



**AGENDA**  
**WATAUGA ECONOMIC DEVELOPMENT CORPORATION**  
**REGULAR MEETING**  
**7105 WHITLEY ROAD, WATAUGA, TEXAS 76148**  
**TUESDAY, MARCH 15, 2022**  
**6:00 PM**

**CALL TO ORDER**

**ROLL CALL**

**ANNOUNCEMENTS**

**REPORTS FROM STAFF**

1. Monthly Financial Report for the period ending January 31, 2022  
**Sandra Gibson, Director of Finance**

**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 WEDC, 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 WEDC as soon as practicable. Such report to the WEDC shall not constitute a meeting called by the WEDC nor shall it constitute deliberation or formal action. Individual citizens addressing the WEDC 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 WEDC may ask questions or discuss the item directly with the citizen during the citizen's testimony if necessary. Any discussion between a member and the citizen will not count toward the time limit and Members are encouraged not to speak until the citizen has first utilized their allocated time.

## **PUBLIC HEARINGS / ACTION**

### **ACTION ITEMS**

1. Discuss and consider action to amend the bylaws of the WEDC, Section 2.09 Regular Meetings; time and day of the week.  
**David Berman, City Attorney**
2. Discuss and consider action for the WEDC to be an official sponsor of Watauga Fest 2022.  
**Chad Stephens, Interim Parks & Community Services Director**
3. Discuss and consider action to approve the minutes of the WEDC Regular Meeting held February 15, 2022.  
**Lorenza Zavala, Administrative Assistant**
4. Discuss and consider action on acceptance of the Annual Audit Results for the period ending September 30, 2021  
**Sandra Gibson, Director of Finance**

**EXECUTIVE SESSION** The City Council 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. The Watauga Economic Development Corporation is to convene into a closed meeting pursuant to Texas Government Code Chapter 551, section 551.072 to discuss matters relating to real property as follows:

Deliberate the purchase, exchange, lease, or value of real property.

### **RECONVENE**

**The Watauga Economic Development Corporation will return to open session in the City Council Chamber for possible discussion and action as a result of the Executive Session as follows:**

### **ITEMS OF EXECUTIVE SESSION DELIBERATION:**

1. The Watauga Economic Development Corporation to reconvene into an open meeting and consider action, if any, on items discussed in closed session.

## **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, Linda Proskey, 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 March 11 2022, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.



Linda Proskey, City Secretary





## AGENDA MEMORANDUM

**DATE:** March 1, 2022  
**TO:** Watauga Economic Development Corporation Directors  
**FROM:** Sandra Gibson, Director of Finance  
**SUBJECT:** Monthly Financial Report for the period ending January 31, 2022

---

### **BACKGROUND/INFORMATION:**

The Monthly Financial Report for the period ending January 31, 2022 is attached for the Board's review.

### **FINANCIAL IMPLICATIONS:**

N/A

### **RECOMMENDATION/ACTION DESIRED:**

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

### **ATTACHMENTS/ SUPPORTING DOCUMENTATION:**

1. EDC Monthly Financial Report - January 2022

### **REVIEWED BY:**

Lorenza Zavala, Administrative Assistant

David Berman, City Attorney

Joshua Jones, City Manager

Linda Proskey, City Secretary

*Approved as to form for inclusion on Agenda*

Approved - 3/11/2022

Approved - 3/11/2022

Approved - 3/11/2022

Final Approval - 3/11/2022



## AGENDA MEMORANDUM

**DATE:** March 4, 2022

**TO:** Watauga Economic Development Board

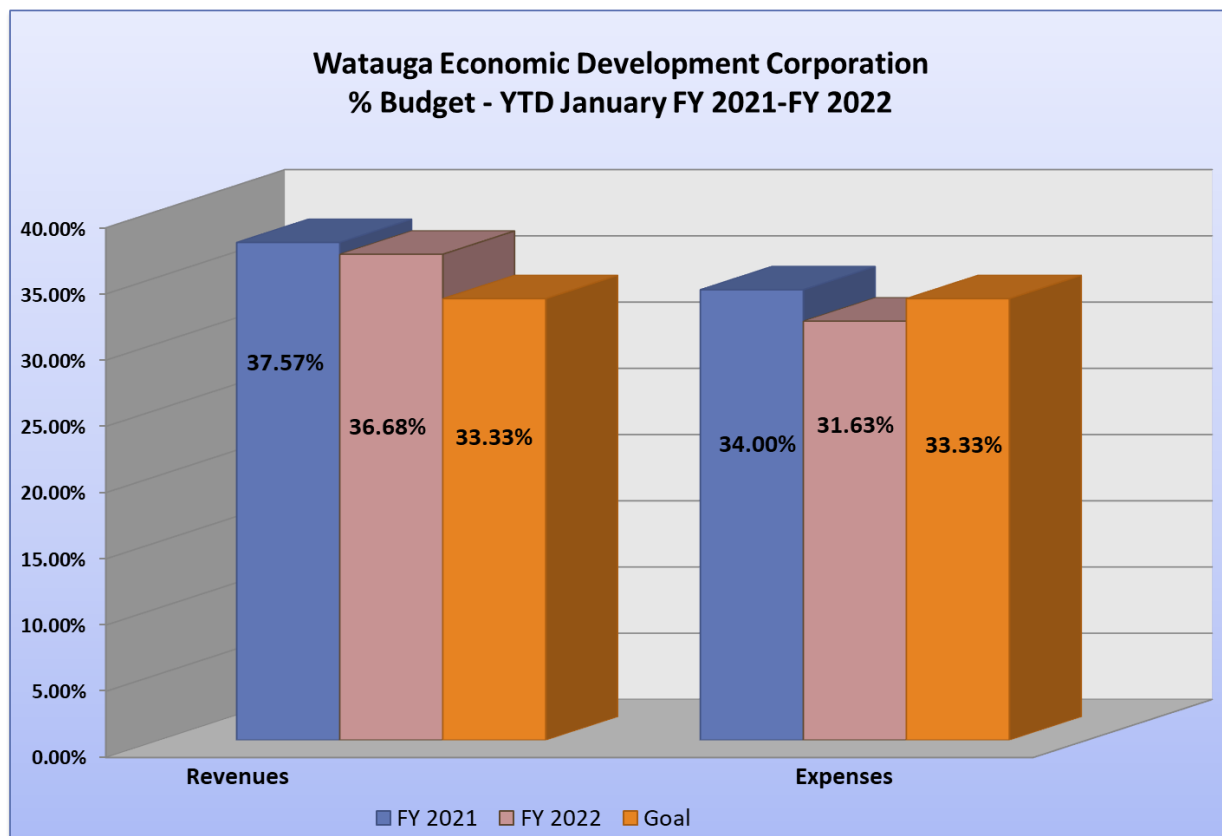
**FROM:** Sandra Gibson, Director of Finance

