic Development Corporation 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/WEDCcomments. 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.



“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

ROLL CALL

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 Watauga Economic Development Corporation Board 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 Board as soon as practicable. Such report to the-Board shall not constitute a meeting called by the Board nor shall it constitute deliberation or formal action. Individual citizens addressing the Board 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 Board and no formal Board 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 Board may ask questions or discuss the item directly with the citizen during the citizen’s testimony if necessary. Any discussion between a Board member and the citizen will not count toward the time limit and Board Members are encouraged not to speak until the citizen has first utilized their allocated time.

NEW BUSINESS

1. Discuss and consider action to authorize the Executive Director to execute an agreement with The Texas A&M Engineering Extension Service for economic development training for leaders, elected and appointed officials
   Andrea Gardner, City Manager

2. Consider action to approve a contract with Lift Creations for the development and maintenance of the Watauga EDC website
Andrea Gardner, City Manager

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

1. Sections 551.071 and 551.087 Deliberate upon and consult with the Board Attorney on economic development negotiations for Smiley Transportation
Andrea Gardner, City Manager

2. Section 551.071 to deliberate upon and consult with the Board Attorney regarding harassment protections afforded to those serving the Board.
George Hyde, City Attorney

ADJOURNMENT

Meeting Notices and Reservation of Rights

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

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance by Other Elected or Appointed Officials: It is anticipated that members of other governmental bodies, and/or city council, boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a possible meeting of the other body, board, commission and/or committee, whose members may be in attendance, if such numbers constitute a quorum. The members of the city council, boards, commissions and/or committees may be permitted to participate in discussions on the same items listed on the agenda, which

occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that city council, body, board, commission or committee subject to the Texas Open Meetings Act.

NOTICE

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

I, Andrea Gardner, City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on Wednesday, December 30, 2020, before 5:15 p.m., in accordance with Chapter 551 of the Texas Government Code.

Andrea Gardner, City Secretary

CITY OF WATAUGA, TEXAS

AGENDA MEMORANDUM

DATE: December 29, 2020

TO: Watauga Economic Development Corporation Directors

FROM: Andrea Gardner, City Manager

SUBJECT: Discuss and consider action to authorize the Executive Director to execute an agreement with The Texas A&M Engineering Extension Service for economic development training for leaders, elected and appointed officials

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BACKGROUND/INFORMATION:

City Administration scheduled economic development training for the PDC transitioning to WEDC Board Members and the City Council in early CY 2019 through Texas A&M Engineering Extension Service. To ensure proper education of officials making decisions on behalf of the City that have an impact on the future of Watauga, training is critical. Members of Boards and City Council have changed since the training was provided in 2019, thus training is necessary.

The tentative date for the training is March 2, 2021 at 6:30pm to be held in the Council Chambers. The training is recommended for the members of City Council, the WEDC Board Members, the Planning and Zoning Commission Members and the Zoning Board of Adjustment Members. The training will also prove to be valuable to the citizens of Watauga and those registered to attend Watauga 101 and seeking to participate in the Citizen's Focus Group.

FINANCIAL IMPLICATIONS:

The cost of the training is $7,867. The training cost should be shared between the City and WEDC. Sufficient funds exist in the WEDC Budget to cover the WEDC's portion of the total cost.

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the WEDC Board to approve the Interlocal Agreement between the City of Watauga, Watauga Economic Development Corporation and the Texas A&M Engineering Extension Service for the purpose of conducting economic development training.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. WataugaCustomizedEDLeadershipTraining_65-101225

REVIEWED BY:

AGENDA MEMORANDUM

Karrie Marling, Legal	Approved - 12/16/2020
George Hyde, Legal	Approved - 12/30/2020
Sandra Gibson, Director of Finance	Approved - 12/30/2020
Andrea Gardner, City Manager	Final Approval - 12/30/2020

Approved as to form for inclusion on Agenda

TEXAS A&M ENGINEERING
TEEX
EXTENSION SERVICE

Contract Number: 65-101225

INTERLOCAL AGREEMENT
BY AND BETWEEN
City of Watauga, TX
AND
THE TEXAS A&M ENGINEERING EXTENSION SERVICE

This Agreement ("Agreement") is between the Texas A&M Engineering Extension Service ("TEEX"), 200 Technology Way, College Station, TX 77845 and the City of Watauga ("Customer"), 7105 Whitley Road, Watauga, TX 76148 (collectively "the Parties") pursuant to the provisions of the Interlocal Cooperation Act, Chapter 791 of the *Texas Government Code*. The Parties agree as follows:

SECTION I. PURPOSE OF AGREEMENT

Provide customized economic development training for leaders and elected officials for the City of Watauga, TX.