**SUBJECT:** Financial Report for the Month of January, 2022

---

The attached report and below graph represent the results of transactions through January, 2022 which is the 4th month of the fiscal year and is 33% through the FY2021-FY2022 budget.

The EDC sales tax distribution for the month of January, 2022 will be received on Friday, March 11<sup>th</sup>. Year-to-date sales tax revenues are estimated to be at 37% of budget collected through January, 2022. Total year-to-date expenditures are \$173,759 which is 32% of the budget expended for the year.





CITY OF WATAUGA  
BUDGET TO ACTUAL COMPARISON  
FISCAL YEAR 2022  
For the period ending January 31, 2022 (2nd FY Qtr.)

WATAUGA ECONOMIC DEVELOPMENT CORP - 04

|                                                     | CURRENT<br>BUDGET | 1/31/2022<br>YTD ACTUAL | %<br>USED     | %<br>REMAINING | 1/31/2021<br>YTD ACTUAL | \$ CHG<br>22 vs 21 | % CHG<br>22 vs 21 |
|-----------------------------------------------------|-------------------|-------------------------|---------------|----------------|-------------------------|--------------------|-------------------|
| REVENUE:                                            |                   |                         |               |                |                         |                    |                   |
| SALES TAX                                           | 814,000           | 300,593                 | 36.93%        | 63.07%         | 279,683                 | 20,910             | 7.48%             |
| INTEREST EARNINGS                                   | 2,000             | 584                     | 29.20%        | 70.80%         | 538                     | 46                 | 8.56%             |
| INTEREST/ESCROW                                     | -                 | -                       | -             | -              | -                       | -                  | -                 |
| CONTRIBUTIONS/OTHER                                 | 5,000             | -                       | -             | -              | -                       | -                  | -                 |
| <b>TOTAL REVENUE</b>                                | <b>\$821,000</b>  | <b>\$301,177</b>        | <b>36.68%</b> | <b>63.32%</b>  | <b>\$280,220</b>        | <b>\$20,956</b>    | <b>7.48%</b>      |
| PERSONNEL SERVICES                                  | -                 | -                       | 0.00%         | 0.00%          | -                       | -                  | 0.00%             |
| NON-DEPARTMENTAL                                    | -                 | -                       | 0.00%         | 0.00%          | -                       | -                  | 0.00%             |
| SUPPLIES                                            | 1,100             | (13)                    | -1.14%        | 101.14%        | 608                     | (621)              | -102.06%          |
| MAINTENANCE                                         | 900               | -                       | 0.00%         | 0.00%          | -                       | -                  | 0.00%             |
| CONTRACTUAL & SUNDRY                                | 141,690           | 39,812                  | 28.10%        | 71.90%         | 40,067                  | (255)              | -0.64%            |
| TRANSFERS                                           | 401,878           | 133,959                 | 33.33%        | 66.67%         | 129,761                 | 4,198              | 3.24%             |
| CAPITAL OUTLAY                                      | 3,700             | -                       | 0.00%         | 100.00%        | -                       | -                  | 0.00%             |
| <b>TOTAL EXPENDITURES</b>                           | <b>\$549,268</b>  | <b>\$173,759</b>        | <b>31.63%</b> | <b>68.37%</b>  | <b>\$170,437</b>        | <b>\$3,322</b>     | <b>1.95%</b>      |
| <b>EXCESS REVENUE OVER (UNDER)<br/>EXPENDITURES</b> | <b>\$271,733</b>  | <b>\$127,418</b>        |               |                | <b>\$109,784</b>        | <b>\$17,634</b>    |                   |

WATAUGA ECONOMIC DEVELOPMENT CORPORATION  
BYLAWS AMENDED JULY 2020

ARTICLE ONE: POWERS & PURPOSES

1.01 In order to implement the purposes for which the Corporation was formed as set forth in the Articles of Incorporation, the Corporation is organized exclusively for the purposes of benefitting and accomplishing public purposes of, and to act on behalf of the City of Watauga, Texas and the specific purposes for which the Corporation is organized and may issue bonds on behalf of the City of Watauga, Texas for the promotion and development of commercial, industrial and manufacturing enterprises to promote and encourage employment and public welfare, pursuant Chapter 501-505 of the Local Government Code, as now or hereafter amended.

1.02 The Corporation is not a political subdivision or political corporation of the State of Texas within the meaning of its constitution, and no agreements, bonds, debts, or obligations or the lending of credit, or grant of public money or anything of value, of or by the City of Watauga, Texas or any other political corporation, subdivision, or agency of the State of Texas, or a pledge of faith and credit of any of them.

1.03 The registered office of the corporation is located at 7105 Whitley Road, Watauga, Texas 76148, and the name of the registered agent of the corporation at such address is Andrea Gardner, City Manager. The principal office for the transaction of the business of the corporation is located at 7105 Whitley Road, Watauga, Texas 76148.

ARTICLE TWO: DIRECTORS

Powers

2.01 The Directors shall act only as a board, and an individual Director shall have no power to act for the corporation. All corporate powers of the corporation shall be exercised by the Board of Directors or under its authority. The business and affairs of the corporation shall be controlled by the Board of Directors, subject, however, to such limitations as are imposed by law, the Articles of Incorporation or these Bylaws. The Board of Directors may, by contract or otherwise, give general or limited or special power and authority to the officers and employees of the corporation to transact the general business or any special business of the corporation and may give powers of attorney to agents of the corporation to transact any special business requiring such authorization.

2.02 The Directors shall appoint and consent to the City Attorney for the City of Watauga to also serve as the General Counsel for the Corporation.

Qualification and Number of Directors

2.03 Each Director must be a resident of the City of Watauga at the time of appointment and maintain that residency during entire tenure on the Board. The authorized number of Directors of this corporation shall be seven (7). The place numbers for the seven (7)

Directors shall be known as Place 1, Place 2, Place 3, Place 4, Place 5, Place 6 and Place 7.

#### Appointment and Term

2.04 The Directors shall be appointed by the Watauga City Council and serve at the pleasure of the Watauga City Council. A director is appointed to hold a position for two (2) year terms. The terms of Director Position 1, Director Position 3, Director Position 5 and Director Position 7 directors shall expire in August of each odd-numbered. The terms of Director Position 2, Director Position 4 and Director Position 6 shall expire in August of each even-numbered year.

2.05 Board Membership shall comply with Texas Local Government Code Subchapter B Sections 501.051, 505.052 and 505.053, with the exception that the number of members from the City's governing body serving as a Director/Board of the WEDC shall be limited to three.

2.06 Board members, who also serve on the governing body of the City, shall cease to serve on Board of Directors at the time they cease to serve on the City Council; likewise any board member who is also an employee of the City of Watauga shall cease to serve on the Board of Directors at the conclusion of their employment.

#### Vacancies

2.07 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.

#### Removal of Directors

2.08 The entire Board of Directors or any individual Director may be removed from their Director position with or without cause by majority vote of the Watauga City Council, and a successor may then and there be elected to fill the vacancy thus created.

#### Place of Meetings

2.09 All meetings of the Board of Directors shall be held at the principal offices of the Corporation or at such other location as the Board of Directors may designate, within the City limits of Watauga.

#### Annual Meetings

2.10 The annual meeting of the corporation shall be held in the month of March each year. At such meetings, officers shall be appointed, reports of the corporation's affairs shall be considered, and any other business may be transacted which falls within the power of the Directors. All provisions herein pertaining to the Board of Directors meetings shall also

apply to the annual meeting.

#### Regular Meetings

2.11 Regular meetings of the Board of Directors shall be held on the third Tuesday of each month between annual meetings of the corporation, and at such dates and times as the Directors may determine. Meetings shall be held no less than quarterly.

Roberts Rules of Order shall be used to conduct and govern meetings. The City of Watauga Council Rules of Procedure apply to the Board. Any action taken by the board which evidences the desired intent to approve, disapprove, or table an agenda item shall not be subject to challenge on the basis of an alleged procedural violation regarding the manner in which the meeting was conducted. All meetings shall be conducted in accordance with the Texas Open Meetings Act, Government Code Chapter 551, as now or hereafter amended.

#### Special Meetings - Call and Notices

2.10 Special meetings of the Board of Directors for any purpose shall be called at any time by the President or, if the President is absent or unable or refuses to act, by any two Directors. Written notices of the special meetings, stating the time and place and in general terms the purpose or purposes thereof, shall be mailed, electronically mailed or personally delivered to each Director not later than the day before the day appointed for the meeting. All meetings shall be conducted in accordance with the Texas Open Meetings Act, Government Code Chapter 551, as now or hereafter amended.

#### Attendance

2.11 Attendance at the Board meetings is required of each Director and the attendance record of each Director shall be submitted to the Council prior to any reappointment to the Board. Absences which are considered by Council to indicate the inability or unwillingness to fulfill the duties of the Director may result in the removal and the replacement of the Director as provided in section 2.08 of these bylaws.

#### Quorum

2.12 A majority of the authorized number of Directors shall be necessary to constitute a quorum for the transaction of business, except to adjourn or recess a meeting. Every act or decision done or made by a majority of the Directors present shall be regarded as the act of the Board of Directors, unless a greater number is required by law or by the Articles of Incorporation. Each Director who is present at a meeting will be deemed to have assented to any action taken at the meeting unless the Director's dissent to the action is entered in the minutes of the meeting.

#### Board Action

2.13 Any action required or permitted to be taken by the Board of Directors must be taken pursuant to a lawfully convened meeting.

#### Adjournment - Notice

2.14 A quorum of the Directors may adjourn or recess any Directors' meeting to meet again at a stated hour on a stated day. In the absence of a quorum, a majority of the Directors present at any Directors' meeting, either regular or special, may adjourn or recess from time to time until the time fixed for the next regular meeting of the Board. All meetings of the Board of Directors shall be conducted in accordance with the Texas Open Meetings Act, Government Code Chapter 551, as now or hereafter amended.

#### Conduct of Meetings

2.15 The President or, in the President's absence, the Vice President, or in the absence of both, any Director selected by the Directors present, shall preside at the meeting of the Board of Directors. The President, or presiding officer in the absence of the President, shall not make motions and shall vote only in case of a tie. The Secretary of the corporation or, in the Secretary's absence, any person appointed by the presiding officer, shall act as Secretary of the Board of Directors' meetings.

#### Power of Eminent Domain

2.16 The corporation may exercise the power of eminent domain only on approval of the action by the Watauga City Council. The power must be exercised with and subject to the laws applicable to the City of Watauga.

#### Liability

2.17 The corporation, individual Directors, the City of Watauga, the individual Watauga City Council Members, employees of the City of Watauga or of the Corporation are not liable for damages arising from governmental function of the corporation or the City of Watauga.

#### Indemnification of Directors and Officers

2.18 The Board of Directors may authorize the corporation to indemnify and/or pay expenses incurred by, or to satisfy a judgment or settle a claim or pay a fine rendered or levied against present or former Directors, officers, employees or agents of this corporation based upon his or her action as a director, officer, employee or agent of the corporation as authorized by State law.