SECTION II. RIGHTS AND OBLIGATIONS OF TEEX

See Attachment A – Statement of Services dated December 7, 2020.

SECTION III. RIGHTS AND OBLIGATIONS OF CUSTOMER

See Attachment A – Statement of Services dated December 7, 2020.

SECTION IV. TERM OF AGREEMENT

This Agreement is to begin the date of the last signature and shall terminate May 31, 2021. Either party may cancel this Agreement by giving 30 days' notice thereof to the other Party.

If this Agreement is not executed by all parties within 60 days of date of the first signature below, then this Agreement will be null and void and of no further effect.

SECTION V. PAYMENT FOR SERVICES

The total fixed fee amount of this agreement is: Seven Thousand and Eight Hundred Sixty-Seven Dollars ($7,867.00).

Payment for services performed shall be billed in as follows: Lump Sum with payment due upon MOA execution.
Payment is due within thirty (30) days of invoice date.
All payments by the Parties made pursuant to this Agreement will be made from current revenues.

SECTION VI. NOTICES

Any notices required or permitted under this Agreement will be deemed given (a) three business days after it is sent by certified or registered mail, return receipt requested, (b) the next business day after it is sent by overnight carrier, (c) on the date sent by facsimile or email transmission with confirmation of transmission and receipt, if sent during the recipient's normal business hours and if not, on the next business day, or (d) on the date of delivery if delivered personally, an in each case, addressed to the intended recipient at the address below or such other address as the intended recipient may specify in writing:

REVIEWED BY TEEX

TEXAS A&M ENGINEERING
TEEX
EXTENSION SERVICE

Contract Number: 65-101225

If to TEEX: Texas A&M Engineering Extension Service
Tracy Foster, Chief Financial Officer
200 Technology Way,
College Station, Texas 77845

If to Customer: City of Watauga
Andrea Gardner, City Manager
7105 Whitley Road
Watauga, TX 76148

SECTION VII. AUTHORITY

TEEX represents and warrants the following:

A. The signer of this Agreement possesses the legal authority to execute this Agreement on behalf TEEX and to bind TEEX to the terms of this Agreement; and
B. TEEX possesses full legal authority to enter into this Agreement and to perform its obligations under this Agreement.

Customer represents and warrants the following:

A. The signer of this Agreement possesses the legal authority to execute this Agreement on behalf of Customer and to bind Customer to the terms of this Agreement; and
B. Customer possesses full legal authority to enter into this Agreement and to perform its obligations under this Agreement.

SECTION VIII. NO WAIVER OF IMMUNITY

Neither Party waives any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

SECTION IX. EXPORT COMPLIANCE

Customer certifies that none of its Representatives participating in the training is a "restricted party" as listed on the Denied Persons List, Entity List, and Unverified List (U.S. Department of Commerce), the Debarred Parties Lists (U.S. Department of State), the Specially Designated Nationals and Blocked Persons List (U.S. Department of Treasury), or any similar governmental lists. However, Customer shall provide TEEX with names and citizenship information for all of Customer's Representatives participating in the training for purposes of additional due diligence.

SECTION X. GENERAL PROVISIONS

A. This Agreement does not create a partnership or joint venture between the Parties. Neither Party may bind the other or otherwise act in any way as the representative of the other, unless specifically authorized, in advance and in writing, to do so, and then only for the limited purpose stated in such authorization. Employees of one Party are not employees of the

other, and neither Party's personnel are entitled or eligible, by reason of this contractual relationship, to participate in any benefits or privileges given or extended by the other Party to its employees.

B. Customer may not use the name or any adaptation of the name of TEEX or any of its personnel in any way except in factual statements that, in context, are not misleading or imply an endorsement by TEEX or its employees.

C. This Agreement contains the entire understanding of the Parties as to its subject matter, and supersedes all other written and oral agreements between the Parties as to that subject matter. The Parties may execute other contracts, but those will not alter this Agreement unless expressly stated in writing. Each Party hereby objects to any different or additional terms on any purchase order, invoice, acknowledgement, or other form.

D. This Agreement is assignable only with the written consent of both Parties.

E. The failure of either Party at any time to require performance by the other Party of any provision of this Agreement will in no way affect the right to require such performance at any time thereafter nor will the waiver by either Party of a breach of any provision be taken or held to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself.