### ARTICLE THREE: OFFICERS

#### Title and Appointment

301 The officers of the corporation shall be a President, one or more Vice Presidents, Secretary, and such assistants and other officers as the Watauga City Council deems necessary to carry out the business and purposes of the corporation. All officers shall be appointed by and hold office at the pleasure of the Board of Directors.

#### Powers and Duties of Officers

3.02 The officers of the corporation shall have the powers and duties generally ascribed to the respective offices and such additional authority or duty as may from time to time be established by the Board of Directors. The Secretary is encouraged to furnish to new members the telephone numbers of other WEDC board members and staff, the governing regulations, and any other pertinent information concerning the WEDC to the new board member within seven (7) days of the new director's appointment.

#### ARTICLE FOUR: FISCAL PROVISIONS

4.01 The Corporation shall review and upon approval by the Board submit monthly financial reporting in a format utilized by the City of Watauga. All books and records of the Corporation shall be maintained by the City's Finance Department in accordance with Section 501.073 of the Texas Local Government Code. The Watauga City Council and the Corporation acknowledge and agree that the management of the Corporation's financial records shall be administered by the City pursuant to the terms of the Financial Services Agreement.

4.02 All expenditures of the Corporation shall be preapproved by the City Council in accordance with Texas Local Government Code Chapter 501, Subchapter A. The Corporation shall have its records and accounts audited annually and shall have an annual financial statement prepared based on the audit. The audit shall be completed by the same independent auditor selected by the City Council of Watauga who is selected to conduct the City of Watauga's annual fiscal audit.

4.03 The corporate fiscal year shall begin October 1<sup>st</sup> and end September 30<sup>th</sup> of each year. The Executive Director shall annually prepare each year an itemized budget to cover the proposed expenditures of the Corporation for the upcoming fiscal year. The proposed itemized budget shall be submitted to the Board the 60<sup>th</sup> day prior to the budget being considered by the Board. Once approved by the Board, the board shall submit the its proposed Corporate itemized budget to the City Secretary, for record and placement on the Council agenda, for consideration and approval by the City of Watauga City Council. All expenditures shall be identified as either routine or contingent, and all routine expenditures shall be considered approved in accordance with Section 501.073 without further action by the City Counsel. All contingent expenditures must be preapproved by the City Council before any funds are disbursed. The itemized budget shall also provide as clear a comparison as practicable between expenditures included in the proposed budget and actual expenditures for the same or similar purposes made for the preceding year. The budget must show as definitively as possible each of the projects for which expenditures are set up in the budget and the estimated amount of money carried in the budget for each project. The budget must contain a complete financial statement of the Corporation that shows (1) the outstanding obligations of the Corporation; (2) the cash on hand to the credit of each fund; (3) the funds received from all sources during the preceding year; and (5) the estimated revenue available to cover the Corporate itemized budget. The Corporation shall provide notice of the date, time and location of the City Council's consideration of the Corporate itemized budget on the Corporation's website.

4.04 Temporary or idle funds of the Watauga Economic Development Corporation which are undesignated, may be invested in any legal manner authorized by the Public Funds Investment Act and authorized by the Corporation's approved Investment Policy. The Corporation's Investment Policy must be reviewed and approved annually by the Board of Directors.

## ARTICLE FIVE: EXECUTION OF INSTRUMENTS

5.01 The Board of Directors may, in its discretion, authorize an officer or officers, or other person or persons, to execute any corporate instrument or document, or to sign the corporate name without limitation, except where otherwise provided by law and such execution or signature shall be binding on the corporation.

## ARTICLE SIX: RECORDS AND REPORTS

### Inspection of Books and Records

6.01 The corporation shall keep at the principal place of business a book of minutes of all meetings, adequate business records and notices of all its transactions.

6.02 All books and records of the corporation shall be open to inspection to the extent expressly provided by the Texas Open Records Act, Chapter 551 of the Government Code, as now or hereafter amended, and not otherwise. All books and records may be examined by Directors and Watauga City Council members at reasonable times.

## ARTICLE SEVEN: AMENDMENT OF BYLAWS

### Amendment of Bylaws

7.01 The power to alter, amend, or repeal these bylaws is vested in the Directors, subject to the approval of the City Council or changes in State law.

## ARTICLE EIGHT: MISCELLANEOUS PROVISIONS

### Legal Authorities Governing Construction of Bylaws

8.01 The Bylaws shall be construed in accordance with the laws of the State of Texas. All references in the Bylaws to statutes, regulations, or other sources of legal authority shall refer to the authorities cited, or their successors, as they may be amended from time to time. It is expressly provided that the provisions of Chapter 501-505 of the Local Government Code, as now or hereafter amended, are incorporated within these Bylaws by reference. In the event of any conflict between the applicable provisions of such Act and these Bylaws, then the applicable provisions of such Act shall control.

### Legal Construction

8.02 If any Bylaw provision is held to be invalid, illegal or unenforceable in any respect, the invalidity, illegality or unenforceability shall not affect any other provision and the Bylaws shall be construed as if the invalid, illegal, or unenforceable provision had not been included in the Bylaws.

#### Effective Date

These Bylaws, and any subsequent amendments hereto, shall be effective as of and from the date on which approval has been given by both the Board of Directors and the City Council of the City of Watauga, Texas.

#### CERTIFICATE OF SECRETARY

I, the undersigned, certify that I am the elected and acting secretary of the Watauga Economic Development Corporation, a Texas corporation; and the preceding bylaws, comprising 7 pages, constitute a true and complete copy of the bylaws of the corporation as amended at a meeting of the board of directors of the corporation held on the 21<sup>st</sup> day of July 2020.

I have subscribed my name and affixed the seal of the corporation on this the 18 day of August 2020.

#### WATAUGA ECONOMIC DEVELOPMENT CORPORATION

By:   
Secretary

[Seal]

Approved by City Council on 13<sup>TH</sup> day of July, 2020.



THE CITY OF WATAUGA WANTS TO INVITE YOU TO PARTNER WITH OUR CITY FOR OUR LARGEST SPRING FESTIVAL, WATAUGA FEST!