F. Each provision of this Agreement is severable. If any provision is rendered invalid or unenforceable by statute or regulations or declared null and void by any court of competent jurisdiction, the remaining provisions will remain in full force and effect if the essential terms of this Agreement remain valid, legal, and enforceable.

G. USE OF PURCHASE ORDERS: To the degree that either or both of the parties hereto find it convenient to employ their standard forms of purchase order or acknowledgment of order in administering the terms of this Agreement, it or they may do so but none of the terms and conditions printed or otherwise appearing on such form shall be applicable except to the extent that it specifies information required to be furnished by either party hereunder. The terms proposed by any such form are specifically objected to and shall not be used as a basis for any contract.

H. Prohibition on Contracts with Companies Boycotting Israel: To the extent that Texas Government Code, Chapter 2270 applies to this Agreement, the PROVIDER certifies it does not and will not, during the performance of this contract, boycott Israel. PROVIDER acknowledges this Agreement may be terminated if this certification is inaccurate.

I. Certification Regarding Business with Certain Countries and Organizations: Pursuant to Subchapter F, Chapter 2252, Texas Government Code, PROVIDER certifies it is not engaged in business with Iran, Sudan, or a foreign terrorist organization. PROVIDER acknowledges this Agreement may be terminated if this certification is inaccurate.

J. Conflict of Interest: By executing this Agreement, PROVIDER and each person signing on behalf of PROVIDER certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, that to the best of their knowledge and belief, no member of The A&M System or The A&M System Board of Regents, nor any employee, or person, whose salary is payable in whole or in part by The A&M System, has direct or indirect financial interest in the award of this Agreement, or in the services to which this Agreement relates, or in any of the profits, real or potential, thereof.

If either Party fails to fulfill its obligations under this Agreement, when such failure is due to an act of God, or other circumstance beyond its reasonable control, including but not limited to fire, flood, civil commotion, riot, war, revolution, acts of foreign or domestic terrorism, or embargos, then the other Party shall excuse the failure for the duration of the event and for such a time as is reasonable to enable the Parties to resume performance under this Agreement, provided however, that in no event will such time extend for more than 30 days.

TEXAS A&M ENGINEERING
TEEX
EXTENSION SERVICE

Contract Number: 65-101225

EXECUTED IN DUPLICATE COPIES, EACH OF WHICH HAVE THE FORCE AND EFFECT OF AN ORIGINAL, THIS THE ___ DAY OF _____, 20__.

CUSTOMER:		**Texas A&M Engineering Extension Service:**	
By:	_____	By:	_____
Name:	_____	Name:	Tracy Foster
Title:	_____	Title:	Chief Financial Officer
Date:	_____	Date:	12/10/2020

Statement of Services to Provide Customized Economic Development Training for the City of Watauga, TX Leaders and Elected Officials

December 7, 2020

PREPARED FOR:

City of Watauga, TX
7105 Whitley Road
Watauga, TX 76148

POINT OF CONTACT:
Andrea Gardner
City Manager
(817) 881-0613
agardner@wataugatx.org

SUBMITTED BY:

Knowledge Engineering (KE)
Texas A&M Engineering Extension Service (TEEX)
200 Technology Way
College Station, TX 77845
(800) 541-7149
Fax (979) 458-6727

POINT OF CONTACT:
Lisa Mutchler
Program Director, Economic Development
(979) 324-1941
Lisa.mutchler@teex.tamu.edu

The City of Watauga, TX is committed to creating a fertile economic development climate and encouraging the orderly growth of Tarrant County. The City of Watauga and its leadership will improve its economic development expertise by selecting a partner to provide economic development training to local leadership.

Knowledge Engineering's economic development and community development unit of the Texas A&M Engineering Extension Service (TEEX) is pleased to submit the following response for Statement of Services response for a proposal requested to conduct a customized Economic Development training for non-economic development professionals.

The City of Watauga, TX and its leaders will benefit from TEEX's experience supporting communities throughout Texas and from TEEX's access to the resources and specialized expertise. The leadership team will further benefit from TEEX's expertise in providing economic development training to numerous communities and organizations.

Statement of Services (SOS)

Based on discussions with Ms. Andrea Gardner, City Manager of the City of Watauga, TX, following is the summary of TEEX's understanding of Watauga's training needs:

1. Increase awareness of the importance and role Economic Development plays within the local community.
2. Increase awareness and importance of the business community's contributions.
3. Enhance understanding of the interdependence between the business community's contributions and the City's Economic Development arm.
4. Increase awareness of incubators and accelerators and their place within communities to spur economic growth.