THIS OUTDOOR, 4 DAY EVENT INCLUDES CARNIVAL RIDES, LIVE PERFORMANCES BY SOME OF THE AREA'S MOST POPULAR BANDS, SHOPPING, FOOD TRUCKS, A CAR SHOW, AND MUCH MORE!

IN ADDITION TO GIVING BACK TO THE COMMUNITY, YOUR BUSINESS NAME AND LOGO WILL BE ADVERTISED ON THE CITY'S WEBSITE, MULTIPLE SOCIAL MEDIA PLATFORMS, FLYERS, T-SHIRTS, MARQUEES AND MORE.

WITH YOUR HELP, WATAUGA CAN CONTINUE TO CREATE EVENTS THAT GIVE FAMILIES THE OPPORTUNITY TO COME TOGETHER AND MAKE LASTING MEMORIES IN A FUN AND SAFE ENVIRONMENT.

## SPONSOR INFORMATION

Contact name: \_\_\_\_\_

Company: \_\_\_\_\_

Name to be recognized on event materials: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Preferred phone: \_\_\_\_\_ Secondary phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Payment Information:

Sponsorship amount: \_\_\_\_\_

Enclosed is a check in the amount of \$ \_\_\_\_\_ payable to the City of Watauga

Please charge \$ \_\_\_\_\_ amount to my credit card      Circle one: Visa or MasterCard

Name on card: \_\_\_\_\_ Billing zip code: \_\_\_\_\_

Card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_ C.V.V Code: \_\_\_\_\_

## SPONSORSHIP OPPORTUNITIES

### Friends of Watauga

*In-Kind/Materials/Services*

- Logo Included on web page, t-shirt, and pop up banners exclusive to Festival Sponsors.
- Recognition in announcements from Main Stage throughout festival.
- Booth Space.

### Silver Sponsor

\$500

- Logo Included on web page, t-shirt, and pop up banners exclusive to Festival Sponsors.
- Recognition in announcements from Main Stage throughout festival.
- Booth Space.
- **Recognition on social media.**

### Gold Sponsor

\$1,000

- **Logo Included on Watauga Fest banner, posters,** web page, t-shirt, and pop up banners exclusive to Festival Sponsors.
- Recognition in announcements from Main Stage throughout festival.
- Booth Space.
- Recognition on social media.

### Platinum Sponsor

\$2,500

- **Logo Included on Billboard, Watauga Fest banner,** posters, web page, t-shirt, and pop up banners exclusive to Festival Sponsors.
- Recognition in announcements from Main Stage throughout festival.
- Booth Space.
- Recognition on social media.

### Event Title Sponsor

\$5,000

- Logo Included on Billboard, Watauga Fest banner, posters, web page, t-shirt, and pop up banners exclusive to Festival Sponsors.
- Recognition in announcements from Main Stage throughout festival.
- Booth Space.
- Recognition on social media.
- **Banner (provided by sponsor) displayed at Main Stage.**
- **Recognition in radio advertisements.**
- **Recognition through all City related media outlets. (i.e. PSA)**

**MINUTES  
WATAUGA ECONOMIC DEVELOPMENT CORPORATION  
REGULAR MEETING  
TUESDAY, FEBRUARY 15, 2022  
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148  
7:00 PM**

**CALL TO ORDER**

President Miner called the meeting to order at 7:01 p.m.

**ROLL CALL**

Place 1, Arthur L. Miner, President  
Place 2, Andrew Neal, Director  
Place 3, Jan Hill, Director  
Place 4, Malissa Minucci, Director  
Place 5, Mike Alexander, Director  
Place 6, Toni Leber, Director

Council Woman Lovie Downey, Council Liaison

Others present include:

Joshua Jones, City Manager  
Sandra Gibson, Director of Finance  
Robert E. Hager, Equity Partner  
Samantha Ortega, Records Clerk

**PRESENTATIONS**

1. Presentation of December Business Anniversary Proclamations:  
Kim's Cali Nails for 25 Years  
Just Nails for 25 Years  
Shipley Do-Nuts for 20 Years  
Ameriprise Financial for 15 Years  
Creative School of Music for 15 Years
  
2. Presentation of January Business Anniversaries:  
Hunter Automotive 15 Years  
Pizza Hut 35 Years

**ANNOUNCEMENTS**

President Miner announced new City Manager, Joshua Jones and Mr. Hager of the new law firm Nichols Jackson, LLP.

## **REPORTS FROM STAFF**

### **1. Monthly Financial Report for the month of November 2021**

Director of Finance Sandra Gibson presented the financial report for WEDC for the month of November 2021

For November she reported that the revenues and expenditures are tracking on target with budget. Revenues are exceeding expenditures by \$53,000. Sales tax is trending at 14% over prior year from economic recovery and new businesses and online sales. Annual audit will be ready for the board next month

Questions from the board:

Andrew Neal asked with the increase of sales tax by 14%, do you continue seeing that trend into the quarter of last year, starting this year or do you see it tapering down?

Sandra Gibson replied October and November sales tax data were both at 14%. We just received December data from the State Comptroller office as it is trending two months behind, and that is at 6%. There is a little bit of taper off. We'll still be ok within budget. Last year we were still seeing some suppression from the pandemic.

President Minor asked if there is any more information on the sales tax coming from the farmers market?

Sandra Gibson replied that they apply for a special permit. It looks like not all are registered to submit sales tax through the city. The vendors at the Farmer's Market do not track that. It will be up to the city to do so.

## **PUBLIC COMMENT**

Requests for public comment were not received.

## **PUBLIC TESTIMONY FOR ACTION ITEMS**

Requests for public testimony were not received.

## **PUBLIC HEARINGS / ACTION**

### **ACTION ITEMS**

#### **1. Discuss and Consider the uses and fees for the city's electronic signs.**

President Miner discussed this item about the fees being too high for businesses to have interest in advertising on the signs.

Discussion to increase interest in electronic sign usage would be to 1. look at

reducing the fees and 2. look at expanding to allow other neighboring cities to use the signs. Not having any advertising is costing the city.