Enhance Understanding of Economic Development

Watauga's leaders, board members, and city officials will increase their economic development expertise by attending a one and one-half hour customized workshop facilitated by TEEX Economic Development staff. City leaders are often required to participate in economic development planning and decision-making without necessarily having the experience or expertise to make informed decisions. This customized workshop will provide an overview of economic development, leadership's role, the importance of the business community's contributions, and the interdependence between these components. Likewise this course will also provide an overview of incubators and accelerators and their place within communities to spur economic growth. Through open discussion of community and business development opportunities, participants will begin to formulate ideas to promote economic growth. Attendees will gain knowledge of economic development practices and issues. Upon completion of the workshop, members will be better prepared to contribute to the City of Watauga's future strategic planning needs.

Related Work

TEEX places particular emphasis on providing technical assistance to rural Texas, offering resources to communities with limited economic development expertise and the unique challenges associated with limited population, infrastructure, and access to industry. Following is a sampling of related TEEX Economic Development customers and the work performed:

The City of Watauga, TX will save time and investment by engaging TEEX's uniquely qualified team of economic developers and facilitators who have demonstrated ability to deliver quality economic development facilitation, training, and planning services for rural communities.

- City of Pharr Comprehensive Plan Update – Pharr, TX
- Gun Barrel City – Board Etiquette Training – Gun Barrel City, TX
- Waller County Comprehensive Strategic Plan – Waller County, TX
- Lake Jackson Competitiveness Study – Lake Jackson, TX
- Pharr EDC Economic Development Strategic Plan – Pharr, TX
- Pharr EDC Economic Development Local Leaders Training, Pharr, TX
- Weslaco EDC Economic Development Local Leaders Training – Weslaco, TX
- Gun Barrel City – Economic Development for Local Leaders Training – Gun Barrel City, TX
- South Texas Strategic Competitiveness Study Report through a Grant from Southwest Region Economic Development Administration, Austin, TX
- City of Cotulla Foreign Trade Zone (FTZ) Study, Cotulla, TX
- Laredo Development Foundation, Business Retention, Expansion, Attraction Strategy – Laredo, TX
- City of Watauga Economic Development – Economic Development for Local Leaders Training, Watauga, TX
- Brady Economic Development Corporation – Economic Development for Local Leaders
- City of Navasota Economic Development – Economic Development for Local Leaders
- Refugio County Development Foundation - Economic Development for Local Leaders Training, Refugio, TX
- Texas A&M University – Kingsville, Javelina Innovation Lab (JIL) Development, Kingsville, TX
- Winnsboro EDC Economic Development for Local Leaders – Winnsboro, TX
- City of Gun Barrel City Strategic Plan Facilitation – Gun Barrel City, TX
- Big Lake Competitive Assessment Study – Big Lake, TX
- Pilot Point EDC Economic Development for Local Leaders Training, Pilot Point, TX
- Taylor Community and Economic Development Initiative, Taylor, TX
- City of Cotulla Economic Impact Study – Cotulla, TX
- City of Texarkana Baseline Assessment – Texarkana, TX
- Phase II – Community Economic Development Strategy, Jacksboro, TX
- Community Economic Development Strategy, Blue Ridge, TX
- Community Economic Development Strategy, Hico, TX
- Community Economic Development Strategy, Kendleton, TX
- University Based Economic Development Strategy, Prairie View, TX

- Community Economic Development Strategy, Jacksboro, TX
- Comprehensive Economic Development Strategy, Bridgeport, TX
- Economic Development for Local Leaders, Early, TX
- Community Economic Development Strategy, Chandler, TX
- Permian Basin Comprehensive Economic Development Strategy, Midland, TX
- Research Valley Partnership Integrated Strategic Plan, College Station, TX
- Bastrop Convention/Civic Center Economic Impact and Marketing Study

BUDGET

The City of Watauga, TX is positioning itself to ensure the greatest potential for economic growth and prosperity by having knowledgeable leaders working towards its long-range goals. With these factors in mind, TEEX seeks to assist the City of Watauga and its leaders in organizing, planning, and preparing for its local economic future.

TEEX understands that each community has unique needs, assets and challenges, and with broad based and diverse community participation, a comprehensive plan will emerge that speaks to those special qualities.

The total fixed price for delivering this training is $7,867. The full amount is due upon contract execution.

We ask that you consider this proposal valid for 30 days from the date of submission (receipt via email) as our staffing requirements change with other funded projects.