Director Minucci suggested that we add a caption that states, "Advertise here, call the city for pricing."

President Minor stated that if we start putting business anniversary names out there and people see them, then some of the other businesses will come around and want to advertise.

Thoughts and ideas from the board call the city for pricing expand to anniversary business.

Director Hill knows from personal experience with advertising for a fee. She said they did free advertising for a certain amount of time and had success. Once they started charging, they did not have success with businesses wanting to pay for the advertising.

Director Neal would like to have the business anniversaries on the sign to entice interest in using the signs and to also reduce the fee schedule down. Even if the fee is a minimum just to cover the staff time.

Sandra Gibson stated that the city allows for pricing discounts and had to be approved by the board first.

President Minor's recommendation would be to take no action on this but give staff direction to pursue reducing the fees. Advertise the business anniversaries and put a firmer timeline on this for one time approval from the board.

All Directors agree with President Minor's recommendation.

2. Discuss and consider action to approve the minutes of the WEDC Regular Meeting held November 16, 2021.

5-0-0 passed

Ayes: Jan Hill, Mike Alexander, Malissa Minucci, Andrew Neal, Toni Leber

Nays: None

Absent: None

Abstain: None

3. Discuss and consider appointing City Manager Joshua Jones as the Registered Agent for the Watauga Economic Development Corporation.

Now that we have a City Manager on board it will transfer over to him.

Mr. Hagar requested to craft a resolution paperwork so it can be sent to the Secretary of the State just as a formality.

Motion: Director Hill makes the motion to approve Joshua Jones as the

Registered Agent for Watauga Economic Development Corporation.  
2nd the motion: Director Alexander I second it.

5-0-0 passed  
Ayes: Jan Hill, Mike Alexander, Malissa Minucci, Andrew Neal, Toni Leber  
Nays: None  
Absent: None  
Abstain: None

### **EXECUTIVE SESSION**

1. The Watauga Economic Development Corporation is to convene into a closed meeting pursuant to Texas Government Code Chapter 551, section 551.072 to discuss matters relating to real property as follows:

Deliberate the purchase, exchange, lease, or value of real property.

7:20pm to executive session

### **RECONVENE**

President Minor reconvened the meeting at 7:43 p.m.

### **ITEMS OF EXECUTIVE SESSION DELIBERATION:**

1. The Watauga Economic Development Corporation to reconvene into an open meeting and consider action, if any, on items discussed in closed session.

No action taken at this time.

### **ADJOURNMENT**

President Minor adjourned the meeting at 7:44 p.m.

APPROVED: This \_\_\_\_\_ day of \_\_\_\_\_ 2022

SIGNED: This \_\_\_\_\_ day of \_\_\_\_\_ 2022

APPROVED:

\_\_\_\_\_  
Arthur L. Miner, President

ATTEST:

\_\_\_\_\_  
Jan Hill, Secretary

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



## **AGENDA MEMORANDUM**

**DATE:** March 4, 2022

**TO:** Watauga Economic Development Corporation Directors

**FROM:** Sandra Gibson, Director of Finance

**SUBJECT:** Discuss and consider action on acceptance of the Annual Audit Results for the period ending September 30, 2021

---

### **BACKGROUND/INFORMATION:**

The City of Watauga's combined annual financial audit, including the Watauga Economic Development Corporation, has been completed for the fiscal year ending September 30, 2021.

The Watauga Economic Development Corporation (WEDC) is a Special Revenue Fund within the City's combined financial statements. As of September 30, 2021, the fund balance in the WEDC Sales Tax fund (operating fund) is \$1,631,094 which is an increase of \$388,920 over the previous year. Revenues were \$867,679 and were higher than budget by 16%, or \$121,879. This was due to sales tax revenue recovery experienced during the year. Actual expenditures were under budget for the year by 4.6%, or \$22,485. Expenditures for Fiscal Year 2021 include operating expenditures and transfers for administrative support and debt service payments for WEDC funded projects in the amount of \$478,759. The WEDC Capital Projects Fund balance as of September 30, 2021 is \$38,660.

Attached are excerpts from the City of Watauga Annual Comprehensive Financial Report for Fiscal Year October 1, 2020 – September 30, 2021, which is available at the Watauga City Secretary's Office, the Public Library, and on the City's website. The City's Auditors, Weaver and Tidwell, LLC, has issued an unmodified, or "clean" opinion for this report.

Staff recommends the Board's acceptance of this audit.

### **FINANCIAL IMPLICATIONS:**

N/A

### **RECOMMENDATION/ACTION DESIRED:**

Staff recommends acceptance of the annual audit results for the period ending September 30, 2021 for the Watauga Economic Development Corporation

### **ATTACHMENTS/ SUPPORTING DOCUMENTATION:**



## AGENDA MEMORANDUM

1. Watauga Annual Report - WEDC Excerpts DRAFT ONLY - REPLACE WITH FINAL

**REVIEWED BY:**

Lorenza Zavala, Administrative Assistant

David Berman, City Attorney

Sandra Gibson, Director of Finance

Joshua Jones, City Manager

Linda Proskey, City Secretary

*Approved as to form for inclusion on Agenda*

Approved - 3/4/2022

Approved - 3/11/2022

Approved - 3/11/2022

Approved - 3/11/2022

Final Approval - 3/11/2022

**City of Watauga, Texas**  
Combining Balance Sheet  
Non-Major Governmental Funds  
September 30, 2021

|                                                     | <br>WEDC Sales<br>Tax Fund | Watauga<br>Crime Control<br>and<br>Prevention<br>Fund | Library<br>Donation<br>Fund | Municipal<br>Court<br>Security<br>Fund | Municipal<br>Court<br>Technology<br>Fund |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-----------------------------|----------------------------------------|------------------------------------------|
| <b>ASSETS</b>                                       |                                                                                                             |                                                       |                             |                                        |                                          |
| Cash and cash equivalents                           | \$ 1,485,286                                                                                                | \$ 787,876                                            | \$ 56,221                   | \$ 29,720                              | \$ 134,251                               |
| Investments                                         | -                                                                                                           | 23,621                                                | -                           | -                                      | -                                        |
| Account receivable                                  | 148,371                                                                                                     | 282,046                                               | 136                         | -                                      | -                                        |
| Prepaid items                                       | 1,165                                                                                                       | -                                                     | -                           | -                                      | -                                        |
| <b>TOTAL ASSETS</b>                                 | <b>\$ 1,634,822</b>                                                                                         | <b>\$ 1,093,543</b>                                   | <b>\$ 56,357</b>            | <b>\$ 29,720</b>                       | <b>\$ 134,251</b>                        |
| <b>LIABILITIES AND FUND BALANCES</b>                |                                                                                                             |                                                       |                             |                                        |                                          |
| <b>LIABILITIES</b>                                  |                                                                                                             |                                                       |                             |                                        |                                          |
| Accounts payable                                    | \$ 3,722                                                                                                    | \$ 30,007                                             | \$ -                        | \$ -                                   | \$ 409                                   |
| Accrued liabilities                                 | 6                                                                                                           | 53,134                                                | -                           | -                                      | -                                        |
| Total liabilities                                   | 3,728                                                                                                       | 83,141                                                | -                           | -                                      | 409                                      |
| <b>FUND BALANCES</b>                                |                                                                                                             |                                                       |                             |                                        |                                          |
| Nonspendable                                        |                                                                                                             |                                                       |                             |                                        |                                          |
| Prepaid items                                       | 1,165                                                                                                       | -                                                     | -                           | -                                      | -                                        |
| Restricted:                                         |                                                                                                             |                                                       |                             |                                        |                                          |
| Capital acquisitions and<br>contractual obligations | -                                                                                                           | -                                                     | -                           | -                                      | -                                        |
| Culture and recreation                              | 1,629,929                                                                                                   | -                                                     | 56,357                      | -                                      | -                                        |
| Public works                                        | -                                                                                                           | -                                                     | -                           | -                                      | -                                        |
| Public safety                                       | -                                                                                                           | 1,010,402                                             | -                           | 29,720                                 | 133,842                                  |
| Total fund balances                                 | 1,631,094                                                                                                   | 1,010,402                                             | 56,357                      | 29,720                                 | 133,842                                  |
| <b>TOTAL LIABILITIES AND FUND BALANCES</b>          | <b>\$ 1,634,822</b>                                                                                         | <b>\$ 1,093,543</b>                                   | <b>\$ 56,357</b>            | <b>\$ 29,720</b>                       | <b>\$ 134,251</b>                        |

**This Page Intentionally Left Blank**

| Municipal Court Truancy Fund | Traffic Safety Fund | Street Maintenance Sales Tax Fund | PEG Fund         |  WEDC Construction Fund | Jury Fees Fund | Total Non major Governmental Funds |
|------------------------------|---------------------|-----------------------------------|------------------|----------------------------------------------------------------------------------------------------------|----------------|------------------------------------|
| \$ 83,965                    | \$ 50,927           | \$ 1,767,348                      | \$ 82,280        | \$ 38,660                                                                                                | \$ 562         | \$ 4,517,096                       |
| -                            | -                   | -                                 | -                | -                                                                                                        | -              | 23,621                             |
| -                            | -                   | -                                 | -                | -                                                                                                        | -              | 430,553                            |
| -                            | -                   | -                                 | -                | -                                                                                                        | -              | 1,165                              |
| <u>\$ 83,965</u>             | <u>\$ 50,927</u>    | <u>\$ 1,767,348</u>               | <u>\$ 82,280</u> | <u>\$ 38,660</u>                                                                                         | <u>\$ 562</u>  | <u>\$ 4,972,435</u>                |
|                              |                     |                                   |                  |                                                                                                          |                |                                    |
| \$ 248                       | \$ 4,198            | \$ 265,438                        | \$ -             | \$ -                                                                                                     | \$ -           | \$ 304,022                         |
| 1,159                        | 12,775              | -                                 | -                | -                                                                                                        | -              | 67,074                             |
| 1,407                        | 16,973              | 265,438                           | -                | -                                                                                                        | -              | 371,096                            |
| -                            | -                   | -                                 | -                | -                                                                                                        | -              | 1,165                              |
| -                            | -                   | -                                 | -                | 38,660                                                                                                   | -              | 38,660                             |
| -                            | -                   | -                                 | -                | -                                                                                                        | -              | 1,686,286                          |
| -                            | -                   | 1,501,910                         | 82,280           | -                                                                                                        | -              | 1,584,190                          |
| 82,558                       | 33,954              | -                                 | -                | -                                                                                                        | 562            | 1,291,038                          |
| 82,558                       | 33,954              | 1,501,910                         | 82,280           | 38,660                                                                                                   | 562            | 4,601,339                          |
| <u>\$ 83,965</u>             | <u>\$ 50,927</u>    | <u>\$ 1,767,348</u>               | <u>\$ 82,280</u> | <u>\$ 38,660</u>                                                                                         | <u>\$ 562</u>  | <u>\$ 4,972,435</u>                |

# City of Watauga, Texas

Combining Statement of Revenues, Expenditures  
and Changes in Fund Balance  
Non-Major Governmental Funds  
For the Fiscal Year Ended September 30, 2021

|                                                      |  WEDC Sales<br>Tax Fund | Watauga<br>Crime Control<br>and<br>Prevention<br>Fund | Library<br>Donation<br>Fund | Municipal<br>Court<br>Security<br>Fund | Municipal<br>Court<br>Technology<br>Fund |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-----------------------------|----------------------------------------|------------------------------------------|
| <b>REVENUES</b>                                      |                                                                                                          |                                                       |                             |                                        |                                          |
| Taxes                                                | \$ 865,622                                                                                               | \$ 1,701,405                                          | \$ -                        | \$ -                                   | \$ -                                     |
| Interest income                                      | 1,207                                                                                                    | 1,417                                                 | 45                          | 21                                     | 153                                      |
| Miscellaneous                                        | 850                                                                                                      | 86,772                                                | 5,822                       | 18,453                                 | 15,590                                   |
| Total revenues                                       | 867,679                                                                                                  | 1,789,594                                             | 5,867                       | 18,474                                 | 15,743                                   |
| <b>EXPENDITURES</b>                                  |                                                                                                          |                                                       |                             |                                        |                                          |
| Current:                                             |                                                                                                          |                                                       |                             |                                        |                                          |
| Public safety                                        | -                                                                                                        | 1,469,939                                             | -                           | -                                      | 6,948                                    |
| Culture and recreation                               | 98,975                                                                                                   | -                                                     | -                           | -                                      | -                                        |
| Public works                                         | -                                                                                                        | -                                                     | -                           | -                                      | -                                        |
| Capital outlay                                       | -                                                                                                        | 10,388                                                | -                           | -                                      | 1,324                                    |
| Total expenditures                                   | 98,975                                                                                                   | 1,480,327                                             | -                           | -                                      | 8,272                                    |
| Excess (deficiency) of<br>revenues over expenditures | 768,704                                                                                                  | 309,267                                               | 5,867                       | 18,474                                 | 7,471                                    |
| <b>OTHER FINANCING SOURCES (USES)</b>                |                                                                                                          |                                                       |                             |                                        |                                          |
| Transfers out                                        | (379,784)                                                                                                | (30,000)                                              | -                           | -                                      | -                                        |
| Total other financing sources (uses)                 | (379,784)                                                                                                | (30,000)                                              | -                           | -                                      | -                                        |
| Net change in fund balances                          | 388,920                                                                                                  | 279,267                                               | 5,867                       | 18,474                                 | 7,471                                    |
| Fund Balance, beginning                              | 1,242,174                                                                                                | 731,135                                               | 50,490                      | 11,246                                 | 126,371                                  |
| <b>FUND BALANCE, ending</b>                          | <b>\$ 1,631,094</b>                                                                                      | <b>\$ 1,010,402</b>                                   | <b>\$ 56,357</b>            | <b>\$ 29,720</b>                       | <b>\$ 133,842</b>                        |

# City of Watauga, Texas

## Schedule of Revenues, Expenditures and Changes

### In Fund Balances – Budget to Actual

#### WEDC Sales Tax Special Revenue Fund

Year Ended September 30, 2021

|                                      | Budget Amounts<br>Final Budget | Actual<br>Amounts   | Variance<br>Positive/<br>(Negative) |
|--------------------------------------|--------------------------------|---------------------|-------------------------------------|
| <b>Revenues</b>                      |                                |                     |                                     |
| Taxes                                | \$ 705,000                     | \$ 865,622          | \$ 160,622                          |
| Interest income                      | 5,000                          | 1,207               | (3,793)                             |
| Miscellaneous                        | 35,800                         | 850                 | (34,950)                            |
| Total revenues                       | 745,800                        | 867,679             | 121,879                             |
| <b>Expenditures</b>                  |                                |                     |                                     |
| Current:                             |                                |                     |                                     |
| Culture and recreation               | 118,960                        | 98,975              | 19,985                              |
| Capital outlay                       | 2,500                          | -                   | 2,500                               |
| Total expenditures                   | 121,460                        | 98,975              | 22,485                              |
| Excess of revenues over expenditures | 624,340                        | 768,704             | 144,364                             |
| <b>Other financing uses</b>          |                                |                     |                                     |
| Transfers out                        | (379,784)                      | (379,784)           | -                                   |
| Total other financing uses           | (379,784)                      | (379,784)           | -                                   |
| Net change in fund balances          | 244,556                        | 388,920             | 144,364                             |
| Fund balances, beginning of year     | 1,242,174                      | 1,242,174           | -                                   |
| <b>Fund balances, end of year</b>    | <b>\$ 1,486,730</b>            | <b>\$ 1,631,094</b> | <b>\$ 144,364</b>                   |

| Municipal<br>Court<br>Truancy<br>Fund | Traffic<br>Safety Fund | Street<br>Maintenance<br>Sales Tax<br>Fund | PEG Fund  | WEDC<br>Construction<br>Fund | Jury Fees<br>Fund | Total<br>Non major<br>Governmental<br>Funds |
|---------------------------------------|------------------------|--------------------------------------------|-----------|------------------------------|-------------------|---------------------------------------------|
| \$ -                                  | \$ -                   | \$ 220,958                                 | \$ -      | \$ -                         | \$ -              | \$ 2,787,985                                |
| 71                                    | 701                    | 2,026                                      | 72        | 61                           | -                 | 5,774                                       |
| 19,461                                | -                      | -                                          | 38,056    | -                            | 357               | 185,361                                     |
| 19,532                                | 701                    | 222,984                                    | 38,128    | 61                           | 357               | 2,979,120                                   |
| 29,631                                | 320,359                | -                                          | -         | -                            | -                 | 1,826,877                                   |
| -                                     | -                      | -                                          | -         | -                            | -                 | 98,975                                      |
| -                                     | -                      | 88,026                                     | -         | -                            | -                 | 88,026                                      |
| -                                     | -                      | 408,710                                    | -         | 236                          | -                 | 420,658                                     |
| 29,631                                | 320,359                | 496,736                                    | -         | 236                          | -                 | 2,434,536                                   |
| (10,099)                              | (319,658)              | (273,752)                                  | 38,128    | (175)                        | 357               | 544,584                                     |
| -                                     | -                      | -                                          | -         | -                            | -                 | (409,784)                                   |
| -                                     | -                      | -                                          | -         | -                            | -                 | (409,784)                                   |
| (10,099)                              | (319,658)              | (273,752)                                  | 38,128    | (175)                        | 357               | 134,800                                     |
| 92,657                                | 353,612                | 1,775,662                                  | 44,152    | 38,835                       | 205               | 4,466,539                                   |
| \$ 82,558                             | \$ 33,954              | \$ 1,501,910                               | \$ 82,280 | \$ 38,660                    | \$ 562            | \$ 4,601,339                                |