TEEX

TEEX is a member of The Texas A&M University System, one of the largest and most complex systems of higher education in the United States. Through a statewide network of 11 university campuses, eight state agencies and a comprehensive health science center, the A&M System educates more than 125,000 students, conducts more than $780 million in research and reaches another 22 million people through service and outreach programs each year.

With roots that can be traced back more than 80 years, TEEX's goals include protecting people and the environment, building a safe, modern infrastructure, providing technical training, and promoting economic development. The agency's ongoing efforts have resulted in cleaner drinking water, better roads and infrastructure, safer workplaces and improved public safety, and security through the training of law enforcement officers, firefighters, and search and rescue personnel, as well as the impact of these sectors on the economy of the state.

The Knowledge Engineering division's mission is to assist our customers to understand specific aspects of their operations, as well as enhance their value proposition. We seek to create solutions to meet the customer's unique needs.

PROJECT TEAM

TEEX Knowledge Engineering consistently provides reliable, quality planning services to both private sector clients and government entities. Our team of economic development, business solution, and planning specialists work throughout Texas to provide local, county, and regional economic development organizations, governments, and private industry with practical and relevant economic and business strategies.

Lisa Mutchler, Economic & Workforce Development Program Director

Lisa Mutchler manages the Economic & Workforce Development Program within TEEX's Knowledge Engineering Division. In this capacity, she directs technical assistance to communities and economic development organizations throughout Texas. Lisa has eighteen years' experience in economic, workforce, and business development and twenty-four years' experience in project management. Lisa facilitates Economic Development Strategies and teaches modules in the Economic Development for Local Leaders Training Program.

Before joining TEEX, Lisa served as the program manager with the Texas Health and Human Services Commission where she oversaw operations in an eleven-county area of Central Texas working with local, county and state officials. Ms. Mutchler holds a Bachelor of Science degree in Agriculture Economics from Texas A&M University, and is a graduate of the TEEX Basic Economic Development Course (BEDC).

AGENDA MEMORANDUM

DATE: December 29, 2020

TO: Honorable City Council Members

FROM: Andrea Gardner, City Manager

THROUGH:

SUBJECT: Consider action to approve a contract with Lift Creations for the development and maintenance of the Watauga EDC website

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BACKGROUND/INFORMATION:

During the December 15, 2020, WEDC meeting, City staff discussed options to establish a separate website from the City's website dedicated to the WEDC and supporting local business and new business attraction efforts. Staff reviewed two proposals with the WEDC Board, Civic Plus and Lift Creations. Civic Plus is the software product utilized for the City's website and Lift Creations is a Fort Worth based business that provides website design and maintenance services to various businesses. The WEDC Board directed the Executive Director to move forward with creating a separate website and contracting with Lift Creations for the design and maintenance of website.

FINANCIAL IMPLICATIONS:

The estimated cost is $7500 to design and $250 per month for basic website updates/maintenance. The contract term is month to month with a 60 day out provision. The attached budget reclassification will be made to cover the expense. The budget reclass reduces the transfer to the general fund and increases the WEDC contractual expense account, thus there is no increase to the budget.

RECOMMENDATION/ACTION DESIRED:

City staff recommends the WEDC Board approve the contract between the WEDC and Lift Creations for a WEDC website design and maintenance of the website.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Budget Adjust JE Forms Website Design and Maintenance

REVIEWED BY:

George Hyde, Legal	Approved - 12/30/2020
Sandra Gibson, Director of Finance	Approved - 12/30/2020
Andrea Gardner, City Manager	Final Approval - 12/30/2020

Approved as to form for inclusion on Agenda

AGENDA MEMORANDUM

Budget Adjustment Form

Batch No: _____

Reason for Budget Adjustment:

Funding needed for WEDC Website Design & Maintenance as directed by WEDC Board on December 15, 2020

Account Name:	Account Number:	Current Budget:	Requested Budget:	Adjustment:
Transfer to General Fund	04-999-77010	$ 231,781	$ 222,281	-$9,500
Contractual Services	04-018-74790	$ 12,150	$ 21,650	$9,500
TOTAL				0

Director Approval: _____ Date: _____

Finance Director Approval: _____ Date: _____

City Manager Approval: _____ Date: _____

Entered: _____ Date: _____

Journal Entry Form

Batch No: _____

Reason for Journal Entry:

Account Name:	Account Number:	Debit:	Credit:
Balance Totals		$ -	$ -

Director Approval: Date:

Entered: Date: